AGENDA

CITY OF ORMOND BEACH, FLORIDA

CITY COMMISSION MEETING
September 4, 2024
7:00 PM

Mayor Bill Partington

Zone 1 - Commissioner Lori Tolland
Zone 2 - Commissioner Travis Sargent
Zone 3 - Commissioner Susan Persis
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 Principal

5. ADOPTION OF FISCAL YEAR 2024-2025 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET

A. **RESOLUTION NO. 2024-130:** A RESOLUTION ADOPTING PROPOSED MILLAGE RATES FOR THE 2024-2025 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. 2024-25:** AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE 2024-2025 FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; 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 20, 2024

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. 2024-135:** A RESOLUTION AUTHORIZING EXECUTION OF A SERVICE AGREEMENT BETWEEN THE CITY AND THE ORMOND MEMORIAL ART MUSEUM, INC.; AUTHORIZING THE EXPENDITURE OF FUNDING; AND SETTING FORTH AN EFFECTIVE DATE.

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

B. **RESOLUTION NO. 2024-136:** A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND TEAM VOLUSIA ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE EXPENDITURE OF FUNDING; AND SETTING FORTH AN EFFECTIVE DATE.

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

C. **RESOLUTION NO. 2024-137:** A RESOLUTION ACCEPTING A PROPOSAL FROM CATHEDRAL CORPORATION TO PROVIDE UTILITY BILLING SERVICES; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; REJECTING ALL OTHER PROPOSALS; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Chris Byle, Assistant Finance Director, (386) 676-3206*

D. **RESOLUTION NO. 2024-138:** A RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR DIRECTIONAL DRILLING SERVICES FROM MID FLORIDA DIRECTIONAL DRILLING, LLC; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Bob Preis, Utilities Manager, (386) 676-3305*

E. **RESOLUTION NO. 2024-139:** A RESOLUTION ACCEPTING A PROPOSAL FROM A.M. WEIGEL CONSTRUCTION, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES REGARDING TRAFFIC SIGNAL (MAST ARM) MAINTENANCE AT THREE INTERSECTIONS; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

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

F. **RESOLUTION NO. 2024-140:** A RESOLUTION AUTHORIZING THE

EXECUTION OF A GRANT AGREEMENT BETWEEN THE CITY AND THE FEDERAL AVIATION ADMINISTRATION REGARDING FUNDING FOR TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND 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. 2024-141:** A RESOLUTION AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT BETWEEN THE CITY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION REGARDING FUNDING FOR TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND 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*

H. **RESOLUTION NO. 2024-142:** A RESOLUTION ACCEPTING A PROPOSAL FROM HOYLE TANNER & ASSOCIATES, INC., TO PROVIDE ENGINEERING DESIGN SERVICES REGARDING THE TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Steven Lichliter, Airport Manager, (386) 615-7019*

I. **RESOLUTION NO. 2024-143:** 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*

J. **RESOLUTION NO. 2024-144:** 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*

K. **Auto Renewal - Yellowstone Landscape Grounds Maintenance Agreement**

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

Disposition: Approve as recommended in the City Manager staff report dated September 4, 2024.

L. **Riverside Drive, Road Closures Fiscal Year 2024-2025**

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

Disposition: Approve as recommended in the City Manager staff report dated September 4, 2024.

M. **CDBG Applications for Excess Funding and New Funding Opportunity**

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

Disposition: Approve as recommended in the City Manager staff report dated September 4, 2024.

N. **Capital Improvement Plan Fiscal Years 2025 through 2029**

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

Disposition: Approve as recommended in the City Manager staff report dated September 4, 2024.

9. PUBLIC HEARINGS

A. **ORDINANCE NO. 2024-24:** AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF THE SECOND AMENDED DEVELOPMENT ORDER FOR A PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS “PLANTATION OAKS”; AUTHORIZING AN AMENDMENT TO THE NEIGHBORHOOD COMMERCIAL LIST OF USES TO ALLOW WAREHOUSE, INDOOR MINI-RENTAL AS A PERMITTED USE UNDER CERTAIN CONDITIONS; AUTHORIZING A SITE DEVELOPMENT PLAN FOR THE NEIGHBORHOOD COMMERCIAL PARCEL LOCATED AT 1730 PLANTATION OAKS BOULEVARD; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

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

10. RESOLUTIONS

A. **RESOLUTION NO. 2024-145:** A RESOLUTION DECLARING THE RESULTS OF THE PRIMARY MUNICIPAL ELECTION CONDUCTED IN THE CITY OF ORMOND BEACH, FLORIDA, ON TUESDAY, AUGUST 20, 2024; AUTHORIZING THE ISSUANCE OF A CERTIFICATE; SETTING FORTH AN EFFECTIVE DATE.

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

11. REPORTS, SUGGESTIONS, REQUESTS

12. 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 4, 2024 - City Commission

Number: 5.A

Section:	ADOPTION OF FISCAL YEAR 2024-2025 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET		
Item Category:	Resolution	**Res./Ord. No:**	2024-130
Strategic Goal:	Governance - Other		
Department:	Finance		
Subject:	Proposed Millage Rates for 2024-2025 Fiscal Year		
Summary:	The FY 2024-25 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 eleven General Fund positions. The proposed rates were tentatively approved by the Commission on July 23, 2024. The budget and millage rate provide necessary funding for implementation of City strategic plan goals.		

Financial Impact:

Proposed Tentative Millage Rate	**Millage Rate**
General Fund	3.4320
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	4.0960
2010 General Obligation Bond	0.0650
Total Millage	4.1610

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.
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226
Attachments:	1. 24-130 FY 2024-25 Proposed Millage Rate (P24-0115G)
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/20/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-130

A RESOLUTION ADOPTING PROPOSED MILLAGE RATES FOR THE 2024-2025 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 23, 2024, the Ormond Beach City Commission approved Resolution 2024-97, adopting proposed millage rates for fiscal year 2024-2025; and setting a public hearing on the aforestated proposed millage rates and tentative Fiscal Year 2024-2025 Annual Budget, to be held Wednesday, September 4, 2024 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 2024-2025 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 4.0960 mills or $4.0960 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 2024-2025 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 4.0960 mills or $4.0960 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 2024-2025 Annual Budget;

(ii) the millage rate to be levied, 4.0960 mills, is a 12.82% increase over the "rolled-back" millage rate, which is $3.6305 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 0.0650 mills or 6.50¢ 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 2024-2025 Annual Budget will be held on Wednesday, September 18, 2024, 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 4th day of September, 2024.

_____

BILL PARTINGTON
Mayor

ATTEST:

_____

SUSAN CARROLL DAUDERIS
City Clerk

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 5.B

Section:	ADOPTION OF FISCAL YEAR 2024-2025 PROPOSED MILLAGE RATES AND TENTATIVE BUDGET		
Item Category:	First Reading of Ordinances	**Res./Ord. No:**	2024-25
Strategic Goal:	Governance - Other		
Department:	Finance		
Subject:	Adoption of Annual Budget for the 2024-2025 Fiscal Year		

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, *net of inter-fund transfers and internal charges* is $106,005,291 (See attached budget for detailed information).

ALL FUNDS SUMMARY	**Budget**
Description	**FY 2024-2025**
General Fund	49,185,112
Special Revenue Funds	7,329,826
Debt Service Funds	1,006,322
Capital Project Funds	10,487,601
Water & Wastewater Funds	45,803,838
Solid Waste Fund	13,407,304
Workers Compensation Fund	1,851,612
General Liability Fund	2,905,253
Total Budget Appropriation	131,976,868

Less:	
Interfund Transfers	(17,984,692)
Fleet Operations (Internal Service Charges)	(1,900,237)
Engineering (Internal Service Charges)	(1,329,783)
Consolidated Insurance Fund (Internal Service Charges)	(4,756,865)
Total Net Budget	106,005,291

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 4.1610 reflects a 3.87% increase which adds eleven new General Fund positions. The budget includes a contingency of $200,000 for a potential contribution to the PACE Center for Girls as discussed at the budget workshop in July. 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 11.3%. This budget follows the Commission's direction by focusing on goals identified in the City's 2023 Strategic Plan.

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 Emergency Operations Center (EOC).
- **Implementation:** The proposed budget includes funding for preliminary design of a Police Station and dedicated EOC.
- **Funding:** State legislative funding has been committed in the amount of $1,450,000 which will fund 50% of the design for this project.

Water Quality & Environment:
Goal: 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. • **Priority Objective:** Expand reclaimed water system and reuse pond. • **Implementation:** The proposed budget includes funding for a reuse reservoir. This project will provide for wet weather storage of produced reclaimed water, diverting this flow from surface water discharge, as well as allowing the system to draw from this reservoir during periods of high demand buffering usage during the growing season where periods of rain and drought change frequently. • **Funding:** State legislative and St. John's River Water Management District funding totaling $2,870,000 will be used to partially fund this project.
Financial Impact:	The FY 2024-25 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):	The budget was reviewed by the Budget Advisory Board and recommended for approval. Staff recommends approval of the FY 2024-25 budget.
Staff Contact:	Kelly McGuire, Finance Director, (386) 676-3226
Attachments:	1. 24-25 Adopt Annual Budget (P24-0115G) 2. Attachment A 3. Proposed Budget FY 2024-25 (Revised)
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

ORDINANCE NO. 2024-25

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE 2024-2025 FISCAL YEAR BEGINNING OCTOBER 1, 2024 AND ENDING SEPTEMBER 30, 2025; 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 2024-2025 Fiscal Year (October 1, 2024 through September 30, 2025, inclusive), those appropriations set forth on Attachment "A" and the FY24-25 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 4th day of September, 2024.

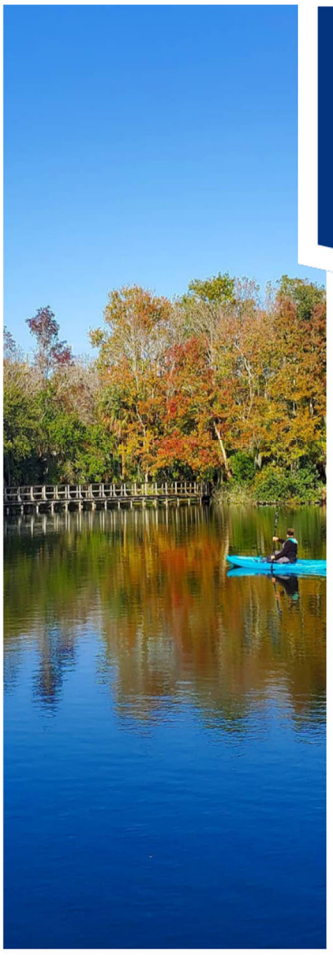
PASSED UPON at the second and final reading of the City Commission, this 18th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

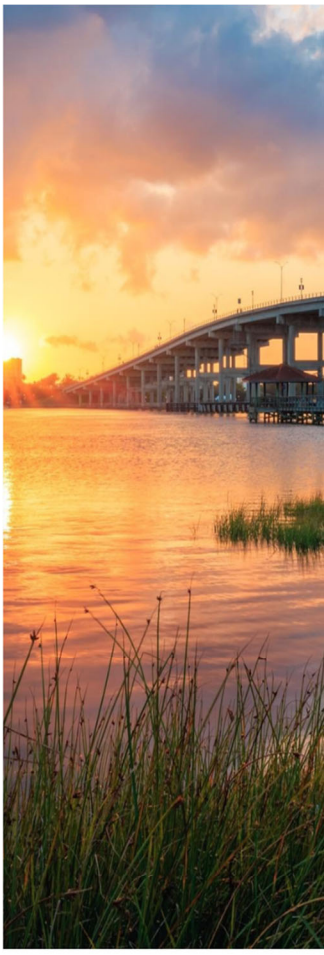
_____
SUSAN CARROLL DAUDERIS
City Clerk

ALL FUNDS SUMMARY	
Attachment A	
	Budget
Description	**FY 2024-25**
General Fund (001)	**49,185,112**
Special Revenue Funds:	
Downtown Redevelopment Trust Fund (104)	1,822,138
Ormond Crossings Trust Fund (106)	346,798
Stormwater Utility Fund (107)	3,434,247
Airport Fund (108)	369,418
Local Law Enforcement Trust Fund (109)	-
Economic Development Fund (110)	-
State Law Enforcement Trust Fund (112)	-
Pension Contribution Pass Through Fund (113)	1,300,000
Recreation Facility Fee Fund (115)	57,225
Grants Fund (116)	-
Total Special Revenue Funds	**7,329,826**
Debt Service Funds:	
Financing Debt Service Fund (205)	660,000
2002 GOB Debt Service Fund (209)	-
2003 GOB Debt Service Fund (210)	-
2004 Revenue Bond Fund (211)	-
2010 Beachfront Park Bond Fund (220)	346,322
Total Debt Service Funds	**1,006,322**
Capital Improvement Funds:	
Capital Improvements Fund (301)	4,999,383
Equipment Renewal & Replacement Fund (302)	407,000
Public Safety Vehicle & Equipment Fund (305)	888,000
Transportation Improvements Fund (308)	2,159,976
Recreational Impact Fee Fund (310)	100,000
Local Road Impact Fee Fund (316)	50,000
Facilities Renewal & Replacement Fund (317)	879,126
Stormwater Impact Fee Fund (318)	50,000
Leisure Services Capital Fund (322)	954,116
Total Capital Improvement Funds	**10,487,601**
Water and Wastewater Funds:	
Water and Wastewater Fund (401)	26,307,887
Vehicle Replacement Fund (408)	850,000
Renewal & Replacement Fund (409)	12,346,951
Water/Wastewater Consolidated Debt Service Fund (414)	4,924,000
West Ormond Reuse Impact Fee Fund (433)	-
Water System Impact Fee Fund (434)	700,000
Wastewater System Impact Fee Fund (435)	675,000
Total Water and Wastewater Funds	**45,803,838**
Solid Waste Fund (460)	**13,407,304**
Workers Compensation Fund (502)	**1,851,612**
General Liability Fund (504)	**2,905,253**
TOTAL BUDGET APPROPRIATION	**131,976,868**
Less: Interfund Transfers	**(17,984,692)**
Fleet Operations (Internal Service Charges)	**(1,900,237)**
Engineering (Internal Service Charges)	**(1,329,783)**
Consolidated Insurance Fund (Internal Service Charges)	**(4,756,865)**
TOTAL NET BUDGET	**106,005,291**



City of
Ormond Beach

FISCAL YEAR
24
25



PROPOSED BUDGET

CITY OF ORMOND BEACH BUDGET

FY 2024-25

OCTOBER 1, 2024 – SEPTEMBER 30, 2025

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	City Manager
Shawn P. Finley	Asst. City Manager
Claire Whitley	Asst. City Manager
Kelly A. McGuire	Finance Director
Christopher D. Byle	Asst. Finance Director

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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

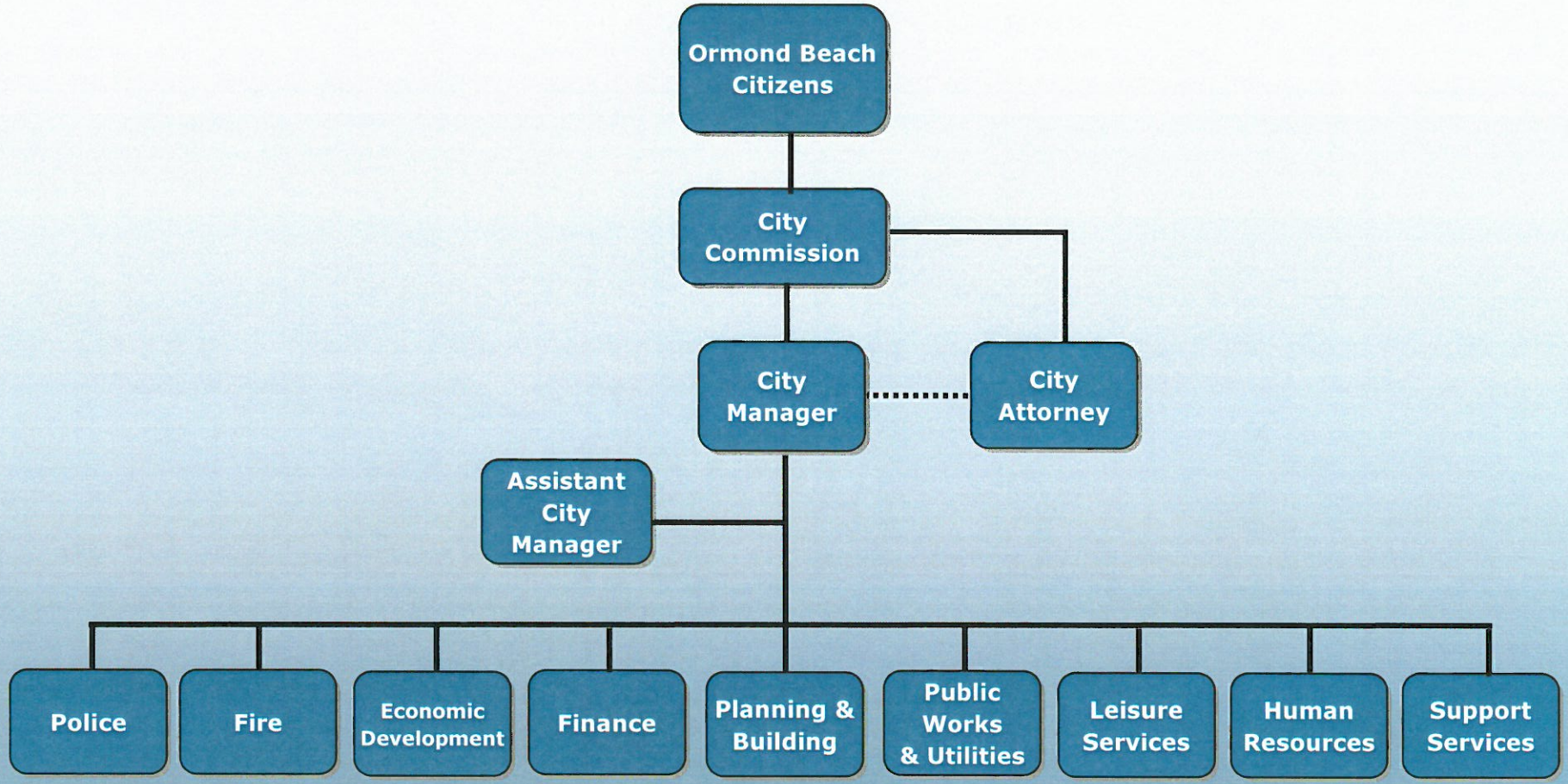
For the Fiscal Year Beginning

October 01, 2023

Christopher P. Morrill

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

Ed Kelley, Mayor

J. Scott McKee

J. Scott McKee, City Clerk

To: **The Honorable Mayor and City Commission**

From: **Joyce Shanahan, City Manager**

Date: **September 4, 2024**

Subject: **FY 2024-2025 Proposed Budget**

In accordance with the Charter, it is my pleasure to present the proposed budget for the Fiscal Year, beginning on October 1, 2024, and ending September 30, 2025. The FY 2024-2025 total Proposed Budget for all funds is $131.98M and is $11.86M more than the adopted budget of FY 2023-2024 of $120.1M.

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 2025	FY 2024	$ Change	% Change
Revenues	$131.98	$120.11	$11.86	9.87%
Expenditures	$131.98	$120.11	$11.86	9.87%
10/1 Beginning Fund Balance	$20.20	$28.00	($7.80)	(27.85%)
9/30 Ending Fund Balance	$13.70	$20.20	($6.30)	(31.18%)

In order to achieve the Commission's goals and objectives, the FY 2024-2025 proposed budget includes $131,976,868 in personnel, operating and capital expenditures and is funded with a tax rate of 4.0960 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 the design of a new Police Department and Emergency Operations Center as well as funding of nine Police vehicles.
- Upgrade of the City's Data Center Infrastructure to enhance communications

- Construct a reuse reservoir to store reclaimed water and divert the flow from surface water discharge

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 pumpers. 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. Since that time, nine additional police vehicles have been replaced annual. A fire brush truck was also purchased, a wholesale tactical equipment replacement was performed and a Quint Apparatus was ordered. A Police Lieutenant, Public Safety Information Officer and Fire Inspector were added as well.

The FY 2024-2025 budget proposes to continue the City's commitment to provide necessary resources for Public Safety. The proposed budget maintains the dedicated millage for public safety vehicles and equipment to maintain the ability to replace nine new Police Vehicles. The proposed budget also provides for replacement of brush gear and the continued funding 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. The dedicated millage for Leisure Services will fund the reconstruction of the Ormond Beach Sports Complex Softball Field. The dedicated millage for Facilities Renewal and Replacement will allow for the purchase of playground equipment at Fire Station 91 and the reconstruction of the Sanchez fishing pier. The budget provides for the annual lease payments to fund the new telephone communication systems to replace our 1980's system that failed during hurricanes Ian and Nicole, as well as redesign of the City's data center infrastructure to enhance cyber security and secure communications between departments and citizens.

General Fund

The General Fund revenues budget for FY 2024-2025 totals $49,185,112. This is an increase of $5,568,364 or 13.79% compared to the current Fiscal Year budget. Revenue from franchise fees and utility tax on electric service are expected to increase slightly in FY 2024-2025. The most significant revenue source in the General Fund budget is ad valorem taxes in the amount of $18,485,823.

Ormond Beach's property values established by the property appraiser increased 8.78%. 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 operating millage rate will generate $21,823,639, of which $3,537,817 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 11.3% at the conclusion of FY 2024-2025. 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.

- **Water Quality and the Environment**:
    - ***Goal**: To maintain the City's environmental stewardship by reducing negative impacts of pollutants to the waterbodies, such as the Halifax and Tomoka Rivers and their tributaries that decrease the quality of life of Ormond Beach residents.*
    - ***Priority Objective**: Expand Reclaimed Water System and Reuse Pond.*
    - ***Implementation**:* This proposed budget includes funding for a reuse reservoir with ground storage and pumping facilities. This project will provide for wet weather storage of produced reclaimed water, diverting this flow from surface water discharge, as well as allowing the system to draw from this reservoir during periods of high demand thereby buffering usage during the growing season where periods of rain and drought change frequently
    - ***State Appropriation:*** Legislative funding has been approved to provide $1.2 million toward this project. The City is seeking an additional $1.67 million from the St. John's River Water Management District.
- **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 the City's Data Center Infrastructure*
    - ***Implementation*:** The proposed budget includes $800,000 for upgrades to the City's Data Center infrastructure to ensure reliability of the system and enhance security measures.

- **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 prepare design options for 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.

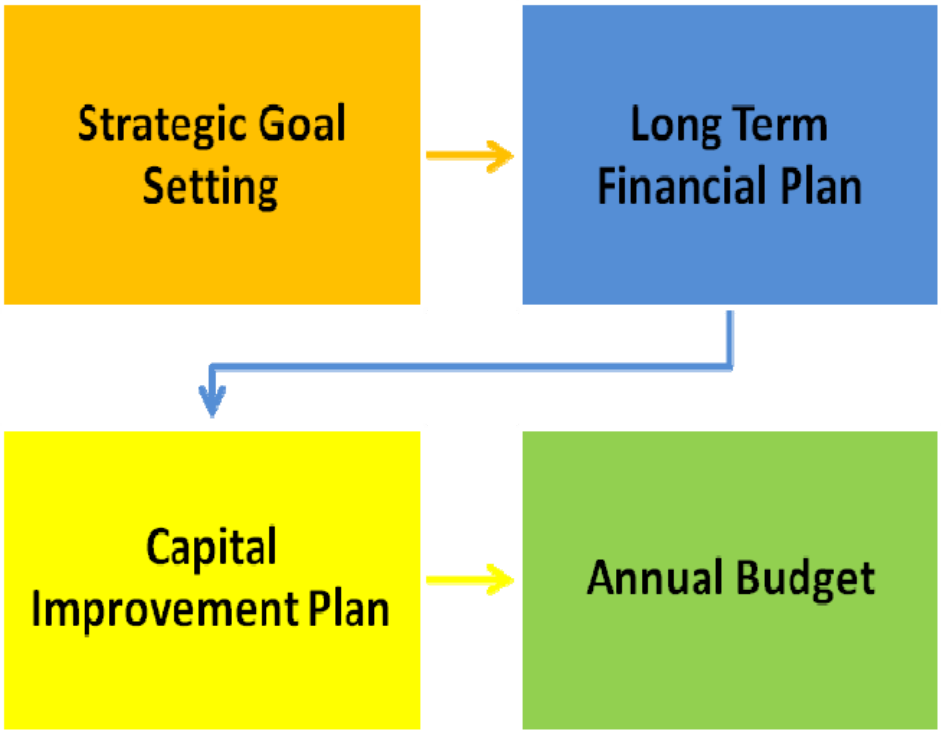
This budget serves the citizens of the community well by providing the funds necessary to maintain and improve infrastructure, ensure qualified and responsive fire and police protection, and offer amenities that define our community through committed, dedicated, and exceptional employees that remain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

Respectfully Submitted,

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

- 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)

GOAL STATEMENT

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

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

GOAL STATEMENT

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.

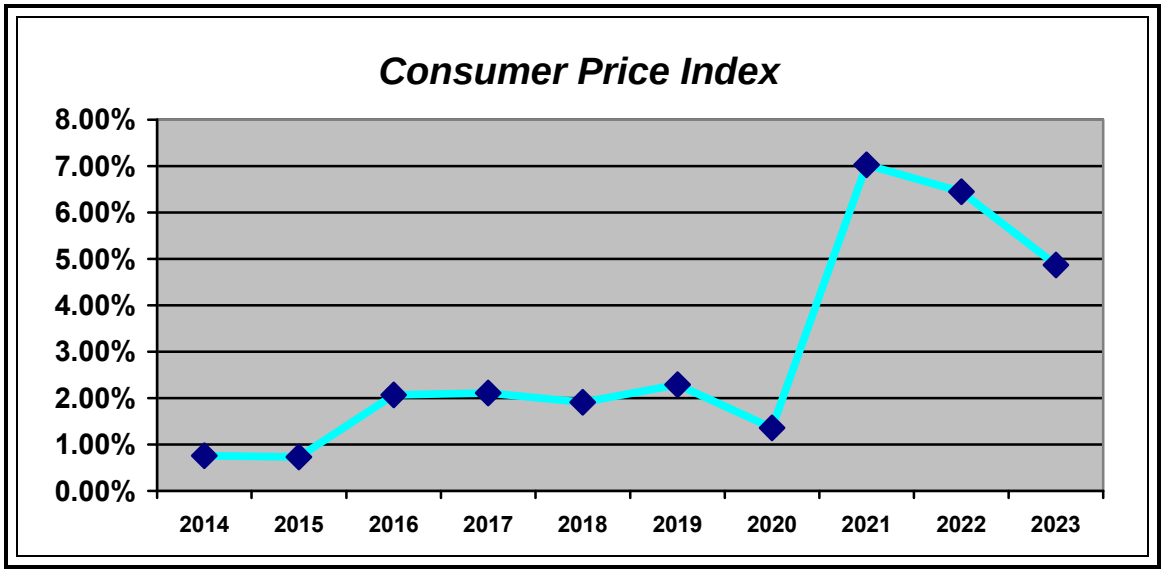
WATER QUALITY & THE ENVIRONMENT

- 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)

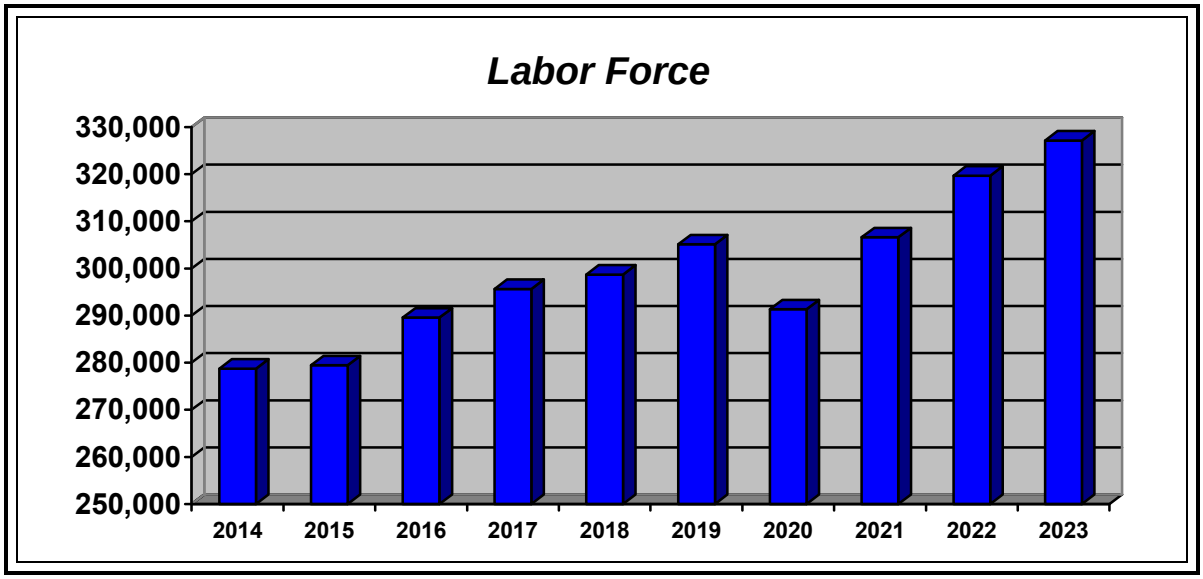
GOAL STATEMENT

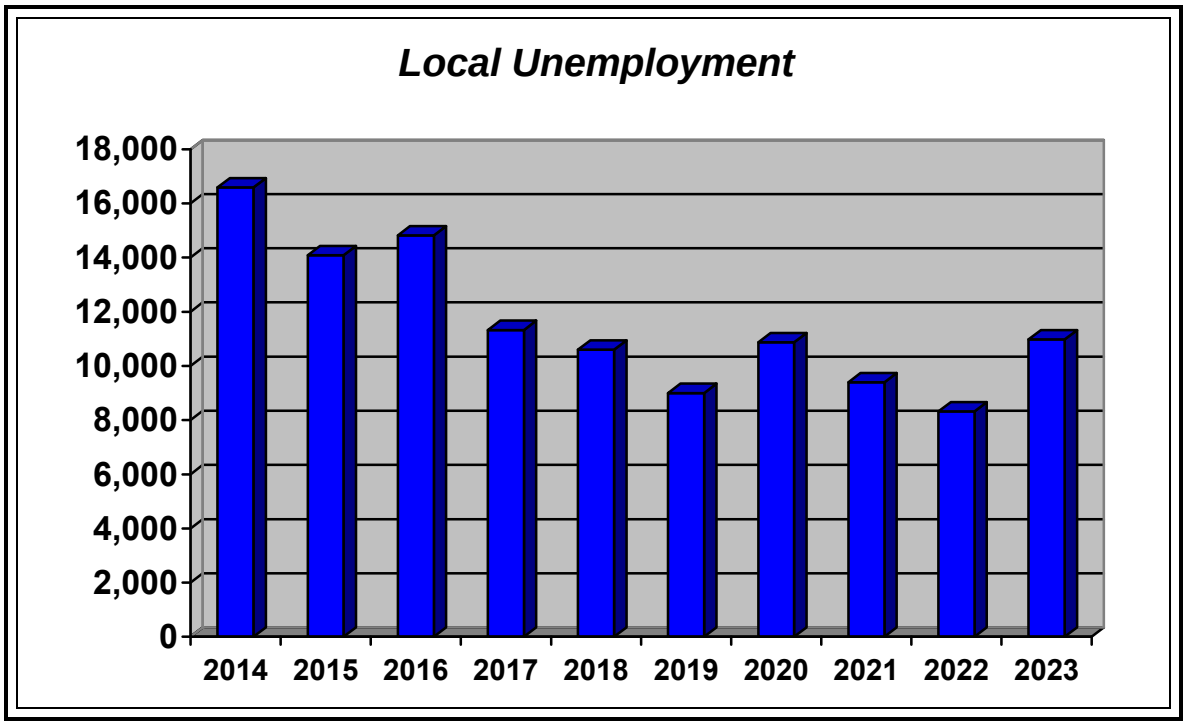
To maintain the City's environmental stewardship by reducing negative impacts of pollutants to waterbodies, such as the Halifax and Tomoka Rivers and their tributaries that decrease the quality of life of Ormond Beach residents

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 4.87% as of the end of calendar year 2023.



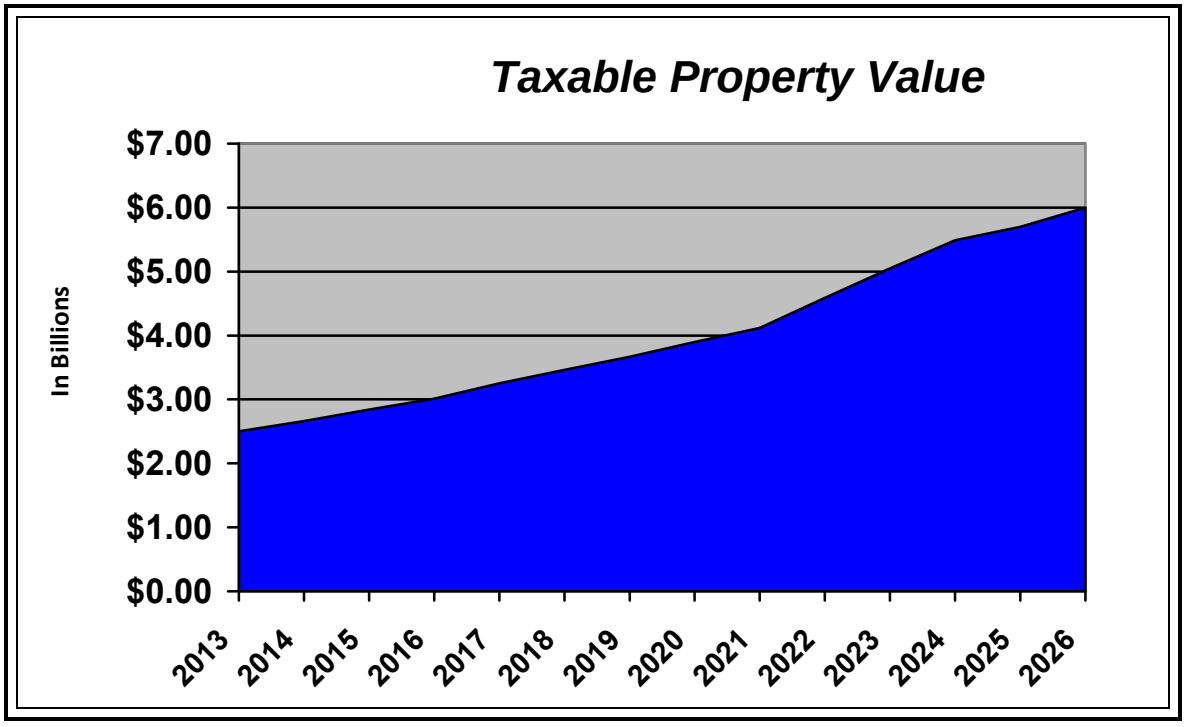
Local Economy:
According to the U.S. Bureau of Labor Statistics, unemployment for the Deltona-Daytona Beach-Ormond Beach area has increased 22.9% from 2022 to 2023. As of December 2023, an estimated 10,978 people locally were unemployed.



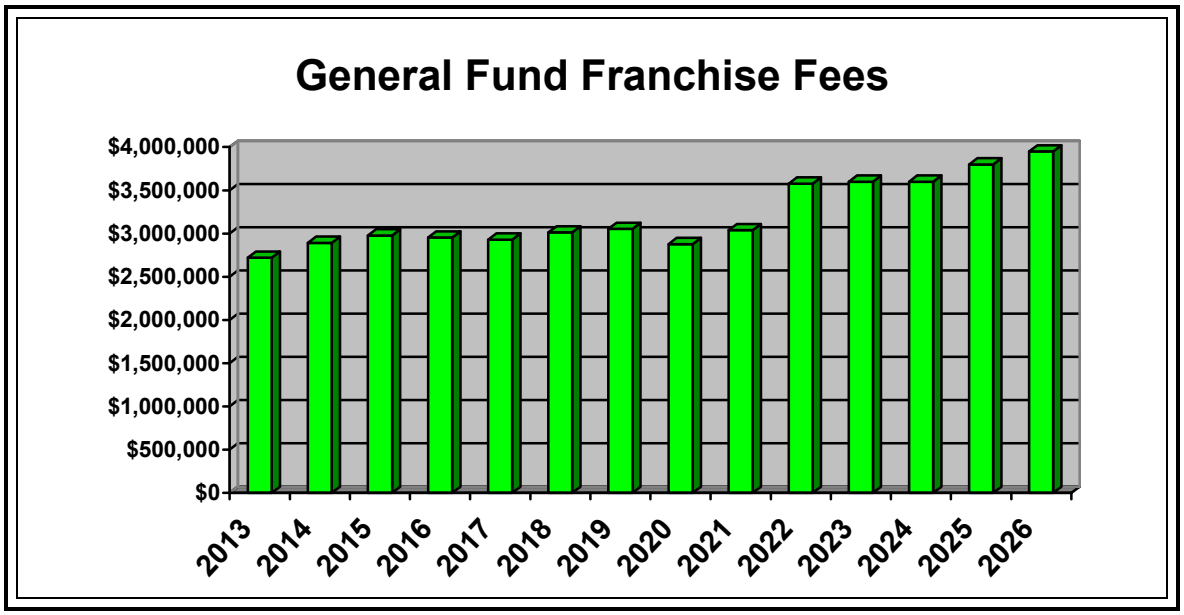


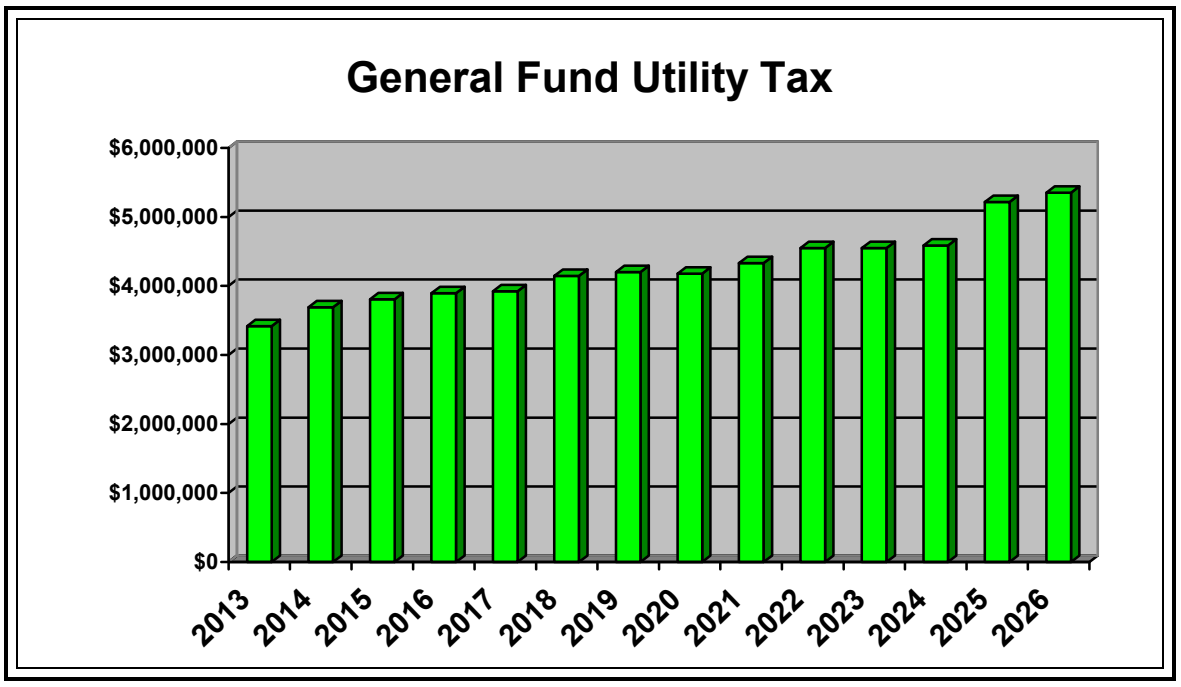
Major Revenue Sources Historical and Projected:

The 2024 taxable value is $5.49 billion, an increase of $440 billion from 2024. The increase includes $406 from existing properties and $33 million from new construction and annexations.



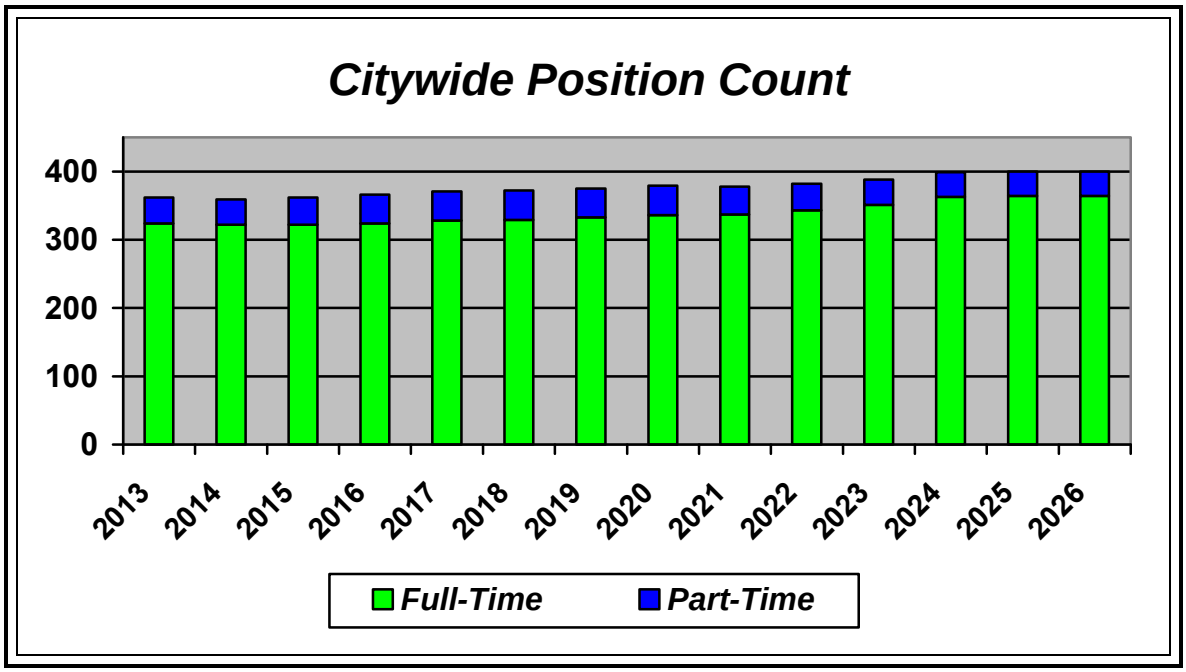
Aside from property taxes, the largest revenue sources consist of franchise fees, utility taxes, intergovernmental revenue and utility user fees are levied to fund the costs of certain activities or services. Franchise fees and utility taxes are generated from a surcharge on electric and natural gas.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

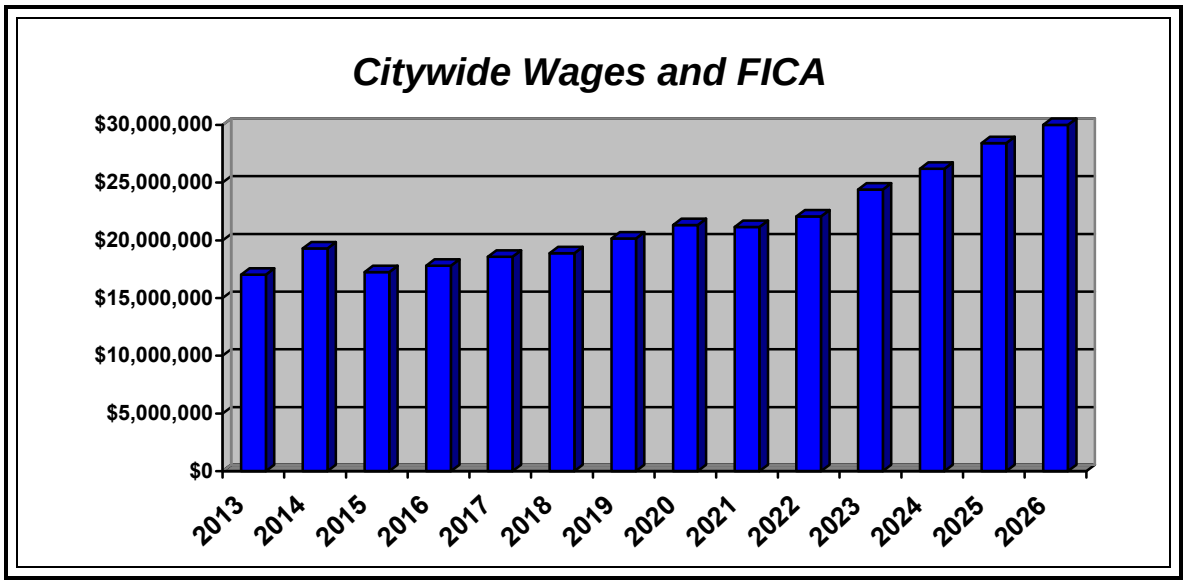




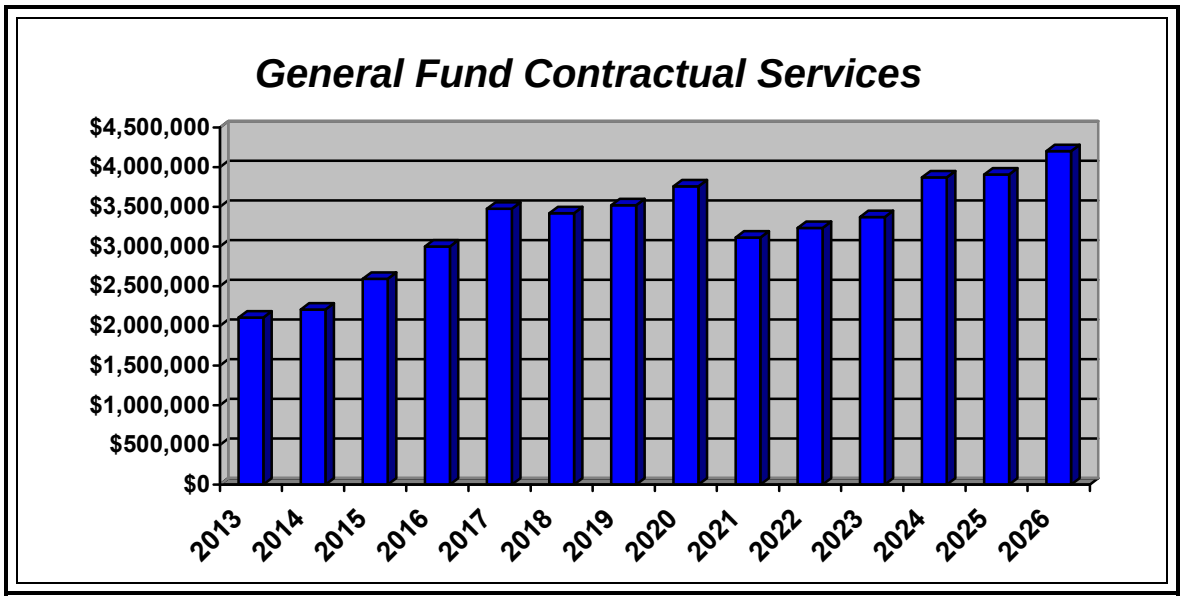
Major Expenditure Categories Historical and Projected:

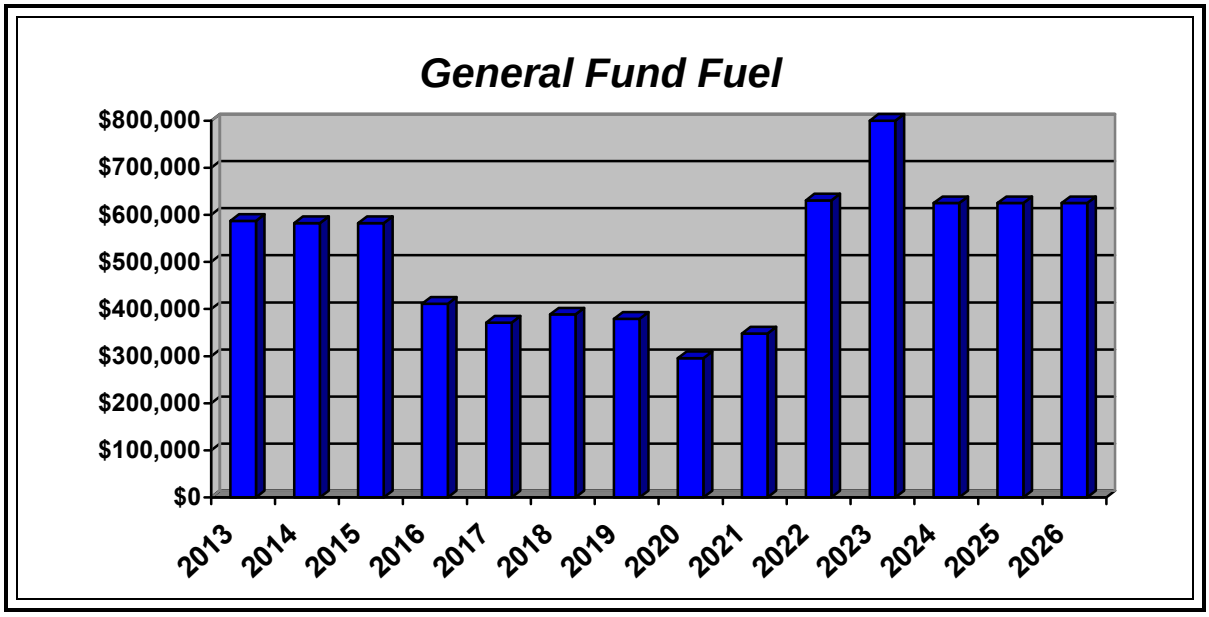
The number of positions has stayed relatively stable over the past ten years while the cost of wages has increased steadily consistent with the Collective Bargaining Agreements of the City's three unions.



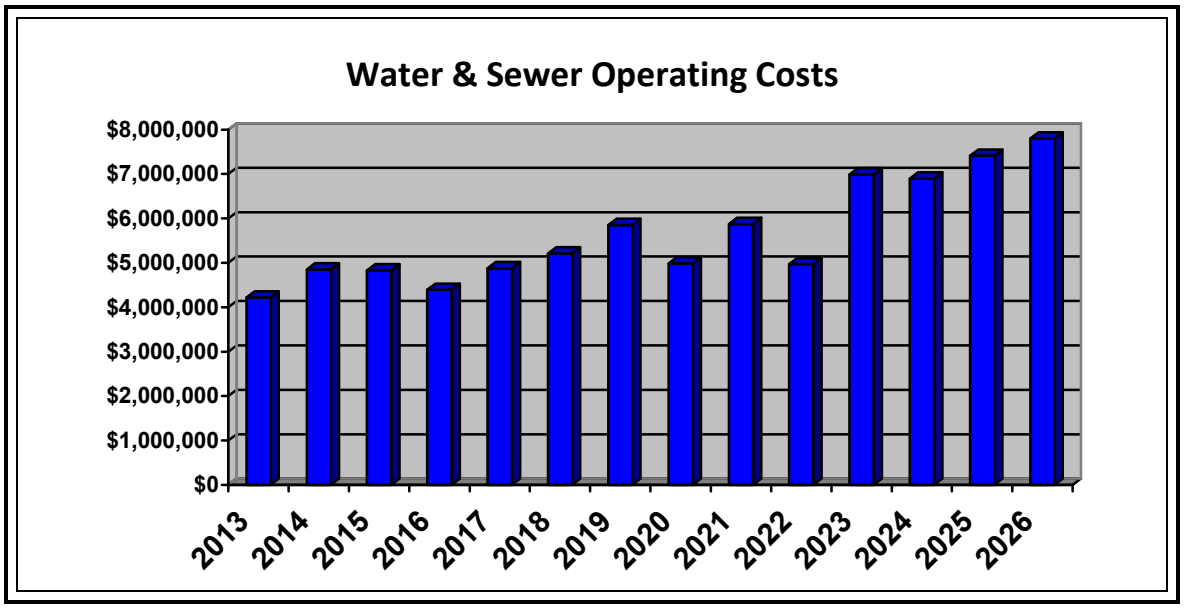


The category of contractual services is largely comprised of expenditures for landscaping medians and maintenance of the City's sports fields. These costs continue to rise. Fuel costs associated with the City vehicles also continue to rise.

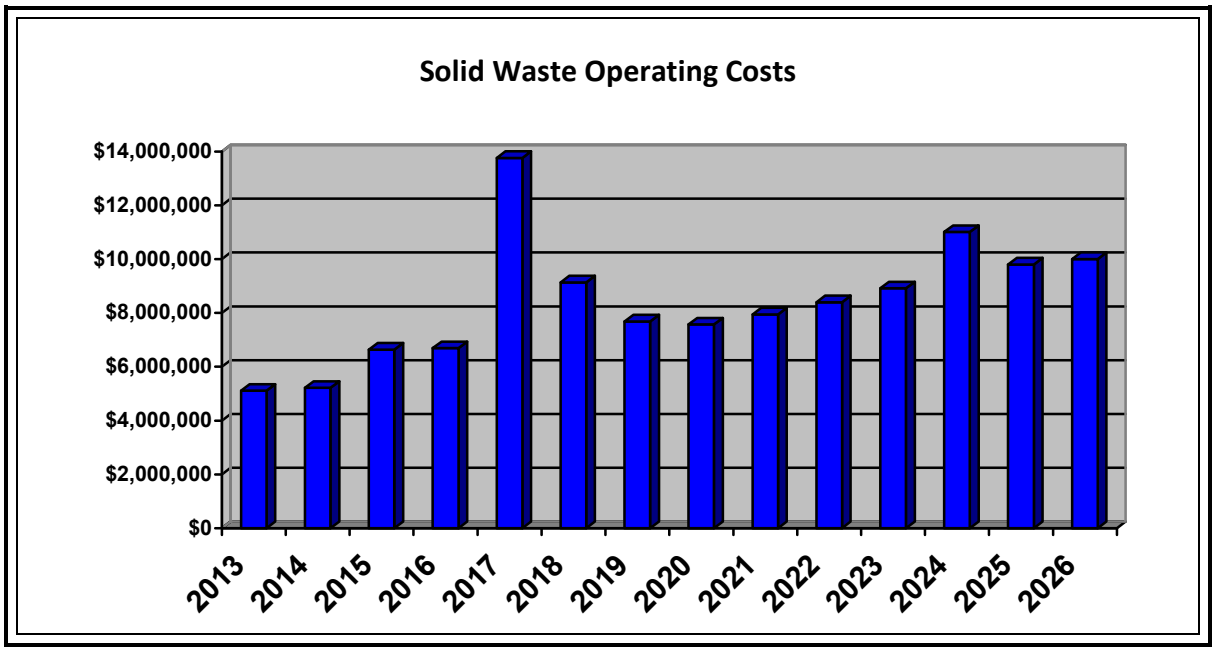




Water & Sewer operating costs consist mainly of chemical and electric expenses associated with operations of the two plants. These costs have slowly increased over time consistent with inflation.



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.



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 3.9260 mills. The total millage, including debt, is 3.9910.

3. The budget includes a 3% increase in Leisure Service fees.

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 $5.23 million, an increase of $767,00.
    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 one full-time positions: Deputy Building Official.

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 16th.

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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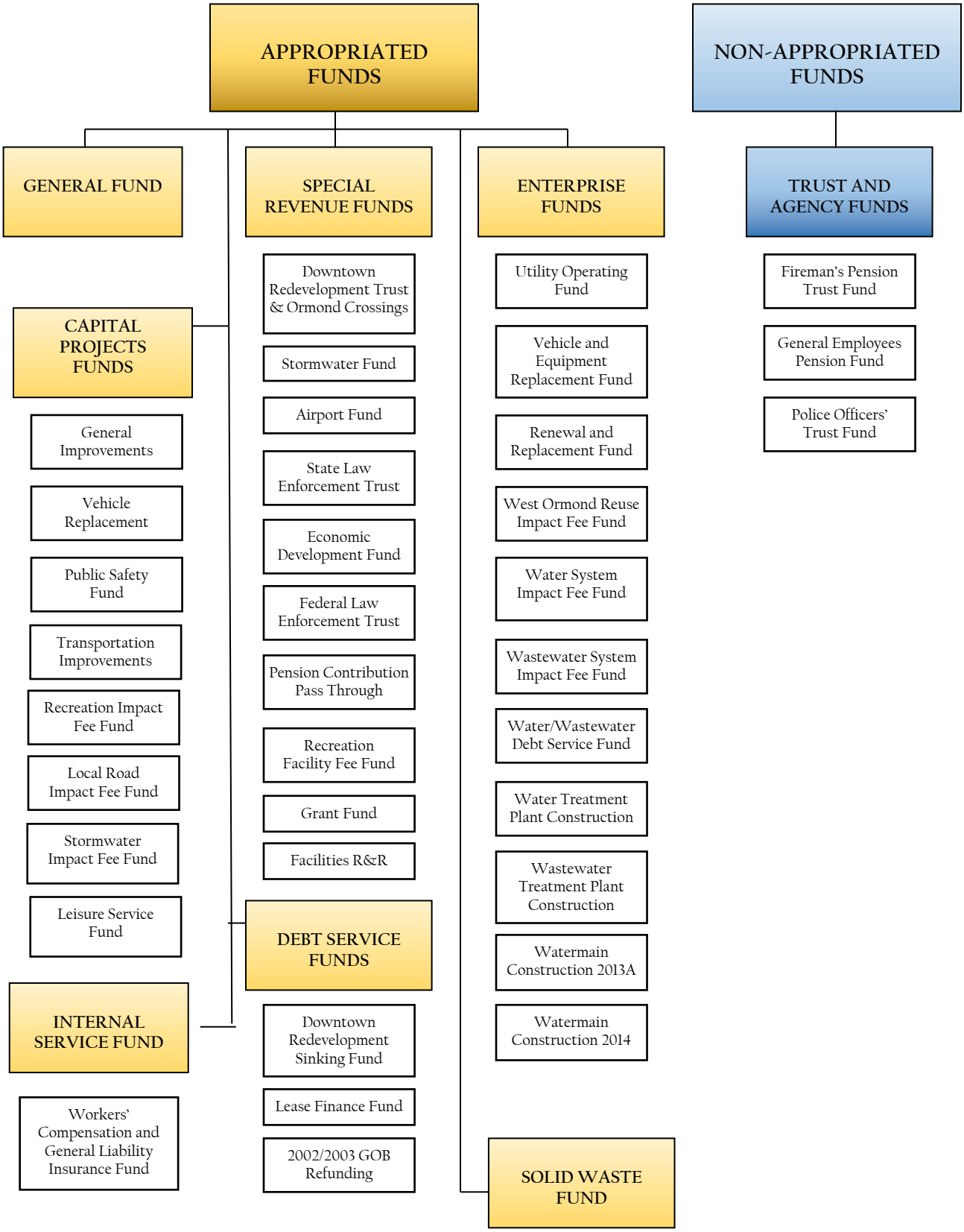
BUDGET CALENDAR

DATE	ACTIVITY
May 9	Budget Requests due from Depts.
May 17	Capital Improvement Plan submitted to City Commission
June 12	Budget Review with City Manager
July 1	Certification of taxable value submitted to City
July 5	Budget document submitted to City Commission
July 23	Operating Budget Workshop
July 23	Approval of tentative millage levy at regular City Commission meeting (7:00 at City Commission Chambers)
September 4	First Public Hearing to adopt proposed millage rates and budget
September 18	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.
   - **Leisure Service Fund** - This fund accounts for replacement of leisure service capital assets provided by general government resources.

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.

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 2024-25 budget includes total net appropriations of $131.98 million

ALL FUNDS SUMMARY	
	Budget
Description	**FY 2024-25**
General Fund (001)	**49,185,112**
Special Revenue Funds:	
Downtown Redevelopment Trust Fund (104)	1,822,138
Ormond Crossings Trust Fund (106)	346,798
Stormwater Utility Fund (107)	3,434,247
Airport Fund (108)	369,418
Local Law Enforcement Trust Fund (109)	-
Economic Development Fund (110)	-
State Law Enforcement Trust Fund (112)	-
Pension Contribution Pass Through Fund (113)	1,300,000
Recreation Facility Fee Fund (115)	57,225
Grants Fund (116)	-
Total Special Revenue Funds	**7,329,826**
Debt Service Funds:	
Financing Debt Service Fund (205)	660,000
2002 GOB Debt Service Fund (209)	-
2003 GOB Debt Service Fund (210)	-
2004 Revenue Bond Fund (211)	-
2010 Beachfront Park Bond Fund (220)	346,322
Total Debt Service Funds	**1,006,322**
Capital Improvement Funds:	
Capital Improvements Fund (301)	4,999,383
Equipment Renewal & Replacement Fund (302)	407,000
Public Safety Vehicle & Equipment Fund (305)	888,000
Transportation Improvements Fund (308)	2,159,976
Recreational Impact Fee Fund (310)	100,000
Local Road Impact Fee Fund (316)	50,000
Facilities Renewal & Replacement Fund (317)	879,126
Stormwater Impact Fee Fund (318)	50,000
Leisure Services Capital Fund (322)	954,116
Total Capital Improvement Funds	**10,487,601**
Water and Wastewater Funds:	
Water and Wastewater Fund (401)	26,307,887
Vehicle Replacement Fund (408)	850,000
Renewal & Replacement Fund (409)	12,346,951
Water/Wastewater Consolidated Debt Service Fund (414)	4,924,000
West Ormond Reuse Impact Fee Fund (433)	-
Water System Impact Fee Fund (434)	700,000
Wastewater System Impact Fee Fund (435)	675,000
Total Water and Wastewater Funds	**45,803,838**
Solid Waste Fund (460)	**13,407,304**
Workers Compensation Fund (502)	**1,851,612**
General Liability Fund (504)	**2,905,253**
TOTAL BUDGET APPROPRIATION	**131,976,868**
Less: Interfund Transfers	**(17,984,692)**
Fleet Operations (Internal Service Charges)	**(1,900,237)**
Engineering (Internal Service Charges)	**(1,329,783)**
Consolidated Insurance Fund (Internal Service Charges)	**(4,756,865)**
TOTAL NET BUDGET	**106,005,291**

BUDGET SUMMARY

BUDGET THREE YEAR SUMMARY
CITY OF ORMOND BEACH, FLORIDA

REVENUES	Actuals FY 2022-23	Budget FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Taxes	25,403,582	27,603,629	30,818,462	3,214,833	11.65%
Licenses and Permits	8,705,301	9,191,075	8,852,879	(338,196)	-3.68%
Intergovernmental Revenue	7,755,013	10,142,644	12,645,447	2,502,803	24.68%
Charges for Service	36,075,690	39,934,003	42,339,503	2,405,500	6.02%
Fines and Forfeitures	108,159	73,000	73,000	-	0.00%
Miscellaneous Revenues	5,787,213	3,823,969	4,277,061	453,092	11.85%
TOTAL SOURCES	**83,834,958**	**90,768,320**	**99,006,352**	8,238,032	9.08%
Transfers In	8,883,882	15,794,186	17,984,692	2,190,506	13.87%
Bond Proceeds and Other Sources	0	13,558,610	14,985,824	1,427,214	10.53%
TOTAL REVENUES, TRANSFERS AND BALANCES	**92,718,840**	**120,121,116**	**131,976,868**	11,855,752	9.87%

EXPENDITURES	Actuals FY 2022-23	Budget FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Government Services	19,054,778	13,986,274	15,559,998	1,573,724	11.25%
Public Safety	21,932,633	23,908,753	25,033,910	1,125,157	4.71%
Physical Environment	28,309,979	38,036,985	38,735,358	698,373	1.84%
Transportation	8,077,933	8,797,317	13,035,831	4,238,514	48.18%
Economic Environment	394,345	410,971	437,322	26,351	6.41%
Human Services	112,507	291,528	291,528	-	0.00%
Leisure Services	8,818,277	9,272,345	9,712,212	439,867	4.74%
Debt Service	5,920,110	5,662,234	5,344,000	(318,234)	-5.62%
TOTAL EXPENDITURES	**92,620,562**	**100,366,407**	**108,150,159**	7,783,752	7.76%
Transfers Out	3,981,612	15,794,186	17,984,692	2,190,506	13.87%
Contingency	792	3,960,523	5,842,017	1,881,494	47.51%
TOTAL APPROPRIATED EXPENDITURES, RESERVES AND BALANCES	**96,602,966**	**120,121,116**	**131,976,868**	11,855,752	9.87%

CHANGE IN FUND BALANCE

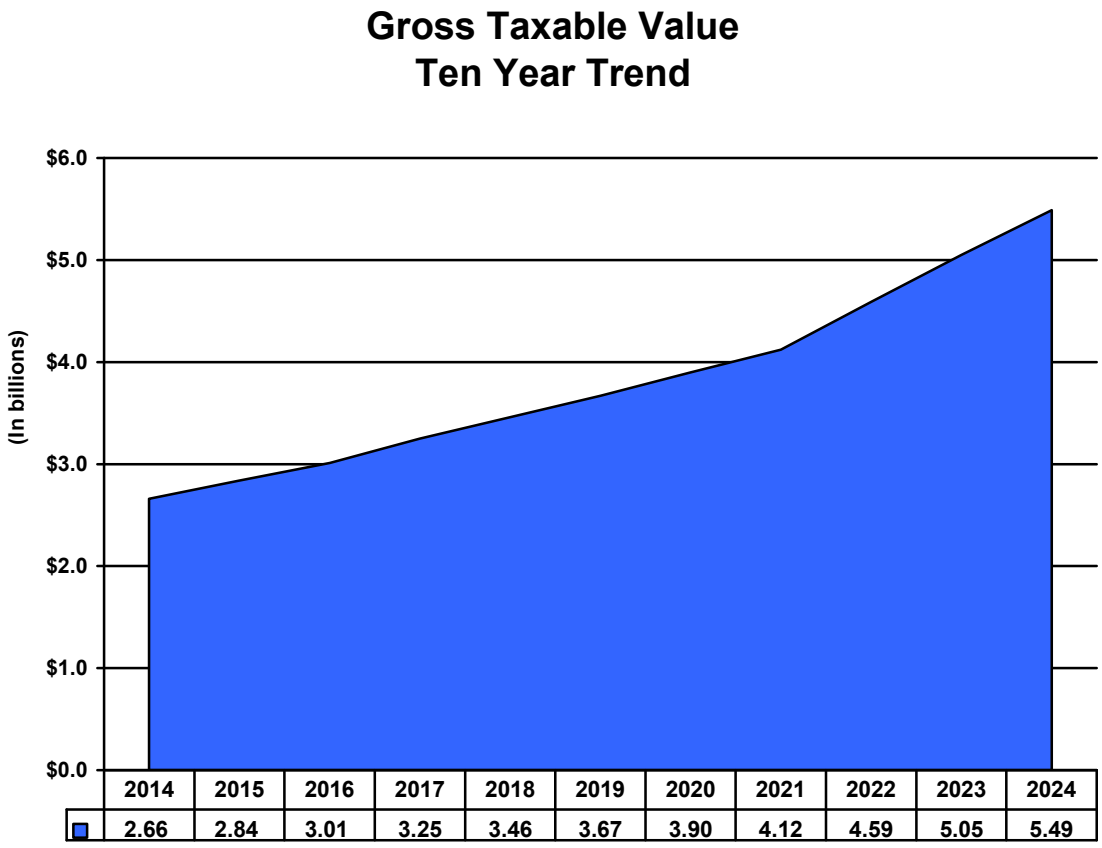
Description	Estimated Beginning Fund Balance	Budget Revenue FY 2024-25	Budget Expenditures FY 2024-25	Use of Fund Balance	Estimated Ending Fund Balance
GENERAL FUND (001)	**7,500,000**	47,920,112	**49,185,112**	**1,265,000**	6,235,000
SPECIAL REVENUE FUNDS					
DOWNTOWN REDEVELOPMENT TRUST FUND (104)	1,100,000	1,822,138	1,822,138	-	1,100,000
ORMOND CROSSINGS TRUST FUND (106)	900,000	346,798	346,798	-	900,000
STORMWATER UTILITY FUND (107)	7,400,000	2,675,000	3,434,247	759,247	6,640,753
AIRPORT FUND (108)*	(1,100,000)	241,700	369,418	127,718	(1,227,718)
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)	-	1,300,000	1,300,000	-	0
RECREATION FACILITY FEE FUND (115)	440,000	57,225	57,225	-	440,000
TOTAL SPECIAL REVENUE FUNDS	**8,746,000**	**6,442,861**	**7,329,826**	**886,965**	**7,859,035**
DEBT SERVICE FUNDS					
FINANCING DEBT SERVICE FUND (205)	200,000	660,000	660,000	-	200,000
2002 GOB DEBT SERVICE FUND (209)	140,000	-	-	-	140,000
2003 GOB DEBT SERVICE FUND (210)	8,000	-	-	-	8,000
2005 REVENUE BOND FUND (211)	-	-	-	-	0
2010 BEACHFRONT PARK BONDS (220)	-	346,322	346,322	-	0
TOTAL DEBT SERVICE FUNDS	**348,000**	**1,006,322**	**1,006,322**	**-**	**348,000**
CAPITAL PROJECT FUNDS					
CAPITAL IMPROVEMENTS FUND (301)	300,000	4,999,383	4,999,383	-	300,000
EQUIPMENT RENEWAL AND REPLACEMENT FUND (302)	300,000	324,434	407,000	82,566	217,434
PUBLIC SAFETY VEHICLE & EQUIPMENT FUND (305)	250,000	-	888,000	19,530	230,470
TRANSPORTATION IMPROVEMENTS FUND (308)	2,000,000	1,754,116	2,159,976	405,860	1,594,140
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)	-	879,126	879,126	-	-
STORMWATER IMPACT FEE FUND (318)	500,000	50,000	50,000	-	500,000
LEISURE SERVICES CAPITAL (322)	-	954,116	954,116	-	0
TOTAL CAPITAL PROJECTS FUNDS	**4,950,000**	**9,111,175**	**10,487,601**	**507,956**	**4,442,044**

*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 2024-25 are budgeted at $106,005,291.

TAXABLE VALUE:
The 2024 taxable value is $5.49 billion, an increase of $440 million from the 2023 taxable value. The increase in taxable value includes $406 million from existing properties and $53 million from new construction and annexations.



PROPERTY TAX REVENUE & RATES:

General operating revenue available for general operations and capital improvements is estimated to be $21.8 million.

Summary of Property Tax Rates

	Fund	FY 2023-24	FY 2024-25	$ Var	% Var	FY 2024-25 97 % Revenue
General Fund	001	3.2620	3.4320	0.1700	5.21%	18,285,823.08
Facilities Renewal & Replacement	317	0.1650	0.1650	-	0.00%	879,126.11
Capital Improvements	301	0.0840	0.0840	-	0.00%	447,555.11
Vehicle & Equipment R & R	302	0.0440	0.0440	-	0.00%	234,433.63
Transportation Improvements	308	0.1040	0.1040	-	0.00%	554,115.85
Public Safety Fund	305	0.1630	0.1630	-	0.00%	868,470.04
Leisure Service Fund	3XX	0.1040	0.1040	-	100.00%	554,115.85
Subtotal - Operating Millage		**3.9260**	**4.0960**	**0.1700**	**4.33%**	**21,823,639.6653**
2010 GOB	220	0.0800	0.0650	(0.0150)	-18.75%	346,322.41
Subtotal - Debt Millages		**0.0800**	**0.0650**	**(0.0150)**	**-18.75%**	
Combined City Tax Rate		**4.0060**	**4.1610**	**0.1550**	**3.87%**	

The operating tax rate is proposed to be 4.0960 mills. The total tax rate (including debt service) is proposed at 4.1610 mills.

GENERAL FUND REVENUES

General Fund net revenues are budgeted to be $45,955,092, an increase of $5,568,364 from the previous year. The change includes an increase in property tax revenue of $2,297,357 resulting from an increase in the taxable value and rate. License and Permit revenue is expected to increase by $192,000 and Intergovernmental Revenue is expected to increase from the prior year budget by $140,000.

The largest components of General Fund revenue include:

- Property taxes ($18.5 million)
- Other Taxes ($7.2 million)
- License and Permits ($5.4 million)
- Intergovernmental revenues ($5.2 million) which includes the half cent sales tax and municipal revenue sharing.
- Transfers to the General Fund ($6.9 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 $14.1 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 $448,000 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 $234,000 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 $868,000 in property tax revenue.

TRANSPORTATION FUND:

Pursuant to the City Commission's direction, the budget includes a dedicated millage for capital improvements which generates $554,000 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 $878,000.

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 $554,000.

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 $23.6 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
09/30/24	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 $3.1 million from the Water and Wastewater Operating Fund.

SOLID WASTE:

The primary revenue source is solid waste user fees ($11.5 million). No increase to rates is proposed.

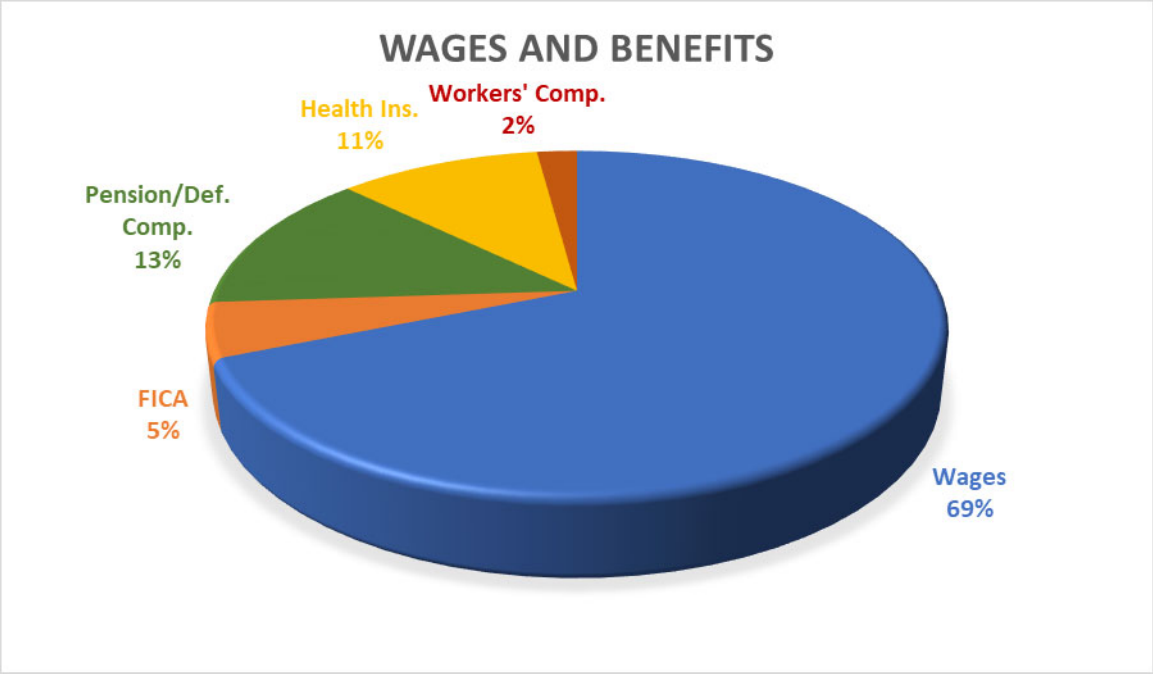
PERSONNEL COSTS:

Total personnlel costs are budgeted to be $39.3 million for FY 2024-25.

All Funds Wages and Benefits				
	Budget FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Wages	24,345,290	27,049,550	2,704,260	11.11%
FICA	1,862,413	2,018,950	156,537	8.41%
Pension/Deferred Comp.	4,464,269	5,230,878	766,609	17.17%
Health Insurance	4,124,081	4,189,570	65,489	1.59%
Worker's Compensation	781,612	826,612	45,000	5.76%
	35,577,665	39,315,560	3,737,895	10.51%

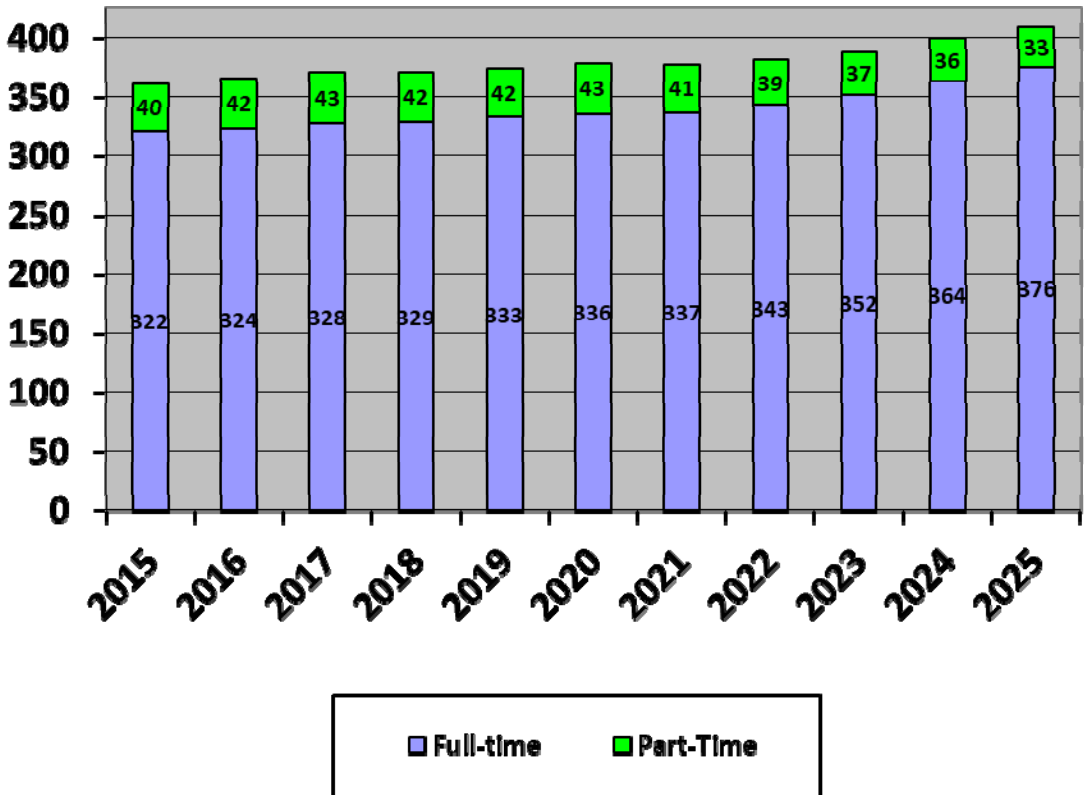
General Fund Wages and Benefits				
	Budget FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Wages	19,152,635	21,692,151	2,539,516	13.26%
FICA	1,465,175	1,609,108	143,933	9.82%
Pension/Deferred Comp.	3,905,280	4,566,892	661,612	16.94%
Health Insurance	3,100,552	3,136,117	35,565	1.15%
Worker's Compensation	621,912	652,610	30,698	4.94%
	28,245,554	31,656,878	3,411,324	12.08%

Other Fund Wages and Benefits				
	Budget FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Wages	5,192,655	5,357,399	164,744	3.17%
FICA	397,238	409,842	12,604	3.17%
Pension/Deferred Comp.	558,989	663,986	104,997	18.78%
Health Insurance	1,023,529	1,053,453	29,924	2.92%
Worker's Compensation	159,700	174,002	14,302	8.96%
	7,332,111	7,658,682	326,571	4.45%



POSITION COUNT HISTORY:

The budget includes 376 full-time positions and 33 part-time positions.



AUTHORIZED POSITIONS:

	FY 22-23			FY 23-24			FY 24-25		
	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	5.00	-	5.00	5.00	-	5.00	5.00	-	5.00
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	4.00	-	4.00	5.00	-	5.00	5.00	-	5.00
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	8.00	-	8.00
Planning Department	5.00	1.00	5.60	6.00	-	6.00	6.00	-	6.00
Building Inspections/Permitting	12.00	-	12.00	13.00	-	13.00	14.00	-	14.00
Economic Development	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Police Department	92.00	-	92.00	94.00	-	94.00	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	51.00	-	51.00
Public Works Department									
Engineering	12.00	-	12.00	12.00	-	12.00	12.00	-	12.00
Streets and Roadside Mnt.	19.00	-	19.00	21.00	-	21.00	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	247.00	2.00	248.10	254.00	1.00	254.50	260.00	1.00	260.50

AUTHORIZED POSITIONS:

	FY 22-23			FY 23-24			FY 24-25		
	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	11.00	-	11.00	11.00	-	11.00
Utilities									
Water Production	22.00	1.00	22.50	23.00	1.00	23.50	23.00	1.00	23.50
Wastewater Treatment	13.00	-	13.00	15.00	-	15.00	15.00	-	15.00
Water Distribution	14.00	-	14.00	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	2.00	-	2.00	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	2.00	4.00	4.00
South Ormond Neighborhood Center	2.00	3.00	3.50	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	6.00	7.00	9.50
Parks and Grounds Mnt.	5.00	2.00	6.00	5.00	2.00	6.00	5.00	2.00	6.00
The Casements	2.00	5.00	4.50	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	2.00	2.00	3.00
Performing Arts Center	1.00	5.00	3.50	2.00	5.00	4.50	3.00	5.00	5.50
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	2.00	-	2.00
Airport	1.00	-	1.00	1.00	-	1.00	1.00	-	1.00
Total FTE	**352.00**	**37.00**	**369.60**	**364.00**	**36.00**	**382.00**	**376.00**	**33.00**	**392.50**

FY 24-25 Changes:	Position	FTE
Full-time:		
Add Deputy Building Official	1.00	1.00
Add Network & Systems Administrator	1.00	1.00
Add Police Administrative Assistant	1.00	1.00
Add Fire Marshal	1.00	1.00
Add Fire Battalion Chief-Administration	1.00	1.00
Add Fire Fighter	1.00	1.00
Add Therapuetic Aid Leader (Nova)	1.00	1.00
Add Athletic Fields Maintenance Worker	1.00	1.00
Add Athletic Fields Maintenance Leader	1.00	1.00
Add Recreation Leader (EDC)	1.00	1.00
Add Community Events Leader	1.00	1.00
Add Assistant PAC Coordnator	1.00	1.00
	12.00	**12.00**
Part-time:		
Delete Therapuetic Aid Leader (Nova)	(1.00)	(0.50)
Delete Community Events Leader	(2.00)	(1.00)
	(3.00)	**(1.50)**
TOTAL	**9.00**	**10.50**

EXPENDITURES

GENERAL FUND:
General fund net expenditures are $45,955,092, an increase of $5,568,364 from the previous year. The budget includes $3.1 million for health insurance. The budget also includes $4.6 million for the City's annual required pension contribution which increased 16.9% over the current year amount.

DOWNTOWN REDEVELOPMENT FUND:
The budget includes $509,000 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 $280,000, and $1.5 million in capital improvement projects.

CAPITAL IMPROVEMENT FUND:
The budget includes:
- Military Boulevard Sidewalk ($274,000)
- Police Department/EOC Design ($2.9 million)
- Data Center Infrastructure ($800,000)
- Fleet Canopy Improvements ($700,000)

TRANSPORTATION FUND:
The budget includes $1.2 million in infrastructure improvements and $750,000 in transfers to the General Fund for streets maintenance.

FACILITIES RENEWAL AND REPLACEMENT FUND:
The budget includes maintenance to various City facilities $262,000 and capital improvement projects of $592,000.

LEISURE SERVICE CAPITAL FUND:
The budget includes capital improvement projects of $900,000.

WATER AND WASTEWATER:
The budget includes $14.7 million of personnel and operating expenditures and $11.6 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 $10.1 million for personnel and operating expenses and $3 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	2010 General Obligation Bonds Beachfront Park		
	Principal	Interest	Total
2025	290	55	345
2025 & Beyond	1,585	140	1,725
Total	1,875	195	2,070

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
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	**$ 16,688**	**$ 1,840**	**$ 18,528**

GENERAL FUND
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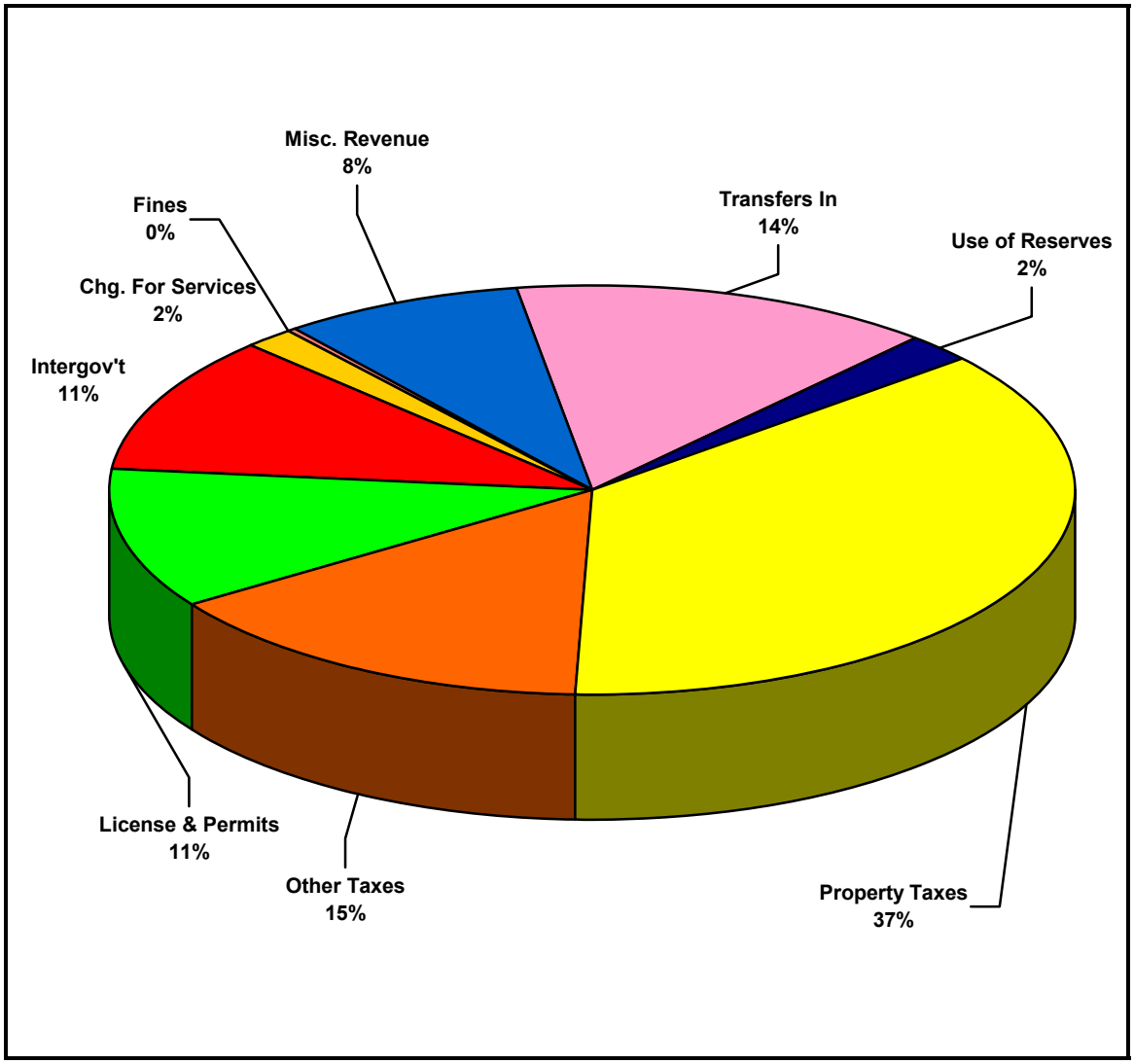
GENERAL FUND REVENUES

General Fund Revenue Summary Description	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Revenues					
Property Taxes	14,385,910	16,188,466	18,485,823	2,297,357	14.19%
Other Taxes	7,181,661	6,568,500	7,248,500	680,000	10.35%
License and Permits	5,160,277	5,184,350	5,376,350	192,000	3.70%
Intergovernmental	5,451,076	5,256,300	5,162,000	(94,300)	-1.79%
Charges for Services	1,082,211	858,138	864,638	6,500	0.76%
Fines & Forfeitures	70,591	73,000	73,000	-	0.00%
Miscellaneous Revenue	3,839,118	3,553,765	3,856,857	303,092	8.53%
Transfers In	4,779,108	5,709,321	6,852,944	1,143,623	20.03%
Use of Fund Balance:	-	70,000	1,265,000	1,195,000	1707.14%
Total Revenues	**41,949,952**	**43,461,840**	**49,185,112**	**5,723,272**	**13.17%**
Less: Fleet	**1,903,160**	**1,823,290**	**1,900,237**	**76,947**	**4.22%**
Less: Engineering	**1,129,269**	**1,251,822**	**1,329,783**	**77,961**	**6.23%**
Total Net Revenues	**38,917,523**	**40,386,728**	**45,955,092**	**5,568,364**	**13.79%**

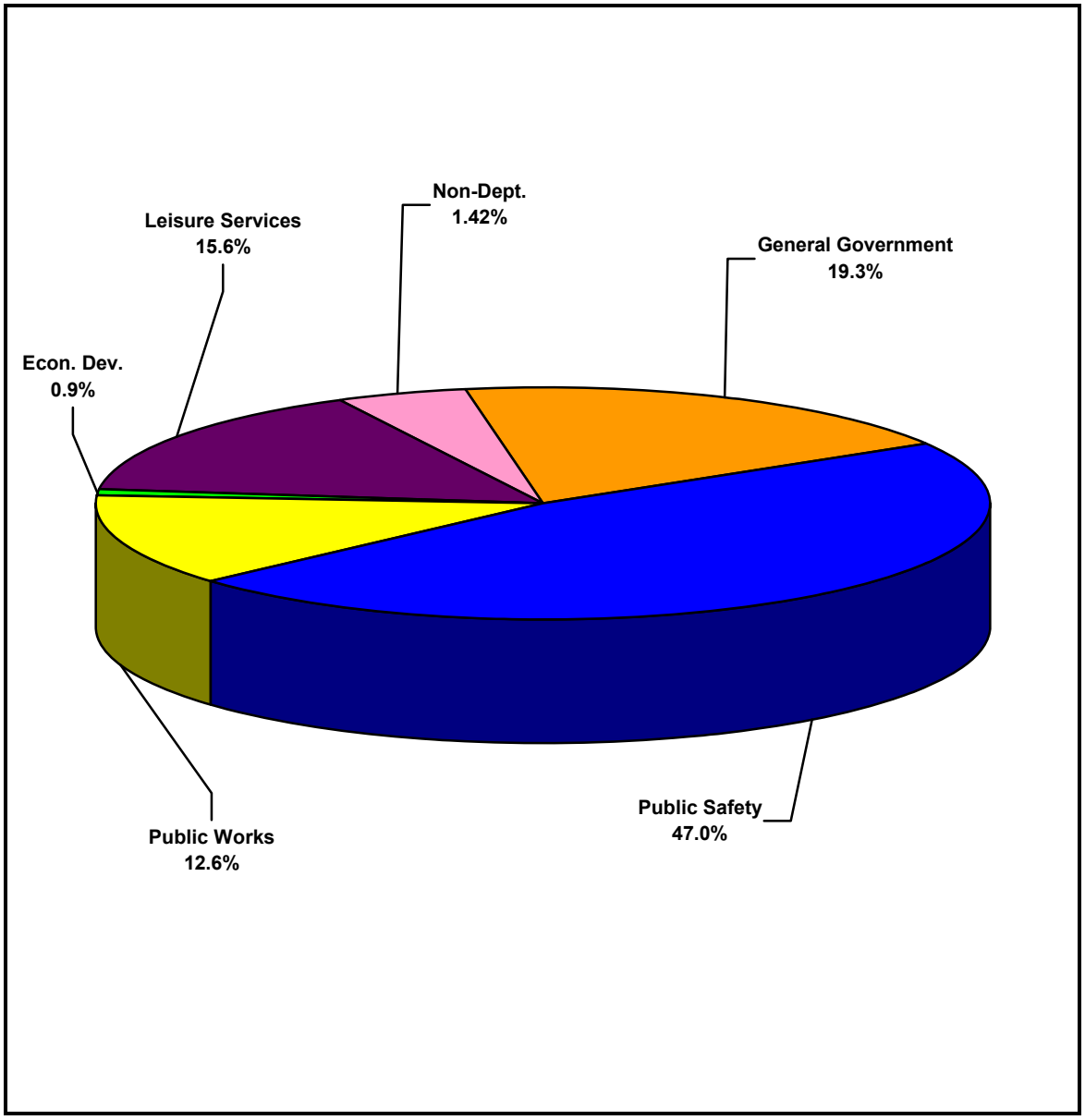
GENERAL FUND REVENUES



GENERAL FUND EXPENDITURE SUMMARY

General Fund Summary Description	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Government					
City Commission	416,459	398,297	448,925	50,628	12.71%
City Manager	721,235	766,686	903,986	137,300	17.91%
Support Services	438,930	436,052	473,841	37,789	8.67%
City Attorney	943,005	897,617	1,304,609	406,992	45.34%
Finance	1,078,544	1,126,785	1,200,017	73,232	6.50%
Information Technology	1,265,214	1,661,794	2,364,333	702,539	42.28%
Human Resources	607,920	610,162	730,163	120,001	19.67%
Planning	734,840	815,894	873,037	57,143	7.00%
Building Maintenance	1,009,133	937,759	1,046,146	108,387	11.56%
Total General Government	**7,215,280**	**7,651,046**	**9,345,057**	**1,694,011**	**22.14%**
Public Safety					
Police Administration	952,240	1,197,397	1,434,844	237,447	19.83%
Police Operations	6,940,115	7,508,510	8,313,572	805,062	10.72%
Police Community Outreach	560,741	620,646	666,040	45,394	7.31%
Police Criminal Investigations	1,327,511	1,527,310	1,571,364	44,054	2.88%
Police Community Services	439,560	444,250	470,374	26,124	5.88%
Police Records	160,439	193,324	197,910	4,586	2.37%
Neighborhood Improvements	419,050	496,897	524,896	27,999	5.63%
Fire & EMS	7,252,266	7,363,742	8,202,046	838,304	11.38%
Building Inspections	1,135,174	1,208,177	1,567,364	359,187	29.73%
Total Public Safety	**19,187,096**	**20,560,253**	**22,948,410**	**2,388,157**	**11.62%**
Public Works					
Roadside and Right of Way Mnt.	2,456,498	2,622,263	2,826,514	204,251	7.79%
Engineering	1,129,269	1,251,822	1,329,783	77,961	6.23%
Fleet	1,903,160	1,823,290	1,900,237	76,947	4.22%
Total Public Works	**5,488,927**	**5,697,375**	**6,056,534**	**359,159**	**6.30%**
Economic Development	382,412	410,971	437,322	26,351	6.41%
Leisure Services					
Parks & Grounds	2,582,316	2,650,336	2,706,533	56,197	2.12%
Administration	693,149	819,430	879,360	59,930	7.31%
Cultural					
Casements	341,526	389,713	389,473	(240)	-0.06%
Performing Arts Center	302,366	299,738	385,975	86,237	28.77%
Senior Center	92,025	118,154	119,839	1,685	1.43%
Community Events	215,820	246,067	287,632	41,565	16.89%
Environmental Learning Center	215,222	205,132	272,782	67,650	0.00%
Athletics					
Nova Recreation Center	395,483	376,439	442,484	66,045	17.54%
South Ormond Center	382,892	384,201	422,968	38,767	10.09%
Athletic Fields/City Sponsored Sport	1,529,492	1,657,484	1,807,636	150,152	9.06%
Total Leisure Services	**6,750,291**	**7,146,694**	**7,714,682**	**567,988**	**7.95%**
Non-Departmental					
Contributions/Contingency	90,007	277,428	603,294	325,866	117.46%
Transfers	3,217,196	1,718,073	2,079,813	361,740	21.05%
Total Expenditures	**42,331,209**	**43,461,840**	**49,185,112**	**5,723,272**	**13.17%**
Less: Fleet expenditures	**1,903,160**	**1,823,290**	**1,900,237**	**76,947**	**4.22%**
Less: Engineering	**1,129,269**	**1,251,822**	**1,329,783**	**77,961**	**6.23%**
Total Net Expenditures	**39,298,780**	**40,386,728**	**45,955,092**	**5,568,364**	**13.79%**

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	416,459	398,297	448,925	50,628	12.71%
Total	416,459	398,297	448,925	50,628	12.71%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	153,907	161,322	165,525	4,203	2.61%
Operating	262,552	236,975	283,400	46,425	19.59%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	416,459	398,297	448,925	50,628	12.71%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	721,235	766,686	903,986	137,300	17.91%
Total	721,235	766,686	903,986	137,300	17.91%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	668,505	686,690	835,628	148,938	21.69%
Operating	52,730	79,996	68,358	(11,638)	-14.55%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	721,235	766,686	903,986	137,300	17.91%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
Communications Manager	1.00	1.00	1.00	0.00	0.00%
Public Information Officer	0.00	1.00	1.00	0.00	0.00%
Executive Secretary	1.00	1.00	1.00	0.00	0.00%
Total	**4.00**	**5.00**	**5.00**	**0.00**	**0.00%**

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

The Support Services Department provides a wide range of services to support the City Commission, City Departments, and the public. These responsibilities include but are not limited to:

- Administration
  - Preparing City Commission workshop and meeting agenda packets and minutes
  - Preparation of proclamations on behalf of the Mayor
  - Providing administrative services to various City departments and advisory boards
  - Coordinating the advisory board application and nomination process
  - Operation of receptionist station on the second floor of City Hall
- Election Management
  - Coordination of municipal elections
  - Monitoring of the required filing of related financial disclosures by staff, elected officials, and candidates
- Records Management
  - Accepting and processing of public records requests
  - Coordinating and managing the City's records management program
  - Archiving all City Commission legislative actions

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	438,930	436,052	473,841	37,789	8.67%
Total	438,930	436,052	473,841	37,789	8.67%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	317,671	360,454	390,253	29,799	8.27%
Operating	121,259	75,598	83,588	7,990	10.57%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	438,930	436,052	473,841	37,789	8.67%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
Support Services Administrator	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%**

GOALS:

- Provide timely preparation and publication of Commission agenda packets and minutes.
- Confirm receipt and the timely fulfillment of public records requests.
- Coordinate the November 2024 general Mayoral and City Commission Election, including necessary documents and timely submittal of candidate financial reports.
- Assist with the onboarding and delivery of new commissioner orientation.
- Coordinate the new commission's organizational meeting and advisory board appointments.
- Ensure annual Form 1/6 financial disclosure forms are completed by the Commission, Advisory Board Members, staff through the FL Commission on Ethics online process.
- Facilitate the implementation of Granicus One Meeting Agenda Management Software, including the delivery of training to City Commission and software users.
- Assist with various technology improvements including updated audio and new video streaming of regular Commission meetings, upgrades to the chamber's A/V system, new website, and new telephone communication system.
- Continue working on the City's records management program and enhancements to the long-term storage facility, official records filing system, and records disposition.
- Refresh of the Chamber's youth leadership program, City Government-Economic Development Day, hosted by the City.
- Continue training and education of department staff: City Clerk to receive FL Certified Records Manager (FCRM) and continue working towards IIMC Master Municipal Clerk (MMC) designation; Assistant City Clerk to continue working towards IIMC Certified Municipal Clerk (CMC) designation and necessary FCRM continuing education; and Support Services Administrators work towards FCRM through the FL Records Management Association.

				Change	% Change
	Actual	Estimate	Estimate	FY 2023-24	FY 2023-24
	FY 2022-23	FY 2023-24	FY 2024-25	to FY 2024-25	to FY 2024-25
City Commission Meetings:					
Number agenda items	363	331	364	33	10.00%
Number of items processed within 4 days of meetings	363	331	364	33	10.00%
% of minutes completed in 6 working days	100%	100%	100%	-	0.00%
Number of proclamations prepared	53	65	72	7	10.00%
Number of public records requests received and processed	1001	887	1020	133	15.00%

ACCOMPLISHMENTS:

- Preparations necessary for a successful 2024 municipal qualifying and primary election.
- Coordinated the creation of a Mayors' Wall of Fame in the Commission Chambers.
- Designed the framework for a new Citizens Academy and coordinated the delivery of a 6-week program to 20 Ormond Beach residents.
- Instrumental in the streamlining of communications, including weekly and monthly reports, and agenda item staff reports.
- Provided administrative support for 23 City Commission meetings and 8 City Commission workshops, with agenda packets totaling an estimated 364 agenda items.
- Coordinated and drafted an estimated 65 City proclamations on behalf of the Mayor.
- Provided support for an estimated 4 annexation(s).
- Coordinated the City Commission's appointment of various mid-term advisory board appointments.
- Processed an estimated 887 public records requests.
- Maintained efficient records management with the disposition of 135 cubic feet of records.
- Ensured the completion of Form 1/Form 6 financial disclosures for 2023 and Form 1Fs for 2024.
- City Clerk completed Certified Municipal Clerk (CMC) 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	943,005	897,617	1,304,609	406,992	45.34%
Total	943,005	897,617	1,304,609	406,992	45.34%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	739,806	774,058	852,251	78,193	10.10%
Operating	203,199	123,559	452,358	328,799	266.11%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	943,005	897,617	1,304,609	406,992	45.34%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%
Senior Paralegal	1.00	1.00	1.00	0.00	0.00%
Paralegal	1.00	1.00	1.00	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 Annual Comprehensive Financial Report (ACFR), 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,078,544	1,126,785	1,200,017	73,232	6.50%
Total	1,078,544	1,126,785	1,200,017	73,232	6.50%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,010,421	1,065,598	1,146,091	80,493	7.55%
Operating	68,123	61,187	53,926	(7,261)	-11.87%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,078,544	1,126,785	1,200,017	73,232	6.50%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
Staff Accountant	1.00	1.00	1.00	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%
Risk Manager	1.00	1.00	1.00	0.00	0.00%
Accounting Technician	2.00	2.00	2.00	0.00	0.00%
Payroll/Pension Specialists	2.00	2.00	2.00	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 hurricane Ian and Nicole.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
# of A/P checks	5,466	5,000	4,850	(150)	-3.00%
# of Accounts Payable EFT	1,865	2,600	2,800	200	7.69%
# of Purchase orders issued	648	700	750	50	7.14%
# of Payroll checks	-	-	-	-	0.00%
# of Payroll direct deposits	9,600	9,650	9,675	25	0.26%
Effectiveness:					
% participating in direct deposit	100%	100%	100%	-	0.00%
Number of days to issue ACFR	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.
- Maintained proper funding levels to offset hurricane Ian and Nicole expenses.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,265,214	1,661,794	2,364,333	702,539	42.28%
Total	1,265,214	1,661,794	2,364,333	702,539	42.28%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	596,833	747,400	876,759	129,359	17.31%
Operating	668,381	914,394	1,487,574	573,180	62.68%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,265,214	1,661,794	2,364,333	702,539	42.28%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
IT Manager	1.00	1.00	1.00	0.00	0.00%
Project Manager	1.00	1.00	1.00	0.00	0.00%
System Administrator	2.00	2.00	3.00	1.00	50.00%
Help Desk Specialist	1.00	1.00	1.00	0.00	0.00%
Senior GIS Technician	2.00	2.00	2.00	0.00	0.00%
Total	**7.00**	**7.00**	**8.00**	**1.00**	**14.29%**

INFORMATION TECHNOLOGY

GOALS:

- Phase III deployment of integrated, enterprise-wide solution.
- Upgrade City Commission Chambers technology.
- Business continuity and Disaster Recovery Plan.
- Phase II deployment of centralized Security, paging and alerting systems.
- Migration to Microsoft 365/Virtual Desktop Infrastructure.
- Telephone System and network upgrade.
- Replacement of Storage Area Network.
- Replacement of City Servers.
- 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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 FY 2024-25
Workload:					
# of workstations	460	490	500	10	2.04%
# of sites maintained	25	25	25	-	0.00%
# of support calls	4,650	4,800	6,000	1200.00	20.00%
Efficiency/Effectiveness:					
Windows Servers uptime	95.00%	95.00%	99.99%	4.99%	4.99%
iSeries HTE system uptime	99.99%	99.00%	0.00%	100.00%	0.00%

Sites

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

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	607,920	610,162	730,163	120,001	19.67%
Total	607,920	610,162	730,163	120,001	19.67%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	320,954	348,624	468,356	119,732	34.34%
Operating	286,966	261,538	261,807	269	0.10%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	607,920	610,162	730,163	120,001	19.67%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Asst. HR Director	1.00	1.00	1.00	0.00	0.00%
HR Generalist	2.00	3.00	3.00	0.00	0.00%
Administrative Assistant	1.00	1.00	1.00	0.00	0.00%
Total	**4.00**	**5.00**	**5.00**	**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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Total employee turnover in government/organization	36%	28%	30%	2.00%	2%
Number of individuals hired/placed for period	96	105	107	2	1.90%
Number of new employees that left prior to one full year of service	45	45	47	2	4.44%
Total number of internal HR-sourced training hours					
Number of positions filled from within ranks	43	40	42	2	5.00%
Number of positions filled from outside sources (not promotional)	70	75	77	2	2.67%
Number of requisitions (request-to-fill, job opening, job order, etc.) during period	131	110	112	2	1.82%
Number of requisitions that were filled during period	113	90	92	2	2.22%
Average number of Vacancies	44	51	53	2	3.92%
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)

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Site Plan Review Fees	27,106	85,000	85,000	-	0.00%
Zoning Variances/Appeals	263,707	92,500	92,500	-	0.00%
General Fund	444,027	638,394	695,537	57,143	8.95%
Total	734,840	815,894	873,037	57,143	7.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	626,676	686,452	717,449	30,997	4.52%
Operating	108,164	129,442	155,588	26,146	20.20%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	734,840	815,894	873,037	57,143	7.00%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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.
- The Site Plan Review Committee shall provide review comments or approval for site plan submittals 14 days from the date of submittal.
- Completion of the 2045 Comprehensive Plan update.
- Refinement of the Tyler permitting system to assist internal and external users.
- Completion of the Public Art Master Plan.
- Land Development Code amendments, such as landscape article updates, Live Local Act, and platting.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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)	-25.00%
# 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%

ACCOMPLISHMENTS:

- Successfully completed the 2024 Community Rating System audit by maintaining activities for floodplain management.
- Completion of the 2024 Vulnerability Assessment, Resilient Ormond Beach.
- Provided technical reports and presentations on planning related items to the Historic Landmark Preservation Board, Board of Adjustment and Appeals, Planning Board, and City Commission.
- Completion of multiple development projects, such as Riverbend school expansion, Revella, Valiant Diner, Ormond Grande, Cupola, Interchange Depot, and Love Whole Food Expansion.
- Processed a number of public hearing items including Tomoka Reserve, Tomoka Christian Church, Plantation Oaks plats, RidgeHaven, and Tattersall developments.
- 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,009,133	937,759	1,046,146	108,387	11.56%
Total	1,009,133	937,759	1,046,146	108,387	11.56%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	577,115	543,704	620,386	76,682	14.10%
Operating	432,018	394,055	425,760	31,705	8.05%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,009,133	937,759	1,046,146	108,387	11.56%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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 Lead	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%
Part-time Positions:					
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:

- Immediately respond to all emergency calls for repairs
- Complete all non-emergency daily work orders within two working days of request
- Continue our maintenance plan for the City's 73 facilities
- Continue refurbishment of snowflake holiday decorations
- No work-related injuries
- Keeps all city facility gates in working order
- Replace a/c filters Quarterly
- Replace ice machines filters Quarterly
- Keep city decorative fountain's clean
- Maintain airport runway, taxi, REIL and PAPI lights
- Maintain a parts inventory for Splash Pads Emergency's.
- Maintain all City Facilities Parking Lot lights and DOT lights.
- Maintain lighting on City Buildings.
- Assist electrical contractor repairing city wide decorative street lights.
- Keep all park bathrooms in working order.

ACCOMPLISHMENTS:

- Completed all emergency calls for repairs
- Work with contractors to complete facility repairs citywide
- Completed 98% of all non-emergency work orders within two working days of request
- Continued refurbishment of snowflake Christmas decorations
- Completed numerous non-work order special request projects citywide
- No work-related injuries
- Notification in-person or email of the completion of a work request
- Daily morning meeting to review workflow and assign work for the day
- All emergency work orders were completed within 12 hours
- Maintained all city and DOT lighting citywide
- Maintained all sports lighting to keep fields open and safe for play
- 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

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Special Duty	54,715	50,000	50,000	-	0.00%
Fines/Forfeits	44,362	45,000	45,000	-	0.00%
Code Violations	26,229	28,000	28,000	-	0.00%
General Fund	10,674,350	11,865,334	13,056,000	1,190,666	10.03%
Total	10,799,656	11,988,334	13,179,000	1,190,666	9.93%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Administration	952,240	1,197,397	1,434,844	237,447	19.83%
Operations	6,940,115	7,508,510	8,313,572	805,062	10.72%
Community Outreach	560,741	620,646	666,040	45,394	7.31%
Criminal Investigations	1,327,511	1,527,310	1,571,364	44,054	2.88%
Community Services	439,560	444,250	470,374	26,124	5.88%
Records	160,439	193,324	197,910	4,586	2.37%
Neighborhood Improvements	419,050	496,897	524,896	27,999	5.63%
Total	10,799,656	11,988,334	13,179,000	1,190,666	9.93%

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	952,240	1,197,397	1,434,844	237,447	19.83%
Total	952,240	1,197,397	1,434,844	237,447	19.83%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	264,702	392,748	516,618	123,870	31.54%
Operating	687,538	804,649	918,226	113,577	14.12%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	952,240	1,197,397	1,434,844	237,447	19.83%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Police Chief	1.00	1.00	1.00	0.00	0.00%
Office Manager	1.00	1.00	1.00	0.00	0.00%
Accreditation Manager	1.00	1.00	1.00	0.00	0.00%
Administrative Assistant	0.00	0.00	1.00	1.00	100.00%
Total	**3.00**	**3.00**	**4.00**	**1.00**	**33.33%**

GOALS:

- Maintain the police department's staffing levels at 95% or greater.
- Provide in-service training in Active Shooter and Taser 10 weapon system.
- Implement ELVIS at Police Department.
- Continue to update Police Department's Access Control System (front doors)
- Work with County to continue the update to the 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 second full time Victim Advocate for the Police Department
- Hire a full time Finance employee for the Police Department
- Update the departments Tasers
- Improve the department's License Plate Reader program
- Complete 10-33 LEESO program inventory

ACCOMPLISHMENTS:

- Attended First Amendment Auditor Training
- Participated in Vehicle Operation Training
- Hired a Public Safety Public Information Officer
- Issued and trained all Police Personnel on the Axon Body 4 Body Worn Camera System.
- Improve security of the Police Department by obtaining an updated Access Control and camera system
- 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 new employees.
- Hired a Part Time Evidence Custodian
- Hired two new Records Clerk
- Hired a new Community Service Officer
- Hired a new Crime Scene Investigator
- Created a Police Officer Recruit (Cadet) program.
- Instituted a vehicle replacement plan that was incorporated by the City
- Transitioning the police department's fleet from sedans to sport utility vehicles
- Successfully completed the Accreditation re-assessment process for re-accreditation

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Special Duty	54,715	50,000	50,000	-	0.00%
Fines/Forfeits	44,362	45,000	45,000	-	0.00%
General Fund	6,841,038	7,413,510	8,218,572	805,062	10.86%
Total	6,940,115	7,508,510	8,313,572	805,062	10.72%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	6,089,558	6,696,175	7,458,111	761,936	11.38%
Operating	850,557	812,335	855,461	43,126	5.31%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	6,940,115	7,508,510	8,313,572	805,062	10.72%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%**

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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Sworn law enforcement members available for CFS response	61	70	74	4	5.71%
Sworn members assigned to Traffic Enforcement	4	5	5	-	0.00%
Members assigned to Traffic Crash Investigations	4	5	5	-	0.00%
Total patrol districts	8	8	8	-	0.00%
Total mobile computers	77	77	77	-	0.00%
Total # of calls received by agency	66,304	68,000	68,000	-	0.00%
Citizen-generated workload; Calls for Service (CFS)	16,982	20,000	20,000	-	0.00%
Self-initiated workload; pro-active police actions	49,412	48,000	48,000	-	0.00%
Traffic citations issued (moving violations only)	2,505	3,000	3,000	-	0.00%
Traffic crashes	1,637	1,500	1,400	(100)	-6.67%
Pedestrian fatalities	1	4	0	(4)	-100.00%
Total Traffic fatalities	4	10	0	(10)	-100.00%
Adult arrests	739	700	675	(25)	-3.57%
Juvenile arrests	44	40	35	(5)	-12.50%
DUI arrests	38	45	55	10	22.22%
Total arrests	777	740	710	(30)	-4.05%

ACCOMPLISHMENTS:

- Handled approximately 72,228 calls for service, a 3.0% increase from FY 2021. 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 10 seconds to emergency calls for service, and an average of 9 minutes and 42 seconds for other priority calls for service. Average response time for all calls (emergency and non-emergency) is 15 minutes and 34 seconds. In general. response times have increased since the FY 2021 report.
- Completed about 7,575 police/crime reports (down 2.4% from FY 2021)
- Issued about 9,045 traffic related citations/written warnings (up 35.6% from FY 2021).
- Conducted 7,378 traffic stops (up 68.3% from FY 2021).
- 862 Part I crimes were reported (down 9% from FY 2021) with a clearance rate of 31.6% (down 9.4% from 2021).
- Hired and trained eight (8) sworn police officers during FY 2021. Three (3) have since left.
- Increased amount of trained personnel with operation MRAP armored vehicle for Special Response Team.
- Continued to train twelve (12) PD members and two (2) FD members for the Special Response Team.
- Acquired Pepperball™ less-lethal munitions systems with training scheduled. Funded by OB Police Foundation.
- Established the Aerial/Tech Unit (ATU), which has solicited personnel to supplement SRT and the Police Operations Division with the deployment of tactical drones and robots to provide better safety and intelligence during critical incidents and special events in addition to the operation of the MRAP armored rescue vehicle. Currently, five (5) personnel have been trained on robot operation, and we now have three (3) FAA Part-107 certified drone pilots. About nine (9) personnel have been trained as MRAP operators.
- 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:
    - Race Week
    - 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.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	560,741	620,646	666,040	45,394	7.31%
Total	560,741	620,646	666,040	45,394	7.31%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	510,206	568,518	612,461	43,943	7.73%
Operating	50,535	52,128	53,579	1,451	2.78%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	560,741	620,646	666,040	45,394	7.31%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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 and events to address the variety of needs of the community and 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-bulling 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 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.
- 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 and actively attend recruiting events, continue social media advertising, facilitate ride along scheduling and have an open communication with potential recruits. Use social media to reach out to our community about our events, and to have an open door for clear constant communication.
- Investigate the creation and implementation of an OBPAL Running Club for elementary and middle school age students.
- Expand the Tutors Are Us Program to include practice college entry exams for high school age students
- Explore new avenues to offer Reading with a COP Program at local elementary schools
- Continue the Do the Right Thing Program partnership with Ormond Beach Middle School
- Expand the OBPAL Running Club (The Extra Mile Club) to middle school age students.

ACCOMPLISHMENTS:

- Outreach planned our first Torch Run which benefits Special Olympics. This family fun event was a 1-mile fun run to raise money for the Special Olympics. All Law Enforcement agencies in Volusia County attended.
- Continued teaching D.A.R.E by attending 5th grade graduations, dances, skating, were appointed the Grand Marshals for the 5th grade Derby race at Pathways Elem.
- Outreach organized and participated in a dodgeball game at OBMS, where officers played with students against teachers and attended OBMS Career Day where students interviewed officers about what the career entails.
- Outreach has formed a partnership with Our Seniors Radio, and several topics on fraud were discussed on air.
- Outreach attended the annual Easter Jam at Calvary Church which had approximately 2500 attendees.
- Outreach formed a partnership with the Falls Community who organized a Hot Rod and Hot Dog event to raise money for OBPD. Over $3200 was raised for bleed kits.
- Outreach is the chair for the OBPD awards committee. There are bi-monthly scheduled meetings where award nominations are discussed. If approved, awards are given out to officers and civilians
- Organized summer camp visits with vehicle displays for local schools and facilities.
- SLAP (ladies self-defense) was presented by Outreach at 5 local ladies' groups. These were all well attended and received.
- Outreach created a recruitment flyer for social media with proven success for applicants. Outreach planned several interviews, and will continue to do so.
- Annual "Shop with a COP" program was successfully had a total of 30 participants.
- The 10th Annual "Santa on Patrol" was successful. This year yielded the most toy donations to the program. This resulted in around 2000 children were contacted at city parks, pre-schools, elementary schools, and retail stores. Performed two fill "Fill the M-Rap" events collecting toys for Santa on Patrol & PAL.
- "Coffee with a Cop" was conducted 3 times.
- "*Badges & Brunch*" *Crimes Against Seniors* program was conducted at 7 city locations.
- Presented to every student in the Ormond Beach Middle School, Pathways Elem. Parents, and St. Brendan's School with a Safety and Dangers of Social Media.
- The annual National Night Out was the largest attended event yet with 2500 attendees, with free food, bounce houses, raffles, games, and community partnership.
- The DARE Officers taught the 9- week DARE curriculum to (5) schools. There was a 100% graduation rate for all 600 students who attended.
- Outreach partnered with schools for Trunk or Treat & Fall Festivals.
- Outreach attended formal recruitments events, and stayed active with the police academy staff for a continued positive relationship.
- Outreach planned approximately 30 Community Helper Days at local public and private schools where children were presented with a vehicle static display, and educational material about safety.
- Attended several HOA meetings for safety presentations and neighborhood concerns.
- Outreach attended several Boy Scout meetings and a Flag Retirement Ceremony
- Provided an Active Killer presentation at several schools and Houses of Worship
- Outreach led the annual Home for the Holidays Christmas parade

- Outreach started the "Pub Sub with the Police" program where he Police Department partnered with Publix who provided subs to citizens to eat with officers
- Partnered with Chick-Fil-A to host a Soda Pop with a Cop event that well attended
- Outreach has partnered with the Ormond Beach Reginal Library for Frauds and Scams presentation which was well attended.
- The Outreach Crime Prevention Officer attended CPTED For Houses of Worship
- Outreach is responsible for all outside detail requests for off duty officers. We started using a new program Detail Commander, that assists in this time- consuming task. We have had positive feedback.
- Nineteen Students in grades 3, 4, and 5 from Ormond Beach Elementary School participated in the 2023 R.E.A.D. Reading Exploration Adventure and Discovery program. Based on statistics collected by the school in the majority youth attained learning gains on standardized tests as a result of participation in the program.
- Tutors Are Us provided an opportunity for 45 youth in grades k-12 to receive one-on-one and/or small group instruction designed to assist each participant's specific academic goals. Sessions are offered in the Fall and Spring.
- Approximately 300 students participated in OBPAL Summer educational program partnership during the Summer Connections program at South Ormond Neighborhood Center. Programs included science, reading, math and art.
- 338 youth ages 6 - 13 attended field trips provided by OBPAL in partnership with the South Ormond Neighborhood Center in 2023. The trips were to: Daytona Lagoon, Brevard Zoo and the Orlando Science Center.
- 9 Youth Leadership Council members qualified to attend the 2023 State of Florida Association of Police Athletic League's Annual Conference in Orlando in July 2023.
- 27 Ormond Beach Middle School Students in grades 6, 7 and 8 participated in Science on Patrol which increases math and science skills through forensic science-based labs and scenarios.
- OBPAL hosted the 7th Annual Donut Dash 5K on April 20, 2024 at the Trails Shopping Center. Runner participation increased to 284 pre-registered runners. The partnership with the Daytona Running Series continued in 2024 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.
- 26 youth participated in the OBPAL Travel Basketball program, in 6 tournaments, in 2023. Teams participated in both in state and out of state tournaments. The 14U team placed 2nd in their division at the Florida PAL Tournament, the Eighth-grade team place second at the May Day Hoop Fest in Tampa, FL.
- Fifteen (15) elementary ages youths joined the OBPAL Extra Mile Club offered in partnership with Ormond Beach Elementary school in the spring of 2024.
- Two 2023 Ormond Beach PAL Senior Scholarships of $1000 were awarded to seniors who actively participate in OBPAL programs.
- Three (3) Do the Right Thing Luncheons were held during the 22-23 school year. Forty-two (42) Ormond Beach Middle School Students were honored for their positive choices and model citizenship.
- Re-implement the Science of Patrol Program for elementary school students.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,327,511	1,527,310	1,571,364	44,054	2.88%
Total	1,327,511	1,527,310	1,571,364	44,054	2.88%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,232,655	1,466,965	1,502,232	35,267	2.40%
Operating	94,856	60,345	69,132	8,787	14.56%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,327,511	1,527,310	1,571,364	44,054	2.88%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%**

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	439,560	444,250	470,374	26,124	5.88%
Total	439,560	444,250	470,374	26,124	5.88%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	365,580	373,735	391,049	17,314	4.63%
Operating	73,980	70,515	79,325	8,810	12.49%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	439,560	444,250	470,374	26,124	5.88%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	160,439	193,324	197,910	4,586	2.37%
Total	160,439	193,324	197,910	4,586	2.37%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	148,536	179,299	183,385	4,086	2.28%
Operating	11,903	14,025	14,525	500	3.57%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	160,439	193,324	197,910	4,586	2.37%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Records Clerk	3.00	3.00	3.00	0.00	0.00%
Total	**3.00**	**3.00**	**3.00**	**0.00**	**0.00%**

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.
- Transition from UCR to FIBRS reporting
- Hire and train an administrative assistant position within the records 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 two new Records Clerks
- Created a master calendar of repetitive tasks that must be completed by the unit.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Code Violations	26,229	28,000	28,000	-	0.00%
General Fund	392,821	468,897	496,896	27,999	5.97%
Total	419,050	496,897	524,896	27,999	5.63%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	350,117	447,355	479,423	32,068	7.17%
Operating	68,933	49,542	45,473	(4,069)	-8.21%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	419,050	496,897	524,896	27,999	5.63%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Number of proactive cases	447	287	301	14	4.88%
Number of reactive cases/complaints	1,746	1,797	1,887	90	5.01%
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**	2,174	2,065	2,168	103	4.99%
		ESTIMATES IMPACTED BY MANPOWER ISSUES	ESTIMATES IMPACTED BY MANPOWER ISSUES		

ACCOMPLISHMENTS:

- As a proactive approach to unsafe structures, the Unsafe Structure Abatement Team (USAT) has been formed and continues to exist. USAT is compromised 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	7,252,266	7,363,742	8,202,046	838,304	11.38%
Total	7,252,266	7,363,742	8,202,046	838,304	11.38%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	6,274,239	5,945,733	6,716,055	770,322	12.96%
Operating	978,027	1,418,009	1,485,991	67,982	4.79%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	7,252,266	7,363,742	8,202,046	838,304	11.38%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Fire Battalion Commander	3.00	3.00	4.00	1.00	33.33%
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	19.00	1.00	5.56%
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 Marshal	0.00	0.00	1.00	1.00	100.00%
Total	**48.00**	**48.00**	**51.00**	**3.00**	**6.25%**

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.
- Improve Public Fire Safety & EMS Education –
    - Implement improved fire prevention practices, including fire inspections and life safety code enforcement
    - Creation of dedicated Fire Marshal position
    - Implementation of Fire Inspection fee schedule, integration in to BTR process
    - Continue delivering public fire safety and EMS education to our residents
- Grant Assistance - Continue to seek and apply for grant opportunities that will enhance our service delivery.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
100- Fires Total number of calls dispatched as building fires	130	143	157	14	10.00%
200- Overpressure Rutures, Explosions	1	1	1	0	10.00%
300- Emergency Medical Services	4,633	5,096	5,606	510	10.00%
400-Hazardous Condition	163	179	197	18	10.00%
500- Service Calls	1,510	1,661	1,827	166	10.00%
600- Good Intent Calls	644	708	779	71	10.00%
700- False Alarmes	457	503	553	50	10.00%
800- Severe Weather	5	6	6	1	10.00%
900- Special Incident Type	9	10	11	1	10.00%
Real Property Value	15,215,508	16,737,059	18,410,765	1,673,706	10.00%
Fire Loss	583,700	642,070	706,277	64,207	10.00%
Property Saved	14,631,808	16,094,989	17,704,488	1,609,499	10.00%
Public Education Events	30	50	60	10	20.00%
Total number of people touched by Public Education	2,500	5,000	8,000	3,000	60.00%

ACCOMPLISHMENTS:

- Fire-Rescue responded to a total of 8,168 incidents in FY 2023, with. 3,535 fire-related responses and 4,633 Emergency Medical Services-related responses. Fire Loss Analysis – estimated property loss of $583,700, with estimate of $14,631,808 of property saved.
- Creation/utilization of new Public Safety Fund, supported and approved by City Commission.
- Creation of Fire Inspector position, resumed conducting required business fire inspections and plan reviews.
- Improved response safety through equipment installed in apparatus bays, resulting in a $3,400 grant received from Risk Management provider.
- Purchased an additional extractor/washer for cleaning firefighting PPE ("bunker gear"), and were awarded a $6,000 firefighter safety grant from the Florida Division of the State Fire Marshal.
- Increased community outreach efforts, began coordinating attendance of events with OBPD Outreach Division, increasing OBFD presence and engagement within the community.

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Permit Fees	1,173,398	1,535,000	1,535,000	-	0.00%
General Fund	(38,224)	(326,823)	32,364	359,187	-109.90%
Total	1,135,174	1,208,177	1,567,364	359,187	29.73%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	951,168	1,063,601	1,368,308	304,707	28.65%
Operating	184,006	144,576	199,056	54,480	37.68%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,135,174	1,208,177	1,567,364	359,187	29.73%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
Fire Inspector	0.00	1.00	1.00	0.00	0.00%
Deputy Building Official	0.00	0.00	1.00	1.00	0.00%
Total	**12.00**	**13.00**	**14.00**	**1.00**	**7.69%**

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.
- Continued refinement of the Tyler permitting system for the most efficient use for staff and applicants.
- To provide education and training of the use of the Tyler 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.
- Provide building permit review and inspections to emerging subdivisions of Fountain View, Archer's Mill, Bradford lakes, Bradford Park, and RidgeHaven.

ACCOMPLISHMENTS:

- 100% of all building plans were submitted electronically.
- Maintained 24-hour inspection turnaround for all requests.
- Conversion from the Naviline and Project Dox permitting systems to the Tyler permitting system.
- Continued to provide external user training for ProjectDox to Engineers, Architects and builders.
- Completed several complex new building construction projects including Aden at Ormond Beach, Beach House Graphics, Ocean Club and Valiant Diners.
- Permit approval of approximately 6,000 permits.
- Approximately 20,000 inspections throughout the City.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Right of Way Maintenance	127,138	127,138	127,138	-	0.00%
State Highway Lighting	139,828	135,000	135,000	-	0.00%
General Fund	2,189,532	2,360,125	2,564,376	204,251	8.65%
Total	2,456,498	2,622,263	2,826,514	204,251	7.79%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,126,559	1,435,847	1,550,334	114,487	7.97%
Operating	1,329,939	1,186,416	1,276,180	89,764	7.57%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,456,498	2,622,263	2,826,514	204,251	7.79%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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 15 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.
- Respond to and schedule interdepartmental work orders and utility repairs in a timely manner.

ACCOMPLISHMENTS:

Streets & Right of Way Maintenance

- 12 shell parking lots, boat ramps and driveways were graded on an average of at least twice a month.
- To date, 1420 maintenance work orders completed.
- To date: 10 maintenance work orders completed on FDOT roads. Most of the R/W maintenance was removed from the FDOT MOA.
- 1,252 man-hours were expended assisting other City departments.
- 570 man-hours working for other departments were for maintenance in City Parks (half of all interdepartmental hours).

Asphalt Maintenance

- To date: 162 asphalt work orders were completed repairing city streets, requiring 500 tons of asphalt and 82 bags cold patch (these numbers are mainly due to outside communication contractors causing major damage to City utilities and road surfaces in early FY 23/24).

Concrete Maintenance

- To date: 262 work orders were completed for repairs to City sidewalks, curbs, gutters and catch basin aprons, requiring +-180 cubic yards of concrete, 80 tons of recycled concrete, 20 tons of recycled asphalt millings and 220 tons of lime rock base material towards a grand total of 460 cubic yards of road base materials purchased. Also, 170 bags of Portland cement and 140 bags of 5000 psi concrete mix were purchased for smaller projects and utility cuts/repairs.
- To date: 7 work orders completed on FDOT walks, curbs, and gutters, requiring +- 2 cubic yards of concrete

Sign Maintenance

- To date: 469 work orders completed for Traffic Sign installation and repair.

Urban Forestry

- To date: 67 trees removed from City R/W's or properties.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,129,269	1,251,822	1,329,783	77,961	6.23%
Total	1,129,269	1,251,822	1,329,783	77,961	6.23%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,080,087	1,180,070	1,253,254	73,184	6.20%
Operating	49,182	71,752	76,529	4,777	6.66%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,129,269	1,251,822	1,329,783	77,961	6.23%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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 Performing Arts Center Improvements.
- Implement the recommendations of the Downtown Master Plan with Cassen Park redevelopment construction.
- 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.
- 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.

ACCOMPLISHMENTS:

- Completed the annual road resurfacing contract with approximately 4.12 miles of City streets repaved.
- Performed restoration improvements to existing deteriorated and leaking stormdrain and sewer pipe at various locations throughout the City, using cured-in-place pipe lining.
- Performed restoration activities to asphalt parking area at the OBSC Tee-Ball fields.
- Commenced construction on a new roadway extension to provide a much needed connection from the Airport Business Park to Pineland Trail.
- In-house designed repairs to the sidewalks on South Ridgewood Ave from Granada Blvd. to Division Ave, and on Tomoka Ave from South Ridgewood to Eileen Butts St. Construction is 100% funded by a Community Development Block Grant.
- Renovation of declined plant material surrounding City Hall, which has been damaged by recent hurricanes.
- Commenced construction to extend Doug Thomas Way, which completes the loop road around the OBSC, allowing bikers, walkers and joggers to exercise within the confines of the park, and park visitors access to amenities within the park, without leaving the park.
- Commenced construction to convert overhead electric service to underground for businesses between Casements Drive and South Halifax Drive. The project will also install conduit/wiring to provide power to the east Granada medians.

- Lift Station Rehab – 11M and OBSC – Completed construction of the rehabilitation of two lift stations to update electrical service and systems, replaced controls, piping, and SCADA instrumentation.
- Completed construction and replacement of corroded and deteriorated fitness equipment at the Nova Community Park. The project includes installation of 8 pieces of equipment along the Nova Community Park trail.
- Completed construction on this project for HVAC upgrades at the police station by upgrading the air handler and replacing the variable air volume (VAV) boxes, and thermostats
- Completed renovations to the Performing Arts Center. The scope included reno of the lobby; a donor wall, improving the exterior façade; modifications to the restrooms; an art installation; upgrades of floor, window, and wall coverings; and an exterior canopy at the entrance. The project was partially funded by an ECHO grant.
- Completed construction 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, and chemical feed building repair/replacement.
- Arbor Drive Drainage Improvements – Completed in-house design and constructed approximately 750 feet of reinforced concrete pipe, replaced 5 and installed 2 new stormwater inlets, and created a new headwall structure on the Halifax River.
- Amsden Road Drainage Abandonment – A stormwater pipe that was replaced and upsized in 2002 was abandoned but not removed, had begun to collapse in areas causing depressions in the roadway. Flowable fill was used to fill the pipe in-place, reducing impact on residents and minimizing restoration costs.
- Rebuilt the Hammock Lane north lake overlook built in the early 1990's and past it's useful life. The project included adding ADA handrails to the east and west ramps.
- Shade Structure & Netting Replacement – In-house designed project which replaced damaged shade structures at the Ormond Beach Sports Complex, Fire Station 91 playground, and Andy Romano Beachfront park.
- ARBP Stair Replacement – In-house designed project which replaced the beach access stairs damaged by the hurricane.
- In-house designed project replacing Ames House roof damaged by the hurricane.
- Painted traffic signals at the intersection of SR40 & US1, SR40 & Orchard Street, and SR40 & Nova Road.
- Street Light Maintenance – Continuation of an ongoing project to replace the existing HPS fixtures in street lights on Nova Road with LED fixtures which reduce energy consumption and provide improved lighting. 36 fixtures were replaced.
- OBSC Baseball Netting Replacement – Repainted the support posts and replace safety netting between the three baseball fields.
- Nova Sports Field Reconstruction – Replaced softball field 2 infield and partial outfield area to become a youth sized baseball field, and renovated fields 3-5 to include new clay, drainage improvements, Bermuda sod, irrigation, and new rubber bases. This project is partially funded by an ECHO Grant.
- OBSC Softball Quad Field Lighting – Replaced existing outdated, old technology light fixtures with LED fixtures to reduce energy consumption and provide improved lighting for the softball fields. This project is partially funded by an ECHO Grant.

- Shadow Crossings Reuse Pump Facility Upgrades – Completed upgrades to the including new pumps, control panel, electrical service, suction and discharge pipe connections, manifold headers, concrete pedestals.
- Completed design and commenced construction to replace approx. 12,000 feet of 2" galvanized steel water pipes having met/exceeded their service life on 20 streets in the North Peninsula.
- Lift Station Backup Pumps – Ordered emergency backup pumps for installation at 4 locations Walmart/Bermuda Estates, 1P/Ocean Village Villas, 2M/South Beach Street, and Saddlers Run. Manufacturing lead time is 10 months. This project is partially funded by a Florida Division of Emergency Management HMGP grant.
- Storm Water In-Line Check Valves – This in-house designed project to install check valves on 23 culverts connecting various City streets to tidally influenced waters of Thompson Creek, and the Halifax River. The project was bid and construction will commence fall 2024. The project is partially funded by a SJRWMD grant.
- WRF Ultraviolet Disinfection Conversion – This project to convert the existing chlorine disinfection process to ultraviolet was designed and bid. The project also includes major structural and electrical upgrades to facilitate the conversion. Construction will commence in early fall 2024.
- Design completed to redevelop Cassen Park. Construction will commence fall 2024.
- SR40 Water and Force Main Loop – Design was completed for this project to construct 4,316 LF of 12", and 4,681 LF of 16" water main, and 12,707 LF of 10" and 7,319 LF of 12" force main, with associated hydrants, valves, and appurtenances, to complete a loop to create additional resiliency and better water quality tin the southwest service area. Construction will commence fall 2024.
- Hudson Wellfield Expansion – Design was completed for this project to drill three new water wells adjacent to Airport Road at SR40. The project will meet rising water demands and provide redundancy in the City's raw water source. Construction will commence fall 2024.
- ARBP Repairs – Design was completed for this project to repair/replace the damaged seawall and ADA ramp at the park. Construction will commence fall 2024.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	1,903,160	1,823,290	1,900,237	76,947	4.22%
Total	1,903,160	1,823,290	1,900,237	76,947	4.22%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	442,584	418,666	468,911	50,245	12.00%
Operating	1,460,576	1,404,624	1,431,326	26,702	1.90%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,903,160	1,823,290	1,900,237	76,947	4.22%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%
Part-time Positions:					
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 subletting of small repairs and maintenance of handheld equipment.
- Maintain vehicle downtime of no more than 9% for all Fire and Police vehicles.
- Maintain an average productivity rate for all mechanics of 88% that generates billable labor rate hours from work orders.
- Utilize sublet vendors who have technicians that can come on site for repairs to reduce vehicle downtime.
- Price shop parts vendors to achieve maximum savings.
- 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
- Communicate with outside departments to determine what their future vehicle and equipment needs are to better prepare for vehicle / equipment replacements.

ACCOMPLISHMENTS:

- Streamlined preventative maintenance scheduling with all departments.
- Achieved a downtime rate of 6.4% 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	382,412	410,971	437,322	26,351	6.41%
Total	382,412	410,971	437,322	26,351	6.41%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	161,692	168,389	173,682	5,293	3.14%
Operating	106,577	133,582	166,640	33,058	24.75%
Capital	-	-	-	-	0.00%
Economic Incentives	114,143	109,000	97,000	(12,000)	-11.01%
Total	382,412	410,971	437,322	26,351	6.41%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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.
- Encourage ER/medical presence on the beachside.
- Repurpose Riverbend airport property.
- 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, cellular and internet infrastructure.
  - Work with Public Works to develop plans and construct the extension of Business Park Drive, a secondary access road for the Airport Business Park.
  - Complete the design, engineering, and begin construction of the 15-acre city-owned property in the airport business park.
- Work closely with the owners of Ormond Crossings as they continue the development of the Ormond Crossings Master Plan.

ACCOMPLISHMENTS:

- Worked with businesses throughout the City to retain and expand their operations and employment base. Expansions included Beach House Graphics, Valiant Modular, and Germfree.
- Conducted annual business visitation program, visiting over 50 companies in the city.
- Implemented a social media marketing campaign supporting and promoting economic development in Ormond Beach. Efforts included the publication of a dozen evergreen articles and quarterly social media posts.
- In partnership with Volusia/Flagler SCORE hosted an in-person session of the Kauffman FastTRAC Program graduating 12 entrepreneurs/small business owners. The 10-week workshop concluded with a pitch competition and graduation celebration.
- In collaboration with the Ormond Beach Chamber of Commerce, updated and published a new edition of 'Doing Business in Ormond Beach'.
- Assisted in the development and promotion of the City's legislative priorities for state appropriation funding.
- 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 A1A and State Road 40

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	2,582,316	2,650,336	2,706,533	56,197	2.12%
Total	2,582,316	2,650,336	2,706,533	56,197	2.12%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	372,926	402,934	408,292	5,358	1.33%
Operating	2,209,390	2,247,402	2,298,241	50,839	2.26%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	2,582,316	2,650,336	2,706,533	56,197	2.12%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
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%**

GOALS:

- Ensure all parks and grounds are inspected biweekly to ensure safety, accessibility and cleanliness
- Monthly safety meetings
- 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 special events
- Daily staff meetings prioritizing Parks repairs and upgrades
- Maintain the appearance of City parks and facilities through regular maintenance
- Assist Building Maintenance with large projects

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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	147	7	5.00%
Number of children in jurisdiction	7,769	7,870	7,975	105	1.33%

ACCOMPLISHMENTS:

- Responded to emergency issues (Vandalism, Fire, Etc.) throughout city Parks within 1 hour
- Maintained files for photographs and supporting documents
- Refurbished Memorial Gardens benches
- Refurbished Rockefeller Gardens picnic tables
- 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 Independence Day Event
- Maintained a high level of appearance and safety
- Continual support of the Riverbend Bike Trail
- Number of accomplishments cross with Building Maintenance
- Consistent Magic Forest and Skate Park inspections
- Worked with the EDC for Community Gardens maintenance issues (Dirt deliveries, etc.)

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Liability Insurance	13,443	13,000	13,000	-	0.00%
ARBFP Concession Rental	5,833	10,000	10,000	-	0.00%
General Fund	673,873	796,430	856,360	59,930	7.52%
Total	693,149	819,430	879,360	59,930	7.31%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	460,944	581,507	636,289	54,782	9.42%
Operating	232,205	237,923	243,071	5,148	2.16%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	693,149	819,430	879,360	59,930	7.31%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%
Part-time Positions:					
Office Assistant I	0.50	0.50	0.50	0.00	0.00%
Total	**6.50**	**6.50**	**6.50**	**0.00**	**0.00%**

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.
- 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 program
- 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 2024-25 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
- Research new field condition reporting line for Sports Complex
- Develop new programming at SONC new gym

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
# of Field/Park/Facility Rentals	544	650	700	50	7.69%
# of Online Registrations	907	1,000	1,050	50	5.00%
Efficiency/Effectiveness:					
Achieve City Commission Goals	100%	100%	100%	-	0.00%
Customer Satisfaction %	90%	90%	90%	-	0.00%

ACCOMPLISHMENTS:

- Obtained the Tree City USA Growth Award
- City was once again designated as Tree City USA
- 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.
- Continued to update and improve new registration software for Leisure Services programming
- 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 new applications
- South Ormond new gym addition and program implementation
- Worked in partnership with YMCA to ensure dog park facility is maintained to a high standard for our citizens
- Continued to promote the existing Memorial Tree program
- Implemented new field condition reporting software (Statusfy)
- Won three FFEA Awards for original programming

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Casement Fees	79,870	75,000	75,000	-	0.00%
General Fund	261,656	314,713	314,473	(240)	-0.08%
Total	341,526	389,713	389,473	(240)	-0.06%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	197,342	225,207	224,502	(705)	-0.31%
Operating	144,184	164,506	164,971	465	0.28%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	341,526	389,713	389,473	(240)	-0.06%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%**

GOALS:

- Expand revenue through rentals, programs and events.
- Expand Gallery exhibits to local artists and groups
- Grow sponsorships for 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, Realty Pros 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 another Father-Daughter Dance for children 7-12 years old.
- Plan and execute a weekday lunchtime concert series downtown on The Casements North Lawn.
- Continue to plan and execute monthly attractions for guests during the "Art Walk" each 1st Saturday.
- Obtain recognition from FFEA for a unique and successful community event.
- Continue monthly gallery exhibit videos to promote exposure.
- Expand on children's scavenger hunts during the holiday for the upcoming year.
- Create new StoryStroll programs for the holiday season and summer.
- Partner with The Casements Guild to produce another night with "The Three Mrs. Flager's".
- Offer a Fall program for the Halloween season.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Attendance/Participants:					
Special Events	56,262	59,000	65,000	6,000	10.17%
Tours *	46,193	40,000	45,000	5,000	12.50%
Programs/Classes	320	300	325	25	8.33%
# Rentals:					
Rentals/Groups - Casements	92	100	150	50	50.00%
Rentals/Groups - Riverbridge	82	90	100	10	11.11%
Efficiency/Effectiveness:					
Overall "satisfied/very satisfied" %	95	95	95	-	0.00%

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 for Celtic Festival, Taste of Ormond and Riverfest.
- The Casements worked with Songwriters Showcase of America to offer the annual "Ormond LIVE! event.
- 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.
- Worked with the coordinator of Sophies Circle to offer their annual bridge walk.
- Hosted the annual Memorial Day program in Rockefeller Gardens; Community Events Departments Art in the Park, organizing and installing the Girl Scouts of the Citrus Council Art Exhibit; City's Independence Day Celebration.
- Worked with members of the Antique Automobile Club to host their annual Gaslight Parade and Antique Car Show.
- Assisted members of Mainland High School's ROTC and 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/ execute the 45rd annual Christmas Gala.
- Planned and executed a successful "Breakfast with Santa" with over 360 guests offering a QR code to aid in streamlining ticket sales.
- Worked with Community Events to offer "Holidays at The Casements" outdoor concert.
- Created a new Holiday Challenge, "Reindeer Roundup" for our younger guests.
- Participated in the Ormond MainStreet "Christmas in July" event with photo opportunities with Santa, as well as the Reindeer Roundup Scavenger Hunt.
- Created a monthly newsletter for The Casements for those who don't use Facebook, and have added another 483 emails to our mailing list.
- Assisted Ormond Rotary Club with the Craft Beer Festival.
- Continued the educational facts each week on Facebook under the caption of "Did You Know?" ➢ The Casements Gallery hosted monthly exhibits with local artist groups and photographers. ➢ Hosted the first annual "Young Photography" exhibit in memory of city photographer, David
- 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.
- Planned and executed, "Swing Into Spring" with three free concerts in May on Thursday evenings. ➢ Held the 45th annual Guild Appreciation Luncheon sponsored and catered by Amber's Jewel Catering outside on the stage in Rockefeller Gardens.
- Participated in the ECHO Ranger program with two site visits, in February and September. Children toured the home and created a bookmark to take home.
- Our "Movies on the Halifax" event happened every first Friday of each month weather permitting

THE CASEMENTS

ACCOMPLISHMENTS:

- Worked with Ormond MainStreet and the Volusia County Library to offer a free "StoryStroll" in Rockefeller Gardens for the holiday season.
- Reached 6000 followers on Facebook and 2074 on Instagram.
- Replaced the Dance Room and Hallway floors with new wood floors, matching the existing Atrium floors.
- Repaired some damaged wood on the Atrium floors.
- Worked with The Casements Guild to replace the Gift Shoppe cabinets.

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Tickets/Concessions	-	27,000	27,000	-	0.00%
General Fund	302,366	272,738	358,975	86,237	31.62%
Total	302,366	299,738	385,975	86,237	28.77%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	161,741	158,080	232,803	74,723	47.27%
Operating	140,625	141,658	153,172	11,514	8.13%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	302,366	299,738	385,975	86,237	28.77%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
P.A.C. Supervisor	1.00	1.00	1.00	0.00	0.00%
Assistant P.A.C. Supervisor	0.00	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**	**4.50**	**4.50**	**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.
- Research other area theatre rental prices and procedures.
- Update PAC building rental agreement to include new usher, parking attendant and venue rental rates.
- Establish traveling producer/production list to increase show rentals.

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	-	6	6	600.00%
Not for Profit Shows	13	5	15	10	200.00%
For Profit Shows	20	2	22	20	1000.00%
Efficiency/Effectiveness:					
Returning Contracts	15	7	18	11	157.14%
Customer Satisfaction %	95%	95%	95%	0%	0.00%

ACCOMPLISHMENTS:

- The Performing Arts Center Supervisor conducted a survey rental rates for area venues to set new rates based on current and comparable rental pricing information.
- The Performing Arts Center implemented new rental rates and the changes to all volunteer status of ushers.
- The Performing Arts Center Supervisor researched and contacted performing arts organizations and presenters to develop new rental business.
- The Performing Arts Center hosted the Leisure Services Hometown Heroes drive-through event.
- The Performing Arts Center hosted the Friends of the PAC Black Tie VIP Reception on reopening of the Performing Arts Center building following the completion of the renovation project.
- The Performing Arts Center hosted the Children's Musical Theater Workshop Summer Camp Program, as well as their dance and musical theatre classes throughout the year and continues while the building is under construction.
- The Performing Arts Center hosted Victor Wainwright and The Train fundraiser for the Friends of the OBPAC.
- The Performing Arts Center hosted the public Open House on the reopening weekend with performances by the Seabreeze High School Music program and Children's Musical Theatre Workshop.
- The Performing Arts Center hosted the Edwards Twins concert.
- The Performing Arts Center hosted Chris Ruggiero in concert.
- The Performing Arts center hosted Ernie Haase and Signature Sound concert.
- The Performing Arts hosted Start Spreading The News With Liza and Frank concert.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Senior Center	13,164	5,000	5,000	-	0.00%
General Fund	78,861	113,154	114,839	1,685	1.49%
Total	92,025	118,154	119,839	1,685	1.43%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,990	19,382	20,486	1,104	5.70%
Operating	90,035	98,772	99,353	581	0.59%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	92,025	118,154	119,839	1,685	1.43%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Part-time Positions:					
Rec Leader (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 hosted Granada Squares Dances.
- The Senior Center hosted City staff meetings and Advisory Board meetings.
- The Senior Center hosted meetings of the Police Explorers.
- The Senior Center hosted the Tomoka Oaks Home Owners Association meeting.
- The Senior Center hosted rentals for Family Reunions, Birthday and Graduation parties.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	215,820	246,067	287,632	41,565	16.89%
Total	215,820	246,067	287,632	41,565	16.89%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	89,047	111,344	131,980	20,636	18.53%
Operating	126,773	134,723	155,652	20,929	15.53%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	215,820	246,067	287,632	41,565	16.89%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Community Events Coordinator	1.00	1.00	1.00	0.00	0.00%
Community Events Leader	0.00	0.00	1.00	1.00	100.00%
Part-time Positions:					
Community Events Leader (2)	1.00	1.00	0.00	-1.00	-100.00%
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.
- 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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Community Events					
Workload:					
Events Total	5	26	40	14	53.85%
Non-annual events	6	14	30	16	114.29%
Efficiency/Effectiveness:					
Customer Satisfaction % - Events	94%	94%	94%	-	0.00%

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
- Home for the Holidays Parade
- Successfully hosted the Independence Day Celebration on July 4th.
- Hosted three Summer Sounds Free Concerts.
- Assisted with many cross-departmental events: Employee Appreciation Day Luncheon, PAC Ribbon Cutting & Grand Reopening, Citizens Academy, Seabreeze Booster Club Ribbon Cutting, Earth Day, Proclamation presentation to FDOT's Secretary Jared Perdue
- Assisted with City Commission workshops, shade meetings and strategic planning sessions.
- Assisted with State of the City luncheon and presentation.
- Assisted with Senior Games events.
- Planned, coordinated and presented the Mayor's Health & Fitness Challenge.
- Attended Easter Jam at Calvary Christian Church
    - 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: 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 and strategic planning session.

COMMUNITY EVENTS

- Assisted with State of the City luncheon and presentation.
- Assisted with Senior Games events.
- Planned, coordinated and presented the Mayor's Health & Fitness Challenge.
- Coordinated and assisted with the South Ormond Neighborhood Gymnasium renaming.
- Coordinated and assisted with the Joe and Elwilllie Daniels Neighborhood Gymnasium outdoor basketball court ribbon cutting.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	215,222	205,132	272,782	67,650	32.98%
Total	215,222	205,132	272,782	67,650	32.98%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	128,561	121,774	177,274	55,500	45.58%
Operating	86,661	83,358	95,508	12,150	14.58%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	215,222	205,132	272,782	67,650	32.98%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Rec Leader	0.00	0.00	1.00	1.00	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**	**3.00**	**1.00**	**50.00%**

GOALS:

- Increase attendance numbers by 5% each quarter via social media engagement
- Recruit additional volunteer docents
- Host Arbor Day event in Jan, Earth Day event in Apr, and Enviro Camp open house, ECHO Ranger Program in Feb and Sept with new scavenger hunt program
- Partner with Halifax river Audubon to host Great Backyard Bird Count and weekly bird walk in spring and fall
- Germinate starter plants in time for Wildlife Fest at Lyonia & attend in March
- Develop and host new sessions of Enviro Camp, for 7-9 years, and for 10-12 years
- Partner with FYCCN to host 'Try Archery Day' at EDC
- Promote/ increase partnerships between EDC and other agencies via outreach
- Commission outdoor cut-outs of butterfly and bat wings as photo opportunities on the EDC grounds and Central Park
- Continue to partner with Florida Native Plant Society and other native plant volunteers to maintain wildflower and butterfly gardens at EDC
- Continue partnering with UF IFAS Master Gardeners & Beekeepers to host monthly classes, clinics, and education programs
- Continue partnership with Volusia County's Mosquito Control & Regrow the Loop, host bi-monthly classes, popup visits, and meetings
- Host weekly outdoor yoga classes and meditative walks, as well as yogalates
- Increase operating hours to 10:00am-5:00pm, Tuesday to Saturday
- Partner with City Arborist and Yellowstone Landscaping to identify new offerings of tree varieties for the Earth Day Tree Giveaway, including fruit trees
- Partner with City Arborist to develop and host educational programming at EDC
- Commission Beach House Graphics to develop new matching game exhibit
- Commission a Sandhill art piece into mural wrap for mammal corner and make prints and post cards of Sandhill art piece to sell, proceeds benefitting EDC
- Work with wildlife photographers to install prints of plants and wildlife
- Hire team to install sound dampening panels in EDC classroom
- Work with Engineering Dept to install new sidewalk addition at EDC
- Update Eagle Cam area—hang small TV on wall; remove kiosk from wall
- Work with The Fish Tank to create new Fiddler Crab tank, increase biodiversity of native fish tanks and add revamp larger deck to turtle tank.
- Create harvesting regimen for hydroponics to offer fresh herbs on a regular basis
- Partner with All Aboard Storage to obtain off-site storage for EDC as donation
- Update website & Field Trip page on website to better reflect offerings to teachers, scout leaders, homeschool parents, etc.
- Update EDC entry way area—replace printed materials and field guides with something new and relevant. Also update plant exhibits—bog aquarium and large plant stand

Community Gardens Goals:

- Work with Master gardeners to assign available plots to new gardeners from wait list
- Continue partnering with local Eagle Scouts to rebuild raised plots at Hammock Gardens

- Work with volunteer committee and Master Gardeners to host workshops for gardeners
- Work with City Arborist to develop aggressive tree trimming schedule at Hammock gardens
- Hold quarterly garden committee meetings
- Identify new leaders for Fleming Garden
- Provide garden soil, tools and materials for gardeners before Term 1 begins in Sept
- Provide materials to solarize plots during summer

ACCOMPLISHMENTS:

- Hosted monthly kids' programs, ECHO Rangers Program, school group field trips
- Presented adult/family nature programs regarding plants and wildlife
- Increased volunteer force and trained new docents
- Partnered with Halifax Audubon to provide multiple fall and spring guided bird walks in Central Park and host annual Great Backyard Bird Count event in February
- Decorated an EDC holiday tree for The Casements holiday tree gallery
- Decorated EDC for Halloween and Christmas
- Hosted Arbor Day and Earth Day event with City Commission at the EDC
- Newly commissioned artwork featuring Sandhill ecosystem installed May 2024
- Expanded native plants in the EDC Wildflower & Butterfly gardens, attracted Hummingbirds and reared Monarchs for release in butterfly garden summer 2024
- Partnered with Volusia County Mosquito Control to develop classes and outreach
- Collected used monofilament for recycling program with Volusia County
- Worked with Zev Cohen & Associates and Daytona state volunteers to remove Brazilian Pepper trees and invasive plants from parks and facility grounds
- Germinated seeds for plants to giveaway at Lyonia Wildlife Fest, attended in March
- Hosted Enviro Camp Open House in March and camp in June 3 – August 2, 2024
- Increased attendance to EDC, classes, programs and events
- Hosted monthly gardening classes and plant clinics with UF IFAS Master Gardeners
- Created free seed bank & propagation stations at EDC to provide vegetable, herb and flowers to visitors
- Created new hydroponics area and successfully growing vegetables and herbs
- Created new Gopher tortoise burrow exhibit for reptile area
- Created Enviro Camp webpage with photos and up to date registration information
- Hosted ReGrow the Loop partner meetings with 2 plant sales and tree giveaways

Community Gardens Accomplishments:

- Worked with Master gardeners to assign plots to new gardeners from wait list
- Partnered with local Eagle Scouts to rebuild 2 raised plots at Hammock Gardens
- Fully updated Community Gardens website with photos and up to date information
- Developed survey to double as pre-screening tool and gather contact info for wait list
- Worked with volunteer committee and Master Gardeners to host workshops for gardeners regarding irrigation and solarizing plots for summer
- Increased price of plots to $20/term for residents, $30 for non-residents
- Provided garden soil for gardeners during spring term
- Provided materials for gardeners to solarize plots during summer
    - Provided tools and materials needed for repairs and ADA plot rebuilds at Hammock garden

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Fees	33,973	13,500	13,500	-	0.00%
General Fund	361,510	362,939	428,984	66,045	18.20%
Total	395,483	376,439	442,484	66,045	17.54%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	221,956	208,320	250,628	42,308	20.31%
Operating	173,527	168,119	191,856	23,737	14.12%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	395,483	376,439	442,484	66,045	17.54%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Recreation Center Coordinator	1.00	1.00	1.00	0.00	0.00%
Therapeutic Aide	0.00	0.00	1.00	1.00	100.00%
Part-time Positions:					
Recreation Leaders (4)	2.00	2.00	2.00	0.00	0.00%
Therapeutic Aide (1)	0.50	0.50	0.00	-0.50	-100.00%
Seasonal Positions:					
Summer Counselors	0.00	0.00	0.00	0.00	0.00%
Total	**3.50**	**3.50**	**4.00**	**0.50**	**14.29%**

GOALS:

Nova Community Center:

- Increase social media presence to promote the Nova Community Center and activities
- Continue to rent the Tennis Shack
- Continue to manage Skate Park contractor to ensure safe operation of Nova Community Skate Park
- Increase usage of the workout room.
- Continue partnership with Volusia County Human Services Summer Food Program
- Continue pickleball lessons to teach the game to new players
- Expand revenue through rentals, programs and events.

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.
- Increasing participant numbers by using improved flyers, gaining community contacts through health fairs and community days and increased social media presence.
- Continue Social Squad for those special needs participants who need more individualized care
- Create a work-related program for young adults to gain skills needed for employment
- Create a theatre program and perform the production on stage
- Continue to offer programs including the Challenger sports program, Pickle Squad, and Camp T-Rec

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Total Visits (inside only) Attendance	29,343	30,223	33,000	2,777	9.19%
	,				
Special Populations					
Workload:					
Special Needs Division Programs/Events	39	44	46	2	4.55%
Special Needs Division Community Partners	2	3	4	1	100.00%
Efficiency/Effectiveness:					
Customer Satisfaction %	95%	96%	97%	0	1.04%

ACCOMPLISHMENTS:

Nova Community Center:

- Continued pickleball lessons to teach the game to new players
- Continued to offer Open Play pickleball
- 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
- Hosted a successful youth basketball league
- Hosted a successful youth coed volleyball league
- Increased open play basketball participant numbers
- Coordinator received her Certified Park and Recreation Professional Certificate

Special Populations:

- Offered a safe and rewarding Camp-T-Rec experience
- Attended FRPA Annual Conference and Therapeutic Recreation Institute
- Increased participants in Challenger Sports, Social Squad, and Explorers Club for individuals with special needs that were offered throughout the year. Each session offered a different focus.
- Continued the award-winning Pickle Squad for young adults with special needs
- Partnered with SPARC to host holiday parties
- Pickle Squad: Intervention Protocol for Adolescents and Young Adults with IDD was published in the Therapeutic Recreation Journal

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Fees	23,986	12,500	26,000	13,500	108.00%
General Fund	358,906	371,701	396,968	25,267	6.80%
Total	382,892	384,201	422,968	38,767	10.09%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	231,877	239,280	260,417	21,137	8.83%
Operating	151,015	144,921	162,551	17,630	12.17%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	382,892	384,201	422,968	38,767	10.09%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%
Seasonal Positions:					
Summer Counselors	0.00	0.00	0.00	0.00	0.00%
Part-time Positions:					
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
- Continue to 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
- 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 six neighborhood festivals and intergenerational events
- Continue to offer more events 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 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Total Visits/Attendance	66,500	90,000	115,000	25,000	27.78%
Efficiency/Effectiveness:					
Customer Satisfaction %	85%	85%	85%	-	-

ACCOMPLISHMENTS:

- Revision of programming and tutoring in SONC Computer & Learning Center through partnership with Ormond Beach PAL
- 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 with families and seniors
- Continue to revise and run safe and successful summer camp program
- Continued to provide meals to kids during summer months through Volusia County Human Services (Summer Food Program)
- Continue to promote the new gym to the community
- Working with the senior community to help create a positive pickleball experience for the community and center
- Promoting the City of Ormond Beach and our Leisure Services department to our community

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Fees	60,189	81,000	81,000	-	0.00%
General Fund	1,469,303	1,576,484	1,726,636	150,152	9.52%
Total	1,529,492	1,657,484	1,807,636	150,152	9.06%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	444,852	466,323	567,686	101,363	21.74%
Operating	1,084,640	1,191,161	1,239,950	48,789	4.10%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,529,492	1,657,484	1,807,636	150,152	9.06%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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 Leader	0.00	0.00	1.00	1.00	0.00%
Maintenance Worker	3.00	3.00	4.00	1.00	33.33%
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**	**9.50**	**2.00**	**26.67%**

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 a monthly 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
- Add clay and field conditioner to all baseball and softball fields
- Improve fencing and barrier structures at the Sports Complex and Nova Fields

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 Turface to infields at Nova Community Park
- Leveled Nova Fields and Quads by cutting out "lips" to insure safe play
- Added clay and Turface 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
- 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.
- Laser Grade Fields in off-season to improve play & less rainouts

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
- 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 Calvary Christian & Warner Christian to Sports Complexes
- Hosted Adult Coed Softball in fall and spring
- Hosted High School Districts for baseball, softball, and flag football
- Hosted successful City Volleyball Program

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	90,007	277,428	603,294	325,866	117.46%
Total	90,007	277,428	603,294	325,866	117.46%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	90,007	91,528	91,528	-	0.00%
Contingency	-	185,900	511,766	325,866	0.00%
Total	90,007	277,428	603,294	325,866	117.46%

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
General Fund	3,217,196	1,718,073	2,441,579	723,506	42.11%
Total	3,217,196	1,718,073	2,441,579	723,506	42.11%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Contingency	-	-	361,766	361,766	0.00%
Transfers	3,217,196	1,718,073	2,079,813	361,740	21.05%
Total	3,217,196	1,718,073	2,441,579	723,506	42.11%

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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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	951,005	956,586	1,121,241	164,655	17.21%
Miscellaneous	97,557	500	500	-	0.00%
Transfers	562,045	652,739	700,397	47,658	7.30%
Use of Fund Balance	-	-	-	-	0.00%
Total	1,610,607	1,609,825	1,822,138	212,313	13.19%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	291,102	282,526	289,106	6,580	2.33%
Capital	109,015	200,000	220,000	20,000	10.00%
Contributions and Transfers	-	200,000	200,000	-	0.00%
Contingency	-	927,299	1,113,032	185,733	0.00%
Total	400,117	1,609,825	1,822,138	212,313	13.19%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	182,242	180,503	190,378	9,875	5.47%
Miscellaneous	23,865	1,704	1,704	-	0.00%
Transfers	129,919	147,789	154,716	6,927	4.69%
Use of Fund Balance	-			-	0.00%
Total	336,026	329,996	346,798	16,802	5.09%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	329,996	346,798	16,802	5.09%
Total	-	329,996	346,798	16,802	5.09%

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Charges for Service	2,582,569	2,575,000	2,575,000	-	0.00%
Miscellaneous	167,629	50,000	100,000	50,000	100.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	1,853,430	759,247	(1,094,183)	0.00%
Total	2,750,198	4,478,430	3,434,247	(1,044,183)	-23.32%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	677,969	765,499	762,641	(2,858)	-0.37%
Operating	601,075	808,988	886,141	77,153	9.54%
Capital	745,900	2,649,950	1,505,000	(1,144,950)	-43.21%
Contributions and Transfers	221,640	253,993	280,465	26,472	10.42%
Contingency	-	-		-	0.00%
Total	2,246,584	4,478,430	3,434,247	(1,044,183)	-23.32%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
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%**

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 2022-23	Actual FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Linear Ft. of lines cleaned **(City)**	32,643	18,750	20,000	1,250	6.67%
Sq footage of ditch maintenance **(City)**	4,150,984	2,931,852	3,000,000	68,148	2.32%
Sq footage of ditch maintenance (FDOT)	2,907,223	1,813,908	2,900,000	1,086,092	59.88%
Pump station inspections	207	149	210	61	40.94%
Outfall inspections	138	98	110	12	12.24%
Catch basin inspections	34,579	26,562	28,000	1,438	5.41%
Miles of street sweeping	5,029	7,492	7,800	308	4.11%
Efficiency/Effectiveness:					
Diverted Debris Cubic Yards	2,115	1,358	2,250	892	65.68%
Maintenance Related Downtime Days	11	70	10	(60)	-85.71%

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	127,754	112,000	112,000	-	0.00%
Transfers	77,573	65,000	129,700	64,700	99.54%
Use of Fund Balance	-	499,693	127,718	(371,975)	-74.44%
Total	205,327	676,693	369,418	(307,275)	-45.41%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	122,503	127,090	137,352	10,262	8.07%
Operating	221,906	186,803	211,101	24,298	13.01%
Capital	905,640	2,394,737	-	(2,394,737)	0.00%
Contributions and Transfers	16,729	17,318	20,965	3,647	21.06%
Contingency	-	-	-	-	0.00%
Total	1,266,778	2,725,948	369,418	(2,356,530)	-86.45%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%**

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Fines and Forfeits	37,567	-	-	-	0.00%
Miscellaneous	2,535	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Total	40,102	-	-	-	100.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	100.00%
Capital	118,500	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	118,500	-	-	-	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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	100.00%
Miscellaneous	13,135	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Transfers	300,000	-	-	-	100.00%
Total	313,135	-	-	-	100.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	8,333	-	-	-	100.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	8,333	-	-	-	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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Fines and Forfeits	-	-	-	-	0.00%
Miscellaneous	131	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	131	-	-	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	1,011,118	1,000,000	1,300,000	300,000	30.00%
Total	1,011,118	1,000,000	1,300,000	300,000	30.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	1,011,118	1,000,000	1,300,000	300,000	30.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,011,118	1,000,000	1,300,000	300,000	30.00%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous (Impact Fees)	142,181	57,225	57,225	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	142,181	57,225	57,225	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	29,147	50,414	51,995	1,581	3.14%
Capital	-	-	-	-	100.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	6,811	5,230	(1,581)	-23.21%
Total	29,147	57,225	57,225	-	0.00%

GRANT FUND

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Transfers	-	-		-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	3,600	-	-	-	0.00%
Capital	-	-		-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	3,600	-	-	-	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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous	-	-	-	-	0.00%
Transfers	648,000	803,545	660,000	(143,545)	-17.86%
Use of Fund Balance	-	-	-	-	0.00%
Total	648,000	803,545	660,000	(143,545)	-17.86%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	566,738	802,234	660,000	(142,234)	-17.73%
Contingency	-	1,311	-	(1,311)	-100.00%
Total	566,738	803,545	660,000	(143,545)	-17.86%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	-	-	-	-	0.00%
Miscellaneous	-	-	-	-	0.00%
Transfer	-	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	-	-	-	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	112,991	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	112,991	-	-	-	0.00%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Transfers	157,000	157,000	-	(157,000)	-100.00%
Use of Fund Balance	-	5,000	-	(5,000)	0.00%
Total	157,000	162,000	-	(162,000)	-100.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	159,196	162,000	-	(162,000)	-100.00%
Contingency	-	-	-	-	0.00%
Total	159,196	162,000	-	(162,000)	-100.00%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	354,479	392,114	346,322	(45,792)	-11.68%
Miscellaneous	-	-	-	-	0.00%
Total	354,479	392,114	346,322	(45,792)	-11.68%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	361,003	369,000	345,000	(24,000)	-6.50%
Contingency and Transfers	-	23,114	1,322	(21,792)	-94.28%
Total	361,003	392,114	346,322	(45,792)	-11.68%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	412,673	411,720	447,555	35,835	8.70%
Intergovernmental	159,572	130,000	1,601,828	1,471,828	1132.18%
Miscellaneous	277,770	-	-	-	0.00%
Transfers	1,162,000	-	700,000	700,000	0.00%
Use of Fund Balance	-	173,120	-	(173,120)	0.00%
Bond Proceeds	-	900,000	2,250,000	1,350,000	0.00%
Total	2,012,015	1,614,840	4,999,383	3,384,543	209.59%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	2,083,339	1,587,500	4,924,000	3,336,500	210.17%
Contributions and Transfers	24,642	24,987	31,244	6,257	25.04%
Contingency	-	2,353	44,139	41,786	1775.86%
Total	2,107,981	1,614,840	4,999,383	3,384,543	209.59%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	203,992	215,663	234,434	18,771	8.70%
Miscellaneous	66,533	-	-	-	0.00%
Transfers	-	-	90,000	90,000	0.00%
Lease Financing	-	-	-	-	0.00%
Use of Fund Balance	-	74,337	82,566	8,229	11.07%
Total	270,525	290,000	407,000	117,000	40.34%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	248,088	242,000	317,000	75,000	30.99%
Contributions and Transfers	48,000	48,000	-	(48,000)	-100.00%
Contingency	-	-	90,000	90,000	0.00%
Total	296,088	290,000	407,000	117,000	40.34%

PUBLIC SAFETY VEHICLE AND EQUIPMENT FUND

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	638,465	798,933	868,470	69,537	100.00%
Miscellaneous	19,931	1,500,000	-	(1,500,000)	0.00%
Transfers	386,073	155,000	-	(155,000)	100.00%
Use of Fund Balance	-	1,067	19,530	18,463	0.00%
Total	1,044,469	2,455,000	888,000	(1,567,000)	100.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	113,870	-	-	-	0.00%
Capital	993,304	2,170,000	533,000	(1,637,000)	100.00%
Contributions and Transfers	135,000	285,000	355,000	70,000	100.00%
Contingency	-	-	-	-	100.00%
Total	1,242,174	2,455,000	888,000	(1,567,000)	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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	509,938	509,748	554,116	44,368	8.70%
Other Taxes	1,206,043	1,200,000	1,200,000	-	0.00%
Intergovernmental	-	-	-	-	0.00%
Miscellaneous	76,418	-	-	-	0.00%
Bond Proceeds	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	411,536	405,860	(5,676)	-1.38%
Total	1,792,399	2,121,284	2,159,976	38,692	1.82%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	185,634	186,572	193,023	6,451	3.46%
Capital	744,964	1,234,820	1,217,000	(17,820)	-1.44%
Contributions and Transfers	697,138	699,892	749,953	50,061	7.15%
Contingency	-	-	-	-	0.00%
Total	1,627,736	2,121,284	2,159,976	38,692	1.82%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous (Impact Fees)	42,333	100,000	100,000	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	42,333	100,000	100,000	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	264	100,000	100,000	-	0.00%
Total	264	100,000	100,000	-	0.00%

FACILITIES RENEWAL AND REPLACEMENT FUND

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	510,421	808,736	879,126	70,390	8.70%
Miscellaneous	80,681	-	-	-	0.00%
Intergovernmental	-	-	-	-	0.00%
Transfers	106,277	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	100.00%
Total	697,379	808,736	879,126	70,390	8.70%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	193,782	325,000	262,000	(63,000)	-19.38%
Capital	240,714	461,000	592,000	131,000	28.42%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	22,736	25,126	2,390	0.00%
Total	434,496	808,736	879,126	70,390	8.70%

LOCAL ROAD IMPACT FEE FUNDS

This fund accounts for impact fees collected for the purposes of maintaining local roads.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous	59,713	50,000	50,000	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	59,713	50,000	50,000	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	264	50,000	50,000	-	0.00%
Total	264	50,000	50,000	-	0.00%

LEISURE SERVICES CAPITAL FUND

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

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Property Taxes	-	509,749	554,116	44,367	0.00%
Miscellaneous	-	-	-	-	0.00%
Intergovernmental	-	570,000	400,000	(170,000)	0.00%
Transfers	-	70,000	-	(70,000)	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	-	1,149,749	954,116	(195,633)	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	1,140,000	900,000	(240,000)	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	9,749	54,116	44,367	0.00%
Total	-	1,149,749	954,116	(195,633)	0.00%

STORMWATER IMPACT FEE FUNDS

This fund accounts for impact fees collected for the purposes of maintaining the stormwater system.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous (Impact Fees)	36,057	50,000	50,000	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	36,057	50,000	50,000	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	264	50,000	50,000	-	0.00%
Total	264	50,000	50,000	-	0.00%

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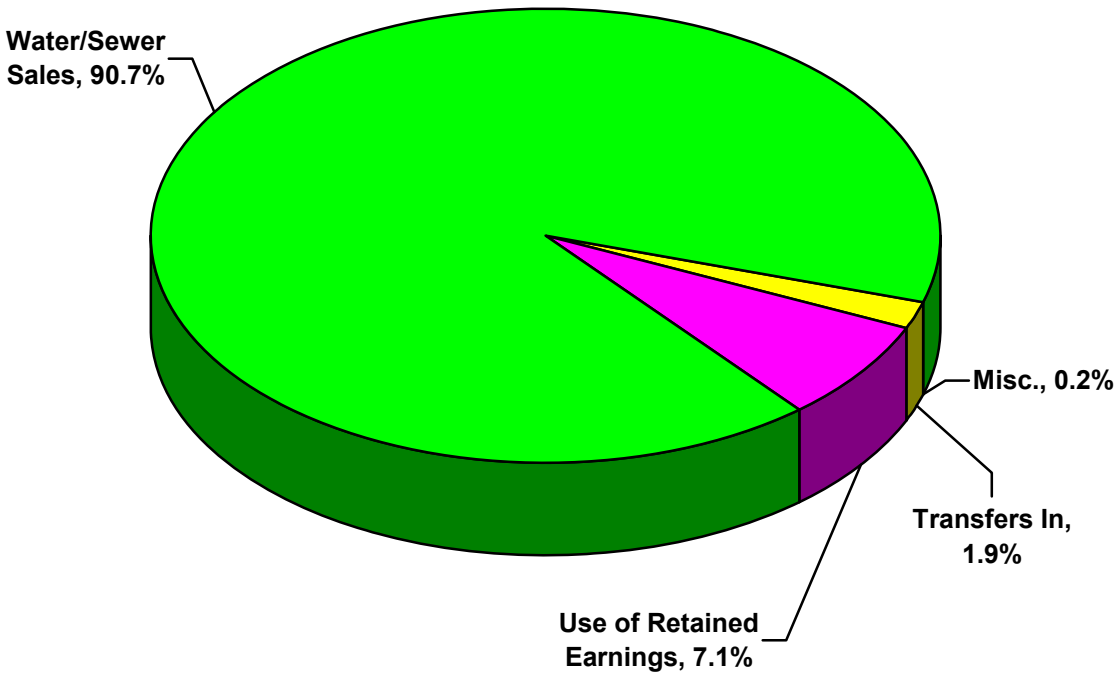
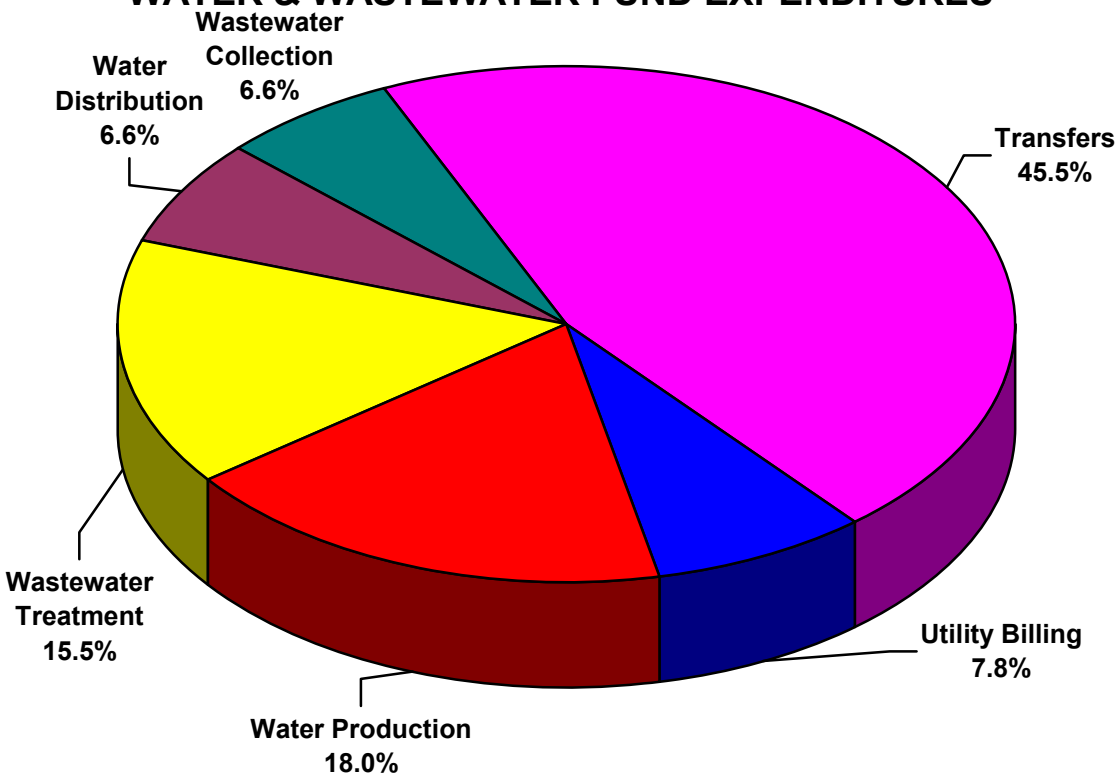
WATER AND SEWER SUMMARY

Description	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Revenues					
Water/Sewer Sales	21,288,712	21,773,000	23,471,000	1,698,000	7.80%
Intergovernmental	-	-	-	-	0.00%
Misc Revenue	320,760	60,000	60,000	-	0.00%
Transfers In	425,887	461,792	450,984	(10,808)	-2.34%
Use of Retained Earnings	-	1,711,927	2,325,903	613,976	35.86%
Total Net Revenues	**22,035,359**	**24,006,719**	**26,307,887**	**2,301,168**	**9.59%**
Expenditures					
Utility Billing	1,898,164	1,869,278	1,698,991	(170,287)	-9.11%
Water Production	3,883,683	4,323,844	5,175,140	851,296	19.69%
Wastewater Treatment	3,559,215	3,728,573	4,439,203	710,630	19.06%
Water Distribution	1,488,168	1,581,713	1,720,373	138,660	8.77%
Wastewater Collection	1,341,382	1,577,833	1,639,761	61,928	3.92%
Non-Departmental	2,938,919	10,925,478	11,634,419	708,941	6.49%
Total Net Expenditures	**15,109,531**	**24,006,719**	**26,307,887**	**2,301,168**	**9.59%**

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	1,898,164	1,869,278	1,698,991	(170,287)	-9.11%
Total	1,898,164	1,869,278	1,698,991	(170,287)	-9.11%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	797,116	845,032	888,570	43,538	5.15%
Operating	1,101,048	1,024,246	810,421	(213,825)	-20.88%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,898,164	1,869,278	1,698,991	(170,287)	-9.11%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Full-time Positions:					
Accounting Clerk	2.00	2.00	2.00	0.00	0.00%
Accounting Technician	2.00	2.00	2.00	0.00	0.00%
Utility Billing Specialist	1.00	1.00	1.00	0.00	0.00%
Staff 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%
Total	**12.00**	**12.00**	**12.00**	**0.00**	**0.00%**

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 25% 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%.
- Transition to the online payment portal Resident Self-Service.
- Update the City online payment portal.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Number of utility bills	300,100	305,000	306,000	1,000	0.33%
Customers participating in bank drafting	6,750	7,100	7,300	200	2.82%
Total Number of work orders	19,550	20,000	21,500	1,500	7.50%
Number of work orders - delinquent cut-offs	3,498	3,650	3,850	200	5.48%
Number of work orders - reconnects	3,082	3,150	3,350	200	6.35%
Efficiency/Effectiveness:					
% customers using bank draft payment	27%	30%	35%	0	0.00%

ACCOMPLISHMENTS:

- 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.

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	3,883,683	4,323,844	5,175,140	851,296	19.69%
Total	3,883,683	4,323,844	5,175,140	851,296	19.69%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	1,667,031	2,131,461	2,213,837	82,376	3.86%
Operating	2,216,652	2,192,383	2,961,303	768,920	35.07%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	3,883,683	4,323,844	5,175,140	851,296	19.69%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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	9.00	1.00	12.50%
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**	**23.50**	**1.00**	**4.44%**

* 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.
- Maintain an impeccable safety record with a zero loss of work record.
- 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.
- 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.
- Continue to amend the Water Plants Standard Operating procedures
- 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.
- Continue 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 LPRO Membranes by utilizing the normalization software provided by the membrane manufacturer.
- Improve plant equipment efficiency reduce downtime through timely maintenance and replacement.
- Continue study to site and permits additional production wells.
- Continued design and refurbishment of the aeration tank, blowers, clear well project.
- Procure contractors to remediate the corrosion and paint the Clairicone treatment units
- Procure contractors to clean and inspect ALL potable water tanks and clearwells
- Procure a contractor or equipment to remove the lime sludge from the south pits.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Actual FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Volume of water (in MG) processed during reporting period	2,042	2,161	2,212	51	2.37%
Volume of wastewater (in MG) processed during reporting period	1,772	2,099	1,956	(143)	-6.81%
Volume of Reclaimed Water (in MG) distributed during reporting period	1,230	1,129	1,200	71	6.29%
Total volume of raw sewage collected for treatment (MGD AADF) from retail customers	5.33	5.75	5.35	(0)	-6.96%
Total number of manhole failures in collection system	201	150	125	(25)	-16.67%
Total number of leaks in distribution system	211	683	300	(383)	-56.08%
Total number of pipeline breaks in distribution system	34	59	45	(14)	-23.73%
Total number of leaks in reclaimed water system	27	22	30	8	36.36%
Total number of pipeline breaks in reclaimed water system	7	8	10	2	25.00%
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	2,161	2,200	39	1.80%

ACCOMPLISHMENTS:

- Maintained compliant Consumptive Use Permit (CUP) operating and reporting requirements and annual groundwater withdrawal allocations. Current year groundwater withdrawal allocation at 8.041 MGD. Current year annual average day groundwater withdrawals for FY 2023-24 at 5.962 MGD.
- Reporting includes semi-annual EN-50 Groundwater Withdrawal & Annual Wetlands Monitoring reports along with other groundwater conditions sampling, monitoring
- Completed 2023 Annual Water Quality "Consumer Confidence" Report.
- Maintained compliant and reliable water production activities meeting customer use demands and regulatory standards. Current year water plant average day production is 5.51 Million Gallons per Day (MGD) with 6.71 max day demand during previous 12-month period (May 2024).
- Provide necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.

WATER PRODUCTION

- Maintained Citywide Workplace Safety Program as it pertains to Utilities.
- Maintained the distribution system through consistent monthly flushing programs.
- Controlled biological growth in the distribution system by conducting two "Change in Disinfection" event.
- Updated the Water Plant's Standard Operating Procedures
- Trained Water Treatment Plant Operators in the use of the E-logs to accurately record daily plant activities.
- Completed the input of plant equipment inventory in new Asset Management software.
- Staff has been trained to utilize the Asset Management software to generate and track preventative maintenance actions, work orders, identify assets for replacement.
- Continued using the Tour Trax Asset management system to ensure that quality inspections on vital equipment are done consistently around the plant.
- Upgraded the 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.
- Upgraded ALL compliance and operational instrumentation throughout the water plant and pumping stations
- Succeeded in cross training Operators to assist in miscellaneous duties such as BacT collection and instrumentation calibration.
- Implemented a Lock Out Tag Out system at the Water Plant
- Maintain a zero loss of work record by way of continuously implementing plant safety measures.
- Completed the Consumptive Use Permit Renewal Process.
- Added VFD motor control to the production wells to increase efficiency and save energy.
- Added Use cellular technology for RTU/SCADA communications to replace radios where signal strength is no longer acceptable.

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).

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	3,559,215	3,728,573	4,439,203	710,630	19.06%
Total	3,559,215	3,728,573	4,439,203	710,630	19.06%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	959,049	1,285,038	1,321,974	36,936	2.87%
Operating	2,600,166	2,443,535	3,117,229	673,694	27.57%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	3,559,215	3,728,573	4,439,203	710,630	19.06%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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:

- Attain zero permit exceedances for upcoming year.
- NELAC certify plant laboratory for bacteriological testing (Fecal & Total Coliform, E.Coli and Enteroccocci Bacteria). In Process
- Decant pump station upgrades and modifications with new pumps and piping to centrifuge. In Process. WRF Improvements
- Install middle mixer in PAN tank #1. In Process. WRF Improvements
- Replace all Wylo submersible mixers with more reliable Flygt mixers as units fail. CIP
- Upgrade to UV disinfection installation which will eliminate Hypo and Bisulfite chemicals and decrease Fecal Coliform, Enteroccocci, Giardia and Cryptosporidium non-compliance events which is being partially funded by a state grant. In Process
- Replace failed RAS/WAS isolation valves. CIP
- Improve overall SCADA control of equipment and processes for ease of plant operation. On-Going
- Execute Grit Removal contract and complete recommended grit removal from Sedivision results on Fermentation, Carrousel and Post Anoxic Tanks. Sedivision completed. Removal being budgeted for 24-25
- 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. On-going
- Continue optimizing reuse disposal system operations and expansion to further reduce surface water discharges to Halifax River and to promote water conservation. On-going
- 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.
- Provide necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise On-going
- Improve plant equipment and Lift Stations through maintenance, replacement and purchase of critical equipment spares On-going
- Design, permit and construct new WRF headworks. Future CIP
- Design, permit and construct new WRF influent pumping station. Future CIP
- Award and complete WRF improvements to sludge decant and polymer rooms and new post anoxic mixer in PAN tank #1 In process
- Replacing a sand filter with a Diamond Filter cloth media filter.
- Rehab and remodel Operations building
- Apply to FDEP when applicable to reduce required operating hours from 24 hours per day to 16 hours per day
- Replace 2 Sand Filters with Aquadiamond filters. Planning in process
- Install actuators and SCADA control for the 3 Tea Cup grit removal units. In Process
- Install overflow channel at bar screen to avoid headworks overflows.
- Install new Carrousel mixer VFD's and tie to SCADA for future process control automation. 2 units for Outboards are in process and 2 for inboards will be on next budget

- Bar Screen rebuilds. 1 unit out of 2 in process

WASTEWATER TREATMENT

- Rebuild failing Clarifier distribution box actuator gears. Awaiting vendor quote
- Modify screw pump roof for access to pumps CIP
- Begin secondary clarifier rehabs at 1 unit per year.
- Build new Main Lift Station within 2 years.
- Reduce Surface Water Discharges via increase reclaim system storage.
- Reduced fecal coliform permit exceedances for 11 straight months since recommended improvements completed.
- Replaced WAS and RAS pump VFD's and tie to SCADA for operational control. 5 out of 7 complete
- Completed 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. Partial completion
- Both Centrifuge units were disassembled and rebuilt by Flottweg
- Replaced roof top AC unit for Operations building.
- Added VFD's and SCADA control improvements for Effluent Transfer pumps.
- Replaced Influent Pump #3 VFD.
- Rectified longstanding FPL plant power imbalance equipment issues that was damaging equipment and causing plant operational issues. Rectified at motor starters
- Completed 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
- Completed the sampling and 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 2,103 million gallons of influent flow (5.75 MGD annual avg. day) and distributed 1,129 million gallons of reuse product (3.08 MGD annual avg. day) for reporting period 6/1/23 to 5/31/24.
- 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.
- Provided necessary training and continuing education opportunities to current operations staff to promote licensure certification and personnel expertise.
- Installed audible and visual Turbidity, Secondary Scum Well and Dewatering Pump Station wet well alarms.
- Multitude of plant lighting improvements for safety.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	1,488,168	1,581,713	1,720,373	138,660	8.77%
Total	1,488,168	1,581,713	1,720,373	138,660	8.77%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	943,218	1,008,981	1,100,027	91,046	9.02%
Operating	544,950	572,732	620,346	47,614	8.31%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,488,168	1,581,713	1,720,373	138,660	8.77%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%
Partl-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 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.
- Begin implementation of Western service area improvements including completion of SR 40 / Airport Road water main loop project.
- Have the internal parts of the Residential Dual Checks changed out that are nearing their 10-year life span.
- Continue installing Insert a Valves in areas where there are long distances between in-line valves.

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.
- 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 275 water meters.
- Serviced approximately 290 fire hydrants in Ormond-by-the-Sea that are under a maintenance contract with Volusia County Fire Dept., performed maintenance activities on 120 fire hydrants within city limits located between Beach St and US1 starting from south city limits.
- Responded to and performed repairs on approximately 59 main breaks and 624 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 8 non-operable isolation valves of various sizes throughout distribution system.
- Performed scheduled valve maintenance activity on approximately 225 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.
- Located, marked, and exercised valves in preparation for the 2-inch main replacement program.
- Located all in-line and hydrant valves for the completed instillation of the N US 1 expansion project. Also made sure all valves were on and centered in the valve boxes.
- Locate Technicians located a total of 9,784 locates in 2023.

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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	1,341,382	1,577,833	1,639,761	61,928	3.92%
Total	1,341,382	1,577,833	1,639,761	61,928	3.92%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	758,090	913,189	927,453	14,264	1.56%
Operating	583,292	664,644	712,308	47,664	7.17%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,341,382	1,577,833	1,639,761	61,928	3.92%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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.
- 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.

ACCOMPLISHMENTS

- Successfully operated City-wide reuse system for annual period delivering reuse product to over 3,200 residential and 1 golf course customers having demand in excess of 1.3 Billion Gallons.
- Submitted the Annual Reuse Report 2024 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 21 units, replacement of 22 units, performed installation of 3 new units and performed electrical upgrades to 136 PEP System units replaced in West Ormond Low Pressure Sewer Service area.
- Cleaned approximately 7,000 feet of gravity sewer main and 129 each sewer laterals. Televised approximately 1500 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 95 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 1145 repairs to collection system (gravity, force main, services and manhole) service calls and 130 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.
- Prepared design plans and specifications for bidding Lift Station Rehabilitation Project to include 4P and 11M lift station piping, valves and controls upgrades.
- Completed the Shadow Crossings Reuse Pump Facility Upgrades Project.
- Prepared design plans and specifications for the West 40 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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Water & Wastewater	2,938,919	10,925,478	11,634,419	708,941	6.49%
Total	2,938,919	10,925,478	11,634,419	708,941	6.49%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contingency	-	-	-	-	100.00%
Contributions and Transfers	2,938,919	10,925,478	11,634,419	708,941	6.49%
Total	2,938,919	10,925,478	11,634,419	708,941	6.49%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Miscellaneous	24,366	-	-	-	0.00%
Transfer	150,000	250,000	250,000	-	0.00%
Use of Fund Balance	-	-	600,000	600,000	0.00%
Total	174,366	250,000	850,000	600,000	240.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	230,000	850,000	620,000	269.57%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	20,000	-	(20,000)	0.00%
Total	-	250,000	850,000	600,000	240.00%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Bond Proceeds	-	-	2,870,000	2,870,000	0.00%
Intergovernmental	-	-	-	-	100.00%
Charges for Services	110,051	187,000	155,000	(32,000)	0.00%
Miscellaneous	284,967	-	100,000	100,000	0.00%
Transfers	-	3,113,000	3,071,951	(41,049)	-1.32%
Use of Retained Earnings	-	3,700,000	6,150,000	2,450,000	100.00%
Total	395,018	7,000,000	12,346,951	5,346,951	76.39%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	810,245	788,967	833,589	44,622	5.66%
Capital	2,422,638	6,211,033	11,513,362	5,302,329	85.37%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	3,232,883	7,000,000	12,346,951	5,346,951	76.39%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Bond Proceeds		-	-	-	0.00%
Transfer	-	4,209,000	4,924,000	715,000	16.99%
Use of Fund Balance	-	1,000,000	-	(1,000,000)	0.00%
Total	-	5,209,000	4,924,000	715,000	13.73%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Debt Service	4,728,137	5,209,000	4,924,000	(285,000)	-5.47%
Contributions and Transfers	(4,042,951)	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	685,186	5,209,000	4,924,000	(285,000)	-5.47%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Miscellaneous (Impact Fees)	8,686	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	8,686	-	-	-	0.00%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	9,950	-	-	-	0.00%
Capital	69,964	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	-	-	-	0.00%
Total	79,914	-	-	-	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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Miscellaneous (Impact Fees)	595,743	700,000	700,000	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	2,072,500	-	(2,072,500)	0.00%
Total	595,743	2,772,500	700,000	(2,072,500)	-74.75%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	2,572,500	-	(2,572,500)	-100.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	200,000	700,000	500,000	0.00%
Total	-	2,772,500	700,000	(2,072,500)	-74.75%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Intergovernmental	-	-	-	-	0.00%
Miscellaneous (Impact Fees)	617,943	675,000	675,000	-	0.00%
Bond Issue	-	-	-	-	0.00%
Transfers	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total	617,943	675,000	675,000	-	0.00%

Expenditures:

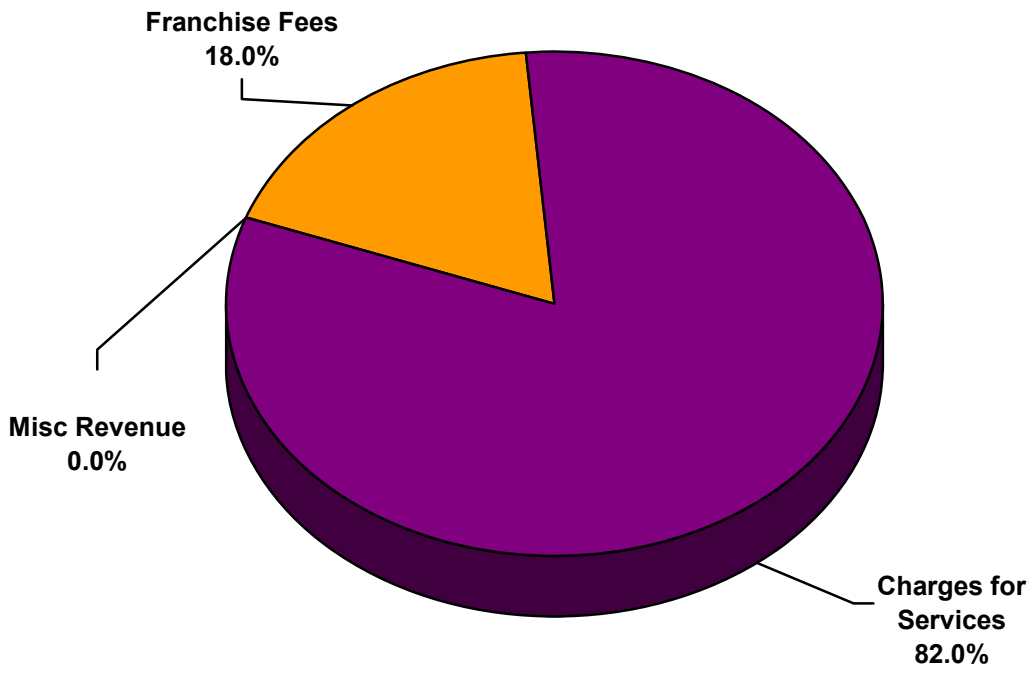
	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Contingency	-	675,000	675,000	-	0.00%
Total	-	675,000	675,000	-	0.00%

CITY OF ORMOND BEACH
FLORIDA

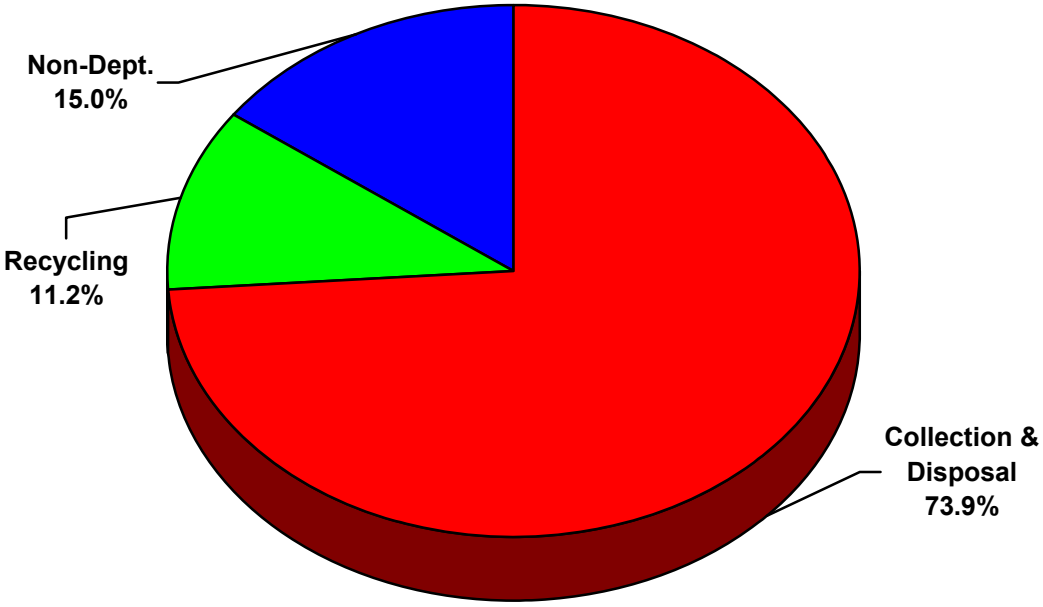
SOLID WASTE FUND SUMMARY

Description	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Revenues					
Franchise Fees	2,325,319	2,394,500	1,864,304	(530,196)	-22.14%
Intergovernmental	-	-	-	-	0.00%
Other Charges for Services	8,770,282	10,890,000	11,542,000	652,000	5.99%
Misc. Revenue	(26,362)	1,000	1,000	-	0.00%
Transfers In	-	-	-	-	0.00%
Use of Retained Earnings	-	-	-	-	0.00%
Total Net Revenues	**11,069,239**	**13,285,500**	**13,407,304**	**121,804**	**0.92%**
Expenditures					
Collection & Disposal	11,230,912	9,816,266	8,796,648	(1,019,618)	-10.39%
Recycling	1,298,152	1,482,796	1,309,300	(173,496)	-11.70%
Non-Departmental	1,343,962	1,986,438	3,301,356	1,314,918	66.19%
Total Net Expenditures	**13,873,026**	**13,285,500**	**13,407,304**	**121,804**	**0.92%**

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).

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Solid Waste	11,230,912	9,816,266	8,796,648	(1,019,618)	-10.39%
Total	11,230,912	9,816,266	8,796,648	(1,019,618)	-10.39%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	144,695	255,821	306,828	51,007	19.94%
Operating	11,086,217	9,525,445	8,489,820	(1,035,625)	-10.87%
Capital	-	35,000	-	(35,000)	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	11,230,912	9,816,266	8,796,648	(1,019,618)	-10.39%

Staffing Summary:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
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%**

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 90%.
- Divert a total of 30% 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 (5) pounds.

PERFORMANCE MEASURES:

	Actual FY 2022-23	Estimate FY 2023-24	Estimate FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Workload:					
Residential collections	17,650	17,971	18,000	29	0.16%
Commercial collections	550	519	522	3	0.58%
Recycling customers	18,125	18,592	18,625	33	0.18%
Efficiency/Effectiveness:					
Inquiries-Residential collections monthly average	73	35	40	5	14.29%
Inquiries-Commercial collections monthly average	17	5	8	3	60.00%

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 90%.
- Achieved a diversion rate of 30% (elimination of glass 5/19)
- Maintained 12 recyclable items collected curbside.
- Maintained a 100% compliance with daily recycling bin delivery.
- Maintained an average 5 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.

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Solid Waste	1,298,152	1,482,796	1,309,300	(173,496)	-11.70%
Total	1,298,152	1,482,796	1,309,300	(173,496)	-11.70%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	1,298,152	1,482,796	1,309,300	(173,496)	-11.70%
Capital	-	-	-	-	0.00%
Contributions and Transfers	-	-	-	-	0.00%
Total	1,298,152	1,482,796	1,309,300	(173,496)	-11.70%

SOLID WASTE TRANSFERS

Revenue and Expenditure Summaries:

Revenues:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Solid Waste	1,343,962	1,986,438	3,301,356	1,314,918	66.19%
Total	1,343,962	1,986,438	3,301,356	1,314,918	66.19%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	-	-	-	-	0.00%
Capital	-	-	-	-	0.00%
Debt Service	-	-	-	-	0.00%
Contributions and Transfers	1,343,962	1,709,480	1,720,868	11,388	0.67%
Contingency	-	276,958	1,580,488	1,303,530	0.00%
Total	1,343,962	1,986,438	3,301,356	1,314,918	66.19%

CITY OF ORMOND BEACH
FLORIDA

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Internal Service Charges	781,612	781,612	826,612	45,000	5.76%
Miscellaneous	12,181	25,000	25,000	-	0.00%
Use of Fund Balance	-	-	1,000,000	1,000,000	0.00%
Total	793,793	806,612	1,851,612	1,045,000	129.55%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	736,507	732,500	777,500	45,000	6.14%
Capital	-	-	-	-	0.00%
Contributions and Transfers	74,112	74,112	1,074,112	1,000,000	1349.31%
Total	810,619	806,612	1,851,612	1,045,000	129.55%

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 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Internal Service Charges	1,460,253	2,455,253	2,905,253	450,000	18.33%
Miscellaneous	95,288	-	-	-	0.00%
Use of Fund Balance	-	-	-	-	0.00%
Total	1,555,541	2,455,253	2,905,253	450,000	18.33%

Expenditures:

	Actual FY 2022-23	Estimate FY 2023-24	Budget FY 2024-25	Change FY 2023-24 to FY 2024-25	% Change FY 2023-24 to FY 2024-25
Personnel Services	-	-	-	-	0.00%
Operating	1,851,749	2,417,400	2,867,400	450,000	18.62%
Capital	-	-	-	-	0.00%
Contributions and Transfers	166,544	37,853	37,853	-	0.00%
Total	2,018,293	2,455,253	2,905,253	450,000	18.33%

CAPITAL IMPROVEMENTS
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CAPITAL IMPROVEMENTS

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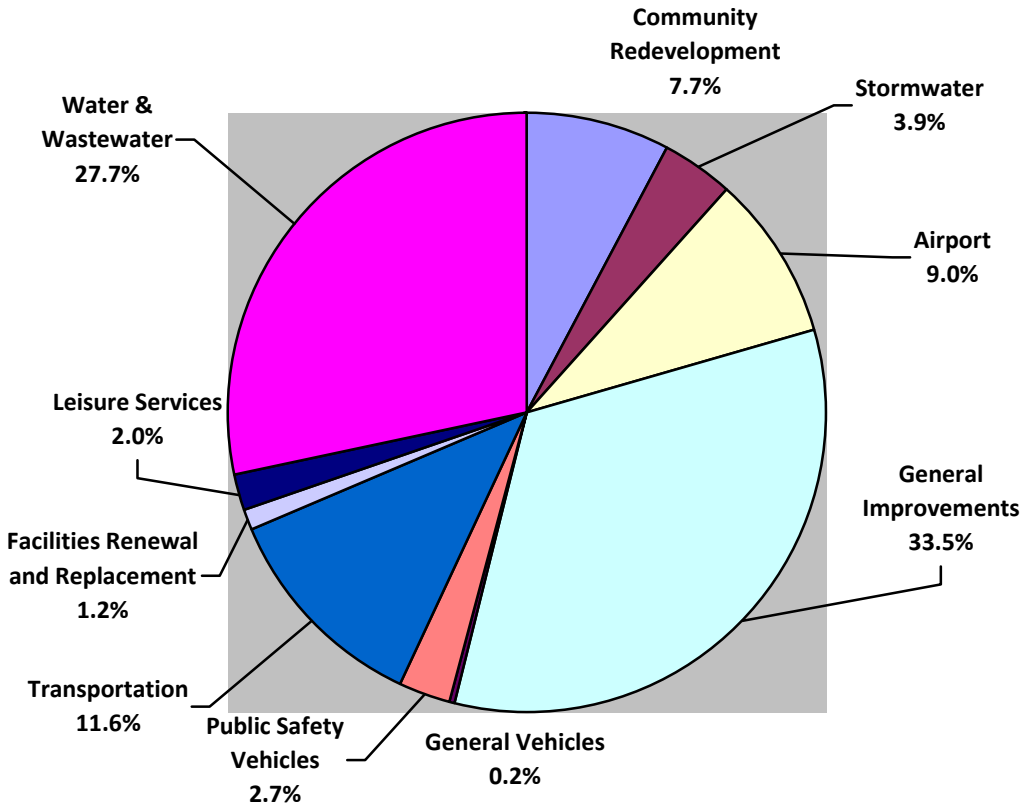
Overview

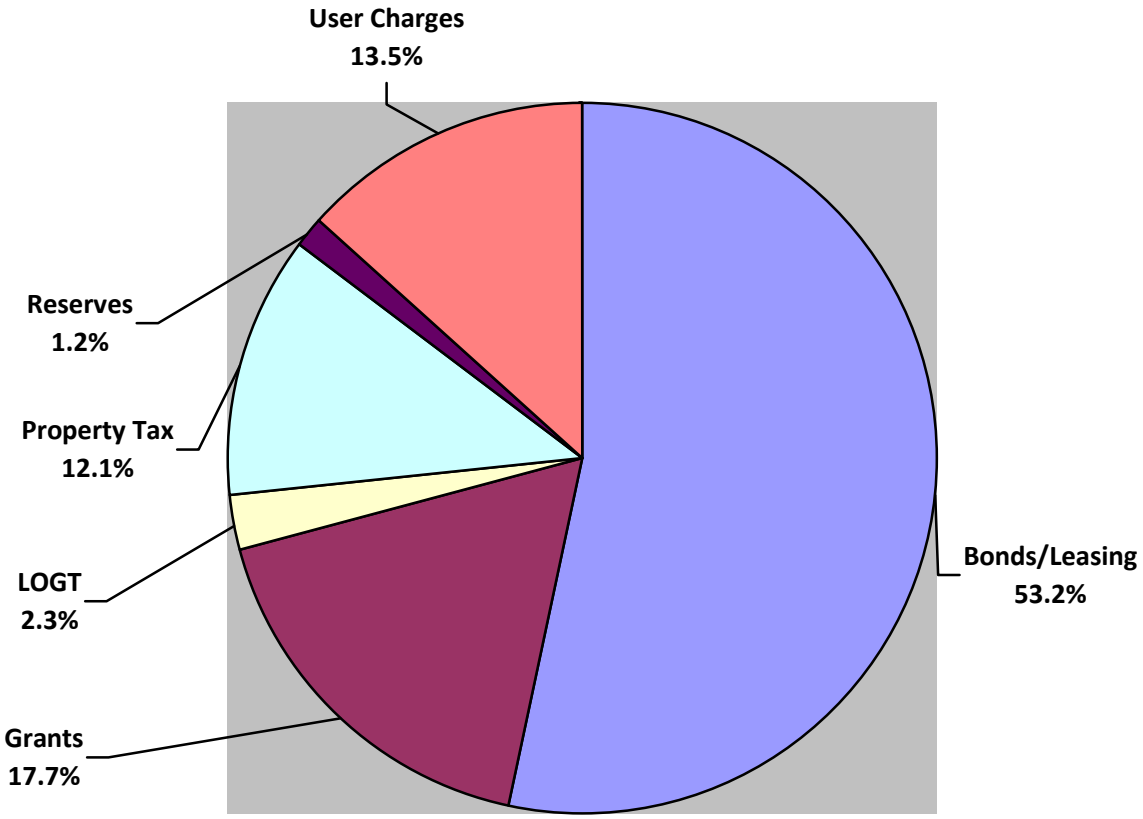
The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year.

Expenditures



Category	Total
Community Redevelopment	$12,362,989
Stormwater	6,305,000
Airport	14,472,952
General Improvements	54,044,000
General Vehicles	272,000
Public Safety Vehicles	4,433,000
Transportation	18,789,795
Facilities Renewal and Replacement	1,879,000
Leisure Services	3,300,000
Water & Wastewater	45,546,512
TOTAL	$161,405,248

Revenues



Category	Total
Bonds/Leasing	$85,863,642
Grants	28,573,844
Local Options Gas Tax	3,750,000
Property Tax	19,505,972
Reserves	1,987,790
User Charges	21,724,000
TOTAL	$161,405,248

FY 2024-25 CIP Projects

Fund 104-Community Redevelopment

Downtown improvements are funded through property tax revenue which is expendable only within the downtown area. For FY 2024-25 the primary Public Art initiative ($100,000) and the annual allocation to Upgrades and Improvements ($120,000).

Fund 107-Stormwater Drainage Improvements

FY 2024-25 projects the continuation of the Stormwater Piping Replacement project ($250,000), Stormwater Construction ($950,000) and Vehicle Replacements ($305,000).

Fund 108-Airport Fund

There are no Airport projects planned for FY 2024-25.

Fund 301-General Improvement Fund

Projects included for FY 2024-25 are Military Boulevard Sidewalks partially funded by CDBG funds ($274,000), Engineering Renovation ($250,000), Fleet Canopy Improvements ($700,000), Police Station/EOC Design ($2,900,000) and Data Center Infrastructure ($800,000).

Fund 302-General Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of two Public Works vehicles, three Leisure Service vehicles, and two Engineering Vehicles ($272,000).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of six Patrol Vehicles and three Special Unit vehicles ($533,000).

Fund 308-Transportation

Transportation projects include Neighborhood Traffic Calming ($50,000), Railroad Crossings ($200,000), Road Rehabilitation ($750,000), Sidewalk Repairs & Replacements ($112,000). Also proposed is the annual allocation for Street Light and Traffic Signal Maintenance ($105,000).

Fund 317-Facility Renewal and Replacement

For FY 2024-25, projects include Central Park 3 Overlook ($36,000), Fire Station 91 Playground Equipment Replacement ($185,000), Fire Station bay floor and concrete ($60,000), Fire Station 93 HVAC ($40,000), Nova Magic Forest Playground Repairs ($25,000), Nova Skate Park Hand

Rails ($25,000), Sanchez Fishing Pier Refurbishment ($170,000) and Shell Parking Lot Refurbishment ($51,000). ***Projects below the CIP threshold will be included as part of the annual operating budget.***

Fund 322-Leisure Service Capital

The funding provided for FY 2024-25 will be utilized to reconstruct OBSC Softball Fields, replace shade structure and fencing ($800,000) and technical engineering for Nova Field #1 ($100,000).

408-Water & Wastewater Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of three large trucks. ($850,000).

Fund 409-Water and Wastewater System Improvements

Annual recurring projects totaling $3.6 million include Fire Hydrant & Valve Expansion Program, General Facility and System Upgrades, Lift Station Rehabilitation, Manhole Rehabilitation Program Meter Installation, PEP Tank Replacement and Sanitary Sewer Inflow Infiltration. Non-recurring projects totaling $7.9 million include design for several projects: Halifax River Utility Crossing, Water Main Replacement, RWM Extension Reuse Reservoir, and WRF Filter Modifications.

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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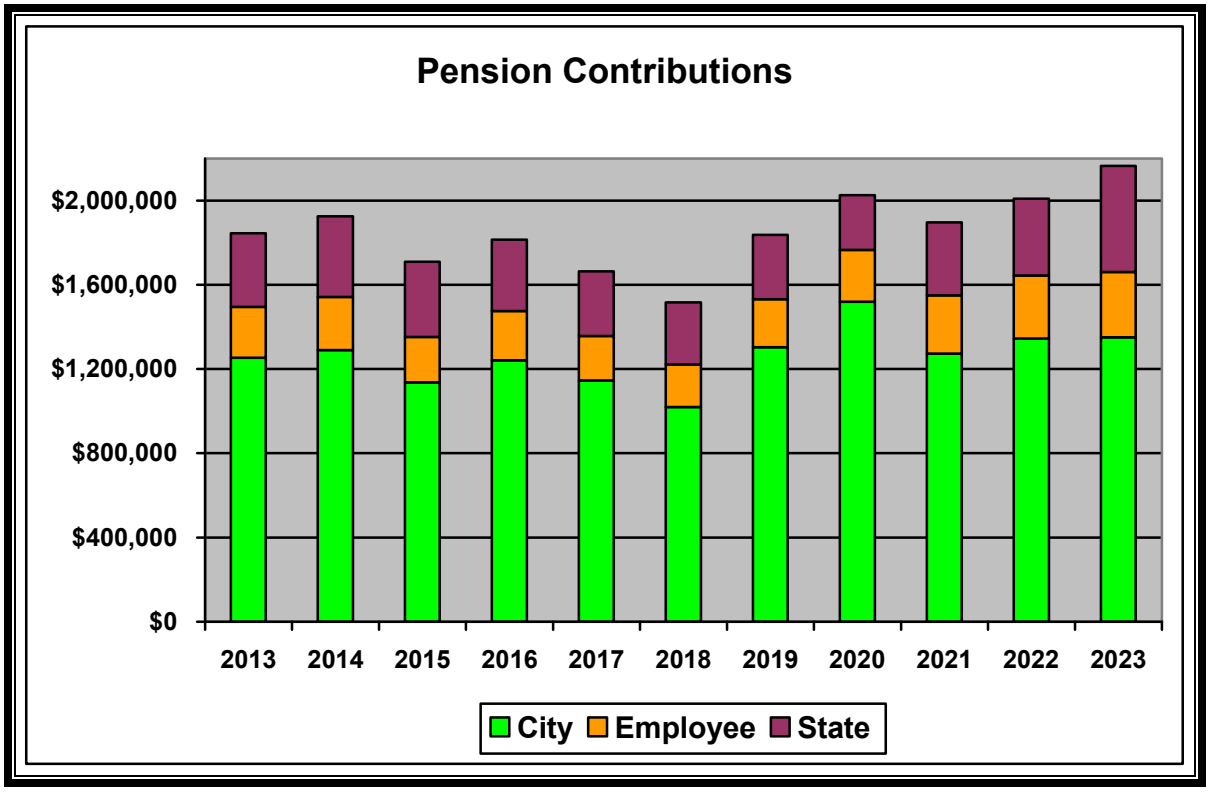
CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL FIREFIGHTERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2023
(In Thousands)

Revenues by Source

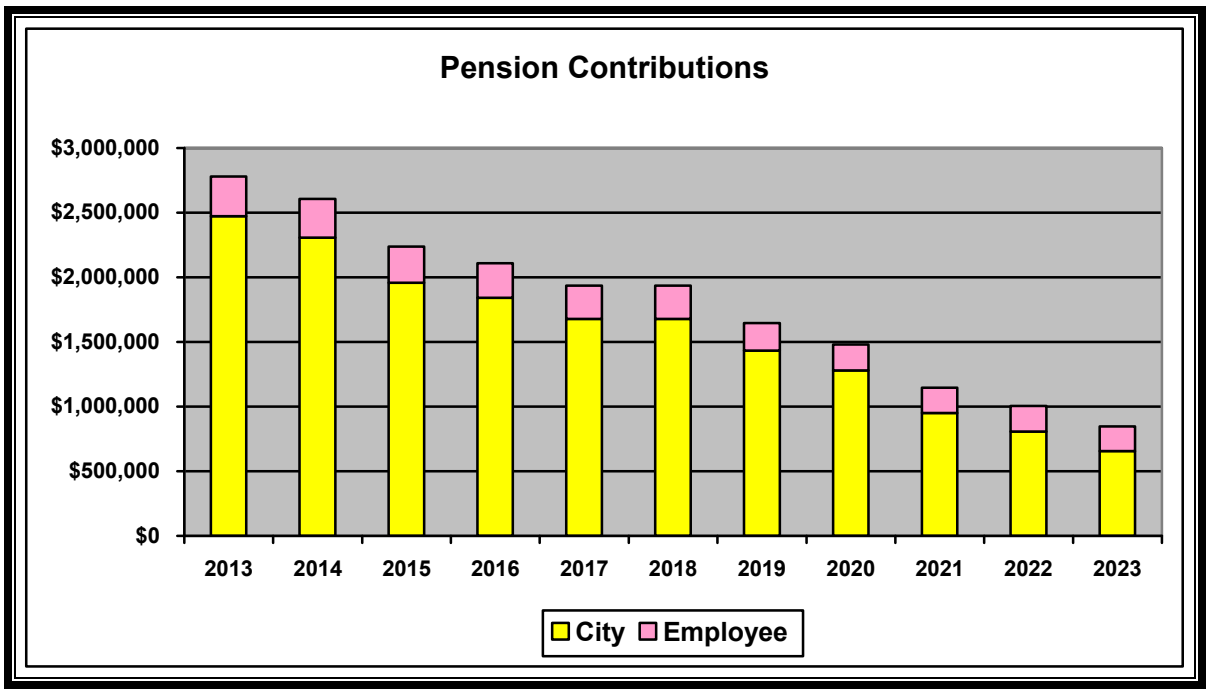
Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Other	Total
2014	252	1,290	383	2,473	-	4,398
2015	216	1,136	358	(399)	-	1,311
2016	235	1,241	338	2,036		3,850
2017	212	1,145	306	3,046	-	4,709
2018	203	1,019	295	3,046	-	4,563
2019	228	1,303	306	921	-	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)
2023	310	1,350	505	(4,165)		(2,000)



CITY OF ORMOND BEACH, FLORIDA
GENERAL EMPLOYEES PENSION
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2023
(In Thousands)

Revenues by Source

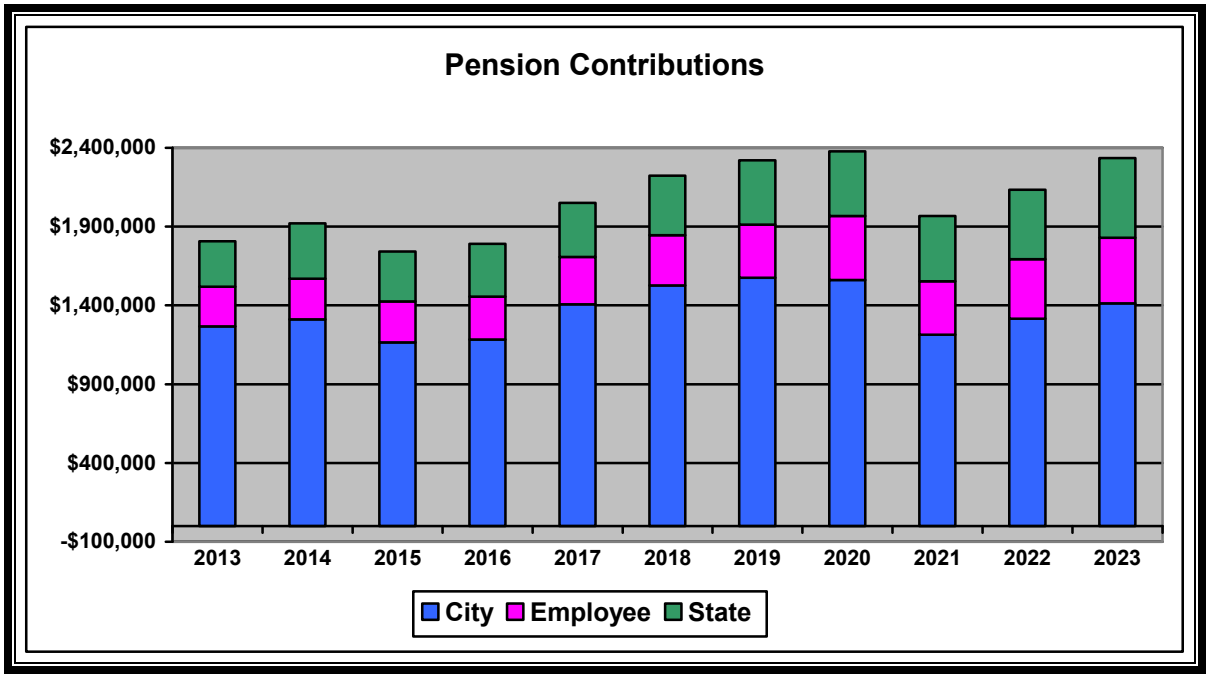
Fiscal Year Ended	Employee Contributions	Employer Contributions	Investment Income	Total
2014	298	2,308	4,408	7,014
2015	280	1,958	(584)	1,654
2016	268	1,842	3,480	5,590
2017	258	1,677	5,035	6,970
2018	258	1,677	5,035	6,970
2019	212	1,433	1,501	3,146
2020	201	1,280	3,775	5,256
2021	195	950	10,348	11,493
2022	198	807	(9,294)	(8,289)
2023	189	657	(6,562)	(5,716)



CITY OF ORMOND BEACH, FLORIDA
MUNICIPAL POLICE OFFICERS' RETIREMENT TRUST
REVENUES BY SOURCE
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2023
(In Thousands)

Revenues by Source

Fiscal Year Ended	Employee Contributions	Employer Contributions	State Contributions	Investment Income	Total
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)
2023	416	1,413	507	(4,846)	(2,510)



SCHEDULE 24
CITY OF ORMOND BEACH, FLORIDA
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2023

Fiscal Year	Population[1]	Personal Income *(In thousands)*	Per Capita Personal Income[2]	Median Age[3]	Unemployment Rate[4]
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	43,159	1,502,753	34,819	50.2	4.30%
2022	43,517	1,665,874	38,281	52.5	2.80%
2023	44,052	1,889,787	42,899	51.5	3.07%

Sources: (1) Bureau of Economic and Business Research, University of Florida

(2) United States Department of Commerce, Bureau of Economic Analysis, Deltona-Daytona Beach-Ormond Beach Metropolitan Statistical Area

(3) Volusia County, Florida

(4) Bureau of Labor Statistics

Source: City of Ormond Beach Finance Department

SCHEDULE 25
CITY OF ORMOND BEACH, FLORIDA
PRINCIPAL EMPLOYERS
CURRENT YEAR AND TEN YEARS AGO
SEPTEMBER 30, 2023

Fiscal Year 2023			Fiscal Year 2014		
Employer	**Number of Employees**	**Percent of Total Employment**	**Employer**	**Number of Employees**	**Percent of Total Employment**
Volusia County School Board	8,082	3.14	Board	7,503	2.88
Adventhealth System	7,675	2.98	Halifax Community Health	4,709	1.81
Halifax Community Health	3,999	1.55	County of Volusia	3,341	1.28
Publix Supermarkets, Inc.	3,719	1.44	Divisions	3,256	1.25
Walmart Associates, Inc.	3,468	1.35	Incorporated	3,029	1.16
State of Florida	3,005	1.17	Walmart	2,275	0.87
County of Volusia	2,566	1.00	State of Florida	2,112	0.81
Amazon	1,700	0.66	Daytona State College	1,568	0.60
Embry Riddle Aeronautical University	1,661	0.64	Embry Riddle Aeronautical University	1,423	0.55
Daytona State College	1,464	0.57	U.S Government	1,270	0.49
Total	**37,339**	**14.50**	**Total**	**30,486**	**11.70**
Estimated total workforce	257,682		Estimated total workforce	260,246	

Note: No statistics are kept on primary employers within the City of Ormond Beach, Florida
2022 information is not available

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

SCHEDULE 27
CITY OF ORMOND BEACH, FLORIDA
OPERATING INDICATORS BY FUNCTION/PROGRAM
LAST TEN FISCAL YEARS
SEPTEMBER 30, 2023

	2023	2022	2021	2020	2019	2018	2017	2016	2015	2014	2013
Police											
Number of traffic citations issued	7,294	6,750	6,669	7,626	8,906	9,281	6,803	7,551	8,237	7,509	9,814
Number of offense reports	6,114	6,550	6,448	5,923	6,713	6,568	8,834	7,326	7,501	7,064	7,025
Number of calls for service	71,583	70,200	70,124	75,266	54,949	65,390	83,083	83,098	87,867	93,102	84,485
Fire											
Emergency fire responses	3,534	3,586	3,299	3,065	2,790	3,045	5,600	2,120	2,025	2,120	2,090
Emergency rescue responses (ALS/BLS)	4,637	4,533	4,435	4,119	4,411	4,796	6,800	5,300	5,424	5,227	4,577
Education classroom presentations	84	33	31	5	50	64	86	98	75	47	61
Education (not included in reporting entity)											
Kindergarten-Grade 5 students	3,250	3,209	2,995	2,980	2,940	2,892	2,931	2,899	2,899	2,857	2,857
Grades 6-8 students	1,600	1,580	1,265	1,260	1,054	1,006	1,048	1,022	1,022	1,108	1,108
Airport	-	-	-								
Fixed based operator	13	11	14	13	13	12	11	10	10	10	10
Flight School	4	3	3	3	3	2	2	5	2	3	2
Based aircraft	150	145	144	140	142	175	163	140	180	177	169
Total 12 hour, operations	109,649	96,487	105,143	112,677	100,877	100,173	116,165	109,000	108,689	118,929	124,769
Water treatment plants											
Jefferson Street Plant:											
Design capacity	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD	12.00 MGD
Current production rate	5.5	5.59 MGD	5.54 MGD	5.93 MGD	5.93 MGD	5.93 MGD	5.93 MGD	5.93 MGD	5.73 MGD	5.29 MGD	5.27 MGD
Number of water utility connections	24,946	24,400	23,923	23,638	23,465	22,793	21,905	21,905	21,661	21,444	21,248
Solid waste system											
Number of solid waste disposal customers	17,917	17,650	17,617	17,214	17,501	17,284	17,066	16,868	16,672	16,457	16,333
Number of active participating recycling program (units)	17,070	16,900	16,834	16,704	16,667	17,017	16,302	16,105	17,321	17,126	16,998
Water pollution control plants											
Orchard Street Plant:											
Design capacity	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD	8.00 MGD
Current treatment rate	5.3	4.39 MGD	4.19 MGD	4.19 MGD	4.19 MGD	4.19 MGD	4.19 MGD	4.19 MGD	4.94 MGD	4.57 MGD	4.67 MGD

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.

ACFR- (annual comprehensive 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.

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.
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 that 3% above last years 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 20, 2024	**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 Shawn Finley, 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. Judy Rice

B. Ormond Beach MainStreet

5. AUDIENCE REMARKS - REGARDING ITEMS NOT ON THE AGENDA

6. APPROVAL OF MINUTES

A. Minutes from City Commission meeting - August 6, 2024

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. 2024-122:** A RESOLUTION AUTHORIZING THE EXECUTION OF A SERVICE CONTRACT BETWEEN THE CITY OF ORMOND BEACH AND THE ORMOND BEACH CHAMBER OF COMMERCE; AUTHORIZING THE EXPENDITURE OF FUNDING; AND SETTING FORTH AN EFFECTIVE DATE.

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

B. **RESOLUTION NO. 2024-123:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA AUTHORIZING THE ISSUANCE AND SALE OF THE CITY'S CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2024 IN A PRINCIPAL AMOUNT OF NOT EXCEEDING $2,500,000 IN ORDER TO FINANCE CERTAIN CAPITAL IMPROVEMENTS; MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION WITH THE ISSUANCE AND SALE OF THE SERIES 2024 BOND; AUTHORIZING A NEGOTIATED SALE OF SAID SERIES 2024 BOND TO WEBSTER BANK, NATIONAL ASSOCIATION; DELEGATING CERTAIN AUTHORITY TO THE MAYOR; PROVIDING FOR CERTAIN TERMS OF THE SERIES 2024 BOND; AUTHORIZING THE EXECUTION AND DELIVERY OF THE SERIES 2024 BOND, SUCH SERIES 2024 BOND TO BE A LIMITED OBLIGATION OF THE CITY PAYABLE FROM A COVENANT TO BUDGET AND APPROPRIATE FROM LEGALLY AVAILABLE NON-AD VALOREM REVENUES AS PLEDGED HEREIN; PROVIDING FOR THE RIGHTS AND SECURITIES OF THE OWNER OF THE SERIES 2024 BOND; AUTHORIZING THE MAYOR TO TAKE CERTAIN ACTIONS AND TO EXECUTE AND DELIVER CERTAIN DOCUMENTS; MAKING CERTAIN COVENANTS AND AGREEMENTS FOR THE BENEFIT OF THE

PURCHASER OF THE SERIES 2024 BOND; APPOINTING THE CITY AS PAYING AGENT AND BOND REGISTRAR FOR SAID SERIES 2024 BOND; AND PROVIDING AN EFFECTIVE DATE.

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

C. **RESOLUTION NO. 2024-124:** A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $13,000,000 IN PRINCIPAL AMOUNT OF ITS WATER AND SEWER REVENUE BOND, SERIES 2024, FOR THE PURPOSE OF FINANCING THE CONSTRUCTION AND ACQUISITION OF CERTAIN ADDITIONS, EXTENSIONS AND IMPROVEMENTS TO THE WATER AND SEWER SYSTEM OF THE CITY; DETERMINING CERTAIN DETAILS OF SAID BOND; PROVIDING FOR THE SECURITY OF SAID BOND; AWARDING THE SALE OF SAID BOND TO THE SUCCESSFUL PROPOSER FOR SAID BOND; APPOINTING A PAYING AGENT AND REGISTRAR FOR SAID BOND; AUTHORIZING THE PROPER OFFICIALS TO DO ALL THINGS DEEMED NECESSARY IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF SAID BOND; AND PROVIDING AN EFFECTIVE DATE.

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

D. **RESOLUTION NO. 2024-125:** A RESOLUTION ACCEPTING THE PROPOSAL OF LANIER PLANS, INC. D/B/A KORKAT REGARDING THE PURCHASE AND INSTALLATION OF PLAYGROUND EQUIPMENT AT CENTRAL PARK 1; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; REJECTING ALL OTHER PROPOSALS; AND SETTING FORTH AN EFFECTIVE DATE.

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

E. **RESOLUTION NO. 2024-126:** A RESOLUTION AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT BETWEEN THE CITY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION REGARDING FUNDING FOR THE DESIGN PHASE OF THE AIRFIELD MARKING AND PAVEMENT REJUVENATION PROJECT AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND 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*

F. **RESOLUTION NO. 2024-127:** A RESOLUTION ACCEPTING A PROPOSAL FROM HOYLE TANNER & ASSOCIATES, INC., TO PROVIDE ENGINEERING DESIGN SERVICES REGARDING THE AIRFIELD MARKING AND PAVEMENT REJUVENATION PROJECT AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Steven Lichliter, Airport Manager, (386) 615-7019*

G. **RESOLUTION NO. 2024-128:** A RESOLUTION ACCEPTING A PROPOSAL FROM BURGESS & NIPLE, INC. TO PERFORM A SAFETY STUDY ALONG THE NORTH HALIFAX DRIVE CORRIDOR; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN

EFFECTIVE DATE.

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

H. **RESOLUTION NO. 2024-129:** A RESOLUTION ACCEPTING A PROPOSAL FROM UPHAM, INC. TO PROVIDE PROFESSIONAL ENGINEERING SERVICES FOR THE ORMOND BEACH SPORTS COMPLEX ACCESS AND DRAINAGE 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. 2024-131:** A RESOLUTION AUTHORIZING AND DIRECTING THE EXECUTION OF AN INTERLOCAL AGREEMENT BETWEEN THE COUNTY OF VOLUSIA AND THE CITY OF ORMOND BEACH REGARDING TRANSPORTATION IMPACT COORDINATION; AND SETTING FORTH AN EFFECTIVE DATE.

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

J. **RESOLUTION NO. 2024-132:** A RESOLUTION ACCEPTING THE PROPOSAL OF EMPIRE COMPUTING AND CONSULTING, INC. REGARDING THE TELECOMMUNICATION SYSTEM UPGRADES & IMPROVEMENTS PROJECT; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; REJECTING ALL OTHER PROPOSALS; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Chuck Osteen, Information Technology Manager, (386) 615-7031*

K. **Comprehensive Plan 2045 Update (aka Evaluation & Appraisal Report)**

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

Disposition: Approve as recommended in the City Manager staff report dated August 20, 2024.

L. **Auto Renewal - Stanley Steamer**

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

Disposition: Approve as recommended in the City Manager staff report dated August 20, 2024.

M. **Intent to Bid - Hudson Wellfield Expansion**

Staff Contact: *Bob Preis, Utilities Manager, (386) 676-3305*

Disposition: Approve as recommended in the City Manager staff report dated August 20, 2024.

N. **Intent to Bid - Cassen Park Redesign**

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

Disposition: Approve as recommended in the City Manager staff report dated August 20, 2024.

O. **Travel Approval for City Commission**

Staff Contact: *Joyce Shanahan, City Manager, (386) 676-3200*

Disposition: Approve as recommended in the City Manager staff report dated August 20, 2024.

P. **City Manager's Monthly Report, August 2024**

Staff Contact: *Joyce Shanahan, City Manager, (386) 676-3200*

Disposition: Accept as information as recommended in the City Manager staff report dated August 20, 2024.

8. PUBLIC HEARINGS

A. **ORDINANCE NO. 2024-22:** AN ORDINANCE AMENDING CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, ARTICLE VI, OVERLAY DISTRICTS, SECTION 2-71, HISTORIC DISTRICTS AND LANDMARKS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE BY ADDING THE PROPERTY AT 78 EAST GRANADA BOULEVARD, THE GARDENS AT THE ORMOND MEMORIAL ART MUSEUM, TO THE HISTORIC LANDMARKS LIST; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; PROVIDING FOR SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

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

B. **ORDINANCE NO. 2024-23:** AN ORDINANCE GRANTING THE PETITION OF ORMOND CROSSING WEST, LLC, FOR ESTABLISHMENT OF A COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES; CREATING AND ESTABLISHING THE ORMOND CROSSINGS WEST COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR NAME, POWERS, AND DUTIES; PROVIDING DESCRIPTION AND BOUNDARIES; PROVIDING INITIAL MEMBERS OF BOARD OF SUPERVISORS; PROVIDING SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

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

C. **ORDINANCE NO. 2024-24:** AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF THE SECOND AMENDED DEVELOPMENT ORDER FOR A PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS “PLANTATION OAKS”; AUTHORIZING AN AMENDMENT TO THE NEIGHBORHOOD COMMERCIAL LIST OF USES TO ALLOW WAREHOUSE, INDOOR MINI-RENTAL AS A PERMITTED USE UNDER CERTAIN CONDITIONS; AUTHORIZING A SITE DEVELOPMENT PLAN FOR THE NEIGHBORHOOD COMMERCIAL PARCEL LOCATED AT 1730 PLANTATION OAKS BOULEVARD; AND SETTING FORTH AN EFFECTIVE DATE.

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

D. **RESOLUTION NO. 2024-133:** A RESOLUTION AUTHORIZING THE EXECUTION AND ISSUANCE OF A DEVELOPMENT ORDER FOR A SPECIAL EXCEPTION TO ALLOW OUTDOOR ACTIVITY TO INCLUDE THE PERMANENT OUTDOOR STORAGE, DISPLAY, AND SALES OF MERCHANDISE AT THE LOWES HOME IMPROVEMENT STORE LOCATED AT 1340 WEST GRANADA BOULEVARD; ESTABLISHING CONDITIONS AND EXPIRATION DATE OF APPROVAL; AND SETTING FORTH AN EFFECTIVE DATE.

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

E. **RESOLUTION NO. 2024-134:** A RESOLUTION RESCINDING RESOLUTION 2023-193 THAT FOUND U.S. CAPITAL ALLIANCE, LLC, TO BE IN NONCOMPLIANCE WITH THE AMENDED FINAL

ORDER FOR THE ORMOND BEACH HUNTER'S RIDGE DEVELOPMENT OF REGIONAL IMPACT; FINDING U.S. CAPITAL ALLIANCE, LLC, TO BE IN COMPLIANCE WITH THE AMENDED FINAL ORDER; PROVIDING FOR THE CONTINUATION OF SERVICES; AND SETTING FORTH AN EFFECTIVE DATE.

Staff Contact: *Randy Hayes, City Attorney, (386) 676-3217*

9. REPORTS, SUGGESTIONS, REQUESTS

10. ADJOURNMENT

M I N U T E S

Item #1 – Meeting Call to Order

Mayor Partington called the meeting to order at 7:00 p.m.

Item #2 – Invocation

Pastor Jamie Hartsgrove, Calvary Christian Center, provided the invocation.

Item #3 – Pledge of Allegiance

Mayor Partington led the Pledge of Allegiance.

Item #4 – Presentations and Proclamations

Item #4A – Judy Rice

Mayor Partington proclaimed August 20, 2024, as a day to recognize and celebrate Captain Judy Rice for her profound legacy in the aviation and education fields. He presented a proclamation to Mr. Fred Heyne on her behalf.

Mr. Heyne thanked the Mayor, Commissioners, and city staff for their support and for honoring his late wife.

Item #4B – Ormond Beach MainStreet

Mayor Partington presented a proclamation to Ms. Becky Parker and Ms. Nancy Cortez of Ormond Beach MainStreet for their state recognitions and contributions to the community.

Ms. Parker thanked the Commission and recognized city staff and Ormond Beach MainStreet volunteers.

Item #5 – Audience Remarks

Ms. Debbie Kruck-Forrester, 15 Brookwood Drive, invited the Commission and residents to the September 11 remembrance ceremony and walk.

Corporal Rhett Summerlot, 170 West Granada Boulevard, thanked the Commission and city staff for their support in the pension plan amendments and the police department.

Ms. Eva Connors McMullin, 459 John Anderson Drive, thanked the Commission for their support during Ormond Beach Chamber of Commerce events and programs. She discussed highlights of the Chamber and expressed support of Item 7A regarding the Chambers service contract.

Ms. Connie Colby, 108 Roble Lane, wished the city luck with their Public Engagement meeting for the Comprehensive Plan review and discussed many prominent features within the community.

Item #6 – Approval of Minutes

Mayor Partington advised the minutes from the August 6, 2024, meeting had been sent to the Commission for review and 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 Sargent moved, seconded by Commissioner Briley, for approval of the August 6, 2024, City Commission meeting 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 7B, 7C, and 7G be pulled from the Consent Agenda.

Commissioner Tolland requested Item 7N be pulled from the Consent Agenda.

Commissioner Persis moved, seconded by Commissioner Briley, for approval of the Consent Agenda, absent Items 7B, 7C, 7G, and 7N.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Item #7B - RFP Award - Intent to Award RFP 2024-35 Capital Improvement Revenue Bond, Series 2024

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2024-123

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA AUTHORIZING THE ISSUANCE AND SALE OF THE CITY'S CAPITAL IMPROVEMENT REVENUE BOND, SERIES 2024 IN A PRINCIPAL AMOUNT OF NOT EXCEEDING $2,500,000 IN ORDER TO FINANCE CERTAIN CAPITAL IMPROVEMENTS; MAKING CERTAIN COVENANTS AND AGREEMENTS IN CONNECTION WITH THE ISSUANCE AND SALE OF THE SERIES 2024 BOND; AUTHORIZING A NEGOTIATED SALE OF SAID SERIES 2024 BOND TO WEBSTER BANK, NATIONAL ASSOCIATION; DELEGATING CERTAIN AUTHORITY TO THE MAYOR; PROVIDING FOR CERTAIN TERMS OF THE SERIES 2024 BOND; AUTHORIZING THE EXECUTION AND DELIVERY OF THE SERIES 2024 BOND, SUCH SERIES 2024 BOND TO BE A LIMITED OBLIGATION OF THE CITY PAYABLE FROM A COVENANT TO BUDGET AND APPROPRIATE FROM LEGALLY AVAILABLE NON-AD VALOREM REVENUES AS PLEDGED HEREIN; PROVIDING FOR THE RIGHTS AND SECURITIES OF THE OWNER OF THE SERIES 2024 BOND; AUTHORIZING THE MAYOR TO TAKE CERTAIN ACTIONS AND TO EXECUTE AND DELIVER CERTAIN DOCUMENTS; MAKING CERTAIN COVENANTS AND AGREEMENTS FOR THE BENEFIT OF THE PURCHASER OF THE SERIES 2024 BOND; APPOINTING THE CITY AS PAYING AGENT AND BOND REGISTRAR FOR SAID SERIES 2024 BOND; AND PROVIDING AN EFFECTIVE DATE.

Ms. Jennifer Bright, 221 Arlington Way, expressed concerns regarding the bond, including interest rates, prepayment penalties, and what it was for. She questioned why there was a do-not-exceed amount of $200,000 higher than the required amount.

Commissioner Persis moved, seconded by Commissioner Sargent, for approval of Resolution No. 2024-123, as read by title only.

Commissioner Sargent stated he spoke with Finance Director, Kelly McGuire, on Ms. Bright's concerns and noted Ms. McGuire stated various financing options

were discussed before issuing the Request for Proposal for the bond. He inquired about combining the two bonds from this item and Item 7C, noting Ms. McGuire stated that was not an option due to banks who responded.

Ms. Joyce Shanahan, City Manager, discussed the need for the new telephones and Voice Over IP (VOIP) system.

Call Vote:	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
Carried.	Mayor Partington	Yes

Item #7C - RFP Award - 2024-34, Water & Sewer Bonds 2024

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2024-124

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ORMOND BEACH, FLORIDA AUTHORIZING THE ISSUANCE OF NOT TO EXCEED $13,000,000 IN PRINCIPAL AMOUNT OF ITS WATER AND SEWER REVENUE BOND, SERIES 2024, FOR THE PURPOSE OF FINANCING THE CONSTRUCTION AND ACQUISITION OF CERTAIN ADDITIONS, EXTENSIONS AND IMPROVEMENTS TO THE WATER AND SEWER SYSTEM OF THE CITY; DETERMINING CERTAIN DETAILS OF SAID BOND; PROVIDING FOR THE SECURITY OF SAID BOND; AWARDING THE SALE OF SAID BOND TO THE SUCCESSFUL PROPOSER FOR SAID BOND; APPOINTING A PAYING AGENT AND REGISTRAR FOR SAID BOND; AUTHORIZING THE PROPER OFFICIALS TO DO ALL THINGS DEEMED NECESSARY IN CONNECTION WITH THE ISSUANCE, SALE AND DELIVERY OF SAID BOND; AND PROVIDING AN EFFECTIVE DATE.

Ms. Bright expressed concerns regarding the bond, prior bonds, and outstanding bonds.

Commissioner Persis moved, seconded by Commissioner Sargent, for approval of Resolution No. 2024-124, as read by title only.

Commissioner Sargent inquired if the funds for the State Road 40 watermain and forcemain were related to the future Avalon Park development; whereby, Mr. Shawn Finley, Assistant City Manager, explained it was for Ormond Beach and Daytona Beach development projects on the west side of the city. Commissioner Sargent inquired if funds could be recovered from Daytona Beach or developers; whereby, Mr. Finley stated some calculations had been done and noted there would be an opportunity.

Mayor Partington expressed support of the city's financial state and inquired if staff could speak as to why bonds were the preferred financial choice for the projects; whereby, Ms. Kelly McGuire, Finance Director, explained utilizing bonds was very standard as it spread the costs to residents who would benefit from the project now and years in the future.

Call Vote:	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
Carried.	Mayor Partington	Yes

Item #7G - Work Authorization - North Halifax Drive Safety Study

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2024-128

A RESOLUTION ACCEPTING A PROPOSAL FROM BURGESS & NIPLE, INC. TO PERFORM A SAFETY STUDY ALONG THE NORTH HALIFAX DRIVE CORRIDOR; AUTHORIZING THE EXECUTION OF A WORK

AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

Mr. Shawn Finley, Assistant City Manager, explained North Halifax Drive was one of the most frequently requested corridors within the city to be looked at due to safety concerns.

Commissioner Sargent inquired if it was a Volusia County road; whereby, Mr. Finley explained it was a city road. Commissioner Sargent expressed concerns regarding the study funds; whereby, Mr. Finley reviewed what the study did and how it would be beneficial to the city to use an expert instead of city staff.

Commissioner Tolland stated she received many traffic calming requests for North Halifax Drive and expressed support of the study. She inquired if it would include a sidewalk study; whereby, Mr. Finley stated they were limited as to where they could do sidewalks in the area but noted there would be pedestrian safety recommendations included in the study.

Commissioner Sargent indicated he would not support the item, noting increased police presence would be more effective.

Commissioner Persis stated there was a similar safety concern along South St. Andrews Drive and expressed concerns regarding fairness as to which streets were getting the studies done; whereby, Mr. Finley stated he hoped the study would help to set a precedent due to the number of challenges and obstacles presented on the North Halifax Drive corridor.

Commissioner Briley expressed support of the study, noting staff did not have the man power or expertise to complete a full study. He noted it was a major collector road within the city and the need exceeded that of other local streets.

Commissioner Sargent agreed with his fellow Commissioners but expressed concerns regarding funds for the study and noted he would support enhanced police presence.

Mayor Partington expressed support of the study due to prior accidents.

Commissioner Tolland inquired if there was a list of how many citations were written on the road recently; whereby, Mr. Finley stated that would be included in the study.

Commissioner Tolland moved, seconded by Commissioner Briley, for approval of Resolution No. 2024-128, as read by title only.

Call Vote:	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	No
	Commissioner Persis	Yes
Carried.	Mayor Partington	Yes

Item #7N – Intent to Bid - Cassen Park Redesign

Commissioner Tolland expressed support of the design, reviewed landscaping requests previously provided by the Commission, and inquired if it would be possible to switch some of the landscaping plants without delaying the project; whereby, Mr. Dwight DuRant, Zev Cohen & Associates, indicated it would be possible to change. She indicated she would like to see a pollinator planting area.

Mr. DuRant indicated Marquis Latimer & Halback was the landscape architect on the design. He noted the item was to send the project out to bid and explained the process.

Commissioner Tolland stated her support of the native plants in the space.

Commissioner Tolland thanked Zev Cohen & Associates for their work on the project and requested the project be completed before the July 4, 2025, celebration.

Commissioner Briley moved, seconded by Commissioner Sargent, to approve Item 7N.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Comments on the Consent Agenda

Commissioner Sargent expressed support of Item 7E and 7F regarding the FDOT grant and work authorization for the Airfield Marking and Pavement Rejuvenation Project.

Item #8 – Public Hearings

Mayor Partington opened the Public Hearings.

Item #8A – Land Development Code Amendment, Local Landmark List, 78 East Granada Boulevard

City Clerk Susan C. Dauderis read by title only:

ORDINANCE NO. 2024-22

AN ORDINANCE AMENDING CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, ARTICLE VI, OVERLAY DISTRICTS, SECTION 2-71, HISTORIC DISTRICTS AND LANDMARKS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE BY ADDING THE PROPERTY AT 78 EAST GRANADA BOULEVARD, THE GARDENS AT THE ORMOND MEMORIAL ART MUSEUM, TO THE HISTORIC LANDMARKS LIST; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; PROVIDING FOR SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

Commissioner Briley moved, seconded by Commissioner Sargent, to approve Ordinance No. 2024-22, on second reading, as read by title only.

Call Vote:	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
Carried.	Mayor Partington	Yes

Item #8B – Ormond Crossings West, Establishment of a CDD

City Clerk Susan C. Dauderis read by title only:

ORDINANCE NO. 2024-23

AN ORDINANCE GRANTING THE PETITION OF ORMOND CROSSING WEST, LLC, FOR ESTABLISHMENT OF A COMMUNITY DEVELOPMENT DISTRICT PURSUANT TO CHAPTER 190, FLORIDA STATUTES; CREATING AND ESTABLISHING THE ORMOND CROSSINGS WEST COMMUNITY DEVELOPMENT DISTRICT; PROVIDING FOR NAME, POWERS, AND DUTIES; PROVIDING DESCRIPTION AND BOUNDARIES; PROVIDING INITIAL MEMBERS OF BOARD OF SUPERVISORS; PROVIDING SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

Commissioner Sargent moved, seconded by Commissioner Persis, to approve Ordinance No. 2024-23, on second reading, as read by title only.

Call Vote:	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
Carried.	Mayor Partington	Yes

Item #8C – Plantation Oaks, Neighborhood Commercial, PRD Amendment

City Clerk Susan C. Dauderis read by title only:

ORDINANCE NO. 2024-24

AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF THE SECOND AMENDED DEVELOPMENT ORDER FOR A PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS “PLANTATION OAKS”; AUTHORIZING AN AMENDMENT TO THE NEIGHBORHOOD COMMERCIAL LIST OF USES TO ALLOW WAREHOUSE, INDOOR MINI-RENTAL AS A PERMITTED USE UNDER CERTAIN CONDITIONS; AUTHORIZING A SITE DEVELOPMENT PLAN FOR THE NEIGHBORHOOD COMMERCIAL PARCEL LOCATED AT 1730 PLANTATION OAKS BOULEVARD; AND SETTING FORTH AN EFFECTIVE DATE.

Mr. Steven Spraker, Planning Director, explained the request was for a Planned Residential Development (PRD) amendment and reviewed the history of the property. He noted there was an issue with the parking on the commercial section of the property and noted the amendment would correct the parking issue.

Commissioner Sargent moved, seconded by Commissioner Persis, to approve Ordinance No. 2024-24, on first reading, as read by title only.

Call Vote:	Commissioner Briley	Absent
	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
Carried.	Mayor Partington	Yes

Item #8D – 1340 West Granada Blvd, Lowe's Special Exception for Outdoor Activity

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2024-133

A RESOLUTION AUTHORIZING THE EXECUTION AND ISSUANCE OF A DEVELOPMENT ORDER FOR A SPECIAL EXCEPTION TO ALLOW OUTDOOR ACTIVITY TO INCLUDE THE PERMANENT OUTDOOR STORAGE, DISPLAY, AND SALES OF MERCHANDISE AT THE LOWES HOME IMPROVEMENT STORE LOCATED AT 1340 WEST GRANADA BOULEVARD; ESTABLISHING CONDITIONS AND EXPIRATION DATE OF APPROVAL; AND SETTING FORTH AN EFFECTIVE DATE.

Mr. Spraker explained the request was for a Special Exception and reviewed the history of the property. He discussed what the applicant was looking to complete, including fencing and screening, and noted the excess parking. He stated the Planning Board recommended approval with a five to one vote with the inclusion of the conditions that were in the staff report.

Commissioner Briley expressed concerns regarding the lack of adherence to the 2012 outdoor storage Special Exception. He discussed the change of management, outdoor sheds, amount of parking, and potential expansion of the building to prevent the outdoor activity. He stated Lowe’s should have outdoor storage and noted no products should be seen from the street.

Commissioner Sargent inquired about the areas surrounding the property; whereby, Mr. Spraker indicated the areas were environmental preservation and stormwater. He explained he received several resident complaints over the years regarding the outdoor activity, lack of median care, and littered areas in the parking lot. He inquired what the process was for violations, noting the applicant chose to go before the Special Magistrate instead of fixing the violations; whereby, Mr. Spraker indicated if there were two Notices of Violation, then the applicant would lose their Special Exception. Mr. Spraker noted after the applicant received the first violation, they requested extended time to complete this application. Commissioner Sargent explained if approved, he would like to see everything behind a fence, and no items in the front.

Commissioner Persis and Commissioner Tolland expressed concerns with the items in the front of the property.

Mayor Partington inquired if one of the conditions set by the Planning Board included product not being visible from the roadway; whereby, Mr. Spraker indicated that was correct.

Mr. Joey Posey, 420 South Nova Road, attorney for the applicant, explained the applicant wanted to work with the city and the community. He reviewed the conditions the applicant was willing to work with.

Commissioner Briley explained the benefits to expanding the store and noted his preference would be no products in front of the store.

Commissioner Persis inquired how long it would take to get all products inside with no sheds or outdoor storage; whereby, Mr. Posey indicated he would not know the answer to that and would need to consult with the applicant.

Commissioner Tolland expressed concerns with the parking lot Christmas Tree sales; whereby, Commissioner Briley stated he believed the applicant could apply for a special seasonal permit. She stated she would prefer for the applicant to come back at a later time with an updated plan.

Commissioner Persis moved, seconded by Commissioner Briley, to Continue Resolution No. 2024-133, as read by title only.

Call Vote:	Commissioner Tolland	Yes
	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
Carried.	Mayor Partington	Yes

Item #8E – Rescission of Resolution 2023-193 (non-compliance determination for Hunter's Ridge Development of Regional Impact)

City Clerk Susan C. Dauderis read by title only:

RESOLUTION NO. 2024-134

A RESOLUTION RESCINDING RESOLUTION 2023-193 THAT FOUND U.S. CAPITAL ALLIANCE, LLC, TO BE IN NONCOMPLIANCE WITH THE AMENDED FINAL ORDER FOR THE ORMOND BEACH HUNTER'S RIDGE DEVELOPMENT OF REGIONAL IMPACT; FINDING U.S. CAPITAL ALLIANCE, LLC, TO BE IN COMPLIANCE WITH THE AMENDED FINAL ORDER; PROVIDING FOR THE CONTINUATION OF SERVICES; AND SETTING FORTH AN EFFECTIVE DATE.

Mr. Randy Hayes, City Attorney, explained the item was one of the final steps in the resolution with the Hunter's Ridge Development of Regional Impact (DRI) dispute. He reviewed what the city, Flagler County, and developer completed since the last meeting, noting the recording of certain documents. He explained the item would rescind Resolution 2023-193 that found the developer in non-compliance with the DRI development order. He recommended approval of the item.

Commissioner Sargent moved, seconded by Commissioner Persis, to approve Resolution No. 2024-134, as read by title only.

Commissioner Tolland thanked staff for their work on the resolution to the dispute.

Call Vote:	Commissioner Sargent	Yes
	Commissioner Persis	Yes
	Commissioner Briley	Yes
	Commissioner Tolland	Yes
Carried.	Mayor Partington	Yes

Mayor Partington closed the Public Hearings.

Item #9 – Reports, Suggestions, Requests

Events, Updates, and Requests

Ms. Joyce Shanahan, City Manager, reviewed upcoming meetings, provided updates on city projects, and discussed upcoming events.

Commissioner Briley reviewed events he attended and discussed the housing market in Florida.

Commissioner Tolland discussed the events she attended and provided updates from them. She requested staff look into live streaming the meetings to YouTube and a mental health awareness texting line.

Commissioner Sargent thanked law enforcement for their presence at the local schools, and requested police presence at Temple Beth-El to assist with their drop-off and pick-up; whereby, Ms. Shanahan stated there were officers there to assist. He thanked staff for their assistance on multiple topics. He requested for staff to look into how to assist with the homeless issues at Cassen Park to prevent any future issues; whereby, Ms. Shanahan explained Cassen Park was open until mid-night and noted staff was looking into ways to make it safer. He congratulated Ms. Kristin Deaton on her unofficial win for Zone 3 City Commissioner.

Commissioner Persis thanked Police Chief Jesse Godfrey for coordinating a funeral procession, congratulated Ormond Beach MainStreet on their awards and Ms. Deaton for her election, and discussed events she attended.

Mayor Partington requested staff look into the Live 911 program and bring information back to the Commission.

Item #11 – Adjournment

The meeting was adjourned at 8:42 p.m.

APPROVED: September 4, 2024

BY: _____
Bill Partington, Mayor

ATTEST:

_____
Susan Carroll Dauderis,
City Clerk

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.A

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-135
Strategic Goal:	Quality of Life - Other		
Department:	Leisure Services		
Subject:	Ormond Beach Memorial Art Museum Service Agreement		
Summary:	This is the renewal of the annual contract for services agreement with the Ormond Memorial Art Museum (OMAM). The contract has been renewed annually since 2008, and remains in effect through September 30, 2024. Per the agreement, the contract may be renewed for additional one-year periods based upon the City's fiscal calendar. OMAM is a critical cultural addition to the downtown area and has consistently provided excellent service to the City, residents, and visitors. Ormond Memorial Art Museum (OMAM) is requesting a 3% increase, totaling $2,190, in the annual contribution from the City of Ormond Beach from $72,960 to $75,150. The increase will help offset higher costs of providing services, such as programming, marketing, cleaning, security, and maintenance, to reflect current market rates and support additional visitors, programming, and expanded operational hours.		
Financial Impact:	OMAM is requesting a 3% increase to the annual contribution from the City of Ormond Beach from $72,960 to $75,150. The annual funding assists OMAM in providing free admittance 7 days a week, and supports the free art outreach programs for veterans. In addition to the annual funding, City staff maintains the following at the OMAM: • Flags - replacement • Fountain - operational issues, piping issues, pump replacement when required • Bathrooms - faucets, toilets, drains • Water bubblers • Elevator maintenance coordination • Air conditioning troubleshooting and repairs • Pest control		

	• General repairs - outside faucets, outside plumbing, waterfall troubleshooting • Gazebo repairs • Parking area wall repairs • Electrical issues - lighting, resets, parking area • Doors - closers, handles, locks • Moving furniture • Pressure washing • Roof issues when required • Painting if requested Yellowstone Landscape provides landscape and lawn mowing services with 39 visits per year. Services include irrigation maintenance and repair, fertilization, mulch and detail services. Additionally, Yellowstone Landscape blows the garden paths off 3 times per week. Annual costs for all landscape and lawn mowing services is $16,793.15. This is in addition to the annual OMAM contribution.
Citizen Impact:	OMAM provides an important service to the community historically and culturally. The various tributes to local war veterans located at the facility are a meaningful feature of the museum. The museum provides year-round art exhibits, classes, and cultural events that are professionally created, organized, and managed by the OMAM staff.
Recommended Action (Staff, Advisory Board and/or Other):	Staff is recommending approval of the renewal agreement for services with the OMAM for an additional year, with the effective date of October 1, 2024.
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279
Attachments:	1. 24-135 OMAM Svc Agr (P24-0129G) 2. Ormond Memorial Art Museum Service Agr (P24-0129G) 3. Annual Request Letter and report 4. OMAM Profit & Loss Oct 1_23 - June_30_24
Approval:	Kelly McGuire, Finance Director 7/30/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-135

A RESOLUTION AUTHORIZING EXECUTION OF A SERVICE AGREEMENT BETWEEN THE CITY AND THE ORMOND MEMORIAL ART MUSEUM, INC.; AUTHORIZING THE EXPENDITURE OF FUNDING; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to enter into an agreement with the Ormond Memorial Art Museum, Inc. regarding the activities and functions connected with the maintenance and operation of the museum, and

WHEREAS, the City Manager has certified that the City's $75,150.00 funding contribution has been appropriated in the General Fund (001) 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 Mayor and the City Manager are hereby authorized and directed to execute a Service Agreement between the City of Ormond Beach and the Ormond Memorial Art Museum, Inc. regarding the activities and functions connected with the maintenance and operation of the museum, a copy of said Agreement being attached hereto and incorporated herein by reference.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

SERVICE AGREEMENT
FOR ORMOND MEMORIAL ART MUSEUM, INC.

THIS AGREEMENT is entered into by and between the **CITY OF ORMOND BEACH ("CITY"),** a Florida municipal corporation, and **ORMOND MEMORIAL ART MUSEUM, INC. ("MUSEUM"),** a Florida non-profit corporation, in consideration of the terms and conditions described 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 be effective on the date it is last signed by the undersigned parties and shall continue in effect through and including September 30, 2025. Thereafter, this Agreement may be renewed for additional one (1) year periods beginning on October 1st and ending on September 30th of the following year.

3. Responsibilities of the Respective Parties.

The MUSEUM shall be responsible for the following:

a) Administering a professional Art Museum, including programs and exhibitions, that shall be open and free to the public Monday through Saturday, 10:00 a.m. to 4:00 p.m.; and Sunday, 12:00 p.m. to 4:00 p.m. Closed major holidays and between exhibitions.

b) Hosting monthly pop-up professionally curated Art Exhibitions in the museum galleries as well as in different locations throughout the City.

c) Conducting both in person and online educational art enrichment and outreach programs in the museum classroom(s) and offsite to support underserved Ormond

Beach population with *Free Family Art Nights,* programs for veterans, programs for visitors with limited or no vision, and to those with medical conditions.

d) Participating and representing Ormond Beach at Volusia County Cultural Alliance and participate in ECHO Ranger Children's Program.

e) Offering online art and nature education classes for adults and children, including a summer camp for 2025.

f) Collaborating and partnering with the City of Ormond Beach and Ormond Beach Main Street to host Art in the Park Art Show, and other community cultural events.

g) Hosting a Veteran's Day Tribute reception or event annually.

h) Maintaining an active presence for Ormond Beach and Ormond Memorial Art Museum in the Florida Association of Museums and the American Alliance of Museums.

i) Stewarding and professionally maintaining and marketing the Malcolm Fraser collection of paintings.

j) Maintaining the preservation of the Gardens by providing the labor, material and maintenance for the formal planting of flower beds with annuals, providing change of color with each season as per attached Memorial Gardens Care Plan.

k) Operating under the Art Museum Advisory Board derived from the Ormond Memorial Art Museum, Inc.

l) Collecting and disseminating data, providing assistance to City committees, Quality of Life Board, Leisure Services Advisory Board, Ormond Memorial Art Board, and attending various meetings relative to such tasks.

m) Providing information to the City of Ormond Beach webpage in regards to programming information as it relates to the Ormond Memorial Art Museum and Gardens.

n) Maintaining an Art Museum Director.

o) Scheduling and providing rental opportunities for weddings and social functions in the Museum, gazebo and the gardens. The fees charged shall be consistent with the City's Fee Schedule as approved annually. Museum shall be entitled to retain all rental fees collected. It is the Museum's responsibility to ensure that the renting parties execute use agreements, provide insurance, and execute a release of liability and indemnity agreement (requirements are more specifically described in the Ormond Memorial Lease Agreement). The Museum shall permit use of meeting rooms by City staff or officials without charge when such use is for City purposes and does not conflict with another previously scheduled event.

The CITY shall be responsible for the following:

a) The City shall make an annual contribution to the Ormond Art Museum in the total sum of seventy five thousand one hundred fifty and 00/100 ($75,150.00), payable in quarterly installments of eighteen thousand seven hundred eighty seven and 50/100 dollars ($18,787.50).

b) The parties shall be responsible for maintenance and repair of the structures and facilities as provided in the Ormond Memorial Art Museum Lease Agreement. Janitorial services shall be provided by the Museum.

c) The City shall provide regular grounds maintenance services in coordination with the Museum Gardener's duties and as provided in the attached Memorial Gardens Care Plan.

d) The City shall be responsible for the payment of all electrical and water charges in the Gardens.

e) Any proposed capital improvements shall be approved by, and at the discretion of, the Ormond Beach City Commission.

f) The City shall have oversight for the garden memorials, with garden benches and specific plants, donated by local residents as tributes to family members and friends.

g) The City shall allow Museum non-exclusive use of the grassy area located behind the St. James church as overflow parking. Reservations for use of the overflow parking area must be made with the City's designated representative. The parking area is depicted on Exhibit "A" which is attached hereto and incorporated herein by reference. The Museum shall ensure that its liability insurance policy is updated to reflect insurance coverage for this additional parking lot area.

4. <u>Art Museum Advisory Board</u>. The responsibilities of the parties delineated in this Agreement are consistent with the purpose of the Art Museum Advisory Board set forth in Section 2-219, City of Ormond Beach *Code of Ordinances*.

The City Manager, or designee, and the chairman of the Quality of Life advisory board shall be ex officio voting members of the board of directors of the MUSEUM, in accordance with Section 2-219, *Code of Ordinances*.

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 MUSEUM (including any of its directors, officers, employees, agents or other representatives) are the employee, agent, or other representative of the other party; and all activity 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 said act.

7. Liability and Indemnification. MUSEUM 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 injury, loss, or damage to any person or property, which is directly or indirectly caused by or results from any act or negligence of MUSEUM (including its directors, officers, employees, agents and other representatives).

8. Miscellaneous. MUSEUM shall:

a) Obtain and maintain at its sole expense, all applicable licenses, permits and certificates which are necessary to discharge MUSEUM'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.

c) Comply with all applicable federal, state, and local laws, rules, and regulations.

d) Have the option to serve beer, wine and liquor under the following conditions:

- Any profits of the sale of alcohol at the MUSEUM shall directly benefit MUSEUM operations.
- The MUSEUM must ensure that the MUSEUM and any vendors comply with state liquor licensing, and all state and local regulations.
- The MUSEUM shall maintain liquor liability insurance of no less than 1 million per occurrence naming the CITY as an additional insured, and shall require any vendors selling alcohol to provide proof of liquor liability insurance in the same amount.
- The MUSEUM shall indemnify and hold the CITY harmless from any liability resulting from any personal injury or property damage occurring as a result of any service or sale of alcohol at the MUSEUM.
- The MUSEUM is ultimately responsible for maintaining appropriate safety and security at any event where alcohol is served or sold. At any event in which alcohol is served, supervision by MUSEUM staff is mandatory.
- All applications for use of the MUSEUM by third parties shall state whether alcohol will be sold or served.
- All records of alcohol sales shall be provided by the MUSEUM to the CITY as part of the annual report accounting of the Museum's

revenues from events and operation of concessions as required by the Ormond Memorial Art Museum Lease Agreement

• The City shall have the right to terminate alcohol sales or service at the MUSEUM if any of the above conditions are not met.

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.

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. The terms of this Service Agreement are incorporated into the Lease of the Ormond Memorial Art Museum and Building effective October 1, 2019, and together, these Agreements constitute the entire and complete agreement by and between the parties.

12. Amendments. This Agreement may not be amended unless such changes are reduced to writing, which amendments must be approved by the City Commission, and signed by both parties.

13. Public Purpose. The allocation and expenditure of public funds herein provided are intended to serve clearly identifiable and concrete public purposes as the primary objective of this agreement, with a reasonable expectation that such public purposes will be substantially and effectively accomplished, and that the public funds provided herein are not to be used for general functions or purposes of MUSEUM. The parties determine that the use of the public funds are intended to satisfy the "public purpose" principles established in O'*Neill v. Burns,* 198 So.2d 1 (Fla. 1967) and Florida Attorney General Opinion 75-221 (July 24, 1975).

14. Compliance With Florida Public Records Law. MUSEUM 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 MUSEUM 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 MUSEUM 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 32175. (386)677-0311
CITYCLERK@ORMONDBEACH.ORG

Ref: Fla. Stat. §119.0701(2016)

IN WITNESS WHEREOF, the undersigned parties have caused this Service Agreement to be signed on the dates indicated hereinbelow.

DATE: _____, 2024.

CITY OF ORMOND BEACH

By: _____
BILL PARTINGTON
Mayor

Attest: _____
JOYCE A. SHANAHAN
City Manager

DATE: _____, 2024.

ORMOND MEMORIAL ART MUSEUM, INC.

By: _____
Print Name _____
President

Attest: _____
Print Name _____
Director

Memorial Gardens Care Plan

Mowing Contract (City of Ormond Beach)
39 visits per year – once weekly in summer, once every two weeks in winter
Services provided:
Mow grass
Edge grass
Weed eat grass
Blow off parking lot & paths
Mulch once per year
Fertilize grass

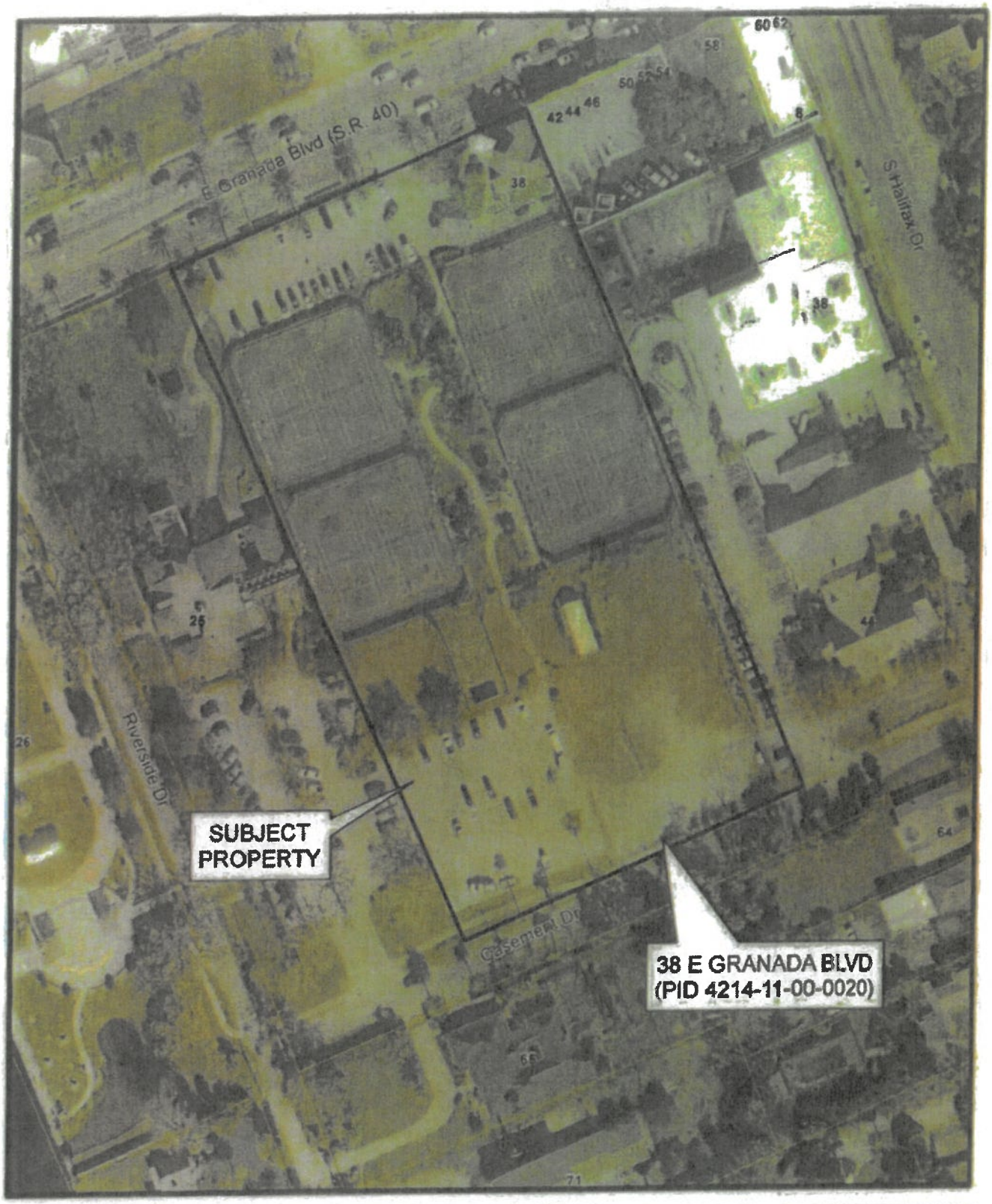
Parks Maintenance Duties (City of Ormond Beach):
Blow off paths two times per week
Maintain & repair hardscape elements as needed
Repair major irrigation problems

Museum Gardener (OMAM)
Funding: OMAM
Duties:
Plant, maintain, weed & fertilize flower beds
Prune shrubs
Weed shrubs
Clean up storm debris & litter

Other (currently being done by Museum Gardener):
Remove underbrush & dead plant material
Prune overgrowth
Edge & prune paths
Prune around ponds
Clean out 4 ponds weekly
Monitor pumps on ponds, keep aerators clean & make minor repairs
Monitor irrigation

(pruning & weeding debris averages 190 cubic yards a year)

Exhibit "A"



LOCATION MAP
38 EAST GRANADA BOULEVARD
(PARCEL ID 4214-11-00-0020)

Prepared By: The City of Ormond Beach
G.I.S. Department - September 16, 2021

N
W E
S
1 inch = 100 feet

Ormond Memorial
Art Museum
& Gardens

78 East Granada Blvd.
Ormond Beach, FL 32176

386.676.3347 tel
386.676.3244 fax
www.ormondartmuseum.org

Audrey Butler, Ph.D.
President

Lauren Dye
Vice President

Roosevelt Harris
Treasurer

Dr. Philip Shapiro
Secretary

Sherry Gailey
Imm Past President

Bridget Bergens
Allan Brewer
Tom Brown, MD
Oscar Carbonell
Kathy Crotty
Skip Dailey
Siobhan Daly
Sejal Desai
Melissa Frankel
Allison Miller
Nancy Munier
Tammy Navarra
Nancy Suah
Alicia Scott
Jessica Scott
Stacy Cunningham Welch
Chris Wickersham
Shea Davis Williams

Stephanie Mason-Teague
Executive Director

OMAM funded in part by
The City of Ormond Beach
The County of Volusia
The State of Florida

July 8, 2024

Joyce Shanahan, City Manager
Robert Carolin, Leisure Services Director
City of Ormond Beach, Florida

Hello Joyce and Robert,

Thank you for your support of OMAM! We are proud to be a part of our thriving Ormond Beach community and value our 78-year partnership very much. We are pleased to share our programs and successes with you.

Our new beautiful building's location at the highly visibly intersection of east Granada Blvd. and Halifax Ave positions OMAM as an anchor to the cultural community in Ormond Beach. We have seen a steady increase in daily museum and garden attendance and have added several new programs and opportunities for engagement.

This year we set out to offer relevant and vibrant programs to our community with a focus on three distinct areas: Exhibitions, Education and Outreach. To reach these goals, we have hired additional staff and extended our weekend and evening hours and program offerings. Please follow this link to our website to see our quarterly program guides.

https://www.ormondartmuseum.org/classes-programs/quarterly-guides.html

We are happy to report that we have already met or exceeded many of our goals with third quarter numbers still outstanding.

Exhibition goals highlights: In May, our Curatorial staff and exhibition committee reviewed over 200 artists submissions! More submissions were received than ever before representing artists of varying mediums and from across the country. We are excited to feature never before seen artists and exhibitions to our community in 2025-2026. Our Malcolm Fraser art collection is now in museum quality storage in the museum rather than in an offsite storage facility. Additionally, OMAM is proud to offer local and regional artists the opportunity to exhibit their art through our monthly Pop-Up exhibitions.

Education goals highlights: The OMAM botanical gardens have been a resource for our community for many years. This year we added wellness programs in the garden gazebo, two visiting master gardener talks and two musical performances! Our Curator of Youth Programs and Outreach has been busy! We added *S.O.F.A - School's Out for Art* to serve our students on school vacation days and a new partnership with the Early Learning Coalition to reach pre-kindergarten youth and families. We are proud to continue our partnership with the Garden Club of the Halifax Country and offer the program *Natures Art Box* to local elementary students.

Outreach goals highlights: The outreach goals for this year were very board centric and focused on museum sustainability. You may remember when County Cultural Grants were threatened last year, and the more recent announcement that the State of Florida will not fund the cultural arts grant this year. The OMAM board realized we must be proactive and develop other sources of revenue and launched an annual program to solicit philanthropic sponsors. This program has been successful and has ensured OMAM will not operate in a deficit this year, although, 2023-2024 has been financially challenging in other ways due to increased operating costs related to inflation and necessary wage increases.

We would like to request the continuation of our annual agreement for services and a 3% increase to the annual contribution from the city from $72,960 to $75,150. This increase will primarily help to offset the higher costs of providing services, cleaning and security to accommodate more visitors.

May we also request the following updates to the service agreement:

The Museum shall be responsible for the following:
* Item 3(a) the museum is now open Monday - Saturday from 10am - 4pm and noon to 4pm on Sundays.

* Item 3(b) hosting monthly pop-up professionally curated Art Exhibitions each month in the museum galleries as well as in different locations throughout the city.

* Item 3(c) Conducting both in person and online educational art enrichment and outreach programs in the museum classroom(s) and offsite to support underserved Ormond Beach residents with *Free Family Art Nights*, programs for Veterans, programs for visitors with limited or no vision, and those in medical situations.

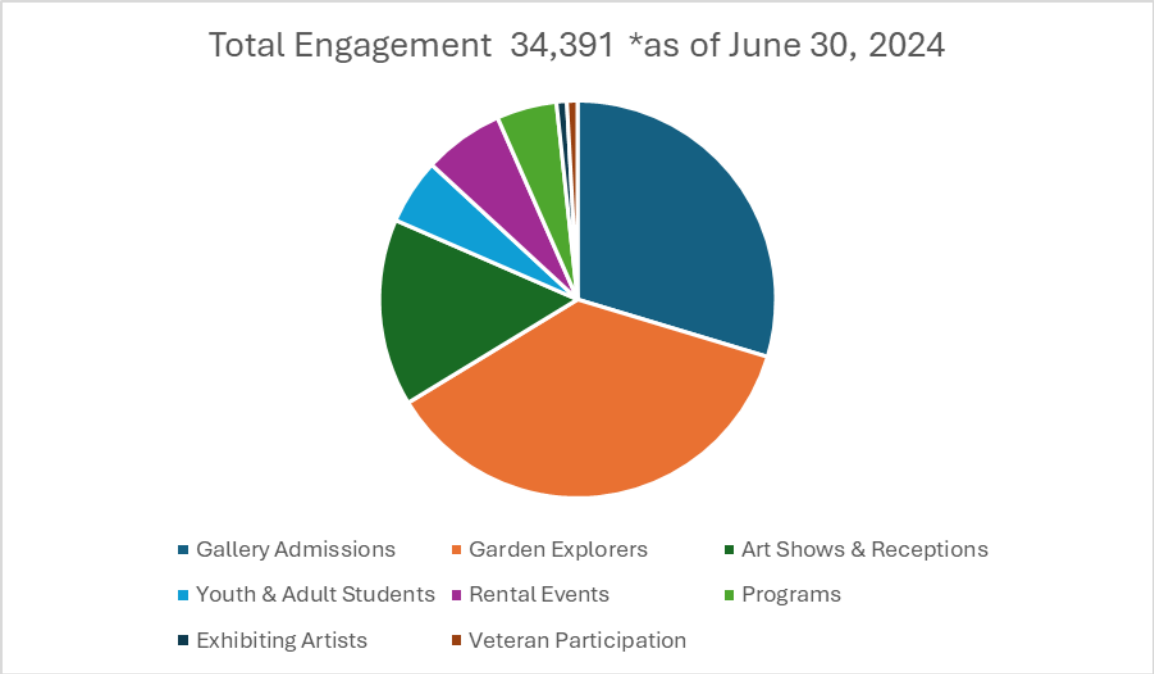
* Item 3(h) - American Alliance of Museums (correct name)

The City shall be responsible for the following:
* Item 3(a) OMAM has requested an increase in funding.

Memorial Gardens Care Plan:
Museum Gardener: funding: City of Ormond Beach $11,640 (included in annual contribution); OMAM $26,148 (includes proposed 3% increase for FY2024-25)

We are pleased to share with you how OMAM has served and engaged with the community so far this year. The cornerstone of our programming is access and outreach with creative and environmental education which is exemplified in our mission: "Inspiring our community through art and nature while honoring those who fought for freedom".

The chart and table below reflect our fiscal year to date: October 1, 2023 - June 30, 2024.



Gallery Admissions	10,201
Garden Explorers	12,600
Art Show & Receptions	5,236
Youth & Adult Students	1,833
Rental Events	2,246
Programs	1,685
Exhibiting Artists	291
Veterans Participation	299

Please don't hesitate to contact me if you have any questions or need additional information. I can be reached by phone at 386-676-3347, or 386-871-7873 (cell) or email at smt@ormondartmuseum.org.

Thank you,
Stephanie Mason-Teague
Executive Director

Enclosures: Profit and Loss Statement

Ormond Memorial Art Museum and Gardens

Income and expenses: October 1, 2023 - June 30, 2024

*Alcohol sales highlighted

	Oct '23 - Jun 24
ORMOND ART MUSEUM OCT 1, 2023 - June 30, 2024	
Income	
Contributions	
4730 · Exhibition & Program Sponsor	52,850.00
4310 · Foundation Contributions	9,500.00
Fundraising	
4056 · Annual Appeal	9,429.24
4770 · Art in the Garden	
4771 · Sponsonship	2,000.00
4772 · Annual Sponsor Tables	26,630.82
4773 · Ticket	24,006.90
4774 · Dessert	22,857.01
4775 · Auction	27,913.62
Art in the Garden Donations	400.00
4770 · Art in the Garden - Other	0.00
Total 4770 · Art in the Garden	103,808.35
4790 · Art in the Park	10,925.00
Total Fundraising	124,162.59
4791 · Garden Contributions	90.00
4793 · Individual Contributions	8,143.62
Total Contributions	194,746.21
Grants	
State of Florida	29,668.00
City of Ormond Beach Grant	54,720.00
County Grant	23,764.50
Other Private Grants	0.00
Total Grants	108,152.50
Revenue	
4050 · Group Tours	
4051 · Museum Group Tours	242.00
4052 · Garden Group Tours	226.00
Total 4050 · Group Tours	468.00

4000 · Adult Tuition	16,271.50
4020 · Youth Tuition	2,368.00
4040 · Summer Camp	
Scholarship Fund Awarded	675.00
4040 · Summer Camp - Other	14,880.00
Total 4040 · Summer Camp	15,555.00
4060 · Admission Donations	14,005.59
4070 · Rental Income	37,054.07
4080 · Membership	40,675.00
4300 · Fraser Trust Income	924.60
Total Revenue	127,321.76
Sales	
Bar Sales	
Tips Income	0.00
Bar Sales - Other	14,589.53
Total Bar Sales	14,589.53
Art Sales	8,701.98
Gift Shop Sales	21,497.39
Total Sales	44,788.90
Total Income	475,009.37
Cost of Goods Sold	
Cost of Goods Sold	
50000 · Exhibition Art Sales	3,461.50
Bar Inventory	7,761.27
Gift Shop Inventory	7,813.49
Total Cost of Goods Sold	19,036.26
Total COGS	19,036.26
Gross Profit	455,973.11
Expense	
Administrative	
Rental Events	11,007.59
Gift Shop Supplies	382.69
Bar Supplies	232.52
Onboarding Expense	82.50
Community Programs & Events	-800.00
Advertising/Mkt/Newsletter	7,092.25
Dues & Subscriptions	7,278.78
Insurance	
Liability	4,365.28
Workers Comp	590.31
Total Insurance	4,955.59
Professional Development	1,116.69

Taxes & Licenses	470.00
Total Administrative	31,818.61
Building Utilities & Maintenance	0.00
Fundraising	
Annual Appeal Expenses	2,224.73
Art in the Garden	20,044.88
Art in The Park	10,925.00
Donor and Member Appreciation	202.33
Total Fundraising	33,396.94
Gen & Admin Bldg Utils & Maint	
Garden	2,108.71
City Utilities	852.86
FPL	11,027.04
Janitorial	1,197.51
Maintenance & Supplies	2,244.34
Pest Control	0.00
Phone	1,300.61
Security System	821.00
Total Gen & Admin Bldg Utils & Maint	19,552.07
Office Expenses	
Leased Equipment	0.00
Office Equipment	7,551.81
Office Supplies	3,049.08
Online Svcs/Software/Website	5,051.85
Postage	2,043.35
Total Office Expenses	17,696.09
Outside Fees	
Late Fee	87.94
Finance Charges	0.00
Neon Online fees	3,716.68
Stripe Online Fees	2,052.23
Accounting	3,000.00
Artistic Contractors	10,005.00
Bank Charges	64.66
Bookkeeping	11,270.70
Merchant fees	2,776.96
Other Professional Support	7,519.00
Total Outside Fees	40,493.17
Over/short	14.78
Program Services	
Volunteers	25.30
Art of Healing	841.61

VA Program	2,524.02
Family Art Night	2,039.71
Art Camp	715.70
Educational Supplies	
Youth Tuition Expense	671.67
Adult Tuition Expense	165.00
Educational Supplies - Other	455.34
Total Educational Supplies	1,292.01
Exhibition Hard Costs	1,996.71
Exhibition Marketing Costs	0.00
Exhibition Reception Costs	2,078.75
Program Services - Other	68.87
Total Program Services	11,582.68
Salaries, Wages & Benefits	
Employee Incentives	2,273.96
Employee Health Ins Benefits	0.00
Direct Deposit Fee	532.50
Payroll Taxes	
FL Unemployment	66.23
Medicare	3,485.43
Social Security	14,903.11
Payroll Taxes - Other	0.00
Total Payroll Taxes	18,454.77
Salaries - Administrative	152,076.91
Salaries - Artistic	86,022.42
Total Salaries, Wages & Benefits	259,360.56
uncategorized	186.94
Total Expense	414,101.84
Net Ordinary Income	41,871.27

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.B

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-136
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 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. The City has had similar contracts over the past 13 years. The calculation for municipalities is per city population. In June 2023, the TVEDC Board of Directors approved an increase for both public and private sector investors, which included an across the board 20% increase for both the municipalities and private sector investors. The 2023-2024 municipal contracts included a 20% increase to $0.60 cents per capita (it was previously $0.50 cents per capita). Based on our city population of 44,935, which is retrieved from the University of Florida Bureau of Economic Business Research (BEBR) at $0.60 per capita, the city would pay $26,961. TVEDC has established that members contributing $30,000 qualify those members for a seat on the TVEDC		

	Executive Committee. Inclusion of the City on the Executive Committee allows the City to play a greater role in the governance and fiduciary oversight of TVEDC.
Financial Impact:	The $30,000 funding level is included in the Fiscal Year 2024-2025 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 2024-2025 with TVEDC.
Staff Contact:	Brian Rademacher, Economic Development Director, (386) 676-3266
Attachments:	1. 24-136 Team Volusia (P24-0153G) 2. 2024-2025 Cooperative Economic Development Agreement_TVEDC
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-136

A RESOLUTION AUTHORIZING THE EXECUTION OF A COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT BETWEEN THE CITY OF ORMOND BEACH AND TEAM VOLUSIA ECONOMIC DEVELOPMENT CORPORATION; AUTHORIZING THE EXPENDITURE OF FUNDING; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to enter into a Cooperative Economic Development Agreement with Team Volusia Economic Development Corporation (TVEDC), and

WHEREAS, the City Manager has certified that the City's $30,000.00 funding contribution has been appropriated in the General Fund (001) 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 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, and to pay the cost therefor from the General Fund (001). A copy of said Agreement is attached hereto and incorporated herein by reference.

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

[Remainder of page intentionally left blank]

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

COOPERATIVE ECONOMIC DEVELOPMENT AGREEMENT

THIS AGREEMENT is made and entered into this ____day of _____, 2024 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 ***Thirty-Thousand Dollars and .00 cents ($30,000.00)*** in the budget for the fiscal year 2024-2025 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 *Thirty-Thousand Dollars and .00 cents ($30,000.00) ("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, 2024. 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, 2024 and shall continue in force for a one-year period ending September 30, 2025. 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 ($1/4^{th}$) 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 _____2024.

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 A. Norden Date: 7/16/2024

Title: President + CEO

Attest: Deborah M Robbins Date: 7/16/2024

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.C

Section:	CONSENT AGENDA		
Item Category:	Resolution	**Res./Ord. No:**	2024-137
Strategic Goal:	Governance - Other		
Department:	Finance		
Subject:	RFP Award - Utility Billing Mailer Services		
Summary:	The City's water and wastewater system provides service to approximately 25,000 accounts. The City's utility billing system is managed by a proprietary software application developed by Tyler Technologies Munis software utility billing system. The billing files are created in-house and then sent to a billing service for further processing. The billing service then prints and mails the billing statement, along with any inserts. The current provider is Cathedral Corporation. The Utility Billing Services RFP No. 2025-01 was advertised for proposals on June 9, 2024. The City received and opened proposals on July 11, 2024. Two proposals were received; Cathedral Corporation and Infosend, Inc. The City's evaluation committee met on July 23, 2024. The proposals were rated on 1) project approach, 2) qualifications and experience, 3) processing capabilities, 4) quality assurance and security, 5) cost proposals, and 6) references. The highest overall rated proposal was submitted by Cathedral Corporation (287 of 300 total points). Some of the factors resulting in Cathedral standing out include experience and a straightforward cost proposal. Infosend, Inc. received a total of 261 points. The proposed fees for a typical utility bill will be $0.131 per statement, for statements requiring a return envelope. This represents a small increase from the contracted rate set 5 years ago.		
Financial Impact:	In Fiscal Year 2024-25, the City has budgeted $161,500 for utility bill printing and processing and utility bill postage within the Utility Billing Operating budget, Fund 401.		

Citizen Impact:	Providing citizens' utility bills in a timely fashion is imperative to the customer service the City provides to its utility customers.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of a 5 year contract with Cathedral Corporation.
Staff Contact:	Chris Byle, Assistant Finance Director, (386) 676-3206
Attachments:	1. 24-137 Utility Billing RFP Award (P24-0154G) 2. Cathedral Corp Agmt w Exhibits 3. Signed score summary 4. RFP 2025-01 Utility Billing Mailer Services 5. RFP 2025-01 Addendum 1 with exhibits A - D
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-137

A RESOLUTION ACCEPTING A PROPOSAL FROM CATHEDRAL CORPORATION TO PROVIDE UTILITY BILLING SERVICES; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; REJECTING ALL OTHER PROPOSALS; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City solicited proposals for utility billing services ("the Project") (City RFP No. 2025-01) in accordance with the provisions of Section 2-300, *Code of Ordinances*, and

WHEREAS, the City's evaluation committee has evaluated the two (2) proposals received and determined the most advantageous proposal for the City to be the proposal submitted by Cathedral Corporation, a New York corporation, authorized to do business in the State of Florida, to provide utility billing services at the rates provided in its proposal, with an estimated yearly cost of $161,500.00, a copy of said proposal being incorporated in the agreement which is attached hereto and incorporated herein by reference, and

WHEREAS, the City Manager has certified that funds in the amount of $161,500.00 have been appropriated to the credit of the Utility Billing Operating Budget, Fund (401) and have not been appropriated for any other purpose, and

WHEREAS, based on the foregoing the City's professional staff recommends that the City Commission accept the proposal of Cathedral Corporation and execute an agreement for the Project (a copy of said agreement being 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 proposal submitted by Cathedral Corporation to provide the utility billing services for the City is hereby accepted.

SECTION TWO. All other proposals relative to the aforedescribed Project shall be deemed rejected upon the execution of an agreement with Cathedral Corporation.

SECTION THREE. The Mayor and the City Manager are hereby authorized and directed to execute an agreement between the City of Ormond Beach and Cathedral Corporation for the provision of utility billing services at the rates provided in its proposal, with an estimated yearly cost of $161,500.00, and to pay the cost thereof from the Utility Billing Operating Budget, Fund (401).

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

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 32174 and **CATHEDRAL CORPORATION**, a New York corporation, authorized to do business in the State of Florida (the "Contractor"), 632 Ellsworth Road, Rome, Oneida County, New York 13441, 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 Proposals ("Utility Billing Mailer Services", RFP 2025-01) dated July 9, 2024 attached hereto as Exhibit "A" and the Proposal dated July 11, 2024 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 is for a five (5) year term that shall be effective beginning on September 14, 2024.

3. **Consideration.** Contractor shall perform the services at the prices set forth in 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.

   COST ADJUSTMENTS: No later than June 1, of each contract year, the Contractor may petition the City through the Contract Manager for a rate adjustment to reflect the change in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), All Urban Customers, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding July 1-June 30 period. The maximum increase for any annual period shall not exceed four (4%) percent and will only apply prospectively; increases will not be retroactive. The adjusted rate, if approved shall take effect on October 1, of the year in which approved. Approval or denial of the request is at the sole discretion of the City Commission.

   Any extraordinary cost adjustments requested outside of these parameters may require additional documentation in addition to a presentation being made to City Staff or the City Commission at the requestor's expense.

4. **Delivery.** Contractor shall complete the project within the time frame set forth on Exhibit "A".

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 exhibit 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	**Cathedral Corporation**
Joyce Shanahan, City Manager	Florida Division
(copy to City Attorney)	Marianne W. Gaige, Chairman & CEO
22 South Beach Street	1500 Tradeport Dr, Suite B
Ormond Beach, FL 32174	Orlando, FL 32838

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 $25,000 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 ACCORD 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.

[Signature pages to follow]

IN WITNESS WHEREOF**,** the undersigned parties have caused this Agreement to be signed on the dates indicated hereinbelow.

DATED this _____ day of _____, 2024.

Witnesses:

_____

Print Name: _____

CITY OF ORMOND BEACH, a municipal corporation

By: _____
BILL PARTINGTON
Mayor

_____

Print Name: _____

By: _____
JOYCE SHANAHAN
City Manager

DATED this _____ day of _____, 2024.

Witnesses:

_____

Print Name: _____

CATHEDRAL CORPORATION, a New York corporation, authorized to do business in Florida

By: _____
Print Name: _____
Title: _____

_____

Print Name: _____

Attest: _____
Print Name: _____
Title: _____

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 Billing Mailer Services

RFP NUMBER:**2025-01**

RFP OPENING DATE & TIME: **July 11, 2024 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: Cathedral Corporation

PROPOSER'S MAILING ADDRESS: 1500 Tradeport Dr Suite B

CITY-STATE-ZIP: Orlando, FL 32838

F.E.I.N.: 14-0576820

PHONE NUMBER: 850-612-5747 (Tom Henderson)

EMAIL: thendersson@cathedralcorporation.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 Marianne W. Gaige
AUTHORIZED SIGNATURE (MANUAL)

Marianne W. Gaige
NAME (TYPED)

Chairwomen of Board and CEO
TITLE

7/9/2024
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)

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

A. 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.

B. 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.

C. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.

D. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.

E. The City reserves the right to terminate the contract at any time due to the vendor's default under terms of agreement.

F. 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.

G. 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.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

I. INTRODUCTION

The City of Ormond Beach, Florida is requesting proposals from qualified firms to enter into a contractual agreement to provide printing, processing and mailing of the City's utility bills and other necessary literature. A five-year contract is anticipated. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

Deadline for Submission: To be considered, proposals must be received no later than 2:00 p.m., July 11, 2024.

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. **Deadline for question is July 2, 2024 at 5 P.M**. Inquiries received after that time will not be responded to. Answers to inquiries will that warrant attention of all the potential proposers will be distributed in the form of an addendum. Proposers, their agents and associates shall not contact or solicit any City of Ormond Beach employee or official regarding this RFP. Failure to comply with this provision may result in disqualification of the proposer, at the option of the City of Ormond Beach. Only that individual listed as the contact person in the specifications shall be contacted. Please direct written inquiries to:

Rob Hart
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174
Telephone: (386) 676-3223
Fax: (386) 676-3374
Email: rob.hart@ormondbeach.org

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 must receive one (1) original and one (1) electronic pdf format copy on thumb drive no later than the date and time specified above. Submit proposals to: Rob Hart, Purchasing Coordinator, City of Ormond Beach, 22 South Beach Street, First Floor, Room 102, Ormond Beach, Florida, 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, a supplement 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.

II. NATURE OF SERVICES REQUIRED

A. General

It is the intent of the City of Ormond Beach, Florida to award a contract to the successful bidder of this request for proposals to provide printing, processing and mailing of the City's utility bills and other necessary literature. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

B. Background

The City of Ormond Beach is a Florida Municipal Corporation, which operates under a Commission-City Manager form of government. The City Commission is comprised of a mayor and four Commission members. The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission appointed City Manager. The City provides

a comprehensive array of services including police, fire, leisure services, public works, planning and economic development. The City operates a water and sewer system, a stormwater utility, a solid waste utility and a municipal airport.

The City of Ormond Beach is located in Volusia County, along the Atlantic coast of Florida. The City has an estimated population of 43,000 living within an area of approximately 42 square miles.

The City's utility billing and customer information system is currently **Tyler Technologies Munis,** and corporate headquarters is located in Plano, Texas.

- Currently, billing data is processed weekly through batch update process. The production of bill files follows the weekly billing process. After the process is completed, the billing data files are sent via filezilla to the vendor for processing as PDF files. Once the print file is created, the bills and notices are laser printed. Utility bills are currently laser printed in color on 8 ½ x 11 inch paper with a perforation for the tear-off payment stub at the bottom of each page. This payment stub includes an bar code scan line. Each form, for utility billing and notices, is printed in black ink with exception of overdue or delinquent notices which are printed in blue or red ink for identification with each specific message. A sample is provided in Appendix A of the Request for Proposal (RFP). After printing has been completed, bills and notices are folded and inserted with utility-related bill inserts and a return payment envelope into mailing envelopes. Bills and notices are subsequently weighed and processed through a postage meter for mailing through the U.S. Postal Service. In some cases, customer bills may result in multiple pages and must be grouped accordingly for mailing in a single envelope. Must have capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

    - Bill charge amounts in excess of $49,999.99, either credit or debit balance, are validated with City Staff, prior to printing and mailing. Once reviewed and approved for mailing, those identified bills are to be released for production and mailing.

    - Inserts are identified to be included in bill statements based upon predetermined criteria, such as, customer class, area of the City and meter reading cycle.

    - **The process to be designed and conducted in the Tyler Technologies Munis platform will be for weekly billing, however we reserve the right to bill daily if needed.**

- Currently, once each year, the city prepares a file for business tax renewals. These files are prepared separately and follow the print file format currently in use by the utility billing process. This process will not change, but will continue using an electronic file transfer format with generic statement forms with the renewal statement form printed during processing. The volume for each mailing is

approximately 500 – 4,000. These mailings include an insert and return envelope. The renewal statements include a remittance stub similar to the utility bill format. The City uses Tyler Technologies Energov.

C. Scope of Work to be Performed

The City of Ormond Beach is soliciting proposals from vendors interested in providing the services necessary to print and mail the City's utility bills daily. The utility bills are designed within the Tyler Technologies platform so bill design is not needed by the awarded vendor of this proposal.

It is expected that the vendor(s) will satisfy the following requirements:

1. Weekly bill and notice printing (bill processing) must be available during weekends and holidays. Turnaround time is to be the same day as receipt of billing data files. The City's bill volume is approximately 23,000 utility bills per month.

2. Bar coding for postal mailings and payment stub processing to optimize efficiency and postal cost reductions.

3. Same day insertion and envelope preparation.

4. Same day postage metering.

5. Mailing of utility bills and notices that will insure a next day delivery to City customers with Ormond Beach delivery addresses.

6. Provide generic blank statement paper forms and envelopes until needed or used. To permit flexibility there are no preprinted forms/envelopes involved in the processing.

7. Ability to insert different documents in each envelope based upon predetermined criteria, such as, class of customer, reading cycle and service type.

8. Provide automatic confirmation to the City upon delivery of bills to the U.S. Postal Service. Vendor must maintain CASS certification and address correction/forwarding on behalf of the City.

9. All work shall be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program.

10. Provide programming and bill design services, if required. They will be designed within the Tyler Technologies platform, however, an occasion may require it.

11. Provide immediate live telephone support to the City of Ormond Beach for problem resolution.

III. PROPOSAL REQUIREMENTS

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the utility billing services of the City of Ormond Beach in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Although additional data may be included, the following items must be presented as they represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. The firm should provide an affirmative statement that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor should certify to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

2. Conflict of Interest

The firm shall list, and describe any relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFP. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the proposal.

Additionally, the firm shall give the City written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, it employees or

agents or any of its agencies or component units during the period of the agreement.

3. Qualifications, Capabilities and Experience

a. Qualifications and Experience of the Firm

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high volume clients.

iii. Provide the total number of statements mailed monthly by your firm.

iv. Provide the volume of your three top customers.

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high volume clients.

vi. Comment on other areas which make your firm different from your competitors.

vii. Describe your firm's experience with clients that use **Tyler Technologies Munis** software.

b. Qualifications and Experience of Team and Relationship Services

i. Describe your firm's philosophy regarding account or relationship management.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the

experience of the subcontractor's employees that will provide services to the City.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

c. Document Printing

i. Describe your capability to perform bill processing within the City's required time table, i.e., turnaround time is to be same day.

ii. Describe your printing capability including printing multiple colors.

iii. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

iv. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

v. Describe your capability of printing bar coding for postal mailing and payment processing.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

vii. Describe the type and size of paper and envelope that you can handle.

viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

ix. The vendor must have the ability to be USPS certified approved vendor for NCOA (National Change of Address) processing. Also, a set of return files which include but not limited to the NCOA processing summary report, National Deliverability Index, ACE Address Error Report, CASS Summary Report and NCOA process return codes.

d. Mailing Services

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

iv. Describe your process in handling international addresses.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

vi. Provide the location of the facility where bills will be printed and mailed.

vii. Describe your mailing capability to accommodate one page statement and multiple page statement simultaneously.

viii. Describe your coordination procedures and capability for inserts.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

xi. Describe how you account for the postage used for the City's mailing to be included on the monthly statement detailed by each weekly billing.

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

e. System and Software

i. List the operating system and platforms you will be using to provide proposed services.

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

iii. Describe security procedures for data transfer (e.g. FTP).

iv. Describe routine back-up procedures for your system.

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).

f. Quality Assurance and Customer Support

i. Describe your quality assurance program including designing, printing, and mailing processing.

ii. Explain what happens when a quality issue is recognized and follow-up actions are required.

iii. Describe the hours and days available for product and technical support.

iv. Define support escalation process.

g. Payment

i. Describe the normal payment arrangement between your firm and its customers.

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

h. Confidentiality of Data

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

4. Fees

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

c. Provide your fees for the business tax renewals that are billed several times each year.

d. Include cost savings on not including envelopes on bank draft customers.

5. Other Services and Fees Available

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

6. References

Please list the name, address and telephone number of references from five (5) utility agency clients indicating the services provided, with emphasis on recent similar projects. If applicable, provide

references from clients who are Tyler Technologies Munis customers where the installation has been live and active for a minimum of six months.

VII. PROPOSAL EVALUATION

The evaluation and selection of the proposers will be performed by no less than three (3) City staff members. The following represent the principal selection criteria which will be considered during the evaluation process:

A. Project Approach (10 points)

B. Qualifications and Experience (15 points)

C. Processing Capabilities (15 points)

D. Quality Assurance/Security (15 points)

E. Cost Proposal (30 points)

F. References (15 points)

The maximum points a firm can obtain is 100.

During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make an oral presentation and/or be available for an interview. Such presentation will provide firms with an opportunity to answer any questions the selection committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. All expenses, including travel expenses for interviews shall be borne by the proposer.

REGISTRATION AND INSURANCE REQUIREMENTS FOR VENDOR/CONTRACTOR WORKING ON CITY PROJECTS

Registration Requirements

VENDORS doing business within the City Limits must be registered with the City. Requirements for registering a business are as follows:

Copy of City Business Tax Receipt (where your business is located).
Certificate of Insurance showing General Liability and Workers' Comp (or State Workers' Comp Exemption form).
Application Fee: $25.00 For more information, contact the City's Business Tax Receipt official.

State Certified/Registered Contractors

All registered contractors must be registered with Volusia County. Volusia County Contractor Licensing, 123 W. Indiana Ave., Rm 203, Deland, Fl. 32720 (386) 736-5957 Opt. 2 –(386) 248-8158 Fax. Certified Contractors have the option of registering with Volusia County, or providing information directly to the business tax receipt official.

If you have any questions regarding the above requirements, please contact the business tax receipt official at (386) 676-3370.

EXHIBIT A
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 his 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 form 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, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

Cathedral Corporation
COMPANY NAME

Marianne W. Gaige
AUTHORIZED SIGNATURE

Marianne W. Gaige
NAME

Chairwomen of Board and CEO
TITLE

7/9/2024
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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	Addendum Number
July 3, 2024	2025-01 Addendum 1

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: Cathedral Corporation

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 1500 Tradeport Dr Suite B Orlando, FL 32839

PHONE NO.: 800-852-3174 FAX NO.: None

SUBMITTER'S NAME: Marianne W. Gaige
(Typed or Printed in Ink)

TITLE: Chairwomen of Board and CEO

AUTHORIZED SIGNATURE: I, Marianne W. Gaige hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

City of Ormond Beach

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

1.

[x] 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.

[X] 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.

Cathedral Corporation

COMPANY NAME

Marianne W. Gaige

AUTHORIZED SIGNATURE

Marianne W. Gaige

SIGNER'S NAME (PRINT OR TYPE)

Chairwomen of the Board and CEO

TITLE

7/9/2024

DATE

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

Cathedral Corporation
Company Name

Marianne W. Gaige
Authorized Signature
Marianne W. Gaige
Print Name
Chairwomen of Board and CEO
Title

Exhibit "B"
Consisting of 27 pages

Request for Proposals

RFP #2025-01
Utility Billing Mailing Services

City of Ormond Beach

Submitted:
July 11, 2024

By:
Tom Henderson

Cathedral Corporation

RFP Contact
Cathedral Corporation,
Florida Division
1500 Tradeport Drive
Orlando, FL 32824

Tom Henderson
Cell: (850)612-5747
Email: thenderson@cathedralcorporation.com

Executive Offices:
Cathedral Corporation
Griffiss Technology Park
632 Ellsworth Road
Rome, NY 13441
www.cathedralcorporation.com

Cathedral CORPORATION SINCE 1916

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b. Qualifications and Experience of Team and Relationship Services
c. Document Printing
d. Mailing Services
e. System and Software
f. Quality Assurance and Customer Support
g. Payment
h. Confidentiality of Data

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Conclusion.....26

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 Billing Mailer Services

RFP NUMBER:**2025-01**

RFP OPENING DATE & TIME: **July 11, 2024 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: Cathedral Corporation

PROPOSER'S MAILING ADDRESS: 1500 Tradeport Dr Suite B

CITY-STATE-ZIP: Orlando, FL 32838

F.E.I.N.: 14-0576820

PHONE NUMBER: 850-612-5747 (Tom Henderson)

EMAIL: thendersson@cathedralcorporation.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 Marianne W. Gaige
AUTHORIZED SIGNATURE (MANUAL)

Marianne W. Gaige
NAME (TYPED)

Chairwomen of Board and CEO
TITLE

7/9/2024
DATED

FLORIDA

2024 Florida Annual Resale Certificate for Sales Tax

This Certificate Expires on December 31, 2024

DR-13
R. 10/23

Business Name and Location Address

CATHEDRAL CORPORATION
1500 TRADEPORT DR
ORLANDO, FL 32824-8421

Certificate Number

58-8016694606-1

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property
- Re-rental as tangible personal property
- Resale of services
- Re-rental as commercial real property
- Incorporation into tangible personal property being repaired
- Re-rental as transient rental property
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You **may not** use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

Online: Visit **floridarevenue.com/taxes/certificates**

Phone: 877-357-3725 and enter your customer's Annual Resale Certificate number

Mobile App: Available for iPhone, iPad, and Android devices

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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	Addendum Number
July 3, 2024	2025-01 Addendum 1

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.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

Cathedral Corporation
COMPANY NAME

Marianne W. Gaige
AUTHORIZED SIGNATURE

Marianne W. Gaige
NAME

Chairwomen of Board and CEO
TITLE

7/9/2024
DATE

THIS RESPONSE IS SUBMITTED BY:

COMPANY NAME: Cathedral Corporation

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 1500 Tradeport Dr Suite B Orlando, FL 32839

PHONE NO.: 800-852-3174 FAX NO.: None

SUBMITTER'S NAME: Marianne W. Gaige
(Typed or Printed in Ink)

TITLE: Chairwomen of Board and CEO

AUTHORIZED SIGNATURE: I, Marianne W. Gaige hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

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City of Ormond Beach

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
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Cathedral Corporation

COMPANY NAME

Marianne W. Gaige

AUTHORIZED SIGNATURE

Marianne W. Gaige

SIGNER'S NAME (PRINT OR TYPE)

Chairwomen of the Board and CEO

TITLE

7/9/2024

DATE

THIS PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

Cathedral Corporation
Company Name

Marianne W. Gaige
Authorized Signature
Marianne W. Gaige
Print Name
Chairwomen of Board and CEO
Title

Executive Summary

We are pleased and excited to have this opportunity to respond to this request for proposal for the City of Ormond Beach. Within this letter and the following proposal, we will clearly specify Cathedral Corporation's experience, willingness, understanding and ability to meet the terms, conditions and requirements as defined in this Request for Proposal. Our years of experience and success working with the utility industry, especially within the State of Florida will provide a strong foundation for these projects and we are confident that you will see Cathedral is a competent choice for this critical work.

Cathedral Corporation is a privately owned company that provides high caliber state of the art data processing, laser printing, mailing and electronic presentment services to businesses throughout the United States. We are very proudly celebrating over **108 years** of continuous service. Part of the reason for that success is our complete focus on customer satisfaction and 100% quality output and service. This focus arises out of the type of work that we handle each day; work that mirrors yours in terms of complexity and an absolute requirement for accuracy and timeliness. The vast majority of the documents we produce each day on the business-to-business side of our company are strategic, mission critical documents like yours –statements, bills, checks and vital communications to end customers.

Cathedral specializes in strategic financial communications for banks and credit unions, healthcare providers and insurers, mutual fund and insurance companies, telecommunication and utility companies, and government agencies. Cathedral Corporation's core competencies include data management and application development, high quality laser printing, intelligent and selective inserting, and electronic document presentment. Customer applications include check issuance, statement rendering, bill and notice rendering, and direct mail programs.

Cathedral's business strategy is illustrated by our value proposition; tailored services, special treatment, and true partnership separate us from all other outsourcing companies. Our knowledge and expertise in data processing, unsurpassed quality in the processing, printing and mailing of strategic financial documents, and extraordinary customer support and service have allowed our clients to develop comfort and confidence in our relationship based upon measurable performance.

We are intimately familiar with the nature of the work you outline in your RFP and experienced at bringing on large-scale print production applications and we fully understand the work that is to be performed. We look forward to continuing to work with your team to demonstrate our capabilities in that area.

Independence - Affirmative Statement

Cathedral Corporation has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. In the performance of this contract, no subcontractor or person having such an interest shall be employed. There is no one that has or will have any financial interest under this contract.

Qualifications, Capabilities and Experience

A. Qualifications and Experience of the Firm

As previously mentioned, Cathedral Corporation has been in business for over **108 years** and has been involved with the data management, printing, personalization, and high volume mailing of business documents since the mid-1950s. These services first began as part of the fundraising programs and activities offered by Cathedral's Church Stewardship Division, which serves over 5000 customers nationwide. In 1990, Cathedral expanded its operations to include a wide range of business-to-business communication services.

We are uniquely qualified to provide high quality transactional printing and mailing services to the City of Ormond Beach through our direct experience on several levels. We maintain experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Structure
Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Experience
We have a long history of providing critical, secure technical project development and on-going processing for the public sector and we have created scheduling processes and quality control practices specific to this segment of our business. As a company we provide services to thousands of companies and organizations across the country. From our production locations in New York, Rhode Island, Connecticut and Florida we produce millions of Invoices, Statements and Checks for organizations large and small. A vast majority of our daily work is derived from documents identical to yours. These are vital transactional documents for utilities, municipalities, banks, hospitals and healthcare/insurance companies. These are documents that must be done correctly and delivered on time.

Our expertise and core competence is data management, specifically utilizing data to compose and deliver critical communications for our clients. Cathedral Corporation has successfully implemented numerous projects and conversions utilizing various types of data formats and software, especially in the utility industry. We know and understand the importance of working closely with each client to ensure the data we are receiving appears to be correct based on accuracy checkpoints. The experience we have working with different types of clients has given us the opportunity to have exposure to many types of software applications and file formats.

- Since our first utility, we have grown to manage daily, weekly, and monthly cycles for multiple utility and electric co-op clients throughout the eastern United States, with over half of these being in Florida.
    - *Currently, we print and mail **over 1,000,000 utility bills per month** in the Southeast region*
- ***Core Data Systems*** – We have thorough knowledge of multiple core systems as many of our current clients utilize a variety of them, including ***Tyler Technologies Munis.***

Qualifications, Capabilities and Experience *(continued)*

- We work with **85%** of the counties in Florida with offices that include Electric Co-operative and Utilities, Tax Collectors, Property Appraisers, Supervisor of Elections, Clerk of Courts.

- We provide print mail services for two of 20 largest electric co-ops in United States and three of the 5 largest in the State of Florida.

- We mail between 65 million and 70 million pieces of mail a year to the 8 million plus households in Florida. More than 85% of Florida households are touched by a mailing from Cathedral

- **Security -** Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

  Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.

- **Detached Mail Unit -** Cathedral Corporation is a certified Direct Mail Unit (DMU) in which all of our mail is cleared by an on-site USPS clerk directly into the USPS system, resulting in more efficient turnaround times for mail processing and the ability to have more quality control and hands-on monitoring of your mail directly on-site rather than have to go through the approval and clearance steps at the post office.

B. Qualifications and Experience of Team and Relationship Services

As previously mentioned, Cathedral maintains experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Account Structure
Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Account and Relationship Management
Cathedral Corporation has successfully implemented numerous projects and conversions. We know the questions to ask and the potential pitfalls in implementation and on-going management to deliver on-time accurate documents. We understand it takes the knowledge, expertise, and responsiveness of our entire team to deliver superior service to our clients.

Cathedral operates ***24 hours a day, 7 days a week with employees over 3 shifts***. We are available to our clients with primary and back-up phone numbers in the event we need to be reached outside of the office.

Qualifications, Capabilities and Experience *(continued)*

Upon award of contract, Cathedral will assign a Project Manager to work with the City of Ormond Beach and be their project advisor and primary point of contact during testing, live and on-going work. A back-up Project Manager will also be assigned to provide additional support throughout the term of the project. Cathedral will establish initial meetings and/or conference calls with the Regional Sales Director, Project Manager and Technical staff along with the contacts from the City of Ormond Beach. We will host a strategic planning session with you and our Senior Management team to understand your goals. During these initial meetings, Cathedral will address the schedules, transmission and receipt of data, form design and project point of contacts. Cathedral will also supply a project schedule identifying required deadlines for both testing and live rollout. Schedules are built based on mutually acceptable dates.

Your Cathedral Project Manager communicates via email to our staff through daily structured status reports noting project volumes, critical dates, changes to schedules, materials and postage statuses and itemized project updates. We have a daily production status meeting held with all Project Managers and Supervisors from each department to ensure communication on project changes and key dates. Communication to our clients is handled via phone, through our online Client Center web portal, email and in person. Inventory and postage reports are provided as requested by clients. Cathedral maintains client project documentation onsite including all postal reports and statements.

- ***Project Status and Communication:***
  Cathedral Client Center - An application that is automatically implemented during the onboarding of our clients and included in our services is our online Client Center, which is accessed directly through our web portal homepage. Through this, our clients are able to view project related documents that are posted in addition to electronically approve, hold and/or provide live feedback on project documents and samples. This communication tool is used throughout all departments at Cathedral and automatically advises all of our teams via email notification of any updates to your projects based on your feedback.

Staffing Summaries – *Cathedral will assign specific members from each department upon award of contract.*

Below are brief summaries of some of the key team members that will be specifically involved in supporting the City of Ormond Beach. Each member has experience directly related to the printing and mailing of utility bills as this is a normal day-to-day segment of our business. Additionally, all personnel that will be assigned to City of Ormond Beach projects has thorough knowledge of multiple core systems and file formats as many of our clients utilize a variety of them.

Project Manager

Upon contract award, your Account will be assigned one primary in-house **Project Manager** along with a **back-up Project Manager.** Cathedral Corporation's Project Managers are trained to schedule projects in our production window, review data programming and form layout instructions with our customers and impart this knowledge to our technical staff. Project Managers also proof test and live data samples prior to sending to your contact for approval. They will also monitor materials and postage levels. They interact with our customers and production staff to keep all parties involved in project issues. The Project Managers have maintained our close partnerships with our customers as we have grown and are a critical part of our organization's success.

Qualifications, Capabilities and Experience *(continued)*

Account Administration

Regional Sales Associate

Your account will be managed and supported by an experienced **Regional Sales Director, Tom Henderson** who will be able to meet with you face-to-face and provide you with ongoing support to discuss contract and project specifications, share industry updates, design ideas and support escalation of any issues.

Client Service Manager

In addition to your Project Manager and Regional Sales Director, Cathedral's **Client Services Manager, Christina Hodges** is familiar with all industry projects and timelines and assists in project support and interfacing among the Sales, Project Management, IT, Purchasing and Billing areas to aid in onboarding of clients and responsiveness to client needs.

Technical Support/Data Operations

- Senior IT Analyst
- Applications Developer
- Data Operator
- Supervisor

Overseen by Cathedral Corporation's VP of Product Development, Jeff Standefer oversees and administers company platforms, technology and strategies in support of current and future business needs. This includes hardware, infrastructure, network capacity and growth management, organizational and system security, telecom services, new product development, software and standards compliance.

Cathedral will assign multiple team members from the above department to support the development, implementation and day to day processing of the City of Ormond Beach. Each member will have cross training on your projects and will be able to handle all data and technical operations on an on-going basis. Cathedral Corporation employs extensive technical expertise and depth in key support roles throughout the organization. Data integrity and security are critical components of our clients' processing requirements, and we are structured to support those interests. As an IT solutions provider, Cathedral Corporation staffs, on-site, full networking administration and support personnel, 24 hour data processing, document composition, graphic design, programming, and all levels of data center resources. From the most stringent data transmission and security standards, to custom programming and design capabilities, we are built to supply end to end systems that deliver the highest quality product to our clients with full integrity.

Our IT, development and data operations department members have all been involved in the development, implementation and daily, weekly and monthly processing of our utility clients.

Qualifications, Capabilities and Experience *(continued)*

Additional staff support:

Print Production

Cathedral Corporation's **Production Coordinator, Angelia Samboy** has years of industry and postal experience. Angelia meets throughout the day with department Supervisors ensuring timelines are maintained and notifying internal teams of issues/production concerns. Daily status reporting is provided to internal teams on production progress through departments.

Mail Operations

Cathedral Corporation also has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional**. **Isaac Knight** has over 25 years of industry experience and maintains a relationship with the post office to ensure that Cathedral understands the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Subcontractors

Cathedral Corporation will not be utilizing subcontracts for these services.

Detailed items expected from the City of Ormond Beach to complete the project

- Test Files
- Field identifier (map of data fields as they would print on the page.)
- Mock up or layout of bill and envelopes.
- Graphics – such as customer logos, if printing on the bill.
- Complete list of notice/bill types and any special requirements associated with each type.
- Day-to-day project representatives

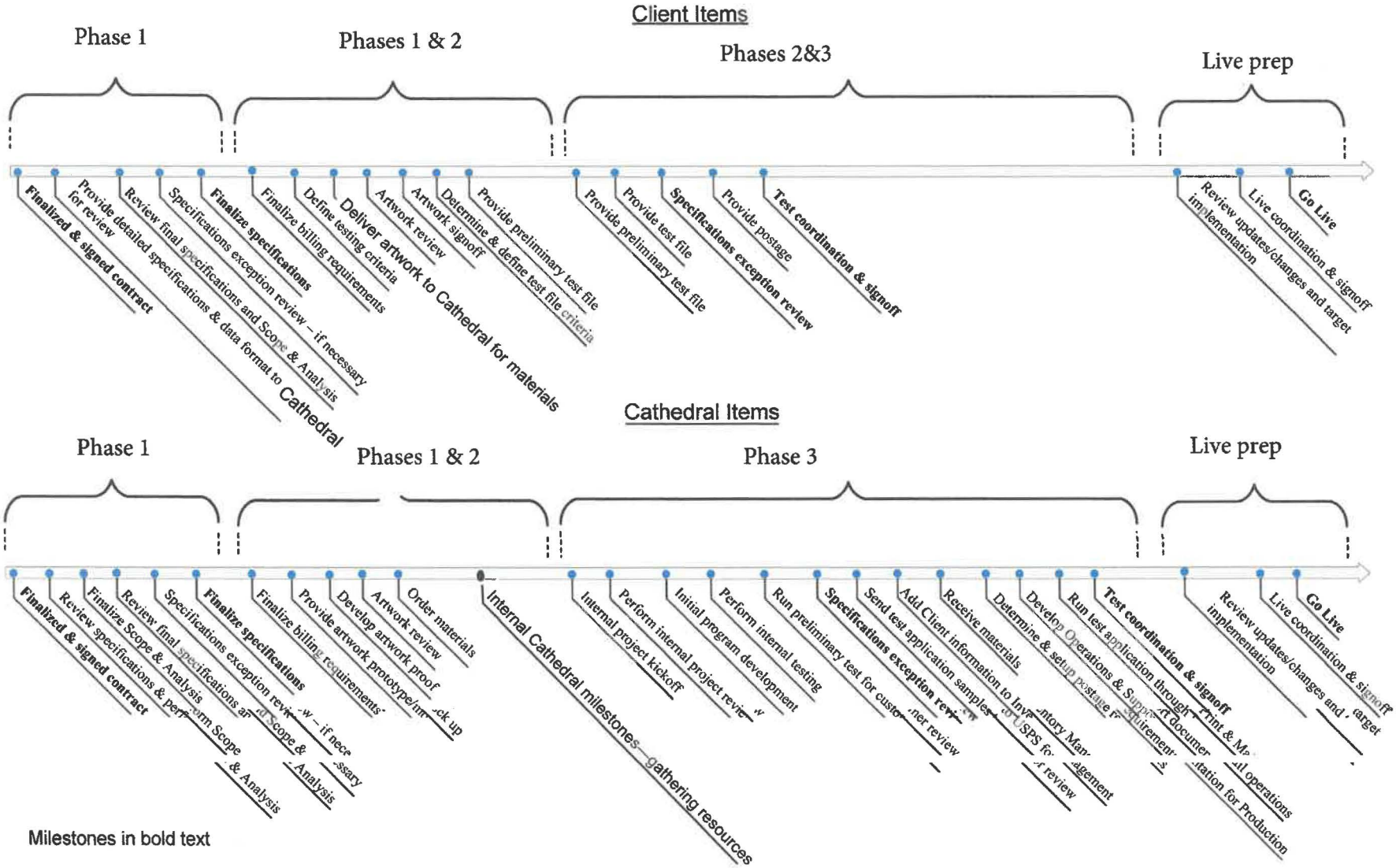
Testing and Live processes

Cathedral will complete a full testing cycle. This includes creating data programs, design layout, printing samples for review by Cathedral and the City of Ormond Beach and testing on all equipment. Live samples are also provided and print production begins once client provides written approval to Cathedral.

Flow Chart – Processing

See the next sheet for a sample Project Implementation flow chart from testing to live.

Cathedral Client Project Work Flow



Qualifications, Capabilities and Experience *(continued)*

C. Document Printing

Cathedral maintains and adheres to service level agreements with our clients. We are very flexible with regard to inbound data files, print files and materials for customers and have full capability to take the City's current data file format, run it through our standard postal process that include CASS and NCOA processing (if applicable) and print and mail. This is a standard norm to our day-to-day processing as we handle this for a number of our current utility clients today.

- ***NCOA and CASS Certification*** - Cathedral Corporation is a USPS approved certified vendor for NCOA (National Change of Address) processing, which includes CASS certification and processing utilizing the software by the USPS. These processes provide standardization of addresses and moved accounts based on USPS records, created IMB barcodes and sorts the mail to achieve the lowest possible automated mailing rates. We will provide a set of return files which include but not limited to the NCOA processing summary report, National Deliverability Index, ACE Address Error Report, CASS Summary Report and NCOA process return codes.

Cathedral Corporation maintains the technology and resources necessary to provide utility bill printing and mailing services for the City of Ormond Beach. We offer a full range of equipment and redundancy capabilities from one site to the other that include print technologies: MICR (for checks), plain black, highlight/spot color, full color and high speed inkjetting. Cathedral also utilizes a combination of intelligent inserters.

- ***Full Color Continuous form printing*** – the advantage with working with Cathedral is we have full equipment and capabilities to print your bills on demand on our **Impika full color continuous high speed printer** with dynamic perfing. This results in **no preprint** and provides the ability for you to make on-demand changes to your bill layout in addition to print variable data in color. We use blank white roll stock and everything is printed at once when in production.

Cathedral will receive the City of Ormond Beach's data files on a daily basis and on an agreed-upon time in order to meet mailing timeframes. All bills and notices will be CASS processed, combined by exact name and address and printed on our full color continuous printer in color and black ink (to match the current samples provided in this RFP). Bills and notices will be printed on 8.5 x 11, 24# blank white stock with a perforation and inserted with a customized #9 return envelope (*when applicable)* into a custom #10 single window outgoing envelope. Any accounts that have the same name and address as well as multiple page accounts will be inserted together into the same envelope. All pieces will be processed and cleared for mailing that same day directly from our Orlando, Florida facility which is a Certified Detached Mail Unit.

Totals Report

The City will receive an email notification advising of the availability of a summary report that includes customized details based on what information the City of Ormond Beach needs. Typically, we provide totals reports that include, but are not limited to volume of bills received, volume of images and packages (envelopes) we have processed and printed for that file, volume of suppressed bills, volume of bills that do not include a return envelope, and a breakdown of total postage costs for that particular mailing. This will be located on our online Client Center web portal. Cathedral will also post PDF samples of bills to our Client Center for review and approval prior to print production.

Qualifications, Capabilities and Experience *(continued)*

D. Mailing Services

Some items requested in this section have been previously mentioned in our response – CASS/NCOA processing, capability to meet mailing timeframes, and ability to accommodate one page and multiple page statements.

All processing, printing and mailing will be managed from our Orlando, FL .

Up-to-date with postal requirements
Cathedral Corporation has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional** who maintains a relationship with the post office to ensure that Cathedral understands and stays abreast with the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Ability to customize bills and notices
It is the rule, rather than the exception for Cathedral to receive special handling instructions for hundreds of packages per day. We have programmed logic for just about every one of our clients where we can customize information based on the contents of the various tags in the data files (i.e. validate bill charge amounts, selective inserting - identify bills that should not include reply envelopes or inserts).

Additionally, in the event where the City needs to re-call, cancel or re-bill certain bills, Cathedral can provide options that best fit the needs of the customers. Through our Client Center web portal, our clients can place the live sign-off/file process on hold to stop live data processing. If data files are bad, we deleted that file from our system and can accept a new data file, reprocess and print the job using the most up to date file. In addition, if production has already been completed and the bills have not been delivered to the USPS, Cathedral can pull the select bills from mailing provided the City gives an account numbers so that we can accurately identify the account that needs to be pulled. If the file has not been processed yet, we can program that particular file to suppress the bill(s) that should not be printed and mailed.

We have a full document development staff on-site that includes programming, composition and design. We can work with you to customize the layout, use, and presentation of elements within your bill. Custom calculations, special handling or the presentation of data elements through graphs and usage charts are just a few examples of how transactional data elements can be customized to fit the needs of our clients.

Postage
Cathedral Corporation will provide you with a monthly postage estimate and invoice before the first mailing. We will create a postage escrow account where the City's postage funds will be drawn from for the mailings. We can provide postage summary reports in addition to the totals reports you get for data in order to see actual amounts used and how much the account will need to be replenished on a monthly basis for upcoming mailings.

Qualifications, Capabilities and Experience *(continued)*

E. System and Software

Operating System and Platforms – Windows Server 2008 R2 and Windows Server 2012 R2
Document Development – Quadient Inspire (Formerly GMC)
Mailing Discount (Presort) – BCC Presort (Formerly Satori Presort)
Address Correction – FirstLogic ACE

While we do not foresee or anticipate any software upgrades in the next few months to a year, Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service. We implement regular technology enhancements that support multiple communication channels so that you can be assured – with the rapid pace of change in technology – that the City of Ormond Beach will be positioned to communicate with your customers via the channel of your choice.

Data Transfer (FTP)
Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City of Ormond Beach will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City of Ormond Beach data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

Cathedral can take virtually any type of file input, including the current PDF file format for the City of Ormond Beach.

Contingency, Redundancy and Disaster Recovery
We operate multiple production facilities: corporate headquarters production facilities are located in Rome, NY (55,000 sq. ft.) with redundant production facilities located in Lincoln, RI (65,000 sq. feet) and Orlando, Florida (90,000 sq. ft.). These facilities are in place to offer business continuity and work flow management for customer applications to ensure they run accurately and on time.

Cathedral Corporation maintains redundant data connection through fiber lines, T1 circuit lines and cable for high speed transmission and real-time failover. Should a circuit or system fail, data transmissions are dynamically routed to another circuit or connection. We offer alternate equipment servers, network and data backup at all locations, which can be utilized by all departments. Cathedral maintains consistent software and hardware licensing and profiles across all divisions within Cathedral as well.

Disaster Recovery
Our Back-up and recovery processes are determined through 2 phases.

First phase - Business Interruption: Business Interruption, as defined by Cathedral is the loss of commercial power or other minor interruption with impacts less than a 48 hour time frame to our facility.

- This could entail an actual loss of commercial power or an anticipated loss of commercial power in the case of an impending severe weather or hurricane. Our first line of defense should we experience a Business Interruption, such as an unexpected loss of power to our facility, is our *onsite Energy Dynamics Power Systems 750 KW generator*, encased in a hospital enclosure. This gives us the capability of providing power to our Orlando facility for 7 days.

- In some instances, there may not be a loss of power. However, there may be the loss of an item or multiple items of equipment. In that instance we provide redundant servers, printers, inserters and folders.

Second phase – Disaster/Recovery (Loss of Primary Facility): If there is a loss of the physical primary facility, **Cathedral Corporation's** multiple locations can serve as our back-up facilities.

F. Quality Assurance and Customer Support

Quality Control and Assurance
Cathedral maintains quality control procedures and processes that impact the on-going production process that should be considered. These are related to Data Processing, Laser printing and inserting and mail processing.

Cathedral has developed a unique approach to the accurate, documented control of all printed items through our plant. This Standard Operating Procedure (SOP) incorporates dual signoffs within departments and additional signoffs across departments as completed work moves through production.

Cathedral accounts for each data item and printed piece through the entire production process. We reconcile at each production step, including data processing, presorting, laser printing, inserting, mailing, and USPS acceptance, with the original data file received from the customer. Each department must accept and sign for the job components received from the preceding department.

Ultimately we reconcile every piece of data sent to us from data processing, through laser printing and mailing, making certain that from the transmitted file into the secure server, to the postal meter on the back of the inserter, all pieces are in balance and accounted for.

This is a 3-way crosscheck; we prove the machine count from the inserter to the human-readable sequence number on the piece to the postal reconciliation on the inserter meter base. All three checks must agree before your mail leaves the facility. The final check is the USPS inspection and acceptance of the mailing cycle into the mail stream in the Cathedral facility.

Qualifications, Capabilities and Experience *(continued)*

Data Transmission and Processing

Beginning with the safe, and secure transmission of data, Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

The data processing phase performed by Cathedral will employ several auditing steps that will accumulate control totals that are used for balancing purposes. The first is the accumulated total bytes of data received by Cathedral that will be matched against the bytes of data that the customer has documented sending to Cathedral. These numbers are then balanced to what is printed and inserted by Cathedral. These numbers will be balanced against the number of statements sent by the customer and a report will be generated.

Laser Printing

During the printing stage, the pages printed will be matched against the number of pages processed in the data processing phase by Cathedral. Each page printed will have a sequence number to enable the print operator to keep all pages in order should there be a paper jam on the printer. We have implemented the use of quality control worksheets by our printer operators for all projects. Quality of address, general detail data, message areas and print quality are all verified. Printer logs with sample pieces are maintained on all projects.

Inserting

Cathedral is the first company in the United States to implement software for integrity checking utilizing the delivery point barcode. The Manager or Supervisor in the Mail Operation department will send the file to the designated Inserter that has been assigned for that job.

On completion of each job an output file is created which includes any pieces that were missing or damaged during the inserting or printing process. This file can then be used to generate reprints more efficiently. The MSM system takes Cathedral to a higher level of integrity. There are occasions where the inserting process will damage some of the material. In these instances, Cathedral has developed a process that enables the timely reprinting of those statements. Our process is not complete until all "damaged" statements are reprinted and mailed by Cathedral. Cathedral maintains daily service and production logs on all mailing equipment within the facility.

Qualifications, Capabilities and Experience *(continued)*

Cathedral has changed it's Mail Operations environments to incorporate **Mail Run Data File (MRDF)** technology. This entails having file-based operations overseeing all mail inserting. File servers are attached to the intelligent mail inserters, and databases on those servers describe all components of each mail item at the component level (sheets for that item as well as all associated inserts). We place 2D optical marks on each sheet of paper for every mail item and the system tracks and verifies the accurate collation and completion of those pieces. Cameras also function at each mail station hopper to capture & verify the correct insertion of all targeted inserts for that mail item. Any variance from the information contained in the database, as well as any opportunity for error (machine stoppages, jams, etc.) causes the pieces involved to be flagged by the system for destruction and reprint. The cycle is marked as incomplete in the control database, and those tagged items are automatically diverted for secure destruction and logging. The corresponding print files for the tagged items are sent into a reprint queue to be reproduced. Once they are reproduced they are loaded to the system and scanned again. At that point, the system marks all items in the file as complete and "closes" closes that cycle.

We understand the stress your organization may go through during a change or conversion. There can be long hours spent ensuring the accurate migration and calculations of your data along with interfacing with multiple points of contact throughout the process. Our goal is to make the process as seamless as possible while offering support of your invoice design needs. As we mentioned before, we are available 24 hours a day, 7 days a week with primary and back-up phone numbers.

Accuracy Standards

If any issues may arise after implementation and the go-live date, Cathedral representatives will notify you immediately when we learn of an issue with an explanation of what the cause is, what the impact is and what steps we are taking to rectify the situation and ensure it doesn't happen again.

Any problems or challenges with production applications are escalated immediately to the departmental supervisors who then involve plant management, customer service account management and I.T. support as needed.

- ***Procedures for Correcting Issues***

  Timeliness is important but without a quality product it means little. Cathedral Corporation has raised the bar in our industry by implementing processes and procedures that have translated to an error-free rate.

  Cathedral Corporation's Quality System incorporates the use of an online interactive corrective action/continuous improvement system. This system is integral in allowing Cathedral to achieve the level of performance demanded at all levels of our organization to meet or exceed Customer Requirements and expectations. Any person in our organization involved in production of your statements is required to open a ***Corrective Action System (CAS)*** report any time an error has been uncovered. Phase I of this report requires the author to provide basic key information, after which the report is saved. Once saved an electronic copy of this report is distributed over our internal network to all senior management from the president and C.O.O. down, as well as to departmental managers, customer service and account managers.

G. Payment

Cathedral Corporation's payment terms are net-30.

Qualifications, Capabilities and Experience *(continued)*

H. Confidentiality of data

Security - Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.

Cathedral Corporation has a robust security program in place to protect customer data. We follow the Philosophy of Least Privilege Use. We segregate our production servers logically and physically from non-authorized users. Perimeter monitoring, Cisco technologies, Fortinet Intrusion Prevention/Intrusion Detection (IPS/IDS), IPSwitch Whatsup Gold Professional, and Beach & Associates Network Monitoring Services are utilized by Cathedral Corporation. All hosts in the DMZ are protected by IPS/IDS. We do not allow pings, and configure all ports closed by default. Cathedral Corporation performs monthly network level vulnerability and penetration scans via a third party, Beach & Associates. Perimeter assessment is performed utilizing Nessus software and PRTG traffic monitoring. Internally we utilize GFI Languard Network Security Scanner for vulnerability scans. These are also run on a monthly basis. Copies of our tests are reviewed by our Manager, Network Services and retained for a one year period. Cathedral Corporation utilizes Checkpoint Pointsec (laptop encryption) and Symantec Endpoint Security (anti-virus, anti-malware) products. WSUS is used for patch management. We have in place Information Sensitivity (classification) and Incident Response Policies.

Network access is granted to employees on a need-to-know basis. Network access and activity is logged and monitored by members of Cathedral Corporation's Network Administration group. User and Departmental access are specifically defined. Normal users are prohibited from modifying permissions. Users have limited access to data based on their need to know to perform their job. Network accounts are locked after 3 unsuccessful log-on attempts. Only IT Administration Personnel can unlock an account. Password complexity is imposed, and user passwords must be changed at a minimum of every 90 days.

Every production job is audited through numerous reconciliation and verification operational steps and signed-off on by multiple personnel throughout our production process. Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations, including the Federal Gramm Leach Bliley Act, and Federal Charter Red Flag rules and the regulations associated with such. Further, Cathedral's process automation applies data retention rules for all projects as to ensure proper archiving and deletion of client data. Files are purged from the system, based on defined retention periods, through automated processing controls. Our online Client Center is also a secure SSL site.

If the City is going to send confidential and proprietary information to Cathedral, we recommend that this information either be uploaded through our SSL Secure FTP site or SSL Secure Client Center, which is only accessible to Cathedral Clients. If communication is going to be sent via email to or from Cathedral, it should not contain any attachments or content that may be confidential or proprietary.

Qualifications, Capabilities and Experience *(continued)*

The following are other technologies and practices to ensure the security throughout our facility:

- **Video Surveillance** – 24/7 video surveillance inside and outside of building
- **Key Card Access** – currently, we utilize a secure building access system. This logs all attempts at entry to secure areas and is monitored in real time by our HR Manager and Network Administrator. Certain high security areas, including server rooms, file storage, and secure client stock storage, are only accessible by Cathedral upper management and the Network Administrator to ensure no unauthorized access occurs. The access cards are issued to all employees. The access capability is different for each employee based on the need to access certain areas. (i.e. Print department cannot access the Data department).
- **Secure Email Filtering** – Cathedral maintains a hosted service for secure inbound email filtering which scans all incoming email and blocks any messages which may be SPAM, virus or malware from being delivered to the end user.
- **Employee Background Checks** – Cathedral performs FDLE background checks on all employees
- **Employee Compliance Training** – Cathedral employees complete IT security and business ethics compliance training annually.
- **E-verify Compliance** – Cathedral completes E-verification on all new hires.
- Onsite secure shredding
- Yearly review of proprietary processing with employees
- Yearly testing of our network security by an outside third party
- Cathedral carries supplemental insurance to mitigate impact of any data breach by a third party.

Fees

Item	Unit Price
Utility Bill Processing – *includes processing, duplex printing, inserting, mailing, and all materials (#9, #10, FLAT envelope if applicable). Includes single and multiple page statements.*	**$0.131 per piece**
Utility Bill Processing without the #9	**$0.106 per piece**
Business Tax Renewal Processing – *includes processing, printing, mailing and all materials*	**$0204. per piece**
Inserting of client supplied inserts	**$0.01 per insert**
Set-up fee	**$0**
Hourly programming services – custom and rush	**$150.00 per hour**
NCOA services	**$0.002 per record**
Indexed PDFs – based on 23,000 bills per month	**$0.015 per image**
Postage	**Pass Through item**

Other Services Available

In addition to our services and capabilities described within this proposal, we also offer the following:

Mail Essentials Mail Tracking - Cathedral Corporation is a full-service USPS customer which allows us to obtain mail delivery information which in turn we share with our clients. This ability to share mail piece delivery information allows our clients to track, predict and view delivery of both incoming and outgoing mail pieces. Utilizing IMB barcodes on mail pieces, the USPS will capture the scans. Our custom mail tracking application has access to the data from the USPS scans which are done at regular intervals during the mailing lifecycle, allowing you to:

- Monitor the mail processing status
- Estimate delivery dates/times
- Identify that a remittance has been mailed
- Make decisions to delay service disconnect dispatches
- Identify when mail pieces have been delivered

Having early knowledge of remittance activity negating service disruption can improve management and customer satisfaction by allowing for more informed service disruption management in addition to avoiding additional print, mail and operational costs. This feature is fully accessible through our client portal. Pricing will be provided for this additional service upon request.

References

1. **SECO – Sumpter Electric CO-OP**
   Contact: Tim Wallace, Manager of Consumer Billing and Accounting
   Address: 301 S US Highway 301 Sumterville, FL 33585
   Phone: 352-569-9614
   Email: tim.wallace@secoenergy.com
   Service Provided: Daily processing, printing and mailing of approximately 130,000 bills per month (regular, final, past due and delinquent notices)

2. **City of Hollywood, Florida Utilities**
   Contact: Alberto Jimenez
   Address: 2600 Hollywood Blvd Room 103 Hollywood, FL 33020
   Phone: 954-921-3933
   Service Provided: Weekly processing, printing and mailing of approximately 40,000 bills per month (regular, final, past due and delinquent)

3. **WREC – Withlacoochee River Electric CO-OP**
   Contact: Jason Fladd
   Address: 14651 21st Street Dade City, FL 33523
   Phone: 352-437-2720
   Email: Jfladd@wrec.net
   Service Provided: daily processing, printing and mailing of approximately 225,000 bills per month.
   Service Dates: 2020-present

4. **City of Gainesville, GA**
   Contact: Renee Ward, Customer Service Manager
   Address: 757 Queen City Parkway SW Gainesville, FL 30501
   Phone: 770-538-2403
   Email: rward@gainesvillega.gov
   Service Provided: Same day processing, printing and mailing of approximately 50,000 bills per month
   Service Dates: 2017-present

5. **City of Altamonte Springs**
   Contact: Lisette Saurez
   Address: 225 Newburyport Ave Altamonte Springs, FL 32701
   Phone: 407-571-8042
   Email: isuarez@altamonte.org
   Service Provided: Processing, printing and mailing of bills.

In Conclusion

Cathedral Corporation is uniquely qualified to provide high quality invoice production and delivery services to the City of Ormond Beach through the company's experience in handling a wide range of billing applications for many companies, and due to our intimate knowledge of municipal billing applications derived from municipal utility clients like you.

- Cathedral is experienced in developing and implementing critical business document solutions for a wide range of financial services applications.
- We are intimately familiar with the needs and requirements of municipal utility organizations – you do not need to teach us your business.
- Cathedral has a proven track record of reliability and accuracy for print and mail applications like yours.
- The flexibility we offer in the customization of systems based on individual objectives and schedules allows us to develop customized solutions that increase value for your external clients, and improve efficiencies for your internal staff.
- Proactive account management assures clear, frequent, and complete communications with you
- Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service.

Thank you for taking the time to review our proposal. We look forward to hearing from you regarding your decision. If there are any questions in the meantime, please do not hesitate to contact me.

Sincerely,

Tom Henderson
Senior Regional Director
Cell: (850) 612-5747
Thenderson@cathedralcorporation.com

RFP Evaluation Summary

Project: Utility Billing Mailer Services

RFP Number: 2025-01

Recommendation of award highlighted

Date & Time: July 23, 2024 9:00 AM

	Firms							
	Infosend Inc				Cathedral Corporation			
The RFP's were scored on the following criteria:	**C.B.**	**S.C.**	**J.L.**	**Totals**	**C.B.**	**S.C.**	**J.L.**	**Totals**
Project Approach - 10 points max	10	10	10	30	10	10	10	30
Qualifications and Experience- 15 points max	12	10	10	32	15	15	15	45
Processing Capabilities- 15 points max	15	14	13	42	15	15	15	45
Quality Assurance/Security - 15 points max	15	15	15	45	15	15	15	45
Cost Proposal - 30 points max	20	25	25	70	27	25	25	77
References - 15 points max	15	12	15	42	15	15	15	45
Totals	87	86	88	261	97	95	95	287
	Rank			2	**Rank**			1

Rob Hart
Purchasing Coordinator

Chris Byle
Assistant Finance Director

Shannon Crotts
Customer Service Supervisor

Jenni Lucio
Utility Billing Specialist

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 Billing Mailer Services

RFP NUMBER:**2025-01**

RFP OPENING DATE & TIME: **July 11**, **2024 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)

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

A. 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.

B. 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.

C. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.

D. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.

E. The City reserves the right to terminate the contract at any time due to the vendor's default under terms of agreement.

F. 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.

G. 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.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

I. INTRODUCTION

The City of Ormond Beach, Florida is requesting proposals from qualified firms to enter into a contractual agreement to provide printing, processing and mailing of the City's utility bills and other necessary literature. A five-year contract is anticipated. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

Deadline for Submission: To be considered, proposals must be received no later than 2:00 p.m., July 11, 2024.

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. **Deadline for question is July 2, 2024 at 5 P.M**. Inquiries received after that time will not be responded to. Answers to inquiries will that warrant attention of all the potential proposers will be distributed in the form of an addendum. Proposers, their agents and associates shall not contact or solicit any City of Ormond Beach employee or official regarding this RFP. Failure to comply with this provision may result in disqualification of the proposer, at the option of the City of Ormond Beach. Only that individual listed as the contact person in the specifications shall be contacted. Please direct written inquiries to:

Rob Hart
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174
Telephone: (386) 676-3223
Fax: (386) 676-3374
Email: rob.hart@ormondbeach.org

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 must receive one (1) original and one (1) electronic pdf format copy on thumb drive no later than the date and time specified above. Submit proposals to: Rob Hart, Purchasing Coordinator, City of Ormond Beach, 22 South Beach Street, First Floor, Room 102, Ormond Beach, Florida, 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, a supplement 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.

II. NATURE OF SERVICES REQUIRED

A. General

It is the intent of the City of Ormond Beach, Florida to award a contract to the successful bidder of this request for proposals to provide printing, processing and mailing of the City's utility bills and other necessary literature. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

B. Background

The City of Ormond Beach is a Florida Municipal Corporation, which operates under a Commission-City Manager form of government. The City Commission is comprised of a mayor and four Commission members. The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission appointed City Manager. The City provides

a comprehensive array of services including police, fire, leisure services, public works, planning and economic development. The City operates a water and sewer system, a stormwater utility, a solid waste utility and a municipal airport.

The City of Ormond Beach is located in Volusia County, along the Atlantic coast of Florida. The City has an estimated population of 43,000 living within an area of approximately 42 square miles.

The City's utility billing and customer information system is currently **Tyler Technologies Munis,** and corporate headquarters is located in Plano, Texas.

- Currently, billing data is processed weekly through batch update process. The production of bill files follows the weekly billing process. After the process is completed, the billing data files are sent via filezilla to the vendor for processing as PDF files. Once the print file is created, the bills and notices are laser printed. Utility bills are currently laser printed in color on 8 ½ x 11 inch paper with a perforation for the tear-off payment stub at the bottom of each page. This payment stub includes an bar code scan line. Each form, for utility billing and notices, is printed in black ink with exception of overdue or delinquent notices which are printed in blue or red ink for identification with each specific message. A sample is provided in Appendix A of the Request for Proposal (RFP). After printing has been completed, bills and notices are folded and inserted with utility-related bill inserts and a return payment envelope into mailing envelopes. Bills and notices are subsequently weighed and processed through a postage meter for mailing through the U.S. Postal Service. In some cases, customer bills may result in multiple pages and must be grouped accordingly for mailing in a single envelope. Must have capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

    - Bill charge amounts in excess of $49,999.99, either credit or debit balance, are validated with City Staff, prior to printing and mailing. Once reviewed and approved for mailing, those identified bills are to be released for production and mailing.

    - Inserts are identified to be included in bill statements based upon predetermined criteria, such as, customer class, area of the City and meter reading cycle.

    - **The process to be designed and conducted in the Tyler Technologies Munis platform will be for weekly billing, however we reserve the right to bill daily if needed.**

- Currently, once each year, the city prepares a file for business tax renewals. These files are prepared separately and follow the print file format currently in use by the utility billing process. This process will not change, but will continue using an electronic file transfer format with generic statement forms with the renewal statement form printed during processing. The volume for each mailing is

approximately 500 – 4,000. These mailings include an insert and return envelope. The renewal statements include a remittance stub similar to the utility bill format. The City uses Tyler Technologies Energov.

C. Scope of Work to be Performed

The City of Ormond Beach is soliciting proposals from vendors interested in providing the services necessary to print and mail the City's utility bills daily. The utility bills are designed within the Tyler Technologies platform so bill design is not needed by the awarded vendor of this proposal.

It is expected that the vendor(s) will satisfy the following requirements:

1. Weekly bill and notice printing (bill processing) must be available during weekends and holidays. Turnaround time is to be the same day as receipt of billing data files. The City's bill volume is approximately 23,000 utility bills per month.

2. Bar coding for postal mailings and payment stub processing to optimize efficiency and postal cost reductions.

3. Same day insertion and envelope preparation.

4. Same day postage metering.

5. Mailing of utility bills and notices that will insure a next day delivery to City customers with Ormond Beach delivery addresses.

6. Provide generic blank statement paper forms and envelopes until needed or used. To permit flexibility there are no preprinted forms/envelopes involved in the processing.

7. Ability to insert different documents in each envelope based upon predetermined criteria, such as, class of customer, reading cycle and service type.

8. Provide automatic confirmation to the City upon delivery of bills to the U.S. Postal Service. Vendor must maintain CASS certification and address correction/forwarding on behalf of the City.

9. All work shall be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program.

10. Provide programming and bill design services, if required. They will be designed within the Tyler Technologies platform, however, an occasion may require it.

11. Provide immediate live telephone support to the City of Ormond Beach for problem resolution.

III. PROPOSAL REQUIREMENTS

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the utility billing services of the City of Ormond Beach in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Although additional data may be included, the following items must be presented as they represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. The firm should provide an affirmative statement that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor should certify to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

2. Conflict of Interest

The firm shall list, and describe any relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFP. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the proposal.

Additionally, the firm shall give the City written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, it employees or

agents or any of its agencies or component units during the period of the agreement.

3. Qualifications, Capabilities and Experience

a. Qualifications and Experience of the Firm

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high volume clients.

iii. Provide the total number of statements mailed monthly by your firm.

iv. Provide the volume of your three top customers.

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high volume clients.

vi. Comment on other areas which make your firm different from your competitors.

vii. Describe your firm's experience with clients that use **Tyler Technologies Munis** software.

b. Qualifications and Experience of Team and Relationship Services

i. Describe your firm's philosophy regarding account or relationship management.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the

experience of the subcontractor's employees that will provide services to the City.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

c. Document Printing

i. Describe your capability to perform bill processing within the City's required time table, i.e., turnaround time is to be same day.

ii. Describe your printing capability including printing multiple colors.

iii. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

iv. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

v. Describe your capability of printing bar coding for postal mailing and payment processing.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

vii. Describe the type and size of paper and envelope that you can handle.

viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

ix. The vendor must have the ability to be USPS certified approved vendor for NCOA (National Change of Address) processing. Also, a set of return files which include but not limited to the NCOA processing summary report, National Deliverability Index, ACE Address Error Report, CASS Summary Report and NCOA process return codes.

d. Mailing Services

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

iv. Describe your process in handling international addresses.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

vi. Provide the location of the facility where bills will be printed and mailed.

vii. Describe your mailing capability to accommodate one page statement and multiple page statement simultaneously.

viii. Describe your coordination procedures and capability for inserts.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

xi. Describe how you account for the postage used for the City's mailing to be included on the monthly statement detailed by each weekly billing.

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

e. System and Software

i. List the operating system and platforms you will be using to provide proposed services.

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

iii. Describe security procedures for data transfer (e.g. FTP).

iv. Describe routine back-up procedures for your system.

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).

f. Quality Assurance and Customer Support

i. Describe your quality assurance program including designing, printing, and mailing processing.

ii. Explain what happens when a quality issue is recognized and follow-up actions are required.

iii. Describe the hours and days available for product and technical support.

iv. Define support escalation process.

g. Payment

i. Describe the normal payment arrangement between your firm and its customers.

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

h. Confidentiality of Data

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

4. Fees

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

c. Provide your fees for the business tax renewals that are billed several times each year.

d. Include cost savings on not including envelopes on bank draft customers.

5. Other Services and Fees Available

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

6. References

Please list the name, address and telephone number of references from five (5) utility agency clients indicating the services provided, with emphasis on recent similar projects. If applicable, provide

references from clients who are Tyler Technologies Munis customers where the installation has been live and active for a minimum of six months.

VII. PROPOSAL EVALUATION

The evaluation and selection of the proposers will be performed by no less than three (3) City staff members. The following represent the principal selection criteria which will be considered during the evaluation process:

A. Project Approach (10 points)

B. Qualifications and Experience (15 points)

C. Processing Capabilities (15 points)

D. Quality Assurance/Security (15 points)

E. Cost Proposal (30 points)

F. References (15 points)

The maximum points a firm can obtain is 100.

During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make an oral presentation and/or be available for an interview. Such presentation will provide firms with an opportunity to answer any questions the selection committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. All expenses, including travel expenses for interviews shall be borne by the proposer.

REGISTRATION AND INSURANCE REQUIREMENTS FOR VENDOR/CONTRACTOR WORKING ON CITY PROJECTS

Registration Requirements

VENDORS doing business within the City Limits must be registered with the City. Requirements for registering a business are as follows:

Copy of City Business Tax Receipt (where your business is located).
Certificate of Insurance showing General Liability and Workers' Comp (or State Workers' Comp Exemption form).
Application Fee: $25.00 For more information, contact the City's Business Tax Receipt official.

State Certified/Registered Contractors

All registered contractors must be registered with Volusia County. Volusia County Contractor Licensing, 123 W. Indiana Ave., Rm 203, Deland, Fl. 32720 (386) 736-5957 Opt. 2 –(386) 248-8158 Fax. Certified Contractors have the option of registering with Volusia County, or providing information directly to the business tax receipt official.

If you have any questions regarding the above requirements, please contact the business tax receipt official at (386) 676-3370.

EXHIBIT A
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 his 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 form 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, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

_____
COMPANY NAME

_____
AUTHORIZED SIGNATURE

_____
NAME

_____
TITLE

_____
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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	Addendum Number
_____	_____
_____	_____
_____	_____

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: _____

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 RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

THIS PAGE <u>MUST</u> BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

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 <u>MUST</u> BE COMPLETED AND RETURNED WITH YOUR PROPOSAL

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
Utility Billing Mailer Services
RFP NO. 2025-01

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.

_____
Company Name

_____
Authorized Signature

_____
Print Name

_____
Title

ADDENDUM NO. 1

July 3, 2024

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum No. 1 to the Invitation to Bid for
RFP 2025-01 Utility Billing Mailer Services

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of bid.

QUESTIONS and ANSWERS

Question 1: Who is your current print and mail provider?

Answer 1: **Cathedral**

Question 2: Are you having any issues with your current vendor?

Answer 2: **No.**

Question 3: Will you be providing PDF's or data files?

Answer 3: **PDFs**

Question 4: Is there a preference for an in-state provider?

Answer 4: **No, but the same time zone is beneficial.**

Question 5: Will you please provide samples of all documents?

Answer 5: **See attached Exhibit A**

Question 6 Please provide a recent invoice for services and materials or the current contracted pricing structure.

Answer 6: **See attached Exhibit B**

Question 7: Will you consider the cost savings of using generic #10 double window envelopes with the cities logo & return address showing through the top of the window?

Answer 7: **Yes**

Question 8: Will you also consider the cost savings of using a window return envelope for your remittance?

Answer 8: **Yes**

Question 9: From the last time this was solicited, please provide the bid tabulation, bids and awarded contract.

Answer 9: **See attached Exhibit C**

Question 10: What is the reason for going out to RFP at this time?

Answer 10: **The current contract expires soon**

Question 11: Are there any service related issues with the current vendor?

Answer 11: **No**

Question 12: Is the City looking for something specific the current vendor does not provide?

Answer 12: **No**

Question13: May we recommend the use of industry standard double window outgoing #10 envelope and #9 reply window envelopes where by the return address, remit address and receipt address through their respective windows? In addition to being the most production efficient these envelopes cost less to produce by eliminating the need to imprint the envelope with a return address and also allow for same-day disaster recovery since they are pre-staged at all 5 of our production facilities around the US.

Answer 13: **Yes**

Question 14: Does the City utilize inserts and will vendors be required to quote inserts for this project at the time of submission? If so may we receive PDF samples or specs of what is to be quoted?

Answer 14: **Yes**

Question 15: What time of day are files sent to the vendor and is there a cut off time in order to ensure same day mailing?

Answer 15: As soon as we are able to process the bills. This can vary based on the number of customers in the bill run. It is typically late morning/early afternoon.

Question 16: Does the City require sample approval prior to each mailing batch?

Answer16: We require acknowledgement that the bill file has been received

Question 17: The RFP states “Turnaround time is to be the same day as receipt of billing data files.” and “Mailing of utility bills and notices that will insure a next day delivery to City customers with Ormond Beach delivery addresses.”. While we can accommodate same-day mailing into our Service Level Agreement and mail from our Florida based production facility, we have no control over how long the USPS takes to deliver mail. Is it the opinion of the City that the vendor (and not the United States Postal Service) would be responsible for a “delay” whereby mail arrives beyond the next day?

Answer 17: No

Question 18: Does the City require or prefer a vendor that can imprint marketing message onto the face of the outgoing #10 envelope?

Answer 18: No

Question 19: Does the City require householding or groupings of utility bills going to the same address and are there any statements that exceed 7 pages? Bills longer than 7 pages will require a 9x12 envelope and hand inserting.

Answer 19: There are no statements that exceed 7 pages

Question 20: What is the desired implementation timeframe for this project or when would the City like to “Go Live”?

Answer 20: 10/01/2024

Question 21: What is the cost per piece that the City is paying to produce a utility bill, not including postage?

Answer 21:

AVERAGE COST PER STATEMENT WITHOUT RETURN ENVELOPE	AVERAGE COST PER STATEMENT WITH RETURN ENVELOPE
0.071299025	0.09

Question 22: With regards to the anticipated "five-year contract" – is it the City's expectation that this contract will have pricing fixed for the entire term or will annual CPI reviews be permitted given the recent inflationary economic environment?

Answer 22: **COST ADJUSTMENTS: No later than June 1, of each contract year, the Contractor may petition the City through the Contract Manager for a rate adjustment to reflect the change in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), All Urban Customers, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding July 1-June 30 period. The maximum increase for any annual period shall be four (4%) percent which will only apply to the future year, increases will not be retroactive. The adjusted rate, if approved shall take effect on October 1, of the year in which approved.**

Any extraordinary cost adjustments requested outside of these parameters may require additional documentation in addition to a presentation being made to City Staff or the City Commission at the requestor's expense.

Question 23: Does the City send out monthly e-bills and if so how many? Is that something we should include in our price proposal?

Answer 23: **Approximately 6,000. No, the city will continue to email those to customers using our Munis billing software**

Question 24: With regards to the performance bond, would this need to be submitted to the City after the project has been awarded or prior to RFP response submission?

Answer 24: **After award**

Question 25: What is the anticipated award date for this project?

Answer 25: August, 2024

Question 26: Does the City require or prefer a vendor with a primary facility based in Florida and multiple back up facilities located out of state and in a regionally diverse manner?

Answer 26: No

Question 27: Is it possible to obtain a PDF copy or scan or the utility bill and notices?

Answer 27: Yes

Question 28: Is it possible to obtain a PDF copy or scan or the outgoing and reply envelopes?

Answer 28: See attached Exhibit D

The foregoing changes are hereby incorporated into the Bidding Requirements and Contract Documents for **RFP 2025-01 Utility Billing Mailer Services,** for the City of Ormond Beach.

END OF ADDENDUM No. 1

CITY OF ORMOND BEACH
22 SOUTH BEACH ST
ORMOND BEACH, FL 32174

UTILITY BILL

CUSTOMER COPY

Keep this copy for your records

Please Pay Bill Online: ormondbeach.org/ub

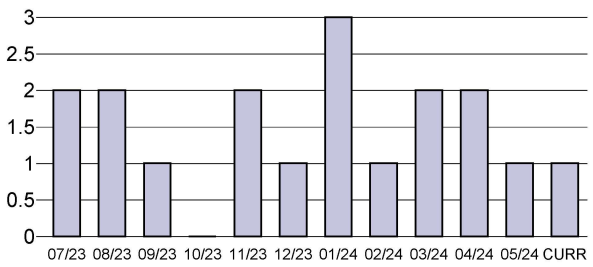
Customer Name	Service Address	Route
[redacted]	[redacted] CIR	1102

Bill Number	Bill Date	Account Number	Customer Number	Current Billing Due Date
[redacted]	06/25/2024	[redacted]	[redacted]	07/19/2024

Meter Number	Previous Read Date	Current Read Date	Previous Reading	Current Reading	Usage (1,000 gals.)
[redacted]	05/21/2024	06/19/2024	39	40	1

Charge Description	Charge Amount
WATER	$17.41
WATER TOTAL	$17.41
SEWER	$21.54
SEWER TOTAL	$21.54
GARBAGE	$24.26
RECYCLING	$6.81
STORMWATER	$7.00
OTHER TOTAL	$38.07

Monthly Usage



For questions regarding your bill:
Mon -- Fri 8 AM - 5 PM
Telephone: (386) 676-3209
After Hours Emergency: (386) 676-3230
Email: customerservice@ormondbeach.org

Total Current Billing	$77.02
Previous Balance	$77.02
Adjustments	$0.00
Less Payments Received	$77.02
Total Due	**$77.02**

The 2023 Water Quality Report is now available at www.ormondbeach.org/ccr. This report contains important information about the source and quality of your drinking water. If you desire a paper copy, please contact Public Works at (386)676-3230

✂ Detach and return the portion below with your payment ✂

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

UTILITY BILL

REMIT PORTION

Please write your Account Number on your check and enclose this portion of bill with your payment.
Please do not staple or fold

Please Pay Bill Online: ormondbeach.org/ub

Service Address	Bill Number	Account Number	Customer Number	Due Date	Amount Due
[redacted] CIR	[redacted]	[redacted]	[redacted]	07/19/2024	**$77.02**

BANK DRAFT - DO NOT PAY

[redacted]
[redacted] CIR
ORMOND BEACH, FL 32174-9117

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

[redacted]

BILLING CYCLE
CITY UTILITY BILLS ARE RENDERED ON A MONTHLY BILLING CYCLE. IF YOU DO NOT RECEIVE YOUR UTILITY BILL, PLEASE CONTACT UTILITY CUSTOMER SERVICES PROMPTLY.

PAYMENT DUE DATES
DUE DATE IS FOR CURRENT CHARGES ONLY. PAST DUE BALANCES ARE DUE IMMEDIATELY AND SERVICE IS SUBJECT TO DISCONNECTION.

LATE PAYMENT CHARGES
A TEN (10%) PERCENT LATE FEE IS CHARGED ON BALANCES NOT PAID WITHIN TWENTY (20) DAYS FROM THE BILLING DATE. APPLICABLE CHARGES WILL APPEAR ON YOUR NEXT BILLING. IF YOUR LATE FEE DATE FALLS ON A WEEK-END OR HOLIDAY, YOUR PAYMENT MUST BE MADE BY THE PRIOR BUSINESS DAY TO PREVENT A LATE FEE CHARGE TO YOUR ACCOUNT

PAYMENTS - WHEN CREDITED
PAYMENTS RECEIVED IN THE FINANCE DEPARTMENT OFFICE PRIOR TO 2PM ARE CREDITED TO YOUR ACCOUNT ON THE SAME DAY. PAYMENTS RECEIVED AFTER 2 PM ARE CREDITED THE FOLLOWING BUSINESS DAY.

PAYMENT DROP BOX
PAYMENTS BY CHECK/MONEY ORDER MAY BE PLACED IN THE CITY'S DRIVE-BY DROP BOX AT CITY HALL, 22 S. BEACH ST. PAYMENTS PLACED IN THE DROP BOX ARE CREDITED TO YOUR ACCOUNT THE FOLLOWING BUSINESS DAY. THE DROP BOX IS LOCATED IN THE DRIVEWAY MEDIAN BEHIND THE FINANCE DEPARTMENT IN THE CITY HALL PARKING LOT.

AUTOMATIC PAYMENT BANK DRAFTING
PAYMENT OF YOUR UTILITY ACCOUNT MAY BE SET UP TO AUTOMATICALLY DRAFT FROM YOUR CHECKING OR SAVINGS ACCOUNT. PAYMENT DRAFT DATES OCCUR APPROXIMATELY TWENTY (20) DAYS FROM THE BILLING DATE. PROGRAM PARTICIPANTS CONTINUE TO RECEIVE A BILL TO INFORM YOU OF THE AMOUNT AND THE DRAFT DATE.
CONTACT UILITY CUSTOMER SERVICES FOR MORE INFORMATION ON HOW TO JOIN THE PROGRAM.

NON-PAY COLLECTION FEE/SERVICE DISCONNECTION
IF YOUR BILL HAS A PRIOR BALANCE, YOUR ACCOUNT IS PAST DUE AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

SERVICES MAY BE DISCONNECTED FOR REASON OF NON-PAYMENT OF UTILITY BILLINGS. SERVICES, ONCE DISCONNECTED, WILL NOT BE RECONNECTED UNTIL ALL OF THE OUTSTANDING BALANCE ON THE ACCOUNT TOGETHER WITH THE COLLECTION CHARGE IS PAID IN FULL. ANY BILL NOT PAID WITHIN THIRTY (30) DAYS OF THE BILLING DATE IS DELINQUENT AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

RECONNECTION CHARGES ARE $15.00 FOR THE HOURS OF 7 AM-4:30 PM, MONDAY THRU FRIDAY. RECONNECTION CHARGES AFTER 4:30 PM AND ON WEEKENDS OR HOLIDAYS ARE $50.00. THERE IS A $15.00 COLLECTION FEE IF A CITY EMPLOYEE ARRIVES AT A SERVICE LOCATION TO EFFECT A DISCONNECTION OF SERVICE AND PAYMENT IS THEN MADE.

ACCOUNT FINALS OR SERVICE TRANSFERS
PLEASE NOTIFY UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, 22 S. BEACH ST., REGARDING ACCOUNT FINALS, SERVICE TRANSFERS, OR TEMPORARY DISCONNECTION OF SERVICES. REMEMBER YOU ARE RESPONSIBLE FOR ALL ACCOUNT CHARGES UNTIL YOU NOTIFY UTILITY CUSTOMER SERVICES.
THERE IS A $15.00 SERVICE CHARGE FOR SERVICE TRANSFERS OR A RETURNING VACATION RECONNECTION.

CHANGE OF MAILING ADDRESS
PLEASE CALL UTILITY CUSTOMER SERVICES OR MAIL YOUR ADDRESS CHANGE REQUEST TO: UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, PO BOX 217, ORMOND BEACH, FL 32175-0217

AFTER HOURS EMERGENCY
THE AFTER HOURS EMERGENCY PHONE NUMBERS ARE 386-676-3230. CALLS TO THIS PHONE NUMBER WHICH REQUIRE A SERVICE CALL TO YOUR HOME WILL RESULT IN A $50.00 SERVICE CHARGE.

RETURNED CHECKS
CHECKS WHICH ARE RETURNED TO THE FINANCE DEPARTMENT DUE TO INSUFFICIENT FUNDS/CLOSED ACCOUNTS WILL RESULT IN A RETURNED CHECK CHARGE IN ACCORDANCE WITH CITY ORDINANCE. RETURNED CHECKS ARE AUTOMATICALLY REDEPOSITED BY THE CITY'S FINANCIAL INSTITUTION. OTHER SERVICE FEES/DISCONNECTION OF SERVICES MAY APPLY TO YOUR ACCOUNT IF YOUR CHECK IS NOT PAID UPON SECOND PRESENTATION.

DEPOSIT ON FILE
THE CITY IS HEREBY GRANTED THE AUTHORITY TO WITHDRAW AND EXPEND ANY DEPOSIT COLLECTED BY THE CITY FROM ANY PERSON FOR THE PROVISION OF WATER AND/OR SEWER SERVICES FOR THE NONPAYMENT OF WATER, SEWER, AND/OR GARBAGE SERVICE CHARGES BY THE PERSON. IF THE CUSTOMER HAS MADE TIMELY PAYMENT OF MONTHLY UTILITY BILLS FOR TWENTY-FOUR (24) CONSECUTIVE MONTHS THE DEPOSIT WILL BE REFUNDED THROUGH A CREDIT TO THE CUSTOMER'S UTILITY ACCOUNT. IF A CUSTOMER'S MONTHLY UTILITY ACCOUNT BECOMES DELINQUENT AFTER THE REFUND OF THE DEPOSIT THE CUSTOMER WILL BE REQUIRED TO REESTABLISH THE WATER/SEWER DEPOSIT AT THE CURRENT RATE.

CITY WEB SITE
VISIT THE CITY'S WEB SITE AT WWW.ORMONDBEACH.ORG FOR INFORMATION ON YOUR COMMUNITY.

ON-LINE SERVICES
YOU CAN VIEW YOUR ACCOUNT INFORMATION, INCLUDING CURRENT AND PAST BILL STATEMENTS, SERVICE SUMMARY COSTS, AND BILLED CONSUMPTION USAGE. YOU CAN ALSO PAY YOU UTILITY ACCOUNT ON-LINE. TO REGISTER VISIT **WWW.ORMONDBEACH.ORG/UB**

Street_____

Apt. P. O. Box_____

City _____

State_____ Zip Code

Phone Number_____

FOR NEIGHBORHOOD IMPROVEMENT INQUIRIES OR CONCERNS ONLY, PLEASE UTILIZE THE PROVIDED QR CODE.

SCAN ME

CITY OF ORMOND BEACH
22 SOUTH BEACH ST
ORMOND BEACH, FL 32174

UTILITY BILL

CUSTOMER COPY

Keep this copy for your records

Please Pay Bill Online: ormondbeach.org/ub

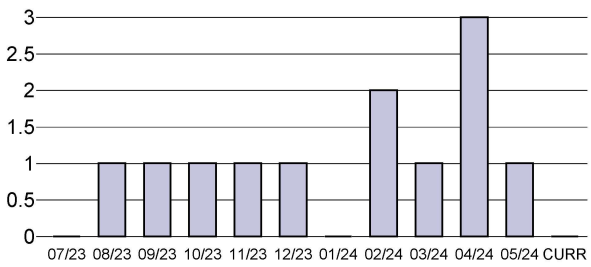
Customer Name	Service Address	Route
[redacted]	[redacted] CIR	1103

Bill Number	Bill Date	Account Number	Customer Number	Current Billing Due Date
[redacted]	06/25/2024	[redacted]	[redacted]	07/19/2024

Meter Number	Previous Read Date	Current Read Date	Previous Reading	Current Reading	Usage (1,000 gals.)
[redacted]	05/22/2024	06/20/2024	137	137	0

Charge Description	Charge Amount
WATER	$17.41
WATER TOTAL	$17.41
SEWER	$21.54
SEWER TOTAL	$21.54
GARBAGE	$24.26
RECYCLING	$6.81
STORMWATER	$7.00
OTHER TOTAL	$38.07

Monthly Usage



For questions regarding your bill:
Mon -- Fri 8 AM - 5 PM
Telephone: (386) 676-3209
After Hours Emergency: (386) 676-3230
Email: customerservice@ormondbeach.org

Late Fee $5.96
INCLUDED IN TOTAL DUE

Total Current Billing	$77.02
Previous Balance	$77.02
Adjustments	$0.00
Less Payments Received	$0.00
Total Due	**$160.00**

Your account has a past due balance and you are subject to disconnection of your service. If your service is disconnected, the past due balance and reconnection fee must be paid prior to restoring service. A bill is not considered paid until payment is received in the office.
The 2023 Water Quality Report is now available at www.ormondbeach.org/ccr. This report contains important information about the source and quality of your drinking water. If you desire a paper copy, please contact Public Works at (386)676-3230

✂ Detach and return the portion below with your payment ✂

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

UTILITY BILL

REMIT PORTION

Please write your Account Number on your check and enclose this portion of bill with your payment.
Please do not staple or fold

Please Pay Bill Online: ormondbeach.org/ub

Service Address	Bill Number	Account Number	Customer Number	Due Date	Amount Due
3 AUCUBA CIR	[redacted]	[redacted]	[redacted]	07/19/2024	**$160.00**

[redacted]
[redacted] CIR
ORMOND BEACH, FL 32174-1494

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

[redacted]

BILLING CYCLE
CITY UTILITY BILLS ARE RENDERED ON A MONTHLY BILLING CYCLE. IF YOU DO NOT RECEIVE YOUR UTILITY BILL, PLEASE CONTACT UTILITY CUSTOMER SERVICES PROMPTLY.

PAYMENT DUE DATES
DUE DATE IS FOR CURRENT CHARGES ONLY. PAST DUE BALANCES ARE DUE IMMEDIATELY AND SERVICE IS SUBJECT TO DISCONNECTION.

LATE PAYMENT CHARGES
A TEN (10%) PERCENT LATE FEE IS CHARGED ON BALANCES NOT PAID WITHIN TWENTY (20) DAYS FROM THE BILLING DATE. APPLICABLE CHARGES WILL APPEAR ON YOUR NEXT BILLING. IF YOUR LATE FEE DATE FALLS ON A WEEK-END OR HOLIDAY, YOUR PAYMENT MUST BE MADE BY THE PRIOR BUSINESS DAY TO PREVENT A LATE FEE CHARGE TO YOUR ACCOUNT

PAYMENTS - WHEN CREDITED
PAYMENTS RECEIVED IN THE FINANCE DEPARTMENT OFFICE PRIOR TO 2PM ARE CREDITED TO YOUR ACCOUNT ON THE SAME DAY. PAYMENTS RECEIVED AFTER 2 PM ARE CREDITED THE FOLLOWING BUSINESS DAY.

PAYMENT DROP BOX
PAYMENTS BY CHECK/MONEY ORDER MAY BE PLACED IN THE CITY'S DRIVE-BY DROP BOX AT CITY HALL, 22 S. BEACH ST. PAYMENTS PLACED IN THE DROP BOX ARE CREDITED TO YOUR ACCOUNT THE FOLLOWING BUSINESS DAY. THE DROP BOX IS LOCATED IN THE DRIVEWAY MEDIAN BEHIND THE FINANCE DEPARTMENT IN THE CITY HALL PARKING LOT.

AUTOMATIC PAYMENT BANK DRAFTING
PAYMENT OF YOUR UTILITY ACCOUNT MAY BE SET UP TO AUTOMATICALLY DRAFT FROM YOUR CHECKING OR SAVINGS ACCOUNT. PAYMENT DRAFT DATES OCCUR APPROXIMATELY TWENTY (20) DAYS FROM THE BILLING DATE. PROGRAM PARTICIPANTS CONTINUE TO RECEIVE A BILL TO INFORM YOU OF THE AMOUNT AND THE DRAFT DATE.
CONTACT UILITY CUSTOMER SERVICES FOR MORE INFORMATION ON HOW TO JOIN THE PROGRAM.

NON-PAY COLLECTION FEE/SERVICE DISCONNECTION
IF YOUR BILL HAS A PRIOR BALANCE, YOUR ACCOUNT IS PAST DUE AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

SERVICES MAY BE DISCONNECTED FOR REASON OF NON-PAYMENT OF UTILITY BILLINGS. SERVICES, ONCE DISCONNECTED, WILL NOT BE RECONNECTED UNTIL ALL OF THE OUTSTANDING BALANCE ON THE ACCOUNT TOGETHER WITH THE COLLECTION CHARGE IS PAID IN FULL. ANY BILL NOT PAID WITHIN THIRTY (30) DAYS OF THE BILLING DATE IS DELINQUENT AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

RECONNECTION CHARGES ARE $15.00 FOR THE HOURS OF 7 AM-4:30 PM, MONDAY THRU FRIDAY. RECONNECTION CHARGES AFTER 4:30 PM AND ON WEEKENDS OR HOLIDAYS ARE $50.00. THERE IS A $15.00 COLLECTION FEE IF A CITY EMPLOYEE ARRIVES AT A SERVICE LOCATION TO EFFECT A DISCONNECTION OF SERVICE AND PAYMENT IS THEN MADE.

ACCOUNT FINALS OR SERVICE TRANSFERS
PLEASE NOTIFY UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, 22 S. BEACH ST., REGARDING ACCOUNT FINALS, SERVICE TRANSFERS, OR TEMPORARY DISCONNECTION OF SERVICES. REMEMBER YOU ARE RESPONSIBLE FOR ALL ACCOUNT CHARGES UNTIL YOU NOTIFY UTILITY CUSTOMER SERVICES.
THERE IS A $15.00 SERVICE CHARGE FOR SERVICE TRANSFERS OR A RETURNING VACATION RECONNECTION.

CHANGE OF MAILING ADDRESS
PLEASE CALL UTILITY CUSTOMER SERVICES OR MAIL YOUR ADDRESS CHANGE REQUEST TO: UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, PO BOX 217, ORMOND BEACH, FL 32175-0217

AFTER HOURS EMERGENCY
THE AFTER HOURS EMERGENCY PHONE NUMBERS ARE 386-676-3230. CALLS TO THIS PHONE NUMBER WHICH REQUIRE A SERVICE CALL TO YOUR HOME WILL RESULT IN A $50.00 SERVICE CHARGE.

RETURNED CHECKS
CHECKS WHICH ARE RETURNED TO THE FINANCE DEPARTMENT DUE TO INSUFFICIENT FUNDS/CLOSED ACCOUNTS WILL RESULT IN A RETURNED CHECK CHARGE IN ACCORDANCE WITH CITY ORDINANCE. RETURNED CHECKS ARE AUTOMATICALLY REDEPOSITED BY THE CITY'S FINANCIAL INSTITUTION. OTHER SERVICE FEES/DISCONNECTION OF SERVICES MAY APPLY TO YOUR ACCOUNT IF YOUR CHECK IS NOT PAID UPON SECOND PRESENTATION.

DEPOSIT ON FILE
THE CITY IS HEREBY GRANTED THE AUTHORITY TO WITHDRAW AND EXPEND ANY DEPOSIT COLLECTED BY THE CITY FROM ANY PERSON FOR THE PROVISION OF WATER AND/OR SEWER SERVICES FOR THE NONPAYMENT OF WATER, SEWER, AND/OR GARBAGE SERVICE CHARGES BY THE PERSON. IF THE CUSTOMER HAS MADE TIMELY PAYMENT OF MONTHLY UTILITY BILLS FOR TWENTY-FOUR (24) CONSECUTIVE MONTHS THE DEPOSIT WILL BE REFUNDED THROUGH A CREDIT TO THE CUSTOMER'S UTILITY ACCOUNT. IF A CUSTOMER'S MONTHLY UTILITY ACCOUNT BECOMES DELINQUENT AFTER THE REFUND OF THE DEPOSIT THE CUSTOMER WILL BE REQUIRED TO REESTABLISH THE WATER/SEWER DEPOSIT AT THE CURRENT RATE.

CITY WEB SITE
VISIT THE CITY'S WEB SITE AT WWW.ORMONDBEACH.ORG FOR INFORMATION ON YOUR COMMUNITY.

ON-LINE SERVICES
YOU CAN VIEW YOUR ACCOUNT INFORMATION, INCLUDING CURRENT AND PAST BILL STATEMENTS, SERVICE SUMMARY COSTS, AND BILLED CONSUMPTION USAGE. YOU CAN ALSO PAY YOU UTILITY ACCOUNT ON-LINE. TO REGISTER VISIT **WWW.ORMONDBEACH.ORG/UB**

Street_____

Apt. P. O. Box_____

City _____

State_____ Zip Code

Phone Number_____

FOR NEIGHBORHOOD IMPROVEMENT INQUIRIES OR CONCERNS ONLY, PLEASE UTILIZE THE PROVIDED QR CODE.

SCAN ME

Cathedral. CORPORATION

Request No. 617154

632 Ellsworth Road
Rome, NY 13441
Phone 1-800 - 698 - 0299

Postage Request

Customer

Name CITY OF ORMOND BEACH
Address
City State ZIP
Phone
Attn: ACCOUNTS PAYABLE

Date 6/17/2024
Acct # 750382
Terms Upon Receipt

Qty	Description	Unit Price	TOTAL
	POSTAGE		
1	UTILITY BILLS JULY	$10,500.00	$10,500.00
	Please remit payment to the above address or send funds using one of the following methods **ACH** ABA # 021000322 Acct # 6061006689 **WIRE** ABA # 0260-0959-3 Acct # 6061006689 ****please include company name & invoice # when sending****		
		SubTotal	$10,500.00
		Total Due	$10,500.00

Shannon Crotts #2728
6/19/2024 PO# 20240066

Scanned to A/P 6/19/2024

Cathedral CORPORATION

INVOICE

1500 Tradeport Drive Suite B
Orlando, Florida 32824

SOLD TO:

750382
CITY OF ORMOND BEACH
ATTN: ROB HART

22 S BEACH ST
ORMOND BEACH, FL 32174

SHIP TO:

CITY OF ORMOND BEACH
ATTN: ROB HART

22 S BEACH ST
ORMOND BEACH, FL 32174

INVOICE NO.	333086
INVOICE DATE	04/30/24
PURCHASE ORDER NO.	0000000000
SALES REP.	ATH TOM HENDERSON
ORDER NO.	70072019
SHIP VIA	UPS SHIPPING
TERMS	NET 30 DAYS

PLEASE DETACH AND RETURN THIS PORTION WITH REMITTANCE

DESCRIPTION	ORDERED/ SHIPPED	U/M	PRICE	EXTENSION
APRIL UTILITY BILLS				
DATA PROCESS DUPLEX PRINT, INSERT WITH #9 ENVELOPE INTO #10 ENVELOPE SEAL, METER, SORT AND MAIL	13788	E	0.0900	1,240.92
DATA PROCESS, DUPLEX PRINT, INSERT INTO #10 ENVELOPE, SEAL, METER, SORT AND MAIL	4821	E	0.0713	343.74
NCOA MOVE 18	19269	E	0.0020	38.54
TOTAL MAILED 18,609				

Please note our NEW ADDRESS for payments:
632 Ellsworth Rd
Rome, New York 13441

PO# 20240066
Shannon Cotts #2728
5/8/2024

INVOICE NO. 333086

TOTAL DUE: $1,623.20

Cathedral CORPORATION
1500 Tradeport Drive
Suite B
Orlando, Florida 32824

Phone:
(407) 351-0232

Toll Free:
(800) 852-3174

Fax:
(407) 363-4586

www.cathedralcorporation.com

A SERVICE CHARGE OF 1% PER MONTH WILL BE ADDED TO YOUR ACCOUNTS NOT PAID WITHIN 30 DAYS (APR. OF 12%)

Scanned to A/P 5/8/2024

750382 City of Ormond Beach
UTILITY BILLS
APRIL 2024

MAIL DATE	ACCOUNTS	NCOA	ACCOUNTS WITHOUT #9 ENVELOPE	ACCOUNTS WITH #9 ENVELOPE	TOTAL MAILED	POSTAGE USED	WORK ORDER	MASTER
04/05/2024	4,952	5,207	1,355	3,597	4,952	$ 2,594.992	70072019	**70072019**
04/12/2024	4,960	5,037	1,186	3,774	4,960	$ 2,531.382	70072454	
04/19/2024	5,030	5,309	1,272	3,758	5,030	$ 2,582.422	70072810	
04/25/2024	3,667	3,716	1,008	2,659	3,667	$ 1,871.222	70073090	
	18,609	**19,269**	**4,821**	**13,788**	**18,609**	**$ 9,580.018**		

United States Postal Service
POSTAGE STATEMENT -- First-Class Mail and USPS Ground Advantage

Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)

Use this form for First-Class Mail and USPS Ground Advantage

Mailer

Entry Point: (1) SCF-ORLANDO, ORLANDO, FL 32862-8400
Segment: (1) 1 Ounce
Presort: (1) 1C, Letter Trays on Pallets ATM (DMM 705.8)

Permit Holder Name, Address, Email	Telephone	Mailing Agent (If other than permit holder) Name, Address	Telephone	Mail Owner (If other than permit holder) Name, Address
Cathedral Corporation 6851 TPC Drive Orlando FL 32822-5142 328225142 EPS Cust. Ref. No. CRID 5033936	407-351-0232	Cathedral Corporation 6851 TPC Drive Orlando Fl, 32822-5142 CRID 5033936	407-351-0232	City of Ormond Beach Utilities 22 South Beach Street Ormond Beach, FL 32174-6386 CRID 20898618

Mailing

Post Office of Mailing	Fed Agency Cost Code	Statement Sequence No.	No. and type of Containers
Orlando FL 32862-8400		0001	0 -Sacks 1 -1' Ltr Trays 10 -2' Ltr Trays 0 -EMM Ltr Trays 11 -TTL Ltr Trays 0 -Flat Trays 1 -Pallets 0 -Other

Mailer's Mailing Date	Permit No.	Combined Mailing	Weight of a Single Pc	Total Pieces
9/25/24	981	[ ] Single Class	0.0625 pounds	4868

Type of Postage	Processing Category	Total Weight
[ ]Permit Imprint [ ]Precanceled Stamps [X]Metered	[X]Letters [ ]Flats [ ]Parcels	304.2500

Parcels Only Hold for Pickup (HFPU) No. of Pieces | For Mail Enclosed within Another Class [ ]Periodicals [ ]Marketing Mail [ ]Bound Printed Matter [ ]Library Mail [ ]Media Mail

Cust Generated Electronic Lbls [ ]SigCon | For Auto Price Pieces, Enter Date of Address Matching and Coding 9/25/24

Move Update Method: [ ]Ancillary Service Endorsement [X]NCOA Link [ ]ACS [ ]Alternative method [ ]Multiple [ ]n/a Alternative Address Format [ ]OneCode ACS | SSF Transaction ID

Letter or flat-size mailpieces contain: [ ] Round Trip ONLY: One DVD/CD or other disk.
This is a Political Campaign Mailing Yes [ ] No [X]
This is Official Election Mail Yes [ ] No [X]

Postage

Parts Completed (Select all that apply): [X]A [ ]B [ ]C [ ]D [ ]S [ ]NSA

1	Subtotal Postage (Add parts totals)		$ 2513.872
2	Price at Which Postage Affixed (Check one). [ ]Correct [X]Lowest [ ]Neither. Complete if mailing includes pieces bearing metered/PC Postage.	4868 pcs. x $ 0.504 = Postage Affixed	- $ 2453.472
3	Incentive/Discount Flat Dollar Amount		- $
4	Fee Flat Dollar Amount		+ $
5	Permit No.	Net Postage Due (Line 1 +/- Lines 2,3,4)	$ 60.400

USPS Use Only

Additional Postage Payment (State reason)	
For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. Total Adjusted Postage Affixed	$
Postmaster: Report Total Postage in AIC 121 Total Adjusted First-Class Mail Postage Permit Imprint	$
Postmaster: Report Total Postage in AIC 150 Total Adjusted USPS Ground Advantage Postage Permit Imprint	$

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
Reid	Reid	407-351-0232

USPS Use Only - To be completed in non-PostalOne! sites

Weight of a Single Piece __ __.__ __ __ __ pounds	Are postage figures at left adjusted from mailer's entries? [ ] Yes [ ] No If yes, reason:	Round Stamp (Required) Payment Date
Total Pieces / Total Weight		
Total Postage		
Presort Verification Performed? (If required) [ ]Yes [ ]No		
I CERTIFY that this mailing has been inspected for each item below if required: (1) eligibility for postage prices claimed; (2) proper preparation (and presort where req.); (3) proper completion of postage statement;	Date Mailer Notified / Contact	

First-Class Mail — 1 oz. Pieces

Part A--Automation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
Postcards (eligible for postcard price)						
A1 5-Digit	0.357					
A2 AADC	0.378					
A3 Mixed AADC	0.390					
Letters						
A4 5-Digit	0.507	3748	1900.2360	11.2440		1888.9920
A5 AADC	0.547	470	257.0900	1.4100		255.6800
A6 Mixed AADC	0.571	650	371.1500	1.9500		369.2000
Flats						
A7 5-Digit	0.841					
A8 3-Digit	1.047					
A9 ADC	1.108					
A10 Mixed ADC	1.244					

*May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

A11 — Part A Total (Add lines A1-A10) | $ 2513.8720

Full Service Intelligent Mail Option

A12 DISPLAY ONLY	Postcards - Number of Pieces that Comply		x 0.003 =	
A13 DISPLAY ONLY	Letters - Number of Pieces that Comply	4868	x 0.003 =	14.6040
A14 DISPLAY ONLY	Flats - Number of Pieces that Comply		x 0.003 =	

Part B--Nonautomation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
Postcards (eligible for postcard price)						
B1 Presorted	0.406					
B2 Single-Piece	0.530					
Machinable Letters						
B3 AADC	0.553					
B4 Mixed AADC	0.586					
B5 Residual From First-Class Mail Mailing (includes up to 1 oz. and between 1 oz. and 3.5 oz.)	0.680					
B6 Nonpresorted/Single-Piece*	0.640					
B7 Single-Piece From USPS Marketing Mail Mailing						
Nonmachinable Letters						
B8 5-Digit	0.716					
B9 3-Digit	0.823					
B10 Mixed ADC	0.943					
B11 Nonpresorted/Single-Piece*	0.640					
B12 Single-Piece From USPS Marketing Mail Mailing						
B13 Nonmachinable Surcharge** (for single pc letters)	0.440					
Flats						
B14 Presorted	1.300					
B15 Single-Piece	1.390					
B16 Single-Piece From USPS Marketing Mail Mailing						
Permit Reply Mail						
B17 Single-Piece Letters (1 oz. or less)						
B18 Single-Piece Letters (over 1 oz. to 3.5 oz.)						
B19 Single-Piece Flats (1 oz. or less)						
B20 Single-Piece Flats (over 1 oz. to 13 oz.)						

*First-Class Mail metered letter price
**Only on FCM letters with one or more nonmachinable characteristics

B21 — Part B Total (Add lines B1-B20) | $

PS Form 3600-FCM, January 2024 (Page 2 of 2) Facsimile

per month

44 x 46 = 24.44

88 x 11 = 9.68

1.55 x 21 = 32.55

United States Postal Service
POSTAGE STATEMENT -- First-Class Mail and USPS Ground Advantage

Use this form for First-Class Mail and USPS Ground Advantage

Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)

Mailer

Entry Point: (1) SCF-ORLANDO, ORLANDO, FL 32862-8400
Segment: (1) 1 Ounce
Presort: (1) IC, Letter Trays on Pallets ATM (DMM 705.8)

Permit Holder Name, Address, Email	Telephone	Mailing Agent (If other than permit holder) Name, Address	Telephone	Mail Owner (If other than permit holder) Name, Address
Cathedral Corporation 6851 TPC Drive Orlando FL 32822-5142 328225142 EPS Cust. Ref. No. CRID 5033936	407-351-0232	Cathedral Corporation 6851 TPC Drive Orlando Fl, 32822-5142 CRID 5033936	407-351-0232	City of Ormond Beach Utilities 22 South Beach Street Ormond Beach, FL 32174-6386 CRID 20898618 Unlisted

Mailing

Post Office of Mailing	Fed Agency Cost Code	Statement Sequence No.	No. and type of Containers
Orlando FL 32862-8400		0001	0 -Sacks 1 -1' Ltr Trays 11 -2' Ltr Trays 0 -EMM Ltr Trays 12 -TTL Ltr Trays 0 -Flat Trays 1 -Pallets 0 -Other

Mailer's Mailing Date	Permit No.	Combined Mailing	Weight of a Single Pc	Total Pieces
4/18/24	981	[ ] Single Class	0.0625 pounds	4940

Type of Postage	Processing Category	Total Weight
[ ]Permit Imprint [ ]Precanceled Stamps [X]Metered	[X]Letters [ ]Flats [ ]Parcels	308.7500

Parcels Only Hold for Pickup (HFPU) No. of Pieces | For Mail Enclosed within Another Class [ ]Periodicals [ ]Marketing Mail [ ]Bound Printed Matter [ ]Library Mail [ ]Media Mail

Cust Generated Electronic Lbls [ ]SigCon | For Auto Price Pieces, Enter Date of Address Matching and Coding 2/28/24

Move Update Method: [ ]Ancillary Service Endorsement [X]NCOA Link [ ]ACS [ ]Alternative method [ ]Multiple [ ]n/a Alternative Address Format [ ]OneCode ACS | SSF Transaction ID

Letter or flat-size mailpieces contain:
[ ] Round Trip ONLY: One DVD/CD or other disk.

This is a Political Campaign Mailing Yes [ ] No [X]
This is Official Election Mail Yes [ ] No [X]

Postage

Parts Completed (Select all that apply): [X]A [ ]B [ ]C [ ]D [ ]S [ ]NSA

1	Subtotal Postage (Add parts totals)		$ 2516.952
2	Price at Which Postage Affixed (Check one). [ ]Correct [X]Lowest [ ]Neither Complete if mailing includes pieces bearing metered/PC Postage.	4940 pcs. x $ 0.504 = Postage Affixed	- $ 2489.760
3	Incentive/Discount Flat Dollar Amount		- $
4	Fee Flat Dollar Amount		+ $
5	Permit No.	Net Postage Due (Line 1 +/- Lines 2,3,4)	$ 27.192

USPS Use Only

Additional Postage Payment (State reason)

For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. Total Adjusted Postage Affixed $

Postmaster: Report Total Postage in AIC 121 Total Adjusted First-Class Mail Postage Permit Imprint $

Postmaster: Report Total Postage in AIC 150 Total Adjusted USPS Ground Advantage Postage Permit Imprint $

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
Dello	Dello	407-351-0232

USPS Use Only - To be completed in non-PostalOne! sites

Weight of a Single Piece __ __.__ __ __ __ pounds

Total Pieces | Total Weight

Total Postage

Presort Verification Performed? (If required) [ ]Yes [ ]No

I CERTIFY that this mailing has been inspected for each item below if required:
(1) eligibility for postage prices claimed;
(2) proper preparation (and presort where req.);
(3) proper completion of postage statement;

Are postage figures at left adjusted from mailer's entries? [ ] Yes [ ] No If yes, reason:

Date Mailer Notified | Contact

Round Stamp (Required)
Payment Date

First-Class Mail — 1 oz. Pieces

Part A--Automation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
Postcards (eligible for postcard price)						
A1 5-Digit	0.357					
A2 AADC	0.378					
A3 Mixed AADC	0.390					
Letters						
A4 5-Digit	0.507	4436	2249.0520	13.3080		2235.7440
A5 AADC	0.547	211	115.4170	0.6330		114.7840
A6 Mixed AADC	0.571	293	167.3030	0.8790		166.4240
Flats						
A7 5-Digit	0.841					
A8 3-Digit	1.047					
A9 ADC	1.108					
A10 Mixed ADC	1.244					

*May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

A11 — Part A Total (Add lines A1-A10) | $ 2516.9520

Full Service Intelligent Mail Option

A12 DISPLAY ONLY	Postcards - Number of Pieces that Comply		X 0.003 =		
A13 DISPLAY ONLY	Letters - Number of Pieces that Comply	4940	X 0.003 =		14.8200
A14 DISPLAY ONLY	Flats - Number of Pieces that Comply		X 0.003 =		

Part B--Nonautomation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
Postcards (eligible for postcard price)						
B1 Presorted	0.406					
B2 Single-Piece	0.530					
Machinable Letters						
B3 AADC	0.553					
B4 Mixed AADC	0.586					
B5 Residual From First-Class Mail Mailing (includes up to 1 oz. and between 1 oz. and 3.5 oz.)	0.680					
B6 Nonpresorted/Single-Piece*	0.640					
B7 Single-Piece From USPS Marketing Mail Mailing						
Nonmachinable Letters						
B8 5-Digit	0.716					
B9 3-Digit	0.823					
B10 Mixed ADC	0.943					
B11 Nonpresorted/Single-Piece*	0.640					
B12 Single-Piece From USPS Marketing Mail Mailing						
B13 Nonmachinable Surcharge** (for single pc letters)	0.440					
Flats						
B14 Presorted	1.300					
B15 Single-Piece	1.390					
B16 Single-Piece From USPS Marketing Mail Mailing						
Permit Reply Mail						
B17 Single-Piece Letters (1 oz. or less)						
B18 Single-Piece Letters (over 1 oz. to 3.5 oz.)						
B19 Single-Piece Flats (1 oz. or less)						
B20 Single-Piece Flats (over 1 oz. to 13 oz.)						

*First-Class Mail metered letter price
**Only on FCM letters with one or more nonmachinable characteristics

B21 — Part B Total (Add lines B1-B20) | $

PS Form 3600-FCM, January 2024 (Page 2 of 2) Facsimile

plus nonprofit

4 4 1 6 = 10.24

8 8 1 3 2 2.44

1 5 5 + 1 2 = 1.55

United States Postal Service
POSTAGE STATEMENT -- First-Class Mail and USPS Ground Advantage

Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)

Use this form for First-Class Mail and USPS Ground Advantage

Mailer

Entry Point: (1) SCF-ORLANDO, ORLANDO, FL 32862-8400
Segment: (1) 1 Ounce
Presort: (1) 1C, Letter Trays on Pallets ATM (DMM 705.8)

Permit Holder Name, Address, Email	Telephone	Mailing Agent (If other than permit holder) Name, Address	Telephone	Mail Owner (If other than permit holder) Name, Address
Cathedral Corporation 6851 TPC Drive Orlando FL 32822-5142 328225142 EPS Cust. Ref. No. CRID 5033936	407-351-0232	Cathedral Corporation 6851 TPC Drive Orlando Fl, 32822-5142 CRID 5033936	407-351-0232	City of Ormond Beach Utilities 22 South Beach Street Ormond Beach, FL 32174-6386 CRID 20898618 ua4

Mailing

Post Office of Mailing	Fed Agency Cost Code	Statement Sequence No.	No. and type of Containers
Orlando FL 32862-8400		0001	0 -Sacks 0 -1' Ltr Trays 11 -2' Ltr Trays 0 -EMM Ltr Tray 11 -TTL Ltr Tray 0 -Flat Trays 1 -Pallets 0 -Other

Mailer's Mailing Date	Permit No.	Combined Mailing	Weight of a Single Pc	Total Pieces
2/26/24	981	[ ] Single Class	0.0625 pounds	4987

Type of Postage	Processing Category	Total Weight
[ ]Permit Imprint [ ]Precanceled Stamps [X]Metered	[X]Letters [ ]Flats [ ]Parcels	311.6875

Parcels Only Hold for Pickup (HFPU) No. of Pieces | For Mail Enclosed within Another Class [ ]Periodicals [ ]Marketing Mail [ ]Bound Printed Matter [ ]Library Mail [ ]Media Mail

Cust Generated Electronic Lbls [ ]SigCon | For Auto Price Pieces, Enter Date of Address Matching and Coding 2/26/24

Move Update Method: [ ]Ancillary Service Endorsement [X]NCOA Link [ ]ACS [ ]Alternative method [ ]Multiple [ ]n/a Alternative Address Format [ ]OneCode ACS | SSF Transaction ID

Letter or flat-size mailpieces contain:
[ ] Round Trip ONLY: One DVD/CD or other disk.

This is a Political Campaign Mailing Yes [ ] No [X]
This is Official Election Mail Yes [ ] No [X]

Postage

Parts Completed (Select all that apply): [X]A [ ]B [ ]C [ ]D [ ]S [ ]NSA

1	Subtotal Postage (Add parts totals)		$ 2544.112
2	Price at Which Postage Affixed (Check one). [ ]Correct [X]Lowest [ ]Neither Complete if mailing includes pieces bearing metered/PC Postage.	4987 pcs. x $ 0.504 = Postage Affixed	- $ 2513.448
3	Incentive/Discount Flat Dollar Amount		- $
4	Fee Flat Dollar Amount		+ $
5	Permit No. | Net Postage Due (Line 1 +/- Lines 2,3,4)		$ 30.664

USPS Use Only

Additional Postage Payment (State reason)

For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. Total Adjusted Postage Affixed $

Postmaster: Report Total Postage in AIC 121 Total Adjusted First-Class Mail Postage Permit Imprint $

Postmaster: Report Total Postage in AIC 150 Total Adjusted USPS Ground Advantage Postage Permit Imprint $

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
Neil R	Neil R	407-351-0232

USPS Use Only - To be completed in non-PostalOne! sites

Weight of a Single Piece __ __.__ __ __ __ pounds

Total Pieces	Total Weight

Total Postage

Presort Verification Performed? (If required) [ ]Yes [ ]No

I CERTIFY that this mailing has been inspected for each item below if required:
(1) eligibility for postage prices claimed;
(2) proper preparation (and presort where req.);
(3) proper completion of postage statement;

Are postage figures at left adjusted from mailer's entries? [ ] Yes [ ] No If yes, reason:

Date Mailer Notified	Contact

Round Stamp (Required)
Payment Date

First-Class Mail — 1 oz. Pieces

Part A--Automation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
Postcards (eligible for postcard price)						
A1 5-Digit	0.357					
A2 AADC	0.378					
A3 Mixed AADC	0.390					
Letters						
A4 5-Digit	0.507	4401	2231.3070	13.2030		2218.1040
A5 AADC	0.547	285	155.8950	0.8550		155.0400
A6 Mixed AADC	0.571	301	171.8710	0.9030		170.9680
Flats						
A7 5-Digit	0.841					
A8 3-Digit	1.047					
A9 ADC	1.108					
A10 Mixed ADC	1.244					

*May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

A11 — Part A Total (Add lines A1-A10) | $ 2544.1120

Full Service Intelligent Mail Option

A12 DISPLAY ONLY	Postcards - Number of Pieces that Comply		X 0.003 =		
A13 DISPLAY ONLY	Letters - Number of Pieces that Comply	4987	X 0.003 =		14.9610
A14 DISPLAY ONLY	Flats - Number of Pieces that Comply		X 0.003 =		

Part B--Nonautomation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
Postcards (eligible for postcard price)						
B1 Presorted	0.406					
B2 Single-Piece	0.530					
Machinable Letters						
B3 AADC	0.553					
B4 Mixed AADC	0.586					
B5 Residual	0.680					
From First-Class Mail Mailing (includes up to 1 oz. and between 1 oz. and 3.5 oz.)						
B6 Nonpresorted/Single-Piece*	0.640					
B7 Single-Piece From USPS Marketing Mail Mailing						
Nonmachinable Letters						
B8 5-Digit	0.716					
B9 3-Digit	0.823					
B10 Mixed ADC	0.943					
B11 Nonpresorted/Single-Piece*	0.640					
B12 Single-Piece From USPS Marketing Mail Mailing						
B13 Nonmachinable Surcharge** (for single pc letters)	0.440					
Flats						
B14 Presorted	1.300					
B15 Single-Piece	1.390					
B16 Single-Piece From USPS Marketing Mail Mailing						
Permit Reply Mail						
B17 Single-Piece Letters (1 oz. or less)						
B18 Single-Piece Letters (over 1 oz. to 3.5 oz.)						
B19 Single-Piece Flats (1 oz. or less)						
B20 Single-Piece Flats (over 1 oz. to 13 oz.)						

*First-Class Mail metered letter price
**Only on FCM letters with one or more nonmachinable characteristics

B21 — Part B Total (Add lines B1-B20) | $

PS Form 3600-FCM, January 2024 (Page 2 of 2) Facsimile

plus nonsort
.44 x 28 = 17.92
.826 = 5.28
1.55 x 2 = 3.10

United States Postal Service
POSTAGE STATEMENT -- First-Class Mail and USPS Ground Advantage

Post Office: Note Mail Arrival Date & Time (Do Not Round Stamp)

Use this form for First-Class Mail and USPS Ground Advantage

Mailer

Entry Point: (1) SCF-ORLANDO, ORLANDO, FL 32862-8400
Segment: (1) 1 Ounce
Presort: (1) 1C, Letter Trays on Pallets ATM (DMM 705.8)

Permit Holder Name, Address, Email	Telephone	Mailing Agent (If other than permit holder) Name, Address	Telephone	Mail Owner (If other than permit holder) Name, Address
Cathedral Corporation 6851 TPC Drive Orlando FL 32822-5142 328225142 EPS Cust. Ref. No.	407-351-0232	Cathedral Corporation 6851 TPC Drive Orlando Fl, 32822-5142	407-351-0232	City of Ormond Beach Utilities 22 South Beach Street Ormond Beach, FL 32174-6386
CRID 5033936		CRID 5033936		CRID 20898618 Utility

Mailing

Post Office of Mailing	Fed Agency Cost Code	Statement Sequence No.	No. and type of Containers
Orlando FL 32862-8400		0001	

Mailer's Mailing Date	Permit No.	Combined Mailing	Weight of a Single Pc	Total Pieces	
4/26/24	981	[ ] Single Class	0.0625 pounds	3639	0 -Sacks 2 -1' Ltr Trays 7 -2' Ltr Trays 0 -EMM Ltr Trays 9 -TTL Ltr Trays 0 -Flat Trays 1 -Pallets 0 -Other

Type of Postage	Processing Category	Total Weight
[ ]Permit Imprint [ ]Precanceled Stamps [X]Metered	[X]Letters [ ]Flats [ ]Parcels	227.4375

Parcels Only Hold for Pickup (HFPU) No. of Pieces | For Mail Enclosed within Another Class [ ]Periodicals [ ]Marketing Mail [ ]Bound Printed Matter [ ]Library Mail [ ]Media Mail

Cust Generated Electronic Lbls [ ]SigCon | For Auto Price Pieces, Enter Date of Address Matching and Coding 3/28/24

Move Update Method: [ ]Ancillary Service Endorsement [X]NCOA Link [ ]ACS [ ]Alternative method [ ]Multiple [ ]n/a Alternative Address Format [ ]OneCode ACS | SSF Transaction ID

Letter or flat-size mailpieces contain:
[ ] Round Trip ONLY: One DVD/CD or other disk.

This is a Political Campaign Mailing Yes [ ] No [X]
This is Official Election Mail Yes [ ] No [X]

Postage

Parts Completed (Select all that apply): [X]A [ ]B [ ]C [ ]D [ ]S [ ]NSA

1	Subtotal Postage (Add parts totals)		$ 1848.032
2	Price at Which Postage Affixed (Check one). [ ]Correct [X]Lowest [ ]Neither Complete if mailing includes pieces bearing metered/PC Postage.	3639 pcs. x $ 0.504 = Postage Affixed	- $ 1834.056
3	Incentive/Discount Flat Dollar Amount		- $
4	Fee Flat Dollar Amount		+ $
5	Permit No. Net Postage Due (Line 1 +/- Lines 2,3,4)		$ 13.976

USPS Use Only

Additional Postage Payment (State reason)	
For postage affixed, add additional payment to net postage due; for permit imprint, add additional payment to total postage. Total Adjusted Postage Affixed	$
Postmaster: Report Total Postage in AIC 121 Total Adjusted First-Class Mail Postage Permit Imprint	$
Postmaster: Report Total Postage in AIC 150 Total Adjusted USPS Ground Advantage Postage Permit Imprint	$

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any deficiencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
Reed	Reed	407-351-0232

USPS Use Only - To be completed in non-PostalOne! sites

Weight of a Single Piece __ __.__ __ __ __ pounds

Total Pieces	Total Weight

Total Postage

Presort Verification Performed? (If required) [ ]Yes [ ]No

I CERTIFY that this mailing has been inspected for each item below if required:
(1) eligibility for postage prices claimed;
(2) proper preparation (and presort where req.);
(3) proper completion of postage statement;

Are postage figures at left adjusted from mailer's entries? [ ] Yes [ ] No If yes, reason:

Date Mailer Notified	Contact

Round Stamp (Required)
Payment Date

First-Class Mail — 1 oz. Pieces

Part A--Automation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total*	Fee Total	Total Postage
Postcards (eligible for postcard price)						
A1 5-Digit	0.357					
A2 AADC	0.378					
A3 Mixed AADC	0.390					
Letters						
A4 5-Digit	0.507	3379	1713.1530	10.1370		1703.0160
A5 AADC	0.547	111	60.7170	0.3330		60.3840
A6 Mixed AADC	0.571	149	85.0790	0.4470		84.6320
Flats						
A7 5-Digit	0.841					
A8 3-Digit	1.047					
A9 ADC	1.108					
A10 Mixed ADC	1.244					

*May contain both Full Service Intelligent Mail and other discount - see Instructions page for additional information.

A11 — Part A Total (Add lines A1-A10) | $ 1848.0320

Full Service Intelligent Mail Option

A12 DISPLAY ONLY	Postcards - Number of Pieces that Comply		X	0.003 =	
A13 DISPLAY ONLY	Letters - Number of Pieces that Comply	3639	X	0.003 =	10.9170
A14 DISPLAY ONLY	Flats - Number of Pieces that Comply		X	0.003 =	

Part B--Nonautomation Price

	Price	Number of Pieces	Subtotal Postage	Discount Total	Fee Total	Total Postage
Postcards (eligible for postcard price)						
B1 Presorted	0.406					
B2 Single-Piece	0.530					
Machinable Letters						
B3 AADC	0.553					
B4 Mixed AADC	0.586					
B5 Residual	0.680					
From First-Class Mail Mailing (includes up to 1 oz. and between 1 oz. and 3.5 oz.)						
B6 Nonpresorted/Single-Piece*	0.640					
B7 Single-Piece From USPS Marketing Mail Mailing						
Nonmachinable Letters						
B8 5-Digit	0.716					
B9 3-Digit	0.823					
B10 Mixed ADC	0.943					
B11 Nonpresorted/Single-Piece*	0.640					
B12 Single-Piece From USPS Marketing Mail Mailing						
B13 Nonmachinable Surcharge** (for single pc letters)	0.440					
Flats						
B14 Presorted	1.300					
B15 Single-Piece	1.390					
B16 Single-Piece From USPS Marketing Mail Mailing						
Permit Reply Mail						
B17 Single-Piece Letters (1 oz. or less)						
B18 Single-Piece Letters (over 1 oz. to 3.5 oz.)						
B19 Single-Piece Flats (1 oz. or less)						
B20 Single-Piece Flats (over 1 oz. to 13 oz.)						

*First-Class Mail metered letter price
**Only on FCM letters with one or more nonmachinable characteristics

B21 — Part B Total (Add lines B1-B20) | $

PS Form 3600-FCM, January 2024 (Page 2 of 2) Facsimile

per normal

4 / 31 = 13.44

88 + 1 = 0.88

1.55 + 5 = 7.25

CATHEDRAL. CORPORATION
Transforming Data into Essential® Communications.

750382
CITY OF ORMOND BEACH

Invoice number	Mail date	Type	Work Order #	# mailed	Postage Used	Deposit	Balance
			Balance as of 2/29/2024				$36,119.511
332203	03/07/2024	MARCH UTILITY BILLS	70070523	4,972	$ 2,603.250		$33,516:261
	03/15/2024	MARCH UTILITY BILLS	70070972	4,970	$ 2,535.828		$30,980.433
	03/21/2024	MARCH UTILITY BILLS	70071281	5,031	$ 2,583.244		$28,397.189
	03/27/2024	MARCH UTILITY BILLS	70071532	3,689	$ 1,885.372		$26,511.817
616696	03/26/2024	DEPOSIT				$ 10,500.000	$37,011.817
333086	04/05/2024	APRIL UTILITY BILLS	70072019	4,952	$ 2,594.992		$34,416.825
	04/12/2024	APRIL UTILITY BILLS	70072454	4,960	$ 2,531.382		$31,885.443
	04/19/2024	APRIL UTILITY BILLS	70072810	5,030	$ 2,582.422		$29,303.021
	04/25/2024	APRIL UTILITY BILLS	70073090	3,667	$ 1,871.222		$27,431.799
							$27,431.799

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

Please P

PRESORTED
FIRST CLASS

PITNEY BOWES
US.POSTAGE
$00.504
JUN 14 2024
ZIP 32824
000259

CITY OF O
P.O. BOX 2
ORMOND B

[redacted] ST
ORMOND BEACH FL 32174-7312

6
7 - 2496

UTF
32175>0217

FROM

Postage Required Post Office will not deliver without proper postage.

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
ORMOND BEACH, FL 32175-0217

BEFORE SEALING PLEASE CHECK

✓ Please do not fold, staple, clip or tape payment and checks.
✓ Please include remittance stub with payment.
✓ Please write account number on check.
✓ Make sure address shows through window.
✓ Please do not mail cash.

City of Ormond Beach
RFP TABULATION
UTILITY BILLING SERVICES
RFP No. 2019-32

RFP Opening Date: June 26, 2019 Time: 2:30 P.M.

The Following Companies Submitted Proposals:

Pinnacle Data Systems

Cathedral Corporation

Martin Lithograph, INC dBA MDI Marketing Solutions

AutoMated Direct Mail Service Center, INC

Level One

ENCO Utility Services Florida LLC

JUN26 19 2:30PM

Opened By: CBJ **Tabulated By:** Robert Schatte

Title: Assistant Finance Director **Title:** Purchasing Coordinator

RFP Tabulation
Summary

Project: 2019-32 Utility Billing Services

Date & Time: 6/26/2019 at 2:30 PM

Firm
Pinnacle Data Systems
Cathedral Corporation
Martin Lithograph Inc. DBA: MLI Marketing Solutions
Automated Direct Mail Service Center Inc
Level One
Enco Utility Services

Robert Schattie
Purchasing Coordinator

3892 Prospect Ave., Ste 6
Riviera Beach, FL 33404

City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

RFP TITLE: UTILITY BILLING SERVICES
RFP NUMBER: 2019-32

III. PROPOSAL REQUIREMENTS

1. Independence

Automated Direct Mail Service Center, Inc., henceforth know as (ADM), has never submitted a proposal for services, nor provided services to the proposer, The City of Ormond Beach, Florida, Utility Department or any city department. ADM shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services of this proposal or any proposal submitted by ADM to proposer.

In the performance of this contract, no subcontractor or person having such an interest shall be employed by ADM. ADM certifies that, to the best of our knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

James Rich, employed by ADM and the contact person for the proposed contract, did live in Ormond Beach Florida from 1972 to 1983. It is understood that he is included in the 2 previous paragraphs.

2. Conflict of Interest

After a thorough examination of all department directors, named employees, elected officials and support staff listed on the website for the City of Ormond Beach, Florida, it has been determined that no employee of ADM, knows of or has any interest in these individuals currently or within the past 5 years.

Per this proposal, if for any reason, any current or future employee of ADM, develops, or has had a personal or financial relationship with any individuals listed above or with any future individuals employed by the City of Ormond Beach during the timeframe of this proposed contract, ADM will notify the city in writing.

Signature

Max Houss
President/Owner

06/25/2019
Date

3. Qualifications, Capabilities and Experience

a. Qualifications and Experience of the Firm

i. In 1997, Melvin Lanier, Jacqueline Lanier and Max Houss, created Automated Direct Mail Service Center, Inc., (ADM), and is still located at 3892 Prospect Ave., Ste. 6, Riviera Beach, FL 34997.

Melvin and Jacqueline Lanier retired in 2014, with Max Houss becoming sole 016, Joanne Fratianni became secretary of ADM. In 2018, Max and Joanne married and are the owners of ADM.

ADM has 4 divisions: data processing, printing, mailing and fulfillment and specialty items

Data processing and digital printing is headed by Aleynik Mejia, V.P. I.T. Director. With 20 years of experience, Aleynik is responsible for overseeing data transmission/storage, form and print preparation, print production and quality control. ADM operates and maintains Konica Minolta print systems that provide high quality, laser documents in color and black and white.

Mailing and fulfillment services are supervised by Josue Moya and Rodney Payne. Both have 15 years of experience working with machine inserting equipment, folders, postage meters, tabbing and any equipment related to the mailing industry. Josue oversees custom assembly of projects that may include box assembly, matching multiple pieces, and custom insert per order. In addition, Josue and Rodney have knowledge and experience operating our letter-size NPI, 100 bin Multi-Line Optical Character Reader (M.L.O.C.R.) and a Tritek Flat Sorter. Our M.L.O.C.R. is a Commingle machine that allows multiple mailings, of the same class of mail, to be Presorted for lower postage rates. ADM is licensed by the U. S. Postal Service to operate (2) M.L.O.C.R machines and are the M.L.O.C.R. Sorters in Palm Beach County.

Sales are overseen by James Rich. With 15 years of service with ADM, Jim is responsible for cultivating new business and maintaining contact with existing customers. Jim will be your contact for this proposal.

Luke Sheehan is also responsible for new sales, existing customers and specialty items, such as large format printed banners, silk screen shirts, yard signs and more. Luke has 20 years of direct mail experience.

Joanne Houss oversees accounting and billing.

ii. ADM is currently in the 3rd year of a 5 year contract to provide utility billing services to the city of Riviera Beach, Florida. With calculated input from the city of Riviera Beach and their data provider, ADM was a key partner in the redesign of the current utility bill. The utility bill is an 8.5" X 11" size and has vivid color graphs and scenic pictures of various Riviera Beach images duplexed. ADM is electronically notified when each of the 6 cycles of data are ready for download. This occurs every week or so. We download the data from our secure site and confirm with the city that the data is the proper billing cycle. Aleynik Mejia, V.P. I.T, has written propriety software that will populate the proper data fields in the 2 sided document. The utility bill is color on the front and black and white on the back. The bills are laser printed/mail merged on Konica Minolta 1085C printers, then machine folded and inserted with a #9 remittance envelope. The city of Riviera Beach does not currently separate electronically paid bills. Per contract, we provide next day entry of mail into the West Palm Beach S.C.F. facility. ** As a side note, the city of Riviera Beach recently experienced a serious breach of their IT department, which left them unable to access files and emails. This breach effected the police department, 911 services, utilities and essentially all departments within the city. We immediately contacted the city, expressing our concern and willingness to do whatever we could to facilitate the continuation of utility billing services. After a little over a week, partial services were restored, enough to obtain necessary files to proceed with the next billing cycle. At no time was ADM's I.T. infrastructure in jeopardy or breached, as we operate completely separate from the city.

iii. ADM provides direct mail services for many different customers. Currently, ADM processes and mails approximately 13,000 utility bills for the city of Riviera Beach. We print, process and mail approximately 5,000 health brochures and benefits cards for a health care benefits provider. Fulfillment includes matching a 4 or 6 page color brochure, 2 side, color benefits card for personal carry in a personalized envelope. Since ADM is licensed by the U. S. Postal Service and operates the only Multi-Line Optical Character Reader in Palm Beach County, many customers provide their own addressed and sealed bills and statements for ADM to commingle for lower Presorted First Class postage rates. For the past 15 years, ADM has processed property records for T.R.I.M notices for the Highlands County Property Appraiser. ADM downloads approximately 125,000 property records, prints single and multiple page, 8.5" X 11" tax notices, folds and inserts into appropriate sized envelopes or boxes for domestic and international mailing. ADM processes approximately 135,000 mail pieces per month.

iv. ADM's volume for our top 3 customers:
156,000/year City of Riviera Beach
150,000/year Highlands County Property Appraiser
60,000/year Happy Printer (Health Benefits provider)

v. Remittance processing services

vi. ADM is significantly different from other firms in that we are licensed by the U. S. Postal Service to operate (2) Multi-Line Optical Character Readers (M.L.O.C.R.), which provide commingle services to Presort and lower postage for First Class mail, Standard Mail and nonprofit customers. **Additionally, the M.L.O.C.R. allows ADM to enter 1 oz., 2 oz., 3 oz. and 3.5 oz. mail pieces at Presorted First Class Mail 1 oz. postage rate. This advantage provides you a potential additional postage savings, since you would not pay higher postage rates for heavier mail pieces. Your multiple sheet bills would still mail at the 1 oz. postage rate.**

vii. ADM operates several generators designed to provide sufficient power to run critical operations in the event of a hurricane or other acts of God. ADM maintains multiple pieces of equipment and printers in order to be able to operate without interruption. Additionally, ADM's sister plant is located in Brooklyn, New York. Interstate EDP & Direct Mail, 754 4th Ave, Brooklyn, NY 11232, (718) 965-3266, is operated by Joe Houss, and is available for data processing, printing and mailing if necessary. We also act as a backup for the same reasons and for overflow work. ADM is confident in system redundancies; power backup systems and an additional plant to maintain operations should it become necessary. ADM's close proximity to Ormond Beach, 2 hrs. 40 min., allows for immediate, personal contact if required. Lastly, all ADM employees speak English, with others speaking Spanish and German. This diversity in language skills has served ADM very well over the years with a customer in Germany and many in South Florida speaking Spanish.

viii. Tyler Technologies Munis software.

b. Qualifications and Experience of Team and Relationship Services

i. Maintaining a professional relationship with each customer is essential to business management and continued growth of any organization. ADM's motto is "Customer Satisfaction #1". We treat small, one time customers as we would any long term, high volume customer. Every business was built with that first customer. Knowing how important this is and never losing sight, is how a business becomes and stays successful.

ii. James Rich will be your contact person for this proposed contract. Jim began his career as a mail service provider in 1984 in Holly Hill, Florida. He moved to Stuart, Florida in 1986, and began working for The Bureau, Inc., a full-service mail service provider, offering data processing, printing and mailing services. Jim was instrumental in securing Martin Memorial Health Systems' hospital billing account. Martin Memorial is still the largest health care provider in Martin and St. Lucie counties. Jim briefly

moved to North West Alabama after marrying Paula and then returned to The Bureau, Inc., in 1991. Jim continued his successful career, until he was hired by ADM in 2005. Jim has been and is still an integral part of the continued success of ADM. Jim has extensive experience in customer relations, all services related to the direct mail industry and continues to expand his knowledge of paper stocks, large format print services and the continued changing technologies related to the print and mailing industries.

iii. Data processing and digital printing is handled by Aleynik Mejia, V.P. I.T. Director. With 20 years of experience, Aleynik is responsible for overseeing data transmission/storage, form and print preparation, print production and quality control. ADM operates and maintains Konica Minolta print systems that provide high quality, laser documents in color and black and white. Aleynik maintains his knowledge of trends in our industry and especially securing our network.

Alberto Serrano has 15 years of data processing experience, which includes data file merging, C.A.S.S. (Coding Accuracy Support system) and N.C.O.A. (National Change of Address) certification, mail-merged documents and network security.
Brad Monnens has extensive experience with data file merging, C.A.S.S. and N.C.O.A. certification, and DNC, SCF and national distribution network logistics.

Mailing and fulfillment services are supervised by Josue Moya and Rodney Payne. Both have 15 years of experience working with machine inserting equipment, folders, postage meters, tabbing and any equipment related to the mailing industry. Josue oversees custom assembly of projects that may include box assembly, matching multiple pieces, and custom insert per order.

In addition, Josue and Rodney (M.L.O.C.R. team) have knowledge and experience operating our Multi-Line Optical Character Reader (M.L.O.C.R.). Our M.L.O.C.R. is a Commingle machine that allows multiple mailings, of the same class of mail, to be Presorted for lower postage rates. ADM is licensed by the U. S. Postal Service to operate (2) M.L.O.C.R machines and are the only M.L.O.C.R. Sorters in Palm Beach County.

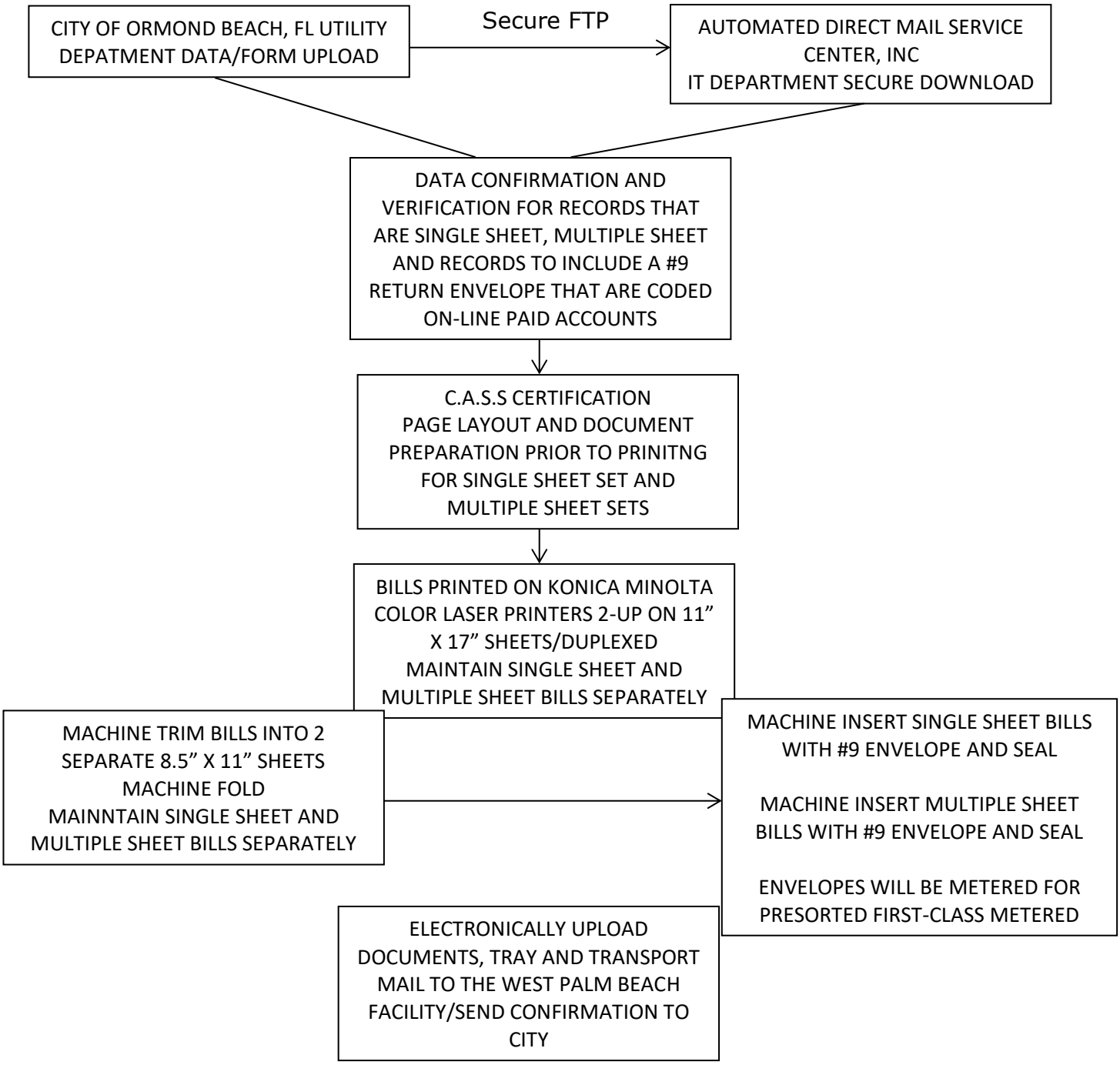
Again, you contact person will be James Rich. With 30 years of direct mail experience, Jim is responsible for cultivating new business and maintaining contact with existing customers.

The above listed individuals will be responsible in overseeing your utility billing project from initial contact, to the downloading of your billing data, document preparation, printing, folding and inserting, Presorting on our M.L.O.C.R. Sorter for reduced First Class postage and the secure

transportation of your mail to the West Palm Beach B.M.E.U./S.C.F. facility.

iv. The only subcontractors to be used for your project would be in the manufacturing and distribution of the paper stock and envelopes to be used. The decision of which manufacturer is to be used has not been determined at this time. ADM maintains professional relationships with numerous Florida vendors and will provide materials that meet or exceed project specifications in a timely manner.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.



c. Document printing

i. If awarded the proposed contract, ADM will be ready to begin the project with 15 days. When data is available within a reasonable morning time frame, ADM will be able to perform same day service, per the proposed contract.

ii. ADM uses (7) Konica Minolta print systems and has for 15 years. We have found they are the most cost effective and reliable to preform needed print tasks. Multiple printers have 20,000,000+ impression clicks. With print capability redundancy, ADM is operational even when we are down for maintenance or experience any issues.

iii. ADM's quality control (QC) is an evolving process, implemented to maintain standards already achieved, yet able to adapt to changing applications. The IT Department will design a propriety software program to create the populated data fields, graphs and static copy on the bill. ADM will provide proofs to the utility department for initial approval. The approved design will not change unless instructed to by the city. The propriety software program will maintain proper location for all data, graphs and static copy. Once rendered and printed, a visual inspection of random bills will provide additional QC. The procedures for machine folding and inserting add another level of QC to provide a properly formatted utility bill.

iv. ADM will utilize a utility bill designed using the Tyler Technologies Munis software system and is open to making an requested changes by the utility department.

v. ADM utilizes the most current software for our M.L.O.C.R. Presort system. ADM will not include the Intelligent Mail Barcode (IMB) for the addressee within the window of the mailing envelope, but print the IMB within the mandated 5/8" clear space across the bottom of the mailing envelope. The IMB will include ADM's unique machine identification number, which is required by licensed M.L.O.C.R. operators. This allows additional room within the window.

The IMB for the remittance portion of the bill will be included within the return address for the City of Ormond Beach.

The payment processing barcode is a standard barcode that will be included in the top portion of the remittance part of the bill.

vi. ADM has processed approximately 125,000 property records for the Highlands County Property Appraiser's office for each of the past 15 years. This is a classic example of single and multiple accounts of property owners. ADM uses Parcel control identification numbers to identify individual properties and ownership and address information to

identify owners or multiple pieces of properties, which is then separated into 1, 2, 3, 5, 6, 7, 8, 9 and 10+ page print files. PDF print images are provided by the property appraiser. ADM will use similar protocol to identify single and multiple page customers.

vii. ADM's Konica Minolta print systems have a maximum sheet size of 13" X 19", and can accommodate smooth, gloss and matte finish text or cover stock of various American and European manufacturers. Maximum thickness would be 16 pt. cover stock.

Envelopes will be converted and manufactured by a Florida manufacture.

viii. Per the proposed contract, ADM will electronically notify said contact person each time a batch of utility bills are completed and entered into the U. S. Postal Service system via email or any other method denied acceptable by the city.

d. Mailing services

i. ADM will thoroughly review provided data and determine best practices to achieve quality address information to provide the city with the best opportunity to deliver the utility bill to the proper address. ADM has options. We can C.A.S.S. and N.C.O.A. certify files prior to printing and processing. ADM can also simply C.A.S.S. certify the data and provide the address update service via the M.L.O.C.R. Presort machine. With millions of national address record changes updated weekly, our M.L.O.C.R. is the most accurate method of verifying any address changes. If an address change is identified, a new address and IMB will be printed within the 5/8" clear space on the bottom of the mailing envelope. This new address and IMB will be used by the U. S. Postal Service for mail delivery. If the printed address is correct and has no changes, the address within the window will be used and the IMB will reflect that address for mail delivery. This unique process will reduce, not eliminate, the number of returned mail pieces with a yellow corrective sticker. Lastly, your mail will qualify for the lowest, possible Presorted First Class postage rate.

ii. ADM will be ready to begin the project and if data is available within a reasonable morning time frame, ADM will be able to perform same day service, per the proposed contract. At this point, the clock begins. Each department will have already been thoroughly briefed as to project requirements and well informed as to standard procedures already utilized for similar projects. We will be ready.

iii. ADM has long term, professional relationships with Postal Service representatives in West Palm Beach, Fort Lauderdale and Washington,

D.C. and is approved and licensed. These relationships are vital to knowing logistical situations and updates that arise from time to time. As a mail service provider, it is imperative that ADM receives the most up-to-date information on equipment and software updates, Postal issues and the availability of Postal equipment. We receive Domestic Mail Manual (DMM) updates, which is the standard document by which all Postal regulations and standards are published and updated. As one of largest mail service providers in Palm Beach County, other printer, mailers, advertising agencies, brokers and companies, rely on our expertise to assist with their printing and mailing projects.

iv. There is currently no U. S. Postal Service protocol for international address correction. If an international address appears to be inaccurate, we will attempt to search for an improved address and make the correction. All international mail will be metered for that countries prevailing First Class postage rate. If the quantity is sufficient, we will use a permit imprint. If the address is not correct, the mail piece will be returned to the city.

v. ADM will set credit and debit limits to $49,000.00 to be queued and flagged for omission for approval by city.

vi. All city of Ormond Beach utility bills will be processed, printed and mailed from ADM's facility, located at 3892 Prospect Ave., Ste. 6, Riviera Beach, FL 33404. Envelopes bills will be securely transported to the West Palm Beach Post Office Facility, located at 3200 Summit Blvd, West Palm Beach, FL 33416.

vii. Single and multiple statements are processed separately, printed separately and finished separately. Our internal QC will ensure no single statements are inadvertently mixed with other single statements or multiple page statements. Our current customers, the City of Riviera Beach, the Highlands County Property Appraiser and other multiple file customers, have never experienced this issue.

viii. ADM will inventory your paper stock and envelopes when delivered for your project. Should you request additional inserts or notifications during the execution of this proposal, these will be printed as needed and if necessary, inventoried in our climate controlled facility. Inserts would be machine inserted by our staff into statements specified by the city. You may have an occasion where certain statements receive one insert, while others receive another. We just completed a Water Quality Report insert for 6 billing cycles for the City of Riviera Beach, FL. At ADM's recommendation, by including this report with the statements, we saved the city $3,000.00 in additional postage.

ix. Answered in viii.

x. There should be protocol for the city to provide a separate file for Automatic Payment Services (APS). If not, there should be a statement or number that identifies those statements as being APS statements. We will extract these and handle as another separate file; processed, printed and inserted per instructions for APS statements.

xi. ADM will provide postage requests as needed. Postage use will be accounted for and use and balance will be provided via email for each billing cycle to the city.

xii. **City of Riviera Beach utility billing**

POSTAGE SPREADSHEET

MAIL DATE	QUANTITY	POSTAGE USED
4/09/19	1,444	$664.24
4/12/19	1,819	$836.74
4/16/19	434	$199.64
4/19/19	3,291	$1,513.86
5/01/19	4,348	$2,000.08
5/01/19	606	$278.76

e. a. BCC software, Microsoft Visual Foxpro, MS office suite, EFI Command Workstation

i. Operating systems: Microsoft Windows, Linux
Programming language: MS VB, .Net, C#, VFP

ii. Record count confirmation/date posted confirmation
iii. Secure FTP with ip white list, strong user name and passwords
iv. Currently, our system is being mirrored and all client data is backed up on external tb drives every week
v. ADM operates several generators designed to provide sufficient power to run critical operations in the event of a hurricane or other acts of God. ADM maintains multiple pieces of equipment and printers in order to be able to operate without interruption. Additionally, ADM's sister plant is located in Brooklyn, New York. Interstate EDP & Direct Mail, 754 4th Ave, Brooklyn, NY 11232, (718) 965-3266, is operated by Joe Houss, and is available for data processing, printing and mailing if necessary. We also act as a backup for the same reasons and for overflow work. ADM is confident in system redundancies; power backup systems and an additional plant to maintain operations should it become necessary.
vi. BCC Software, Microsoft Visual, Foxpro, MS Office Suite, EFI Command Workstation, Quick PDF Library
vii. None
viii. Microsoft window updates

ix. Understood

f. Quality Assurance and Customer Support

i. ADM has numerous layers of QC at every level of design, printing, production and mailing. The initial design of the statement will be approved by the city prior to production. Once approved, the design will not change unless instructed by the city. When data is verified and forms are properly populated, we will review for accuracy. Printed statements will be reviewed for accuracy throughout the printing process, folding and inserting. We understand that various files will be worked, such as single page statements, multiple page statements and specific records that will not receive a #9 return envelope.

ii. Laser printers, folding and inserting machines do occasionally jam. It is something that happens within our industry. When this occurs, we immediately stop workflow, identify the problem and take appropriate actions to correct the issue. Most of the time, it would include reprinting spoiled statements, and them resuming the workflow to complete the project.

iii. Normal operating hours for ADM are 7:30 am to 6:00 pm, Monday thru Friday. When necessary, ADM operates on Saturday to accommodate customers. Technical support would be available during these hours and via cell telephone/email/text communication if needed.

iv. Any issues that arises will be dealt with at department level, with supervisory oversight until issue is resolved.

g. Payment

i. Payment is usually due upon receipt, unless other arrangements are made, such as with contractual work.

ii. See below.

AUTOMATED DIRECT MAIL SERVICE CENTER, INC

3892 Prospect Ave, Ste. 6
Riviera Beach, FL 33404-3348
561-842-5427

INVOICE

DATE:	INVOICE:
6/25/2019	680-98240

BILL TO:
CITY OF ORMOND BEACH
22 South Beach Street
Ormond Beach, Florida 32174

P.O. #:	TERMS:	PROJECT:
179-16	DUE UPON RECEIPT	UTILITY BILLING CYCLE

QTY:	DESCRIPTION	AMOUNT
1,818	UTILITY BILLING CYCLE #2 CONTRACT SERVICE AND SUPPLIES IMPORT AND SETUP BILLING DATA FROM UTILITY DEPARTMENT PREPARE 2 SIDED 8.5” X 11” UTILITY BILL IN FULL COLOR FRONT AND 1 COLOR BLACK ON BACK OF BILL LASER PRINT AND MAIL MERGE UTILITY BILL WITH SUPPLIED DATA PERFORATE BOTTOM PORTION OF BILL OFR REMITTANCE DETACHABLE FOLD PRINTED BILL, INSERT UTILITY BILL AND #9 RETURN ENVELOPE INTO #10 DOUBLE WINDOW MAILING ENVELOPE AND SEAL OCR SORT FOR PRESORTED FIRST-CLASS MAIL AUTOMATION ADDITIONAL WATER QUALITY REPORT INSERT	206.23
1,818	POSTAGE FOR PRESORTED FIRST-CLASS MAIL	835.82
TAX EXEMPT		

SUBTOTAL	$1,042.05
TOTAL	$1,042.05

h. Confidentiality of Data

i. ADM secures all supplied data from customers. ADM not sell, misuse, redirect, rent or lend any electronic or written information provided by the City of Ormond Beach, or any associated entity without written permission. Data file(s), copy and artwork provided by the City of Ormond Beach to ADM will be conveyed in person, via email or by other secure electronic means. ADM will store a back-up file copied to a CD-ROM disk in its archives. ADM will comply with Florida public records laws.

Guests are permitted in our facility with appropriate escort.

4. Fees

a. **Based on approximately 23,000 per month**
8.5" X 11" utility statement, front side color with variable data fields, 2nd side with static, 1 color black, with perforated bottom remittance portion @ .06

#10 double window mailing envelope/ 1 color/1 side @ .026

#9 remittance envelope with inside tint/1 color black/1 side @ .024

20# White Offset stock @ .015

Download utility records/C.A.S.S. certify/prepare statement for printing/laser print duplexed form with variable data on front/static on 2nd side @ $25.00 per event

b. Hourly programming charge @ $50.00 per hour
Rush charges @ $50.00 per event

Per record cost to change address information @ .25 per record

- M.L.O.C.R. automatically prints updated address on-the-fly on the bottom of the statement envelope. This is unique to our industry and is the preferred method of address change.

Copy changes for utility statement @ no charge
Ink color changes for utility statement @ no charge

c. Business tax mailing cost

Based on approximately 23,000 per month
8.5" X 11" Business Tax Renewal, front side color with variable data fields, 2nd side with static, 1 color black, with perforated bottom remittance portion
@ .06

#10 double window mailing envelope/
1 color/1 side @ .026

#9 remittance envelope with inside tint/1 color black/1 side @ .024
20# White Offset stock @ .015

Download Business Tax Renewal records/C.A.S.S. certify/ prepare statement for printing/laser print duplexed form with variable data on front/static on 2nd side @ $25.00

d. .024 savings

5. None

6. Shawn Nickel, Highlands County Property Appraiser, 560 S. Commerce Ave, Sebring, FL 33870
863-402-6720
esn@appraiser.co.highlands.fl.us

Kim Lawson, City of Riviera Beach, Utility Department, 600 West Blue Heron Blvd., Riviera Beach, FL 33404
561-845-3416
kLawson@Rivierabch.com

Mark Kearns, Ocwen Financial Services, 1661 Worthington Road Ste 100, West Palm Beach, FL 33409
561-682-7731
Mark.Kearns@ocwen.com

Charlene Foster, YMCA of the Treasure Coast, 1700 SE Monterey Rd, Stuart, FL 34996
772-263-6974
cfoster@ymcatreasurecoast.org

Joseph Abreu, St. Lucie County Clerk of Circuit Court
201 South Indian River Drive, Fort Pierce, FL 34950
772-462-2711
abreuj@stlucieclerk.com

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Automated Direct Mail Service Center, Inc.

PROPOSER'S MAILING ADDRESS: 3892 Prospect Ave, Ste. 6

CITY-STATE-ZIP: Riviera Beach, FL 33404-3348

F.E.I.N. or S.S. NUMBER: 65-0790819

PHONE NUMBER: 561-842-5427 EMAIL: info@autodirectmail.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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)

Max Houss
NAME (TYPED)

Owner/President
TITLE

06-24-2019
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 Onvia 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 Onvia 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:

Colby Cilento, CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32175. (386)676-3297
Colby.Cilento@ORMONDBEACH.ORG

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

A. 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.

B. 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.

C. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.

D. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.

E. The City reserves the right to terminate the contract at any time due to the vendor's default under terms of the agreement.

F. 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.

G. Submittals should include a copy of firm’s insurance certificate, Conflict, Non-Conflict of Interest Statement/Litigation Statement, and Drug Free Workplace Certificate.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

I. INTRODUCTION

The City of Ormond Beach, Florida is requesting proposals from qualified firms to enter into a contractual agreement to provide printing, processing and mailing of the City's utility bills and other necessary literature. A five-year contract is anticipated. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

Deadline for Submission: To be considered, proposals must be received no later than 2:30 p.m., June 26, 2019.

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. **Deadline for question is June 18 at 5 P.M**. Inquiries received after that time will not be responded to. Answers to inquiries will that warrant attention of all the potential proposers will be distributed in the form of an addendum. Proposers, their agents and associates shall not contact or solicit any City of Ormond Beach employee or official regarding this RFP. Failure to comply with this provision may result in disqualification of the proposer, at the option of the City of Ormond Beach. Only that individual listed as the contact person in the specifications shall be contacted. Please direct written inquiries to:

Robert Schattie
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174
Telephone: (386) 676-3223
Fax: (386) 676-3374
Email: Robert.Schattie@ormondbeach.org

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 must receive one (1) original and one (1) electronic pdf format copy no later than the date and time specified above. Submit proposals to: Robert Schattie, Purchasing Coordinator, City of Ormond Beach, 22 South Beach

Street, Ormond Beach, Florida, 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, a supplement 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.

II. NATURE OF SERVICES REQUIRED

A. General

It is the intent of the City of Ormond Beach, Florida to award a contract to the successful bidder of this request for proposals to provide printing, processing and mailing of the City's utility bills and other necessary literature. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

B. Background

The City of Ormond Beach is a Florida Municipal Corporation, which operates under a Commission-City Manager form of government. The City Commission is comprised of a mayor and four Commission members. The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission appointed City Manager. The City provides a comprehensive array of services including police, fire, leisure services, public works, planning and economic development. The City operates a water and sewer system, a stormwater utility, a solid waste utility and a municipal airport.

The City of Ormond Beach is located in Volusia County, along the Atlantic coast of Florida. The City has an estimated population of 43,000 living within an area of approximately 42 square miles.

The City's utility billing and customer information system is currently **Naviline**, however, we are implementing a proprietary software application developed by **Tyler Technologies Munis,** and corporate headquarters is located in Plano, Texas. The **Tyler Technologies Munis** product will go live **October 1, 2019.**

- Currently, billing data is processed daily through batch update process. The production of bill files and reports follows the update process. After the process is completed, the billing data files are sent the following morning via FTP to the vendor for processing. Once the print file is created, the bills and notices are laser printed. Utility bills are currently laser printed on double-sided 8 ½ x 11 inch stock (blue and white in color) with a perforation for the tear-off payment stub at the bottom of each page. This payment stub includes an OCR scan line. Each form, for utility billing and notices, is printed in black ink with exception of overdue or delinquent notices which are printed in blue or red ink for identification with each specific message. A sample is provided in Appendix A of the Request for Proposal (RFP). After printing has been completed, bills and notices are folded and inserted with utility-related bill inserts and a return payment envelope into mailing envelopes. Bills and notices are subsequently weighed and processed through a postage meter for mailing through the U.S. Postal Service. In some cases, customer bills may result in multiple pages and must be grouped accordingly for mailing in a single envelope. Must have capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

    - Bill charge amounts in excess of $49,999.99, either credit or debit balance, are validated with City Staff, prior to printing and mailing. Once reviewed and approved for mailing, those identified bills are to be released for production and mailing.

    - Inserts are identified to be included in bill statements based upon predetermined criteria, such as, customer class, area of the City and meter reading cycle.

    - **The process to be designed and conducted in the Tyler Technologies Munis platform will be for weekly billing, however we reserve the right to bill daily if needed.**

- Currently, several times each year, the city prepares a file for business tax renewals. These files are prepared separately and follow the print file format currently in use by the utility billing process. This process will not change, but will continue using an electronic file transfer format with generic statement forms with the renewal statement form printed during processing. The volume for each mailing is approximately 500 – 4,000. These mailings include an insert and return envelope. The renewal statements include a remittance stub similar to the utility bill format. The City anticipates implementing Tyler Technologies Energov in 2020. Moving to the Energov platform will change the process stated above.

C. Scope of Work to be Performed

The City of Ormond Beach is soliciting proposals from vendors interested in providing the services necessary to print and mail the City's utility bills daily. The utility bills are designed within the Tyler Technologies platform so bill design is not needed by the awarded vendor of this proposal.

It is expected that the vendor(s) will satisfy the following requirements:

1. Daily bill and notice printing (bill processing) must be available during weekends and holidays. Turn around time is to be the same day as receipt of billing data files. The City's bill volume is approximately 23,000 utility bills per month. The City anticipates weekly billing cycles will take place when we implement the Tyler Technologies Munis platform on October 1, 2019.

2. Bar coding for postal mailings and payment stub processing to optimize efficiency and postal cost reductions.

3. Same day insertion and envelope preparation.

4. Same day postage metering.

5. Mailing of utility bills and notices that will insure a next day delivery to City customers with Ormond Beach delivery addresses.

6. Provide generic blank statement paper forms and envelopes until needed or used. To permit flexibility there are no preprinted forms/envelopes involved in the processing.

7. Ability to insert different documents in each envelope based upon predetermined criteria, such as, class of customer, reading cycle and service type.

8. Provide automatic confirmation to the City upon delivery of bills to the U.S. Postal Service. Vendor must maintain CASS certification and address correction/forwarding on behalf of the City.

9. All work shall be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program.

10. Provide programming and bill design services, if required. They will be designed within the Tyler Technologies platform, however, an occasion may require it.

11. Provide immediate live telephone support to the City of Ormond Beach for problem resolution.

III. PROPOSAL REQUIREMENTS

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the utility billing services of the City of Ormond Beach in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Although additional data may be included, the following items must be presented as they represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. The firm should provide an affirmative statement that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor should certify to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

2. Conflict of Interest

The firm shall list, and describe any relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFP. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the proposal.

Additionally, the firm shall give the City written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, it employees or agents or any of its agencies or component units during the period of the agreement.

3. Qualifications, Capabilities and Experience

a. Qualifications and Experience of the Firm

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high volume clients.

iii. Provide the total number of statements mailed monthly by your firm.

iv. Provide the volume of your three top customers.

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high volume clients.

vi. Comment on other areas which make your firm different from your competitors.

vii. Describe your firm's experience with clients that use **Tyler Technologies Munis** software.

b. Qualifications and Experience of Team and Relationship Services

i. Describe your firm's philosophy regarding account or relationship management.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the experience of the subcontractor's employees that will provide services to the City.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

c. Document Printing

i. Describe your capability to perform bill processing within the City's required time table, i.e., turn around time is to be same day.

ii. Describe your printing capability including printing multiple colors.

iii. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

iv. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

v. Describe your capability of printing bar coding for postal mailing and payment processing.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

vii. Describe the type and size of paper and envelope that you can handle.

viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

d. Mailing Services

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

iv. Describe your process in handling international addresses.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

vi. Provide the location of the facility where bills will be printed and mailed.

vii. Describe your mailing capability to accommodate one page statement and multiple page statement simultaneously.

viii. Describe your coordination procedures and capability for inserts.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

xi. Describe how you account for the postage used for the City's mailing to be included on the monthly statement detailed by each weekly billing.

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

e. System and Software

i. List the operating system and platforms you will be using to provide proposed services.

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

iii. Describe security procedures for data transfer (e.g. FTP).

iv. Describe routine back-up procedures for your system.

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).

f. Quality Assurance and Customer Support

i. Describe your quality assurance program including designing, printing, and mailing processing.

ii. Explain what happens when a quality issue is recognized and follow-up actions are required.

iii. Describe the hours and days available for product and technical support.

iv. Define support escalation process.

g. Payment

i. Describe the normal payment arrangement between your firm and its customers.

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

h. Confidentiality of Data

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

4. Fees

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

c. Provide your fees for the business tax renewals that are billed several times each year.

d. Include cost savings on not including envelopes on bank draft customers.

5. Other Services and Fees Available

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

6. References

Please list the name, address and telephone number of references from five (5) utility agency clients indicating the services provided, with emphasis on recent similar projects. If applicable, provide references from clients

who are SunGard HTE and Tyler Technologies Munis customers where the installation has been live and active for a minimum of six months.

VII. PROPOSAL EVALUATION

The evaluation and selection of the proposers will be performed by no less than three (3) City staff members. The following represent the principal selection criteria which will be considered during the evaluation process:

A. Project Approach (10 points)

B. Qualifications and Experience (15 points)

C. Processing Capabilities (15 points)

D. Quality Assurance/Security (15 points)

E. Cost Proposal (30 points)

F. References (15 points)

The maximum points a firm can obtain is 100.

During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make an oral presentation and/or be available for an interview. Such presentation will provide firms with an opportunity to answer any questions the selection committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. All expenses, including travel expenses for interviews shall be borne by the proposer.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

Risk Management and Insurance Requirements

A. 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 the following, or substantially similar, provisions:

1. Hold Harmless

(a) General

The City, its agents, employees, and officials, both elected and appointed, shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom, arising out of the agreement, contract or lease unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

(b) Professional Services Contracts

The City, its agents, employees, and officials, both elected and appointed shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

The City, its agents, employees, and officials, both elected and appointed shall also be held harmless from and against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors and omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

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.

B. 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 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

(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 coverages.)

(b) **Commercial General Liability Insurance** shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88, or its successor form, including but not limited to the following coverages (any deviation shall be noted on the Certificates of Insurance):

a. Premises and 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 coverages 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 than the following amounts for all tiers of Contractors and Subcontractors:

Contract Value	**Limits (not less than)**	
$0 - $25,000	$300,000	Each Occurrence
	$300,000	General Aggregate*
	$300,000	Aggregate Products & Completed Operations
	$ 25,000	Fire Damage (any one fire)
$25,001 - $250,000	$500,000	Each Occurrence
	$1 Million	General Aggregate*
	$1 Million	Aggregate Products & Completed Operations
	$ 50,000	Fire Damage (any one fire)
$250,001 & over	$1 Million	Each Occurrence
	$1 Million	General Aggregate*

	$1 Million	Aggregate Products & Completed Operations
	$ 50,000	Fire Damage (any one fire)
$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence / $2 Million General Aggregate]	

* 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** for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos).

Contract Value	**Limits (not less than)**
$0 - $25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) **Excess Liability**

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) **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 provide a retroactive date no later than the inception date of claims made coverage.

C. 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 a provision that the coverage under the policies will not be canceled, non-renewed or materially changed until at least sixty (60) days' prior written notice of such cancellation, non-renewal or change (except for nonpayment of premium, which shall be fifteen (15) 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 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 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 form the amount due the Contractor for the work covered by the Contract.

D. 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 insurance carriers; 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 and Automobile Liability policies of insurance and certificates thereof.

RFP 2025-01 Exhibit C

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 06/24/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Sun State Insurance Agency of The Palm Beaches
623 Northlake Blvd
North Palm Beach, FL 33408

CONTACT NAME: Tyler Kuehl
PHONE (A/C, No, Ext): (561) 848-1886 FAX (A/C, No): (561) 842-9996
E-MAIL ADDRESS: diana@sstins.net

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Old Dominion Insurance Company	
INSURER B : Old Dominion Insurance Company	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED

Automated Direct Mail Service Center Inc; United St
3892 Prospect Ave., #6
Riviera Beach,, FL 33404 (561) 842-54

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY [X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [X] POLICY [ ] PRO-JECT [ ] LOC			BPG03396	08/29/2018	08/29/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000.00 $ 50,000.00 $ 5,000.00 $ 1,000,000.00 $ 2,000,000.00 $ 2,000,000.00
B	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] ALL OWNED AUTOS [X] SCHEDULED AUTOS [X] HIRED AUTOS [X] NON-OWNED AUTOS			B2G03396	09/07/2018	09/07/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000.00 $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N [ ] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						[ ] WC STATU-TORY LIMITS [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ $ $

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

CITY OF ORMOND BEACH
22 SOUTH BEACH STREET
ORMOND BEACH, FL 32174

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jeffrey L. Kuehl

ACORD 25 (2010/05)

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City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
_____	_____
_____	_____
_____	_____

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: Automated Direct Mail Service Center, Inc.

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 3892 Prospect Ave., Ste 6
Riviera Beach, FL 33404-3348

PHONE NO.: 561-842-5427 FAX NO.: 561-842-9152

SUBMITTER'S NAME: Max Houss
(Typed or Printed in Ink)

TITLE: Onwer/President

AUTHORIZED SIGNATURE: I, _____ hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Automated Direct Mail Service Center, Inc.
COMPANY NAME

AUTHORIZED SIGNATURE

Max Houss
NAME (PRINT OR TYPE)

Owner/President
TITLE

06-25-2019
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Automated Direct Mail Service Center, Inc.

Company Name

Authorized Signature

Print Name Max Houss

Title Owner/President

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 _____("Contractor"), _____, 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 Quotation/Proposal dated _____, attached hereto as Exhibit "A", is incorporated herein by reference and is a material part of this Agreement. The Contractor shall fully comply with the terms and conditions described in the attached exhibit.

2. **Term.** This Agreement shall be effective on the date it is fully executed by the parties.

3. **Consideration.** Contractor shall provide the equipment and perform the services at the prices set forth on Exhibit "A". 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 Final payment will be made only after delivery and installation of the equipment and completion of the City's final acceptance inspection.

4. **Delivery.** Contractor shall complete the project within the time frame set forth on Exhibit "A".

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 exhibit 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.

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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	**Contractor**
Joyce Shanahan, City Manager	_____
(copy to City Attorney)	_____
22 South Beach Street	_____
Ormond Beach, FL 32174	_____

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

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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 the limits of liability specified herein or as required by law, whichever is greater, and shall include 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 coverages.)

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(b) **Commercial General Liability Insurance** shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88, or its successor form, including but not limited to the following coverages (any deviation shall be noted on the Certificates of Insurance), and the CITY OF ORMOND BEACH shall be named as an additional insured:

1. Premises and Operations
2. Owners' & Contractors' Protective
3. Products & Completed Operations
4. Explosion, Collapse & Underground Conditions
5. Blanket Contractual Liability
6. Personal Injury Liability
7. Broad Form Property Damage Endorsement, including Completed Operations
8. Independent Contractors
9. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
10. Pollution Liability (if applicable)
11. Asbestos Abatement (if applicable)
12. Fire Damage Liability

Certain coverages outlined above may not be required if they do not relate to the Agreement, 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 than the following for all tiers of Contractors and Subcontractors:

Contract Value	**Limits (not less than)**
0 - 25,000	$300,000 Each Occurrence
	$300,000 General Aggregate*
	$300,000 Aggregate Products & Completed Operations
	$ 25,000 Fire Damage (any one fire)
$25,001 - $250,000	$500,000 Each Occurrence
	$1 Million General Aggregate*
	$1 Million Aggregate Products & Completed Operations
	$ 50,000 Fire Damage (any one fire)
$250,001 - $3,000,000	$1 Million Each Occurrence
	$1 Million General Aggregate*
	$1 Million Aggregate Products &

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		Completed Operations
	$ 50,000	Fire Damage (any one fire)
$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence/$2 Million General Aggregate]	

* 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** for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos). The coverage limits shall be no less than the following for all tiers of Contractors and Subcontractors:

Contract Value	**Limits (not less than)**
0 - 25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) Excess Liability

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) 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 provide a retroactive date no later than the inception date of claims made coverage.

19. **Requirements for Certificates of Insurance**.

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(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.

DRAFT

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.

DRAFT

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:

LISA DAHME, CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32175. (386)676-3297
LISA.DAHME@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 (or by an insurer of 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. **Effective Date**. This Agreement shall become effective upon the date last signed by the parties hereto.

DRAFT

IN WITNESS WHEREOF, the undersigned parties have caused this Agreement to be signed on the dates indicated hereinbelow.

DATED this 25th day of June, ~~2018.~~ 2019

Witnesses:

CITY OF ORMOND BEACH

_____

Print Name: _____

By: _____
BILL PARTINGTON
Mayor

_____

Print Name: _____

By: _____
JOYCE SHANAHAN
City Manager

DATED this _____ day of _____, ~~2018.~~ 2019

Witnesses:

(CONTRACTOR)

_____

Print Name: James J. Rich

By: Automated Direct Mail Service Center, Inc.

Print Name: Max Houss

Title: Owner/President

_____

Print Name: Aleynik Mejia

Attest: _____

Print Name: Joann Houss

Title: Secretary

Request for Proposals

RFP #2019-32
Utility Billing Services

City of Ormond Beach

Submitted:

June 26, 2019

By:
Dave Osterrieder

Cathedral Corporation

RFP Contact
Cathedral Corporation,
Florida Division
6851 TPC Drive
Orlando, FL 32822

Dave Osterrieder, Vice President Southeast sales
Tel: (407) 351 – 0232 x274
Cell: (904) 233-6950
Email: dosterrieder@cathedralcorporation.com

Executive Offices:
Cathedral Corporation
Griffiss Technology Park
632 Ellsworth Road
Rome, NY 13441
www.cathedralcorporation.com

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City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Cathedral Corporation

PROPOSER'S MAILING ADDRESS: Corporate Headquarters:
632 Ellsworth Road

CITY-STATE-ZIP: Rome, NY 13441

F.E.I.N. or S.S. NUMBER: 14-0576820

PHONE NUMBER: 315-338-0021 EMAIL: dosterrieder@cathedralcorporation.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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 Marianne W Gaige
AUTHORIZED SIGNATURE (MANUAL)

Marianne W. Gaige
NAME (TYPED)

Chairman + CEO
TITLE

6/10/19
DATED

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6/7/19	1

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: Cathedral Corporation

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: Corporate Headquarters: 632 Ellsworth Road Rome, NY 13441
This work will be managed from our Orlando, FL facility located at 6851 TPC Drive Orlando, FL 32822

PHONE NO.: 407-351-0232 FAX NO.: 407-363-4586

SUBMITTER'S NAME: Dave Osterrieder - Proposal Contact
(Typed or Printed in Ink)

TITLE: Vice President of Southeast Sales

AUTHORIZED SIGNATURE: I, Marianne W Gaige hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Cathedral Corporation
COMPANY NAME

Marianne W Gaige
AUTHORIZED SIGNATURE

Marianne W. Gaige
NAME (PRINT OR TYPE)

Chairman + CEO
TITLE

6/10/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Cathedral Corporation
Company Name

Marianne W Gaige
Authorized Signature

Marianne W. Gaige
Print Name

Chairman & CEO
Title

2018 - 2019

CITY OF ORLANDO
PERMITTING SERVICES

Local Business Tax Receipt

(Formerly known as "Business License " changed per state law HB1269-2006)

NOTICE-THIS TAX RECEIPT ONLY EVIDENCES PAYMENT OF THE LOCAL BUSINESS TAX PURSUANT TO CH.205, FLORIDA STATUTES. IT DOES NOT PERMIT THE HOLDER TO OPERATE IN VIOLATION OF ANY CITY, STATE, OR FEDERAL LAW. CITY PERMITTING MUST BE NOTIFIED OF ANY MATERIAL CHANGE TO THE INFORMATION FOUND HEREIN BELOW. THIS RECEIPT DOES NOT CONSTITUTE AN ENDORSEMENT OR APPROVAL OF THE HOLDER'S SKILL OR COMPETENTCY.

Business Name
CATHEDRAL CORPORATION
632 ELLSWORTH RD
ROME, NY 13441

Case Number: BUS-0040988

Issued Date: 09/24/2018

Expiration Date: 09/30/2019

Business Owner
CATHEDRAL CORPORATION

Business Location
6851 T P C DR
ORLANDO, FL

Business type(s):

Description	Year
SERREP 7249 SERVICE	2019

CITY OF ORLANDO
PERMITTING SERVICES

Local Business Tax Receipt
City Hall, 400 South Orange Avenue, First Floor
Post Office Box 4990
Orlando, Florida 32802-4990

Phone: 407.246.2204 Fax: 407.246.3420

Email: BusinessTax@cityoforlando.net

Prompt! Interactive Voice Response System: 407.246.4444
Visit our website: cityoforlando.net/permits

Executive Summary

We are pleased and excited to have this opportunity to respond to this request for proposal for the City of Ormond Beach. Within this letter and the following proposal, we will clearly specify Cathedral Corporation's experience, willingness, understanding and ability to meet the terms, conditions and requirements as defined in this Request for Proposal. Our years of experience and success working with the utility industry, especially within the State of Florida will provide a strong foundation for these projects and we are confident that you will see Cathedral is a competent choice for this critical work.

Cathedral Corporation is a privately owned company that provides high caliber state of the art data processing, laser printing, mailing and electronic presentment services to businesses throughout the United States. We are very proudly celebrating over **103 years** of continuous service. Part of the reason for that success is our complete focus on customer satisfaction and 100% quality output and service. This focus arises out of the type of work that we handle each day; work that mirrors yours in terms of complexity and an absolute requirement for accuracy and timeliness. The vast majority of the documents we produce each day on the business-to-business side of our company are strategic, mission critical documents like yours –statements, bills, checks and vital communications to end customers.

Cathedral specializes in strategic financial communications for banks and credit unions, healthcare providers and insurers, mutual fund and insurance companies, telecommunication and utility companies, and government agencies. Cathedral Corporation's core competencies include data management and application development, high quality laser printing, intelligent and selective inserting, and electronic document presentment. Customer applications include check issuance, statement rendering, bill and notice rendering, and direct mail programs.

Cathedral's business strategy is illustrated by our value proposition; tailored services, special treatment, and true partnership separate us from all other outsourcing companies. Our knowledge and expertise in data processing, unsurpassed quality in the processing, printing and mailing of strategic financial documents, and extraordinary customer support and service have allowed our clients to develop comfort and confidence in our relationship based upon measurable performance.

We are intimately familiar with the nature of the work you outline in your RFP and experienced at bringing on large-scale print production applications and we fully understand the work that is to be performed. We look forward to continuing to work with your team to demonstrate our capabilities in that area.

Independence - Affirmative Statement

Cathedral Corporation has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. In the performance of this contract, no subcontractor or person having such an interest shall be employed. There is no one that has or will have any financial interest under this contract.

Qualifications, Capabilities and Experience

A. Qualifications and Experience of the Firm

As previously mentioned, Cathedral Corporation has been in business for over **103 years** and has been involved with the data management, printing, personalization, and high volume mailing of business documents since the mid-1950s. These services first began as part of the fundraising programs and activities offered by Cathedral's Church Stewardship Division, which serves over 5000 customers nationwide. In 1990, Cathedral expanded its operations to include a wide range of business-to-business communication services.

We are uniquely qualified to provide high quality transactional printing and mailing services to the City of Ormond Beach through our direct experience on several levels. We maintain experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Structure
Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Experience
We have a long history of providing critical, secure technical project development and on-going processing for the public sector and we have created scheduling processes and quality control practices specific to this segment of our business. As a company we provide services to thousands of companies and organizations across the country. From our production locations in New York, Rhode Island, Florida and California we produce millions of invoices, Statements and checks for organizations large and small. A vast majority of our daily work is derived from documents identical to yours. These are vital transactional documents for utilities, municipalities, banks, hospitals and healthcare/insurance companies. These are documents that must be done correctly and delivered on time.

Our expertise and core competence is data management, specifically utilizing data to compose and deliver critical communications for our clients. Cathedral Corporation has successfully implemented numerous projects and conversions utilizing various types of data formats and software, especially in the utility industry. We know and understand the importance of working closely with each client to ensure the data we are receiving appears to be correct based on accuracy checkpoints. The experience we have working with different types of clients has given us the opportunity to have exposure to many types of software applications and file formats.

- Since our first utility, we have grown to manage daily, weekly, and monthly cycles for multiple utility and electric co-op clients throughout the eastern United States, with over half of these being in Florida.
    - *Currently, we print and mail **over 800,000 utility bills per month** in the Southeast region*
    - *Volumes of our top 3 utility customers are **50,000, 80,000, and over 100,000**.*
- ***Core Data Systems –*** We have thorough knowledge of multiple core systems as many of our current clients utilize a variety of them, including ***Tyler Technologies/Munis.***
    - We completed the conversion for the City of Melbourne Utilities to Tyler Technologies
    - Our current client, City of Hollywood is on the Tyler Technologies data platform
    - We recently completed the conversion for a utility client of ours in the Northeast - City of Somerville, MA Utilities

Qualifications, Capabilities and Experience *(continued)*

- We work with **85%** of the counties in Florida with offices that include Electric Co-operative and Utilities, Tax Collectors, Property Appraisers, Supervisor of Elections, Clerk of Courts.
    - Florida has a total of **67** counties. Of those 67 counties, we provide the processing printing and mailing for over **80% of the Tax Collector's and Property Appraiser Offices**
- We have a long history of processing monthly statements for over 70 credit unions throughout the United States including Suncoast Credit Union, the **7th largest Credit Union in the country.**
- **Security -** Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

  Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.
- **Detached Mail Unit -** Cathedral Corporation is a certified Direct Mail Unit (DMU) in which all of our mail is cleared by an on-site USPS clerk directly into the USPS system, resulting in more efficient turnaround times for mail processing and the ability to have more quality control and hands-on monitoring of your mail directly on-site rather than have to go through the approval and clearance steps at the post office.

B. Qualifications and Experience of Team and Relationship Services

As previously mentioned, Cathedral maintains experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Account Structure

Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Account and Relationship Management

Cathedral Corporation has successfully implemented numerous projects and conversions. We know the questions to ask and the potential pitfalls in implementation and on-going management to deliver on-time accurate documents. We understand it takes the knowledge, expertise, and responsiveness of our entire team to deliver superior service to our clients.

Cathedral operates ***24 hours a day, 7 days a week with employees over 3 shifts***. We are available to our clients with primary and back-up phone numbers in the event we need to be reached outside of the office.

Qualifications, Capabilities and Experience *(continued)*

Upon award of contract, Cathedral will assign a Project Manager to work with the City of Ormond Beach and be their project advisor and primary point of contact during testing, live and on-going work. A back-up Project Manager will also be assigned to provide additional support throughout the term of the project. Cathedral will establish initial meetings and/or conference calls with the Regional Sales Director, Project Manager and Technical staff along with the contacts from the City of Ormond Beach. We will host a strategic planning session with you and our Senior Management team to understand your goals. During these initial meetings, Cathedral will address the schedules, transmission and receipt of data, form design and project point of contacts. Cathedral will also supply a project schedule identifying required deadlines for both testing and live rollout. Schedules are built based on mutually acceptable dates.

Your Cathedral Project Manager communicates via email to our staff through daily structured status reports noting project volumes, critical dates, changes to schedules, materials and postage statuses and itemized project updates. We have a daily production status meeting held with all Project Managers and Supervisors from each department to ensure communication on project changes and key dates. Communication to our clients is handled via phone, through our online Client Center web portal, email and in person. Inventory and postage reports are provided as requested by clients. Cathedral maintains client project documentation onsite including all postal reports and statements.

- ***Project Status and Communication:***
  Cathedral Client Center - An application that is automatically implemented during the onboarding of our clients and included in our services is our online Client Center, which is accessed directly through our web portal homepage. Through this, our clients are able to view project related documents that are posted in addition to electronically approve, hold and/or provide live feedback on project documents and samples. This communication tool is used throughout all departments at Cathedral and automatically advises all of our teams via email notification of any updates to your projects based on your feedback.

Staffing Summaries – *Cathedral will assign specific members from each department upon award of contract.*

Below are brief summaries of some of the key team members that will be specifically involved in supporting the City of Ormond Beach. Each member has experience directly related to the printing and mailing of utility bills as this is a normal day-to-day segment of our business. Additionally, all personnel that will be assigned to City of Ormond Beach projects has thorough knowledge of multiple core systems and file formats as many of our clients utilize a variety of them.

Project Manager

Upon contract award, your Account will be assigned one primary in-house **Project Manager** along with a **back-up Project Manager.** Cathedral Corporation's Project Managers are trained to schedule projects in our production window, review data programming and form layout instructions with our customers and impart this knowledge to our technical staff. Project Managers also proof test and live data samples prior to sending to your contact for approval. They will also monitor materials and postage levels. They interact with our customers and production staff to keep all parties involved in project issues. The Project Managers have maintained our close partnerships with our customers as we have grown and are a critical part of our organization's success.

Qualifications, Capabilities and Experience *(continued)*

Account Administration

Regional Sales Associate

Your account will be managed and supported by an experienced **Regional Sales Director** who will be able to meet with you face-to-face and provide you with ongoing support to discuss contract and project specifications, share industry updates, design ideas and support escalation of any issues.

Client Service Manager

In addition to your Project Manager and Regional Sales Director, Cathedral's **Client Services Manager, Dana Martin** is familiar with all industry projects and timelines and assists in project support and interfacing among the Sales, Project Management, IT, Purchasing and Billing areas to aid in onboarding of clients and responsiveness to client needs.

Technical Support/Data Operations

- Senior IT Analyst
- Applications Developer
- Data Operator
- Supervisor

Overseen by Cathedral Corporation's VP of Product Development, Jeff Standefer oversees and administers company platforms, technology and strategies in support of current and future business needs. This includes hardware, infrastructure, network capacity and growth management, organizational and system security, telecom services, new product development, software and standards compliance.

Cathedral will assign multiple team members from the above department to support the development, implementation and day to day processing of the City of Ormond Beach. Each member will have cross training on your projects and will be able to handle all data and technical operations on an on-going basis. Cathedral Corporation employs extensive technical expertise and depth in key support roles throughout the organization. Data integrity and security are critical components of our clients' processing requirements, and we are structured to support those interests. As an IT solutions provider, Cathedral Corporation staffs, on-site, full networking administration and support personnel, 24 hour data processing, document composition, graphic design, programming, and all levels of data center resources. From the most stringent data transmission and security standards, to custom programming and design capabilities, we are built to supply end to end systems that deliver the highest quality product to our clients with full integrity.

Our IT, development and data operations department members have all been involved in the development, implementation and daily, weekly and monthly processing of our utility clients.

Qualifications, Capabilities and Experience *(continued)*

Additional staff support:

Print Production

Cathedral Corporation's **Production Coordinator, Gayle Bryant** has over 25 years of industry and postal experience. Gayle meets throughout the day with department Supervisors ensuring timelines are maintained and notifying internal teams of issues/production concerns. Daily status reporting is provided to internal teams on production progress through departments.

Mail Operations

Cathedral Corporation also has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional**. **Isaac Knight** has over 25 years of industry experience and maintains a relationship with the post office to ensure that Cathedral understands the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Subcontractors

Cathedral Corporation will not be utilizing subcontracts for these services.

Detailed items expected from the City of Ormond Beach to complete the project

- Test Files
- Field identifier (map of data fields as they would print on the page.)
- Mock up or layout of bill and envelopes.
- Graphics – such as customer logos, if printing on the bill.
- Complete list of notice/bill types and any special requirements associated with each type.
- Day-to-day project representatives

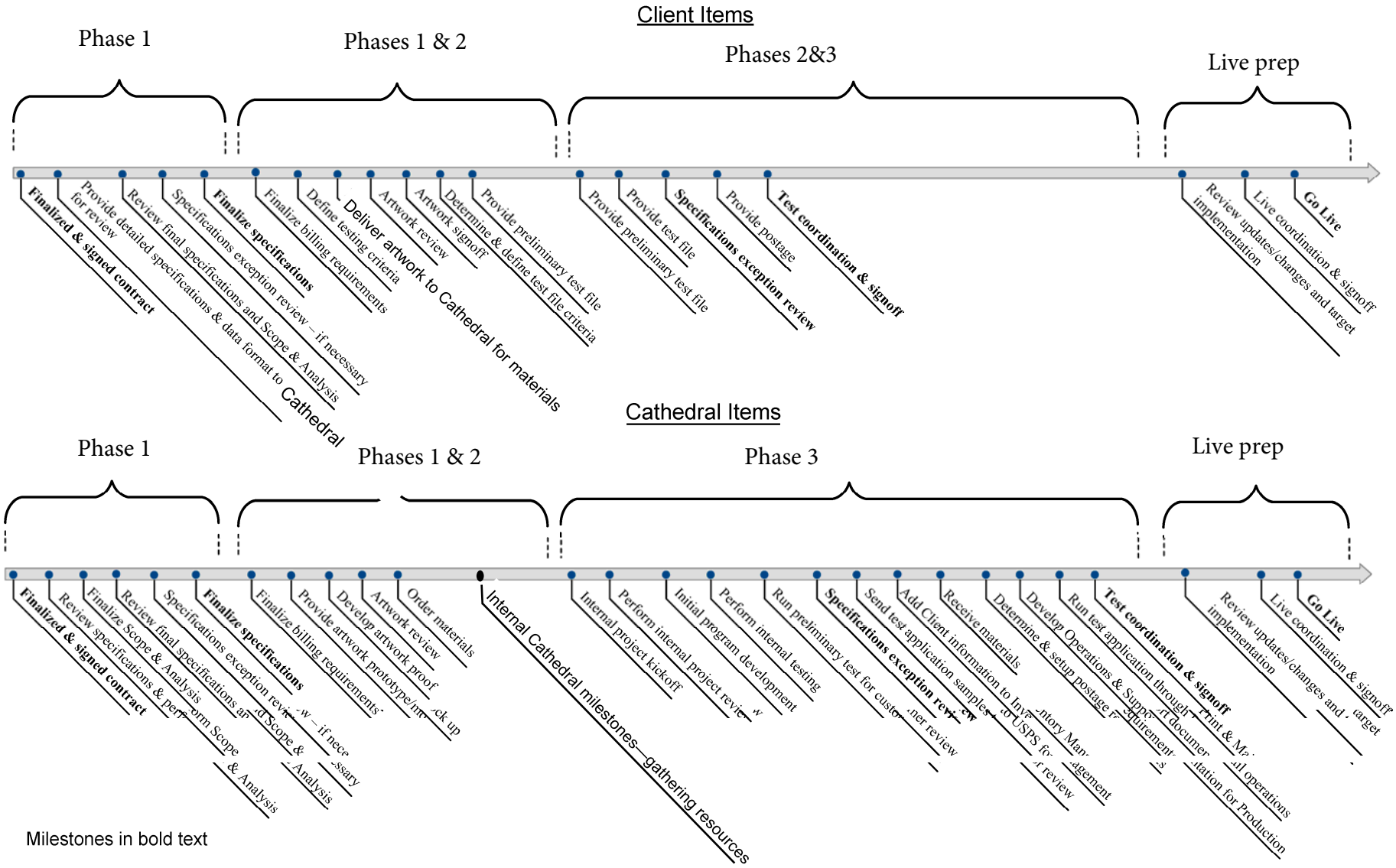
Testing and Live processes

Cathedral will complete a full testing cycle. This includes creating data programs, design layout, printing samples for review by Cathedral and the City of Ormond Beach and testing on all equipment. Live samples are also provided and print production begins once client provides written approval to Cathedral.

Flow Chart – Processing

See the next sheet for a sample Project Implementation flow chart from testing to live.

Cathedral Client Project Work Flow



Qualifications, Capabilities and Experience *(continued)*

C. Document Printing

Cathedral maintains and adheres to service level agreements with our clients. We are very flexible with regard to inbound data files, print files and materials for customers and have full capability to take the City's current data file format, run it through our standard postal process that include CASS and NCOA processing (if applicable) and print and mail. This is a standard norm to our day-to-day processing as we handle this for a number of our current utility clients today.

- ***NCOA and CASS Certification -*** Cathedral Corporation is a USPS approved certified vendor for NCOA (National Change of Address) processing, which includes CASS certification and processing utilizing the software by the USPS. These processes provide standardization of addresses and moved accounts based on USPS records, created IMB barcodes and sorts the mail to achieve the lowest possible automated mailing rates. We will provide a set of return files which include but not limited to the NCOA processing summary report, National Deliverability Index, ACE Address Error Report, CASS Summary Report and NCOA process return codes.

Cathedral Corporation maintains the technology and resources necessary to provide utility bill printing and mailing services for the City of Ormond Beach. We offer a full range of equipment and redundancy capabilities from one site to the other that include print technologies: MICR (for checks), plain black, highlight/spot color, full color and high speed inkjetting. Both cut sheet and continuous form production platforms are available to provide clients with the appropriate mix of flexibility on the forms side and increased efficiencies. Cathedral also utilizes a combination of intelligent inserters.

- ***Full Color Continuous form printing*** – the advantage with working with Cathedral is we have full equipment and capabilities to print your bills on demand on our **Impika full color continuous high speed printer** with dynamic perfing. This results in **no preprint** and provides the ability for you to make on-demand changes to your bill layout in addition to print variable data in color. We use blank white roll stock and everything is printed at once when in production.

Cathedral will receive the City of Ormond Beach's data files on a daily basis and on an agreed-upon time in order to meet mailing timeframes. All bills and notices will be CASS processed, combined by exact name and address and printed on our full color continuous printer in color and black ink (to match the current samples provided in this RFP). Bills and notices will be printed on 8.5 x 11, 24# blank white stock with a perforation and inserted with a customized #9 return envelope (*when applicable)* into a custom #10 single window outgoing envelope. Any accounts that have the same name and address as well as multiple page accounts will be inserted together into the same envelope. All pieces will be processed and cleared for mailing that same day directly from our Orlando, Florida facility which is a Certified Detached Mail Unit.

Totals Report

The City will receive an email notification advising of the availability of a summary report that includes customized details based on what information the City needs. Typically, we provide totals reports that include, but are not limited to volume of bills received, volume of images and packages (envelopes) we have processed and printed for that file, volume of suppressed bills, volume of bills that do not include a return envelope, and a breakdown of total postage costs for that particular mailing. This will be located on our online Client Center web portal. Cathedral will also post PDF samples of bills to our Client Center for review and approval prior to print production.

Qualifications, Capabilities and Experience *(continued)*

D. Mailing Services

Some items requested in this section have been previously mentioned in our response – CASS/NCOA processing, capability to meet mailing timeframes, and ability to accommodate one page and multiple page statements.

All processing, printing and mailing will be managed from our Orlando, FL facility located at 6851 TPC Drive Orlando, FL 32822.

Up-to-date with postal requirements

Cathedral Corporation has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional** who maintains a relationship with the post office to ensure that Cathedral understands and stays abreast with the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Ability to customize bills and notices

It is the rule, rather than the exception for Cathedral to receive special handling instructions for hundreds of packages per day. We have programmed logic for just about every one of our clients where we can customize information based on the contents of the various tags in the data files (i.e. validate bill charge amounts, selective inserting - identify bills that should not include reply envelopes or inserts).

Additionally, in the event where the City needs to re-call, cancel or re-bill certain bills, Cathedral can provide options that best fit the needs of the customers. Through our Client Center web portal, our clients can place the live sign-off/file process on hold to stop live data processing. If data files are bad, we deleted that file from our system and can accept a new data file, reprocess and print the job using the most up to date file. In addition, if production has already been completed and the bills have not been delivered to the USPS, Cathedral can pull the select bills from mailing provided the City gives an account numbers so that we can accurately identify the account that needs to be pulled. If the file has not been processed yet, we can program that particular file to suppress the bill(s) that should not be printed and mailed.

We have a full document development staff on-site that includes programming, composition and design. We can work with you to customize the layout, use, and presentation of elements within your bill. Custom calculations, special handling or the presentation of data elements through graphs and usage charts are just a few examples of how transactional data elements can be customized to fit the needs of our clients.

Postage

Cathedral Corporation will provide you with a monthly postage estimate and invoice before the first mailing. We will create a postage escrow account where the City's postage funds will be drawn from for the mailings. We can provide postage summary reports in addition to the totals reports you get for data in order to see actual amounts used and how much the account will need to be replenished on a monthly basis for upcoming mailings.

See attached sample postage report.

City of Ormond Beach

Utility Bill Mailings

Postage Status for Period

5/1/2019 - 05/31/2019

Trans Date	Transaction Description	Postage Received	Postage Used	Postage Balance
	[Previous Balance]			$25,247.59
05/03/2019	CYCLE 1 374608	$0.00	$2,459.01	$22,788.58
05/17/2019	CYCLE 2 375246	$0.00	$1,944.90	$20,843.68
05/24/2019	CYCLE 3 375546	$0.00	$2,011.36	$18,832.32
05/31/2019	CYCLE 4 375772	$0.00	$1,701.41	$17,130.91
	Summary for Period:	**$0.00**	**$8,116.68**	**$17,130.91**

Qualifications, Capabilities and Experience *(continued)*

E. System and Software

Operating System and Platforms – Windows Server 2008 R2 and Windows Server 2012 R2
Document Development – Quadient Inspire (Formerly GMC)
Mailing Discount (Presort) – BCC Presort (Formerly Satori Presort)
Address Correction – FirstLogic ACE

While we do not foresee or anticipate any software upgrades in the next few months to a year, Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service. We implement regular technology enhancements that support multiple communication channels so that you can be assured – with the rapid pace of change in technology – that the City of Ormond Beach will be positioned to communicate with your customers via the channel of your choice.

Data Transfer (FTP)
Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City of Ormond Beach will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City of Ormond Beach data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

Cathedral can take virtually any type of file input, including the current PDF file format for the City of Ormond Beach.

Contingency, Redundancy and Disaster Recovery
We operate multiple production facilities: corporate headquarters production facilities are located in Rome, NY (55,000 sq. ft.) with redundant production facilities located in Lincoln, RI (65,000 sq. feet), Orlando, Florida (68,000 sq. ft.), Deer Park, NY and Inglewood, CA. These facilities are in place to offer business continuity and work flow management for customer applications to ensure they run accurately and on time.

Cathedral Corporation maintains redundant data connection through fiber lines, T1 circuit lines and cable for high speed transmission and real-time failover. Should a circuit or system fail, data transmissions are dynamically routed to another circuit or connection. We offer alternate equipment servers, network and data backup at all locations, which can be utilized by all departments. Cathedral maintains consistent software and hardware licensing and profiles across all divisions within Cathedral as well.

Qualifications, Capabilities and Experience *(continued)*

Disaster Recovery
Our Back-up and recovery processes are determined through 2 phases.

First phase - Business Interruption: Business Interruption, as defined by Cathedral is the loss of commercial power or other minor interruption with impacts less than a 48 hour time frame to our facility.

- This could entail an actual loss of commercial power or an anticipated loss of commercial power in the case of an impending severe weather or hurricane. Our first line of defense should we experience a Business Interruption, such as an unexpected loss of power to our facility, is our *onsite Energy Dynamics Power Systems 750 KW generator*, encased in a hospital enclosure. This gives us the capability of providing power to our Orlando facility for 7 days.

- In some instances, there may not be a loss of power. However, there may be the loss of an item or multiple items of equipment. In that instance we provide redundant servers, printers, inserters and folders.

Second phase – Disaster/Recovery (Loss of Primary Facility): If there is a loss of the physical primary facility, **Cathedral Corporation's** multiple locations can serve as our back-up facilities.

F. Quality Assurance and Customer Support

Quality Control and Assurance
Cathedral maintains quality control procedures and processes that impact the on-going production process that should be considered. These are related to Data Processing, Laser printing and inserting and mail processing.

Cathedral has developed a unique approach to the accurate, documented control of all printed items through our plant. This Standard Operating Procedure (SOP) incorporates dual signoffs within departments and additional signoffs across departments as completed work moves through production.

Cathedral accounts for each data item and printed piece through the entire production process. We reconcile at each production step, including data processing, presorting, laser printing, inserting, mailing, and USPS acceptance, with the original data file received from the customer. Each department must accept and sign for the job components received from the preceding department.

Ultimately we reconcile every piece of data sent to us from data processing, through laser printing and mailing, making certain that from the transmitted file into the secure server, to the postal meter on the back of the inserter, all pieces are in balance and accounted for.

This is a 3-way crosscheck; we prove the machine count from the inserter to the human-readable sequence number on the piece to the postal reconciliation on the inserter meter base. All three checks must agree before your mail leaves the facility. The final check is the USPS inspection and acceptance of the mailing cycle into the mail stream in the Cathedral facility.

Qualifications, Capabilities and Experience *(continued)*

Data Transmission and Processing

Beginning with the safe, and secure transmission of data, Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

The data processing phase performed by Cathedral will employ several auditing steps that will accumulate control totals that are used for balancing purposes. The first is the accumulated total bytes of data received by Cathedral that will be matched against the bytes of data that the customer has documented sending to Cathedral. These numbers are then balanced to what is printed and inserted by Cathedral. These numbers will be balanced against the number of statements sent by the customer and a report will be generated.

Laser Printing

During the printing stage, the pages printed will be matched against the number of pages processed in the data processing phase by Cathedral. Each page printed will have a sequence number to enable the print operator to keep all pages in order should there be a paper jam on the printer. We have implemented the use of quality control worksheets by our printer operators for all projects. Quality of address, general detail data, message areas and print quality are all verified. Printer logs with sample pieces are maintained on all projects.

Inserting

Cathedral is the first company in the United States to implement software for integrity checking utilizing the delivery point barcode. We have Videk cameras fitted to all of our production inserting machines, which allows us to match an intelligent mail barcode (IMB) on a mail piece to an ASCII file supplied from the Data department. The Manager or Supervisor in the Mail Operation department will send the file to the designated Inserter that has been assigned for that job.

The pieces are printed and inserted in the same order as the ASCII file. The machine will stop identifying a “Mismatch Error” if the corresponding mail piece does not match the IMB in the ASCII file and the operator will check the integrity of the mail piece. Because we are reading the IMB with the camera it also allows us to catch any pieces of mail that have been masked by additional inserts. If the insert was in front of the address block on the piece masking the IMB the inserter would stop with an error message, and the operator would repair the piece and continue.

On completion of each job an output file is created which includes any pieces that were missing or damaged during the inserting or printing process. This file can then be used to generate reprints more efficiently. The MSM system takes Cathedral to a higher level of integrity. There are occasions where the inserting process will damage some of the material. In these instances, Cathedral has developed a process that enables the timely reprinting of those statements. Our process is not complete until all “damaged” statements are reprinted and mailed by Cathedral. Cathedral maintains daily service and production logs on all mailing equipment within the facility.

Qualifications, Capabilities and Experience *(continued)*

Cathedral recently upgraded our Mail Operations environments to incorporate **Mail Run Data File (MRDF)** technology. This entails having file-based operations overseeing all mail inserting. File servers are attached to the intelligent mail inserters, and databases on those servers describe all components of each mail item at the component level (sheets for that item as well as all associated inserts). We place 2D optical marks on each sheet of paper for every mail item and the system tracks and verifies the accurate collation and completion of those pieces. Cameras also function at each mail station hopper to capture & verify the correct insertion of all targeted inserts for that mail item. Any variance from the information contained in the database, as well as any opportunity for error (machine stoppages, jams, etc.) causes the pieces involved to be flagged by the system for destruction and reprint. The cycle is marked as incomplete in the control database, and those tagged items are automatically diverted for secure destruction and logging. The corresponding print files for the tagged items are sent into a reprint queue to be reproduced. Once they are reproduced they are loaded to the system and scanned again. At that point, the system marks all items in the file as complete and "closes" closes that cycle.

We understand the stress your organization may go through during a change or conversion. There can be long hours spent ensuring the accurate migration and calculations of your data along with interfacing with multiple points of contact throughout the process. Our goal is to make the process as seamless as possible while offering support of your invoice design needs. As we mentioned before, we are available 24 hours a day, 7 days a week with primary and back-up phone numbers.

Accuracy Standards

If any issues may arise after implementation and the go-live date, Cathedral representatives will notify you immediately when we learn of an issue with an explanation of what the cause is, what the impact is and what steps we are taking to rectify the situation and ensure it doesn't happen again.

Any problems or challenges with production applications are escalated immediately to the departmental supervisors who then involve plant management, customer service account management and I.T. support as needed.

- ***Procedures for Correcting Issues***

  Timeliness is important but without a quality product it means little. Cathedral Corporation has raised the bar in our industry by implementing processes and procedures that have translated to an error-free rate.

  Cathedral Corporation's Quality System incorporates the use of an online interactive corrective action/continuous improvement system. This system is integral in allowing Cathedral to achieve the level of performance demanded at all levels of our organization to meet or exceed Customer Requirements and expectations. Any person in our organization involved in production of your statements is required to open a ***Corrective Action System (CAS)*** report any time an error has been uncovered. Phase I of this report requires the author to provide basic key information, after which the report is saved. Once saved an electronic copy of this report is distributed over our internal network to all senior management from the president and C.O.O. down, as well as to departmental managers, customer service and account managers.

G. Payment

Cathedral Corporation's payment terms are net-30.

See attached for sample invoice from Cathedral. We can customize this to list out the charges in the best way that fits your needs for your billing department.

Invoice

Cathedral SINCE 1916 CORPORATION
6851 TPC DRIVE
ORLANDO, FL 32822
Tel. 407-351-0232 Fax.
407-363-4586

DATE	INVOICE #
6/26/19	12345

BILL TO

CITY OF ORMOND BEACH
22 SOUTH BEACH STREET
ORMOND BEACH, FL 32174

CUSTOMER NUMBER	TERMS	DUE DATE	P.O. NO.	REP
00000	Net 30	7/25/19		

QUANTITY IN TH...	DESCRIPTION	RATE	AMOUNT
22,000	DATA PROCESS, DUPLEX PRINT, INSERT WITH #9, SEAL, METER, SORT AND MAIL	0.09	$1,980.00
1,000	DATA PROCESS, DUPLEX PRINT, NO #9, INSERT, SEAL, METER SORT AND MAIL	0.0713	$71.30
23,000	INSERTING OF CLIENT SUPPLIED STORMWATER INSERTS	0.005	$115.00
46,000	INDEXED PDFs - images	0.01	$460.00

Please make checks payable to Cathedral Corporation & remit to the above address.

Total $2,626.30

Qualifications, Capabilities and Experience *(continued)*

H. Confidentiality of data

Security - Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.

Cathedral Corporation has a robust security program in place to protect customer data. We follow the Philosophy of Least Privilege Use. We segregate our production servers logically and physically from non-authorized users. Perimeter monitoring, Cisco technologies, Fortinet Intrusion Prevention/Intrusion Detection (IPS/IDS), IPSwitch Whatsup Gold Professional, and Beach & Associates Network Monitoring Services are utilized by Cathedral Corporation. All hosts in the DMZ are protected by IPS/IDS. We do not allow pings, and configure all ports closed by default. Cathedral Corporation performs monthly network level vulnerability and penetration scans via a third party, Beach & Associates. Perimeter assessment is performed utilizing Nessus software and PRTG traffic monitoring. Internally we utilize GFI Languard Network Security Scanner for vulnerability scans. These are also run on a monthly basis. Copies of our tests are reviewed by our Manager, Network Services and retained for a one year period. Cathedral Corporation utilizes Checkpoint Pointsec (laptop encryption) and Symantec Endpoint Security (anti-virus, anti-malware) products. WSUS is used for patch management. We have in place Information Sensitivity (classification) and Incident Response Policies.

Network access is granted to employees on a need-to-know basis. Network access and activity is logged and monitored by members of Cathedral Corporation's Network Administration group. User and Departmental access are specifically defined. Normal users are prohibited from modifying permissions. Users have limited access to data based on their need to know to perform their job. Network accounts are locked after 3 unsuccessful log-on attempts. Only IT Administration Personnel can unlock an account. Password complexity is imposed, and user passwords must be changed at a minimum of every 90 days.

Every production job is audited through numerous reconciliation and verification operational steps and signed-off on by multiple personnel throughout our production process. Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations, including the Federal Gramm Leach Bliley Act, and Federal Charter Red Flag rules and the regulations associated with such. Further, Cathedral's process automation applies data retention rules for all projects as to ensure proper archiving and deletion of client data. Files are purged from the system, based on defined retention periods, through automated processing controls. Our online Client Center is also a secure SSL site.

If the City is going to send confidential and proprietary information to Cathedral, we recommend that this information either be uploaded through our SSL Secure FTP site or SSL Secure Client Center, which is only accessible to Cathedral Clients. If communication is going to be sent via email to or from Cathedral, it should not contain any attachments or content that may be confidential or proprietary.

Qualifications, Capabilities and Experience *(continued)*

The following are other technologies and practices to ensure the security throughout our facility:

- **Video Surveillance –** 24/7 video surveillance inside and outside of building
- **Key Card Access** – currently, we utilize a secure building access system. This logs all attempts at entry to secure areas and is monitored in real time by our HR Manager and Network Administrator. Certain high security areas, including server rooms, file storage, and secure client stock storage, are only accessible by Cathedral upper management and the Network Administrator to ensure no unauthorized access occurs. The access cards are issued to all employees. The access capability is different for each employee based on the need to access certain areas. (i.e. Print department cannot access the Data department).
- **Secure Email Filtering** – Cathedral maintains a hosted service for secure inbound email filtering which scans all incoming email and blocks any messages which may be SPAM, virus or malware from being delivered to the end user.
- **Employee Background Checks –** Cathedral performs FDLE background checks on all employees
- **Employee Compliance Training** – Cathedral employees complete IT security and business ethics compliance training annually.
- **E-verify Compliance** – Cathedral completes E-verification on all new hires.
- Onsite secure shredding
- Yearly review of proprietary processing with employees
- Yearly testing of our network security by an outside third party
- Cathedral carries supplemental insurance to mitigate impact of any data breach by a third party.

Fees

Item	Unit Price
Utility Bill Processing – *includes processing, duplex printing, inserting, mailing, and all materials (#9, #10, FLAT envelope if applicable). Includes single and multiple page statements.*	**$0.09 per piece**
Utility Bill Processing without the #9	**$0.0713 per piece**
Business Tax Renewal Processing – *includes processing, printing, mailing and all materials*	**$0.09 per piece**
Inserting of client supplied inserts	**$0.005 per insert**
Set-up fee	**$0**
Hourly programming services – custom and rush	**$125.00 per hour**
NCOA services	**$0.002 per record**
Indexed PDFs – based on 23,000 bills per month	**$0.01 per image**
Postage	**Pass Through item**

Other Services Available

In addition to our services and capabilities described within this proposal, we also offer the following:

Mail Essentials Mail Tracking **-** Cathedral Corporation is a full-service USPS customer which allows us to obtain mail delivery information which in turn we share with our clients. This ability to share mail piece delivery information allows our clients to track, predict and view delivery of both incoming and outgoing mail pieces. Utilizing IMB barcodes on mail pieces, the USPS will capture the scans. Our custom mail tracking application has access to the data from the USPS scans which are done at regular intervals during the mailing lifecycle, allowing you to:

- Monitor the mail processing status
- Estimate delivery dates/times
- Identify that a remittance has been mailed
- Make decisions to delay service disconnect dispatches
- Identify when mail pieces have been delivered

Having early knowledge of remittance activity negating service disruption can improve management and customer satisfaction by allowing for more informed service disruption management in addition to avoiding additional print, mail and operational costs. This feature is fully accessible through our client portal. Pricing will be provided for this additional service upon request.

References

1. **City of Cocoa, Florida Utilities** *(Sunguard HTE platform)*
   Contact: Jessica Dovale, Utility Customer Service Manager
   Address: 65 Stone St. Cocoa, FL 32922
   Phone: 321-433-8422
   Service Provided: Daily processing, printing and mailing of approximately 80,000 bills per month (regular, final, past due and delinquent notices)
   Service Dates: 2004- present

2. **City of Hollywood, Florida Utilities** *(Sunguard HTE platform)*
   Contact: Mark Moore
   Address: 2600 Hollywood Blvd Room 103 Hollywood, FL 33020
   Phone: 954-921-3930
   Service Provided: Weekly processing, printing and mailing of approximately 40,000 bills per month (regular, final, past due and delinquent)
   Service Dates: 2014-present

3. **City of Melbourne, Florida Utilities** *(Tyler Technologies Munis platform)*
   Contact: Wayne Rosser
   Address: 900 East Strawbridge Ave. Melbourne, FL 32901
   Phone: 321-608-7170
   Service Provided: Weekly processing, printing and mailing of approximately 55,000 bills per month. Completed conversion to Tyler Technologies – Munis in 2013.
   Service Dates: 2008-present

4. **Hernando County, FL Utilities** *(Sunguard HTE platform)*
   Contact: Alisa Pike
   Address: 7405 Forest Oaks Blvd Spring Hill, FL 34606
   Phone: 352-754-4762
   Service Provided: Same day processing, printing and mailing of approximately 60,000 bills per month
   Service Dates: 2008-present

5. **City of Somerville, MA Utilities** *(Tyler Technologies Munis platform)*
   Contact: Mark Lawhorne
   Address: 93 Highland Ave. Somerville, MA 02143
   Phone: 617-625-6600 x5857
   Service Provided: Processing, printing and mailing of approximately 43,000 utility bills per month. Completed conversion to Tyler Technologies – Munis in 2018.
   Service Dates: 2016 – present.

In Conclusion

Cathedral Corporation is uniquely qualified to provide high quality invoice production and delivery services to the City of Ormond Beach through the company's experience in handling a wide range of billing applications for many companies, and due to our intimate knowledge of municipal billing applications derived from municipal utility clients like you.

- Cathedral is experienced in developing and implementing critical business document solutions for a wide range of financial services applications.
- We are intimately familiar with the needs and requirements of municipal utility organizations – you do not need to teach us your business.
- Cathedral has a proven track record of reliability and accuracy for print and mail applications like yours.
- The flexibility we offer in the customization of systems based on individual objectives and schedules allows us to develop customized solutions that increase value for your external clients, and improve efficiencies for your internal staff.
- Proactive account management assures clear, frequent, and complete communications with you
- Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service.

Thank you for taking the time to review our proposal. We look forward to hearing from you regarding your decision. If there are any questions in the meantime, please do not hesitate to contact me.

Sincerely,

Dave Osterrieder
Vice President, Southeast Sales
Tel: (407) 351 – 0232 x274
Cell: (904) 233-6950
Dosterrieder@cathedralcorporation.com

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
USI Insurance Services LLC
855 Route 146 , Suite 235
Clifton Park, NY 12065
518 514-3620

CONTACT NAME: Kelli Shannon, CISR
PHONE (A/C, No, Ext): 518 861-2412 FAX (A/C, No): 610 537-4840
E-MAIL ADDRESS: kelli.shannon@usi.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Liberty Mutual Fire Insurance Company	23035
INSURER B : Liberty Mutual Ins Companies	65315
INSURER C : MEMIC Indemnity Co	11030
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Cathedral Corporation
632 Ellsworth Rd
Rome, NY 13441-808

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	TB6Z81053235119	03/01/2019	03/01/2020	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$1,000,000 $100,000 $10,000 $1,000,000 $2,000,000 $1,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY	X	X	AS7Z81053235109	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$1,000,000 $ $ $
B	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $10000	X	X	TH7Z81053235129	03/01/2019	03/01/2020	EACH OCCURRENCE AGGREGATE	$5,000,000 $5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	6103800243	03/01/2019	03/01/2020	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $500,000 $500,000 $500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Cancellation clause does not apply to non payment cancellation. FOR BIDDING PURPOSES ONLY.

CERTIFICATE HOLDER
Cathedral Corporation
632 Ellsworth Road
Rome, NY 13441

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Cathedral Corporation

SIGNATURE: Marianne W Gaige **DATE:** 6/10/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

City of Ormond Beach

22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After the Above Date and Time Will Not Be Accepted.

PROPOSER'S NAME: ENCO UTILITY SERVICES FLORIDA LLC

PROPOSER'S MAILING ADDRESS: 572-E Appleyard Dr.

CITY-STATE-ZIP: Tallahassee, FL 32304

F.E.I.N. or S.S. NUMBER: 20-2160616

PHONE NUMBER: 951-236-1571 EMAIL: irigoyen@encous.com

If returning as a "No Proposal", please state reason s):

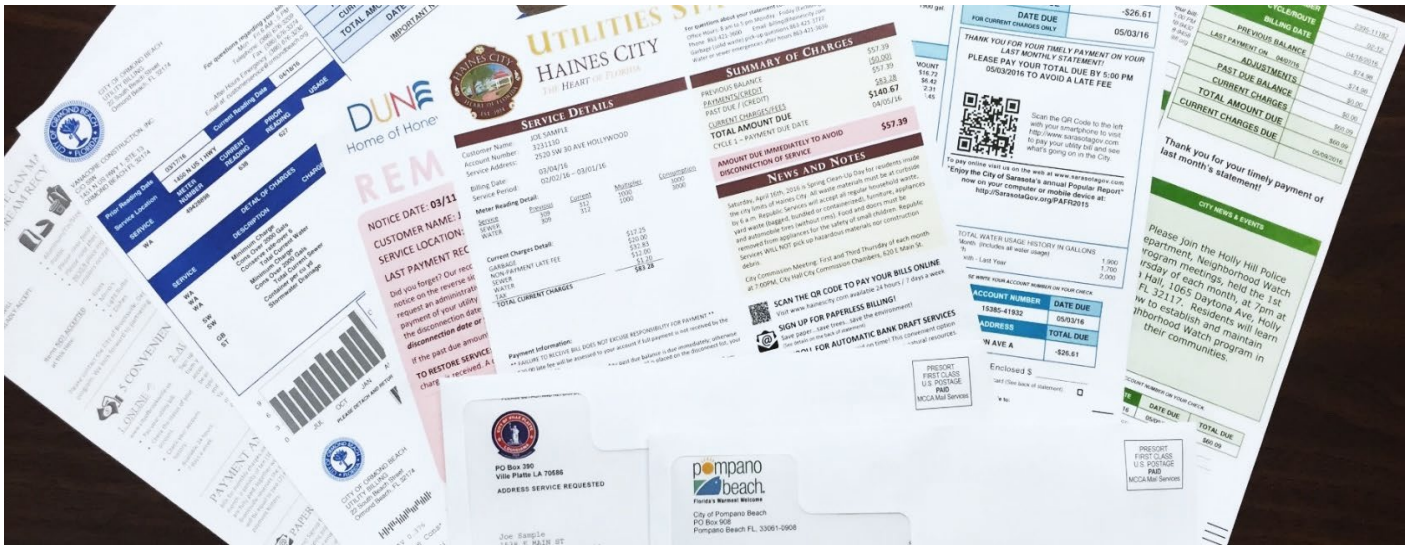
I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Proposal for the same materials, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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 Ruby M. Irigoyen
AUTHORIZED SIGNATURE (MANUAL)

Ruby M. Irigoyen
NAME (TYPED)

SVP Customer Services
TITLE

6-25-19
DATED



June 26, 2019

Utility Billing Services – RFP 2019-32

City of Ormond Beach, Florida

ENCO ADVANTAGE BILLING SERVICES

Ruby Irigoyen, Senior Vice President, Customer Services
ENCO Utility Services Florida, LLC
572 Appleyard Dr. Ste E, Tallahassee, FL 32304
irigoyen@encous.com

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COVER LETTER

June 26, 2019

Mr. Robert Schattie
City of Ormond Beach
22 S. Beach St.

Ormond Beach, FL 32174

Dear Mr. Schattie,

ENCO Utility Services Florida LLC (ENCO) is pleased to have the opportunity to provide our proposal to the City of Ormond Beach for Utility Billing Services. ENCO has been delivering utility billing services since 2001 from its California offices and has now expanded with new facilities in Florida. ENCO recently acquired the utility billing operation, Municode Advantage (MCCa), from our long-time partner, Municipal Code Corporation in Tallahassee, Florida. ENCO has hired all employees, purchased all the equipment and operations and rebranded the entity as ENCO Advantage but delivered by ENCO Utility Services Florida LLC. Our new facility in Tallahassee FL was completed in March 2019 and we are now operating from this new building.

As you know, we currently are providing these same services to the City now and hope we will be able to deliver a compelling proposal for the City to continue with us.

Why Choose ENCO?

Reputation: We are proud to serve over 100 cities and counties throughout the United States.

Focus: We are solely dedicated to helping municipalities, such as yours, provide unparalleled services to their communities.

Experience: We offer industry-leading utility bill presentment services. Currently, we process, print, insert, and mail over **10 million statements for over one hundred municipalities annually**.

Quality: Our clients trust that we mail their statements in a timely manner and with the correct data. Our Quality Control (QC) process includes equipment such as scanners, optical readers, and manual checks to ensure that statements are accurate.

Same Day Statement Turnaround: If proofs are approved by noon on the date of receipt, they mail the same day. If for some reason you cannot approve them in time, we will still try for the same day, but if it is after the time the post office will accept, then we will deliver to USPS the next postal business day.

Superior Customer Service and Relationships: Our goal is to develop and maintain strong, long-term relationships while providing exceptional products and services. We accomplish this by being accessible, approachable and responsive. We take the time to listen to our customers, get to know them, and anticipate their needs. We strive to not only meet but exceed customer expectations.

Tomorrow's Technology, Today: With mobile applications such as *Pay-by-Text, text statement notifications, voice reminders, Pay-by-phone options, and customer self-management.* We can add these services as your municipality grows.

Custom Developed Solutions: The strength of our offering is not only the product itself, but also our ability to help you meet your goals.

I will serve as the primary contact regarding our response. Please let me know if you have any questions, comments, or concerns. Thank you again for your consideration.

Sincerely,

Ruby M. Irigoyen

Ruby M. Irigoyen
Senior VP Customer Services
ENCO Utility Services
Office: (951) 925-8092
Cell: (951) 236-1571
www.encous.com

SCOPE OF WORK

ENCO will provide all the services necessary to print and mail the City's utility bills daily:

1. We will provide daily bill and notice processing and printing. Turnaround time will be the same day as receipt of billing data files. We understand that the City will convert to weekly billing cycles with the implementation of the Tyler Technologies Munis platform on October 1, 2019.

2. We will provide bar coding for postal mailings and payment stub processing to optimize efficiency and postal cost reductions.

3. We will provide same day insertion and envelope preparation.

4. We will provide same day postage metering.

5. Same Day delivery: If proofs are approved by noon, then we will deliver to the US Post Office, in delivery order by the time specified by the US Post Office for same day transport.

6. We will provide generic blank statement paper forms and envelopes until needed or used. To permit flexibility there are no preprinted forms/envelopes involved in the processing.

7. We have the ability to insert different documents in each envelope based upon predetermined criteria, such as, class of customer, reading cycle and service type as long as that data is available on the bill pdf.

8. We provide confirmation to the City upon delivery of bills to the U.S. Postal Service. We provide CASS certification and NCOA address correction/forwarding.

9. All of our work is be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program.

10. ENCO can provide programming and bill design services, if required. We understand that it is the intent of the City that the bills will be designed within the Tyler Technologies platform, but on occasion, the City may require design assistance.

11. ENCO can continue to provide immediate live telephone support to the City of Ormond Beach for problem resolution.

INDEPENDENCE

ENCO affirms that it presently has no interest, and shall not acquire any interest, direct or indirectly, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. ENCO affirms that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. ENCO certifies that to the best of our knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by ENCO that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

CONFLICT OF INTEREST

ENCO has no relationships, professional, financial or otherwise, by its principals or employees, or any affiliate or subcontractor, with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units now or at any time in the past five (5) years. ENCO will provide written notice to the City should this ever change during the period of the agreement.

QUALIFICATIONS, CAPABILITIES AND EXPERIENCE

QUALIFICATIONS AND EXPERIENCE OF THE FIRM

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

In 1997, Edison International formed a new affiliate called Edison Utility Services. This affiliate was formed to provide customer services and support for electric distribution to municipal and other small and medium sized utilities in the US.

In 2001, Edison Utility Services was acquired by SRM-ENCO LLC and subsequently changed its name to ENCO Utility Services. In 2004, SRM-ENCO formed Winter Park Utility Services LLC and subsequently renamed the corporation ENCO Utility Services Florida LLC.

Our customer services include utility bill printing and mailing plus 24/7 call center, lockbox remittance processing, and outbound courtesy notifications. For some customers, we provide full utility billing as well which includes use of our ENCO billing software and full back office support to calculate bills, staff local offices and answer all the phone calls. Our engineering and construction division concentrates on the electric system design, construction and operations. We have experience in design and construction of utility grade renewable energy power plants including financing, siting, and energy contract negotiation.

ENCO currently has offices in Anaheim CA (headquarters), Hemet CA (call center and customer services), Moreno Valley CA (customer) and Chattanooga, TN (customer) and Tallahassee, FL (printing & mailing, second call center).

As you can see, we have been in business for over twenty years. Our partners include such companies as Municipal Code Corporation and JetPay Financial Services who help us provide services to more than 100 government agencies across the country.

ENCO is a privately-owned corporation and is financially sound with no debt. Our leadership is focused on improving ENCO through investments in people and technology. Our culture is conducive to long-term employees. This makes for an experienced and stable workforce, so our clients can establish a long-term partnership.

The security of your data is important to us and we are SOC 2 TYPE 2 Certified.

Corporate Structure and Licenses
Federal Tax ID: 20-2160616 - Legal Structure: LLC
ENCO UTILITY SERVICES FLORIDA LLC

Corporate Headquarters
8141 E. Kaiser Blvd., Ste 212, Anaheim, CA 92808

Tallahassee Billing Services Center
572-E Appleyard Rd., Tallahassee, FL 32304

Hemet Customer Service Center
380 N. San Jacinto St., Hemet, CA 92543-3112

Chattanooga Customer Service Center
1250 Market Street Ste 1008, Chattanooga, TN 37402-4461

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high-volume clients.

We have been delivering utility bill design, printing and mailing services since our first customer in 2001. In addition, in December 2018, we acquired the utility bill printing and mailing service division of Municipal Code Corporation. With this acquisition, we hired all the people, purchased all the equipment and software and relocated the operation one mile away in our new facility in Tallahassee. We are currently printing and mailing over 10 million bills annually to over 100 municipal customers.

iii. Provide the total number of statements mailed monthly by your firm.

Year to date monthly average is 866,500 statements

iv. Provide the volume of your three top customers.

Talquin Electric Cooperative: 67,250 bills per month
City of Chattanooga: 66,000 bills per month
City of Miramar: 44,500 bills per month

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high-volume clients.

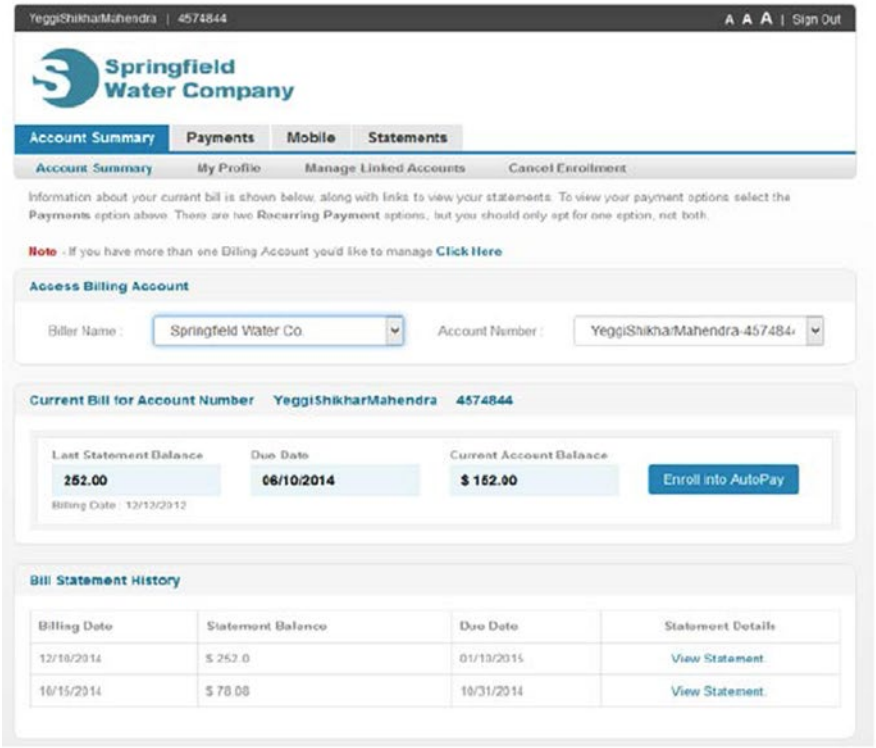
ENCO currently provides lockbox services to the following: The City of Canton, GA (9,000); to the Community Utility Billing Service, CA (10,000); Ventura County, CA (7,500); City of Moreno Valley, CA (6,700); Hamilton County WWTA, TN (15,000); City of Chattanooga, TN (60,000); Rossville, GA (1,500); City of Industry, CA (115). This totals approximately: 110,000 payments per month. These services include mailed in payments, pay by phone and pay online. These are managed directly by ENCO.

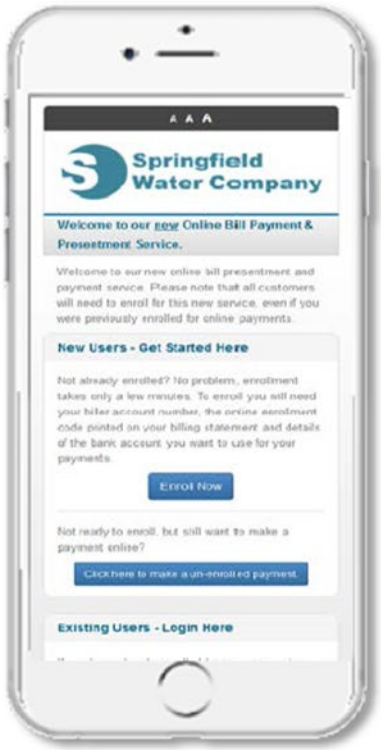
In addition to these services, we can also offer an electronic payment portal, Orbipay, delivered by our partner Alacriti Financial Services. Orbipay is a highly flexible and comprehensive electronic bill presentment and payment (EBPP) solution that lets you collect and process payments from multiple channels and systems - quickly and efficiently. A self-service customer portal enables your customers

to quickly sign up and setup payments using their bank accounts, credit cards or debit cards. Customers can enroll in paperless billing, and setup and manage one-time, recurring and expedited payments.

Once the platform is deployed with your municipality, your customers will be able to pay their bills via the web, IVR systems or through customer service agents. It includes a customer care website, so your customer service and operations staff can lookup bill payment profiles, review historical and pending payments, schedule and manage payments on behalf of customers and perform other day-to-day customer service tasks. On demand reports can be generated daily, weekly, and monthly to monitor enrollment activity and keep track of payments processed, scheduled, returned and pending.

In addition to processing payments through the ACH, credit card and debit card networks, the platform produces daily activity, posting and return information that seamlessly integrates with your CRM and accounting systems for settlement control and reconciliation. The result is a faster collection of funds, simplified operational processes, and greater customer satisfaction.





Orbipay is secure, cost-effective and easy to deploy, supplying a fast return on your investment.

- Web payment processing for Credit/Debit Cards and electronic Checks
- IVR payment processing for Credit/Debit Cards and electronic Checks
- One-time, scheduled or recurring automatic payments
- Paperless billing by email or text
- View billing statements online
- Mobile payments & alerts

- CSR Agent web portal for payment management
- Access to online reporting, outbound emails and file functions
- Flexible consumer convenience fee or biller absorbed fee models

vi. Comment on other areas which make your firm different from your competitors.

Selecting ENCO as the service provider delivers valuable benefits, not the least of these is the experience ENCO brings to the work.

- Since **we perform all the services of a utility**, including utility system design, construction, operations, and maintenance in addition to all the customer service elements, we have a view of the work from a holistic perspective that we believe no other vendor could provide.

- **We understand the utility processes**: We hold multiple contracts whereby we provide sewer bill calculation using water meter read data from American Water, we are familiar with meter reading, water and sewer rates, the day-to-day activities such as disconnections and reconnections.

- We provide **full service billing** including cross check and import of meter reads, maintenance of rates, calculation of bills plus bill printing and mailing.

- We offer **call center services** just for utilities. This can be full 24/7 service, overflow or just after hours. We can take your calls and call out your staff while following your bargaining unit call out rules. We have developed our software, Call Tracker, that includes customer call tracking, service order creation and dispatch functions. Automated order delivery and customer on demand order creation.

- **We offer remittance processing**. Mailed in payments, pay by phone and online payment processing. All with credit / debit card or echeck.

- **Program design and administration**: We process all the commercial rebates for the County of Boulder, Colorado or our client Cypress LTD. We write programs, then receive the applications and administer the programs for the City of Moreno Valley. These programs include the Level Payment Plan, Energy Assistance Program (low income), and we process all the residential rebates.

- **We offer courtesy notification service**: We provide a service to notify your customers when they are late as a reminder. These notifications are by IVR, text or email. Courtesy notifications can accomplish a number of functions to assist the customer and the city:

  Helps maintain cash flow coming in to the city and reduces disconnections

  - Pre-warning that the bill is due on a certain date – gentle reminders that help customers stay on track with payments
  - Missed due date/past due – reminders that help customers avoid disconnection and additional fees for reconnection
  - Boil water notifications
  - Water main break
  - Other city-wide notifications

  You can set up preferences for contacting customer such as: Priority 1 – email; Priority 2 – text; Priority 3 – IVR. If you want a "Pay Now" option for IVR to transfer to a pay-by-phone number, programming is required and would be an additional quote. Example: "Press 2 to make a payment now."

Because we already speak the same "language", we can more fully and competently work as an extension of the City to deliver high levels of service.

vii. Describe your firm's experience with clients that use Tyler Technologies Munis software.

We currently provide services for over 30 customers using Tyler Tech, including nine Munis customers. We have no issues with the files provided or with delivering bill print and mailing services via these files.

QUALIFICATIONS AND EXPERIENCE OF TEAM AND RELATIONSHIP SERVICES

i. Describe your firm's philosophy regarding account or relationship management.

Our goal is to develop and maintain strong, long-term relationships while providing exceptional products and services. We accomplish this by being accessible, approachable and responsive. We take the time to listen to our customers, get to know them, and anticipate their needs. We strive to not only meet but exceed customer expectations.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

Shann Edmonds, Director of Operations, will be the overall Account Executive for the City.

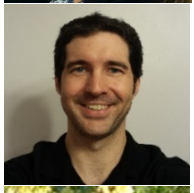
For startup, James Gager, Lead Developer, will handle the setup and deployment.

Once deployment is complete, Phillip Woeckener, Data Processing Specialist, ensure that the daily/weekly/monthly files are processed and provide data processing support.

Lafaye Kiely will handle all insert requests and coordination to ensure deliver and quality of additional printed documents for insert.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

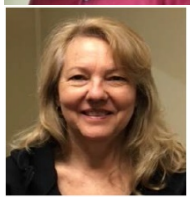
Shann Edmonds: Director of Operations, USPS Certified Mail Specialist, has over 24 years of bill presentment and mailing services including experience in accounting, finance, purchasing, customer service, printing, mailing, quality control, inserter operations, and proof reading. She has been with Municode and now ENCO for over 9 years.



James Gager: Lead Developer, 12 years of experience in data programming / developing. He has led the deployment and implementation of over 100 municipalities' utility bill presentment projects for Municode. He has been with Municode and now ENCO for 9 years.

Philip Woeckener: Data Processor Specialist, B.S. in Communications from Florida International University. 25 years of experience working in all aspects of the direct mail industry, including management, data processing, and as a liaison to the US Postal Service. He has been with Municode and now ENCO for 8 years.

Kevin Ash: Production Floor Supervisor, 25 years in the electronic print industry, and 9 years of specialized utility bill statement fulfillment. He has been with Municode and now ENCO for 31 years.



Lafaye Kiely: Account Manager, B.A. in Education from the University of Florida. Two years post graduate work in Education. Prior to joining ENCO, Lafaye was Account Manager with Municipal Code Corporation for 6 years. Starting in the Code Department, Lafaye transitioned to utility billing as Insert Coordinator, then Marketing Consultant.

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the experience of the subcontractor's employees that will provide services to the City.

Printing & Mailing: We will not be using subcontractors for the utility bill printing and mailing.

Remittance Processing Delivered by ENCO: For the remittance processing managed by ENCO, with the exception of Merchant services, all the work is performed by ENCO. Merchant services are delivered through JetPay, an NCR Company. NCR Corporation (NYSE: NCR) is a leader in banking and commerce solutions, powering incredible experiences that make life easier. NCR is headquartered in Atlanta, Ga., with 34,000 employees and does business in 180 countries. NCR is a trademark of NCR

Corporation in the United States and other countries.

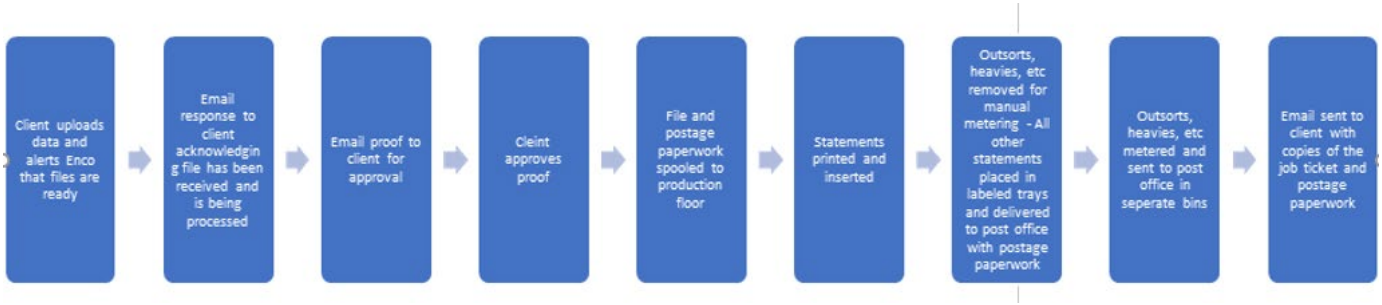
Remittance Processing Delivered via Orbipay: This solution provides many channels for processing payments and is delivered and managed by ENCO's partner, Alacriti Financial Services. Orbipay EBPP is a flexible, cloud-based electronic bill presentment and payment (EBPP) solution designed for businesses of all sizes. It's highly scalable and built to adapt quickly to the changing needs of your business and your customers.

Call Center Service: All call center services are delivered by ENCO staff and trained by ENCO. All calls are delivered over the Verizon Call Center system (VCC) with all calls recorded, the customer can hold their place in queue and hang up, the system will automatically call them back. English, Spanish and Creole speakers are on staff and we also use The Language Line with over 200 language translators available 24 / 7. We have two call centers, one in California and one in Florida.

Courtesy Notifications: All notification services are managed and delivered by ENCO staff using the Teleworks software from Paymentus.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

At ENCO, we proactively notify you and your staff as your bill cycles move through the process through email alerts. You can login at any time to our FTTP site to check the status and review your files for approval. The following is the flow of our daily production process:



Step 1 Client Uploads data files to ENCO and sends email that the files are ready for processing and the anticipated volume.

Step 2 Client receives automatic email confirmation from ENCO that the files were received, and processing has begun.

Step 3 Client approves posted proofs. Once statements have completed processing, you will receive another email from our Operations Department notifying you that your statements are available for download at our transfer site. Statement printing will be held in Operations until a notification of release is provided. At that time, statements are released to Production for printing and inserting. Included in the zip file will be your statements, any out sorted statements, and USPS paperwork (Form 3600-R) indicating the number of statements electronically for printing, as well postage breakdown,

the CASS/PAVE address error report, and the NCOA processing summary report detailing all address changes. Any statements that have been flagged for issues will be available here for review.

Step 4 Client receives email that processing is complete and awaiting approval. Client downloads bill statement PDF proofs and USPS mail reports from our FTP site. After reviewing, client sends email approving release for printing and mailing.

Step 5 Once we receive your approval email, bill files are released for printing and inserting. ENCO emails the client that production is completed, and the statements have been delivered to the USPS. Attached to the email notification is your ENCO job ticket, which provides details of completed billing statements processed.

Step 6 The completed billing statements are delivered to the USPS Tallahassee Sectional Center Facility at 2800 S. Adams Street located approximately 4.72 miles away. Mail is picked up and delivered daily according to the USPS holiday schedule.

DOCUMENT PRINTING

i. Describe your capability to perform bill processing within the City's required time table, i.e., turnaround time is to be same day.

As long as the proofs are approved by the City for printing by noon, the bills will be mailed the same day. If received after noon, ENCO will still make every effort to print and mail the same day. If received after the cut off for the US Post Office, the bills will go out the next business day.

ii. Describe your printing capability including printing multiple colors.

We can print bills in full color and multiple colors without issue.

iii. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

At ENCO Advantage, the statements we send are of the highest quality and accuracy. You place your trust in us to ensure your statements are on-time and accurate. Our QC process includes both high-tech equipment such as scanners and optical readers in addition to manual checklists to ensure accuracy. Also, we reward our employees for catching quality issues. Sampling and quality control checks are performed:

- During pre-and post-processing: Verify uploaded data files for correct volumes, data integrity, and read errors. If any errors are detected, the client is notified immediately and establish retransmission of the data.
- During production: Verify statement integrity, print quality, inserts, USPS standards, messages, and correct setup.

- Post production: Verify statement volumes, print quality, statement integrity, USPS standards including computerized, and staff verification of volumes processed, printed, inserted and mailed. We cross check all amounts and mail pieces.

If a quality error is detected during pre-production processing or print production, the workflow is immediately stopped. First, the scale of the issue is determined. Second, the client is notified of the issue and the resolution. After, the appropriate corrections are made the cycle is reprinted. If the issue received is data related, we work with the client to help find the quickest resolution to complete the statements in the shortest timeframe possible.

For placement, each bill layout and design is programmed into our software, DocForm, so that it is the same every time. Since the City will be sending pdf documents generated in its new billing system, the general layout will be in the pdf and printed directly from that document. Relative to the address that we will be manipulating, DocForm will keep the layout consistent and in the proper location on the page.

iv. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

ENCO can print the bills in the colors and design as provided.

v. Describe your capability of printing bar coding for postal mailing and payment processing.

We print statements with intelligent mail barcodes on the mailing address to ensure the fastest delivery of the bill, faster payment back to the utility, and to ensure the lowest postal rate.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

Single account statement printing is standard and printed in mail sort order. Our software allows us to print and group statements that fall consecutively within the data file and have a name/address match or by arbitrary match based on identifiers within the data.

vii. Describe the type and size of paper and envelope that you can handle.

We are selective in choosing our business partners. All paper suppliers are “Tri-certified” in support of sustainability. This is a Chain-of-Custody certification, which is a commitment to responsible forest management practices and environmental stewardship in all levels of production. This is good for you, your customers, and the environment. We utilize a green process that is more environmentally friendly than post-consumer recycled materials. We will maintain a sufficient supply of paper and envelopes to ensure an uninterrupted supply for printing requirements. These materials are included in the cost of bill printing.

To achieve volume discounts on paper, envelopes, and pre-printed materials that are produced for the client, we will purchase or produce up to a three-month supply of these items in advance. There is no additional charge for inventory management of these materials or inserts dropped shipped to our facility for inserting.

Paper

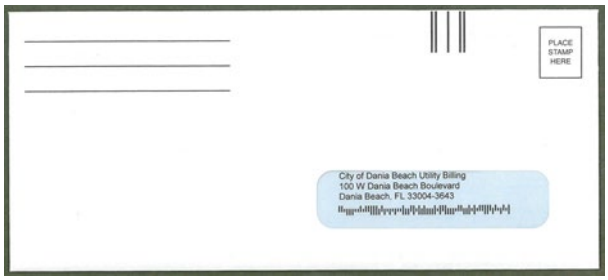
Our 24lb paper is specially manufactured to process through printing, folding, and inserting without issue. Specifications: 8 ½" x 11", 24 lb., 92 White Xerographic quality paper with built-in curl control, .0046 Thickness, 140+/40 Smoothness, long grain, and 30 TPI horizontal micro perforation 3 ½" from bottom of page.

Billing Statement Outgoing Envelope

ENCO Advantage utilizes a large single (pistol style) window #10 security tinted envelope instead of a double window envelope. This ensures maximum flexibility and accommodates multiple bill configurations. Our client's logo, return address, customer address, bar coding, and special messaging clearly appear through our window envelopes without compromising security. The advantage to our clients is that each one has the opportunity to change their statement look, without changing envelope styles. Also, our #10 envelopes can accommodate up to five pages without exceeding the 2oz first class postage rate. With demonstrated reliability during inserting through our Pitney Bowes inserters as well as through the postal delivery system, we are confident this is the best envelope for our print/mail customers. In addition, the pistol window is one of our cost savings items since we don't have to maintain multiple double window stock items. Proven reliability, maximum flexibility and bulk order cost savings is why we consistently utilize the #10 pistol style envelope instead of the others.

Return Envelope

ENCO utilizes a standard #9 envelope with security tint. The envelope features a window that allows the return portion of your statement to show through with your information and pre-printed 12-digit barcode, so you get your payment back faster. This return envelope meets all USPS requirements and is compatible with the bulk letter opening machines used by your remittance-processing department or lockbox vendor. ENCO can suppress the insertion of a #9 reply payment envelope based on the client's selection and logical indicators in the billing data file. Custom envelopes are available for an additional cost.



viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

Once we receive your approval email, bill files are released for printing and inserting. ENCO emails the client that production is completed, and the statements have been delivered to the USPS. Attached to the email notification is your ENCO job ticket and postage paperwork if applicable, which provides details of completed billing statements processed.

MAILING SERVICES

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

ENCO processes all mail through a certified USPS presort software routine utilizing P.A.V.E. (Presort. Accuracy. Validation. Evaluation.). This procedure determines sorting accuracy to group and sort multiple plans based on similar mailing instructions which improves the accuracy of carrier route, five-digit zip, zip plus four and delivery point codes, and CASS (Coding. Accuracy. Support. System.). This attaches and interfaces with the barcode and zip +4 extension to get the USPS discount for automation. For additional postage cost savings, ENCO performs “House holding” grouping and a National Change of Address (NCOA) updating service.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

We are the largest mailer in the City of Tallahassee. All files received from the City and approved by noon are mailed the same day. If received in the late afternoon, we will still do our best to mail them the same day. If received after the US Post Office cut off time, the bills will be mailed the next business day.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

Updates to the USPS database are provided by our mail sort provider, BCC Software, on a bi-monthly basis, with occasional updates on a more frequent basis.

iv. Describe your process in handling international addresses.

xxiv. International addresses are rerouted from the presorting process and are metered with the appropriate postage amount by an ENCO Advantage team member. These metered, international address mail pieces are delivered to the USPS at the same time as the rest of the cycle.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

Statements exceeding a pre-determined threshold can be output to a separate file or noted in a file during processing.

vi. Provide the location of the facility where bills will be printed and mailed.

572-E Appleyard Dr., Tallahassee, FL 32304

vii. Describe your mailing capability to accommodate one-page statement and multiple page statement simultaneously.

One-page statements are processed normally. Multiple page statements require an “end of bill” identifier.

viii. Describe your coordination procedures and capability for inserts.

We are capable of producing inserts whether they are simplex, duplex, color, black and white. We keep an insert schedule for all clients with start dates, cycle numbers, etcetera on it. When your file is processed, the schedule is checked for inserts and then added to the job ticket to alert production. As a double check, the production team checks with the account manager that the insert should be processed along with the statements.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

As long as we have an identifier, we can selectively insert up to three inserts.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer’s bills.

As long as we have an identifier, we can selectively suppress reply envelopes

xi. Describe how your account for the postage used for the City’s mailing to be included on the monthly statement detailed by each weekly billing.

We create job tickets for each job. These jobs along with

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

The postage reports are generated by our mailing & postage software by batch. These are emailed daily when the print job is finished. The postage reports and the daily tickets are combined and delivered with the invoices. Invoices can be delivered to the City on a weekly or monthly basis.

SYSTEM AND SOFTWARE

i. List the operating system and platforms you will be using to provide proposed services.

Prism DocSystem for PDF handling, Prism DocForm for bill processing and mail sorting using BCC Software's Quadient Architect, all running on Windows Server 2012 R2.

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

File count is matched against reported count from customer during file upload.

iii. Describe security procedures for data transfer (e.g. FTP).

City will be provided a login for our Serv-U FTP site, which can be accessed by secure HTTP or FTP via client. Public key authentication can be enabled as needed.

iv. Describe routine back-up procedures for your system.

ENCO maintains a disaster recovery plan for each physical location as part of annual SOC 2 Type 2 audit requirements. Each plan includes the procedures asked about in this section, and more, as shown below.

1. Emergency response contacts and immediate actions
2. Succession plans for employees
3. Data studies overviewing the criticality of information on protected systems
4. Criticality of service list
5. *Data backup and restoration overview*
6. An equipment replacement plan
7. The Recovery Time Objectives (RTO) for the protected services

Critical production systems are replicated from our datacenter in Hemet, CA to HQ in Anaheim, CA. Replication is done in near real-time to protect data down the shortest possible Recovery Point Objective (RPO).

An example of an RPO for the servers responsible for receiving customer data and generating the bills is 34 minutes, over the last 7 days. This means that any point of failure at our datacenter in Hemet would result in no more than 34 minutes of data loss on average.

Critical individual files are also backed-up to a 3rd party site for extended storage and recovery capability. This occurs throughout the day in 60-minute periods.

Replicated systems are tested every 6 months to ensure:

1. The servers boot properly at the DR site
2. The software(s) is usable

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

ENCO has made arrangements with a high-volume local printer for back up of bill printing should our systems go down. In addition, we have a second utility bill printing and mailing facility in Hemet, California, with all the same equipment, software and trained staff. We could print and mail from California if needed during storm or other emergency situations. We are in the process of installing an 85kW generator at our facility in Tallahassee.

Information Technology specific contingency is handled in our disaster recovery plan for the pertinent location. Below are two high level scenarios.

1. Fire Impacts Hemet, CA Office
    a. Failure/Disaster Discovered:
        i. Team would notify pre-designated contacts
        ii. Location specific “designated immediate actions” are taken which include initiation of failover to DR location and/or downloading of off-site backups.
        iii. Succession plan begins implementation for team members to begin access to failed over resources
        iv. Equipment replacement plan is implemented (if necessary)
        v. Restoration of local facility
        vi. Reverse replication of changes to local facility
        vii. Phased transition back to production systems

2. FL Flooding Impacts Tallahassee office
    a. Failure/Disaster Discovered:
        i. Team would notify pre-designated contacts
        ii. Location specific “designated immediate actions” are taken
        iii. Succession plan begins implementation for team members to access resources from alternative connections/locations (e.g. cellular access from home/safe locations)
        iv. Alternative printing processes are implemented with pre-designated vendors
        v. Equipment replacement plan is implemented (if necessary)
        vi. Restoration of local facility
        vii. Transition back to standard connectivity options, location and printers

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

Prism DocSystem for PDF handling, Prism DocForm for PDF processing and mail sorting (including CASS/PAVE, NCOA validation) using BCC Software's Quadient Architect. PDF printing handled via Adobe Acrobat and OCE Prisma Prepare.

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

None.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

DocForm is updated automatically by any rate changes made by the USPS.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).
This is agreeable.

QUALITY ASSURANCE AND CUSTOMER SUPPORT

i. Describe your quality assurance program including designing, printing, and mailing processing.

At ENCO Advantage, the statements we send are of the highest quality and accuracy. You place your trust in us to ensure your statements are on-time and accurate. Our QC process includes both high-tech equipment such as scanners and optical readers in addition to manual checklists to ensure accuracy. Also, we reward our employees for catching quality issues. Sampling and quality control checks are performed:

- During pre-and post-processing: Verify uploaded data files for correct volumes, data integrity, and read errors. If any errors are detected, the client is notified immediately and establish retransmission of the data.
- During production: Verify statement integrity, print quality, inserts, USPS standards, messages, and correct setup.
- Post production: Verify statement volumes, print quality, statement integrity, USPS standards including computerized, and staff verification of volumes processed, printed, inserted and mailed. We cross check all amounts and mail pieces.

ii. Explain what happens when a quality issue is recognized, and follow-up actions are required.

If a quality error is detected during pre-production processing or print production, the workflow is

immediately stopped. First, the scale of the issue is determined. Second, the client is notified of the issue and the resolution. After, the appropriate corrections are made the cycle is reprinted. If the issue received is data related, we work with the client to help find the quickest resolution to complete the statements in the shortest timeframe possible.

iii. Describe the hours and days available for product and technical support.

Monday through Friday, 8am to 5pm EST, excluding holidays. Emergency support can be reached 24 / 7 via our 24 / 7 call center and dispatcher.

iv. Define support escalation process.

All support requests go through the general billing email (bills@encous.com), whereupon they will be forwarded to the appropriate party and escalated as needed. Should you have any emergency needs please contact your account manager, Shann Edmonds (sedmonds@encous.com).

PAYMENT

i. Describe the normal payment arrangement between your firm and its customers.

Net 30

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

Summary Invoice

Enco Utility Services Florida LLC
572-E Appleyard Dr.
Tallahassee, FL 32304-3834
FEIN 20-2160616
951.766.6848

INVOICE

Bill to:
City Name
Email address
Mailing Address 1
Mailing Address 2

Invoice Number	2082 SUM
Invoice Date	6/30/19
PO Number	
Account Number	xxxxxxx-01
Payment Terms	Net 30

Shipped	Description	Unit Price	Extended Price
9,386	STATEMENTS PROCESSED	$0.115	$1,079.39
1,526	STATEMENTS WITHOUT #9 ENV	$0.105	$160.23
160	OUTSORT STATEMENTS PROCESSED	$0.145	$23.20
182	HEAVY MAILINGS	$0.145	$26.39
279	HOUSEHOLD MAILNGS	$0.145	$40.46
8,371	INSERTS INSERTED	$0.010	$83.71
1	INSERTS CREATED	$829.750	$829.75
1	INSERTS CREATED	$510.160	$510.16
1	INSERTS CREATED	$829.760	$829.76
		Unit Price	Extended Price
	POSTAGE		$4,179.92
	POSTAGE THROUGH METER		$61.65
	Memo		
	Summary		

Subtotal	$7,824.62
Discount	$0.00
Freight	$0.00
Tax	$0.00
Total	$7,824.62

Summary Attachment

	STATEMENTS PROCESSED	STATEMENTS W/o #9	subtotal	STATEMENTS PROCESSED	STATEMENTS W/o #9	OUTSORTS	OUTSORTS	Heavies	Heavies	HH'S	HH'S	INSERTS INSERTED	INSERTS INSERTED	Sub Total	POSTAGE	Postage Thru Meter	Inserts	Total Bill
9-Apr	2,137	338	2,475	$ 245.76	$ 35.49	30	$ 4.35	58	$ 8.41	60	$ 8.70		$ -	302.71	$ 951.89			$1,254.60
8-Apr			-	$ -	$ -		$ -		$ -		$ -		$ -	-			$ 829.75	$ 829.75
19-Feb			-	$ -	$ -		$ -		$ -		$ -		$ -	-			$ 510.16	$ 510.16
19-Feb			-	$ -	$ -		$ -		$ -		$ -		$ -	-			$ 829.76	$ 829.76
11-Apr	66		66	$ 7.59	$ -	53	$ 7.69		$ -		$ -		$ -	15.28				$ 15.28
16-Apr	2,730	495	3,225	$ 313.95	$ 51.98	9	$ 1.31	43	$ 6.24	90	$13.05	3,225	$ 32.25	418.78	$1,243.49			$1,662.27
23-Apr	1,939	300	2,239	$ 222.99	$ 31.50	38	$ 5.51	5	$ 0.73	51	$ 7.40	2,239	$ 22.39	290.52	$ 864.48			$1,155.00
29-Apr	593	114	707	$ 68.20	$ 11.97		$ -	58	$ 8.41	5	$ 0.73	707	$ 7.07	96.38	$ 271.41			$ 367.79
30-Apr	1,921	279	2,200	$ 220.92	$ 29.30	30	$ 4.35	18	$ 2.61	73	$10.59	2,200	$ 22.00	289.77	$ 848.65			$1,138.42
April			-	$ -	$ -		$ -		$ -		$ -		$ -	-		$ 61.65		$ 61.65
			-	$ -	$ -		$ -		$ -		$ -		$ -	-				$ -
Summary	9,386	1,526	10,912	$ 1,079.39	$ 160.23	160	$ 23.20	182	$ 26.39	279	$40.46	8,371.00	$ 83.71	$1,413.44	$4,179.92	$ 61.65	$2,169.67	$7,824.68

CONFIDENTIALITY OF DATA

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

ENCO is SOC 2 Type II compliant. This is the most comprehensive certification within the Systems and Organization Controls protocol. A company that has achieved SOC 2 Type II compliance has proven its systems are designed to keep its clients' sensitive data secure.

SOC stands for "system and organization controls," and the controls are a series of standards designed by the AICPA to help measure how well a given service organization conducts and regulates its information. The purpose of SOC standards is to provide confidence and peace of mind for organizations when they engage third-party vendors. A SOC-compliant organization has been audited by an independent certified public accountant who determined the firm has the appropriate SOC safeguards and procedures in place.

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

We are happy to sign this and to provide cyber security policy as well.

FEES

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

Note: Pricing in this proposal for utility bill printing and mailing is valid for the City of Ormond Beach and if we are awarded a contract, then this pricing is valid for piggybacking by only those other ENCO clients who are currently piggybacking onto our current existing contract.

Pricing for statements and renewals with and without the #9 will increase by 2% per year beginning in year 2.

INITIAL PROGRAMMING AND SET-UP ONE-TIME FEE • Initial Statement design • Initial data mapping • Data transfer site set up and training	~~**$800**~~ Waived for existing customer
MANUAL MESSAGE CHANGES	**$25** / change
ADDITIONAL OR RE-PROGRAMMING CHANGES	**$125**/ Hour
STATEMENTS, LATE NOTICES, FINALS, LETTERS ETC. • Simplex printing of variable data or from your pdf • Grey scaled printing of stagnant messaging on back of bill • 8½x11 white 24lb. color statements with 3½" perforated return stub • Standard #10 White single pistol window with security tint 20lb envelope. • Standard #9 White single window with security tint 20lb reply envelope • All required data processing including CASS/PAVE certification • Generation of online proofs for approval prior to production • Folding, inserting and delivery of statements to USPS	**$.074**/ statement
Cost without #9 Return Envelope	**.07** / statement
Charge for householding, heavies, out sorts, or pulled statements	**.07** / statement
Additional Statement pages	**.04** / additional pages
Inserting fees for additional advertising fliers/buck slips/newsletters/notices/etc. (This is the cost of inserting the flier. The cost for production of the flier itself will vary with the number and quality.)	**.005** / insert
Minimum Charge: If the total printing/statement cost per cycle is less than $100, we will charge a $100 flat rate to cover fixed costs. This is in addition to the statement billing charge.	**$100.00**
This pricing will be subject to an annual review of the cost of Contractor's supplies and labor. With documentation of these increases, prices may be increased by as much as 2%.	

Pricing for statements and renewals with and without the #9 will increase by 2% per year beginning in year 2.

OPTIONAL: NCOA (NATIONAL CHANGE OF ADDRESS)	**.005** / statement
OPTIONAL: EBILLING	**.05** / statement

Custom email message with an attached exact copy of the printed bill and any insert that was included with the paper statement

SUGGESTED POSTAGE DEPOSIT

ENCO will require that the client maintains a permanent postage deposit in connection with this agreement. Upon termination of the Agreement, ENCO shall return the deposit amounts to client after payment of all services.

Required postage deposit = Estimated statements/notices @ $.383 (current pre-sorted 5-digit bulk mail USPS rate) X 2 months = 23,000 x 0.383 x 2 = $17,618.00	Not needed. Already have $17,000 on account.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

MANUAL MESSAGE CHANGES	**$25** / change
ADDITIONAL OR RE-PROGRAMMING CHANGES	**$125**/ Hour

(We do not charge a rush fee or overtime)

c. Provide your fees for the business tax renewals that are billed several times each year.

TAX RENEWALS	**$.074**/ statement

- Simplex printing of variable data
- Grey scaled printing of stagnant messaging on back of bill
- 8½x11 white 24lb. color statements with 3½" perforated return stub
- Standard #10 White single pistol window with security tint 20lb envelope.
- Standard #9 White single window with security tint 20lb reply envelope
- All required data processing including CASS/PAVE certification
- Generation of online proofs for approval prior to production
- Folding, inserting and delivery of statements to USPS

Cost without #9 Return Envelope	**.07** / statement

Pricing for statements and renewals with and without the #9 will increase by 2% per year beginning in year 2.

d. Include cost savings on not including envelopes on bank draft customers.

Cost without #9 Return Envelope	**.07** / statement

Pricing for statements and renewals with and without the #9 will increase by 2% per year beginning in year 2.

OTHER SERVICES AND FEES AVAILABLE

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

We can print all types of inserts, each is priced based on the item. We also print post cards, buck slips, new bill layout stuffers, water quality reports, tax notices, vehicle notices, boil water notices, and many other specialty printings.

All of the services listed below may be obtained by your municipality with this proposal.

CUSTOMER SERVICE CALL CENTER SOLUTIONS

More and more, municipalities are tasked to find cost-effective ways to communicate with their citizens and drive higher customer satisfaction. WE are proud to be at the center of providing comprehensive and customized call center solutions designed for today's municipalities. We see the customer experience from a 360, full circle perspective. IT is not enough to maintain high levels of competency in just one or two communication channels. Solutions that comprise the big picture from phone and web-initiated interactions to email and other text-driven conversations are imperative for success. All calls are recorded, and we provide toll free numbers for your customers, for your field staff and for emergency service authorities. Social media monitoring and request handling. Includes online order generation for easy customer access and reporting of emergencies and routine service requests.

All citizens would love to pick up the phone, send an email or jump into a web chat session at any time of the day, and day of the week. But that kind of around-the-clock availability and call technology isn't a realistic in-house option for most municipalities. But we can deliver service available 24 hour a day, 7 days a week, at a much lower cost compared to in-house. When someone calls, they are calling your municipality; we are your remote staff.

- Inbound customer care
- Overflow support
- Coverage for meetings & training
- Afterhours support
- Disaster recovery rollover
- Dispatch Outage/Emergency calls
- Service Appointment setting
- Account balance requests
- Start / Stop service request
- Pick-up read request
- Telephone payments
- Multilingual call support
- Conservation advice
- Prepare service request work orders
- Conduct customer satisfaction surveys
- Early stage outbound collection calls
- Courtesy notifications for past due accounts
- Scheduled outage notifications
- Daily, weekly and monthly reports
- Call out of your crews to respond to emergencies

Call Center Services

INITIAL PROGRAMMING AND SET-UP ONE TIME	Waived
Monthly Base Charge	No minimum
Call Center Services per minute	$1.47

Price is the same regardless of time of day

Includes 3 toll free lines dedicated to you. One for customer calls, one for your field staff to reach us and one for emergency service authorities.

Includes bilingual and use of the Language line for provision of over 200 different languages

All calls are recorded

Includes all training of our staff on your rules, rates and policies. Travel will be billed at cost with no mark up.

LOCKBOX PAYMENT PROCESSING SERVICES

Accurate payment processing is mission critical to every business. We specialize in the accurate and timely processing of payments while delivering to you a file you can upload directly to your billing software.

With our payment processing solution, you maximize efficiency because our solution significantly reduces in- house processing. Your payment processing staff is then available to perform other tasks, tasks that are important to fulfilling your core responsibilities servicing your customers.

We process all items received the very same day. All deposits are made remotely to your bank to maximize the collection of your payments and cash flow.

Plus, we not only scan and create check 21 images of your customer's paper checks and payment stubs we also scan correspondence for delivery to you for processing. We process payments using your current billing documents, your current scan line, and provide a file in your current format to upload to your systems. As long as you have a scan line, you don't need to change anything!!!

We use RemitPlus Software. This electronic check processing solution simplifies the remittance processto allow us to provide near error free processing and deposits. Our solution is affordable, turnkey and secure.

The RemitPlus software supports more than 80 billing systems (including commercial and custom platforms) and allows us to deliver Check 21 and ACH files to national and community banks alike. Our solution also includes remote access via RemitWeb to scanned images of all payment

documents. Our solution's advanced character recognition (CAR/ LAR) reads and stores the amount, endorses the checks, and saves the selected identifiers from the coupons whether free-form, handwritten, barcode, or OCR. This significantly reduces the errors generated through manual entry.

In addition to saving money by reducing the per-transaction fees encountered with paper check processing, our services further mitigate fraud exposure by limiting paper check handling.

You can substantially reduce labor costs. You will no longer need multiple employees to sort, reconcile, process, endorse, manually post accounts receivable payments, and courier checks.

Lockbox Payment Processing

INITIAL PROGRAMMING AND SET-UP ONE TIME	$3500
Monthly Base Charge	$180
Per Payment Processed	$0.42

Special handling items such as preparation of correspondence for transmittal billed at $35 per hour

This base includes mailing to our Tallahassee facility or Tallahassee PO Box.

If you would like to use a local PO Box, then we would set up Commercial Premium Forwarding Services. This service provides for your local post office to forward all mail received to us in Tallahassee, 6 days per week, excluding holidays.

The cost for this service is the cost of the PO Box rental (no and then $6 per day forwarding. Generally, the monthly forwarding cost is: 24 days per month X $6 per day = $144.00 per month. There is no mark up on the cost for the PO Box or for the forwarding services.

Set up of the services generally takes 30 to 45 days depending on how long the process is to set up the remote cash letter deposits with your financial institution.

OUTBOUND COURTESTY NOTIFICATIONS SERVICES

Our notifications can be sent via Email, text message, or automated outbound IVR and relieve you of the time-consuming and often stressful task of reaching everyone on your list individually.

First, you specify the type of notification. For example, if the customer has an email address, then you may want to send the notification by email. If they only have a cell phone number, then you may want to send a text message. If they have a landline, then an IVR notification.

Next, set the notifications schedule. This might be once each month, or at each billing cycle. You set the frequency based on your needs. You may want to send a notification a few days before the

normal due date, then for those who have not paid, and it is getting close to being disconnected or other event, you may want to send another notice 24 hours before that event. You can also use this service for boil water notices or planned outages.

Finally**,** submit your notification list to us with a special file name. Files are uploaded to the same portal that is used for bill print files. The file name starts the process. We send the notices out based on your requirements within 24 hours.

Examples of the notification types are as follows:

Email: This is Broward County with a reminder. Your water bill must be paid by 6PM on Monday July 31st to avoid additional fees and possible service interruption. To pay your bill online visit our website at http://www._____.org and click on "Pay My Bill" at the bottom of the home page.

Text: This is Broward County with a reminder. Your water bill must be paid by 6PM July 31st to avoid additional fees & possible service interruption. Reply STOP to opt out.

IVR: This is Broward County with a reminder. Your water bill must be paid by 6 P M on July thirty first to avoid additional fees and possible service interruption.

OUTBOUND COURTESY NOTIFICATION SERVICE

INITIAL PROGRAMMING AND SET-UP ONE TIME	Waived
Monthly Base Charge	$125.00

Type of Alert	Per Alert
Email	$0.28
Text	$0.25
IVR Calls	$0.38

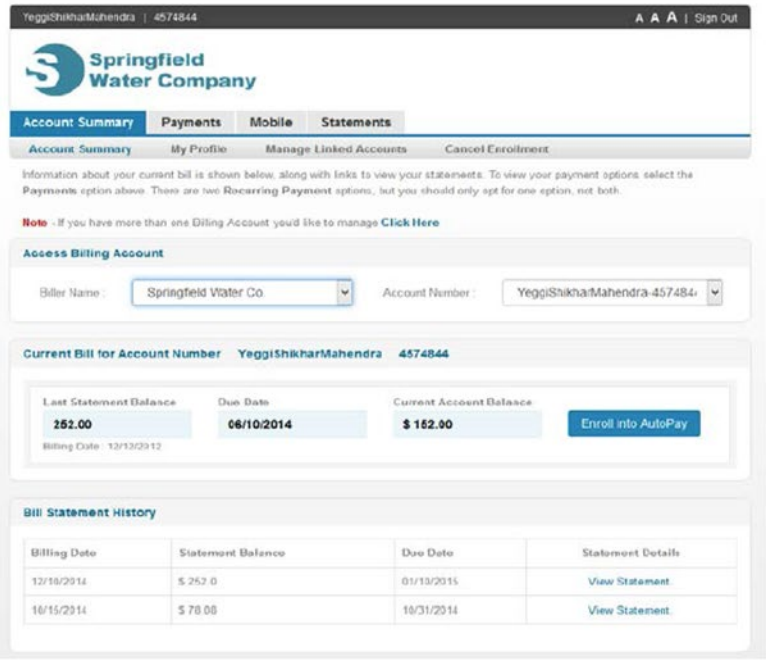
Electronic Payment Portal (Orbipay)

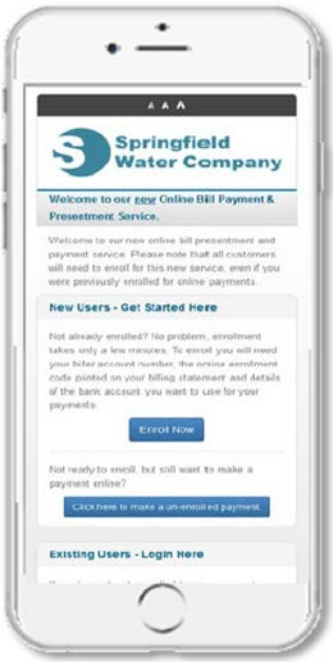
Orbipay is a highly flexible and comprehensive electronic bill presentment and payment (EBPP) solution that lets you collect and process payments from multiple channels and systems - quickly and efficiently. A self-service customer portal enables your customers to quickly sign up and setup payments using their bank accounts, credit cards or debit cards. Customers can enroll in paperless billing, and setup and manage one-time, recurring and expedited payments.

Once the platform is deployed with your municipality, your customers will be able to pay their bills via the web, IVR systems or through customer service agents. It includes a customer care website, so your customer service and operations staff can lookup bill payment profiles, review historical and pending payments, schedule and manage payments on behalf of customers and perform other day-to-day customer service tasks. On demand reports can be generated daily, weekly, and monthly to monitor enrollment activity and keep track of payments processed, scheduled, returned and pending. In addition to processing payments through the ACH, credit card and debit card networks, the platform produces daily activity, posting and return information that seamlessly integrates with your CRM and accounting systems for settlement control and reconciliation. The result is a faster collection of funds, simplified operational processes, and greater customer satisfaction.

Orbipay is secure, cost-effective and easy to deploy, supplying a fast return on your investment.

- Web payment processing for Credit/Debit Cards and electronic Checks
- IVR payment processing for Credit/Debit Cards and electronic Checks
- One-time, scheduled or recurring automatic payments
- Paperless billing by email or text
- View billing statements online
- Mobile payments & alerts
- CSR Agent web portal for payment management
- Access to online reporting, outbound emails and file functions
- Flexible consumer convenience fee or biller absorbed fee models





Pricing for Orbipay is custom for each client based on the total volume of use and average size of each transaction.

REFERENCES

The following are Tyler Tech-Munis customers with whom we have an on-going relationship to deliver utility bill printing and mailing services.

1. Miramar, FL – Zendra Williams, Manager, Utility Billing Finance. 2300 Civic Center Place, Miramar, FL 333025. 954-602-3045; Approx. 35,000 accounts. Customer with Municode/ENCO since 2013

2. Oakland Park, FL – Geneva Burgess, Utility & Billing Services Manager. 3650 N. E. 12th Avenue, Oakland Park, FL 33334. 954-630-4277; Approx. 9500 accounts. Customer with Municode/ENCO since 2007

3. Plant City, FL – Heather Bowman, Accounting Supervisor – Finance. 302 W. Reynolds St., Plant City, FL 33563. 813-659-4200 x 4168; Approx. 11,000 accounts. Customer with Municode/ENCO since 2008

4. Bradenton, FL – Lance Williams, Customer Service Manager, Utility Billing. 101 Old Main Street, Bradenton, FL 34205. 941-932-9433; Approx. 14,500 accounts. Customer with Municode/ENCO since 2008

5. Dania Beach, FL – Maudeline Ciguene, Billing & Collections Manager. 100 W. Dania Beach Blvd. Dania Beach, FL 33004. 954-924-6800 x 3665; Approx. 5000 accounts. Customer with Municode/ENCO since 2017

RFP RESPONSE FORM

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6-6-19	1
6-19-19	2

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: ENCO UTILITY SERVICES LLC

VENDOR/CONTRACTOR LICENSE NUMBER: 20-2160616

ADDRESS: 572-E APPLEYARD DR., TALLAHASSEE, FL 32304

PHONE NO.: 951-236-1571 FAX NO.: 951-257-0316

SUBMITTER'S NAME: RUBY M. IRIGOYEN
(Typed or Printed in Ink)

TITLE: SVP CUSTOMER SERVICE

AUTHORIZED SIGNATURE: I, Ruby M. Irigoyen hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT LITIGATION STATEMENT

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS UTILITY
BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT LITIGATION STATEMENT

[X] 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.

[X] 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.

ENCO UTILITY SERVICES FLORIDA LLC
COMPANY NAME

Ruby M. Irigoyen
AUTHORIZED SIGNATURE

RUBY M. IRIGOYEN
NAME (PRINT OR TYPE)

SVP CUSTOMER SERVICES
TITLE

06-26-19
DATE

DRUG-FREE WORKPLACE CERTIFICATION

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS UTILITY
BILLING SERVICES
RFP NO. 2019-32

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.

ENCO UTILITY SERVICES FLORIDA LLC
Company Name

Ruby M. Irigoyen
Authorized Signature

RUBY M. IRIGOYEN
Print Name

SVP CUSTOMER SERVICES

Title

ADDENDUM #1

ADDENDEM NO. 1

June 6, 2019

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum # 1 RFP 2019-32 **Utility Billing Services**

NOTE: This addendum consists of the following documents. It is the Contractor's responsibility to ensure that all documents have been downloaded and reviewed prior to submitting bids on the work.

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of proposal.

The Project Manual shall be amended as follows:

Item 1: The final day for questions, June 18h, 2019 at 5 PM.

Question: 1. Who is the current vendor providing these services and at what unit cost(s) breakdown is the City currently being charged for these services?

Answer: Enco Utility Services.

Question: 2 Is there a formal cost sheet you would prefer we fill out?

Answer: No, however we have attached the current pricing sheet within this addendum.

Question: 3 Appendix A – sample of bill: Can you please send this? It appears it was not included in the RFP Document?

Answer: Attached within this addendum.

Question: 4. Inserts: Are these preprinted and supplied to the vendor or does the vendor print and insert these?

Answer: Vendor will print and insert these.

Question: 5. Envelopes: please provide samples of current envelopes being used or provide the specifications (#10 single or double window, #9 single window or closed face, etc.).

Answer: Attached within this addendum.

Question: **6** The RFP mentions same-day mailing in the scope. Is same day mailing a hard requirement? We provide next business day mailing as standard.

Answer: Yes, same day mailing is a hard requirement.

Question: **7** The RFP also mentions that mail must be delivered to City customers within one business day. We cannot guarantee USPS mail turnaround times. Can you please provide more context on this requirement?

Answer: Delivered to USPS within one day.

Question: 8 Can you please provide an estimated number of tax notices sent per year? Several runs spanning 500-4000 in quantity is not enough information for us to accurately price.

Answer: BTRs for 2018 were 2628, for 2017 were 2627, 2016 were 2524.

Question: 9 Since the City is transitioning to weekly billing once live with Munis, is the requirement for weekend and holiday printing still needed? This is not part of our standard offering.

Answer: Possibly, yes.

Question: 10 When will the successful vendor need to go live with printing/mailing? Will we need to implement your current Naviline system and then again once you convert to Munis, or will you plan on going live with the new vendor concurrently with Munis?

Answer: The City is implementing Tyler Munis and that is projected to go-live October 1, 2019. Testing and readiness must be in place prior to this go-live date.

Question: 11 What necessitated going out to RFP for these services. Is this a mandated process or are you experiencing current vendor problems?

Answer: Mandated process

Question: 12 Please provide a breakdown of current pricing

Answer: Attached to addendum.

Question: 13 By what time in the morning is the data sent to the FTP site?

Answer: Typically before 8:30 am

Question: 14 Would it be possible to get a sample data file?

Answer: No, not at this time due to impending changes in utility billing. Should be a standard pdf.

Question: 15 How are APS customer's identified in the data?

Answer: Please define APS.

Question: 16 On page 15 under section e, item ix., does this mean the variable billing information will be pre-populated on the pdf and the only piece of data that needs process is the address?

Answer: Yes, mailing address block will need to be modified to match NCOA.

Question: 17 Can the addresses be run through NCOA (National Change of Address)? If not, how is the City meeting the USPS Move Update Requirement?

Answer: You will be expected to provide NCOA and update address block.

Question: 18 On what days of the week will data be sent?

Answer: May be sent daily, however we anticipate do the majority of our bills weekly to be transmitted to you Wednesday Morning (possibly Tuesday evening once our new UB system running smoothly).

Question: 19 RFP states that processing must be available during weekends and holidays, does this include recognized USPS holidays?

Answer: NO

Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: ENCO UTILITY SERVICES FLORIDA LLC

SIGNATURE: Ruby M. Irigoyen **DATE:** 06-26-19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

ADDENDEM NO. 2

June 19, 2019

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum # 2 RFP 2019-32 **Utility Billing Services**

NOTE: This addendum consists of the following documents. It is the Contractor's responsibility to ensure that all documents have been downloaded and reviewed prior to submitting bids on the work.

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of proposal.

The Project Manual shall be amended as follows:

Item 1: The final day for questions, June 18h, 2019 at 5 PM.

Question: 1. Will final contract confirm a five year contract?
Answer: If it is a five year contract, yes.

Question: 2 Can you confirm that the entire bill file will be a pdf including all graphs, services, meter numbers, readings, usage and charges?
Answer: Yes, address box to be updated from NCOA by vendor

Question: 3 Appendix A – sample of bill: Can you please send this? It appears it was not included in the RFP Document?
Answer: Yes, this was included in addnedum1. Attached again for reference.

Question: 4.On page 10 Section C, #5 states the mailing of utility bills and notices will insure next day delivery to city customers. The only thing we as a vendor can control is the sending of the printed statements to the USPS the same day that we receive data. No vendor can guarantee USPS delivery. What are you specifically asking for in this section?
Answer: Delivery to USPS

Question: 5.Would the City consider piggybacking off of an existing utility contract?
Answer: The City anticipates the contract to derive from this RFP solicitation.

Question: 6 . Could you provide a color sample of the back of the statement?

Answer: Awaiting samples from Tyler Technologies.

Question: 7 Is there any color on the back of the statement?

Answer: No.

Question: 8 . Is there any variable information on the back of the statement.

Answer: No, information may change from time to time, that typically happens infrequently

– once or twice every 2-3 years.

Question: 9 The #10 mailing envelope sample provided was difficult to see. Can you provide one in color that shows a clear window and return address placement.

Answer: Yes, Attached.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: ENCO UTILITY SERVICES FLORIDA LLC

SIGNATURE: Ruby M. Irigoyen **DATE:** 06-26-19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 2

INSURANCE CERTIFICATE

ACORD 25®

CERTIFICATE OF LIABILITY INSURANCE

RFP 2025-01 Exhibit C

DATE (MM/DD/YYYY): 6/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Arthur J. Gallagher & Co.
Insurance Brokers of CA, Inc. LIC #0726293
18201 Von Karman, Suite 200
Irvine CA 92612

CONTACT NAME: Arthur J. Gallagher & Company
PHONE (A/C, No, Ext): 949-349-9800 **FAX (A/C, No):** 949-349-9962
E-MAIL ADDRESS:

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : State Compensation Insurance Fund of CA	35076
INSURER B : Underwriters at Lloyd's London	15792
INSURER C : Arch Insurance Company	11150
INSURER D : Starr Indemnity & Liability Company	38318
INSURER E : Ohio Security Insurance Company	24082
INSURER F :	

INSURED
ENCO Utility Services, LLC
8141 E. Kaiser Blvd., #212
Anaheim, CA 92808

COVERAGES **CERTIFICATE NUMBER:** 1906613435 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	X **COMMERCIAL GENERAL LIABILITY** [ ] CLAIMS-MADE [X] OCCUR X Per Proj Agg [ ] Limit $2,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	EPO005213106	10/28/2018	10/28/2019	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Policy Agg Limit	$ 2,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 5,000,000 $ 5,000,000 $ 5,000,000
E	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	BAS1957694086	10/28/2018	10/28/2019	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) COMP/COLL DED	$ 1,000,000 $ $ $ $ 1,000
D	[ ] **UMBRELLA LIAB** X OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED X RETENTION $ Nil			1000584709181	10/28/2018	10/28/2019	EACH OCCURRENCE AGGREGATE 	$ 10,000,000 $ 10,000,000 $
A	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [ ] **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	91374442018	7/11/2018	7/11/2019	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability			ANE119713618	10/28/2018	10/28/2019	Each Claim/Aggregate Deductible each claim	$2,000,000 $25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder is included as additional insured/primary non-contributory/waiver of subrogation applies on the general liability policy, as per the attached forms 00GL0689000611, 00GL0704000611 and CG24040509. Certificate holder is included as additional insured/ primary non-contributory /waiver of subrogation applies to the certificate holder on the auto liability policy, per the attached form CA88100113. Waiver of subrogation applies to the certificate holder on the workers compensation policy, per the attached form SCIF 10217 7-2014.
RE: Work performed by the named insured as required per written contract with respects to City of Ormond Beach

CERTIFICATE HOLDER

City of Ormond Beach
22 South Beach Street
Ormond Beach FL 32174

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Chris Phillips

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BLANKET ADDITIONAL INSURED ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

SECTION II – WHO IS AN INSURED is amended to include as an additional insured those persons or organizations who are required under a written contract with you to be named as an additional insured, but only with respect to liability for "bodily injury", "property damage", or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of your subcontractors:

a. In the performance of your ongoing operations or "your work", including "your work" that has been completed; or

b. In connection with your premises owned by or rented to you.

All other terms and conditions of this Policy remain unchanged.

Endorsement Number:

This endorsement is effective on the inception date of this policy unless otherwise stated herein.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy Number: **EPO005213106**

Named Insured: Enco Utility Services LLC

Endorsement Effective Date: **10/28/2018**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

PRIMARY AND NON-CONTRIBUTING INSURANCE WHERE REQUIRED BY WRITTEN CONTRACT(S) ENDORSEMENT

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

Under **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**, Condition **4. Other Insurance** is amended by the addition of the following paragraph:

d. Primary and Non-Contributing Insurance

Where you are specifically required by a written contract to provide insurance that is primary and non-contributory and the written contract so requiring is executed by you before any "occurrence" or offense, this insurance will be primary and the other insurance will not contribute with this insurance, but only if and to the extent required by that written contract.

All other terms and conditions of this Policy remain unchanged.

Endorsement Number:

This endorsement is effective on the inception date of this policy unless otherwise stated herein.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Policy Number: **EPO005213106**

Named Insured: Enco Utility Services LLC

Endorsement Effective Date: **10/28/2018**

POLICY NUMBER:EP0005213106

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:
WHERE REQUIRED BY CONTRACT
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions:**

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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INSURED COPY

POLICY NUMBER:BAS1957694086

COMMERCIAL AUTO
CA 88 10 01 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

BUSINESS AUTO COVERAGE ENHANCEMENT ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

With respect to coverage afforded by this endorsement, the provisions of the policy apply unless modified by the endorsement.

COVERAGE INDEX

SUBJECT	PROVISION NUMBER
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SECTION II - LIABILITY COVERAGE is amended as follows:

1. **BROAD FORM INSURED**

   SECTION II - LIABILITY COVERAGE, paragraph **A.1.** - WHO IS AN INSURED is amended to include the following as an insured:

   d. Any legally incorporated entity of which you own more than 50 percent of the voting stock during the policy period. However, "insured" does not include any organization that:

   (1) Is a partnership or joint venture; or

   (2) Is an insured under any other automobile policy; or

   (3) Has exhausted its Limit of Insurance under any other automobile policy.

   Paragraph **d. (2)** of this provision does not apply to a policy written to apply specifically in excess of this policy.

   e. Any organization you newly acquire or form, other than a partnership or joint venture, of which you own more than 50 percent of the voting stock. This automatic coverage is afforded only for 180 days from the date of acquisition or formation. However, coverage under this provision does not apply:

   (1) If there is similar insurance or a self-insured retention plan available to that organization;

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(2) If the Limits of Insurance of any other insurance policy have been exhausted; or

(3) To "bodily injury" or "property damage" that occurred before you acquired or formed the organization.

2. **EMPLOYEES AS INSUREDS**

SECTION II - LIABILITY COVERAGE, paragraph **A.1.** - WHO IS AN INSURED is amended to include the following as an insured:

f. Any "employee" of yours while using a covered "auto" you do not own, hire or borrow, but only for acts within the scope of their employment by you. Insurance provided by this endorsement is excess over any other insurance available to any "employee".

g. An "employee" of yours while operating an "auto" hired or borrowed under a written contract or agreement in that "employee's" name, with your permission, while performing duties related to the conduct of your business and within the scope of their employment. Insurance provided by this endorsement is excess over any other insurance available to the "employee".

3. **ADDITIONAL INSURED BY CONTRACT, AGREEMENT OR PERMIT**

SECTION II - LIABILITY COVERAGE, paragraph **A.1.** - WHO IS AN INSURED is amended to include the following as an insured:

h. Any person or organization with respect to the operation, maintenance or use of a covered "auto", provided that you and such person or organization have agreed in a written contract, agreement, or permit issued to you by governmental or public authority, to add such person, or organization, or governmental or public authority to this policy as an "insured".

However, such person or organization is an "insured":

(1) Only with respect to the operation, maintenance or use of a covered "auto";

(2) Only for "bodily injury" or "property damage" caused by an "accident" which takes place after you executed the written contract or agreement, or the permit has been issued to you; and

(3) Only for the duration of that contract, agreement or permit

4. **SUPPLEMENTARY PAYMENTS**

SECTION II - LIABILITY COVERAGE, Coverage Extensions, **2.a.** Supplementary Payments, paragraphs **(2)** and **(4)** are replaced by the following:

(2) Up to $3,000 for cost of bail bonds (including bonds for related traffic violations) required because of an "accident" we cover. We do not have to furnish these bonds.

(4) All reasonable expenses incurred by the insured at our request, including actual loss of earnings up to $500 a day because of time off from work.

5. **AMENDED FELLOW EMPLOYEE EXCLUSION**

In those jurisdictions where, by law, fellow employees are not entitled to the protection afforded to the employer by the workers compensation exclusivity rule, or similar protection, the following provision is added:

SECTION II - LIABILITY, exclusion **B.5.** FELLOW EMPLOYEE does not apply if the "bodily injury" results from the use of a covered "auto" you own or hire.

SECTION III - PHYSICAL DAMAGE COVERAGE is amended as follows:

6. **HIRED AUTO PHYSICAL DAMAGE**

Paragraph **A.4.** Coverage Extensions of SECTION III - PHYSICAL DAMAGE COVERAGE, is amended by adding the following:

If hired "autos" are covered "autos" for Liability Coverage, and if Comprehensive, Specified Causes of Loss or Collision coverage are provided under the Business Auto Coverage Form for any "auto" you own, then the Physical Damage coverages provided are extended to "autos":

a. You hire, rent or borrow; or

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b. Your "employee" hires or rents under a written contract or agreement in that "employee's" name, but only if the damage occurs while the vehicle is being used in the conduct of your business,

subject to the following limit and deductible:

A. The most we will pay for "loss" in any one "accident" or "loss" is the smallest of:

(1) $50,000; or

(2) The actual cash value of the damaged or stolen property as of the time of the "loss"; or

(3) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality, minus a deductible.

B. The deductible will be equal to the largest deductible applicable to any owned "auto" for that coverage.

C. Subject to the limit, deductible and excess provisions described in this provision, we will provide coverage equal to the broadest coverage applicable to any covered "auto" you own.

D. Subject to a maximum of $1,000 per "accident", we will also cover the actual loss of use of the hired "auto" if it results from an "accident", you are legally liable and the lessor incurs an actual financial loss.

E. This coverage extension does not apply to:

(1) Any "auto" that is hired, rented or borrowed with a driver; or

(2) Any "auto" that is hired, rented or borrowed from your "employee".

For the purposes of this provision, SECTION V - DEFINITIONS is amended by adding the following:

"Total loss" means a "loss" in which the cost of repairs plus the salvage value exceeds the actual cash value.

7. TOWING AND LABOR

SECTION III - PHYSICAL DAMAGE COVERAGE, paragraph **A.2.** Towing, is amended by the addition of the following:

We will pay towing and labor costs incurred, up to the limits shown below, each time a covered "auto" classified and rated as a private passenger type, "light truck" or "medium truck" is disabled:

a. For private passenger type vehicles, we will pay up to $50 per disablement.

b. For "light trucks", we will pay up to $50 per disablement. "Light trucks" are trucks that have a gross vehicle weight (GVW) of 10,000 pounds or less.

c. For "medium trucks" , we will pay up to $150 per disablement. "Medium trucks" are trucks that have a gross vehicle weight (GVW) of 10,001 - 20,000 pounds.

However, the labor must be performed at the place of disablement.

8. PHYSICAL DAMAGE - ADDITIONAL TRANSPORTATION EXPENSE COVERAGE

Paragraph **A.4.a.**, Coverage Extension of SECTION III - PHYSICAL DAMAGE COVERAGE, is amended to provide a limit of $50 per day and a maximum limit of $1,500

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9. RENTAL REIMBURSEMENT

SECTION III - PHYSICAL DAMAGE COVERAGE, **A.** COVERAGE, is amended by adding the following:

a. We will pay up to $75 per day for rental reimbursement expenses incurred by you for the rental of an "auto" because of "accident" or "loss", to an "auto" for which we also pay a "loss" under Comprehensive, Specified Causes of Loss or Collision Coverages. We will pay only for those expenses incurred after the first 24 hours following the "accident" or "loss" to the covered "auto."

b. Rental Reimbursement will be based on the rental of a comparable vehicle, which in many cases may be substantially less than $75 per day, and will only be allowed for the period of time it should take to repair or replace the vehicle with reasonable speed and similar quality, up to a maximum of 30 days.

c. We will also pay up to $500 for reasonable and necessary expenses incurred by you to remove and replace your tools and equipment from the covered "auto".

d. This coverage does not apply unless you have a business necessity that other "autos" available for your use and operation cannot fill.

e. If "loss" results from the total theft of a covered "auto" of the private passenger type, we will pay under this coverage only that amount of your rental reimbursement expenses which is not already provided under Paragraph **4.** Coverage Extension.

f. No deductible applies to this coverage.

For the purposes of this endorsement provision, materials and equipment do not include "personal effects" as defined in provision **11.**

10. EXTRA EXPENSE - BROADENED COVERAGE

Under SECTION III - PHYSICAL DAMAGE COVERAGE, **A.** COVERAGE, we will pay for the expense of returning a stolen covered "auto" to you. The maximum amount we will pay is $1,000.

11. PERSONAL EFFECTS COVERAGE

A. SECTION III - PHYSICAL DAMAGE COVERAGE, **A.** COVERAGE, is amended by adding the following:

If you have purchased Comprehensive Coverage on this policy for an "auto" you own and that "auto" is stolen, we will pay, without application of a deductible, up to $600 for "personal effects" stolen with the "auto."

The insurance provided under this provision is excess over any other collectible insurance.

B. SECTION V - DEFINITIONS is amended by adding the following:

For the purposes of this provision, "personal effects" mean tangible property that is worn or carried by an insured." "Personal effects" does not include tools, equipment, jewelry, money or securities.

12. ACCIDENTAL AIRBAG DEPLOYMENT

SECTION III - PHYSICAL DAMAGE COVERAGE, **B.** EXCLUSIONS is amended by adding the following:

If you have purchased Comprehensive or Collision Coverage under this policy, the exclusion for "loss" relating to mechanical breakdown does not apply to the accidental discharge of an airbag.

Any insurance we provide shall be excess over any other collectible insurance or reimbursement by manufacturer's warranty. However, we agree to pay any deductible applicable to the other coverage or warranty.

13. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT COVERAGE

SECTION III - PHYSICAL DAMAGE COVERAGE, **B.** EXCLUSIONS, exception paragraph **a.** to exclusions **4.c.** and **4.d.** is deleted and replaced with the following:

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Exclusion **4.c.** and **4.d.** do not apply to:

a. Electronic equipment that receives or transmits audio, visual or data signals, whether or not designed solely for the reproduction of sound, if the equipment is permanently installed in the covered "auto" at the time of the "loss" and such equipment is designed to be solely operated by use of the power from the "auto's" electrical system, in or upon the covered "auto" and physical damage coverages are provided for the covered "auto"; or

If the "loss" occurs solely to audio, visual or data electronic equipment or accessories used with this equipment, then our obligation to pay for, repair, return or replace damaged or stolen property will be reduced by a $100 deductible.

14. LOAN / LEASE GAP COVERAGE

A. Paragraph **C.**, LIMIT OF INSURANCE of SECTION III - PHYSICAL DAMAGE COVERAGE is amended by adding the following:

The most we will pay for a "total loss" to a covered "auto" owned by or leased to you in any one "accident" is the greater of the:

1. Balance due under the terms of the loan or lease to which the damaged covered "auto" is subject at the time of the "loss" less the amount of:
   a. Overdue payments and financial penalties associated with those payments as of the date of the "loss",
   b. Financial penalties imposed under a lease due to high mileage, excessive use or abnormal wear and tear,
   c. Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease,
   d. Transfer or rollover balances from previous loans or leases,
   e. Final payment due under a "Balloon Loan",
   f. The dollar amount of any unrepaired damage which occurred prior to the "total loss" of a covered "auto",
   g. Security deposits not refunded by a lessor,
   h. All refunds payable or paid to you as a result of the early termination of a lease agreement or as a result of the early termination of any warranty or extended service agreement on a covered "auto",
   i. Any amount representing taxes,
   j. Loan or lease termination fees; or
2. The actual cash value of the damage or stolen property as of the time of the "loss".

An adjustment for depreciation and physical condition will be made in determining the actual cash value at the time of the "loss". This adjustment is not applicable in Texas.

B. ADDITIONAL CONDITIONS

This coverage applies only to the original loan for which the covered "auto" that incurred the loss serves as collateral, or lease written on the covered "auto" that incurred the loss.

C. SECTION V - DEFINTIONS is changed by adding the following:

As used in this endorsement provision, the following definitions apply:

"Total loss" means a "loss" in which the cost of repairs plus the salvage value exceeds the actual cash value.

A "balloon loan" is one with periodic payments that are insufficient to repay the balance over the term of the loan, thereby requiring a large final payment.

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15. GLASS REPAIR - WAIVER OF DEDUCTIBLE

Paragraph **D. Deductible** of SECTION III - PHYSICAL DAMAGE COVERAGE is amended by the addition of the following:

No deductible applies to glass damage if the glass is repaired rather than replaced.

16. PARKED AUTO COLLISION COVERAGE (WAIVER OF DEDUCTIBLE)

Paragraph **D. Deductible** of SECTION III - PHYSICAL DAMAGE COVERAGE is amended by the addition of the following:

The deductible does not apply to "loss" caused by collision to such covered "auto" of the private passenger type or light weight truck with a gross vehicle weight of 10,000 lbs. or less as defined by the manufacturer as maximum loaded weight the "auto" is designed to carry while it is:

a. In the charge of an "insured";
b. Legally parked; and
c. Unoccupied.

The "loss" must be reported to the police authorities within 24 hours of known damage.

The total amount of the damage to the covered "auto" must exceed the deductible shown in the Declarations.

This provision does not apply to any "loss" if the covered "auto" is in the charge of any person or organization engaged in the automobile business.

17. TWO OR MORE DEDUCTIBLES

Under SECTION III PHYSICAL DAMAGE COVERAGE, if two or more company policies or coverage forms apply to the same accident, the following applies to paragraph D. Deductible:

a. If the applicable Business Auto deductible is the smaller (or smallest) deductible it will be waived; or

b. If the applicable Business Auto deductible is not the smaller (or smallest) deductible it will be reduced by the amount of the smaller (or smallest) deductible; or

c. If the loss involves two or more Business Auto coverage forms or policies the smaller (or smallest) deductible will be waived.

For the purpose of this endorsement company means any company that is part of the Liberty Mutual Group.

SECTION IV - BUSINESS AUTO CONDITIONS is amended as follows:

18. UNINTENTIONAL FAILURE TO DISCLOSE HAZARDS

SECTION IV- BUSINESS AUTO CONDITIONS, Paragraph **B.2.** is amended by adding the following:

If you unintentionally fail to disclose any hazards, exposures or material facts existing as of the inception date or renewal date of the Business Auto Coverage Form, the coverage afforded by this policy will not be prejudiced.

However, you must report the undisclosed hazard of exposure as soon as practicable after its discovery, and we have the right to collect additional premium for any such hazard or exposure.

19. AMENDED DUTIES IN THE EVENT OF ACCIDENT, CLAIM, SUIT, OR LOSS

SECTION IV - BUSINESS AUTO CONDITIONS, paragraph **A.2.a.** is replaced in its entirety by the following:

a. In the event of "accident", claim, "suit" or "loss", you must promptly notify us when it is known to:

1. You, if you are an individual;
2. A partner, if you are a partnership;
3. Member, if you are a limited liability company;
4. An executive officer or the "employee" designated by the Named Insured to give such notice, if you are a corporation.

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To the extent possible, notice to us should include:

(1) How, when and where the "accident" or "loss" took place;

(2) The "insureds" name and address; and

(3) The names and addresses of any injured persons and witnesses.

20. WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

SECTION IV - BUSINESS AUTO CONDITIONS, paragraph **A.5.**, Transfer of Rights of Recovery Against Others to Us, is amended by the addition of the following:

If the person or organization has waived those rights before an "accident" or "loss", our rights are waived also.

21. HIRED AUTO COVERAGE TERRITORY

SECTION IV - BUSINESS AUTO CONDITIONS, paragraph **B.7.**, Policy Period, Coverage Territory, is amended by the addition of the following:

f. For "autos" hired 30 days or less, the coverage territory is anywhere in the world, provided that the insured's responsibility to pay for damages is determined in a "suit", on the merits, in the United States, the territories and possessions of the United States of America, Puerto Rico or Canada or in a settlement we agree to.

This extension of coverage does not apply to an "auto" hired, leased, rented or borrowed with a driver.

SECTION V - DEFINITIONS is amended as follows:

22. BODILY INJURY REDEFINED

Under SECTION V - DEFINTIONS, definition **C.** is replaced by the following:

"Bodily injury" means physical injury, sickness or disease sustained by a person, including mental anguish, mental injury, shock, fright or death resulting from any of these at any time.

COMMMON POLICY CONDITIONS

23. EXTENDED CANCELLATION CONDITION

COMMON POLICY CONDITIONS, paragraph **A.** - CANCELLATION condition applies except as follows:

If we cancel for any reason other than nonpayment of premium, we will mail to the first Named Insured written notice of cancellation at least 60 days before the effective date of cancellation. This provision does not apply in those states which require more than 60 days prior notice of cancellation.

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ENDORSEMENT AGREEMENT

STATE COMPENSATION INSURANCE FUND

HOME OFFICE
SAN FRANCISCO

ALL EFFECTIVE DATES ARE AT 12:01 AM PACIFIC STANDARD TIME OR THE TIME INDICATED AT PACIFIC STANDARD TIME

WAIVER OF SUBROGATION
BLANKET BASIS

REP D1
9137444-18
RENEWAL
SC
5-07-01-2
PAGE 1 OF 1

EFFECTIVE JULY 11, 2018 AT 12.01 A.M.
AND EXPIRING JULY 11, 2019 AT 12.01 A.M.

ENCO UTILITY SERVICES
8141 E KAISER BLVD STE 212
ANAHEIM, CA 92808

WE HAVE THE RIGHT TO RECOVER OUR PAYMENTS FROM ANYONE LIABLE FOR AN INJURY COVERED BY THIS POLICY. WE WILL NOT ENFORCE OUR RIGHT AGAINST THE PERSON OR ORGANIZATION NAMED IN THE SCHEDULE.

THIS AGREEMENT APPLIES ONLY TO THE EXTENT THAT YOU PERFORM WORK UNDER A WRITTEN CONTRACT THAT REQUIRES YOU TO OBTAIN THIS AGREEMENT FROM US.

THE ADDITIONAL PREMIUM FOR THIS ENDORSEMENT SHALL BE 2.00% OF THE TOTAL POLICY PREMIUM.

SCHEDULE

PERSON OR ORGANIZATION	JOB DESCRIPTION
ANY PERSON OR ORGANIZATION FOR WHOM THE NAMED INSURED HAS AGREED BY WRITTEN CONTRACT TO FURNISH THIS WAIVER	BLANKET WAIVER OF SUBROGATION

NOTHING IN THIS ENDORSEMENT CONTAINED SHALL BE HELD TO VARY, ALTER, WAIVE OR EXTEND ANY OF THE TERMS, CONDITIONS, AGREEMENTS, OR LIMITATIONS OF THIS POLICY OTHER THAN AS STATED. NOTHING ELSEWHERE IN THIS POLICY SHALL BE HELD TO VARY, ALTER, WAIVE OR LIMIT THE TERMS, CONDITIONS, AGREEMENTS OR LIMITATIONS OF THIS ENDORSEMENT.

COUNTERSIGNED AND ISSUED AT SAN FRANCISCO: JULY 13, 2018

AUTHORIZED REPRESENTATIVE

PRESIDENT AND CEO

SCIF FORM 10217 (REV.7-2014)

Request for Proposal # 2019-32

Utility Billing Services

Proposal Due Date:

June 26, 2019 | 2:30 p.m. EST

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A. Independence and Conflict of Interest

Level One has no interest or intends to acquire an interest in a firm that has any contacts employed by the City of Ormond Beach.

B. Conflict of Interest

Level One has reviewed, agreed to and signed the Conflict and Non-Conflict of interest form.

C. Qualifications, Capabilities and Experience

About Level One LLC

Founded in 2004, Level One is in its 15 year exclusively serving the municipal utility industry, driving innovation in customer engagement, ebilling, payments, print and mail, customer preference management, business analytics and optimization. Level One is headquartered in Malvern, PA, a suburb of Philadelphia, and maintains sales offices in Atlanta, GA, Dallas, TX, and Houston, TX,. Local representation will be provided by a Sales / Client Success Manager that supports the Southeast region.

Level One delivers expertise in customer experience through e-billing, payments, print/mail management, data analytics and reporting by combining deep utility market knowledge with a rapid, agile response. We do this by creating smartly designed documents with the information that your customers tell us they want and need. Our user interface simplifies the customer experience and provides easy access to account information from any device. Simply put, we help utilities connect with their customers through better communication strategies.

Expertise

Level One has more than 20 years of utility specific experience optimizing the customer experience in providing an extensive range of document automation technologies in a hosted environment, complemented by a comprehensive menu of document creation services and support.

Self-Help Tools

Level One's Cloud-based platform, OneVIEW®, empowers business users with control over billing, payments and customer communications by providing a suite of synchronized, user-friendly modules. Utilities of all types and sizes rely on OneVIEW® to provide better customer experiences.

Core functionality includes:

- Multi-channel document creation
- eBilling and payments
- Customer preference management
- Dynamic content
- Quality assurance (QA)
- Analytics and reporting
- Archive

Customer Engagement & Preference Management

Level One's Preference Manager platform solves complex customer engagement challenges with proactive, interactive text, email, voice, and social media communications.
Core functionality of our system includes:

- Rules Engine
- Preference Manager
- Opt-in / Opt-Out Management
- Two-Way Interactivity
- Multi-channel Communication
- Multi-Media Chat

Services

We offer extensive expertise in the design, development, implementation, and management of outsourced utility billing applications, including e-billing, e-payments and paper billing—all supported by an experienced staff. Level One processes customer data files 24/7/365.

Level One uses project planning methodologies that include identifying potential tasks and task dependencies that may impact project delivery. These considerations as well as critical path deliverables are identified and incorporated in the overall project plan.

Level One processes millions of multi-channel customer communications for utilities and municipalities across the United States. Level One offers a full complement of billing, payment and customer preference options that include:

Delivery Channels	Notification Types	Payment Options	Payment Types
Paper	Outages	Online	ACH e-Check
Mobile	Billing	Agent	Credit / Debit
Web (Biller Direct)	Payment	IVR	Cash
SMS Text	News	SMS Text	

Usage	Kiosk
Confirmations	Walk-in Retail

Level One's data centers maintain proactive measures to safeguard your customer data from security breaches. Level One securely receives client files for processing 24/7/365 days a year and automates the secure transfer, processing and confirmation of production files, incorporating quality checkpoints at every phase of production. Level One is privately held and does not release contract details like print and mail volume. Our lowest volume account is 10,000 documents per month and are largest is 1,000,000.

OneVIEW® Suite is your *one* *view* for all customer interaction.
Level One's flagship OneVIEW® Suite provides the tools you need to effectively manage multi-channel customer engagement. With a single sign on, our online toolset provides command, control and visibility to multi-channel document delivery, comprehensive tracking of file processing in both production and test environments, quality assurance, archival, content management, insert and onsert management, payment history and reporting.

OneVIEW® provides a suite of modules for your business to seamlessly manage customer interactions end-to-end—all through a single interface that simplifies monitoring and control.

Solutions Built Specifically for Utilities

We understand the customer communications challenges that both the regulated, deregulated and municipal utilities face when it comes to billing, payments and communications, and have optimized our solutions to the unique requirements of the metered services industry.

Our depth of expertise in the utility market is unparalleled. For more than 20 years, our management team have been helping our customers navigate the rapidly evolving billing and payment landscape. Throughout this time, we've proven the power of our solutions to drive new cost savings and efficiencies, accelerate payments and increase customer satisfaction.

As a result, we have built a solid reputation working with all the major CIS and municipal management software platforms including Oracle CC&B/C2M, SAP, Hansen Technologies Banner, Harris Utilities (Advanced, NorthStar, Software & Systems, Cogsdale and Cayenta), Tyler Technologies MUNIS and SunGard HTE. We have provided a local client that can attest to our Munis experience.

In summary, Level One's services are efficient, accurate, and cost competitive. The strength of our proposal is highlighted by the strength of our people, process and technology. The experience we've built due to our exclusive focus on utility market, along with production capabilities in Dallas and Houston will provide faster in-home deliver for mission-critical customer communications. Our local representation allow us to be accessible and deliver exceptional customer service. Level One offers full color production across fully redundant production sites that provide unparalleled levels of business continuity.

The primary staff assigned to the project with a minimum of five (5) up to thirty (30) years relevant experience. Key management team members each have more than 20 years of experience in business process outsourcing of customer billing and communications for utilities.

John Parker Boland
President

- As President, John is responsible for steering Level One business innovation and strategy. He works closely with customers to effectively meet their IT business needs, through an understanding of their business vision and goals. John co-founded Level One in 2004 and drove the company's growth into a leading provider and integrator of customer communication solutions and technology for utilities nationwide.

- A leader in providing innovative and strategic document management solutions to customers, John has more than 25 years of utility industry experience and brings broad experience in all aspects of document management and business process outsourcing solutions.

- John will serve as the Executive Sponsor. He has managed the development and delivery of utility B2C applications including document redesign, statement processing, e-billing and e-payments with a focus on utilities and financial services.

Kate Lindstrom
Vice President, Information Services

- Over 20 years of experience with information technology implementation and customer relationship management, with nearly 20 years of technical management and staff supervision.

- Technical background in software solutions assessment, implementation, training and support, and software product development and delivery with a history of success managing critical account relationships.

- Kate has been with Level One since 2011, first as a Product Manager focusing exclusively on the utility services market, and now leading Level One's Information Services team.

Dennis Hopton
Client Success Manager, Print and Mail

- 28 years of experience in the printing and mailing industry. Dennis has specialized in Utility Bill Print Outsourcing since 1992. During that time he has successfully managed implementations and on-going support for several dozen utility clients.
- Dennis has been the primary point of contact for many of Level One's strategic accounts to ensure that Level One best practices are implemented in all areas of our client organizations.
- With years of experience working with utility applications, Dennis can apply the right technology to address pain point's specific to the utility industry, applying business knowledge to our clients' strategic goals and leveraging expertise across multiple client engagements.

Bret
Client Success / Project Management Coordinator

- Over 20 years of client service experience in various industries including print and mail, collections and healthcare.
- Over 5 years of experience with IT project management supporting cross functional teams of subject matter experts, senior managers and key stakeholders with a proven track record of delivering products and solutions with aggressive deadlines.
- Experienced in building a strong rapport with clients and creating a positive environment that ensures solid communication, accountability and results for the customer. Diverse knowledge of print and mail functions and collection laws.

Nancy
Project Management Coordinator

- Over 10 years of experience with IT project management supporting cross functional teams of subject matter experts, senior managers and key stakeholders with a proven track record of delivering products and solutions with aggressive deadlines.
- Knowledgeable in a wide variety of project management frameworks, development tools and programming languages.

Jim
Client Services / Client Success Manager and Quality Assurance Lead

- 20 years of experience as client account manager, responsible for maintaining standard QA processes, methodologies, and templates for use on client deliverables.
- Actively monitors and prioritizes project implementations and change control for the client to ensure quality results are delivered on time and within budget.

Chris
Lead Application Developer

- Over 17 years of experience coding, testing, maintaining, and documenting the application program code using all types of data formats to create utility bill images in support of multi-channel document delivery.

Justin
Application Developer / IVR Specialist

- Over 12 years of experience as a programmer in the area of document creation, delivery and implementation.
- Background includes document programming, implementation coordinator, and IVR programmer.

Alex
Lead Network Engineer,

- Primary contact for infrastructure support and systems related issues.
- Accomplished Network Engineer with over 25 years of technical experience and a highly diverse systems background.

Natasha
Client Services / Customer support

- Over 8 years of experience with Level One as a client support specialist providing inventory, postage and month-end invoice reporting for clients.

Matt
Information Design Specialist and Graphics Services

- Over 10 years of experience with Level One as graphic designer.
  Matt's maintains a broad range of design skills that include document design for multi-channel document delivery and utility statement redesign.

- Experienced web designer, SEO website analyst, HTML coding

Qualifications, Capabilities and Experience Details – Communications

Requirement	Yes	No	Partial	Explanation/Comments
Communications				
How does your application receive information?				Level One receives data file transmissions via SFTP that is fully automated 24x7x365.
SFTP (Secure File Transfer Protocol)	✓			Recommended
Secured E-mail	✓			
Direct Download/Upload via server/website		✓		
Other		✓		
Data File Format				
The current file format that COB uses to produce bills is a print ready pdf file format. The pdf only contains the unique customer and billing related information for what needs to be included in the bill. Can you support this file format?	✓			Yes, Level has sophisticated post-composition tools to support accepting and enhancing print-ready PDF image files.
The current file format that COB uses to produce letters is xml format. Can you support this file format?	✓			Yes, standard.
What other file formats do you support?	✓			In addition to supporting both PDF and XML data formats, Level One also supports all types of fixed length and delimited file types.
Describe how you handle receiving multiple files throughout each day?	✓			File receipt of confirmations are fully automated in our system.
Backup plans if primary communications site is down?	✓			Level One SFTP sites have full redundancy and provide 99.99% uptime for file transfer.
Where is your secondary processing site located?	✓			Level One has processing facilities nationwide. For COB's application, Level One's primary facility is located in Houston, TX. Secondary facilities are located in Dallas, TX and Birmingham, AL.

Qualifications, Capabilities and Experience Details – Security

Requirement	Yes	No	Partial	Explanation/Comments
Security	✓			
What type of security to you have on data transfers?	✓			Sessions are encrypted using a minimum industry standard 256 bit SSL technology.
Are all files that are transmitted to/from encrypted? If so, what encryption do you support?	✓			Additional encryption techniques include PGP encryption.

What physical security measures do you take to protect your clients and employees?	✓			Please see "Security Controls Summary" included in [TAB F – Additional Information]
Is the facility monitored 24/7?	✓			
How do you secure information about COB's customers that are kept in your application databases?	✓			Please see "Security Controls Summary" included in [TAB F – Additional Information]
Please provide a copy of your security procedures.	✓			Please see "Security Controls Summary" included in [TAB F – Additional Information]

Qualifications, Capabilities and Experience Details – Software

Requirement	Yes	No	Partial	Explanation/Comments
Print Format Software	✓			
Do you produce flexible, dynamic bills with variable field lengths and locations?	✓			Standard.
Do you have a limit on the number of detailed lines on the bill?		✓		This is typically dictated by client supplied business rules.
Can the first page and subsequent pages have different formats?	✓			
Do you produce bills with dynamic logos and graphic images? If yes, for whom?	✓			OUC uses the OneVIEW CCM module which empowers business user with the ability to target customer messages and graphics in full color.
Do you produce bills with dynamic graphs and charts?	✓			Standard
Postal barcodes should be added by the bill printing vendor, do you have this capability?	✓			Standard. Level One processes all records through address correction and presorting software that is CASS Certified. NCOA Link processing is also provided.
For bills marked as electronic bills, can you suppress the print function?	✓			
Do you produce bills with one-time messages on them?	✓			All messaging can be dynamic and personalized for each customer.
Do you produce bills in Spanish?	✓			
Do you produce bills with the remittance portion on the bottom of the page?	✓			Standard.
Can bills be printed on front and back? (Currently we do not print on back).	✓			Duplex imaging is available as required.
If in future we do, vendor may preprint the back of the bill paper but COB may change the back at any time without committing to purchase any existing stock, is this possible and agreeable?		✓		For this reason, we recommend duplex imaging for maximum flexibility. Front and back is printed in full color on demand which completely eliminates spoilage

				concerns.
Can you print color?	✓			Standard in all print locations.
Can you produce a bill with OCR A and OCR B scan lines?	✓			Standard
Can you produce a bill with Bar Code 3 of 9?	✓			Most applications are using 2-dimensional barcodes, but some clients still utilize 3 of 9.

Qualifications, Capabilities and Experience Details – Electronic Archival

Requirement	Yes	No	Partial	Explanation/Comments
Electronic Archive				
Can you send single bills in PDF format to COB so that we may allow our customers to view their bills from our server?	✓			Standard APIs can be provided so that Level One can provide fully hosted archival and have customers seamlessly view bills through the Munis customer portal.
Do you have the ability to provide a website interface for customers to view PDF version of their bills?	✓			OneVIEW has a fully hosted customer U/I and Biller Admin portals to support viewing PDF bills for both the customer and internal call center agents.
Accessible online via a website?	✓			Standard via any browser.
Accessible locally via PC-based application?		✓		
Can you name the pdf you return to us as the account number from the bill?	✓			Typically, a unique document number assigned to each PDF.
Can you host the billing images and provide 24/7 access for COB personnel? COB personnel must have the ability to view copies of bills prior to mailing (archiving system must be flexible and allow searching based on specific criteria).	✓			This is a standard feature in OneVIEW's QA and Archive modules. The application is feature rich and offers multiple query types for searching and categorized bill types and conditions. This is particularly useful for processing and reviewing exceptions and intercept bills.
Please list the possible search criteria that COB personnel can use to locate specific bills prior to mailing and after they have been mailed.	✓			The criteria is unlimited. Any field can be made searchable in indexed.
Can you store bill / letter images for a minimum of 13 months?	✓			Standard. Level One has no limit to the number of month's bill history is stored.
Can you store images longer?	✓			
Can COB personnel search and view all documents mailed on behalf of COB?	✓			However, COB would have full administrative control over user permissions that can determine which users have access to what document

				types. For example, all users may not have access to view a bad bill that was returned and rebilled, only the replacement.
What file formats can the documents be viewed? (PDF, etc.)	✓			PDF is standard.

Qualifications, Capabilities and Experience Details – Exception Handling

Requirement	Yes	No	Partial	Explanation/Comments
Special Handling/Pull Bill				
Does your system provide the capability to pull a bill or hold a bill so it does not get mailed out?	✓			This is a standard feature in OneVIEW QA module.
Can this be done before the bill is printed?	✓			This is a standard feature in OneVIEW QA module.
Can this be done after the bill is printed?			✓	Pulling the bill after printing while possible, is not recommended as it impacts postal reports and compliance.
Can the client cancel the hold and have the bill processed that night? Please explain the process	✓			OneVIEW provides our clients the ability to allow bills that are accurate with a high degree of confidence can bypass QA. Exceptions can be reviewed and approved at any time and processed the next business day.
Does your system provide the capability to print a pulled bill at a later date?	✓			
The pull and release process must be done electronically? Can you support this requirement?	✓			This is a standard feature in OneVIEW QA module. Our tools offers enhanced features that other similar tools do not. For example, clients can customize a variety of dispositions to support internal workflows.

Certain types of accounts must be processed but not printed. PDF's must be provided back to COB, can you meet this requirement?	✓			This requirement is an automated procedure in Level One's system.
Do you offer special handling or the ability to electronically pull and view a bill prior to print for customer review and special handling? For example, average bill accounts, final bills, bills with a credit, and bills with multiple locations.	✓			Standard feature in OneVIEW QA module.
What actions can the customer perform on each special handling review?	✓			Standard dispositions include: Deliver, Return, Image Only, Delete, Review. Other dispositions are possible to match client workflows.
Can special handling records be actioned individually? Select group? Select all?	✓			All of the above.

Can special handling records be sorted by Date, Type or Hold status?	✓			We recommend providing COB to demonstrate the features and functions.
When preparing records for special handling can different pull bill codes be set up to go to different Individual queues?	✓			Standard feature.
What happens to special handling records that are not acted upon? How long do they stay in the queue?	✓			Dispositions can be marked as 'Review'. This designation assures that all records have been reviewed prior to releasing records into production. There is no limit to how long pulled records can remain in que. Client alerts or notifications can be triggered to notify clients that no action has been taken on special handling bills after client designated time periods.
Can you provide the following to be placed on automatic hold: final bills, credit balances, estimated bills, multiple locations?	✓			This is a standard feature that is driven by client defined business rules.

Qualifications, Capabilities and Experience Details – Print Production

Requirement	Yes	No	Partial	Explanation/Comments
Printer				
Do you support Duplex printing?	✓			
List the minimum and maximum paper sizes on which you are able to print?	✓			Minimum sheet size: 8.5" x 11" Maximum sheet size: 11" x 17" Capable of printing 2-wide roll as well as postcards.

Qualifications, Capabilities and Experience Details – Document processing and insertion

Requirement	Yes	No	Partial	Explanation/Comments
Inserting				
Bills must be barcoded and tracked with a date and time of inserting. Can vendor provide reports upon request?	✓			Yes, OneVIEW reporting module contains information on file processing and mailing. In addition, standard production reports are sent daily to client defined distribution lists.
Return envelopes must be selectively inserted into bills that are not automatically or electronically paid (such as auto draft or other autopay, these indicators are located on the bills). Up to two other inserts must be included in the cost of the service. Can you support this request?			✓	Level One can support both requests, however, there is a nominal charge for insertion for additional preprinted inserts. We typically do not include insertion fees in base per piece cost, so that COB does not incur a fee if inserts are not needed for any given month.
Please provide the capability for inserting special notices or newsletters into a subset of the bills based on criteria specified. (For example, from time to time COB inserts a special insert into the bills, the special insert must only be inserted into bills going to customers that meet certain criteria, examples are: living within the city limits of Ormond Beach or by cycle number, etc.) The programming costs for selective insertion must be included in the costs of the service so there are no additional costs when this occurs. Currently, indicators of the type of bill (city, rural), E-bill, draft account, final bill, average billing, etc. are Yes/No fields that are provided in clear text along the edge of the bill page. These indicators determine various outcomes during the inserting process. Examples are: if a certain insert is included, if a return envelope is included, if a bill should not be printed, etc.	✓			Level One has the capability to provide "Onserts" as well which allows additional information like special notice and newsletters to be printed on-demand as additional pages and included with the bill.
Can you provide the option to preprint duplexed full color inserts/flyers to be included in the bills?	✓			As described above in E.3
If you are capable of printing 2-sided, 4-color inserts, indicate the number of days prior to mailing you need the file in order to print.	✓			10 calendar days is standard. Expedited service is available whenever can be accommodated.
If you are not capable of preprinting 2-sided, 4-color inserts, do you partner with a printing company who will print and deliver to your facility? Camera-ready art would be electronically delivered a minimum of 8 days prior to bill processing and mailing.	✓			Level One has full color capability to print inserts.
Do you have the ability to insert pre-folded inserts? Are there restrictions on the type of paper that can be inserted?	✓			Level One has insert standards that need to be followed to facilitate automated insertion and are consistent with industry standards and include size, weight and fold. Most

				inserts are barrel or C-folded.
Do you have the ability to fold inserts on the fly when bills are processed for mailing?			✓	Preprinted inserts must be folded in advance. Onserts (additional pages printed on-the-fly are folded in line during insertion.
Does inserting pre-folded or unfolded inserts work best in your mailing process?	✓			Pre-folded is preferred when possible.
Inserts attached with electronic bills must be updated on a monthly basis to the newest version. Can you provide the service so that inserts will be updated on time every month (changing each month with cycle 1 bills)?	✓			Standard practice. Level One also provides enhanced services to customize e-Notifications as well.
Do you have intelligent insertion stations? What bill determinates can be used to delineate which inserts should be included in certain bills? Most important for COB, the ability to include inserts with 'city' bills vs. 'rural' bills or vice-versa.	✓			Any data that can be read in a consistent area of the bill can be used to trigger inserts to either 'city' vs 'rural' bill types.
If so, how many inserts can it handle?	✓			Up to five.
How many different paper stocks can you co-mingle into an envelope?	✓			One, as PDF does not support drawer pulls to utilize multiple paper stocks.
How many pages can you send in a #10 envelope, i.e., tri-fold?	✓			Up to 7 pages.
Do you have the ability to pull stuffers that will push the mailing over the postage weight limit?	✓			Even, with additional inserts, it is rare that utility bills weigh over the 2 oz. limit.
Are your inserters limited to specific weights of paper? What is the maximum weight that can be inserted?	✓			140# cover stock
Are you able to print monthly inserts from camera ready files, received from COB? If so, list the # of days needed to receive the file print prior to 1st billing cycle inclusion.	✓			10 calendar days
List the file formats you support? (Microsoft Publisher, etc)	✓			InDesign is standard and other Adobe formats (i.e. PDF)

Qualifications, Capabilities and Experience Details – USPS Mail preparation

Requirement	Yes	No	Partial	Explanation/Comments
Mail				
Do you do address verification and postal sorting?	✓			ACE, Presort and NCOA Link
Would all addresses be processed and validated by CASS certified mailing software?	✓			Yes, Satori (now BCC Software)

Mailing vendor must provide unlimited CASS as an additional service for COB. This will be utilized on an as needed basis. A system must be provided that will allow COB to upload address lists and receive the list back in a specified XML format.	✓			Yes, this is a standard feature support by in batch on single API call.
Mailing vendor must utilize Manifest Mailing procedures as outlined by the USPS. The only exception would be any envelopes that are not included in the presorted mailings due to page counts exceeding vendor's inserting equipment limitations. The postage for these envelopes will be invoiced to COB at the end of each month. COB will not pay vendor in advance for postage. Can you comply with these requirements?	✓			Level One is manifest certified.
Do you have on-site presorting at this facility? (All mail pieces must be presorted so that COB receives the maximum possible presorted First-Class Automation postal discounts.)	✓			Level One will presort the file which provides 5-digit automated rates, the maximum USPS discount for those pieces that qualify.
If so, how far do you sort, to 3-digit or to 5-digit or further (carrier route)?	✓			5-digit automated which provides the maximum allowable in addition to passing along the full-service discount by submitted mail.dat file.
Do you assist clients in mail piece design in order to assure all USPS regulations are met and qualify for lower "automation" prices?	✓			Standard
Does your CASS certification include DPV, LACS Link, and Suite Link database address validations?	✓			
Once client invoice files are received, how long is the processing time to make the files available to the client for approval?	✓			Based on COB's file size, we estimate 25-35 minutes.
Mail service vendor must mail bills on the same day if approved for mailing by 11:00 am, any bills approved after 11:00 am must be mailed the same day or following business day. Can you comply with this on a daily basis?			✓	Bills must be approved by 9:00 a..m. to be mailed same business day.
What is your service level agreement of timing for delivery to the Post Office?	✓			Bills printed and inserted are delivered to the USPS same day.
Where is the location of your production facility?	✓			Primary – Houston, TX Secondary – Coppell, TX
Do you offer daily NCOA updates for client's customers? Can they be sent by XML or text file? If not how are these updates sent to COB? (All addresses must be processed with the postal service NCOA system.)	✓			These updates can be customized to formats specified by client.
Do you merge multiple accounts for the same customer into one envelope with one set of inserts? (The criteria may be the name and address, address only or by a defined list of linked accounts. Once defined, COB must have the option to change the criteria at any time.)	✓			
If you have the ability to perform I.16 what bill or account criteria are you able to use to determine if bills should be combined?	✓			A specific data field or flag, mailing address or account number.

Do you have the capability to report on or reference in some way the details of what bills were aggregated in one envelope as referenced in I.16? For example, we would want to know each separate account bill that was combined with others in one envelope.	✓			
Daily electronic reporting is required. The minimum required daily reports are: total daily postage, total number of bills printed daily, total number of letters printed daily, number of bills and letters that met and did not meet the postage discount rates, daily change of address file and job processing summary for the day. Can you meet all of these requirements?	✓			Standard reporting.

Qualifications, Capabilities and Experience Details – Component Management

Requirement	Yes	No	Partial	Explanation/Comments
Paper/Envelopes				
Are you able to provide 20# bond, smooth perforation paper for return stub and 20# bond without perforation for 2nd or multiple page bills?		✓		24# bond is standard and provides for more reliable remittance processing.
Are you able to provide client specific envelopes?	✓			
If so, what sizes and options (e.g., Double windows or #9 double return envelopes?	✓			#10 single or double window #9 single or double window
Do you offer pre-printed paper design services?	✓			
Do you provide flyer-insert art designs and/or production services?	✓			
If so, in general, how much lead-time is required for these inserts?	✓			2 weeks.

Qualifications, Capabilities and Experience Details – Same Day Service

Requirement	Yes	No	Partial	Explanation/Comments
Processing Window				
Do you offer same-day processing of the billing statements?	✓			Yes
If so, by what time do we need to provide the data to be processed and file sent?	✓			Level One estimates processing time to be 30 minutes. Level One requests that review and approval be completed by 8:00 a.m. EST to meet same day mailing requirement. This is open for review.
Do you have enough capacity to handle large volume increases and process them the same day? For example, double the number of bills and letters of a typical day, instead of 2,500 bills it may be 5,000.	✓			Yes, production would be able to meet same day service level commitments for volumes up to 7,500

What is your maximum number of bills and letters that can be received, processed and mailed all within one day?	✓			Approximately 10,000 Level One will try and accommodate a larger volume whenever possible.

Qualifications, Capabilities and Experience Details – Business Continuity

Requirement	Yes	No	Partial	Explanation/Comments
Disaster Recovery Plan				
Do you have a Disaster Recovery Plan established?	✓			
Please provide a brief overview of your plan.	✓			Please see DR / Business Continuity Plan in [TAB F – Additional Information]
What triggers implementing your disaster recovery plan?	✓			Level One takes precautionary measures to maintain production SLAs. We refer to our process as disaster avoidance, rather than disaster recovery. A recent example of this was last year during Hurricane Harvey, Level One moved production in advance of the storm with no impact to SLA.
How often is your data recovery plan tested?	✓			One (1) full test annually, plus four (4) addition partial tests.

Qualifications, Capabilities and Experience Details – Production Quality Assurance

Requirement	Yes	No	Partial	Explanation/Comments
Quality Assurance				
Do you have a documented quality program?	✓			
If so, please attach a copy of this program.	✓			See Quality Policy included in [Tab F – Additional Information]
If a bill statement is damaged during inserting or printing is not clear, how are bills tracked internally? How do you recover from these two situations?	✓			1) Print Quality pulls are checked every 200 sheets. 2) Statements damaged during the insertion process are identified and reprinted using the sequence number on the document and hand inserted and placed into the tray in the proper sequence to maintain manifest mailing requirements.
Please explain your quality assurance steps?	✓			See Quality Policy included in [Tab F – Additional Information]

Qualifications, Capabilities and Experience Details – Production tracking and control

Requirement	Yes	No	Partial	Explanation/Comments
Production Tracking				
Can Clients monitor the progress of their production jobs?	✓			Standard feature in OneVIEW
How is client notified of errors in processing files sent?	✓			See process workflow (Day in the Life of processing your file.) Workflow shows automated confirmations for both successful processing and errors. In the case of a processing error due to bad or corrupt data file, your Client Success Manager will contact client by phone as well.
If so, is it available 24/7? How do you access it (internet)? How often is it updated?	✓			File processing is fully automated and files are processed 24 x 7 x 365.
Is tracking provided for all services?	✓			All applications where Level One processes data are tracked through OneVIEW.

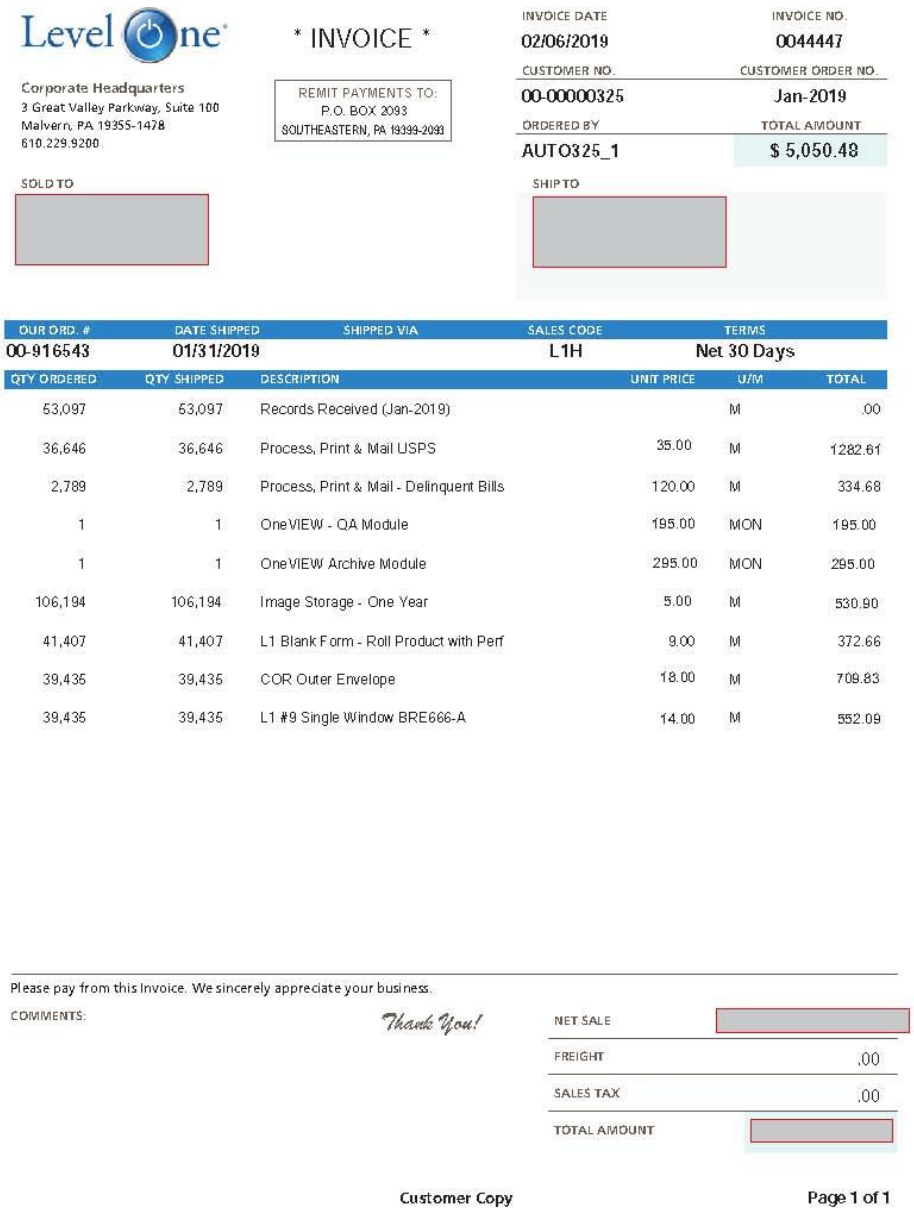
Qualifications, Capabilities and Experience Details – Subcontractors

Requirement	Yes	No	Partial	Explanation/Comments
Third Party Services				
Do any third-party companies provide products or services?	✓			Level One maintains print and mail production partners in best proximity to our client's customer base. Not being tied to physical location for production provides significant advantages for improving in-home USPS delivery commitments and supports optimal business continuity and redundancy.
If so, please name the company and describe the product or services they are providing?	✓			Primary Print and Mail Facility – SPM Document Solutions, Houston, TX Secondary Print and Mail Facility – High Cotton, Coppell, TX Level One provides all application development in-house and provides fully composed print file complete with postage reports to our fully integrated print and mail network. Level One utilizes these partners for what they do best. Our partners are bound contractually to all meeting all SLA's including quality and same-day delivery to the USPS.

Qualifications, Capabilities and Experience Details – Relationship Services

Requirement	Yes	No	Partial	Explanation/Comments
Support/Help Desk				
Do you have a toll-free support line?		✓		Level One will provide a toll-free number if required.
COB may ask vendor to research address changes performed by vendors software. Are you able to comply with these requests?	✓			
Can you respond to a support call within 2 hours? If not, what is your support response time frame?	✓			

Requirement	Yes	No	Partial	Explanation/Comments
Payment				
Describe the normal payment arrangement between your firm and its customers.	✓			Level One Provides end of month billing that includes all production costs and a breakdown of charges. Postage maintained separate from operating and is also invoiced at month end.
Provide a sample of the monthly bill statement for the detailed weekly charges with these requests?	✓			



Level One

Corporate Headquarters
3 Great Valley Parkway, Suite 100
Malvern, PA 19355-1478
610.229.9200

* INVOICE *

REMIT PAYMENTS TO:
P.O. BOX 2093
SOUTHEASTERN, PA 19399-2093

INVOICE DATE	INVOICE NO.
02/06/2019	0044447
CUSTOMER NO.	CUSTOMER ORDER NO.
00-00000325	Jan-2019
ORDERED BY	TOTAL AMOUNT
AUTO325_1	$ 5,050.48

SOLD TO

SHIP TO

OUR ORD. #	DATE SHIPPED	SHIPPED VIA	SALES CODE	TERMS
00-916543	01/31/2019		L1H	Net 30 Days

QTY ORDERED	QTY SHIPPED	DESCRIPTION	UNIT PRICE	U/M	TOTAL
53,097	53,097	Records Received (Jan-2019)		M	.00
36,646	36,646	Process, Print & Mail USPS	35.00	M	1282.61
2,789	2,789	Process, Print & Mail - Delinquent Bills	120.00	M	334.68
1	1	OneVIEW - QA Module	195.00	MON	195.00
1	1	OneVIEW Archive Module	295.00	MON	295.00
106,194	106,194	Image Storage - One Year	5.00	M	530.90
41,407	41,407	L1 Blank Form - Roll Product with Perf	9.00	M	372.66
39,435	39,435	COR Outer Envelope	18.00	M	709.83
39,435	39,435	L1 #9 Single Window BRE666-A	14.00	M	552.09

Please pay from this Invoice. We sincerely appreciate your business.

COMMENTS:

Thank You!

NET SALE	
FREIGHT	.00
SALES TAX	.00
TOTAL AMOUNT	

Customer Copy

Page 1 of 1

Invoice Supporting Detail

May-2017

		Processing Counts		Total Records Smt				Diverted Records								
DATE	Records Received	Records Processed	Images Processed	Print & Mail	Paperless	Print & Mail ePresentment	Email Accounts	Suppressed	Returned	Returned-Email	Image Only	Return Envelopes	Inserts	Additional Printed Sheets	Additional Electronic Images/Pages	Image Archive
05/01/2017	12,323	12,323	30,654	7,444	0	0	4,852	0	13	0	0	6,340	20,510	1,819	0	30,654
05/02/2017	1,756	1,756	1,756	1,742	0	0	0	0	0	0	0	0	0	0	0	1,756
05/03/2017	391	391	391	384	0	0	0	0	0	0	0	0	0	0	0	391
05/04/2017	55,884	55,884	134,883	28,335	0	0	27,473	0	63	0	4	23,763	74,548	5,860	0	134,883
05/05/2017	11,430	11,430	25,168	6,828	0	0	4,549	0	24	0	1	3,974	13,746	989	0	25,168
05/08/2017	9,642	9,642	23,915	6,355	0	0	3,225	0	31	0	0	5,281	16,611	1,515	0	23,915
05/09/2017	14,055	14,055	29,777	9,731	0	0	4,287	0	16	0	1	6,991	13,955	1,086	0	29,777
05/10/2017	10,195	10,195	23,073	7,216	0	0	2,971	0	8	0	0	6,518	16,032	1,007	0	23,073
05/11/2017	19,919	19,919	44,336	10,125	0	0	9,763	0	29	0	1	8,526	26,086	1,497	0	44,336
05/12/2017	14,572	14,572	30,505	9,189	0	0	5,316	0	42	0	0	5,739	17,516	1,133	0	30,505
05/15/2017	13,434	13,434	30,283	8,456	0	0	4,936	0	17	0	0	7,417	22,267	1,292	0	30,283
05/16/2017	16,580	16,580	33,770	11,491	0	0	4,923	0	139	0	0	7,155	26,786	1,321	0	33,770
05/17/2017	15,054	15,054	33,904	10,029	0	0	4,988	0	36	0	2	8,890	22,797	1,441	0	33,904
05/18/2017	6,782	6,782	15,835	4,882	0	0	1,885	0	12	0	0	4,284	11,391	886	0	15,835
05/19/2017	9,381	9,381	19,011	6,397	0	0	2,943	0	19	0	1	3,742	10,013	684	0	19,011
05/22/2017	14,026	14,026	31,939	8,984	0	0	4,967	1	27	0	1	7,797	21,459	1,396	0	31,935
05/23/2017	15,115	15,115	29,629	10,213	0	0	4,864	0	12	0	0	5,776	16,342	842	0	29,629
05/24/2017	11,419	11,419	25,893	6,372	0	0	4,995	0	41	0	0	4,468	14,343	1,068	0	25,893
05/25/2017	11,282	11,282	26,573	5,900	0	0	5,356	0	17	0	0	4,744	15,145	1,210	0	26,573
05/26/2017	11,978	11,978	27,036	6,875	0	0	4,915	0	73	0	0	5,067	16,613	1,194	0	27,036
05/29/2017	704	704	704	672	0	0	0	0	0	0	0	0	0	0	0	704
05/30/2017	12,374	12,374	31,934	7,488	0	0	4,841	0	36	0	1	6,566	20,609	2,188	0	31,934
05/31/2017	5,402	5,402	8,347	4,806	0	0	559	0	7	0	0	527	1,345	485	0	8,347
TOTAL May-2017	**293,690**	**293,690**	**659,316**	**180,815**	**0**	**0**	**112,622**	**1**	**662**	**0**	**12**	**133,467**	**397,814**	**28,913**	**0**	**659,312**

Total Summary Calculation:

Total Print & Mail	**180,815**			**180,815**		**0**										
Total ePresentments	**0**				**0**	**0**										
Total Additional eNotification	**0**						**112,622**									
Total Email Accounts	**112,622**							**1**	**662**	**0**	**12**					
Total DIVERTED	**675**					**0**				**0**						
Total Multi-Channel	**0**															

Qualifications, Capabilities and Experience Details – Additional Services

Requirement	Yes	No	Partial	Explanation/Comments
Other Information				
List the steps that would be required if your company was selected as the vendor for COB. List from steps and typical time lines from the beginning of contract negotiations to going live in production.	✓			Reference Tab D which references typical implementation schedule.
Please see the variety of current COB bills and correspondence letters in Exhibit A. Are you able to print all bills and letters that look those included?	✓			
Is there additional information you believe would be helpful for COB to evaluate the RFP? Please list.	✓			See [Additional Information included in Tab–F] Leve One encourages COB to invite us provide a demonstration of our applications that that will highlight our utility experience.
Can you provide a test data file to produce PDF versions for review?	✓			Level One can provide PDFs processed through our system for QA review for testing. XML facilitates quicker UAT process.
Can you process test files as needed as requested by the client for testing purposes?	✓			OneVIEW QA module provides clients self-service featured that automates the testing and review of test files without IT intervention.
Provide examples of daily reports you supply to clients.	✓			1. Initial Processing Report (File ready for QA review) 2. Final Processing Report (File completed QA approval) 3. NCOA Move Update Report
Provide an example of a monthly invoice, redacted, that is typical of what you send your clients.	✓			See [Additional Information included in Tab–F]
If client requests details (when received, when processed, when mailed, etc.) of a specific bill are you able to reply with specific information?	✓			Level One provides full traceability of mail pieces from receipt through mail acceptance and tracking through the mail stream via Informed Visibility service utilizing Intelligent Mail Barcode (IMB) barcode. Successful scans are reported in the OneVIEW reporting module.
Are you able to perform all functions in the description listed here? If not, explain in detail. "The billing process begins overnight with 4 pdf files created and then ftp to the printer. Each pdf file contains one-fourth (1/4) of the accounts to be processed. The 4 pdf files are broken into single bill pdf's and printed bills based on text on each of the bills. The printer generates reports that compare specific data. COB reviews the reports and determines if accounts are approved or should be put into a 'hold' status and not be printed. As the pdf version of every bill	✓			Level One will support this process as defined. Level One's tools may provide more efficient ways to handle the current workflow and will provide analysis and recommendations for COB's review.

is created, the pdf of the monthly insert is also attached and made available to COB. Bills marked as an E-Bill, electronic bill, are not printed and mailed but are created and available as a pdf. Printer also processes single bills created throughout the work day."				
Are you able to perform all functions in the description listed here? If not, explain in detail. "Daily processing also includes the printing company receiving pdf files of reminder and termination letters. These are printed and mailed the same day as received. The printer returns to COB a pdf of each letter."	✓			Standard offering
Are you able to perform all functions in the description listed here? If not, explain in detail. "To perform specific functions during bill processing, Yes/No fields are provided in clear text on each bill. These fields determine if specific inserts should be included in the envelope, if certain bills should be printed and/or if some bills should include a return envelope, they enable specific searches capabilities, etc. Other fields are extracted from their native position on the pdf, these are used for presorting mail, grouping like bills in one envelope, search capabilities, archiving, locating bills with zero amount due, etc. In addition, there are specific situations when bill printing is suppressed due to preset criteria."	✓			Yes our composition environment does work with pre-composed files that contain “clear” (White) text elements that perform the functions defined by the Utility. The QA tool will support the “hold” and view bill insert feature requirements and enhanced PDF processing and print/insertion production.
Are there any additional benefits that COB would realize by utilizing your company's services?	✓			
All services requested in this bid request must be included in the service cost structure listed below. At no time may mailing vendor invoice COB for CASS certification, NCOA processing and information, programming, customer service request, special handling bills, pulling bills before, during or after they are printed, software fees, communication costs, security costs, consulting fees, image generation fees, reporting, or anything other than the listed below. The only exceptions to this are postage for envelopes that are not included in the pre-sorted mailings due to page counts exceeding vendors inserting equipment limitations and if COB requests special design services for inserts or other special requests. Can you meet these requirements for these services?	✓			

Sample Project Plan and Timing

The implementation project template depicted below is a sample proposed plan appropriate to a new bill conversion project. However, the plan requires collaboration with the client to finalize details about the plan. It encompasses a comprehensive basic task list covering all elements of the implementation, while remaining flexible enough to customize for each client's specific requirements and specifications. Rapid implementations can take as little as 45 days depending on the resource availability of the client to provide accurate data, knowledge transfer, and adequate resources for testing. We estimate the scope of the City of Ormond Beach's implementation will require approximately 60 days from kick-off to go-live. The project plan lightens the burden on City resources by design. Level One takes responsibility for project ownership, project management including scheduling, project communications and coordination of weekly stakeholder updates.

	City of Shreveport / Level One Implementation Project Plan				
2	Schedule of Events (Project Time Line)	Start Date	Completion Date	Total % Complete	Project Status
3		03/25/18	6/1/19	0%	On Track
4	**Project Initiation / Planning Phase**	03/23/18	04/06/18	0%	Resource Assignment
5	Project Kickoff Meeting (onsite)			0%	Level One / City
6	Establish Project Charter			0%	Level One
7	Review & signoff of the Project Charter			0%	Level One / City
8	Establish Project Plan			0%	Level One / City
9	Review & signoff of the Project Plan			0%	City
10	Requirements Gathering			0%	Level One / City
11	**Administrative Setup & Reporting**	04/06/18	04/13/18	0%	
12	Provide production report overview			0%	City / Level One
13	Review of month end invoicing & accounting setup			0%	Level One
14	Provide contact information for OCR scanline testing			0%	City
15	Establish testing plan for OCR scanline testing based on City requirements			0%	City / Level One
16	Establish Group Distribution Email for Bill Processing Notification Reports			0%	City / Level One
17	**Document Redesign (Optional)**	04/02/18	05/04/18	0%	
18	Establish Base Templates for Bills, Notices, Letters, etc.			0%	City
19	Identify all conditions that require unique presentment based on Business Rules			0%	City
20	Examples - Past Due			0%	City
21	- Budget Billing			0%	City
22	- Meter Exchange			0%	City
23	- Auto Pay			0%	City
24	- Large Print			0%	City
25	- Misc			0%	City
26	- Estimated			0%	City
27	Business Rules Collected and Documented			0%	City
28	Verify Extract and rate configuration supports approved bill templates			0%	City
29	**Data Samples and Business Rules**	04/01/19	04/12/19	0%	
30	Provide Data Record Layout			0%	City
31	Provide sample data extract with sample accounts for all billing conditions			0%	City
32	Provide spreadsheet for the sample account and billing conditions matrix			0%	City
33	Bill Design Templates Final Approval & Signoff			0%	City
34	Business Rules Final Approval & Signoff			0%	City

Project Timeline continued on next page.

35	**Communication Testing & File Transfer**	**04/08/19**	**04/12/19**	0%	
36	Establish file transfer and compression requirements			0%	Level One
37	Provide external IP addresses for file transfers			0%	City
38	Confirm input file schedule (i.e. frequency and timing)			0%	City
39	Confirm number of files, file size and record count			0%	City
40	Establish naming conventions for all necessary file types; i.e. Billing Extract			0%	City / Level One
41	SFTP Set Up			0%	Level One
42	SFTP Testing			0%	City / Level One
43	**Application Development**	**04/15/19**	**05/10/19**	0%	
44	Application development - Document Type 1: Bills; Type 2: Letters; Type 3:			0%	Level One
45	Application development - APIs for document retrieval - move to after 9/14			NA	Level One
46	Application development - Mail.dat - move to after 9/14			NA	Level One
47	**OneView Modules Setup / Configuration & Training**	**04/29/19**	**05/10/19**	0%	
48	Configure QA module			0%	City
49	Configure Archive module			0%	Level One
50	Configure CCM module			0%	Level One
51	Configure Optional modules			0%	Level One
52	OneVIEW Internal system and integration testing			0%	Level One
53	OneVIEW training			0%	Level One
54	**Testing and Review**	**05/13/19**	**05/24/19**	0%	
55	OCR scanline testing			0%	Level One / City
56	Unit Testing			0%	Level One
57	System Testing			0%	Level One
58	Integration Testing			0%	Level One/City
59	NCOA configuration Testing			0%	City / Level One
60	Mail.dat testing			0%	City / Level One

Level One provides expertise and experience in the end-to-end installation of the City Billing applications and tools. This will include Project Management, Functional and Technical resources.

Level One will assign an experienced Project Manager who will have overall, daily responsibility for the project. This person will be responsible for project management and coordination with the City.

Our sample project plan provides an estimate for proposed timeline to complete migration of existing applications and implementation of new applications.

Level One's Project Management and Approach

The scope of work Level One will provide the City includes all products and services associated with a full service Print & Mail, EBPP and Payment Processing outsource solutions. These services include all data formatting and processing requirements; quality assurance tools; paper bill printing and inserting; postal savings maximization; e-presentment and existing payment options; PDF image archiving; and a host of customized reporting options.

We assign a dedicated Project Manager as a single point of contact for coordinating all resources in support of the implementation. Your Project Manager will coordinate and maintain procedures and measure performance in the following categories:

- Establish a Project Charter
- Develop a Project Plan
- Facilitate Project Meetings from "Kick-off" through Post Go-Live support
- Coordinate Project Resources
- Provide Project Status updates to all stakeholders

Typical client responsibilities include the following deliverables:

- Test Data
- Record Layout
- Sample Output
- Data Mapping, Conditional Logic, Business Rules

In addition, the Project Manager will be the primary point of contact responsible for the following items for the duration of the project:

- Programming requests
- Change requests
- Component Procurement
- Postal permits (if applicable)
- Quality control
- Reporting
- Performance Metrics
- Problem resolution

Our methodology can be broken down into four phases using the Critical Path Project Management approach and is applicable for both Print & Mail and Electronic Bill Presentment implementations. The phases are

1. Assess Information / Develop Project Plan – Develop a project plan designed to meet JPS's goals. Identify key stakeholders, role definitions, key tasks, resources and timelines.

2. Document / Systems Design – Based on the functional and technical requirements, and incorporating any business rule requirements, identify all critical tasks and any task dependencies.

3. Development / Programming Testing – Begin development coding and testing. This phase includes data and file transfer procedures, initial testing.

4. Implementation (Testing and Transition) – Establish a clear schedule for commencing work, provide any necessary training and reporting documentation. Transition from testing environment into production environment and go-live.

Phase 1 - Assess Information / Develop Project Plan (Planning)

Level One provides service to utilities in 17 different states and has unparalleled experience in understanding the unique requirements for supporting utility business processes. We work with you to create a mutually agreed upon Project Plan designed to meet your goals, requirements and timelines. This Project Plan is a living document and will be the guideline and communication focus between our teams throughout the development and implementation phases. It provides the Client with project visibility and proactively identifies any tasks or resource requirements that may affect the project delivery.

Soliciting applicable information and knowing what questions to ask is an essential part of achieving the best result for the client. During this analysis phase, we meet with key stakeholders to ensure we have identified all business requirements related to the project. It is not our intention to funnel our customers into a "one size fits all" solution that compromises their ultimate goal. We address all aspects of statement creation, statement design and delivery preferences, to ePresentment configuration to support the City's business rules, to specific business processing rules and reporting requirements.

Phase 2 - Document / Systems Design (Analysis & Functional Design)

Level One's implementation team consists of experienced project managers and document design specialists that assist our customers with successful project delivery and highly effective bill designs and customer communications. During the design and analysis phase, everything from the type of paper and envelope selected to the page's layout and how fonts and graphics are used are evaluated to maximize the efficiency of the document production process

Our design department uses industry leading formatting tools that provide robust functionality with optimal flexibility to combine customer data, business rules, and complex conditional logic to drive unique presentment—personalized to each customer.

Although most new clients have an established bill format, we often find that our experience in the utilities industry is helpful in presenting possible enhancements to the existing format that improve the presentation of information, improve branding, and reduce call center activity. Level One has demonstrated that good information design can be achieved by the following methodology:

- Start the design by defining purpose, content, and objectives
- Understand what content the end customers want and need, and how to communicate that information most effectively
- Enforce consistency with brand identity guidelines and related marketing materials
- Identify any unique presentment conditions related to file data, or need for one-to-one statement messaging
- Look for design efficiencies at each step in the process-as design efficiencies yield production efficiencies and cost savings

Phase 3 - Development / Programming (Configuration & Development)

We utilize leading edge technology and qualified personnel to create the programs and processes necessary to meet our customer's design and processing requirements. Our development team are experts in file handling, document creation, data management and automation.
Level One has invested in the most robust and comprehensive data integration software on the market. Our tools, combined with our extensive knowledge of best practices for utility billing and familiarity with all major utility industry CIS platforms, positions our programmers to meet or exceed all customer requirements.

The development cycle allows the client to review and approve every phase of the programming effort using our preproduction quality assurance tool. We are able to make rapid adjustments and address unanticipated requirements during this phase of the project.

Other standard programming efforts include, but are not limited to:

- Address cleansing (CASS, PAVE, NCOALink, DPV)
- Postal presorting
- House-holding
- Automated response (file receipt confirmations, reconciliations, etc.)
- Custom Reporting
- Exceptions (pulls, defaults)
- Selective inserting
- Real-time reporting via flat file, fax, e-mail, or Internet portal
- Electronic Data Interface (EDI)
- Summary Billing

Phase 4 – Implementation (Testing and Transition)

Our success in the utility market to a large degree can be attributed to our ability to effectively communicate with our customers during the implementation phase of our relationship. Furthermore, Level One finds value in keeping the people that are most familiar with the client's needs engaged on a day-to-day basis and accessible throughout the process.

We assign an experienced Implementation Team to manage the integration and testing of all technologies, programs and processes that were developed to meet our customers' goals and requirements. The Level One Implementation Team will provide both the technical and project management leadership during this phase.

In consideration of our experience in developing and managing the implementation of utility billing applications, most customer billing project plans are straightforward and require a fairly small amount of effort to program and test. However, billing applications that require a more comprehensive scope for seamlessly integrating processes for electronic exceptions handling, on-line

bill previewing, electronic billing, and payment processing pass through change process requires adequate system integration testing, and user acceptance testing.

Web Based Project Management Portal

Level One utilizes a secure, proprietary customized web-based portal for our project management and application development activities. This portal serves as the central hub for all internal and external project communications, and ongoing account management. It is used daily to monitor project deliverables, milestones, threaded messages, write boards, form templates with changes, and to-do lists.

All individuals assigned to the project are assigned logins to the portal which provides full visibility into all elements of the project. This translates into 24/7 access to key project information via the Internet. The interface is very user friendly, and the tools are easy to learn and use. We would provide any training that would be needed.

The Level One portal has an integrated email capability that provides automated updates to project team members when key events are triggered (e.g., the completion of a Milestone.) Team members as well as top management sponsors can choose their level of email notifications, based on their desired level of contact. The key is that all aspects of the project are available online at any time.

Each Project team member will have their own unique password. An Administrator will be assigned that will have authorization controls to access the portal.

Our experience has shown that this portal is an effective and efficient tool with which to manage bill design changes. It provides a clearly presented project plan view, tracks the sequence of events and message threads, and helps the team maintain focus while managing multiple rounds of design changes and multiple proofs. It also serves as an easy to reference repository of historical proof sign-offs.

D. Fees

Requirement	Price	U/M	Explanation/Comments
Pricing			
24# Pre-perforated bill paper (price per sheet)	$ 0.0105	/ Ea.	
#10 Outgoing Window Envelopes (price per envelope)	$ 0.018	/ Ea.	
#9 Return Envelopes (price per envelope)	$ 0.014	/ Ea.	COB will be invoiced for Return envelopes inserted/used at this rate.
Cost to process a single bill (full color). Include processing costs of receiving file/printing bill, single or double-sided/inserting one insert/sorting/cost to get to Post Office (Do not include paper cost/envelope cost/postage)	$ 0.035	/ Ea.	This pricing model extends to the Business Tax Renewals
Any additional charges if including an additional insert (2 total inserts). Occasionally will have a 2nd monthly insert that will need to be printed on site and inserted into bill. (price only to insert a 2nd insert, not printing costs)	$ 0.002	/ Ea.	Per insertion
Cost to process and combine multiple bills in a single envelope (black & white). Include processing costs of receiving file/printing bills/aggregating specific bills/inserting one insert/sorting/cost to get to Post Office (Do not include paper cost/envelope cost/postage)	$ 0.035	/ Ea.	Additional page cost for grouped bills into the #10 envelope. Up to 7 pages plus return envelope and additional inserts can fit into a single mail piece.
Cost of providing online PDF versions of bills and letters for 13 months for client or client customer via API download	$ 0.005	/ Ea.	Per bill image. Additional $0.001 per bill image for each additional year of history. Example: 24 months of archive history would be a total cost of $0.006 per image.
Hourly price for special design services	$ 90.00	/ Hr.	
Application Development hourly rate.	$ 125.00	/ Hr.	
Project Management hourly rate (if required)	$160.00	/Hr	
Other services cost information OneVIEW QA Module License and support OneVIEW Archive Module License and support NCOA record processing	 $195.00 $245.00 $0.001	 / Mo. / Mo. / Record	 Includes 5 User licenses Includes Unlimited user licenses Each record is processed.

E. Other Services and Fees

Level One is responsible for ensuring that appropriate organizational, procedural, and technical controls are in place to safeguard COB's data and customer information.

The following describes our capability for maintaining security in the vendor data center and ensuring that application data is protected from unauthorized access.

Logical access controls restrict access to Level One's network and applications. All user modifications for internal system users, including new-user requests, modifications to existing access, and requests to terminate user access, are submitted for approval. Requests must be authorized by the VP of Information Services or the President before the request is granted.

Employee access to systems and applications is restricted based on the requirements for their job function. Role based access control is used to restrict access on systems that support this configuration. Elevated access rights to applications including the ability to manage security permissions are restricted. Administrator access to systems and applications is restricted to authorized personnel based on job function. The ability to install software on servers, workstations, and laptops is restricted to authorized personnel. Access to production data is restricted to appropriate personnel.

Access to Level One's network and applications requires a user to enter a valid and unique network user ID and password. Access to the Company's information is further protected through the use of several automated settings throughout the IT environment. Passwords are configured to adequately protect access to Level One's network and applications.

All entrants to the Level One hosting environment must obtain authorization by Level One or an authorized representative prior to gaining entry to the facility. Level One uses a card access system for all employees, clients, and visitors to restrict access and record movement in the buildings. In addition to door access cards, the facility utilizes dual factor authentication using iris scanning technology for permanent card holders. Our data centers are protected by checkpoints, electronic and/or biometric access mechanisms, and robust emergency procedures to protect against physical threats to your systems.

Once inside the facility, magnetic card reader badge must be used to gain authorized access to work areas and/or data center areas, as appropriate. Each magnetic card badge is configured for the specific area the holder is permitted to enter; use of this security device on unauthorized doors will result in entry denial and generate a "failed attempt" alert on the internal security system.

Level One maintains managed firewall services that provide 24x7x365 IDS [Intrusion Detection Systems] and IPS [Intrusion Prevention Systems]. No wireless access to the system is enabled within the colocation environment. Anti-virus software runs on all systems and is centrally managed and updated. Updates are pushed out to the servers automatically. A third party is engaged to review and monitor all system logging related to payment support.
Logs of all servers and system components that perform security functions (for example, firewalls, intrusion-detection systems/intrusion-prevention systems (IDS/IPS), authentication servers, e-commerce redirection servers, are reviewed daily. Logs are scrutinized for the following:

- All security events
- Logs of all system components that store, process, or transmit CHD and/or SAD
- Logs of all critical system components
- Logs of all servers and system components that perform security functions (for example, firewalls, intrusion-detection systems/intrusion-prevention systems (IDS/IPS), authentication servers, e-commerce redirection servers, etc.)

Checking logs daily minimizes the amount of time and exposure of a potential breach. Level One process includes a daily review of security events—for example, notifications or alerts that identify suspicious or anomalous activities—as well as logs from critical system components, and logs from systems that perform security functions, such as firewalls, IDS/IPS, file-integrity monitoring (FIM) systems, etc. is necessary to identify potential issues. This process is performed in accordance with PCI DSS 3.2 requirements.
Level One maintains SOC 2 and PCI DSS 3.2 compliance.

Information Systems Security Access Control

Adequate and Effective logical and physical Access Controls in hosting environment

All entrants to the Level One hosting environment must obtain authorization by Level One or an authorized representative prior to gaining entry to the facility. Level One uses a card access system for all employees, clients, and visitors to restrict access and record movement in the buildings. In addition to door access cards, the facility utilizes dual factor authentication using iris scanning technology for permanent card holders.

Once inside the facility, magnetic card reader badge must be used to gain authorized access to work areas and/or data center areas, as appropriate. Each magnetic card badge is configured for the specific area the holder is permitted to enter; use of this security device on unauthorized doors will result in entry denial and generate a "failed attempt" alert on the internal security system.

Unique account Assigned to each operator or user for access to processing environment

Logical access controls restrict access to Level One's network and applications.
All user modifications for internal system users, including new-user requests, modifications to existing access, and requests to terminate user access, are submitted for approval. Requests must be authorized by the VP of Information Services or the President before the request is granted. Employee access to systems and applications is restricted based on the requirements for their job function. Role based access control is used to restrict access on systems that support this configuration. Elevated access rights to applications including the ability to manage security permissions are restricted. Administrator access to systems and applications is restricted to authorized personnel based on job function. The ability to install software on servers, workstations, and laptops is restricted to authorized personnel. Access to production data is restricted to appropriate personnel.

Access to Level One's network and applications requires a user to enter a valid and unique network user ID and password. Access to the Company's information is further protected through the use of several automated settings throughout the IT environment. Passwords are configured to adequately protect access to Level One's network and applications. For the OneVIEW® application, each user is assigned roles and privileges which define the system functionality and data they can access. Remote access to systems is restricted to authorized users through the use of a VPN.

Use of "Advanced Authentication", including, Two Factor authentication, if available, to secure processing system

Level One secures individual non-console administrative access and all remote access to the production environment hosting sensitive customer data using multi-factor authentication. Multi-factor authentication provides additional assurance that the individual attempting to gain access is who they claim to be. With multi-factor authentication, a potential attacker would need to compromise at least two different authentication mechanisms, increasing the difficulty of compromise and thus reducing the risk.

Secured transmissions of information at all times in the processing environment

File inputs from customers are uploaded and/or provided in a wide variety of specific and acceptable file formats including XML, CSV, and tab delimited files. A script within Automation monitors established file locations and file naming conventions for biller input files and retrieves them when a new file is uploaded by the biller. First, a copy of the input file is made and archived in the event problems occur with the original data file during processing. Biller data received by Level One is stored in a secured location and removed when it is no longer needed in order to complete processing requirements.

Security Auditing and Logging facilities of events, (system and user levels), in the processing environment

Level One understands that Logging mechanisms and the ability to track user activities are critical in preventing, detecting, or minimizing the impact of a data compromise. The presence of logs in all environments allows thorough tracking, alerting, and analysis when something does go wrong. Determining the cause of a compromise is very difficult, if not impossible, without system activity logs.

Level One uses a variety of application logs and system logs to track and audit data access in the processing environment. It is critical to have a process or system that links user access to system components accessed. This system generates audit logs and provides the ability to trace back suspicious activity to a specific user.

Infrastructure and Hosting Environment Security

Adequate and Effective logical and physical Access Controls in hosting environment to protect customers' Personal Identifiable Information, (PII).

Employee access to systems and applications is restricted based on the requirements for their job function. Role based access control is used to restrict access on systems that support this configuration. Elevated access rights to applications including the ability to manage security permissions are restricted. Administrator access to systems and applications is restricted to authorized personnel based on job function. The ability to install software on servers, workstations, and laptops is restricted to authorized personnel. Access to production data is restricted to appropriate personnel.

Access to the data center housing Level One servers is limited to users designated in writing by Level One management. This list is reviewed at least annually and requests for changes to the access list are made via the third party's portal.

Secured Hosting Environment Meeting SOC II standard

All entrants into the Level One production environment must obtain authorization by Level One or an authorized representative prior to gaining entry to the facility. Level One uses a card access system for all employees, clients, and visitors to restrict access and record movement in the buildings. In addition to door access cards, the facility utilizes dual factor authentication using iris scanning technology for permanent card holders.

Once inside the facility, common areas are accessible; however, the magnetic card reader badge must be used to gain authorized access to work areas and/or data center areas, as appropriate. Each magnetic card badge is configured for the specific area the holder is permitted to enter; use of this security device on unauthorized doors will result in entry denial and generate a "failed attempt" alert on the internal security system.

SOC II Auditing report for any prior 3 years

[Auditor's report for 2015, 2016 included. Engagement Letter from 2017 Auditor provided.]

Employee Awareness Training related to protection of PII

All Level One employees are required to attend annual security, confidentiality, and privacy training. Level One employees are also required to review and sign the Level One Information Security policy annually, designating their understanding and adherence to the policy.

Physical Security controls to control access to processing environments

Level One uses a card access system for all employees, clients, and visitors to restrict access and record movement in the buildings. In addition to door access cards, the facility utilizes dual factor authentication using iris scanning technology for permanent card holders.
Once inside the facility, magnetic card reader badge must be used to gain authorized access to work areas and/or data center areas, as appropriate. Each magnetic card badge is configured for the specific area the holder is permitted to enter; use of this security device on unauthorized doors will result in entry denial and generate a "failed attempt" alert on the internal security system.

Infrastructure to protect the transmission of PII data

Level One has a number of hardware and software based tools in place to protect their network against unauthorized access attempts, including firewalls, demilitarized zones (DMZ), intrusion detection, antivirus, audit logs and vulnerability assessments.

Level One's firewall has built-in intrusion prevention and detection systems to provide continuous monitoring of network traffic and to identify potential security threats. Incidents detected by the system are logged and alerts are sent to appropriate personnel for investigation and analysis.
Level One has implemented a network security scanner to perform vulnerability assessments over its environment on at least a semiannual basis. The scanner detects over 60,000 vulnerabilities to prevent their exploit. The scanner also identifies needed updates and patches for Level One's hardware and virtual environment.

System Applications and Software Related To (PII) For Customers Data

Controlled usage of applications by authorized user(s)

Employee access to systems and applications is restricted based on the requirements for their job function. Role based access control is used to restrict access on systems that support this configuration. Elevated access rights to applications including the ability to manage security permissions are restricted. Administrator access to systems and applications is restricted to authorized personnel based on job function. The ability to install software on servers,

workstations, and laptops is restricted to authorized personnel. Access to production data is restricted to appropriate personnel.
Access to Level One's network and applications requires a user to enter a valid and unique network user ID and password. Access to the Company's information is further protected through the use of several automated settings throughout the IT environment. Passwords are configured to adequately protect access to Level One's network and applications.

Segregation of duties to ensure protection of customer PII information

Role based access control is used to restrict access on systems that support this configuration. Elevated access rights to applications including access to systems and applications is restricted to authorized personnel based on job function. Access to production data is role based and restricted to appropriate personnel.

Implementation of regular security and application patches for the processing systems

It is Level One's policy that all anti-virus software and security mechanisms are maintained and kept current. Even the best anti-virus solutions are limited in effectiveness if they are not maintained and kept current with the latest security updates, signature files, or malware protections. This policy includes maintaining security patches on production operating systems.

Capabilities to manage various data types, including but not limited to XML,CSV, Tabbed data files, customized and formatted data types.

Level One receives and processes a wide variety of data types, including but not limited to XML,CSV, Tabbed data files, customized and formatted data types.

Breach / Information Leakage Notification Related To (PII) Breaches of Customers Data

- Breach Policies Availability
- Information leakage policies
- Sanction Policy for breaches

Level One maintains an Incident Response policy. Incident response procedures have been established to define the process for resolving reported events. Level One has established an incident response policy that is designed to ensure that standard procedures are followed when responding to a computer incident or event impacting Level One computing equipment, data, or networks. This policy applies to all Level One employees, contractors, and others who process, store, transmit, or have access to Level One information or computing equipment.

A computer security incident is defined as an act or circumstance in which there is a serious deviation from the requirements of security regulations. This includes any unauthorized activity that threatens the confidentiality, integrity or availability of Level One's information system resources.

All computer security incidents, including suspicious events, are reported immediately (orally or via e-mail) to the VP of Information Services by the employee who witnessed/identified the breach. The VP of Information Services needs to determine the criticality of the incident. If the incident is something that will have serious impact, the President will be notified and briefed on the incident. Only the President or his designee will speak publically about an incident.

Any system, network, or security administrator who observes an intruder on the Level One network or system takes appropriate action to terminate the intruder's access. Affected systems, such as those infected with malicious code or systems accessed by an intruder are isolated from the network until the extent of the damage can be assessed. Any discovered vulnerabilities in the network or system are rectified as soon as possible.

Data Transmission Security Related To (PII) Endpoint Protection of Customers Data

End-to-End secured transmission

Level One has a number of hardware and software-based tools in place to protect their network against unauthorized access attempts, including firewalls, demilitarized zones (DMZ), intrusion detection, antivirus, audit logs and vulnerability assessments.

Firewall appliances at the critical points on the network that are connected to the Internet are configured to restrict access to local networks on a least-access principle, by denying all traffic except traffic expressly permitted by firewall rules. These firewalls are configured in a fail-over redundancy configuration to prevent any disruption of service due to device failure.

Level One's firewall has built-in intrusion prevention and detection systems to provide continuous monitoring of network traffic and to identify potential security threats. Incidents detected by the system are logged and alerts are sent to appropriate personnel for investigation and analysis. Level One has implemented a network security scanner to perform vulnerability assessments over its environment on at least a semiannual basis. The scanner detects over 60,000 vulnerabilities to prevent their exploit. The scanner also identifies needed updates and patches for Level One's hardware and virtual environment.

Regular re-cycle of encryption keys and/or tokens to ensure protection of customer PII

Level One employs industry best practice for maintaining encryption keys to ensure the security of customer data.

DR, Business Continuity and Planning

Level One's business model is delivers high value to its customers and provides an unparalleled level of business continuity, disaster avoidance and production redundancy.

First and foremost, our technology platform is independent from our supplier network. Application code is developed and maintained internally by Level One. As a result, Level One literally tests business continuity every day—it is inherent to our business model. We accomplish this by processing files 24/7/365 and securely transferring hundreds of thousands of document images daily to fully integrated production sites nationwide. In the case of a regional disaster, weather emergency, or pandemic event, Level One can seamlessly redirect production print files to any number of production facilities within its certified network. Files can be redirected with no business interruption or impact to the client or their customers.

North / South / East / West positioning of print, mail and distribution facilities means that regional disasters can be managed effectively.

Level One's nationwide network of integrated print and mail facilities provide high volume production print and mail services. With a host of imaging and inserting equipment with full redundancy of like equipment, our SOC 2 compliant production sites provide an unparalleled level of redundancy for business continuity.

Fully-Integrated Print and Mail Production Sites

Data Center Locations

Level One's data centers and integrated print and mail facilities are strategically located to provide connectivity, convenience and geographic diversity capable of providing full disaster recovery for all aspects of production. Transitioning from one production site to another requires no development, thus minimizing delays in migrating production environments.

The fundamental approach to this Disaster Recovery Plan is to designate a team that will react, make decisions, and facilitate recovery in the event of a disaster. This team will coordinate resources and implement continuity measures to minimize the effects of an emergency event.

During any business interruption event affecting Level One operations, the designated response team will have the authority and responsibility to make decisions on behalf of the Company and its managed agencies. Level One management will be actively involved in coordinating the company's recovery strategies and remains the responsible party for all information gathering and decision making.

The following is a brief summary of the key provisions of the Level One Disaster Recovery Plan.

- Scope and Objectives
- RTO / RPO
- Business Unit Recovery Priorities
- Risk & Impact Assessment
- Response Team Contacts
- Physical Locations - Facility Contacts
- Company Response Procedures
- Business Recovery Plans and Procedures for the following:
  - Information Technology
  - Business Process Recovery and
  - Print and Mail Facilities (Primary and Backup)

Component	RTO Recovery Time Objective	RPO Recovery Point Objective
File Transmission (infrastructure)	< 2 hours	N/A
Message Portal	< 4 hours	< 24 hours
Insert Portal	< 4 hours	< 24 hours
Web Reporting Portal	< 4 hours	N/A
Document Composition	< 2 hours	< 24 hours
Imaging	< 6 hours	N/A
Finishing	< 6 hours	N/A
Presort	< 6 hours	N/A
Presentment Portal	< 2 hours	N/A
Archive Portal	< 2 hours	N/A

RTO *- The recovery time objective is the maximum tolerable length of time that a computer, system, network, or application can be down after a failure or disaster occurs. The RTO is a function of the extent to which the interruption disrupts normal operations and the amount of revenue lost per unit time as a result of the disaster*

RPO *- The recovery point objective is the age of files that must be recovered from backup storage for normal operations to resume if a computer, system, or network goes down as a result of a hardware, program, or communications failure.*

Quality Process

Level One's commitment to quality products and services is uncompromising. We recognize that any company can (and will) tout "quality," so we've taken the important step of achieving SOC2 Certification. This certification substantiates our commitment to quality products and processes and insures that high quality standards are consistently met for Security, Availability and Processing Integrity.

Our approach to quality assurance includes:

- Following a process, supported by procedures for quality
- Focus on the customer, not just customer satisfaction
- Continual improvement, not just corrective/preventive action

Our utility clients that are subject to Sarbanes-Oxley requirements dictate that Level One and its subcontractors employ IT strategies that fully support our clients' need to document and provide multiple levels of internal controls surrounding the software development and maintenance of outsourced applications and the activities associated with daily processing, printing and mailing of customer documents. Level One and its subcontractors maintain business processes that are designed and implemented to support this strategy.

The objective of the strategy is to mitigate the IT risks that derive from the following activities.

- Program Changes
- Computer Operations
- Access to Programs
- Access to Data

Refer to Process Control & Data Security for details on Level One's process documentation and internal control mechanisms.

Level One Quality Management Plan Overview

Communication of Our Company Objectives to Employees

Quality is paramount in everything we do at Level One. We empower our people to continuously strive for more effective ways to deliver value to the customer. Employees participate in setting quality and productivity goals and are involved in the daily production meetings and weekly process improvement meetings, when we review all operational aspects of critical production, including a thorough review of our quality and performance. Our team analyzes the type and number of errors that have occurred, if any, and determines the root cause and corrective action.
This review meeting also includes discussion regarding improvements and or client requested customizations to Level One's OneView® Suite of online tools. All of Level One's software applications and customer interfaces were developed internally and maintained in-house by Level One employees.

Communication of Our Company Objectives to Customers

Level One's total quality initiative and plan employs Customer Satisfaction Surveys in formulating its company-wide practices and processes. Level One tracks and analyzes customer satisfaction data to drive system improvements, streamline processes (i.e. implementation, change control, order entry, customer billing, etc.) improve response times, drive innovation, and improve cycle times.
Level One delivers products and services in accordance with the agreed upon service levels (SLAs) set forth in the applicable Services Agreements and/or Statements of Work (SOW).
Level One delivers measurable quality to its customers and demonstrates accountability through the development and monitoring of mutually agreed upon key performance indicators (KPIs).
Your account management team measures and reports compliance with these deliverables on a monthly basis its performance of the services against the established KPIs. Such measurement and monitoring shall be of sufficient detail to verify compliance with the SLAs.

In the rare occurrence, Level One should fail to meet a service level, Level One shall do the following:

- Promptly investigate and report to Company on the root cause of the problem
- Advise Company of the remedial efforts being undertaken with respect to this failure to meet a Service Level
- Fully and completely correct the problem and begin meeting the Service Level
- Take appropriate preventative measures so that the problem does not reoccur

Communication of Our Company Objectives to Production Partners

Level One's quality control and reporting procedures have been fully communicated to our software, hardware and manufacturing partners through the appropriate channels to identify and implement solutions that improve our processes and ultimately improve customer satisfaction:

- executive management
- operations
- production
- client services
- distribution

To truly deliver a one source solution, Level One, like all manufacturers subcontracts a percentage of its printing to business suppliers, which are appropriate and qualified in Level One's professional discretion. To the extent Level One subcontracts any of its obligations in connection with any Statement of Work or Services Agreement, Level One shall ensure that its subcontractors are bound by the provisions set forth herein to the same extent as Level One is bound to Company.

Quality Process at Production Facilities

We verify our quality at every stage of production. Employees are empowered to stop work in process if a potential quality problem is identified. Poor quality work is not permitted to leave the production facility. Level One's quality process throughout production eliminates errors from impacting the clients or the clients' end customer.
Quality review meetings are conducted semi-annually or as needed at each of our key production facilities. Level One is represented at these meetings by a member of our management and client services team. All partner facilities are expected to operate and comply with the quality standards and SLAs as specified in our General Quality Requirements by which every vendor is measured and by specific controls and/or SLAs as defined by various SOWs for individual clients.
Our quality process begins with the Customer Service personnel who verify along with the dedicated account manager(s) that all required information is presented. They also look for any possible issues that may arise at any point of production based on past experience. Our next stage of inspection is at the order entry stage. This is where order entry checks the information from the Customer Service associates and verifies that all required information is clear and accurate. The information from the sales professional is kept with the production order for another series of checks as the order goes through the prepress, press and other various other stages of production. Different checklists and sign-offs are used throughout our organizations depending on the type and style of production.

Upper Management's On-going Involvement in Quality Programs

At the corporate management level, Level One works with our production facilities to conduct quality reviews, recommend quality tools and strategies, develop policies and procedures, provide guidance for training, and assist us in reaching our common goals. Additionally, at each facility, a member of the plant management team is designated as our on-site quality manager and acts as a single-point of accountability for quality initiatives and problem resolutions.
The following is a short list of the items contributing to continuous quality improvement and total customer satisfaction:

- Weekly meetings (or monthly at a minimum) are conducted internally and if required with the involvement of key personnel at either our production and/or fulfillment centers to address any issues and provide continuous improvement with regard to adherence to quality and service standards.
- Policies and procedures from order entry to shipping ensuring accuracy checks and balances.
- Process management for streamlining proofing, order entry to shipment, and low stock replenishment utilizing our OneView® Application Portal.
- Product review to ensure our product and service offerings meet or exceed customer expectations.
- Open communication to strengthen the interaction between Sales, Client Services, Information Services, Manufacturing and Distribution teams with an emphasis on quality and focus on our customer.
- Measurement and review of KPIs and or SLAs by client
- Soliciting client feedback via client surveys and meetings with executive management, project management and/or client service teams.
- Strategy sessions that lay out the future vision of our service offering. We challenge employees toward continuous improvement and focus on the customer.
- Seek out new vendors and partnerships to ensure top-quality products that add value and round out Level One's service offering.
- Research and develop best practices and integrate them into our everyday business practices.

SOC 2 Certification

Level One is third party processor for large organizations spanning a variety of business sectors including distribution, utilities, and financial
services industry. Our clients in these markets require that Level One provide an assurance reports on controls related to the integrity of certain processes and security over sensitive information being handled in the course of providing critical business services.

SOC 2 Report uses specifically pre-defined control criteria related to security, availability, processing integrity, confidentiality and privacy. Below is an overview of the principles for which Level One is audited:

- **SECURITY:** The system is protected, both logically and physically, against unauthorized access.
- **AVAILABILITY:** The system is available for operation and use as committed or agreed to.
- **PROCESSING INTEGRITY:** The system processing is complete, accurate, timely, and authorized.

Sample Business Process Control Objectives

- **New Customer Setup**
  Controls provide reasonable assurance that new customers are established on the system in accordance with the applicable contracts and requirements
- **Customer Maintenance**
  Controls provide reasonable assurance that changes to customer information are properly authorized, recorded completely, accurately and processed timely
- **Transaction Processing**
  Controls provide reasonable assurance that client transactions are initially recorded completely, accurately, and in a timely manner.
- **Error Handling**
  Controls provide reasonable assurance that invalid transactions and errors are identified, rejected, and correctly reentered into the system in a timely manner

- **Customer Support**
  Controls provide reasonable assurance that production and business problems are identified, recorded, analyzed, and resolved completely and in a timely manner

- **Billing Operations**
  Controls provide reasonable assurance that customer invoices and funding requests are authorized and processed in a complete, accurate, and timely manner.

- **Statement Production and Distribution**
  Controls provide reasonable assurance that customer statements are generated on a timely basis and distributed no more than x days after statement generation.

- **Wire transfer and check processing**
  Controls provide reasonable assurance that wire receipts, wire disbursements, check receipts and check disbursements are authorized and processed in a complete, accurate and timely manner.

- **Client reporting**
  Controls provide reasonable assurance that client reports are complete, accurate, and distributed on a timely basis.

- **Reconciliation and control**
  Controls provide reasonable assurance that cash and position out of balances are identified, aged and resolved completely, accurately and on a timely basis between the custodians and depositories.

- **Pricing**
  Controls provide reasonable assurance that prices received from third party vendors are uploaded completely and accurately and in a timely manner and that price corrections are processed completely, accurately and in a timely manner.

- **Data Authorization and Recording**
  Controls provide reasonable assurance that data transmissions to or from clients are authorized, complete, accurate, secure, and processed timely and that the contents of data files remain complete and accurate, and the correct versions of all data files are used in processing

IT General Control Objectives

- **Logical Access**
  Controls provide reasonable assurance that logical access to system resources is reasonable and restricted to properly authorized individuals.

- **Network Security**
  Controls provide reasonable assurance that the network is protected from unauthorized access and service outages.

- **Change Management**
  Controls provide reasonable assurance that changes to existing applications and implementation of new applications and related data management systems are authorized, tested, approved, properly implemented, and documented.

- **Computer Operations**
  Controls provide reasonable assurance that processing is appropriately authorized and scheduled and deviations from scheduled processing are identified and resolved.

- **Physical Security**
  Controls provide reasonable assurance that physical access to computer equipment, storage media, and program documentation is restricted to properly authorized individuals.

- **Data Backup**
  Controls provide reasonable assurance that backup procedures are in place to preserve the integrity of programs and data files.

- **Data Transmissions**
  Controls provide reasonable assurance that data transmissions between the service organization and its user entities and other outside entities are from authorized sources and are complete, accurate, secure, and timely.

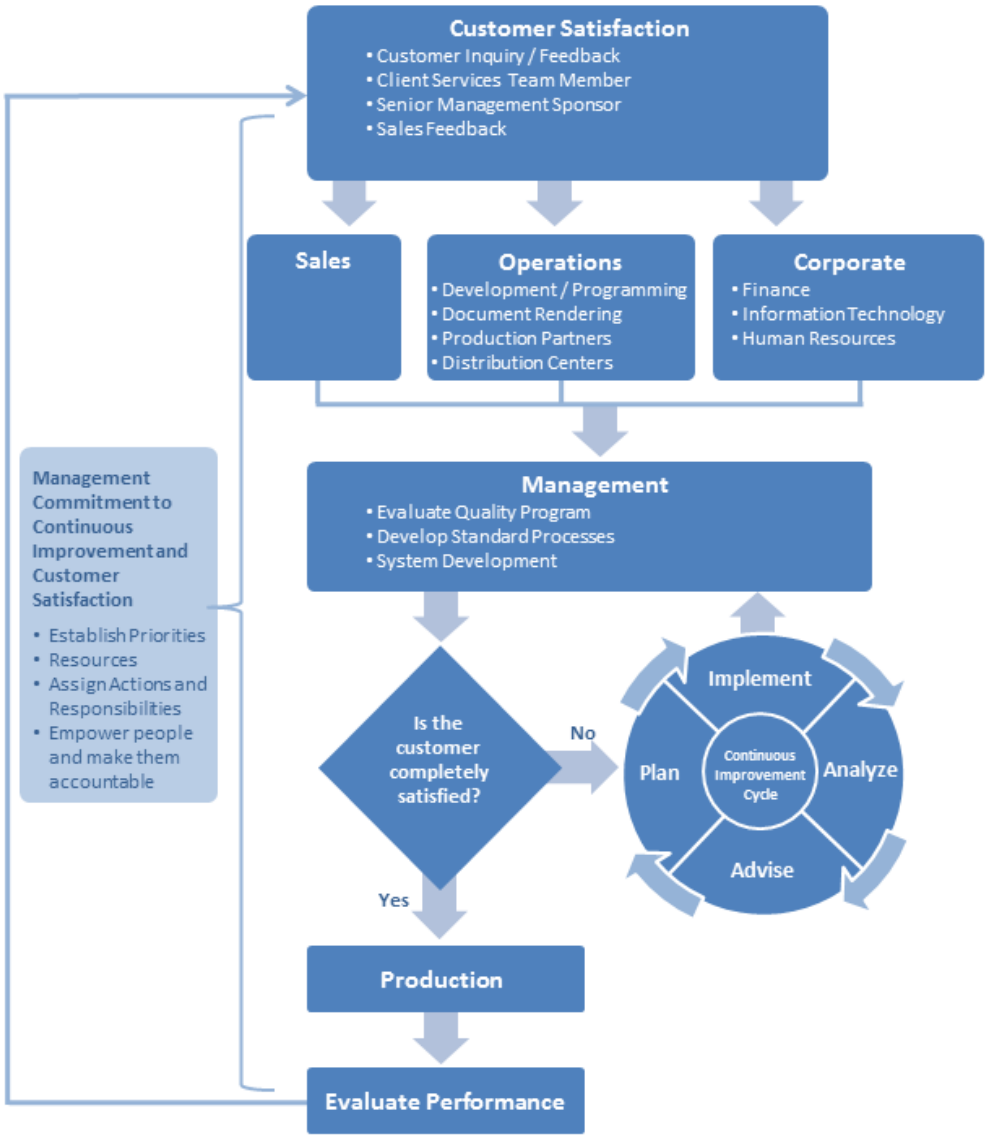
- **System Availability**
  Controls provide reasonable assurance that system availability is monitored, and issues are identified and resolved on a timely basis.

All SOC2 certified partner facilities operate in full compliance with Level One requirements including:

- Quality Assurance and Sampling
- Internal Quality Reviews
- Process Flowcharts
- Equipment Maintenance

- SLA Compliance Measurement and Reporting
- Error Analysis and Corrective Action Follow-up
- Continuous Training
- Provide employee incentives
- Minimize spoilage as a percentage of total output
- Implementation and Documentation of Corrective Action

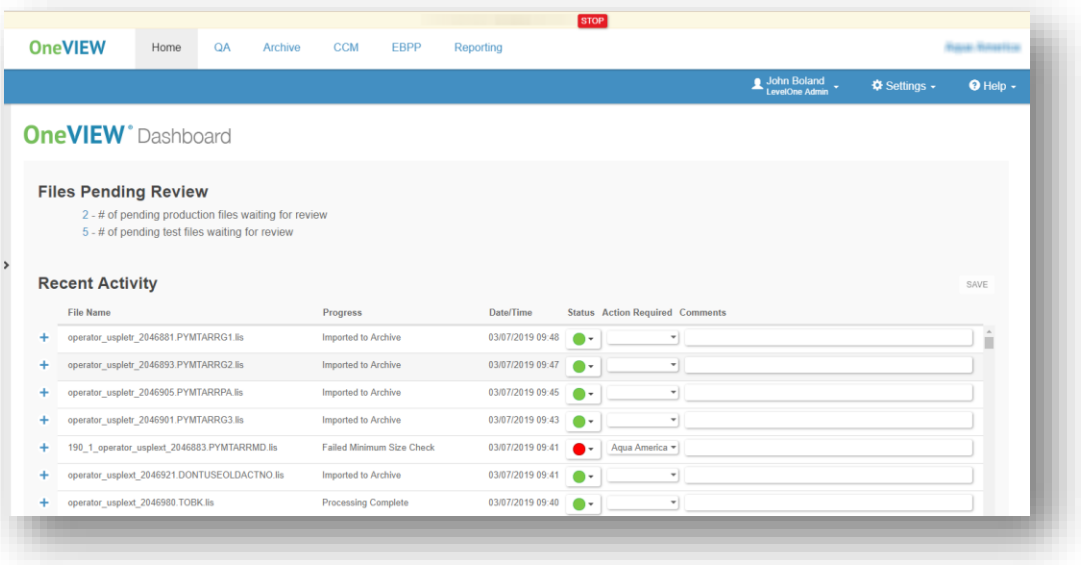
Quality Monitoring, Planning and Improvement



OneVIEW® Suite

OneVIEW® provides an easy-to-use suite of modules for your business to seamlessly manage and control customer communications end-to-end—all through a single interface.

OneVIEW® File Processing Status



OneVIEW® QA Module

OneVIEW®'s QA Module streamlines your quality review process by enabling your billing team to search, review and approve bills quickly and easily prior to printing or e-delivery.

There are multiple ways to identify and segregate bills and documents for alternate production routing and special handing. Clients utilize the functionality within our OneVIEW® QA module to approve and reroute documents through production efficiently and reliably with a complete audit logs for full traceability of each record through the entire production cycle—from successful file receipt to delivery to the end customer.

Upon successful file processing, bill images are posted to the QA module for daily review by your team. Query-based searches based on parameters tailored to your specific needs provide quick, intuitive access to all customer communications including bills, letters and notices as depicted in in the screenshots on the following page.

QA Module Pending Files
[SCREEN SHOT CONFIDENTIAL – PROPRIETARY]

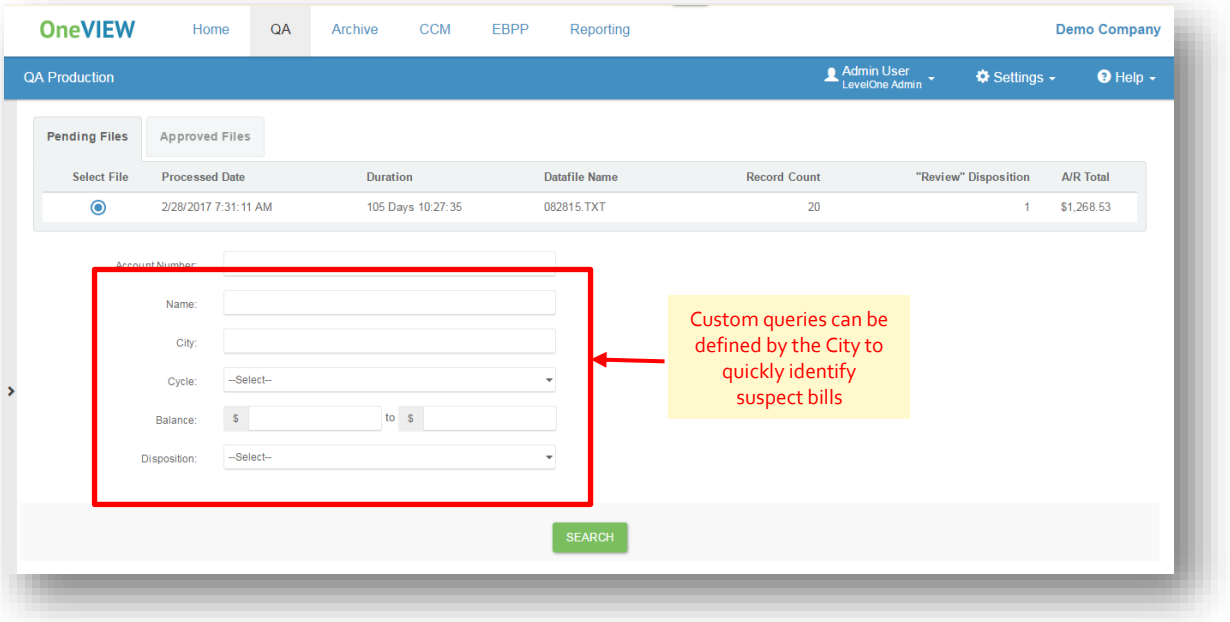
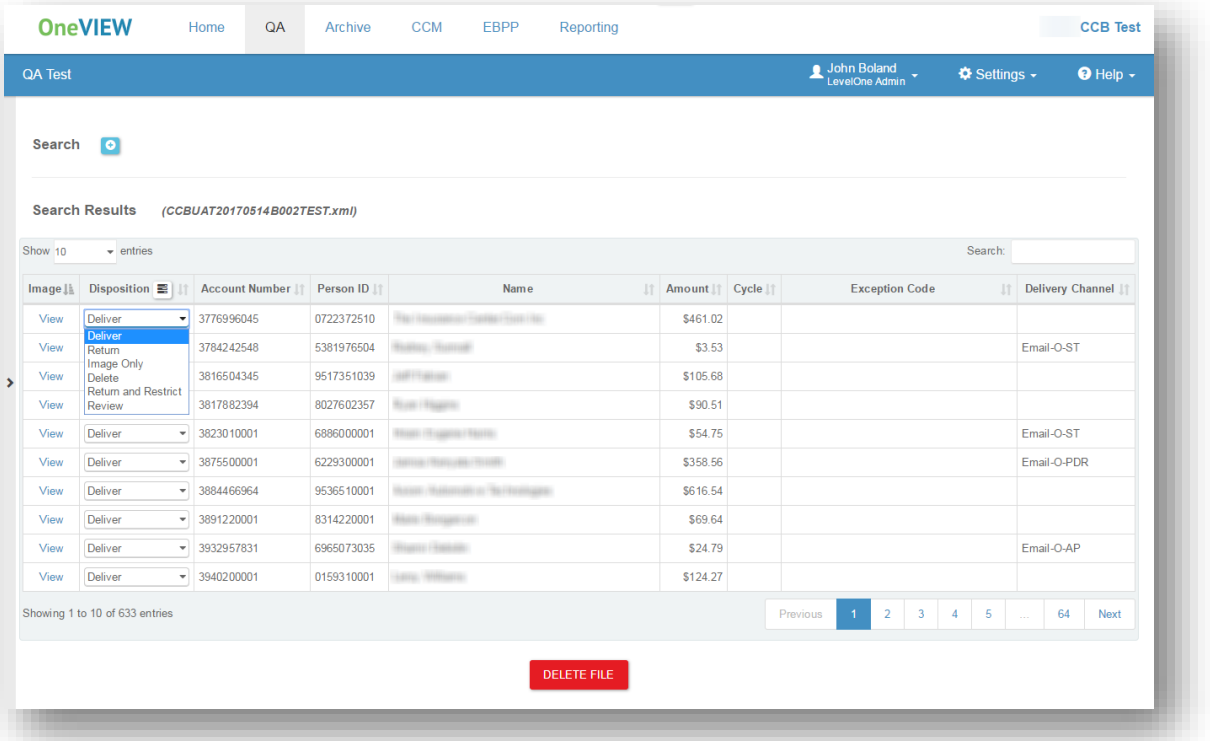


Figure E.2. OneVIEW – QA Module Modify Disposition
[SCREEN SHOT CONFIDENTIAL – PROPRIETARY]

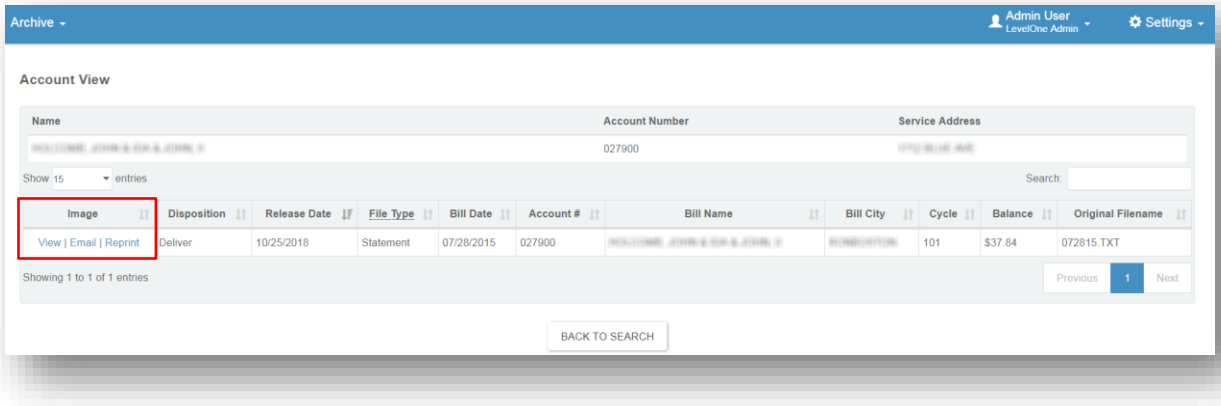


OneVIEW® Archive Module

Archival standard features include but are not limited to:

- Documents are archived in chronological order.
- Documents are searchable by multiple queries.
- City call center agents can generate print or send email from an archive file.
- Documents are available online to City for a period of 36 months.

[SCREEN SHOT CONFIDENTIAL – PROPRIETARY]

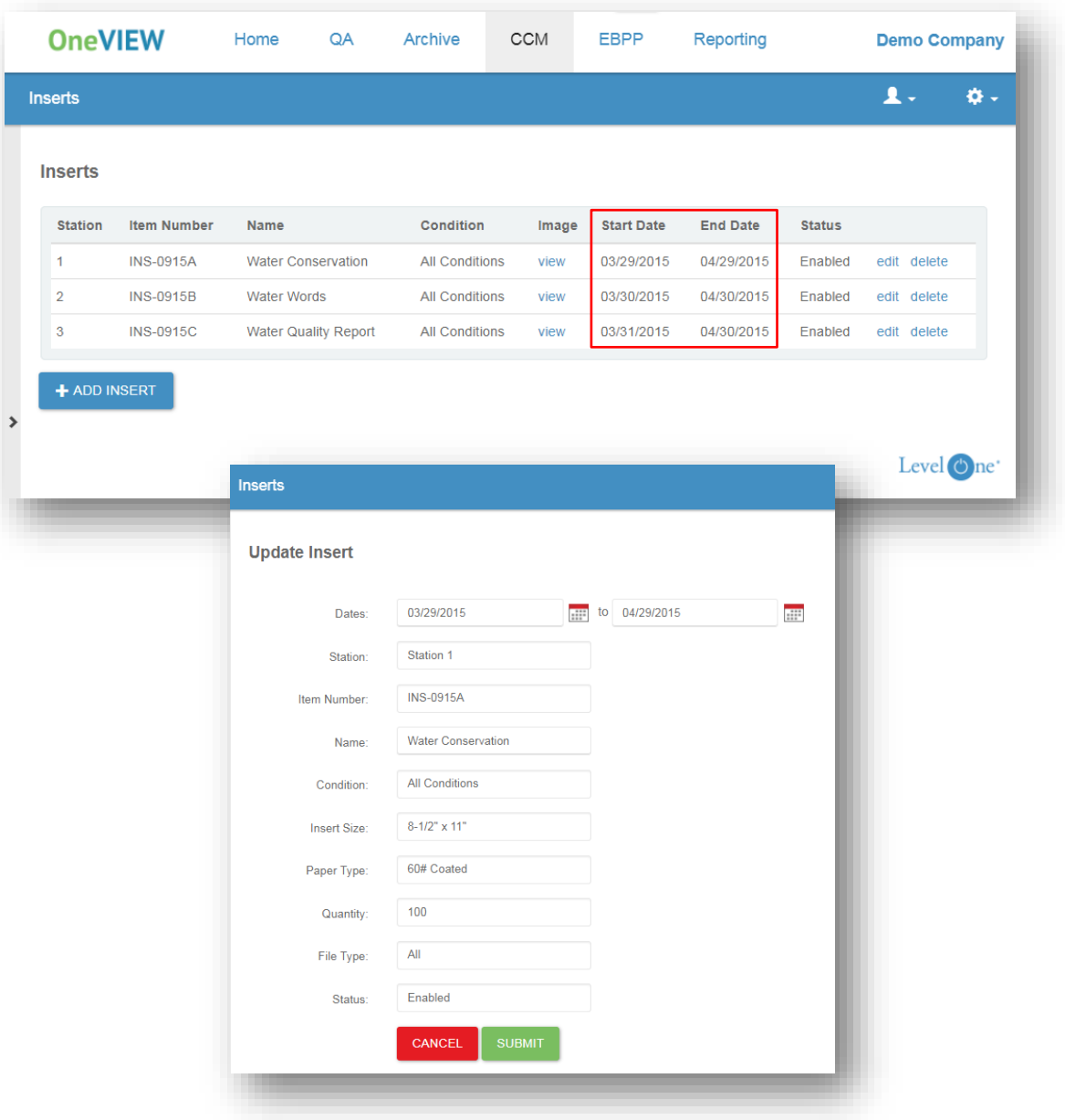


OneVIEW® CCM Module

Insertion Management

Level One puts visibility, command and control of inserts scheduling in the hands of your business people through the CCM module of OneVIEW®.

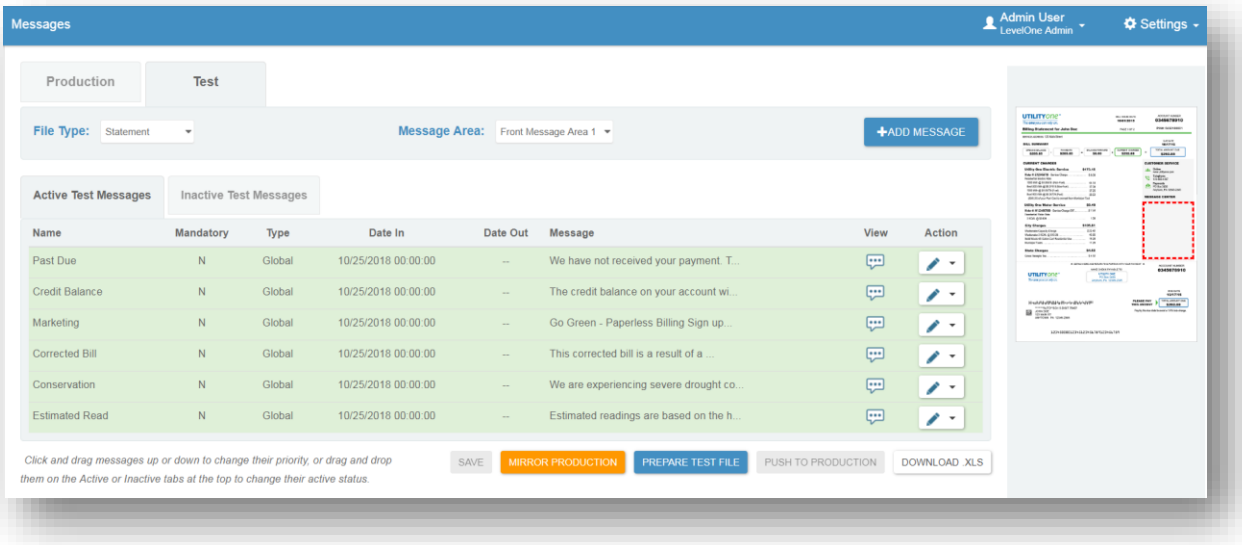
[SCREEN SHOT CONFIDENTIAL – PROPRIETARY]



Message Management

OneVIEW®'s CCM module supports collaboration with message management.

[SCREEN SHOT CONFIDENTIAL – PROPRIETARY]



Module Descriptions and Functionality

OneVIEW 2.1 CXM Modules	Basic	Premium	
Production Dashboard			
Production Files Pending Overview	✓	✓	
Test Files Pending Overview		✓	
Recent Activity – Detail of Processing Activity		✓	
Quality Assurance Module (up to 5 users)			
Production QA Review	✓	✓	
Approved Files History	✓	✓	
Standard Query Search	✓	✓	
Custom Query Search		✓	
QA Bypass for portion of file		✓	
Custom Fields for Exceptions / Intercepts		✓	
Self Service Test Environment		✓	
Archive Module (up to 25 users)		✓	
View Bill and Letter History	✓	✓	
Email Duplicate from OneVIEW		✓	
Reprint Duplicate to Local Printer	✓	✓	
Reprint Duplicate to Print Facility		✓	
Custom Query Search		✓	
CCM Module (up to 5 users)			
Single Message Area	✓	✓	
Multiple Message Areas		✓	
Global Message Types	✓	✓	
Targeted Message Types (Conditional & Field Value)		✓	
Text Based Messaging	✓	✓	
Image Based Messaging		✓	
Self Service Test Environment		✓	
Reporting Module (Std. - 5 Users / Prem. - 25 Users)			
Standard Production Report	✓	✓	
Additional Reports (NCOA, Informed Visibility)		✓	

CONFIDENTIAL

OneVIEW 2.1 CXM Modules	Basic	Premium	
EBPP Customer Portal			
Enroll in Paperless Billing	✓	✓	
View Recent Activity	✓	✓	
View Current Statement	✓	✓	
View Current A/R Balance		✓	
Schedule Auto-Draft Enrolled Payments	✓	✓	
Make One-Time Unenrolled Payments	✓	✓	
Pay via ACH, Credit/Debit	✓	✓	
Payment History (Internal - Processed by Level One)	✓	✓	
Payment History – (External – Processed by 3rd party)		✓	
Statement History	✓	✓	
Link and Tag Multiple Accounts	✓	✓	
Link and Tag Multiple Accounts	✓	✓	
Self-Service Password Reset	✓	✓	
Self-Service Profile Settings	✓	✓	
Set Maximum Payment Amount Threshold		✓	
EBPP Biller Admin Portal			
Customer Profile / Status	✓	✓	
Statement History	✓	✓	
Payment History (Internal - Processed by Level One)	✓	✓	
Payment History – (External – Processed by 3rd party)		✓	
Agent view of System Generated Email Notifications	✓	✓	
Agent Payments		✓	
Rule-Based Revoke and/or Restrict Payment Privileges		✓	
On-Demand Reports (Payments, Enrollments, Notifications)	✓	✓	
User Management	✓	✓	
Online Help Tutorial	✓	✓	

CONFIDENTIAL

F. Confidential References

We are pleased to provide the following confidential references to confirm Level One's capabilities, expertise, dependability and responsiveness over the course of multiple implementations during our contract.

Client Reference:	**OUC Orlando Utilities Commission**
Address:	Reliable Plaza, 100 W. Anderson Street
City, State and Zip:	Orlando, FL 32802
Contract Period:	From 2015 to Current
Scope of Work:	Document design, project management, BPO Consulting, managed print and mail services, multi-channel delivery, periodic mailings; insert printing; postcard mailings. OneVIEW® QA module, Archive module, CCM module, Analytics & Reporting module, EBPP module.
Reference Name:	Kris Hunter
Title:	Manager, Billing Operations
Email:	khunter@ouc.com
Telephone #:	407-434-2236

Client Reference:	**City of Lake Worth Beach**
Address:	7 North Dixie Highway
City, State and Zip:	Lake Worth, FL 33460
Contract Period:	From 2015 to Current
Scope of Work:	Document design, managed print and mail services, insert printing; postcard mailings. OneVIEW® QA module, Archive module.
Reference Name:	Donna Ryan-Ruiz
Title:	Utility Business Service Manager
Email:	dryanruiz@LakeWorth.org
Telephone #:	561-533-7375

Client Reference:	**Artesian Water**
Address:	664 Churchmans Road
City, State and Zip:	Newark, DE 19702
Contract Period:	From 2010 to Current
Scope of Work:	Document design, project management, BPO Consulting, managed print and mail services, multi-channel delivery, periodic mailings; insert printing; postcard mailings. OneVIEW® QA module, Archive module, CCM module,

	Analytics & Reporting module, EBPP module, payments, convenience fee, ACH, Credit/Debit, AutoDraft.
Reference Name:	Elaine Christopher
Title:	Manager, Billing Operations
Email:	echristopher@artesianwater.com
Telephone #:	302-453-5818

Client Reference:	**Houston Public Works | City of Houston, TX**
Address:	4200 Leeland Street, Houston, TX 77023
City, State and Zip:	Houston, TX 77023
Contract Period:	From 2016 to Current
Scope of Work:	Document design, project management, BPO Consulting, managed print and mail services, multi-channel delivery, periodic mailings; insert printing; postcard mailings. OneVIEW® QA module, Archive module, CCM module, Analytics & Reporting module, EBPP module.
Reference Name:	Erik K. Dunn
Title:	Customer Billing & Call Center Operations
Email:	erik.dunn@houstontx.gov
Telephone #:	832-395-6219

Client Reference:	**City of Galveston, TX**
Address:	823 Rosenberg
City, State and Zip:	Galveston, TX 77550
Contract Period:	From 2018 to Current
Scope of Work:	Document design, project management, BPO Consulting, managed print and mail services; insert printing. OneVIEW® QA module, Archive module, CCM module, Reporting module.
Reference Name:	Mike Abner
Title:	Utility Customer Service Manager
Email:	mabner@galvestontx.gov
Telephone #:	409-797-3548

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Level One

PROPOSER'S MAILING ADDRESS: 3 Great Valley Parkway, Suite 100

CITY-STATE-ZIP: Malvern, PA 19355

F.E.I.N. or S.S. NUMBER: 20-1040709

PHONE NUMBER: 610-229-9200 EMAIL: info@golevelone.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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)

John Boland
NAME (TYPED)

President
TITLE

6/25/19
DATED

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
June 6, 2019	1
June 19, 2019	2

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: Level One

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 3 Great Valley Parkway, Suite 100, Malvern PA 19355

PHONE NO.: 610-229-9200 FAX NO.: 610-771-4600

SUBMITTER'S NAME: John Boland

(Typed or Printed in Ink)

TITLE: President

AUTHORIZED SIGNATURE: I, _____ hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, including the General Conditions and the Scope of Work, and that I am duly authorized to sign and submit this Submittal.

John Boland

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 THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[x] 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.

[x] 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.

Level One
COMPANY NAME

AUTHORIZED SIGNATURE

John Boland
NAME (PRINT OR TYPE)

President
TITLE

6/25/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Level One
Company Name

Authorized Signature
John Boland
Print Name
President
Title

Question: 8 . Is there any variable information on the back of the statement.
Answer: No, information may change from time to time, that typically happens infrequently – once or twice every 2-3 years.

Question: 9 The #10 mailing envelope sample provided was difficult to see. Can you provide one in color that shows a clear window and return address placement.
Answer: Yes, Attached.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Level One

SIGNATURE: _____ **DATE:** 6/25/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 2

Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Level One

SIGNATURE: _____ **DATE:** 6/25/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Martin Lithograph, Inc. dba MLI Marketing Solutions

PROPOSER'S MAILING ADDRESS: PO Box 4240

CITY-STATE-ZIP: Tampa, FL 33677

F.E.I.N. or S.S. NUMBER: 59-1349795

PHONE NUMBER: 813-254-1553 EMAIL: jdelrio@mlicorp.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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)

Jennifer Del Rio
NAME (TYPED)

Secretary Treasurer
TITLE

6/21/19
DATED

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6/6/19	1

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: Martin Lithograph, Inc. dba MLI Marketing Solutions

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 505 N. Rome Ave.
Tampa, FL 33606

PHONE NO.: 813-254-1553 FAX NO.: 813-254-5993

SUBMITTER'S NAME: Jennifer Del Rio
(Typed or Printed in Ink)

TITLE: Secretary Treasurer

AUTHORIZED SIGNATURE: I, _____ hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Martin Lithograph, Inc. dba MLI Marketing Solutions
COMPANY NAME

AUTHORIZED SIGNATURE

Jennifer Del Rio
NAME (PRINT OR TYPE)

Secretary Treasurer
TITLE

6/21/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Martin Lithograph, Inc. dba MLI Marketing Solutions
Company Name

Authorized Signature

Jennifer Del Rio
Print Name

Secretary Treasurer
Title

ADDENDEM NO. 1

June 6, 2019

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum # 1 RFP 2019-32 **Utility Billing Services**

NOTE: This addendum consists of the following documents. It is the Contractor's responsibility to ensure that all documents have been downloaded and reviewed prior to submitting bids on the work.

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of proposal.

The Project Manual shall be amended as follows:

Item 1: The final day for questions, June 18h, 2019 at 5 PM.

Question: 1. Who is the current vendor providing these services and at what unit cost(s) breakdown is the City currently being charged for these services?
Answer: Enco Utility Services.

Question: 2 Is there a formal cost sheet you would prefer we fill out?
Answer: No, however we have attached the current pricing sheet within this addendum.

Question: 3 Appendix A – sample of bill: Can you please send this? It appears it was not included in the RFP Document?
Answer: Attached within this addendum.

Question: 4. Inserts: Are these preprinted and supplied to the vendor or does the vendor print and insert these?
Answer: Vendor will print and insert these.

Question: 5. Envelopes: please provide samples of current envelopes being used or provide the specifications (#10 single or double window, #9 single window or closed face, etc.).
Answer: Attached within this addendum.

Question: 6 The RFP mentions same-day mailing in the scope. Is same day mailing a hard requirement? We provide next business day mailing as standard.
Answer: Yes, same day mailing is a hard requirement.

Question: 7 The RFP also mentions that mail must be delivered to City customers within one business day. We cannot guarantee USPS mail turnaround times. Can you please provide more context on this requirement?
Answer: Delivered to USPS within one day.

Question: 8 Can you please provide an estimated number of tax notices sent per year? Several runs spanning 500-4000 in quantity is not enough information for us to accurately price.
Answer: BTRs for 2018 were 2628, for 2017 were 2627, 2016 were 2524.

Question: 9 Since the City is transitioning to weekly billing once live with Munis, is the requirement for weekend and holiday printing still needed? This is not part of our standard offering.
Answer: Possibly, yes.

Question: 10 When will the successful vendor need to go live with printing/mailing? Will we need to implement your current Naviline system and then again once you convert to Munis, or will you plan on going live with the new vendor concurrently with Munis?
Answer: The City is implementing Tyler Munis and that is projected to go-live October 1, 2019. Testing and readiness must be in place prior to this go-live date.

Question: 11 What necessitated going out to RFP for these services. Is this a mandated process or are you experiencing current vendor problems?
Answer: Mandated process

Question: 12 Please provide a breakdown of current pricing
Answer: Attached to addendum.

Question: 13 By what time in the morning is the data sent to the FTP site?
Answer: Typically before 8:30 am

Question: 14 Would it be possible to get a sample data file?
Answer: No, not at this time due to impending changes in utility billing. Should be a standard pdf.

Question: 15 How are APS customer's identified in the data?
Answer: Please define APS.

Question: 16 On page 15 under section e, item ix., does this mean the variable billing information will be pre-populated on the pdf and the only piece of data that needs process is the address?
Answer: Yes, mailing address block will need to be modified to match NCOA.

Question: 17 Can the addresses be run through NCOA (National Change of Address)? If not, how is the City meeting the USPS Move Update Requirement?
Answer: You will be expected to provide NCOA and update address block.

Question: 18 On what days of the week will data be sent?
Answer: May be sent daily, however we anticipate do the majority of our bills weekly to be transmitted to you Wednesday Morning (possibly Tuesday evening once our new UB system running smoothly).

Question: 19 RFP states that processing must be available during weekends and holidays, does this include recognized USPS holidays?
Answer: NO

Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Martin Lithograph, Inc. dba MLI Marketing Solutions

SIGNATURE: _____ **DATE:** 6/21/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

PINNACLE
DATA SYSTEMS
GO BEYOND ORDINARY

Utility Billing Service

Due Date: June 26, 2019

Time: 2:30 PM

Presented to:

City of Ormond Beach
Attn: Robert Schattie
22 South Beach Street
Ormond Beach FL 32174

PINNACLE
DATA SYSTEMS
GO BEYOND ORDINARY

June 21, 2019

City of Ormond Beach
Attn: Robert Schattie
22 South Beach Street
Ormond Beach FL 32174

Making the decision to turn over your revenue flow to an outside source is not an easy decision to make. However, we have proven experience in effectively transitioning utilities critical business document distribution process. We have extensive experience in the utility industry, and knowledge of many utility software data streams (SunGard and Tyler). We have the ability to layout and design the raw data files from the SunGard (ASCII) or Tyler (XML) software, or receive a PDF file from the Tyler system. PDS will strip the addresses from the address block apply presorting and barcoding – print in full color – insert and mail. We will also apply our quality control points to each mail piece.

We believe PDS is well positioned to best meet the desired business needs with a complete solution that provides the City with the ability to outsource all of its printing and mailing needs. The City will also have the ability to track jobs through our production facility, electronically approve and suppress bills.

Our offer also includes full color print and use of our One2One messaging product. With both full color and One2One messaging the City can truly create documents of purpose. Take advantage of open space on the document. Relay important messages using graphics and color. We can assist you with the redesign should you decide to change your current documents. ***Please see Additional Services for overview of One2One***

Our focus on a positive experience for our clients and support goes beyond traditional expectations; we partner with our clients and tailor our offerings to meet each their individual needs. We also have a SSAE16 SOC II audit and certification. This proposal response was crafted with the goal of adding the City of Tallahassee to the PDS family. On behalf of the entire PDS team, thanks again for the opportunity to participate, and I look forward to speaking with you in the days to come.

Sincerely,

Bonnie Curry
Sales Executive

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Executive Summary

PDS has extensive experience with data extracts and creating customized billing output for various data extracts (ASCII, PDF, XML, AFP, TXT, Postscript, Comma Delimited, XML etc.) and software providers (SunGard Naviline, Oracle, Tyler, Harris etc.). We efficiently modify output for billing information, templates and graphics. We can design documents in current format or provide re-design services.

PDS's composition tools enable clients to include customer-segmented content within bills and letters, providing bill formatting, dynamic messaging, dynamic logos, suppression of documents (bank draft, ebills etc.) graphs and graphic options based upon customer attributes.

We use HP EXSTREAM, to support our dedication to improving the customer billing experience. EXSTREAM composition meets today's demands for multi-channel personalization, providing data driven full color graphics and dynamic charting/graphs to deliver a high-impact bill.

PDS also provides customized reports. During the implementation phase, PDS creates the required report for the client to view (postal, balancing, NCOA etc.).

Data files are uploaded to PDS's secure FTP site. PDS utilizes SFTP which is a subsystem of the SSH protocol. User account information and data is all transmitted over a secure encrypted channel. It also gives us the flexibility of bypassing password authentication by using a SSH public/private key pair for authentication instead. This further secures the connection and makes it easier for scripting file transmissions.

Full Service Intelligent Mail

PDS is Full Service Intelligent Mail Barcode (IMb) compliant. No outside presort services are required. Presort sequence, discounts, and barcodes are determined during preprocessing and then applied to documents during the print stage of production. Benefits are:

- Electronic postage statements
- Full automation discounts
- Automated address corrections with electronic reporting
- Informed Visibility™ service that provides real-time mail piece tracking information. The City may uniquely identify and receive mail processing data for both outgoing and incoming reply mail.

USPS Seamless Acceptance

PDS meets specific rules of engagement governing mail preparation, barcoding and electronic documentation to ensure seamless acceptance**. PDS presorts qualifying bills and letters to full first class automation rate discounts. We achieve current 5-digit automation and all other qualifying discount tiers.** PDS will process, print, insert, sort, tray and present the mail to USPS DMU in our facility, along with MERLIN to ensure all mail is USPS certified and receives postal discounts. The mail is certified by our in-house postal clerk before it leaves our facility. No additional sorting is required at the USPS. PDS does not commingle mail with any other mail.

PDS performs CASS address standardization and validation during preprocessing of The City files. A return file is posted to your SFTP folder for download of address corrections in order to comply with USPS automation discount requirements. The CASS report will be formatted to postal specifications address specifications.

We provide Move/Update Verification against customer-filed change-of-address (COA) orders and make the necessary updates per the business requirements before mailing. Updates will fall within the 95 day Move/Update

performance window. A return file is posted to your SFTP folder for download. Compliance reduces the number of mail pieces that require forwarding or return-to-sender services.

PDS provides 600 x 600 DPI black and four color printing – simplex and duplex - on state of the art Canon and Ricoh high quality inkjet continuous form and/or cut sheet printers.

PDS can configure default bill messages based upon extract codes, customer attributes and pre-determined account conditions. Our clients may also create customer segments within our ONE2ONE message product. Messages can setup to selectively targeting specific customers. Utilities are increasingly embracing the importance of segmentation as a marketing and communications tool to make monthly messages more relevant and engaging.

ONE2ONE supports a combination of global messaging (default message to all customers) and personalized messages (relevant to a specific bill type, billing code, or business rule). Both types of messages may be on the same bill. Our offer includes four color (duplex) printing along with the ability to add color graphics and messages. ***Please see Additional Services - Ad Hoc Messages using ONE2ONE.***

Complete testing of the OCR scanning will be completed and signed off by the remittance processing provider. PDS will use high quality 24# paper with a perforation above the remittance coupon on the first page and use non perforated high quality 24# paper for additional pages.

PDS will provide all envelopes (return and outgoing). PDS will exclude return envelopes and inserts in the intelligent inserting process through the use of its Bell & Howell intelligent insertion equipment.

PDS will also provide “Householding” of documents to limit multiple envelopes going to one address, PDS will provide coding in the HP Exstream document composition software creating insertion barcodes which will be read by the inserter to provide accurate intelligent insertion.

PDF files (if required) for electronic presentment and archival will be made available the same day as data is received. We can provide a web based product to view documents. The PDF file will be an exact replica of the document mailed by PDS.

PDS will also provide a web based product to track the status of jobs in production, and we provide a web portal to view, approve, suppress and cancel certain bills before printing and mailing. ***Please see Additional Services eProd-View***

Proposal Requirements

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the utility billing services of the City of Ormond Beach in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Although additional data may be included, the following items must be presented as they represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. The firm should provide an affirmative statement that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor should certify to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

PDS will not perform in a manner that will conflict with any agreements with the City of Ormond Beach. PDS will not use subcontractors in the performance of the services required.

2. Conflict of Interest

The firm shall list, and describe any relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFP. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the proposal.

Additionally, the firm shall give the City written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, it employees or agents or any of its agencies or component units during the period of the agreement.

No conflict of interest exist at this time. PDS shall give written notice of any future relationships that create a conflict of interest between PDS and the City.

3. Qualifications, Capabilities and Experience

A. Qualifications and Experience of the Firm

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

Pinnacle Data Systems L.L.C., (PDS) is a limited liability company, wholly owned by our President and CEO Robert Reddinger. Incorporated in the State of Alabama in January of 1999. We are one of the nation's largest independently owned document distribution providers. PDS has been providing bill and statement data composition, printing and mailing, archiving and electronic presentment service for over 20 years with an electronic payment solution added last year. Our customers include utilities, municipalities, telecom, cable and financial services companies, with many ranking in the Fortune 500.

Since its inception, PDS has experienced steady growth with three redundant facilities in Atlanta GA, Birmingham AL and Phoenix AZ.

History of company acquisitions/Locations

2013 – acquisition of DataBill Phoenix AZ
2008 - acquisition of **SunGard Mailing Services** Birmingham, AL
2006 - acquisition of Regulus Atlanta, GA
2004 - acquisition of Regulus Birmingham, AL

Pinnacle Data Systems L.L.C. **(Headquarters)**
350 Automation Way
Birmingham AL, 35210

Pinnacle Data Systems L.L.C.
25 Crestridge Drive
Suwanee GA 30024

Pinnacle Data Systems L.L.C.
23620 North 20th Drive, Ste 2
Phoenix AZ 85085

PDS offers redundant sites that provide inherent ***Disaster Recovery*** at no additional cost while maintaining a SSAE16 SOC II audit and certification.

Below is a list of some of our Corporate and Government customers.

APS (Arizona Public Service Company)
JEA (Jacksonville Energy Authority)
City of Phoenix
Dominion Resources
El Paso Electric
Vectren Corporation
Computer Sciences Corporation
Spire
Social Security Administration
Veterans Administration
BBVA Compass
BB&T
Trans Union

This is a small listing of our customers. We currently provide services for over 1,000 customers.

List of partners and description of the services they provide:
PDS maintains strategic relationships with both Ricoh, Xerox® and *Océ* relative to our printing operations. PDS maintains strategic relationships with Pitney Bowes and BÖWE BELL + HOWELL relative to our inserting, mail sorting and policy assembly operations. PDS maintains strategic relationships with Hewlett Packard (Exstream Software) for our document composition software and PDS maintains a strategic relationship with SAP (Postalsoft) for our CASS\PAVE software.

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high volume clients.

PDS currently processes documents for over 150 utilities in many different states. These utilities do business with us because of our ability to consistently improve their processes and reduce or eliminate work on their side. PDS offers a full suite of reporting, including document counts, real time job tracking and mail tracking just to name a few. These reports and systems seamlessly integrate with our customers systems and provide auditing ability to minute detail. PDS's systems, processes and procedures have evolved as a result of many years of compliance with various state and federal regulations.

An example of our ability to provide the print and mail services required: Dominion Energy (Gas Division) Dominion has been a long standing client since 2013. We process, print and mail bills, notices and letters daily - over 1 million documents per month. Due to our commitment to provide the highest level of service and products, Dominion was instrumental in assisting PDS in being awarded the Dominion Energy (Electric Division) contract last year. Also, PDS has recently been award the Dominion Energy (West) contract to go live in our Phoenix facility in July.

iii. Provide the total number of statements mailed monthly by your firm.

PDS currently prints 4.2 million images per day, 25 million images per week and 100 million images per month

iv. Provide the volume of your three top customers.

APS (Arizona Public Service Company) – 2+ million per month

Dominion Energy – 3+ million per month

Transunion - 2+ million per month

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high volume clients.

PDS does not provide remittance processing services. We provide OCR and scan lines for remittance processing on documents.

vi. Comment on other areas which make your firm different from your competitors.

- PDS's web-based reporting portal allows the City to view print operations remotely using the job tracking system. The City can see when a file arrives, processes, how many files were processed, when the job was completed, complete postage usage and more production details.
- PDS is SSAE 16 SOC1 Type II audited and certified
- PDS has three fully redundant processing solution, with mirrored production facilities

- PDS provides the highest level of client support. Our goal is to develop a relationship, not just a client – vendor relationship.

vii. Describe your firm's experience with clients that use **Tyler Technologies Munis** software.

PDS has extensive experience with Tyler data file. We have implemented several Tyler utility clients, and we have assisted several of our current utility clients with transitioning to Tyler. PDS can setup XML or PDF files for processing.

B. Qualifications and Experience of Team and Relationship Services

i. Describe your firm's philosophy regarding account or relationship management.

Our people make the difference. We take very seriously the relationship between PDS and our Clients. Our goal is to build a trusting relationship. PDS will assign a dedicated Account Manager to The City, this person will be The City's advocate within PDS. Their duties will include billing, change management, communication, ensuring The City's SLA's are being met, among others. In Addition, a complete escalation list, starting with Account Management and Ending with Vice President of Business Development will be provided to The City, the list will include email, office and cell phone numbers. In addition, our doors will always be open to The City, should you need to come onsite to our facility. Being onsite in the beginning of the transition is another way to mitigate the concerns of outsourcing, we have went through many of these transitions and have found that complete transparency of our operations provide our customers with an added sense of comfort.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

Anya Drzewicki: Account Manager
Anya.Drzewicki@pinnacledatasystems.com Phone: **250-307-6869**

Anya Drzewicki is an Account Manager for PDS Birmingham Site. Anya believes in leading the clients, rather than managing; forming relations and genuinely caring. What's important to her clients is important to her.

Anya is originally from Ukraine, where she received a Master of Arts in English from V. N. Karazin Kharkov National University. Anya has over 7 years of experience in customer service, account & project management, having worked in restaurant management operations, international student exchange programs and PDS, for the past 4 years.

She is also the alumna of The Future Leaders Exchange (FLEX) program, a competitive, merit-based scholarship program for foreign exchange students funded by the U.S. Department of State. The application process for the FLEX program has several stages, and competition is intense. Only about one in fifty applicants is ultimately selected.

Anya has built and maintained successful relations with many PDS clients throughout the years, one of which is BBVA Compass since the initial implementation in September, 2014. She was also recognized by Pinnacle Data Systems as the Hero of the Month for "Going Beyond Ordinary" for her excellent customer service, passion to succeed, and impact in solving difficult customer issues.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

Primary Contact

Bonnie Curry
Sales Executive
350 Automation Way
Birmingham AL 35210

205-307-6853 (office)
205-994-1065 (cell)
bonnie.curry@pinnacledatasystems.com
www.pinnacledatasystems.com

Responsible for managing the sales process. Pinnacle Data Systems acquired SunGard Mailing Services in November 2008. Bonnie was an employee of SunGard Mailing Services for 19 years working managing the graphics department. Her positions have included Forms Design Specialist, Graphics Designer and currently Sales Executive. She also manages Pinnacle Data Systems Graphics Department. The Graphics Department is instrumental in the designing of statements and other products for insertion into statement billing.

Mitch Anderson, Chief Revenue Officer (secondary contact)
Mitch.Anderson@pinnacledatasystems.com (205) 307-6879
As Chief Revenue Officer, Mitch is responsible for the design and delivery of the Pinnacle customer experience. He brings over 18 years of service oriented business communication experience where he has developed successful customer support strategies and processes through his understanding of operational functionality and customer's requirements. Mitch has the authorization to bind the company in an agreement. He is a decision maker within PDS. Mitch also personally assisted APS with outsourcing their document distribution and conversion to Oracle CC&B, and the City of Phoenix with them outsource document distribution in conjunction with their upgrade to CC&B version 4.4.

Before joining Pinnacle in 2006, Mitch led teams in Operations, Customer Service, Programming and Informational Technology for Regulus. Mitch has also been appointed to the Birmingham PCC. This appointment provides an enhanced connection directly to the Unites States Postal Service (USPS) which further enables Pinnacle Data Systems to better inform/consult our customers as well as influence Pinnacle's new products and services. Education: BS in Business Administration.

Patrick Bowman, Director of Operations
Patrick began his employment at the Atlanta Site Manger and has recently been promoted to Director of Operations for PDS. Patrick came to PDS from American Air Filter International, where as a Lean Six Sigma certified professional he managed the comprehensive maintenance program of over nineteen production lines in a 24 x 7 operation. Some notable accomplishment during his time with AAF include the following: a 30% reduction in maintenance related expenses, 30% reduction in unplanned production downtime, and a 99% reduction in delinquent orders. After completion of focused training on Lean Manufacturing in Belgium, Patrick also spearheaded the revitalization of their Atlanta Production Facility. During his time with the United States Marine Corps, he served as a Logistics and Maintenance officer, leading troops in both Afghanistan and Iraq. For his actions and service, he was awarded the Defense Meritorious Service Medal, two Navy and Marine Corps Commendation Medals, and the Navy and Marine Corps Achievement medal. Patrick holds a Bachelor of Science degree in Consumer Economics from the University of Georgia, and is currently enrolled in their Masters of Business Administration program.

Sherry Martin, Implementation Specialist
Sherry has 17+ years of knowledge and experience in the document delivery solutions industries. Being involved in numerous projects spanning multiple different billing systems, she has been successful in processes from project management through to production. Sherry has been heavily involved in utilities since 2000 and her specialty includes utilities, insurance, and financial services.

Ben Howell, Corporate Director of Systems Engineering
Ben has over 31 years of experience in the print and mail industry. Ben developed the applications architecture and programming standards used in the SunGard Mailing Services program to process statements on the mainframe and throughout the network. Ben has been with Pinnacle for over 30 years.

Wayne Leach, Senior Application Developer
Wayne has been with Pinnacle for 15 years. He has been with Pinnacle for more than 15 years and has implemented many large clients.

Mark Kilpatrick: Vice President Information Technology
Mark received his Computer Science degree in 1987. He has worked over twenty-one (21) years in the printing and mailing industry for SunGard Data Systems. In 2008, Mark joined the Pinnacle Data Systems L.L.C. executive management team. Over his 31 years in the document rendering industry, he has held various positions in the Customer Support, Print Operations, and Sales Department. Mark's management responsibilities have included customer service, print operations, project management, quality control, operations, programming, site management and network management. His duties are to place Pinnacle Data Systems and their clients in the best possible position to meet the document rendering needs of their clients currently and in the future.

Implementation Procedures

Implementation is possibly the most important aspect of your evaluation. Each of us has a stake in a successful implementation. We urge you to carefully consider the reputation, history and resources available to support your bill print transition.

The foundation for our ongoing success in utility billing is built upon a tested and proven transition methodology.

Proposed Transition Structure (if the The City decides to redesign the current bill)
The City will designate a Project Manager (PM) and an IT resource that will collaborate in providing detailed project requirements for documentation by PDS. The City (PM) will be responsible for ensuring that the City Project Team is available for the needed task assignments and managing the administrative duties assigned to the City's team. The purpose of this reporting structure is to centralize and streamline all project related decision making activities. Post implementation, we recommend the City PM remains engaged for 60-90 days.

The PDS PM will be responsible for overall project activities, schedules, and the PDS project team. The PDS PM, with support from the PMO, will develop a detailed Microsoft Project schedule that will drive all work assignments for PDS and The City and a detailed requirements documents which will contain all business rules and mapping. Regularly scheduled conference calls and site visits will be established during the transition. Implementation notes and updates will be posted to a web portal for access by both teams to monitor project progress.

Successful Methodology
PDS's successful implementation methodology developed by onboarding more than 250 clients will ensure a structured, seamless conversion. First, PDS and the City will hold a project kick-off meeting. The agenda is to verify expectations, develop project teams with defined roles and responsibilities, and review high-level requirements and workflow.

Requirements Review
At the onset of the project, PDS will conduct a requirements review meeting. The session results in enough business, technical and project related information to size the project and enter the design phase.

The next steps include documentation of the business requirements and technical specifications for development of a Project Plan and a Requirements Document. The following tasks will be accomplished:

- ✓ Finalize project description
- ✓ Review data formats
- ✓ Develop Statement of Work deliverables
- ✓ Identify all tasks and responsible parties
- ✓ Develop a project critical path and list all tasks
- ✓ Ensure all project team members understand their roles and responsibilities
- ✓ Ensure communications are clear with distribution to everyone in the process
- ✓ Establish the completion criteria for the project
- ✓ Communicate policies and procedures to all team members
- ✓ Assign responsibility for each task
- ✓ Commit to delivery date of Project Plan and Requirements Document
- ✓ Commit to date for revisions and plan sign-off

A detailed Project Plan and Requirements Document will be created indicating all tasks that are required to deliver the solution. PDS and The City Project Managers will be responsible for sign-off on the business requirements and approved Project Plan.

Here is our approach to implementing The City bill print solution by milestone phases:

1 Design Phase
The purpose of the Design Phase is to build the applications in accordance with Pinnacle technical development standards and architecture.

2 Prepare Technical Environments
This step includes preparing the technical environments required for the Build process. Preparing these environments includes everything needed to run the applications being developed for processing including building the requirements documents.

3 Build the System
After the development environment has been set up, the technical staff starts construction of the application. Depending on the like dependencies of the applications, these phases may be built simultaneously.

4 Testing Phase
Separation of design, programming, testing and acceptance testing, along with peer reviews at each step contribute to Pinnacle's reputation in the industry for timely, accurate development. **Our production centers employ parallel production and testing environments. Application development is performed in a redundant, isolated test environment and cannot affect subsequent live production.** Source Code Management software and policies are used to monitor changes to programs, requiring developers to log-out and log-in application codes for change management; security; unit, regression and acceptance testing.

5 Unit/Build Testing
This step ensures that each unit and function of the system is working correctly in accordance with the program specifications.

6 Integration Testing
During integration testing all system functionality requiring interfaces to either PDS or an City external system is tested to ensure that all business requirements have been met.

7 Regression (Parallel) Testing
This is the process of using the system to make sure that City can successfully conduct business according to the information presented in the business requirements document.

PDS SUPPORT TEAM

Project Management	Technical	Account Management	Operations
Defines the business requirements Drafts the project plan Coordinates resources & timeline	IT team provides product development, systems design & applications programming Defines the technical requirements Executes development Conducts testing	Serves as liaison between City & Pinnacle production Takes ownership of the project & acts as your advocate within the facility Ensures adherence to all operation & performance procedures Facilitates change & special handling requests Reviews invoicing accuracy & reports performance metrics	Determines & allocates production resources -Personnel -Hardware -QC documentation -Workflow reporting

PDS will assemble a complete project team to assist in the transition to outsourcing City to PDS for printing, mailing and electronic presentment services.

Project Team:

PDS will assemble a complete project team for the City's transition to us:

Project Manager: Defines the business requirements, drafts the implementation plan, and coordinates the resources and time necessary for successful implementation.

Technical Development: Defines the technical requirements and design, executes development and testing.

Operations: Determines and acquires production resources necessary to support the project including training, personnel, hardware and documentation.

Client Support: Assimilates client needs and PDS solution to provide ongoing, day-to-day support and interface.

Sample Project Plan

PDS will create a project plan specific to the City's business requirements and target dates. The sample below includes deliverables and resources required.

	ACTIVITY	ASSIGNED TO	DURATION
	The City Bill Print and Presentment		
	Finalize Services Agreement	City / PDS	
1	**PROJECT MANAGEMENT**		**28**
1.1	Requirements Analysis: create Project Plan documentation of the business requirements and technical specifications. Project Plan is updated for status of open tasks, assignments & dates. Project Plan is a living document.	PDS	
1.2	Define inputs and business transactions: triggers, frequency, pre-processing routines, exception handling, etc.	City / PDS	
1.3	Chart process flows based on doc type and delivery method	PDS	
1.4	Define reporting requirements, formats, delivery preferences	City / PDS	
1.5	Provide Project Plan for City review	PDS	
1.6	Approve / revise Project Plan	City	
2	**DESIGN**		
2.1	Designs for all documents identified in the high level requirements. Includes document proofs, format, mapping and placement of data; content alignment with perforation and critical content (OCR) placement.	PDS	
2.2	Integration strategy for the PDS solution with other City applications; City.com, My Account	City / PDS	
2.3	Procedures for SFTP: communication & encryption methods for file transfers. Includes expected files sizes, transfer times; procedures for failures & restart mechanisms	PDS	
2.4	Automated file receipt confirmation, audit verification, random sampling	PDS	
2.5	Receive test files and graphic resources, logos for all bills, letters, postcards, envelopes	City	
2.6	Create proofs for any preprinted paper components (envelopes, inserts, etc.)	PDS	
2.7	Approve/revise preprinted component proofs	City	
2.8	Initial paper component procurement	PDS	
3	**PREPARE TECHNICAL ENVIRONMENTS**		
3.1	Compose document formats and template configurations; map data fields w/business rules for processing in EXSTREAM	PDS	
3.2	Configure ONE2ONE with defined rules and content for remote formatting by City	PDS	
3.3	Documentation, training, enroll authorized City users	PDS	

3.4	Setup automated preprocessing scripts (CASS, presort, IMb); bills with exception criteria as defined by City (e.g. potential errors, final bill, $0 bills, batch letter intercept)	PDS
3.5	Integrate Single Sign On (SSO) document archive and rendering for Citycustomers @City.com	PDS
3.6	Import 24 month PDF bill history	City / PDS
3.7	Develop user interface for City the customer service access to bill archive	PDS
3.8	Setup email notification templates and triggers for ebills and letters; business rules for generation of a paper bill in the event of a failed delivery. Format bounce report	City / PDS
3.9	Setup eAPPROVE portal for exception handling; bill review, suppress, release to print; access to sample bills	PDS
3.10	Documentation, training, enroll authorized City users	PDS
3.11	Setup CAPS (postage) accounts and USPS Tracing	PDS
4	**SYSTEM BUILD**	
4.1	Map, test, provide output for all doc types and delivery platforms	PDS
4.2	Create output routines for ad hoc or City on site printing	PDS
4.3	Lettershop: define and setup machine and page control barcodes for QC and workflow reporting; intelligent and selectable inserting	PDS
4.4	Create production floor instructions for each doc type	PDS
4.5	Document QC and special handling instructions	PDS
4.6	Integrate Sefas Production Management portal to provide workflow reports as defined	PDS
4.7	Documentation, training, enroll authorized City users	PDS
4.8	Generate PDF proofs for all doc types	PDS
4.9	Review and revise proofs	City
5	**TESTING**	
5.1	Provide the scope, schedule, dependencies, assumptions, risks, & mitigation plans; defect management & features for system testing	PDS
5.2	List of all possible process scenarios & scenarios for testing regulatory requirements. All test scenarios will be created by City.	City
5.3	Build test scripts for per functional & technical designs	PDS
5.4	System test run: this step ensures that each unit and function of the system is working correctly in accordance with the program specifications	
5.5	Functional testing of printing and inserting systems	PDS
5.6	Provide fully assembled mail piece proofs for all bills, letters, postcards	PDS
5.7	Review/revise/approve mail piece proofs	City
5.8	System Integration Test: scope, execution approach, schedule, dependencies, assumptions, risks & mitigation plans, defect management & features to be tested as part of the final Parallel Test run. All system functionality requiring interfaces to either Pinnacle or an City external system is tested to ensure that all business requirements have been met	PDS
5.9	Defect reporting, modifications and retest	PDS
5.10	Execute Parallel Testing. This is the process for full system testing to make sure that City can successfully conduct business according to the information presented in the business requirements document. Verification that all requirements have been met.	PDS
5.11	Approval and sign off on all expected performance criteria	City

6	**GO LIVE**	
6.1	Strategy & cutover; includes schedule & checklist	City / PDS
6.2	Go Live Readiness Report with details of system & organization readiness	PDS
6.3	Go/No Go Decision	City
6.4	Execute Go Live: Pinnacle production ready for use	PDS
7	**POST IMPLEMENTATION SUPPORT**	
7.1	On-going support post implementation depending on mutual understanding between City and PDS primary and secondary support will be defined	City / PDS
7.2	Weekly report sharing the status and defects post implementation	PDS
7.3	Fixes for any defects that are reported as part of the final system acceptance	PDS
7.4	Final acceptance	City
7.5	DR Testing: switchover from primary to secondary data center, initiate testing procedures, switch back to primary after testing completion	PDS
7.6	Final acceptance	City

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the experience of the subcontractor's employees that will provide services to the City.

No subcontractors will be used

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

C. Document Printing

i. Describe your capability to perform bill processing within the City's required time table, i.e., turn around time is to be same day.

PDS's production hours of operations are 24 hours per day – 5 to 7 days per week. Production meetings are held daily to ensure all SLA's are met. ***Please see Exhibit A Production Control Process***

ii. Describe your printing capability including printing multiple colors.

PDS has a full fleet of full color, in-line and offset printers. All with outstanding print quality and 600 x 600 dpi resolution In addition, the printers are designed for seamless integration with industry standard workflows, as well as for the rigorous demands and data rates of high-speed, full-color printing. With the capability of full color and perforating documents in-line, this eliminates the need to purchase pre-printed paper stock. It's also easier to embed new applications like variable personalization, MICR and TransPromo documents into existing workflows— another advantage to help lower costs for our customers. The utility bills will print full color with OCRA scan line, postal barcode, simplex or duplex.

iv. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

During Print QC

- Operator or Lead will review printed output using USPS and OCR templates to ensure all quality requirements and USPS regulations are met.
- Operator will continue with job if all steps pass inspection. If not, the operator will correct or escalate the problem.
- Operator will perform quality checks of job throughout run.
- If job is in batches:
  - Each batch will be balanced when complete by comparing image count on 'Mass Mailer' to the quantity printed.
  - Then each batch will be balanced when complete by comparing Unit Count on Banner Page to Sequential Unit Number on the document.
- If job is not in batches, it will be balanced to Image and Unit Counts on the Mass Mailer when complete.
- Random samplings are to be pulled and validated for proper components. This is to be performed by a Supervisor or as assigned.

After Print QC

- Operator will validate the image/page count for the specific file.
- Operator will then sign off on **OPACS Workorder** under the 'Operator QC Signoff', and completing the 'Printer#', 'Date/Time' and 'Images' fields.
- Operator will sign off on **OPACS Workorder** and move job to Inserter Staging Area to continue in the production process. Following completion of the print order the production system will automatically queue the completed order to the inserter stage of the production system.
- Request from a supervisor to perform an additional review, ('QC') of all steps listed above, as required. Upon validation from supervisor, the supervisor will sign and date directly below the Operator QC Signoff on the Print Operator portion of the OPACS Workorder

v. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

To ensure the printed color matches the design within the Tyler software PDF file, the ink color must be designed using the CMYK model.

vi. Describe your capability of printing bar coding for postal mailing and payment processing.

PDS will place an IMB (Intelligent Mail Barcode) barcode at the top of the mailer address.

This IMB barcode is required as part of the ***Full Service Mailing*** process utilized by Pinnacle to ensure the lowest mailing rates are utilized. The IMB format is dictated by the ***USPS***.

PDS performs CASS address standardization and validation during preprocessing of files. A return file is posted to your SFTP folder for download of address corrections in order to comply with USPS automation discount requirements. The CASS report will be formatted to postal specifications address specifications. *Qualification (mail.dat) reports submitted electronically detail the destination ZIP codes, number of qualifying pieces by rate and discount level, trays, and total pieces. An electronic PS Form 3600 is submitted to the USPS at the time of the mailing*

We provide Move/Update Verification against customer-filed change-of-address (COA) orders and make the necessary updates per the business requirements before mailing. Updates will fall within the 95 day Move/Update performance window. A return file is posted to your SFTP folder for download. Compliance reduces the number of mail pieces that require forwarding or return-to-sender services.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

PDS will also provide “Householding” of documents to limit multiple envelopes going to one address, PDS will provide coding in the HP Exstream document composition software creating insertion barcodes which will be read by the inserter to provide accurate intelligent insertion.

vii. Describe the type and size of paper and envelope that you can handle.

Paper Size: 8.5 x 11, 8.5 x 14 and 11 x 17
Envelopes: #10, #9, 6x9, 9 x 12, 10 x 13 and 10 x 13 expanding envelopes

viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

Email verification will be sent to the City. The City may also track and view the printing, inserting and mailing process within e-Prodview.

D. Mailing Services

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

Full Service Intelligent Mail

PDS is Full Service Intelligent Mail Barcode (IMb) compliant. No outside presort services are required. Presort sequence, discounts, and barcodes are determined during preprocessing and then applied to documents during the print stage of production. Benefits are:

- Electronic postage statements
- Full automation discounts
- Automated address corrections with electronic reporting
- Informed Visibility™ service that provides real-time mail piece tracking information. The City may uniquely identify and receive mail processing data for both outgoing and incoming reply mail.

USPS Seamless Acceptance

PDS meets specific rules of engagement governing mail preparation, barcoding and electronic documentation to ensure seamless acceptance**. PDS presorts qualifying bills and letters to full first class automation rate discounts. We achieve current 5-digit automation and all other qualifying discount tiers.** PDS will process, print, insert, sort, tray and present the mail to USPS DMU in our facility, along with MERLIN to ensure all mail is USPS certified and receives postal discounts. The mail is certified by our in-house postal clerk before it leaves our facility. No additional sorting is required at the USPS. PDS does not commingle mail with any other mail.

PDS performs CASS address standardization and validation during preprocessing of The City files. A return file is posted to your SFTP folder for download of address corrections in order to comply with USPS automation discount requirements. The CASS report will be formatted to postal specifications address specifications.

We provide Move/Update Verification against customer-filed change-of-address (COA) orders and make the necessary updates per the business requirements before mailing. Updates will fall within the 95 day Move/Update performance window. A return file is posted to your SFTP folder for download. Compliance reduces the number of mail pieces that require forwarding or return-to-sender services.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

PDS provides same day service to the majority of our utility clients. We have automated processes, equipment and staff to provide same day service to the City.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

The PDS site managers are tasked with staying involved with the USPS Postal Counsel. We also have on site postal clerks and DMU.

iv. Describe your process in handling international addresses.

International mail is handled manually to ensure the correct postage is applied to each mail piece.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

The City will be setup to utilize our ***eAPPROVE*** product. ***eAPPROVE*** is PDS's web based exception processing tool, providing an efficient solution to manage your bill review, release to print, remote print, suppress and ad hoc testing processes. Bills with specific criteria as defined by CITY are posted to the ***eAPPROVE*** portal during data pre-processing (e.g. potential errors, final bill, $0 bills). Additionally, CITY's associates may receive an automated email containing the daily exceptions report. Each may include a pre-defined reason code as to why it was pulled as an exception. Specified bills would not be processed further until the appropriate handling instructions are received from CITY.

vi. Provide the location of the facility where bills will be printed and mailed.

Birmingham AL facility.

vii. Describe your mailing capability to accommodate one page statement and multiple page statement simultaneously.

An application will be developed to pull on specific codes/flags within the data to create one page or multipage statements. Both are processed, printed and inserted within the same print run.

viii. Describe your coordination procedures and capability for inserts.

Insert Production

PDS offers customized insert creation and print services to meet your specific needs, while handling all the inventory and logistics. We ensure inserts are designed to comply with our high-speed, automated production environment and USPS weight limits. From one to multi-color print and offset to gloss paper stock, we can handle your unique and exact requirements. We have the ability to insert multiple inserts into one envelope. Inserts can be selectively inserted into bills. Pricing is provided on an as needed basis. Inserts may also be shipped to our facility to be included with bills.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

PDS has the ability to selectively add inserts into the bill run. We use unique code/flags or event zip codes to provide this service on our inserting equipment. PDS places Unit Integrity barcodes (3 of 9 Barcodes) on each page of the bill to control the insertion process. Instructions encoded in the barcode insure that not only the correct pages are fed into the inserter, but also correct inserts.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

PDS uses the same technology as above to exclude return envelopes for APS customers.

xi. Describe how you account for the postage used for the City's mailing to be included on the monthly statement detailed by each weekly billing.

Postage reports are created during the processing stage of the job. The inserter reports also provide a second level of reporting.

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

Please see Exhibit B Postage Report

E. System and Software

i. List the operating system and platforms you will be using to provide proposed services.

Sefas and Opentext Dialogue for document composition. Satori software for CASS. NCOALink for change of address notification

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

All data transmission designs include a Transmission Module that validates the transmission at a byte, record, file and protocol level. Customer data is classified as confidential and is encrypted at rest. Online service products are encrypted using 2048-bit Secure Socket Layer (SSL).

iii. Describe security procedures for data transfer (e.g. FTP).

Data will be transmitted using one the following methods of encryption over public and third-party networks: SSH (SFTP), SSL (FTPS), TLS (HTTPS) or VPN. For customers who require or prefer unencrypted FTP as a file transmission method, we encourage the customers to secure their data with PGP file level encryption. Internally, files are transmitted via SSH.

v. Describe routine back-up procedures for your system.

We perform full backups weekly along with incremental daily. Backups are written to disk or to a VTL. Backups are replicated to our DR site once backup is completed. Databases are backed up the same frequency but transaction logs are backed up hourly. Restores are tested quarterly. All customer data at rest is encrypted.

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

Our facilities are fully redundant and act as back up sites to each other. All jobs are able to run at all three facilities on the same type of equipment with the same certified processes. In fact, for one client, millions of statements a month are run out of Birmingham and Atlanta, keeping both sites "hot" while maintaining business continuity.

A disaster recovery plan is developed for each customer and defines scenarios, escalation procedures and contacts to engage disaster recovery. Once the escalation process is initiated, Pinnacle executives are alerted and placed on standby to engage Pinnacle's business contingency plan for production in our back-up sites. We have 750 kva generators in place at each facility in the event of power failure.

General Team Information

In the event of a disaster at the data center, operations personnel or security representatives notify the Management Team Leader. In the case the Management Team Leader is unavailable; the alternate Team Leader will be notified. The Management Team then notifies each team leader.
There are several responsibilities that are common to all recovery team leaders:

- Contact their team members and direct them to report to the command center or another designated assembly point.
- Coordinate transportation of team members, data, supplies, and off-site storage items with the Management Team.
- Establish timeframes/work schedules for their team members.
- Instruct each member of the team to keep the Team Leader apprised of current recovery status and ensure that each Team Leader forwards the current recovery status to the Management Team on a timely basis.

Critical Information Backups

Pinnacle Data Systems operates with critical information on a constant basis. This information, primarily from customers, is used continuously and must be backed up on a regular basis. The Director of Information Technology and Manager of Systems Programming are responsible for ensuring that all back-ups occur.
Copies of Critical Information Back-ups are exchanged on the first of each month to ensure geographical separation and easy access to critical information.

Declaration of Disaster

Operations or security personnel notify the Management Team of any emergency situation that might delay production or damage equipment or facility. The reporting personnel will describe the type of emergency situation and their perception of the immediate effects to the Management Team Leader or Alternate. The Management Team will alert the team leaders of either an emergency situation or a Declared Disaster. The team leaders will notify their members for the appropriate action. Appropriate external emergency personnel will be notified immediately. All Disaster Recover Team members and security personnel have telephone numbers available for fire departments, hazardous materials teams, paramedics, and local hospitals.

Site Down

In the event the Production Facility under goes an emergency situation or Declared Disaster, the Management team would make an immediate assessment and decision on whether or not to move processing to the disaster recovery site. If the decision is made to transfer processing and production, the Data Processing Team will immediately be notified to begin transmission to the alternate facility. If the emergency situation or Declared Disaster prevents conventional transmission by data circuit, customer data would be requested on magnetic media. If a decision is made to move ongoing work to the disaster recovery site and conventional transmission is not possible, the data on magnetic media is to be sent to the alternate location. The Management Team will notify the receiving facility and direct a representative to secure the data.

Customer personnel would be notified of the situation by either the Management Team or appropriate Customer Services Representative. An agreed-upon long-term processing plan would be enacted based on the severity of the emergency situation and the Management Team's assessment of the recovery. The Management team would continuously monitor the situation and maintain communications with the Data Processing Teams until the situation is resolved or escalated into a long-term situation.

If the emergency situation cannot be resolved within three days, backup resources and support personnel would be transported to the alternative site to provide the capability for continuing operations under the expanded workload. The Management Team would work with the Data Processing Teams to balance the workload based on facility capabilities and the emergency situation.

Upon the conclusion of the emergency situation, the Data Processing Teams will work with each customer to ensure a smooth transition back to normal operation in the home production plant.

Additional Disaster Prevention and Recovery Information

- Power Interruptions - The facility maintains an UPS (uninterrupted power source) intended to protect against momentary power surges and disruptions, and to provide time for an orderly shutdown in case of prolonged power outage.
- Outside Vendor Support - Pinnacle Data Systems maintains a close relationship with outside vendors in case a special need arises.
- Work can be transmitted via leased-line, Internet, or magnetic media.
- Current production programs are maintained at the off site location.
- Security Measures for Data Management and Virus Protection.
- Pinnacle Data Systems LLC integrated IT environment is protected by a state of the art firewall and intrusion management/detection systems.

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

Sefas and Opentext Dialogue for document composition. Satori software for CASS. NCOALink for change of address notification

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

No subcontractors will be used.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

Upgrades and system maintenance is performed during weekend hours. PDS will email notification to clients in the event the FTP site or equipment will be affected. Estimated down time will be provided.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).

PDS will receive the data in PDF format. We have the ability to provide barcoding, CASS, NCOA to PDF files. We currently receive data from the Tyler software in PDF format.

F. Quality Assurance and Customer Support

i. Describe your quality assurance program including designing, printing, and mailing processing.

Please see Exhibit C Quality Control Procedures

ii. Explain what happens when a quality issue is recognized and follow-up actions are required.

Please see Exhibit C Quality Control Procedures

iii. Describe the hours and days available for product and technical support.

24 hours per day – 5 to 7 days per week

iv. Define support escalation process.

Production control is available 24 hours a day and is typically the initial point of contact for any production issues, these issues are typically handled between PDS and our customers' production control teams during the late evening/early morning hours, PDS has on call programmers 24 hours a day, who are contacted by the PDS production control team as needed. The Account Manager is the first level of contact, outside of Production Control, followed by the AM Manager, Site Manager, Director of Operations and Executive Sponsor. As escalation tree for both PDS and the City will be created and distributed during the implementation process.

G. Payment

Describe the normal payment arrangement between your firm and its customers.

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

PINNACLE DATA SYSTEMS
GO BEYOND ORDINARY

350 Automation Way
Birmingham, AL 35210

INVOICE

Client Name	
ABC Company	
Client Code	**Site Number**
ABC	2000
Invoice Date	**Invoice Number**
04/30/16	16-2000-333456
AR Number	**Total Amount Due**
ABC	$3,592.14

SERVICES

BILLING INQUIRIES CALL : 205-307-6800

ABC Company
JOHN Q SAMPLE
8888 Your Street
Phoenix, AZ 85085

Follow Pinnacle Data Systems on LinkedIn and Twitter:
LinkedIn - Pinnacle Data Systems, LLC
Twitter - @PinnacleDataSy1

1 of 1

Qty	Part No.	Description	Per Unit	Total
12049	PDS1643	Address Service #10	0.01675	$201.87
13	PDS1500	Freight - FedEx	46.00769	$598.10
14877	PDS1137	Generic Green Screen	0.01256	$186.89
2038	PDS1139	Generic Red Screen	0.01256	$25.59
12049	PDS1037	Generic remit envelope	0.01256	$151.36
14883	PDS1008	Highlight Color Lasering	0.02000	$297.66
2540	PDS1017	Householding	0.07000	$177.80
20987	PDS1006	PDF Imaging or CD Image	0.02000	$419.74
8993	PDS1023	Postal Optimization	0.01000	$89.93
6	PDS1003	Stmt Proc Addl Pages	0.05000	$0.30
16915	PDS1002	Stmt Proc Image 1	0.08000	$1,353.20
2038	PDS1005	Stmt Proc. - Static Backers	0.03000	$61.14
2038	PDS1571	VALLEY ELEC REMIT NO 9 ENV	0.00701	$14.28
2038	PDS1571	VALLEY ELEC SPECIAL NO 10 ENV	0.00701	$14.28
		Service Total		$3,592.14

Send Remittance To:
Pinnacle Data Systems L.L.C.
P.O. Box 102017
Birmingham, AL 35210-7017

Cost of Order	**$2,994.04**
Cost of Shipping	**$598.10**
TOTAL INVOICE	**$3,592.14**

DUE AND PAYABLE UPON RECEIPT. OVERDUE BALANCES ARE SUBJECT TO A CHARGE OF 1.5% PER MONTH ON THE UNPAID BALANCE WHERE PERMITTED BY LAW.

PINNACLE DATA SYSTEMS
GO BEYOND ORDINARY

350 Automation Way
Birmingham, AL 35210

POSTAGE INVOICE

Client Name	
ABC Company	
Client Code	**Site Number**
ABC	2000
Invoice Date	**Invoice Number**
04/30/16	12-3333-3456
AR Number	**Total Amount Due**
ABC	($1,810.97)

POSTAGE

ABC Company
JOHN Q SAMPLE
8888 Your Street
Phoenix, AZ 85085

BILLING INQUIRIES CALL : 205-307-6800

Follow Pinnacle Data Systems on LinkedIn and Twitter:
LinkedIn - Pinnacle Data Systems, LLC
Twitter - @PinnacleDataSy1

Qty	Part No.	Description	Per Unit	Total
7407	PDS1535	Postage - A5 5-Digit	0.37940	$2,809.89
313	PDS1536	Postage - A6 3-Digit	0.39900	$124.89
1229	PDS1538	Postage - A8 Mixed AADC	0.42180	$518.44
4577	PDS1553	Postage - B4 Single-Piece	0.49400	$2,260.85
54	PDS1501	Postage - Flat	1.56960	$84.76
23	PDS1502	Postage - Foreign	1.15000	$26.45
1	PDS1572	Postage - INVALID	0.00000	$0.00
62	PDS1503	Postage - Residual	0.71950	$44.61
418	PDS1504	Postage - Single-Piece	0.58890	$246.14
1	POSTAGE_DEP	Postage Deposit	7927.00000	($7,927.00)
		Detail Total		($1,810.97)

Send Remittance To:
Pinnacle Data Systems L.L.C.
P.O. Box 102017
Birmingham, AL 35210-7017

TOTAL INVOICE	**($1,810.97)**

DUE AND PAYABLE UPON RECEIPT. OVERDUE BALANCES ARE SUBJECT TO A CHARGE OF 1.5% PER MONTH ON THE UNPAID BALANCE WHERE PERMITTED BY LAW.

H. Confidentiality of Data

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

Our policies, practices, systems, and the associated logical and physical security controls have passed multiple audits conducted by ARC360 **based on all current SSAE 16 SOC II standards.** In addition multiple independent audits have been conducted by utility, financial services and government clients.

Network
Pinnacle is ISO 27002 compliant. Our networks are highly secured and compartmentalized. We use firewall systems, virus detection, and intrusion prevention software to protect client data.

Pinnacle uses a two tired firewall infrastructure with a DMZ. All connections are controlled through firewall rules and IPSEC setups. An Intrusion Prevention System (IPS) points to the firewall to notify of a real time threat that needs to be addressed.

Pinnacle upgrades to the latest proven versions of firewall and router software. Dell Secure Works actively monitors the network 24x7. We also conduct third party vulnerability scans to help ensure that no new or old change has created a security threat. Online service products are encrypted using 2048-bit Secure Socket Layer (SSL).

On an annual basis Pinnacle conducts a security review and vulnerability assessment. Internet facing (web) applications undergo quarterly penetration tests by a PCI approved vendor.

Patch Policy
It is the Vice President of IT responsibility to provide a secure network environment for automated applications and staff. As part of this goal, it is Pinnacle policy to ensure all computer devices (including servers, desktops, etc.) connected to the network have proper virus protection software, current virus definition libraries, the most recent operating system and security patches installed.

The Network Services Group is responsible for the overall patch management implementation, operations, and procedures. While safeguarding the network is every user's job, Network Services is the group that ensures all known and reasonable defenses are in place to reduce network vulnerabilities while keeping the network operating.

Network services will monitor security mailing lists, review vendor notifications and web sites, and research specific public web sites for the release of new patches. Once alerted to a new patch, Network Services will download and review the new patch. Network services will categorize the criticality of the patch according to the following:

- Emergency — an imminent threat to the PDS network
- Critical — targets security vulnerability
- Non-Critical — a standard patch release update
- Not applicable to PDS environment

Regardless of platform or criticality, all patch releases will follow a defined process for patch deployment that includes assessing the risk, testing, scheduling, installing, and verifying.

Trend Micro Enterprise is our malware solution. Virus definitions are automatically downloaded and deployed to servers and desktop workstations on an hourly basis. Incoming emails are automatically scanned to identify threats. Any viruses or Malware that are discovered through email scanning or system scans are reported to management and an alert is created for all users notifying them of a potential threat.

Incidents can be identified by personnel to management, SecureWorks IPS system or monitoring software such as Trend Micro and Big Brother Professional. The Account Manager will drive client communication and manage all relationship issues that might arise from an incident. public key into the Pinnacle keyring. The ability to write to the keyring is protected by operating systems permissions that are only accessible by Network Services.

User ID and passwords with authentication tokens are used internally by PDS associates and for external access to a client portal. Passwords must be eight characters in length at a minimum; must contain a combination of three of the four following attributes: uppercase, lowercase, numeric and special characters; must have at least five unique characters; cannot contain part of the log on ID. A history of the last ten passwords will be remembered. An indefinite lockout of the user account will occur after three failed logon attempts. Passwords will be set to automatically expire every 90 days. The minimum password age will be three days.

Authorized users have different levels of access, credentials, rights and functionality. Logging is enabled at the application and database layers. Audit data attributes include date and time of the event, type of event, username/user ID associated with the event, and key details about the event. This would include failed login attempts. System log files will be reviewed by the systems administrators weekly. Logs are retained for 90 days

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

PDS will comply

4. Fees

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

c. Provide your fees for the business tax renewals that are billed several times each year.

d. Include cost savings on not including envelopes on bank draft customers.

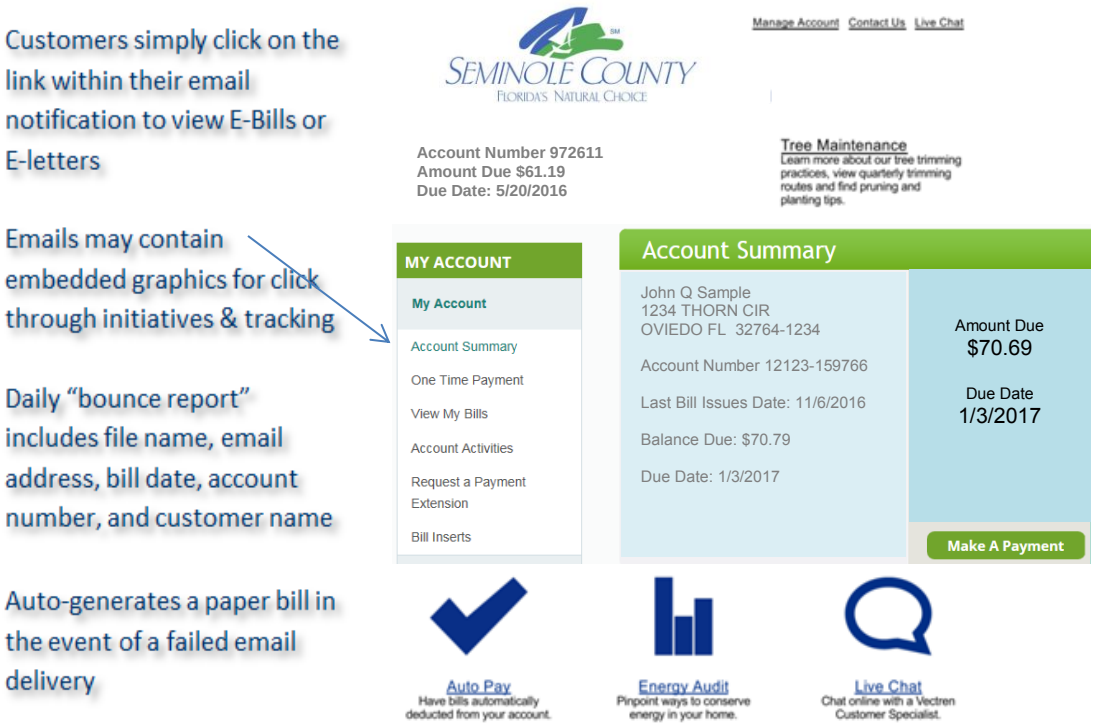
Description	Unit Price
Initial Setup	No Charge
Statement Processing: Data processing duplex, color printing, 8.5x11 white bond paper with 3.5"perf , #10 envelope, #9 standard window, Fold, Insert, presort and deliver to USPS	.086
Statement Processing: without #9 remit	.076
Business Tax Renewals	.076
Inserting of additional Inserts	.005
NCOA	No Charge
House Holding	No Charge
eApprove	No Charge
eProd-View	No Charge
ONE2ONE	No Charge
Programming After Initial Setup	$125.00 per hour
eNotification	$.10 per email
ePresent – electronic presentment/archival	$.01 per image

5. Other Services and Fees Available

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

EBILL NOTIFICATION

When enrolled to receive paperless bills, ***eNOTIFY*** delivers bill summaries and messages via email. The layout adjusts for mobile and tablet device screen sizes. Customers simply click on the link within their email notification. **The customer is securely authenticated through a token within the link and a PDF of their bill is immediately rendered.**



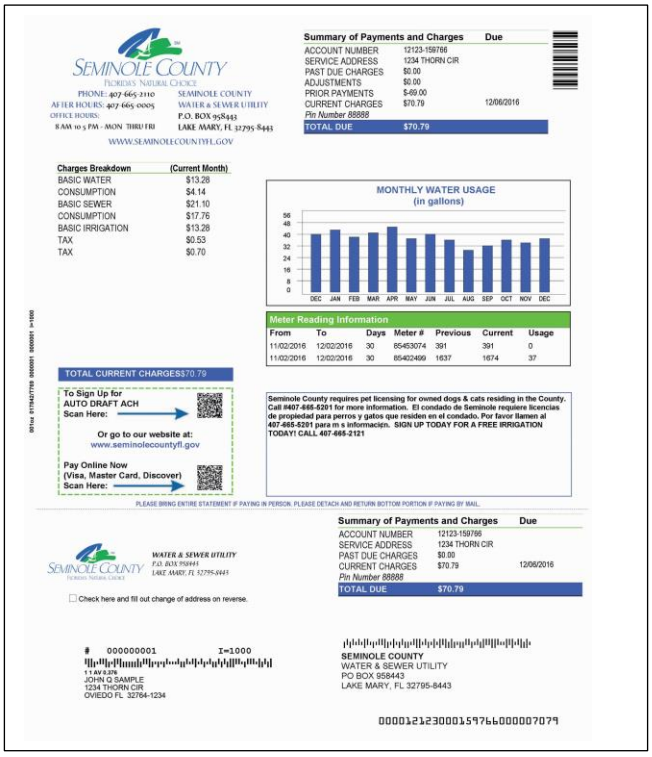
Electronic bill presentment is accessed by customers through CITY's website. Archival is accessed by CITY staff through PDS web portal.

PDS enables customers and CSRs to view PDFs of bills and letters with fully integrated document archiving, retrieval, reprint, and call center functions. Your customers and CSRs have the benefit of secure and authorized internet access to bills and letters identical to the paper format.
A single sign on (SSO) interface gives your customers convenience and secure authentication.

A chronological list of bills is displayed. You will decide how many months of data PDS will archive.

Select "View Bill" and the PDF opens in a new window.

Billing Date	Amount	Due Date	View Bill
03/29/2016	$58.71	04/20/2016	View Bill
02/26/2016	$70.58	03/21/2016	View Bill
01/28/2016	$78.69	02/19/2016	View Bill

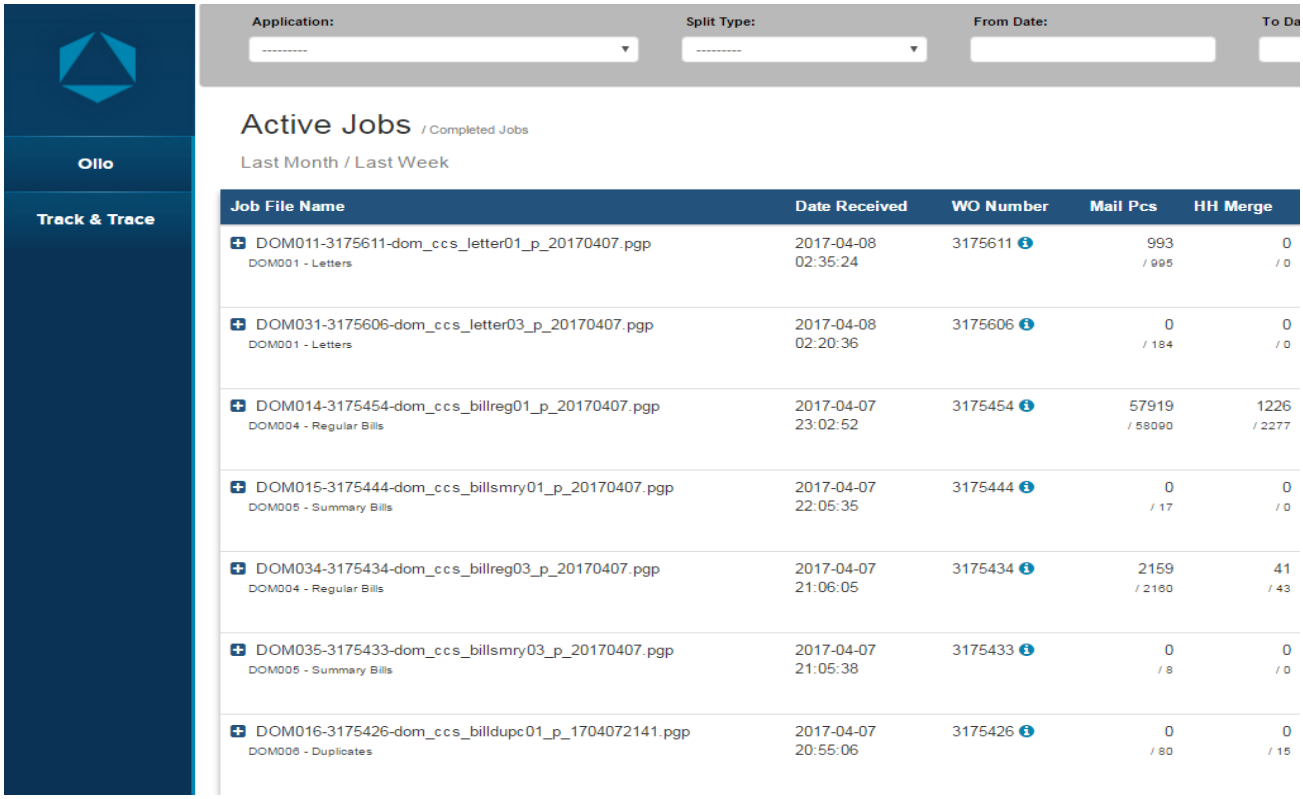


CITY's CSRs and authorized users will be able to access the documents through a single sign on. PDFs will be indexed to display results at an account level; searchable elements would include account number, name, bill date, amount due, etc. The City will decide how long PDS will store images to be viewed.

eProd-View and eApprove

Track the status of jobs in production and View reports in eProd-View

PDS provides online production tracking and report viewing through a secure web portal for our customers. See the screen shot below:



View and Approve Certain Bills Before Printing and Mailing

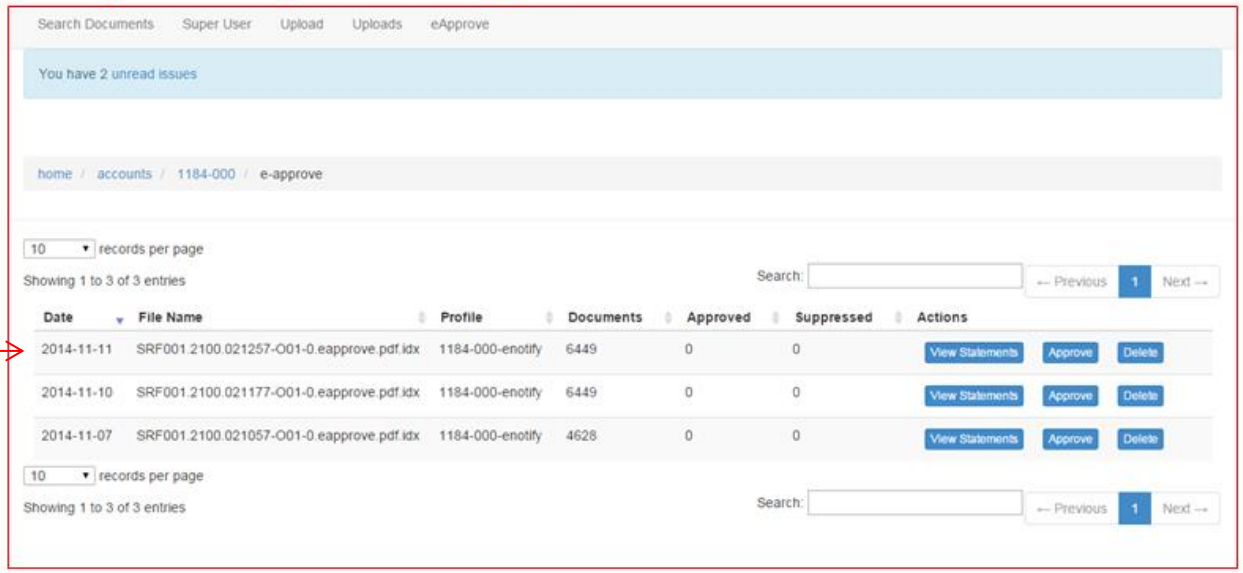
eAPPROVE is PDS's web based exception processing tool, providing an efficient solution to manage your bill review, release to print, remote print, suppress and ad hoc testing processes. Bills with specific criteria as defined by CITY are posted to the ***eAPPROVE*** portal during data pre-processing (e.g. potential errors, final bill, $0 bills). Additionally, CITY's associates may receive an automated email containing the daily exceptions report. Each may include a pre-defined reason code as to why it was pulled as an exception. Specified bills would not be processed further until the appropriate handling instructions are received from CITY.

eAPPROVE may be customized to CITY's specific exception processing requirements.

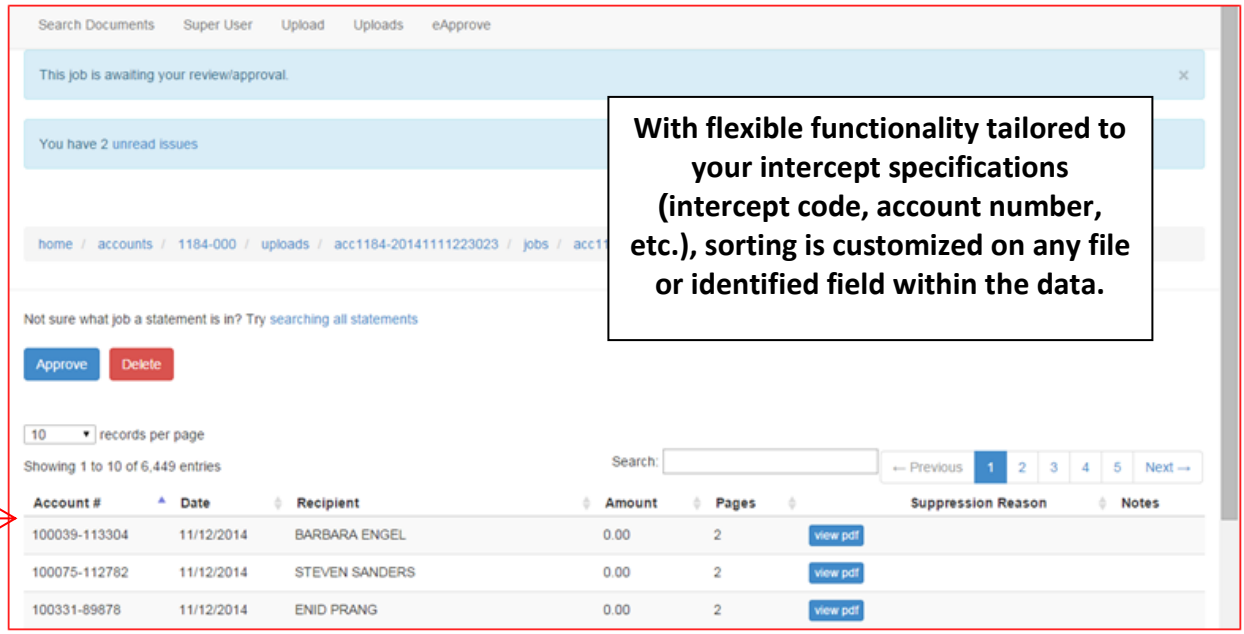
As part of the daily workflow, ***eAPPROVE*** is also used to randomly sample bills via duplicate copy for QA validation based upon customer parameters. Sample volume and bill types are determined by CITY during implementation.

Batch letter intercept may be similarly accomplished: posted to the online queue or a reported via email with a listing of the intercepted letters, in any format specified. Letter type, file names, letter content, ad-hoc letters, or format criteria would be documented in the preprocessing business rules.

Bill files posted to *eApprove™* online queue

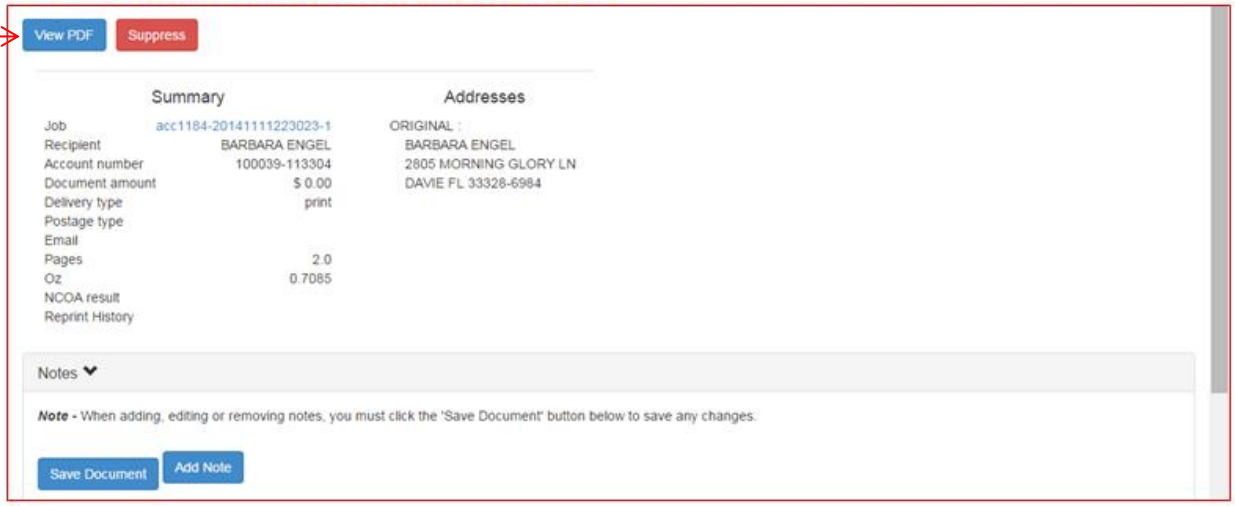


View statements within each file for approval or suppression

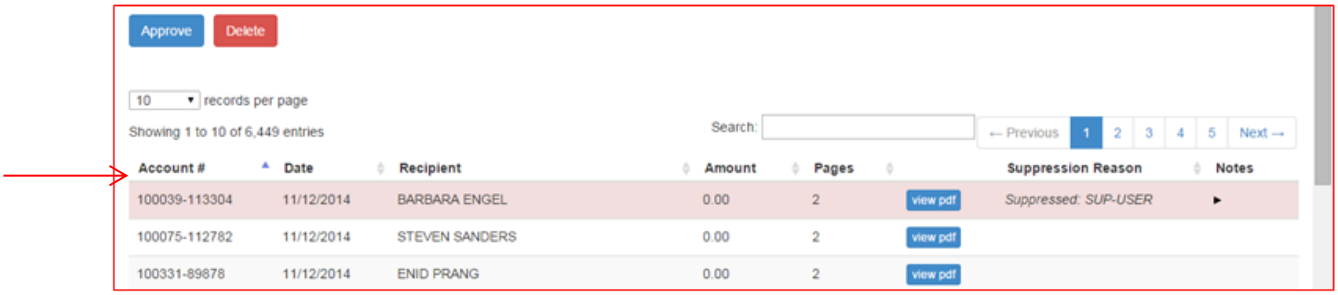


With flexible functionality tailored to your intercept specifications (intercept code, account number, etc.), sorting is customized on any file or identified field within the data.

Click "Suppress" to delete the bill from printing



Statement is suppressed from print queue



Ad Hoc Messages and ONE2ONE

Manage Ad Hoc Messages

Pinnacle will configure default bill messages based upon extract codes, customer attributes and pre-determined account conditions. ***ONE2ONE*** supports a combination of global messaging (default message to all customers) and personalized messages (relevant to a specific bill type, billing code, or business rule). Both types of messages may be on the same bill.

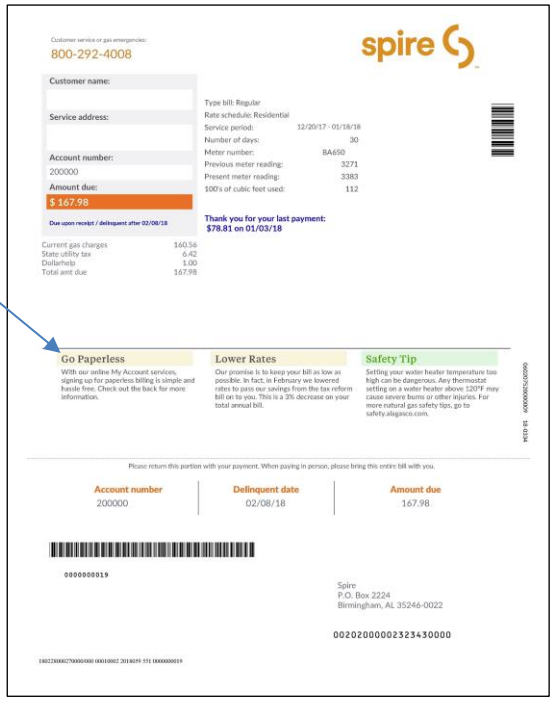
ONE2ONE Messaging

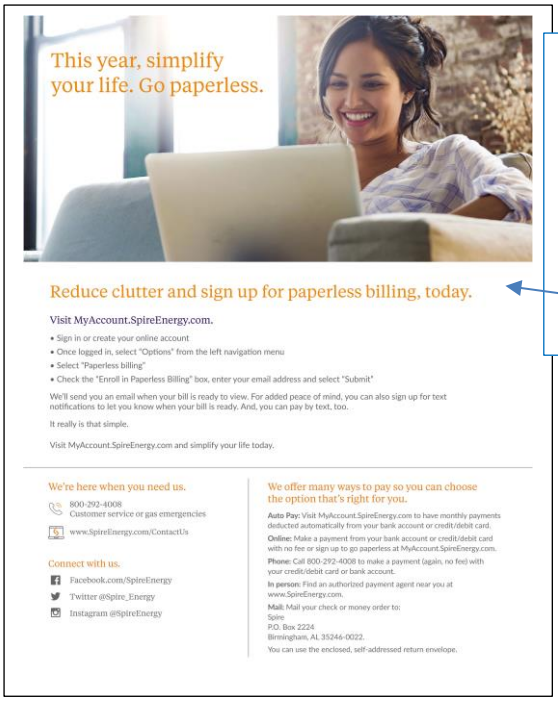
The CITY can change and compose bill messages using ***ONE2ONE***, PDS's branded Windows interface of our HP EXSTREAM composition software. ***ONE2ONE*** is an optional browser-based design capability that extends EXSTREAM's bill composition environment to CITY without affecting document layout, data, output or operational controls.

During implementation, ***ONE2ONE*** is created, packaged, and tested with defined rules and content. ***ONE2ONE*** is integrated within the production environment and automated workflow. Bills and letters include designated areas where content may be formatted remotely by CITY.

Please see a sample below for ONE2ONE usage.

Spire utilizes the of the bill for important messages



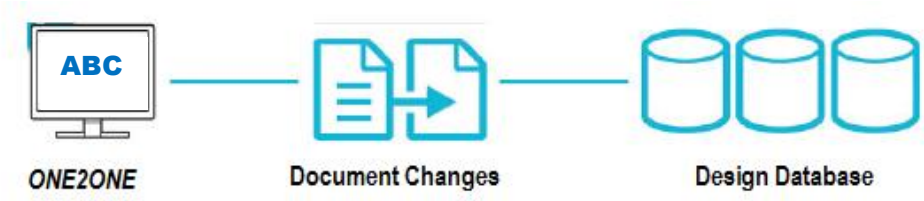


Spire also utilizes the entire back of the bill as an additional insert.

Here's how it works:

- Authorized CITY's users log on to ***ONE2ONE*** and compose a message or import a graphic.
- Once the message is composed, CITY's user previews how it will look within the bill or letter simply by selecting the view option.
- The PDF output shows the personalized message incorporated based on the test customer data. Upon approval, the edited document(s) are uploaded to Pinnacle.
- Pinnacle performs a PDF preview using a regression test data file with sample customers and also checks to make sure all required resources are available for production.

- The message is approved and packaged with the application and promoted into the production libraries and processing routines.



Design elements can be stored in a common database for easy re-use significantly reducing message development and maintenance time. The database allows for storage and reuse of commonly used objects—fonts, tables, images, graphics and signatures—across all bill and letter applications.

***ONE2ONE* is also the perfect solution for creating ad hoc letters,** with its intelligent, portable and interactive templates that give customer-facing staff a controlled, yet flexible approach for generating personalized customer correspondence.

ONE2ONE will be configured for CITY's bill and letter templates during the EXSTREAM composition phase of implementation.

Pinnacle delivers customer communication value by offering *ONE2ONE* at no additional cost.

6. References

Seminole County Environmental Services (SunGard)
Water & Sewer Department
500 W. Lake Mary Blvd. Sanford, Fl. 32773
Selena Peterson - (407) 665-2146- speterson@seminolecountyfl.gov

City Of Sunrise (SunGard)
10770 West Oakland Park Blvd., Sunrise, FL 33351
Erik Engel - 954-746-3237 - eengel@sunrisefl.gov
PDS is currently working with City of Sunrise in their transition to Tyler software

Emerald Coast Utilities Authority (SunGard)
Susan Ragland Phone: 850-969-6541 Email: susan.ragland@ecua.fl.gov
9255 Sturdevant Street, Ellyson Industrial Park, Pensacola FL 32514

City of Palm Bay (SunGard)
120 Malabar Road SE, Palm Bay FL 32907
Bonita (Bonnie) Gibson Phone: 321-952-3405 email: Bonita.Gibson@pbfl.org

City of Winter Springs (SunGard)
1126 E SR 434, Winter Springs FL 32708
Mike Maximenko Phone: (407)327-6557 email: mmaximenko@winterspringsfl.org

Town of Collierville (Tyler)
500 Poplar View Parkway, Collierville, TN 38017
Kate Watkins Phone: 901-457-2244 email: kwatkins@ci.collierville.tn.us

City of Peoria (Tyler)
419 Fulton St. Room 111, Peoria IL 61602
Rebecca Runyon Phone: (309) email: 494-8505 rrunyon@peoriagov.org

Elk Grove Village (Tyler)
901 Ellington Ave, Elk Grove Village IL 60007
Paula Collings Phone: 847-357-4060 email: PCollins@elkgrove.org

Exhibit A - Production Control Process

Job Ensemble Jacket

During the implementation process, a Job Ensemble (in both electronic and hardcopy form) is created for each new application. The Job Ensemble (Ensemble) contains a sample of correct product (bill/statement/letter/forms and outgoing envelopes) a printed sample (for quality verification) and samples of the inserts (BRE's and marketing material). It is maintained by the account manager. The ensemble accompanies Document Processing the job throughout each stage of production.

Data Transmission

Data will be transmitted using one the following methods of encryption over public and third-party networks: SSH (SFTP), SSL (FTPS), TLS (HTTPS) or VPN. For customers who require or prefer unencrypted FTP as a file transmission method, we encourage the customers to secure their data with PGP file level encryption. Internally, files are transmitted via SSH.

All data transmission designs include a Transmission Module that validates the transmission at a byte, record, file and protocol level. Customer data is classified as confidential and is encrypted at rest. Online service products are encrypted using 2048-bit Secure Socket Layer (SSL).

- **File acknowledgement report is created for client verification and emailed to client**
- **Transmission Module validates the transmission at a byte, record, file and protocol level.**
- **Verification Module tests for client specific controls of header, trailer, control dates, control totals, file sequencing, and other pertinent information, such as number of pages and statements.**
- **Transmission Module links generates work order.**

Sample email notification below: (Note: PDS Client Services Department also receive a copy of this email)

-----Original Message-----
From: do-not-reply@pinnacledatasystems.com [mailto:do-not-reply@pinnacledatasystems.com]
Sent: Monday, August 08, 2016 10:40 AM
To: PDS Studio B; PDS Studio A
Subject: aps file(s) successfully transmitted to FTP Server

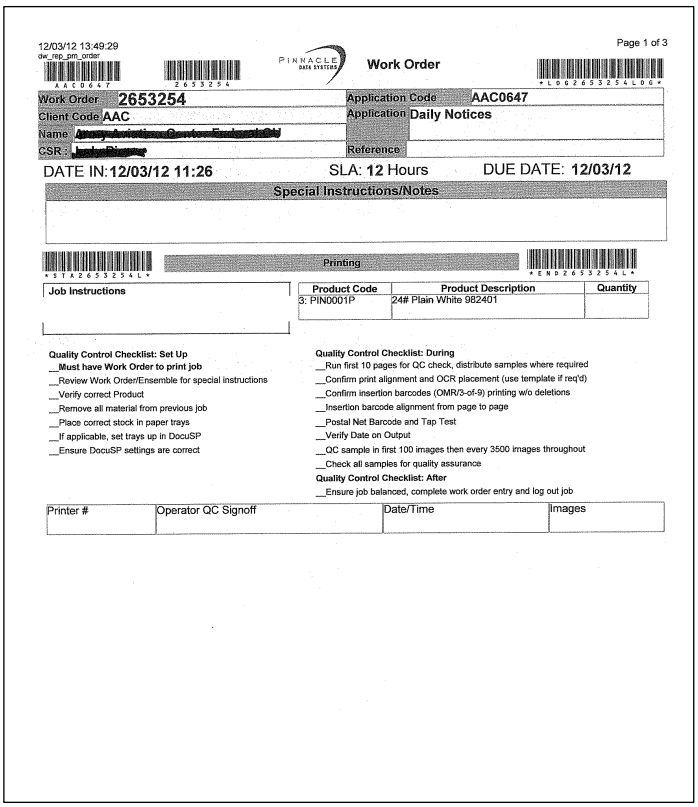
```
**********************************************************************************
*                                                                                *
****      AUTOMATED NOTIFICATION          ***      *
*                                                                                *
*       The TCO file(s) has been received by ftp server      *
*                                                                                *
**********************************************************************************
```

Listing of files sent this session: 671 08/08/2018 10:40:01 /ftproot/aps/prod/WEB-LTRS/FromAPS/08082018104001.WEBLTRS_ADHOC_2238270.csv.pgp

Computer Pre-Processing

Upon receipt of a client submitted file the Production Control team will verify the quantities processed with the client reported totals to ensure accuracy. Any discrepancy discovered will be disclosed to the production supervisor or Site Manager. If resolution is required outside of PDS, the client will be notified to rectify the situation and the work order will not be released until resolved.

- **The work order and control reports are inserted in the Job Ensemble Jacket.**



12/03/12 13:49:29 dw_rep_pm_order — Page 1 of 3

PINNACLE DATA SYSTEMS — Work Order

Work Order: 2653254 | Application Code: AAC0647
Client Code: AAC | Application: Daily Notices
Name: [redacted] | Reference:
CSR: [redacted]

DATE IN: 12/03/12 11:26 SLA: 12 Hours DUE DATE: 12/03/12

Special Instructions/Notes

Printing

Job Instructions

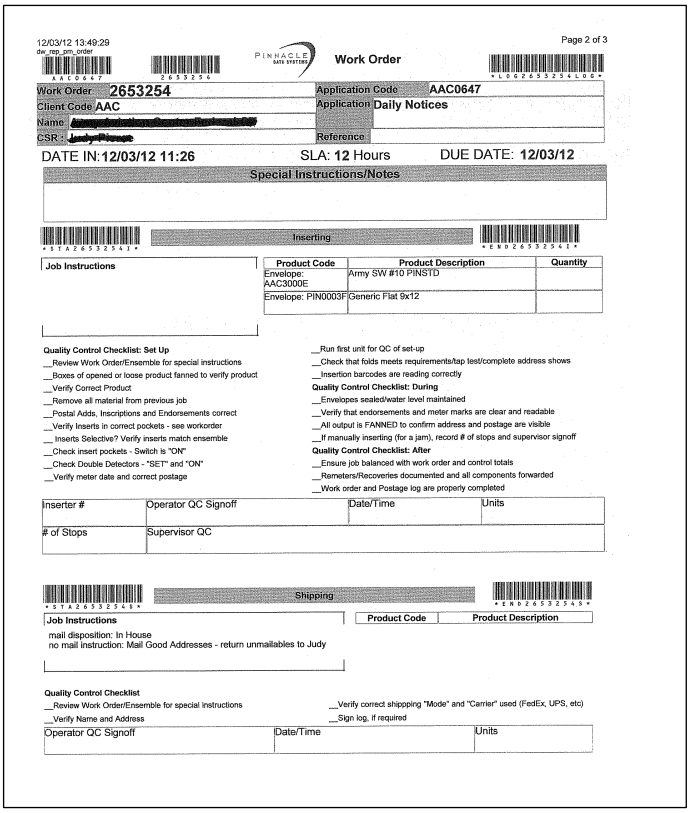
Product Code	Product Description	Quantity
3: PIN0001P	24# Plain White 982401	

Quality Control Checklist: Set Up
__Must have Work Order to print job
__Review Work Order/Ensemble for special instructions
__Verify correct Product
__Remove all material from previous job
__Place correct stock in paper trays
__If applicable, set trays up in DocuSP
__Ensure DocuSP settings are correct

Quality Control Checklist: During
__Run first 10 pages for QC check, distribute samples where required
__Confirm print alignment and OCR placement (use template if req'd)
__Confirm insertion barcodes (OMR/3-of-9) printing w/o deletions
__Insertion barcode alignment from page to page
__Postal Net Barcode and Tap Test
__Verify Date on Output
__QC sample in first 100 images then every 3500 images throughout
__Check all samples for quality assurance

Quality Control Checklist: After
__Ensure job balanced, complete work order entry and log out job

Printer #	Operator QC Signoff	Date/Time	Images



12/03/12 13:49:29 dw_rep_pm_order — Page 2 of 3

PINNACLE DATA SYSTEMS — Work Order

Work Order: 2653254 | Application Code: AAC0647
Client Code: AAC | Application: Daily Notices
Name: [redacted] | Reference:
CSR: [redacted]

DATE IN: 12/03/12 11:26 SLA: 12 Hours DUE DATE: 12/03/12

Special Instructions/Notes

Inserting

Job Instructions

Product Code	Product Description	Quantity
Envelope: AAC3000E	Army SW #10 PINSTD	
Envelope: PIN0003F	Generic Flat 9x12	

Quality Control Checklist: Set Up
__Review Work Order/Ensemble for special instructions
__Boxes of opened or loose product fanned to verify product
__Verify Correct Product
__Remove all material from previous job
__Postal Adds, Inscriptions and Endorsements correct
__Verify Inserts in correct pockets - see workorder
__Inserts Selective? Verify inserts match ensemble
__Check insert pockets - Switch is "ON"
__Check Double Detectors - "SET" and "ON"
__Verify meter date and correct postage
__Run first unit for QC of set-up
__Check that folds meets requirements/tap test/complete address shows
__Insertion barcodes are reading correctly

Quality Control Checklist: During
__Envelopes sealed/water level maintained
__Verify that endorsements and meter marks are clear and readable
__All output is FANNED to confirm address and postage are visible
__If manually inserting (for a jam), record # of stops and supervisor signoff

Quality Control Checklist: After
__Ensure job balanced with work order and control totals
__Remeters/Recoveries documented and all components forwarded
__Work order and Postage log are properly completed

Inserter #	Operator QC Signoff	Date/Time	Units
# of Stops	Supervisor QC		

Shipping

Job Instructions

Product Code	Product Description

mail disposition: In House
no mail instruction: Mail Good Addresses - return unmailables to Judy

Quality Control Checklist
__Review Work Order/Ensemble for special instructions
__Verify Name and Address
__Verify correct shipping "Mode" and "Carrier" used (FedEx, UPS, etc)
__Sign log, if required

Operator QC Signoff	Date/Time	Units

- **Byte, record, page or account totals of file are verified.**

- **Balancing reports are created for use in printing and inserting and emailed to the Client for verification**

Balancing Report Sample (this report is emailed to the client for verification)

```
DATE: 08/05/2018 OPACS Work Order Number - 3088069 201/MASS MAILER REPORT
TIME: 04:52:03 AM SeFas Job Number/Application - 088069/BBV001
OPACS Application - BBV001
Input File - 3088069_PROD.DEPSTMT.MAIL01.20160805_032000.afp

PRINT AND MAIL
*********************************************************************************************
SPLIT/
PAGE          FILE                                                        HOUSE     MAIL
GROUP         NAME      DESCRIPTION       IMAGES       SHEETS       DOCS   HELD     PIECES
*********************************************************************************************
000/001 088069-O01-0    1oz               18138         9069        3907      0      3907
000/002 088069-O02-0    2oz               808           404         75        0      75
000/003 088069-O03-0    Flat              48            24          1         0      1
000/00U 088069-O04-0    Undeliverable     20            10          3         0      3
---------------------------------------------------------------------------------------------
Totals for Print and Mail                 19014         9507        3986      0      3986

#############################################################################################
SUPPLEMENTAL FILES    NO SUPPLEMENTALS FOR THIS JOB
```

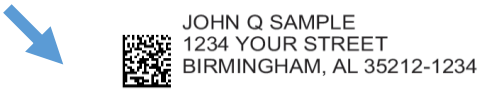
- **Sequence numbers are added in the name and address block.**
- **Preprocessing station initials QA section of work order after confirming job ran without errors.**

During the processing of each file the following items will be added to each mail piece and sheet:

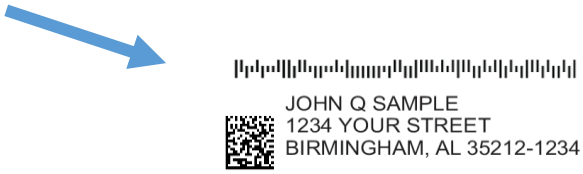
PDS will place the 3 of 9 barcode at the top right of a customer's statement:

This barcode contains all applicable sheet, sequence, and insert information which will drive the operation of the insertion equipment. It is read during the first steps of the insertion process to ensure that statements are accumulated correctly, are in correct sequence, and receive any applicable inserts.

PDS will place a 2d barcode at the left of the mailing address. This barcode is scanned post insertion by a high speed camera located on the inserting equipment. The inserter will utilize a mail piece verification system which reads a unique 2D barcode on each mail piece, and balances against an Insert Control File to ensure 100% accountability of each mail piece within the work order.



PDS will place an IMB (Intelligent Mail Barcode) barcode at the top of the mailer address.

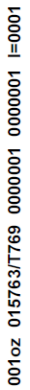


This IMB barcode is required as part of the ***Full Service Mailing*** process utilized by Pinnacle to ensure the lowest mailing rates are utilized. The IMB format is dictated by the ***USPS***.

PDS performs CASS address standardization and validation during preprocessing of files. A return file is posted to your SFTP folder for download of address corrections in order to comply with USPS automation discount requirements. The CASS report will be formatted to postal specifications address specifications. *Qualification (mail.dat) reports submitted electronically detail the destination ZIP codes, number of qualifying pieces by rate and discount level, trays, and total pieces. An electronic PS Form 3600 is submitted to the USPS at the time of the mailing*

We provide Move/Update Verification against customer-filed change-of-address (COA) orders and make the necessary updates per the business requirements before mailing. Updates will fall within the 95 day Move/Update performance window. A return file is posted to your SFTP folder for download. Compliance reduces the number of mail pieces that require forwarding or return-to-sender services.

PDS will place a control line on the left hand page of a statement that is used by PDS staff for processing purposes:



This control line serves to assist in physical verification of page count, sequence number, and insert information if needed during manual quality control checks and validation.

The Production Control Operator will also print the ‘Mass Mailer SEFAS Audit Report” which will accompany the work order through the production process.

Insertion Audit Report 000957.O01

Reference ID: 000957.O01.0
Job Name: VAG001
File Name: 3437012.CCP1.BARCDE1.20121211
Received Date: 04-Dec-2012 15:23
Machine ID: ATL005
Mail Date: 06-Dec-2012

Production Start	Production End	Start-End Seq#	Status	Documents
04-Dec-2012 09:32:58	04-Dec-2012 10:01:13	1-1612	Inserted	1,612
04-Dec-2012 10:02:10	04-Dec-2012 10:02:25	1613-1615	Diverted	3
04-Dec-2012 10:03:35	04-Dec-2012 10:27:13	1616-3901	Inserted	2,286
04-Dec-2012 10:27:58	04-Dec-2012 10:28:15	3902-3904	Diverted	3
04-Dec-2012 10:29:00	04-Dec-2012 11:00:03	3905-4807	Inserted	903
		Totals:	Inserted:	4,801
			Diverted	6

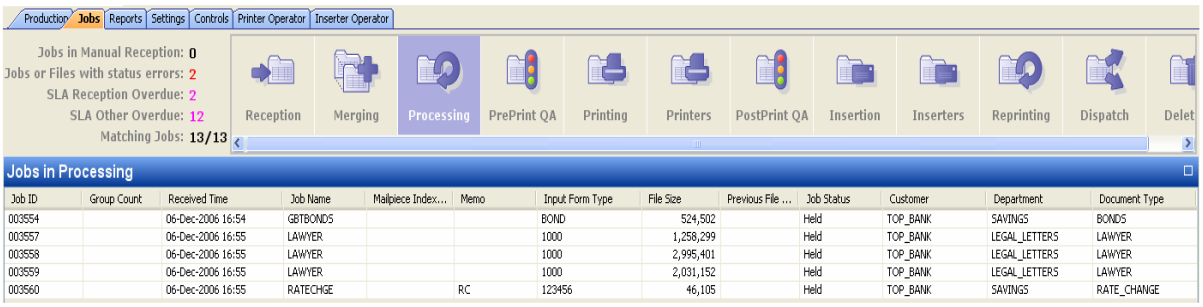
Reference ID: 000957.O01.1
Job Name: VAG001
File Name: 3437012.CCP1.BARCDE1.20121211
Received Date: 04-Dec-2012 15:23
Machine ID: ATL005
Mail Date: 06-Dec-2012

Production Start	Production End	Start-End Seq#	Status	Documents
04-Dec-2012 12:03:10	04-Dec-2012 12:05:11	1613-1615	Inserted	3
04-Dec-2012 12:05:45	04-Dec-2012 12:05:55	3902-3904	Inserted	3
		Totals:	Inserted:	6
			Diverted	0
		Mailing:		4,807

Production Tracking

We process files submitted into the print stream through our SEFAS Producer Product (Producer). This gives us job level and document level production tracking. This product will allow us to create a feedback loop (closed loop) that will check that each piece of mail is accounted for through the insertion process. The feedback loop begins with SEFAS Producer assigning an incoming job to a Job Profile as part of the “reception” process.

SEFAS Producer is the key element in the architecture that allows Pinnacle Data Systems to be able to create a reprint process that is independent of output device, manual intervention and stream format. In addition, these jobs are centrally tracked within the SEFAS Management System outside of the individual printers and inserters. The jobs are updated based on information being reported back from printers, cameras, and inserters.



Printing

The queue and status of all jobs that are ready to be processed by your print environment. The job profiles detail which print queue and parameters are required and direct integration with print spooler products such as Océ Prisma, Ricoh (IBM) InfoPrint Manager, and Xerox Freeflow.

Print operators are allowed to control the release of individual jobs to the various print queues connected to *Producer.* Operators can start, stop and modify the queue selection criteria to manage the workflow directed to each printer. Near-real time statistics are reported back on the status of each printer and job progress and final results are recorded in the central database.

- **At the end of the job, machine accounting totals are reconciled with the balancing and control reports created during preprocessing.**
- **Job ensemble and work order are compared to confirm they match.**
- **Files to print are checked against the work order.**
- **Product pulled is compared to ensemble sample to verify correct product is being used.**
- **A sample is printed to check alignment, OCR marks, barcode, print quality, etc. and compared to printed sample from the ensemble. Sample is approved by the supervisor or shift leader before continuing.**
- **Samples are created periodically during the laser printing process and at the shift change to QC print quality.**

Inserting/Mailing

Each piece of insertion equipment utilizes a high speed camera at the output of the machine to read a verify sequence numbers from the 2D barcode to ensure that no mail pieces are double inserted or out of postal sortation sequence

Insertion: This step displays the jobs in queue awaiting the insertion process. Like in any other stage, release to the inserter server can be either manual or automatic, as defined in the job profile. Alternate inserter groups can be defined to enable load-balancing and/or disaster recovery strategies.

Inserters: This step displays the status of each inserting device in near-real time. Information on the current job processing and percent complete are available up to the minute. Job transitions are recorded in the central database.

- **Envelopes are visually inspected for postage, name and address and to make sure all are properly sealed prior to traying and tagging for introduction into the USPS.**
- **Laser printing totals are double-checked.**
- **Job ensemble and work order are compared to confirm they match.**
- **Product pulled is compared to ensemble sample to verify correct product is being used.**

- **The inserting machine is set up and a 10-piece sample is produced. The supervisor or shift leader verifies the fold, barcode set up, address alignment, postage amount, meter date and other QA items are correct before continuing.**
- **The job is run in segments of 500 and balanced by meter amount, image count and piece count after each segment (using the balancing and control reports generated during preprocessing).**

Exhibit B – Postage Report

United States Postal Service

Postage Statement - First-Class Mail and First-Class Package Service

Use this form for First-Class Mail and First-Class Package Service.

Post Office: Note Mail Arrival Date & Time (Do Not Round-Stamp)

Mailer

Permit Holder Name, Address, Email, Telephone
CITY OF BIRMINGHAM
710 19TH ST N B104
BIRMINGHAM AL 35203-2212
205-841-2072
CAPS Cust. Ref. No. N/A CRID 7625605

Mailing Agent (If other than permit holder) Name, Address, Telephone
CRID

Mail Owner (If other than permit holder) Name, Address
CITY OF BIRMINGHAM
710 19TH ST N B104
BIRMINGHAM AL 35203-2212
(29789 PDS Drop 4)
CRID 7625605

Mailing

Post Office of Mailing	Mailer's Mailing Date	Federal Agency Cost Code	Statement Seq. No.	Permit #	No. and type of Containers
BIRMINGHAM AL 35203	07/20/2017	N/A	1	2160	1 - Pallets 11 - 1'MM Trays 23 - EMM Trays

Type of Postage: [X] Permit Imprint; [ ] Precanceled Stamps; [ ] Metered
Processing Category: [X] Letters; [ ] Flats; [ ] Parcels
For Mail Enclosed within Another Class: [ ] Marketing Mail Bound; [ ] Printed Matter; [ ] Library Mail; [ ] Periodicals; [ ] Media Mail
Combined Mailing: [ ] Single Class
Move Update Method: [ ] Ancillary Service Endorsement; [X] NCOA^Link; [ ] ACS; [ ] Alternative Method; [ ] Multiple; [ ] OneCode ACS; [ ] n/a Alternative Address Format

Weight of a Single Piece: 0.0180 pounds
SSF Transaction ID#:
Parcels Only Hold For Pickup (HFPU) No. of pieces
Total Pieces: 35,025
Total Weight: 630.4500
Customer Generated Electronic Labels: [ ] SigCon
Letter or flat-size mailpieces contain: [ ] Round Trip ONLY: One DVD/CD or other disk.
This is a Political Campaign Mailing: [ ] Yes [X] No
This is Official Election Mail: [ ] Yes [X] No
For Automation Price Pieces, Enter Date of Address Matching and Coding: 07/17/2017

Postage

Parts Completed (Select all that apply): [X] A [X] B [ ] C [ ] D [ ] S [ ] NSA

1	Subtotal Postage (Add parts totals)	$13,092.84
2	Price at Which Postage Affixed (Check one). [ ] Correct [ ] Lowest [ ] Neither. Complete if mailing includes pieces bearing metered/PC Postage or precanceled stamps. pcs. x $ $ = Postage Affixed	
3	Incentive/Discount Flat Dollar Amount -	
4	Fee Flat Dollar Amount +	
5	Permit # _____ Net Postage Due (Line 1 +/- Lines 2, 3, 4)	$13,092.84

USPS Use Only

Additional Postage Payment (State reason)		
For postage af xed, add additional payment to net postage due; for permit imprint, add additional payment to total postage.	Total Adjusted Postage Affixed	
Postmaster: Report Total Postage in AIC 121	Total Adjusted Postage Permit Imprint	

Certification

Incentive/Discount Claimed: _____ Type of Fee: _____

The mailer's signature certifies acceptance of liability for and agreement to pay any revenue deficiencies assessed on this mailing, subject to appeal. If an agent signs this form, the agent certifies that he or she is authorized to sign on behalf of the mailer and that the mailer is bound by the certification and agrees to pay any deficiencies. In addition, agents may be liable for any dfi ciencies resulting from matters within their responsibility, knowledge, or control. The mailer hereby certifies that all information furnished on this form is accurate, truthful, and complete; that the mail and the supporting documentation comply with all postal standards and that the mailing qualifies for the prices and fees claimed; and that the mailing does not contain any matter prohibited by law or postal regulation. I understand that anyone who furnishes false or misleading information on this form or who omits information requested on this form may be subject to criminal and/or civil penalties, including fines and imprisonment.

Privacy Notice: For information regarding our Privacy Policy visit www.usps.com.

Signature of Mailer or Agent	Printed Name of Mailer or Agent Signing Form	Telephone
	Pinnacle Data Systems	205-841-2072

USPS Use Only (To be completed in non-PostalOne! sites)

Weight of a Single Piece __ __.__ __ __ __ pounds
Total Weight
Total Pieces
Total Postage
Presort Verification Performed? (If required) [ ] Yes [ ] No
I CERTIFY that this mailing has been inspected for each item below if required:
(1) eligibility for postage prices claimed;
(2) proper preparation (and presort where required);
(3) proper completion of postage statement;
(4) payment of annual fee; and
(5) suf cient funds on deposit (if required)
USPS Employee's Signature

Are postage figures at left adjusted from mailer's entries? [ ] Yes [ ] No If yes, reason:
Date Mailer Notified
Contact
By (Initials)
Time AM PM
Print USPS Employee's Name

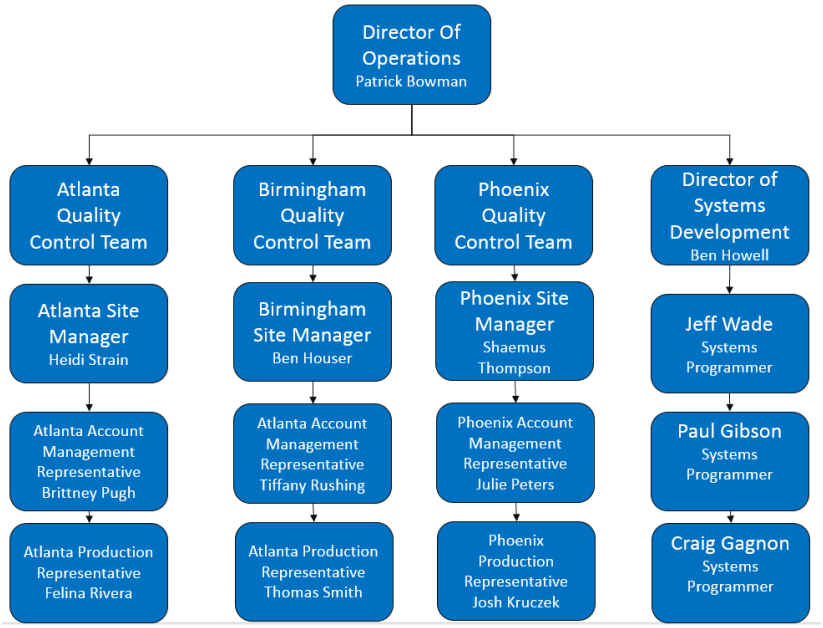
Round Stamp (Required) Payment Date

PS Form 3600-FCM1, January 2017 FACSIMILE BHAM_LIST_FOR_NOTIFICATION-071317-SHEET1$ ACCUZIP6 5.10.00.

Exhibit C Quality Control Procedure

PDS Quality Control Organization Structure

In an effort to maintain consistent standards and policies the team will have representation from all facilities and report to the Director of Operations, Patrick Bowman. Each facility has a QC team led by the Site Manager with representation from the Client Services and Production teams. The creation of all phases of the processes for the files received from clients will be the responsibility of the Director of Systems Development, Ben Howell. Pinnacle Data Systems Quality Control structure is outlined below.



The Quality Control team for each facility is responsible for ensuring that each new employee is trained on the correct Quality Control process for their applicable area (Production Control, Print, Insertion, and mailing) and that quarterly reviews with each employee are conducted and annotated in their applicable record jackets.

PDS Quality Control Standards

All standards and policies must meet PDS Security and Data Handling requirements. All standards and Policies are presented to the PDS Security committee for review and approval.

- All files must be documented and monitored from arrival to PDS and at all phases of processing. The documentation should provide verification of completeness and accuracy. All processing should be validated against customer approved requirements (represented by the ensemble for each application).
- All verification will be documented as an approval signature on every work order.

- Verification and balancing procedures will be reviewed by the operator at every step in the operational process and elevated to the Production Supervisor and Site Manager as necessary.
- All defective, missing or mutilated items must be documented as part of the verification procedures with specific instructions on recreating and reprocessing the items.
- Fixed and/or random sampling will be used across all applications as an additional step in the quality Control process.
- All documentation will be retained by PDS for a minimum period of one calendar year from the date of processing.
- Any changes to the Quality Control procedures must be reviewed and approved by the QC Control Team.
- All recovery processing (reprints, diverts, reprocessing, etc.) must follow the same QC procedures and verification as standard processed jobs.
- Any issues discovered as part of the QC procedures will be immediately documented and communicated to the Site Manager with a copy to the Director of Operations. At the time of discovery, the job is put on hold and must be cleared by either the Site Manager or the Director of Operations for the next step in processing.
- Unless specifically requested by a customer, all mail should contain a set/sequence number for standard balancing procedures.
- All QC activity is subject to SOC II external audit. The audit is conducted by the current contracted SOC II firm.
- All PDS operational associates will receive QC training as part of the base training program.

The Quality Control Team will meet on a quarterly basis. In the case of new or enhanced procedures or equipment related to the QC process, a separate meeting will be held for detailed discussions and training (if needed).

Outline of Quality Control Process

Quality Control Documents - Examples of the following QC documents are included in Appendix A

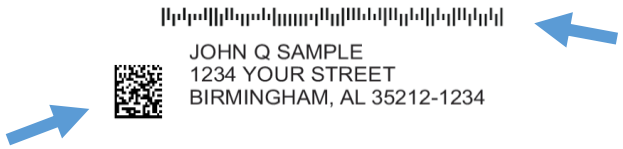
- A-1: OPACS Workorder Sample
- A-2: 'Mass Mailer' Balancing Report
- A-3: Summary Audit Report Sample

Production Control Verification

- Upon receipt of a client submitted file the Production Control team will verify the quantities processed with the client reported totals to ensure accuracy. Any discrepancy discovered will be disclosed to the production supervisor or Site Manager. If resolution is required outside of PDS, the client will be notified to rectify the situation and the work order will not be released until resolved.
- During the processing of each file the following items will be added to each mail piece and sheet:
- PDS will place the 3 of 9 barcode at the top right of a customer's statement:

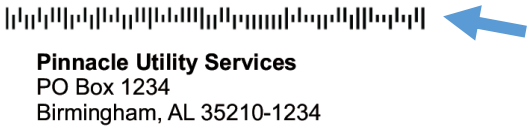
This barcode contains all applicable sheet, sequence, and insert information which will drive the operation of the insertion equipment. It is read during the first steps of the insertion process to ensure that statements are accumulated correctly, are in correct sequence, and receive any applicable inserts.

- PDS will place a 2d barcode at the left of the mailing address and a IMB code at the top of the mail to address:



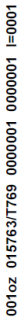
This 2D Barcode serves to ensure 100% accountability of each and every mail piece. This bardcode is scanned post insertion by a high speed camera to

- PDS will place an IMB barcode at the top of the mailer address.



This IMB barcode is required as part of the Full Service Mailing process utilized by Pinnacle to ensure the lowest mailing rates are utilized. The IMB format is dictated by the USPS.

- PDS will place a control line on the left hand page of a statement that is used by PDS staff for processing purposes:



This control line serves to assist in physical verification of page count, sequence number, and insert information if needed during manual quality control checks and validation.

- The Production Control Operator will also print the ‘Mass Mailer’ which will accompany the work order through the production process.

Setup Print QC

- Using the **OPACS Workorder**, Print Operators will fill in name and machine ID on the appropriate lines and review the applicable Quality Control Checklist built into the workorder.

- Operators will follow and validate the six steps listed under the 'Set Up Print QC' section. If a step is not applicable (N/A), skip it and move on to the next step.
- Upon validation of all three steps, operators can move to the next section.

During Print QC

- Using the **OPACS Workorder**, Print Operators follow and validate the 8 steps listed under the 'During Print QC' section.
- Operator or Lead will review printed output using USPS and OCR templates to ensure all quality requirements and USPS regulations are met.
- Operator will continue with job if all steps pass inspection. If not, the operator will correct or escalate the problem.
- Operator will perform quality checks of job throughout run.
- If job is in batches:
  - Each batch will be balanced when complete by comparing image count on 'Mass Mailer' to the quantity printed.
  - Then each batch will be balanced when complete by comparing Unit Count on Banner Page to Sequential Unit Number on the document.
- If job is not in batches, it will be balanced to Image and Unit Counts on the Mass Mailer when complete.
- Random samplings are to be pulled and validated for proper components. This is to be performed by a Supervisor or as assigned.

After Print QC

- Using the **OPACS Workorder**, follow and validate the step listed under 'After Print QC' section.
- Operator will validate the image/page count for the specific file.
- Operator will then sign off on **OPACS Workorder** under the 'Operator QC Signoff', and completing the 'Printer#', 'Date/Time' and 'Images' fields.
- Operator will sign off on **OPACS Workorder** and move job to Inserter Staging Area to continue in the production process. Following completion of the print order the production system will automatically queue the completed order to the inserter stage of the production system.
- Request from a supervisor to perform an additional review, ('QC') of all steps listed above, as required. Upon validation from supervisor, the supervisor will sign and date directly below the Operator QC Signoff on the Print Operator portion of the OPACS Workorder

Setup Insertion QC

- Once a job is physically moved to insertion the Inserter operator will queue the job within the production system to the specific inserter. This inserter will utilize a mail piece verification system which reads a unique 2D barcode on each mail piece, and balances against an Insert Control File to ensure 100% accountability of mail pieces within the order.
- Using the **OPACS Workorder**, Inserter Operators will fill in name and machine ID on the appropriate lines.
- Operators will follow and validate the thirteen steps listed under the 'Set Up Insertion QC' section. If a step is not applicable (N/A), skip it and move on to the next step.

During Insertion QC

- Using the **OPACS Workorder**, follow and validate the four steps listed under the 'During Insertion QC' section.
- Operator or Lead will review inserted output using **USPS template** and 'Tap Test' to ensure all quality requirements and USPS regulations are met.
- Operator will continue with job if all steps pass inspection. If not, the operator will correct or escalate the problem.

- If applicable the return address application will be checked for accuracy during the fanning portion of the run to supplement the image verification system.

Operator will perform quality checks of job throughout run

- If job is in batches, each batch will be balanced when complete by comparing mail piece count to the quantity of mail produced.
- If job is in batches, then each batch will be balanced when complete by comparing
- If job is not in batches, it will be balanced to Unit Counts on the **Standard Report** when complete.

Machine Stop/Divert

- If an issue arises that requires a recovery or divert the operator will utilize the “Touch and Toss” method, with the system automatically selecting that specific mail piece for reprint utilizing the Closed Loop processing system described later in this document.
- The “Touch and Toss” dictates that any unsealed mail piece that is interacted with by human hands must be verified in the system as a reprint and disposed in a secure shred bin, which are located at each of the inserters.
- If more than 3 recoveries occur within a one hour operational period the production supervisor or lead will be notified to observe, and if necessary correct the situation. Once this job is complete the Production Supervisor will be required to review the job, the work order, and balancing to ensure that all re-prints are accounted for. The Production Supervisor will sign in the ‘Supervisor QC’ portion of the **OPACS Workorder** and annotate the number of machine stops.
- Upon completion of the remainder of the job all re-prints will be automatically queued to the designated re-print printer through the Closed Loop Processing system. The inserter operator will physically walk to the print shop and recover these re-prints. The operator will follow the same process to insert and account for these re-prints as with a standard job. This will ensure that all re-prints depart with the order and are placed into the appropriate sequence number.

After Insertion QC

- Using the **OPACS Workorder**, follow and validate the three steps listed under ‘After Insertion QC’ section. Operator will then sign off on checklist.
- Upon validation of all 19 steps, sign the required area on the **OPACS Workorder**, on the ‘Operator QC Signoff’ line.
- Request from a supervisor to perform an additional review, (‘QC’) of all steps listed above, as required. Upon validation from supervisor, the supervisor will sign and date in the required area on the **OPACS Workorder**, on the ‘QC’ line.
- The Production Supervisor also has the responsibility to randomly inspect 10% of all workorders to ensure correct balancing and completion by the print and insertion operators after completion of insertion.
- Following insertion a Summary Audit Report will be generated from with the production system and provided, along with the USPS 3607 form to the client within 24 hours of completion.

Quality Control Sample Plan

Quality Control samples can be produced in line programmatically during the processing of the print jobs. Two identical samples will be created, starting with the pieces 101-102 and then every 4,000 notices for each unique mailing workload received and the Unit Integrity barcode will be configured to cause the sample pieces to be diverted on the inserter. These will also be noted on the Audit log so that the piece count for the job will remain in balance. If directed, one of each set of samples created will be retained for no less than 120 days by PDS and the other will be provided to the client for review. Quality Control Samples will be reviewed by the Production Supervisor of each shift.

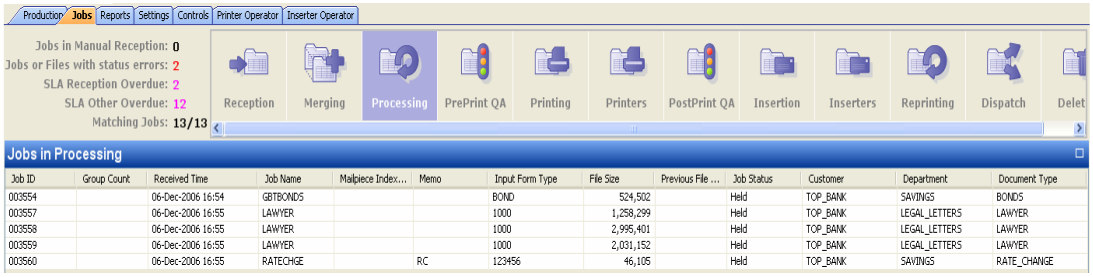
Auditing of Production – Closed Loop Processing

PDS places Unit Integrity barcodes (3 of 9 Barcodes) on each page to control inserter. Instructions encoded in the barcode insure that pages are fed into the inserter in sequence within sets and progress to the next set in sequence. They also dictate which statements receive selective inserts, if applicable.

Each piece of insertion equipment utilizes a camera mounted at the input area of the insertion equipment to read the unique page barcode on each page. Each piece of insertion equipment also utilizes a high speed camera at the output of the machine to read a verify sequence numbers from the 2D barcode to ensure that no mail pieces are double inserted or out of postal sortation sequence. If an out of synch condition is detected at entrance, the inserter will divert the missing mail piece, along with the pieces before and after. Pieces diverted for samples will not cause an out-of-synch alert and will not be reprinted but will be retained for QC samples. Damaged or diverted pieces which require manual intervention will follow the rules of "Touch and Toss". The affected pieces will be recorded as sent for reprinting automatically at the conclusion of the job. The material is removed and placed into a locked bin for shredding which is conducted within the Pinnacle facility and conforms to Government required PII standards of being shredded to less than ¼" x ¼". The collected data is retained by the system to produce a complete report of starting and ending sequence numbers, start and end times, sequence numbers of all "alert status" pieces and their disposition, and total pieces processed (see Appendix A-3 for sample). This system insures that all mailpieces are accounted for, with no missing pieces, that no pages from one unique mailpiece are inserted into another mailpiece, and that all reprinted pieces are reordered into the original mailing.

We will process files submitted into the print stream through our Sefas Producer Product. This gives us job level and document level production tracking. This product will allow us to create a feedback loop (closed loop) that will check that each piece of mail is accounted for through the insertion process. The feedback loop begins with Sefas Producer assigning an incoming job to a Job Profile as part of the "reception" process. Producer will invoke a post composition process that converts the incoming application to virtual page format (VPF), and the VPF becomes the "raw material" for any reprint that is triggered through the inserting integration layer. This Sefas Virtual Page Format (VPF) is the key element in the architecture that allows Pinnacle Data Systems to be able to create a reprint process that is independent of output device, manual intervention and stream format. Once a mail piece has been identified as damaged/missing, either by the device itself, or manually by an operator and flagged for reprint, that document can be flowed back into the same process, or if part of a time sensitive mailing that may be part of a postal batch, redirected to a short run printing device capable of regenerating the mail piece in a parallel process. This is possible because the virtual page format itself is not "rendered". The virtual pages are regenerated, and the sorting utility Sefas Techsort is used to generate the appropriate integrity mark for the new mail piece, and document set. Upon rendering, the new document will be flowed into a new output stream, in the appropriate sequence, with the correct integrity mark (barcode) for the output device, even if that barcode type is different than the one used in the first pass. Another key element of the automated reprint process is the notion of job integrity. Rather than creating a new job for reprinting damaged documents, the original job is left open, and a "sub" job will be spawned to process the reprint. Extending the job until all pieces are confirmed by the camera systems can be provided assurance of complete job integrity as well as closed loop reporting.

In addition, these jobs are centrally tracked within the Sefas Management System outside of the individual printers and inserters. The jobs are updated based on information being reported back from printers, cameras, and inserters.



The following is a description of the various processing stages that would be relevant to the SSA jobs:
Reception: Central collection point for incoming output streams. Jobs are matched to predefined job profiles and the workflow is determined. Service level tracking is initiated.

Processing: This step initiates and tracks the BackOffice post composition enhancement processing. In this step is where we would add the necessary integrity tracking information and start the feedback loop.

Printing: This step displays the queue and status of all jobs that are ready to be processed by your print environment. The job profiles detail which print queue and parameters are required and direct integration with print spooler products such as Océ Prisma, Ricoh (IBM) InfoPrint Manager, and Xerox Freeflow.

Printers: This queue allows operators to control the release of individual jobs to the various print queues connected to *Producer.* Operators can start, stop and modify the queue selection criteria to manage the workflow directed to each printer. Near-real time statistics are reported back on the status of each printer and job progress and final results are recorded in the central database.

Insertion: This step displays the jobs in queue awaiting the insertion process. Like in any other stage, release to the inserter server can be either manual or automatic, as defined in the job profile. Alternate inserter groups can be defined to enable load-balancing and/or disaster recovery strategies.

Inserters: This step displays the status of each inserting device in near-real time. Information on the current job processing and percent complete are available up to the minute. Job transitions are recorded in the central database.

Reprinting: This step triggers and tracks the automated reprint process. Producer receives updated intelligent inserting files after the completion of the inserting process. These files will indicate which documents did not complete the inserting process. A task will be invoked to retrieve the necessary print images from a short term archive and a reprint job will be submitted and linked to the original job for tracking purposes. The job is tracked against the original SLA and processed through the predefined workflow detailed by the job profile.

Deletion: This step is used to delete all files that relate to a particular job. Retention periods are defined by the user and recorded on the job profile and can vary from job to job.
Producer will record all available production information as a jobs passes through each distribution phase. Date, time and volume information is then available for near real time reporting. Service level, operational and shift turn over reports can be generated at any time. Producer has an open data architecture that allows users to access any data element within the repository and provides the ability to extract data to be imported into any external reporting tool, business application or data archive infrastructure. We have provided a report with the fields identified in the report, but Sefas Producer does give us more flexibility. (Sample Audit Report is available in A-3.)

Robust security is provided and controlled through the central database architecture. Permissions may be granted or denied based on a user, group and or role. Producer has an LDAP integration capability to allow

integration with any LDAP-compliant authentication environment and the ability to leverage company-wide security policies.

Appendix A-1.1 OPACS Workorder page 1

12/03/12 13:49:29
dw_rep_pm_order

Page 1 of 3

PINNACLE DATA SYSTEMS **Work Order**

Work Order	2653254	Application Code	AAC0647
Client Code	AAC	Application	Daily Notices
Name	[redacted]		
CSR	[redacted]	Reference	

DATE IN: 12/03/12 11:26 SLA: 12 Hours DUE DATE: 12/03/12

Special Instructions/Notes

Printing

Job Instructions

Product Code	Product Description	Quantity
3: PIN0001P	24# Plain White 982401	

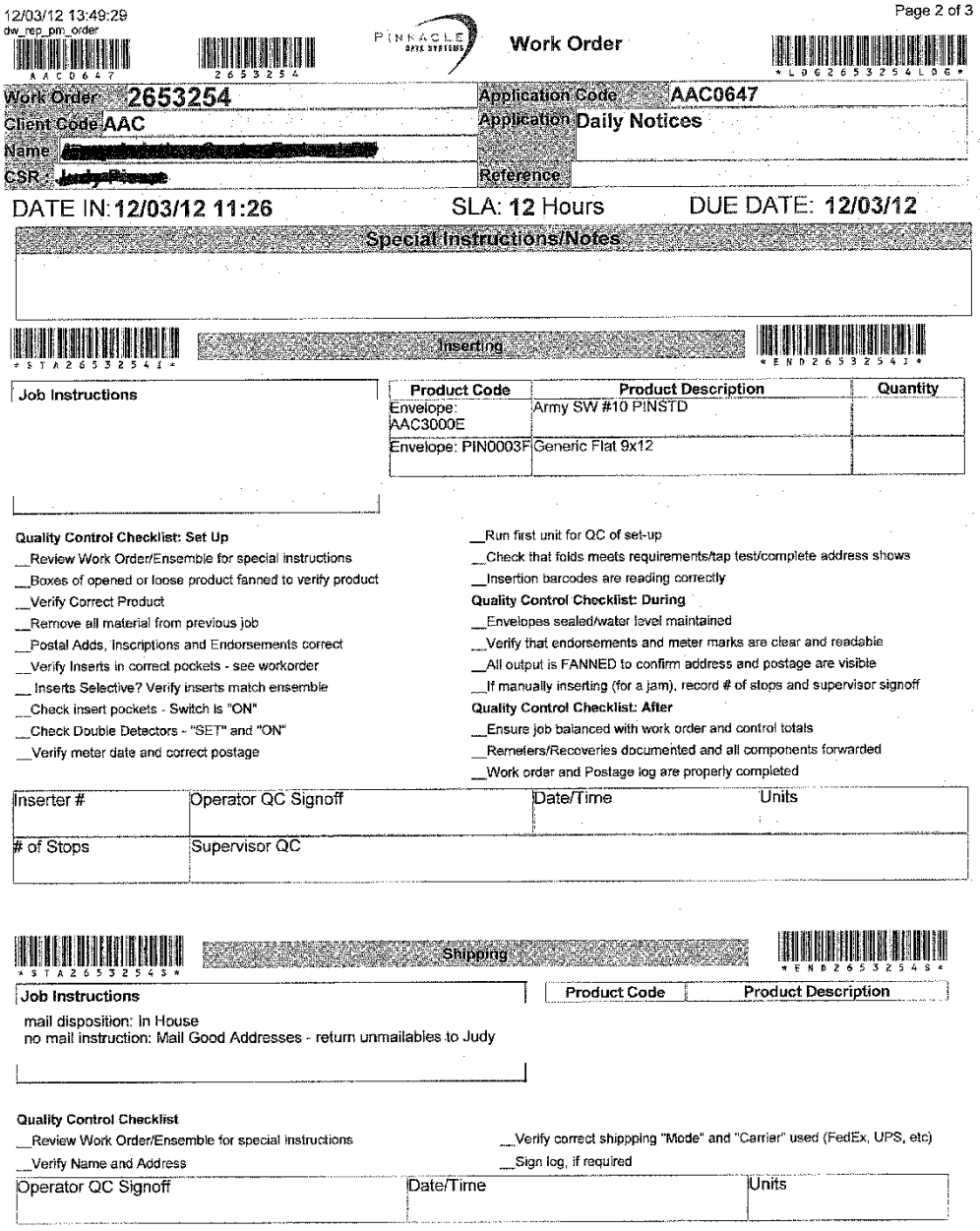
Quality Control Checklist: Set Up
- __**Must have Work Order to print job**
- __Review Work Order/Ensemble for special instructions
- __Verify correct Product
- __Remove all material from previous job
- __Place correct stock in paper trays
- __If applicable, set trays up in DocuSP
- __Ensure DocuSP settings are correct

Quality Control Checklist: During
- __Run first 10 pages for QC check, distribute samples where required
- __Confirm print alignment and OCR placement (use template if req'd)
- __Confirm insertion barcodes (OMR/3-of-9) printing w/o deletions
- __Insertion barcode alignment from page to page
- __Postal Net Barcode and Tap Test
- __Verify Date on Output
- __QC sample in first 100 images then every 3500 images throughout
- __Check all samples for quality assurance

Quality Control Checklist: After
- __Ensure job balanced, complete work order entry and log out job

Printer #	Operator QC Signoff	Date/Time	Images

Appendix A-1.2 OPACS Workorder page 2



12/03/12 13:49:29
dw_rep_pm_order

Page 2 of 3

PINNACLE DATA SYSTEMS **Work Order**

Work Order	2653254	Application Code	AAC0647
Client Code	AAC	Application	Daily Notices
Name	[redacted]		
CSR	[redacted]	Reference	

DATE IN: **12/03/12 11:26** SLA: **12** Hours DUE DATE: **12/03/12**

Special Instructions/Notes

Inserting

Job Instructions

Product Code	Product Description	Quantity
Envelope: AAC3000E	Army SW #10 PINSTD	
Envelope: PIN0003F	Generic Flat 9x12	

Quality Control Checklist: Set Up
__Review Work Order/Ensemble for special instructions
__Boxes of opened or loose product fanned to verify product
__Verify Correct Product
__Remove all material from previous job
__Postal Adds, Inscriptions and Endorsements correct
__Verify Inserts in correct pockets - see workorder
__ Inserts Selective? Verify inserts match ensemble
__Check insert pockets - Switch is "ON"
__Check Double Detectors - "SET" and "ON"
__Verify meter date and correct postage
__Run first unit for QC of set-up
__Check that folds meets requirements/tap test/complete address shows
__Insertion barcodes are reading correctly

Quality Control Checklist: During
__Envelopes sealed/water level maintained
__Verify that endorsements and meter marks are clear and readable
__All output is FANNED to confirm address and postage are visible
__If manually inserting (for a jam), record # of stops and supervisor signoff

Quality Control Checklist: After
__Ensure job balanced with work order and control totals
__Remeters/Recoveries documented and all components forwarded
__Work order and Postage log are properly completed

Inserter #	Operator QC Signoff	Date/Time	Units
# of Stops	Supervisor QC		

Shipping

Job Instructions

mail disposition: In House
no mail instruction: Mail Good Addresses - return unmailables to Judy

Product Code	Product Description

Quality Control Checklist
__Review Work Order/Ensemble for special instructions
__Verify Name and Address
__Verify correct shippping "Mode" and "Carrier" used (FedEx, UPS, etc)
__Sign log, if required

Operator QC Signoff	Date/Time	Units

Appendix A-1.3 OPACS Workorder page 3

12/03/12 13:49:29
dw_rep_pm_order

Page 3 of 3

PINNACLE DATA SYSTEMS **Work Order**

Work Order	2653254	Application Code	AAC0647
Client Code	AAC	Application	Daily Notices
Name	[redacted]		
CSR :	[redacted]	Reference	

DATE IN: 12/03/12 11:26 SLA: 12 Hours DUE DATE: 12/03/12

Special Instructions/Notes

Billing

Component	Description	Quantity
PREPROCESS	Pre-Processing	
PRINT/MAIL	Print/Mail Services	

Appendix A-2

DATE: 11/30/2012
TIME: 09:46:11 PM

OPACS Work Order Number - 2652680
SePas Job Number/Application - 010489/HSVUT
Input File - PRODUCTION_Non-Diverted_20121201_031415.afp
Stuff Group - 0

Analysis of Group Totals

MAILING COMBINATIONS	IMAGES	PAGES	ACCOUNTS	ENVELIM	MAILPIECES
1 oz Packages	18564	9282	9282		9282
2 oz Packages					
3 to 9 oz Packages					
Over 9 oz Packages					
PACKAGES MAILED	18564	9282	9282		9282
NO MAIL PKGS PRINTED	28	14	14		14
NO MAIL PKGS SUPPRESSED					
TOTAL PACKAGES	18592	9296	9296		9296

****

Analysis of NoMail Totals

ALL NOMAIL CODES	IMAGES	PAGES	ACCOUNTS
MAIL CODE U	28	14	14
TOTAL NO MAIL ACCOUNTS	28	14	14

****

Analysis of Selective Insert Totals

Selective Insert 1	9296
Selective Insert 4	173

****

Analysis of NCOA Totals

NUMBER OF NCOA MATCHES -

Appendix B-1 "Mass Mailer" Sefas Balancing Report

Insertion Audit Report 000957.O01

Reference ID: 000957.O01.0
Job Name: VAG001
File Name: 3437012.CCP1.BARCDE1.20121211
Received Date: 04-Dec-2012 15:23
Machine ID: ATL005
Mail Date: 06-Dec-2012

Production Start	Production End	Start-End Seq#	Status	Documents
04-Dec-2012 09:32:58	04-Dec-2012 10:01:13	1-1612	Inserted	1,612
04-Dec-2012 10:02:10	04-Dec-2012 10:02:25	1613-1615	Diverted	3
04-Dec-2012 10:03:35	04-Dec-2012 10:27:13	1616-3901	Inserted	2,286
04-Dec-2012 10:27:58	04-Dec-2012 10:28:15	3902-3904	Diverted	3
04-Dec-2012 10:29:00	04-Dec-2012 11:00:03	3905-4807	Inserted	903
		Totals:	Inserted:	4,801
			Diverted	6

Reference ID: 000957.O01.1
Job Name: VAG001
File Name: 3437012.CCP1.BARCDE1.20121211
Received Date: 04-Dec-2012 15:23
Machine ID: ATL005
Mail Date: 06-Dec-2012

Production Start	Production End	Start-End Seq#	Status	Documents
04-Dec-2012 12:03:10	04-Dec-2012 12:05:11	1613-1615	Inserted	3
04-Dec-2012 12:05:45	04-Dec-2012 12:05:55	3902-3904	Inserted	3
		Totals:	Inserted:	6
			Diverted	0
		Mailing:		4,807

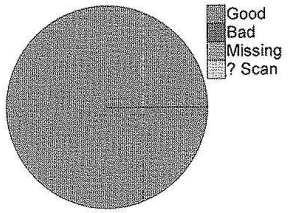
Appendix B-2 Sample of Lake Imaging System Report

Discovery Reports

Summary Report

Job:	COOKEVILLE:32647
Mode:	OD Mainframe
Operator:	Tracy
Machine:	
Start Time:	11/20/2012 10:38:24
End Time:	11/20/2012 10:52:14

Total Pieces:	580	
Pieces Processed	580	100.0%
Good/Found Pieces	580	100.0%
? Scans	0	0.0%
Missing Pieces	0	0.0%
Bad Pieces	0	0.0%
Throughput	2833	Pieces/Hour
Setup Time	1.1	Minutes
Cleanup Time	4.5	Minutes
Start Time	11/21/2012 13:36:12	
End Time	11/21/2012 13:55:25	



Discovery Reports

Detailed Group Report

Job:	COOKEVILLE:32647
Mode:	OD Mainframe
Operator:	Tracy
Machine:	
Start Time:	11/21/2012 13:38:38
End Time:	11/21/2012 13:50:55

Qty	Range	Job	Status	Action
1	00000001	COOKEVILLE:32647	Missing	Alert
579	00000002 - 00000580	COOKEVILLE:32647	Good Piece	

--- END OF REPORT ---

Attachments

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Pinnacle Data Systems LLC

PROPOSER'S MAILING ADDRESS: 350 Automation Way

CITY-STATE-ZIP: Birmingham AL 35210

F.E.I.N. or S.S. NUMBER: 63-1216795

PHONE NUMBER: 205.307.6853 EMAIL: bonnie.curry@pinnacledatasystems.co

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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)

Mitch Anderson
NAME (TYPED)

Chief Revenue Officer
TITLE

6/21/19
DATED

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6-6-19	1

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: Pinnacle Data Systems LLC

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: 350 Automation Way, Birmingham AL 35210

PHONE NO.: 205.307.6853 FAX NO.: 205.307.6834

SUBMITTER'S NAME: Mitch Anderson
(Typed or Printed in Ink)

TITLE: Chief Revenue Officer

AUTHORIZED SIGNATURE: I, Mitch Anderson hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Pinnacle Data Systems LLC
COMPANY NAME

AUTHORIZED SIGNATURE

Mitch Anderson
NAME (PRINT OR TYPE)

Chief Revenue Officer
TITLE

6/21/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Pinnacle Data Systems LLC
Company Name

Authorized Signature

Mitch Anderson
Print Name

Chief Revenue Officer
Title

Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Pinnacle Data Systems

SIGNATURE: _____ **DATE:** 6/19/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
PINNACLE DATA SYSTEMS, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☑ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ P

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from FATCA reporting code (if any)
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.
PO BOX 102017

Requester's name and address (optional)

6 City, state, and ZIP code
BIRMINGHAM, AL 35210

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
			–			–				

or

Employer identification number
6	3	–	1	2	1	6	7	9	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Lisa L Layton Date ▶ 1/2/2019

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, *later.*

State of Florida
Department of State

I certify from the records of this office that PINNACLE DATA SYSTEMS L.L.C. is an Alabama limited liability company authorized to transact business in the State of Florida, qualified on September 2, 2011.

The document number of this limited liability company is M11000004446.

I further certify that said limited liability company has paid all fees due this office through December 31, 2019, that its most recent annual report was filed on February 25, 2019, and that its status is active.

I further certify that said limited liability company has not filed a Certificate of Withdrawal.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Tenth day of January, 2017

Ken Detzner

Secretary of State

Tracking Number: CC2355944412

To authenticate this certificate,visit the following site,enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication

RESOLUTION NO. 2019-141

A RESOLUTION ACCEPTING A PROPOSAL FROM CATHEDRAL CORPORATION TO PROVIDE UTILITY BILLING SERVICES; REJECTING ALL OTHER PROPOSALS; AUTHORIZING THE EXECUTION OF AN AGREEMENT THEREFORE; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City heretofore solicited proposals to provide utility billing services (RFP 2019-32) in accordance with the provisions of Section 2-300(c) of the *Code of Ordinances*, and

WHEREAS, the City's evaluation committee has evaluated the six (6) proposals received and determined the most advantageous proposal for the City to be the proposal submitted by Cathedral Corporation, a New York corporation, authorized to do business in the State of Florida, to provide utility billing services at the rates provided in its proposal, with an estimated yearly cost of $161,500.00 a copy of said proposal being incorporated in the agreement which is attached hereto as Exhibit "A" 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 Cathedral Corporation and execute an agreement for the services, and

WHEREAS, the City Manager has certified that funds have been appropriated to the credit of the Utility Bill Printing/Processing and Utility Bill Postage Fund (401) for the services and have 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 Cathedral Corporation, a New York corporation, authorized to do business in the State of Florida, to provide the utility billing services for the City is hereby accepted.

SECTION TWO. All other proposals submitted for the provision of the said services shall be deemed rejected upon the execution of an agreement with Cathedral Corporation.

SECTION THREE. The Mayor and the City Manager are hereby authorized and directed to execute an Agreement between the City of Ormond Beach and Cathedral Corporation for the provision of utility billing services at the rates provided in its proposal, with an estimated yearly cost of $161,500.00, and to pay the cost thereof from the Utility Bill Printing/Processing and Utility Bill Postage Fund (401).

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

APPROVED AND AUTHENTICATED this 7th day of August, 2019.

BILL PARTINGTON
Mayor

ATTEST:

COLBY CILENTO
City Clerk

\\ORMONDBEACH\DFS\DEPT\LEGAL\CITY COMMISSION ITEMS\RESOLUTION\2019\08-07-19\19-141AR - UTILITY BILLILNG - CATHEDRAL CORP 4037 P19-0130G.DOCX/7/31/2019 3:52 PM

EXHIBIT "A"
TO RESOLUTION
CONTAINING 80 PAGES

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 **CATHEDRAL CORPORATION**, a New York corporation, authorized to do business in the State of Florida (the "Contractor"), 632 Ellsworth Road, Rome, Oneida County, New York 13440, 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 ("City of Ormond Beach Utility Billing Services", RFP 2019-32) dated June 10, 2019 attached hereto as Exhibit "A" and the Proposal dated June 26, 2019 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. This Agreement is for a five (5) year term that shall be effective on the date it is fully executed by the parties.

3. **Consideration.** Contractor shall perform the services at the prices set forth in the attached exhibits. Contractor shall prepare and submit invoices to the City at the following address: Post Office Box 277, Ormond Beach, FL 32175-0277. All such invoices shall be paid by the City pursuant to the Florida Prompt Payment Act, Chapter 218 (Part VII), Section 218.70-218.80, *Florida Statues*, as the same presently exists or may hereafter be amended.

4. **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.

5. **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.

6. **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.

7. **Amendment to Agreement**. Any amendment, change, or modification of this Agreement must be in writing and fully executed by both parties.

8. **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	**Cathedral Corporation**
Joyce Shanahan, City Manager	Florida Division
(copy to City Attorney)	Marianne W. Gaige, Chairman & CEO
22 South Beach Street	6851 TPC Drive
Ormond Beach, FL 32174	Orlando, FL 32822

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **Types of Insurance and Limits of Liability.** The insurance required herein shall be written for not less than the limits of liability specified herein or as required by law, whichever is greater, and shall include 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 coverages.)

(b) **Commercial General Liability Insurance** shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88, or its successor form, including but not limited to the following coverages (any deviation shall be noted on the Certificates of Insurance), and the CITY OF ORMOND BEACH shall be named as an additional insured:

1. Premises and Operations
2. Owners' & Contractors' Protective
3. Products & Completed Operations
4. Explosion, Collapse & Underground Conditions
5. Blanket Contractual Liability
6. Personal Injury Liability
7. Broad Form Property Damage Endorsement, including Completed Operations
8. Independent Contractors
9. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
10. Pollution Liability (if applicable)
11. Asbestos Abatement (if applicable)
12. Fire Damage Liability

Certain coverages outlined above may not be required if they do not relate to the Agreement, 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 than the following for all tiers of Contractors and Subcontractors:

Contract Value	**Limits (not less than)**
0 - 25,000	$300,000 Each Occurrence $300,000 General Aggregate* $300,000 Aggregate Products & Completed Operations $ 25,000 Fire Damage (any one fire)
$25,001 - $250,000	$500,000 Each Occurrence $1 Million General Aggregate* $1 Million Aggregate Products & Completed Operations $ 50,000 Fire Damage (any one fire)
$250,001 - $3,000,000	$1 Million Each Occurrence $1 Million General Aggregate* $1 Million Aggregate Products & Completed Operations $ 50,000 Fire Damage (any one fire)
$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence/$2 Million General Aggregate]

* 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** for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos). The coverage limits shall be no less than the following for all tiers of Contractors and Subcontractors:

Contract Value	Limits (not less than)
0 - 25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) Excess Liability

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) 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 provide a retroactive date no later than the inception date of claims made coverage.

18. **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.

19. **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.

20. **Compliance With Laws.** Contractor shall comply with all applicable federal, state and local laws and regulations.

21. **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:

COLBY J. CILENTO, CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32175. (386)676-3297
COLBY.CILENTO@ORMONDBEACH.ORG

Ref: Fla. Stat. §119.0701(2016)

22. **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 7 day of AUGUST, 2019.

Witnesses:

CITY OF ORMOND BEACH, a municipal corporation

Cassidi Ritz
Print Name: Cassidi Ritz

By: Bill Partington
BILL PARTINGTON
Mayor

Print Name: COLBY CILENTO

Attest: Joyce Shanahan
JOYCE SHANAHAN
City Manager

DATED this 13th day of September, 2019.

Witnesses:

CATHEDRAL CORPORATION, a New York corporation, authorized to do business in Florida

Kimberly Stevener
Print Name: Kimberly Stevener

By: Marianne W Gaige
Print Name: Marianne W Gaige
Title: Chairman & CEO

Laurel W. Mielcarski
Print Name: Laurel W. Mielcarski

Attest: Leslie Lloyd
Print Name: Leslie Lloyd
Title: Ex. Assistant

\\ORMONDBEACH\DFS\DEPT\LEGAL\CITY COMMISSION ITEMS\RESOLUTION\2019\08-07-19\19-XXXA AGMNT - UTILITY BILLILNG - CATHEDRAL CORP 4037 P19-0130G.DOCX/7/29/2019 11:12 AM

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Cathedral Corporation

PROPOSER'S MAILING ADDRESS: Corporate Headquarters:
632 Ellsworth Road

CITY-STATE-ZIP: Rome, NY 13441

F.E.I.N. or S.S. NUMBER: 14-0576820

PHONE NUMBER: 315-338-0021 EMAIL: dosterrieder@cathedralcorporation.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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 Marianne W Gaige
AUTHORIZED SIGNATURE (MANUAL)

Marianne W. Gaige
NAME (TYPED)

Chairman + CEO
TITLE

6/10/19
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 Onvia 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 Onvia 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:

Colby Cilento, CITY CLERK
22 SOUTH BEACH STREET
ORMOND BEACH, FLORIDA 32175. (386)676-3297
Colby.Cilento@ORMONDBEACH.ORG

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

A. 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.

B. 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.

C. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.

D. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.

E. The City reserves the right to terminate the contract at any time due to the vendor's default under terms of the agreement.

F. 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.

G. Submittals should include a copy of firm's insurance certificate, Conflict, Non-Conflict of Interest Statement/Litigation Statement, and Drug Free Workplace Certificate.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

I. INTRODUCTION

The City of Ormond Beach, Florida is requesting proposals from qualified firms to enter into a contractual agreement to provide printing, processing and mailing of the City's utility bills and other necessary literature. A five-year contract is anticipated. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

Deadline for Submission: To be considered, proposals must be received no later than 2:30 p.m., June 26, 2019.

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. **Deadline for question is June 18 at 5 P.M**. Inquiries received after that time will not be responded to. Answers to inquiries will that warrant attention of all the potential proposers will be distributed in the form of an addendum. Proposers, their agents and associates shall not contact or solicit any City of Ormond Beach employee or official regarding this RFP. Failure to comply with this provision may result in disqualification of the proposer, at the option of the City of Ormond Beach. Only that individual listed as the contact person in the specifications shall be contacted. Please direct written inquiries to:

Robert Schattie
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174
Telephone: (386) 676-3223
Fax: (386) 676-3374
Email: Robert.Schattie@ormondbeach.org

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 must receive one (1) original and one (1) electronic pdf format copy no later than the date and time specified above. Submit proposals to: Robert Schattie, Purchasing Coordinator, City of Ormond Beach, 22 South Beach

Street, Ormond Beach, Florida, 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, a supplement 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.

II. NATURE OF SERVICES REQUIRED

A. General

It is the intent of the City of Ormond Beach, Florida to award a contract to the successful bidder of this request for proposals to provide printing, processing and mailing of the City's utility bills and other necessary literature. The awarded firm shall furnish all labor, materials (including all paper and envelopes), equipment, facilities and services in accordance with, but not limited to, the guidelines in the Scope of Work.

B. Background

The City of Ormond Beach is a Florida Municipal Corporation, which operates under a Commission-City Manager form of government. The City Commission is comprised of a mayor and four Commission members. The City Commission is governed by the City Charter and by state and local laws and regulations. The City Commission is responsible for the establishment and adoption of policy. The execution of such policy is the responsibility of the Commission appointed City Manager. The City provides a comprehensive array of services including police, fire, leisure services, public works, planning and economic development. The City operates a water and sewer system, a stormwater utility, a solid waste utility and a municipal airport.

The City of Ormond Beach is located in Volusia County, along the Atlantic coast of Florida. The City has an estimated population of 43,000 living within an area of approximately 42 square miles.

The City's utility billing and customer information system is currently **Naviline**, however, we are implementing a proprietary software application developed by **Tyler Technologies Munis,** and corporate headquarters is located in Plano, Texas. The **Tyler Technologies Munis** product will go live **October 1, 2019.**

- Currently, billing data is processed daily through batch update process. The production of bill files and reports follows the update process. After the process is completed, the billing data files are sent the following morning via FTP to the vendor for processing. Once the print file is created, the bills and notices are laser printed. Utility bills are currently laser printed on double-sided 8 ½ x 11 inch stock (blue and white in color) with a perforation for the tear-off payment stub at the bottom of each page. This payment stub includes an OCR scan line. Each form, for utility billing and notices, is printed in black ink with exception of overdue or delinquent notices which are printed in blue or red ink for identification with each specific message. A sample is provided in Appendix A of the Request for Proposal (RFP). After printing has been completed, bills and notices are folded and inserted with utility-related bill inserts and a return payment envelope into mailing envelopes. Bills and notices are subsequently weighed and processed through a postage meter for mailing through the U.S. Postal Service. In some cases, customer bills may result in multiple pages and must be grouped accordingly for mailing in a single envelope. Must have capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

    - Bill charge amounts in excess of $49,999.99, either credit or debit balance, are validated with City Staff, prior to printing and mailing. Once reviewed and approved for mailing, those identified bills are to be released for production and mailing.

    - Inserts are identified to be included in bill statements based upon predetermined criteria, such as, customer class, area of the City and meter reading cycle.

    - **The process to be designed and conducted in the Tyler Technologies Munis platform will be for weekly billing, however we reserve the right to bill daily if needed.**

- Currently, several times each year, the city prepares a file for business tax renewals. These files are prepared separately and follow the print file format currently in use by the utility billing process. This process will not change, but will continue using an electronic file transfer format with generic statement forms with the renewal statement form printed during processing. The volume for each mailing is approximately 500 – 4,000. These mailings include an insert and return envelope. The renewal statements include a remittance stub similar to the utility bill format. The City anticipates implementing Tyler Technologies Energov in 2020. Moving to the Energov platform will change the process stated above.

C. Scope of Work to be Performed

The City of Ormond Beach is soliciting proposals from vendors interested in providing the services necessary to print and mail the City's utility bills daily. The utility bills are designed within the Tyler Technologies platform so bill design is not needed by the awarded vendor of this proposal.

It is expected that the vendor(s) will satisfy the following requirements:

1. Daily bill and notice printing (bill processing) must be available during weekends and holidays. Turn around time is to be the same day as receipt of billing data files. The City's bill volume is approximately 23,000 utility bills per month. The City anticipates weekly billing cycles will take place when we implement the Tyler Technologies Munis platform on October 1, 2019.

2. Bar coding for postal mailings and payment stub processing to optimize efficiency and postal cost reductions.

3. Same day insertion and envelope preparation.

4. Same day postage metering.

5. Mailing of utility bills and notices that will insure a next day delivery to City customers with Ormond Beach delivery addresses.

6. Provide generic blank statement paper forms and envelopes until needed or used. To permit flexibility there are no preprinted forms/envelopes involved in the processing.

7. Ability to insert different documents in each envelope based upon predetermined criteria, such as, class of customer, reading cycle and service type.

8. Provide automatic confirmation to the City upon delivery of bills to the U.S. Postal Service. Vendor must maintain CASS certification and address correction/forwarding on behalf of the City.

9. All work shall be done at a location that provides security and supervision from start to finish, including a well-defined quality control assurance program.

10. Provide programming and bill design services, if required. They will be designed within the Tyler Technologies platform, however, an occasion may require it.

11. Provide immediate live telephone support to the City of Ormond Beach for problem resolution.

III. PROPOSAL REQUIREMENTS

A. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake the utility billing services of the City of Ormond Beach in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. Although additional data may be included, the following items must be presented as they represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. The firm should provide an affirmative statement that, in the performance of this contract, no subcontractor or person having such an interest shall be employed. Contractor should certify to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the City of Ormond Beach, Florida. It is expressly agreed by the firm that in the performance of the services required under this contract, the firm, and any of its subcontractors or employees, shall at all times be considered independent contractors and not agents of the City of Ormond Beach, Florida.

2. Conflict of Interest

The firm shall list, and describe any relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, may have with the City of Ormond Beach, its elected or appointed officials, its employees or agents or any of its agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services sought in this RFP. Failure to disclose any such contractual or personal relationships will be cause for disqualification of the proposal.

Additionally, the firm shall give the City written notice of any other relationships – professional, financial or otherwise – that the firm, any of its principals or employees, or any affiliate or subcontractor, enters into with the City, its elected or appointed officials, it employees or agents or any of its agencies or component units during the period of the agreement.

3. Qualifications, Capabilities and Experience

a. Qualifications and Experience of the Firm

i. Describe your firm's history and the organizational structure of the department or division that will provide the proposed services.

ii. Describe your firm's experience with document designing, printing and mailing services that are provided to utility companies or other high volume clients.

iii. Provide the total number of statements mailed monthly by your firm.

iv. Provide the volume of your three top customers.

v. Describe your firm's experience with remittance processing services that are provided to utility companies or other high volume clients.

vi. Comment on other areas which make your firm different from your competitors.

vii. Describe your firm's experience with clients that use **Tyler Technologies Munis** software.

b. Qualifications and Experience of Team and Relationship Services

i. Describe your firm's philosophy regarding account or relationship management.

ii. Identify and provide the resume of the person (account executive) who will be assigned as the service coordinator to the City.

iii. Identify the members of the proposed team including their tenure with your firm, background, education, location of their office, and the role they will play in managing the City's account.

iv. If you plan to use subcontractors for the services included in this proposal, describe your relationship with the subcontractor, the subcontractor's history and experience in providing similar services and the experience of the subcontractor's employees that will provide services to the City.

v. Identify and flow chart processing from receipt of file through to delivery process from the processor to the U.S. Postal Service.

c. Document Printing

i. Describe your capability to perform bill processing within the City's required time table, i.e., turn around time is to be same day.

ii. Describe your printing capability including printing multiple colors.

iii. Describe your printing quality control and how you assure that the billing data will fall correctly into appropriately locations consistently.

iv. Utility Bills must be printed in the color designed within the Tyler Technologies Munis software system. Sample attached.

v. Describe your capability of printing bar coding for postal mailing and payment processing.

vi. Describe your capability of printing single account statement and multiple accounts consolidated statements.

vii. Describe the type and size of paper and envelope that you can handle.

viii. Describe your capability to provide notification to the City of all bills printed and delivered to the U.S. Postal Service. The notification must be provided to the City immediately following completion of the mailing.

d. Mailing Services

i. Describe your capability of formatting address data in order to obtain the best postal presort discount rates.

ii. Describe your capability to handle billing and mailing on the same day that you received the billing file from the City.

iii. Describe your ability to stay up to date of United States Postal Services equipment and processing requirements.

iv. Describe your process in handling international addresses.

v. Describe your capability to validate bill charge amounts in excess of $49,999.99 either credit or debit balance with City Staff prior to processing statement.

vi. Provide the location of the facility where bills will be printed and mailed.

vii. Describe your mailing capability to accommodate one page statement and multiple page statement simultaneously.

viii. Describe your coordination procedures and capability for inserts.

ix. Describe your capability for certain inserts to be included with selected bills based on criteria, either inside/outside, cycle/route, rate class or combination thereof.

x. Describe your capability of not including return envelopes in the Automatic Payment Service (APS) customer's bills.

xi. Describe how you account for the postage used for the City's mailing to be included on the monthly statement detailed by each weekly billing.

xii. Describe or provide a sample of the monthly report that is provided regarding postage information.

e. System and Software

i. List the operating system and platforms you will be using to provide proposed services.

ii. Describe technical capabilities for receiving and verifying accurate receipt of files.

iii. Describe security procedures for data transfer (e.g. FTP).

iv. Describe routine back-up procedures for your system.

v. Describe your contingency plan for equipment failure or unexpected equipment outages. Please provide detail of the plan. Please also detail emergency plan in the event a natural disaster occurs (hurricane, fire, flood).

vi. List and describe all software products that will be used to provide proposed services including bill design software, mailing discount software, document print software, and address validation software.

vii. List all products, hardware and software, that will be remarketed, and service that will be subcontracted as part of the proposed solution.

viii. Describe any software upgrade methods, policies, and procedures that can potentially affect the City.

ix. The City anticipates providing the data each week in PDF format with a modifiable address box to achieve reductions in postal rates (COA and barcoding).

f. Quality Assurance and Customer Support

i. Describe your quality assurance program including designing, printing, and mailing processing.

ii. Explain what happens when a quality issue is recognized and follow-up actions are required.

iii. Describe the hours and days available for product and technical support.

iv. Define support escalation process.

g. Payment

i. Describe the normal payment arrangement between your firm and its customers.

ii. Provide a sample of the monthly bill statement for the detailed weekly charges.

h. Confidentiality of Data

i. Describe the security measures and business practices your firm uses to protect the confidentiality and security of the City's customer data.

ii. No names and addresses of the City's customers may be provided to a third party or used by the vendor for any purposes including marketing. The vendor will sign a confidentiality provision stating that any information contained in the City's billing information cannot be used or shared in any way by the vendor.

4. Fees

a. Provide your fees for the proposed services. Fee quotes should list printing for front and backer sheet, return envelope with or without if bank draft customer, and mailing processing separately. The fee listed should also separate flat fee, per transaction fee, one-time set up fee and on-going maintenance fee.

b. Describe cost of hourly programming services. Provide examples of standard programming hourly charges, rush change charges and normal times, for changes to mailing addresses, telephone numbers, informational statements–backer sheet, and ink print colors.

c. Provide your fees for the business tax renewals that are billed several times each year.

d. Include cost savings on not including envelopes on bank draft customers.

5. Other Services and Fees Available

Describe other printing and mailing services available from your firm to the City and related fees/set-up costs.

6. References

Please list the name, address and telephone number of references from five (5) utility agency clients indicating the services provided, with emphasis on recent similar projects. If applicable, provide references from clients

who are SunGard HTE and Tyler Technologies Munis customers where the installation has been live and active for a minimum of six months.

VII. PROPOSAL EVALUATION

The evaluation and selection of the proposers will be performed by no less than three (3) City staff members. The following represent the principal selection criteria which will be considered during the evaluation process:

A. Project Approach (10 points)

B. Qualifications and Experience (15 points)

C. Processing Capabilities (15 points)

D. Quality Assurance/Security (15 points)

E. Cost Proposal (30 points)

F. References (15 points)

The maximum points a firm can obtain is 100.

During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make an oral presentation and/or be available for an interview. Such presentation will provide firms with an opportunity to answer any questions the selection committee may have on a firm's proposal. Not all firms may be asked to make such oral presentations. All expenses, including travel expenses for interviews shall be borne by the proposer.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

Risk Management and Insurance Requirements

A. 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 the following, or substantially similar, provisions:

1. Hold Harmless

(a) General

The City, its agents, employees, and officials, both elected and appointed, shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom, arising out of the agreement, contract or lease unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

(b) Professional Services Contracts

The City, its agents, employees, and officials, both elected and appointed shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

The City, its agents, employees, and officials, both elected and appointed shall also be held harmless from and against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors and omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

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.

B. 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 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

(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 coverages.)

(b) **Commercial General Liability Insurance** shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88, or its successor form, including but not limited to the following coverages (any deviation shall be noted on the Certificates of Insurance):

a. Premises and 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 coverages 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 than the following amounts for all tiers of Contractors and Subcontractors:

Contract Value	**Limits (not less than)**	
$0 - $25,000	$300,000	Each Occurrence
	$300,000	General Aggregate*
	$300,000	Aggregate Products & Completed Operations
	$ 25,000	Fire Damage (any one fire)
$25,001 - $250,000	$500,000	Each Occurrence
	$1 Million	General Aggregate*
	$1 Million	Aggregate Products & Completed Operations
	$ 50,000	Fire Damage (any one fire)
$250,001 & over	$1 Million	Each Occurrence
	$1 Million	General Aggregate*

	$1 Million	Aggregate Products & Completed Operations
	$ 50,000	Fire Damage (any one fire)
$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence / $2 Million General Aggregate]	

* 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** for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos).

Contract Value	**Limits (not less than)**
$0 - $25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) **Excess Liability**

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) **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 provide a retroactive date no later than the inception date of claims made coverage.

C. Requirements for Certificates of Insurance

1. With the execution of the Contract Documents, the Contractor, including service-related contractors, shall providc certificates of such insurancc acceptablc 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 sixty (60) days' prior written notice of such cancellation, non-renewal or change (except for nonpayment of premium, which shall be fifteen (15) 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 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 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 form the amount due the Contractor for the work covered by the Contract.

D. 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 insurance carriers; 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 and Automobile Liability policies of insurance and certificates thereof.

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6/7/19	1

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: Cathedral Corporation

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: Corporate Headquarters: 632 Ellsworth Road Rome, NY 13441
This work will be managed from our Orlando, FL facility located at 6851 TPC Drive Orlando, FL 32822

PHONE NO.: 407-351-0232 FAX NO.: 407-363-4586

SUBMITTER'S NAME: Dave Osterrieder - Proposal Contact
(Typed or Printed in Ink)

TITLE: Vice President of Southeast Sales

AUTHORIZED SIGNATURE: I, Marianne V Gaig hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Cathedral Corporation
COMPANY NAME

Marianne W Gaige
AUTHORIZED SIGNATURE

Marianne W. Gaige
NAME (PRINT OR TYPE)

Chairman + CEO
TITLE

6/10/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Cathedral Corporation
Company Name

Marianne W Gaige
Authorized Signature

Marianne W. Gaige
Print Name

Chairman & CEO
Title

ADDENDEM NO. 1

June 6, 2019

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum # 1 RFP 2019-32 **Utility Billing Services**

NOTE: This addendum consists of the following documents. It is the Contractor's responsibility to ensure that all documents have been downloaded and reviewed prior to submitting bids on the work.

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of proposal.

The Project Manual shall be amended as follows:

Item 1: The final day for questions, June 18h, 2019 at 5 PM.

Question: 1. Who is the current vendor providing these services and at what unit cost(s) breakdown is the City currently being charged for these services?
Answer: Enco Utility Services.

Question: 2 Is there a formal cost sheet you would prefer we fill out?
Answer: No, however we have attached the current pricing sheet within this addendum.

Question: 3 Appendix A – sample of bill: Can you please send this? It appears it was not included in the RFP Document?
Answer: Attached within this addendum.

Question: 4. Inserts: Are these preprinted and supplied to the vendor or does the vendor print and insert these?
Answer: Vendor will print and insert these.

Question: 5. Envelopes: please provide samples of current envelopes being used or provide the specifications (#10 single or double window, #9 single window or closed face, etc.).
Answer: Attached within this addendum.

Question: 6 The RFP mentions same-day mailing in the scope. Is same day mailing a hard requirement? We provide next business day mailing as standard.
Answer: Yes, same day mailing is a hard requirement.

Question: 7 The RFP also mentions that mail must be delivered to City customers within one business day. We cannot guarantee USPS mail turnaround times. Can you please provide more context on this requirement?
Answer: Delivered to USPS within one day.

Question: 8 Can you please provide an estimated number of tax notices sent per year? Several runs spanning 500-4000 in quantity is not enough information for us to accurately price.
Answer: BTRs for 2018 were 2628, for 2017 were 2627, 2016 were 2524.

Question: 9 Since the City is transitioning to weekly billing once live with Munis, is the requirement for weekend and holiday printing still needed? This is not part of our standard offering.
Answer: Possibly, yes.

Question: 10 When will the successful vendor need to go live with printing/mailing? Will we need to implement your current Naviline system and then again once you convert to Munis, or will you plan on going live with the new vendor concurrently with Munis?
Answer: The City is implementing Tyler Munis and that is projected to go-live October 1, 2019. Testing and readiness must be in place prior to this go-live date.

Question: 11 What necessitated going out to RFP for these services. Is this a mandated process or are you experiencing current vendor problems?
Answer: Mandated process

Question: 12 Please provide a breakdown of current pricing
Answer: Attached to addendum.

Question: 13 By what time in the morning is the data sent to the FTP site?
Answer: Typically before 8:30 am

Question: 14 Would it be possible to get a sample data file?
Answer: No, not at this time due to impending changes in utility billing. Should be a standard pdf.

Question: 15 How are APS customer's identified in the data?
Answer: Please define APS.

Question: 16 On page 15 under section e, item ix., does this mean the variable billing information will be pre-populated on the pdf and the only piece of data that needs process is the address?
Answer: Yes, mailing address block will need to be modified to match NCOA.

Question: 17 Can the addresses be run through NCOA (National Change of Address)? If not, how is the City meeting the USPS Move Update Requirement?
Answer: You will be expected to provide NCOA and update address block.

Question: 18 On what days of the week will data be sent?
Answer: May be sent daily, however we anticipate do the majority of our bills weekly to be transmitted to you Wednesday Morning (possibly Tuesday evening once our new UB system running smoothly).

Question: 19 RFP states that processing must be available during weekends and holidays, does this include recognized USPS holidays?
Answer: NO

Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Cathedral Corporation

SIGNATURE: Marianne W Paige **DATE:** 6/10/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

PLA
STA
HEI

Enco Utility Services Florida LLC
572-E Appleyard Dr.
Tallahassee, FL 32304-3834
FEIN 20-2160616
951.766.6848

INVOICE

Bill to:
Ormond Beach Florida (City Of)
customerservice@ormondbeach.org
P.O. Box 277
Ormond Beach, FL 32175

Invoice Number	2111
Invoice Date	4/2/19
PO Number	
Account Number	90371300-01
Payment Terms	Net 30

Shipped	Description	Unit Price	Extended Price
787	STATEMENTS PROCESSED	$0.090	$70.83
325	STATEMENTS WITHOUT #9 ENV	$0.080	$26.00
13	HOUSEHOLD MAILNGS	$0.080	$1.04
1,112	INSERTS INSERTED	$0.005	$5.56
1,112	NCOA PROCESSING	$0.005	$5.56

	Unit Price	Extended Price
POSTAGE	Lines	$432.98

Memo

Pd# 2819080 5-28-19

Line1 108.99

Subtotal	$541.97
Discount	$0.00
Freight	$0.00
Tax	$0.00
Total	$541.97

COST

UNC

PRESORT
FIRST CLASS
U.S. POSTAGE
PAID
EUS Mail Services

NIXIE 339 DE 1300 0005/24/19

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

BC: 32174638622 *2574-03090-24-25

UNC
32174>6386

CITY OF ORMOND BEACH
UTILITY BILLING
22 South Beach Street
Ormond Beach, FL 32174

Volusia County / Parks & Rec
Attn: Accounts Payable
123 W Indiana Ave
Deland FL 32720-4615

For questions regarding your bill:
Mon – Fri 8 AM - 5 PM
Telephone: (386) 676-3209
Fax: (386) 676-3374
After Hours Emergency: (386) 676-3230
Email at: customerservice@ormondbeach.org

ACCOUNT NUMBER	217050-51860
CYCLE/ROUTE/CLASS	04-01 COMMERCIAL
BILLING DATE	05/08/19
PREVIOUS BALANCE	$1,862.44
LAST PAYMENT ON 04/15/19	-$1,862.44
ADJUSTMENTS	$0.00
PAST DUE BALANCE	$0.00
CURRENT CHARGES	$1,967.59
TOTAL AMOUNT DUE	$1,967.59
CURRENT CHARGES DATE DUE	05/29/19

Prior Reading Date	04/04/19	Current Reading Date	05/06/19
Service Location	1850 OCEAN SHORE BLVD		

SERVICE	METER NUMBER	CURRENT READING	PRIOR READING	USAGE
WA	60872508	18584	18304	280

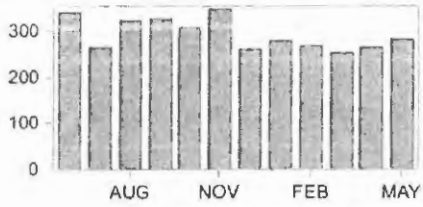
DETAIL OF CHARGES

SERVICE	DESCRIPTION	CHARGES	TOTAL
WA	Minimum Charge	$23.37	
WA	Cons Over 2000 Gals	$23.48	
WA	Conserve rate-over 6	$1,920.74	
	Total Current Water		$1,967.59

IMPORTANT NOTICE

IMPORTANT INFORMATION

National Teacher Appreciation Week is May 6-10, 2019, and the City of Ormond Beach would like to THANK all Volusia County teachers, staff and administrators for your vital contributions in our lives each and every day! We realize the enormity of your self-sacrificing profession and understand that each day you are shaping our children to be productive and successful citizens by teaching, encouraging, nurturing, inspiring, and being outstanding role models. THANK YOU!



USAGE HISTORY

Current Month	280.00
Last Month	265.00
Current Month - Last Year	323.00
Days in Period	32
Average Daily Usage	8.75
Average Daily Cost	61.487

PLEASE DETACH AND RETURN BOTTOM PORTION IF PAYING BY MAIL. DO NOT STAPLE OR FOLD. WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.

ACCOUNT #	BILL DATE	DATE DUE	TOTAL DUE
217050-51860	05/08/19	05/29/19	$1,967.59

CITY OF ORMOND BEACH
UTILITY BILLING
22 South Beach Street
Ormond Beach, FL 32174

Update phone # for Emergency Notifications: # _____

ENTER AMOUNT ENCLOSED >>> $ _____

Remit and make checks in US funds payable to:

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
Ormond Beach FL 32175-0217

1001 1 MB 0.428
Volusia County / Parks & Rec
Attn: Accounts Payable
123 W Indiana Ave
Deland FL 32720-4615

00021705000005186000019675 93

Bill

ADDENDEM NO. 2

June 19, 2019

TO: Prospective Bidders and Others Concerned.

SUBJECT: Addendum # 2 RFP 2019-32 **Utility Billing Services**

NOTE: This addendum consists of the following documents. It is the Contractor's responsibility to ensure that all documents have been downloaded and reviewed prior to submitting bids on the work.

TO ALL BIDDERS: You are requested to make all changes and/or additions contained in this Addendum to the Bidding Documents. Failure to acknowledge this Addendum in Proposal may result in rejection of proposal.

The Project Manual shall be amended as follows:

Item 1: The final day for questions, June 18h, 2019 at 5 PM.

Question: 1. Will final contract confirm a five year contract?
Answer: If it is a five year contract, yes.

Question: 2 Can you confirm that the entire bill file will be a pdf including all graphs, services, meter numbers, readings, usage and charges?
Answer: Yes, address box to be updated from NCOA by vendor

Question: 3 Appendix A – sample of bill: Can you please send this? It appears it was not included in the RFP Document?
Answer: Yes, this was included in addnedum1. Attached again for reference.

Question: 4.On page 10 Section C, #5 states the mailing of utility bills and notices will insure next day delivery to city customers. The only thing we as a vendor can control is the sending of the printed statements to the USPS the same day that we receive data. No vendor can guarantee USPS delivery. What are you specifically asking for in this section?
Answer: Delivery to USPS

Question: 5.Would the City consider piggybacking off of an existing utility contract?
Answer: The City anticipates the contract to derive from this RFP solicitation.

Question: 6 . Could you provide a color sample of the back of the statement?
Answer: Awaiting samples from Tyler Technologies.

Question: 7 Is there any color on the back of the statement?
Answer: No.

Question: 8 . Is there any variable information on the back of the statement.
Answer: No, information may change from time to time, that typically happens infrequently – once or twice every 2-3 years.

Question: 9 The #10 mailing envelope sample provided was difficult to see. Can you provide one in color that shows a clear window and return address placement.
Answer: Yes, Attached.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: _____

SIGNATURE: _____ **DATE:**_____

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 2

CITY OF ORMOND BEACH
UTILITY BILLING
22 South Beach Street
Ormond Beach, FL 32174

Ormond Beach Utility Biller
Finance Department
22 S Beach St
Ormond Beach FL 32174-6386

For questions regarding your bill:
Mon – Fri 8 AM - 5 PM
Telephone: (386) 676-3209
Fax: (386) 676-3374
After Hours Emergency: (386) 676-3230
Email at: customerservice@ormondbeach.org

ACCOUNT NUMBER	204010-113730
CYCLE/ROUTE/CLASS	08-02 COMMERCIAL
BILLING DATE	06/15/19
PREVIOUS BALANCE	$67.79
LAST PAYMENT ON 05/20/19	-$67.79
ADJUSTMENTS	$0.00
PAST DUE BALANCE	$0.00
CURRENT CHARGES	$96.03
TOTAL AMOUNT DUE	$96.03
CURRENT CHARGES DATE DUE	07/08/19

Prior Reading Date	05/13/19	Current Reading Date	06/13/19
Service Location	47 PARK PL POND		

SERVICE	METER NUMBER	CURRENT READING	PRIOR READING	USAGE
WA	80054890	7	2	5

DETAIL OF CHARGES

SERVICE	DESCRIPTION	CHARGES	TOTAL
WA	Minimum Charge	$15.58	
WA	Cons Over 2000 Gals	$11.73	
	Total Current Water		$27.31
SW	Minimum Charge	$19.29	
SW	Cons Over 2000 Gals	$16.47	
	Total Current Sewer		$35.76
GB	Commercial Cans		$22.32
ST	Stormwater Drainage		$10.64

IMPORTANT NOTICE

IMPORTANT INFORMATION

The 2018 Water Quality Report, also known as the Consumer Confidence Report (CCR), is now available. This report contains important information about the source and quality of your drinking water. Customers may view the CCR at WWW.ORMONDBEACH.ORG/CCR.
If you desire a paper copy, please contact Public Works at (386)676-3230.

ATTENTION RESIDENTIAL RECLAIMED CUSTOMERS:

DUE TO RECENT UNPLANNED OUTAGES YOUR CHARGE FOR THIS MONTH HAS BEEN REDUCED

USAGE HISTORY

Current Month	5.00
Last Month	2.00
Current Month - Last Year	0.00
Days in Period	31
Average Daily Usage	0.161
Average Daily Cost	3.098

PLEASE DETACH AND RETURN BOTTOM PORTION IF PAYING BY MAIL. DO NOT STAPLE OR FOLD. WRITE YOUR ACCOUNT NUMBER ON YOUR CHECK.

ACCOUNT #	BILL DATE	DATE DUE	TOTAL DUE
204010-113730	06/15/19	07/08/19	$96.03

CITY OF ORMOND BEACH
UTILITY BILLING
22 South Beach Street
Ormond Beach, FL 32174

Update phone # for Emergency Notifications: # _____

ENTER AMOUNT ENCLOSED >>> $ _____

Remit and make checks in US funds payable to:

CITY OF ORMOND BEACH UTILITY BILLING
P.O. BOX 217
Ormond Beach, FL 32175-0217

369 1 AV 0.383

Ormond Beach Utility Biller
Finance Department
22 S Beach St
Ormond Beach FL 32174-6386

00020401000011373000000096034

BILLING CYCLE
CITY UTILITY BILLS ARE RENDERED ON A MONTHLY BILLING CYCLE. IF YOU DO NOT RECEIVE YOUR UTILITY BILL, PLEASE CONTACT UTILITY CUSTOMER SERVICES PROMPTLY.

PAYMENT DUE DATES
DUE DATE IS FOR CURRENT CHARGES ONLY. PAST DUE BALANCES ARE DUE IMMEDIATELY AND SERVICE IS SUBJECT TO DISCONNECTION.

LATE PAYMENT CHARGES
A TEN (10%) PERCENT LATE FEE IS CHARGED ON BALANCES NOT PAID WITHIN TWENTY (20) DAYS FROM THE BILLING DATE. APPLICABLE CHARGES WILL APPEAR ON YOUR NEXT BILLING. IF YOUR LATE FEE DATE FALLS ON A WEEK-END OR HOLIDAY, YOUR PAYMENT MUST BE MADE BY THE PRIOR BUSINESS DAY TO PREVENT A LATE FEE CHARGE TO YOUR ACCOUNT

PAYMENTS - WHEN CREDITED
PAYMENTS RECEIVED IN THE FINANCE DEPARTMENT OFFICE PRIOR TO 2PM ARE CREDITED TO YOUR ACCOUNT ON THE SAME DAY. PAYMENTS RECEIVED AFTER 2 PM ARE CREDITED THE FOLLOWING BUSINESS DAY.

PAYMENT DROP BOX
PAYMENTS BY CHECK/MONEY ORDER MAY BE PLACED IN THE CITY'S DRIVE BY DROP BOX AT CITY HALL, 22 S. BEACH ST. PAYMENTS PLACED IN THE DROP BOX ARE CREDITED TO YOUR ACCOUNT THE FOLLOWING BUSINESS DAY. THE DROP BOX IS LOCATED IN THE DRIVEWAY MEDIAN BEHIND THE FINANCE DEPARTMENT IN THE CITY HALL PARKING LOT.

AUTOMATIC PAYMENT BANK DRAFTING
PAYMENT OF YOUR UTILITY ACCOUNT MAY BE SET UP TO AUTOMATICALLY DRAFT FROM YOUR CHECKING OR SAVINGS ACCOUNT. PAYMENT DRAFT DATES OCCUR APPROXIMATELY TWENTY (20) DAYS FROM THE BILLING DATE. PROGRAM PARTICIPANTS CONTINUE TO RECEIVE A BILL TO INFORM YOU OF THE AMOUNT AND THE DRAFT DATE.
CONTACT UILITY CUSTOMER SERVICES FOR MORE INFORMATION ON HOW TO JOIN THE PROGRAM.

NON-PAY COLLECTION FEE/SERVICE DISCONNECTION
IF YOUR BILL HAS A PRIOR BALANCE, YOUR ACCOUNT IS PAST DUE AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

SERVICES MAY BE DISCONNECTED FOR REASON OF NON-PAYMENT OF UTILITY BILLINGS. SERVICES, ONCE DISCONNECTED, WILL NOT BE RECONNECTED UNTIL ALL OF THE OUTSTANDING BALANCE ON THE ACCOUNT TOGETHER WITH THE COLLECTION CHARGE IS PAID IN FULL. ANY BILL NOT PAID WITHIN THIRTY (30) DAYS OF THE BILLING DATE IS DELINQUENT AND SUBJECT TO DISCONNECTION WITHOUT FURTHER NOTICE.

RECONNECTION CHARGES ARE $15.00 FOR THE HOURS OF 7 AM-4:30 PM, MONDAY THRU FRIDAY. RECONNECTION CHARGES AFTER 4:30 PM AND ON WEEKENDS OR HOLIDAYS ARE $50.00. THERE IS A $15.00 COLLECTION FEE IF A CITY EMPLOYEE ARRIVES AT A SERVICE LOCATION TO EFFECT A DISCONNECTION OF SERVICE AND PAYMENT IS THEN MADE.

ACCOUNT FINALS OR SERVICE TRANSFERS
PLEASE NOTIFY UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, 22 S. BEACH ST., REGARDING ACCOUNT FINALS, SERVICE TRANSFERS, OR TEMPORARY DISCONNECTION OF SERVICES. REMEMBER YOU ARE RESPONSIBLE FOR ALL ACCOUNT CHARGES UNTIL YOU NOTIFY UTILITY CUSTOMER SERVICES.
THERE IS A $15.00 SERVICE CHARGE FOR SERVICE TRANSFERS OR A RETURNING VACATION RECONNECTION.

CHANGE OF MAILING ADDRESS
PLEASE CALL UTILITY CUSTOMER SERVICES OR MAIL YOUR ADDRESS CHANGE REQUEST TO: UTILITY CUSTOMER SERVICES, FINANCE DEPARTMENT, CITY OF ORMOND BEACH, PO BOX 217, ORMOND BEACH, FL 32175-0217

AFTER HOURS EMERGENCY
THE AFTER HOURS EMERGENCY PHONE NUMBERS ARE 386-676-3230. CALLS TO THIS PHONE NUMBER WHICH REQUIRE A SERVICE CALL TO YOUR HOME WILL RESULT IN A $50.00 SERVICE CHARGE.

RETURNED CHECKS
CHECKS WHICH ARE RETURNED TO THE FINANCE DEPARTMENT DUE TO INSUFFICIENT FUNDS/CLOSED ACCOUNTS WILL RESULT IN A RETURNED CHECK CHARGE IN ACCORDANCE WITH CITY ORDINANCE. RETURNED CHECKS ARE AUTOMATICALLY REDEPOSITED BY THE CITY'S FINANCIAL INSTITUTION. OTHER SERVICE FEES/DISCONNECTION OF SERVICES MAY APPLY TO YOUR ACCOUNT IF YOUR CHECK IS NOT PAID UPON SECOND PRESENTATION.

DEPOSIT ON FILE
THE CITY IS HEREBY GRANTED THE AUTHORITY TO WITHDRAW AND EXPEND ANY DEPOSIT COLLECTED BY THE CITY FROM ANY PERSON FOR THE PROVISION OF WATER AND/OR SEWER SERVICES FOR THE NONPAYMENT OF WATER, SEWER, AND/OR GARBAGE SERVICE CHARGES BY THE PERSON. IF THE CUSTOMER HAS MADE TIMELY PAYMENT OF MONTHLY UTILITY BILLS FOR TWENTY-FOUR (24) CONSECUTIVE MONTHS THE DEPOSIT WILL BE REFUNDED THROUGH A CREDIT TO THE CUSTOMER'S UTILITY ACCOUNT. IF A CUSTOMER'S MONTHLY UTILITY ACCOUNT BECOMES DELINQUENT AFTER THE REFUND OF THE DEPOSIT THE CUSTOMER WILL BE REQUIRED TO REESTABLISH THE WATER/SEWER DEPOSIT AT THE CURRENT RATE.

CITY WEB SITE
VISIT THE CITY'S WEB SITE AT ***WWW.ORMONDBEACH.ORG*** FOR INFORMATION ON YOUR COMMUNITY.

ON-LINE SERVICES
YOU CAN VIEW YOUR ACCOUNT INFORMATION, INCLUDING CURRENT AND PAST BILL STATEMENTS, SERVICE SUMMARY COSTS, AND BILLED CONSUMPTION USAGE. YOU CAN ALSO PAY YOU UTILITY ACCOUNT ON-LINE. TO REGISTER VISIT WWW.ORMONDBEACH.ORG/UB

Street _____

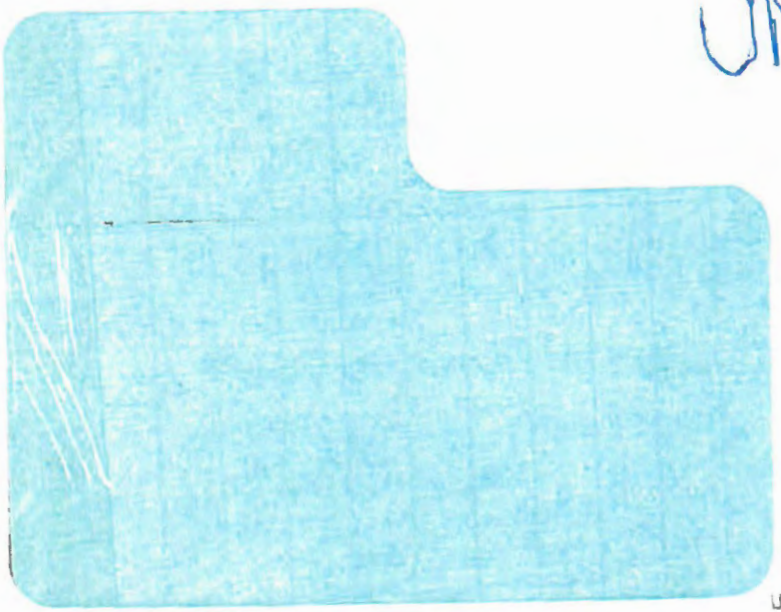
Apt. P. O. Box _____

City _____

State _____ Zip Code _____

Phone Number _____

UNC



PRESORT
FIRST CLASS
U.S. POSTAGE
PAID
EUS Mail Services

UNC
32174>6386

NIXIE 339 DE 1300 0005/24/19
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD
BC: 32174638622 *2574-03090-24-25

40XX

EXHIBIT "B"
CONTAINING 30 PAGES

SINCE 1916
Cathedral
CORPORATION

Request for Proposals

RFP #2019-32
Utility Billing Services

City of Ormond Beach

Submitted:

June 26, 2019

By:
Dave Osterrieder

Cathedral Corporation

RFP Contact
Cathedral Corporation,
Florida Division
6851 TPC Drive
Orlando, FL 32822

Dave Osterrieder, Vice President Southeast sales
Tel: (407) 351 – 0232 x274
Cell: (904) 233-6950
Email: dosterrieder@cathedralcorporation.com

Executive Offices:
Cathedral Corporation
Griffiss Technology Park
632 Ellsworth Road
Rome, NY 13441
www.cathedralcorporation.com

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City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3223
Fax (386) 676-3330

REQUEST FOR PROPOSALS

PROPOSER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

RFP TITLE: **UTILITY BILLING SERVICES**

RFP NUMBER: **2019-32**

RFP DUE DATE & TIME: **Wednesday, June 26, 2019 at 2:30 P.M.**

RFP OPENING LOCATION: **Upstairs Conference Room at Ormond Beach City Hall**

PRE-PROPOSAL MEETING DATE & TIME: **None**

PRE-PROPOSAL MEETING LOCATION: **N/A**

Proposals Received After The Above Date And Time Will Not Be Accepted.

PROPOSER'S NAME: Cathedral Corporation

PROPOSER'S MAILING ADDRESS: Corporate Headquarters:
632 Ellsworth Road

CITY-STATE-ZIP: Rome, NY 13441

F.E.I.N. or S.S. NUMBER: 14-0576820

PHONE NUMBER: 315-338-0021 EMAIL: dosterrieder@cathedralcorporation.com

If returning as a "No Proposal", 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, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Proposal and certify that I am authorized to sign this Proposal for the Proposer. In submitting a Proposal 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 Marianne W Gaige
AUTHORIZED SIGNATURE (MANUAL)

Marianne W. Gaige
NAME (TYPED)

Chairman + CEO
TITLE

6/10/19
DATED

City of Ormond Beach
Request for Proposals (RFP)
UTILITY BILLING SERVICES
(RFP No. 2019-32)

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	Addendum Number
6/7/19	1

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: Cathedral Corporation

VENDOR/CONTRACTOR LICENSE NUMBER: _____

ADDRESS: Corporate Headquarters: 632 Ellsworth Road Rome, NY 13441
This work will be managed from our Orlando, FL facility located at 6851 TPC Drive Orlando, FL 32822

PHONE NO.: 407-351-0232 FAX NO.: 407-363-4586

SUBMITTER'S NAME: Dave Osterrieder - Proposal Contact
(Typed or Printed in Ink)

TITLE: Vice President of Southeast Sales

AUTHORIZED SIGNATURE: I, Marianne V Gaig hereby
(Original signature required in each document)

declare that I have read and fully understand the RFP Documents and, 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.

PROPOSER: PLEASE ENSURE THAT YOU HAVE SIGNED THE RFP RESPONSE FORM OF THIS REQUEST FOR PROPOSAL. OMISSION OF A SIGNATURE ON THAT PAGE MAY RESULT IN REJECTION OF YOUR PROPOSAL.

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

Cathedral Corporation
COMPANY NAME

Marianne W Gaige
AUTHORIZED SIGNATURE

Marianne W. Gaige
NAME (PRINT OR TYPE)

Chairman + CEO
TITLE

6/10/19
DATE

CITY OF ORMOND BEACH, FLORIDA
REQUEST FOR PROPOSALS
UTILITY BILLING SERVICES
RFP NO. 2019-32

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.

Cathedral Corporation
Company Name

Marianne W Gaige
Authorized Signature

Marianne W. Gaige
Print Name

Chairman & CEO
Title

2018 - 2019

CITY OF ORLANDO
PERMITTING SERVICES

Local Business Tax Receipt

(Formerly known as "Business License " changed per state law HB1269-2006)

Business Name
CATHEDRAL CORPORATION
632 ELLSWORTH RD
ROME, NY 13441

Business Owner
CATHEDRAL CORPORATION

Business Location
6851 T P C DR
ORLANDO, FL

NOTICE-THIS TAX RECEIPT ONLY EVIDENCES PAYMENT OF THE LOCAL BUSINESS TAX PURSUANT TO CH.205, FLORIDA STATUTES. IT DOES NOT PERMIT THE HOLDER TO OPERATE IN VIOLATION OF ANY CITY, STATE, OR FEDERAL LAW. CITY PERMITTING MUST BE NOTIFIED OF ANY MATERIAL CHANGE TO THE INFORMATION FOUND HEREIN BELOW. THIS RECEIPT DOES NOT CONSTITUTE AN ENDORSEMENT OR APPROVAL OF THE HOLDER'S SKILL OR COMPETENTCY.

Case Number: BUS-0040988

Issued Date: 09/24/2018

Expiration Date: 09/30/2019

Business type(s):

Description	Year
SERREP 7249 SERVICE	2019

CITY OF ORLANDO
PERMITTING SERVICES

Local Business Tax Receipt
City Hall, 400 South Orange Avenue, First Floor
Post Office Box 4990
Orlando, Florida 32802-4990

Phone: 407.246.2204 Fax: 407.246.3420

Email: BusinessTax@cityoforlando.net

Prompt! Interactive Voice Response System: 407.246.4444
Visit our website: cityoforlando.net/permits

Executive Summary

We are pleased and excited to have this opportunity to respond to this request for proposal for the City of Ormond Beach. Within this letter and the following proposal, we will clearly specify Cathedral Corporation's experience, willingness, understanding and ability to meet the terms, conditions and requirements as defined in this Request for Proposal. Our years of experience and success working with the utility industry, especially within the State of Florida will provide a strong foundation for these projects and we are confident that you will see Cathedral is a competent choice for this critical work.

Cathedral Corporation is a privately owned company that provides high caliber state of the art data processing, laser printing, mailing and electronic presentment services to businesses throughout the United States. We are very proudly celebrating over **103 years** of continuous service. Part of the reason for that success is our complete focus on customer satisfaction and 100% quality output and service. This focus arises out of the type of work that we handle each day; work that mirrors yours in terms of complexity and an absolute requirement for accuracy and timeliness. The vast majority of the documents we produce each day on the business-to-business side of our company are strategic, mission critical documents like yours –statements, bills, checks and vital communications to end customers.

Cathedral specializes in strategic financial communications for banks and credit unions, healthcare providers and insurers, mutual fund and insurance companies, telecommunication and utility companies, and government agencies. Cathedral Corporation's core competencies include data management and application development, high quality laser printing, intelligent and selective inserting, and electronic document presentment. Customer applications include check issuance, statement rendering, bill and notice rendering, and direct mail programs.

Cathedral's business strategy is illustrated by our value proposition; tailored services, special treatment, and true partnership separate us from all other outsourcing companies. Our knowledge and expertise in data processing, unsurpassed quality in the processing, printing and mailing of strategic financial documents, and extraordinary customer support and service have allowed our clients to develop comfort and confidence in our relationship based upon measurable performance.

We are intimately familiar with the nature of the work you outline in your RFP and experienced at bringing on large-scale print production applications and we fully understand the work that is to be performed. We look forward to continuing to work with your team to demonstrate our capabilities in that area.

Independence - Affirmative Statement

Cathedral Corporation has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. In the performance of this contract, no subcontractor or person having such an interest shall be employed. There is no one that has or will have any financial interest under this contract.

Qualifications, Capabilities and Experience

A. Qualifications and Experience of the Firm

As previously mentioned, Cathedral Corporation has been in business for over **103 years** and has been involved with the data management, printing, personalization, and high volume mailing of business documents since the mid-1950s. These services first began as part of the fundraising programs and activities offered by Cathedral's Church Stewardship Division, which serves over 5000 customers nationwide. In 1990, Cathedral expanded its operations to include a wide range of business-to-business communication services.

We are uniquely qualified to provide high quality transactional printing and mailing services to the City of Ormond Beach through our direct experience on several levels. We maintain experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Structure
Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Experience
We have a long history of providing critical, secure technical project development and on-going processing for the public sector and we have created scheduling processes and quality control practices specific to this segment of our business. As a company we provide services to thousands of companies and organizations across the country. From our production locations in New York, Rhode Island, Florida and California we produce millions of invoices, Statements and checks for organizations large and small. A vast majority of our daily work is derived from documents identical to yours. These are vital transactional documents for utilities, municipalities, banks, hospitals and healthcare/insurance companies. These are documents that must be done correctly and delivered on time.

Our expertise and core competence is data management, specifically utilizing data to compose and deliver critical communications for our clients. Cathedral Corporation has successfully implemented numerous projects and conversions utilizing various types of data formats and software, especially in the utility industry. We know and understand the importance of working closely with each client to ensure the data we are receiving appears to be correct based on accuracy checkpoints. The experience we have working with different types of clients has given us the opportunity to have exposure to many types of software applications and file formats.

- Since our first utility, we have grown to manage daily, weekly, and monthly cycles for multiple utility and electric co-op clients throughout the eastern United States, with over half of these being in Florida.
    - *Currently, we print and mail **over 800,000 utility bills per month** in the Southeast region*
    - *Volumes of our top 3 utility customers are **50,000, 80,000, and over 100,000**.*
- ***Core Data Systems*** – We have thorough knowledge of multiple core systems as many of our current clients utilize a variety of them, including ***Tyler Technologies/Munis.***
    - We completed the conversion for the City of Melbourne Utilities to Tyler Technologies
    - Our current client, City of Hollywood is on the Tyler Technologies data platform
    - We recently completed the conversion for a utility client of ours in the Northeast - City of Somerville, MA Utilities

Qualifications, Capabilities and Experience *(continued)*

- We work with **85%** of the counties in Florida with offices that include Electric Co-operative and Utilities, Tax Collectors, Property Appraisers, Supervisor of Elections, Clerk of Courts.
    - Florida has a total of **67** counties. Of those 67 counties, we provide the processing printing and mailing for over **80% of the Tax Collector's and Property Appraiser Offices**
- We have a long history of processing monthly statements for over 70 credit unions throughout the United States including Suncoast Credit Union, the **7th largest Credit Union in the country.**
- **Security** - Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

  Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.
- **Detached Mail Unit -** Cathedral Corporation is a certified Direct Mail Unit (DMU) in which all of our mail is cleared by an on-site USPS clerk directly into the USPS system, resulting in more efficient turnaround times for mail processing and the ability to have more quality control and hands-on monitoring of your mail directly on-site rather than have to go through the approval and clearance steps at the post office.

B. Qualifications and Experience of Team and Relationship Services

As previously mentioned, Cathedral maintains experienced staff who have the knowledge, capabilities and understanding to manage and complete your projects. We understand the services to be performed and the timelines required.

Account Structure

Cathedral Corporation's day-to-day account structure and project flow typically consists of a Regional Sales Director, Project Manager, Manager of Client Services, Production Coordinator, Director of Operations, Data Processing Supervisor, Application Development Supervisor, and our Postal Liaison.

Account and Relationship Management

Cathedral Corporation has successfully implemented numerous projects and conversions. We know the questions to ask and the potential pitfalls in implementation and on-going management to deliver on-time accurate documents. We understand it takes the knowledge, expertise, and responsiveness of our entire team to deliver superior service to our clients.

Cathedral operates ***24 hours a day, 7 days a week with employees over 3 shifts***. We are available to our clients with primary and back-up phone numbers in the event we need to be reached outside of the office.

Qualifications, Capabilities and Experience *(continued)*

Upon award of contract, Cathedral will assign a Project Manager to work with the City of Ormond Beach and be their project advisor and primary point of contact during testing, live and on-going work. A back-up Project Manager will also be assigned to provide additional support throughout the term of the project. Cathedral will establish initial meetings and/or conference calls with the Regional Sales Director, Project Manager and Technical staff along with the contacts from the City of Ormond Beach. We will host a strategic planning session with you and our Senior Management team to understand your goals. During these initial meetings, Cathedral will address the schedules, transmission and receipt of data, form design and project point of contacts. Cathedral will also supply a project schedule identifying required deadlines for both testing and live rollout. Schedules are built based on mutually acceptable dates.

Your Cathedral Project Manager communicates via email to our staff through daily structured status reports noting project volumes, critical dates, changes to schedules, materials and postage statuses and itemized project updates. We have a daily production status meeting held with all Project Managers and Supervisors from each department to ensure communication on project changes and key dates. Communication to our clients is handled via phone, through our online Client Center web portal, email and in person. Inventory and postage reports are provided as requested by clients. Cathedral maintains client project documentation onsite including all postal reports and statements.

- ***Project Status and Communication:***
  Cathedral Client Center - An application that is automatically implemented during the onboarding of our clients and included in our services is our online Client Center, which is accessed directly through our web portal homepage. Through this, our clients are able to view project related documents that are posted in addition to electronically approve, hold and/or provide live feedback on project documents and samples. This communication tool is used throughout all departments at Cathedral and automatically advises all of our teams via email notification of any updates to your projects based on your feedback.

Staffing Summaries – *Cathedral will assign specific members from each department upon award of contract.*

Below are brief summaries of some of the key team members that will be specifically involved in supporting the City of Ormond Beach. Each member has experience directly related to the printing and mailing of utility bills as this is a normal day-to-day segment of our business. Additionally, all personnel that will be assigned to City of Ormond Beach projects has thorough knowledge of multiple core systems and file formats as many of our clients utilize a variety of them.

Project Manager

Upon contract award, your Account will be assigned one primary in-house **Project Manager** along with a **back-up Project Manager.** Cathedral Corporation's Project Managers are trained to schedule projects in our production window, review data programming and form layout instructions with our customers and impart this knowledge to our technical staff. Project Managers also proof test and live data samples prior to sending to your contact for approval. They will also monitor materials and postage levels. They interact with our customers and production staff to keep all parties involved in project issues. The Project Managers have maintained our close partnerships with our customers as we have grown and are a critical part of our organization's success.

Qualifications, Capabilities and Experience *(continued)*

Account Administration

Regional Sales Associate

Your account will be managed and supported by an experienced **Regional Sales Director** who will be able to meet with you face-to-face and provide you with ongoing support to discuss contract and project specifications, share industry updates, design ideas and support escalation of any issues.

Client Service Manager

In addition to your Project Manager and Regional Sales Director, Cathedral's **Client Services Manager, Dana Martin** is familiar with all industry projects and timelines and assists in project support and interfacing among the Sales, Project Management, IT, Purchasing and Billing areas to aid in onboarding of clients and responsiveness to client needs.

Technical Support/Data Operations

- Senior IT Analyst
- Applications Developer
- Data Operator
- Supervisor

Overseen by Cathedral Corporation's VP of Product Development, Jeff Standefer oversees and administers company platforms, technology and strategies in support of current and future business needs. This includes hardware, infrastructure, network capacity and growth management, organizational and system security, telecom services, new product development, software and standards compliance.

Cathedral will assign multiple team members from the above department to support the development, implementation and day to day processing of the City of Ormond Beach. Each member will have cross training on your projects and will be able to handle all data and technical operations on an on-going basis. Cathedral Corporation employs extensive technical expertise and depth in key support roles throughout the organization. Data integrity and security are critical components of our clients' processing requirements, and we are structured to support those interests. As an IT solutions provider, Cathedral Corporation staffs, on-site, full networking administration and support personnel, 24 hour data processing, document composition, graphic design, programming, and all levels of data center resources. From the most stringent data transmission and security standards, to custom programming and design capabilities, we are built to supply end to end systems that deliver the highest quality product to our clients with full integrity.

Our IT, development and data operations department members have all been involved in the development, implementation and daily, weekly and monthly processing of our utility clients.

Qualifications, Capabilities and Experience *(continued)*

Additional staff support:

Print Production

Cathedral Corporation's **Production Coordinator, Gayle Bryant** has over 25 years of industry and postal experience. Gayle meets throughout the day with department Supervisors ensuring timelines are maintained and notifying internal teams of issues/production concerns. Daily status reporting is provided to internal teams on production progress through departments.

Mail Operations

Cathedral Corporation also has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional**. **Isaac Knight** has over 25 years of industry experience and maintains a relationship with the post office to ensure that Cathedral understands the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Subcontractors

Cathedral Corporation will not be utilizing subcontracts for these services.

Detailed items expected from the City of Ormond Beach to complete the project

- Test Files
- Field identifier (map of data fields as they would print on the page.)
- Mock up or layout of bill and envelopes.
- Graphics – such as customer logos, if printing on the bill.
- Complete list of notice/bill types and any special requirements associated with each type.
- Day-to-day project representatives

Testing and Live processes

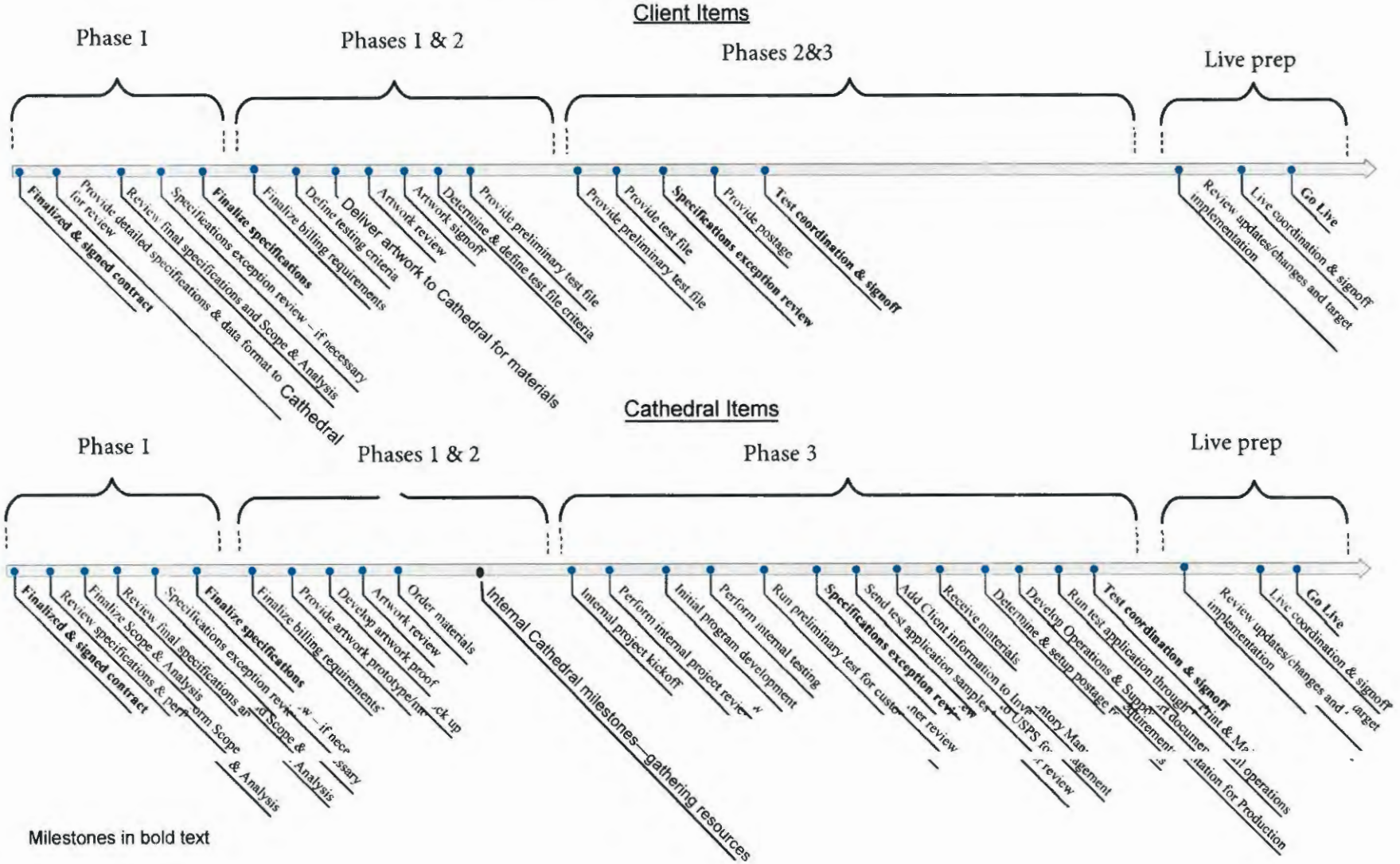
Cathedral will complete a full testing cycle. This includes creating data programs, design layout, printing samples for review by Cathedral and the City of Ormond Beach and testing on all equipment. Live samples are also provided and print production begins once client provides written approval to Cathedral.

Flow Chart – Processing

See the next sheet for a sample Project Implementation flow chart from testing to live.

Cathedral CORPORATION SINCE 1916

Cathedral Client Project Work Flow



Qualifications, Capabilities and Experience *(continued)*

C. Document Printing

Cathedral maintains and adheres to service level agreements with our clients. We are very flexible with regard to inbound data files, print files and materials for customers and have full capability to take the City's current data file format, run it through our standard postal process that include CASS and NCOA processing (if applicable) and print and mail. This is a standard norm to our day-to-day processing as we handle this for a number of our current utility clients today.

- ***NCOA and CASS Certification*** - Cathedral Corporation is a USPS approved certified vendor for NCOA (National Change of Address) processing, which includes CASS certification and processing utilizing the software by the USPS. These processes provide standardization of addresses and moved accounts based on USPS records, created IMB barcodes and sorts the mail to achieve the lowest possible automated mailing rates. We will provide a set of return files which include but not limited to the NCOA processing summary report, National Deliverability Index, ACE Address Error Report, CASS Summary Report and NCOA process return codes.

Cathedral Corporation maintains the technology and resources necessary to provide utility bill printing and mailing services for the City of Ormond Beach. We offer a full range of equipment and redundancy capabilities from one site to the other that include print technologies: MICR (for checks), plain black, highlight/spot color, full color and high speed inkjetting. Both cut sheet and continuous form production platforms are available to provide clients with the appropriate mix of flexibility on the forms side and increased efficiencies. Cathedral also utilizes a combination of intelligent inserters.

- ***Full Color Continuous form printing*** – the advantage with working with Cathedral is we have full equipment and capabilities to print your bills on demand on our **Impika full color continuous high speed printer** with dynamic perfing. This results in **no preprint** and provides the ability for you to make on-demand changes to your bill layout in addition to print variable data in color. We use blank white roll stock and everything is printed at once when in production.

Cathedral will receive the City of Ormond Beach's data files on a daily basis and on an agreed-upon time in order to meet mailing timeframes. All bills and notices will be CASS processed, combined by exact name and address and printed on our full color continuous printer in color and black ink (to match the current samples provided in this RFP). Bills and notices will be printed on 8.5 x 11, 24# blank white stock with a perforation and inserted with a customized #9 return envelope (*when applicable)* into a custom #10 single window outgoing envelope. Any accounts that have the same name and address as well as multiple page accounts will be inserted together into the same envelope. All pieces will be processed and cleared for mailing that same day directly from our Orlando, Florida facility which is a Certified Detached Mail Unit.

Totals Report

The City will receive an email notification advising of the availability of a summary report that includes customized details based on what information the City needs. Typically, we provide totals reports that include, but are not limited to volume of bills received, volume of images and packages (envelopes) we have processed and printed for that file, volume of suppressed bills, volume of bills that do not include a return envelope, and a breakdown of total postage costs for that particular mailing. This will be located on our online Client Center web portal. Cathedral will also post PDF samples of bills to our Client Center for review and approval prior to print production.

Qualifications, Capabilities and Experience *(continued)*

D. Mailing Services

Some items requested in this section have been previously mentioned in our response – CASS/NCOA processing, capability to meet mailing timeframes, and ability to accommodate one page and multiple page statements.

All processing, printing and mailing will be managed from our Orlando, FL facility located at 6851 TPC Drive Orlando, FL 32822.

Up-to-date with postal requirements

Cathedral Corporation has a dedicated full time **USPS Certified Mail Piece design Postal Liaison** on-site who is certified with the **USPS as a (MDP) Mail Design Professional** who maintains a relationship with the post office to ensure that Cathedral understands and stays abreast with the postal changes and requirements so that our client's benefit from the discounts that are available and that your mail meets postal requirements.

Ability to customize bills and notices

It is the rule, rather than the exception for Cathedral to receive special handling instructions for hundreds of packages per day. We have programmed logic for just about every one of our clients where we can customize information based on the contents of the various tags in the data files (i.e. validate bill charge amounts, selective inserting - identify bills that should not include reply envelopes or inserts).

Additionally, in the event where the City needs to re-call, cancel or re-bill certain bills, Cathedral can provide options that best fit the needs of the customers. Through our Client Center web portal, our clients can place the live sign-off/file process on hold to stop live data processing. If data files are bad, we deleted that file from our system and can accept a new data file, reprocess and print the job using the most up to date file. In addition, if production has already been completed and the bills have not been delivered to the USPS, Cathedral can pull the select bills from mailing provided the City gives an account numbers so that we can accurately identify the account that needs to be pulled. If the file has not been processed yet, we can program that particular file to suppress the bill(s) that should not be printed and mailed.

We have a full document development staff on-site that includes programming, composition and design. We can work with you to customize the layout, use, and presentation of elements within your bill. Custom calculations, special handling or the presentation of data elements through graphs and usage charts are just a few examples of how transactional data elements can be customized to fit the needs of our clients.

Postage

Cathedral Corporation will provide you with a monthly postage estimate and invoice before the first mailing. We will create a postage escrow account where the City's postage funds will be drawn from for the mailings. We can provide postage summary reports in addition to the totals reports you get for data in order to see actual amounts used and how much the account will need to be replenished on a monthly basis for upcoming mailings.

See attached sample postage report.

Cathedral CORPORATION SINCE 1916

City of Ormond Beach

Utility Bill Mailings

Postage Status for Period

5/1/2019 - 05/31/2019

Trans Date	Transaction Description	Postage Received	Postage Used	Postage Balance
	[Previous Balance]			$25,247.59
05/03/2019	CYCLE 1 374608	$0.00	$2,459.01	$22,788.58
05/17/2019	CYCLE 2 375246	$0.00	$1,944.90	$20,843.68
05/24/2019	CYCLE 3 375546	$0.00	$2,011.36	$18,832.32
05/31/2019	CYCLE 4 375772	$0.00	$1,701.41	$17,130.91
	Summary for Period:	**$0.00**	**$8,116.68**	**$17,130.91**

Qualifications, Capabilities and Experience *(continued)*

E. System and Software

Operating System and Platforms – Windows Server 2008 R2 and Windows Server 2012 R2
Document Development – Quadient Inspire (Formerly GMC)
Mailing Discount (Presort) – BCC Presort (Formerly Satori Presort)
Address Correction – FirstLogic ACE

While we do not foresee or anticipate any software upgrades in the next few months to a year, Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service. We implement regular technology enhancements that support multiple communication channels so that you can be assured – with the rapid pace of change in technology – that the City of Ormond Beach will be positioned to communicate with your customers via the channel of your choice.

Data Transfer (FTP)
Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City of Ormond Beach will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City of Ormond Beach data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

Cathedral can take virtually any type of file input, including the current PDF file format for the City of Ormond Beach.

Contingency, Redundancy and Disaster Recovery
We operate multiple production facilities: corporate headquarters production facilities are located in Rome, NY (55,000 sq. ft.) with redundant production facilities located in Lincoln, RI (65,000 sq. feet), Orlando, Florida (68,000 sq. ft.), Deer Park, NY and Inglewood, CA. These facilities are in place to offer business continuity and work flow management for customer applications to ensure they run accurately and on time.

Cathedral Corporation maintains redundant data connection through fiber lines, T1 circuit lines and cable for high speed transmission and real-time failover. Should a circuit or system fail, data transmissions are dynamically routed to another circuit or connection. We offer alternate equipment servers, network and data backup at all locations, which can be utilized by all departments. Cathedral maintains consistent software and hardware licensing and profiles across all divisions within Cathedral as well.

Qualifications, Capabilities and Experience *(continued)*

Disaster Recovery
Our Back-up and recovery processes are determined through 2 phases.

First phase - Business Interruption: Business Interruption, as defined by Cathedral is the loss of commercial power or other minor interruption with impacts less than a 48 hour time frame to our facility.

- This could entail an actual loss of commercial power or an anticipated loss of commercial power in the case of an impending severe weather or hurricane. Our first line of defense should we experience a Business Interruption, such as an unexpected loss of power to our facility, is our *onsite Energy Dynamics Power Systems 750 KW generator*, encased in a hospital enclosure. This gives us the capability of providing power to our Orlando facility for 7 days.

- In some instances, there may not be a loss of power. However, there may be the loss of an item or multiple items of equipment. In that instance we provide redundant servers, printers, inserters and folders.

Second phase – Disaster/Recovery (Loss of Primary Facility): If there is a loss of the physical primary facility, **Cathedral Corporation's** multiple locations can serve as our back-up facilities.

F. Quality Assurance and Customer Support

Quality Control and Assurance
Cathedral maintains quality control procedures and processes that impact the on-going production process that should be considered. These are related to Data Processing, Laser printing and inserting and mail processing.

Cathedral has developed a unique approach to the accurate, documented control of all printed items through our plant. This Standard Operating Procedure (SOP) incorporates dual signoffs within departments and additional signoffs across departments as completed work moves through production.

Cathedral accounts for each data item and printed piece through the entire production process. We reconcile at each production step, including data processing, presorting, laser printing, inserting, mailing, and USPS acceptance, with the original data file received from the customer. Each department must accept and sign for the job components received from the preceding department.

Ultimately we reconcile every piece of data sent to us from data processing, through laser printing and mailing, making certain that from the transmitted file into the secure server, to the postal meter on the back of the inserter, all pieces are in balance and accounted for.

This is a 3-way crosscheck; we prove the machine count from the inserter to the human-readable sequence number on the piece to the postal reconciliation on the inserter meter base. All three checks must agree before your mail leaves the facility. The final check is the USPS inspection and acceptance of the mailing cycle into the mail stream in the Cathedral facility.

Qualifications, Capabilities and Experience *(continued)*

Data Transmission and Processing

Beginning with the safe, and secure transmission of data, Cathedral Corporation utilizes ***Secure File Transfer via FTP (FTPS) over SSL***. This method of data transmission provides a secure tunnel to greatly reduce the chance of unintended use of the information being transferred. The City will have their own unique, secured FTP folder for data reception. Our FTP folders are automatically monitored by the Cathedral Data Receipt Utility that provides a secure transfer from FTP folders to our production processing environment. The reporting of file receipt is automated to client contacts as well as internal project resources. Transmission logs and statistics are maintained for appropriate quality control and audit purposes. All City data files will reside in secured, and highly restricted network folders, requiring specific user authentication, under strict auditing and oversight. User access is both monitored and reported in direct compliance with standards set for in our annual SSAE16 audit.

The data processing phase performed by Cathedral will employ several auditing steps that will accumulate control totals that are used for balancing purposes. The first is the accumulated total bytes of data received by Cathedral that will be matched against the bytes of data that the customer has documented sending to Cathedral. These numbers are then balanced to what is printed and inserted by Cathedral. These numbers will be balanced against the number of statements sent by the customer and a report will be generated.

Laser Printing

During the printing stage, the pages printed will be matched against the number of pages processed in the data processing phase by Cathedral. Each page printed will have a sequence number to enable the print operator to keep all pages in order should there be a paper jam on the printer. We have implemented the use of quality control worksheets by our printer operators for all projects. Quality of address, general detail data, message areas and print quality are all verified. Printer logs with sample pieces are maintained on all projects.

Inserting

Cathedral is the first company in the United States to implement software for integrity checking utilizing the delivery point barcode. We have Videk cameras fitted to all of our production inserting machines, which allows us to match an intelligent mail barcode (IMB) on a mail piece to an ASCII file supplied from the Data department. The Manager or Supervisor in the Mail Operation department will send the file to the designated Inserter that has been assigned for that job.

The pieces are printed and inserted in the same order as the ASCII file. The machine will stop identifying a "Mismatch Error" if the corresponding mail piece does not match the IMB in the ASCII file and the operator will check the integrity of the mail piece. Because we are reading the IMB with the camera it also allows us to catch any pieces of mail that have been masked by additional inserts. If the insert was in front of the address block on the piece masking the IMB the inserter would stop with an error message, and the operator would repair the piece and continue.

On completion of each job an output file is created which includes any pieces that were missing or damaged during the inserting or printing process. This file can then be used to generate reprints more efficiently. The MSM system takes Cathedral to a higher level of integrity. There are occasions where the inserting process will damage some of the material. In these instances, Cathedral has developed a process that enables the timely reprinting of those statements. Our process is not complete until all "damaged" statements are reprinted and mailed by Cathedral. Cathedral maintains daily service and production logs on all mailing equipment within the facility.

Qualifications, Capabilities and Experience *(continued)*

Cathedral recently upgraded our Mail Operations environments to incorporate **Mail Run Data File (MRDF)** technology. This entails having file-based operations overseeing all mail inserting. File servers are attached to the intelligent mail inserters, and databases on those servers describe all components of each mail item at the component level (sheets for that item as well as all associated inserts). We place 2D optical marks on each sheet of paper for every mail item and the system tracks and verifies the accurate collation and completion of those pieces. Cameras also function at each mail station hopper to capture & verify the correct insertion of all targeted inserts for that mail item. Any variance from the information contained in the database, as well as any opportunity for error (machine stoppages, jams, etc.) causes the pieces involved to be flagged by the system for destruction and reprint. The cycle is marked as incomplete in the control database, and those tagged items are automatically diverted for secure destruction and logging. The corresponding print files for the tagged items are sent into a reprint queue to be reproduced. Once they are reproduced they are loaded to the system and scanned again. At that point, the system marks all items in the file as complete and "closes" closes that cycle.

We understand the stress your organization may go through during a change or conversion. There can be long hours spent ensuring the accurate migration and calculations of your data along with interfacing with multiple points of contact throughout the process. Our goal is to make the process as seamless as possible while offering support of your invoice design needs. As we mentioned before, we are available 24 hours a day, 7 days a week with primary and back-up phone numbers.

Accuracy Standards

If any issues may arise after implementation and the go-live date, Cathedral representatives will notify you immediately when we learn of an issue with an explanation of what the cause is, what the impact is and what steps we are taking to rectify the situation and ensure it doesn't happen again.

Any problems or challenges with production applications are escalated immediately to the departmental supervisors who then involve plant management, customer service account management and I.T. support as needed.

- ***Procedures for Correcting Issues***

  Timeliness is important but without a quality product it means little. Cathedral Corporation has raised the bar in our industry by implementing processes and procedures that have translated to an error-free rate.

  Cathedral Corporation's Quality System incorporates the use of an online interactive corrective action/continuous improvement system. This system is integral in allowing Cathedral to achieve the level of performance demanded at all levels of our organization to meet or exceed Customer Requirements and expectations. Any person in our organization involved in production of your statements is required to open a ***Corrective Action System (CAS)*** report any time an error has been uncovered. Phase I of this report requires the author to provide basic key information, after which the report is saved. Once saved an electronic copy of this report is distributed over our internal network to all senior management from the president and C.O.O. down, as well as to departmental managers, customer service and account managers.

G. Payment

Cathedral Corporation's payment terms are net-30.

See attached for sample invoice from Cathedral. We can customize this to list out the charges in the best way that fits your needs for your billing department.

Cathedral CORPORATION SINCE 1916

6851 TPC DRIVE
ORLANDO, FL 32822
Tel. 407-351-0232 Fax.
407-363-4586

Invoice

DATE	INVOICE #
6/26/19	12345

BILL TO

CITY OF ORMOND BEACH
22 SOUTH BEACH STREET
ORMOND BEACH, FL 32174

CUSTOMER NUMBER	TERMS	DUE DATE	P.O. NO.	REP
00000	Net 30	7/25/19		

QUANTITY IN TH...	DESCRIPTION	RATE	AMOUNT
22,000	DATA PROCESS, DUPLEX PRINT, INSERT WITH #9, SEAL, METER, SORT AND MAIL	0.09	$1,980.00
1,000	DATA PROCESS, DUPLEX PRINT, NO #9, INSERT, SEAL, METER SORT AND MAIL	0.0713	$71.30
23,000	INSERTING OF CLIENT SUPPLIED STORMWATER INSERTS	0.005	$115.00
46,000	INDEXED PDFs - images	0.01	$460.00

Please make checks payable to Cathedral Corporation & remit to the above address.

Total $2,626.30

Qualifications, Capabilities and Experience *(continued)*

H. Confidentiality of data

Security - Annually, Cathedral Corporation successfully completes an external financial audit along with an IT/Operational audit known as **SSAE-16 SOC 2** certification; a stringent process to ensure the security of our clients' data and maintain our operational standards.

Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations.

Cathedral Corporation has a robust security program in place to protect customer data. We follow the Philosophy of Least Privilege Use. We segregate our production servers logically and physically from non-authorized users. Perimeter monitoring, Cisco technologies, Fortinet Intrusion Prevention/Intrusion Detection (IPS/IDS), IPSwitch Whatsup Gold Professional, and Beach & Associates Network Monitoring Services are utilized by Cathedral Corporation. All hosts in the DMZ are protected by IPS/IDS. We do not allow pings, and configure all ports closed by default. Cathedral Corporation performs monthly network level vulnerability and penetration scans via a third party, Beach & Associates. Perimeter assessment is performed utilizing Nessus software and PRTG traffic monitoring. Internally we utilize GFI Languard Network Security Scanner for vulnerability scans. These are also run on a monthly basis. Copies of our tests are reviewed by our Manager, Network Services and retained for a one year period. Cathedral Corporation utilizes Checkpoint Pointsec (laptop encryption) and Symantec Endpoint Security (anti-virus, anti-malware) products. WSUS is used for patch management. We have in place Information Sensitivity (classification) and Incident Response Policies.

Network access is granted to employees on a need-to-know basis. Network access and activity is logged and monitored by members of Cathedral Corporation's Network Administration group. User and Departmental access are specifically defined. Normal users are prohibited from modifying permissions. Users have limited access to data based on their need to know to perform their job. Network accounts are locked after 3 unsuccessful log-on attempts. Only IT Administration Personnel can unlock an account. Password complexity is imposed, and user passwords must be changed at a minimum of every 90 days.

Every production job is audited through numerous reconciliation and verification operational steps and signed-off on by multiple personnel throughout our production process. Our clients' records and data, including individual, non-public, personal information of our clients' customers are treated as confidential. If we receive any confidential information from or on behalf of our clients, Cathedral maintains the security and confidentiality of that information as required by applicable laws and regulations, including the Federal Gramm Leach Bliley Act, and Federal Charter Red Flag rules and the regulations associated with such. Further, Cathedral's process automation applies data retention rules for all projects as to ensure proper archiving and deletion of client data. Files are purged from the system, based on defined retention periods, through automated processing controls. Our online Client Center is also a secure SSL site.

If the City is going to send confidential and proprietary information to Cathedral, we recommend that this information either be uploaded through our SSL Secure FTP site or SSL Secure Client Center, which is only accessible to Cathedral Clients. If communication is going to be sent via email to or from Cathedral, it should not contain any attachments or content that may be confidential or proprietary.

Qualifications, Capabilities and Experience *(continued)*

The following are other technologies and practices to ensure the security throughout our facility:

- **Video Surveillance –** 24/7 video surveillance inside and outside of building
- **Key Card Access** – currently, we utilize a secure building access system. This logs all attempts at entry to secure areas and is monitored in real time by our HR Manager and Network Administrator. Certain high security areas, including server rooms, file storage, and secure client stock storage, are only accessible by Cathedral upper management and the Network Administrator to ensure no unauthorized access occurs. The access cards are issued to all employees. The access capability is different for each employee based on the need to access certain areas. (i.e. Print department cannot access the Data department).
- **Secure Email Filtering** – Cathedral maintains a hosted service for secure inbound email filtering which scans all incoming email and blocks any messages which may be SPAM, virus or malware from being delivered to the end user.
- **Employee Background Checks –** Cathedral performs FDLE background checks on all employees
- **Employee Compliance Training** – Cathedral employees complete IT security and business ethics compliance training annually.
- **E-verify Compliance** – Cathedral completes E-verification on all new hires.
- Onsite secure shredding
- Yearly review of proprietary processing with employees
- Yearly testing of our network security by an outside third party
- Cathedral carries supplemental insurance to mitigate impact of any data breach by a third party.

Fees

Item	Unit Price
Utility Bill Processing – *includes processing, duplex printing, inserting, mailing, and all materials (#9, #10, FLAT envelope if applicable). Includes single and multiple page statements.*	**$0.09 per piece**
Utility Bill Processing without the #9	**$0.0713 per piece**
Business Tax Renewal Processing – *includes processing, printing, mailing and all materials*	**$0.09 per piece**
Inserting of client supplied inserts	**$0.005 per insert**
Set-up fee	**$0**
Hourly programming services – custom and rush	**$125.00 per hour**
NCOA services	**$0.002 per record**
Indexed PDFs – based on 23,000 bills per month	**$0.01 per image**
Postage	**Pass Through item**

Other Services Available

In addition to our services and capabilities described within this proposal, we also offer the following:

Mail Essentials Mail Tracking - Cathedral Corporation is a full-service USPS customer which allows us to obtain mail delivery information which in turn we share with our clients. This ability to share mail piece delivery information allows our clients to track, predict and view delivery of both incoming and outgoing mail pieces. Utilizing IMB barcodes on mail pieces, the USPS will capture the scans. Our custom mail tracking application has access to the data from the USPS scans which are done at regular intervals during the mailing lifecycle, allowing you to:

- Monitor the mail processing status
- Estimate delivery dates/times
- Identify that a remittance has been mailed
- Make decisions to delay service disconnect dispatches
- Identify when mail pieces have been delivered

Having early knowledge of remittance activity negating service disruption can improve management and customer satisfaction by allowing for more informed service disruption management in addition to avoiding additional print, mail and operational costs. This feature is fully accessible through our client portal. Pricing will be provided for this additional service upon request.

References

1. **City of Cocoa, Florida Utilities** ***(Sunguard HTE platform)***
   Contact: Jessica Dovale, Utility Customer Service Manager
   Address: 65 Stone St. Cocoa, FL 32922
   Phone: 321-433-8422
   Service Provided: Daily processing, printing and mailing of approximately 80,000 bills per month (regular, final, past due and delinquent notices)
   Service Dates: 2004- present

2. **City of Hollywood, Florida Utilities** ***(Sunguard HTE platform)***
   Contact: Mark Moore
   Address: 2600 Hollywood Blvd Room 103 Hollywood, FL 33020
   Phone: 954-921-3930
   Service Provided: Weekly processing, printing and mailing of approximately 40,000 bills per month (regular, final, past due and delinquent)
   Service Dates: 2014-present

3. **City of Melbourne, Florida Utilities** ***(Tyler Technologies Munis platform)***
   Contact: Wayne Rosser
   Address: 900 East Strawbridge Ave. Melbourne, FL 32901
   Phone: 321-608-7170
   Service Provided: Weekly processing, printing and mailing of approximately 55,000 bills per month. Completed conversion to Tyler Technologies – Munis in 2013.
   Service Dates: 2008-present

4. **Hernando County, FL Utilities** ***(Sunguard HTE platform)***
   Contact: Alisa Pike
   Address: 7405 Forest Oaks Blvd Spring Hill, FL 34606
   Phone: 352-754-4762
   Service Provided: Same day processing, printing and mailing of approximately 60,000 bills per month
   Service Dates: 2008-present

5. **City of Somerville, MA Utilities** ***(Tyler Technologies Munis platform)***
   Contact: Mark Lawhorne
   Address: 93 Highland Ave. Somerville, MA 02143
   Phone: 617-625-6600 x5857
   Service Provided: Processing, printing and mailing of approximately 43,000 utility bills per month. Completed conversion to Tyler Technologies – Munis in 2018.
   Service Dates: 2016 – present.

In Conclusion

Cathedral Corporation is uniquely qualified to provide high quality invoice production and delivery services to the City of Ormond Beach through the company's experience in handling a wide range of billing applications for many companies, and due to our intimate knowledge of municipal billing applications derived from municipal utility clients like you.

- Cathedral is experienced in developing and implementing critical business document solutions for a wide range of financial services applications.
- We are intimately familiar with the needs and requirements of municipal utility organizations – you do not need to teach us your business.
- Cathedral has a proven track record of reliability and accuracy for print and mail applications like yours.
- The flexibility we offer in the customization of systems based on individual objectives and schedules allows us to develop customized solutions that increase value for your external clients, and improve efficiencies for your internal staff.
- Proactive account management assures clear, frequent, and complete communications with you
- Cathedral has a demonstrated commitment to investment in technology and systems, ensuring our clients the highest level of quality and service.

Thank you for taking the time to review our proposal. We look forward to hearing from you regarding your decision. If there are any questions in the meantime, please do not hesitate to contact me.

Sincerely,

Dave Osterrieder
Vice President, Southeast Sales
Tel: (407) 351 – 0232 x274
Cell: (904) 233-6950
Dosterrieder@cathedralcorporation.com

Client#: 636646 CATHECOR

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/04/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Kelli Shannon, CISR
USI Insurance Services LLC 855 Route 146 , Suite 235 Clifton Park, NY 12065 518 514-3620	PHONE (A/C, No, Ext): 518 861-2412 FAX (A/C, No): 610 537-4840 E-MAIL ADDRESS: kelli.shannon@usi.com

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Cathedral Corporation 632 Ellsworth Rd Rome, NY 13441-808	INSURER A : Liberty Mutual Fire Insurance Company	23035
	INSURER B : Liberty Mutual Ins Companies	65315
	INSURER C : MEMIC Indemnity Co	11030
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY	X	X	TB6Z81053235119	03/01/2019	03/01/2020	EACH OCCURRENCE	$1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$100,000
							MED EXP (Any one person)	$10,000
							PERSONAL & ADV INJURY	$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$1,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY	X	X	AS7Z81053235109	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	X UMBRELLA LIAB X OCCUR	X	X	TH7Z81053235129	03/01/2019	03/01/2020	EACH OCCURRENCE	$5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$5,000,000
	DED X RETENTION $10000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		X	6103800243	03/01/2019	03/01/2020	X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N N (N/A)						E.L. EACH ACCIDENT	$500,000
	(Mandatory in NH)						E.L. DISEASE - EA EMPLOYEE	$500,000
	If yes, describe under: DESCRIPTION OF OPERATIONS below						E.L. DISEASE - POLICY LIMIT	$500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Cancellation clause does not apply to non payment cancellation. FOR BIDDING PURPOSES ONLY.

CERTIFICATE HOLDER

Cathedral Corporation
632 Ellsworth Road
Rome, NY 13441

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Question: 20 Can you describe "multiple accounts consolidated statements?

Answer: PDF's will be provided for printing, some may be multiple/separate pages. Bills being mailed on the same day to the EXACT same address should be mailed in one envelope to lower postage cost.

In all other respects, except as specifically stated herein, the subject RFP 2019-32 Utility Billing Services remains unchanged.

THIS ADDEDNDUM MUST BE ACKNOWLEDGED AND RETURNED WITH YOUR BID

COMPANY NAME: Cathedral Corporation

SIGNATURE: Marianne W Paige **DATE:** 6/10/19

The foregoing changes are hereby incorporated into the Bidding Contract Documents for CITY OF ORMOND BEACH– RFP 2019-32 UTILITY BILLING SERVICES, for the City of Ormond Beach.

City of Ormond Beach, Florida

END OF ADDENDUM NO. 1

CITY MANAGER
MEMORANDUM

To: The Honorable Mayor Partington and City Commissioners

Through: Joyce A. Shanahan, City Manager

From: Kelly McGuire, Finance Director

Date: August 7, 2019

Subject: Award of Utility Billing Services to Request for Proposal 2019-32

Commission Goal: N/A

Introduction

This is a request to award Request for Proposal (RFP) No. 2019-32 for utility billing services to Cathedral Corporation. The current contract for these services is set to expire on September 15, 2019.

Background

The City's water and wastewater system provides service to approximately 25,000 accounts. Currently, the City's utility billing system is managed by a proprietary software application developed by Naviline HTE, Inc. The City is implementing the Tyler Technologies Munis software utility billing system, with a go-live date of October 1, 2019. Tyler Technologies is also a proprietary software application. Billing files are created in-house and the files are sent to a billing service for further processing. The billing service is then charged with printing and mailing the billing statement, along with any inserts.

Discussion

The utility billing services RFP No. 2019-32 was advertised for proposals on May 24, 2019. The City received and opened proposals on June 26, 2019. Six (6) proposals were received; Automated Direct Mail, Cathedral Corporation, ENCO Utility Services, Level One, MLI Marketing, and Pinnacle Data Systems.

The City's evaluation committee meeting was held on July 2, 2019, at which time the proposals were rated on 1) project approach, 2) qualifications and experience, 3) processing capabilities, 4) quality assurance and security, 5) cost proposals and 6) references. The highest overall rated proposal was submitted by Cathedral Corporation. Some of the factors resulting in Cathedral standing out among the other proposals were the references and the cost proposal. The references they provided were clients in

similar size to the City or larger with multiple years working with Tyler Technologies Munis and Sungard. The cost proposal they provided was the lowest and they do not have a minimum charge rate to distribute a utility bill. The current provider ENCO, notated a minimum charge rate of $100 and a two percent increase per year of this five (5) year contract.

The proposed fees for a typical utility bill are $0.092 per statement for statements requiring a return envelope which is a decrease of .003 from the current contracted rate. The proposed postage fee is $0.35 per statement for a total processing fee of $.442 per utility bill.

Budget Impact

In fiscal year 2019-2020, the City has budgeted $161,500 for Utility Bill Printing / Processing and Utility Bill Postage within Fund 401-Water & Wastewater Operating Fund.

Citizen Impact

Providing citizens concise utility bills in a timely fashion is imperative to the customer service the City provides to its residents.

Recommendation

Staff recommends approval of a five (5) year contract with Cathedral Corporation.

Attachments:

- 19-141ARAE - UTILITY BILLILNG - CATHEDRAL CORP 4037 P19-0130G (PDF)
- 2019-32 Bid Tab Combined (PDF)
- 2019-32 Committee Scores Excel (PDF)

REVIEWED BY:

Kelly McGuire, Finance Director 7/18/2019

Claire Whitley, Assistant City Manager 7/19/2019

APPROVED BY: Joyce A. Shanahan, City Manager 7/25/2019

City of Ormond Beach
RFP TABULATION
UTILITY BILLING SERVICES
RFP No. 2019-32

RFP Opening Date: June 26, 2019 Time: 2:30 P.M.

The Following Companies Submitted Proposals:

Pinnacle Data Systems

Cathedral Corporation

Martin Lithograph, INC dBA MDI Marketing Solutions

AutoMated Direct Mail Service Center, INC

Level One

ENCO Utility Services Florida LLC

JUN26 19 2:30PM

Opened By: CBJ **Tabulated By:** Robert Schatte

Title: Assistant Finance Director **Title:** Purchasing Coordinator

RFP Tabulation
Summary

Project: 2019-32 Utility Billing Services

Date & Time: 6/26/2019 at 2:30 PM

Firm
Pinnacle Data Systems
Cathedral Corporation
Martin Lithograph Inc. DBA: MLI Marketing Solutions
Automated Direct Mail Service Center Inc
Level One
Enco Utility Services

Robert Schattie
Purchasing Coordinator

Robert Schattie

RFP Evaluation Summary

Project: Utility Billing Services

RFP Number: 2019-32

Date & Time: July2, 2019 11:00am

The RFP's were scored on the following criteria:

Project Approach (0 - 10 points)

Qualifications and Experience (0-15 points)

Processing Capabilities (0-15 points)

Quality Assurance/Security (0-15 points)

Cost Proposal (0-30 points)

Past Performance on Comparable Accounts (0-15 points)

Summary								
Firm	*Project Approach (0-10 pts) *(maximum of 30 pts)	*Qualifications and Experience (0-15 pts) *(Maximum of 45 pts)	*Processing Capabilities (0-15 pts) *(maximum of 45 pts)	*Quality Assurance/Security (0-15 pts) *(Maximum of 45pts)	Cost Proposal (0-30 pts) *(Maximum of 90 pts)	References (0-15pts) (Maximum 45 pts)	**Total	Rank
Pinnacle Data Systems	24	39	38	38	60	42	241	2
Cathedral Corporation	25	41	39	38	85	43	271	1
MLI Marketing Slotions	0	0	0	0	0	0	0	6
Automated Direct Mail Service Center Inc.	21	31	31	32	42	27	184	5
Level One	23	36	36	36	32	31	194	4
Enco Utility Services	25	42	40	39	62	31	239	3

* Note that the total number in the criteria boxes are a total of all 3 members on committee.
** Note that the total is a combination of all criteria added together (maximum of 300 total).

Purchasing Coordinator

Robert Schettino

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.D

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-138
Strategic Goal:	Water Quality & the Environment - Other		
Department:	Public Works - Utilities Management		
Subject:	Additional Water/Wastewater Directional Drilling		
Summary:	Occasionally, the City receives customer concerns about low water pressure/volume in their home. Staff respond to the concerns by testing the rate of flow at the customer's water service. If the flow rate falls below the acceptable rate of 6 gallons per minute (gpm), the service is scheduled for replacement. Historically, field crews attribute the cause of low flow to the condition of the galvanized pipe, which was typically used in mid-20th century construction. Water services are easily described as one of two types, "short" services - those services found on the same side of the road as the main, and "long" - those services lying on the opposite side of the road. When the properties requiring service replacement are located on the opposite side of the street from the water main, installation of the new "long" service requires the directional drilling of a casing under the roadway surface. This work eliminates the cutting of the roadway surface, reducing the time to complete the repair, and eliminating restoration of the road. Providing a sleeve for the installation of the new service makes future repairs simpler if necessary. The work of directional drilling is completed by a contractor for the City. Each year, City staff solicits quotes for the installation of casings for new or replacement water services for the duration of the fiscal year. In September 2023, staff requested quotes for Fiscal Year 2023-24. Mid-Florida Directional Drilling, LLC submitted the lowest quote. The total amount encumbered for PO 20240000 was $24,999. At the contract rate, this amount can provide for drilling of approximately 40 casings, which typically covers the number of replaced "long" services per year, ensuring minimal disruption of service for water customers. While the City has averages the replacement of approximately 40 long services per year. Water Distribution has replaced, to date, 39 services		

	with 8 more scheduled. It is anticipated the need will exceed the limit of the current PO.
Financial Impact:	Adequate funds required for the additional amount of $14,000 are allocated in the budget and funded out of Fund 401 - Water/Wastewater Operating Fund.
Citizen Impact:	Replacement of old water services insures that customers have an adequate supply of potable water for their needs. Directional drilling underneath roadways allows staff to effectively repair these lines without having to cut the roadway and disrupt traffic.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the increase in encumbrance for directional drilling of water/wastewater casings by Mid-Florida Directional Drilling, LLC.
Staff Contact:	Bob Preis, Utilities Manager, (386) 676-3305
Attachments:	1. 24-138 Mid Fla Directional drilling add cost (P24-0145G) 2. Change Order 20240000 (1) 3. Mid - Directional 2024 Quote 4. Purchase Order 20240000 5. Directional Drilling FY 23-24 6. 2024 Directional Drilling Invoices
Approval:	Kelly McGuire, Finance Director 8/22/2024 Shawn Finley, Assistant City Manager 8/23/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-138

A RESOLUTION AUTHORIZING ADDITIONAL FUNDING FOR DIRECTIONAL DRILLING SERVICES FROM MID FLORIDA DIRECTIONAL DRILLING, LLC; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, in September 2023, the City solicited quotes for services to perform water/wastewater directional drilling services in accordance with Section 2-300, *Code of Ordinances*, and accepted the quote of Mid Florida Directional Drilling, LLC and issued a Purchase Order for $24,999.00 for said services, and

WHEREAS, the $24,999.00 has been nearly expended and there remains a need for an additional $14,000.00 for unforeseen additional repairs, bringing the total expenditure for these services to $40,999.00, and

WHEREAS, in accordance with Sec.2-300(f) *Code of Ordinances,* because the cumulative total for the procurement from one vendor exceeds the City Manager's threshold, City Commission approval is required, and

WHEREAS, the City Manager has certified that the money for the payment of the services is appropriated in the Water/Wastewater Operating Fund (401), now therefore,

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

SECTION ONE. The City Commission hereby approves additional funding of $14,000.00 to Mid Florida Directional Drilling, LLC for unforeseen additional repairs and to pay the cost thereof from the Water/Wastewater Operating Fund.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

Purchase Order

Fiscal Year 2024 Page: 1 of: 1

BILL TO
City of Ormond Beach
PO Box 277
Ormond Beach, FL 32175-0277

THIS NUMBER MUST APPEAR ON ALL INVOICES, PACKAGES AND SHIPPING PAPERS.

Purchase Order # 20240000

Delivery must be made within doors of specified destination.

VENDOR
STANLEY SMITH
MID FLORIDA DIRECTIONAL DRILLING LLC
782 TIMOTHY ST
ORMOND BEACH, FL 32174
Email: MIDFLADD@OUTLOOK.COM

SHIP TO
Water Distribution
501 North Orchard Street
Ormond Beach, FL 32174

Vendor Phone Number	Vendor Fax Number	Requisition Number	Delivery Reference
386-748-4476		2400002	

Date Ordered	Vendor Number	Date Required	Freight Method/Terms	Department/Location
10/02/2023	2217			TRANSPORTATION

Item#	Description/PartNo	QTY	UOM	Unit Price	Extended Price
	ddr/ Citywide Directional Drilling The Above Purchase Order Number Must Appear On All Correspondence - Packing Sheets And Bills Of Lading				
1	**MODIFIED:** Per quote# 1149 dated 9/25/2023 Directional drilling to install casings for water service/ Installation or replacement/ Citywide Commodity Code: 91216 Boring, Drilling, Testing, and Soundings, Including Concrete Coring	1.0	EACH	$40,999.00	$40,999.00

CHANGE ORDER

VENDOR COPY

Total Ext. Price	$40,999.00
PO Total	**$40,999.00**

TERMS AND CONDITIONS PLEASE READ CAREFULLY

GENERAL CONDITIONS

Acceptance of an order includes all terms, quantities, prices, delivery instructions, specifications and conditions stated in the order. The terms and conditions of an order are not to be changed or modified by any verbal understanding. Any such changes must be made by written agreement. The quantity of materials ordered and the prices specified must not be exceeded without written authority being first obtained from the City. Failure of an awarded Vendor to deliver goods and/or services as specified in the order, or failure to comply with any of the terms and conditions therein, may disqualify Vendor from receiving future orders. In case of default by the Vendor, the City may procure the goods and/or services covered by the order from other sources and hold the Vendor responsible for any additional cost occasioned thereby. Purchases of $2,500.00 or more require a purchase order number. **Invoices must show the purchase order number.** The City endeavors to make payments within thirty (30) days of receipt of invoice in accordance with the Florida Prompt Payment Act, Florida Statutes, Chapter 218, Part VII.

QUALITY

All goods and/or services furnished by an order must be as specified and subject to the City's inspection within a reasonable time after delivery at destination. Variations in goods and/or services from those specified in an order must not be made without written authority from the City. Items rejected by the City will be returned at the Vendor's risk and expense. Unless otherwise stated herein, all materials and equipment furnished by the Vendor shall be new and shall not have been in service at any other installation.

PACKING & DELIVERY

Packages must be plainly marked with shipper's name and order number. Charges are not allowed for boxing or crating unless previously agreed upon in writing. All goods are to be shipped F.O.B. Destination. **The City will pay no freight or expense charges, except by previous agreement.** The delivery must be effected within the time stated in the order. The City reserves the right to cancel this order and purchase elsewhere if the Vendor fails to meet the delivery date specified on Purchase Order. Deliveries shall be made between 8:00 a.m. and 5:00 p.m. on regular working days unless otherwise stated. Transport deliveries must be unloaded and ready for inspection prior to 3:00 p.m. The items will be promptly inspected for damage and defects and conformance with the specifications. Any material or equipment not meeting the specifications, or that has been damaged or injured in the process of transportation, unloading or handling will be rejected and shall be immediately returned to the Vendor at the Vendor's expense.

COMPLIANCE TO LAWS, GUIDELINES, REGULATIONS, ETC.

The Vendor must comply with all applicable state, federal, and local laws, guidelines and regulations, as they pertain to this order. This includes, but is not limited to, DOT, OSHA, EPA, DEP and the City's Registration and Insurance requirements, as applicable. Also, where applicable, the Vendor agrees to furnish the City with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Chapter 422, Florida Statutes. Appropriate labels and MSDS's shall be provided for all shipments. Send MSDS's and other pertinent data to the City at the "Ship to" address on the purchase order.

Mid Florida Directional Drilling LLC
782 Timothy St
Ormond Beach, FL 32174 US
(386)748-4476

Estimate

ADDRESS
City of Ormond Beach
501 N Orchard St
Ormond Beach, FL 32174
United States

ESTIMATE # 1149
DATE 09/25/2023
EXPIRATION DATE 09/30/2024

ACTIVITY	QTY	RATE	AMOUNT
Estimate for Yearly Purchase Order 2023-2024			
D-Bore per ft - 2" Directional Bore 2" pipe per ft	1	16.00	16.00
D-Bore per ft - 4" Directional Bore 4" pipe per ft	1	22.00	22.00
D-Bore per ft - 6" Directional Bore 6" pipe per ft	1	52.00	52.00
D-Bore per ft - 8" Directional Bore 8" pipe per ft	1	77.00	77.00
	TOTAL		**$167.00**

Accepted By

Accepted Date

Purchase Order

Fiscal Year 2024 Page: 1 of: 1

BILL TO

City of Ormond Beach
PO Box 277
Ormond Beach, FL 32175-0277

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Purchase Order #	20240000

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VENDOR

STANLEY SMITH
MID FLORIDA DIRECTIONAL DRILLING LLC
1851 ORANGE TREE DR
EDGEWATER, FL 32141
Email: MIDFLADD@OUTLOOK.COM

SHIP TO

Water Distribution
501 North Orchard Street
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VENDOR COPY

Total Ext. Price	$24,999.00
PO Total	**$24,999.00**

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Directional Drilling FY 23-24

Address	Date	Invoice #	Pipe size	Cost
18 Cameo Cir	7/23/2024	1780	2	$ 1,440.00
63 Sycamore Cir	7/15/2024	1778	2	$ 704.00
12 Tara Pl	7/11/2024	1777	2	$ 720.00
SR 40 @ Williamson	7/9/2024	1776	2	$ 1,280.00
70 Dix Ave	6/25/2024	1774	2	$ 576.00
176 Heritage Cir	6/24/2024	1773	2	$ 688.00
99 Timberlake Ln	6/19/2024	1769	2	$ 480.00
75 Timberline Ln	6/19/2024	1770	2	$ 640.00
274 Washington St	6/10/2024	1766	2	$ 560.00
298 Tomoka Ave	6/10/2024	1767	2	$ 500.00
504 S Halifax Dr	5/30/2024	1764	2	$ 640.00
19 Nottingham Dr	5/28/2024	1762	2	$ 800.00
1202 Vanderbilt Dr	5/29/2024	1763	2	$ 720.00
1500 N Beach St	5/22/2024	1761	2	$ 640.00
77 Sycamore Cir	5/22/2024	1760	2	$ 720.00
24 Twelve Oaks Trl	5/20/2024	1759	2	$ 640.00
2 Tidewater Dr	5/19/2024	1758	2	$ 688.00
601 Division Ave	5/14/2024	1757	2	$ 1,360.00
1226 Biltmore Dr	5/2/2024	1754	2	$ 720.00
Quail Run	4/10/2024	1750	2	$ 400.00
147 Fairway Dr	2/21/2024	1741	2	$ 800.00
104 Hickory Hills	2/7/2024	1740	2	$ 1,120.00
2409 John Anderson Dr	2/5/2024	1739	2	$ 1,120.00
85 John Anderson Dr	1/23/2024	1736	2	$ 640.00
2411 John Anderson Dr	12/20/2024	1729	2	$ 1,168.00
S Arbor Dr & Grove St	12/20/2024	1727	2	$ 1,280.00
34 S Arbor Dr	12/20/2024	1728	2	$ 1,040.00
31 Brookside Dr	12/12/2023	1726	2	$ 672.00
150 Timberline Trl	11/8/2023	1722	2	$ 800.00
1117 Sherbourne Way	11/7/2023	1721	2	$ 672.00
2701 John Anderson Dr	11/6/2023	1720	2	$ 1,152.00
321 Cumberland Ave	10/25/2023	1717	2	$ 960.00
142 Beau Rivage Dr	10/24/2023	1715	2	$ 720.00
3373 John Anderson Dr	10/24/2023	1716	2	$ 800.00
15 Dolphin Ave	10/18/2023	1714	2	$ 640.00
129 Deer Lake Cir	10/12/2023	1712	2	$ 688.00
4 St Johns Pl	10/4/2023	1708	2	$ 640.00
8 St Johns Pl	10/4/2023	1709	2	$ 720.00
34 Greenvale Dr	10/2/2023	1704	2	$ 720.00
TOTAL				**$ 31,268.00**

Mid Florida Directional Drilling LLC
782 Timothy St
Ormond Beach, FL 32174 US
(386)748-4476

INVOICE

BILL TO
City of Ormond Beach
501 N Orchard St
Ormond Beach, FL 32174
United States

INVOICE # 1778
DATE 07/15/2024
DUE DATE 08/14/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 63 Sycamore Cir water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	44	16.00	704.00

BALANCE DUE **$704.00**

Bore Log :

Direction: S to N

Distance		Depth
5'		1'-3"
10'		2'-2"
15'		2'-5"
20'		2'-4"
25'		2'-3"
30'		2'-1"
35'		1'-11"
40'		1'-11"
45'		1'-4"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

Mid Florida Directional Drilling LLC
782 Timothy St
Ormond Beach, FL 32174 US
(386)748-4476

INVOICE

BILL TO
City of Ormond Beach
501 N Orchard St
Ormond Beach, FL 32174
United States

INVOICE # 1777
DATE 07/11/2024
DUE DATE 08/10/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 12 Tara Pl water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
S to N

Distance		Depth
5'		1'
10'		2'
15'		2'-4'
20'		1'-11"
25'		1'-11"
30'		2'
35'		1'-11"
40'		1'-10"
45'		1'-9"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE

BILL TO
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INVOICE # 1780
DATE 07/23/2024
DUE DATE 08/22/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 18 Cameo Cir. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	90	16.00	1,440.00

BALANCE DUE **$1,440.00**

Bore Log :

Direction
SE to NW

Distance		Depth
5'		1'-5"
10'		1'-8"
15'		2'-6"
20'		2'-9"
25'		2'-10"
30'		2'-8"
35'		2'-7"
40'		2'-5"
45'		2'-3"
50'		2'-2"
55'		2'-2"

Distance		Depth
60'		2'-2"
65'		2'-4"
70'		2'-6"
75'		2'-4"
80'		2'-2"
85'		1'-10"
90'		1'-11"
95'		
100'		
105'		
110'		

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INVOICE # 1774
DATE 06/25/2024
DUE DATE 07/25/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 70 Dix Ave water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	36	16.00	576.00

BALANCE DUE **$576.00**

Bore Log :

Direction
3 to N

Distance		Depth
5'		1"
10'		1'-8"
15'		1'-11"
20'		2'-4"
25'		2'-5"
30'		2'-4"
35'		2'-2"
~~40~~ 34		2'
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1773
DATE 06/24/2024
DUE DATE 07/24/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 173 Heritage Cir. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	43	16.00	688.00

BALANCE DUE **$688.00**

Bore Log :

Direction: W to E

Distance		Depth
5'		1'
10'		1'-11"
15'		2'
20'		2'-6"
25'		2'-6"
30'		2'-8"
35'		2'-5"
40'		2'-4"
43'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1769
DATE 06/19/2024
DUE DATE 07/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 99 Timberlake Ln. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	30	16.00	480.00

BALANCE DUE **$480.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-8"
10'		1'-11"
15'		2'
20'		2'-2"
25'		2'-1"
30'		1'-11"
35'		
40'		
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1770
DATE 06/19/2024
DUE DATE 07/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 75 Timberlake Ln. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-2"
10'		2'-2"
15'		3'
20'		3'-10"
25'		4'
30'		3'-10"
35'		2'-10"
40'		2'
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1766
DATE 06/10/2024
DUE DATE 07/10/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 274 S Washington St.	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	35	16.00	560.00

BALANCE DUE **$560.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1"
10'		1'-8"
15'		2'-1"
20'		2'-1"
25'		1'-9"
30'		1'-7"
35'		1'-5"
40'		
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1767
DATE 06/10/2024
DUE DATE 07/10/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 298 Tomoka Ave.	1	0.00	0.00
Man Hours 2 people x 2 hrs with equipment (unknown utilities too shallow to bore)	4	125.00	500.00
	BALANCE DUE		**$500.00**

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INVOICE # 1764
DATE 05/30/2024
DUE DATE 06/29/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 for 504 S Halifax Dr. Water Service Replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'
10'		1'-10"
15'		2'-1"
20'		1'-11"
25'		2'
30'		1'-10"
35'		1'-9"
40'		2'
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1762
DATE 05/28/2024
DUE DATE 06/27/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 19 Nottingham Dr. (water service replacement)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	50	16.00	800.00

BALANCE DUE **$800.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'
10'		1'-6"
15'		1'-10"
20'		1'-5"
25'		2'
30'		2'-3"
35'		2'-2"
40'		2'
45'		1'-7"
50'		1-6"
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1763
DATE 05/29/2024
DUE DATE 06/28/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 1202 Vanderbilt Dr. (water service replacement)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
3 to N

Distance		Depth
5'		1'-1"
10'		1'-11"
15'		2'-5"
20'		2'-11"
25'		2'-8"
30'		2'-4"
35'		2'
40'		1'-10"
45'		1'-8"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1761
DATE 05/22/2024
DUE DATE 06/21/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 1500 N. Beach St. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'-3"
10'		1'-4"
15'		1'-4"
20'		1'-5"
25'		1'-4"
30'		1'-5"
35'		1'-6"
40'		1'-6"
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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BILL TO
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INVOICE # 1760
DATE 05/22/2024
DUE DATE 06/21/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 77 Sycamore Cir	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-1"
10'		1'-5"
15'		1'-10"
20'		1'-5"
25'		1'-10"
30'		1'-11"
35'		2'
40'		1'-10"
45'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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United States

INVOICE # 1759
DATE 05/20/2024
DUE DATE 06/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 for 24 Twelve Oaks Trl. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-8"
10'		1'-10"
15'		1'-10"
20'		1'-10"
25'		1'-11"
30'		1'-11"
35'		1'-8"
40'		1'-5"
47'		1'-7"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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United States

INVOICE # 1758
DATE 05/19/2024
DUE DATE 06/18/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 2 Tidewater Dr. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	43	16.00	688.00

BALANCE DUE **$688.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'-3"
10'		2'-1"
15'		2'
20'		1'-6"
25'		1'-9"
30'		1'-10"
35'		1'-11"
40'		1'-8"
@ 43		1'-8"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1757
DATE 05/14/2024
DUE DATE 05/14/2024
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 601 Division Ave. Environmental Discovery Center	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	85	16.00	1,360.00

BALANCE DUE **$1,360.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'-1"
10'		1'-5"
15'		1'-8"
20'		1'-7"
25'		1'-9"
30'		1'-11"
35'		2'-1"
40'		2'-2"
45'		2'-3"
50'		2'-3"
55'		2'-2"

Distance		Depth
60'		2'-3"
65'		2'-3"
70'		2'-6"
75'		2'-5"
80'		2'-5"
85'		2'-5"
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1754
DATE 05/02/2024
DUE DATE 06/01/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 1226 Biltmore Dr. water service replacement	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
S to N

Distance		Depth
5'		1'-4"
10'		2'-2"
15'		2'-6"
20'		2'
25'		2'-3"
30'		2'-4"
35'		2'-2"
40'		2'-1"
45'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1750
DATE 04/10/2024
DUE DATE 05/10/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
for Quail Run Irrigation meter			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	25	16.00	400.00

BALANCE DUE **$400.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'-1"
10'		2'-1"
15'		2'-1"
20'		2'
25'		1'-11"
30'		2'-1"
35'		
40'		
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1741
DATE 02/21/2024
DUE DATE 03/22/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 147 Fairway Dr. (water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	50	16.00	800.00

BALANCE DUE **$800.00**

Bore Log :

Direction
S to N

Distance		Depth
5'		1'
10'		2'
15'		2'-7"
20'		2'-8"
25'		2'-8"
30'		2'-4"
35'		1'-8"
40'		2'-4"
45'		2'
50'		2'-7"
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1740
DATE 02/07/2024
DUE DATE 03/08/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 104 Hickory Hills (water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	70	16.00	1,120.00

BALANCE DUE **$1,120.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'-1"
10'		2'-4"
15'		3'-3"
20'		4'-11"
25'		5'-2"
30'		5'-7"
35'		5'-2"
40'		5'-4"
45'		5'-5"
50'		5'-5"
55'		4'-11"

Distance		Depth
60'		4'-6"
65'		3'-8"
70'		3'-4"
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1739
DATE 02/05/2024
DUE DATE 03/06/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 2409 John Anderson Dr. (water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	70	16.00	1,120.00

BALANCE DUE **$1,120.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'
10'		2'-1"
15'		2'-3"
20'		2'-5"
25'		2'-8"
30'		2'-8"
35'		2'-7"
40'		2'-4"
45'		2'-9"
50'		2'-9"
55'		2'-11"

Distance		Depth
60'		2'-8"
65'		2'-1"
70'		1'-10"
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1736
DATE 01/23/2024
DUE DATE 01/23/2024
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 85 John Anderson Dr. water service replacement			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'-5"
10'		1'-7"
15'		2'-1"
20'		2'
25'		1'-11"
30'		2'-1"
35'		2'-2"
40'		2'
45'		1'-10"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

Mid Florida Directional Drilling LLC
782 Timothy St
Ormond Beach, FL 32174 US
(386)748-4476

INVOICE

BILL TO
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501 N Orchard St
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United States

INVOICE # 1729
DATE 12/20/2023
DUE DATE 01/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
for 2411 John Anderson Dr. water service replacement			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	73	16.00	1,168.00

BALANCE DUE **$1,168.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-2"
10'		2'
15'		2'-5"
20'		2'-6"
25'		2'-9"
30'		3'-1"
35'		2'-10"
40'		2'-8"
45'		2'-9"
50'		2'-10"
55'		2'-9"

Distance		Depth
60'		2'-7"
65'		2'-6"
70'		2'-6"
73		2'-3"
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1727
DATE 12/20/2023
DUE DATE 01/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
for 2" water main replacement at S Arbor and Grove St, intersection			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	80	16.00	1,280.00

BALANCE DUE **$1,280.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'
10'		2'-5"
15'		3'-2"
20'		4'-10"
25'		5'-2"
30'		5'-9"
35'		6'-3"
40'		6'-11"
45'		7'-2"
50'		7'-2"
55'		6'-10"

Distance		Depth
60'		6'-2"
65'		5'-5"
70'		4'-3"
75'		3'-3"
80'		3'
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1728
DATE 12/20/2023
DUE DATE 01/19/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
for 34 S. Arbor Dr. water line replacement			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	65	16.00	1,040.00

BALANCE DUE **$1,040.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'
10'		2'-3"
15'		2'-10"
20'		4'-2"
25'		5'
30'		5'
35'		4'-9"
40'		4'-10"
45'		4'-10"
50'		4'-5"
55'		3'-7"

Distance		Depth
60'		2'-6"
65'		1'-10"
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1726
DATE 12/12/2023
DUE DATE 01/11/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 31 Brookwood Dr. water service replacement			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	42	16.00	672.00

BALANCE DUE **$672.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'
10'		1'-10"
15'		2'-8"
20'		2'-8"
25'		3'
30'		3'-1"
35'		2'-9"
40'		2'-6"
42'		2'-4"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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United States

INVOICE # 1722
DATE 11/08/2023
DUE DATE 12/08/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 150 Timberline Trl. Lift Station (Water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	50	16.00	800.00

BALANCE DUE **$800.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-8"
10'		2'-1"
15'		1'-9"
20'		1'-7"
25'		1'-10"
30'		2'
35'		2'
40'		1'-11"
45'		1'-8"
50'		1'-8"
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

Mid Florida Directional Drilling LLC
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BILL TO
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United States

INVOICE # 1721
DATE 11/07/2023
DUE DATE 12/07/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 1117 Sherbourne Way (water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	42	16.00	672.00

BALANCE DUE **$672.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-2"
10'		1'-7"
15'		1'-10"
20'		2'-3"
25'		2'-8"
30'		2'-8"
35'		2'-6"
40'		2'-1"
42'		2'-2"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE

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United States

INVOICE # 1720
DATE 11/06/2023
DUE DATE 12/06/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 2701 John Anderson Dr.(water service replacement)			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	72	16.00	1,152.00

BALANCE DUE **$1,152.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-4"
10'		2'
15'		2'-3"
20'		2'-8"
25'		2'-9"
30'		2'-11"
35'		3'
40'		3'
45'		2'-10"
50'		2'-7"
55'		2'-9"

Distance		Depth
60'		2'-11"
65'		2'-10"
70'		2'-6"
72'		2'-5"
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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United States

INVOICE # 1717
DATE 10/25/2023
DUE DATE 11/24/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 321 Cumberland Ave.	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	60	16.00	960.00

BALANCE DUE **$960.00**

Bore Log :

Direction
N to S

S to N

Distance		Depth
5'		1'-10"
10'		1'-10"
15'		2'
20'		2'-1"
25'		1'-9"
30'		1'-5"
35'		1'-5"
40'		1'-5"
45'		1'-5"
50'		1'-7"
55'		1'-9"

Distance		Depth
60'		1'-6"
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1715
DATE 10/24/2023
DUE DATE 11/23/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 142 Beau Rivage Dr. (new water service installation)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction: S to N

Distance		Depth
5'		1'-3"
10'		1'-5"
15'		1'-8"
20'		1'-10"
25'		2'
30'		2'-3"
35'		2'-3"
40'		1'-9"
45'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1716
DATE 10/24/2023
DUE DATE 11/23/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 3373 John Anderson Dr. (water service replacement)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	50	16.00	800.00

BALANCE DUE **$800.00**

Bore Log :

Direction
N ↑ S

Distance		Depth
5'		1'-1"
10'		1'-8"
15'		1'-9"
20'		1'-11"
25'		2'
30'		1'-9"
35'		2'-1"
40'		2'-2"
45'		1'-10"
50'		1'-9"
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1714
DATE 10/18/2023
DUE DATE 11/17/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 15 Dolphin Ave. (water service replacement)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'-1"
10'		2'-2"
15'		1'-9"
20'		2'-1"
25'		2'-3"
30'		2'-5"
35'		2'-1"
40'		1'-11"
45'		1'-8"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE

BILL TO
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United States

INVOICE # 1712
DATE 10/12/2023
DUE DATE 11/11/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126	1	0.00	0.00
For 129 Deer Lake Cir. water service replacement			0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	43	16.00	688.00

BALANCE DUE **$688.00**

Bore Log :

Direction
E to W

Distance		Depth
5'		1'-1"
10'		1'-7"
15'		2'
20'		1'-9"
25'		2'-1"
30'		2'-5"
35'		2'-2"
40'		1'-10"
43		1'-9"
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1708
DATE 10/04/2023
DUE DATE 11/03/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 4 Saint Johns PL (irrigation meter)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	40	16.00	640.00

BALANCE DUE **$640.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'
10'		1'-8"
15'		2'-1"
20'		2'-4'
25'		2'-3"
30'		2'-1'
35'		2'-2'
40'		3'
45'		
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1709
DATE 10/04/2023
DUE DATE 11/03/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For 8 Saint Johns Pl (water service replacement)	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
N to S

Distance		Depth
5'		1'-4"
10'		1'-9"
15'		2'-2"
20'		1'-10"
25'		2'-1"
30'		2'-4"
35'		2'-3"
40'		2'
45'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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INVOICE # 1704
DATE 10/02/2023
DUE DATE 11/01/2023
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 for 34 Greenvale Dr. irrigation meter	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	45	16.00	720.00

BALANCE DUE **$720.00**

Bore Log :

Direction
W to E

Distance		Depth
5'		1'
10'		1'-7"
15'		2'
20'		2'-5"
25'		2'-5"
30'		2'-3"
35'		2'-4"
40'		2'-4"
45'		2'
50'		
55'		

Distance		Depth
60'		
65'		
70'		
75'		
80'		
85'		
90'		
95'		
100'		
105'		
110'		

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United States

INVOICE # 1776
DATE 07/09/2024
DUE DATE 08/08/2024
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
PO# 20240000 Directional drilling to casings for water service / Installation or replacement/ Citywide Commodity Code: 9126 For HWY 40 Median Main at Williamson intersection	1	0.00	0.00
D-Bore per ft - 2" Directional Bore 2" pipe per ft	80	16.00	1,280.00

BALANCE DUE **$1,280.00**

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.E

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-139
Strategic Goal:	Transportation & Community Development - Other		
Department:	Public Works - Engineering		
Subject:	Work Authorization - Traffic Signal Maintenance FY 2023-24		
Summary:	The City is responsible for upkeep of traffic signals to extend traffic signal mast arm life. Annually, each intersection is evaluated to determine the necessity of maintenance and upkeep. The signals identified in the attached quote are this year's determination of intersections most in need of repainting, these signals are: • Granada Blvd. and Nova Road • Granada Blvd. and Orchard Street • Nova Road and Fire Station 92 Staff has received a proposal from AM Weigel, under their continuing contract, for services related to the maintenance of these traffic signal mast arms.		
Financial Impact:	Funds to cover this year's cost of $54,123, is included in the FY 2023-24 budget under Fund 308-Transportation. This project is also included in the CIP budget for FY 2023-24, titled Traffic Signal Maintenance.		
Citizen Impact:	Properly maintained traffic signals are an important element in the efficient management of traffic through the City.		
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the work authorization for Traffic Signal Maintenance in the amount of $54,123.		
Staff Contact:	Alex Schumann, City Engineer, (386) 676-3302		
Attachments:	1. 24-139 Traffic Signal Maint-AM Weigel (P24-0143G)		

	2. AM Weigel Work Authorization 3. OB Intersections Refinishing GRANADA-NOVA Cost Summary rev 08.09.24 2
Approval:	Kelly McGuire, Finance Director 8/22/2024 Shawn Finley, Assistant City Manager 8/22/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-139

A RESOLUTION ACCEPTING A PROPOSAL FROM A.M. WEIGEL CONSTRUCTION, INC. TO PROVIDE CONSTRUCTION MANAGEMENT SERVICES REGARDING TRAFFIC SIGNAL (MAST ARM) MAINTENANCE AT THREE INTERSECTIONS; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City solicited a proposal from A.M. Weigel Construction, Inc. an engineering firm under continuing contract with the City, to provide construction management services regarding traffic signal (mast arm) maintenance at three intersections ("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 A.M. Weigel Construction, Inc. to provide construction management services for the aforedescribed project at a cost not to exceed $54,123.20 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 Transportation Fund (308) 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 A.M. Weigel Construction, Inc. to provide construction management services regarding traffic signal (mast arm) maintenance at three intersections at a cost not to exceed $54,123.20 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 A.M. Weigel Construction, Inc. to provide construction management services for the Project at the said price, and to pay the cost therefor from the Transportation Fund.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
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 A.M. Weigel Construction, Inc., the following Scope of Work and Schedule of Payments are agreed to by the parties to the Agreement:

Project Title: Traffic Signal Painting – 3 Intersections

Project Description: Construction management services to paint the poles and mast arms at the intersections of Granada Blvd/Nova Road, Granada Blvd/Orchard Street, and Nova Road/Fire Station 92. The Granada/Nova Road work will be performed overnight, the others during the day. The work includes cleaning and removal of all peeling of existing coating and rust as necessary, as well as MOT services, as detailed in the attached proposal and fee schedule dated July 26, 2024.

Schedule of Payments and Fee Basis

Required Work Task	Fee Basis	Fee
Traffic Signal Painting	Guaranteed Maximum Price	$54,123.20
Total Fee Authorized:	**Not to Exceed**	**$54,123.20**

Funding Source: Transportation Fund (308)

Estimated Time for Completion: 1 Month from Authorization to Proceed

AUTHORIZED:
CITY OF ORMOND BEACH

By: _____
Bill Partington
Mayor

Date: _____

By: _____
Joyce A. Shanahan
City Manager

Date: _____

ACCEPTED:
A.M. WEIGEL CONSTRUCTION, INC.

By: _____
A. Michael Weigel
President

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.

July 26, 2024

Mr. Lane Carter
Engineering Department
City of Ormond Beach
22 South Beach Street,
Ormond Beach, FL 32174

RE: City of Ormond Beach
Traffic Signal Pole Refinishing
Granada Boulevard – Nova Road, FS192, and Orchard St.

Dear Lane,

We are pleased to submit our Quotation for the refinishing of the Traffic Signal Pole Arms at the below intersections in the amount of Fifty Four Thousand One Hundred Twenty Three Dollars and Zero Cents ($54,123.00).

- Granada Boulevard – Nova Road (Night Work)
- Granada Boulevard – Orchard Street (Day Work)
- Nova Road – Fire Station 192 (Day Work)

We have based our proposal upon the following conditions:

- Removal of peeling coating and all visible rust via SSPC 1, 2, and 3 as necessary.
- Cleaning of Traffic Signal Pole and Arm
- One coat application of Sherwin Williams Kemkromik Rust Preventative Primer
- Sherwin Williams Pre-Catalyzed Water-Based Epoxy to Valmont Specification F283BQ & F578E color match equivalent.
- Maintenance of Traffic
- Day Work is priced for normal daytime hours from 7:00 AM to 3:30 PM Monday-Friday, and Night Work is priced to begin at 7:00 PM to 3:30 AM Monday-Friday.

The following work is not priced and is therefore excluded:

- Structural modifications to existing poles beyond surface rust removal and coating.
- Road Restriping, resurfacing, concrete, and asphalt repair.
- Modification of electronic traffic control systems.

Upon receipt of an executed contract and notice to proceed, we anticipate the project duration to be one month 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 important project.

Sincerely,

A. M. WEIGEL CONSTRUCTION, INC.

A. Michael Weigel
President

OB INTERSECTION SIGNAL ARM REFINISHING

GRANDA NOVA ORCHARD FS192

Bid Pkg	Description	Quantity	UM	Total Cost
1A	Project Management	1.00	WKS	
1A	Superintendent	2.00	WKS	
1A	Vehicle / Gas & Oil	0.50	MO	
1A	Telephone / Communication	0.50	MO	5,881.38
1B	Permitting & Impact Fees Allowance	1	LS	EXCLUDED
1C	Signed and Sealed Design for Permitting	1	LS	EXCLUDED
1D	Day Labor / Cleanup	2	DAYS	340.00
1E	MAINTENANCE OF TRAFFIC			
1E	NIGHT MAINTENANCE OF TRAFFIC (NOVA)	2	NIGHTS	
1E	DAY MAINTENANCE OF TRAFFIC (Orchard / FS192)	2	DAYS	12,000.00
9A	CLEANING, PAINTING, COATING			
9A	Granada Blvd - Nova Road (2 Poles, 4 Arms)	2	Poles	
9A	Nova Road - FS192 (2 Poles, 4 Arms)	2	Poles	
9A	Granada Blvd - Orchard Ave (4 Poles, 4 Arms)	4	Poles	30,000.00
				48,221.38
	General Liability Insurance		0.80%	385.77
	Performance & Payment Bond			696.44
	Overhead and Profit		10.00%	4,819.62
				54,123.20

OB INTERSECTION SIGNAL ARM REFINISHING

GRANDA NOVA ORCHARD FS192

Bid Pkg	Description	Quantity	UM	Line Item Cost	Total Cost
1A	Project Management	1.00	WKS	1,845.38	
1A	Superintendent	2.00	WKS	3,876.00	
1A	Vehicle / Gas & Oil	0.50	MO	125.00	
1A	Telephone / Communication	0.50	MO	35.00	5,881.38
1B	Permitting & Impact Fees Allowance	1	LS	0.00	EXCLUDED
1C	Signed and Sealed Design for Permitting	1	LS	0.00	EXCLUDED
1D	Day Labor / Cleanup	2	DAYS	340.00	340.00
1E	MAINTENANCE OF TRAFFIC				
1E	NIGHT MAINTENANCE OF TRAFFIC (NOVA)	2	NIGHTS	6,500.00	
1E	DAY MAINTENANCE OF TRAFFIC (Orchard / FS192)	2	DAYS	5,500.00	12,000.00
9A	CLEANING, PAINTING, COATING				
9A	Granada Blvd - Nova Road (2 Poles, 4 Arms)	2	Poles	8,000.00	
9A	Nova Road - FS192 (2 Poles, 4 Arms)	2	Poles	8,000.00	
9A	Granada Blvd - Orchard Ave (4 Poles, 4 Arms)	4	Poles	14,000.00	30,000.00
Subtotal				48,221.38	48,221.38
	General Liability Insurance		0.80%		385.77
	Performance & Payment Bond				696.44
	Overhead and Profit		10.00%		4,819.62
				TOTAL	**54,123.20**

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.F

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-140
Strategic Goal:	Airport Capital Improvements		
Department:	Economic Development - Airport		
Subject:	FAA Grant - Taxiway Bravo Apron & Ramp Rehab Project (Design)		
Summary:	This is the first of three agenda items related to the design phase of the Taxiway Bravo Apron and Ramp Rehabilitation Project at the Ormond Beach Municipal Airport. This item requests approval to execute a grant agreement between the City and the Federal Aviation Administration (FAA) that will provide 90% of the funding for the design phase of the rehabilitation project. Additional funding for 80% of the remaining cost is provided through a grant agreement with FDOT in the following agenda item, and lastly, a work authorization is presented for approval. This project will produce the necessary design and permitting documents required to rehabilitate pavement areas of the Taxiway Bravo apron and ramp area as illustrated in the attached map. The project was identified in the latest Statewide Airfield Pavement Management Program report. This report describes the Taxiway Bravo apron and ramp area as exhibiting aged pavement with large amounts of medium cracking, depressions, patching, and raveling, and recommended major rehabilitation. This project is part of the near-term capital improvement plan for the airport included in the Airport Master Plan Update approved by the City Commission in 2015, and was included in the City's approved Capital Improvement Program.		
Financial Impact:	The total cost of this design project is expected to be $166,667. The City has secured grant funding that will cover the majority of this expense. This item is for the approval of an FAA grant which will fund 90% of the total project ($150,000); an FDOT grant agreement presented in the next agenda item will provide funding of 80% ($13,333) of the remaining non-federal share. The total obligation from the Airport Fund will be $3,334. This project is included in the City's FY 2023-2024 budget.		

Citizen Impact:	This design project pertains specifically to current and planned airport operations. The improved pavement conditions will ultimately serve as an operational safety enhancement for the flying public.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends authorization to execute the grant agreement between the City and the FAA to provide primary funding for the design phase of the project to rehabilitate the Taxiway Bravo Apron and Ramp Area.
Staff Contact:	Steven Lichliter, Airport Manager, (386) 615-7019
Attachments:	1. 24-140 FAA Grant TWBravo & Ramp Rehab (P24-0155G) 2. FAA Grant Agreement 3. Project Sketch 4. Pavement Management Report
Approval:	Kelly McGuire, Finance Director 8/22/2024 Shawn Finley, Assistant City Manager 8/23/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-140

A RESOLUTION AUTHORIZING THE EXECUTION OF A GRANT AGREEMENT BETWEEN THE CITY AND THE FEDERAL AVIATION ADMINISTRATION REGARDING FUNDING FOR TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND INCIDENTAL THERETO FOR THE CITY TO ACCEPT THE GRANT AWARD; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City submitted a Federal Aviation Administration ("FAA") grant application to the FAA on August 4, 2023, for the purpose of obtaining federal funding assistance for the design of the Taxiway Bravo apron and ramp rehabilitation at the Ormond Beach Municipal Airport (the "Project"), and

WHEREAS, the total cost of the Project is $166,667.00, and

WHEREAS, the FAA has issued a Bipartisan Infrastructure Law (BIL) -Airport Improvement Program (AIP) Grant offer to the City in the amount of $150,000.00, and

WHEREAS, the Florida Department of Transportation ("FDOT") has issued a Public Transportation Grant Agreement ("PTGA") to provide grant funding in the amount of $13,333.00, and

WHEREAS, the City Manager has certified that funds in the amount of $3,334.00 for the City's matching funds are available in the Airport Fund (108) and are not 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 Mayor and the City Manager are hereby authorized and directed to execute a Grant Agreement between the City and the Federal Aviation Administration for the purpose of obtaining federal funding assistance for the design of the Taxiway Bravo apron and ramp rehabilitation at the Ormond Beach Municipal Airport. A copy of said Grant Agreement Number 3-12-0059-032-2024 is attached hereto and incorporated herein by reference.

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

APPROVED AND AUTHENTICATED, this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

U.S. Department of Transportation Federal Aviation Administration

Orlando Airports District Office:
8427 South Park Circle, Suite 524
Orlando, FL 32819

August 5, 2024

Mr. Steven Lichliter
Airport Manager
Ormond Beach Municipal Airport
P.O. Box 277
Ormond Beach, FL 32175-0277

Dear Mr. Steven Lichliter:

The Grant Offer for the Bipartisan Infrastructure Law (BIL) - Airport Infrastructure Grant (AIG) Project No. 3-12-0059-032-2024 at Ormond Beach Municipal Airport is attached for execution. This letter outlines the steps you must take to properly enter into this agreement and provides other useful information. Please read the conditions, special conditions, and assurances that comprise the grant offer carefully.

You may not make any modification to the text, terms or conditions of the grant offer.

***Steps You Must Take to Enter Into Agreement*.**

To properly enter into this agreement, you must do the following:

1. The governing body must give authority to execute the grant to the individual(s) signing the grant, i.e., the person signing the document must be the sponsor's authorized representative(s) (hereinafter "authorized representative").
2. The authorized representative must execute the grant by adding their electronic signature to the appropriate certificate at the end of the agreement.
3. Once the authorized representative has electronically signed the grant, the sponsor's attorney(s) will automatically receive an email notification.
4. On the **same day or after** the authorized representative has signed the grant, the sponsor's attorney(s) will add their electronic signature to the appropriate certificate at the end of the agreement.
5. If there are co-sponsors, the authorized representative(s) and sponsor's attorney(s) must follow the above procedures to fully execute the grant and finalize the process. Signatures must be obtained and finalized no later than **September 4, 2024**.
6. The fully executed grant will then be automatically sent to all parties as an email attachment.

Payment. Subject to the requirements in 2 CFR § 200.305 (Federal Payment), each payment request for reimbursement under this grant must be made electronically via the Delphi eInvoicing System. Please see the attached Grant Agreement for more information regarding the use of this System.

Project Timing. The terms and conditions of this agreement require you to complete the project without undue delay and no later than the Period of Performance end date (1,460 days from the grant execution date). We will be monitoring your progress to ensure proper stewardship of these Federal funds. We

expect you to submit payment requests for reimbursement of allowable incurred project expenses consistent with project progress. Your grant may be placed in "inactive" status if you do not make draws on a regular basis, which will affect your ability to receive future grant offers. Costs incurred after the Period of Performance ends are generally not allowable and will be rejected unless authorized by the FAA in advance.

Reporting. Until the grant is completed and closed, you are responsible for submitting formal reports as follows:

- For all grants, you must submit by December 31st of each year this grant is open:
  1. A signed/dated SF-270 (Request for Advance or Reimbursement for non-construction projects) or SF-271 or equivalent (Outlay Report and Request for Reimbursement for Construction Programs), and
  2. An SF-425 (Federal Financial Report).
- For non-construction projects, you must submit FAA Form 5100-140, Performance Report within 30 days of the end of the Federal fiscal year.
- For construction projects, you must submit FAA Form 5370-1, Construction Progress and Inspection Report, within 30 days of the end of each Federal fiscal quarter.

Audit Requirements. As a condition of receiving Federal assistance under this award, you must comply with audit requirements as established under 2 CFR Part 200. Subpart F requires non-Federal entities that expend $750,000 or more in Federal awards to conduct a single or program specific audit for that year. Note that this includes Federal expenditures made under other Federal-assistance programs. Please take appropriate and necessary action to ensure your organization will comply with applicable audit requirements and standards.

Closeout. Once the project(s) is completed and all costs are determined, we ask that you work with your FAA contact indicated below to close the project without delay and submit the necessary final closeout documentation as required by your Region/Airports District Office.

FAA Contact Information. Scott Carraro, (407) 487-7222, scott.w.carraro@faa.gov is the assigned program manager for this grant and is readily available to assist you and your designated representative with the requirements stated herein.

We sincerely value your cooperation in these efforts and look forward to working with you to complete this important project.

Sincerely,

Rebecca R. Henry
Rebecca R. Henry (Aug 5, 2024 13:07 EDT)

Rebecca R. Henry
Acting Manager

U.S. Department of Transportation Federal Aviation Administration

FY 2024 AIRPORT INFRASTRUCTURE GRANT
GRANT AGREEMENT
Part I - Offer

Federal Award Offer Date	August 5, 2024
Airport/Planning Area	Ormond Beach Municipal Airport
Airport Infrastructure Grant Number	3-12-0059-032-2024
Unique Entity Identifier	P7N5EWNDK217

TO: City of Ormond Beach

(herein called the "Sponsor") (For Co-Sponsors, list all Co-Sponsor names. The word "Sponsor" in this Grant Agreement also applies to a Co-Sponsor.)

FROM: **The United States of America** (acting through the Federal Aviation Administration, herein called the "FAA")

WHEREAS, the Sponsor has submitted to the FAA a Project Application dated August 04, 2023, for a grant of Federal funds for a project at or associated with the Ormond Beach Municipal Airport, which is included as part of this Grant Agreement; and

WHEREAS, the FAA has approved a project for the Ormond Beach Municipal Airport (herein called the "Project") consisting of the following:

Reconstruct General Aviation Apron and Southwest Taxilane (Design)

which is more fully described in the Project Application.

NOW THEREFORE, Pursuant to and for the purpose of carrying out the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL); and the representations contained in the Project Application; and in consideration of: (a) the Sponsor's adoption and ratification of the Grant Assurances attached hereto; (b) the Sponsor's acceptance of this Offer; and (c) the benefits to accrue to the United States and the public from the accomplishment of the Project and compliance with the Grant Assurance and conditions as herein provided;

THE FEDERAL AVIATION ADMINISTRATION, FOR AND ON BEHALF OF THE UNITED STATES, HEREBY OFFERS AND AGREES to pay (90) % of the allowable costs incurred accomplishing the Project as the United States share of the Project.

Assistance Listings Number (Formerly CFDA Number): 20.106

This Offer is made on and SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:

CONDITIONS

1. **Maximum Obligation.** The maximum obligation of the United States payable under this Offer is $150,000.

   The following amounts represent a breakdown of the maximum obligation for the purpose of establishing allowable amounts for any future grant amendment, which may increase the foregoing maximum obligation of the United States under the provisions of 49 U.S.C. § 47108(b):
   $0 for planning
   $150,000 for airport development or noise program implementation; and,
   $0 for land acquisition.

2. **Grant Performance.** This Grant Agreement is subject to the following Federal award requirements:

   a. Period of Performance:

      1. Shall start on the date the Sponsor formally accepts this Agreement and is the date signed by the last Sponsor signatory to the Agreement. The end date of the Period of Performance is 4 years (1,460 calendar days) from the date of acceptance. The Period of Performance end date shall not affect, relieve, or reduce Sponsor obligations and assurances that extend beyond the closeout of this Grant Agreement.

      2. Means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions or budget periods (2 Code of Federal Regulations (CFR) § 200.1).

   b. Budget Period:

      1. For this Grant is 4 years (1,460 calendar days) and follows the same start and end date as the Period of Performance provided in paragraph 2(a)(1). Pursuant to 2 CFR § 200.403(h), the Sponsor may charge to the Grant only allowable costs incurred during the Budget Period. Eligible project-related costs incurred on or after November 15, 2021 that comply with all Federal funding procurement requirements and FAA standards are allowable costs.

      2. Means the time interval from the start date of a funded portion of an award to the end date of that funded portion during which the Sponsor is authorized to expend the funds awarded, including any funds carried forward or other revisions pursuant to 2 CFR § 200.308.

   c. Close Out and Termination

      1. Unless the FAA authorizes a written extension, the Sponsor must submit all Grant closeout documentation and liquidate (pay-off) all obligations incurred under this award no later than 120 calendar days after the end date of the Period of Performance. If the Sponsor does not submit all required closeout documentation within this time period, the FAA will proceed to close out the grant within one year of the Period of Performance end date with the information available at the end of 120 days (2 CFR § 200.344).

2. The FAA may terminate this Grant, in whole or in part, in accordance with the conditions set forth in 2 CFR § 200.340, or other Federal regulatory or statutory authorities as applicable.

3. **Ineligible or Unallowable Costs.** The Sponsor must not include any costs in the project that the FAA has determined to be ineligible or unallowable.

4. **Indirect Costs - Sponsor.** The Sponsor may charge indirect costs under this award by applying the indirect cost rate identified in the project application as accepted by the FAA, to allowable costs for Sponsor direct salaries and wages.

5. **Determining the Final Federal Share of Costs.** The United States' share of allowable project costs will be made in accordance with 49 U.S.C. § 47109, the regulations, policies, and procedures of the Secretary of Transportation ("Secretary"), and any superseding legislation. Final determination of the United States' share will be based upon the final audit of the total amount of allowable project costs and settlement will be made for any upward or downward adjustments to the Federal share of costs.

6. **Completing the Project Without Delay and in Conformance with Requirements.** The Sponsor must carry out and complete the project without undue delays and in accordance with this Agreement, BIL (Public Law 117-58), the regulations, policies, and procedures of the Secretary. Per 2 CFR § 200.308, the Sponsor agrees to report and request prior FAA approval for any disengagement from performing the project that exceeds three months or a 25 percent reduction in time devoted to the project. The report must include a reason for the project stoppage. The Sponsor also agrees to comply with the grant assurances, which are part of this Agreement.

7. **Amendments or Withdrawals before Grant Acceptance.** The FAA reserves the right to amend or withdraw this offer at any time prior to its acceptance by the Sponsor.

8. **Offer Expiration Date.** This offer will expire and the United States will not be obligated to pay any part of the costs of the project unless this offer has been accepted by the Sponsor on or before September 4, 2024, or such subsequent date as may be prescribed in writing by the FAA.

9. **Improper Use of Federal Funds.** The Sponsor must take all steps, including litigation if necessary, to recover Federal funds spent fraudulently, wastefully, or in violation of Federal antitrust statutes, or misused in any other manner for any project upon which Federal funds have been expended. For the purposes of this Grant Agreement, the term "Federal funds" means funds however used or dispersed by the Sponsor, that were originally paid pursuant to this or any other Federal grant agreement. The Sponsor must obtain the approval of the Secretary as to any determination of the amount of the Federal share of such funds. The Sponsor must return the recovered Federal share, including funds recovered by settlement, order, or judgment, to the Secretary. The Sponsor must furnish to the Secretary, upon request, all documents and records pertaining to the determination of the amount of the Federal share or to any settlement, litigation, negotiation, or other efforts taken to recover such funds. All settlements or other final positions of the Sponsor, in court or otherwise, involving the recovery of such Federal share require advance approval by the Secretary.

10. **United States Not Liable for Damage or Injury.** The United States is not responsible or liable for damage to property or injury to persons which may arise from, or be incident to, compliance with this Grant Agreement.

11. **System for Award Management (SAM) Registration and Unique Entity Identifier (UEI).**

    a. Requirement for System for Award Management (SAM): Unless the Sponsor is exempted from this requirement under 2 CFR § 25.110, the Sponsor must maintain the currency of its

information in the SAM until the Sponsor submits the final financial report required under this Grant, or receives the final payment, whichever is later. This requires that the Sponsor review and update the information at least annually after the initial registration and more frequently if required by changes in information or another award term. Additional information about registration procedures may be found at the SAM website (currently at http://www.sam.gov).

b. Unique entity identifier (UEI) means a 12-character alpha-numeric value used to identify a specific commercial, nonprofit or governmental entity. A UEI may be obtained from SAM.gov at https://sam.gov/content/entity-registration.

12. **Electronic Grant Payment(s).** Unless otherwise directed by the FAA, the Sponsor must make each payment request under this Agreement electronically via the Delphi eInvoicing System for Department of Transportation (DOT) Financial Assistance Awardees.

13. **Informal Letter Amendment of BIL Projects.** If, during the life of the project, the FAA determines that the maximum grant obligation of the United States exceeds the expected needs of the Sponsor by $25,000 or five percent (5%), whichever is greater, the FAA can issue a letter amendment to the Sponsor unilaterally reducing the maximum obligation.

    The FAA can, subject to the availability of Federal funds, also issue a letter to the Sponsor increasing the maximum obligation if there is an overrun in the total actual eligible and allowable project costs to cover the amount of the overrun provided it will not exceed the statutory limitations for grant amendments. The FAA's authority to increase the maximum obligation does not apply to the "planning" component of Condition No. 1, Maximum Obligation.

    The FAA can also issue an informal letter amendment that modifies the grant description to correct administrative errors or to delete work items if the FAA finds it advantageous and in the best interests of the United States.

    An informal letter amendment has the same force and effect as a formal grant amendment.

14. **Environmental Standards.** The Sponsor is required to comply with all applicable environmental standards, as further defined in the Grant Assurances, for all projects in this grant. If the Sponsor fails to comply with this requirement, the FAA may suspend, cancel, or terminate this Grant Agreement.

15. **Financial Reporting and Payment Requirements.** The Sponsor will comply with all Federal financial reporting requirements and payment requirements, including submittal of timely and accurate reports.

16. **Buy American.** Unless otherwise approved in advance by the FAA, in accordance with 49 U.S.C. § 50101, the Sponsor will not acquire or permit any contractor or subcontractor to acquire any steel or manufactured goods produced outside the United States to be used for any project for which funds are provided under this Grant. The Sponsor will include a provision implementing Buy American in every contract and subcontract awarded under this Grant.

17. **Build America, Buy American.** The Sponsor must comply with the requirements under the Build America, Buy America Act (Public Law 117-58).

18. **Maximum Obligation Increase.** In accordance with 49 U.S.C. § 47108(b)(3), as amended, the maximum obligation of the United States, as stated in Condition No. 1, Maximum Obligation, of this Grant:

    a. May not be increased for a planning project;

b. May be increased by not more than 15 percent for development projects, if funds are available;

c. May be increased by not more than the greater of the following for a land project, if funds are available:

1. 15 percent; or

2. 25 percent of the total increase in allowable project costs attributable to acquiring an interest in the land.

If the Sponsor requests an increase, any eligible increase in funding will be subject to the United States Government share as provided in BIL (Public Law 117-58), or other superseding legislation if applicable, for the fiscal year appropriation with which the increase is funded. The FAA is not responsible for the same Federal share provided herein for any amount increased over the initial grant amount. The FAA may adjust the Federal share as applicable through an informal letter of amendment.

19. **Audits for Sponsors.**

PUBLIC SPONSORS. The Sponsor must provide for a Single Audit or program-specific audit in accordance with 2 CFR Part 200. The Sponsor must submit the audit reporting package to the Federal Audit Clearinghouse on the Federal Audit Clearinghouse's Internet Data Entry System at http://harvester.census.gov/facweb/. Upon request of the FAA, the Sponsor shall provide one copy of the completed audit to the FAA. Sponsors that expend less than $750,000 in Federal awards and are exempt from Federal audit requirements must make records available for review or audit by the appropriate Federal agency officials, State, and Government Accountability Office. The FAA and other appropriate Federal agencies may request additional information to meet all Federal audit requirements.

20. **Suspension or Debarment.** When entering into a "covered transaction" as defined by 2 CFR § 180.200, the Sponsor must:

a. Verify the non-Federal entity is eligible to participate in this Federal program by:

1. Checking the Responsibility/Qualification records in the Federal Awardee Performance and Integrity Information System (FAPIIS) as maintained within the System for Award Management (SAM) to determine if the non-Federal entity is excluded or disqualified; or

2. Collecting a certification statement from the non-Federal entity attesting they are not excluded or disqualified from participating; or

3. Adding a clause or condition to covered transactions attesting the individual or firm are not excluded or disqualified from participating.

b. Require prime contractors to comply with 2 CFR § 180.330 when entering into lower-tier transactions with their contractors and sub-contractors.

c. Immediately disclose in writing to the FAA whenever (1) the Sponsor learns they have entered into a covered transaction with an ineligible entity or (2) the Public Sponsor suspends or debars a contractor, person, or entity.

21. **Ban on Texting While Driving.**

a. In accordance with Executive Order 13513, Federal Leadership on Reducing Text Messaging While Driving, October 1, 2009, and DOT Order 3902.10, Text Messaging While Driving, December 30, 2009, the Sponsor is encouraged to:

1. Adopt and enforce workplace safety policies to decrease crashes caused by distracted drivers including policies to ban text messaging while driving when performing any work for, or on behalf of, the Federal government, including work relating to a grant or subgrant.
2. Conduct workplace safety initiatives in a manner commensurate with the size of the business, such as:
   i. Establishment of new rules and programs or re-evaluation of existing programs to prohibit text messaging while driving; and
   ii. Education, awareness, and other outreach to employees about the safety risks associated with texting while driving.

b. The Sponsor must insert the substance of this clause on banning texting while driving in all subgrants, contracts, and subcontracts funded with this Grant.

22. **Trafficking in Persons.**

a. *Posting of contact information.*

1. The Sponsor must post the contact information of the national human trafficking hotline (including options to reach out to the hotline such as through phone, text, or TTY) in all public airport restrooms.

b. *Provisions applicable to a recipient that is a private entity.*

1. You as the recipient, your employees, subrecipients under this Grant, and subrecipients' employees may not:
   i. Engage in severe forms of trafficking in persons during the period of time that the Grant and applicable conditions are in effect;
   ii. Procure a commercial sex act during the period of time that the Grant and applicable conditions are in effect; or
   iii. Use forced labor in the performance of the Grant or any subgrants under this Grant.
2. We as the Federal awarding agency, may unilaterally terminate this Grant, without penalty, if you or a subrecipient that is a private entity –
   i. Is determined to have violated a prohibition in paragraph (b) of this Grant Condition; or
   ii. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated a prohibition in paragraph (b) of this Grant Condition through conduct that is either –
      a) Associated with performance under this Grant; or
      b) Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.

c. *Provision applicable to a recipient other than a private entity.* We as the Federal awarding agency may unilaterally terminate this Grant, without penalty, if a subrecipient that is a private entity –

1. Is determined to have violated an applicable prohibition in paragraph (a) of this Grant Condition; or
2. Has an employee who is determined by the agency official authorized to terminate the Grant to have violated an applicable prohibition in paragraph (a) of this Grant Condition through conduct that is either –
    i. Associated with performance under this Grant; or
    ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, "OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement)," as implemented by our agency at 2 CFR Part 1200.

d. *Provisions applicable to any recipient.*

1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph (a) of this Grant Condition.
2. Our right to terminate unilaterally that is described in paragraph (a) or (b) of this Grant Condition:
    i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended [22 U.S.C. § 7104(g)], and
    ii. Is in addition to all other remedies for noncompliance that are available to us under this Grant.
3. You must include the requirements of paragraph (a) of this Grant Condition in any subgrant you make to a private entity.

e. *Definitions.* For purposes of this Grant Condition:

1. "Employee" means either:
    i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this Grant; or
    ii. Another person engaged in the performance of the project or program under this Grant and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. "Private entity":
    i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR § 175.25.
    ii. Includes:
        a) A nonprofit organization, including any nonprofit institute of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR § 175.25(b).

b) A for-profit organization.

4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).

23. **BIL Funded Work Included in a PFC Application.** Within 120 days of acceptance of this Grant Agreement, the Sponsor must submit to the FAA an amendment to any approved Passenger Facility Charge (PFC) application that contains an approved PFC project also covered under this Grant Agreement as described in the project application. The airport sponsor may not make any expenditure under this Grant Agreement until project work addressed under this Grant Agreement is removed from an approved PFC application by amendment.

24. **Exhibit "A" Property Map.** The Exhibit "A" Property Map dated January 1, 2016, is incorporated herein by reference or is submitted with the project application and made part of this Grant Agreement.

25. **Employee Protection from Reprisal.**

a. Prohibition of Reprisals.

1. In accordance with 41 U.S.C. § 4712, an employee of a Sponsor, grantee, subgrantee, contractor, or subcontractor may not be discharged, demoted, or otherwise discriminated against as a reprisal for disclosing to a person or body described in sub-paragraph (a)(2) below, information that the employee reasonably believes is evidence of:

i. Gross mismanagement of a Federal grant;

ii. Gross waste of Federal funds;

iii. An abuse of authority relating to implementation or use of Federal funds;

iv. A substantial and specific danger to public health or safety; or

v. A violation of law, rule, or regulation related to a Federal grant.

2. Persons and bodies covered. The persons and bodies to which a disclosure by an employee is covered are as follows:

i. A member of Congress or a representative of a committee of Congress;

ii. An Inspector General;

iii. The Government Accountability Office;

iv. A Federal employee responsible for contract or grant oversight or management at the relevant agency;

v. A court or grand jury;

vi. A management official or other employee of the Sponsor, contractor, or subcontractor who has the responsibility to investigate, discover, or address misconduct; or

vii. An authorized official of the Department of Justice or other law enforcement agency.

b. Investigation of Complaints.

1. Submission of Complaint. A person who believes that they have been subjected to a reprisal prohibited by paragraph (a) of this Condition may submit a complaint regarding the reprisal to the Office of Inspector General (OIG) for the U.S. Department of Transportation.

2. Time Limitation for Submittal of a Complaint. A complaint may not be brought under this subsection more than three years after the date on which the alleged reprisal took place.

3. Required Actions of the Inspector General. Actions, limitations, and exceptions of the OIG's office are established under 41 U.S.C. § 4712(b).

c. Remedy and Enforcement Authority.

1. Assumption of Rights to Civil Remedy. Upon receipt of an explanation of a decision not to conduct or continue an investigation by the OIG, the person submitting a complaint assumes the right to a civil remedy under 41 U.S.C. § 4712(c)(2).

26. **Prohibited Telecommunications and Video Surveillance Services and Equipment.** The Sponsor agrees to comply with mandatory standards and policies relating to use and procurement of certain telecommunications and video surveillance services or equipment in compliance with the National Defense Authorization Act [Public Law 115-232 § 889(f)(1)] and 2 CFR § 200.216.

27. **Title VI of the Civil Rights Act.** As a condition of a grant award, the Sponsor shall demonstrate that it complies with the provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq) and implementing regulations (49 CFR part 21), the Airport and Airway Improvement Act of 1982 (49 U.S.C. § 47123), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794 et seq.), the Americans with Disabilities Act of 1990 (42 U.S.C. § 12101, et seq.), U.S. Department of Transportation and Federal Aviation Administration (FAA) Assurances, and other relevant civil rights statutes, regulations, or authorities. This may include, as applicable, providing a current Title VI Program Plan and a Community Participation Plan (alternatively may be called a Public Participation Plan) to the FAA for approval, in the format and according to the timeline required by the FAA, and other information about the communities that will be benefited and impacted by the project. A completed FAA Title VI Pre-Grant Award Checklist is also required for every grant application, unless excused by the FAA. The Sponsor shall affirmatively ensure that when carrying out any project supported by this grant that it complies with all federal nondiscrimination and civil rights laws based on race, color, national origin (including limited English proficiency), sex (including sexual orientation and gender identity), creed, age, disability, genetic information, or environmental justice in consideration for federal financial assistance. The Sponsor, who have not sufficiently demonstrated the conditions of compliance with civil rights requirements will be required to do so before receiving funds. The Department's and FAA's Office of Civil Rights may provide resources and technical assistance to recipients to ensure full and sustainable compliance with Federal civil rights requirements. Failure to comply with civil rights requirements will be considered a violation of the agreement or contract and be subject to any enforcement action as authorized by law.

SPECIAL CONDITIONS

28. **Design Grant.** This Grant Agreement is being issued in order to complete the design of the project. The Sponsor understands and agrees that within two (2) years after the design is completed that the Sponsor will accept, subject to the availability of the amount of Federal funding identified in the Airport Capital Improvement Plan (ACIP), a grant to complete the construction of the project in order to provide a useful and usable unit of work. The Sponsor also understands that if the FAA has provided Federal funding to complete the design for the project, and the Sponsor has not completed the design within four (4) years from the execution of this Grant Agreement, the FAA may suspend or terminate grants related to the design.

29. **Buy American Executive Orders.** The Sponsor agrees to abide by applicable Executive Orders in effect at the time this Grant Agreement is executed, including Executive Order 14005, Ensuring the Future Is Made in All of America by All of America's Workers.

30. **Leaded Fuel**. FAA Reauthorization Act of 2024 (P.L. 118-63) Section 770 "Grant Assurances" requires airports that made 100-octane low lead aviation gasoline (100LL) available at any time during calendar year 2022 to not prohibit or restrict the sale or self-fueling of such aviation gasoline. This requirement remains until the earlier of 2030 or the date on which the airport or any retail fuel seller at the airport makes available an FAA-authorized unleaded aviation gasoline replacement for 100LL meeting either an industry consensus standard or other standard that facilitates the safe use, production, and distribution of such unleaded aviation gasoline, as deemed appropriate by the Administrator. The Sponsor understands and agrees that any violations are subject to civil penalties.

The Sponsor's acceptance of this Offer and ratification and adoption of the Project Application incorporated herein shall be evidenced by execution of this instrument by the Sponsor, as hereinafter provided, and this Offer and Acceptance shall comprise a Grant Agreement, constituting the contractual obligations and rights of the United States and the Sponsor with respect to the accomplishment of the Project and compliance with the Grant Assurances, terms, and conditions as provided herein. Such Grant Agreement shall become effective upon the Sponsor's acceptance of this Offer.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.[1]

UNITED STATES OF AMERICA
FEDERAL AVIATION ADMINISTRATION

Rebecca R. Henry
Rebecca R. Henry (Aug 5, 2024 13:07 EDT)

(Signature)

Rebecca R. Henry

(Typed Name)

Acting Manager

(Title of FAA Official)

[1] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

Part II - Acceptance

The Sponsor does hereby ratify and adopt all assurances, statements, representations, warranties, covenants, and agreements contained in the Project Application and incorporated materials referred to in the foregoing Offer, and does hereby accept this Offer and by such acceptance agrees to comply with all of the Grant Assurances, terms, and conditions in this Offer and in the Project Application.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.[2]

Dated _____

City of Ormond Beach

(Name of Sponsor)

_____

(Signature of Sponsor's Authorized Official)

By: _____

(Typed Name of Sponsor's Authorized Official)

Title: _____

(Title of Sponsor's Authorized Official)

[2] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

CERTIFICATE OF SPONSOR'S ATTORNEY

I, , acting as Attorney for the Sponsor do hereby certify:

That in my opinion the Sponsor is empowered to enter into the foregoing Grant Agreement under the laws of the State of __Florida__. Further, I have examined the foregoing Grant Agreement and the actions taken by said Sponsor and Sponsor's official representative, who has been duly authorized to execute this Grant Agreement, which is in all respects due and proper and in accordance with the laws of the said State; the Infrastructure Investment and Jobs Act (Public Law 117-58) of 2021 referred to as the Bipartisan Infrastructure Law (BIL), Division J, Title VIII; and the representations contained in the Project Application. In addition, for grants involving projects to be carried out on property not owned by the Sponsor, there are no legal impediments that will prevent full performance by the Sponsor. Further, it is my opinion that the said Grant Agreement constitutes a legal and binding obligation of the Sponsor in accordance with the terms thereof.

Please read the following information: By signing this document, you are agreeing that you have reviewed the following consumer disclosure information and consent to transact business using electronic communications, to receive notices and disclosures electronically, and to utilize electronic signatures in lieu of using paper documents. You are not required to receive notices and disclosures or sign documents electronically. If you prefer not to do so, you may request to receive paper copies and withdraw your consent at any time.

I declare under penalty of perjury that the foregoing is true and correct.[3]

Dated at %}

By: _____

(Signature of Sponsor's Attorney)

[3] Knowingly and willfully providing false information to the Federal government is a violation of 18 U.S.C. § 1001 (False Statements) and could subject you to fines, imprisonment, or both.

ASSURANCES

AIRPORT SPONSORS

A. General.

1. These assurances shall be complied with in the performance of grant agreements for airport development, airport planning, and noise compatibility program grants for airport sponsors.
2. These assurances are required to be submitted as part of the project application by sponsors requesting funds under the provisions of Public Law 117-58, Division J, Title VIII, as amended. As used herein, the term "public agency sponsor" means a public agency with control of a public-use airport; the term "private sponsor" means a private owner of a public-use airport; and the term "sponsor" includes both public agency sponsors and private sponsors.
3. Upon acceptance of this grant offer by the sponsor, these assurances are incorporated in and become part of this Grant Agreement.

B. Duration and Applicability.

1. **Airport development or Noise Compatibility Program Projects Undertaken by a Public Agency Sponsor.**

   The terms, conditions and assurances of this Grant Agreement shall remain in full force and effect throughout the useful life of the facilities developed or equipment acquired for an airport development or noise compatibility program project, or throughout the useful life of the project items installed within a facility under a noise compatibility program project, but in any event not to exceed twenty (20) years from the date of acceptance of a grant offer of Federal funds for the project. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with federal funds. Furthermore, the duration of the Civil Rights assurance shall be specified in the assurances.

2. **Airport Development or Noise Compatibility Projects Undertaken by a Private Sponsor.**

   The preceding paragraph (1) also applies to a private sponsor except that the useful life of project items installed within a facility or the useful life of the facilities developed or equipment acquired under an airport development or noise compatibility program project shall be no less than ten (10) years from the date of acceptance of Federal aid for the project.

3. **Airport Planning Undertaken by a Sponsor.**

   Unless otherwise specified in this Grant Agreement, only Assurances 1, 2, 3, 5, 6, 13, 18, 23, 25, 30, 32, 33, 34, and 37 in Section C apply to planning projects. The terms, conditions, and assurances of this Grant Agreement shall remain in full force and effect during the life of the project; there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the airport is used as an airport.

C. Sponsor Certification.

The sponsor hereby assures and certifies, with respect to this grant that:

1. General Federal Requirements

It will comply with all applicable Federal laws, regulations, executive orders, policies, guidelines, and requirements as they relate to the application, acceptance, and use of Federal funds for this Grant including but not limited to the following:

FEDERAL LEGISLATION

a. 49 U.S.C. subtitle VII, as amended.

b. Davis-Bacon Act, as amended — 40 U.S.C. §§ 3141-3144, 3146, and 3147, et seq.[1]

c. Federal Fair Labor Standards Act – 29 U.S.C. § 201, et seq.

d. Hatch Act – 5 U.S.C. § 1501, et seq.[2]

e. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, 42 U.S.C. § 4601, et seq.[1, 2]

f. National Historic Preservation Act of 1966 – Section 106 – 54 U.S.C. § 306108.[1]

g. Archeological and Historic Preservation Act of 1974 – 54 U.S.C. § 312501, et seq.[1]

h. Native Americans Grave Repatriation Act – 25 U.S.C. § 3001, et seq.

i. Clean Air Act, P.L. 90-148, as amended – 42 U.S.C. § 7401, et seq.

j. Coastal Zone Management Act, P.L. 92-583, as amended – 16 U.S.C. § 1451, et seq.

k. Flood Disaster Protection Act of 1973 – Section 102(a) - 42 U.S.C. § 4012a.[1]

l. 49 U.S.C. § 303, (formerly known as Section 4(f))

m. Rehabilitation Act of 1973 – 29 U.S.C. § 794.

n. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252) (prohibits discrimination on the basis of race, color, national origin);

o. Americans with Disabilities Act of 1990, as amended, (42 U.S.C. § 12101 et seq.) (prohibits discrimination on the basis of disability).

p. Age Discrimination Act of 1975 – 42 U.S.C. § 6101, et seq.

q. American Indian Religious Freedom Act, P.L. 95-341, as amended.

r. Architectural Barriers Act of 1968, as amended – 42 U.S.C. § 4151, et seq.[1]

s. Powerplant and Industrial Fuel Use Act of 1978 – Section 403 – 42 U.S.C. § 8373.[1]

t. Contract Work Hours and Safety Standards Act – 40 U.S.C. § 3701, et seq.[1]

u. Copeland Anti-kickback Act – 18 U.S.C. § 874.[1]

v. National Environmental Policy Act of 1969 – 42 U.S.C. § 4321, et seq.[1]

w. Wild and Scenic Rivers Act, P.L. 90-542, as amended – 16 U.S.C. § 1271, et seq.

x. Single Audit Act of 1984 – 31 U.S.C. § 7501, et seq.[2]

y. Drug-Free Workplace Act of 1988 – 41 U.S.C. §§ 8101 through 8105.

z. The Federal Funding Accountability and Transparency Act of 2006, as amended (Pub. L. 109-282, as amended by section 6202 of Pub. L. 110-252).

aa. Civil Rights Restoration Act of 1987, P.L. 100-259.

bb. Build America, Buy America Act, P.L. 117-58, Title IX.

EXECUTIVE ORDERS

a. Executive Order 11246 – Equal Employment Opportunity[1]

b. Executive Order 11990 – Protection of Wetlands

c. Executive Order 11998 – Flood Plain Management

d. Executive Order 12372 – Intergovernmental Review of Federal Programs

e. Executive Order 12699 – Seismic Safety of Federal and Federally Assisted New Building Construction[1]

f. Executive Order 12898 – Environmental Justice

g. Executive Order 13166 – Improving Access to Services for Persons with Limited English Proficiency

h. Executive Order 13985 – Executive Order on Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

i. Executive Order 13988 - Preventing and Combating Discrimination on the Basis of Gender Identity or Sexual Orientation

j. Executive Order 14005 – Ensuring the Future is Made in all of America by All of America's Workers

k. Executive Order 14008 – Tackling the Climate Crisis at Home and Abroad

FEDERAL REGULATIONS

a. 2 CFR Part 180 – OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement).

b. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. [4, 5]

c. 2 CFR Part 1200 – Nonprocurement Suspension and Debarment.

d. 14 CFR Part 13 – Investigative and Enforcement Procedures.

e. 14 CFR Part 16 – Rules of Practice for Federally-Assisted Airport Enforcement Proceedings.

f. 14 CFR Part 150 – Airport Noise Compatibility Planning.

g. 28 CFR Part 35 – Nondiscrimination on the Basis of Disability in State and Local Government Services.

h. 28 CFR § 50.3 – U.S. Department of Justice Guidelines for the Enforcement of Title VI of the Civil Rights Act of 1964.

i. 29 CFR Part 1 – Procedures for Predetermination of Wage Rates.[1]

j. 29 CFR Part 3 – Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States.[1]

k. 29 CFR Part 5 – Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction (Also Labor Standards Provisions Applicable to Nonconstruction Contracts Subject to the Contract Work Hours and Safety Standards Act).[1]

l. 41 CFR Part 60 – Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor (Federal and Federally-assisted contracting requirements).[1]

m. 49 CFR Part 20 – New Restrictions on Lobbying.

n. 49 CFR Part 21 – Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964.

o. 49 CFR Part 23 – Participation by Disadvantage Business Enterprise in Airport Concessions.

p. 49 CFR Part 24 – Uniform Relocation Assistance and Real Property Acquisition for Federal and Federally-Assisted Programs.[1, 2]

q. 49 CFR Part 26 – Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs.

r. 49 CFR Part 27 – Nondiscrimination on the Basis of Disability in Programs or Activities Receiving Federal Financial Assistance.[1]

s. 49 CFR Part 28 – Enforcement of Nondiscrimination on the Basis of Handicap in Programs or Activities Conducted by the Department of Transportation.

t. 49 CFR Part 30 – Denial of Public Works Contracts to Suppliers of Goods and Services of Countries That Deny Procurement Market Access to U.S. Contractors.

u. 49 CFR Part 32 – Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

v. 49 CFR Part 37 – Transportation Services for Individuals with Disabilities (ADA).

w. 49 CFR Part 38 – Americans with Disabilities Act (ADA) Accessibility Specifications for Transportation Vehicles.

x. 49 CFR Part 41 – Seismic Safety.

FOOTNOTES TO ASSURANCE (C)(1)

[1] These laws do not apply to airport planning sponsors.

[2] These laws do not apply to private sponsors.

[3] 2 CFR Part 200 contains requirements for State and Local Governments receiving Federal assistance. Any requirement levied upon State and Local Governments by this regulation shall apply where applicable to private sponsors receiving Federal assistance under Title 49, United States Code.

[4] Cost principles established in 2 CFR part 200 subpart E must be used as guidelines for determining the eligibility of specific types of expenses.

[5] Audit requirements established in 2 CFR part 200 subpart F are the guidelines for audits.

SPECIFIC ASSURANCES

Specific assurances required to be included in grant agreements by any of the above laws, regulations or circulars are incorporated by reference in this Grant Agreement.

2. Responsibility and Authority of the Sponsor.

a. Public Agency Sponsor:

It has legal authority to apply for this Grant, and to finance and carry out the proposed project; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.

b. Private Sponsor:

It has legal authority to apply for this Grant and to finance and carry out the proposed project and comply with all terms, conditions, and assurances of this Grant Agreement. It shall designate an official representative and shall in writing direct and authorize that person to file this application, including all understandings and assurances contained therein; to act in connection with this application; and to provide such additional information as may be required.

3. Sponsor Fund Availability.

It has sufficient funds available for that portion of the project costs which are not to be paid by the United States. It has sufficient funds available to assure operation and maintenance of items funded under this Grant Agreement which it will own or control.

4. Good Title.

a. It, a public agency or the Federal government, holds good title, satisfactory to the Secretary, to the landing area of the airport or site thereof, or will give assurance satisfactory to the Secretary that good title will be acquired.

b. For noise compatibility program projects to be carried out on the property of the sponsor, it holds good title satisfactory to the Secretary to that portion of the property upon which Federal funds will be expended or will give assurance to the Secretary that good title will be obtained.

5. Preserving Rights and Powers.

a. It will not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions, and assurances in this Grant Agreement without the written approval of the Secretary, and will act promptly to acquire, extinguish or modify any outstanding rights or claims of right of others which would interfere with such performance by the sponsor. This shall be done in a manner acceptable to the Secretary.

b. Subject to the FAA Act of 2018, Public Law 115-254, Section 163, it will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the property shown on Exhibit A to this application or, for a noise compatibility program project, that portion of the property upon which Federal funds have been expended, for the duration of the terms, conditions, and assurances in this Grant Agreement without approval by the

Secretary. If the transferee is found by the Secretary to be eligible under Title 49, United States Code, to assume the obligations of this Grant Agreement and to have the power, authority, and financial resources to carry out all such obligations, the sponsor shall insert in the contract or document transferring or disposing of the sponsor's interest, and make binding upon the transferee all of the terms, conditions, and assurances contained in this Grant Agreement.

c. For all noise compatibility program projects which are to be carried out by another unit of local government or are on property owned by a unit of local government other than the sponsor, it will enter into an agreement with that government. Except as otherwise specified by the Secretary, that agreement shall obligate that government to the same terms, conditions, and assurances that would be applicable to it if it applied directly to the FAA for a grant to undertake the noise compatibility program project. That agreement and changes thereto must be satisfactory to the Secretary. It will take steps to enforce this agreement against the local government if there is substantial non-compliance with the terms of the agreement.

d. For noise compatibility program projects to be carried out on privately owned property, it will enter into an agreement with the owner of that property which includes provisions specified by the Secretary. It will take steps to enforce this agreement against the property owner whenever there is substantial non-compliance with the terms of the agreement.

e. If the sponsor is a private sponsor, it will take steps satisfactory to the Secretary to ensure that the airport will continue to function as a public-use airport in accordance with these assurances for the duration of these assurances.

f. If an arrangement is made for management and operation of the airport by any agency or person other than the sponsor or an employee of the sponsor, the sponsor will reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with Title 49, United States Code, the regulations and the terms, conditions and assurances in this Grant Agreement and shall ensure that such arrangement also requires compliance therewith.

g. Sponsors of commercial service airports will not permit or enter into any arrangement that results in permission for the owner or tenant of a property used as a residence, or zoned for residential use, to taxi an aircraft between that property and any location on airport. Sponsors of general aviation airports entering into any arrangement that results in permission for the owner of residential real property adjacent to or near the airport must comply with the requirements of 49 U.S.C. § 47107(s) and the sponsor assurances.

6. Consistency with Local Plans.

The project is reasonably consistent with plans (existing at the time of submission of this application) of public agencies that are authorized by the State in which the project is located to plan for the development of the area surrounding the airport.

7. Consideration of Local Interest.

It has given fair consideration to the interest of communities in or near where the project may be located.

8. Consultation with Users.

In making a decision to undertake any airport development project under Title 49, United States Code, it has undertaken reasonable consultations with affected parties using the airport at which project is proposed.

9. Public Hearings.

In projects involving the location of an airport, an airport runway, or a major runway extension, it has afforded the opportunity for public hearings for the purpose of considering the economic, social, and environmental effects of the airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the Secretary, submit a copy of the transcript of such hearings to the Secretary. Further, for such projects, it has on its management board either voting representation from the communities where the project is located or has advised the communities that they have the right to petition the Secretary concerning a proposed project.

10. Metropolitan Planning Organization.

In projects involving the location of an airport, an airport runway, or a major runway extension at a medium or large hub airport, the sponsor has made available to and has provided upon request to the metropolitan planning organization in the area in which the airport is located, if any, a copy of the proposed amendment to the airport layout plan to depict the project and a copy of any airport master plan in which the project is described or depicted.

11. Pavement Preventive Maintenance.

With respect to a project approved after January 1, 1995, for the replacement or reconstruction of pavement at the airport, it assures or certifies that it has implemented an effective airport pavement maintenance-management program and it assures that it will use such program for the useful life of any pavement constructed, reconstructed or repaired with Federal financial assistance at the airport. It will provide such reports on pavement condition and pavement management programs as the Secretary determines may be useful.

12. Terminal Development Prerequisites.

For projects which include terminal development at a public use airport, as defined in Title 49, it has, on the date of submittal of the project grant application, all the safety equipment required for certification of such airport under 49 U.S.C. § 44706, and all the security equipment required by rule or regulation, and has provided for access to the passenger enplaning and deplaning area of such airport to passengers enplaning and deplaning from aircraft other than air carrier aircraft.

13. Accounting System, Audit, and Record Keeping Requirements.

a. It shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of this Grant, the total cost of the project in connection with which this Grant is given or used, and the amount or nature of that portion of the cost of the project supplied by other sources, and such other financial records pertinent to the project. The accounts and records shall be kept in accordance with an accounting system that will facilitate an effective audit in accordance with the Single Audit Act of 1984.

b. It shall make available to the Secretary and the Comptroller General of the United States, or any of their duly authorized representatives, for the purpose of audit and examination, any books, documents, papers, and records of the recipient that are pertinent to this Grant. The Secretary may require that an appropriate audit be conducted by a recipient. In any case in which an independent audit is made of the accounts of a sponsor relating to the disposition of the proceeds of a grant or relating to the project in connection with which this Grant was given or used, it shall file a certified copy of such audit with the Comptroller General of the United

States not later than six (6) months following the close of the fiscal year for which the audit was made.

14. Minimum Wage Rates.

It shall include, in all contracts in excess of $2,000 for work on any projects funded under this Grant Agreement which involve labor, provisions establishing minimum rates of wages, to be predetermined by the Secretary of Labor under 40 U.S.C. §§ 3141-3144, 3146, and 3147, Public Building, Property, and Works), which contractors shall pay to skilled and unskilled labor, and such minimum rates shall be stated in the invitation for bids and shall be included in proposals or bids for the work.

15. Veteran's Preference.

It shall include in all contracts for work on any project funded under this Grant Agreement which involve labor, such provisions as are necessary to insure that, in the employment of labor (except in executive, administrative, and supervisory positions), preference shall be given to Vietnam era veterans, Persian Gulf veterans, Afghanistan-Iraq war veterans, disabled veterans, and small business concerns owned and controlled by disabled veterans as defined in 49 U.S.C. § 47112. However, this preference shall apply only where the individuals are available and qualified to perform the work to which the employment relates.

16. Conformity to Plans and Specifications.

It will execute the project subject to plans, specifications, and schedules approved by the Secretary. Such plans, specifications, and schedules shall be submitted to the Secretary prior to commencement of site preparation, construction, or other performance under this Grant Agreement, and, upon approval of the Secretary, shall be incorporated into this Grant Agreement. Any modification to the approved plans, specifications, and schedules shall also be subject to approval of the Secretary, and incorporated into this Grant Agreement.

17. Construction Inspection and Approval.

It will provide and maintain competent technical supervision at the construction site throughout the project to assure that the work conforms to the plans, specifications, and schedules approved by the Secretary for the project. It shall subject the construction work on any project contained in an approved project application to inspection and approval by the Secretary and such work shall be in accordance with regulations and procedures prescribed by the Secretary. Such regulations and procedures shall require such cost and progress reporting by the sponsor or sponsors of such project as the Secretary shall deem necessary.

18. Planning Projects.

In carrying out planning projects:

a. It will execute the project in accordance with the approved program narrative contained in the project application or with the modifications similarly approved.

b. It will furnish the Secretary with such periodic reports as required pertaining to the planning project and planning work activities.

c. It will include in all published material prepared in connection with the planning project a notice that the material was prepared under a grant provided by the United States.

d. It will make such material available for examination by the public, and agrees that no material prepared with funds under this project shall be subject to copyright in the United States or any other country.

e. It will give the Secretary unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this grant.

f. It will grant the Secretary the right to disapprove the sponsor's employment of specific consultants and their subcontractors to do all or any part of this project as well as the right to disapprove the proposed scope and cost of professional services.

g. It will grant the Secretary the right to disapprove the use of the sponsor's employees to do all or any part of the project.

h. It understands and agrees that the Secretary's approval of this project grant or the Secretary's approval of any planning material developed as part of this grant does not constitute or imply any assurance or commitment on the part of the Secretary to approve any pending or future application for a Federal airport grant.

19. Operation and Maintenance.

a. The airport and all facilities which are necessary to serve the aeronautical users of the airport, other than facilities owned or controlled by the United States, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable Federal, state, and local agencies for maintenance and operation. It will not cause or permit any activity or action thereon which would interfere with its use for airport purposes. It will suitably operate and maintain the airport and all facilities thereon or connected therewith, with due regard to climatic and flood conditions. Any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Secretary. In furtherance of this assurance, the sponsor will have in effect arrangements for:

   1. Operating the airport's aeronautical facilities whenever required;
   2. Promptly marking and lighting hazards resulting from airport conditions, including temporary conditions; and
   3. Promptly notifying aviators of any condition affecting aeronautical use of the airport. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when snow, flood, or other climatic conditions interfere with such operation and maintenance. Further, nothing herein shall be construed as requiring the maintenance, repair, restoration, or replacement of any structure or facility which is substantially damaged or destroyed due to an act of God or other condition or circumstance beyond the control of the sponsor.

b. It will suitably operate and maintain noise compatibility program items that it owns or controls upon which Federal funds have been expended.

20. Hazard Removal and Mitigation.

It will take appropriate action to assure that such terminal airspace as is required to protect instrument and visual operations to the airport (including established minimum flight altitudes) will be adequately cleared and protected by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

21. Compatible Land Use.

It will take appropriate action, to the extent reasonable, including the adoption of zoning laws, to restrict the use of land adjacent to or in the immediate vicinity of the airport to activities and purposes compatible with normal airport operations, including landing and takeoff of aircraft. In addition, if the project is for noise compatibility program implementation, it will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the airport, of the noise compatibility program measures upon which Federal funds have been expended.

22. Economic Nondiscrimination.

a. It will make the airport available as an airport for public use on reasonable terms and without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public at the airport.

b. In any agreement, contract, lease, or other arrangement under which a right or privilege at the airport is granted to any person, firm, or corporation to conduct or to engage in any aeronautical activity for furnishing services to the public at the airport, the sponsor will insert and enforce provisions requiring the contractor to:

   1. Furnish said services on a reasonable, and not unjustly discriminatory, basis to all users thereof, and

   2. Charge reasonable, and not unjustly discriminatory, prices for each unit or service, provided that the contractor may be allowed to make reasonable and nondiscriminatory discounts, rebates, or other similar types of price reductions to volume purchasers.

c. Each fixed-based operator at the airport shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other fixed-based operators making the same or similar uses of such airport and utilizing the same or similar facilities.

d. Each air carrier using such airport shall have the right to service itself or to use any fixed-based operator that is authorized or permitted by the airport to serve any air carrier at such airport.

e. Each air carrier using such airport (whether as a tenant, non-tenant, or subtenant of another air carrier tenant) shall be subject to such nondiscriminatory and substantially comparable rules, regulations, conditions, rates, fees, rentals, and other charges with respect to facilities directly and substantially related to providing air transportation as are applicable to all such air carriers which make similar use of such airport and utilize similar facilities, subject to reasonable classifications such as tenants or non-tenants and signatory carriers and non-signatory carriers. Classification or status as tenant or signatory shall not be unreasonably withheld by any airport provided an air carrier assumes obligations substantially similar to those already imposed on air carriers in such classification or status.

f. It will not exercise or grant any right or privilege which operates to prevent any person, firm, or corporation operating aircraft on the airport from performing any services on its own aircraft with its own employees (including, but not limited to maintenance, repair, and fueling) that it may choose to perform.

g. In the event the sponsor itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by commercial aeronautical service providers authorized by the sponsor under these provisions.

h. The sponsor may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

i. The sponsor may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

23. Exclusive Rights.

It will permit no exclusive right for the use of the airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, the providing of the services at an airport by a single fixed-based operator shall not be construed as an exclusive right if both of the following apply:

a. It would be unreasonably costly, burdensome, or impractical for more than one fixed-based operator to provide such services, and

b. If allowing more than one fixed-based operator to provide such services would require the reduction of space leased pursuant to an existing agreement between such single fixed-based operator and such airport. It further agrees that it will not, either directly or indirectly, grant or permit any person, firm, or corporation, the exclusive right at the airport to conduct any aeronautical activities, including, but not limited to charter flights, pilot training, aircraft rental and sightseeing, aerial photography, crop dusting, aerial advertising and surveying, air carrier operations, aircraft sales and services, sale of aviation petroleum products whether or not conducted in conjunction with other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity, and that it will terminate any exclusive right to conduct an aeronautical activity now existing at such an airport before the grant of any assistance under Title 49, United States Code.

24. Fee and Rental Structure.

It will maintain a fee and rental structure for the facilities and services at the airport which will make the airport as self-sustaining as possible under the circumstances existing at the particular airport, taking into account such factors as the volume of traffic and economy of collection. No part of the Federal share of an airport development, airport planning or noise compatibility project for which a Grant is made under Title 49, United States Code, the Airport and Airway Improvement Act of 1982, the Federal Airport Act or the Airport and Airway Development Act of 1970 shall be included in the rate basis in establishing fees, rates, and charges for users of that airport.

25. Airport Revenues.

a. All revenues generated by the airport and any local taxes on aviation fuel established after December 30, 1987, will be expended by it for the capital or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the actual air transportation of passengers or property; or for noise mitigation purposes on or off the airport. The following exceptions apply to this paragraph:

1. If covenants or assurances in debt obligations issued before September 3, 1982, by the owner or operator of the airport, or provisions enacted before September 3, 1982, in governing statutes controlling the owner or operator's financing, provide for the use of the

revenues from any of the airport owner or operator's facilities, including the airport, to support not only the airport but also the airport owner or operator's general debt obligations or other facilities, then this limitation on the use of all revenues generated by the airport (and, in the case of a public airport, local taxes on aviation fuel) shall not apply.

2. If the Secretary approves the sale of a privately owned airport to a public sponsor and provides funding for any portion of the public sponsor's acquisition of land, this limitation on the use of all revenues generated by the sale shall not apply to certain proceeds from the sale. This is conditioned on repayment to the Secretary by the private owner of an amount equal to the remaining unamortized portion (amortized over a 20-year period) of any airport improvement grant made to the private owner for any purpose other than land acquisition on or after October 1, 1996, plus an amount equal to the federal share of the current fair market value of any land acquired with an airport improvement grant made to that airport on or after October 1, 1996.

3. Certain revenue derived from or generated by mineral extraction, production, lease, or other means at a general aviation airport (as defined at 49 U.S.C. § 47102), if the FAA determines the airport sponsor meets the requirements set forth in Section 813 of Public Law 112-95.

b. As part of the annual audit required under the Single Audit Act of 1984, the sponsor will direct that the audit will review, and the resulting audit report will provide an opinion concerning, the use of airport revenue and taxes in paragraph (a), and indicating whether funds paid or transferred to the owner or operator are paid or transferred in a manner consistent with Title 49, United States Code and any other applicable provision of law, including any regulation promulgated by the Secretary or Administrator.

26. Reports and Inspections.

It will:

a. submit to the Secretary such annual or special financial and operations reports as the Secretary may reasonably request and make such reports available to the public; make available to the public at reasonable times and places a report of the airport budget in a format prescribed by the Secretary;

b. for airport development projects, make the airport and all airport records and documents affecting the airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request;

c. for noise compatibility program projects, make records and documents relating to the project and continued compliance with the terms, conditions, and assurances of this Grant Agreement including deeds, leases, agreements, regulations, and other instruments, available for inspection by any duly authorized agent of the Secretary upon reasonable request; and

d. in a format and time prescribed by the Secretary, provide to the Secretary and make available to the public following each of its fiscal years, an annual report listing in detail:

1. all amounts paid by the airport to any other unit of government and the purposes for which each such payment was made; and

2. all services and property provided by the airport to other units of government and the amount of compensation received for provision of each such service and property.

27. Use by Government Aircraft.

It will make available all of the facilities of the airport developed with Federal financial assistance and all those usable for landing and takeoff of aircraft to the United States for use by Government aircraft in common with other aircraft at all times without charge, except, if the use by Government aircraft is substantial, charge may be made for a reasonable share, proportional to such use, for the cost of operating and maintaining the facilities used. Unless otherwise determined by the Secretary, or otherwise agreed to by the sponsor and the using agency, substantial use of an airport by Government aircraft will be considered to exist when operations of such aircraft are in excess of those which, in the opinion of the Secretary, would unduly interfere with use of the landing areas by other authorized aircraft, or during any calendar month that:

a. Five (5) or more Government aircraft are regularly based at the airport or on land adjacent thereto; or

b. The total number of movements (counting each landing as a movement) of Government aircraft is 300 or more, or the gross accumulative weight of Government aircraft using the airport (the total movement of Government aircraft multiplied by gross weights of such aircraft) is in excess of five million pounds.

28. Land for Federal Facilities.

It will furnish without cost to the Federal Government for use in connection with any air traffic control or air navigation activities, or weather-reporting and communication activities related to air traffic control, any areas of land or water, or estate therein as the Secretary considers necessary or desirable for construction, operation, and maintenance at Federal expense of space or facilities for such purposes. Such areas or any portion thereof will be made available as provided herein within four months after receipt of a written request from the Secretary.

29. Airport Layout Plan.

a. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, it will keep up to date at all times an airport layout plan of the airport showing:

   1. boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the sponsor for airport purposes and proposed additions thereto;

   2. the location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars and roads), including all proposed extensions and reductions of existing airport facilities;

   3. the location of all existing and proposed non-aviation areas and of all existing improvements thereon; and

   4. all proposed and existing access points used to taxi aircraft across the airport's property boundary.

   Such airport layout plans and each amendment, revision, or modification thereof, shall be subject to the approval of the Secretary which approval shall be evidenced by the signature of a duly authorized representative of the Secretary on the face of the airport layout plan. The sponsor will not make or permit any changes or alterations in the airport or any of its facilities which are not in conformity with the airport layout plan as approved by the Secretary and

which might, in the opinion of the Secretary, adversely affect the safety, utility or efficiency of the airport.

b. Subject to the FAA Reauthorization Act of 2018, Public Law 115-254, Section 163, if a change or alteration in the airport or the facilities is made which the Secretary determines adversely affects the safety, utility, or efficiency of any federally owned, leased, or funded property on or off the airport and which is not in conformity with the airport layout plan as approved by the Secretary, the owner or operator will, if requested, by the Secretary:

1. eliminate such adverse effect in a manner approved by the Secretary; or

2. bear all costs of relocating such property (or replacement thereof) to a site acceptable to the Secretary and all costs of restoring such property (or replacement thereof) to the level of safety, utility, efficiency, and cost of operation existing before the unapproved change in the airport or its facilities except in the case of a relocation or replacement of an existing airport facility due to a change in the Secretary's design standards beyond the control of the airport sponsor.

30. Civil Rights.

It will promptly take any measures necessary to ensure that no person in the United States shall, on the grounds of race, color, and national origin (including limited English proficiency) in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4); creed and sex (including sexual orientation and gender identity) per 49 U.S.C. § 47123 and related requirements; age per the Age Discrimination Act of 1975 and related requirements; or disability per the Americans with Disabilities Act of 1990 and related requirements, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program and activity conducted with, or benefiting from, funds received from this Grant.

a. Using the definitions of activity, facility, and program as found and defined in 49 CFR §§ 21.23(b) and 21.23(e), the sponsor will facilitate all programs, operate all facilities, or conduct all programs in compliance with all non-discrimination requirements imposed by or pursuant to these assurances.

b. Applicability

1. Programs and Activities. If the sponsor has received a grant (or other federal assistance) for any of the sponsor's program or activities, these requirements extend to all of the sponsor's programs and activities.

2. Facilities. Where it receives a grant or other federal financial assistance to construct, expand, renovate, remodel, alter, or acquire a facility, or part of a facility, the assurance extends to the entire facility and facilities operated in connection therewith.

3. Real Property. Where the sponsor receives a grant or other Federal financial assistance in the form of, or for the acquisition of real property or an interest in real property, the assurance will extend to rights to space on, over, or under such property.

c. Duration.

The sponsor agrees that it is obligated to this assurance for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or

structures or improvements thereon, in which case the assurance obligates the sponsor, or any transferee for the longer of the following periods:

1. So long as the airport is used as an airport, or for another purpose involving the provision of similar services or benefits; or
2. So long as the sponsor retains ownership or possession of the property.

d. Required Solicitation Language. It will include the following notification in all solicitations for bids, Requests For Proposals for work, or material under this Grant Agreement and in all proposals for agreements, including airport concessions, regardless of funding source:

"The City of Ormond Beach, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders or offerors that it will affirmatively ensure that for any contract entered into pursuant to this advertisement, [select businesses, or disadvantaged business enterprises or airport concession disadvantaged business enterprises] will be afforded full and fair opportunity to submit bids in response to this invitation and no businesses will be discriminated against on the grounds of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability in consideration for an award."

e. Required Contract Provisions.

1. It will insert the non-discrimination contract clauses requiring compliance with the acts and regulations relative to non-discrimination in Federally-assisted programs of the Department of Transportation (DOT), and incorporating the acts and regulations into the contracts by reference in every contract or agreement subject to the non-discrimination in Federally-assisted programs of the DOT acts and regulations.
2. It will include a list of the pertinent non-discrimination authorities in every contract that is subject to the non-discrimination acts and regulations.
3. It will insert non-discrimination contract clauses as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a sponsor.
4. It will insert non-discrimination contract clauses prohibiting discrimination on the basis of race, color, national origin (including limited English proficiency), creed, sex (including sexual orientation and gender identity), age, or disability as a covenant running with the land, in any future deeds, leases, license, permits, or similar instruments entered into by the sponsor with other parties:
    a. For the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
    b. For the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.

f. It will provide for such methods of administration for the program as are found by the Secretary to give reasonable guarantee that it, other recipients, sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the acts, the regulations, and this assurance.

g. It agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the acts, the regulations, and this assurance.

31. Disposal of Land.

a. For land purchased under a grant for airport noise compatibility purposes, including land serving as a noise buffer, it will dispose of the land, when the land is no longer needed for such purposes, at fair market value, at the earliest practicable time. That portion of the proceeds of such disposition which is proportionate to the United States' share of acquisition of such land will be, at the discretion of the Secretary, (1) reinvested in another project at the airport, or (2) transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;
2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);
3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. § 47114, 47115, or 47117, or under Public Law 117-58, Division J, Title VIII; or
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport.

If land acquired under a grant for noise compatibility purposes is leased at fair market value and consistent with noise buffering purposes, the lease will not be considered a disposal of the land. Revenues derived from such a lease may be used for an approved airport development project that would otherwise be eligible for grant funding or any permitted use of airport revenue.

b. For land purchased under a grant for airport development purposes (other than noise compatibility), it will, when the land is no longer needed for airport purposes, dispose of such land at fair market value or make available to the Secretary an amount equal to the United States' proportionate share of the fair market value of the land. That portion of the proceeds of such disposition which is proportionate to the United States' share of the cost of acquisition of such land will, upon application to the Secretary, be reinvested or transferred to another eligible airport as prescribed by the Secretary. The Secretary shall give preference to the following, in descending order:

1. Reinvestment in an approved noise compatibility project;
2. Reinvestment in an approved project that is eligible for grant funding under 49 U.S.C. § 47117(e);
3. Reinvestment in an approved airport development project that is eligible for grant funding under 49 U.S.C. §§ 47114, 47115, or 47117, or under Public Law 117-58, Division J, Title VIII; or
4. Transfer to an eligible sponsor of another public airport to be reinvested in an approved noise compatibility project at that airport.

c. Land shall be considered to be needed for airport purposes under this assurance if (1) it may be needed for aeronautical purposes (including runway protection zones) or serve as noise buffer land, and (2) the revenue from interim uses of such land contributes to the financial self-

sufficiency of the airport. Further, land purchased with a grant received by an airport operator or owner before December 31, 1987, will be considered to be needed for airport purposes if the Secretary or Federal agency making such grant before December 31, 1987, was notified by the operator or owner of the uses of such land, did not object to such use, and the land continues to be used for that purpose, such use having commenced no later than December 15, 1989.

d. Disposition of such land under (a), (b), or (c) will be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the airport.

32. Engineering and Design Services.

If any phase of such project has received Federal funds under Chapter 471 subchapter 1 of Title 49 U.S.C., or Public Law 117-58, Division J, Title VIII it will award each contract, or sub-contract for program management, construction management, planning studies, feasibility studies, architectural services, preliminary engineering, design, engineering, surveying, mapping or related services in the same manner as a contract for architectural and engineering services is negotiated under Chapter 11 of Title 40 U S.C., or an equivalent qualifications-based requirement prescribed for or by the sponsor of the airport.

33. Foreign Market Restrictions.

It will not allow funds provided under this Grant to be used to fund any project which uses any product or service of a foreign country during the period in which such foreign country is listed by the United States Trade Representative as denying fair and equitable market opportunities for products and suppliers of the United States in procurement and construction.

34. Policies, Standards, and Specifications.

It will carry out any project funded under a Bipartisan Infrastructure Law grant in accordance with policies, standards, and specifications approved by the Secretary including, but not limited to, current FAA Advisory Circulars (https://www.faa.gov/airports/aip/media/aip-pfc-checklist.pdf) for BIL projects as of August 04, 2023.

35. Relocation and Real Property Acquisition.

a. It will be guided in acquiring real property, to the greatest extent practicable under State law, by the land acquisition policies in Subpart B of 49 CFR Part 24 and will pay or reimburse property owners for necessary expenses as specified in Subpart B.

b. It will provide a relocation assistance program offering the services described in Subpart C of 49 CFR Part 24 and fair and reasonable relocation payments and assistance to displaced persons as required in Subpart D and E of 49 CFR Part 24.

c. It will make available within a reasonable period of time prior to displacement, comparable replacement dwellings to displaced persons in accordance with Subpart E of 49 CFR Part 24.

36. Access By Intercity Buses.

The airport owner or operator will permit, to the maximum extent practicable, intercity buses or other modes of transportation to have access to the airport; however, it has no obligation to fund special facilities for intercity buses or for other modes of transportation.

37. Disadvantaged Business Enterprises.

The sponsor shall not discriminate on the basis of race, color, national origin, sex, in the award and performance of any DOT-assisted contract covered by 49 CFR Part 26, or in the award and performance of any concession activity contract covered by 49 CFR Part 23. In addition, the sponsor shall not discriminate on the basis of race, color, national origin or sex in the administration of its Disadvantaged Business Enterprise (DBE) and Airport Concessions Disadvantaged Business Enterprise (ACDBE) programs or the requirements of 49 CFR Parts 23 and 26. The sponsor shall take all necessary and reasonable steps under 49 CFR Parts 23 and 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts, and/or concession contracts. The sponsor's DBE and ACDBE programs, as required by 49 CFR Parts 26 and 23, and as approved by DOT, are incorporated by reference in this agreement. Implementation of these programs is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the sponsor of its failure to carry out its approved program, the Department may impose sanctions as provided for under Parts 26 and 23 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. § 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. §§ 3801-3809, 3812).

38. Hangar Construction.

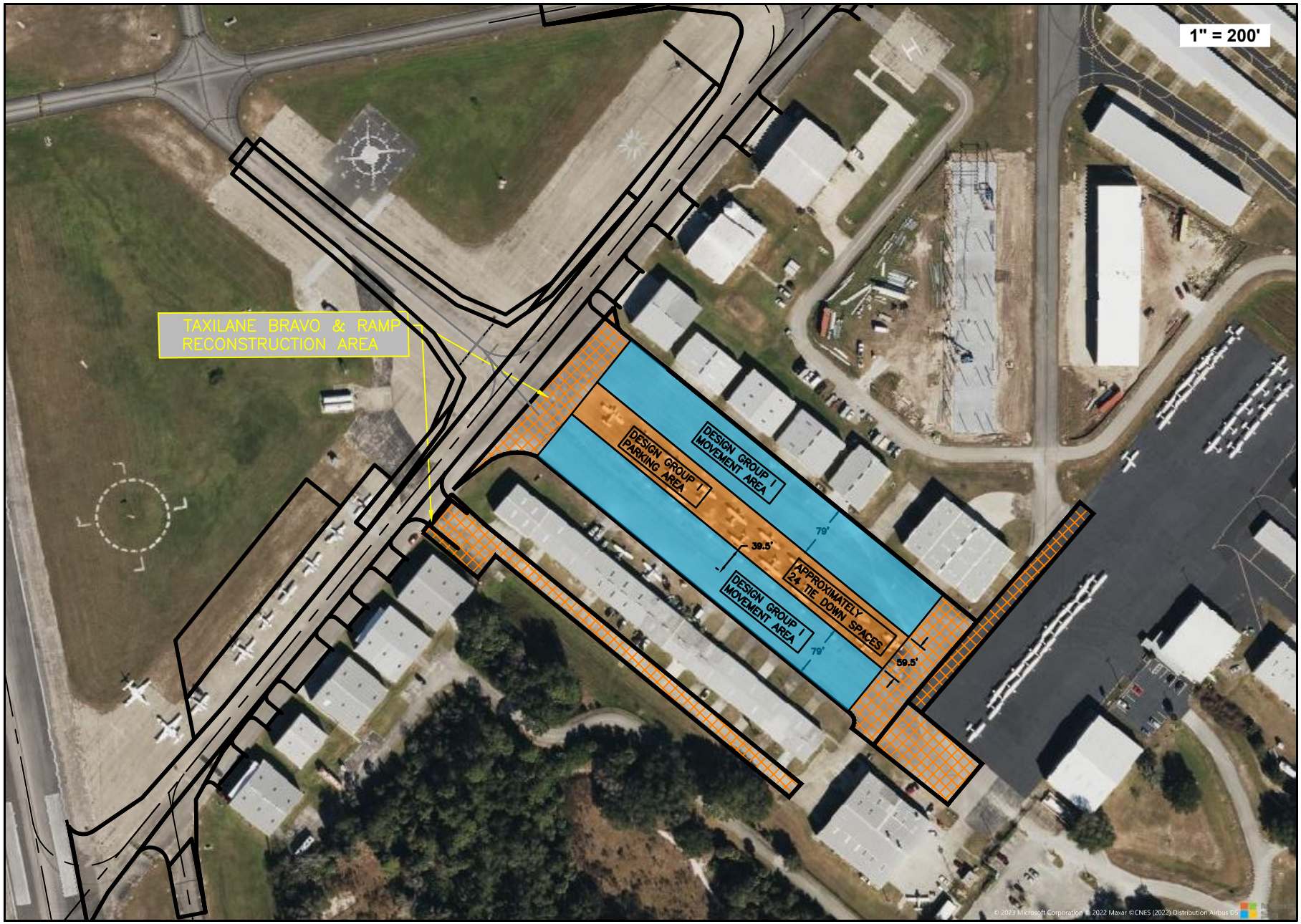
If the airport owner or operator and a person who owns an aircraft agree that a hangar is to be constructed at the airport for the aircraft at the aircraft owner's expense, the airport owner or operator will grant to the aircraft owner for the hangar a long term lease that is subject to such terms and conditions on the hangar as the airport owner or operator may impose.

39. Competitive Access.

a. If the airport owner or operator of a medium or large hub airport (as defined in 49 U.S.C. § 47102) has been unable to accommodate one or more requests by an air carrier for access to gates or other facilities at that airport in order to allow the air carrier to provide service to the airport or to expand service at the airport, the airport owner or operator shall transmit a report to the Secretary that:

   1. Describes the requests;
   2. Provides an explanation as to why the requests could not be accommodated; and
   3. Provides a time frame within which, if any, the airport will be able to accommodate the requests.

b. Such report shall be due on either February 1 or August 1 of each year if the airport has been unable to accommodate the request(s) in the six month period prior to the applicable due date.



HOYLE TANNER	Ormond Beach Municipal Airport Ormond Beach, Florida	**Taxilane Bravo & Ramp Reconstruction Area and Ramp Utilization Plan**	1

FLORIDA DEPARTMENT OF TRANSPORTATION | **AVIATION OFFICE**

2022

Statewide Airfield Pavement Management Program

Airport Pavement Evaluation Report

OMN - Ormond Beach Municipal Airport | *District 5*

FDOT AVIATION

DRAFT FOR REVIEW

Florida Department of Transportation

Statewide Airfield Pavement Management Program

Airport Pavement Evaluation Report

DRAFT FOR REVIEW

Prepared by:

FDOT Aviation Office
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Tallahassee, Florida 32399-0450

Website: FDOT Aviation Office

Interactive Web Application: FDOT SAPMP Interactive Web Application

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Executive Summary

Executive Summary

Program Background

The FDOT Aviation Office (AO) has a mission to provide a safe and secure air transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. As part of ongoing efforts in fulfilling this mission, the Aviation Office is executing a System Update to the Statewide Airfield Pavement Management Program (SAPMP). The scope of the SAPMP encompasses 95 public-use airport facilities distributed throughout the seven (7) participating FDOT Districts. Ormond Beach Municipal Airport's System Update results are presented in this report and can be utilized by FDOT and the Federal Aviation Administration (FAA) to identify, prioritize, and schedule pavement maintenance, repair, and major rehabilitation projects.

Pavement condition was assessed utilizing the pavement condition index (PCI) methodology as defined in FAA Advisory Circular 150/5380-7B "Airport Pavement Management Program (PMP)" using the procedures documented in ASTM D5340-20 **"**Standard Test Method for Airport Pavement Condition Index Surveys".

The PCI methodology provides a means for systematically assessing pavement condition and provides an indication of the degree of maintenance, repair, rehabilitation, or reconstruction efforts required to sustain functional pavement conditions. Pavement deterioration, in accordance with ASTM D5340-20, is characterized in terms of distinct distress types, distress severity levels, and quantity of distress. This information is utilized to calculate a PCI value ranging from 0 to 100, which provides an indication of the overall condition of the pavement, with "100" indicating a pavement in new condition and "0" indicating a failed pavement section. This is graphically depicted in **Figure E.1**.

Figure E.1: PCI Rating

Color	Range	Condition Rating
	86-100	Good
	71-85	Satisfactory
	56-70	Fair
	41-55	Poor
	26-40	Very Poor
	11-25	Serious
	0-10	Failed

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Current Pavement Conditions

In April 2022, approximately 2.0 million square feet of pavement was assessed as part of the airside pavement network PCI survey at Ormond Beach Municipal Airport (OMN). In general, airfield pavements at OMN are in Satisfactory condition with an area-weighted PCI of 75. The area-weighted average PCI values of the runways, taxiways, taxilanes, and aprons are 79, 84, 68, and 60, respectively. **Figure E.2** and **Table E.1** summarize the current PCI values for OMN.

Figure E.2: Current Condition Summary – Branch-Level

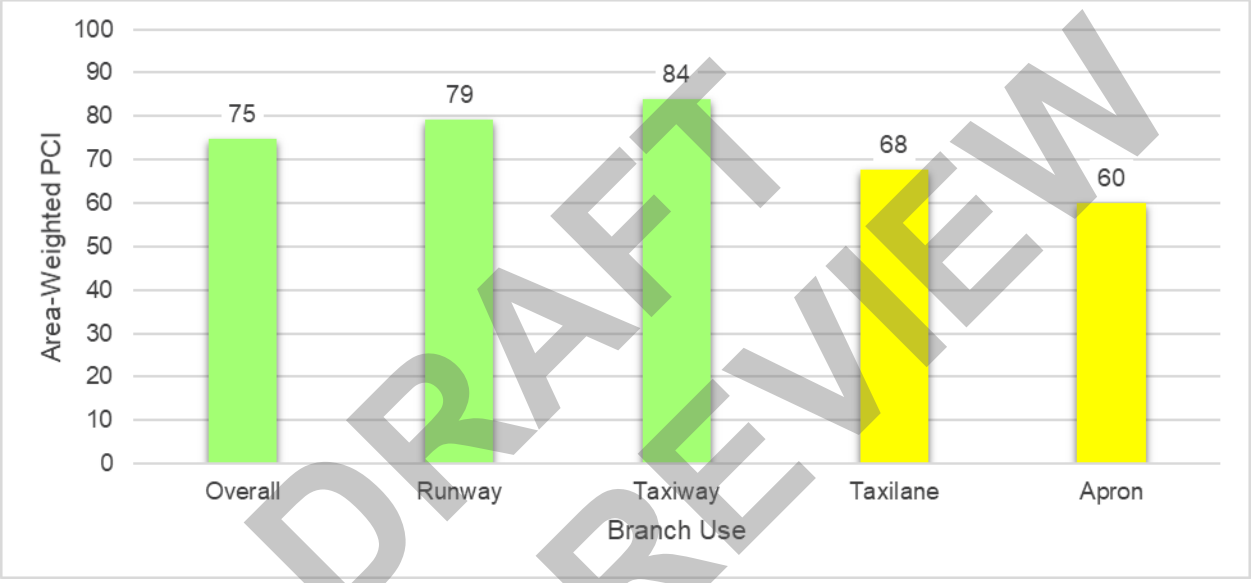

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Table E.1: Pavement Condition Index Summary (Current PCI Survey) – Section Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	RW 9-27	Runway	6105	262,949	91	Good
OMN	RW 9-27	Runway	6110	30,000	94	Good
OMN	RW 17-35	Runway	6205	329,912	68	Fair
OMN	RW 17-35	Runway	6210	10,188	66	Fair
OMN	RW 17-35	Runway	6215	30,400	91	Good
OMN	TW A	Taxiway	100	123,174	89	Good
OMN	TW A	Taxiway	102	2,434	91	Good
OMN	TW A	Taxiway	105	4,550	91	Good
OMN	TW A	Taxiway	120	2,519	94	Good
OMN	TW A	Taxiway	125	23,310	100	Good
OMN	TW A1	Taxiway	110	8,089	86	Good
OMN	TW A1	Taxiway	112	3,083	91	Good
OMN	TW A2	Taxiway	115	8,054	91	Good
OMN	TW A2	Taxiway	117	3,118	91	Good
OMN	TW B	Taxiway	205	51,318	100	Good
OMN	TW B	Taxiway	210	7,706	86	Good
OMN	TW C	Taxiway	305	35,387	88	Good

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	TW D	Taxiway	405	81,876	100	Good
OMN	TW E	Taxiway	505	56,507	38	Very Poor
OMN	TW E	Taxiway	510	26,455	91	Good
OMN	TW E	Taxiway	515	2,399	94	Good
OMN	TW F	Taxiway	605	36,880	40	Very Poor
OMN	TW F	Taxiway	610	9,548	100	Good
OMN	TW F	Taxiway	650	6,273	35	Very Poor
OMN	TW G	Taxiway	700	126,774	88	Good
OMN	TW G1	Taxiway	715	8,543	91	Good
OMN	TW G2	Taxiway	705	8,946	88	Good
OMN	TW G3	Taxiway	710	8,941	89	Good
OMN	TW G4	Taxiway	720	8,529	91	Good
OMN	TL SW	Taxilane	2004	17,255	0	Failed
OMN	TL T-HANG	Taxilane	4410	57,362	88	Good
OMN	AP FBO	Apron	4102	22,255	26	Very Poor
OMN	AP FBO	Apron	4105	164,592	57	Fair
OMN	AP FBO	Apron	4110	141,436	36	Very Poor
OMN	AP FBO	Apron	4115	14,790	100	Good
OMN	AP MID	Apron	4505	44,107	100	Good
OMN	AP RU 17	Apron	5310	39,883	91	Good
OMN	AP RU 27	Apron	5110	27,832	87	Good
OMN	AP RU 35	Apron	5410	40,187	91	Good
OMN	AP RU 9	Apron	5210	28,165	91	Good
OMN	AP T-HANG	Apron	4305	54,292	31	Very Poor
OMN	AP T-HANG	Apron	4310	5,932	30	Very Poor

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Forecasted Pavement Conditions

Table E.2 provides section-level details for PCI forecasts. Pavement condition forecasts should be used for planning purposes only, as the actual condition of sections is subject to sensitivities in changes of traffic and maintenance frequency.

The estimation of forecasted PCI values gives no assurance of future pavement conditions as PCI values represent an engineering estimation to be used as a planning tool. Forecasted PCI data should not be the sole metric for determining the year in which a project should be planned. Design-level planning should be undertaken by the responsible engineer prior to the development of airfield design plans.

Table E.2: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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Major Rehabilitation Planning 2023-2032

Localized maintenance and repair policies identified within this report are categorized as preventive or stopgap based on FDOT SAPMP and FAA maintenance policies and recommendations. Major rehabilitation is identified within the FDOT SAPMP as a major construction activity that results in a reset of a pavement section's PCI to a value of 100. Major rehabilitation activities can include mill and Asphalt Concrete (AC) overlay, Portland cement concrete (PCC) pavement repair and slab replacement, and full-depth reconstruction. It is recommended that the Airport use this report as a planning tool for future project development and prioritization. Localized maintenance, repair, and major rehabilitation recommendations should be considered as planning-level only. Final localized maintenance, repair, and major rehabilitation recommendations are subject to change based on Airport prioritization and further design-level evaluations.

Due to FAA Order 5100.38D Change 1 Airport Improvement Program (AIP) Handbook (February 26, 2019), a substantial update to the FDOT SAPMP policy on identifying major rehabilitation work has been incorporated in this System Update. In previous System Updates, major rehabilitation had been identified for pavement sections below a PCI Value of 65; however, based on the thresholds identified by the FAA in the AIP Handbook, major rehabilitation will now be identified for pavement sections below a PCI value of 70.

The results of the maintenance, repair, and major rehabilitation analysis identified approximately $10.62M in major rehabilitation needs for the 10-year forecast period. Year 1 major needs are $10.23M and localized maintenance needs for Year 1 are $0.46M.

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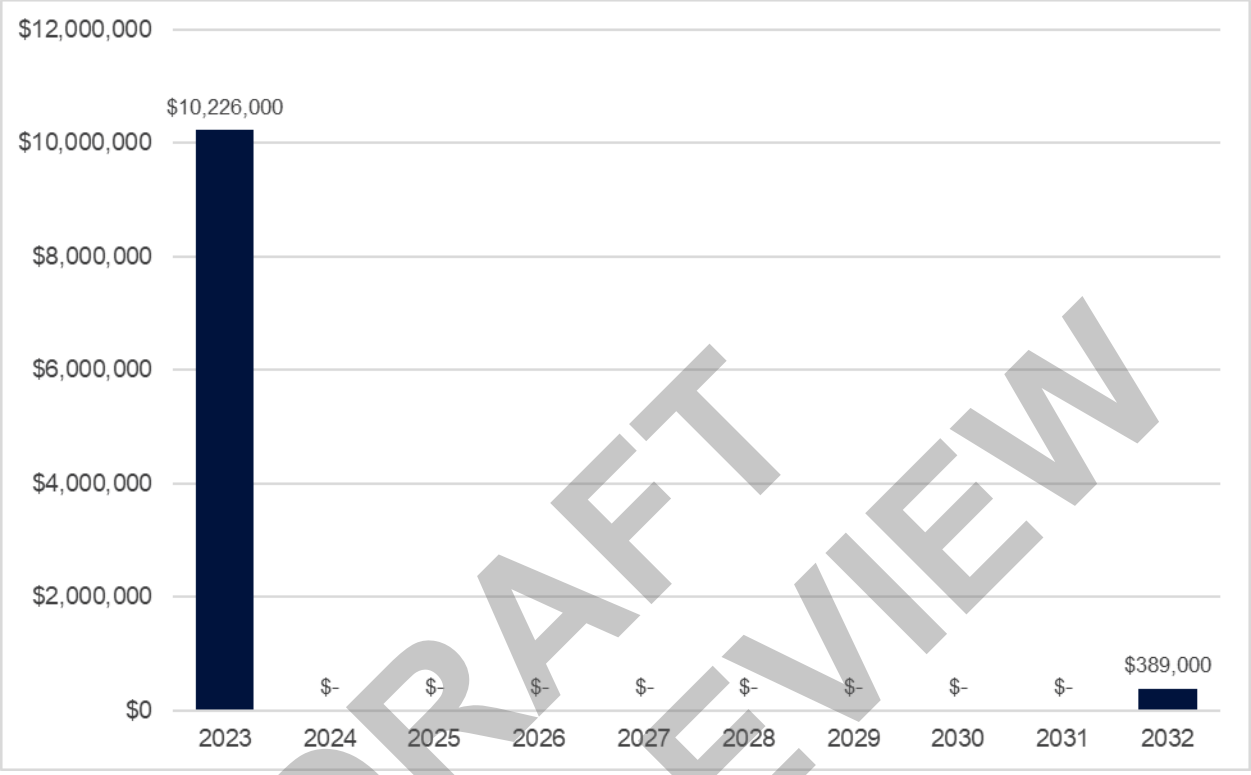
Table E.3: Major Rehabilitation Planning 2023-2032

Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	**OMN**	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	**OMN**	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	**OMN**	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	**OMN**	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	**OMN**	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	**OMN**	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	**OMN**	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	**OMN**	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	**OMN**	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	**OMN**	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	**OMN**	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	**OMN**	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

**All planning cost values have been rounded up to the nearest thousand dollars.*

Figure E.3: 10-Year Major Rehabilitation Needs by Program Year



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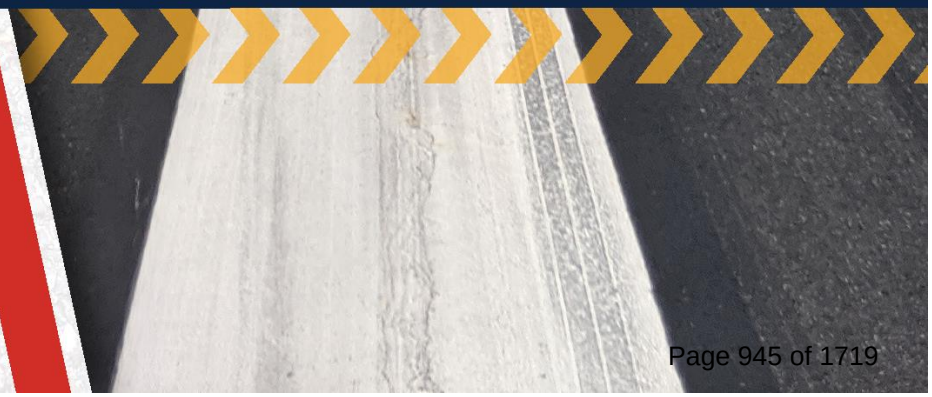
Chapter 1: Introduction



Chapter 1 – Introduction

The State of Florida has 128 public airports, 100 of which are recognized as part of the Federal Aviation Administration's (FAA) National Plan of Integrated Airport Systems (NPIAS). These public-use airports are vital to Florida's economy as well as the economy of the United States. The Florida Airport System (FAS) provides opportunities for the State to capitalize on an increasingly global marketplace. Florida's system of commercial service and general aviation airports are important to businesses throughout the State as air travel is essential to tourism, Florida's most prominent industry.

1.1 Background

In 1992, the Florida Department of Transportation (FDOT) established the Statewide Airfield Pavement Management Program (SAPMP) to provide program managers, District Aviation Offices, and Airport operators with a system to proactively manage airfield pavement infrastructure within the FAS. The SAPMP includes network-level Pavement Condition Index (PCI) surveys for Airport facilities that are categorized as General Aviation (GA), Reliever (RL), and Primary/Commercial (PR). Currently, the SAPMP includes 95 participating public-use airports with pavement facilities and provides its users with comprehensive data to better manage their pavement assets.

There are millions of square feet of pavement infrastructure at airports across a network of runways, taxiways, aprons, and other areas. This pavement infrastructure is vital to the support and safety of aircraft operations. Timely maintenance, repair, and major rehabilitation of pavement infrastructure allows the Airport to operate safely, efficiently, and economically without excessive down time.

Airports participating in the Airport Improvement Program (AIP) Grant Program are required by the FAA to develop and implement a pavement maintenance program in order to be eligible for funding, per FAA Advisory Circulars 150/5380-6C "Guidelines and Procedures for Maintenance of Airport Pavements" and 150/5380-7B "Airport Pavement Management Program (PMP)". The AIP program requires detailed assessments of airfield pavements at least once a year for a pavement management program. The frequency of the detailed inspections may be extended to every three years if the pavement is assessed according to the PCI survey procedure described in ASTM D5340-20 "Standard Test Method for Airport Pavement Condition Index Surveys".

In general, adherence to the FAA Advisory Circulars is mandatory for projects funded with federal grant monies through the AIP program and with revenue from the Passenger Facilities Charges (PFC) Program. Further information is detailed in FAA Grant Assurance No. 11 "Pavement Maintenance," No. 34 "Policies, Standards, and Specifications," and PFC Assurance No. 9 "Standards and Specifications." The FDOT performs the SAPMP System Updates for the benefit of participating public-use and publicly-owned airports through the Aviation Office (AO).

The SAPMP addresses the requirements of maintaining an effective pavement management program for participating airports at the network level. Network-level management of pavement assets provides insight for short-term and long-term budget needs, understanding of the overall condition of the network (current and future), and knowledge of the pavement facilities that are

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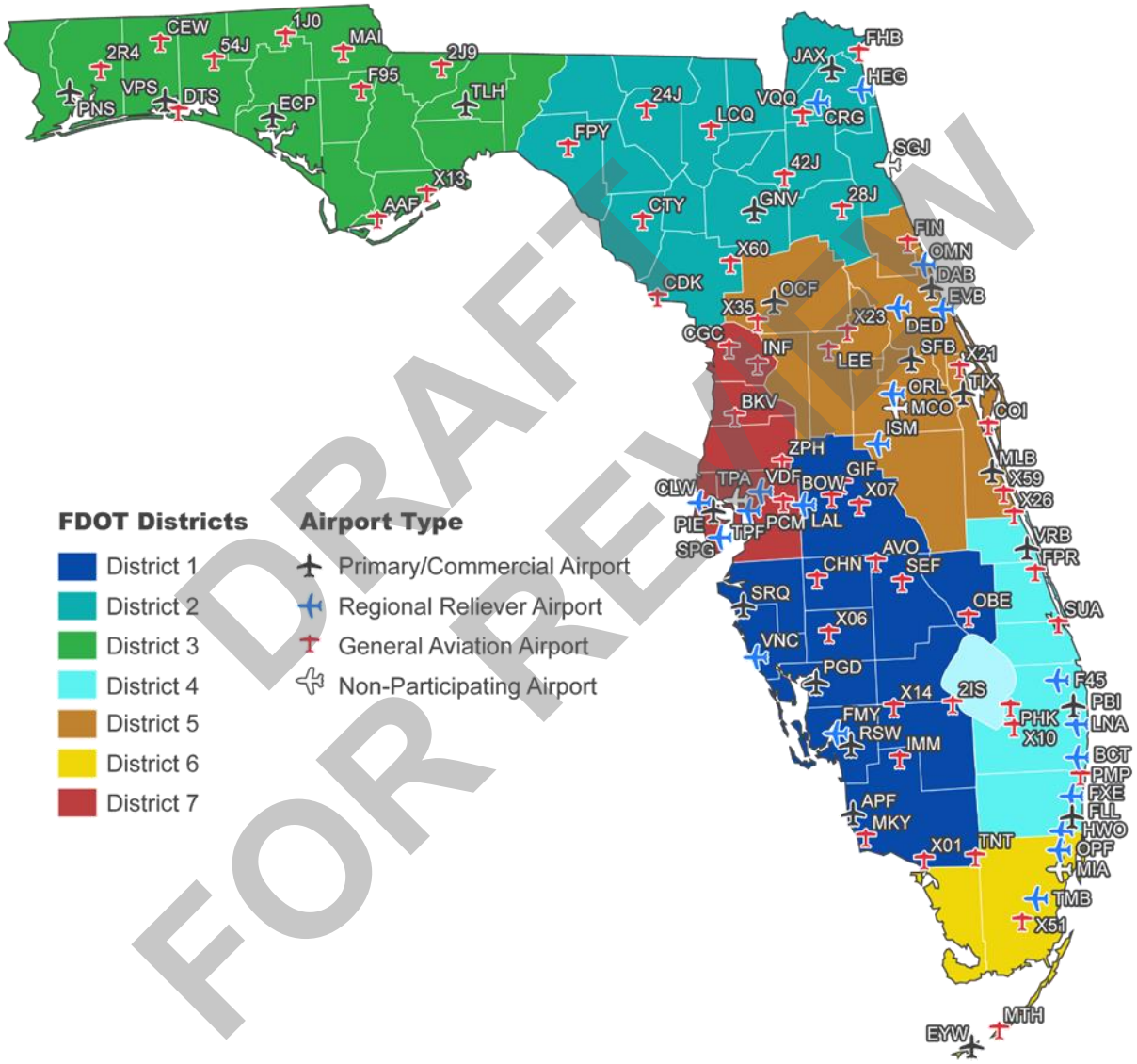
under consideration for projects. A network-level evaluation can support the identification of maintenance, repair, and major rehabilitation needs and budgetary planning-level opinions of probable construction costs.

Figure 1.1: Florida Aviation System (Facilities with Pavement) and FDOT Districts



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1.2 Stakeholders

The SAPMP is performed for the benefit of the stakeholders. The table below outlines the primary stakeholders of the FDOT SAPMP and their role in the program.

Table 1.2: FDOT SAPMP Stakeholders

Role	Description
FAA Orlando Airports District Office (Orlando ADO)	Key Stakeholder: local ADO Program Manager personnel that oversees the grant administration of AIP grant with Planning Agency Sponsor (Florida Department of Transportation).
Florida Department of Transportation (FDOT)	Key Stakeholder: the FDOT is the "Sponsor" for the AIP grant agreement. Specifically, the Aviation Office (AO) provides development and operations support for the Florida Airport System.
FDOT District Offices	The seven (7) FDOT District Offices, specifically the Aviation representatives, provide essential support to the SAPMP System Update and the AO Program Manager (AO-PM). Each District supports the SAPMP's ongoing efforts by providing local construction cost information throughout the State, which is used as the basis of development for maintenance, repair, and major rehabilitation opinions of probable construction costs for planning purposes.
Participating Public-Use and Publicly-Owned Airports	The airports are the end-user and primary beneficiary of the SAPMP. The SAPMP provides a specific Airport Pavement Evaluation Report that meets the requirements of the FAA AC 150/5380-7B. Individual participating airports are provided a final Airport Pavement Evaluation Report by the Consultant that is specific to each airport's airfield PCI assessment.
Aviation Office Program Manager (AO-PM)	FDOT AO Airport Engineering Manager: oversees and manages the overall Program System Update.

1.3 General Scope of Work

The SAPMP is limited to performing tasks in adherence to the key elements of an effective pavement management program on a statewide level. The primary tasks undertaken to update the FDOT SAPMP include, but are not limited to:

- Research and evaluation of existing record documentation;
- Establishment of a pavement system inventory;
- Development of a pavement network definition map and supplemental GIS model;
- Functional pavement evaluations via the PCI assessment method;
- Customization of PAVER™ software including prioritization, policies, and performance models;
- Analysis of condition data; and
- Maintenance, repair, and rehabilitation planning.

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1.4 FDOT SAPMP Objectives

The SAPMP enables the FDOT AO and FAA to monitor pavement conditions at airports in the Florida Airport System. The SAPMP provides objective condition information needed to make informed decisions regarding the significant capital investment that the public-use airport pavement infrastructure represents.

Airport staff are responsible for making decisions regarding the timing and type of maintenance and rehabilitation activities that should be completed in order to maintain an acceptable operational condition and adequate load-carrying capacity. Utilizing the SAPMP will help Airport staff better understand the relative condition of their pavement facilities and when those facilities should be rehabilitated. The data collected from the SAPMP can be used for project programming for the next 10 years. This report summarizes the data collection, analysis, program update, and implementation of the FDOT SAPMP.

A comprehensive SAPMP provides information that assists with the project programming process. The primary objectives of the FDOT SAPMP consist of the following:

- Assist airports in meeting the requirements of Public Law 103-305;
- Assist airports in complying with FAA Grant Assurances 11 and 19;
- Provide airports with functional pavement condition in accordance with ASTM D5340-20 (current) and with the FAA AC 150/5380-7B (current) based on visual assessment efforts;
- Provide airports with planning-level guidance on maintenance, repair, and rehabilitation in accordance with the FAA AC 150/5380-6C (current) based on pavement conditions and distress data in terms of type, severity, and extent; and
- Provide airports, FDOT Districts, FDOT AO, and the FAA Airports District Office with long-term, planning-level forecasts of pavement performance and rehabilitation budgetary needs (e.g., maintenance, repair, and major reconstruction) through reports.

From a pavement management perspective, one of the most valuable aspects of the PCI methodology is the ability to save money by effectively prioritizing the rehabilitation of pavement assets before they reach critical condition. Critical PCI values are assigned to deterioration models for pavement assets based on their respective use and rank. The concept of critical PCI will be further discussed in **Chapter 5**, but it is used as a benchmark to help identify pavement assets that should receive rehabilitation. In doing so, the PCI methodology can help create a proactive maintenance and rehabilitation (M&R) strategy to effectively address pavement projects before the cost of these projects increases significantly.

With M&R costs escalating over time, the consequences of inadequate maintenance practices can result in an inefficient allocation of funding. If maintenance is conducted before a significant decline in pavement condition occurs, substantial repair and/or rehabilitation costs may be avoided or delayed. **Figure 1.4** illustrates how the cost of pavement repairs can significantly increase if M&R activities are delayed.

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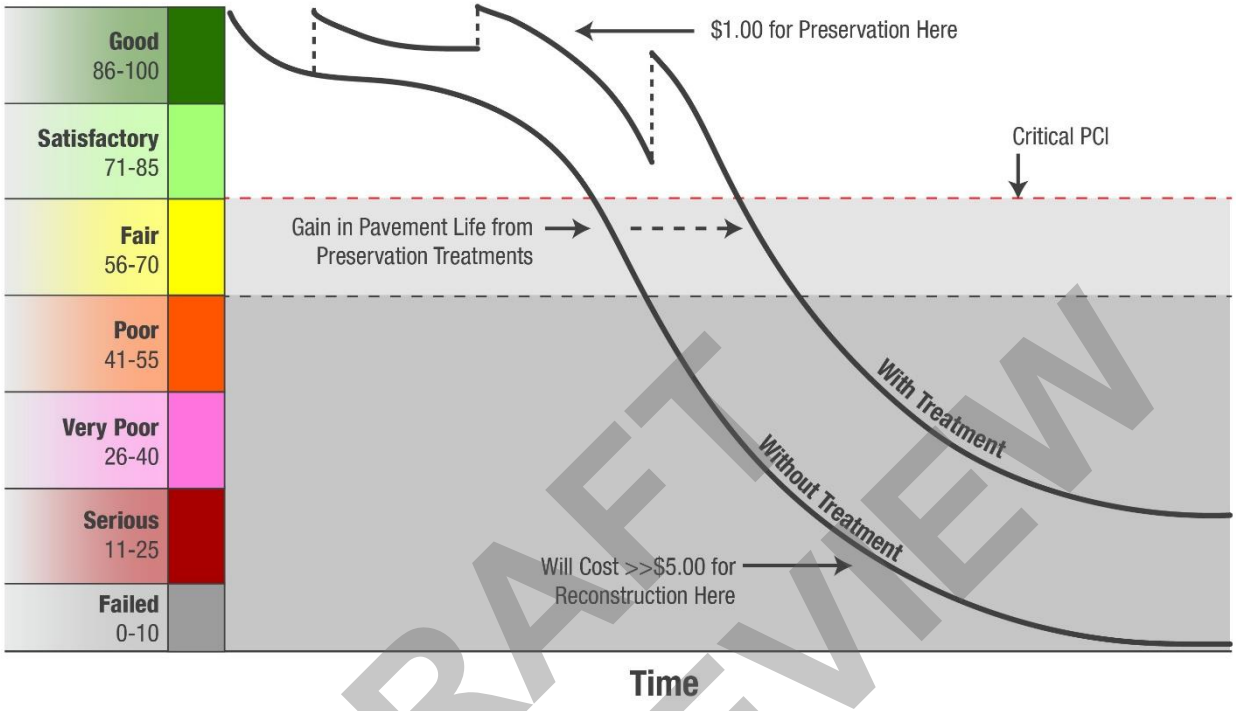
Figure 1.4: Pavement Life and the Effect of Treatments



FAA Eligibilty Thresholds: **>70:** Routine Maintenance **55-70:** Rehabilitation Eligible **<55:** Reconstruction Eligible

**Figure is for conceptual purposes only – unit costs are not specific to airfield pavements*

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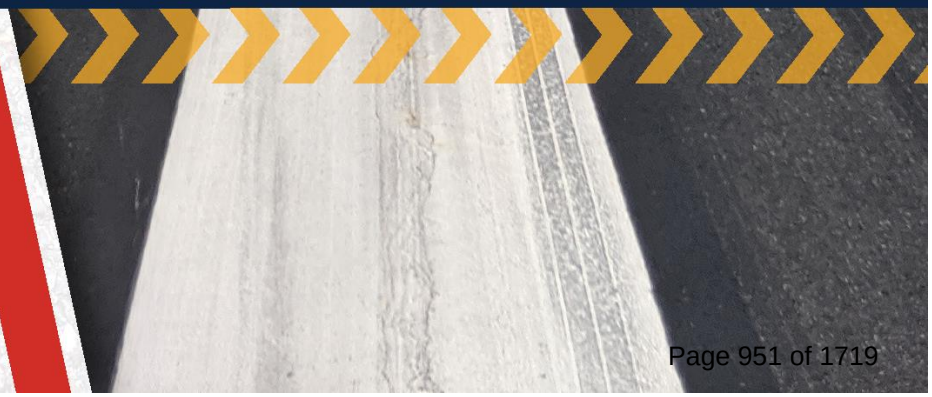
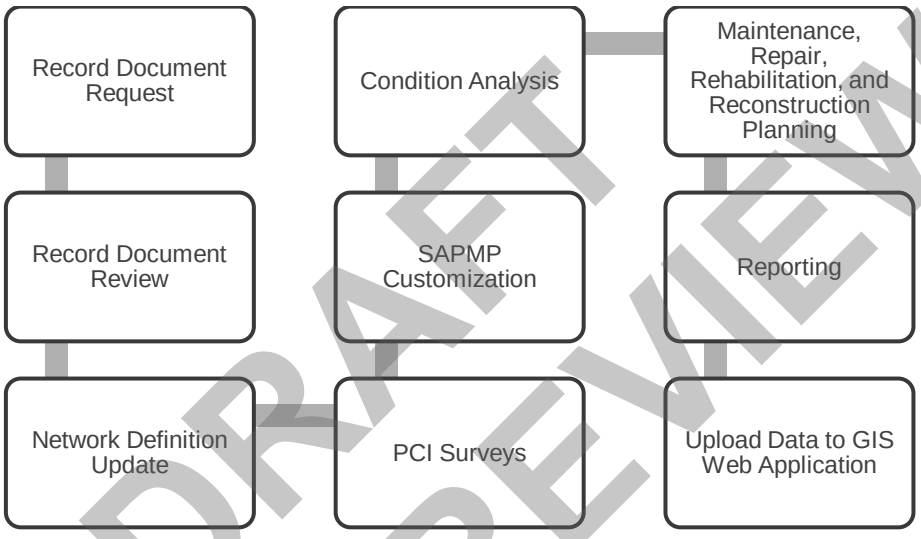
Chapter 2: Methodology



Chapter 2 – Methodology

An effective pavement management program incorporates both the regular collection of pavement condition information and communication of information to appropriate sponsors. This chapter of the report defines the specific methods utilized as part of the SAPMP System Update to meet the requirements of an effective pavement management system as defined by the FAA AC 150/5380-7B. **Figure 2** summarizes the overall process for the FDOT SAPMP.

Figure 2: FDOT SAPMP General Process



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2.1 Airfield Pavement Database

This SAPMP utilizes PAVER™ 7.0 software as its airfield pavement database. The PAVER™ software application was developed by the U.S. Army Construction Engineering Research Laboratory and sponsored by the FAA, Federal Highway Administration, U.S. Army, U.S. Air Force, and U.S. Navy to meet the objectives of an effective pavement management system. The PAVER™ database includes a network-level inventory of the participating airport's eligible airfield pavement facilities. PAVER™ can achieve the following pavement management objectives:

- Create a manageable inventory system;
- Analyze the current condition of pavements in accordance with ASTM D5340-20;
- Develop pavement performance models to forecast conditions; and
- Generate maintenance, repair, and major rehabilitation recommendations based on budgetary scenarios.

PAVER™ inventory management is based on a tiered organizational structure consisting of networks, branches, sections, and samples, with the sample being the smallest unit of management. Critical elements of an effective pavement management program are maintained within the network-level PAVER™ database and typically consist of pavement inventory

characteristics, pavement structure, work history, historic condition records, and analytical customization.

2.2 Airfield Pavement Record Keeping (Historical Records Research)

In accordance with the FAA AC 150/5380-7B, it is a best practice that airports maintain records of all airfield construction and maintenance (routine, emergency, and proactive) related to the pavement facilities. These records should consist of:

- Location and limits of work;
- Types and severities of repaired distresses;
- Work type and cost; and
- Supporting documents (e.g., contract documents, construction drawings, specifications, bid tabulations, repair products, and photograph records).

As part of the SAPMP, participating airport's staff was asked to provide documentation regarding the historical work performed at the Airport, including construction drawings and bid tabulations. This information is used to identify location, limits, type of work, pavement cross-sections, and representative material costs.

Updated historical data collected during this task was entered into the PAVER™ database. This database includes the following fields for historical information:

- Date of last construction/rehabilitation
- Work type performed
- Comments for documenting pavement cross-section
- Pavement surface type
- Section area (limits of work)

The SAPMP PAVER™ database accuracy is limited to the record documentation provided by the participating airports. Airport Sponsors should rely on this information as a planning tool and defer to final as-built plans, record drawings, and/or engineer's construction report for pavement construction records.

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2.3 Airfield Pavement Structure

A pavement is a prepared surface designed to provide a continuous, smooth ride at a certain speed and to support an estimated amount of traffic for a certain number of years. A pavement structure is composed of constructed layers consisting of subgrade, subbase, base, structural, and surface courses. For the FDOT SAPMP, two (2) predominant pavement types are classified for evaluation and analysis: Asphalt Concrete (AC) and Portland cement concrete (PCC). Composite Structures, known as Whitetopping Pavements consisting of PCC on AC, are also present at limited airports in Florida and are evaluated separately.

2.3.1 Asphalt Concrete

Asphalt concrete is a pavement comprised of aggregate mixture with an asphalt cement binder. The FDOT SAPMP categorizes three (3) Asphalt Concrete surface types: Asphalt Concrete (AC), Asphalt Concrete overlaid on Asphalt Concrete (AAC), and Asphalt Concrete overlaid on Portland cement concrete (APC).

Asphalt Concrete (AC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on engineered base course material that is layered on subbase and subgrade soil material.

Asphalt Concrete Overlaid on Asphalt Concrete (AAC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on an existing flexible AC pavement section. Airfield pavement sections are considered to be AAC when a pavement rehabilitation includes a pavement milling and resurfacing operation or a direct overlay of Asphalt Concrete without surface preparation.

Asphalt Concrete Overlaid on Portland Cement Concrete (APC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on an existing PCC pavement section. This unique pavement composition may result in distinct pavement distress manifestations known as reflective joint cracking.

2.3.2 Portland Cement Concrete

Portland cement concrete is a pavement comprised of aggregate mixture with a Portland cement binder. The FDOT SAPMP categorizes Portland cement concrete (PCC) as the primary rigid pavement section.

Portland Cement Concrete (PCC)

A rigid pavement section composed of Portland cement concrete placed on a granular or treated base course that is supported on a compacted subgrade. The concrete surface provides a texture of nonskid qualities, prevents the infiltration of surface water into the subgrade, and provides structural support for airplane loading. Rigid pavement construction requires the layout of appropriately designed joints. Concrete overlays built in accordance with the FAA Advisory Circular 150/5320-6F “Airport Pavement Design and Evaluation” are recognized as PCC pavement.

2.3.3 Composite Structure – Whitetopping Pavement

Whitetopping pavement is a composite pavement comprised of relatively thin PCC overlaid on an existing AC pavement structure. There are three (3) types of Whitetopping Pavements: Conventional (WT), Thin (TWT), and Ultra-Thin (UWT).

Conventional Whitetopping (WT)

A composite pavement structure consisting of a modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically greater than 6 inches in thickness.

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Thin Whitetopping (TWT)
A composite pavement structure consisting of modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically between 4 and 6 inches in thickness.

Ultra-Thin Whitetopping (UWT)
A composite pavement structure consisting of a modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically between 2 and 4 inches in thickness.

2.4 Airfield Pavement Traffic

A pavement section is typically designed to meet the needs of the user (airlines, air cargo, general aviation, and/or military) in providing a safe, smooth, operational surface. Pavement deterioration generally occurs gradually from aircraft loading and environmental conditions.

This System Update does not involve a study or analysis of OMN's aircraft fleet mix or traffic operations. However, it is strongly recommended that the Airport incorporate the requirements of the FAA AC 150/5320-6F when developing design-level rehabilitation activities; this AC provides guidance on incorporation of aircraft traffic fleet mix data.

2.5 Pavement Management Program Network Definition Terminology

To facilitate an effective pavement management program, a pavement network must be established and subdivided into smaller, manageable working units. Sectioning of the pavement network was established in a prior System Update and was revised during this SAPMP to account for work that has been performed on the airfield since the previous Update. Information from historic records is used to help define the limits of the smaller working units. A critical input for a pavement inventory and network definition is the date of last major construction or rehabilitation, as this type of work will reset the section PCI to a value of 100.

The following sections define the common terms used in pavement management systems and cover their application for this SAPMP System Update.

2.5.1 Pavement Network Identification

Establishing the pavement network is the first step in organizing pavements into a structure for pavement management. The network is the starting point of the hierarchy of pavement management organization. A network typically consists of one or more pavement *branches*, which have one or more pavement *sections*. For example, a network can be all the pavements within an Airport's airfield or all the pavements in a statewide program. For the FDOT SAPMP, a network represents an individual Airport's airfield pavement facilities maintained by the Airport.

2.5.2 Pavement Branch Identification

A pavement branch, also known as a facility, is a logical unit of generally identifiable pavement within a network that has a distinct functional classification. For example, within an airfield, each runway, taxiway, or apron is considered a branch. Each branch contains at least one section but may contain more if pavement feature characteristics are distinct throughout the branch.

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2.5.3 Pavement Section Identification

A pavement section, or feature, is a subdivision of a branch and has consistent characteristics throughout its length or area. These characteristics include structural composition (pavement layer material type and thickness), construction history, age, traffic type, traffic frequency, and pavement condition. A section is the basic management unit of a pavement network and is the level at which maintenance, repair, or major rehabilitation treatments are considered.

2.5.4 Pavement Sample Unit Identification

A pavement sample unit is an arbitrarily defined subdivision of a pavement section that has a standard size range of 20 contiguous slabs (±8 slabs) for PCC pavement and 5,000 contiguous square feet (±2,000 SF) for AC. A sample unit is the smallest subdivision of a pavement network and is analyzed during field assessments to establish condition ratings.

2.5.5 Terminology Summary

Below is a summary table, **Table 2.5.5**, with definitions and examples of common SAPMP terminology.

Table 2.5.5: SAPMP Terminology

SAPMP Terminology	Common Definition	Airport Example
Network	Totality of pavement assets maintained by the Airport.	"Tallahassee International Airport – Airfield Pavements"
Branch Name	Commonly defined asset name as established by Airport and by use.	"Runway 18-36"
Branch ID	Codified shorthand name for commonly defined asset established for database identification.	"RW 18-36" RW, Branch Use, "Runway" "Runway 18-36", Runway Facility
Section ID	Codified identification for pavement asset that is distinct by pavement composition, work history, aircraft loading, or condition.	"6105"
Sample Unit	A numeric identification of an area of pavement (5,000 ± 2,000 SF of AC or 20 ± 8 slabs of PCC) that has been inspected in accordance with ASTM D5340-20.	"300"

2.6 Airfield PCI Survey Methodology

In adherence to the FAA AC 150/5380-7B, the FDOT SAPMP utilizes the PCI survey method to collect pavement distress data and analyze the condition. The PCI survey procedure is a visual statistical sampling of pavements for recording primary distress types (e.g., cracking and deformation), associated severities, and quantities as defined by the ASTM D5340-20. This effort is the primary means of obtaining and recording pavement distress data. The PCI survey consists primarily of visual assessments of pavement surfaces for signs of distress and deterioration resulting from loading (aircraft) and environmental influences.

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Overall, a visual pavement condition survey provides an indication of the cause and rate of deterioration of a pavement section from a functional point of view and can help identify if any underlying structural deficiencies are present. Although a visual PCI survey does not predict the remaining structural life of a pavement section or its ability to support loads, it does assess the rating of the operational surface. Functional condition, determined by the PCI method, can provide a cost-effective means to plan for pavement rehabilitation projects. Timely application of pavement rehabilitation may lead to the extension of functional life of individual pavement sections. This method varies from structural evaluation; functional condition is limited to visually observed distresses and indicative modes of pavement deterioration. A formal structural evaluation analyzes subsurface conditions, material characteristics, and qualitative pavement structure attributes. A structural evaluation may consist of subsurface geotechnical exploration, falling weight deflectometer testing, petrographic testing, material coring, and/or flexural testing.

2.6.1 Pavement Distress Types

For each sample, the severity and quantity of defined distresses are recorded and then analyzed in accordance with the ASTM D5340-20 standard, which identifies 17 AC distress types and 16 PCC distress types. **Tables 2.6.1 (a)** and **2.6.1 (b)** identify these distresses and their common causes or mechanisms.

Table 2.6.1 (a): Pavement Distress Types – Asphalt Concrete

Distress Mechanism	Distress Type
Load	Alligator Cracking Rutting
Climate/Durability	Block Cracking Joint Reflection Cracking Longitudinal and Transverse Cracking (LT) Raveling Shoving Weathering
Construction/Material	Bleeding Corrugation Depression Polished Aggregate Slippage Cracking Swelling
Other	Jet Blast Erosion Oil Spillage Patching and Utility Cut Patching

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Table 2.6.1 (b): Pavement Distress Types – Portland Cement Concrete

Distress Mechanism	Distress Type
Load	Corner Break Longitudinal, Transverse, and Diagonal Cracking (LTD) Pumping Shattered Slab/Intersecting Cracks
Climate/Durability	Blowup Durability "D" Cracking Joint Seal Damage Popouts
Construction/Material	Alkali Silica Reaction (ASR) Scaling Shrinkage Cracking
Other	Corner Spalling Joint Spalling Large Patching and Utility Cut Settlement or Faulting Small Patching

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2.6.2 PCI Survey Procedures

PCI surveys are conducted on sample units defined in previous System Updates. Sample units are subject to change at the discretion of field personnel and/or to major pavement rehabilitation treatments. Furthermore, access to sample units based on accessibility or operational impacts may affect the overall sampling rate effort at each airport. **Tables 2.6.2 (a)** and **(b)** define the sampling criteria used by the FDOT SAPMP. A higher sampling rate may be utilized to achieve greater statistical confidence, should the Airport have the available resources to perform PCI survey independent of the FDOT SAPMP.

Table 2.6.2 (a): Recommended Sampling Rates for Asphalt Concrete

Number of Total Sample Units in Section	Runway Sampling Rate	Taxiways, Aprons, and Others Sampling Rate
1 - 4	1	1
5 - 10	2	1
11 - 15	3	2
16 - 30	5	3
31 - 40	7	4
41 - 50	8	5
51 or more	20% but ≤ 20	10% but ≤ 10

Table 2.6.2 (b): Recommended Sampling Rates for Portland Cement Concrete

Number of Total Sample Units in Section	Runway Sampling Rate	Taxiways, Aprons, and Others Sampling Rate
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	4	2
16 - 20	5	3
21 - 30	7	3
31 - 40	8	4
41 - 50	10	5
51 or more	20% but ≤ 20	10% but ≤ 10

The FDOT SAPMP is limited to select sample units for each section identified in each airport's Airfield Pavement Network Definition. The intent is to perform a limited amount of sample unit PCI surveys to reasonably reflect the functional condition. Due to the limited sampling criteria, there may be instances of pavement distress and deterioration outside of the inspected sample units that were not observed.

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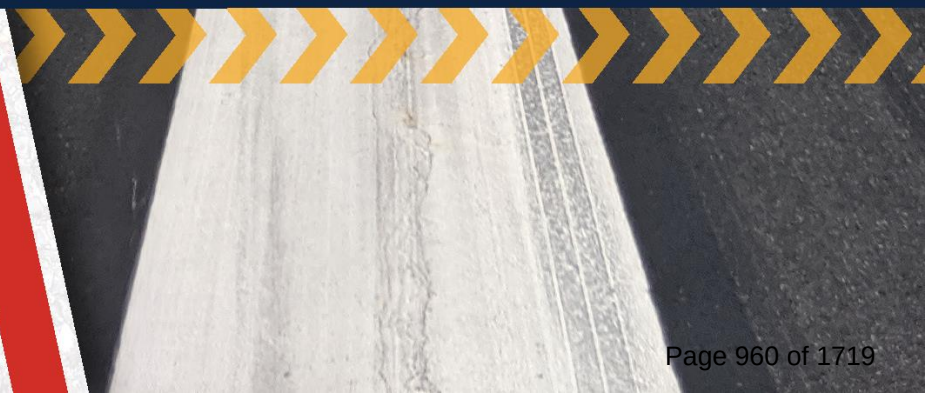
Chapter 3: Airfield Pavement System Inventory



Chapter 3 – Airfield Pavement System Inventory

This chapter discusses the inventory data collected from the Airport and summarizes network-level characteristics of the Airport's airfield pavements. At the start of each FDOT SAPMP System Update, all airports are asked to review the existing Airfield Pavement Network Definition Exhibit for accuracy. Furthermore, participating airports are asked to provide documentation of any recent or anticipated construction related to their airfield pavements.

3.1 Airfield Pavement Network Information

3.1.1 Previous and/or Anticipated Airfield Pavement Construction

Based on information provided by the Airport, **Table 3.1.1** summarizes recent or anticipated airfield pavement construction projects since 2017.

Table 3.1.1: Summary of Previous and/or Anticipated Airfield Pavement Construction

Construction Year	Location	Work Type / Pavement Section
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2022	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	TW B, TW D, AP FBO	Complete Reconstruction - AC
	AP MID	New Construction - AC

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The Airport provided a combination of record drawings, reports, and staff input, which aided in developing the construction history of the Airport's pavements since inception. Major rehabilitation and construction activities performed in the last 24 months, or anticipated in the next 24 months, are assumed to restore the PCI to 100. These activities include pavement overlay, mill and overlay, new construction, and/or complete reconstruction. These pavements were not formally subject to a PCI assessment and actual conditions may vary. Furthermore, any localized maintenance or repair performed in the assessment areas that would improve the PCI are considered in the condition analysis.

Figure 3.1.1 (a), the Airfield Pavement Network Definition Exhibit, provides details of the PCI assessment efforts. The Exhibit identifies pavement facilities, surface types, section definitions, and sample unit delineations. **Figure 3.1.1 (b)**, the Airfield Pavement System Inventory Exhibit, provides details of the work history updates communicated by the Airport. The Exhibit provides the approximate limits of recent and/or anticipated construction on the airfield pavement facilities. The limits are based on documentation provided by the Airport and, if constructed, are confirmed during field surveys.

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AIRFIELD PAVEMENT NETWORK DEFINITION EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

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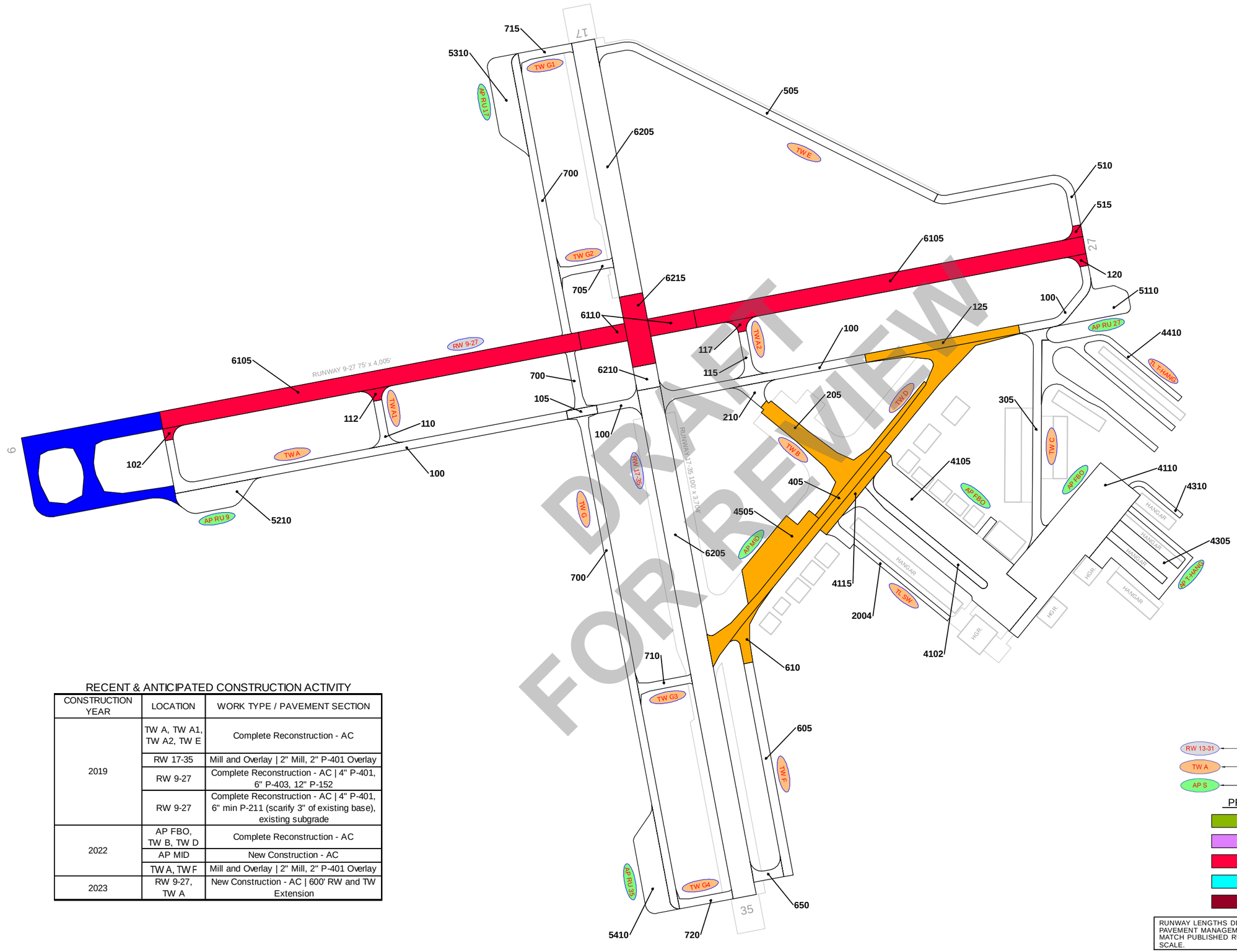
LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID
- AAC / AP MAIN / 4105 / 10 | 100 — PAVEMENT SURFACE TYPE; PAVEMENT BRANCH ID; SECTION NUMBER; NUMBER OF SAMPLE UNITS IN SECTION; NUMBER OF SAMPLE UNITS TO BE INSPECTED
- AAC / AP MAIN / 4105 / 0 | 100 — SECTION NOT INSPECTED DUE TO RECENT CONSTRUCTION. SEE SYSTEM INVENTORY MAP FOR CONSTRUCTION DATES.
- 100 — INSPECTED SAMPLE UNITS.

TOTAL SAMPLES INSPECTED = 81
AC: 80 PCC: 1

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.



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RECENT & ANTICIPATED CONSTRUCTION ACTIVITY

CONSTRUCTION YEAR	LOCATION	WORK TYPE / PAVEMENT SECTION
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
2022	AP FBO, TW B, TW D	Complete Reconstruction - AC
	AP MID	New Construction - AC
	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2023	RW 9-27, TW A	New Construction - AC | 600' RW and TW Extension

LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID

PROJECT YEAR

2017		2022	
2018		2023	
2019		2024	
2020		2025	
2021		2026	

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

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AIRFIELD PAVEMENT SYSTEM INVENTORY EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

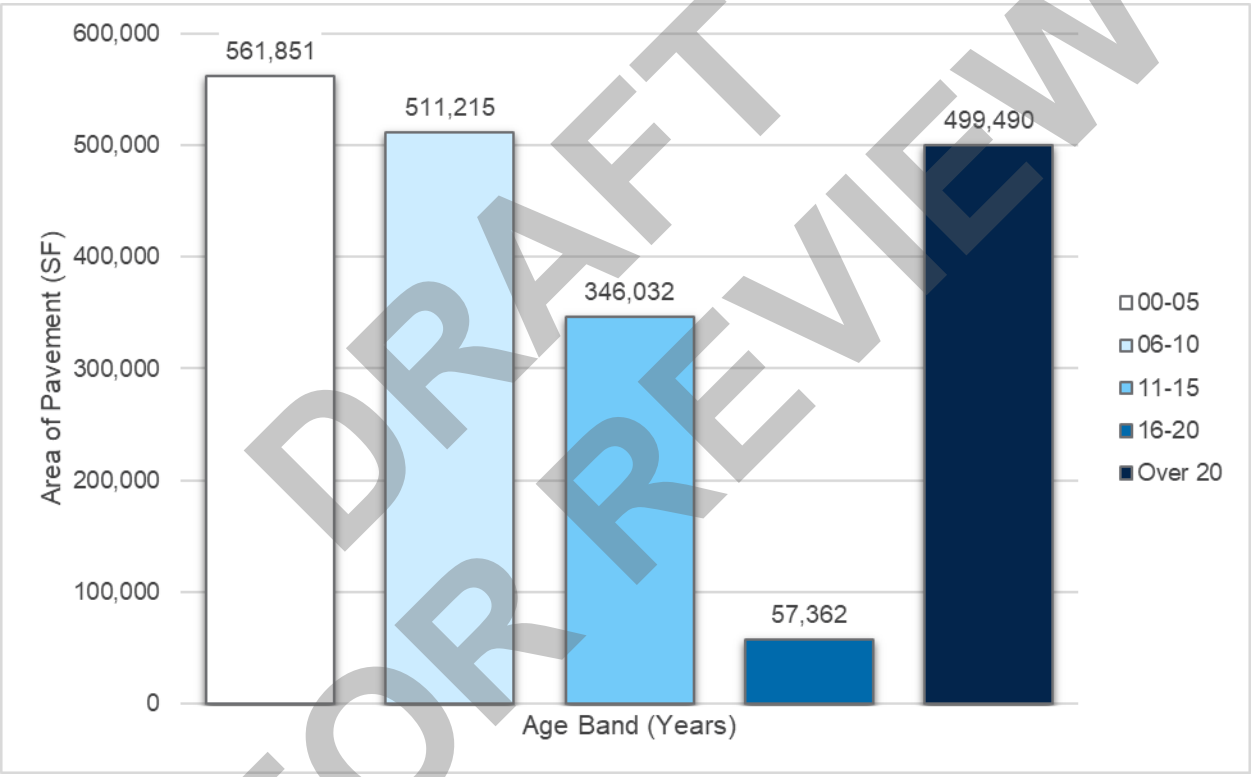
FDOT

2022

3.1.2 Estimated Pavement Age

Standard pavement design practice considers a design life of 20 years. Design inputs typically require subgrade soil conditions, pavement layer material characteristics, and anticipated loading (aircraft fleet mix) for the design-life period. Based on the review of historic airfield pavement construction activities, **Figure 3.1.2 (a)** summarizes the age of the pavement sections since the last major construction activity has occurred. **Figure 3.1.2 (b)** provides the approximate limits of those age ranges on the airfield pavement facilities. This is intended to be a rough estimate based on interpretation of the limited data available at the time of report. The estimation of pavement age is based on information requested from the Airport.

Figure 3.1.2 (a): Age of Pavements at PCI Survey



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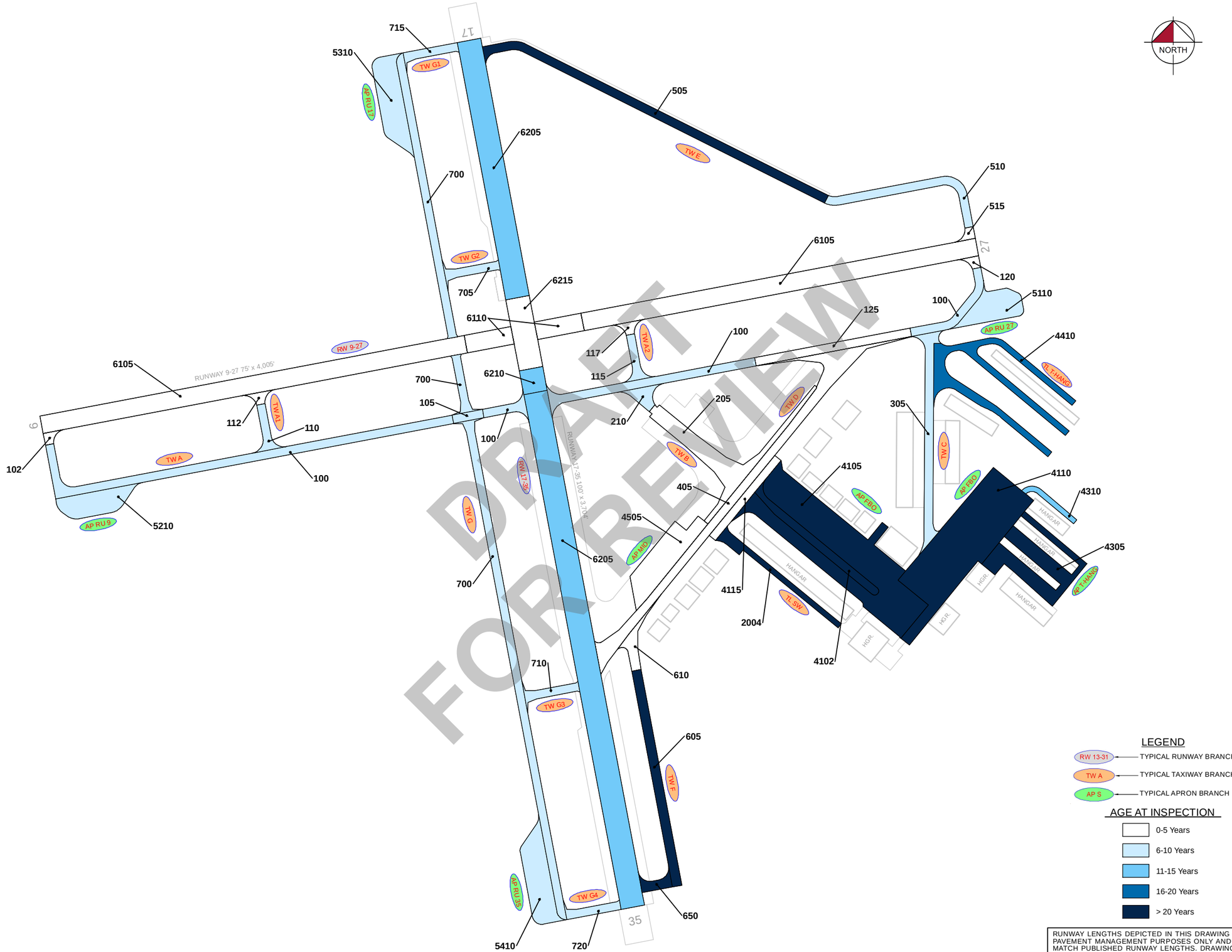

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LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID

AGE AT INSPECTION

- 0-5 Years
- 6-10 Years
- 11-15 Years
- 16-20 Years
- > 20 Years

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

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AIRFIELD PAVEMENT ESTIMATED AGE EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

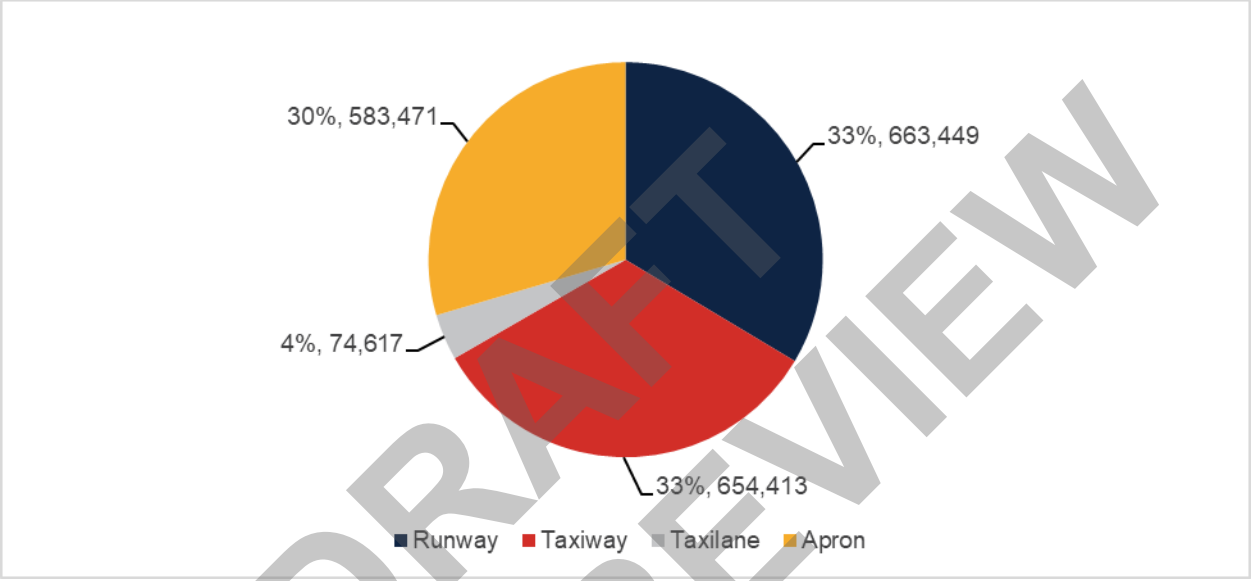
FDOT

2022

3.1.3 Functional Use

Pavements are subject to variations in aircraft loading patterns based on use and overall operations. This is termed "functional use" or "branch use." For this SAPMP System Update, the following categories of pavement functional use are identified: runway, taxiway, taxilane, and apron. **Figure 3.1.3** summarizes pavement functional use by area and excludes paved shoulders.

Figure 3.1.3: Airfield Pavement Branch Use by Area (SF)



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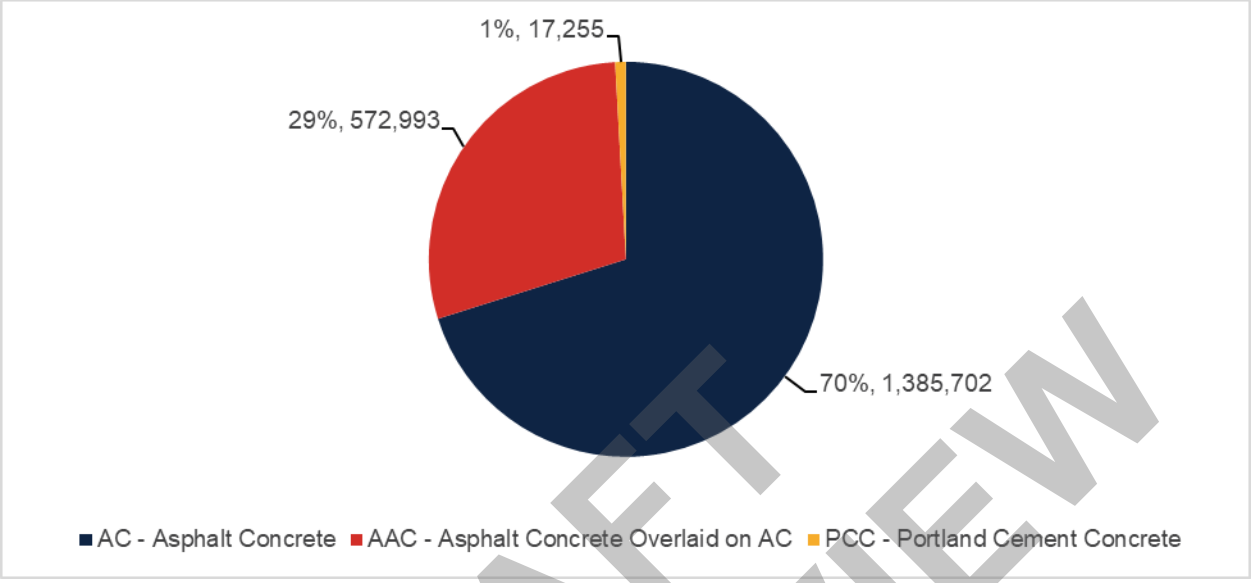
3.1.4 Pavement Surface Type

The airfield pavement facility surface types within the SAPMP include four (4) common types of pavement: Asphalt Concrete (AC), Asphalt Concrete overlaid on Asphalt Concrete (AAC), Asphalt Concrete overlaid on Portland cement concrete (APC), and Portland cement concrete (PCC).

Based on the record documentation incorporated within the SAPMP database and as observed during airfield pavement field assessments, pavement surface types have been assigned to the various pavement sections. **Figure 3.1.4** summarizes the applicable pavement types observed at OMN.

Figure 3.1.4: Airfield Pavement Surface Type by Area (SF)



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3.1.5 Pavement System Inventory Details

The pavement inventory scope includes updates to existing pavement geometry and the development of an AutoCAD model with spatial projection for use within GIS. **Appendix C** includes the Airfield Pavement Network Definition Exhibit and the Airfield Pavement System Inventory Exhibit, which visually summarize the results of the airfield pavement system inventory analysis.

Table 3.1.5 displays the section-level pavement inventory data, which is based on record documentation provided by the airports and from previous System Updates. The information presented relies on the accuracy and the adequacy of data provided. In some cases, characteristics such as pavement area may be estimated based on aerial interpretation of spatially-projected imagery. Additionally, if the last construction date is unknown, a date of January 1 of the estimated year was assigned to the section. The accuracy of data is appropriate for this network-level planning document. Should the Airport perform rehabilitation work, it is recommended that project-level investigations be performed to support the data accuracy needed for design and construction.

Table 3.1.5: Pavement System Inventory Details

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	RW 9-27	Runway	6105	262,949	AC	7/1/2019
OMN	RW 9-27	Runway	6110	30,000	AC	7/1/2019
OMN	RW 17-35	Runway	6205	329,912	AAC	1/1/2008
OMN	RW 17-35	Runway	6210	10,188	AAC	1/1/2008
OMN	RW 17-35	Runway	6215	30,400	AAC	7/1/2019
OMN	TW A	Taxiway	100	123,174	AC	1/1/2013
OMN	TW A	Taxiway	102	2,434	AC	1/1/2019
OMN	TW A	Taxiway	105	4,550	AAC	1/1/2016

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	TW A	Taxiway	120	2,519	AC	7/1/2019
OMN	TW A	Taxiway	125	23,310	AAC	5/1/2022
OMN	TW A1	Taxiway	110	8,089	AC	1/1/2013
OMN	TW A1	Taxiway	112	3,083	AC	7/1/2019
OMN	TW A2	Taxiway	115	8,054	AC	1/1/2013
OMN	TW A2	Taxiway	117	3,118	AC	7/1/2019
OMN	TW B	Taxiway	205	51,318	AC	5/1/2022
OMN	TW B	Taxiway	210	7,706	AC	1/1/2013
OMN	TW C	Taxiway	305	35,387	AC	1/1/2013
OMN	TW D	Taxiway	405	81,876	AC	5/1/2022
OMN	TW E	Taxiway	505	56,507	AAC	1/1/1990
OMN	TW E	Taxiway	510	26,455	AC	1/1/2013
OMN	TW E	Taxiway	515	2,399	AC	7/1/2019
OMN	TW F	Taxiway	605	36,880	AC	1/1/1984
OMN	TW F	Taxiway	610	9,548	AAC	5/1/2022
OMN	TW F	Taxiway	650	6,273	AC	1/1/1984
OMN	TW G	Taxiway	700	126,774	AC	1/1/2016
OMN	TW G1	Taxiway	715	8,543	AC	1/1/2016
OMN	TW G2	Taxiway	705	8,946	AC	1/1/2016
OMN	TW G3	Taxiway	710	8,941	AC	1/1/2016
OMN	TW G4	Taxiway	720	8,529	AC	1/1/2016
OMN	TL SW	Taxilane	2004	17,255	PCC	1/1/1992
OMN	TL T-HANG	Taxilane	4410	57,362	AC	1/1/2005
OMN	AP FBO	Apron	4102	22,255	AC	1/1/1992
OMN	AP FBO	Apron	4105	164,592	AC	1/1/1992
OMN	AP FBO	Apron	4110	141,436	AAC	1/1/1992
OMN	AP FBO	Apron	4115	14,790	AC	5/1/2022
OMN	AP MID	Apron	4505	44,107	AC	5/1/2022
OMN	AP RU 17	Apron	5310	39,883	AC	1/1/2016
OMN	AP RU 27	Apron	5110	27,832	AC	1/1/2013
OMN	AP RU 35	Apron	5410	40,187	AC	1/1/2016
OMN	AP RU 9	Apron	5210	28,165	AC	1/1/2013
OMN	AP T-HANG	Apron	4305	54,292	AC	1/1/1984
OMN	AP T-HANG	Apron	4310	5,932	AC	7/31/2008

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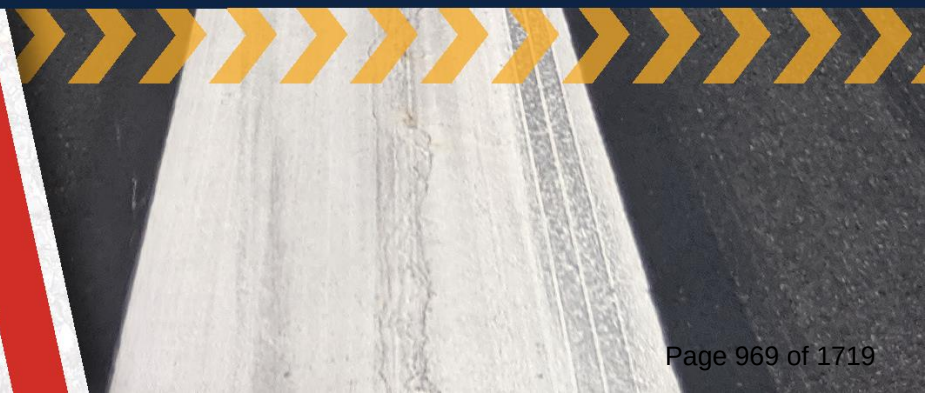
Chapter 4: Airfield Pavement Condition Analysis



Chapter 4 – Airfield Pavement Condition Analysis

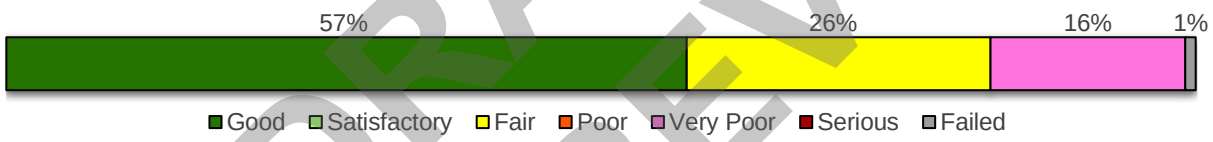
The Pavement Condition Index (PCI) provides insight to possible causes of deterioration to help support pavement maintenance and rehabilitation planning. Distress type, severity, and extent are required in the computation of a PCI value. The PCI method of pavement condition evaluation is strictly a visual review of surface condition, also referred to as a functional evaluation. Further evaluation of pavement conditions may be necessary, such as structural evaluation, for design- and/or project-level determination of pavement rehabilitation needs.

4.1 Airfield Pavement Condition Index

4.1.1 Network-Level Analysis

The following figure, **Figure 4.1.1**, summarizes the network-level pavement condition analysis based on the most recent survey results. On a network level, approximately 57% of inspected pavements are in Good or Satisfactory condition. Presently, roughly 26% of inspected pavements are in Fair condition and the remaining 17% of inspected pavements are in Poor or worse condition.

Figure 4.1.1: Current Condition – Overall Network



4.1.2 Branch-Level Analysis

The following **Figures 4.1.2 (a)-(e)** summarize branch-level pavement conditions according to the most recent PCI assessment results.

Figure 4.1.2 (a): Current Condition Summary – Branch-Level

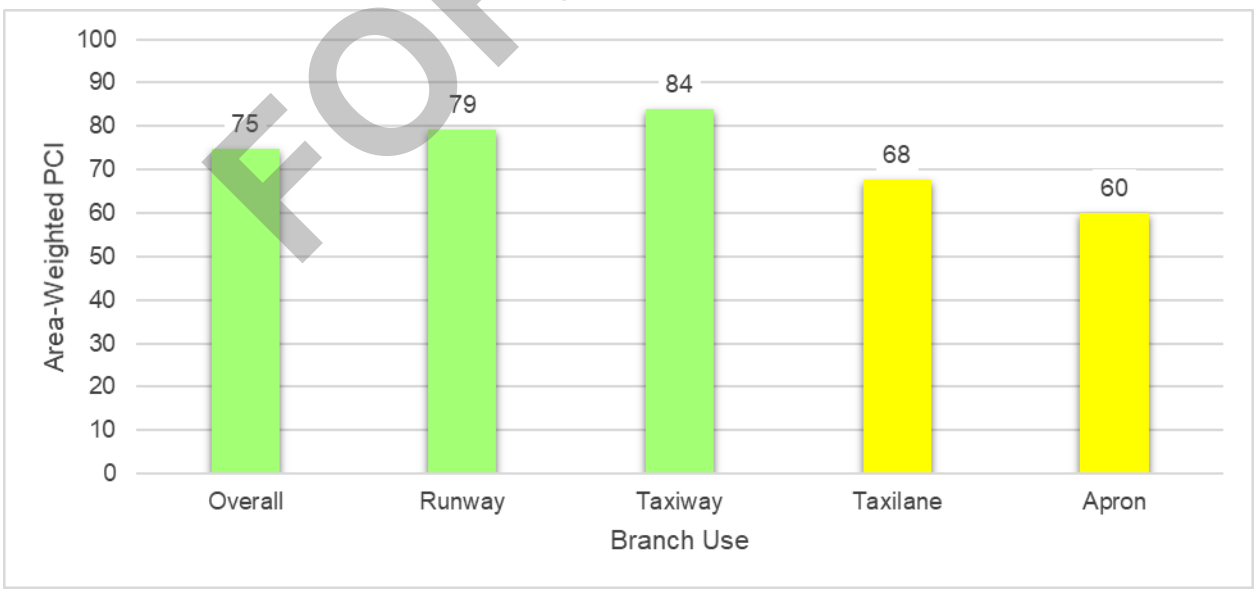


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Figure 4.1.2 (b): Current Condition – Runway

Figure 4.1.2 (c): Current Condition – Taxiway

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Figure 4.1.2 (d): Current Condition – Taxilane

Figure 4.1.2 (e): Current Condition – Apron

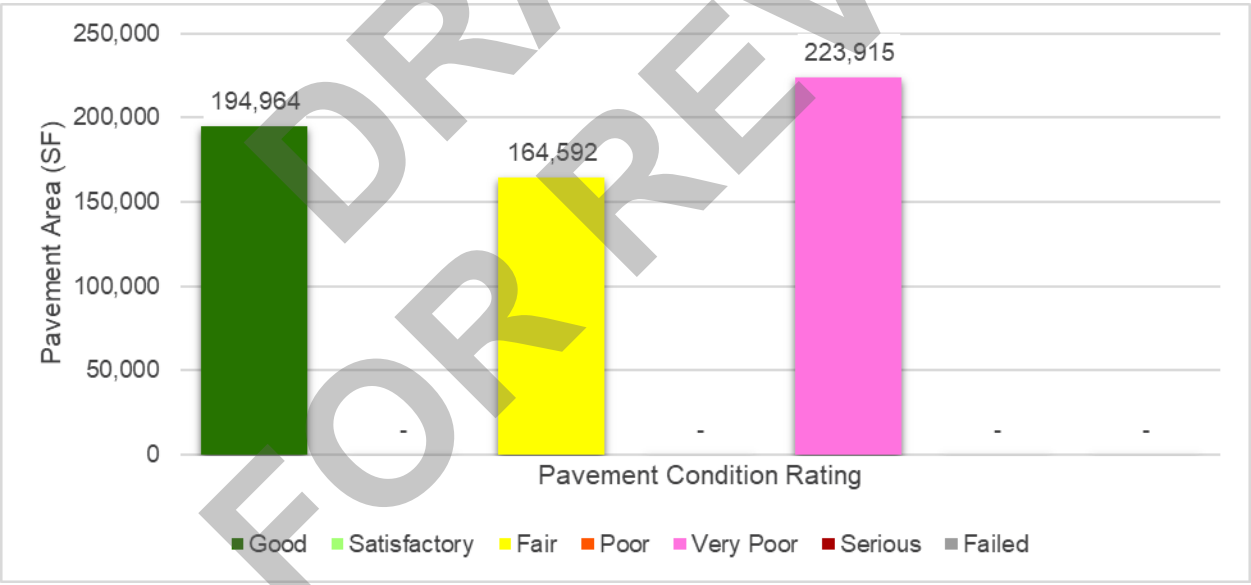

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Table 4.1.2 details the branch-level condition for each airfield pavement branch.

Table 4.1.2: Current Condition Summary – Branch-Level

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Area-Weighted Avg PCI	Condition Rating
RW 9-27	Runway	2	292,949	91	Good
RW 17-35	Runway	3	370,500	70	Fair
TW A	Taxiway	5	155,987	91	Good
TW A1	Taxiway	2	11,172	87	Good
TW A2	Taxiway	2	11,172	91	Good
TW B	Taxiway	2	59,024	98	Good
TW C	Taxiway	1	35,387	88	Good
TW D	Taxiway	1	81,876	100	Good
TW E	Taxiway	3	85,361	56	Fair
TW F	Taxiway	3	52,701	50	Poor
TW G	Taxiway	1	126,774	88	Good
TW G1	Taxiway	1	8,543	91	Good
TW G2	Taxiway	1	8,946	88	Good
TW G3	Taxiway	1	8,941	89	Good
TW G4	Taxiway	1	8,529	91	Good
TL SW	Taxilane	1	17,255	0	Failed
TL T-HANG	Taxilane	1	57,362	88	Good
AP FBO	Apron	4	343,073	48	Poor
AP MID	Apron	1	44,107	100	Good
AP RU 17	Apron	1	39,883	91	Good
AP RU 27	Apron	1	27,832	87	Good
AP RU 35	Apron	1	40,187	91	Good
AP RU 9	Apron	1	28,165	91	Good
AP T-HANG	Apron	2	60,224	31	Very Poor

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4.1.3 Section-Level Analysis

Table 4.1.3 provides each pavement section's area-weighted average PCI and the percent of distress related to load, climate, and other factors. The causes of condition deterioration help inform maintenance, repair, and rehabilitation decisions. For example, load-related distress can indicate that the pavement is reaching the end of its structural design life and the selected rehabilitation treatment should include either strengthening or reconstruction. **Figure 4.1.3** provides a technical exhibit that graphically depicts PCI values and ratings determined from this SAPMP System Update.

Pavement facilities that have been reconstructed within the past 24 months, or are anticipated for reconstruction within the next 24 months, may have been omitted from this assessment. Pavement that has received major rehabilitation will be set to a PCI of 100 for this analysis.

Table 4.1.3: Latest Pavement Condition Index Summary – Section-Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface	PCI	Condition Rating	PCI % Climate	PCI % Load	PCI % Other	Sample Units Inspected	Total Sample Units in Section
OMN	RW 9-27	Runway	6105	262,949	AC	91	Good	100	0	0	11	47
OMN	RW 9-27	Runway	6110	30,000	AC	94	Good	100	0	0	2	6
OMN	RW 17-35	Runway	6205	329,912	AAC	68	Fair	85	0	15	14	66
OMN	RW 17-35	Runway	6210	10,188	AAC	66	Fair	73	0	27	1	2
OMN	RW 17-35	Runway	6215	30,400	AAC	91	Good	100	0	0	2	6
OMN	TW A	Taxiway	100	123,174	AC	89	Good	100	0	0	5	33
OMN	TW A	Taxiway	102	2,434	AC	91	Good	100	0	0	1	1
OMN	TW A	Taxiway	105	4,550	AAC	91	Good	100	0	0	1	1
OMN	TW A	Taxiway	120	2,519	AC	94	Good	100	0	0	1	1
OMN	TW A	Taxiway	125	23,310	AC	100	Good	0	0	0	0	0
OMN	TW A1	Taxiway	110	8,089	AC	86	Good	62	0	38	1	2
OMN	TW A1	Taxiway	112	3,083	AC	91	Good	100	0	0	1	1
OMN	TW A2	Taxiway	115	8,054	AC	91	Good	100	0	0	1	2
OMN	TW A2	Taxiway	117	3,118	AC	91	Good	100	0	0	1	1
OMN	TW B	Taxiway	205	51,318	AC	100	Good	0	0	0	0	0
OMN	TW B	Taxiway	210	7,706	AC	86	Good	100	0	0	1	2
OMN	TW C	Taxiway	305	35,387	AC	88	Good	100	0	0	2	9
OMN	TW D	Taxiway	405	81,876	AC	100	Good	0	0	0	0	0
OMN	TW E	Taxiway	505	56,507	AAC	38	Very Poor	97	0	3	3	16
OMN	TW E	Taxiway	510	26,455	AC	91	Good	100	0	0	1	7
OMN	TW E	Taxiway	515	2,399	AC	94	Good	100	0	0	1	1
OMN	TW F	Taxiway	605	36,880	AC	40	Very Poor	97	0	3	2	9
OMN	TW F	Taxiway	610	9,548	AC	100	Good	0	0	0	0	0
OMN	TW F	Taxiway	650	6,273	AC	35	Very Poor	87	0	13	1	1
OMN	TW G	Taxiway	700	126,774	AC	88	Good	83	0	17	4	35
OMN	TW G1	Taxiway	715	8,543	AC	91	Good	100	0	0	1	2
OMN	TW G2	Taxiway	705	8,946	AC	88	Good	100	0	0	1	2
OMN	TW G3	Taxiway	710	8,941	AC	89	Good	100	0	0	1	2
OMN	TW G4	Taxiway	720	8,529	AC	91	Good	100	0	0	1	2
OMN	TL SW	Taxilane	2004	17,255	PCC	0	Failed	8	92	0	1	3
OMN	TL T-HANG	Taxilane	4410	57,362	AC	88	Good	98	0	2	2	11
OMN	AP FBO	Apron	4102	22,255	AC	26	Very Poor	76	0	24	1	6
OMN	AP FBO	Apron	4105	164,592	AC	57	Fair	97	0	3	4	39
OMN	AP FBO	Apron	4110	141,436	AAC	36	Very Poor	79	20	1	4	26
OMN	AP FBO	Apron	4115	14,790	AC	100	Good	0	0	0	0	0
OMN	AP MID	Apron	4505	44,107	AC	100	Good	0	0	0	0	0
OMN	AP RU 17	Apron	5310	39,883	AC	91	Good	100	0	0	1	8
OMN	AP RU 27	Apron	5110	27,832	AC	87	Good	100	0	0	1	5
OMN	AP RU 35	Apron	5410	40,187	AC	91	Good	100	0	0	1	8
OMN	AP RU 9	Apron	5210	28,165	AC	91	Good	100	0	0	1	6
OMN	AP T-HANG	Apron	4305	54,292	AC	31	Very Poor	56	37	7	3	10
OMN	AP T-HANG	Apron	4310	5,932	AC	30	Very Poor	77	23	0	1	2

** Zero (0) Sample Units Inspected signifies that the pavement section was not inspected during this SAPMP System Update due to recent construction projects. These sections correlate with the gray sections on the Network Definition Exhibit.*

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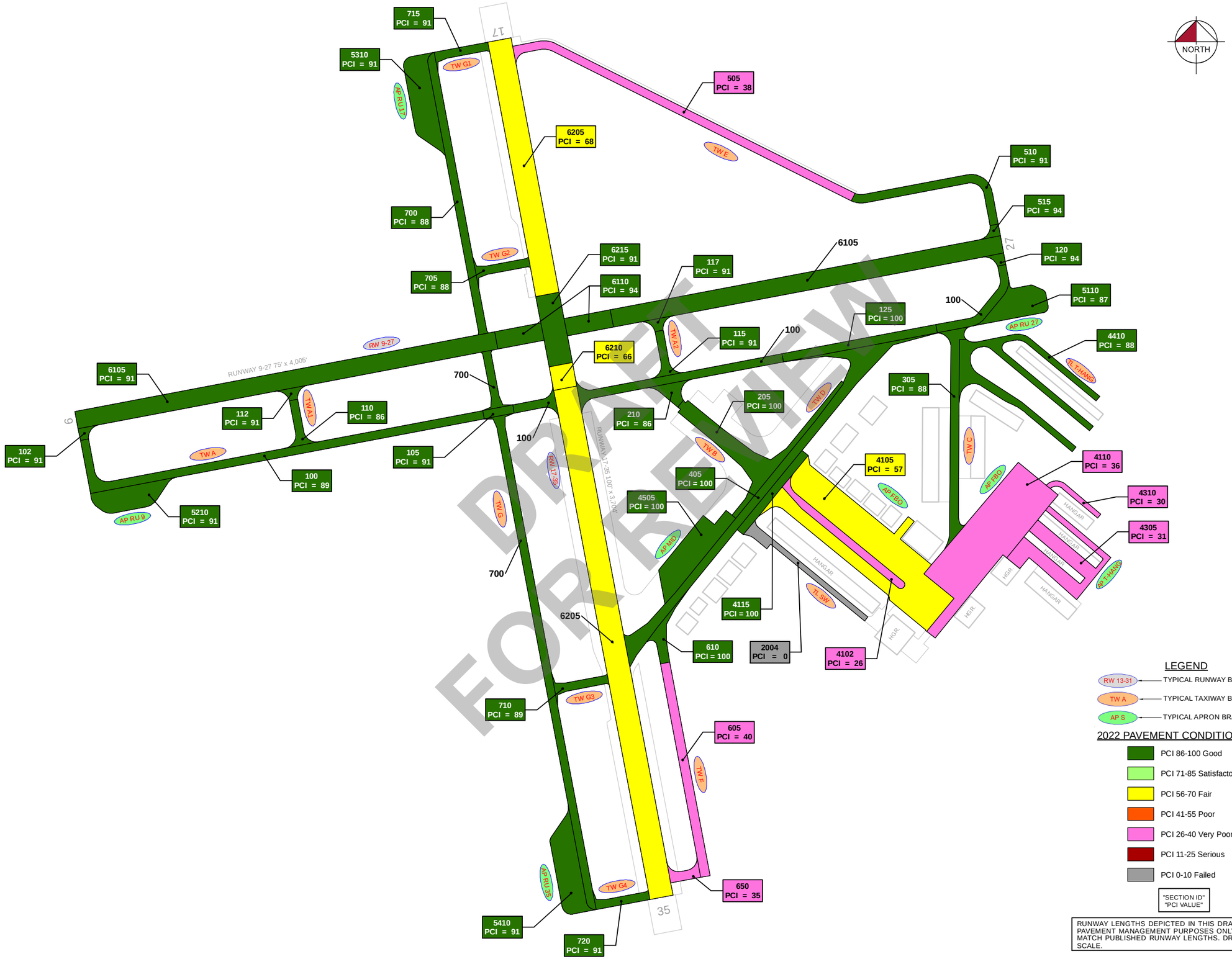

OMN

AIRFIELD PAVEMENT CONDITION INDEX EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

4.2 Summary of Pavement Condition Evaluation Results

4.2.1 Network-Level Observations

The PCI assessment for Ormond Beach Municipal Airport (OMN) was performed in April 2022. The overall area-weighted average PCI value of the network was 75, representing a condition rating of Satisfactory. The Taxiway D facility as well as portions of the Taxiway A, Taxiway B, and Taxiway F facilities were not inspected due to an upcoming rehabilitation project was to commence shortly after the time of inspection.

Based on the FAA 5010 Report as of 10/26/2022, the Airport has reported 127,000 operations for 12 months ending 02/08/2018.

4.2.2 Branch-Level Observations

The following branch-level observations are a summary of select pavement facilities identified during the PCI assessment, including a discussion of general conditions and branch characteristics. The summary may not include all branches and/or sections within the Airport's airfield pavement network. Representative distress photographs of airfield pavements are presented in **Appendix D**. "Vicinity" photos refer to the approximate boundaries of an inspected sample unit within the section and provide an overview of the section condition but are not focused on a specific distress. The Re-inspection Report found in **Appendix E** provides listings of each sample unit and distress.

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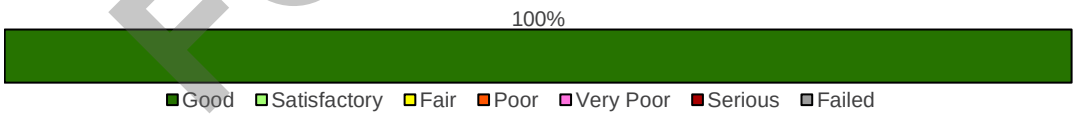
Runways

RW 9-27

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
RW 9-27	RUNWAY	2	292,949	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



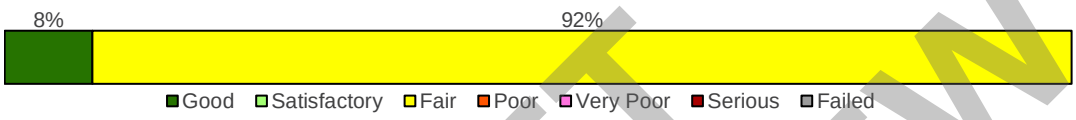
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
6105	AC	262,949	91	Good
6110	AC	30,000	94	Good

RW 9-27 consists of 2 flexible pavement sections, totaling 292,949 sf. The last major construction date for the branch was 2019, resulting in an area-weighted average age at inspection of 3 years old. Overall, RW 9-27 is in Good condition with an area-weighted average PCI of 91.

RW 17-35

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
RW 17-35	RUNWAY	3	370,500	70	Fair

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 8% Good (86-100 PCI), 92% Fair (56-70 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
6205	AAC	329,912	68	Fair
6210	AAC	10,188	66	Fair
6215	AAC	30,400	91	Good

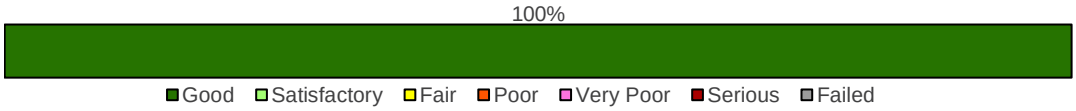
RW 17-35 consists of 3 flexible pavement sections, totaling 370,500 sf. The last major construction dates range from 2008 to 2019, resulting in an area-weighted average age at inspection of 13 years old. Overall, RW 17-35 is in Fair condition with an area-weighted average PCI of 70.

Taxiways

TW A

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW A	TAXIWAY	5	155,987	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



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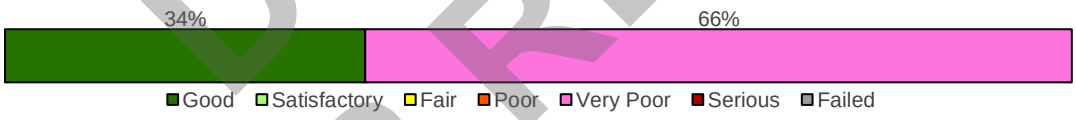
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
100	AC	123,174	89	Good
102	AC	2,434	91	Good
105	AAC	4,550	91	Good
120	AC	2,519	94	Good
125	AC	23,310	100	Good

TW A consists of 5 flexible pavement sections, totaling 155,987 sf. The last major construction dates range from 2013 to 2022, resulting in an area-weighted average age at inspection of 8 years old. Overall, TW A is in Good condition with an area-weighted average PCI of 91.

TW E

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW E	TAXIWAY	3	85,361	56	Fair

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 34% Good (86-100 PCI), 66% Very Poor (26-40 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
505	AAC	56,507	38	Very Poor
510	AC	26,455	91	Good
515	AC	2,399	94	Good

TW E consists of 3 flexible pavement sections, totaling 85,361 sf. The last major construction dates range from 1990 to 2019, resulting in an area-weighted average age at inspection of 24 years old. Overall, TW E is in Fair condition with an area-weighted average PCI of 56.

TW F

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW F	TAXIWAY	3	52,701	50	Poor

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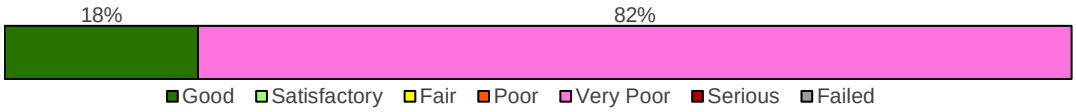
The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 18% Good (86-100 PCI), 82% Very Poor (26-40 PCI).



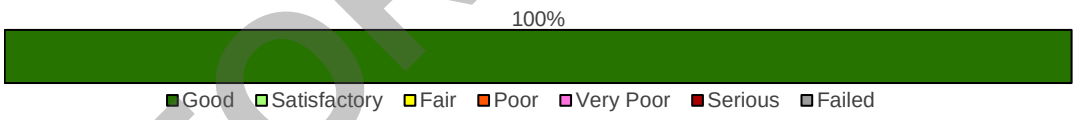
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
605	AC	36,880	40	Very Poor
610	AC	9,548	100	Good
650	AC	6,273	35	Very Poor

TW F consists of 3 flexible pavement sections, totaling 52,701 sf. The last major construction dates range from 1984 to 2022, resulting in an area-weighted average age at inspection of 31 years old. Overall, TW F is in Poor condition with an area-weighted average PCI of 50.

TW G

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW G	TAXIWAY	1	126,774	88	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
700	AC	126,774	88	Good

TW G consists of 1 flexible pavement section, totaling 126,774 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, TW G is in Good condition with an area-weighted average PCI of 88.

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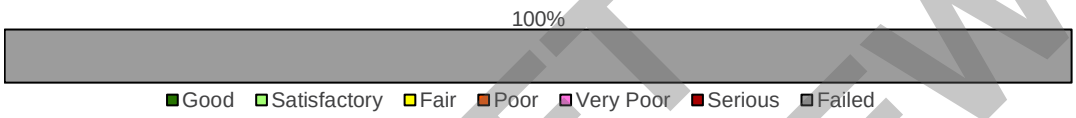
Taxilanes

TL SW

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TL SW	TAXILANE	1	17,255	0	Failed

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Failed (0-10 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
2004	PCC	17,255	0	Failed

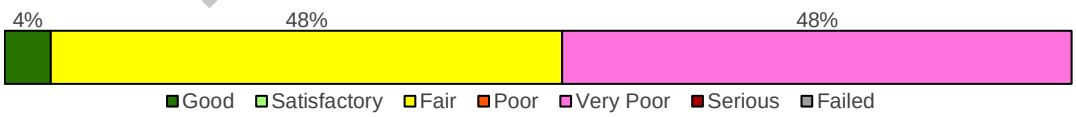
TL SW consists of 1 rigid pavement section, totaling 17,255 sf. The last major construction date for the branch was 1992, resulting in an area-weighted average age at inspection of 30 years old. Overall, TL SW is in Failed condition with an area-weighted average PCI of 0.

Aprons

AP FBO

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP FBO	APRON	4	343,073	48	Poor

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 4% Good (86-100 PCI), 48% Fair (56-70 PCI), 48% Very Poor (26-40 PCI).



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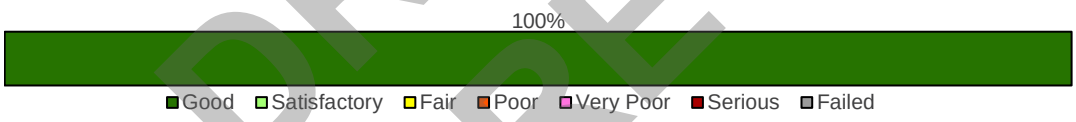
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4102	AC	22,255	26	Very Poor
4105	AC	164,592	57	Fair
4110	AAC	141,436	36	Very Poor
4115	AC	14,790	100	Good

AP FBO consists of 4 flexible pavement sections, totaling 343,073 sf. The last major construction dates range from 1992 to 2022, resulting in an area-weighted average age at inspection of 29 years old. Overall, AP FBO is in Poor condition with an area-weighted average PCI of 48.

AP MID

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP MID	APRON	1	44,107	100	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4505	AC	44,107	100	Good

AP MID consists of 1 flexible pavement section, totaling 44,107 sf. The last major construction date for the branch was 2022. Overall, AP MID is in Good condition with an area-weighted average PCI of 100.

AP RU 17

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 17	APRON	1	39,883	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).

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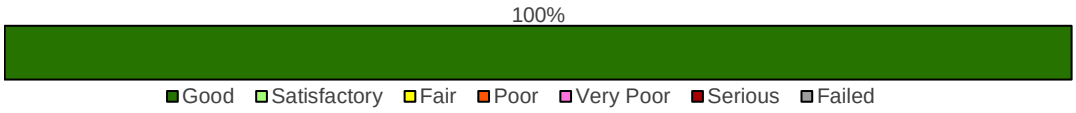


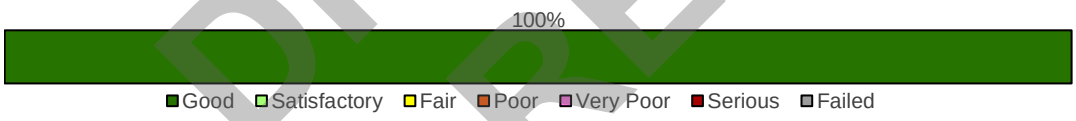
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5310	AC	39,883	91	Good

AP RU 17 consists of 1 flexible pavement section, totaling 39,883 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, AP RU 17 is in Good condition with an area-weighted average PCI of 91.

AP RU 27

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 27	APRON	1	27,832	87	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5110	AC	27,832	87	Good

AP RU 27 consists of 1 flexible pavement section, totaling 27,832 sf. The last major construction date for the branch was 2013, resulting in an area-weighted average age at inspection of 9 years old. Overall, AP RU 27 is in Good condition with an area-weighted average PCI of 87.

AP RU 35

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 35	APRON	1	40,187	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).

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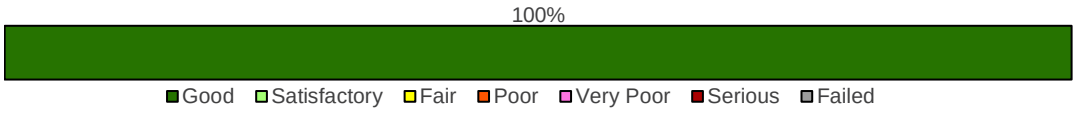


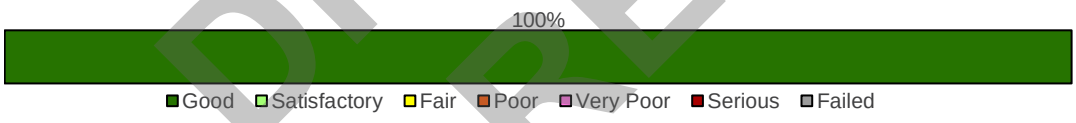
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5410	AC	40,187	91	Good

AP RU 35 consists of 1 flexible pavement section, totaling 40,187 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, AP RU 35 is in Good condition with an area-weighted average PCI of 91.

AP RU 9

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 9	APRON	1	28,165	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5210	AC	28,165	91	Good

AP RU 9 consists of 1 flexible pavement section, totaling 28,165 sf. The last major construction date for the branch was 2013, resulting in an area-weighted average age at inspection of 9 years old. Overall, AP RU 9 is in Good condition with an area-weighted average PCI of 91.

AP T-HANG

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP T-HANG	APRON	2	60,224	31	Very Poor

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Very Poor (26-40 PCI).

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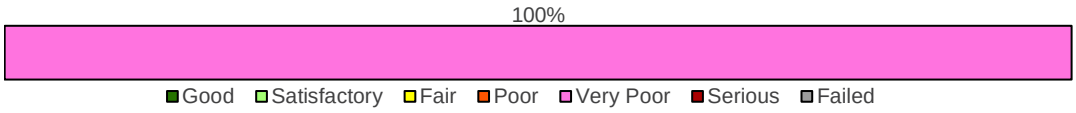

Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4305	AC	54,292	31	Very Poor
4310	AC	5,932	30	Very Poor

AP T-HANG consists of 2 flexible pavement sections, totaling 60,224 sf. The last major construction dates range from 1984 to 2008, resulting in an area-weighted average age at inspection of 36 years old. Overall, AP T-HANG is in Very Poor condition with an area-weighted average PCI of 31.

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Chapter 5: SAPMP Customization

Chapter 5 – SAPMP Customization

Once the PAVER™ database is populated with inventory and condition data (including PCI and rank), it is further customized with key elements such as network-level attributes, performance models, critical PCI, maintenance policies, and unit costs that are specific to the FDOT SAPMP. Each of these factors play a role in the development of rehabilitation strategies as they help to identify maintenance and rehabilitation needs for long-term management.

The FDOT SAPMP is organized to provide airports with planning-level data and does not intend to preclude the responsible engineer from performing the appropriate level of investigation and analysis in determining the appropriate design details of a pavement rehabilitation. It would not be advisable to solely base design-level rehabilitation without the appropriate level of investigation and determination of pavement deterioration beyond that of a visual functional condition assessment.

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5.1 Network-Level Customization

The network-level attribute fields used in the FDOT SAPMP PAVER™ database consist of the Network, Airport Classification, District, FAA ADO Area, Inspection Phase, and Continuing Florida Aviation System Planning Process (CFASPP) Center. Each of these elements are briefly defined below.

- The “Network” field identifies the airport being analyzed;
- The “Airport Classification” field classifies the Airport according to the type and volume of aircraft traffic;
  - “GA” for General Aviation, community airports
  - “RL” for Regional Relievers
  - “PR” for Primary/Commercial airports
- The “District” field identifies the FDOT District to which the Airport belongs;
- The “FAA ADO Area” is an area used by the Orlando ADO to assign airports within those areas to the responsible FAA ADO personnel (planners, engineers, and environmentalists);
- The “Inspection Phase” denotes which phase of the SAPMP the Airport is surveyed (Phase 1 or Phase 2); and
- The “CFASPP Center” identifies which Region or Metropolitan Area of the Continuing Florida Aviation Systems Planning Process an Airport falls within.

5.2 Pavement Condition Forecasts

Pavement performance models, alternatively known as forecast models, prediction curves, or family curves, are developed from past and current distress data, as well as age data. These prediction curves are used to develop forecasts of PCI values that then help determine optimum timing for pavement maintenance and rehabilitation.

5.2.1 Forecasting PCI Considerations

Performance models will continue to be refined as the FDOT updates the SAPMP with subsequent PCI surveys. With the refinement of additional PCI and age data points, the forecasting of pavement conditions will continue to better reflect the performance trends of airfield pavements in the FAS. As a reminder, forecasting of pavement condition for the Airport is intended for planning purposes only. **The estimation of forecasted PCI values gives no assurance of future pavement conditions as PCI values represent an engineering estimation to be used as a planning tool. Forecasted PCI data should not be the sole metric for determining the year in which a project should be planned. Design-level planning should be undertaken by the responsible engineer prior to the development of airfield design plans.** Design-level recommendations for pavement rehabilitation and/or reconstruction will require the appropriate application of the procedures defined in the FAA AC 150/5320-6F.

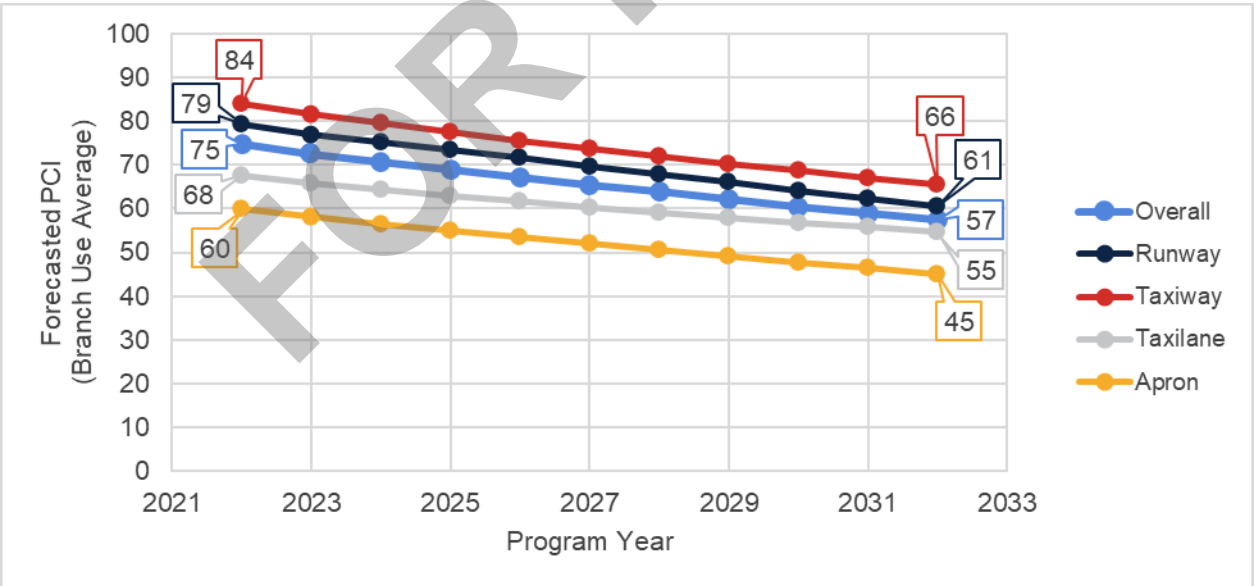
5.2.2 Performance Models

To develop pavement performance models, data for each section is combined into "groups" or "families" according to pavement type, traffic, and functional use. For the FDOT SAPMP, the models were defined for both PCC- and AC-surfaced pavements and further divided according to functional use. Based on average deterioration rates for different pavement types, each pavement section is assigned to a specific deterioration family to forecast the condition over a 10-year period.

5.2.3 Branch-Level Pavement Condition Forecast

Figure 5.2.3 depicts the branch-level pavement condition forecast for each branch use (Runway, Taxiway, Taxilane, and/or Apron) as well as the overall network. The condition forecasts are for a 10-year duration, starting in 2023 through 2032.

Figure 5.2.3: Forecasted Branch-Level Pavement Performance



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5.2.4 Section-Level Pavement Condition Forecast

Table 5.2.4 provides section-level details for PCI forecasts. Pavement condition forecasts should be used for planning purposes only, as actual condition of sections is subject to the sensitivities in changes of traffic and maintenance frequency.

Table 5.2.4: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71

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Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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5.3 Critical PCI Value

An important concept in pavement management is the critical PCI value, a value that prompts major rehabilitation activities. It serves as a condition threshold that helps determine a section's suitability to receive major work. As soon as a section's PCI reaches the critical PCI value, the rate of PCI loss (deterioration) is expected to increase. The critical PCI concept assumes that once a pavement section deteriorates to this critical level, it is more cost-effective to complete a major rehabilitation project rather than continuing to apply preventive maintenance or deferring major work until more costly reconstruction activities are required. **Figure 5.3 (a)** illustrates the benefit of applying lower cost preventive maintenance to extend the life of the pavement.

Figure 5.3 (a): Pavement Life and the Effect of Treatments

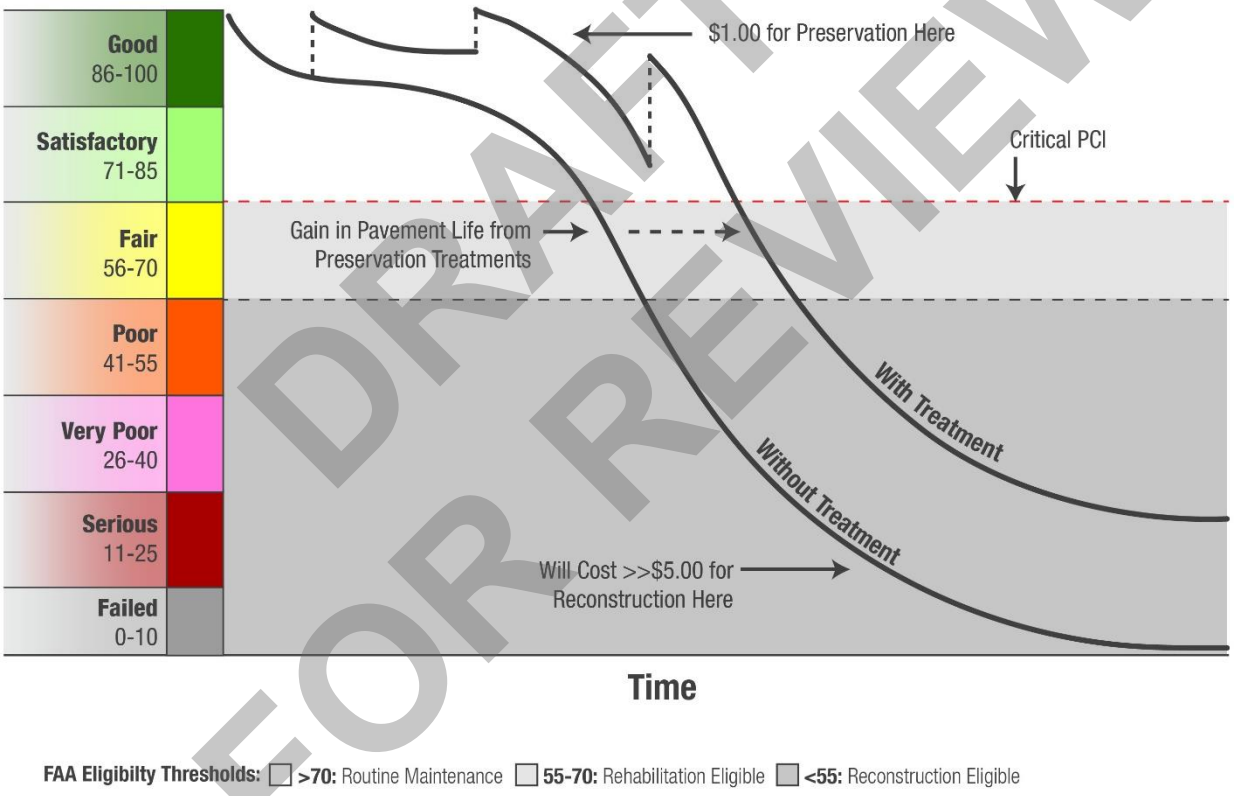

**Figure is for conceptual purposes only – unit costs are not specific to airfield pavements.*

Critical PCI values vary and are typically based on a pavement's surface type, functional use, and importance, or priority, in daily operations. Pavement priority is generally assigned based on the branch use of a pavement section. In previous System Updates, the critical PCI value was set to 65 for all functional uses. Now, based on FAA Order 5100.38D Change 1 Airport Improvement Handbook, issued February 26, 2019, the FAA has established pavement construction based on thresholds that distinguish Rehabilitation and Reconstruction. Pavement sections between PCI Values 55 and 70 will be considered for Rehabilitation and sections less than 55 will be considered for Reconstruction at the planning-level, as shown in **Table 5.3 (a)**. The FDOT SAPMP will integrate the PCI thresholds for airfield pavement projects to maintain alignment with the FAA AIP

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and/or PFC eligibility for project planning. Moving forward, the critical PCI value will be defined at 70 for the FDOT SAPMP. Critical PCI values for this SAPMP System Update are shown in **Table 5.3 (b)**.

Table 5.3 (a): AIP Handbook PCI Requirements for Airfield Pavement Projects

Airfield Pavement Project Type	PCI Requirement
Reconstruction	PCI < 55 (Poor)
Rehabilitation	PCI < 70 (Fair)
Maintenance	N/A

**Source:* AIP Handbook, in reference to Runways, Taxiways, and Aprons as seen in table G-2, H-1, and I-1 respectively

Table 5.3 (b): Critical PCI Values by Branch Use

Runway	Taxiway	Apron
70	70	70

Figures 5.3 (b) and **5.3 (c)** depict the decision process for major rehabilitation project identification with the assumption of available funds (Shahin). Should funding be unavailable for pavement sections in need of major rehabilitation, the Airport may elect to apply appropriate localized stopgap repair strategies. As the figures show, once major rehabilitation has been applied, the PCI of the section is reset to 100.

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Figure 5.3 (b): Major Rehabilitation Planning Decision Diagram, PCI < Critical PCI

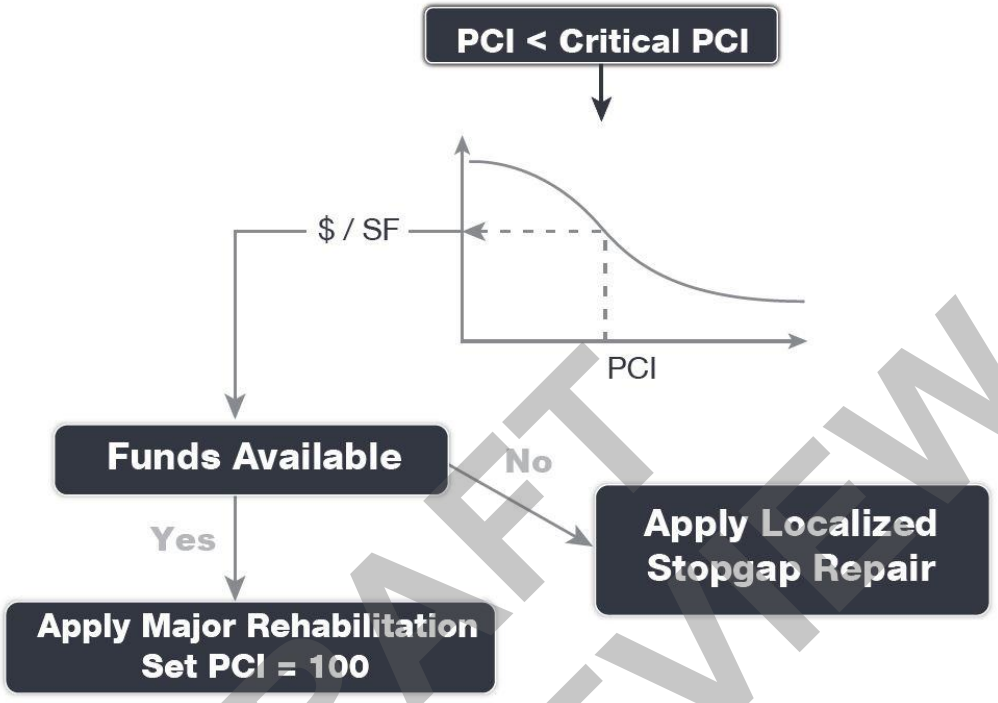
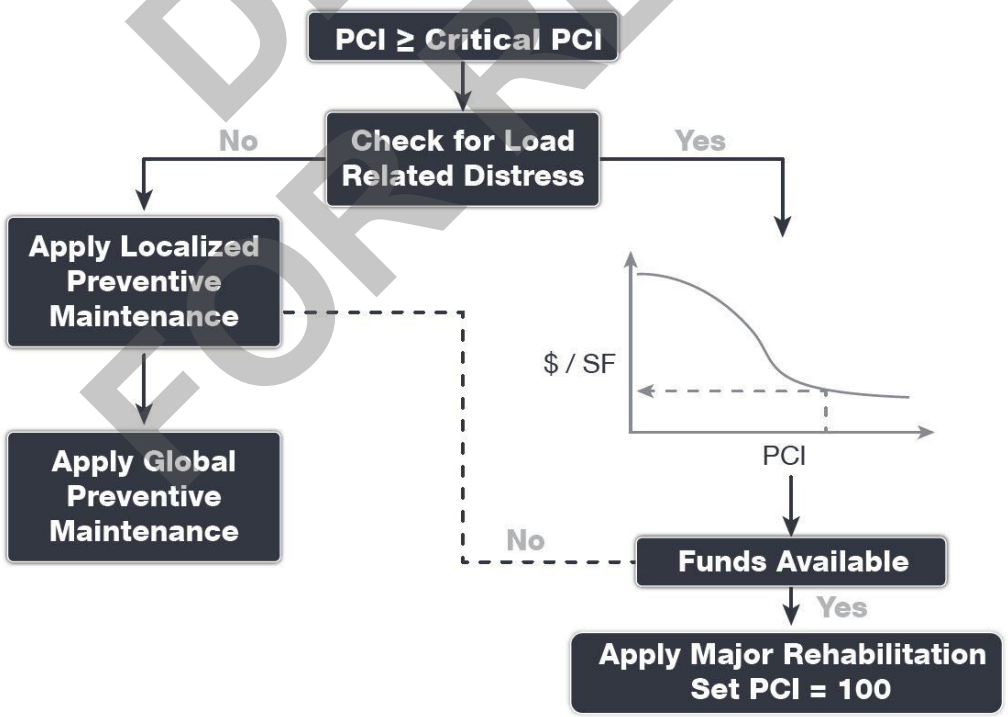


Figure 5.3 (c): Major Rehabilitation Planning Decision Diagram, PCI ≥ Critical PCI



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5.4 Localized Maintenance and Repair

This section discusses both localized maintenance and major rehabilitation methods and how they may be most effectively applied to extend the life of the pavement network. General maintenance and rehabilitation (M&R) methods are characterized under two (2) broad categories: localized maintenance and major rehabilitation.

Localized maintenance is best applied as a conservation measure and is applied to slow the rate of pavement deterioration. It may, however, be applied as a temporary corrective measure in isolated areas. Proactive localized maintenance, and specifically preservation, is highly recommended to the Airport. However, it is recognized that once pavements have deteriorated below a certain condition threshold (the critical PCI value), the pavement benefits from more substantial rehabilitation in lieu of localized repairs.

Major rehabilitation is recommended when a pavement section falls below the critical PCI value or if a pavement section has a significant presence of load-related distress. Major rehabilitation efforts can correct or improve structural deficiencies and/or functional deterioration for pavement sections within a network.

M&R planning combines methods of repair to address the cause of the problem rather than just treating the symptom. For example, a PCC corner break may require slab under-sealing, full-depth patching, and joint sealing. While these repair methods apply to specific distress and pavement types, they also consider the impact of Foreign Object Debris (FOD) on aircraft operations. Untidy or improperly constructed repair activities may disintegrate and potentially create FOD at or near the repair site. Therefore, maintenance activities must include quality control monitoring to ensure that repairs are conducted properly and clean-up activities are undertaken to address this potential. The current version of the FAA Advisory Circular 150/5210-24 “Airport Foreign Object Debris (FOD) Management” provides additional guidance for developing and managing an airport FOD program.

5.4.1 Localized Maintenance and Repair Approach

Localized maintenance differs from major rehabilitation in that localized maintenance is applied based on the distresses observed and not an averaged or forecasted PCI value. Treatments are selected based on the appropriate corrective measure for a given distress type and severity level. Localized maintenance can be applied either as a preventive measure or a safety (“stopgap”) measure. The two (2) types of localized maintenance are described below in further detail.

- Localized Preventive Maintenance and Repair
  - Distress maintenance activities performed with the primary objective of slowing the rate of deterioration. These activities typically include crack sealing and patching.
- Localized Stopgap/Safety Maintenance and Repair
  - Defined as the localized distress repair needed to keep a pavement in a safe and operational condition. These activities are typically applied to high-severity distresses or distresses impacting operations.

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5.4.2 Localized Work Types

The following sections provide detailed descriptions of the maintenance policy work types identified in the Localized Maintenance Policy.

AC Crack Sealing

Crack sealing is the process of cleaning and sealing (or resealing) cracks in AC pavements. This repair is used to fill longitudinal and transverse cracks, including reflective cracks and block cracks that are wider than 1/8-inch. The purpose of this treatment is to prevent water and incompressible materials from entering cracks and causing further deterioration of the pavement structure. Accumulation of incompressible materials in cracks may lead to spalling and is a source of FOD. Crack sealing is cost-effective when used as a preventive measure. Depending on the size of the crack, routing and cleaning the crack may be necessary to remove the loose material within the crack for better adherence of the crack sealant to the crack face. Measurement of this work type is typically in linear feet.

AC Full-Depth Patching

This technique involves replacing the full thickness of the AC layer and may include replacement of the base and subbase layers. Full-depth patching is used to repair structural and material-related distresses, such as alligator cracking, corrugation, depressions, rutting, slippage cracking, and swelling in AC pavements. This repair may be limited to the top AC layer (partial-depth patch) if the base and subbase layers exhibit no signs of deterioration. Measurement of this work type is typically in square feet or square yards.

AC Partial-Depth AC Patching

This technique involves the removal of a given thickness of the surface layer using a milling machine and adding back a layer of AC pavement. This technique removes the deteriorated layer and provides a good bond for an overlay. It can correct or improve the structural capacity or functional requirement, such as skid resistance and ride quality. This repair is used for surface distresses that can occur over a large area, such as raveling, shoving, and bleeding. While mill and replace can be a major rehabilitation M&R method when applied at a large scale, its application in a localized capacity to treat specific distress types also classifies it under localized maintenance for the purpose of this study. After milling operations are completed, any cracks still present should be cleaned and sealed prior to the placement of a tack coat and AC overlay layer(s). Measurement of this work type is typically in square feet or square yards.

Grinding

Grinding is the process of removing a thin layer of the existing concrete by grinding it with a series of closely spaced, rotating saw blades. This method is used to re-profile jointed concrete pavements with poor ride quality due to faulting or warping. Grinding is also used to restore transverse drainage and to provide a textured pavement surface. The concern with this type of maintenance is that if too much material is removed, the overall structural composition of the pavement section may change, potentially reducing the overall life of the pavement. Measurement of this work type is typically in square feet or square yards.

Monitor Pavement

Monitor pavement is recommended when the distresses do not interfere with ride quality, do not have FOD potential, and do not pose an immediate safety concern.

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PCC Crack Sealing

Crack sealing is the process of routing, cleaning, and sealing (or resealing) cracks in PCC pavement to prevent water from infiltrating into the pavement foundation and to stop the accumulation of incompressible materials in the cracks. Water entering cracks can weaken the subgrade, potentially leading to pumping, corner breaks, and/or shattered slabs. Accumulation of incompressible materials in cracks may lead to spalling and is a source of FOD. Routing and cleaning of the crack is often necessary to adhere the crack sealant to both sides of the crack. Measurement of this work type is typically in linear feet.

PCC Full-Depth Patching

This type of M&R activity involves full-depth replacement of a portion of a PCC slab. This repair is used for medium- and high-severity corner breaks, medium-severity durability cracking, medium-severity blowups and buckling, and high-severity large patches. This repair requires restoring load transfer if near a joint or crack. Measurement of this work type is typically in square feet or square yards.

PCC Joint Seal

Joint sealing is the process of cleaning and sealing (or resealing) joints in PCC pavement to prevent water from infiltrating into the pavement foundation and to stop the accumulation of incompressible materials in the joints. Water entering joints can weaken the subgrade, potentially leading to pumping, corner breaks, and/or shattered slabs. Accumulation of incompressible materials in joints leads to spalling of the concrete and is a source of FOD. In some cases, it may be necessary to re-saw the pavement joints to remove old material prior to resealing. Measurement of this work type is typically in linear feet.

PCC Partial-Depth Patching

Partial-depth patching involves removing shallow, localized areas of deteriorated or spalled PCC pavement and replacing them with a suitable patch-like cement concrete or epoxy concrete. This method is used to repair distresses that are confined to the top few inches of the slab, such as joint and corner spalling. This repair would require restoring the joint sealant if near a joint. Measurement of this work type is typically in square feet or square yards.

PCC Slab Replacement

This type of M&R activity involves full-depth replacement of an entire PCC slab. This repair is used to repair high-severity blowups and buckling, high-severity durability cracking, medium- and high-severity shattered slabs, and medium- and high-severity ASR. This repair requires restoring load transfer with adjacent slabs through dowels or similar means. Measurement of this work type is typically in square feet or square yards.

Surface Seal

Application of a surface treatment provides AC-surfaced pavements with an unoxidized layer of bituminous material that can help extend the life of a pavement that is experiencing climate-related distresses such as weathering and raveling. The surface treatment can also serve as a repair that re-establishes a bond between aggregates, slowing pavement deterioration and reducing FOD potential. Measurement of this work type is typically in square feet or square yards.

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5.4.3 Localized Maintenance Planning-Level Unit Costs

The activities identified here are based on research of practical pavement treatments in consideration of the FAA AC 150/5380-6C. The Localized Maintenance Policies and associated planning-level unit costs are developed in consideration of a network-level analysis.

The Localized Maintenance and Repair Policies and associated planning-level unit costs are based on a statewide consideration of pavement treatments and construction costs from both airfield pavements and the FDOT Historical Cost Information archives. Furthermore, a consideration of limited repair quantities is factored into the determination of conservative planning-level unit costs. Neither the FDOT nor the Consultant team have control over the cost of labor, materials, equipment, the Contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable construction costs provided herein are based on the information known to the FDOT at this time and represent only the Consultant team's judgment as a design professional familiar with the construction industry. This Report cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable construction costs.

Tables 5.4.3 (a) and **(b)** display the cost by maintenance activity for AC and PCC pavement types, respectively. Because the localized maintenance activities identified for both preventive and stopgap work types are based on a statewide network approach, project-specific evaluations and maintenance quantities should be developed prior to construction.

Table 5.4.3 (a): Localized M&R Planning-Level Unit Costs – Asphalt Concrete

Localized Work Type	General Aviation Costs	Work Type Unit
AC Crack Sealing	$ 4.00	LF
AC Full-Depth Patching	$ 10.00	SF
AC Partial-Depth Patching	$ 4.75	SF
Surface Seal	$ 0.75	SF

Table 5.4.3 (b): Localized M&R Planning-Level Unit Costs – Portland Cement Concrete

Localized Work Type	General Aviation Costs	Work Type Unit
Grinding	$ 2.00	SF
PCC Crack Sealing	$ 7.00	LF
PCC Joint Seal	$ 4.25	LF
PCC Full-Depth Patching	$ 50.00	SF
PCC Partial-Depth Patching	$ 169.00	SF
PCC Slab Replacement	$ 51.50	SF

**PCC Partial-Depth Patching considers high-early-strength and high-performing repair material.*

5.4.4 Localized Maintenance and Repair Policy

Table 5.4.4 and **Table 5.4.5** depicts the Localized Preventive Maintenance Policy and the Localized Stopgap Maintenance Policy for AC and PCC pavements. The resulting Localized Maintenance recommendations for this program are identified based on this policy.

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Table 5.4.4: AC Pavement Localized Preventive& Stopgap Maintenance & Repair Policy

Distress	Severity	Description	AC Preventive Work Type	AC Stopgap Work Type
41	Low	Alligator Cracking	Monitor Pavement	Monitor Pavement
41	Medium	Alligator Cracking	AC Full Depth Patching	AC Full Depth Patching
41	High	Alligator Cracking	AC Full Depth Patching	AC Full Depth Patching
42	N/A	Bleeding	Monitor Pavement	Monitor Pavement
43	Low	Block Cracking	Monitor Pavement	Monitor Pavement
43	Medium	Block Cracking	AC Crack Sealing	Monitor Pavement
43	High	Block Cracking	AC Crack Sealing	AC Crack Sealing
44	Low	Corrugation	Monitor Pavement	Monitor Pavement
44	Medium	Corrugation	AC Full Depth Patching	Monitor Pavement
44	High	Corrugation	AC Full Depth Patching	AC Full Depth Patching
45	Low	Depression	Monitor Pavement	Monitor Pavement
45	Medium	Depression	AC Full Depth Patching	Monitor Pavement
45	High	Depression	AC Full Depth Patching	AC Full Depth Patching
46	N/A	Jet Blast	Monitor Pavement	Monitor Pavement
47	Low	Jt. Reflective Cracking	Monitor Pavement	Monitor Pavement
47	Medium	Jt. Reflective Cracking	AC Crack Sealing	Monitor Pavement
47	High	Jt. Reflective Cracking	AC Full Depth Patching	AC Full Depth Patching
48	Low	L&T Cracking	Monitor Pavement	Monitor Pavement
48	Medium	L&T Cracking	AC Crack Sealing	Monitor Pavement
48	High	L&T Cracking	AC Full Depth Patching	AC Full Depth Patching
49	N/A	Oil Spillage	Monitor Pavement	Monitor Pavement
50	Low	Patching	Monitor Pavement	Monitor Pavement
50	Medium	Patching	AC Full Depth Patching	Monitor Pavement
50	High	Patching	AC Full Depth Patching	AC Full Depth Patching
51	N/A	Polished Aggregate	Monitor Pavement	Monitor Pavement
52	Low	Raveling	Surface Seal	Monitor Pavement
52	Medium	Raveling	Surface Seal	Monitor Pavement
52	High	Raveling	AC Partial Depth Patching	AC Partial Depth Patching
53	Low	Rutting	Monitor Pavement	Monitor Pavement
53	Medium	Rutting	AC Full Depth Patching	Monitor Pavement
53	High	Rutting	AC Full Depth Patching	AC Full Depth Patching
54	Low	Shoving	Monitor Pavement	Monitor Pavement
54	Medium	Shoving	AC Partial Depth Patching	Monitor Pavement
54	High	Shoving	AC Full Depth Patching	AC Full Depth Patching
55	N/A	Slippage Cracking	AC Full Depth Patching	AC Full Depth Patching
56	Low	Swelling	Monitor Pavement	Monitor Pavement
56	Medium	Swelling	AC Full Depth Patching	Monitor Pavement
56	High	Swelling	AC Full Depth Patching	AC Full Depth Patching

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Distress	Severity	Description	AC Preventive Work Type	AC Stopgap Work Type
57	Low	Weathering	Monitor Pavement	Monitor Pavement
57	Medium	Weathering	Surface Seal	Monitor Pavement
57	High	Weathering	AC Partial Depth Patching	Surface Seal

Table 5.4.5: PCC Pavement Localized Preventive& Stopgap Maintenance & Repair Policy

Distress	Severity	Description	PCC Preventive Work Type	PCC Stopgap Work Type
61	Low	Blow-up	PCC Full Depth Patching	Monitor Pavement
61	Medium	Blow-up	PCC Full Depth Patching	PCC Full Depth Patching
61	High	Blow-up	PCC Slab Replacement	PCC Slab Replacement
62	Low	Corner Break	Monitor Pavement	Monitor Pavement
62	Medium	Corner Break	PCC Full Depth Patching	PCC Full Depth Patching
62	High	Corner Break	PCC Full Depth Patching	PCC Full Depth Patching
63	Low	Linear Cracking	Monitor Pavement	Monitor Pavement
63	Medium	Linear Cracking	PCC Crack Sealing	PCC Crack Sealing
63	High	Linear Cracking	PCC Full Depth Patching	PCC Crack Sealing
64	Low	Durability Cracking	Monitor Pavement	Monitor Pavement
64	Medium	Durability Cracking	PCC Full Depth Patching	PCC Full Depth Patching
64	High	Durability Cracking	PCC Slab Replacement	PCC Slab Replacement
65	Low	Jt. Seal Damage	PCC Joint Seal	Monitor Pavement
65	Medium	Jt. Seal Damage	PCC Joint Seal	Monitor Pavement
65	High	Jt. Seal Damage	PCC Joint Seal	PCC Joint Seal
66	Low	Small Patch	Monitor Pavement	Monitor Pavement
66	Medium	Small Patch	PCC Partial Depth Patching	Monitor Pavement
66	High	Small Patch	PCC Partial Depth Patching	PCC Partial Depth Patching
67	Low	Large Patch	Monitor Pavement	Monitor Pavement
67	Medium	Large Patch	PCC Full Depth Patching	Monitor Pavement
67	High	Large Patch	PCC Full Depth Patching	PCC Full Depth Patching
68	N/A	Popouts	Monitor Pavement	Monitor Pavement
69	N/A	Pumping	Monitor Pavement	Monitor Pavement
70	Low	Scaling	Monitor Pavement	Monitor Pavement
70	Medium	Scaling	PCC Slab Replacement	Monitor Pavement
70	High	Scaling	PCC Slab Replacement	PCC Slab Replacement
71	Low	Faulting	Monitor Pavement	Monitor Pavement
71	Medium	Faulting	Grinding	Monitor Pavement
71	High	Faulting	PCC Slab Replacement	PCC Slab Replacement
72	Low	Shattered Slab	PCC Crack Sealing	Monitor Pavement
72	Medium	Shattered Slab	PCC Slab Replacement	PCC Crack Sealing
72	High	Shattered Slab	PCC Slab Replacement	PCC Slab Replacement
73	N/A	Shrinkage Cracking	Monitor Pavement	Monitor Pavement

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Distress	Severity	Description	PCC Preventive Work Type	PCC Stopgap Work Type
74	Low	Joint Spall	Monitor Pavement	Monitor Pavement
74	Medium	Joint Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
74	High	Joint Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
75	Low	Corner Spall	Monitor Pavement	Monitor Pavement
75	Medium	Corner Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
75	High	Corner Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
76	Low	ASR	Monitor Pavement	Monitor Pavement
76	Medium	ASR	PCC Slab Replacement	PCC Slab Replacement
76	High	ASR	PCC Slab Replacement	PCC Slab Replacement

5.5 Major Rehabilitation

Major rehabilitation is recommended to correct or improve structural deficiencies and/or functional deterioration. Often, when pavements are subject to significant changes in the aircraft fleet mix (frequency and type), major rehabilitation is required to provide a pavement section that can meet the structural demands of traffic loading. Major rehabilitation is generally described as a pavement construction that removes and replaces the pavement surface, thus resetting the PCI value to 100 and the pavement age to zero. Typical policies include full- and partial-depth reconstruction and mill and overlay.

5.5.1 Major Rehabilitation Pavement Section Development

Once the timing of the major rehabilitation activity is determined based on the PCI value, existing as-built record documentation is used to determine typical rehabilitation processes and pavement sections. Refinement of the pavement section layers is performed in consideration of the FAA AC 150/5320-6F. It should be noted that no subsurface geotechnical investigation, American Land Title Association (ALTA)/American Congress on Surveying and Mapping (ACSM) Survey, topographic survey, utilities survey, environmental, or site-specific air traffic study(s) have been utilized in the development of the design criteria. No warranty or assurance is implied in this document for final design nor construction for any airfield pavements discussed within this Report.

Major rehabilitation is divided into two (2) policy categories as part of this System Update: Full-Depth Reconstruction (Reconstruction) and Intermediate Major Rehabilitation (Rehabilitation). Based on the pavement type, the general categories are defined as AC Reconstruction and AC Rehabilitation for AC, AAC, and APC pavement types, and PCC Reconstruction and PCC Rehabilitation for PCC pavement types. The pavement sections are based on the average General Aviation Airport Type requirements; no pavement design has been performed in accordance with the FAA AC 150/5320-6F for the determined conceptual sections. **Table 5.5.1** provide details on the conceptual pavement sections developed for this study.

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Table 5.5.1: Conceptual Pavement Sections for Major Rehabilitation

Rehabilitation Type	General Aviation Pavement Section
AC Reconstruction	
Full-depth asphalt pavement section reconstruction. Removal of existing pavement section and construction of a new section. **PCI < 55**	Pavement Removal
	Unclassified Excavation
	Subgrade Stabilization (12")
	Limerock Base Course (6")
	Prime Coat
	Tack Coat
	P-401 Surface Course (3")
	Excludes any paved shoulder features
AC Rehabilitation	
Combination of asphalt pavement milling and replacement overlay with 15% of the areas subject to full-depth reconstruction. **PCI = 55 to 70**	**15% AC Reconstruction**
	Mill and Overlay
	AC Milling (3")
	Tack Coat
	P-401 Surface Course (3")
	Excludes any paved shoulder features
PCC Reconstruction	
Full-depth rigid pavement section reconstruction. **PCI < 55**	Pavement Removal
	Unclassified Excavation
	Subgrade Stabilization (6")
	Limerock Base Course (6")
	P-501 PCC Pavement (8")
	PCC Joint Seal
PCC Rehabilitation	
Rehabilitation of PCC pavement with a combination of crack sealing, joint seal replacement, limited patching, and replacement of 15% of slab panels. **PCI = 55 to 70**	**15% Slab Replacement**
	Joint and Crack Seal
	Limited Patching

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The identification of rehabilitation needs and conceptual pavement sections have been determined at the planning level. Design-level investigation is recommended prior to developing construction-level design documents and budgets. **This type of construction typically warrants consideration for non-pavement efforts that may include drainage, turfing, electrical lighting, pavement marking, construction contingency, mobilization costs, and project soft costs.**

Reconstruction (AC or PCC)

Reconstruction is the removal and replacement of the existing AC or PCC pavement and base layer and includes preparation of the existing subgrade material. This technique is utilized when the pavement is badly deteriorated or a structural improvement is required. Reconstruction is used when the pavements are structurally deficient and an overlay is not possible due to adjacent pavement grades.

AC Rehabilitation

AC Rehabilitation, for the purposes of this SAPMP, is a removal of all or a portion of the asphalt surface through milling and replacing the milled depth with an overlay of asphalt. This rehabilitation activity is typically applied to pavement that does not require a structural improvement and does not display an extensive amount of load-related distresses. However, this work type conservatively accounts for 15% of the planned area to receive a full-depth replacement of the pavement structure. This is meant to capture any deficiencies that may not be apparent from a visual evaluation of the surface of the pavement. This work type occurs on pavement sections with a PCI value between 55 and 70. As a general rule of thumb, intermediate rehabilitation activities have a shorter pavement life compared to a full-depth reconstruction, but AC Rehabilitation will still reset the pavement to a PCI of 100.

PCC Rehabilitation

PCC Rehabilitation, for the purposes of this SAPMP, is a planning-level estimate of several concurrent PCC maintenance activities intended to raise the PCI above Critical without reconstructing the entire area. This work type accounts for the replacement of 15% of the slabs as well as a PCC patching, crack sealing, and joint sealing for areas outside of the panel replacement. This work type occurs on pavement sections with a PCI value between 55 and 70.

5.5.2 Major Rehabilitation Planning-Level Unit Costs

Planning-level opinions of probable construction cost developed for this System Update are based on archived bid tabulations and records from airfield pavement projects provided by participating airports. A review of cost trends and cost factors have been incorporated to assist airports in planning for project budgets.

Neither the FDOT nor the Consultant team have control over the cost of labor, materials, equipment, Contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable construction costs provided herein are based on the information known to the FDOT at this time and represent only the Consultant team's judgment as a design professional familiar with the construction industry. This Report cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable construction costs. **Table 5.5.2** depicts the associated work type planning-level unit costs for Major Rehabilitation for each pavement type.

Table 5.5.2: GA Major Rehabilitation Planning-Level Unit Cost by Pavement Type

Rehabilitation Type	PCI Range	Asphalt Concrete Cost per SF	Portland Cement Concrete Cost Per SF
Rehabilitation	55 to 70	$9.00	$15.00
Reconstruction	0 to 55	$16.00	$29.00

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Chapter 6: M&R Planning and Budget Scenario Analysis

Chapter 6 – M&R Planning and Budget Scenario Analysis

6.1 Localized Maintenance and Repair Analysis and Recommendations

This FDOT SAPMP System Update provides a planning-level estimation of Localized Maintenance and Repair costs based on the results of the latest PCI assessment performed at the Airport. Due to the limited sample units inspected in certain pavement sections, a statistical extrapolation of distresses is used to estimate the quantities of recommended repair activities at the section level, based the policies defined in **5.4.4 Localized Maintenance and Repair Policy**. These work quantities are limited to a near-term application since they were determined directly from the PCI assessment efforts. As pavements continue to deteriorate year-to-year, quantities and/or distress severities may increase, which will affect the amount and type of localized maintenance required. This analysis can be utilized as a planning tool to assist Airport staff in determining an annual budget allocation for maintenance activities that will help maintain Airport pavements above the critical PCI value and extend the life of the pavement.

Table 6.1 (a) provides a summary of the anticipated planning-level costs for Year 1 Localized Preventive Maintenance and Localized Stopgap Maintenance. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

Table 6.1 (a): Year 1 Summary of Localized Maintenance

Work Category	Cost
Preventive	$ 12,990
Stopgap	$ 442,580
Planning-Level Localized M&R Needs =	***$ 455,570***

Localized Preventive Maintenance is typically applied to pavements that are in a condition above the critical PCI value of the pavement section. Localized Stopgap Maintenance is typically applied to pavement sections that are at or below the critical PCI value. Application of localized maintenance and repair should be coordinated with the planning of major rehabilitation efforts identified through the Major Rehabilitation analysis. Pavements with stopgap recommendations that are subject to near-term major rehabilitation efforts may remove the need to perform localized (stopgap) maintenance efforts in subsequent years.

Table 6.1 (b) summarizes the anticipated Year 1 Localized Maintenance recommendations by work type, based on the PCI assessment efforts performed as part of this SAPMP System Update. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

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Table 6.1 (b): Year 1 Localized Maintenance by Work Type Summary

Localized Maintenance Category	Localized Work Type	Rough Estimate of Work Quantity	Work Units	Planning Material Cost
Localized Preventive Maintenance	Surface Seal	17,206	SF	$ 12,990
Localized Stopgap Maintenance	AC Full-Depth Patching	9,357	SF	$ 93,590
	PCC Crack Sealing	882	LF	$ 6,180
	PCC Joint Seal	682	LF	$ 2,900
	PCC Slab Replacement	6,600	SF	$ 339,910

Table 6.1 (c) provides a breakdown of the anticipated planning-level costs by section for those areas exhibiting distresses that would benefit from Year 1 Localized M&R. The table shows the approximate improved "End Condition" PCI value of the section after the application of Localized M&R. This approximation is intended to depict a planning-level estimate of the effect of the localized M&R on the section-level PCI; the performance of the work does not guarantee the pavement will not deteriorate in other ways outside of the described treatment. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

Table 6.1 (c): Section-Level Year 1 Localized M&R Planning Cost Summary

Network ID	Branch ID	Section ID	Area (SF)	Start PCI	End PCI	Cost
OMN	RW 9-27	6105	262,949	91	91	$ -
OMN	RW 9-27	6110	30,000	94	94	$ -
OMN	RW 17-35	6205	329,912	68	68	$ -
OMN	RW 17-35	6210	10,188	66	66	$ -
OMN	RW 17-35	6215	30,400	91	91	$ -
OMN	TW A	100	123,174	89	90	$ 850
OMN	TW A	102	2,434	91	94	$ 100
OMN	TW A	105	4,550	91	94	$ 180
OMN	TW A	120	2,519	94	94	$ -
OMN	TW A	125	23,310	100	100	$ -
OMN	TW A1	110	8,089	86	89	$ 310
OMN	TW A1	112	3,083	91	94	$ 120
OMN	TW A2	115	8,054	91	91	$ -
OMN	TW A2	117	3,118	91	94	$ 120
OMN	TW B	205	51,318	100	100	$ -
OMN	TW B	210	7,706	86	89	$ 290
OMN	TW C	305	35,387	88	93	$ 2,660
OMN	TW D	405	81,876	100	100	$ -
OMN	TW E	505	56,507	38	38	$ -
OMN	TW E	510	26,455	91	91	$ -
OMN	TW E	515	2,399	94	94	$ -
OMN	TW F	605	36,880	40	40	$ -
OMN	TW F	610	9,548	100	100	$ -
OMN	TW F	650	6,273	35	35	$ -
OMN	TW G	700	126,774	88	90	$ 2,630
OMN	TW G1	715	8,543	91	94	$ 330
OMN	TW G2	705	8,946	88	92	$ 340

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Network ID	Branch ID	Section ID	Area (SF)	Start PCI	End PCI	Cost
OMN	TW G3	710	8,941	89	94	$ 680
OMN	TW G4	720	8,529	91	94	$ 320
OMN	TL SW	2004	17,255	0	54	$ 348,980
OMN	TL T-HANG	4410	57,362	88	88	$ -
OMN	AP FBO	4102	22,255	26	26	$ -
OMN	AP FBO	4105	164,592	57	57	$ -
OMN	AP FBO	4110	141,436	36	42	$ 57,300
OMN	AP FBO	4115	14,790	100	100	$ -
OMN	AP MID	4505	44,107	100	100	$ -
OMN	AP RU 17	5310	39,883	91	94	$ 1,500
OMN	AP RU 27	5110	27,832	87	90	$ 1,050
OMN	AP RU 35	5410	40,187	91	94	$ 1,510
OMN	AP RU 9	5210	28,165	91	91	$ -
OMN	AP T-HANG	4305	54,292	31	39	$ 35,330
OMN	AP T-HANG	4310	5,932	30	35	$ 960

6.2 Major Rehabilitation Needs

Major rehabilitation is identified within the FDOT SAPMP as a major construction activity that results in a substantial improvement to the pavement condition and resets the pavement section's PCI value to 100. Major rehabilitation recommendations (AC Rehabilitation, AC Reconstruction, PCC Rehabilitation, and PCC Reconstruction) should be considered as planning-level only. Additional design-level investigation in accordance with FAA Advisory Circulars is required. Recommendations identified within this planning document do not imply final design.

The objective of the Major Pavement Rehabilitation Needs analysis is to develop planning-level projects within an Airport's airfield pavement network. As depicted in **Figures 5.3 (b)** and **(c)** in **Chapter 5**, major rehabilitation activities are recommended when a pavement section has deteriorated below the critical PCI value, a point at which localized maintenance and repair activities may not be a cost-effective solution. In addition, major rehabilitation is also recommended when the section's PCI value is above the critical PCI value with the section exhibiting a significant amount of load-related distresses. Identification of rehabilitation needs is done at the section-level. This, however, does not limit the Airport from further refining limits of project planning areas.

6.2.1 10-Year Unconstrained Budget Major Rehabilitation Needs

Major rehabilitation needs are identified by analyzing the Airport's pavement condition in relationship to critical PCI values, major rehabilitation policies, and unit costs, assuming there are no budget constraints. This is done over a 10-year analysis period. While this is financially impractical, it does yield the unbiased pavement needs over a 10-year time frame at the Airport given current and forecasted pavement conditions. The FDOT recognizes that airports are constrained by budgets and does not intend to convey an unrealistic approach of addressing pavement rehabilitation. Each airport has a unique set of challenges and FDOT's goals are to provide it with the data needed to formulate a practical Capital Improvement Program and identify needs in the Joint Automated Capital Improvement Program (JACIP). This includes:

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- An estimation of current pavement condition;
- Major pavement rehabilitation needs based on condition and policies; and
- Planning-level cost estimates for the major rehabilitation needs.

Table 6.2.1 (a) summarizes section-level major rehabilitation needs forecasted for a 10-year period. It should be noted that the following table depicts planning-level costs and has been rounded up to the nearest $1,000 for planning purposes.

Table 6.2.1 (a): Section-Level 10-Year Major Rehabilitation Needs

Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	OMN	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	OMN	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	OMN	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	OMN	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	OMN	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	OMN	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	OMN	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	OMN	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	OMN	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	OMN	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	OMN	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	OMN	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

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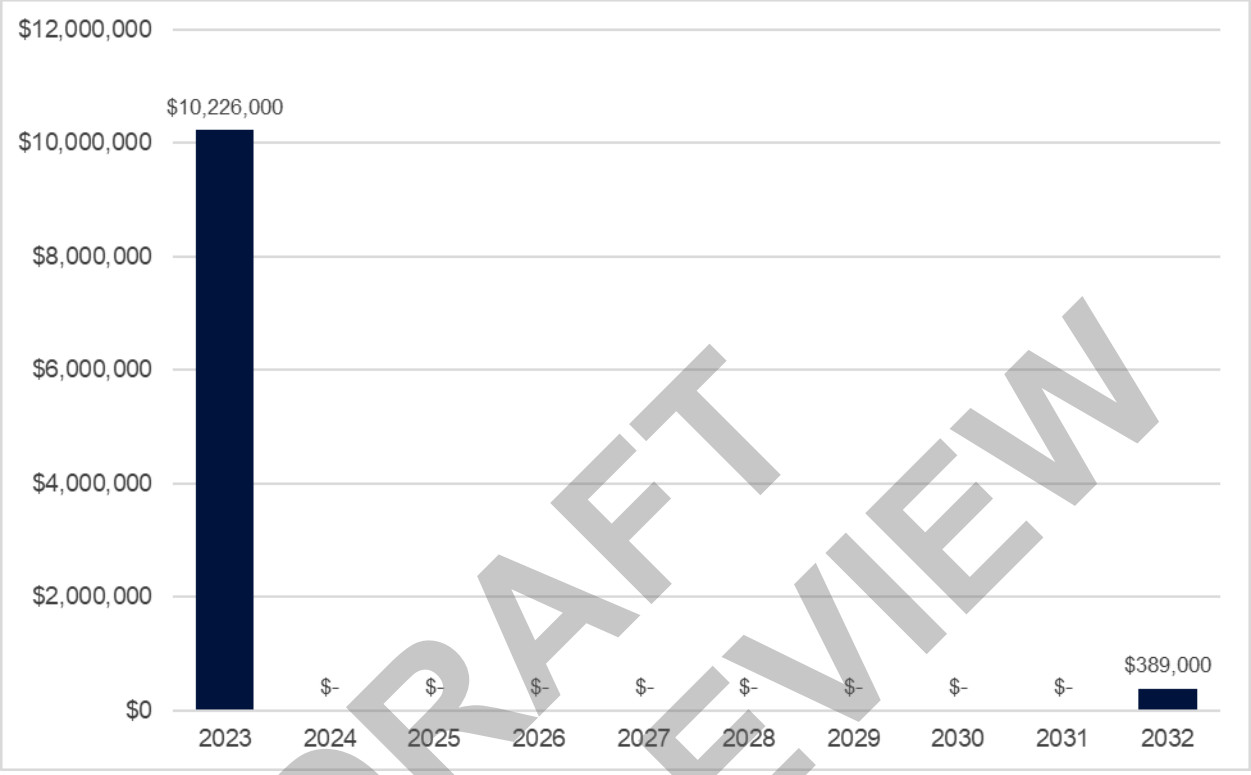
Figure 6.2.1 (a) summarizes the section-level major rehabilitation needs for a 10-year period between 2023 and 2032. **Figure 6.2.1 (b)**, the Airfield Pavement Major Rehabilitation Exhibit, graphically depicts the major rehabilitation needs with rounded costs. As suggested previously, this is planning-level data that can be used by the Airport to support developing a practical CIP.

Figure 6.2.1 (a): 10-Year Major Rehabilitation Needs by Program Year



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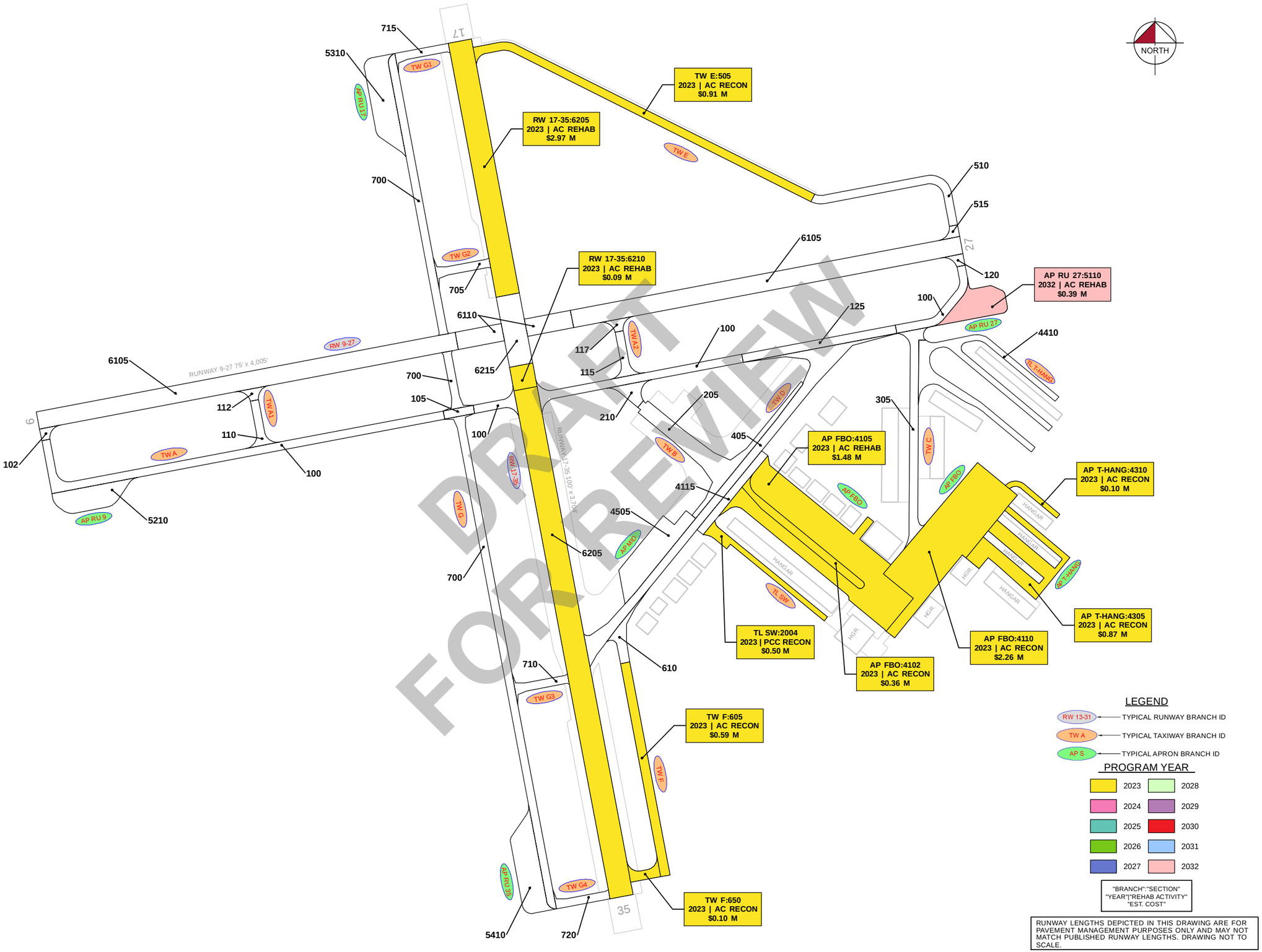

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OMN

AIRFIELD PAVEMENT MAJOR REHABILITATION EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

Chapter 7: Conclusion

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Chapter 7 – Conclusion

7.1 Recommendations

7.1.1 Continued PCI Surveys

It is recommended that the Airport continue to perform regularly scheduled PCI surveys in accordance with the ASTM D5340-20 (or latest edition) to monitor the condition of airfield pavement facilities.

A high priority should be placed on maintaining good record keeping and re-inspecting the Airport's maintained pavement facilities to ensure continued safe aircraft operations. Per the FAA AC 150/5380-7B, a series of scheduled periodic inspections must be carried out for an effective maintenance program. Re-inspection of pavements should be scheduled in a timely manner to ensure that all areas, particularly those that may not come under day-to-day observation, are thoroughly evaluated and reported.

7.1.2 Localized Maintenance and Repair

While deterioration of the pavements due to usage and exposure to the environment cannot be prevented, applying timely and effective maintenance efforts can slow the anticipated rate of deterioration. Lack of adequate and timely maintenance is a significant factor in pavement deterioration. **Chapter 6** identified localized maintenance and repair needs. It is recommended that Airport sponsors coordinate with their respective Airport maintenance staff and Airport engineer when developing project-level maintenance and repair efforts.

7.1.3 Major Rehabilitation

Chapter 6 also identified major pavement rehabilitation project needs from 2023-2032. Identification of these rehabilitation needs are performed at the section level for manageable project areas and assume an unconstrained budget scenario. Given the uncertainty in Airport-specific budget information and prioritization goals, the unconstrained budget scenario represents a conservative scenario and identifies pavement needs over a 10-year period. Certainly, it is understood that most airports are faced with constrained budgets, thus further evaluation of projects based on prioritization, operational criticality, funding availability, and practicality is recommended.

7.1.4 Pavement Management System

The following recommendations are made to fully implement an effective pavement management program for the Airport:

- Develop a detailed preventive maintenance program for the Airport based on the recommendations provided in **Section 6.1**;
- Further refine and implement the identified 10-year major rehabilitation needs provided in **Section 6.2**;
- Maintain detailed records on pavement maintenance, construction, and inspection; and
- Maintain records on major pavement construction projects (year, scope, cost, and construction documents).

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7.2 Supporting Documents

Airfield Pavement Network Definition Exhibit

The Airfield Pavement Network Definition Exhibit is located in **Chapter 3** and **Appendix C**. The Exhibit depicts the airfield layout in a manner that defines the airfield pavement infrastructure as branches, sections, and sample units in accordance with the ASTM D5340-20. The Exhibit is intended for planning purposes only. Further details can be found on the Airport's adopted Airport Layout Plan. Detailed characteristics are tabulated in **Appendix A.**

Airfield Pavement System Inventory Exhibit

The Airfield Pavement System Inventory Exhibit is located in **Chapter 3** and **Appendix C**. The Exhibit depicts recent and/or anticipated construction activity within the airfield pavement facilities reported by Airport staff. The Exhibit is intended to schematically identify the pavement limits of work and general work description. The information reported on the Airport Response Form provided by each participating airport was used as the basis of the changes. Furthermore, changes are confirmed at the Airport with Airport staff during the in-brief and debrief meeting.

Airfield Pavement Estimated Age Exhibit

The Airfield Pavement Estimated Age Exhibit is located in **Chapter 3** and **Appendix C**. Based on the review of historic airfield pavement construction activities, the Exhibit provides the approximate limits of the age of the pavement sections since the last major construction activity has occurred. This is intended to be a rough estimate based on interpretation of the limited data available at the time of report.

Airfield Pavement Condition Index Exhibit

The Airfield Pavement Condition Index Exhibit is located in **Chapter 4** and **Appendix C**. The Exhibit is a visual summary of the latest conditions reported from the PCI assessment performed at the Airport. Distress analysis occurred in accordance with ASTM D5340-20 (referenced in **Appendix E**), with results being analyzed using PAVER™ software to determine PCI values. The PCI values are identified in the Exhibit and graphically represented using the standard ASTM D5340-20 condition rating categories.

Airfield Pavement Major Rehabilitation Exhibit

The Airfield Pavement Major Rehabilitation Exhibit is located in **Chapter 6** and **Appendix C**. The Exhibit has been prepared based on the section condition analysis, pavement condition forecasts, and major rehabilitation needs analysis. The Exhibit graphically depicts the inventory with the associated rehabilitation type activity, program year, and the planning-level costs. Area limits, rehabilitation type, and planning-level costs should not be considered a design-level recommendation. A tabulation of the 10-Year Major Rehabilitation is located in **Appendix B**.

Inspection Photograph Documentation

Representative field conditions from the PCI assessment are documented with digital photographs located in **Appendix D**. Select photographs are provided with a limited caption on the distress(es) observed. "Vicinity" photos refer to the approximate boundaries of an inspected sample unit within the section and provide an overview of the section condition but are not focused on a specific distress. The Appendix does not contain photographs for every section and sample unit.

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7.3 Conclusion

The FDOT SAPMP System Update Phase 2 2021-2023 was completed for the Airport on behalf of the FDOT AO in accordance with the FAA AC 150/5380-7B and 150/5380-6C. FDOT's implementation of the SAPMP has assisted public airports with this requirement in performing PCI survey inspections and analysis in accordance with the ASTM D5340-20.

7.4 References

The following documents are referenced as specific guidelines and procedures for maintaining Airport pavements, establishing an effective pavement maintenance program, and identifying specific pavement distresses, probable causes of distresses, survey guidelines, and recommended methods of repair.

- ASTM D5340-20, Standard Test Method for Airport Pavement Condition Index Surveys, American Society for Testing and Materials, West Conshohocken, PA, 2018.
- AC 150/5210-24 Airport Foreign Object Debris (FOD) Management, Federal Aviation Administration, Washington, D.C., 2010.
- AC 150/5320-6F, Airport Pavement Design and Evaluation, Federal Aviation Administration, Washington, D.C., 2016.
- AC 150/5380-7B, Airport Pavement Management Program (PMP), Federal Aviation Administration, Washington, D.C., 2014.
- AC 150/5380-6C, Guidelines and Procedures for Maintenance of Airport Pavements, Federal Aviation Administration, Washington, D.C., 2014.
- AC 150/5370-10H, Standard Specifications for Construction of Airports, Federal Aviation Administration, Washington, D.C., 2018.
- Airport Improvement Program Handbook, Order 5100.38D, Change 1, Federal Aviation Administration, Washington, D.C., 2019.
- Tri-Service Pavements Working Group (TSPWG) Manual 3-270-08. 14-03, Preventive Maintenance Plan (PMP) for Airfield Pavements, Department of Defense, Washington, D.C., 2019.
- Unified Facilities Criteria (UFC) 3-260-16, O&M Manual: Standard Practice for Airfield Pavement Condition Surveys, Department of Defense, Washington, D.C., 2019.
- Unified Facilities Criteria (UFC) 3-260-03, Airfield Pavement Evaluation, Department of Defense, Washington, D.C., 2001.
- Shahin, Mohamed Y., Pavement Management for Airports, Roads, and Parking Lots, Springer, 200

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Appendix A: Airfield Pavement Analysis

Table A.1: Pavement System Inventory Details

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	RW 9-27	Runway	6105	262,949	AC	7/1/2019
OMN	RW 9-27	Runway	6110	30,000	AC	7/1/2019
OMN	RW 17-35	Runway	6205	329,912	AAC	1/1/2008
OMN	RW 17-35	Runway	6210	10,188	AAC	1/1/2008
OMN	RW 17-35	Runway	6215	30,400	AAC	7/1/2019
OMN	TW A	Taxiway	100	123,174	AC	1/1/2013
OMN	TW A	Taxiway	102	2,434	AC	1/1/2019
OMN	TW A	Taxiway	105	4,550	AAC	1/1/2016
OMN	TW A	Taxiway	120	2,519	AC	7/1/2019
OMN	TW A	Taxiway	125	23,310	AAC	5/1/2022
OMN	TW A1	Taxiway	110	8,089	AC	1/1/2013
OMN	TW A1	Taxiway	112	3,083	AC	7/1/2019
OMN	TW A2	Taxiway	115	8,054	AC	1/1/2013
OMN	TW A2	Taxiway	117	3,118	AC	7/1/2019
OMN	TW B	Taxiway	205	51,318	AC	5/1/2022
OMN	TW B	Taxiway	210	7,706	AC	1/1/2013
OMN	TW C	Taxiway	305	35,387	AC	1/1/2013
OMN	TW D	Taxiway	405	81,876	AC	5/1/2022
OMN	TW E	Taxiway	505	56,507	AAC	1/1/1990
OMN	TW E	Taxiway	510	26,455	AC	1/1/2013
OMN	TW E	Taxiway	515	2,399	AC	7/1/2019
OMN	TW F	Taxiway	605	36,880	AC	1/1/1984
OMN	TW F	Taxiway	610	9,548	AAC	5/1/2022
OMN	TW F	Taxiway	650	6,273	AC	1/1/1984
OMN	TW G	Taxiway	700	126,774	AC	1/1/2016
OMN	TW G1	Taxiway	715	8,543	AC	1/1/2016
OMN	TW G2	Taxiway	705	8,946	AC	1/1/2016
OMN	TW G3	Taxiway	710	8,941	AC	1/1/2016
OMN	TW G4	Taxiway	720	8,529	AC	1/1/2016
OMN	TL SW	Taxilane	2004	17,255	PCC	1/1/1992
OMN	TL T-HANG	Taxilane	4410	57,362	AC	1/1/2005
OMN	AP FBO	Apron	4102	22,255	AC	1/1/1992
OMN	AP FBO	Apron	4105	164,592	AC	1/1/1992
OMN	AP FBO	Apron	4110	141,436	AAC	1/1/1992
OMN	AP FBO	Apron	4115	14,790	AC	5/1/2022
OMN	AP MID	Apron	4505	44,107	AC	5/1/2022
OMN	AP RU 17	Apron	5310	39,883	AC	1/1/2016
OMN	AP RU 27	Apron	5110	27,832	AC	1/1/2013
OMN	AP RU 35	Apron	5410	40,187	AC	1/1/2016
OMN	AP RU 9	Apron	5210	28,165	AC	1/1/2013
OMN	AP T-HANG	Apron	4305	54,292	AC	1/1/1984
OMN	AP T-HANG	Apron	4310	5,932	AC	7/31/2008

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Table A.2: Pavement Condition Index Summary (Current PCI Survey) – Section Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	RW 9-27	Runway	6105	262,949	91	Good
OMN	RW 9-27	Runway	6110	30,000	94	Good
OMN	RW 17-35	Runway	6205	329,912	68	Fair
OMN	RW 17-35	Runway	6210	10,188	66	Fair
OMN	RW 17-35	Runway	6215	30,400	91	Good
OMN	TW A	Taxiway	100	123,174	89	Good
OMN	TW A	Taxiway	102	2,434	91	Good
OMN	TW A	Taxiway	105	4,550	91	Good
OMN	TW A	Taxiway	120	2,519	94	Good
OMN	TW A	Taxiway	125	23,310	100	Good
OMN	TW A1	Taxiway	110	8,089	86	Good
OMN	TW A1	Taxiway	112	3,083	91	Good
OMN	TW A2	Taxiway	115	8,054	91	Good
OMN	TW A2	Taxiway	117	3,118	91	Good
OMN	TW B	Taxiway	205	51,318	100	Good
OMN	TW B	Taxiway	210	7,706	86	Good
OMN	TW C	Taxiway	305	35,387	88	Good
OMN	TW D	Taxiway	405	81,876	100	Good
OMN	TW E	Taxiway	505	56,507	38	Very Poor
OMN	TW E	Taxiway	510	26,455	91	Good
OMN	TW E	Taxiway	515	2,399	94	Good
OMN	TW F	Taxiway	605	36,880	40	Very Poor
OMN	TW F	Taxiway	610	9,548	100	Good
OMN	TW F	Taxiway	650	6,273	35	Very Poor
OMN	TW G	Taxiway	700	126,774	88	Good
OMN	TW G1	Taxiway	715	8,543	91	Good
OMN	TW G2	Taxiway	705	8,946	88	Good
OMN	TW G3	Taxiway	710	8,941	89	Good
OMN	TW G4	Taxiway	720	8,529	91	Good
OMN	TL SW	Taxilane	2004	17,255	0	Failed
OMN	TL T-HANG	Taxilane	4410	57,362	88	Good
OMN	AP FBO	Apron	4102	22,255	26	Very Poor
OMN	AP FBO	Apron	4105	164,592	57	Fair
OMN	AP FBO	Apron	4110	141,436	36	Very Poor
OMN	AP FBO	Apron	4115	14,790	100	Good
OMN	AP MID	Apron	4505	44,107	100	Good
OMN	AP RU 17	Apron	5310	39,883	91	Good
OMN	AP RU 27	Apron	5110	27,832	87	Good
OMN	AP RU 35	Apron	5410	40,187	91	Good
OMN	AP RU 9	Apron	5210	28,165	91	Good
OMN	AP T-HANG	Apron	4305	54,292	31	Very Poor
OMN	AP T-HANG	Apron	4310	5,932	30	Very Poor

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Table A.3: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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Pavement Database: FDOT

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4102 **Surface:**AC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 670.00 (Ft) **Width:** 34.00 (Ft) **True Area:** 22255.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	IMPORTED	BUILT	0.00	2.00	☑	1992: 2" P-401 ON 6" RECLAIMED PAVEMENT BASE. SOIL: SP.

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4105 **Surface:**AC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 835.00 (Ft) **Width:** 180.00 (Ft) **True Area:** 164592.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	IMPORTED	BUILT	0.00	2.00	☑	1992: SEAL ON 2" P-401 ON 6" RECLAIMED PAVEMENT BASE. S

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4110 **Surface:**AAC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 600.00 (Ft) **Width:** 218.00 (Ft) **True Area:** 141436.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	28,287.20	0.00	☐	
1/1/1992	IMPORTED	OVERLAY	0.00	0.00	☑	1992: AC OVERLAY
1/1/1979	IMPORTED	BUILT	0.00	1.00	☑	1979: 1" TYPE S1 AC OVERLAY PLACED ON EXISTING AC ON BA

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4115 **Surface:**AC
L.C.D. 5/1/2022 **Use:** APRON **Rank:** P **Length:** 435.00 (Ft) **Width:** 34.00 (Ft) **True Area:** 14790.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1984	IMPORTED	OVERLAY	0.00	3.00	☑	1984: 3" RECYCLED HOT MIX AC. SOIL SP.
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" BITUMINOUS SURFACE ON 6" LIME ROCK BASE

Network: ORMOND BEACH **Branch:** AP MID MID-FIELD APR **Section:** 4505 **Surface:**AC
L.C.D. 5/1/2022 **Use:** APRON **Rank:** P **Length:** 439.00 (Ft) **Width:** 115.00 (Ft) **True Area:** 44107.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 17 RUN-UP APRON **Section:** 5310 **Surface:**AC
L.C.D. 1/1/2016 **Use:** APRON **Rank:** P **Length:** 385.00 (Ft) **Width:** 105.00 (Ft) **True Area:** 39883.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 27 RUN-UP APRON **Section:** 5110 **Surface:**AC
L.C.D. 1/1/2013 **Use:** APRON **Rank:** P **Length:** 250.00 (Ft) **Width:** 125.00 (Ft) **True Area:** 27832.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** AP RU 35 RUN-UP APRON **Section:** 5410 **Surface:**AC

L.C.D. 1/1/2016 **Use:** APRON **Rank:** P **Length:** 385.00 (Ft) **Width:** 105.00 (Ft) **True Area:** 40187.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 9 RUN-UP APRON **Section:** 5210 **Surface:**AC

L.C.D. 1/1/2013 **Use:** APRON **Rank:** P **Length:** 300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 28165.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** AP T-HANG T-HANGAR APR **Section:** 4305 **Surface:**AC

L.C.D. 1/1/1984 **Use:** APRON **Rank:** P **Length:** 342.00 (Ft) **Width:** 140.00 (Ft) **True Area:** 54292.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	10,858.40	0.00	☐	
1/1/1984	IMPORTED	BUILT	0.00	0.00	☑	ESTIMATE 1984 AC PAVEMENT. SOIL: SP.

Network: ORMOND BEACH **Branch:** AP T-HANG T-HANGAR APR **Section:** 4310 **Surface:**AC

L.C.D. 7/31/2008 **Use:** APRON **Rank:** P **Length:** 285.00 (Ft) **Width:** 22.00 (Ft) **True Area:** 5932.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	1,186.40	0.00	☐	
7/31/2008	NU-IN	New Construction - Initial	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6205 **Surface:**AAC

L.C.D. 1/1/2008 **Use:** RUNWAY **Rank:** P **Length:** 3,300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 329912.0001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1983	IMPORTED	OVERLAY	0.00	2.50	☑	1983: 2.5" P-401 ON 1" - 3.5" LEVELING COURSE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6210 **Surface:**AAC

L.C.D. 1/1/2008 **Use:** RUNWAY **Rank:** P **Length:** 100.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 10188.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1973	IMPORTED	OVERLAY	0.00	0.00	☑	ASSUME: 1973 AC OVERLAY
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

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Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6215 **Surface:**AAC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 30400.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	ML-OVL	Mill and Overlay	0.00	0.00	☑	2" Mill, 2" P-401 Overlay
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1973	IMPORTED	OVERLAY	0.00	0.00	☑	ASSUME: 1973 AC OVERLAY
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 9-27 RUNWAY 9-27 **Section:** 6105 **Surface:**AC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 3,506.00 (Ft) **Width:** 75.00 (Ft) **True Area:** 262949.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	4" P-401, 6" min P-211 (scarify 3" of
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: VARIABLE THICKNESS TYPE 1 ASPHALT CONCRETE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 9-27 RUNWAY 9-27 **Section:** 6110 **Surface:**AC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 400.00 (Ft) **Width:** 75.00 (Ft) **True Area:** 30000.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	4" P-401, 6" P-403, 12" P-152
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: VARIABLE THICKNESS TYPE 1 ASPHALT CONCRETE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** TL SW SOUTHWEST TA **Section:** 2004 **Surface:**PCC

L.C.D. 1/1/1992 **Use:** TAXILAN **Rank:** P **Length:** 640.00 (Ft) **Width:** 22.00 (Ft) **True Area:** 17255.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	NU-IN	New Construction - Initial	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TL T-HANG T-HANGAR TAX **Section:** 4410 **Surface:**AC

L.C.D. 1/1/2005 **Use:** TAXILAN **Rank:** P **Length:** 1,635.00 (Ft) **Width:** 25.00 (Ft) **True Area:** 57362.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	11,472.40	0.00	☐	
1/1/2005	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 100 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 3,419.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 123174.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 102 **Surface:**AC

L.C.D. 1/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 51.00 (Ft) **Width:** 48.00 (Ft) **True Area:** 2434.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 105 **Surface:**AAC

L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 130.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 4550.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	ML-OVL	Mill and Overlay	0.00	0.00	☑	2" MILL, P-401 OVERLAY
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A1 TAXIWAY A1 **Section:** 110 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 194.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 8089.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A1 TAXIWAY A1 **Section:** 112 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 51.00 (Ft) **Width:** 60.00 (Ft) **True Area:** 3083.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 120 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 50.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 2519.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	12,595.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 125 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 666.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 23310.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A2 TAXIWAY A2 **Section:** 115 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 193.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 8054.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** TW A2 TAXIWAY A2 **Section:** 117 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 52.00 (Ft) **Width:** 60.00 (Ft) **True Area:** 3118.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW B TAXIWAY B **Section:** 205 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 490.00 (Ft) **Width:** 65.00 (Ft) **True Area:** 51318.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	256,590.00	0.00	☑	
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: TYPE 1 ASPHALT CONCRETE (NO THICNESS INFO).
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** TW B TAXIWAY B **Section:** 210 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 107.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 7706.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: AC OVERLAY (NO THICKNESS INFO)
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" AC SURFACE ON 6" LIME ROCK BASE

Network: ORMOND BEACH **Branch:** TW C TAXIWAY C **Section:** 305 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 885.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 35387.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	2" P401, 6" P211, 12" P152
1/2/1990	OL-AS	Overlay - AC Structural	0.00	0.00	☑	
1/1/1990	IMPORTED	BUILT	0.00	2.00	☑	1990: 2" P-401 OVERLAY PLACED ON EXISTING 6" AC ON 6" CRUSH

Network: ORMOND BEACH **Branch:** TW D TAXIWAY D **Section:** 405 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 1,722.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 81876.00002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	409,380.00	0.00	☑	
1/1/1984	IMPORTED	OVERLAY	0.00	3.00	☑	1984: 3" RECYCLED HOT MIX AC. SOIL SP.
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" BITUMINOUS SURFACE ON 6" LIME ROCK BASE

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Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 505 **Surface:**AAC

L.C.D. 1/1/1990 **Use:** TAXIWAY **Rank:** P **Length:** 2,060.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 56507.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1990	IMPORTED	OVERLAY	0.00	2.00	☑	1990: 2" P-401 OVERLAY. SOIL: SP.
1/1/1943	IMPORTED	BUILT	0.00	4.50	☑	1943: 4.5" AC ON 5" TAN SHELL ON 6" DARK GREY SAND

Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 510 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 745.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 26455.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 515 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 50.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 2399.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	11,995.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 605 **Surface:**AC

L.C.D. 1/1/1984 **Use:** TAXIWAY **Rank:** P **Length:** 922.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 36880.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 610 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 117.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 9548.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 650 **Surface:**AC

L.C.D. 1/1/1984 **Use:** TAXIWAY **Rank:** P **Length:** 130.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 6273.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW G1 TAXIWAY G1 **Section:** 715 **Surface:**AC

L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8543.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

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Network: ORMOND BEACH **Branch:** TW G2 TAXIWAY G2 **Section:** 705 **Surface:** AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8946.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G3 TAXIWAY G3 **Section:** 710 **Surface:** AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8941.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G4 TAXIWAY G4 **Section:** 720 **Surface:** AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8529.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G TAXIWAY G **Section:** 700 **Surface:** AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 3,580.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 126774.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

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Summary:

Work Description	Section Count	Area Total (SqFt)	Thickness Avg (in)	Thickness STD (in)
BUILT	18	1,346,309.00	1.47	0.92
Complete Reconstruction - AC	14	530,437.00	0.00	0.00
Mill and Overlay	5	405,450.00	0.00	0.00
New Construction - AC	9	343,272.00	0.00	0.00
New Construction - Initial	15	286,369.00	0.00	0.00
OVERLAY	11	1,017,082.00	0.95	1.29
Overlay - AC Structural	1	35,387.00	0.00	0.00
Surface Treatment - Seal Coat	4	259,022.00	0.00	0.00

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Pavement Database: FDOT

Branch ID	Number of Sections	Sum Section Length (Ft)	Avg Section Width (Ft)	True Area (SqFt)	Use	Average PCI	Standard Deviation PCI	Weighted Average PCI
AP FBO	4	2,540.00	116.50	343,073.00	APRON	54.75	28.42	48.19
AP MID	1	439.00	115.00	44,107.00	APRON	100.00	0.00	100.00
AP RU 17	1	385.00	105.00	39,883.00	APRON	91.00	0.00	91.00
AP RU 27	1	250.00	125.00	27,832.00	APRON	87.00	0.00	87.00
AP RU 35	1	385.00	105.00	40,187.00	APRON	91.00	0.00	91.00
AP RU 9	1	300.00	100.00	28,165.00	APRON	91.00	0.00	91.00
AP T-HANG	2	627.00	81.00	60,224.00	APRON	30.50	0.50	30.90
RW 17-35	3	3,700.00	100.00	370,500.00	RUNWAY	75.00	11.34	69.83
RW 9-27	2	3,906.00	75.00	292,949.00	RUNWAY	92.50	1.50	91.31
TL SW	1	640.00	22.00	17,255.00	TAXILANE	0.00	0.00	0.00
TL T-HANG	1	1,635.00	25.00	57,362.00	TAXILANE	88.00	0.00	88.00
TW A	5	4,316.00	37.60	155,987.00	TAXIWAY	93.00	3.85	90.81
TW A1	2	245.00	50.00	11,172.00	TAXIWAY	88.50	2.50	87.38
TW A2	2	245.00	50.00	11,172.00	TAXIWAY	91.00	0.00	91.00
TW B	2	597.00	50.00	59,024.00	TAXIWAY	93.00	7.00	98.17
TW C	1	885.00	35.00	35,387.00	TAXIWAY	88.00	0.00	88.00
TW D	1	1,722.00	35.00	81,876.00	TAXIWAY	100.00	0.00	100.00
TW E	3	2,855.00	35.00	85,361.00	TAXIWAY	74.33	25.72	56.00
TW F	3	1,169.00	40.00	52,701.00	TAXIWAY	58.33	29.53	50.28
TW G	1	3,580.00	35.00	126,774.00	TAXIWAY	88.00	0.00	88.00
TW G1	1	232.00	35.00	8,543.00	TAXIWAY	91.00	0.00	91.00
TW G2	1	232.00	35.00	8,946.00	TAXIWAY	88.00	0.00	88.00
TW G3	1	232.00	35.00	8,941.00	TAXIWAY	89.00	0.00	89.00
TW G4	1	232.00	35.00	8,529.00	TAXIWAY	91.00	0.00	91.00

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Pavement Database: FDOT

Use Category	Number of Sections	Total Area (SqFt)	Arithmetic Average PCI	Average STD PCI	Weighted Average PCI
APRON	11	583,471.00	67.27	29.71	60.11
RUNWAY	5	663,449.00	82.00	12.31	79.31
TAXILANE	2	74,617.00	44.00	44.00	67.65
TAXIWAY	24	654,413.00	85.13	18.42	84.01
ALL	42	1,975,950.00	78.12	25.52	74.76

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Pavement Database: FDOT *NetworkId: OMN*

Branch ID	Section ID	Last Const. Date	Surface	Use	Rank	Lanes	True Area (SqFt)	Last Inspection Date	Age At Inspection	PCI
AP FBO	4102	1/1/1992	AC	APRON	P	0	22,255.00	4/25/2022	30	26
AP FBO	4105	1/1/1992	AC	APRON	P	0	164,592.00	4/25/2022	30	57
AP FBO	4110	1/1/1992	AAC	APRON	P	0	141,436.00	4/25/2022	30	36
AP FBO	4115	5/1/2022	AC	APRON	P	0	14,790.00	5/1/2022	0	100
AP MID	4505	5/1/2022	AC	APRON	P	0	44,107.00	5/1/2022	0	100
AP RU 17	5310	1/1/2016	AC	APRON	P	0	39,883.00	4/25/2022	6	91
AP RU 27	5110	1/1/2013	AC	APRON	P	0	27,832.00	4/25/2022	9	87
AP RU 35	5410	1/1/2016	AC	APRON	P	0	40,187.00	4/25/2022	6	91
AP RU 9	5210	1/1/2013	AC	APRON	P	0	28,165.00	4/25/2022	9	91
AP T-HANG	4305	1/1/1984	AC	APRON	P	0	54,292.00	4/25/2022	38	31
AP T-HANG	4310	7/31/2008	AC	APRON	P	0	5,932.00	4/25/2022	14	30
RW 17-35	6205	1/1/2008	AAC	RUNWAY	P	0	329,912.00	4/25/2022	14	68
RW 17-35	6210	1/1/2008	AAC	RUNWAY	P	0	10,188.00	4/25/2022	14	66
RW 17-35	6215	7/1/2019	AAC	RUNWAY	P	0	30,400.00	4/25/2022	3	91
RW 9-27	6105	7/1/2019	AC	RUNWAY	P	0	262,949.00	4/25/2022	3	91
RW 9-27	6110	7/1/2019	AC	RUNWAY	P	0	30,000.00	4/25/2022	3	94
TL SW	2004	1/1/1992	PCC	TAXILANE	P	0	17,255.00	4/25/2022	30	0
TL T-HANG	4410	1/1/2005	AC	TAXILANE	P	0	57,362.00	4/25/2022	17	88
TW A	100	1/1/2013	AC	TAXIWAY	P	0	123,174.00	4/25/2022	9	89
TW A	102	1/1/2019	AC	TAXIWAY	P	0	2,434.00	4/25/2022	3	91
TW A	105	1/1/2016	AAC	TAXIWAY	P	0	4,550.00	4/25/2022	6	91
TW A	120	7/1/2019	AC	TAXIWAY	P	0	2,519.00	4/25/2022	3	94
TW A	125	5/1/2022	AC	TAXIWAY	P	0	23,310.00	5/1/2022	0	100
TW A1	110	1/1/2013	AC	TAXIWAY	P	0	8,089.00	4/25/2022	9	86
TW A1	112	7/1/2019	AC	TAXIWAY	P	0	3,083.00	4/25/2022	3	91
TW A2	115	1/1/2013	AC	TAXIWAY	P	0	8,054.00	4/25/2022	9	91
TW A2	117	7/1/2019	AC	TAXIWAY	P	0	3,118.00	4/25/2022	3	91
TW B	205	5/1/2022	AC	TAXIWAY	P	0	51,318.00	5/1/2022	0	100
TW B	210	1/1/2013	AC	TAXIWAY	P	0	7,706.00	4/25/2022	9	86
TW C	305	1/1/2013	AC	TAXIWAY	P	0	35,387.00	4/25/2022	9	88
TW D	405	5/1/2022	AC	TAXIWAY	P	0	81,876.00	5/1/2022	0	100
TW E	505	1/1/1990	AAC	TAXIWAY	P	0	56,507.00	4/25/2022	32	38
TW E	510	1/1/2013	AC	TAXIWAY	P	0	26,455.00	4/25/2022	9	91
TW E	515	7/1/2019	AC	TAXIWAY	P	0	2,399.00	4/25/2022	3	94
TW F	605	1/1/1984	AC	TAXIWAY	P	0	36,880.00	4/25/2022	38	40
TW F	610	5/1/2022	AC	TAXIWAY	P	0	9,548.00	5/1/2022	0	100
TW F	650	1/1/1984	AC	TAXIWAY	P	0	6,273.00	4/25/2022	38	35
TW G	700	1/1/2016	AC	TAXIWAY	P	0	126,774.00	4/25/2022	6	88
TW G1	715	1/1/2016	AC	TAXIWAY	P	0	8,543.00	4/25/2022	6	91
TW G2	705	1/1/2016	AC	TAXIWAY	P	0	8,946.00	4/25/2022	6	88
TW G3	710	1/1/2016	AC	TAXIWAY	P	0	8,941.00	4/25/2022	6	89
TW G4	720	1/1/2016	AC	TAXIWAY	P	0	8,529.00	4/25/2022	6	91

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Pavement Database: FDOT

Age Category	Average Age at Inspection	Total Area (SqFt)	Number of Sections	Arithmetic Average PCI	Standard Deviation PCI	Weighted Average PCI
00-02		224,949.00	6	100.00	0.00	100.00
03-05	3	336,902.00	8	92.13	1.45	91.31
06-10	8	511,215.00	16	89.31	1.86	89.11
11-15	14	346,032.00	3	54.67	17.46	67.29
16-20	17	57,362.00	1	88.00	0.00	88.00
26-30	30	345,538.00	4	29.75	20.50	43.56
31-35	32	56,507.00	1	38.00	0.00	38.00
36-40	38	97,445.00	3	35.33	3.68	34.66
ALL	11	1,975,950.00	42	78.12	25.52	74.76

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Appendix B: Maintenance and Rehabilitation Planning Needs

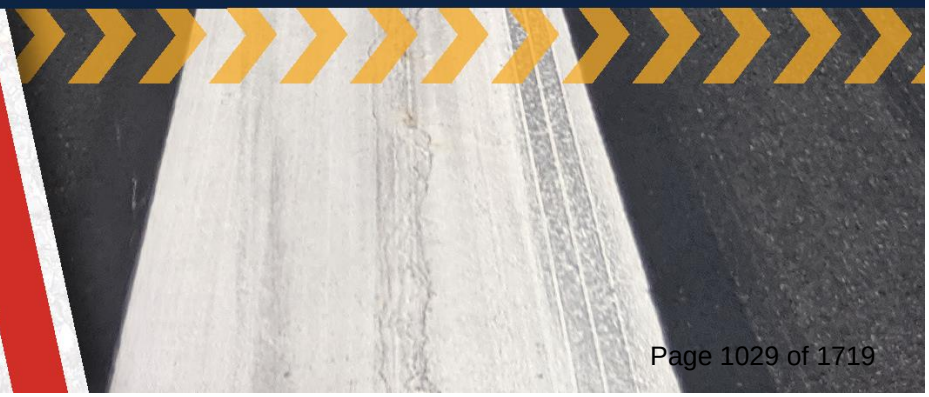

Table B.1: Localized Maintenance and Repair Needs Based on Current Distresses

Network ID	Branch ID	Section ID	Description	Severity	Distress Qty	Distress Unit	Distress Density	Policy Type	Localized Work Type	Work Qty	Work Unit	Unit Cost	Work Cost
OMN	TW A	100	WEATHERING	Medium	1,127	SF	0.9%	Preventive	Surface Seal	1,127	SF	$ 0.75	$ 850
OMN	TW A	102	WEATHERING	Medium	122	SF	5.0%	Preventive	Surface Seal	122	SF	$ 0.75	$ 100
OMN	TW A	105	WEATHERING	Medium	228	SF	5.0%	Preventive	Surface Seal	228	SF	$ 0.75	$ 180
OMN	TW A1	110	WEATHERING	Medium	404	SF	5.0%	Preventive	Surface Seal	404	SF	$ 0.75	$ 310
OMN	TW A1	112	WEATHERING	Medium	154	SF	5.0%	Preventive	Surface Seal	154	SF	$ 0.75	$ 120
OMN	TW A2	117	WEATHERING	Medium	156	SF	5.0%	Preventive	Surface Seal	156	SF	$ 0.75	$ 120
OMN	TW B	210	WEATHERING	Medium	385	SF	5.0%	Preventive	Surface Seal	385	SF	$ 0.75	$ 290
OMN	TW C	305	WEATHERING	Medium	3,539	SF	10.0%	Preventive	Surface Seal	3,539	SF	$ 0.75	$ 2,660
OMN	TW G	700	WEATHERING	Medium	3,502	SF	2.8%	Preventive	Surface Seal	3,502	SF	$ 0.75	$ 2,630
OMN	TW G1	715	WEATHERING	Medium	427	SF	5.0%	Preventive	Surface Seal	427	SF	$ 0.75	$ 330
OMN	TW G2	705	WEATHERING	Medium	448	SF	5.0%	Preventive	Surface Seal	448	SF	$ 0.75	$ 340
OMN	TW G3	710	WEATHERING	Medium	893	SF	10.0%	Preventive	Surface Seal	893	SF	$ 0.75	$ 680
OMN	TW G4	720	WEATHERING	Medium	426	SF	5.0%	Preventive	Surface Seal	425	SF	$ 0.75	$ 320
OMN	AP RU 17	5310	WEATHERING	Medium	1,994	SF	5.0%	Preventive	Surface Seal	1,995	SF	$ 0.75	$ 1,500
OMN	AP RU 27	5110	WEATHERING	Medium	1,391	SF	5.0%	Preventive	Surface Seal	1,392	SF	$ 0.75	$ 1,050
OMN	AP RU 35	5410	WEATHERING	Medium	2,009	SF	5.0%	Preventive	Surface Seal	2,010	SF	$ 0.75	$ 1,510
OMN	TL SW	2004	JT SEAL DMG	High	39	Slabs	100.0%	Stopgap	PCC Joint Seal	682	LF	$ 4.25	$ 2,900
OMN	TL SW	2004	SHAT. SLAB	Medium	21	Slabs	53.9%	Stopgap	PCC Crack Sealing	882	LF	$ 7.00	$ 6,180
OMN	TL SW	2004	SHAT. SLAB	High	15	Slabs	38.5%	Stopgap	PCC Slab Replacement	6,600	SF	$ 51.50	$ 339,910
OMN	AP FBO	4110	ALLIGATOR CR	Medium	3,668	SF	2.6%	Stopgap	AC Full-Depth Patching	3,916	SF	$ 10.00	$ 39,160
OMN	AP FBO	4110	PATCHING	High	1,646	SF	1.2%	Stopgap	AC Full-Depth Patching	1,814	SF	$ 10.00	$ 18,140
OMN	AP T-HANG	4305	ALLIGATOR CR	Medium	3,186	SF	5.9%	Stopgap	AC Full-Depth Patching	3,417	SF	$ 10.00	$ 34,170
OMN	AP T-HANG	4305	ALLIGATOR CR	High	76	SF	0.1%	Stopgap	AC Full-Depth Patching	115	SF	$ 10.00	$ 1,160
OMN	AP T-HANG	4310	ALLIGATOR CR	Medium	60	SF	1.0%	Stopgap	AC Full-Depth Patching	96	SF	$ 10.00	$ 960

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Table B.2: Section-Level 10-Year Major Rehabilitation Needs

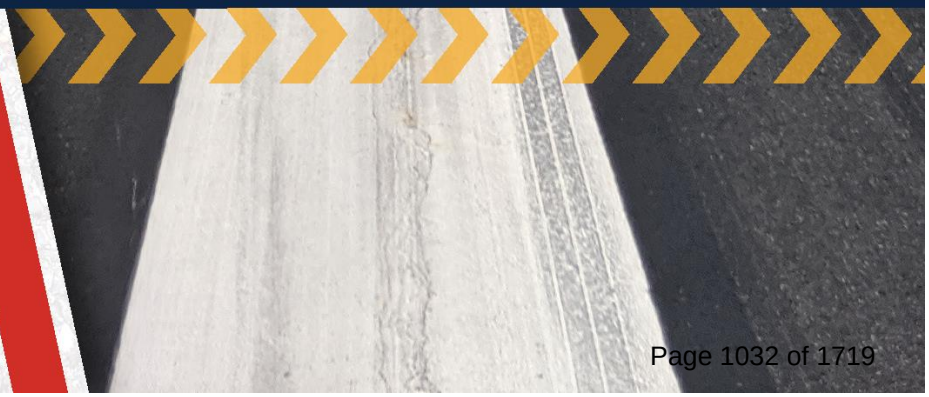
Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	**OMN**	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	**OMN**	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	**OMN**	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	**OMN**	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	**OMN**	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	**OMN**	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	**OMN**	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	**OMN**	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	**OMN**	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	**OMN**	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	**OMN**	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	**OMN**	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

**All planning cost values have been rounded up to the nearest thousand dollars.*

DRAFT FOR REVIEW

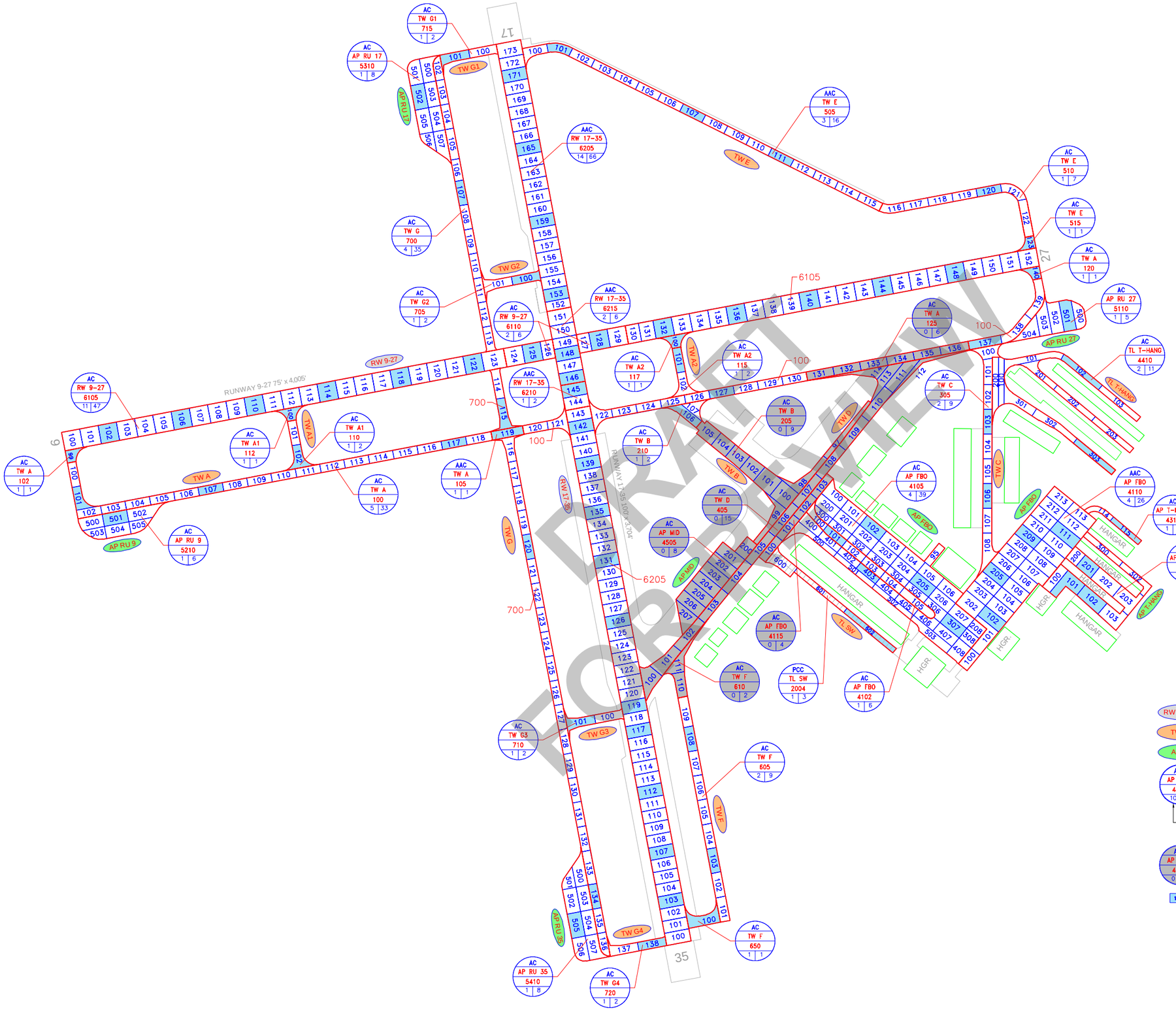
DRAFT FOR REVIEW

Appendix C: Technical Exhibits



OMN

NORTH



DRAFT FOR REVIEW

LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID
- AAC / AP MAIN / 4105 / 10 | 100 — PAVEMENT SURFACE TYPE; PAVEMENT BRANCH ID; SECTION NUMBER; NUMBER OF SAMPLE UNITS IN SECTION; NUMBER OF SAMPLE UNITS TO BE INSPECTED
- AAC / AP MAIN / 4105 / 0 | 100 — SECTION NOT INSPECTED DUE TO RECENT CONSTRUCTION. SEE SYSTEM INVENTORY MAP FOR CONSTRUCTION DATES.
- 100 — INSPECTED SAMPLE UNITS.

TOTAL SAMPLES INSPECTED = 81
AC: 80 PCC: 1

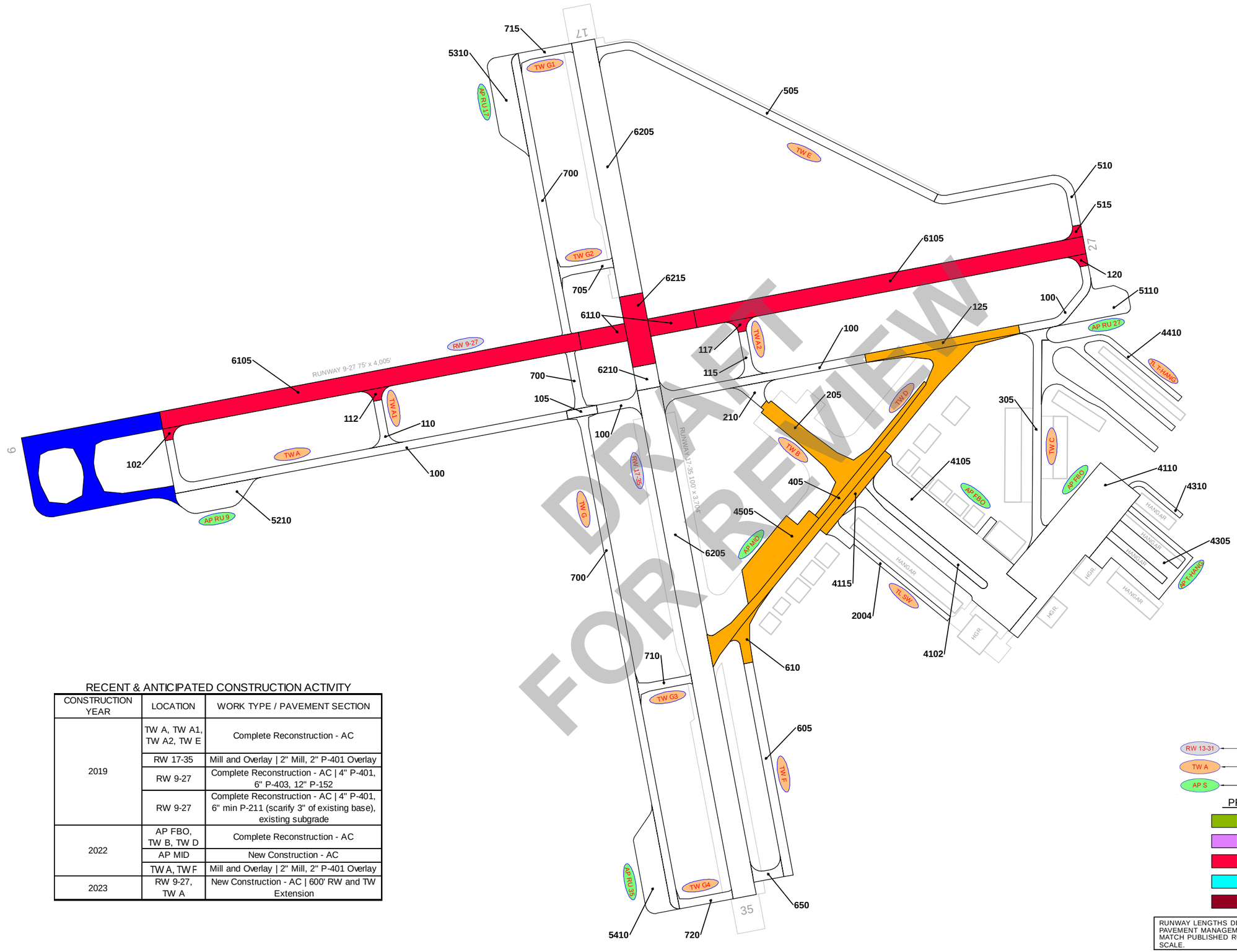
RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

AIRFIELD PAVEMENT NETWORK DEFINITION EXHIBIT

Statewide Airfield Pavement Management Program
ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022



DRAFT FOR REVIEW

RECENT & ANTICIPATED CONSTRUCTION ACTIVITY

CONSTRUCTION YEAR	LOCATION	WORK TYPE / PAVEMENT SECTION
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
2022	AP FBO, TW B, TW D	Complete Reconstruction - AC
	AP MID	New Construction - AC
	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2023	RW 9-27, TW A	New Construction - AC | 600' RW and TW Extension

LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID

PROJECT YEAR

2017		2022	
2018		2023	
2019		2024	
2020		2025	
2021		2026	

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

OMN

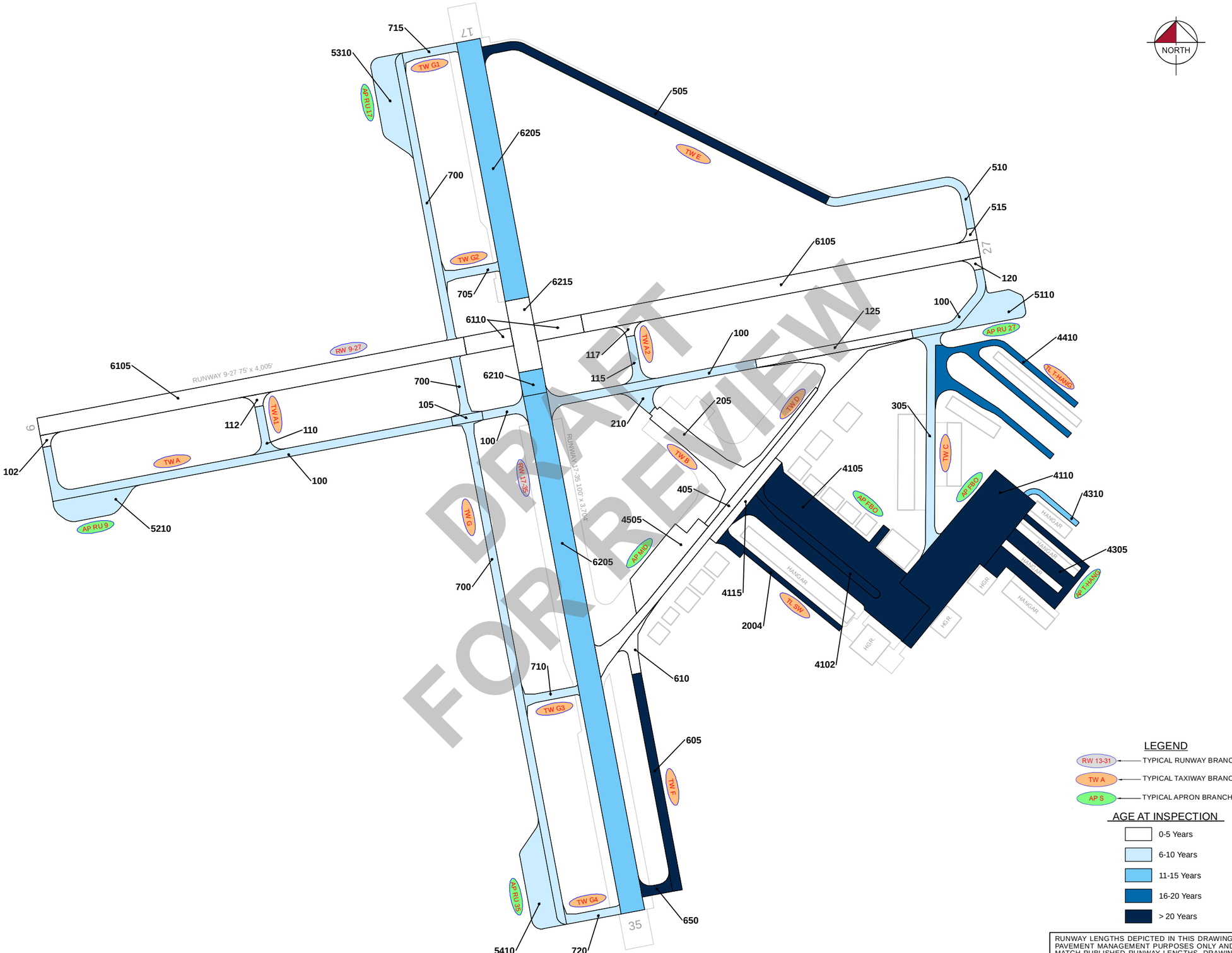
AIRFIELD PAVEMENT SYSTEM INVENTORY EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022



DRAFT FOR REVIEW

OMN

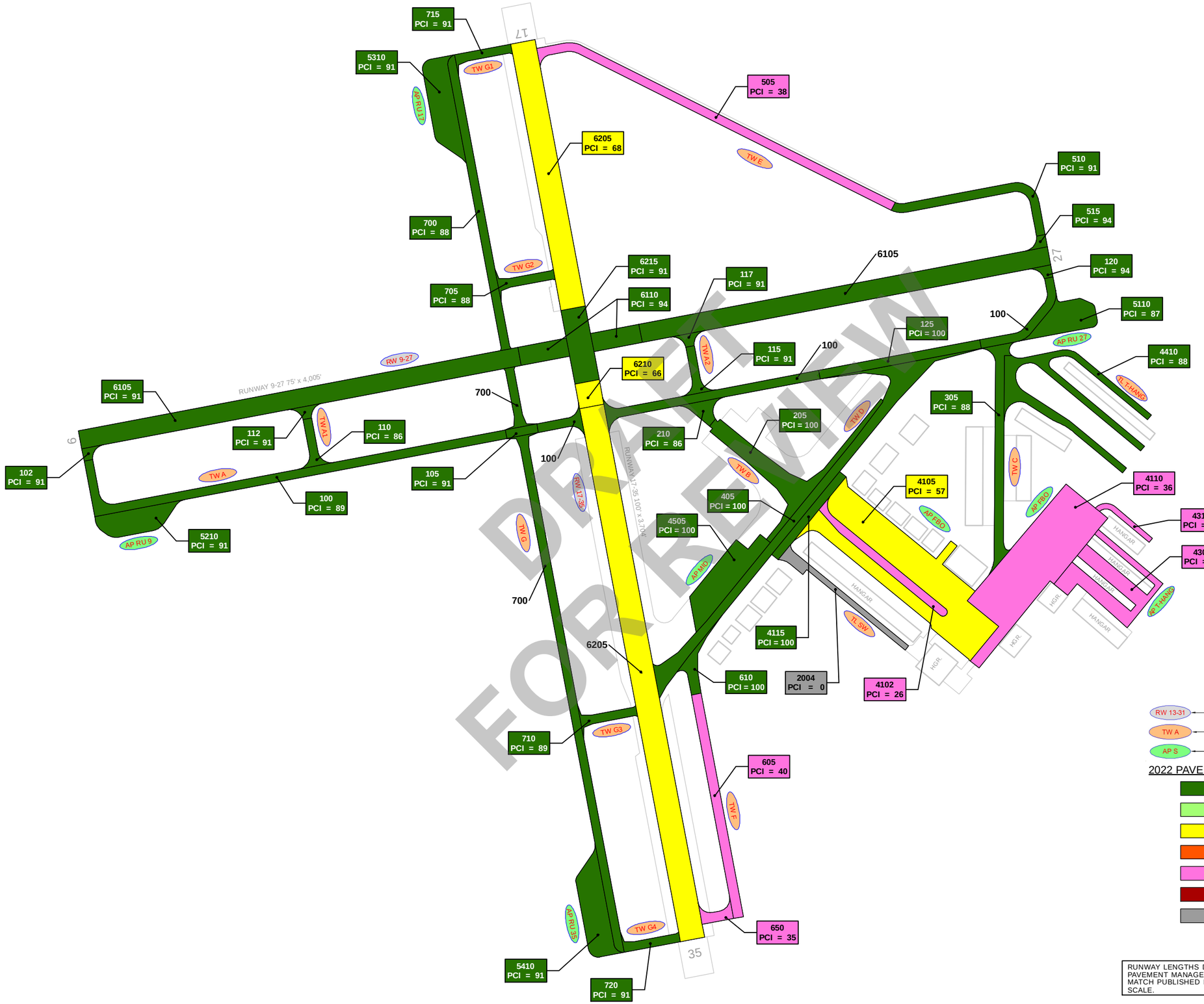
AIRFIELD PAVEMENT ESTIMATED AGE EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022



DRAFT NEW FORECAST

OMN

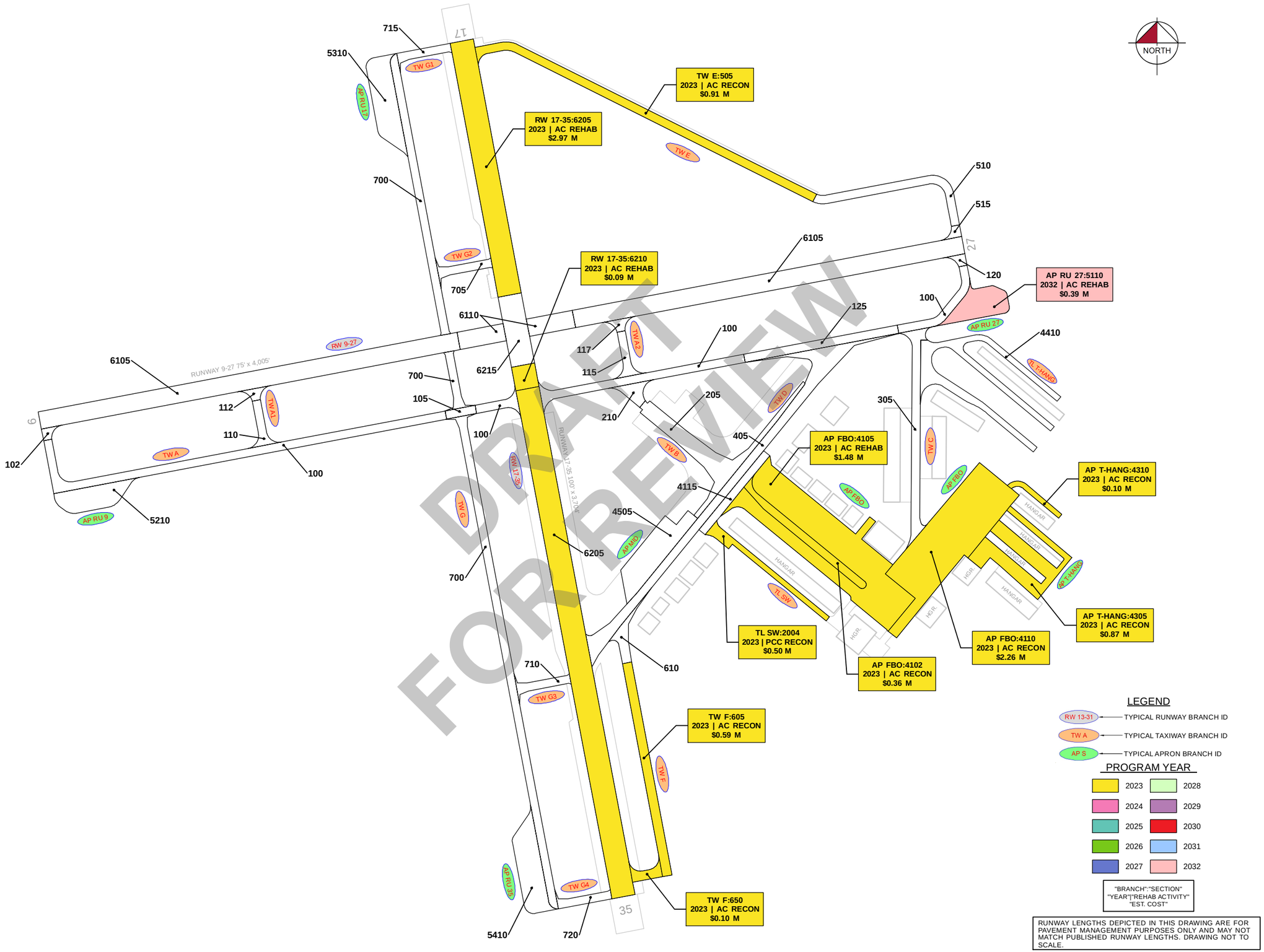
AIRFIELD PAVEMENT CONDITION INDEX EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022



OMN

AIRFIELD PAVEMENT MAJOR REHABILITATION EXHIBIT

Statewide Airfield Pavement Management Program

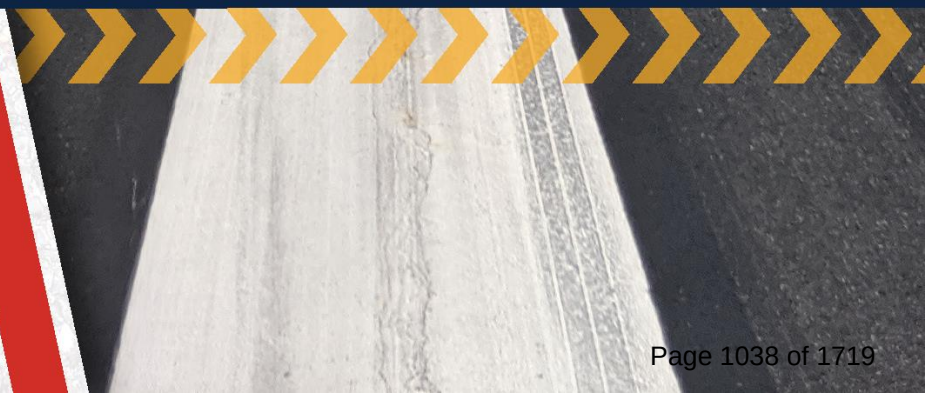
ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

DRAFT FOR REVIEW

Appendix D: Inspection Photograph Documentation



RW 9-27, Section 6105, Sample Unit 118 – Weathering

RW 9-27, Section 6110, Sample Unit 128 – Vicinity

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FOR REVIEW

RW 17-35, Section 6205, Sample Unit 126 – Swelling

RW 17-35, Section 6205, Sample Unit 139 – Longitudinal & Transverse Cracking

PREVIEW

TW A, Section 100, Sample Unit 117 – Vicinity

TW C, Section 305, Sample Unit 106 – Weathering

TW E, Section 505, Sample Unit 107 – Block Cracking

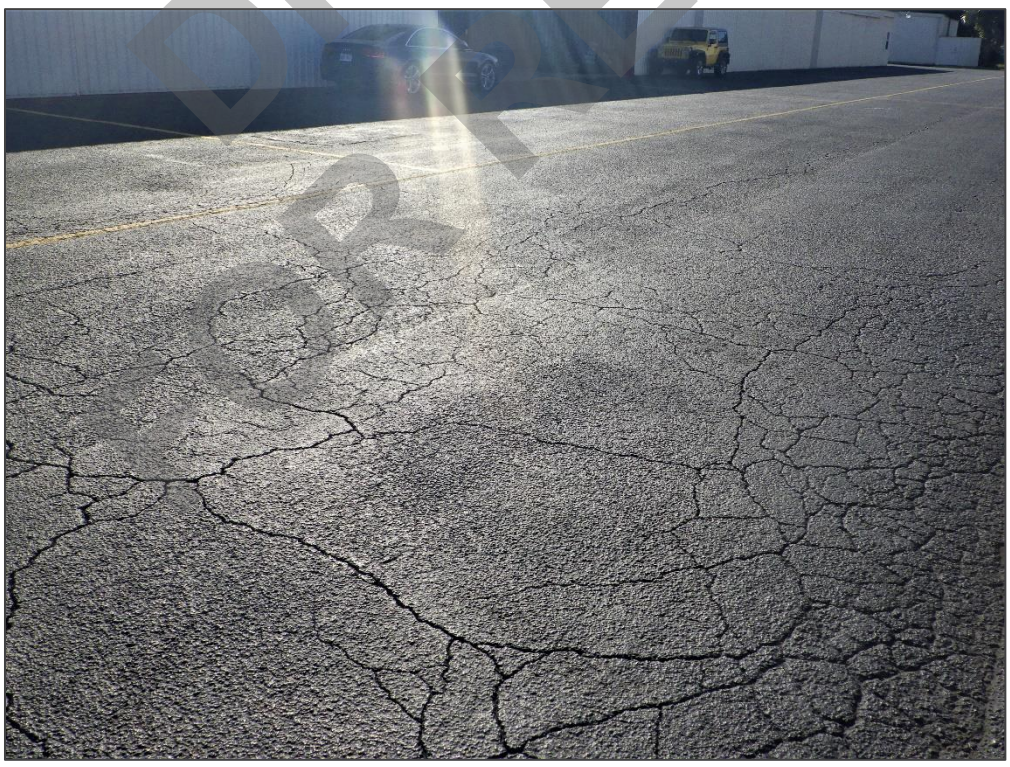
TW F, Section 605, Sample Unit 108 – Longitudinal & Transverse Cracking and Raveling

TW G, Section 700, Sample Unit 115 – Vicinity

TL SW, Section 2004, Sample Unit 602 – Shattered Slab

DRAFT
FOR REVIEW

AP FBO, Section 4110, Sample Unit 111 – Alligator Cracking, Block Cracking, Patching, and Raveling

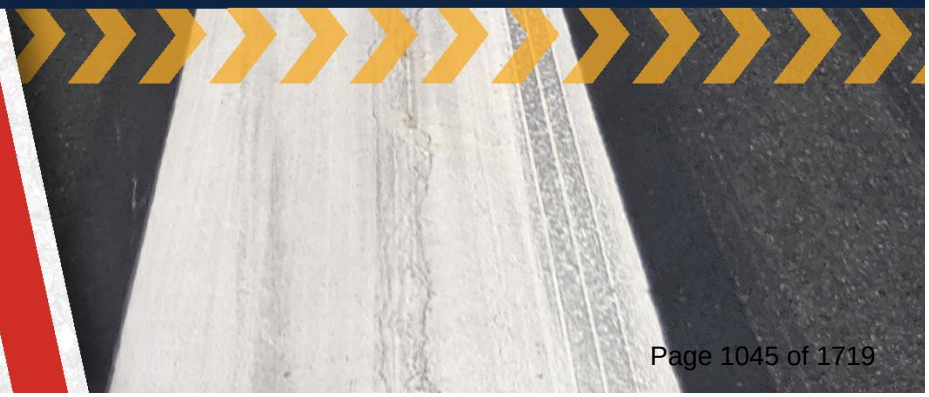


AP T-HANG, Section 4305, Sample Unit 101 – Vicinity

PREVIEW

DRAFT FOR REVIEW

Appendix E: Inspection Distress Details



Re-Inspection Report

FDOT
Generated Date 11/17/2022

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4102 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 22,255 SqFt **Length:** 670 Ft **Width:** 34 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 1

Conditions: **PCI:** 26

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3366.00 SqFt **PCI:** 26

Sample Comments:

43	BLOCK CR	M	3366.00	SqFt
49	OIL SPILLAGE	N	8.00	SqFt
52	RAVELING	L	1500.00	SqFt
52	RAVELING	M	5.00	SqFt
56	SWELLING	L	837.00	SqFt
57	WEATHERING	M	1861.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4105 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 164,592 SqFt **Length:** 835 Ft **Width:** 180 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 39 **Surveyed:** 4

Conditions: **PCI:** 57

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5000.00 SqFt **PCI:** 62

Sample Comments:

48	L & T CR	L	386.00	Ft
48	L & T CR	M	146.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	3500.00	SqFt

Sample Number: 205 **Type:** R **Area:** 5000.00 SqFt **PCI:** 58

Sample Comments:

48	L & T CR	L	180.00	Ft
48	L & T CR	M	300.00	Ft
49	OIL SPILLAGE	N	10.00	SqFt
52	RAVELING	L	5000.00	SqFt

Sample Number: 307 **Type:** R **Area:** 5000.00 SqFt **PCI:** 54

Sample Comments:

48	L & T CR	L	313.00	Ft
48	L & T CR	M	216.00	Ft
49	OIL SPILLAGE	N	16.00	SqFt
50	PATCHING	L	81.00	SqFt
52	RAVELING	L	246.00	SqFt
57	WEATHERING	L	4673.00	SqFt

Sample Number: 403 **Type:** R **Area:** 3000.00 SqFt **PCI:** 51

Sample Comments:

48	L & T CR	L	50.00	Ft
48	L & T CR	M	304.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	1500.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4110 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AAC **Family:** CA653-GA-AP-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 141,436 SqFt **Length:** 600 Ft **Width:** 218 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1979	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1992	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2022	**Work Type:** Surface Treatment - Seal Coat	**Code:** ST-SC	**Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 26 **Surveyed:** 4

Conditions: **PCI:** 36

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5452.00 SqFt **PCI:** 43

Sample Comments:

48	L & T CR	L	243.00	Ft
48	L & T CR	M	298.00	Ft
50	PATCHING	H	250.00	SqFt
52	RAVELING	L	25.00	SqFt
52	RAVELING	M	17.00	SqFt
57	WEATHERING	M	5160.00	SqFt

Sample Number: 111 **Type:** R **Area:** 6024.00 SqFt **PCI:** 18

Sample Comments:

41	ALLIGATOR CR	M	557.00	SqFt
43	BLOCK CR	M	3900.00	SqFt
45	DEPRESSION	L	95.00	SqFt
48	L & T CR	M	158.00	Ft
50	PATCHING	L	447.00	SqFt
50	PATCHING	M	6.00	SqFt
52	RAVELING	L	5570.00	SqFt

Sample Number: 205 **Type:** R **Area:** 5001.00 SqFt **PCI:** 47

Sample Comments:

43	BLOCK CR	M	225.00	SqFt
48	L & T CR	L	80.00	Ft
48	L & T CR	M	197.00	Ft
50	PATCHING	L	67.00	SqFt
50	PATCHING	M	441.00	SqFt
52	RAVELING	M	8.00	SqFt
57	WEATHERING	M	4485.00	SqFt

Sample Number: 209 **Type:** R **Area:** 5001.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	L	2501.00	SqFt
43	BLOCK CR	M	2500.00	SqFt
52	RAVELING	L	5001.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4115 of 4 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 14,790 SqFt **Length:** 435 Ft **Width:** 34 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1984	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 16 **Surveyed:** 5

Conditions: **PCI:** 38 **NOTE: *** Pre-Construction PCI ***

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4500.00 SqFt **PCI:** 43

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	21.00	SqFt
48	L & T CR	L	11.00	Ft
48	L & T CR	M	250.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	11.00	SqFt
56	SWELLING	M	5.00	SqFt

Sample Number: 103 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	L	100.00	SqFt
43	BLOCK CR	M	700.00	SqFt
48	L & T CR	L	16.00	Ft
48	L & T CR	M	440.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	21.00	SqFt
56	SWELLING	M	1.00	SqFt

Sample Number: 107 **Type:** R **Area:** 4500.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	76.00	SqFt
48	L & T CR	L	50.00	Ft
48	L & T CR	M	381.00	Ft
50	PATCHING	L	50.00	SqFt
50	PATCHING	M	74.00	SqFt
52	RAVELING	L	875.00	SqFt
54	SHOVING	H	25.00	SqFt
56	SWELLING	L	47.00	SqFt
57	WEATHERING	L	3501.00	SqFt

Sample Number: 109 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	M	2062.00	SqFt
45	DEPRESSION	L	10.00	SqFt
48	L & T CR	L	33.00	Ft
48	L & T CR	M	218.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	71.00	SqFt
56	SWELLING	M	160.00	SqFt

Sample Number: 113 **Type:** R **Area:** 4500.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	1600.00	SqFt

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48	L & T CR	M	250.00	Ft
50	PATCHING	L	40.00	SqFt
50	PATCHING	M	180.00	SqFt
52	RAVELING	L	4280.00	SqFt
56	SWELLING	L	40.00	SqFt
56	SWELLING	M	18.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 17 **Name:** RUN-UP APRON **Use:** APRON **Area:** 39,883 SqFt

Section: 5310 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 39,883 SqFt **Length:** 385 Ft **Width:** 105 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 8 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 502 **Type:** R **Area:** 5500.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	5225.00	SqFt
57	WEATHERING	M	275.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 27 **Name:** RUN-UP APRON **Use:** APRON **Area:** 27,832 SqFt

Section: 5110 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 27,832 SqFt **Length:** 250 Ft **Width:** 125 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 5 **Surveyed:** 1

Conditions: **PCI:** 87

Inspection Comments:

Sample Number: 501 **Type:** R **Area:** 6221.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	31.00	Ft
57	WEATHERING	L	5910.00	SqFt
57	WEATHERING	M	311.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 35 **Name:** RUN-UP APRON **Use:** APRON **Area:** 40,187 SqFt

Section: 5410 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 40,187 SqFt **Length:** 385 Ft **Width:** 105 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 8 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 505 **Type:** R **Area:** 5500.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	5225.00	SqFt
57	WEATHERING	M	275.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 9 **Name:** RUN-UP APRON **Use:** APRON **Area:** 28,165 SqFt

Section: 5210 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 28,165 SqFt **Length:** 300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 501 **Type:** R **Area:** 5000.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	7.00	Ft
57	WEATHERING	L	5000.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP T-HANG **Name:** T-HANGAR APRON **Use:** APRON **Area:** 60,224 SqFt

Section: 4305 of 2 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 54,292 SqFt **Length:** 342 Ft **Width:** 140 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 10 **Surveyed:** 3

Conditions: **PCI:** 31

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 6917.00 SqFt **PCI:** 16

Sample Comments:

41	ALLIGATOR CR	M	1031.00	SqFt
41	ALLIGATOR CR	H	25.00	SqFt
43	BLOCK CR	M	4231.00	SqFt
45	DEPRESSION	L	33.00	SqFt
45	DEPRESSION	M	53.00	SqFt
50	PATCHING	L	1230.00	SqFt
50	PATCHING	M	400.00	SqFt
57	WEATHERING	M	5287.00	SqFt

Sample Number: 102 **Type:** R **Area:** 6332.00 SqFt **PCI:** 30

Sample Comments:

41	ALLIGATOR CR	L	50.00	SqFt
41	ALLIGATOR CR	M	14.00	SqFt
43	BLOCK CR	M	3132.00	SqFt
45	DEPRESSION	L	130.00	SqFt
48	L & T CR	M	293.00	Ft
50	PATCHING	M	4.00	SqFt
57	WEATHERING	M	6328.00	SqFt

Sample Number: 201 **Type:** R **Area:** 4560.00 SqFt **PCI:** 54

Sample Comments:

43	BLOCK CR	L	222.00	SqFt
45	DEPRESSION	L	4.00	SqFt
48	L & T CR	M	224.00	Ft
50	PATCHING	L	114.00	SqFt
52	RAVELING	M	300.00	SqFt
57	WEATHERING	M	4146.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP T-HANG **Name:** T-HANGAR APRON **Use:** APRON **Area:** 60,224 SqFt

Section: 4310 of 2 **From:** - **To:** - **Last Const.:** 7/31/2008

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 5,932 SqFt **Length:** 285 Ft **Width:** 22 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 7/31/2008 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 30

Inspection Comments:

Sample Number: 115 **Type:** R **Area:** 3256.00 SqFt **PCI:** 30

Sample Comments:

41	ALLIGATOR CR	M	33.00	SqFt
43	BLOCK CR	M	220.00	SqFt
48	L & T CR	L	123.00	Ft
48	L & T CR	M	396.00	Ft
50	PATCHING	L	202.00	SqFt
57	WEATHERING	L	2290.00	SqFt
57	WEATHERING	M	764.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6205 of 3 **From:** - **To:** - **Last Const.:** 1/1/2008

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 329,912 SqFt **Length:** 3,300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1983 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/2008 **Work Type:** Mill and Overlay **Code:** ML-OVL **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 66 **Surveyed:** 14

Conditions: **PCI:** 68

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 5000.00 SqFt **PCI:** 72

Sample Comments:

48	L & T CR	L	43.00	Ft
52	RAVELING	L	1488.00	SqFt
57	WEATHERING	M	3512.00	SqFt

Sample Number: 107 **Type:** R **Area:** 5000.00 SqFt **PCI:** 67

Sample Comments:

48	L & T CR	L	120.00	Ft
48	L & T CR	M	35.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	3500.00	SqFt

Sample Number: 112 **Type:** R **Area:** 5000.00 SqFt **PCI:** 72

Sample Comments:

48	L & T CR	L	187.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	82.00	SqFt
57	WEATHERING	L	4000.00	SqFt

Sample Number: 117 **Type:** R **Area:** 5000.00 SqFt **PCI:** 71

Sample Comments:

48	L & T CR	L	129.00	Ft
52	RAVELING	L	1000.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 119 **Type:** R **Area:** 5000.00 SqFt **PCI:** 68

Sample Comments:

48	L & T CR	L	101.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	46.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 126 **Type:** R **Area:** 5000.00 SqFt **PCI:** 61

Sample Comments:

48	L & T CR	L	131.00	Ft
48	L & T CR	M	25.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	275.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 131 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	77.00	Ft

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52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	38.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 135 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	269.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	33.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 139 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	136.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	24.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 142 **Type:** R **Area:** 5000.00 SqFt **PCI:** 68

Sample Comments:

48	L & T CR	L	116.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	53.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 153 **Type:** R **Area:** 5000.00 SqFt **PCI:** 67

Sample Comments:

48	L & T CR	L	46.00	Ft
52	RAVELING	L	1440.00	SqFt
56	SWELLING	L	250.00	SqFt
57	WEATHERING	M	3560.00	SqFt

Sample Number: 159 **Type:** R **Area:** 5000.00 SqFt **PCI:** 66

Sample Comments:

48	L & T CR	L	92.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	450.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 165 **Type:** R **Area:** 5000.00 SqFt **PCI:** 63

Sample Comments:

48	L & T CR	L	83.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	843.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 171 **Type:** R **Area:** 5000.00 SqFt **PCI:** 65

Sample Comments:

48	L & T CR	L	67.00	Ft
52	RAVELING	L	2400.00	SqFt
56	SWELLING	L	338.00	SqFt
57	WEATHERING	M	2600.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6210 of 3 **From:** - **To:** - **Last Const.:** 1/1/2008

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 10,188 SqFt **Length:** 100 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1973	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2008	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 66

Inspection Comments:

Sample Number: 145 **Type:** R **Area:** 5187.00 SqFt **PCI:** 66

Sample Comments:

48	L & T CR	L	104.00	Ft
52	RAVELING	L	1037.00	SqFt
56	SWELLING	L	413.00	SqFt
57	WEATHERING	M	4150.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6215 of 3 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 30,400 SqFt **Length:** 300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1973	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2008	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True
Work Date: 7/1/2019	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 2

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 146 **Type:** R **Area:** 4812.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	4812.00	SqFt

Sample Number: 148 **Type:** R **Area:** 5000.00 SqFt **PCI:** 89

Sample Comments:

48	L & T CR	L	72.00	Ft
57	WEATHERING	L	5000.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 9-27 **Name:** RUNWAY 9-27 **Use:** RUNWAY **Area:** 292,949 SqFt

Section: 6105 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-RW-AC **Zone:** **Category:** **Rank:** P

Area: 262,949 SqFt **Length:** 3,506 Ft **Width:** 75 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1977 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 47 **Surveyed:** 11

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57 WEATHERING L 5625.00 SqFt

Sample Number: 106 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57 WEATHERING L 5625.00 SqFt

Sample Number: 110 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48 L & T CR L 22.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 114 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

48 L & T CR L 2.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 118 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48 L & T CR L 43.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 122 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48 L & T CR L 36.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 132 **Type:** R **Area:** 5625.00 SqFt **PCI:** 91

Sample Comments:

48 L & T CR L 15.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 136 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

48 L & T CR L 3.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 140 **Type:** R **Area:** 5625.00 SqFt **PCI:** 89

Sample Comments:

48 L & T CR L 57.00 Ft
57 WEATHERING L 5625.00 SqFt

Sample Number: 144 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

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48	L & T CR	L	2.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 148 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 9-27 **Name:** RUNWAY 9-27 **Use:** RUNWAY **Area:** 292,949 SqFt

Section: 6110 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-RW-AC **Zone:** **Category:** **Rank:** P

Area: 30,000 SqFt **Length:** 400 Ft **Width:** 75 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 7/1/2019	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 2

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 125 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

Sample Number: 128 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TL SW **Name:** SOUTHWEST TAXILANE **Use:** TAXILANE **Area:** 17,255 SqFt

Section: 2004 of 1 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: PCC **Family:** CA653-GA-RW-TW-PCC **Zone:** **Category:** **Rank:** P

Area: 17,255 SqFt **Length:** 640 Ft **Width:** 22 Ft

Slabs: 39 **Slab Length:** 22 Ft **Slab Width:** 20 Ft **Joint Length:** 682 Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 3 **Surveyed:** 1

Conditions: **PCI:** 0

Inspection Comments:

Sample Number: 602 **Type:** R **Area:** 13.00 Slabs **PCI:** 0

Sample Comments:

65	JT SEAL DMG	H	13.00	Slabs
72	SHAT. SLAB	L	1.00	Slabs
72	SHAT. SLAB	M	7.00	Slabs
72	SHAT. SLAB	H	5.00	Slabs

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TL T-HANG **Name:** T-HANGAR TAXILANE **Use:** TAXILANE **Area:** 57,362 SqFt

Section: 4410 of 1 **From:** - **To:** - **Last Const.:** 1/1/2005

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 57,362 SqFt **Length:** 1,635 Ft **Width:** 25 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2005 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 11 **Surveyed:** 2

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 4941.00 SqFt **PCI:** 88

Sample Comments:

48	L & T CR	L	89.00	Ft
57	WEATHERING	L	4941.00	SqFt

Sample Number: 303 **Type:** R **Area:** 5000.00 SqFt **PCI:** 88

Sample Comments:

45	DEPRESSION	L	4.00	SqFt
48	L & T CR	L	86.00	Ft
57	WEATHERING	L	5000.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 100 of 5 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 123,174 SqFt **Length:** 3,419 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 33 **Surveyed:** 5

Conditions: **PCI:** 89

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3939.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	22.00	Ft
57	WEATHERING	L	3939.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	25.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 117 **Type:** R **Area:** 3500.00 SqFt **PCI:** 89

Sample Comments:

48	L & T CR	L	40.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 127 **Type:** R **Area:** 3500.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	15.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 137 **Type:** R **Area:** 4690.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	24.00	Ft
57	WEATHERING	L	3325.00	SqFt
57	WEATHERING	M	175.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 102 of 5 **From:** - **To:** - **Last Const.:** 1/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,434 SqFt **Length:** 51 Ft **Width:** 48 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 99 **Type:** R **Area:** 2434.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2312.00	SqFt
57	WEATHERING	M	122.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 105 of 5 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AAC **Family:** CA653-GA-TW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 4,550 SqFt **Length:** 130 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2016 **Work Type:** Mill and Overlay **Code:** ML-OVL **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 119 **Type:** R **Area:** 4550.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	4322.00	SqFt
57	WEATHERING	M	228.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 120 of 5 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,519 SqFt **Length:** 50 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 140 **Type:** R **Area:** 2520.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	2520.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 125 of 5 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 23,310 SqFt **Length:** 666 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 5/1/2022 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 41 **Surveyed:** 5

Conditions: **PCI:** 93 **NOTE: *** Pre-Construction PCI ***

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3939.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	18.00	Ft
57	WEATHERING	L	3939.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 117 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 127 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 138 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A1 **Name:** TAXIWAY A1 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 110 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,089 SqFt **Length:** 194 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 86

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 4588.00 SqFt **PCI:** 86

Sample Comments:

45	DEPRESSION	L	39.00	SqFt
57	WEATHERING	L	4359.00	SqFt
57	WEATHERING	M	229.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A1 **Name:** TAXIWAY A1 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 112 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 3,083 SqFt **Length:** 51 Ft **Width:** 60 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 3083.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2929.00	SqFt
57	WEATHERING	M	154.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A2 **Name:** TAXIWAY A2 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 115 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,054 SqFt **Length:** 193 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3500.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	8.00	Ft
57	WEATHERING	L	3500.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A2 **Name:** TAXIWAY A2 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 117 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 3,118 SqFt **Length:** 52 Ft **Width:** 60 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 3118.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2962.00	SqFt
57	WEATHERING	M	156.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW B **Name:** TAXIWAY B **Use:** TAXIWAY **Area:** 59,024 SqFt

Section: 205 of 2 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 51,318 SqFt **Length:** 490 Ft **Width:** 65 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 5 **Surveyed:** 2

Conditions: **PCI:** 37 **NOTE: *** Pre-Construction PCI *****

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 5323.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	M	5057.00	SqFt
45	DEPRESSION	L	12.00	SqFt
52	RAVELING	L	5323.00	SqFt
56	SWELLING	L	275.00	SqFt

Sample Number: 105 **Type:** R **Area:** 4000.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	M	4000.00	SqFt
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	350.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW B **Name:** TAXIWAY B **Use:** TAXIWAY **Area:** 59,024 SqFt

Section: 210 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 7,706 SqFt **Length:** 107 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2013	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 86

Inspection Comments:

Sample Number: 106 **Type:** R **Area:** 4380.00 SqFt **PCI:** 86

Sample Comments:

48	L & T CR	L	47.00	Ft
57	WEATHERING	L	4161.00	SqFt
57	WEATHERING	M	219.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW C **Name:** TAXIWAY C **Use:** TAXIWAY **Area:** 35,387 SqFt

Section: 305 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 35,387 SqFt **Length:** 885 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1990	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/2/1990	**Work Type:** Overlay - AC Structural	**Code:** OL-AS	**Is Major M&R:** True
Work Date: 1/1/2013	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 9 **Surveyed:** 2

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 3593.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	3.00	Ft
57	WEATHERING	L	3234.00	SqFt
57	WEATHERING	M	359.00	SqFt

Sample Number: 106 **Type:** R **Area:** 3667.00 SqFt **PCI:** 89

Sample Comments:

57	WEATHERING	L	3300.00	SqFt
57	WEATHERING	M	367.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW D **Name:** TAXIWAY D **Use:** TAXIWAY **Area:** 81,876 SqFt

Section: 405 of 1 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 81,876 SqFt **Length:** 1,722 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1984	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 16 **Surveyed:** 5

Conditions: **PCI:** 38 **NOTE: *** Pre-Construction PCI *****

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4500.00 SqFt **PCI:** 43

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	21.00	SqFt
48	L & T CR	L	11.00	Ft
48	L & T CR	M	250.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	11.00	SqFt
56	SWELLING	M	5.00	SqFt

Sample Number: 103 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	L	100.00	SqFt
43	BLOCK CR	M	700.00	SqFt
48	L & T CR	L	16.00	Ft
48	L & T CR	M	440.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	21.00	SqFt
56	SWELLING	M	1.00	SqFt

Sample Number: 107 **Type:** R **Area:** 4500.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	76.00	SqFt
48	L & T CR	L	50.00	Ft
48	L & T CR	M	381.00	Ft
50	PATCHING	L	50.00	SqFt
50	PATCHING	M	74.00	SqFt
52	RAVELING	L	875.00	SqFt
54	SHOVING	H	25.00	SqFt
56	SWELLING	L	47.00	SqFt
57	WEATHERING	L	3501.00	SqFt

Sample Number: 109 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	M	2062.00	SqFt
45	DEPRESSION	L	10.00	SqFt
48	L & T CR	L	33.00	Ft
48	L & T CR	M	218.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	71.00	SqFt
56	SWELLING	M	160.00	SqFt

Sample Number: 113 **Type:** R **Area:** 4500.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	1600.00	SqFt

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48	L & T CR	M	250.00	Ft
50	PATCHING	L	40.00	SqFt
50	PATCHING	M	180.00	SqFt
52	RAVELING	L	4280.00	SqFt
56	SWELLING	L	40.00	SqFt
56	SWELLING	M	18.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 505 of 3 **From:** - **To:** - **Last Const.:** 1/1/1990

Surface: AAC **Family:** CA653-GA-TW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 56,507 SqFt **Length:** 2,060 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1990 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 16 **Surveyed:** 3

Conditions: **PCI:** 38

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3459.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	M	3459.00	SqFt
52	RAVELING	L	3459.00	SqFt
56	SWELLING	L	18.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3501.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	M	3501.00	SqFt
52	RAVELING	L	3501.00	SqFt
56	SWELLING	L	12.00	SqFt

Sample Number: 111 **Type:** R **Area:** 3501.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	3459.00	SqFt
50	PATCHING	L	42.00	SqFt
52	RAVELING	L	3459.00	SqFt
56	SWELLING	L	47.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 510 of 3 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 26,455 SqFt **Length:** 745 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 7 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 120 **Type:** R **Area:** 3500.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	7.00	Ft
57	WEATHERING	L	3500.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 515 of 3 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,399 SqFt **Length:** 50 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 123 **Type:** R **Area:** 2399.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	2399.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 605 of 3 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 36,880 SqFt **Length:** 922 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 9 **Surveyed:** 2

Conditions: **PCI:** 40

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 4000.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	3000.00	SqFt
48	L & T CR	M	188.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	50.00	SqFt

Sample Number: 108 **Type:** R **Area:** 4000.00 SqFt **PCI:** 44

Sample Comments:

43	BLOCK CR	M	288.00	SqFt
48	L & T CR	L	56.00	Ft
48	L & T CR	M	419.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	22.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 610 of 3 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 9,548 SqFt **Length:** 117 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 5/1/2022 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 10 **Surveyed:** 2

Conditions: **PCI:** 46 **NOTE: *** Pre-Construction PCI ***

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 4000.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	L	1625.00	SqFt
43	BLOCK CR	M	1625.00	SqFt
48	L & T CR	L	30.00	Ft
48	L & T CR	M	30.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	75.00	SqFt

Sample Number: 108 **Type:** R **Area:** 4000.00 SqFt **PCI:** 55

Sample Comments:

43	BLOCK CR	L	230.00	SqFt
48	L & T CR	L	207.00	Ft
48	L & T CR	M	188.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	20.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 650 of 3 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 6,273 SqFt **Length:** 130 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 35

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 6273.00 SqFt **PCI:** 35

Sample Comments:

43	BLOCK CR	L	678.00	SqFt
43	BLOCK CR	M	2334.00	SqFt
48	L & T CR	M	70.00	Ft
50	PATCHING	L	1753.00	SqFt
52	RAVELING	L	4520.00	SqFt
56	SWELLING	L	103.00	SqFt
56	SWELLING	M	36.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G **Name:** TAXIWAY G **Use:** TAXIWAY **Area:** 126,774 SqFt

Section: 700 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 126,774 SqFt **Length:** 3,580 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 35 **Surveyed:** 4

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 115 **Type:** R **Area:** 5139.00 SqFt **PCI:** 81

Sample Comments:

45	DEPRESSION	L	60.00	SqFt
48	L & T CR	L	11.00	Ft
57	WEATHERING	L	4882.00	SqFt
57	WEATHERING	M	257.00	SqFt

Sample Number: 120 **Type:** R **Area:** 3500.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	15.00	Ft
57	WEATHERING	L	3325.00	SqFt
57	WEATHERING	M	175.00	SqFt

Sample Number: 134 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G1 **Name:** TAXIWAY G1 **Use:** TAXIWAY **Area:** 8,543 SqFt

Section: 715 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,543 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4481.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	4257.00	SqFt
57	WEATHERING	M	224.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G2 **Name:** TAXIWAY G2 **Use:** TAXIWAY **Area:** 8,946 SqFt

Section: 705 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,946 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 200 **Type:** R **Area:** 4078.00 SqFt **PCI:** 88

Sample Comments:

48	L & T CR	L	2.00	Ft
57	WEATHERING	L	3874.00	SqFt
57	WEATHERING	M	204.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G3 **Name:** TAXIWAY G3 **Use:** TAXIWAY **Area:** 8,941 SqFt

Section: 710 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,941 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 89

Inspection Comments:

Sample Number: 300 **Type:** R **Area:** 4864.00 SqFt **PCI:** 89

Sample Comments:

57	WEATHERING	L	4378.00	SqFt
57	WEATHERING	M	486.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G4 **Name:** TAXIWAY G4 **Use:** TAXIWAY **Area:** 8,529 SqFt

Section: 720 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,529 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 138 **Type:** R **Area:** 4049.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	3847.00	SqFt
57	WEATHERING	M	202.00	SqFt

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FLORIDA DEPARTMENT OF TRANSPORTATION | **AVIATION OFFICE**

FDOT AVIATION

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.G

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-141
Strategic Goal:	Airport Capital Improvements		
Department:	Economic Development - Airport		
Subject:	FDOT Grant - Taxiway Bravo Apron & Ramp Rehab Project (Design)		
Summary:	This is the second of three agenda items related to the design phase of the Taxiway Bravo Apron and Ramp Rehabilitation Project at the Ormond Beach Municipal Airport. A separate item requests approval to execute a grant agreement between the City and the Federal Aviation Administration (FAA) that will provide 90% of the funding for the design phase of the rehabilitation project. This item provides additional funding through a grant agreement with FDOT covering 80% of the remaining cost, and lastly, a work authorization is presented for approval. This project will produce the necessary design and permitting documents required to rehabilitate pavement areas of the Taxiway Bravo apron and ramp area as illustrated in the attached map. The project was identified in the latest Statewide Airfield Pavement Management Program report. This report describes the Taxiway Bravo apron and ramp area as exhibiting aged pavement with large amounts of medium cracking, depressions, patching, and raveling, and recommended major rehabilitation. This project is part of the near-term capital improvement plan for the airport included in the Airport Master Plan Update approved by the City Commission in 2015, and was included in the City's approved Capital Improvement Program.		
Financial Impact:	The total cost of this design project is expected to be $166,667. The City has secured grant funding that will cover the majority of this expense. A separate item is for the approval of an FAA grant which will fund 90% of the total project ($150,000); this item presents an FDOT grant agreement providing funding of 80% ($13,333) of the remaining non-federal share. The total obligation from the Airport Fund will be $3,334. This project is included in the City's FY 2023-2024 budget.		

Citizen Impact:	This design project pertains specifically to current and planned airport operations. The improved pavement conditions will ultimately serve as an operational safety enhancement for the flying public.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends authorization to execute the grant agreement between the City and FDOT to provide funding for the design phase of the project to rehabilitate the Taxiway Bravo Apron and Ramp Area.
Staff Contact:	Steven Lichliter, Airport Manager, (386) 615-7019
Attachments:	1. 24-141 FDOT PTGA TWBravo & Ramp Rehab (P24-0099G) 2. FDOT Grant Agreement 3. Project Sketch 4. FDOT Pavement Management Report
Approval:	Kelly McGuire, Finance Director 8/22/2024 Shawn Finley, Assistant City Manager 8/23/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-141

A RESOLUTION AUTHORIZING THE EXECUTION OF A PUBLIC TRANSPORTATION GRANT AGREEMENT BETWEEN THE CITY AND THE FLORIDA DEPARTMENT OF TRANSPORTATION REGARDING FUNDING FOR TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF ALL DOCUMENTS NECESSARY AND INCIDENTAL THERETO FOR THE CITY TO ACCEPT THE GRANT AWARD; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, the City Commission desires to enter into a Public Transportation Grant Agreement with the Florida Department of Transportation ("FDOT") for the design of the Taxiway Bravo apron and ramp rehabilitation at the Ormond Beach Municipal Airport (the "Project"), and

WHEREAS, the total cost of the Project is $166,667.00, and

WHEREAS, the Federal Aviation Administration will provide grant funds in the amount of $150,000.00, and

WHEREAS, the Florida Department of Transportation ("FDOT") has issued a Public Transportation Grant Agreement ("PTGA") to provide grant funding in the amount of $13,333.00, and

WHEREAS, the City Manager has certified that funds in the amount of $3,334.00 for the City's matching funds are available in the Airport Fund (108) and are not 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 Mayor and the City Manager are hereby authorized and directed to execute a Public Transportation Grant Agreement between the City and the Florida Department of Transportation regarding funding for the design of the Taxiway Bravo apron and ramp rehabilitation at the Ormond Beach Municipal Airport. A copy of said Public Transportation Grant Agreement is attached hereto and incorporated herein by reference.

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

APPROVED AND AUTHENTICATED, this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

PUBLIC TRANSPORTATION GRANT AGREEMENT

Form 725-000-01
STRATEGIC DEVELOPMENT
OGC 07/22

Financial Project Number(s): (item-segment-phase-sequence)		Fund(s):	DDR	FLAIR Category:	088719
452060-1-94-01		Work Activity Code/Function:	215	Object Code:	740100
		Federal Number/Federal Award		Org. Code:	55052000531
		Identification Number (FAIN) – Transit only:	N/A	Vendor Number:	VF596000398020
Contract Number:		Federal Award Date:	N/A		
CFDA Number:	N/A	Agency SAM/UEI Number:			
CFDA Title:	N/A				
CSFA Number:	N/A				
CSFA Title:	N/A				

THIS PUBLIC TRANSPORTATION GRANT AGREEMENT ("Agreement") is entered into _____, by and between the State of Florida, Department of Transportation, ("Department"), and City of Ormond Beach, ("Agency"). The Department and the Agency are sometimes referred to in this Agreement as a "Party" and collectively as the "Parties."

NOW, THEREFORE, in consideration of the mutual benefits to be derived from joint participation on the Project, the Parties agree to the following:

1. **Authority.** The Agency, by Resolution or other form of official authorization, a copy of which is attached as **Exhibit "D", Agency Resolution** and made a part of this Agreement, has authorized its officers to execute this Agreement on its behalf. The Department has the authority pursuant to Section(s) 332.007, Florida Statutes, to enter into this Agreement.

2. **Purpose of Agreement.** The purpose of this Agreement is to provide for the Department's participation in Taxiway Bravo Apron and Ramp Rehabilitation Design at Ormond Beach Municipal Airport., as further described in **Exhibit "A", Project Description and Responsibilities**, attached and incorporated into this Agreement ("Project"), to provide Department financial assistance to the Agency, state the terms and conditions upon which Department funds will be provided, and to set forth the manner in which the Project will be undertaken and completed.

3. **Program Area.** For identification purposes only, this Agreement is implemented as part of the Department program area selected below (select all programs that apply):

   _ **Aviation**
   _ **Seaports**
   _ **Transit**
   _ **Intermodal**
   _ **Rail Crossing Closure**
   X **Match to Direct Federal Funding** (Aviation or Transit)
   (Note: Section 15 and Exhibit G do not apply to federally matched funding)
   _ **Other**

4. **Exhibits.** The following Exhibits are attached and incorporated into this Agreement:

   X Exhibit A: Project Description and Responsibilities
   X Exhibit B: Schedule of Financial Assistance
   _ *Exhibit B1: Deferred Reimbursement Financial Provisions
   _ *Exhibit B2: Advance Payment Financial Provisions
   _ *Exhibit B3: Alternative Advanced Pay (Transit Bus Program)
   _ *Exhibit C: Terms and Conditions of Construction
   X Exhibit D: Agency Resolution
   X Exhibit E: Program Specific Terms and Conditions
   X Exhibit F: Contract Payment Requirements
   _ *Exhibit G: Audit Requirements for Awards of State Financial Assistance

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__ *Exhibit H: Audit Requirements for Awards of Federal Financial Assistance
__ *Exhibit I: Certification of Disbursement of Payment to Vehicle and/or Equipment Vendor
__ *Additional Exhibit(s):

*Indicates that the Exhibit is only attached and incorporated if applicable box is selected.

5. Time. Unless specified otherwise, all references to "days" within this Agreement refer to calendar days.

6. Term of Agreement. This Agreement shall commence upon full execution by both Parties ("Effective Date") and continue through June 1, 2028. If the Agency does not complete the Project within this time period, this Agreement will expire unless an extension of the time period is requested by the Agency and granted in writing by the Department prior to the expiration of this Agreement. Expiration of this Agreement will be considered termination of the Project. The cost of any work performed prior to the Effective Date or after the expiration date of this Agreement will not be reimbursed by the Department.

a. __ If this box is checked the following provision applies:

Unless terminated earlier, work on the Project shall commence no later than the __ day of __, or within __ days of the issuance of the Notice to Proceed for the construction phase of the Project (if the Project involves construction), whichever date is earlier. The Department shall have the option to immediately terminate this Agreement should the Agency fail to meet the above-required dates.

7. Amendments, Extensions, and Assignment. This Agreement may be amended or extended upon mutual written agreement of the Parties. This Agreement shall not be renewed. This Agreement shall not be assigned, transferred, or otherwise encumbered by the Agency under any circumstances without the prior written consent of the Department.

8. Termination or Suspension of Project. The Department may, by written notice to the Agency, suspend any or all of the Department's obligations under this Agreement for the Agency's failure to comply with applicable law or the terms of this Agreement until such time as the event or condition resulting in such suspension has ceased or been corrected.

a. Notwithstanding any other provision of this Agreement, if the Department intends to terminate the Agreement, the Department shall notify the Agency of such termination in writing at least thirty (30) days prior to the termination of the Agreement, with instructions to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.

b. The Parties to this Agreement may terminate this Agreement when its continuation would not produce beneficial results commensurate with the further expenditure of funds. In this event, the Parties shall agree upon the termination conditions.

c. If the Agreement is terminated before performance is completed, the Agency shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed the equivalent percentage of the Department's maximum financial assistance. If any portion of the Project is located on the Department's right-of-way, then all work in progress on the Department right-of-way will become the property of the Department and will be turned over promptly by the Agency.

d. In the event the Agency fails to perform or honor the requirements and provisions of this Agreement, the Agency shall promptly refund in full to the Department within thirty (30) days of the termination of the Agreement any funds that were determined by the Department to have been expended in violation of the Agreement.

e. The Department reserves the right to unilaterally cancel this Agreement for failure by the Agency to comply with the Public Records provisions of Chapter 119, Florida Statutes.

9. Project Cost:

a. The estimated total cost of the Project is $166,667. This amount is based upon **Exhibit "B", Schedule of Financial Assistance**. The timeline for deliverables and distribution of estimated amounts between deliverables within a grant phase, as outlined in **Exhibit "B", Schedule of Financial Assistance**, may be modified by mutual written agreement of the Parties and does not require execution of an **Amendment to the Public Transportation Grant Agreement**. The timeline for deliverables and distribution of estimated amounts between grant phases requires an amendment executed by both Parties in the same form as this Agreement.

b. The Department agrees to participate in the Project cost up to the maximum amount of $13,333 and, the Department's participation in the Project shall not exceed 8.00% of the total eligible cost of the Project, and as more fully described in **Exhibit "B'', Schedule of Financial Assistance**. The Agency agrees to bear all expenses in excess of the amount of the Department's participation and any cost overruns or deficits involved.

10. Compensation and Payment:

a. Eligible Cost. The Department shall reimburse the Agency for allowable costs incurred as described in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**.

b. Deliverables. The Agency shall provide quantifiable, measurable, and verifiable units of deliverables. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion. The Project and the quantifiable, measurable, and verifiable units of deliverables are described more fully in **Exhibit "A", Project Description and Responsibilities**. Modifications to the deliverables in **Exhibit "A", Project Description and Responsibilities** requires a formal written amendment.

c. Invoicing. Invoices shall be submitted no more often than monthly by the Agency in detail sufficient for a proper pre-audit and post-audit, based on the quantifiable, measurable, and verifiable deliverables as established in **Exhibit "A", Project Description and Responsibilities**. Deliverables and costs incurred must be received and approved by the Department prior to reimbursement. Requests for reimbursement by the Agency shall include an invoice, progress report, and supporting documentation for the deliverables being billed that are acceptable to the Department. The Agency shall use the format for the invoice and progress report that is approved by the Department.

d. Supporting Documentation. Supporting documentation must establish that the deliverables were received and accepted in writing by the Agency and must also establish that the required minimum standards or level of service to be performed based on the criteria for evaluating successful completion as specified in **Exhibit "A", Project Description and Responsibilities** has been met. All costs invoiced shall be supported by properly executed payrolls, time records, invoices, contracts, or vouchers evidencing in proper detail the nature and propriety of charges as described in **Exhibit "F", Contract Payment Requirements**.

e. Travel Expenses. The selected provision below is controlling regarding travel expenses:

X Travel expenses are NOT eligible for reimbursement under this Agreement.

__ Travel expenses ARE eligible for reimbursement under this Agreement. Bills for travel expenses specifically authorized in this Agreement shall be submitted on the Department's Contractor Travel Form No. 300-000-06 and will be paid in accordance with Section 112.061,

Florida Statutes, and the most current version of the Department's Disbursement Handbook for Employees and Managers.

f. Financial Consequences. Payment shall be made only after receipt and approval of deliverables and costs incurred unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes, or the Department's Comptroller under Section 334.044(29), Florida Statutes. If the Department determines that the performance of the Agency is unsatisfactory, the Department shall notify the Agency of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Agency shall, within thirty (30) days after notice from the Department, provide the Department with a corrective action plan describing how the Agency will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Agency will not be reimbursed. If the deficiency is subsequently resolved, the Agency may bill the Department for the amount that was previously not reimbursed during the next billing period. If the Agency is unable to resolve the deficiency, the funds shall be forfeited at the end of the Agreement's term.

g. Invoice Processing. An Agency receiving financial assistance from the Department should be aware of the following time frames. Inspection or verification and approval of deliverables shall take no longer than 20 days from the Department's receipt of the invoice. The Department has 20 days to deliver a request for payment (voucher) to the Department of Financial Services. The 20 days are measured from the latter of the date the invoice is received or the deliverables are received, inspected or verified, and approved.

If a payment is not available within 40 days, a separate interest penalty at a rate as established pursuant to Section 55.03(1), Florida Statutes, will be due and payable, in addition to the invoice amount, to the Agency. Interest penalties of less than one (1) dollar will not be enforced unless the Agency requests payment. Invoices that have to be returned to an Agency because of Agency preparation errors will result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.

A Vendor Ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for Agency who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.

h. Records Retention. The Agency shall maintain an accounting system or separate accounts to ensure funds and projects are tracked separately. Records of costs incurred under the terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for five years after final payment is made. Copies of these records shall be furnished to the Department upon request. Records of costs incurred include the Agency's general accounting records and the Project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the Project, and all other records of the Contractor and subcontractors considered necessary by the Department for a proper audit of costs.

i. Progress Reports. Upon request, the Agency agrees to provide progress reports to the Department in the standard format used by the Department and at intervals established by the Department. The Department will be entitled at all times to be advised, at its request, as to the status of the Project and of details thereof.

j. Submission of Other Documents. The Agency shall submit to the Department such data, reports, records, contracts, and other documents relating to the Project as the Department

may require as listed in **Exhibit "E", Program Specific Terms and Conditions** attached to and incorporated into this Agreement.

k. Offsets for Claims. If, after Project completion, any claim is made by the Department resulting from an audit or for work or services performed pursuant to this Agreement, the Department may offset such amount from payments due for work or services done under any agreement that it has with the Agency owing such amount if, upon written demand, payment of the amount is not made within 60 days to the Department. Offsetting any amount pursuant to this paragraph shall not be considered a breach of contract by the Department.

l. Final Invoice. The Agency must submit the final invoice on the Project to the Department within 120 days after the completion of the Project. Invoices submitted after the 120-day time period may not be paid.

m. Department's Performance and Payment Contingent Upon Annual Appropriation by the Legislature. The Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature. If the Department's funding for this Project is in multiple fiscal years, a notice of availability of funds from the Department's project manager must be received prior to costs being incurred by the Agency. See **Exhibit "B", Schedule of Financial Assistance** for funding levels by fiscal year. Project costs utilizing any fiscal year funds are not eligible for reimbursement if incurred prior to funds approval being received. The Department will notify the Agency, in writing, when funds are available.

n. Limits on Contracts Exceeding $25,000 and Term more than 1 Year. In the event this Agreement is in excess of $25,000 and has a term for a period of more than one year, the provisions of Section 339.135(6)(a), Florida Statutes, are hereby incorporated:

> "The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding 1 year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years; and this paragraph shall be incorporated verbatim in all contracts of the Department which are for an amount in excess of $25,000 and which have a term for a period of more than 1 year."

o. Agency Obligation to Refund Department. Any Project funds made available by the Department pursuant to this Agreement that are determined by the Department to have been expended by the Agency in violation of this Agreement or any other applicable law or regulation shall be promptly refunded in full to the Department. Acceptance by the Department of any documentation or certifications, mandatory or otherwise permitted, that the Agency files shall not constitute a waiver of the Department's rights as the funding agency to verify all information at a later date by audit or investigation.

p. Non-Eligible Costs. In determining the amount of the payment, the Department will exclude all Project costs incurred by the Agency prior to the execution of this Agreement, costs incurred after the expiration of the Agreement, costs that are not provided for in **Exhibit "A"**, **Project Description and Responsibilities**, and as set forth in **Exhibit "B", Schedule of Financial Assistance**, costs agreed to be borne by the Agency or its contractors and subcontractors for

not meeting the Project commencement and final invoice time lines, and costs attributable to goods or services received under a contract or other arrangement that has not been approved in writing by the Department. Specific unallowable costs may be listed in **Exhibit "A"**, **Project Description and Responsibilities.**

11. **General Requirements.** The Agency shall complete the Project with all practical dispatch in a sound, economical, and efficient manner, and in accordance with the provisions in this Agreement and all applicable laws.

    a. **Necessary Permits Certification.** The Agency shall certify to the Department that the Agency's design consultant and/or construction contractor has secured the necessary permits.

    b. **Right-of-Way Certification.** If the Project involves construction, then the Agency shall provide to the Department certification and a copy of appropriate documentation substantiating that all required right-of-way necessary for the Project has been obtained. Certification is required prior to authorization for advertisement for or solicitation of bids for construction of the Project, even if no right-of-way is required.

    c. **Notification Requirements When Performing Construction on Department's Right-of-Way.** In the event the cost of the Project is greater than $250,000.00, and the Project involves construction on the Department's right-of-way, the Agency shall provide the Department with written notification of either its intent to:

        i. Require the construction work of the Project that is on the Department's right-of-way to be performed by a Department prequalified contractor, or

        ii. Construct the Project utilizing existing Agency employees, if the Agency can complete said Project within the time frame set forth in this Agreement.

    d. __ If this box is checked, then the Agency is permitted to utilize its own forces and the following provision applies: **Use of Agency Workforce.** In the event the Agency proceeds with any phase of the Project utilizing its own forces, the Agency will only be reimbursed for direct costs (this excludes general overhead).

    e. __ If this box is checked, then the Agency is permitted to utilize **Indirect Costs: Reimbursement for Indirect Program Expenses** (select one):

        i. __ Agency has selected to seek reimbursement from the Department for actual indirect expenses (no rate).

        ii. __ Agency has selected to apply a de minimus rate of 10% to modified total direct costs. Note: The de minimus rate is available only to entities that have never had a negotiated indirect cost rate. When selected, the de minimus rate must be used consistently for all federal awards until such time the agency chooses to negotiate a rate. A cost policy statement and de minimis certification form must be submitted to the Department for review and approval.

        iii. __ Agency has selected to apply a state or federally approved indirect cost rate. A federally approved rate agreement or indirect cost allocation plan (ICAP) must be submitted annually.

    f. **Agency Compliance with Laws, Rules, and Regulations, Guidelines, and Standards.** The Agency shall comply and require its contractors and subcontractors to comply with all terms and conditions of this Agreement and all federal, state, and local laws and regulations applicable to this Project.

g. **Claims and Requests for Additional Work.** The Agency shall have the sole responsibility for resolving claims and requests for additional work for the Project. The Agency will make best efforts to obtain the Department's input in its decisions. The Department is not obligated to reimburse for claims or requests for additional work.

12. Contracts of the Agency:

a. **Approval of Third Party Contracts.** The Department specifically reserves the right to review and approve any and all third party contracts with respect to the Project before the Agency executes or obligates itself in any manner requiring the disbursement of Department funds, including consultant and purchase of commodities contracts, or amendments thereto. If the Department chooses to review and approve third party contracts for this Project and the Agency fails to obtain such approval, that shall be sufficient cause for nonpayment by the Department. The Department specifically reserves unto itself the right to review the qualifications of any consultant or contractor and to approve or disapprove the employment of the same. If Federal Transit Administration (FTA) funds are used in the Project, the Department must exercise the right to third party contract review.

b. **Procurement of Commodities or Contractual Services.** It is understood and agreed by the Parties hereto that participation by the Department in a project with the Agency, where said project involves the purchase of commodities or contractual services where purchases or costs exceed the Threshold Amount for CATEGORY TWO per Section 287.017, Florida Statutes, is contingent on the Agency complying in full with the provisions of Section 287.057, Florida Statutes. The Agency's Authorized Official shall certify to the Department that the Agency's purchase of commodities or contractual services has been accomplished in compliance with Section 287.057, Florida Statutes. It shall be the sole responsibility of the Agency to ensure that any obligations made in accordance with this Section comply with the current threshold limits. Contracts, purchase orders, task orders, construction change orders, or any other agreement that would result in exceeding the current budget contained in **Exhibit "B", Schedule of Financial Assistance**, or that is not consistent with the Project description and scope of services contained in **Exhibit "A", Project Description and Responsibilities** must be approved by the Department prior to Agency execution. Failure to obtain such approval, and subsequent execution of an amendment to the Agreement if required, shall be sufficient cause for nonpayment by the Department, in accordance with this Agreement.

c. **Consultants' Competitive Negotiation Act.** It is understood and agreed by the Parties to this Agreement that participation by the Department in a project with the Agency, where said project involves a consultant contract for professional services, is contingent on the Agency's full compliance with provisions of Section 287.055, Florida Statutes, Consultants' Competitive Negotiation Act. In all cases, the Agency's Authorized Official shall certify to the Department that selection has been accomplished in compliance with the Consultants' Competitive Negotiation Act.

d. **Disadvantaged Business Enterprise (DBE) Policy and Obligation.** It is the policy of the Department that DBEs, as defined in 49 C.F.R. Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Agreement. The DBE requirements of applicable federal and state laws and regulations apply to this Agreement. The Agency and its contractors agree to ensure that DBEs have the opportunity to participate in the performance of this Agreement. In this regard, all recipients and contractors shall take all necessary and reasonable steps in accordance with applicable federal and state laws and regulations to ensure that the DBEs have the opportunity to compete for and perform contracts. The Agency and its contractors and subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of contracts, entered pursuant to this Agreement.

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13. **Maintenance Obligations**. In the event the Project includes construction or the acquisition of commodities then the following provisions are incorporated into this Agreement:

    a. The Agency agrees to accept all future maintenance and other attendant costs occurring after completion of the Project for all improvements constructed or commodities acquired as part of the Project. The terms of this provision shall survive the termination of this Agreement.

14. **Sale, Transfer, or Disposal of Department-funded Property:**

    a. The Agency will not sell or otherwise transfer or dispose of any part of its title or other interests in real property, facilities, or equipment funded in any part by the Department under this Agreement without prior written approval by the Department.

    b. If a sale, transfer, or disposal by the Agency of all or a portion of Department-funded real property, facilities, or equipment is approved by the Department, the following provisions will apply:

        i. The Agency shall reimburse the Department a proportional amount of the proceeds of the sale of any Department-funded property.

        ii. The proportional amount shall be determined on the basis of the ratio of the Department funding of the development or acquisition of the property multiplied against the sale amount, and shall be remitted to the Department within ninety (90) days of closing of sale.

        iii. Sale of property developed or acquired with Department funds shall be at market value as determined by appraisal or public bidding process, and the contract and process for sale must be approved in advance by the Department.

        iv. If any portion of the proceeds from the sale to the Agency are non-cash considerations, reimbursement to the Department shall include a proportional amount based on the value of the non-cash considerations.

    c. The terms of provisions “a” and “b” above shall survive the termination of this Agreement.

        i. The terms shall remain in full force and effect throughout the useful life of facilities developed, equipment acquired, or Project items installed within a facility, but shall not exceed twenty (20) years from the effective date of this Agreement.

        ii. There shall be no limit on the duration of the terms with respect to real property acquired with Department funds.

15. **Single Audit.** The administration of Federal or State resources awarded through the Department to the Agency by this Agreement may be subject to audits and/or monitoring by the Department. The following requirements do not limit the authority of the Department to conduct or arrange for the conduct of additional audits or evaluations of Federal awards or State financial assistance or limit the authority of any state agency inspector general, the State of Florida Auditor General, or any other state official. The Agency shall comply with all audit and audit reporting requirements as specified below.

    Federal Funded:

    a. In addition to reviews of audits conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, monitoring procedures may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to Federal awards provided

through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, State of Florida Chief Financial Officer (CFO), or State of Florida Auditor General.

b. The Agency, a non-Federal entity as defined by 2 CFR Part 200, Subpart F – Audit Requirements, as a subrecipient of a Federal award awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency expends a total amount of Federal awards equal to or in excess of the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, the Agency must have a Federal single or program-specific audit conducted for such fiscal year in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements. **Exhibit "H", Audit Requirements for Awards of Federal Financial Assistance**, to this Agreement provides the required Federal award identification information needed by the Agency to further comply with the requirements of 2 CFR Part 200, Subpart F – Audit Requirements. In determining Federal awards expended in a fiscal year, the Agency must consider all sources of Federal awards based on when the activity related to the Federal award occurs, including the Federal award provided through the Department by this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 CFR Part 200, Subpart F – Audit Requirements. An audit conducted by the State of Florida Auditor General in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, will meet the requirements of this part.

ii. In connection with the audit requirements, the Agency shall fulfill the requirements relative to the auditee responsibilities as provided in 2 CFR Part 200, Subpart F – Audit Requirements.

iii. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards, the Agency is exempt from Federal audit requirements for that fiscal year. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency expends less than the threshold established by 2 CFR Part 200, Subpart F – Audit Requirements, in Federal awards in a fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR Part 200, Subpart F – Audit Requirements, the cost of the audit must be paid from non-Federal resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than Federal entities).

iv. The Agency must electronically submit to the Federal Audit Clearinghouse (FAC) at https://harvester.census.gov/facweb/ the audit reporting package as required by 2 CFR Part 200, Subpart F – Audit Requirements, within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period. The FAC is the repository of record for audits required by 2 CFR Part 200, Subpart F – Audit Requirements. However, the Department requires a copy of the audit reporting package also be submitted to FDOTSingleAudit@dot.state.fl.us within the earlier of 30 calendar days after receipt of the auditor's report(s) or nine months after the end of the audit period as required by 2 CFR Part 200, Subpart F – Audit Requirements.

v. Within six months of acceptance of the audit report by the FAC, the Department will review the Agency's audit reporting package, including corrective action plans and

management letters, to the extent necessary to determine whether timely and appropriate action on all deficiencies has been taken pertaining to the Federal award provided through the Department by this Agreement. If the Agency fails to have an audit conducted in accordance with 2 CFR Part 200, Subpart F – Audit Requirements, the Department may impose additional conditions to remedy noncompliance. If the Department determines that noncompliance cannot be remedied by imposing additional conditions, the Department may take appropriate actions to enforce compliance, which actions may include but not be limited to the following:

1. Temporarily withhold cash payments pending correction of the deficiency by the Agency or more severe enforcement action by the Department;
2. Disallow (deny both use of funds and any applicable matching credit for) all or part of the cost of the activity or action not in compliance;
3. Wholly or partly suspend or terminate the Federal award;
4. Initiate suspension or debarment proceedings as authorized under 2 C.F.R. Part 180 and Federal awarding agency regulations (or in the case of the Department, recommend such a proceeding be initiated by the Federal awarding agency);
5. Withhold further Federal awards for the Project or program;
6. Take other remedies that may be legally available.

vi. As a condition of receiving this Federal award, the Agency shall permit the Department or its designee, the CFO, or State of Florida Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

vii. The Department's contact information for requirements under this part is as follows:

Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0450
FDOTSingleAudit@dot.state.fl.us

State Funded:

a. In addition to reviews of audits conducted in accordance with Section 215.97, Florida Statutes, monitoring procedures to monitor the Agency's use of state financial assistance may include but not be limited to on-site visits by Department staff and/or other procedures, including reviewing any required performance and financial reports, following up, ensuring corrective action, and issuing management decisions on weaknesses found through audits when those findings pertain to state financial assistance awarded through the Department by this Agreement. By entering into this Agreement, the Agency agrees to comply and cooperate fully with any monitoring procedures/processes deemed appropriate by the Department. The Agency further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the Department, the Department of Financial Services (DFS), or State of Florida Auditor General.

b. The Agency, a "nonstate entity" as defined by Section 215.97, Florida Statutes, as a recipient of state financial assistance awarded by the Department through this Agreement, is subject to the following requirements:

i. In the event the Agency meets the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency must have a State single or project-specific audit conducted for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Department of Financial Services; and

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Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. **Exhibit "G", Audit Requirements for Awards of State Financial Assistance,** to this Agreement indicates state financial assistance awarded through the Department by this Agreement needed by the Agency to further comply with the requirements of Section 215.97, Florida Statutes. In determining the state financial assistance expended in a fiscal year, the Agency shall consider all sources of state financial assistance, including state financial assistance received from the Department by this Agreement, other state agencies, and other nonstate entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a nonstate entity for Federal program matching requirements.

ii. In connection with the audit requirements, the Agency shall ensure that the audit complies with the requirements of Section 215.97(8), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General.

iii. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, the Agency is exempt for such fiscal year from the state single audit requirements of Section 215.97, Florida Statutes. However, the Agency must provide a single audit exemption statement to the Department at FDOTSingleAudit@dot.state.fl.us no later than nine months after the end of the Agency's audit period for each applicable audit year. In the event the Agency does not meet the audit threshold requirements established by Section 215.97, Florida Statutes, in a fiscal year and elects to have an audit conducted in accordance with the provisions of Section 215.97, Florida Statutes, the cost of the audit must be paid from the Agency's resources (*i.e.*, the cost of such an audit must be paid from the Agency's resources obtained from other than State entities).

iv. In accordance with Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, copies of financial reporting packages required by this Agreement shall be submitted to:

Florida Department of Transportation
Office of Comptroller, MS 24
605 Suwannee Street
Tallahassee, Florida 32399-0405
FDOTSingleAudit@dot.state.fl.us

And

State of Florida Auditor General
Local Government Audits/342
111 West Madison Street, Room 401
Tallahassee, FL 32399-1450
Email: flaudgen_localgovt@aud.state.fl.us

v. Any copies of financial reporting packages, reports, or other information required to be submitted to the Department shall be submitted timely in accordance with Section 215.97, Florida Statutes, and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, as applicable.

vi. The Agency, when submitting financial reporting packages to the Department for audits done in accordance with Chapters 10.550 (local governmental entities) or

10.650 (nonprofit and for-profit organizations), Rules of the Auditor General, should indicate the date the reporting package was delivered to the Agency in correspondence accompanying the reporting package.

vii. Upon receipt, and within six months, the Department will review the Agency's financial reporting package, including corrective action plans and management letters, to the extent necessary to determine whether timely and appropriate corrective action on all deficiencies has been taken pertaining to the state financial assistance provided through the Department by this Agreement. If the Agency fails to have an audit conducted consistent with Section 215.97, Florida Statutes, the Department may take appropriate corrective action to enforce compliance.

viii. As a condition of receiving state financial assistance, the Agency shall permit the Department or its designee, DFS, or the Auditor General access to the Agency's records, including financial statements, the independent auditor's working papers, and project records as necessary. Records related to unresolved audit findings, appeals, or litigation shall be retained until the action is complete or the dispute is resolved.

c. The Agency shall retain sufficient records demonstrating its compliance with the terms of this Agreement for a period of five years from the date the audit report is issued and shall allow the Department or its designee, DFS, or State of Florida Auditor General access to such records upon request. The Agency shall ensure that the audit working papers are made available to the Department or its designee, DFS, or State of Florida Auditor General upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Department.

16. Notices and Approvals. Notices and approvals referenced in this Agreement must be obtained in writing from the Parties' respective Administrators or their designees.

17. Restrictions, Prohibitions, Controls and Labor Provisions:

a. Convicted Vendor List. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

b. Discriminatory Vendor List. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the Discriminatory Vendor List, kept by the Florida Department of Management Services, may not submit a bid on a contract to provide goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

c. Non-Responsible Contractors. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied, or have further been determined by the Department to be a non-responsible contractor, may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.

d. Prohibition on Using Funds for Lobbying. No funds received pursuant to this Agreement may be expended for lobbying the Florida Legislature, judicial branch, or any state agency, in accordance with Section 216.347, Florida Statutes.

e. Unauthorized Aliens. The Department shall consider the employment by any contractor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation will be cause for unilateral cancellation of this Agreement.

f. Procurement of Construction Services. If the Project is procured pursuant to Chapter 255, Florida Statutes, for construction services and at the time of the competitive solicitation for the Project, 50 percent or more of the cost of the Project is to be paid from state-appropriated funds, then the Agency must comply with the requirements of Section 255.0991, Florida Statutes.

g. E-Verify. The Agency shall:

i. Utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Agency during the term of the contract; and

ii. Expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

h. Executive Order 20-44. Pursuant to Governor's Executive Order 20-44, if the Agency is required by the Internal Revenue Code to file IRS Form 990 and is named in statute with which the Department must form a sole-source, public-private agreement; or through contract or other agreement with the State, annually receives 50% or more of its budget from the State or from a combination of State and Federal funds, Recipient shall submit an Annual Report to the Department, including the most recent IRS Form 990, detailing the total compensation for each member of the Agency executive leadership team. Total compensation shall include salary, bonuses, cashed-in leave, cash equivalents, severance pay, retirement benefits, deferred compensation, real-property gifts, and any other payout. The Agency shall inform the Department of any changes in total executive compensation during the period between the filing of Annual Reports within 60 days of any change taking effect. All compensation reports shall detail the percentage of executive leadership compensation received directly from all State and/or Federal allocations to the Agency. Annual Reports shall be in the form approved by the Department and shall be submitted to the Department at fdotsingleaudit@dot.state.fl.us within 180 days following the end of each tax year of the Agency receiving Department funding.

i. Design Services and Construction Engineering and Inspection Services. If the Project is wholly or partially funded by the Department and administered by a local governmental entity, except for a seaport listed in Section 311.09, Florida Statutes, or an airport as defined in Section 332.004, Florida Statutes, the entity performing design and construction engineering and inspection services may not be the same entity.

18. Indemnification and Insurance:

a. It is specifically agreed between the Parties executing this Agreement that it is not intended by any of the provisions of any part of this Agreement to create in the public or any member thereof, a third party beneficiary under this Agreement, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement. The Agency guarantees the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Agency or any

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subcontractor, in connection with this Agreement. Additionally, to the extent permitted by law and as limited by and pursuant to the provisions of Section 768.28, Florida Statutes, the Agency shall indemnify, defend, and hold harmless the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Agency and persons employed or utilized by the Agency in the performance of this Agreement. Nothing contained in this paragraph is intended to nor shall it constitute a waiver of the Department's or the Agency's sovereign immunity. This indemnification shall survive the termination of this Agreement. Additionally, the Agency agrees to include the following indemnification in all contracts with contractors/subcontractors and consultants/subconsultants who perform work in connection with this Agreement:

"To the fullest extent permitted by law, the Agency's contractor/consultant shall indemnify, defend, and hold harmless the Agency and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of the contractor/consultant and persons employed or utilized by the contractor/consultant in the performance of this Agreement.

This indemnification shall survive the termination of this Agreement."

b. The Agency shall provide Workers' Compensation Insurance in accordance with Florida's Workers' Compensation law for all employees. If subletting any of the work, ensure that the subcontractor(s) and subconsultant(s) have Workers' Compensation Insurance for their employees in accordance with Florida's Workers' Compensation law. If using "leased employees" or employees obtained through professional employer organizations ("PEO's"), ensure that such employees are covered by Workers' Compensation Insurance through the PEO's or other leasing entities. Ensure that any equipment rental agreements that include operators or other personnel who are employees of independent contractors, sole proprietorships, or partners are covered by insurance required under Florida's Workers' Compensation law.

c. If the Agency elects to self-perform the Project, then the Agency may self-insure. If the Agency elects to hire a contractor or consultant to perform the Project, then the Agency shall carry, or cause its contractor or consultant to carry, Commercial General Liability insurance providing continuous coverage for all work or operations performed under this Agreement. Such insurance shall be no more restrictive than that provided by the latest occurrence form edition of the standard Commercial General Liability Coverage Form (ISO Form CG 00 01) as filed for use in the State of Florida. The Agency shall cause, or cause its contractor or consultant to cause, the Department to be made an Additional Insured as to such insurance. Such coverage shall be on an "occurrence" basis and shall include Products/Completed Operations coverage. The coverage afforded to the Department as an Additional Insured shall be primary as to any other available insurance and shall not be more restrictive than the coverage afforded to the Named Insured. The limits of coverage shall not be less than $1,000,000 for each occurrence and not less than a $5,000,000 annual general aggregate, inclusive of amounts provided by an umbrella or excess policy. The limits of coverage described herein shall apply fully to the work or operations performed under the Agreement, and may not be shared with or diminished by claims unrelated to the Agreement. The policy/ies and coverage described herein may be subject to a deductible and such deductibles shall be paid by the Named Insured. No policy/ies or coverage described herein may contain or be subject to a Retention or a Self-Insured Retention unless the Agency is a state agency or subdivision of the State of Florida that elects to self-perform the Project. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, the Department shall be provided with an ACORD Certificate of Liability Insurance reflecting the

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coverage described herein. The Department shall be notified in writing within ten days of any cancellation, notice of cancellation, lapse, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights or defenses the Department may have.

d. When the Agreement includes the construction of a railroad grade crossing, railroad overpass or underpass structure, or any other work or operations within the limits of the railroad right-of-way, including any encroachments thereon from work or operations in the vicinity of the railroad right-of-way, the Agency shall, or cause its contractor to, in addition to the insurance coverage required above, procure and maintain Railroad Protective Liability Coverage (ISO Form CG 00 35) where the railroad is the Named Insured and where the limits are not less than $2,000,000 combined single limit for bodily injury and/or property damage per occurrence, and with an annual aggregate limit of not less than $6,000,000. The railroad shall also be added along with the Department as an Additional Insured on the policy/ies procured pursuant to the paragraph above. Prior to the execution of the Agreement, and at all renewal periods which occur prior to final acceptance of the work, both the Department and the railroad shall be provided with an ACORD Certificate of Liability Insurance reflecting the coverage described herein. The insurance described herein shall be maintained through final acceptance of the work. Both the Department and the railroad shall be notified in writing within ten days of any cancellation, notice of cancellation, renewal, or proposed change to any policy or coverage described herein. The Department's approval or failure to disapprove any policy/ies, coverage, or ACORD Certificates shall not relieve or excuse any obligation to procure and maintain the insurance required herein, nor serve as a waiver of any rights the Department may have.

e. When the Agreement involves work on or in the vicinity of utility-owned property or facilities, the utility shall be added along with the Department as an Additional Insured on the Commercial General Liability policy/ies procured above.

19. Miscellaneous:

a. Environmental Regulations. The Agency will be solely responsible for compliance with all applicable environmental regulations and for any liability arising from non-compliance with these regulations, and will reimburse the Department for any loss incurred in connection therewith.

b. Non-Admission of Liability. In no event shall the making by the Department of any payment to the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist on the part of the Agency and the making of such payment by the Department, while any such breach or default shall exist, shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

c. Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance, the remainder would then continue to conform to the terms and requirements of applicable law.

d. Agency not an agent of Department. The Agency and the Department agree that the Agency, its employees, contractors, subcontractors, consultants, and subconsultants are not agents of the Department as a result of this Agreement.

e. Bonus or Commission. By execution of the Agreement, the Agency represents that it has not paid and, also agrees not to pay, any bonus or commission for the purpose of obtaining an approval of its application for the financing hereunder.

f. Non-Contravention of State Law. Nothing in the Agreement shall require the Agency to observe or enforce compliance with any provision or perform any act or do any other thing in contravention of any applicable state law. If any of the provisions of the Agreement violate any applicable state law, the Agency will at once notify the Department in writing so that appropriate changes and modifications may be made by the Department and the Agency to the end that the Agency may proceed as soon as possible with the Project.

g. Execution of Agreement. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute the same Agreement. A facsimile or electronic transmission of this Agreement with a signature on behalf of a party will be legal and binding on such party.

h. Federal Award Identification Number (FAIN). If the FAIN is not available prior to execution of the Agreement, the Department may unilaterally add the FAIN to the Agreement without approval of the Agency and without an amendment to the Agreement. If this occurs, an updated Agreement that includes the FAIN will be provided to the Agency and uploaded to the Department of Financial Services' Florida Accountability Contract Tracking System (FACTS).

i. Inspector General Cooperation. The Agency agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

j. Law, Forum, and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida. In the event of a conflict between any portion of the contract and Florida law, the laws of Florida shall prevail. The Agency agrees to waive forum and venue and that the Department shall determine the forum and venue in which any dispute under this Agreement is decided.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year written above.

AGENCY City of Ormond Beach	STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
By: _____	By: _____
Name: _____	Name: C. Jack Adkins
Title: _____	Title: Director of Transportation Development

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION
Legal Review:

Daniel L. McDermott

EXHIBIT A

Project Description and Responsibilities

A. Project Description (description of Agency's project to provide context, description of project components funded via this Agreement (if not the entire project)): This project will produce the necessary design and permitting documents required to rehabilitate 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. This area is comprised of portions of the center and west aprons discussed in the latest Statewide Airfield Pavement Management Program report for Ormond Beach Municipal Airport.

B. Project Location (limits, city, county, map): Ormond Beach Municipal Airport/Ormond Beach, FL/Volusia

C. Project Scope (allowable costs: describe project components, improvement type/service type, approximate timeline, project schedule, project size): Taxiway Apron and Ramp Area Rehabilitation Design: As required by 215.971, F.S., this scope of work includes but is not limited to consultant and design fees, survey, and geotechnical costs, permitting, plans preparation and bid documents bidding/award services for the taxiway bravo apron and ramp area construction project. The Sponsor will comply with Aviation Program Assurances.

D. Deliverable(s): Final closeout documents to be uploaded into JACIP.

The project scope identifies the ultimate project deliverables. Deliverables for requisition, payment and invoice purposes will be the incremental progress made toward completion of project scope elements. Supporting documentation will be quantifiable, measurable, and verifiable, to allow for a determination of the amount of incremental progress that has been made, and provide evidence that the payment requested is commensurate with the accomplished incremental progress and costs incurred by the Agency.

E. Unallowable Costs (including but not limited to): N/A

F. Transit Operating Grant Requirements (Transit Only):

Transit Operating Grants billed as an operational subsidy will require an expenditure detail report from the Agency that matches the invoice period. The expenditure detail, along with the progress report, will be the required deliverables for Transit Operating Grants. Operating grants may be issued for a term not to exceed three years from execution. The original grant agreement will include funding for year one. Funding for years two and three will be added by amendment as long as the grantee has submitted all invoices on schedule and the project deliverables for the year have been met.

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Hoyle, Tanner & Associates, Inc.
95 E. MITCHELL HAMMOCK RD.
ORLANDO, FL 32833
tel: (407) 380-1918
web: www.hoyletanner.com

PROJECT NO: 088700
CADD FILE: TWB-APRON
DES. BY: W.M
DR. BY: W.M
CHKD. BY: DNN
SCALE: GRAPHIC
DATE: DEC 2019

ORMOND BEACH MUNICIPAL AIRPORT
ORMOND BEACH, FLORIDA

TAXIWAY BRAVO APRON AREA

DRAWING 1

EXHIBIT B

Schedule of Financial Assistance

FUNDS AWARDED TO THE AGENCY AND REQUIRED MATCHING FUNDS PURSUANT TO THIS AGREEMENT CONSIST OF THE FOLLOWING:

A. Fund Type and Fiscal Year:

Financial Management Number	Fund Type	FLAIR Category	State Fiscal Year	Object Code	CSFA/ CFDA Number	CSFA/CFDA Title or Funding Source Description	Funding Amount
452060-1-94-01	DDR	088719	2025	740100	N/A	N/A	$13,333.00
452060-1-94-01	FAA	088719	2025	740100	N/A	N/A	$150,000.00
452060-1-94-01	LF	088719	2025	740100	N/A	N/A	$3,334.00
	Total Financial Assistance						$166,667.00

B. Estimate of Project Costs by Grant Phase:

Phases*	State	Local	Federal	Totals	State %	Local %	Federal %
Land Acquisition	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Planning	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Environmental/Design/Construction	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Capital Equipment/ Preventative Maintenance	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Match to Direct Federal Funding	$13,333.00	$3,334.00	$150,000.00	$166,667.00	8.00	2.00	90.00
Mobility Management (Transit Only)	$0.00	$0.00	$0.00	$0.00	0.00	0.00	0.00
Totals	$13,333.00	$3,334.00	$150,000.00	$166,667.00			

*Shifting items between these grant phases requires execution of an Amendment to the Public Transportation Grant Agreement.

Scope Code and/or Activity Line Item (ALI) (Transit Only)	

BUDGET/COST ANALYSIS CERTIFICATION AS REQUIRED BY SECTION 216.3475, FLORIDA STATUTES:

I certify that the cost for each line item budget category (grant phase) has been evaluated and determined to be allowable, reasonable, and necessary as required by Section 216.3475, Florida Statutes. Documentation is on file evidencing the methodology used and the conclusions reached.

Joseph A. Jerkins

Department Grant Manager Name

Signature Date

EXHIBIT D

AGENCY RESOLUTION

PLEASE SEE ATTACHED

EXHIBIT E

PROGRAM SPECIFIC TERMS AND CONDITIONS - AVIATION
AVIATION PROGRAM ASSURANCES

A. General.

1. The assurances herein shall form an integral part of the Agreement between the Department and the Agency.

2. These assurances delineate the obligations of the Parties to this Agreement to ensure their commitment and compliance with specific provisions of **Exhibit "A", Project Description and Responsibilities**, and **Exhibit "B", Schedule of Financial Assistance**, as well as serving to protect public investment in public-use airports and the continued viability of the Florida Aviation System.

3. The Agency shall comply with the assurances as specified in this Agreement.

4. The terms and assurances of this Agreement shall remain in full force and effect throughout the useful life of a facility developed; equipment acquired; or Project items installed within a facility for an airport development or noise compatibility program project, but shall not exceed 20 years from the effective date of this Agreement.

5. There shall be no limit on the duration of the terms and assurances of this Agreement regarding Exclusive Rights and Airport Revenue so long as the property is used as a public airport.

6. There shall be no limit on the duration of the terms and assurances of this Agreement with respect to real property acquired with funds provided by this Agreement.

7. Subject to appropriations, the Department shall continue to comply with its financial commitment to this Project under the terms of this Agreement, until such time as the Department may determine that the Agency has failed to comply with the terms and assurances of this Agreement.

8. An Agency that has been determined by the Department to have failed to comply with either the terms of these Assurances, or the terms of the Agreement, or both, shall be notified, in writing, by the Department, identifying the specifics of the non-compliance and any corrective action by the Agency to remedy the failure.

9. Failure by the Agency to satisfactorily remedy the non-compliance shall absolve the Department's continued financial commitment to this Project and immediately require the Agency to repay the Department the full amount of funds expended by the Department on this Project.

10. Any history of failure to comply with the terms and assurances of an Agreement will jeopardize the Agency's eligibility for further state funding of airport projects by the Department.

B. Agency Compliance Certification.

1. General Certification. The Agency hereby certifies, with respect to this Project, it will comply, within its authority, with all applicable, current laws and rules of the State of Florida and applicable local governments, as well as Department policies, guidelines, and requirements, including but not limited to, the following (latest version of each document):

a. Florida Statutes (F.S.)

- Chapter 163, F.S., Intergovernmental Programs
- Chapter 329, F.S., Aircraft: Title; Liens; Registration; Liens
- Chapter 330, F.S., Regulation of Aircraft, Pilots, and Airports
- Chapter 331, F.S., Aviation and Aerospace Facilities and Commerce
- Chapter 332, F.S., Airports and Other Air Navigation Facilities
- Chapter 333, F.S., Airport Zoning

b. Florida Administrative Code (FAC)

- Chapter 73C-41, FAC, Community Planning; Governing the Procedure for the Submittal and Review of Local Government Comprehensive Plans and Amendments
- Chapter 14-60, FAC, Airport Licensing, Registration, and Airspace Protection
- Section 62-256.300, FAC, Open Burning, Prohibitions
- Section 62-701.320(13), FAC, Solid Waste Management Facility Permit Requirements, General, Airport Safety

c. Local Government Requirements

- Airport Zoning Ordinance
- Local Comprehensive Plan

d. Department Requirements

- Eight Steps of Building a New Airport
- Florida Airport Revenue Use Guide
- Florida Aviation Project Handbook
- Guidebook for Airport Master Planning
- Airport Compatible Land Use Guidebook

2. **Construction Certification.** The Agency hereby certifies, with respect to a construction-related project, that all design plans and specifications will comply with applicable federal, state, local, and professional standards, as well as Federal Aviation Administration (FAA) Advisory Circulars (AC's) and FAA issued waivers thereto, including but not limited to, the following:

a. Federal Requirements

- FAA AC 70/7460-1, Obstruction Marking and Lighting
- FAA AC 150/5300-13, Airport Design
- FAA AC 150/5370-2, Operational Safety on Airports During Construction
- FAA AC 150/5370-10, Standards for Specifying Construction of Airports

b. Local Government Requirements

- Local Building Codes
- Local Zoning Codes

c. Department Requirements

- Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Commonly Referred to as the "Florida Green Book")
- Manual on Uniform Traffic Control Devices
- Section 14-60.007, FAC, Airfield Standards for Licensed Airports
- Standard Specifications for Construction of General Aviation Airports
- Design Guidelines & Minimum Standard Requirements for T-Hangar Projects

3. **Land Acquisition Certification.** The Agency hereby certifies, regarding land acquisition, that it will comply with applicable federal and/or state policies, regulations, and laws, including but not limited to the following:

a. Federal Requirements

- Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970
- National Environmental Policy of 1969
- FAA Order 5050.4, National Environmental Policy Act Implementing Instructions for Airport Projects
- FAA Order 5100.37B, Land Acquisition and Relocation Assistance for Airport Projects

b. Florida Requirements

- Chapter 73, F.S., Eminent Domain (re: Property Acquired Through Condemnation)
- Chapter 74, F.S., Proceedings Supplemental to Eminent Domain (re: Condemnation)
- Section 286.23, F.S., Public Business: Miscellaneous Provisions

C. Agency Authority.

1. **Legal Authority.** The Agency hereby certifies, with respect to this Agreement, that it has the legal authority to enter into this Agreement and commit to this Project; that a resolution, motion, or similar action has been duly adopted or passed as an official act of the airport sponsor's governing body authorizing this Agreement, including assurances contained therein, and directing and authorizing the person identified as the official representative of the governing body to act on its behalf with respect to this Agreement and to provide any additional information as may be required.

2. **Financial Authority.** The Agency hereby certifies, with respect to this Agreement, that it has sufficient funds available for that portion of the Project costs which are not paid by the U.S. Government or the State of Florida; that it has sufficient funds available to assure future operation and maintenance of items funded by this Project, which it will control; and that authority has been granted by the airport sponsor governing body to commit those funds to this Project.

D. Agency Responsibilities. The Agency hereby certifies it currently complies with or will comply with the following responsibilities:

1. **Accounting System.**

   a. The Agency shall create and maintain a separate account to document all of the financial transactions related to the airport as a distinct entity.

   b. The accounting records shall be kept by the Agency or its authorized representative in accordance with Generally Accepted Accounting Principles and in an accounting system that will facilitate an effective audit in accordance with the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Section 215.97, F.S., Florida Single Audit Act.

   c. The Department has the right to audit and inspect all financial records of the Agency upon reasonable notice.

2. **Good Title.**

   a. The Agency holds good title, satisfactory to the Department, to the airport or site thereof, or gives assurance, satisfactory to the Department, that good title will be obtained.

   b. For noise compatibility program projects undertaken on the airport sponsor's property, the Agency holds good title, satisfactory to the Department, to that portion of the property upon which state funds will be expended, or gives assurance, satisfactory to the Department, that good title will be obtained.

3. **Preserving Rights and Powers.**

   a. The Agency shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms and assurances of this Agreement without the written approval of the Department. Further, the Agency shall act promptly to acquire, extinguish, or modify, in a manner acceptable to the Department, any outstanding rights or claims of right of others which would interfere with such performance by the Agency.

   b. If an arrangement is made for management and operation of the airport by any entity or person other than the Agency or an employee of the Agency, the Agency shall reserve sufficient rights and authority to ensure that the airport will be operated and maintained in accordance with the terms and assurances of this Agreement.

4. **Hazard Removal and Mitigation.**

a. For airport hazards located on airport controlled property, the Agency shall clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards.

b. For airport hazards not located on airport controlled property, the Agency shall work in conjunction with the governing public authority or private land owner of the property to clear and protect terminal airspace required for instrument and visual operations at the airport (including established minimum flight altitudes) by removing, lowering, relocating, marking, or lighting or otherwise mitigating existing airport hazards and by preventing the establishment or creation of future airport hazards. The Agency may enter into an agreement with surrounding property owners or pursue available legal remedies to remove potential hazards to air navigation.

5. Airport Compatible Land Use.

a. The Agency assures that appropriate airport zoning ordinances are in place consistent with Section 333.03, F.S., or if not in place, that it will take appropriate action necessary to ensure local government adoption of an airport zoning ordinance or execution of an interlocal agreement with another local government body having an airport zoning ordinance, consistent with the provisions of Section 333.03, F.S.

b. The Agency assures that it will disapprove or oppose any attempted alteration or creation of objects, natural or man-made, dangerous to navigable airspace or that would adversely affect the current or future levels of airport operations.

c. The Agency assures that it will disapprove or oppose any attempted change in local land use development regulations that would adversely affect the current or future levels of airport operations by creation or expansion of airport incompatible land use areas.

6. Consistency with Local Government Plans.

a. The Agency assures the Project is consistent with the currently existing and planned future land use development plans approved by the local government having jurisdictional responsibility for the area surrounding the airport.

b. The Agency assures that it has given fair consideration to the interest of local communities and has had reasonable consultation with those parties affected by the Project.

c. The Agency shall consider and take appropriate actions, if deemed warranted by the Agency, to adopt the current, approved Airport Master Plan into the local government comprehensive plan.

7. Consistency with Airport Master Plan and Airport Layout Plan.

a. The Agency assures that the project, covered by the terms and assurances of this Agreement, is consistent with the most current Airport Master Plan.

b. The Agency assures that the Project, covered by the terms and assurances of this Agreement, is consistent with the most current, approved Airport Layout Plan (ALP), which shows:

1) The boundaries of the airport and all proposed additions thereto, together with the boundaries of all offsite areas owned or controlled by the Agency for airport purposes and proposed additions thereto;
2) The location and nature of all existing and proposed airport facilities and structures (such as runways, taxiways, aprons, terminal buildings, hangars, and roads), including all proposed extensions and reductions of existing airport facilities; and
3) The location of all existing and proposed non-aviation areas on airport property and of all existing improvements thereon.

c. The Agency assures that it will not make or permit any changes or alterations on the airport or any of its facilities that are not consistent with the Airport Master Plan and the Airport Layout Plan, as approved by the Department.

d. Original Airport Master Plans and Airport Layout Plans and each amendment, revision, or modification thereof, will be subject to the approval of the Department.

8. Airport Financial Plan.

a. The Agency assures that it will develop and maintain a cost-feasible Airport financial plan to accomplish the projects necessary to achieve the proposed airport improvements identified in the Airport Master Plan and depicted in the Airport Layout Plan, and any updates thereto. The Agency's Airport financial plan must comply with the following conditions:

1) The Airport financial plan will be a part of the Airport Master Plan.
2) The Airport financial plan will realistically assess project phasing considering availability of state and local funding and likelihood of federal funding under the FAA's priority system.
3) The Airport financial plan will not include Department funding for projects that are inconsistent with the local government comprehensive plan.

b. All Project cost estimates contained in the Airport financial plan shall be entered into and kept current in the Florida Aviation Database (FAD) Joint Automated Capital Improvement Program (JACIP) website.

9. Airport Revenue. The Agency assures that all revenue generated by the airport will be expended for capital improvement or operating costs of the airport; the local airport system; or other local facilities which are owned or operated by the owner or operator of the airport and which are directly and substantially related to the air transportation of passengers or property, or for environmental or noise mitigation purposes on or off the airport.

10. Fee and Rental Structure.

a. The Agency assures that it will maintain a fee and rental structure for facilities and services at the airport that it will make the airport as self-sustaining as possible under the circumstances existing at the particular airport.

b. If this Agreement results in a facility that will be leased or otherwise produce revenue, the Agency assures that the price charged for that facility will be based on the market value.

11. Public-Private Partnership for Aeronautical Uses.

a. If the airport owner or operator and a person or entity that owns an aircraft or an airport tenant or potential tenant agree that an aircraft hangar or tenant-specific facility, respectively, is to be constructed on airport property for aircraft storage or tenant use at the expense of the aircraft owner or tenant, the airport owner or operator may grant to the aircraft owner or tenant of the facility a lease that is subject to such terms and conditions on the facility as the airport owner or operator may impose, subject to approval by the Department.

b. The price charged for said lease will be based on market value, unless otherwise approved by the Department.

12. Economic Nondiscrimination.

a. The Agency assures that it will make the airport available as an airport for public use on reasonable terms without unjust discrimination to all types, kinds and classes of aeronautical activities, including commercial aeronautical activities offering services to the public.

1) The Agency may establish such reasonable, and not unjustly discriminatory, conditions to be met by all users of the airport as may be necessary for the safe and efficient operation of the airport.

2) The Agency may prohibit or limit any given type, kind or class of aeronautical use of the airport if such action is necessary for the safe operation of the airport or necessary to serve the civil aviation needs of the public.

b. The Agency assures that each airport Fixed-Based Operator (FBO) shall be subject to the same rates, fees, rentals, and other charges as are uniformly applicable to all other FBOs making the same or similar uses of such airport and utilizing the same or similar facilities.

13. Air and Water Quality Standards. The Agency assures that all projects involving airport location, major runway extension, or runway location will be located, designed, constructed, and operated so as to comply with applicable air and water quality standards.

14. Operations and Maintenance.

a. The Agency assures that the airport and all facilities, which are necessary to serve the aeronautical users of the airport, shall be operated at all times in a safe and serviceable condition and in accordance with the minimum standards as may be required or prescribed by applicable federal and state agencies for maintenance and operation, as well as minimum standards established by the Department for State of Florida licensing as a public-use airport.

1) The Agency assures that it will not cause or permit any activity or action thereon which would interfere with its use for airport purposes.
2) Except in emergency situations, any proposal to temporarily close the airport for non-aeronautical purposes must first be approved by the Department.
3) The Agency assures that it will have arrangements for promptly notifying airmen of any condition affecting aeronautical use of the airport.

b. Nothing contained herein shall be construed to require that the airport be operated for aeronautical use during temporary periods when adverse weather conditions interfere with safe airport operations.

15. Federal Funding Eligibility.

a. The Agency assures it will take appropriate actions to maintain federal funding eligibility for the airport and it will avoid any action that renders the airport ineligible for federal funding.

b. If the Agency becomes ineligible for federal funding of airport projects, such determination will render the Agency ineligible for state funding of airport projects.

16. Project Implementation.

a. The Agency assures that it will begin making expenditures or incurring obligations pertaining to this Project within one year after the effective date of this Agreement.

b. The Agency may request a one-year extension of this one-year time period, subject to approval by the Department District Secretary or designee.

c. Failure of the Agency to make expenditures, incur obligations or receive an approved extension may allow the Department to terminate this Agreement.

17. Exclusive Rights. The Agency assures that it will not permit any exclusive right for use of the airport by any person providing, or intending to provide, aeronautical services to the public.

18. Airfield Access.

a. The Agency assures that it will not grant or allow general easement or public access that opens onto or crosses the airport runways, taxiways, flight line, passenger facilities, or any area used for emergency

equipment, fuel, supplies, passengers, mail and freight, radar, communications, utilities, and landing systems, including but not limited to flight operations, ground services, emergency services, terminal facilities, maintenance, repair, or storage, except for those normal airport providers responsible for standard airport daily services or during special events at the airport open to the public with limited and controlled access.

b. The Agency assures that it will not grant or allow general easement or public access to any portion of the airfield from adjacent real property which is not owned, operated, or otherwise controlled by the Agency without prior Department approval.

19. Retention of Rights and Interests. The Agency will not sell, lease, encumber, or otherwise transfer or dispose of any part of its title or other interests in the real property shown as airport owned or controlled on the current airport layout plan without prior written approval by the Department. It will not sell, lease, encumber, terminate, waive, or otherwise transfer or dispose of any part of its title, rights, or other interest in existing noise easements or avigation easements on any property, airport or non-airport, without prior written approval by the Department. These assurances shall not limit the Agency's right to lease airport property for airport-compatible purposes.

20. Consultant, Contractor, Scope, and Costs.

a. The Department has the right to disapprove the Agency's employment of consultants, contractors, and subcontractors for all or any part of this Project if the specific consultants, contractors, or subcontractors have a record of poor project performance with the Department.

b. Further, the Department maintains the right to disapprove the proposed Project scope and cost of professional services.

21. Planning Projects. For all planning projects or other aviation studies, the Agency assures that it will:

a. Execute the project per the approved project narrative or with approved modifications.

b. Furnish the Department with such periodic project and work activity reports as indicated in the approved scope of services.

c. Make such project materials available for public review, unless exempt from public disclosure.

1) Information related to airport security is considered restricted information and is exempt from public dissemination per Sections 119.071(3) and 331.22 F.S.
2) No materials prepared under this Agreement shall be subject to copyright in the United States or any other country.

d. Grant the Department unrestricted authority to publish, disclose, distribute, and otherwise use any of the material prepared in connection with this Agreement.

e. If the Project involves developing an Airport Master Plan or an Airport Layout Plan, and any updates thereto, it will be consistent with provisions of the Florida Aviation System Plan, will identify reasonable future growth of the airport and the Agency will comply with the Department airport master planning guidebook, including:

1) Provide copies, in electronic and editable format, of final Project materials to the Department, including computer-aided drafting (CAD) files of the Airport Layout Plan.
2) Develop a cost-feasible financial plan, approved by the Department, to accomplish the projects described in the Airport Master Plan or depicted in the Airport Layout Plan, and any updates thereto. The cost-feasible financial plan shall realistically assess Project phasing considering availability of state and local funding and federal funding under the FAA's priority system.
3) Enter all projects contained in the cost-feasible plan in the Joint Automated Capital Improvement Program (JACIP).

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f. The Agency understands and agrees that Department approval of this Agreement or any planning material developed as part of this Agreement does not constitute or imply any assurance or commitment on the part of the Department to approve any pending or future application for state aviation funding.

g. The Agency will submit master planning draft and final deliverables for Department and, if required, FAA approval prior to submitting any invoices to the Department for payment.

22. Land Acquisition Projects. For the purchase of real property, the Agency assures that it will:

a. Laws. Acquire the land in accordance with federal and/or state laws governing such action.

b. Administration. Maintain direct control of Project administration, including:

1) Maintain responsibility for all related contract letting and administrative procedures related to the purchase of real property.
2) Secure written Department approval to execute each agreement for the purchase of real property with any third party.
3) Ensure a qualified, State-certified general appraiser provides all necessary services and documentation.
4) Furnish the Department with a projected schedule of events and a cash flow projection within 20 calendar days after completion of the review appraisal.
5) Establish a Project account for the purchase of the land.
6) Collect and disburse federal, state, and local project funds.

c. Reimbursable Funds. If funding conveyed by this Agreement is reimbursable for land purchase in accordance with Chapter 332, F.S., the Agency shall comply with the following requirements:

1) The Agency shall apply for a FAA Airport Improvement Program grant for the land purchase within 60 days of executing this Agreement.
2) If federal funds are received for the land purchase, the Agency shall notify the Department, in writing, within 14 calendar days of receiving the federal funds and is responsible for reimbursing the Department within 30 calendar days to achieve normal project federal, state, and local funding shares per Chapter 332, F.S.
3) If federal funds are not received for the land purchase, the Agency shall reimburse the Department within 30 calendar days after the reimbursable funds are due in order to achieve normal project state and local funding shares as described in Chapter 332, F.S.
4) If federal funds are not received for the land purchase and the state share of the purchase is less than or equal to normal state and local funding shares per Chapter 332, F.S., when reimbursable funds are due, no reimbursement to the Department shall be required.

d. New Airport. If this Project involves the purchase of real property for the development of a new airport, the Agency assures that it will:

1) Apply for federal and state funding to construct a paved runway, associated aircraft parking apron, and connecting taxiway within one year of the date of land purchase.
2) Complete an Airport Master Plan within two years of land purchase.
3) Complete airport construction for basic operation within 10 years of land purchase.

e. Use of Land. The Agency assures that it shall use the land for aviation purposes in accordance with the terms and assurances of this Agreement within 10 years of acquisition.

f. Disposal of Land. For the disposal of real property the Agency assures that it will comply with the following:
1) For land purchased for airport development or noise compatibility purposes, the Agency shall, when the land is no longer needed for such purposes, dispose of such land at fair market value and/or make available to the Department an amount equal to the state's proportionate share of its market value.

2) Land will be considered to be needed for airport purposes under this assurance if:

a) It serves aeronautical purposes such as a runway protection zone or as a noise buffer.
b) Revenue from uses of such land contributes to airport financial self-sufficiency.

3) Disposition of land under Sections D.22.f.1. or D.22.f.2. of this Exhibit, above, shall be subject to retention or reservation of any interest or right therein needed to ensure such land will only be used for purposes compatible with noise levels related to airport operations.
4) Revenues from the sale of such land must be accounted for as outlined in Section D.1. of this Exhibit, and expended as outlined in Section D.9. of this Exhibit.

23. Construction Projects. The Agency assures that it will:

a. Project Certifications. Certify Project compliances, including:

1) Consultant and contractor selection comply with all applicable federal, state and local laws, rules, regulations, and policies.
2) All design plans and specifications comply with federal, state, and professional standards and applicable FAA advisory circulars, as well as the minimum standards established by the Department for State of Florida licensing as a public-use airport.
3) Completed construction complies with all applicable local building codes.
4) Completed construction complies with the Project plans and specifications with certification of that fact by the Project Engineer.

b. Design Development. For the plans, specifications, construction contract documents, and any and all other engineering, construction, and contractual documents produced by the Engineer, which are hereinafter collectively referred to as "plans", the Engineer will certify that:

1) The plans shall be developed in accordance with sound engineering and design principles, and with generally accepted professional standards.
2) The plans shall be consistent with the intent of the Project as defined in Exhibit A and Exhibit B of this Agreement.
3) The Project Engineer shall perform a review of the certification requirements listed in Section B.2. of this Exhibit, Construction Certification, and make a determination as to their applicability to this Project.
4) Development of the plans shall comply with all applicable laws, ordinances, zoning and permitting requirements, public notice requirements, and other similar regulations.

c. Inspection and Approval. The Agency assures that:

1) The Agency will provide and maintain competent technical supervision at the construction site throughout the Project to assure that the work conforms to the plans, specifications, and schedules approved by the Department, as applicable, for the Project.
2) The Agency assures that it will allow the Department to inspect the work and that it will provide any cost and progress reporting, as may be required by the Department.
3) The Agency assures that it will take the appropriate corrective action necessary, as required by the Department, for work which does not conform to the Department standards.

d. Pavement Preventive Maintenance. The Agency assures that for a project involving replacement or reconstruction of runway or taxiway pavement it has implemented an airport pavement maintenance management program and that it will use such program for the useful life of any pavement constructed, reconstructed, or repaired with state financial assistance at the airport.

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24. Noise Mitigation Projects. The Agency assures that it will:

a. Government Agreements. For all noise compatibility projects that are carried out by another unit of local government or are on property owned by a unit of local government other than the Agency, the Agency shall enter into an agreement with that government body.

1) The local agreement, satisfactory to the Department, shall obligate the unit of local government to the same terms and assurances that apply to the Agency.
2) The Agency assures that it will take steps to enforce the local agreement if there is substantial non-compliance with the terms of the local agreement.

b. Private Agreements. For noise compatibility projects on privately owned property:

1) The Agency shall enter into an agreement with the owner of that property to exclude future actions against the airport.
2) The Agency assures that it will take steps to enforce such agreement if there is substantial non-compliance with the terms of the agreement.

- End of Exhibit E -

EXHIBIT F

Contract Payment Requirements
Florida Department of Financial Services, Reference Guide for State Expenditures
Cost Reimbursement Contracts

Invoices for cost reimbursement contracts must be supported by an itemized listing of expenditures by category (salary, travel, expenses, etc.). Supporting documentation shall be submitted for each amount for which reimbursement is being claimed indicating that the item has been paid. Documentation for each amount for which reimbursement is being claimed must indicate that the item has been paid. Check numbers may be provided in lieu of copies of actual checks. Each piece of documentation should clearly reflect the dates of service. Only expenditures for categories in the approved agreement budget may be reimbursed. These expenditures must be allowable (pursuant to law) and directly related to the services being provided.

Listed below are types and examples of supporting documentation for cost reimbursement agreements:

(1) Salaries: A payroll register or similar documentation should be submitted. The payroll register should show gross salary charges, fringe benefits, other deductions and net pay. If an individual for whom reimbursement is being claimed is paid by the hour, a document reflecting the hours worked times the rate of pay will be acceptable.

(2) Fringe Benefits: Fringe Benefits should be supported by invoices showing the amount paid on behalf of the employee (e.g., insurance premiums paid). If the contract specifically states that fringe benefits will be based on a specified percentage rather than the actual cost of fringe benefits, then the calculation for the fringe benefits amount must be shown.

Exception: Governmental entities are not required to provide check numbers or copies of checks for fringe benefits.

(3) Travel: Reimbursement for travel must be in accordance with Section 112.061, Florida Statutes, which includes submission of the claim on the approved State travel voucher or electronic means.

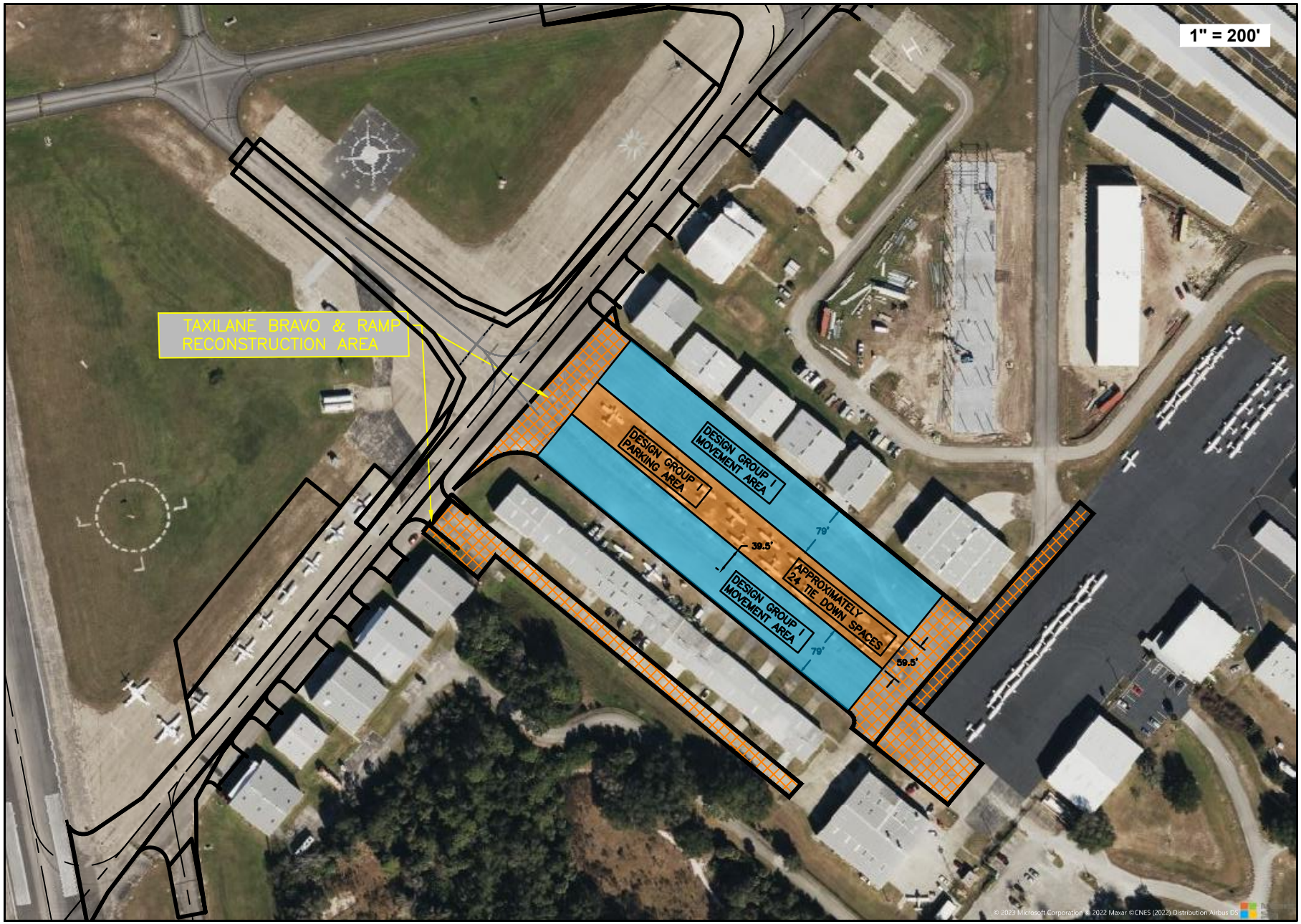
(4) Other direct costs: Reimbursement will be made based on paid invoices/receipts. If nonexpendable property is purchased using State funds, the contract should include a provision for the transfer of the property to the State when services are terminated. Documentation must be provided to show compliance with Department of Management Services Rule 60A-1.017, Florida Administrative Code, regarding the requirements for contracts which include services and that provide for the contractor to purchase tangible personal property as defined in Section 273.02, Florida Statutes, for subsequent transfer to the State.

(5) In-house charges: Charges which may be of an internal nature (e.g., postage, copies, etc.) may be reimbursed on a usage log which shows the units times the rate being charged. The rates must be reasonable.

(6) Indirect costs: If the contract specifies that indirect costs will be paid based on a specified rate, then the calculation should be shown.

Contracts between state agencies, and/or contracts between universities may submit alternative documentation to substantiate the reimbursement request that may be in the form of FLAIR reports or other detailed reports.

The Florida Department of Financial Services, online Reference Guide for State Expenditures can be found at this web address https://www.myfloridacfo.com/Division/AA/Manuals/documents/ReferenceGuideforStateExpenditures.pdf.



HOYLE TANNER	Ormond Beach Municipal Airport Ormond Beach, Florida	**Taxilane Bravo & Ramp Reconstruction Area and Ramp Utilization Plan**	1

FLORIDA DEPARTMENT OF TRANSPORTATION | **AVIATION OFFICE**

2022

Statewide Airfield Pavement Management Program

Airport Pavement Evaluation Report

OMN - Ormond Beach Municipal Airport | *District 5*

FDOT AVIATION

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Florida Department of Transportation

Statewide Airfield Pavement Management Program

Airport Pavement Evaluation Report

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Prepared by:

FDOT Aviation Office
605 Suwannee Street
Tallahassee, Florida 32399-0450

Website: FDOT Aviation Office

Interactive Web Application: FDOT SAPMP Interactive Web Application

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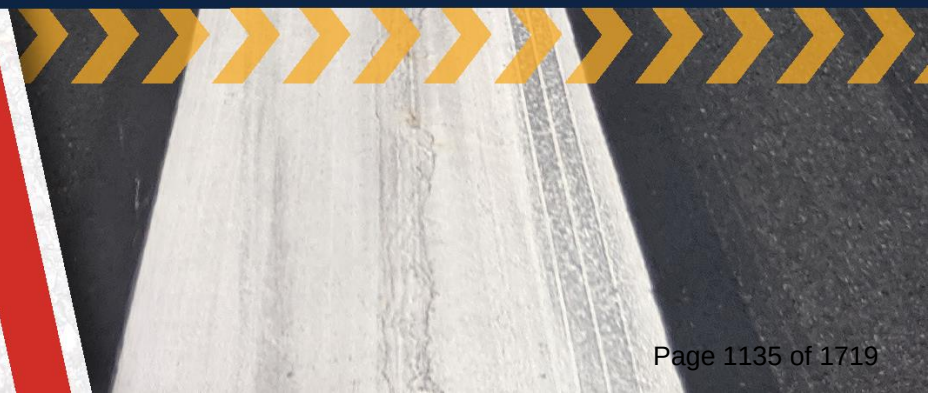
Executive Summary



Executive Summary

Program Background

The FDOT Aviation Office (AO) has a mission to provide a safe and secure air transportation system that ensures the mobility of people and goods, enhances economic prosperity, and preserves the quality of our environment and communities. As part of ongoing efforts in fulfilling this mission, the Aviation Office is executing a System Update to the Statewide Airfield Pavement Management Program (SAPMP). The scope of the SAPMP encompasses 95 public-use airport facilities distributed throughout the seven (7) participating FDOT Districts. Ormond Beach Municipal Airport's System Update results are presented in this report and can be utilized by FDOT and the Federal Aviation Administration (FAA) to identify, prioritize, and schedule pavement maintenance, repair, and major rehabilitation projects.

Pavement condition was assessed utilizing the pavement condition index (PCI) methodology as defined in FAA Advisory Circular 150/5380-7B "Airport Pavement Management Program (PMP)" using the procedures documented in ASTM D5340-20 **"**Standard Test Method for Airport Pavement Condition Index Surveys".

The PCI methodology provides a means for systematically assessing pavement condition and provides an indication of the degree of maintenance, repair, rehabilitation, or reconstruction efforts required to sustain functional pavement conditions. Pavement deterioration, in accordance with ASTM D5340-20, is characterized in terms of distinct distress types, distress severity levels, and quantity of distress. This information is utilized to calculate a PCI value ranging from 0 to 100, which provides an indication of the overall condition of the pavement, with "100" indicating a pavement in new condition and "0" indicating a failed pavement section. This is graphically depicted in **Figure E.1**.

Figure E.1: PCI Rating

Color	Range	Condition Rating
	86-100	Good
	71-85	Satisfactory
	56-70	Fair
	41-55	Poor
	26-40	Very Poor
	11-25	Serious
	0-10	Failed

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Current Pavement Conditions

In April 2022, approximately 2.0 million square feet of pavement was assessed as part of the airside pavement network PCI survey at Ormond Beach Municipal Airport (OMN). In general, airfield pavements at OMN are in Satisfactory condition with an area-weighted PCI of 75. The area-weighted average PCI values of the runways, taxiways, taxilanes, and aprons are 79, 84, 68, and 60, respectively. **Figure E.2** and **Table E.1** summarize the current PCI values for OMN.

Figure E.2: Current Condition Summary – Branch-Level

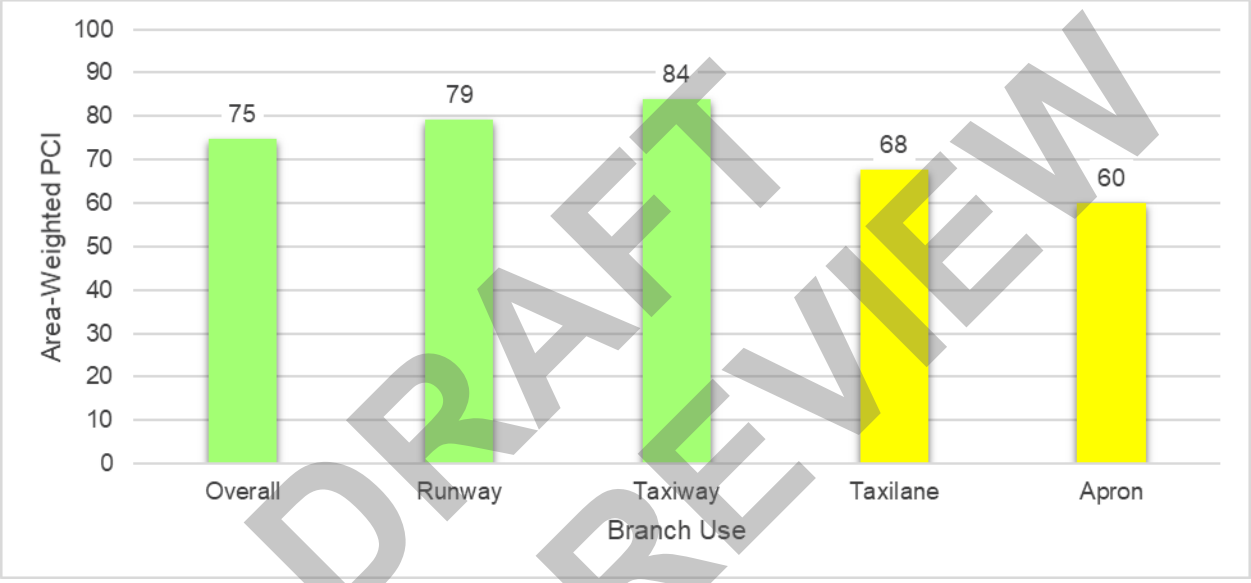

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Table E.1: Pavement Condition Index Summary (Current PCI Survey) – Section Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	RW 9-27	Runway	6105	262,949	91	Good
OMN	RW 9-27	Runway	6110	30,000	94	Good
OMN	RW 17-35	Runway	6205	329,912	68	Fair
OMN	RW 17-35	Runway	6210	10,188	66	Fair
OMN	RW 17-35	Runway	6215	30,400	91	Good
OMN	TW A	Taxiway	100	123,174	89	Good
OMN	TW A	Taxiway	102	2,434	91	Good
OMN	TW A	Taxiway	105	4,550	91	Good
OMN	TW A	Taxiway	120	2,519	94	Good
OMN	TW A	Taxiway	125	23,310	100	Good
OMN	TW A1	Taxiway	110	8,089	86	Good
OMN	TW A1	Taxiway	112	3,083	91	Good
OMN	TW A2	Taxiway	115	8,054	91	Good
OMN	TW A2	Taxiway	117	3,118	91	Good
OMN	TW B	Taxiway	205	51,318	100	Good
OMN	TW B	Taxiway	210	7,706	86	Good
OMN	TW C	Taxiway	305	35,387	88	Good

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	TW D	Taxiway	405	81,876	100	Good
OMN	TW E	Taxiway	505	56,507	38	Very Poor
OMN	TW E	Taxiway	510	26,455	91	Good
OMN	TW E	Taxiway	515	2,399	94	Good
OMN	TW F	Taxiway	605	36,880	40	Very Poor
OMN	TW F	Taxiway	610	9,548	100	Good
OMN	TW F	Taxiway	650	6,273	35	Very Poor
OMN	TW G	Taxiway	700	126,774	88	Good
OMN	TW G1	Taxiway	715	8,543	91	Good
OMN	TW G2	Taxiway	705	8,946	88	Good
OMN	TW G3	Taxiway	710	8,941	89	Good
OMN	TW G4	Taxiway	720	8,529	91	Good
OMN	TL SW	Taxilane	2004	17,255	0	Failed
OMN	TL T-HANG	Taxilane	4410	57,362	88	Good
OMN	AP FBO	Apron	4102	22,255	26	Very Poor
OMN	AP FBO	Apron	4105	164,592	57	Fair
OMN	AP FBO	Apron	4110	141,436	36	Very Poor
OMN	AP FBO	Apron	4115	14,790	100	Good
OMN	AP MID	Apron	4505	44,107	100	Good
OMN	AP RU 17	Apron	5310	39,883	91	Good
OMN	AP RU 27	Apron	5110	27,832	87	Good
OMN	AP RU 35	Apron	5410	40,187	91	Good
OMN	AP RU 9	Apron	5210	28,165	91	Good
OMN	AP T-HANG	Apron	4305	54,292	31	Very Poor
OMN	AP T-HANG	Apron	4310	5,932	30	Very Poor

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Forecasted Pavement Conditions

Table E.2 provides section-level details for PCI forecasts. Pavement condition forecasts should be used for planning purposes only, as the actual condition of sections is subject to sensitivities in changes of traffic and maintenance frequency.

The estimation of forecasted PCI values gives no assurance of future pavement conditions as PCI values represent an engineering estimation to be used as a planning tool. Forecasted PCI data should not be the sole metric for determining the year in which a project should be planned. Design-level planning should be undertaken by the responsible engineer prior to the development of airfield design plans.

Table E.2: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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Major Rehabilitation Planning 2023-2032

Localized maintenance and repair policies identified within this report are categorized as preventive or stopgap based on FDOT SAPMP and FAA maintenance policies and recommendations. Major rehabilitation is identified within the FDOT SAPMP as a major construction activity that results in a reset of a pavement section's PCI to a value of 100. Major rehabilitation activities can include mill and Asphalt Concrete (AC) overlay, Portland cement concrete (PCC) pavement repair and slab replacement, and full-depth reconstruction. It is recommended that the Airport use this report as a planning tool for future project development and prioritization. Localized maintenance, repair, and major rehabilitation recommendations should be considered as planning-level only. Final localized maintenance, repair, and major rehabilitation recommendations are subject to change based on Airport prioritization and further design-level evaluations.

Due to FAA Order 5100.38D Change 1 Airport Improvement Program (AIP) Handbook (February 26, 2019), a substantial update to the FDOT SAPMP policy on identifying major rehabilitation work has been incorporated in this System Update. In previous System Updates, major rehabilitation had been identified for pavement sections below a PCI Value of 65; however, based on the thresholds identified by the FAA in the AIP Handbook, major rehabilitation will now be identified for pavement sections below a PCI value of 70.

The results of the maintenance, repair, and major rehabilitation analysis identified approximately $10.62M in major rehabilitation needs for the 10-year forecast period. Year 1 major needs are $10.23M and localized maintenance needs for Year 1 are $0.46M.

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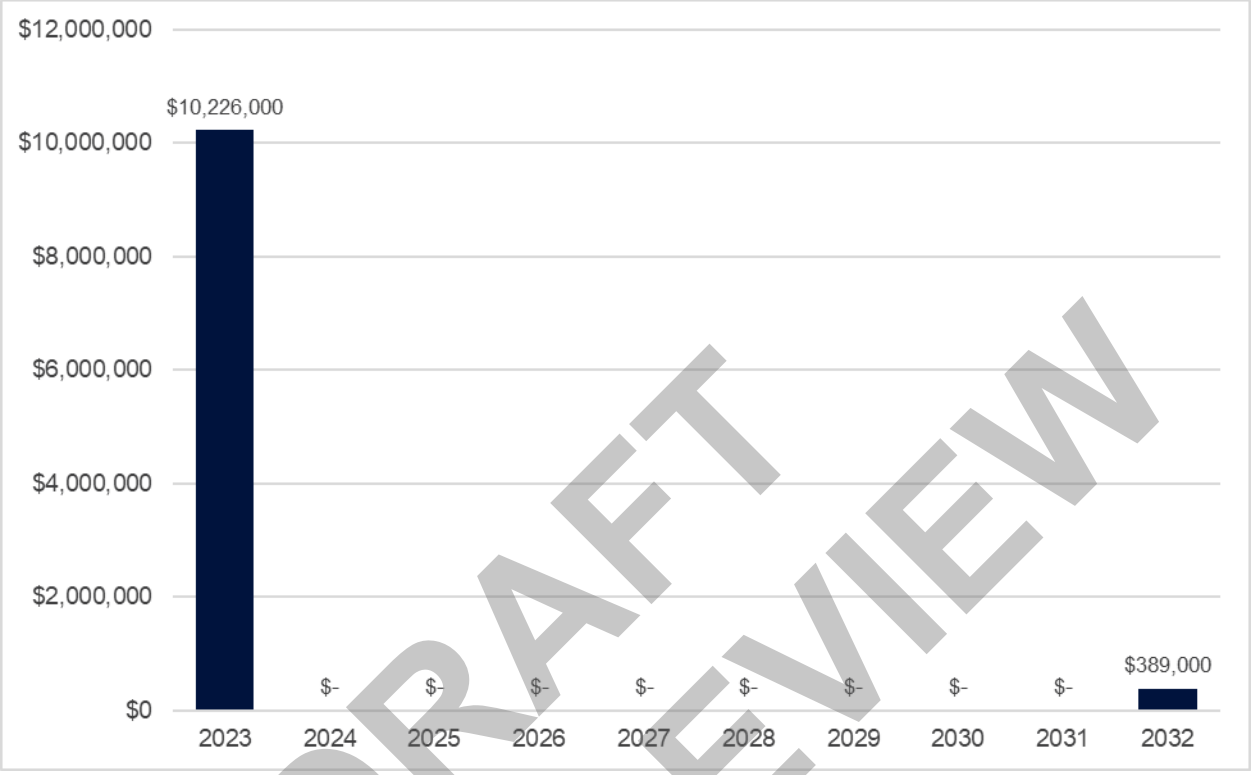
Table E.3: Major Rehabilitation Planning 2023-2032

Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	**OMN**	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	**OMN**	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	**OMN**	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	**OMN**	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	**OMN**	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	**OMN**	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	**OMN**	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	**OMN**	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	**OMN**	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	**OMN**	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	**OMN**	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	**OMN**	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

**All planning cost values have been rounded up to the nearest thousand dollars.*

Figure E.3: 10-Year Major Rehabilitation Needs by Program Year



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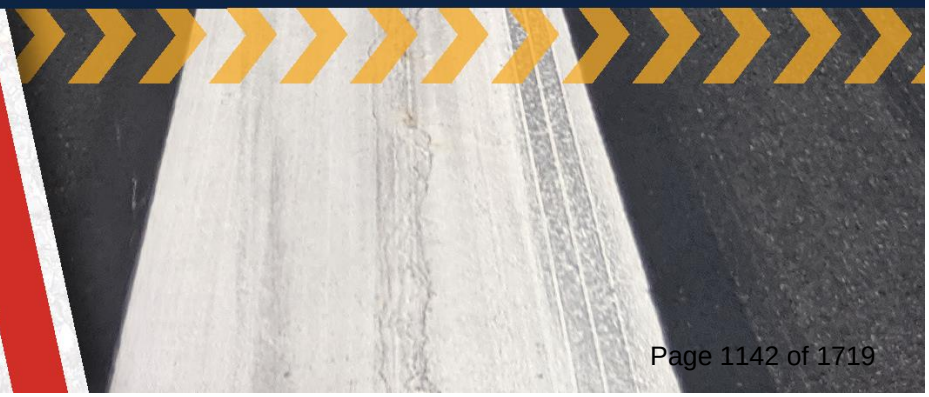
Chapter 1: Introduction



Chapter 1 – Introduction

The State of Florida has 128 public airports, 100 of which are recognized as part of the Federal Aviation Administration's (FAA) National Plan of Integrated Airport Systems (NPIAS). These public-use airports are vital to Florida's economy as well as the economy of the United States. The Florida Airport System (FAS) provides opportunities for the State to capitalize on an increasingly global marketplace. Florida's system of commercial service and general aviation airports are important to businesses throughout the State as air travel is essential to tourism, Florida's most prominent industry.

1.1 Background

In 1992, the Florida Department of Transportation (FDOT) established the Statewide Airfield Pavement Management Program (SAPMP) to provide program managers, District Aviation Offices, and Airport operators with a system to proactively manage airfield pavement infrastructure within the FAS. The SAPMP includes network-level Pavement Condition Index (PCI) surveys for Airport facilities that are categorized as General Aviation (GA), Reliever (RL), and Primary/Commercial (PR). Currently, the SAPMP includes 95 participating public-use airports with pavement facilities and provides its users with comprehensive data to better manage their pavement assets.

There are millions of square feet of pavement infrastructure at airports across a network of runways, taxiways, aprons, and other areas. This pavement infrastructure is vital to the support and safety of aircraft operations. Timely maintenance, repair, and major rehabilitation of pavement infrastructure allows the Airport to operate safely, efficiently, and economically without excessive down time.

Airports participating in the Airport Improvement Program (AIP) Grant Program are required by the FAA to develop and implement a pavement maintenance program in order to be eligible for funding, per FAA Advisory Circulars 150/5380-6C "Guidelines and Procedures for Maintenance of Airport Pavements" and 150/5380-7B "Airport Pavement Management Program (PMP)". The AIP program requires detailed assessments of airfield pavements at least once a year for a pavement management program. The frequency of the detailed inspections may be extended to every three years if the pavement is assessed according to the PCI survey procedure described in ASTM D5340-20 "Standard Test Method for Airport Pavement Condition Index Surveys".

In general, adherence to the FAA Advisory Circulars is mandatory for projects funded with federal grant monies through the AIP program and with revenue from the Passenger Facilities Charges (PFC) Program. Further information is detailed in FAA Grant Assurance No. 11 "Pavement Maintenance," No. 34 "Policies, Standards, and Specifications," and PFC Assurance No. 9 "Standards and Specifications." The FDOT performs the SAPMP System Updates for the benefit of participating public-use and publicly-owned airports through the Aviation Office (AO).

The SAPMP addresses the requirements of maintaining an effective pavement management program for participating airports at the network level. Network-level management of pavement assets provides insight for short-term and long-term budget needs, understanding of the overall condition of the network (current and future), and knowledge of the pavement facilities that are

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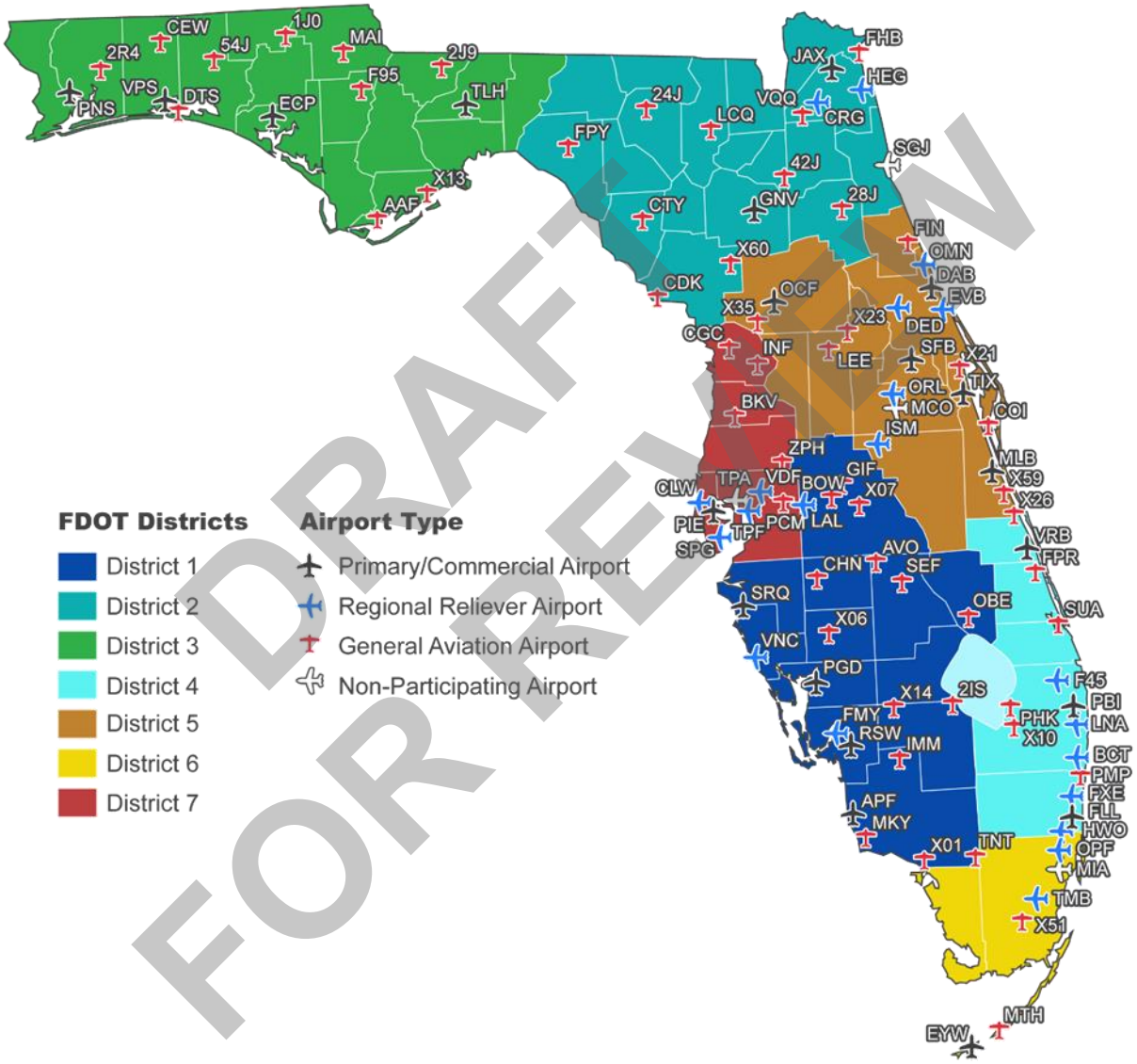
under consideration for projects. A network-level evaluation can support the identification of maintenance, repair, and major rehabilitation needs and budgetary planning-level opinions of probable construction costs.

Figure 1.1: Florida Aviation System (Facilities with Pavement) and FDOT Districts



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1.2 Stakeholders

The SAPMP is performed for the benefit of the stakeholders. The table below outlines the primary stakeholders of the FDOT SAPMP and their role in the program.

Table 1.2: FDOT SAPMP Stakeholders

Role	Description
FAA Orlando Airports District Office (Orlando ADO)	Key Stakeholder: local ADO Program Manager personnel that oversees the grant administration of AIP grant with Planning Agency Sponsor (Florida Department of Transportation).
Florida Department of Transportation (FDOT)	Key Stakeholder: the FDOT is the "Sponsor" for the AIP grant agreement. Specifically, the Aviation Office (AO) provides development and operations support for the Florida Airport System.
FDOT District Offices	The seven (7) FDOT District Offices, specifically the Aviation representatives, provide essential support to the SAPMP System Update and the AO Program Manager (AO-PM). Each District supports the SAPMP's ongoing efforts by providing local construction cost information throughout the State, which is used as the basis of development for maintenance, repair, and major rehabilitation opinions of probable construction costs for planning purposes.
Participating Public-Use and Publicly-Owned Airports	The airports are the end-user and primary beneficiary of the SAPMP. The SAPMP provides a specific Airport Pavement Evaluation Report that meets the requirements of the FAA AC 150/5380-7B. Individual participating airports are provided a final Airport Pavement Evaluation Report by the Consultant that is specific to each airport's airfield PCI assessment.
Aviation Office Program Manager (AO-PM)	FDOT AO Airport Engineering Manager: oversees and manages the overall Program System Update.

1.3 General Scope of Work

The SAPMP is limited to performing tasks in adherence to the key elements of an effective pavement management program on a statewide level. The primary tasks undertaken to update the FDOT SAPMP include, but are not limited to:

- Research and evaluation of existing record documentation;
- Establishment of a pavement system inventory;
- Development of a pavement network definition map and supplemental GIS model;
- Functional pavement evaluations via the PCI assessment method;
- Customization of PAVER™ software including prioritization, policies, and performance models;
- Analysis of condition data; and
- Maintenance, repair, and rehabilitation planning.

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1.4 FDOT SAPMP Objectives

The SAPMP enables the FDOT AO and FAA to monitor pavement conditions at airports in the Florida Airport System. The SAPMP provides objective condition information needed to make informed decisions regarding the significant capital investment that the public-use airport pavement infrastructure represents.

Airport staff are responsible for making decisions regarding the timing and type of maintenance and rehabilitation activities that should be completed in order to maintain an acceptable operational condition and adequate load-carrying capacity. Utilizing the SAPMP will help Airport staff better understand the relative condition of their pavement facilities and when those facilities should be rehabilitated. The data collected from the SAPMP can be used for project programming for the next 10 years. This report summarizes the data collection, analysis, program update, and implementation of the FDOT SAPMP.

A comprehensive SAPMP provides information that assists with the project programming process. The primary objectives of the FDOT SAPMP consist of the following:

- Assist airports in meeting the requirements of Public Law 103-305;
- Assist airports in complying with FAA Grant Assurances 11 and 19;
- Provide airports with functional pavement condition in accordance with ASTM D5340-20 (current) and with the FAA AC 150/5380-7B (current) based on visual assessment efforts;
- Provide airports with planning-level guidance on maintenance, repair, and rehabilitation in accordance with the FAA AC 150/5380-6C (current) based on pavement conditions and distress data in terms of type, severity, and extent; and
- Provide airports, FDOT Districts, FDOT AO, and the FAA Airports District Office with long-term, planning-level forecasts of pavement performance and rehabilitation budgetary needs (e.g., maintenance, repair, and major reconstruction) through reports.

From a pavement management perspective, one of the most valuable aspects of the PCI methodology is the ability to save money by effectively prioritizing the rehabilitation of pavement assets before they reach critical condition. Critical PCI values are assigned to deterioration models for pavement assets based on their respective use and rank. The concept of critical PCI will be further discussed in **Chapter 5**, but it is used as a benchmark to help identify pavement assets that should receive rehabilitation. In doing so, the PCI methodology can help create a proactive maintenance and rehabilitation (M&R) strategy to effectively address pavement projects before the cost of these projects increases significantly.

With M&R costs escalating over time, the consequences of inadequate maintenance practices can result in an inefficient allocation of funding. If maintenance is conducted before a significant decline in pavement condition occurs, substantial repair and/or rehabilitation costs may be avoided or delayed. **Figure 1.4** illustrates how the cost of pavement repairs can significantly increase if M&R activities are delayed.

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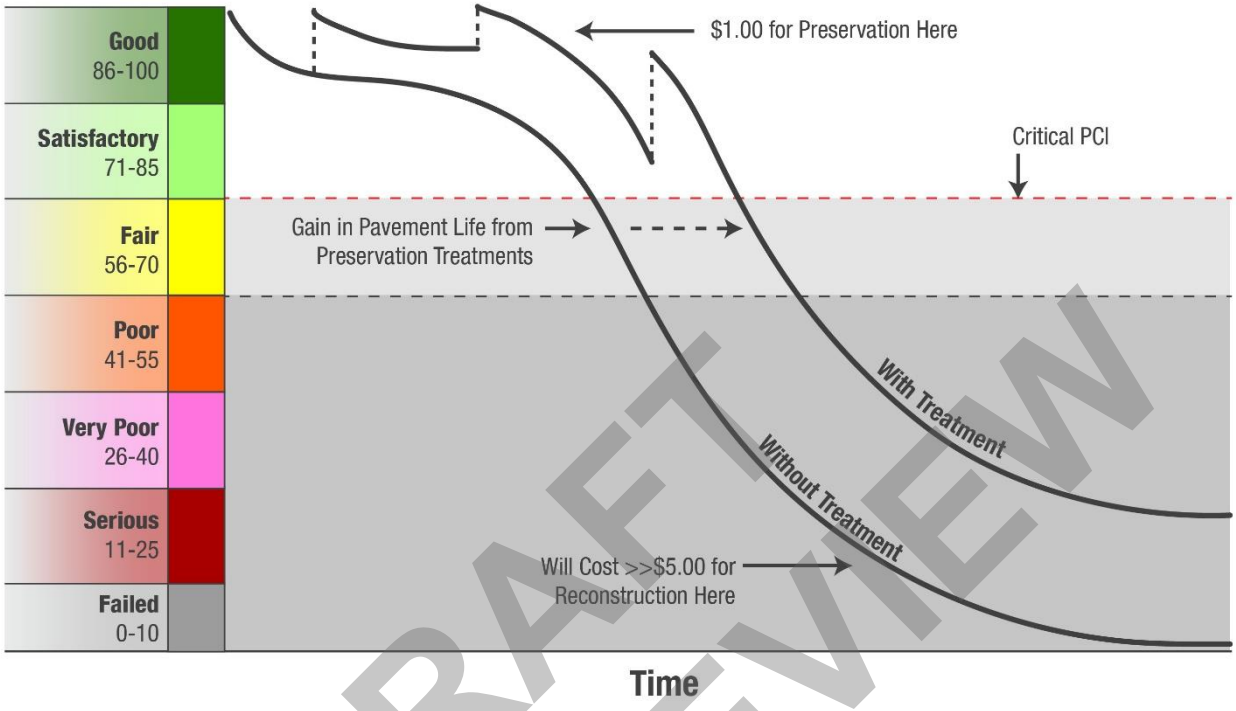
Figure 1.4: Pavement Life and the Effect of Treatments



FAA Eligibilty Thresholds: **>70:** Routine Maintenance **55-70:** Rehabilitation Eligible **<55:** Reconstruction Eligible

**Figure is for conceptual purposes only – unit costs are not specific to airfield pavements*

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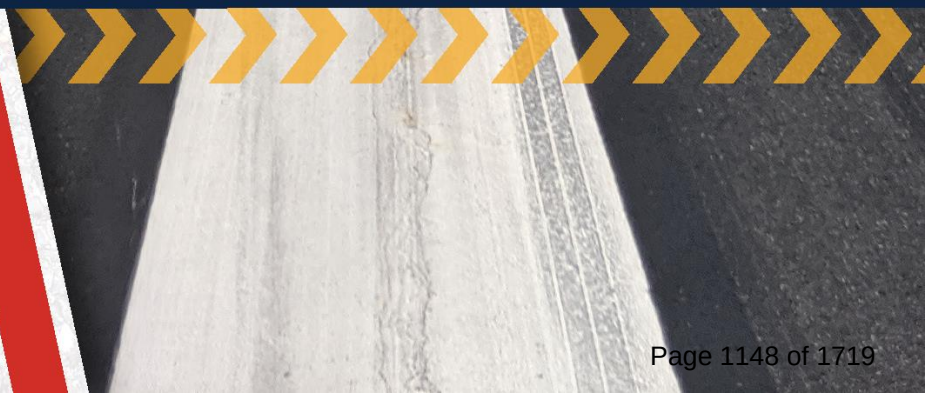
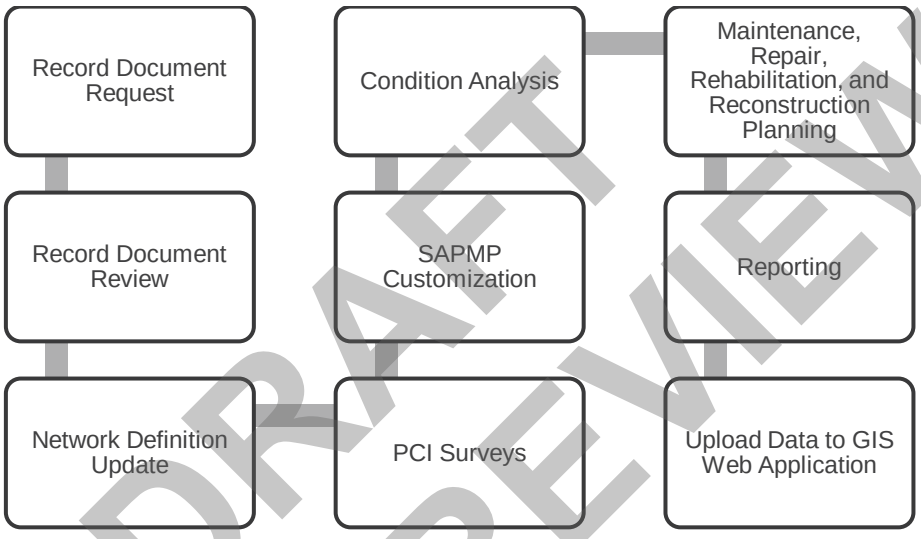
Chapter 2: Methodology



Chapter 2 – Methodology

An effective pavement management program incorporates both the regular collection of pavement condition information and communication of information to appropriate sponsors. This chapter of the report defines the specific methods utilized as part of the SAPMP System Update to meet the requirements of an effective pavement management system as defined by the FAA AC 150/5380-7B. **Figure 2** summarizes the overall process for the FDOT SAPMP.

Figure 2: FDOT SAPMP General Process



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2.1 Airfield Pavement Database

This SAPMP utilizes PAVER™ 7.0 software as its airfield pavement database. The PAVER™ software application was developed by the U.S. Army Construction Engineering Research Laboratory and sponsored by the FAA, Federal Highway Administration, U.S. Army, U.S. Air Force, and U.S. Navy to meet the objectives of an effective pavement management system. The PAVER™ database includes a network-level inventory of the participating airport's eligible airfield pavement facilities. PAVER™ can achieve the following pavement management objectives:

- Create a manageable inventory system;
- Analyze the current condition of pavements in accordance with ASTM D5340-20;
- Develop pavement performance models to forecast conditions; and
- Generate maintenance, repair, and major rehabilitation recommendations based on budgetary scenarios.

PAVER™ inventory management is based on a tiered organizational structure consisting of networks, branches, sections, and samples, with the sample being the smallest unit of management. Critical elements of an effective pavement management program are maintained within the network-level PAVER™ database and typically consist of pavement inventory

characteristics, pavement structure, work history, historic condition records, and analytical customization.

2.2 Airfield Pavement Record Keeping (Historical Records Research)

In accordance with the FAA AC 150/5380-7B, it is a best practice that airports maintain records of all airfield construction and maintenance (routine, emergency, and proactive) related to the pavement facilities. These records should consist of:

- Location and limits of work;
- Types and severities of repaired distresses;
- Work type and cost; and
- Supporting documents (e.g., contract documents, construction drawings, specifications, bid tabulations, repair products, and photograph records).

As part of the SAPMP, participating airport's staff was asked to provide documentation regarding the historical work performed at the Airport, including construction drawings and bid tabulations. This information is used to identify location, limits, type of work, pavement cross-sections, and representative material costs.

Updated historical data collected during this task was entered into the PAVER™ database. This database includes the following fields for historical information:

- Date of last construction/rehabilitation
- Work type performed
- Comments for documenting pavement cross-section
- Pavement surface type
- Section area (limits of work)

The SAPMP PAVER™ database accuracy is limited to the record documentation provided by the participating airports. Airport Sponsors should rely on this information as a planning tool and defer to final as-built plans, record drawings, and/or engineer's construction report for pavement construction records.

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2.3 Airfield Pavement Structure

A pavement is a prepared surface designed to provide a continuous, smooth ride at a certain speed and to support an estimated amount of traffic for a certain number of years. A pavement structure is composed of constructed layers consisting of subgrade, subbase, base, structural, and surface courses. For the FDOT SAPMP, two (2) predominant pavement types are classified for evaluation and analysis: Asphalt Concrete (AC) and Portland cement concrete (PCC). Composite Structures, known as Whitetopping Pavements consisting of PCC on AC, are also present at limited airports in Florida and are evaluated separately.

2.3.1 Asphalt Concrete

Asphalt concrete is a pavement comprised of aggregate mixture with an asphalt cement binder. The FDOT SAPMP categorizes three (3) Asphalt Concrete surface types: Asphalt Concrete (AC), Asphalt Concrete overlaid on Asphalt Concrete (AAC), and Asphalt Concrete overlaid on Portland cement concrete (APC).

Asphalt Concrete (AC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on engineered base course material that is layered on subbase and subgrade soil material.

Asphalt Concrete Overlaid on Asphalt Concrete (AAC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on an existing flexible AC pavement section. Airfield pavement sections are considered to be AAC when a pavement rehabilitation includes a pavement milling and resurfacing operation or a direct overlay of Asphalt Concrete without surface preparation.

Asphalt Concrete Overlaid on Portland Cement Concrete (APC)

A flexible pavement section consisting of aggregate mixture with asphalt cement binder layered on an existing PCC pavement section. This unique pavement composition may result in distinct pavement distress manifestations known as reflective joint cracking.

2.3.2 Portland Cement Concrete

Portland cement concrete is a pavement comprised of aggregate mixture with a Portland cement binder. The FDOT SAPMP categorizes Portland cement concrete (PCC) as the primary rigid pavement section.

Portland Cement Concrete (PCC)

A rigid pavement section composed of Portland cement concrete placed on a granular or treated base course that is supported on a compacted subgrade. The concrete surface provides a texture of nonskid qualities, prevents the infiltration of surface water into the subgrade, and provides structural support for airplane loading. Rigid pavement construction requires the layout of appropriately designed joints. Concrete overlays built in accordance with the FAA Advisory Circular 150/5320-6F “Airport Pavement Design and Evaluation” are recognized as PCC pavement.

2.3.3 Composite Structure – Whitetopping Pavement

Whitetopping pavement is a composite pavement comprised of relatively thin PCC overlaid on an existing AC pavement structure. There are three (3) types of Whitetopping Pavements: Conventional (WT), Thin (TWT), and Ultra-Thin (UWT).

Conventional Whitetopping (WT)

A composite pavement structure consisting of a modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically greater than 6 inches in thickness.

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Thin Whitetopping (TWT)
A composite pavement structure consisting of modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically between 4 and 6 inches in thickness.

Ultra-Thin Whitetopping (UWT)
A composite pavement structure consisting of a modified PCC overlaid on an existing AC pavement section. The modified PCC layer is typically between 2 and 4 inches in thickness.

2.4 Airfield Pavement Traffic

A pavement section is typically designed to meet the needs of the user (airlines, air cargo, general aviation, and/or military) in providing a safe, smooth, operational surface. Pavement deterioration generally occurs gradually from aircraft loading and environmental conditions.

This System Update does not involve a study or analysis of OMN's aircraft fleet mix or traffic operations. However, it is strongly recommended that the Airport incorporate the requirements of the FAA AC 150/5320-6F when developing design-level rehabilitation activities; this AC provides guidance on incorporation of aircraft traffic fleet mix data.

2.5 Pavement Management Program Network Definition Terminology

To facilitate an effective pavement management program, a pavement network must be established and subdivided into smaller, manageable working units. Sectioning of the pavement network was established in a prior System Update and was revised during this SAPMP to account for work that has been performed on the airfield since the previous Update. Information from historic records is used to help define the limits of the smaller working units. A critical input for a pavement inventory and network definition is the date of last major construction or rehabilitation, as this type of work will reset the section PCI to a value of 100.

The following sections define the common terms used in pavement management systems and cover their application for this SAPMP System Update.

2.5.1 Pavement Network Identification

Establishing the pavement network is the first step in organizing pavements into a structure for pavement management. The network is the starting point of the hierarchy of pavement management organization. A network typically consists of one or more pavement *branches*, which have one or more pavement *sections*. For example, a network can be all the pavements within an Airport's airfield or all the pavements in a statewide program. For the FDOT SAPMP, a network represents an individual Airport's airfield pavement facilities maintained by the Airport.

2.5.2 Pavement Branch Identification

A pavement branch, also known as a facility, is a logical unit of generally identifiable pavement within a network that has a distinct functional classification. For example, within an airfield, each runway, taxiway, or apron is considered a branch. Each branch contains at least one section but may contain more if pavement feature characteristics are distinct throughout the branch.

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2.5.3 Pavement Section Identification

A pavement section, or feature, is a subdivision of a branch and has consistent characteristics throughout its length or area. These characteristics include structural composition (pavement layer material type and thickness), construction history, age, traffic type, traffic frequency, and pavement condition. A section is the basic management unit of a pavement network and is the level at which maintenance, repair, or major rehabilitation treatments are considered.

2.5.4 Pavement Sample Unit Identification

A pavement sample unit is an arbitrarily defined subdivision of a pavement section that has a standard size range of 20 contiguous slabs (±8 slabs) for PCC pavement and 5,000 contiguous square feet (±2,000 SF) for AC. A sample unit is the smallest subdivision of a pavement network and is analyzed during field assessments to establish condition ratings.

2.5.5 Terminology Summary

Below is a summary table, **Table 2.5.5**, with definitions and examples of common SAPMP terminology.

Table 2.5.5: SAPMP Terminology

SAPMP Terminology	Common Definition	Airport Example
Network	Totality of pavement assets maintained by the Airport.	"Tallahassee International Airport – Airfield Pavements"
Branch Name	Commonly defined asset name as established by Airport and by use.	"Runway 18-36"
Branch ID	Codified shorthand name for commonly defined asset established for database identification.	"RW 18-36" RW, Branch Use, "Runway" "Runway 18-36", Runway Facility
Section ID	Codified identification for pavement asset that is distinct by pavement composition, work history, aircraft loading, or condition.	"6105"
Sample Unit	A numeric identification of an area of pavement (5,000 ± 2,000 SF of AC or 20 ± 8 slabs of PCC) that has been inspected in accordance with ASTM D5340-20.	"300"

2.6 Airfield PCI Survey Methodology

In adherence to the FAA AC 150/5380-7B, the FDOT SAPMP utilizes the PCI survey method to collect pavement distress data and analyze the condition. The PCI survey procedure is a visual statistical sampling of pavements for recording primary distress types (e.g., cracking and deformation), associated severities, and quantities as defined by the ASTM D5340-20. This effort is the primary means of obtaining and recording pavement distress data. The PCI survey consists primarily of visual assessments of pavement surfaces for signs of distress and deterioration resulting from loading (aircraft) and environmental influences.

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Overall, a visual pavement condition survey provides an indication of the cause and rate of deterioration of a pavement section from a functional point of view and can help identify if any underlying structural deficiencies are present. Although a visual PCI survey does not predict the remaining structural life of a pavement section or its ability to support loads, it does assess the rating of the operational surface. Functional condition, determined by the PCI method, can provide a cost-effective means to plan for pavement rehabilitation projects. Timely application of pavement rehabilitation may lead to the extension of functional life of individual pavement sections. This method varies from structural evaluation; functional condition is limited to visually observed distresses and indicative modes of pavement deterioration. A formal structural evaluation analyzes subsurface conditions, material characteristics, and qualitative pavement structure attributes. A structural evaluation may consist of subsurface geotechnical exploration, falling weight deflectometer testing, petrographic testing, material coring, and/or flexural testing.

2.6.1 Pavement Distress Types

For each sample, the severity and quantity of defined distresses are recorded and then analyzed in accordance with the ASTM D5340-20 standard, which identifies 17 AC distress types and 16 PCC distress types. **Tables 2.6.1 (a)** and **2.6.1 (b)** identify these distresses and their common causes or mechanisms.

Table 2.6.1 (a): Pavement Distress Types – Asphalt Concrete

Distress Mechanism	Distress Type
Load	Alligator Cracking Rutting
Climate/Durability	Block Cracking Joint Reflection Cracking Longitudinal and Transverse Cracking (LT) Raveling Shoving Weathering
Construction/Material	Bleeding Corrugation Depression Polished Aggregate Slippage Cracking Swelling
Other	Jet Blast Erosion Oil Spillage Patching and Utility Cut Patching

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Table 2.6.1 (b): Pavement Distress Types – Portland Cement Concrete

Distress Mechanism	Distress Type
Load	Corner Break Longitudinal, Transverse, and Diagonal Cracking (LTD) Pumping Shattered Slab/Intersecting Cracks
Climate/Durability	Blowup Durability "D" Cracking Joint Seal Damage Popouts
Construction/Material	Alkali Silica Reaction (ASR) Scaling Shrinkage Cracking
Other	Corner Spalling Joint Spalling Large Patching and Utility Cut Settlement or Faulting Small Patching

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2.6.2 PCI Survey Procedures

PCI surveys are conducted on sample units defined in previous System Updates. Sample units are subject to change at the discretion of field personnel and/or to major pavement rehabilitation treatments. Furthermore, access to sample units based on accessibility or operational impacts may affect the overall sampling rate effort at each airport. **Tables 2.6.2 (a)** and **(b)** define the sampling criteria used by the FDOT SAPMP. A higher sampling rate may be utilized to achieve greater statistical confidence, should the Airport have the available resources to perform PCI survey independent of the FDOT SAPMP.

Table 2.6.2 (a): Recommended Sampling Rates for Asphalt Concrete

Number of Total Sample Units in Section	Runway Sampling Rate	Taxiways, Aprons, and Others Sampling Rate
1 - 4	1	1
5 - 10	2	1
11 - 15	3	2
16 - 30	5	3
31 - 40	7	4
41 - 50	8	5
51 or more	20% but ≤ 20	10% but ≤ 10

Table 2.6.2 (b): Recommended Sampling Rates for Portland Cement Concrete

Number of Total Sample Units in Section	Runway Sampling Rate	Taxiways, Aprons, and Others Sampling Rate
1 - 3	1	1
4 - 6	2	1
7 - 10	3	2
11 - 15	4	2
16 - 20	5	3
21 - 30	7	3
31 - 40	8	4
41 - 50	10	5
51 or more	20% but ≤ 20	10% but ≤ 10

The FDOT SAPMP is limited to select sample units for each section identified in each airport's Airfield Pavement Network Definition. The intent is to perform a limited amount of sample unit PCI surveys to reasonably reflect the functional condition. Due to the limited sampling criteria, there may be instances of pavement distress and deterioration outside of the inspected sample units that were not observed.

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Chapter 3: Airfield Pavement System Inventory

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Chapter 3 – Airfield Pavement System Inventory

This chapter discusses the inventory data collected from the Airport and summarizes network-level characteristics of the Airport's airfield pavements. At the start of each FDOT SAPMP System Update, all airports are asked to review the existing Airfield Pavement Network Definition Exhibit for accuracy. Furthermore, participating airports are asked to provide documentation of any recent or anticipated construction related to their airfield pavements.

3.1 Airfield Pavement Network Information

3.1.1 Previous and/or Anticipated Airfield Pavement Construction

Based on information provided by the Airport, **Table 3.1.1** summarizes recent or anticipated airfield pavement construction projects since 2017.

Table 3.1.1: Summary of Previous and/or Anticipated Airfield Pavement Construction

Construction Year	Location	Work Type / Pavement Section
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2022	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	TW B, TW D, AP FBO	Complete Reconstruction - AC
	AP MID	New Construction - AC

The Airport provided a combination of record drawings, reports, and staff input, which aided in developing the construction history of the Airport's pavements since inception. Major rehabilitation and construction activities performed in the last 24 months, or anticipated in the next 24 months, are assumed to restore the PCI to 100. These activities include pavement overlay, mill and overlay, new construction, and/or complete reconstruction. These pavements were not formally subject to a PCI assessment and actual conditions may vary. Furthermore, any localized maintenance or repair performed in the assessment areas that would improve the PCI are considered in the condition analysis.

Figure 3.1.1 (a), the Airfield Pavement Network Definition Exhibit, provides details of the PCI assessment efforts. The Exhibit identifies pavement facilities, surface types, section definitions, and sample unit delineations. **Figure 3.1.1 (b)**, the Airfield Pavement System Inventory Exhibit, provides details of the work history updates communicated by the Airport. The Exhibit provides the approximate limits of recent and/or anticipated construction on the airfield pavement facilities. The limits are based on documentation provided by the Airport and, if constructed, are confirmed during field surveys.

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AIRFIELD PAVEMENT NETWORK DEFINITION EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

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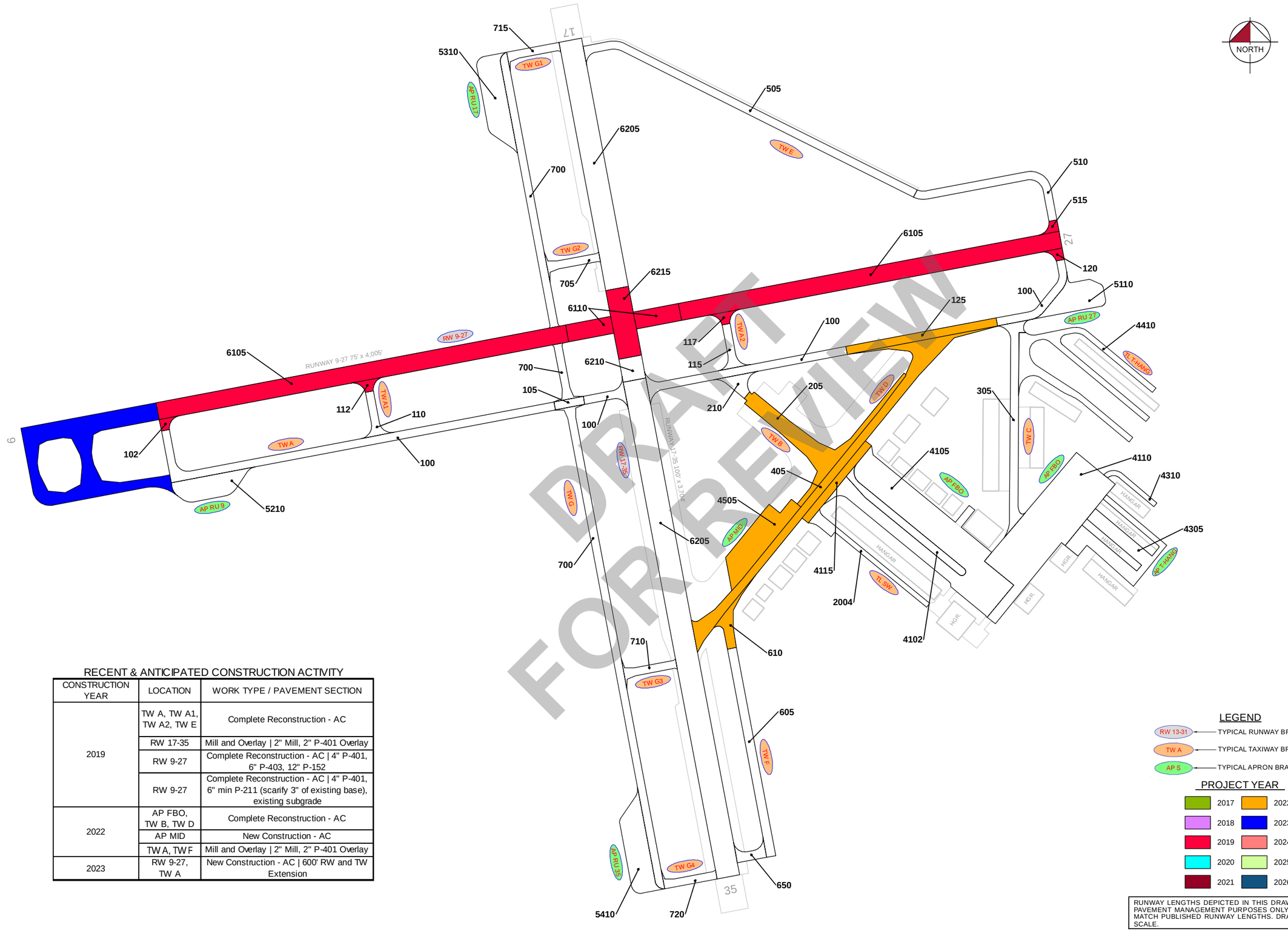
LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID
- AAC / AP MAIN / 4105 / 10 | 100 — PAVEMENT SURFACE TYPE; PAVEMENT BRANCH ID; SECTION NUMBER; NUMBER OF SAMPLE UNITS IN SECTION; NUMBER OF SAMPLE UNITS TO BE INSPECTED
- AAC / AP MAIN / 4105 / 0 | 100 — SECTION NOT INSPECTED DUE TO RECENT CONSTRUCTION. SEE SYSTEM INVENTORY MAP FOR CONSTRUCTION DATES.
- 100 — INSPECTED SAMPLE UNITS.

TOTAL SAMPLES INSPECTED = 81
AC: 80 PCC: 1

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.



RECENT & ANTICIPATED CONSTRUCTION ACTIVITY

CONSTRUCTION YEAR	LOCATION	WORK TYPE / PAVEMENT SECTION
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
2022	AP FBO, TW B, TW D	Complete Reconstruction - AC
	AP MID	New Construction - AC
	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2023	RW 9-27, TW A	New Construction - AC | 600' RW and TW Extension

LEGEND

RW 13-31 — TYPICAL RUNWAY BRANCH ID

TW A — TYPICAL TAXIWAY BRANCH ID

AP S — TYPICAL APRON BRANCH ID

PROJECT YEAR

2017		2022	
2018		2023	
2019		2024	
2020		2025	
2021		2026	

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

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AIRFIELD PAVEMENT SYSTEM INVENTORY EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

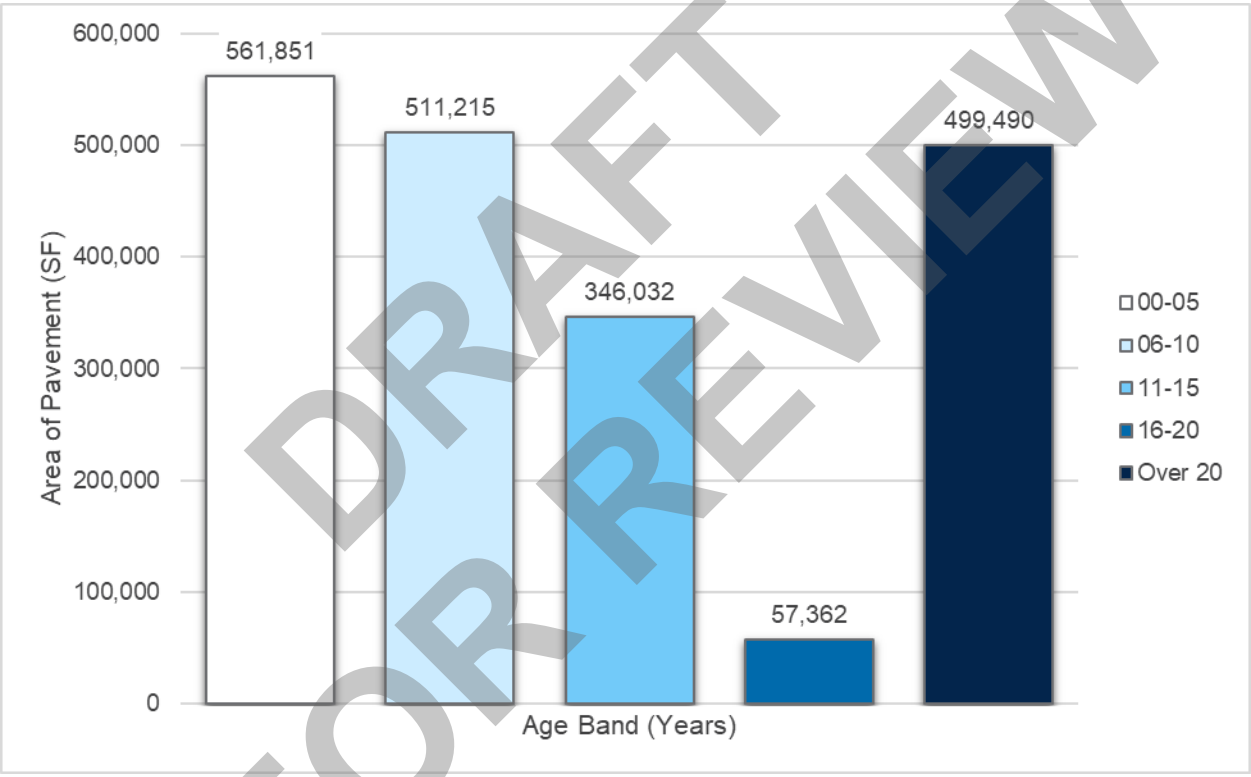
FDOT

2022

3.1.2 Estimated Pavement Age

Standard pavement design practice considers a design life of 20 years. Design inputs typically require subgrade soil conditions, pavement layer material characteristics, and anticipated loading (aircraft fleet mix) for the design-life period. Based on the review of historic airfield pavement construction activities, **Figure 3.1.2 (a)** summarizes the age of the pavement sections since the last major construction activity has occurred. **Figure 3.1.2 (b)** provides the approximate limits of those age ranges on the airfield pavement facilities. This is intended to be a rough estimate based on interpretation of the limited data available at the time of report. The estimation of pavement age is based on information requested from the Airport.

Figure 3.1.2 (a): Age of Pavements at PCI Survey



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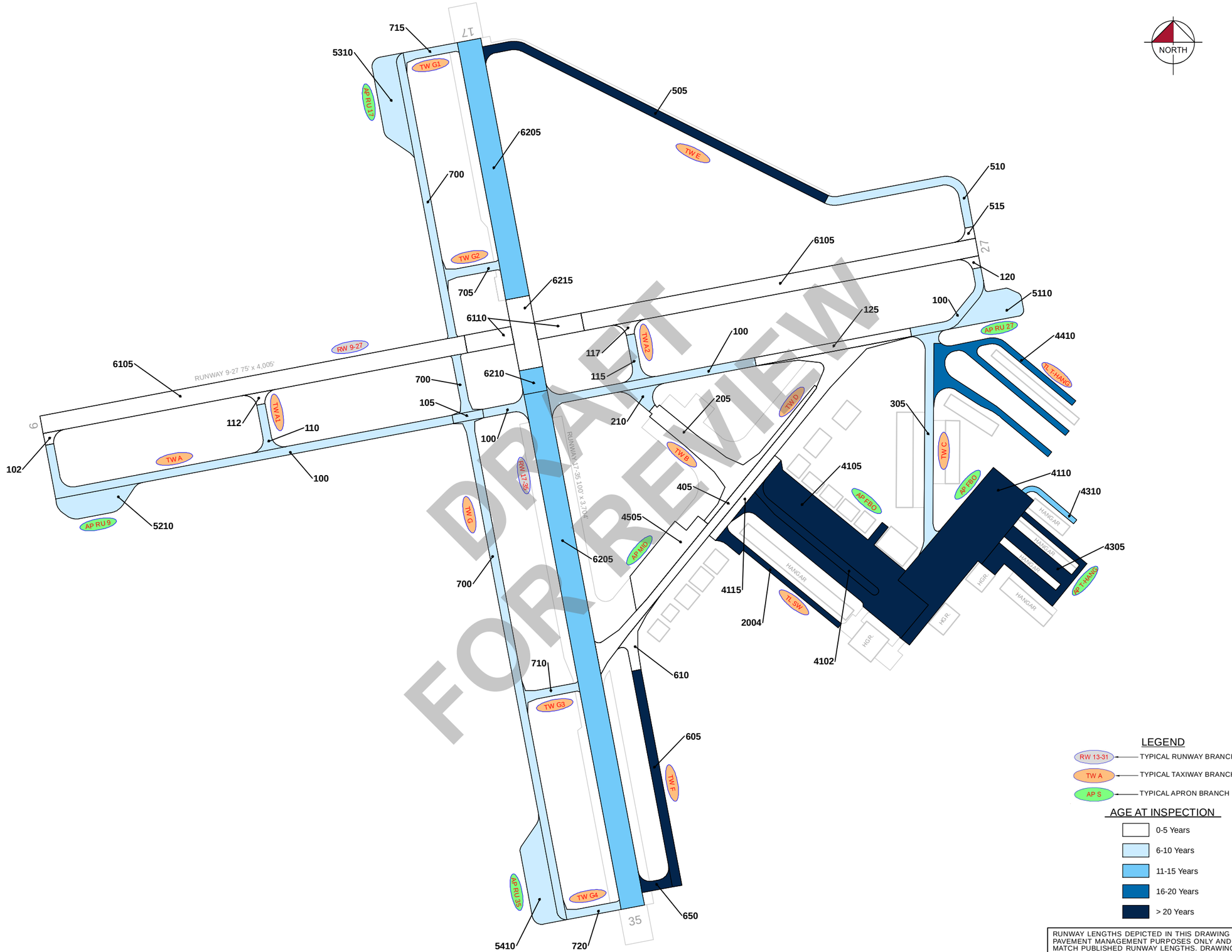

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AIRFIELD PAVEMENT ESTIMATED AGE EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

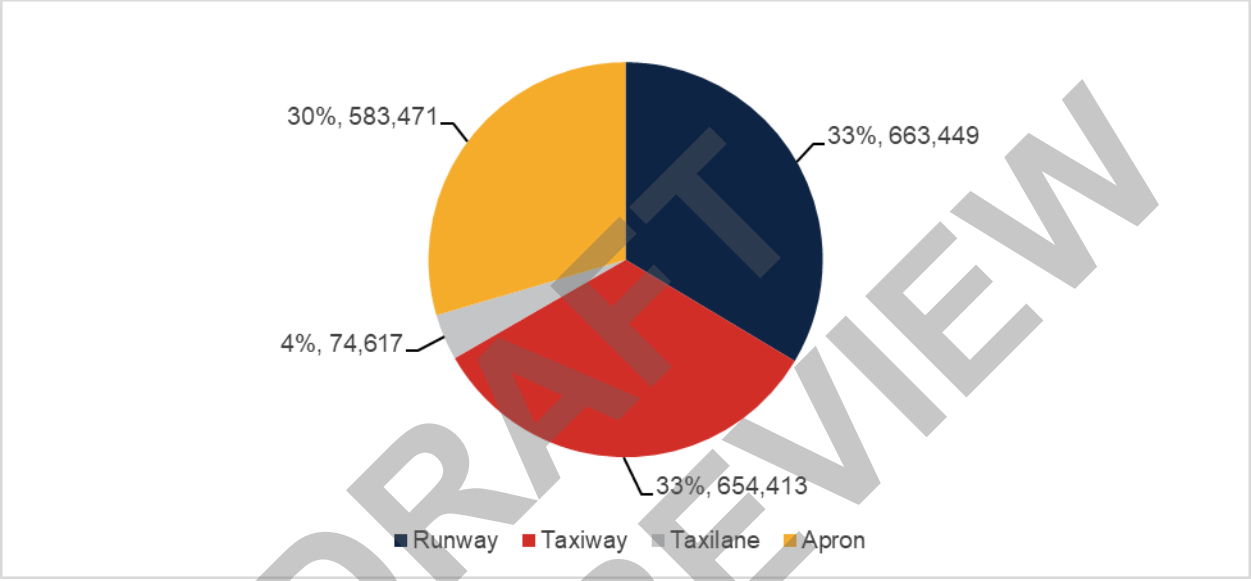
FDOT

2022

3.1.3 Functional Use

Pavements are subject to variations in aircraft loading patterns based on use and overall operations. This is termed "functional use" or "branch use." For this SAPMP System Update, the following categories of pavement functional use are identified: runway, taxiway, taxilane, and apron. **Figure 3.1.3** summarizes pavement functional use by area and excludes paved shoulders.

Figure 3.1.3: Airfield Pavement Branch Use by Area (SF)



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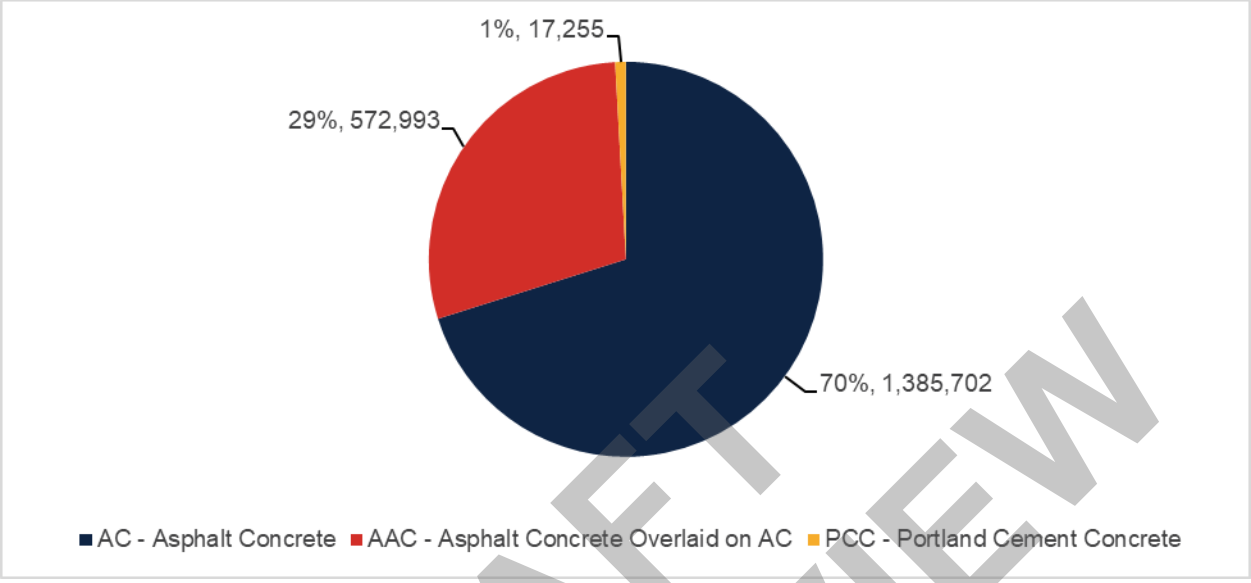
3.1.4 Pavement Surface Type

The airfield pavement facility surface types within the SAPMP include four (4) common types of pavement: Asphalt Concrete (AC), Asphalt Concrete overlaid on Asphalt Concrete (AAC), Asphalt Concrete overlaid on Portland cement concrete (APC), and Portland cement concrete (PCC).

Based on the record documentation incorporated within the SAPMP database and as observed during airfield pavement field assessments, pavement surface types have been assigned to the various pavement sections. **Figure 3.1.4** summarizes the applicable pavement types observed at OMN.

Figure 3.1.4: Airfield Pavement Surface Type by Area (SF)



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3.1.5 Pavement System Inventory Details

The pavement inventory scope includes updates to existing pavement geometry and the development of an AutoCAD model with spatial projection for use within GIS. **Appendix C** includes the Airfield Pavement Network Definition Exhibit and the Airfield Pavement System Inventory Exhibit, which visually summarize the results of the airfield pavement system inventory analysis.

Table 3.1.5 displays the section-level pavement inventory data, which is based on record documentation provided by the airports and from previous System Updates. The information presented relies on the accuracy and the adequacy of data provided. In some cases, characteristics such as pavement area may be estimated based on aerial interpretation of spatially-projected imagery. Additionally, if the last construction date is unknown, a date of January 1 of the estimated year was assigned to the section. The accuracy of data is appropriate for this network-level planning document. Should the Airport perform rehabilitation work, it is recommended that project-level investigations be performed to support the data accuracy needed for design and construction.

Table 3.1.5: Pavement System Inventory Details

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	RW 9-27	Runway	6105	262,949	AC	7/1/2019
OMN	RW 9-27	Runway	6110	30,000	AC	7/1/2019
OMN	RW 17-35	Runway	6205	329,912	AAC	1/1/2008
OMN	RW 17-35	Runway	6210	10,188	AAC	1/1/2008
OMN	RW 17-35	Runway	6215	30,400	AAC	7/1/2019
OMN	TW A	Taxiway	100	123,174	AC	1/1/2013
OMN	TW A	Taxiway	102	2,434	AC	1/1/2019
OMN	TW A	Taxiway	105	4,550	AAC	1/1/2016

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	TW A	Taxiway	120	2,519	AC	7/1/2019
OMN	TW A	Taxiway	125	23,310	AAC	5/1/2022
OMN	TW A1	Taxiway	110	8,089	AC	1/1/2013
OMN	TW A1	Taxiway	112	3,083	AC	7/1/2019
OMN	TW A2	Taxiway	115	8,054	AC	1/1/2013
OMN	TW A2	Taxiway	117	3,118	AC	7/1/2019
OMN	TW B	Taxiway	205	51,318	AC	5/1/2022
OMN	TW B	Taxiway	210	7,706	AC	1/1/2013
OMN	TW C	Taxiway	305	35,387	AC	1/1/2013
OMN	TW D	Taxiway	405	81,876	AC	5/1/2022
OMN	TW E	Taxiway	505	56,507	AAC	1/1/1990
OMN	TW E	Taxiway	510	26,455	AC	1/1/2013
OMN	TW E	Taxiway	515	2,399	AC	7/1/2019
OMN	TW F	Taxiway	605	36,880	AC	1/1/1984
OMN	TW F	Taxiway	610	9,548	AAC	5/1/2022
OMN	TW F	Taxiway	650	6,273	AC	1/1/1984
OMN	TW G	Taxiway	700	126,774	AC	1/1/2016
OMN	TW G1	Taxiway	715	8,543	AC	1/1/2016
OMN	TW G2	Taxiway	705	8,946	AC	1/1/2016
OMN	TW G3	Taxiway	710	8,941	AC	1/1/2016
OMN	TW G4	Taxiway	720	8,529	AC	1/1/2016
OMN	TL SW	Taxilane	2004	17,255	PCC	1/1/1992
OMN	TL T-HANG	Taxilane	4410	57,362	AC	1/1/2005
OMN	AP FBO	Apron	4102	22,255	AC	1/1/1992
OMN	AP FBO	Apron	4105	164,592	AC	1/1/1992
OMN	AP FBO	Apron	4110	141,436	AAC	1/1/1992
OMN	AP FBO	Apron	4115	14,790	AC	5/1/2022
OMN	AP MID	Apron	4505	44,107	AC	5/1/2022
OMN	AP RU 17	Apron	5310	39,883	AC	1/1/2016
OMN	AP RU 27	Apron	5110	27,832	AC	1/1/2013
OMN	AP RU 35	Apron	5410	40,187	AC	1/1/2016
OMN	AP RU 9	Apron	5210	28,165	AC	1/1/2013
OMN	AP T-HANG	Apron	4305	54,292	AC	1/1/1984
OMN	AP T-HANG	Apron	4310	5,932	AC	7/31/2008

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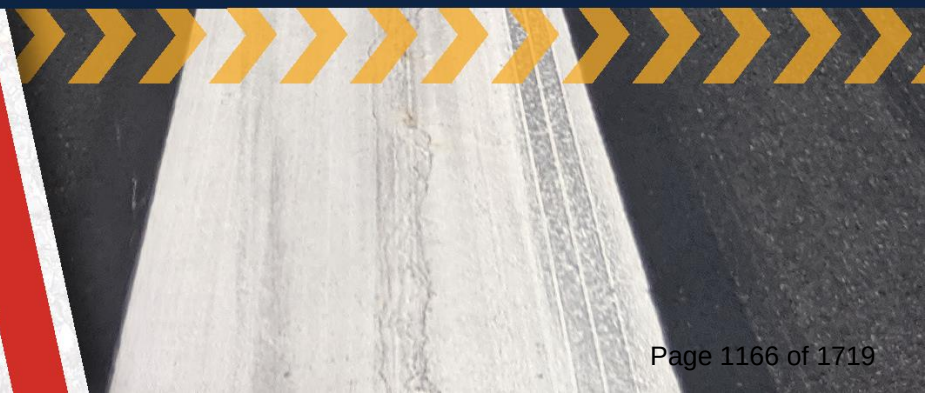
Chapter 4: Airfield Pavement Condition Analysis



Chapter 4 – Airfield Pavement Condition Analysis

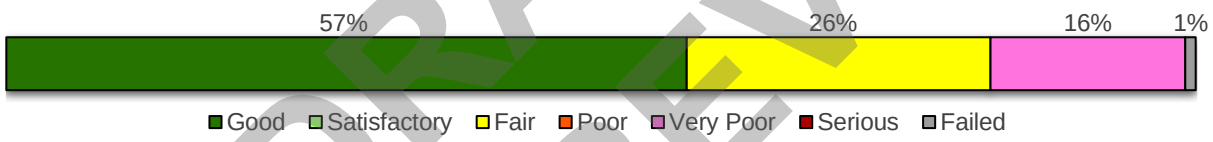
The Pavement Condition Index (PCI) provides insight to possible causes of deterioration to help support pavement maintenance and rehabilitation planning. Distress type, severity, and extent are required in the computation of a PCI value. The PCI method of pavement condition evaluation is strictly a visual review of surface condition, also referred to as a functional evaluation. Further evaluation of pavement conditions may be necessary, such as structural evaluation, for design- and/or project-level determination of pavement rehabilitation needs.

4.1 Airfield Pavement Condition Index

4.1.1 Network-Level Analysis

The following figure, **Figure 4.1.1**, summarizes the network-level pavement condition analysis based on the most recent survey results. On a network level, approximately 57% of inspected pavements are in Good or Satisfactory condition. Presently, roughly 26% of inspected pavements are in Fair condition and the remaining 17% of inspected pavements are in Poor or worse condition.

Figure 4.1.1: Current Condition – Overall Network



4.1.2 Branch-Level Analysis

The following **Figures 4.1.2 (a)-(e)** summarize branch-level pavement conditions according to the most recent PCI assessment results.

Figure 4.1.2 (a): Current Condition Summary – Branch-Level

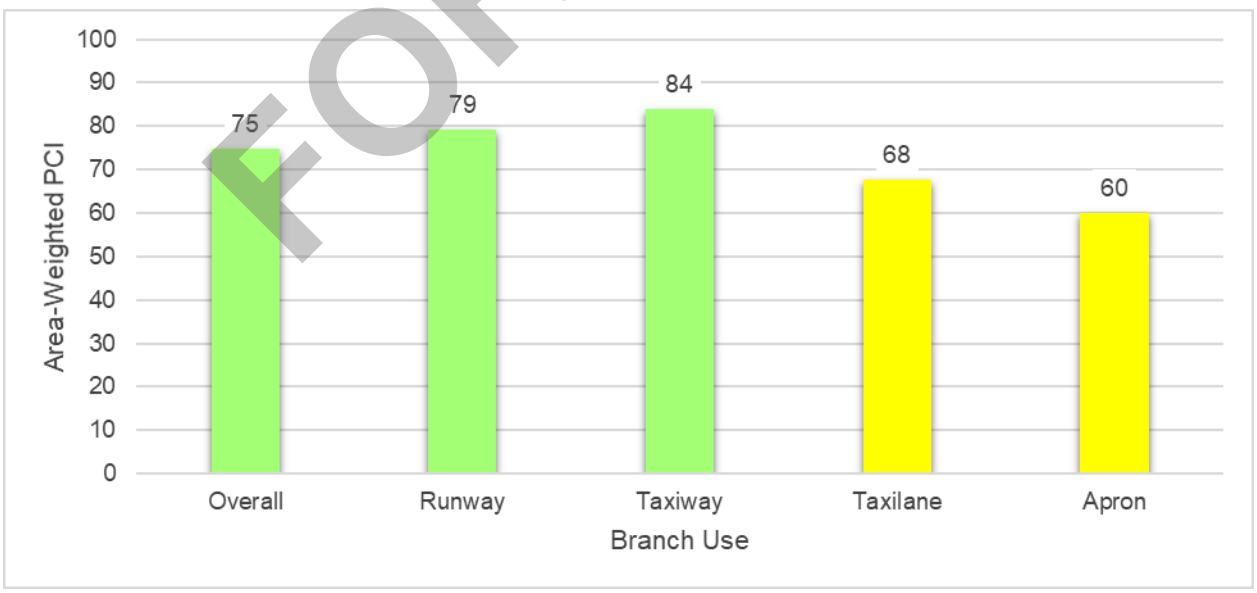


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Figure 4.1.2 (b): Current Condition – Runway

Figure 4.1.2 (c): Current Condition – Taxiway

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Figure 4.1.2 (d): Current Condition – Taxilane

Figure 4.1.2 (e): Current Condition – Apron

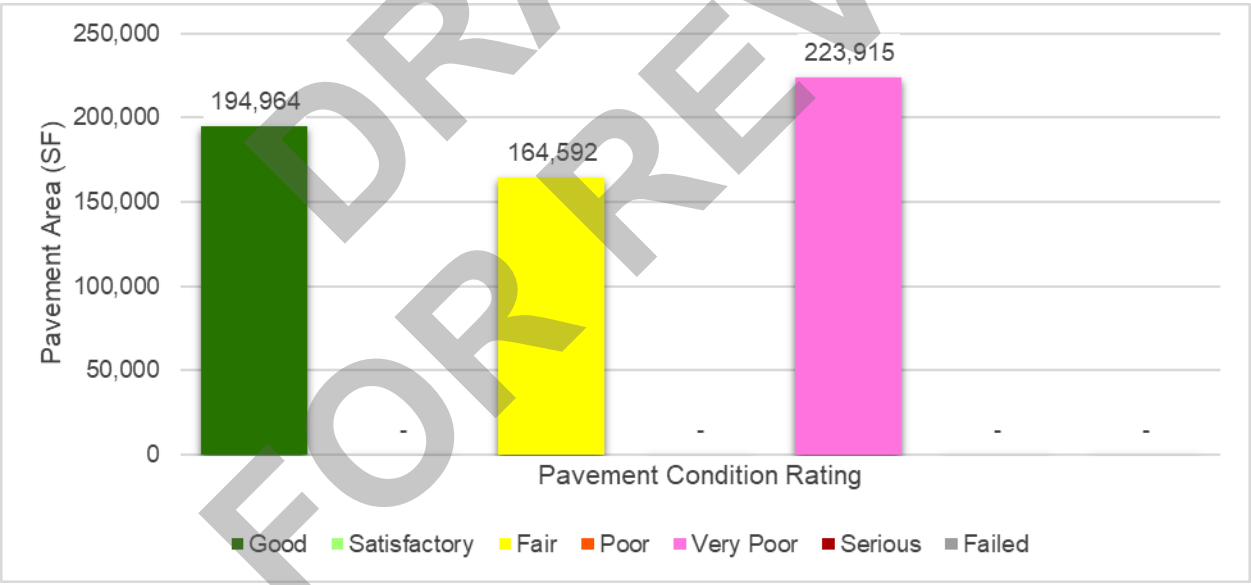

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Table 4.1.2 details the branch-level condition for each airfield pavement branch.

Table 4.1.2: Current Condition Summary – Branch-Level

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Area-Weighted Avg PCI	Condition Rating
RW 9-27	Runway	2	292,949	91	Good
RW 17-35	Runway	3	370,500	70	Fair
TW A	Taxiway	5	155,987	91	Good
TW A1	Taxiway	2	11,172	87	Good
TW A2	Taxiway	2	11,172	91	Good
TW B	Taxiway	2	59,024	98	Good
TW C	Taxiway	1	35,387	88	Good
TW D	Taxiway	1	81,876	100	Good
TW E	Taxiway	3	85,361	56	Fair
TW F	Taxiway	3	52,701	50	Poor
TW G	Taxiway	1	126,774	88	Good
TW G1	Taxiway	1	8,543	91	Good
TW G2	Taxiway	1	8,946	88	Good
TW G3	Taxiway	1	8,941	89	Good
TW G4	Taxiway	1	8,529	91	Good
TL SW	Taxilane	1	17,255	0	Failed
TL T-HANG	Taxilane	1	57,362	88	Good
AP FBO	Apron	4	343,073	48	Poor
AP MID	Apron	1	44,107	100	Good
AP RU 17	Apron	1	39,883	91	Good
AP RU 27	Apron	1	27,832	87	Good
AP RU 35	Apron	1	40,187	91	Good
AP RU 9	Apron	1	28,165	91	Good
AP T-HANG	Apron	2	60,224	31	Very Poor

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4.1.3 Section-Level Analysis

Table 4.1.3 provides each pavement section's area-weighted average PCI and the percent of distress related to load, climate, and other factors. The causes of condition deterioration help inform maintenance, repair, and rehabilitation decisions. For example, load-related distress can indicate that the pavement is reaching the end of its structural design life and the selected rehabilitation treatment should include either strengthening or reconstruction. **Figure 4.1.3** provides a technical exhibit that graphically depicts PCI values and ratings determined from this SAPMP System Update.

Pavement facilities that have been reconstructed within the past 24 months, or are anticipated for reconstruction within the next 24 months, may have been omitted from this assessment. Pavement that has received major rehabilitation will be set to a PCI of 100 for this analysis.

Table 4.1.3: Latest Pavement Condition Index Summary – Section-Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface	PCI	Condition Rating	PCI % Climate	PCI % Load	PCI % Other	Sample Units Inspected	Total Sample Units in Section
OMN	RW 9-27	Runway	6105	262,949	AC	91	Good	100	0	0	11	47
OMN	RW 9-27	Runway	6110	30,000	AC	94	Good	100	0	0	2	6
OMN	RW 17-35	Runway	6205	329,912	AAC	68	Fair	85	0	15	14	66
OMN	RW 17-35	Runway	6210	10,188	AAC	66	Fair	73	0	27	1	2
OMN	RW 17-35	Runway	6215	30,400	AAC	91	Good	100	0	0	2	6
OMN	TW A	Taxiway	100	123,174	AC	89	Good	100	0	0	5	33
OMN	TW A	Taxiway	102	2,434	AC	91	Good	100	0	0	1	1
OMN	TW A	Taxiway	105	4,550	AAC	91	Good	100	0	0	1	1
OMN	TW A	Taxiway	120	2,519	AC	94	Good	100	0	0	1	1
OMN	TW A	Taxiway	125	23,310	AC	100	Good	0	0	0	0	0
OMN	TW A1	Taxiway	110	8,089	AC	86	Good	62	0	38	1	2
OMN	TW A1	Taxiway	112	3,083	AC	91	Good	100	0	0	1	1
OMN	TW A2	Taxiway	115	8,054	AC	91	Good	100	0	0	1	2
OMN	TW A2	Taxiway	117	3,118	AC	91	Good	100	0	0	1	1
OMN	TW B	Taxiway	205	51,318	AC	100	Good	0	0	0	0	0
OMN	TW B	Taxiway	210	7,706	AC	86	Good	100	0	0	1	2
OMN	TW C	Taxiway	305	35,387	AC	88	Good	100	0	0	2	9
OMN	TW D	Taxiway	405	81,876	AC	100	Good	0	0	0	0	0
OMN	TW E	Taxiway	505	56,507	AAC	38	Very Poor	97	0	3	3	16
OMN	TW E	Taxiway	510	26,455	AC	91	Good	100	0	0	1	7
OMN	TW E	Taxiway	515	2,399	AC	94	Good	100	0	0	1	1
OMN	TW F	Taxiway	605	36,880	AC	40	Very Poor	97	0	3	2	9
OMN	TW F	Taxiway	610	9,548	AC	100	Good	0	0	0	0	0
OMN	TW F	Taxiway	650	6,273	AC	35	Very Poor	87	0	13	1	1
OMN	TW G	Taxiway	700	126,774	AC	88	Good	83	0	17	4	35
OMN	TW G1	Taxiway	715	8,543	AC	91	Good	100	0	0	1	2
OMN	TW G2	Taxiway	705	8,946	AC	88	Good	100	0	0	1	2
OMN	TW G3	Taxiway	710	8,941	AC	89	Good	100	0	0	1	2
OMN	TW G4	Taxiway	720	8,529	AC	91	Good	100	0	0	1	2
OMN	TL SW	Taxilane	2004	17,255	PCC	0	Failed	8	92	0	1	3
OMN	TL T-HANG	Taxilane	4410	57,362	AC	88	Good	98	0	2	2	11
OMN	AP FBO	Apron	4102	22,255	AC	26	Very Poor	76	0	24	1	6
OMN	AP FBO	Apron	4105	164,592	AC	57	Fair	97	0	3	4	39
OMN	AP FBO	Apron	4110	141,436	AAC	36	Very Poor	79	20	1	4	26
OMN	AP FBO	Apron	4115	14,790	AC	100	Good	0	0	0	0	0
OMN	AP MID	Apron	4505	44,107	AC	100	Good	0	0	0	0	0
OMN	AP RU 17	Apron	5310	39,883	AC	91	Good	100	0	0	1	8
OMN	AP RU 27	Apron	5110	27,832	AC	87	Good	100	0	0	1	5
OMN	AP RU 35	Apron	5410	40,187	AC	91	Good	100	0	0	1	8
OMN	AP RU 9	Apron	5210	28,165	AC	91	Good	100	0	0	1	6
OMN	AP T-HANG	Apron	4305	54,292	AC	31	Very Poor	56	37	7	3	10
OMN	AP T-HANG	Apron	4310	5,932	AC	30	Very Poor	77	23	0	1	2

** Zero (0) Sample Units Inspected signifies that the pavement section was not inspected during this SAPMP System Update due to recent construction projects. These sections correlate with the gray sections on the Network Definition Exhibit.*

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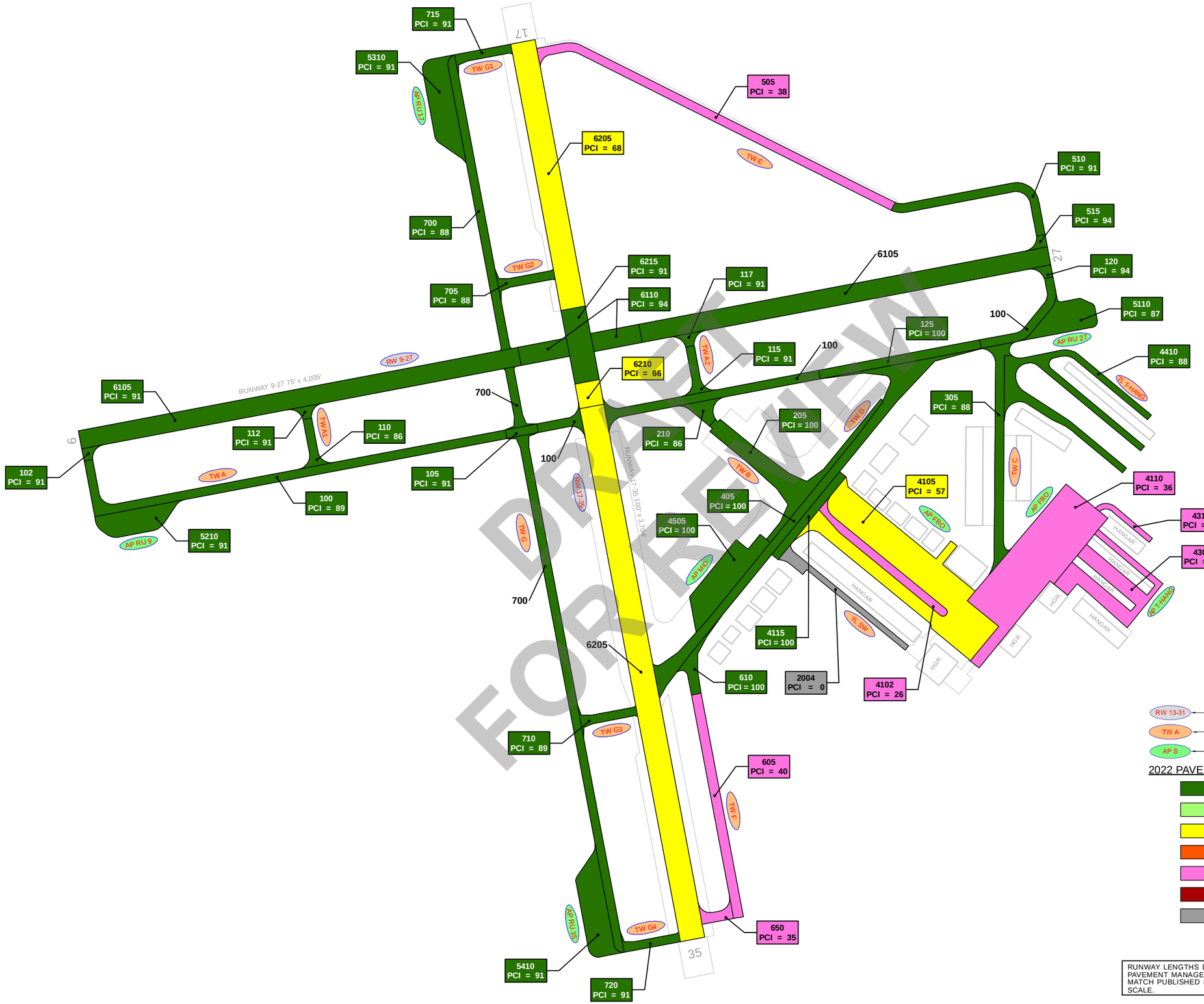

OMN

AIRFIELD PAVEMENT CONDITION INDEX EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

4.2 Summary of Pavement Condition Evaluation Results

4.2.1 Network-Level Observations

The PCI assessment for Ormond Beach Municipal Airport (OMN) was performed in April 2022. The overall area-weighted average PCI value of the network was 75, representing a condition rating of Satisfactory. The Taxiway D facility as well as portions of the Taxiway A, Taxiway B, and Taxiway F facilities were not inspected due to an upcoming rehabilitation project was to commence shortly after the time of inspection.

Based on the FAA 5010 Report as of 10/26/2022, the Airport has reported 127,000 operations for 12 months ending 02/08/2018.

4.2.2 Branch-Level Observations

The following branch-level observations are a summary of select pavement facilities identified during the PCI assessment, including a discussion of general conditions and branch characteristics. The summary may not include all branches and/or sections within the Airport's airfield pavement network. Representative distress photographs of airfield pavements are presented in **Appendix D**. "Vicinity" photos refer to the approximate boundaries of an inspected sample unit within the section and provide an overview of the section condition but are not focused on a specific distress. The Re-inspection Report found in **Appendix E** provides listings of each sample unit and distress.

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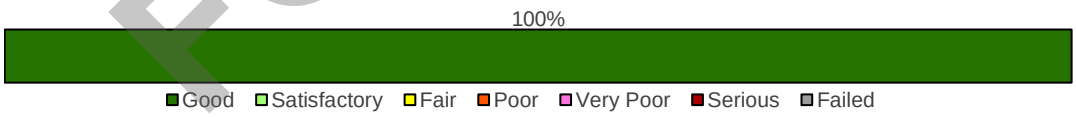
Runways

RW 9-27

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
RW 9-27	RUNWAY	2	292,949	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



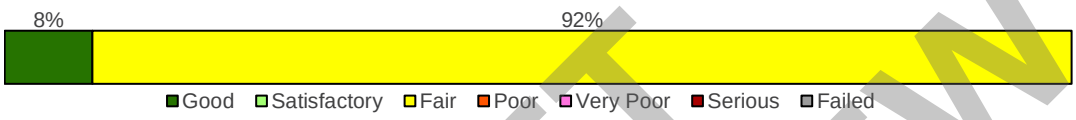
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
6105	AC	262,949	91	Good
6110	AC	30,000	94	Good

RW 9-27 consists of 2 flexible pavement sections, totaling 292,949 sf. The last major construction date for the branch was 2019, resulting in an area-weighted average age at inspection of 3 years old. Overall, RW 9-27 is in Good condition with an area-weighted average PCI of 91.

RW 17-35

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
RW 17-35	RUNWAY	3	370,500	70	Fair

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 8% Good (86-100 PCI), 92% Fair (56-70 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
6205	AAC	329,912	68	Fair
6210	AAC	10,188	66	Fair
6215	AAC	30,400	91	Good

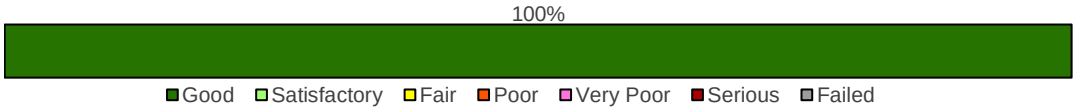
RW 17-35 consists of 3 flexible pavement sections, totaling 370,500 sf. The last major construction dates range from 2008 to 2019, resulting in an area-weighted average age at inspection of 13 years old. Overall, RW 17-35 is in Fair condition with an area-weighted average PCI of 70.

Taxiways

TW A

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW A	TAXIWAY	5	155,987	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



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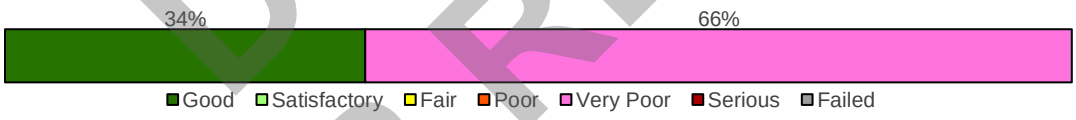
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
100	AC	123,174	89	Good
102	AC	2,434	91	Good
105	AAC	4,550	91	Good
120	AC	2,519	94	Good
125	AC	23,310	100	Good

TW A consists of 5 flexible pavement sections, totaling 155,987 sf. The last major construction dates range from 2013 to 2022, resulting in an area-weighted average age at inspection of 8 years old. Overall, TW A is in Good condition with an area-weighted average PCI of 91.

TW E

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW E	TAXIWAY	3	85,361	56	Fair

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 34% Good (86-100 PCI), 66% Very Poor (26-40 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
505	AAC	56,507	38	Very Poor
510	AC	26,455	91	Good
515	AC	2,399	94	Good

TW E consists of 3 flexible pavement sections, totaling 85,361 sf. The last major construction dates range from 1990 to 2019, resulting in an area-weighted average age at inspection of 24 years old. Overall, TW E is in Fair condition with an area-weighted average PCI of 56.

TW F

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW F	TAXIWAY	3	52,701	50	Poor

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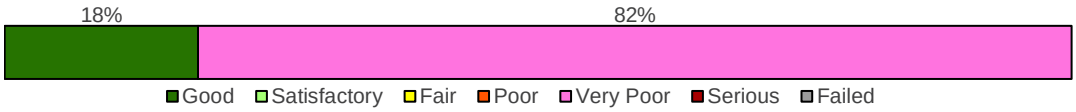
The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 18% Good (86-100 PCI), 82% Very Poor (26-40 PCI).



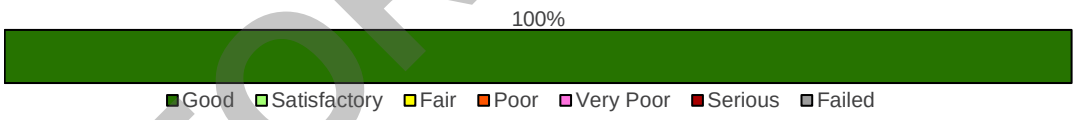
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
605	AC	36,880	40	Very Poor
610	AC	9,548	100	Good
650	AC	6,273	35	Very Poor

TW F consists of 3 flexible pavement sections, totaling 52,701 sf. The last major construction dates range from 1984 to 2022, resulting in an area-weighted average age at inspection of 31 years old. Overall, TW F is in Poor condition with an area-weighted average PCI of 50.

TW G

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TW G	TAXIWAY	1	126,774	88	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
700	AC	126,774	88	Good

TW G consists of 1 flexible pavement section, totaling 126,774 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, TW G is in Good condition with an area-weighted average PCI of 88.

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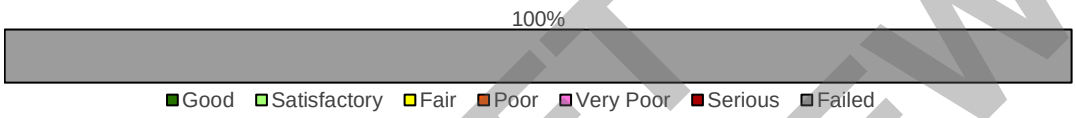
Taxilanes

TL SW

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
TL SW	TAXILANE	1	17,255	0	Failed

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Failed (0-10 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
2004	PCC	17,255	0	Failed

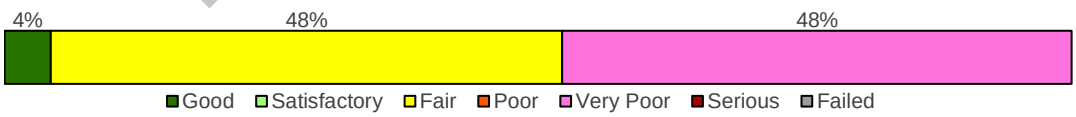
TL SW consists of 1 rigid pavement section, totaling 17,255 sf. The last major construction date for the branch was 1992, resulting in an area-weighted average age at inspection of 30 years old. Overall, TL SW is in Failed condition with an area-weighted average PCI of 0.

Aprons

AP FBO

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP FBO	APRON	4	343,073	48	Poor

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 4% Good (86-100 PCI), 48% Fair (56-70 PCI), 48% Very Poor (26-40 PCI).



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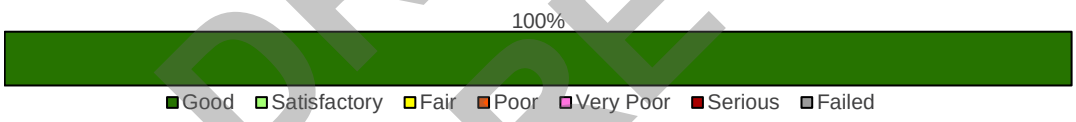
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4102	AC	22,255	26	Very Poor
4105	AC	164,592	57	Fair
4110	AAC	141,436	36	Very Poor
4115	AC	14,790	100	Good

AP FBO consists of 4 flexible pavement sections, totaling 343,073 sf. The last major construction dates range from 1992 to 2022, resulting in an area-weighted average age at inspection of 29 years old. Overall, AP FBO is in Poor condition with an area-weighted average PCI of 48.

AP MID

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP MID	APRON	1	44,107	100	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4505	AC	44,107	100	Good

AP MID consists of 1 flexible pavement section, totaling 44,107 sf. The last major construction date for the branch was 2022. Overall, AP MID is in Good condition with an area-weighted average PCI of 100.

AP RU 17

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 17	APRON	1	39,883	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).

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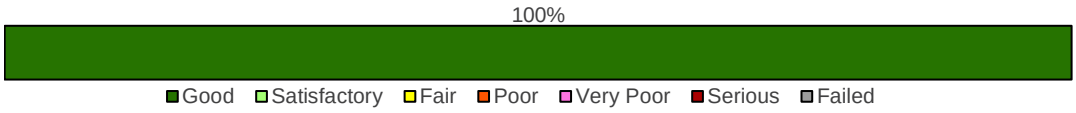


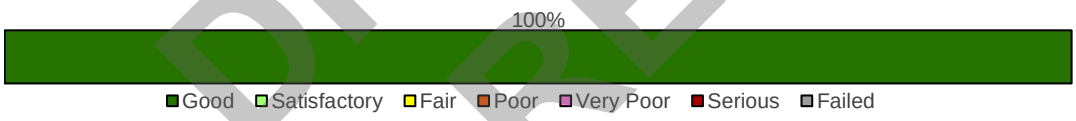
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5310	AC	39,883	91	Good

AP RU 17 consists of 1 flexible pavement section, totaling 39,883 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, AP RU 17 is in Good condition with an area-weighted average PCI of 91.

AP RU 27

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 27	APRON	1	27,832	87	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5110	AC	27,832	87	Good

AP RU 27 consists of 1 flexible pavement section, totaling 27,832 sf. The last major construction date for the branch was 2013, resulting in an area-weighted average age at inspection of 9 years old. Overall, AP RU 27 is in Good condition with an area-weighted average PCI of 87.

AP RU 35

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 35	APRON	1	40,187	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).

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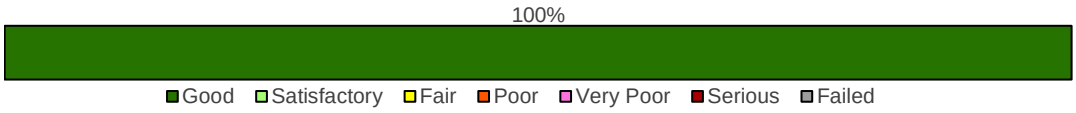


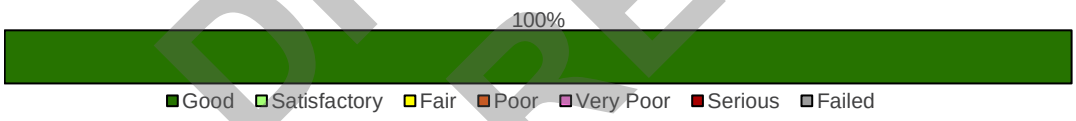
Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5410	AC	40,187	91	Good

AP RU 35 consists of 1 flexible pavement section, totaling 40,187 sf. The last major construction date for the branch was 2016, resulting in an area-weighted average age at inspection of 6 years old. Overall, AP RU 35 is in Good condition with an area-weighted average PCI of 91.

AP RU 9

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP RU 9	APRON	1	28,165	91	Good

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Good (86-100 PCI).



Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
5210	AC	28,165	91	Good

AP RU 9 consists of 1 flexible pavement section, totaling 28,165 sf. The last major construction date for the branch was 2013, resulting in an area-weighted average age at inspection of 9 years old. Overall, AP RU 9 is in Good condition with an area-weighted average PCI of 91.

AP T-HANG

Branch ID	Branch Use	Number of Sections	Branch Area (SF)	Branch Area-Weighted Avg PCI	Branch Condition Rating
AP T-HANG	APRON	2	60,224	31	Very Poor

The following bar graph shows proportional distribution (as % of area within branch) of condition categories among sections within the branch. Given the individual section data shown in the subsequent table, the distribution is as follows: 100% Very Poor (26-40 PCI).

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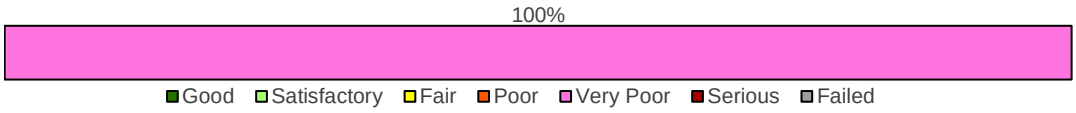

Section ID	Surface Type	Section Area (SF)	PCI	Condition Rating
4305	AC	54,292	31	Very Poor
4310	AC	5,932	30	Very Poor

AP T-HANG consists of 2 flexible pavement sections, totaling 60,224 sf. The last major construction dates range from 1984 to 2008, resulting in an area-weighted average age at inspection of 36 years old. Overall, AP T-HANG is in Very Poor condition with an area-weighted average PCI of 31.

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Chapter 5: SAPMP Customization

Chapter 5 – SAPMP Customization

Once the PAVER™ database is populated with inventory and condition data (including PCI and rank), it is further customized with key elements such as network-level attributes, performance models, critical PCI, maintenance policies, and unit costs that are specific to the FDOT SAPMP. Each of these factors play a role in the development of rehabilitation strategies as they help to identify maintenance and rehabilitation needs for long-term management.

The FDOT SAPMP is organized to provide airports with planning-level data and does not intend to preclude the responsible engineer from performing the appropriate level of investigation and analysis in determining the appropriate design details of a pavement rehabilitation. It would not be advisable to solely base design-level rehabilitation without the appropriate level of investigation and determination of pavement deterioration beyond that of a visual functional condition assessment.

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5.1 Network-Level Customization

The network-level attribute fields used in the FDOT SAPMP PAVER™ database consist of the Network, Airport Classification, District, FAA ADO Area, Inspection Phase, and Continuing Florida Aviation System Planning Process (CFASPP) Center. Each of these elements are briefly defined below.

- The “Network” field identifies the airport being analyzed;
- The “Airport Classification” field classifies the Airport according to the type and volume of aircraft traffic;
  - “GA” for General Aviation, community airports
  - “RL” for Regional Relievers
  - “PR” for Primary/Commercial airports
- The “District” field identifies the FDOT District to which the Airport belongs;
- The “FAA ADO Area” is an area used by the Orlando ADO to assign airports within those areas to the responsible FAA ADO personnel (planners, engineers, and environmentalists);
- The “Inspection Phase” denotes which phase of the SAPMP the Airport is surveyed (Phase 1 or Phase 2); and
- The “CFASPP Center” identifies which Region or Metropolitan Area of the Continuing Florida Aviation Systems Planning Process an Airport falls within.

5.2 Pavement Condition Forecasts

Pavement performance models, alternatively known as forecast models, prediction curves, or family curves, are developed from past and current distress data, as well as age data. These prediction curves are used to develop forecasts of PCI values that then help determine optimum timing for pavement maintenance and rehabilitation.

5.2.1 Forecasting PCI Considerations

Performance models will continue to be refined as the FDOT updates the SAPMP with subsequent PCI surveys. With the refinement of additional PCI and age data points, the forecasting of pavement conditions will continue to better reflect the performance trends of airfield pavements in the FAS. As a reminder, forecasting of pavement condition for the Airport is intended for planning purposes only. **The estimation of forecasted PCI values gives no assurance of future pavement conditions as PCI values represent an engineering estimation to be used as a planning tool. Forecasted PCI data should not be the sole metric for determining the year in which a project should be planned. Design-level planning should be undertaken by the responsible engineer prior to the development of airfield design plans.** Design-level recommendations for pavement rehabilitation and/or reconstruction will require the appropriate application of the procedures defined in the FAA AC 150/5320-6F.

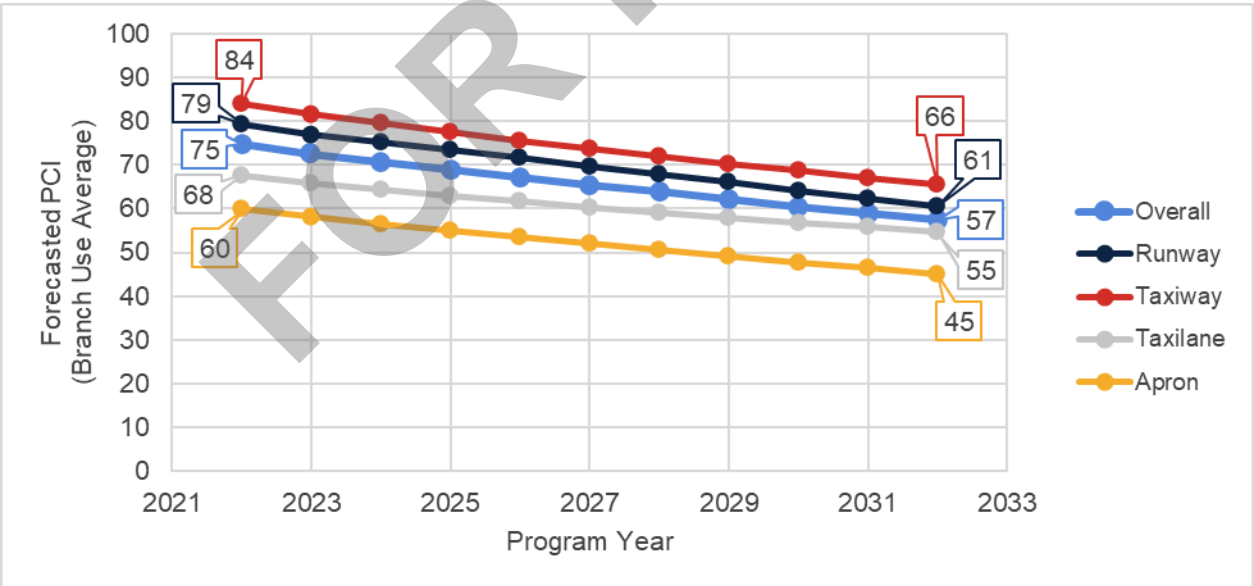
5.2.2 Performance Models

To develop pavement performance models, data for each section is combined into "groups" or "families" according to pavement type, traffic, and functional use. For the FDOT SAPMP, the models were defined for both PCC- and AC-surfaced pavements and further divided according to functional use. Based on average deterioration rates for different pavement types, each pavement section is assigned to a specific deterioration family to forecast the condition over a 10-year period.

5.2.3 Branch-Level Pavement Condition Forecast

Figure 5.2.3 depicts the branch-level pavement condition forecast for each branch use (Runway, Taxiway, Taxilane, and/or Apron) as well as the overall network. The condition forecasts are for a 10-year duration, starting in 2023 through 2032.

Figure 5.2.3: Forecasted Branch-Level Pavement Performance



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5.2.4 Section-Level Pavement Condition Forecast

Table 5.2.4 provides section-level details for PCI forecasts. Pavement condition forecasts should be used for planning purposes only, as actual condition of sections is subject to the sensitivities in changes of traffic and maintenance frequency.

Table 5.2.4: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71

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Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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5.3 Critical PCI Value

An important concept in pavement management is the critical PCI value, a value that prompts major rehabilitation activities. It serves as a condition threshold that helps determine a section's suitability to receive major work. As soon as a section's PCI reaches the critical PCI value, the rate of PCI loss (deterioration) is expected to increase. The critical PCI concept assumes that once a pavement section deteriorates to this critical level, it is more cost-effective to complete a major rehabilitation project rather than continuing to apply preventive maintenance or deferring major work until more costly reconstruction activities are required. **Figure 5.3 (a)** illustrates the benefit of applying lower cost preventive maintenance to extend the life of the pavement.

Figure 5.3 (a): Pavement Life and the Effect of Treatments

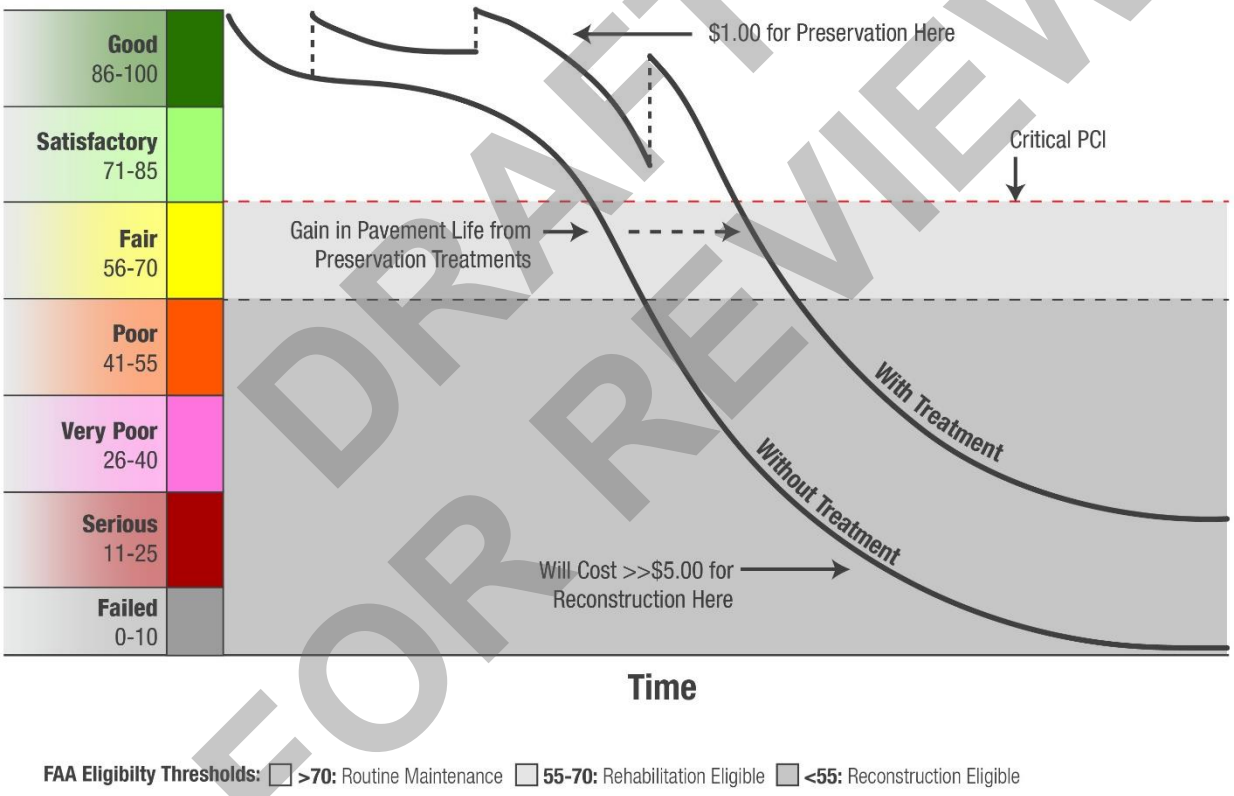

**Figure is for conceptual purposes only – unit costs are not specific to airfield pavements.*

Critical PCI values vary and are typically based on a pavement's surface type, functional use, and importance, or priority, in daily operations. Pavement priority is generally assigned based on the branch use of a pavement section. In previous System Updates, the critical PCI value was set to 65 for all functional uses. Now, based on FAA Order 5100.38D Change 1 Airport Improvement Handbook, issued February 26, 2019, the FAA has established pavement construction based on thresholds that distinguish Rehabilitation and Reconstruction. Pavement sections between PCI Values 55 and 70 will be considered for Rehabilitation and sections less than 55 will be considered for Reconstruction at the planning-level, as shown in **Table 5.3 (a)**. The FDOT SAPMP will integrate the PCI thresholds for airfield pavement projects to maintain alignment with the FAA AIP

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and/or PFC eligibility for project planning. Moving forward, the critical PCI value will be defined at 70 for the FDOT SAPMP. Critical PCI values for this SAPMP System Update are shown in **Table 5.3 (b)**.

Table 5.3 (a): AIP Handbook PCI Requirements for Airfield Pavement Projects

Airfield Pavement Project Type	PCI Requirement
Reconstruction	PCI < 55 (Poor)
Rehabilitation	PCI < 70 (Fair)
Maintenance	N/A

**Source:* AIP Handbook, in reference to Runways, Taxiways, and Aprons as seen in table G-2, H-1, and I-1 respectively

Table 5.3 (b): Critical PCI Values by Branch Use

Runway	Taxiway	Apron
70	70	70

Figures 5.3 (b) and **5.3 (c)** depict the decision process for major rehabilitation project identification with the assumption of available funds (Shahin). Should funding be unavailable for pavement sections in need of major rehabilitation, the Airport may elect to apply appropriate localized stopgap repair strategies. As the figures show, once major rehabilitation has been applied, the PCI of the section is reset to 100.

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Figure 5.3 (b): Major Rehabilitation Planning Decision Diagram, PCI < Critical PCI

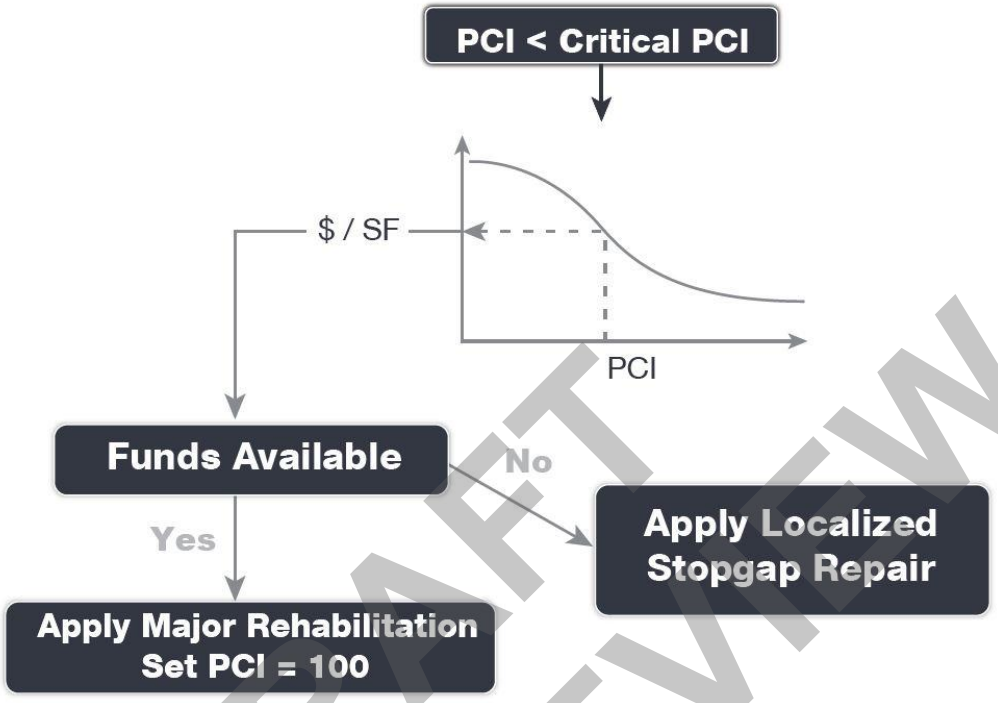
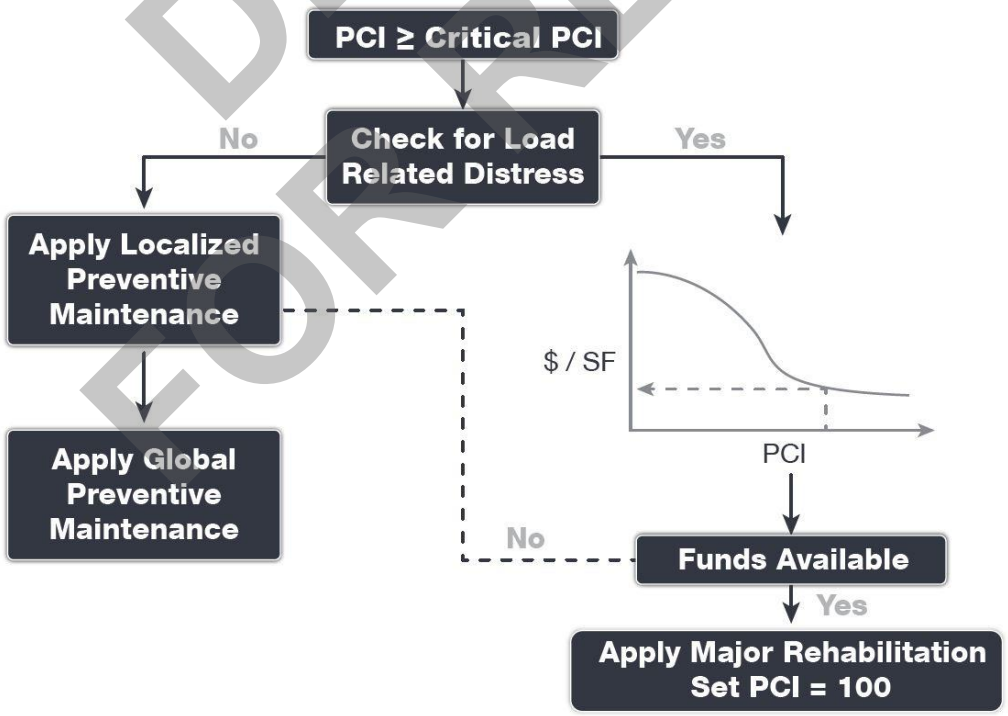


Figure 5.3 (c): Major Rehabilitation Planning Decision Diagram, PCI ≥ Critical PCI



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5.4 Localized Maintenance and Repair

This section discusses both localized maintenance and major rehabilitation methods and how they may be most effectively applied to extend the life of the pavement network. General maintenance and rehabilitation (M&R) methods are characterized under two (2) broad categories: localized maintenance and major rehabilitation.

Localized maintenance is best applied as a conservation measure and is applied to slow the rate of pavement deterioration. It may, however, be applied as a temporary corrective measure in isolated areas. Proactive localized maintenance, and specifically preservation, is highly recommended to the Airport. However, it is recognized that once pavements have deteriorated below a certain condition threshold (the critical PCI value), the pavement benefits from more substantial rehabilitation in lieu of localized repairs.

Major rehabilitation is recommended when a pavement section falls below the critical PCI value or if a pavement section has a significant presence of load-related distress. Major rehabilitation efforts can correct or improve structural deficiencies and/or functional deterioration for pavement sections within a network.

M&R planning combines methods of repair to address the cause of the problem rather than just treating the symptom. For example, a PCC corner break may require slab under-sealing, full-depth patching, and joint sealing. While these repair methods apply to specific distress and pavement types, they also consider the impact of Foreign Object Debris (FOD) on aircraft operations. Untidy or improperly constructed repair activities may disintegrate and potentially create FOD at or near the repair site. Therefore, maintenance activities must include quality control monitoring to ensure that repairs are conducted properly and clean-up activities are undertaken to address this potential. The current version of the FAA Advisory Circular 150/5210-24 “Airport Foreign Object Debris (FOD) Management” provides additional guidance for developing and managing an airport FOD program.

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5.4.1 Localized Maintenance and Repair Approach

Localized maintenance differs from major rehabilitation in that localized maintenance is applied based on the distresses observed and not an averaged or forecasted PCI value. Treatments are selected based on the appropriate corrective measure for a given distress type and severity level. Localized maintenance can be applied either as a preventive measure or a safety (“stopgap”) measure. The two (2) types of localized maintenance are described below in further detail.

- Localized Preventive Maintenance and Repair
  - Distress maintenance activities performed with the primary objective of slowing the rate of deterioration. These activities typically include crack sealing and patching.
- Localized Stopgap/Safety Maintenance and Repair
  - Defined as the localized distress repair needed to keep a pavement in a safe and operational condition. These activities are typically applied to high-severity distresses or distresses impacting operations.

5.4.2 Localized Work Types

The following sections provide detailed descriptions of the maintenance policy work types identified in the Localized Maintenance Policy.

AC Crack Sealing

Crack sealing is the process of cleaning and sealing (or resealing) cracks in AC pavements. This repair is used to fill longitudinal and transverse cracks, including reflective cracks and block cracks that are wider than 1/8-inch. The purpose of this treatment is to prevent water and incompressible materials from entering cracks and causing further deterioration of the pavement structure. Accumulation of incompressible materials in cracks may lead to spalling and is a source of FOD. Crack sealing is cost-effective when used as a preventive measure. Depending on the size of the crack, routing and cleaning the crack may be necessary to remove the loose material within the crack for better adherence of the crack sealant to the crack face. Measurement of this work type is typically in linear feet.

AC Full-Depth Patching

This technique involves replacing the full thickness of the AC layer and may include replacement of the base and subbase layers. Full-depth patching is used to repair structural and material-related distresses, such as alligator cracking, corrugation, depressions, rutting, slippage cracking, and swelling in AC pavements. This repair may be limited to the top AC layer (partial-depth patch) if the base and subbase layers exhibit no signs of deterioration. Measurement of this work type is typically in square feet or square yards.

AC Partial-Depth AC Patching

This technique involves the removal of a given thickness of the surface layer using a milling machine and adding back a layer of AC pavement. This technique removes the deteriorated layer and provides a good bond for an overlay. It can correct or improve the structural capacity or functional requirement, such as skid resistance and ride quality. This repair is used for surface distresses that can occur over a large area, such as raveling, shoving, and bleeding. While mill and replace can be a major rehabilitation M&R method when applied at a large scale, its application in a localized capacity to treat specific distress types also classifies it under localized maintenance for the purpose of this study. After milling operations are completed, any cracks still present should be cleaned and sealed prior to the placement of a tack coat and AC overlay layer(s). Measurement of this work type is typically in square feet or square yards.

Grinding

Grinding is the process of removing a thin layer of the existing concrete by grinding it with a series of closely spaced, rotating saw blades. This method is used to re-profile jointed concrete pavements with poor ride quality due to faulting or warping. Grinding is also used to restore transverse drainage and to provide a textured pavement surface. The concern with this type of maintenance is that if too much material is removed, the overall structural composition of the pavement section may change, potentially reducing the overall life of the pavement. Measurement of this work type is typically in square feet or square yards.

Monitor Pavement

Monitor pavement is recommended when the distresses do not interfere with ride quality, do not have FOD potential, and do not pose an immediate safety concern.

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PCC Crack Sealing

Crack sealing is the process of routing, cleaning, and sealing (or resealing) cracks in PCC pavement to prevent water from infiltrating into the pavement foundation and to stop the accumulation of incompressible materials in the cracks. Water entering cracks can weaken the subgrade, potentially leading to pumping, corner breaks, and/or shattered slabs. Accumulation of incompressible materials in cracks may lead to spalling and is a source of FOD. Routing and cleaning of the crack is often necessary to adhere the crack sealant to both sides of the crack. Measurement of this work type is typically in linear feet.

PCC Full-Depth Patching

This type of M&R activity involves full-depth replacement of a portion of a PCC slab. This repair is used for medium- and high-severity corner breaks, medium-severity durability cracking, medium-severity blowups and buckling, and high-severity large patches. This repair requires restoring load transfer if near a joint or crack. Measurement of this work type is typically in square feet or square yards.

PCC Joint Seal

Joint sealing is the process of cleaning and sealing (or resealing) joints in PCC pavement to prevent water from infiltrating into the pavement foundation and to stop the accumulation of incompressible materials in the joints. Water entering joints can weaken the subgrade, potentially leading to pumping, corner breaks, and/or shattered slabs. Accumulation of incompressible materials in joints leads to spalling of the concrete and is a source of FOD. In some cases, it may be necessary to re-saw the pavement joints to remove old material prior to resealing. Measurement of this work type is typically in linear feet.

PCC Partial-Depth Patching

Partial-depth patching involves removing shallow, localized areas of deteriorated or spalled PCC pavement and replacing them with a suitable patch-like cement concrete or epoxy concrete. This method is used to repair distresses that are confined to the top few inches of the slab, such as joint and corner spalling. This repair would require restoring the joint sealant if near a joint. Measurement of this work type is typically in square feet or square yards.

PCC Slab Replacement

This type of M&R activity involves full-depth replacement of an entire PCC slab. This repair is used to repair high-severity blowups and buckling, high-severity durability cracking, medium- and high-severity shattered slabs, and medium- and high-severity ASR. This repair requires restoring load transfer with adjacent slabs through dowels or similar means. Measurement of this work type is typically in square feet or square yards.

Surface Seal

Application of a surface treatment provides AC-surfaced pavements with an unoxidized layer of bituminous material that can help extend the life of a pavement that is experiencing climate-related distresses such as weathering and raveling. The surface treatment can also serve as a repair that re-establishes a bond between aggregates, slowing pavement deterioration and reducing FOD potential. Measurement of this work type is typically in square feet or square yards.

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5.4.3 Localized Maintenance Planning-Level Unit Costs

The activities identified here are based on research of practical pavement treatments in consideration of the FAA AC 150/5380-6C. The Localized Maintenance Policies and associated planning-level unit costs are developed in consideration of a network-level analysis.

The Localized Maintenance and Repair Policies and associated planning-level unit costs are based on a statewide consideration of pavement treatments and construction costs from both airfield pavements and the FDOT Historical Cost Information archives. Furthermore, a consideration of limited repair quantities is factored into the determination of conservative planning-level unit costs. Neither the FDOT nor the Consultant team have control over the cost of labor, materials, equipment, the Contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable construction costs provided herein are based on the information known to the FDOT at this time and represent only the Consultant team's judgment as a design professional familiar with the construction industry. This Report cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable construction costs.

Tables 5.4.3 (a) and **(b)** display the cost by maintenance activity for AC and PCC pavement types, respectively. Because the localized maintenance activities identified for both preventive and stopgap work types are based on a statewide network approach, project-specific evaluations and maintenance quantities should be developed prior to construction.

Table 5.4.3 (a): Localized M&R Planning-Level Unit Costs – Asphalt Concrete

Localized Work Type	General Aviation Costs	Work Type Unit
AC Crack Sealing	$ 4.00	LF
AC Full-Depth Patching	$ 10.00	SF
AC Partial-Depth Patching	$ 4.75	SF
Surface Seal	$ 0.75	SF

Table 5.4.3 (b): Localized M&R Planning-Level Unit Costs – Portland Cement Concrete

Localized Work Type	General Aviation Costs	Work Type Unit
Grinding	$ 2.00	SF
PCC Crack Sealing	$ 7.00	LF
PCC Joint Seal	$ 4.25	LF
PCC Full-Depth Patching	$ 50.00	SF
PCC Partial-Depth Patching	$ 169.00	SF
PCC Slab Replacement	$ 51.50	SF

**PCC Partial-Depth Patching considers high-early-strength and high-performing repair material.*

5.4.4 Localized Maintenance and Repair Policy

Table 5.4.4 and **Table 5.4.5** depicts the Localized Preventive Maintenance Policy and the Localized Stopgap Maintenance Policy for AC and PCC pavements. The resulting Localized Maintenance recommendations for this program are identified based on this policy.

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Table 5.4.4: AC Pavement Localized Preventive& Stopgap Maintenance & Repair Policy

Distress	Severity	Description	AC Preventive Work Type	AC Stopgap Work Type
41	Low	Alligator Cracking	Monitor Pavement	Monitor Pavement
41	Medium	Alligator Cracking	AC Full Depth Patching	AC Full Depth Patching
41	High	Alligator Cracking	AC Full Depth Patching	AC Full Depth Patching
42	N/A	Bleeding	Monitor Pavement	Monitor Pavement
43	Low	Block Cracking	Monitor Pavement	Monitor Pavement
43	Medium	Block Cracking	AC Crack Sealing	Monitor Pavement
43	High	Block Cracking	AC Crack Sealing	AC Crack Sealing
44	Low	Corrugation	Monitor Pavement	Monitor Pavement
44	Medium	Corrugation	AC Full Depth Patching	Monitor Pavement
44	High	Corrugation	AC Full Depth Patching	AC Full Depth Patching
45	Low	Depression	Monitor Pavement	Monitor Pavement
45	Medium	Depression	AC Full Depth Patching	Monitor Pavement
45	High	Depression	AC Full Depth Patching	AC Full Depth Patching
46	N/A	Jet Blast	Monitor Pavement	Monitor Pavement
47	Low	Jt. Reflective Cracking	Monitor Pavement	Monitor Pavement
47	Medium	Jt. Reflective Cracking	AC Crack Sealing	Monitor Pavement
47	High	Jt. Reflective Cracking	AC Full Depth Patching	AC Full Depth Patching
48	Low	L&T Cracking	Monitor Pavement	Monitor Pavement
48	Medium	L&T Cracking	AC Crack Sealing	Monitor Pavement
48	High	L&T Cracking	AC Full Depth Patching	AC Full Depth Patching
49	N/A	Oil Spillage	Monitor Pavement	Monitor Pavement
50	Low	Patching	Monitor Pavement	Monitor Pavement
50	Medium	Patching	AC Full Depth Patching	Monitor Pavement
50	High	Patching	AC Full Depth Patching	AC Full Depth Patching
51	N/A	Polished Aggregate	Monitor Pavement	Monitor Pavement
52	Low	Raveling	Surface Seal	Monitor Pavement
52	Medium	Raveling	Surface Seal	Monitor Pavement
52	High	Raveling	AC Partial Depth Patching	AC Partial Depth Patching
53	Low	Rutting	Monitor Pavement	Monitor Pavement
53	Medium	Rutting	AC Full Depth Patching	Monitor Pavement
53	High	Rutting	AC Full Depth Patching	AC Full Depth Patching
54	Low	Shoving	Monitor Pavement	Monitor Pavement
54	Medium	Shoving	AC Partial Depth Patching	Monitor Pavement
54	High	Shoving	AC Full Depth Patching	AC Full Depth Patching
55	N/A	Slippage Cracking	AC Full Depth Patching	AC Full Depth Patching
56	Low	Swelling	Monitor Pavement	Monitor Pavement
56	Medium	Swelling	AC Full Depth Patching	Monitor Pavement
56	High	Swelling	AC Full Depth Patching	AC Full Depth Patching

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Distress	Severity	Description	AC Preventive Work Type	AC Stopgap Work Type
57	Low	Weathering	Monitor Pavement	Monitor Pavement
57	Medium	Weathering	Surface Seal	Monitor Pavement
57	High	Weathering	AC Partial Depth Patching	Surface Seal

Table 5.4.5: PCC Pavement Localized Preventive& Stopgap Maintenance & Repair Policy

Distress	Severity	Description	PCC Preventive Work Type	PCC Stopgap Work Type
61	Low	Blow-up	PCC Full Depth Patching	Monitor Pavement
61	Medium	Blow-up	PCC Full Depth Patching	PCC Full Depth Patching
61	High	Blow-up	PCC Slab Replacement	PCC Slab Replacement
62	Low	Corner Break	Monitor Pavement	Monitor Pavement
62	Medium	Corner Break	PCC Full Depth Patching	PCC Full Depth Patching
62	High	Corner Break	PCC Full Depth Patching	PCC Full Depth Patching
63	Low	Linear Cracking	Monitor Pavement	Monitor Pavement
63	Medium	Linear Cracking	PCC Crack Sealing	PCC Crack Sealing
63	High	Linear Cracking	PCC Full Depth Patching	PCC Crack Sealing
64	Low	Durability Cracking	Monitor Pavement	Monitor Pavement
64	Medium	Durability Cracking	PCC Full Depth Patching	PCC Full Depth Patching
64	High	Durability Cracking	PCC Slab Replacement	PCC Slab Replacement
65	Low	Jt. Seal Damage	PCC Joint Seal	Monitor Pavement
65	Medium	Jt. Seal Damage	PCC Joint Seal	Monitor Pavement
65	High	Jt. Seal Damage	PCC Joint Seal	PCC Joint Seal
66	Low	Small Patch	Monitor Pavement	Monitor Pavement
66	Medium	Small Patch	PCC Partial Depth Patching	Monitor Pavement
66	High	Small Patch	PCC Partial Depth Patching	PCC Partial Depth Patching
67	Low	Large Patch	Monitor Pavement	Monitor Pavement
67	Medium	Large Patch	PCC Full Depth Patching	Monitor Pavement
67	High	Large Patch	PCC Full Depth Patching	PCC Full Depth Patching
68	N/A	Popouts	Monitor Pavement	Monitor Pavement
69	N/A	Pumping	Monitor Pavement	Monitor Pavement
70	Low	Scaling	Monitor Pavement	Monitor Pavement
70	Medium	Scaling	PCC Slab Replacement	Monitor Pavement
70	High	Scaling	PCC Slab Replacement	PCC Slab Replacement
71	Low	Faulting	Monitor Pavement	Monitor Pavement
71	Medium	Faulting	Grinding	Monitor Pavement
71	High	Faulting	PCC Slab Replacement	PCC Slab Replacement
72	Low	Shattered Slab	PCC Crack Sealing	Monitor Pavement
72	Medium	Shattered Slab	PCC Slab Replacement	PCC Crack Sealing
72	High	Shattered Slab	PCC Slab Replacement	PCC Slab Replacement
73	N/A	Shrinkage Cracking	Monitor Pavement	Monitor Pavement

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Distress	Severity	Description	PCC Preventive Work Type	PCC Stopgap Work Type
74	Low	Joint Spall	Monitor Pavement	Monitor Pavement
74	Medium	Joint Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
74	High	Joint Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
75	Low	Corner Spall	Monitor Pavement	Monitor Pavement
75	Medium	Corner Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
75	High	Corner Spall	PCC Partial Depth Patching	PCC Partial Depth Patching
76	Low	ASR	Monitor Pavement	Monitor Pavement
76	Medium	ASR	PCC Slab Replacement	PCC Slab Replacement
76	High	ASR	PCC Slab Replacement	PCC Slab Replacement

5.5 Major Rehabilitation

Major rehabilitation is recommended to correct or improve structural deficiencies and/or functional deterioration. Often, when pavements are subject to significant changes in the aircraft fleet mix (frequency and type), major rehabilitation is required to provide a pavement section that can meet the structural demands of traffic loading. Major rehabilitation is generally described as a pavement construction that removes and replaces the pavement surface, thus resetting the PCI value to 100 and the pavement age to zero. Typical policies include full- and partial-depth reconstruction and mill and overlay.

5.5.1 Major Rehabilitation Pavement Section Development

Once the timing of the major rehabilitation activity is determined based on the PCI value, existing as-built record documentation is used to determine typical rehabilitation processes and pavement sections. Refinement of the pavement section layers is performed in consideration of the FAA AC 150/5320-6F. It should be noted that no subsurface geotechnical investigation, American Land Title Association (ALTA)/American Congress on Surveying and Mapping (ACSM) Survey, topographic survey, utilities survey, environmental, or site-specific air traffic study(s) have been utilized in the development of the design criteria. No warranty or assurance is implied in this document for final design nor construction for any airfield pavements discussed within this Report.

Major rehabilitation is divided into two (2) policy categories as part of this System Update: Full-Depth Reconstruction (Reconstruction) and Intermediate Major Rehabilitation (Rehabilitation). Based on the pavement type, the general categories are defined as AC Reconstruction and AC Rehabilitation for AC, AAC, and APC pavement types, and PCC Reconstruction and PCC Rehabilitation for PCC pavement types. The pavement sections are based on the average General Aviation Airport Type requirements; no pavement design has been performed in accordance with the FAA AC 150/5320-6F for the determined conceptual sections. **Table 5.5.1** provide details on the conceptual pavement sections developed for this study.

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Table 5.5.1: Conceptual Pavement Sections for Major Rehabilitation

Rehabilitation Type	General Aviation Pavement Section
AC Reconstruction	
Full-depth asphalt pavement section reconstruction. Removal of existing pavement section and construction of a new section. **PCI < 55**	Pavement Removal
	Unclassified Excavation
	Subgrade Stabilization (12")
	Limerock Base Course (6")
	Prime Coat
	Tack Coat
	P-401 Surface Course (3")
	Excludes any paved shoulder features
AC Rehabilitation	
Combination of asphalt pavement milling and replacement overlay with 15% of the areas subject to full-depth reconstruction. **PCI = 55 to 70**	**15% AC Reconstruction**
	Mill and Overlay
	AC Milling (3")
	Tack Coat
	P-401 Surface Course (3")
	Excludes any paved shoulder features
PCC Reconstruction	
Full-depth rigid pavement section reconstruction. **PCI < 55**	Pavement Removal
	Unclassified Excavation
	Subgrade Stabilization (6")
	Limerock Base Course (6")
	P-501 PCC Pavement (8")
	PCC Joint Seal
PCC Rehabilitation	
Rehabilitation of PCC pavement with a combination of crack sealing, joint seal replacement, limited patching, and replacement of 15% of slab panels. **PCI = 55 to 70**	**15% Slab Replacement**
	Joint and Crack Seal
	Limited Patching

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The identification of rehabilitation needs and conceptual pavement sections have been determined at the planning level. Design-level investigation is recommended prior to developing construction-level design documents and budgets. **This type of construction typically warrants consideration for non-pavement efforts that may include drainage, turfing, electrical lighting, pavement marking, construction contingency, mobilization costs, and project soft costs.**

Reconstruction (AC or PCC)

Reconstruction is the removal and replacement of the existing AC or PCC pavement and base layer and includes preparation of the existing subgrade material. This technique is utilized when the pavement is badly deteriorated or a structural improvement is required. Reconstruction is used when the pavements are structurally deficient and an overlay is not possible due to adjacent pavement grades.

AC Rehabilitation

AC Rehabilitation, for the purposes of this SAPMP, is a removal of all or a portion of the asphalt surface through milling and replacing the milled depth with an overlay of asphalt. This rehabilitation activity is typically applied to pavement that does not require a structural improvement and does not display an extensive amount of load-related distresses. However, this work type conservatively accounts for 15% of the planned area to receive a full-depth replacement of the pavement structure. This is meant to capture any deficiencies that may not be apparent from a visual evaluation of the surface of the pavement. This work type occurs on pavement sections with a PCI value between 55 and 70. As a general rule of thumb, intermediate rehabilitation activities have a shorter pavement life compared to a full-depth reconstruction, but AC Rehabilitation will still reset the pavement to a PCI of 100.

PCC Rehabilitation

PCC Rehabilitation, for the purposes of this SAPMP, is a planning-level estimate of several concurrent PCC maintenance activities intended to raise the PCI above Critical without reconstructing the entire area. This work type accounts for the replacement of 15% of the slabs as well as a PCC patching, crack sealing, and joint sealing for areas outside of the panel replacement. This work type occurs on pavement sections with a PCI value between 55 and 70.

5.5.2 Major Rehabilitation Planning-Level Unit Costs

Planning-level opinions of probable construction cost developed for this System Update are based on archived bid tabulations and records from airfield pavement projects provided by participating airports. A review of cost trends and cost factors have been incorporated to assist airports in planning for project budgets.

Neither the FDOT nor the Consultant team have control over the cost of labor, materials, equipment, Contractor's methods of determining prices, or over competitive bidding or market conditions. Opinions of probable construction costs provided herein are based on the information known to the FDOT at this time and represent only the Consultant team's judgment as a design professional familiar with the construction industry. This Report cannot and does not guarantee that proposals, bids, or actual construction costs will not vary from its opinions of probable construction costs. **Table 5.5.2** depicts the associated work type planning-level unit costs for Major Rehabilitation for each pavement type.

Table 5.5.2: GA Major Rehabilitation Planning-Level Unit Cost by Pavement Type

Rehabilitation Type	PCI Range	Asphalt Concrete Cost per SF	Portland Cement Concrete Cost Per SF
Rehabilitation	55 to 70	$9.00	$15.00
Reconstruction	0 to 55	$16.00	$29.00

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Chapter 6: M&R Planning and Budget Scenario Analysis

Chapter 6 – M&R Planning and Budget Scenario Analysis

6.1 Localized Maintenance and Repair Analysis and Recommendations

This FDOT SAPMP System Update provides a planning-level estimation of Localized Maintenance and Repair costs based on the results of the latest PCI assessment performed at the Airport. Due to the limited sample units inspected in certain pavement sections, a statistical extrapolation of distresses is used to estimate the quantities of recommended repair activities at the section level, based the policies defined in **5.4.4 Localized Maintenance and Repair Policy**. These work quantities are limited to a near-term application since they were determined directly from the PCI assessment efforts. As pavements continue to deteriorate year-to-year, quantities and/or distress severities may increase, which will affect the amount and type of localized maintenance required. This analysis can be utilized as a planning tool to assist Airport staff in determining an annual budget allocation for maintenance activities that will help maintain Airport pavements above the critical PCI value and extend the life of the pavement.

Table 6.1 (a) provides a summary of the anticipated planning-level costs for Year 1 Localized Preventive Maintenance and Localized Stopgap Maintenance. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

Table 6.1 (a): Year 1 Summary of Localized Maintenance

Work Category	Cost
Preventive	$ 12,990
Stopgap	$ 442,580
Planning-Level Localized M&R Needs =	***$ 455,570***

Localized Preventive Maintenance is typically applied to pavements that are in a condition above the critical PCI value of the pavement section. Localized Stopgap Maintenance is typically applied to pavement sections that are at or below the critical PCI value. Application of localized maintenance and repair should be coordinated with the planning of major rehabilitation efforts identified through the Major Rehabilitation analysis. Pavements with stopgap recommendations that are subject to near-term major rehabilitation efforts may remove the need to perform localized (stopgap) maintenance efforts in subsequent years.

Table 6.1 (b) summarizes the anticipated Year 1 Localized Maintenance recommendations by work type, based on the PCI assessment efforts performed as part of this SAPMP System Update. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

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Table 6.1 (b): Year 1 Localized Maintenance by Work Type Summary

Localized Maintenance Category	Localized Work Type	Rough Estimate of Work Quantity	Work Units	Planning Material Cost
Localized Preventive Maintenance	Surface Seal	17,206	SF	$ 12,990
Localized Stopgap Maintenance	AC Full-Depth Patching	9,357	SF	$ 93,590
	PCC Crack Sealing	882	LF	$ 6,180
	PCC Joint Seal	682	LF	$ 2,900
	PCC Slab Replacement	6,600	SF	$ 339,910

Table 6.1 (c) provides a breakdown of the anticipated planning-level costs by section for those areas exhibiting distresses that would benefit from Year 1 Localized M&R. The table shows the approximate improved "End Condition" PCI value of the section after the application of Localized M&R. This approximation is intended to depict a planning-level estimate of the effect of the localized M&R on the section-level PCI; the performance of the work does not guarantee the pavement will not deteriorate in other ways outside of the described treatment. The following table depicts planning-level costs rounded up to the next 10-dollar increment.

Table 6.1 (c): Section-Level Year 1 Localized M&R Planning Cost Summary

Network ID	Branch ID	Section ID	Area (SF)	Start PCI	End PCI	Cost
OMN	RW 9-27	6105	262,949	91	91	$ -
OMN	RW 9-27	6110	30,000	94	94	$ -
OMN	RW 17-35	6205	329,912	68	68	$ -
OMN	RW 17-35	6210	10,188	66	66	$ -
OMN	RW 17-35	6215	30,400	91	91	$ -
OMN	TW A	100	123,174	89	90	$ 850
OMN	TW A	102	2,434	91	94	$ 100
OMN	TW A	105	4,550	91	94	$ 180
OMN	TW A	120	2,519	94	94	$ -
OMN	TW A	125	23,310	100	100	$ -
OMN	TW A1	110	8,089	86	89	$ 310
OMN	TW A1	112	3,083	91	94	$ 120
OMN	TW A2	115	8,054	91	91	$ -
OMN	TW A2	117	3,118	91	94	$ 120
OMN	TW B	205	51,318	100	100	$ -
OMN	TW B	210	7,706	86	89	$ 290
OMN	TW C	305	35,387	88	93	$ 2,660
OMN	TW D	405	81,876	100	100	$ -
OMN	TW E	505	56,507	38	38	$ -
OMN	TW E	510	26,455	91	91	$ -
OMN	TW E	515	2,399	94	94	$ -
OMN	TW F	605	36,880	40	40	$ -
OMN	TW F	610	9,548	100	100	$ -
OMN	TW F	650	6,273	35	35	$ -
OMN	TW G	700	126,774	88	90	$ 2,630
OMN	TW G1	715	8,543	91	94	$ 330
OMN	TW G2	705	8,946	88	92	$ 340

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Network ID	Branch ID	Section ID	Area (SF)	Start PCI	End PCI	Cost
OMN	TW G3	710	8,941	89	94	$ 680
OMN	TW G4	720	8,529	91	94	$ 320
OMN	TL SW	2004	17,255	0	54	$ 348,980
OMN	TL T-HANG	4410	57,362	88	88	$ -
OMN	AP FBO	4102	22,255	26	26	$ -
OMN	AP FBO	4105	164,592	57	57	$ -
OMN	AP FBO	4110	141,436	36	42	$ 57,300
OMN	AP FBO	4115	14,790	100	100	$ -
OMN	AP MID	4505	44,107	100	100	$ -
OMN	AP RU 17	5310	39,883	91	94	$ 1,500
OMN	AP RU 27	5110	27,832	87	90	$ 1,050
OMN	AP RU 35	5410	40,187	91	94	$ 1,510
OMN	AP RU 9	5210	28,165	91	91	$ -
OMN	AP T-HANG	4305	54,292	31	39	$ 35,330
OMN	AP T-HANG	4310	5,932	30	35	$ 960

6.2 Major Rehabilitation Needs

Major rehabilitation is identified within the FDOT SAPMP as a major construction activity that results in a substantial improvement to the pavement condition and resets the pavement section's PCI value to 100. Major rehabilitation recommendations (AC Rehabilitation, AC Reconstruction, PCC Rehabilitation, and PCC Reconstruction) should be considered as planning-level only. Additional design-level investigation in accordance with FAA Advisory Circulars is required. Recommendations identified within this planning document do not imply final design.

The objective of the Major Pavement Rehabilitation Needs analysis is to develop planning-level projects within an Airport's airfield pavement network. As depicted in **Figures 5.3 (b)** and **(c)** in **Chapter 5**, major rehabilitation activities are recommended when a pavement section has deteriorated below the critical PCI value, a point at which localized maintenance and repair activities may not be a cost-effective solution. In addition, major rehabilitation is also recommended when the section's PCI value is above the critical PCI value with the section exhibiting a significant amount of load-related distresses. Identification of rehabilitation needs is done at the section-level. This, however, does not limit the Airport from further refining limits of project planning areas.

6.2.1 10-Year Unconstrained Budget Major Rehabilitation Needs

Major rehabilitation needs are identified by analyzing the Airport's pavement condition in relationship to critical PCI values, major rehabilitation policies, and unit costs, assuming there are no budget constraints. This is done over a 10-year analysis period. While this is financially impractical, it does yield the unbiased pavement needs over a 10-year time frame at the Airport given current and forecasted pavement conditions. The FDOT recognizes that airports are constrained by budgets and does not intend to convey an unrealistic approach of addressing pavement rehabilitation. Each airport has a unique set of challenges and FDOT's goals are to provide it with the data needed to formulate a practical Capital Improvement Program and identify needs in the Joint Automated Capital Improvement Program (JACIP). This includes:

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- An estimation of current pavement condition;
- Major pavement rehabilitation needs based on condition and policies; and
- Planning-level cost estimates for the major rehabilitation needs.

Table 6.2.1 (a) summarizes section-level major rehabilitation needs forecasted for a 10-year period. It should be noted that the following table depicts planning-level costs and has been rounded up to the nearest $1,000 for planning purposes.

Table 6.2.1 (a): Section-Level 10-Year Major Rehabilitation Needs

Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	OMN	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	OMN	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	OMN	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	OMN	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	OMN	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	OMN	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	OMN	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	OMN	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	OMN	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	OMN	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	OMN	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	OMN	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

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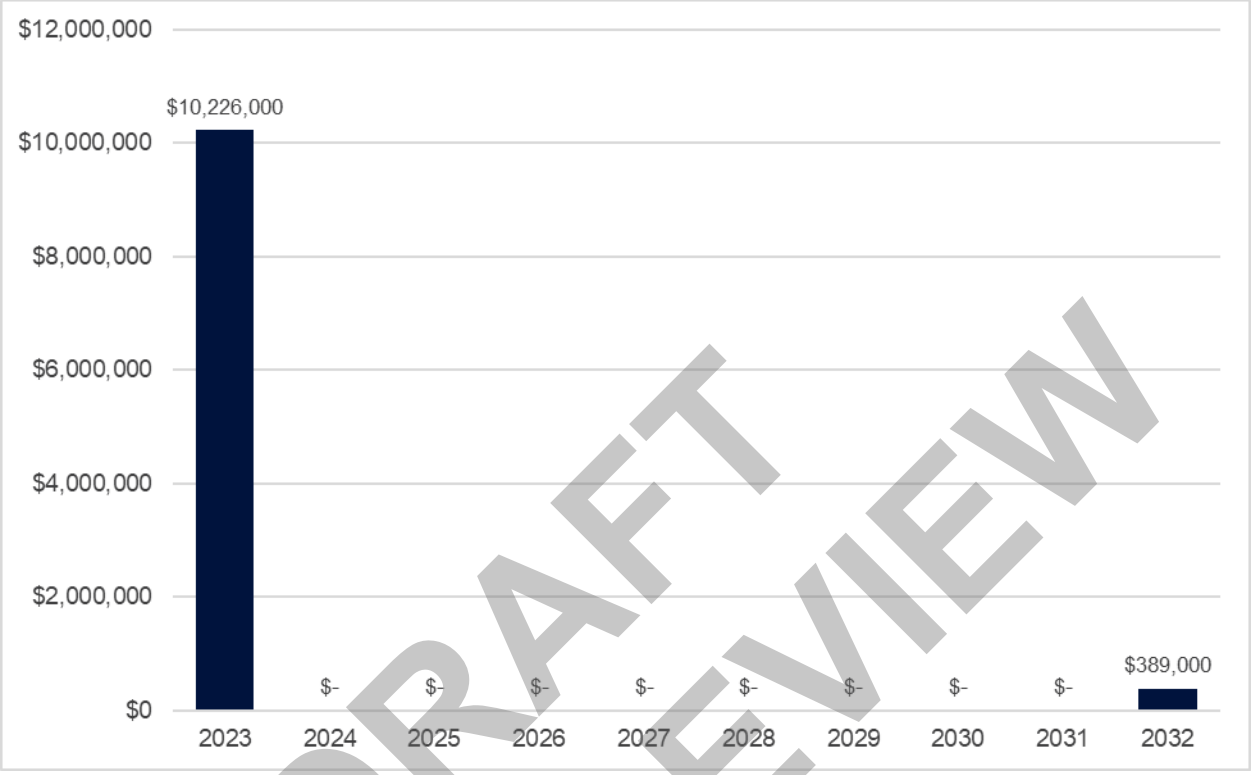
Figure 6.2.1 (a) summarizes the section-level major rehabilitation needs for a 10-year period between 2023 and 2032. **Figure 6.2.1 (b)**, the Airfield Pavement Major Rehabilitation Exhibit, graphically depicts the major rehabilitation needs with rounded costs. As suggested previously, this is planning-level data that can be used by the Airport to support developing a practical CIP.

Figure 6.2.1 (a): 10-Year Major Rehabilitation Needs by Program Year



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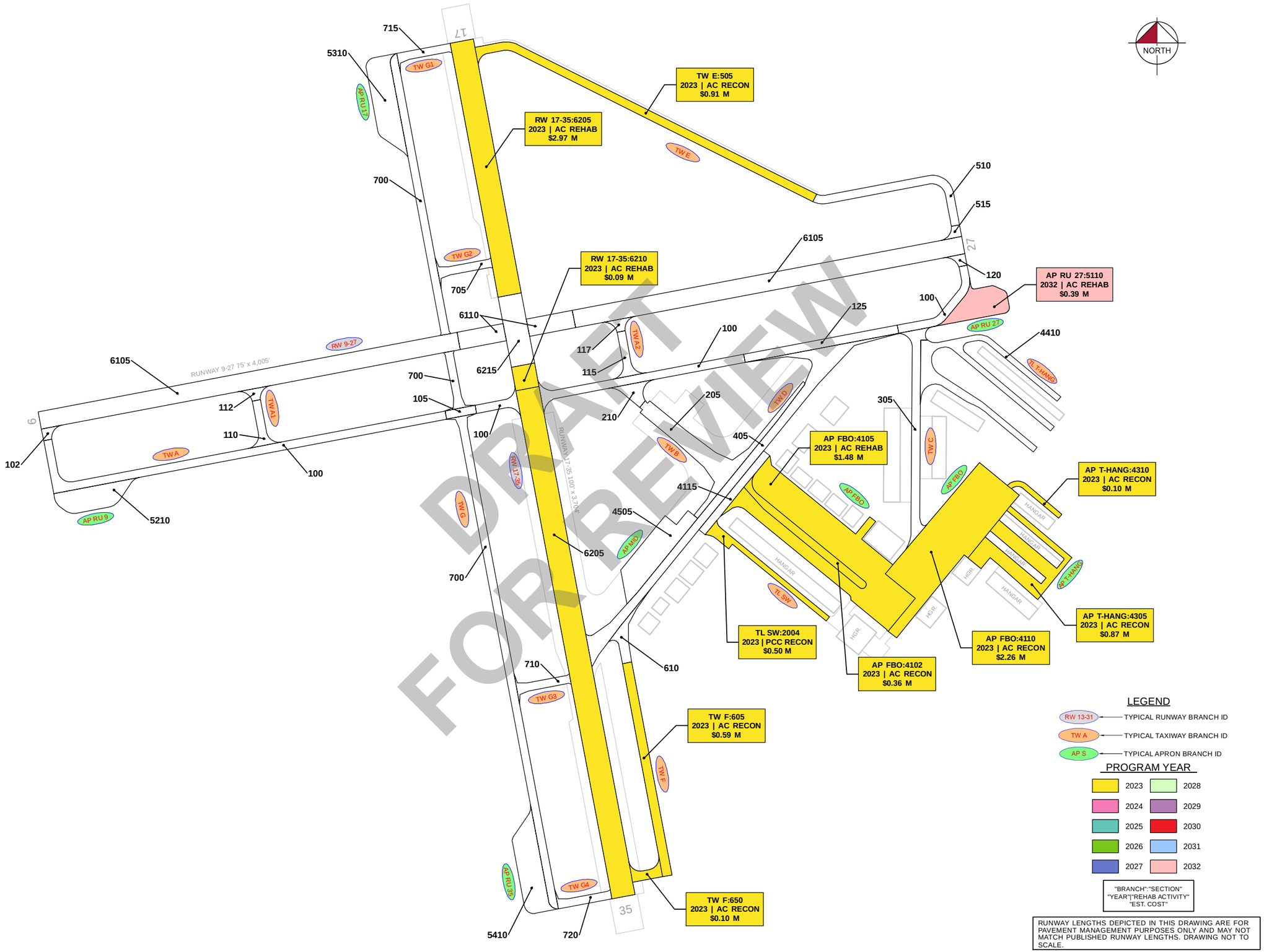

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OMN

AIRFIELD PAVEMENT MAJOR REHABILITATION EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

Chapter 7: Conclusion

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Chapter 7 – Conclusion

7.1 Recommendations

7.1.1 Continued PCI Surveys

It is recommended that the Airport continue to perform regularly scheduled PCI surveys in accordance with the ASTM D5340-20 (or latest edition) to monitor the condition of airfield pavement facilities.

A high priority should be placed on maintaining good record keeping and re-inspecting the Airport's maintained pavement facilities to ensure continued safe aircraft operations. Per the FAA AC 150/5380-7B, a series of scheduled periodic inspections must be carried out for an effective maintenance program. Re-inspection of pavements should be scheduled in a timely manner to ensure that all areas, particularly those that may not come under day-to-day observation, are thoroughly evaluated and reported.

7.1.2 Localized Maintenance and Repair

While deterioration of the pavements due to usage and exposure to the environment cannot be prevented, applying timely and effective maintenance efforts can slow the anticipated rate of deterioration. Lack of adequate and timely maintenance is a significant factor in pavement deterioration. **Chapter 6** identified localized maintenance and repair needs. It is recommended that Airport sponsors coordinate with their respective Airport maintenance staff and Airport engineer when developing project-level maintenance and repair efforts.

7.1.3 Major Rehabilitation

Chapter 6 also identified major pavement rehabilitation project needs from 2023-2032. Identification of these rehabilitation needs are performed at the section level for manageable project areas and assume an unconstrained budget scenario. Given the uncertainty in Airport-specific budget information and prioritization goals, the unconstrained budget scenario represents a conservative scenario and identifies pavement needs over a 10-year period. Certainly, it is understood that most airports are faced with constrained budgets, thus further evaluation of projects based on prioritization, operational criticality, funding availability, and practicality is recommended.

7.1.4 Pavement Management System

The following recommendations are made to fully implement an effective pavement management program for the Airport:

- Develop a detailed preventive maintenance program for the Airport based on the recommendations provided in **Section 6.1**;
- Further refine and implement the identified 10-year major rehabilitation needs provided in **Section 6.2**;
- Maintain detailed records on pavement maintenance, construction, and inspection; and
- Maintain records on major pavement construction projects (year, scope, cost, and construction documents).

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7.2 Supporting Documents

Airfield Pavement Network Definition Exhibit

The Airfield Pavement Network Definition Exhibit is located in **Chapter 3** and **Appendix C**. The Exhibit depicts the airfield layout in a manner that defines the airfield pavement infrastructure as branches, sections, and sample units in accordance with the ASTM D5340-20. The Exhibit is intended for planning purposes only. Further details can be found on the Airport's adopted Airport Layout Plan. Detailed characteristics are tabulated in **Appendix A.**

Airfield Pavement System Inventory Exhibit

The Airfield Pavement System Inventory Exhibit is located in **Chapter 3** and **Appendix C**. The Exhibit depicts recent and/or anticipated construction activity within the airfield pavement facilities reported by Airport staff. The Exhibit is intended to schematically identify the pavement limits of work and general work description. The information reported on the Airport Response Form provided by each participating airport was used as the basis of the changes. Furthermore, changes are confirmed at the Airport with Airport staff during the in-brief and debrief meeting.

Airfield Pavement Estimated Age Exhibit

The Airfield Pavement Estimated Age Exhibit is located in **Chapter 3** and **Appendix C**. Based on the review of historic airfield pavement construction activities, the Exhibit provides the approximate limits of the age of the pavement sections since the last major construction activity has occurred. This is intended to be a rough estimate based on interpretation of the limited data available at the time of report.

Airfield Pavement Condition Index Exhibit

The Airfield Pavement Condition Index Exhibit is located in **Chapter 4** and **Appendix C**. The Exhibit is a visual summary of the latest conditions reported from the PCI assessment performed at the Airport. Distress analysis occurred in accordance with ASTM D5340-20 (referenced in **Appendix E**), with results being analyzed using PAVER™ software to determine PCI values. The PCI values are identified in the Exhibit and graphically represented using the standard ASTM D5340-20 condition rating categories.

Airfield Pavement Major Rehabilitation Exhibit

The Airfield Pavement Major Rehabilitation Exhibit is located in **Chapter 6** and **Appendix C**. The Exhibit has been prepared based on the section condition analysis, pavement condition forecasts, and major rehabilitation needs analysis. The Exhibit graphically depicts the inventory with the associated rehabilitation type activity, program year, and the planning-level costs. Area limits, rehabilitation type, and planning-level costs should not be considered a design-level recommendation. A tabulation of the 10-Year Major Rehabilitation is located in **Appendix B**.

Inspection Photograph Documentation

Representative field conditions from the PCI assessment are documented with digital photographs located in **Appendix D**. Select photographs are provided with a limited caption on the distress(es) observed. "Vicinity" photos refer to the approximate boundaries of an inspected sample unit within the section and provide an overview of the section condition but are not focused on a specific distress. The Appendix does not contain photographs for every section and sample unit.

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7.3 Conclusion

The FDOT SAPMP System Update Phase 2 2021-2023 was completed for the Airport on behalf of the FDOT AO in accordance with the FAA AC 150/5380-7B and 150/5380-6C. FDOT's implementation of the SAPMP has assisted public airports with this requirement in performing PCI survey inspections and analysis in accordance with the ASTM D5340-20.

7.4 References

The following documents are referenced as specific guidelines and procedures for maintaining Airport pavements, establishing an effective pavement maintenance program, and identifying specific pavement distresses, probable causes of distresses, survey guidelines, and recommended methods of repair.

- ASTM D5340-20, Standard Test Method for Airport Pavement Condition Index Surveys, American Society for Testing and Materials, West Conshohocken, PA, 2018.
- AC 150/5210-24 Airport Foreign Object Debris (FOD) Management, Federal Aviation Administration, Washington, D.C., 2010.
- AC 150/5320-6F, Airport Pavement Design and Evaluation, Federal Aviation Administration, Washington, D.C., 2016.
- AC 150/5380-7B, Airport Pavement Management Program (PMP), Federal Aviation Administration, Washington, D.C., 2014.
- AC 150/5380-6C, Guidelines and Procedures for Maintenance of Airport Pavements, Federal Aviation Administration, Washington, D.C., 2014.
- AC 150/5370-10H, Standard Specifications for Construction of Airports, Federal Aviation Administration, Washington, D.C., 2018.
- Airport Improvement Program Handbook, Order 5100.38D, Change 1, Federal Aviation Administration, Washington, D.C., 2019.
- Tri-Service Pavements Working Group (TSPWG) Manual 3-270-08. 14-03, Preventive Maintenance Plan (PMP) for Airfield Pavements, Department of Defense, Washington, D.C., 2019.
- Unified Facilities Criteria (UFC) 3-260-16, O&M Manual: Standard Practice for Airfield Pavement Condition Surveys, Department of Defense, Washington, D.C., 2019.
- Unified Facilities Criteria (UFC) 3-260-03, Airfield Pavement Evaluation, Department of Defense, Washington, D.C., 2001.
- Shahin, Mohamed Y., Pavement Management for Airports, Roads, and Parking Lots, Springer, 200

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Appendix A: Airfield Pavement Analysis

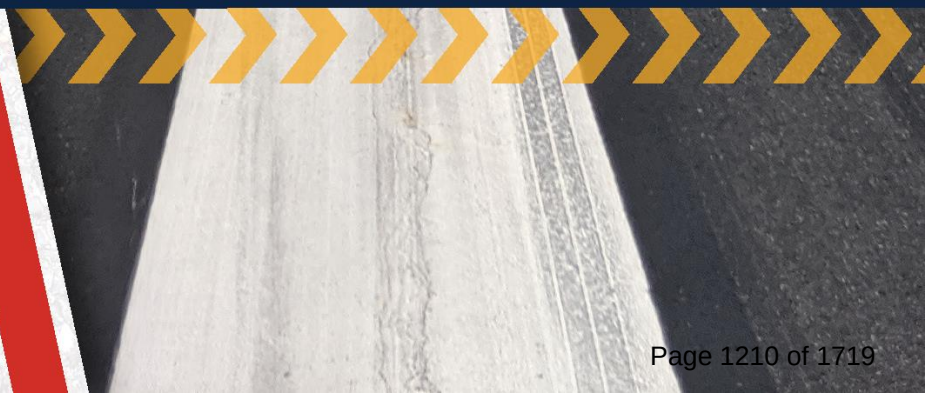

Table A.1: Pavement System Inventory Details

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	Surface Type	Estimate of Last Construction Date
OMN	RW 9-27	Runway	6105	262,949	AC	7/1/2019
OMN	RW 9-27	Runway	6110	30,000	AC	7/1/2019
OMN	RW 17-35	Runway	6205	329,912	AAC	1/1/2008
OMN	RW 17-35	Runway	6210	10,188	AAC	1/1/2008
OMN	RW 17-35	Runway	6215	30,400	AAC	7/1/2019
OMN	TW A	Taxiway	100	123,174	AC	1/1/2013
OMN	TW A	Taxiway	102	2,434	AC	1/1/2019
OMN	TW A	Taxiway	105	4,550	AAC	1/1/2016
OMN	TW A	Taxiway	120	2,519	AC	7/1/2019
OMN	TW A	Taxiway	125	23,310	AAC	5/1/2022
OMN	TW A1	Taxiway	110	8,089	AC	1/1/2013
OMN	TW A1	Taxiway	112	3,083	AC	7/1/2019
OMN	TW A2	Taxiway	115	8,054	AC	1/1/2013
OMN	TW A2	Taxiway	117	3,118	AC	7/1/2019
OMN	TW B	Taxiway	205	51,318	AC	5/1/2022
OMN	TW B	Taxiway	210	7,706	AC	1/1/2013
OMN	TW C	Taxiway	305	35,387	AC	1/1/2013
OMN	TW D	Taxiway	405	81,876	AC	5/1/2022
OMN	TW E	Taxiway	505	56,507	AAC	1/1/1990
OMN	TW E	Taxiway	510	26,455	AC	1/1/2013
OMN	TW E	Taxiway	515	2,399	AC	7/1/2019
OMN	TW F	Taxiway	605	36,880	AC	1/1/1984
OMN	TW F	Taxiway	610	9,548	AAC	5/1/2022
OMN	TW F	Taxiway	650	6,273	AC	1/1/1984
OMN	TW G	Taxiway	700	126,774	AC	1/1/2016
OMN	TW G1	Taxiway	715	8,543	AC	1/1/2016
OMN	TW G2	Taxiway	705	8,946	AC	1/1/2016
OMN	TW G3	Taxiway	710	8,941	AC	1/1/2016
OMN	TW G4	Taxiway	720	8,529	AC	1/1/2016
OMN	TL SW	Taxilane	2004	17,255	PCC	1/1/1992
OMN	TL T-HANG	Taxilane	4410	57,362	AC	1/1/2005
OMN	AP FBO	Apron	4102	22,255	AC	1/1/1992
OMN	AP FBO	Apron	4105	164,592	AC	1/1/1992
OMN	AP FBO	Apron	4110	141,436	AAC	1/1/1992
OMN	AP FBO	Apron	4115	14,790	AC	5/1/2022
OMN	AP MID	Apron	4505	44,107	AC	5/1/2022
OMN	AP RU 17	Apron	5310	39,883	AC	1/1/2016
OMN	AP RU 27	Apron	5110	27,832	AC	1/1/2013
OMN	AP RU 35	Apron	5410	40,187	AC	1/1/2016
OMN	AP RU 9	Apron	5210	28,165	AC	1/1/2013
OMN	AP T-HANG	Apron	4305	54,292	AC	1/1/1984
OMN	AP T-HANG	Apron	4310	5,932	AC	7/31/2008

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Table A.2: Pavement Condition Index Summary (Current PCI Survey) – Section Level

Network ID	Branch ID	Branch Use	Section ID	Area (SF)	PCI	Condition Rating
OMN	RW 9-27	Runway	6105	262,949	91	Good
OMN	RW 9-27	Runway	6110	30,000	94	Good
OMN	RW 17-35	Runway	6205	329,912	68	Fair
OMN	RW 17-35	Runway	6210	10,188	66	Fair
OMN	RW 17-35	Runway	6215	30,400	91	Good
OMN	TW A	Taxiway	100	123,174	89	Good
OMN	TW A	Taxiway	102	2,434	91	Good
OMN	TW A	Taxiway	105	4,550	91	Good
OMN	TW A	Taxiway	120	2,519	94	Good
OMN	TW A	Taxiway	125	23,310	100	Good
OMN	TW A1	Taxiway	110	8,089	86	Good
OMN	TW A1	Taxiway	112	3,083	91	Good
OMN	TW A2	Taxiway	115	8,054	91	Good
OMN	TW A2	Taxiway	117	3,118	91	Good
OMN	TW B	Taxiway	205	51,318	100	Good
OMN	TW B	Taxiway	210	7,706	86	Good
OMN	TW C	Taxiway	305	35,387	88	Good
OMN	TW D	Taxiway	405	81,876	100	Good
OMN	TW E	Taxiway	505	56,507	38	Very Poor
OMN	TW E	Taxiway	510	26,455	91	Good
OMN	TW E	Taxiway	515	2,399	94	Good
OMN	TW F	Taxiway	605	36,880	40	Very Poor
OMN	TW F	Taxiway	610	9,548	100	Good
OMN	TW F	Taxiway	650	6,273	35	Very Poor
OMN	TW G	Taxiway	700	126,774	88	Good
OMN	TW G1	Taxiway	715	8,543	91	Good
OMN	TW G2	Taxiway	705	8,946	88	Good
OMN	TW G3	Taxiway	710	8,941	89	Good
OMN	TW G4	Taxiway	720	8,529	91	Good
OMN	TL SW	Taxilane	2004	17,255	0	Failed
OMN	TL T-HANG	Taxilane	4410	57,362	88	Good
OMN	AP FBO	Apron	4102	22,255	26	Very Poor
OMN	AP FBO	Apron	4105	164,592	57	Fair
OMN	AP FBO	Apron	4110	141,436	36	Very Poor
OMN	AP FBO	Apron	4115	14,790	100	Good
OMN	AP MID	Apron	4505	44,107	100	Good
OMN	AP RU 17	Apron	5310	39,883	91	Good
OMN	AP RU 27	Apron	5110	27,832	87	Good
OMN	AP RU 35	Apron	5410	40,187	91	Good
OMN	AP RU 9	Apron	5210	28,165	91	Good
OMN	AP T-HANG	Apron	4305	54,292	31	Very Poor
OMN	AP T-HANG	Apron	4310	5,932	30	Very Poor

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Table A.3: Forecasted PCI Values 2023-2032 – Section-Level

Network ID	Branch ID	Section ID	Current PCI	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032
OMN	RW 9-27	6105	91	89	87	85	84	82	80	79	77	75	74
OMN	RW 9-27	6110	94	92	90	89	87	85	83	82	80	78	76
OMN	RW 17-35	6205	68	66	64	62	60	58	56	54	52	50	48
OMN	RW 17-35	6210	66	64	62	60	58	56	54	52	50	48	46
OMN	RW 17-35	6215	91	89	87	85	83	81	79	77	75	73	71
OMN	TW A	100	89	87	85	83	81	79	78	76	75	73	72
OMN	TW A	102	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A	105	91	88	86	84	82	81	79	77	76	74	73
OMN	TW A	120	94	91	89	87	85	83	82	80	78	77	75
OMN	TW A	125	100	97	95	93	90	88	86	84	83	81	79
OMN	TW A1	110	86	84	82	80	79	77	75	74	73	71	70
OMN	TW A1	112	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	115	91	89	87	85	83	81	79	78	76	75	73
OMN	TW A2	117	91	89	87	85	83	81	79	78	76	75	73
OMN	TW B	205	100	97	95	93	90	88	86	84	83	81	79
OMN	TW B	210	86	84	82	80	79	77	75	74	73	71	70
OMN	TW C	305	88	86	84	82	80	79	77	75	74	73	71
OMN	TW D	405	100	97	95	93	90	88	86	84	83	81	79
OMN	TW E	505	38	35	32	30	27	24	22	19	17	14	11
OMN	TW E	510	91	89	87	85	83	81	79	78	76	75	73
OMN	TW E	515	94	91	89	87	85	83	82	80	78	77	75
OMN	TW F	605	40	39	38	37	36	35	34	33	31	30	29
OMN	TW F	610	100	97	95	93	90	88	86	84	83	81	79
OMN	TW F	650	35	34	32	31	30	28	27	25	24	22	20
OMN	TW G	700	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G1	715	91	89	87	85	83	81	79	78	76	75	73
OMN	TW G2	705	88	86	84	82	80	79	77	75	74	73	71
OMN	TW G3	710	89	87	85	83	81	79	78	76	75	73	72
OMN	TW G4	720	91	89	87	85	83	81	79	78	76	75	73
OMN	TL SW	2004	0	0	0	0	0	0	0	0	0	0	0
OMN	TL T-HANG	4410	88	86	84	82	80	79	77	75	74	73	71
OMN	AP FBO	4102	26	25	24	24	23	22	21	20	20	19	18
OMN	AP FBO	4105	57	56	55	54	53	52	51	51	50	49	48
OMN	AP FBO	4110	36	34	32	30	28	26	24	22	20	18	16
OMN	AP FBO	4115	100	97	95	92	90	88	86	84	82	80	78
OMN	AP MID	4505	100	97	95	92	90	88	86	84	82	80	78
OMN	AP RU 17	5310	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 27	5110	87	85	82	81	79	77	75	73	72	70	69
OMN	AP RU 35	5410	91	88	86	84	82	80	78	76	75	73	71
OMN	AP RU 9	5210	91	88	86	84	82	80	78	76	75	73	71
OMN	AP T-HANG	4305	31	30	30	29	28	28	27	26	25	24	24
OMN	AP T-HANG	4310	30	29	29	28	27	26	25	25	24	23	22

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Pavement Database: FDOT

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4102 **Surface:**AC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 670.00 (Ft) **Width:** 34.00 (Ft) **True Area:** 22255.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	IMPORTED	BUILT	0.00	2.00	☑	1992: 2" P-401 ON 6" RECLAIMED PAVEMENT BASE. SOIL: SP.

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4105 **Surface:**AC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 835.00 (Ft) **Width:** 180.00 (Ft) **True Area:** 164592.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	IMPORTED	BUILT	0.00	2.00	☑	1992: SEAL ON 2" P-401 ON 6" RECLAIMED PAVEMENT BASE. S

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4110 **Surface:**AAC
L.C.D. 1/1/1992 **Use:** APRON **Rank:** P **Length:** 600.00 (Ft) **Width:** 218.00 (Ft) **True Area:** 141436.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	28,287.20	0.00	☐	
1/1/1992	IMPORTED	OVERLAY	0.00	0.00	☑	1992: AC OVERLAY
1/1/1979	IMPORTED	BUILT	0.00	1.00	☑	1979: 1" TYPE S1 AC OVERLAY PLACED ON EXISTING AC ON BA

Network: ORMOND BEACH **Branch:** AP FBO FBO APRON **Section:** 4115 **Surface:**AC
L.C.D. 5/1/2022 **Use:** APRON **Rank:** P **Length:** 435.00 (Ft) **Width:** 34.00 (Ft) **True Area:** 14790.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1984	IMPORTED	OVERLAY	0.00	3.00	☑	1984: 3" RECYCLED HOT MIX AC. SOIL SP.
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" BITUMINOUS SURFACE ON 6" LIME ROCK BASE

Network: ORMOND BEACH **Branch:** AP MID MID-FIELD APR **Section:** 4505 **Surface:**AC
L.C.D. 5/1/2022 **Use:** APRON **Rank:** P **Length:** 439.00 (Ft) **Width:** 115.00 (Ft) **True Area:** 44107.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 17 RUN-UP APRON **Section:** 5310 **Surface:**AC
L.C.D. 1/1/2016 **Use:** APRON **Rank:** P **Length:** 385.00 (Ft) **Width:** 105.00 (Ft) **True Area:** 39883.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 27 RUN-UP APRON **Section:** 5110 **Surface:**AC
L.C.D. 1/1/2013 **Use:** APRON **Rank:** P **Length:** 250.00 (Ft) **Width:** 125.00 (Ft) **True Area:** 27832.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** AP RU 35 RUN-UP APRON **Section:** 5410 **Surface:**AC

L.C.D. 1/1/2016 **Use:** APRON **Rank:** P **Length:** 385.00 (Ft) **Width:** 105.00 (Ft) **True Area:** 40187.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** AP RU 9 RUN-UP APRON **Section:** 5210 **Surface:**AC

L.C.D. 1/1/2013 **Use:** APRON **Rank:** P **Length:** 300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 28165.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** AP T-HANG T-HANGAR APR **Section:** 4305 **Surface:**AC

L.C.D. 1/1/1984 **Use:** APRON **Rank:** P **Length:** 342.00 (Ft) **Width:** 140.00 (Ft) **True Area:** 54292.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	10,858.40	0.00	☐	
1/1/1984	IMPORTED	BUILT	0.00	0.00	☑	ESTIMATE 1984 AC PAVEMENT. SOIL: SP.

Network: ORMOND BEACH **Branch:** AP T-HANG T-HANGAR APR **Section:** 4310 **Surface:**AC

L.C.D. 7/31/2008 **Use:** APRON **Rank:** P **Length:** 285.00 (Ft) **Width:** 22.00 (Ft) **True Area:** 5932.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	1,186.40	0.00	☐	
7/31/2008	NU-IN	New Construction - Initial	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6205 **Surface:**AAC

L.C.D. 1/1/2008 **Use:** RUNWAY **Rank:** P **Length:** 3,300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 329912.0001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1983	IMPORTED	OVERLAY	0.00	2.50	☑	1983: 2.5" P-401 ON 1" - 3.5" LEVELING COURSE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6210 **Surface:**AAC

L.C.D. 1/1/2008 **Use:** RUNWAY **Rank:** P **Length:** 100.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 10188.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1973	IMPORTED	OVERLAY	0.00	0.00	☑	ASSUME: 1973 AC OVERLAY
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

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Network: ORMOND BEACH **Branch:** RW 17-35 RUNWAY 17-35 **Section:** 6215 **Surface:**AAC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 300.00 (Ft) **Width:** 100.00 (Ft) **True Area:** 30400.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	ML-OVL	Mill and Overlay	0.00	0.00	☑	2" Mill, 2" P-401 Overlay
1/1/2008	ML-OVL	Mill and Overlay	0.00	0.00	☑	
1/1/1973	IMPORTED	OVERLAY	0.00	0.00	☑	ASSUME: 1973 AC OVERLAY
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 9-27 RUNWAY 9-27 **Section:** 6105 **Surface:**AC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 3,506.00 (Ft) **Width:** 75.00 (Ft) **True Area:** 262949.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	4" P-401, 6" min P-211 (scarify 3" of
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: VARIABLE THICKNESS TYPE 1 ASPHALT CONCRETE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** RW 9-27 RUNWAY 9-27 **Section:** 6110 **Surface:**AC

L.C.D. 7/1/2019 **Use:** RUNWAY **Rank:** P **Length:** 400.00 (Ft) **Width:** 75.00 (Ft) **True Area:** 30000.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	4" P-401, 6" P-403, 12" P-152
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: VARIABLE THICKNESS TYPE 1 ASPHALT CONCRETE
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** TL SW SOUTHWEST TA **Section:** 2004 **Surface:**PCC

L.C.D. 1/1/1992 **Use:** TAXILAN **Rank:** P **Length:** 640.00 (Ft) **Width:** 22.00 (Ft) **True Area:** 17255.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1992	NU-IN	New Construction - Initial	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TL T-HANG T-HANGAR TAX **Section:** 4410 **Surface:**AC

L.C.D. 1/1/2005 **Use:** TAXILAN **Rank:** P **Length:** 1,635.00 (Ft) **Width:** 25.00 (Ft) **True Area:** 57362.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2022	ST-SC	Surface Treatment - Seal Coat	11,472.40	0.00	☐	
1/1/2005	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 100 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 3,419.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 123174.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 102 **Surface:**AC

L.C.D. 1/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 51.00 (Ft) **Width:** 48.00 (Ft) **True Area:** 2434.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 105 **Surface:**AAC

L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 130.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 4550.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	ML-OVL	Mill and Overlay	0.00	0.00	☑	2" MILL, P-401 OVERLAY
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A1 TAXIWAY A1 **Section:** 110 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 194.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 8089.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A1 TAXIWAY A1 **Section:** 112 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 51.00 (Ft) **Width:** 60.00 (Ft) **True Area:** 3083.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 120 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 50.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 2519.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	12,595.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A TAXIWAY A **Section:** 125 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 666.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 23310.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW A2 TAXIWAY A2 **Section:** 115 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 193.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 8054.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

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Network: ORMOND BEACH **Branch:** TW A2 TAXIWAY A2 **Section:** 117 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 52.00 (Ft) **Width:** 60.00 (Ft) **True Area:** 3118.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW B TAXIWAY B **Section:** 205 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 490.00 (Ft) **Width:** 65.00 (Ft) **True Area:** 51318.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	256,590.00	0.00	☑	
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: TYPE 1 ASPHALT CONCRETE (NO THICNESS INFO).
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" DOUBLE BITUMINOUS SURFACE ON 6" LIME ROCK BAS

Network: ORMOND BEACH **Branch:** TW B TAXIWAY B **Section:** 210 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 107.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 7706.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1977	IMPORTED	OVERLAY	0.00	0.00	☑	1977: AC OVERLAY (NO THICKNESS INFO)
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" AC SURFACE ON 6" LIME ROCK BASE

Network: ORMOND BEACH **Branch:** TW C TAXIWAY C **Section:** 305 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 885.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 35387.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	2" P401, 6" P211, 12" P152
1/2/1990	OL-AS	Overlay - AC Structural	0.00	0.00	☑	
1/1/1990	IMPORTED	BUILT	0.00	2.00	☑	1990: 2" P-401 OVERLAY PLACED ON EXISTING 6" AC ON 6" CRUSH

Network: ORMOND BEACH **Branch:** TW D TAXIWAY D **Section:** 405 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 1,722.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 81876.00002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	409,380.00	0.00	☑	
1/1/1984	IMPORTED	OVERLAY	0.00	3.00	☑	1984: 3" RECYCLED HOT MIX AC. SOIL SP.
1/1/1943	IMPORTED	BUILT	0.00	1.00	☑	1943: 1" BITUMINOUS SURFACE ON 6" LIME ROCK BASE

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Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 505 **Surface:**AAC

L.C.D. 1/1/1990 **Use:** TAXIWAY **Rank:** P **Length:** 2,060.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 56507.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1990	IMPORTED	OVERLAY	0.00	2.00	☑	1990: 2" P-401 OVERLAY. SOIL: SP.
1/1/1943	IMPORTED	BUILT	0.00	4.50	☑	1943: 4.5" AC ON 5" TAN SHELL ON 6" DARK GREY SAND

Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 510 **Surface:**AC

L.C.D. 1/1/2013 **Use:** TAXIWAY **Rank:** P **Length:** 745.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 26455.00000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW E TAXIWAY E **Section:** 515 **Surface:**AC

L.C.D. 7/1/2019 **Use:** TAXIWAY **Rank:** P **Length:** 50.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 2399.000000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
7/1/2019	CR-AC	Complete Reconstruction - AC	11,995.00	0.00	☑	
1/1/2013	NU-IN	New Construction - Initial	0.00	0.00	☑	4" P401, 6" P211, 12" P152

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 605 **Surface:**AC

L.C.D. 1/1/1984 **Use:** TAXIWAY **Rank:** P **Length:** 922.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 36880.00001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 610 **Surface:**AC

L.C.D. 5/1/2022 **Use:** TAXIWAY **Rank:** P **Length:** 117.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 9548.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
5/1/2022	CR-AC	Complete Reconstruction - AC	0.00	0.00	☑	
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW F TAXIWAY F **Section:** 650 **Surface:**AC

L.C.D. 1/1/1984 **Use:** TAXIWAY **Rank:** P **Length:** 130.00 (Ft) **Width:** 40.00 (Ft) **True Area:** 6273.000001 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/1984	IMPORTED	BUILT	0.00	2.00	☑	1984: 2" RECYCLED HOT MIX ON 6" LIME ROCK BASE ON 2" WORK

Network: ORMOND BEACH **Branch:** TW G1 TAXIWAY G1 **Section:** 715 **Surface:**AC

L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8543.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

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Network: ORMOND BEACH **Branch:** TW G2 TAXIWAY G2 **Section:** 705 **Surface:**AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8946.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G3 TAXIWAY G3 **Section:** 710 **Surface:**AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8941.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G4 TAXIWAY G4 **Section:** 720 **Surface:**AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 232.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 8529.000002 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

Network: ORMOND BEACH **Branch:** TW G TAXIWAY G **Section:** 700 **Surface:**AC
L.C.D. 1/1/2016 **Use:** TAXIWAY **Rank:** P **Length:** 3,580.00 (Ft) **Width:** 35.00 (Ft) **True Area:** 126774.0000 (SqFt

Work Date	Work Code	Work Description	Cost	Thickness (in)	Major M&R	Comments
1/1/2016	NC-AC	New Construction - AC	0.00	0.00	☑	

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Summary:

Work Description	Section Count	Area Total (SqFt)	Thickness Avg (in)	Thickness STD (in)
BUILT	18	1,346,309.00	1.47	0.92
Complete Reconstruction - AC	14	530,437.00	0.00	0.00
Mill and Overlay	5	405,450.00	0.00	0.00
New Construction - AC	9	343,272.00	0.00	0.00
New Construction - Initial	15	286,369.00	0.00	0.00
OVERLAY	11	1,017,082.00	0.95	1.29
Overlay - AC Structural	1	35,387.00	0.00	0.00
Surface Treatment - Seal Coat	4	259,022.00	0.00	0.00

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Pavement Database: FDOT

Branch ID	Number of Sections	Sum Section Length (Ft)	Avg Section Width (Ft)	True Area (SqFt)	Use	Average PCI	Standard Deviation PCI	Weighted Average PCI
AP FBO	4	2,540.00	116.50	343,073.00	APRON	54.75	28.42	48.19
AP MID	1	439.00	115.00	44,107.00	APRON	100.00	0.00	100.00
AP RU 17	1	385.00	105.00	39,883.00	APRON	91.00	0.00	91.00
AP RU 27	1	250.00	125.00	27,832.00	APRON	87.00	0.00	87.00
AP RU 35	1	385.00	105.00	40,187.00	APRON	91.00	0.00	91.00
AP RU 9	1	300.00	100.00	28,165.00	APRON	91.00	0.00	91.00
AP T-HANG	2	627.00	81.00	60,224.00	APRON	30.50	0.50	30.90
RW 17-35	3	3,700.00	100.00	370,500.00	RUNWAY	75.00	11.34	69.83
RW 9-27	2	3,906.00	75.00	292,949.00	RUNWAY	92.50	1.50	91.31
TL SW	1	640.00	22.00	17,255.00	TAXILANE	0.00	0.00	0.00
TL T-HANG	1	1,635.00	25.00	57,362.00	TAXILANE	88.00	0.00	88.00
TW A	5	4,316.00	37.60	155,987.00	TAXIWAY	93.00	3.85	90.81
TW A1	2	245.00	50.00	11,172.00	TAXIWAY	88.50	2.50	87.38
TW A2	2	245.00	50.00	11,172.00	TAXIWAY	91.00	0.00	91.00
TW B	2	597.00	50.00	59,024.00	TAXIWAY	93.00	7.00	98.17
TW C	1	885.00	35.00	35,387.00	TAXIWAY	88.00	0.00	88.00
TW D	1	1,722.00	35.00	81,876.00	TAXIWAY	100.00	0.00	100.00
TW E	3	2,855.00	35.00	85,361.00	TAXIWAY	74.33	25.72	56.00
TW F	3	1,169.00	40.00	52,701.00	TAXIWAY	58.33	29.53	50.28
TW G	1	3,580.00	35.00	126,774.00	TAXIWAY	88.00	0.00	88.00
TW G1	1	232.00	35.00	8,543.00	TAXIWAY	91.00	0.00	91.00
TW G2	1	232.00	35.00	8,946.00	TAXIWAY	88.00	0.00	88.00
TW G3	1	232.00	35.00	8,941.00	TAXIWAY	89.00	0.00	89.00
TW G4	1	232.00	35.00	8,529.00	TAXIWAY	91.00	0.00	91.00

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Pavement Database: FDOT

Use Category	Number of Sections	Total Area (SqFt)	Arithmetic Average PCI	Average STD PCI	Weighted Average PCI
APRON	11	583,471.00	67.27	29.71	60.11
RUNWAY	5	663,449.00	82.00	12.31	79.31
TAXILANE	2	74,617.00	44.00	44.00	67.65
TAXIWAY	24	654,413.00	85.13	18.42	84.01
ALL	42	1,975,950.00	78.12	25.52	74.76

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Pavement Database: FDOT *NetworkId: OMN*

Branch ID	Section ID	Last Const. Date	Surface	Use	Rank	Lanes	True Area (SqFt)	Last Inspection Date	Age At Inspection	PCI
AP FBO	4102	1/1/1992	AC	APRON	P	0	22,255.00	4/25/2022	30	26
AP FBO	4105	1/1/1992	AC	APRON	P	0	164,592.00	4/25/2022	30	57
AP FBO	4110	1/1/1992	AAC	APRON	P	0	141,436.00	4/25/2022	30	36
AP FBO	4115	5/1/2022	AC	APRON	P	0	14,790.00	5/1/2022	0	100
AP MID	4505	5/1/2022	AC	APRON	P	0	44,107.00	5/1/2022	0	100
AP RU 17	5310	1/1/2016	AC	APRON	P	0	39,883.00	4/25/2022	6	91
AP RU 27	5110	1/1/2013	AC	APRON	P	0	27,832.00	4/25/2022	9	87
AP RU 35	5410	1/1/2016	AC	APRON	P	0	40,187.00	4/25/2022	6	91
AP RU 9	5210	1/1/2013	AC	APRON	P	0	28,165.00	4/25/2022	9	91
AP T-HANG	4305	1/1/1984	AC	APRON	P	0	54,292.00	4/25/2022	38	31
AP T-HANG	4310	7/31/2008	AC	APRON	P	0	5,932.00	4/25/2022	14	30
RW 17-35	6205	1/1/2008	AAC	RUNWAY	P	0	329,912.00	4/25/2022	14	68
RW 17-35	6210	1/1/2008	AAC	RUNWAY	P	0	10,188.00	4/25/2022	14	66
RW 17-35	6215	7/1/2019	AAC	RUNWAY	P	0	30,400.00	4/25/2022	3	91
RW 9-27	6105	7/1/2019	AC	RUNWAY	P	0	262,949.00	4/25/2022	3	91
RW 9-27	6110	7/1/2019	AC	RUNWAY	P	0	30,000.00	4/25/2022	3	94
TL SW	2004	1/1/1992	PCC	TAXILANE	P	0	17,255.00	4/25/2022	30	0
TL T-HANG	4410	1/1/2005	AC	TAXILANE	P	0	57,362.00	4/25/2022	17	88
TW A	100	1/1/2013	AC	TAXIWAY	P	0	123,174.00	4/25/2022	9	89
TW A	102	1/1/2019	AC	TAXIWAY	P	0	2,434.00	4/25/2022	3	91
TW A	105	1/1/2016	AAC	TAXIWAY	P	0	4,550.00	4/25/2022	6	91
TW A	120	7/1/2019	AC	TAXIWAY	P	0	2,519.00	4/25/2022	3	94
TW A	125	5/1/2022	AC	TAXIWAY	P	0	23,310.00	5/1/2022	0	100
TW A1	110	1/1/2013	AC	TAXIWAY	P	0	8,089.00	4/25/2022	9	86
TW A1	112	7/1/2019	AC	TAXIWAY	P	0	3,083.00	4/25/2022	3	91
TW A2	115	1/1/2013	AC	TAXIWAY	P	0	8,054.00	4/25/2022	9	91
TW A2	117	7/1/2019	AC	TAXIWAY	P	0	3,118.00	4/25/2022	3	91
TW B	205	5/1/2022	AC	TAXIWAY	P	0	51,318.00	5/1/2022	0	100
TW B	210	1/1/2013	AC	TAXIWAY	P	0	7,706.00	4/25/2022	9	86
TW C	305	1/1/2013	AC	TAXIWAY	P	0	35,387.00	4/25/2022	9	88
TW D	405	5/1/2022	AC	TAXIWAY	P	0	81,876.00	5/1/2022	0	100
TW E	505	1/1/1990	AAC	TAXIWAY	P	0	56,507.00	4/25/2022	32	38
TW E	510	1/1/2013	AC	TAXIWAY	P	0	26,455.00	4/25/2022	9	91
TW E	515	7/1/2019	AC	TAXIWAY	P	0	2,399.00	4/25/2022	3	94
TW F	605	1/1/1984	AC	TAXIWAY	P	0	36,880.00	4/25/2022	38	40
TW F	610	5/1/2022	AC	TAXIWAY	P	0	9,548.00	5/1/2022	0	100
TW F	650	1/1/1984	AC	TAXIWAY	P	0	6,273.00	4/25/2022	38	35
TW G	700	1/1/2016	AC	TAXIWAY	P	0	126,774.00	4/25/2022	6	88
TW G1	715	1/1/2016	AC	TAXIWAY	P	0	8,543.00	4/25/2022	6	91
TW G2	705	1/1/2016	AC	TAXIWAY	P	0	8,946.00	4/25/2022	6	88
TW G3	710	1/1/2016	AC	TAXIWAY	P	0	8,941.00	4/25/2022	6	89
TW G4	720	1/1/2016	AC	TAXIWAY	P	0	8,529.00	4/25/2022	6	91

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Pavement Database: FDOT

Age Category	Average Age at Inspection	Total Area (SqFt)	Number of Sections	Arithmetic Average PCI	Standard Deviation PCI	Weighted Average PCI
00-02		224,949.00	6	100.00	0.00	100.00
03-05	3	336,902.00	8	92.13	1.45	91.31
06-10	8	511,215.00	16	89.31	1.86	89.11
11-15	14	346,032.00	3	54.67	17.46	67.29
16-20	17	57,362.00	1	88.00	0.00	88.00
26-30	30	345,538.00	4	29.75	20.50	43.56
31-35	32	56,507.00	1	38.00	0.00	38.00
36-40	38	97,445.00	3	35.33	3.68	34.66
ALL	11	1,975,950.00	42	78.12	25.52	74.76

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Appendix B: Maintenance and Rehabilitation Planning Needs

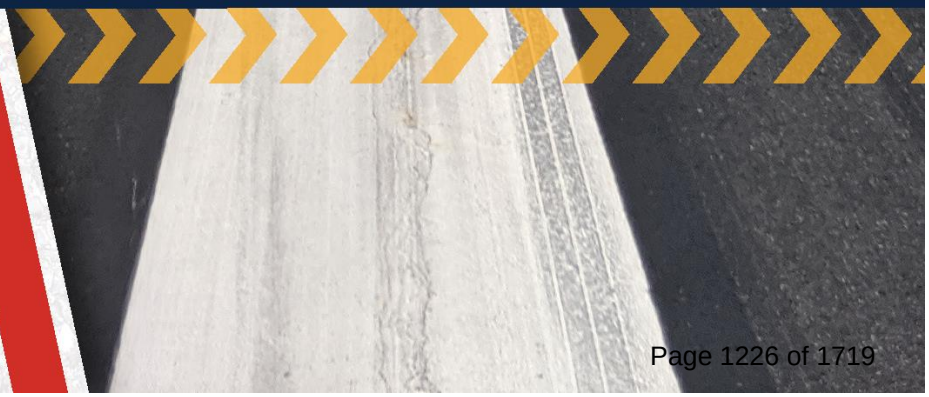

Table B.1: Localized Maintenance and Repair Needs Based on Current Distresses

Network ID	Branch ID	Section ID	Description	Severity	Distress Qty	Distress Unit	Distress Density	Policy Type	Localized Work Type	Work Qty	Work Unit	Unit Cost	Work Cost
OMN	TW A	100	WEATHERING	Medium	1,127	SF	0.9%	Preventive	Surface Seal	1,127	SF	$ 0.75	$ 850
OMN	TW A	102	WEATHERING	Medium	122	SF	5.0%	Preventive	Surface Seal	122	SF	$ 0.75	$ 100
OMN	TW A	105	WEATHERING	Medium	228	SF	5.0%	Preventive	Surface Seal	228	SF	$ 0.75	$ 180
OMN	TW A1	110	WEATHERING	Medium	404	SF	5.0%	Preventive	Surface Seal	404	SF	$ 0.75	$ 310
OMN	TW A1	112	WEATHERING	Medium	154	SF	5.0%	Preventive	Surface Seal	154	SF	$ 0.75	$ 120
OMN	TW A2	117	WEATHERING	Medium	156	SF	5.0%	Preventive	Surface Seal	156	SF	$ 0.75	$ 120
OMN	TW B	210	WEATHERING	Medium	385	SF	5.0%	Preventive	Surface Seal	385	SF	$ 0.75	$ 290
OMN	TW C	305	WEATHERING	Medium	3,539	SF	10.0%	Preventive	Surface Seal	3,539	SF	$ 0.75	$ 2,660
OMN	TW G	700	WEATHERING	Medium	3,502	SF	2.8%	Preventive	Surface Seal	3,502	SF	$ 0.75	$ 2,630
OMN	TW G1	715	WEATHERING	Medium	427	SF	5.0%	Preventive	Surface Seal	427	SF	$ 0.75	$ 330
OMN	TW G2	705	WEATHERING	Medium	448	SF	5.0%	Preventive	Surface Seal	448	SF	$ 0.75	$ 340
OMN	TW G3	710	WEATHERING	Medium	893	SF	10.0%	Preventive	Surface Seal	893	SF	$ 0.75	$ 680
OMN	TW G4	720	WEATHERING	Medium	426	SF	5.0%	Preventive	Surface Seal	425	SF	$ 0.75	$ 320
OMN	AP RU 17	5310	WEATHERING	Medium	1,994	SF	5.0%	Preventive	Surface Seal	1,995	SF	$ 0.75	$ 1,500
OMN	AP RU 27	5110	WEATHERING	Medium	1,391	SF	5.0%	Preventive	Surface Seal	1,392	SF	$ 0.75	$ 1,050
OMN	AP RU 35	5410	WEATHERING	Medium	2,009	SF	5.0%	Preventive	Surface Seal	2,010	SF	$ 0.75	$ 1,510
OMN	TL SW	2004	JT SEAL DMG	High	39	Slabs	100.0%	Stopgap	PCC Joint Seal	682	LF	$ 4.25	$ 2,900
OMN	TL SW	2004	SHAT. SLAB	Medium	21	Slabs	53.9%	Stopgap	PCC Crack Sealing	882	LF	$ 7.00	$ 6,180
OMN	TL SW	2004	SHAT. SLAB	High	15	Slabs	38.5%	Stopgap	PCC Slab Replacement	6,600	SF	$ 51.50	$ 339,910
OMN	AP FBO	4110	ALLIGATOR CR	Medium	3,668	SF	2.6%	Stopgap	AC Full-Depth Patching	3,916	SF	$ 10.00	$ 39,160
OMN	AP FBO	4110	PATCHING	High	1,646	SF	1.2%	Stopgap	AC Full-Depth Patching	1,814	SF	$ 10.00	$ 18,140
OMN	AP T-HANG	4305	ALLIGATOR CR	Medium	3,186	SF	5.9%	Stopgap	AC Full-Depth Patching	3,417	SF	$ 10.00	$ 34,170
OMN	AP T-HANG	4305	ALLIGATOR CR	High	76	SF	0.1%	Stopgap	AC Full-Depth Patching	115	SF	$ 10.00	$ 1,160
OMN	AP T-HANG	4310	ALLIGATOR CR	Medium	60	SF	1.0%	Stopgap	AC Full-Depth Patching	96	SF	$ 10.00	$ 960

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Table B.2: Section-Level 10-Year Major Rehabilitation Needs

Program Year	Network ID	Branch ID	Section ID	Surface	Area (SF)	PCI Before	Rehabilitation Type	Planning Cost Estimate
2023	**OMN**	RW 17-35	6205	AAC	329,912	66	AC Rehabilitation	$ 2,970,000
2023	**OMN**	RW 17-35	6210	AAC	10,188	64	AC Rehabilitation	$ 92,000
2023	**OMN**	TW E	505	AAC	56,507	35	AC Reconstruction	$ 905,000
2023	**OMN**	TW F	605	AC	36,880	39	AC Reconstruction	$ 591,000
2023	**OMN**	TW F	650	AC	6,273	34	AC Reconstruction	$ 101,000
2023	**OMN**	TL SW	2004	PCC	17,255	0	PCC Reconstruction	$ 501,000
2023	**OMN**	AP FBO	4102	AC	22,255	25	AC Reconstruction	$ 357,000
2023	**OMN**	AP FBO	4105	AC	164,592	56	AC Rehabilitation	$ 1,482,000
2023	**OMN**	AP FBO	4110	AAC	141,436	34	AC Reconstruction	$ 2,263,000
2023	**OMN**	AP T-HANG	4305	AC	54,292	30	AC Reconstruction	$ 869,000
2023	**OMN**	AP T-HANG	4310	AC	5,932	29	AC Reconstruction	$ 95,000
2032	**OMN**	AP RU 27	5110	AC	27,832	69	AC Rehabilitation	$ 389,000

**All planning cost values have been rounded up to the nearest thousand dollars.*

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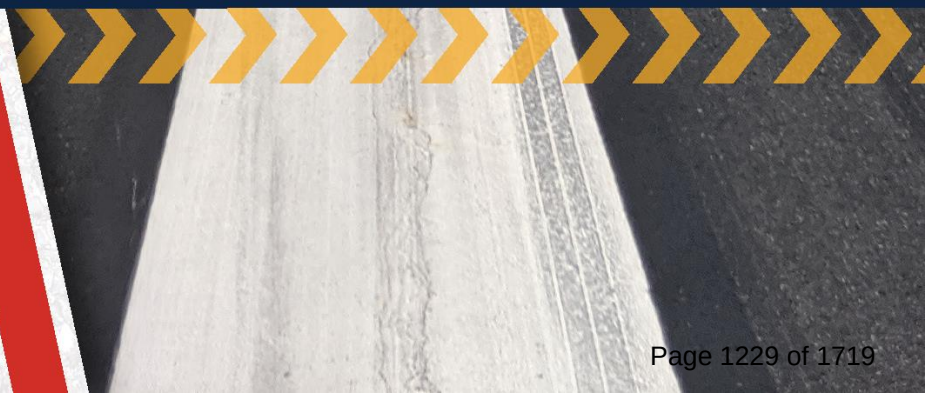
Appendix C: Technical Exhibits



OMN

AIRFIELD PAVEMENT NETWORK DEFINITION EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

2022

NORTH

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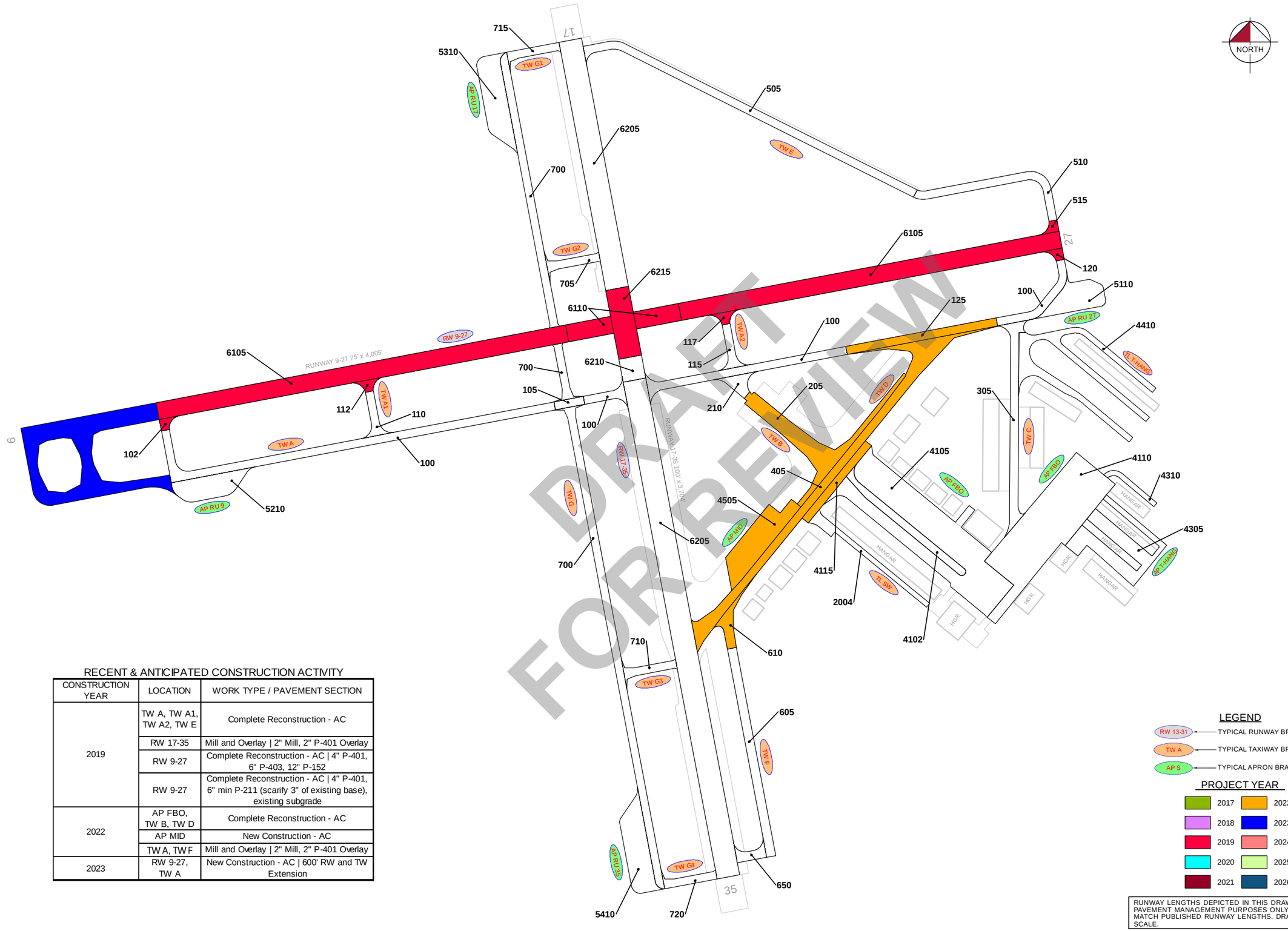
LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID
- AAC / AP MAIN / 4105 / 10 | 100 — PAVEMENT SURFACE TYPE; PAVEMENT BRANCH ID; SECTION NUMBER; NUMBER OF SAMPLE UNITS IN SECTION; NUMBER OF SAMPLE UNITS TO BE INSPECTED
- AAC / AP MAIN / 4105 / 0 | 100 — SECTION NOT INSPECTED DUE TO RECENT CONSTRUCTION. SEE SYSTEM INVENTORY MAP FOR CONSTRUCTION DATES.
- 100 — INSPECTED SAMPLE UNITS.

TOTAL SAMPLES INSPECTED = 81
AC: 80 PCC: 1

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.



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RECENT & ANTICIPATED CONSTRUCTION ACTIVITY

CONSTRUCTION YEAR	LOCATION	WORK TYPE / PAVEMENT SECTION
2019	TW A, TW A1, TW A2, TW E	Complete Reconstruction - AC
	RW 17-35	Mill and Overlay | 2" Mill, 2" P-401 Overlay
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" P-403, 12" P-152
	RW 9-27	Complete Reconstruction - AC | 4" P-401, 6" min P-211 (scarify 3" of existing base), existing subgrade
2022	AP FBO, TW B, TW D	Complete Reconstruction - AC
	AP MID	New Construction - AC
	TW A, TW F	Mill and Overlay | 2" Mill, 2" P-401 Overlay
2023	RW 9-27, TW A	New Construction - AC | 600' RW and TW Extension

LEGEND

RW 13-31 — TYPICAL RUNWAY BRANCH ID

TW A — TYPICAL TAXIWAY BRANCH ID

AP S — TYPICAL APRON BRANCH ID

PROJECT YEAR

2017		2022	
2018		2023	
2019		2024	
2020		2025	
2021		2026	

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

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AIRFIELD PAVEMENT SYSTEM INVENTORY EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

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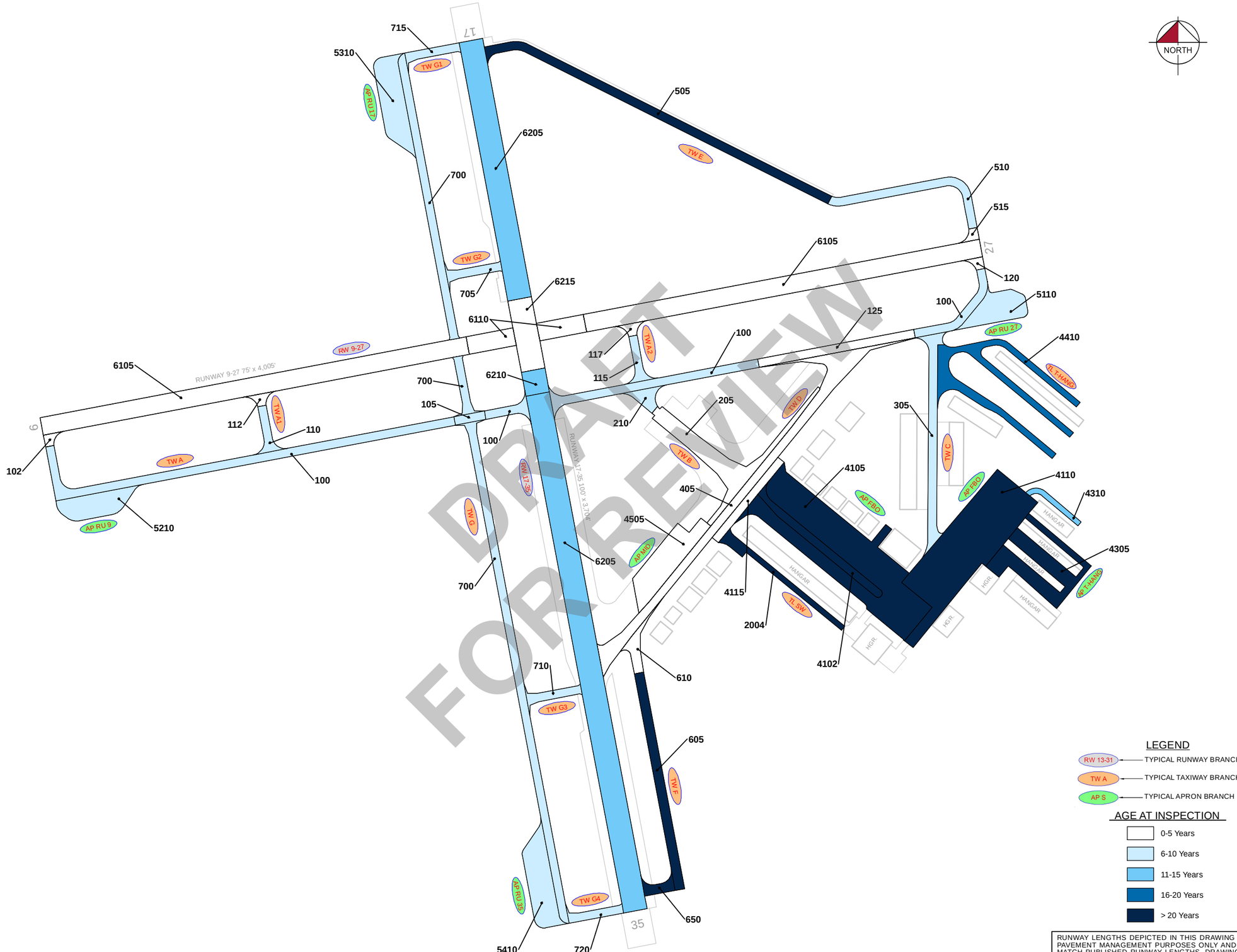

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LEGEND

- RW 13-31 — TYPICAL RUNWAY BRANCH ID
- TW A — TYPICAL TAXIWAY BRANCH ID
- AP S — TYPICAL APRON BRANCH ID

AGE AT INSPECTION

- 0-5 Years
- 6-10 Years
- 11-15 Years
- 16-20 Years
- > 20 Years

RUNWAY LENGTHS DEPICTED IN THIS DRAWING ARE FOR PAVEMENT MANAGEMENT PURPOSES ONLY AND MAY NOT MATCH PUBLISHED RUNWAY LENGTHS. DRAWING NOT TO SCALE.

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AIRFIELD PAVEMENT ESTIMATED AGE EXHIBIT

Statewide Airfield Pavement Management Program

ORMOND BEACH MUNICIPAL AIRPORT

FDOT

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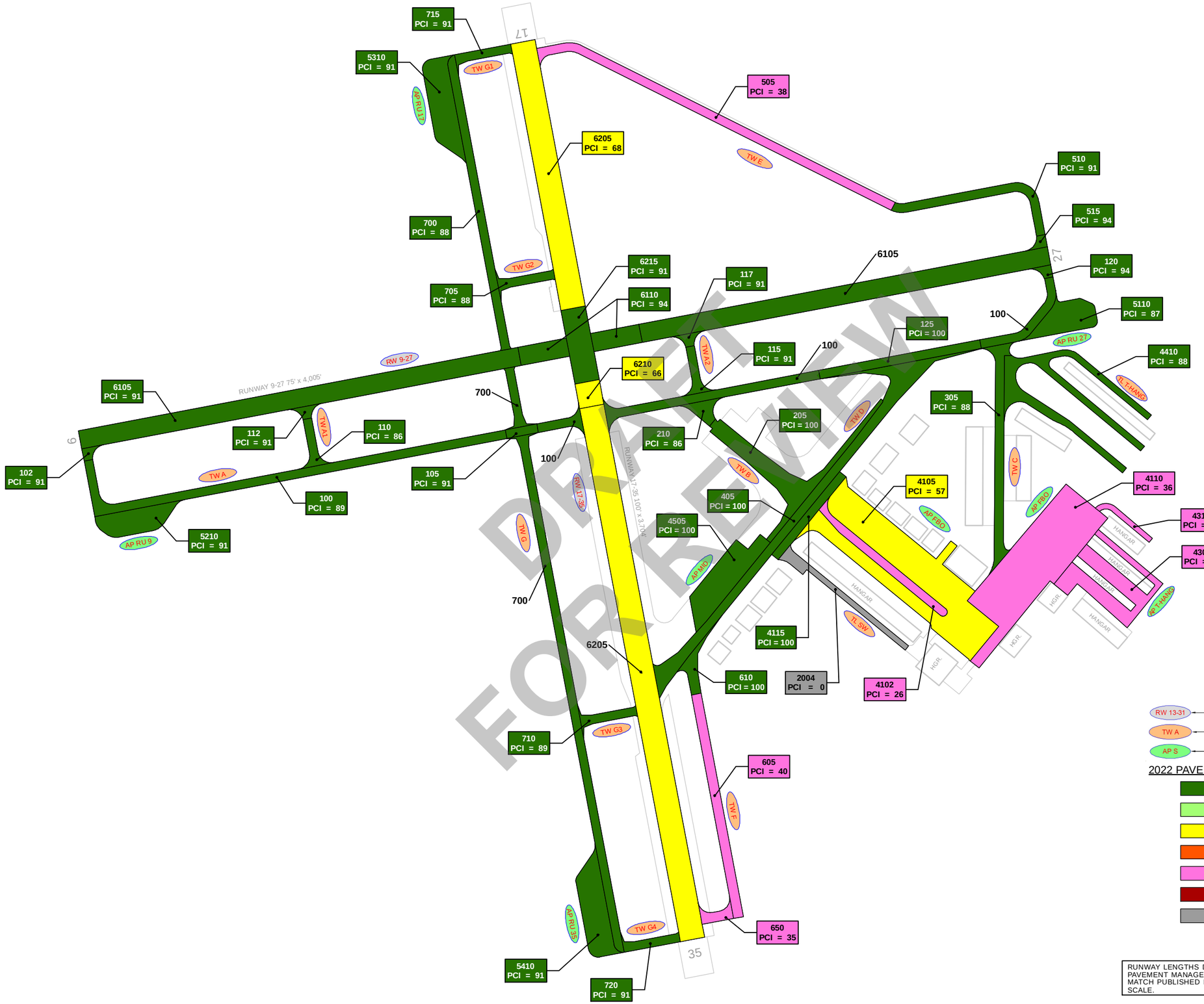

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AIRFIELD PAVEMENT CONDITION INDEX EXHIBIT

Statewide Airfield Pavement Management Program

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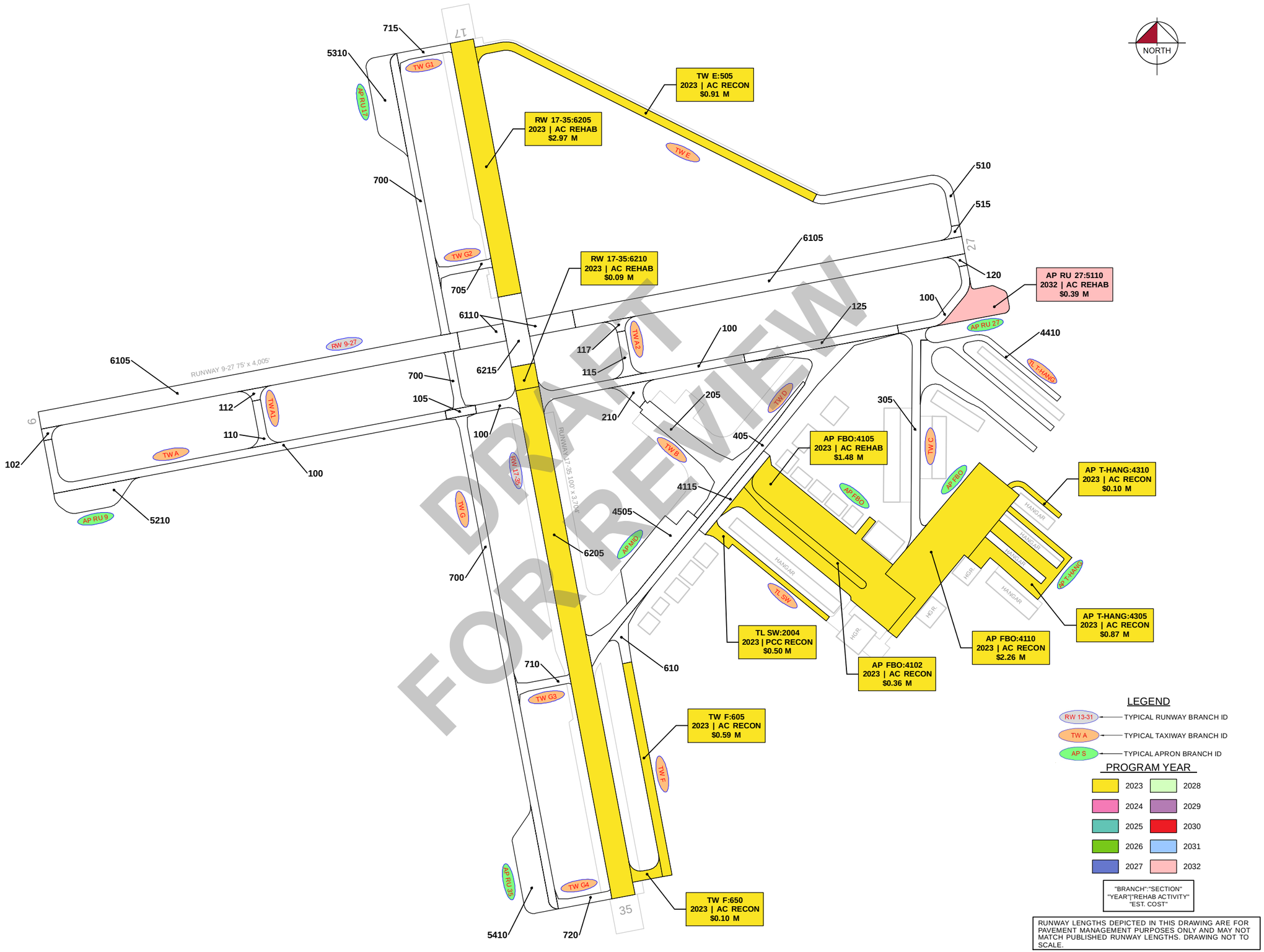
2022



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AIRFIELD PAVEMENT MAJOR REHABILITATION EXHIBIT

Statewide Airfield Pavement Management Program

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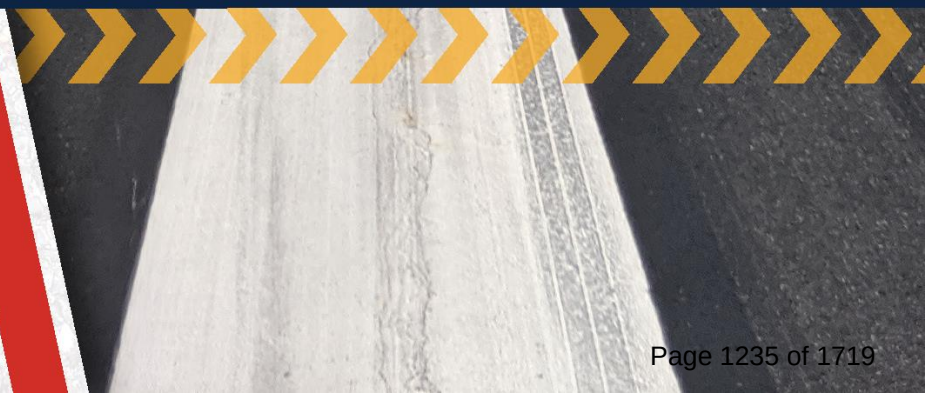
Appendix D: Inspection Photograph Documentation



RW 9-27, Section 6105, Sample Unit 118 – Weathering

RW 9-27, Section 6110, Sample Unit 128 – Vicinity

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RW 17-35, Section 6205, Sample Unit 126 – Swelling

RW 17-35, Section 6205, Sample Unit 139 – Longitudinal & Transverse Cracking

PREVIEW

TW A, Section 100, Sample Unit 117 – Vicinity

TW C, Section 305, Sample Unit 106 – Weathering

DRAFT

TW E, Section 505, Sample Unit 107 – Block Cracking

TW F, Section 605, Sample Unit 108 – Longitudinal & Transverse Cracking and Raveling

TW G, Section 700, Sample Unit 115 – Vicinity

TL SW, Section 2004, Sample Unit 602 – Shattered Slab

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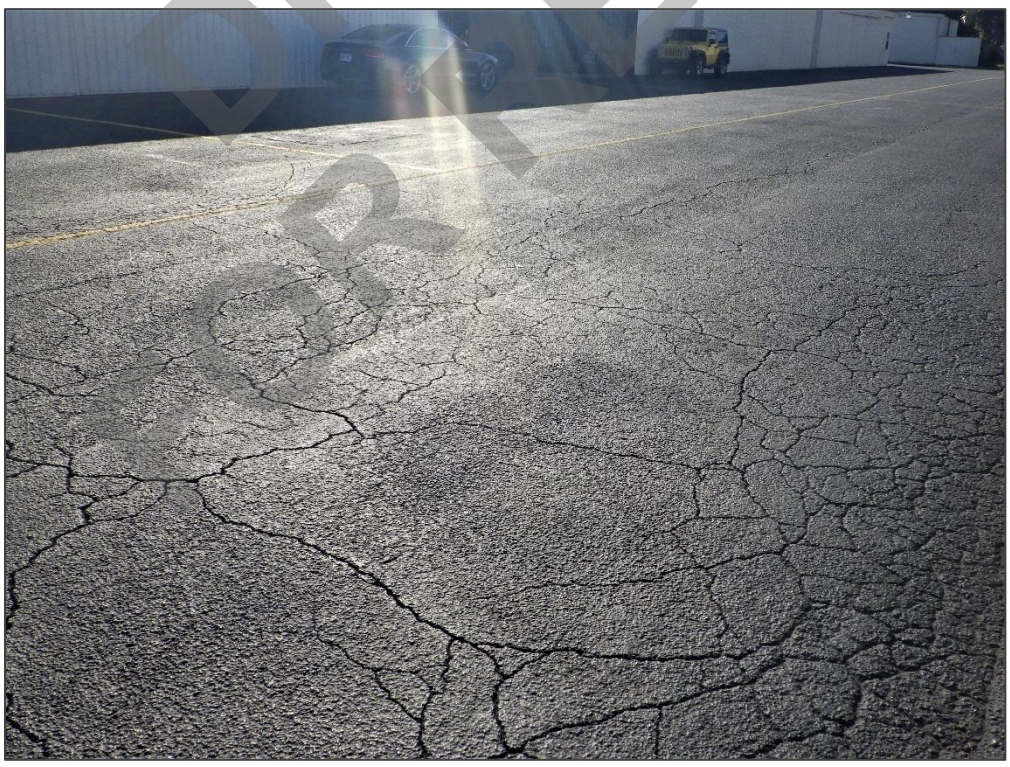
FOR REVIEW

AP FBO, Section 4110, Sample Unit 111 – Alligator Cracking, Block Cracking, Patching, and Raveling



AP T-HANG, Section 4305, Sample Unit 101 – Vicinity

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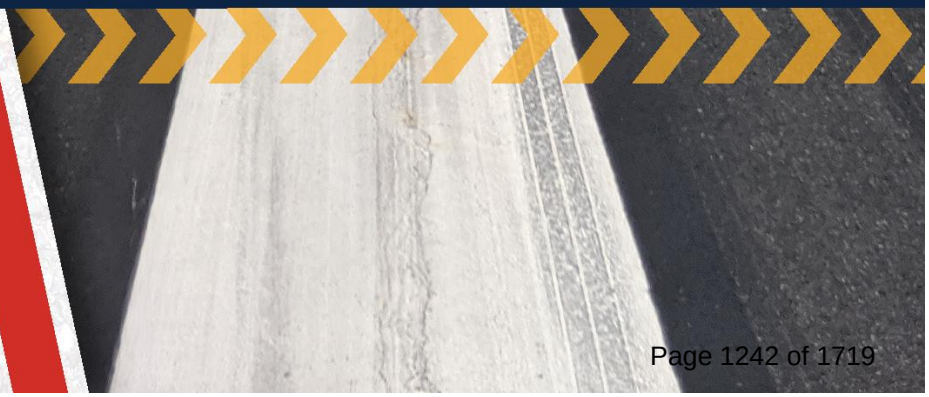
Appendix E: Inspection Distress Details



Re-Inspection Report

FDOT
Generated Date 11/17/2022

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4102 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 22,255 SqFt **Length:** 670 Ft **Width:** 34 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 1

Conditions: **PCI:** 26

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3366.00 SqFt **PCI:** 26

Sample Comments:

43	BLOCK CR	M	3366.00	SqFt
49	OIL SPILLAGE	N	8.00	SqFt
52	RAVELING	L	1500.00	SqFt
52	RAVELING	M	5.00	SqFt
56	SWELLING	L	837.00	SqFt
57	WEATHERING	M	1861.00	SqFt

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FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4105 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 164,592 SqFt **Length:** 835 Ft **Width:** 180 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 39 **Surveyed:** 4

Conditions: **PCI:** 57

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5000.00 SqFt **PCI:** 62

Sample Comments:

48	L & T CR	L	386.00	Ft
48	L & T CR	M	146.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	3500.00	SqFt

Sample Number: 205 **Type:** R **Area:** 5000.00 SqFt **PCI:** 58

Sample Comments:

48	L & T CR	L	180.00	Ft
48	L & T CR	M	300.00	Ft
49	OIL SPILLAGE	N	10.00	SqFt
52	RAVELING	L	5000.00	SqFt

Sample Number: 307 **Type:** R **Area:** 5000.00 SqFt **PCI:** 54

Sample Comments:

48	L & T CR	L	313.00	Ft
48	L & T CR	M	216.00	Ft
49	OIL SPILLAGE	N	16.00	SqFt
50	PATCHING	L	81.00	SqFt
52	RAVELING	L	246.00	SqFt
57	WEATHERING	L	4673.00	SqFt

Sample Number: 403 **Type:** R **Area:** 3000.00 SqFt **PCI:** 51

Sample Comments:

48	L & T CR	L	50.00	Ft
48	L & T CR	M	304.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	1500.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4110 of 4 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: AAC **Family:** CA653-GA-AP-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 141,436 SqFt **Length:** 600 Ft **Width:** 218 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1979	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1992	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2022	**Work Type:** Surface Treatment - Seal Coat	**Code:** ST-SC	**Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 26 **Surveyed:** 4

Conditions: **PCI:** 36

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5452.00 SqFt **PCI:** 43

Sample Comments:

48	L & T CR	L	243.00	Ft
48	L & T CR	M	298.00	Ft
50	PATCHING	H	250.00	SqFt
52	RAVELING	L	25.00	SqFt
52	RAVELING	M	17.00	SqFt
57	WEATHERING	M	5160.00	SqFt

Sample Number: 111 **Type:** R **Area:** 6024.00 SqFt **PCI:** 18

Sample Comments:

41	ALLIGATOR CR	M	557.00	SqFt
43	BLOCK CR	M	3900.00	SqFt
45	DEPRESSION	L	95.00	SqFt
48	L & T CR	M	158.00	Ft
50	PATCHING	L	447.00	SqFt
50	PATCHING	M	6.00	SqFt
52	RAVELING	L	5570.00	SqFt

Sample Number: 205 **Type:** R **Area:** 5001.00 SqFt **PCI:** 47

Sample Comments:

43	BLOCK CR	M	225.00	SqFt
48	L & T CR	L	80.00	Ft
48	L & T CR	M	197.00	Ft
50	PATCHING	L	67.00	SqFt
50	PATCHING	M	441.00	SqFt
52	RAVELING	M	8.00	SqFt
57	WEATHERING	M	4485.00	SqFt

Sample Number: 209 **Type:** R **Area:** 5001.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	L	2501.00	SqFt
43	BLOCK CR	M	2500.00	SqFt
52	RAVELING	L	5001.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP FBO **Name:** FBO APRON **Use:** APRON **Area:** 343,073 SqFt

Section: 4115 of 4 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 14,790 SqFt **Length:** 435 Ft **Width:** 34 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1984	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 16 **Surveyed:** 5

Conditions: **PCI:** 38 **NOTE: *** Pre-Construction PCI ***

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4500.00 SqFt **PCI:** 43

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	21.00	SqFt
48	L & T CR	L	11.00	Ft
48	L & T CR	M	250.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	11.00	SqFt
56	SWELLING	M	5.00	SqFt

Sample Number: 103 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	L	100.00	SqFt
43	BLOCK CR	M	700.00	SqFt
48	L & T CR	L	16.00	Ft
48	L & T CR	M	440.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	21.00	SqFt
56	SWELLING	M	1.00	SqFt

Sample Number: 107 **Type:** R **Area:** 4500.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	76.00	SqFt
48	L & T CR	L	50.00	Ft
48	L & T CR	M	381.00	Ft
50	PATCHING	L	50.00	SqFt
50	PATCHING	M	74.00	SqFt
52	RAVELING	L	875.00	SqFt
54	SHOVING	H	25.00	SqFt
56	SWELLING	L	47.00	SqFt
57	WEATHERING	L	3501.00	SqFt

Sample Number: 109 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	M	2062.00	SqFt
45	DEPRESSION	L	10.00	SqFt
48	L & T CR	L	33.00	Ft
48	L & T CR	M	218.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	71.00	SqFt
56	SWELLING	M	160.00	SqFt

Sample Number: 113 **Type:** R **Area:** 4500.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	1600.00	SqFt

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48	L & T CR	M	250.00	Ft
50	PATCHING	L	40.00	SqFt
50	PATCHING	M	180.00	SqFt
52	RAVELING	L	4280.00	SqFt
56	SWELLING	L	40.00	SqFt
56	SWELLING	M	18.00	SqFt

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FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 17 **Name:** RUN-UP APRON **Use:** APRON **Area:** 39,883 SqFt

Section: 5310 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 39,883 SqFt **Length:** 385 Ft **Width:** 105 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 8 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 502 **Type:** R **Area:** 5500.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	5225.00	SqFt
57	WEATHERING	M	275.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 27 **Name:** RUN-UP APRON **Use:** APRON **Area:** 27,832 SqFt

Section: 5110 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 27,832 SqFt **Length:** 250 Ft **Width:** 125 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 5 **Surveyed:** 1

Conditions: **PCI:** 87

Inspection Comments:

Sample Number: 501 **Type:** R **Area:** 6221.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	31.00	Ft
57	WEATHERING	L	5910.00	SqFt
57	WEATHERING	M	311.00	SqFt

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FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 35 **Name:** RUN-UP APRON **Use:** APRON **Area:** 40,187 SqFt

Section: 5410 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 40,187 SqFt **Length:** 385 Ft **Width:** 105 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 8 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 505 **Type:** R **Area:** 5500.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	5225.00	SqFt
57	WEATHERING	M	275.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP RU 9 **Name:** RUN-UP APRON **Use:** APRON **Area:** 28,165 SqFt

Section: 5210 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 28,165 SqFt **Length:** 300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 501 **Type:** R **Area:** 5000.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	7.00	Ft
57	WEATHERING	L	5000.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP T-HANG **Name:** T-HANGAR APRON **Use:** APRON **Area:** 60,224 SqFt

Section: 4305 of 2 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 54,292 SqFt **Length:** 342 Ft **Width:** 140 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 10 **Surveyed:** 3

Conditions: **PCI:** 31

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 6917.00 SqFt **PCI:** 16

Sample Comments:

41	ALLIGATOR CR	M	1031.00	SqFt
41	ALLIGATOR CR	H	25.00	SqFt
43	BLOCK CR	M	4231.00	SqFt
45	DEPRESSION	L	33.00	SqFt
45	DEPRESSION	M	53.00	SqFt
50	PATCHING	L	1230.00	SqFt
50	PATCHING	M	400.00	SqFt
57	WEATHERING	M	5287.00	SqFt

Sample Number: 102 **Type:** R **Area:** 6332.00 SqFt **PCI:** 30

Sample Comments:

41	ALLIGATOR CR	L	50.00	SqFt
41	ALLIGATOR CR	M	14.00	SqFt
43	BLOCK CR	M	3132.00	SqFt
45	DEPRESSION	L	130.00	SqFt
48	L & T CR	M	293.00	Ft
50	PATCHING	M	4.00	SqFt
57	WEATHERING	M	6328.00	SqFt

Sample Number: 201 **Type:** R **Area:** 4560.00 SqFt **PCI:** 54

Sample Comments:

43	BLOCK CR	L	222.00	SqFt
45	DEPRESSION	L	4.00	SqFt
48	L & T CR	M	224.00	Ft
50	PATCHING	L	114.00	SqFt
52	RAVELING	M	300.00	SqFt
57	WEATHERING	M	4146.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: AP T-HANG **Name:** T-HANGAR APRON **Use:** APRON **Area:** 60,224 SqFt

Section: 4310 of 2 **From:** - **To:** - **Last Const.:** 7/31/2008

Surface: AC **Family:** CA653-GA-AP-AC **Zone:** **Category:** **Rank:** P

Area: 5,932 SqFt **Length:** 285 Ft **Width:** 22 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 7/31/2008 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 30

Inspection Comments:

Sample Number: 115 **Type:** R **Area:** 3256.00 SqFt **PCI:** 30

Sample Comments:

41	ALLIGATOR CR	M	33.00	SqFt
43	BLOCK CR	M	220.00	SqFt
48	L & T CR	L	123.00	Ft
48	L & T CR	M	396.00	Ft
50	PATCHING	L	202.00	SqFt
57	WEATHERING	L	2290.00	SqFt
57	WEATHERING	M	764.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6205 of 3 **From:** - **To:** - **Last Const.:** 1/1/2008

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 329,912 SqFt **Length:** 3,300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1983 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/2008 **Work Type:** Mill and Overlay **Code:** ML-OVL **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 66 **Surveyed:** 14

Conditions: **PCI:** 68

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 5000.00 SqFt **PCI:** 72

Sample Comments:

48	L & T CR	L	43.00	Ft
52	RAVELING	L	1488.00	SqFt
57	WEATHERING	M	3512.00	SqFt

Sample Number: 107 **Type:** R **Area:** 5000.00 SqFt **PCI:** 67

Sample Comments:

48	L & T CR	L	120.00	Ft
48	L & T CR	M	35.00	Ft
52	RAVELING	L	1500.00	SqFt
57	WEATHERING	M	3500.00	SqFt

Sample Number: 112 **Type:** R **Area:** 5000.00 SqFt **PCI:** 72

Sample Comments:

48	L & T CR	L	187.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	82.00	SqFt
57	WEATHERING	L	4000.00	SqFt

Sample Number: 117 **Type:** R **Area:** 5000.00 SqFt **PCI:** 71

Sample Comments:

48	L & T CR	L	129.00	Ft
52	RAVELING	L	1000.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 119 **Type:** R **Area:** 5000.00 SqFt **PCI:** 68

Sample Comments:

48	L & T CR	L	101.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	46.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 126 **Type:** R **Area:** 5000.00 SqFt **PCI:** 61

Sample Comments:

48	L & T CR	L	131.00	Ft
48	L & T CR	M	25.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	275.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 131 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	77.00	Ft

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52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	38.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 135 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	269.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	33.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 139 **Type:** R **Area:** 5000.00 SqFt **PCI:** 69

Sample Comments:

48	L & T CR	L	136.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	24.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 142 **Type:** R **Area:** 5000.00 SqFt **PCI:** 68

Sample Comments:

48	L & T CR	L	116.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	53.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 153 **Type:** R **Area:** 5000.00 SqFt **PCI:** 67

Sample Comments:

48	L & T CR	L	46.00	Ft
52	RAVELING	L	1440.00	SqFt
56	SWELLING	L	250.00	SqFt
57	WEATHERING	M	3560.00	SqFt

Sample Number: 159 **Type:** R **Area:** 5000.00 SqFt **PCI:** 66

Sample Comments:

48	L & T CR	L	92.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	450.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 165 **Type:** R **Area:** 5000.00 SqFt **PCI:** 63

Sample Comments:

48	L & T CR	L	83.00	Ft
52	RAVELING	L	1000.00	SqFt
56	SWELLING	L	843.00	SqFt
57	WEATHERING	M	4000.00	SqFt

Sample Number: 171 **Type:** R **Area:** 5000.00 SqFt **PCI:** 65

Sample Comments:

48	L & T CR	L	67.00	Ft
52	RAVELING	L	2400.00	SqFt
56	SWELLING	L	338.00	SqFt
57	WEATHERING	M	2600.00	SqFt

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Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6210 of 3 **From:** - **To:** - **Last Const.:** 1/1/2008

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 10,188 SqFt **Length:** 100 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1973	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2008	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 66

Inspection Comments:

Sample Number: 145 **Type:** R **Area:** 5187.00 SqFt **PCI:** 66

Sample Comments:

48	L & T CR	L	104.00	Ft
52	RAVELING	L	1037.00	SqFt
56	SWELLING	L	413.00	SqFt
57	WEATHERING	M	4150.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 17-35 **Name:** RUNWAY 17-35 **Use:** RUNWAY **Area:** 370,500 SqFt

Section: 6215 of 3 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AAC **Family:** CA653-GA-RW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 30,400 SqFt **Length:** 300 Ft **Width:** 100 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1973	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2008	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True
Work Date: 7/1/2019	**Work Type:** Mill and Overlay	**Code:** ML-OVL	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 2

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 146 **Type:** R **Area:** 4812.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	4812.00	SqFt

Sample Number: 148 **Type:** R **Area:** 5000.00 SqFt **PCI:** 89

Sample Comments:

48	L & T CR	L	72.00	Ft
57	WEATHERING	L	5000.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 9-27 **Name:** RUNWAY 9-27 **Use:** RUNWAY **Area:** 292,949 SqFt

Section: 6105 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-RW-AC **Zone:** **Category:** **Rank:** P

Area: 262,949 SqFt **Length:** 3,506 Ft **Width:** 75 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1977 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 47 **Surveyed:** 11

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

Sample Number: 106 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

Sample Number: 110 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	22.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 114 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

48	L & T CR	L	2.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 118 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	43.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 122 **Type:** R **Area:** 5625.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	36.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 132 **Type:** R **Area:** 5625.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	15.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 136 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

48	L & T CR	L	3.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 140 **Type:** R **Area:** 5625.00 SqFt **PCI:** 89

Sample Comments:

48	L & T CR	L	57.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 144 **Type:** R **Area:** 5625.00 SqFt **PCI:** 92

Sample Comments:

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48	L & T CR	L	2.00	Ft
57	WEATHERING	L	5625.00	SqFt

Sample Number: 148 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: RW 9-27 **Name:** RUNWAY 9-27 **Use:** RUNWAY **Area:** 292,949 SqFt

Section: 6110 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-RW-AC **Zone:** **Category:** **Rank:** P

Area: 30,000 SqFt **Length:** 400 Ft **Width:** 75 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 7/1/2019	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 6 **Surveyed:** 2

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 125 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

Sample Number: 128 **Type:** R **Area:** 5625.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	5625.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TL SW **Name:** SOUTHWEST TAXILANE **Use:** TAXILANE **Area:** 17,255 SqFt

Section: 2004 of 1 **From:** - **To:** - **Last Const.:** 1/1/1992

Surface: PCC **Family:** CA653-GA-RW-TW-PCC **Zone:** **Category:** **Rank:** P

Area: 17,255 SqFt **Length:** 640 Ft **Width:** 22 Ft

Slabs: 39 **Slab Length:** 22 Ft **Slab Width:** 20 Ft **Joint Length:** 682 Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1992 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 3 **Surveyed:** 1

Conditions: **PCI:** 0

Inspection Comments:

Sample Number: 602 **Type:** R **Area:** 13.00 Slabs **PCI:** 0

Sample Comments:

65	JT SEAL DMG	H	13.00	Slabs
72	SHAT. SLAB	L	1.00	Slabs
72	SHAT. SLAB	M	7.00	Slabs
72	SHAT. SLAB	H	5.00	Slabs

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TL T-HANG **Name:** T-HANGAR TAXILANE **Use:** TAXILANE **Area:** 57,362 SqFt

Section: 4410 of 1 **From:** - **To:** - **Last Const.:** 1/1/2005

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 57,362 SqFt **Length:** 1,635 Ft **Width:** 25 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2005 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Work Date: 1/1/2022 **Work Type:** Surface Treatment - Seal Coat **Code:** ST-SC **Is Major M&R:** False

Last Insp. Date: 4/25/2022 **TotalSamples:** 11 **Surveyed:** 2

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 4941.00 SqFt **PCI:** 88

Sample Comments:

48	L & T CR	L	89.00	Ft
57	WEATHERING	L	4941.00	SqFt

Sample Number: 303 **Type:** R **Area:** 5000.00 SqFt **PCI:** 88

Sample Comments:

45	DEPRESSION	L	4.00	SqFt
48	L & T CR	L	86.00	Ft
57	WEATHERING	L	5000.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 100 of 5 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 123,174 SqFt **Length:** 3,419 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 33 **Surveyed:** 5

Conditions: **PCI:** 89

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3939.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	22.00	Ft
57	WEATHERING	L	3939.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	25.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 117 **Type:** R **Area:** 3500.00 SqFt **PCI:** 89

Sample Comments:

48	L & T CR	L	40.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 127 **Type:** R **Area:** 3500.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	15.00	Ft
57	WEATHERING	L	3500.00	SqFt

Sample Number: 137 **Type:** R **Area:** 4690.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	24.00	Ft
57	WEATHERING	L	3325.00	SqFt
57	WEATHERING	M	175.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 102 of 5 **From:** - **To:** - **Last Const.:** 1/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,434 SqFt **Length:** 51 Ft **Width:** 48 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 99 **Type:** R **Area:** 2434.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2312.00	SqFt
57	WEATHERING	M	122.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 105 of 5 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AAC **Family:** CA653-GA-TW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 4,550 SqFt **Length:** 130 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 1/1/2016 **Work Type:** Mill and Overlay **Code:** ML-OVL **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 119 **Type:** R **Area:** 4550.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	4322.00	SqFt
57	WEATHERING	M	228.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 120 of 5 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,519 SqFt **Length:** 50 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 140 **Type:** R **Area:** 2520.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	2520.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A **Name:** TAXIWAY A **Use:** TAXIWAY **Area:** 155,987 SqFt

Section: 125 of 5 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 23,310 SqFt **Length:** 666 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 5/1/2022 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 41 **Surveyed:** 5

Conditions: **PCI:** 93 **NOTE: *** Pre-Construction PCI ***

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3939.00 SqFt **PCI:** 90

Sample Comments:

48	L & T CR	L	18.00	Ft
57	WEATHERING	L	3939.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 117 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 127 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 138 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A1 **Name:** TAXIWAY A1 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 110 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,089 SqFt **Length:** 194 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 86

Inspection Comments:

Sample Number: 102 **Type:** R **Area:** 4588.00 SqFt **PCI:** 86

Sample Comments:

45	DEPRESSION	L	39.00	SqFt
57	WEATHERING	L	4359.00	SqFt
57	WEATHERING	M	229.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A1 **Name:** TAXIWAY A1 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 112 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 3,083 SqFt **Length:** 51 Ft **Width:** 60 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 3083.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2929.00	SqFt
57	WEATHERING	M	154.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A2 **Name:** TAXIWAY A2 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 115 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,054 SqFt **Length:** 193 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3500.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	8.00	Ft
57	WEATHERING	L	3500.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW A2 **Name:** TAXIWAY A2 **Use:** TAXIWAY **Area:** 11,172 SqFt

Section: 117 of 2 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 3,118 SqFt **Length:** 52 Ft **Width:** 60 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 3118.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	2962.00	SqFt
57	WEATHERING	M	156.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW B **Name:** TAXIWAY B **Use:** TAXIWAY **Area:** 59,024 SqFt

Section: 205 of 2 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 51,318 SqFt **Length:** 490 Ft **Width:** 65 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 5 **Surveyed:** 2

Conditions: **PCI:** 37 **NOTE: *** Pre-Construction PCI *****

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 5323.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	M	5057.00	SqFt
45	DEPRESSION	L	12.00	SqFt
52	RAVELING	L	5323.00	SqFt
56	SWELLING	L	275.00	SqFt

Sample Number: 105 **Type:** R **Area:** 4000.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	M	4000.00	SqFt
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	350.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW B **Name:** TAXIWAY B **Use:** TAXIWAY **Area:** 59,024 SqFt

Section: 210 of 2 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 7,706 SqFt **Length:** 107 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1977	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/2013	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 86

Inspection Comments:

Sample Number: 106 **Type:** R **Area:** 4380.00 SqFt **PCI:** 86

Sample Comments:

48	L & T CR	L	47.00	Ft
57	WEATHERING	L	4161.00	SqFt
57	WEATHERING	M	219.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW C **Name:** TAXIWAY C **Use:** TAXIWAY **Area:** 35,387 SqFt

Section: 305 of 1 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 35,387 SqFt **Length:** 885 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1990	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/2/1990	**Work Type:** Overlay - AC Structural	**Code:** OL-AS	**Is Major M&R:** True
Work Date: 1/1/2013	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 9 **Surveyed:** 2

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 3593.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	3.00	Ft
57	WEATHERING	L	3234.00	SqFt
57	WEATHERING	M	359.00	SqFt

Sample Number: 106 **Type:** R **Area:** 3667.00 SqFt **PCI:** 89

Sample Comments:

57	WEATHERING	L	3300.00	SqFt
57	WEATHERING	M	367.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW D **Name:** TAXIWAY D **Use:** TAXIWAY **Area:** 81,876 SqFt

Section: 405 of 1 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 81,876 SqFt **Length:** 1,722 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943	**Work Type:** BUILT	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 1/1/1984	**Work Type:** OVERLAY	**Code:** IMPORTED	**Is Major M&R:** True
Work Date: 5/1/2022	**Work Type:** Complete Reconstruction - AC	**Code:** CR-AC	**Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 16 **Surveyed:** 5

Conditions: **PCI:** 38 **NOTE: *** Pre-Construction PCI *****

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4500.00 SqFt **PCI:** 43

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	21.00	SqFt
48	L & T CR	L	11.00	Ft
48	L & T CR	M	250.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	11.00	SqFt
56	SWELLING	M	5.00	SqFt

Sample Number: 103 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	L	100.00	SqFt
43	BLOCK CR	M	700.00	SqFt
48	L & T CR	L	16.00	Ft
48	L & T CR	M	440.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	21.00	SqFt
56	SWELLING	M	1.00	SqFt

Sample Number: 107 **Type:** R **Area:** 4500.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	800.00	SqFt
45	DEPRESSION	L	76.00	SqFt
48	L & T CR	L	50.00	Ft
48	L & T CR	M	381.00	Ft
50	PATCHING	L	50.00	SqFt
50	PATCHING	M	74.00	SqFt
52	RAVELING	L	875.00	SqFt
54	SHOVING	H	25.00	SqFt
56	SWELLING	L	47.00	SqFt
57	WEATHERING	L	3501.00	SqFt

Sample Number: 109 **Type:** R **Area:** 4500.00 SqFt **PCI:** 38

Sample Comments:

43	BLOCK CR	M	2062.00	SqFt
45	DEPRESSION	L	10.00	SqFt
48	L & T CR	L	33.00	Ft
48	L & T CR	M	218.00	Ft
52	RAVELING	L	4500.00	SqFt
56	SWELLING	L	71.00	SqFt
56	SWELLING	M	160.00	SqFt

Sample Number: 113 **Type:** R **Area:** 4500.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	1600.00	SqFt

DRAFT FOR REVIEW

48	L & T CR	M	250.00	Ft
50	PATCHING	L	40.00	SqFt
50	PATCHING	M	180.00	SqFt
52	RAVELING	L	4280.00	SqFt
56	SWELLING	L	40.00	SqFt
56	SWELLING	M	18.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 505 of 3 **From:** - **To:** - **Last Const.:** 1/1/1990

Surface: AAC **Family:** CA653-GA-TW-AAC-APC **Zone:** **Category:** **Rank:** P

Area: 56,507 SqFt **Length:** 2,060 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1943 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 1/1/1990 **Work Type:** OVERLAY **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 16 **Surveyed:** 3

Conditions: **PCI:** 38

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 3459.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	M	3459.00	SqFt
52	RAVELING	L	3459.00	SqFt
56	SWELLING	L	18.00	SqFt

Sample Number: 107 **Type:** R **Area:** 3501.00 SqFt **PCI:** 40

Sample Comments:

43	BLOCK CR	M	3501.00	SqFt
52	RAVELING	L	3501.00	SqFt
56	SWELLING	L	12.00	SqFt

Sample Number: 111 **Type:** R **Area:** 3501.00 SqFt **PCI:** 34

Sample Comments:

43	BLOCK CR	M	3459.00	SqFt
50	PATCHING	L	42.00	SqFt
52	RAVELING	L	3459.00	SqFt
56	SWELLING	L	47.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 510 of 3 **From:** - **To:** - **Last Const.:** 1/1/2013

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 26,455 SqFt **Length:** 745 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 7 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 120 **Type:** R **Area:** 3500.00 SqFt **PCI:** 91

Sample Comments:

48	L & T CR	L	7.00	Ft
57	WEATHERING	L	3500.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW E **Name:** TAXIWAY E **Use:** TAXIWAY **Area:** 85,361 SqFt

Section: 515 of 3 **From:** - **To:** - **Last Const.:** 7/1/2019

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 2,399 SqFt **Length:** 50 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2013 **Work Type:** New Construction - Initial **Code:** NU-IN **Is Major M&R:** True

Work Date: 7/1/2019 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 94

Inspection Comments:

Sample Number: 123 **Type:** R **Area:** 2399.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	2399.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 605 of 3 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 36,880 SqFt **Length:** 922 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 9 **Surveyed:** 2

Conditions: **PCI:** 40

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 4000.00 SqFt **PCI:** 36

Sample Comments:

43	BLOCK CR	M	3000.00	SqFt
48	L & T CR	M	188.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	50.00	SqFt

Sample Number: 108 **Type:** R **Area:** 4000.00 SqFt **PCI:** 44

Sample Comments:

43	BLOCK CR	M	288.00	SqFt
48	L & T CR	L	56.00	Ft
48	L & T CR	M	419.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	22.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 610 of 3 **From:** - **To:** - **Last Const.:** 5/1/2022

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 9,548 SqFt **Length:** 117 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Work Date: 5/1/2022 **Work Type:** Complete Reconstruction - AC **Code:** CR-AC **Is Major M&R:** True

Last Insp. Date: 1/28/2019 **TotalSamples:** 10 **Surveyed:** 2

Conditions: **PCI:** 46 **NOTE: *** Pre-Construction PCI *****

Inspection Comments:

Sample Number: 103 **Type:** R **Area:** 4000.00 SqFt **PCI:** 37

Sample Comments:

43	BLOCK CR	L	1625.00	SqFt
43	BLOCK CR	M	1625.00	SqFt
48	L & T CR	L	30.00	Ft
48	L & T CR	M	30.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	75.00	SqFt

Sample Number: 108 **Type:** R **Area:** 4000.00 SqFt **PCI:** 55

Sample Comments:

43	BLOCK CR	L	230.00	SqFt
48	L & T CR	L	207.00	Ft
48	L & T CR	M	188.00	Ft
52	RAVELING	L	4000.00	SqFt
56	SWELLING	L	20.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW F **Name:** TAXIWAY F **Use:** TAXIWAY **Area:** 52,701 SqFt

Section: 650 of 3 **From:** - **To:** - **Last Const.:** 1/1/1984

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 6,273 SqFt **Length:** 130 Ft **Width:** 40 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/1984 **Work Type:** BUILT **Code:** IMPORTED **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 1 **Surveyed:** 1

Conditions: **PCI:** 35

Inspection Comments:

Sample Number: 100 **Type:** R **Area:** 6273.00 SqFt **PCI:** 35

Sample Comments:

43	BLOCK CR	L	678.00	SqFt
43	BLOCK CR	M	2334.00	SqFt
48	L & T CR	M	70.00	Ft
50	PATCHING	L	1753.00	SqFt
52	RAVELING	L	4520.00	SqFt
56	SWELLING	L	103.00	SqFt
56	SWELLING	M	36.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G **Name:** TAXIWAY G **Use:** TAXIWAY **Area:** 126,774 SqFt

Section: 700 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 126,774 SqFt **Length:** 3,580 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 35 **Surveyed:** 4

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 107 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

Sample Number: 115 **Type:** R **Area:** 5139.00 SqFt **PCI:** 81

Sample Comments:

45	DEPRESSION	L	60.00	SqFt
48	L & T CR	L	11.00	Ft
57	WEATHERING	L	4882.00	SqFt
57	WEATHERING	M	257.00	SqFt

Sample Number: 120 **Type:** R **Area:** 3500.00 SqFt **PCI:** 87

Sample Comments:

48	L & T CR	L	15.00	Ft
57	WEATHERING	L	3325.00	SqFt
57	WEATHERING	M	175.00	SqFt

Sample Number: 134 **Type:** R **Area:** 3500.00 SqFt **PCI:** 94

Sample Comments:

57	WEATHERING	L	3500.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G1 **Name:** TAXIWAY G1 **Use:** TAXIWAY **Area:** 8,543 SqFt

Section: 715 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,543 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 101 **Type:** R **Area:** 4481.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	4257.00	SqFt
57	WEATHERING	M	224.00	SqFt

DRAFT
FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G2 **Name:** TAXIWAY G2 **Use:** TAXIWAY **Area:** 8,946 SqFt

Section: 705 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,946 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 88

Inspection Comments:

Sample Number: 200 **Type:** R **Area:** 4078.00 SqFt **PCI:** 88

Sample Comments:

48	L & T CR	L	2.00	Ft
57	WEATHERING	L	3874.00	SqFt
57	WEATHERING	M	204.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G3 **Name:** TAXIWAY G3 **Use:** TAXIWAY **Area:** 8,941 SqFt

Section: 710 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,941 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 89

Inspection Comments:

Sample Number: 300 **Type:** R **Area:** 4864.00 SqFt **PCI:** 89

Sample Comments:

57	WEATHERING	L	4378.00	SqFt
57	WEATHERING	M	486.00	SqFt

DRAFT FOR REVIEW

Network: OMN **Name:** ORMOND BEACH MUNICIPAL AIRPORT

Branch: TW G4 **Name:** TAXIWAY G4 **Use:** TAXIWAY **Area:** 8,529 SqFt

Section: 720 of 1 **From:** - **To:** - **Last Const.:** 1/1/2016

Surface: AC **Family:** CA653-GA-TW-AC **Zone:** **Category:** **Rank:** P

Area: 8,529 SqFt **Length:** 232 Ft **Width:** 35 Ft

Slabs: **Slab Length:** Ft **Slab Width:** Ft **Joint Length:** Ft

Shoulder: **Street Type:** **Grade:** 0 **Lanes:** 0

Section Comments:

Work Date: 1/1/2016 **Work Type:** New Construction - AC **Code:** NC-AC **Is Major M&R:** True

Last Insp. Date: 4/25/2022 **TotalSamples:** 2 **Surveyed:** 1

Conditions: **PCI:** 91

Inspection Comments:

Sample Number: 138 **Type:** R **Area:** 4049.00 SqFt **PCI:** 91

Sample Comments:

57	WEATHERING	L	3847.00	SqFt
57	WEATHERING	M	202.00	SqFt

DRAFT
FOR REVIEW

DRAFT FOR REVIEW

FLORIDA DEPARTMENT OF TRANSPORTATION | **AVIATION OFFICE**

FDOT AVIATION

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.H

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-142
Strategic Goal:	Airport Capital Improvements		
Department:	Economic Development - Airport		
Subject:	Work Authorization - Taxiway Bravo Apron & Ramp Rehab Project (Design)		
Summary:	This is third of three agenda items related to the design phase of the Taxiway Bravo Apron and Ramp Rehabilitation Project at the Ormond Beach Municipal Airport. This is a resolution to authorize execution of a Work Authorization (WA) between the City and Hoyle, Tanner & Associates, Inc. (HTA) to provide design services for the Taxiway Bravo Apron & Ramp Rehabilitation Project at the Ormond Beach Municipal Airport. City staff have secured two grants that collectively provide 98% of the funding for this design. These grant agreements between the City and the Federal Aviation Administration (FAA) and separately between the City and FDOT are included on this agenda as items for consideration. This project will produce the necessary design and permitting documents required to rehabilitate pavement areas of the Taxiway Bravo apron and ramp area as illustrated in the attached map. The project was identified in the latest Statewide Airfield Pavement Management Program report. This report describes the Taxiway Bravo apron and ramp area as exhibiting aged pavement with large amounts of medium cracking, depressions, patching, and raveling, and recommended major rehabilitation. This project is part of the near-term capital improvement plan for the airport included in the Airport Master Plan Update approved by the City Commission in 2015, and was included in the City's approved Capital Improvement Program.		
Financial Impact:	The total cost of this design project is expected to be $166,667. The City has secured grant funding that will cover the majority of this expense. An FAA grant which will fund 90% of the total project		

	($150,000), and an FDOT grant providing funding of 80% ($13,333) of the remaining non-federal share are each presented as separate items on this agenda. The total obligation from the Airport Fund will be $3,334. This project is included in the City's FY 2023-2024 budget.
Citizen Impact:	This design project pertains specifically to current and planned airport operations. The improved pavement conditions will ultimately serve as an operational safety enhancement for the flying public.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends authorization to execute a Work Authorization for Hoyle, Tanner & Associates, Inc. to provide design services for the Taxiway Bravo Apron & Ramp Rehabilitation Project.
Staff Contact:	Steven Lichliter, Airport Manager, (386) 615-7019
Attachments:	1. 24-142 TXway Bravo apron & ramp rehab WA Hoyle Tanner (P24-0090G) 2. Work Authorization 3. Project Sketch
Approval:	Kelly McGuire, Finance Director 8/22/2024 Shawn Finley, Assistant City Manager 8/23/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-142

A RESOLUTION ACCEPTING A PROPOSAL FROM HOYLE TANNER & ASSOCIATES, INC., TO PROVIDE ENGINEERING DESIGN SERVICES REGARDING THE TAXIWAY BRAVO APRON AND RAMP REHABILITATION DESIGN AT THE ORMOND BEACH MUNICIPAL AIRPORT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION AND PAYMENT THEREFOR; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, pursuant to the Continuing Contract between the City and Hoyle Tanner & Associates, Inc., ("HTA") the appropriate City staff members have negotiated with HTA to provide engineering design services regarding the design of the Taxiway Bravo apron and ramp rehabilitation at the Ormond Beach Municipal Airport ("the Project"), as described on the attached Work Authorization and Scope of Work, at a cost not to exceed $165,000.00, and

WHEREAS, the total cost of the Project is $166,667.00 (including the design fee in the amount of $165,000.00, plus additional reimbursable costs in the amount of $1,667.00), and

WHEREAS, the FAA has issued an Airport Improvement Program (AIP) Grant offer to the City in the amount of $150,000.00, and

WHEREAS, the Florida Department of Transportation ("FDOT") has issued a Public Transportation Grant Agreement ("PTGA") to provide grant funding in the amount of $13,333.00, and

WHEREAS, the City Manager has certified that funds in the amount of $3,334.00 for the City's matching funds are available in the Airport Fund (108) and are not 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 Hoyle Tanner & Associates, Inc., to perform the Project at a total cost not to exceed $165,000.00 is hereby accepted.

SECTION TWO. The Mayor and the City Manager are hereby authorized and directed to execute a Work Authorization with Hoyle Tanner & Associates, Inc. for the performance of the Project at the said price, and to pay the cost thereof using funds from the Florida Department of Transportation PTGA, FAA Grant, and the Municipal Airport Fund.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

WORK AUTHORIZATION

In accordance with and incorporating the terms of the Continuing Contract dated May 21, 2024 between the City of Ormond Beach, Florida, and Hoyle Tanner & Associates, Inc., Inc., the following Scope of Work and Schedule of Payments are agreed to by the parties to the Agreement:

Project Title: Rehabilitate Taxiway Bravo Apron & Ramp Area - Design Services

Project Description: To provide comprehensive design engineering to rehabilitate approximately 22,891 SY of asphaltic pavement at Taxiway Bravo apron and ramp areas. Services will include preliminary and final design phases to prepare construction plans and contract documents, a land survey, and geotechnical testing, all as detailed in the attached Scope of Services and Fee Schedule.

Estimated Project Construction Cost: $2,500,000

Schedule of Payments and Fee Basis

Required Work Task	Fee Basis	Fee
Project Cost and Administration	Fixed Fee	$7,150.00
Preliminary Design	Fixed Fee	$29,661.00
Final Design	Fixed Fee	$109,209.00
Topographic Survey	Fixed Fee	$11,880.00
Geotechnical Investigation	Fixed Fee	$7,100.00
Total Fee Authorized:	**Not to Exceed**	**$165,000.00**

Funding Source: Airport Fund (308), FDOT Grant, FAA Grant

Estimated Time for Completion: 9 Months from Authorization to Proceed

Pursuant to the mandatory contract terms required by the Florida Department of Transportation Public Transportation Grant Agreement 452060-1-94-01, the City's Consultant agrees that the continuing contract shall be amended to include the following provision:
To the fullest extent permitted by law, Hoyle Tanner & Associates, Inc. (HTA) shall indemnify, defend, and hold harmless the City of Ormond Beach and the State of Florida, Department of Transportation, including the Department's officers and employees, from liabilities, damages, losses and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by the negligence, recklessness or intentional wrongful misconduct of HTA and persons employed or utilized by HTA in the performance of this Agreement. This indemnification shall survive the termination of this Agreement.

AUTHORIZED:
CITY OF ORMOND BEACH

By: _____
Bill Partington
Mayor

Date: _____

By: _____
Joyce A. Shanahan
City Manager

Date: _____

ACCEPTED:
HOYLE TANNER & ASSOCIATES, INC.

By: _____
Wilbur J. Mathurin, P.E.
Vice President

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.

TAXIWAY BRAVO APRON AND TAXILANE RECONSTRUCTION

SCOPE OF SERVICES - DESIGN ENGINEERING

The following parties are referred to hereafter: SPONSOR (SPONSOR - City of Ormond Beach); CONSULTANT/ENGINEER (SPONSOR's CONSULTANT – Hoyle, Tanner & Associates, Inc.); FAA (Federal Aviation Administration); FDOT (Florida Department of Transportation);

Design Engineering Services for the project include comprehensive engineering preliminary-design and final design phases to provide a set of construction plans, contract documents, technical specifications, and engineer's report; land survey, and geo-technical testing.

I. PROJECT DESCRIPTION

The work can generally be described as below, hereinafter called the PROJECT, and will consist of the level of effort required for the CONSULTANT's design services of the following primary project elements.

1. Reconstruct Taxiway Bravo Apron and Taxilane

The design will include the reconstruction of approximately 17,044 SY of asphaltic pavement encompassing the Taxilane Bravo apron area south of the intersection of Taxiway Bravo and Delta, approximately 3,112 asphalt pavement of the taixilane and apron south of that apron, and approximately 2,735 SY of asphaltic pavement encompassing the taxilane behind the hangars 1 through 22 that are served by the Bravo apron. This reconstruction is due to the existing pavement being significantly aged and in very poor condition. The existing pavement structure will be evaluated and the new design prepared to meet the demand of the airport fleet mix. Reconstruction methodology is assumed to include a milling of the existing asphaltic surface, salvage and re-use of the existing limerock base course and the application of a 4" asphalt surface course.

II. PROJECT SERVICES

The PROJECT Services are divided into Basic Services and Special Services according to FAA Advisory Circular (AC) 150/5100-14E. Basic Services are identified in Section III, and are sub-divided into three (3) phases as follows:

1. Project Cost and Administration
2. Preliminary Design Phase
3. Final Design Phase

Special Services are identified in Section IV and are sub-divided into two (2) phases as follows:

1. Topographic Survey
2. Geotechnical Investigation

Additional Services are identified in Section V, and include services not specifically performed in this TASK ORDER, due to circumstances that may arise and which are beyond the control of the CONSULTANT, or due to the SPONSOR wishing to contract these services directly OR perform the services in-house, or services which are not necessary to complete the intended work.

III. BASIC SERVICES

1. Project Cost and Administration

    a. Scope of Services and Contract - The CONSULTANT shall communicate and coordinate with the owner via telephone, letters, fax and email requesting the authority to proceed with the preliminary phases of the proposed project pending the execution of the CONSULTANT services agreement. The CONSULTANT will prepare a CONSULTANT services agreement including a detailed work scope narrative and itemized fee schedule for submission to the owner and the FAA for review and approval. The CONSULTANT will coordinate the preparation of the contract with the owner's staff. The CONSULTANT will make changes to the work scope narrative and the fee schedules of the selected proposal. The CONSULTANT will make changes to the contract document standard provisions at the request of the owner's legal counsel and with the approval of the CONSULTANT's executive management. The CONSULTANT will prepare letters of transmittal and will distribute (3) copies of the final contract to the owner and the CONSULTANT's executive management for original authorized signatures. The CONSULTANT will prepare letters of transmittal and will distribute one (1) signed original copy of the fully executed contract to the owner, one (1) signed original copy to the CONSULTANT's executive management, one (1) signed photocopy to the state, and one (1) signed photocopy to the FAA.

    b. In-House Administration – The CONSULTANT will provide general project administration and coordination including in-house staff review of the project's progress, in-house staff communication, and dissemination of project data and information to in-house staff in

the form of internal memos, discussions, meetings, and updates to apprise the project team, owner, and funding agencies of new developments throughout the construction phase of the project.

c. Cost and Schedule Administration – The CONSULTANT will prepare a brief work-plan for distribution to the Owner and interested parties to inform them of the goals and objectives of the construction phase of the project including sub-consultants and their assignments and duties, project budget, project schedule, and project contacts. The CONSULTANT will make periodic adjustments to the construction costs and schedules as modified by actual construction and conditions in the field, subject to any change orders, requests for information (RFI's), or field directive changes, as necessary and applicable. The CONSULTANT will notify the owner, FDOT and FAA immediately of any impacts to the budget.

d. Accounting Administration – The CONSULTANT will provide general project administration and coordination with staff of their accounting department. The CONSULTANT will prepare any internal close-out forms. The CONSULTANT will verify and reconcile the monthly accounting statements and will prepare memos for adjustments and corrections when necessary. The CONSULTANT will process and approve invoices received from sub-consultants and vendors providing services to the CONSULTANT through-out the construction phases of the project. The CONSULTANT will prepare and submit monthly invoices to the owner for services provided to the owner and for costs incurred by the CONSULTANT and its sub-consultants.

e. Other General, Outside, and Miscellaneous Administration – The CONSULTANT will provide miscellaneous project administration and coordination duties which are not specifically addressed or anticipated in other project related tasks including telephone conversations with the owner, the state, the FAA, and other interested parties; disseminating interim project information to the owner, the state, the FAA, and other interested parties; and organizing, maintaining, and archiving the project records for a period of seven (7) years.

2. Preliminary Design Phase Services

a. Project Initiation/Coordination: Review record drawings, interview CITY staff, visit the site and conduct a field analysis of the existing conditions pertinent to the PROJECT; prepare for and attend one kick-off meeting with CITY, FAA, FDOT and others as deemed appropriate by the CITY; review scope of work and schedule; establish billing and reporting procedures; establish lines of communication, etc.

b. Preliminary Investigation: Give requirements of the pre-design geotechnical investigation, topographic survey requirements, existing drainage conditions, existing electrical, and water and sanitary lines to the CITY.

c. Analyze Existing Data: Analyze geotechnical exploration test results and soils and materials test data to develop new pavement design sections and construction methodologies. Evaluate and determine suitability of existing subgrade materials for use as a foundation for the new pavement structure. Evaluate the existing topographical features.

d. Define Pavement Design Parameters: Review the adopted Master Plan, Airport Layout Plan and the geotechnical exploration report for this PROJECT and summarize the design parameters. Coordinate the results with the CITY.

e. Develop Pavement Design: Based on existing soils and materials conditions and consideration of the loading of the design vehicle, assess most technically and economically appropriate alternatives. A preferred alternative shall be selected by the CITY at the conclusion of the predesign conference.

f. Coordinate Project Layout & Preliminary Phasing Plans: Prepare project layout and phasing plans on base map at appropriate scale showing location of work and project construction limits and identify all pertinent existing facilities both within and immediately adjacent to construction limits as appropriate for referencing construction project layout. Include location of contractor haul routes, construction staging area, materials storage area, waste disposal area, location of barricades, flagmen, restricted areas, plus any other applicable notes to contractor concerning required phasing and staging during construction. Discuss and coordinate the plans with CITY and FDOT at the predesign conference.

g. Predesign Conference: Prepare for (submit 2 sets of drawings and preliminary construction cost estimates) and conduct one predesign conference in conjunction with CITY staff, FDOT, and others to outline the project and answer questions from interested parties. The ENGINEER will prepare minutes of the predesign conference.

3. Final Design Phase Services

a. Coordination of the Results of the Predesign Conference: Review the predesign conference comments with the design team and coordinate necessary action with the CITY.

b. Finalize Plans: Complete plan set to include, at minimum:

Title Sheet (1)
Bid Schedule and Summary of Quantities (1)
General and Safety Notes/Construction Sign and Barricade Details Sheet (2)
Project Layout Plan, Construction Phasing & Maintenance of Traffic Plan (2)
Existing Conditions Plan (4)
Pavement Coring & Soils Boring Plan (2)
Demolition Plan (2)

Pavement Geometry Plans (2)
Typical Sections and Paving Details (2)
Grading and Drainage Plans including Erosion Control (4)
Marking and Signage Plan and Details (2)
Landscaping and Turfing Plan (1)

Estimated total for number of drawings is 25 sheets.

c. Identify marking required per FAA standards.

d. Identify Deviations from FAA and FDOT Design Standards: Identify deviations to FAA and FDOT design standards and/or standard specifications and explain advantages and alternates to the CITY. ENGINEER will coordinate CITY approved deviations as necessary.

e. Prepare General and Special Provisions, Contract and Bid Forms, Technical Specifications: CITY standard front end documents; FAA Standard Specifications, all versions in place or provided at the time of execution of this Professional Services Agreement will be used as a basis in the preparation of the technical specifications for the PROJECT. ENGINEER may make modification(s) to these standards provided the changes are approved by CITY. CITY will be responsible for approving these prior to the coordination of the 90% review to be submitted to FDOT.

f. Prepare Construction Safety and Phasing Plan (CSPP) in accordance with AC 150/5370-2G and will submit to the FAA for review and approval.

g. Submit a 7460-1, Notice of Proposed Construction or Alteration, case application to the FAA through the OE/AAA portal for review and approval.

h. Prepare Final ENGINEER's Opinion of Probable Construction Cost based on the estimate of quantities for the various items required for construction.

i. Prepare Engineer's Report which shall be prepared in accordance with the Federal Aviation Administration (FAA) Airport Improvement Program Handbook, February 26, 2019 edition.

j. Conduct a 30% Plan Review with CITY.

Submit two (2) sets of 30% blackline plans to the CITY for review. A 30% review meeting will be conducted with the CITY.

k. Conduct a 60% Plan Review with CITY.

Submit two (2) sets of 60% blueline plans, construction contract documents and Engineer's Report to the CITY for review. A 60% review meeting will be conducted with the CITY.

l. Conduct a 90% Plan Review with CITY.

Submit two (2) sets of 90% blueline plans, construction contract documents and Engineer's Report to the CITY, FAA and FDOT for approval. A 90% review meeting will be conducted with the CITY. Respond to 90% CITY, FAA and FDOT written review comments. It is understood that once the CITY, FAA and FDOT comments have been satisfactorily addressed, the 90% documents will be revised to incorporate these comments in the 100% documents and will become the Issue For Bid set.

m. Submit 100% Documents

Print and submit four (4) sets of 100% complete blueline plans and specifications for the CITY to distribute to the FAA, FDOT and others.

IV. SPECIAL SERVICES

The services to be rendered by the CONSULTANT included under this Article are defined as Special Services in accordance with FAA AC 150/5100-14C. The following are among the Special Services to be performed by the CONSULTANT or a qualified subconsultant:

1. Topographic Survey

The CONSULTANT shall retain the services of a qualified sub-consultant to perform a survey which defines the horizontal and vertical limits of all physical features of the existing site that will be altered for the construction of the new facilities included in the PROJECT. The survey will locate all physical features and provide as necessary grades of the existing ground, buildings, sanitary, water, power and telephone distribution utilities, existing airfield cable utilities, and FAA/NOAA facilities providing the basis for the design.

2. Geotechnical Investigation

The CONSULTANT will retain a qualified professional geo-technical testing services firm to perform investigations of the existing on-site subsurface soil conditions, in accordance with FAA procedures which will enable the design of the PROJECT in accordance with FAA criteria.

V. ADDITIONAL SERVICES

When required by the SPONSOR in circumstances beyond CONSULTANT's control, CONSULTANT shall furnish or obtain from others, as circumstances may require additional services of the types listed in paragraphs below. These services are not included as part of Basic or Special Services provided under this TASK ORDER. CONSULTANT shall not provide any such Additional Services without written approval from the SPONSOR.

1. Design Phase Services: The following design services are NOT to be performed by the CONSULTANT under this AGREEMENT.

    a. Development of Regional Impacts (DRI), or Environmental Assessments (EA), or Environmental Impact Statements (EIS).

    b. Major changes made by the City after the 90% Design Review Meeting. Any changes made by the City after the 100% final plans are submitted, or during Bidding.

    c. Changes necessary to the Design Documents resulting from errors in work submitted by any Sub-consultant (contracting either directly with the CONSULTANT or with the SPONSOR) which is selected solely by the SPONSOR. This includes, but is not limited to, land survey, geotechnical, architectural, electro-mechanical, HVAC, power electronics, environmental or others.

    d. Threatened or endangered permitting/investigation

    e. Ecological Services pertaining to the actual relocation of an endangered, threatened, or otherwise protected biological species determined to be impacted by the PROJECT.

    f. Environmental mitigation

    g. Bidding Phase Services

    h. Construction Phase Services

VI. BASIC ASSUMPTIONS

The following is a list of assumptions which forms the basis of CONSULTANT's cost proposal for providing the services for the PROJECT outlined herein. It must be noted that any change to these basic assumptions constitutes a change in the PROJECT scope and may constitute a revision to the fee proposal and corresponding contract addendum.

1. In the absence of other known standards identified herein, all contract documents (front end, technical specifications and construction drawings) will be developed utilizing

CONSULTANT'S selected format, which for state and federally funded projects is based on FAA/FDOT standards.

2. All construction drawings will be 36" x 24" and will be created in AutoCAD 2016, and Civil 3D versions or later.

3. Specifications, reports, letters/memorandums, spreadsheets, etc. shall be created in Microsoft Office 365 or later.

4. CONSULTANT's Project Manager and/or Project Engineer, as necessary, will attend a maximum of the number of meetings identified below during the course of design and bidding and award phases. These meetings will be held at the airport or SPONSOR Offices, as necessary, and include:

   (1) Kickoff Meeting / Pre-design Conference
   (1) 30% Design Review Meeting
   (1) 60% Design Review Meeting
   (1) 90% Design Review Meeting

5. All data collection efforts requiring CONSULTANT or its subconsultants' personnel to be within the safety area of the taxiways will be performed during daylight hours with the appropriate taxiways on a safety men working alert pull-back basis unless otherwise directed by the SPONSOR or FAA.

6. All as-built drawings necessary for the development of the base plans for the PROJECT will be compiled by the SPONSOR for incorporation and consideration by the CONSULTANT during the design.

7. The work shall be completed in accordance with the schedule provided during PROJECT initiation but will not be less than six (6) months from the date of the SPONSOR's Notice to Proceed to the CONSULTANT. Failure of the SPONSOR, FAA and/or FDOT or other agency to meet the deliverable dates for provision of review comments may be justification for obtaining schedule and cost extensions.

8. CONSULTANT will transmit design stage review submissions to the SPONSOR and each submission shall be limited to 3 sets (1 set equals the construction plans for 30%, 60%, and contract documents, drawings, technical specifications, and the Engineer's Report for 90% and 100% plans). CONSULTANT will provide draft letters to the SPONSOR for SPONSOR's transmission of these submissions from the SPONSOR to FAA and FDOT. Drawings will be blacklines.

9. All permits required as a result of the PROJECT other than mentioned herein shall be obtained by either the SPONSOR or the successful contractor as appropriate prior to the beginning of the construction of the PROJECT.

VII. SPONSOR'S RESPONSIBILITIES

SPONSOR shall do the following in a timely manner so as not to delay the services of CONSULTANT:

1. Designate a person to act as SPONSOR's representative with respect to the services to be rendered under this Agreement. Such person shall have complete authority to transmit instructions, receive information, interpret and define SPONSOR's policies and decisions with respect to the CONSULTANT's services for the PROJECT.

2. Assist CONSULTANT by placing at CONSULTANT's disposal all available information pertinent to the PROJECT including previous reports and any other data relative to design or construction of the PROJECT.

3. Furnish to CONSULTANT, as required for performance of CONSULTANT's Basic Services, the following:

   a. the data prepared by or service of others, including without limitation borings, probings and subsurface explorations, laboratory tests and inspections of pavement samples, materials and equipment;

   b. copy of pertinent utility information;

   c. property, boundary, easement, right-of-way, topographic and utility surveys;

   d. other pertinent documents.

4. Furnish to CONSULTANT, all results, reports, data, studies, generated by other consultants retained by the SPONSOR in association with this project, and as specified under “Additional Services”.

END OF SCOPE OF SERVICES

PROFESSIONAL SERVICES COMPENSATION
FOR
TAXIWAY BRAVO APRON & TAXILANE RECONSTRUCTION

FDOT FM No. 452060-1-94-01
ORMOND BEACH MUNICIPAL AIRPORT
ORMOND BEACH, FLORIDA

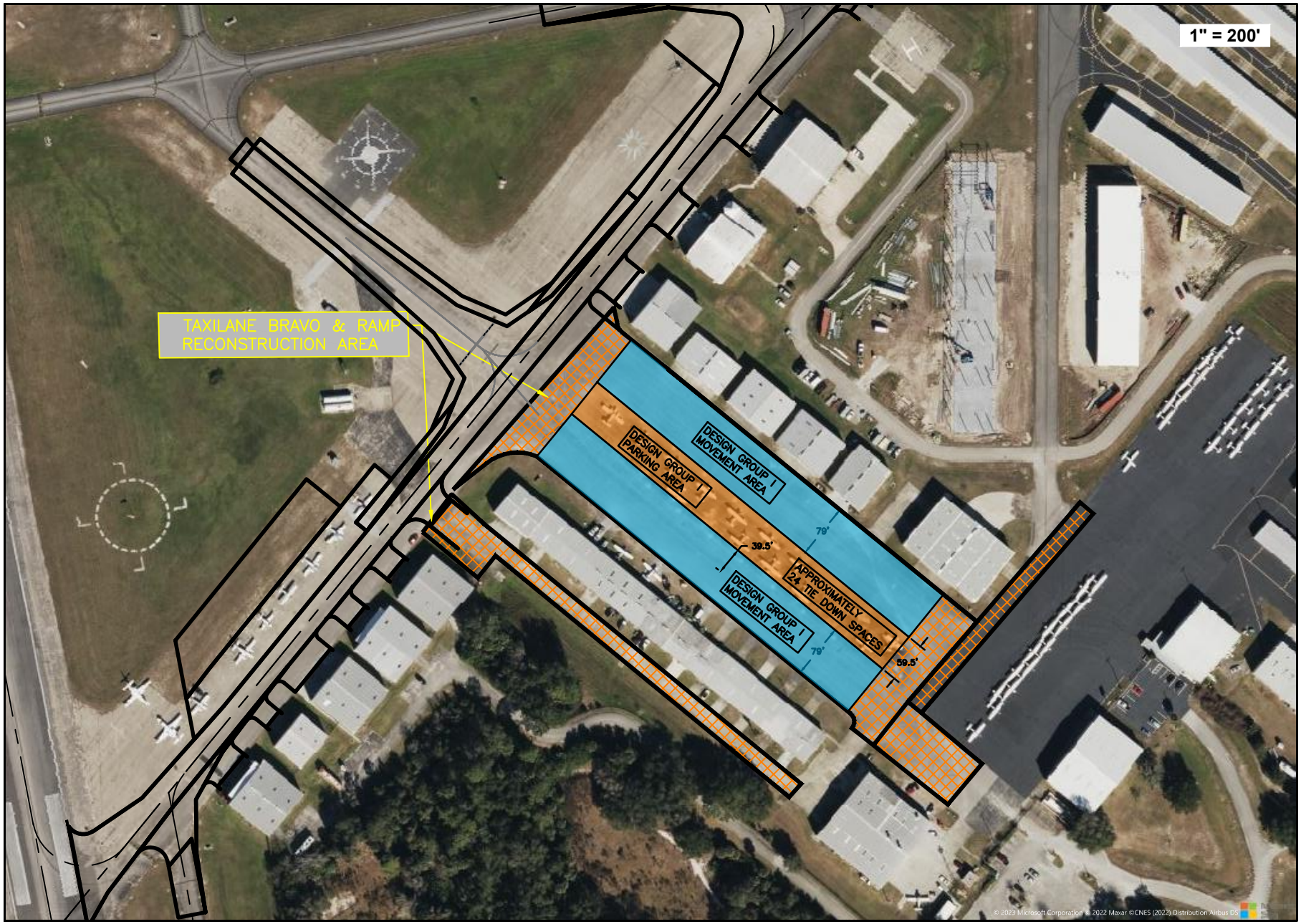
Hoyle Tanner Phase No.	Service Description	Compensation	Method
	I. Basic Services		
01	Project Cost & Administration	$ 7,150	Lump Sum
31	Preliminary Design	$ 29,661	Lump Sum
41	Final Design	$ 109,209	Lump Sum
SUB-TOTAL Basic Services		$ 146,020	
	II. Special Services		
11	Land Survey	$ 11,880	Lump Sum
13	Geo-technical Testing	$ 7,100	Lump Sum
SUB-TOTAL Special Services		$ 18,980	
GRAND TOTAL All Services		$ 165,000	

Lump sum fees are fixed and complete, inclusive of all labor, expenses, overhead, general and administrative costs of doing business, and profit.

T-Hangar Taxilane Reconstruction and Taxilane Bravo Rehabilitation

Manhours, Overhead, Profit, and Expenses Analysis

Title	*Project Cost & Administration*	*Preliminary Design*	*Final Design*	*Topographic Survey*	*Geotechnical Investigation*	*Total Hours*	*Hourly Rate*	*Extended Costs ($)*
Principal	32	8	48			88	$215.00	$18,920
Project Manager		32	144	1	1	178	$175.00	$31,150
Project Engineer		96	360	6	3	465	$125.00	$58,125
Staff Engineer		80	240			320	$115.00	$36,800
Project Assistant						0	$100.00	$0
Total Hours per Phase		216	792	7	4	1,051		
SubTotal Labor	**6,880.00**	**28,520.00**	**108,120.00**	**925.00**	**550.00**			**144,995.00**
Per Diem	$100	$250						350.00
Travel	$170	$420						590.00
Printing		$471	$1,089					$1,560
SubConsultants				$10,955	$6,550			$17,505
Fixed Fee, 10%,SubConsultants								$0
Other, Misc.,Postage,Photos,Fees								$0
SubTotal Subconsultants and Expenses	**270.00**	**1,141.00**	**1,089.00**	**10,955.00**	**6,550.00**			**20,005.00**
Total Fees	**$7,150**	**$29,661**	**$109,209**	**$11,880**	**$7,100**			
Total								**$165,000**



HOYLE TANNER	Ormond Beach Municipal Airport Ormond Beach, Florida	**Taxilane Bravo & Ramp Reconstruction Area and Ramp Utilization Plan**	1

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.I

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-143
Strategic Goal:	Quality of Life - Other		
Department:	Leisure Services		
Subject:	Yellowstone CPI Rate Adjustment - Grounds Maintenance		
Summary:	This item is a request from Yellowstone Landscape for a Consumer Price Index (CPI) rate adjustment to the grounds maintenance services contract with the City. A request to renew the Yellowstone Landscape agreement for an additional year is presented as a separate agenda item. The City has a grounds maintenance services contract with Yellowstone Landscape since 2012. As a part of the contract, the contractor may petition the City for a rate adjustment. The contract states: *"No later than June 1, of each contract year, the Contractor may petition the City through the Contract Manager for a rate adjustment to reflect the change in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), All Urban Customers, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding July 1 - June 30 period. The maximum increase for any annual period shall be four percent (4%) which will only apply to the future year; increases will not be retroactive. The adjusted rate, if approved by the City Commission shall take effect on October 1, of the year in which approved."* Per the contract, Yellowstone Landscape submitted a request on June 1, 2024, for rate adjustment for the grounds maintenance services including mowing, edging, string trimming, blowing-off of hard surfaces, debris pickup and removal, weed control (manual and chemical), fertilization (turf grasses, plant material and trees), irrigation services (testing, parts and repair), landscape detail services (shaping, pruning and trimming), palm tree pruning, mulch re-surfacing, and pest control and prevention. The adjustment to this contract for FY 24-25 would be an additional 2.80% based on the CPI for the period of time between		

	July 1, 2023 and June 30, 2024. Yellowstone Landscape provides a high quality of work in performing the landscaping and grounds maintenance services for the City. Yellowstone is proactive when providing services, responsive to concerns, and willing to take on new projects. The CPI provision in the current contract contemplates incremental increases in an effort to avoid steep increases at contract renewal, anticipates unknown variables at the time of negotiations, and provides for general increases in the cost of doing business. The current contract is competitively priced such that incremental CPI increases are necessary to avoid a steep market increase upon contract renewal.
Financial Impact:	If the CPI adjustment is approved, the contract would increase from $1,940,228.30 to $1,994,554.69 resulting in an annual increase of $54,326.39. Funding for the CPI adjustment has been included in the FY 2024-25 Proposed Budget of the General Fund.
Citizen Impact:	Yellowstone Landscape will continue to provide consistent and high-quality grounds maintenance services throughout the City for all residents and visitors to enjoy.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the CPI rate adjustment to the Yellowstone Landscape grounds maintenance contract.
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279
Attachments:	1. 24-143 Grounds Maint Yellowstone CPI Adj (P24-0141G) 2. Yellowstone CPI adjustment request letter- Grounds Maintenance Contract
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-143

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.

WHEREAS, on October 1, 2012, the City of Ormond Beach and Austin Outdoor, LLC d/b/a Yellowstone Landscape, Inc. ("Yellowstone") entered into a Grounds Maintenance Services Agreement, and

WHEREAS, the Agreement allows the contractor to request an annual cost of living increase based on the Consumer Price Index ("CPI"), and

WHEREAS, the request by Yellowstone amounts to a 2.8% percent increase in rates pursuant to the Agreement, said increase to become effective on October 1, 2024, and

WHEREAS, City staff recommends that the request be approved by the City Commission, and

WHEREAS, the City Commission concurs with the staff recommendation, now therefore,

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

SECTION ONE. The City Commission hereby authorizes a CPI rate increase of 2.8% for the provision of grounds maintenance services by Yellowstone, said increase to become effective on October 1, 2024.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

YELLOWSTONE
LANDSCAPE

May 15, 2024

Mr. Michael Demchak
Grounds Contract Manager
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174

Re: City of Ormond Beach Grounds Maintenance Service Contract

Mike:

Relating to the City of Ormond Beach Grounds Maintenance Service Contract, page 20R paragraph 1 Cost Adjustment, please consider this letter as our request for a rate adjustment based upon the fluctuations in the Consumer Price Index, All Urban Consumers, published by the United States Department of Labor, Bureau of Statistics for the preceding period.

Thank you for your consideration. Please contact me if you have any questions or discussions on this matter at 386-248-3298 or bweatherby@yellowstonelandscape.com.

Sincerely,

Brian Weatherby

Branch Manager

Yellowstone Landscape - Southeast, LLC_Daytona

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.J

Section:	CONSENT AGENDA		
Item Category:	Consent - Resolution	**Res./Ord. No:**	2024-144
Strategic Goal:	Quality of Life - Other		
Department:	Leisure Services		
Subject:	Yellowstone CPI Rate Adjustment - Athletic Fields		
Summary:	This item is a request from Yellowstone Landscape for a Consumer Price Index (CPI) rate adjustment to the athletic field maintenance services contract with the City. This agreement is specifically for athletic field maintenance and separate from the general Landscape Grounds Maintenance Agreement. The City has had an athletic field maintenance services contract with Yellowstone Landscape since 2015. As a part of that contract, the contractor may petition the City for a rate adjustment. The contract states: *"No later than June 1, of each contract year, the Contractor may petition the City through the Contract Manager for a rate adjustment to reflect the change in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), All Urban Customers, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding July 1 - June 30 period. The maximum increase for any annual period shall be four percent (4%) which will only apply to the future year; increases will not be retroactive. The adjusted rate, if approved by the City Commission shall take effect on October 1, of the year in which approved."* Per the contract, Yellowstone Landscape submitted a request on June 1, 2024, for rate adjustment for the athletic field maintenance services contract. The adjustment to this contract for FY 2024-25 would be an additional 2.80% based on the CPI for the period. Yellowstone Landscape provides a high quality of work in performing the athletic fields maintenance for the City of Ormond Beach. Yellowstone is proactive when providing services, responsive to		

	concerns, and willing to take on new projects. The CPI provision in the contract contemplates incremental increases in an effort to avoid steep increases at contract renewal, anticipates unknown variables at the time of negotiations, and provides for general increases in the cost of doing business. The current contract is competitively priced such that incremental CPI increases are necessary to avoid a steep market increase upon contract renewal.
Financial Impact:	The contract would increase from $647,471.16 to $665,600.35, resulting in an annual increase of $18,129.19. Funding for this increase has been included in the FY 2024-25 Proposed Budget of the General Fund, Community Redevelopment Fund, Airport Fund and Water & Wastewater Fund.
Citizen Impact:	Yellowstone Landscape will continue to effectively provide athletic field maintenance services, allowing both residents and visitors to enjoy the high-quality athletic venues offered by the City.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval of the CPI rate adjustment to the Yellowstone Landscape athletic fields maintenance contract.
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279
Attachments:	1. 24-144 Athletic Field Maint - Yellowstone CPI (P24-0142G) 2. Yellowstone CPI request letter - Athletic Fields Maintenance contract
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

RESOLUTION NO. 2024-144

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.

WHEREAS, on June 2, 2015, the City of Ormond Beach and Austin Outdoor, LLC d/b/a Yellowstone Landscape, Inc. ("Yellowstone") entered into an Amendment and Restatement of Agreement For Field Maintenance Services, and

WHEREAS, the Agreement allows the contractor to request an annual cost of living increase based on the Consumer Price Index ("CPI"), and

WHEREAS, the request by Yellowstone amounts to a 2.8% percent increase in rates pursuant to the Agreement, said increase to become effective on October 1, 2024, and

WHEREAS, City staff recommends that the request be approved by the City Commission, and

WHEREAS, the City Commission concurs with the staff recommendation, now therefore,

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

SECTION ONE. The City Commission hereby authorizes a CPI rate increase of 2.8% for the provision of field maintenance services by Yellowstone, said increase to become effective on October 1, 2024.

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

APPROVED AND AUTHENTICATED this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

YELLOWSTONE
LANDSCAPE

May 15, 2024

Mr. Michael Demchak
Grounds Contract Manager
City of Ormond Beach
22 South Beach Street
Ormond Beach, FL 32174

Re: City of Ormond Beach Athletic Fields Service Contract

Mike:

Relating to the City of Ormond Beach Athletic Fields Service Contract, page 18 of 34R paragraph 5 Cost Adjustment, please consider this letter as our request for a rate adjustment based upon the fluctuations in the Consumer Price Index, All Urban Consumers, published by the United States Department of Labor, Bureau of Statistics for the preceding period.

Thank you for your consideration. Please contact me if you have any questions or discussions on this matter at 386-248-3298 or bweatherby@yellowstonelandscape.com.

Sincerely,

Brian Weatherby

Branch Manager

Yellowstone Landscape - Southeast, LLC_Daytona

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - 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:	Auto Renewal - Yellowstone Landscape Grounds Maintenance Agreement		
Summary:	This is notification of staff's intent to allow the Yellowstone Landscape (Yellowstone) Agreement for grounds maintenance services to auto-renew for 1 additional year. The City Commission authorized through Resolution No. 2012-89, the grounds maintenance contract with Yellowstone Landscape for an initial 3-year term, which ended September 30, 2015. The contract has renewed annually since that time with periodic amendments to ensure appropriate service levels are included for new and existing sites. Additionally, staff conducts regular surveys to ensure service costs remain competitive, at or below market rates in the area. Yellowstone Landscaping consistently provides high quality of work and competitive pricing in performing the landscaping and grounds maintenance services to the City. Yellowstone is proactive when providing services, responsive to concerns, and willing to take on new projects. Yellowstone Landscape successfully provides mowing and grounds maintenance services to over 375 sites within the City of Ormond Beach, including mowing, edging, string trimming, blowing-off of hard surfaces, debris pickup and removal, weed control (manual and chemical), fertilization (turf grasses, plant material and trees), irrigation services (testing, parts and repair), landscape detail services (shaping, pruning and trimming), palm tree pruning, mulch re-surfacing, and pest control and prevention.		
Financial Impact:	Funding for this contract is provided from the General Fund (001), Community Redevelopment Fund (104), Water/Wastewater Operating Fund (401), Airport Fund (108), and Solid Waste Fund (460). The current budgeted contract price is $1,994,554.69, which incorporates		

	the proposed annual CPI adjustment presented in a previous agenda item for approval.
Citizen Impact:	The auto-renewal of the grounds maintenance contract ensures the City grounds are maintained in the appropriate manner and residents are able to continue to enjoy the grounds which promotes great quality of life.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends the Yellowstone Landscape contract for grounds maintenance be allowed to automatically renew for a one-year additional period on October 1, 2024.
Staff Contact:	Robert Carolin, Leisure Services Director, (386) 676-3279
Attachments:	1. Yellowstone Grounds Maintenance Agreement
Approval:	Kelly McGuire, Finance Director 7/30/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

Agreement with Austin Outdoor, LLC
for Grounds Maintenance Services

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 **Austin Outdoor, LLC**, P.O. Box 849, Bunnell, FL 32110, ("Contractor"), 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 document entitled "Invitation to Bid [Grounds Maintenance Services-Facilities, Parks & Right of Ways, Bid No. 2012-10]", attached hereto as Exhibit "A" is incorporated herein by reference and is a material part of this Agreement. The Contractor shall fully comply with the terms and conditions described in the attached exhibit.

2. **Term.** The initial term of this Agreement shall be for a period of three (3) years, commencing on October 1, 2012 through September 30, 2015; and will be automatically renewed for additional one (1) year periods on October 1st of each year thereafter unless either party provides at least ninety (90) days prior written notice to the other party of their intent not to renew the Agreement.

3. **Consideration.** The Contractor shall provide the equipment and perform the services at the prices described in Exhibit "A". 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 pursuant to the Florida Prompt Payment Act, Chapter 218 (Part VII), Sections 218.70-218.80, *Florida Statutes*, as the same presently exists or may hereafter be amended.

4. **Termination of Agreement.** This section is supplemental to Exhibit "A".

   (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.

   (b) This Agreement may not be terminated by the Contractor.

5. **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.

6. **Complete Agreement.** This Agreement, including the provisions set forth in the exhibit 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.

7. **Amendment to Agreement.** Any amendment, change or modification of this Agreement must be in writing and fully executed by both parties.

8. **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	**Contractor**
Isaac D. Turner, City Manager	William M. Dellecker, President
(copy to City Attorney)	Austin Outdoor, LLC
22 South Beach Street	P.O. Box 849
Ormond Beach, FL 32174	Bunnell, Fl 32110

9. **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.

10. **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.

11. **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.

12. **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.

13. **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.

14. **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.

15. **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.

16. **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.

17. **Types of Insurance and Limits of Liability.** The insurance required herein shall be written for not less than the limits of liability specified herein or as required by law, whichever is greater, and shall include 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 coverages.)

(b) **Commercial General Liability Insurance** shall be written on a coverage form as broad as Insurance Services Office (ISO) Form CG 00 01 11 88, or its successor form, including but not limited to the following coverages (any deviation shall be

noted on the Certificates of Insurance), and the CITY OF ORMOND BEACH shall be named as an additional insured:

1. Premises and Operations
2. Owners' & Contractors' Protective
3. Products & Completed Operations
4. Explosion, Collapse & Underground Conditions
5. Blanket Contractual Liability
6. Personal Injury Liability
7. Broad Form Property Damage Endorsement, including Completed Operations
8. Independent Contractors
9. Watercraft--Owned and Non-Owned (if applicable, endorsement must be included in General Liability policy or a separate Protection & Indemnity Policy must be written)
10. Pollution Liability (if applicable)
11. Asbestos Abatement (if applicable)
12. Fire Damage Liability

Certain coverages outlined above may not be required if they do not relate to the Agreement, 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 than the following for all tiers of Contractors and Subcontractors:

Contract Value	Limits (not less than)
0 - 25,000	$300,000 Each Occurrence
	$300,000 General Aggregate*
	$300,000 Aggregate Products & Completed Operations
	$ 25,000 Fire Damage (any one fire)
$25,001 - $250,000	$500,000 Each Occurrence
	$1 Million General Aggregate*
	$1 Million Aggregate Products & Completed Operations
	$ 50,000 Fire Damage (any one fire)
$250,001 - $3,000,000	$1 Million Each Occurrence
	$1 Million General Aggregate*
	$1 Million Aggregate Products & Completed Operations
	$ 50,000 Fire Damage (any one fire)

$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence/$2 Million General Aggregate]

*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** for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos). The coverage limits shall be no less than the following for all tiers of Contractors and Subcontractors:

Contract Value	Limits (not less than)
0 - 25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) Excess Liability

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) 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 provide a retroactive date no later than the inception date of claims made coverage.

18. **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 all policies of insurance and certificates thereof.

19. **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.

20. **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 19th day of June, 2012.

Witnesses:

CITY OF ORMOND BEACH

Print Name: Shā Moss

By: Ed Kelley
ED KELLEY
Mayor

Print Name: Colby Cuesta

Attest: Joyce
JOYCE SHANAHAN
City Manager

DATED this 2nd day of July, 2012.

Witnesses:

AUSTIN OUTDOOR, LLC

Print Name: BARRY CRITCHER

By: William M. DeBecker
Print Name: William M. DeBecker
Title: President

Print Name: David Grotean

Attest: Al LaLonde
Print Name: Al LaLonde
Title: Chief Financial Officer

City of Ormond Beach
22 South Beach Street
Ormond Beach, Florida 32174
Telephone (386) 676-3269
Fax (386) 676-3304

INVITATION TO BID

BIDDER ACKNOWLEDGEMENT FORM

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID

BID TITLE: **Grounds Maintenance Services – Facilities, Parks & Right of Ways**

BID NUMBER: **2012-10**

BID OPENING DATE & TIME: **April 25, 2012 at 10:00 A.M.**

BID OPENING LOCATION: **2nd Floor Conference Rm, Ormond Beach City Hall 22 S. Beach Street**

PRE-BID MEETING DATE & TIME: **March 21, 2012 at 2:00 P.M. - Mandatory**

PRE-BID MEETING LOCATION: **Training Room at Human Resources Office, City Hall**

Bids Received After The Above Date And Time Will Not Be Accepted.

BIDDER'S NAME: Austin Outdoor, LLC

BIDDER'S MAILING ADDRESS: PO Box 849

CITY-STATE-ZIP: Bunnell, FL 32110

F.E.I.N.: 20-2993503

PHONE NUMBER: 386-437-6211 FAX NUMBER: 386-437-5143

If returning as a "No Bid", please state reason (s): _____

I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a Bid for the same materials, supplies, or equipment, and is in all respects fair and made without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. In submitting a Bid to the City of Ormond Beach, the Bidder offers and agrees that if the Bid is accepted, the Bidder 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 Bidder.

X _____
AUTHORIZED SIGNATURE (MANUAL)

William M Dellecker
NAME (TYPED)

President
TITLE

4/23/2012
DATED

CITY OF ORMOND BEACH
INVITATION TO BID

GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

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 Bid on a contract to provide any goods or services to a public entity, may not submit a Bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases 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 10 days after bid opening, whichever occurs first. Section 119.071, F.S.

NOTIFICATION OF BIDS AND RFP'S: The City uses the services of Onvia DemandStar (www.demandstar.com) for notification of its Bids and RFP's on-line on the Internet. If you have received a copy of this Bid/RFP from any source other than Onvia DemandStar, please be aware that you may not have received the latest version of the Bid/RFP or any related addendums.

SUBMISSION OF BIDS: All Bids shall be submitted in a sealed envelope. The Invitation to Bid (ITB) number, title, and opening date shall be clearly displayed on the outside of the sealed envelope. The delivery of said Bid to the Purchasing Office on or before the specified opening date and time is solely and strictly the responsibility of the Bidder. Any Bid received by the Purchasing Office after the specified date and time will not be accepted. Bids must be submitted on forms provided by the City. No other forms will be accepted. Telephone, telefax and telegraph Bids will not be considered. No Bid may be modified after opening. **No Bid may be withdrawn after opening for a period of One Hundred and Twenty (120) days unless otherwise specified.**

EXECUTION OF BID: Bid must contain a manual signature of authorized representative in the space(s) provided. Bids must be typed or printed in ink. Use of erasable ink is not permitted. All corrections made by Bidder to any Bid entry must be initialed. The company name and Federal Employer Identification Number (F.E.I.D.) shall appear in the space(s) provided.

CITY OF ORMOND BEACH
INVITATION TO BID

GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

PRE-BID MEETING: Any bidder wishing to respond to this solicitation will be required to attend a pre-bid meeting at a date and time prescribed herein.

BID OPENING: Bids shall be opened and the name of the Bidders and the bid amounts shall be read publicly. Bid amounts announced at the bid opening are subject to change due to math errors made by Bidders

BID TABULATION: Any Bidder wishing to receive a copy of the Bid tabulation is required to enclose a stamped, self-addressed envelope with their Bid response. Bid opening tabulations will be posted on DemandStar.com.

CLARIFICATION/CORRECTION OF BID 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 Bid will be furnished in writing to all prospective Bidders. 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 is responsible for obtaining all necessary permits and licenses to comply with all Federal, State, and Local laws, rules and regulations required to perform work in accordance with the specifications.

LOCAL VENDOR PREFERENCE: 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. A Local Vendor Affidavit of Eligibility shall accompany the bid submittal to be considered valid.

PRICING: Firm prices shall be proposed and include FOB DESTINATION, all packing, handling, shipping charges and delivery to any point within the City of Ormond Beach to a secure area or inside delivery. Prices shall be valid for One Hundred and Twenty (120) days from date of Bid opening. In the event there is a discrepancy between the unit price and the extended amount, the unit price will prevail.

ADDITIONAL TERMS AND CONDITIONS: The City of Ormond Beach reserves the right to reject Bids 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.

DISCOUNTS: All discounts EXCEPT THOSE FOR PROMPT PAYMENT shall be considered in determining the lowest net cost for Bid evaluation purposes. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.

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 Bid and the monies which may become due there under are not assignable except with the prior written approval of the City Manager or City Commissioner, whoever authorized the purchase.

LIABILITY: The vendor shall hold and save the City of Ormond Beach, its officers, agents, and employees harmless against claims by third parties resulting from the vendor'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 Bidder, 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 Bidder uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the Bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

SAFETY WARRANTY: The selling dealer, distributor, supplier, and manufacturer shall be responsible for compliance with all Federal, State and local laws, rules and regulations concerning the equipment and/or service specified and the use thereof, applicable and effective on the date of manufacture including safety and environmental standards as apply to both private industry and governmental agencies.

WARRANTY: The Bidder agrees that, unless otherwise specified, the services furnished under the Bid shall be covered by the most favorable commercial warranty for comparable services, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the City of Ormond Beach by other provision of the Bid.

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 or contractors; or to reject any and all Bids or waive any minor irregularity or technicality in the Bids received.

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.

CITY OF ORMOND BEACH
INVITATION TO BID
GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

THE CITY OF ORMOND BEACH RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, AND TO WAIVE INFORMALITIES, AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY.

If the Bidder proposes to furnish an "Equivalent" product, the brand name, if any, of the product to be furnished shall be inserted in the space provided or such product shall be otherwise clearly identified. The evaluation of Bids and the determination as to equality of the product offered shall be the responsibility of the City and will be based on information furnished by the Bidder. The Purchasing Coordinator is not responsible for locating or securing any information which is not identified in the Bid and reasonably available to the Purchasing Coordinator. To insure that sufficient information is available the Bidder shall furnish as a part of the Bid all descriptive material necessary for the Purchasing Division to determine whether the product offered meets the salient characteristics required by the specifications and establish exactly what the Bidder proposes to furnish and what the City would be binding itself to purchase by making an award.

OTHER AGENCIES: Any bidder(s) awarded a contract resulting from this bid is/are given the privilege and is/are required to permit all public and governmental entities in the State of Florida to participate in the contract under the same terms and conditions.

It is understood that at no time will any agency be obligated for placing an order for any other agency. Each agency will only have the authority to obligate itself and will not be held responsible for bills incurred by any other agency. Further, it is understood that each agency will issue its own purchase order(s) or contract to successful bidder(s).

GENERAL INSTRUCTIONS

STATEMENT OF PURPOSE: The City of Ormond Beach, Florida, is requesting Bids and intends to select a qualified firm or individuals to provide the City with professional grounds maintenance services throughout the entire City of Ormond Beach (Zones 1 through 4) for all facilities, parks and rights of way.

SCHEDULE OF BID:

March 11, 2012	Legal Advertisement
March 21, 2012	**Mandatory** Pre-Bid Meeting at 2:00 P.M., Human Resources Training Room, Ormond Beach City Hall, 22 S. Beach Street Ormond Beach, Florida 32174.
April 25, 2012	Bids due, no later than 10:00 A.M., in the office of the Purchasing Coordinator, Ormond Beach City Hall, 22 S. Beach Street Ormond Beach, Florida 32174.

TERM OF AGREEMENT: The initial term of this Agreement shall be for a period of **three (3) years** starting on the commencement date and will be automatically renewed for additional **one (1) year periods** unless either party provides at least ninety (90) days prior written notice of non-renewal prior to the end of the initial term or one of the renewal terms.

CITY OF ORMOND BEACH
INVITATION TO BID

GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

BID DELIVERY: Submit **one (1) signed and unbound original** Bid packet, with all required attachments, by the closing date and time. Deliver Bids to: Purchasing Coordinator, Ormond Beach City Hall, 22 South Beach Street, Ormond Beach, Florida 32174. **Make sure the bid number is clearly visible on the outside of the delivery package. Bids delivered after the time and date specified will not be accepted.** For any question regarding bid delivery contact the purchasing office at 386-676-3223.

TECHNICAL QUESTIONS: Submit all technical questions regarding this Bid to the City's Landscape Architect, Paul MacDonald, by telephone (386) 676-3296 or by e-mail, macdonald@ormondbeach.org.

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 Bid 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 Bid at any time and to negotiate with any party prior to or after submittal of proposals.

COST OF BID PREPARATION: No reimbursement will be made by the City of Ormond Beach for any costs incurred in the preparation of the Bid, proposal or presentation.

BIDS TO BE IN EFFECT: Each Bid shall state that it is valid for a period of not less than one hundred and twenty (120) days from date of receipt.

BID FORM: Bids shall be submitted on standard forms which are furnished in this Invitation to Bid. Bid Forms must be completed in ink or by typewriter. Where indicated on the Bid Form, the Bid price of each item on the form must be stated in words and numerals; in case of a conflict, words will take precedence. The Bid shall contain an acknowledgement of receipt of all Addenda (the numbers and dates of which shall be filled in on the Bid Form.)

REGISTRATION AND RISK MANAGEMENT REQUIREMENTS: Any Contractor doing work for the City of Ormond Beach, on City property shall be **registered** to do business in the City of Ormond Beach and shall provide **proof of**, abide by and maintain, for the entire life of the Contractual Agreement, including any and all approved time extensions, such **insurance** as is required by City ordinance, which shall be incorporated in and made part of the contract documents. This proof of insurance will be required prior to commencement of any **on-site** work.

DEFINITION OF TERMS: For the purpose of this Agreement the following terms, phrases, words and their derivations shall have the meaning given herein. When not inconsistent with the context, words used in the present tense include the future, words in the plural number include the singular number, and words in the singular number include the plural number. The word "shall" is always mandatory and not merely directory.

Annual - A plant that lives for only a year.

Authorized Representative - the employee or employees designated by the City Manager to represent the City in the administration and supervision of this contract.

City - the City of Ormond Beach, a Florida municipal corporation, acting through the City Commission or City Manager, or official designated by the City Manager as the case may be.

Contractor - the individual, firm or corporation who or which agrees to perform the work or services as set forth in this Agreement.

Debris - all material normally removed after maintenance or installation, such as sand, glass, paper, cans, trimmings, etc.; it does not include larger items such as large stones, wood, cable, etc.

Director - the Leisure Service Director, or his/her designee.

Erosion - the group of natural processes, including weathering, dissolution, abrasion, corrosion, and transportation, by which material is worn away from the earth's surface.

Fertilizer - anything added to the soil to maintain or increase its fertility. Fertilizers may be organic, that is derived from once-living matter, as are manure, compost, and bone meal; or inorganic (artificial), such as soleplate or ammonia or superphosphate, which are prepared in chemical factories.

Ground Cover - a dense, extensive growth of low-growing plants, other than turf grass, normally reaching a maximum height of not more than eighteen (18") inches at maturity.

Herbicide - a substance that kills plants or inhibits their growth. Nonselective herbicides, generally toxic, are used to clear all plants from a broad area; selective herbicides attack weeds without permanently harming ornamental plants.

Irrigation System - the supply of water to landscape areas by an automatic sprinkler system.

Logbook - an official record book with daily entries of project status, pertaining to plant condition, fertilization, herbicide, pesticides, and irrigation repairs.

Mulch - used in landscape design to retard erosion, weed infestation, and retain moisture in planting areas.

Palm - a monocot tree which normally attains an overall height of at least twenty (20) feet.

Pesticide - A chemical substance used to destroy or inhibit the lifecycle of non-beneficial insects or diseases causing pathogens.

pH - the scale on which the acidity or alkalinity of soil is measured. It ranges from 1, an acid of fearsome strength, to 14, an alkali of equal ferocity, with 7 being the neutral point. Most garden soils fall between a pH of 5.5 and 8.6.

Plant Material - any of the following or a combination thereof such as, but not limited to: grass, ground cover, shrubs, vines, hedges, trees and palms.

Prune - the removal of dead, dying, diseased, weak or objectionable branches in a manner consistent with the National Arborist Association standards as incorporated herein, and as may be amended.

Shrub - a self-supporting woody perennial plant normally growing to a height of twenty-four (24") inches or greater and characterized by multiple stems and branches continuous from the base.

Sucker Growth - a shoot or stem that arises from the roots or trunk bases of a tree or shrub.

Supervision - the act, process, or function of supervising.

Top Soil - a medium composed of naturally occurring mineral particles and organic matter which provides physical, chemical and biological properties necessary for plant growth.

Tree - any living self-supporting woody plant which locally grows to an overall height of fifteen (15) feet or greater with a minimum crown spread of fifteen (15) feet or greater and which has a trunk which can be maintained with over five feet of clear trunk.

Turf Grass - any member of the very large grass family (Poaceae or Gramineae). Any area planted with lawn grasses.

Surety - the party which is bound with and for the Contractor to insure the payment of all lawful debts pertaining to and for the acceptable performance of the Agreement.

Weed - any plant that is unwanted and a nuisance in the context of a particular environment, whether it be a garden, a cultivated field, a pasture or in natural woodland or forest.

SCOPE OF WORK AND SPECIFICATIONS

STATEMENT OF RESPONSIBILITIES: The Contractor will be responsible for providing machinery, equipment, tools, all materials, labor, supervision, transportation, supplies, insurance, proper safety measures and all incidentals necessary to provide and perform grounds maintenance services as described and required in these specifications.

MAINTENANCE CLASSES: Staff has designated all locations within this bid as one of the following service classes or what we refer to as "level of finish". The more site visits performed, the higher level of finish is expected for a site with that designation.

Each class typically represents the frequency of turf grass mowings / cuts unless otherwise noted in the chart and other landscape related maintenance tasks such as pruning of trees, shrubs and groundcovers as needed or as specified in this bid document. Debris cleanup, edging, blowing, string trimming, weeding, removing or adjusting tree stake kits etc. must be performed with every scheduled site visit.

Example #1: Granada Medians – Class "A" requires 39 turf grass mowings and 39 landscape maintenance visits to accomplish the above written tasks.

Example #2: - Vining Court – Class "A" requires 0 turf grass mowings and 39 landscape maintenance visits to accomplish the above written tasks.

Class "A" Maintenance

Number of Site Visits: A total of thirty-nine (39) **maintenance visits** shall be provided between January 1st and December 31st.

Maintenance Frequency: The first thirty (30) **visits** of the season are to occur every seven (7) days starting March 14th. The final nine (9) **visits** are to occur every fourteen (14) days (November 1st to March 13th).

Class "B" Maintenance

Number of Site Visits: A total of twenty-nine (29) **maintenance visits** shall be provided between January 1st and December 31st.

Maintenance Frequency: The first two (2) **visits** of the season are to occur every fourteen days starting on April 1st. The next seventeen (17) **visits** of the season are to occur every seven (7) days (May 1st to August 31st). The next six (6) **visits** are to occur every fourteen (14) days (September 1st to November 30th). The final four (4) **visits** are to occur every thirty (30) days (December 1st to March 31st).

Class "C" Maintenance

Number of Site Visits: A total of sixteen (16) **maintenance visits** shall be provided between January 1st and December 31st.

Maintenance Frequency: The first ten (10) **visits** of the season are to occur every fourteen days starting April 1st. The final six (6) **visits** are to occur every thirty (30) days (September 1st to March 1st).

Class "D" Maintenance

Number of Site Visits: A total of eleven (11) **maintenance visits** shall be provided between January 1st and December 31st.

Maintenance Frequency: The eleven (11) **visits** are to occur approximately every thirty (33) days.

The following maintenance activities will occur during each scheduled site visit:

TRASH / DEBRIS CLEANUP: The Contractor shall be responsible for removing all trash and debris, regardless of its source from all turf grass area, parking area, sidewalks mulched landscape areas and shorelines. This includes, but is not limited to paper, bottles, cans, palm fronds, tree limbs, etc. from all sites covered in this bid document. The Contractor is responsible for disposal of trash and debris in accordance with all federal, state and local laws, rules and regulations.

MOWING OF TURF GRASS AREAS: All turf grass areas within specified facilities, parks, rights-of-way (medians and shoulders) including adjacent curb gutters shall be cleaned of all trash and/or debris prior to mowing. Mowing of trash and debris to shred into smaller pieces is not allowed.

All turf grass areas shall be mowed as specified in this document. No more than one-third (1/3) of the leaf blade should be removed per mowing. The grass shall not be cut so low as to damage or stress the grass and shouldn't be allowed to reach a height of six (6") inches or more unless otherwise requested by the City. The minimum turf grass mowing heights are as follows:

St. Augustine – 3" minimum mowing height

Empire Zoysia – 2" minimum mowing height

Argentine Bahia – 3" minimum mowing height

Areas where large mowers are impractical shall be serviced using **small push mowers such as the narrow median tips along Granada Boulevard, US1, Nova Road and A1A.** Mowing of wet turf grass shall be avoided unless permission is authorized by City staff. Contractor shall leave surrounding area(s) in a clean condition free of accumulated debris, including but not limited to grass clippings, after each mowing. Large clumps of clippings will be distributed by mechanical blowing or collected and removed. Materials removed from grounds shall be disposed of off-site by the Contractor in a lawful manner.

EDGING OF TURF GRASS: Contractor shall edge all appropriate surfaces with suitable mechanical equipment including, but not limited to driveways, curbs, parking areas, walkways, fences, plant beds and tree wells, so that no grass, ground covers or weeds are left extending beyond or over the surface being edged. This includes edging between adjoining beds of dissimilar ground cover types.

STRING TRIMMING OF TURF GRASS: Final string trimming around permanent objects such as metal posts and concrete curbing shall be accomplished with suitable mechanical equipment and at the same cutting heights as the rest of the turf areas. Where string trimming may damage wooden posts, decorative light poles or other City property, other non mechanical means must be performed.

BLOWING OF DEBRIS AND TURF GRASS CUTTINGS: Contractor shall blow all appropriate surfaces with suitable mechanical equipment including, but not limited to driveways, curbs, parking areas, walkways, turf grass areas, plant beds and tree wells as required to leave the area clean and free of debris. **Grass clippings and other organic debris shall not be blown into the roadway or disposed of in storm sewer drains per City Ordinance, Section(s) 10-8 and 10-9.**

PRUNING OF SHADE AND ORNAMENTAL TREES: Trees are to be pruned to maintain their natural shape and form by cutting any limb or "flag" that creates an odd shape or appearance. Dead, dying, diseased, sucker growth, and weak branches shall be removed to maintain a minimum 7'6" clear trunk height to provide unimpeded pedestrian or vehicular use of the sidewalks, roadways, parking areas, turf grass areas, planting beds, playgrounds and to provide visibility to all traffic devices and business identification signage.

All pruning shall be performed in accordance with the latest approved ANSI - A300 pruning standards.

Crape myrtle trees are not pruned within the City limits and are not part of this bid. However, the contractor is responsible to remove all sucker growth that occurs between the rootball and bottom of the tree canopy.

ADJUSTING AND REMOVING TREE STAKE KITS: Contractor is required to maintain all newly planted trees in a straight vertical position by adjusting tree stake kits as needed. The contractor will also be responsible to completely remove all stake kits approximately six (6) months to one (1) year after initial planting.

PRUNING OF ORNAMENTAL SHRUBS AND GROUNDCOVERS: Contractor shall prune and shape all ornamental shrubs and ground cover to maintain the natural form of the plant material and maintain its growth within the limitations of the plant bed, to eliminate damaged or diseased wood, and to provide sight distance requirements, if needed (see ornamental pruning specifications). The Maximum shrub height if found within sight distance triangles is 2'-6".

WEEDING OF LANDSCAPE PLANTING BEDS: Weeds, grasses and unwanted plant growth shall be removed from all mulched planting areas by hand pulling to removing the entire root system, or by herbicide spraying to effectively kill the entire root system of unwanted plant material. Herbicide shall not be applied in close proximity to existing ornamental shrubs, groundcovers or near the root system of any palm tree, with no exceptions. Herbicides shall not be applied on windy days as the drift will likely kill untargeted plant materials or turf grasses. String trimming around tree trunks with mechanical devices is prohibited. Weeding of all planting beds (including pavement and sidewalk areas) shall take place during each and every scheduled service to ensure the overall aesthetics of the landscape is not adversely affected by weed growth.

REMOVING DEAD PLANT MATERIAL: Contractor is responsible to remove and dispose of all dead ornamental trees, shrubs and ground cover during each scheduled visit. The contractor is responsible to notify staff to determine if a replacement is necessary.

FERTILIZATION, DISEASE AND INSECT CONTROLS: All landscaped areas shall be treated as outlined below to maintain all trees, palms, shrubs, groundcovers, and turf grass in good, healthy appearance and color. An application schedule along with the specified products must be submitted and approved by the City prior to applications.

The following maintenance specification and schedules must be adhered to during this maintenance contract:

TURF GRASS FERTILIZATION (St. Augustine and Empire Zoysia): All turf grass shall receive four (4) pounds of nitrogen per 1,000 square feet during the growing season. Turf grass shall be fertilized four (4) times per year and no more than one (1) pounds of nitrogen per 1,000 square feet shall be applied during each scheduled visit. In addition, a complete fertilizer shall be granular in composition and contain thirty to fifty percent (30% - 50%) or more of the nitrogen in a slow release form. The ratio of nitrogen to potash will be 1:1 or 2:1. A complete fertilizer shall be applied twice per year in March and September.

SHADE AND ORNAMENTAL TREE FERTILIZATION: All trees shall be fertilized one (1) time per year in early Spring with a balanced, slow release fertilizer, including minors at a rate of one (1) lbs per inch of caliper measured at DBH (4.5' above rootball).

PALM TREE FERTILIZATION: All mature palms in the landscape shall receive a complete granular fertilizer formulated for palms ("palm special") two (2) times per year at a rate of eight (8) pounds per application. Fertilizer shall be applied in March and September. Broadcast the fertilizer under the canopy of the palm but not up against the trunk where newly emerging roots may be injured.

SHRUB AND GROUNDCOVER FERTILIZATION: All shrubs and ground covers plantings shall be fertilized one (1) times per year in March with a heavy application of a balanced, slow release fertilizer, including minors. Each planting bed shall receive one (1) pound of nitrogen per 1,000 square feet of bed area. The mulch is to be pulled back and the fertilizer shall be applied directly near the rootball of each plant. Broadcasting on-top of mulch will not be allowed unless approved by City staff.

DISEASE & INSECT CONTROL: Contractor is responsible for the immediate control and identification of any insect or disease causing organisms that may arise in any landscape area. Root drench and bud drench all Medjool Palms with City approved fungicide/insecticide at the rate recommended by the manufacturer up to two (2) times per year. Upon confirmation of a specific problem requiring treatment, pesticides will be applied as needed on a spot treatment basis, whenever possible using the least toxic, effective pesticide. All applications of pesticides and fertilizations will be performed when temperatures are below 90 degrees and wind drift is negligible. All applicators shall have a State licensed, certified operator on staff or use a City approved sub-contractor that is licensed and certified for pest control.

Records will be kept on pests identified and treatment(s) rendered for control, shall be submitted to the City Contract Manager. All service costs related to pest control are to be included in the "total cost", as listed in the Bid Schedule. The Contractor or subcontractor shall be in strict accordance with all state and local regulations concerning licensing and safety requirements and be registered with the City of Ormond Beach Building and General Inspections Division.

HERBICIDES: Herbicide(s) may be used only with the prior written approval of the City and only in those areas authorized by the City staff. Pre-emergence herbicide shall be applied for control of winter annual weeds and herbicide shall be applied when night-time temperatures drop to fifty-five to sixty degrees Fahrenheit for several consecutive days from late October 20th to early November 7th. Contractor shall be responsible for the identification of weeds and be competent to recommend appropriate selective herbicides. Selective herbicides shall be used to manage weed outbreaks throughout the growing season. All herbicide applicators must be State Licensed to apply herbicides, and a copy of that license shall be provided to the City.

LANDSCAPE PLANTING BED MULCHING: All mulched areas will be replenished once a year during the winter months of November to March. The Contractor will properly prepare all planting beds by cutting new bed edges, adjusting tree rings sizes (per City Landscape Architect direction), raking out or removing excess mulch, digging new edges along concrete curbs and sidewalks, removing all weeds and dead plant materials prior to top-coating existing mulch areas with grade "A" shredded cypress hardwood mulch with pre-emergent. The Contractor shall replace areas where wash out occurs due to storms on an as-needed basis and the repair work will be billed as an extra work item. Depth of mulch shall be a minimum of 3 inches and a maximum of 4 inches.

PLANT MATERIAL PRUNING SPECIFICATIONS AND SCHEDULE:

SHADE AND ORNAMENTAL TREES: Contractor will be responsible to prune all trees within the locations listed in this bid document. All pruning shall be performed in accordance with the latest approved ANSI - A300 pruning standards. Contractor will not be responsible to prune trees above a 15' height limit. Some of the most common trees are listed below:

Crape Myrtles: Remove crisscross, dead, broken branches, sucker growth and maintain a minimum clear trunk height of 7'6". **We do not cut back or tip our Crapes on a yearly basis.**

EP / Dahoon Hollies: Prune to keep a loose natural form by removing any branches that take away from the natural oval shape. Remove all sucker growth and maintain a minimum clear trunk height of 7'6". DO SHEER INTO A TIGHT TOPIARY SHAPE.

Elm Species: Remove crisscross, dead, broken branches, sucker growth and maintain a minimum clear trunk height of 7'6".

Maple Species: Remove crisscross, dead, broken branches, sucker growth and maintain a minimum clear trunk height of 7'6".

Oaks Species: Remove crisscross, dead, broken branches, sucker growth and maintain a minimum clear trunk height of 7'6".

Oleander Standard Species: Prune to keep a loose natural form by removing any branches that take away from the natural round shape. Remove all sucker growth and maintain a minimum clear trunk height of 7'6". **Do not sheer into a tight topiary shape.**

PALM TREES (ADDITIVE ALTERNATE): Contractor will be responsible to prune all palm trees per the quantities listing below if they are added to the base bid of this contract. The palms will be trimmed at the frequency specified to keep them free of seedpods and dead palm fronds. **No green palm fronds shall be removed during any trimming.**

SHRUBS: Contractor will be responsible to prune all shrubs within the locations listed in this bid document. Some of the most common materials are listed below with general maintenance specifications of each:

Azaleas: Prune after bloom has ended.

Boxwoods: Sheer tightly and box at a height of 24"- 36" as directed by staff.

Crinums: Remove damaged leaves and flower pods in Winter / Spring. Do not cut to ground unless directed by staff.

Japanese Holly: Sheer loosely and rounded at a height of 24"- 48" as directed by staff.

Japanese Privet: Sheer top rounded to a height of 24"– 48" as directed by staff.

Ilex Species: Sheer tightly and rounded at a height of 18"- 36" as directed by staff.

Indian Hawthorn: Sheer tightly and rounded at a height of 18"- 36" as directed by staff.

Juniper Species: Do not sheer as this will damage the plant material by browning the growing tips. Only remove brown branches with hand pruners.

Nandinas: Sheer tightly and rounded at a height of 18"- 30" as directed by staff.

Oleanders: Prune loosely and rounded at a height of 24"- 48" as directed by staff.

Philodendrons: Prune to remove damaged / brown leaves as needed.

Pineapple Guava: Sheer loosely and rounded at a height of 36"- 48" as directed by staff.

Pittosporums: Sheer loosely and rounded at a height of 36"- 48" as directed by staff.

Podocarpus: Sheer tightly and box at a height of 36"- 72" as directed by staff.

Shrub Roses: Dead head roses after bloom and keep form small and compact.

Schefflera: Sheer loosely and rounded at a height of 36"- 48" as directed by staff.

Silverthorn: Sheer loosely and rounded at a height of 48"-72" as directed by staff.

Viburnum Species: Sheer loosely and rounded at a height of 48"-72" as directed by staff.

Wax Myrtles: Sheer loosely and rounded at a height of 48"-72" as directed by staff.

GROUNDCOVERS: Contractor will be responsible to prune all groundcovers within the locations listed in this bid document. Some of the most common materials are listed below with general maintenance specifications for each:

Agapanthus: Remove spent flower stalks after bloom is completed within 30 days.

Asiatic Jasmine: Sheer once per year to adjust height for matching consistency.

Bulbines: Remove spent flower stalks after bloom is completed within 30 days.

Daylilys: Remove spent flower stalks after bloom is completed within 30 days.

Flax Lilies: Remove spent flower stalks after bloom is completed within 30 days.

Iris: Hand prune to thin out material as needed to remove old dead or dying growth. Remove spent seed pods after bloom is completed within 30 days.

Junipers: Do not sheer as this will damage the plant material by browning the growing tips. Only remove brown branches with hand pruners.

Liriopes: Hand prune to thin out material as needed to remove old dead or dying growth.

Perennial Peanut: Mow once per year as directed by staff.

Society Garlic: Remove spent flower stalks after bloom is completed within 30 days.

ORNAMENTAL GRASSES: Contractor will be responsible to cutback all grasses within the locations listed in this bid document. Some of the most common grasses are listed below:

Crown Grass: Do not cut back unless authorized by staff. (Example: I-95 Slopes).

Dwarf Fakahatchee Grass: Do not cut back unless authorized by staff. (N. US1 Gateway).

Fountain Grass: Cut back to 4"-6" inches tall at beginning of Winter.

Muhly Grass: Cut back to 4"-6" inches tall at beginning of Winter.

Pampas Grass: Cut back to 2' – 4' foot tall at beginning of Winter.

Sandcord Grass: Cutback to 4"-6" inches tall at beginning of Winter.

The following specifications are for the Granada Boulevard Medians specifically but should be used as a guideline for all FDOT permitted median plantings.

Yaupon Hollies: Must be maintained at a maximum height of 24" inches. The hollies along the curb must be low enough as to not block the irrigation spray and must be maintained at this height as per the approved FDOT plans.

Flax Lilies: Cut back 2"-3" above the ground if damaged by frost.

Indian Hawthorn: Must be maintained at a maximum height of 24" inches. The hawthorn along the curb must be low enough as to not block the irrigation spray and must be maintained at this height as per the approved FDOT plans.

Parson Junipers: Prune the brown out of the junipers and remove dead plants as if required.

Nandina Firepower: Must be maintained at a maximum height of 24" inches. The nandina along the curb must be low enough as to not block the irrigation spray and must be maintained at this height as per the approved FDOT plans.

Plant Free Zone: Maintain a four (4') foot, plant free mulch zone behind back of curbs so the materials do not obstruct the irrigation spray. Also, all ground cover within a 3' radius of an existing irrigation heads should be removed for the same reason above.

ANNUAL FLOWERS: The contractor shall purchase, deliver, and furnish all material, labor, and necessary soil amendments for the installation and replacement of annual flowers per quarter. Four-inch pots, planted in the following schedule and spacing, to correspond with the installation period unless directed differently by the City.

January - March	=	7,500 Annuals
April - June	=	7,500 Annuals
July - September	=	7,500 Annuals
October - December	=	7,500 Annuals

Proper annual spacing is as follows: 8"-10" spaces on-center.

IRRIGATION SYSTEMS: (ADDITIVE ALTERNATE) Contractor is responsible for the entire irrigation system from the water meter to the sprinkler excluding the meter.

Irrigation systems, including but not limited to all heads, pipes, valves, rain shut-off devices controllers etc., shall be thoroughly inspected at the first sign of turf or shrub distress and tested monthly for each area. Heads shall be visually inspected at each mowing and all necessary repairs shall be made immediately.

Inspections shall include the firing of all zones for the purpose of flushing and adjusting heads to provide for maximum coverage and efficiency. Contractor's personnel shall do visual inspections on a continual basis during the day-to-day maintenance operation. This shall include observing for dry areas, wash outs, missing or broken heads, etc. and reporting any problems to the Contractor's appropriate supervisor, to be scheduled for repairs. Contractor is responsible for monitoring for overuse of water – repair and reset as needed. Contractor is required to monitor and minimize overspray of irrigation heads onto paved surfaces (concrete/asphalt). **A monthly irrigation system inspection report shall be submitted and the area of repair shall be kept in a logbook. Any repairs charged to the City should be noted in this report to coincide with the monthly billing for extra work.**

Controllers shall be set by a qualified member of Contractor's staff according to design specifications and the current weather conditions, in compliance with all applicable local, state, or federal regulations. Irrigation schedules shall be submitted to the City staff for approval. The City shall provide staff assistance to the Contractor with respect to controller questions and state/local watering restrictions.

Repairs or replacement of any of the systems for normal wear and tear shall be reported to City staff. The contractor will repair the system and charge the City based on the hourly rate and material markup as per the bid documents. Emergency repairs must be completed within 24 Hours of notice by City staff.

Contractor will be required to repair/replace any irrigation parts that fail or are damaged due to contractor negligence. The City will be responsible for the costs to replace any irrigation parts that are stolen, damaged by acts of vandalism, vehicular damage or other unforeseen or unpreventable causes. All non-functional irrigation heads shall be turned in to the City staff.

EROSION: If there is noticeable erosion of any site caused by any means, the Contractor shall immediately notify the City's Contract Manager of its location. The Contractor shall be responsible for any erosion damage caused by Contractor's equipment or performance of its duties under this Contract.

The following are additional requirements of this maintenance contract:

EQUIPMENT: The Contractor shall have on hand at all times and in good working order such equipment as shall permit the Contractor to adequately and efficiently perform its contractual duties. All equipment shall be kept in good repair, appearance, and in a sanitary and clean condition at all times.

Equipment shall have the name of the Contractor, business telephone number and the number of the vehicle in letters not less than three (3) inches high on each side of the vehicle. The contractor may also place its corporate logo on the vehicles; however, no other form of advertising shall be permitted on vehicles. The Contractor shall supply the City with a listing of the vehicle numbers normally assigned to performance of duties under this Contract and shall keep the list current.

All equipment shall be kept in good safe operating condition with sharp blades and in such condition that oil and gasoline are not leaked.

EQUIPMENT STORAGE: The Contractor is responsible for storing all equipment and supplies off site. The City will not provide any storage space for the contractor.

EQUIPMENT FUELING AND LUBRICATING: Mowers and power equipment shall be fueled and lubricated using proper tools and equipment. Any fuel or oil spills are the sole responsibility of the Contractor to clean up and / or remove at the Contractor's expense. Any damage to median plant material by such fuel or oil spills shall be replaced within three (3) days by Contractor at the Contractor's expense.

CONTRACTOR SCHEDULE: Contractor shall submit a calendar schedule of all work, including a fertilizer timetable, specifying fertilizer manufacturer and formulary, to be performed for one (1) year. A copy of the yearly calendar shall be submitted to City's Contract Manager. Contractor shall update schedule on a monthly basis as needed. The use of noise making equipment is restricted to the hours of 7:30 A.M. to 6:30 P.M. Monday through Friday, (unless otherwise approved in writing by the City's Contract Manager).

FREEZE DAMAGE: Any freeze damaged plant material shall have dead growth removed as soon as it is deemed safe by the contractor and staff, by the appropriate means. Typically, after March 15th.

REPLACEMENT OF PLANT MATERIALS: City will be responsible to replace all plant materials that are frozen, stolen, vandalized, or otherwise destroyed by unforeseen or unpreventable circumstances. However, if the City staff determines that the poor condition of plant materials is due to improper

maintenance or irrigation, the Contractor will be responsible for replacing such plant material at the Contractor's sole expense. City shall be notified of plants or areas in distress. These areas need to be evaluated for plan of action and monitored by contractor for actions success. **No dead plant material** will remain in landscape. All replacements shall be done within one (1) week of notification. City staff shall approve all plant replacements, sizes and specifications.

SAFETY CONSIDERATIONS AND MAINTENANCE OF TRAFFIC (MOT): During mowing/maintenance operations, "MOWING" or "CAUTION MOWING OPERATIONS" signs must be placed on or near affected walkways and other traffic areas. All highway equipment used on right-of-ways must be properly signed and equipped with working safety lights. The Contractor is responsible for being in compliance with all FDOT and OSHA rules and regulations at all times. Within DOT right-of-way, Maintenance of Traffic Plan (MOT) shall be prepared and implemented by the Contractor when required. All work shall be performed according to FDOT safety and signage recommendations as outlined in their Utility Accommodation Guide, Document Number 710-020-001-b

EMERGENCY: The Contractor must respond within one (1) hour to emergency calls placed by the City staff. Contractor shall employ all available means to expedite the service applicable to the nature of the emergency.

STORM DAMAGE CLEANUP: The Contractor must fully cooperate with the City in the cleanup of the medians after a storm. Storm damage cleanup must be completed within twenty-four (24) hours after the storm event. A storm is defined as winds of 35 M.P.H. or greater, rain in excess of three (3) inches over a twenty-four (24) hour period or other acts of nature. Provided the Contractor has obtained prior written authorization from the City's Contract Manager, the Contractor shall be reimbursed for the actual documented cost to the Contractor of all required additional labor, overhead and equipment provided by the Contractor in response to the storm event.

ADDITIONAL MAINTENANCE: (Non-emergency): The Contractor is required to complete additional maintenance and/or additional regularly schedule maintenance activities to new site not currently listed within this contract, at the request of City staff. Additional costs will be in accordance with the executed contacts unit costs, or as otherwise negotiated by City staff for additional site maintenance not presently included within this contract.

EXTRAORDINARY OCCURRENCES: It is agreed that in no event shall the City or Contractor be liable or responsible to each other or any other person to perform work herein provided, where such stoppages or delays result from inclement weather, drought or excessive rain, acts of God, fire, or any other cause not within the control of the City and/or the Contractor.

QUALITY OF SERVICE: The direction and supervision of grounds maintenance services shall be by competent and qualified personnel and the Contractor shall devote sufficient personnel, time and attention to the direction and detail of the operation to assure performance satisfactory to the City.

In the event the quality of work performed is not acceptable to the City or the work is not performed when specified, the City will reduce the next payment using the full price as submitted in this bid for the affected site.

SUPERVISION: The Contractor is responsible for all personnel and supervision required performing work in accordance with these specifications. Supervision will be required for all working hours of the contract.

The Contractor and their employees must comply with all City regulations.

The Contractor understands that all planning, coordinating, and implementation of the described services shall be done through personal contact between the Contractor and City staff. Contractor will notify the City staff (via fax, e-mail or in person) when the specified scheduled services are fully completed. This is to allow City staff to inspect for full contract compliance and authorization for scheduled payments. City approved representatives of the Contractor shall be available to meet with the City staff as required to accomplish the City's objectives. All meetings with the City will be at no charge.

CONTACT PERSON: The Contractor shall provide the name and telephone number(s) of an English speaking contact person in case of an emergency.

The Contractor shall provide the name and telephone of an English-speaking representative to meet periodically with City staff.

CONTRACTORS EMPLOYEES: Contractors employees must be bonded. Proof of bonding must be submitted with bid. The City may request the Contractor to provide a list of employees working certain days, hours, or assignments. Such list must be submitted within two (2) hours (unless otherwise indicated) of the City' request and may include Social Security numbers, driver's license numbers, and addresses.

The City reserves the right to accept or reject any employee of the Contractor.

All personnel must be visible as Contractor's employee(s) by uniform and/or badge while on City property. The Contractor's work force shall be neat and clean in appearance and shall wear identification. Identification shall include the employee's name and company name.

SUBCONTRACTOR: The contractor is not permitted to use any subcontractors in performing any services related to these specifications unless the contractor obtains prior written approval from City staff or is approved during the bid process.

Approval by the City does not make the City a party of such subcontract, or subject the City to liability of any kind to any subcontractor. No subcontract will, under any circumstances, relieve the Contractor of their liability and obligation under this Contract; and despite any such subletting; the City shall deal through the Contractor. Subcontractors will be dealt with as employees and representatives of the Contractor, and as such shall be subject to the same requirements as are other employees of the Contractor.

VACATION: Contractor shall not be allowed vacation time as part of this contract.

AWARD: The City reserves the right to award any contract(s) to the bidder(s) which it deems to offer the best overall service; therefore, the City is not bound to award any contract(s) based solely on lowest quoted price. The City also reserves the right to negotiate separately with competing bidders as deemed to be in the City's best interest.

COST ADJUSTMENT: No later than June 1, of each contract year, the Contractor may petition the City through the Contract Manager for a rate adjustment to reflect the change in the cost of doing business, as measured by fluctuations in the Consumer Price Index (CPI), All Urban Customers, published by the U.S. Department of Labor, Bureau of Labor Statistics, for the preceding July 1-June 30 period. The maximum increase for any annual period shall be four (4%) percent which will only apply to the future year, increases will not be retroactive. The adjusted rate, if approved by the City Commission shall take effect on October 1, of the year in which approved.

TAXES: The Contractor is responsible for paying any and all taxes associated with this agreement.

OTHER AGENCIES: Any bidder(s) awarded a contract resulting from this bid is/are given the privilege and is/are required to permit all public and governmental entities in the State of Florida to participate in the contract under the same terms and conditions.

It is understood that at no time will any agency be obligated for placing an order for any other agency. Each agency will only have the authority to obligate itself and will not be held responsible for bills incurred by any other agency. Further, it is understood that each agency will issue its own purchase order(s) or contract to successful bidder(s).

NON-APPRROPIATION OF FUNDS: In the event sufficient budget funds are not available for a new fiscal period, the City shall notify the 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.

PAYMENT PROCEDURES: Payment will be made after satisfactory completion of the work. Each invoice shall be paid by the CITY within thirty (30) days, in accordance with the Florida Prompt Payment Act (Part VII, Chapter 218, *Florida Statutes*). Submit invoices to the CITY's Facilities Maintenance Manager, Public Works Department, 501 N. Orchard Street, Ormond Beach, FL 32174.

Due to such occurrences if the work scheduled is unable to be performed or cancelled, no payments will be let for service(s) not rendered.

TERMINATION OF AGREEMENT: If the Contractor fails to perform the conditions of the agreement as specified and as interpreted by the Contract Manager, the Contract Manager shall provide written notice of such violations. Full payment may be withheld unless the discrepancy is resolved within five (5) calendar days of written notice. If the violations are not corrected to the satisfaction of City staff or reoccur, the City may in its sole discretion immediately terminate the agreement. Termination or cancellation of the agreement will not relieve the Contractor from any contractual obligations to the City.

The City reserves the right to terminate the agreement with or without cause upon one hundred eighty (180) calendar day written notice.

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.

This Agreement may not be terminated by the Contractor.

CITY OF ORMOND BEACH
INVITATION TO BID
GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

SELECTION OF CONTRACTOR, SUBMITTALS AND BID SCHEDULE

PROFESSIONAL QUALIFICATION: Any firm or individual licensed and bonded to perform the landscape maintenance work, having demonstrable professional experience in the project category for a minimum of 10 years and having interest in providing these services to the City of Ormond Beach, is invited to submit a Letter of Interest and Bid. References will be verified and past performance must be found acceptable by City staff.

INFORMATION TO BE SUBMITTED: The Bid package shall consist of the following:

1. One (1) complete original BID including Bid (ITB) form, Addendum Acknowledgement and completed fee schedule..
2. One (1) original letter of interest.
3. Philosophy and general project approach of the firm or individual.
4. Proposed organizational chart, with resumes of the project team. Include subcontractors for consideration, if appropriate.
5. Provide financial information (Balance Sheet and Income Statement) for 2009, 2010, and 2011.
6. Past Experience - Similar contracts. List projects which are similar in scope and size that the proposed firm or individual has been awarded within the past five (5) years including:
   a) Contract name
   b) Address
   c) A brief description of the work
   d) Contract amount
   e) Duration
   f) Name of contact with telephone number
7. List of equipment the bidder possesses.
8. Copy of firm's current Operational Business License renewal.
9. Copy of firm's insurance certificates.
10. Conflict, Non-Conflict of Interest Statement and Litigation Statement
    A list of all lawsuits that the bidder has been a party to in the past five (5) years
11. Drug Free Workplace Certificate

CITY OF ORMOND BEACH
INVITATION TO BID

GROUNDS MAINTENANCE SERVICES – FACILITIES, PARKS & RIGHTS OF WAY
Bid No. 2012-10

The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time as indicated in this Bid Proposal and in full accordance with all requirements as set forth in the Contract Documents.

(a) The Contract Documents, which set forth the terms and conditions of the Agreement, are comprised of the signed Quotation, with all related attachments and addendum (if any), any documentation accompanying the Quote, any post-quotation documentation submitted prior to the Notice of Award, the Certificate of Liability Insurance, the Bonds (when required), the Project Specifications and/or Drawings, the signed Purchase Order, as issued by the OWNER, and any other exhibits identified in the Agreement, together with any modifications issued after the execution of the Agreement.

(b) The Contract Price constitutes the total compensation (subject to authorized adjustments) payable by the OWNER to the CONTRACTOR for performing the Work.

(c) The Contract Time constitutes the number of calendar (consecutive) days allowed for the completion of the Work. The time shall commence on the date set in the Notice to Proceed. The completion date shall not fall on a Saturday or Sunday or on any legal holiday and shall be advanced to the next "business" day.

The Contractor is responsible for furnishing and maintaining all equipment in safe operating condition to perform duties in accordance with these specifications.

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.

HOLD HARMLESS: The City, its agents, employees, and officials, both elected and appointed, shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from, arising out of the agreement, contract or lease unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

The City, its agents, employees, and officials, both elected and appointed shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting there from arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

The City, its agents, employees, and officials, both elected and appointed shall also be held harmless from and against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors and omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

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 (receipt of all of which is hereby acknowledged):

Addendum Date	Addendum Number
4/17/2012	#1

(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) BIDDER accepts all of the terms and conditions of the Contract Documents. This Bid will remain open for 120 days after the day of Bid opening. BIDDER will submit the Contract security bonds (when required) and other documents required by the Contract Documents within ten (10) days after the date of OWNER'S Notice of Award.

(d) 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

(e) BIDDER will complete the Work for the following price(s):

GROUNDS MAINTENANCE - ZONE 1

ITEM #	SITE NAME	ADDRESS	ACREAGE	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Birthplace of Speed Park	21 Ocean Shore Blvd	.68 Acre	39-A	9	$ 5,384.00
2	NE Bridge Approach	John Anderson & Granada Ave.	.05 Acre	16-C	2	$3,402.00
3	Windward Circle	End of Windward Dr.	.01 Acre	11-D	0	$180.00
4	Sundance Trail	1 Block S. of Neptune Dr.	.01 Acre	11-D	0	$180.00
5	Lift Station 6P	350 John Anderson Dr	.18 Acre	16-C	5	$252.00
6	Colonial Circle	Colonial & John Anderson	.07 Acre	16-C	1	$252.00
7	Country Club Med/Ent.	Country Club & N. A1A	.06 Acre	16-C	0	$252.00
8	Standish Water Tank	20 Standish Dr.	.15 Acre	16-C	0	$ 252.00
~~9~~	~~Bellewood Circle~~	~~Bellwood & N. Halifax~~	~~.12 Acre~~	~~16-C~~	~~0~~	~~$252.00~~
10	Ellicott Drive	Ellicott Dr. & N. A1A	.04 Acre	16-C	0	$ 252.00
11	Woodhaven Circle	John Anderson & Woodhaven Dr.	.02 Acre	16-C	1	$ 252.00

GROUNDS MAINTENANCE - ZONE 1 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
12	St. Marks Circle	1 block E. of John Anderson off Halifax Dr.	.02 Acre	16-C	1	$252.00
13	Ted Porter Park	1044 John Anderson	.15 Acre	16-C	3	$504.00
14	Sandcastle Drive Medians	Between John Anderson & A1A	.02 Acre	16-C	0	$252.00
15	Streetscape Granada Blvd.	A1A to N. Orchard - SR40	1 Acre & 5 Medians	39-A	29	$9,219.00
16	Post Office, Beachside	55 E. Granada Blvd	.05 Acre	39-A	1	$2,460.00
17	Fortunato Park	2 John Anderson Dr	2.65 Acre	39-A	12	$13,079.00

GROUNDS MAINTENANCE - ZONE 2

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Fire Station #91 (See attached plan for additional Maintenance Requirements)	364 S Atlantic Ave	1 Acre	39-A	12	$ 8,317.00
2	Tennis Center	38 E. Granada	2.29 Acre	39-A	3	$ 8,191.00
3	The Casements	25 Riverside Dr.	1.71 Acre	39-A	11	$ 6,655.00
4	Rockefeller Gardens/S.E. Bridge Approach	26 Riverside Dr.	3.41 Acre	39-A	10	$ 16,104.00
5	Bosarvey Circle	Bosarvey & S. Halifax Dr.	.03 Acre	16-C	0	$ 252.00
6	Riverside Circle	Off of Riverside Dr.	0 Acre	11-D	0	$ 96.00
7	Ormond Parkway Lift Station 3P & Park	252 Riverside Dr.	.07 Acre	16-C	0	$ 384.00
8	Magnolia & Valencia	Magnolia & S. Halifax Dr.	.01 Acre	16-C	2	$ 252.00
9	Vadner Park	105 Seminole Ave.	.61 Acre	16-C	2	$ 384.00
10	Fluhart Corner	Fluhart & S. Halifax Dr.	0 Acre	11-D	0	$ 96.00

GROUNDS MAINTENANCE - ZONE 2 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
11	Milton Pepper Park	6 Bayberry Ct	.16 Acre	39-A	6	$ 2,460.00
12	Lift Station 2P	605 Riverside Dr.	.0046 Acre	11-D	0	$ 180.00
13	Ponce DeLeon/Benjamin Triangle	Ponce DeLeon & Benjamin Dr. (W)	.002 Acre	16-C	1	$ 252.00
14	Ponce DeLeon/Benjamin Triangle	Ponce DeLeon & Benjamin Dr. (E)	.002 Acre	16-C	0	$ 252.00
15	Marvin Cemetery	106 Marvin Rd	.02 Acre	16-C	0	$ 384.00
16	Lift Station 5P	812 Riverside Dr.	.01 Acre	11-D	0	$ 264.00
17	Ormond Shores Park	201 Ormond Shores Dr.	2 Acre	39-A	6	$ 4,296.00
18	Vining Court	Vining Court	0.15 Acre	0-B	8	$ 9,132.00
19	Ormond Parkway Palms	Ormond Parkway	N/A	0-D	1	$ 180.00
20	Arlington Way Palms	Arlington Way	N/A	0-D	1	$ 180.00

GROUNDS MAINTENANCE - ZONE 2 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
21	Ellinor Village Sign	10 Mulberry Dr. & 63 Byron Ellinor Dr	0.01 Acre	0-C	2	$ 252.00
22	Granada Beach Approach	300 E Granada Blvd.	0.02 Acre	0-A	2	$ 924.00
23	Memorial Gardens	78 E Granada Blvd	N/A	IRRIG. ONLY	14	$ 180.00
24	A1A Medians	A1A	9 Medians	39-A	18	$ 13,727.00
25	Andy Romano Beachfront Park	839 S. Atlantic Ave	3.27 Acre	39-A	15	$ 8,077.00

GROUNDS MAINTENANCE - ZONE 3

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Bailey Riverbridge Gardens NW Bridge Approach	1 N. Beach St.	1.36 Acre	39-A	18	$ 11,372.00
2	New Britain Parking Lot	15 N Washington St.	1.21 Acre	39-A	9	$2,460.00
3	State Road 40	Orchard St. W. to Old Kings Rd.	1.25 Acre	39-A	0	$ 12,797.00
4	N. Beach St. ROW	N. Beach St. & Rosewood/N. Beach & Dix/N. Beach & Lincoln	.19 Acre	16-C	0	$252.00
5	Hernandez & US1	Hernandez & US1	.28 Acre	16-C	0	$ 504.00
6	Wilmette Circle	Off of Wilmette Ave.	.04 Acre	16-C	1	$ 252.00
7	Senior Center	351 Andrews St	.53 Acre	39-A	10	$ 8,994.00
8	Performing Arts Center	399 N. US 1	2.22 Acre	39-A	11	$ 15,363.00
9	Huguenot Park	401 N. Beach St.	.44 Acre	29-B	2	$1,836.00
10	Sanchez Park / Lift Station	329 Sanchez Ave.	1.93 Acre	39-A	2	$7,974.00

GROUNDS MAINTENANCE - ZONE 3 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
11	Woodmere Park	630 N Ridgewood Ave	.27 Acre	16-C	0	$ 504.00
12	Sanchez Gate Coquina Monument	1 Sanchez Ave	.008 Acre	16-C	0	$ 252.00
13	Lift Station 7M	903 N. Beach St.	.01 Acre	16-C	1	$ 252.00
14	Woodmere Entrance / Circle	Woodmere & N. Beach St.	.02 Acre	16-C	0	$ 504.00
15	Parkwood Circle	Parkwood 1 S. of Woodmere Dr.	.01 Acre	16-C	0	$ 252.00
16	Northbrook Dr. Median / Ent.	Northbrook & N. Beach St.	.12 Acre	16-C	1	$ 504.00
17	Santa Lucia Medians	Santa Lucia & N. Beach St.	.08 Acre	16-C	0	$ 504.00
18	Santa Lucia Park	1099 Oak Forest Dr	.20 Acre	16-C	0	$ 252.00
19	Avenue Bonita Medians	Ave. Bonita & N. Beach St.	.03 Acre	16-C	0	$ 504.00

GROUNDS MAINTENANCE - ZONE 3 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
20	Eileen Terrace Median	Eileen Terrace & N. Beach St.	.01 Acre	16-C	0	$ 252.00
21	Avenue La Vista Medians	Ave. LaVista & N. Beach St.	.03 Acre	16-C	0	$ 384.00
22	Carmel Terrace Median	Carmel Terrace & N. Beach St.	.01 Acre	16-C	0	$ 252.00
23	Sharon Terrace Median	Sharon Terrace & N. Beach St.	.01 Acre	16-C	0	$ 252.00
24	Fleet Maintenance Complex	500 N. Orchard St.	2.09 Acre	29-B	2	$ 9,762.00
25	Public Works Complex	501 N. Orchard St.	2.22 Acre	29-B	10	$ 9,276.00
26	Waste Water Plant	550 N. Orchard St.	.92 Acre	29-B	7	$ 4,572.00
27	Water Tank	500 N. Orchard St.	.25 Acre	29-B	3	$ 2,736.00
28	Hospital Gardens	171 Old Kings Rd.	.51 Acre	16-C	2	$ 504.00
29	Shadow Lakes Entrance	Shadow Lakes & Nova Rd.	.09 Acre	29-B	0	$ 912.00

GROUNDS MAINTENANCE - ZONE 3 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
30	Nova Community Park / E. & W. side of Nova Rd. outside of ball field fences	440 N. Nova Rd.	10.12 Acre	39-A	14	$ 23,071.00
31	Lift Stations 8M2 & 8M3	301 & 103 Riverbluff Dr.	.04 Acre	16-C	0	$ 504.00
32	Airport Recreation Complex	1375 Harmony Ave	3 Acre	29-B	8	$ 9,364.00
33	Airport Entrance	730 Airport Rd.	3.77 Acre	39-A	6	$ 3,827.00
34	Business Park Entrance	Airport Rd. at Sunshine Blvd.	.5 Acre	39-A	12	$ 3,684.00
35	Lift Station ABP	14L Sunshine Blvd.	.4 Acre	16-C	2	$ 1,008.00
~~36~~	~~Fire Station #94~~	~~2301 Airport Rd.~~	~~.94 Acre~~	~~29-B~~	~~6~~	~~$ 2,785.00~~
37	Leeway Tank	301 Leeway Trail	1 Acre	16-C	0	$ 1,008.00

GROUNDS MAINTENANCE - ZONE 3 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
38	Breakaway Trail Treatment Plant	35 Breakaway Trail	1 Acre	16-C	0	$ 1,512.00
39	Ormond Towne Square	SE corner of SR40 and Williamson	1 Acre	16-C	0	$ 1,764.00
40	Hidden Hills	SR40 & Hidden Hills Dr.	.01 Acre	16-C	0	$ 252.00
41	Fire Station #93	300 Wilmette Ave	.87 Acre	39-A	5	$ 5,329.00
42	Tank Site	495 N Orchard St	1.35 Acre	39-A	4	$ 3,684.00
43	North Nova Rd Medians	Nova Rd	6 Medians	39-A	6	$ 9,933.00
44	Lakebridge ROW	Lakebridge Dr.	1.35 Acre	29-B	0	$ 2,736.00
45	I-95 Slopes	I-95 & SR-40	1.26 Acre	0-B	12	$ 9,973.00
46	Riverbend Park	775 Airport Rd	1 Acre	29-B	0	$ 1,824.00
47	N US-1 Gateway Sign	1000 N. US Hwy 1	0.01 Acre	29-B	1	$ 912.00
48	US-1 Medians	US Hwy 1	46 Medians	39-A	31	$ 26,917.00

GROUNDS MAINTENANCE - ZONE 3 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
49	SR-40 Medians (Orchard to Old Tomoka)	SR-40	32 Medians	39-A	57	$ 42,702.00
50	Williamson Medians	Williamson Blvd	9 Medians	39-A	5	$ 8,486.00

GROUNDS MAINTENANCE - ZONE 4

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Cassen Riverfront Park / SW Bridge Approach	1 S. Beach St.	1.97 Acre	39-A	12	$ 11,904.00
2.	City Hall / Library	22 S. Beach St.	1.41 Acre	39-A	21	$ 14,841.00
3	Live Oak ROW	Live Oak & Beach St.	.01 Acre	11-D	0	$ 348.00
4	Ames Park	195 S. Beach St.	1.44 Acre	39-A	0	$ 7,030.00
5	Indian Mound Park	196S. Beach St.	.35 Acre	39-A	0	$ 1,848.00
6	Fairview Avenue ROW	Fairview & S. Beach St.	.01 Acre	11-D	0	$ 348.00
7	Division Avenue ROW	Division & S. Beach St.	.01 Acre	11-D	0	$ 348.00
8	Ellsworth Avenue ROW	Ellsworth & S. Beach St.	.01 Acre	11-D	0	$ 348.00
9	Arbor Drive South ROW	Arbor and S. Beach St.	.01 Acre	11-D	0	$ 348.00
10	McAlister Drive ROW	McAlister and S. Beach St.	.01 Acre	11-D	0	$ 348.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
11	Riverview Pump Station	559 S. Beach St.	.01 Acre	11-D	0	$ 180.00
12	Lorillard Place ROW	Lorillard Place & S. Beach St.	.01 Acre	11-D	0	$ 348.00
13	Reynolds Avenue ROW	Reynolds & S. Beach St.	.01 Acre	11-D	0	$ 348.00
14	Lift Station 1M	699 S. Beach St.	.07 Acre	11-D	0	$ 348.00
15	Arroyo ROW	S. Beach St. & Arroyo Pkwy.	.01 Acre	11-D	0	$ 348.00
16	Arryo Fountain	11 Arroyo Pkwy.	.03 Acre	16-C	1	$ 228.00
17	Riviera Park	901 S. Beach St.	6.86 Acre	39-A	12	$ 12,382.00
18	Plaza Triangle	Plaza Grande & S. Beach St.	.01 Acre	16-C	0	$ 252.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
19	Areca Triangle	Buena Vista & Areca	.10 Acre	16-C	0	$ 1,008.00
20	Plaza Grande Medians (2)	95 Plaza Grande	1.12 Acre	16-C	3	$ 1,570.00
21	Alcazar Triangle	Buena Vista & Alcazar	.53 Acre	16-C	0	$ 756.00
22	Seville Triangle	Buena Vista & Seville	.10 Acre	16-C	2	$ 504.00
23	Arroyo Oaks Mini-Park	165 Arroyo Pkwy.	.50 Acre	16-C	0	$ 756.00
24	Big Oak Triangle	Intersection of E. & W. Ridgewood Ave.	.13 Acre	16-C	0	$ 504.00
25	Capri Circle	Capri Cir. E. of S. Ridgewood Ave.	.01 Acre	16-C	0	$ 252.00
26	South Ormond Neighborhood Center	176Division Ave.	3.08 Acre	39-A	18	$ 10,862.00
27	Waldo O Berry Park	192 Central Ave	.25 Acre	39-A	6	$ 3,588.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
28	Washington Streetscape ROW	On Washington St. from Tomoka Ave. to Division Ave.	.75 Acre	29-B	0	$ 2,736.00
29	Corbin Parking Lot	101 Corbin Ave	0.5 Acre Lot .36 Acre	39-A	8	$ 6,144.00
30	Ormond Elementary ROW	ROW on S. Ridgewood Ave. from Granada Blvd. to Tomoka Ave.	.08 Acre	29-B	4	$ 912.00
31	Police Department	170 W Granada Blvd.	2.06 Acre	39-A	29	$ 11,157.00
32	Water Plant	298 Tomoka Ave.	.92 Acre	29-B	1	$ 3,192.00
33	Mary Street Lot	Mary St. & Malaga Ave.	.20 Acre	11-D	0	$ 348.00
34	Central Park (II)	601 Hammock Ln.	4 Acre	39-A	10	$ 8,654.00
35	Central Park (III)(A)	600 Hammock Ln.	5.15 Acre	39-A	10	$ 12,610.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
36	Central Park (III)(B)	601 Division Ave.	5.15 Acre	29-B	0	$ 3,296.00
37	Central Park (IV)	601 Hand Ave.	1 Acre	29-B	0	$ 3,158.00
38	Central Park (I)	601 Fleming Ave	5.50 Acre	39-A	1	$ 11,901.00
39	Lift Station AYO	600 Arroyo Pkwy.	.25 Acre	16-C	2	$ 252.00
40	Stratford Place	All medians in Stratford Pl. off of Hand Ave.	.15 Acre	29-B	2	$ 1,140.00
41	Mooreland Boulevard Medians	Mooreland Blvd. & S. Nova Rd. W. side	.71 Acre	39-A	6	$ 3,684.00
42	Woodlands Boulevard Entrance	Woodlands Blvd. & S. Nova Rd. W. side	.31 Acre	39-A	1	$ 1,848.00
43	Fire Station #92	189 S. Nova Rd.	.67 Acre	29-B	0	$ 1,824.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
44	Woodlands Circle	Woodlands Blvd.	.01 Acre	29-B	1	$ 456.00
45	Butternut Circle	Woodlands Blvd.	.01 Acre	29-B	1	$ 456.00
46	Hamlet Circle	Woodlands Blvd.	.01 Acre	29-B	1	$ 456.00
47	Sugarberry Circle	Woodlands Blvd.	.03 Acre	29-B	1	$ 456.00
48	Red Maple Circle	Woodlands Blvd.	.03 Acre	29-B	1	$ 684.00
49	Sandpiper Circle	Woodlands Blvd.	.03 Acre	29-B	2	$ 456.00
50	Winding Woods Wall	SR40 and Winding Woods E.	.02 Acre	16-C	1	$ 252.00
51	Lift Station 5M	900 W Granada Blvd	.17 Acre	16-C	0	$ 504.00
~~52~~	~~Trails 40 Medians (3) From SR40~~	~~SR40 & S. Forty Trail~~	~~.02 Acre~~	~~16-C~~	~~3~~	~~$ 756.00~~
53	Oakridge Cemetery	170 S. Nova Rd.	1.50 Acre	16-C	0	$ 1,260.00

GROUNDS MAINTENANCE - ZONE 4 (Continued)

ITEM #	SITE NAME	ADDRESS	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
54	South Nova Rd Medians	Nova Rd	18 Medians	39-A	16	$ 19,039.00
55	Division Ave Pond	801 Division Ave.	1.72 Acre	29-B	2	$ 3,060.00
56	South Old Kings Rd Pond	135 South Old Kings Rd	2.28 Acre	29-B	2	$ 3,958.00

MOWING - AREA 1

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	S. Halifax Dr. - Granada S. to Riverbeach Dr. - AVOID 422 S. Halifax	.285 Acre	16-C	0	$ 252.00
2	Willis Dr. and Riverside - 20' ROW by river	.078 Acre	16-C	0	$ 252.00
3	Vining Court - on south side	.216 Acre	16-C	0	$ 252.00
4	Coquina - Lucky Dr. north to Vining Court	.277 Acre	16-C	0	$ 252.00
5	Lucky Dr. - from Bosarvey north to Vining Court	.094 Acre	16-C	0	$ 252.00
6	Seton Trail - From Bosarvey to Seminole	.049 Acre	16-C	0	$ 252.00
7	Bosarvey - Halifax east to A1A	.633 Acre	16-C	0	$ 773.00
8	Seminole - Halifax east to A1A	.916 Acre	16-C	0	$ 893.00
9	Osceola to Oleeta - ROW south east corner	.099 Acre	16-C	0	$ 252.00
10	Byron Ellinor - A1A west behind shopping center	.226 Acre	16-C	0	$ 252.00
11	Fluhart - From S. Halifax west to Pine, south side	.005 Acre	16-C	0	$ 252.00
12	Rockefeller, ROW on river and from sidewalk on north side east to A1A	.533 Acre	16-C	0	$ 504.00

MOWING - AREA 1 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
13	Grandview - SE corner at Rockefeller and north of 503	.037 Acre	16-C	0	$ 252.00
14	Wild Olive - Intersection of Wild Olive and Ormond	.025 Acre	16-C	0	$ 252.00
15	Ormond Shore - Wild Olive west to Pinewood (south)	.029 Acre	16-C	0	$ 252.00
16	Northshore - A1A west to first drive past Pinewood	.101 Acre	16-C	0	$ 252.00
17	Pinewood - Riverbeach south to Northshore around corner	.079 Acre	16-C	0	$ 252.00
18	Palmetto - Marvin north to Benjamin including easement between houses at Palmetto and Benjamin	.099 Acre	16-C	0	$ 252.00
19	Milsap & Marvin - From A1A west including ROW and in front of Marvin Cemetery	.113 Acre	16-C	0	$ 252.00
20	Harvard - Just west of Bennigan's on north side	.025 Acre	16-C	0	$ 252.00

MOWING - AREA 2

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	John Anderson Drive. - Granada to Halifax AVOID 422 S. Halifax	.855 Acre	16-C	0	$ 830.00
2	Sandcastle - SE corner & south side to church lot	.112 Acre	16-C	0	$ 252.00
3	Banyan Drive - ROW at Banyan & Halifax	.679 Acre	16-C	0	$ 710.00
4	Ellicott - At A1A and around wall South side	.03 Acre	16-C	0	$ 252.00
5	Standish - South side east of N. Halifax	.131 Acre	16-C	0	$ 252.00
6	Dianne Drive - East end sides and island	.131 Acre	16-C	0	$ 252.00
7	Amsden - South side west of A1A	.014 Acre	16-C	0	$ 252.00
8	North Halifax - From Banyan Court south to Granada	.117 Acre	16-C	0	$ 252.00
9	Neptune - A1A west to golf course	.029 Acre	16-C	0	$ 252.00
10	Royal Palm - South side west of N. Halifax	.023 Acre	16-C	0	$ 252.00

MOWING - AREA 3

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	S. Beach St. - Tomoka Ave. south to Division	.04 Acre	16-C	0	$ 252.00
2	S. Ridgewood	.97 Acre	16-C	0	$ 1,140.00
3	Tomoka St. - Beach St. west to US1	.155 Acre	16-C	0	$ 252.00
4	Corbin St. - S. Ridgewood west to US1	.109 Acre	16-C	0	$ 252.00
5	Grove St. - Tomoka south to Ellsworth & 1 ROW on Ellsworth	.179 Acre	16-C	0	$ 252.00
6	Arbor Triangles - One near Beach St. - One near S. Ridgewood	.064 Acre	16-C	0	$ 252.00
7	N. Ridgewood from Lincoln to SR40 south to Division	.01 Acre	16-C	0	$ 252.00
8	Midway - Washington west to US1	.112 Acre	16-C	0	$ 252.00
9	Live Oak - S. Ridgewood west to US1	.074 Acre	16-C	0	$ 252.00
10	Central - ROW just east of Grove west to US1 including easement between S. Ridgewood and Washington	.307 Acre	16-C	0	$ 383.00
11	Mound - Beach St. west to US1	.157 Acre	16-C	0	$ 252.00

MOWING - AREA 3 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
12	Fairview - S. Ridgewood west to US1	.29 Acre	16-C	0	$ 252.00
13	Roosevelt - ROW only at Fairview	.017 Acre	16-C	0	$ 252.00
14	Division - Beach St. west to US1	.234 Acre	16-C	0	$ 252.00
15	Bostrom - Division south to Hand	.255 Acre	16-C	0	$ 252.00
16	Fred Gamble - Hand to Fleming west side	.121 Acre	16-C	0	$ 252.00
17	Fleming - S. Ridgewood west to railroad tracks	.083 Acre	16-C	0	$ 252.00
18	Alcazar - At Arroyo SE corner	.049 Acre	16-C	0	$ 252.00
19	Hand Ave. - S. Ridgewood west to US1	.17 Acre	16-C	0	$ 252.00
20	Hand Ave. - Lot behind duplex housing, mow area between wooded area on West side and duplex's back yards on east side.	.21 Acre	16-C	0	$ 383.00

MOWING - AREA 4

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	N. Yonge St. - Hernandez north to Sanchez	4.866 Acre	16-C	0	$ 3,668.00
2	N. Ridgewood - Granada north to Domicilio Ave.	2.267 Acre	16-C	0	$ 2,156.00
3	New Britain - Washington east to Beach St.	.054 Acre	16-C	0	$ 252.00
4	Lincoln - US1 east to Beach St.	.128 Acre	16-C	0	$ 252.00
5	Rosewood - Yonge east to Beach St. including Rosewood at Yonge bus stop	.07 Acre	16-C	0	$ 252.00
6	Kenilworth - US1 east to Beach St. cut back to red wall at NE corner of Kenilworth & Yonge	.151 Acre	16-C	0	$ 252.00
7	Wilmette - US1 east to Beach St.	.156 Acre	16-C	0	$ 252.00
8	Melrose - N. Ridgewood east to Beach St. including in front of 65 Melrose.	.091 Acre	16-C	0	$ 252.00
9	Greenwood - NW corner at N. Ridgewood	.043 Acre	16-C	0	$ 252.00
10	Warwick - East of 23 near Beach St. - SE at corner Yonge	.049 Acre	16-C	0	$ 252.00

MOWING - AREA 4 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
11	Putnam - N. Ridgewood west. Also NW corner at Yonge to end of road	.14 Acre	16-C	0	$ 252.00
12	Cumberland - NW corner at Yonge then west of #140 and south sides / north side at bus stop near Beach St.	.061 Acre	16-C	0	$ 252.00
13	Sanchez - From Sanchez Park to Beach St., also west of 26	.198 Acre	16-C	0	$ 252.00
14	Andrews - Sanchez south to Putnam and SW corner at Putnam using pole as guide to define ROW	.184 Acre	16-C	0	$ 252.00
15	Domicilio - Beach St. west to rock including easement behind rocks	1.32 Acre	16-C	0	$ 1,148.00
16	Northbrook - between Parkside - Parkwood south side	.667 Acre	16-C	0	$ 504.00
17	Sycamore Cir. - West across from #10 east of #55	.075 Acre	16-C	0	$ 252.00
18	Poplar Dr. - Across from 1502 north of 1515 and around Acacia, north of 1523 northside of Poplar Ct. between 1560-1564	.099 Acre	16-C	0	$ 252.00
19	Box Elder - One section of ROW	.002 Acre	16-C	0	$ 252.00

MOWING - AREA 4 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
20	Oak Forest - North of 1201, north-south of 1403 east of 1541	0.61 Acre	16-C	0	$ 504.00
21	N. Beach St. - From Rosewood to Inglesia	1.21 Acre	16-C	0	$ 1,148.00

MOWING - AREA 5

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Perrott Dr. - Granada south to Tomoka	.29 Acre	16-C	0	$ 392.00
2	Tomoka - From Perrot Dr. west to US1	.04 Acre	16-C	0	$ 252.00
3	Midway - From US1 west to end	.022 Acre	16-C	0	$ 252.00
4	Madison - From US1 west to end	.061 Acre	16-C	0	$ 252.00
5	Jefferson - From US1 west to end	.054 Acre	16-C	0	$ 252.00
6	Oleander - From US1 west to end	.081 Acre	16-C	0	$ 252.00
7	Willow - From US1 west to end	.058 Acre	16-C	0	$ 252.00
8	Palm Place - From US1 west to end	.129 Acre	16-C	0	$ 252.00
9	Washington Place - From US1 west to end	.045 Acre	16-C	0	$ 252.00
10	Railroad St. - Water Plant south to Division	.121 Acre	16-C	0	$ 252.00
11	Division St. - From US1 west to Orchard	.026 Acre	16-C	0	$ 252.00
12	Coolidge - Division south to Hand	.37 Acre	16-C	0	$ 392.00

MOWING - AREA 5 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
13	Andalusia - Division south to end, including crossing Hand	.282 Acre	16-C	0	$ 392.00
14	Parque - Division south to end, including crossing Hand	.309 Acre	16-C	0	$ 392.00
15	Center St. - From Hand south to City limit	.221 Acre	16-C	0	$ 252.00
16	Harbour Lights - Hand south to Fleming	.502 Acre	16-C	0	$ 504.00
17	Fleming - Charleston Square west to Nova	.69 Acre	16-C	0	$ 504.00
18	Aston Circle - Undeveloped ROWs	.112 Acre	16-C	0	$ 252.00
19	Park Ridge Subdivision (south of Central Park) - all undeveloped ROWs	.632 Acre	16-C	0	$ 504.00
20	Orchard - Hand Ave. north to Granada	.186 Acre	16-C	0	$ 252.00
21	Tomoka - From railroad tracks west to Granada	.783 Acre	16-C	0	$ 504.00
22	Mary St. & Malaga northeast corner	.183 Acre	16-C	0	$ 252.00
23	Sandy Oaks to 301 between 512 - 516, 519 - 523	.05 Acre	16-C	0	$ 252.00

MOWING - AREA 5 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
24	Hammock Lane - Orchard west to Old Kings Rd. including well field on south side	.576 Acre	16-C	0	$ 504.00
25	Hand Ave. - West of US1 to Nova Rd. including Woodgate Ct.	1.04 Acre	16-C	0	$ 1,008.00
26	Old Tomoka - Off of West 40, both sides	.327 Acre	16-C	0	$ 392.00
27	Mayfield Terrace - East side only	.509 Acre	16-C	0	$ 504.00
28	Magnolia & Midway off of SR40 including ROWs on Magnolia	.118 Acre	16-C	0	$ 252.00
29	Old Kings Rd. - Nova south to Division	1.479 Acre	16-C	0	$ 1008.00
30	Division - From Nova east to Center St.	1.23 Acre	16-C	0	$ 1008.00
	SOUTH SIDE				
31	Arroyo Parkway - 610 east to Center St. - 524 to Orchard - 426 to Santa Fe - 809 west to Nova Rd.	0.165 Acre	16-C	0	$ 252.00
	NORTH SIDE				
32	Arroyo Parkway - Center St. west to 603	0.064 Acre	16-C	0	$ 252.00

MOWING - AREA 5 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
	NORTH SIDE (CONTINUED)				$ 252.00
33	Tennessee Dr.	0.038 Acre	16-C	0	$ 252.00
34	Santa Anna - 631 to 619 Arroyo Pkwy. (phone boxes)	0.014 Acre	16-C	0	$ 252.00
35	Garden Lane (east side) 707 to 721	0.022 Acre	16-C	0	$ 252.00
36	Garden Lane (west side) to Calle Grande	0.071 Acre	16-C	0	$ 252.00
37	Orchard Ave. (east side) 749 - 739	0.031 Acre	16-C	0	$ 252.00
38	Orchard Ave. (west side) Arroyo Pkwy. to 712	0.033 Acre	16-C	0	$ 252.00
39	Sante Fe (east side) Calle Grande to 764, 745 to 717, 718 to Arroyo Pkwy., 615 to dead end	0.227 Acre	16-C	0	$ 252.00
40	Woodland Blvd. (south side) across the street	0.017 Acre	16-C	0	$ 252.00
41	Woodland Blvd. (north side) entrance to #4, Sugarberry Cir. to #54	0.192 Acre	16-C	0	$ 252.00
42	Sandpiper Cir., Woodland Blvd. to #37	0.021 Acre	16-C	0	$ 252.00

MOWING - AREA 5 (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
	NORTH SIDE (CONTINUED)				
43	Military Blvd. between Fernway Dr., Gallaten also southeast corner up to 1290 Fernway between 314 and 382	0.067 Acre	16-C	0	$ 252.00
44	Scottsdale, cul-de-sac between Military and woods	0.096 Acre	16-C	0	$ 252.00
45	Moreland Blvd., Nova (west) to Forest Hills Blvd.	0.289 Acre	16-C	0	$ 252.00
46	Forest Hills Blvd. vacant lot at Vanderbile (east side) near corner	0.20 Acre	16-C	0	$ 252.00

MOWING - AREA 6A

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Lincoln - Orchard east to US1	.78 Acre	16-C	0	$ 504.00
2	Thompson Creek - Lincoln south to Granada	.166 Acre	16-C	0	$ 252.00
3	Ford St. - From Lincoln north to end	.059 Acre	16-C	0	$ 252.00
4	White St. - Lincoln south to Granada	.20 Acre	16-C	0	$ 252.00
5	Orchard - From Granada to Wasterwater Plant	.976 Acre	16-C	0	$ 756.00
6	Sterthaus - Orchard west to hospital area	1.21 Acre	16-C	0	$ 1,208.00
7	Center St. - Sterthaus north to Wilmette	2.27 Acre	16-C	0	$ 1,712.00
8	Wilmette - US1 to Willow Pond	.485 Acre	16-C	0	$ 504.00
9	Lakebridge - Wilmette south to Shadow Lake	.124 Acre	16-C	0	$ 252.00
10	Memorial Circle - West side up to hospital	.038 Acre	16-C	0	$ 252.00

MOWING - AREA 6A (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
11	Tomoka Oaks (inside) a. North of 35 N. St. Andrews b. North of 61 N. St. Andrews c. Across from 75 N. St. Andrews d. Bay Hill - N. St. Andrews Corner e. Across from Tomoka View & N. St. Andrews f. Eagle Court - Across from #14 g. Sherwood Dr. off Eagle Dr. between #7 & #11 Riverbluff Dr., across from Lauren Court (west from 124 Riverbluff south around corner onto Lajolla Court and south of 124 on west side)	.319 Acre	1 6-C	0	$ 252.00
12	Hidden Hills at SR40 south to lift station	.448 Acre	16-C	0	$ 504.00
13	Old Tomoka from Hidden Hills to SR40	.182 Acre	16-C	0	$ 252.00
14	Sandpiper Lane next #45 mailbox	.009 Acre	16-C	0	$ 252.00
15	Hidden Hills Dr. - All undeveloped areas of ROWs	.224 Acre	16-C	0	$ 252.00
16	Raintree Lane by #15 only	.01 Acre	16-C	0	$ 252.00
17	Spanish Oak Lane	.11 Acre	16-C	0	$ 252.00
18	Golden Oak Lane	.026 Acre	16-C	0	$ 252.00
19	Heritage Cir. - Undeveloped lots only	.337 Acre	16-C	0	$ 252.00

MOWING - AREA 6A (Continued)

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
20	Sagebrush and South Forty Trail - SW corner and ROW going west on Sagebrush	.084 Acre	16-C	0	$ 252.00
21	Clyde Morris Blvd. - South Forty Trail south to the Falls - west side	.473 Acre	16-C	0	$ 504.00

MOWING - AREA 6B

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Airport Rd. - Sides and medians from US1 to last median (Bear Creek)	3.39 Acre	16-C	0	$ 1,368.00
2	Hull Rd. - US1 to inside complex where dirt road begins.	2.01 Acre	29-B	0	$ 2,352.00
3	Airport Business Park , Sunshine Blvd., Aviator Way, Signal Ave., East & West Tower Circle	11.39 Acre	16-C	0	$ 4,596.00
4	Airport - Mow all turf areas in airport around runways & fairways	15.76 Acre	16-C	0	$ 5,292.00
5	Nova Rd. Landfill - Mow all turf	24.1 Acre	16-C	0	$ 8,100.00
6	Airport Rd. west of Tymber Creek to Fire Station #94	8.65 Acre	16-C	0	$ 4,120.00
7	Pineland Trail from Ormond Green Blvd. to City limit sign	7.73 Acre	16-C	0	$ 3,220.00

MOWING - AREA 7A

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	A1A North Sides - Granada north to Plaza Dr.	3.02 Acre	29-B	0	$ 5,095.00
2	A1A South Sides - Granada south to City limit sign	2.4 Acre	39-A	0	$ 4,908.00
3	US1 North - Granada to Melrose	.509 Acre	16-C	0	$ 504.00
4	US1 South - Sides Granada to City limits Arragon	2.2 Acre	16-C	0	$ 1,512.00

MOWING - AREA 7B

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	Granada Blvd. - Orchard west to Nova	0.35 Acre	29-B	0	$ 912.00
2	SR40 - West of Nova to I-95 overpass	1.11 Acre	16-C	0	$ 1,403.00
3	South Nova Rd. - Granada south to Golf	0.01 Acre	29-B	0	$ 456.00
4	North Nova Rd. - Granada north to US1	0.19 Acre	29-B	0	$ 456.00

Right-of-Way Mowing Services for State Roads

ITEM #	SITE NAME	ACREAGE OR # OF MEDIANS	# OF MOWINGS - CLASS	# OF IRRIG. ZONES	TOTAL COST
1	**U.S. 1 R.O.W.** - Start east side, North of Melrose Ave. to curve at I-95 interchange	6.1	11-D	0	$ 1,536.00
2	**U.S. 1 R.O.W.** - Start west side at I-95 interchange, to Wilmette Ave.	6.2	11-D	0	$ 1,560.00
3	**S. R. 40 R.O.W.** - West (N. & S. sides) from I-95 interchange to Buckskin Ln.	12	11-D	0	$ 2,772.00

CURB EDGING

ITEM #	SITE NAME	MILES	# OF EDGINGS	# OF IRRIG. ZONES	TOTAL COST
1	SR40 - Orchard west to Nova Rd. - Curbline for medians & sides of road	4.6	3	0	$ 456.00
2	SR40 - Nova Rd. west to I-95 - Curbline for medians & sides of road	7.1	3	0	$ 708.00
3	US1 - Dix south to City limits - sides of road curbline	3.4	3	0	$ 336.00
4	A1A - Just north of Granada Blvd. south to City limits - Curbline for medians & sides of road - 5 miles	5	3	0	$ 504.00
5	Vining Ct. & Coquina Ct. - Corner of Vining Ct. & Coquina down to Lucky Dr. - all curbs in that area	.2	3	0	$ 74.00
6	Thompson Creek - Lincoln south to Granada Blvd. - Curbline on sides of road	.1	3	0	$ 59.00
7	Old Kings Rd. - Granada Blvd. south to Division - Curbline on sides of road	1.4	3	0	$ 144.00
8	Airport Business Park - Entire Park curbline on sides of road	2.6	3	0	$ 264.00

GUARD RAILS

ITEM #	SITE NAME	FEET	# OF APPLICATIONS	# OF IRRIG. ZONES	TOTAL COST
	D.O.T. US1 / SR40				$_____
1	North of Melrose on east side	309	3	0	$ 72.00
2	North of Melrose on east side	150	3	0	$ 36.00
3	South side of bridge at Tomoka River	385	3	0	$ 96.00
4	North side of bridge at Tomoka River	795	3	0	$ 192.00
	SR40				
1	Tomoka River Bridge - west past I-95 overpass, all 4 sides	308	3	0	$ 72.00
2	West of Tymber Creek	894	3	0	$ 228.00
3	West of Tymber Creek - south side only	328	3	0	$ 84.00
	IN CITY				
1	Hand Ave. - east of Nova Rd. on north side	27	3	0	$ 58.00
2	Airport Rd.. - west of US1, north and south side	283	3	0	$ 72.00

GUARD RAILS (Continued)

ITEM #	SITE NAME	FEET	# OF APPLICATIONS	# OF IRRIG. ZONES	TOTAL COST
	IN CITY (CONTINUED)				
3	Sterthaus Dr. - west of Orchard - cement rail both sides	20	3	0	$ 58.00

BLOWING ONLY

See Attached Central Park Trails Map

ITEM #	SITE NAME	Feet	# OF BLOWINGS	# OF IRRIG. ZONES	TOTAL COST
1	Central Park – Division to Hammock Trails	1,320 LF	3	0	$ 65.00
2	Central Park – Division to Dead End Trail	300 LF	3	0	$ 48.00
3	Central Park – Hand & Division Parking Lots	10,000 SF	3	0	$ 240.00
4	Central Park – Hand to Division and Lime Rock Trail (3 segments)	3,400 LF	3	0	$ 144.00

Part 1 - Base Bid Schedule

Item No.	Description	Location	Unit	Total Estimated Price
1.	Ground Maintenance & Mowing Services	Zone 1	LS	$ 36,676.00
		Zone 2	LS	$ 81,471.00
		Zone 3	LS	$ 255,509.00
		Zone 4	LS	$ 176,594.00
2.	Mowing & Maintenance Services	Area 1	LS	$ 6,454.00
		Area 2	LS	$ 3,556.00
		Area 3	LS	$ 6,190.00
		Area 4	LS	$ 12,908.00
		Area 5	LS	$ 16,072.00
		Area 6A	LS	$ 9,220.00
		Area 6B	LS	$ 29,048.00
		Area 7A	LS	$ 12,019.00
		Area 7B	LS	$ 3,227.00
3.	Right of Way Mowing & Maintenance Services	State Roads	LS	$ 5,868.00
4.	Curb Edging	City Wide	LS	$ 2,545.00
5.	Guardrails	City Wide	LS	$ 968.00
6.	Blowing	Central Park	LS	$ 497.00
7.	Annuals (4" pots) Furnish, Delivered and Installed	City Wide (7,500 x 4 times)	LS	$ 41,400.00
8.	Mulch Top-Dressing City Wide Furnish, Delivered and Installed	3,000 Cubic Yards Unit Price $ 35.00		$ 105,000.00
9.	Playground Safe Mulch Furnish, Delivered and Installed	300 Cubic Yards Unit Price $ 40.00 CY		$ 12,000.00
10.	Balanced Fertilizer Trees, Shrubs and Groundcover Furnish, Delivered and Installed	80,000 lbs Unit Price $ .61 lbs		$ 48,800.00
TOTAL PART 1 (BASE BID)				$ 866,022.00 (Figures)

Eight hundred sixty-six thousand, twenty-two dollars and zero cents
(Words)

Part 2 – Additive Alternate – Amount to be added to the total Base Bid .

Item No.	Description	Location	Quant.	Unit Price	Total Estimated Price
1A.	Date Palm Pruning - Spring (Remove dead fronds & seed pods)	City Wide	220	$15.00 EA	$ 3,300.00
2A.	Date Palm Pruning - Fall (Remove dead fronds & seed pods)	City Wide	220	$15.00 EA	$ 3,300.00
3A.	Mexican Fan Palm Pruning (Remove dead fronds & seed pods)	City Wide	80	$20.00 EA	$ 1,600.00
4A.	Cabbage Palm Pruning (Remove dead fronds & seed pods)	City Wide	500	$15.00 EA	$ 7,500.00
5A.	Monthly Irrigation Zone Testing (Monthly Wet Testing and Adjustments)	City Wide	7,380 (615 x 12 months 7,380 zones per year)	$10.00 EA	$ 73,800.00
6A.	Irrigation Repairs - Labor (Beginning at Point of Connection to Nozzles including Controller)	City Wide	4,000hrs	$30.00 Hr.	$ 120,000.00
7A.	Irrigation Repairs - Materials (Beginning at Point of Connection to Nozzles including Controller)	City Wide	$15,000 X 12.5 %		$ 1,875.00

CITY OF ORMOND BEACH, FLORIDA

CONFLICT, NON-CONFLICT OF INTEREST STATEMENT
LITIGATION STATEMENT

[X] 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.

[X] 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.

[ ] The undersigned firm has had no litigation on any project in the last five (5) years.

[X] The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation during the past five (5) years.

Austin Outdoor, LLC
COMPANY NAME

AUTHORIZED SIGNATURE

William M Dellecker
NAME (PRINT OR TYPE)

President
TITLE

4/23/2012
DATE

Litigation Information

Austin Outdoor, LLC v. Bella Harbor, LLC and VCI Construction, LLC	2008-CA-000970	Flagler County, FL Circuit Court	Austin had a subcontract with VCI Construction to provide landscaping under a contract between VCI and Bella Harbor, owner of the condominium project. VCI and Bella Harbor have common ownership. Austin has not been paid $119,297.80 of the contract amount. Austin has filed suit to foreclose its construction lien.	$ 119,297.80	Chiumento & Guntharp, P.A.

CITY OF ORMOND BEACH, FLORIDA

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.

Austin Outdoor
Company Name

Authorized Signature

William M Dellecker
Print Name

President
Title

DRUG-FREE WORKPLACE CERTIFICATION

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7) 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.

8) 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.

9) 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).

10) 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.

11) 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.

12) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

Austin Outdoor
Company Name

Authorized Signature
William M Dellecker
Print Name
President
Title

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.

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:_____

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 <u>eligible</u> 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 <u>must be submitted with your bonafide BID package</u>. 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: _____
(Authorized Signature)

Insurance Requirements

[From Ormond Beach Code of Ordinances establishing minimum requirements for risk management, commercial general liability insurance, and comprehensive general liability insurance, as amended by Resolution No. 2011-116 (8/16/11)]:

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 the following, or substantially similar, provisions:

1. Hold Harmless

(a) General

The City, its agents, employees, and officials, both elected and appointed, shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom, arising out of the agreement, contract or lease unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

(b) Professional Services Contracts

The City, its agents, employees, and officials, both elected and appointed shall be held harmless from and against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use resulting therefrom arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

The City, its agents, employees, and officials, both elected and appointed shall also be held harmless from and against all claims for financial loss with respect to the provision of or failure to provide professional or other services resulting in professional, malpractice, or errors and omissions liability arising out of performance of the agreement or contract, unless such claims are a result of the City's sole negligence, as determined by the final arbiter of such claim.

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 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 88, or its successor form, including but not limited to the following coverage (any deviation shall be noted on the Certificates of Insurance):

a. Premises and 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 than the following amounts for all tiers of Contractors and Subcontractors:

Contract Value	Limits (not less than)
0 - $25,000	$300,000 Each Occurrence $300,000 General Aggregate*

	$300,000 Aggregate Products & Completed Operations $ 25,000 Fire Damage (any one fire)
$25,001 - $250,000	$500,000 Each Occurrence $1 Million General Aggregate* $1 Million Aggregate Products & Completed Operations $ 50,000 Fire Damage (any one fire)
$250,001 - $3,000,000	$1 Million Each Occurrence $1 Million General Aggregate* $1 Million Aggregate Products & Completed Operations $ 50,000 Fire Damage (any one fire)
$3,000,001 & over	20% of the Value of the Contract [Minimum $1 Million Each Occurrence/$2 Million General Aggregate]

* 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 for the operation, use, maintenance, loading or unloading of automobiles - ISO Symbol 1 (Any Auto) or alternatively a combination of Symbol 2 (Owned Autos), Symbol 8 (Hired Autos), and Symbol 9 (Non-Owned Autos).

Contract Value	Limits (not less than)
0 - $25,000	$300,000 Combined Single Limit
$25,001 - $250,000	$500,000 Combined Single Limit
$250,001 and over	$1 Million Combined Single Limit

(d) Excess Liability

For Contracts of $250,000 or more, and 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 for occurrences insured in this Excess Policy not to exceed $25,000 and a minimum limit of $1 Million.

(e) 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 form 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 carriers; 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 and Automobile Liability policies of insurance and certificates thereof.

VIII. TERMS AND CONDITIONS

A. 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.

B. 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.

C. In accordance with federal, State, and local regulations, the firm shall not discriminate under the contract against any person.

D. The firm shall not assign or transfer any interest in the contract without prior approval of the City Commission.

E. The City reserves the right to terminate the contract at any time.

F. 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.

G. Submittals should include a copy of firm's insurance certificate, Conflict, Non-Conflict of Interest Statement/Litigation Statement, and Drug Free Workplace Certificate.

City of Ormond Beach

REGISTRATION REQUIREMENTS FOR VENDOR/CONTRACTOR WORKING ON CITY PROJECTS

Registration Requirements

VENDOR'S doing business within the City Limits must be registered with the City. Requirements for registering a business are as follows:

Copy of City Business Tax Receipt (where your business is located).
Certificate of Insurance showing General Liability and Workers' Comp (or State Workers' Comp Exemption form).
Application Fee: $25.00 For more information, contact the City's Business Tax Receipt official.

State Certified/Registered Contractors

All registered contractors must be registered with Volusia County. Volusia County Contractor Licensing, 123 W. Indiana Ave., Rm 203, Deland, Fl. 32720 (386) 736-5957 Opt. 2 –(386) 740-5215 Fax. Certified Contractors have the option of registering with Volusia County, or providing information directly to the business tax receipt official.

If you have any questions regarding the above requirements, please contact the business tax receipt official at (386) 676-3234.

END OF BID

Amendment to Contract
No. 1-2015

CONTRACT: Grounds Maintenance Services

Date Issued: October 1, 2012

CITY OF ORMOND BEACH
22 South Beach St
Ormond Beach, FL 32174

CONTRACTOR
Austin Outdoor, LLC
PO Box 849
Bunnell, FL 32110

You are directed to make the following changes to the Contract Documents:

Increase ____ the Contract Price from $ 1,225,693.66 to $ 1,262,340.66

Original Contract Price: $1,092,387.00

Adjustments prior to this amendment: $133,306.66

Purpose of Amendment Additional staff-approved grounds maintenance sites and services as follows:

Red Maple ROW	$ 456.00
Hull Road ROW	$ 252.00
Clyde Morris Median, ROW	$ 1,068.00
Plaza Grande Median	$ 1,649.00
Magic Forest Playground – ADA mulch	$ 7,200.00
Granada Medians I-95 West	
Mowing	$14,676.00
Detailing	$ 3,612.00
Additional Services – Reclinata pruning	$ 6,252.00
Cardinal Beach Approach – landscape detail	$ 1,482.00
Total Amendment to Contract	**$36,647.00**

Contract Price with all adjustments: $1,262,340.66

CITY OF ORMOND BEACH

RECOMMENDED:
By: _____
Robert Carolin
Leisure Services Director

APPROVED:
_____
Ed Kelley
Mayor

ATTEST: _____
Joyce A. Shanahan
City Manager

APPROVED:
_____
Austin Outdoors, LLC

President
Title

William M. Dellecker
Printed Name

AMENDMENT TO AGREEMENT

THIS AMENDMENT TO AGREEMENT FOR GROUNDS MAINTENANCE SERVICES is made and entered into by and between the **City of Ormond Beach, Florida** (hereinafter referred to as "City"), and **Austin Outdoor, LLC d/b/a Yellowstone Landscape**, (hereinafter referred to as "Contractor") for the purposes stated herein, as follows:

WHEREAS, the City and Austin Outdoor, LLC are parties to an Agreement for grounds maintenance services having an effective date of October 1, 2012, and

WHEREAS, the City and Austin Outdoor, LLC desire to amend the subject Agreement for the limited purpose of acknowledging the new corporate name under which the Contractor will provide grounds maintenance services for the City; now therefore,

1. The introductory paragraph of that certain Agreement between the City and Austin Outdoor, LLC is hereby amended to read as follows:

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 **Austin Outdoor, LLC d/b/a Yellowstone Landscape**, 3235 North State Street, Bunnell, FL 32110 ("Contractor"), 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:

2. All other terms and conditions of the subject Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this amendment to be executed by the undersigned officials as of the date listed below.

DATED: Nov. 17, 2015.

CITY OF ORMOND BEACH, FLORIDA

BY: Ed Kelley
Ed Kelley, Mayor

ATTEST: Joyce Shanahan
Joyce A. Shanahan, City Manager

DATED: _____, 2015.

AUSTIN OUTDOOR, LLC
d/b/a YELLOWSTONE LANDSCAPE

BY: _____
Name: William M. Gabbedon
Title: Exec V.P.

ATTEST: _____
Name: _____
Title: _____

S:\Legal\CINDY\Contracts\Austin Outdoor (grounds maint) name change to Yellowstone (P15-0204G).docx

Amendment to Contract
No. 1-2016

CONTRACT: Grounds Maintenance Services

Date Issued: October 1, 2012

CITY OF ORMOND BEACH
22 South Beach St
Ormond Beach, FL 32174

CONTRACTOR
Yellowstone Landscape
PO Box 846
Bunnell, FL 32110

You are directed to make the following changes to the Contract Documents:

Increase the Contract Price from $ 1,287,678.00 to $ 1,426,733.20

Original Contract Price: $1,092,387.00

Adjustments prior to this amendment: $ 195,291.00

Purpose of Amendment Additional staff-approved grounds maintenance sites and services as follows:

Water Dept. Well Site Maintenance	$ 6,930.00
Wilmette Ave. Tree Maint. (44 new trees)	$ 1,360.00
Nova Community Park Sidewalks (Edge, Blow)	$ 1,404.00
Airport Runways/Taxiways Herbicide May/Oct.	$ 13,280.00
I-95 & US1 Interchange & Medians from Wilmette to 2nd Traffic Light North of I-95	$ 59,950.00
Granada Medians I-95 West (Mow, Detail, Mulch)	$ 13,872.00
140 Downtown Medjools 2016 – 2 Prunings/year	$ 11,900.00
I95 Interchange Annuals – Quarterly Rotation	$ 4,471.20
Nova Skate Park 60yds ADA Mulch Annually	$ 2,400.00
Marvin Cemetery Increase Service Level to 29B from 16C	$ 312.00
Environmental Discovery Center Grounds Maintenance	$ 23,176.00
Total Amendment to Contract	$139,055.20

Contract Price with all adjustments: $1,426,733.20

CITY OF ORMOND BEACH

RECOMMENDED:
By: Robert Carolin
Robert Carolin
Leisure Services Director

APPROVED:
Ed Kelley
Ed Kelley
Mayor

APPROVED:
Yellowstone Landscape

ATTEST: Joyce Shanahan
Joyce A. Shanahan
City Manager

Executive V.P.
Title

William M. DeHeeden
Printed Name

Amendment to Contract
No. 1-2017

CONTRACT: Grounds Maintenance Services

Date Issued: October 1, 2012

CITY OF ORMOND BEACH
22 South Beach St
Ormond Beach, FL 32174

CONTRACTOR
Yellowstone Landscape
PO Box 846
Bunnell, FL 32110

You are directed to make the following changes to the Contract Documents:

Increase the Contract Price from $ 1,441,000.53 to $ 1,450,096.03

Original Contract Price: $1,092,387.00

Adjustments prior to this amendment: $ 348,613.53

Purpose of Amendment Additional staff-approved grounds maintenance sites and services as follows:

Renovated Hospital Gardens increase service levels to 29B from 16C	$ 931.50
Lincoln Parking Lot	$ 1,885.00
Lincoln Park	$ 4,524.00
Water Dept. Oak Forest Lift Station	$ 1,131.00
Hernandez ROW outfall extension	$ 624.00
Total Amendment to Contract	$ 9,095.50

Contract Price with all adjustments: $1,450,096.03

CITY OF ORMOND BEACH

RECOMMENDED:
By: _____
Robert Carolin
Leisure Services Director

APPROVED:
_____
Bill Partington
Mayor

ATTEST: _____
Joyce A. Shanahan
City Manager

APPROVED:
_____
Yellowstone Landscape

VICE PRESIDENT
Title

AL LALONDE
Printed Name

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.L

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	**Res./Ord. No:**	
Strategic Goal:	Quality of Life - Other		
Department:	Leisure Services		
Subject:	Riverside Road Closures FY 2024-25		

Summary:

This is a request for the City Commission to authorize the closure of Riverside Drive for various events in Fiscal Year 2024-2025. Closing Riverside Drive requires City Commission approval.

For the past several years, Riverside Drive has been closed for pedestrian safety for various community events. The following schedule is requested.

2024		
Ormond Beach's National Night Out	Oct 1	8:00 a.m. - 11:00 p.m.
Movies on the Halifax- Realty Pros Truck or Treat	Oct 4	3:00 p.m. - 12:00 a.m.
MS Society Bike Event	Oct 5 & 6	12:00 a.m. - 8:00 p.m.
Halloween	Oct 31	5:00 p.m. - 11:00 p.m.
Riverfest – Ormond Mainstreet	Nov 15-17	8:00 a.m.- 11:00 p.m.
Gaslight Parade	Nov 29	5:00 p.m. - 8:00 p.m.
Christmas Gala – The Casements Guild	Dec 6-8	11:00 a.m. - 5:00 p.m.

Holiday's at The Casements	Dec 19	4:00 p.m. - 10:00 p.m.
2025		
Taste of Ormond - Ormond MainStreet	March 2	8:00 a.m. - 10:00 p.m.
Tomoka Marathon	March 22	4:00 a.m. - 4:00 p.m.
Celtic Festival - Ormond MainStreet	April 11-13	8:00 a.m. - 11:00 p.m.
Art in the Park	May 2-4	9:00 a.m. - 9:00 p.m.
Craft Beer Festival - Ormond Rotary	May 17	7:00 a.m. - 10:00 p.m.
Memorial Day Rehearsal	May 24	6:00 a.m. - 2:00 p.m.
Memorial Day Remembrance	May 26	6:00 a.m. - 2:00 p.m.
Independence Day Celebration	July 4	8:00 a.m. - 12:00 a.m. (midnight)
Ormond LIVE!	Sept 27 & 28	6:00 a.m. - 5:00 p.m.

The City Commission is not required to approve the closing of other streets; however, **Beach Street** will be closed as follows:

Independence Day	Between Granada Blvd & Tomoka Ave July 4, 2025, Noon-10:00 p.m. Between Granada Blvd & New Britain Ave July 4, 2025, Noon-10:00 p.m.
Home for the Holidays Parade	Between Granada Blvd & Tomoka Ave Saturday, December 14, 2024 from Noon-10:00 p.m.

Financial Impact:	None
Citizen Impact:	Residents will continue to enjoy special events safely by having these roads temporarily closed.
Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends approval to closing of 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 7/30/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 8.M

Section:	CONSENT AGENDA		
Item Category:	Consent - Disposition Item	**Res./Ord. No:**	
Strategic Goal:	Quality of Life - Other		
Department:	Finance - Grants		
Subject:	CDBG Applications for Excess Funding and New Funding Opportunity		
Summary:	On July 24, 2024, staff received notice from Volusia County Community Assistance that it would be accepting applications for Community Development Block Grant (CDBG) eligible capital improvement projects utilizing the FY 2024-2025 countywide allocation and previously unallocated funds. The total amount of funding available countywide is $1,400,000 and projects must be used to serve low-moderate income communities. All project requests must have an estimated cost of at least $75,000 and have the ability to be completed within 12 months. Applications are due no later than Friday, September 6, at 2:00 PM. At its regular meeting held on July 18, the Neighborhood Improvement Advisory Board (NIAB) decided to hold an additional meeting on August 8 to discuss the use of excess funding from prior years' completed projects. Since the new grant opportunity became available just before the August 8 meeting, the Board also discussed potential projects that could be submitted for funding. Staff's recommendation below incorporates two projects identified by the NIAB, and an additional sidewalk improvement project in the Forest Hills subdivision that promotes pedestrian safety and walkability to Tomoka Oaks Elementary School along the newly constructed Forest Hills Trail. **EXCESS FUNDING**: A new project application submitted requesting excess funding in the amount of $26,246 from FY 2022-2023 for the completed North Ridgewood Avenue Sidewalk project to be used to construct an ADA compliant sidewalk on the north side of Division Avenue from South Ridgewood Avenue to Bostrom Lane. **NEW FUNDING OPPORTUNITY**: Submit applications for funding consideration in priority order.		

	1. Forest Hills Blvd. and Vanderbilt Drive ADA compliant sidewalks - $370,000. For CDBG FY 2024-2025, a CDBG application is pending approval for ADA compliant sidewalks along Military Blvd. This project would complete the outer loop of the neighborhood with new ADA compliant sidewalks. 2. Scottsdale Drive and Fernway Drive ADA compliant sidewalks - $300,000. This project would provide new ADA compliant sidewalks to two east/west streets in the central part of the Forest Hills subdivision and would connect them to Forest Hills Blvd. and Military Blvd. 3. Central Park (Division Avenue, north side) Wood Boardwalks and Concrete Trail - $364,000. This project would install an 8-foot wide wood boardwalk through the woods near the Environmental Discovery Center (EDC) and line up with the existing boardwalk system on the south side of Division Avenue. It would also install an ADA compliant 8-foot wide concrete trail on the northside of the retention pond near the EDC and connect to the existing sidewalk system at the EDC.
Financial Impact:	There is no budget impact. CDBG funded activities are reimbursable from the Department of Housing and Urban Development (HUD) via Volusia County.
Citizen Impact:	The projects recommended will benefit citizens located within the City's CDBG priority areas, those living adjacent to the CDBG priority areas, and visitors to Ormond Beach.
Recommended Action (Staff, Advisory Board and/or Other):	Staff requests permission to submit the applications as outlined above, and any awards offered will be scheduled for an upcoming City Commission agenda.
Staff Contact:	Loretta Moisio, Grants Coordinator, (386) 676-3315
Attachments:	1. CDBG funds available for eligible capital projects 2. FY 2024.25 CDBG Funding Application Instructions 3. FY 24.25 CDBG Capital Improvement Application 4. DRAFT NIAB 08082024
Approval:	Kelly McGuire, Finance Director 8/19/2024 Shawn Finley, Assistant City Manager 8/22/2024 Joyce Shanahan, City Manager 8/26/2024

From: CDBG
To: Undisclosed recipients
Subject: CDBG funds available for eligible capital projects
Date: Wednesday, July 24, 2024 2:50:53 PM
Attachments: image001.jpg
FY 24.25 CDBG Capital Improvement Application.docx
FY 2024.25 CDBG Funding Application Instructions.pdf

[External Email-Use Caution] - OB/IT Helpdesk

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good afternoon,

Volusia County's Community Assistance Division receives Community Development Block Grant (CDBG) funding annually through the U.S. Department of Housing and Urban Development. Utilizing the FY 2024/25 countywide allocation and previously unallocated funds, the division will be accepting applications for eligible capital improvement projects. Applications may be submitted by non-profit agencies, local municipalities, and Volusia County internal departments/divisions.

The funds include $1,400,000 for eligible projects directed toward neighborhood revitalization and improved community facilities. Funds must be used to serve clients or groups that are presumed to be low- or moderate-income. Proposed projects must be eligible under CDBG as described in 24 CFR Part 570. Projects that are shovel ready or have the ability to be completed within 12 months will be prioritized. Projects must have an estimated cost of at least $75,000.

These funds may not be used for projects within the city limits of Daytona Beach, Port Orange and Deltona because these municipalities are eligible to receive their own Community Development Block Grant allocation.

For more information about eligible uses or to request an application, contact Eva Colee at 386-736-5955 ext. 15593 or ecolee@volusia.org. **Applications will be accepted until 2 p.m. Friday, September 6, 2024.** Late applications will not be accepted.

Volusia County
Community Assistance
(386) 736-5955
121 W. Rich Avenue
DeLand, Florida 32720

County of Volusia

FY 2024/25 Community Development Block Grant (CDBG) Program

Capital Projects Funding Application Instructions and Guidance

Contents

I. CDBG Program Overview 1

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III. Eligible Activities 4

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VII. CDBG Program Additional Resources 15

I. CDBG Program Overview

The Community Development Block Grant (CDBG) Program is authorized under Title 1 of the Housing and Community Development Act (HCDA) of 1974, as amended. CDBG grew out of the consolidation of several categorical programs under which communities competed nationally for funds.

The primary objective of Title I of the HCDA, as amended, is the development of viable urban communities. These viable communities are achieved by providing the following, principally for persons of low- and moderate-income:

- Decent housing;
- A suitable living environment; and
- Expanded economic opportunities

CDBG regulations set forth eligible activities and the national objectives that each activity must meet. As a recipient of CDBG funds, the County of Volusia and its funding recipients are charged with ensuring that these requirements are met. The regulations implementing the CDBG Program are found at 24 CFR Part 570.

The County of Volusia is a recipient of Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD) as an Entitlement Urban Community. The County, through the Community Assistance Division, has partnered with cities, towns, non-profit agencies, and internal departments to carry out a wide range of community development activities directed toward neighborhood revitalization, improved community facilities, and services using CDBG funds.

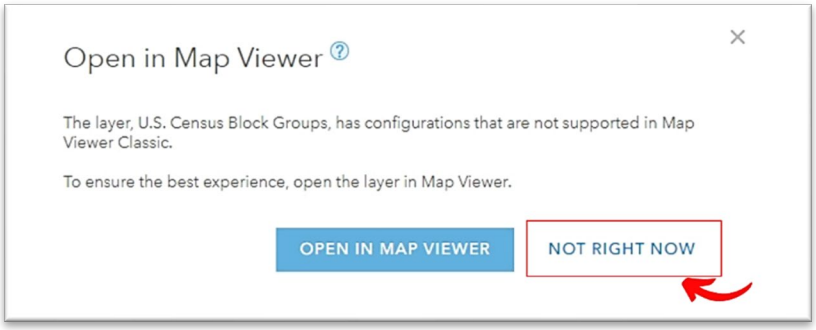
II. Eligible Areas

There are nine jurisdictions that participate in the entitlement program with the County, utilizing three-year cooperation agreements. These jurisdictions include Daytona Beach Shores, DeBary, DeLand, Holly Hill, Lake Helen, New Smyrna Beach, Orange City, Ormond Beach, and South Daytona. All Volusia County CDBG funds must be spent in those jurisdictions, unincorporated areas, or on projects that benefit the County as a whole. Applications for projects located within the city limits of Daytona Beach, Deltona, or Port Orange will not be accepted as those cities receive their own CDBG entitlement funds from HUD. Projects within the city limits of Edgewater, Oak Hill, Pierson, and Ponce Inlet may be eligible but must show that at least 51% of the beneficiaries are located within the Volusia County CDBG entitlement area which would include the nine jurisdictions listed above or the unincorporated area of the county.

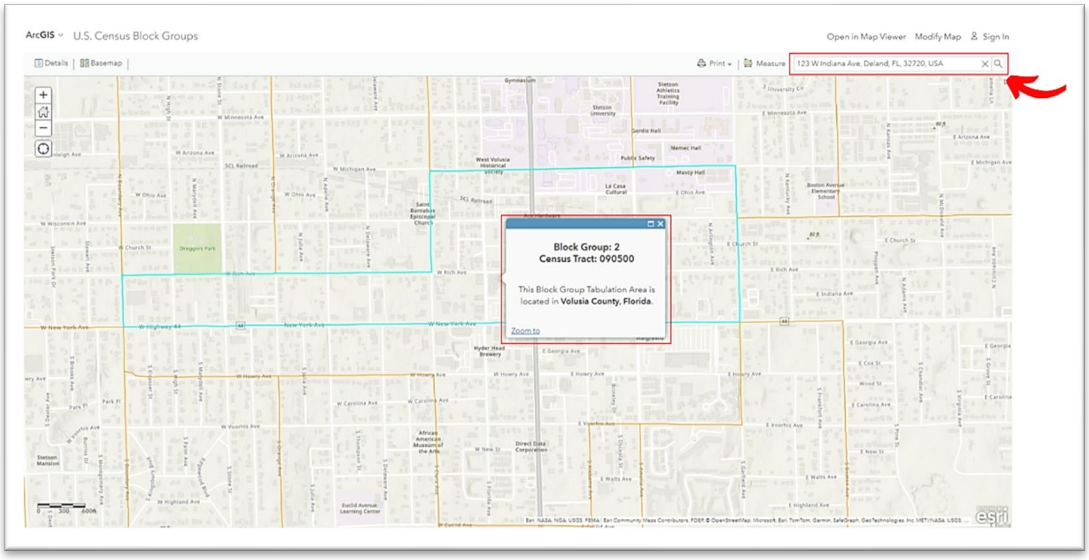
Applicants can submit a project with a service area that is primarily low-and moderate income (LMI) population, or the project can benefit limited clientele that qualify as LMI. Area eligibility is generally done by using census tract block group data. Once the service area is determined using block groups, the LMI population can be calculated. Currently HUD is utilizing five-year ACS data, and the threshold for projects in Volusia County is 51% LMI. If the data at the block group level is not appropriate for any reason the applicant can perform an income survey to determine if the area is eligible.

On June 6, 2024, HUD released CPD Notice 24-04 which included new LMI data for 2016-2020 which must be used for all projects awarded after August 1, 2024. At the time this application was released, HUD's mapping application had not yet been published for the new LMI data. Applicants are encouraged to use the map found on the next page to determine the census tract/block group the proposed project will benefit and then use the data found at the link above to calculate the area benefit. See next page for additional information.

Map:https://www.arcgis.com/home/webmap/viewer.html?layers=11a91a31e9fd40b3b2a56d88a7773304



If you get the alert as shown above, select “Not Right Now”.



Enter the address of the proposed project in the upper right hand corner of the screen. Once the location has been identified, select within the block group and the information will pop up showing the census tract and block group. Please note that some projects will benefit residents outside of the block group so include all census tracts/block groups within the service area.

Once you have the information, use the table below to identify the percentage of low/moderate income residents. If using multiple block groups, add all to find the percentage once combined.

LMI Data: https://www.hudexchange.info/programs/acs-low-mod-summary-data/acs-low-mod-summary-data-block-groups-places/

III. Eligible Activities

A. A broad range of activities are eligible for funding under the capital improvements category:

i. Infrastructure: Improvements including but not limited to construction or installation of streets, curbs, and water/sewer lines.

ii. Public Facilities: Improvements including but not limited to recreational facilities, parks, playgrounds, and facilities for persons with special needs.

iii. Demolition: Activities limited to demolition of vacant buildings including necessary removal of demolition debris.

B. The following is a list of CDBG eligible capital projects that will be considered:

- Acquisition of Real Property
- Clearance/Demolition
- Public Facility Improvements (General)
- Senior Centers
- Neighborhood Facilities
- Flood/Drainage Improvements
- Parks, Recreational Facilities
- Code Enforcement
- Water/Sewer Improvements
- Non-Residential Historic Preservation
- Street/Sidewalk Improvements
- ADA Accessibility

C. <u>Prohibited Activities</u>

i. The following activities may not be assisted with CDBG funds:

a. Buildings or portions thereof, used for the general conduct of government as defined at Sec. 570.3(d) cannot be assisted with CDBG funds; however, this does not include the removal of architectural barriers under Sec. 570.201(c) involving any such building.

b. General government expenses.

c. Political activities, CDBG funds shall not be used to finance the use of facilities or equipment for political purposes or to engage in other partisan political activities; such as, candidate forums, voter transportation, or voter registration.

ii. The following activities generally may not be assisted with CDBG funds:

a. Purchase of equipment.

b. Operating and maintenance expenses.

1. **Applications for capital improvement projects that are not new construction must include a Certification of Construction Need. This document will demonstrate whether a project is potentially eligible or falls under the category of prohibited activities noted above.**

c. New housing construction.

d. Income payments.

Note: The information above is not intended to be a comprehensive list of all CDBG eligible and ineligible activities. Applicants should consult with Community Assistance staff or check the relevant regulations for additional information. The County reserves the rights to further restrict project eligibility as deemed appropriate beyond HUD rules; as such; applicants are strongly encouraged to contact Community Assistance to determine project eligibility and sources of documentation **prior** to submission of an application.

IV. Guidance

A. The application(s) must be completed entirely and submitted with all applicable supporting documents using one of the following methods:

- Emailed to Eva Colee at EColee@volusia.org
- Submitted through the Community Assistance Division's secure portal at https://vcservices.vcgov.org/secureupload/d/housing
- Hand delivered or mailed to the following address:

Attn: Eva Colee, Grants Planner
Housing and Grants Administration
Community Assistance Division
121 W. Rich Avenue
DeLand, FL 32720

B. Proposed applications must be received no later than 2:00 p.m. on September 6, 2024. The application may be submitted utilizing one of the methods listed above; it must be received and time stamped by the required date and time. The application must be **typed**. Authorized signatures should be in **blue ink**. Incomplete applications, or applications submitted after the stated deadline, will not be accepted. For questions regarding the regulations governing the CDBG Program, contact Eva Colee at (386)736-5955 ext. 15593.

Please note: <u>One</u> employee must be designated as the official CDBG Primary Contact to ensure efficient, effective communication and implementation of the grant program. The designated contact will act as the liaison between the county and city departments or contractors.

C. Once submitted, no proposal may be amended, unless the amendment has been requested by the County. The County, at its sole and absolute discretion, with or without cause, and without liability of any kind to any applicant, reserves the right to accept or reject any and/or all proposals either in whole or in part, waive any informalities or irregularities of any proposals, and/or take any action in the best interest of the County. The County reserves the right to contact the applicant if additional information is required.

i. Please describe each project fully. Include to/from points, specifications of materials to be used (if known), and any other information that will assist in determining eligibility.

ii. Detailed project descriptions should include potential hardships or problems. If there are right-of-way or easement concerns that have not been resolved prior to submitting an application, they should be described. If there are any additional concerns that may delay or cancel the project please disclose that information within the application.

iii. Describe the intended beneficiaries and the number to be served.

iv. "Leveraged funds" and "funds requested" combined should be equal to "total project cost." Describe the funds that are being leveraged.

vi. All forms need to be submitted in a typed format. Please staple documents pertaining to the project.

vii. Proposals should follow the established outline, instructions and be submitted in the order provided on the checklist.

viii. Please verify that all dates, figures, and budgets are for the appropriate year and are accurate.

V. Application Instructions

A. Application Checklist

Must be included with all applications. Review carefully and initial each item included with the application package submission.

B. Applicant Information

Complete all sections, being accurate and thorough. The employee named as the primary contact must be the same on all applications submitted. This employee will remain as the one CDBG primary contact until written notification requests a change. The project manager may be different for each project, dependent upon who will be in charge of the implementation of the project on a day to day basis. If approved for funding, the project title included in the application will be used in all CDBG related plans, advertisements and publications.

C. Project Description

- Select one type of project from the available list. If you are unsure of how to classify a specific project that you believe may fit in multiple categories, please contact staff for clarification.
- Provide an exact location of the address, without an exact location eligibility cannot be determined. If the proposed project is linear you must provide both a starting and ending location, i.e., sidewalk or street. If eligible, the description and location are also used as the basis for the federally required Environmental Review.
- It is imperative that you be as clear as possible when describing the proposed project as a summary. The summary is used for determining initial project eligibility, completing the Environmental Review, included in the subrecipient agreement, and throughout project implementation to ensure compliance. If the scope may change once designed or implemented please note this with as much detail as possible, noting what changes may occur. Even minor changes in the location or type of work being completed can change the Environmental Review or eligibility, and if not accounted for, a project cannot be eligible for reimbursement with CDBG funds.

Summary of Project Examples:

- A **street improvement** project could be described as "asphalt paving of LPGA Boulevard from Ridgewood Avenue to Nova Road, a distance of 5,940 lineal feet using 1.5" of asphalt leveling and 1" asphalt finish."
- A **sidewalk improvement** project could be described as "installation of 4' concrete sidewalks on the north side of Ridgewood Avenue to Nova Road, a distance of 5,940 lineal feet using 3" depth of concrete."
- A **flood/drainage improvement** could be described as "installation of one (1) outfall structure at the southwest corner of Center Street and LPGA Boulevard to include….."
- An **acquisition of real property** project could be described as "purchase of Parcel Number APN 4222-09-04-0081, also known as 121 W. Rich Avenue, DeLand, FL, 32720 for the purpose of donation to Habitat to Humanity for construction of housing for low/moderate income persons."

- When describing the need for the project, explain the reasoning for the application. Why is the applicant asking for the project at this time? Briefly explain the factors in the community that demonstrate the current need for this project.
- Provide a measurable or visible outcome that will be expected upon the completion of the project. Will the low-and moderate-income residents have daily accessible to a new park? Will income-qualified children have access to afterschool tutoring that was previously not available?
- In conjunction with outcomes, describe the intended beneficiaries and service areas? Generally, this should include an exact service area. The applicant must explain the service area and a brief description of how it was determined. The service area is likely determined based on like the location of like facilities, traffic, and barriers, or ease of access.

D. National Objective

- Each application must demonstrate how the proposed project will meet a national objective. There are two methods allowable for this funding, either an area benefit or a limited clientele benefit.
    - An area benefit will meet a national objective by showing that more than 51% of the population is low- or moderate-income. This can be shown by using the census tract block group data of the project's service area, or by conducting an income survey of the project's service area.
        - For more information on determining LMI area benefit see page 3 of the guide or review the video found at, https://youtu.be/dk1MhSTRmCg?si=heslZW4tSQ6UacvE
    - A limited clientele benefit will meet a national objective by serving a group that HUD presumes to be low-income or by verifying the income of the specific people that benefit from the activity.
- Note the number of persons to be assisted, either from census data or estimating the actual number to be served.
- Each application must have either the area benefit box or the limited benefit box filled out. It would not be appropriate to leave both boxes blank or to fill in both. For assistance in determining the correct block group data or finding the number of a population group in a service area, contact Community Assistance.
- To demonstrate ability to complete the project, describe similar projects that have been completed in the past and their outcomes.
- Projects will need to be maintained after they are completed. Explain how the applicant will provide for the time and funding needed to maintain the project, CDBG funds cannot be used for general maintenance or deferred maintenance.
- Citizen participation is required to be included for all jurisdictions. Explain the attempts to receive participation from citizens, the public meeting(s) held, and comments received from the public, or the lack thereof.

E. Project Timeframe

- Select the party that will be responsible for the implementation of the project. Agencies and municipalities should only be selecting between their employees or a contractor. The County of Volusia should only be selected if the applicant is an internal Volusia County department or division.
- Provide an explanation of the Plan of Action (POA). The description should include how it was developed, important factors, and any concerns that may impact the POA at a later date.
- Capital Project applications must include a timeline in the form of the Plan of Action shown. Once submitted, the POA becomes part of the binding agreement. An amendment to the initially submitted POA, which will postpone any of the milestones listed by more than fourteen (60) days, will require a written request to amend the agreement. Activities will not be eligible for reimbursement if an amendment has not been received or is pending approval by the county. An estimated date of the county providing an Authorization to Proceed (ATP) has been provided. Applicants should be ready to move forward once the ATP is issued. If the ATP is issued at a later date, the POA will be adjusted accordingly. If a date is not applicable, note the reasoning.
- Timely projects and expenditures are a critical part of CDBG. Projects should be completed within the same fiscal year they are awarded whenever possible.

Sample CDBG FY 2024/25 Plan of Action		
Milestones	Planned Date	Notes (not required)
Authorization to Proceed Received	1/1/25	Remaining dates will adjust if ATP is not received by this date
Technical Design & Procurement Documents Complete	2/1/25	
Complete Solicitation Package Submitted to Volusia County	2/15/25	
Solicitation Package Approved by Volusia County	2/20/25	
Solicitation Advertised	3/1/25	
Pre-Bid Meeting	3/20/25	
Bid Opening	4/15/25	
Contract Award	5/15/25	
Pre-Construction Meeting	6/1/25	
Issue Notice to Proceed	6/15/25	
Project Start Date	7/1/25	
Project Completed	11/1/25	
All Reimbursement Requests Submitted to Volusia County	12/15/25	

F. Project Budget

A budget template has been included for your use; budgets in another form may be attached to the application instead of using the provided template. Estimated budgets should be based on current engineering costs, equipment costs, informal quotes, construction costs, fair market land values, etc. The budget should be an estimate and does not require design work to be complete; however, back up documentation to the budget calculations need to be available if requested. Applications for proposed projects to be implemented by the County of Volusia should include documentation from the necessary department stating the estimated budget and explanation.

Use the following as an example budget to include with capital projects:

Budget Categories	**Project Cost Estimate**	**Sources of Funds**		
		CDBG Funds	**Applicant Funds**	**Other**
		AMOUNT	AMOUNT	AMOUNT
Materials Costs	$20,000	$10,000	$10,000	
Labor Costs	$50,000	$45,000	$5,000	
Engineering Services	$5,000	$5,000		
Other:				
Other:				
Other:				
SOURCE TOTAL		$60,000	$15,000	
TOTAL PROJECT COST (the total project costs, all funding sources)	$75,000			

- Describe the budget and leveraged funds as thoroughly as possible. Applicants should consider how the budget was compiled, what factors have impacted the budget, and what factors may impact the budget at a later date.
- Note outstanding CDBG balances the applicant currently has. Applications that note this incorrectly or state "N/A" when there is a balance will be returned for corrections.

G. Conflict of Interest

- All applicants must review and sign the Conflict of Interest form provided.

H. Procurement

- All capital projects applicants must complete the procurement document outline the method of procurement that will be used. Please review the instructions on the form carefully.

I. Certification of Construction Need

- All capital projects applicants must complete and sign the Certification of Construction Need. Please review the instructions on the form carefully.

VI. CDBG Application Evaluation Criteria

Review Panel Evaluation Scoring Criteria		
Selection	**Review Factors**	**Maximum**
Eligibility	▪ Project is eligible for CDBG funding, as listed in the guidance provided or discussed and documented with staff prior to submission	25 (25 or 0)
Meets a National Objective	▪ Application identifies whether project is "service area" or "limited clientele" ▪ If service area: area determination and boundaries explained and logical for given project, number of LMI population shown ▪ If limited clientele: population explained and quantity given	25 (25 or 0)
Automatic score of 0 if determined that the project is not eligible and/or does not meet a national objective.		
Community Impact	▪ Summary of project need and justification is sufficient ▪ Anticipated accomplishments described	30
Project Implementation and Future Feasibility	▪ Application demonstrates that the organization has the resources to carry out the project or service on a reimbursement basis ▪ If project will result in future maintenance, sustainability is explained ▪ For services, subsequent years operating expenses are explained ▪ Similar past projects and outcomes described	25
Readiness to Proceed	▪ Indication that project is ready to begin once funding is awarded ▪ Project schedule is clearly defined ▪ Eligibility information is accurate, will not cause delays ▪ Project has been analyzed for potential delays and/or problems; plans to address those are in place	25
Project Description	▪ Clear project description provided ▪ Clear project location provided ▪ Legible maps and photos provided if applicable	20
Reasonableness of Costs	▪ Project budget is complete ▪ Cost estimates are reasonable	20
Timeline	▪ Timeline points given to applicants who will be able to complete their project within 12 months	20
Leveraging	▪ Additional funds being used are clearly defined ▪ Additional financial support will result in CDBG funds having a greater impact on meeting community needs	10
Completeness of Application	▪ Negative impact only ▪ Points subtracted for areas not complete & required documents missing	-10 to 0
Timeliness Feasibility	▪ Negative impact only ▪ Points subtracted if project seems unlikely to be completed within 12 months based on provided documentation	-10 to 0
	Total Points Possible	**200**

VII. CDBG Program Additional Resources

CDBG Entitlement Program:

https://www.hudexchange.info/cdbg-entitlement/

CDBG Laws and Regulations:

https://www.hudexchange.info/community-development/cdbg-laws-and-regulations/

CDBG Program – Guide to National Objectives and Eligible Activities for Entitlement Communities:

https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/

Playing By the Rules – A Handbook for CDBG Subrecipients on Administrative Systems:

https://www.hudexchange.info/resource/687/playing-by-the-rules-a-handbook-for-cdbg-subrecipients-on-administrative-systems/

Eligible Census Tract and Block Group Data:

(see page 3 of the guide for more information)

https://www.hudexchange.info/programs/acs-low-mod-summary-data/

Census Tract and Block Groups Map:

https://www.arcgis.com/home/webmap/viewer.html?layers=11a91a31e9fd40b3b2a56d88a7773304

County of Volusia

FY 2024/25

Community Development Block Grant (CDBG) Program

Capital Improvement Project Application

_____

Applicant Name

_____

Project Name

A. Application Checklist

FY 2024/25 CDBG Capital Project - 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
	Applicant Information
	Project description/Location & Implementation Responsibility
	Plan of Action
	Budget
	Procurement Description
	Applicable Procurement Policy (attach only the pages referenced)
	Signed and Completed Certification of Construction Need (Required for existing structures or facilities)
	Signed and Completed Conflict of Interest Statement
	Attached Maps and Photos
	Attached Board, City Commission, or Department Director approval documentation including meeting agendas, meeting minutes, signed resolutions, etc.
	Other (If applicable) _____

Note: When filing out this application please refer to the FY 2024/25 CDBG Funding Application Instructions and Guidance.

B. Applicant Information

Name of Applicant: _____

CDBG Primary Contact Name and Title:
(should be the same for all proposals) _____

Email Address: _____ Phone Number: _____

Project Manager Name and Title:
(Implementation) _____

Email Address: _____ Phone Number: _____

Proposed Project Title: _____

Total Amount Requested: $ _____ Total Estimated Project Cost: $ _____

Additional Funds Available to Leverage, if applicable: $ _____

Source of Additional Funds, if applicable: _____

Physical Location of Proposed Project: _____

Certifying Representative
▪ Person authorized to sign contract, if project is selected ▪ 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: **Date Signed**

Title:

C. Project Description

Type of Project:

- ☐ Acquisition of Real Property
- ☐ Clearance/Demolition
- ☐ Public Facility Improvements (General)
- ☐ Senior Centers
- ☐ Neighborhood Facilities
- ☐ Parks, Recreational Facilities
- ☐ Flood/Drainage Improvements
- ☐ Code Enforcement
- ☐ Water/Sewer Improvements
- ☐ Non-Residential Historic Preservation
- ☐ Street/Sidewalk Improvements
- ☐ ADA Accessibility

Exact location/project address:
(Provide a site map clearly identifying where on the site the proposed project will take place)

If applicable, please indicate the following:

Address Start: _____ Address End: _____ Linear Feet: _____

Summary of project:
(Provide a detailed description of the project to include the entire scope of work. Elements of the project not included in this section of the application may not be considered once awarded.)

Project Need and Justification:
(Describe the underlying purpose and need for the proposed project, including any alternatives considered, and how the proposed project is intended to address housing and/or community development needs.)

Anticipated accomplishments and/or outcomes:

Describe the designated service area and beneficiaries:
(Provide a detailed description, photos, and a map that clearly shows the project site and area that will benefit from the proposed project.)

Existing Conditions and Trends:
(Provide a description of existing conditions, the character, features, and resources of the project area as well as any trends that are likely to continue in the absence of the project. Please cite current data to support your response.)

D. National Objective

Activity will meet a national objective by: *(choose one of the two options)*

☐ **Area Benefit**
Uses census tract data to demonstrate more than 51% of beneficiaries are LMI.
(choose one of the two options)
- ☐ Census tract block group data
or
- ☐ Income survey conducted by agency/municipality

☐ **Limited Clientele Benefit**
Uses data for a certain population within the community.
(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
	Total			

Limited Clientele Benefit: *(if applicable)*

Qualifying group

Number of persons served

Similar Projects:
(Describe any similar capital projects previously carried out, and the outcomes. Describe any experience with implementing projects utilizing CDBG or other federal funding sources.)

Agency Capacity:
(Describe the agency's experience and current capacity to manage a capital project. Describe the agency's capacity to complete a competitive solicitation, oversee grant compliance, and manage contractors.)

Feasibility of Maintaining Project:
(Explain future maintenance as a result of the project)

E. Project Timeframe

Implementation Responsibility:

Who will be implementing the construction of the proposed project?

☐ Agency/Municipality Employees
☐ Contractor
☐ County of Volusia Employees (only applies to internal departments/divisions)

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, etc.), what factors were considered, what is unique to this project timeline, and note any potential concerns or delays. Projects that are shovel ready and can be completed within 12 months will be prioritized. See application instructions for an example POA.)

CDBG FY 2024/25 Plan of Action		
Milestones	**Planned Date**	**Notes (not required)**
Authorization to Proceed Received	**1/1/25**	**Remaining dates will adjust if ATP is not received by this date**
Technical Design & Procurement Documents Complete		
Complete Solicitation Package Submitted to Volusia County		
Solicitation Package Approved by Volusia County (Allow one week)		
Solicitation Advertised		
Pre-Solicitation Meeting		
Solicitation Opening		
Contract Award		
Pre-Construction Meeting		
Issue a Notice to Proceed		
Project Start Date		
Project Completed		
All Reimbursement Requests Submitted to Volusia County		

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				
Labor Costs				
Engineering Services				
Other: _____				
Other: _____				
Other: _____				
SOURCE TOTAL (Column total)				
TOTAL PROJECT COST (the total project costs, all funding sources)				

**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.)

Leveraged Funds:
(Clearly explain what funds, if any, are being used to match CDBG funds for the project. If any funds are anticipated, but are not currently in hand, please note that here (ex: pledges).)

Outstanding Balance:
(Explain any remaining CDBG balances from prior year capital projects)

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**

Authorized Official		**CDBG Liaison**	
Signature	**Date**	**Signature**	**Date**

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 FY 2024/25 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 agency or municipality implementing the project. Attach the page of the policy that applies to the reference to this submission.

Procurement Reasoning:
Clearly explain why the method of procurement noted above is the best choice for this project.

Procurement Management:
Explain who will be responsible for implementing the procurement method above, including their position. Explain past solicitations completed that show the capacity to complete a competitive solicitation (how it was advertised, type of projects, dollar amounts of projects, etc.).

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 agency or municipality 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.

Agencies and municipalities 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 agency or municipality incur any additional costs or to hire outside experts. Due to the vast differences in the organization of different agencies and jurisdictions, specific employee positions cannot be defined. A certification completed by the CDBG contact(s) for the agency or municipality would not be appropriate. Please discuss potential certifications with Volusia County if you have any questions or concerns.

Name and Title of Certifying Employee: _____

Email Address: _____ Phone Number: _____

Proposed Project Title: _____

Project should be classified as:

☐ Maintenance ☐ Deferred Maintenance ☐ Rehabilitation ☐ New Construction

Reason for determination given: (Attach additional pages or documentation as needed)

_____

Certifying Employee Printed Name	**Certifying Employee Signature**	**Date**

DRAFT

ORMOND BEACH
NEIGHBORHOOD IMPROVEMENT ADVISORY BOARD
REGULAR MEETING

August 8, 2024 **6:00 P.M.**
Commission Conference Room
22 South Beach Street
Ormond Beach, FL

CALL TO ORDER – ROLL CALL

Members present were: Josh Pringle, David Glasser, Frank Ganz, and Margaret Sharifi.

Member excused: Matthew Shapiro

Staff present were: Grants Coordinator Loretta Moisio, Landscape Architect Cara Culliver and Recording Secretary Ida Hop.

Mr. Pringle called the meeting to order at 6:00 pm.

APPROVAL OF MINUTES – July 18, 2024

Mr. Glasser moved, seconded by Ms. Sharifi to approve the minutes of the July 18, 2024 meeting. The motion passed unanimously.

AUDIENCE REMARKS

There were no audience remarks.

DISCUSSION/UPDATE

Mr. Pringle stated excess funding from FY22-23 in the amount of $26,246 needs to be allocated.

Ms. Moisio mentioned the project must use the new 2020 Census Map identifying the 51% low-moderate income areas of the City. She continued if it was for an ADA project, grant funds could be used for public improvements in other areas of the City.

Ms. Culliver suggested reducing the scope of the Division Avenue North Side Sidewalk Improvement project to meet the available excess funding.

DRAFT

Mr. Glasser moved, seconded by Mr. Ganz to approve the use of the excess funding $26,426 for the Division Avenue Sidewalk Improvement Project as presented. The motion passed unanimously.

There was discussion among the Board on the projects that could be considered for the additional FY 24-25 grant funding from the County.

Mr. Ganz moved, seconded by Mr. Glasser to approve the submission of applications for the additional CDBG grant cycle with priority given:

1. **Sidewalk Improvement - Forest Hills Boulevard and Vanderbilt Drive**
2. **Huguenot Park Accessible Pavilion**
3. **Central Park (Division Avenue) Wood Boardwalks and Concrete Trail**

The motion passed unanimously.

Mr. Pringle suggested before the next meeting that Board members do a drive by or walk around the new CDBG Priority Area Map to get familiar with the areas this Board needs to concentrate on.

Ms. Moisio mentioned the Board's name change request to "Community Development Block Grant Advisory Board" is planned to be on an upcoming City Commission agenda.

MEETING DATES

October 17, 2024 6:00 p.m.

ADJOURNMENT

The meeting adjourned at 6:30 p.m.

Respectfully Submitted:

_____

Ida Hop, Recording Secretary

Attest:

_____

Josh Pringle, Chairman

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - 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 FYs 2025 - 2029		
Summary:	Granting agencies prefer a formally adopted Capital Improvement Plan (CIP) when determining eligibility for funding. Staff is requesting approval of the plan which was discussed in detail during the budget workshops beginning on June 4, 2024.		
Financial Impact:	Projects included in the CIP for FY 2024-2025 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. Adopted CIP		
Approval:	Kelly McGuire, Finance Director 7/18/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024		

City of Ormond Beach
Capital Improvement Plan

FY 2024-25 through FY 2028-29

CITY OF ORMOND BEACH

August 6, 2024

Honorable Mayor Partington, City Commissioners and the Citizens of Ormond Beach

Enclosed is the Five-Year Capital Improvements Program (CIP) for the period FY 2024-25 through FY 2028-29 as required by Section 2-294 of the City Code of Ordinances. The Five-Year Capital Improvement Program totals $161,405,248 with $22,526,362 for FY 2024-25.

Projects included in the CIP reflect one or more of the following factors with maintenance or upgrade of existing facilities being the highest priority:

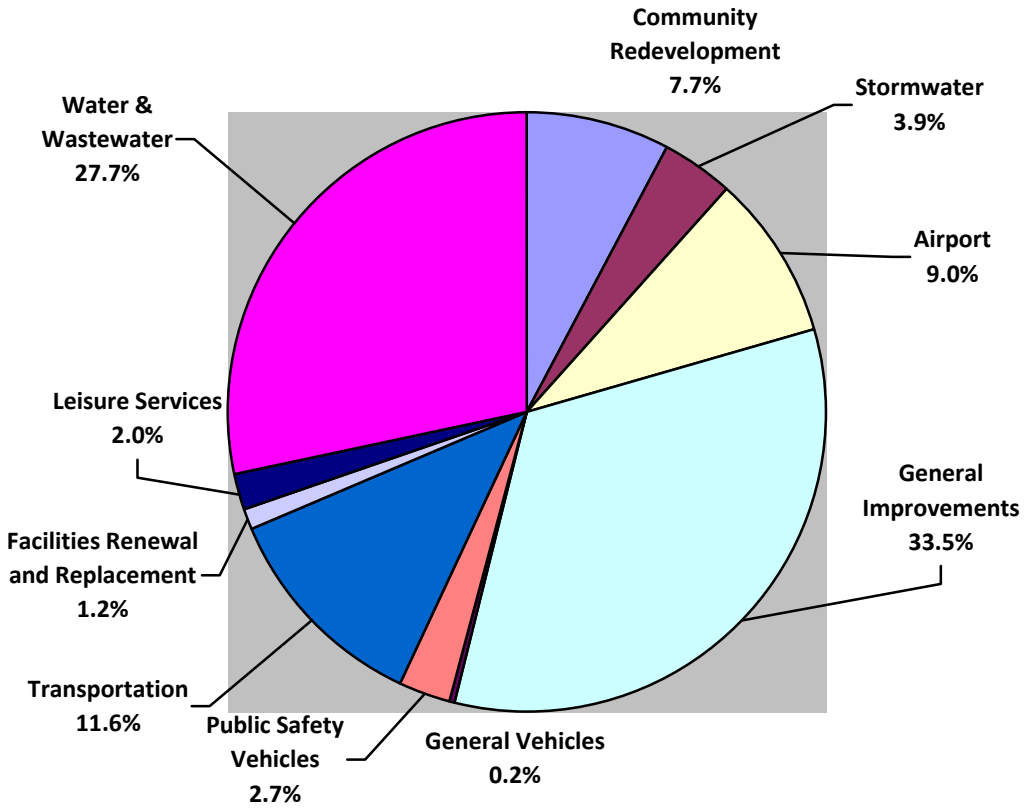
- Involves necessary or planned maintenance, renovation or construction of an existing facility, equipment or infrastructure.
- Reflects a prior multi-year commitment previously approved by the City Commission.
- Enhances the use or appearance of an existing facility or City-maintained public area.
- 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, Public Safety Vehicles, Facilities Renewal and Replacement, Leisure Service Capital and Transportation are proposed with funding levels consistent with the current Long-term Financial Plan.

Overview

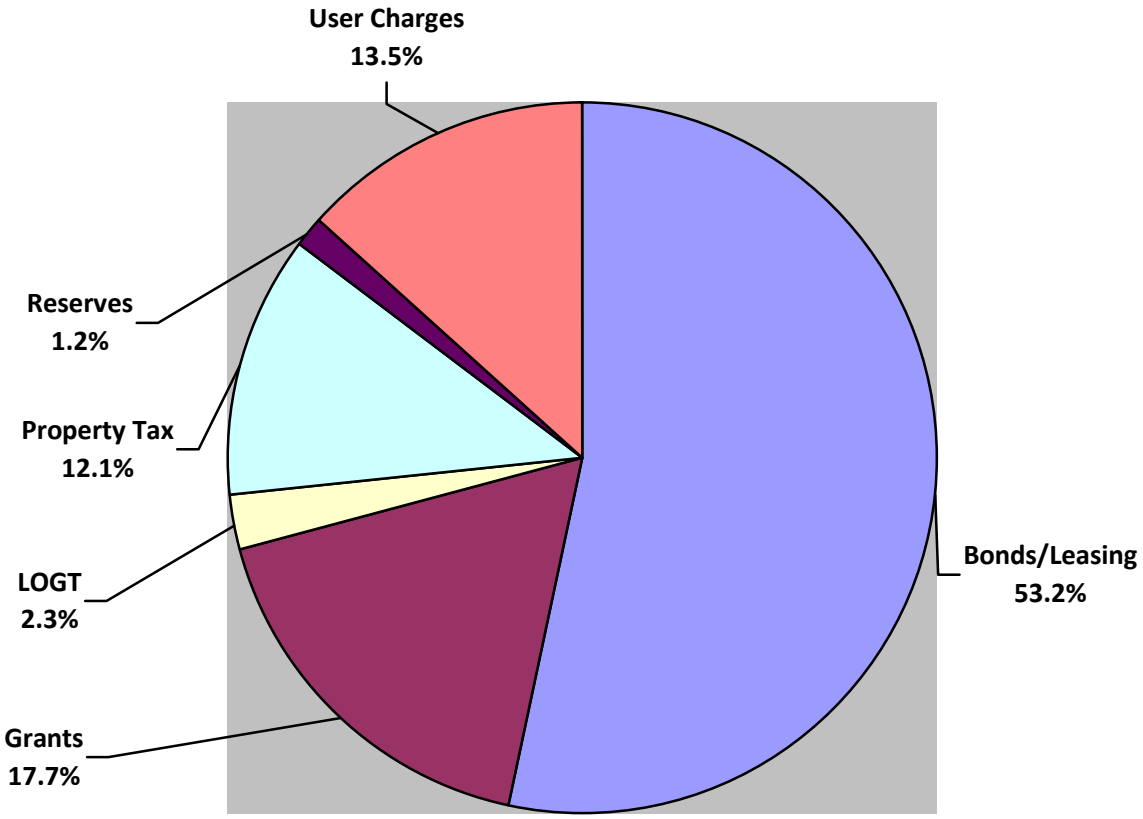
The City's Five-Year Capital Improvements Program represents a substantial effort to identify and schedule capital investments for a multi-year.

Expenditures



Category	Total
Community Redevelopment	$12,362,989
Stormwater	6,305,000
Airport	14,472,952
General Improvements	54,044,000
General Vehicles	272,000
Public Safety Vehicles	4,433,000
Transportation	18,789,795
Facilities Renewal and Replacement	1,879,000
Leisure Services	3,300,000
Water & Wastewater	45,546,512
TOTAL	$161,405,248

Revenues



Category	Total
Bonds/Leasing	$85,863,642
Grants	28,573,844
Local Options Gas Tax	3,750,000
Property Tax	19,505,972
Reserves	1,987,790
User Charges	21,724,000
TOTAL	$161,405,248

FY 2024-25 CIP Projects

Fund 104-Community Redevelopment

Downtown improvements are funded through property tax revenue which is expendable only within the downtown area. For FY 2024-25 the primary Public Art initiative ($100,000) and the annual allocation to Upgrades and Improvements ($120,000).

Fund 107-Stormwater Drainage Improvements

FY 2024-25 projects the continuation of the Stormwater Piping Replacement project ($250,000), Stormwater Construction ($950,000) and Vehicle Replacements ($305,000).

Fund 108-Airport Fund

There are no Airport projects planned for FY 2024-25.

Fund 301-General Improvement Fund

Projects included for FY 2024-25 are Military Boulevard Sidewalks partially funded by CDBG funds ($274,000), Engineering Renovation ($250,000), Fleet Canopy Improvements ($700,000), Police Station/EOC Design ($2,900,000) and Data Center Infrastructure ($800,000).

Fund 302-General Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of two Public Works vehicles, three Leisure Service vehicles, and two Engineering Vehicles ($272,000).

Fund 305-Public Safety Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of six Patrol Vehicles and three Special Unit vehicles ($533,000).

Fund 308-Transportation

Transportation projects include Neighborhood Traffic Calming ($50,000), Railroad Crossings ($200,000), Road Rehabilitation ($750,000), Sidewalk Repairs & Replacements ($112,000). Also proposed is the annual allocation for Street Light and Traffic Signal Maintenance ($105,000).

Fund 317-Facility Renewal and Replacement

For FY 2024-25, projects include Central Park 3 Overlook ($36,000), Fire Station 91 Playground Equipment Replacement ($185,000), Fire Station bay floor and concrete ($60,000), Fire Station 93 HVAC ($40,000), Nova Magic Forest Playground Repairs ($25,000), Nova Skate Park Hand Rails ($25,000), Sanchez Fishing Pier Refurbishment ($170,000) and Shell Parking Lot Refurbishment ($51,000). ***Projects below the CIP threshold will be included as part of the annual operating budget.***

Fund 322-Leisure Service Capital

The funding provided for FY 2024-25 will be utilized to reconstruct OBSC Softball Fields, replace shade structure and fencing ($800,000) and technical engineering for Nova Field #1 ($100,000).

408-Water & Wastewater Vehicle and Equipment Replacement

The FY 2024-25 plan includes the replacement of three large trucks. ($850,000).

Fund 409-Water and Wastewater System Improvements

Annual recurring projects totaling $3.6 million include Fire Hydrant & Valve Expansion Program, General Facility and System Upgrades, Lift Station Rehabilitation, Manhole Rehabilitation Program Meter Installation, PEP Tank Replacement and Sanitary Sewer Inflow Infiltration. Non-recurring projects totaling $7.9 million include design for several projects: Halifax River Utility Crossing, Water Main Replacement, RWM Extension Reuse Reservoir, and WRF Filter Modifications.

CITY OF ORMOND BEACH
FLORIDA

Projects by Funding Source

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
104-TIF							
EXPENDITURE							
25	Downtown: Public Art	100,000	100,000	100,000	100,000	0	400,000
26	Downtown: Upgrades and Improveme	120,000	60,000	60,000	60,000	0	300,000
27	Downtown Community Center	0	500,000	0	0	7,118,000	7,618,000
28	Downtown: Traffic calming	0	100,000	0	0	0	100,000
29	Downtown: Stormwater Improvement	0	0	1,100,000	0	0	1,100,000
31	Downtown: Thompson Creek, Phase I	0	0	624,716	2,220,273	0	2,844,989
TOTAL EXPENDITURES		**220,000**	**760,000**	**1,884,716**	**2,380,273**	**7,118,000**	**12,362,989**
FUNDING							
Grant		0	500,000	0	0	0	500,000
Property Taxes-TIF		220,000	260,000	1,022,472	382,028	7,118,000	9,002,500
Stormwater Charges		0	0	300,000	0	0	300,000
TPO (Grant Pending)		0	0	562,244	1,998,245	0	2,560,489
TOTAL FUNDING		**220,000**	**760,000**	**1,884,716**	**2,380,273**	**7,118,000**	**12,362,989**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
107-Stormwater							
EXPENDITURE							
33	Stormwater Construction	250,000	250,000	250,000	250,000	250,000	1,250,000
34	Stormwater Piping	950,000	950,000	950,000	950,000	950,000	4,750,000
38	Vehicle Replacement-Stormwater	305,000	0	0	0	0	305,000
TOTAL EXPENDITURES		**1,505,000**	**1,200,000**	**1,200,000**	**1,200,000**	**1,200,000**	**6,305,000**
FUNDING							
Stormwater Charges		1,505,000	1,200,000	1,200,000	1,200,000	1,200,000	6,305,000
TOTAL FUNDING		**1,505,000**	**1,200,000**	**1,200,000**	**1,200,000**	**1,200,000**	**6,305,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
108-Airport							
EXPENDITURE							
43	Airport Master Plan Update	0	250,000	0	0	0	250,000
44	Airport Perimeter Security Fence	0	244,580	5,523,524	0	0	5,768,104
44	Airfield Remarking and Pavement Rej		780,879	0	0	0	
49	Crosswinds Park	0	2,107,652	0	0	0	2,107,652
52	Rehabilitate Taxiway Bravo Apron &	0	2,500,000	0	0	0	2,500,000
54	Airport Access Roads-SW Quadrant	0	0	2,102,037	0	0	2,102,037
56	Rehabilitate, Mark and Light Taxiway	0	0	0	150,000	814,280	964,280
TOTAL EXPENDITURES		**0**	**5,883,111**	**7,625,561**	**150,000**	**814,280**	**14,472,952**
FUNDING							
Airport Fund		0	832,126	436,378	3,000	16,286	1,287,790
FAA		0	3,008,961	4,971,172	135,000	732,852	8,847,985
FDOT		0	1,292,024	1,745,511	12,000	65,142	3,114,677
FDOT Special Appropriation		0	0	472,500	0	0	472,500
FL State Appropriations		0	750,000	0	0	0	750,000
TOTAL FUNDING		**0**	**5,883,111**	**7,625,561**	**150,000**	**814,280**	**14,472,952**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
301-General Improvement Fund							
EXPENDITURE							
61	CDBG Military Boulevard West/East	274,000	0	0	0	0	274,000
63	Engineering Planning Renovation	250,000	0	0	0	0	250,000
64	Fleet Canopy Improvements	700,000	0	0	0	0	700,000
65	Police Station / EOC	2,900,000	24,000,000	24,000,000	0	0	50,900,000
67	Data Center Infrastructure	800,000	0	0	0	0	800,000
68	Station Alerting	0	240,000	0	0	0	240,000
69	City Hall Access Control	0	0	100,000	0	0	100,000
70	Fire Station 92 Generators	0	0	125,000	0	0	125,000
71	Network and Security Assessment	0	0	35,000	0	0	35,000
72	Fiber Optic Connectivity	0	0	0	620,000	0	620,000
TOTAL EXPENDITURES		**4,924,000**	**24,240,000**	**24,260,000**	**620,000**	**0**	**54,044,000**
FUNDING							
Bonds		1,450,000	24,000,000	24,000,000	0	0	49,450,000
CDBG		151,828	0	0	0	0	151,828
Financing		800,000	0	0	0	0	800,000
General Fund Reserves		700,000	0	0	0	0	700,000
Legislative Funding		1,450,000	0	0	0	0	1,450,000
Property Taxes - Transportation		122,172	0	0	0	0	122,172
Property Taxes-General CIP		250,000	240,000	260,000	620,000	0	1,370,000
TOTAL FUNDING		**4,924,000**	**24,240,000**	**24,260,000**	**620,000**	**0**	**54,044,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
302-General Vehicle Replacement Fund							
EXPENDITURE							
75	Vehicle Replacement-General	272,000	0	0	0	0	272,000
TOTAL EXPENDITURES		**272,000**	**0**	**0**	**0**	**0**	**272,000**
FUNDING							
Property Taxes-Vehicles		272,000	0	0	0	0	272,000
TOTAL FUNDING		**272,000**	**0**	**0**	**0**	**0**	**272,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
305-Public Safety Vehicle & Equipment Fund							
EXPENDITURE							
79	Vehicle Replacement-Public Safety	533,000	500,000	500,000	500,000	500,000	2,533,000
81	Quint Fire Apparatus	0	0	0	0	1,900,000	1,900,000
TOTAL EXPENDITURES		**533,000**	**500,000**	**500,000**	**500,000**	**2,400,000**	**4,433,000**
FUNDING							
Lease Purchase		0	0	0	0	1,900,000	1,900,000
Property Taxes-Public Safety		533,000	500,000	500,000	500,000	500,000	2,533,000
TOTAL FUNDING		**533,000**	**500,000**	**500,000**	**500,000**	**2,400,000**	**4,433,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
308-Transportation							
EXPENDITURE							
83	Neighborhood Traffic Calming	50,000	50,000	50,000	50,000	50,000	250,000
84	Railroad Crossing	200,000	200,000	200,000	200,000	200,000	1,000,000
85	Road Rehabilitation	750,000	750,000	750,000	750,000	750,000	3,750,000
92	Sidewalk Repair and Replacement	112,000	112,000	112,000	112,000	112,000	560,000
93	Street Light Maintenance	25,000	25,000	25,000	25,000	25,000	125,000
94	Traffic Signal Maintenance	80,000	84,000	88,200	92,600	97,500	442,300
95	Pineland Trail Roadway Improvement	0	0	0	7,152,353	0	7,152,353
98	US 1 North Sidewalk	0	0	0	2,413,781	3,096,361	5,510,142
TOTAL EXPENDITURES		**1,217,000**	**1,221,000**	**1,225,200**	**10,795,734**	**4,330,861**	**18,789,795**
FUNDING							
Bonds		0	0	0	3,060,169	3,096,361	6,156,530
Local Option Gas Tax		750,000	750,000	750,000	750,000	750,000	3,750,000
Property Taxes - Transportation		467,000	471,000	475,200	479,600	484,500	2,377,300
River to Sea TPO Grant Funding (pending)		0	0	0	4,770,315	0	4,770,315
TPO Grant (pending)		0	0	0	1,735,650	0	1,735,650
TOTAL FUNDING		**1,217,000**	**1,221,000**	**1,225,200**	**10,795,734**	**4,330,861**	**18,789,795**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
317-Facilities Renewal and Replacement							
EXPENDITURE							
101	Central Park 3 Overlook Replacement	36,000	0	0	0	0	36,000
103	Fire Station 91 Playground Replacem	185,000	0	0	0	0	185,000
104	Fire Station bay floor and concrete re	60,000	60,000	0	0	0	120,000
105	Fire Station 93 HVAC installation	40,000	0	0	0	0	40,000
106	Nova Magic Forest Playground Repair	25,000	0	0	0	0	25,000
107	Nova Skate Park Hand Rails	25,000	0	0	0	0	25,000
108	Sanchez Fishing Pier	170,000	0	0	0	0	170,000
110	Shell Parking lot	51,000	51,000	51,000	51,000	51,000	255,000
111	OBSC Playground Replacement	0	115,000	0	0	0	115,000
112	Riviera Park Fishing Pier	0	250,000	0	0	0	250,000
113	Bailey Riverbridge Garden Fishing Pie	0	0	140,000	0	0	140,000
114	Central Park II Playground Equipment	0	0	130,000	0	0	130,000
115	Nova Magic Forest Repairs	0	0	58,000	0	0	58,000
116	Nova Recreation Batting Cage Repair	0	0	0	30,000	0	30,000
117	OBSC Limitless Playground Phase II	0	0	0	100,000	0	100,000
118	OBSC Shade Structure Supports	0	0	0	75,000	0	75,000
119	SONC Ballfield Renovations	0	0	0	125,000	0	125,000
TOTAL EXPENDITURES		**592,000**	**476,000**	**379,000**	**381,000**	**51,000**	**1,879,000**
FUNDING							
Property Taxes-Facilities R&R		592,000	476,000	379,000	381,000	51,000	1,879,000
TOTAL FUNDING		**592,000**	**476,000**	**379,000**	**381,000**	**51,000**	**1,879,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
322-Leisure Services Capital Fund							
EXPENDITURE							
121	OBSC Softball Field Reconstruction	800,000	0	0	0	0	800,000
123	Nova Field #1 Relocation	100,000	900,000	500,000	0	0	1,500,000
124	Central Park Trail Systems	0	0	0	1,000,000	0	1,000,000
TOTAL EXPENDITURES		**900,000**	**900,000**	**500,000**	**1,000,000**	**0**	**3,300,000**
FUNDING							
Echo Grant		400,000	450,000	0	500,000	0	1,350,000
Property Taxes-LS		500,000	450,000	500,000	500,000	0	1,950,000
TOTAL FUNDING		**900,000**	**900,000**	**500,000**	**1,000,000**	**0**	**3,300,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
408-Water and Wastewater Vehicle Repl.							
EXPENDITURE							
127	Vehicle Replacement-Water & WWW	850,000	0	0	0	0	850,000
TOTAL EXPENDITURES		**850,000**	**0**	**0**	**0**	**0**	**850,000**
FUNDING							
Water & Sewer Charges		850,000	0	0	0	0	850,000
TOTAL FUNDING		**850,000**	**0**	**0**	**0**	**0**	**850,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
409-Water and Wastewater R and R (Annual)							
EXPENDITURE							
131	Fire Hydrant and Valve Expansion Pr	175,000	175,000	175,000	175,000	175,000	875,000
132	General Facility and System Upgrade	850,000	850,000	850,000	850,000	850,000	4,250,000
133	Lift Station Rehabilitation	1,383,362	600,000	600,000	600,000	0	3,183,362
135	Manhole Rehabilitation Program	150,000	150,000	150,000	150,000	150,000	750,000
136	Meter Installation	420,000	270,000	170,000	170,000	170,000	1,200,000
137	Pretreatment Effluent Pump Replace	300,000	300,000	300,000	300,000	300,000	1,500,000
139	Sanitary Sewer Inflow Infiltration	300,000	300,000	300,000	300,000	300,000	1,500,000
TOTAL EXPENDITURES		**3,578,362**	**2,645,000**	**2,545,000**	**2,545,000**	**1,945,000**	**13,258,362**
FUNDING							
Bonds		1,383,362	0	0	0	0	1,383,362
Water & Sewer Charges		2,195,000	2,645,000	2,545,000	2,545,000	1,945,000	11,875,000
TOTAL FUNDING		**3,578,362**	**2,645,000**	**2,545,000**	**2,545,000**	**1,945,000**	**13,258,362**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
409-Water and Wastewater R and R (Capital)							
EXPENDITURE							
142	Halifax River Utility Crossing	480,000	5,680,000	0	0	0	6,160,000
152	Water Main Replacement	300,000	0	0	0	0	300,000
154	Reuse Reservoir	6,680,000	0	0	0	0	6,680,000
155	WRF Filter Modifications	475,000	5,100,000	0	0	0	5,575,000
165	Existing Wellfield Repairs	0	0	151,400	1,778,750	0	1,930,150
166	North US1 Utility Adjustments	0	0	300,000	3,100,000	0	3,400,000
167	Pep Tank Elimination Phase 1	0	0	400,000	5,750,000	0	6,150,000
169	Public Works Management Site Upgr	0	0	0	0	270,000	270,000
170	Public Works Generator	0	0	0	0	255,000	255,000
171	Public Works Renovation	0	0	0	0	338,000	338,000
TOTAL EXPENDITURES		**7,935,000**	**10,780,000**	**851,400**	**10,628,750**	**863,000**	**31,058,150**
FUNDING							
Bond Proceeds		4,765,000	10,780,000	0	10,628,750	0	26,173,750
SJRWMD		1,670,000	0	0	0	0	1,670,000
State General Appropriation		1,200,000	0	0	0	0	1,200,000
Water & Sewer Charges		300,000	0	851,400	0	863,000	2,014,400
TOTAL FUNDING		**7,935,000**	**10,780,000**	**851,400**	**10,628,750**	**863,000**	**31,058,150**

Page #	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
434-Water Impact Fees						
EXPENDITURE						
173 Utility Master Plan Update	0	380,000	0	0	0	380,000
TOTAL EXPENDITURES	**0**	**380,000**	**0**	**0**	**0**	**380,000**
FUNDING						
Wastewater Impact Fees	0	190,000	0	0	0	190,000
Water Impact Fees	0	190,000	0	0	0	190,000
TOTAL FUNDING	**0**	**380,000**	**0**	**0**	**0**	**380,000**

Page #		2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
499-Water and Wastewater R and R (West Ormond)							
EXPENDITURE							
175	West Ormond Utilities Airport Rd FM	275,000	3,059,500	0	0	0	3,334,500
177	West Ormond Utilities Area A WM FM	200,000	2,550,000	0	0	0	2,750,000
179	West Ormond Utilities Potable Tank a	375,000	5,025,000	0	0	0	5,400,000
181	West Ormond Utilities WRF	6,500,000	37,250,000	37,250,000	0	0	81,000,000
182	West Ormond Utilities WRF Site Impr	1,700,000	0	0	0	0	1,700,000
183	West Ormond Utilities SR40 Parallel	0	225,000	2,880,000	0	0	3,105,000
185	West Ormond Utilities - New Rima W	0	0	300,000	3,007,500	0	3,307,500
187	West Ormond Utilities WTP Evaluatio	0	0	300,000	0	0	300,000
189	West Ormond Utilities Hand Ave FM	0	0	0	300,000	4,020,000	4,320,000
191	West Ormond Utilities WTP	0	0	0	4,500,000	42,750,000	47,250,000
193	West Ormond Utilities - New Raw Wa	0	0	0	0	17,250,000	17,250,000
TOTAL EXPENDITURES		**9,050,000**	**48,109,500**	**40,730,000**	**7,807,500**	**64,020,000**	**169,717,000**
FUNDING							
Daytona Beach		1,990,000	10,353,000	9,450,000	0	0	21,793,000
To Be Determined		7,060,000	37,756,500	31,280,000	7,807,500	64,020,000	147,924,000
TOTAL FUNDING		**9,050,000**	**48,109,500**	**40,730,000**	**7,807,500**	**64,020,000**	**169,717,000**

Page #	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Grand Total	**31,576,362**	**97,094,611**	**81,700,877**	**38,008,257**	**82,742,141**	**331,122,248**

CITY OF ORMOND BEACH
FLORIDA

104-COMMUNITY REDEVELOPMENT FUND

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. A public art plan is underway and funding is allocated for the implementation of the Downtown public art plan.

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Public Art	100,000	100,000	100,000	100,000	0	400,000
Total	100,000	100,000	100,000	100,000	0	400,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-TIF	100,000	100,000	100,000	100,000	0	400,000
Total	100,000	100,000	100,000	100,000	0	400,000

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. Ormond MainStreet Design Committee are exploring options to make parking areas more accessible with walkway designs and updated signage.

PROJECT COST METHODOLOGY

Projects allocations and estimates are based on actual bids or quotations from past projects of similar scope of work.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Enhancements	120,000	60,000	60,000	60,000	0	300,000
Total	120,000	60,000	60,000	60,000	0	300,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-TIF	120,000	60,000	60,000	60,000	0	300,000
Total	120,000	60,000	60,000	60,000	0	300,000

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	500,000	0	0	0	500,000
Construction	0	0	0	0	7,118,000	7,118,000
Total	0	500,000	0	0	7,118,000	7,618,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Grant	0	500,000	0	0	0	500,000
Property Taxes-TIF	0	0	0	0	7,118,000	7,118,000
Total	0	500,000	0	0	7,118,000	7,618,000

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Traffic calming	0	100,000	0	0	0	100,000
Total	0	100,000	0	0	0	100,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-TIF	0	100,000	0	0	0	100,000
Total	0	100,000	0	0	0	100,000

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).

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	624,716	2,220,273	0	2,844,989
Total	0	0	624,716	2,220,273	0	2,844,989

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
TPO (Grant Pending)	0	0	562,244	1,998,245	0	2,560,489
Property Taxes-TIF	0	0	62,472	222,028	0	284,500
Total	0	0	624,716	2,220,273	0	2,844,989

107-STORMWATER FUND

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Stormwater Charges	250,000	250,000	250,000	250,000	250,000	1,250,000
Total	250,000	250,000	250,000	250,000	250,000	1,250,000

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

FY 24-25	Material	Size (in)	Length (ft)	Units	Unit Price	Probable Construction Cost
75 Wye DR Mh to Inlet	CMP	12	47	LF	$ 59.00	$ 2,773
74 to 75 WYE DR	CMP	12	34	LF	$ 59.00	$ 2,006
Bosarvey & Coquina Dr	CMP	15	81	LF	$ 69.00	$ 5,589
178 Bosarvey to 210 Bosarvey	CMP	15	387	LF	$ 69.00	$ 26,703
Bosarvey & Lucky	CMP	18	41	LF	$ 81.00	$ 3,321
Coquina Ct	CMP	15	245	LF	$ 69.00	$ 16,905
6 Tanglewood North to 11	CMP	15	245	LF	$ 69.00	$ 16,905
120 Cuardo Pl to 146 Pinion Cir	ACCMP	15	40	LF	$ 69.00	$ 2,760
59 S Old Kings Rd to MES	ACCMP	36	610	LF	$ 210.00	$ 128,100
River Pine Way, Northside East to Overbrook Dr	ACCMP	13x22	205	LF	$ 105.00	$ 21,525
Wandering Oaks DR, Sherbourne Way to Parkside Way	ACCMP	15	189	LF	$ 69.00	$ 13,041
N Washington, New Britain South to W Granada	CMP	15	288	LF	$ 69.00	$ 19,872
Pinion Cit, 146 Pinion Cir to Colina Pl	ACCMP	15	240	LF	$ 69.00	$ 16,560
Palmerro East to 789 Flamingo	CMP	24	710	LF	$ 122.00	$ 86,620
Riverside Dr Wast to 53 Loyola	CMP	30	272	LF	$ 167.00	$ 45,424
3 Boxwood Ct	ACCMP	12x18	220	LF	$ 69.00	$ 15,180
105 to 121 Northbrook	CMP	14x23	318	LF	$ 81.00	$ 25,758
602 Riverside Dr	CMP	12	419	LF	59	$ 24,721
136 Pinion Cir West to Marjorie Trl	ACCMP	24	252	LF	$ 129.00	$ 32,508
6 Riverwood to JAD	CMP	15	138	LF	$ 73.00	$ 10,074
1202 River Palm	ACCMP	30	212	LF	$ 176.00	$ 37,312
1400 N Beach to Oak Forest	CMP	30	331	LF	$ 176.00	$ 58,256
1502 N Beach to Oak Forest	CMP	36	317	LF	$ 221.00	$ 70,057
1601 Oak Forest East to 1539	CMP	18	309	LF	$ 86.00	$ 26,574
1300 N Beach East to Oak Forest Dr	CMP	30	316	LF	$ 176.00	$ 55,616
28 Bellewood Cir South to 47 Standish	CMP	15	220	LF	$ 73.00	$ 16,060
All of Forest Hills	CMP	15	600	LF	$ 73.00	$ 43,800
324 Riverbluff	CMP	24	163	LF	$ 129.00	$ 21,027
788 Flamingo	CMP	18	290	LF	$ 81.00	$ 23,490
788 Flamingo	CMP	29x45	236	LF	$ 221.00	$ 52,156
21-23 Ormond Green	ACCMP	29x45	155	LF	$ 221.00	$ 34,255
						$ 954,948

FY 25-26	Material	Size (in)	Length (ft)	Units	Unit Price	Probable Construction Cost
N Beach St from Heather Ln to Sycamore Cir	ACCMP	24"	1180	LF	129	$ 152,220
Park View Lane to Park Meadow Cir	CMP	30"	582	LF	176	$ 102,432
N Beach St Red Cedar to Avenue La Vista	ACCMP	30"	420	LF	176	$ 73,920
Amsden Halifax to JAD	CMP	30"	658	LF	176	$ 115,808
Amsden Halifax to JAD	RCP	36"	896	LF	221	$ 198,016
Old Kings Rd behind Lionshead Dr	ACCMP	36"	627	LF	221	$ 138,567
Royal Palm Ave Halifax to Landmark Cir	CMP	36"	375	LF	221	$ 82,875
Royal Palm Ave Landmark Cir to JAD	CMP	30"	350	LF	176	$ 61,600
Oakmont Cir 54 to 48	CMP	21"	500	LF	129	$ 64,500
						$ 989,938

FY 26-27	Material	Size (in)	Length (ft)	Units	Unit Price	Probable Construction Cost
Sterthaus Dr N Old Kings East	CMP	30"	360	LF	176	$ 63,360
Flamingo Dr Palmetto to Riverside Dr	CMP	24"	820	LF	129	$ 105,780
Flamingo Dr Palmetto to Riverside Dr	CMP	36"	820	LF	221	$ 181,220
776 Riverside Dr	CMP	30"	380	LF	176	$ 66,880
776 Riverside Dr	CMP	15	375	LF	69	$ 25,875
Red Bud Ln	ACCMP	24	430	LF	129	$ 55,470
Loyola Dr- Plametto East	CMP	24"	1040	LF	129	$ 134,160
Harvard Dr from Loyola Dr ro A1A	CMP	24"	410	LF	129	$ 52,890
S Center St from Oak Trl S to Hand Ave	CMP	24"	410	LF	129	$ 52,890
N Beach St from 772 to 792	CMP	30"	300	LF	176	$ 52,800
Baywood Dr from River Bluff Dr to Rio Pinar Dr	CMP	24"	410	LF	129	$ 52,890
N beach St from 862 to 832	CMP	30"	290	LF	176	$ 51,040
Airport Rd at Riverbend Park	PACCMP	48"	180	LF	295	$ 53,100
						$ 948,355

FY 27-28	Material	Size (in)	Length (ft)	Units	Unit Price	Probable Construction Cost
Fleming Ave from Sauls St to Brooke Station Dr	CMP	30"	280	LF	176	$ 49,280.00
Loyola Dr from Kent Dr to Peninsula Dr	CMP	30"	280	LF	176	$ 49,280.00
Rio Ave from Oak Forest Dr to N Beach St	CMP	30"	270	LF	176	$ 47,520.00
Amsden Rd from 607 to 36	CMP	30"	260	LF	176	$ 45,760.00
John Anderson Dr at Neptune Ave	CMP	30"	260	LF	176	$ 45,760.00
Benjamin Dr behind 35 to 57	CMP	24"	350	LF	129	$ 45,150.00
Benjamin Dr behind 57 to 87	CMP	24"	350	LF	129	$ 45,150.00
Riverside Dr at 886	CMP	36"	200	LF	221	$ 44,200.00
N Beach St from 812 to 832	CMP	30"	250	LF	176	$ 44,000.00
Avenue Bonita from N Beach St to Oak Forest Dr	CMP	30"	250	LF	176	$ 44,000.00
Riverside Dr between 880 & 886	CMP	36"	200	LF	221	$ 44,200.00
John Anderson Dr between 608 to 614	CMP	36	190	LF	221	$ 41,990.00
Benjamin Dr between 35 and 675 Riverside Dr	CMP	36"	180	LF	221	$ 39,780.00
N Beach St from Alanwood Dr to Sanchez Ave	CMP	24"	310	LF	129	$ 39,990.00
Prairiwview Ln between 8 & 10	ACCMP	36"	180	LF	221	$ 39,780.00
Riverside Dr between 666 & 676	CMP	24"	300	LF	129	$ 38,700.00
Fleming Ave from 391 to Charleston Square	CMP	36"	180	LF	221	$ 39,780.00
Greenvale Dr between 12 & 14	ACCMP	36"	180	LF	221	$ 39,780.00
River Palm Way from NorthSide Dr to Overbrook Dr	ACCMP	30"	220	LF	176	$ 38,720.00
Oak Forest Dr between 1331 & 1401	CMP	30"	220	LF	176	$ 38,720.00
Benjamin Dr Behind 167 to 195	CMP	24"	290	LF	129	$ 37,410.00
Oak Forest Dr between 1331 & 1401	CMP	30"	210	LF	176	$ 36,960.00
						$ 935,910.00

FY 28-29	Material	Size (in)	Length (ft)	Units	Unit Price	Probable Construction Cost
Between Laurel Oaks Cir and Oak Brook Dr	CMP	24"	280	LF	129	$ 36,120.00
Greenvale Dr between 15 & 17	ACCMP	36"	170	LF	221	$ 37,570.00
Arroyo Pkwy from 428 to 424	CMP	36"	160	LF	221	$ 35,360.00
Northside Dr from 1319 to 1313	ACCMP	24"	270	LF	129	$ 34,830.00
Marjorie Trl between from Shelly Way to 28	PACCMP	24"	270	LF	129	$ 34,830.00
Ormond Green next to 22	ACCMP	36	160	LF	221	$ 35,360.00
Oak Forest Dr between 1319 & 1317	CMP	24"	270	LF	129	$ 34,830.00
Arroyo Pkwy from 434 to 428	CMP	36"	160	LF	221	$ 35,360.00
Arroyo Pkwy from Orchard Av to Garden Ln	CMP	24"	270	LF	129	$ 34,830.00
Parque Dr between 450 & 488	CMP	30"	190	LF	176	$ 33,440.00
Marjorie Trl between 9 & 11	ACCMP	24"	260	LF	129	$ 33,540.00
Melrose Ave from 32 to N Beach St	CMP	24"	260	LF	129	$ 33,540.00
Arroyo Pkwy from 424 to Santa Fe Ave	CMP	36"	150	LF	221	$ 33,150.00
Woodridge Dr from Knollview Blvd to E River Oak Cir	CMP	24"	250	LF	129	$ 32,250.00
Woodridge Dr from E River Oak Cir 190 East	CMP	30"	190	LF	176	$ 33,440.00
Tomoka Ave at 148	CMP	24"	250	LF	129	$ 32,250.00
Palmetto Ave near Flamingo Dr	CMP	24"	250	LF	129	$ 32,250.00
Ormond Pkwy between 164 and 174	CMP	24"	250	LF	129	$ 32,250.00
N Beach St from Red Cedar Ct to Red Bud Ln	CMP	24"	250	LF	129	$ 32,250.00
Garden Ln from Arroyo Pkwy 713	CMP	24"	250	LF	129	$ 32,250.00
Arroyo Pkwy from Orchard Av to 434	CMP	36"	140	LF	221	$ 30,940.00
Overbrook Dr from 1206 to 1302	ACCMP	24	240	LF	129	$ 30,960.00
Orchard Ave from 755 to Calle Grande St	CMP	24"	240	LF	129	$ 30,960.00
Oak Forest Dr between 1211 &1301	CMP	42"	120	LF	258	$ 30,960
John Anderson Dr between 1084 & 1074	CMP	30"	180	LF	176	$ 31,680.00
River Bluff Dr between 136 & 200	CMP	36"	140	LF	221	$ 30,940.00
Ormond Green next to 22	ACCMP	36	140	LF	221	$ 30,940.00
John Anderson Dr between 850 & 864	CMP	24"	230	LF	129	$ 29,670.00
River Ridge Trl between 29 & 31	CMP	24"	230	LF	129	$ 29,670.00
						$ 956,420.00

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Vehicle Replacement	305,000	0	0	0	0	305,000
Total	305,000	0	0	0	0	305,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Stormwater Charges	305,000	0	0	0	0	305,000
Total	305,000	0	0	0	0	305,000

CIP Work Sheet FY 2024-25

Ford F350	2013	Stormwater	565	55,000
Gradall X	2006	Stormwater	276	250,000
Total Stormwater				**305,000**

Vehicle and Equipment Repair/Replacement Evaluation		
Vehicle: # 565	**Evaluated by**	**Christine Jarrell, Garage Supervisor**
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.	11	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	**26**	**(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

CITY OF ORMOND BEACH
FLORIDA

108-AIRPORT FUND

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Professional Services	0	250,000	0	0	0	250,000
Total	0	250,000	0	0	0	250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FAA	0	225,000	0	0	0	225,000
FDOT	0	20,000	0	0	0	20,000
Airport Fund	0	5,000	0	0	0	5,000
Total	0	250,000	0	0	0	250,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Perimeter Security Fence

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

JUSTIFICATION

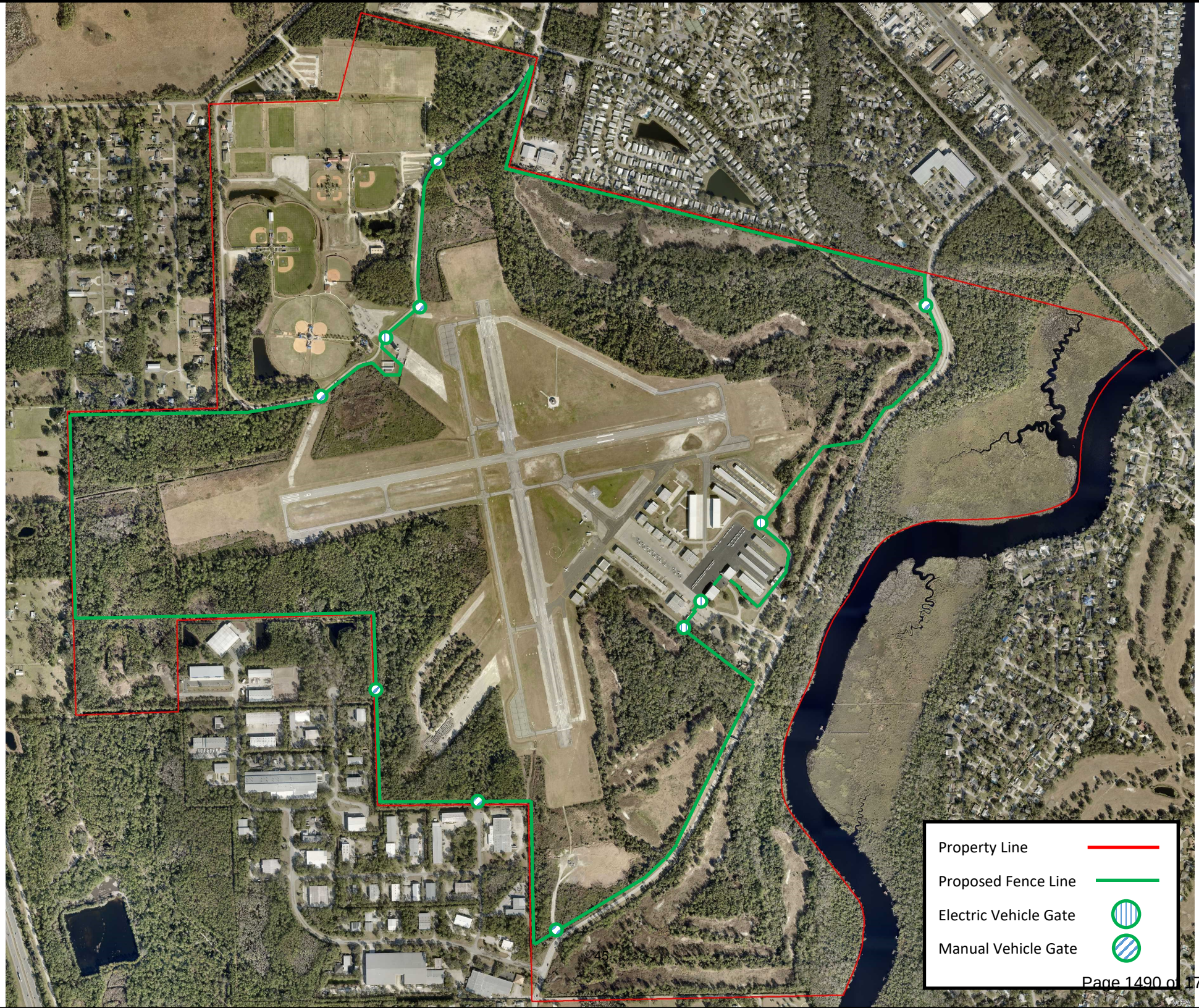
The airport's existing perimeter fence and gates must be replaced in accordance with the recommendations contained within the Wildlife Hazard Assessment prepared for the airport and U.S. Transportation Security Administration and FDOT airport security guidelines.

PROJECT COST METHODOLOGY

Cost estimates have been provided by Hoyle, Tanner and Associates

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design & Bidding	0	244,580	0	0	0	244,580
Construction & Construction	0	0	5,523,524	0	0	5,523,524
Total	0	244,580	5,523,524	0	0	5,768,104

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FAA	0	220,122	4,971,172	0	0	5,191,294
FDOT	0	19,566	441,882	0	0	461,448
Airport Fund	0	4,892	110,470	0	0	115,362
Total	0	244,580	5,523,524	0	0	5,768,104


Property Line
Proposed Fence Line
Electric Vehicle Gate
Manual Vehicle Gate

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airfield Remarking and Pavement Rejuvenation

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Airport Manager

PROJECT SCOPE

Surface preparation for re-marking, application of asphalt pavement rejuvenation compounds or seal coat and re-marking of airfield markings.

JUSTIFICATION

On February 8, 2024, during the annual airport safety and licensing inspection by FDOT, it was found that there were inconsistencies between the existing airfield markings and the current standards for airfield markings established by the FAA. As a result, staff was informed by FDOT that the airfield markings must be re-painted, added or removed as needed in order to comply with FAA standards. FAA funding participation is available for only the airport's primary runway and the taxiways that serve the primary runway. This project is considered a high priority by both FAA and FDOT because airport pavement markings provide key information to pilots that is needed to ensure safe operations during takeoff, landing and taxiing.

PROJECT COST METHODOLOGY

Project cost estimates provided by Hoyle, Tanner and Associates

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction & Construction		780,879	0	0	0	
Total		780,879	0	0	0	

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FDOT	0	373,632	0	0	0	373,632
FAA	0	313,839	0	0	0	313,839
Airport Fund	0	93,408	0	0	0	93,408
Total	0	780,879	0	0	0	780,879

ENGINEER'S OPINION OF PROBABLE COST

Airport: Ormond Beach Municipal Airport
Project: **AIRFIELD REMARKING AND PAVEMENT REJUVENATION - CONSTRUCTION**

Project Item No.	Spec Item No.	Description	Unit	Quantity	Unit Cost	Cost
FEDERAL FUNDING ELIGIBLE						
BID SCHEDULE A - RUNWAY 9-27						
1	C-105-1	Mobilization (@10%)	LS	1	$16,270.27	$16,270.27
2	P-632-1	Asphalt Pavement Revivenation	GAL	2,560	$25.00	$64,000.00
3	P-632-2	Surface Preparation	SY	33,370	$1.00	$33,370.00
4	P-632-3	Friction Test	LS	1	$8,000.00	$8,000.00
5	P-620-1	Surface Preparation for Re-Marking	SF	54,703	$0.10	$5,470.30
6	P-620-2	Runway/Taxiway Paint - White with Beads	SF	40,500	$1.00	$40,500.00
7	P-620-4	Runway/Taxiway Paint - Black	SF	14,203	$0.80	$11,362.40
					Construciton Cost	**$178,972.97**
					Construction Administration	**$5,300.00**
					Total Bid Schedule A - Runway 9-27 Marking and Rejuvenation Project Cost	**$184,272.97**
BID SCHEDULE C - Taxiway Alpha						
1	C-105-1	Mobilization (@10%)	LS	1	$7,294.65	$7,294.65
2	P-632-1	Asphalt Pavement Revivenation	GAL	2,120	$25.00	$53,000.00
3	P-632-2	Surface Preparation	SY	27,600	$1.00	$27,600.00
4	P-620-1	Surface Preparation for Re-Marking	SF	46,523	$0.10	$4,652.30
5	P-620-3	Runway/Taxiway Paint - Yellow with Beads	SF	17,379	$1.00	$17,379.00
6	P-620-4	Runway/Taxiway Paint - Black	SF	29,144	$0.80	$23,315.20
					Total Bid Schedule C - Taxiway Alpha Marking and Rejuvenation	**$133,241.15**
					Construction Administration	**$3,750.00**
					Total Bid Schedule C - Taxiway Alpha Marking and Rejuvenation Project Cost	**$136,991.15**
BID SCHEDULE D - Taxiway Charlie						
1	C-105-1	Mobilization (@10%)	LS	1	$2,154.22	$2,154.22
2	P-632-1	Asphalt Pavement Revivenation	GAL	450	$25.00	$11,250.00
3	P-632-2	Surface Preparation	SY	4,900	$1.00	$4,900.00
4	P-620-1	Surface Preparation for Re-Marking	SF	5,522	$0.10	$552.20
5	P-620-3	Runway/Taxiway Paint - Yellow with Beads	SF	2,112	$1.00	$2,112.00
6	P-620-4	Runway/Taxiway Paint - Black	SF	3,410	$0.80	$2,728.00
					Construciton Cost	**$23,696.42**
					Construction Administration	**$3,750.00**
					Total Bid Schedule D - Taxiway Charlie Marking and Rejuvenation Project Cost	**$27,446.42**

TOTAL	**$348,710.54**

FAA & FDOT Funding	
FAA (90%)	**$313,839.49**
FDOT (8%)	**$27,896.84**
Local (2%)	**$6,974.21**

FEDERAL FUNDING INELIGIBLE						
BID SCHEDULE B - RUNWAY 17-35						
1	C-105-1	Mobilization (@10%)	LS	1	$21,141.50	$21,141.50
2	P-632-1	Asphalt Pavement Revivenation	GAL	3,400	$25.00	$85,000.00
3	P-632-2	Surface Preparation	SY	44,350	$1.00	$44,350.00
4	P-632-3	Friction Test	LS	1	$8,000.00	$8,000.00
5	P-620-1	Surface Preparation for Re-Marking	SF	54,750	$0.10	$5,475.00
6	P-620-2	Runway/Taxiway Paint - White with Beads	SF	54,750	$1.00	$54,750.00
7	P-620-4	Runway/Taxiway Paint - Black	SF	17,300	$0.80	$13,840.00
					Construciton Cost	**$232,556.50**
					Construction Administration	**$5,300.00**
					Total Bid Schedule B - Runway 17-35 Marking and Rejuvenation Project Cost	**$237,856.50**
BID SCHEDULE E - Taxiway Echo						
1	C-105-1	Mobilization (@10%)	LS	1	$3,875.50	$3,875.50
2	P-632-1	Asphalt Pavement Revivenation	GAL	500	$25.00	$12,500.00
3	P-632-2	Surface Preparation	SY	9,600	$1.00	$9,600.00
4	P-620-1	Surface Preparation for Re-Marking	SF	17,050	$0.10	$1,705.00
5	P-620-3	Runway/Taxiway Paint - Yellow with Beads	SF	6,550	$1.00	$6,550.00
6	P-620-4	Runway/Taxiway Paint - Black	SF	10,500	$0.80	$8,400.00
					Construciton Cost	**$42,630.50**
					Construction Administration	**$3,750.00**
					Total Bid Schedule E - Taxiway Echo Rejuvenation and Marking Project Cost	**$46,380.50**
BID SCHEDULE F - Taxiway Foxtrot						
1	C-105-1	Mobilization (@10%)	LS	1	$2,327.10	$2,327.10
2	P-632-1	Asphalt Pavement Revivenation	GAL	400	$25.00	$10,000.00
3	P-632-2	Surface Preparation	SY	5,350	$1.00	$5,350.00
4	P-620-1	Surface Preparation for Re-Marking	SF	8,110	$0.10	$811.00
5	P-620-3	Runway/Taxiway Paint - Yellow with Beads	SF	3,110	$1.00	$3,110.00
6	P-620-4	Runway/Taxiway Paint - Black	SF	5,000	$0.80	$4,000.00
					Construciton Cost	**$25,598.10**
					Construction Administration	**$3,750.00**
					Total Bid Schedule F - Taxiway Foxtrot Rejuvenation and Marking Project Cost	**$29,348.10**
BID SCHEDULE G - Taxiway Golf						
1	C-105-1	Mobilization (@10%)	LS	1	$10,439.40	$10,439.40
2	P-101-1	General Demolition	LS	1	$3,000.00	$3,000.00
3	P-608-1	Emulsified Asphalt Seal Coat	SY	28,147	$2.00	$56,294.00
4	P-620-1	Surface Preparation for Re-Marking	SF	46,000	$0.10	$4,600.00
5	P-620-3	Runway/Taxiway Paint - Yellow with Beads	SF	18,500	$1.00	$18,500.00
6	P-620-4	Runway/Taxiway Paint - Black	SF	27,500	$0.80	$22,000.00
					Construction Cost	**$114,833.40**
					Construction Administration	**$3,750.00**
					Total Bid Schedule G - Taxiway Golf Rejuvenation and Marking Project Cost	**$118,583.40**

TOTAL	**$432,168.50**

FDOT Only Funding	
FDOT (80%)	**$345,734.80**
Local (20%)	**$86,433.70**

Total Construction Phase FAA Share:	**$313,839.49**
Total Construction Phase FDOT Share	**$373,631.64**
Total Construction PhaseLocal Share	**$93,407.91**

CAPITAL PROJECT DETAIL

PROJECT TITLE

Crosswinds Park

PROJECT#

CATEGORY

Airport Improvements

FUND

108-Airport

PROJECT LOCATION

Airport

MANAGEMENT

Economic Development Director

PROJECT SCOPE

Design and Construction of roadways and utilities (water, sewer, fiber) into a city-owned airport parcel adjacent to the Airport Business Park.

JUSTIFICATION

This project will provide design, permitting, bidding and construction services for the Airport Access Infrastructure Project at the southwest quadrant of the airport. The project site is approximately 15 acres and is located in the southwest corner of the Airport, north of the planned Runway Drive extension. The project ultimately includes paving, grading and drainage for landside access, aeronautical, aviation manufacturing and light industrial site development. The project also includes site utilities (water, sewer, power, phone and data) and storm water permitting required by the St. John’s River Water Management District (SJRWMD). The resulting new landside access opens this previously inaccessible portion of airport property for aeronautical, aviation manufacturing and light industrial use. The proposed project will provide shovel-ready sites available for expansion of the airport business park and enable development of additional manufacturing and related target industries within the City. State participation in this project has been requested in an effort to support the City's goal to make the airport self-supporting by promoting growth and economic development at the airport. Additional state funds may be available to reduce the City's cost share for the construction phase of this project via programs such as the Florida Job Growth Grant Fund.

PROJECT COST METHODOLOGY

Cost estimates have been developed by City Staff in consultation with Zev Cohen and Associates.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	2,107,652	0	0	0	2,107,652
Total	0	2,107,652	0	0	0	2,107,652

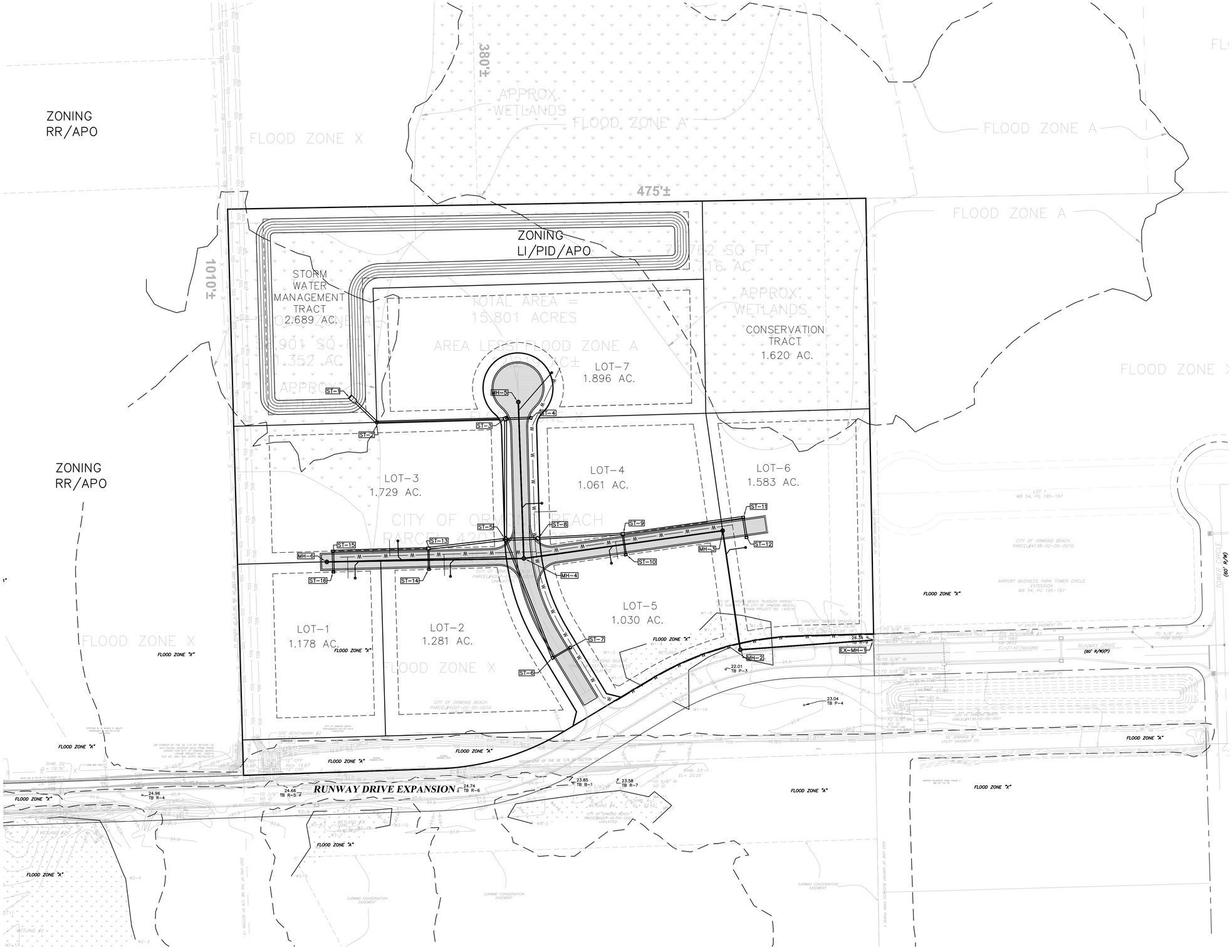
CAPITAL PROJECT DETAIL

PROJECT TITLE

Crosswinds Park

PROJECT#

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FL State Appropriations	0	750,000	0	0	0	750,000
Airport Fund	0	678,826	0	0	0	678,826
FDOT	0	678,826	0	0	0	678,826
Total	0	2,107,652	0	0	0	2,107,652



LEGEND:

- PROPOSED CONSERVATION EASEMENT
- PROPOSED ASPHALT PAVEMENT
- PROPOSED CONCRETE

ZEV COHEN & ASSOCIATES, INC.
300 INTERCHANGE BLVD., STE C
OWENSBORO BEACH, FL 32174
WWW.ZEVCOHEN.COM

CIVIL ENGINEERING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL
PLANNING
TRANSPORTATION
(LC 42)
(EB 8516)

NO.	DATE	BY	SUBMITTALS / REVISIONS

ORMOND BEACH BUSINESS PARK INFRASTRUCTURE IMPROVEMENTS

LOT LAYOUT EXHIBIT

VOLUSIA COUNTY, FLORIDA
CITY OF ORMOND BEACH

PROJECT NO: ZC 23271

DESIGNED BY: HK

DRAFTED BY: XXX

CHECKED BY: HK

DRAWING FILE: 23271 LOT LAYOUT-EXH
XREF'S: XXXXX.DWG
XREF'S: XXXXX.DWG

HALUK KILIC, P.E., NO.84244
NOT VALID WITHOUT SEAL

SHEET: EX1 OF 1

R:\23271 O.B. FUTURE BUSINESS PARK\FINAL ENGINEERING PLANS\CADD\MICS\23271 LOT LAYOUT-EXH.DWG – PRINTED: 3/15/2024 10:21 AM

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	2,500,000	0	0	0	2,500,000
Total	0	2,500,000	0	0	0	2,500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Rehabilitate Taxiway Bravo Apron & Ramp Area

PROJECT#

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FAA	0	2,250,000	0	0	0	2,250,000
FDOT	0	200,000	0	0	0	200,000
Airport Fund	0	50,000	0	0	0	50,000
Total	0	2,500,000	0	0	0	2,500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Access Roads-SW Quadrant

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 compete and the project is ready for bidding.

PROJECT COST METHODOLOGY

Cost estimates have been provided by Hoyle, Tanner & Associates

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	2,102,037	0	0	2,102,037
Total	0	0	2,102,037	0	0	2,102,037

CAPITAL PROJECT DETAIL

PROJECT TITLE

Airport Access Roads-SW Quadrant

PROJECT#

108066

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FDOT	0	0	1,303,629	0	0	1,303,629
FDOT Special Appropriation	0	0	472,500	0	0	472,500
Airport Fund	0	0	325,908	0	0	325,908
Total	0	0	2,102,037	0	0	2,102,037

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	0	150,000	0	150,000
Construction	0	0	0	0	814,280	814,280
Total	0	0	0	150,000	814,280	964,280

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
FAA	0	0	0	135,000	732,852	867,852
FDOT	0	0	0	12,000	65,142	77,142
Airport Fund	0	0	0	3,000	16,286	19,286
Total	0	0	0	150,000	814,280	964,280

CITY OF ORMOND BEACH
FLORIDA

CITY OF ORMOND BEACH
FLORIDA

CITY OF ORMOND BEACH
FLORIDA

301-GENERAL CAPITAL IMPROVEMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

CDBG Military Boulevard West/East Sidewalks

PROJECT#

CATEGORY

Beautification

FUND

301-General Improvement Fund

PROJECT LOCATION

Forest Hills Subdivision

MANAGEMENT

Engineering

PROJECT SCOPE

West & East Sides of Military Boulevard

JUSTIFICATION

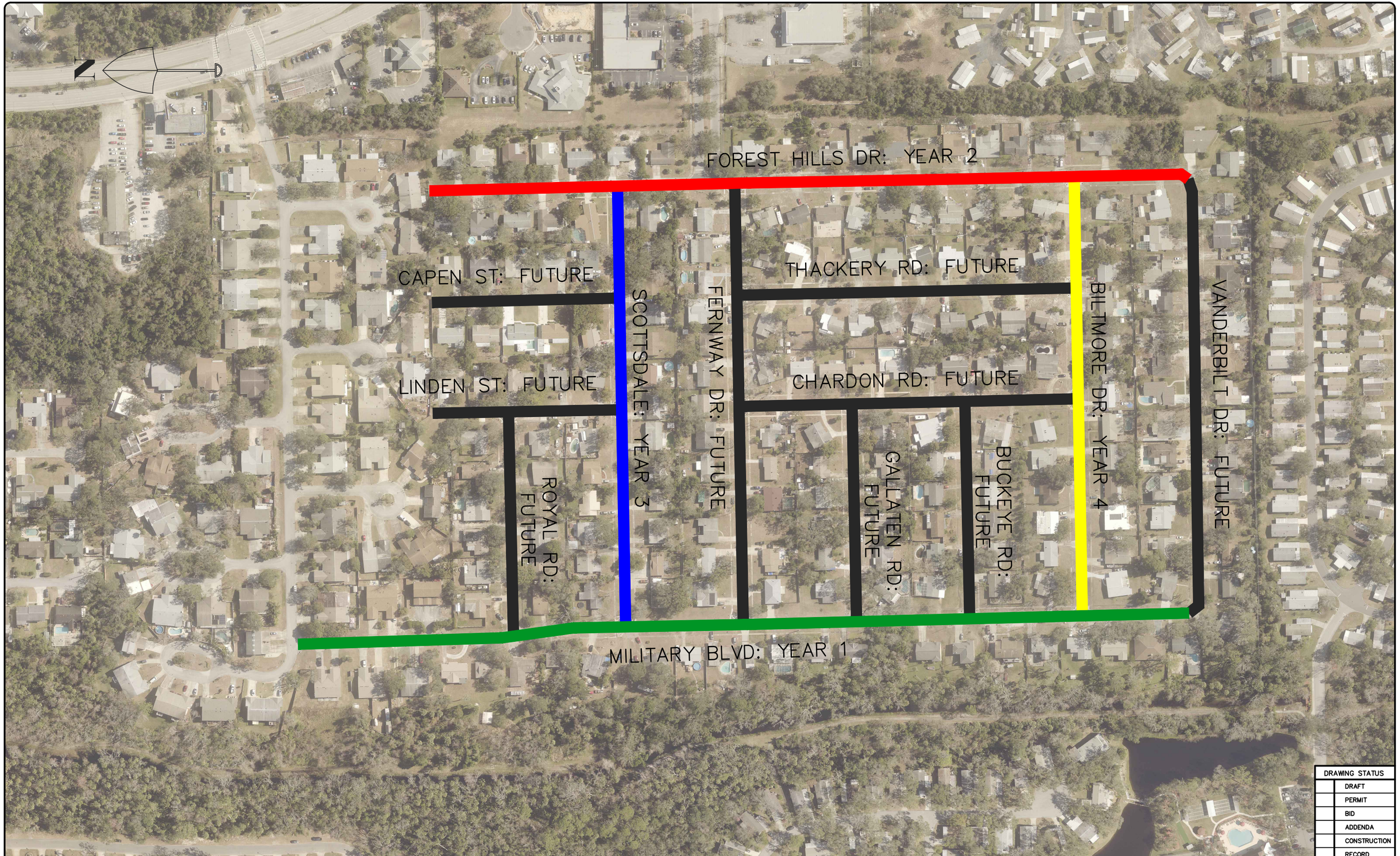
Remove existing 3' wide non-ADA sidewalks and replace with a 5' wide ADA compliant sidewalk. Along the west/east sides of the roadway there are areas with no sidewalk and will be implementing sidewalks to provide continuous connect. Project also includes ADA compliant detectable mats & curbing. The goal is to improve pedestrian connectivity as the Tomoka Elementary School is to the west.

PROJECT COST METHODOLOGY

Using pricing received from previous sidewalk projects

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	274,000	0	0	0	0	274,000
Total	274,000	0	0	0	0	274,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
CDBG	151,828	0	0	0	0	151,828
Property Taxes - Transportation	122,172	0	0	0	0	122,172
Total	274,000	0	0	0	0	274,000



DRAWING STATUS	
	DRAFT
	PERMIT
	BID
	ADDENDA
	CONSTRUCTION
	RECORD

NO.	DATE	REVISIONS	BY

City of Ormond Beach
Engineering Division

BILL PARTINGTON, MAYOR
JOYCE SHANAHAN, CITY MANAGER

ALEX SCHUMANN, P.E. CITY ENGINEER

CDBG: FOREST HILLS SIDEWALK REHABILITATION

PHASING PLAN

DATE: 5/9/24	PROJECT NO.:
SCALE:	FILE NAME:
DRAWN BY: MC	SHEET: 1 of 1

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	250,000	0	0	0	0	250,000
Total	250,000	0	0	0	0	250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	250,000	0	0	0	0	250,000
Total	250,000	0	0	0	0	250,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fleet Canopy Improvements

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

301-General Improvement Fund

PROJECT LOCATION

Fleet

MANAGEMENT

Engineering

PROJECT SCOPE

Replace the existing underground fuel tanks and canopy with above ground tanks and new canopy

JUSTIFICATION

The existing underground fuel storage tanks have reached the end of their useful life and are in need of replacement. Additionally, the canopy structure above the fuel islands at fleet are rusting.

PROJECT COST METHODOLOGY

Based on quotes

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	700,000	0	0	0	0	700,000
Total	700,000	0	0	0	0	700,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
General Fund Reserves	700,000	0	0	0	0	700,000
Total	700,000	0	0	0	0	700,000

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 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 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 Emergency 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 susceptible to the impact of sever weather events.

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Planning, Design, and Permitting	2,900,000	0	0	0	0	2,900,000
Construction	0	24,000,000	24,000,000	0	0	48,000,000
Total	2,900,000	24,000,000	24,000,000	0	0	50,900,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Police Station / EOC

PROJECT#

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bonds	1,450,000	24,000,000	24,000,000	0	0	49,450,000
Legislative Funding	1,450,000	0	0	0	0	1,450,000
Total	2,900,000	24,000,000	24,000,000	0	0	50,900,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Data Center Infrastructure

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

HDC/ Police Department

MANAGEMENT

IT Department

PROJECT SCOPE

Upgrading Storage Area Network, Servers and associated infrastructure.

JUSTIFICATION

The City has been impacted by decreased performance, frequent downtime and growing need for server, San and database maintenance. The outdated infrastructure is resulting in outages, sluggish performance issues and is impacting city-wide emails and load time for documents. The aging infrastructure is also causing security vulnerablilities. As such the data center infrastructure is in need of replacement.

PROJECT COST METHODOLOGY

Estimate via Quote

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Infrastructure	800,000	0	0	0	0	800,000
Total	800,000	0	0	0	0	800,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Financing	800,000	0	0	0	0	800,000
Total	800,000	0	0	0	0	800,000

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 Altering 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. **2024 Update: VC has chosen their vendor, and advised that the Sheriff's Office Communications (Dispatch provider) is moving forward with their dispatch system upgrade this summer.** We are awaiting pricing information from VC.

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Alerting Systems	0	240,000	0	0	0	240,000
Total	0	240,000	0	0	0	240,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	0	240,000	0	0	0	240,000
Total	0	240,000	0	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	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Installation	0	0	100,000	0	0	100,000
Total	0	0	100,000	0	0	100,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	0	0	100,000	0	0	100,000
Total	0	0	100,000	0	0	100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Station 92 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. ** 2024 Update: HMGP grant still in review with the State, expecting to hear further late summer 2024. Requesting to move FY 23/24 funding to FY 24/25.

PROJECT COST METHODOLOGY

Quotes

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Fire Station 92 Generator	0	0	125,000	0	0	125,000
Total	0	0	125,000	0	0	125,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	0	0	125,000	0	0	125,000
Total	0	0	125,000	0	0	125,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Network and Security Assessment

PROJECT#

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

City Wide

MANAGEMENT

Information Technology Department

PROJECT SCOPE

Network and Cyber Security Assessment

JUSTIFICATION

the City intends to fully assess and audit the security of all elements of the City's technology environment. The City's goal is to have a comprehensive and detailed review of the current environment, and then the creation of a Cyber Resilience Program (CRP) as well as an implementation plan to improve our overall technology security posture.1. Policies, procedures and standards 2. Network Device Configurations (core, edge) 3. Network Architecture
4. Wireless Infrastructure and Configuration 5. Firewall Configuration a. VPN Configuration b. DMZ Configuration 6. Server Environment and Configurations 7. VMware Virtual Environment 8. Data and Information Security 9. VOIP Environment and Configuration 10. Mobile Devices 11. Desktop and Laptop Configurations 12. Physical Security

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Security Assessment	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	0	0	35,000	0	0	35,000
Total	0	0	35,000	0	0	35,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fiber Optic Connectivity

PROJECT#

301249

CATEGORY

Technology

FUND

301-General Improvement Fund

PROJECT LOCATION

City Wide

MANAGEMENT

Engineering

PROJECT SCOPE

Phased expansion of City fiber Optic network facilities connecting properties and utilities assets to previously connected facilities

JUSTIFICATION

Central to City operation is the transfer of data between City facilities and for the operation of City assets at remote locations. The Communication Infrastructure of the City of Ormond Beach is built upon the points of data collection and facility controls, terminals that allow for the monitoring of this data and the communication of City business, as well as the means of connecting these points allowing for the transfer of information internally and to external locations. The creation of a fiber optic network between City facilities provides increased reliability, increased data rates up to 10,000 Mbps, and immunity from both weather and power related events Previous phases have established connectivity, providing a Gigabit Ethernet (1 GigE) communication capability to additional City facilities. This strategic investment increases security, data transfer speed, and reliability to those connected facilities while reducing business recovery and disaster recovery risks.

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Fiber Optics	0	0	0	620,000	0	620,000
Total	0	0	0	620,000	0	620,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-General CIP	0	0	0	620,000	0	620,000
Total	0	0	0	620,000	0	620,000

CITY OF ORMOND BEACH
FLORIDA

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Vehicles	272,000	0	0	0	0	272,000
Total	272,000	0	0	0	0	272,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Vehicles	272,000	0	0	0	0	272,000
Total	272,000	0	0	0	0	272,000

CIP Work Sheet FY 2024-25

Description	Year	Department	#	2024-25
Chevy 3500	2012	Street Maint.	410	50,000
Ford F450	2012	Street Maint.	252	80,000
Ford Escape	2012	Leisure Services	415	30,000
Chevy Pickup	2012	Leisure Services	413	26,000
Ford 3/4 ton Pickup	2003	Leisure Services	530	26,000
Chevy Colorado	2012	Engineering	160	30,000
Ford Escape	2009	Engineering Insp	154	30,000
Total General				**272,000**

CITY OF ORMOND BEACH
FLORIDA

305-PUBLIC SAFETY VEHICLE EQUIPMENT FUND

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Police Vehicles	533,000	500,000	500,000	500,000	500,000	2,533,000
Total	533,000	500,000	500,000	500,000	500,000	2,533,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Public Safety	533,000	500,000	500,000	500,000	500,000	2,533,000
Total	533,000	500,000	500,000	500,000	500,000	2,533,000

CIP Work Sheet FY 2024-25

Description	Year	Department	#	2024-25
Ford Taurus	2012	Police Admin	83	35,000
Chev Impala	2012	Police CID	86	38,000
Chevy Caprice	2013	Police	138	70,000
Chevy Caprice	2014	Police	139	70,000
Chevy Caprice	2014	Police	140	70,000
Chevy Caprice	2014	Police	142	70,000
Chevy Caprice	2014	Police	145	70,000
Chev Colorado	2012	Police NID	201	40,000
Chevy Caprice	2015	Police	P01	70,000
Total Public Safety				**533,000**

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 2011 quint apparatus, and place it for surplus/disposal.

JUSTIFICATION

Both current units have had several major/costly repairs, and are due for replacement. With currently production lead times at 38 months, replacement apparatus need to be ordered earlier to maintain the 12-yr. replacement schedule for fire apparatus. With the creation of the public safety vehicle fund, a 12-year replacement schedule was identified to maximize service life and trade-in value, financing the units for 10 years, then trading back the units at year 12. 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 38 months to take delivery.

PROJECT COST METHODOLOGY

FSA purchasing contract pricing, option changes, and equipment quotes

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Quint Fire Apparatus	0	0	0	0	1,900,000	1,900,000
Total	0	0	0	0	1,900,000	1,900,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Lease Purchase	0	0	0	0	1,900,000	1,900,000
Total	0	0	0	0	1,900,000	1,900,000

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Traffic Calming Measures	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes - Transportation	50,000	50,000	50,000	50,000	50,000	250,000
Total	50,000	50,000	50,000	50,000	50,000	250,000

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Railroad Crossing	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	200,000	200,000	200,000	200,000	200,000	1,000,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes - Transportation	200,000	200,000	200,000	200,000	200,000	1,000,000
Total	200,000	200,000	200,000	200,000	200,000	1,000,000

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.
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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Roadway Resurfacing	750,000	750,000	750,000	750,000	750,000	3,750,000
Total	750,000	750,000	750,000	750,000	750,000	3,750,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Local Option Gas Tax	750,000	750,000	750,000	750,000	750,000	3,750,000
Total	750,000	750,000	750,000	750,000	750,000	3,750,000

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	ELLICOTT 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**

Year	Name	FrSegment	ToSegment	Length	ASPHALT TONNAGE	REPAIR COST
2028-2029	INDIAN HEAD DR	ORMOND LAKES BLVD	CUL-DE-SAC	1768	364	$ 47,096.09
2028-2029	OAKMONT CIR	S. ST. ANDREWS DR	S. ST. ANDREWS DR	3960	743	$ 96,167.62
2028-2029	HULL RD	N. US 1	SPORTS COMPLEX	3600	675	$ 87,425.11
2028-2029	TOMOKA OAKS BLVD	N. NOVA RD	TOMOKA OAKS COUNTRY CLUB	800	173	$ 22,341.97
2028-2029	CARDINAL DR	S. ATLANTIC AVE	FLAMINGO DR	493	97	$ 12,571.00
2028-2029	N ORCHARD ST	W. GRANADA BLVD	WILMETTE AVE	2500	469	$ 60,711.88
2028-2029	JOHN ANDERSON DR	SR 40	NEPTUNE AVE	3689	692	$ 89,586.46
2028-2029	NEPTUNE AVE	N.HALIFAX DR	OCEAN SHORE BLVD	2000	375	$ 48,569.51
2028-2029	BRAMBLEWOOD LN	WHIPPOORWILL LN	HIDDEN HILLS DR	600	113	$ 14,570.85
2028-2029	PINE ST	DIVISION AVE	HAND AVE	1317	222	$ 28,784.72
2028-2029	QUEEN ANN CT	CUL-DE-SAC	CUL-DE-SAC	911	214	$ 27,657.91
2028-2029	PRAIRIEVIEW LN	GREENVALE DR	CUL-DE-SAC	668	163	$ 21,093.74
2028-2029	PINEHURST CIR	S. CENTER ST	CUL-DE-SAC	820	154	$ 19,913.50
2028-2029	WILD CAT LN	ORMOND LAKES BLVD	CUL-DE-SAC	698	186	$ 24,113.00
2028-2029	BUCKEYE RD	CHARDON RD	MILITARY BLVD	800	150	$ 19,427.80
2028-2029	BOOTH RD	SR 40	OLD TOMOKA RD	2116	397	$ 51,386.54
2028-2029	GINGER CIR	ANN RUSTIN DR	CUL-DE-SAC	400	75	$ 9,713.90
2028-2029	FOREST HILLS BLVD	FERNWAY DR	SCOTTSDALE DR	264.1	50	$ 6,413.60
2028-2029	FLORENCE ST	VINING CT	BOSARVEY DR	500	94	$ 12,142.38
2028-2029	HANGAR WAY	HANGAR WAY	SUNSHINE AVIATION	413	77	$ 10,029.60
2028-2029	OSCELOT CT	LAKEBLUFF DR	CUL-DE-SAC	311	81	$ 10,525.56
2028-2029	SANDPIPER LN	350' WEST OF KNOLLWOOD	650' WEST OF KNOLLWOOD	300	56	$ 7,285.43
2028-2029	PARKSIDE DR	EDGEWOOD WAY	OVERBROOK DR	400	75	$ 9,713.90
2028-2029	RIVER ROCK TRL	SHADY BRANCH TRL	CUL-DE-SAC	200	38	$ 4,856.95
2028-2029	CARSON DR	ASTON CIR	ASTON CIR	413	77	$ 10,029.60
2028-2029	BROADMOOR CIR	S. CENTER ST	CUL-DE-SAC	820	154	$ 19,913.50
2028-2029	HICKORY HILLS CIR	S. CENTER ST	CUL-DE-SAC	820	154	$ 19,913.50
2028-2029	SANDY LAKE CIR	HAMMOCK LN	CUL-DE-SAC	398	117	$ 15,199.83

Total **$ 807,155.44**

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Sidewalks	112,000	112,000	112,000	112,000	112,000	560,000
Total	112,000	112,000	112,000	112,000	112,000	560,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes - Transportation	112,000	112,000	112,000	112,000	112,000	560,000
Total	112,000	112,000	112,000	112,000	112,000	560,000

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

Vendor Quotes

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Street Light Maintenance	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes - Transportation	25,000	25,000	25,000	25,000	25,000	125,000
Total	25,000	25,000	25,000	25,000	25,000	125,000

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. We intend to repair 3 intersections per year.

PROJECT COST METHODOLOGY

Quote Provided by AM Weigel

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Signal Rehabilitation	80,000	84,000	88,200	92,600	97,500	442,300
Total	80,000	84,000	88,200	92,600	97,500	442,300

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes - Transportation	80,000	84,000	88,200	92,600	97,500	442,300
Total	80,000	84,000	88,200	92,600	97,500	442,300

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 the roadway. 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 current 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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	0	5,721,883	0	5,721,883
Design	0	0	0	858,282	0	858,282
Construction Admin/Engineering	0	0	0	572,188	0	572,188
Total	0	0	0	7,152,353	0	7,152,353

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
River to Sea TPO Grant Funding	0	0	0	4,770,315	0	4,770,315
Bonds	0	0	0	2,382,038	0	2,382,038
Total	0	0	0	7,152,353	0	7,152,353

LOCATION MAP

Pineland Trail Location Map

City of Ormond Beach
4/17/24

Proposed Roadway Improvements – Pineland Trail

Project notes: Total length of route, from Airport Road to Broadway Avenue 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	$199,000.00
2	Maintenance of Traffic	1	LS	$120,000.00	$120,000.00
3	Erosion, Sediment, and Turbidity Control	1	LS	$61,000.00	$61,000.00
4	As-Builts & Survey Site Layout	1	LS	$40,000.00	$40,000.00
5	Mill Existing Surface	46,278	SY	$3.75	$173,542.50
6	Mill and Remove existing Asphalt and Base	0	SY	$5.50	$0
7	2" SP-9.5 ASPHALT	55,533	SY	$14.00	$777,462.00
8	12" Stabilized Subgrade	13,883	SY	$11.00	$152,713.00
9	8" Crushed Concrete Base	9,256	SY	$22.00	$203,632.00
10	CONCRETE SIDEWALK & DRIVEWAYS, 4"	23,139	SY	$58.00	$1,342,062.00
11	Drainage Swale Modification	10,413	LF	$100.00	$1,041,300.00
12	CONCRETE CURB & GUTTER, TYPE F	41,650	LF	$20.00	$833,000.00
13	Utility Relocation and adjustments	1	LS	$25,000.00	$25,000.00
14	Furnish & Install ADA Ramp and Detectable Pad	8	EA	$400.00	$3,200.00
15	Furnish & Install Bahia Sod	28,960	SY	$5.00	$144,800.00
16	Thermoplastic Striping	1	LS	$25,000.00	$25,000.00
17	Furnish and Install Signage	1	LS	$10,000.00	$10,000.00
18	Geotechnical Services	1	LS	$50,000.00	$50,000.00

			TPO Funding	City Match
		$5,201,711.50		
Contingency	10%	$ 520,171.15		
Construction Budget		$5,721,883	$4,148,100	$460,900
Engineering	15%	$858,282	$622,215	$69,135
Construction Administration / Engineering	10%	$572,188	$414,810	$46,090
TOTAL PROBABLE PROJECT COST		$7,152,353	$4,562,910	$506,990

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction PH 1	0	0	0	1,593,240	0	1,593,240
Design PH 2	0	0	0	422,231	0	422,231
Design PH 1	0	0	0	238,986	0	238,986
Construction Admin/ Engineering PH 1	0	0	0	159,324	0	159,324
Construction PH 2	0	0	0	0	2,814,874	2,814,874
Construction Admin/ Engineering PH 2	0	0	0	0	281,487	281,487
Total	0	0	0	2,413,781	3,096,361	5,510,142

CAPITAL PROJECT DETAIL

PROJECT TITLE

US 1 North Sidewalk

PROJECT#

308236

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
TPO Grant (pending)	0	0	0	1,735,650	0	1,735,650
Bonds	0	0	0	678,131	3,096,361	3,774,492
Total	0	0	0	2,413,781	3,096,361	5,510,142

317-FACILITIES RENEWAL AND REPLACEMENT FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park 3 Overlook Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Central Park 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

Quote by Custom Built Docks and Includes Project Management Fee

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repair	36,000	0	0	0	0	36,000
Total	36,000	0	0	0	0	36,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	36,000	0	0	0	0	36,000
Total	36,000	0	0	0	0	36,000

Proposal

2572

CUSTOM BUILT DOCKS, INC
Licensed Marine Contractors
22 Village Dr.
ORMOND BEACH, FLORIDA 32174
(386) 547-5340 (386) 673-9802
www.custombuiltdocks.com

ATT - CARA CULLIVER

PROPOSAL SUBMITTED TO	PHONE	DATE
CITY OF ORMOND BEACH	676-3288	4/9/24
STREET: 501 N ORCHARD ST	JOB NAME: DOCK REPAIRS	
CITY, STATE and ZIP CODE: ORMOND BCH, FL, 32174	JOB LOCATION: CENTRAL PARK (HAMMOCK)	
ARCHITECT	DATE OF PLANS	JOB PHONE

We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

TWENTY EIGHT THOUSAND TWO HUNDRED dollars ($ 28,200.00)

Payment to be made as follows:
T.B.D

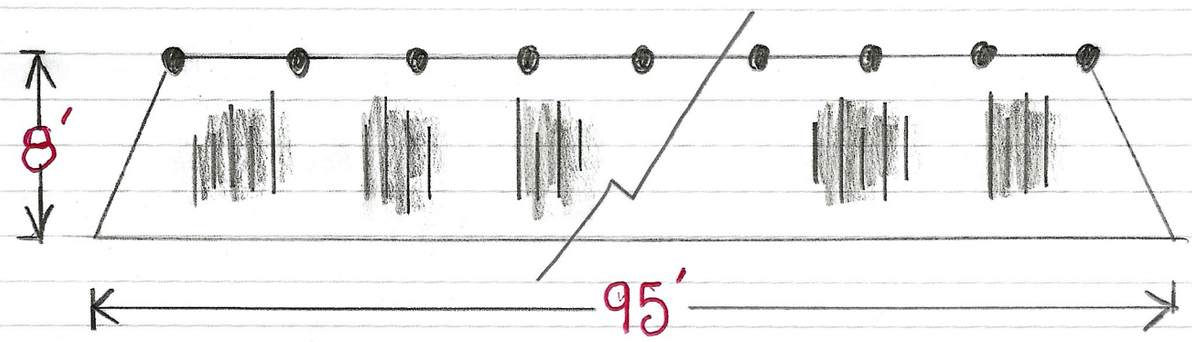
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: Dean Leggett

Note: This proposal may be withdrawn by us if not accepted within 21 days.

We hereby submit specifications and estimates for:

ALL LABOR / MATERIALS AND EQUIPMENT NECESSARY TO REMOVE ALL FRAME / DECK / GUARDRAIL AND REPLACE NEW AS SPECIFIED BELOW.



SPECIFICATIONS

ALL DECKING / GUARDRAIL / STRINGERS REMOVED / REPLACED.
ALL PILINGS / JOISTS REMAIN
ALL LUMBER ACQ #1 GRADE DSS
ALL HARDWARE STAINLESS STEEL
ALL DECKING / GUARDRAIL SCREWED.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____ Signature _____

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Station 91 Playground Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Fire Station 91

MANAGEMENT

Leisure Services

PROJECT SCOPE

Fire Station 91 Playground Replacement

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Playground Equipment	185,000	0	0	0	0	185,000
Total	185,000	0	0	0	0	185,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	185,000	0	0	0	0	185,000
Total	185,000	0	0	0	0	185,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Fire Station bay floor and concrete repair

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Fire Stations 91, 92, 93 & 94

MANAGEMENT

PROJECT SCOPE

Resurfacing of apparatus bay floors and concrete driveway repairs at fire stations

JUSTIFICATION

The apparatus bay floors at Stations 91 & 92 have been deteriorating over a number of years, creating slip/debris hazards (chipping up during routine cleaning), and unsightly appearance. This project would include stripping coatings and returning the floors to a finished concrete surface, similar to Stations 93 & 94, increasing durability and improving appearance. Additional concrete work would be included in this request, to repair driveway areas at fire stations that have deteriorated over time.

PROJECT COST METHODOLOGY

TBD

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bay floor and concrete repair	60,000	60,000	0	0	0	120,000
Total	60,000	60,000	0	0	0	120,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	60,000	60,000	0	0	0	120,000
Total	60,000	60,000	0	0	0	120,000

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
HVAC system and installation	40,000	0	0	0	0	40,000
Total	40,000	0	0	0	0	40,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

Nova Magic Forest Playground Repairs

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation

MANAGEMENT

Leisure Services

PROJECT SCOPE

Magic Forest Playground Repairs

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repairs	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Skate Park Hand Rails

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation

MANAGEMENT

Leisure Services

PROJECT SCOPE

Nova Skate Park Hand Rail Replacement

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Hand Rail Replacement	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	25,000	0	0	0	0	25,000
Total	25,000	0	0	0	0	25,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Sanchez Fishing Pier

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Sanchez Park

MANAGEMENT

Leisure Services

PROJECT SCOPE

Fishing pier repairs

JUSTIFICATION

The existing 340 lineal feet pier is in need of replacement. The cost includes all new complete dock structure including pilings, frame and deck, see attached quote from Custom Built Docks.

PROJECT COST METHODOLOGY

Current Quote and Includes Project Management Fee

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Replacement	170,000	0	0	0	0	170,000
Total	170,000	0	0	0	0	170,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	170,000	0	0	0	0	170,000
Total	170,000	0	0	0	0	170,000

Proposal

CUSTOM BUILT DOCKS, INC 2573
Licensed Marine Contractors
22 Village Dr.
ORMOND BEACH, FLORIDA 32174
(386) 547-5340 (386) 673-9802
www.custombuiltdocks.com

ATT- CARA CULLIVER

PROPOSAL SUBMITTED TO	PHONE	DATE
CITY OF ORMOND BCH	676-3288	4/14/24
STREET	JOB NAME	
501 N ORCHARD ST	SANCHEZ PARK PIER	
CITY, STATE and ZIP CODE	JOB LOCATION	
ORMOND BCH, FL, 32174	SANCHEZ PARK	
ARCHITECT / DATE OF PLANS		JOB PHONE

We Propose hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

ONE HUNDRED THIRTY NINE THOUSAND FIVE HUNDRED dollars ($ 139,500.00)

Payment to be made as follows:
① T • B • D

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 specifications below involving extra costs 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. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

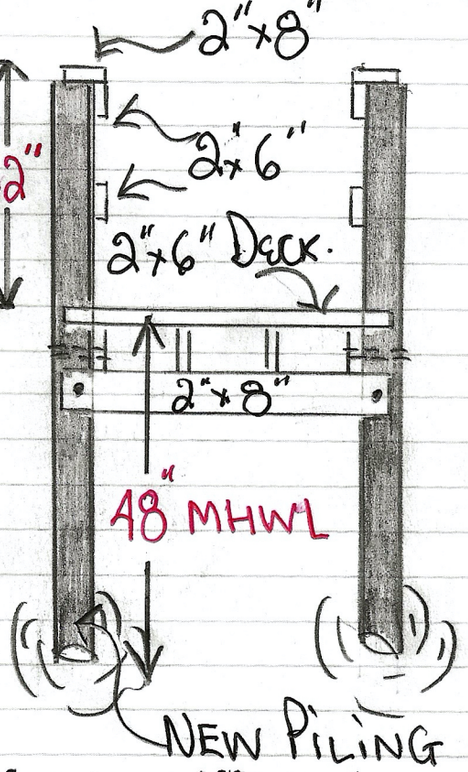
Authorized Signature Dean Leggett

Note: This proposal may be withdrawn by us if not accepted within 21 days.

We hereby submit specifications and estimates for:

ALL LABOR / MATERIALS AND EQUIPMENT NECESSARY TO REMOVE COMPLETE DOCK STRUCTURE (PILING'S, FRAME, DECK) AND REPLACE NEW AS SPECIFIED BELOW.

① ALL NEW STRUCTURE 6'x340' WALKWAY, 6'x67' ACCESS WALKWAY'S CONSTRUCTED SAME LOCATION / FOOTPRINT AS EXISTING.
② ALL NEW BENCH'S 6 @ 8' LONG.



SPECIFICATIONS

EXISTING REMOVED/HAULED AWAY
ALL LUMBER DSS #1 P/T
ALL PILINGS CCA 2.5 8" BUTT
ALL HARDWARE STAINLESS
ALL DECKING SCREWED DOWN
ALL GUARDRAIL SCREWED.

PIER CONSTRUCTED 18" HIGHER THAN EXISTING.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Date of Acceptance: _____ Signature _____

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 form the parks and streets operating accounts.

PROJECT COST METHODOLOGY

Based on similar projects

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Playground Replacement

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

OBSC

MANAGEMENT

Leisure Services

PROJECT SCOPE

OBSC Playground Replacement at Soccer Fields

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Playground Equipment	0	115,000	0	0	0	115,000
Total	0	115,000	0	0	0	115,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	115,000	0	0	0	115,000
Total	0	115,000	0	0	0	115,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Riviera Park Fishing Pier

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Riviera Park

MANAGEMENT

Leisure Services

PROJECT SCOPE

Rebuild Fishing Pier

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	250,000	0	0	0	250,000
Total	0	250,000	0	0	0	250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	250,000	0	0	0	250,000
Total	0	250,000	0	0	0	250,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Bailey Riverbridge Garden Fishing Pier

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Bailey Riverbridge Garden

MANAGEMENT

Leisure Services

PROJECT SCOPE

Repairs of fishing pier

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repairs	0	0	140,000	0	0	140,000
Total	0	0	140,000	0	0	140,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	140,000	0	0	140,000
Total	0	0	140,000	0	0	140,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park II Playground Equipment

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Central Park II

MANAGEMENT

Leisure Services

PROJECT SCOPE

Central Park II Playground Equipment Replacement

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Playground Equipment	0	0	130,000	0	0	130,000
Total	0	0	130,000	0	0	130,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	130,000	0	0	130,000
Total	0	0	130,000	0	0	130,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Magic Forest Repairs

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation

MANAGEMENT

Leisure Services

PROJECT SCOPE

Nova Magic Forest Repairs

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repairs	0	0	58,000	0	0	58,000
Total	0	0	58,000	0	0	58,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	58,000	0	0	58,000
Total	0	0	58,000	0	0	58,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Nova Recreation Batting Cage Repairs

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

Nova Recreation

MANAGEMENT

Leisure Services

PROJECT SCOPE

Batting cage repairs

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repairs	0	0	0	30,000	0	30,000
Total	0	0	0	30,000	0	30,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	0	30,000	0	30,000
Total	0	0	0	30,000	0	30,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Limitless Playground Phase II

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

OBSC

MANAGEMENT

Leisure Services

PROJECT SCOPE

Phase II replacement of playground equipment components

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Component Replacement	0	0	0	100,000	0	100,000
Total	0	0	0	100,000	0	100,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	0	100,000	0	100,000
Total	0	0	0	100,000	0	100,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Shade Structure Supports

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

OBSC

MANAGEMENT

Leisure Services

PROJECT SCOPE

Replacement shade structure supports near soccer fields

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Repairs	0	0	0	75,000	0	75,000
Total	0	0	0	75,000	0	75,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	0	75,000	0	75,000
Total	0	0	0	75,000	0	75,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

SONC Ballfield Renovations

PROJECT#

CATEGORY

Facilities Renewal and Replacement

FUND

317-Facilities Renewal and Replacement

PROJECT LOCATION

SONC

MANAGEMENT

Leisure Services

PROJECT SCOPE

Renovation of ballfields

JUSTIFICATION

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Renovations	0	0	0	125,000	0	125,000
Total	0	0	0	125,000	0	125,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-Facilities R&R	0	0	0	125,000	0	125,000
Total	0	0	0	125,000	0	125,000

322-LEISURE SERVICES CAPITAL FUND

CAPITAL PROJECT DETAIL

PROJECT TITLE

OBSC Softball 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.Additional, replacement of four shade structures and fencing is proposed.

PROJECT COST METHODOLOGY

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Field Reconstruction	400,000	0	0	0	0	400,000
Shade Structures and Fencing	400,000	0	0	0	0	400,000
Total	800,000	0	0	0	0	800,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-LS	400,000	0	0	0	0	400,000
Echo Grant	400,000	0	0	0	0	400,000
Total	800,000	0	0	0	0	800,000

DRAWING STATUS	
	DRAFT
	PERMIT
	BID
	ADDENDA
	CONSTRUCTION
	RECORD

NO.	DATE	REVISIONS	BY

City of Ormond Beach
Engineering Division

BILL PARTINGTON, MAYOR
JOYCE SHANAHAN, CITY MANAGER

ALEX SCHUMANN, P.E. CITY ENGINEER

AIRPORT SPORTS COMPLEX SOFTBALL QUAD REHABILITATION

SCOPE OF WORK

DATE: 5/9/24	PROJECT NO.:
SCALE:	FILE NAME:
DRAWN BY: MC	SHEET: 1 of 1

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

Relocate 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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Technical Engineering	100,000	0	0	0	0	100,000
Design & Construction	0	900,000	500,000	0	0	1,400,000
Total	100,000	900,000	500,000	0	0	1,500,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Property Taxes-LS	100,000	450,000	500,000	0	0	1,050,000
Echo Grant	0	450,000	0	0	0	450,000
Total	100,000	900,000	500,000	0	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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	0	1,000,000	0	1,000,000
Total	0	0	0	1,000,000	0	1,000,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Central Park Trail Systems

PROJECT#

NA

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Echo Grant	0	0	0	500,000	0	500,000
Property Taxes-LS	0	0	0	500,000	0	500,000
Total	0	0	0	1,000,000	0	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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Vehicle Replacement	850,000	0	0	0	0	850,000
Total	850,000	0	0	0	0	850,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	850,000	0	0	0	0	850,000
Total	850,000	0	0	0	0	850,000

International Dump	2003	Wastewater	352	250,000
sterling 14/16 yard dump	2006	Wastewater	368	300,000
sterling 14/16 yard dump	2006	Wastewater	369	300,000
Total Water & Wastewater				**850,000**

CITY OF ORMOND BEACH
FLORIDA

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 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 add or replace fire hydrants and valves in these regions to bring these non-conforming sections up to current standards.

PROJECT COST METHODOLOGY

Staff Estimates and historical costs

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Lift Station 4P Rehabilitation	1,383,362	0	0	0	0	1,383,362
Future Lift Station Rehabilitation	0	600,000	600,000	600,000	0	1,800,000
Breakaway Trails Valve Vault Rehab	0	0	0	0	0	0
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
Total	1,383,362	600,000	600,000	600,000	0	3,183,362

CAPITAL PROJECT DETAIL

PROJECT TITLE

Lift Station Rehabilitation

PROJECT#

409231

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bonds	1,383,362	0	0	0	0	1,383,362
Water & Sewer Charges	0	600,000	600,000	600,000	0	1,800,000
Total	1,383,362	600,000	600,000	600,000	0	3,183,362

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Residential Meters - 3/4" & 1"	350,000	200,000	100,000	100,000	100,000	850,000
Commercial Meters - Various Sized	60,000	60,000	60,000	60,000	60,000	300,000
Electronic Register R/R	10,000	10,000	10,000	10,000	10,000	50,000
Total	420,000	270,000	170,000	170,000	170,000	1,200,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	420,000	270,000	170,000	170,000	170,000	1,200,000
Total	420,000	270,000	170,000	170,000	170,000	1,200,000

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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
PEP System Rehabilitation	235,000	235,000	235,000	235,000	235,000	1,175,000
PEP System Tank Systems	65,000	65,000	65,000	65,000	65,000	325,000
Total	300,000	300,000	300,000	300,000	300,000	1,500,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Pretreatment Effluent Pump Replacement

PROJECT#

409177

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

Halifax River Utility 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 and reclaimed main across the Halifax River

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 enc 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. Senate Bill 64 mandates a full reduction of discharge of treated wastewater effluent to water bodies within the next decade. As such, a second transmission line for reclaimed water across the Halifax River is proposed.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design-Reclaimed	240,000	0	0	0	0	240,000
Design-Force Main	240,000	0	0	0	0	240,000
Construction-Reclaimed	0	2,900,000	0	0	0	2,900,000
Construction-Force Main	0	2,550,000	0	0	0	2,550,000
CEI Servuces-Reclaimed	0	150,000	0	0	0	150,000
CEI Services-Force Main	0	80,000	0	0	0	80,000
Total	480,000	5,680,000	0	0	0	6,160,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bond Proceeds	480,000	5,680,000	0	0	0	6,160,000
Total	480,000	5,680,000	0	0	0	6,160,000

Halifax River Force Main Crossing - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	24-inch Force Main	3,400	LF	$475	$1,615,000
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	$2,125,000
				Contingency @ 20%	$425,000
				Engineering Design and CEI @ 15%	$318,750
				Total Estimated Project Cost	$2,868,750

Halifax River Force Main Crossing - Approximate Project Location

Secondary Reclaimed Crossing - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	24-inch Reclaimed Water Main	3,400	LF	$475	$1,615,000
2	Valves and Fittings	1	LS	$160,000	$160,000
3	Electrical Conduit Install	3,400	LF	$85	$289,000
4	Tie-Ins	2	EA	$50,000	$100,000
5	As-builts and Restoration	2	EA	$125,000	$250,000
				Construction Sub-Total	$2,414,000
				Contingency @ 20%	$482,800
				Engineering Design and CEI @ 15%	$362,100
				Total Estimated Project Cost	$3,258,900

Secondary Reclaimed Crossing - Approximate Project Location

SCOPE OF SERVICES

FOR

CITY OF ORMOND BEACH
HALIFAX RIVER FORCE MAIN & RECLAIMED WATER MAIN CROSSING

ENGINEERING SERVICES FOR DESIGN, PERMITTING AND BIDDING

APRIL 16, 2024

I. PROJECT OVERVIEW

The City of Ormond Beach, (hereinafter referred to as CITY), is requesting engineering services for a subaqueous horizontal directional (HDD) design of a new force main, reclaimed water main and fiberoptic conduit to be located south of the Granada Bridge. The two drilled utilities, with the fiberoptic conduit strapped to one of the larger utility mains, will all terminate on Casements Drive on the peninsula. For this project, the force main will terminate on Casements Drive. However, a separate project will continue the force main south to the city limits at Harvard Drive. This utility will replace the existing force main on Riverside Drive. On the mainland side, the drilled force main will terminate on Tomoka Avenue. From Tomoka Avenue, the open cut force main will turn north running along the east side of Beach Street and connect to an existing force main on the north side of Granada Boulevard. A bore and jack crossing of Granada Boulevard is envisioned to provide the means for making the connection on the north side of the Boulevard.

For the reclaimed water main, the drilled utility will terminate on Casements Drive. It will then be installed by open cut, continue east, and connect to an existing 16" reclaimed water main on South Halifax Drive. On the mainland, the reclaimed water main will terminate on Tomoka Avenue. It too will be installed along the east side of Beach Street to the southeast corner of Beach Street/Granada Boulevard intersection. At this location, an existing reclaimed water main will be exposed so that a connection of the new main may be accomplished. If it appears that this connection is unlikely, or FDOT will not permit the construction, then the reclaimed water main will mimic the force main, being installed in the same casing as the force main under Granada Boulevard and connected to an existing reclaimed water main on the north side of the road.

The fiberoptic conduit will be strapped to either the force main or the reclaimed water main during the directional drilling operation. Once on land, the conduit will terminate in pull boxes, one on Tomoka Avenue and one on Casements Drive.

II. BASIC SERVICES

This Scope of Services has been developed to address the anticipated project requirements. Task items not specifically identified in this Scope are not included. If, during the Work Assignment, it is determined that additional work or assistance is necessary to complete this project, those items can be included in a Supplemental Agreement before proceeding with the work.

In preparing this Scope of Work and engineering service fee, the CONSULTANT makes the following assumptions:

- The CITY shall provide available record drawings of Tomoka Avenue, N. Beach Street, S. Beach Street, Granada Boulevard at Beach Street, Riverside Drive, Casements Drive and South Halifax Avenue.

- The CITY shall provide GIS data for all piping, valves and other incidentals along the streets mentioned above.

- The City shall be responsible for acquiring any temporary or permanent construction easements.

- Consistent with the professional standard of care and unless specifically provided herein, the CONSULTANT shall be entitled to rely upon the accuracy of data and information provided by the CITY or others without independent review or evaluation.

III. SCOPE OF WORK

The CONSULTANT shall provide the SCOPE OF SERVICES as further outlined below:

Task 1: Project Management & Kick-Off Meeting

1.1 Status Reports, Coordination, Administration and Data Collection

CONSULTANT shall apply managerial functions for the entire length of the project, to include review of billing invoices, generate monthly status reports, addressing questions during the billing process, project set-up, hard and electronic filing systems, and any other project management activities. CONSULTANT shall coordinate and obtain any data from the CITY that would be beneficial to the completion of the project. The CONSULTANT will conduct one (1) internal kick-off meeting and convene internal project meetings as needed throughout the project.

1.2 Project Kick-Off Meeting

CONSULTANT shall conduct one (1) project kick-off meeting with the project team and CITY staff to review project goals, scope of work, project schedule, project communications and administrative issues. CONSULTANT shall prepare the meeting agenda and a detailed schedule for the meeting.

At that meeting, additional requests for project information such as as-built drawings will be submitted to the CITY. Following the meeting, the CONSULTANT shall prepare written minutes of the meeting and distribute same to all attendees.

1.3 Progress Review Meetings

The CONSULTANT shall conduct three (3) progress review meetings with the CITY to review data requests, project schedule, outstanding items, progress of work and other project issues.

Task 2: Preliminary Design Phase Services

2.1 On-Site Evaluation

CONSULTANT shall conduct an on-site evaluation of the proposed force main/reclaimed water main alignment for consideration of the Horizontal Directional Drill (HDD) layout requirements, pipe staging and construction constraint issues. This work shall be coordinated with the CITY to gain access to sites that may be sensitive to visitation. It is envisioned that the drill rig set-ups will be located on Casements Drive and the storage of drill rods, bentonite and other drilling equipment will be in the parking lot to the north of Casements Drive. No easements are currently anticipated .

2.2 Utility Coordination

CONSULTANT shall execute a design ticket with Sunshine State One to determine the existing utility owners within the rights-of-way of the impacted streets where construction will take place. Conceptual drawings will be submitted to utility owners identified on the design ticket for markup of existing facilities, which shall be transferred to the design drawings upon receipt.

2.3 Topographic and Hydrographic Survey

The CONSULTANT will have performed as part of their contract a topographic and hydrographic survey of the force main/reclaimed water main alignment, including the Intracoastal Waterway crossing (50 foot wide); along the alignment route to the east to South Halifax Drive; to the west of the subaqueous crossing along Tomoka Avenue to the area adjacent the county library; from Tomoka Avenue along South Beach Street up to a connection point at the Beach Street/Granada Boulevard intersection; adjacent areas on the mainland side and all the property used for construction staging of equipment and materials to the north of Casements Drive. The survey will be conducted to meet the requirements of Florida Department of Environmental Protection (FDEP) Joint Application for Environmental Resource Permit / Authorization to Use Sovereign Submerged Lands / Dredge and Fill Permit.

2.4 Sovereign Submerged Land Easement Survey and Description

The CONSULTANT shall prepare up to two (2) Sovereign Submerged Land Easement sketches and legal descriptions under state submerged lands as required by FDEP to support a public easement across sovereign submerged lands.

2.5 Environmental Services

The CONSULTANT shall perform an Environmental Assessment and Constraints Analysis. This effort will document plant and animal species within the project area for use in permitting the project. Work will consist of performing data collection and field surveys necessary to support the environmental documentation required for the Joint Environmental Resource Permit (ERP) application for the Florida Department of Environmental Protection (FDEP) and the United States

Army Corps of Engineers (USACE). In addition, this information will also be submitted to the CITY.

Data collection will include review of soils, topography, Florida Land Use, Cover and Forms Classification Systems (FLUCFCS) maps, National Wetland Inventory, and protected species data Florida National Areas Inventory (FNAI), US Fish and Wildlife Services (USFWS), and Florida Fish and Wildlife Conservation Commission (FWCC).

2.6 Geotechnical Services

The CONSULTANT shall conduct a subsurface soil investigation of the conditions along the sub-aqueous route of the proposed force main/reclaimed water main and at the locations along the upland force main/reclaimed water main route on the east and west sides of the Halifax River. This will consist of a total of three (3) standard penetration tests (SPT) in the waterway to a depth of approximately 100 feet below river mudline. These borings will include HDD soil testing requirements including soil characterization/classification, blow counts, salinity, groundwater, soil weight, coefficient of earth pressure (active pressure, passive pressure) and soil friction angle. Also, two 50-foot borings will be conducted at the location of the proposed HDD entrance and exit at each shoreline. Further upland, on both sides of the river, in-line with the crossing, two 10-foot borings will be conducted.

One boring at a depth of 10-feet will be taken along the open-cut portion of the alignment, east of S. Beach Street. And lastly, two 60-foot borings will be conducted on the north and south sides of Granada Boulevard, at the approach to the bridge. This boring information will be used for a trenchless crossing of Granada Boulevard.

***2.7* Subsurface Utility Exploration**

The CONSULTANT shall employ the services of a Subsurface Utility Exploration (SUE) firm to explore the seawall on the east side of the Halifax River to establish the bottom elevation of the wall; perform pot holing activities for the purpose of locating existing utilities in the vicinity of the HDD entry and exit pits; along Casements Drive, South Halifax, Tomoka Avenue, along Beach Street south and north of Granada Blvd. in order to verify utilities in the area of the bore & jack.

Task 3: Design Phase Services

3.1 CONSULTANT shall develop 60%, 90% and 100% design drawings. The design will include plan and profile drawings of the proposed landside force main/reclaimed watermain/fiberoptic conduit elements and associated subaqueous river crossing. Construction details for the landside design elements and special requirements of HDD design including pipe vertical and horizontal curve data, utility relocations, maintenance of traffic (MOT) requirements, road restoration and locations of temporary/permanent construction easements. The design level for the landside elements will be 100% construction document level. The design level for the HDD design components will be of a general format to allow for performance design specifications to be developed within the plans for contractor adherence. The combined set of construction documents will be used to obtain the proper permits for construction.

3.2 CONSULTANT shall prepare 60%, 90% and 100% technical specifications and bidding documents utilizing the CITY standard Front-End documents.

3.3 CONSULTANT shall provide a 60%, 90% and 100% Opinion of Probable Construction Cost.

3.4 CONSULTANT shall conduct an internal Quality Assurance/Quality Control (QA/QC) review of the 60%, 90% and 100% design drawings, specifications, and Opinion of Probable Construction Cost. This activity will be performed by a senior level engineer not directly involved with the project, in accordance with the CONSULTANT'S QA/QC procedures.

3.5 CONSULTANT shall prepare the 60%, 90% and 100% design packages and submit them to the CITY for review and comment. The submittal will include one (1) electronic PDF copy of the set of Drawings, Technical Specifications, and Engineer's Opinion of Probable Construction Cost. It is assumed that the CITY will conduct their review within a two (2) week period and a meeting will be held at the end of the CITY'S review.

3.6 CONSULTANT shall prepare an agenda for the 60%, 90% and 100% Design Review Meetings and meet with CITY staff to review comments on the submittal packages. CITY comments will be incorporated into the electronic copy of the design package. CONSULTANT shall prepare written minutes of the project meeting and distribute them to the attendees.

Task 4: Permitting Phase

4.1 CONSULTANT shall submit the 90% design documents on behalf of the CITY to the Florida Department of Environmental Protection (FDEP) for the "Notification/Application for Constructing a Domestic Wastewater Collection/Transmission System" [FDEP Form 62-604.300(3)(a)] with supporting documentation for approval.

4.2 The CONSULTANT shall prepare applications and submit 90% Documents on behalf of the CITY for a joint application for Standard General Environmental Resource Permit (ERP) / Authorization to use Sovereign Submerged Lands FDEP Form 62-343 for the project to FDEP and United States Army Corps of Engineers (USACE). It is anticipated that the subaqueous crossing will qualify for an exemption from the FDEP under Section 403.813 F.S. However, a USACE permit will be required. Acquiring a sovereign submerged land easement could take as long as 8 months to one year.

4.3 It is anticipated that an FDOT ROW Permit will be required for work within Granada Boulevard right-of-way. The CONSULTANT shall submit the 90% Documents on behalf of the CITY to the FDOT along with the executed permit application for review and approval.

4.4 CONSULTANT shall prepare and apply for right-of-way use permit to Volusia County for construction of the force main/reclaimed water main installation within the right-of-way of South and North Beach Street.

4.5 This Scope of Services phase includes CONSULTANT addressing and responding to Request for Information (RFI) responses from each permitting agency. As noted above, one (1) RFI response

is included in this Scope. Should extensive RFI's be received that are not a result of inadequate design issues or inadequate response to previous RFI's, the CONSULTANT may request additional compensation.

Fees for permitting: the fees to acquire all necessary permits will be the responsibility of the CITY.

Task 5: Bidding Phase

5.1 CONSULTANT shall prepare and forward the 100% Drawings, Project Manual and Opinion of Probable Construction Cost electronically to the CITY for posting on their website.

5.2 The CONSULTANT shall attend a pre-bid meeting to discuss the project with prospective Contractors and answer questions they may have about the project.

5.3 CONSULTANT shall assist with and distribute any necessary clarifications or addenda during the bidding phase.

5.4 CONSULTANT shall review and evaluate the bids for the project and prepare/submit a Bid Tabulation to the CITY.

5.5 CONSULTANT shall provide a Letter of Recommendation to the CITY for award of the Contract.

IV. PROJECT SCHEDULE

Engineering design of the "Halifax River Force Main & Reclaimed Water Main Crossing" shall be completed according to the following schedule:

a. 60% -7 months from Notice to Proceed (incudes survey, subsurface utility exploration and Geotechnical Engineering)
b. 90% - 9 months from Notice to Proceed.
c. 100% - 10.5 months from Notice to Proceed.

Please note that acquiring the sovereign submerged lands easement could take 8 months to one year.

V. LIMITATIONS

Our work will be performed in a manner consistent with that level of care and skill ordinarily exercised by other members of the profession practicing in the same locality, under similar conditions and at the date the services are provided. Our conclusions, opinions and recommendations will be based on a limited number of observations and data. It is possible that conditions could vary between or beyond the data evaluated. McKim & Creed, Inc., makes no guarantee or warranty, express, or implied, regarding the services, communication (oral or written), report, opinion, or instrument or service provided.

VI. FEES AND BILLING

The proposed not-to-exceed fee has been calculated utilizing rates as approved in the continuing contract between CONSULTANT and the City of Ormond Beach. Expenses for sub-consultants, printing, travel, telephone, and all other related changes have been estimated and included in the not-to-exceed fee. CONSULTANT shall invoice the CITY based on actual time and expenses and the total amount invoiced to the CITY shall not exceed $ 445,114. A Fee Matrix showing the estimated hours and the rates are attached for your review.

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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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Phase V Design	300,000	0	0	0	0	300,000
Total	300,000	0	0	0	0	300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Water Main Replacement

PROJECT#

409245

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	300,000	0	0	0	0	300,000
Total	300,000	0	0	0	0	300,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Reuse Reservoir

PROJECT#

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

To Be Determined

MANAGEMENT

Engineering

PROJECT SCOPE

Reservoir with ground storage and pumping facilities.

JUSTIFICATION

This project will provide for wet weather storage of produced reclaimed water, diverting this flow from surface water discharge, as well as allowing the system to draw from this reservoir during periods of high demand, buffering usage during the growing season where periods of rain and drought change frequently

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design/Construction	6,680,000	0	0	0	0	6,680,000
Total	6,680,000	0	0	0	0	6,680,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bond Proceeds	3,810,000	0	0	0	0	3,810,000
SJRWMD	1,670,000	0	0	0	0	1,670,000
State General Appropriation	1,200,000	0	0	0	0	1,200,000
Total	6,680,000	0	0	0	0	6,680,000

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

Utilities

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 and Recent Engineering Proposal

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	475,000	0	0	0	0	475,000
Construction	0	4,900,000	0	0	0	4,900,000
CEI Services	0	200,000	0	0	0	200,000
Total	475,000	5,100,000	0	0	0	5,575,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Bond Proceeds	475,000	5,100,000	0	0	0	5,575,000
Total	475,000	5,100,000	0	0	0	5,575,000

WRF Filter Modifications - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Filter Basin Modifications	2	EA	$500,000	$1,000,000
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	$4,600,000
				Contingency @ 20%	$920,000
				Engineering Design and CEI @ 15%	$690,000
				Total Estimated Project Cost	$6,210,000

WRF Filter Modifications - Approximate Project Location

TASK ORDER No. X
CITY OF ORMOND BEACH
WRF AQUADIAMOND FILTER DESIGN PROJECT
SCOPE OF SERVICES AND RESPONSIBILITIES OF CITY
CITY PROJECT # XXXXX
SERVICES TO BE PROVIDED

This Task Order is entered into pursuant to the terms of the Continuing Contracts for Professional, Architectural, and Engineering Services Agreement No. RFQ 2023-16 dated Month, Day, 2024, by and between the City of Ormond Beach, Florida (the "City") and Freese and Nichols, Inc. (FNI).

PROJECT UNDERSTANDING:
FNI will provide design, permitting and bidding support services for the retrofitting of two (2) of the three (3) existing automatic backwash sand filters with AquaDiamond® cloth media filters.

A breakdown of the tasks that FNI will conduct as part of this project are shown in **Table 1**. Details of each task are included in the following sections.

Table 1: Project Phases and Tasks

TASK	DESCRIPTION
1	Project and Quality Management, Data Collection and Review
2	Filter Retrofit Evaluation
3	Detailed Design
4	Permitting
5	Bidding Support

Engineering services during construction are not included within and may be services added by the City at a later date.

TASK 1 | PROJECT MANAGEMENT, DATA COLLECTION AND REVIEW

1.1. Project Kickoff Meeting

FNI will conduct a project kickoff meeting with the City to review project scope, schedule, and critical milestones. This meeting will be in-person with a virtual option. FNI will provide the City with a data request memorandum listing data and information received to date and identifying data needs.

1.2. Project Communication

Throughout the project, monthly status reports will be submitted with invoices that summarize the progress and document upcoming tasks. The monthly status updates will outline any upcoming key decisions which require input from or discussion with the City staff.

1.3. Data Collection and Review

FNI will coordinate with City staff on obtaining data required for the development of the preliminary evaluation and detailed design. It is noted that FNI has already received drawings and reports for the WRF

and existing filtration system. The data listed below is in addition to the information received to date.

Data collection will include the following:

- Historical secondary clarifier effluent/filter influent TSS data.
- Any reports or master plans that define current and future average and peak flow requirements for the WRF
- Previous geotechnical reports or information from other projects at the WRF

1.4. Site Visits

FNI will conduct an initial site visit following the Project Kickoff Meeting with the City's facility staff and FNI's design team to review the existing filters, supporting equipment including power supply source and communication and control panels. FNI will conduct additional site visits throughout the detailed design as needed and will coordinate all site visits with appropriate City staff.

During the 60% design phase, FNI will assist in coordinating a field visit with City staff to an existing AquaDiamond® installation in Florida. FNI will also attend field visit and will gather City's design and configuration preferences for implementation into the detailed design.

1.5. Subconsultants

FNI will use a subconsultant to provide geotechnical services to support the detailed design of the filter retrofit and the new canopy foundation and structure. The City will provide in-house subsurface utility engineering (SUE) services to locate existing utilities surrounding the filter structure that may interfere with the proposed canopy foundations.

Survey

It is assumed that a survey services are not required since the work will primarily be inside the filter structure limits. For any work outside the filter structure, (e.g., electrical and control conduit routing, site plans, etc.) it is assumed that aerial photos will be used.

SUE

The SUE services (provided by the City) will be focused on using a combination of record drawing review, ground penetrating radar (GPR) and soft-digs to confirm location of underground utilities that may interfere with the new canopy foundations. SUE will also be used identify clear spaces for geotechnical work to minimize risk of existing utilities being damaged.

Geotechnical

The geotechnical effort will include necessary hand auger borings and drilled borings adjacent to the filter structure to identify soil properties and preparation requirements for the design and installation of the new canopy foundation system. The geotechnical work will also identify groundwater conditions and the presence of any unsuitable or deleterious material that needs to be removed.

Deliverable(s):

- Kickoff Review Meeting Minutes

- Monthly Status Reports
- Data Request Form
- AquaDiamond® installation field visit notes and decisions summary (PDF)
- Geotechnical Report (PDF)

TASK 2 | FILTER RETROFIT EVALUATION

2.1. Filter Retrofit Evaluation

Following data collection and review, FNI will evaluate the existing filter structures, influent and effluent flow paths, current and future isolation methods, and required maintenance of plant operations (MOPO) during construction of the AquaDiamond® filtration system to recommend the two (2) AquaDiamond® filtration systems to be retrofitted. Considerations will be made on existing filtration systems age/condition, access for maintenance, location of existing and future isolation gates, and complexity or ability to bypass flows during construction with the goal of keeping the capacity of two (2) existing filters available during construction.

FNI will present the findings of this evaluation in a memorandum, which will include FNI's recommendation for City's consideration and approval prior to proceeding with the detailed design.

Deliverable(s):

- Filter Retrofit Evaluation Memorandum (PDF)

TASK 3 | DETAILED DESIGN

3.1. 60% Design

Following confirmation of which two (2) filters will be retrofitted in Task 2, FNI will prepare 60% drawings and technical specifications. FNI will also prepare an opinion of probable construction cost (OPCC) with an appropriate level of accuracy and contingency based on a 60% level of design per the Association for the Advancement of Cost Engineers (AACE). Following City review, FNI will coordinate a design review meeting with City staff. FNI will document and distribute design review meeting minutes and also maintain an Action Item Tracker and Decisions Made Tracker.

60% design submittal documents will include:

- Site plans incorporating overall plan site, location of work, surveyed information, boring locations, and contractor's staging area.
- Demolition drawings will include required removal of concrete walls, miscellaneous metals, grating, existing automatic backwash sand filtration system, control panels, slide plates, and other items as needed for installation of the new AquaDiamond® cloth media filtration system.
- Process-Mechanical design will include:
    - Hydraulic evaluation and development of revised hydraulic profile for the facility from the future UV disinfection system, back through new filtration system, and to the secondary clarifier effluent weirs.
    - Plans, sections, and details drawings of the AquaDiamond® filtration system including lateral supports, laterals, drive platform, fabricated AquaDiamond® end wall, and effluent weir

modifications.
    - Design will also include the addition of new isolation slide gates on the common influent channel to isolate Filters 1, 2, and 3, from each other.
- Structural design to include structural modification required for the AquaDiamond® filtration system installation, including concrete wall demolition and modifications, new guardrails, new isolation and weir walls. Structural design will also include the design of a new structural steel canopy and reinforced concrete foundation system. The canopy will incorporate recommended spacing of superstructure to use as support points to facilitate AquaDiamond® cloth media maintenance and replacement. Structural design will also include drawings and details to convert the existing individual filter side-entry influent channel into a concrete walkway.
- Electrical design to consist of required power distribution and control system modifications to support the electrical requirements of the proposed AquaDiamond® filtration system, incorporation of canopy lighting, and grounding requirements for the new canopy structure in accordance with the National Electrical Code (NEC).
- Instrumentation and Controls (I&C) design to provide process and instrumentation diagram (P&ID) and define communication strategy with local platform control panels, shore control panel, and the City's existing programmable logic controllers (PLCs) and the City's SCADA system.
- Provide draft specifications for required items in Division 01 through Division 43.

Deliverable(s):

- 60% Submittal (PDF plans and specifications)
- 60% Submittal Review Meeting Minutes
- 60% Submittal Comment Response Form
- 60% OPCC
- Action Item Tracker
- Decisions Made Tracker

3.2. 90% Design

Following the 60% design review meeting with the City, FNI will advance the design of the major design elements listed in Section 3.1 to a 90% completion level and provide 90% drawings and technical specifications. FNI will also update the OPCC with an appropriate level of accuracy and contingency based on a 90% level of design per the AACE. Following City review, FNI will coordinate a design review meeting with City staff. FNI will document and distribute design review meeting minutes and also update the Action Item Tracker and Decisions Made Tracker.

Deliverable(s):

- 90% Submittal (PDF plans and specifications)
- 90% Submittal Review Meeting Minutes
- 90% Submittal Comment Response Form
- 90% OPCC
- Action Item Tracker
- Decisions Made Tracker

3.3. 100% Design

Following the 90% design review meeting with the City, FNI will advance the design of the major design elements listed in Section 3.2 to a 100% completion level and provide 100% drawings and technical specifications. FNI will also update the OPCC with an appropriate level of accuracy and contingency based on a 100% level of design per the AACE. Following City review, FNI will coordinate a design review meeting with City staff. FNI will document and distribute design review meeting minutes and also update the Action Item Tracker and Decisions Made Tracker.

Deliverable(s):

- 100% Submittal (PDF plans and specifications)
- 100% Submittal Review Meeting Minutes
- 100% Submittal Comment Response Form
- 100% OPCC
- Action Item Tracker
- Decisions Made Tracker

TASK 4 | PERMITTING

4.1 FDEP Permitting

Following review of the 90% design documents, FNI will complete the Florida Department of Environmental Protection (FDEP) Application Form 62-620.910(9) and create an updated drawing set and process flow diagram as supporting documentation for the required FDEP Minor Revision to a Wastewater Facility Permit.

4.2 Other Permits

At this time, no other permits are likely to be required for this project as the impervious area the canopy is initially estimated to be below the FDEP Environmental Resource Permit (ERP) area threshold and no regulated plant or animal species are assumed to be present in the areas to be impacted. Services to support unforeseen permitting support services are not included within this scope of services.

TASK 5 | BIDDING SUPPORT

5.1 Issued for Bid Documents

FNI will update the 100% design documents with revisions from the 100% design review meeting and any required modifications resulting from permitting and provide Issues for Bid documents for the City to use during solicitation and procurement of construction services.

5.2 Services During Bidding

FNI will provide the following services related to supporting the City during the bidding phase:

- Attend Pre-Bid Submittal Conference
- Address design and technical related questions during bidding with the development of responses and supporting information needed for addenda.
- Bid tabulation review and quality control on amounts provided
- Checking contractor references/evaluation

- Providing final Engineer's recommendation letter

5.3 Confirmed for Construction Documents

FNI will update the Issued for Bid drawings and specifications with the incorporation of drawing and specification changes issued via addenda.

Deliverable(s):

- Issued for Bid Submittal (PDF plans and specifications)
- Addenda responses for design and technical related items
- Conformed for Construction documents (PDF plans and specifications)
- Associated bid evaluation documents listed in Task 5.2

ADDITIONAL SERVICES: Any services performed by FNI that are not included in the services described above are considered Additional Services. Additional Services will only be performed if requested and authorized by the City as set forth in the Continuing Contracts for Professional, Architectural, and Engineering Services Agreement.

FNI may render the following additional services to the City in connection with the project, described as:

- Design of any modifications for hydraulic improvements needed upstream or downstream of the existing filters.
- Additional design or engineering services that are beyond the extent of those required for the filter retrofit, this includes major electrical modifications to upgrade the electrical service, up sizing existing electrical distribution, systems, etc.
- Additional survey, SUE, geotechnical work outside that needed to support the detailed design of the filter retrofit and canopy structure.
- Permitting effort above those identified herein.
- Engineering services during construction.

SCHEDULE:

FNI is authorized to commence work on the Project upon execution of this Task Order and estimates the work included in this task order will be completed in accordance with schedule shown in **Table 2**.

Table 2: Project Schedule

Task	Description	Calendar Days
Task 1.1	Kickoff Meeting and Field Visit	15 days after NTP
Task 1.3	Data Collection and Review	20 days after NTP
Task 1.5	Subconsultants	
	- Geotechnical	60 days after NTP
Task 2.1	Filter Retrofit Evaluation	20 days from completion of Task 1.3
Task 3.1	60% Design	55 days from receipt of all City comments on Task 2.1
Task 3.2	90% Design	65 days from receipt of all City comments on Task 3.1
Task 3.3	100% Design	35 days from receipt of all City comments on Task 3.2
Task 4	Permitting	15 days from receipt of all City comments on Task 3.2
Task 5	Bidding Support	TBD

COMPENSATION:

For performance of the services described in this Scope of Services, the City will compensate FNI in the lump sum amount of $474,067 for Tasks 1 through 5 as shown in **Table 3**. FNI will be paid for services performed per task as set forth herein, covering the work-in-progress expressed as a percentage of the total cost of the service and work required for each task involved.

Table 3: Compensation for Basic Services and Allowance for Additional Services

Task No.	Description	Fee
1	Project and Quality Management, Data Collection and Review	**$82,796**
2	Filter Retrofit Evaluation	**$11,828**
3	Detailed Design (60%, 90%, 100%)	**$343,235**
4	Permitting	**$3,780**
5	Bidding Support	**$32,428**
	Lump Sum Total	**$474,067**

WRF AquaDiamond Filter Design 4/5/2024 Detailed Cost Breakdown	Project Fee Summary	
	Basic Services	$ 474,067
	Special Services	$ -
	Total Project	$ 474,067

Task Description	Labor																			Total Hours	Total Labor Effort	Expenses			Subconsultants		Total
	Tony Pevec	Trooper Smith	Robert Vinay	Juan Vilca	Barbara Martinez Arcila	Justin Riddle	Masoud Ghahremannejad	Brad Watson	Hayden Phan	Fadhel Pirela	Robert Dudik	John Manning	Brandon Powell	Janet Frantz	Nicholas Claudio	Beatrice Perez-Arce	John Rinacke	Robert Martin	Tricia Hatley			Tech Charge	Miles	Total Expense Effort	Geotechnical (Placeholder)	Total Sub Effort	Total Effort
	PM/Tech Lead	Senior Advisor	Proce Mech QC	Sr. Design Engineer	Proc Mech EIT	Process-Mech CAD	Structural Lead	Structural QC	Structural EIT	Structural CAD	Electrical Lead	Electrical / I&C QC	Electrical EIT	Electrical CAD	I&C/SCADA Lead	I&C/SCADA EIT	Cost Estimating	Accounting	QA								
	$294	$175	$254	$294	$168	$168	$254	$294	$168	$153	$217	$294	$168	$187	$254	$168	$191	$180	$180								
Task 1 - Project Management																		12		12	$ 2,160	~~12~~		$ -		$ -	$ 2,160
Internal kickoff meeting	1			1	1		1				1				1					6	$ 1,481	~~5~~		$ -		$ -	$ 1,481
External kickoff meeting	1			1	1		1				1				1					6	$ 1,481	~~5~~		$ -		$ -	$ 1,481
Periodic internal meetings	6			6	6	6	6		6		6		6		6	6				60	$ 12,918	~~54~~		$ -		$ -	$ 12,918
Quality Management																					$ -			$ -		$ -	$ -
Quality Control reviews			32					24				28								84	$ 23,416	~~84~~		$ -		$ -	$ 23,416
Quality Assurance reviews																			6	6	$ 1,080	~~6~~		$ -		$ -	$ 1,080
Senior Advisor		58																		58	$ 10,150	~~58~~		$ -		$ -	$ 10,150
																					$ -			$ -		$ -	$ -
Data Collection and Review	2			4	8		2				4		6		2	4				32	$ 6,672	~~30~~		$ -		$ -	$ 6,672
																					$ -			$ -		$ -	$ -
Site Visits																					$ -			$ -		$ -	$ -
WRF Visits	8			8	8		8				8		8		8	8				64	$ 14,536	~~56~~	800	$ 536		$ -	$ 15,072
AquaDiamond Installation Visit	2			2	2															6	$ 1,512	~~4~~		$ -		$ -	$ 1,512
																					$ -			$ -		$ -	$ -
Subconsultants																					$ -			$ -		$ -	$ -
Geotechnical	2						4													6	$ 1,604	~~4~~		$ -	5,000	$ 5,250	$ 6,854
																					$ -			$ -		$ -	$ -
Task 2 - Filter Retrofit Evaluation																					$ -			$ -		$ -	$ -
Evaluation	4			4	4		4				4		4							24	$ 5,580	~~20~~		$ -		$ -	$ 5,580
Evaluation Memo	2			4	8		2		2		4		4							26	$ 5,492	~~24~~		$ -		$ -	$ 5,492
Review Meeting (virtual)	1			1	1															3	$ 756	~~2~~		$ -		$ -	$ 756
																					$ -			$ -		$ -	$ -
Task 3 - Detailed Design																					$ -			$ -		$ -	$ -
3.1 - 60% Design																					$ -			$ -		$ -	$ -
60% Design Development	8			32	84		16	2	40											182	$ 37,244	~~174~~		$ -		$ -	$ 37,244
60% Drawings	6			18	48	108			4	40	40	2	72	42	13	42				435	$ 79,632	~~420~~		$ -		$ -	$ 79,632
60% Specifications	4			12	48		4		4		28		36		31	51				218	$ 43,022	~~214~~		$ -		$ -	$ 43,022
60% OPCC	2			4	12				4		2		8		2	4	8			46	$ 8,938	~~44~~		$ -		$ -	$ 8,938
60% Design Review Meeting	2			2	2		2				2		2							12	$ 2,790	~~10~~		$ -		$ -	$ 2,790
																					$ -			$ -		$ -	$ -
3.2 - 90% Design																					$ -			$ -		$ -	$ -
90% Design Development	8			24	72		16	2	40											162	$ 32,876	~~154~~		$ -		$ -	$ 32,876
90% Drawings	6			20	40	56			4	40	26	2	40	20	7	13				274	$ 51,216	~~268~~		$ -		$ -	$ 51,216
90% Specifications	4			16	40		4				8		8		9	18				107	$ 22,006	~~103~~		$ -		$ -	$ 22,006
90% OPCC	2			2	8				4		2		4				4			26	$ 5,062	~~24~~		$ -		$ -	$ 5,062
90% Design Review Meeting	2			2	2		2				2		2							12	$ 2,790	~~10~~		$ -		$ -	$ 2,790
																					$ -			$ -		$ -	$ -
3.3 - 100% Design																					$ -			$ -		$ -	$ -
100% Design Development	8			12	24		8	1	16											69	$ 14,926	~~61~~		$ -		$ -	$ 14,926
100% Drawings	6			10	24	24			4	8	14	2	18	8	4	8				130	$ 25,170	~~124~~		$ -		$ -	$ 25,170
100% Specifications	4			12	32		1				2		2							53	$ 11,104	~~49~~		$ -		$ -	$ 11,104
100% OPCC	2			2	6				1		1		2				4			18	$ 3,669	~~16~~		$ -		$ -	$ 3,669
100% Design Review Meeting	2			2	2		2				2		2							12	$ 2,790	~~10~~		$ -		$ -	$ 2,790
																					$ -			$ -		$ -	$ -
Task 4 - Permitting																					$ -			$ -		$ -	$ -
FDEP Minor Mod	2			4	8	4														18	$ 3,780	~~16~~		$ -		$ -	$ 3,780
																					$ -			$ -		$ -	$ -
Task 5 - Bidding Support																					$ -			$ -		$ -	$ -
Issued for Bid Drawings	2			2	4	6	4			4	2		2	4	2	2				34	$ 6,846	~~32~~		$ -		$ -	$ 6,846
Issued for Bid Specifications	2			2	4		1				2		2		2	2				17	$ 3,716	~~15~~		$ -		$ -	$ 3,716
																					$ -			$ -		$ -	$ -
Pre-Bid Conference				2							2				2					6	$ 1,530	~~6~~		$ -		$ -	$ 1,530
Addenda	2			4	8		2		2	2	4		4		2	2				32	$ 6,642	~~30~~		$ -		$ -	$ 6,642
Bid Review, check references, Engineer's recommend	2			2	4															8	$ 1,848	~~6~~		$ -		$ -	$ 1,848
																					$ -			$ -		$ -	$ -
Conformed Drawings	2			4	8	12	2			2	2		2	4	1	1				40	$ 7,878	~~38~~		$ -		$ -	$ 7,878
Confrmed Specifications	2			4	2		1				2		2		2	2				17	$ 3,968	~~15~~		$ -		$ -	$ 3,968
																					$ -			$ -		$ -	$ -
	109	**58**	**32**	**225**	**521**	**216**	**93**	**29**	**131**	**96**	**171**	**34**	**236**	**78**	**95**	**163**	**16**	**12**	**6**	**2,321**		~~**2,212**~~	**800**		**$ 5,000**		
	$ 32,046	**$ 10,150**	**$ 8,128**	**$ 66,150**	**$ 87,528**	**$ 36,288**	**$ 23,622**	**$ 8,526**	**$ 22,008**	**$ 14,688**	**$ 37,107**	**$ 9,996**	**$ 39,648**	**$ 14,586**	**$ 24,130**	**$ 27,384**	**$ 3,056**	**$ 2,160**	**$ 1,080**		**$ 468,281**	**$ -**	**$ 536**	**$ 536**	**$ 5,250**	**$ 5,250**	**$ 474,067**

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 predrill 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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	151,400	0	0	151,400
Construction	0	0	0	1,710,000	0	1,710,000
CEI Services	0	0	0	68,750	0	68,750
Total	0	0	151,400	1,778,750	0	1,930,150

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	151,400	0	0	151,400
Bond Proceeds	0	0	0	1,778,750	0	1,778,750
Total	0	0	151,400	1,778,750	0	1,930,150

CAPITAL PROJECT DETAIL

PROJECT TITLE

North US1 Utility Adjustments

PROJECT#

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

North US1 near I-95

MANAGEMENT

Utilities

PROJECT SCOPE

Installation and Relocation of Utilities in the North US1 region near the proposed I-95 interchange

JUSTIFICATION

City staff have been informed that FDOT plans on modifying the I-95 interchange in the coming years. As a result, the City will likely be required to relocate utilities in the immediate vicinity. Additionally, due to projected developments along the north US1 corridor, it would be financially advantageous for the City to consider installing a secondary force main in the region at the same time. This project, however, is still in the conceptual phase.

PROJECT COST METHODOLOGY

Staff Estimates

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	300,000	0	0	300,000
Construction	0	0	0	3,100,000	0	3,100,000
Total	0	0	300,000	3,100,000	0	3,400,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	300,000	0	0	300,000
Bond Proceeds	0	0	0	3,100,000	0	3,100,000
Total	0	0	300,000	3,100,000	0	3,400,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Pep Tank Elimination Phase 1

PROJECT#

CATEGORY

Wastewater System Improvements

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Breakaway Trails

MANAGEMENT

Utilities

PROJECT SCOPE

Elimination of Pep Tank Systems in the Breakaway Trails Region

JUSTIFICATION

There are approximately 1,650 PEP tank systems in the City's sanitary collection system. These systems are maintenance intensive for City staff while also requiring a significant dollar allocation on a yearly basis. Additionally, the manufacturer of the PEP tanks has informed City staff that the tanks are nearing the end of the intended service life. As a result, the City would need to spend a large amount of money replacing each tank. Doing so, however, would not reduce the overall maintenance costs associated with each tank. As such, the Utility department is requesting to install a traditional gravity sewer system and lift station in the Breakaway Trails region to eliminate the need for the PEP tanks. A traditional gravity system would reduce the annual maintenance costs for the City while also reducing the required manhours of City staff. This project is proposed to be broken out into multiple phases due to the overall complexity of the project.

PROJECT COST METHODOLOGY

Utility Master Plan Documents with inflation adjustments

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	400,000	0	0	400,000
Construction	0	0	0	5,500,000	0	5,500,000
CEI	0	0	0	250,000	0	250,000
Total	0	0	400,000	5,750,000	0	6,150,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Pep Tank Elimination Phase 1

PROJECT#

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	400,000	0	0	400,000
Bond Proceeds	0	0	0	5,750,000	0	5,750,000
Total	0	0	400,000	5,750,000	0	6,150,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Public Works Management Site Upgrades

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Airport Road Debris Site

MANAGEMENT

Engineering

PROJECT SCOPE

Provide site improvements for Debris Management location.

JUSTIFICATION

The debris management site gate is broken and there is no current signage to denote the purpose of the site. A tower is required at the site for debris monitoring and to determine how full trucks entering the facility are. Utility hookup has been requested to light the observation tower and the facility, as well as a potable water hookup.

PROJECT COST METHODOLOGY

Estimating Database

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	0	0	255,000	255,000
Design	0	0	0	0	15,000	15,000
Total	0	0	0	0	270,000	270,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	0	0	270,000	270,000
Total	0	0	0	0	270,000	270,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Public Works Generator

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Public Works

MANAGEMENT

Engineering

PROJECT SCOPE

Furnish and install 300 kW generator at Public Works.

JUSTIFICATION

The current generator at Public Works is insufficient to run the entire facility. During severe weather incidents, this large capacity generator will be used to facilitate the administration and workers residing at Public Works.

PROJECT COST METHODOLOGY

Florida Sheriff's Contract and Previous Quoting

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	0	0	245,000	245,000
Design	0	0	0	0	10,000	10,000
Total	0	0	0	0	255,000	255,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	0	0	255,000	255,000
Total	0	0	0	0	255,000	255,000

CAPITAL PROJECT DETAIL

PROJECT TITLE

Public Works Renovation

PROJECT#

CATEGORY

Facility Construction and Renovation

FUND

409-Water and Wastewater R and R (Capital)

PROJECT LOCATION

Public Works

MANAGEMENT

Engineering

PROJECT SCOPE

Renovate Public Works to include commercial kitchen, additional storage, extended walkway and the addition of a secondary access road to the facility.

JUSTIFICATION

The public works building is in need of renovation; including a commercial grade kitchen, improved storage, and an extended walkway to the parking area. This will improve amenities when workers are present for severe storm conditions. There is a large oak tree directly in front of the lone vehicle entrance that could, in severe weather, fall and prevent entry to the facility. As such, a secondary access road is proposed.

PROJECT COST METHODOLOGY

Engineer's Cost Estimate

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction-Facilities	0	0	0	0	300,000	300,000
Design-Facility & Road	0	0	0	0	21,500	21,500
Construction-Access Road	0	0	0	0	16,500	16,500
Total	0	0	0	0	338,000	338,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Water & Sewer Charges	0	0	0	0	338,000	338,000
Total	0	0	0	0	338,000	338,000

433 434 435-REUSE, WATER AND WASTEWATER IMPACT FEE FUNDS

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Utility Master Plan	0	380,000	0	0	0	380,000
Total	0	380,000	0	0	0	380,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Wastewater Impact Fees	0	190,000	0	0	0	190,000
Water Impact Fees	0	190,000	0	0	0	190,000
Total	0	380,000	0	0	0	380,000

499-WATER WASTEWATER CAPITAL IMPROVEMENT FUND
WEST ORMOND

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

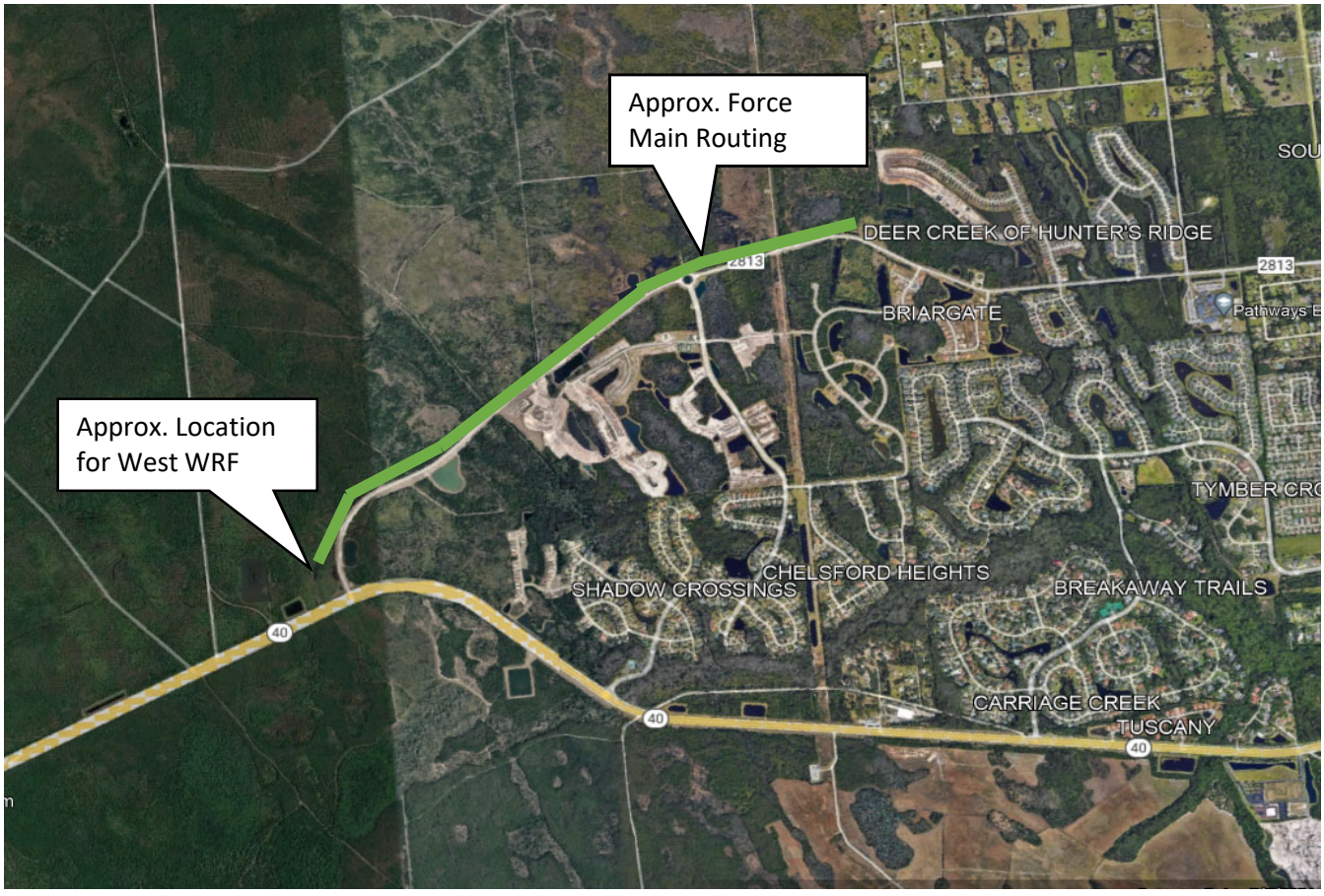
Utility Master Plan with updated costs to reflect inflation.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	275,000	0	0	0	0	275,000
Construction	0	3,059,500	0	0	0	3,059,500
Total	275,000	3,059,500	0	0	0	3,334,500

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	175,000	2,156,500	0	0	0	2,331,500
Daytona Beach	100,000	903,000	0	0	0	1,003,000
Total	275,000	3,059,500	0	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

West Ormond Airport Rd Force Main - Approximate Project Location



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

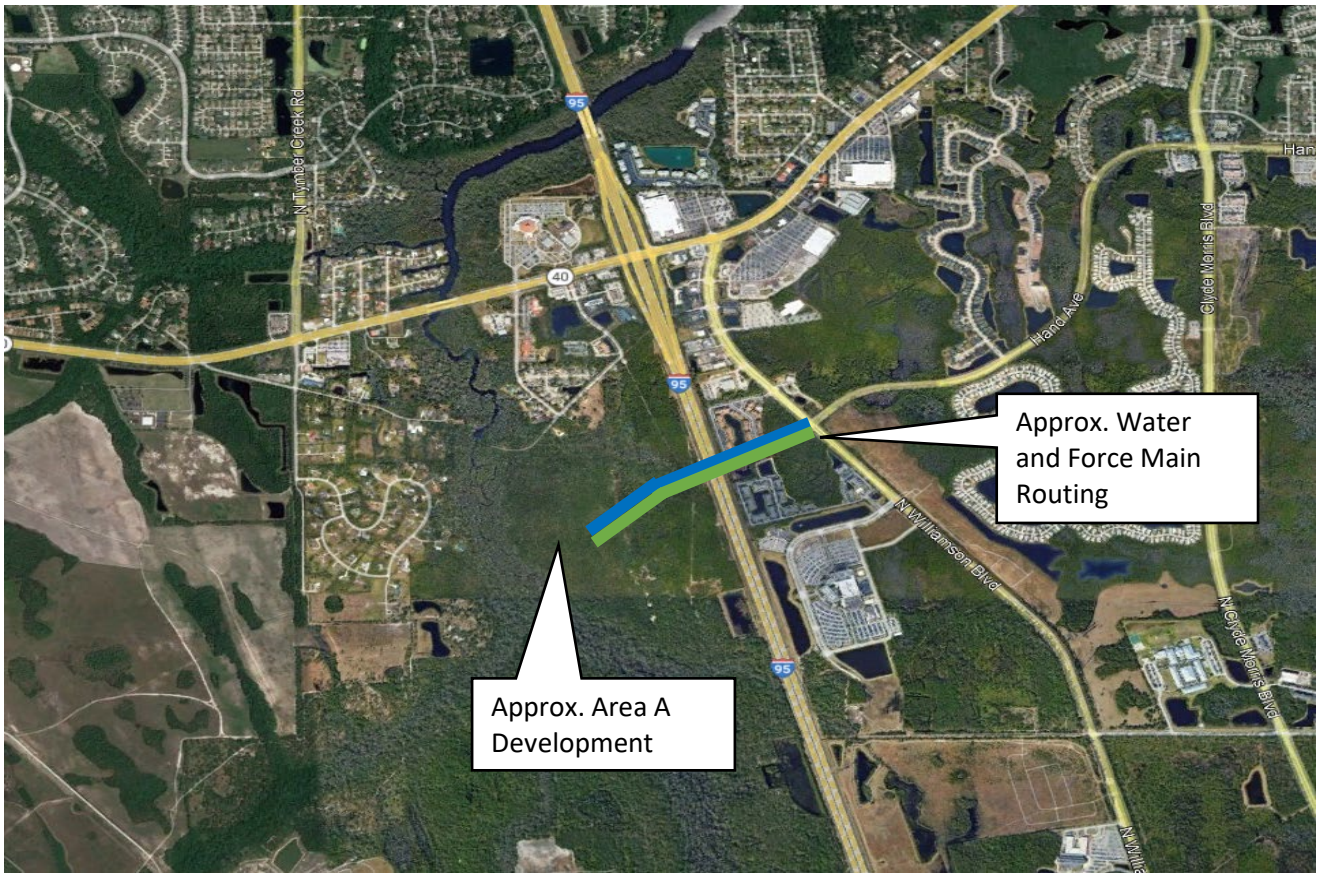
Utility Master Plan with updated costs to reflect inflation.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	200,000	0	0	0	0	200,000
Construction	0	2,400,000	0	0	0	2,400,000
CEI Services	0	150,000	0	0	0	150,000
Total	200,000	2,550,000	0	0	0	2,750,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	200,000	2,550,000	0	0	0	2,750,000
Total	200,000	2,550,000	0	0	0	2,750,000

West Ormond Area A WM FM - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Water Main	1	LS	$1,184,500	$1,184,500
2	Force Main	1	LS	$875,500	$875,500
				Construction Sub-Total	$2,060,000
				Contingency @ 20%	$412,000
				Engineering Design and CEI @ 15%	$309,000
				Total Estimated Project Cost	$2,781,000

West Ormond Area A WM FM - Approximate Project Location



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

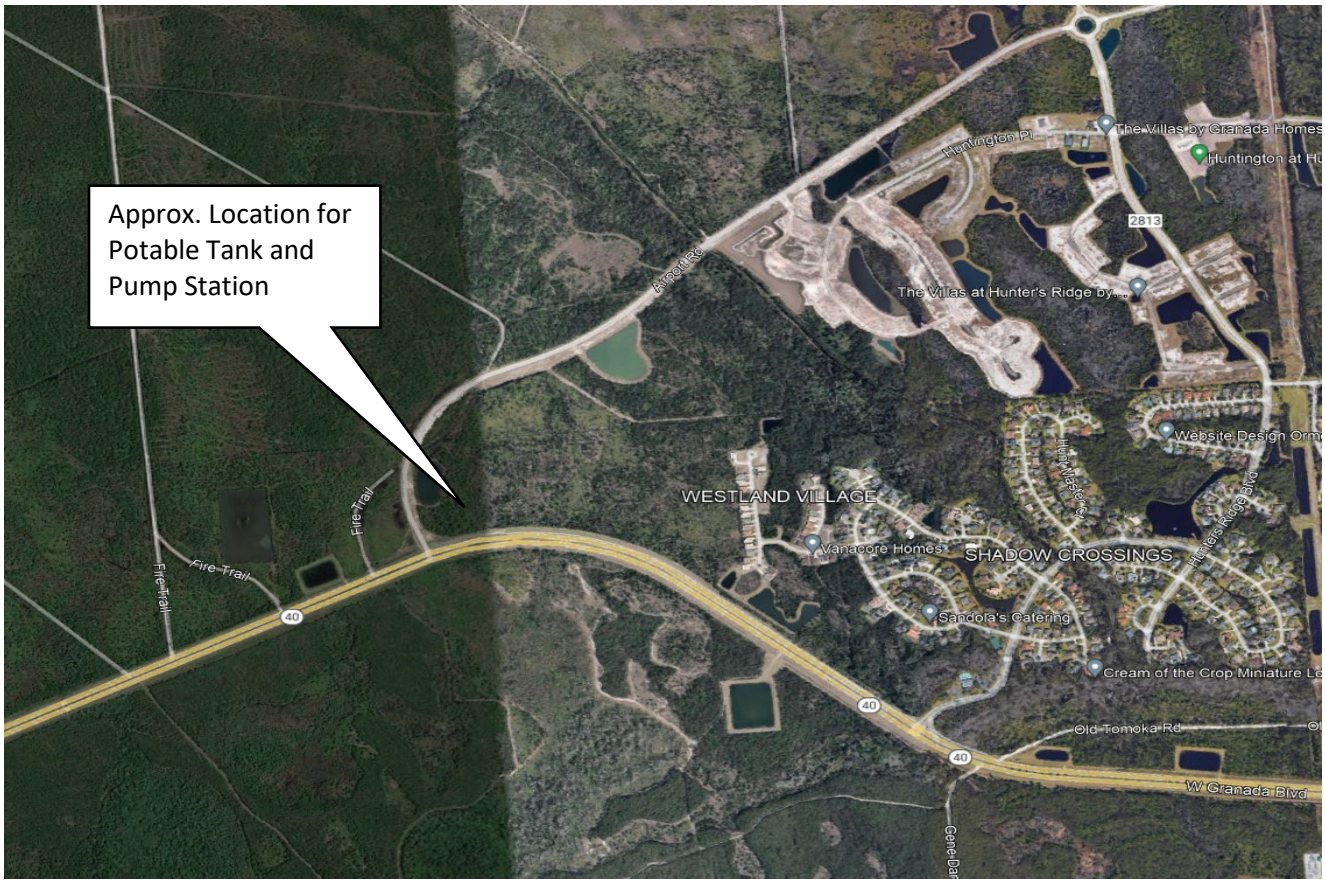
Utility Master Plan with updated costs to reflect inflation.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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 - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Mobilization and General Conditions	1	LS	$309,000	$309,000
2	Locate and Expose Utilities	1	LS	$15,450	$15,450
3	Sitework and Yard Piping	1	LS	$144,200	$144,200
4	20-inch Water Main	500	LF	$134	$66,950
5	3 MG Storage Tank	1	LS	$2,214,500	$2,214,500
6	Pump Station	1	LS	$849,750	$849,750
7	Electrical and Instrumentation	1	LS	$334,750	$334,750
8	Potable Water Main Tie-Ins	2	EA	$18,540	$37,080
9	Add/Delete Ductile Iron Fittings	2	TN	$15,450	$30,900
10	As-Builts/Layout	1	LS	$30,900	$30,900
11	Clearing, MOT, and Restoration	1	LS	$61,800	$61,800
				Construction Sub-Total	$4,095,280
				Contingency @ 20%	$819,056
				Engineering Design and CEI @ 15%	$614,292
				Total Estimated Project Cost	$5,528,628

West Ormond Potable Tank and Pump Station - Approximate Project Location



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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	6,500,000	0	0	0	0	6,500,000
Construction and CEI	0	37,250,000	37,250,000	0	0	74,500,000
Total	6,500,000	37,250,000	37,250,000	0	0	81,000,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	4,610,000	27,800,000	27,800,000	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	37,250,000	0	0	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

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	1,700,000	0	0	0	0	1,700,000
Total	1,700,000	0	0	0	0	1,700,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	1,700,000	0	0	0	0	1,700,000
Total	1,700,000	0	0	0	0	1,700,000

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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	225,000	0	0	0	225,000
Construction	0	0	2,760,000	0	0	2,760,000
CEI Services	0	0	120,000	0	0	120,000
Total	0	225,000	2,880,000	0	0	3,105,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	0	225,000	2,880,000	0	0	3,105,000
Total	0	225,000	2,880,000	0	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

West Ormond SR40 Parallel FM - Approximate Project Location

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

Utilities

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

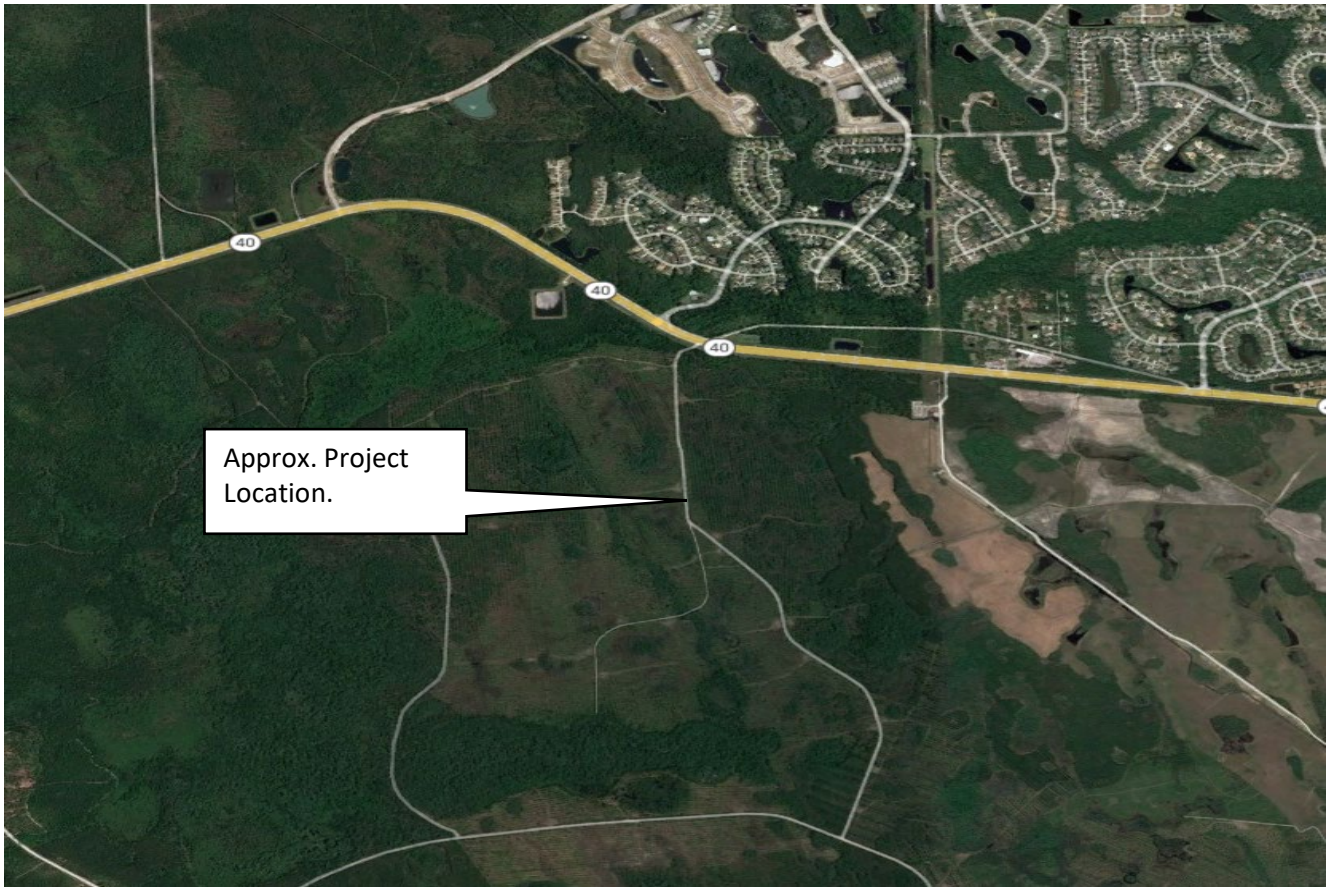
Utility Master Plan with updated costs to reflect inflation.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
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 - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	New UFA Wells, Pumps, and Mechanical Equipment	3	EA	$386,250	$1,158,750
2	Well Access and Site Work	1	LS	$669,500	$669,500
3	Raw Water Main Piping	1	LS	$283,250	$283,250
4	Electrical and Instrumentation	1	LS	$206,000	$206,000
5	Emergency Power Generator	1	EA	$206,000	$206,000
				Construction Sub-Total	$2,523,500
				Contingency @ 20%	$504,700
				Engineering Design and CEI @ 15%	$378,525
				Total Estimated Project Cost	$3,406,725

West Ormond Utilities New Rima Wells - Approximate Project Location



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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Evaluation Report	0	0	300,000	0	0	300,000
Total	0	0	300,000	0	0	300,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	0	0	300,000	0	0	300,000
Total	0	0	300,000	0	0	300,000

West Ormond WTP Evaluation and Technology Report - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Site Eval and Technoloy 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 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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	0	300,000	0	300,000
Construction	0	0	0	0	3,840,000	3,840,000
CEI Services	0	0	0	0	180,000	180,000
Total	0	0	0	300,000	4,020,000	4,320,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	0	0	0	300,000	4,020,000	4,320,000
Total	0	0	0	300,000	4,020,000	4,320,000

West Ormond Hand Avenue FM - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	Hand Avenue Force Main	1	LS	$3,300,000	$3,300,000
				Construction Sub-Total	$3,300,000
				Contingency @ 20%	$660,000
				Engineering Design and CEI @ 15%	$495,000
				Total Estimated Project Cost	$4,455,000

West Ormond Hand Avenue FM - Approximate 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.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Design	0	0	0	4,500,000	0	4,500,000
Construction and CEI	0	0	0	0	42,750,000	42,750,000
Total	0	0	0	4,500,000	42,750,000	47,250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	0	0	0	4,500,000	42,750,000	47,250,000
Total	0	0	0	4,500,000	42,750,000	47,250,000

West Ormond WTP - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	3.0 MGD Water Treatment Plant	1	LS	$38,000,000	$38,000,000
				Construction Sub-Total	$38,000,000
				Contingency @ 20%	$7,600,000
				Engineering Design and CEI @ 15%	$5,700,000
				Total Estimated Project Cost	$51,300,000

West Ormond WTP - Approximate Project Location

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 2034 is currently listed as being 11 MGD. Recommendations from the City's most recent Master Plan suggest that the City would need to construct an additional nine 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 six (6) new generators to serve the nine wells.

PROJECT COST METHODOLOGY

Utility Master Plan with updated costs to reflect inflation. Pricing is subject to change based upon proposed wellfield location.

EXPENDITURE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
Construction	0	0	0	0	15,000,000	15,000,000
Design	0	0	0	0	1,500,000	1,500,000
CEI Services	0	0	0	0	750,000	750,000
Total	0	0	0	0	17,250,000	17,250,000

REVENUE	2024-25	2025-26	2026-27	2027-28	2028-29	Total 2024-25 to 2028-29
To Be Determined	0	0	0	0	17,250,000	17,250,000
Total	0	0	0	0	17,250,000	17,250,000

West Ormond Raw Water Wellfield - Preliminary Cost Estimate - 2024					
Item	Item Description	Qty	Unit	Unit Cost	Total Cost
1	New UFA Wells, Pumps, and Mechanical Equipment	9	EA	$386,250	$3,476,250
2	Well Access and Site Work	1	LS	$3,605,000	$3,605,000
3	Raw Water Main Piping	1	LS	$2,575,000	$2,575,000
4	Electrical and Instrumentation	1	LS	$1,854,000	$1,854,000
5	Emergency Power Generator	6	EA	$309,000	$1,854,000
				Construction Sub-Total	$13,364,250
				Contingency @ 20%	$2,672,850
				Engineering Design and CEI @ 15%	$2,004,638
				Total Estimated Project Cost	$18,041,738

CITY OF ORMOND BEACH
FLORIDA

999-UNFUNDED

Other Request without identified funding sources

	Other Requests
EXPENDITURE	
Airport Business Park Street Lights	430,000
Andy Romano Shade Structure & Fabr	116,205
Development of a BC and DR plan	100,000
Granada Street Lights	4,087,000
Nova LED Baseball Lighting	2,266,000
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	8,770,000
PAL House	790,000
Police Department Impound Lot Awnin	213,500
Pretreatment Structure Replacement	8,850,000
Pumper Fire Apparatus	1,200,000
Replacement of Battalion Chief Vehicl	75,000
Riverside Dr Force Main Improvement	3,355,000
SCADA and Networking Upgrade	885,000
Sports Complex Challenge Course	315,000
Western Community Center	18,545,278
WTP Chemical Feed System Upgrade	590,750
WTP Scrubbers and De-gasifiers Reh	1,751,500
WWTP Odor Control	875,000
TOTAL EXPENDITURES	**60,239,683**

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 9.A

Section:	PUBLIC HEARINGS		
Item Category:	Public Hearing - Ordinances	**Res./Ord. No:**	2024-24
Strategic Goal:	Economic Development - Continue attracting and retaining high-wage jobs and the development of Ormond Crossings		
Department:	Planning & Building		
Subject:	Plantation Oaks, Neighborhood Commercial, PRD Amendment (SECOND READING)		
Summary:	This is a Planned Residential Development (PRD) amendment submitted by Plantation Oaks of Ormond Beach, LLC. The PRD allowed a neighborhood commercial parcel (Tract 1A-2) with certain uses permitted. The amendment seeks to allow Warehouse Indoor Mini-Rental as a permitted use on the 1.58-acre Neighborhood Commercial property located at 1730 Plantation Oaks Boulevard. The Planning Board recommend approval of the PRD amendment under certain conditions with a 6-0 vote at the July 11, 2024 meeting.		
Financial Impact:	None		
Citizen Impact:	The PRD Amendment is not expected to have any negative impacts on citizens.		
Recommended Action (Staff, Advisory Board and/or Other):	The Planning Board recommended approving the PRD development order amendment to allow the warehouse, indoor mini-rental use within the 1.58-acre neighborhood commercial parcel of the Plantation Oaks Subdivision under certain conditions.		
Staff Contact:	Steven Spraker, Planning Director, (386) 676-3341		
Attachments:	1. 24-24 PO PRD 2nd Amendment, Commercial Area (P24-0135G) 2. PO 2nd amendment - DO 3. EXHIBIT A-Legal Description 4. Exhibit B- Site Plan		

	5. Exhibit C, Conditions 6. 07.11.2024 Plantation Oaks PRD Amendment-PB Staff Report(8.5x11) 7. 07.11.2024, DRAFT Planning Board minutes, PO NC PRD Amendment 8. BIE - PONC
Approval:	Kelly McGuire, Finance Director 8/21/2024 Shawn Finley, Assistant City Manager 8/21/2024 Joyce Shanahan, City Manager 8/21/2024

ORDINANCE NO. 2024-24

AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF THE SECOND AMENDED DEVELOPMENT ORDER FOR A PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS "PLANTATION OAKS"; AUTHORIZING AN AMENDMENT TO THE NEIGHBORHOOD COMMERCIAL LIST OF USES TO ALLOW WAREHOUSE, INDOOR MINI-RENTAL AS A PERMITTED USE UNDER CERTAIN CONDITIONS; AUTHORIZING A SITE DEVELOPMENT PLAN FOR THE NEIGHBORHOOD COMMERCIAL PARCEL LOCATED AT 1730 PLANTATION OAKS BOULEVARD; AND SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, Plantation Oaks of Ormond Beach, LLC, a Florida Limited Liability Company (the "Applicant") has submitted an application for the second amendment to the "Plantation Oaks" Planned Residential Development (PRD) to amend the neighborhood commercial list of uses to allow "warehouse, indoor mini-rental" as a permitted use under certain conditions, and to authorize a site development plan on a 1.58 acre neighborhood commercial parcel within the Plantation Oaks PRD, described and depicted in Exhibit "A" to the second amended PRD Development Order attached hereto and incorporated herein by reference, and

WHEREAS, by Resolution 1986-192 the Volusia County Council on December 30, 1986 approved the National Gardens Development of Regional Impact, and authorized the execution of a Development Agreement therefor, which is recorded in Official Records Book 2934, Pages 979 through 995, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 1998-108 the Volusia County Council on June 25, 1998, approved the National Gardens First Development of Regional Impact amendment, which is recorded in Official Records Book 4351, Pages 3321 through 3323, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2000-72 the Volusia County Council on April 13, 2000 approved the National Gardens Second Development of Regional Impact amendment, and

WHEREAS, by Resolution 2001-229 the Volusia County Council on December 6, 2001 approved the National Gardens Third Development of Regional Impact amendment, which is recorded in Official Records Book 4976, Pages 3426 through 3432, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2002-197 the Volusia County Council on November 21, 2002 approved the National Gardens Fourth Development of Regional Impact amendment, which is recorded in Official Records Book 4976, Pages 3433 through 3438, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2004-229 the Volusia County Council on November 11, 2004 approved the National Gardens Fifth Development of Regional Impact amendment, which is recorded in Official Records Book 5440, Pages 929 through 942, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2012-37 the Volusia County Council on February 9, 2012 approved the National Gardens Sixth Development of Regional Impact amendment, which

is recorded in Official Records Book 6683, Pages 509 through 514, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2002-199 the Volusia County Council on November 21, 2002 approved the Plantation Oaks Planned Residential Unit Development, and authorized the execution of a Development Agreement therefor, which is recorded in Official Records Book 4988, Pages 140 through 211, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on August 9, 2006 for the Plantation Oaks Planned Residential Unit Development, and authorized a utility service agreement therefor, which is recorded in Official Records Book 6281 Pages 3136 through 3161, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on July 18, 2007 for the Plantation Oaks Planned Residential Unit Development, and required an increase to the required buffer along Old Dixie Highway to 175 feet, which is recorded in Official Records Book 6100 Pages 2016 through 2020, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on August 12, 2008 for the Plantation Oaks Planned Residential Unit Development, to update the project construction phasing and schedule, which is recorded in Official Records Book 6268 Page 3768, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on September 23, 2009 for the Plantation Oaks Planned Residential Unit Development, to relocate the regional wastewater plant and relocate twelve units from unit 1A to unit 2, which is recorded in Official Records Book 6407 Pages 456 through 477, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2012-24 the Volusia County Council on January 19, 2012 approved an amendment for the Plantation Oaks Planned Residential Unit Development, to allow manufactured homes, which is recorded in Official Records Book 6674 Pages 2025 through 2069, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on December 4, 2015 for the Plantation Oaks Planned Residential Unit Development, to revise the project phasing schedule and identify the City of Ormond Beach as the utility provider, which is recorded in Official Records Book 7201 Pages 1720 through 1753, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on July 15, 2016 for the Plantation Oaks Planned Residential Unit Development, to provide an alternate school site and pre-pay school impact fees for the entire project, which is recorded in Official Records Book 7285 Pages 4169 through 4175, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on August 17, 2018 for the Plantation Oaks Planned Residential Unit Development, for miscellaneous amendments including signage and irrigation, which is recorded in Official Records Book 7610 Pages 240 through 250, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, a Volusia County minor amendment was approved on January 10, 2019 for the Plantation Oaks Planned Residential Unit Development, for miscellaneous amendments including median planting plan and lot planting requirements, which is recorded in Official Records Book 7644 Pages 2820 through 2831, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, by Resolution 2015-168 the City Commission on August 18, 2015 approved an annexation agreement to provide utilities to the Plantation Oaks subdivision, which is recorded in Official Records Book 7155, Pages 4437 through 4462, inclusive, of the Public Records of Volusia County, Florida. The subdivision was not contiguous to the city boundary and could not be annexed in 2015, and

WHEREAS, by Ordinances 2019-30 and 2020-16 the City Commission on October 1, 2019 and May 26, 2020 approved the annexation of the Plantation Oaks subdivision, which is recorded in Official Records Book 7760, Pages 3724 through 3743, inclusive, and Official Records Book 7858, Pages 2205 through 2223, inclusive, respectively of the Public Records of Volusia County, Florida, and

WHEREAS, on February 2, 2021, by Ordinance 2021-03, the City Commission approved a Development Order for the Plantation Oaks subdivision that: (1) incorporated the Volusia County development orders and (2) deleted the age restriction for Phase 1 and required only site built single-family homes, which is recorded in Official Records Book 7985, Pages 4080 through 4339, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, on August 27, 2021, the Planning Director on behalf of the Site Plan Review Committee approved a minor amendment to the development order to relocate 76 lots within the Phase 1 conceptual development plan based upon the sale of a land area to Volusia County generally west of Old Dixie Highway, east of the FPL easement, and north of Plantation Oaks Boulevard, which is recorded in Official Records Book 8113, Pages 4003 through 4006, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, on June 7, 2022, by Ordinance 2022-16, the City Commission approved the first amended Development Order for the Plantation Oaks subdivision that (1) allowed additional residential units in phases 1, 3, and 4 of the PRD totaling 163 residential units, (2) lifted the age restriction and prohibited manufactured homes in phase 3 of the PRD, (3) allowed public streets in phase 4 of the PRD, and (4) removed approximately 33.10 acres of land purchased by Volusia County for a park from the PRD, which is recorded in Official Records Book 8268, Pages 2898 through 2930, inclusive, of the Public Records of Volusia County, Florida, and

WHEREAS, the Planning Board held a public hearing in accordance with Section 1-15 of the *Land Development Code,* following which it provided a recommendation of approval for the second amended Development Order for the Planned Residential Development, and

WHEREAS, the City Commission has held a public hearing in accordance with Section 166.041(3)(c)(1), *Florida Statutes* and has considered the following:

(1) The report and recommendations of the Planning Board;

(2) The testimony of the City's planning staff, the Applicant, expert witnesses, persons that may be affected as a result of the application, and documentary evidence pertaining thereto, if any, and

WHEREAS, the City Commission further finds that with respect to the application for the issuance of the second amended Development Order for the Planned Residential Development, that there is competent substantial evidence to support the following:

(1) The amended land use conforms to the standards and requirements of the *Land Development Code* and will not create undue crowding beyond the conditions normally permitted in the PRD, Planned Residential Development, zoning district, or adversely affect the public health, safety, welfare or quality of life;

(2) The amended development is consistent with the *Comprehensive Plan*;

(3) The amended 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;

(4) The amended 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;

(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, as amended;

(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, as amended;

(7) The amended development is functional in the use of space and aesthetically acceptable;

(8) The amended development provides for the safety of occupants and visitors; and

(9) The amended use of materials and architectural features will not adversely impact the neighborhood and aesthetics of the area; now therefore,

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

SECTION ONE. The Mayor and the City Manager are authorized and directed to execute and issue the attached second amended Development Order for the "Plantation Oaks" Planned Residential Development (PRD) to amend the neighborhood commercial list of uses to allow "warehouse, indoor mini-rental" as a permitted use under certain conditions, and authorize a site development plan on a 1.58-acre neighborhood commercial parcel within the approved Planned Residential Development known as "Plantation Oaks", located at 1730 Plantation Oaks Boulevard (the "Property").

SECTION TWO. Except as otherwise provided within the attached second amended Development Order, all conditions set forth by the previous development approvals shall remain in effect and shall at all times be strictly complied with.

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 take effect immediately upon its adoption.

PASSED UPON at the first reading of the City Commission this 20th day of August, 2024.

PASSED UPON at the second and final reading of the City Commission this 4th day of September, 2024.

_____
BILL PARTINGTON
Mayor

ATTEST:

_____
SUSAN CARROLL DAUDERIS
City Clerk

BEFORE THE
CITY COMMISSION
OF THE
CITY OF ORMOND BEACH

IN RE:	**Application of:**	Plantation Oaks of Ormond Beach, LLC, a Florida Limited Liability Company
	Application No.	2024-037
	Project Name:	Plantation Oaks second amendment, neighborhood commercial
	Property Location:	1730 Plantation Oaks Boulevard

SECOND AMENDED PLANNED RESIDENTIAL DEVELOPMENT DEVELOPMENT ORDER

This matter having come on for public hearing before the City Commission of the City of Ormond Beach, Florida, on August 20, 2024 and September 4, 2024, and the City Commission having considered those items as required by Section 1-18 of the *Land Development Code*, and having heard testimony and evidence from all affected persons, the City Commission hereby finds that:

1. The amended development conforms to the standards and requirements of the *Land Development Code* and will not create undue crowding beyond the conditions normally permitted in the PRD, Planned Residential Development, zoning district, or adversely affect the public health, safety, welfare or quality of life;

2. The amended development is consistent with the *Comprehensive Plan*;

3. The amended 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;

4. The amended 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;

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, as amended;

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, as amended;

7. The amended development is functional in the use of space and aesthetically acceptable;

8. The amended development provides for the safety of occupants and visitors; and

9. The amended use of materials and architectural features will not adversely impact the neighborhood and aesthetics of the area.

Thereupon and in consideration thereof, the City Commission hereby orders that:

A. The application submitted by Plantation Oaks of Ormond Beach, LLC, a Florida Limited Liability Company (the "Applicant") for the second amended Development Order for a Planned Residential Development known as "Plantation Oaks" Subdivision to amend the neighborhood commercial list of uses to allow "warehouse, indoor mini-rental" as a permitted use under certain conditions, and authorize a site development plan on a 1.58 acre neighborhood commercial parcel within the Plantation Oaks Planned Residential Development, located at 1730 Plantation Oaks Boulevard, described and depicted in Exhibit "A" attached hereto and incorporated herein by reference, is hereby granted, subject to the following conditions:

1. The amendment solely applies to the neighborhood commercial property located at 1730 Plantation Oaks Boulevard. Except as otherwise provided, all conditions set forth with Ordinance 2021-03, which is recorded in Official Records Book 7985 Pages 4080 through 4339, inclusive, and Ordinance 2022-16, which is recorded in Official Records Book 8268 Pages 2898 through 2930, inclusive, both of the Public Records of Volusia County, Florida, shall remain in effect and shall at all times be strictly complied with;

2. Full and complete compliance with the Applicant's site plan attached as Exhibit "B";

3. Full and complete compliance with the special conditions listed in Exhibit "C".

B. The final plans for the neighborhood commercial development project shall be consistent with all of the conditions listed in this second amended Development Order and as depicted in the plans attached hereto as Exhibits "B" and "C" and incorporated herein by reference.

C. No material change shall be made to the final plan for the development project without further review by the Planning Board and approval by the City Commission in accordance with the procedures for the approval or modification of development orders.

D. All site construction activity shall be performed in strict compliance with the terms and conditions of this second amended Development Order approved for this development project, and of the *Land Development Code*.

E. The Neighborhood Improvement Officer shall semi-annually prepare a report indicating which planned developments are not in compliance with Section 1-14, or with the conditions provided in the Development Order. In the event a Neighborhood Improvement Officer determines there to be any violation, such Officer shall initiate appropriate code enforcement action for hearing before the City's Special Master.

F. This second amended Development Order shall be recorded in the public records of Volusia County, Florida, at the expense of Plantation Oaks of Ormond Beach, LLC, a Florida Limited Liability Company (the "Applicant"), and shall be binding upon the Applicant, and its successors and assigns, and shall run with the real property described in Exhibit "A" attached hereto.

ORDERED this 4h day of September, 2024.

CITY COMMISSION
CITY OF ORMOND BEACH, a Florida municipal corporation

By: _____
BILL PARTINGTON
Mayor

(CITY SEAL)

Attest: _____
JOYCE A. SHANAHAN
City Manager

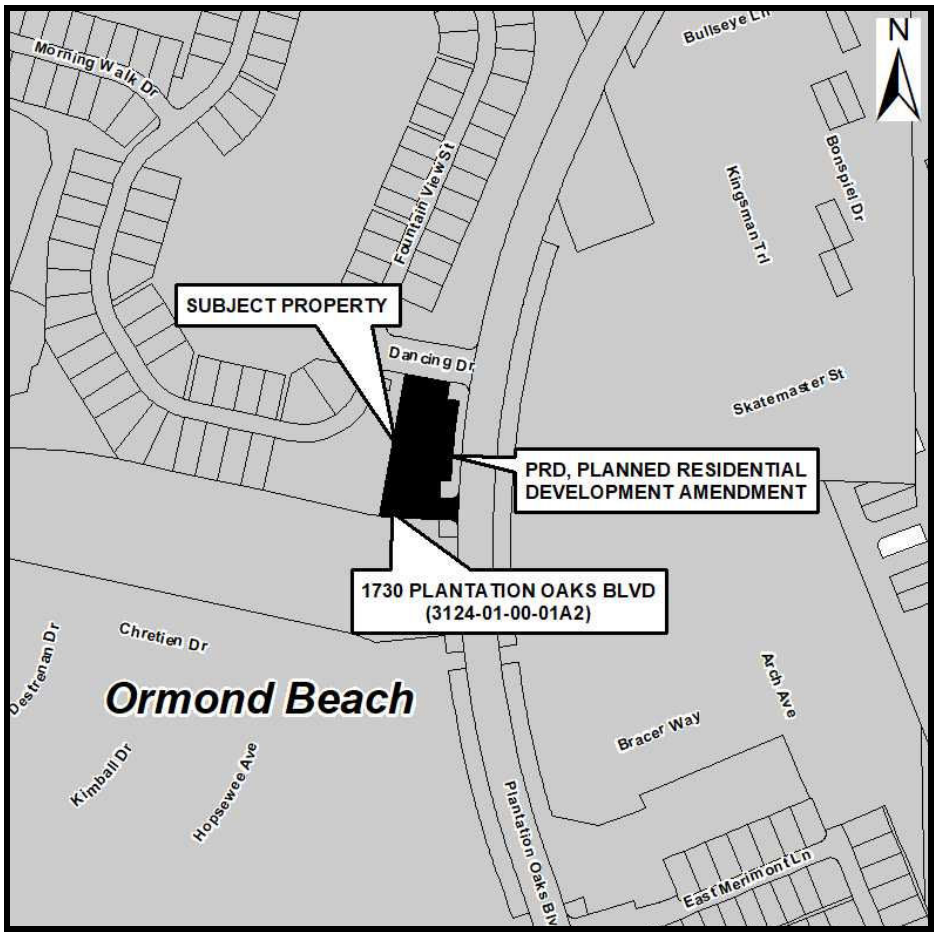
EXHIBIT "A"

LEGAL DESCRIPTION

TRACT 1A-2 FOUNTAIN VIEW PHASE 1A MAP BOOK 65, PG 59

OWNER:	PLANTATION OAKS OF ORMOND BEACH, LLC, A FLORIDA LIMITED LIABILITY COMPANY
LOCATION:	1730 PLANTATION OAKS BOULEVARD
PARCEL ID#:	3124-01-00-01A2

LOCATION MAP



PLANTATION OAKS OF ORMOND BEACH

NEIGHBORHOOD COMMERCIAL
PHASE 1A

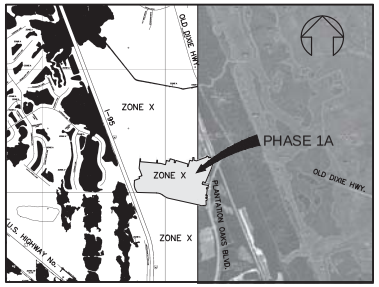
ORMOND BEACH, FLORIDA

GENERAL NOTES

1.) ALL WATER MAINS TO BE P.V.C. DR-18, C-900.
2.) ALL SANITARY SEWER MAINS SHOWN ARE PVC SDR 26 @ 0.40% FOR 8", 0.30% FOR 10" UNLESS OTHERWISE NOTED. SANITARY SERVICES TO NEIGHBORHOOD COMMERCIAL ARE 6" SDR 26 @ MINIMUM 1.0%
3.) CABLE T.V., TELEPHONE AND ELECTRIC SERVICES TO BE UNDERGROUND.
4.) CONTRACTOR TO VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION AND TO REPORT ANY DISCREPANCIES TO DESIGN ENGINEER.
5.) WATER AND SEWER IMPROVEMENTS TO MEET CITY OF ORMOND BEACH STANDARDS.
6.) DOWNLIGHTS (STREET LIGHTS) TO BE FP&L STANDARD & CONTEMPORARY LIGHTS TO BE FP&L STANDARD LED 39 WATT. (CONTEMPORARY LIGHT) AND BLACK FIBERGLASS POLES, STREET LIGHTS AND POLES TO BE PROVIDED BY FPL. MAXIMUM HEIGHT 20 FT.
7.) MINIMUM FINISH FLOOR GRADE PER CITY OF ORMOND BEACH REQUIREMENTS.
8.) SHOP DRAWINGS FOR POTABLE WATER AND SEWER TO BE SUBMITTED TO AND APPROVED BY CITY OF ORMOND BEACH AND DESIGN ENGINEER PRIOR TO CONSTRUCTION.
9.) POTABLE WATER SERVICE TO BE SUPPLIED BY CITY OF ORMOND BEACH.
10.) SANITARY SEWER SERVICE TO BE PROVIDED BY CITY OF ORMOND BEACH.
11.) ALL DISTURBED AREAS TO BE SODDED.
12.) WHERE SANITARY FORCE MAINS CROSS POTABLE WATER LINES, THE FORCE MAIN IS TO BE CONSTRUCTED OF PVC SDR-18 FOR 20 FEET CENTERED ON THE POTABLE WATER MAIN.
13.) OFFSITE UTILITIES WILL BE CONSTRUCTED UNDER THE APPROPRIATE PHASE AND MUST BE COMPLETE PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.
14.) ONSITE SEWER AND POTABLE WATER INFRASTRUCTURE TO BE OWNED AND MAINTAINED BY THE NEIGHBORHOOD COMMERCIAL OWNER. OFFSITE SYSTEM WILL BE OWNED AND MAINTAINED BY THE CITY OF ORMOND BEACH (UNLESS OTHERWISE NOTED).
15.) ALL STOP SIGNS, SPEED LIMIT AND STREET SIGNS REQUIRED TO BE PROVIDED BY DEVELOPER TO CITY OF ORMOND BEACH SPECIFICATIONS. ALL TRAFFIC CONTROL SIGNS SHALL BE FABRICATED IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES USING 3M BRAND "SCOTCHLITE" SHEETING (ENGINEER GRADE) ON MINIMUM 0.080 GAUGE 5052-H38 ALUMINUM BLANKS. ALL STOP SIGNS SHALL BE HIGH INTENSITY 30" OR 36" OCTAGON INSTALLED ON 3"x 12' ROUND ALUMINUM POSTS. "U" CHANNEL POSTS MAY BE USED FOR ALL SIGNS SMALLER THAN 36" x 48". ALL WARNING SIGNS SHALL BE 30" X 30". ALL STREET NAME SIGNS SHALL BE 9" IN HEIGHT WITH 5" HIGH UPPER & LOWER CASE WHITE LETTERS ON A GREEN BACKGROUND WITH A MIN. 30" LENGTH. PROVIDE 24" WIDE WHITE THERMOPLASTIC STOP BARS ADJACENT TO ALL LOCAL STREET 30" STOP SIGNS. WHERE 12" WIDE WHITE CROSSWALK STRIPING IS PROVIDED, THE STOP BAR AND 30" STOP SIGN MUST BE 4' IN ADVANCE OF THE CROSSWALK IN ACCORDANCE WITH FDOT STANDARD INDEX #17346. IN ALL LOCATIONS, THE 30" STOP SIGN AND 24" WIDE WHITE STOP BARS SHOULD BE LOCATED 10' IN ADVANCE OF THE EDGE OF THE TRAVELED WAY AT THE STREET INTERSECTION.
16.) ALL MAINTENANCE OF ALL PRIVATE STREETS, LAKES, AMENITY AREAS, LANDSCAPE AND IRRIGATION TO BE THE SOLE RESPONSIBILITY OF PLANTATION OAKS OF HOME OWNERS ASSOCIATION OR PROPERTY OWNER.
17.) ALL CONSTRUCTION TRAFFIC IS REQUIRED TO USE U.S. HIGHWAY #1 ONLY. NO CONSTRUCTION TRAFFIC IS PERMITTED TO USE OLD DIXIE HIGHWAY FOR INGRESS OR EGRESS.
18.) EXCEPT WITHIN THE EXISTING FPL EASEMENT, ALL UTILITIES ARE TO BE INSTALLED UNDERGROUND, INCLUDING THE SERVICE DROPS TO INDIVIDUAL BUILDINGS OUTSIDE OF ALL REQUIRED LANDSCAPE BUFFERS, WETLANDS AND WETLAND BUFFER AREAS.
19.) ELEVATIONS REFER TO 1929 DATUM
20.) DRIVING AND/OR STAGING OF CONSTRUCTION VEHICLES IS NOT PERMITTED ON ANY SIDEWALKS IN THE RIGHT-OF-WAY. ANY DAMAGE TO SIDEWALKS WILL BE REPAIRED AND/OR REPLACED IN THE LIKE KIND BY THE CONTRACTOR.
21.) REUSE LINE, BOTH EXISTING AND PROPOSED, WILL BE OWNED AND OPERATED BY THE OWNER, HOA, POA OR DEVELOPER.
22.) ALL WATER SERVICE LINES SHALL BE INSTALLED WITH BACKFLOW PREVENTION DEVICES.

LEGAL DESCRIPTION:

TRACT 1A-2 FOUNTAIN VIEW PHASE 1A
MAP BOOK 65, PG 59



FLOOD MAP

F.I.R.M. #12127C0201J ORMOND BEACH
F.I.R.M. #12127C0182J VOLUSIA COUNTY
PHASE 1A IS LOCATED IN ZONE X IN IT'S ENTIRETY

LAND USE TABULATION:

EXISTING ZONING = PUD (PLANNED UNIT DEVELOPMENT)
SITE AREA = 69,028 SF = 1.58 AC
BUILDING COVERAGE = 12,750 SF
12,750 SF / 69,028 SF = 18.47%
F.A.R. = 25,500 SF / 69,028 SF = 0.369

IMPERVIOUS AREA CALCULATION:

PROPOSED BUILDING = 12,750 SF (FIRST FLOOR)
EXISTING PAVEMENT = 7,562 SF
PROPOSED CONCRETE/PAVEMENT = 28,921 SF
TOTAL IMPERVIOUS AREA = 36,483 SF = 52.9%
LANDSCAPE AREA = 32,545 SF = 47.1%

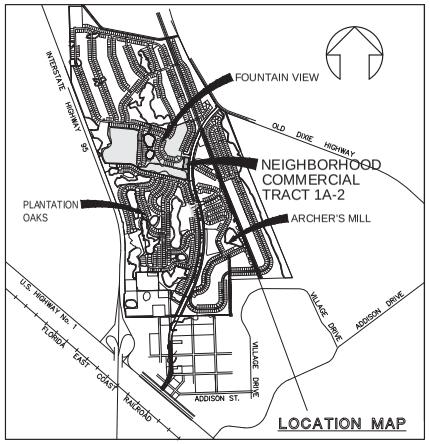
PARKING CALCULATION:

COMMERCIAL BUILDING PARKING REQUIREMENTS:
OFFICE/RETAIL/RESTAURANT-1 PARKING SPACE FOR EACH 200 S.F. OF GROSS FLOOR AREA (1ST FLOOR)
12,750/200 = 63.75 (64 SPACES)
MINI-WAREHOUSE-
0.18 SPACES/1,000 SF OF GROSS FLOOR AREA
12,750 SF X 0.18 SPACES/1,000 SF = 2.3
TOTAL PARKING REQUIRED
63.75 + 2.3 = 66 SPACES

PARKING PROVIDED:
STANDARD= 70
HANDICAP= 3
TOTAL= 73

SETBACKS:

FRONT.....25 FT
REAR YARD.....20 FT
SIDE YARD
ABUTTING ANY LOT.....10 FT
ABUTTING PUBLIC STREET R/W.....25 FT
ABUTTING PRIVATE STREET R/W.....20 FT



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SHEET NO.	DESCRIPTION
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S1	BOUNDARY SURVEY
2	DEMOLITION/EROSION CONTROL PLAN
3	SITE PLAN
4	CIVIL PLAN
5	UTILITY PLAN
6	LANDSCAPE PLAN
7	LANDSCAPE DETAILS
8	IRRIGATION PLAN
9	IRRIGATION DETAILS
10-12	PAVING AND DRAINAGE DETAILS
13	WATER STANDARD DETAILS
14	SANITARY SEWER STANDARD DETAILS
15	RECLAIMED WATER STANDARD DETAILS
A210	OVERALL FIRST FLOOR PLAN
A220	OVERALL SECOND FLOOR PLAN
A300	PROPOSED ELEVATIONS
A301	COLOR/MATERIAL CHART SF-1
A302	COLOR RENDERING

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
6	Basinger fine sand, frequently ponded, 0 to 1 percent slopes	0.0	0.0%
13	Cassia fine sand, 0 to 2 percent slopes	25.3	25.0%
17	Daytona sand, 0 to 5 percent slopes	25.6	25.4%
29	Immokalee sand	0.1	0.1%
32	Myakka-Myakka, wet, fine sands, 0 to 2 percent slopes	27.3	27.1%
42	Pacia fine sand, 0 to 8 percent slopes	2.6	2.6%
56	Samsula muck, frequently ponded, 0 to 1 percent slopes	2.9	2.9%
99	Water	17.1	16.9%
Totals for Area of Interest		100.9	100.0%

SOILS MAP

PROJECT NAME

PLANTATION OAKS OF ORMOND BEACH
NEIGHBORHOOD COMMERCIAL – TRACT 1A-2
1730 PLANTATION OAKS BLVD.
ORMOND BEACH, FLORIDA

PROJECT DESCRIPTION

CONSTRUCTION OF 2 STORY 25,500 SF BUILDING (FIRST FLOOR IS 12,750 SF OFFICE/RETAIL/RESTAURANT, SECOND FLOOR IS 12,750 SF AIR CONDITIONED STORAGE MINI-WAREHOUSE 109 UNITS) AS WELL AS PARKING, LIGHTING, LANDSCAPE, IRRIGATION AND SIGNAGE IMPROVEMENTS.

DEVELOPER

PLANTATION OAKS OF ORMOND BEACH, LLC.
PARKER MYNCHENBERG, MANAGER
1729 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117
(386) 677-6891
E:MAIL: Info@parkermynchenberg.com

SUBDIVISION DESIGNER ENGINEER & LANDSCAPE ARCHITECT

PARKER MYNCHENBERG & ASSOC., INC.
PARKER MYNCHENBERG, P.E. #32645, L.A.#1553
1729 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117
(386) 677-6891
CERTIFICATE OF AUTHORIZATION #00003910
EMAIL: Info@parkermynchenberg.com

SURVEYOR

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PORT ORANGE, FLORIDA 32127
(386) 761-5385
EMAIL: jbarnes@sligerassociates.com

TRAFFIC CONSULTANT

TURGUT DERVISH, P.E.
TRAFFIC PLANNING & DESIGN, INC.
535 VERSAILLES DRIVE-SUITE 200
MAITLAND, FLORIDA 32715-7305
(407) 628-9955

PROJECT ATTORNEY

JEFF BROCK, ESQ.
SMITH BIGMAN BROCK
444 SEABREEZE BLVD. SUITE 900
DAYTONA BEACH, FLORIDA 32118
(386) 254-6875
EMAIL: jbrock@daytonalaw.com

PARKER MYNCHENBERG & ASSOCIATES, INC.
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(386)677-6891 FAX (386)677-2114 E-MAIL: info@parkermynchenberg.com
CERTIFICATE OF AUTHORIZATION NO. 00003910

NO.	DATE	DESCRIPTION	BY
		REVISIONS	

COVER SHEET

PLANTATION OAKS OF ORMOND BEACH
NEIGHBORHOOD COMMERCIAL
PHASE 1A
ORMOND BEACH * FLORIDA

Digitally signed by Parker Mynchenberg, P.E. 32645
Date: 2024.03.12 08:28:40 -04'00'

FILE NO. PO PH 1 CS.DWG		DESIGNER: P.MYNCHENBERG	
DATE:	02-21-24	CADD TECH: MRB	
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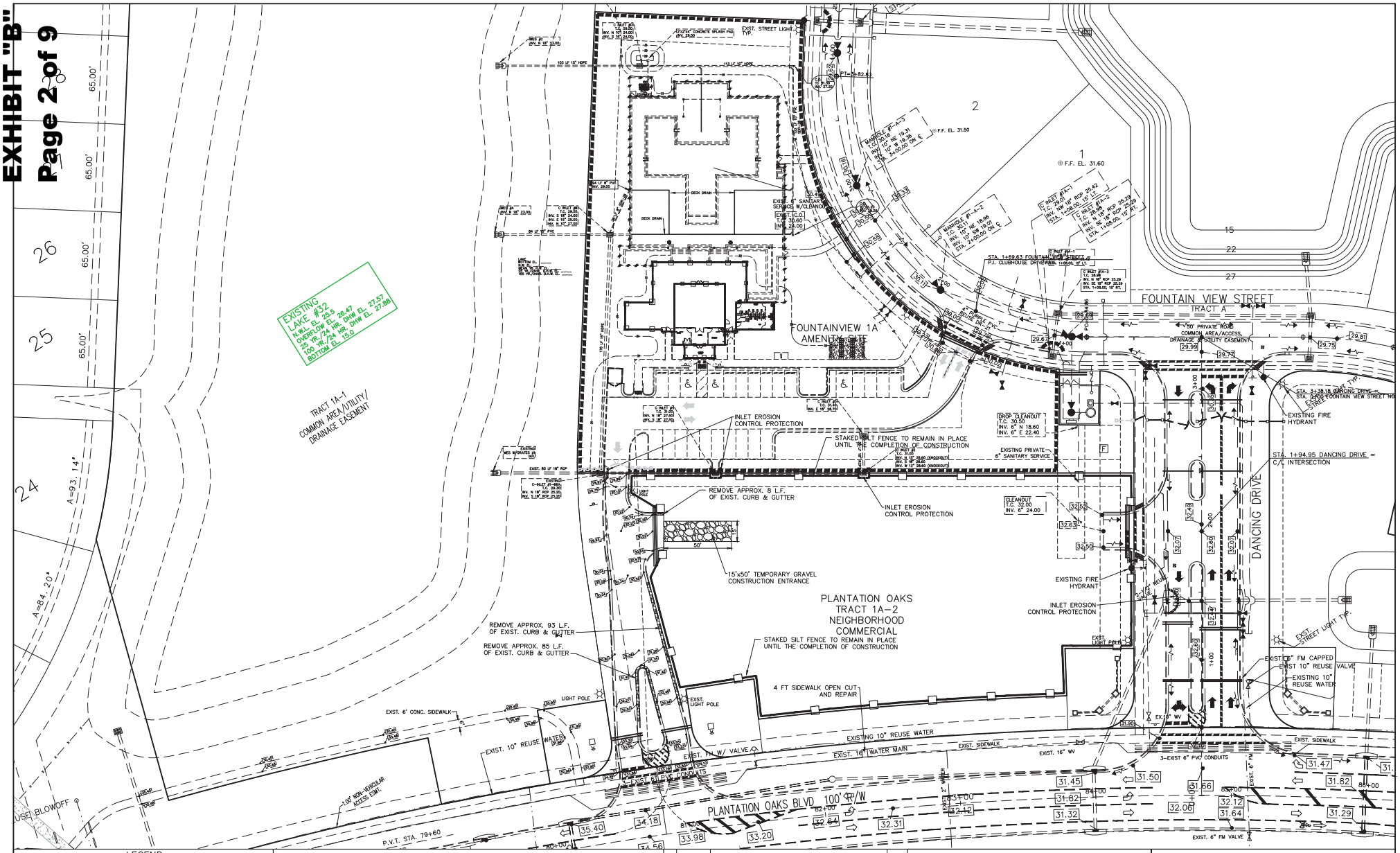

LEGEND

- EXISTING GRADE
- EXISTING CONTOUR
- PROPOSED GRADE
- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE
0 15 30 60 90
SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY

REVISIONS

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
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – DEMOLITION PLAN

PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
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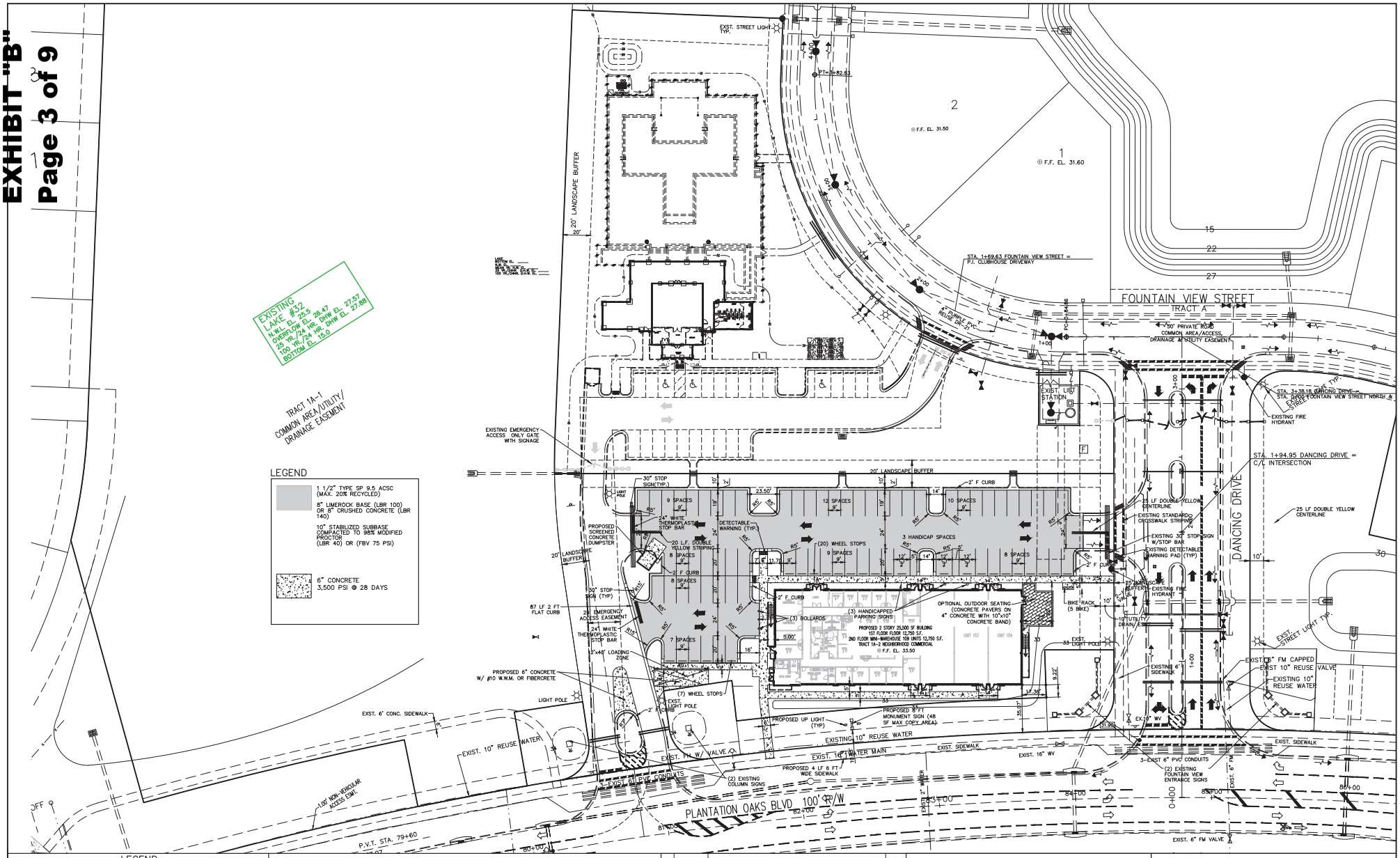

LEGEND

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- EXISTING CONTOUR
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- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE
0 15 30 60 90
SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY

REVISIONS

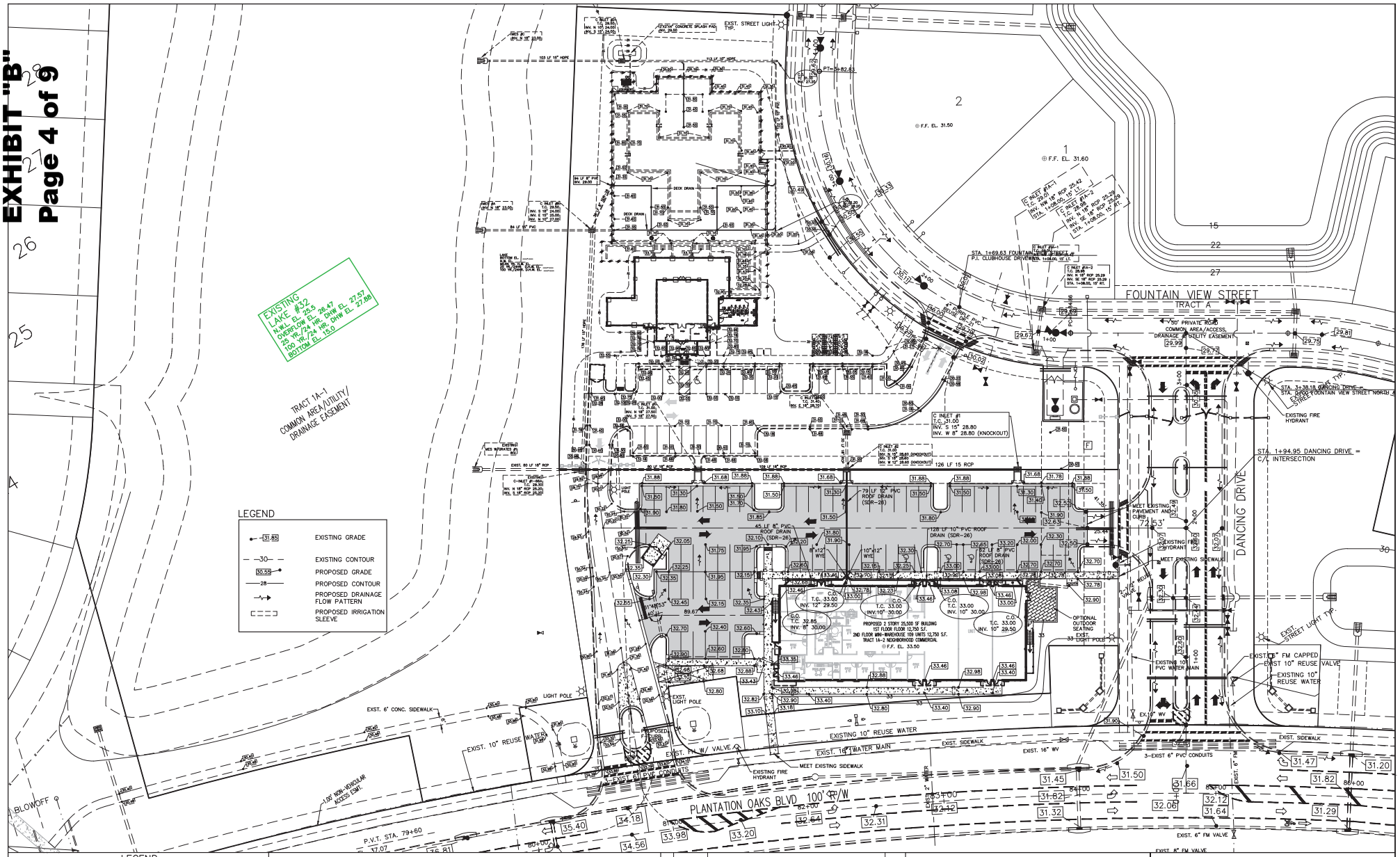
PARKER MYNCHENBERG & ASSOCIATES, INC.
PROFESSIONAL ENGINEERS * LANDSCAPE ARCHITECTS
1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117
(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – SITE PLAN

PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 3

SEAL



LEGEND

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- EXISTING CONTOUR
- PROPOSED GRADE
- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE
0 15 30 60 90
SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY

REVISIONS

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
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – CIVIL PLAN
PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 4

SEAL

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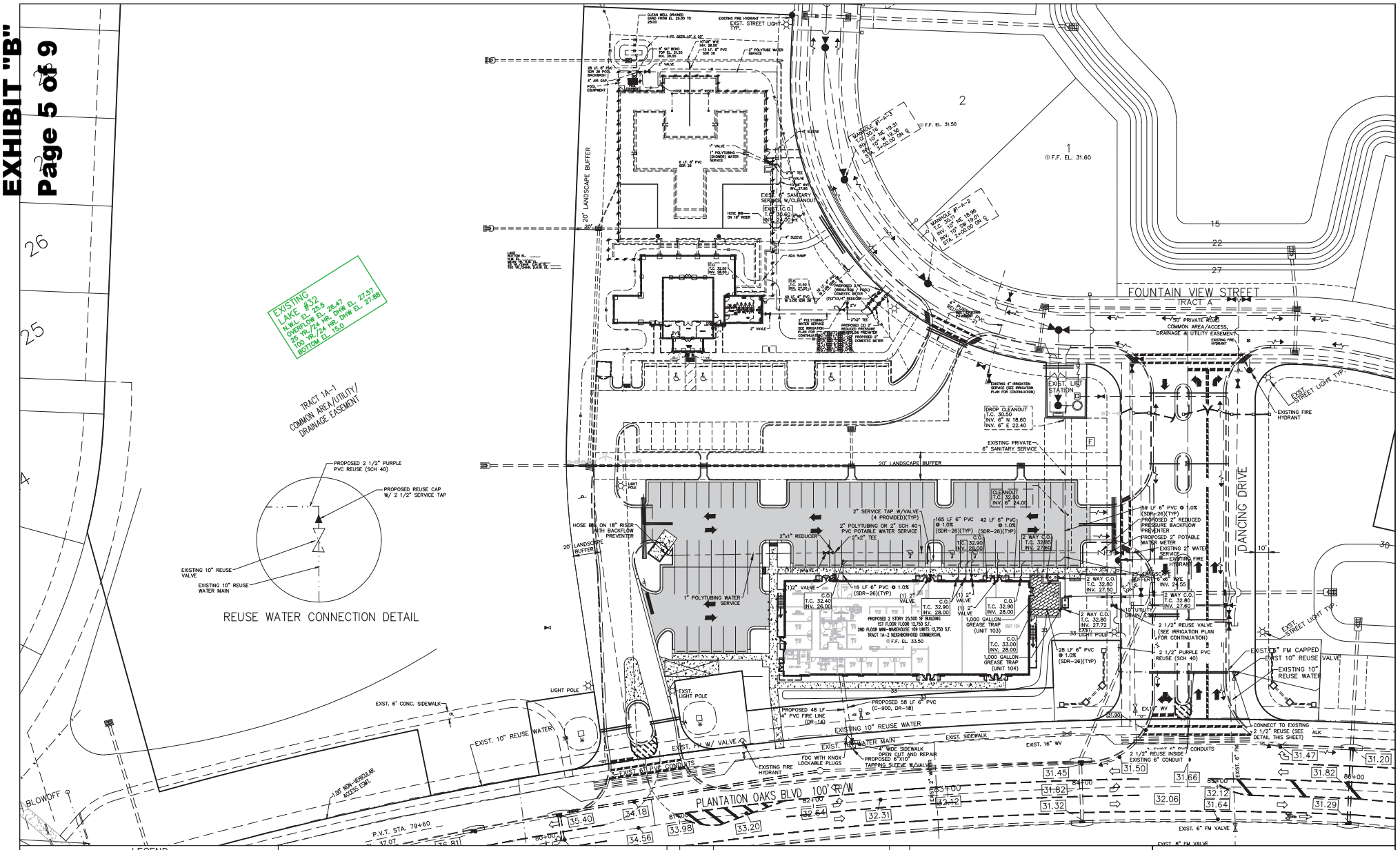


NO.	DATE	DESCRIPTION	BY

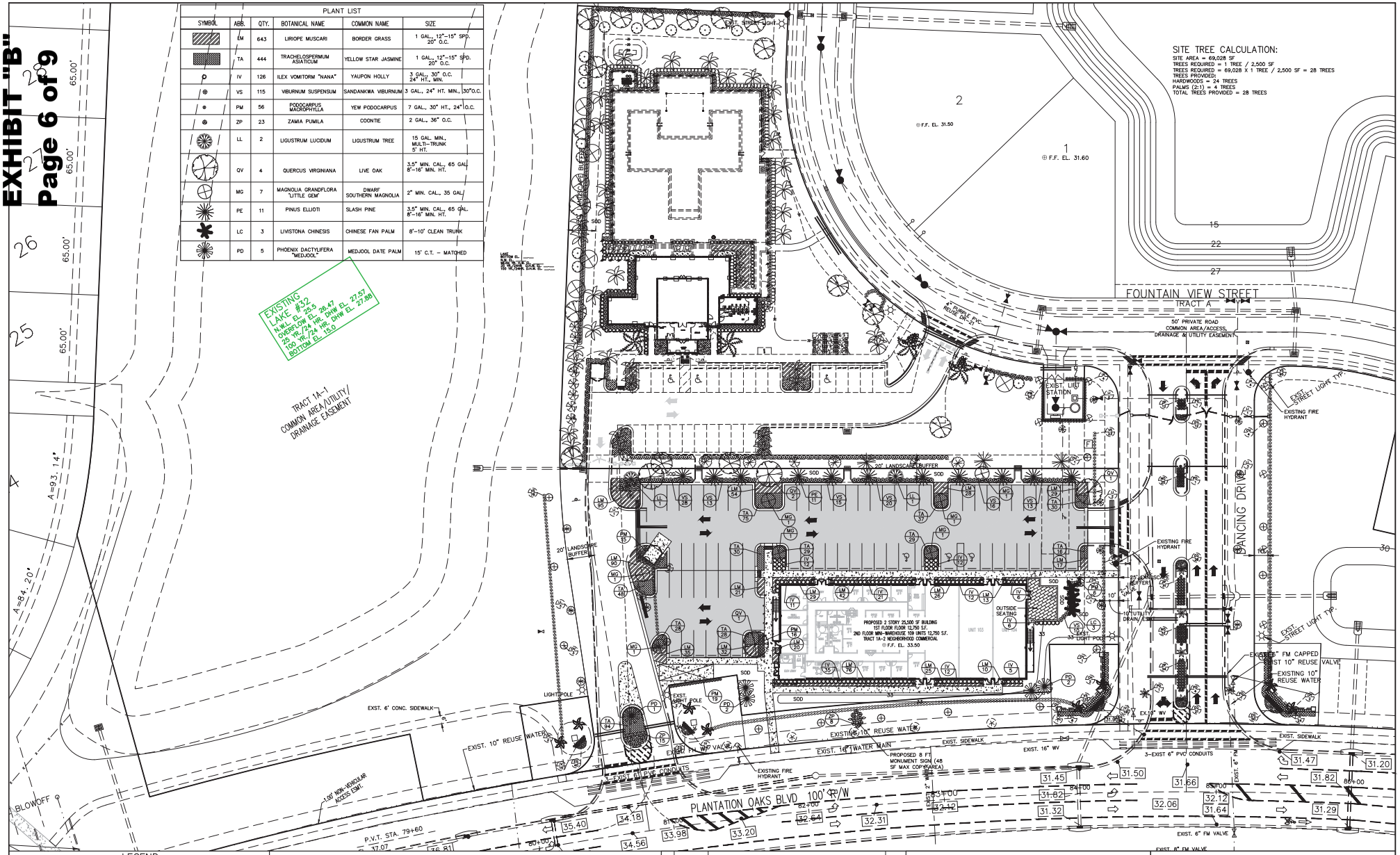
REVISIONS

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
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – UTILITY PLAN
PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 5

SEAL



NO.	DATE	DESCRIPTION	BY
REVISIONS			

PARKER MYNCHENBERG & ASSOCIATES, INC.
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1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117
(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL - LANDSCAPE PLAN

PLANTATION OAKS OF ORMOND BEACH - PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 6

Parker Mynchenberg, R.L.A. LA000155 — Digitally signed by Parker Mynchenberg, R.L.A. LA000155 Date: 2024.03.12 08:29:30 -04'00'

SEAL

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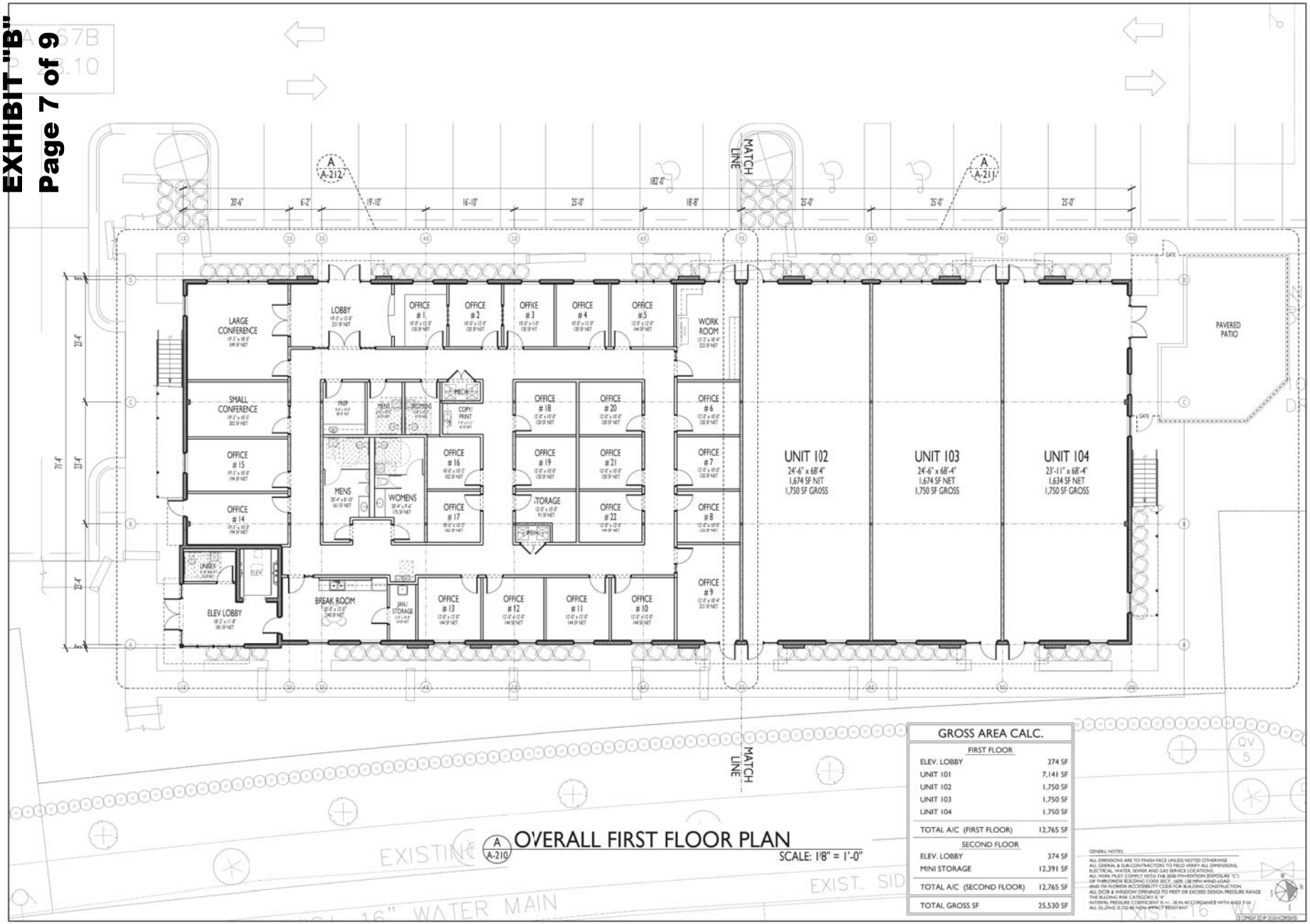


A A-210 OVERALL FIRST FLOOR PLAN
SCALE: 1/8" = 1'-0"

GROSS AREA CALC.	
FIRST FLOOR	
ELEV. LOBBY	374 SF
UNIT 101	7,141 SF
UNIT 102	1,750 SF
UNIT 103	1,750 SF
UNIT 104	1,750 SF
TOTAL A/C (FIRST FLOOR)	12,765 SF
SECOND FLOOR	
ELEV. LOBBY	374 SF
MINI STORAGE	12,391 SF
TOTAL A/C (SECOND FLOOR)	12,765 SF
TOTAL GROSS SF	25,530 SF

GENERAL NOTES:
ALL DIMENSIONS ARE TO FINISH FACE UNLESS NOTED OTHERWISE
ALL GENERAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS.
ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (EXPOSURE "C")
OF THE FLORIDA BUILDING CODE (SECT. 1609) 130 MPH WIND LOAD
AND THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION
ALL DOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BUILDING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLAZING IS TO BE NON-IMPACT RESISTANT

REVISIONS

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP:
PROJECT LOCATION: ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR:

BPR DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FRIDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
FAR 0009726
207 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH: (386) 257-0102 FX: (386) 257-1030
EMAIL: bfridley@bpidesign.com WEBSITE: bpidesign.com

OVERALL FIRST FLOOR PLAN

DRAWN BY: TEM | CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2023
SCALE: 1/8"=1'-0"
SHT NO. A-210

ARCHITECT'S / ENGINEER'S SEAL

A A-220 OVERALL SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

GROSS AREA CALC.	
FIRST FLOOR	
ELEV. LOBBY	374 SF
UNIT 101	7,141 SF
UNIT 102	1,750 SF
UNIT 103	1,750 SF
UNIT 104	1,750 SF
TOTAL A/C (FIRST FLOOR)	12,765 SF
SECOND FLOOR	
ELEV. LOBBY	374 SF
MINI STORAGE	12,391 SF
TOTAL A/C (SECOND FLOOR)	12,765 SF
TOTAL GROSS SF	25,530 SF

GENERAL NOTES:

ALL DIMENSIONS ARE TO FINISH FACES UNLESS NOTED OTHERWISE
ELEVATIONS ARE BASED ON AN ASSUMED FINISH FLOOR ELEVATION OF 100'-0" ALL DIMENSIONS, ELEVATIONS & SLOPES SHOWN ACROSS STREET ARE APPROXIMATE ONLY. FIELD VERIFY ALL CONDITIONS.
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (FLORIDA) BUILDING CODE AND THE FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION.
THE BUILDING IS CATEGORY II, EXPOSURE "C"
ALL FLOOR FINISHES TO BE NON-SLIP PER ADA REQUIREMENTS

DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. RIDDLE, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PRUCCOLI, ARCHITECT
AAR 0009706
321 RAVEN HAVEN LN
DAYTONA BEACH, FL 32114 PH: (386) 257-5151 FX: (386) 257-5155
EMAIL: info@rpidesign.com WEBSITE: rpidesign.com

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP.: _____
PROJECT LOCATION: _____, ORMOND BEACH, FL, 32174
GENERAL CONTRACTOR: _____

OVERALL SECOND FLOOR PLAN

DRAWN BY: TDH | CHECKED BY: DBP/BPR
DATE: 2021/08/03 & 2022
SCALE: 1/8"=1'-0"
SHEET NO. A-220

ARCHITECT'S / ENGINEER'S SEAL

REVISIONS

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP.: _____

PROJECT LOCATION: _____, ORMOND BEACH, FL, 32174

GENERAL CONTRACTOR: _____

REVISIONS

PROPOSED ELEVATIONS

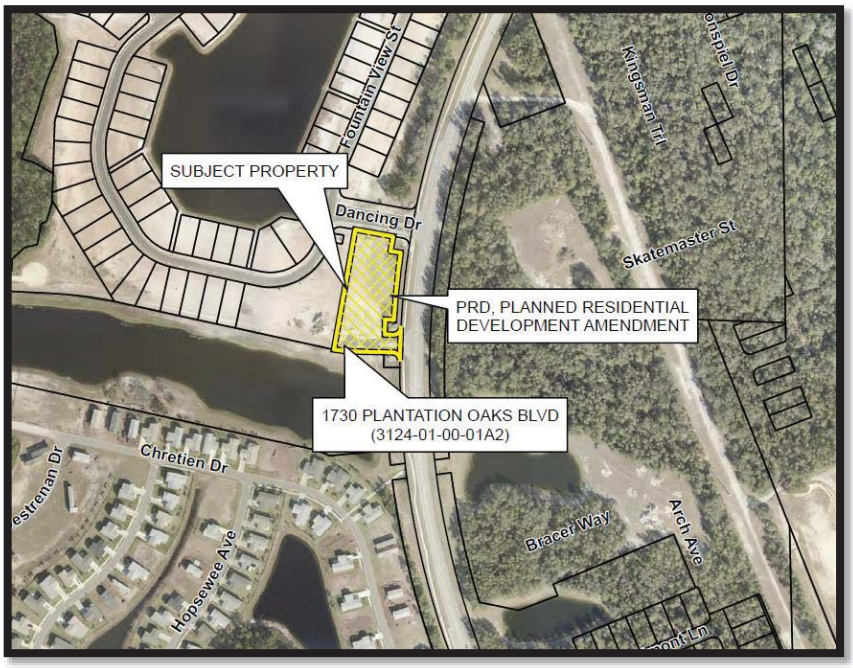
SHEET NO. A-300

EXHIBIT “C”

Planned Residential Development Amendment Conditions for the Neighborhood Commercial Parcel of the Plantation Oaks subdivision

1. The Neighborhood Commercial setback shall be measured from Plantation Oaks Boulevard and allowed to include Tract Y as shown in Map Book 59, Page 143, as an existing landscape buffer.
2. The warehouse, indoor mini-rental use is allowed and shall only be permitted on the second-floor of the neighborhood commercial structure. The entire structure (first-floor) is not permitted to allow a warehouse, indoor mini-rental use.
3. Hours of outside construction shall be Monday through Saturday from 7:00 am to 7:00 pm.

PLANNING BOARD
STAFF REPORT
Plantation Oaks of Ormond Beach, LLC, PRD Amendment
Project Number: PZ-2024-037

PLANNING BOARD DATE:	July 11, 2024
TENTATIVE CITY COMMISSION DATE:	August 20, 2024 (first reading), September 4, 2024 (second reading)
APPLICANT:	Plantation Oaks of Ormond Beach, LLC, property owner
LOCATION:	1730 Plantation Oaks Boulevard, Plantation Oaks Planned Residential Development
REQUEST:	Planned Residential Development amendment to Resolution #2012-24 to amend the development order for the Plantation Oaks of Ormond Beach, LLC, Neighborhood Commercial list of permitted uses to add Warehouse, Indoor Mini-Rental as a permitted use under certain conditions
SITE PLAN REVIEW COMMITTEE RECOMMENDATION:	Approval
STAFF CONTACT:	Noel Eaton, Senior Planner
MAP OF PROJECT AREA:	

SECTION 1, INTRODUCTION:

This is a Planned Residential Development (PRD) amendment submitted by Plantation Oaks of Ormond Beach, LLC. The PRD allowed a neighborhood commercial parcel (Tract 1A-2) with certain uses permitted and the amendment seeks to allow Warehouse Indoor Mini-Rental as a permitted use. The 1.58-acre Neighborhood Commercial property is located at 1730 Plantation Oaks Boulevard.

SECTION 2, BACKGROUND:

The Plantation Oaks subdivision is part of the National Gardens Development of Regional Impact (DRI) approved by Volusia County with Resolution 86-192, which authorized 3,930 residential units on 2,009 acres. Resolution 2001-229 reduced the density cap of the Development of Regional Impact to 2,115 units and reduced the Plantation Oaks Boulevard right-of-way to 100'.

The Volusia County approvals for the Plantation Oaks subdivision are as follows:

EXHIBIT 1: Volusia County Approvals for the Plantation Oaks Subdivision:

Action/Approval date	Description
November 21, 2002 Volusia County Council Resolution 2002-199 Book 4988, Pages 140-211	Zoning approval for 1,577 residential units. Key components include: • 1,033.75 acres in subdivision. • Units were to be site-built, single-family, standard dwellings on fee simple lots. • Adult community with at least 80% of the residents 55 years or older. • The project agreed to pay a school impact fee for all dwellings. • Established development standards. • Provided 217 acres for a golf course. • Required a 100-foot right-of-way from U.S. Highway 1 to Old Dixie Highway. • Internal roadways shall be private.
August 9, 2006 Volusia County Minor amendment Book 6281, Pages 3136-3161	Utility Service Agreement for Plantation Oaks of Ormond Beach and the County of Volusia.
July 18, 2007 Volusia County Minor amendment Book 6100, Pages 2016-2020	Minor amendment to 2002 Volusia County Residential Planned Unit Development to increase the required buffer on Old Dixie Highway to 175 feet.
August 12, 2008 Volusia County Minor amendment Book 6268, Page 3768	Minor amendment to update the project construction phasing and schedule.

Action/Approval date	Description
September 23, 2009 Volusia County Minor amendment Book 6407, Pages 456-477	Minor amendment to 2002 RPUD to locate the regional wastewater treatment facility in the northwest corner of the planned development and relocate twelve (12) single-family lots from Unit 1A to Unit 2.
January 19, 2012 Volusia County Council Resolution 2012-24 Book 6674, Pages 2025-2069	The first major amendment to 2002 RPUD to: • Delete the requirement for standard dwelling units and allow mobile homes. • Hardened central clubhouse is required for the development of manufactured homes.
December 4, 2015 Volusia County Minor amendment to Resolution 2012-24 Book 7201 Pages 1720-1753	Minor amendment to 2012 RPUD to include: • Include the option of constructing lakes and open spaces instead of golf Courses. • Revision date for the new RPUD preliminary plan. • Revises the project phasing schedule. • Revises several sections to change the project water and sewer provider from Volusia County Utilities to the City of Ormond Beach.
July 15, 2016 Volusia County Minor amendment Book 7285 Pages 4169-4175	Minor amendment to 2012 RPUD to include: • Provide alternate school site and prepay school impact fees for the entire development. • Release Plantation Oaks of Ormond Beach school site and reserve Future Development Rights on the site. • Donate a ~~23.11~~ 14.35-acre school site ~~as indicated on the preliminary plan~~ adjacent to Westside Elementary in the City of Daytona Beach to the Volusia County School Board, and prepay the remaining school impact fee for the entire age-restricted development before December 30, 2016, satisfying the school impact fee payment for the entire 1,577 age-restricted site.

Action/Approval date	Description
August 17, 2018 Volusia County Minor amendment Book 7610 Pages 240-250 **August 17, 2018** Volusia County Minor amendment Book 7610 Pages 240-250 (continued)	Minor amendments are as follows: Resolution #2002-199 Amendments • Amend Exhibit A “Legal Description”. • Amend Exhibit B “typical 65x110 lot irrigation plan” Resolution #2012-24 Amendment. • Exhibit C “Signage” adjacent to Plantation Oaks Boulevard, north of the intersection with Pennsylvania Avenue. Minimum 10-foot setback from Plantation Oaks Boulevard right-of-way, two (2) 9-foot-tall brick columns with two (2) signs (1 per column), at the sales center and maintenance yard and will be monument signs, or a 9-foot column, with a maximum copy area of 12 square feet.
January 10, 2019 Volusia County Minor amendment Book 7644 Pages 2820-2831	Amendments to Resolution #2002-199 • The 100-foot right-of-way Median Roadway Section Typical Landscape Plan is eliminated, and four specific median landscape plans for Plantation Oaks Boulevard are added, as shown in "Exhibit C" Median Landscape As-Built Plan. Amendments to Resolution #2002-199 and Resolution #2012-24 • Development Standards o Lots adjacent to Lake #32 may provide the 15ft landscape perimeter buffer plantings before issuing a Certificate of Occupancy for single-family dwellings. • Open Space o Adjacent to Plantation Oaks Boulevard: allow areas to remain unplanted as to retain the existing views of Lakes #32, #47, #56, #65, #70, and #71, as delineated on Exhibit B, preliminary plan, Sheets 9 and 10, Order and Resolution #2002-199, as amended; plantings within the required 50-foot open space corridor may be completed with the construction of individual development phases; and retain the existing native vegetation adjacent to the bank areas of these lakes which do not directly front on this roadway.

Action/Approval date	Description
January 14, 2019 Volusia County Plat Plat Book 59, Pages 138-154	Plantation Oaks of Ormond Beach – Unit 1 plat – includes roadways and landscape buffers abutting Plantation Oaks Boulevard.

The table below summarizes the City of Ormond Beach approvals for the overall Plantation Oaks subdivision:

EXHIBIT 2: Ormond Beach Approvals for the Plantation Oaks Subdivision:

Action/Approval date	Description
August 18, 2015 Resolution 2015-168 Book 7155, Pages 4437-4462 Annexation Agreement	An annexation agreement was approved to serve utilities to Plantation Oaks. Annexation was required to provide utility services, but the property was not contiguous and could not be annexed in 2015.
October 1, 2019 Ordinance 2019-30 Book 7760 Page 3724 Annexation	The annexation includes 1,055.36± acres of the Plantation Oaks subdivision. It contains a condition that 427 units may be constructed until additional utility improvements are made.
January 21, 2020 Ordinance 2019-43 Future Land Use Map	This action amended the Future Land Use Map designations for the Plantation Oaks subdivision and the 11 enclaves within the First Amended Interlocal Service Boundary Agreement Area.
May 26, 2020 Ordinance 2020-016 Annexation	Three parcels totaling 0.44+ were not included in the original legal description of the annexation owned by Plantation Oaks, which was annexed on May 26, 2020.
February 2, 2021 Ordinance 2021-02 & 2021-03 Book 7985, Page 4080	Zoning map amendment and issuance of a development order incorporating Volusia County approvals. The age restriction that limits residents to 55 years of age and over within Phase 1 was also deleted. All homes constructed within Phase 1 shall only be site-built, single-family, standard dwellings on fee-simple lots, with no manufactured or mobile homes allowed.

Action/Approval date	Description
June 7, 2022 Ordinance 2022-16 Book 8268, Page 2898	First Amendment. 1. Converted golf course in Phase 1 to add 40 lots; a total 709 lots; 2. Convert the golf course in Phase 3 to add 43 lots, a total of 524; 3. Lift age restriction in all phases except Phase 2; 4. Prohibit manufactured homes except Phase 2; and 5. Convert the former school area, Phase 4, to 80 lots.

SECTION 3, ANALYSIS:

Project description: The project has an approved development order for the Neighborhood Commercial parcel. The applicant has an active site plan under review by the Site Plan Review Committee (SPRC). **The amendments of the application seek to (1) add the warehouse, indoor mini-rental use to the neighborhood commercial parcel located at 1730 Plantation Oaks Blvd and (2) acknowledge the front yard building setback is to be taken from the Plantation Oaks Blvd. right-of -way and allowed to include Tract Y as shown in Map Book 59, Page 143, as an existing landscape buffer.**

Below are key attributes of the project:

1. The site is approximately 1.58 acres and includes the property at 1730 Plantation Oaks Boulevard.
2. The proposed use is a 12,500 sq./ft. commercial structure with a mixture of office, retail and restaurant uses on the first floor and warehouse, indoor mini-rental storage use on the second floor. Staff recommends a development order condition that the warehouse, indoor mini-rental storage use can only be located on the second floor to prevent the entire structure from being an indoor warehouse.
3. During the site plan process, the applicant expressed concern with the ability to meet parking requirements with all commercial uses and has proposed the second- floor storage use.
4. The NC-Neighborhood Commercial parcel allows the following permitted uses from the approved development order:
    a. Retail Bakeries and confectionery.
    b. Barber shops, beauty shops, shoe repair shops, and similar person service stores.
    c. Book stationary, newsstands, pharmacies, hardware and similar retail convenience stores.
    d. Convenience of general stores.
    e. Type A and B restaurants.
    f. Professional, financial, administrative, and medical offices.

g. Laundry and dry-cleaning pickup stations and self-service establishments.
h. Child care centers, private schools, and House of Worship.
i. Essential utility service uses and facilities.
j. Excavation for lakes and stormwater management facilities serving the golf course or NC area.
k. Customary accessory uses and structures to the permitted uses.
l. Warehouse, Indoor Mini-Rental second-floor only) **sought as part of this amendment**.

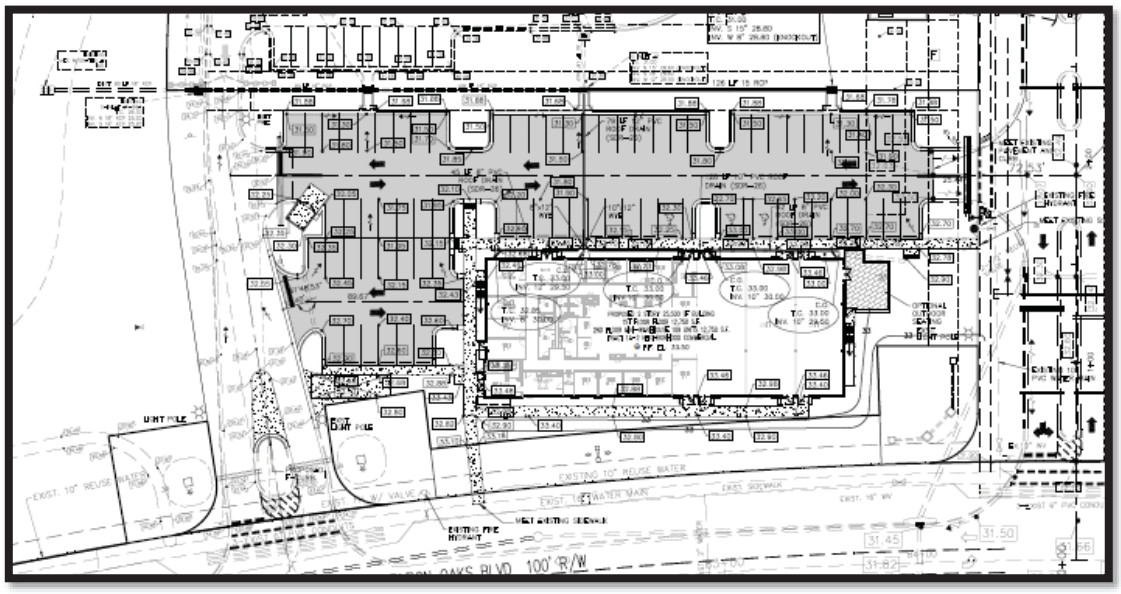
The site is designated “Low Density Residential” (LDR) on the city’s Future Land Use Map and is zoned PRD, Planned Residential Development, incorporating the Volusia County approvals. The following table shows the surrounding land uses and zoning:

EXHIBIT 3: Adjacent land uses and zoning:

Direction	Uses	Land Use designation	Zoning designation
North	Plantation Oaks	“Low Density Residential”	PRD, Planned Residential Development
South	Plantation Oaks	“Low Density Residential”	PRD, Planned Residential Development
East	Plantation Oaks	“Low Density Residential”	PRD, Planned Residential Development
West	Fountain View Amenity Center	“Low Density Residential”	PRD, Planned Residential Development

Below is an image from the proposed site plan for the commercial development project at 1730 Plantation Oaks Boulevard:

EXHIBIT 4: Proposed site plan:



A neighborhood meeting was held at the Plantation Oaks Clubhouse on June 10, 2024. An explanation of the amendment was presented along with descriptions of the current permitted uses and the requested warehouse, indoor mini-rental use located on the second story. There were no objections to the request heard at the neighborhood meeting.

SECTION 4, CONCLUSION:
In considering an application for a Planned Residential Development, the Planning Board may recommend to approve, approve with conditions, or disapprove, and the City Commission may base its conditions of approval or denial of the issuance of a development order on the extent to which the development offers site amenities above that normally found for permitted uses in the district with regard to the following:

a) Innovative site design.

The proposed PRD amendment to add the warehouse, indoor mini-rental use would not impact site design. The amendment also seeks to take the front yard setback for the principle commercial structure from the Plantation Oak Boulevard right-of-way line which incorporates the existing landscape buffer (Tract Y as shown in Map Book 59, Page 143).

b) Coordinated architectural design.

The proposed building utilizes the neo-eclectic architectural style in accordance with the Land Development Code.

c) Open space, recreation, common areas.

The site plan has been designed to mitigate any off-site impacts. The proposed amendment does not have any impact to already designated open space, recreation or common areas in the subdivision.

d) Coordinated streetscape elements.

The proposed amendment does not have any impact to streetscape elements. The amendment seeks to add the warehouse, indoor mini-rental use as a permitted use on the second- floor of the commercial structure.

SECTION 5, CRITERIA FOR APPROVAL: There are certain criteria that must be evaluated before a Planned Residential Development amendment can be approved. According to Chapter 1, Article II, Section 1-15(e) (1-10) of the Land Development Code, the Planning Board shall consider the following when making its decision:

1. **The proposed development conforms to the standards and requirements of this Land Development 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 proposed PRD amendment seeks to add the warehouse, indoor mini-rental use as a permitted use. The site plan application has been reviewed by the Site Plan Review Committee and conforms with the Land Development Code requirements. The warehouse, indoor mini-rental use allows for a reduction of required parking spaces and lessens impacts from vehicle trips that could be associated with a more intense

use already allowed within the Development Order. Neighborhood Commercial is specifically allowed within the approved Plantation Oaks development order

2. **The proposed development is consistent with the Comprehensive Plan.**

   The property is designated “Low Density Residential” on the City’s Future Land Use Map. The proposed amendment is consistent with the land use designation and the City’s 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 proposed PRD amendment will not have any impacts to this criterion. The amendment seeks to add the warehouse, indoor mini-rental use as a permitted use. The subject property is part of a master-planned subdivision and 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.**

   The PRD amendment will not create excessive noise, odor, glare, or visual impacts on the neighborhood and adjoining properties. The application seeks to add a use that is needed in the area to the second floor only of the proposed commercial structure. The structure has been architecturally treated to comply with the City’s LDC.

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 are adequate public facilities serving the proposed development, including roads, sidewalks, bike paths, potable water, wastewater treatment, drainage, fire, and police safety. The proposed PRD amendment would not impact public facilities.

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.**

   The PRD amendment has no traffic impacts. As discussed, the subject property is part of a master-planned subdivision. The amendment seeks to add a low trip generator use as a permitted use to the second floor of the commercial structure.

7. **The proposed development is functional in the use of space and aesthetically acceptable.**

   The site plan is functional and provides an aesthetically acceptable landscape plan and building elevations. The proposed warehouse, indoor mini-rental storage use is a needed use in the community. The PRD amendment will not impact the functional use of space. The use is only proposed on the second-story of the commercial structure.

8. **The proposed development provides for the safety of occupants and visitors.**

   The PRD amendment will not impact the safety of occupants and visitors.

9. **The proposed use of materials and architectural features will not adversely impact the neighborhood and aesthetics of the area.**

   The PRD amendment is solely to add a use that is not currently allowed by right and is needed in the community. The site plan application has provided architectural elevations that are consistent with the City's LDC requirements.

10. **The testimony provided at public hearings**.

    This application has not been heard and no public testimony has been provided. A neighborhood meeting was held at the Plantation Oaks Clubhouse on June 10, 2024 and a summary of this meeting has been provided in the applicant provided information attachment.

SECTION 6, RECOMMENDATION:

It is recommended that the Planning Board **APPROVE** the development order amendment to allow the warehouse, indoor mini-rental use within the neighborhood commercial parcel of the Plantation Oaks Subdivision with the following conditions:

1. The Neighborhood Commercial setback shall be measured from Plantation Oaks Boulevard and allowed to include Tract Y as shown in Map Book 59, Page 143, as an existing landscape buffer.
2. The warehouse, indoor mini-rental use is allowed and shall only be permitted on the second-floor of the neighborhood commercial structure. The entire structure (first-floor) is not permitted to allow a warehouse, indoor mini-rental use.
3. Hours of outside construction shall be Monday through Saturday from 7:00 am to 7:00 pm.

Attachments:

Attachment 1: Project maps
Attachment 2: Development Order excerpt for Neighborhood Commercial
Attachment 3: Applicant provided information

Attachment 1: Project maps

AERIAL MAP
1730 PLANTATION OAKS BLVD
(3124-01-00-01A2)

Prepared By: The City of Ormond Beach
G.I.S. Department - May 24, 2024

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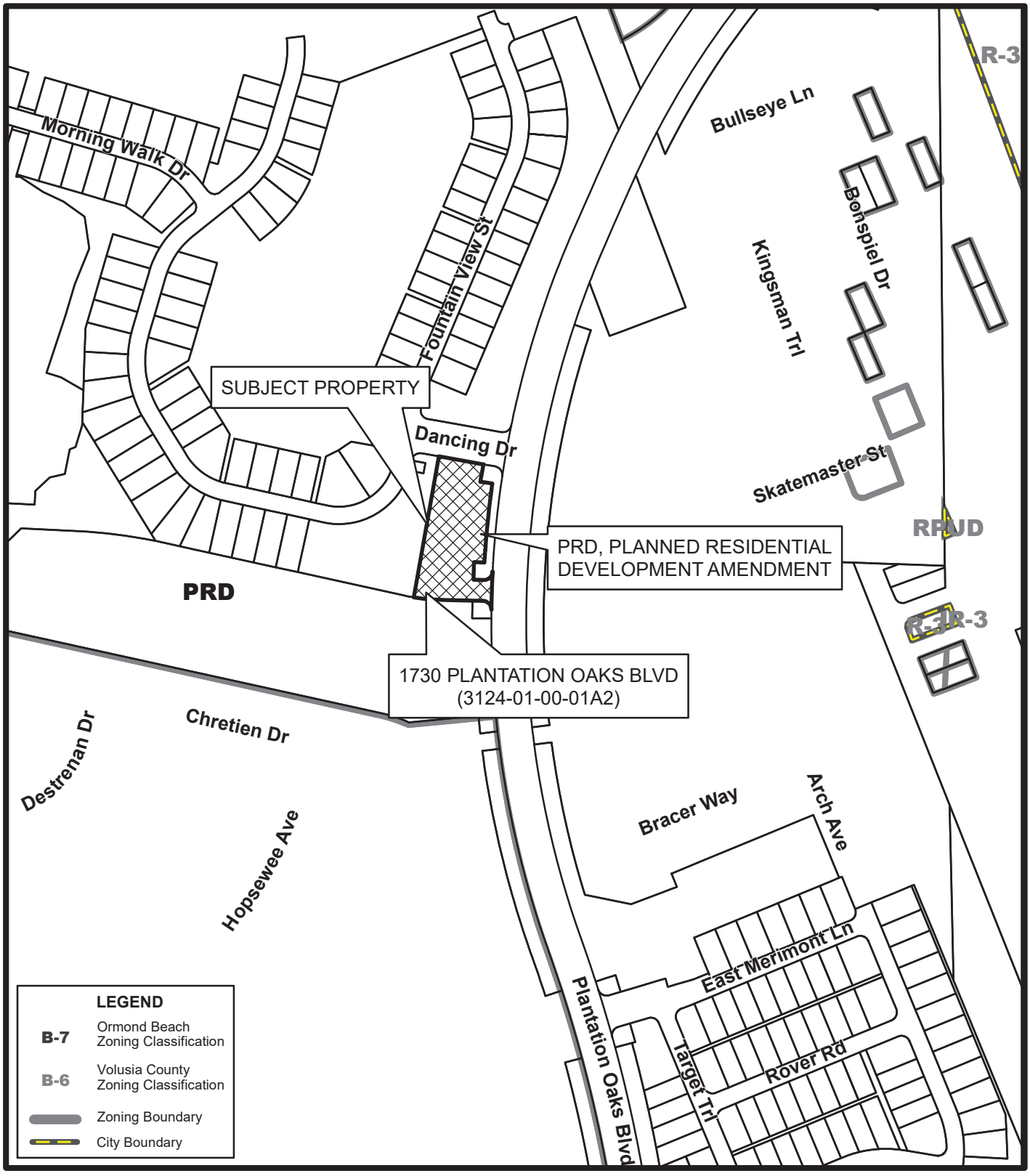

ZONING MAP
1730 PLANTATION OAKS BLVD
(3124-01-00-01A2)

Prepared By: The City of Ormond Beach
G.I.S. Department - May 24, 2024

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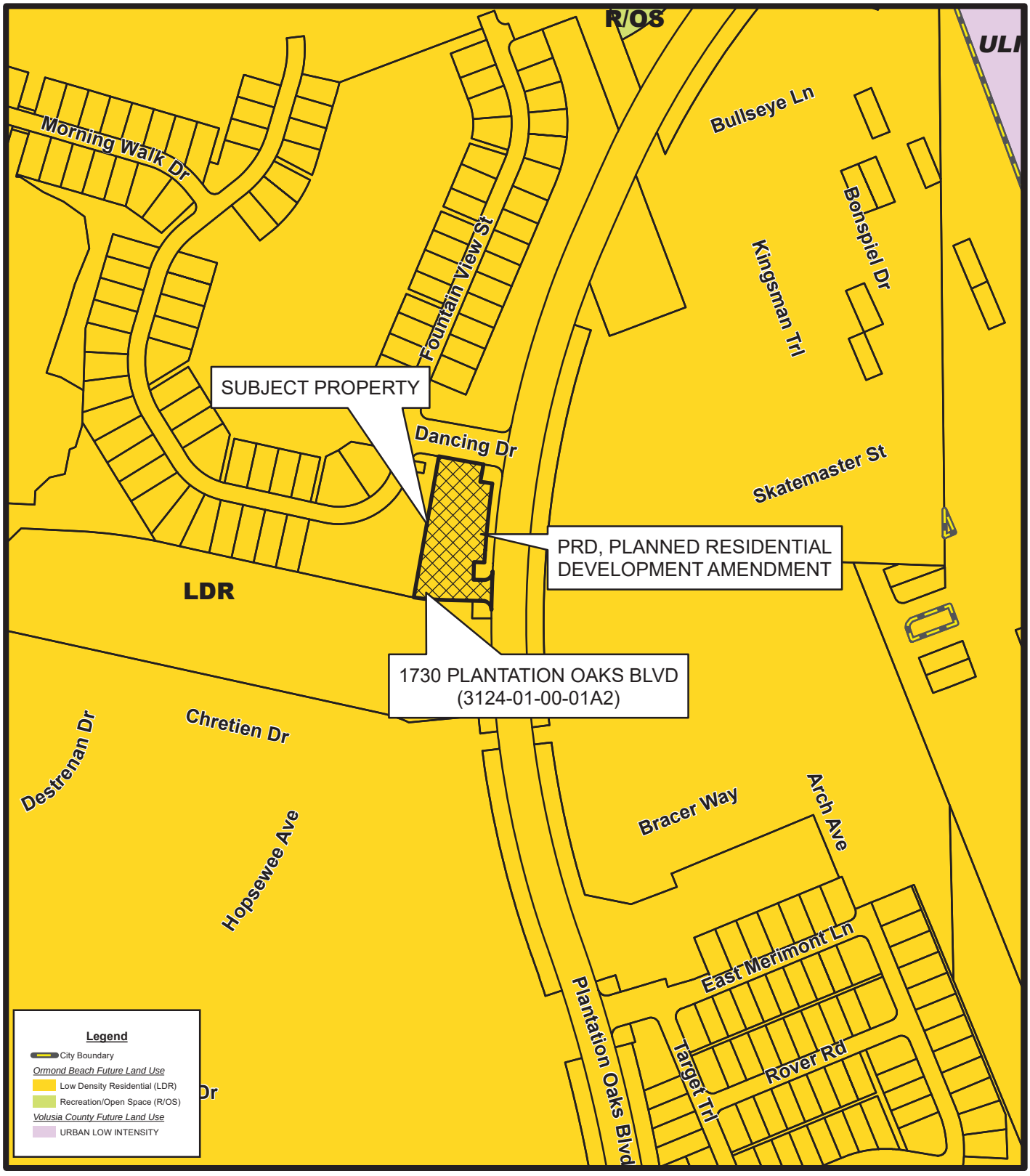

FUTURE LAND USE MAP
1730 PLANTATION OAKS BLVD
(3124-01-00-01A2)

Prepared By: The City of Ormond Beach
G.I.S. Department - May 24, 2024

N
W E
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N.T.S.

Attachment 2: Development Order excerpt for Neighborhood Commercial

section 72-287 of the zoning code, as amended.

(4) Special Parking Areas - Mobile Recreational Shelters - Special Parking Areas shall be governed by Section 72-287(b) of the zoning code, as amended.

(5) Residential Parking - Residential Parking shall be governed by Section 72-287(e) of the zoning code, as amended.

(e) Landscape Buffer - The lot perimeter buffer shall be a minimum of twenty feet (20 ft.) and include: four (4) Group A trees per 100 L.F., four (4) Group B and eighteen (18) Group C or D plants per 100 L.F. No additional landscape buffer is required where (R) zoning abuts (OS) zoning.

6. NC - NEIGHBORHOOD COMMERCIAL

(a) Purpose and Intent - The NC classification provides initially, a site for sales and administrative offices for Plantation Oaks of Ormond L.L.C. After development, the site may be used for limited commercial convenience shopping, retail, service and medical facilities and customary accessory uses and structures serving residential neighborhoods.

(b) Permitted Principal Uses and Structures

(1) Retail bakeries and confectionery (including preparation of products for sale on the premises).

(2) Barber shops, beauty shops, shoe repair shops, and similar personal service stores.

(3) Book, stationery, newsstands, pharmacies, hardware and similar retail convenience stores.

(4) Convenience or General Stores, offering a full range of grocery, delicatessen, and house wares, with or without gasoline pumps, (excluding the sale of distilled spirits with a higher alcoholic content than malt beverages or fermented wines).

(5) Type A and B restaurants.

(6) Professional, financial, administrative, and medical offices.

(7) Laundry and dry cleaning pickup stations and self-service establishments.

(8) Child care centers, private schools, and Houses of Worship.

(9) Essential utility service uses and facilities.

(10) Excavation for lakes and stormwater management facilities serving the golf course or NC area.

(11) Customary accessory uses and structures to the permitted uses.

(c) Dimensional Requirements

(1) Maximum Parcel Size: 1.3 acres

(2) Minimum Building Setback:

Front Yard	25 feet
Rear Yard	20 feet

Instrument# 2012-015056 # 27
Book: 6674
Page: 2051

Side Yard	Abutting any lot: 10 feet Abutting public street R/W 25 feet, private road R/W 20 feet.

(3) Maximum Building Height - The maximum building height, measured from finished grade at the building line to the eaves, shall be as follows:

i) The maximum building height of principal uses is 35 feet.

ii) The maximum building height of accessory uses is 15 feet.

iii) The maximum building height of Churches and Houses of Worship is 55 feet.

iv) Spires, belfries, cupolas, antennas, water tanks, ventilators, chimneys of other similar accessory structures customarily required to extend above the roof level, can extend for an additional 20 feet above the maximum building height prescribed for the classification in which they are located. Antennas subject to federal, state and other local ordinances shall be permitted up to 70 feet in height above ground level.

(4) Maximum Lot Coverage - The total lot area covered with principal and accessory buildings shall not exceed 45%.

Instrument# 2012-015056 # 28
Book: 6674
Page: 2052

(5) Maximum Impervious Surface - The total lot impervious surface shall not exceed 80%.

(d) Off-street Parking and Loading Requirements - Off-street parking and loading requirements shall be provided in accordance with section 72-286 of the zoning code, as amended.

(e) Landscape Buffer - The lot perimeter landscape buffer is to be a minimum of twenty (20 ft.) feet and include: four (4) Group A trees per 100 L.F., four (4) Group B and eighteen (18) Group C or D plants per 100 L.F. Palms may be substituted for twenty-five (25%) percent of the required four (4) Group A trees per 100 L.F. Additional perimeter landscape buffer is not required where (NC) site abuts (OS) zoning category.

(f) Final Site Plan - A Final Site Plan approval procedure per the land development code, as amended, shall be required for each lot to be developed.

(g) Types of Signs Permitted - The following signs shall be permitted and shall comply with section 72-298 of the zoning code, as amended, regarding of size and location:

(1) Ground Signs

(2) Project Signs

(3) Temporary Signs

(4) Marquee Signs

(5) Wall Signs

Attachment 3: Applicant provided information

PARKER MYNCHENBERG & ASSOCIATES, INC.

1729 Ridgewood Avenue
Holly Hill, Florida 32117
(386) 677-6891
FAX (386) 677-2114
E-Mail: info@parkermynchenberg.com

Mr. Steven Spraker, AICP
Planning Director
The City of Ormond Beach
22 South Beach Street, Room 104
Ormond Beach, Florida 32175

Submitted Via: Tyler Civic Access

March 12, 2024

Re: PLANTATION OAKS OF ORMOND BEACH – NEIGHBORHOOD COMMERCIAL
FOUNTAIN VIEW – PHASE 1A – TRACT 1A-2
BPUD Rezoning/Major Amendment

Dear Steven:

Please find enclosed the following in reference with the above-referenced project:

1. One (1) PDF file of the signed and sealed Site Plan, including Survey.
2. One (1) PDF of the Proposed Architectural Building Floor Plans, Elevations, Color Rendering and Color Material Charts.
3. One (1) PDF file of the BPUD Rezoning/Major Amendment Application.
4. One (1) PDF file of the Revised/Redlined Resolution #2012-24, Page 26 of 45 to Add to Section (6) NC - Neighborhood Commercial (b) (12) "Warehouse Indoor Mini Rental" and 1.58 Acre Lot Size.
5. One (1) PDF file of the Certified List of Property Owners within 600 ft. of Project.
6. One (1) PDF file of the Draft Neighborhood Meeting Notice.
7. One (1) check in the amount of $3,400.00 to Cover the BPUD Rezoning/Major Amendment Application Fee. (Previously Mailed)

Project Description: Revise/modify Plantation Oaks of Ormond Beach RPUD Neighborhood Commercial (Fountain View - 1A, Tract 1A-2, 1.58 ac.) permitted uses to allow "Warehouse Indoor Mini Rental" on 1.58 acre Neighborhood Commercial Parcel.

Should you have any questions or need additional information, please contact me at (386)677-6891.

Your truly,

Parker Mynchenberg, P.E., R.L.A.

PM/af

Enclosures

PLANTATION OAKS OF ORMOND BEACH

NEIGHBORHOOD COMMERCIAL
PHASE 1A

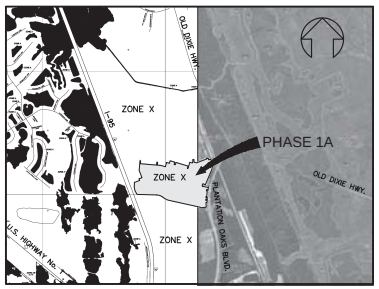
ORMOND BEACH, FLORIDA

GENERAL NOTES

1.) ALL WATER MAINS TO BE P.V.C. DR-18, C-900.
2.) ALL SANITARY SEWER MAINS SHOWN ARE PVC SDR 26 @ 0.40% FOR 8", 0.30% FOR 10" UNLESS OTHERWISE NOTED.
SANITARY SERVICES TO NEIGHBORHOOD COMMERCIAL ARE 6" SDR 26 @ MINIMUM 1.0%
3.) CABLE T.V., TELEPHONE AND ELECTRIC SERVICES TO BE UNDERGROUND.
4.) CONTRACTOR TO VERIFY EXISTING UTILITIES PRIOR TO CONSTRUCTION AND TO REPORT ANY DISCREPANCIES TO DESIGN ENGINEER.
5.) WATER AND SEWER IMPROVEMENTS TO MEET CITY OF ORMOND BEACH STANDARDS.
6.) DOWNLIGHTS (STREET LIGHTS) TO BE FP&L STANDARD & CONTEMPORARY LIGHTS TO BE FP&L STANDARD LED 39 WATT. (CONTEMPORARY LIGHT) AND BLACK FIBERGLASS POLES, STREET LIGHTS AND POLES TO BE PROVIDED BY FPL. MAXIMUM HEIGHT 20 FT.
7.) MINIMUM FINISH FLOOR GRADE PER CITY OF ORMOND BEACH REQUIREMENTS.
8.) SHOP DRAWINGS FOR POTABLE WATER AND SEWER TO BE SUBMITTED TO AND APPROVED BY CITY OF ORMOND BEACH AND DESIGN ENGINEER PRIOR TO CONSTRUCTION.
9.) POTABLE WATER SERVICE TO BE SUPPLIED BY CITY OF ORMOND BEACH.
10.) SANITARY SEWER SERVICE TO BE PROVIDED BY CITY OF ORMOND BEACH.
11.) ALL DISTURBED AREAS TO BE SODDED.
12.) WHERE SANITARY FORCE MAINS CROSS POTABLE WATER LINES, THE FORCE MAIN IS TO BE CONSTRUCTED OF PVC SDR-18 FOR 20 FEET CENTERED ON THE POTABLE WATER MAIN.
13.) OFFSITE UTILITIES WILL BE CONSTRUCTED UNDER THE APPROPRIATE PHASE AND MUST BE COMPLETE PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY.
14.) ONSITE SEWER AND POTABLE WATER INFRASTRUCTURE TO BE OWNED AND MAINTAINED BY THE NEIGHBORHOOD COMMERCIAL OWNER. OFFSITE SYSTEM WILL BE OWNED AND MAINTAINED BY THE CITY OF ORMOND BEACH (UNLESS OTHERWISE NOTED).
15.) ALL STOP SIGNS, SPEED LIMIT AND STREET SIGNS REQUIRED TO BE PROVIDED BY DEVELOPER TO CITY OF ORMOND BEACH SPECIFICATIONS. ALL TRAFFIC CONTROL SIGNS SHALL BE FABRICATED IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES USING 3M BRAND "SCOTCHLITE" SHEETING (ENGINEER GRADE) ON MINIMUM 0.080 GAUGE 5052-H38 ALUMINUM BLANKS. ALL STOP SIGNS SHALL BE HIGH INTENSITY 30" OR 36" OCTAGON INSTALLED ON 3"x 12' ROUND ALUMINUM POSTS. "U" CHANNEL POSTS MAY BE USED FOR ALL SIGNS SMALLER THAN 36" x 48". ALL WARNING SIGNS SHALL BE 30" X 30". ALL STREET NAME SIGNS SHALL BE 9" IN HEIGHT WITH 5" HIGH UPPER & LOWER CASE WHITE LETTERS ON A GREEN BACKGROUND WITH A MIN. 30" LENGTH. PROVIDE 24" WIDE WHITE THERMOPLASTIC STOP BARS ADJACENT TO ALL LOCAL STREET 30" STOP SIGNS. WHERE 12" WIDE WHITE CROSSWALK STRIPING IS PROVIDED, THE STOP BAR AND 30" STOP SIGN MUST BE 4' IN ADVANCE OF THE CROSSWALK IN ACCORDANCE WITH FDOT STANDARD INDEX #17346. IN ALL LOCATIONS, THE 30" STOP SIGN AND 24" WIDE WHITE STOP BARS SHOULD BE LOCATED 10' IN ADVANCE OF THE EDGE OF THE TRAVELED WAY AT THE STREET INTERSECTION.
16.) ALL MAINTENANCE OF ALL PRIVATE STREETS, LAKES, AMENITY AREAS, LANDSCAPE AND IRRIGATION TO BE THE SOLE RESPONSIBILITY OF PLANTATION OAKS OF HOME OWNERS ASSOCIATION OR PROPERTY OWNER.
17.) ALL CONSTRUCTION TRAFFIC IS REQUIRED TO USE U.S. HIGHWAY #1 ONLY. NO CONSTRUCTION TRAFFIC IS PERMITTED TO USE OLD DIXIE HIGHWAY FOR INGRESS OR EGRESS.
18.) EXCEPT WITHIN THE EXISTING FPL EASEMENT, ALL UTILITIES ARE TO BE INSTALLED UNDERGROUND, INCLUDING THE SERVICE DROPS TO INDIVIDUAL BUILDINGS OUTSIDE OF ALL REQUIRED LANDSCAPE BUFFERS, WETLANDS AND WETLAND BUFFER AREAS.
19.) ELEVATIONS REFER TO 1929 DATUM
20.) DRIVING AND/OR STAGING OF CONSTRUCTION VEHICLES IS NOT PERMITTED ON ANY SIDEWALKS IN THE RIGHT-OF-WAY. ANY DAMAGE TO SIDEWALKS WILL BE REPAIRED AND/OR REPLACED IN THE LIKE KIND BY THE CONTRACTOR.
21.) REUSE LINE, BOTH EXISTING AND PROPOSED, WILL BE OWNED AND OPERATED BY THE OWNER, HOA, POA OR DEVELOPER.
22.) ALL WATER SERVICE LINES SHALL BE INSTALLED WITH BACKFLOW PREVENTION DEVICES.

LEGAL DESCRIPTION:

TRACT 1A-2 FOUNTAIN VIEW PHASE 1A
MAP BOOK 65, PG 59



FLOOD MAP

F.I.R.M. #12127C0201J ORMOND BEACH
F.I.R.M. #12127C0182J VOLUSIA COUNTY
PHASE 1A IS LOCATED IN ZONE X IN IT'S ENTIRETY

LAND USE TABULATION:

EXISTING ZONING = PUD (PLANNED UNIT DEVELOPMENT)
SITE AREA = 69,028 SF = 1.58 AC
BUILDING COVERAGE = 12,750 SF
12,750 SF / 69,028 SF = 18.47%
F.A.R. = 25,500 SF / 69,028 SF = 0.369

IMPERVIOUS AREA CALCULATION:

PROPOSED BUILDING = 12,750 SF (FIRST FLOOR)
EXISTING PAVEMENT = 7,562 SF
PROPOSED CONCRETE/PAVEMENT = 28,921 SF
TOTAL IMPERVIOUS AREA = 36,483 SF = 52.9%
LANDSCAPE AREA = 32,545 SF = 47.1%

PARKING CALCULATION:

COMMERCIAL BUILDING PARKING REQUIREMENTS:
OFFICE/RETAIL/RESTAURANT-1 PARKING SPACE FOR EACH 200 S.F. OF GROSS FLOOR AREA (1ST FLOOR)
12,750/200 = 63.75 (64 SPACES)
MINI-WAREHOUSE-
0.18 SPACES/1,000 SF OF GROSS FLOOR AREA
12,750 SF X 0.18 SPACES/1,000 SF = 2.3
TOTAL PARKING REQUIRED
63.75 + 2.3 = 66 SPACES

PARKING PROVIDED:
STANDARD= 70
HANDICAP= 3
TOTAL= 73

SETBACKS:

FRONT.....25 FT
REAR YARD.....20 FT
SIDE YARD
ABUTTING ANY LOT.....10 FT
ABUTTING PUBLIC STREET R/W.....25 FT
ABUTTING PRIVATE STREET R/W.....20 FT

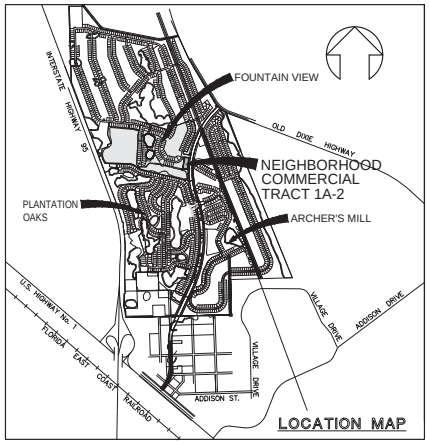


TABLE OF CONTENTS

SHEET NO.	DESCRIPTION
1	COVER SHEET
S1	BOUNDARY SURVEY
2	DEMOLITION/EROSION CONTROL PLAN
3	SITE PLAN
4	CIVIL PLAN
5	UTILITY PLAN
6	LANDSCAPE PLAN
7	LANDSCAPE DETAILS
8	IRRIGATION PLAN
9	IRRIGATION DETAILS
10-12	PAVING AND DRAINAGE DETAILS
13	WATER STANDARD DETAILS
14	SANITARY SEWER STANDARD DETAILS
15	RECLAIMED WATER STANDARD DETAILS
A210	OVERALL FIRST FLOOR PLAN
A220	OVERALL SECOND FLOOR PLAN
A300	PROPOSED ELEVATIONS
A301	COLOR/MATERIAL CHART SF-1
A302	COLOR RENDERING

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
6	Basinger fine sand, frequently ponded, 0 to 1 percent slopes	0.0	0.0%
13	Cassia fine sand, 0 to 2 percent slopes	25.3	25.0%
17	Daytona sand, 0 to 5 percent slopes	25.6	25.4%
29	Immokalee sand	0.1	0.1%
32	Myakka-Myakka, wet, fine sands, 0 to 2 percent slopes	27.3	27.1%
42	Pacia fine sand, 0 to 8 percent slopes	2.6	2.6%
56	Samsula muck, frequently ponded, 0 to 1 percent slopes	2.9	2.9%
99	Water	17.1	16.9%
Totals for Area of Interest		100.9	100.0%

SOILS MAP

PROJECT NAME

PLANTATION OAKS OF ORMOND BEACH
NEIGHBORHOOD COMMERCIAL – TRACT 1A-2
1730 PLANTATION OAKS BLVD.
ORMOND BEACH, FLORIDA

PROJECT DESCRIPTION

CONSTRUCTION OF 2 STORY 25,500 SF BUILDING (FIRST FLOOR IS 12,750 SF OFFICE/RETAIL/RESTAURANT, SECOND FLOOR IS 12,750 SF AIR CONDITIONED STORAGE MINI-WAREHOUSE 109 UNITS) AS WELL AS PARKING, LIGHTING, LANDSCAPE, IRRIGATION AND SIGNAGE IMPROVEMENTS.

DEVELOPER

PLANTATION OAKS OF ORMOND BEACH, LLC.
PARKER MYNCHENBERG, MANAGER
1729 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117
(386) 677-6891
E:MAIL: Info@parkermynchenberg.com

SUBDIVISION DESIGNER ENGINEER & LANDSCAPE ARCHITECT

PARKER MYNCHENBERG & ASSOC., INC.
PARKER MYNCHENBERG, P.E. #32645, L.A.#1553
1729 RIDGEWOOD AVENUE
HOLLY HILL, FLORIDA 32117
(386) 677-6891
CERTIFICATE OF AUTHORIZATION #00003910
EMAIL: Info@parkermynchenberg.com

SURVEYOR

JEFF BARNES, P.S.M.
SLIGER & ASSOCIATES, INC.
3921 NOVA ROAD
PORT ORANGE, FLORIDA 32127
(386) 761-5385
EMAIL: jbarnes@sligerassociates.com

TRAFFIC CONSULTANT

TURGUT DERVISH, P.E.
TRAFFIC PLANNING & DESIGN, INC.
535 VERSAILLES DRIVE-SUITE 200
MAITLAND, FLORIDA 32715-7305
(407) 628-9955

PROJECT ATTORNEY

JEFF BROCK, ESQ.
SMITH BIGMAN BROCK
444 SEABREEZE BLVD. SUITE 900
DAYTONA BEACH, FLORIDA 32118
(386) 254-6875
EMAIL: jbrock@daytonalaw.com

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
CERTIFICATE OF AUTHORIZATION NO. 00003910

NO.	DATE	DESCRIPTION	BY
		REVISIONS	

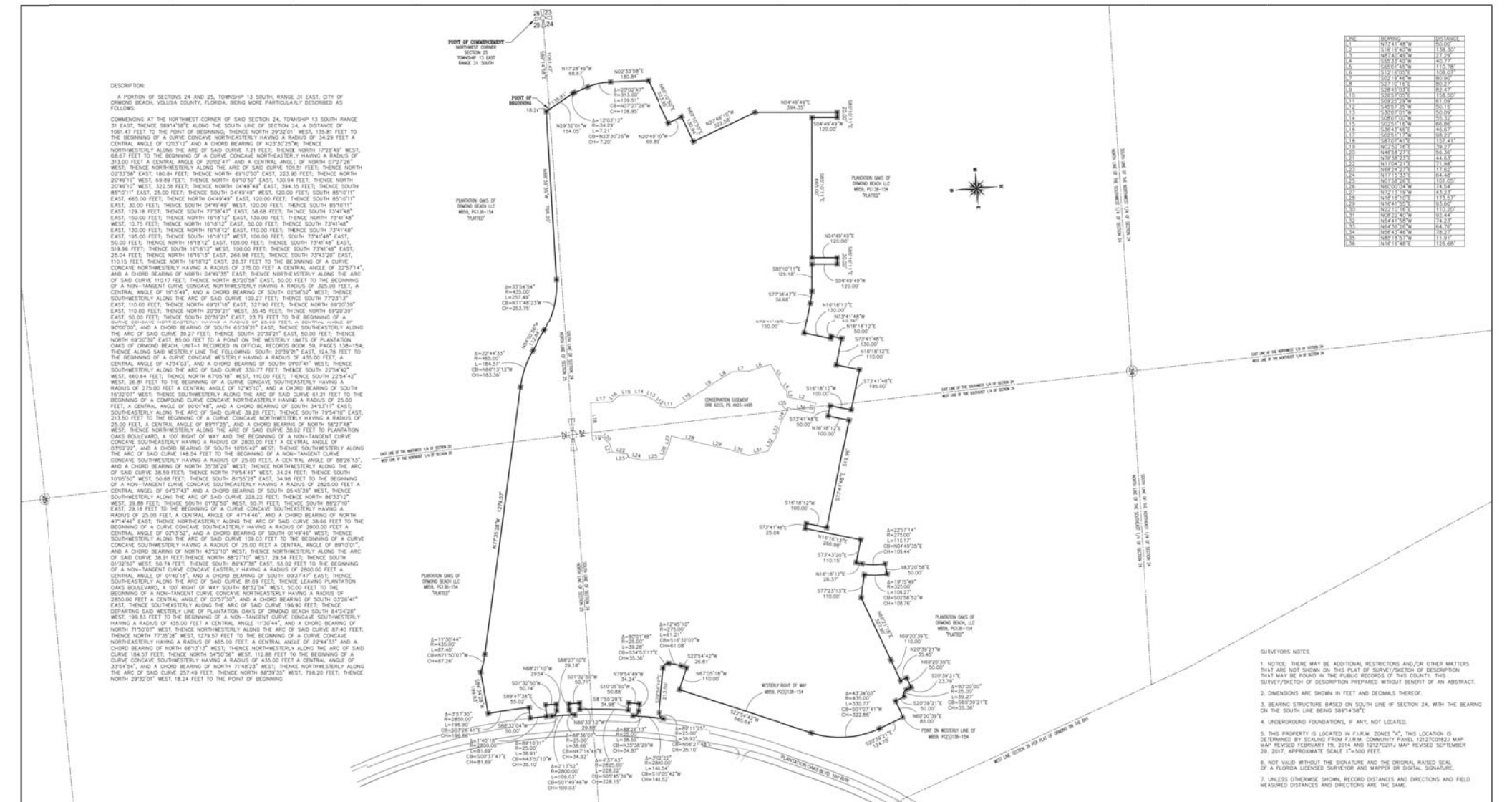
COVER SHEET

PLANTATION OAKS OF ORMOND BEACH
NEIGHBORHOOD COMMERCIAL
PHASE 1A
ORMOND BEACH * FLORIDA

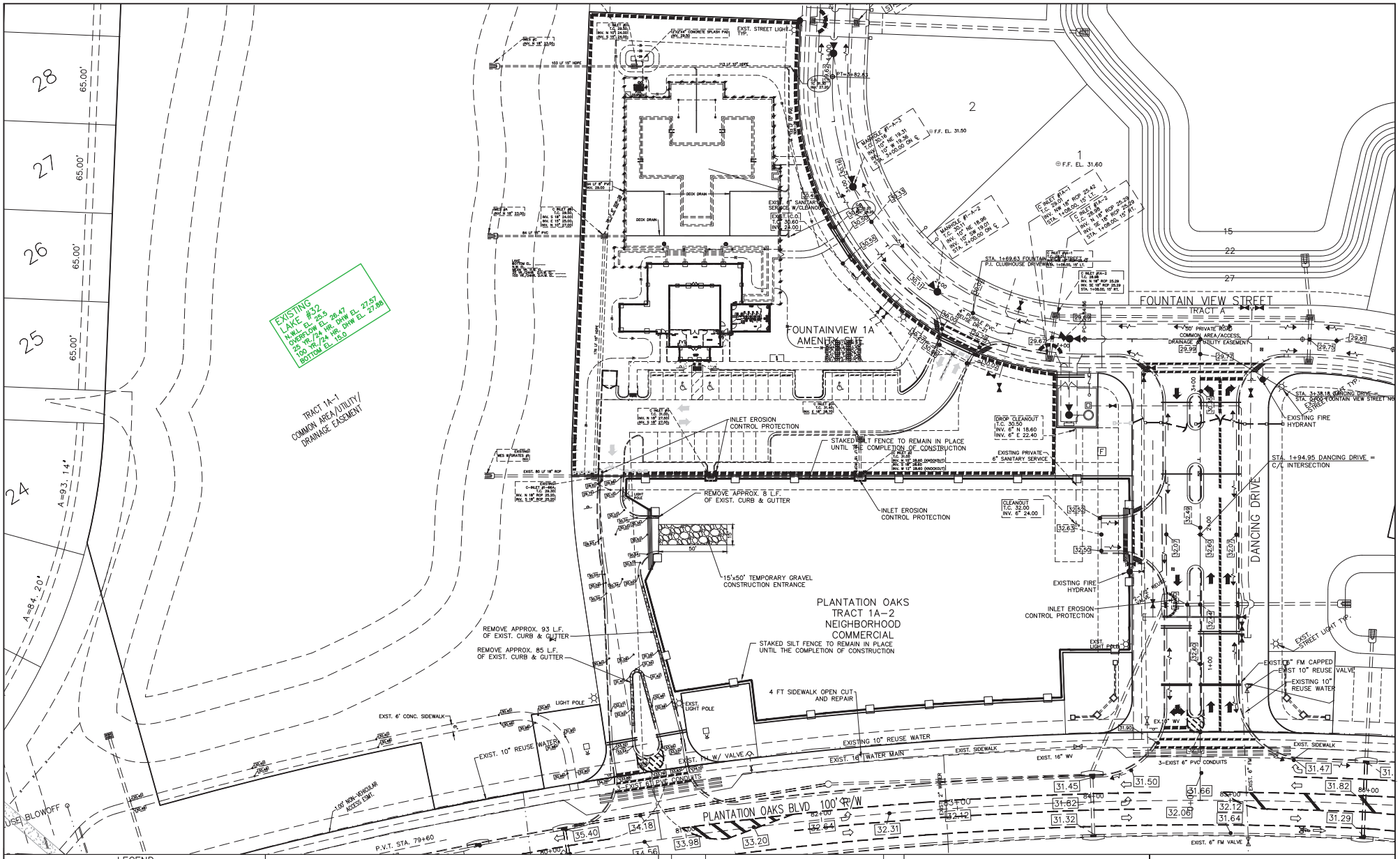
Digitally signed by Parker Mynchenberg, P.E. 32645
Date: 2024.03.12 08:28:40 -04'00'
SEAL

FILE NO. PO PH 1 CS.DWG		DESIGNER: P.MYNCHENBERG	
DATE:	02-21-24	CADD TECH: MRB	
SCALE:	NONE	SHEET 1	

Z:\Plantation Oaks Unit 1A-UNIT 1\PDWAWINGS\0-Commercial\Commercial\ CS and Details\dwg, 3/8/2024 2:42:15 PM, DWG To PDF.pc3



LINE	BEARING	DISTANCE
L1	S73°41'48"W	100.00'
L2	S16°18'12"E	110.00'
L3	N73°41'48"E	130.00'
L4	S16°18'12"E	50.00'
L5	S73°41'48"W	130.00'
L6	S16°18'12"E	120.00'
L7	S73°41'48"W	120.00'
L8	N16°18'12"W	120.00'
L9	S73°41'48"W	120.00'
L10	N16°18'12"W	120.00'
L11	S73°41'48"W	120.00'
L12	N16°18'12"W	120.00'
L13	S73°41'48"W	120.00'
L14	N16°18'12"W	120.00'
L15	S73°41'48"W	120.00'
L16	N16°18'12"W	120.00'
L17	S73°41'48"W	120.00'
L18	S16°18'12"E	120.00'
L19	S73°41'48"W	120.00'
L20	N16°18'12"W	120.00'
L21	S73°41'48"W	120.00'
L22	S16°18'12"E	120.00'
L23	S73°41'48"W	120.00'
L24	N16°18'12"W	120.00'
L25	S73°41'48"W	120.00'
L26	S16°18'12"E	120.00'
L27	S73°41'48"W	120.00'
L28	N16°18'12"W	120.00'
L29	S73°41'48"W	120.00'
L30	N16°18'12"W	120.00'
L31	S73°41'48"W	120.00'
L32	S16°18'12"E	120.00'
L33	S73°41'48"W	120.00'
L34	N16°18'12"W	120.00'
L35	S73°41'48"W	120.00'
L36	S16°18'12"E	120.00'
L37	S73°41'48"W	120.00'
L38	N16°18'12"W	120.00'
L39	S73°41'48"W	120.00'
L40	S16°18'12"E	120.00'



LEGEND

- EXISTING GRADE
- EXISTING CONTOUR
- PROPOSED GRADE
- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE
0 15 30 60 90
SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY

REVISIONS

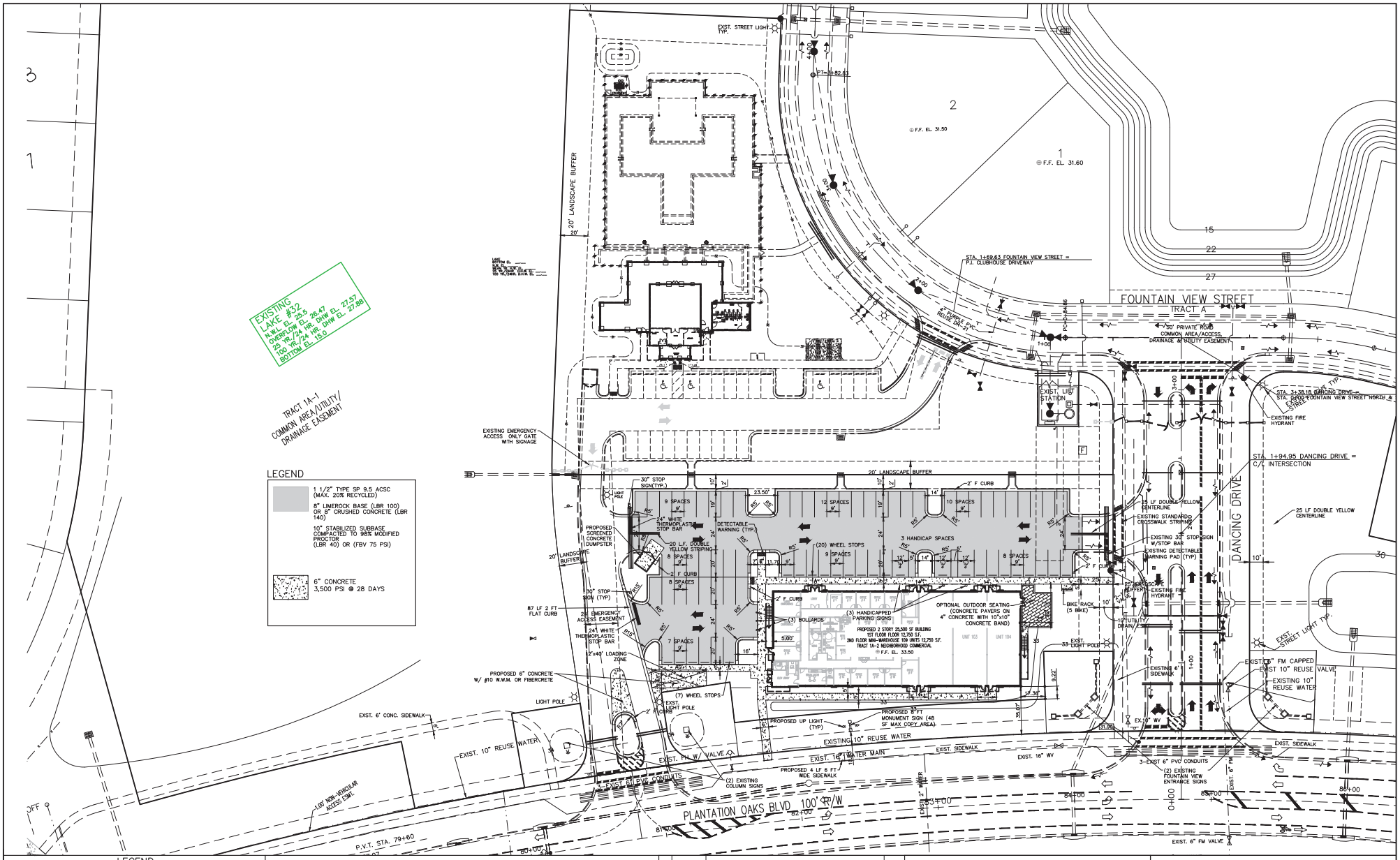
PARKER MYNCHENBERG & ASSOCIATES, INC.
PROFESSIONAL ENGINEERS * LANDSCAPE ARCHITECTS
1729 RIDGEWOOD AVENUE HOLLY HILL, FLORIDA 32117
(386) 677-6891 FAX (386) 677-2114 E-MAIL: info@parkermynchenberg.com
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – DEMOLITION PLAN

PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 2

SEAL



LEGEND

- EXISTING GRADE
- EXISTING CONTOUR
- PROPOSED GRADE
- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE

0 15 30 60 90

SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY

REVISIONS

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

CERTIFICATE OF AUTHORIZATION NO. 00003910

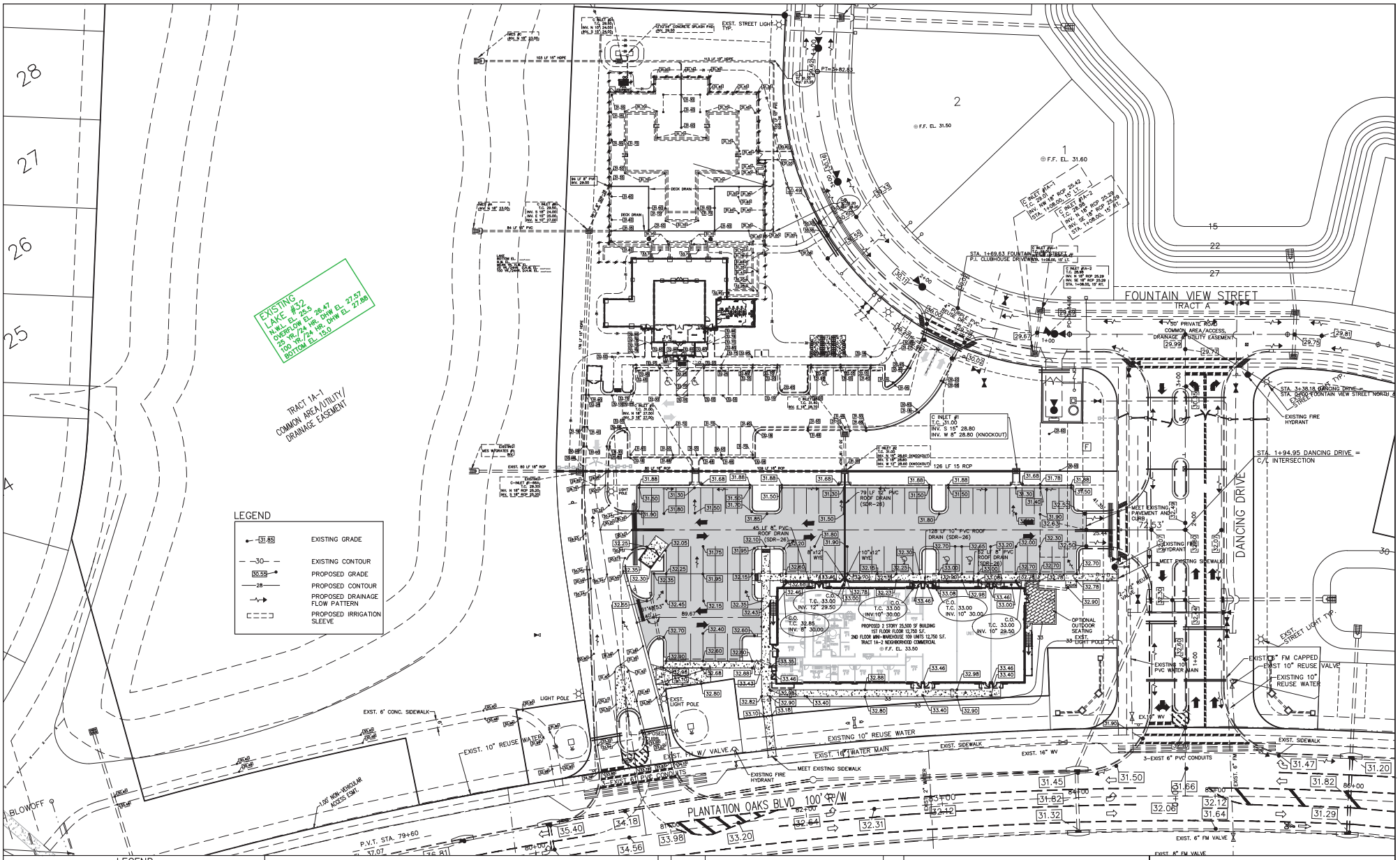
NEIGHBORHOOD COMMERCIAL – SITE PLAN

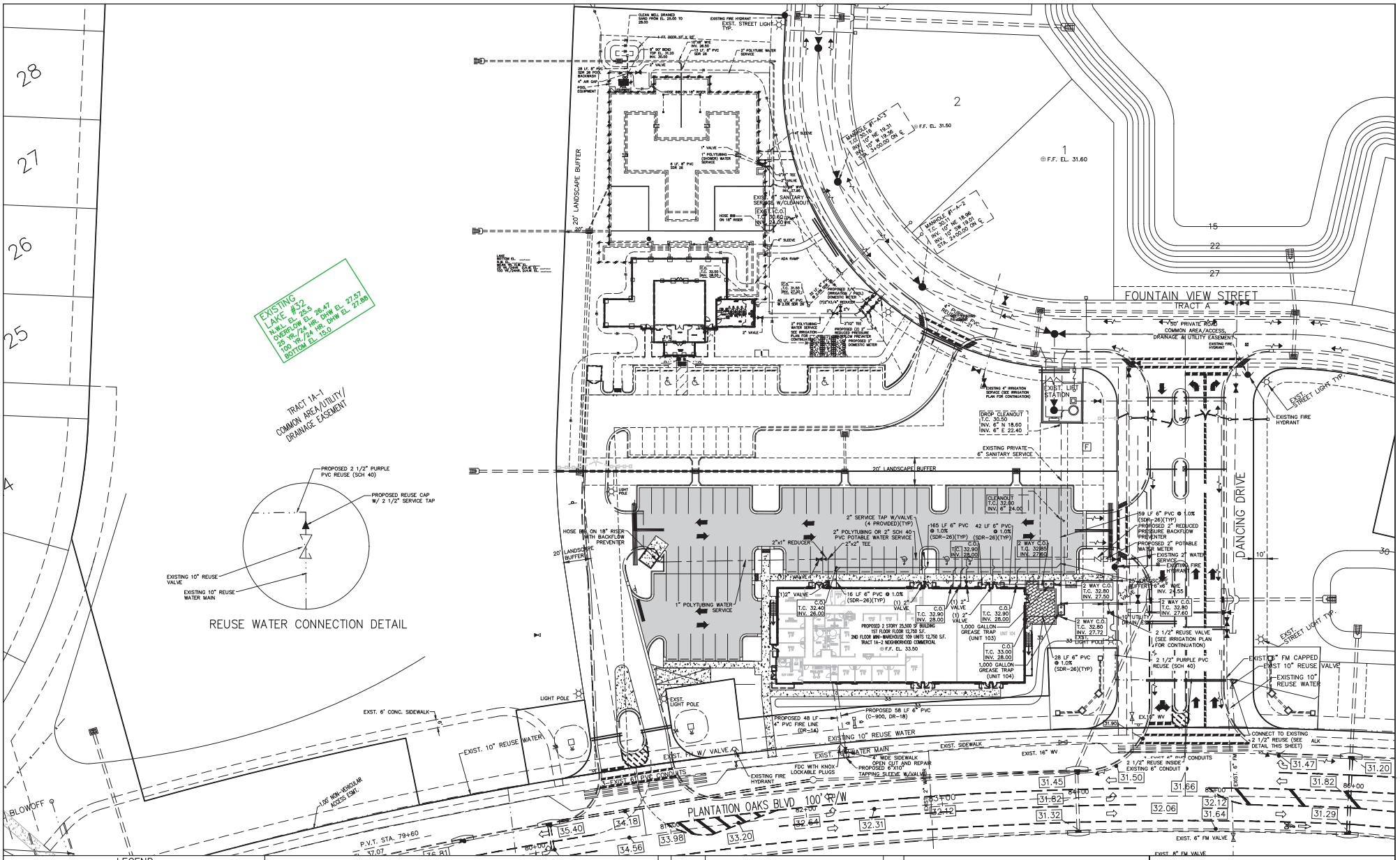
PLANTATION OAKS OF ORMOND BEACH – PH.-1A

ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 3

SEAL


FOUNTAIN VIEW STREET
TRACT A
50' PRIVATE ROAD COMMON AREA/ACCESS, DRAINAGE & UTILITY EASEMENT
DANCING DRIVE
PLANTATION OAKS BLVD 100' R/W
TRACT 1A-1 COMMON AREA/UTILITY/ DRAINAGE EASEMENT
EXISTING LAKE #32 N.W.L. EL. 25.5 SHEETFLOW EL. 26.47 25 YR./24 HR. DHW EL. 27.57 100 YR./24 HR. DHW EL. 27.88 BOTTOM EL. 15.0
LEGEND
EXISTING GRADE
EXISTING CONTOUR
PROPOSED GRADE
PROPOSED CONTOUR
PROPOSED DRAINAGE FLOW PATTERN
PROPOSED IRRIGATION SLEEVE
C INLET #1 T.C. 31.00 INV. S 15" 28.80 INV. W 8" 28.80 (KNOCKOUT)
126 LF 15 RCP
79 LF 10" PVC ROOF DRAIN (SDR-26)
45 LF 8" PVC ROOF DRAIN (SDR-26)
128 LF 10" PVC ROOF DRAIN (SDR-26)
PROPOSED 2 STORY 25,500 SF BUILDING 1ST FLOOR FLOOR 12,750 S.F. 2ND FLOOR MINI-WAREHOUSE 109 UNITS 12,750 S.F. TRACT 1A-2 NEIGHBORHOOD COMMERCIAL
F.F. EL. 33.50
OPTIONAL OUTDOOR SEATING
EXIST. 16" WATER MAIN
EXISTING 10" REUSE WATER
EXIST. 10" REUSE WATER
EXIST. 6" FM CAPPED EXIST 10" REUSE VALVE
EXISTING 10" REUSE WATER
EXISTING 10" PVC WATER MAIN
EXIST. 16" W/ VALVE
EXIST. 6" FM VALVE
EXIST. 8" FM VALVE
EXISTING FIRE HYDRANT
MEET EXISTING SIDEWALK
EXIST. SIDEWALK
EXIST. 6' CONC. SIDEWALK
EXIST. STREET LIGHT TYP.
LIGHT POLE
EXIST. LIGHT POLE
3-EXIST 6" PVC CONDUITS
EXIST. 6" FM
EXIST. 2" FM
BLOWOFF
100' NON-VEHICULAR ACCESS CONT.
P.V.T. STA. 79+60
STA. 1+94.95 DANCING DRIVE = C/L INTERSECTION
STA. 3+38.18 DANCING DRIVE = STA. 0+00.0 FOUNTAIN VIEW STREET N06°43' E
STA. 1+69.63 FOUNTAIN VIEW STREET = P.I. CLUBHOUSE DRIVE
P.C. STA. 1+08.00, 15' LT.
P.T. STA. 82.63
F.F. EL. 31.50
F.F. EL. 31.60
LEGEND
EXISTING GRADE
EXISTING CONTOUR
PROPOSED GRADE
PROPOSED CONTOUR
PROPOSED DRAINAGE FLOW PATTERN
PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
PROPOSED STREET LIGHT
GRAPHIC SCALE
0 15 30 60 90
SCALE: 1" = 30'
NO. DATE DESCRIPTION BY
REVISIONS
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
CERTIFICATE OF AUTHORIZATION NO. 00003910
NEIGHBORHOOD COMMERCIAL – CIVIL PLAN
PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA
FILE: 15-09.1A SP.dwg
DESIGNER: P.MYNCHENBERG
DATE: 02-21-24
CADD TECH: MRB
SCALE: 1" = 30'
SHEET 4
SEAL



LEGEND

- EXISTING GRADE
- EXISTING CONTOUR
- PROPOSED GRADE
- PROPOSED CONTOUR
- PROPOSED DRAINAGE FLOW PATTERN
- PROPOSED NATURAL CONSERVATION EASEMENT AREA SIGN
- PROPOSED STREET LIGHT

GRAPHIC SCALE

0 15 30 60 90

SCALE: 1" = 30'

NO.	DATE	DESCRIPTION	BY
		REVISIONS	

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

CERTIFICATE OF AUTHORIZATION NO. 00003910

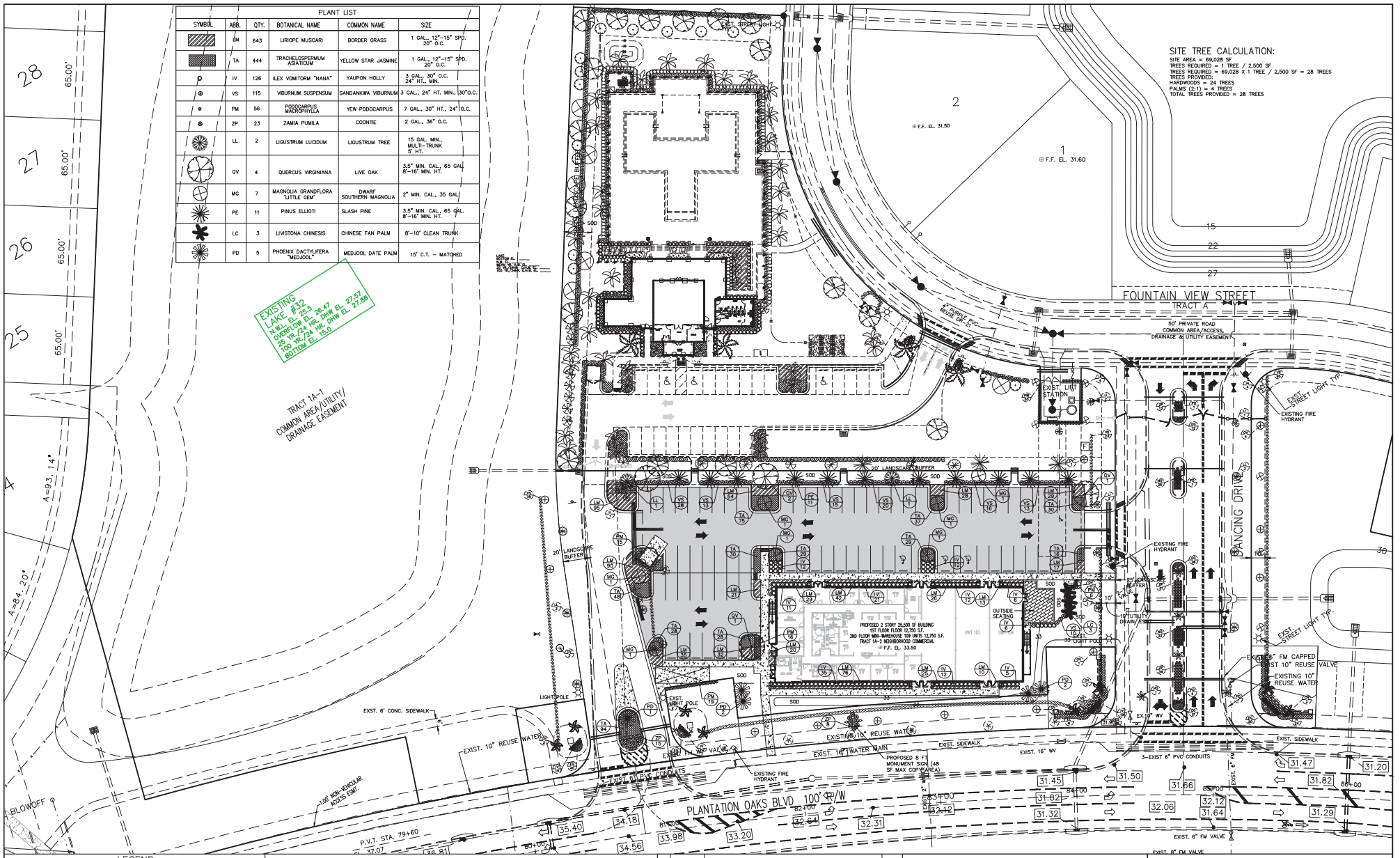
NEIGHBORHOOD COMMERCIAL – UTILITY PLAN

PLANTATION OAKS OF ORMOND BEACH – PH.-1A

ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 5

SEAL



NO.	DATE	DESCRIPTION	BY

REVISIONS

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

CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – LANDSCAPE PLAN

PLANTATION OAKS OF ORMOND BEACH – PH.-1A

ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 6

Parker Mynchenberg, R.L.A. LA000155

Digitally signed by Parker Mynchenberg, R.L.A. LA000155 Date: 2024.03.12 08:29:30 -04'00'

SEAL

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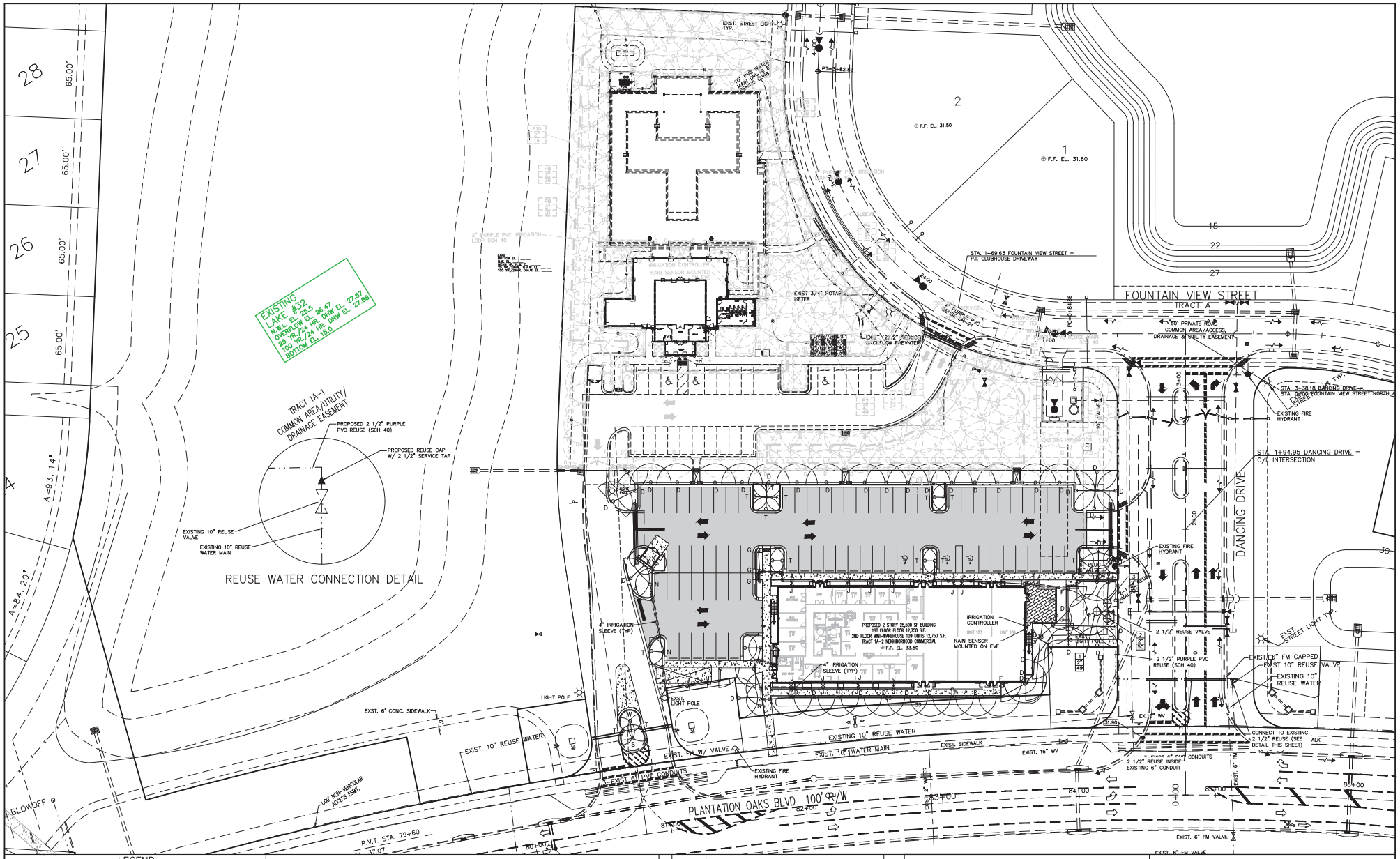

NO.	DATE	DESCRIPTION	BY
REVISIONS			

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
CERTIFICATE OF AUTHORIZATION NO. 00003910

NEIGHBORHOOD COMMERCIAL – IRRIGATION PLAN
PLANTATION OAKS OF ORMOND BEACH – PH.-1A
ORMOND BEACH * FLORIDA

FILE: 15-09.1A SP.dwg	DESIGNER: P.MYNCHENBERG
DATE: 02-21-24	CADD TECH: MRB
SCALE: 1" = 30'	SHEET 8

Parker Mynchenberg, R.L.A. LA0001553 — Digitally signed by Parker Mynchenberg, R.L.A. LA0001553 Date: 2024.03.12 08:30:37 -04'00' — SEAL

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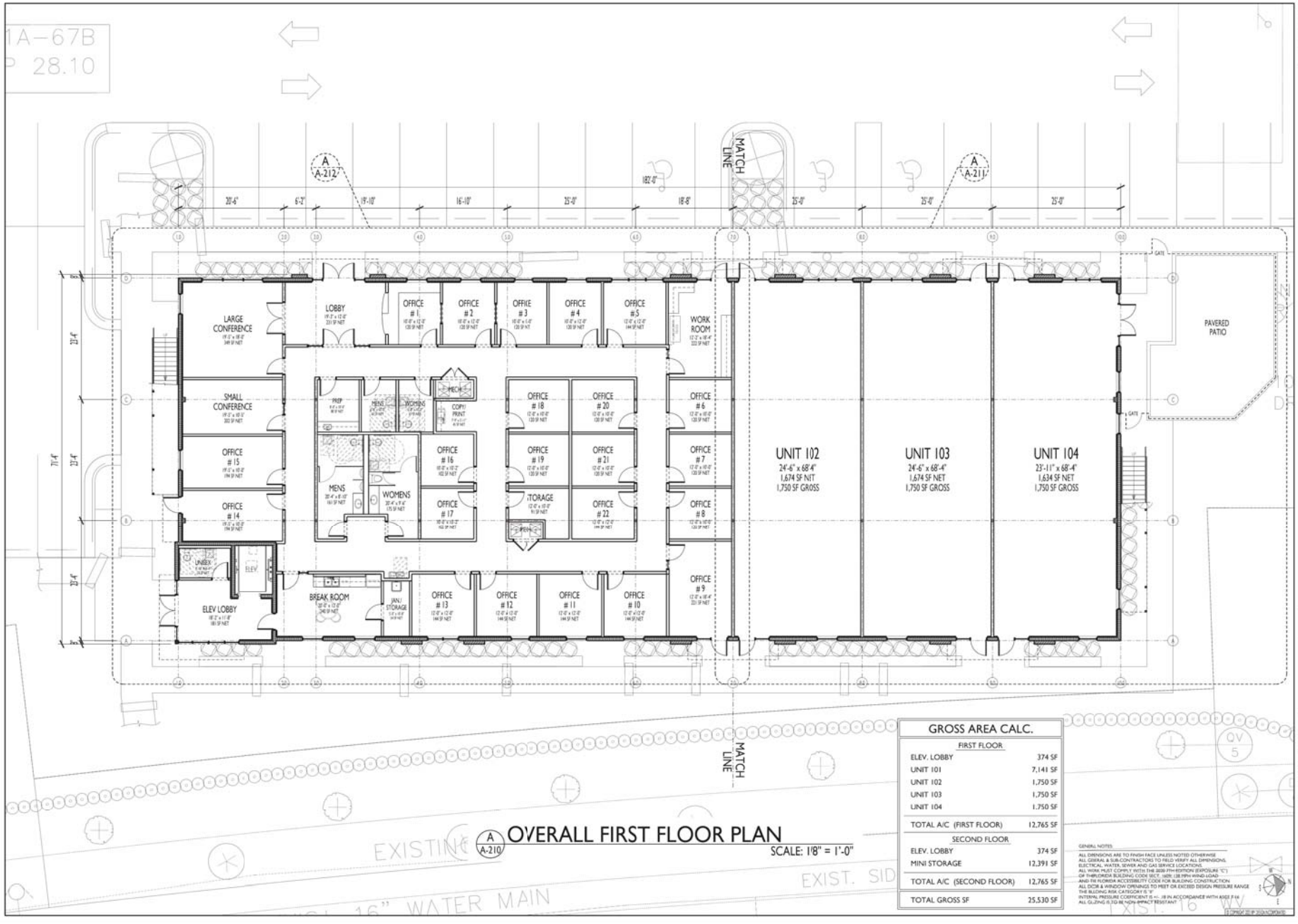

A A-210 OVERALL FIRST FLOOR PLAN

SCALE: 1/8" = 1'-0"

GROSS AREA CALC.	
FIRST FLOOR	
ELEV. LOBBY	374 SF
UNIT 101	7,141 SF
UNIT 102	1,750 SF
UNIT 103	1,750 SF
UNIT 104	1,750 SF
TOTAL A/C (FIRST FLOOR)	12,765 SF
SECOND FLOOR	
ELEV. LOBBY	374 SF
MINI STORAGE	12,391 SF
TOTAL A/C (SECOND FLOOR)	12,765 SF
TOTAL GROSS SF	25,530 SF

GENERAL NOTES:

ALL DIMENSIONS ARE TO FINISH FACE UNLESS NOTED OTHERWISE
ALL GENERAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS.
ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS
ALL WORK MUST COMPLY WITH THE 2020 FIFTH EDITION (EXPOSURE "C")
OF THE FLORIDA BUILDING CODE SECT. 1609C (130 MPH WIND LOAD)
AND FIX FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION
ALL DOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BUILDING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLAZING IS TO BE NON-IMPACT RESISTANT

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REVISIONS

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

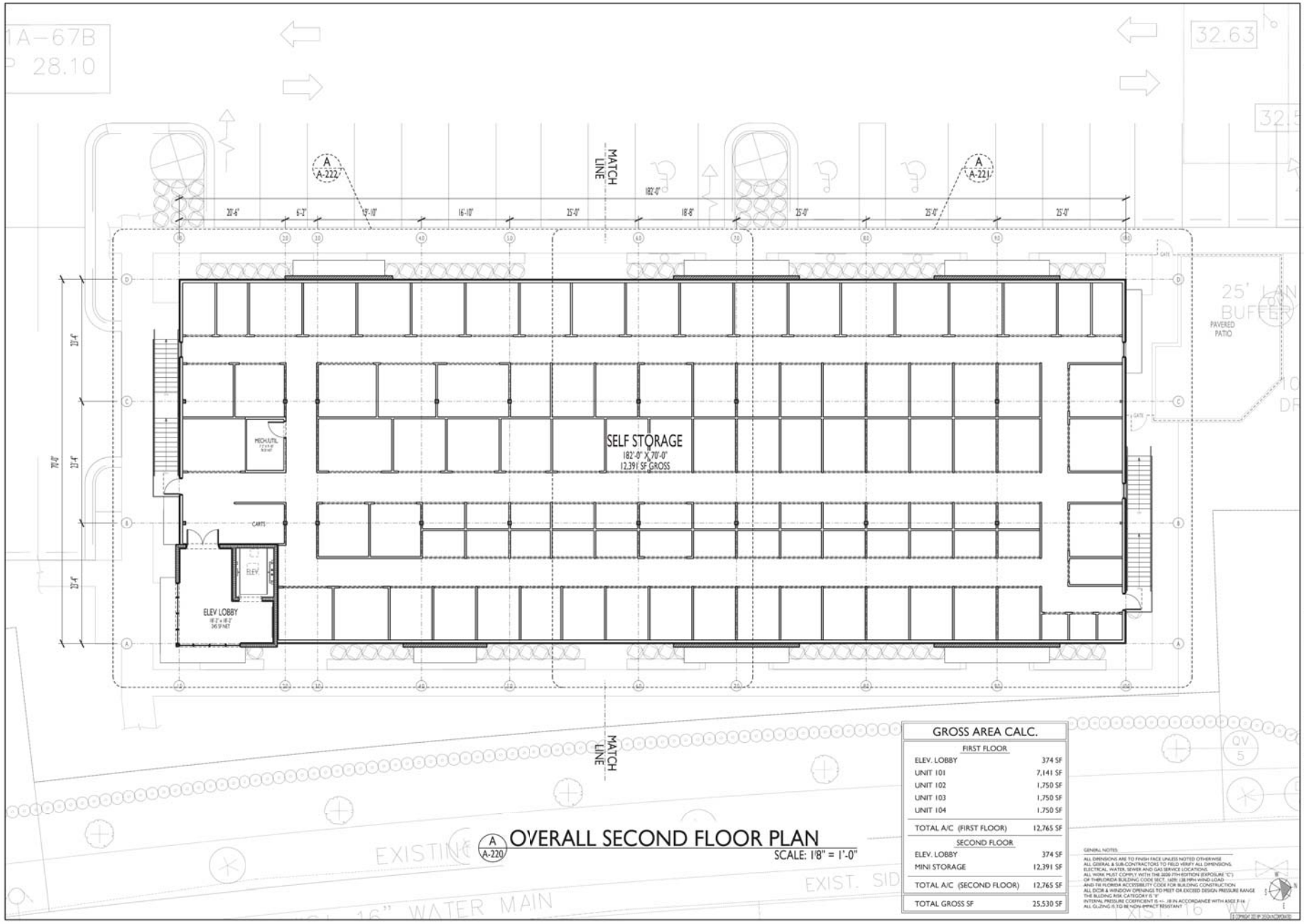
OWNER/REP:
PROJECT LOCATION: ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR:

BPF DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FRIDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
FAR 0009706
207 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH: (386) 257-0102 FX: (386) 257-1030
EMAIL: bfridley@bpfdesign.com WEBSITE: bpfdesign.com

OVERALL FIRST FLOOR PLAN

DRAWN BY: TEM | CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2021 | SHT NO. A-210
SCALE: 1/8"=1'-0"

ARCHITECT'S / ENGINEER'S SEAL



A A-220 OVERALL SECOND FLOOR PLAN

SCALE: 1/8" = 1'-0"

GROSS AREA CALC.

FIRST FLOOR	
ELEV. LOBBY	374 SF
UNIT 101	7,141 SF
UNIT 102	1,750 SF
UNIT 103	1,750 SF
UNIT 104	1,750 SF
TOTAL A/C (FIRST FLOOR)	12,765 SF
SECOND FLOOR	
ELEV. LOBBY	374 SF
MINI STORAGE	12,391 SF
TOTAL A/C (SECOND FLOOR)	12,765 SF
TOTAL GROSS SF	25,530 SF

GENERAL NOTES:

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ALL GENERAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS.
ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (EXPOSURE "C")
OF THEFLORIDA BUILDING CODE SECT. 1609: 138 MPH WIND LOAD
AND 7TH FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION
ALL DOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BUILDING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLAZING IS TO BE NON-IMPACT RESISTANT

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REVISIONS

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

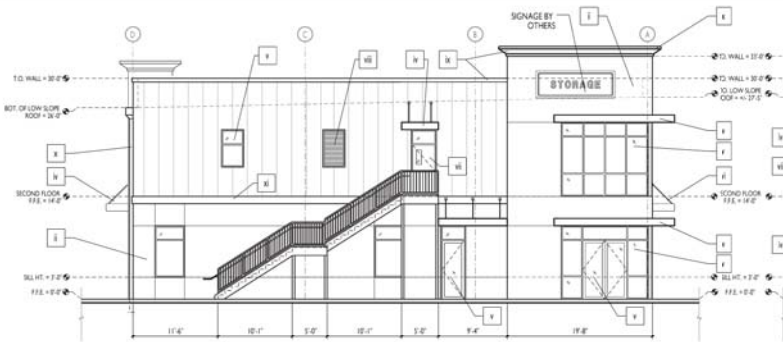
OWNER/REP:
PROJECT LOCATION: ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR:

BPI DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FRIDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
FLA. 0009726
207 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH. (386) 257-1102 FX: (386) 257-1103
EMAIL: bfridley@bpidesign.com WEBSITE: bpidesign.com

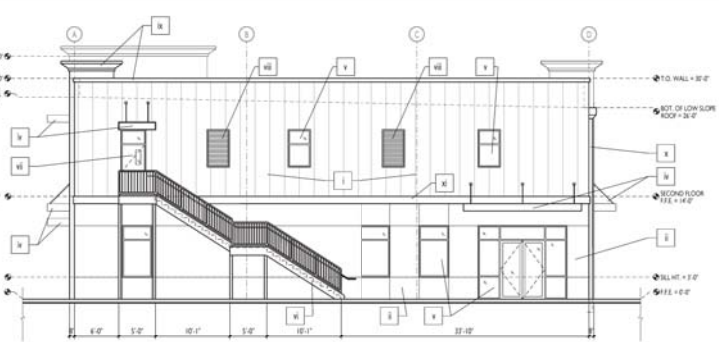
OVERALL SECOND FLOOR PLAN

DRAWN BY: TEM	CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2021	SHT NO. A-220
SCALE: 1/8"=1'-0"	

ARCHITECT'S / ENGINEER'S SEAL



D A-300 SOUTH ELEVATION — SIDE FACADE — SCALE: 1/8" = 1'-0"



C A-300 NORTH ELEVATION — SIDE FACADE — SCALE: 1/8" = 1'-0"

MATERIAL & COLOR SCHEDULE					
NO.	BLDG ELEMENT	MATERIAL	MANUF.	MODEL	COLOR
i	EXTERIOR WALL(1)	INSULATED MTL. BLDG PANEL	NUCOR	CF SIN470 PI 24" WIDTH	DESERT SAND
ii	EXTERIOR WALL(1)	SCOTAT STUCCO FINISH	T.B.D.	T.B.D.	SW 7568 NEUTRAL GROUND
iii	COLUM ACCENTS	STONE VENEER	CORONADO	ASHLAR & RUBBLE SERIES	CARIBBEAN CORAL
iv	PRE-ENG. AWNINGS	METAL	T.B.D.	T.B.D.	MANUF. DARK BRONZE
v	STOREFRONT DOORS & WINDOWS	ALUMINUM FRAME NON-IMPACT	PGT	TS5900	LOW-E, TINTED BRONZE FRAME
vi	EXTERIOR STAIRS	STEEL	T.B.D.	T.B.D.	MATCH TO SW 7568
vii	MAIN DOOR	MTL. FRAME W/ VIEW WINDOW	T.B.D.	T.B.D.	MATCH TO DESERT SAND
viii	FAUX SHUTTERS	METAL	T.B.D.	T.B.D.	MATCH TO SW7568
ix	CORNICES & PARAPET CAPS	METAL & EXTRUDED FOAM	T.B.D.	T.B.D.	BRONZE
x	DOWNSPOUTS	ALUMINUM	T.B.D.	T.B.D.	MATCH TO SW7568
xi	FOAMBANDING	PRE-FAB EIFS BAND	T.B.D.	3" X 12"	MATCH TO BRONZE

ARCHITECTURAL STYLE NOTES

BUILDINGS IN THE NEO-ECLECTIC STYLE IN ACCORDANCE WITH ORMOND BEACH LDC SECTION 3.69

1) GENERAL DESIGN GUIDELINES

a) PRINCIPAL BUILDING UTILIZES STEPPED TOWER FEATURES THAT PROTRUDE BEYOND THE PRIMARY BUILDING PLANE AND ABOVE THE T.O. PARAPET PROVIDING VARIATION TO THE BUILDING MASSING IN BOTH THE HORIZONTAL & VERTICAL PLANES OF THE BUILDING.

b) EXTERIOR MATERIALS: BUILDING UTILIZES ACCEPTED MATERIALS WITH STUCCO ON THE LOWER LEVEL & TOWER ELEMENTS AND PREFINISHED EIFS WALL PANELS ON THE SECOND FLOOR THAT MATCH A STUCCO APPEARANCE.

C) DESIGN/SIGNATURE: ENTRANCES ARE RECESSED INTO TOWER ELEMENTS BETWEEN A STONE MATERIAL DIFFERENT FROM THE PRIMARY FACADES AND HIGHLIGHTED W/ CABLE PRE-ENGINEERED CANOPIES TO CLEARLY DIFFERENTIATE IT FROM THE REST OF THE BUILDING.

D) ROOFS: THE PRIMARY LOW SLOPE ROOF IS HIDDEN BEHIND PARAPETS ON ALL SIDES. THESE PARAPET WALLS ARE CAPPED WITH A SIMPLE CORNICE AND BROKEN UP BY THE TOWER ELEMENTS W/ MORE DECORATIVE CORNICES & CHANGE OF MATERIAL.

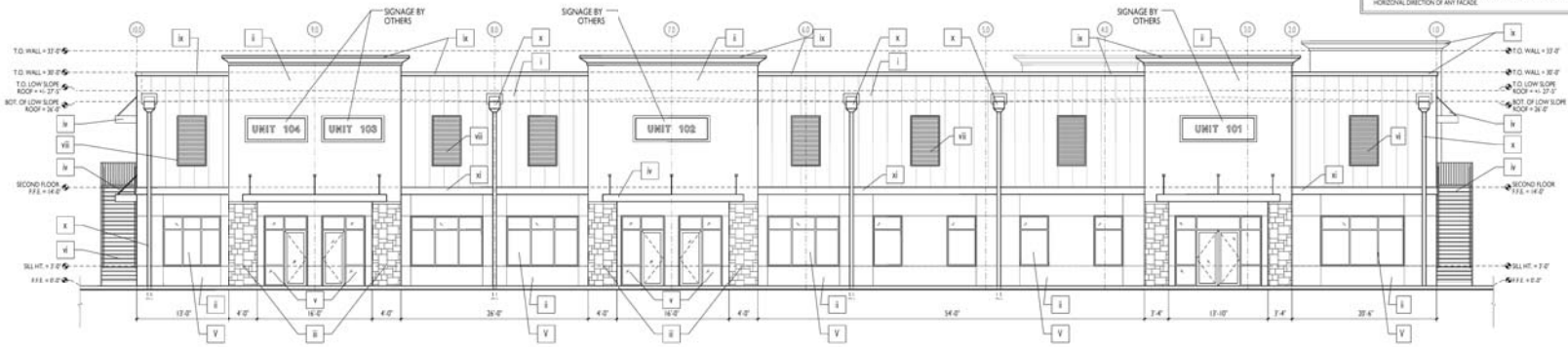
E) WINDOWS: WINDOWS & SHUTTERS (FAUX WINDOWS) MAKE UP LESS THAN 10% OF ANY FACADE DUE TO THE FUNCTION OF THE BUILDING, HOWEVER THE WINDOWS & SHUTTERS ARE DISTRIBUTED IN SUCH A WAY TO ADD INTEREST AND RHYTHM TO EACH FACADE.

F) COLORS: COLORS ARE ALL EARTH TONES REFER TO MATERIAL & COLOR SCHEDULE ABOVE

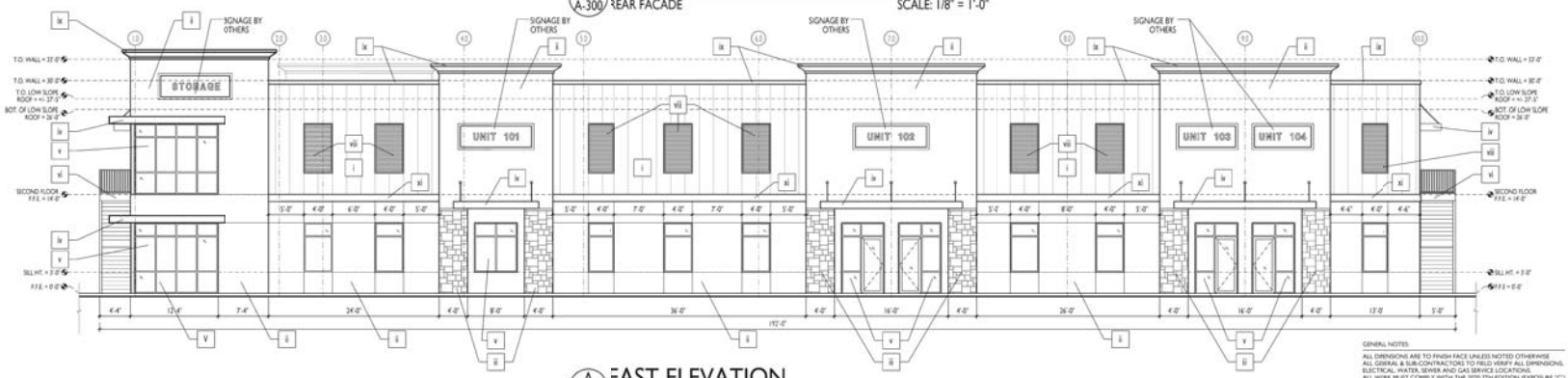
G) ARTICULATION: BUILDING PROVIDES ARCHITECTURAL FEATURES SUCH AS STEPPED TOWERS, PROTRUDING CABLE AWNINGS, AND MATERIAL CHANGE AT GROUND LEVEL TO PROVIDE VISUAL INTEREST FROM A PEDESTRIAN POINT OF VIEW.

2) BUILDING FACADES & BLANK WALLS

BUILDING ROOFERS COLOR CHANGE, BANDING, CHANGES IN PLANE & TEXTURE/MATERIAL CHANGE ON ALL FACADES.
IN NO INSTANCE IS THERE A BLANK WALL AREA EXCEEDING TEN FEET (10') IN VERTICAL DIRECTION OR 30' IN HORIZONTAL DIRECTION OF ANY FACADE.



B A-300 WEST ELEVATION — REAR FACADE — SCALE: 1/8" = 1'-0"



A A-300 EAST ELEVATION — FRONT FACADE — SCALE: 1/8" = 1'-0"

GENERAL NOTES:

ALL DIMENSIONS ARE TO FINISH FACE UNLESS NOTED OTHERWISE
ALL GENERAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS, ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS.
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (EXPOSURE "C") OF THEFLORIDA BUILDING CODE SECT. 1609 -138 MPH WIND LOAD
AND THE FLORIDA ASCESSIBILITY CODE FOR BUILDING CONSTRUCTION.
ALL DOOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BUILDING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLAZING IS TO BE NON-IMPACT RESISTANT

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REVISIONS

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP.:
PROJECT LOCATION: ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR:

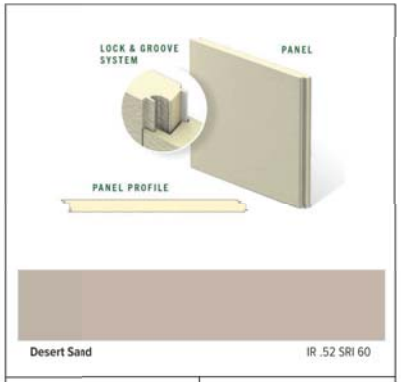
BPI DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FRIDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
FLA# 0009726
207 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH: (386) 257-0102 FX: (386) 257-1030
EMAIL: bfridley@bpidesign.com WEBSITE: bpidesign.com

PROPOSED ELEVATIONS

DRAWN BY: TEM | CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2021 | SHT NO. A-300
SCALE: 1/8"=1'-0"

ARCHITECT'S / ENGINEER'S SEAL

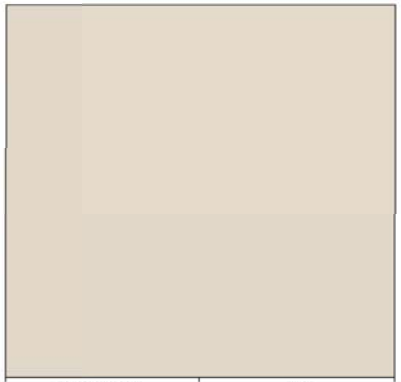
COLOR NAME	LRV
STOREFRONT BRONZE	NA



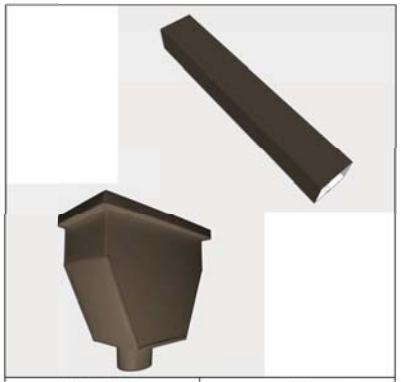
COLOR NAME	LRV
NUCOR- DESERT SAND	NA

COLOR NAME	LRV
NUCOR - DESERT SAND	NA

COLOR NAME	LRV
CORONADO STONE- CARRIBEAN CORAL -SANTORINI BLEND	84%



COLOR NAME	LRV
SW 7568 - NEUTRAL GROUND	70%



COLOR NAME	LRV
DARK BRONZE CONDUCTOR HEAD & DOWNSPOUTS	NA

MATERIAL & COLOR SCHEDULE

NO.	BLDG ELEMENT	MATERIAL	MANUF.	MODEL	COLOR
i	EXTERIOR WALL (1)	INSULATED MTL PANEL	NUCOR	SANTE FE PANEL 24"	DESERT SAND
ii	EXTERIOR WALL (1)	3-COAT STUCCO FINISH	T.B.D.	T.B.D.	SW 7568 NEUTRAL GROUND
iii	COLUMN ACCENTS	STONE VENEER	CORONADO	ASHLAR & RUBBLE SERIES	CARIBBEAN CORAL
iv	PRE-ENG. AWNINGS	METAL	T.B.D.	T.B.D.	MANUF. DARK BRONZE
v	STOREFRONT DOORS & WINDOWS	ALUMINUM FRAME NON-IMPACT	PGT	SS3500	LOW-E, TINTED BRONZE FRAME
vi	EXTERIOR STAIRS	STEEL	T.B.D.	T.B.D.	MATCH TO SW 7568
vii	MAN DOOR	MTL. FRAME W/ VIEW WINDOW	T.B.D.	T.B.D.	MATCH TO DESERT SAND
viii	FAUX SHUTTERS	METAL	T.B.D.	T.B.D.	MATCH TO SW7568
ix	CORNICES & PARAPET CAPS	METAL & EXTRUDED FOAM	T.B.D.	T.B.D.	BRONZE
x	DOWNSPOUTS	ALUMINUM	T.B.D.	T.B.D.	MATCH TO SW7568
xi	FOAM BANDING	PRE-FAB EIFS BAND	T.B.D.	2" X 12"	MATCH TO BRONZE

GENERAL NOTES:

ALL DIMENSIONS ARE TO FINISH FACE UNLESS NOTED OTHERWISE
ALL GENRAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS, ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (EXPOSURE "C") OF THEFLORIDA BUILDING CODE SECT. 1609 138 MPH WIND LOAD AND 7TH FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION.
ALL DOOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BUILDING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLZING IS TO BE NON-IMPACT RESISTANT

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REVISIONS

1

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP.:
PROJECT LOCATION: ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR:

BPF DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FRIDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
FAR 0009706
207 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH: (386) 257-1102 FX: (386) 257-1103
EMAIL: bfridley@bpfdesign.com WEBSITE: bpfdesign.com

COLOR/MATERIAL CHARTS SF-1

DRAWN BY: TEM
CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2021
SCALE:
SHT NO. ******

ARCHITECT'S / ENGINEER'S SEAL

GENERAL NOTES:

ALL DIMENSIONS ARE TO FINISH FACE UNLESS NOTED OTHERWISE
ALL GENRAL & SUB-CONTRACTORS TO FIELD VERIFY ALL DIMENSIONS, ELECTRICAL, WATER, SEWER AND GAS SERVICE LOCATIONS
ALL WORK MUST COMPLY WITH THE 2020 7TH EDITION (EXPOSURE "C") OF THEFLORIDA BUILDING CODE SECT. 1609 -130 MPH WIND LOAD AND TO FLORIDA ACCESSIBILITY CODE FOR BUILDING CONSTRUCTION
ALL DOR & WINDOW OPENINGS TO MEET OR EXCEED DESIGN PRESSURE RANGE
THE BLDGING RISK CATEGORY IS "II"
INTERNAL PRESSURE COEFFICIENT IS +/- .18 IN ACCORDANCE WITH ASCE 7-16
ALL GLZING IS TO BE NON-IMPACT RESISTANT

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REVISIONS

△

PLANTATION OAKS - NEIGHBORHOOD COMMERCIAL

OWNER/REP.: _____
PROJECT LOCATION: _____, ORMOND BEACH, FL. 32174
GENERAL CONTRACTOR: _____

BPI DESIGN INCORPORATED
Building Design and Architecture
BRIAN P. FREDLEY, ASSOCIATE AIA, PROJECT MANAGER
DALLAS B. PEACOCK, ARCHITECT
BAR 0009706
337 FAIRVIEW AVENUE
DAYTONA BEACH, FL 32114 PH: (386) 257-0512 FX: (386) 257-1558
EMAIL: bfredley@bpidesign.com WEBSITE: bpidesign.com

3D RENDERING

DRAWN BY: TEM | CHECKED BY: DBP & BPF
DATE: DECEMBER 8, 2021 | SHT NO. ••••••
SCALE:

ARCHITECT'S / ENGINEER'S SEAL

(3) Book, stationery, newsstands, pharmacies, hardware and similar retail convenience stores.

(4) Convenience or General Stores, offering a full range of grocery, delicatessen, and house wares, with or without gasoline pumps, (excluding the sale of distilled spirits with a higher alcoholic content than malt beverages or fermented wines).

(5) Type A and B restaurants.

(6) Professional, financial, administrative, and medical offices.

(7) Laundry and dry cleaning pickup stations and self-service establishments.

(8) Child care centers, private schools, and Houses of Worship.

(9) Essential utility service uses and facilities.

(10) Excavation for lakes and stormwater management facilities serving the golf course or NC area.

(11) Customary accessory uses and structures to the permitted uses.

(12) Warehouse indoor mini rental.

(c) Dimensional Requirements

(1) Maximum Parcel Size: ~~1.3~~ 1.58 acres

(2) Minimum Building Setback:

Front Yard	25 feet
Rear Yard	20 feet

PARKER MYNCHENBERG & ASSOCIATES, INC.

1729 Ridgewood Avenue
Holly Hill, Florida 32117
(386) 677-6891
FAX (386) 677-2114
E-Mail: info@parkermynchenberg.com

Mr. Steven Spraker, AICP
Planning Director
The City of Ormond Beach
22 South Beach Street, Room 104
Ormond Beach, Florida 32175

June 21, 2024

Re: PLANTATION OAKS OF ORMOND BEACH – NEIGHBORHOOD COMMERCIAL
Neighborhood Meeting Summary

Dear Steven:

A neighborhood meeting was held Monday, June 10, 2024, at 6:00 pm at Plantation Oaks of Ormond Beach Clubhouse. Attached is a copy of the sign in sheet.

There were twenty-six people in attendance.

Parker Mynchenberg presented the project to the neighbors and answered questions related to the proposed 1.58-acre site, traffic concerns, and parking requirements. An explanation/description of the current permitted uses allowed in the Neighborhood Commercial current zoning was presented and the request to allow (indoor mini rental) inside air-conditioned storage as a permitted use in the 1.58-acre Neighborhood Commercial site.

Questions were raised about adjacent subdivisions under construction and timing of approvals. Parker answered various questions from interested parties.

If any additional information is required, please contact me at (386) 677-6891.

Yours truly,

Parker Mynchenberg, P.E., R.L.A.

PM/af

Enclosures

cc: Ms. Noel Eaton

DRAFT

Planning Board minutes from

July 11, 2024

ITEM:

PZ-2024-037

PRD AMENDMENT

Plantation Oaks Neighborhood Commercial Parcel to allow Warehouse Indoor Mini-Rental as a permitted use on 1.58 acres.

1730 Plantation Oaks Blvd.

Action: Recommended Approval (6-0)

Ms. Shull stated that a correction is needed on page 7, 4th paragraph, first sentence, where it says that Ms. Shull added to the Light Industrial definition. The Recording Technician will note the error and revise this to reflect that Ms. Eaton made the statement.

Mr. Galloway moved to approve the June 13, 2024 Minutes with the noted revision. Mr. Jorczak seconded the motion. Vote was called, and the motion was approved (6-0).

VI. PLANNING DIRECTOR'S REPORT

No report.

VII. PUBLIC HEARINGS

A. PZ 2024-000037: Plantation Oaks, Neighborhood Commercial Amendment, Planned Residential Development Amendment, 1730 Plantation Oaks Boulevard

Ms. Noel Eaton, Senior Planner, stated that this is a Planned Residential Development (PRD) amendment submitted by Plantation Oaks of Ormond Beach, LLC. The PRD allowed a neighborhood commercial parcel with certain uses permitted and the amendment seeks to allow Warehouse Indoor Mini-Rental as a permitted use on the second floor of the structure. The 1.58-acre Neighborhood Commercial property is located at 1730 Plantation Oaks Boulevard.

Ms. Eaton displayed the current uses overhead, pointing out the proposed new use of the Warehouse, Indoor Mini-Rental use, specific to the second floor only. She added that there is an amendment to allow the maximum parcel size of 1.58 acres versus 1.3 acres for the neighborhood commercial parcel in the original development order. Ms. Eaton continued that the front setback shall be measured from Plantation Oaks Boulevard and is allowed to include Tract Y as an existing landscape buffer, as shown in Map Book 59, Page 143.

Ms. Eaton concluded that staff recommends that the Planning Board approve the development order amendment with the following conditions:

1. The Neighborhood Commercial setback measurement shall be measured from Plantation Oaks Boulevard and allowed to include Tract Y as shown in Map Book 59, Page 143, as an existing landscape buffer.

2. The warehouse, indoor mini-rental use is allowed and shall only be permitted on the second-floor of the neighborhood commercial structure. The entire structure (first-floor) is not permitted to allow a warehouse, indoor mini-rental use.

3. Hours of outside construction shall be Monday through Saturday from 7:00 a.m. to 7:00 p.m.

Ms. Shull inquired about the setback measurement change. Ms. Eaton responded that it is based upon the Site Plan submittal. The structure proposed does not meet the 25'

front yard setback from the property line. The setback from Plantation Oaks Blvd is 35.07' and includes Tract Y.

Applicant's Presentation

Mr. Parker Mynchenberg, Parker Mynchenberg & Associates, 1729 Ridgewood Avenue, explained that when they built Plantation Oaks Boulevard and then built Fountain View, it was the desire to get the landscape buffer planted, therefore built Tract Y, which was always meant to be the landscape buffer for the neighborhood, commercial property. He concluded that it is landscaped nicely with trees.

Mr. du Moulin asked for details on the neighborhood meeting. Mr. Mynchenberg stated that there was a neighborhood meeting and a lot of the Plantation Oaks residents, including Fountain View and city staff attended. He added that nobody objected to it.

Board Discussion and Questions

Chairman Thomas opened it up to the Board for discussion and questions.

Mr. Railsback asked how many units were planned on. Mr. Mynchenberg replied that there is an engineer's office on the first floor and four other units that could house restaurants, a veterinary office, or card shop. On the second air-conditioned floor, there are approximately 111 cubicles that would open to anybody.

Audience Comments

Ms. Allisa Antolos, 1430 Fountain View Street, stated that she is a homeowner in Fountain View and asked when and where the neighborhood meeting was held. Mr. Mynchenberg replied that it was held Monday, June 10, 2024 at 6:00 p.m. He added that there were yellow placards on Plantation Oaks Boulevard and the entrance to Dancing Drive.

Ms. Antolos commented that she was under the impression that the subject address was going to be a clubhouse, amenity area. She asked where they would be now. Mr. Mynchberg pointed the Fountain View amenity area out on the screen overhead, located west of the subject property. He added that they received approval of the site plan this week and DR Horton will be able to begin now. Mr. Mynchenberg described the location of the neighborhood commercial parcel as the first left off of Dancing Drive, further on Dancing drive is a gate to the subdivision and the amenity center is to the next left. There are buffers on both sides with continuous hedges and shade trees.

Ms. Antolos remarked that the information was not provided to her by DR Horton prior to purchasing her home and feels that it should have been provided to the homeowners prior. She added that the retail space provided by DR Horton was on some of the maps but not all, and on the recent maps the retail space was removed. Ms. Antolos explained that she is trying to understand what is going into the community as it is very family-oriented and family-friendly with a lot of kids and a handful of houses. She commented that she does not want this to affect the

neighborhood or conservation area and sandhill cranes that are in the space of the project.

Mr. Jorczak stated that he thinks it is a good idea with the size of the units and amount of houses going in. He commented that they have to have some place to store the things that will not fit in their new homes. He remarked that it will be local for them and likes that the storage is on the second story with an elevator and it all being indoor.

Board Recommendation

Chairman Thomas entertained a motion.

Mr. Jorczak motioned to approve PZ 2024-000037: Plantation Oaks, Neighborhood Commercial Amendment, Planned Residential Development Amendment, 1730 Plantation Oaks Boulevard. Mr. Galloway seconded it. Vote was called, and the motion was approved (6-0).

B. PZ 2024-000060: Lowe's Home Improvement Store, Special Exception for Outdoor Activity, 1340 West Granada Boulevard

Ms. Eaton stated that this is a request submitted by Mr. Joseph Posey, Esquire, Storch Law Firm, on behalf of the property owner, Lowe's Home Centers, LLC., f/k/a Lowe's Home Improvement Centers, Inc. for a Special Exception to authorize an outdoor activity use. The application seeks to expand the previously approved permanent outdoor storage, display, and sales of merchandise areas approved by Special Exception, Resolution 2021-71, under certain conditions, at the Lowe's Home Improvement store. The subject property is located at 1340 West Granada Boulevard and is zoned B-8 (Commercial) and SE (Special Environmental).

Ms. Eaton explained that the property is approximately 31 acres and is split zoning. Along Granada Boulevard it is B-8, Commercial zoning and towards the south is a SE, Special Environmental zoning with the stormwater for the site. Ms. Eaton delivered the background on the process, adding that in 2006 the property received a resolution to allow 18 temporary storage containers for a three month period, in 2012 the property received approval for permanent outdoor storage and display of merchandise under certain conditions and in conformance with the approved site plan, the approval was limited to the areas along the front of the store.

Ms. Eaton stated that the city received a complaint which resulted in a Neighborhood Improvement case and city staff visited the site and determined that the violation of the approved site plan existed and the materials shall be removed from the Granada Boulevard frontage. She continued that in March, the Special Magistrate and the property owner, through a stipulated agreement, acknowledged that a violation occurred and existed on the property and directed that compliance be achieved by September 27, 2024 by either complying with the 2012 Special Exception or by amending the Special Exception. Ms. Eaton elaborated that yesterday, city staff did observe two to three sheds visibly stored along the Granada Boulevard frontage and building material stacked higher than 8' along the southeast building frontage. Since then it has been changed. The applicant has placed pictures of the change on the board dais for each board member showing there was nothing stored along the W. Granada Blvd frontage, or stacked higher than 8'.

Ordinance Adoption
Business Impact Estimate

Proposed ordinance's number and legal title:

2024-24

AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF THE SECOND AMENDED DEVELOPMENT ORDER FOR A PLANNED RESIDENTIAL DEVELOPMENT KNOWN AS "PLANTATION OAKS"; AUTHORIZING AN AMENDMENT TO THE NEIGHBORHOOD COMMERCIAL LIST OF USES TO ALLOW WAREHOUSE, INDOOR MINI-RENTAL AS A PERMITTED USE UNDER CERTAIN CONDITIONS; AUTHORIZING A SITE DEVELOPMENT PLAN FOR THE NEIGHBORHOOD COMMERCIAL PARCEL LOCATED AT 1730 PLANTATION OAKS BOULEVARD; AND SETTING FORTH AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the City is of the view that a business impact estimate is not required by state law for the proposed ordinance, but the City is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;
☐ The proposed ordinance relates to the issuance or refinancing of debt;
☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
☐ The proposed ordinance is an emergency ordinance;
☐ The ordinance relates to procurement; or
☒ The proposed ordinance is enacted to implement the following:
  a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
  b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
  c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
  d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the City hereby publishes the following information:

1. A summary of the proposed ordinance, including a statement of the public purpose to be served by the proposed ordinance, such as serving the public health, safety, morals, and welfare of the City.

   This is a Planned Residential Development (PRD) amendment submitted by Plantation Oaks of Ormond Beach LLC. The PRD allowed a neighborhood commercial parcel (Tract 1A-2) with certain uses permitted and the amendment seeks to allow Warehouse Indoor Mini Rental as a permitted use. The 1.58-acre Neighborhood Commercial property is located at 1730 Plantation Oaks Boulevard.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the City, including the following, if any:

   a. An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted;

      None. This is a request for applicant initiated amendment to modify an existing development order to allow Warehouse Indoor Mini Rental as a permitted use. No compliance costs are anticipated.

   b. Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible; and

      None. This is a request for applicant initiated amendment to modify an existing development order to allow Warehouse Indoor Mini Rental as a permitted use. There are no charges or fees proposed.

   c. An estimate of the City's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs.

      None. This is a request for applicant initiated amendment to allow Warehouse Indoor Mini Rental as a permitted use.

3. A good faith estimate of the number of businesses likely to be impacted by the ordinance.

   None. This is a request for applicant initiated amendment to allow Warehouse Indoor Mini Rental as a permitted use.

4. Any additional information the City determines may be useful.

   (This section may include: methodology or data used to prepare the Business Impact Estimate, e.g., City staff solicited comments from businesses as to the potential impact of the proposed ordinance by contacting the chamber of commerce, social media posting, direct mail/email, posting on the City's website, public workshop, etc.; efforts made to reduce the potential fiscal impact on businesses; and state the proposed ordinance is a generally applicable ordinance that applies to all persons similarly situated (individuals or businesses) and, therefore, the proposed ordinance does not affect only businesses.)

   No business impacts proposed. The item was advertised by U.S. mail to abutting property owners and newspaper advertisements. Information on the application is also on the city's website.

City of Ormond Beach
AGENDA ITEM

September 4, 2024 - City Commission

Number: 10.A

Section:	RESOLUTIONS		
Item Category:	Resolution	**Res./Ord. No:**	2024-145
Strategic Goal:	Governance - Other		
Department:	Support Services		
Subject:	Certification of Primary Election Results - Zone 3		
Summary:	A Primary Municipal Election was held on August 20, 2024 for the office of City Commissioner Zone 3. Per the City Charter, Sec. 5.06, when more than 2 persons qualify as candidates for the office of city commissioner for any designated seat, the persons so qualified shall appear on the ballot and voted upon at a primary election. The candidates for Zone 3 included Barbara Bonarrigo, Kristin Deaton, and Daniel Dragone. Pursuant to the Florida Election Code, the Volusia County Canvassing Board is responsible for canvassing and certifying election results when both County and City initiatives appear on the same ballot. Per City Charter Sec. 5.06. Schedule and notice of elections, if any one candidate in the primary election receives more than 50% of the votes for a designated seat, such candidate shall be declared elected without the necessity of being voted upon in a run-off municipal election (general election scheduled for November 5, 2024). Candidate Kristin Deaton received 51.96% of the votes for the Zone 3 seat, during the Primary Election.		
Financial Impact:	None		
Citizen Impact:	None		

Recommended Action (Staff, Advisory Board and/or Other):	Staff recommends affirming the certification of the Volusia County Canvassing Board of the August 20, 2024 Primary Election, deeming Kristin Deaton elected the Zone 3 City Commissioner.
Staff Contact:	Susan Dauderis, City Clerk, (386) 676-3340
Attachments:	1. 24-145 Cert results Primary P24-0011G 2. Primary 8-20-24 Non-Partisan Official Canvass - Signed 3. Primary Election Official percentages
Approval:	Kelly McGuire, Finance Director 8/23/2024 Shawn Finley, Assistant City Manager 8/23/2024 Joyce Shanahan, City Manager 8/26/2024

RESOLUTION NO. 2024-145

A RESOLUTION DECLARING THE RESULTS OF THE PRIMARY MUNICIPAL ELECTION CONDUCTED IN THE CITY OF ORMOND BEACH, FLORIDA, ON TUESDAY, AUGUST 20, 2024; AUTHORIZING THE ISSUANCE OF A CERTIFICATE; SETTING FORTH AN EFFECTIVE DATE.

WHEREAS, pursuant to the Florida Election Code, the Volusia County Canvassing Board is responsible for canvassing and certifying election results when both county and city initiatives appear on the same ballot, and

WHEREAS, the County and City both had initiatives on the same ballot during the City's Primary Municipal Election held on August 20, 2024, and

WHEREAS, the Volusia County Canvassing Board did canvass and certify the City's Primary Municipal Election held on August 20, 2024, and

WHEREAS, it appears from the Certificate of the Volusia County Canvassing Board in the Primary Municipal Election conducted in Zone 3 in the City of Ormond Beach, Florida, on the 20th day of August, 2024 and from the tabulation of absentee votes, that the results of the said Election, with respect to the office of City Commissioner, Zone 3, are as follows:

Barbara Bonarrigo	865 votes	(32.34%)
Kristin Deaton	1,390 votes	(51.96%)
Daniel Dragone	420 votes	(15.70%)

WHEREAS, Section 5.07 of the City's Charter otherwise provides that the City Commission, as the City's canvassing board, is responsible for canvassing and certifying its municipal elections, and

WHEREAS, the City Commission desires to affirm the certification by the Volusia County Canvassing Board of the results of the City's Primary Municipal Election held on August 20, 2024; now therefore,

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

SECTION ONE. The City Commission does hereby declare that Kristin Deaton is the candidate receiving more than fifty percent (50%) of votes cast for the office of City Commissioner for Zone 3 of the City of Ormond Beach, Florida, and is hereby declared to be the legally elected City Commissioner for Zone 3 of the said City of Ormond Beach, Florida. The said candidate shall, in accordance with Section 5.06 of the City Charter, assume office on the third Tuesday in November 2024 (said date being November 19, 2024) following the general election to be held on November 5, 2024, and shall serve until the third Tuesday after the first Monday in November 2026, as provided by law.

SECTION TWO. The City Clerk is hereby directed to furnish a Certificate fully signed by her, with the seal of the City of Ormond Beach, Florida, affixed thereto, to the City Commissioner hereby declared elected.

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

APPROVED AND AUTHENTICATED, this 4th day of September, 2024.

BILL PARTINGTON
Mayor

ATTEST:

SUSAN CARROLL DAUDERIS
City Clerk

*** Official Results ***

CERTIFICATE OF COUNTY CANVASSING BOARD
VOLUSIA COUNTY

We, the undersigned, DAVID FOXMAN, County Court Judge, FRANK BRUNO, Canvassing Board Member, LISA LEWIS, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the Twenty-Second day of August, 2024 A.D., and proceeded publicly to canvass the votes given for the several offices and persons herein specified at the **Nonpartisan Election** held on the Twentieth day of August, 2024 A.D., as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For County Chair, the whole number of votes cast was 84,540 of which

Jeff Brower	received	35,592 votes
Don Burnette	received	10,823 votes
Deborah 'Deb' Denys	received	14,696 votes
Randy Dye	received	23,429 votes

For School Board, District 2, the whole number of votes cast was 14,366 of which

Cassie Gonyer	received	4,315 votes
Krista Goodrich	received	6,591 votes
Angela Kopnicky	received	3,460 votes

For School Board, District 4, the whole number of votes cast was 21,965 of which

Donna Brosemer	received	9,601 votes
Sarah Marzilli	received	3,662 votes
Carl G Persis	received	8,702 votes

For DeLand City Commissioner Seat 2, the whole number of votes cast was 5,751 of which

Harper Hill	received	2,391 votes
Richard "Charlie" Paiva	received	3,360 votes

For Deltona City Commissioner District 1, the whole number of votes cast was 1,186 of which

Morris "Gunny" Froscher	received	244 votes
Davison Heriot	received	516 votes
Brandy White	received	426 votes

For Deltona City Commissioner District 2, the whole number of votes cast was 1,704 of which

Elizabeth Chavez	received	281 votes
Emma Santiago	received	866 votes
Troy Shimkus	received	557 votes

For Holly Hill City Commissioner District 1, the whole number of votes cast was 1,486 of which

Arthur J. Byrnes	received	682 votes
Debra Snow	received	804 votes

For New Smyrna Beach Mayor, the whole number of votes cast was 7,087 of which

Fred Cleveland	received	5,438 votes
Francis T. Dalton Jr	received	965 votes
Lou Pate	received	684 votes

For Ormond Beach City Commissioner Zone, the whole number of votes cast was 2,675 of which

Barbara Bonarrigo	received	865 votes
Kristin Deaton	received	1,390 votes
Daniel Dragone	received	420 votes

For Ponce Inlet Town Council Seat 4, the whole number of votes cast was 1,232 of which

Jair Kessler	received	349 votes
Joe Villanella	received	883 votes

For Port Orange Mayor, the whole number of votes cast was 10,968 of which

Derek LaMontagne	received	3,406 votes
Scott Stiltner	received	7,562 votes

For Port Orange City Council District 3, the whole number of votes cast was 10,430 of which

Shawn Goepfert	received	6,498 votes
Barry Pitek	received	3,932 votes

For Port Orange City Council District 4, the whole number of votes cast was 10,716 of which

Lance Green	received	5,953 votes
Joe Mialki	received	4,763 votes

***** Official Results *****

CERTIFICATE OF COUNTY CANVASSING BOARD
VOLUSIA COUNTY

We Certify that pursuant to Section 102.112, Florida Statutes, the canvassing board has compared the number of persons who voted with the number of ballots counted and that the certification includes all valid votes cast in the election.

COUNTY COURT JUDGE

CANVASSING BOARD MEMBER

SUPERVISOR OF ELECTIONS

Lisa Lewis

Volusia County Supervisor of Elections

2024 August Election

(Website last updated at: 08/22/2024 6:09:36 pm)

Election Date: 8/20/2024

Registered Voters:	449,145	Precincts Reporting:	143 / 143
Ballots Cast:	88,626	Election Day:	Completely Reported
Voter Turnout:	19.73%	Early Votes:	Completely Reported
		Vote By Mail:	Completely Reported

Official Results

☆ Ormond Beach City Commissioner Zone 3 (Vote For 1)

Participating Precincts Reporting: 2 / 2 — Precinct Details — Show Detailed View

Choice	Percent	Votes
Barbara Bonarrigo	32.34%	865
Kristin Deaton	51.96%	1,390
Daniel Dragone	15.70%	420
		2,675