Finance & Auditor Selection Committee
City Hall, Council Chambers
116 First Street, Neptune Beach, Florida 32266
Friday, June 27, 2025, 8:00 a.m.

Agenda

1. Call to Order/Welcome
2. Public Comments
3. Minutes of May 28, 2025 **p. 2**
4. FY23 Audit **p.5**
5. Request for Proposals for Auditing Services **p. 6**
6. New Fee Schedule
   a. All City Fees **p. 21**
   b. Water & Sewer Rate Study Proposal **p. 42**
7. Investment Policy **p. 74**
8. FY2025-2026 Budget Discussion **p. 77**
9. Adjourn

Committee Members:

Chair: Councilor Brent Rogers
Lynda Padrta
Jerry Wetzel

***Council Members in attendance at the Committee Meeting may include:**

Mayor Cori Bylund
Vice Mayor Nia Livingston
Councilor Josh Messinger
Councilor Tim Horvath

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statute, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at least 48 hours prior to the meeting.

Item #3

MINUTES
FINANCE & AUDITOR SELECTION COMMITTEE MEETING
WEDNESDAY, MAY 28, 2025, 9:00 A.M.
NEPTUNE BEACH CITY HALL
116 FIRST STREET
NEPTUNE BEACH, FLORIDA 32266

Pursuant to proper notice, a meeting of the Finance & Auditor Selection Committee was held Wednesday, May 28, 2025, at 9:00 a.m., at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

Attendance:	IN ATTENDANCE: Councilor Brent Rogers, Chair Lynda Padrta, Member Jerry Wetzel, Member	STAFF: City Manager Richard Pike City Attorney Paul Waters Chief of Police Michael Key Chief Financial Officer Jaime Hernandez Community Development Director Heather Whitmore Public Works Director Deryle Calhoun Parks and Sustainability Director Colin Moore Senior Center Director Leslie Lyne HR Coordinator Jillian McCann

Call to Order

Councilor Rogers called the Finance & Auditor Selection Committee Meeting to order at 9:00 a.m.

Public Comments

Pat Hazouri, 207 Florida Boulevard, Neptune Beach, spoke regarding the senior center and city finances.

Frequency of Meetings

Based on feedback, there will be a recurring meeting on the last Wednesday morning of the month. This can be adjusted if necessary.

Roles and Responsibilities/Bylaws

City Attorney Paul Waters stated Ordinance No. 2025-04, adopted by Council, lays out the mandatory duties under statute and advisory duties as a committee. Many items typically seen in bylaws are already in the ordinance. He also explained the two most relevant statutes that guide the mandatory duties are found in F.S. Sections 218.39, Annual Financial Audit Reports and 218.391, Auditor Selection Process.

Mr. Waters continued that with discretionary duties, it is his understanding that one of the first goals may be the senior center and to figure out the financials. He has committed to providing reimbursement agreements between the city and the nonprofit. There is an agreement for what has been paid and one for the administrative costs moving forward. Those were also presented. All that is left are the amounts to fill in the blanks. The committee could possibly help provide those numbers.

Mr. Rogers stated that the City Attorney's attendance could be on an as-needed basis.

Auditor Selection Process	Mr. Waters explained that in the auditor selection process, price should not be the driving factor. There are other issues such as history, how old the firm is, and qualifications of the individuals performing the audit. He added that the Auditor General provides an Auditor Selection and Auditor Selection Committee Guidance publication. That has also been provided to the committee.
RFP Discussion/ Approval	The committee discussed the Request for Proposals (RFP) for Auditing Services. Discussion included timelines and the process for choosing the new auditor.

Mr. Rogers stated that based on the timeline, he suggested voting to get the RFP out. There is time between making the selection and if the committee needs to make modifications, supplemental instructions could be issued.

Made by Rogers, seconded by Padrta.

MOTION: **TO AUTHORIZE MR. HERNANDEZ TO DISTRIBUTE THE RFP FOR AUDITING SERVICES AS PRESENTED**

Roll Call Vote:
Ayes: 3-Wetzel, Padrta, Rogers
Noes: 0

MOTION CARRIED

FY23 Audit Status	Mr. Hernandez gave an update of the FY23 Audit. He has reviewed the initial draft of the FY23 Audit. He is waiting on the response from Purvis Gray based on his comments. We should have it by the end of June. He is confident we will receive the monies being withheld. Any opinions of the audit should not have any bearing on receiving the monies.

Mr. Rogers added that this item would remain on the agenda to keep everyone updated. It is important to provide transparency about getting it back on track.

Senior Center	Mr. Rogers explained that this is to determine the financial position of the City and the Senior Center relative to the construction project of the new Senior Center. The City has spent $1,064,007.42. $555,550 came from "Better Jax ½ cent sales tax funds. 508,457.42 was paid by CONB directly. Ms. Lyne has stated she agreed to refund $249,630. These funds have not been transferred out of the Senior Center's city account back to the general city account. If this was refunded, this would leave $258,827.42 paid from the general fund (instead of $508,457.42) The Senior Center has $330,890.95 in its cash balance to pay for the $249,630 refund, any other refunds, and any prospective work it would be required to reimburse the city general funds.

Discussion included the actual costs and administrative costs reimbursement agreements.

Mr. Rogers summarized that the Committee would ask Council to consider directing Mr. Hernandez to transfer $249,630 to the General Fund and consider the reimbursement agreements.

Investment Policy	Mr. Rogers expressed interest in the City’s cash management. After discussion, Mr. Hernandez advised he would draft an investment policy.

Mr. Rogers stated he wanted to be sure the City is getting a fair market return. He would like to discuss this again and also discuss further options.

Adjournment There being no further business, the Finance & Auditor Selection Committee Meeting adjourned at 10:48 a.m.

____
Brent Rogers, Chairman

ATTEST:

____
Catherine Ponson, CMC
City Clerk

Approved: ___________

**These minutes reflect the actions taken and portions of the discussion during the meeting. To review the entire discussion concerning any agenda item, go to: https://www.nbfl.gov/minutes-and-agendas. and click on the video for the meeting you wish to view.*

Financial Highlights

- At close of FY 2022-23, the City's assets and deferred outflows exceeded liabilities and deferred inflows by $35,442,790 (net position). The net position of the City increased by $4,597,820.
- As of September 30, 2023, the City's governmental funds reported combined ending fund balances of $9,821,011, an increase of $4,808,712 in comparison with the prior year.
- As of September 30, 2023, the unassigned fund balance for the general fund was $5,341,286 or 62.02% of total General Fund expenditures of $8,612,055.
- General fund revenues increased by $1,461,039 or 17.50% when comparing FY22-23 $9,819,863 to FY21-22 $8,356,824.
- The City's outstanding notes payable and bonded debt decreased by $333,163 or 15.47% during fiscal year 2023. This decrease was due to normal debt payments made during the fiscal year.

City of Neptune Beach's Net Position
September 30, 2023
(In Thousands)

	Governmental Activities		Business-Tpe Activities		Total	
	2023	2022	2023	2022	2023	2022
Current and Other Aseets	9,289	8,580	7,991	7,106	17,280	15,686
Capital Assets	6,933	7,125	16,496	16,161	23,429	23,286
Total Assets	**$ 16,222**	**$ 15,705**	**$ 24,487**	**$ 23,267**	**$ 40,709**	**$ 38,972**
Deferred Outflows	2,926	1,032	70	52	2,996	1,084
Long-Term Liabilities Outstanding	1,147	859	1,305	2,107	2,452	2,966
Other Liabilities	3,297	3,808	1,834	1,221	5,131	5,029
Total Liabilities	**$ 4,444**	**$ 4,667**	**$ 3,139**	**$ 3,328**	**$ 7,583**	**$ 7,995**
Deferred Inflows	576	1,201	103	15	679	1,216
Net Position						
Net Investment in Capital Assets	6,617	6,411	14,676	13,969	21,293	20,380
Restricted	1,744	1,728	2,642	2,448	4,386	4,176
Unrestricted	5,767	2,731	3,997	3,558	9,764	6,289
Total Net Position	**$ 14,128**	**$ 10,870**	**$ 21,315**	**$ 19,975**	**$ 35,443**	**$ 30,845**

NOTES:

- The largest portion of the City's net position, $21,292,676 (60.08%) reflects its investment in capital assets (e.g., land, buildings, and equipment).
- A portion of the City's net position, $4,386,391 (12.38%), represents resources that are subject to external restrictions on how they may be used.
- The remaining balance of the net position, $9,763,723 (27.55%) represents the unrestricted net position.
- At the end of the current fiscal year, the City reported positive balances in total net position, both for the whole government, as well as for its separate governmental and business-type activities.

Net Position:

- Governmental activities increased the City's net position by $3,257,907 accounting for a 29.97% increase in governmental net position.
- Business-type activities increased the City's net position by $1,339,913 accounting for a 6.71% increase in business-type activities net position.
- City-wide increase in net position $4,597,820 (from $30,845 to $35,443) or 14.91%.

Item #5

City of Neptune Beach, Florida

REQUEST FOR PROPOSALS

BID NO. 2025-07

AUDITING SERVICES

CITY OF NEPTUNE BEACH, FLORIDA
REQUEST FOR PROPOSALS
CONB BID 2025-07
AUDITING SERVICES

Notice is hereby given that the City of Neptune Beach, Florida, (hereinafter the "City"), a municipal corporation existing under the laws of the state of Florida) is requesting proposals from qualified firms of Certified Public Accountants to audit its financial statements for the fiscal year ending September 30, 2025, 2026 and 2027 fiscal years. These audits shall be performed in accordance with the Performance Specifications listed in Section B of this Request for Proposal (RFP). The detailed RFP may be obtained from the Finance Department located at Neptune Beach City Hall, 116 First Street, Neptune Beach, Florida 32266.

The City of Neptune Beach, Florida, desires the auditor to express an opinion on the fair presentation of its General-Purpose Financial Statements in conformity with Generally Accepted Accounting Principles.

Seven (7) sealed copies of the proposal shall be submitted to Catherine Ponson, City Clerk, 116 First Street, Neptune Beach, Florida 32266 not later than **12:00 P.M. on Friday, July 18, 2025**

The firm selected will be retained for a period of three (3) years, beginning with the audit for Fiscal Year 2024-25 and ending with Fiscal Year 2026-27, with the City having the option to renew for two additional years (through Fiscal Year 2028-29) at its discretion. Each year of the engagement will be dependent upon a satisfactory completion of the annual audit, and the contract period will be from February 1st to January 31st of each year. Copies of previous annual reports of the City are on file in the Finance Department and copies of the previous two fiscal years' reports are available on the City's website at: https://www.nbfl.gov/. Questions concerning this RFP should be directed to Jamie F. Hernandez, Chief Financial Officer, jhernandez@nbfl.us.

The City of Neptune Beach reserves the right to reject any and all proposals, to waive any and all informalities and irregularities, and to accept or reject all or any part of any proposals as they may deem to be in the best interest of the citizens of the City of Neptune Beach.

Daily Record

JACKSONVILLE

JaxDailyRecord.com

PROOF OF PUBLICATION
DUVAL COUNTY

STATE OF FLORIDA,

S.S.

COUNTY OF DUVAL,

Before the undersigned authority personally appeared Nichol Stringer, who on oath says that she is the Publisher's Representative of the JACKSONVILLE DAILY RECORD, a weekly newspaper published at Jacksonville, in Duval County, Florida; that the attached copy of advertisement, being a Request for Proposals

in the matter of CONB Bid No. 2025-07

in the Court, was published in said newspaper by print in the issues of 6/19/25.

Affiant further says that the JACKSONVILLE DAILY RECORD complies with all legal requirements for publication in Chapter 50, Florida Statutes.

*This notice was published on both jaxdailyrecord.com and floridapublicnotices.com.

Nichol y. Stringer

Nichol Stringer

Sworn to and subscribed before me this 19th day of June, 2025 by Nichol Stringer who is personally known to me.

Seal Notary Public, State of Florida

CITY OF NEPTUNE BEACH, FLORIDA
REQUEST FOR PROPOSALS
CONB BID 2025-07
AUDITING SERVICES

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Jun. 19 00 (25-03447D)

A. General Information

The City of Neptune Beach is a beach-front city east of Jacksonville located in Duval County, Florida. The City provides a wide range of services to its residents, including:

- General Government: Administrative, legislative, and financial management, including budgeting and planning.
- Public Works: Maintenance of local streets, sidewalks, drainage and other public infrastructure.
- Public Safety: Law enforcement services. Paid Parking management and enforcement, animal control, and ocean rescue and lifeguard services.
- Water and Sewer: Operation and maintenance of the water supply, distribution system, and wastewater treatment facilities.
- Sanitation: Solid waste collection and disposal. Solid waste services are provided by WastePro.
- Stormwater: Stormwater management and maintenance.

The City's primary source of income includes ad valorem taxes, franchise fees and permits, state revenue-shared funds, and utility service fees. The budget approved by the City Council for Fiscal Year 2024-25 includes expenditures and transfers and is available online at https://www.nbfl.gov/ or from the City Clerk, 116 First Street, Neptune Beach, Florida 32266, and (904) 270-2400.

The City has approximately 83 full-time and 43 part-time positions.

The original budget is modified to reflect changes approved by the City Manager or City Council during the year. Any funds established or deleted during the time period covered by this request for proposals are also to be included in the scope of audit services to be provided. The most recent complete audit of the City of Neptune Beach was for the period October 1, 2023, through September 30, 2024. Copies of the auditor's report for the past two (2) fiscal years are available online at https://www.nbfl.gov/ or from the City Clerk, 116 First Street, Neptune Beach, Florida 32266, and (904) 270-2400.

B. Scope of Services

1. The auditor shall conduct an examination and prepare an opinion on the financial statements in accordance with the following:
    a. Section 218.39, Florida Statutes.
    b. Rules of the Florida Department of Financial Services.
    c. Rules of the Auditor General, State of Florida, Chapter 10.550.
    d. Audits of State and Local Governmental Units, issued by the American Institute of Certified Public Accountants.
    e. Codification of Governmental Accounting and Financial Reporting Standards Governmental Accounting Standards Board.
    f. Government Auditing Standards issued by the Comptroller General of the United States.
    g. Office of Management and Budget (OMB), Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations.
    h. Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).
    h. Florida Single Audit Act (Section 215.97, Florida Statutes).
    i. Statements on Auditing Standards (GAAS).
    j. Section 216.349, Florida Statues - Compliance with laws, regulations, contracts, grants related to State grants or grants-in-aid.
    k. Any other applicable federal, state, local regulations or professional guidance not specifically listed above, as well as any additional requirements, which may be adopted by these organizations in the future.

2. Final and complete reports of the audit shall be submitted to the Finance & Auditor Selection Committee each year not later than May 31 unless otherwise authorized by the Finance & Auditor Selection Committee.
3. The audit report shall contain the opinion of the auditor on the financial statements and an opinion on compliance with applicable legal provisions.

4. The auditor shall be required to make an immediate written report of irregularities, illegal acts or indications of illegal acts, if any, and immediately make the City Manager aware of the same.
5. The auditor shall submit not later than April 30 a written draft report of any recommendations to strengthen internal controls.
6. The auditors shall submit not later than April 15th a management letter which shall identify management weaknesses observed, assess their effect on financial management and propose steps to eliminate them.
7. The partner-in-charge of the audit and the audit manager shall be free to attend up to two public meetings for discussion of the audit reports. The firm will also be available for consultation and advice to the Finance Department and the City Manager.
8. The auditors shall, without charge, make available their work papers to the Finance Department and to subsequent auditors or to any federal or state agency upon request and in accordance with federal and state law regulations.
9. The reports on the internal control structure and compliance, schedules of federal financial assistance and related auditor's report, and other reports that are or may be required pursuant to the performance specifications listed in B. 1. above, are to be included in the AFR. The U. S. Department of Environmental Protection Agency will act as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 and amendments adopted in 1996, and U. S. Office of Management and Budget (OMB) Circular A-128, Audits of State and Local Governments.
10. The firm shall agree to utilize the City's staff to perform all work of an assisting nature consistent with Generally Accepted Auditing Standards, depending on the availability of City employees. However, it is not the City's intent for its staff to prepare the auditor's workpapers. The City expects that the auditor will provide the City with technical advice and recommendations as to current GASB and CAFR Certificate of Achievement requirements, if requested, and assure the City's compliance with such, if the City desires to participate during the audit year.
11. If selected, the Respondent agrees to negotiate and execute an audit agreement, hereafter referred to as "contract", with the City of Neptune Beach. This contract is in addition to an annual or multi-year engagement letter required by the Respondent.

12. The Respondent will designate two (2) "key" members of the audit team. The Respondent may not substitute any engagement partners or managers who are assigned to the audit without the prior written consent of the Director of Finance. Engagement partners, managers, other supervisory staff, and specialists may be changed if those personnel leave the firm, are promoted, or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the City of Neptune Beach. The reason for substitution, along with resumes describing the roles and experience of replacements, must be provided to the Finance and Auditor Selection Committee. Substitution will not be unreasonably denied; however, in either case, the City of Neptune Beach retains the right to approve or reject replacements. The City reserves the right to request the Respondent to replace assigned staff that are disruptive or that do not appear to be conducting themselves in a professional manner.

13. The City expects the Respondent to express an opinion on the fair presentation of its basic financial statements in conformity with applicable generally accepted accounting principles. The Respondent is also to provide an opinion on the combining and individual non-major fund statements and schedules in relation to the basic fund statements taken as a whole.

14. The Respondent will prepare all adjusting journal entries converting data reported in governmental funds for presentation as governmental activities in the government-wide financial statements. The entries will be prepared on a conversion worksheet in an electronic format mutually agreed to by the Respondent and the City. All entries will be reviewed by the Chief Financial Officer prior to issuance of the financial statement draft, and a copy of the electronic worksheet will be provided to the City.

15. If necessary, the Respondent shall prepare and submit a single audit report.

16. The Respondent shall report to the Finance Department, at least weekly, the status of any potential audit adjustments, so that the City may have adequate opportunity to investigate, gather information and respond if necessary. Final audit adjustments shall be submitted to the City of Neptune Beach no later than March 31 following the end of the fiscal year under audit. All adjustments posted to the financial statements must be agreed to by the City of Neptune Beach and reconciled to the City's accounting records by City staff, prior to release of the final audit report.

17. The City of Neptune Beach will prepare the Management Discussion and Analysis (MD&A), and the City shall retain ultimate responsibility for the preparation and content of this document. However, the auditor shall provide the assistance in proofreading the entire MD&A, performing an overall review, and suggesting improvements to MD&A.
18. The Respondent will prepare and print all financial statements, footnotes, schedules, including client-requested schedules to meet bond requirements, etc., and required reports during the contract period. The Respondent will bind all into a single document. Fifteen (15) copies of the final report and one (1) electronic copy, in either Microsoft Word (DOC) format or Adobe Acrobat (PDF) format, shall be delivered to the Chief Financial Officer no later than April 30th following the end of the fiscal year under audit.
19. The audit shall also include a review of the Annual Financial Report provided to the Department of Financial Services, to assure consistency with the City's financial statements and provide the electronic copy of the Annual Financial Report required by the Department of Financial Services in the format prescribed by that Department.
20. The Respondent shall provide technical advice, as requested, for accounting and tax issues that may arise during the contract period.
21. The City may issue one or more official statements for the sale or refunding of bonds during the term of this contract. The official statement will contain the general-purpose financial statements. The Respondent shall be required to issue, upon request, a "comfort letter" and other documents necessary to issue or refund the bonds. Fees for such requests made by the City of Neptune Beach shall be based on hourly fees submitted by the Respondent.
22. The Respondent shall provide the City of Neptune Beach with a copy of each external quality control review (peer review) conducted during the time period engaged by the City of Neptune Beach.
23. The Respondent agrees to notify the City immediately should any disciplinary actions be taken or complaints filed with any regulatory bodies against any of the Respondent's staff or the Respondent itself.

C. Proposals Submission Instructions

Proposals shall include the following information:

Seven (7) copies of the proposal shall be filed with Catherine Ponson, City Clerk, 116 First Street, Neptune Beach, Florida 32266 not later than 12:00 P.M. on Friday, July 18, 2025. Failure to submit seven (7) copies of each proposal may result in non-compliance and the bid may be rejected. Joint proposals from more than one firm or those that include subcontracting any part of the audit engagement to other firms or individual auditors **will not** be accepted for consideration by the City.

Proposals must include the following:

1. Qualifications of the Auditor:
   a. Description and history of the audit firm.
   b. List at least three recent governmental and utility audits performed by the firm and a contact reference and phone number for each of the audits listed.
   c. Total staff available for this audit.
   d. Resumes of partners, managers, and seniors who will be assigned to this audit. e. Location of the office which would serve the City.
   e. Description of any regulatory action taken by any oversight body against audit organization or local office.
   f. Description of experience with bond issuance or refunding involving a limited review of interim financial statements and official statements and times coverage calculations and certificates.
   g. Experience with utility rate design or studies.

2. Technical Approach
   a. An express agreement to meet or exceed the performance specifications stated in Section "B".
   b. Clearly describe the scope of the required services to be provided, including a full discussion of your firm's auditing techniques and procedures to be used for both financial and compliance aspects of the engagement.

c. Clearly describe the procedures used by your firm to become familiar with a new client's operations.

d. State your firm's approach to and understanding of providing technical assistance and advice concerning accounting and auditing issues which may arise during the course of an audit.

e. Discuss the firm's approach, and the level of client staff support necessary to complete the work as outlined in the proposal.

f. A tentative schedule for performing the key phases of the audit.

3. Fee Basis

The firm shall submit along with its proposal the basis of the fees for the three years of audit services included in its proposals. The basis of fees should include a not to exceed total fee for each year of audit services, as well as hourly rates for the various position levels that would be assigned to this audit. Audit fees for the fourth and fifth year will be negotiated if and when the two additional years of audit services are renewed at the sole discretion and option of the City.

D. Evaluation Procedure

The Request for Proposals submitted will be evaluated in accordance with the procedures included in "Auditor Selection Guidelines" prepared by the Auditor Selection Task Force and in accordance with Section 218.391, Florida Statutes, as amended by Chapter 2005-32, Laws of Florida. During the evaluation process, the City reserves the right to request additional information or clarifications from proposers or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Among the factors to be considered by the City in evaluating proposals are:

1. Professional qualifications and ability of personnel.
2. Past performance.
3. Ability and willingness to meet time requirements.
4. Recently, the current, and projected work loads of proposers.
5. Volume of work previously awarded to proposers.

6. Audit experience by partners and staff assigned to the audit with governmental audits and audits of water and sewer, and stormwater utilities.
7. Results of recent external quality reviews.
8. Fee Compensation Proposal

The Audit Committee will review all proposals to determine as to which firm is the most qualified to perform the audit. The basis of fees submitted with the proposals will also be considered as one of the factors in the evaluation process, but price should not be construed as the overriding criteria for awarding the contract for audit services. Proposers will be ranked based on their qualifications. The determination of the “most qualified" will be at the sole discretion of the City.

The City reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive minor irregularities with the proposals.

E. Estimated Timetable

- **Jun 20, 2025**: Distribute the Request for Proposals.
- **Jul 18, 2025: 12:00 p.m.** Deadline for Receipt of Proposals.
- **Aug 25, 2025**: Notification of firms selected for interviews with the selection committee if necessary.
- **Aug 29, 2025:** Interview, if necessary, and approval by the Finance and Auditor Selection Committee.

F. On-Site Inspections

Proposers may make on-site inspection in connection with preparing proposals. Time and extent of such inspections shall be coordinated with the Chief Financial Officer.

G. Contract, Billing and Payment

The City Council expects to sign a contract with the successful proposer for three years with the City having the option to extend/renew for two (2) additional years. Progress payments up to 80% may be billed monthly for work accomplished in the previous month. Final payment will be made upon receipt and acceptance of final audit reports.

This Request for Proposal does not commit the City of Neptune Beach to award a contract, nor to pay any cost incurred in the preparation of a response. The City reserves the right to accept or reject any proposal received by reason of this request or to negotiate with any other qualified source.

H. <u>Public Entity Crime Statement</u>

Pursuant to Section 287.132, 133 Florida Statutes, any proposal or bid solicitation placed by a public entity in excess of $3,000 is required to include the Public Entity Crime Statement (See Exhibit A).

I. <u>Anti-Collusion Clause</u>

Under no circumstances should any prospective proposer or any person or person acting for or on behalf of the said proposer seek to influence or gain the support of the City Council or City Staff against the interest of any prospective proposer. Any such activities shall result in the exclusion of the prospective proposer from consideration by the City.

J. <u>Drug Free Workplace Compliance Form</u>

All proposals must include a signed statement regarding a drug-free workplace.

SWORN STATEMENT UNDER SECTION 287.133 (3) (a),

FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted for ____.

2. This sworn statement is submitted by ______________________________
Whose business address is: _______________________
and (if applicable) its Federal Employer Identification Number(FEIN) is _______________.
(If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

3. My name is and my relationship to the entity named above is
____

4. I understand that a "public entity crime" as defined in Section 287.133(1)(g),Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

5. I understand that "convicted" or "conviction" as defined in Section 287.133 (1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record, relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an "affiliate" as defined in Section 287.133(1) (a), Florida Statutes, means: (1)A predecessor or successor of a person convicted of a public entity crime; or (2) An entity under the control of any natural

person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among people when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, that statement which I have marked below is true in relation to the entity submitting this sworn statement. [Please indicate which statement applies.]

Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity, has been charged with and convicted of public entity crime subsequent to July 1, 1989.

____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. [Please attach a copy of the Final Order.]

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. [Please attach a copy of the Final Order.]

____ The person or affiliate has not been placed on the convicted vendor list. [Please describe any action taken by or pending with the Department of General Services.]

Date: ______________________ Signature: ______________________________

STATE OF: ___________________________

COUNTY OF: ___________________________

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who after first being sworn by me, affixed his/her signature in the space provided above on this ____ day of ____, in the year _____.

My commission expires: ____________________________

Notary Public

____

Print, Type, or Stamp of Notary Public

Personally known to me, or Produced Identification:

____

Type of ID

RESOLUTION NO. 2025-0XX

A RESOLUTION OF THE CITY OF NEPTUNE BEACH, FLORIDA, ADOPTING A SCHEDULE OF FEES TO BE INSTITUTED FOR VARIOUS CITY SERVICES; PROVIDING FOR SERVERABILITY; REPEALING AND REPLACING ALL PRIOR RELATED RESOLUTIONS; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the City of Neptune Beach desires to adopt a new schedule of fees for various city services;

WHERAS, the City of Neptune Beach has determined that the best interests of citizens of Neptune Beach are served by requiring the users of City services to be primarily responsible for paying the costs of such services.

WHEREAS, the City Council hereby finds and determines that the amount for various fees, set forth in **Exhibit "A"** are reasonable charges;

THEREFORE, BE IT RESOLVED, by the City of Neptune Beach City Council as follows:

Section 1. The City Council has reviewed and adopted the schedule of fees attached hereto and incorporated herein as **Exhibit "A"** and does hereby find that the fees are necessary and should be adjusted from time to time by the City of Neptune Beach to reflect the intent that such fees recover a substantial portion of the associated costs incurred in providing the services.

Section 2. This Resolution shall become effective on the date of its adoption by the City Council.

Section 3. All prior Resolutions regarding the same fees are hereby repealed and replaced.

(SIGNATURE AND ADOPTION PAGE FOLLOWS)

Done and adopted by the City Council of Neptune Beach, Florida, at the Regular Council Meeting held this ________ day of XXXXX, 2025.

____
Cori Bylund, Mayor and Chairperson

ATTEST:

____
Catherine Ponson, City Clerk

APPROVED AS TO FORM AND
LEGAL SUFFICENCY:

____
City of Neptune Beach Attorney

EXHIBIT A

CITY MANAGER'S OFFICE

FEE TYPE	FEE			
	Renter	**Time/Day**	**Price**	**Deposit**
Neptune House Rental *(Food Trucks will also require a Special Event Permit)*	Resident	Monday – Thursday 8AM to 10PM	$35/hr. – w/o Alcohol (+ tax) ~~$90~~ $120/hr. – w/Alcohol (+ tax) *	$150 (w/o Alcohol) $200 (w/Alcohol)
		Friday (after 5PM), Saturday & Sunday	$75/hr. – w/o Alcohol (+ tax) ~~$130~~ $160/hr. – w/Alcohol (+ tax) *	$250 (w/o alcohol) $300 (w/ alcohol)
	Non-Resident	Monday – Thursday 8AM to 10PM	$75/hr. – w/o Alcohol (+ tax) ~~$130~~ $160/hr. – w/Alcohol (+ tax) *	$400 (w/o alcohol) $800 (w/ alcohol)
		Friday (after 5PM), Saturday & Sunday	$150/hr. – w/o Alcohol (+ tax) $~~205~~ $235/hr. – w/Alcohol (+ tax) *	$500 (w/o alcohol) $1,000 (w/ alcohol)
	Non-Profit***	~~Any~~ Monday-Thursday 8AM-10PM Friday (after 5PM) Saturday & Sunday	~~$0**~~ $25/hr** $50/hr**	$200
		* *Fee includes hourly rate for police officers*	** *Hourly Rate of Officers may be required for events with alcohol*	****Hourly Rate of Officers may be increased for events held on holidays.*

Special Event Permits/Food Truck	Events not requiring Police - $100 Events Requiring Police - $300 (plus $65.00 ~~55.00~~/hr. min. 4-hours an officer is required if alcohol not served; plus $85/hr.min. 4-hours an officer is required if alcohol is served; plus $100/hr. min. 4-hours an officer is required on holidays. Hourly Officer rates subject to increase)

Senior Center Rental *(Food Trucks will also require a Special Event Permit)*	**Renter**	**Time/Day**	**Price**	**Deposit**
	Resident	Friday (after 5PM), Saturday & Sunday	$75/hr. – w/o Alcohol (+ tax) $130/hr. – w/Alcohol (+ tax) * Beer and Wine Only	$250 (w/o alcohol) $300 (w/ alcohol)
	Non-Resident	Friday (after 5PM), Saturday & Sunday	$150/hr. – w/o Alcohol (+ tax) $205/hr. – w/Alcohol (+ tax) * Beer and Wine Only	$500 (w/o alcohol) $1,000 (w/ alcohol)
	Non-Profit***	Friday (after 5PM), Saturday & Sunday	$200 Donation (4 hour max, $50/hr for each additional hour)**	$200
		** Fee includes hourly rate for police officers*	*** Hourly Rate of Officers may be required for events with alcohol*	****Hourly Rate of Officers may be increased for events held on holidays.*

Peddling/Soliciting	$75.00 ~~50.00~~

CITY CLERK

FEE TYPE	FEE
Complex Public Records Requests *	Cost = Rate of employee time by number of hours required to complete the request (plus cost of pages/CD/DVD). Paper copies of records $0.15 per page + $0.05 for double-sided copy for documents over 2 pages ($0.20 per sheet).

	**Complex Public Records include requests that contain complex, or historical information, or those that call for bulk data reports or recurring data subscriptions. Such determination will be made in the City Clerk's discretion.*
Qualifying of Candidates	Mayor: $100 Council Member: $50.00
COMMUNITY DEVELOPMENT	
BUILDING DIVISION	
FEE TYPE	**FEE**
Permit Issuance	$45.00 ~~37.00~~ (plus cost of construction and review fees) (50% due at submittal shall be retained by the city including the permit issuance fee and all plan review fees. Where plans are withdrawn or abandoned no refunds will be made.)
Plan check fees	A plan-checking fee shall be paid to the building department at the time of submitting plans and specifications for completeness checking. Said plan-checking fee shall be equal to one-half (½) of the building permit fee and is in addition to the total permit fee.
Demolition Permit	$115.00
Pool Issuance Permit (building permit only)	$45.00 ~~37.00~~ (plus cost of construction and review fees)
Change of ~~Tenant Fee~~ Occupancy (building, site inspection, CO)	$150.00 ~~$50.00~~
Private Provider (Building Inspection & Plan Review, excluding zoning and fire plan review).	30% reduction
Fence Permit	$45.00 ~~37.00~~
Permit Reissuance/Renewal	100% of the original fee
Permit History Report	$45.00 ~~37.00~~ (plus Public Records Requests copy fee)
Permit for Backyard Hens	$50.00
Cost of Construction/Building Permits	

$0-100	$12.00
$100.01 – 1,000.00	$30.00
$1,000.01 – 2,000.00	$41.00
$2,000.00 – 3,000.00	$58.00
$3,000.01 – 4,000.00	$64.00
$4,000.01 – 5,000.00	$70.00
$5,000.01 – 6,000.00	$76.00
$6,000.01 – 7,000.00	$82.00
$7,000.01 – 8,000.00	$88.00
$8,000.01 – 9,000.00	$93.00
$9,000.01 – 10,000.00	$100.00
$10,000.01 - $100,000.00	$100 for the first $10,000 (plus $6 for each additional $1,000 or part thereof up to $100,000.00)
$100,000.01 - $500,000.00	$625 for the first $100,000 (plus $3 for each additional $1,000.00 or part thereof up to $500,000)
$500,000.01 and up	$1,793 for the first $500,000 (plus 1.50 each additional $1,000 thereafter)
Reinspection Fee	1st reinspection - $110 ~~25~~ 2nd reinspection - $110 ~~75~~ 3rd reinspection – two (2) times permit fee

	Failure to comply by 3rd inspection may result in a notice of violation and hearing before the Code Magistrate.
Electrical	
Permit Issuance	$45.00 ~~37.00~~ (plus any other costs associated with reviews and electrical work)
Temp Service Pole	$23.00
Air Condition Circuits	40 to 100 amps – $29.00 Under 40 amps, including window units, min - $18.00
Residential Service ~~New Family Dwelling~~	~~Not exceeding 100 amps - $47.00~~ ~~Not exceeding 200 amps – $58.00~~ ~~Each additional 100 amp or part there of - $12.00~~ New construction, remodeling or additions to residential dwellings (excluding service) - $29.00 Plus, for every $1,000 of value or fractional part thereof – $12 *(Continued)* ~~**Multifamily units or apartments shall be treated as single family dwelling and permit and service fees shall apply for each unit or apartment~~
~~New Commercial Building Electrical Permit Issuance (excluding service)~~	~~$58 (plus $15 for each additional 100 amps beyond 200amps)~~
~~New~~ Commercial Service	Not exceeding 100 amp service - $80.00 Not exceeding 200 amp service - $100.00 Plus for each additional 100 amps - $20.00 Remodeling or additions to existing commercial buildings electrically (excluding service) - $60.00
Residential Pools (electric only)	$35.00
Commercial Pools (electric only)	$70.00
~~Commercial~~ Lighting/Switches/Receptacles	

	All ~~Commercial~~ light, switch and receptacles: 1 to 50 - $30.00 Over 50, each - $4.00
Signs	Not exceeding 96 sf - $58/ea Over 96sf - $117/ea ~~Illumination of any sign in any manner, floodlights,~~ ~~border lights, etc., each - $60.00~~ ~~1 transformer - $30.00~~ ~~Additional transformer, each - $12.00~~
Generators	$45.00 ~~37.00 ½ horsepower or less w/ 500 volts or less – $12.00/ea~~ ~~Over ½ horsepower and not over 5 horsepower, w/ less than 500 volts – $30.00/ea~~ ~~Over 5 horsepower, 500 volts or less - $47.00/ea~~ ~~High potential over 550 volts and less than 3,500 volts - $70.00/ea~~
Electric Car Chargers	~~110/120 volts - $15.00~~ <240 volts - $45.00 ~~37.00~~ 480 + volts - $90.00
Solar Photovoltaic Systems	$23/ea array/module ~~$12/ea module~~ $23/ea Power conditioning Unit ~~$12/ea Transformer~~
Additional inspections/reinspection	1st reinspection - $110 ~~25~~ 2nd reinspection - $110 ~~75~~ 3rd reinspection – two (2) times permit fee Failure to comply by 3rd inspection may result in a notice of violation and hearing before the Code Magistrate.
~~Minor Electrical Repair Residential~~	
~~Receptacles~~	~~0-100 amps - $1.00/ea~~

~~Switches~~	~~Up to 30 amps - $1.00/ea~~ ~~Over 30 amps - $6.00/ea~~
~~Repair Permit~~	~~$12.00~~
Plumbing	
Permit Issuance Fee	$45.00 ~~37.00~~
~~Solar Hot~~ Water Heater	$35/ea
~~Solar Heating/Cooling Equipment~~	~~$35/ea~~
~~Septic Tank or Drain Field~~	~~$35.00~~
~~Wells~~	~~$23/ea~~
Pumps	$12/ea
Rough-in and setting fixtures	$11/ea fixture
Repipe ~~Replacement Piping~~	$45.00 ~~37.00~~ (plus cost of construction)
Additional inspections/reinspection	1st reinspection - $110 ~~25~~ 2nd reinspection - $110 ~~75~~ 3rd reinspection – two (2) times permit fee Failure to comply by 3rd inspection may result in a notice of violation and hearing before the Code Magistrate.
Mechanical	

Permit Issuance	$45.00 ~~37.00~~
A/C units/ dwelling, apartment or business	1-10 tons - $12.00 10.01-25 tons - $7.00 Each ton over 25 tons - $6/ea ton
Furnaces	1-200,000 BTU – $23.00 Each 50,000 BTU over 200,000 – $12/ea Burner - $9/ea
Air Duct Systems	1-2,000cu/min – $18.00 Each 1,000cu/min over 2,000cu – 10,000cu/min – $7/ea Each additional 1,000cu/min - $5/ea
Commercial Hoods/Fans	$41.00
Boilers	First 500,000BTU - $35.00 Each 100,000 after - $12.00
Fireplace	$35.00
Alteration or Repair for Boilers	$35.00
Tanks (Gas/LP)	0-600 gallons – $16.00 601-1,000 gallons - $23.00 Each 1,000 gallons after - $4.00
Service Station Automobile Lift	$18.00
Elevator/Escalator/Man Lift	$23.00
~~Solar A/C Collector System~~	~~$23.00~~
All Mech permits not listed above	

	$8/ea $1,000 of valuation of project cost
~~Minimum Fee~~	~~$44.00~~
Additional Inspections/reinspection	1st reinspection - $110 ~~25~~ 2nd reinspection - $110 ~~75~~ 3rd reinspection – two (2) times permit fee Failure to comply by 3rd inspection may result in a notice of violation and hearing before the Code Magistrate.
~~Miscellaneous~~	
~~Garage Sales~~	~~$5.00~~
PLANNING DIVISION	
FEE TYPE	**FEE**
Planning Review Fees (Building Permits)	40% of ~~total~~ building permit issuance fee ~~or a minimum of $50.00~~
Comprehensive Plan Text Amendment	$1,500.00
Comprehensive Plan Map Amendment (Small Amendment less than 10 acres)	$2,000.00
Comprehensive Plan Map Amendment (Large Amendment greater than 10 acres)	$2,500.00
Land Development Code (Text Amendment)	$1,000.00
Zoning Map Amendment	$1,000.00

Appeals (Review of administrative decisions)	$800.00
Pre-Application Plans Review	$350.00 ~~100.00~~
Development Agreement	$350.00
Development Order Review	Residential Developments (not including SFD) - $200/ unit (plus cost of any outside review or other departmental reviews) ~~- $3.00/ 20 sf of property~~ Commercial Development /PUD - $2,000 (~~plus Commercial Development Order Review and~~ Subdivision Plan Review)
Development Order Extension (also applies to Variances and other board approved processes)	$50.00
Subdivision Plan Review	$1,000.00 (plus $100/lot being created)
~~Replat Plan Review~~	~~$400.00~~
Deviation Plan Review	$500.00 (Not required for deviations out of applicant control)
Concurrency Certificate/Service Availability Letter	$350.00 ~~75.00~~
Tree Removal Permit (Protected Tree Fees to be placed in mitigation fund)	$125 Base Fee Additional $125.00 per caliper inch of protected tree removed plus additional $400.00 Heritage Tree Removal
Special Exception	$400.00 residentially zoned property $800.00 commercially zoned property
Variance	$500.00 residentially zoned property $1,000.00 commercially zoned property
Abandonments/Vacations/Easements	$1,000.00
Large copies (maps, site plans, etc.)	$20.00 per page

Dog Friendly Dining Review	$75.00
Zoning verification letter	$100.00 ~~75.00~~
FDEP Letter	$150.00 ~~75.00~~
Alcohol License Review	$50.00
Art Project Review	$300.00
Stormwater Management and Erosion Control Review	30% of building permit fee
Stormwater and Erosion Control Reinspection Fee	1st reinspection - $75.00 ~~50.00~~ 2nd reinspection - $150.00 ~~75.00~~ 3rd reinspection - $250.00 ~~150.00~~ Failure to comply by 3rd inspection may result in a notice of violation and hearing before the Code Magistrate.
Floodplain	
FEE TYPE	**FEE**
Floodplain Plan Review	40% of building permit issuance fee ~~project valuation~~
Floodplain Determination Letter/Elevation Certificate Review	$150.00 ~~75.00~~
Floodplain Compliance Inspection	$150.00
FEMA LOMA/LOMR/LOMAF/ Map Change	$350.00
Fire ***In accordance with Jacksonville Fire and Rescue Department Contract Rates per COJ Section 123.102***	

~~FEE TYPE~~	~~FEE~~
~~Fire Plan Review~~	~~40% of project valuation~~
~~Fire Sprinkler Systems~~	~~First 40 heads or fractional part thereof – $58.00~~ ~~Each additional 10 heads or fraction over 40 - $12/ea~~
~~Fire Standpipes~~	~~$12/ea~~
~~New Construction Plan Review~~	~~45% of building permit fee _UPDATE TO JFRD RATES~~
~~Resubmittals of New Construction Plan Review~~	~~$75/ea~~
~~Plan review of fire sprinkler system (up to 50 heads)~~	~~$75.00~~ ~~$1.00 for each additional head over 50~~
~~Plan review of fire standpipe or fire pumps~~	~~$75.00~~
~~Plan review of fire alarm up to 10 devices (including fire alarm control panel)~~	~~$75.00~~ ~~$1.25 per device over 10 devices~~
~~Plan review of fire suppression systems~~	~~$75/system~~
~~Plan review of emergency generator systems~~	~~$75/system~~
~~Plan review of grease hoods and light test~~	~~$75/system~~
~~Plan review of private fire mains & hydrants with visual & flushing~~	~~$125.00~~
~~Plan review of new above ground & underground tanks~~	~~$125.00~~
~~Plan review of removal for fuel tank~~	~~$25/tank~~

~~Plan review of paint booth & fire suppression system~~	~~$25/system~~
~~Plan review & inspection for Med-Gas/ Med-Gas Storage *or similar process where the knowledge or experience of the Authority Having Jurisdiction (the City) is limited. For the purposes of this provision*~~	~~$65.00~~
~~Special Event Review- MOVE TO CM~~	~~$100.00/tent or food truck~~
~~Any other permit required by the FFPC not listed above~~	~~$50.00~~
~~Resubmittal Review Fees~~	~~1st resubmittal – no charge~~ ~~2nd resubmittal - $100.00~~ ~~3rd resubmittal – four (4) times original permit fee~~
~~New Business Tax Receipt~~	~~$50.00 (home office licenses are exempt)~~
~~Annual Inspections for Commercial properties (attached to Business Tax Receipts)~~	~~No Occupancy used for address ... $0.0~~ ~~Desk within Occupancy/ Beauty Salon Chair... $10.00~~ ~~Beauty Salon Booth (With Key) ... $15.00~~ ~~0 – 100sf … $20.00~~ ~~101 – 500sf … $25.00~~ ~~501- 750sf … $ 50.00~~ ~~751 – 1,000 … $ 60.00~~ ~~1001 – 1,250 … $70.00~~ ~~1251 – 1,500sf…$80.00~~ ~~1,501 – 3,000sf…$122.00~~ ~~3,0001 – 6,000sf…$160.00~~

	~~6,001 – 12,000sf…$239.00~~ ~~12,001sf and over…$400.00~~
~~Re-Inspection Fees~~	~~1st reinspection - $50.00~~ ~~Each additional reinspection - $100.00~~
Code Enforcement	
FEE TYPE	**FEE**
Chapter 27: Land Development Code Violation	$100.00 (per day/per violation)
Chapter 28: Nuisance Code Violation	$50 (per day/per violation)
Chapter 8: Buildings and Building Regulations Code Violation	$200.00 (per day/per violation)
Code Compliance Inspection Fee	$150.00
Demolition Lien Administrative Fee	$265.00
Demolition Lien Reinspection Fee	$898.00

Nuisance Lien Administrative Fee	$100.00
Nuisance Lien Reinspection Fee	$150.00
1st Repeat Violation	$150.00
2nd Repeat Violation	$200.00
3rd Repeat Violation	$300.00
Nuisance Abatement Cost	Based on bid of City's cost
Title Search and Postage Cost	Based on actual cost
Cost of Publication	Based on actual cost
Special Magistrate Fees	Based on actual cost
Right-of-Way	

FEE TYPE	FEE
Residential Right-of-Way Permit	$150.00 ~~(driveway aprons only)~~
Tree Removal, Placement, or Adoptions Right-of-Way Use Permits	$50.00
Commercial Right-of-Way Permit	$500.00
Trenchless Utility Right-of-Way Permit excluding fee exempt (based on avg 350 feet per permit)	$150 for first 500 ft (plus $10 each 100 feet)
Open Cut Utility Right-of-Way Permit excluding fee exempt (based on average 550 feet per permit)	$300 for first 1,000 ft (plus $20 for each additional 500 feet
PUBLIC WORKS DEPARTMENT	
FEE TYPE	**FEE**
Sewer User Fee Surcharges (Capital Improvement charge at Building Permit Issuance)	$75.00 ~~66.00~~
Water Meter Connection	Based on estimate, not less than the following: ¾" Tap…$1,360.00 ~~$1,211.00~~ 1" Tap…$2,022.00 1 ½" Tap…$4,031.00 2" Tap…$6,453.00

	3" Tap…$12,107.00 6" Tap…$40,352.00 8" Tap…$65,565.00
Sewer Meter Connection	Based on estimate, not less than the following: ¾" Tap…$4,301.00 1" Tap…$7,183.00 1 ½" Tap…$14,323.00 2" Tap…$22,925.00 3" Tap…$43,011.00 6" Tap…$143,356.00 8" Tap…$229,378.00
~~Communications lines Pass Through Right-of-Way Fees~~	~~$500 per linear mile~~ ~~up to the maximum amount allowed by Section 337.401, Florida Statutes, whichever is higher.~~
FINANCE DEPARTMENT	
FEE TYPE	**FEE**
Business Tax Receipts	All Fees for Business Tax Receipts shall be in accordance with Section 205.0535, Florida Statutes.
POLICE DEPARTMENT	
FEE TYPE	**FEE**

Incident/Crash/Research Copies	$0.15/page
DVD/CD	$5.00 each
USB Drive	$10.00 each
Fingerprints (Neptune Beach residents)	$5.00/card
Complex Personnel/Records Request*	Cost = Rate of employee time (not less than $36 per hour) by number of hours required to complete the request (plus cost of pages/CD/DVD). Paper copies of records $0.15 per page + $0.05 for double-sided copy for documents over 2 pages ($0.20 per sheet). **Complex Public Records include requests that contain complex, or historical information, or those that call for bulk data reports or recurring data subscriptions. Such determination will be made in the Records Division's discretion.*
Animal Control	
Surrender of Animals	$50.00
Surrender of Animals not Spayed or Neutered	$150.00
Rabies Vaccination (fee for unvaccinated animals)	$25.00
UTILITIES	
Deposit Charge for Service	$160.00
Set-Up Service Charge	$45.00 ~~27.00~~
Construction Water Service (Utilities charge at Building Permit Issuance)	$200.00 (Up to 40K gallons, standard water rates to apply +40K gallons to be charged to contractor) ~~43.00~~
Reconnection Fee for Accounts in arrears	$25.00 Normal Business Hours M-F $75.00 M-F after 5pm $100.00 weekends and holidays
~~Initial Backflow Inspection~~	~~$35.00~~
Initial Grease Trap Inspection	

	$100.00 ~~35.00~~
Comm. Annual Grease Trap Inspection	$100.00 ~~50.00~~
Res. Biannual ~~Annual~~ Backflow Inspection	$50.00 (every two years)
Comm. Annual Backflow Inspection	$100.00 ~~50.00~~ (every year)
Stormwater Management Utility Fee	Residential - $20.00 Commercial - $29.00

RAFTELIS

Agenda Item #6b

June 3, 2025

Mr. Jaime F Hernandez, MBA
Chief Financial Officer
City of Neptune Beach
116 First Street
Neptune Beach, FL 32266

Subject: **Agreement to Provide Water and Wastewater Revenue Sufficiency Study**

Dear Mr. Hernandez:

Raftelis Financial Consultants, Inc. ("Raftelis") is pleased to present this consulting services agreement ("Agreement") to the City Neptune Beach, Florida (the "City" or "Client"), to provide utility rate and financial consulting services on behalf of the City's Utility Department (the "Utility Department"). Based on our discussions, Raftelis will perform a water and wastewater revenue sufficiency study. This Agreement is being prepared and incorporates the terms and conditions of the Professional Services Agreement between City of Groveland and Raftelis, dated August 8, 2024 (the "Piggyback Agreement") that provides for ongoing utility rate consulting services. A copy of the Piggyback Agreement is attached as Attachment D.

Based on our understanding of the needs of the City, we propose the following:

SCOPE OF SERVICES

The scope of services to be performed by Raftelis is included in Attachment A and are made a part of this Agreement.

PROJECT TEAM AND BILLING RATES

With respect to the performance of this engagement Mr. Robert Ori will serve as the technical advisor and Mr. Mark Tuma will be the Project Manager and primary contact with the City. Other financial analysts and administrative personnel for the firm may be utilized during the engagement as needed. Please see Attachment B for a summary of the personnel by title and billing rates for Raftelis staff that may be utilized during this engagement, which is made part of this Agreement.

COMPENSATION AND BILLING

Based on the Scope of Services as summarized herein in Attachment A and the direct hourly labor billing rates as identified on Attachment B, we propose to establish a not-to-exceed contract budget of $72,500 to provide consulting services associated with the performance of the Water and Wastewater Revenue Sufficiency Study. Attachment C provides a detailed breakdown of the proposed budget by task.

This project budget amount includes the direct cost of personnel anticipated to be assigned to the project as well as any other direct costs such as travel, telephone, and copying, printing and shipping charges. The costs incurred by Raftelis for such other direct costs, if any, will be billed to the City based on the standard unit costs or reimbursement schedule as reflected on Attachment B. It is proposed that Raftelis will bill monthly for services relative to this engagement based on the hourly amount of time spent by the project team members, the other direct costs incurred and the pass-through of any sub-consulting costs that may be required for the engagement. No additional services above the cost estimate will be performed without the prior written authorization of the City.

PROJECT SCHEDULE

Upon notification to proceed, Raftelis anticipates completion of the rate analysis within one hundred and twenty-five days such that any proposed rates would be placed into effect no later than November 1, 2025. This rate implementation date would also include a technical memorandum or report documenting the assumptions, analyses, and recommendations to the City to: i) assist the City in the development of a revised utility rate resolution by the City's Legal Counsel; ii) provide for sufficient time to allow notification to the City utility customers of the change in rates and capital charges; iii) provide sufficient time to present the proposed financial and rate implementation plan to the City Council at a public workshop / hearing by October 15, 2025; and iv) to allow for the adjustment of the utility billing system to allow for the billing of the proposed rates on the effective date of service. The completion of the analysis would be subject to the immediate availability of information provided to Raftelis from the City that would be necessary to conduct the rate analysis and the ultimate implementation requirements for the City.

DISCLOSURE

As a registered Municipal Advisor under the Dodd-Frank Act, Raftelis is required to inform our clients of any existing or potential conflicts of interest that may be relevant to any proposed scope of services that may include providing "advice" as that term is defined in the Dodd-Frank Act. As of the date of this engagement letter, no conflicts of interest are known to exist.

Under the Dodd-Frank Act the definition of "advice" includes providing any opinion, information or assumptions related to the size, timing and terms of possible future debt issues or borrowing. This type of information may be integrated into the capital and financial planning components of a rate model update. This definition is applicable regardless of whether this information is developed and used solely for planning and decision-making purposes. For the services addressed in the scope of work identified for this engagement, any information that is developed by Raftelis that falls under this definition of municipal advice is not intended to represent a recommendation that the City should issue debt based on the terms and assumptions used to develop the financial plan or forecast, or that the City will, in fact, be able to issue debt under the exact terms and conditions assumed and used to develop the financial plan or forecast. The information developed as part of this rate model update, including any related municipal advice, is intended only to provide information useful in evaluating the potential impact on the utility and future rate adjustments of one potential course of action for the City. If the City decides at some future date to issue debt, then at that time the City will need to engage an independent, registered Financial Advisor to assist in evaluating the availability of different types of debt, and the specific terms and conditions for issuing debt, which will be affected by market conditions and the City's credit rating at the time of issuance. At that time, as a registered Municipal Advisor, Raftelis can also provide additional assistance related to a specific bond or debt issue, such as preparing a bond feasibility report or financial forecast for inclusion in bond documents, without requiring additional oversight or supervision by the Financial Advisor.

By signing this engagement letter indicating its approval and acceptance of the proposed scope of work and fees, the City is also explicitly acknowledging that Raftelis has provided the necessary disclosures addressing conflicts of interest and any limitations on the scope of Municipal Advisory services to be provided by Raftelis as part of this engagement.

The Municipal Securities Rulemaking Board (MSRB) provides significant protections for municipal entities and obligated persons that are clients of a municipal advisor. To understand the protections provided and how to file a complaint with an appropriate regulatory authority, visit the MSRB web site at www.msrb.org.

TERM OF AGREEMENT

The terms of this proposed agreement and the associated direct hourly labor billing rates for Raftelis personnel shall be in effect and continue for twelve (12) months after the date of execution of this Agreement.

We appreciate the opportunity to submit this Agreement to the City to provide utility rate and financial consulting services on behalf of its utility system. If this Agreement, including the cost estimate and Scope of Services, are acceptable to the City, please provide the necessary approval documents and purchase order that incorporates this Agreement to provide the utility and financial consulting services to the City as identified herein. The receipt of such contractual documentation will serve as our notice to proceed for the Project for the City.

Again, we appreciate the opportunity to provide utility rate and financial consulting services on behalf of the City and look forward to working with you soon.

Very truly yours,
Raftelis Financial Consultants, Inc.

Robert J. Ori
Senior Principal

Accepted By:

City of Neptune Beach, Florida

____
Name

____
Title Date

ATTACHMENT A
CITY OF NEPTUNE BEACH, FLORIDA
WATER AND WASTEWATER REVENUE SUFFICIENCY STUDY

SCOPE OF SERVICES

The scope of service to be performed by Raftelis is related to the preparation of a water and wastewater utility revenue sufficiency study. The study will include updating the City's financial forecast in order to project Water and Wastewater System financial operations over the six-year period beginning with the fiscal year ending September 30, 2024. The activities associated with the Water and Wastewater Utility Revenue Study are summarized below by major task:

1. *Data Request, Data Gathering, and Project Kickoff Call* – Raftelis will prepare a written data request for the collection of financial, customer billing, operating, engineering, and planning data necessary to conduct the annual rate review. Information requested will include, but is not limited to, financial statements, existing rate schedules, operating budgets and capital work plans, existing debt service schedules, and customer billing data. The initial data request will be as comprehensive as possible; however, based on review the City's initial response it is contemplated that follow up data requests will be required during the course of the review. Once the City has responded to the initial data request, the data provided will be reviewed and incorporated into the City's utility rate and financial planning model. Raftelis will also attend one (1) virtual project kickoff meeting in order to discuss study objectives, concerns and goals for the study.

2. Develop Customer Forecast and Revenue Model: Raftelis will work with the City to develop a projection of System customers and billed sales / flow by utility and customer class. The evaluation will incorporate the findings of the customer trend and potable water use / sewer flow and meter frequencies analyses and will be prepared for the Forecast Period. Based on the projection of the customer and sales attributes, a forecast of rate revenues will be developed for the Forecast Period. This revision includes updating the customers by class, average flow per account by class, and the usage frequencies by class.

3. Develop Operating Expense Forecast and Model: Raftelis will review the Fiscal Year 2025 budget, and the most recent historical 2023 and 2024 actual costs and prepare an updated projection of the operating expenses for the Forecast Period. The forecast will consider the nature of the expense, contractual agreements with third parties, identified escalation factors, System growth, implementation of the capital improvement plan, and other factors.

4. Capital Improvement Plan Funding Analysis and Model: This task involves a detailed review of the City's six- (6) year or applicable capital improvement program and other engineering planning documents, and the performance of a funding analysis to identify available sources of funds for financing of the capital improvement program and the estimated impact on utility rate revenues associated with the capital funding program for the Forecast Period. This task will include a "by-fund / account" analysis of available cash balances and corresponding interest income on such balances. The development of the financial forecast model and revenue sufficiency evaluation will include the annual funding for capital re-investment (i.e., deposits to capital replacement reserves funded from existing ratepayers) to minimize the issuance of long-term debt and have a prudent capital funding plan that is attainable yet flexible. Based on timing differences and the magnitude of the capital program, the capital funding plan may recognize the use of the issuance of additional senior or subordinate lien bonds in the development of the financial forecast model.

5. Prepare Fund Balances and Management Dashboard Model: This task involves a detailed review of the City's current financial position in each of the City's respective funds (i.e., operating reserves, dedicated capital funds such as a Renewal & Extension Fund (or its equivalent), debt service sinking

fund, etc.). This analysis will be performed to identify available funds to use in system operating and capital funding, potential liabilities and funds that should be considered restricted and excluded from available funds. Raftelis will prepare a management dashboard to present the projected estimated fiscal position of the System and to assist the City in the development of alternative rate adjustment planning scenarios to present to the City Council (the "Council").

6. Identify Rate Adjustments and Prepare Proposed Water and Wastewater Rates: Based on the allocation of the Test Year 2025 net revenue requirements by utility system and the detailed customer forecast / billing frequency analysis, Raftelis will design proposed rates for consideration by the City. The development will consider industry norms, the full recovery of costs by utility, historical rate forms, the results of the cost classification analysis, and impacts to existing customers in the design of rates. This scope assumes that the rates will be adjusted on a uniform basis predicated on the identified system rate adjustments needed to fully fund the revenue requirements of the System. This scope does not reflect a detailed cost of service allocation analysis and the design of alternative rates; any detailed analysis will be considered as an additional service.

7. Customer Impact Analysis: As part of the development of the final recommended rates, a customer impact analysis will be prepared. The analysis will be based on the billing frequency analysis conducted during Task 2 activities and will be based on a 12-month of water use basis (not an average annual bill basis); predicated on data availability. This task will also include the preparation of a rate comparison survey with other neighboring public utilities, which will include the recommended rates as developed in this phase of the project.

8. Report Preparation: Raftelis will prepare a report or technical memorandum that will document the analyses, assumptions used, allocations, and results based on the performance of the tasks described above. The purpose of the report is to document the results of the study for use by the City in the evaluation of the financial forecast.

9. Review of Proposed Rate Resolution: As part of the rate review and adoption process, Raftelis will review the rate resolution prepared by the City's Legal Counsel for consistency to the recommendations as contained in the rate report; Raftelis will not be responsible for the development of the proposed rate resolution or any additional presentation materials or advertisements (e.g., agenda item) required to bring the resolution to the Council.

10. Presentation to City Council: Raftelis will prepare a presentation document to present the results, recommendations, and observations identified in the prior tasks to the Council and will attend one (1) on-site meeting to formally present the findings to the Council.

11. Meetings – During the course of the Project, Raftelis has assumed the attendance of several meetings with City management and staff to: i) review the findings and evaluations of the financial forecast, existing and projected cost (revenue) recovery strategies, capital funding plan, and the rate recommendations for the Forecast Period; and ii) present the study and findings to the Council. The meetings identified in this scope of services include:

-Remainder of this page intentionally left blank-

Description	Number of Meetings [1]
On-site Meetings:	
Kick-off Study, Data Compilation, and Interview Staff	1
Presentation of Financial and Rate Plan to the Council at a Public Hearing	1
Off-site Virtual Meetings:	
Evaluate Data, Identify Labor Time, Discuss Rate Design, Review Progress	4
Total Number of Meetings Recognized	6

For the purposes of determining the contract budget, the scope recognizes the following: i) an allowance of eight (8) hours per on-site meeting, which would include preparation, travel, and attendance; and ii) an allowance of two (2) hours per off-site teleconference meeting. The attendance of any additional on-site or teleconference meetings will be considered as an additional service to this scope of services.

LIST OF DELIVERABLES

The deliverables to be provided in this engagement include the following items:

- Data Request
- Five Year Financial Forecast
- Proposed Water and Wastewater Rates
- Rate Comparison with Other Jurisdictions
- Briefing Document to Summarize the Study
- Letter Report Summarizing Study

ADDITIONAL SERVICES

During the course of the study, the Client may request additional services from Raftelis. Such services may include: 1) assisting in the gathering of detailed billing information; 2) developing cost of service rate designs options in addition to across the board rate increases already contemplated; 3) significantly updating the financial analysis with revised assumptions after the City's review and subsequent to completion of the draft letter report; 4) preparing documentation associated with future debt issuance; 5) project delays that require updated analyses that are not the fault of Raftelis; and 6) additional meetings above the one (1) virtual and three (3) onsite meeting included in this scope of services. The Client will be billed for such additional services based on the direct labor rates as set forth herein and any direct out of pocket expenses associated with such additional work.

-Remainder of this page intentionally left blank-

ATTACHMENT B

CITY OF NEPTUNE BEACH, FL
WATER AND WASTEWATER REVENUE SUFFICIENCY STUDY

SCHEDULE OF DIRECT LABOR HOURLY RATES AND STANDARD COST RATES

Job Classification	Billable Rate
Executive Vice President	$400
Vice President / Senior Principal	$360
Senior Manager	$320
Manager	$295
Senior Consultant	$250
Consultant	$220
Creative Director	$220
Associate	$185
Graphic Designer	$160
Analyst	$135
Administration	$100

STANDARD COST RATES

Expense Description	Standard Rates [*]
Mileage Allowance – Personal Car Use Only	IRS Standard Mileage Rate
Reproduction (Black and White) (In-House)	$0.05 per Page
Reproduction (Color) (In-House)	$0.25 per Page
Reproduction (Contracted)	Actual Cost
Computer Time	$0.00 per Hour
Telephone Charges	Actual Cost
Delivery Charges	Actual Cost
Lodging / Other Travel Costs	Actual Cost
Meals	Not-to-Exceed per Employee: $8.00 – Breakfast $12.00 – Lunch $25.00 – Dinner
Subconsultant Services	Actual Cost plus 5.0%
Other Costs for Services Rendered	Actual Cost

[*] Standard cost rates effective twelve months after the date of execution of the Agreement; where applicable, rates will be adjusted by not more than the net percentage change (but not less than 0%) in the Consumer Price Index – Urban Consumers per annum (rounded to the nearest dollar) or as mutually agreed between parties for invoices rendered after each anniversary date of each year thereafter until project completion or termination of the Agreement between the parties. Any Standard Rate adopted by policy by Client will be substituted for the rates shown above.

ATTACHMENT C

CITY OF NEPTUNE BEACH, FL
WATER AND WASTEWATER REVENUE SUFFICIENCY STUDY

COST ESTIMATE

ATTACHMENT C
City of Neptune Beach, Florida

Project Cost Estimate for Water and Wastewater Utility Revenue Sufficiency Study

Line No.		Technical Advisor / Vice President	Project Manager / Manager	Consultant	Administration	Totals
	Project Billing Rates ($/Hr.)	$360.00	$295.00	$220.00	$100.00	
1	Task 1 - Data Request and Data Gathering	0	4	8	0	12
2	Onsite Project Kickoff Meeting x1	8	8	0	0	16
3	Task 2 - Develop Customer Forecast and Revenue Model	2	12	26	0	40
4	Task 3 - Develop Operating Expense Forecast and Model	2	12	26	0	40
5	Virtual Meeting to Review Key Assumptions x1	2	2	2	0	6
	Task 4 - Capital Improvement Plan Funding Analysis and Model					
6	Task 5 - Prepare Fund Balances and Management Dashboard Model	2	10	24	0	36
7	Task 6 - Identify Rate Adjustments and Prepare Proposed Water and Wastewater Rates	4	8	12	0	24
8	Virtual Meeting to Review Proposed Rates x1	2	2	2	0	6
8	Task 7 - Customer Impact Analysis	0	1	4	0	5
9	Virtual Meeting to Finalize Rate Recommendations x1	2	2	2	0	6
9	Task 8 - Report Preperation	4	10	18	4	36
10	Task 9 - Review Proposed Rate Resolutions	1	2	0	0	3
10	Virtual Meeting to Review Council Presentation Document x1	2	2	2	0	6
11	Task 10 - Onsite Presentation to City Council x1	10	16	6	2	34
12	Project Management	2	0	0	1	3
13	Total Hours	43	91	132	7	273
14	Direct Labor Cost	$15,480	$26,845	$29,040	$700	$72,065
	Allowance for Indirect Costs					
15	Miscellaneous (Phone\Postage\Reproduction\Other)					$35
16	Travel Expenses (Car Rental, Gas, Tolls, etc.)					400
17	Total Allowance for Indirect Costs					$435
18	**Total Project Cost (Rounded)**					**$72,500**

ATTACHMENT D

CITY OF NEPTUNE BEACH, FL
WATER AND WASTEWATER REVENUE SUFFICIENCY STUDY

PIGGYBACK AGREEMENT

Consultant Services Agreement between City of Groveland and Raftelis Financial Consultants, Inc.

Dated August 8, 2024

CONTINUING CONSULTANT SERVICES AGREEMENT

This Agreement is made and entered into on this 8th day of August, 2024, by and between the **CITY OF GROVELAND, FLORIDA**, a municipal corporation (hereinafter referred to as "CITY"), 156 South Lake Avenue, Groveland, Florida 34736, and **RAFTELIS FINANCIAL CONSULTANTS, INC.**, (hereinafter referred to as "CONSULTANT"), a Foreign Profit Corporation, Federal Employer Identification Number 20-1054069, whose principal location is 227 West Trade Street, Suite 1400, Charlotte, North Carolina 28202.

PREMISES

WHEREAS, the CITY issued a Request for Proposals (RFP) #2023-RFP-019, Citywide On-Call Professional Services for the purpose of contracting with multiple consulting firms to provide general and professional services to include capital construction projects or studies;

WHEREAS, the CITY desires for CONSULTANT to provide assistance to the CITY for the outlined services upon terms and conditions set forth below, and CONSULTANT also desires to undertake these tasks and assist the CITY;

WHEREAS, CONSULTANT has represented, upon which CITY has relied to its detriment, that CONSULTANT is qualified and competent to perform such services, and;

WHEREAS, this Agreement shall constitute a continuing services contract.

NOW, THEREFORE, in consideration of the premises and mutual covenants hereinafter set forth, CITY and CONSULTANT agree as follows:

1. **SCOPE OF PROFESSIONAL SERVICES**

CONSULTANT shall provide professional services as provided in RFP 2023-RFP-019, Citywide On-Call Professional Services, which is incorporated by reference herein, and services as outlined within Exhibit A, Scope of Professional Services, attached. CONSULTANT will perform all such services in a professional manner that is consistent with other professionals performing similar work in the geographic area at the time and location services are rendered.

The CITY shall request the services on an as-needed basis. There is no guarantee that any or all of the services described in this Agreement will be assigned during the term of this Agreement. Further, the CONSULTANT is providing these services on a nonexclusive basis. The CITY, at its option, may elect to have any of the services set forth herein performed by other consultants or CITY staff. CONSULTANT shall be responsible for the accuracy of the work products and shall promptly correct its errors and omissions without additional compensation. Acceptance of work products by the CITY will not relieve the CONSULTANT of the responsibility for subsequent correction of any errors and the clarification of any ambiguities.

2. **COMPENSATION AND METHOD OF PAYMENT**

CITY shall pay CONSULTANT in accordance with Exhibit B, Hourly Billing Rate Schedule, which is attached hereto and incorporated herein by reference as part of this Consultant Services Agreement (CSA). The Hourly Billing Rate Schedule identifies all job classifications, which will perform billable services pursuant to this CSA and the hourly rate for each job classification. Only those job classifications incorporated into Exhibit B will be authorized to provide services to the CITY. The CITY reserves the right to negotiate additional job classifications, should the need arise.

Exhibit B, Hourly Rate Schedule will reflect the following:

a. Job Classification;
b. List of CONSULTANT staff that may be requested to provide services under this Agreement;
c. A Range of Base Hourly Rates per job classification;
d. Breakdown of Multiplier to be applied to the Range of Base Hourly Rates;
e. A Range of Billable Hourly Rates per job classification.

The CONSULTANT shall, when requiring the services of subconsultants, be responsible for the integration of all subconsultants' work into the documents and for all payments to such subconsultants out of the approved Task Order. Services rendered by the CONSULTANT in connection with the coordination of any such subconsultants or other personnel services shall be considered within the scope of the Agreement and no additional fee will be due the CONSULTANT for such work.

Consumables, miscellaneous expenses, and travel expenses shall be paid in accordance with FS 119.061 and the City of Groveland Travel Policy, dated March 16, 2020, which is attached hereto and incorporated herein by reference as part of the CSA. Any charge submitted as a pre-approved expense, i.e., materials, supplies, equipment, etc., shall be billed at cost plus ten percent (10%).

The CONSULTANT'S compensation shall be established and authorized for each Task Order on the basis of the CONSULTANT'S personnel hourly billable rates and related allowable costs as set forth in the Agreement. The CONSULTANT'S personnel hourly billable rates and multiplier shall remain in effect and unchanged during the first year of the Agreement. Compensation for any authorized cost that is not set forth in the Agreement shall be negotiated prior to issuance of the Task Order and shall be supported by Exhibit B, Hourly Billing Rate Schedule.

A. CONSULTANT shall provide a "Not-to-Exceed" fee for the approved Task Order. The total sum of all personnel, including subconsultants, expenses, and miscellaneous costs supported by the approved Task Order shall be considered a "Not-to-Exceed" fee. No additional compensation shall be due unless changes are made to the approved Task Order.

B. Exhibit B, Hourly Rate Schedule may be adjusted one time annually and then only at the beginning of each new one-year period with the consent of the CITY which consent may be withheld in its sole discretion. All such adjustments must be supported by a CITY approved index with calculations reflecting a clear equation supporting the proposed adjustment(s).

C. At the end of each month CONSULTANT may submit an invoice for services rendered during that month based upon progress completed to date. All travel, per diem, mileage, etc., will be in accordance with Exhibit C, Travel Policy.

D. Upon satisfactory completion of the Task Order or any Change Order thereto, and, upon acceptance of the Work by the CITY, CONSULTANT may invoice the full final amount of compensation due to CONSULTANT less amounts already paid by the CITY. All invoices, whether partial or final billing, shall be accompanied by appropriate documentation of work accomplished to date.

E. The CITY agrees that all compensation to CONSULTANT is due and payable by the CITY to CONSULTANT in accordance with Florida Statute 218.73, Local Prompt Pay Act.

F. When work is assigned, CONSULTANT must submit a comprehensive scope with all relevant information incorporated to the CITY within ten (10) days of assignment.

3. CHANGES IN SCOPE OF WORK

The CITY or CONSULTANT may request changes that would increase, decrease, or otherwise modify the Scope of Work to be provided under any Task Order under this Agreement. Such changes and method of compensation must be agreed upon in writing by revised Task Order(s) and updated Purchase Order.

4. RESPONSIBILITY OF THE CITY

The CITY will furnish CONSULTANT upon request, with all existing data, plans, maps, and other planning information available and useful in connection with any Task Order issued under this Agreement. Such data, plans, maps, and other planning information shall be returned to the CITY upon the completion of the services to be performed by CONSULTANT. CONSULTANT may rely on all data and information provided by or on behalf of the CITY in writing without additional investigation, unless otherwise instructed by the CITY.

5. **REPRESENTATIVE OF THE CITY AND CONSULTANT**

It is recognized that questions related to the performance of services pursuant to this Agreement will arise. The CITY hereby designates the representative identified under "NOTICES" as the employee to whom all communications pertaining to the day-to-day performances of this Agreement shall be addressed. The designated representative shall have the authority, as the CITY's coordinator for this Agreement, to transmit instructions, receive information, and interpret and define the CITY policy and decisions pertinent to the work covered by this Agreement.

CONSULTANT shall, at all times during the normal work week, designate or appoint one representative who is authorized to act on behalf of CONSULTANT regarding all matters involving the conduct of work pursuant to this Agreement and shall keep the CITY continually advised of such designation in writing.

For purposes of this Agreement, the designated CONSULTANT representative is:

Chad Cowan, Project Manager
341 N. Maitland Avenue, Suite 300
Maitland, Florida 32751
ccowan@raftelis.com.

6. **TERM OF THE AGREEMENT**

The term of this Agreement shall be from the date last signed by a party to this Agreement until the last day of the last month of the fifth (5th) year after original execution. All work in progress at the time of expiration of the Agreement will extend beyond the expiration of this Agreement; the term of this Agreement shall automatically be extended until completion of the work. No new work will be issued after the date of termination of the Agreement regardless of all on-going work.

7. **TERMINATION**

A. Either the CITY or CONSULTANT may terminate this Agreement by giving sixty (60) days advance notice in writing to the other.

B. In the event of termination of this Agreement by either party, CONSULTANT agrees to deliver all work identified in all executed task orders to the CITY, whether completed or in progress, that is not yet in the CITY'S possession, except as otherwise is provided for in paragraph 7 above should CITY request CONSULTANT to complete a particular task. Then such work shall be delivered to CITY upon completion.

C. Both the CITY and CONSULTANT shall have the right to terminate the Agreement for failure of the other party to fulfill its Agreement obligations and shall have all other rights and remedies otherwise available to the CITY and CONSULTANT under law.

8. **INDEMNIFICATION OF CITY**

To the fullest extent permitted by law, the CONSULTANT expressly agrees to indemnify and hold harmless the CITY, its officers, directors, agents, and employees (herein called the "indemnitees") from any claims, liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees and court costs, such legal expenses to include costs incurred in establishing the indemnification and other rights agreed to in this Section, to persons or property, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONSULTANT, its subconsultants, or persons employed or utilized by them in the performance of the Agreement. Claims by indemnitees for indemnification shall be limited to the amount of CONSULTANT'S insurance or one million dollars ($1,000,000.00) per occurrence, whichever is greater. The parties acknowledge that the amount of the indemnity required hereunder bears a reasonable commercial relationship to the Agreement and it is part of the project specifications or the bid documents, if any. Neither party shall be responsible or held liable to the other for special, indirect, or consequential damages

A. The CITY'S review, comment, and observation of the CONSULTANT'S service and performance of the Agreement shall in no manner constitute a waiver of the indemnification provisions of this Agreement.

9. INSURANCE

A. CONSULTANT shall provide, pay for, and maintain in force at all times during the services to be performed, such insurance, including Worker's Compensation insurance, Employer's Liability insurance, Comprehensive General Liability insurance with a $2,000,000 combined single limit for each occurrence, and Professional Liability insurance in an amount no less than $1,000,000 per claim, as will assure to the CITY, the protection contained in the foregoing Indemnification undertaken by CONSULTANT. The certificates of insurance and endorsements shall be provided to CITY upon execution of this Agreement, naming the CITY as an additional insured on the Commercial General Liability and Automobile Liability policies. Renewal certificates shall be provided to CITY within 30 days of renewal.

B. Such policy or policies shall be issued by companies authorized to do business in the State of Florida, and having agents upon whom service of process may be made in Florida.

C. Failure to obtain and maintain such insurance as set out above shall be considered a breach of contract and may result in termination of this Agreement for default.

D. The insurance coverage enumerated above constitutes the minimum requirements and said enumeration shall in no way lessen or limit the liability of the CONSULTANT under the terms of this Agreement. CONSULTANT may procure and maintain at its own expense any additional insurance that in its judgment may be necessary.

10. OWNERSHIP OF DOCUMENTS

It is understood and agreed that all documents identified as a deliverable in Exhibit A, including detailed reports, plans, original maps, and all other data, prepared or obtained by CONSULTANT in providing services hereunder shall become the property of the CITY. The CONSULTANT shall not be liable for any use by the CITY of said documents or data if modified in any manner or if used for any other than the original purpose without prior written approval of CONSULTANT. Nothing in this Agreement shall be deemed or construed as a waiver, release, transfer, assignment or divestiture by Consultant of any of its intellectual property, know-how or trade secrets.

11. REUSE OF DOCUMENTS

A. Wherever and whenever applicable, all data, plans, drawings and other documents including maps furnished by CONSULTANT pursuant to this Agreement may be reused by the CITY for future projects.

B. CITY shall have the right to reuse the data, documents and maps and contract with other parties, not CONSULTANT. In such event, CONSULTANT shall not be held liable or responsible for any such reuse.

C. If the CITY elects to reuse the documents and engage the professional services of CONSULTANT for future work, CONSULTANT agrees to perform said services for a mutually agreed upon fee to be negotiated under such Change Order for additional Work. If any modifications are required to adapt the documents, compensation for such work shall be negotiated.

12. NOTICES

All notices or other communications required hereunder shall be deemed duly given if delivered in person or sent by certified mail return receipt requested and addressed as follows:

If to City	*If to Consultant*
Jo-Anne Drury, Finance Director	Chad Cowan
156 S. Lake Avenue	Raftelis Financial Consultants, Inc.
Groveland, Florida 34736	341 N. Maitland Avenue, Suite 300
(352) 730-9264	Maitland, Florida 32751
Jo-anne.drury@groveland-fl.gov	ccowan@raftelis.com

With a copy to:
Michael Hein
City Manager
156 S. Lake Avenue
Groveland, Florida 34736

Anita Geraci-Carver
City Attorney
1560 Bloxam Avenue
Clermont, Florida 34711

And an electronic copy to the City's Procurement Director at chris.coghill@groveland-fl.gov.

13. EQUAL OPPORTUNITY EMPLOYMENT

CONSULTANT agrees that it will not discriminate against any employee or applicant for employment for Work under this Agreement because of race, color, religion, sex, age or national origin and will take affirmative steps to ensure that applications are employed and employees are treated during employment without regard to race, color, religion, sex, age or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment, advertising; layoff or termination; rates of pay or their forms of compensation; and selection for training, including apprenticeship.

14. NO CONTINGENT FEES

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT to solicit or secure this Agreement and that is has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other communication contingent upon or resulting from the award or making of this Agreement. For the breach or violation of this provision, the CITY shall have the right to terminate the Agreement without liability, and, at its discretion, to deduct from the contract price, or otherwise recover, the full amount for such fee, commission, percentage, gift or consideration in accordance with F.S. 287.055(6)(a).

15. APPLICABLE LAW

This Agreement will be construed and interpreted according to the laws of the State of Florida. Venue and jurisdiction for proceedings in connection with this Agreement will be the county or circuit court of the Fifth Judicial Circuit of Florida, in Lake County, Florida.

16. ASSIGNMENT

This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered, under any circumstances, by the parties hereto without prior written consent of the opposite party and only by a document of equal dignity herewith.

17. WAIVER

The forbearance of either party with regard to any breach or failure to perform any provision of this Agreement shall not be deemed to constitute a waiver of the provision or any provision of this Agreement either at the time of the breach or failure occurs or at any time throughout the term of this Agreement.

18. SEVERABILITY

The provisions of this Agreement are declared by the parties to be severable. However, the material provisions of this Agreement are dependent upon one another, and such interdependencies a material inducement for the parties to enter into this Agreement. Therefore, should any material term, provision, covenant or condition of this Agreement be held invalid or unenforceable by a court of competent jurisdiction, the party protected or benefited by such term, provision, covenant, or condition may demand that the parties negotiate such reasonable alternate contract language or provisions as may be necessary either to restore the protected or benefited party to its previous position or otherwise mitigate the loss of protection or benefit resulting from holding.

19. INDEPENDENT CONSULTANT

It is hereby mutually agreed that CONSULTANT is and shall remain an independent CONSULTANT and not an employee of the CITY.

20. NO THIRD-PARTY BENEFICIARIES

This Agreement is for the sole benefit of the parties hereto and their successors and permitted assigns and no other party shall have the right to enforce any provision of this Agreement or to rely upon the provisions of this Agreement.

21. 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, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a CONSULTANT, supplier, SUBCONSULTANT, 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 s.287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

22. PUBLIC RECORDS

Pursuant to applicable Florida law, the CONSULTANT'S records associated with the Agreement hereunder may be subject to Florida's public records laws, Section 119.01, F.S., et seq, as amended from time to time. If applicable, the CONSULTANT agrees to comply with Florida's public records law by keeping and maintaining public records required by the CITY in order to perform the Services. Upon request from the CITY's Custodian of Public Records, the CONSULTANT shall provide the CITY with copies of or allow access to the requested public records at a cost that does not exceed the cost provided for under Chapter 119, Florida Statutes, or as otherwise provided for by Florida law. The CONSULTANT shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed excepts as authorized by law for the duration of the term of the Agreement and following completion of the Agreement if the CONSULTANT does not transfer the records to the CITY. Upon completion of the Agreement the CONSULTANT shall transfer, at no cost, to the CITY all public records in possession of the CONSULTANT or keep and maintain all public records required by the CITY to perform the Services. If the CONSULTANT transfers all public records to the CITY upon completion of the Agreement, the CONSULTANT shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONSULTANT keeps and maintains public records upon completion of the Agreement, the CONSULTANT shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the CITY, upon request from the CITY's custodian of public records, in a format that is compatible with the information technology systems of the CITY.

IF THE CONSULTANT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CITY'S CUSTODIAN OF PUBLIC RECORDS VIRGINIA WRIGHT, CITY CLERK, 156 S. LAKE AVENUE, GROVELAND, FLORIDA 34736, (352) 730-9265, VIRGINIA.WRIGHT@GROVELAND-FL.GOV.

23. FORCE MAJEURE

CONSULTANT shall not be responsible for the delay resulting from its failure to perform if neither the fault nor the negligence of the CONSULTANT or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the CONSULTANT'S control, or for any of the foregoing that affect subconsultants or suppliers if no alternate source of supply is available to the CONSULTANT. In case of any delay the CONSULTANT believes is excusable, the CONSULTANT shall notify the CITY in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the CONSULTANT could not reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the CONSULTANT first had reason to believe that a delay could result. **THE FOREGOING SHALL CONSTITUTE THE CONSULTANT'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY.** Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the CITY. The CONSULTANT shall not be entitled to an increase in the Contract price or payment of any kind from the CITY for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the CONSULTANT shall perform at no increased cost, unless the CITY determines, in its sole discretion, that the delay will significantly impair the value of the Contract, in which case the CITY may (1) accept allocated performance or deliverables from the CONSULTANT, provided that the CONSULTANT grants preferential treatment to CITY with respect to deliverables subject to allocation, or (2) purchase from other sources (without recourse to and by the CONSULTANT for the related costs and expenses) to replace all or part of the deliverables that are subject of the delay, which may be deducted from the Contract total, or (3) terminate the Contract in whole or in part.

24. FEDERAL REQUIREMENTS.

In the event the Contract is paid in whole or in part from any federal government agency or source, the following specific terms, regulations, and requirements governing the disbursement of these funds shall be specified in the contract. To the extent of any conflict, the following terms, regulations, and requirements shall take precedence.

CONSULTANT is required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the FEMA Public Assistance Program and Policy Guide(PAPPG).

This contract is subject to change based on guidance from the Federal funding source.

Equal Employment Opportunity

A. Standard. Except as otherwise provided under 41 C.F.R. Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. §60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, *Equal Employment Opportunity* (30 Fed. Reg. 12319, 12935, 3 C.F.R. Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, *Amending Executive Order 112246 Relating to Equal Employment Opportunity*, and implementing regulations at 41 C.F.R. Part 60 (Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor). See 2 C.F.R. Part 200, Appendix II, ¶.
B. Key Definitions.
   1) Federally Assisted Construction Contract. The regulation at 41 C.F.R. §60-1.3 defines a "federally assisted construction contract" as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract loan, insurance, or guarantee under which the applicant itself participates in the construction work.
   2) Construction Work. The regulation at 41 C.F.R. §60-1.3 defines "construction work" as the construction, rehabilitation, alteration, conversion, extension, demolition, or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.
   3) Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.
   4) The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause:

   "During the performance of this contract, the CONSULTANT agrees as follows:

   a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The CONSULTANT will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting for the provisions of this nondiscrimination clause.

b) The CONSULTANT will, in all solicitations or advertisement for employees placed by or on behalf of the CONSULTANT, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

c) The CONSULTANT will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the CONSULTANT's commitments under this section, and shall post copies of the notices in conspicuous places available to employees and applicants for employment.

d) The CONSULTANT will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

e) The CONSULTANT will furnish all information and reports required by Executive 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

f) In the event of the CONSULTANT's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the CONSULTANT may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided bylaw.

g) The CONSULTANT will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each SUBCONSULTANT or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: provided, however, that in the event a CONSULTANT becomes involved in, or is threatened with, litigation with a SUBCONSULTANT or vendor as a result of such direction by the administering agency the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States."

Contract Work Hours and Safety Standards Act

A. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

B. Where applicable (see 40 U.S.C. §3701), all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part1. See 2 C.F.R. Part 200, Appendix II, ¶.

C. Under 40 U.S.C. §3702, each CONSULTANT must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week.

D. The requirements of 40 U.S.C. §3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions that are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

E. The regulation at 29 C.F.R. §5.5(b) provides the required contract clause concerning compliance with the Contract Work Hours and Safety Standards Act:

"Compliance with the Contract Work Hours and Safety Standards Act.

1) Overtime requirements. No CONSULTANT or SUBCONSULTANT contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permitany such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for

all hours worked in excess of forty hours in such workweek.

2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the CONSULTANT and any SUBCONSULTANT responsible therefor shall be liable for the unpaid wages. In addition, such CONSULTANT and SUBCONSULTANT shall be liable to the United States (in the case of work done under CONSULTANT for the District of Columbia or a territory, to such district or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of $10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

3) Withholding for unpaid wages and liquidated damages. The Federal Emergency Management Agency shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the CONSULTANT or SUBCONSULTANT under any such contract or any other Federal contract with the same prime CONSULTANT, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime CONSULTANT, such sums as may be determined to be necessary to satisfy any liabilities of such CONSULTANT or SUBCONSULTANT for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

Subcontracts. The CONSULTANT or SUBCONSULTANT shall insert in any subcontracts the clauses set forth in paragraphs (1) through (4) of this section and also a clause requiring the SUBCONSULTANTs to include these clauses in any lower tier subcontracts. The prime CONSULTANT shall be responsible for compliance by any SUBCONSULTANT or lower tier SUBCONSULTANT with the clauses set forth in paragraphs (1) through 94) of this section.

Rights to Inventions Made Under a Contract or Agreement

For any federally assisted contract, awarded to a small business firm or nonprofit organization as defined in 37 CFR 401.2 for the performance of experimental, developmental, or research work, the CONSULTANT, SUBCONSULTANT, subrecipient agrees to all of the terms in 37 CFR 401.14(a) and regarding Patent Rights and The Allocation of Principal Rights.

Clean Air Act and the Federal Water Pollution Control Act

Contracts of amounts in excess of $150,000 must contain a provision that requires the CONSULTANT to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to the Federal Emergency Management Agency and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II, ¶G.

A. Clean Air Act.
   1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
   2) The CONSULTANT agrees to report each violation to the CITY and understands and agrees that the CITY will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental protection Agency Regional Office.
   3) The CONSULTANT agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency ManagementAgency.

B. Federal Water Pollution Control Act.
   1) The CONSULTANT agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 etseq.
   2) The CONSULTANT agrees to report each violation to the CITY of Longboat Key and understands and agrees that the CITY of Longboat Key will, in turn, report each violation as required to assure notification to the State of Florida, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
   3) The CONSULTANT agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by the Federal Emergency ManagementAgency.

Procurement of Recovered Materials

A. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contracts must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codified as amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962). See 2 C.F.R. Part 200, Appendix II, ¶J; 2 C.F.R. § 200.322; *PDAT Supplement*, Chapter V, ¶7.

B. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Act at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds
$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the Environmental Protection Agency guidelines.
   1) In the performance of this contract, the CONSULTANT shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot beacquired-
      a) Competitively within a timeframe providing for compliance with the contract performanceschedule;
      b) Meeting contract performance requirements; or
      c) At a reasonable price.
   2) Information about this requirement, along with the list of EPA-designate items, is available at the Environmental Protection Agency's Comprehensive Procurement Guidelines web site, https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program.

Small and Minority Business Enterprise (MBE), Women Business Enterprises (WBE), andLabor Surplus Area Firms

A. Among the many federal funding requirements, 2 CFR §200.321 (or 45 C.F.R. §75.330 for Health and Human Services funds) mandates that the Prime CONSULTANT partakes in five "affirmative steps" designed to ensure that small and minority- owned, women-owned business enterprises, and labor surplus area firms have been, and for the duration of the project continue to be, afforded subcontracting opportunities. These affirmative steps are:
   1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
   2) Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;
   3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;
   4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; and
   5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency of the Department of Commerce.

B. In order to adequately document that the proposer has fulfilled this requirement, the proposer shall complete the provided "Affidavit of Compliance with 2 CFR §200.321 Requirements". The affidavit shall be notarized for this bid to be responsive.

C. The proposer shall also attach to the affidavit documentation evidencing that affirmative steps 1 – 3 above were taken in the preparation and submission of this bid. Such evidence shall include:
   1) Copies of announcements/postings in newspapers, emails, web-postings, or other media for specific contracting/subcontracting opportunities that target small and minority businesses and women's business enterprises;
   2) Copies of announcements/postings of contracting/subcontracting opportunities in trade publications, minority, or women's media that target small and minority businesses and women's business enterprises.
   3) Documentation of sources used to identify potential small and minority businesses and women's business enterprises. A suggestion would be searching through the SBA's Dynamic Small Business directory at the following internet address: http://dsbs.sba.gov to search for registered minority and small businesses.

Default and Remedy

If the CONSULTANT materially defaults in its obligations under this contract and fails to cure the same within fifteen (15) days after the date the CONSULTANT receives written notice of the default from the CITY, then the CITY shall have the right to:

a. Immediately terminate this contract by delivering written notice to the CONSULTANT, and
b. Pursue any and all remedies available in law, equity, and under thiscontract.

Upon such termination, the CITY shall pay the CONSULTANT the full amount due and owing for all work performed through the date of contract termination.

Termination for Cause

This Contract may be terminated by the CITY, in whole or in part, at any time, due to the failure of the CONSULTANT to fulfill its obligations under this contract, subject to the cure period provided in (Default and Remedy), by delivering written notice to the CONSULTANT. Upon receipt of such notice, the CONSULTANT shall:

a. Immediately discontinue all work and deliver to the CITY all data, reports, summaries, and any and all such other information and materials of whatever type or nature as may have been accumulated by the CONSULTANT in performing the work under this contract, regardless of state of completion.
b. Unless in dispute, claim, or other remedy, the CONSULTANT shall be paid for work completed to the date of termination.

Termination for Convenience

The CITY, by written notice, may terminate this contract, in whole or in part, when it is in the CITY's best interest. If this contract is terminated, the CITY shall be liable only for goods or services delivered and accepted. The CITY Notice of Termination shall provide the CONSULTANT thirty (30) days prior notice before it becomes effective. **A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.**

Program Fraud and False or Fraudulent Statements or RelatedActs

The CONSULTANT acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the CONSULTANT's actions pertaining to this contract.

No Obligation by Federal Government

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, CONSULTANT, or any other party pertaining to any matter resulting from the contract.

Suspension and Debarment

A. This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the CONSULTANT is required to verify that none of the CONSULTANT or its principals (defined at 2 C.F.R. §180.905) are excluded (defined at 2 C.F.R. §180.940) or disqualified (defined at 2 C.F.R.§180.935).
B. The CONSULTANT must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it entersinto.
C. This certification is a material representation of fact relied upon by the CITY. If it is later determined that the CONSULTANT did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the State of Florida, the Federal Government may pursue available remedies, including, but not limited to, suspension and/or debarment.
D. The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

By submission of a proposal, Proposer affirms that it is in compliance with the requirements of 2 C.F.R. Part 180 and that neither it, its principals, nor its subCONSULTANTs are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Respondent shall submit the Federal Debarment Certification Form demonstrating compliance.

Florida Convicted/Suspended/Discriminatory Complaints

By submission of a proposal, Proposer affirms that it is not currently listed in the Florida Department of Management Services Convicted/Suspended/Discriminatory Complaint Vendor List.

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)

CONSULTANTs who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

25. **DRAFTING PARTY.** This Agreement shall not be construed against the party preparing it but shall be construed as if all parties hereto jointly prepared this Agreement.

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IN WITNESS WHEREOF, the parties have hereto caused the execution of this document, the year and date first written above.

WITNESSES:

Signature

Print Name: Lise Cortese

Signature

Print Name: Travis Jackson

ATTEST:

Virginia Wright, City Cleark

CITY OF GROVELAND

Christine Coghill, Procurement Director

Date: 8/21/24

WITNESSES:

Signature

Print Name: Anne Bryant

Signature

Print Name: Kyhara deGeneste

RAFTELIS FINANCIAL CONSULTANTS, INC.

Chad Cowan, Senior Manager

Date: 8/8/24

EXHIBIT A, SCOPE OF PROFESSIONAL SERVICES

CONSULTANT shall provide professional and/or consulting services for CITY projects on an as-needed basis. CONSULTANT shall be selected on a rotational basis, based upon discipline, unless such documentation provides valid reasoning as to a specific CONSULTANT being selected. When this occurs, CONSULTANT shall remain next in the rotation. These projects, for those disciplines that fall under the Consultant's Competitive Negotiation Act (CCNA), FS 287.055, no construction project may exceed $4,000,000 and no study may exceed $500,000. A Task Order will be issued by the CITY and the CONSULTANT shall provide an initial scope and fee, which will then be negotiated to final form. The scope and the cost shall be negotiated after the CONSULTANT has been engaged.

Vendor	Environmental Consulting	Geotechnical/ Hydrogeologic Services	Stormwater Consulting	Surveying, Mapping and GIS	Traffic/ Transportation Planning & Engineering	Water, Wastewater & Reclaimed Water Infrastructure	Landscape Architectural Professional Services	Planning & Community Development Professional Services	Architectural Services / Facilities & Asset Management	Public Works Services	Construction Management & Inspection and Structural Services	Mechanical Electrical & Plumbing (MEP)	Finance Services	State Revolving Fund Support
Bio-Tech Consulting, Inc.	X													
CivilSurv			X	X		X								
CPH, LLC.			X	X	X	X	X	X	X		X	X		
Data Management and Visual Insights (Data MVI)				X										
Florida Technical Consultants, LLC				X										
Geographic Technologies Group				X										
Hale Innovation, LLC			X		X	X		X					X	X
Halff Associates, Inc.	X	X	X	X	X	X	X			X	X		X	X
Kimley-Horn and Associates, Inc.	X	X*	X	X*	X	X	X	X	X	X	X	X		
KMF Architects							X	X	X		X	X		
Madrid CPWG	X	X	X		X	X	X							
McCree Design Builders, Inc.			X				X		X		X	X		
Nadic Engineering Services		X	X		X	X			X	X	X			
Raftelis Financial Consultants, Inc.													X	
SMW GeoSciences, inc.	X	X				X								
Southeastern Surveying and Mapping Corporation				X										
Surface Water Professionals	X	X	X											
The Lunz Group, Inc.	X	X	X	X			X	X	X		X	X		
Volkert, Inc.				X	X						X			
Woodard & Curran Inc.	X	X	X			X		X		X	X		X	X
WSP USA Environment & Infrastructure Inc.	X	X	X	X	X	X	X	X	X	X	X	X	X	X
YBE Consulting, Inc	X													

	Rates		
Job Classification	Hourly Rate	Multiplier	Billable Rate
Executive Vice President			$400
Vice President			$360
Senior Manager			$320
Manager			$295
Senior Consultant			$250
Consultant			$220
Creative Director			$220
Associate			$185
Graphic Designer			$160
Analyst			$135
Administration			$100

Business Travel Expense Policy

Groveland

FLORIDA

City with Natural Charm™

Effective March 16, 2020

A. Purpose

The purpose of this Policy is to ensure the City of Groveland reimburses employees and council for reasonable business travel expenses incurred while on assignments away from the City.

B. Scope

This Policy shall apply to business travel expenses incurred for which reimbursement is requested by employees and council.

C. Definitions

Council Member: An elected official of the City of Groveland representing the residents. This will also include the Mayor and Vice Mayor for the purpose of this policy.

Employee: An individual employed by the City of Groveland drawing a salary or wages, whether elected or not, and any non-compensated individual performing personal services for such a governmental body.

Incidental Expenses: Fees and tips given to porters, baggage carriers, hotel staff, and staff on ships.

Per Diem: An allowance for each day for the purchase of meals and incidental items arising from business travel.

D. Responsibilities

The employee or council member who is traveling is responsible for providing the details of his/her travel plans and receiving any necessary preauthorization approvals and complying with all the policy guidelines and requirements. The employee or council member is responsible for identifying and utilizing the most responsible and efficient means when traveling for City business.

E. Eligible Expenses

The following are types of expenses which are eligible for reimbursement per the policy.

L *Registrations*

The cost associated with registering for training/conference.

2. *Transportation*

Employees are encouraged to utilize the most efficient means for travel to and from the destination and shall consult with their department director. This could include:

1. Use a City vehicle purchased for employee travel; or

2. Use a City vehicle already permanently assigned to them; or
3. Use of a personal vehicle; or
4. Use of a rental car; or
5. Use of air transportation; or
6. Use of rail transportation.

Mileage - Employees using their privately owned vehicle for official authorized City business shall be reimbursed for such use at the IRS Standard Mileage Rate. This rate shall be adjusted annually on January 1st in accordance with the IRS Standard Mileage Rate. This rate applies for both in and out-of-county travel. The 2020 IRS standard mileage rate is $0.575 per mile.

Internet mapping (via Google Maps) should be submitted to document the estimated mileage and may also be used for documentation of the actual mileage. The employee may submit actual mileage should estimate vary from the actual. Mileage will be based on distance from employee's normal workplace or from their home, whichever is closer to their final travel destination only. https://www.google.com/maps

Employees are eligible to receive mileage reimbursement for in and out of City mileage incurred. Department Directors may receive mileage reimbursement as long as the destination is 10 miles or greater from their work location.

Rental Car: Standard rental car is covered if it is required/cost effective. Documentation showing airfare quotes, rental car quotes and mileage and other estimated expenses required with travel forms. Preauthorization is required. Standard rental car is considered to be $35 a day rental or mid-sized rental car (or equivalent size). If a group is traveling together, a larger rental car may be appropriate and can be authorized by a Department Director or City Manager.

Parking: Standard parking only {Valet parking is considered an upgrade and would only be covered if no other parking is available)

Tolls: (this should be noted on Internet mapping)

Taxi/Rideshare:

- Transportation from the airport to the hotel.
- If the conference is more than .5 miles {10-minute walk) distance from the hotel, the city authorizes one taxi/rideshare to and from the hotel to the conference daily provided there is no free shuttle available from the hotel. All exceptions must be then approved bythe City Manager, when necessary.
- If the conference has a function that is offsite, documentation for the function must be included in order to be covered.

- Tips related to taxi/rideshares are limited to 10% of the fare.

Airfare: Base airfare is covered and a maximum of one checked bag. Seat selection is allowed. *Travel insurance if preauthorized by the Finance Director and City Manager with documentation to show just cause.*

3. Lodging

The City will cover the full cost of lodging for:

- Standard Room Charge (no hotel upgrades)
- Air B&B, Lifekey, etc. (standardaccommodation)

Lodging is expected to be reasonable based on the travel location and length of stay.

4. Meals

Meals are paid at the standard IRS/GSA per diem rate. The rates are based on the Orlando identified location and updated per the IRS/GSA per diem rate for that identified area and will be updated per the IRS/GSA website. www.gsa.gov/portal/category/100120. If the individual is traveling to a location with a higher IRS/GSA per diem rate as indicated by the above website, the City Manager is allowed to authorize the higher per diem rate.

The 2020 rate for the Orlando region is as follows:

Description	Amount
Meals & Incidentals Total (per day)	$66.00
First & Last day of Travel	$49.50
Breakfast	$16.00
Lunch	$17.00
Dinner	$28.00
Incidental Expenses	$ 5.00

The use of the individual reimbursement amounts is listed for when travel does not require an overnight stay. Per Diem will only be paid out for a maximum of 14 days of travel. If travel is longer than 14 days, costs of meals and incidentals will have to be verified for any additional reimbursement and may not exceed the per meal rate. If additional reimbursement will be requested, receipts of all meals and incidentals will be required for the entire length of the trip and costs will be verified so that expenses do not exceed the allowed meal costs.

Incidental Expenses are only paid as part of per diem for travel which results in overnight stays.

F. Ineligible Expenses

Any of the expenses not listed in section E would be considered ineligible expenses. The below list is not to be considered the only ineligible expenses. Some examples are included below for a reference.

- Hotel upgrades
- Personal room charges
- Alcoholic beverages
- Meals, food and other drinks, etc. when per diem has been issued.
- Personal care items
- Sales tax for in state travel
- Costs related to spouses, children or other non-employees of the City
- Airfare - priority boarding or upgrades in class to business/ first class

G. Approvals

Department Directors approve travel for all employees within their department and the City Manager approves Department Head and City Council travel. Finance Director will review and approve reimbursements to the City Manager.

Department Directors are responsible for managing the business travel expenses for their department in relation to their budgets. If anticipated travel costs will exceed the department budget related to travel, the travel will have to be approved by the Finance Director and City Manager.

H. Travel Reimbursement

When travel is completed, employees and council members must submit completed travel expense reports within five business days. Complete a travel expense report with required approvals and sent to the Finance Department for reimbursement. Reports must be accompanied by receipts for all individual expenses requesting reimbursement exclusive of use of per diem. Examples of receipts needed would include lodging, rental cars, air fare, taxis, parking, etc... Meals will not require receipts unless requesting reimbursement over the maximum number of days per diem is provided.

Please also refer to the Credit Card policy if the City issued credit card was used for any of the expenses while traveling.

I. Personal Time & Travel Guests

Employees and council members on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with the successful completion of business objectives. Generally, employees are permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel or companions are the responsibility of the employee/council member and are not to be charged to a City credit card or be reimbursed.

J. Abuse of Policy

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

K. Authority

Approved and adopted by the Groveland City Council by Resolution Number 2020-17 on March 16, 2020.

HUMAN TRAFFICKING AFFIDAVIT

1. I am over the age of 18 and I have personal knowledge of the matters set forth except as otherwise set forth herein.

2. I currently serve as Chad Cowan (Role) of Raftelis Financial Consulting (Company).

3. Raftelis Financial Consulting (Company) does not use coercion for labor or services, as those terms are defined in Florida Statute 787.06.

4. This declaration is made pursuant to Florida Statute 92.525. I understand that making a false statement in this declaration may subject me to criminal penalties.

Under penalties of perjury, I, Chad Cowan, declare that I have read the foregoing Human Trafficking Affidavit and that the facts stated in it are true.

Further Affiant sayeth naught.

Raftelis Financial Consulting
Company Name

Authorized Signatory

Chad Cowan
Printed Name

Senior Manager
Title

8/8/24
Date

Procurement Division (Version 1)

Agenda Item #7

The investment plan should adhere to the requirements outlined in Florida Statutes, particularly Section 218.415 (Part IV, Investment of Local Government Surplus Funds). This statute governs how municipalities invest public funds. They must be documented in detail on the Investment Policy.

1. Introduction

- Purpose: To establish guidelines and objectives for the prudent investment of municipal funds, ensuring the safety, liquidity, and return of public assets.
- Scope: The investment policy applies to all funds under the municipality's control, except for pension funds and funds with existing policies or indentures, such as those related to debt issuance.

2. Investment Objectives

- Safety of Principal: This is the primary objective, prioritizing the protection of the investment portfolio from loss.
- Liquidity: Ensuring sufficient funds are available to meet anticipated cash flow needs and obligations.
- Return on Investment: Seeking a market rate of return within the risk constraints and liquidity needs of the portfolio.

3. Authorized Investments

- This section should list the specific types of investments permitted by the Florida Statutes, such as:
    - U.S. Treasury obligations
    - U.S. government agency and instrumentality obligations
    - Florida Local Government Investment pools
    - Other investments as approved by the governing authority and legally permissible.
- The policy should also define prohibited investments, such as those involving derivatives (unless specific expertise and oversight are in place).

4. Maturity and Liquidity Requirements

- Maintain adequate liquidity to meet anticipated cash flow needs by structuring the portfolio with appropriate maturity.
- Match investment maturities with known cash flow requirements to the extent possible.

- Maintain a liquidity base of approximately two months of anticipated disbursements in short-term investments.

5. Portfolio Composition

- Diversify the portfolio to mitigate the risk of loss.
- Establish limits on the concentration of investments in specific securities, issuers, or sectors.

6. Prudence and Ethical Standards

- Adhere to the Prudent Person Rule, which emphasizes making investment decisions with judgment and care, prioritizing the safety of capital over speculation.
- Based investment decisions solely on financial factors, avoiding non-pecuniary interests that could negatively impact returns or increase risk.
- Implement internal controls to prevent losses from fraud, error, or imprudent actions.

7. Selection of Investment Instruments

- When possible, use competitive bidding with a minimum of three qualified institutions to get the best price for securities.

8. Safekeeping and Custody

- Ensure all purchased securities are properly accounted for and securely stored, with book-entry securities held by an approved depository.

9. Reporting and Monitoring

- Provide regular public reports (at least annually) detailing investment activities, including holdings, values, and income.
- Review and update the investment policy annually.

10. Continuing Education

- The Chief Financial Officer (CFO) or any other official involved in investment decisions must receive at least eight hours of continuing annual education in investment practices.

Investment Strategy for Surplus Funds

• Cash in Bank (Average)	100%	$13,000,000
• Working Capital (Two Months Average)	23%	3,000,000
• Cash Available for Investment	77%	$10,000,000
• Portfolio: $12,000,000		
o Government Surplus Fund Trust:	50%	5,000,000
o SEC Registered Money Market Funds:	30%	3,000,000
o Certificate of Deposits (CDs):	20%	2,000,000
Portfolio:	100%	$10,000,000

- Portfolio composition established by F.S. 218.415
- Maturity Limitation-CDs: 12 Months

DESCRIPTION		AMOUNT	PERCENTAGE OF REVENUE
REVENUES			
Property Taxes	$	4,970,632	54.90%
Franchise Fees		804,300	8.88%
Licenses & Permits		416,288	4.60%
Intergovernmental Revenues		1,626,065	17.96%
Charges for Services		43,625	0.48%
Fines & Forfeiture		221,510	2.45%
Investment Income		280,000	3.09%
Rents & Royalties		65,657	0.73%
Disposition of Surplus Property		30,000	0.33%
Miscellaneous Revenues		225,200	2.49%
Transfer In from Other Funds		371,371	4.10%
Appropriated Fund Balance		-	0.00%
	$	**9,054,648**	**100.00%**
EXPENDITURES BY CATEGORY			
Personnel	$	6,745,713	74.50%
Operational		2,308,935	25.50%
	$	**9,054,648**	**100.00%**
EXPENDITURE BY DEPARTMENT			
Mayor & City Council	$	4,796	0.05%
City Manager		38,318	0.42%
Finance		99,562	1.10%
Legal		12,870	0.14%
Non-Departmental		56,250	0.62%
City Clerk		32,565	0.36%
Community Development		730,846	8.07%
Police Dewpartment/Public Safety		5,853,105	64.64%
Animal Control		107,327	1.19%
Public Works		1,488,377	16.44%
Ocean Rescue		326,019	3.60%
Park & Sustainability		304,613	3.36%
	$	**9,054,648**	**100.00%**

MAYOR AND COUNCIL

ACCOUNT	DESCRIPTION	Final Budget FY 2022-23	Final Budget FY 2023-24	Adopted Budget FY 2024-25	Proposed Budget FY 2025-26
001-1111-511-10-11	EXECUTIVE SALARIES	$ 27,000	$ 27,810	$ 28,783	$ 29,791
001-1111-511-10-21	FICA	1,900	2,127	2,202	2,279
001-1111-511-10-24	WORKER'S COMPENSATION	400	47	4,263	37
001-1111-511-10-25	MEDICARE	500	-	-	-
	Subgroup : [10] Personnel Services	**$ 29,800**	**$ 29,985**	**$ 35,248**	**$ 32,107**
001-1111-511-30-40	TRAVEL & PER DIEM	$ 1,500	$ 1,500	$ 1,200	$ 4,200
001-1111-511-30-41	COMMUNICATIONS SERVICES	1,570	1,570	4,500	4,500
001-1111-511-30-45	INSURANCE	1,450	1,494	6,180	1,000
001-1111-511-30-48	PROMOTIONAL & ADVERTISING	3,000	3,200	3,200	3,200
001-1111-511-30-51	OFFICE SUPPLIES	1,000	500	200	200
001-1111-511-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	1,500	1,500	1,500	1,550
001-1111-511-30-55	EDUCATIONAL COURSES	1,200	500	-	1,200
	Subgroup : [30] Operating Expenditures	**$ 11,220**	**$ 10,264**	**$ 16,780**	**$ 15,850**
	TOTAL OPERATING EXPENDITURES	**41,020**	**40,248**	**52,028**	**47,957**
	TRANSFER-OUT-G&A COST ALLOCATION	-	-	(40,241)	(43,161)
	TOTAL:	**$ 41,020**	**$ 40,248**	**$ 11,787**	**$ 4,796**
001-1111-511-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
001-1111-511-60-64	MACHINERY & EQUIPMENT	-	-	-	-
	Subgroup : [60] CAPITAL OUTLAY	**$ -**		$ -	$ -
	TOTAL:	**$ 41,020**	**$ 40,248**	**$ 11,787**	**$ 4,796**

CITY MANAGER

ACCOUNT	DESCRIPTION RESOURCE ALLOCATION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	ADOPTED BUDGET FY 2024-25	PROPOSED BUDGET FY 2025-26
001-1112-512-10-12	REGULAR SALARIES	$ 122,350	$ 81,658	$ 224,645	$ 232,508
001-1112-512-10-14	OVERTIME	-	-	-	-
001-1112-512-10-15	SPECIAL PAY	500	500	1,200	1,200
001-1112-512-10-16	PTO EXPENSE	7,875	4,388	8,640	18,420
001-1112-512-10-18	COMP TIME			-	-
001-1112-512-10-21	FICA	7,750	6,882	18,581	17,879
001-1112-512-10-22	RETIREMENT CONTRIBUTIONS	8,500	6,053	15,137	18,697
001-1112-512-10-23	HEALTH INSURANCE	27,500	14,509	39,913	61,500
001-1112-512-10-24	WORKER'S COMPENSATION	250	150	413	366
001-1112-512-10-25	LIFE INSURANCE			2,351	3,591
001-1112-512-10-29	VEHICLE ALLOWANCE	1,800	3,500	8,400	-
	Subgroup : [10] Personnel Services	**$ 176,525.00**	**$ 117,640**	**$ 319,280**	**$ 354,161**
001-1112-512-30-31	PROFESSIONAL SERVICES	$ -	$ -	$ -	$ -
001-1112-512-30-34	OTHER CONTRACTUAL SERVICES	1,500	3,000	3,000	3,000
001-1112-512-30-40	TRAVEL & PER DIEM	4,000	7,000	7,000	7,000
001-1112-512-30-45	INSURANCE	7,575	17,534	17,750	7,075
001-1112-512-30-46	REPAIR & MAINTENANCE	2,900	-	-	-
001-1112-512-30-48	PROMOTIONAL & ADVERTISING	1,500	-	1,000	1,000
001-1112-512-30-51	OFFICE SUPPLIES	5,000	4,000	4,000	4,000
001-1112-512-30-52	OPERATING SUPPLIES	2,800	-	-	-
001-1112-512-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	6,200	2,500	2,500	2,500
001-1112-512-30-55	EDUCATIONAL COURSES	9,400	3,000	3,000	3,200
001-1112-512-30-57	VEHICLE REPAIR & MAINTENANCE	1,500	-	1,500	500
001-1112-512-30-58	GAS, OIL & LUBRICANTS	1,500	-	1,500	750
	VEHICLE ALLOWANCE		-	-	-
	Subgroup : [30] Operating Expenditures	**$ 43,875**	**$ 37,034**	**$ 41,250**	**$ 29,025**
	TOTAL OPERATING EXPENDITURE	**$ 220,400**	**$ 154,674**	**$ 360,530**	**$ 383,186**
	TRANSFER OUT-G&A COST ALLOCATION			(278,852)	(344,866)
	TOTAL:	**$ 220,400**	**$ 154,674**	**$ 81,678**	**$ 38,320**
001-1112-512-60-62	BUILDING IMPROVEMENTS	$ -		$ -	$ -
001-1112-512-60-64	MACHINERY & EQUIPMENT	-		35,000	-
	Subgroup : [60] CAPITAL OUTLAY	**$ -**		**$ 35,000**	**$ -**
	TOTAL:	**$ 220,400**	**$ 154,674**	**$ 116,678**	**$ 38,320**

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FINANCE

		FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
001-1113-513-10-12	REGULAR SALARIES	$ 126,750	$ 215,322	$ 653,863	$ 676,748
001-1113-513-10-14	OVERTIME	2,700	437	3,000	3,000
001-1113-513-10-15	SPECIAL PAY	600	945	2,400	12,200
001-1113-513-10-16	PTO	7,500	8,282	25,149	54,562
001-1113-513-10-18	COMP TIME	-	-	-	3,500
001-1113-513-10-21	FICA	9,000	17,206	52,358	41,332
001-1113-513-10-22	RETIREMENT CONTRIBUTIONS	9,100	15,073	45,770	41,333
001-1113-513-10-23	HEALTH INSURANCE	19,750	-	70,616	101,266
001-1113-513-10-24	WORKER'S COMPENSATION	225	940	2,752	3,241
001-1113-513-10-25	MEDICARE	2,100		-	-
001-1113-513-10-25	LIFE INSURANCE			6,331	11,015
001-1113-513-10-26	CAR ALLOWANCE	-	-	-	-
	Subgroup : [10] Personnel Services	**$ 177,725**	**$ 258,204**	**$ 862,239**	**$ 948,197**
001-1113-513-30-32	ACCOUNTING & AUDIT	$ 14,000	$ -	$ -	$ -
001-1113-513-30-34	OTHER CONTRACTUAL SERVICES	4,600	4,600	5,000	5,000
001-1113-513-30-40	TRAVEL & PER DIEM	5,500	5,500	6,000	7,000
001-1113-513-30-41	COMMUNICATION SERVICES	1,500	1,500	2,500	2,500
001-1113-513-30-42	POSTAGE (INC. FED EX)	100	100	-	-
001-1113-513-30-45	INSURANCE	8,800	8,800	9,000	15,423
001-1113-513-30-46	REPAIR & MAINTENANCE	4,900	4,900	1,000	-
001-1113-513-30-47	PRINTING & BINDING	500	500	-	-
001-1113-513-30-51	OFFICE SUPPLIES	4,200	4,200	5,000	5,000
001-1113-513-30-52	OPERATING SUPPLIES	3,600	3,600	-	-
001-1113-513-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	3,000	3,000	3,000	3,000
001-1113-513-30-55	EDUCATIONAL COURSES	2,500	2,500	5,000	6,000
001-1113-513-30-57	VEHICLE REPAIR & MAINTENANCE	-	-	3,500	500
001-1113-513-30-58	GAS, OIL & LUBRICANTS	-	-	5,000	3,000
	Subgroup : [30] Operating Expenditures	**$ 53,200**	**$ 39,200**	**$ 45,000**	**$ 47,423**
	TOTAL OPERATING EXPENDITURES	230,925	297,404	907,239	995,620
	TRANSFER OUT-G&A COST ALLOCATION	-	-	(699,841)	(896,058)
	TOTAL:	**$ 230,925**	**$ 297,404**	**$ 207,398**	**$ 99,562**
001-1113-513-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
001-1113-513-60-64	MACHINERY & EQUIPMENT	5,000	-	50,500	-
	Subgroup : [60] CAPITAL OUTLAY	**$ 5,000**	**$ -**	**$ 50,500**	**$ -**
	TOTAL:	**$ 235,925**	**$ 297,404**	**$ 257,898**	**$ 99,562**

COMMUNITY DEVELOPMENT

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2025-26
001-1115-515-10-12	REGULAR SALARIES	$ 285,000	270,902	$ 335,977	$ 347,736
				$ -	$ -
001-1115-515-10-14	OVERTIME	-	-	3,000	3,000
001-1115-515-10-15	SPECIAL PAY	1,800	2,100	2,100	2,100
001-1115-515-10-16	PTO LIABILITY	10,500	10,420	12,787	26,748
001-1115-515-10-18	COMP TIME	-	-	-	2,000
001-1115-515-10-21	FICA	18,000	-	27,071	27,145
001-1115-515-10-22	RETIREMENT CONTRIBUTIONS	22,000	21,682	24,770	18,180
001-1115-515-10-23	LIFE & HEALTH INSURANCE	40,750	18,963	41,121	42,560
001-1115-515-10-24	WORKER'S COMPENSATION	2,000	41,121	2,351	1,196
001-1115-515-10-25	Liffe Insurance	4,250	2,351	2,320	2,320
	Subgroup : [10] Personnel Services	**$ 384,300**	**$ 367,539**	**$ 451,497**	$ 472,985
001-1115-515-30-31	PROFESSIONAL SERVICES	$ 85,000	90,000	$ 90,000	$ 90,000
001-1115-515-30-34	OTHER CONTRACTUAL SERVICES	10,000	12,000	10,000	25,000
001-1115-515-30-40	TRAVEL & PER DIEM	5,000	5,000	5,000	7,500
001-1115-515-30-41	COMMUNICATIONS SERVICES	2,000	2,000	4,000	8,000
001-1115-515-30-45	INSURANCE	18,750	15,805	28,000	11,450
001-1115-515-30-46	REPAIR & MAINTENANCE	2,000	-	2,000	2,000
001-1115-515-30-47	PRINTING & BINDING	500	500	500	500
001-1115-515-30-48	PROMOTIONAL & ADVERTISING	1,500	1,000	1,500	1,500
001-1115-515-30-51	OFFICE SUPPLIES	1,400	2,500	2,500	8,000
001-1115-515-30-52	OPERATING SUPPLIES	3,600	-	-	-
001-1115-515-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	12,000	6,000	6,000	6,000
001-1115-515-30-55	EDUCATIONAL COURSES	3,000	3,000	1,500	6,000
002-1115-515-30-56	RADIO REPAIR AND MANTENANCE	-	-	-	-
001-1115-515-30-57	VEHICLE REPAIR & MAINTENANCE	1,500	1,000	**1,000**	**500**
001-1115-515-30-58	GAS, OIL & LUBRICANTS	2,500	1,500	1,500	600
	Subgroup : [30] Operating Expenditures	**$ 148,750**	**$ 140,305**	**$ 153,500**	**$ 167,050**
			-	-	-
	TOTAL OPERATING EXPENDITURES:	$ 535,050	$ 508,044	$ 604,997	$ 640,035
	TRANSFER IN-G&A COST ALLOCATION			70,522	90,811
		$ 535,050	**$ 508,044**	**$ 675,519**	**$ 730,846**
001-1115-515-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
001-1115-515-60-64	MACHINERY & EQUIPMENT	2,000	-	35,000	-
001-1115-515-80-84	MUNICIPAL BOARDS	-	200	-	-
	Subgroup : [60] CAPITAL OUTLAY	**$ 2,000**	**$ 200**	**$ 35,000**	**$ -**
		$ 537,050	**$ 508,244**	**$ 710,519**	**$ 730,846**

LEGAL

DESCRIPTION	FINAL BUDGET FY 2021-22	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2024-25
Professional Services	$ 150,000	$ 150,000	$ 150,000	$ 150,000	$ 120,000
COMMUNICATION SERVICES	-	-	-	5,400	5,400
INSURANCE	-	-	-	8,500	3,000
Books, Subscriptions & Memberships	125	150	150	250	300
Subgroup : [30] Operating Expenditures	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 164,150**	**$ 128,700**
TRANSFER OUT-G&A COST ALLOCATION				(126,962)	(115,830)
	$ 150,125	$ 150,150	$ 150,150	$ 37,188	$ 12,870
TOTAL:	**$ 150,125**	**$ 150,150**	**$ 150,150**	**$ 37,188**	**$ 12,870**

CITY CLERK/HR

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2024-25
001-1117-517-10-12	REGULAR SALARIES	$ 140,000	$ 147,320	$ 217,931	$ 210,431
	OTHER SALARIES & WAGES	$ -	$ -	$ 7,500	$ 7,500
001-1117-517-10-14	OVERTIME	-	-	-	-
001-1117-517-10-15	SPECIAL PAY	300	300	300	300
001-1117-517-10-16	PTO LIABILITY	2,850	5,666	16,764	16,187
	COMP TIME	-	-	1,000	1,000
001-1117-517-10-21	FICA	8,700	11,726	17,268	16,764
001-1117-517-10-22	RETIREMENT CONTRIBUTIONS	10,250	10,312	$ 15,255	$ 7,762
001-1117-517-10-23	HEALTH INSURANCE	25,000	10,311	8,944	8,944
001-1117-517-10-24	WORKER'S COMPENSATION	250	155	228	228
	ALLOWANCE			8,400	8,400
001-1117-517-10-25	LIFE INSURANCE	2,100	-	3,188	3,188
	Subgroup : [10] Personnel Services	**$ 189,450**	**$ 185,790**	**$ 296,778**	**$ 280,704**
001-1117-517-30-34	OTHER CONTRACTUAL SERVICES	$ 5,500	$ 10,000	$ 10,000	$ 10,000
001-1117-517-30-40	TRAVEL & PER DIEM	3,000	5,000	5,000	5,000
001-1117-517-30-41	COMMUNICATIONS SERVICES	1,200	5,000	5,200	5,000
001-1117-517-30-45	INSURANCE	4,400	7,000	4,665	7,245
001-1117-517-30-46	REPAIR & MAINTENANCE	1,000	1,000	1,050	1,000
001-1117-517-30-47	PRINTING & BINDING	4,500	4,500	3,500	4,500
001-1117-517-30-48	PROMOTIONAL & ADVERTISING	2,250	5,000	5,000	5,000
001-1117-517-30-51	OFFICE SUPPLIES	750	1,200	1,250	1,200
001-1117-517-30-52	OPERATING SUPPLIES	-	-	-	-
001-1117-517-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	4,500	1,500	1,500	1,500
001-1117-517-30-55	EDUCATIONAL COURSES	2,000	4,500	4,500	4,500
	Subgroup : [30] Operating Expenditures	**$ 29,100**	**$ 44,700**	**$ 41,665**	**$ 44,945**
	TOTAL OPERATING EXPENDURES	**$ 218,550**	**$ 230,490**	**$ 338,443**	**$ 325,649**
	TRANSFER OUT-G&A ALLOCATION	**-**	**-**	**(201,548)**	**(293,084)**
		$ 218,550	**$ 230,490**	**$ 136,895**	**$ 32,565**
001-1117-517-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
001-1117-517-60-64	MACHINERY & EQUIPMENT	6,500	-	-	-
	Subgroup : [60] CAPITAL OUTLAY	**$ 6,500**	**$ -**	**$ -**	**$ -**
	TOTAL:	**$ 225,050**	**$ 230,490**	**$ 136,895**	**$ 32,565**

NONDEPARTMENTAL

ACCOUNT	DESCRIPTION		FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2024-25
001-1119-519-10-12	REGULAR SALARIES		$ 72,000	$ -	$ -	$ -
001-1119-519-10-14	OVERTIME		6,500	-	-	-
001-1119-519-10-15	SPECIAL PAY		300	-	-	-
001-1119-519-10-16	PTO LIABILITY		4,940	-	-	-
001-1119-519-10-21	FICA		4,900	-	-	-
001-1119-519-10-22	RETIREMENT CONTRIBUTIONS		5,500	-	-	-
001-1119-519-10-23	LIFE & HEALTH INSURANCE		12,750	-	-	-
001-1119-519-10-24	WORKER'S COMPENSATION		2,500	-	-	-
001-1119-519-10-25	MEDICARE		1,200	-	-	-
	Subgroup : [10] Personnel Services		**$ 110,590**	**$ -**	**$ -**	**$ -**
001-1119-519-30-31	LOBBYIST FEES		$ -	$ 42,000	$ 42,000	$ -
001-1119-519-30-32	AUDITING & ACCOUNTING FEES		-	50,000	65,000	75,000
001-1119-519-30-34	OTHER CONTRACTUAL SERVICES		119,718	-	35,000	45,000
001-1119-519-30-41	COMMUNICATIONS SERVICES		55,000	330,690	230,000	250,000
001-1119-519-30-42	POSTAGE & SHIPPING		-	-	7,000	2,250
001-1119-519-30-43	UTILITY SERVICES		25,000	-	22,000	2,500
001-1119-519-30-44	RENTAL & LEASES			26,858	16,000	16,000
001-1119-519-30-45	INSURANCE		32,000	-	50,000	11,251
001-1119-519-30-46	REPAIR & MAINTENANCE		50,000	-	25,000	25,000
001-1119-519-30-47	PRINTING & BINDING		-	100,000	-	-
001-1119-519-30-48	PROMOTIONAL & ADVERTISING		2,500	40,000	3,500	25,000
001-1119-519-30-51	OFFICE SUPPLIES		15,000	-	22,000	10,500
001-1119-519-30-52	OPERATING SUPPLIES		500	-	-	-
001-1119-519-30-58	GAS, OIL & LUBRICANTS		2,200	-	-	-
001-1119-519-30-59	UNIFORMS		300	-	-	-
001-1119-519-30-90	MISCELLANEOUS EXPENDITURES		1,200	-		
	HOLIDAY EXPENDITURES		-	-	-	-
	HURRACAINE EXPENSES		-	-	-	-
	VIRUS EXPENDITURES		-	-	-	-
	CONTINGENCIES & EMERGENCIES		-	-	100,000	100,000
	TRANSFERS		-	-	-	-
			-		-	-
	Subgroup : [30] Operating Expenditures		**$ 303,418**	**$ 589,548**	**$ 617,500**	**$ 562,501**
	TRANSFERS OUT-G&A COST ALLOCATION		**-**	**-**	**(477,606)**	**(506,251)**
		TOTAL:	**$ 303,418**	**$ 589,548**	**$ 139,894**	**$ 56,250**
001-1119-519-60-62	BUILDING IMPROVEMENTS		$ 175,000	$ -	$ -	$ -
001-1119-519-60-64	MACHINERY & EQUIPMENT		$ 15,000	$ -	$ -	$ -
	Subgroup : [60] CAPITAL OUTLAY		**$ 190,000**	**$ -**	**$ -**	**$ -**
		TOTAL:	**$ 604,008**	**$ 589,548**	**$ 139,894**	**$ 56,250**

POLICE DEPT

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2024-25
001-1221-521-10-12	REGULAR SALARIES	$ 2,125,500	$ 2,499,440	$ 2,660,120	$ 2,696,224
001-1221-521-10-13	OTHER SALARIES AND WAGES				57,000
001-1221-521-10-14	OVERTIME	195,000	210,000	245,798	250,000
001-1221-521-10-15	SPECIAL PAY	45,000	45,000	45,000	45,000
001-1221-521-10-16	PTO	166,500	89,922	95,885	207,402
	COMPENSATORY	-	-	30,000	30,000
001-1221-521-10-21	FICA	146,000	222,264	222,264	251,350
001-1221-521-10-22	RETIREMENT CONTRIBUTIONS	390,000	395,889	395,889	441,398
001-1221-521-10-23	HEALTH INSURANCE	335,000	364,420	364,420	364,420
001-1221-521-10-24	WORKER'S COMPENSATION	72,250	61,000	82,014	82,014
001-1221-521-10-25	MEDICARE	35,000	-	-	-
001-1221-521-10-25	LIFE INSURANCE	-		24,262	24,262
	UNIFORM ALLOWANCE	-	-	7,360	-
	CAR ALLOWANCE	-	-	-	15,760
	Subgroup : [10] Personnel Services	**$ 3,510,250**	**$ 3,887,935**	**$ 4,173,012**	**$ 4,464,830**
001-1221-521-30-31	PROFESSIONAL SERVICES	$ 1,500	$ 1,500	$ 2,000	$ 2,070
001-1221-521-30-34	OTHER CONTRACTUAL SERVICES	37,550	37,550	20,500	22,770
001-1221-521-30-35	INVESTIGATIONS	1,200	1,200	1,250	1,294
001-1221-521-30-40	TRAVEL & PER DIEM	5,500	5,500	12,000	12,420
001-1221-521-30-41	COMMUNICATIONS SERVICES	80,480	80,480	90,000	93,150
001-1221-521-30-43	UTILITY SERVICES	300	300	9,150	9,470
001-1221-521-30-45	INSURANCE	129,400	66,463	190,000	91,385
001-1221-521-30-46	REPAIR & MAINTENANCE	40,850	40,850	42,300	42,500
001-1221-521-30-48	PROMOTIONAL & ADVERTISING	3,000	3,000	5,000	5,175
001-1222-522-30-49	OTHER CURRENT CHARGES	-	-	-	-
001-1221-521-30-51	OFFICE SUPPLIES	10,000	10,000	14,500	15,008
001-1221-521-30-52	OPERATING SUPPLIES	39,000	40,000	40,000	41,400
001-1221-521-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	20,200	20,200	10,000	10,350
001-1221-521-30-55	EDUCATIONAL COURSES	14,500	14,500	16,500	17,078
001-1221-521-30-56	RADIO REPAIR & MAINTENANCE	-	-	5,000	5,175
001-1221-521-30-57	VEHICLE REPAIR & MAINTENANCE	35,000	35,000	40,000	65,000
001-1221-521-30-58	GAS, OIL & LUBRICANTS	75,500	75,500	87,975	91,054
001-1221-521-30-59	UNIFORMS	30,800	40,800	42,228	43,706
001-1221-521-30-90	MISCELLANEOUS EXPENDITURES	-	30,000	30,000	30,000
001-1221-521-80-17	JAG C GRANT	35,000	-	62,000	62,000
	Subgroup : [30] Operating Expenditures	**$ 559,780**	**$ 502,843**	**$ 720,403**	**$ 661,004**
	TOTAL OPERATING COST (Objects 10 & 30)	**$ 4,070,030**	**$ 4,390,778**	**$ 4,893,415**	**$ 5,125,834**
	TRANSFER IN-G&A COST ALLOCATION	**-**	**-**	**570,068**	**727,270**
	TOTAL OPERATING BUDGET	**$ 4,070,030**	**$ 4,390,778**	**$ 5,463,483**	**$ 5,853,104**
001-1221-521-60-62	BUILDING IMPROVEMENTS	$ 5,000	$ 32,400	$ 13,400	$ -
001-1221-521-60-64	MACHINERY & EQUIPMENT	131,113	135,000	205,000	71,000
	Subgroup : [60] CAPITAL OUTLAY	**$ 136,113**	**$ 167,400**	**$ 218,400**	**$ 71,000**
	Total Budget:	**$ 4,206,143**	**$ 4,558,178**	**$ 5,681,883**	**$ 5,924,104**

ANIMAL CONTROL

DESCRIPTION	BUDGET FY 2023-24	BUDGET FY 2024-25	BUDGET FY 2025-26
Salaries	48,265	63,300	65,516
Overtime	5,000	5,000	5,000
Special Pay	600	600	600
PTO	1,856	2,435	5,040
Comp Time	-	-	-
FICA	4,263	5,457	5,440
Retirement Contribution	3,901	4,993	4,900
Health Insurance	9,315	-	-
Worker's Comp	95	2,946	2,946
Life Insurance		$ 414	$ 414
Total Object 10:	**$ 73,294**	**$ 85,146**	**$ 89,856**
Expenditures			
Professinal Services	-	-	-
Other Contractual Svcs	-	1,500	1,000
Investigation	-	-	-
Tavel & Per Diem	-	-	-
Communication	-	-	-
Rentals & Leases	-	-	-
Utilitiy Service	-	-	-
Insurance	5,650	3,450	1,635
Repair & Maintenance	-	-	-
Promotional & Advertisements	-	-	-
Maintenance	-	-	-
Office Supplies	-	-	-
Operating Supplies	-	-	-
Books, Subscriptions & Memnership	-	-	-
Education Courses	-	-	-
Radio Repair & Maintenance	-	-	-
Vehicle Repair & Maintenance	500	500	500
Gas, Oil, Lubricants	1,500	2,300	1,000
Uniforms	-	-	-
Miscellaneous	-	-	-
Total Object 30:	**$ 7,650**	**$ 7,750**	**$ 4,135**
TOTAL OPERATING COST	$ 80,944	$ 92,896	$ 93,991
TRANSFER IN-G&A COST ALLOCATION	**-**	**10,654**	**13,333**
Total Animal Control	**$ 80,944**	**$ 103,550**	**$ 107,324**

PUBLIC WORKS

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2022-23	ADOPTED BUDGET FY 2023-24	PROPOSED BUDGET FY 2024-25	PROPOSED BUDGET FY 2025-26
001-1441-541-10-12	REGULAR SALARIES	$ 215,000	$ 225,246	$ 1,074,487	$ 1,112,094
001-1441-541-10-14	OVERTIME	8,500	2,531	2,700	40,000
001-1441-541-10-15	SPECIAL PAY	2,500	810	6,825	6,825
001-1441-541-10-16	PTO LIABILITY	26,021	8,670	38,340	82,250
	COMP TIME			2,000	38,261
	UNIFORM ALLOWANCE			2,132	2,132
001-1441-541-10-21	FICA	14,500	18,150	86,176	87,323
001-1441-541-10-22	RETIREMENT CONTRIBUTIONS	16,000	16,608	70,161	77,177
001-1441-541-10-23	HELTH INSURANCE	34,500	13,500	144,314	117,385
001-1441-541-10-24	WORKER'S COMPENSATION	9,900	6,247	43,621	30,510
001-1441-541-10-25	LIFE INSURANCE	3,500	1,350	15,877	15,200
	Subgroup : [10] Personnel Services	**$ 330,421**	**$ 293,112**	**$ 1,486,633**	**$ 1,609,157**
001-1441-541-30-31	PROFESSIONAL SERVICES	$ 15,000	$ 85,000	$ 15,000	$ 42,152
001-1441-541-30-34	OTHER CONTRACTUAL SERVICES	25,000	25,000	45,000	59,301
001-1441-541-30-40	TRAVEL & PER DIEM	2,500	1,000	1,000	1,035
001-1441-541-30-41	COMMUNICATIONS SERVICES	5,500	5,500	8,500	12,298
	BANK FEES	-	-	-	-
001-1441-541-30-43	UTILITY SERVICES	75,000	50,000	130,000	115,000
001-1441-541-30-44	RENTALS & LEASES	11,000	12,000	2,000	1,000
001-1441-541-30-45	INSURANCE	22,500	41,500	41,500	58,359
001-1441-541-30-46	REPAIR & MAINTENANCE	43,000	41,500	41,500	42,953
001-1441-541-30-48	PROMOTIONAL & ADVERTISING	20,000	20,000	21,000	21,735
001-1441-541-30-51	OFFICE SUPPLIES	1,200	2,500	2,500	2,500
001-1441-541-30-52	OPERATING SUPPLIES	29,000	15,000	25,000	26,000
001-1441-541-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	17,600	5,000	3,000	3,000
001-1441-541-30-55	EDUCATIONAL COURSES	6,000	2,500	2,500	2,500
001-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE	15,000	16,000	37,500	27,500
001-1441-541-30-58	GAS, OIL & LUBRICANTS	14,000	12,500	21,500	21,500
001-1441-541-30-59	UNIFORMS	1,200	1,500	1,500	1,500
001-1441-541-80-20	A1A LANDSCAPING	1,000	2,500	-	-
	Subgroup : [30] Operating Expenditures	**$ 304,500**	**$ 339,000**	**$ 399,000**	**$ 438,333**
	TOTAL OPERATION COST	$ 634,921	$ 632,112	$ 1,885,633	$ 2,047,490
	TRANSFER IN-G&A COST ALLOCATION			$ 225,380	$ 272,982
	TRANSFER OUT-OVH COST ALLOCATION			(811,192)	(832,133)
		$ 634,921	**$ 632,112**	**$ 1,299,821**	**$ 1,488,339**
001-1441-541-60-62	BUILDING IMPROVEMENTS	$ 25,000	$ 800,000	$ 746,660	$ -
001-1441-541-60-63	IMPROVEMENTS NOT BUILDINGS	40,000	210,000	350,000	-
001-1441-541-60-64	MACHINERY & EQUIPMENT	30,000	65,000	-	-
	Subgroup : [60] CAPITAL OUTLAY	**$ 95,000**	**$ 1,075,000**	**$ 1,096,660**	**$ -**
	TOTAL:	**$ 729,921**	**$ 1,707,112**	**$ 2,396,481**	**$ 1,488,339**

OCEAN RESCUE

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2022-23	FINAL BUDGET FY 2023-24	ADOPTED BUDGET FY 2024-25	PROPOSED BUDGET FY 2025-26
001-1775-575-10-12	REGULAR SALARIES	$ 230,450	$ 219,535	$ 227,219	$ 235,171
001-1775-575-10-14	OVERTIME	9,750	9,750	9,750	10,000
001-1775-575-10-15	SPECIAL PAY	125	-	-	-
001-1775-575-10-21	FICA	15,000	16,794	18,128	18,756
001-1775-575-10-22	RETIREMENT CONTRIBUTIONS	1,000	2,822	2,920	-
001-1775-575-10-23	HEALTH INSURANCE	2,750	2,750	-	-
001-1775-575-10-24	WORKER'S COMPENSATION	9,750	9,750	9,786	6,048
001-1775-575-10-25	MEDICARE	3,500	3,500	-	-
001-1775-575-10-25	LIFE ISURANCE			698	-
	Subgroup : [10] Personnel Services	**$ 272,325**	**$ 264,901**	**$ 268,501**	**$ 269,975**
001-1775-575-30-34	OTHER CONTRACTUAL SERVICES	1,000	1,000	1,000	1,000
001-1775-575-30-41	COMMUNICATIONS SERVICES	1,000	1,000	1,000	1,000
001-1775-575-30-43	UTILITY SERVICES	500	500	500	500
001-1775-575-30-45	INSURANCE	9,600	9,807	9,810	6,047
001-1775-575-30-46	REPAIR & MAINTENANCE	2,500	2,500	35,187	2,500
001-1775-575-30-48	PROMOTIONAL & ADVERTISING	-	-	-	-
001-1775-575-30-49	OTHER CURRENT CHARGES	-	-	-	-
001-1775-575-30-51	OFFICE SUPPLIES	1,000	1,000	1,000	500
001-1775-575-30-52	OPERATING SUPPLIES	3,500	3,500	2,000	3,500
001-1775-575-30-54	BOOKS, SUBSCRIPTIONS & MEMBERSHIPS	-	-	-	-
001-1775-575-30-55	EDUCATIONAL COURSES	600	600	-	-
001-1775-575-30-56	RADIO REPAIR & MAINTENANCE	-	-	-	-
001-1775-575-30-57	VEHICLE REPAIR & MAINTENANCE	500	500	2,000	500
001-1775-575-30-58	GAS, OIL & LUBRICANTS	1,500	1,500	1,500	1,500
001-1775-575-30-59	UNIFORMS	3,200	3,200	3,200	3,200
001-1775-575-30-90	MISCELLANEOUS EXPENDITURES	-	-	-	-
	Subgroup : [30] Operating Expenditures	**$ 24,900**	**$ 25,107**	**$ 57,197**	**$ 20,247**
	Total Operating Expenditure	**$ 297,225**	**$ 290,008**	**$ 325,698**	**$ 290,222**
	TRANSFER IN-G&A COST ALLOCATION			**34,225**	**35,796**
		$ 297,225	**$ 290,008**	**$ 359,923**	**$ 326,018**
001-1775-575-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -	$ -
001-1775-575-60-64	MACHINERY & EQUIPMENT	-	-	-	-
	Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ -**	**$ -**	**$ -**
	TOTAL	**$ 297,225**	**$ 290,008**	**$ 359,923**	**$ 326,018**

PARKS AND SUSTAINABILITY

ACCOUNT	DESCRIPTION	FINAL BUDGET FY 2023-24	ADOPTED BUDGET FY 2024-25	PROPOSED BUDGET FY 2025-26
001-1441-541-10-12	REGULAR SALARIES	$ 161,890	$ 100,064	$ 103,566
	OTHER SALARIES & WAGES	$ -	$ -	$ 2,500
001-1441-541-10-14	OVERTIME	8,000	-	-
001-1441-541-10-15	SPECIAL PAY	1,395	-	-
001-1441-541-10-16	PTO LIABILITY	5,858	3,547	7,967
001-1441-541-10-21	FICA	13,551	7,946	8,114
001-1441-541-10-22	RETIREMENT CONTRIBUTIONS	12,399	7,005	7,250
001-1441-541-10-23	HEALTH INSURANCE	28,516	8,944	19,253
001-1441-541-10-24	WORKER'S COMPENSATION	18,015	10,564	8,944
001-1441-541-10-25	LIFE INSURANCE	-	561	1,340
	Subgroup : [10] Personnel Services	**$ 249,624**	**$ 138,631**	**$ 158,934**
001-1441-541-30-31	PROFESSIONAL SERVICES	$ -	$ 10,000	$ 10,350
001-1441-541-30-34	OTHER CONTRACTUAL SERVICES	-	5,500	5,500
001-1441-541-30-40	TRAVEL & PER DIEM	-	-	-
001-1441-541-30-41	COMMUNICATIONS SERVICES	2,000	3,000	3,105
001-1441-541-30-43	UTILITY SERVICES	-	-	-
001-1441-541-30-44	RENTALS & LEASES	5,000	5,000	5,175
001-1441-541-30-45	INSURANCE	19,286	19,500	19,500
001-1441-541-30-46	REPAIR & MAINTENANCE	-	-	-
001-1441-541-30-47	MAINTENANCE	50,000	64,872	40,000
001-1441-541-30-48	PROMOTIONAL & ADVERTISING	-	-	-
001-1441-541-30-51	OFFICE SUPPLIES	500	500	-
001-1441-541-30-52	OPERATING SUPPLIES	25,000	20,000	20,700
001-1441-541-30-57	VEHICLE REPAIR & MAINTENANCE	1,500	1,500	500
001-1441-541-30-58	GAS, OIL & LUBRICANTS	1,500	1,500	500
001-1441-541-30-59	UNIFORMS	300	300	-
001-1441-541-80-20	A1A LANDSCAPING	2,500	2,500	2,500
	Subgroup : [30] Operating Expenditures	**$ 107,586**	**$ 134,172**	**$ 107,830**
	TOTAL OPERATING EXPENDITURES	**$ 357,210**	**$ 272,803**	**$ 266,764**
	TRANSFER IN-G&A COST ALLOCATION		**28,900**	**37,844**
	TOTAL OPERATING EXPENDITURES	**$ 357,210**	**$ 301,703**	**$ 304,608**
001-1441-541-60-62	BUILDING IMPROVEMENTS	$ -	$ -	$ -
001-1441-541-60-63	IMPROVEMENTS NOT BUILDINGS	-	280,000	-
001-1441-541-60-64	MACHINERY & EQUIPMENT	-	33,000	-
	Subgroup : [60] CAPITAL OUTLAY	**$ -**	**$ 313,000**	**$ -**
	TOTAL	**$ 357,210**	**$ 614,703**	**$ 304,608**