



CITY COUNCIL MEETING ZEPHYRHILLS, FLORIDA

**Tuesday, September 13, 2022
6:00 PM**

The City of Zephyrhills will maintain a quorum at the dais and host a GoToMeeting to allow the public to attend remotely.

Please join the GoToMeeting
from your computer, tablet or smartphone:
<https://meet.goto.com/562934221>
or dial in using your phone:

+1 (872) 240-3212 - Access Code: 562-934-221

(Please mute your phone unless you wish to speak on a specific item).

**Zephyrhills
City Hall**

**Council
Chambers**

Call to Order – Council President Jodi Wilkeson
Roll Call – City Clerk Lori Hillman
Invocation – Councilman Alan Knight
Pledge of Allegiance – Council President Jodi Wilkeson

1. MAYOR

1.1 DAR Proclamation

1. DAR Constitution Week

1.2 Tank of the Year 2021 Runner-Up

2. CONSENT ITEMS

2.1 Approval of August 22, 2022 Regular Meeting Minutes

1. M08-22-2022
- 2.2 Award Itinerant Apron Construction Agreement No. 25-22-05 to C.W. Roberts.
 1. ZPH Itinerant Apron - bid eval letter
 2. Itinerant Apron Agreement with C.W. Roberts
 3. Exh A 112203
 4. Exh B CWR Bid Packet F.E As Submitted Zephyrhills Itinerant Parking Apron
 5. Exh C Addendums
- 2.3 Request Council's Approval on Amendment No. 2 to the SRF Loan Agreement No. WW510531, Advanced Wastewater Treatment Project
- 2.4 AID Construction Services Task Order for Itinerant Apron.

1. TA 2021-01_Amendment 01_ZPH Itinerant Apron - CA Services

3. BUSINESS ITEMS/PUBLIC HEARING

- 3.1 First Reading **Ordinance No. 1441-22 Millage Ordinance - "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, LEVYING THE MILLAGE RATE FOR FISCAL YEAR 2022-2023 FOR THE CITY OF ZEPHYRHILLS."**
 - A. Council President opens Public Hearing
 - B. Council President closes Public Hearing
 - C. City Council considers Ordinance No. 1441-22 on the First Reading
 1. Ordinance 1441-22 - Adopt Millage
- 3.2 First Reading **Ordinance No. 1442-22 Budget Ordinance - "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING A BUDGET FOR THE 2022-2023 FISCAL YEAR."**
 - A. Council President opens Public Hearing
 - B. Council President closes Public Hearing
 - C. City Council considers Ordinance No. 1442-22 on the First Reading
 1. 2022-2023 Budget Memo
 2. Ordinance 1442-22 - Adopt Budget
 3. Budget Presentation FY22-23 9.13.22
 4. FY 22-23 Draft Budget

4. PLANNING DIRECTOR'S REPORT

- 4.1 Zephyr Storage, LLC Planning Report
 1. Zephyrhilla Storage, LLC Anex- FLU & Zoning staff report
 2. Zephyrhills Storage
 3. ExistingFLU_Gall_Storage
 4. ProposedFLU_Gall_Storage

5. ProposedZoning_Gall_Storage

5. UTILITY DIRECTOR'S REPORT

5.1 Request Council Approval for Killebrew Change Order No. 1 to Fort King Water Line

1. PE Fort King WM_Change Order No. 01

6. CITY MANAGER'S REPORT

6.1 North Star Place Marketing & Branding Presentation

1. Zephyrhills Educational Presentation

7. CITY ATTORNEY'S REPORT

7.1 First Reading **RESOLUTION NO. 797-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, REPEALING RESOLUTION 739-17 REGARDING THE BUILDING RENTAL POLICY AND SETTING FORTH A BUILDING RENTAL POLICY FOR ALICE HALL COMMUNITY CENTER."**

1. Resolution 797-22 Amended Alice Hall Rental Policy

7.2 First Reading **RESOLUTION NO. 798-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, SETS FORTH A BUILDING RENTAL POLICY FOR THE TRAIN DEPOT."**

1. Resolution 798-22 Train Depot Rental Policy

7.3 First Reading **Resolution No. 799-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, INVESTMENT POLICY AND PROVIDING FOR AN EFFECTIVE DATE."**

1. 799-22 Update of Investment Policy

2. Exhibit A

7.4 First Reading **Resolution No. 800-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, FISCAL MANAGEMENT POLICY AND PROCEDURE MANUAL AND PROVIDING FOR AN EFFECTIVE DATE."**

1. Resolution 800-22 Fiscal Management Policy and Procedures Manual Revision

2. Resolution 800-22 Exhibit A Fiscal Mgmt Policies and Procedures

8. CITIZEN COMMENTS

8.1 Kim Earle - 37741 Phelps Road - Trotter's Crossing

MAYOR ANNOUNCEMENTS

CITY MANAGER ANNOUNCEMENTS
CITY ATTORNEY ANNOUNCEMENTS
CITY COUNCIL COMMENTS

9. NOTED ITEMS

9.1 Interlocal Agreement Penny for Pasco

1. Interlocal Agreement Penny for Pasco 2025 Infrastructure Surtax Proceeds

9.2 KED Agreement No. 41-22-31 One Year Renewal

1. 41-22-31 KED One Year Renewal

9.3 Depository Deposit Listing

1. City of Zephyrhills Bank Depository

ADJOURN

*** PLEASE NOTE: This is a Public Meeting. Should any interested party seek to appeal any decision made by the Council with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based. F.S. 286.0105. If you are a person with a disability which requires reasonable accommodation in order to participate in this meeting, please contact the City Clerk at 813/780-0000 at least 48 hours prior to the public hearing. A.D.A. and F.S. 286.26.**



PROCLAMATION

WHEREAS, Constitution Week is the commemoration of America's most important document. The United States Constitution stands as a testament to the tenacity of Americans throughout history to maintain their liberties, freedoms and inalienable rights. The commitment of the NSDAR is to encourage study and educate the public about the Constitution, which was adopted by the American Congress of the Confederation on September 17, 1787; and

WHEREAS, the two hundred thirty-fifth anniversary of the drafting of the Constitution provides a historic opportunity for all Americans to learn about and recall achievements of our Founders, and to reflect on the rights and privileges of citizenship; and

WHEREAS, this celebration of the Constitution was started by the Daughters of the American Revolution. In 1955, the National Society Daughters of the American Revolution petitioned Congress to set aside September 17-23 annually to be dedicated for the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into public law on August 2, 1956, by President Dwight D. Eisenhower. George W. Bush officially declared the inception of Constitution Week in 2002; and

WHEREAS, the Daughters of the American Revolution (DAR) is a lineage-based membership service organization for women who are direct descendants of soldiers of the Revolutionary period who aided in the United States' struggle for independence; and

WHEREAS, it is the greatest importance that all citizens fully understand the provisions and principles contained in the Constitution in order to support it, preserve it and defend it against encroachment; and

NOW, THEREFORE, I, Gene Whitfield, by virtue of the authority vested in me as Mayor of the City of Zephyrhills in the State of Florida, do hereby proclaim the week of September 17-23, 2022 as

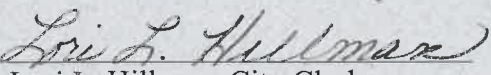
CONSTITUTION WEEK

reaffirm the ideals the Framers of the Constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through the guardian of our liberties.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Zephyrhills, Pasco County, Florida on this 13th day of September, 2022.




Gene Whitfield, Mayor

Attest: 
Lori L. Hillman, City Clerk

REGULAR COUNCIL MEETING

A Regular Council Meeting was held on August 22, 2022 at 6:00 p.m. in the Council Chambers of City Hall and via GoToMeeting +1 (408) 650-3123 - Access Code: 162-398-861.

Council President Wilkeson called the meeting to order. Roll call was taken. Present were members Alan Knight, Charles Proctor, Jodi Wilkeson, Lance Smith and Mayor Whitfield. Kenneth Burgess was absent. City Manager William Poe and City Attorney Matthew Maggard were present.

Staff present: Police Chief Derek Brewer, Public Works Director Shane LeBlanc, Planning Director Todd Vande Berg, Public Information Officer Kevin Weiss, IT Director Mike Panak, Historic Preservation Specialist and Community Planner Audrey McGuire and City Clerk Lori Hillman.

Pastor Steve Ezra with Zephyrhills First United Methodist church delivered the innovation. The Pledge of Allegiance followed.

1. CONSENT ITEMS

- 1.1 Approval of May 23, 2022 Regular Meeting Minutes
- 1.2 Approval of July 25, 2022 Regular Meeting Minutes
- 1.3 Approval of August 8, 2022 Regular Meeting Minutes
- 1.4 Request Approval of Quit-Claim Deed from City of Zephyrhills to Lucille Plummer
- 1.5 Special Event Alcohol Permit for Paulie Palooza
- 1.6 Special Event Alcohol Permit for Music and Motorcycles

Alan Knight moved to pull items 1.5 and 1.6 for discussion. Seconded by Charles Proctor. Motion passed unanimously, 4-0.

CONSENT ITEMS 1.5 AND 1.6

Historic Preservation Specialist and Community Planner Audrey McGuire stated the event area for Paulie Palooza will run along 5th Avenue to include Clock Plaza, extend from 7th Street to 9th Street, and over to 4th and 6th Avenues. The event area for Music and Motorcycles will encompass the same area as Paulie Palooza and extend one additional block to 10th Street to accommodate vendors for the larger event.

Lance Smith moved to approve Consent Items 1.1, 1.2, 1.3, 1.4, 1.5 and 1.6. Seconded by Charles Proctor. Motion passed unanimously, 4-0.

2. BUSINESS ITEMS/PUBLIC HEARING

- 2.1 Second Reading Ordinance No. 1440-22 - ORDINANCE NO. 1440-22 "AN ORDINANCE OF THE CITY OF ZEPHYRHILLS, FLORIDA APPROVING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE CITY'S COMPREHENSIVE PLAN, CHANGING THE FUTURE LAND USE CLASSIFICATION FROM CITY MU (MIXED USE) TO RU (RESIDENTIAL URBAN) AND AMENDING THE CITY'S OFFICIAL ZONING MAP, CHANGING THE ZONING DESIGNATION FROM C3 (GENERAL COMMERCIAL) TO R3 (MEDIUM DENSITY RESIDENTIAL, FOR A PORTION OF PARCELS 14-26-21-0010-03000-0100 AND 14-26-21-0010-03000-0101; PROVIDING FOR CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE."

City Attorney Matthew Maggard read Ordinance No. 1440-22 by title. A public hearing was held and there were no comments from the floor.

Lance Smith moved to approve Ordinance No. 1440-22 on the Second Reading. Seconded by Alan Knight. Motion passed unanimously, 4-0.

3. CITIZEN COMMENTS

- 3.1 Nick Walton – Sarah Vande Berg Tennis Foundation – 2nd Annual Raise a Racquet Fundraiser

Spoke from the floor: Nick Walton – 1827 Thornhill Road, Apartment 209 – Wesley Chapel, FL 32544

Mr. Walton invited Council, City staff and those in attendance to the Second Annual Raise a Racquet Fundraising event on Saturday, November 5, 2022, 4:30 p.m. – 8:00 p.m., at the Sarah Vande Berg Tennis Center. This year's event will honor David Waronker with proceeds from the event directly benefiting kids in the Zephyrhills community. The foundation will expand to eight schools this year to reach 900 students if funding can be raised.

Spoke from the floor: Warren Earle – 3822 Florida Ranch Blvd. – Zephyrhills, FL

Mr. Earle brought in a box of articles he began collecting on November 18, 2016 when developer David Waronker donated five acres of land from the Abbott Square project to the City to build a Tennis Complex in honor of Sarah Vande Berg. Mr. Earle presented over 100 articles he gathered from the Zephyrhills News, Zephyrhills Free Press and the Laker/Lutz News to Planning Director Todd Vande Berg and his family to create a scrapbook.

MAYOR ANNOUNCEMENTS – N/A

CITY MANAGER ANNOUNCEMENTS - City Manager William Poe reminded Council of the Annual Chamber of Commerce Banquet August 23rd at Southport Springs and the joint Planning/Council Workshop on September 13th immediately following the Council Meeting.

CITY ATTORNEY ANNOUNCEMENTS – N/A

CITY COUNCIL COMMENTS – Council Vice President Smith encouraged everyone to exercise their right to vote on Tuesday, September 23rd in the Primary Election and thanked Paul Correia for hosting the Paulie Palooza event that benefits Gulfside Hospice.

Spoke from the floor: Paul Correia – 37608 Skyridge Circle – Dade City, FL 33525

Mr. Correia said this is his 11th year hosting Paulie Palooza and the event has exceeded \$150,000 in net dollars sent directly to Gulfside Hospice. He said the event will be held on Saturday, October 22nd, 12:00 p.m. to 8:00 p.m.

Councilman Proctor thanked Paul Correia for his support of Gulfside Hospice and Nick Walton for the invitation to the Sarah Vande Berg Tennis Foundation's Second Annual Raise a Racquet Fundraiser.

Councilman Knight said the City was represented well at the Florida League of Cities Annual Conference August 10th through August 14th. He voiced his concern with CRA meetings, the work produced, accountability, and follow-through. He said in the last six months, six meetings should have been held and three were cancelled. He said the CRA should have accountability once a month to stand before the Commission.

Councilman Smith said it would be great to see more progress on the Hercules Park.

Councilman Proctor agreed with Councilman Knight that all departments need to be held accountable with time frames for project completion.

Spoke from the floor: Public Works Director Shane LeBlanc

Mr. LeBlanc said he is working with the CRA and City Manager as the Project Manager on the Hercules Park project. He said a project kickoff meeting was held on August 15th where staff met the design team and the contractor followed by a walk-through of the site. He said the project is progressing.

Council President Wilkeson said the purpose of a CRA is to restore and invigorate a dying downtown. While she agreed there needs to be accountability and we may need to have more meetings, she doesn't believe meetings need to be held if there is no business at hand.

City Manager William Poe said the CRA is set-up to hold a meeting each month.

4. NOTED ITEMS

4.1 Depository Deposit Listing

Meeting adjourned: 6:37 p.m.
Submitted by Lori L. Hillman

CONSENT ITEMS 2.2

Award Itinerant Apron Construction Agreement No. 25-22-05 to C.W. Roberts.

Issue:

The approval by the City Council on the selection in response to the Invitation to Bid 11-22-03 FDOT Zephyrhills Airport Parking Apron.

Background:

On June 19, 2022, the City distributed an Invitation to Bid 11-22-03 for the FDOT Zephyrhills Airport Itinerant Parking Apron. The solicitation was distributed through the Tampa Bay Times and online through BidNet Direct which had twenty two (22) companies download the solicitation. On July 25, 2022, the City received three (3) solicitation responses:

BIDDERS	TOTAL
C.W. Roberts Contracting Inc	\$1,948,557.00
Ajax Paving Industries of Fl LLC	\$2,163,587.00
Gibbs & Register, Inc	\$2,910,040.00

The City's purchasing department reviewed the responses to see if they were responsible and responsive. American Infrastructure Development (AID) reviewed the content of their responses. Their review response is attached.

Attachment(s):

1. ZPH Itinerant Apron - bid eval letter
2. Itinerant Apron Agreement with C.W. Roberts 2.2
3. Exh A 112203
4. Exh B CWR Bid Packet F.E As Submitted Zephyrhills Itinerant Parking Apron
5. Exh C Addendums

Fiscal Impact:

FDOT Grant G1Z05:	\$3,000,000.00
Fiscal Year 2021-22	\$3,600,000.00

Staff Recommendation:

After careful review by the City and the City's Engineer of Record, American Infrastructure Development, it is our recommendation for Council to award this solicitation to the low bidder, C.W. Roberts Contracting Inc., in the amount of \$1,948,557.00

July 27, 2022

Mr. Nathan Coleman, Airport Director
Zephyrhills Municipal Airport
39450 South Avenue
Zephyrhills, FL 33542

Subject: **Zephyrhills Municipal Airport (ZPH)
Itinerant Apron, Review of Bid Proposals**

Dear Nathan:

Enclosed for your review are the bid tabulation sheets for the referenced project. The bid opening was conducted on the established bid submittal deadline of July 25, 2022, at 11:00 AM. Three bids were received. The following list provides the Engineer's Estimate and the total value of the submitted bids.

<u>Name of Bidder</u>	<u>Base Bid</u>
<i>Engineer's Estimate</i>	\$2,197,260.00
CW Roberts Contracting	\$1,948,557.00
Ajax Paving Industries of FL	\$2,163,587.00
Gibbs & Register, Inc.	\$2,910,040.00

Based on the evaluation performed by AID and contingent upon funding availability, it is our recommendation to award the Base Bid to CW Roberts Contracting, Inc. the apparent lowest responsive and responsible bidder, for the total contract amount of \$1,948,557.00. The City reserves the right to eliminate one or more of the alternatives due to funding constraints or other reasons as needed.

Our recommendation is also contingent on the City of Zephyrhills' legal review of the bid documents.

Please contact me at (813) 426-4515 if you have any questions or require additional information regarding the project.

Sincerely,
American Infrastructure Development, Inc.



Kyle Holley, P.E.
Project Manager

Attachment: Bid Tabulation Sheets

BID TABULATION
ZPH Itinerant Parking Apron
Zephyrhills Airport
Bid/Proposal Number : 11-22-03
Bid Opening Date: July 25, 2022

					Engineer's Estimate		CWR Contracting		Ajax Paving Industries		Gibbs & Register, Inc.	
Item No.	Bid Item	Description	Unit	Quantity	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)
Base Bid - Itinerant Apron												
1	C-100-1	Contractor Quality Control Program	LS	1	\$30,000.00	\$30,000.00	\$42,750.00	\$42,750.00	\$22,000.00	\$22,000.00	\$33,000.00	\$33,000.00
2	C-102-1	Temporary Stormwater Pollution, Prevention, Erosion and Siltation Control	LS	1	\$15,000.00	\$15,000.00	\$18,000.00	\$18,000.00	\$13,000.00	\$13,000.00	\$96,000.00	\$96,000.00
3	C-105-1	Mobilization (maximum 10% of Bid)	LS	1	\$200,000.00	\$200,000.00	\$193,175.00	\$193,175.00	\$164,000.00	\$164,000.00	\$276,000.00	\$276,000.00
4	P-101-1	Pavement Removal	SY	1,890	\$12.00	\$22,680.00	\$6.00	\$11,340.00	\$8.00	\$15,120.00	\$15.00	\$28,350.00
5	P-101-2	Cold Milling, 2" Average Depth	SY	200	\$30.00	\$6,000.00	\$25.00	\$5,000.00	\$46.00	\$9,200.00	\$55.00	\$11,000.00
6	P-101-3	Removal of Pipe and Other Buried Structures	LS	1	\$10,000.00	\$10,000.00	\$50,000.00	\$50,000.00	\$18,100.00	\$18,100.00	\$26,000.00	\$26,000.00
7	P-101-4	Tie Down Removal	LS	1	\$6,000.00	\$6,000.00	\$15,000.00	\$15,000.00	\$7,210.00	\$7,210.00	\$41,000.00	\$41,000.00
8	P-102-1	Safety, Security and Maintenance of Airfield Operations	LS	1	\$30,000.00	\$30,000.00	\$185,000.00	\$185,000.00	\$144,000.00	\$144,000.00	\$428,000.00	\$428,000.00
9	P-103-1	Survey, Stakeout, and As-Built Survey	LS	1	\$10,000.00	\$10,000.00	\$35,000.00	\$35,000.00	\$52,300.00	\$52,300.00	\$72,000.00	\$72,000.00
10	P-151-1	4" Topsoil Stripping	SY	15,000	\$3.00	\$45,000.00	\$2.10	\$31,500.00	\$3.70	\$55,500.00	\$1.00	\$15,000.00
11	P-152-1	Unclassified Excavation	CY	7,000	\$15.00	\$105,000.00	\$12.00	\$84,000.00	\$25.00	\$175,000.00	\$10.00	\$70,000.00
12	P-152-2	Compacted Subgrade, LBR 20 Min.	SY	16,500	\$5.00	\$82,500.00	\$4.00	\$66,000.00	\$10.00	\$165,000.00	\$10.00	\$165,000.00
13	P-211-1	Lime Rock Base Course - 6" Thick	SY	16,800	\$30.00	\$504,000.00	\$11.90	\$199,920.00	\$16.50	\$277,200.00	\$18.00	\$302,400.00
14	P-403-1	Asphalt Mix Pavement	TN	3,800	\$230.00	\$874,000.00	\$168.00	\$638,400.00	\$183.00	\$695,400.00	\$225.00	\$855,000.00
15	P-602-1	Emulsified Asphalt Prime Coat	GAL	5,000	\$5.00	\$25,000.00	\$1.00	\$5,000.00	\$2.00	\$10,000.00	\$6.00	\$30,000.00
16	P-603-1	Emulsified Asphalt Tack Coat	GAL	1,000	\$5.00	\$5,000.00	\$11.60	\$11,600.00	\$3.00	\$3,000.00	\$4.00	\$4,000.00
17	P-620-1	Temporary Marking (30%)	SF	400	\$4.00	\$1,600.00	\$25.00	\$10,000.00	\$23.00	\$9,200.00	\$8.00	\$3,200.00
18	P-620-2	Marking (Final 100%)	SF	700	\$4.00	\$2,800.00	\$8.00	\$5,600.00	\$7.50	\$5,250.00	\$10.00	\$7,000.00
19	P-620-3	Black Non-Reflective Marking Outline	SF	1,800	\$4.00	\$7,200.00	\$2.75	\$4,950.00	\$2.50	\$4,500.00	\$3.50	\$6,300.00
20	P-620-4	Pavement Marking Removal	SF	350	\$5.00	\$1,750.00	\$17.00	\$5,950.00	\$15.50	\$5,425.00	\$12.00	\$4,200.00
21	PF-1	Tie Downs	EA	15	\$500.00	\$7,500.00	\$500.00	\$7,500.00	\$404.00	\$6,060.00	\$1,500.00	\$22,500.00
22	D-701-1	18-inch Reinforced Concrete Pipe (Class V)	LF	380	\$200.00	\$76,000.00	\$158.00	\$60,040.00	\$217.00	\$82,460.00	\$225.00	\$85,500.00
23	D-751-1	Inlet	EA	4	\$5,500.00	\$22,000.00	\$30,000.00	\$120,000.00	\$17,600.00	\$70,400.00	\$38,000.00	\$152,000.00
24	D-751-2	Mitered End Section	EA	2	\$3,500.00	\$7,000.00	\$3,000.00	\$6,000.00	\$2,720.00	\$5,440.00	\$4,000.00	\$8,000.00
25	FDOT-530-3	Rip-Rap (Rubble) w/ Filter Fabric	SY	12	\$125.00	\$1,500.00	\$425.00	\$5,100.00	\$572.00	\$6,864.00	\$350.00	\$4,200.00
	T-904-1	Sodding	SY	3,380	\$4.00	\$13,520.00	\$3.50	\$11,830.00	\$7.00	\$23,660.00	\$10.00	\$33,800.00
27	L-108-5.1	Hand excavate minimum 8" Wide x 28" Deep in earth.	LF	25	\$25.00	\$625.00	\$30.00	\$750.00	\$9.00	\$225.00	\$10.00	\$250.00
28	L-108-5.2	Saw cut and hand excavate minimum 8" Wide x 28" Deep in existing full strength pavement.	LF	10	\$35.00	\$350.00	\$20.00	\$200.00	\$23.00	\$230.00	\$25.00	\$250.00
29	L-108-5.3	3/4" x 20' ground rods connected to counterpoise.	EA	5	\$300.00	\$1,500.00	\$350.00	\$1,750.00	\$323.00	\$1,615.00	\$325.00	\$1,625.00
30	L-108-5.4	Additional 10' ground rod sections.	EA	5	\$150.00	\$750.00	\$160.00	\$800.00	\$161.00	\$805.00	\$150.00	\$750.00
31	L-108-5.5	#6 bare solid AWG counterpoise conductor installed over conduit system.	LF	1,280	\$1.50	\$1,920.00	\$3.50	\$4,480.00	\$3.50	\$4,480.00	\$3.50	\$4,480.00
32	L-108-5.6	#8, 5KV, L-824 conductor installed in new and existing conduit/ductbank system.	LF	1,130	\$2.00	\$2,260.00	\$2.30	\$2,599.00	\$2.30	\$2,599.00	\$2.50	\$2,825.00
33	L-108-5.7	#8, XHHW conductor installed in new and existing conduit/ductbank system.	LF	3,510	\$2.50	\$8,775.00	\$2.30	\$8,073.00	\$2.30	\$8,073.00	\$2.50	\$8,775.00
34	L-110-5.1	One 2" schedule 40 PVC conduit non-encased direct buried	LF	1,175	\$12.00	\$14,100.00	\$15.00	\$17,625.00	\$11.50	\$13,512.50	\$11.00	\$12,925.00
35	L-110-5.2	One 4" schedule 40 PVC conduit concrete encased and installed in new full strength pavement, 24-inch minimum cover, complete in place.	LF	75	\$32.00	\$2,400.00	\$25.00	\$1,875.00	\$23.00	\$1,725.00	\$23.00	\$1,725.00
36	L-110-5.3	One 2" HDPE SDR13.5 conduit directional bored 48" deep beneath existing full strength pavement complete in place	LF	65	\$32.00	\$2,080.00	\$47.00	\$3,055.00	\$32.50	\$2,112.50	\$33.00	\$2,145.00
37	L-110-5.4	Intercept existing conduit system and connect to new conduit system.	EA	4	\$250.00	\$1,000.00	\$200.00	\$800.00	\$115.00	\$460.00	\$110.00	\$440.00
38	L-115-5.1	L-867 16" diameter can junction can installed in earth.	EA	2	\$3,200.00	\$6,400.00	\$1,900.00	\$3,800.00	\$1,730.00	\$3,460.00	\$1,800.00	\$3,600.00
39	L-115-5.2	Removal of existing junction can/light base can in earth, complete	EA	11	\$250.00	\$2,750.00	\$285.00	\$3,135.00	\$288.00	\$3,168.00	\$300.00	\$3,300.00

1 of 2

BID TABULATION

ZPH Itinerant Parking Apron
Zephyrhills Airport
Bid/Proposal Number : 11-22-03

Bid Opening Date: July 25, 2022

Item No.	Bid Item	Description	Unit	Quantity	Engineer's Estimate		CWR Contracting		Ajax Paving Industries		Gibbs & Register, Inc.	
					Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)	Unit Price (Dollars-Cents)	Total Amount (Dollars-Cents)
40	L-125-5.1	Removal of existing apron light pole, fixtures and pull box in earth, complete.	EA	2	\$1,500.00	\$3,000.00	\$1,900.00	\$3,800.00	\$1,730.00	\$3,460.00	\$2,000.00	\$4,000.00
41	L-125-5.2	New apron light fixture, pole and concrete base installed in earth, complete.	EA	2	\$17,500.00	\$35,000.00	\$32,000.00	\$64,000.00	\$34,600.00	\$69,200.00	\$40,000.00	\$80,000.00
42	L-125-5.3	Modification to existing apron lighting distribution system at FBO Office Building, complete.	LS	1	\$1,200.00	\$1,200.00	\$575.00	\$575.00	\$577.00	\$577.00	\$600.00	\$600.00
43	L-125-5.4	Intercept existing circuit conductors in existing base can/ manhole /junction can and extend circuits accordingly.	EA	4	\$150.00	\$600.00	\$575.00	\$2,300.00	\$577.00	\$2,308.00	\$600.00	\$2,400.00
44	L-125-5.5	Identification of cables, ductbanks and lighting fixtures per FAA specifications	LS	1	\$1,500.00	\$1,500.00	\$285.00	\$285.00	\$288.00	\$288.00	\$500.00	\$500.00
TOTAL BASE BID AMOUNT					\$2,197,260.00		\$1,948,557.00		\$2,163,587.00		\$2,910,040.00	

Total Amount - Base Bid	\$2,197,260.00	\$1,948,557.00	\$2,163,587.00	\$2,910,040.00
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Almida Martinez-Rosell
Prepared by:

DISCREPANCIES ON BIDDER'S BIDFORMS:

LINE ITEM NO.		Comment	LINE ITEM NO.		Comment	LINE ITEM NO.		Comment
NO DIFFERENCES FOUND IN ANY \$ AMOUNTS.			NO DIFFERENCES FOUND IN ANY \$ AMOUNTS.			NO DIFFERENCES IN ANY \$ AMOUNTS		

CITY OF ZEPHYRHILLS
Zephyrhills Itinerant Parking Apron

THIS CONSTRUCTION AGREEMENT (“Agreement”) is made and entered into this 13th day of September, 2022 by and between the **CITY OF ZEPHYRHILLS**, a Florida municipal corporation, having its principal office at 5335 8th Street, Zephyrhills, FL 33542 (“City”) and **C.W. ROBERTS CONTRACTING, INC.**, a corporation organized and authorized to do business in the State of Florida, having its principal office at 2102 Jim Johnson Road, Plant City, Florida 33566 (“Contractor”). The City and Contractor shall collectively be referred to as the “Parties”, and each may individually be referred to as a “Party”.

ARTICLE 1 – RECITALS

1.1 The recitals are true and correct and are hereby incorporated into and made a part of this Agreement.

ARTICLE 2 – CONTRACT DOCUMENTS

2.1 The following documents, collectively referred to as the “Contract Documents”, are incorporated into and made part of this Agreement:

- 2.1.1 Bid 11-22-03, Airport Itinerant Parking Apron, attached hereto as “**Exhibit A**”.
- 2.1.2 Firm’s response to Item 2.1.1, attached hereto as “**Exhibit B**”.
- 2.1.3 Bid 11-22-03 Addenda, attached hereto as “**Exhibit C**”.

ARTICLE 3 – TERM OF AGREEMENT

3.1 Subject to authorized adjustments, the Term of this Agreement shall be up to a maximum of **One Hundred Seventy-Five Days (175)** calendar days from Notice to Proceed Subject to authorized adjustments, the Term of this Agreement shall be based on the Project Completion **on or before June 30, 2026**. Must receive final invoices before 120 day time period after the completion. During the pre-project meeting the awardee will provide the Owner the number of weeks which will take for the equipment to be delivered. Once delivered a Notice to Proceed will be issued.

3.3 When, in the opinion of the City, reasonable grounds for uncertainty exist with respect to the Contractor’s ability to perform Services or any portion thereof, the City may request that the Contractor, within a reasonable time frame set forth in the City’s request, provide adequate assurances to the City in writing, of Contractor’s ability to perform in accordance with terms of this Agreement. In the event that the Contractor fails to provide the City the requested assurances within the prescribed time frame, the City may treat such failure as a repudiation or breach of the Agreement, and resort to any remedy for breach provided for in this Agreement or at law.

ARTICLE 4 – COMPENSATION

4.1 Contract is awarded to a maximum of **\$1,948,557.00**. Compensation for services shall be as per outlined in Contractors response, attached as Exhibit B. The City will be processing payments via ACH/EFT. (See Forms)

4.3 The City shall pay Contractor within forty-five (45) days of receipt of invoice the total shown to be due on such invoice, provided the City has accepted the Services.

ARTICLE 5 – SCOPE OF SERVICES

5.1 Contractor shall provide all labor, supervision, materials, equipment, tools, services, monitoring and expertise necessary for the completion of Services, in accordance with the specifications, terms and conditions contained in the Contract Documents. Contractor shall perform the Services in accordance with that degree of care and skill ordinarily exercised by reputable members of its profession.

5.2 Contractor represents and warrants to the City that: (i) Contractor possesses all qualifications, licenses and expertise required for the provision of Services, with personnel fully licensed by the State of Florida; (ii) Contractor is not delinquent in the payment of any sums due the City, including payment of permit fees, local business taxes, or in the performance of any obligations to the City; (iii) All personnel assigned to perform work shall be, at all times during the term hereof, fully qualified and trained to perform the tasks assigned to each; (iv) the Services will be performed in the manner and at such times and locations as described by the City for the budgeted amount; and (v) The person executing this Agreement on behalf of the Contractor is duly authorized to execute same and fully bind Contractor as a party to this Agreement.

5.3 Contractor agrees and understands that: (i) any and all subcontractors used by Contractor shall be paid by Contractor and not paid directly by the City; (ii) that Contractor shall notify City of any and all subcontractors and suppliers and shall provide release of liens from each when submitting invoice for payments to the City; and (iii) any and all liabilities regarding payment to, or use of subcontractors for any of the work related to this Agreement, shall be borne solely by Contractor.

5.4 Contractor warrants that any and all work, materials, services or equipment that may reasonably be inferred from the Contract Documents as being required to produce the intended result, will be supplied by the Contractor at its own cost, whether or not specifically called for.

5.5 The Services shall be completed by the Contractor to the satisfaction of the City. The City shall make decisions on all claims regarding interpretation of the Agreement and on all other matters relating to the execution, progress and quality of the Services.

ARTICIAL 6 – CITY’S TERMINATION RIGHTS

6.1 The City shall have the right to terminate this Agreement, in its sole discretion at any time, with or without cause, upon fifteen (15) days written notice to Contractor. In such event, the City shall pay Contractor compensation for Services rendered prior to the effective date of termination. The City shall not be liable to Contractor for any additional compensation, or for any consequential or incidental damages.

ARTICLE 7 – INDEPENDENT CONTRACTOR

7.1 Contractor has been procured and is being engaged by the City as an independent contractor, and not as an agent or employee of the City. Accordingly, Contractor shall not attain, not be entitled to, any rights or benefits under the Ordinances of the City, nor any rights generally afforded classified or unclassified employees of the City.

Contractor further understands that Florida workers' compensation benefits available to employees of the City, are not available to Contractor. Therefore, Contractor agrees to provide workers' compensation insurance for any employee or agent of Contractor rendering services to the City under this Agreement.

ARTICLE 8 – CONFLICTS OF INTEREST

8.1 The Contractor represents and warrants to the City that it has not employed or retained any person or company employed by the City to solicit or secure this Agreement and that it has not offered to pay, paid, or agreed to pay any person any fee, commission, percentage, brokerage fee, or gift of any kind contingent upon or in connection with, the award of this Agreement.

8.2 Contractor covenants that no person under its employ who presently exercises any functions or responsibilities on behalf of the City in connection with this Agreement has any personal financial interest, directly or indirectly with Contractor. Contractor further covenants that, in the performance of this Agreement, no person having such conflicting interest shall be employed.

ARTICLE 9 – DEFAULT

9.1 If Contractor fails to comply with any term or condition of this Agreement, or fails to perform any of its obligation hereunder, then Contractor shall be in default. The City shall have the right to terminate this Agreement, in the event Contractor fails to cure a default within ten (10) business days after receiving Notice of Default. Contractor understands and agrees that termination of this Agreement under this section shall not release Contractor from any obligations accruing prior to the effective date of termination.

ARTICLE 10 – NOTICES

10.1 All notices, demands, correspondence and communication between the City and Contractor shall be deemed sufficiently given under the terms of this Agreement when delivered by personal service, faxed, or dispatched by mail or certified mail, addressed as follows:

To CONTRACTOR:

Mr. R. Straily
C.W. Roberts Contracting, Inc.
2102 Jim Johnson Road
Plant City, Florida 33566

To CITY:

City of Zephyrhills
ATTN: City Manager
5335 8th Street
Zephyrhills, Florida 33542

And,

City of Zephyrhills
ATTN: City Attorney
5335 8th Street
Zephyrhills, Florida 33542

10.2 Either Party may at any time designate a different address and/or contact person by giving notice as provided above to the other Party. Such notices shall be deemed given upon receipt by the addressee.

10.3 In the event there is a change of address and the moving Party fails to provide notice to the other Party, then notice sent as provided in this Article shall constitute adequate notice.

ARTICLE 11 – PUBLIC RECORDS

11.1 IF THE CONSULTANT/CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 813-780-0000, EXT. 3543 OR CITYCLERK@CI.ZEPHYRHILLS.FL.US OR CITY CLERK, CITY OF ZEPHYRHILLS, 5335 EIGHTH STREET, ZEPHYRHILLS, FLORIDA 33542.

ARTICLE 12 – INDEMNIFICATION

12.1 Contractor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills’s officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys’ fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of Contractor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement. Contractor recognizes the broad nature of this indemnification and hold harmless clause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of this Agreement. Compliance with any insurance requirements required elsewhere within this Agreement shall not relieve Contractor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement.

Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

ARTICLE 13 – INSURANCE

13.1 Contractor shall, at its sole cost and expense, procure and maintain throughout the term of this contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$ 1,000,000 (this could be \$2,000,000 depending on the amount of the contract) Combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany this signed contract. Said insurance coverages procured by Contractor/Vendor as required herein shall be considered, and Contractor/Vendor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by Contractor/Vendor as required herein.

Nothing herein shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

13.2 If this Contract includes: (1) construction of a new above-ground structure or structures, or (2) any addition(s), improvement(s), alteration(s), or repair(s), to an existing above-ground structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall provide, in a policy acceptable to the City, "all risk" (i.e. Special Form) property insurance on any such construction, additions, machinery or equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the City's final acceptance of such new structures, addition(s), improvement(s), alteration(s), repair(s), machinery or equipment. The coverage shall not be subject to any restriction with respect to occupancy or use by the City and, subject to thirty (30) days' prior written notice to the City shall remain in full effect until final acceptance by the City. In addition, the City, the Professional, and the Contractor's subcontractors of any tier, shall be additional insureds on this policy. The insurance shall include a deductible no greater than one percent (1%) of the Contract amount, or \$25,000, whichever is smaller, for which the Contractor shall be responsible. The risk of loss whether insured or not shall remain with the Contractor until final acceptance. Upon request, Contractor shall furnish to the City complete copies of the insurance policy.

ARTICLE 14 – FORCE MAJEURE

14.1 A "Force Majeure Event" shall mean an act of God, act of governmental body or military authority, fire, explosion, power failure, flood, storm, hurricane, sink hole, other natural disasters, epidemic, riot or civil disturbance, war or terrorism, sabotage, insurrection, blockade, or embargo. In the event that either Party is delayed in the performance of any act or obligation pursuant to or required by the Agreement by reason of a

Force Majeure Even, the time for required completion of such act or obligation shall be extended by the number of days equal to the total number of days, if any, that such Party is actually delayed by such Force Majeure Event.

The Party seeking delay in performance shall give notice to the other Party specifying the anticipated duration of the delay, and if such delay shall extend beyond the duration specified in such notice, additional notice shall be repeated no less than monthly so long as such delay due to a Force Majeure Event continues. Any Party seeking delay in performance due to a Force Majeure Event shall use its best efforts to rectify any condition causing such delay and shall cooperate with the other Party to overcome any delay that has resulted.

ARTICLE 15 – CHANGE ORDERS

15.1 Without invalidating the Agreement, the City may, at any time or from time to time, order additions, deletions, or revisions in the work authorized by an executed, signed Change Order. Change Orders should be submitted on an **AIA Document G701**. Change Orders are a defined written instrument prepared by the Contractor and signed by both Contractor and authorized City representative.

Upon receipt of an executed authorized Change Order, the Contractor/Vendor shall proceed with the work involved. All such work shall be executed under the applicable conditions of the Contract Documents. If any Change Order causes an increase or decrease in the Contract Price or an extension or shortening of the Contract Time, an equitable adjustment will be made.

The Airport Director may authorize changes or alterations in the work not involving extra cost and not inconsistent with the overall intent of the Contract Documents. These may be accomplished by a Field Order. If the Contractor/Vendor believes that any minor change or alteration authorized by the Airport Director entitled him to an increase in the Contract Price, he may make a claim in writing.

The Contractor/Vendor shall not start work on any alteration requiring an increase or decrease in price or extension of time until a Change Order setting forth the adjustments is executed by the City.

It is the Contractor's or Vendor's responsibility to notify his Surety of any changes affecting the general scope of the work or change in the Contract Price and the amount of the applicable Bonds shall be adjusted accordingly. The Contractor/Vendor shall furnish proof of such adjustment to the City.

ARTICLE 16 – MISCELLANEOUS PROVISIONS

16.1 No waiver or breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or any other provision hereof, and no waiver shall be effective unless made in writing.

16.2 All representations, indemnifications, warranties and guarantees made in, required by, or given in accordance with this Agreement, as well as all continuing obligations indicated in the Contract Documents, shall survive final payment, completion and acceptance of the Services and termination or completion of the Agreement.

16.3 Should any provision, paragraph, sentence, word or phrase contained in this Agreement be determined by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable under the laws of the State of Florida, such provision, paragraph, sentence, word, or phrase shall be deemed modified to the extent necessary in order to confirm with such laws, or if not modifiable, then same shall be deemed severable, and in either event, the remaining terms and provisions of this Agreement shall remain unmodified and in full force and effect or limitation of its use.

16.4 Services shall not be subcontracted, transferred, conveyed, or assigned under this Agreement in whole or in part to any other person, firm or corporation without the prior written consent of the City.

16.5 The City is exempt from Federal Excise and State taxes. The applicable tax exemption number or certificate shall be made available upon request.

16.6 This Agreement constitutes the sole and entire agreement between the Parties. No modification or amendments hereto shall be binding on either Party unless in writing and signed by both Parties.

16.7 This Agreement shall be construed and enforced according to the laws of the State of Florida. Venue in any proceedings between the Parties shall be in Pasco County, Florida.

16.8 The City reserves the right to audit the records of the Contractor covered by this Agreement at any time during the provision of Services and for a period of three (3) years after final payment is made under this Agreement.

16.9 The Contractor agrees that it shall not discriminate as to race, sex, color, creed, national origin, or disability, in connection with its performance under this Agreement.

16.10 The professional services to be provided by Contractor pursuant to this Agreement shall be non-exclusive, and nothing herein shall preclude the City from engaging other firms to perform Services.

16.11 This Agreement shall be binding upon the Parties herein, their heirs, executors, legal representatives, successors and assigns.

16.12 The Contractor agrees to comply with and observe all applicable federal, state, and local laws, rules, regulations, codes and ordinances, as they may be amended from time to time.

16.13 All other terms and conditions set forth in the Contract Documents which have not been modified by this Agreement, shall remain in full force and effect.

16.14 In the event of any dispute arising under or related to this Agreement, the prevailing Party shall be entitled to recover all actual attorney fees, costs and expenses incurred by it in connection with that dispute and/or the enforcement of this Agreement, including all such actual attorney fees, costs and expenses at all judicial levels, including appeal, until such dispute is resolved with finality.

16.15 This Agreement may be executed in two or more counterparts, each of which shall constitute an original but all of which, when taken together, shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this agreement on the day written above.

CITY OF ZEPHYRHILLS

Jodi Wilkeson, Council President

Attest: _____
Lori L. Hillman, City Clerk

Signed, Sealed and Delivered
In the presence of:

C.W. ROBERTS CONTRACTING INC

Witness

By: _____
Richard Straily – Area Manager

Witness

AGENCY: CITY OF ZEPHYRHILLS ATTN: PURCHASING DEPT 5335 8TH STREET ZEPHYRHILLS, FL 33542				INVITATION TO BID Response Acknowledgement	
PURCHASING AGENT: Karen Miller Phone: 813-780-0000 x3536 Email: kmiller@ci.zephyrhills.fl.us		AN EQUAL OPPORTUNITY EMPLOYER FLORIDA TAX EXEMPT #85-8012740166C-4 FEDERAL IDENTIFICATION NUMBER #59-6000455			
Obtained ALL Bid Documents and Submit Q&A and Responses electronically on: BidNet Direct, https://www.bidnetdirect.com/					
BID/PROPOSAL NUMBER	DISTRIBUTION DATE	BID/PROPOSAL TITLE		BID/PROPOSAL RESPONSES OPENING DATE/TIME	
11-22-03	6/19/2022	Zephyrhills Airport Itinerant Parking Apron		July 25, 2022 before 11 AM - via BidNet Online Only	
TELE CONFERENCE DATE GoTo Meeting ☒ Strongly Recommended ☐ None DATE: Thursday, June 23, 2022 TIME: 10:00 AM GoTo LINK: https://global.gotomeeting.com/312074053 Call: 1-571-317-3122 ACCESS CODE: 312-074-053				RESPONSES RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE ACCEPTED Bid Bonds must be received	
SITE VISIT: Friday, June 24th at 11:00 AM at Zephyrhills Airport, 39450 South Avenue, Zephyrhills, FL					
VENDOR MUST COMPLETE THE BELOW AREAS AND RETURN FORM, NOTARIZED. FORM IS REQUIRED.					
RESPONDER'S NAME/ADDRESS:				If returning as a "NO" state reason:	
TELPHONE NUMBER:					
EMAIL ADDRESS:					
I certify this Response is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a Response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills the Responder offers and agrees that if this Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company.				FEDERAL EMPLOYER ID NUMBER OR SS NUMBER:	
				AUTHORIZED SIGNATURE	
				PRINTED NAME/TITLE	
THIS FORM MUST BE NOTARIZED BELOW					
Sworn to and subscribed to me this ____ day of _____, 2022 Personally known: ☐ Or produced identification: ☐ Type of ID: _____ Notary Signature _____ State _____ My commission expires: _____				AFFIX NOTARY STAMP BELOW	
BONDS					
An EBond shall be included in your uploaded response or a certified check delivered to City Hall before the deadline for an amount not less than five (5%) of the total bid price and shall be made payable to the City as a guarantee that the Bidder will not withdraw his bid for a period of forty-five (45) days after bid closing time. Bid, Payment and Performance Bond and all Insurance shall be secured from or countersigned by an Agency or Surety Company recognized in good standing and authorized to do business in the State of Florida.					
THE CITY OF ZEPHYRHILLS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO ACCEPT ALL OR ANY PART OF ANY RESPONSE/PROPOSAL AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY UNLESS OTHERWISE NOTED, PAYMENT OF GOODS OR SERVICES PROVIDED AS A RESULT OF THIS SOLICITATION WILL BE MADE PER FLORIDA STATUTE. ALL VENDORS MUST SUBMIT A COMPLETED W-9 FORM.					

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BID RESPONSE FORM

In accordance with the Specifications contained herein, I certify that any and all information contained in this bid response is true; and I further certify that this bid is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the bid, and certify that I am authorized to sign for the applicant firm. *Please print the following and sign your name.*

Total Contract Sum (Amount of Bid)

\$ _____

Total Contract Sum of Bid in Words: _____

The **BIDDER** must submit a bid on all items contained in specification or the bid shall be considered irregular. The **OWNER** reserves the right to accept or reject the bid. The **OWNER**, or his representative, further reserves the unqualified right to determine whether any particular item or items or materials, equipment, or whatsoever is an approved equal, and reserves the unqualified right to a final decision regarding the approval or rejection of the same. The bid selection shall be based on the apparent low bidder for the "**TOTAL CONTRACT SUM**".

Add'l Documents Included: ☐ Bid Forms (A/B) ☐ Bid Bond/Check ☐ References ☐ Public Entity Crimes
☐ License(s) copies ☐ Drug Free Workplace ☐ Page 28, Signature/Seal ☐ Addenda Affidavit ☐ Errors/Omissions
☐ E-Verify ☐ Non Collusive ☐ Certification re: Debarment, Suspension, Ineligibility & Voluntary Exclusion
☐ Standard FDOT Requirements and Certifications Acknowledgement ☐ No-Bid

NAME, ADDRESS, AND SIGNATURE OF BIDDER:

NAME: _____ **TITLE:** _____

ADDRESS: _____

PHONE: _____ **FAX:** _____

E-MAIL ADDRESS: _____

BIDDER SIGNATURE: _____ **DATE:** _____

Corporate Seal or Notarization below date

APRON

<u>Spec. No.</u>	<u>Item Description</u>	<u>Plan Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Item Cost</u>
C-100-1	Contractor Quality Control Program	1	LS		
C-102-1	Temporary Stormwater Pollution, Prevention, Erosion and Siltation Control	1	LS		
C-105-1	Mobilization (maximum 10% of Bid)	1	LS		
P-101-1	Pavement Removal	1,890	SY		
P-101-2	Cold Milling, 2" Average Depth	200	SY		
P-101-3	Removal of Pipe and Other Buried Structures	1	LS		
P-101-4	Tie Down Removal	1	LS		
P-102-1	Safety, Security and Maintenance of Airfield Operations	1	LS		
P-103-1	Survey, Stakeout, and As-Built Survey	1	LS		
P-151-1	4" Topsoil Stripping	15,000	SY		
P-152-1	Unclassified Excavation	7,000	CY		
P-152-2	Compacted Subgrade, LBR 20 Min.	16,500	SY		
P-211-1	Lime Rock Base Course - 6" Thick	16,800	SY		
P-403-1	Asphalt Mix Pavement	3,800	TN		
P-602-1	Emulsified Asphalt Prime Coat	5,000	GAL		
P-603-1	Emulsified Asphalt Tack Coat	1,000	GAL		
P-620-1	Temporary Marking (30%)	400	SF		
P-620-2	Marking (Final 100%)	700	SF		
P-620-3	Black Non-Reflective Marking Outline	1,800	SF		
P-620-4	Pavement Marking Removal	350	SF		
PF-1	Tie Downs	15	EA		
D-701-1	18-inch Reinforced Concrete Pipe (Class V)	380	LF		
D-751-1	Inlet	4	EA		
D-751-2	Mitered End Section	2	EA		
FDOT-530-3	Rip-Rap (Rubble) w/ Filter Fabric	12	SY		
T-904-1	Sodding	3,380	SY		
L-108-5.1	Hand excavate minimum 8" Wide x 28" Deep in earth.	25	LF		
L-108-5.2	Saw cut and hand excavate minimum 8" Wide x 28" Deep in existing full strength pavement.	10	LF		
L-108-5.3	3/4" x 20' ground rods connected to counterpoise.	5	EA		
L-108-5.4	Additional 10' ground rod sections.	5	EA		
L-108-5.5	#6 bare solid AWG counterpoise conductor installed over conduit system.	1,280	LF		
L-108-5.6	#8, 5KV, L-824 conductor installed in new and existing conduit/ductbank system.	1,130	LF		

L-108-5.7	#8, XHHW conductor installed in new and existing conduit/ductbank system.	3,510	LF		
L-110-5.1	One 2" schedule 40 PVC conduit non-encased direct buried and installed in earth, 24-inch minimum cover, complete in place.	1,175	LF		
L-110-5.2	One 4" schedule 40 PVC conduit concrete encased and installed in new full strength pavement, 24-inch minimum cover, complete in place.	75	LF		
L-110-5.3	One 2" HDPE SDR13.5 conduit directional bored 48" deep beneath existing full strength pavement complete in place	65	LF		
L-110-5.4	Intercept existing conduit system and connect to new conduit system.	4	EA		
L-115-5.1	L-867 16" diameter can junction can installed in earth.	2	EA		
L-115-5.2	Removal of existing junction can/light base can in earth, complete	11	EA		
L-125-5.1	Removal of existing apron light pole, fixtures and pull box in earth, complete.	2	EA		
L-125-5.2	New apron light fixture, pole and concrete base installed in earth, complete.	2	EA		
L-125-5.3	Modification to existing apron lighting distribution system at FBO Office Building, complete.	1	LS		
L-125-5.4	Intercept existing circuit conductors in existing base can/manhole /junction can and extend circuits accordingly.	4	EA		
L-125-5.5	Identification of cables, ductbanks and lighting fixtures per FAA specifications	1	LS		

NOTE: See Instructions to Bidders Item 17 for the Basis of Award.

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BID REQUIREMENTS

Bid documents, plans, addendums can be viewed and downloaded from BidNet Direct at <https://www.bidnetdirect.com/florida/cityofzephyrhills>. A link to Bidnet Direct can be found on the City's Website, www.ci.zephyrhills.fl.us. Government, Purchasing, Vendor Information, click on the link for BidNet. It is your responsibility to ensure you have downloaded all addendums published before the bid opening. You must be a registered vendor for the City of Zephyrhills. Registration is FREE. Your response and all required documentation are to be **submitted through BidNet Direct electronically before the date and time listed for responses**.

Bid Bond: There are two methods of providing your solicitation bid bond. The **first** and preferred method is by an EBond which can be electronically uploaded with your solicitation response. The **second** method is to provide a certified check and deliver it to City Hall, 5335 8th Street, Zephyrhills, Florida 33542 **before** the deadline. Shall be for an amount not less than five percent (5%) of the total bid price and shall be made payable to the City as a guarantee that the Bidder will not withdraw his bid for a period of forty-five (45) days after bid closing time.

The Bid Bond (EBond or Certified Check) provides as a guarantee that if the bid proposal is accepted, the bidder will executed and execute the contract and furnish a Payment and Performance Bond at least equal to one hundred percent (100%) of the contract price within ten (10) days after Notice of Award of the contract.

The bid package language accommodates for all types of services and/or purchases.

TELE-CONFERENCE: A non-mandatory but strongly recommended tele-conference has been scheduled to discuss the requirements of this solicitation. This has been scheduled for **Thursday, June 23, 2022 at 10:00 AM**. This meeting will assure all bidders share the same information and have a fair opportunity to bid this project. It is recommended all vendors visit the locations to look at the requirements listed in this solicitation.

GoTo Link: <https://global.gotomeeting.com/312074053>

Phone: [1-571-317-3122](tel:1-571-317-3122)

Access Code: [312-074-053](https://global.gotomeeting.com/312074053)

You may need to type the link as cutting/pasting may not work.

SITE VISIT: Is optional but highly recommended to evaluate the project site location

Date: [June 24, 2022, Friday](#)

Time: [11:00 AM](#)

Located: [39450 South Avenue – Main Terminal](#)

No other site visits will be scheduled.

Payment and Performance Bond and All Insurance Shall be Secured from or Countersigned by an Agency or Surety Company Recognized in Good Standing and Authorized to do Business in the State of Florida. If at any time the Owner for justifiable cause shall be or become dissatisfied with any Surety, then upon the Performance of Payment Bonds, the Contractor/Vendor shall within ten (10) days after notice from the Owner, substitute an acceptable bond (or Bonds) in such form and sum and signed by such other Surety or Sureties as may be satisfactory to the Owner. The premiums on such bond shall be paid by the Contractor/Vendor. No further payments shall be deemed due and shall not be made until new Surety or Sureties shall have furnished such an acceptable bond to the Owner.

Insurance: The Contractor/Vendor shall, prior to commencement of work, take out and maintain in full force and effect minimum insurance coverage as specified.

The policy's expiration date shall exceed the length of the named project/contract. It shall be the responsibility of the Contractor/Vendor to insure that all subcontractors comply with the following insurance requirements:

Insurance Requirements for Subcontractors: Due to the recent difficulties in the insurance market which often makes it impossible for smaller subcontractors to meet the requirements accepted by the general contractor/vendor, the following program is now in effect:

1. The general contractor/vendor will continue to provide insurance coverage as required by the City.
2. The general contractor/vendor will continue to sign a standard Hold Harmless / Indemnification clause.
3. The contract/bid document will simply state that the contractor/vendor is responsible for insuring that his/her subcontractors are adequately insured and that any action taken against the City would be covered under the contractor's or vendor's signed Hold Harmless/Indemnification clause.
4. An exception to #3 would be in the case of any subcontractor whose work has a value of 50% of the total project cost, the subcontractor will be required to meet the same insurance requirements imposed upon the general contractor/vendor.
5. The City retains the right to require any subcontractor to provide proof of insurance coverage and to request modifications when deemed necessary.

The insurance certificate shall be endorsed by the Contractor's or Vendor's insurance carrier. All certificates of insurance must be approved by the City of Zephyrhills, Florida and name the City as an additional insured.

Indemnity: Contractor/vendor shall defend, indemnify and hold harmless the City of Zephyrhills and all of the City of Zephyrhills's officers, agents, and employees from and against all claims, liability, loss and expense, including reasonable costs, collection expenses, attorneys' fees, and court costs which may arise because of the negligence (whether active or passive), misconduct, or other fault, in whole or in part (whether joint, concurrent, or contributing), of contractor/vendor, its officers, agents or employees in performance or non-performance of its obligations under the Agreement generated from this solicitation. Contractor/vendor recognizes the broad nature of this indemnification and hold harmless cause, as well as the provision of a legal defense to the City of Zephyrhills when necessary, and voluntarily makes this

covenant and expressly acknowledges the receipt of such good and valuable consideration provided by the City of Zephyrhills in support of these indemnification, legal defense and hold harmless contractual obligations in accordance with the laws of the State of Florida. This clause shall survive the termination of the Agreement from this solicitation. Compliance with any insurance requirements required elsewhere within the Agreement shall not relieve the contractor/vendor of its liability and obligation to defend, hold harmless and indemnify the City of Zephyrhills as set forth in this article of the Agreement.

It is further agreed that liability and exposure for indemnification (including, but not limited to the amounts of any indemnification owed by a governmental entity) will be limited to and governed by the provisions of Section 768.28(5), Florida Statutes.

Exparte Communication: Please note that to insure the proper and fair evaluation of a bid proposal, the City of Zephyrhills prohibits exparte communication (i.e., unsolicited) initiated by a bidder to the City official or employee evaluating or considering the bids prior to the time a bid decision has been made. Any communication between bidder and the City will be initiated by the appropriate City official or employee in order to obtain information or clarification needed to develop a proper and accurate evaluation of the bid. Any exparte communication may be grounds for disqualifying the offending bidder from consideration or award of the proposal then in evaluation or any future proposal.

INSTRUCTIONS TO BIDDERS

1. **Proposals:** Responses/Proposals will be submitted through BidNet Direct meeting all requirements listed for furnishing all transportation, labor, material and equipment, and performing all operations required for the construction and completion of the work herein specified and shown on the drawings.
2. **Additional Information or Clarification:** Request for additional information or clarifications must be made in writing and can be e-mailed to kmiller@ci.zephyrhills.fl.us or through BidNet Direct (preferred). Any request for additional information or clarification must be received in writing **no later than Wednesday, July 20, 2022 by 11:00 A.M.**
3. **Equivalent Brand Names:** When the City does not wish to rule out other competitor's brands or makes, the phrase "OR EQUIVALENT" is specified. Whenever a material, article or piece of equipment is identified on the plans or in the specifications by reference to manufactures' or vendors' names, trade names, catalogue numbers, etc, it is intended merely to establish a standard; and, any material, article or equipment of other manufacturers and vendors that will perform adequately the duties imposed by the general design and will be considered equally acceptable provided the material, article or equipment so proposed, is, in the opinion of the Architect/Engineer, of equal substance and function. It shall not be purchased or installed by the Contractor/Vendor without the Architect/Engineer's written approval. However, if a product other than the specified bid, it is the bidder's responsibility to identify such product in its bid, and prove to the City that said product is equal to or better than the product specified. The City shall have the sole and absolute discretion to determine whether the product identified by the bidder is equal to or better than the product specified by the City. Manufacturers' certificates of specifications conformance of materials may be required by the City; these certificates shall be furnished at no cost to the City. Unless otherwise specified, evidence in the form of samples may be requested if the proposed brand is other than specified by the City. If samples should be requested, such samples must be received by the City within the time specified after a formal request is made. Any items which fall into this category are to be submitted to the City for review and approval **no later than Wednesday, July 20, 2022 by 11:00 A.M.**

4. **Bidder:** A bidder is an individual, firm, or corporation submitting a Proposal to the City for the work contemplated.
5. **Proposal Forms:** The bidder shall submit his Proposal on the forms furnished herewith. The blank spaces shall be filled in correctly for each lump sum item and for every item for which a quantity is given. The bidder shall state the price, typewritten or printed in ink, for which he proposes to do each item of work called for.
6. **Signature on Proposal:** The bidder must sign his Proposal correctly. If the proposal is made by an individual, he shall sign and his name and his post office address shall be shown. If made by a firm or partnership, signature shall be by a general partner and the name and post office address of each member of the firm or partnership shall be shown. If made by a corporation, the person signing the Proposal shall show the name of the state under the laws of which the corporation was chartered, also the name and business address of its president, secretary and treasurer. The Proposal shall bear the seal of the corporation attested by the secretary. Anyone signing the Proposal as agent shall file with the Proposal legal evidence of his authority to do so.
7. **Familiarity with Laws:** The bidder is assumed to be familiar with all Federal, State and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the bidder will in no way relieve him from responsibility.
8. **Examination of Drawings, Specifications and Site of Work:** The bidder shall visit the site of the proposed work and familiarize himself with the nature and extent of the work and all local conditions that may in any manner affect the work to be done and the equipment, materials and labor required. By submitting his bid, the bidder acknowledges that he has visited the site and that he is otherwise familiar with the nature and extent of the work and all local conditions that may in any manner affect the work to be done and the equipment, material and labor required. He is required to examine carefully the drawings and specifications and Form of Agreement and Bond and to inform himself accurately and completely regarding any and all conditions and requirements contained herein that may in any manner affect the work to be performed.
9. **Qualifications of Bidders:** The contract(s), if awarded, will be awarded only to a responsible contractor/vendor who is qualified by experience to do/supply the work specified herein. The bidder shall submit with his Proposal evidence satisfactory to the City, of his experience in like work and when requested he shall show that he has prepared the necessary organization, capital, equipment and machinery to complete the work to the satisfaction of the City within the time limit stated in the Contract Documents.
10. **Disqualification of Bidders:** No bidder shall submit more than one proposal, and reasonable grounds for believing that a bidder interested in more than one Proposal for the same work will cause rejection of all Proposals in which such bidder, or bidders, are believed to be interested. Any or all Proposals will be rejected if there is reason to believe that Collusion exists among the bidders and no participants in such collusion will be considered in future Proposals for the same work.
11. **Right to Reject Proposal:** Right is reserved to reject any or all Proposals and to disregard technical errors.

12. **Return of Proposal Guaranty:** As soon as the bids have been compared, the City may, at its discretion, return the guaranty deposit accompanying such Proposals as in its judgment would not likely be considered in making the award. All other proposal guaranties will be held until the Agreement and Bond have been executed, after which they will be returned to the respective bidders.
13. **Execution of the Agreement:** The individual, firm or corporation to which the contract has been awarded shall sign the necessary Agreement with the City, and return it to the City within **ten (10)** days. No contract shall be considered binding upon the City until it has been properly executed.
14. **Failure to Execute the Agreement:** Failure on the part of the successful bidder to execute the Agreement as required will be just cause for the annulment of the award, and in the event of the annulment of the award, the Bidder shall forfeit his bid bond. This forfeiture shall not be construed as a penalty, but as reasonable, fixed and liquidated damages because of the Bidder's failure to enter into Agreement with the City. The award may then be made to the next lowest acceptable bidder, or the work re-advertised as the City may elect.
15. **Withdrawal of Proposal:** A bidder may withdraw his Proposal without prejudice to himself, not later than the day and hour set for opening of bids, by communicating his purpose in writing to the City and his Proposal will be returned to him unopened.
16. **Interest of Member of or Delegate to Congress.** No member of or Delegate to Congress, or Resident Commissioner, shall be admitted to any share or part of this contract or any benefit that may arise therefrom, but this provision shall be construed to extend to this contract if made with a corporation for its general benefit.
17. **Basis of Award:** Considerations will be given to price, experience of the bidder in this type of work, and their conformity with the specifications. Except where the City exercises the right reserved herein to reject any or all bids and subject to the restrictions stated hereinabove, the Contract shall be awarded by the City to the responsible Bidder who has submitted either the lowest responsive bid, or the lowest responsive bid on the base bid including such alternates/optional items as the City determines to be in its own best interests, and application of any preferences, as applicable. The quality of the material to be supplied, their suitability to requirements, and guarantee clauses shall be taken into consideration. No significant deviation for the term of this specification is acceptable. The City of Zephyrhills reserves the right to reject any or all bids as authorized by law, to accept in whole or in part any such bid, and to award the contract to other than the lowest bidder at its discretion, if the best interest of the City of Zephyrhills is thereby served.
18. **Award of Contract:** The City reserves the right to reject any or all bids, or any part of any bid, to waive any informality in any bid, or to re-advertise for all or part of the work contemplated. The City reserves the right, prior to award of Contract, to add to the scope of the project any item or any combination of items which may exceed the total bid price for the project.

Considerations will be given to price, experience of the bidder in this type of work, and their conformity with the specifications. Awards will be made to the lowest responsible bidder. The quality of the material to be supplied, their suitability to requirements, and guarantee clauses shall be taken into consideration. No significant deviation for the term of this specification is acceptable. The City of

Zephyrhills reserves the right to reject any or all bids as authorized by law, to accept in whole or in part any such bid, and to award the contract to other than the lowest bidder at its discretion, if the best interest of the City of Zephyrhills is thereby served.

A pre-construction meeting shall take place after the award of the contract. This meeting is mandatory pre-construction meeting. The attendees of this meeting shall be the Contractor and City Staff.

~~**Background Checks:** The City of Zephyrhills reserves the right to process background checks on the successful contractor/vendor. The successful contractor/vendor must contact Lt. Hillen (813-780-0050) to schedule ALL personnel working on this project for a background check PRIOR to the Notice to Proceed.~~

~~**Fingerprinting:** All contractor/vendor employees will be required to be fingerprinted prior to Notice to Proceed. Contact Lt. Hillen to schedule a convenient time for all personnel working on this service/project to get fingerprinted.~~

~~**Security Awareness Training:** All contractor/vendor employees are required to complete this training prior to working on this project. Contact the Zephyrhills Police Department Communications Supervisor to schedule the training and test.~~

In the event the contract is awarded to this Bidder, he will enter into a formal written agreement with the City in accordance with the accepted bid within ten (10) calendar days after said contract is submitted to him. The Bidder further agrees that in the event of the Bidder's default or breach of any of the agreements of this proposal, the said bid deposit shall be forfeited as liquidated damages.

If awarded this contract, It is hereby understood and mutually agreed, by and between the Contractor/Vendor and the Owner, that the date of beginning and the time for completion as specified in the contract of the work to be done hereunder are ESSENTIAL CONDITIONS of this contract; and it is further mutually understood and agreed that the work embraced in this contract shall be commenced on a date to be specified in the "Notice to Proceed."

It is further agreed where under the contract an additional time is allowed for the completion of any work, the time limit fixed by such extension shall be of the essence of this contract. Provided, that the Contractor/Vendor shall not be charged with liquidated damages or any excess cost when the Owner determines that the Contractor/Vendor is without fault and the Contractor's or Vendor's reason for the time extension is acceptable to the Owner: Provided, further, that the Contractor/Vendor shall not be charged with liquidated damages or any excess cost when the delay in completion of the work is due:

- (a) To any preference, priority or allocation order duly issued by the Government.
- (b) To any delays of Subcontractors or suppliers occasioned by any of the causes specified in subsection (a).

Provided, further, that the Contractor/Vendor shall, within ten (10) days from the beginning of such delay, unless the Owner shall grant a further period of time prior to the date of final settlement of the contract, notify the Owner, in writing, of the causes of the delay, who shall ascertain the facts and extent of the delay and notify the Contractor/Vendor within a reasonable time of its decision in the matter.

The Contractor/Vendor agrees that said work shall be prosecuted regularly, diligently, and uninterrupted at such rate of progress as will insure full completion thereof within the time specified. It is expressly understood and agreed, by and between the Contractor/Vendor and the Owner, that the time for the completion of the work described herein is a reasonable time for the completion of the same, taking into consideration the average climatic range and usual industrial conditions prevailing in this locality. The Bidder agrees to supply all materials within thirty (30) days after successful agreement has been signed by both parties and after contract has been submitted to them and receipt of Notice to Proceed.

If the said Contractor/Vendor shall neglect, fail or refuse to complete the work within the time herein specified, or any proper extension thereof granted by the Owner, then the Contractor/Vendor does hereby agree, as a part consideration for the awarding of this contract, to pay to the Owner the amount specified in the contract, not as a penalty but as liquidated damages for such breach of contract as hereinafter set forth, for each and every calendar day that the Contractor/Vendor shall be in default after the time stipulated in the contract for completing the work

Should the contractor/vendor fail to substantially complete and supply the materials listed under this contract and make it available for beneficial use on or before the date stipulated for completion (or such later date as may result from extension of time granted by City), he shall pay the City, as liquidated damages, the sum of **\$1000.00** for each consecutive calendar day or the amount listed in the phase schedule, that terms of the contract remain unfulfilled beyond date allowed by the contract, which sum is agreed upon as a reasonable and proper measure of damages which City will sustain per diem by failure of Contractor/vendor to supply the materials within the time stipulated; it being recognized by City and Contractor/vendor that the injury to City which could result from a failure of Contractor/vendor to complete on schedule is uncertain and cannot be computed exactly. In no way shall costs for liquidated damages be construed as a penalty.

Any notice to any Contractor/Vendor from the Owner relative to any part of this contract shall be in writing and considered delivered and the service thereof completed, when said notice is posted, by certified or registered mail, to the said Contractor/Vendor at his last given address or delivered in person to the said Contractor/Vendor or his authorized representative on the work.

19. **Conditions:** The bidder shall list on a separate sheet of paper any variations from, or exceptions to, the conditions and specifications of this bid. This sheet shall be labeled "Exceptions to Bid Conditions and Specifications", and shall be attached to the bid. Any variations or exceptions shall meet or exceed the plans and specifications.
20. **Quantities:** An estimate of the quantities of work to be done and/or materials to be furnished is given in the specifications. It is the result of the City's calculations and is believed to be correct. It is given only as a basis of comparison of bids and the City does not expressly or by implication agree that the actual quantities involved will correspond exactly therewith; nor shall the bidder plead misunderstanding or deception because of such estimates of quantities, or of the character, location, or other conditions pertaining to the work performed or materials furnished in accordance with the plans and specifications. It is understood that the quantities may be increased or decreased without in any way invalidating the unit bid prices.

21. **Public Records**: In accordance with 119.0701 F.S. Contractor shall:

IF CONSULTANT OR CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONSULTANT'S OR CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT OR CONTRACT, THEY SHALL CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

**LORI HILLMAN, CITY CLERK
CITY OF ZEPHYRHILLS
5335 8TH STREETH
ZEPHYRHILLS, FLORIDA 33542
LHILLMAN@CI.ZEPHYRHILLS.FL.US
813-780-0000**

22. **Correction of Work**. All work, all materials, whether incorporated in the work or not, all processes of manufacture, and all methods of construction shall be at all times and places subject to the inspection of the Architect/Engineer who shall be the final judge of the quality and suitability of the work, materials, processes of manufacture, and methods of construction for the purposes for which they are used. Should they fail to meet his approval they shall be forthwith reconstructed, made good replaced and/or corrected, as the case may be by the Contractor/Vendor at his own expense. Rejected materials shall immediately be removed from the site. If, in the opinion of the Architect/Engineer, it is undesirable to replace any defective or damaged materials or to reconstruct or correct any portion of the work injured or not performed in accordance with the Contract Documents, the compensation to be paid to the Contractor/Vendor hereunder shall be reduced by such amount as in the judgment of the Architect/Engineer shall be equitable.
23. **Subsurface Conditions Found Different**. Should the Contractor/Vendor encounter sub-surface and/or latent conditions at the site materially differing from those shown on the Plans or indicated in the Specifications, the Contractor/Vendor shall immediately give notice to the Architect/Engineer of such conditions before they are disturbed. The Architect/Engineer will thereupon promptly investigate the conditions, and if he finds that they materially differ from those shown on the Plans or indicated in the specifications he will at once make such changes in the Plans and/or Specification, as the Contractor/Vendor may find necessary, any increase or decrease of cost resulting from such changes to be adjusted in the manner provided in Paragraph 17 of the General Conditions.
24. **Claims for Extra Cost**. No claim for extra work or cost shall be allowed unless the same was done in pursuance of a written order of the Architect/Engineer approved by the Owner, as aforesaid, and the claim presented with the first estimate after the changed or extra work is done. When work is performed under the terms of subparagraph 17 of the General Conditions, the Contractor/Vendor shall

furnish satisfactory bills, payrolls, and vouchers covering all items of cost and when requested by the Owner, give the Owner access to accounts relating thereto.

25. Termination (Cause and/or Convenience).

- a. This contract may be terminated in whole or in part in writing by either party in the event of substantial failure by the other party to fulfill its obligations under this contract through no fault of the terminating party, provided that no termination may be effected unless the other party is given (1) not less than ten (10) calendar days written notice (delivered by certified mail, return receipt requested) of intent to terminate and (2) an opportunity for consultation with the terminating party prior to termination.
- b. This contract may be terminated in whole or in part in writing by the local government for its convenience, provided that the other party is afforded the same notice and consultation opportunity specified in 1(a) above.
- c. If termination for default is effected by the local government, an equitable adjustment in the price for this contract shall be made, but (1) no amount shall be allowed for anticipated profit on unperformed services or other work, and (2) any payment due to the contractor/vendor at the time of termination may be adjusted to cover any additional costs to the local government because of the contractor's or vendor's default.

If termination for convenience is effected by the local government, the equitable adjustment shall include a reasonable profit for services or other work performed for which profit has not already been included in an invoice.

For any termination, the equitable adjustment shall provide for payment to the contractor/vendor for services rendered and expenses incurred prior to receipt of the notice of intent to terminate, by the contractor/vendor relating to commitments (e.g., suppliers, subcontractors) which had become firm prior to receipt of the notice of intent to terminate.

- d. Upon receipt of a termination action under paragraphs (a) or (b) above, the contractor/vendor shall (1) promptly discontinue all affected work (unless the notice directs otherwise) and (2) deliver or otherwise make available to the local government all data, drawings, reports specifications, summaries and other such information, as may have been accumulated by the contractor/vendor in performing this contract, whether completed or in process.
- e. Upon termination, the local government may take over the work and may award another party a contract to complete the work described in this contract.
- f. If, after termination for failure of the contractor/vendor to fulfill contractual obligations, it is determined that the contractor/vendor had not failed to fulfill contractual obligations, the termination shall be deemed to have been for the convenience of the local government. In such event, adjustment of the contract price shall be made as provided in paragraph (c) above.

PRELIMINARY MATTERS

Delivery of Bonds: Simultaneously with the execution and delivery of the Agreement, the Contractor/Vendor shall deliver to the City the required executed Bonds. Additional copies will be furnished, upon request, at the cost of reproduction.

Before Starting Work: Before starting the work at the site, the Contractor/Vendor shall furnish the City with certificates of insurance listing the City of Zephyrhills as Certificate Holder and listing a Description of work to be provided as well as schedules as required by the City and a conference will be held to review the above schedules, to establish procedures for handling Applications for Payment and to establish a working understanding between the parties as to the Project. Present at the conference will be the City and its representative, the Contractor/Vendor and his Superintendent.

The Contractor/Vendor shall furnish a list of key personnel within **fifteen (15)** calendar days of starting construction. This list should include the superintendent, all personnel at the site and their assignments, name, title, telephone numbers (work and cellular) along with email addresses.

Before undertaking the Work, the Contractor/Vendor shall carefully study and compare the Contract Documents and check and verify all figures shown thereon and all field measurements. He shall at once report in writing to the City any conflict, error or discrepancy which he may discover. The Contractor/Vendor assumes full responsibility for having familiarized himself with the nature and extent of the Contract Documents, Work, locality and local conditions that may in any manner affect the Work to be done and represents that he has visited the site.

The City shall give the Contractor/Vendor a written Notice to Proceed, stating a date on which it is expected that the Contractor/Vendor will start the work. No work shall be done prior to the date on which the Work is to start.

The Contractor/Vendor Time shall commence to run on the date of the Notice to Proceed.

CORRELATION, INTERPRETATION, AND INTENT OF CONTRACT DOCUMENTS

For Construction: It is the intent of the Specifications and Drawings to describe a complete Project to be constructed in accordance with the Contract Documents. The Contract Documents comprise the entire Agreement between the City and the Contractor/Vendor. They may be altered only by a Modification. The Contract Documents cover, with explicit provisions, all matters relating to the work which the Contractor/Vendor undertakes to construct or perform in full compliance with such provisions. It is understood that the Contractor/Vendor has, by personal examination and inquiry, if necessary, satisfied himself as to all local conditions and as to the meaning, requirements and reservations of the Contract Documents. No deviation will be allowed from the City's interpretation thereof. The intent of the Contract Documents is to include all labor, materials, equipment, and transportation necessary for the proper execution of the work. The Contractor/Vendor shall make plural and complete all work which, to avoid needless repetition or for the sake of brevity, has been shown singly or partially indicated. The Contractor/Vendor shall follow the Drawings and execute all work in strict accordance therewith and with the kind and quality of materials indicated and specified. Materials or work described in words which, when so applied, have a well-known technical or trade meaning shall be held to refer to such recognized standards. Any deviation from Specifications, which may be required by the exigencies of construction, shall in all cases conform to written instructions of the City. The applicable provisions of the Contract

Documents shall apply with equal force to all work, including extra work, performed under this Contract, whether performed either directly by the Contractor/Vendor or by any Subcontractor.

The Contract Documents are complementary; what is called for by one is as binding as if called for by all. If the Contractor/Vendor finds a conflict, error or discrepancy in the Contract Documents, he shall call it to the City's attention in writing before proceeding with the Work affected thereby. In resolving such conflicts, errors and discrepancies, the documents shall be given precedence in the following order: Agreement, Special Conditions, General Conditions, Specifications, including any Addenda, Drawings, Invitation to Bid and Contractors/Vendors Bid. Any work that may reasonably be inferred from the Specifications or Drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described in words which so applied have a well-known technical or trade meaning shall be deemed to refer to such recognized standards.

Insurance: Prior to beginning any work hereunder or allowing any Subcontractor to begin any work, the Contractor/Vendor shall procure, at its sole cost and expense, procure and maintain throughout the term of the contract, Comprehensive General Liability and Worker's Compensation insurance, including Employer Liability insurance, with minimum policy limits of \$1,000,000 (this could be \$2,000,000 depending on the amount of the contract) combined Single Limits, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated and executed by a licensed insurance broker, brokerage or similar licensed insurance professional evidencing such coverage, and naming the City of Zephyrhills as a named, additional insured, as well as furnishing the City of Zephyrhills with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of these insurance policies must accompany the signed contract. Said insurance coverages procured by the contractor/vendor as required herein shall be considered, and the contractor/vendor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the City of Zephyrhills, and that any other insurance, or self-insurance available to the City of Zephyrhills shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the contractor/vendor as required.

Nothing shall be construed to extend the City of Zephyrhills's liability beyond that provided in section 768.28, Florida Statutes.

Builders' Risk Coverage: *For any contracts that may apply to the following in the first sentence should also include statement below.* If this solicitation includes: (1) construction of a new above-ground structure or structures, or (2) any addition(s), improvement(s), alteration(s), or repair(s), to an existing above-ground structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall provide, in a policy acceptable to the City, "all risk" (i.e., Special Form) property insurance on any such construction, additions, machinery or equipment. The amount of the insurance shall be no less than the estimated replacement value at the time of the City's final acceptance of such new structures, addition(s), improvement(s), alternation(s), repair(s), machinery or equipment. The coverage shall not be subject to any restriction with respect to occupancy or use by the City and, subject to thirty (30) days' prior written notice to the City shall remain in full effect until final acceptance by the City. In addition, the City, the Professional, and the Contractor's subcontractors of any tier, shall be additional insureds on this policy. The insurance shall include a deductible no greater than

one percent (1%) of the Contract amount, or \$25,000, whichever is smaller, for which the Contractor shall be responsible. The risk of loss whether insured or not shall remain with the Contractor until final acceptance. Upon request, Contractor shall furnish to the City complete copies of the insurance policy.

Liens: The Contractor/vendor shall indemnify and save harmless the City from all claims, demands, causes of action, suits of whatever nature arising out of the services, labor, and materials furnished by the Contractor/Vendor or its Subcontractors under this Contract, and from all laborers', materialmen's and mechanics' liens upon the property which the work is located arising out of the services, labor, and materials furnished by the Contractor/Vendor or any of its Subcontractors under this Contract; and shall keep said property free and clear of all liens, claims, and encumbrances arising from the performance of this Contract by the Contractor/Vendor or its Subcontractors; the Contractor/Vendor hereby waiving all rights to claim such lien on the City's properties.

If required, the Contractor/Vendor shall furnish at the City's option either (a) a good and sufficient release or waiver of lien from itself, every subcontractor, materialman, laborer, and other person furnishing services, labor, or materials in connection with the work or (b) receipts in full, together with an affidavit that the receipts cover all the services, labor, and materials furnished by the Contractor/Vendor or its Subcontractors for which a lien might be filed except as covered by the releases and waivers of liens; but if any Subcontractor, laborer, materialman, or other person refuses to furnish a waiver or release a receipt in full, the Contractor/Vendor may furnish a Bond satisfactory to the City to indemnify the City against any claim or lien or otherwise. (c) Surety Bond may be furnished by the Contractor/Vendor or his Surety as a guarantee that he will execute the work in accordance with the terms of the Contract, and that he shall make all payments for all labor, materials and supplies directly or indirectly for the work. If Surety Bond is required by the City, Contract price will be increased by an amount equal to the cost of securing said Bond.

Definitions: The following terms are respectively defined as follows:

- **Contractor/Vendor:** A person, firm or corporation with whom the contract is made by the Owner/City.
- **Subcontractor:** A person, firm or corporation supplying labor and materials or only labor for at the site of the project for, and under separate contract or agreement with the Contractor/Vendor.
- **Work on (at) the Project:** Work to be performed at the location of the project, including the transportation of materials and supplies to or from the location of the project by employees of the Contractor and any subcontractor.
- **Owner:** Can represent the City of Zephyrhills and/or property/business owners.

CONTRACTOR'S or VENDOR's RESPONSIBILITIES

Supervision and Superintendence: The Contractor/Vendor shall supervise and direct the Work efficiently and with his best skill and attention. He shall be solely responsible for the means, methods, techniques, sequences and procedures of construction. The Contractor/Vendor shall be responsible to see that the finished Work complies accurately with the Contract Documents. The Contractor/Vendor shall accept full responsibility for the work until final acceptance. He shall protect the work against all loss or damage sustained during the progress of the work and promptly repair any damage done from any cause

whatsoever. After acceptance of the work, Contractor's or Vendor's responsibility shall extend to defective or faulty work as later defined in these specifications.

The Contractor/Vendor shall keep on the Work site at all times during its progress, a competent resident superintendent who shall not be replaced without written consent of the City, under extraordinary circumstances. The Superintendent will be the Contractor's or Vendor's representative at the Site and shall have the authority to act on behalf of the Contractor/Vendor. He shall be present at the pre-construction conference. All communications given to the Superintendent shall be as binding as if given to the Contractor/Vendor.

Labor, Materials, Equipment, and Manufactured Articles: The Contractor/Vendor shall provide competent, suitably qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. He shall at all times maintain good discipline and order at the site.

The Contractor/Vendor shall furnish all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water and sanitary facilities, and all other facilities and incidentals necessary for the execution, testing, and initial operation and completion of the Work. Any work necessary to be performed after regular working hours, on Sunday or legal holiday, shall be performed without additional expense to the City.

All materials and equipment shall be new, except as otherwise provided in the Contract Documents. If required by the City, the Contractor/Vendor shall furnish satisfactory evidence as to the kind and quality of materials and equipment. All material and workmanship shall in every respect, be in accordance with what, in the opinion of the City, is in conformity with approved modern practice.

Contractor's or Vendor's Title to Materials: No materials or supplies for the work shall be purchased by the Contractor/Vendor or by any Subcontractor subject to any chattel mortgage or under a conditional sale contractor/vendor or other agreement by which an interest is retained by the seller. The Contractor/Vendor warrants that he has good title to all materials and supplies used by him in the work, free from all liens, claims or encumbrances.

Request for Information (RFI): Immediately on discovery of the need for additional information the Contractor/Vendor shall submit a RFI to the Owner's representative, Project Manager.

Use of Premises: The Contractor/Vendor shall confine his equipment, the storage of materials and equipment and the operations of his workmen to areas permitted by law, ordinances, or permits and shall not unreasonably encumber the premises with materials or equipment. Materials stored without proper permits shall be promptly relocated upon request by the City at the Contractor's or Vendor's expense.

Record Drawings: The Contractor/Vendor shall keep one record copy of all Specifications, As-built Drawings, Addenda, Modifications and Shop Drawings at the site in good order and annotated to show all changes made during the construction process. These shall be available to the RPR and the Engineer. As-builds shall be delivered to them for the City and Engineer upon completion of the Project. Release of retainage shall be contingent upon delivery of red-lined "as-builds".

Supplementary Drawings: When, in the opinion of the City, it becomes necessary to explain more fully the work to be done, or to illustrate the work further, or to show any changes which may be required,

drawings, known as supplementary drawings, with specifications pertaining thereto, will be prepared by the Engineer.

The additional drawings and instructions supplied to the Contractor/Vendor will coordinate with the Contract Documents and will be prepared that they can be reasonably interpreted. The Contractor/Vendor shall carry out the work in accordance with the additional detail drawings and instructions. The Contractor/Vendor and the Architect/Engineer will prepare jointly: (a) a schedule, fixing the dates at which special detail drawings will be required, such drawings, if any, to be furnished by the Architect/Engineer in accordance with said schedule, and (b) a schedule fixing the respective dates for the submission of shop drawings; the beginning of manufacture, testing and installation of materials, supplies and equipment; and the completion of the various parts of the work; each such schedule to be subject to change from time to time in accordance with the progress of the work

The supplementary drawings shall be binding upon the Contractor/Vendor with the same force as the drawings. Where such supplementary drawings require either less or more than the estimated quantities of work, credit to the City or compensations therefore to the Contractor/Vendor shall be subject to the terms of the agreement.

Shop or Setting Drawings: The Contractor/Vendor shall submit promptly to the Architect/Engineer four (4) copies of each shop or setting drawing prepared in accordance with the schedule predetermined as aforesaid. After examination of such drawings by the Architect/Engineer and the return thereof, the Contractor/Vendor shall make such corrections to the drawings as have been indicated and shall furnish the Architect/Engineer with four (4) corrected copies. If requested by the Architect/Engineer the Contractor/Vendor must furnish additional copies. Regardless of corrections made in or approval given to such drawings by the Architect/Engineer, the Contractor/Vendor will nevertheless be responsible for the accuracy of such drawings and for their conformity to the Plans and Specifications, unless he notifies the Architect/Engineer in writing of any deviations at the time he furnishes such drawings.

Architect/Engineer's Authority: The Architect/Engineer shall give all orders and direction contemplated under the contract and specifications, relative to the execution of the work. The Architect/Engineer shall determine the amount, quality, acceptability, and fitness of the several kinds of work and materials that are to be paid for under this contract and shall decide all questions which may arise in relation to said work and the construction thereof. The Architect/Engineer's estimates and decisions shall be final and conclusive, except as herein otherwise expressly provided. In case any question shall arise between the parties hereto relative to said contract or specifications; the determination or decision of the Architect/Engineer shall be a condition precedent to the Contractors/Vendors to receive any money or payment for work under this contract affected in any manner or to any extent by such question.

The Architect/Engineer shall decide the meaning and intent of any portion of the specifications and of any plans or drawings where the same may be found obscure or be in dispute. Any differences or conflicts in regard to their work that may arise between the contractor/vendor under this contract and other Contractors/Vendors performing work for the City shall be adjusted and determined by the Architect/Engineer.

Safety and Protection: The Contractor/Vendor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. He shall take all necessary

precautions for the safety of and shall provide the necessary protection to prevent damage, injury or loss to:

All employees on the Work and other persons who may be affected thereby.
All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site.

Other property, including City property, at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction. The Contractor/Vendor shall replace or make good any such damage, loss or injury unless such be caused directly by errors contained in the contract or by the City, or his duly authorized representatives. He shall notify the Architect/Engineer immediately. Any claim for compensation by the Contractor/Vendor shall be promptly submitted to the Architect/Engineer for approval.

The Contractor/Vendor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents. This person shall be the Contractor's Superintendent unless otherwise designated in writing by the Contractor/Vendor to the City.

SAFETY PLAN

- A. It is the contractor's or vendor's responsibility to comply with OSHA standards and all regulations pertaining to the work including confined space entry.
- B. Precaution shall be exercised at all times for the protection of persons and property. The safety provisions of applicable laws, and existing building and construction codes shall be guarded in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractor of America, and OSHA's Safety and Health Standards (29 CFR 1926/1910) U.S. Department of Labor, to the extent that such provisions are not in contravention of applicable law.
- C. **Safety Requirements:**
 - 1. The Contractor/Vendor shall provide documentation on Means of Egress, Emergency Evacuation, Confined Space Entry, Lock Out – Tag Out, Hot Work Permit, Hurricane Preparedness, Right-to-Know / MSDS Sheets to the satisfaction of the City prior to commencement of any single job.
 - 2. A Contractor/Vendor Process Safety Management Briefing will be held at the Pre-Construction Conference. The Contractor/Vendor will be required to attend this briefing and sign a form so stating that he has been briefed. A copy of this form is included in the Forms section of this package.

Emergencies: In emergencies affecting the safety of persons or the Work or property at the site or adjacent thereto, the Contractor/Vendor, without special instruction or authorization from the City, is obligated to act, at his discretion, to prevent threatened damage, injury or loss.

Assignability. The Contractor/Vendor shall not assign the whole or any part of this contract or any monies due or to become due hereunder without written consent of the Owner. In case the

Contractor/Vendor assigns all of any part of any monies due or to become due under this contract, the instrument of assignment shall contain a clause substantially to the effect that it is agreed that right of the assignee in and to any monies due or to become due to the Contractor/Vendor shall be subject to prior claims of all persons, firms and corporations of services rendered or materials supplied for the performance of the work called for in this contract.

Mutual Responsibility of Contractors/Vendors. If, through acts of neglect on the part of the Contractor/Vendor, any other Contractor/Vendor or any subcontractor shall suffer loss or damage on the work, the Contractor/Vendor agrees to settle with such other Contractor/Vendor or subcontractor by agreement or arbitration if such other Contractor/Vendor or subcontractor will so settle. If such other Contractor/Vendor or subcontractor shall assert any claim against the Owner or account of any damage alleged to have been sustained, the Owner shall notify the contractor/vendor, who shall indemnify and save harmless the Owner against any such claim.

Subcontractors: The Contractor/Vendor shall not employ any Subcontractor against whom the City may have reasonable objection, nor will the Contractor/Vendor be required to employ any Subcontractor against whom he has reasonable objection. Within 30 calendar days after the date of the Award of Contract and before the City shall make any partial payments to the Contractor/Vendor, the Contractor/Vendor shall furnish to the City in writing for acceptance by the City a list of the names of the Subcontractors proposed for the principal portions of the work. The Contractor/Vendor shall not make any substitution for any Subcontractor who has been accepted by the City, unless the City determines that there is good cause for doing so.

The Contractor/Vendor shall be fully responsible for all acts and omissions of his Subcontractors and of persons directly or indirectly employed by them and of persons for whose acts any of them may be liable to the same extent that he is responsible for the acts and omissions of persons directly employed by him. Nothing in the Contract Documents shall create any contractual relationship between any Subcontractor and the City or any obligation on the part of the City to pay or to see to the obligation on the part of the City to pay or to see to the payment of any moneys due any Subcontractor, except as may otherwise be required by law. The City may furnish to any Subcontractor, to the extent practicable, evidence of amounts paid to the Contractor/Vendor on account of specific work done in accordance with schedule of values.

The divisions and sections of the Specifications and the identifications of any Drawings shall not control the Contractor/Vendor in dividing the work among Subcontractors or delineating the work to be performed by any specific trade.

The Contractor/Vendor agrees to bind specifically every Subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the City. The terms of the Contract Documents shall control over any discrepancy in any other document.

Laws and Regulations: The Contractor/Vendor shall give all notices and comply with all laws, ordinances, rules and regulations applicable to the work. If the Contractor/Vendor observes that the Specifications or drawings are at variance therewith, he shall give the City prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate Modification. If the Contractor/Vendor performs any work knowing it to be contrary to such laws, ordinances, rules and regulations and without such notice to the Engineer, he shall bear all costs arising therefrom; however, it will not be his primary responsibility to

make certain that the drawings and Specifications are in accordance with such laws, ordinances, rules and regulations.

Permits and Protection of Public: The Contractor/Vendor shall be required to observe all the ordinances in relation to obtaining permits for occupying, excavating or in anywise obstructing the streets and alleys. He shall erect and maintain barricades and sufficient safeguards around all excavations, embankments or obstructions.

Where there are telephone, telegraph, light or power poles; water mains, conduits, pipe, or drains; or other construction either public or private; in or on the streets or alleys; the work shall be so conducted that no interruption or delay will be caused in the operation or use of the same. Proper written notice shall be given and all the facilities afforded the owners of such construction encountered or likely to be encountered, as will enable them to preserve the same from injury.

Unless otherwise expressly provided for in the Specifications, the City will furnish to the Contractor/vendor all surveys necessary for the execution of the work.

The Contractor/Vendor shall procure and pay all other permits, licenses and approvals necessary for the execution of this contract and shall comply with all Florida Department of Environmental Protection requirements. Cost of building permits will be paid by the contractor. ***The winning Contractor/Vendor must be registered with the City of Zephyrhills Building Department.***

Use of Premises: The Contractor/Vendor shall confine his equipment, the storage of materials and equipment and the operations of his workmen to areas permitted by law, ordinances, or permits and shall not unreasonably encumber the premises with materials or equipment. Materials stored without proper permits shall be promptly relocated upon request by the City at the Contractor's or Vendor's expense.

Quality Control: The Contractor/Vendor shall maintain quality control over suppliers, manufacturers, products, services, site-conditions, and workmanship to assure they meet or exceed requirements of Standard and local building codes.

Cleaning: The Contractor/Vendor shall keep the premises free from accumulations of waste materials, rubbish and other debris resulting from the work. The Contractor shall cleanup work site, interior and exterior of building, any and all equipment or fixtures must operate properly and not show any signs of damage or any defects. At the completion of the work he shall remove all waste materials, rubbish, and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials, and shall leave the site clean and ready for occupancy by the City. The Contractor/Vendor shall restore to their original condition those portions of the site for alteration by the Contract Documents.

Protection of Work and Materials: Facilities for handling of material and inspecting the work shall at all times be furnished by the Contractor/Vendor, and all costs due to delays in handling of materials or equipment, and loss or damage, shall be at the expense of the Contractor/Vendor. The Contractor/Vendor shall be responsible for all materials, equipment and supplies sold and delivered to the City until final inspection of the work and acceptance thereof by the City. In the event any such materials, equipment and supplies are lost, stolen, damaged or destroyed prior to receipt of delivery, Contractor/Vendor shall replace same without cost to the City.

Lands and Right-of-Way: Prior to the start of construction, the City shall obtain all lands and right-of-way necessary for the carrying out and completion of work to be performed under this contract.

Other Prohibited Interests: No official of the City who is authorized in such capacity and on behalf of the City to negotiate; make, accept or approve or to take part in negotiating, making, accepting or approving any architectural, engineering, inspection, construction or material supply contract or any subcontracting connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part hereof. No official who is authorized in such capacity and on behalf of the City to exercise any legislative, executive, supervisory or other similar functions in connection with the construction of the project, shall become directly or indirectly interested personally in this contract or in any part thereof, any material supply contract, insurance contract, or any other contract pertaining to the project.

Construction Schedule and Periodic Estimates: Immediately after execution and delivery of the contract, and before the first partial payment is made, the Contractor/Vendor shall deliver to the City an estimated construction progress schedule in a form satisfactory to the City, showing the proposed dates of commencement and completion of each of the various subdivision of work required under the Contract Documents and the anticipated amount of each monthly payment that will become due to the Contractor/Vendor in accordance with the progress schedule. The Contractor/Vendor shall also furnish on forms mutually agreeable to the Engineer, Contractor/Vendor and the City: (a) a detailed estimate giving a complete breakdown of the contract price, and (b) periodic itemized estimates of work done for the purpose of making partial payments therefore. The costs employed in making up any of these schedules will be used only for determining the basis of partial payments and will not be considered as fixing a basis for additions to or deductions from the contract price.

Payments to Contractor/Vendor. (a) At the end of each calendar month during the life of the contract, the engineer will prepare an estimate of the quantities of the work completed and of the total amount due. The amount will be due on or before the 15th day of the second month following the completion of said work. (b) In preparation of monthly partial pay, estimated accounts may be taken if specifically approved by the owner of materials delivered to the site of work but not yet incorporated into the work. (c) When the work provided for by the contract has been completely performed on the part of the contractor/vendor and all parts of the work have been approved by the engineer and accepted by the owner, a final estimate will be prepared which shows the total cost of the work performed under the contract, including extra work as authorized by change orders, the total amount retained, and the total amount paid on previous partial estimates. All prior estimates upon which payments have been made are subject to necessary corrections or revisions in the final payment. All pay estimates will be reviewed for correctness by the engineer and approved by the owner before payment. ***Payments will be processed by ACH/EFT methods only.***

Payments by Contractor/Vendor. The Contractor/Vendor shall pay: (a) for all transportation and utility services not later than the 20th day of the calendar month following that in which services are rendered; and (b) for all materials, tools, and other expendable equipment to the extent of ninety percent (90%) of the cost thereof, not later than the 20th day of the calendar month following that in which such materials, tools, and equipment are delivered at the site of the project, and the balance of the cost thereof, not later than the 30th day following the completion of that part of the work in or on which such materials, tools

and equipment are incorporated or used; (c) to each of his subcontractors, not later than the 5th day following each payment to the Contractor/Vendor, the respective amounts allowed the Contractor/Vendor on account of the work performed by his subcontractors to the extent of each subcontractor's interest.

Acceptance of Final Payment Constitutes Release: The acceptance by the Contractor/Vendor of final payment shall be and shall operate as a release to the City of all claims and all liability to the Contractor/Vendor for all things done or furnished in connection with this work and for every act and neglect of the City and others relating to or arising out of this work. No payment, however, final or otherwise, shall operate to release the Contractor/Vendor or his sureties from any obligations under this contract or the Performance and Payment Bond.

Decisions in Disagreements: The Engineer will be the interpreter of the terms and conditions of the Contract Documents and the judge of the performance thereunder. In his capacity as interpreter and judge, he will exercise his best efforts to ensure faithful performance by both the City and the Contractor/Vendor. He will not show partiality to either and shall not be liable for the result of any interpretation or decision rendered in good faith. Claims, disputes and other matters relating to the execution and progress of the work or the interpretation of or performance under the Contract Documents shall be referred to the Engineer for decision; which he will render in writing within a reasonable time.

Change Orders: Without invalidating the Agreement, the City may, at any time or from time to time, order additions, deletions, or revisions in the work authorized by an executed, signed Change Order. Change Orders should be submitted on an **AIA Document G701** (*exampled attached in the Forms section of this package*). Change Orders is a defined written instrument prepared by the Contractor and signed by both Contractor and authorized City representative.

Upon receipt of an executed authorized Change Order, the Contractor/Vendor shall proceed with the work involved. All such work shall be executed under the applicable conditions of the Contract Documents. If any Change Order causes an increase or decrease in the Contract Price or an extension or shortening of the Contract Time, an equitable adjustment will be made.

The RPR may authorize changes or alterations in the work not involving extra cost and not inconsistent with the overall intent of the Contract Documents. These may be accomplished by a Field Order. If the Contractor/Vendor believes that any minor change or alteration authorized by the RPR entitled him to an increase in the Contract Price, he may make a claim in writing.

The Contractor/Vendor shall not start work on any alteration requiring an increase or decrease in price or extension of time until a Change Order setting forth the adjustments is executed by the City.

It is the Contractor's or Vendor's responsibility to notify his Surety of any changes affecting the general scope of the work or change in the Contract Price and the amount of the applicable Bonds shall be adjusted accordingly. The Contractor/Vendor shall furnish proof of such adjustment to the City.

Change of Contract Time: The Contract Time may only be changed by a Change Order. Any claim for an extension in the Contract Time, shall be in writing delivered to the City within five days of the occurrence of the event giving rise to the claim. All claims for adjustment in the Contract Time shall be determined

by the Engineer if the City and the Contractor/Vendor cannot otherwise agree. Any change in the Contract Time resulting from any such claim shall be incorporated in a Change Order.

The Contract Time will be extended in an amount equal to time lost due to delays beyond the control of the Contractor if he makes a claim therefore as provided for. Such delays shall include, but not be restricted to, acts or neglect by any separate Contractor/Vendor employed by the City, fires, floods, labor disputes, epidemics, abnormal weather conditions, or acts of God.

All time limits stated in the Contract Documents are of the essence of the Agreement.

Whenever changes in the work are ordered by written Modification, the extension to the Contract Time, if an extension is to be allowed, shall be noted in the same written Modification.

Claims for extension of Contract Time will be approved only if the work or the event which causes the delay, affects the path of critical events of the project. In such case an extension of time will then be allowed only to equal the number of days by which this path of events is lengthened. If required by the Engineer, Contractor/Vendor shall indicate this path of critical events, by diagram or narrative, in such detail as may be necessary to justify his claim and establish the number of days' delay. The path of critical events mentioned herein is defined as that series of interdependent construction events which must be sequentially performed and which require a longer total time to perform than any other such series. Said extension shall be, as determined by the Engineer, sufficient to compensate for the detention, provided it shall have immediate notice from the Contractor/Vendor, in writing, of the cause and the probable length of the detention; however, neither an extension of any time for any reason beyond the date set herein, nor the acceptance of any work subsequent to said date, shall be deemed a waiver by the City of the right to abrogate the Contract for delay.

Weather Conditions: In the event of temporary suspension of work, or during inclement weather or whenever the Architect/Engineer shall direct, the Contractor/Vendor will and will cause his subcontractors to carefully protect his and their work and materials against damage or injury from the weather. If, in the opinion of the Architect/Engineer, any work or materials shall have been damaged or injured by reason of failure on the part of the Contractor/Vendor or any of his Subcontractors to protect this work, such materials shall be removed and replaced at the expense of the Contractor/Vendor.

Photographs of the Project. *If required by the Owner, the Contractor/Vendor shall furnish photographs of the project, in the quantities as requested.*

Tests and Inspections: All materials and equipment used in the construction of the project shall be subject to adequate inspection and testing in accordance with accepted standards. The laboratory or inspection agency shall be selected by the Owner. The offer or payment of any compensation, whatever may be its character or form, the offer or giving of any gratuity, or the offer or granting of any valuable favor by the Contractor/Vendor to any Inspection, directly or indirectly, is strictly prohibited, and any such act on the part of the Contractor/Vendor will constitute a violation of this Contract.

If the Contract Documents, laws, ordinances, rules, regulations, or orders of any public authority having jurisdiction require any work to specifically be inspected, tested, or approved by someone other than the Contractor/Vendor, the Contractor/Vendor shall give the City notice of readiness therefore. The Contractor/Vendor shall furnish the City the required certificates of inspection, testing or approval. All such tests shall be in accordance with the methods prescribed by the American Society for Testing and

Materials or such other applicable organization as may be required by law or the Contract Documents. If any such work required so to be inspected, tested or approved is covered without approval of the City, it shall be requested by the City, be uncovered for observation at the Contractor's or Vendor's expense. The cost of such inspections, tests, and approvals shall be borne by the Contractor/Vendor unless otherwise provided.

The City of Zephyrhills shall be permitted to inspect all work, materials, payrolls, records of personnel, invoices of materials, and other relevant data and records.

Use and Occupancy Prior to Acceptance by City: The Contractor/Vendor agrees to the use and occupancy of a portion or unit of the project before formal acceptance by the City, provided the City:

- A. Secures written consent of the Contractor/Vendor except in the event, in the opinion of the Architect/Engineer, the Contractor/Vendor is chargeable with unwarranted delay in final cleanup or punch list items or other contract requirements.
- B. Secures endorsement from the insurance-carrier and consent of the Surety permitting occupancy of the building or use of the project during the remaining period of construction.

Acceptance: Upon completion, the project manager shall inspect the project to assure all quality control standards are in compliance with the plans and specifications contained herein. The contract retainage ten (5%) will be released for final payment upon completion of all punch list items.

Guarantee and Warranties: Neither the final certificate of payment nor any provision in the Contract Documents, nor partial or entire occupancy of the premises by the City, shall constitute an acceptance of work not done in accordance with the Contract Documents or relieve the Contractor/Vendor of liability in respect to any express warranties or responsibility for faulty materials or workmanship. The Contractor/Vendor shall remedy any defect in the work and pay for any damage to other work resulting there from, which shall appear within a period of one (1) year from the date of final acceptance of the work unless a longer period is specified. The City will give notice of observed defects with reasonable promptness.

All guarantees and warranties shall commence on the date of substantial completion or on acceptance by the owner of re-work items. The Contractor shall furnish a one (1) year unconditional warranty. The warranty shall include all manufacturers' warranties on equipment and material installed by the Contractor or any subcontractors. These items shall be transferred to the City and in the City's name. All warranty items shall be secured in an organized 3-ring binder.

City May Stop the Work: If the work is defective, or the Contractor/Vendor fails to supply sufficient skilled workmen or suitable materials or equipment or if the Contractor/Vendor fails to make prompt payments to Subcontractors for labor, materials, or equipment, the City may order the Contractor/Vendor to stop the work, or any portion thereof, until the cause for such order has been eliminated; however, this right of the City to stop the work shall not give rise to any duty on the part of the City to exercise this right for the benefit of the Contractor/Vendor or any other party.

11-22-03 AIRPORT ITINERANT PARKING APRON

For each consecutive calendar day that the work remains incomplete after the date established for final completion, the Contractor/Vendor shall pay City and the City is authorized to retain from the compensation otherwise to be paid to the Contractor/Vendor the sum of the phase schedule, **\$1000.00**.

Phase and Liquidated Damages Schedule

<u>Phase</u>	<u>Description</u>	<u>Calendar Days This Phase</u>	<u>Liquidated Damages, this Phase, per calendar day</u>
M	Mobilization	75	\$1,000
1	Work Outside of Taxiway Object Free Area	70	\$1,000
2	Work Within Taxiway Object Free Area and Pond B (Concurrent with Phase 1)	20	\$1,000
SC	Substantial Completion	145 days from NTP	\$1,000
3	Permanent Pavement Markings (Concurrent with Punch List Work)	2	n/a
FC	Final Completion – 30 days from SC	30 from SC	\$1,200

This amount is the minimum measure of damages the City will sustain by failure of the Contractor to complete all remedial work, correct deficient work, clean up the project and other miscellaneous tasks as required to complete all work specified. This amount is in addition to the liquidated damages prescribed above, and likewise shall not be construed as a penalty.

The Bidder hereby agrees that the City reserves the right to waive any bid and to reject any or all bids, or to accept any bid that in its judgment will be in the best interest of the City. The bidder's signature understands and acknowledges the requirements set forth in this bid package.

Signature/Print Name/Company

Date

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this _____ day of _____ A.D. 2022.

_____ (Seal)

By: _____

Title: _____

11-22-03 AIRPORT ITINERANT PARKING APRON

Scope of Work: The City of Zephyrhills is soliciting a licensed State of Florida contractor to construct a new approximately 146,000 square-foot paved itinerant apron at the Zephyrhills Municipal Airport between Taxiways A and C1. The existing area is predominantly grassed, with a small section of existing asphalt pavement which is to be replaced. New apron pavement will be four (4) inches of asphalt constructed over six (6) inches of lime rock base and 12 inches of compacted subgrade. The project includes removal and installation of storm water pipes and inlets and grading of adjacent storm water ponds. It also includes removal and installation of aircraft tie-down anchors, payment markings and high mast lighting. Approximately ten (10) taxiway edge lights will also be removed. Please download all solicitation documentation for details on the requirements of this project.



The project shall be constructed pursuant to all applicable codes of FDOT standards, and the available project budget funds.

11-22-03 AIRPORT ITINERANT PARKING APRON

Project Location: Zephyrhills Municipal Airport, 39450 South Avenue, Zephyrhills, FL

Completion TimeLine: Project completion on or before June 30, 2026. Must receive final invoices before 120 day time period after the completion

Estimate Cost: \$2.2 MILLION

Grant: Airport Parking Apron-FDOT

Hours of Operation: 7:00 AM – 6:00 PM, Monday – Friday unless otherwise specified in the Construction Plans.

11-22-03 AIRPORT ITINERANT PARKING APRON

TIME TABLE

Bid Time Table	Date	Day	Time
Bid Distribution	June 19, 2022	Sun	
Teleconference Pre-Bid*	June 23, 2022	Thurs	10:00 AM
Site Visit**	June 24, 2022	Fri	11:00 AM
Equivalent/Question Deadline	July 20, 2022	Weds	11:00 AM
Response Deadline	July 25, 2022	Mon	11:00 AM
Presented to City Council	August 8, 2022	Mon	6:00 PM

*Teleconference: You may need to type the link in manually in order for it to connect.

GoTo Link: <https://global.gotomeeting.com/312074053>

Phone: 1-571-317-3122

Access Code: 312-074-053

You may need to type the link into explorer rather than copy/paste.

**Site Visit will meet at the Airport main terminal, 39450 South Avenue, Zephyrhills.
This is the only visit to be scheduled. Tour will start promptly at 11:00 a.m.

THE AMERICAN INSTITUTE OF ARCHITECTS

Executed in Counterpart(s)

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we

(Here insert full name and address or legal title of Contractor/Vendor)

as Principal, hereinafter called the Principal, and

(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of

as Surety, hereinafter called the Surety, are held and firmly bound unto

(Here Insert full name and address or legal title of Owner)

Bonds and All Insurance shall be secured from or countersigned by an Agency or Surety Company recognized in good standing and authorized to do business in the State of Florida.

as Obligee, hereinafter called the Obligee, in the sum of _____ Dollars (\$ _____),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, The Principal has submitted a bid for

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this

day of

2022

(Principal)

(Seal)

(Witness)

(Title)

(Surety)

(Seal)

(Witness)

(Title) **Attorney-in-Fact &
Florida Licensed Resident Agent**

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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

A. This sworn statement is submitted to _____
(print name of the public entity)

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

- B. I understand that a "public entity crime" as defined in Paragraph 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.
- C. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- D. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
- A predecessor or successor of a person convicted of a public entity crime; or
 - 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 persons 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.

11-22-03 AIRPORT ITINERANT PARKING APRON

- E. I understand that a "person" as defined in Paragraph 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.
- F. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any of its 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 a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2022.
Personally or known _____ Or Produced identification _____ Notary
Public – State of _____

My commission expires _____
(Type of Identification)

(Printed, Typed or stamped commissioned name of notary public)

E-VERIFY CERTIFICATION FORM

All vendors, contractors and subcontractors doing business with the City of Zephyrhills must certify that they have implemented the federal E-Verify program.

E-Verify is a federal system established by the Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Detailed E-Verify program information for employers can be found at <http://www.dhs.gov/e-verify>.

Prior to providing goods or services to the City of Zephyrhills, vendors must certify compliance with the federal E-Verify program. In the case of contractors, this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The certification below has been prepared for all vendors and contractors to use for this purpose. All subcontractor certifications must be kept on file with the contract vendor and made available to the state and/or City upon request.

CERTIFICATION

(In accordance with Executive Order No. 11-02)

I certify that the company shown below is in compliance with the above statement and that I am authorized to sign on its behalf.

Name of Company: _____

Authorized Signature: _____

Printed Name/Title: _____

Address: _____

Date: _____

Phone: _____

Email: _____

The City of Zephyrhills reserves the right to determine how it will respond to any instances of non-compliance or false certification of compliance. Potential City actions include, but are not limited to, cancellation of the contract and/or suspending or debaring the contract vendor from performing services in any aspect to the City.

Please send the completed form with your submittal.

Addenda Receipt Acknowledgment

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Firm Representative:

Signature/Date (Executed by Corporate Authority)

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087, hereby

certifies that _____ does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm fully complies with the above requirements.

Bidder's Signature

Date

PUR062.036
re. 10/97

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of _____

_____, being first duly sworn, deposes and says that he/she is
 _____, the party making the fore-going submittal of qualifications or bid that
 such submittal
 (partner or officer of the Firm, etc)

Or bid is genuine and not collusive or sham; that said Firm has not colluded, conspired, connived or agreed, directly or indirectly, with any Firm or person, to put in a sham response or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to secure any advantage against the City of Zephyrhills of any person interested in the proposed contract; and that all statements in said response are true.

_____ *Officer*
 _____ *(Company Name)*

State of Florida

County of _____

The foregoing instrument was acknowledged before me this _____ day of _____
 by

_____ *(name and title of corporate officer)*

of _____ *(Name of Corporation),*

a _____ *(state or place of incorporation)* corporation, on behalf of the

corporation. He/she is personally known to me or has produced _____ *(Id type)*
 as identification.

_____ *(Signature line for notary public)*
 _____ *(Name of notary type, printed or stamped)*
 _____ *(Title or rank)*

My commission expires: _____

Serial number, if any _____

Errors or Omissions

Upon review of this project's plans and construction documents are you aware of any apparent errors or omissions?

☐ **YES**

☐ **No**

If YES, please provide a detailed explanation of any apparent errors or omissions on this sheet.

11-22-03 AIRPORT ITINERANT PARKING APRON

REFERENCES -Within the last five (5) years-Minimum 5 references

Reference 1: Company Name: _____

Project Name: _____ Project Amount: \$ _____

Description: _____

Contact Name: _____ Phone: _____
Email: _____ Within Budget: YES ☐ NO ☐ *Explain

Reference 2: Company Name: _____

Project Name: _____ Project Amount: \$ _____

Description: _____

Contact Name: _____ Phone: _____
Email: _____ Within Budget: YES ☐ NO ☐ *Explain

Reference 3: Company Name: _____

Project Name: _____ Project Amount: \$ _____

Description: _____

Contact Name: _____ Phone: _____
Email: _____ Within Budget: YES ☐ NO ☐ *Explain

Reference 4: Company Name: _____

Project Name: _____ Project Amount: \$ _____

Description: _____

Contact Name: _____ Phone: _____
Email: _____ Within Budget: YES ☐ NO ☐ *Explain

Reference 5: Company Name: _____

Project Name: _____ Project Amount: \$ _____

Description: _____

Contact Name: _____ Phone: _____
Email: _____ Within Budget: YES ☐ NO ☐ *Explain

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion Form**

1. The prospective Vendor, _____, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
2. Where the Vendor is unable to certify to the above statement, the prospective Vendor shall attach an explanation to this form.

Vendor: _____
Name of Company – Please Print

Signature: _____
Authorized Company Representative

Name/Title: _____

Address: _____

Date: _____

STANDARD FDOT CONTRACT REQUIREMENTS AND CERTIFICATIONS

These Standard Florida Department of Transportation (FDOT) Contract Requirements and Certifications are required to be submitted as a part of the BIDDER's bid or offer to the **City of Zephyrhills** and becomes a part of the Contract Documents. By submitting an executed copy of these Standard FDOT Requirements and Certifications with its bid submittal in response to Invitation to **Bid No. 11-22-03**, BIDDER, successful BIDDER and CONTRACTOR acknowledges, agrees and certifies the following:

Unless otherwise provided herein, CONTRACTOR shall insert the requirements and certifications contained herein into each subcontract, and further require that the clauses be included in all subsequent subcontracts, purchase order and/or rental agreement; notwithstanding the foregoing, CONTRACTOR is responsible for compliance with these requirements and certifications by any subcontractor, lower-tier subcontractor or service provider.

DEFINITIONS

The "Agency" means the City of Zephyrhills.

"Department" or "FDOT" means the Florida Department of Transportation.

"Vendor" means "Successful Bidder" or "Contractor".

PUBLIC ACCESS TO RECORDS

The Vendor shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes (public records), and made or received by the Vendor in conjunction with any contract and/or agreement with the Agency. Specifically, as it relates to this Contract, the Vendor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services provided by the Vendor.
2. Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the Vendor upon the termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically

must be provided to the Department in a format that is compatible with the information technology systems of the Department.

Failure by the Vendor to grant such public access shall be grounds for immediate unilateral cancellation of any agreement and/or contract by the Department. The Vendor shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of the Vendor and shall promptly provide the Department a copy of the Vendor's response to each such request.

AUDITS AND INSPECTIONS

Vendors shall permit the Departments authorized representative to inspect all work, materials, payrolls, records; and to audit the books, records and accounts pertaining to the Project.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY AND OBLIGATION

DBE Policy: It is the policy of the Department that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Project. The DBE requirements of applicable federal and state laws and regulations apply to this contract.

DBE Obligation: The Contractor agrees to ensure that DBE's as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of this contract. In this regard, the Vendor shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform this contract. The contractor and their subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of this contract.

EQUAL EMPLOYMENT OPPORTUNITY

In connection with the carrying out of any work resulting from this Invitation to Bid, the Vendor shall not discriminate against any employee or applicant for employment because of race, age, creed, color, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, creed, color, 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 Vendor shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development or operation of the Project, except contracts for standard commercial supplies or raw materials. When the Project involves installation, construction, demolition, removal, site improvement, or similar work, the contractor shall post in conspicuous places available to employees and

applicants for employment for Project work, notices to be provided by the Department setting forth the provisions of the non-discrimination clause.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Vendor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq), the Regulations of the Federal Department of Transportation issued thereunder, and the assurance by the Vendor pursuant thereto.

TITLE VIII - CIVIL RIGHTS ACT OF 1968

The Vendor will comply with all the requirements imposed by Title VIII of the Civil Rights Act of 1968, (42 USC 3601, et seq.,) which among other things, prohibits discrimination in employment on the basis of race, color, national origin, creed, sex and age.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

The Contractor will comply with all the requirements imposed by the ADA (42 USC 12012. et. Seq.) the regulations of the federal government issued thereunder, and the assurance by the Contractor pursuant thereto.

PROHIBITED INTERESTS

In connection with this Invitation to Bid or any property included or planned to be included in the Project related to this Invitation to Bid, the Vendor certifies that neither it nor any officer director or employee of the Vendor, nor any business entity of which an officer, director or employee of the Vendor or any of the Vendor's officer's, director's or employee's spouse or child, or any combination of them, has a material interest.

"Material interest" means direct or indirect ownership of more than five (5) percent of the total assets of capital stock of any business entity.

The Vendor shall not enter into any subcontract or arrangement in connection with the Project or any property included or planned to be included in the project, with any person or entity who was represented before the Vendor by any person who at the time during the immediately preceding two (2) years was an officer, director or employee of the Vendor.

The provisions of this subsection shall not be applicable to any agreement between the Vendor and its fiscal depositories, any agreement for utility services, the rates for which are fixed or controlled by the government, or any agreement between the Vendor and an agency of state government.

**INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS OR
LEGISLATURE**

The Vendor shall not permit a member or delegate to the Congress of the United States, or the State of Florida Legislature, to any share or part of the Contract or any benefit arising therefrom.

ENVIRONMENTAL REGULATIONS

The Vendor certifies that the Project will be carried out in conformance with all applicable environmental regulations included in the securing of any applicable permits. The Vendor will be solely responsible for any liability in the event of non-compliance with the applicable environmental regulations, including the securing of any applicable permits, and will reimburse the Department for any loss incurred in connection therewith.

DEPARTMENT NOT OBLIGATED TO THIRD PARTIES

The Department shall not be obligated or liable hereunder to any party other than the Agency in regards to this Project.

WHEN RIGHTS AND REMEDIES NOT WAIVED

In no event shall the making by the Department of any payment to the Vendor via the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist, on the part of the Vendor, and the making of such payment by the Department while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

SEVERABILITY

If any provision of this agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

AGREEMENT FORMAT

All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

RESTRICTIONS ON LOBBYING

Federal Restrictions on Lobbying: The Vendor certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The Vendor shall require that the language of this section be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

and other remedies the federal government may deem appropriate. The penalties could include loss of the award and suspension or debarment as an institution from further federal funding.

State Restrictions on Lobbying: No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

RESTRICTIONS, PROHIBITS, CONTROLS, AND LABOR PROVISIONS

During the performance of this Agreement, the Vendor agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement:

- a. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity

in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- b. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.
- c. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. Neither the Agency nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Agency or the locality during tenure or for two (2) years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Agency, the Agency, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Agency or the locality relating to such contract, subcontract or arrangement. The Vendor shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Department funded Project, and shall require its subcontractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Agency or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Vendor and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

E-VERIFY

The Vendor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor during the term of the contract; and

Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

INSPECTOR GENERAL COOPERATION

The Vendor agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

COPYRIGHT RESTRICTIONS

No material prepared under this agreement shall be subject to copyright in the United States or any other country.

CONTRACTOR RESPONSIBILITIES

Contractor and all subcontractors shall insert these Required Provisions for FDOT funded Contracts in each lower tier contract (e.g. subcontract or sub-agreement) for this Project.

Contractor shall incorporate all applicable requirements of these Required Provisions for FDOT funded Contracts by reference for work done under any purchase orders, rental agreements and other agreements for supplies or services for this Project.

Contractor shall be responsible for his/her compliance with these Required Provisions for FDOT funded Contracts, and for compliance by his/her subcontractors, lower-tier subcontractors or service providers.

ACKNOWLEDGEMENT

The foregoing Standard FDOT Requirements and Certifications is hereby acknowledged, agreed to, and certified and attested on behalf of BIDDER by: _____
_____ on this ____ day of _____, 2022.

Bidder: _____

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2022
on behalf of _____ by _____
its _____. He/she is personally known to me or has produced
_____ as identification and did () did not () take an
oath.

[Seal]

NOTARY PUBLIC

CITY OF ZEPHYRHILLS

STATEMENT OF NO BID

If you do not intend to bid, please complete the information below and return this form with the bid title and number clearly marked on the front of the envelope. Please send the STATEMENT OF NO BID FORM no later than the opening date indicated on the INVITATION TO BID FORM.

Please be advised that if the NO BID STATEMENT is not executed and returned your name may be deleted from the list of qualified bidders for the City of Zephyrhills.

We decline to submit a bid for the following reasons:

- ☐ Unable to meet Bond or Insurance requirements.
- ☐ Unable to meet specifications; we do not offer this product or an equivalent.
- ☐ Specifications are unclear, specialty items or too intricate.
- ☐ Insufficient time to respond; our schedule will not permit us to perform.
- ☐ Reason for declining on attached sheet.

Company Name: _____ Date: _____

Telephone Number: _____ Signature: _____

Return completed form to: **City of Zephyrhills, Purchasing Office**

5335 8th Street

Zephyrhills, FL 33542

AIA® Document G701™ – 2017
Change Order

PROJECT: <i>(name and address)</i>	CONTRACT INFORMATION: Contract For: Date:	CHANGE ORDER INFORMATION: Change Order Number: Date:
OWNER: <i>(name and address)</i>	ARCHITECT: <i>(name and address)</i>	CONTRACTOR: <i>(name and address)</i>

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

The original (Contract Sum) (Guaranteed Maximum Price) was \$ _____

The net change by previously authorized Change Orders \$ _____

The (Contract Sum) (Guaranteed Maximum Price) prior to this Change Order was \$ _____

The (Contract Sum) (Guaranteed Maximum Price) will be (increased) (decreased) (unchanged) by this Change Order in the amount of \$ _____

The new (Contract Sum) (Guaranteed Maximum Price), including this Change Order, will be \$ _____

The Contract Time will be (increased) (decreased) (unchanged) by () days.

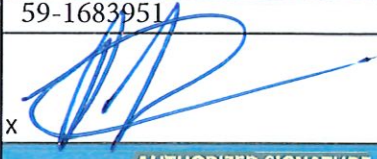
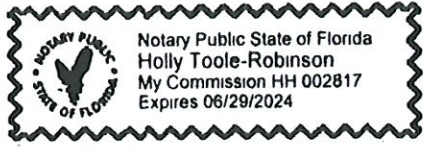
The new date of Substantial Completion will be _____

NOTE: *This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.*

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
SIGNATURE	SIGNATURE	SIGNATURE
PRINTED NAME AND TITLE	PRINTED NAME AND TITLE	PRINTED NAME AND TITLE
DATE	DATE	DATE

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AGENCY:				INVITATION TO BID Response Acknowledgement	
CITY OF ZEPHYRHILLS ATTN: PURCHASING DEPT 5335 8TH STREET ZEPHYRHILLS, FL 33542		AN EQUAL OPPORTUNITY EMPLOYER			
PURCHASING AGENT: Karen Miller Phone: 813-780-0000 x3536 Email: kmiller@ci.zephyrhills.fl.us		FLORIDA TAX EXEMPT FEDERAL IDENTIFICATION NUMBER		#85-8012740166C-4 #59-6000455	
Obtained ALL Bid Documents and Submit Q&A and Responses electronically on: BidNet Direct, https://www.bidnetdirect.com/					
BID/PROPOSAL NUMBER	DISTRIBUTION DATE	BID/PROPOSAL TITLE		BID/PROPOSAL RESPONSES OPENING DATE/TIME	
11-22-03	6/19/2022	Zephyrhills Airport Itinerant Parking Apron		July 25, 2022 before 11 AM - via BidNet Online Only	
TELE CONFERENCE DATE GoTo Meeting ☒ Strongly Recommended ☐ None DATE: Thursday, June 23, 2022 TIME: 10:00 AM GoTo LINK: https://global.gotomeeting.com/312074053 Call: 1-571-317-3122 ACCESS CODE: 312-074-053				RESPONSES RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE ACCEPTED Bid Bonds must be received	
SITE VISIT: Friday, June 24th at 11:00 AM at Zephyrhills Airport, 39450 South Avenue, Zephyrhills, FL					
VENDOR MUST COMPLETE THE BELOW AREAS AND RETURN FORM, NOTARIZED. FORM IS REQUIRED.					
RESPONDER'S NAME/ADDRESS: C.W. Roberts Contracting, Inc. 2102 Jim Johnson Rd, Plant City, FL 33566				If returning as a "NO" state reason:	
TELEPHONE NUMBER: (813) 756-2009					
EMAIL ADDRESS: rstraily@cwrcontracting.com					
I certify this Response is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a Response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to all conditions of this Bid/Proposal and certify that I am authorized to sign this Response for the company. In submitting a Response to the City of Zephyrhills the Responder offers and agrees that if this Response is accepted, the Company will convey, sell, assign or transfer to the City of Zephyrhills all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the City of Zephyrhills. At the City's discretion, such assignment shall be made and become effective at the time the City tenders final payment to the Company.					
				FEDERAL EMPLOYER ID NUMBER OR SS NUMBER:	
				59-1683951	
				AUTHORIZED SIGNATURE	
				Richard Straily, Area Manager	
				PRINTED NAME/TITLE	
THIS FORM MUST BE NOTARIZED BELOW					
Sworn to and subscribed to me this <u>18</u> day of <u>July</u> , 2022 Personally known: ☒ Or produced identification: ☐ Type of ID: _____				AFFIX NOTARY STAMP BELOW	
Notary Signature: <u>Holly Toole-Robinson</u> State: <u>FLORIDA</u> My commission expires: <u>6/29/2024</u>					
BONDS					
An EBond shall be included in your uploaded response or a certified check delivered to City Hall before the deadline for an amount not less than five (5%) of the total bid price and shall be made payable to the City as a guarantee that the Bidder will not withdraw his bid for a period of forty-five (45) days after bid closing time. Bid, Payment and Performance Bond and all Insurance shall be secured from or countersigned by an Agency or Surety Company recognized in good standing and authorized to do business in the State of Florida.					
THE CITY OF ZEPHYRHILLS RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, TO WAIVE INFORMALITIES, AND TO ACCEPT ALL OR ANY PART OF ANY RESPONSE/PROPOSAL AS MAY BE DEEMED TO BE IN THE BEST INTEREST OF THE CITY UNLESS OTHERWISE NOTED, PAYMENT OF GOODS OR SERVICES PROVIDED AS A RESULT OF THIS SOLICITATION WILL BE MADE PER FLORIDA STATUTE. ALL VENDORS MUST SUBMIT A COMPLETED W-9 FORM.					

11-22-03 AIRPORT ITINERANT PARKING APRON

BID RESPONSE FORM

In accordance with the Specifications contained herein, I certify that any and all information contained in this bid response is true; and I further certify that this bid is made without prior understanding, agreement, or connections with any corporation, firm or person submitting a bid for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I agree to abide by all terms and conditions of the bid, and certify that I am authorized to sign for the applicant firm. *Please print the following and sign your name.*

Total Contract Sum (Amount of Bid)

\$ 1,948,557.00

Total Contract Sum of Bid in Words: One Million Nine Hundred Forty Eight
Thousand Five Hundred Fifty Seven dollars and zero cents

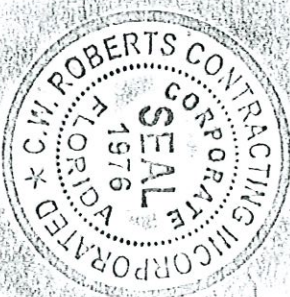
The BIDDER must submit a bid on all items contained in specification or the bid shall be considered irregular. The OWNER reserves the right to accept or reject the bid. The OWNER, or his representative, further reserves the unqualified right to determine whether any particular item or items or materials, equipment, or whatsoever is an approved equal, and reserves the unqualified right to a final decision regarding the approval or rejection of the same. The bid selection shall be based on the apparent low bidder for the "TOTAL CONTRACT SUM".

Add'l Documents Included: ☐ Bid Forms (A/B) ☐ Bid Bond/Check ☐ References ☐ Public Entity Crimes
☐ License(s) copies ☐ Drug Free Workplace ☐ Page 28, Signature/Seal ☐ Addenda Affidavit ☐ Errors/Omissions
☐ E-Verify ☐ Non Collusive ☐ Certification re: Debarment, Suspension, Ineligibility & Voluntary Exclusion
☐ Standard FDOT Requirements and Certifications Acknowledgement ☐ No-Bid

NAME, ADDRESS, AND SIGNATURE OF BIDDER:

NAME: C.W. Roberts Contracting, Inc. TITLE: Area ManagerADDRESS: 2102 Jim Johnson Rd, Plant City, FL 33566PHONE: (813) 756-2009 FAX: (813) 659-9111E-MAIL ADDRESS: rstraily@cwrccontracting.comBIDDER SIGNATURE: [Signature] DATE: 7/18/2022

Corporate Seal or Notarization below date



APRON

<u>Spec. No.</u>	<u>Item Description</u>	<u>Plan Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Item Cost</u>
C-100-1	Contractor Quality Control Program	1	LS	42,750.00	42,750.00
C-102-1	Temporary Stormwater Pollution, Prevention, Erosion and Siltation Control	1	LS	18,000.00	18,000.00
C-105-1	Mobilization (maximum 10% of Bid)	1	LS	193,175.00	193,175.00
P-101-1	Pavement Removal	1,890	SY	6.00	11,340.00
P-101-2	Cold Milling, 2" Average Depth	200	SY	25.00	5,000.00
P-101-3	Removal of Pipe and Other Buried Structures	1	LS	50,000.00	50,000.00
P-101-4	Tie Down Removal	1	LS	15,000.00	15,000.00
P-102-1	Safety, Security and Maintenance of Airfield Operations	1	LS	185,000.00	185,000.00
P-103-1	Survey, Stakeout, and As-Built Survey	1	LS	35,000.00	35,000.00
P-151-1	4" Topsoil Stripping	15,000	SY	2.10	31,500.00
P-152-1	Unclassified Excavation	7,000	CY	12.00	84,000.00
P-152-2	Compacted Subgrade, LBR 20 Min.	16,500	SY	4.00	66,000.00
P-211-1	Lime Rock Base Course - 6" Thick	16,800	SY	11.90	199,920.00
P-403-1	Asphalt Mix Pavement	3,800	TN	168.00	638,400.00
P-602-1	Emulsified Asphalt Prime Coat	5,000	GAL	1.00	5,000.00
P-603-1	Emulsified Asphalt Tack Coat	1,000	GAL	11.60	11,600.00
P-620-1	Temporary Marking (30%)	400	SF	25.00	10,000.00
P-620-2	Marking (Final 100%)	700	SF	8.00	5,600.00
P-620-3	Black Non-Reflective Marking Outline	1,800	SF	2.75	4,950.00
P-620-4	Pavement Marking Removal	350	SF	17.00	5,950.00
PF-1	Tie Downs	15	EA	500.00	7,500.00

D-701-1	18-inch Reinforced Concrete Pipe (Class V)	380	LF	158.00	60,040.00
D-751-1	Inlet	4	EA	30,000.00	120,000.00
D-751-2	Mitered End Section	2	EA	3,000.00	6,000.00
FDOT-530-3	Rip-Rap (Rubble) w/ Filter Fabric	12	SY	425.00	5,100.00
T-904-1	Sodding	3,380	SY	3.50	11,830.00
L-108-5.1	Hand excavate minimum 8" Wide x 28" Deep in earth.	25	LF	30.00	750.00
L-108-5.2	Saw cut and hand excavate minimum 8" Wide x 28" Deep in existing full strength pavement.	10	LF	20.00	200.00
L-108-5.3	3/4" x 20' ground rods connected to counterpoise.	5	EA	350.00	1,750.00
L-108-5.4	Additional 10' ground rod sections.	5	EA	160.00	800.00
L-108-5.5	#6 bare solid AWG counterpoise conductor installed over conduit system.	1,280	LF	3.50	4,480.00
L-108-5.6	#8, 5KV, L-824 conductor installed in new and existing conduit/ductbank system.	1,130	LF	2.30	2,599.00
L-108-5.7	#8, XHHW conductor installed in new and existing conduit/ductbank system.	3,510	LF	2.30	8,073.00
L-110-5.1	One 2" schedule 40 PVC conduit non-encased direct buried and installed in earth, 24-inch minimum cover, complete in place.	1,175	LF	15.00	17,625.00
L-110-5.2	One 4" schedule 40 PVC conduit concrete encased and installed in new full strength pavement, 24-inch minimum cover, complete in place.	75	LF	25.00	1,875.00
L-110-5.3	One 2" HDPE SDR13.5 conduit directional bored 48" deep beneath existing full strength pavement complete in place	65	LF	47.00	3,055.00
L-110-5.4	Intercept existing conduit system and connect to new conduit system.	4	EA	200.00	800.00
L-115-5.1	L-867 16" diameter can junction can installed in earth.	2	EA	1,900.00	3,800.00
L-115-5.2	Removal of existing junction can/light base can in earth, complete	11	EA	285.00	3,135.00
L-125-5.1	Removal of existing apron light pole, fixtures and pull box in earth, complete.	2	EA	1,900.00	3,800.00
L-125-5.2	New apron light fixture, pole and concrete base installed in earth, complete.	2	EA	32,000.00	64,000.00
L-125-5.3	Modification to existing apron lighting distribution system at FBO Office Building, complete.	1	LS	575.00	575.00
L-125-5.4	Intercept existing circuit conductors in existing base can/ manhole /junction can and extend circuits accordingly.	4	EA	575.00	2,300.00
L-125-5.5	Identification of cables, ductbanks and lighting fixtures per FAA specifications	1	LS	285.00	285.00
				Total Amount of Bid:	1,948,557.00

NOTE: See Instructions to Bidders Item 17 for the Basis of Award.

THE AMERICAN INSTITUTE OF ARCHITECTS

Executed in Counterpart(s)

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we C.W. Roberts Contracting, Inc.
 3660 Hartsfield Road, Tallahassee, FL 32303
(Here insert full name and address or legal title of Contractor/Vendor)

as Principal, hereinafter called the Principal, and
 Western Surety Company, 151 N. Franklin Street, Chicago, IL 60606
(Here insert full name and address or legal title of Surety)

a corporation duly organized under the laws of the State of South Dakota
 as Surety, hereinafter called the Surety, are held and firmly bound unto City of Zephyrhills
(Here insert full name and address or legal title of Owner)
 5335 8th Avenue Street, Zephyrhills, Florida 33542

Bonds and All Insurance shall be secured from or countersigned by an Agency or Surety Company recognized in good standing and authorized to do business in the State of Florida.

as Obligor, hereinafter called the Obligor, in the sum of five percent of the amount bid
Dollars (\$ 5%),
 for the payment of which sum well and truly to be made, the said Principal and the said Sur
 ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
 these presents.

WHEREAS, The Principal has submitted a bid for 11-22-03 Airport Itinerant Parking Apron
(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligor shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligor in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligor the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligor may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this

25th day of July 2022

C.W. Roberts Contracting, Inc.

[Signature]
(Witness)

[Signature]
(Principal)

AREA MANAGER.
(Title)

Western Surety Company

[Signature]
(Witness)

[Signature]
(Surety)

(Seal)

Renee Ellis

(Title) Attorney-in-Fact &
 Florida Licensed Real Estate Agent

COUNTERSIGNED

By: [Signature]
 Robert Corley McLendon
 Florida Resident Agent



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Thomas J Gentile, Billie Jo Sanders, Renee Ellis, Paul B Scott Jr., David J Durden, Milton A Kopf III, Joshua Price, Individually

of Montgomery, AL, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 6th day of January, 2022.



WESTERN SURETY COMPANY

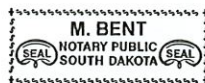
Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 6th day of January, 2022, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

March 2, 2026



M. Bent, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 25th day of July, 2022.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

11-22-03 AIRPORT ITINERANT PARKING APRON

For each consecutive calendar day that the work remains incomplete after the date established for final completion, the Contractor/Vendor shall pay City and the City is authorized to retain from the compensation otherwise to be paid to the Contractor/Vendor the sum of the phase schedule, **\$1000.00**.

Phase and Liquidated Damages Schedule

Phase	Description	Calendar Days This Phase	Liquidated Damages, this Phase, per calendar day
M	Mobilization	75	\$1,000
1	Work Outside of Taxiway Object Free Area	70	\$1,000
2	Work Within Taxiway Object Free Area and Pond B (Concurrent with Phase 1)	20	\$1,000
SC	Substantial Completion	145 days from NTP	\$1,000
3	Permanent Pavement Markings (Concurrent with Punch List Work)	2	n/a
FC	Final Completion – 30 days from SC	30 from SC	\$1,200

This amount is the minimum measure of damages the City will sustain by failure of the Contractor to complete all remedial work, correct deficient work, clean up the project and other miscellaneous tasks as required to complete all work specified. This amount is in addition to the liquidated damages prescribed above, and likewise shall not be construed as a penalty.

The Bidder hereby agrees that the City reserves the right to waive any bid and to reject any or all bids, or to accept any bid that in its judgment will be in the best interest of the City. The bidder's signature understands and acknowledges the requirements set forth in this bid package.

Richard Straily, Area Manager - C.W. Roberts Contracting, Inc.

Signature/Print Name/Company

07 / 18 2022

Date

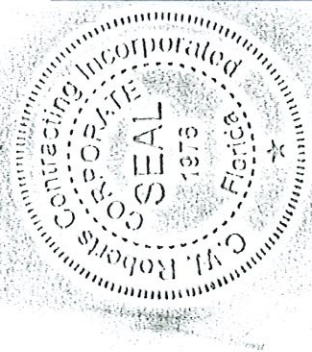
In witness whereof, the Bidder has hereunto set his signature and affixed his seal this 18 day of July A.D. 2022.

(Seal)

By:

Title:

Holly Nicole Robinson
Contracts Administrator



11-22-03 AIRPORT ITINERANT PARKING APRON

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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

A. This sworn statement is submitted to City of Zephyrhills
(print name of the public entity)
by Richard Straily, Area Manager
(print individual's name and title)

for C.W. Roberts Contracting, Inc.
(print name of entity submitting sworn statement)

whose business address is

2102 Jim Johnson Road, Plant City, FL 33566

and (if applicable) its Federal Employer Identification Number (FEIN) is 59-1683951
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

- B. I understand that a "public entity crime" as defined in Paragraph 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.
- C. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
- D. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
- A predecessor or successor of a person convicted of a public entity crime; or
 - 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 persons 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.

11-22-03 AIRPORT ITINERANT PARKING APRON

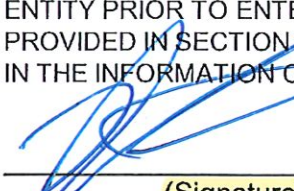
- E. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision 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.
- F. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

X Neither the entity submitting this sworn statement, nor any of its 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 a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.



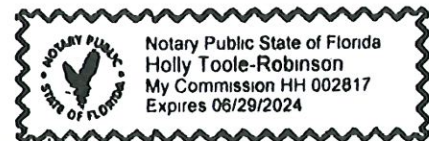
(Signature)

Sworn to and subscribed before me this 18 day of July, 2022.
Personally or known ✓ Or Produced identification _____ Notary
Public – State of FLORIDA

Holly Toole-Robinson
My commission expires 6/29/2024

(Type of Identification)
HOLLY TOOLE-ROBINSON

(Printed, Typed or stamped commissioned name of notary public)



E-VERIFY CERTIFICATION FORM

All vendors, contractors and subcontractors doing business with the City of Zephyrhills must certify that they have implemented the federal E-Verify program.

E-Verify is a federal system established by the Department of Homeland Security to determine the immigration and work-eligibility status of prospective employees. Detailed E-Verify program information for employers can be found at <http://www.dhs.gov/e-verify>.

Prior to providing goods or services to the City of Zephyrhills, vendors must certify compliance with the federal E-Verify program. In the case of contractors, this includes obtaining written certification from all subcontractors who will participate in the performance of the contract. The certification below has been prepared for all vendors and contractors to use for this purpose. All subcontractor certifications must be kept on file with the contract vendor and made available to the state and/or City upon request.

CERTIFICATION

(In accordance with Executive Order No. 11-02)

I certify that the company shown below is in compliance with the above statement and that I am authorized to sign on its behalf.

Name of Company: C.W. Roberts Contracting, Inc.

Authorized Signature: 

Printed Name/Title: Richard Straily, Area Manager

Address: 2102 Jim Johnson Road, Plant City, FL 33566

Date: 7/18/2022

Phone: 813-756-2009

Email: tbrookshier@cwrcontracting.com

The City of Zephyrhills reserves the right to determine how it will respond to any instances of non-compliance or false certification of compliance. Potential City actions include, but are not limited to, cancellation of the contract and/or suspending or debaring the contract vendor from performing services in any aspect to the City.

Please send the completed form with your submittal.

11-22-03 AIRPORT ITINERANT PARKING APRON

Addenda Receipt Acknowledgment

Addendum # 01 Date 6/23/2022 Initials RS

Addendum # 02 Date 7/06/2022 Initials RS

Addendum # _____ Date _____ Initials _____

Addendum # _____ Date _____ Initials _____

Firm Representative:



7/18 / 2022

Signature/Date (Executed by Corporate Authority)

DRUG-FREE WORKPLACE FORM

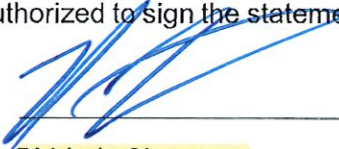
The undersigned vendor, in accordance with Florida Statute 287.087, hereby

certifies that C.W. Roberts Contracting, Inc. does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or pleas of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm fully complies with the above requirements.


Bidder's Signature

7/18/2022

Date

PUR062.036
re. 10/97

11-22-03 AIRPORT ITINERANT PARKING APRON

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of HILLSBOROUGH

Richard Straily
Area Manager

, being first duly sworn, deposes and says that he/she is
the party making the fore-going submittal of qualifications or bid that
such submittal

(partner or officer of the Firm, etc)

Or bid is genuine and not collusive or sham; that said Firm has not colluded, conspired, connived or agreed, directly or indirectly, with any Firm or person, to put in a sham response or to refrain from responding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to secure any advantage against the City of Zephyrhills of any person interested in the proposed contract; and that all statements in said response are true.

[Signature] Officer

C.W. Roberts Contracting, Inc. (Company Name)

State of Florida

County of HILLSBOROUGH

The foregoing instrument was acknowledged before me this 10 day of July
by

Richard Straily, Area Manager (name and title of corporate officer)

of C.W. Roberts Contracting Inc. (Name of Corporation),

a Tallahassee Fl. (state or place of incorporation) corporation, on behalf of the

corporation. He/she is personally known to me or has produced _____ (Id type)
as identification.

Holly Toole Robinson (Signature line for notary public)

HOLLY TOOLE-ROBINSON (Name of notary type, printed or stamped)

Contracts Administrator (Title or rank)

My commission expires: 6/29/2024

Serial number, if any HH002017

Errors or Omissions

Upon review of this project's plans and construction documents are you aware of any apparent errors or omissions?

☐ YES

☒ No

If YES, please provide a detailed explanation of any apparent errors or omissions on this sheet.

11-22-03 AIRPORT ITINERANT PARKING APRON

REFERENCES -Within the last five (5) years-Minimum 5 references

Reference 1: Company Name: Asphalt Paving Systems, Inc.

Project Name: IFB-CA-19-253 Annual Asphalt Rehabilitation Project Amount: \$ 18,935,500.00

Description: Asphalt Milling and Asphalt Resurfacing

Contact Name: Dustin Clark

Phone: 813-788-0010

Email: dgannonaps@gmail.com

Within Budget: YES ☒ NO ☐ *Explain

Reference 2: Company Name: FDOT / Florida Turnpike Enterprise

Project Name: E8Q95 Polk Parkway Resurfacing Project Amount: \$ 13,763,463.36

Description: Asphalt Milling and Asphalt Resurfacing

Contact Name: Tom Thursby

Phone: 863-225-9630

Email: tthursby@drmp.com

Within Budget: YES ☒ NO ☐ *Explain

Reference 3: Company Name: Hillsborough County Aviation Authority

Project Name: Runway 5-23 / Tampa Executive Airport Project Amount: \$ 6,348,894.02

Description: Asphalt Milling and Asphalt Resurfacing

Contact Name: Chris Wilson

Phone: 813-876-4106

Email: cwilson@tampaairport.com

Within Budget: YES ☐ NO ☐ *Explain

Reference 4: Company Name: FDOT

Project Name: E7M06 - SR39 Alexander Project Amount: \$ 5,273,573.09

Description: Asphalt Milling and Asphalt Resurfacing

Contact Name: Josephine Jones

Phone:

Email: josephine.jones@dot.state.fl.us

Within Budget: YES ☒ NO ☐ *Explain

Reference 5: Company Name: FDOT Brooksville Operations

Project Name: T7440 US 98 round-About Project Project Amount: \$ 2,725,692.89

Description: Reconstruction of intersection for a roundabout, including: temporary traffic control w/detours, reconstruction clearing & grubbing, stabilization, base, widening, drainage improvements, signing, pavement marking, highway lighting, and landscaping at the intersection of SR700 (US98) and CR575 (Trilby Rd)

Contact Name: Richard W Frank

Phone: (813) 323-1121

Email: richard.frank@dot.state.fl.us

Within Budget: YES ☒ NO ☐ *Explain

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion Form**

1. The prospective Vendor, C.W. Roberts Contracting, Inc., certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
2. Where the Vendor is unable to certify to the above statement, the prospective Vendor shall attach an explanation to this form.

Vendor: C.W. Roberts Contracting, Inc.
Name of Company – Please Print

Signature: 
Authorized Company Representative

Name/Title: Richard Straily, Area Manager

Address: 2102 Jim Johnson Rd.

Plant City, FL 33566

Date: 7 / 18 / 2022

STANDARD FDOT CONTRACT REQUIREMENTS AND CERTIFICATIONS

These Standard Florida Department of Transportation (FDOT) Contract Requirements and Certifications are required to be submitted as a part of the BIDDER's bid or offer to the **City of Zephyrhills** and becomes a part of the Contract Documents. By submitting an executed copy of these Standard FDOT Requirements and Certifications with its bid submittal in response to Invitation to **Bid No. 11-22-03**, BIDDER, successful BIDDER and CONTRACTOR acknowledges, agrees and certifies the following:

Unless otherwise provided herein, CONTRACTOR shall insert the requirements and certifications contained herein into each subcontract, and further require that the clauses be included in all subsequent subcontracts, purchase order and/or rental agreement; notwithstanding the foregoing, CONTRACTOR is responsible for compliance with these requirements and certifications by any subcontractor, lower-tier subcontractor or service provider.

DEFINITIONS

The "Agency" means the City of Zephyrhills.

"Department" or "FDOT" means the Florida Department of Transportation.

"Vendor" means "Successful Bidder" or "Contractor".

PUBLIC ACCESS TO RECORDS

The Vendor shall allow public access to all documents, papers, letters or other material subject to the provisions of Chapter 119, Florida Statutes (public records), and made or received by the Vendor in conjunction with any contract and/or agreement with the Agency. Specifically, as it relates to this Contract, the Vendor shall:

1. Keep and maintain public records that ordinarily and necessarily would be required by the Department in order to perform the services provided by the Vendor.
2. Provide the public with access to public records on the same terms and conditions that the Department would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records and transfer, at no cost, to the Department all public records in possession of the Vendor upon the termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically

must be provided to the Department in a format that is compatible with the information technology systems of the Department.

Failure by the Vendor to grant such public access shall be grounds for immediate unilateral cancellation of any agreement and/or contract by the Department. The Vendor shall promptly provide the Department with a copy of any request to inspect or copy public records in possession of the Vendor and shall promptly provide the Department a copy of the Vendor's response to each such request.

AUDITS AND INSPECTIONS

Vendors shall permit the Departments authorized representative to inspect all work, materials, payrolls, records; and to audit the books, records and accounts pertaining to the Project.

DISADVANTAGED BUSINESS ENTERPRISE (DBE) POLICY AND OBLIGATION

DBE Policy: It is the policy of the Department that Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, as amended, shall have the opportunity to participate in the performance of contracts financed in whole or in part with Department funds under this Project. The DBE requirements of applicable federal and state laws and regulations apply to this contract.

DBE Obligation: The Contractor agrees to ensure that DBE's as defined in 49 CFR Part 26, as amended, have the opportunity to participate in the performance of this contract. In this regard, the Vendor shall take all necessary and reasonable steps in accordance with 49 CFR Part 26, as amended, to ensure that the Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform this contract. The contractor and their subcontractors shall not discriminate on the basis of race, color, national origin or sex in the award and performance of this contract.

EQUAL EMPLOYMENT OPPORTUNITY

In connection with the carrying out of any work resulting from this Invitation to Bid, the Vendor shall not discriminate against any employee or applicant for employment because of race, age, creed, color, sex, or national origin. The Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, age, creed, color, 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 Vendor shall insert the foregoing provision modified only to show the particular contractual relationship in all its contracts in connection with the development or operation of the Project, except contracts for standard commercial supplies or raw materials. When the Project involves installation, construction, demolition, removal, site improvement, or similar work, the contractor shall post in conspicuous places available to employees and

applicants for employment for Project work, notices to be provided by the Department setting forth the provisions of the non-discrimination clause.

TITLE VI - CIVIL RIGHTS ACT OF 1964

The Vendor will comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC 2000d, et. seq), the Regulations of the Federal Department of Transportation issued thereunder, and the assurance by the Vendor pursuant thereto.

TITLE VIII - CIVIL RIGHTS ACT OF 1968

The Vendor will comply with all the requirements imposed by Title VIII of the Civil Rights Act of 1968, (42 USC 3601, et seq.,) which among other things, prohibits discrimination in employment on the basis of race, color, national origin, creed, sex and age.

AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

The Contractor will comply with all the requirements imposed by the ADA (42 USC 12012. et. Seq.) the regulations of the federal government issued thereunder, and the assurance by the Contractor pursuant thereto.

PROHIBITED INTERESTS

In connection with this Invitation to Bid or any property included or planned to be included in the Project related to this Invitation to Bid, the Vendor certifies that neither it nor any officer director or employee of the Vendor, nor any business entity of which an officer, director or employee of the Vendor or any of the Vendor's officer's, director's or employee's spouse or child, or any combination of them, has a material interest.

"Material interest" means direct or indirect ownership of more than five (5) percent of the total assets of capital stock of any business entity.

The Vendor shall not enter into any subcontract or arrangement in connection with the Project or any property included or planned to be included in the project, with any person or entity who was represented before the Vendor by any person who at the time during the immediately preceding two (2) years was an officer, director or employee of the Vendor.

The provisions of this subsection shall not be applicable to any agreement between the Vendor and its fiscal depositories, any agreement for utility services, the rates for which are fixed or controlled by the government, or any agreement between the Vendor and an agency of state government.

**INTEREST OF MEMBERS OF, OR DELEGATES TO, CONGRESS OR
LEGISLATURE**

The Vendor shall not permit a member or delegate to the Congress of the United States, or the State of Florida Legislature, to any share or part of the Contract or any benefit arising therefrom.

ENVIRONMENTAL REGULATIONS

The Vendor certifies that the Project will be carried out in conformance with all applicable environmental regulations included in the securing of any applicable permits. The Vendor will be solely responsible for any liability in the event of non-compliance with the applicable environmental regulations, including the securing of any applicable permits, and will reimburse the Department for any loss incurred in connection therewith.

DEPARTMENT NOT OBLIGATED TO THIRD PARTIES

The Department shall not be obligated or liable hereunder to any party other than the Agency in regards to this Project.

WHEN RIGHTS AND REMEDIES NOT WAIVED

In no event shall the making by the Department of any payment to the Vendor via the Agency constitute or be construed as a waiver by the Department of any breach of covenant or any default which may then exist, on the part of the Vendor, and the making of such payment by the Department while any such breach or default shall exist shall in no way impair or prejudice any right or remedy available to the Department with respect to such breach or default.

SEVERABILITY

If any provision of this agreement is held invalid, the remainder of this Agreement shall not be affected. In such an instance the remainder would then continue to conform to the terms and requirements of applicable law.

AGREEMENT FORMAT

All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.

RESTRICTIONS ON LOBBYING

Federal Restrictions on Lobbying: The Vendor certifies by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Vendor, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this agreement, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The Vendor shall require that the language of this section be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure

and other remedies the federal government may deem appropriate. The penalties could include loss of the award and suspension or debarment as an institution from further federal funding.

State Restrictions on Lobbying: No funds received pursuant to this contract may be expended for lobbying the Legislature, the judicial branch or a state agency.

RESTRICTIONS, PROHIBITS, CONTROLS, AND LABOR PROVISIONS

During the performance of this Agreement, the Vendor agrees as follows, and shall require the following provisions to be included in each contract and subcontract entered into pursuant to this Agreement:

- a. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity

in excess of the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- b. In accordance with Section 287.134, Florida Statutes, an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.
- c. An entity or affiliate who has had its Certificate of Qualification suspended, revoked, denied or have further been determined by the Department to be a non-responsible contractor may not submit a bid or perform work for the construction or repair of a public building or public work on a contract with the Agency.
- d. Neither the Agency nor any of its contractors or their subcontractors shall enter into any contract, subcontract or arrangement in connection with the Project or any property included or planned to be included in the Project in which any member, officer or employee of the Agency or the locality during tenure or for two (2) years thereafter has any interest, direct or indirect. If any such present or former member, officer or employee involuntarily acquires or had acquired prior to the beginning of tenure any such interest, and if such interest is immediately disclosed to the Agency, the Agency, with prior approval of the Department, may waive the prohibition contained in this paragraph provided that any such present member, officer or employee shall not participate in any action by the Agency or the locality relating to such contract, subcontract or arrangement. The Vendor shall insert in all contracts entered into in connection with the Project or any property included or planned to be included in any Department funded Project, and shall require its subcontractors to insert in each of their subcontracts, the following provision:

"No member, officer or employee of the Agency or of the locality during his tenure or for 2 years thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof."

The provisions of this paragraph shall not be applicable to any agreement between the Vendor and its fiscal depositories or to any agreement for utility services the rates for which are fixed or controlled by a governmental agency.

E-VERIFY

The Vendor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor during the term of the contract; and

Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise use the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

INSPECTOR GENERAL COOPERATION

The Vendor agrees to comply with Section 20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

COPYRIGHT RESTRICTIONS

No material prepared under this agreement shall be subject to copyright in the United States or any other country.

CONTRACTOR RESPONSIBILITIES

Contractor and all subcontractors shall insert these Required Provisions for FDOT funded Contracts in each lower tier contract (e.g. subcontract or sub-agreement) for this Project.

Contractor shall incorporate all applicable requirements of these Required Provisions for FDOT funded Contracts by reference for work done under any purchase orders, rental agreements and other agreements for supplies or services for this Project.

Contractor shall be responsible for his/her compliance with these Required Provisions for FDOT funded Contracts, and for compliance by his/her subcontractors, lower-tier subcontractors or service providers.

ACKNOWLEDGEMENT

The foregoing Standard FDOT Requirements and Certifications is hereby acknowledged, agreed to, and certified and attested on behalf of BIDDER by: C.W. Roberts Contracting, Inc. on this 18th day of July, 2022.

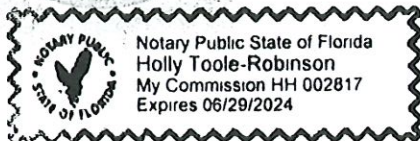
Bidder: _____

STATE OF Florida)
COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me this 18 day of July, 2022 on behalf of C.W. Roberts Contracting, Inc. by Richard Straley its Area Manager. He/she is personally known to me or has produced _____ as identification and did () did not (✓) take an



Holly Toole Robinson
NOTARY PUBLIC



CITY OF ZEPHYRHILLS

STATEMENT OF NO BID

If you do not intend to bid, please complete the information below and return this form with the bid title and number clearly marked on the front of the envelope. Please send the STATEMENT OF NO BID FORM no later than the opening date indicated on the INVITATION TO BID FORM.

Please be advised that if the NO BID STATEMENT is not executed and returned your name may be deleted from the list of qualified bidders for the City of Zephyrhills.

We decline to submit a bid for the following reasons:

- ☐ Unable to meet Bond or Insurance requirements.
- ☐ Unable to meet specifications; we do not offer this product or an equivalent.
- ☐ Specifications are unclear, specialty items or too intricate.
- ☐ Insufficient time to respond; our schedule will not permit us to perform.
- ☐ Reason for declining on attached sheet.

Company Name: C.W Roberts Contracting Inc. Date:

Telephone Number: N/A Signature: N/A

Return completed form to: **City of Zephyrhills, Purchasing Office**

5335 8th Street

Zephyrhills, FL 33542



Ron DeSantis, Governor

Halsey Beshears, Secretary



STATE OF FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

FLOWERS, ROBERT P

C. W. ROBERTS CONTRACTING, INCORPORATED

3372 CAPITAL CIRCLE NE

TALLAHASSEE FL 32308

LICENSE NUMBER: CGC1505785

EXPIRATION DATE: AUGUST 31, 2022

Always verify licenses online at MyFloridaLicense.com

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



ADDENDUM NO. 2

To the Plans and Specifications for:

City of Zephyrhills

Zephyrhills Airport Itinerant Parking Apron

Bid 11-22-03

7/6/2022

This addendum sets forth the following changes and hereby becomes a part of the Contract Documents for the Project:

TECHNICAL SPECIFICATIONS:

Delete in Section P-403-6.2(a) on page P-403-16, the final part of the first sentence, which reads:

“and Profilograph smoothness”

Delete Section P-403-6.2(f) on pages P-403-16, P-403-17, which reads:

*“**Profilograph roughness for QA Acceptance.** The final profilograph shall be the full length of the project to facilitate testing of roughness between lots. The Contractor, in the presence of the RPR shall perform a profilograph roughness test on the completed project with a profilograph meeting the requirements of ASTM E1274 or a Class I inertial profiler meeting ASTM E950. Data and results shall be provided within 48 hrs of profilograph roughness tests.*

The pavement shall have an average profile index less than 15 inches per mile per 1/10 mile. The equipment shall utilize electronic recording and automatic computerized reduction of data to indicate “must grind” bumps and the Profile Index for the pavement using a 13/64-inch blanking band. The bump template must span one-inch with an offset of 0.4 inches. The profilograph must be calibrated prior to use and operated by a factory or State DOT approved, trained operator. Profilograms shall be recorded on a longitudinal scale of one-inch equals 25 feet and a vertical scale of one-inch equals one-inch. Profilograph shall be performed one foot right and left of project centerline and 15 feet right and left of project centerline. Any areas that indicate “must grind” shall be corrected with diamond grinding per paragraph 401403-4.15 or by removing and replacing full depth of surface course. as directed by the RPR. Where corrections are necessary, a second profilograph run shall be performed to verify that the corrections produced an average profile index of 15 inches per mile per 1/10 mile or less.”

END OF ADDENDUM NO. 2

CONSENT ITEMS 2.3

Request Council's Approval on Amendment No. 2 to the SRF Loan Agreement No. WW510531, Advanced Wastewater Treatment Project

Issue:

Amendment No. 2 to Agreement No. WW510531 with the Florida Department of Environmental Protection (FDEP)

Background:

The City entered into an agreement with the FDEP under its Clean Water State Revolving Fund (SRF) Loan program in 2020 for financing related to the Advanced Wastewater Treatment project. Due to supply chain issues and equipment performance issues, the Construction Completion date listed in the Agreement must be extended to December 31, 2022, pushing back the first loan payment date to June 30, 2022. This will be Amendment No. 2 to FDEP Agreement No. WW510531.

Attachment(s):

1. WW_State_Federal Extension Amendment

Fiscal Impact:

n/a

Staff Recommendation:

Staff recommends approval of Amendment No. 2 of Agreement WW510531 related to the Advanced Wastewater Treatment project.

**STATE REVOLVING FUND
AMENDMENT 2 TO LOAN AGREEMENT WW510531
CITY OF ZEPHYRHILLS**

This amendment is executed by the STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (Department) and the CITY OF ZEPHYRHILLS, FLORIDA, (Local Government) existing as a local governmental entity under the laws of the State of Florida. Collectively, the Department and the Local Government shall be referred to as “Parties” or individually as “Party”.

The Department and the Local Government entered into a State Revolving Fund Loan Agreement, Number WW510531, as amended; and

Loan repayment activities need rescheduling to give the Local Government additional time to complete construction; and

Certain provisions of the Agreement need revision.

The Parties hereto agree as follows:

1. Unless repayment is further deferred by amendment of the Agreement, Semiannual Loan Payments as set forth in Section 10.05 shall be received by the Department beginning on August 15, 2023, and semiannually thereafter on February 15 and August 15 of each year until all amounts due under the Agreement have been fully paid.

2. The items scheduled under Section 10.07 of the Agreement are rescheduled as follows:

(2) Completion of Project construction is scheduled for February 15, 2023.

(3) Establish the Loan Debt Service Account and begin Monthly Loan Deposits no later than February 15, 2023.

(4) The first Semiannual Loan Payment in the amount of \$157,815 shall be due August 15, 2023.

3. All other terms and provisions of the Loan Agreement shall remain in effect.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

This Amendment 2 to Loan Agreement WW510531 may be executed in two or more counterparts, any of which shall be regarded as an original and all of which constitute but one and the same instrument.

IN WITNESS WHEREOF, the Department has caused this amendment to the Loan Agreement to be executed on its behalf by the Secretary or Designee and the Local Government has caused this amendment to be executed on its behalf by its Authorized Representative and by its affixed seal. The effective date of this amendment shall be as set forth below by the Department.

for
CITY OF ZEPHYRHILLS

City Council President

Attest:

Approved as to form and legal sufficiency:

City Clerk

City Attorney

SEAL

for
STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Secretary or Designee

Date

CONSENT ITEMS 2.4

AID Construction Services Task Order for Itinerant Apron.

Issue:

Approval of Task Order No. 2021-01 with American Infrastructure Development (\$106,857.00).

Background:

This project consists of AID Consultants to provide construction administration services concerning the Itinerant Apron project for the Zephyrhills Municipal Airport.

Attachment(s):

1. TA 2021-01_Amendment 01_ZPH Itinerant Apron - CA Services

Fiscal Impact:

2021-22 \$106,857.00 of \$3,600,000.00

Staff Recommendation:

Staff recommends execution of Task order No. 2021-01- Amendment No. 001 with American Infrastructure Development, Inc. (\$106,857.00).

September 6, 2022

Mr. Nathan Coleman
Airport Manager
Zephyrhills Municipal Airport
39450 South Avenue
Zephyrhills, FL 33542
ncoleman@ci.zephyrhills.fl.us

Subject: ZPH Itinerant Apron CA Services
Task Order No. 2021-01 – Amendment No. 1
Zephyrhills Municipal Airport

Dear Nathan:

This Task Order is made between American Infrastructure Development, Inc. (Consultant) and the City of Zephyrhills (Client) for the Consultant to provide construction administration services concerning Itinerant Apron project as requested for the Zephyrhills Municipal Airport.

The consultant will be paid a lump sum amount of One-Hundred and Six Thousand, Eight-Hundred Fifty-Seven Dollars and 00/100's (\$106,857.00), as described in the attached Scope and Fee schedule (Exhibit A and Exhibit B, respectively).

Please sign in the space provided below as your concurrence with the terms of this Task Order and return one original copy to us for our files. We look forward to working with you on this project.

Submitted by:

Accepted by:

American Infrastructure Development, Inc.

City of Zephyrhills (Zephyrhills Municipal Airport)

Authorized Signature

Authorized Signature

Sabina C. Mohammadi, President-CEO

Name and Title

Name and Title

Attachment: AID Hourly Rates

cc: Kyle Holley (AID)

EXHIBIT A SCOPE OF SERVICES

ADMENDMENT 001 TO TASK ORDER 2021-01

ITINERANT APRON CONSTRUCTION ADMINISTRATION ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)

American Infrastructure Development, Inc. (Consultant) will provide Construction Phase Services for the Itinerant Apron at Zephyrhills Municipal Airport (ZPH). Quantum Electrical Engineering, Inc. (Quantum) will provide Construction Phase Services related to the electrical elements of work, as described in **Exhibit C**. Tierra, Inc. (Tierra) will provide QA testing services as described in **Exhibit D**. The project limits are shown on **Figure No. 1** below.

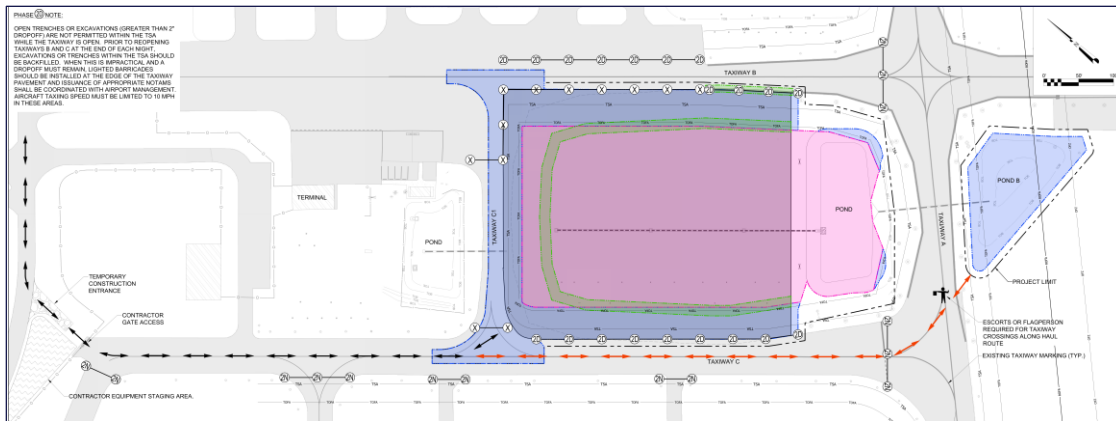


Figure 1 – Itinerant Apron Construction Limits

General Scope

The construction consists of the following main elements:

1. Construct a new asphalt paved apron of approximately 146,000 SF.
2. Install stormwater pipes and inlets and improve site stormwater management to account for the addition of impervious surfaces.
3. Design and layout new three-point tie-down anchors.
4. Remove existing high mast lighting located within the middle portion of the construction area.
5. Install two (2) high mast lighting poles along the south edge of the apron.
6. Install pavement markings.

The Consultant will provide the following general services under this Amendment for this project:

1. Management of the project during construction and grant closeout.
2. Coordination with the Owner, FAA and tenants, as necessary.

EXHIBIT A

SCOPE OF SERVICES

3. Preparation of minutes of meetings and phone conversations, as necessary.
4. Construction Administration.
5. Full-time Resident Project Representative (RPR) services.
6. Quantum will provide Electrical Engineering services for the base bid.
7. Tierra, Inc. will provide Quality Assurance (QA) Material Testing.
8. Project Closeout.
9. Grant Compliance and Closeout

Specific Scope

Specific tasks (Basic and Special Services) related to the above items are identified in each phase of the project as described below.

Basic Services

Construction Administration Services: The Consultant will perform the following tasks under this phase:

1. Coordinate with the Owner, tenants, and project team members throughout the duration of procurement, construction, and closeout of the project.
2. Prepare the Construction Management Plan (CMP) and provide to the Owner for submission to the FAA.
3. Prepare for and participate in a Pre-Construction Conference.
4. Review and approve or take other appropriate action upon review of the shop drawings, samples, and other submissions furnished by the Contractor and submitted to AID. AID will determine if the shop drawings, samples, and other submissions reasonably conform to the design of the project and the requirements of the contract documents. Such action(s) will be taken with reasonable promptness so the progress of the construction of the project will not be delayed. AID will maintain a log of Contractor submittals, which will include the submittal date, the action taken, and the date returned to the Contractor.
5. Prepare for and participate in weekly on-site construction meetings. AID will prepare the meeting agenda and record meeting minutes for each meeting. AID will have one on-site representative at the Construction Meetings and additional personnel via teleconference as needed.
6. AID will perform periodic site visits and inform the Owner of any deviation from the contract documents or the Contractor's construction schedule observed by or brought to the attention of AID. On the basis of its on-site observations, AID will keep the Owner informed as to the progress and quality of the work and will endeavor to protect the Owner against defects and deficiencies in the work completed by the Contractor. However, AID shall not have control or be in charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures or for the safety precautions and programs in connection with the project construction. Further, AID will notify the Owner of any such act, omission, or failure on the part of the Contractor observed by AID during on-site visits.

EXHIBIT A

SCOPE OF SERVICES



7. AID will assist in preparing routine change orders and assess the justification for such change orders, as required.
8. Review test results provided by the Contractor and the Owner.
9. Review Contractor's monthly applications for payment and supporting data; review the amount owed to Contractor and approve in writing payments to Contractor in accordance with the contract documents, and review and coordinate weekly certified payrolls with the Airport.
10. Provide design clarifications and recommendations to assist the Owner in resolving field problems relating to construction. AID will receive, review, and respond to all the Contractor Requests for Information (RFI's) and issue clarification as necessary through Engineer's Supplemental Instructions (ESI's).
11. Perform, together with the Owner, one (1) inspection of the construction site to determine if the project is substantially complete, and a final inspection to determine if the project has been completed in accordance with the contract documents, and if each contractor has fulfilled all of its obligations thereunder, so that AID may approve in writing, if applicable, final payment to the Contractor.
12. AID will assist in receiving from the Contractor, and forwarding to the Owner, written warranties, and related documents assembled for the project.

To avoid misunderstandings, AID understands and agrees that the Owner shall have responsibility for the general administration of the construction contract. Accordingly, AID shall not have the authority or responsibility to issue direct instructions to the Contractor on work stoppage authorizations that are contractually obligated to the Owner, or to require special inspections and/or tests. However, AID shall provide continuing counsel to the Owner throughout the construction of the project.

Special Services

In addition to the Basic Services described above, AID will provide the following Special Services required under this contract:

1. Grant Services – AID will provide grant compliance services, such as review of Weekly Certified Payrolls, Wage Rate Interviews, Buy American Certifications, and DBE Participation Reports. AID will assist the Owner in the preparation of FDOT and FAA Grant Quarterly Reports and Grant Closeout documents.
2. Record Drawings – AID and Quantum will provide one (1) set of reproducible drawings and CAD (and PDF) files "record drawings," corrected to show significant changes made in the work during the construction of the project. Such corrections shall be based upon "as-built" prints, drawings, field sketches and other data furnished by the contractor, upon change orders issued during construction.
3. Resident Project Representative (RPR) – AID will provide full-time on-site representative(s) to perform daily inspections and witness the construction progress throughout the duration of the project. The RPR will provide the following services:
 - a. Daily inspection reports.

EXHIBIT A SCOPE OF SERVICES

- b. Oversee and witness quality control testing activities.
 - c. Review field test results.
 - d. Attend daily and weekly coordination meetings.
 - e. Coordinate with the EOR on the interpretation of the contract documents.
4. Quality Assurance Materials Testing – AID will provide on-site laboratory representatives through its subconsultant, Tierra, Inc. to perform materials testing, as needed. This will include, but is not limited to the following items:
- a. In-place density testing on subgrade, backfill, and base layers for areas of new construction using a Nuclear Density Gauge, ASTM D6938.
 - b. Asphalt Quality Assurance Laboratory testing of bulk densities, theoretical maximum densities, asphalt gradations, and asphalt content, if needed.
 - c. Fabricate concrete specimens for compressive strength testing as needed.

Project Schedule

All work required to be performed by the Consultant pursuant to this Amendment shall be completed within the specified calendar days below from the date of NTP.

Item	Duration (calendar days)
Construction Management Plan	15
Mobilization	60
Construction	37
Closeout	30
Total	127

August 25, 2022

Mr. Nabil Hmeidi P.E.
American Infrastructure Development, Inc.
3810 Northdale Blvd., Suite 170,
Tampa, Florida 33624

Subject: Electrical Construction Administration Services Fee Proposal for the Zephyrhills Municipal Airport (Airport) Itinerant Apron Project Electrical, Lighting and Signage Systems.

Dear Nabil,

Quantum Electrical Engineering, Inc. (QUANTUM) is pleased to provide American Infrastructure Development, Inc. (AID) an electrical construction administration services fee proposal for the Zephyrhills Municipal Airport Itinerant Apron Project for the Electrical, Lighting and Signage. Proposal is based on 60 days of Mobilization and 37 Construction Days.

The following tasks are included in our scope of services:

Task 1 – Construction CA Services

- Attend virtual pre-construction meeting with Zephyrhills, Contractor and AID Team.
- Includes preparation of conformed documents for construction.
- Includes electrical submittal(s) reviews and approvals.
- Includes (2) bi-weekly virtual construction progress meetings with Airport, Contractor and AID Team.
- Includes (1) periodic on-site visits during the construction period.
- Includes request for information (RFI) reviews and responses.
- Includes change order reviews and comments.
- Includes (1) on-site visit for final completion inspection and review of electrical punch list items.
- Includes review of Contractor “Red Line Plan Mark-ups” (As-Builts).
- Includes creation of Record Drawings based on Contractor “Red Line Plan Mark-ups.”
- QUANTUM to provide Record Drawings to AID in AutoCAD 2020 and PDF Format.

Our proposed Lump-Sum fee is:
(See attachment breakdown)

\$ 4,154.00

Sincerely,



Amy L. Champagne-Baker, PE
President

ZEPHYRHILLS MUNICIPAL AIRPORT- ITINERANT APRON CA SERVICES

QUANTUM ELECTRICAL ENGINEERING, INC.

SCOPE FEE SUMMARY

FEE PROPOSAL 08/25/22 CA SERVICES

	Rate	\$160.00	\$144.00	\$138.00	\$80.00	\$132.00	\$45.00			
	Proj. Mgr.	Prof. Eng	Proj. Eng	CADD/Tech	Field Eng./RPR	Clerical	Total			TOTAL
PHASE OF WORK	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Expenses		TASK COST
Construction Services (CA)										
Pre-Construction Conference (Virtual)		1					1			\$144.00
Prepare Conformed Documents				1		1	2			\$125.00
Review and Approve Shop Drawings		1			6		7			\$936.00
Periodic On-site Observations/Field Visits (1) (4 hr ea.)					5		5			\$660.00
Bi-Weekly Construction Meetings (2) (1hr ea.) (Virtual)					2		2			\$264.00
Construction Coordination/Design during Construction					2		2			\$264.00
Respond to Requests for Information (RFI)		1		1	2		4			\$488.00
Change Order Review					1		1			\$132.00
Pay Application Reviews					0		0			\$0.00
Final Completion Walk Through (1)					5		5			\$660.00
Review As-builts					1		1			\$132.00
Prepare Record Documents		1		2		1	4			\$349.00
Subtotal	0	4	0	4	24	2	34			\$4,154.00
Grand Total Hours	0	4	0	4	24	2	34			\$4,154.00
Grand Total Labor Cost	\$0.00	\$576.00	\$0.00	\$320.00	\$3,168.00	\$90.00				



August 15, 2022

American Infrastructure Development (AID)
3810 Northdale Blvd.,
Suite 170
Tampa, FL 33624

Attention: Mr. Nabil O. Hmeidi, P.E. nheidi@aidinc.us

**RE: Quality Assurance Construction Materials Testing Proposal
Itinerant Apron
Zephyrhills Municipal Airport (ZPH)
Tierra Proposal No: 61-22-154**

Mr. Hmeidi:

:

Tierra, Inc. appreciates the opportunity to submit the attached proposal to provide Quality Assurance construction materials testing services for the above-referenced project.

Project Information

The project consists of the construction of a 17,000 SY apron and associated improvements to adjoining taxiways. Based on our review of the information provided, the following Scope of Services is proposed. All services will be performed based on a will call, as scheduled by your duly appointed representative.

Scope of Services

- Perform P-152 soil density testing, Modified Proctors and soil classification testing during backfill over drainage pipelines, embankment, compacted subgrade and backfill over electrical duct bank.
- Perform soil density testing and LBR testing of the limerock base (P-211).
- Perform field testing of the plastic properties and compression testing of concrete specimens (P-610) placed in the light cans, light poles and concrete encased electrical duct bank.
- Perform asphalt plant during new pavement operations by P-403 specifications.

Please see the attached Schedule "A" for our estimate of the different services we anticipate will be required. This estimate is based on our experience with similar projects and our estimate of the materials quantities.

Service Fee

The total estimated fee to perform the proposed scope of services for the Base Bid is \$13,260.00. An itemized breakdown of the estimates fees is attached. The technician hours and lab test quantities estimated are based solely on our experience with similar projects. The actual work progress and scheduling is solely controlled by the contractor. Tierra has no control over the final technician hours or test quantities however we will invoice for actual services provided only.

We appreciate the opportunity to offer our services to your firm and we look forward to working with you on the project. Should you have any questions regarding this proposal, please do not hesitate to contact this office.

Respectfully submitted,

TIERRA, INC.



Manuel J. Valdes
Construction Services Manager

Attachments: Schedule of Services and Fees

Schedule "A"
Quality Assurance (QA) Scope of Services and Estimated Fees
Zephyrhills Municipal Airport
Itinerant Apron
Tierra Proposal No. 61-22-154

BASE BID

35 Calendar Days

A. FIELD QA TESTING

1. Engineering Technician for soil density testing during storm pipe backfill, P-152 Embankment, backfill over electrical duct bank, P-211 limerock base course and P-610 concrete in light cans, light poles and duct bank . Estimate 1 technician on a will call, as scheduled basis

<u>Unit</u>	<u># of Units</u>	<u>Unit Price</u>	<u>Total</u>
per hr	120	\$ 61.00	\$ 7,320.00

B. LABORATORY TESTING SOILS

1. Modified Proctor (ASTM D-1557)

ea	3	\$ 120.00	\$ 360.00
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2. Grain Size Analysis (ASTM D-422)

ea	3	\$ 70.00	\$ 210.00
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3. Liquid / Plastic Limits (ASTM D-4318)

ea	3	\$ 75.00	\$ 225.00
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4. Organic Content (AASHTO T-267)

ea	0	\$ 45.00	\$ 0.00
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C. LABORATORY TESTING CONCRETE

1. Compression Tests of Concrete Cylinders (ASTM C-39)

ea	40	\$ 15.00	\$ 600.00
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D. LABORATORY TESTING LIMEROCK BASE

1. LBR

ea	1	\$ 325.00	\$ 325.00
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2. Gradation (ASTM C-136)

ea	1	\$ 85.00	\$ 85.00
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3. Carbonates of Calcium & Magnesium

ea	1	\$ 100.00	\$ 100.00
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4. Liquid & Plastic Limit (ASTM D-4318)

ea	1	\$ 85.00	\$ 85.00
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E. ASPHALT PLANT TESTING

1. Engineering Technician to perform QA testing at the asphalt plant P-401. Estimate 1 technician for 3 days at 10 hours per day

per hr	30	\$ 75.00	\$ 2,250.00
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F. ENGINEERING SERVICES

1. Project Manager, Coordinate services, PWL, Reports

per hr	10	\$ 95.00	\$ 950.00
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2. Senior Engineer, P.E. Report sign / seal

per hr	5	\$ 150.00	\$ 750.00
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TOTAL BASE BID ESTIMATE: \$ 13,260.00



TASK	Project Principal	Project Manager	Senior Engineer	Engineer	Senior Designer	Designer	RPR	Clerical	Totals
	\$218.00	\$186.00	\$162.00	\$133.00	\$104.00	\$95.00	\$119.00	\$79.00	
BASIC SERVICES									
Construction Administration Services									
1 Coordinate with Owner		8	12					6	26
2 Prepare Construction Management Plan		2	16					2	20
3 Prepare for and Attend Pre-Construction Conf		2	8	4			4	4	22
4 Review Shop Drawings/Submittals			12	4				4	20
5 Weekly Progress Meetings		6	12	12				8	38
6 Periodic Site Visits - (2 visits)		8	24						32
7 Prepare Change Orders		1	4	4				6	15
8 Review Test Results			8						8
9 Review Periodic Payment Requests			2	12				6	20
10 Respond to RFIs and ESIs			2	12					14
11 Perform Final Inspection/Prepare Punch list		4	2	12				6	24
12 Assist in Project Closeout		2	8	12				12	34
Total Labor Hours:		33	110	72			4	54	273
Total Labor Costs:		\$6,138.00	\$17,820.00	\$9,576.00			\$476.00	\$4,266.00	\$38,276.00
Subconsultant Services									
1 Electrical Engineering - Quantum (LS)									\$4,154.00
Expenses									
1 Reprographics									\$100.00
2 SWFWMD Permit									\$1,245.00
TOTAL BASIC FEES (Lump Sum):									\$43,775.00
SPECIAL SERVICES									
1 Grant Services (Quarterly Reports/Closeout)		2	2					32	36
2 Prepare and Submit Record Drawings		2	8		48	18		32	108
3 RPR Services - (6 Weeks @ 50 hrs./week)							300		300
Total Labor Hours:		4	10		48	18	300	64	444
Total Labor Cost:		\$744.00	\$1,620.00		\$4,992.00	\$1,710.00	\$35,700.00	\$5,056.00	\$49,822.00
4 Quality Assurance Testing (Tierra)									\$13,260.00
TOTAL SPECIAL SERVICES FEES (Lump Sum)									\$63,082.00
TOTAL FEES (Lump Sum)									\$106,857.00

EXHIBIT A SCOPE OF SERVICES

ADMENDMENT 001 TO TASK ORDER 2021-01

ITINERANT APRON CONSTRUCTION ADMINISTRATION ZEPHYRHILLS MUNICIPAL AIRPORT (ZPH)

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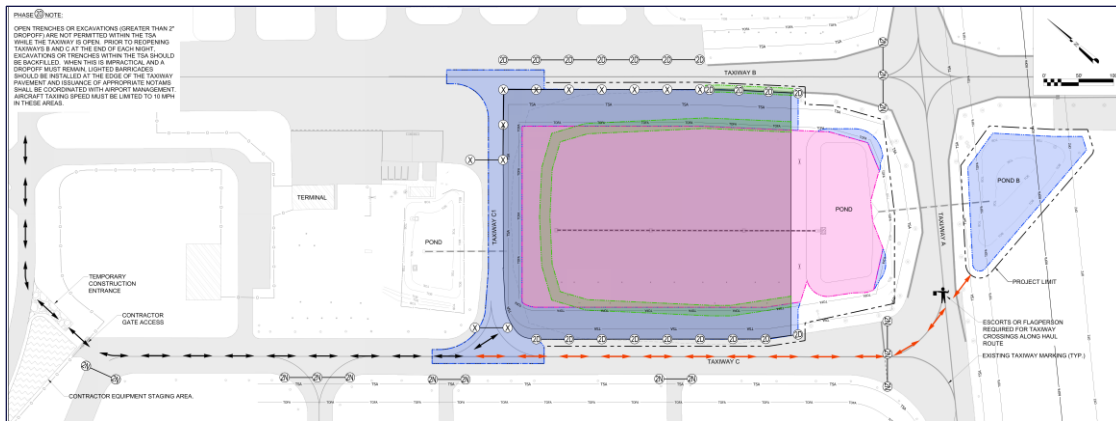


Figure 1 – Itinerant Apron Construction Limits

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EXHIBIT A

SCOPE OF SERVICES

3. Preparation of minutes of meetings and phone conversations, as necessary.
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EXHIBIT A

SCOPE OF SERVICES



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EXHIBIT A SCOPE OF SERVICES

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August 25, 2022

Mr. Nabil Hmeidi P.E.
American Infrastructure Development, Inc.
3810 Northdale Blvd., Suite 170,
Tampa, Florida 33624

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- QUANTUM to provide Record Drawings to AID in AutoCAD 2020 and PDF Format.

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(See attachment breakdown)

\$ 4,154.00

Sincerely,



Amy L. Champagne-Baker, PE
President

ZEPHYRHILLS MUNICIPAL AIRPORT- ITINERANT APRON CA SERVICES
QUANTUM ELECTRICAL ENGINEERING, INC.
SCOPE FEE SUMMARY
FEE PROPOSAL 08/25/22 CA SERVICES

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August 15, 2022

American Infrastructure Development (AID)
3810 Northdale Blvd.,
Suite 170
Tampa, FL 33624

Attention: Mr. Nabil O. Hmeidi, P.E. nheidi@aidinc.us

**RE: Quality Assurance Construction Materials Testing Proposal
Itinerant Apron
Zephyrhills Municipal Airport (ZPH)
Tierra Proposal No: 61-22-154**

Mr. Hmeidi:

:

Tierra, Inc. appreciates the opportunity to submit the attached proposal to provide Quality Assurance construction materials testing services for the above-referenced project.

Project Information

The project consists of the construction of a 17,000 SY apron and associated improvements to adjoining taxiways. Based on our review of the information provided, the following Scope of Services is proposed. All services will be performed based on a will call, as scheduled by your duly appointed representative.

Scope of Services

- Perform P-152 soil density testing, Modified Proctors and soil classification testing during backfill over drainage pipelines, embankment, compacted subgrade and backfill over electrical duct bank.
- Perform soil density testing and LBR testing of the limerock base (P-211).
- Perform field testing of the plastic properties and compression testing of concrete specimens (P-610) placed in the light cans, light poles and concrete encased electrical duct bank.
- Perform asphalt plant during new pavement operations by P-403 specifications.

Please see the attached Schedule "A" for our estimate of the different services we anticipate will be required. This estimate is based on our experience with similar projects and our estimate of the materials quantities.

Service Fee

The total estimated fee to perform the proposed scope of services for the Base Bid is \$13,260.00. An itemized breakdown of the estimates fees is attached. The technician hours and lab test quantities estimated are based solely on our experience with similar projects. The actual work progress and scheduling is solely controlled by the contractor. Tierra has no control over the final technician hours or test quantities however we will invoice for actual services provided only.

We appreciate the opportunity to offer our services to your firm and we look forward to working with you on the project. Should you have any questions regarding this proposal, please do not hesitate to contact this office.

Respectfully submitted,

TIERRA, INC.



Manuel J. Valdes
Construction Services Manager

Attachments: Schedule of Services and Fees

Schedule "A"
Quality Assurance (QA) Scope of Services and Estimated Fees
Zephyrhills Municipal Airport
Itinerant Apron
Tierra Proposal No. 61-22-154

BASE BID

35 Calendar Days

A. FIELD QA TESTING

1. Engineering Technician for soil density testing during storm pipe backfill, P-152 Embankment, backfill over electrical duct bank, P-211 limerock base course and P-610 concrete in light cans, light poles and duct bank . Estimate 1 technician on a will call, as scheduled basis

<u>Unit</u>	<u># of Units</u>	<u>Unit Price</u>	<u>Total</u>
per hr	120	\$ 61.00	\$ 7,320.00

B. LABORATORY TESTING SOILS

1. Modified Proctor (ASTM D-1557)

ea	3	\$ 120.00	\$ 360.00
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2. Grain Size Analysis (ASTM D-422)

ea	3	\$ 70.00	\$ 210.00
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3. Liquid / Plastic Limits (ASTM D-4318)

ea	3	\$ 75.00	\$ 225.00
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4. Organic Content (AASHTO T-267)

ea	0	\$ 45.00	\$ 0.00
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C. LABORATORY TESTING CONCRETE

1. Compression Tests of Concrete Cylinders (ASTM C-39)

ea	40	\$ 15.00	\$ 600.00
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D. LABORATORY TESTING LIMEROCK BASE

1. LBR

ea	1	\$ 325.00	\$ 325.00
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2. Gradation (ASTM C-136)

ea	1	\$ 85.00	\$ 85.00
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3. Carbonates of Calcium & Magnesium

ea	1	\$ 100.00	\$ 100.00
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4. Liquid & Plastic Limit (ASTM D-4318)

ea	1	\$ 85.00	\$ 85.00
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E. ASPHALT PLANT TESTING

1. Engineering Technician to perform QA testing at the asphalt plant P-401. Estimate 1 technician for 3 days at 10 hours per day

per hr	30	\$ 75.00	\$ 2,250.00
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F. ENGINEERING SERVICES

1. Project Manager, Coordinate services, PWL, Reports

per hr	10	\$ 95.00	\$ 950.00
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2. Senior Engineer, P.E. Report sign / seal

per hr	5	\$ 150.00	\$ 750.00
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TOTAL BASE BID ESTIMATE: \$ 13,260.00



TASK	Project Principal	Project Manager	Senior Engineer	Engineer	Senior Designer	Designer	RPR	Clerical	Totals
	\$218.00	\$186.00	\$162.00	\$133.00	\$104.00	\$95.00	\$119.00	\$79.00	
BASIC SERVICES									
<i>Construction Administration Services</i>									
1 Coordinate with Owner		8	12					6	26
2 Prepare Construction Management Plan		2	16					2	20
3 Prepare for and Attend Pre-Construction Conf		2	8	4			4	4	22
4 Review Shop Drawings/Submittals			12	4				4	20
5 Weekly Progress Meetings		6	12	12				8	38
6 Periodic Site Visits - (2 visits)		8	24						32
7 Prepare Change Orders		1	4	4				6	15
8 Review Test Results			8						8
9 Review Periodic Payment Requests			2	12				6	20
10 Respond to RFIs and ESIs			2	12					14
11 Perform Final Inspection/Prepare Punch list		4	2	12				6	24
12 Assist in Project Closeout		2	8	12				12	34
Total Labor Hours:		33	110	72			4	54	273
Total Labor Costs:		\$6,138.00	\$17,820.00	\$9,576.00			\$476.00	\$4,266.00	\$38,276.00
<i>Subconsultant Services</i>									
1 Electrical Engineering - Quantum (LS)									\$4,154.00
<i>Expenses</i>									
1 Reprographics									\$100.00
2 SWFWMD Permit									\$1,245.00
TOTAL BASIC FEES (Lump Sum):									\$43,775.00
SPECIAL SERVICES									
1 Grant Services (Quarterly Reports/Closeout)		2	2					32	36
2 Prepare and Submit Record Drawings		2	8		48	18		32	108
3 RPR Services - (6 Weeks @ 50 hrs./week)							300		300
Total Labor Hours:		4	10		48	18	300	64	444
Total Labor Cost:		\$744.00	\$1,620.00		\$4,992.00	\$1,710.00	\$35,700.00	\$5,056.00	\$49,822.00
4 Quality Assurance Testing (Tierra)									\$13,260.00
TOTAL SPECIAL SERVICES FEES (Lump Sum)									\$63,082.00
TOTAL FEES (Lump Sum)									\$106,857.00

BUSINESS ITEMS/PUBLIC HEARING 3.1

First Reading **Ordinance No. 1441-22 Millage Ordinance - "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, LEVYING THE MILLAGE RATE FOR FISCAL YEAR 2022-2023 FOR THE CITY OF ZEPHYRHILLS."**

- A. Council President opens Public Hearing
- B. Council President closes Public Hearing
- C. City Council considers Ordinance No. 1441-22 on the First Reading

Issue:

At the July 25, 2022 City Council meeting, Council voted to set the preliminary millage rate at 6.25. The preliminary rate can be decreased prior to final adoption, but cannot be increased. The certified taxable value is \$1,110,155,587. With a 6.25 millage rate, ad valorem tax revenue in the General Fund is budgeted at \$6,591,549, an increase of \$880,724 from the \$5,710,825 budgeted for Fiscal Year 2022.

Background:

The State of Florida regulates the manner in which local governments set millage rates. There will be two public hearings concerning the millage rate.

Attachment(s):

1. Ordinance 1441-22 - Adopt Millage

Fiscal Impact:

Setting the millage rate at 6.25 will generate \$6,591,549 of ad valorem tax revenue for the General Fund.

Staff Recommendation:

The staff recommends the approval of the 6.25 millage rate on first reading.

ORDINANCE NO.: 1441-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, LEVYING THE MILLAGE RATE FOR FISCAL YEAR 2022-2023 FOR THE CITY OF ZEPHYRHILLS.

WHEREAS, the City Council of the City of Zephyrhills, Florida, has timely advised the Pasco County Property Appraiser's office that it proposed to levy a millage rate of 6.25 mills, which is more than the rolled back rate of 5.8763 mills computed pursuant to Florida Statute 200.065(1) by 6.36%; and

WHEREAS, the City Council of the City of Zephyrhills, Florida did on September 13, 2022 conduct a Public Hearing and a second Public Hearing on September 26, 2022, and following the second Public Hearing, did adopt a tentative budget of One Hundred Million Six Hundred Twenty-One Thousand One Hundred Eighty-Four Dollars and No Cents (\$100,621,184).

WHEREAS, the City Council of the City of Zephyrhills, Florida did advertise on September 22, 2022, its intent to adopt a final budget and millage rate during a Public Hearing held September 26, 2022; and

WHEREAS, the City Council of the City of Zephyrhills, Florida, did after receiving input from the general public, adopt a final budget of One Hundred Million Six Hundred Twenty-One Thousand One Hundred Eighty-Four Dollars and No Cents (\$100,621,184).

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Zephyrhills, Florida, sitting in regular session that:

1. The millage rate to be levied for ad valorem taxes within the municipality of the City of Zephyrhills for the 2022-2023 fiscal year shall be 6.25 mills.
2. This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

The foregoing Ordinance No. 1441-22 was read and passed on the first reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

Jodi Wilkeson, Council President

The foregoing Ordinance No. 1441-22 was read and passed on the second reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 26th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

Jodi Wilkeson, Council President

The foregoing Ordinance No. 1441-22 was approved by me this 26th day of September, 2022.

Gene Whitfield, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, City Attorney



CITY OF ZEPHYRHILLS

"City of Pure Water"

5335 Eighth Street • Zephyrhills, Florida 33542-4312
(813) 780-0000 • Fax (813) 780-0005

GENE WHITFIELD
Mayor

CITY COUNCIL

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President

CHARLES E. PROCTOR
Vice President

W. ALAN KNIGHT

JODI WILKESON

LANCE A. SMITH

WILLIAM C. POE, JR.
City Manager

LORI L. HILLMAN
City Clerk, CMC

MATTHEW E. MAGGARD
City Attorney

September 13, 2022

Honorable Mayor and City Council:

This current fiscal year millage rate is 6.35 mills. The proposed budget draft as presented is based on a millage of 6.25 mills, which will generate \$6,591,549 in ad valorem taxes based on a citywide property valuation of \$1,110,155,587. Last year's valuation was \$946,676,382 and the ad valorem generated was \$5,710,825. Total budget expenditures are expected to be \$100,621,184.

- The proposed budget is balanced and is based on the 6.25 millage rate as approved by Council.
- Employee salary and benefits are included under each department. Total costs for health care increased 3%.
- The proposed budget includes a pay increase of 6% for employees and \$.41 cents to work towards the \$15.00 minimum wage increase.
- General Fund revenue sources include franchise fees, utility taxes, communication taxes, licenses and permits, state grants, state revenue sources, county shared funds (occupational licenses), building fees, other services fees, fines and forfeitures, interest income, miscellaneous fees and services and interfund transfers.
- Airport appropriations totaling \$6,990,000 for the existing runway 1-19 rehab and a new terminal with box hangars and a taxiway.
- Carryover (budgeted reserves) decreased to zero.
- **City Council** Salaries increased by \$100 a month which will take affect at each election for the newly elected Council member.
- **Administration** Increase to Marketing and Publicity to implement the new City marketing and branding. Historic Preservation grant funds moved to Planning Department.
- **Human Resources** The Property & Casualty & Worker's Comp decreased \$667,162 in the General Fund due to cost sharing between all funds and departments. Property & Casualty & Worker's Comp did increase city wide for 2022-2023 by \$95,431 (9.06%).
- **IT** budgeted \$50,000 for Laser Fiche to Tyler conversion and a 10 GB backbone switch (General Fund), \$35,000 for Police laptops and \$33,000 for new Police server and switches (Penny Funds).
- **Police** expenses will include \$367,454 for reno of old ambulance, camera system for command unit, stadium/portable lights and dispatch consolidation project. In addition, there will be \$558,000 (Penny Funds) for the purchase of 9 new SUV vehicles.



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City Manager

LORI L. HILLMAN
City Clerk, CMC

MATTHEW E. MAGGARD
City Attorney

- **Fire** has merged with Pasco County Fire Rescue. Operating expenses will be \$739,790 to Pasco County per contract and \$75,000 for PSAP.
- **Building** will purchase a SUV for Fire Inspector \$30,000 and \$30,000 to purchase glass wall dividers for Building Department offices.
- **Library** will decrease reserves to \$32,316.
- **Equipment Maintenance** will spend \$78,000 on a shop fan, hydraulic press, mig welder and a new ¾ ton truck. \$150,000 (P4P) for City Yard Fuel Tank Upgrades.
- **Stormwater** has budgeted \$550,000 to get started on priority areas within the Stormwater Master Plan (General & Penny Funds), \$35,000 for retention pond fencing and \$50,000 for pumping station upgrades.
- **Streets** will spend \$70,000 for an asphalt roller and trailer (Gas Tax), \$250,000 chipper truck (Penny), and \$600,000 for street resurfacing (Gas Tax).
- **Parks** will spend \$93,000 for a zero turn mower, 2 lawn trailers and a large area turf mower (Gas Tax), \$150,000 for playground equipment (Park Impact Fee).
- **CRA** revenues are expected to increase from \$562,848 to \$722,466. Capital projects include: The Back Yard \$400,000, \$130,000 Methodist Church Parking Lot, Entrance Signage \$100,000 and \$300,000 Housing Rehab Project.
- **Water** major projects include City Yard Construction \$3,000,000, Water Line Extensions: Alston to Tucker & Eiland to Massey \$1,600,000, Well #2 Building Reno \$250,000, Generator for Well #5 \$120,000, Backflow Replacement Program \$100,000 and Wells #3, #4, & #5 Bldg Repairs \$100,000. Equipment purchases include \$70,000 for new 1 ton Utility Truck, \$70,000 for a new Skid Steer & Trailer.
- **Wastewater** major projects include North Side Lift Station & Force Main \$4,500,000, Kossik & Fort King Sewer/Water Main \$3,500,000, Pasco Reclaimed & Water Systems \$2,000,000, South 301 Wastewater Redevelopment \$1,300,000, Effluent Pump \$1,000,000, Sewer Gravity Line Lining \$400,000, Lift Station Major Rehabs \$400,000, Manhole Major Rehabs \$150,000, Lift Station Generator \$125,000. An additional \$20,000 is budgeted for a new excavator trailer/new mower trailer.
- **Airport** received a 100% state appropriation for \$6,600,000 for new Terminal/Box Hangars/Taxiway and \$390,000 for existing Runway 1-19 rehab (FDOT 80%/20%)
- **Sanitation** will spend \$535,000 on a new front load garbage truck, currotto can cart lift, cart tipper, automated truck arm and the painting of 2 garbage trucks.



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City Clerk, CMC

MATTHEW E. MAGGARD
City Attorney

Major Project for FY2023

- SVB Indoor Tennis Facility \$7,080,672 (100% State Funded)
- Hercules Park Construction \$4,410,000 (P4P & ARPA)
- South Ave Ext. Natl Guard \$1,940,000 (100% State Funded)
- Sidewalks \$1,400,000 (P4P)
- Eiland & Simons Intersection \$800,000 (Transportation Impact Fee)
- Annual Road Resurfacing \$600,000 (Gas Tax)
- CR 54 East of Hercules \$581,907 (P4P)
- Stormwater Design Phase \$500,000 (P4P)
- Zephyr Park – Surveying \$400,000 (P4P)
- Gateway Project \$350,000 (Transportation Impact Fee)
- Park Improvements \$300,000 (General Fund)
- Design of City Yard \$200,000 (P4P)
- Fuel Tank Upgrade \$150,000 (P4P)

Additional Personnel

- Patrol Officers +4
- Administrative Assistant +1
- Code Support Specialist +1
- Parks Maintenance Worker 1 +1
- Equipment Operator 1 +1
- High School Student Work Program +2

Sincerely,

William C. Poe, Jr.
City Manager

ORDINANCE NO.: 1442-22

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, ADOPTING A BUDGET FOR THE 2022-2023 FISCAL YEAR.

WHEREAS, the City Council of the City of Zephyrhills, Florida, adopted a tentative budget in the amount of One Hundred Million Six Hundred Twenty-One Thousand One Hundred Eighty-Four Dollars and No Cents (\$100,621,184).

WHEREAS, the City Council of the City of Zephyrhills, Florida has scheduled a Public Hearing and timely advertised, according to law, a Public Hearing on the budget rate for the purpose of receiving input from the general public and the purpose of answering any and all questions prior to the adoption of any measure by this governing body pertaining thereto; and

WHEREAS, the City Council of the City of Zephyrhills, Florida has concluded the Public Hearing and considered all comments.

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Zephyrhills, Florida, sitting in regular session that:

1. The proposed budget for the 2022-2023 fiscal year for the municipality of the City of Zephyrhills is hereby adopted in the amount of One Hundred Million Six Hundred Twenty-One Thousand One Hundred Eighty-Four Dollars and No Cents (\$100,621,184).
2. This Ordinance shall become effective upon passage on the second reading and signing by the Mayor.

The foregoing Ordinance No. 1442-22 was read and passed on the first reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

Jodi Wilkeson, Council President

The foregoing Ordinance No. 1442-22 was read and passed on the second reading, following a public hearing, in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 26th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

Jodi Wilkeson, Council President

The foregoing Ordinance No. 1442-22 was approved by me this 26th day of September, 2022.

Gene Whitfield, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, City Attorney



FY 2022-2023 Draft Budget

SEPTEMBER 13, 2022

Budget Changes

- ▶ Changes since the July 18, 2022 Draft Budget:
 - ▶ Added \$10,000 to IT Department to implement NeoGov for HR - online applications and new hire onboarding program.
 - ▶ Added \$30,000 to Building Department for glass wall dividers to help separate the Building Department and Planning Department.
 - ▶ Added \$50,000 to IT Department to convert our current Laser Fiche files into the new Tyler Content Manager Enterprise module.
 - ▶ Added \$50,000 to Utility Billing Department to do a space needs assessment and possible construction to implement the new layout.
 - ▶ Added \$70,000 to Special Revenue Fund to help cover the costs of the Police Dispatch consolidation project.
 - ▶ Added \$134,248 across all funds to cover the new Property & Casualty insurance premium rate increase for 2022-2023.
 - ▶ Reallocated \$150,000 from the City Yard Building Design to City Yard Fuel Tank Upgrades.

Ad Valorem

- ▶ \$1,110,155,587 aggregate assessed property value (budget 95%)
- ▶ Proposed Millage Rate 6.25
- ▶ \$6,591,549 ad valorem revenue

Millage Rate

	Millage Rate	Fiscal Year	Levy	95% Budget	Increase \$	Increase %
Last Year	6.35	2022	\$6,011,395	\$5,710,825	\$0.00	
Rolled Back Rate	5.8763	2023	\$6,523,607	\$6,197,427	\$486,602	0.00%
	6.00	2023	\$6,660,934	\$6,327,887	\$617,062	2.11%
	6.10	2023	\$6,771,949	\$6,433,352	\$722,526	3.81%
Proposed Rate	6.25	2023	\$6,938,472	\$6,591,549	\$880,724	6.36%
	6.35	2023	\$7,049,488	\$6,697,014	\$986,188	8.06%

Total Budget

	2022 Budget	2023 Proposed Budget	Difference
Operating	\$25,767,928	\$27,915,828	\$2,147,900
Non-Operating	\$11,940,485	\$21,768,045	\$9,827,560
Capital Outlay	\$37,588,267	\$50,937,311	\$13,349,044
Total	\$75,296,680	\$100,621,184	\$25,324,504

General Fund Revenues

	2022 Budget	2022 Projected	2023 Proposed Budget
Property Taxes	\$5,710,825	\$5,600,000	\$6,591,549
Utility Tax Electric	\$2,044,000	\$2,125,000	\$2,168,000
Franchise Fee Electric	\$1,571,000	\$1,750,000	\$1,790,000
Building Permits	\$800,000	\$1,000,000	\$700,000
Local Govt Half Cent Tax	\$1,202,000	\$1,488,000	\$1,333,136
Communications Service Tax	\$608,000	\$691,000	\$730,000

Special Revenue & Impact fees

	2022 Budget	2022 Projected	2023 Proposed Budget
Rev Share & Fuel Tax	\$624,000	\$665,000	\$701,872
Penny 4 Pasco	\$2,600,000	\$3,273,000	\$3,000,000
Transportation Impact Fee	\$1,200,000	\$882,000	\$600,000
Parks Impact Fee	\$220,000	\$111,000	\$60,000

State Appropriations & Grants

▶ State Appropriations	\$19,120,672
▶ American Rescue Plan Act	\$4,127,776
▶ Federal Grant	\$1,500,000
▶ SWFWMD	\$1,000,000
▶ FDEP	\$650,000
▶ <u>FDOT</u>	<u>\$344,000</u>
	\$26,742,448

Projects – Public Works

▶ SVB Indoor Tennis Facility	\$7,080,672	(100% State Appropriation)
▶ Hercules Park Construction	\$4,410,000	(P4P & ARPA)
▶ South Ave Ext. – National Guard	\$1,940,000	(100% State Appropriation)
▶ Sidewalks	\$1,400,000	(P4P)
▶ Eiland & Simons Rd Intersection	\$800,000	(Transportation Impact Fee)
▶ Annual Road Resurfacing	\$600,000	(Gas Tax)
▶ CR 54 East of Hercules	\$581,907	(P4P)
▶ Stormwater Design Phase	\$500,000	(P4P)
▶ Zephyr Park – Surveying & Design	\$400,000	(P4P)
▶ Gateway Project	\$350,000	(Transportation Impact Fee)
▶ Park Improvements	\$300,000	(General Fund)
▶ Design of City Yard	\$200,000	(P4P)

Projects - Airport

- ▶ Terminal / Box Hangars/ Taxiway \$6,600,000 (100% State Appropriation)
- ▶ Existing Runway 1-19 Rehab \$390,000 (FDOT 80% / Local 20%)

Projects – Utilities - Water

- ▶ City Yard Construction \$3,000,000
- ▶ Water Line Extensions
 - ▶ Alston to Tucker \$800,000
 - ▶ Eiland to Massey \$800,000
- ▶ Well #2 Building Renovation \$250,000
- ▶ Generator – Well #5 \$120,000
- ▶ Backflow Replacement Program \$100,000
- ▶ Wells #3, #4 & #5 Bldg Repairs \$100,000

Projects – Utilities - Wastewater

▶ North Side Lift Station & Force Main	\$4,500,000	(FED Grant \$1.5M / \$3M ARPA)
▶ Kossik & Fort King Sewer/Water Main	\$3,500,000	(100% State Appropriation)
▶ Pasco Reclaimed & Water Systems	\$2,000,000	(SWFWMD \$1M / Local \$1M)
▶ South 301 Wastewater Redevelopment	\$1,300,000	(FDEP \$650K / Local \$650K)
▶ Effluent Pump Project	\$1,000,000	
▶ Sewer Line – Gravity Line Lining	\$400,000	
▶ Lift Station Major Rehabs	\$400,000	
▶ Manhole Major Rehabs	\$150,000	
▶ Lift Station Generator Package	\$125,000	

Vehicles

▶ Police (9) Ford SUV's	\$558,000
▶ Sanitation (1) Front Load Garbage Truck	\$400,000
▶ PW (1) Chipper Truck R & R	\$250,000
▶ PW (2) ¾ Ton Truck R & R	\$130,000 (\$65K each)
▶ Water (1) 1 Ton Utility Truck	\$70,000
▶ Airport (1) Security Vehicles	\$40,000 (FDOT 80% / Local 20%)
▶ Building – Fire Inspector (1) SUV	\$35,000

Equipment

- ▶ CAD System Upgrade
- ▶ Body Cameras/Tasers/Signal Sidearms
- ▶ Asphalt Roller R & R
- ▶ Asphalt Roller Trailer
- ▶ Mig Welder
- ▶ Police 10 GB Backbone Switch
- ▶ 7 PD Laptops
- ▶ Playground Equipment
- ▶ Pumping Station Upgrades
- ▶ Zero-Turn Mower R & R (1)
- ▶ 18' Lawn Trailers R & R (2)
- ▶ Large Area Turf Mower (1)
- ▶ Community Service Vehicle Reno
- ▶ Camera System for Command Unit
- ▶ Stadium Portable Lights
- ▶ Ground Penetrating Radar
- ▶ Skid Steer & Trailer
- ▶ Ditch Witch & Trailer R & R
- ▶ Excavator Trailer
- ▶ Mower Trailer
- ▶ John Deere Tractor R & R
- ▶ Currotto Can Automated Cart Lift
- ▶ Truck Mounted Cart Tipper
- ▶ Automated Truck Arm

Community Redevelopment Agency

► Ad Valorem Revenues

2021 Actual	2022 Actual	2023 Proposed Budget
\$428,630	\$556,545	\$722,466

► Major Projects for 2023

- Little But Loud – The Back Yard \$400,000
- Housing Rehab Project \$300,000
- Methodist Church Parking Lot \$130,000
- Entrance Signage \$100,000

Fire Department

Fiscal Year	City Cost
2018	\$2,930,274
2019	\$3,000,949
2020	\$2,842,281
2021	\$2,290,391
2022	\$1,146,703
2023	\$739,790
2024	\$568,564
2025	\$384,342
2026	\$176,032
2027	\$226,457

Personnel

- ▶ Patrol Officers (4)
- ▶ Administrative Assistant
- ▶ Code Support Specialist
- ▶ Parks Maintenance Worker 1
- ▶ Equipment Operator 1
- ▶ High School Student Work Program (2)

Salaries

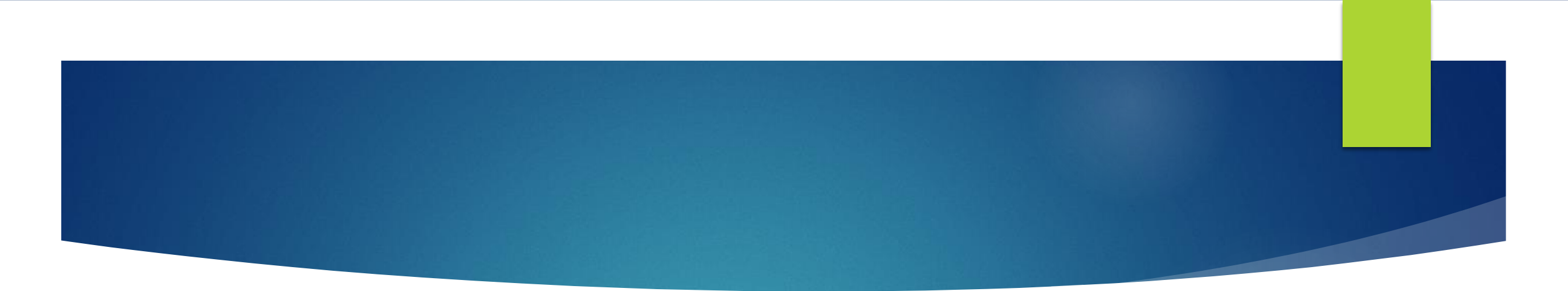
► Pay Increases

	6% Raise	\$500 Bonus
General Fund	\$385,741	\$62,538
CRA Fund	\$6,357	\$529
Utility Fund	\$93,085	\$19,304
Airport Fund	\$19,890	\$3,210
Sanitation Fund	\$30,956	\$5,922
Total	\$536,029	\$91,503

- Pay increases include the \$.41 cent increase to comply with the new \$15.00 minimum wage law by year 2026. The range of increases would be 6.67% to 9.47% per employee.

Meeting Schedule

- ▶ September 13th Final Millage and Tentative Budget
 - ▶ Pasco County School Board Meeting on Monday, September 12th
- ▶ September 26th Final Budget



Questions

CITY OF ZEPHYRHILLS
Draft Budget
Year End September 30, 2023



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City of Zephyrhills
Total Budget
Year End September 30, 2023

	Fund	Budget FY20/21	Budget FY21/22	Budget FY22/23	Transfers	Use of Fund Balance	Total Revenue
	General Fund	15,329,323	15,655,783	16,391,197	1,550,514	216,391	14,624,292
	Special Revenue Fund	7,215,288	13,154,724	32,739,894	-	9,786,350	22,953,544
	CRA Fund	578,244	879,814	1,380,771	-	657,305	723,466
	Impact Fee Fund	6,291,200	6,143,835	3,037,407	-	2,290,007	747,400
	Utility Impact Fee Fund	4,328,597	6,292,000	5,841,000	-	5,000,000	841,000
	Utility Fund	16,439,837	22,766,563	30,027,676	12,341,000	575,926	17,110,750
	Airport Fund	8,450,470	8,440,931	8,963,569	6,885,030	-	2,078,539
	Sanitation Fund	1,854,334	1,963,030	2,239,670	-	-	2,239,670
	Total Revenue Budget	60,487,293	75,296,680	100,621,184	20,776,544	18,525,979	61,318,661

	Fund	Budget FY20/21	Budget FY21/22	Budget FY22/23	Transfers		Total Expenditures
	General Fund	15,329,323	15,655,783	16,391,197	18,740		16,372,457
	Special Revenue Fund	7,215,288	13,150,724	32,739,894	13,100,000		19,639,894
	CRA Fund	578,244	879,814	1,380,771	-		1,380,771
	Impact Fee Fund	6,291,200	6,143,835	3,037,407	-		3,037,407
	Utility Impact Fee Fund	4,328,597	6,292,000	5,841,000	5,841,000		-
	Utility Fund	16,439,837	22,766,563	30,027,676	1,438,331		28,589,345
	Airport Fund	8,450,470	8,440,931	8,963,569	20,000		8,943,569
	Sanitation Fund	1,854,334	1,963,030	2,239,670	358,473		1,881,197
	Total Expenditures Budget	60,487,293	75,292,680	100,621,184	20,776,544		79,844,641

**City of Zephyrhills
General Fund
Line-Item Revenue Budget**

Account Name		Account Number	FY21 Actual	FY22 Budget	FY23 Proposed	Comments
AD Valorem Taxes						
	Property Taxes	01000311-311000	4,994,563	5,710,825	6,591,549	
Total AD Valorem Taxes			4,994,563	5,710,825	6,591,549	
Utility Service Taxes						
	Electric	01000314-314100	2,001,486	2,044,000	2,168,000	
	Communication Service Tax	01000315-315000	630,568	608,000	730,000	EDR
	LP Gas	01000314-314800	29,601	29,700	29,700	
	Business Tax	01000316-316000	100,588	61,000	92,000	
Total Utility Service Taxes			2,762,244	2,742,700	3,019,700	
Permits Fees SPCL Assessments						
	Building Permits	01000322-322000	1,196,335	800,000	700,000	
	Electric Franchise Fee	01000323-323100	1,546,234	1,571,000	1,790,000	Franchise agreement with Duke Energy
	Gas	01000323-323400	4,235	3,500	6,000	
	Plans Review-Fire	01000329-329004	6,592	5,600	5,600	
	Inspections-Fire	01000329-329006	3,659	3,800	3,800	
	Permits-Fire	01000329-329008	17,450	18,500	18,500	
	False Security Alarms-Police	01000329-329011	-	4,000	4,000	
	Safety Inspections	01000329-329200	360	400	400	
	Alcoholic Beverage License	01000335-335150	15,094	15,000	17,000	
	Local Government Half-Cent Tax	01000335-335180	1,332,415	1,202,354	1,333,136	EDR
Total Permits Fees SPCL Assessments			4,122,375	3,624,154	3,878,436	
State Shared Revenues						
	Municipal Revenue Sharing	01000335-335120	509,039	526,256	604,856	EDR
	State Appropriation - CPP (Planning)	01000334-334110	1,900	35,000	-	
	Mobile Home License	01000335-335140	133,373	155,000	134,000	
Total State Shared Revenues			644,312	716,256	738,856	

**City of Zephyrhills
General Fund
Line-Item Revenue Budget**

Account Name		Account Number	FY21 Actual	FY22 Budget	FY23 Proposed	Comments
Charges For Services						
	Building Administrative Fees	01000341-341200	27,972	14,500	10,000	Developer Charges for Eng Review
	Code Enforcement Mowing	01000343-343900	7,601	10,000	10,000	
	Library Income Fines	01000352-352100	443	2,000	2,000	
	ZPD Extra Duty Assignment	01000341-341201	36,488	-	40,000	
	ZPD MOU Operation Stonegarden	01000341-341202	13,508	-	5,000	
	Intergovernmental Services	01000349-349100	340	300	300	
Total Charges for Services			86,352	26,800	67,300	
Fines & Forfeitures						
	Fines & Forfeitures	01000351-351100	68,305	60,000	66,000	
	Police Education (\$2.00)	01120351-351300	-	-	4,000	
	Police Confiscated Funds	0102-351200	13,131	-	-	
Total Fines & Forfeitures			81,436	60,000	70,000	
Interest Income						
	Interest Income - General	01000361-361100	15,293	100,000	80,000	
Total Fines & Forfeitures			15,293	100,000	80,000	
Miscellaneous Revenue						
	Library Income Sales Taxable	01000369-369930	-	200	200	
	Building Rentals & Leases	01000362-362200	24,583	23,000	-	
	City's 5% Admin Fee Police/Fire Impact	01000341-341303	13,191	12,500	12,500	
	SIF 1 or 2 1/2 % Admin Fee	01000341-341302	39,643	-	15,000	
	City's 1% Collection Fee - Trans	01000341-341301	17,582	-	6,000	
	Cemetery Sales	01070364-364100	67,611	25,000	25,000	
	Surplus Property Sales	01000364-364400	45,517	10,000	10,000	
	Sales of Surplus Materials	01000365-365000	-	1,000	1,000	
	Tree Mitigation	01110329-329110	-		20,000	
	Contrib/Donations fr Priv Srcs	01140366-366100	12,722	-	-	
	Miscellaneous Revenue	01000369-369900	7,695	50,000	44,816	
	FDOT Street Lightning Reimbursement	01000369-369905	30,791	33,476	43,935	

**City of Zephyrhills
General Fund
Line-Item Revenue Budget**

Account Name		Account Number	FY21 Actual	FY22 Budget	FY23 Proposed	Comments
Miscellaneous Revenue Continued						
	Vending Machine Income	01000369-369910	-	-	-	
	Other		86,076	-	-	
Total Miscellaneous Revenue			345,412	155,176	178,451	
Transfers In - Interfund						
	Transfer Fr Utility (Administration)	01000341-341341	1,237,898	1,372,755	1,203,481	
	Transfer Fr Airport (Administration)	01000341-341342	20,000	20,000	20,000	
	Transfer Fr Sanitation (Administration)	01000341-341343	480,000	400,000	327,033	
	Transfer Fr Special Revenue	01000381-381010	-	-	-	
	Transfer Fr Impact Fees	01000381-381012	-	-	-	
Total Transfers In - Interfund			1,737,898	1,792,755	1,550,514	
Other - Budgeted Reserves						
	Budgeted Reserves	01000300-300100	1,640,349	-	-	-
	Budgeted Reserves: Payouts of Accum Time	01000300-300100	400,000	500,000	-	
	Budgeted Reserves: Police	01000300-300100	-	-	-	
	Budgeted Reserves: Federal Equity Share	01010300-300100	-	17,250	10,250	
	Budgeted Reserves: CAD Program	01040300-300100	-	163,825	163,825	
	Budgeted Reserves: Library Donations	01147100-300100	37,959	46,042	42,316	
Total Other - Budgeted Reserves			2,078,308	727,117	216,391	
Total General Fund Revenue Budget			16,868,192	15,655,783	16,391,197	735,413.00

City of Zephyrhills
General Fund Summary Expenditure Budget

	Departments	FY21 Actual		FY22 Budget		FY23 Proposed	
1	City Council	208,249		213,580		209,668	gen
2	Administration	753,248		1,550,561		1,317,878	gen
3	Economic Development	50,000		105,000		55,000	gen
4	Finance	429,687		439,726		507,760	gen
5	Human Resources	1,642,358		1,786,991		1,137,889	gen
6	Planning	436,362		496,636		643,972	gen
7	Information Technology	586,368		711,172		787,903	gen
8	Police	3,994,873		4,392,049		5,235,265	pub safety
9	Police Dispatch	558,763		810,916		859,590	pub safety
10	Fire	1,899,903		1,172,732		814,747	pub safety
11	Building and Code Enforcement	735,606		818,963		968,525	gen
12	Library	356,425		474,759		501,279	Library
13	Public Works: Equipment Maintenance	270,504		383,757		477,849	physical
14	Public Works: Stormwater	98,302		91,000		102,000	physical
15	Public Works: Streets	880,055		1,102,915		1,245,364	transportation
16	Public Works: Parks and Facilities	928,941		1,105,026		1,526,508	culture
Total General Fund Expense Budget		13,829,645		15,655,783		16,391,197	

**City of Zephyrhills
General Fund
City Council Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Council/Mayor Compensation	01001100-511000	36,000	36,000	37,000	37,000	39,400	
	Fica Taxes	01001100-512000	2,232	2,232	2,232	2,232	2,443	
	Medicare Taxes	01001100-521200	522	522	522	522	571	
	Group Health	01001100-523000	-	72,292	73,326	73,326	75,526	
	Worker's Compensation	01001100-524000	-	-	-	-	1,028	
Total Personnel Services			38,754	111,046	113,080	113,080	118,968	
Operating Expenditures								
	Remployment Tax	01001100-525000	-	307	-	-	-	
	Telephone/Communications	01001100-541000	1,731	1,587	2,000	2,000	2,200	
	Office Supplies	01001100-551000	-	-	500	500	500	
	Operating Supplies	01001100-552000	92	659	1,000	1,000	1,000	
	Memberships/Dues	01001100-554200	2,716	500	3,000	3,000	3,000	
	Training	01001100-555500	801	9,112	10,000	10,000	10,000	
Total Operating Expenditures			5,341	12,165	16,500	16,500	16,700	
Capital Outlay								
	Buildings/Bldg Improvements	01001100-562000	-	15,038	-	-	-	
	Machinery & Equipment	01001100-564000	-	-	-	3,303	-	
Total Capital Outlay			-	15,038	-	3,303	-	
Contributions								
	Contribution to Chamber of Commerce	01001100-582100	10,000	10,000	10,000	10,000	10,000	
	Contribution to YMCA	01001100-582200	40,000	40,000	40,000	40,000	40,000	
	Scholarships	01001100-582400	10,000	10,000	20,000	20,000	10,000	
	Youth Sport Grants	01001100-582450	7,000	10,000	14,000	14,000	14,000	
Total Contributions			67,000	70,000	84,000	84,000	74,000	
Total City Council			111,095	208,249	213,580	216,883	209,668	

**City of Zephyrhills
General Fund
Administration Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01001200-512000	236,498	281,756	303,010	303,010	387,131	
	Overtime Administration	01001200-514000	2	148	-	-	500	
	Fica Taxes	01001200-521100	13,827	16,202	18,787	18,787	24,002	
	Medicare Taxes	01001200-521200	3,234	3,789	4,394	4,394	5,613	
	Retirement Contributions	01001200-522100	53,686	63,328	62,192	62,192	79,173	
	Group Health	01001200-523000	51,727	78,434	94,893	94,893	61,313	
	Worker's Compensation	01001200-524000	-	-	-	-	654	
Total Personnel Services			358,975	443,657	483,276	483,276	558,386	
Operating Expenditures								
	Employment Tax	01001200-525000	-	-	-	-	-	
	Elections	01001200-530000	6,005	120	6,000	6,000	7,000	
	City Attorney	01001400-531000	80,680	78,666	95,000	95,000	95,000	
	Additional Legal Services	01001200-531050	11,214	2,263	20,000	20,000	20,000	
	Medical Services	01001200-531200	59	128	200	200	200	
	Professional Services	01001200-531500	4,787	45,794	25,000	25,000	70,000	50K Salary Study
	Credit Card Processing Fees	01001200-533000	2,617	2,540	3,400	3,400	4,000	
	Contractual Services	01001200-534000	3,868	5,500	10,000	10,000	15,500	Critical Mention - 5,000; Car Wash Program 500
	Ordinance Codification	01001200-537000	11,092	4,367	9,000	9,000	10,000	
	Property Taxes	01001200-538000	184	0	250	250	250	
	Telephone	01001200-541000	1,480	1,762	2,600	2,600	2,600	
	Freight and Postage Services	01001200-542000	317	514	1,000	1,000	1,000	
	Electric	01001200-543000	34,152	47,396	40,000	40,000	47,000	
	Water & Sewer Expense	01001200-543300	4,454	4,841	6,800	6,800	6,500	
	Refuse Removal	01001200-543400	902	2,422	2,500	2,500	2,500	
	Leases and Rentals	01001200-544000	1,524	2,016	2,000	2,454	7,500	5,300 for WWII Museum
	Copy Machine Leases	01001200-544500	5,157	4,557	5,000	5,000	5,000	
	Repair & Maintenance-Bldg	01001200-546010	221	0	4,500	4,500	4,500	
	Repair & Maintenance-Equip	01001200-546100	2	791	1,000	1,000	1,000	
	Repair & Maintenance-Vehicles	01001200-546200	1,185	779	1,000	1,000	1,500	
	Marketing/Publicity	01001200-548000	4,221	8,792	85,000	85,000	75,000	Implement New City Branding
	Legal Ads	01001200-549000	2,966	6,544	4,000	4,000	6,600	
	Office Supplies	01001200-551000	1,783	1,726	2,000	2,000	2,000	
	Operating Supplies	01001200-552000	3,380	5,803	8,000	8,000	6,000	
	Gas & Oil	01001200-552700	107,033	1,210	1,300	1,300	2,400	

**City of Zephyrhills
General Fund
Administration Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
	Retirement & Empl Celebrations	01001200-552800	15,900	3,960	15,000	15,000	25,000	New Employee Recognition Program
	Books & Subscriptions	01001200-554000	-	-	500	500	500	
	Memberships/Dues	01001200-554199	1,271	4,689	5,000	5,000	6,000	
	Training	01001200-555500	2,886	3,508	9,000	9,000	10,000	
	Tuition Reimbursement	01001200-555600	9,373	9,498	15,000	15,000	12,500	
Total Operating Expenditures			318,714	250,185	380,050	380,504	447,050	
Capital Outlay								
	City Hall Construction	01001200-565000	-	-	-	-	-	
	Machinery & Equipment	01001200-564000	11,709	20,916	30,000	30,000	-	
Total Capital Outlay			11,709	20,916	30,000	30,000	-	
Contributions								
	YMCA Grant Program	01001200-582300	30,000	-	-	-	-	
	Historic Preservation	01001200-582500	14,700	19,750	50,000	50,000	-	Moved to Planning
Total Contributions			44,700	19,750	50,000	50,000	-	
Non Operating Expenditures								
	Transfer to Airport Yard Rental	01001200-591420	-	18,740	18,740	18,740	18,740	
	General Fund Contingency	01001200-599100	26,732	-	588,495	588,495	293,702	
Total Non Operating Expenditures			26,732	18,740	607,235	607,235	312,442	
Total Administration			760,831	753,248	1,550,561	1,551,015	1,317,878	

City of Zephyrhills
General Fund
Economic Development Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Operating Expenditures								
	Contractual Services	01005200-534000	50,000	50,000	50,000	50,000	50,000	Chamber of Commerce
	Marketing	01005200-548000	-	-	5,000	5,000	5,000	
Total Operating Expenditures			50,000	50,000	55,000	55,000	55,000	
Grants & Aid								
	Economic Development Grants	01005200-582700	-	-	50,000	50,000	-	See Contingency if needed
Total Grants & Aid			-	-	50,000	50,000	-	
Total Economic Development			50,000	50,000	105,000	105,000	55,000	

City of Zephyrhills
General Fund
Finance Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01001350-512000	186,888	228,906	244,040	244,040	259,950	
	Overtime	01001350-514000	-	-	-	-	-	
	Fica Taxes	01001350-521100	10,398	12,439	15,130	15,130	16,117	
	Medicare Taxes	01001350-521200	2,432	2,909	3,539	3,539	3,769	
	Retirement Contributions	01001350-522100	34,556	41,794	46,282	46,282	53,432	
	Group Health	01001350-523000	62,711	81,126	81,935	81,935	84,393	
	Worker's Compensation	01001350-524000	-	-	-	-	439	
Total Personnel Services			296,985	367,174	390,926	390,926	418,100	
Operating Expenditures								
	Medical Services	01001350-531200	174	45	150	150	50	
	Professional Services	01001350-531500	-	-	-	-	15,000	Specialized Tyler Training
	Auditing Services	01001350-532000	37,226	44,525	41,000	41,000	55,000	
	Contractual Services-TempLabor	01001350-534300	2,066	-	-	-	-	
	Telephone	01001350-541000	785	730	800	800	800	
	Freight and Postage Services	01001350-542000	59	174	100	100	60	
	Copy Machine Leases	01001350-544500	1,680	420	-	-	-	
	Office Supplies	01001350-551000	751	565	1,000	1,000	1,000	
	Operating Supplies	01001350-552000	2,065	1,526	2,000	2,000	8,000	Receipt Printer and Screens
	Books & Subscriptions	01001350-554000	-	-	250	250	250	
	Memberships/Dues	01001350-554200	375	421	500	500	3,500	Florida Benchmarking Membership
	Training	01001350-555500	5,775	6,064	3,000	3,000	6,000	
Total Operating Expenditures			50,956	54,471	48,800	48,800	89,660	
Capital Outlay								
	Machinery & Equipment	01001350-564000	-	8,042	-	-	-	
Total Capital Outlay			-	8,042	-	-	-	
Total Finance			347,941	429,687	439,726	439,726	507,760	

**City of Zephyrhills
General Fund
Human Resources Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01001370-512000	106,900	112,237	161,537	161,537	176,840	
	Fica Taxes	01001370-521100	6,096	6,293	10,015	10,015	10,964	
	Medicare Taxes	01001370-521200	1,426	1,472	2,342	2,342	2,564	
	Retirement Contributions	01001370-522100	21,868	24,345	31,307	31,307	37,270	
	Group Health	01001370-523000	31,030	32,652	51,751	51,751	34,712	
	Group Health Ins-Retirees	01001370-523100	265,122	380,142	359,786	359,786	365,183	
	Group Life	01001370-523500	7,215	7,085	9,000	9,000	9,000	
	Worker's Compensation	01001370-524000	255,085	246,284	199,064	199,064	7,082	Distributed to all departments
Total Personnel Services			694,741	810,509	824,802	824,802	643,615	
Operating Expenditures								
	Reemployment Tax	01001370-525000	-	-	-	-	-	
	Medical Services	01001370-531200	1,533	2,620	2,700	2,700	2,765	
	Professional Services	01001370-531500	3,334	14,676	18,000	18,000	20,000	
	Telephone	01001370-541000	1,156	1,175	1,400	1,400	1,400	
	Freight and Postage Services	01001370-542000	661	745	550	550	750	
	Copy Machine Leases	01001370-544500	1,814	1,792	1,800	1,800	1,800	
	Property and Casualty Ins	01001370-545000	746,902	799,238	921,339	921,339	446,159	Distributed to all funds
	Recruiting Advertising	01001370-549100	1,164	580	1,000	1,000	1,500	
	Office Supplies	01001370-555100	505	729	800	800	800	
	Operating Supplies	01001370-552000	1,996	3,497	4,000	4,000	4,000	
	Safety Committee	01001370-554100	528	-	1,100	1,100	1,100	
	Memberships/Dues	01001370-554200	583	1,118	1,000	1,000	1,500	
	Health & Wellness Training	01001370-555550	3,334	2,589	3,500	3,500	5,000	
	Training	01001370-555500	3,032	3,090	5,000	5,000	7,500	
Total Operating Expenditures			766,543	831,849	962,189	962,189	494,274	
Capital Outlay								
	Machinery & Equipment	01001370-564000	-	-	-	-	-	
Total Capital Outlay			-	-	-	-	-	
Total Human Resources			1,461,284	1,642,358	1,786,991	1,786,991	1,137,889	

**City of Zephyrhills
General Fund
Planning Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01001500-512000	216,383	260,123	259,417	259,417	314,182	
	Fica Taxes	01001500-521100	12,762	15,017	16,084	16,084	19,479	
	Medicare Taxes	01001500-521200	2,985	3,512	3,762	3,762	4,556	
	Retirement Contributions	01001500-522100	35,290	36,259	35,121	35,121	44,238	
	Group Health	01001500-523000	47,065	42,246	43,877	43,877	34,712	
	Worker's Compensation	01001500-524000	-	-	-	-	530	
Total Personnel Services			314,484	357,158	358,261	358,261	417,697	
Operating Expenditures								
	Medical Services	01001500-531200	65	-	75	75	75	
	Professional Services	01001500-531500	46,024	65,665	110,000	115,416	100,000	
	Contractual Services	01001500-534000	146	44	-	-	500	
	Telephone	01001500-541000	1,557	1,647	2,000	2,000	2,000	
	Freight and Postage Services	01001500-542000	132	46	250	250	250	
	Copy Machine Leases	01001500-544500	4,929	5,146	5,000	5,000	2,500	
	R & M - Vehicles	01001500-546200	-	2,051	2,000	2,000	2,000	
	Legal Ads	01001500-549000	755	1,715	1,500	1,500	1,500	
	Office Supplies	01001500-551000	361	371	400	400	400	
	Operating Supplies	01001500-552000	20	36	400	400	-	
	Sustainability Program	01001500-552650	-	-	5,000	5,000	5,000	
	Gas & Oil	01001500-552700	260	29	300	300	300	
	Books & Subscriptions	01001500-554000	285	135	200	200	500	
	Memberships/Dues	01001500-554200	1,040	2,011	1,750	1,750	1,750	
	Training	01001500-555500	853	309	9,500	9,500	9,500	
Total Operating Expenditures			56,427	79,205	138,375	143,791	126,275	
Contributions								
	Historic Preservation	01001500-582500	-	-	-	-	100,000	Moved for Admin Budget
Total Contributions			-	-	-	-	100,000	
Total Planning			370,911	436,362	496,636	502,052	643,972	

**City of Zephyrhills
General Fund
Information Technology Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01001600-512000	174,279	185,584	196,829	196,829	209,589	
	Overtime	01001600-514000	3,076	149	-	-	-	
	Fica Taxes	01001600-521100	10,175	10,097	12,203	12,203	12,995	
	Medicare Taxes	01001600-521200	2,380	2,361	2,854	2,854	3,039	
	Retirement Contributions	01001600-522100	29,569	33,095	36,522	36,522	42,772	
	Group Health	01001600-523000	42,477	59,793	61,927	61,927	36,326	
	Worker's Compensation	01001600-524000	-	-	-	-	354	
Total Personnel Services			261,955	291,080	310,335	310,335	305,075	
Operating Expenditures								
	Medical Services	01001600-531200	-	-	75	75	75	
	Professional Services	01001600-531500	18,469	46,445	65,000	63,000	55,000	
	Prof Ser - Software & Support	01001600-531700	-	203,526	260,307	260,307	326,303	Includes upgrade of our telephone system
	Telephone	01001600-541000	2,842	2,670	3,000	3,000	3,000	
	Freight and Postage Services	01001600-542000	96	173	500	500	500	
	Copy Machine Leases	01001600-544500	-	-	-	-	-	
	Repair & Maint-Equipment	01001600-546100	4,165	7,964	10,000	7,500	10,000	
	Office Supplies	01001600-551000	-	81	250	250	250	
	Operating Supplies	01001600-552000	220	32	250	250	250	
	Gas & Oil	01001600-552700	20	-	350	350	350	
	Software	01001600-552900	308,700	7,151	18,805	14,805	62,800	Tyler CPE Module/TCM Conversion/HR NeoGov
	Computer Supplies-Programmed	01001600-552950	18,896	9,614	7,000	7,000	10,000	
	Computer Supplies-Misc	01001600-552951	9,025	6,288	5,000	13,500	9,000	Police 10 GB Backbone Switch
	Memberships/Dues	01001600-554200	310	200	300	300	300	
	Training	01001600-555500	-	-	-	-	5,000	
Total Operating Expenditures			362,741	284,144	370,837	370,837	482,828	
Capital Outlay								
	Machinery and Equipment	01001600-564000	-	11,143	30,000	30,000	-	
	Budget Reserves	01001600-599100	-	-	-	-	-	
Total Capital Outlay			-	11,143	30,000	30,000	-	
Total Information Technology			624,696	586,368	711,172	711,172	787,903	

**City of Zephyrhills
General Fund
Police Department Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01002100-512000	2,053,164	2,121,480	2,302,501	2,302,501	2,637,792	Requesting 4 new patrol officers
	Salaries-Extra Duty Assignment	01002100-512100	-	-	-	-	40,000	
	Overtime	01002100-514000	92,869	99,477	100,000	100,000	120,000	
	Overtime Tact	01002100-514030	160	792	5,000	5,000	5,000	
	Fica Taxes	01002100-521100	121,078	124,155	142,755	142,755	163,543	
	Medicare Taxes	01002100-521200	28,317	29,036	33,387	33,387	38,248	
	Retirement Contributions	01002100-522100	517,827	524,097	540,259	540,259	646,045	
	Group Health	01002100-523000	581,576	574,490	617,797	617,797	680,667	
	Worker's Compensation	01002100-524000	-	-	-	-	82,570	
Total Personnel Services			3,394,991	3,473,526	3,741,699	3,741,699	4,413,865	
Operating Expenditures								
	Employment Tax	01002100-525000	-	5,225	-	-	-	
	K-9 Veterinary Services	01002100-531100	1,525	992	4,000	4,000	5,000	
	Medical Services	01002100-531200	1,578	909	10,000	10,000	12,000	Life Scan
	Professional Services	01002100-531500	32,406	36,122	52,000	52,000	70,000	
	Credit Card Processing Fees	01002100-533000	-	488	700	700	800	
	Contractual Services	01002100-534000	3,930	5,866	12,300	12,300	25,000	Admin Software Annual Maintenance
	Animal Control	01002100-534200	112,525	117,652	127,000	127,000	150,000	
	Investigations	01002100-535000	-	-	200	200	1,000	
	Police Supplies	01002100-535100	20,931	12,131	17,000	22,881	20,000	
	Telephone	01002100-541000	29,007	26,778	38,000	38,000	35,000	
	Freight and Postage Services	01002100-542000	723	653	1,100	1,100	1,200	
	Electricity	01002100-543000	48,926	50,229	50,000	50,000	60,000	
	Water & Sewer Expense	01002100-543300	13,764	10,892	15,000	15,000	16,500	
	Refuse Removal	01002100-543400	2,869	3,013	3,600	3,600	4,500	
	Copy Machine Leases	01002100-544500	5,785	6,636	6,200	6,200	7,400	
	Repair & Maint-Buildings	01002100-546000	5,801	8,166	10,000	10,000	17,000	
	Repair & Maint-Equipment	01002100-546100	6,523	9,600	12,000	12,000	15,000	
	Repair & Maint-Vehicles	01002100-546200	58,287	53,874	50,000	50,000	60,000	
	Office Supplies	01002100-551000	3,540	5,173	7,500	7,500	7,500	
	Operating Supplies	01002100-552000	7,264	7,451	10,000	10,000	15,000	
	Uniforms	01002100-552100	19,908	13,086	20,000	20,000	25,000	
	Bullet Proof Vests	01002100-552170	12,266	7,977	10,000	10,000	47,000	Outer vest carrier with rifle trauma plate + normal expired vest purchases
	Firearms & Accessories	01002100-552180	3,948	-	6,000	5,030	10,000	

**City of Zephyrhills
General Fund
Police Department Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
	K-9 Supplies	01002100-552250	2,390	1,842	3,500	3,500	3,500	
	Gas & Oil	01002100-552700	85,912	92,299	114,000	114,000	120,000	
	Memberships/Dues	01002100-554200	1,919	2,180	3,000	3,000	3,000	
	Training	01002100-555499	21,928	19,661	30,000	30,000	50,000	
	Training from Police educ. \$2	01002100-555500	-	-	-	-	-	
Total Operating Expenditures			503,655	498,895	613,100	618,011	781,400	
Capital Outlay								
	Buildings/Bldg Improvements	01002100-562000	31,558	3,916	20,000	20,000	40,000	Interior paint, carpet, lobby and conference room improvements
	Machinery and Equipment	01002100-564000	24,513	18,535	-	-	-	
	Machinery and Equipment	01012100-564000	-	-	17,250	17,250	-	
Total Capital Outlay			56,071	22,451	37,250	37,250	40,000	
Non Operating Expenditures								
	Reserve-CAD Software	0104-599100	-	-	-	-	-	
	Budget Contingency	01002100-599100	-	-	-	-	-	
Total Non Operating Expenditures			-	-	-	-	-	
Total Police			3,954,717	3,994,873	4,392,049	4,396,960	5,235,265	

**City of Zephyrhills
General Fund
Police: Dispatch Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01002150-512000	322,155	321,586	402,883	402,883	426,016	
	Overtime	01002150-514000	59,687	60,241	45,000	45,000	45,000	
	Fica Taxes	01002150-521100	21,629	20,973	24,979	24,979	26,413	
	Medicare Taxes	01002150-521200	5,058	4,905	5,842	5,842	6,177	
	Retirement Contributions	01002150-522100	34,330	38,749	42,509	42,509	50,144	
	Group Health	01002150-523000	96,581	109,048	122,678	122,678	138,099	
	Worker's Compensation	01002150-524000	-	-	-	-	716	
Total Personnel Services			539,440	555,502	643,891	643,891	692,565	
Operating Expenditures								
	Reemployment Tax	01002150-525000	-	440	-	-	-	
	R & M-Equipment	01002150-546100	2,030	-	-	-	-	
	Training	01002150-555500	2,522	2,820	3,200	3,200	3,200	
Total Operating Expenditures			4,552	3,260	3,200	3,200	3,200	
Capital Outlay								
	Machinery and Equipment	01042100-564000	-	-	163,825	163,825	163,825	Dispatch Consolidation Project
Total Capital Outlay			-	-	163,825	163,825	163,825	
Total Police Dispatch			543,992	558,763	810,916	810,916	859,590	

City of Zephyrhills
General Fund
Fire Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01002200-512000	1,659,094	73,671	-	-	-	
	Overtime	01002200-514000	284,084	1,556	-	-	-	
	Fica Taxes	01002200-521100	113,582	4,386	-	-	-	
	Medicare Taxes	01002200-521200	26,864	1,106	-	-	-	
	Retirement Contributions	01002200-522100	435,529	8,800	-	-	-	
	Group Health	01002200-523000	290,127	49,481	-	-	-	
Total Personnel Services			2,809,280	139,000	-	-	-	
Operating Expenditures								
	Medical Services	01002200-531200	20,332	-	-	-	-	
	Professional Services	01002200-531500	-	38,229	-	94,113	-	PO#20201144 PFOA/PFAD Contamination
	Contractual Services	01002200-534000	65,777	1,710,505	1,097,732	1,097,732	739,747	
	Telephone	01002200-541000	9,044	238	-	-	-	
	Freight and Postage Services	01002200-542000	491	222	-	-	-	
	Electricity & LP Gas	01002200-543000	13,527	1,771	-	-	-	
	Water & Sewer Expense	01002200-543300	2,963	244	-	-	-	
	Refuse Removal	01002200-543400	2,876	1,637	-	-	-	
	Copy Machine Leases	01002200-544500	2,251	104	-	-	-	
	Repair & Maint-Buildings	01002200-546000	9,626	339	-	-	-	
	Repair & Maint-Equipment	01002200-546100	10,212	1,809	-	-	-	
	Repair & Maint-Vehicles	01002200-546200	9,278	327	-	-	-	
	Repair & Maint-Fire Exiting	01002200-546750	799	-	-	-	-	
	Fire Prevention Education	01002200-548100	1,246	-	-	-	-	
	Explorers Program	01002200-548200	3,586	-	-	-	-	
	Office Supplies	01002200-551000	4,835	3	-	-	-	
	Operating Supplies	01002200-552000	12,307	5,283	-	-	-	
	Uniforms	01002200-552100	10,518	-	-	-	-	
	ALS Supplies	01002200-552600	14,684	-	-	-	-	
	Gas & Oil	01002200-552700	18,864	193	-	-	-	
	Software	01002200-552900	5,250	-	75,000	75,000	75,000	PSAP Charges 9-1-1
	Memberships/Dues	01002200-554200	75	-	-	-	-	
	Training	01002200-555500	4,291	-	-	-	-	
Total Operating Expenditures			222,831	1,760,903	1,172,732	1,266,845	814,747	
Capital Outlay								
	Machinery and Equipment	01002200-564000	1,820	-	-	-	-	
	Bunker Gear	01002200-564080	1,225	-	-	-	-	
Total Capital Outlay			3,045	-	-	-	-	
Total Fire			3,035,156	1,899,903	1,172,732	1,266,845	814,747	(452,098)

**City of Zephyrhills
General Fund
Building/Code Enforcement Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01002400-512000	345,061	413,544	445,028	445,028	467,335	
	Overtime	01002400-514000	888	1,589	4,000	4,000	4,000	
	Fica Taxes	01002400-521100	20,199	23,205	27,592	27,592	28,975	
	Medicare Taxes	01002400-521200	4,724	5,427	6,453	6,453	6,776	
	Retirement Contributions	01002400-522100	48,009	58,634	65,561	65,561	75,688	
	Group Health	01002400-523000	93,869	112,691	115,636	115,636	139,713	
	Worker's Compensation	01002400-524000	-	-	-	-	15,138	
Total Personnel Services			512,750	615,090	664,270	664,270	737,625	
Operating Expenditures								
	Medical Services	01002400-531200	-	-	200	200	200	
	Credit Card Processing Fees	01002400-533000	1,931	68,498	60,193	60,193	100,000	Credit Card Services Fees
	Code Enforcement Costs	01002400-534100	992	499	1,500	2,227	2,000	
	Telephone	01002400-541000	3,289	4,239	4,000	4,000	4,000	
	Freight and Postage Services	01002400-542000	1,704	2,970	2,800	2,800	2,800	
	Copy Machine Leases	01002400-544500	1,672	1,846	2,500	2,500	2,500	
	Repair & Maint-Equipment	01002400-546100	-	255	300	300	500	
	Repair & Maint-Vehicles	01002400-546200	2,572	1,248	2,500	2,500	2,500	
	Printing & Binding	01002400-547010	368	33	500	500	500	
	Legal Ads	01002400-549000	60	-	500	500	500	
	Office Supplies	01002400-551000	1,000	680	2,000	2,000	2,500	
	Operating Supplies	01002400-552000	3,075	3,839	2,000	2,000	2,500	
	Uniforms	01002400-552100	1,058	862	1,300	1,300	1,500	
	Tools, Small Equipment	01002400-552300	-	197	500	500	2,000	Receipt Printer
	Abatements	01002400-552550	1,179	-	1,500	773	5,000	
	Demolitions	01002400-552660	-	-	25,000	21,589	20,000	
	Gas & Oil	01002400-552700	4,582	5,796	4,500	4,500	6,000	
	Memberships/Dues	01002400-554200	435	500	900	900	900	
	Training	01002400-555500	2,822	3,253	12,000	12,000	10,000	Continuning Education
Total Operating Expenditures			26,740	94,713	124,693	121,282	165,900	
Capital Outlay								
	Building & Building Improve	01002400-562000	0	0	0	0	30,000	Glass Partitions/Wall Dividers
	Machinery & Equipment	01002400-564000	29,033	25,803	30,000	33,411	35,000	SUV for Wendy - Fire Inspector
Total Capital Outlay			0	0	0	0	65,000	
Total Building/Code Enforcement			539,490	709,803	788,963	785,552	968,525	

City of Zephyrhills
General Fund
Library Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01007100-512000	206,429	211,861	261,044	261,044	246,139	Requesting 1 new FT Office Assistant 1
	Overtime	01007100-514000	-	-	-	-	-	
	Fica Taxes	01007100-521100	12,522	12,444	16,185	16,185	15,261	
	Medicare Taxes	01007100-521200	2,928	2,910	3,785	3,785	3,569	
	Retirement Contributions	01007100-522100	29,069	32,881	40,076	40,076	43,487	
	Group Health	01007100-523000	18,042	25,581	25,827	25,827	35,468	Converting 2 part time to 1 full time w/benefits
	Worker's Compensation	01007100-524000	-	-	-	-	414	
Total Personnel Services			268,991	285,677	346,917	346,917	344,338	
Operating Expenditures								
	Employment Tax	01007100-525000	-	390	-	-	-	
	Medical Services	01007100-531200	130	59	300	300	300	
	Contractual Services	01007100-534000	2,424	2,586	3,000	3,200	4,000	
	Telephone	01007100-541000	7,901	8,059	11,500	11,500	11,500	
	Freight and Postage Services	01007100-542000	23	18	100	100	125	
	Electricity	01007100-543000	16,175	17,588	19,000	19,000	19,000	
	Water & Sewer Expense	01007100-543300	2,365	2,753	3,000	3,000	3,000	
	Refuse Removal	01007100-543400	-	-	-	-	-	
	Copy Machine	01007100-544500	1,427	1,002	1,800	1,800	2,000	
	Repair & Maint-Buildings	01007100-546000	320	1,706	2,000	2,000	29,000	25K to Repair the A/C
	Repair & Maint-Equipment	01007100-546100	520	23	1,400	1,200	2,000	
	Promotional Advertising	01007100-548000	-	-	1,000	1,000	1,000	
	Educational Programs	01007100-548100	424	449	6,000	6,000	7,000	
	Office Supplies	01007100-555100	477	363	1,000	1,000	1,500	
	Operating Supplies	01007100-552000	2,800	2,813	5,500	5,500	6,000	
	Memberships/Dues	01007100-554200	860	260	1,200	1,200	1,200	
	Training	01007100-555500	159	-	1,000	1,000	1,000	
Total Operating Expenditures			36,005	38,068	57,800	57,800	88,625	
Capital Outlay								
	Library Books & Materials	01007100-566000	22,000	22,000	24,000	24,000	26,000	
	Library Books & Materials	01147100-566000	3,598	4,281	6,000	6,000	10,000	
	Machinery & Equipment	01147100-564000	24,959	4,945	-	-	-	
Total Capital Outlay			50,558	31,227	30,000	30,000	36,000	
Non Operating Expenditures								
	Budget Reserves Current	01007100-599100	-	-	40,042	40,042	32,316	
	Budget Reserves Long Term	01007100-599099	-	-	-	-	-	
	Budget Reserves Expense	01147100-599100	-	1,453	-	-	-	
Total Non Operating Expenditures			-	1,453	40,042	40,042	32,316	
Total Library			355,554	356,425	474,759	474,759	501,279	

**City of Zephyrhills
General Fund
Public Works: Equipment Maintenance Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	Comments
Personnel Services								
	Salaries	01001900-512000	139,154	151,354	206,952	206,952	220,550	
	Overtime	01001900-514000	5,258	4,138	6,000	6,000	6,000	
	Fica Taxes	01001900-521100	8,387	8,572	12,831	12,831	13,674	
	Medicare Taxes	01001900-521200	1,962	2,005	3,001	3,001	3,198	
	Retirement Contributions	01001900-522100	13,251	15,575	21,013	21,013	24,938	
	Group Health	01001900-523000	51,942	54,748	63,885	63,885	65,801	
	Worker's Compensation	01001900-524000	-	-	-	-	5,863	
Total Personnel Services			219,954	236,393	313,682	313,682	340,024	
Operating Expenditures								
	Telephone	01001900-541000	1,145	1,657	2,000	2,000	1,700	
	Freight and Postage Services	01001900-542000	19	11	75	75	75	
	Electricity	01001900-543000	8,763	8,687	11,000	11,000	11,000	
	Water & Sewer Expense	01001900-543300	3,342	3,093	4,000	4,000	4,000	
	Refuse Removal	01001900-543400	1,489	1,534	2,100	2,100	2,100	
	Copy Machine Leases	01001900-544500	270	343	450	450	450	
	Repair & Maint-Buildings	01001900-546000	304	1,191	2,500	2,500	8,000	\$5.5K Shop Fan
	Repair & Maint-Equipment	01001900-546100	1,961	3,986	3,500	3,500	3,500	
	Repair & Maint Vehicles	01001900-546200	2,657	(333)	4,000	4,000	6,500	
	Operating Supplies	01001900-552000	2,776	3,103	4,000	4,000	6,000	
	Bulk Oil	01001900-552050	1,596	-	2,500	2,500	2,500	
	Uniforms	01001900-552100	1,955	2,162	3,000	3,000	3,000	
	Tool Allowance	01001900-552300	3,792	1,645	4,000	4,000	6,000	\$2K Hydraulic Press
	Gas & Oil	01001900-552700	6,944	3,344	5,000	5,000	6,000	
	Training	01001900-555500	115	-	1,500	1,500	1,500	
Total Operating Expenditures			37,127	30,422	49,625	49,625	62,325	
Capital Outlay								
	Building & Building Improve	01001900-562000	-	-	5,000	5,000	5,000	
	Machinery and Equipment	01001900-564000	16,395	3,689	15,450	15,450	70,500	\$5.5 Mig Welder/\$65K 3/4 Ton Truck
Total Capital Outlay			16,395	3,689	20,450	20,450	75,500	
Total Equipment Maintenance			273,476	270,504	383,757	383,757	477,849	

**City of Zephyrhills
General Fund
Public Works: Stormwater Management Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Operating Expenditures								
	Professional Services	01003800-531000	14,390	74,158	50,000	128,392	-	
	NPDES	01003800-531600	687	17,187	25,000	20,000	25,000	
	Refuse Removal-Street Sweeping	01003800-543400	1,718	1,868	4,000	4,000	4,000	
	Repair & Maintenance	01003800-546000	-	3,544	10,000	25,000	20,000	
	Operating Supplies	01003800-552000	-	916	1,000	1,000	2,000	
	Training	01003800-555500	30	630	1,000	1,000	1,000	
Total Operating Expenditures			16,825	98,302	91,000	179,392	52,000	
Capital Outlay								
	Infrastructure	01003800-563000-23P01	-	-	-	-	50,000	Design & Engineering of Master Plan Implementation
	Machinery and Equipment	01003800-564000	-	-	-	-	-	
Total Capital Outlay			-	-	-	-	50,000	
Total Stormwater			16,825	98,302	91,000	179,392	102,000	

City of Zephyrhills
General Fund
Public Works: Streets Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01004100-512000	350,638	393,100	416,450	416,450	478,578	Requesting Equipment Operator I - PG Z-09
	Overtime	01004100-514000	10,993	11,068	12,000	12,000	12,000	
	Fica Taxes	01004100-521100	20,899	22,076	25,820	25,820	29,672	
	Medicare Taxes	01004100-521200	4,888	5,163	6,039	6,039	6,939	
	Retirement Contributions	01004100-522100	52,138	64,099	69,336	69,336	82,619	
	Group Health	01004100-523000	127,174	132,472	138,770	138,770	151,801	
	Worker's Compensation	01004100-524000	-	-	-	-	35,755	
Total Personnel Services			566,728	627,978	668,415	668,415	797,364	
Operating Expenditures								
	Medical Services	01004100-531200	-	108	250	250	250	
	Professional Services	01004100-531500	586	1,441	20,000	20,000	20,000	
	Telephone	01004100-541000	2,128	2,075	3,500	3,500	3,500	
	Freight and Postage Services	01004100-542000	41	46	200	200	200	
	Electricity	01004100-543000	139,025	142,383	189,000	189,000	189,000	
	Electricity Street Lights	01004100-543100	0	3,263	5,000	5,000	5,000	
	Water & Sewer Expense	01004100-543300	1,692	1,001	1,500	1,500	1,500	
	Refuse Removal	01004100-543400	-	-	1,000	1,000	1,000	
	Copy Machine Leases	01004100-544500	270	343	450	450	450	
	Repair & Maint-Equipment	01004100-546100	20,284	15,212	30,000	30,000	30,000	
	Repair & Maint-Street Sweeper	01004100-546130	948	-	2,000	2,000	2,000	
	Repair & Maint-Vehicles	01004100-546200	8,326	17,901	20,000	20,000	20,000	
	Office Supplies	01004100-551000	-	50	100	100	100	
	Operating Supplies	01004100-552000	3,731	2,302	6,500	6,500	6,500	
	Uniforms	01004100-552100	1,931	727	3,000	3,000	3,000	
	Tools, Small Equipment	01004100-552300	1,394	2,497	-	-	4,000	
	Gas & Oil	01004100-552700	16,094	19,419	25,000	25,000	25,000	
	Street Repair	01004100-553000	7,857	6,198	12,000	12,000	12,000	
	Street Marking Signs	01004100-553100	11,818	8,085	20,000	20,000	25,000	
	Street Marking-Striping	01004100-553150	1,574	4,481	25,000	25,000	25,000	
	Tree Services	01004100-553200	8,700	10,950	15,000	15,000	15,000	
	Swale Repair/Resodding	01004100-553350	3,152	980	5,000	5,000	15,000	
	Sidewalks	01004100-553400	10,869	4,164	15,000	15,000	10,000	
	Signal/RR Crossing Maint	01004100-553500	3,501	3,501	4,500	4,500	4,000	
	Memberships/Dues	01004100-554200	-	-	500	500	500	
	Training	01004100-555500	2,555	4,949	5,000	5,000	5,000	
Total Operating Expenditures			246,473	252,077	409,500	409,500	423,000	

City of Zephyrhills
General Fund
Public Works: Streets Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Capital Outlay								
	Buildings/Bldg Improvements	01004100-562000	15,500	-	25,000	25,000	25,000	
	Infrastructure	01004100-563000	1,035	-	-	-	-	
	Machinery and Equipment	01004100-564000	-	-	-	-	-	
	Street Resurfacing	01004100-563000	-	-	-	-	-	
	SR 56 Alignment	01004100-563000	-	-	-	-	-	
Total Capital Outlay			16,535	-	25,000	25,000	25,000	
Total Streets			829,736	880,055	1,102,915	1,102,915	1,245,364	

**City of Zephyrhills
General Fund
Public Works: Parks & Facilities Management Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	01007200-512000	422,107	428,608	491,935	491,935	541,661	Requesitng Parks Maint Wk I - PG Z-09
	Temporary/Seasonal Wages	01007200-513000	-	-	13,500	13,500	15,000	Summer Rec
	Overtime	01007200-514000	8,259	4,391	12,000	12,000	12,000	
	Fica Taxes	01007200-521100	23,907	23,608	30,500	30,500	33,583	
	Medicare Taxes	01007200-521200	5,591	5,521	7,133	7,133	7,854	
	Retirement Contributions	01007200-522100	38,138	44,072	51,822	51,822	62,487	
	Group Health	01007200-523000	158,670	162,738	167,786	167,786	178,811	
	Worker's Compensation	01007200-524000	-	-	-	-	19,612	
Total Personnel Services			656,671	668,939	774,676	774,676	871,008	
Operating Expenditures								
	Employment Tax	01007200-525000	-	-	-	-	-	
	Medical Services	01007200-531201	589	304	800	800	800	
	Contractual Services	01007200-534000	3,710	6,727	8,500	8,500	8,500	
	Contractual Services -Summer	01007200-534600	-	-	15,000	15,000	20,000	Summer Rec
	Telephone	01007200-541000	4,899	5,263	7,000	7,000	7,500	
	Freight and Postage Services	01007200-542000	72	59	200	200	200	
	Electricity	01007200-543000	20,801	25,409	34,500	34,500	34,500	
	Water & Sewer Expense	01007200-543300	38,621	35,418	52,000	52,000	52,000	
	Refuse Removal	01007200-543400	7,330	6,088	11,500	11,500	12,500	
	Copy Machine Leases	01007200-544500	243	343	500	500	500	
	Repair & Maint-Building	01007200-546000	49,654	39,428	70,000	72,317	75,000	
	Repair & Maint-Equipment	01007200-546100	12,373	15,824	12,000	12,000	15,000	
	Repair & Maint-Water PK/Fount	01007200-546120	8,133	8,297	10,000	10,000	10,000	
	Repair & Maint-Vehicles	01007200-546200	4,453	4,386	15,000	15,000	15,000	
	Repair & Maint-Landscaping	01007200-546620	8,419	13,192	25,000	25,000	25,000	
	Repair & Maint-Tree Planting	01007200-546650	-	-	5,000	5,000	5,000	
	Operating Supplies	01007200-552000	18,464	14,309	22,500	22,500	22,500	
	Uniforms	01007200-552100	3,131	3,091	4,000	4,000	5,000	
	Tools, Small Equipment	01007200-552300	2,706	3,259	5,000	5,000	6,500	
	Gas & Oil	01007200-552700	15,192	17,380	17,500	17,500	17,500	
	Memberships/Dues	01007200-554200	6	-	350	350	500	
	Training	01007200-555500	1,836	1,782	4,000	4,000	4,000	
Total Operating Expenditures			200,631	200,560	320,350	322,667	337,500	

City of Zephyrhills
General Fund
Public Works: Parks & Facilities Management Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Capital Outlay								
	Buildings/Bldg Improvements	01007200-562000	-	22,742	-	-	3,000	
	Park Improvements	01007200-563000	-	-	-	-	300,000	
	Landscaping	01007200-563200	8,316	18,200	10,000	10,000	15,000	
	Machinery & Equipment	01007200-564000	71,011	18,500	-	13,512	-	
	Tennis Center	01007200-562000	-	-	-	-	-	
Total Capital Outlay			79,327	59,442	10,000	23,512	318,000	
Total Parks			936,629	928,941	1,105,026	1,120,856	1,526,508	

**City of Zephyrhills
Special Revenue Fund
Line-Item Revenue Budget**

	Account Name	Account Number	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Budget Reserves/Carry Forward						
	Budgeted Reserves - P4P	10010300-300100	-	4,701,000	5,291,292	
	Budgeted Reserves - Gas Tax	10020300-300100	-	-	-	
	Budgeted Reserves - Gas Tax Res	10030300-300100	-	334,724	152,282	
	Budgeted Reserves - Fuel Tax Refund	10040300-300100	-	200,000	215,000	
	Budgeted Reserves - ARPA	10050300-300100	-	-	4,127,776	
	Budgeted Reserves - State Appropriations	10060300-300100	-	-	-	
Total Budget Reserves/Carry Forward			-	5,235,724	9,786,350	
Sales & Use Taxes						
	Local Option Sales Tax-Discretionary	10010312-312100	2,855,464	2,600,000	3,000,000	EDR
	County Gas Tax(Local Option Gas)	10020312-312410	486,109	473,000	531,271	EDR 5 cent & 6 cent
Total Sales & Use Tax			3,341,573	3,073,000	3,531,271	
State Shared Revenues						
	Other Government Grants	10010334-337300	85,000	-	-	
	8th Cent/Spec Motor Fuel Tax	10030335-335120	169,680	151,000	170,601	EDR Municipal Rev Share
	Gas Tax Refund	10040335-335490	22,124	20,000	25,000	
	Federal Grants-Gen Government	10050331-331100	4,121,024	-	-	
	State Grants-State Appropriations	10060334-334110	-	-	10,000	JAG Grant
	State Grants-State Appropriations	10060334-334110-21P01	-	4,665,000	7,080,672	Indoor Tennis Facility
	State Grants-State Appropriations	10060334-334110	-	-	6,600,000	Terminal/Box Hangars/Taxiway FDOT
	State Grants-State Appropriations	10060334-334110	-	-	3,500,000	Kossik Road & Fort King Rd Sewer/Water Main
	State Grants-State Appropriations	10060334-334110	-	-	1,940,000	South Ave Extension - National Guard
Total State Shared Revenues			4,312,827	4,836,000	19,326,273	
Interest Earnings						
	Interest Income-Local Opt Sales	10010361-361100	9,867	10,000	60,000	
	Interest Income-City Gas Tax	10020361-361100	-	-	-	
	Interest Income-Gas Tax Res	10030361-361100	1,235	-	-	
	Interest Income-Fuel Tax Refund	10040361-361100	357	-	-	
	Interest Income-ARPA	10050361-361100	-	-	36,000	
Total Interest Earnings			11,459	10,000	96,000	
Total Special Revenue Fund Revenue			7,665,859	13,154,724	32,739,894	

**City of Zephyrhills
Special Revenue Fund
Line-Item Expenditure Budget**

	Account Name	Account Number	Budget FY20/21	Budget FY21/22	Budget FY22/23	comments
Capital Outlay						
	Penny for Pasco					
	Police Vehicles	10012100-564000	255,000	357,000	558,000	9 Ford SUV's
	PD Body Cameras/Tasers/Signal Side	10012100-564000	-	-	102,000	New and updated equipment
	Police Department Server	10012100-564000	12,000	-	15,000	
	Police Department Switches	10012100-564000	-	-	18,000	
	Police Department Laptops	10012100-564000	17,500	19,000	35,000	7 PD Laptops Yearly - Additional for new PD Officers
	Dispatch Consolidation	10012100-564000	-	-	70,000	Dispatch Consolidation Project
	E-Ticket Thermal Printer/DL Readers	10012100-564000	17,290	-	-	
	Mobile Live Scan	10012100-564000	27,000	-	-	
	Jeffries House Renovations	10017200-562000	-	75,000	75,000	Paint & Windows
	Tennis Center	10017200-563000	-	4,665,000	-	
	City Yard Building Design	10017200-563000	-	350,000	200,000	
	City Yard Fuel Tank Upgrades	10017200-563000	-	-	150,000	
	Park Improvements-Design	10017200-563000-23P06	50,000	300,000	400,000	Zephyr Park
	Park Improvements-Construction	10017200-563000-21P09	-	1,100,000	3,246,224	Hercules Park Construction
	Tractor/Finish Mower (replace 2002 t	10017200-564000	60,000	-	-	
	3/4 Ton Truck (Replacement)	10017200-564000	-	-	65,000	
	Turf Sprayer/Utility Vehicle	10017200-564000	-	45,000	-	
	County Road 54 East of Hercules	10014100-534000	1,117,131	581,907	581,907	
	Simons Road Crosswalk	10014100-563111	30,000	-	-	
	Sidewalk & Trail Projects	10014100-563111-21P11	150,000	1,000,000	1,400,000	
	7th Street Improvements	10014100-563000	-	575,000	-	
	Road Improvements	10014100-563000	950,000	-	-	
	Chipper Truck (Replace 1985)	10014100-564000	-	-	250,000	
	Sign Maintenance Truck	10014100-564000	50,000	-	-	
	Grapple Truck	10014100-564000	-	125,000	-	
	Stormwater Plan	10013800-563000-23P01	75,000	100,000	500,000	Stormwater Design Phase 1
	Sub Total Penny for Pasco		2,735,921	9,192,907	7,666,131	8,351,292
	Gas Tax					
	Street Resurfacing	10024100-563100	500,000	600,000	600,000	Annual Street Resurfacing
	Paving Machine	10024100-564000	-	95,000	-	
	Trailer, Paving Machine	10024100-564000	-	25,000	-	
	Tree Chipper	10024100-564000	80,000	-	-	
	Asphalt Roller (Replace 1998)	10024100-564000	-	-	60,000	
	Asphalt Roller Trailer	10024100-564000	-	-	10,000	

**Special Revenue Fund
Line-Item Expenditure Budget**

	Account Name	Account Number	Budget FY20/21	Budget FY21/22	Budget FY22/23	comments
	Retention Pond Fencing	10023800-563000	35,000	35,000	35,000	
	Pumping Station Upgrades	10023800-564000	-	25,000	50,000	
	Zero-Turn Mower, Peplacements	10027200-564000	-	22,000	13,000	1 Zero Turn Mowers
	18' Lawn Trailers, Replacements	10027200-564000	-	13,000	15,000	2 18' Lawn Trailers
	72" Contour/Turf Mower	10027200-564000	-	34,000	65,000	Large Area Turf Mower
	Sub Total Gas Tax		615,000	849,000	848,000	1,094,154
	American Rescue Plan Act					
	Hercules Park Construction	10057200-563000-21P09	-	-	1,163,776	
	Sub Total ARPA		-	-	1,163,776	4,163,776
	State Appropriations					
	Police Dept Intersection Cameras	10062100-564000-23P07	-	-	10,000	JAG Grant Eligible
	Tennis Center Phase II	10067200-563000-21P01	-	-	7,080,672	
	South Ave Ext-National Guard	10064100-563000-23P03	-	-	1,940,000	
	Sub Total State Appropriations		-	-	9,030,672	9,030,672
	Total Capital Outlay		3,350,921	10,041,907	18,708,579	
	Debt Service					
	City Hall Note - Principal	10011200-571004	440,695	451,025	461,594	
	City Hall Note - Interest	10011200-572004	149,732	139,282	128,586	
	Total Sales & Use Tax		590,427	590,307	590,180	
	Transfers Out					
	Transfers fr Local Option Sales Tax	10014100-591001	-	-	-	
	Transfers fr Gas & Fuel Tax	10024100-591001	-	-	-	
	Transfers fr State Appropriations	10064100-591410-22P04	-	-	3,500,000	Transfer to Utilities for Kossik Rd & Fort King Rd Sewer,
	Transfers fr State Appropriations	10064100-591420-23P02	-	-	6,600,000	Transfer to Airport for Terminal/Box Hangars/Taxiway
	Transfers fr ARPA	10054100-591410-21P13	-	-	3,000,000	Transfer to Utilities for North Side Lift Station Proj.
	Total Transfers Out		-	-	13,100,000	
	Non Operating Expenditures					
	Contingency	10014100-599100	3,198,940	2,418,510	94,981	
	Contingency	10024100-599100	-	-	246,154	
	Total Contingency		3,198,940	2,418,510	341,135	
	Total Special Revenue Fund Expenditures		7,140,288	13,050,724	32,739,894	

City of Zephyrhills
CRA Fund
Line-Item Revenue Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Future Projects							
	Budgeted Reserves for future projects	11000300-300100	-	-	316,366	657,305	
Total Budgeted Reserves			-	-	316,366	657,305	
AD Valorem Taxes							
	Property Taxes-CRA-City	11010311-311000	143,740	194,254	256,067	328,685	
	Property Taxes-CRA-County	11020311-311000	171,670	234,376	306,781	393,781	
Total AD Valorem Taxes			315,410	428,630	562,848	722,466	159,618
Miscellaneous Revenue							
	Interest	11000361-361100	13,398	2,747	600	1,000	
	Main Street Reimbursement	11000338-338300	-	1,099	-	-	
Total Miscellaneous Revenue			13,398	3,846	600	1,000	
Total CRA Fund Revenue			328,808	432,476	879,814	1,380,771	

City of Zephyrhills
CRA Fund
Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY21 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	11005900-512000	69,077	71,405	76,269	76,269	81,163	
	Fica Taxes	11005900-521100	4,141	4,278	4,729	4,729	5,032	
	Medicare Taxes	11005900-521200	969	1,001	1,106	1,106	1,177	
	Retirement Contributions	11005900-522100	17,948	19,847	21,836	21,836	25,465	
	Group Health	11005900-523000	8,100	8,527	8,609	8,609	8,867	
	Worker's Compensation	11005900-524000	-	-	-	-	195	
Total Personnel Services			100,235	105,058	112,549	112,549	121,899	
Operating Expenditures								
	Professional Services	11005900-531500	18,700	7,250	-	-	100,000	75K - Update Master Plan
	Prof Ser - Software & Support	11005900-531700	-	1,378	1,892	1,892	2,096	
	Auditing Services	11005900-532000	-	-	-	-	5,807	New State Audit Requirement
	Contractual Services	11005900-534000	69,613	58,601	48,923	49,670	50,000	
	Telephone/Communication	11005900-541000	1,516	3,319	3,200	3,200	3,200	
	Refuse Removal	11005900-543400	71	489	500	500	600	
	Copy Machine Leases	11005900-544500	-	1,099.45	-	-	-	
	Property and Casualty Ins	11005900-545000	-	-	-	-	5,619	
	Promotional Activities	11005900-548000	1,134	5,552	5,000	5,000	5,000	
	Office Supplies	11005900-551000	91	181	250	250	150	
	Operating Supplies	11005900-552000	395	334	1,000	1,000	2,400	Laptop Desk Monitor
	Sidewalks	11005900-553400	-	-	-	-	-	
	Memberships/Dues	11005900-554200	1,370	977	1,500	1,500	1,500	
	Training	11005900-555500	676	461	1,000	1,000	2,500	Urban Parks Conference/FRA
	CRA Incentives	11005900-556200	10,500	35,079	6,500	6,500	100,000	Fire Suppression Resturant Grant
Total Operating Expenditures			104,065	114,721	69,765	70,512	278,872	
Capital Outlay								
	Building & Bldg Improvements	11005900-562000	-	-	-	-	300,000	Housing Rehab Project
	Little But Loud-The Back Yard	11005900-563000	-	-	250,000	250,000	400,000	Construction of The Back Yard
	Methodist Church Parking Lot	11005900-563000	-	-	320,000	320,000	130,000	
	Entrance Signage	11005900-563000	-	-	102,500	102,500	100,000	
	Machinery & Equipment	11005900-564000	-	21,480.00	-	-	-	
Total Capital Outlay			-	21,480.00	672,500	672,500	930,000	
Contributions								
	Building Facade Grants	11005900-583010	17,500	18,922	25,000	25,000	50,000	
	Reserve	11005900-599100	-	-	-	-	-	
Total Contributions			17,500	18,922	25,000	25,000	50,000	
Total CRA Fund Expenditures			221,799	260,182	879,814	880,561	1,380,771	

**City of Zephyrhills
Impact Fee Fund
Line-Item Revenue Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Budgeted Reserves/Carry Forward							
	Transportation Impact Fees	12010300-300100	-	-	3,768,000	1,371,720	
	Fire Impact Fees	12020300-300100	-	-	48,972	43	
	Park Impact Fees	12030300-300100	-	-	462,509	630,990	
	Police Impact Fees	12040300-300100	-	-	326,954	287,254	
	Art Impact Fees	12050300-300100	-	-	-	-	
Total Budgeted Reserves/Carry Forward			-	-	4,606,435	2,290,007	
Permits, Fees & Special Assessments							
	Transportation Impact Fees	12010324-324100	1,105,385	1,666,245	1,200,000	600,000	
	Fire Impact Fees	12020324-324100	107,022	11,739	-	-	
	Park Impact Fees	12030324-324100	309,545	291,636	220,000	60,000	
	Police Impact Fees	12040324-324100	99,377	127,431	110,000	80,000	
	Art Impact Fees	12050324-324620	-	-	-	-	
Contributions							
	State Contribution Pretty Pond	12010334-334110	-	1,959,744	-	-	
Total Permits, Fees & Special Assessments & Contributions			1,621,330	4,056,794	1,530,000	740,000	
Interest Earnings							
	Interest Income-Transp Impact	12010361-361100	34,898	6,416	7,000	7,000	
	Interest Income-Fire Impact Fee	12020361-361100	4,784	51	-	-	
	Interest Income-Park Impact Fee	12030361-361100	958	828	200	200	
	Interest Income-Police Impact Fee	12040361-361100	2,927	601	200	200	
Total Interest Earnings			43,567	7,896	7,400	7,400	
Total Impact Fee Fund Revenue			1,664,897	4,064,690	6,143,835	3,037,407	

**City of Zephyrhills
Impact Fee Fund
Line-Item Expenditure Budget**

Account Name	Account Number	Budget FY20/21	Budget FY21/22	Budget FY22/23	comments
Capital Outlay					
Transportation					
Simons Rd	12014100-563100	50,000	-	-	
Pretty Pond Road & Traffic Signal	12014100-563000	2,800,000	-	-	
Dairy Road to Kossik Road Project	12014100-563000	-	800,000	-	
Design/Construct Jennifer Lane	12014100-563000	-	120,000	-	
Simons Road Phase II	12014100-563000	-	2,320,000	-	
Road Improvements	12014100-563000	-	350,000	350,000	
Eiland and Simons Intersection	12014100-563000	-	800,000	800,000	
Transportation Impact Fee Study	12014100-534000	-	50,000	50,000	
Contingency	12014100-599000	2,780,000	535,000	778,720	
Fire					
Fire - Pasco County Merger	12022200-534000	-	48,972	43	Clear out remaining Fire impact fee interest that accrued
Fire Equipment	12022200-564000	-	-	-	
Fire Equipment	12022200-564000	-	-	-	
Parks					
Tennis Center	12037200-563000	-	-	-	
Playground Equipment	12037200-564000	150,000	150,000	150,000	
Parks Capital Projects	12037200-599000	250,200	532,709	541,190	Contribution to Hercules or Zephyr Park
Police					
Solar Speed Signs	12042100-564000	-	17,000	-	
Incident Command Unit Reno	12042100-564000	-	85,000	-	
Gator	12042100-564000	-	20,000	-	
Voice Stress Analysis	12042100-564000	-	10,000	-	
Community Service Vehicle Reno	12042100-564000	-	-	80,000	Reno of old Ambulance
Camera System for Command Unit	12042100-564000	-	-	45,000	Camera System for Command Unit
Stadium/Portable Lights	12042100-564000	-	-	20,000	Stadium/Portable Lights
CAD System Upgrade	12042100-564000	-	305,154	222,454	Dispatch Consolidation Project
Police Capital Projects	12042100-599000	261,000	-	-	
					0
Total Impact Fee Fund Expenditures		6,291,200	6,143,835	3,037,407	

City of Zephyrhills
Utility Capacity Fee Fund
Line-Item Revenue Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Budgeted Reserves/Carry Forward							
	Budgeted Reserves	14010300-300100	-	-	5,000,000	5,000,000	
Total Budgeted Reserves/Carry Forward			-	-	5,000,000	5,000,000	
Permits, Fees & Special Assessments							
	Water, Connection Capacity Fees	14010324-324100	357,710	460,016	439,000	309,000	
	Sewer, Connection Capacity Fees	14020324-324100	569,516	867,143	828,000	522,000	
Total Permits, Fees & Special Assessments			927,226	1,327,158	1,267,000	831,000	
Interest Earnings							
	Interest Income-Water Cnxn	14010361-361100	19,604	2,214	10,000	5,000	
	Interest Income-WW Cnxn	14020361-361100	30,886	3,189	15,000	5,000	
Total Interest Earnings			50,490	5,404	25,000	10,000	
Total Utility Capacity Fee Fund Revenue			977,716	1,332,562	6,292,000	5,841,000	

City of Zephyrhills
Utility Capacity Fee Fund
Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Budget	FY21 Budget	FY22 Budget	FY23 Proposed	comments
Transfers Out							
	Water, Connection Capacity Fee	14013300-591001	1,001,015	1,442,886	2,097,333	1,947,000	
	Sewer, Connection Capacity Fee	14023500-591001	2,002,031	2,885,731	4,194,667	3,894,000	
Total Transfers Out			3,003,046	4,328,617	6,292,000	5,841,000	
Total Utility Capacity Fee Fund Expenditures			3,003,046	4,328,617	6,292,000	5,841,000	

City of Zephyrhills
Utility Fund
Line-Item Revenue

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Budgeted Reserves/Carry Forward								
	Budgeted Reserves	41000300-300100	-	-	-	-	575,926	
Total Budgeted Reserves/Carry Forward			-	-	-	-	575,926	
State Shared Revenues								
	State Grants - AWT Upgrade	41000334-334310	1,716,452	537,461	-	-	-	
	State Grants - South 301 Redevelop	41000334-334310-22P03	0	0	-	-	650,000	FDEP 50/50 (1,300,000)
	Other Gov Grants - Reclaim Interco	41000334-337300-22P01	0	0	-	-	1,000,000	SWFWMD 50/50 (2,000,000)
	Other Gov Grants - Airport LS	41000334-337300	903,615	-	-	-	-	
	State FEMA Reimbursement	41000334-334500	-	190				
	Federal - North Side LS & Force Mai	41000331-331390-21P13					1,500,000	North Side Lift Station and Force Main
	Federal - Sand & Grit Project	41000331-331390	-	-	4,000,000	4,000,000	-	
Total State Shared Revenues			2,620,067	537,651	4,000,000	4,000,000	3,150,000	
Charges for Services								
	Water Meter Installation	41000343-343301	244,368	419,918	-	-	-	
	Water & Sewer Charges	41000343-343600	9,192,327	10,622,806	11,937,000	11,937,000	12,653,220	1.123714409
Total Charges for Services			9,436,695	11,042,723	11,937,000	11,937,000	12,653,220	
Interest Earnings								
	Interest Income-Utility	41000361-361100	27,991	9,459	20,000	20,000	10,000	
Total Interest Earnings			27,991	9,459	20,000	20,000	10,000	
Miscellaneous Revenue								
	Bottled Water	41000366-366100	139,000	138,000	130,000	130,000	-	
	Surplus Property Sales	41000364-364400	10,530	12,871	10,000	10,000	10,000	
	Scrap Sales	41000365-365000	5,957	4,462	6,000	6,000	6,000	
	Pasco County - Outside Services	41000349-349100	2,333	1,003	-	-	-	
	Contributions from Priv Sources	41000366-366100	2,132,578	-	-	-	-	
	Gain/Loss Sale of Fixed Assets	41000364-364500	14,902	6,615	-	-	-	
	State Revolving Fund Proceeds	41000384-384000	-	-	314,563	314,563	1,224,530	WW510550 Reclaimed Water Line
	Miscellaneous	41000369-369900	51,684	62,165	57,000	57,000	57,000	
Total Miscellaneous Revenue			2,356,983	225,116	517,563	517,563	1,297,530	
Transfers In-Interfund								
	Transfer: Utility Capacity Fees	41000381-381330	-	-	6,292,000	6,292,000	5,841,000	
	Transfer: SRF-State Appropriation	41000381-381200-22P04	-	-	-	-	3,500,000	Kossik Rd & Fort King Rd Sewer/Water Main
	Transfer: SRF-ARPA Funds	41000381-381200-21P13	-	-	-	-	3,000,000	North Side Lift Station Project
Total Transfers In-Interfund			-	-	6,292,000	6,292,000	12,341,000	
Total Utility Fund Revenue			14,441,735	11,814,950	22,766,563	22,766,563	30,027,676	

City of Zephyrhills
Utility Fund
Utility Administration Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	41003000-512000	136,084	135,501	137,666	137,666	148,682	
	Fica Taxes	41003000-521100	7,207	7,443	8,535	8,535	9,218	
	Medicare Taxes	41003000-521200	1,685	1,741	1,996	1,996	2,156	
	Retirement Contributions	41003000-522100	37,384	43,282	31,255	31,255	36,504	
	Group Health	41003000-523000	31,021	32,652	32,966	32,966	33,956	
	Worker's Compensation	41003000-524000	-	-	7,838	7,838	2,415	
Total Personnel Services			213,380	220,619	220,256	220,256	232,931	
Operating Expenditures								
	Professional Services	41003000-531500	38,289	73,904	125,000	132,431	75,000	
	Prof Ser - Software & Support	41003000-531700	-	46,660	90,140	90,140	104,339	
	Contractual Services	41003000-534000	1,409	25,078	50,000	127,474	120,000	
	Telephone	41003000-541000	658	690	1,000	1,000	1,000	
	Freight and Postage Services	41003000-542000	90	71	200	200	200	
	Copy Machine Leases	41003000-544500	1,200	1,278	1,200	1,200	1,400	
	Property and Casualty Ins	41003000-545000	-	-	-	-	19,654	
	Repair & Maint Vehicles	41003000-546200	281	280	500	500	500	
	Office Supplies	41003000-551000	365	489	700	700	700	
	Operating Supplies	41003000-552000	857	484	1,000	1,000	1,000	
	Gas & Oil	41003000-552700	32,034	222	500	500	500	
	Memberships/Dues	41003000-554200	523	715	1,000	1,000	1,000	
	Training	41003000-555500	2,271	2,017	5,000	5,000	5,000	
	Depreciation Expense	41003000-559100	4,270	2,135	-	-	-	
Total Operating Expenditures			82,249	154,024	276,240	361,145	330,293	
Debt Service								
	Loan Principal/Int WWTP	41003000-571002	195,322	174,778	1,317,076	1,317,076	1,427,352	85020 \$653,179; 805030 \$506,081; 50531 \$315630
	BB&T Fathom Loan	41003000-571003	98,510	84,816	737,915	737,915	737,915	Loan payment
Total Debt Service			293,831	259,594	2,054,991	2,054,991	2,165,267	
Transfers Out								
	Administrative Transfer-GF	41003000-591001	1,037,026	1,237,898	1,372,755	1,372,755	1,203,481	10% of Utility Revenue
	Administrative Transfer-AF	41003000-591420	176,850	176,850	234,850	234,850	234,850	
	PILOT	41003000-591000	-	-	-	-	-	
	Reserve	41003000-599100	-	-	-	-	-	
Total Transfer Out			1,213,876	1,414,748	1,607,605	1,607,605	1,438,331	
Total Utilities Administration			1,803,336	2,048,985	4,159,092	4,243,997	4,166,822	

**City of Zephyrhills
Utility Fund
Utility Billing Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	41001300-512000	158,394	169,954	193,655	193,655	186,131	
	Overtime	41001300-514000	306	321	500	500	500	
	Fica Taxes	41001300-521100	8,906	9,427	12,007	12,007	11,540	
	Medicare Taxes	41001300-521200	2,083	2,205	2,808	2,808	2,699	
	Retirement Contributions	41001300-522100	13,963	17,267	20,954	20,954	21,931	
	Group Health	41001300-523000	34,455	48,656	54,444	54,444	44,335	
	Worker's Compensation	41001300-524000	-	-	668	668	313	
Total Personnel Services			218,107	247,829	285,036	285,036	267,449	
Operating Expenditures								
	Employment Tax	41001300-525000	-	1,158	-	-	-	
	Medical Services	41001300-531200	65	-	150	150	300	
	Professional Services	41001300-531500	8,081	-	-	-	10,000	Pam Wood
	Contractual Services	41001300-534000	1,004,596	758,883	750,000	750,000	650,000	
	Contractual Services-TempLabor	41001300-534300	4,166	-	-	-	-	
	Credit Card Processing Fees	41001300-534700	108,658	116,622	130,000	130,000	135,000	
	Telephone	41001300-541000	1,708	1,152	1,500	1,500	2,500	
	Freight and Postage Services	41001300-542000	469	847	1,100	1,100	90,000	from Contractual-Billing Postage
	Property and Casualty Ins	41001300-545000	-	-	-	-	10,993	
	Copy Machine Leases	41001300-544500	1,392	1,294	1,400	1,400	1,320	
	Office Supplies	41001300-551000	1,640	600	800	800	600	
	Operating Supplies	41001300-552000	654	392	600	600	600	
	Software	41001300-552900	-	-	100,000	100,000	-	
	Training	41001300-555500	-	-	1,700	1,700	3,000	
Total Operating Expenditures			1,131,429	880,949	987,250	987,250	904,313	
Capital Outlay								
	Buildings/Bldg Improvements	41001300-562000	-	-	-	-	50,000	UB Space Needs Assessment/Constru
	Machinery & Equipment	41001300-564000	2,419	5,174	3,000	3,000	150,000	Utility Billing Software
Total Capital Outlay			-	-	-	-	200,000	
Total Utility Billing			1,349,536	1,128,778	1,272,286	1,272,286	1,371,762	

City of Zephyrhills
Utility Fund
Water Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comment
Personnel Services								
	Salaries	41003300-512000	431,249	437,549	550,917	550,917	591,299	
	Overtime	41003300-514000	29,405	34,553	30,000	30,000	30,000	
	Fica Taxes	41003300-521100	26,727	27,857	34,157	34,157	36,661	
	Medicare Taxes	41003300-521200	6,251	6,515	7,988	7,988	8,574	
	Retirement Contributions	41003300-522100	152,963	194,349	58,853	58,853	68,791	
	Group Health	41003300-523000	190,975	215,464	250,154	250,154	232,217	
	Worker's Compensation	41003300-524000	-	-	19,792	19,792	20,677	
Total Personnel Services			837,569	916,287	951,861	951,861	988,219	
Operating Expenditures								
	Medical Services	41003300-531200	88	332	200	200	200	
	Laboratory Analysis	41003300-531300	11,905	8,178	10,000	10,000	50,000	
	Professional Services	41003300-531500	114,906	89,321	150,000	165,088	150,000	
	Contractual Services	41003300-534000	8,676	52,468	60,000	60,000	95,000	
	Property Tax	41003300-538000	73	78	-	-	200	
	Telephone	41003300-541000	14,239	15,104	20,000	20,000	25,000	
	Freight & Postage Services	41003300-542000	158	71	500	500	500	
	Electricity	41003300-543000	110,206	118,810	140,000	140,000	140,000	
	Water & Sewer Expense	41003300-543300	2,405	1,845	200	200	200	
	Refuse Removal	41003300-543400	-	-	-	-	-	
	Leases & Rentals	41003300-544000	-	-	1,000	1,000	1,000	
	Copy Machine Leases	41003300-544500	518	385	500	500	500	
	Property and Casualty Ins	41003300-545000	-	-	-	-	40,176	
	Repair & Maint-Buildings	41003300-546000	5,971	1,945	4,000	4,000	4,000	
	Repair & Maint-Equipment	41003300-546100	20,220	5,692	35,000	39,761	45,000	
	Repair & Maint-Vehicles	41003300-546200	15,910	13,190	12,000	14,000	18,000	
	Water Tank Maintenance	41003300-546300	22,590	23,832	30,000	30,000	40,000	
	Repair & Main-Water Lines	41003300-546400	-	-	-	-	150,000	
	Licenses and Permits	41003300-549200	100	450	1,000	1,000	2,000	
	Office Supplies	41003300-551000	134	1,640	3,040	3,040	3,000	
	Operating Supplies	41003300-552000	29,531	34,008	35,000	35,000	48,000	\$8K Computer/Laptop Upgrades
	Uniforms	41003300-552100	2,434	2,944	6,000	4,000	4,000	
	Tools, Small Equipment	41003300-552300	9,438	5,490	8,000	8,000	8,000	
	Chemicals & Chlorine Gas	41003300-552400	18,262	16,340	20,000	20,000	25,000	
	Gas & Oil	41003300-552700	22,047	29,498	25,000	25,000	35,000	
	Memberships/Dues	41003300-554200	1,650	1,695	2,000	2,000	2,000	
	Training	41003300-555500	6,275	4,071	12,000	12,000	15,000	
	Depreciation Expense	41003300-559099	1,213,340	1,256,128	-	-	-	
Total Operating Expenditures			1,631,074	1,683,514	575,440	595,289	901,776	

City of Zephyrhills
Utility Fund
Water Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comment
Capital Outlay								
	Buildings/Bldg Improvements	41003300-562000	-	-	-	-	-	
	City Yard Redesign	41003300-562000-21P07			350,000	350,000	3,000,000	
	Infrastructure	41003300-563000	183,873	469,590	2,625,000	2,712,426	2,270,000	
	Fort King Water Line Extension	41003300-563000-21P10	-	16,557	1,500,000	1,532,723	-	
	Machinery and Equipment	41003300-564000	220,136	91,339	138,000	133,414	235,000	
	Inventory Purchases	41003300-565900	292,443	377,488	350,000	354,618	500,000	
Total Capital Outlay			696,453	954,974	4,963,000	5,083,181	6,005,000	
Total Water			3,165,096	3,554,775	6,490,301	6,630,331	7,894,995	

City of Zephyrhills
Utility Fund
Wastewater Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comment
Personnel Services								
	Salaries	41003500-512000	537,179	504,492	681,490	681,490	719,025	
	Overtime	41003500-514000	58,785	80,069	50,000	50,000	50,000	
	Fica Taxes	41003500-521100	32,941	32,597	42,252	42,252	44,580	
	Medicare Taxes	41003500-521200	7,704	7,623	9,882	9,882	10,426	
	Retirement Contributions	41003500-522100	165,681	200,546	64,668	64,668	77,458	
	Group Health	41003500-523000	147,495	170,604	192,878	192,878	170,693	
	Worker's Compensation	41003500-524000	-	-	35,054	35,054	17,445	
Total Personnel Services			949,785	995,931	1,076,224	1,076,224	1,089,627	
Operating Expenditures								
	Reemployment Tax	41003500-525000	-	1,550	-	-	-	
	Medical Services	41003500-531200	239	349	500	500	500	
	Laboratory Analysis	41003500-531300	18,735	18,431	20,000	20,000	25,000	
	Professional Services	41003500-531500	15,700	18,425	535,000	535,000	500,000	
	Contractual Services	41003500-534000	462	126	500	500	500	
	Contractual Hauling	41003500-534500	92,504	85,659	85,000	85,000	95,000	
	Property Tax	41003500-538000	34	86	-	-	50	
	Telephone	41003500-541000	11,546	11,391	10,000	10,000	12,000	
	Freight & Postage Services	41003500-542000	396	335	500	500	500	
	Electricity	41003500-543000	336,933	348,839	300,000	300,000	400,000	
	Water & Sewer Expense	41003500-543300	4,061	5,035	5,000	5,000	12,000	
	Refuse Removal	41003500-543400	4,249	4,527	5,000	5,000	6,000	
	Copy Machine Leases	41003500-544500	-	42	-	-	-	
	Property and Casualty Ins	41003500-545000	-	-	-	-	264,420	
	Repair & Maint-Buildings	41003500-546000	9,116	5,281	8,000	13,000	28,000	New Lights in Press Bldg/Bldg A shower to washer dryer hookup
	Repair & Maint-Equipment	41003500-546100	112,015	73,619	90,000	90,000	90,000	
	Repair & Maint-Vehicles	41003500-546200	15,370	13,278	30,000	25,000	25,000	
	Repairs & Maint- Infrastructure	41003500-546300	35,321	73,397	100,000	100,000	125,000	
	Licenses and Permits	41003500-549200	400	929	1,000	1,000	1,500	
	Office Supplies	41003500-551000	545	961	2,560	2,560	1,200	
	Operating Supplies	41003500-552000	28,540	29,935	30,000	30,462	35,000	
	Uniforms	41003500-552100	2,753	3,633	5,000	5,000	5,000	
	Tools, Small Equipment	41003500-552300	5,806	3,252	6,000	6,000	6,000	
	Chemicals & Chlorine Gas	41003500-552400	146,143	178,520	225,000	225,000	250,000	
	Gas & Oil	41003500-552700	19,956	25,701	25,000	25,000	35,000	
	Memberships/Dues	41003500-554200	1,620	1,590	1,600	1,600	1,800	
	Training	41003500-555499	5,131	5,651	10,000	10,000	15,000	
	Depreciation Expense	41003500-559100	1,611,851	1,998,055	-	-	-	
Total Operating Expenditures			2,479,422	2,908,596	1,495,660	1,496,122	1,934,470	

City of Zephyrhills
Utility Fund
Wastewater Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Amended Budget	comment
Capital Outlay								
	Buildings/Bldg Improvements	41003500-562000	-	-	-	-	-	
	Machinery and Equipment	41003500-564000	136,419	347,092	85,000	131,153	20,000	New Excavator Trailer/New Mower Trailer
	Infrastructure	41003500-563000	2,379,135	5,992,018	2,170,000	2,861,273	2,230,000	
	Reclaimed Water Line	41003500-563000-21P06	-	2,902	-	1,029,101	-	
	AWT Plant Upgrade	41003500-563000-21P12	-	152,978	-	543,173	-	
	Northside Lift Station	41003500-563000-21P13	-	-	4,000,000	4,000,000	4,500,000	FED Grant \$1.5M / \$3M ARPA
	Pasco Reclaim Interconnect	41003500-563000-22P01	-	-	2,000,000	2,000,000	2,000,000	SWFWMD \$1M / Local \$1M
	South 301 WasteWater Redevelo	41003500-563000-22P03	-	-	-	-	1,300,000	FDEP 650K / Local 650K
	Kossik & Fort King Sewer/Water	41003500-563000-22P04	-	-	-	-	3,500,000	100% State Budgeted
	Capital Purchases Inventory	41003500-565900	4,550	12,013	15,000	23,326	20,000	
Total Capital Outlay			2,520,103	6,507,004	8,270,000	10,588,026	13,570,000	
Total Wastewater			5,949,311	10,411,532	10,841,884	13,160,372	16,594,097	

**City of Zephyrhills
Airport Fund
Line-Item Revenues**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Budget Reserves/Carry Forward							
	Budgeted Reserves	42000300-300100	-	-	100,000	-	
Total Budgeted Reserves/Carry Forward			-	-	100,000	-	
State Shared Revenues							
	Taxiway B Grant	42000334-334410	14,644	-	-	-	
	AWOS	42000334-334410	-	-	-	-	
	AID Stormwater Master Plan	42000334-334410	-	-	-	-	
	Federal CARES Act Grant	42000331-331620	-	69,000	-	-	
	Jet Parking Lot State 100%	42000334-334410-21P05	-	-	3,000,000	-	
	Fuel Farm FDOT 80%	42000334-334410	9,898	127,824	-	-	
	Airfield Beacon FDOT 80%	42000334-334410	7,524	142,156	-	-	
	Taxiway A Construction FAA 100%	42000331-331410-21P02	-	262,204	3,600,000	-	
	Runway 1-19 Rehab Design FDOT 80%	42000334-334410-23P04	-	-	-	312,000	FDOT 80%/Local 20% (390,000)
	Airport Security Vehicles	42000334-334410-23P05	-	-	-	32,000	FDOT 80%/Local 20% (40,000)
	Runway Extension Grant	42000334-334410	204,045	993,934	-	-	
Total State Shared Revenues			236,111	1,595,118	6,600,000	344,000	
Charges for Services							
	Airport Rental/Lease	42000344-344100	258,208	261,593	269,544	289,684	
	Tie Down Fees	42000344-344101	9,812	11,118	12,175	11,484	
	Fuel Sales	42000344-344102	540,700	644,829	652,887	904,811	
	Oil Sales	42000344-344103	5,629	10,300	9,676	12,547	
	Fuel Flowage Fees	42000344-344105	3,963	3,966	3,991	5,051	
	Shade Hanger Rent	42000344-344106	15,000	15,000	15,167	15,167	
	T Hanger Rent	42000344-344107	437,902	469,648	449,975	453,896	
	Trailer Parking	42000344-344109	12,822	10,685	10,770	11,063	
	Airport Venue	42000347-347510	-	2,220	2,000	2,000	
Total Charges for Services			1,284,037	1,429,359	1,426,185	1,705,703	
Miscellaneous Income							
	Surplus Property Sales	42000364-364400	-	-	5,000	5,000	
	Gain/Loss Sale of Fixed Assets	42000364-364500	4,050	-	-	-	
	Miscellaneous Income	42000369-369900	11,490	31,876	21,656	20,836	
Total Miscellaneous Income			15,540	31,876	26,656	25,836	

**City of Zephyrhills
Airport Fund
Line-Item Revenues**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Transfers In - Interfund							
	Transfer Fr Utility Fund	42000381-381410	176,850	176,850	234,850	234,850	
	Transfer Fr Sanitation	42000381-381430	-	31,440	31,440	31,440	
	Transfer Fr General Fund	42000381-381100	-	18,740	18,740	18,740	
	Transfer Fr SRF State Appropriations	42000381-381200-23P02	-	-	-	6,600,000	Terminal/Box Hangars/Taxiway Project
Total Transfers In - Interfund			176,850	227,030	285,030	6,885,030	
Intrest Earnings							
	Interest Income	42000361-361100	16,945	3,060	3,060	3,000	
Total Non-Operating Sources			16,945	3,060	3,060	3,000	
Total Airport Fund Revenue			1,729,483	3,286,443	8,440,931	8,963,569	

**City of Zephyrhills
Airport Fund
Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	42004200-512000	252,740	268,291	286,376	286,376	304,888	
	Overtime	42004200-514000	6,176	7,408	6,000	6,000	6,000	
	Fica Taxes	42004200-521100	13,308	13,982	17,755	17,755	18,903	
	Medicare Taxes	42004200-521200	3,112	3,270	4,152	4,152	4,421	
	Retirement Contributions	42004200-522100	52,070	78,999	29,515	29,515	35,007	
	Group Health	42004200-523000	99,566	109,985	110,552	110,552	113,868	
	Worker's Compensation	42004200-524000	-	-	10,640	10,640	12,322	
Total Personnel Services			426,972	481,937	464,990	464,990	495,409	
Operating Expenditures								
	Remployment Tax	42004200-525000	-	3,209	-	-	-	
	Medical Services	42004200-531200	44	65	320	320	320	
	Professional Services	42004200-531500	2,700	2,300	15,000	15,000	20,000	
	Prof Ser - Software & Support	42004200-531700	-	8,244	10,468	10,468	11,925	
	Contractual Services	42004200-534000	207	1,833	11,000	11,000	11,000	
	Processing Fees Credit Cards	42004200-534700	25,839	29,875	31,500	31,500	57,000	
	Property Tax	42004200-538000	-	-	1,000	1,000	2,000	
	Telephone	42004200-541000	4,755	4,835	5,000	5,000	5,700	
	Aeronautical Communications	42004200-541200	-	5,000	5,500	5,500	5,500	
	Freight & Postage Services	42004200-542000	929	950	925	925	1,200	
	Electricity	42004200-543000	22,525	23,137	21,200	21,200	28,700	
	Water & Sewer Expense	42004200-543300	5,262	5,625	5,875	5,875	8,500	
	Refuse Removal	42004200-543400	743	572	1,000	1,000	1,000	
	Copy Machine Leases	42004200-544500	1,347	1,162	1,100	1,100	1,775	
	Property and Casualty Ins	42004200-545000	-	-	-	-	95,843	
	Repair & Maint-Buildings	42004200-546000	6,991	6,283	8,000	8,000	8,000	
	Repair & Maint-Equipment	42004200-546100	14,148	16,469	14,000	17,339	17,850	
	Repair & Maint-Vehicles	42004200-546200	1,408	1,229	1,800	4,800	4,800	
	Repair & Maint-Infrastructure	42004200-546300	12,030	11,004	35,000	35,000	35,000	
	Promotional Activities	42004200-548000	143	209	800	800	500	
	Special Events	42004200-548900	-	-	500	500	500	
	Legal Ads	42004200-549000	-	206	500	500	500	
	Office Supplies	42004200-551000	540	584	800	800	950	
	Operating Supplies	42004200-552000	4,542	3,905	4,500	4,500	9,850	\$4,000 Computers and monitors
	Uniforms	42004200-552100	781	539	1,500	1,500	1,500	
	Tools, Small Equipment	42004200-552300	690	737	1,500	1,500	2,200	
	Gas & Oil City Use	42004200-552700	12,223	9,921	8,000	8,000	13,000	

**City of Zephyrhills
Airport Fund
Line-Item Expenditure Budget**

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
	Memberships/Dues	42004200-554199	675	193	4,000	1,000	1,200	
	Training	42004200-555500	1	390	3,500	3,500	3,500	
	Depreciation Expense	42004200-559100	986,122	953,370	-	-	-	
	Gas & Oil Resale	42004200-565900	459,015	493,996	600,000	600,000	800,000	
Total Operating Expenditures			1,563,661	1,585,844	794,288	797,627	1,149,813	
Capital Outlay								
	Land Acquisition (Runway Expansio	42004200-561000	122,658	-	-	-	-	
	Buildings/Bldg Improvements	42004200-562000	-	-	-	6,936	8,000	Building New Cover for the Fuel Farm QT POD
	Fuel Farm	42004200-562000	-	159,780	-	490,697	-	
	Terminal/Box Hangars/Taxiway	42004200-563000-23P02	-	-	-	-	6,600,000	FDOT 100% Funded
	Infrastructure	42004200-563000	12,373	-	-	609,500	-	
	Runway Extension 1/19	42004200-563000	204,045	991,001	-	4,180,880	-	
	Existing Runway 1/19 Rehab	42004200-563000-23P04	-	-	-	-	390,000	FDOT 80/20 FDOT 312,000 / Local \$78,000
	Airfield Beacon	42004200-563000	9,405	177,695	-	-	-	
	Jet Parking Lot	42004200-563000	-	-	3,000,000	3,000,000	-	
	Taxiway Alpha Construction	42004200-563000	-	262,204	3,600,000	3,600,000	-	
	Machinery and Equipment	42004200-564000	116,681	-	38,000	38,000	110,000	John Deere Tractor
	Airport Security Vehicles	42004200-564000-23P05	-	-	-	-	40,000	Airport Security Vehicles \$40K FDOT 80/20 FDOT
Total Capital Outlay			465,161	1,590,680	6,638,000	11,926,013	7,148,000	
Transfer Out								
	Administrative Trf Gen Fund	42004200-591001	20,000	20,000	20,000	20,000	20,000	
Total Transfers Out			20,000	20,000	20,000	20,000	20,000	
Non Operating Expenditures								
	Contingency	42004200-599000	-	-	523,653	523,653	150,347	
Total Non Operating Expenditures			-	-	523,653	523,653	150,347	
Total Airport Fund Expenditures			2,475,794	3,678,461	8,440,931	13,732,283	8,963,569	

City of Zephyrhills
Sanitation Fund
Line-Item Revenue

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY23 Proposed	comments
Budgeted Reserves/Carry Forward							
	Budgeted Reserves	43000300-300100	-	-	120,609	-	
	Budgeted Reserves - Renew & Replace	43010300-300100	-	-	-	-	
Total Budgeted Reserves/Carry Forward			-	-	120,609	-	
State Shared Revenues							
	FEMA Reimbursement	43000331-331500	-	-	-	-	
	State FEMA Reimbursement	43000334-334500	-	-	-	-	
Total State Shared Revenues			-	-	-	-	
Charges for Services							
	Sanitation Charges	43000343-343700	1,577,936	1,795,108	1,818,300	2,215,549	Increase for CPI 8% and growth
Total Charges for Services			1,577,936	1,795,108	1,818,300	2,215,549	
Interest Earnings							
	Interest Income	43000361-361100	21,019	1,855	5,000	5,000	
Total Interest Earnings			21,019	1,855	5,000	5,000	
Miscellaneous Revenue							
	Miscellaneous Income	43000369-369900	218	1	1,000	1,000	
	Surplus Property Sales	43000364-364400	14,225	3,050	-	-	
	Gain/Loss Sale of Fixed Assets	43000364-364500	-19,483	3,050	-	-	
	Scrap Sales-Sanitation	43000365-365000	1,194	2,910	-	-	
	Sanitation Franchsie Fees	43000323-323430	15,883	18,587	18,121	18,121	
	Insurance Proceeds	43003850-385000	84,843	-	-	-	
Total Miscellaneous Revenue			96,880	27,599	19,121	19,121	
Total Sanitation Fund Revenue			1,695,835	1,824,561	1,963,030	2,239,670	

City of Zephyrhills
Sanitation Fund
Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Personnel Services								
	Salaries	43003400-512000	399,355	405,495	429,800	429,800	460,500	
	Overtime	43003400-514000	22,315	20,275	16,053	16,053	16,053	
	Fica Taxes	43003400-521100	22,560	22,500	26,649	26,649	28,554	
	Medicare Taxes	43003400-521200	5,276	5,262	6,232	6,232	6,678	
	Retirement Contributions	43003400-522100	62,730	135,586	49,311	49,311	58,023	
	Group Health	43003400-523000	123,817	118,750	134,812	134,812	132,004	
	Worker's Compensation	43003400-524000	-	-	57,368	57,368	27,146	
Total Personnel Services			636,053	707,868	720,225	720,225	728,958	
Operating Expenditures								
	Remployment Tax	43003400-525000	-	3,025	-	-	-	
	Medical Services	43003400-531200	93	98	250	250	300	
	Professional Services	43003400-531500	6,000	-	38,159	17,259	25,000	
	Prof Ser - Software & Support	43003400-531700	-	19,093	19,394	19,394	22,024	
	Contractual Services	43003400-534000	27	22	500	500	500	
	Contractual Services-TempLabor	43003400-534300	-	2,826	3,000	3,000	3,000	
	Telephone	43003400-541000	2,517	2,552	3,500	3,500	3,500	
	Freight and Postage Services	43003400-542000	54	33	300	300	300	
	Refuse Removal	43003400-543400	-	-	1,500	1,500	2,000	
	Rental & Leases	43003400-544000	-	-	10,000	10,000	10,000	
	Copy Machine Leases	43003400-544500	243	343	500	500	500	
	Property and Casualty Ins	43003400-545000	-	-	-	-	63,853	
	Repair & Maint Equipment	43003400-546100	2,896	8,012	12,000	15,000	20,000	
	Repair & Maint Vehicles	43003400-546200	140,611	117,650	120,000	120,000	140,000	
	Operating Supplies	43003400-552000	12,933	8,068	15,000	35,900	42,000	
	Dumpsters< \$5,000	43003400-552090	25,638	26,549	30,000	24,840	45,000	
	Uniforms	43003400-552100	2,909	3,460	4,000	4,000	4,500	
	Tools, Small Equipment	43003400-552300	82	1,504	1,000	1,000	3,000	
	Landfill Fees	43003400-552500	23,187	21,807	30,000	30,000	30,000	
	Community Clean-up Fees	43003400-552665	7	1,360	7,500	7,500	7,500	
	Gas & Oil	43003400-552700	147,738	98,422	115,000	115,000	140,000	
	Memberships/Dues	43003400-554200	441	225	600	600	600	
	Training	43003400-555500	(381)	1,283	3,000	3,000	3,000	
	Depreciation Expense	43003400-559100	270,295	278,113	-	-	-	
Total Operating Expenditures			635,289	594,445	415,203	413,043	566,577	

City of Zephyrhills
Sanitation Fund
Line-Item Expenditure Budget

	Account Name	Account Number	FY20 Actual	FY21 Actual	FY22 Original Budget	FY22 Amended Budget	FY23 Proposed	comments
Capital Outlay								
	Building & Building Improvement	43003400-562000	14,610	8,676	12,000	9,000	10,000	
	Machinery and Equipment	43003400-564000	545,342	322,482	348,500	348,500	535,000	
	Roll-off Dumpsters	43003400-564090	4,071	-	15,000	20,160	20,000	
Total Capital Outlay			564,023	331,158	375,500	377,660	565,000	
Debt Service								
	BB&T Fathom Loan	43003400-571000	2,797	2,408	20,662	20,662	20,662	
Total Debt Service			2,797	2,408	20,662	20,662	20,662	
Transfers Out								
	Administrative Trf Gen Fund	43003400-591001	701,258	480,000	400,000	400,000	327,033	
	Transfer to Airport	43003400-591420	-	31,440	31,440	31,440	31,440	
Total Transfers Out			701,258	511,440	431,440	431,440	358,473	
Total Sanitation Fund Expenditures			2,539,420	2,147,319	1,963,030	1,963,030	2,239,670	

**City of Zephyrhills
Capital Recap**

General Fund		Amount	Funding Source
	Police		
	Police Building Improvements	40,000	General
	Police Dispatch		
	Dispatch Consolidation Project	163,825	General
	Building/Code Enforcement		
	Glass Partition/Wall Dividers	30,000	General
	New SUV - Fire Inspector	35,000	General
	Library		
	Books	26,000	General
	Books	10,000	General
	Public Works: Equipment Maintenance		
	Mig Welder	5,500	General
	3/4 Ton Truck	65,000	General
	Equipment Maintenance Building Improvements	5,000	General
	Public Works: Stormwater		
	Design & Engineering of Master Plan Implementation	50,000	General
	Public Works: Streets		
	Streets Building Improvements	25,000	General
	Public Works: Parks		
	Parks Building Improvements	3,000	General
	Park Improvements	300,000	General
	Landscaping	10,000	General
Total General Fund		768,325	
	Special Revenue Fund		
	7 PD Laptops	35,000	P4P
	9 PD Vehicles	558,000	P4P
	PD Body Cameras/Tasers/Signal Sidearms	102,000	P4P
	PD Server	15,000	P4P
	PD Switches	18,000	P4P
	Dispatch Consolidation Project	70,000	P4P
	City Yard Building Design	200,000	P4P
	City Yard Fuel Tank Upgrades	150,000	P4P
	County Road 54 East of Hercules	581,907	P4P
	Park Improvements-Design	400,000	P4P
	Park Improvements-Construction-Hercules	3,246,224	P4P
	Sidewalk & Trail Projects	1,400,000	P4P
	Stormwater Plan	500,000	P4P
	Jeffries House Renovations	75,000	P4P
	Chipper Truck	250,000	P4P
	3/4 Ton Truck	65,000	P4P

**City of Zephyrhills
Capital Recap**

Special Revenue Fund Continued		Amount	Funding Source
	Zero-Turn Mower, Replacement	13,000	Gas Tax
	2 - 18' Lawn Trailers, Replacements	15,000	Gas Tax
	Large Area Turf Mower	65,000	Gas Tax
	Retention Pond Fencing	35,000	Gas Tax
	Asphalt Roller	60,000	Gas Tax
	Trailer, Asphalt Roller	10,000	Gas Tax
	Pump Station Upgrades	50,000	Gas Tax
	Street Resurfacing	600,000	Gas Tax
	Park Improvements-Construction-Hercules	1,163,776	ARPA
	Police Department Intersection Cameras	10,000	State Appropriation
	Tennis Center Phase II	7,080,672	State Appropriation
	South Ave Extension-National Guard	1,940,000	State Appropriation
Total Special Revenue Fund		18,708,579	
CRA Fund			
	Housing Rehab Project	300,000	CRA
	Little But Loud	400,000	CRA
	Methodist Church Parking Lot	130,000	CRA
	Entrance Signage	100,000	CRA
Total CRA Fund		930,000	
Impact Fees Fund			
	Gateway Project	350,000	Trans Impact Fees
	Eiland and Simons Road Intersection	800,000	Trans Impact Fees
	Transportation Impact Fee Study	50,000	Trans Impact Fees
	Playground Equipment, Replace	150,000	Park Impact Fees
	Reno of Old Ambulance	80,000	Police Impact Fees
	Camera System for Command Unit	45,000	Police Impact Fees
	Stadium/Portable Lights	20,000	Police Impact Fees
	Dispatch Consolidation Project	222,454	Police Impact Fees
Total Impact Fees Fund		1,717,454	
Utilities Fund			
Utility Billing			
	Space Needs Assessment & Implementation	50,000	Utilities
	Utility Billing Software	150,000	Utilities
	Total Utility Billing	200,000	
Water			
	City Yard Construction	3,000,000	Utilities
	Well Rehabilitation	70,000	Utilities
	Backflow Replacement Program	100,000	Utilities

**City of Zephyrhills
Capital Recap**

Utilities Fund Continued		Amount	Funding Source
	SCADA System Upgrade	30,000	Utilities
	Water Line Extension Alston to Tucker	800,000	Utilities
	Water Line Extension Massey to Eiland	800,000	Utilities
	Generator at Well #5	120,000	Utilities
	Well 2 Building Renovation	250,000	Utilities
	Wells #3, 4 & 5 Evaluation & Repair	100,000	Utilities
	1 Ton Utility Truck	70,000	Utilities
	Ground Penetrating Radar	25,000	Utilities
	Skid Steer & Trailer	70,000	Utilities
	Ditch Witch Trencher & Trailer	70,000	Utilities
	Inventory	500,000	Utilities
	Total Water	6,005,000	
Wastewater			
	Effluent Pump Project	1,000,000	Utilities
	Lift Station Alarm System Upgrades	60,000	Utilities
	Lift Station Major Rehabilitation Project	400,000	Utilities
	Sewer Manhole Major Rehabilitation	150,000	Utilities
	Sewer Line Rehabilitation	400,000	Utilities
	WWTP PLC & Hardware Upgrades	25,000	Utilities
	North Side Lift Station and FM	4,500,000	FED/ARPA
	Kossick & Fort King Dewer/Water Main	3,500,000	State Appropriation
	Pasco Reclaimed and Water Systems	2,000,000	SWFWMD/Utilities
	South 301 Wastewater Redevelopment	1,300,000	FDEP/Utilities
	Lift Station Generator Package	125,000	Utilities
	Sludge Holding Tank Coating	50,000	Utilities
	Chlorine Contact Chamber	20,000	Utilities
	New Excavator Trailer	10,000	Utilities
	New Mower Trailer	10,000	Utilities
	Inventory	20,000	Utilities
	Total Wastewater	13,570,000	
Total Utilities Fund		19,775,000	
Airport Fund			
	Building Cover for Fuel Farm QT POD	8,000	Airport
	Terminal/Box Hangars/Taxiway Construction	6,600,000	State Appropriation
	Existing Runway 1-19 Rehab	390,000	FDOT 80/20
	Airport Security Vehicles	40,000	FDOT 80/20
	John Deere Tractor	110,000	Airport
Total Airport Fund		7,148,000	

**City of Zephyrhills
Capital Recap**

Sanitation Fund			Amount	Funding Source
		Curotto Can, Automated Cart Lift	50,000	Sanitation
		Truck Mounted Cart Tipper	40,000	Sanitation
		Front Load Garbage Truck	400,000	Sanitation
		Paint (2) Garbage Trucks	30,000	Sanitation
		Automated Truck Arm	15,000	Sanitation
		Roll Off Dumpsters	20,000	Sanitation
		Building Improvements	10,000	Sanitation
Total Sanitation Fund			565,000	
Total Capital Outlay			49,612,358	

PLANNING DIRECTOR'S REPORT 4.1

Zephyr Storage, LLC Planning Report

Issue:

Simultaneous review of the following petition submitted by Zephyrhills Storage, LLC concerning +/-3.34 acres of real property, generally located on the west side of 301, south of Daughtery Road:

1. Annexation of +/-3.34 acres into the municipal boundaries of the City of Zephyrhills - Parcel 03-26-21-0010-00100-0020;
2. Small-Scale Future Land Use Map Amendment (FLUMA), changing the FLU classification of 3.34 Acres from County ROR (Retail Office Residential) to City MU (Mixed Use); and
3. Application to rezone, changing the zoning designations of the Subject Property from County C2 (General Commercial) to City C2 (Community Commercial).

Background:

Petition submitted by Zephyrhills Storage, LLC to Annex, amend the Comprehensive Plan Future Land Use Map and Official Zoning Map for property located on the west side of US-301 and south of Daughtery Rd. (parcel 03-26-21-0010-00100-0020). The subject property has a current FLU classification of County ROR and County Zoning of C2. The Applicant is requesting to amend the Future Land Use Map to City MU and Zoning to City C2.

Attachment(s):

1. Zephyrhills Storage, LLC Anex- FLU & Zoning staff report
2. Zephyrhills Storage
3. ExistingFLU_Gall_Storage
4. ProposedFLU_Gall_Storage
5. ProposedZoning_Gall_Storage

Fiscal Impact:

Undeveloped property being annexed into the City with a proposed construction will result in a positive fiscal economic impact: Ad valorem, permit / impact fees.

Staff Recommendation:

SPRC and Planning Commission - Approval with conditions as stated in the Staff Report.

CITY OF ZEPHYRHILLS PLANNING DEPARTMENT

Annexation, FLUM Change and Zoning Change Petition Staff Report – Zephyrhills Storage, LLC

I. BACKGROUND AND INFORMATION

A. REQUEST:

An Annexation/Future Land Use & Rezoning Petition has been submitted by Zephyrhills Storage, LLC. The first is a request for annexation into the jurisdictional boundaries of the City of Zephyrhills; second, an small-scale amendment to the Future Land Use Map (FLUM); and third, a zoning change to match the FLUM.

B. SITE INFORMATION:

Location:	It is located on the west side of Gall Blvd and south of Daughtery Rd. The parcel includes approximately 90 feet of frontage alone Gall Blvd abutting the northern and western boundaries of the Ameri wash car wash business. West side of Simons Road / South of the Sarah Vande Berg Tennis & Wellness Center
Parcel I.D. Number:	03-26-21-0010-00100-0020
Owner:	Zephyrhills Storage, LLC
Petitioner:	Mills, Shorts & Associates
Agent for Petitioner:	J. Wesley Mills
Acreage:	3.34 Acres, MOL
Existing Use of the Land:	Mobile Home Park / Undeveloped
Adopted Future Land Use (Pasco County):	ROR (Retail-Office-Residential)
Existing Zoning (Pasco County):	C2 (General Commercial)
Proposed Future Land Use in Zephyrhills:	Mixed Use (MU)
Proposed Zoning in Zephyrhills:	C2 (Community Commercial)

II. RECOMMENDATION:

Based on the findings that the petition meets all of the annexation requirements found in Chapter 171.044 (Voluntary Annexation), Florida Statutes, staff recommends **APPROVAL of the annexation petition**, and;

Based on the findings that the petition for a Future Land Use (FLUM) Amendment is warranted, staff recommends **APPROVAL of the FLUM Change petition**, and;

Based on the findings that the Zoning Change petition is justified by reviewing the standards found in the Zoning and Land Development Regulations, staff recommends **APPROVAL of the Zoning Change petition with conditions**.

Please see the following analysis for a detailed review of how Staff arrived at the recommendations.

III. DATA & ANALYSIS:

1. Annexation: Consistency with Chapters 171.043 & 171.044 Florida Statutes

The subject property is an existing partial enclave surrounded by the City of Zephyrhills to the north, south and east. Therefore, annexing the subject property into the jurisdictional boundaries of the City is a rational action. Annexation will allow the City to better control the use, intensity and density of the site, as explained in the FLUM and Zoning Change section of this report. The proposed annexation meets the criteria set forth in Subsections 171.043 & 171.044 addressing the character requirements and criteria to be met as well as the procedures for a voluntary annexation. The subject property's boundaries are contiguous to the city's boundary, the property is reasonably compact, is not part of another incorporated municipality and will be used for urban purposes. Finally, the subject property is also located within the boundaries of the City / Pasco County JPA (Joint Planning Area) boundary and Utility Service Area Boundary. The proposed annexation will also result in the elimination of an existing partial enclave:

2. Future Land Use: Consistency with 163, Florida Statutes

The proposed future land use map amendment is being processed as a small scale amendment to the Official City Future Land Use Map in accordance with the requirements of Chapter 163.3184(3), Florida Statutes. **(NOTE: HB 487 increased the size threshold from 10 acres to 50 acres)** As provided in Chapter 163, small scale amendments require one public hearing before City Council (the adoption hearing) and are not subject to review by the Florida Department of Economic Opportunity – Division of Community Planning unless challenged by an affected party within 30 days of the adoption hearing. If not challenged, the amendment is effective 31 days after the adoption.

3. Future Land Use Map Designation Change & Zoning Designation Change

A. Character / Compatibility Analysis of Adjacent Land:

The character and land development patterns in the adjacent properties are generally developed as non-residential / commercial on both sides of Gall Boulevard. The property to the north is characterized by existing retail and office uses. The property to the east is consists of Gall Blvd and a car wash. The property to the south consists of Napa / Golden Coral and the property to the west is Fort King Colony Apartments. Overall, the property is a good candidate for infill development within the City of Zephyrhills.

The following table outlines the current Future land use and Zoning / use of adjacent lands:

Orientation	Existing Use of Land	FLUM Designation	Zoning Designation
North	• Retail / Office	• MU	• City C2
South	• Retail	• MU	• City C2
East	• Gall Blvd. / Retail	• MU	• City C2
West	• Apartments	• RU	• City R4

As previously stated, the subject property is an existing partial enclave surrounded by the City to the north, south and east. Under the present County current zoning of C2, the property could be developed with typical commercial / retail uses. Under the petitioner's application request to change the zoning designation to a City of Zephyrhills zoning designation of C2, the property can be developed to be consistent with the current development patterns and the anticipated future growth patterns as laid out under the proposed Zoning and FLUM designations for this area.

B. Potential Impacts on Urban Services & Public Facilities

B.1 Consistency with Land Development Regulations (LDR's)

Sec. 5.01.00 Consistency and Concurrency:

According to Article V, Adequate Public Facilities in the Land Development Regulations (LDR's) within the City of Zephyrhills Code of Ordinances:

A) No development activity may be approved unless it is found that the development is consistent with the city's Comprehensive Plan and that the provision of certain public facilities will be available at the prescribed levels of service concurrent with the impact of the development on those facilities.

(B) If a development proposal is found to meet all the requirements of this code, it shall be presumed to be consistent with the Comprehensive Plan in all respects except for

compliance with the concurrency requirements. City staff, public officials or any citizen may, however, question the consistency of a development proposal with the Comprehensive Plan. If a question of consistency is raised, the Site Plan Review Committee shall make a determination of consistency or inconsistency and support that determination with written findings.

Sec. 5.02.00 & 5.03.00 Potable Water and Wastewater Level of Service:

According to the City's potable water sub-element of the Comprehensive Plan, the level of service for the minimum average daily flow is calculated at 200 gallons per dwelling unit (GPD) per day (average daily flow). Under the existing zoning, the maximum development impact would be one unit at 200 gallons of water per day. The level of service for wastewater is 168 GPD per dwelling unit (average daily flow).

According to John Bostic, Utilities Director for the City, as of June 202 the City is approaching its pumping limit for potable water with projects that have been approved by the City. The Utilities Department is coordinating with the City's Utility consultants and applying to SWFWMD for a Water Use Permit increase. The following analysis was provided by the City of Zephyrhills Utilities Department:

Water:

Current permitted amount – 3,308,400 MGD

Current average daily demand - +/- 2,600.00 MGD

Sewer:

Current permitted amount: 3.85 MGD

Current average daily demand: 1.7 MGD

The applicant, at the time of an engineered site plan petition will be responsible for coordinating with the water/wastewater department to ensure continued excess capacity is available. The conceptual proposed use of an indoor storage facility is not anticipated to generate a significant demand of water or sewer.

Sec. 5.04.00 Transportation / Level of Service:

According to the Transportation element of the City's Comprehensive Plan, the level of service (LOS) for local streets and minor & major arterials must operate at a LOS of 'D' or better (Ord. 998-08, passed 11/2008). Due to the property being located in an infill area and on a State roadway planned for additional lanes / including a frontage road a traffic study is not being conducted at this time. A traffic study may be required as part of the future engineered site plan in order to look at operations of the roadway connections and if turn lanes are necessary. The surrounding roadway network appear to be operating at an acceptable level of service and the proposed use as an indoor storage facility is not anticipated to generate significant trips. The applicants indicate a total average daily traffic count of 137.10 trips and a peak hour PM trip count of 18 trips per hour.

Sec. 5.05.00 Drainage Level of Service AND Sec. 4.03.05 Restrictions within Cone of Influence:

The level of service requirement for stormwater facility design and drainage plans requires all development or redevelopment within the City to retain the runoff from a 25-year storm event with an intensity of 3.6 inches per hour. In addition, the City of Zephyrhills, due to its unique topography has several ‘cones of influence’ which are of particular importance regarding stormwater management and the continued supply of clean water for the City. A conceptual stormwater management plan will be required as part of the project approval process when developed, and per City Code, the project must adhere to the current Code of Ordinances regarding stormwater management and best management practices (BMP) for cones of influences.

Sec. 5.06.00 Solid Waste Level of Service:

The level of service assumption for solid waste disposal is 1.5 tons of solid waste per year per dwelling unit (1.5 tons/DU/year) (Sec. 5.06.00(B)). According to the Comprehensive Plan, “Pasco County Resource Recovery Facility, with a design capacity of 1,050 tons per day, provides adequate solid waste disposal for the County, its municipalities, and municipalities outside Pasco County. The City is responsible for solid waste collection.” Therefore, staff does not anticipate the increased development potential from a FLUM and Zoning change to impact solid waste disposal in Pasco County.

Sec. 5.07.00 Recreation Level of Service:

Not applicable.

C. Potential Impacts on Natural Resources and Open Space

The subject property is characterized with a significant number of trees and no apparent wetlands. A future tree survey shall be required to review / assess tree removal and to maximize tree preservation upon submittal of a future engineered site plan. The environmental report also does not indicate any endangered species / flora or fauna located on the subject property. . Therefore, staff does not anticipate significant impacts to natural resources such as rare and endangered flora or fauna. *A future tree survey will be required to be submitted along with the engineered site plan prior to any tree removal.*

D. Potential Impacts on School Facilities

NA

E. Potential Impacts on Fire & Police Protection and Emergency Service

The area is currently surrounded by City property / development and being served by the City’s police, and Pasco County fire and ambulance. The proposed development is an infill development and not anticipated to adversely impact City / County emergency services.

F. Compatibility with Surrounding Land Uses

The proposed future land use and zoning is consistent / compatible with existing / planned development trends in the general vicinity. The property is surrounded by retail / office uses with high density residential to the west.

G. Potential for Proliferation of Urban Sprawl

As annexation and FLUM/Zoning amendment proposals are submitted to the City, Staff determines conformance to the Comprehensive Plan by a thorough review of the criteria below. This review helps to determine if the proposed land use promotes urban sprawl.

G 1. Would the FLUM amendment promote, allow, or designate:

- a. *A substantial area of the jurisdiction as low density, low-intensity, or single use development, or uses in excess of demonstrated need.*

Findings: The proposed development would further the City's goals and objectives in the Comp Plan to develop higher density/intensity development within the City. The subject property is within close proximity to central sewer, potable water and electric service.

- b. *Significant amounts of urban development to occur in rural areas at substantial distances from existing urban areas while leaping over undeveloped lands available and suitable for development.*

Findings: The proposed development is within an existing urban area where urban support uses, such as the fire and police protection, library, and shopping, and other focal points are located. With the annexation and FLUM/Zoning change, the City will be better able to control development. This is not leapfrog development, rather staff views this as infill development as much of the land surrounding the subject property is either already developed, permitted to be developed, or in the process of development approval.

- c. *Urban development in radial, strip, isolated, or ribbon patterns generally emanating from existing urban developments.*

Findings: The proposal is not strip, isolated or ribbon and will result in the elimination of an existing enclave. The site can readily be hooked up to existing infrastructure.

G2. Would the FLUM amendment:

- a. *Protect and conserve natural resources;*

Findings: The proposed development will be required to submit a tree survey and tree removal permit prior to any tree removal on the subject site to protect natural resources.

- b. *Adequately protect adjacent agricultural areas and activities;*

Findings:NA.

- c. *Maximize use of existing public facilities and services, AND maximize use of future public facilities and services.*

Findings: This petition will in fact maximize the use of existing and anticipated public facilities and services by directing growth to already established areas of the City. Public facilities will not need to be extended to the subject property in order to maintain acceptable levels of services.

- d. *Allows for land use patterns or timing which disproportionately increase the cost in time, money, and energy, of providing and maintaining facilities and services;*

Findings: This petition for annexation and FLUM/Zoning change does not encourage or allow for land use patterns or timing which disproportionately increase the cost in time, money, and energy, of providing and maintaining facilities and services

- e/f. *Fails to provide a clear separation between rural and urban uses, and discourages or inhibits infill development or the redevelopment of existing neighborhoods and communities;*

Findings: This petition will eliminate an existing County enclave and allow infill development with a higher density / intensity that will create a much higher yield of revenue offsetting the services to be provided. The City encourages development in the form of infill and redevelopment to ensure the future viability of the urban area and efficient use of existing public facilities and services. Therefore, this annexation will allow for development within established land use patterns.

- g. *Fails to encourage an attractive and functional mix of land uses;*

Findings: The subject property is located in an area with a good mix of commercial / office and high density residential.

- h. *Results in poor accessibility among linked or related uses;*

Findings: The subject property has direct access to Gall Boulevard which includes a frontage road on the west side. .

- i. *Results in the loss of significant amounts of functional open space.*

Findings: The best use for the property, due to urban growth and the surrounding development is reflective in this FLUM and Zoning change petition approval and efforts to preserve open space / tree canopy will be encouraged.

H. Consistency with Comprehensive Plan

The proposed project was reviewed for consistency with the adopted Zephyrhills 2025 Comprehensive Plan. Findings relative to the review along with the relevant objectives and policies are presented below:

H1. Future Land Use Element:

OBJECTIVE LU-1-1: To encourage efficient development in areas which will have the capacity to contribute more to the City in revenue than it will consume in services that meet the above-mentioned goals and consistent with this adopted plan.

POLICY LU-1-1-1: The City shall continue to enforce land development regulations to ensure orderly development that at a minimum, contain provisions which (j) discourage the proliferation of urban sprawl.

POLICY LU-1-2-4: Land development shall take place in a manner that is compatible with the type and scale of surrounding land uses.

Findings:

The subject site is readily serviceable to all necessary public facilities and the developer shall be responsible for extension/feed lines into the subject property. The City will exhibit an increase in property taxes as the site is annexed and subsequently developed. The proposed annexation, FLUM and Zoning petition will result in the redevelopment of the site within the City. The FLUM/Zoning change will result in protection of adjacent properties from incompatible development. In a report from the Florida Master Site File (FMSF), “no previously recorded archaeological sites or historic structures have been recorded”. At the time a development proposal is submitted to the City, staff will ensure continued compliance with the LDR’s and Comprehensive Plan so that the proposal compliments the community in scale, massing and intensity.

H2. Transportation Element:

OBJECTIVE TRA-1-3: Levels of Service. Vehicular Level of Service Standards (LOS) shall be adopted and maintained to maximize the efficient use and safety of roadway facilities and to coordinate capital improvement planning with land use decisions to meet the requirement that adequate roadway facilities be available concurrent with the impacts of development in accordance with the latest version of the Level of Service Handbook developed by the Florida Department of Transportation

POLICY TRA 1-3-1: Vehicular Levels of Service. Establish and maintain adopted levels of service on all classifications of roadways within the City. The following level of service standards (LOS) are adopted: [ALL ROADWAYS = "D"]

POLICY TRA-1-3-9: Except in cases where the impacts of the proposed development are demonstrated to be de minimis as that term is defined in Section 163.3180 of the Florida Statutes, all projects requesting development approval shall conduct a transportation study to determine the transportation impacts of significantly impacted roadway segments within the City. In cases where projects within the City access State or County public roadway facilities, transportation studies will be required to conform with State or County jurisdictional access requirements.

OBJECTIVE TRA-1-6: The planning of traffic circulation shall continue to be coordinated with the City's Future Land Use Plan to consider existing and projected population density, housing and employment patterns, and land use trends.

Findings:

There are no anticipated LOS impacts expected along this section of Gall Blvd. The conceptual use as an indoor storage facility typically to not generate significant transportation trips. The justification report provides a traffic statement that shows an average daily traffic generation of 137.10 and a PM peak of 18 trips. The applicant shall be required to conduct an operational analysis to assess / determine if / where and how long turn lanes will be necessary as part of their engineered site plan submittal.

H4. Public Facilities Element:

OBJECTIVE PUB-1-4: The City shall discourage urban sprawl and encourage compact development and a separation of urban and rural land uses by directing new development to areas currently served by potable water facilities to maximize the use of existing potable water distribution facilities before extending service to areas currently unserved by potable water facilities.

POLICY PUB-2-1-3: City Council will not annex additional territory which encompasses a point source of water pollution without a specific plan and agreement to satisfactorily mitigate the pollution.

POLICY PUB-2-2-3: Future annexations will not be approved if existing or proposed development is/would be on septic tanks and lies within an area of concern as described above unless the land owner and City agree to extend the wastewater collection system.

POLICY PUB-4-1-3: All new development or redevelopment is required to provide on-site retention of stormwater of sufficient capacity to assure that post-development runoff is no greater than pre-development runoff. The adopted level of service standard is a 25-year storm of 3.6 inches of rainfall in 1 hour. Improvements undertaken to correct existing localized ponding of water will be based on meeting or making progress toward achievement of the adopted LOS standards for drainage facilities.

POLICY PUB-5-1-2 Developers will be financially responsible for on-site stormwater detention.

Findings:

Developing the site will not encourage sprawl, as the site is an existing partial enclave surrounded by City-owned property to the north, south and east. It can be readily serviced by existing potable water and sanitary sewer lines. The future development will be required to hook up to the City's water and sanitary sewer system, and this annexation into the City. Further, stormwater management will adhere to Policy PUB-4-1-3, and shall be completely detained on site when the site is developed and will also need to comply with the City's Basins of Special Concern ordinance.

H5. Conservation Element:

POLICY CON 3-1-1 Protect and conserve the natural functions of existing soils and wildlife habitats. The development of property will require identification of soil type and wildlife.

Findings: The subject property will include a perimeter landscape buffer with a strong effort for tree preservation. The future development plan will require a tree survey to be submitted and efforts are recommended to maximize tree preservation to grand trees pursuant to Section 7.06.02 (City Land Development Code). The soils located on the subject site consist of primarily Arredondo fine sand and also Pompano fine sand that are well drained soils and appropriate for development.

H6. Recreation and Open Space Element:

NA

IV. ATTACHMENTS

1. Annexation / FLUM / Rezoning Petition Submitted to the City
2. Impact Statements with transportation Analysis - Trip generation

V. MAPS

- 1.) Location Map
- 2.) Existing Zoning Map
- 3.) Proposed Zoning Map
- 4.) Existing Future Land Use Map
- 5.) Proposed Future Land Use Map

VI. Conditions of Approval:

- 1.) Future development on subject property shall require a City tree removal permit / tree replanting / mitigation prior to the removal of trees on subject property;
- 2.) The owner /applicant acknowledges that any provisions of Zephyrhills ordinances not specifically waived shall be in full force and effect;

- 3.) The owner/applicant shall submit a preliminary site plan for review and approval in accordance with all requirements of Articles 6 and 7 of the City's Land Development Code;
- 4.) All future construction / stormwater management shall comply with the City's basins of special concern ordinance and obtain required permit(s) from SWFWMD;
- 5.) A State of Florida DOT ROW use permit and required utility permits shall be obtained and provided to the City of Zephyrhills Planning Department.

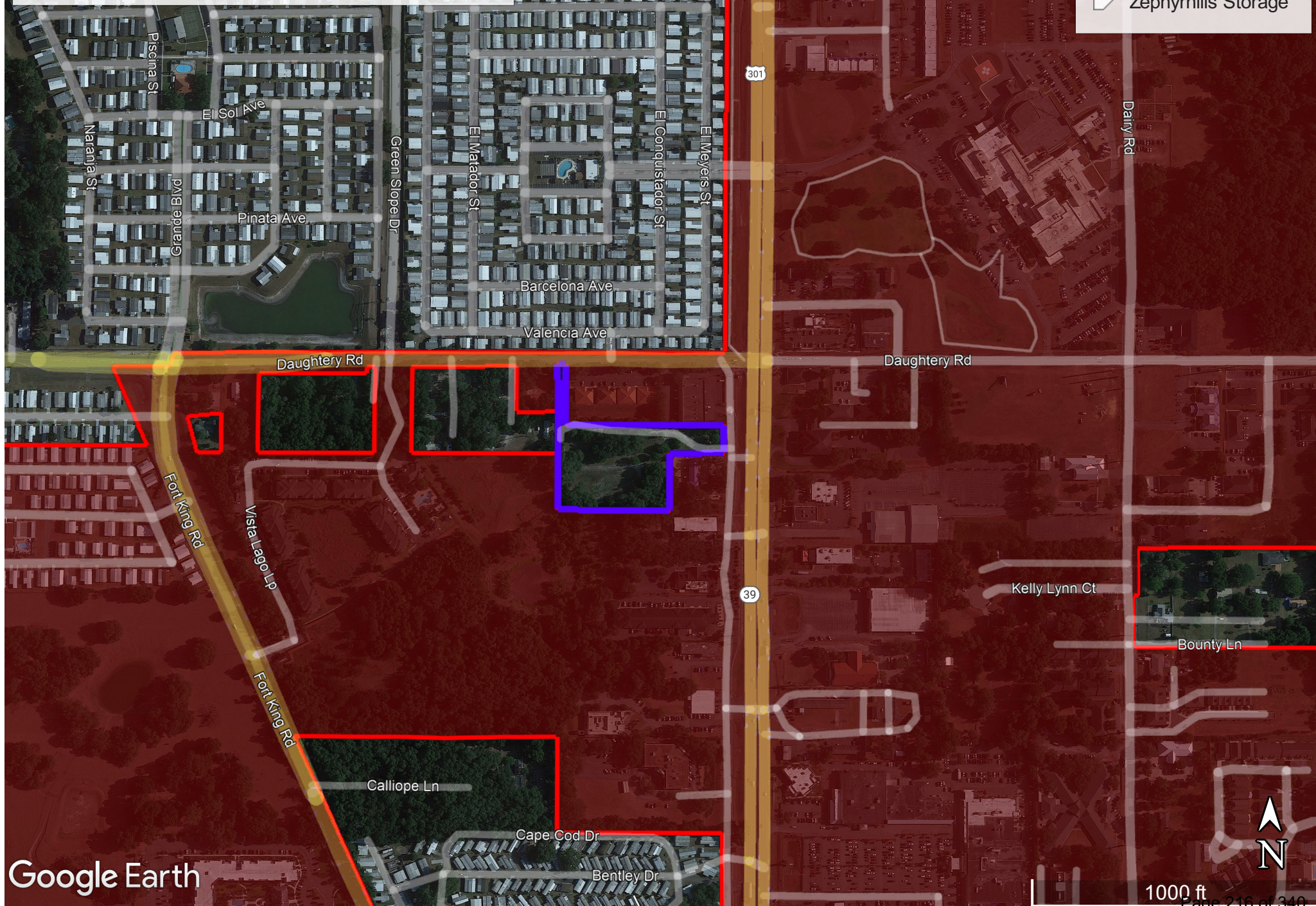
Staff & Planning Commission recommend approval with the five (5) Conditions of Approval.

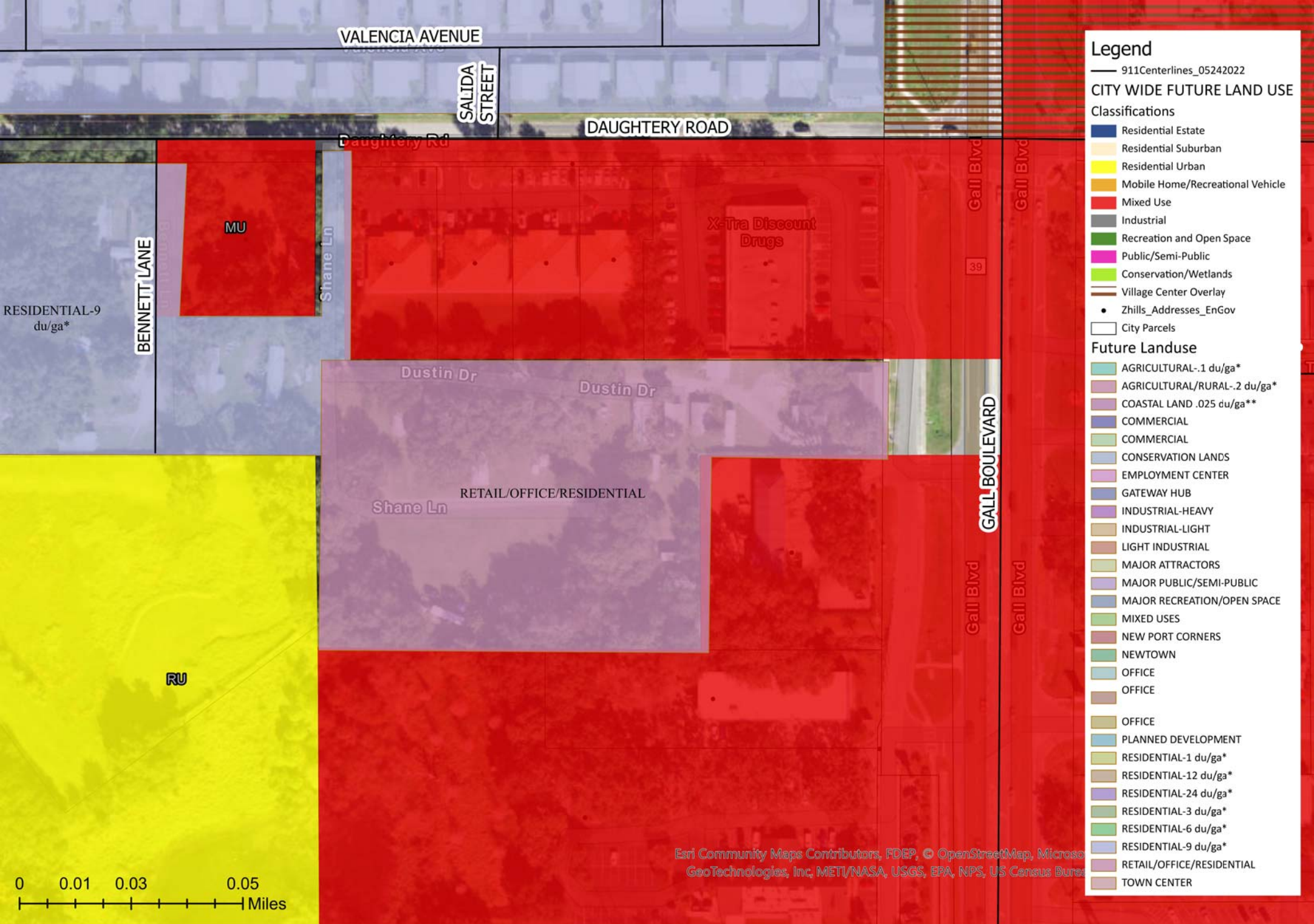
Zephyrhills Storage Annexation

03-26-21-0010-00100-0020

Legend

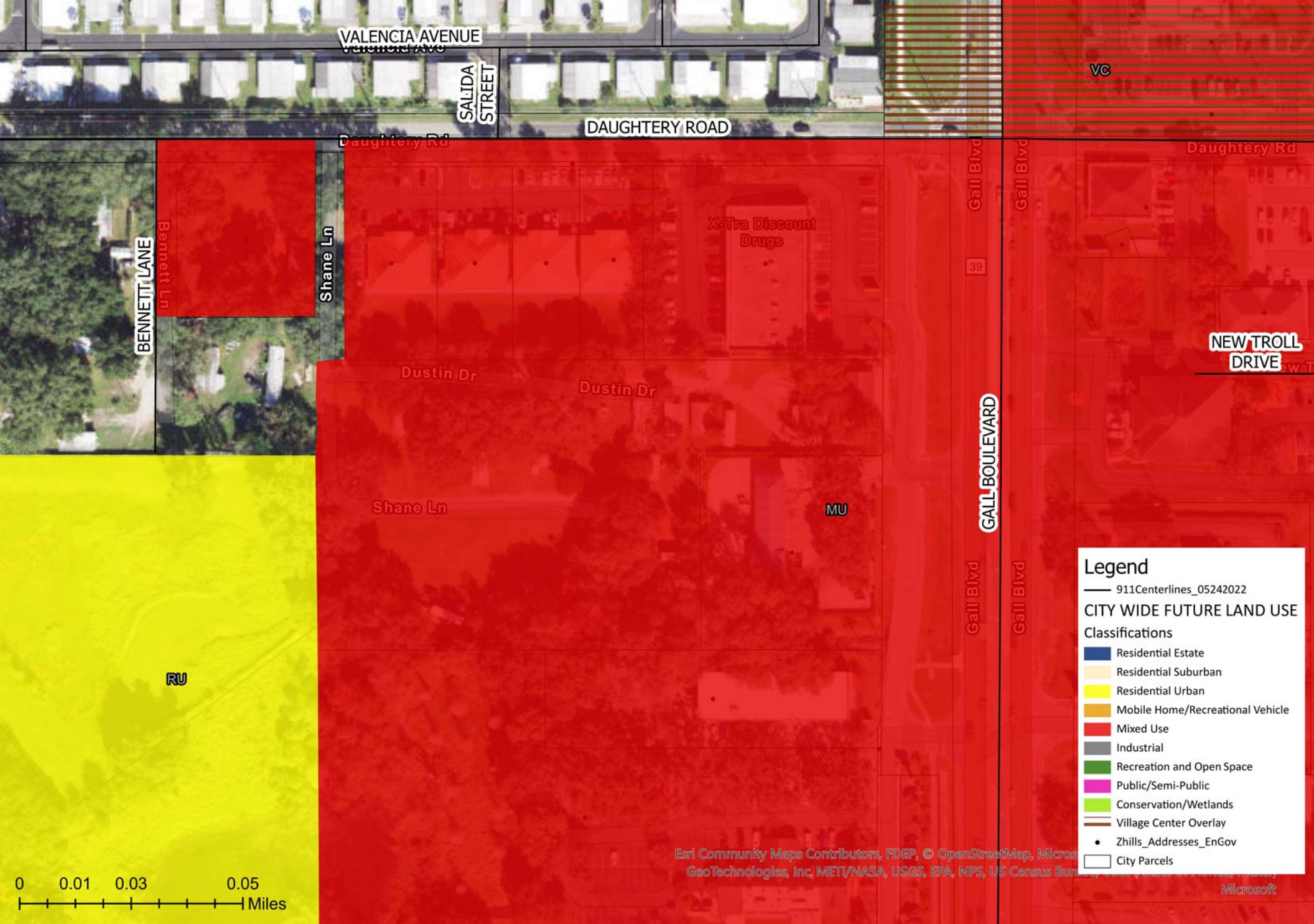
-  Zephyrhills
-  Zephyrhills Storage





- Legend**
- 911Centerlines_05242022
- CITY WIDE FUTURE LAND USE**
- Classifications**
- Residential Estate
 - Residential Suburban
 - Residential Urban
 - Mobile Home/Recreational Vehicle
 - Mixed Use
 - Industrial
 - Recreation and Open Space
 - Public/Semi-Public
 - Conservation/Wetlands
 - Village Center Overlay
 - Zhills_Addresses_EnGov
 - City Parcels
- Future Landuse**
- AGRICULTURAL-.1 du/ga*
 - AGRICULTURAL/RURAL-.2 du/ga*
 - COASTAL LAND .025 du/ga**
 - COMMERCIAL
 - COMMERCIAL
 - CONSERVATION LANDS
 - EMPLOYMENT CENTER
 - GATEWAY HUB
 - INDUSTRIAL-HEAVY
 - INDUSTRIAL-LIGHT
 - LIGHT INDUSTRIAL
 - MAJOR ATTRACTORS
 - MAJOR PUBLIC/SEMI-PUBLIC
 - MAJOR RECREATION/OPEN SPACE
 - MIXED USES
 - NEW PORT CORNERS
 - NEWTOWN
 - OFFICE
 - OFFICE
 - OFFICE
 - OFFICE
 - PLANNED DEVELOPMENT
 - RESIDENTIAL-1 du/ga*
 - RESIDENTIAL-12 du/ga*
 - RESIDENTIAL-24 du/ga*
 - RESIDENTIAL-3 du/ga*
 - RESIDENTIAL-6 du/ga*
 - RESIDENTIAL-9 du/ga*
 - RETAIL/OFFICE/RESIDENTIAL
 - TOWN CENTER

Existing Future Land Use Map



Proposed Future Land Use Map



Legend

911Centerlines_05242022

CITY WIDE EUCLIDEAN ZONING

Euclidean Zoning Designations

- ER - Estate Residential
- R1 - Low-Density Residential
- R2 - Single-Family Residential
- R3 - Medium-Density Residential
- R4 - Multi-Family Residential
- M1 - Mobile Home Subdivision
- M2 - Mobile Home Park
- M3 - Recreational Vehicle Park
- M4 - Recreational Vehicle Park/Campground
- OP - Office/Professional
- C1 - Neighborhood Commercial
- C2 - Community Commercial
- C3 - General Commercial
- LI - Light Industrial
- AP1 - Airport
- AP2 - Airport Related
- RC - Recreation/Conservation
- PUD - Planned Unit Development
- Zhills_Addresses_EnGov
- City Parcels

Proposed Zoning Map

UTILITY DIRECTOR'S REPORT 5.1

Request Council Approval for Killebrew Change Order No. 1 to Fort King Water Line

Issue:

Unknown underground cables and fiber optics caused additional time for constructibility and safety purposes.

Background:

The Ft King water line project ran into a whole bunch of buried communications cables that were unknown to either the contractor or the city. The additional time it took to carefully work around these cables increased the amount of cost to the contractor.

Attachment(s):

1. PE Fort King WM_Change Order No. 01

Fiscal Impact:

Originally, the contract to Killebrew was for \$1,454,222. The additional Change Order of 162,000 will increase the total cost to \$1,616,222.

Staff Recommendation:

It is the recommendation of Staff, to the City Council to approve the requested Change Order #1 to Killebrew in the amount of \$162,000.

CHANGE ORDER (CO) NO. 01

OWNER/CLIENT: City of Zephyrhills PROJECT NO.: 11-21-07 PROJECT MANAGER: John Bostic
 ENGINEER: Jones Edmunds & Associates, Inc. PROJECT NO.: 26110-040-01 PROJECT MANAGER: Mike Clark
 CONTRACTOR: Killebrew, Inc. PROJECT NO.: CZH 2207 PROJECT MANAGER: Hunter Elliot
 PROJECT NAME: City of Zephyrhills Fort King Water Main Extension
 DATE OF ISSUANCE: 09/06/2022 EFFECTIVE DATE: 09/07/2022

The Contract Documents are modified as follows upon execution of this Change Order.

CHANGE IN CONTRACT PRICE:

Original Contract Price:

\$ 1,454,222.00

Contract Price prior to this Change Order:

\$ 1,454,222.00

[Increase/Decrease] of this Change Order:

\$ 162,000.00

Contract Price incorporating this Change Order:

\$ 1,616,222.00**CHANGE IN CONTRACT TIMES:**Original Contract Times: ☐ Working days ☒ Calendar daysNotice to Proceed: 02/24/2022Substantial Completion (days and date): 12/23/2022 (303 days)Ready for final payment (days and date): 01/22/2023 (333 days)

Contract Times prior to this Change Order:

Substantial completion (days or date): 12/23/2023 (303 days)Ready for final payment (days or date): 01/22/2023 (333 days)

[Increase/Decrease] of this Change Order:

Substantial completion (40 days): 02/01/2023 (343 days)Ready for final payment (days or date): 03/03/2023 (373 days)

Contract Times with all approved Change Orders:

Substantial completion (days or date): 02/01/2023 (343 days)Ready for final payment (days or date): 03/03/2023 (373 days)

DESCRIPTION OF CHANGE

(Attach additional sheets if required.)

1) Time Extension 40 additional Days2) 40 Days x \$3500 / day crew cost + \$400 / day flaggers + \$150 / day MOT)

DEDUCT

ADD

\$162,000.00

SUBTOTAL

\$162,000.00

Gainesville | Jacksonville | Tampa | Titusville
Sarasota | Winter Haven



ATTACHMENTS

(List documents supporting change.)

CFO 1; PCM 01

This Change Order is an amendment to the Contract Agreement between Contractor and the Owner, and all contract provisions shall apply unless specifically exempted. The amount and time change designated are the maximum agreed to by the Owner and the Contractor for this change. In consideration of the foregoing adjustments in contract time and contract amount, the Contractor hereby releases the Owner from all claims, demands, or causes of action arising from the transactions, events, and occurrences related to this Change Order. This written Change Order is the entire agreement between Owner and Contractor with respect to this Change Order. No other agreements or modifications shall apply to this Contract amendment unless expressly provided herein. This Change Order represents final action relating to this Change Order.

RECOMMENDED:

Bv:  GSFruecht
Jones Edmunds - Engineer)

Date: 090922

ACCEPTED:

By: _____
Owner (Authorized Signature)

Date: _____

ACCEPTED:

Bv: Ian Lund 
Contractor (Authorized Signature)

Date: 9/8/2022

Approved by Funding Agency (if applicable):

CONSTRUCTION FIELD ORDER (CFO) NO. 01

OWNER/CLIENT: City of Zephyrhills PROJECT NO.: 11-21-01 PROJECT MANAGER: John Bostic
 ENGINEER: Jones Edmunds & Associates, Inc. PROJECT NO.: 26110-040-01 PROJECT MANAGER: Mike Clark
 CONTRACTOR: Killebrew, Inc. PROJECT NO.: CZH 2205 PROJECT MANAGER: Hunter Elliott
 PROJECT NAME: City of Zephyrhills Fort King Water Main

FORMAL POSTED DATE: 070622EFFECTIVE DATE: 052322SPECIFICATION SECTION REFERENCE: NADRAWINGS / DETAILS REFERENCE: Construction Drawings – All Plan Sheets

ATTENTION: You are hereby directed to promptly execute this Construction Field Order, issued in accordance with General Conditions Paragraph 9.01A, for minor changes in the Work without changes in Contract Price or Contract Time. If you consider that a change in Contract Price or Contract Time is required, please notify the Engineer immediately and before proceeding with this Work.

DESCRIPTION AND REASON FOR CHANGE

Draft CFO-01:

- At Progress Meeting 01 Killebrew requested that the WM alignment be shifted 18" Westward in areas the found UG FOC, Direct Bury Comm. Cables, and Conduits have been discovered in conflict with the design placement. The City and Jones Edmunds agreed the adjusted alignment is approved unless it would require placement or impact under the asphalt roadway edge.

ATTACHMENTS

Refer to Draft PCM 01 regarding the Contractor' documentation of T&M consideration for
impacted installation production and related increased efforts on a prorated basis.



ENGINEER SIGNATURE

(052322) 07/06/22

DATE

Contractor hereby acknowledges receipt of the above Construction Field Order.


Ian Lund

CONTRACTOR REPRESENTATIVE SIGNATURE

9/8/22

DATE

PROPOSED CONTRACT MODIFICATION (PCM) No. 01

OWNER/CLIENT: City of Zephyrhills PROJECT NO.: 11-21-7 PROJECT MANAGER: John Bostic
 ENGINEER: Jones Edmunds & Associates, Inc. PROJECT NO.: 26110-040-01 PROJECT MANAGER: Mike Clark
 CONTRACTOR: Killebrew, Inc. PROJECT NO.: CZH 2205 PROJECT MANAGER: Hunter Elliot
 PROJECT NAME: Fort King Water Main Extension

TO: Hunter Elliot DATE: 070622

Please submit your proposal for an equitable adjustment in the contract amount and/or performance time in accordance with the following:

CONTRACT DOCUMENT REFERENCE(S): NA. Also Refer to CFO -01

DESCRIPTION OF MODIFICATION:

THIS DOCUMENT IS DESIGNATED AS DRAFT PCM 01 AND ANY ADJUSTED REIMBURSEMENT TO THE CONTRACTOR SHALL BE DEMONSTRATED, AGREED UPON, AND REIMBURSED AT THE 50% INSTALLATION MILESTONE OF ALL OPEN CUT 12 INCH WATERMAIN INSTALLATIONS. THE SUPPORTING DOCUMENTS WILL IDENTIFY A PRORATED T&M VALUE ASSOCIATED WITH ADDITIONAL EFFORTS TO INSTALL UG PIPING WITHIN OR ADJACENT TO THE ALIGNMENT OF UNKNOWN CABLE, COMMUNICATION, AND CARRIER CONDUITS.

REASON FOR MODIFICATION: FOUND MULTIPLE UNKNOWN AND UNMARKED UG CABLE AND CONDUITS.

WORK DIRECTIVE:

- ☒ Proceed with the work immediately.
- ☐ Do not proceed with the work until a change order is issued.

Your response is requested by _____

xc:

SIGNATURE:  _____ 070622

Summary of Work Force / Change Order #01

Pipe Crew #1

Kevin Mitchell

Christopher James

Joaquin Lopez

Carlos Hernandez

Timothy Simmons

Ronald Lockett

Pipe Crew #2

Kenny Evans

Justin Hayes

Joshua Stalvey

Harvey Morris

Cody Evans

Locke Ludlow

Superintendent

Bruce Herold

General Superintendent

Jimmy McCormick

Supporting staff

Charles Bender (fuel truck)

Steve Weller (mechanic)

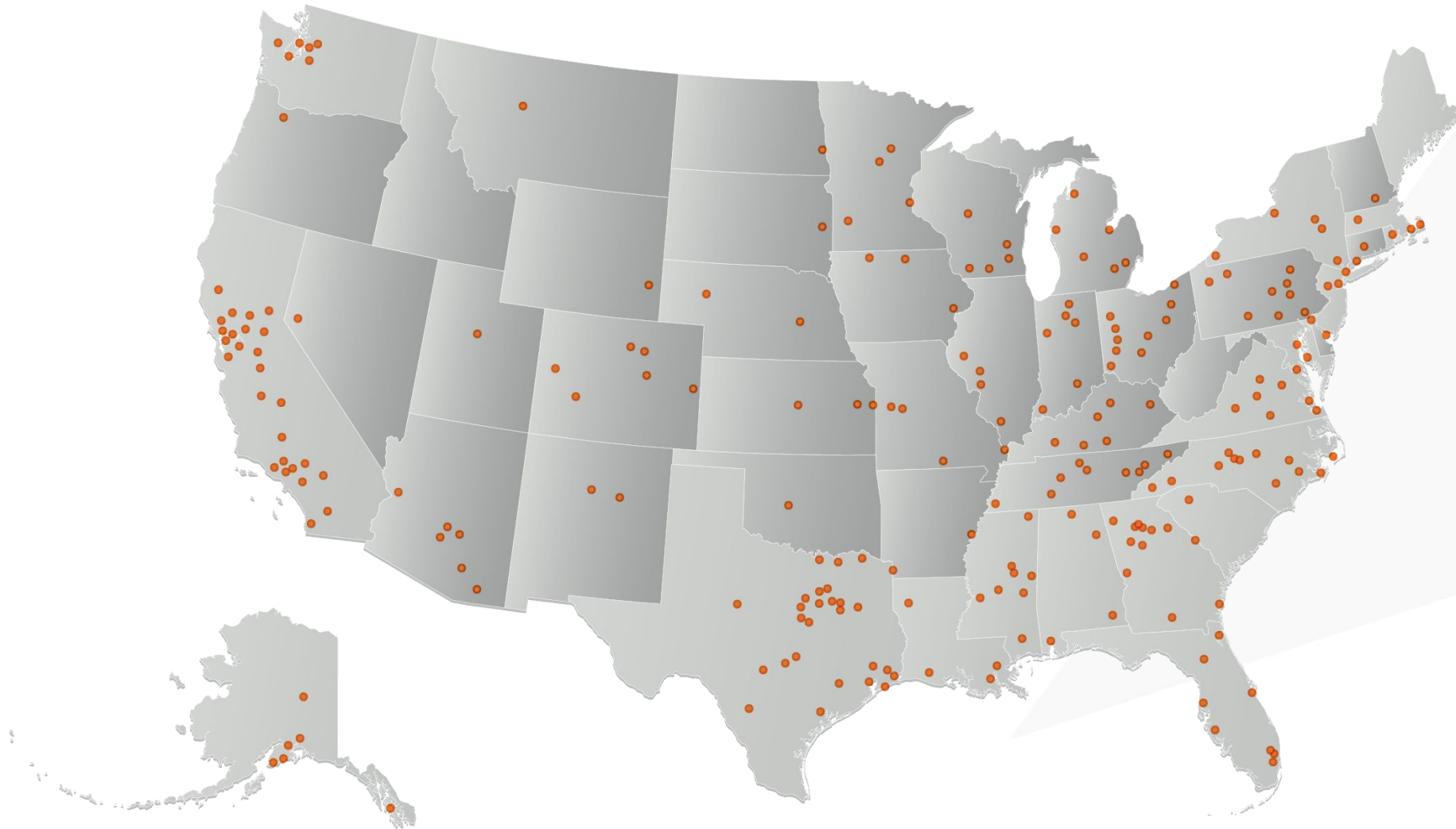


Zephyrhills, FL

Community Branding Introduction

September 13, 2022

The Experience to Help Zephyrhills Stand Alone



We Help Places Reach Their Preferred Futures



PROVIDENCE THE CREATIVE CAPITAL



**Your brand is what they say
about you when you're not around.**

Branding is what you do about it.

Branding has a branding problem.

4 P's of Marketing

Product

Place

Price

Promotion

4 P's of Community Branding

Politics

Politics

Politics

Politics

4 P's of Community Branding

Passion

Passion

Passion

Passion

Why Should A Community Consider Place Branding?

- **Unifying residents** around what Zephyrhills stands for, building pride and driving actions and behaviors focused on your preferred future.
- Giving those who consider Zephyrhills from afar (investors, employers, visitors, new residents) an **expectation of your compelling, authentic difference.**
- **Professionalizing the municipal government and core agencies** to build confidence, legitimize actions and even shape policy.

Communities generally become more competitive and see improvement in their overall reputation when all the main sectors of a community are aligned to a common strategy (DNA).

EUROCITIES: IMPACT OF PLACE BRANDING

Study of 40 European Cities

- Increased competitiveness, resulting in a positive impact on investment, jobs, inhabitants, visitors and events.
- Higher returns on investment in real estate, infrastructure and events.
- Coherent city development, as the physical, social, economic and cultural aspects combine to deliver the brand promise or DNA.
- Pride in the city as the inhabitants, businesses and institutions experience a new sense of purpose and direction.

A Balanced Approach to Place Branding

Resident engagement & research
to uncover your DNA

Proven process to drive
stakeholder consensus

Unique creative & activation solutions
that reflect the true Zephyrhills



Approach



Stakeholder & Community Education



Insight Gathering & Research



DNA & Strategy Formation



Brand & Message Development



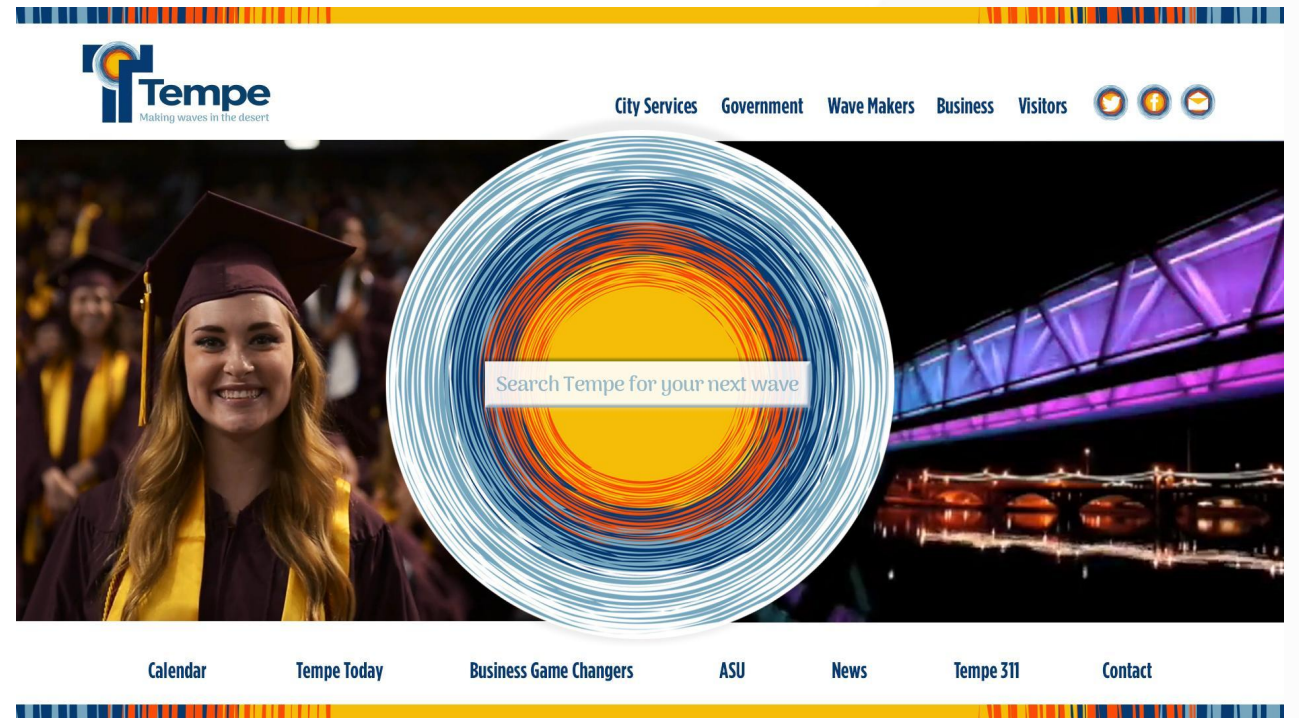
Brand Action Ideas

The greater Sacramento region offers a vibrant, farm- fresh, inclusive lifestyle to people of all ages; home to the world's best food and wine, education, innovation, policy advocacy, recreation, and the arts. The greater Sacramento region is a wonderful place to visit, with plenty to see and do. It is an excellent place to learn, to start or grow a career, to raise a family, to experience new adventures, to make a difference, or to settle in for an enjoyable retirement.

**Sacramento is shaping the world's
relationship with food.**

Place Branding & Marketing

Examples





columbusindiana
unexpected.**unforgettable.**



Repeat "Top Five" Winner!

100 LEADING LOCATIONS for 2014

AREA DEVELOPMENT

Why Columbus, Indiana is the #1 Location in the U.S.

- Three times the national average for engineers and more mechanical engineers per worker than any metro.
- Home to leading North American R&D Centers and one Fortune 200 Global Headquarters.
- Nationally ranked amenities and project-based STEM education programming in Grades K-16.

Surprised that Columbus, Indiana is consistently ranked one of the top locations in the U.S.? Now is a great time to take a closer look at the unexpected opportunities this unforgettable community has to offer.

Indiana
A State that Works

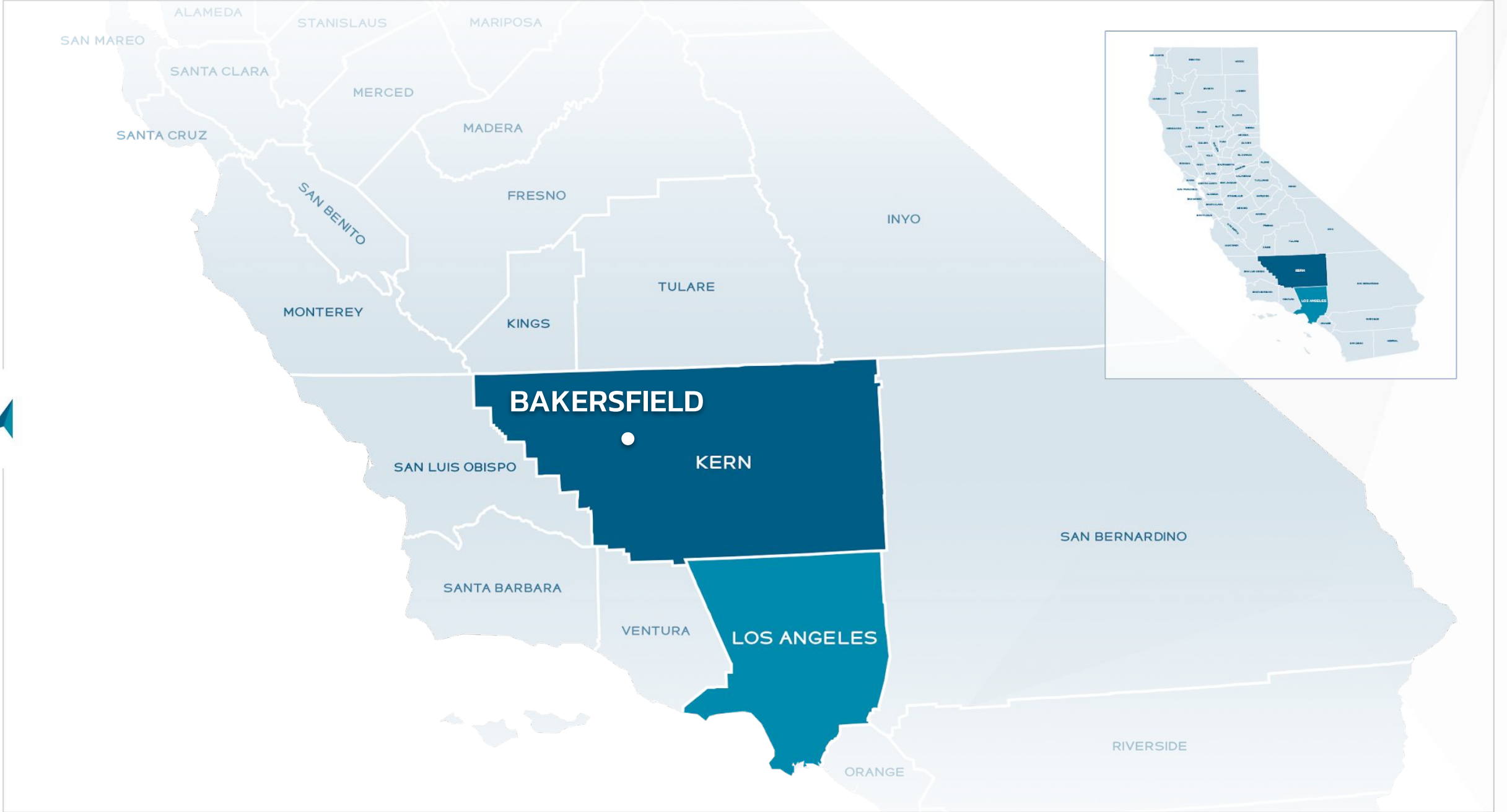
columbusindiana
unexpected.unforgettable.
columbusIN.org | 812-378-7300



MOVING FROM DNA *TO BRAND STORY*

Bakersfield, CA

Kern County, CA







BAKERSFIELD | STRATEGIC DNA STATEMENT

Target Audience:

For those who appreciate the original sound of an authentic welcome

Frame of Reference:

Bakersfield is where Los Angeles becomes the Central Valley

Point-of-Difference:

and where you find the heart of California's giving ground

Benefit:

so everyone has a chance to find something better.



KERN COUNTY | STRATEGIC DNA STATEMENT

Target Audience:

For those seeking a place made of the right stuff, Kern County,

Frame of Reference:

at the intersection of Los Angeles and the Central Valley,

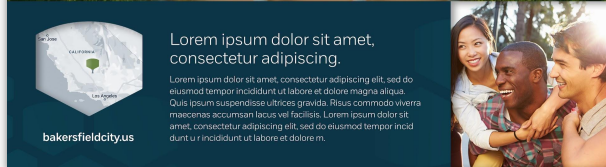
Point-of-Difference:

where California is both grounded and boundless

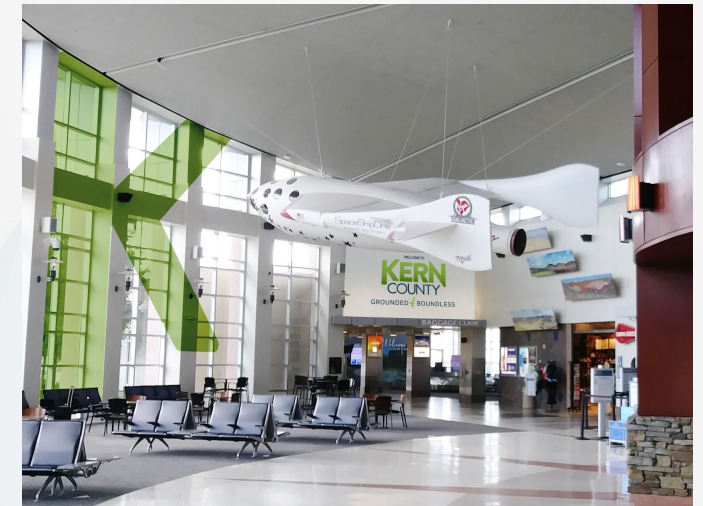
Benefit:

literally and figuratively giving more power to you.





Thank You, Terrie! Your work is helping us get through this together!



NORT
PLACE B



9.1x increase in brand advocacy

Lee's Summit, MO

30.81% increase in RevPar

North Star Study

Over \$4 billion in new investment

Downtown New Orleans, LA

84% increase in total job creation

State of Florida

17% increase in tax revenue

McKinney, TX

95.6% familiarity with brand

Columbus, GA

101% increase in web traffic

Brookings, SD

Reversed a declining trend in population

Bay City, MI

3.89% increase in employment growth

North Star Study

Over \$1 million increase in tourism funding

Virginia's Blue Ridge

7.95% increase in restaurant sales

Cape Girardeau, MO

19.2% increase in tour sales income

Columbus, IN

23.6% increase in resident advocacy

Cape Girardeau, MO

23% increase in web inquiries

Montrose, CO



City of Sioux Falls
SOUTH DAKOTA



SIOUX FALLS AREA
CHAMBER OF COMMERCE

FORWARD
SIOUX ► FALLS



SIOUX FALLS
**Development
Foundation**

!SIOUX FALLS
SOUTH DAKOTA
The Heart of America
CONVENTION & VISITORS BUREAU



DOWN TOWN | SIOUX FALLS





Downtown Inc

DowntownYorkPa.com



YORK COUNTY
Economic Alliance
Together we prosper.



Explore
York[®]
Factory Tour Capital of the World[®]



BRINGING ARTS AND CULTURE
TO LIFE IN YORK COUNTY



YORK COUNTY
COMMUNITY FOUNDATION





Your thoughts and hopes
for the Zephyrhills brand?

Questions?

THANK YOU, ZEPHYRHILLS!

www.AuthenticZephyrhills.com

RESOLUTION NO. 797-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, REPEALING RESOLUTION 739-17 REGARDING THE BUILDING RENTAL POLICY AND SETTING FORTH A BUILDING RENTAL POLICY FOR ALICE HALL COMMUNITY CENTER.

WHEREAS, the Alice Hall Community Center is provided and maintained by the City of Zephyrhills for the public's use and for the public's benefit; and

WHEREAS, the City Council of the City of Zephyrhills, Florida, has determined that it is in the best interest of the citizens of the City of Zephyrhills to amend the Building Rental Policy to insure efficient and effective management of the facility; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Zephyrhills, Florida, that the following rules shall apply to the rental of Alice Hall Community Center as follows;

1. The building shall not be used for denominational or congregational religious services.
2. Reservations for annual, semi-annual, quarterly or monthly events will be accepted up to one year in advance.
3. Use of the building for direct sales, the display of merchandise, or any commercial activity is prohibited. Fundraising events by non-profit entities are allowed.
4. The consumption of, or possession of tobacco products/alcoholic beverages is prohibited.
5. Loud music and/or bands is prohibited after 10:00 p.m.
6. Government/public entities may use the facility at no charge if deemed for a community function. No discounts will be given for any other use.
7. The following is the adopted fee schedule:
 - Per hour charge \$40.00, plus sales tax.
 - Minimum of two (2) hours required for rentals Monday through Thursday, 8:00 a.m. – 9:00 p.m.
 - Minimum of four (4) hours required for rentals Friday and Saturday or Sunday, 8:00 a.m. – 9:00 p.m., plus a \$100.00 non-refundable fee.
 - \$250.00 refundable cleaning deposit. The deposit will be returned if the facility is left in a pre-rental condition and undamaged with all decorations removed and all trash bagged and placed in provided containers.
 - All reservations must be paid in full.
 - A \$25.00 fee will be charged for all returned checks.
8. Municipal buildings shall not be available on Sundays following a Saturday rental; Municipal buildings shall not be available on Saturdays if Sunday has been reserved; If rented on Friday afternoon or evening, Saturday rental shall not be before 11:00 a.m.; Monday rentals shall not be before 11:00 a.m. following a weekend rental; Municipal buildings shall not be available for rental on City observed holidays; Exceptions to this policy shall be approved by the City Manager.

THEREFORE BE IT FURTHER RESOLVED that if any organization or person violates any of these rules or refuses to compensate the City for any damages arising out of the use of the building, sufficient reason exists for denying that organization or person use of the building in the future.

This Resolution will become effective September 13, 2022.

Resolution No. 797-22 was read and passed in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest:

Lori L. Hillman, MMC - City Clerk

Jodi Wilkeson, Council President

Gene Whitfield, Mayor

Approved as to legal form and legal content

Matthew E. Maggard, City Attorney

RESOLUTION NO. 798-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, SETS FORTH A BUILDING RENTAL POLICY FOR THE TRAIN DEPOT.

WHEREAS, the Train Depot is provided and maintained by the City of Zephyrhills for the public's use and for the public's benefit; and

WHEREAS, the City Council of the City of Zephyrhills, Florida, has determined that it is in the best interest of the citizens of the City of Zephyrhills to create a Building Rental Policy to insure efficient and effective management of the facility; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Zephyrhills, Florida, that the following rules shall apply to the rental of the Train Depot as follows;

1. The building shall not be used for denominational or congregational religious services.
2. Reservations for annual, semi-annual, quarterly or monthly events will be accepted up to one year in advance.
3. Use of the building for direct sales, the display of merchandise, or any commercial activity is prohibited. Fundraising events by non-profit entities are allowed.
4. The consumption of, or possession of tobacco products/alcoholic beverages is prohibited.
5. Loud music and/or bands is prohibited after 10:00 p.m.
6. Government/public entities may use the facility at no charge if deemed for a community function. No discounts will be given for any other use.
7. The following is the adopted fee schedule:
 - Per hour charge \$20.00, plus sales tax.
 - Minimum of two (2) hours required for rentals Monday through Thursday, 8:00 a.m. – 9:00 p.m.
 - Minimum of four (4) hours required for rentals Friday and Saturday or Sunday, 8:00 a.m. – 9:00 p.m., plus a \$100.00 non-refundable fee.
 - \$250.00 refundable cleaning deposit. The deposit will be returned if the facility is left in a pre-rental condition and undamaged with all decorations removed and all trash bagged and placed in provided containers.
 - All reservations must be paid in full.
 - A \$25.00 fee will be charged for all returned checks.
8. Municipal buildings shall not be available on Sundays following a Saturday rental;
Municipal buildings shall not be available on Saturdays if Sunday has been reserved;
If rented on Friday afternoon or evening, Saturday rental shall not be before 11:00 a.m.;
Monday rentals shall not be before 11:00 a.m. following a weekend rental;
Municipal buildings shall not be available for rental on City observed holidays;
Exceptions to this policy shall be approved by the City Manager.

THEREFORE BE IT FURTHER RESOLVED that if any organization or person violates any of these rules or refuses to compensate the City for any damages arising out of the use of the building, sufficient reason exists for denying that organization or person use of the building in the future.

This Resolution will become effective September 13, 2022.

Resolution No. 798-22 was read and passed in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest: _____
Lori L. Hillman, MMC - City Clerk

Jodi Wilkeson, Council President

Gene Whitfield, Mayor

Approved as to legal form and legal content

Matthew E. Maggard, City Attorney

CITY ATTORNEY'S REPORT 7.3

First Reading **Resolution No. 799-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, INVESTMENT POLICY AND PROVIDING FOR AN EFFECTIVE DATE."**

Issue:

The staff wants to clarify the City's participation in the Florida Local Government Investment Trust and is seeking permission to participate in the Florida Safe Investment Pool. Moreover, we are setting investment reporting to quarterly rather than monthly.

Background:

Attachment(s):

1. 799-22 Update of Investment Policy
2. Exhibit A

Fiscal Impact:

Staff Recommendation:

The staff recommends approval of the changes.

RESOLUTION NO. 799-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, INVESTMENT POLICY AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the State of Florida has mandated certain changes in the investment policy of the City's finances;

WHEREAS, the City Council of the City of Zephyrhills, Florida has determined that it is in the best interest of the citizens of the City of Zephyrhills that the "Investment Policy" be enacted as soon as possible; and

WHEREAS, the new amended Investment Policy is attached hereto, marked as Exhibit "A", and made a part hereof.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Zephyrhills as follows:

Section 1. That Resolution No.: 799-22, is hereby enacted, together with Exhibit "A", which is attached hereto and made a part hereof.

Section 2. The Resolution and attached Exhibit shall supersede any and all investment policies, which may be contradictory to the provisions contained herein.

Section 3. The provisions of this Resolution shall become effective upon approval by the City Council of the City of Zephyrhills, Florida.

The foregoing Resolution No. 799-22 was passed in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

Jodi Wilkeson, Council President

The foregoing Resolution No. 799-22 was approved by me this 13th day of September, 2022.

Gene Whitfield, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, City Attorney

300 – Investment Policy

1. SCOPE

The Investment Policy applies to all funds held by or for the benefit of the City of Zephyrhills, Florida (the City).

2. INVESTMENT OBJECTIVES

The following investment objectives will be applied in the management of the City's funds.

- A. The primary objective of the investment activities is the protection of City funds.
- B. The investment strategy will provide sufficient liquidity to meet the City's operating, payroll and capital requirements.
- C. In investing public funds, the finance director will strive to maximize the return on the portfolio, but will minimize investment risk.
- D. The finance director will set procedures to control risks and diversify investments regarding specific security types, maturities and financial institutions.

3. PRUDENCE AND ETHICAL STANDARDS

The City staff shall use the "prudent person" standard in the management of the overall investment portfolio.

The finance director, or persons performing the investment functions, acting as a "prudent person" in accordance with the written policies and procedures and exercising due diligence, shall not be responsible for an individual security's credit risk or market price change provided that appropriate monitoring efforts are performed.

The "prudent person" standard is herewith understood to mean:

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

4. INVESTMENT PERFORMANCE AND REPORTING

A portfolio report shall be provided ~~each month~~ quarterly to the city manager. The report shall include a breakdown of the portfolio as well as its overall performance during that period.

5. DELEGATION OF AUTHORITY

Responsibility for the administration of the investment program is hereby delegated to the Finance Director who shall establish investment procedures based on these policies. The Finance Director shall be responsible for the implementation of internal controls and monitoring the activities of subordinate staff.

6. AUTHORIZED INSTRUMENTS

The finance director or appropriate staff shall purchase or sell investment securities at prevailing market rates with city manager approval. Authorized instruments are as follows:

- A. The Florida Local Government Surplus Funds Trust Fund (SBA - Florida Prime), the Florida Local Government Investment Trust and the Florida Surplus Asset Fund Trust (Florida Safe) ~~Florida Municipal Investment Trust.~~
- B. Negotiable direct obligations or obligations, the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include but not be limited to the following:
 - 1. Treasury Bills
 - 2. Treasury Notes
 - 3. Treasury Bonds
 - 4. Cash Management Bills
 - 5. Treasury Securities-State & Local Government Series (SLGS)
- C. Non-negotiable interest-bearing time certificates of deposit or savings accounts in banks and savings associations under the laws of this state and/or in national banks or savings associations organized under the law of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security of Public Deposits Act Chapter 280, Florida Statutes, and provided that the bank or savings association is not listed with any recognized credit watch information service.
- D. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by United States agencies provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to, the following:
 - 1. United States Export-Import Bank-Direct obligations or full guaranteed certificates of beneficial ownership.
 - 2. Farmers Home Administration-Certificates of beneficial ownership.
 - 3. Federal Financing Bank-Discourt notes, notes and bonds.
 - 4. Federal Housing Administration Debentures.
 - 5. General Services Administration Participation Certificates.
 - 6. Government National Mortgage Association (GNMA)
 - GNMA-guaranteed mortgage-back bonds
 - GNMA-guaranteed pass-through obligations

7. United States Maritime Administration Guaranteed Title XI Financing.
 8. New Communities Debentures-US Government guaranteed debentures.
 9. US Public Housing Notes and Bonds-US Government guaranteed public housing notes and bonds.
 10. US Department of Housing and Urban Development Project notes and local authority bonds.
- E. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by United States Government agencies (Federal Instrumentalities), which are non-full faith and credit agencies limited to the following:
1. Federal Farm Credit Bank (FFCB)
 2. Federal Home Loan Bank or its district banks (FHLB)
 3. Federal National Mortgage Association (FNMA)- FNMA guaranteed pass-through obligations
 4. Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates
 5. Student Loan Marketing Association (Sallie-Mac)
 6. Tennessee Valley Authority (TVA)
- F. Repurchase agreements comprised of only those investments as authorized in Section B, C and D.

7. INVESTMENT MATURITY AND LIQUIDITY

- A. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operation funds shall have maturities of no longer than twelve (12) months. Investments of bond reserves, construction funds, and other non-operating funds shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed three (3) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.
- B. Investments do not necessarily have to be made for the same length of time that the funds are available. The basic criteria for consideration of investments are listed below:
1. Keep maturities short in a period of constantly rising interest rates based on treasury bill auctions or the daily Federal Funds rate.
 2. Keep maturities short in a period of inverted treasury yield curve (short-term rates are higher than the long-term rates).
 3. Maturities should be lengthened when the treasury yield curve is normal and is expected to remain whole.
 4. Maturities should be lengthened when interest rates are expected to fall based on economic reports taken as a whole.

5. The yield curves of the market should be analyzed for significant breaks in yields over various maturity dates. The points at which the yield curve breaks are the points at which there are significant marginal declines in yields for incremental changes in maturity dates. Investments should be made at these breaks in the yield curve so that yields will be maximized.

8. BID POLICY

After the Finance Director or staff has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investment, a minimum of three (3) banks and/or dealers must be contacted and asked to provide bids on the securities in question. To the extent permitted by law, bids will be held in confidence until the highest bid is determined and awarded. If the maturing investment is a certificate of deposit, then one of the contacts shall be the present holder of the funds subject to the portfolio diversification requirements in this policy. Due to the cost of safekeeping, one business day repurchase agreements and overnight sweep repurchase agreements will not be bid, but may be placed with the depository bank relating to the demand account for which the repurchase agreement was purchased. This bid policy shall not apply to investments authorized in Section A.

9. RISK AND DIVERSIFICATION

Assets held shall be diversified to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer or bank through which these instruments are bought and sold. The appropriate management staff shall review and revise periodically as necessary the diversification strategies within the established guidelines.

10. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The Finance Director shall only purchase securities from financial institutions that are qualified as public depositories by the Treasurer of the State of Florida or from securities dealers that are members of the National Association of Securities Dealers (NASD) and the Securities Investors Protection Corporation (SIPC) with a physical presence in Florida and having minimum net capital as required by Rule 15c3-1 of the Securities and Exchange Commission (SEC) of \$10 million (\$10,000,000) or primary securities dealers as designated by the Federal Reserve Bank of New York.

Repurchase agreements shall only be entered into with primary securities dealers and financial institutions that are state-qualified public depositories.

11. THIRD PARTY CUSTODIAL AGREEMENTS

The finance director, with prior city manager approval, may execute a Third-Party Custodial Safekeeping Agreement with a commercial bank having trust powers or a trust company chartered by the United States Government or the State of Florida. All securities purchased and/or collateral obtained by the City shall be properly designated as an asset of the City and held in safekeeping by the trust department or trust company and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by an authorized City staff member.

The Third-Party Custodial Safekeeping Agreement shall include letters of authority from the City, details of each party's responsibilities, notification of security purchases, sales, delivery, repurchase agreements, wire transfers, safe-keeping and transaction costs, procedures in care of wire failure, or other unforeseen mishaps including liability of each party.

12. MASTER REPURCHASE AGREEMENT

The finance director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

13. INTERNAL CONTROLS

The finance director shall establish and monitor a set of internal controls designed to protect the City's funds and ensure proper accounting and reporting of the securities transactions. Such internal controls shall include, but not be limited to the following:

- A. All securities purchased or sold will be transferred only under the "deliver versus payment" (D.V.P.) method to insure that funds or securities are not released until all criteria relation to the specific transaction are met.
- B. The finance director is authorized to accept on behalf of and in the name of the City of Zephyrhills bank trust receipts or confirmation as evidence of actual delivery of the obligations or securities in return for investment of funds.
- C. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of the City of Zephyrhills.
- D. The actual obligations or securities, whether in book-entry or physical form, on which trust receipts or confirmations are issued may be held by a third-party custodial bank and/or institution or by designated correspondent bank with a correspondent relationship to the City's third-party custodian.

- E. Other internal controls such as:
 - 1. Written documentation of telephone conversations.
 - 2. Adequate separation of duties.
 - 3. Custodial safekeeping.
 - 4. Supervisory control of employee actions and operations review.
 - 5. Performance evaluations and interim reporting.
- F. The finance director will coordinate all daily investment activity. The city manager has designated the position of finance director with the authority to initiate all investment activities, other positions may be designated as the city manager deems necessary.

14. PORTFOLIO COMPOSITION

The guidelines for investments and limits on security issues, issuers, and maturities as established by the City are addressed herein. The city manager or the city manager's designee shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Any changes to the established portfolio composition must be in writing from the city manager directed to the finance director. Purchases of investments based on bond covenant requirements shall not be included in the portfolio's composition calculations.

- A. Florida Local Government Surplus Funds Trust Fund (SBA - Florida Prime), the Florida Local Government Investment Trust and the Florida Surplus Asset Fund Trust (Florida Safe) Florida Municipal Investment Trust.
 - 1. Investment Authorization - The Finance Director, with prior approval of the city manager, may invest in the SBA – Florida Prime, the Florida Local Government Investment Trust and the Florida Safe Florida Municipal Investment Trust.
 - 2. Portfolio Composition - A maximum of 100% of the portfolio may be invested in the SBA – Florida Prime, the Florida Local Government Investment Trust and the Florida Safe Florida Municipal Investment Trust.
- B. United States Government Securities
 - 1. The finance director, with prior city manager approval, may invest in negotiable direct obligations or obligations, the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:
 - Treasury Bills
 - Treasury Notes
 - Treasury Bonds
 - Cash Management Bills
 - Treasury Securities-State & Local Government Series (SLGS)

2. Portfolio Composition-A maximum of 50% of the portfolio may be invested in the United States Government Securities.
 3. Maturity Limitations- The maximum length of maturity of any direct investment in government securities is three (3) years, except for the underlying securities of repurchase agreements.
- C. United States Federal Agencies (full faith and credit of the United States Government).
1. Purchase Authorization –With prior city manager approval, the finance director may invest in United States Federal Agency securities that include obligations of the:
 - United States Export-Import Bank-Direct obligations or full guaranteed certificates of beneficial ownership
 - Farmers Home Administration-Certificates of beneficial ownership
 - Federal Financing Bank-Discourt notes, notes and bonds
 - Federal Housing Administration Debentures
 - General Services Administration Participation Certificates
 - Government National Mortgage Association (GNMA)
 - GNMA-guaranteed mortgage-back bonds
 - GNMA-guaranteed pass-through obligations
 - United States Maritime Administration
 - New Communities Debentures-US Government guaranteed debentures
 - US Public Housing Notes and Bonds-US Government guaranteed public housing notes and bonds
 - US Department of Housing and Urban Development Project notes and local authority bonds
 2. Portfolio Composition- A maximum of 30% of the portfolio may be invested in United States Federal Agencies
 3. Maturity Limitations-Limited to the maturity requirements of United States Government Securities.
- D. Federal Instrumentalities (United States Government Agencies that are non-full faith and credit).
1. Purchase Authorization- With prior city manager approval, the finance director may invest in Federal Instrumentalities that include obligations of the:
 - Federal Farm Credit Bank (FFCB)
 - Federal Home Loan Bank or its district banks (FHLB)
 - Federal National Mortgage Association (FNMA)- FNMA guaranteed pass-through obligations.
 - Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates.
 - Student Loan Marketing Association (Sallie-Mac)
 - Tennessee Valley Authority (TVA)
 2. Portfolio Composition-A maximum of 30% of the portfolio may be invested in Federal Instrumentalities.
 3. Limits on Individual Issuers-A maximum of 15% of the portfolio may be invested in any one issuer.

4. Maturity Limitations-The maximum length of maturity for an investment in any Federal Instrumentality is three (3) years.
- E. Non-Negotiable Interest-Bearing Time Certificates of Deposit
1. Purchase Authorization-With prior city manager approval, the finance director may invest in non-negotiable interest-bearing time certificates of deposit or savings accounts in banks or savings associations organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, and provided that the bank or savings association is not listed with any recognized credit watch information service.
 2. Portfolio Composition-A maximum of 30% of the portfolio may be invested in non-negotiable interest-bearing time certificates of deposit or savings accounts.
 3. Limits on Individual Issuers-A maximum of 30% of the portfolio may be deposited with any one issuer.
 4. Maturity Limitations-The maximum maturity of any certificate shall be no greater than two (2) years from the time of purchase.
- F. Repurchase Agreements
1. Purchase Authorization-The finance director, with prior city manager approval, may invest in repurchase agreements based on the requirements set forth by the Master Repurchase Agreement. All firms with which the City enters into a repurchase agreement will have in place an executed Master Repurchase Agreement with the finance director.
 2. Portfolio Composition-A maximum of 20% of the portfolio may be invested in repurchase agreements with the exception of one (1) business day agreements or overnight sweep agreements.
 3. Limited on Individual Sellers- A maximum of 5% of the portfolio may be invested with any one institution or dealer with the one exception of one (1) business day agreements and overnight sweep agreements.
 4. Maturity Limitations-The original maturity of the security must be 180 days or less.

15. MONEY MANAGERS

The city manager may utilize an outside money manager to invest up to 25% of the portfolio.

16. STANDARDS OF ETHICS

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment programs, or that could impair their ability to make impartial investment decisions. Employees and investment_officials shall disclose to the city manager any material financial interest in financial institutions that conduct business with the City of Zephyrhills and shall further disclose any large personal financial or investment positions that could be related to the performance of the City's portfolio. Employees and investment officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

17. REPORTING

The finance director shall submit annually to the City Council an investment report outlining the City's investment transactions for the preceding year and describing the City's investment position as of the date of the report. Earnings on investments shall be compared to benchmark indicators relative to portfolio performance. Quarterly reports, in addition to the required annual report, will be provided to the city manager.

18. CONTINUING EDUCATION

This investment policy shall provide for the continuing education of the unit of local government's officials responsible for making investment decisions or chief financial officer. Such officials must annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

19. AUDITING

State and local laws require an annual audit of the City's financial records. That audit will include a review of all investment activity for the year for compliance with these investment procedures. Included in the audit review will be a review of internal controls related to investment of City funds and appropriate investment documentation.

20. INDEMNITY

The financial director and other employees authorized to invest City funds shall be personally indemnified in the event of investment loss provided investments are made in full_compliance with these policies.

CITY ATTORNEY'S REPORT 7.4

First Reading **Resolution No. 800-22 - "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, FISCAL MANAGEMENT POLICY AND PROCEDURE MANUAL AND PROVIDING FOR AN EFFECTIVE DATE."**

Issue:

The last revision to the Fiscal Management Policy and Procedure Manual was November 13, 2017. Since then, there have been updates to the City purchasing guidelines and the City Investment Policy. These proposed revisions will bring the Fiscal Management Policy and Procedure Manual up to date with our current policies.

Background:

Attachment(s):

1. Resolution 800-22 Fiscal Management Policy and Procedures Manual Revision
2. Resolution 800-22 Exhibit A Fiscal Mgmt Policies and Procedures

Fiscal Impact:

Staff Recommendation:

Staff recommends approval of the changes.

RESOLUTION NO. 800-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ZEPHYRHILLS, FLORIDA, AMENDING THE CITY OF ZEPHYRHILLS, FLORIDA, FISCAL MANAGEMENT POLICY AND PROCEDURE MANUAL AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the amended Fiscal Management Policy and Procedure Manual is attached hereto, marked as Exhibit “A”, and made a part hereof.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Zephyrhills as follows:

Section 1. That Resolution No.: 800-22, is hereby enacted, together with Exhibit “A”, which is attached hereto and made a part hereof.

Section 2. The Resolution and attached Exhibit shall supersede any and all Fiscal Management Policy and Procedure Manuals, which may be contradictory to the provisions contained herein.

Section 3. The provisions of this Resolution shall become effective upon approval by the City Council of the City of Zephyrhills, Florida.

The foregoing Resolution No. 800-22 was passed in an open and regular meeting of the City Council of the City of Zephyrhills, Florida, on this 13th day of September, 2022.

Attest: _____
Lori L. Hillman, City Clerk

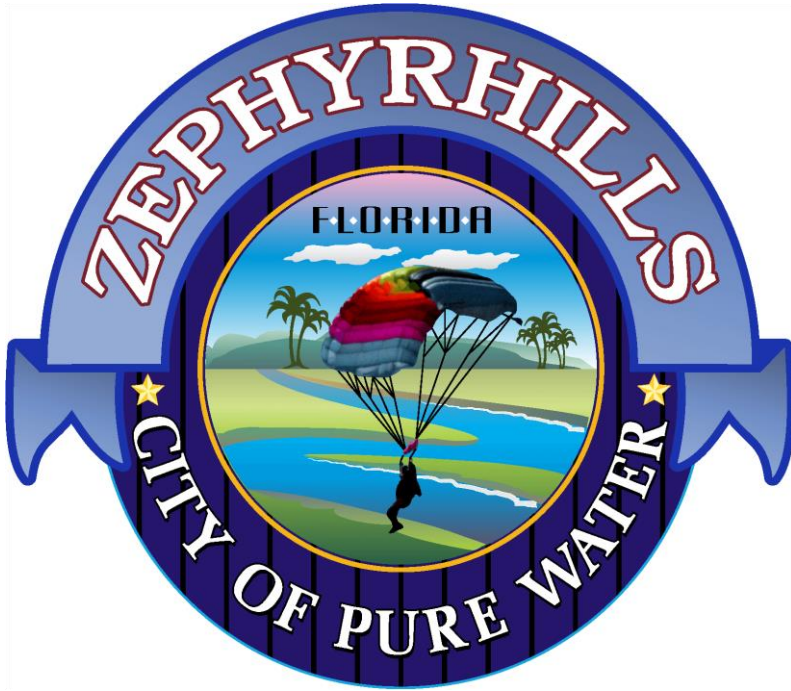
Jodi Wilkeson, Council President

The foregoing Resolution No. 800-22 was approved by me this 13th day of September, 2022.

Gene Whitfield, Mayor

Approved as to legal form and legal content
for the reliance of the City of Zephyrhills only:

Matthew E. Maggard, City Attorney



CITY OF ZEPHYRHILLS

Fiscal Management Policy and Procedure Manual

Rev. 09-13-2022

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City of Zephyrhills
Fiscal Management Policy and Procedures Manual
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100 - Annual Operating Budget

Florida Statutes require municipalities to adopt annual operating budgets and provide detailed guidelines as to the timing of the budget process. The City must develop and publish an annual budget in accordance with these laws as they may currently exist.

The City adopts an annual operating budget for the General Fund and each Enterprise Fund being used by the City. These individual fund budgets will make up the overall City budget. Enterprise funds are Sanitation Fund, Utility Fund and Airport Fund.

A Capital Improvement Plan will be developed prior to development of the annual operating budget to determine which capital purchases will be included in the annual operating budget.

Budget Development and Coordination - Overall development and coordination of the budget process is a responsibility of the city manager.

A budget calendar will be prepared by May 31 each year showing tentative dates that budget steps will be accomplished.

Individual department heads will meet with the city manager to develop a working draft of their department budgets.

Department drafts will be used to prepare an initial draft of the budget. Adjustments will be made to this draft as required to balance the budget. The initial draft, once balanced, becomes the tentative budget presented to City Council. A record will be maintained of any cuts required to balance the budget.

The City Council will hold workshops and public hearings as required to complete review of the budget.

Budget Approval - The budget must be approved by majority vote of the City Council at regular Council meeting. Adoption of the budget is by ordinance. This will be the same meeting that finalizes the adoption of a millage rate for the upcoming year. The millage rate and budget will be adopted with separate ordinances. Once the budget is approved, it becomes legal authorization for expenditures.

Changes to the Budget (after approval) - Since the budget is a legal document, any changes to the budget must be recorded and posted. While changes should be kept to a minimum, there will be occasions where unexpected expenditures or revenues change the original estimates, requiring a change to appropriations and/or revenue estimates.

200 - Capital Improvements

General - The city manager will develop an annual capital improvement budget to provide for acquiring and replacing major capital items and facilities. The capital improvement budget will be guided by the Capital Improvement Element of the Comprehensive Plan and include all capital purchases of ~~\$1,000~~ \$5,000 or more. The budget process will address:

- a. Recurring purchases of vehicles and equipment.
- b. Major repair of existing capital assets.
- c. New items of equipment or major capital facilities.
- d. Funding sources for capital improvements.

Integration into Annual Budget - The recommended capital projects with costs and sources of funding for the next fiscal year will be reviewed during the operating budget cycle.

~~Capital expenditures will be numbered and coded to assist in the budgetary process. This numbering system will include the year of the expenditure and the department number.~~

Capital expenditures will be assigned a unique asset number once expenditures have occurred. All capital assets will depreciate based on their purchase date and estimated years of useful life. All capital assets including disposals, transfers and depreciation will be reported annually during the audit process.

Large capital expenditures will be given a unique project number to assist in the budgetary process. This numbering system will include the 2 digit year of the expenditure, "P" for project and the next available project number for that year. Example: 22P01; 22P02. These assigned project numbers allow staff to track all revenue and expenditures related to that project number in one search. These assigned project numbers are also needed to assist the tracking of revenue and expenditures for grant funded projects.

250 - Post-Issuance Tax Compliance Policy for Tax-Exempt Bonds

I. INTRODUCTION

In order to maintain their preferential tax status, tax-exempt bonds are subject to certain federal tax law requirements both upon issuance of the bonds and on an ongoing basis for the life of the bond issue. Though many requirements are tested at the closing of the bond issue, the ongoing nature of other post-issuance compliance concerns requires issuers to actively monitor compliance throughout the entire period the bonds remain outstanding.

For the last several years, the Internal Revenue Service (the “IRS”) has increasingly focused its initiatives on compelling issuers of tax-exempt and tax-advantaged obligations to adopt written post-issuance compliance procedures. In 2007, the IRS sent questionnaires to over 200 governmental bond issuers to inquire about written post-issuance compliance procedures. In 2010 and 2011, the IRS revised its various 8038 Forms to require an issuer to answer whether it has established written procedures to ensure that all nonqualified bonds are remediated in accordance with the requirements of the Internal Revenue Code of 1986, as amended (the “Code”) and regulations promulgated thereunder (the “Regulations”). The revised forms also require an issuer to answer whether it has established written procedures to monitor the arbitrage requirements of Section 148 of the Code. It is recognized that the IRS intends for issuers of tax-exempt bonds to take a more proactive role in monitoring compliance with the Code and Regulations after the issuance of the bonds.

When the City of Zephyrhills, Florida (the “City”) issues tax-exempt and tax advantaged obligations (the “Bonds”) to finance or refinance various capital projects, the City is responsible for ensuring that the Bonds maintain compliance with tax law requirements through the Bonds’ maturity date. Bonds may include the following:

1. General Obligation Bonds
2. Revenue Bonds and Notes (including Water and Sewer Revenue Bonds and Notes and Public Improvement Revenue Bonds and Notes)
3. Qualified private activity bonds
4. Tax-exempt lease arrangements
5. Tax-exempt bank loans and notes
6. Build America Bonds, Recovery Zone Economic Development Bonds and other direct-payment subsidy bonds that may be issued under future programs
7. Other qualified tax exempt or tax credit bonds

In order to support the compliance initiatives described above, the City hereby adopts these policies and procedures for monitoring compliance with the Code and Regulations (the “Compliance Policy”). The Finance Director may, from time to time, as may be necessary, review and update the Compliance Policy. The Compliance Policy does not address bonds or other financing obligations issued by other City agencies, boards and authorities; it is the intent of the City that such bond-issuing organizations adopt their own post-issuance compliance policies for tax-exempt bonds that they issue. By adopting this Compliance Policy and by requiring staff to adhere to this Compliance Policy, the Finance Director hereby formalizes the appropriate procedures and documents existing practices for complying with the Code and Regulations.

II. GENERAL MATTERS

A. Staffing and Education

The City’s compliance initiatives are led by the Finance Director.

The Finance Director shall:

- i. Assign post-issuance compliance responsibilities to other City staff, Bond Counsel, the Financial Advisor, the Arbitrage Specialist and others as necessary to ensure compliance with the Compliance Policy.
- ii. Provide a copy of this Compliance Policy to new staff members responsible for any of the compliance tasks herein.
- iii. Provide education and training to appropriate staff members on federal tax law requirements applicable to tax-exempt bonds. Staff members may attend the School of Government Finance provided by the Florida Government Finance Officers Association (FGFOA) or other educational opportunities provided by the Government Finance Officers Association (GFOA) or other organizations. In addition, the IRS Tax Exempt Bonds division (TEB) offers specialized information and services to the municipal finance community including education and outreach programs. Information on these programs as well as information related to federal tax law, tax forms, revenue procedures, TEB publications and emerging issues in the industry is available through TEB’s website at <http://www.irs.gov/bonds>. The Securities and Exchange Commission and the Municipal Securities Rulemaking Board also provide educational opportunities through their websites.
- iv. Undergo periodic training to keep up to date with changes in tax laws.

v. Annually review the Compliance Policy for changes in tax law or changes in procedures. Upon review, the Finance Director shall update the Compliance Policy to reflect any such changes. If any questions arise, the Finance Director may consult with Bond Counsel.

B. Asset Schedule - The Finance Director shall:

i. Establish an index of bond-financed facilities and equipment (the “Asset Schedule”) for the purpose of maintaining a database for easy reference when compliance issues arise.

ii. Update the Asset Schedule with additional facilities and equipment after each new issuance of Bonds or other debt obligations. A sample Asset Schedule is attached as Schedule I.

iii. Review the Asset Schedule at the close of each fiscal year to determine if any changes have occurred to any of the bond-financed facilities that require further attention.

III. RECORD RETENTION

The IRS provides record retention guidelines more stringent than the State of Florida’s General Records Schedule for State and Local Government Agencies. Material records relating to an issue of Bonds should generally be kept for as long as that issue of Bonds is outstanding, plus 3 years after the final redemption date. If the issue of Bonds is refunded, the tax-exempt status of the refunding bonds depends on the status of the refunded bonds. Thus, records for any refunded issue must be retained through 3 years after the final redemption date of the refunding bonds.

The IRS requires issuers to maintain sufficient records to support bondholders’ continued exclusion of interest on the Bonds. Documents required to be held include (i) basic records relating to the bond transaction, (ii) documents evidencing the expenditure of bond proceeds, (iii) documents evidencing the use of bond-financed property by public and private sources, (iv) documents evidencing all sources of payment and security of the bonds and (v) documents pertaining to the investment of bond proceeds.

Records should be kept in a manner that ensures their complete access to the IRS for the periods described above. The IRS provides that records may be maintained in an electronic format if certain requirements are satisfied. A list of those requirements is attached as Exhibit A hereto.

The Finance Director shall:

i. Establish a permanent file for each issue of Bonds upon its closing date with which all material records shall be kept (the “Permanent File”).

Such records may be retained electronically in compliance with the IRS requirements listed in Exhibit A.

- ii. Maintain copies of all material records in the Permanent File for that issue of Bonds through the date that is 3 years after the final maturity date of the issue; or, if the Bonds are refunded, 3 years after the final maturity date of the refunding Bonds.
- iii. Maintain schedules of records retained and their locations for each issue of Bonds (the "Record Retention Schedules").
- iv. Review the Record Retention Schedules at the close of each fiscal year for accuracy. If the location of any record has changed, the Finance Director shall update the Record Retention Schedule.

IV. PRIVATE BUSINESS USE

Certain uses of proceeds of the Bonds can result in private business use, which could lead to a loss of the Bonds' tax-exempt status. An issue of Bonds will lose its tax-exempt status if it meets both the Private Business Use Test and the Private Payment or Security Test. An issue of Bonds meets the Private Business Use Test if more than 10% of the net proceeds of the bond issue is used for any private business use.

Management contracts between governmental entities and private parties with respect to bond-financed facilities may satisfy the private business use tests and potentially cause the Bonds to lose their tax-exempt status. The IRS has provided certain safe harbors regarding management service contracts between a tax-exempt organization and a for-profit entity under which no private use will be found. Such safe harbors are detailed in Revenue Procedure 97-13, as modified, which is attached as Exhibit B hereto.

The Finance Director shall:

- i. Prior to the City entering into any agreement with respect to any bond-financed facilities, review such agreement to ensure that it will not give rise to a violation of the private business use rules. Agreements that must be monitored include leases, management and service contracts, sponsored research agreements, potential unrelated trades or business, partnerships, joint ventures and naming rights agreements.
- ii. Engage Bond Counsel or other outside counsel to review any agreements which the Finance Director believes may result in private business use.
- iii. Conduct a review of the bond-financed facilities listed on the Asset Schedule to identify transactions that could result in private business use.

- iv. If any private business use exists for a facility, calculate the percentage of financed property used in a private business use by entities other than a state or local governmental unit.

VI. EXPENDITURE OF PROCEEDS – The Finance Director shall:

- i. Verify that the actual expenditure of proceeds of each issue of Bonds does not deviate materially from the expectations and limitations in the tax certificate for each issue.
- ii. Ensure that, for each bond-financed facility, bond proceeds are allocated to expenditures before the earlier of: (i) 18 months after the placed-in-service date of the project, (ii) five years after the issue date of the Bonds, or (iii) 60 days after the retirement of the Bonds.
- iii. Ensure that documentation supporting the allocation of bond proceeds to expenditures is recorded and retained in accordance with Section II of this Compliance Policy.

VII. ARBITRAGE REBATE AND YIELD RESTRICTION

Section 148 of the Code and the related arbitrage Regulations require issuers to “rebate” excess amounts earned as a result of investing tax-exempt bond proceeds. Excess amounts are defined in the Code and Regulations as the amount earned on non-purpose investments purchased with gross proceeds of an issue over the amount that would have been earned if the yield of such investments equaled the yield on the bonds. Two separate but related sets of rules apply to arbitrage compliance: arbitrage rebate and yield restriction. Under the rebate rules, proceeds may be invested at unrestricted yields, but excess earnings must be timely remitted to the IRS; the yield restriction rules require proceeds to be invested at restricted rates.

The Finance Director shall:

- i. Complete the Arbitrage Summary for each bond issue upon issuance of the debt.
- ii. Direct the investment and expenditure of bond proceeds to facilitate tracing of proceeds subject to arbitrage. Such proceeds include sale proceeds, investment proceeds (earnings on proceeds), transferred proceeds (unspent proceeds of refunded bonds which are treated for tax purposes as refunding bond proceeds) and replacement proceeds. Replacement proceeds are funds such as pledged amounts or debt service funds which are viewed by the Treasury as having a “direct nexus” to the issue, which as a result are restricted.

- iii. Monitor applicable IRS filing dates for arbitrage compliance. At a minimum arbitrage must be computed for each bond issue every fifth bond year and upon retirement of the issue. The Finance Director shall ensure that a final arbitrage calculation be prepared within 60 days of the redemption of each issue of refunded bonds. Any rebate amount owed shall be paid and submitted to the IRS with Form 8038-T prior to the date that is 60 days after the final maturity date of the refunded bonds.
- iv. Monitor proceeds to determine if they are subject to yield restriction, and if so, maintain compliance with such rules.
- v. Certain “spending exceptions to rebate” are permitted under the Regulations. The Finance Director will be familiar with such spending exceptions and monitor the expenditure of proceeds with the goal of qualifying for a spending exception if the bond-financed project lends itself to such exemption. A summary of available spending exceptions and their benchmarks is attached as Exhibit C hereto.
- vi. Complete the Ongoing Review Arbitrage Checklist (attached as Schedule V hereto) at the end of each fiscal year.
- vii. Retain copies of arbitrage reports and filings with the Internal Revenue Service (IRS Form 8038-T and copy of check) in the Permanent File. All supporting data for arbitrage reports will also be retained in the Permanent File.

VIII. REMEDIES

The IRS provides certain remedies to assist issuers in resolving federal tax violations related to their bonds. In the event that any issue of Bonds exceeds the private business use limitations, certain remedial actions may be available under Section 1.141-12 of the Regulations. In addition, the IRS administers a Voluntary Closing Agreement Program (“VCAP”) designed to offer issuers a streamlined process for remedying other post-issuance compliance violations. In general, for the same tax violation, an issuer will receive more favorable resolution terms under VCAP than if discovered during an examination of the Bonds. The IRS has further provided that issuers that have implemented written procedures such as this Compliance Policy will receive even more favorable treatment under VCAP than if such procedures were not in place.

The Finance Director shall:

- i. Become familiar with the remedial actions of Section 1.141-12, a summary of which is attached as Exhibit D hereto. If the Finance Director determines that a violation has occurred, the Finance Director shall contact

Bond Counsel or other outside counsel to take action to correct the noncompliance.

ii. Become familiar with the IRS's VCAP procedures, attached as Exhibit E hereto. If the Finance Director determines that a violation has occurred, the Finance Director shall contact Bond Counsel or other outside counsel to take action to correct the noncompliance.

IX. REISSUANCE

The Finance Director shall:

i. Identify and consult with Bond Counsel regarding any post-issuance change to any terms of an issue of Bonds which could potentially result in the Bonds being treated as reissued for tax purposes.

ii. Confirm with Bond Counsel whether any remedial action taken or contemplated under Section VIII of this Compliance Policy would be treated as a reissuance for tax purposes and, if so, confirm the filing of a new Form 8038-G.

SCHEDULE I

Sample Asset Schedule

TAX-EXEMPT			
Asset/Facility	Location	Bond Issue(s)	Placed In Service Date

SCHEDULE II
Record Retention Schedule
Complete for Each Issue of Bonds

FILE	LOCATION
BASIC RECORDS RELATING TO THE BOND TRANSACTION	
The transcript for the Bonds prepared at issuance	
Resolutions of the City with respect to any of the Bonds	
DOCUMENTS EVIDENCING THE EXPENDITURE OF BOND PROCEEDS	
Appraisals, demand surveys, or feasibility studies, if any, with respect to the facilities	
Reimbursement resolutions, if any, and expenditures reimbursed with the proceeds of the Bonds	
Formal elections authorized by the Code or Regulations with respect to the Bonds	
Allocations of proceeds to expenditures (including any requisitions, draw schedules, draw requests, invoices, bills, and canceled checks with respect to such expenditures)	
Contracts entered into for the construction, renovation or purchase of bond-financed facilities	
Records of the purchase of bond-financed assets	
Correspondence and other documents relevant to the expenditure of bond proceeds	
DOCUMENTS EVIDENCING THE USE OF BOND-FINANCED PROPERTY BY PUBLIC AND PRIVATE SOURCES	
Agreements with respect to the bond-financed facilities, such as leases, subleases, management and service contracts, research agreements, naming rights agreements, etc.	
Records and calculations pertaining to the Private Payment or Security Test	
Records of the sale of bond-financed assets	
Correspondence and other documents relevant to the use of bond-financed property	

DOCUMENTS EVIDENCING ALL SOURCES OF PAYMENT AND SECURITY OF THE BONDS	
Trustee or paying agent statements for debt service payments	
Documents related to credit enhancement agreements	
Documents related to financial derivatives such as swap transactions and other hedging agreements	
Correspondence and other documents relevant to the source of payment and security of the Bonds	
DOCUMENTS PERTAINING TO THE INVESTMENT OF BOND PROCEEDS	
Records of all investments and gains (or losses) from such investments	
Trustee statements detailing investments, investment earnings and disbursements of bond proceeds	
Arbitrage rebate reports and copies of rebate and yield reduction payments	
Copies of all Form 8038-Ts and 8038-Rs filed with the IRS	
Documents related to guaranteed investment contracts, certificates of deposit, or other investment agreements	
Correspondence and other documents relevant to the investment of bond proceeds	

SCHEDULE III

Private Use Review Questionnaire
Complete Annually for Each Bond-Financed Facility

Facility: _____

Bond Issue: _____

Review Period: _____

With respect to the bond-financed facility, have any of the following been entered into during the Fiscal Year? (if any answer is yes, attach copies of agreement)		
	YES / NO	INITIALS
Management and other service agreements?		
Research contracts?		
Naming rights contracts?		
Change in ownership?		
Leases or subleases?		
Other business arrangements? (joint venture / partnership / LLC, etc)		
Have any special legal rights been given to any other party with respect to the facilities?		
Have the assets been encumbered in any way?		

With respect to the bond-financed facility, what percentage of the facility has been used for private business use? (if greater than zero, attach schedules of calculations)	
By entities other than a state or local government?	

SCHEDULE IV

Arbitrage Summary Complete Upon Issuance of Debt

Monitoring

Bond Issue	
Issue date	
Maturity Date	
Bond Year End (1)	
IRS Arbitrage Computation Dates (2)	

Bond Proceeds Tracking (include sale proceeds and all related bond accounts including debt service funds)

Fund Name	Bank Account	Deposit Amount	Yield Restriction Date (3)

- (1) Bond Year End – Each one year period that ends on the day selected by the issuer. The first and last bond years may be short periods. If no day is selected, bond years end on each anniversary of the issue date and on the final maturity of the issue.
- (2) IRS Arbitrage Computations occur at a minimum each 5th bond year and upon maturity of the issue.
- (3) Proceeds are restricted at the end of the “temporary period” that applies to the proceeds. Temporary periods vary based upon type of financing and type of proceeds. For example, proceeds for capital projects generally have a three year temporary period. The temporary periods are outlined in the tax documents for the financing.

SCHEDULE V

Ongoing Review Arbitrage Checklist

Issue: _____

Computation Date: _____

Initial

	Review records and identify any account deposits which are not interest income. State whether they are: a) reimbursements of proceeds which effectively reverse prior expenditures, or b) other funds which are commingled in the proceeds account. If they are other funds, provide additional detail concerning the source and nature of the transactions.
	Identify and describe the disposition of all funds which leave an account which are not actual expenditures of proceeds. This includes transfers to other accounts. In the case of transfers, describe if the transfers are to reimburse expenses already paid out of the other account, or if they are invested in the other account. If they are invested in the other account, provide detail of the investment and disposition of these funds until spent (including if they are transferred elsewhere). This includes an allocation of interest earnings.
	If credit enhancement or swap terms have been revised, extended or terminated, provide supporting documentation.
	Identify if the bonds have been refunded and/or defeased. If so, provide bond documents for the refunding issue or defeasance documents (including Verification Report).
	Provide copies of all correspondence (including emails) with bond counsel and/or interdepartmental memos concerning proceeds or decisions that relate to the Bonds.

SCHEDULE VI

Annual Compliance Checklist

INITIAL	TASK
	Review the Compliance Policy for changes in tax law or changes in internal procedures. If any changes are determined necessary, update the Compliance Policy.
	Review the Asset Schedule to determine if any changes have occurred to any of the bond-financed facilities that require further attention.
	Review the Record Retention Schedule for accuracy. If the locations of any records have changed, update the Record Retention Schedule.
	Complete the Private Use Review Questionnaire for each bond-financed facility
	For each issue of Bonds where Private Business Use may exceed 10%, verify that the Bonds do not meet the Private Payment or Security Test.
	Complete the Ongoing Review Arbitrage Checklist. Provide the completed checklist to the Arbitrage Specialist and consult with the Arbitrage Specialist to determine if it is appropriate to perform an arbitrage calculation at that time. Calculations should be performed annually when proceeds are outstanding, and at a minimum on every fifth anniversary of the date of issuance of the Bonds.
	With respect to any bond proceeds spent during the year, confirm that the actual expenditure of proceeds does not deviate materially from the expectations and limitations in the Tax Certificate for such issue.
	Confirm that no changes have been made to the terms of any issue of obligations that would result in a reissuance of the debt.

Date: _____

By: Finance Director

Exhibit A

Record Retention Guidelines for Electronic Storage

All records should be kept in a manner that ensures their complete access to the IRS for so long as they are material. While this is typically accomplished through the maintenance of hard copies, taxpayers may keep their records in an electronic format if certain requirements are satisfied.

Revenue Procedure 97-22 provides guidance to issuers that maintain books and records by using an electronic storage system that either images their hardcopy (paper) books and records, or transfers their computerized books and records, to an electronic storage media. Such a system may also include reasonable data compression or formatting technologies so long as the requirements of the revenue procedure are satisfied. The general requirements for an electronic storage system of taxpayer records are provided in section 4.01 of Rev. Proc. 97-22. A summary of these requirements is as follows:

1. The system must ensure an accurate and complete transfer of the hardcopy books and records to the electronic storage system and contain a retrieval system that indexes, stores, preserves, retrieves, and reproduces all transferred information.
2. The system must include reasonable controls and quality assurance programs that (a) ensure the integrity, accuracy, and reliability of the system, (b) prevent and detect the unauthorized creation of, addition to, alteration of, deletion of, or deterioration of electronically stored books and records, (c) institute regular inspections and evaluations, and (d) reproduce hardcopies of electronically stored books and records that exhibit a high degree of legibility and readability.
3. The information maintained in the system must be cross-referenced with the issuer's books and records in a manner that provides an audit trail to the source document(s).
4. The issuer must maintain, and provide to the IRS upon request, a complete description of the electronic storage system including all procedures relating to its use and the indexing system.
5. During an examination, the issuer must retrieve and reproduce hardcopies of all electronically stored books and records requested by the IRS and provide the IRS with the resources necessary to locate, retrieve, read and reproduce any electronically stored books and records.
6. The system must not be subject, in whole or in part, to any agreement that would limit the IRS's access to and use of the system.
7. The issuer must retain electronically stored books and records so long as their contents may become material in the administration of federal tax law.

Exhibit B

Revenue Procedure 97-13

Exhibit C

Spending Exceptions to Arbitrage Rebate

Exhibit D

**Summary of
Regulations § 1.141-12
For Remedial Actions**

Exhibit E

**IRS Notice 2008-31
Voluntary Closing Agreement Program**

300 – Investment Policy

1. SCOPE

The Investment Policy applies to all funds held by or for the benefit of the City of Zephyrhills, Florida (the City).

2. INVESTMENT OBJECTIVES

The following investment objectives will be applied in the management of the City’s funds.

- A. The primary objective of the investment activities is the protection of City funds.
- B. The investment strategy will provide sufficient liquidity to meet the City’s operating, payroll and capital requirements.
- C. In investing public funds, the finance director will strive to maximize the return on the portfolio, but will minimize investment risk.
- D. The finance director will set procedures to control risks and diversify investments regarding specific security types, maturities and financial institutions.

3. PRUDENCE AND ETHICAL STANDARDS

The City staff shall use the “prudent person” standard in the management of the overall investment portfolio.

The finance director, or persons performing the investment functions, acting as a “prudent person” in accordance with the written policies and procedures and exercising due diligence, shall not be responsible for an individual security’s credit risk or market price change provided that appropriate monitoring efforts are performed.

The “prudent person” standard is herewith understood to mean:

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

4. INVESTMENT PERFORMANCE AND REPORTING

A portfolio report shall be provided ~~each month~~ quarterly to the city manager. The report shall include a breakdown of the portfolio as well as its overall performance during that period.

5. DELEGATION OF AUTHORITY

Responsibility for the administration of the investment program is hereby delegated to the Finance Director who shall establish investment procedures based on these policies. The Finance Director shall be responsible for the implementation of internal controls and monitoring the activities of subordinate staff.

6. AUTHORIZED INSTRUMENTS

The finance director or appropriate staff shall purchase or sell investment securities at prevailing market rates with city manager approval. Authorized instruments are as follows:

- A. The Florida Local Government Surplus Funds Trust Fund (SBA - Florida Prime), the Florida Local Government Investment Trust and the Florida Surplus Asset Fund Trust (Florida Safe) ~~Florida Municipal Investment Trust.~~
- B. Negotiable direct obligations or obligations, the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include but not be limited to the following:
 - 1. Treasury Bills
 - 2. Treasury Notes
 - 3. Treasury Bonds
 - 4. Cash Management Bills
 - 5. Treasury Securities-State & Local Government Series (SLGS)
- C. Non-negotiable interest-bearing time certificates of deposit or savings accounts in banks and savings associations under the laws of this state and/or in national banks or savings associations organized under the law of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security of Public Deposits Act Chapter 280, Florida Statutes, and provided that the bank or savings association is not listed with any recognized credit watch information service.
- D. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by United States agencies provided such obligations are backed by the full faith and credit of the United States Government. Such securities will include, but not be limited to, the following:
 - 1. United States Export-Import Bank-Direct obligations or full guaranteed certificates of beneficial ownership.
 - 2. Farmers Home Administration-Certificates of beneficial ownership.
 - 3. Federal Financing Bank-Discourt notes, notes and bonds.
 - 4. Federal Housing Administration Debentures.
 - 5. General Services Administration Participation Certificates.
 - 6. Government National Mortgage Association (GNMA)
 - GNMA-guaranteed mortgage-back bonds
 - GNMA-guaranteed pass-through obligations

7. United States Maritime Administration Guaranteed Title XI Financing.
 8. New Communities Debentures-US Government guaranteed debentures.
 9. US Public Housing Notes and Bonds-US Government guaranteed public housing notes and bonds.
 10. US Department of Housing and Urban Development Project notes and local authority bonds.
- E. Bonds, debentures, notes or other evidence of indebtedness issued or guaranteed by United States Government agencies (Federal Instrumentalities), which are non-full faith and credit agencies limited to the following:
1. Federal Farm Credit Bank (FFCB)
 2. Federal Home Loan Bank or its district banks (FHLB)
 3. Federal National Mortgage Association (FNMA)- FNMA guaranteed pass-through obligations
 4. Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates
 5. Student Loan Marketing Association (Sallie-Mac)
 6. Tennessee Valley Authority (TVA)
- F. Repurchase agreements comprised of only those investments as authorized in Section B, C and D.

7. INVESTMENT MATURITY AND LIQUIDITY

- A. To the extent possible, an attempt will be made to match investment maturities with known cash needs and anticipated cash flow requirements. Investments of current operation funds shall have maturities of no longer than twelve (12) months. Investments of bond reserves, construction funds, and other non-operating funds shall have a term appropriate to the need for funds and in accordance with debt covenants, but in no event shall exceed three (3) years. The maturities of the underlying securities of a repurchase agreement will follow the requirements of the Master Repurchase Agreement.
- B. Investments do not necessarily have to be made for the same length of time that the funds are available. The basic criteria for consideration of investments are listed below:
1. Keep maturities short in a period of constantly rising interest rates based on treasury bill auctions or the daily Federal Funds rate.
 2. Keep maturities short in a period of inverted treasury yield curve (short-term rates are higher than the long-term rates).
 3. Maturities should be lengthened when the treasury yield curve is normal and is expected to remain whole.
 4. Maturities should be lengthened when interest rates are expected to fall based on economic reports taken as a whole.

5. The yield curves of the market should be analyzed for significant breaks in yields over various maturity dates. The points at which the yield curve breaks are the points at which there are significant marginal declines in yields for incremental changes in maturity dates. Investments should be made at these breaks in the yield curve so that yields will be maximized.

8. BID POLICY

After the Finance Director or staff has determined the approximate maturity date based on cash flow needs and market conditions and has analyzed and selected one or more optimal types of investment, a minimum of three (3) banks and/or dealers must be contacted and asked to provide bids on the securities in question. To the extent permitted by law, bids will be held in confidence until the highest bid is determined and awarded. If the maturing investment is a certificate of deposit, then one of the contacts shall be the present holder of the funds subject to the portfolio diversification requirements in this policy. Due to the cost of safekeeping, one business day repurchase agreements and overnight sweep repurchase agreements will not be bid, but may be placed with the depository bank relating to the demand account for which the repurchase agreement was purchased. This bid policy shall not apply to investments authorized in Section A.

9. RISK AND DIVERSIFICATION

Assets held shall be diversified to control the risk of loss resulting from overconcentration of assets in a specific maturity, issuer, instrument, dealer or bank through which these instruments are bought and sold. The appropriate management staff shall review and revise periodically as necessary the diversification strategies within the established guidelines.

10. AUTHORIZED INVESTMENT INSTITUTIONS AND DEALERS

The Finance Director shall only purchase securities from financial institutions that are qualified as public depositories by the Treasurer of the State of Florida or from securities dealers that are members of the National Association of Securities Dealers (NASD) and the Securities Investors Protection Corporation (SIPC) with a physical presence in Florida and having minimum net capital as required by Rule 15c3-1 of the Securities and Exchange Commission (SEC) of \$10 million (\$10,000,000) or primary securities dealers as designated by the Federal Reserve Bank of New York.

Repurchase agreements shall only be entered into with primary securities dealers and financial institutions that are state-qualified public depositories.

11. THIRD PARTY CUSTODIAL AGREEMENTS

The finance director, with prior city manager approval, may execute a Third-Party Custodial Safekeeping Agreement with a commercial bank having trust powers or a trust company chartered by the United States Government or the State of Florida. All securities purchased and/or collateral obtained by the City shall be properly designated as an asset of the City and held in safekeeping by the trust department or trust company and no withdrawal of such securities, in whole or in part, shall be made from safekeeping except by an authorized City staff member.

The Third-Party Custodial Safekeeping Agreement shall include letters of authority from the City, details of each party's responsibilities, notification of security purchases, sales, delivery, repurchase agreements, wire transfers, safe-keeping and transaction costs, procedures in care of wire failure, or other unforeseen mishaps including liability of each party.

12. MASTER REPURCHASE AGREEMENT

The finance director will require all approved institutions and dealers transacting repurchase agreements to execute and perform as stated in the Master Repurchase Agreement. All repurchase agreement transactions will adhere to requirements of the Master Repurchase Agreement.

13. INTERNAL CONTROLS

The finance director shall establish and monitor a set of internal controls designed to protect the City's funds and ensure proper accounting and reporting of the securities transactions. Such internal controls shall include, but not be limited to the following:

- A. All securities purchased or sold will be transferred only under the "deliver versus payment" (D.V.P.) method to insure that funds or securities are not released until all criteria relation to the specific transaction are met.
- B. The finance director is authorized to accept on behalf of and in the name of the City of Zephyrhills bank trust receipts or confirmation as evidence of actual delivery of the obligations or securities in return for investment of funds.
- C. Trust receipts or confirmations shall fully describe the various obligations or securities held. The receipt or confirmation shall state that the investment is held in the name of the City of Zephyrhills.
- D. The actual obligations or securities, whether in book-entry or physical form, on which trust receipts or confirmations are issued may be held by a third-party custodial bank and/or institution or by designated correspondent bank with a correspondent relationship to the City's third-party custodian.

- E. Other internal controls such as:
 - 1. Written documentation of telephone conversations.
 - 2. Adequate separation of duties.
 - 3. Custodial safekeeping.
 - 4. Supervisory control of employee actions and operations review.
 - 5. Performance evaluations and interim reporting.
- F. The finance director will coordinate all daily investment activity. The city manager has designated the position of finance director with the authority to initiate all investment activities, other positions may be designated as the city manager deems necessary.

14. PORTFOLIO COMPOSITION

The guidelines for investments and limits on security issues, issuers, and maturities as established by the City are addressed herein. The city manager or the city manager's designee shall have the option to further restrict or increase investment percentages from time to time based on market conditions. Any changes to the established portfolio composition must be in writing from the city manager directed to the finance director. Purchases of investments based on bond covenant requirements shall not be included in the portfolio's composition calculations.

- A. Florida Local Government Surplus Funds Trust Fund (SBA - Florida Prime), the Florida Local Government Investment Trust and the Florida Surplus Asset Fund Trust (Florida Safe) Florida Municipal Investment Trust.
 - 1. Investment Authorization - The Finance Director, with prior approval of the city manager, may invest in the SBA – Florida Prime, the Florida Local Government Investment Trust and the Florida Safe Florida Municipal Investment Trust.
 - 2. Portfolio Composition - A maximum of 100% of the portfolio may be invested in the SBA – Florida Prime, the Florida Local Government Investment Trust and the Florida Safe Florida Municipal Investment Trust.
- B. United States Government Securities
 - 1. The finance director, with prior city manager approval, may invest in negotiable direct obligations or obligations, the principal and interest of which are unconditionally guaranteed by the United States Government. Such securities will include, but not be limited to the following:
 - Treasury Bills
 - Treasury Notes
 - Treasury Bonds
 - Cash Management Bills
 - Treasury Securities-State & Local Government Series (SLGS)

2. Portfolio Composition-A maximum of 50% of the portfolio may be invested in the United States Government Securities.
 3. Maturity Limitations- The maximum length of maturity of any direct investment in government securities is three (3) years, except for the underlying securities of repurchase agreements.
- C. United States Federal Agencies (full faith and credit of the United States Government).
1. Purchase Authorization –With prior city manager approval, the finance director may invest in United States Federal Agency securities that include obligations of the:
 - United States Export-Import Bank-Direct obligations or full guaranteed certificates of beneficial ownership
 - Farmers Home Administration-Certificates of beneficial ownership
 - Federal Financing Bank-Discourt notes, notes and bonds
 - Federal Housing Administration Debentures
 - General Services Administration Participation Certificates
 - Government National Mortgage Association (GNMA)
 - GNMA-guaranteed mortgage-back bonds
 - GNMA-guaranteed pass-through obligations
 - United States Maritime Administration
 - New Communities Debentures-US Government guaranteed debentures
 - US Public Housing Notes and Bonds-US Government guaranteed public housing notes and bonds
 - US Department of Housing and Urban Development Project notes and local authority bonds
 2. Portfolio Composition- A maximum of 30% of the portfolio may be invested in United States Federal Agencies
 3. Maturity Limitations-Limited to the maturity requirements of United States Government Securities.
- D. Federal Instrumentalities (United States Government Agencies that are non-full faith and credit).
1. Purchase Authorization- With prior city manager approval, the finance director may invest in Federal Instrumentalities that include obligations of the:
 - Federal Farm Credit Bank (FFCB)
 - Federal Home Loan Bank or its district banks (FHLB)
 - Federal National Mortgage Association (FNMA)- FNMA guaranteed pass-through obligations.
 - Federal Home Loan Mortgage Corporation (Freddie-Macs) including Federal Home Loan Mortgage Corporation participation certificates.
 - Student Loan Marketing Association (Sallie-Mac)
 - Tennessee Valley Authority (TVA)
 2. Portfolio Composition-A maximum of 30% of the portfolio may be invested in Federal Instrumentalities.
 3. Limits on Individual Issuers-A maximum of 15% of the portfolio may be invested in any one issuer.

4. Maturity Limitations-The maximum length of maturity for an investment in any Federal Instrumentality is three (3) years.
- E. Non-Negotiable Interest-Bearing Time Certificates of Deposit
1. Purchase Authorization-With prior city manager approval, the finance director may invest in non-negotiable interest-bearing time certificates of deposit or savings accounts in banks or savings associations organized under the laws of this state and/or in national banks organized under the laws of the United States and doing business and situated in this state, provided that any such deposits are secured by the Florida Security for Public Deposits Act, Chapter 280, Florida Statutes, and provided that the bank or savings association is not listed with any recognized credit watch information service.
 2. Portfolio Composition-A maximum of 30% of the portfolio may be invested in non-negotiable interest-bearing time certificates of deposit or savings accounts.
 3. Limits on Individual Issuers-A maximum of 30% of the portfolio may be deposited with any one issuer.
 4. Maturity Limitations-The maximum maturity of any certificate shall be no greater than two (2) years from the time of purchase.
- F. Repurchase Agreements
1. Purchase Authorization-The finance director, with prior city manager approval, may invest in repurchase agreements based on the requirements set forth by the Master Repurchase Agreement. All firms with which the City enters into a repurchase agreement will have in place an executed Master Repurchase Agreement with the finance director.
 2. Portfolio Composition-A maximum of 20% of the portfolio may be invested in repurchase agreements with the exception of one (1) business day agreements or overnight sweep agreements.
 3. Limited on Individual Sellers- A maximum of 5% of the portfolio may be invested with any one institution or dealer with the one exception of one (1) business day agreements and overnight sweep agreements.
 4. Maturity Limitations-The original maturity of the security must be 180 days or less.

15. MONEY MANAGERS

The city manager may utilize an outside money manager to invest up to 25% of the portfolio.

16. STANDARDS OF ETHICS

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment programs, or that could impair their ability to make impartial investment decisions. Employees and investment_officials shall disclose to the city manager any material financial interest in financial institutions that conduct business with the City of Zephyrhills and shall further disclose any large personal financial or investment positions that could be related to the performance of the City's portfolio. Employees and investment officers shall subordinate their personal investment transactions to those of this jurisdiction, particularly with regard to the timing of purchases and sales.

17. REPORTING

The finance director shall submit annually to the City Council an investment report outlining the City's investment transactions for the preceding year and describing the City's investment position as of the date of the report. Earnings on investments shall be compared to benchmark indicators relative to portfolio performance. Quarterly reports, in addition to the required annual report, will be provided to the city manager.

18. CONTINUING EDUCATION

This investment policy shall provide for the continuing education of the unit of local government's officials responsible for making investment decisions or chief financial officer. Such officials must annually complete eight (8) hours of continuing education in subjects or courses of study related to investment practices and products.

19. AUDITING

State and local laws require an annual audit of the City's financial records. That audit will include a review of all investment activity for the year for compliance with these investment procedures. Included in the audit review will be a review of internal controls related to investment of City funds and appropriate investment documentation.

20. INDEMNITY

The financial director and other employees authorized to invest City funds shall be personally indemnified in the event of investment loss provided investments are made in full_compliance with these policies.

400 - Ad Valorem Real Estate Tax Bills

Exempt - Article VII, Section 3 of the State Constitution provides: "All property owned by a municipality and used exclusively by it for municipal or public purposes shall be exempt from taxation".

Non Exempt - Property owned by the City but leased to persons for private purposes is subject to taxes. The City is also liable for any taxes on property in the year in which it is acquired but may apply for an exemption for future years.

Payment of Taxes Due - Upon receipt of tax bills each year the director of finance shall review each bill to determine the property or parcel taxed.

- (1) Leased property - Finance will notify the lessee of the assessment and provide the lessee with the county's invoice(s). Finance will not send out reminders. If an invoice remains unpaid after the final due date (currently March 31st), the City will pay that invoice including any late fee imposed by the County, and bill the lessee for that amount plus an additional City penalty, the greater of 10% of the amount paid to the county, or \$200.

The failure to pay the assessment has always been a violation of the lease agreement and the City may initiate eviction notice. The City's payment of the assessment does not abrogate the requirement of the lessee to pay, nor does it indicate that the lessee is not in violation of the lease. Payment by the City is simply a safeguard to prevent the County from taking legal action for non-payment.

Finance is charged with the responsibility to ensure all taxes are collected and paid to the Pasco County Tax Collector's Office (as presented by the Pasco County Property Appraiser's Office).

- (2) Acquired Property - Taxes due on property acquired by the City for public use shall be paid by the City upon receipt of the tax bill and an exemption from future taxes shall be confirmed or applied for.

Application for Exemption - Upon receipt of any deed, conveyance or dedication of property to the City, the City Attorney ~~director of finance~~ shall prepare a request for tax exemption to be signed by the city manager and submitted to the Pasco County Property Appraiser.

500 - Petty Cash Funds

General - Petty Cash is money set aside for the purpose of making change or paying small obligations for which the issuance of a formal voucher or check would be too expensive or time consuming. Petty Cash purchases will not be made only to avoid adhering to standard purchasing procedures.

Maximum Purchase Amount - A limit of \$20.00 per purchase is imposed so as to not deplete the fund prematurely.

Receipts - Petty Cash vouchers must be account coded before reimbursement is made, along with a description of the purchase and signature of purchaser.

Existing Petty Cash Funds - There ~~are two~~ is one established petty cash funds:

a. Finance	\$125.00
b. Police Department	\$ 50.00

Change Drawers - In addition to Petty Cash Funds, the City has small cash amounts in change drawers utilized solely for the purpose of making change when accepting payments. The following areas have change drawers:

a. Library	\$ 25.00
<u>b. Police</u>	<u>\$ 50.00</u>
c. Building Department	\$100.00
<u>d. Administration</u>	<u>\$100.00</u>
e. Airport	\$150.00
f. Utility Billing	\$500.00

Approval of the city manager is required to establish any other Petty Cash Fund or Change Drawer.

600 - Job-Work Order Systems

General - The City will use a Work Order (W.O.) System to account for designated jobs and services within the City. The purpose of the W.O. System will be to accumulate the total cost of labor and materials used for particular jobs or services. W.O.'s will be used for vehicle and equipment maintenance, sewer and water department maintenance and jobs, and selected public works jobs. All major jobs designated by the city manager will fall under the Work Order System.

The account structures for each department currently using W.O.'s. W.O.'s should be completed and filed within two (2) working days after the end of each month.

Month-end reports will be provided to each department on request. The following reports will be available:

- (1) Monthly History Report showing postings to each account for the month.
- (2) Monthly Summary Report (manual) showing postings accumulated year to date.
- (3) Year-end History Report showing all account activity for the year.

Labor and Equipment Rates - Labor and equipment rates to be used for W.O.'s will be reviewed annually and new rates will be effective on October 1st each year.

Material and Parts Cost - Material and parts will be posted to W.O.'s using actual cost. If actual cost is not available (or impractical to determine) estimated cost will be used.

700 – Bidding/Purchasing Procedures

Purchasing from a Bidders List

The Finance and Purchasing Department is responsible for all aspects of the City's centralized procurement process. Its objective is to acquire needed quality goods and services as efficiently and as inexpensively as possible, while assuring fair and equal opportunity to all qualified vendors. The Purchasing Department's primary function is to assist other city departments in their procurement efforts, securing materials and services, which meet necessary standards. Concurrently, Finance and Purchasing monitors all procurement to ascertain compliance with applicable laws.

General – The Purchase Orders (P.O.) and Purchase Cards (PCard) will be used for all city purchases. The P.O. should be requested, approved, and issued prior to making a purchase. The purpose of the P.O. system is to give effective managerial control over the City budget and cash flow. All purchases of capital assets, materials, supplies, and services must be coordinated through the city manager or the designated purchasing agent to insure compliance with bid requirements set forth in City ordinance and state law. Purchase Orders and Purchase Cards will be centrally controlled and issued by Finance.

~~When purchasing a capital expenditure, the coded number for that budgeted item will be included in the note section of the requisition and printed along with the approved purchase order.~~

-Purchases over ~~\$20,000~~ \$50,000 must be submitted for bid unless waived by City Council in cases where it deems it advisable to do so. When preparing an item for bid, the department manager will coordinate the requirements and specifications with the purchasing agent. Bids will be received by the ~~City Clerk~~ Purchasing Agent.

-Bids are optional for purchases less than or equal to ~~\$20,000~~ \$50,000. If not bid, these purchases are subject to the procedures outlined below:

Purchase of Items ~~\$2,500~~ \$5,000 or Less – The department head will designate an employee to input electronic requisitions. Upon completion of an electronic requisition, it will be automatically forwarded to the department head for his/her level of review and approval. After the approval of the department head, it will be forwarded to the purchasing agent for review. Once requisitions are approved, an e-mail will be automatically sent to the originator stating the requisition has been approved to a purchase order and is okay to print.

Purchase of Items Over ~~\$2,500~~ \$5,000 – The department head or designee will obtain written quotations from three (3) separate vendors and include quotations in the note section of the requisition. Again, the requisition must be approved and the P.O. issued prior to actually placing the order. The written quotations will be attached to the P.O. and forwarded to Finance for payment.

A single vendor may be listed if the purchase is covered under a State, GSA, NJPA or other Co-op approved contract. If a contract is being utilized, the requisition should list the contract number, the state agency, GSA, NJPA or Co-op approved contract with the term of the contract.

Receiving – Upon receipt of goods or services ordered, the delivery ticket, invoice, or other written verification of goods received will be forwarded to Finance with the P.O. On all items which cost ~~\$1,000~~ \$5,000 or more, a complete description including manufacturer, model number, serial number and picture shall be provided ~~on the P.O.~~ to the Purchasing Agent to maintain an accurate inventory of fixed assets.

Summary of Procedures –

1. Electronic requisition are submitted to the department head for approval of purchase.
2. Requisitions in the amount of \$5,000 or more are then routed to the city manager for his review and approval.
3. ~~Requisitions are then routed to the Purchasing Agent for review. Any questions regarding the requisition will be made to the originator for clarification.~~
4. Finance will generate the purchase order after all clarifications, documentation is in order and forward a copy of the purchase order to the originator.
5. When goods/services are received, the purchase order will be forwarded with the packing slip and invoice to the Finance department for payment processing.
6. All requests over ~~\$2,500~~ \$5,000 are to have three (3) written quotes attached to the purchase order.

750 – Surplus Property Procedures (Presented to Council 3/28/2016 Approved)

The Purchasing Department is responsible for transfer and/or disposal of City surplus property in accordance with Chapter 274, Florida Statutes, as amended.

A. Report of Surplus Stock. All departments shall:

- a. Identify all surplus supplies which are no longer used or which have become obsolete, worn out or destined to be scrapped by filling out a Disposal Form. (O:/Purchasing-Checks, Surplus, select the appropriate form). The department head will assign a dollar value for the surplus property, sign and submit the form along with pictures of all angles, inside and out to the Purchasing Agent.
- b. The Purchasing Agent will review.
 - i. Will send an email to department heads notifying them of items destined to be auction/donated/scrapped unless they are in need of it.
 - ii. If a department wants the item, a transfer will be initiated. The Agent has authority to transfer surplus stock to other using agencies or non-profit organizations pursuant to Florida law. Notifications to the ~~Sanitation~~ Fleet Superintendent, HR Director and Finance Director will be made to update their records on the asset transfer.
 - iii. If no departments can use the surplus property, the Purchasing Agent will:
 1. After Item i., deadline, if the surplus is \$200.00 or less in value/usefulness the Purchasing Agent will provide approval to the department to donate or scrap the surplus.
 2. City donations will only be allowed to be made to:
 - a. Neighborhood Care,
 - b. Thomas Promise,
 - c. Healing Hearts Café, or
 - d. The Samaritan Project

This will be done by a rotation schedule maintained by the Purchasing Agent. No donations outside of this will be permitted.

3. If the surplus item is valued greater than \$200.00, the Purchasing Agent will:
 - a. Prepare the item(s) for auction. The auction will be posted for two weeks.
 - b. After the disposal (auction, donation, transfer, scrap) an email will be sent to the ~~Sanitation~~ Fleet Superintendent; HR Director and Finance Director of the disposal/transfer for record updates.

- c. The City of Zephyrhills' employees are allowed to participate in the online auctions by registering with ~~Public Surplus~~ GovDeals.

B. Sale. The Purchasing Agent shall have authority to sell all supplies of a value less than Five Thousand and 00/100 Dollars (\$5,000.00), which have become unsuitable for City use, or to exchange the same for, or trade in the same on, new supplies. Sales under this section shall be made to the highest responsive, responsible bidder and in conformance with Florida Statutes and competitive conditions. Sales of supplies of a value in excess of Five Thousand and 00/100 Dollars (\$5,000.00), but not exceeding Twenty-Five Thousand and 00/100 Dollars (\$25,000.00), shall require approval of the City Manager. Sales in excess of Twenty-Five Thousand and 00/100 Dollars (\$25,000.00) shall require approval of the City Council.

C. Police Property – Abandoned or Seized.

- a. The City will obtain a judgment from the Courts. Once the judgment has been obtained the City can follow the above Surplus City Property procedures listed above.
 - i. Property Evidence will sign off on the Property Evidence tag with the necessary paperwork attached to the Disposal form.
- b. Seized Vehicle – The Police department will obtain a court release of the vehicle; and a DMV release of the Title. Once that has been obtained, follow steps listed in C.a.i.
- c. Abandoned Property-Every three (3) months the Property Evidence clerk will go to the Police Storage unit.
- d. A review of the City Decals on the property (bikes) will be conducted to ensure the bikes have been in the Police department's possession for ninety (90) days. A list will be made and due diligence will be performed.
 - i. If no phone number is on file;
 - ii. Send a letter to the address of record with a deadline for contact
 - iii. If no contact has been made by the deadline, disposal can take place.
- e. If the property (bikes) do not have a City Decal or are RED TAG, passed the 90 days, make every attempt to locate the owner. If no contact after the deadline, disposal can take place.
- f. At time of the disposal, the Property Evidence clerk will sign off on the Property Evidence slips. Attach the slips to the Surplus Disposal form and follow steps listed in B.iii.2 once approval has been provided by Purchasing.

Addendum 2

CONTRACT/AGREEMENT with _____

	Date
_____ Contract/Agreement provided by vendor or department	_____
_____ Contract/Agreement given to City Attorney	_____
_____ City Attorney review/approval	_____
_____ Copy provided to City Manager	_____
_____ Bid/Contract/Agreement/Lease presented to City Council	_____
_____ Date of Council Approval	_____
_____ City Clerk provided document for Signature	_____
_____ Signed copy provided to purchasing agent and appropriate dept	_____
_____ Original recorded/filed in permanent file # _____	_____
_____ W-9 ID Number to Finance Department	_____

Addendum 1

ITEM TO BE BID

Bidding/Purchasing	Date
_____ Bid Specifications Prepared by _____	_____
_____ Notice to Bidders Prepared by _____	_____
_____ Date Notices Mailed to those on Bid List	_____
_____ Date of Publication in _____	_____
_____ Copy of Advertisement for Bid/Request for Proposals/Qualifications	
_____ Date Bids to be Opened	_____
_____ Bids Filed in Permanent File # _____	_____
_____ Copy of Verification of State Contract Numbers (Vendor #, Agreement #)	
_____ If “Piggyback” Purchase, Copy of Agency Bid/Award Documents	
_____ Bid Presented to City Council	_____
_____ Council Awarded Bid to: _____	
_____ W-9 ID Number to Finance Department	_____
_____ Checks returned via Certified Mail	_____

800 – Purchases Under Government Contracts

Purchases of goods or services in excess of ~~\$20,000~~ \$50,000 may be exempt from the sealed bid process under the provision of state law that allows for that procedure when a purchase is made through a contract awarded to a local, state or federal governmental agency. Prior to any purchase, the department shall determine whether or not the goods or services may be obtained through another governmental agency's annual contract. While purchases under a government contract are generally lower than what can be obtained through open market bidding, the department manager shall review and document the prices and costs to confirm that the contract provides the best alternative. Consideration should be given to the brand or make of the product and costs associated with the availability of maintenance and service and compatibility with existing stock.

When proposing to purchase goods and services under a contract or bid obtained by any state or local government (i.e., piggybacking), the State of Florida or United States of America, the department head shall obtain the following information: written approval by the entity, written approval by the vendor, contract with contract dates, solicitation, tabulation, pricing, and any extensions. Purchase orders or contracts for purchases under other governmental agency's contracts must be annotated with the name and contract number and approved by the city manager. Using state contract procedures does not preclude departments from advertising items or services locally if desired.

For "sole source" purchasing, department heads should make every effort to ensure no other vendor or supplier is available. Proposed "sole source" purchases will be advertised on the City website for one ~~two~~ weeks. If no other competitive vendor responds, the purchase process will begin. If a competitive vendor responds, a review and possible bid process will begin.

If using a state term contract or SNAPS II agreement, the appropriate department head shall be responsible for ensuring the person or company being used has a current state SNAPS II agreement or state contract number. Any single SNAPS II purchase shall not exceed \$35,000 and the total purchase per year from any one agreement must be less than the threshold for category IV (\$195,000). Contractor will provide a copy of contract (SNAPS II).

900 – Selection of Professional Services – Competitive Negotiation RFP & RFQ

The City shall publish a legal advertisement requesting proposals from firms providing services in accordance with Florida Statute 287.055. The notice shall include a general description of the project.

Qualified firms or individuals desiring to provide professional services must possess professional training, adequate personnel and have a past record and experience in performing the type of work desired consistent with the scope and complexity of the project. Firms interested in performing the work shall provide sufficient documentation to the City for the City to be able to determine professional competence.

The Purchasing Agent shall recommend to the city manager ~~shall appoint~~ a ranking committee of at least three (3) persons to review and evaluate the qualifications of all interested firms. The committee shall select at least three (3) firms that are licensed in the State of Florida and are otherwise professionally qualified. The committee shall consider the following along with any other appropriate information:

1. Ability of professional personnel
2. Past performance on other work
3. Ability to complete the work on time and within budget
4. Location of firm and personnel and travel time required to project site
5. Recent, current and projected work loads
6. Work performed for the City and other clients
7. Reputation
8. References

Following the selection of at least three (3) qualified firms the committee shall refer their selections to City Council via the City Manager for approval of the ranking order. ~~The selected firms may be invited to make public presentations to Council on their ability to perform the work required.~~

~~Following presentations, the City Council shall select in order of preference, the firms qualified to perform the work.~~

Following Council's ranking approval selection, ~~a committee shall be commissioned, comprised of the department head or his/her designee, city manager or his designee, the city attorney, and/or any other representative deemed appropriate, and shall start contract negotiations a contract with the~~ number one ranked firm. ~~most qualified firm for professional services at compensation which the City determines is fair, competitive and reasonable.~~

Should the City be unable to negotiate a contract with the number one ranked ~~most qualified~~ firm, negotiations shall be terminated and the City shall undertake negotiations with the second ranked ~~most qualified~~ firm. Failing accord with the second ranked firm, the City shall undertake negotiations

with the third ranked firm. Final disposition of each negotiated proposal will be presented to City Council.

1000- Grant Reimbursements

1. General – Grant funds constitute a significant source of revenue for local governments. Generally speaking, all grants are either for capital construction purposes or to assist in financing certain governmental services. Grants may be awarded by Federal, State or County Governments. The City should avail itself, whenever feasible, to apply for any and all grants for which it is eligible in an effort to fund expenditures thereby freeing tax dollars to fund ineligible costs.

Basic accounting is a requirement of most federal and state regulations governing grants administration and reporting. This requirement is often specified in the grant in the grant document or “contract”. The Grantee must properly account for and control the grant resources it accepts and uses. Commitments are usually made, as part of the municipality’s grant management responsibility to maintain:

- Accurate, current and complete disclosure of the financial results of the grant program in accordance with specified requirements;
- Records that identify adequately the source and application of funds for each entitlement period for grant-supported activities;
- Effective control over and accountability for all funds, property and other assets;
- Procedures to minimize the time elapsing between transfer of funds from the Grantor and their disbursement by the Grantee; and
- Accounting records supported by source documentation

2. Organizational Responsibilities – The responsibility for management and control of grant funds is the joint responsibility of the department that has primary responsibility for the grant program administration (program department), the grant support specialist and the finance department. The program department, in conjunction with the grant support specialist is responsible for reviewing and approving all transactions in grant funds before these transactions are processed by the finance department. All grants are to be coordinated through the Grant Support Specialist with the exception of Airport grants. Airport grants will be coordinated directly with the City Manager.

Specific responsibilities of the program department and grant support specialist may include:

- Review and approval of purchase orders and contracts to be supported by grant funds;
- Receipt and approval of invoices;
- Assurance that transactions in grant funds are coded properly;
- Preparing all requests for reimbursement from funding agency, request for advance, financial reports and supporting documentation supporting request

The finance department is responsible for maintaining official grant records, both automated and manual, and for posting accounting transactions to them. The finance department will be responsible for the following:

- Control of accounting documents approved for processing by the program department;
- Prepare financial reports based on accounting records;
- Enter these and other accounting transactions into the accounting system

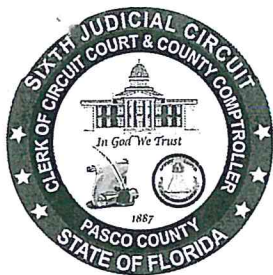
3. Reimbursable Grants – Those grants whereby monies need to be expended before grant monies are received are reimbursable grants. To minimize the amount of local General Fund cash that is advanced for grant purposed and to insure that the City makes prudent use of its monies and to optimize investment earnings, requests for reimbursable grants should be made on a monthly basis unless otherwise restricted by the grant agreement. In those incidences, reimbursements should be requested no less than a quarterly basis. Receipts can be either in the form of a check(s) or wire transferred into the City’s General Fund. When funds are requested, per governmental accounting standards, the Finance Department must be notified of the amount expected and the general ledger revenue account number(s) associated with expenditure reimbursement being requested. The Finance Department will enter monies as a Receivable into appropriate Fund and, when appropriate (in the event of actual check being issued), notify the Finance Department of expected reimbursement and of the cash code number to receipt said funds.

4. Advance Funding Grants – Those grants which monies are received before actual expenditures are advance funding grants. The Finance Department should be notified of expected monies in advance to insure proper posting of said funds. Backup documentation of spent monies, unless directed by grant application documentation, should be remitted monthly to the Grantor.

5. Year End Procedures – At the end of each fiscal year, a spreadsheet listing all grant activity will be generated by the ~~program manager and grant support specialist~~ Finance Department for the annual audit consisting of:

- a. Program Name
- b. Contract/Project Number
- c. Fed CFDA/State CFSA Number
- d. Grantor
- e. Award Amount
- f. Amount Received in Current Fiscal Year
- g. Amount Expended in Fiscal Year
 1. Amount Refundable from Grantor
 2. Amount Non-Refundable Expenditures
 3. Total Expenditures
- h. Comments

~~The spreadsheet will be submitted to the Finance Department, by the end of October, so that any year end receivables may be entered before the books are closed for the audit.~~



Office of Nikki Alvarez-Sowles, Esq. Pasco County Clerk & Comptroller

August 16, 2022

Shumaker, Loop & Kendrick, LLP
c/o Matthew Maggard
13134 US Highway 301
Dade City, FL 33525

RE: 2025 Penny For Pasco - Distribution of Proceeds from 2025 Infrastructure Surtax
C10 CAO22-2708

Dear Sir/Madam:

At the Pasco County Board of County Commissioners meeting of August 9, 2022, the above mentioned agenda item was approved. Attached is a copy of the recorded Interlocal Agreement along with the letter to the Department of Revenue for your files.

Any exhibits related to this document can be viewed by visiting the Pasco County Website as follows: go to www.pascocountyfl.net, click on "Transparency" under the "How can we help?" search bar of the home page, click on "Agendas & Minutes," select the meeting date from the list, click on "Agenda," click on the agenda item number indicated above, and click on the attachment you wish to view.

If you have any questions, please contact the appropriate department or call (352) 521-4274 or (727) 847-2411.

Sincerely,

Shannon Egbert
Operations Lead, Board Records Division
Deputy Clerk
Office of Nikki Alvarez-Sowles, Esq.
Pasco County Clerk & Comptroller

Enclosure



Ron Oakley, District 1

Mike Moore, District 2

Kathryn Starkey, District 3

Christina Fitzpatrick, District 4

Jack Mariano, District 5

August 10, 2022

Florida Department of Revenue
Attn: Account Management
5050 West Tennessee Street
Suite 1-5600
Tallahassee, FL 32399-0160

RE: Notification of Local Government
Infrastructure Surtax

Dear Sir or Madam:

On August 9, 2022, the Pasco County Board of County Commissioners executed the Interlocal Agreement among Pasco County, City of Dade City, City of New Port Richey, City of Port Richey, City of San Antonio, Town of St. Leo, City of Zephyrhills, and the District School Board of Pasco County for Distribution of Proceeds from the 2025 Infrastructure Surtax Proceeds among the County, the Municipalities within Pasco County, and the District, attached hereto. Paragraph 1 of the Agreement provides for the Pasco County School District to share in the surtax proceeds. Paragraph 3 of the Agreement sets forth the distribution percentages of the surtax proceeds among the parties.

Should you have any questions regarding this matter or need additional information, please contact Elizabeth Blair, Sr. Assistant County Attorney, at 727-847-8120.

Thank you for your assistance in this matter.

Sincerely,

Kathryn Starkey
Chairman

BOARD OF COUNTY COMMISSIONERS

- ☐ 352.521.4111 | Historic Pasco County Courthouse | 37918 Meridian Avenue | Dade City, FL 33525
☐ 727.847.2411 | West Pasco Government Center | 8731 Citizens Drive | New Port Richey, FL 34654

59
R BOARD RECORDS
CHARGE 115-002

**INTERLOCAL AGREEMENT AMONG PASCO COUNTY, CITY OF DADE CITY,
CITY OF NEW PORT RICHEY, CITY OF PORT RICHEY, CITY OF SAN ANTONIO,
TOWN OF ST. LEO, CITY OF ZEPHYRHILLS, AND THE DISTRICT SCHOOL BOARD
OF PASCO COUNTY FOR DISTRIBUTION OF PROCEEDS FROM THE 2025
INFRASTRUCTURE SURTAX PROCEEDS AMONG THE COUNTY, THE
MUNICIPALITIES WITHIN PASCO COUNTY, AND THE DISTRICT**

11/8
THIS INTERLOCAL AGREEMENT is among Pasco County, a political subdivision of the State of Florida, by and through its Board of County Commissioners, hereinafter referred to as the "County," and the governing bodies of the Municipalities of Dade City, New Port Richey, Port Richey, San Antonio, St. Leo, and Zephyrhills (hereinafter referred to as "Municipalities") and the District School Board of Pasco County (hereinafter referred to as the "District") for the proposed 2025 Penny for Pasco and does not supersede the Interlocal Agreement among the parties pertaining to the 2015 Penny for Pasco and executed on July 10, 2012 by the County.

WITNESSETH:

WHEREAS, in 2012, the parties hereto entered into an Interlocal Agreement pertaining to a local government infrastructure surtax, as authorized by Florida Statute, known as the Penny for Pasco, and now seek to continue their cooperative relationship through 2039; and

WHEREAS, Section 212.055(2), Florida Statutes, provides the County with the authority to levy, in addition to other taxes allowed by law, a local government infrastructure surtax (hereinafter referred to as "surtax") pursuant to ordinance enacted by a majority of the members of the Board of County Commissioners and approved by a majority of the electors of the County; and

WHEREAS, the parties have been good stewards of the surtax proceeds received pursuant to the Penny for Pasco approved by the majority of the electors of Pasco County in a referendum election on November 6, 2012; and

WHEREAS, the Penny for Pasco approved in 2012 provided the funding for necessary and needed capital expenditures that otherwise would have been funded through ad valorem taxation, thus provided ad valorem tax relief to Pasco County's property owners; and

WHEREAS, the 2015 Penny for Pasco is a ten-year surtax the term for which shall end on December 31, 2024; and

WHEREAS, the parties to this Interlocal Agreement desire to bring to the Pasco County electorate for their consideration at a referendum election a Penny for Pasco to commence on January 1, 2025 and to continue until December 31, 2039; and

WHEREAS, the Municipalities located within Pasco County, Florida, are eligible to receive a portion of the surtax, and represent the County's municipal population within Pasco County,

C10

Florida, and desire to jointly establish with the County the distribution percentages for the proceeds of the surtax pursuant to Section 212.055 (2)(c)1., Florida Statutes; and

WHEREAS, Section 212.055(2)(c)1, Florida Statutes, provides that this Interlocal Agreement may include a school district with the consent of the county governing authority and the governing bodies of the municipalities representing a majority of the county's municipal population; and

WHEREAS, pursuant to the aforesaid enactments, the County and the Municipalities, in anticipation of the levy of the surtax, consent to the District receiving a portion of the surtax proceeds and desire to establish by this Interlocal Agreement the distribution percentages for dividing the surtax proceeds among the County, the Municipalities within Pasco County, and the District; and

WHEREAS, the District created the Pasco's School Oversight Committee to oversee the expenditure of the District's portion of the surtax proceeds and will continue to use the Oversight Committee until the expiration of the proposed 2025 Penny renewal and the exhaustion of all revenue received by the District pursuant to the Penny for Pasco Infrastructure Surtax; and

WHEREAS, Section 212.055(2)(b), Florida Statutes, provides that a brief general description of the projects to be funded by the surtax shall be placed on the ballot.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, and pursuant to Section 163.01, et seq., Florida Statutes, the "Florida Interlocal Cooperation Act of 1969", and Section 212.055(2), Florida Statutes, the parties hereto agree as follows:

1. Purpose. This Interlocal Agreement is intended to consent to the District receiving a portion of the surtax proceeds and to provide for the distribution percentages for the proceeds of the surtax among the County, the Municipalities, and the District by the State of Florida Department of Revenue.

2. Consent. The parties hereto consent to placing the local government infrastructure surtax question on the ballot at the November 8, 2022, general election.

3. Distribution of Surtax Proceeds.

A. The surtax proceeds shall be distributed by the Florida Department of Revenue (Department) on a monthly basis pursuant to a formula which shall provide that the surtax proceeds shall be divided among the District (45%), the County (45%) and the Municipalities (collectively 10%). In accordance with Subsection 212.055(2)(c), Florida Statutes, the surtax proceeds shall be divided among and distributed on a monthly basis by the Department to the County, the Municipalities, and the District in the following percentages:

<u>Recipient</u>	<u>Share of Proceeds</u>
Pasco County	45.00%
City of Dade City	1.52%
City of New Port Richey	3.49%
City of Port Richey	.64%
City of San Antonio	.27%
City of St. Leo	.49%
City of Zephyrhills	3.59%
Pasco District School Board	45.00%

B. The distribution percentages listed in "A" above shall remain in effect from January 1, 2025, through December 31, 2039. However, subsequent to November 8, 2022, and throughout the duration of the levy of the surtax, the parties to this Interlocal Agreement, who are existing Municipalities, may meet and each in writing agree to a redistribution of the 10% of the surtax proceeds. In such an event the Ordinance levying the Local Government Infrastructure Surtax and this Interlocal Agreement shall be amended to reflect said revision to the distribution of the Municipalities' portion of the 10%. Should the Municipalities fail to notify the County of any change to the distribution on or before July 1 of the year preceding the effective year of the redistribution, the distribution percentages shall remain unchanged. Prior to its effectiveness, written notice of any change to the distribution shall be given by the County to the Department as required by Section 212.055(2), Florida Statutes.

4. Use of Proceeds. The parties to this Interlocal Agreement shall each adopt by Resolution a brief general description of projects that will be funded from the surtax proceeds for the period of the tax through December 31, 2039.

5. Term. This Interlocal Agreement shall take effect upon execution by the parties. This Interlocal Agreement shall remain in full force and effect so long as the surtax is in effect and levied in accordance with the terms of the County's Ordinance. The levy of the surtax shall commence on January 1, 2025, provided a majority of the electors in the County approve the levy of the surtax at a referendum called for such purpose.

6. Amendments to Agreement. Notwithstanding any other provision, this Interlocal Agreement may be amended in writing with the consent of all the parties.

7. Counterparts. This Interlocal Agreement may be executed in multiple counterparts, all of which taken together shall constitute the document.

8. Florida Department of Revenue.

Upon adoption of an ordinance levying the local infrastructure surtax by the County, the County shall provide the State of Florida Department of Revenue with the distribution percentages established by this Interlocal Agreement.

9. Filing with Clerk of the Court. This Interlocal Agreement and all subsequent amendments hereto shall be filed in the official records of Pasco County, Florida, within ten days of its execution by all parties hereto.

10. Entire Agreement. This Interlocal Agreement is the entire agreement between the parties and all understandings and agreements are incorporated in this Interlocal Agreement. This Interlocal Agreement supersedes any prior agreements between the parties relating to the 2025 Penny for Pasco local government infrastructure surtax.

IN WITNESS WHEREOF, the parties hereunto have executed the foregoing agreement on the dates as set forth below.



Nikki Alvarez Sowles
Nikki Alvarez Sowles, Esq.
Clerk & Comptroller

BOARD OF COUNTY COMMISSIONERS
OF PASCO COUNTY, FLORIDA

BY: *Kathryn Starkey*
Kathryn Starkey, BCC Chairman
Date: _____

APPROVED
IN SESSION

AUG 09 2022

PASCO COUNTY
BCC

[SEAL]

CITY OF DADE CITY, FLORIDA

ATTEST:

Clerk

Melissa H. H.
Deputy City Clerk

By:

James D. Shive
James D. Shive

Print Name

Title

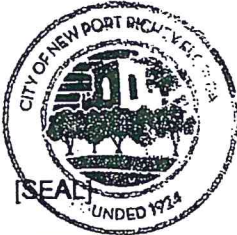
Date:

Mayor
06-28-2022

APPROVED AS TO LEGAL FORM AND SUFFICIENCY

Thomas A. Thomas

Attorney for City of Dade City



ATTEST:

Clerk

By:

CITY OF NEW PORT RICHEY, FLORIDA

Print Name

Title

Date:

10/21/22

APPROVED AS TO LEGAL FORM AND SUFFICIENCY

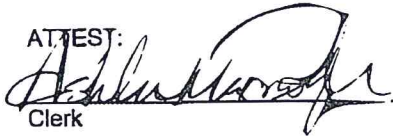
Attorney for City of New Port Richey



[SEAL]

CITY OF PORT RICHEY, FLORIDA

ATTEST:


Clerk

By:


Scott Tremblay

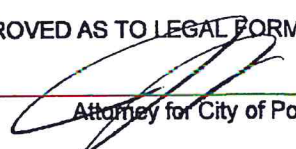
Print Name

Mayor

Title

Date: 07.12.2022

APPROVED AS TO LEGAL FORM AND SUFFICIENCY


Attorney for City of Port Richey

[SEAL]

CITY OF SAN ANTONIO, FLORIDA

ATTEST:

Clerk

By:

Mark B Anderson

Mark B. Anderson

Print Name

Mayor

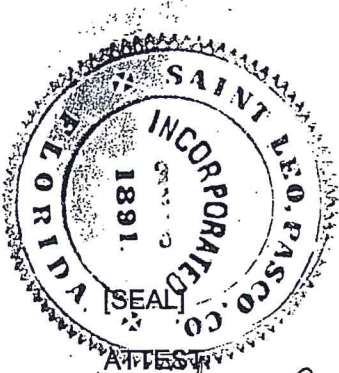
Title

Date: 6-21-2022

APPROVED AS TO LEGAL FORM AND SUFFICIENCY

[Signature]

Attorney for City of San Antonio



TOWN OF ST. LEO, FLORIDA

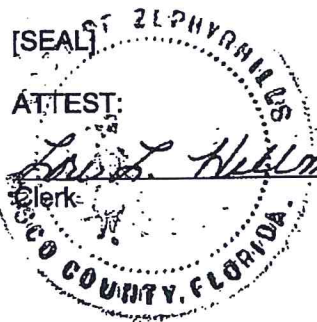
Andrea Ale
Clerk

By:

James Hallett
JAMES HALLETT
Print Name
MAYOR PRO TEM
Title
Date: June 13, 2022

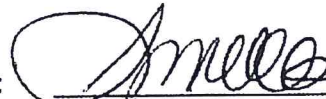
APPROVED AS TO LEGAL FORM AND SUFFICIENCY

Thomas A. Thomas
Attorney for Town of St. Leo



CITY OF ZEPHYRHILLS, FLORIDA

By:


Jodi Wilkeson

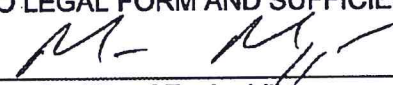
Print Name

Council President

Title

Date: 06/27/22

APPROVED AS TO LEGAL FORM AND SUFFICIENCY


Attorney for City of Zephyrhills

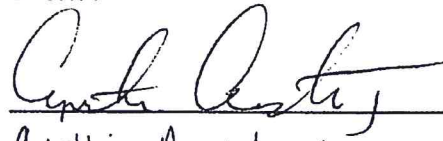
[SEAL]

DISTRICT SCHOOL BOARD OF PASCO
COUNTY

Attest:

Clerk

By:



Cynthia Armstrong

Print Name

Chairman

Title

Date: 6/21/22

APPROVED AS TO LEGAL FORM AND SUFFICIENCY


Attorney for District School Board of Pasco County

RENEWAL OF AGREEMENT FOR KED GROUP ~~42-21-16~~

THIS AGREEMENT made and entered into effective 1st day of July, 2022, by and between the CITY OF ZEPHYRHILLS, a political subdivision of the State of Florida, hereinafter referred to as "CITY" and KED Group, a Florida corporation, hereinafter referred to as "VENDOR". 41-22-31

WITNESSETH

WHEREAS, the CITY is a political subdivision of the State of Florida, having a responsibility to provide certain services to benefit the citizens of the City of Zephyrhills; and

WHEREAS, the CITY and VENDOR entered into an Agreement for Polymer EK-890 in a manner satisfactory to the CITY; and

WHEREAS, the Agreement provided for a One (1) year Term commencing May 1, 2021, and ending April 30, 2022, provided for Automatic Annual renewals, upon written agreement by the parties, and the parties are desirous of extending the existing Agreement.

NOW THEREFORE, in consideration of the premises, and in consideration of the mutual conditions, covenants, and obligations hereafter expresses, it is agreed as follows:

1. THAT the Agreement for Polymer EK-890 dated May 28, 2021, will exercise the AUTOMATIC RENEWAL through April 30, 2023
2. THAT costs of the Polymer EK-890 shall be \$1.79 per pound beginning July 1, 2022, and continuing until a mutually agreed upon per the contract documents.
3. THAT all remaining terms, provisions, and conditions, including terms for payment, of the Agreement for Polymer EK-890 dated May 28, 2021 shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have signed and sealed this Agreement on the day and date first written above.

CITY OF ZEPHYRHILLS

By: William C. Poe Jr. 8/31/22
William C. Poe Jr., City Manager Date

ATTEST:

Lori L. Hillman
Lori L. Hillman, City Clerk

COMPANY NAME

By: Denise Cook 8/31/2022
Print Name of Representative Date

Denise Cook Vice President.
Signature of Representative

ATTEST:

Corporate Secretary

City of Zephyrhills Bank Depository - Deposit Listing

Transaction Description	Amount	Customer Reference	Bank Reference	Ledger Date
ACH Credit Received	7,603.83	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/17/2022
ACH Credit Received	957.08	367736702	ACHCPAYMENTUS CO	8/17/2022
ACH Credit Received	446.00	2.01752E+14	ACHCSTATE OF FLO	8/17/2022
ACH Credit Received	5.00	2.01752E+14	ACHCSTATE OF FLO	8/17/2022
ACH Credit Received	272.85	8.78824E+12	ACHCGLOBAL PAYME	8/17/2022
ACH Credit Received	3,282.83	8.78824E+12	ACHCGLOBAL PAYME	8/17/2022
Deposit	1,443.20		DP0002100713325I	8/17/2022
Deposit	4,908.94		ICLD02400646490I	8/17/2022
Miscellaneous Credit	2,504.01		MSCR000000000111	8/17/2022
ACH Credit Received	29,336.93	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/18/2022
ACH Credit Received	1,465.22	368114279	ACHCPAYMENTUS CO	8/18/2022
ACH Credit Received	545.70	8.78824E+12	ACHCGLOBAL PAYME	8/18/2022
ACH Credit Received	149.80	8.78824E+12	ACHCGLOBAL PAYME	8/18/2022
ACH Credit Received	150,036.79	8.78824E+12	ACHCGLOBAL PAYME	8/18/2022
Deposit	776.22		DP0002101490433I	8/18/2022
Deposit	5,752.70		ICLD02401075686I	8/18/2022
Miscellaneous Credit	2,195.22		MSCR000000000111	8/18/2022
ACH Credit Received	367,685.19	AP0001778535	ACHCDE Florida O	8/19/2022
ACH Credit Received	18,523.75	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/19/2022
ACH Credit Received	49.81	185116-79844	ACHCGas South	8/19/2022
ACH Credit Received	119.64	2000013532	ACHCPEOPLES GAS	8/19/2022
ACH Credit Received	185.12	2000013532	ACHCPEOPLES GAS	8/19/2022
ACH Credit Received	35,000.00	2.01752E+14	ACHCSTATE OF FLO	8/19/2022
ACH Credit Received	60,799.57	2.01752E+14	ACHCSTATE OF FLO	8/19/2022
ACH Credit Received	229.23	2.01752E+14	ACHCSTATE OF FLO	8/19/2022
ACH Credit Received	272.85	8.78824E+12	ACHCGLOBAL PAYME	8/19/2022
ACH Credit Received	2,460.76	8.78824E+12	ACHCGLOBAL PAYME	8/19/2022
Deposit	1,823.33		DP0002102560219I	8/19/2022
Deposit	41,749.19		ICLD02401555924I	8/19/2022
Miscellaneous Credit	2,832.90		MSCR000000000111	8/19/2022
ACH Credit Received	24,102.35	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/22/2022
ACH Credit Received	142.42	368778610	ACHCPAYMENTUS CO	8/22/2022
ACH Credit Received	10.00	2.01752E+14	ACHCSTATE OF FLO	8/22/2022
ACH Credit Received	1,578.28	8.78824E+12	ACHCGLOBAL PAYME	8/22/2022
ACH Credit Received	457.43	8.78824E+12	ACHCGLOBAL PAYME	8/22/2022
ACH Credit Received	560.14	8.78824E+12	ACHCGLOBAL PAYME	8/22/2022
ACH Credit Received	935.20	8.78824E+12	ACHCGLOBAL PAYME	8/22/2022
Deposit	791.53		DP0002104248421I	8/22/2022
Interest Credit	30.72		CNIT000000000000	8/22/2022
Miscellaneous Credit	1,206.07		MSCR000000000111	8/22/2022
ACH Credit Received	13,483.75	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/23/2022
ACH Credit Received	17,566.15	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/23/2022
ACH Credit Received	52,753.23	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/23/2022

ACH Credit Received	1,005.19	369013640 ACHCPAYMENTUS CO	8/23/2022
ACH Credit Received	69.36	369202215 ACHCPAYMENTUS CO	8/23/2022
ACH Credit Received	191.59	369458632 ACHCPAYMENTUS CO	8/23/2022
ACH Credit Received	35.00	2.01752E+14 ACHCSTATE OF FLO	8/23/2022
ACH Credit Received	57.00	2.01752E+14 ACHCSTATE OF FLO	8/23/2022
ACH Credit Received	737.39	8.78824E+12 ACHCGLOBAL PAYME	8/23/2022
Deposit	1,394.61	DP0002105542118I	8/23/2022
Deposit	2,017.35	ICLD02402774498I	8/23/2022
Deposit	8,258.74	ICLD02402813722I	8/23/2022
Miscellaneous Credit	1,764.50	MSCR000000000111	8/23/2022
ACH Credit Received	6,743.17	CITY OF ZEPHYRH ACHCPAYMENTUS	8/24/2022
ACH Credit Received	162.73	369737551 ACHCPAYMENTUS CO	8/24/2022
ACH Credit Received	218,169.49	2.01752E+14 ACHCSTATE OF FLO	8/24/2022
ACH Credit Received	126,932.28	2.01752E+14 ACHCSTATE OF FLO	8/24/2022
ACH Credit Received	10.00	2.01752E+14 ACHCSTATE OF FLO	8/24/2022
ACH Credit Received	215.83	2.01752E+14 ACHCSTATE OF FLO	8/24/2022
ACH Credit Received	272.85	8.78824E+12 ACHCGLOBAL PAYME	8/24/2022
ACH Credit Received	612.10	8.78824E+12 ACHCGLOBAL PAYME	8/24/2022
ACH Credit Received	340.65	8.78824E+12 ACHCGLOBAL PAYME	8/24/2022
Deposit	1,008.57	DP0002106522247I	8/24/2022
Deposit	2,770.77	ICLD02403253207I	8/24/2022
Miscellaneous Credit	1,930.35	MSCR000000000111	8/24/2022
ACH Credit Received	17,727.20	CITY OF ZEPHYRH ACHCPAYMENTUS	8/25/2022
ACH Credit Received	162.52	370051265 ACHCPAYMENTUS CO	8/25/2022
ACH Credit Received	40.75	2.01752E+14 ACHCSTATE OF FLO	8/25/2022
ACH Credit Received	448.63	8.78824E+12 ACHCGLOBAL PAYME	8/25/2022
Deposit	1,599.74	DP0002107431776I	8/25/2022
Deposit	2,110.82	ICLD02403677054I	8/25/2022
Miscellaneous Credit	9,716.37	MSCR000000000111	8/25/2022
ACH Credit Received	21,807.55	CITY OF ZEPHYRH ACHCPAYMENTUS	8/26/2022
ACH Credit Received	122.95	370337537 ACHCPAYMENTUS CO	8/26/2022
ACH Credit Received	20.00	2.01752E+14 ACHCSTATE OF FLO	8/26/2022
ACH Credit Received	609.30	8.78824E+12 ACHCGLOBAL PAYME	8/26/2022
Deposit	18,751.78	ICLD02404133159I	8/26/2022
Miscellaneous Credit	3,401.31	MSCR000000000111	8/26/2022
ACH Credit Received	18,552.15	CITY OF ZEPHYRH ACHCPAYMENTUS	8/29/2022
ACH Credit Received	216.29	370667699 ACHCPAYMENTUS CO	8/29/2022
ACH Credit Received	17,171.50	2.01752E+14 ACHCSTATE OF FLO	8/29/2022
ACH Credit Received	24,118.94	2.01752E+14 ACHCSTATE OF FLO	8/29/2022
ACH Credit Received	194.37	2.01752E+14 ACHCSTATE OF FLO	8/29/2022
ACH Credit Received	105.75	2.01752E+14 ACHCSTATE OF FLO	8/29/2022
ACH Credit Received	45.00	2.01752E+14 ACHCSTATE OF FLO	8/29/2022
ACH Credit Received	30.00	8.78824E+12 ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	272.85	8.78824E+12 ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	272.85	8.78824E+12 ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	545.70	8.78824E+12 ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	730.28	8.78824E+12 ACHCGLOBAL PAYME	8/29/2022

ACH Credit Received	335.20	8.78824E+12	ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	654.70	8.78824E+12	ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	54.51	8.78824E+12	ACHCGLOBAL PAYME	8/29/2022
ACH Credit Received	2,773.04	8.78824E+12	ACHCGLOBAL PAYME	8/29/2022
Deposit	984.65		DP0002101017938I	8/29/2022
Deposit	1,026.64		DP0002101017940I	8/29/2022
Deposit	13,094.21		ICLD02404539103I	8/29/2022
Miscellaneous Credit	2,266.08		MSCR000000000111	8/29/2022
ACH Credit Received	7,381.92	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/30/2022
ACH Credit Received	16,702.32	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/30/2022
ACH Credit Received	22,499.04	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/30/2022
ACH Credit Received	111.13	370874261	ACHCPAYMENTUS CO	8/30/2022
ACH Credit Received	299.29	8.78824E+12	ACHCGLOBAL PAYME	8/30/2022
Deposit	2,087.43		DP0002102226763I	8/30/2022
Deposit	9,927.43		ICLD02405311704I	8/30/2022
Miscellaneous Credit	8,049.71		MSCR000000000111	8/30/2022
ACH Credit Received	7,165.61	CITY OF ZEPHYRH	ACHCPAYMENTUS	8/31/2022
ACH Credit Received	354.21	371583453	ACHCPAYMENTUS CO	8/31/2022
ACH Credit Received	1,274.04	8.78824E+12	ACHCGLOBAL PAYME	8/31/2022
ACH Credit Received	133.75	8.78824E+12	ACHCGLOBAL PAYME	8/31/2022
ACH Credit Received	55.20	8.78824E+12	ACHCGLOBAL PAYME	8/31/2022
ACH Credit Received	1,453.14	8.78824E+12	ACHCGLOBAL PAYME	8/31/2022
Deposit	710.59		DP0002103254703I	8/31/2022
Deposit	6,091.00		ICLD02405846232I	8/31/2022
Miscellaneous Credit	2,202.18		MSCR000000000111	8/31/2022
ACH Credit Received	16,127.54	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/1/2022
ACH Credit Received	267.75	371908118	ACHCPAYMENTUS CO	9/1/2022
ACH Credit Received	1,969.85	2721560	ACHCCC TM PA LLC	9/1/2022
ACH Credit Received	167.37	2.01752E+14	ACHCSTATE OF FLO	9/1/2022
ACH Credit Received	1.07	8.78824E+12	ACHCGLOBAL PAYME	9/1/2022
ACH Credit Received	698.11	8.78824E+12	ACHCGLOBAL PAYME	9/1/2022
ACH Credit Received	1,164.55	8.78824E+12	ACHCGLOBAL PAYME	9/1/2022
ACH Credit Received	2,262.84	8.78824E+12	ACHCGLOBAL PAYME	9/1/2022
Deposit	769.36		DP0002104357780I	9/1/2022
Deposit	8,879.81		ICLD02406302373I	9/1/2022
Miscellaneous Credit	1,754.41		MSCR000000000111	9/1/2022
ACH Credit Received	13,050.43	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/2/2022
ACH Credit Received	5,917.64	372312614	ACHCPAYMENTUS CO	9/2/2022
ACH Credit Received	251.25	2.01752E+14	ACHCSTATE OF FLO	9/2/2022
ACH Credit Received	15.00	2.01752E+14	ACHCSTATE OF FLO	9/2/2022
ACH Credit Received	138.57	8.78824E+12	ACHCGLOBAL PAYME	9/2/2022
ACH Credit Received	37.45	8.78824E+12	ACHCGLOBAL PAYME	9/2/2022
ACH Credit Received	1,180.79	8.78824E+12	ACHCGLOBAL PAYME	9/2/2022
ACH Credit Received	4,576.00	9086	ACHC10L GOVDEALS	9/2/2022
Miscellaneous Credit	3,800.50		MSCR000000000111	9/2/2022
ACH Credit Received	8,282.55	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/6/2022
ACH Credit Received	22,859.19	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/6/2022

ACH Credit Received	35,335.13	CITY OF ZEPHYRH ACHCPAYMENTUS	9/6/2022
ACH Credit Received	93,655.00	CITY OF ZEPHYRH ACHCPAYMENTUS	9/6/2022
ACH Credit Received	1,696.87	2005 ACHCPASCOTAX	9/6/2022
ACH Credit Received	3,569.23	2005 ACHCPASCOTAX	9/6/2022
ACH Credit Received	286.73	372823707 ACHCPAYMENTUS CO	9/6/2022
ACH Credit Received	45.50	2.01752E+14 AHCSTATE OF FLO	9/6/2022
ACH Credit Received	40.00	2.01752E+14 AHCSTATE OF FLO	9/6/2022
ACH Credit Received	1,587.77	8.78824E+12 AHCGLOBAL PAYME	9/6/2022
ACH Credit Received	4,223.83	8.78824E+12 AHCGLOBAL PAYME	9/6/2022
ACH Credit Received	42.60	8.78824E+12 AHCGLOBAL PAYME	9/6/2022
ACH Credit Received	970.51	8.78824E+12 AHCGLOBAL PAYME	9/6/2022
ACH Credit Received	1,846.02	8.78824E+12 AHCGLOBAL PAYME	9/6/2022
Deposit	1,467.04	DP0002107713485I	9/6/2022
Deposit	1,572.02	DP0002107749130I	9/6/2022
Deposit	2,199.22	ICLD02407788920I	9/6/2022
Deposit	21,340.79	ICLD02407601546I	9/6/2022
Miscellaneous Credit	2,984.91	MSCR000000000111	9/6/2022