



CITY COUNCIL MEETING ZEPHYRHILLS, FLORIDA

**Monday, September 26, 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/591143285>
or dial in using your phone:**

+1 (872) 240-3412 - Access Code: 591-143-285

(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 Mental Health Proclamation

1. Mental Health Proclamation

2. CONSENT ITEMS

2.1 Collective Bargaining Agreement No. 41-22-29 for Sergeants (2021-2024)

1. 41-22-29 Sergeants CBA 2021-2024 Highlighted Changes

2.2 Collective Bargaining Agreement No. 41-22-30 for Police Officers, Detectives, and SROs (2021-2024)

1. 41-22-30 Officers-Detectives-SRO CBA 2021-2024 Highlighted Changes
- 2.3 Approval of Amendment 1 to DEO Grant Agreement HL135 (24-21-07), SVB Tennis Center
 1. HL135 Amendment 1 Agreement
- 2.4 Award Bid for Outdoor Tennis Courts to GPWG Constructors
 1. Consent Item CMS Outdoor Tennis Courts (1)
 2. Exh B_CPWG Constructors response 35-22-03 SVTC _ Outdoor Tennis Courts
- 2.5 Reassignment of Anglea Land Lease to Elite Enterprises 29-22-01
 1. Assignment of Lessee interest in lease
 2. Pearson Industries 6-25-98
 3. Reassignment of Pearson Industries to Angela Land 1-8-09
 4. Correction to Reassignment of Pearson Industries to Angela Land 12-20-13

3. BUSINESS ITEMS/PUBLIC HEARING

- 3.1 Second 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 Second Reading
 1. Ordinance 1441-22 - Adopt Millage
- 3.2 Second 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 Second Reading
 1. 2022-2023 Budget Memo
 2. Budget Presentation FY22-23 9.13.22
 3. Ordinance 1442-22 - Adopt Budget
 4. FY22-23 Budget Book

4. PLANNING DIRECTOR'S REPORT

- 4.1 Conditional Use - Park Place Boat & RV Storage
 1. Staff Report_ParkPlaceB&RV_PC09.20.22
 2. Park Place_Presentation

5. CITY MANAGER'S REPORT

5.1 Water Use Permit Update

1. Demand Projections

5.2 Sarah Vande Berg Tennis and Wellness Center Proposed Rates

1. Copy of NEW MMB RATES 2022-2023

5.3 Zephyrhills Police Department Agreement No. 25-22-05 with Axon for new Records Management System (RMS)

1. Q-Zephyr Hills - OSP7+ Premium quote - 417298-44824.873JC

CITIZEN COMMENTS

MAYOR ANNOUNCEMENTS

CITY MANAGER ANNOUNCEMENTS

CITY ATTORNEY ANNOUNCEMENTS

CITY COUNCIL COMMENTS

6. NOTED ITEMS

6.1 Participate in the 2022/2023 SNAP Program (Street Narcotics Apprehensive Program) - 41-22-32

1. MOU S.N.A.P. 2022 - 2023

6.2 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, the City of Zephyrhills recognizes mental health as part of everyone's overall health and well-being, and acknowledges mental illnesses are prevalent in our city, county, state and nation; and

WHEREAS, suicide is the 10th leading cause of death in the United States and the 2nd leading cause of death among young adults, and 90% of people who die by suicide have an underlying mental illness; and

WHEREAS, stigma and fear of discrimination may keep those who might benefit from mental services from seeking help; and

WHEREAS, there is a need for comprehensive services and support that are family driven, youth guided, culturally and linguistically competent and community based; and

WHEREAS, all citizens should be aware of mental health treatment resources that are available and that recovery is possible; and

WHEREAS, mental health services support not only the individuals who live with a mental illness, but also are beneficial to their families, friends and the community at large by decreasing homelessness, hospitalizations, and criminalization of the mentally ill – all of which impose a significant emotional, mental and financial cost to our community; and

WHEREAS, mental health illness affects everyone directly or indirectly through family, friends or coworkers, therefore, the government of the United States of America designates the first week of October to raise awareness of mental illness, fight discrimination, and provide support.

NOW, THEREFORE, I, Gene Whitfield, by virtue of the authority vested in me as Mayor of the City of Zephyrhills, do hereby proclaim the week of October 2 - 8, 2022 as

Mental Health Awareness Week

and the Saturday of said week as "Recreate Your Mind – Stomp Out Suicide Day" for citizens.

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 26th day of September 26, 2022.

GENE WHITFIELD, MAYOR

Attest: _____
Lori L. Hillman, City Clerk

CONSENT ITEMS 2.1

Collective Bargaining Agreement No. 41-22-29 for Sergeants (2021-2024)

Issue:

The City of Zephyrhills and Fraternal Order of Police 2021-2024 Collective Bargaining Agreement Review of Articles and Wages - Sergeants.

Background:

In Article 33 of the Collective Bargaining Agreement, the City and Fraternal Order of Police may re-open four (4) articles and wages each year for the duration of the contract. The members of the Sergeant bargaining group voted to ratify negotiated changes to Articles 11, 15, 16, 17, 24, 28, 31, and 33.

Attachment(s):

1. 41-22-29 Sergeants CBA 2021-2024 Highlighted Changes

Fiscal Impact:

Refer to Article 28.

Staff Recommendation:

Staff recommends Council's approval of the negotiated changes to the Sergeants CBA 2021-2024 Agreement.

ARTICLE 11

GRIEVANCE AND ARBITRATION PROCEDURES

SECTION I

In a mutual effort to provide harmonious working relations between the parties of this Agreement, the parties agree that there shall be a procedure for the resolution of grievances arising from the application of interpretation of this Agreement.

With prior approval of the Chief of Police or designee, an FOP representative will be allowed FOP leave bank or leave without pay for investigating, presenting and appealing grievances. The performance of this function by an FOP representative shall in no way interrupt or interfere with the normal functioning of the Department.

The FOP shall designate two (2) representatives, plus, the state staff representative. An employee will not be recognized as an FOP representative until the FOP has notified the City in writing of his/her identity. It is the responsibility of the FOP to keep the City informed by written notice as to any changes made regarding such individuals.

For the purposes of the Article, a business day is defined as Monday through Friday excluding holidays.

SECTION II

A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement and during the term of this Agreement, to include but not limited to suspension, demotion or termination. No other matter shall be considered a grievance or shall be the subject of arbitration. This paragraph shall be construed to exclude all other matters not meeting the definition of a grievance set forth herein.

SECTION III

Every effort will be made by the employees, FOP, and the City to resolve a grievance informally and promptly at the first step with his/her immediate supervisor. An employee may be assisted or represented by an FOP representative or designee (e.g., Lawyer) at his/her discretion at each step of the grievance procedure.

SECTION IV

The FOP may submit a grievance under this Article as a general or class action grievance. Any class action grievance shall be initially submitted to the Chief of Police or designee at (Step II).

Step 1

The aggrieved employee may, with or without FOP representation, submit a written grievance to the operations lieutenant within ten (10) business days of the occurrence of the matter giving rise to the grievance. In the event the aggrieved employee is unable to submit a written grievance within said ten (10) business days, the aggrieved or his/her representative may request an extension in writing prior to said ten (10) business days to be hand delivered or faxed to the operations lieutenant. The written grievance at this step, and at all steps thereafter, shall contain the following information:

1. A statement of the grievance, including date of occurrence, details, and facts upon which the grievance is based.
2. The specific Article and Section of the Agreement alleged to have been violated.
3. The action, remedy, or solution requested by the employee.
4. The signature of the aggrieved employee and, if applicable, the FOP representative.
5. The reason for the rejection of the management's answer (if appealed).
6. The date submitted.

Upon receipt of the written grievance, the division Lieutenant will notate the date and sign the grievance. The division Lieutenant will hold a meeting within five (5) business days after receiving the grievance, and within five (5) business days after the meeting is held, the operations lieutenant will give an answer in writing to the grievant.

Step 2

If the grievance is not resolved at Step 1, the grievant may submit a written appeal to the Captain within five (5) business days after receiving a written response from the division lieutenant. Upon receipt of the written grievance, the Captain will notate the date and sign the grievance. The Captain shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within five (5) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The Captain shall notify the employee of his decision in writing no later than five (5) business days following the meeting date.

Step 3

If the grievant is not satisfied with the response of the Captain, the grievance appeal may be submitted in writing to the Chief of Police within five (5) business days after receipt of the response from the Captain. Upon receipt of the written grievance, the Chief will notate the date and sign the grievance. The Chief shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within five (5) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The Chief of Police shall notify the employee of his decision in writing no later than five (5) business days following the meeting date.

Step 4

If the grievant is not satisfied with the response of the Chief of Police or designee, the grievance appeal may be submitted in writing to the City Manager within ten (10) business days after receipt of the response from the Chief of Police or designee. Upon receipt of the written grievance, the City Manager will notate the date and sign the grievance. The City Manager shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within ten (10) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The City Manager shall notify the employee of this decision in writing no later than ten (10) working days following the meeting date.

Time Limit

A grievance is conclusively waived and abandoned under this Agreement unless it is brought to the City's attention within ten (10) business days of the date, which the grievant knew or should have known of the act or failure to act which has given rise to the grievance.

The time limits of this grievance/arbitration procedure may be extended by written mutual agreement. In the event an extension is required, each party shall give the other party forty-eight (48) hours notice that an extension is being sought. The parties acknowledge that these issues should be handled expeditiously. If the City fails to timely respond to the grievance at any step, the grievance will be considered as if the grievance was denied at that step and the time for advancing the grievance to the next step will be triggered as of the date that the City's response was due. If, at any step, the union or grievant fails to timely advance the grievance or demand arbitration, without obtaining a mutually agreeable written extension, the grievance shall be considered abandoned. An arbitrator shall not have any authority to waive, excuse, or otherwise extend these timelines.

SECTION V

If the grievance is not resolved in Step 4, the FOP may within five (5) business days, submit a request for arbitration to the City Manager.

- A. Only grievances that satisfy each of the following conditions are subject to arbitration hereunder.
 - 1. The written grievance and demand for arbitration clearly identified the section or provisions allegedly violated.
 - 2. A demand for arbitration has been made in writing within ten (10) business days as from and after receiving the City Manager or designee's answer.
 - 3. The grievance was processed with time limits set forth in Section *N*.
- B. Each side shall bear their own attorney fees and costs.
- C. The arbitration procedure is exclusive to the FOP. As permitted by law, no employee advances a grievance to arbitration without the written approval of the FOP, except where applicable law otherwise authorizes a non-member to do so.

ARTICLE 15

HOURS OF WORK AND OVERTIME

SECTION I

Hours of Work

- A. The work period for employees shall consist of a fourteen (14) day cycle.
- B. The work period and schedule for assigned Sergeants will be the modified twelve (12) hour work schedule. It shall be defined as eighty-four (84) hours in a fourteen (14) day work cycle. The Shift is commonly referred to as a "2,2,3," where the Sergeant works two days, is off two days, works three days, off two days, works two days, and is off three days.

Overtime

- A. Employees will receive overtime compensation for all hours actually worked in excess of eighty-four (84) hours in a fourteen (14) day work period at time and one half.
- B. Overtime worked in a regular work cycle or that required a result of either mandatory assignment or call back to duty shall receive payment at time and one-half or may take as compensatory time.
- C. Employees may accrue up to sixty (60) hours of compensatory time. Prior to any pay increase, compensatory time will be paid out at the employee's regular hourly rate so that it does not unduly disrupt the operations of the agency. The regular hourly rate is inclusive of any incentives or special payments but not including FTO incentive.

ARTICLE 16

SHIFT BID PROCESS AND SENIORITY

SECTION I

The current squad makeup of the Zephyrhills Police Department is four patrol squads (Two "dayshift" squads and two "nightshift" squads), consisting of a sergeant (shift supervisor), and three or more subordinate officers. The K-9 officers are regularly assigned on the night shift. The FOP will be advised of any changes in the reorganization or staffing of the Shifts/Squads thirty (30) days prior to implementation where operationally feasible and then as soon as possible.

Both parties agree that matters involving the shift bid process and seniority affecting members of the bargaining unit will be conducted in accordance with applicable directives. This process shall apply to all sworn personnel assigned to a uniform patrol assignment.

Shift bids will run approximately one (1) year until bidding the following December.

Definitions

Bid: The process of requesting the desired shift assignment.

Seniority: Seniority is defined as total length of continuous service with the City of Zephyrhills and/or the Zephyrhills Police Department.

Total City Seniority: The total length of continuous service as a full-time employee within the employment of the City of Zephyrhills.

Departmental Seniority: The total length of continuous service as a full-time sworn employee with the Zephyrhills Police Department.

Continuous Service: The period of employment not interrupted by resignation, voluntary demotion to non-sworn or part-time position, dismissal, retirement, quitting without notice, or any other termination of employment. Time spent greater than thirty (30) calendar days on a leave of absence or layoff shall not be credited in the calculation of seniority dates.

SECTION II

In December of each year, seniority lists, sorted by rank, shall be posted for review and verification by sergeants. Sergeants who are on probation will not be allowed to participate in the bid process and will be assigned by the Chief or his designee an area of assignment on an annual basis during December of each year. The bid process may result in displacement depending on seniority scores. All matters pertaining to the shift bid process and seniority that affects Officers of the bargaining

SERGEANTS

unit remain subject to the approval of the Chief or his designee. The Chief or his designee retains the right to create or change special assignments, shifts, details, and/or place sergeants with specialized skills in designated positions as deemed necessary by the Chief or his designee. The Chief or his designee retains the right to change assignments, shifts, details, and/or duties of any sergeant to accommodate operational or administrative needs. The City agrees to accept the bids as a preference of the employee and will make every reasonable effort to accommodate such preference.

ARTICLE 17

EXTRA-DUTY ASSIGNMENT

SECTION I

Definitions

Extra-Duty Services: A service performed by a sworn officer working in a police or security related capacity for private user.

Private User: Any club, organization, company, association, or other group or individual who has requested the services of off-duty police officers to work approved functions on an overtime basis.

SECTION II

All extra-duty service opportunities will be posted on designated department bulletin boards. Assignments to extra-duty work will be made pursuant to applicable department and City rules and procedures.

No private arrangements between an employee and private user or in-kind services in lieu of payment will be permitted.

All assignments must receive approval from the Chief of Police or designee.

SECTION III

While performing extra-duty services, the employee will be under the direct control and supervision of the Police Department. Employees may only perform services that are considered normal police functions.

The employee on extra-duty assignments must be in Police uniform and will make an official police record of all incidents that require his/her attention.

Employees providing approved non-departmental extra duty under this section will be considered "on-duty" if they are required to take law enforcement action involving the use of force and/or arrest in the course of the approved non-departmental extra duty assignment. The employee assigned extra duty shall ensure that the Patrol Supervisor on duty is made aware of the particulars concerning his extra duty assignment and will refer to him any matter not otherwise covered by instructions. The on-duty Patrol Supervisor for the employee's adherence to the established policies.

- A. The employee will be placed in an "on-duty" status by the supervisor on duty as of the time the action commences.
- B. The City will pay the employee from the moment law enforcement action involving the use of force or arrest begins. Any reimbursement to be collected by the employee from the non-departmental source after that time will be turned over to the city.

SECTION IV

All non-alcohol extra duty assignments will be paid at the minimum rate of thirty-eight (\$38.00) dollars per hour worked with a minimum of three (3) hours pay. In the event that a supervisor is deemed necessary for the extra duty assignment, the supervisor rate will be forty-three (\$43.00) dollars per hour worked with a minimum of three (3) hours pay. All non-City of Zephyrhills sponsored alcohol extra duty assignments will be paid at the minimum rate of forty-three (\$43.00) dollars per hour with a minimum of three (3) hours pay. Supervisors of non-City of Zephyrhills sponsored alcohol extra duty assignments will be paid at the minimum rate of forty-eight (\$48.00) dollars per hour with a minimum of three (3) hours pay. All money earned from extra duty will be paid by the payer to the city finance department. The officer will be paid thirty-five (\$35.00) dollars per hours worked for non-alcohol events and paid forty (\$40.00) per hour worked for alcohol events while three (\$3.00) dollars per hour will be paid to the city for the use of the city vehicle. Supervisors will be paid forty (\$40.00) dollars per hour worked for non-alcohol events and forty-five (\$45.00) dollars per hour worked for alcohol events while three (\$3.00) dollars per hour will be paid to the city for the use of the city vehicle.

Based on the needs of the Department if staffing allows, the Officers can work details outside of the city at the discretion of the Chief of Police or his/her designee. Unless otherwise agreed upon by the Chief or his/her designee, the officer will receive compensation by the hosting jurisdiction and at the hosting jurisdiction's extra duty rate of pay.

ARTICLE 24

SICK LEAVE

Eligibility

Sick leave, whether paid or unpaid, shall apply to leaves for sickness, injury, **mental health** or disability that are not covered by workers' compensation. Sickness, injury or disability for pregnancy, childbirth, or related disabilities shall be treated the same as other sicknesses, injuries or disabilities.

Bargaining unit members are eligible for paid sick leave for absences due to sickness or injury, provided, upon request, they present evidence, including a medical doctor's excuse, if requested, satisfactory to their Department Manager to establish their absence was due to a bona fide sickness or injury.

Employees on sick leave, whether paid or unpaid, or leave due to a job-related illness or injury shall not engage in any work, including work at second or other jobs at home or elsewhere, without permission of the **Chief of Police** or **their** designee. Violation **of this** subsection shall be cause for immediate termination.

Rate of Accrual

Regular full-time employees shall be eligible to receive eight (8) hours of paid sick leave per month.

Paid sick leave shall accrue during any pay period when the employee is on active pay status.

Charging Leave

Sick leave taken shall be recorded, charged and paid in one-half (1/2) hour increments unless it is FMLA time as well. Then, the smallest increment chargeable will be used.

Paid holidays, which occur during a paid sick leave, shall not be chargeable to sick leave.

Request for Sick Leave

To receive compensation while absent on sick leave, the employee shall notify **their** Supervisor/ Department Manager prior to the scheduled reporting time, giving the reason for the absence and the expected period of absence in accordance with department regulations. The Department Manager may waive this provision if the employee submits evidence that it was impossible to give such notification. This procedure must be followed for each day of absence, unless prior approval is given by the Department Manager.

Return from Sick Leave

Upon returning to work, the employee must submit a leave slip to **their** supervisor or Department Manager. At the option of the City, the employee may be required to supply medical release from a doctor acceptable to the City to return to work from sick or disability leave whether the leave was with or without pay.

- A. An employee who is released from sick leave and who wishes to return to work shall notify the City. If the leave was less than thirty (30) days beyond pay status, the employee shall be placed in the job **they** held before the leave and there shall be no adjustment of **their** anniversary date or City or classification seniority date.
- B. Subject to applicable law, if the leave was longer than thirty (30) days beyond pay status, the employee will be given **their** job or a substantially equivalent job that is vacant **if they are** qualified to perform all the essential requirements of the vacant job. If the absence was due to a legally recognized disability, reasonable accommodation that will not cause undue hardship to the City will be offered. Adjustments of his anniversary date, City, departmental and classification seniority dates shall be as provided for other unpaid leaves under Article 16.
- C. The Department Manager, with approval of the City Manager, may make exceptions to the above for operational reasons upon the request of the employee.

Use

Paid sick leave may be used provided it is approved for the following purposes:

- A. Unlimited for bona fide sickness, injury, **mental health** or disability off the job of the employee. Medical, dental, optical or chiropractic examination or treatment which cannot be scheduled during non-duty hours.
- B. Up to one hundred twenty (120) work days for serious illness of a member of the employee's immediate family, which requires the personal care or attention of the employee, or up to ten (10) working days for the death of a member of the employee's, **or their significant other's**, immediate family.
- C. An unpaid leave under the FMLA.
- D. For extra annual leave as provided in Section 17.07 of the City's Policy and Procedure Manual.
- E. To supplement Workers' Compensation, but not more than necessary to cover the employee's regular schedule times **at their** normal hourly rate.

Use of sick leave for any purpose not specified above may be considered misconduct and result in disciplinary action.

Conversion to Annual Leave

When an employee has accrued four hundred eighty (480) hours of sick leave, they may convert any excess number of hours over the threshold to annual leave at a rate of two (2) hours of sick leave for one (1) hour of annual leave. This conversion will take place on 9/30 of each year.

There is no limit on the amount of sick leave an employee may accrue for the uses provided in Section 17.06 of the City's Policy and Procedure Manual.

Sick Leave Incentive

In order to encourage employees to judiciously utilize sick leave benefits and to recognize those employees who have accrued large amounts of unused sick leave, payment will be made upon termination of employment based on the following:

Years of Continuous Service and Payment (% of accrued leave) Upon Termination or

Retirement Less than 5 full years (20%)

6th through 10th year (30%)

11th through 15th year (40%)

16th through 20th year (45%)

21st through 25th year (50%)

26 or more (55%)

Payment will be made at the employee's pay rate at the time of termination or retirement.

Sick Leave Sharing

- A. Employees who have extended illness and have exhausted all sick leave and vacation leave may be eligible for sick leave sharing.
- B. Sharing of sick leave may only be used for the personal illness or injury of another employee of the City.
- C. Request to transfer sick leave must be completed by the employee and submitted to the Department Manager.

Light Duty

If an employee is released by a physician for "light duty", return to light duty shall be at the option of the City based on its operational needs. Refusal to accept a light-duty assignment by the City, which the employee can perform in accordance with applicable law, will result in termination of employment.

ARTICLE 28

WAGES

SECTION I

Salary Adjustments

Fiscal Year 2021/2022

- A. All non-probationary employees holding full-time positions as of September 30, 2021, and on active pay status, will receive a 3% pay increase for fiscal year 2021/2022 as approved by City Council.
1. **Wage Increases for Fiscal Year 2021/2022 and Beyond.** The City agrees to implement a compensation plan in which sergeants receive pay increases contingent upon pay increases approved by City Council for other City employees. Specifically, if the City Council approves a wage increase for the year, sergeants will receive the wage increase approved by the City Council for other City employees.
 2. Sergeants will not be eligible for any wage increase under this section in any year in which the City Council does not agree to a general wage increase for other City employees, the parties agree that sergeants shall not be entitled to any other wage or step increases.
- B. **Wage Rates for New Sergeants.** Starting salaries for newly-promoted sergeants will be equal to 5% over their current base salary or the established minimum salary for sergeants, whichever is greater.
- C. **Bonus for Topped Out Sergeants.** Maximum base salary for sergeants shall be \$73,896. Sergeants who reach the maximum salary will receive a bonus in lieu of any City Council-approved wage increase, with the amount of the bonus determined in the same manner as wage increases are determined under subparagraph (A1).

SERGEANTS

ARTICLE 31

ADDITIONAL BENEFITS

SECTION I

Tuition Reimbursement

If funding is available, the City of Zephyrhills shall provide tuition aid reimbursement for admission examination, books and/or tuition fees of a maximum of \$2500 per fiscal year per officer provided the curricula degree is job related.

The tuition aid may include on-line classes. Each course must be approved in advance by the Chief as being job related. Correspondence courses will be considered only when a similar course is not available locally. Reimbursement for courses in which letter grades are issued will

be 100% if successfully passing for letter grades of "A", ¹¹B". A grade of "C" will be reimbursed at the 50% rate. Reimbursement for courses in which letter grades are not issued will be in the following manner: Satisfactory 100%, Unsatisfactory 0%. Sworn officers who do not remain with the City for a period of two (2) years after completion of a course shall reimburse the City on a pro-rated basis.

SECTION II

On-Call Procedures

The parties recognize that in certain assignments the availability of on-call personnel is essential to the proper performance of police work. Accordingly, if implemented, the City shall have the right to establish on-call procedures for sergeants and patrol officers. All sergeants and officers required to participate in the on-call sign up list shall receive two (2) hours for each day they are assigned on-call. If called in to work, the sergeant or officer shall be compensated at the overtime rate for all hours worked. This section does not apply to detective sergeants. The language in this section specifically applies to patrol sergeants and officers who are designated as on-call for certain staffing or emergency situations. Detective sergeants being on-call is considered part of their regular duties. However, should a detective sergeant be called in for duty outside of his or her scheduled shift, they shall be compensated at the overtime rate for all hours worked.

SERGEANTS

SECTION III

Recall Pay

Any officer who is recalled to duty after having left for the day, or on a regularly scheduled day off, or vacation day, or more than three (3) hours prior to the start of his regularly scheduled tour of duty, shall be guaranteed a minimum of four (4) hours of pay.

SECTION IV

Bulletproof Vests

The City shall provide all the officers with a current threat level bulletproof vest that meets or exceeds the threat level of the department issued weapon that they carry on duty.

SECTION V

Boot Allowance

Employees will be entitled to the issuance of boots as needed but not to exceed one (1) pair per fiscal year. Employees assigned to the K-9 unit will be entitled to the issuance of boots as needed but not to exceed two (2) pairs per fiscal year. The purchase of the boots shall not exceed \$100 in price. Any cost over the \$100 purchase price shall be the responsibility of the employee. Boots shall be purchased from a vendor approved by the City.

SECTION VI

Take-Home Vehicle

The Zephyrhills Police Department will initiate and continue a take-home vehicle policy for all sworn personnel. The take-home car program will begin with vehicles being assigned to officers who have successfully completed the Field Training program. The distance is to be measured from the end of their home driveway to the Zephyrhills Police Department facility.

The authorized driving distance from the police department shall be the following:

- A. Twenty (20) road miles or less, no officer contribution.
- B. In distances over twenty road miles, but less than thirty road miles, the assigned officer agrees to compensate the City at a rate of **seventeen** dollars and fifty cents **(\$17.50)** bi-weekly or **thirty-five** dollars **(\$35.00)** a month.
- C. In distances over thirty road miles, but less than forty road miles, the assigned officer agrees to compensate the City at a rate of **thirty-five** dollars **(\$35.00)** bi-weekly or **seventy** dollars **(\$70.00)** a month.
- D. Officers who live more than 40 road miles from ZPD Headquarters who meet the other criteria listed above, may, with prior approval of the Chief of Police or his designee, park their assigned vehicle at an approved location within 40 road miles from ZPD Headquarters and travel the

SERGEANTS

ARTICLE 33

DURATION AND TERMINATION

This Agreement shall be in full force and effect as of the date it is ratified by both parties and shall terminate on October 1, 2024. The parties agree that any wage increase provisions contained in this Agreement, or negotiated during the term of this Agreement, are not applicable after expiration of the Agreement. Employees have no expectation of any increase of their wages, including increases based on merit, COLAs, steps or otherwise, after the date of termination of this Agreement. Both parties may re-open two (2) Articles and Wages for 2023-2024.

The foregoing Collective Bargaining Agreement for Sergeants was ratified by the members of the Collective Bargaining Unit on September 21, 2021.

The foregoing Collective Bargaining Agreement for Sergeants has been ratified by the City Council of the City of Zephyrhills on September 27, 2021.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be signed by their authorized representatives.

CITY OF ZEPHYRHILLS

FLORIDA STATE LODGE FRATERNAL
ORDER OF POLICE, INC.

By: _____
Print Name: Jodi Wilkeson
Title: City Council President

By: _____
Print Name: William Lawless
Title: Staff Representative

Signature of Witness

Signature of Witness

Print Name
By: _____
Print Name: William Poe
Title: City Manager

Print Name
Date: _____

Signature of Witness

Print Name
Date: September 26, 2022

CONSENT ITEMS 2.2

Collective Bargaining Agreement No. 41-22-30 for Police Officers, Detectives, and SROs (2021-2024)

Issue:

The City of Zephyrhills and Fraternal Order of Police 2021-2024 Collective Bargaining Agreement Review of Articles and Wages - Police Officers, Detectives and SROs.

Background:

In Article 33 of the Collective Bargaining Agreement, the City and Fraternal Order of Police may re-open four (4) articles and wages each year for the duration of the contract. The members of the Police Officers, Detectives and SROs bargaining group voted to ratify negotiated changes to Articles 11, 15, 16, 17, 24, 28, 31, and 33.

Attachment(s):

1. 41-22-30 Officers-Detectives-SRO CBA 2021-2024 Highlighted Changes

Fiscal Impact:

Refer to Article 28.

Staff Recommendation:

Staff recommends Council's approval of the negotiated changes to the Police Officers, Detectives and SROs CBA 2021-2024 Agreement.

ARTICLE 11

GRIEVANCE AND ARBITRATION PROCEDURES

SECTION I

In a mutual effort to provide harmonious working relations between the parties of this Agreement, the parties agree that there shall be a procedure for the resolution of grievances arising from the application of interpretation of this Agreement.

With prior approval of the Chief of Police or designee, an FOP representative will be allowed FOP leave bank or leave without pay for investigating, presenting and appealing grievances. The performance of this function by an FOP representative shall in no way interrupt or interfere with the normal functioning of the Department.

The FOP shall designate two (2) representatives, plus, the state staff representative. An employee will not be recognized as an FOP representative until the FOP has notified the City in writing of his/her identity. It is the responsibility of the FOP to keep the City informed by written notice as to any changes made regarding such individuals.

For the purposes of the Article, a business day is defined as Monday through Friday excluding holidays.

SECTION II

A grievance is defined as any dispute involving the interpretation, application or alleged violation of any provision of this Agreement and during the term of this Agreement, to include but not limited to suspension, demotion or termination. No other matter shall be considered a grievance or shall be the subject of arbitration. This paragraph shall be construed to exclude all other matters not meeting the definition of a grievance set forth herein.

SECTION III

Every effort will be made by the employees, FOP, and the City to resolve a grievance informally and promptly at the first step with his/her immediate supervisor. An employee may be assisted or represented by an FOP representative or designee (e.g., Lawyer) at his/her discretion at each step of the grievance procedure.

SECTION IV

The FOP may submit a grievance under this Article as a general or class action grievance. Any class action grievance shall be initially submitted to the Chief of Police or designee at (Step II).

Step 1

The aggrieved employee may, with or without FOP representation, submit a written grievance to their division Lieutenant within ten (10) business days of the occurrence of the matter giving rise to the grievance. In the event the aggrieved employee is unable to submit a written grievance within said ten (10) business days, the aggrieved or his/her representative may request an extension in writing prior to said ten (10) business days to be hand delivered or faxed to their division Lieutenant. The written grievance at this step, and at all steps thereafter, shall contain the following information:

1. A statement of the grievance, including date of occurrence, details, and facts upon which the grievance is based.
2. The specific Article and Section of the Agreement alleged to have been violated.
3. The action, remedy, or solution requested by the employee.
4. The signature of the aggrieved employee and, if applicable, the FOP representative.
5. The reason for the rejection of the management's answer (if appealed).
6. The date submitted.

Upon receipt of the written grievance, the division Lieutenant will notate the date and sign the grievance. The division Lieutenant will hold a meeting within five (5) business days after receiving the grievance, and within five (5) business days after the meeting is held, the operations lieutenant will give an answer in writing to the grievant.

Step 2

If the grievance is not resolved at Step 1, the grievant may submit a written appeal to the Captain within five (5) business days after receiving a written response from the division lieutenant. Upon receipt of the written grievance, the Captain will notate the date and sign the grievance. The Captain shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within five (5) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The Captain shall notify the employee of his decision in writing no later than five (5) business days following the meeting date.

Step 3

If the grievant is not satisfied with the response of the Captain, the grievance appeal may be submitted in writing to the Chief of Police within five (5) business days after receipt of the response from the Captain. Upon receipt of the written grievance, the Chief will notate the date and sign the grievance. The Chief shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within five (5) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The Chief of Police shall notify the employee of his decision in writing no later than five (5) business days following the meeting date.

Step 4

If the grievant is not satisfied with the response of the Chief of Police or designee, the grievance appeal may be submitted in writing to the City Manager within ten (10) business days after receipt of the response from the Chief of Police or designee. Upon receipt of the written grievance, the City Manager will notate the date and sign the grievance. The City Manager shall review the facts concerning the alleged grievance and shall meet with the aggrieved employee within ten (10) business days following receipt of the written grievance. An FOP representative may accompany the aggrieved employee at his option at this meeting. The City Manager shall notify the employee of this decision in writing no later than ten (10) working days following the meeting date.

Time Limit

A grievance is conclusively waived and abandoned under this Agreement unless it is brought to the City's attention within ten (10) business days of the date, which the grievant knew or should have known of the act or failure to act which has given rise to the grievance.

The time limits of this grievance/arbitration procedure may be extended by written mutual agreement. In the event an extension is required, each party shall give the other party forty-eight (48) hour notice that an extension is being sought. The parties acknowledge that these issues should be handled expeditiously. If the City fails to timely respond to the grievance at any step, the grievance will be considered as if the grievance was denied at that step and the time for advancing the grievance to the next step will be triggered as of the date that the City's response was due. If, at any step, the union or grievant fails to timely advance the grievance or demand arbitration, without obtaining a mutually agreeable written extension, the grievance shall be considered abandoned. An arbitrator shall not have any authority to waive, excuse, or otherwise extend these timelines.

SECTION V

If the grievance is not resolved in Step 4, the FOP may within five (5) business days, submit a request for arbitration to the City Manager.

OFFICERS, DETECTIVES & SROs

- A. Only grievances that satisfy each of the following conditions are subject to arbitration hereunder.
 - 1. The written grievance and demand for arbitration clearly identified the section or provisions allegedly violated.
 - 2. A demand for arbitration has been made in writing within ten (10) business days as from and after receiving the City Manager or designee's answer.
 - 3. The grievance was processed with time limits set forth in Section IV.
- B. Each side shall bear their own attorney fees and costs.
- C. The arbitration procedure is exclusive to the FOP. As permitted by law, no employee advances a grievance to arbitration without the written approval of the FOP, except where applicable law otherwise authorizes a non-member to do so.

ARTICLE 15
HOURS OF WORK AND OVERTIME

SECTION I

Hours of Work

- A. The work period for employees shall consist of a fourteen (14) day cycle.
- B. The work period and schedule for assigned Patrol Officers will be the modified twelve (12) hour work schedule. It shall be defined as eighty-four (84) hours in a fourteen (14) day work cycle. The Shift is commonly referred to as a “2,2,3,” where the Officer works two days, is off two days, works three days, off two days, works two days, and is off three days.

Overtime

- A. Employees will receive overtime compensation for all hours actually worked in excess of eighty-four (84) hours in a fourteen (14) day work period at time and one half.
- B. Overtime worked in a regular work cycle or that required a result of either mandatory assignment or call back to duty shall receive payment at time and one-half or may take as compensatory time.
- C. Employees may accrue up to sixty (60) hours of compensatory time. Prior to any pay increase, compensatory time will be paid out at the employee’s regular hourly rate so that it does not unduly disrupt the operations of the agency. The regular hourly rate is inclusive of any incentives or special payments but not including FTO incentive.

ARTICLE 16

SHIFT BID PROCESS AND SENIORITY

SECTION I

The current squad makeup of the Zephyrhills Police Department is four patrol squads (Two "dayshift" squads and two "nightshift" squads), consisting of a sergeant (shift supervisor), and **three** or more subordinate officers. The K-9 officers are regularly assigned on the night shift. The FOP will be advised of any changes in the reorganization or staffing of the Shifts/Squads thirty (30) days prior to implementation where operationally feasible and then as soon as possible.

Both parties agree that matters involving the shift bid process and seniority affecting Police Officers of the bargaining unit will be conducted in accordance with applicable directives. This process shall apply to all sworn personnel assigned to a uniform patrol assignment.

Shift bids will run approximately six (6) months until bidding the following December and June.

Definitions

Bid: The process of requesting the desired shift assignment.

Seniority: Seniority is defined as total length of continuous service with the City of Zephyrhills and/or the Zephyrhills Police Department.

Total City Seniority: The total length of continuous service as a full-time employee within the employment of the City of Zephyrhills.

Departmental Seniority: The total length of continuous service as a full-time sworn employee with the Zephyrhills Police Department.

Continuous Service: The period of employment not interrupted by resignation, voluntary demotion to non-sworn or part-time position, dismissal, retirement, quitting without notice, or any other termination of employment. Time spent greater than thirty (30) calendar days on a leave of absence or layoff shall not be credited in the calculation of seniority dates.

SECTION II

In December and June of each year, seniority lists, sorted by rank, shall be posted for review and verification by Officers. Those Officers who are on probation will not be allowed to participate in the bid process and will be assigned by the Chief or his designee an area of assignment on a bi-annual basis during December and June of each year and begin the first day of the first full pay-period in January and July. The bid process may result in displacement depending on seniority scores. All matters pertaining to the shift bid process and seniority that affects Officers of the

OFFICERS, DETECTIVES & SROs

bargaining unit remain subject to the approval of the Chief or his designee. The Chief or his designee retains the right to create or change special assignments, shifts, details, and/or place Officers with specialized skills in designated positions as deemed necessary by the Chief or his designee. The Chief or his designee retains the right to change assignments, shifts, details, and/or duties of any Officer to accommodate operational or administrative needs. The City agrees to accept the bids as a preference of the employee and will make every reasonable effort to accommodate such preference.

ARTICLE 17

EXTRA-DUTY ASSIGNMENT

SECTION I

Definitions

Extra-Duty Services: A service performed by a sworn officer working in a police or security related capacity for private user.

Private User: A club, organization, company, association, or other group or individual who has requested the services of off-duty police officers to work approved functions on an overtime basis.

SECTION II

All extra-duty service opportunities will be posted on designated department bulletin boards. Assignments to extra-duty work will be made pursuant to applicable department and City rules and procedures.

No private arrangements between an employee and private user or in-kind services in lieu of payment will be permitted.

All assignments must receive approval from the Chief of Police or designee.

SECTION III

While performing extra-duty services, the employee will be under the direct control and supervision of the Police Department. Employees may only perform services that are considered normal police functions.

The employee on extra-duty assignments must be in Police uniform and will make an official police record of all incidents that require his/her attention.

Employees providing approved non-departmental extra duty under this section will be considered "on-duty" if they are required to take law enforcement action involving the use of force and/or arrest in the course of the approved non-departmental extra duty assignment. The employee assigned extra duty shall ensure that the Patrol Supervisor on duty is made aware of the particulars concerning his extra duty assignment and will refer to him any matter not otherwise covered by instructions. The on-duty Patrol Supervisor for the employee's adherence to the established policies.

OFFICERS, DETECTIVES & SROs

- A. The employee will be placed in an "on-duty" status by the supervisor on duty as of the time the action commences.
- B. The City will pay the employee from the moment law enforcement action involving the use of force or arrest begins. Any reimbursement to be collected by the employee from the non-departmental source after that time will be turned over to the city.

SECTION IV

All non-alcohol extra duty assignments will be paid at the minimum rate of thirty-eight (\$38.00) dollars per hour worked with a minimum of three (3) hours pay. In the event that a supervisor is deemed necessary for the extra duty assignment, the supervisor rate will be forty-three (\$43.00) dollars per hour worked with a minimum of three (3) hours pay. All non-City of Zephyrhills sponsored alcohol extra duty assignments will be paid at the minimum rate of forty-three (\$43.00) dollars per hour with a minimum of three (3) hours pay. Supervisors of non-City of Zephyrhills sponsored alcohol extra duty assignments will be paid at the minimum rate of forty-eight (\$48.00) dollars per hour with a minimum of three (3) hours pay. All money earned from extra duty will be paid by the payer to the city finance department. The officer will be paid thirty-five (\$35.00) dollars per hours worked for non-alcohol events and paid forty (\$40.00) per hour worked for alcohol events while three (\$3.00) dollars per hour will be paid to the city for the use of the city vehicle. Supervisors will be paid forty (\$40.00) dollars per hour worked for non-alcohol events and forty-five (\$45.00) dollars per hour worked for alcohol events while three (\$3.00) dollars per hour will be paid to the city for the use of the city vehicle.

Based on the needs of the Department if staffing allows, the Officers can work details outside of the city at the discretion of the Chief of Police or his/her designee. Unless otherwise agreed upon by the Chief or his/her designee, the officer will receive compensation by the hosting jurisdiction and at the hosting jurisdiction's extra duty rate of pay.

ARTICLE 24

SICK LEAVE

Eligibility

Sick leave, whether paid or unpaid, shall apply to leaves for sickness, mental health, injury or disability that are not covered by workers' compensation. Sickness, injury or disability for pregnancy, childbirth, or related disabilities shall be treated the same as other sicknesses, injuries or disabilities.

Bargaining unit members are eligible for paid sick leave for absences due to sickness or injury, provided, upon request, they present evidence, including a medical doctor's excuse, if requested, satisfactory to their Department Manager to establish their absence was due to a bona fide sickness or injury.

Employees on sick leave, whether paid or unpaid, or leave due to a job-related illness or injury shall not engage in any work, including work at second or other jobs at home or elsewhere, without permission of the Chief of Police, or their designee. Violation of this subsection shall be cause for immediate termination.

Rate of Accrual

Regular full-time employees shall be eligible to receive eight (8) hours of paid sick leave per month.

Paid sick leave shall accrue during any pay period when the employee is on active pay status.

Charging Leave

Sick leave taken shall be recorded, charged and paid in one-half (1/2) hour increments unless it is FMLA time as well. Then, the smallest increment chargeable will be used.

Paid holidays, which occur during a paid sick leave, shall not be chargeable to sick leave.

Request for Sick Leave

To receive compensation while absent on sick leave, the employee shall notify their Supervisor/ Department Manager prior to the scheduled reporting time, giving the reason for the absence and the expected period of absence in accordance with department regulations. The Department Manager may waive this provision if the employee submits evidence that it was impossible to give such notification. This procedure must be followed for each day of absence, unless prior approval is given by the Department Manager.

Return from Sick Leave

Upon returning to work, the employee must submit a leave slip to **their** supervisor or Department Manager. At the option of the City, the employee may be required to supply medical release from a doctor acceptable to the City to return to work from sick or disability leave whether the leave was with or without pay.

- A. An employee who is released from sick leave and who wishes to return to work shall notify the City. If the leave was less than thirty (30) days beyond pay status, the employee shall be placed in the job he held before the leave and there shall be no adjustment of **their** anniversary date or City or classification seniority date.
- B. Subject to applicable law, if the leave was longer than thirty (30) days beyond pay status, the employee will be given **their** job or a substantially equivalent job that is vacant if **they** **are** qualified to perform all the essential requirements of the vacant job. If the absence was due to a legally recognized disability, reasonable accommodation that will not cause undue hardship to the City will be offered. Adjustments of his anniversary date, City, departmental and classification seniority dates shall be as provided for other unpaid leaves under Article 16.
- C. The Department Manager, with approval of the City Manager, may make exceptions to the above for operational reasons upon the request of the employee.

Use

Paid sick leave may be used provided it is approved for the following purposes:

- A. Unlimited for bona fide sickness, **mental health**, injury or disability off the job of the employee. Medical, dental, optical or chiropractic examination or treatment which cannot be scheduled during non-duty hours.
- B. Up to one hundred twenty (120) work days for serious illness of a member of the employee's immediate family, which requires the personal care or attention of the employee, or up to ten (10) working days for the death of a member of the employee's, **or their significant other's** immediate family.
- C. An unpaid leave under the FMLA.
- D. For extra annual leave as provided in Section 17.07 of the City's Policy and Procedure Manual.
- E. To supplement Workers' Compensation, but not more than necessary to cover the employee's regular schedule times **at their** normal hourly rate.

Use of sick leave for any purpose not specified above may be considered misconduct and result in disciplinary action.

Conversion to Annual Leave

When an employee has accrued four hundred eighty (480) hours of sick leave, they may convert any excess number of hours over the threshold to annual leave at a rate of two (2) hours of sick leave for one (1) hour of annual leave. This conversion will take place on 9/30 of each year. There is no limit on the amount of sick leave an employee may accrue for the uses provided in Section 17.06 of the City's Policy and Procedure Manual.

Sick Leave Incentive

In order to encourage employees to judiciously utilize sick leave benefits and to recognize those employees who have accrued large amounts of unused sick leave, payment will be made upon termination of employment based on the following:

Years of Continuous Service and Payment (% of accrued leave) Upon Termination or Retirement

Less than 5 full years (20%)

6th through 10th year (30%)

11th through 15th year (40%)

16th through 20th year (45%)

21st through 25th year (50%)

26 or more (55%)

Payment will be made at the employee's pay rate at the time of termination or retirement.

Sick Leave Sharing

- A. Employees who have extended illness and have exhausted all sick leave and vacation leave may be eligible for sick leave sharing.
- B. Sharing of sick leave may only be used for the personal illness or injury of another employee of the City.
- C. Request to transfer sick leave must be completed by the employee and submitted to the Department Manager.

Light Duty

If an employee is released by a physician for "light duty", return to light duty shall be at the option of the City based on its operational needs. Refusal to accept a light-duty assignment by the City, which the employee can perform in accordance with applicable law, will result in termination of employment.

ARTICLE 28

WAGES

SECTION I

A. **Step Plan Implementation for Fiscal Year 2021/2022.** For fiscal year 2021/2022:

1. Beginning October 1, 2021, the City agrees to implement a compensation plan in which officers receive pay based on the step in which the officer falls. Each step shall be defined as a period of one (1) year, and steps shall progress based upon longevity with the agency.
2. For fiscal year 2022-2023, each step will receive an \$0.82 per hour increase, based on the 2184 hour work schedule, effective the first pay period after October 1, 2022.
3. Each step is based on the officer's anniversary from the date of hire. Officers shall progress to the next highest step of the compensation plan on their anniversary date each additional year. For fiscal year 2022-2023, Officers will advance one additional step on their anniversary date.
 - a. For example, an Officer with a hire date of December 1st in Step 3 at the start of fiscal year 2022-2023 will advance, on December 1st 2022, to Step 5.
4. Officers will not be eligible for any wage increases, including but not limited to step increases, in fiscal year 2021-2022 or in any subsequent years, unless the City Council first votes to specifically fund the wage and/or step increase for fiscal year 2021-2022 or subsequent years.
5. The parties agree that no wage increases, including but not limited to step increases, shall be given to any bargaining unit employees after the expiration of this or any future collective bargaining agreement, unless and until the parties ratify a successor collective bargaining agreement. Wage increases, if any, following expiration of the collective bargaining agreement shall be subject to negotiations between the parties.
6. **Bonus for Topped Out Employees.** Maximum base salary for officers shall be \$64,116. Officers who reach the maximum salary will receive a bonus in lieu of any City Council-approved wage increase, with the amount of the bonus equal to the City Council-approved percentage for non-bargaining agreement employees.

ARTICLE 29

SPECIAL PAYMENTS

SECTION I

Members of the bargaining unit may be compensated as determined by the Chief of Police for extraordinary duty assignments as set forth below. This is in recognition of the unique call to duty inherent with this assignment and their likeliness to be subject to call as needed for their specialized position. All assignment pay is calculated in excess of an employee's base hourly rate of pay excluding any premiums, incentives, add-ons or rollups.

Assignment Pay

- A. Field Training Officers will receive an additional five percent (5%) assignment pay to their basic rate of pay only while training a new officer.
- B. Those officers (while in grade) assigned to the CID unit will receive an additional five percent (5%) to their basic rate of pay.
- C. Those officers (while in grade) assigned to the SRO unit will receive an additional five percent (5%) to their basic rate of pay.
- D. Those officers (while in grade) assigned to the K-9 unit will receive an additional five percent (5%) to their basic rate of pay.
- E. Those officers (while in grade) assigned to the SRT unit will receive an additional five percent (5%) to their basic rate of pay.

ARTICLE 31

ADDITIONAL BENEFITS

SECTION I

Tuition Reimbursement

If funding is available, the City of Zephyrhills shall provide tuition aid reimbursement for admission examination, books and/or tuition fees of a maximum of \$2500 per fiscal year per officer provided the curricula degree is job related.

The tuition aid may include on-line classes. Each course must be approved in advance by the Chief as being job related. Correspondence courses will be considered only when a similar course is not available locally. Reimbursement for courses in which letter grades are issued will be 100% if successfully passing for letter grades of "A", "B". A grade of "C" will be reimbursed at the 50% rate. Reimbursement for courses in which letter grades are not issued will be in the following manner: Satisfactory 100%, Unsatisfactory 0%. Sworn officers who do not remain with the City for a period of two (2) years after completion of a course shall reimburse the City on a pro-rated basis.

SECTION II

On-Call Procedures

- A. The parties recognize that in certain assignments the availability of on-call personnel is essential to the proper performance of police work. Accordingly, if implemented, the City shall have the right to establish on-call procedures for patrol officers. All officers required to participate in the on-call sign up list shall receive two (2) hours for each day they are assigned on-call. If called in to work, the Officer shall be compensated at the overtime rate for all hours worked. Detectives who are subject to being on-call will receive ten (\$10) dollars per day for any day other than holidays. Holidays will be compensated at fifteen (\$15) per holiday. -However, should a detective be called in for duty outside of his or her scheduled shift, they shall be compensated at the overtime rate for all hours worked.

SECTION III

Recall Pay

Any officer who is recalled to duty after having left for the day, or on a regularly scheduled day off, or vacation day, or more than three (3) hours prior to the start of his regularly scheduled tour of duty, shall be guaranteed a minimum of four (4) hours of pay.

SECTION IV

Bulletproof Vests

The City shall provide all the officers with a current threat level bulletproof vest that meets or exceeds the threat level of the department issued weapon that they carry on duty.

SECTION V

Boot Allowance

Employees will be entitled to the issuance of boots as needed but not to exceed one (1) pair per fiscal year. Employees assigned to the K-9 unit will be entitled to the issuance of boots as needed but not to exceed two (2) pairs per fiscal year. The purchase of the boots shall not exceed \$100 in price. Any cost over the \$100 purchase price shall be the responsibility of the employee. Boots shall be purchased from a vendor approved by the City.

SECTION VI

Take-Home Vehicle

The Zephyrhills Police Department will initiate and continue a take-home vehicle policy for all sworn personnel. The take-home car program will begin with vehicles being assigned to officers who have successfully completed the Field Training program. The distance is to be measured from the end of their home driveway to the Zephyrhills Police Department facility.

The authorized driving distance from the police department shall be the following:

- A. Twenty (20) road miles or less, no officer contribution.
- B. In distances over twenty road miles, but less than thirty road miles, the assigned officer agrees to compensate the City at a rate of seventeen dollars and fifty cents (\$17.50) bi-weekly or thirty-five dollars (\$35.00) a month.
- C. In distances over thirty road miles, but less than forty road miles, the assigned officer agrees to compensate the City at a rate of thirty-five dollars (\$35.00) bi-weekly or seventy dollars (\$70.00) a month.
- D. Officers who live more than 40 road miles from ZPD Headquarters who meet the other criteria listed above, may, with prior approval of the Chief of Police or their designee, park their assigned vehicle at an approved location within 40 road miles from ZPD Headquarters and travel the remaining distance to their home by other means. The officer will compensate the city as outlined in section "C" above.
- E. An "approved location" is defined as a public safety or emergency services facility operated by a Government (Fire station, Sheriff or Police station, or EMS/Ambulance station) that is staffed twenty-four hours a day, seven days a week. An agreement signed by the Chief of Police or designee and an authorized signer from the approved facility must be received prior to parking the vehicle at the "approved facility."

OFFICERS, DETECTIVES & SROs

The mileage contribution by the assigned Officer will be deducted by payroll during the time a vehicle is utilized. If the use of a vehicle is terminated or suspended for two pay periods, the contribution will cease.

The determination for the assignment of department vehicle will be made by the Chief or his/her designee at a time deemed applicable upon employment.

The denial of a take-home car for disciplinary reasons shall be grievable as any other type of discipline.

ARTICLE 33

DURATION AND TERMINATION

This Agreement shall be in full force and effect as of the date it is ratified by both parties and shall terminate on September 30, 2024. The parties agree that any wage increase provisions contained in this Agreement, or negotiated during the term of this Agreement, are not applicable after expiration of the Agreement. Employees have no expectation of any increase of their wages, including increases based on merit, COLAs, steps or otherwise, after the date of termination of this Agreement. Both parties may re-open two (2) Articles and Wages for 2023-2024.

The foregoing Collective Bargaining Agreement for Police Officers, Detectives, and SROs was ratified by the members of the Collective Bargaining Unit on September 21, 2021.

The foregoing Collective Bargaining Agreement for Police Officers, Detectives, and SROs has been ratified by the City Council of the City of Zephyrhills on September 27, 2021.

IN WITNESS WHEREOF, the parties have caused this AGREEMENT to be signed by their authorized representatives.

CITY OF ZEPHYRHILLS

FLORIDA STATE LODGE FRATERNAL
ORDER OF POLICE, INC.

By: _____
Print Name: Jodi Wilkeson
Title: City Council President

By: _____
Print Name: William Lawless
Title: Staff Representative

Signature of Witness

Signature of Witness

Print Name

Print Name

By: _____
Print Name: William Poe
Title: City Manager

Date: _____

Signature of Witness

Print Name

Date: September 26, 2022

CONSENT ITEMS 2.3

Approval of Amendment 1 to DEO Grant Agreement HL135 (24-21-07), SVB Tennis Center

Issue:

Amendment 1 to Agreement HL135 with the Florida Department of Economic Opportunity

Background:

The City was appropriated \$4,665,000 through the Florida Department of Economic Opportunity (DEO) in 2021 (Agreement No. HL135). The initial agreement expiration date was for June 30, 2023. In March 2022, the City requested to extend the agreement expiration date to June 30, 2024 and reduce the amount of required additional courts. The attached Amendment 1 of Agreement No. HL135, prepared by DEO, reflects the City's requested changes.

Attachment(s):

1. HL135 Amendment 1 Agreement

Fiscal Impact:

\$4,665,000 State Appropriation

Staff Recommendation:

Staff recommends approval of Amendment 1 to HL135

**AMENDMENT ONE TO
GRANT AGREEMENT
BETWEEN
THE DEPARTMENT OF ECONOMIC OPPORTUNITY
AND
THE CITY OF ZEPHYRHILLS**

On September 21, 2021, the State of Florida, Department of Economic Opportunity ("DEO"), and the City of Zephyrhills, Florida ("Grantee"), entered into Grant Agreement Number HL135 ("Agreement"). DEO and Grantee are sometimes referred to herein individually as a "Party" and collectively as "the Parties."

WHEREAS, Section D, Modification, of the Agreement provides that any amendment to the Agreement shall be in writing and executed by the Parties thereto; and

WHEREAS, the Parties wish to amend the Agreement as set forth herein;

NOW THEREFORE, in consideration of the mutual covenants and obligations set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to the following:

1. Section A, Agreement Period, is hereby deleted in its entirety and is replaced with the following:

This Agreement is effective as of July 1, 2021 (the "Effective Date") and shall continue until the earlier to occur of (a) June 30, 2024 (the "Expiration Date") or (b) the date on which either Party terminates this Agreement (the "Termination Date"). The period of time between the Effective Date and the Expiration Date or Termination Date is the "Agreement Period."

2. Section 1 of Attachment 1, Scope of Work, is hereby deleted in its entirety and is replaced with the following:

1. PROJECT DESCRIPTION: Specific line item 2236A of the Florida General Appropriations Act for State Fiscal Year 2021-2022, Chapter 2021-36, Laws of Florida, appropriated Four Million Six Hundred Sixty-Five Thousand Dollars and Zero Cents (\$4,665,000.00) to the City of Zephyrhills, Florida ("Grantee") for the Sarah Vande Berg Tennis Center (the "Project"). Funding under this Agreement will be used for the design and construction of an indoor tennis and athletic facility and a minimum of two (2) additional hard surface tennis courts with associated drainage, parking, and landscaping. The facility will provide access for low-income residents and children as well as tennis tournaments and events.

3. Section 2.b of Attachment 1, Scope of Work, is hereby deleted in its entirety and is replaced with the following:

b) Construction Activities in accordance with the final plans and budget:

- i. Construct facility
- ii. Landscaping
- iii. Construct a minimum of two (2) additional hard surface tennis courts

4. All other terms and conditions of the Agreement remain in full force and effect.

Remainder of this page left intentionally blank

IN WITNESS THEREOF, by signature below, the Parties agree to abide by the terms, conditions, and provisions of Agreement Number **HL135** as amended. This Amendment is effective on the date the last Party signs this Amendment.

CITY OF ZEPHYRHILLS, FLORIDA	DEPARTMENT OF ECONOMIC OPPORTUNITY
SIGNED:	SIGNED:
Jodi Wilkeson	Dane Eagle
City Council President	Secretary
DATE: September 26, 2022	DATE:

Approved as to form and legal sufficiency,
subject only to full and proper execution by
the Parties.

OFFICE OF GENERAL COUNSEL
DEPARTMENT OF ECONOMIC OPPORTUNITY

By: _____

Approved Date: _____

CONSENT ITEMS 2.4

Award Bid for Outdoor Tennis Courts to GPWG Constructors

Issue:

The approval by the City Council on the ranking selection in response to RFQ 35-22-03 Construction Management Services-Outdoor Tennis Courts. With Council's approval negotiations will start with the number one ranked firm, CPWG Constructors LLC.

Background:

On July 31, 2022, the City distributed a Request for Qualifications 35-22-03 for Construction Management Services-Outdoor Tennis Courts. The solicitation was distributed through Tampa Bay Times and BidNet Direct online. BidNet had thirty one (31) firms downloaded the solicitation. On August 29, 2022, the City received one (1) response to our solicitation which was from CPWG Constructors who ranked at 280 out of 300 possible points.

Attachment(s):

1. Consent Item CMS Outdoor Tennis Courts (1)
2. Exh B_CPWG Constructors response 35-22-03 SVTC _ Outdoor Tennis Courts

Fiscal Impact:

Fiscal Year 2022- 2023 \$500,000

Staff Recommendation:

After careful review by the City and the Evaluation Committee, it is our recommendation for Council to approve the ranking results and start negotiation with CPWG Constructors.

City Council Meeting
September 26, 2022

Action Item X
Information Only

CONSENT ITEM

Issue:

The approval by the City Council on the ranking selection in response to RFQ 35-22-03 Construction Management Services-Outdoor Tennis Courts. With Council's approval negotiations will start with the number one ranked firm, CPWG Constructors LLC.

Background:

On July 31, 2022, the City distributed a Request for Qualifications 35-22-03 for Construction Management Services-Outdoor Tennis Courts. The solicitation was distributed through Tampa Bay Times and BidNet Direct online. BidNet had thirty one (31) firms downloaded the solicitation. On August 29, 2022, the City received one (1) response to our solicitation which was from CPWG Constructors who ranked at 280 out of 300 possible points.

		Burgess	McGuire	Le Blanc		
Written Evaluation Criteria	Points	Rank	Rank	Rank		
Technical Depth	35	32	32	33		
Experience & Qualification of Firm	20	18	18	18		
Experience & Qualification of Firm's Team Members	15	13	15	14		
Similar Successful Municipal Projects	15	15	15	14		
References	15	14	15	14		
Total	100	92	95	93	280	

The Evaluation Community which consisted of Shane Le Blanc, Audrey McGuire and Bill Burgess met on September 7, 2022 to discuss their ranking of the written responses. Based on the ranking on the written; their past construction experiences and the subcontractor NIDY and their experience with Tennis Courts it was decided to forego the interview process.

The City's purchasing department reviewed the response and found their response was responsible and responsive.

Budget:

Fiscal Year 2022- 2023 \$500,000

Recommendation

After careful review by the City and the Evaluation Committee, it is our recommendation for Council to approve the ranking results and start negotiation with CPWG Constructors.

Attachment:

City contract

August 29, 2022

City of Zephyrhills
ATTN: Purchasing Dept
5335 8th Street
Zephyrhills, FL 33542



Re: City of Zephyrhills Bid/Proposal Number #35-22-03 For SVTC - Outdoor Tennis Courts

Dear Evaluation Committee,

CPWG Constructors, LLC is pleased to submit our qualifications to the City of Zephyrhills to provide continuing professional engineering and construction management services for the Sarah Vande Berg Tennis Center-Outdoor Tennis Courts. As a local company, our firm is particularly excited about this opportunity to continue to develop our working relationship with City of Zephyrhills.

CPWG Constructors offers a full-service approach to our client's needs. Our general contractors provide us with the ability to do both commercial and residential projects. From the design phase, through the build phase, and to project completion, we have the ability to provide our clients with the assurance that their project will be completed with the quality they expect, in a timely manner, and within budget.

CPWG Constructors, a subsidiary of Madrid CPWG, is built around a team of skilled construction management experts that are experienced in all phases of construction and construction administration. As a subsidiary of Madrid CPWG, we have access to an engineering team to resolve any civil, structural, or landscape architectural design issues using our in-house staff. We also have an excellent working relationship with the Madrid CPWG engineers and other designers.

To deliver the best courts possible, we have selected Nidy Sports Construction as a subconsultant. Nidy Sports Construction is recognized as an industry leader in sports facility construction. From tennis courts, running tracks, and football fields to shuffleboard courts and pickleball courts – Nidy Sports Construction has served generations of sports enthusiasts as their trusted partner in the construction of professional quality athletic facilities, no matter the type, size or scope of the project.

Nidy utilizes world-class materials from Plexipave, Plexitrac, & Decoturf (the sports surfaces of choice for high school, collegiate & professional level athletic facilities) and the most advanced laser equipment available to ensure all Nidy-built courts meet or exceed client expectations.

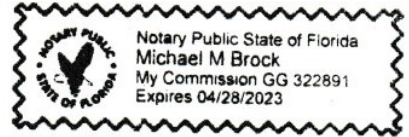
CPWG Constructors' primary agent and primary point of contact for this project will be our Project Manager, Mr. Greg Hass, CGC, LEED AP(greg.hass@cpwgconstructors.com) | 813-906-2847. Mr. Hass is a construction professional with 36 years of general contracting and project management experience. He has overall management accountability and technical expertise in all aspects and phases of construction to ensure profitability and on-time project delivery. Greg has successful past experience working with clients such as the cities of Clearwater, Madeira Beach, St. Pete Beach, Orlando, Tampa and Winter Garden, as well as Hillsborough, Orange, and Pinellas counties.

On behalf of CPWG Constructors, we thank you for reviewing our submittal and we look forward to having an opportunity to work with City of Zephyrhills on this very important project.

Sheila Tarte, President

(813) 361-2644

Sheila.Tarte@madridcpwg.com

AGENCY:				Request for Proposals 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 #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	
35-22-03	7/31/2022	SVTC - Outdoor Tennis Courts		August 29, 2022, Monday, before 11:00 AM	
PRE CONFERENCE ☒ Strongly Recommended ☐ None DATE: August 5, 2022, Friday TIME: 10:00 AM 2ND FLOOR CONF ROOM OR.. TELECONFERENCE OPTION: DATE: August 5, 2022, Friday TIME: 10:00 AM GoTo LINK: https://meet.goto.com/983127861 Call: 1-872-240-3311 Access: 983127861				RESPONSES RECEIVED AFTER ABOVE DATE AND TIME WILL NOT BE ACCEPTED	
SITE VISIT: None Scheduled. Will be the responsibility of each Bidder.					
VENDOR MUST COMPLETE THE BELOW AREAS AND RETURN FORM, NOTARIZED. FORM IS REQUIRED.					
RESPONDER'S NAME/ADDRESS: CPWG Constructors Sheila Tarte, President 3918 N Highland, Tampa, FL 33603		If returning as a "NO" state reason:			
TELEPHONE NUMBER: 813-361-2644		FEDERAL EMPLOYER ID NUMBER OR SS NUMBER: 47-2167956			
EMAIL ADDRESS: sheila.tarte@madridcpwg.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.					
X 		AUTHORIZED SIGNATURE			
		Sheila Tarte, President			
		PRINTED NAME/TITLE			
THIS FORM MUST BE NOTARIZED BELOW					
Sworn to and subscribed to me this <u>29</u> day of <u>August</u> , 2021 Personally known: ☒ Or produced identification: ☐ Type of ID: <u>N/A</u>				AFFIX NOTARY STAMP BELOW	
					
Notary Signature <u>Michael M. Brock</u> <u>Florida</u> GG 322891 State					
My commission expires: <u>4/28/2023</u>					
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.					

RFQ RESPONSE FORM

City of Zephyrhills RFP Form

PROJECT IDENTIFICATION NUMBER: 35-22-03

PROJECT NAME: Design-Build Team Services – Sarah Vande Berg Tennis Center (SVTC) Outdoor Tennis Courts

RFP DEADLINE: August 29, 2022 before 11:00 AM

The undersigned, hereby declares that no person or other persons other than the undersigned are interested in this RFP, as Principal, and this response to request for proposal is made without collusion with others; and that we have carefully read and examined the specifications, and with full knowledge of all conditions under which the services herein is contemplated must be furnished, hereby proposed and agree to furnish this service according to the requirements set out in the specifications for said purchase and service.

Federal Employer Identification Number: 47-2167956

Required Documents:

- | | |
|---|--|
| ☒ Cover Page, Pg 1 | ☒ RFQ Response Form, Pg 3 |
| ☒ CMS Contact Sheet, Pg 25 | ☒ RFQ Table of Contents, Pg 26 |
| ☒ SubConsultant/Contractor, Pg 27 | ☒ References, Pg 28 |
| ☒ Public Entity Crimes, Pg 31 | ☒ Error & Omissions, Pg 36 |
| ☒ Addenda Receipt Acknowledgement, Pg 33 | ☒ Debarment, Pg 37 |
| ☒ E-Verify, Pg 35 | ☒ RFQ Acceptance, Pg 38 |
| ☐ References, Business Tax Receipt and Licenses, etc | ☒ Organization Chart, Pg 22 |
| ☒ Non Collusive, Pg 34 | ☒ Resumes, Pg 22 |
| ☒ TimeLine, Pg 23 | |

FIRM NAME: CPWG Constructors, LLC

SUBMITTER'S NAME/TITLE: Sheila Tarte, President

ADDRESS: 3918 N Highland, Tampa, FL 33603

TELEPHONE NUMBER 813-361-2644 FAX 813-223-2469

EMAIL ADDRESS Sheila.Tarte@madridcpwg.com

Firm Representative Signature:  Date August 29, 2022

Notary or Corporate

RFP 35-22-03

Sarah Vande Berg Tennis Center-Outdoor Tennis Courts

Design-Build Team Services

CMS APPLICANT FIRM

DESIGN/BUILD-CONSTRUCTION MANAGEMENT SERVICES – 35-22-03

Project Title: **Design/Build-Construction Management Services – Outdoor Tennis Courts**

APPLICANT FIRM NAME: CPWG Constructors, LLC

ADDRESS: 3918 N Highland Avenue

Tampa, Florida 33603

TELEPHONE NUMBER: 813-361-2644

FAX NUMBER: 813-223-2469

CONTACT PERSON/TITLE: Sheila Tarte, President

EMAIL ADDRESS: Sheila.Tarte@madridcpwg.com

ALT CONTACT PERSON/TITLE: Dan Hart, PE, DBIA, Associate Principal

EMAIL ADDRESS: Dan.Hart@madridcpwg.com

FEDERAL TAX ID NUMBER: 47-2167956

Type Ownership: LLC

Submittal for ☒ Parent Company ☐ Branch or Subsidiary

Parent Company, if any: N/A

Former Parent Company/Companies:

N/A

Name/Title/Phone Number of two Principals in the firm:

Sheila Tarte, President, 813-361-2644

Dan Hart, PE, DBIA, Associate Principal, 813-361-2644

Present Offices: City/State/Number of personnel for each:

Tampa, Florida, 7

Blountstown, Florida, 3

RFP 35-22-03

Sarah Vande Berg Tennis Center-Outdoor Tennis Courts

Design-Build Team Services

27

TABLE OF CONTENTS
FOR 35-22-03
DESIGN/BUILD-CONSTRUCTION MANAGEMENT SERVICE - OUTDOOR TENNIS COURTS

Letter of Interest..... iii

Cover Sheet iii

RFQ Response Form iii

CMS Applicant Firm iv

Table of Contents..... v

Firm Data Sheet.....vi

Sub Contractor/Construction Firm Data 35-22-03viii

5.1 Qualification and Experience of Proposed Project Team..... 1

5.2 Services-Pre-Construction Phase Services 6

5.3 Management Plan-Construction Phase 9

5.4 Safety and Site Logistics..... 14

5.5 Statement of why your firm should be selected..... 16

5.6 Approach to Projects and Ability to Furnish Required Services 17

5.7 Ability of Professional Personnel 22

5.8 Successful Experience with Similar Projects - COURT Construction 28

5.8 Successful Experience with Similar Projects - Construction Management..... 33

5.9 Effect of Project Team Location on Project Responses 38

REFERENCES ix

Professional Licenses..... xi

American Sports builders Association Certificate..... xv

Drug Free Workplace Form xvi

Public Entity Crimes..... xvii

Public Entity Crimes (Continued)..... xviii

Addenda Acknowledgment xix

Non-Collusive Affidavit xx

E-Verify xxi

Errors or Omissions xxii

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form..... xxiii

RFQ Acceptance Form xxiv

FIRM DATA SHEET

DESIGN/BUILD-CONSTRUCTION MANAGEMENT SERVICES – 35-22-03

Project Title: **Design/Build-Construction Management Services – Outdoor Tennis Courts**

APPLICANT FIRM NAME: CPWG Constructors, LLC

ADDRESS: 3918 N Highland Avenue

Tampa, Florida 33603

TELEPHONE NUMBER: 813-361-2644

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Parent Company, if any: N/A

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N/A

Name/Title/Phone Number of two Principals in the firm:

Sheila Tarte, President, 813-361-2644

Dan Hart, PE, DBIA, Associate Principal, 813-361-2644

Present Offices: City/State/Number of personnel for each:

Tampa, Florida, 7

Blountstown, Florida, 3

RFP 35-22-03

Sarah Vande Berg Tennis Center-Outdoor Tennis Courts

Design-Build Team Services

27

Financial Responsibility

Organizational and Financial Resources

CPWG Constructors has the operational stability and financial resources to deliver this project for the City. We have experienced staff that have managed and completed many projects of similar nature. We have the financial stability required to support a project of this magnitude due to our secure financial position, good- standing in our banking relationships and healthy amount of work backlog. Our bonding capacity of over \$5 million and we carry all required insurances as well as some that are not usually required, at limits that meet or exceed normal requirements.

Main banking reference

South State Bank
102 West Baker Street
Plant City, FL 33563

Darbi Vanderford-Fulton
813-659-8625

Project Completion Record

No Contracts Canceled

CPWG Constructors has not had any contract or subcontract canceled within the last five years.

No Previous Violations

CPWG Constructors doesn't have any past or pending citations, violations, or disbarments within the last five years.

No Regulatory or License Agency Sanctions

Our firm, our principals, or any of its licensed professionals have not received a reprimand of any nature or been suspended by their respective boards or any other regulatory agency or professional association.

No Litigation, Claims, or Contract Disputes

CPWG Constructors does not have any history of litigation associated with project performance and/or professional liability.

Firm's Bonding Company/Agent

Natalie Demers
Nielson, Mosholder & Associates
A Nielson Hoover Group Company
4380 St. Johns Parkway, Suite 110
Sanford, FL 32771

Contract Bond Specialist
ndemers@nielsonbonds.com
Direct: 321.832.7547
Main: 407.330.3990 Ext. 1202
Fax: 407.330.3949



SUBCONSULTANT/CONSTRUCTION FIRMS:

Firm Name and Address

Services to be Provided

1. Nidy Sports Construction
751 General Hutchison Parkway
Longwood, FL 32750
(407) 330-946

1. Tennis Court Design
Tennis Court Construction

2.

2.

3.

3.

4.

4.

5.

5.

5.1 QUALIFICATION AND EXPERIENCE OF PROPOSED PROJECT TEAM

5.1.1 Organization

CPWG Constructors

CPWG Constructors, a subsidiary of Madrid CPWG, is built around a team of skilled construction management experts that are experienced in all phases of construction and construction administration. Our team has an office conveniently located in Tampa, FL.

As a subsidiary of Madrid CPWG, we have access to an engineering team to resolve any civil, structural or landscape architectural design issues using our in-house staff. We also have an excellent working relationship with the Madrid CPWG engineers and other designers.

CPWG Constructors offers a full-service approach to our client's needs. Our general contractors provide us an ability to do both commercial and residential projects. From the design phase, through the build phase, and to project completion, we have the ability to provide our clients with the assurance that their project will be completed with the quality they expect, in a timely manner, and within budget.

Nidy Sports

Nidy Sports Construction provides tennis court services tailored to your specific needs. Nidy is one of the few companies in the nation whose staff has an ASBA (American Sports Builder Association) Certified Track, Tennis and Field Builder, ensuring that all work done by Nidy is of the highest quality possible.

Nidy Sports Construction has start-to-finish experience in the construction of every type of athletic court, field, track or play area imaginable – from tennis and shuffleboard courts to football fields for hundreds of satisfied clients. Nidy uses the most advanced laser equipment and the highest quality sports surfaces on the market to exceed client expectations.

5.1.1.1 Superintendent: Randall Ford

5.1.1.2 Project Manager: Greg Hass, CGC, LEED AP

5.1.1.3 Cost Estimator: Greg Hass, CGC, LEED AP

5.1.1.4 Project Executive: Dan Hart, PE, DBIA

5.1.2 Key Leader Information

5.1.2.1 Current resumes: Please see the designated individuals resumes on the pages 5-8.

5.1.2.1 Percent of time to be committed to this Project

Superintendent: Randall Ford (45%)

Project Manager: Greg Hass, CGC, LEED AP (40%)

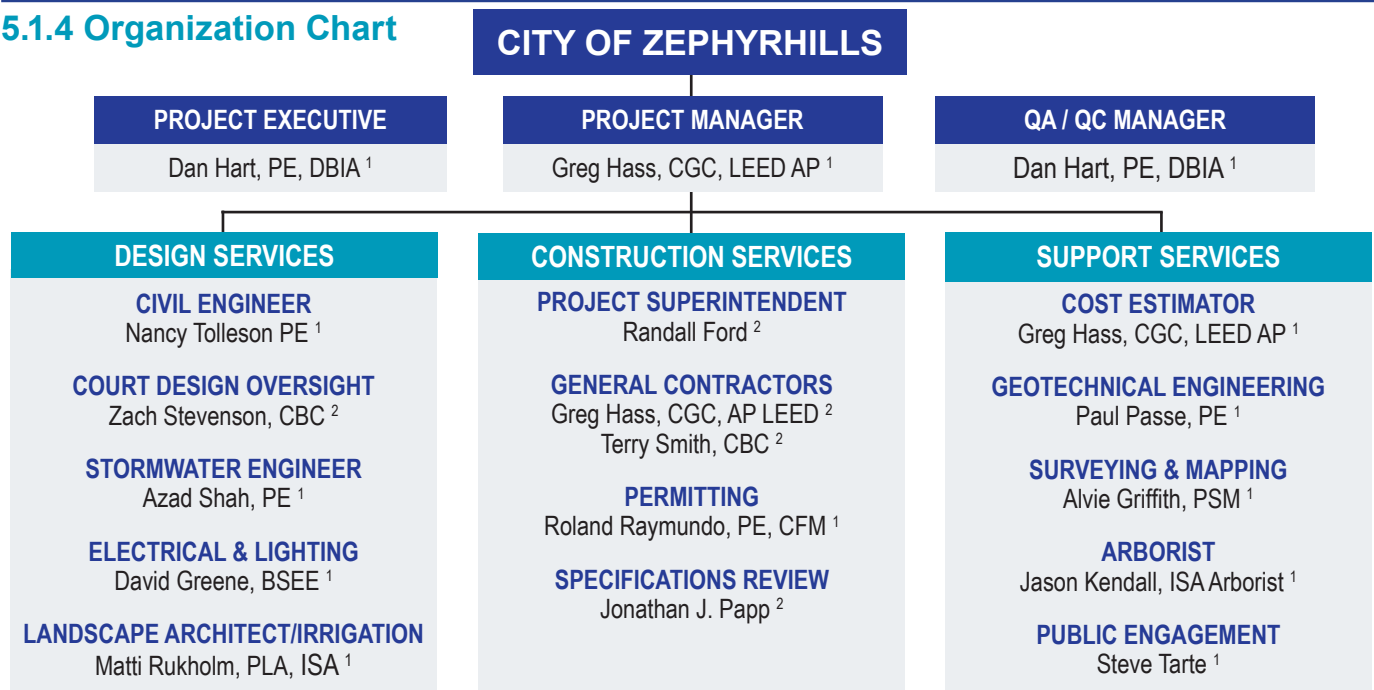
Cost Estimator: Greg Hass, CGC, LEED AP (40%)

Project Executive: Dan Hart, PE, DBIA (35%)

5.1.3 Point of Contact

Greg Hass, CGC, LEED AP will be the **leader of our construction team** and the principal point of contact between CPWG Constructors and the City of Zephyrhills, Nidy Sports Construction team and other consultants.

5.1.4 Organization Chart



1=CPWG Constructors 2=Nidy Sports Construction

Greg Hass, CGC, LEED AP

Project Manager and Cost Estimator



Mr. Hass is a construction professional with 36 years of general contracting and project management experience. Overall management accountability and technical expertise in all aspects and phases of construction to ensure profitability and on-time project delivery. From client presentations, pre-construction planning and value engineering through scheduling, project team coordination, budget control and reporting, quality assurance, turnover, training, closeout, and warranty fulfillment. Greg is highly skilled in financial analysis, problem solving, contract negotiations, written and verbal communication. Previous clients include the cities of Clearwater, Madeira Beach, St. Pete Beach, Orlando, Tampa and Winter Garden, as well as Hillsborough, Orange, and Pinellas counties.

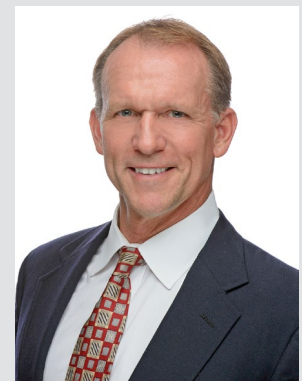
Project Experience

Library Renovation, City of St. Pete Beach, FL | Construction Management. Mr. Hass provided Construction Management services for the renovation of the St. Pete Beach Public Library. The renovations included removal of several walls, reconfiguring new walls, creation of a climate managed computer server room, new lighting, new floor treatments, and electrical power drops to nine computer workstations. The construction management services provided included cost estimating, ADA compliance assessment, design feasibility review, bid specifications, bid preparation, bid management, conducting project team meetings, change management, and project administration.

Firehouse 22 Renovation, City of St. Pete Beach, FL | Construction Management. Mr. Hass provided Construction Management services for the renovation of the St. Pete Beach Firehouse 22. The renovations covered upgrades to the fire suppression system and the bathrooms. The fire suppression improvements included removal, redesign, and replacement of the fire sprinkler system, fire alarm system, fire separation of sleeping quarters, impact protection of system openings. The bathroom improvements included redesign and renovation the showers, toilets, sinks, and locker area. Mr. Hass was responsible for providing cost estimating, bid assistance, construction observation, and construction administration.

Pass-A-Grille Way Complete Streets Phase I Construction, City of St. Pete Beach, FL | Construction Management. Mr. Hass provided construction management, construction engineering inspection oversight, and construction administration for the roadway and utility replacement project. The project consisted of a two-lane paved roadway, with bicycle lanes and F-type gutters. The existing stormwater piping system was enlarged and expanded, new inlets installed and baffle boxes with tide flow preventers were installed.

Pass-A-Grille Way Phase II Constructability Review, City of St. Pete Beach, FL | General Contractor. Providing constructability review for the Roadway is being designed for milling and resurfacing to correct the failing roadway pavement sections. A two-lane paved roadway, with bicycle lanes and F-type gutters. New sewer pipes, manholes, and laterals are included. The existing stormwater piping system will be enlarged and expanded, new inlets installed and baffle boxes with de flow preventers designed to reduce the risk of flooding in the area. Overhead utilities are being designed and permitted to go underground along the roadway corridor. In addition, the project design plan included new high and low potable water lines. Lake County Route CR 455 Constrability Review Provided constructability review in support of the design services to add a signalized intersection, mill and resurface CR 455 approach to the bridge abutment, add a new northbound right turn lane at the CR 455 and Old Highway 50 East. The project included new concrete strain pole box span traffic signal, new northbound right turn lane, signing and pavement marking, structural engineering, subsurface utility investigation (SUE), public involvement, construction involvement and permitting.



Years of Experience

- 36 Years

Education

- BS, Building Construction, Auburn University, AL

Additional Certifications

- LEED Accredited Professional, Building Design and Construction, ID # 10333868
- Certified General Contractor # CGC 1504481

5.1 QUALIFICATION AND EXPERIENCE OF PROPOSED PROJECT TEAM

Greg Hass, CGC, LEED AP



Pass-a-Grille Way, Phase 1&2 Washatonian Palm Replacement, City of St Pete Beach, FL | General Contractor. Mr. Hass was the General Contractor on the CPWG team that assisted the City of St. Pete Beach to design underground utilities, light pole and fixture upgrades and landscaping along Pass-a-Grille Way. The landscaping improvement consisted of the installation of Washatonian palm trees, mulch and a variety of shrubs. Mr. Hass assisted the project team by coordinating with property owners to obtain easements or find alternate locations for transformers and switch boxes. He also provided construction advice on the Landscape Architecture design.

SR 699 Safety Median Landscape Project, City of Madeira Beach | General Contractor. Mr. Hass provided General Contracting guidance for SR 699 Median Landscape Design Improvements. CPWG constructed landscape and irrigation per plans for the project. The construction incorporated applicable requirements listed in the FDOT district seven landscape, irrigation, maintenance, and erosion control plans preparation checklists and other applicable FDOT safety, setback and construction criteria. The construction included all plant material, placement, spacing, quantities, notes, and details required to construct the design. These also showed integration of existing and proposed plant materials in previously planted landscape medians. Additionally, CPWG constructed the irrigation system per plans for all new medians. These plans identified all piping, irrigation heads, valves, controllers, and other appliances necessary for installation and proper functioning of the design.

SR 699 Utility Undergrounding, Indian Rocks Beach, FL | General Contractor. Mr. Hass was General Contractor for project covering the undergrounding of above ground utilities primarily along Gulf Boulevard and city-wide as needed. The main tasks include coordination with property owners to obtain easements, coordination with underground utilities, coordination with FDOT median and crosswalk safety construction, milling and resurfacing LAP project, placing utilities within FDOT right-of-way, and construction administration services. The project was completed in four phases.

Seawall Restoration, City of Redington Beach, FL. This project consisted of restoration and/or repair of the seawalls along the 59th Avenue and 161st Avenue causeways. The existing seawalls were demonstrating signs of deterioration caused by exposed to salt water and weather. Mr Hass provided construction management and observation of the selected contractor.

SR 434 Median Landscape Design Improvements, Longwood, FL | Construction Administration. CPWG prepared the Landscape and Irrigation construction plans required to construct the project. The plans incorporated all applicable requirements listed in the FDOT District Seven Landscape, Irrigation, Maintenance, and Erosion Control Plans Preparation Checklists and other applicable FDOT safety, setback and plans preparation criteria. The plans identified construction materials. Provided construction administration for the project.

SR 699 Landscape Project Redington Beach Gulf Boulevard) HLRMOA Gulf Boulevard Landscape Beautification from 155th Avenue to 164th Avenue | General Contractor. Mr. Hass served as General Contractor on the SR 699 project that consisted of designing landscape construction plans and specifications for landscape improvements along the east and west sides of Gulf Boulevard. The planned improvement consists of the installation of sixty palm trees, shell mulch and a variety of shrubs. The construction for this project will coincide with the construction necessary for the utility undergrounding project.

Archibald Memorial Park, Madeira Beach, FL | General Contractor. As General Contractor, Mr. Hass supported the City of Madeira Beach efforts to upgrade and beautify the Archibald Memorial Beach Park. The design included landscape upgrades with up lit palm trees, shrubs around an improved parking area, walkovers to the beach were converted to composite wood lighting, new turtle friendly lighting and new entrance obelisks. The Snack Shack building, outdoor deck and bathroom facilities were renovated.

Lake County Route CR 455 Construability Review. Provided constructability review in support of the design services to add a signalized intersection, mill and resurface CR 455 approach to the bridge abutment, add a new northbound right turn lane at the CR 455 and Old Highway 50 East. The project included new concrete strain pole box span traffic signal, new northbound right turn lane, signing and pavement marking, structural engineering, subsurface utility investigation (SUE), public involvement, construction involvement and permitting.



Randall Ford – Project Manager & Paving Foreman

Nidy Sports Construction (2008 – Present)

Project Manager

- Manages Daily Operations of Multiple Projects
- Quality Control of Track and Field Projects
- Regulate Safety Procedures
- Train and Recruit Employees
- Coordinate and Develop Job Progress / Production Schedules

Education

- OSHA Trenching / Excavating Safety Standards
- OSHA Review Meetings
- Safety Management
- OSHA 40 Hour
- S.W.I.P.P – Storm Water Management Certified

Skills

- Team Leader
- Heavy Equipment Operator
- Builds Customer Service

5.1 QUALIFICATION AND EXPERIENCE OF PROPOSED PROJECT TEAM

Dan Hart, PE, DBIA

Project Executive



Mr. Hart has over 26 years of experience primarily working on Florida infrastructure projects. His experience includes projects for multiple municipal, transportation, water management authorities, and private sector clients across the State. He has a unique blend of construction management, engineering design, and overall program management experience that facilitates individual projects and the overall programs for owners and clients. Over the years he has multiple continuing services contracts for a variety of clients. He also has a strong track record of Design-Build project delivery and is a certified DBIA Professional. Dan uses this experience to forge successful partnerships with owners, consultants, and contractors, as well as to provide owners with efficient and constructible plans. He has served on projects for every district of the FDOT and he has accumulated experiences on projects throughout the United States.

Project Experience

SR 669 (Gulf Boulevard), Madeira Beach, Pinellas County, FL – FDOT D7 | Sr. Project Engineer / Project Engineer. Sr. Project Engineer/Project Engineer for this FDOT Joint Project Agreement (JPA) with the City of Madeira Beach, FL. Primary scope of this project included milling and resurfacing of approximately 1.5 miles of 4 through lanes, with center bi-directional turn lane through this beach community. Additional scope items included intersection improvements, new signalization, drilled shaft construction, portable traffic monitoring site, sidewalks, and ADA upgrades. Maintenance of Traffic (MOT) and pedestrian safety were significant concerns throughout the construction process within this urban corridor with multiple business and beach parking areas.

SR 80/SR 29 Bridges, Hendry County, FL – FDOT D1 | Project Manager. Geotechnical construction engineering and inspection (CEI) Project Manager for CEI services for this bridge construction project. Responsibilities included review and approval of contractor's pile installation plan and proposed equipment, supervision of on-site Embedded Data Collector testing, review of driving criteria and production pile length recommendations, and review of foundation installation records for conformance with developed criteria and specifications.

SR 826/SR 836 Interchange Reconstruction, Miami Dade County, FL – FDOT D6 | Project Manager and Senior Engineer. Project Manager and Senior Geotechnical Engineer responsible for construction engineering and inspection (CEI) services related to foundation installation and testing efforts. This \$550 million design-build project includes the replacement or new construction of more than 40 bridges and several miles of limited-access highway construction, along with the associated ramps, embankments, mechanically stabilized earth walls, and other miscellaneous structures. Responsibilities also include oversight of the team performing dynamic pile testing, cross-hole sonic logging, embedded data collector testing, and pile integrity testing on foundation elements.

Construction Engineering Inspection (CEI) (Continuing), Pinellas County, FL | Project Manager. This 5 year assignment includes CEI for various capital improvement projects within Pinellas County. As the PM for this continuing services agreement, responsibilities include oversight of CEI teams responsible for the on-site construction inspection of projects including roadway widening, roadway repaving, utility and water main installation, signalization, sidewalk/ADA compliance, and bridge rehabilitations.



Years of Experience

- 26 Years

Education

- M.B.A., Western Governors University
- M.S., University of Florida, Civil Engineering
- B.S., University of Florida, Civil Engineering

Professional Registration

- Professional Engineer, Florida # 55438 (2000)
- Professional Engineer, North Carolina # 036467
- Professional Engineer, Virginia # 0402053500
- Professional Engineer, Louisiana # 39327

Professional Affiliations

- Design-Build Institute of America
- American Society of Civil Engineers

5.2 SERVICES-PRE-CONSTRUCTION PHASE SERVICES



5.2 Pre-Construction Phase Services

When selected for this contract, the CPWG Constructors Team will perform a thorough review of the contract documents and coordinate any irregularities directly with the design team and the City, conduct additional site investigations, meet with utility owners and the local businesses, coordinate public information efforts, and generally prepare for construction operations. If survey control needs to be established and control points verified during construction, we will provide horizontal and vertical survey control, along with any needed vertical cross sections.

Our proactive management team's primary focus will be to locate and address potential conflicts upfront for avoidance during the construction process. Our goal is to look at every component to be constructed and determine the level of difficulty for installation.

We will start the problem-solving process before construction commences. Our design team and our construction team work together to ensure the design is buildable and using the best materials possible within the designated budgetary constraints. Each project is unique in many ways and it requires a team with in-depth experience performing an extensive constructability review before the contractor mobilizes to the project site.

After determining any potential utility conflicts, our Project Manager, Mr. Hass will hold coordination meetings with any impacted utilities and the Contractor to find solutions and avoid conflicts during the critical stages of construction. Additionally, our team will hold pre-operation meetings before all critical schedule items.

Our approach to construction preparation will include the following additional preconstruction activities:

- Hold a preconstruction conference, include utility owners and adjacent businesses
- Create a project organizational chart with directories and lines of communication and authority
- Implement a Cost Management System (CMS) complete with quantity tracking ledgers, change order/contingency tracking logs and under/over logs for each project line item
- Prepare a shop-drawing submittal log, plan-revision log, and an RFI log for tracking purposes
- Prepare CPWG Constructors custom Quality Assurance/Quality Control (QA/QC) plan
- Hold preconstruction utility meetings
- Address submittal of all preconstruction documents
- Video and photograph project area
- Review/process preconstruction submittals
- Meet corridor/area stakeholders
- Review required construction submittals, including permits
- Analyze the Contractor's Preliminary CPM schedule
- Review and approve Traffic Control plans and site-safety plans from the Contractor
- Assist with other stakeholder or public information needs
- Review Contractor's Construction Quality Control (CQC) Plan
- Review Contractor's Haul Route Plan and document preexisting and current conditions

5.2 SERVICES - PRE-CONSTRUCTION PHASE SERVICES

Project Master Schedule

Our team will develop a project master schedule early after the issuance of the NTP. We will use that schedule to manage the project from start to finish. The program master schedule is our primary control for delivering the project on time and under budget. Contractors will be required to develop their individual work schedules and will be completely responsible for maintaining and staying on schedule but we will incorporate the Contractors' schedules into the program master schedule and regularly coordinate schedules with each Contractor. We will recommend to the City effective terms and conditions for each contract that will assist in the implementation of this method of program schedule and budget control.

Our project management team will administer the terms of this contract using the City's Project Manual, Engineering Construction Standards and Procedures, along with all applicable State and Federal permit requirements and construction standards. We will hold weekly progress meetings to discuss progress and prepare upcoming phases of work and project milestones. The Contractor will provide a two-week look ahead at these progress meetings. These two-week lookahead schedules will be utilized to prepare for upcoming work and allow us to discuss utility coordination and schedule pre-operation meetings, which will need to be held before specified milestone operations begin.

Team-wide Quality Assurance Plan Development

A draft of the team-wide program quality assurance plan will be developed immediately upon receipt of Notice to Proceed (NTP) and submitted to all team members prior to the program's kickoff meeting. The kickoff meeting will have an agenda item to review the draft and accept review comments from all participants. The purpose of this agenda item will be to:

- Verify program goals and objectives
- Identify, as best as possible, specific project goals, objectives, and team members
- Define specific quality goals for each project and project team (project team consists of all persons and firms responsible for the successful implementation of a particular project)
- Identify, as best as possible, specific persons, one from each contractual relationship, to act as quality control liaison or officer
- Review quality roles and responsibilities
- Plan of action for moving forward.

Of course, every team member is responsible for quality but we expect each contractual firm to assign a person who is authorized

to implement the elements of the completed quality assurance plan. These persons' responsibilities will be defined in the draft quality assurance plan and modified, as necessary, at the kickoff meeting. Each team member's firm will be responsible for developing and implementing their respective individual quality assurance plans and coordinating their plans with the team-wide quality assurance plan. Individual projects will be defined for each phase and segment of the proposed work. After all team member comments are received at the kickoff meeting, the team-wide quality assurance plan will be finalized and submitted to all team members for their use.

One important work effort necessary for the success of the program is a detailed critical path schedule. Though a major contributor to the quality and value of a program, the schedule efforts are broken out separately from the quality assurance and value engineering tasks and presented elsewhere in the approach.

The communication plan will consist of the names of each firm's quality assurance liaison or officer with their contact information. The conditions and circumstances defining which persons will be contacted and when will be spelled out, at least in a general way in the communication plan. For the purposes of this project, if CPWG Constructors is awarded the contract, we will collectively decide with the City Staff the team-wide quality assurance officer.

As the project moves into the construction phase, our team separates values within the overall budget into specific trade packages. We will compare trade, vendor, and self-performed work values against budget amounts and summarize any deltas. The document will capture approved, pending, and forecasted changes, whether internal or owner related. We will update this weekly, providing the management team with current and accurate information to support the planning efforts and a day-to-day approach to accomplishing the work.

The cornerstone of the CPWG Constructors' preconstruction approach is proactive engagement and open communication with the entire project team, including the owner. Throughout the preconstruction stage, we are committed to providing efficient processes with thorough reviews and innovative solutions to complex issues, aggressive yet realistic schedules, and accurate cost estimates to initiate the success of the project.

After preconstruction process, we will continue using the cost monitoring and performing the Trend Estimating process to effectively communicate potential impacts in real-time.

5.2.1 Construction Management/General Contractor

5.2 SERVICES-PRE-CONSTRUCTION PHASE SERVICES

CPWG Constructors provides the following services:

- Pre-Construction Evaluation
- Construction Evaluation
- Value Engineering
- Bidability Reviews
- Constructability Reviews
- Cost Estimating
- Construction Schedule Review
- Project Management
- Contract Administration
- Progress Reporting
- LEED optimization
- MEP coordination
- Risk Management/Mitigation
- Change Order Management
- Shop Drawing Review
- Plan Interpretation
- Project Closeout

CPWG Constructors provides the following services from our Alternative Delivery section:

- Design-Build (DB)
- Public-Private Partnership (PPP or P3)
- Construction Manager at Risk (CMAR)
- Integrated Project Delivery
- Unsolicited bid
- Job Order Contracting
- Virtual Design

5.2.2 Value Engineering.

Value engineering is a separate engineering discipline and a key to the quality and success of this program. In simple terms, it identifies the times in an individual project to have a second set of eyes look at a design to determine if the project objectives are being met at the lowest possible cost – or highest possible value.

Value engineering typically delivers at least 10% in lifetime cost savings, without compromising the quality of outputs or asset functionality.

Although CPWG Constructors began value engineering as a cost-saving measure, it has become a valued project management technique that addresses all aspects of the building life cycle from the initial construction through the sustainability of sourced materials and utility efficiency of the final project.

Our team believes that the time invested in value engineering produces impressive results. Our value engineering team brings a fresh perspective to the project based on their professional construction experience. Applying the techniques of value engineering in the initial planning stages minimizes the impact on the final project schedule and redesign costs. In the end, the project generally has fewer changes and delays throughout the construction process and greater functionality and value for the client.

CPWG Constructors employs two certified general contractors full-time on our staff. They provide bidability reviews at the 60%, 90%, and 100% project deliverables. These reviews provide our engineers with invaluable insight into design changes and material changes that can lower costs. Our general contractors, when combined with our certified plans reviewers and site inspectors, provide superior construction administration. Our team inspects the plans, materials, and construction to ensure that the final project meets the specifications you require.



5.2.3 Guaranteed Maximum Price (GMP) Process

Due to recent impacts to manufacturers based on limited material supplies and a shortage of labor caused by the COVID-19 health crisis, lead times on many current projects have extended up to as many as 26 weeks for specialty line-item procurement. Because of these lengthy lead times and short supply of construction materials, prices within the last 12 months have increased dramatically.

Our team will closely monitor the commodities markets relevant to project construction and to material procurement times for construction. We will compare the procurement times and relevant material cost fluctuations to the Contractor's CPM schedule to ensure project costs stay consistent with the GMP approved and unforeseen delays in material deliveries are addressed and mitigated. We will quickly review and recommend actions required on material shop drawings submitted by the contractor to mitigate manufacturing lead times and help the contractor streamline the construction process in the field, minimizing any potential schedule delays that might occur during procurement.

5.3 MANAGEMENT PLAN-CONSTRUCTION PHASE



Construction Approach

During the project, we will act as an extension of the City's staff and exceed expectations for documentation control, inspection and project management oversight. Our team will conduct thorough site visits and constructability reviews to gain a solid understanding of the project constructability issues before any construction activities begin. We will provide a qualified, knowledgeable, and experienced project management team to the City for the successful completion of this project.

Our proposed Project Manager, Greg Hass, CGC, LEED AP will be responsible for administering project management services. Our team is well prepared to provide all field inspection, materials sampling and testing, and on-site project coordination with the contractor. Our project management staff will effectively coordinate our services with the contractor and keep the City Project Manager updated on critical project-related issues.

CPWG Constructors is presenting a staff experienced in all aspects of project management and construction, who follow a strict daily approach to project management, inspection, and documentation.

In our approach to managing projects at CPWG Constructors, we promote a seamless interaction of Design Phase professionals with our Construction Phase professionals from the start of a project through project closeout. In this approach, the project manager, general contractor, the construction manager, and the construction phase staff will be involved with the design process through constructability reviews, value engineering studies, cost estimating and bid document preparation. Reciprocally, our project manager and the design phase staff will be involved with the construction process by reviewing shop drawings, responding to Contractors' requests for information, analyzing change order requests, monitoring monthly pay requests, and reviewing as-built drawings.

CPWG Constructors Process

1. We will seek out qualified bidders for each sub-trade and specialty, negotiating all construction costs with strict fiscal oversight. We will only work with suitable subcontractors that have demonstrated quality and professionalism, while giving preference to qualified local subcontractors.
2. Working with our design team, as well as the Owner, we shall create a baseline project schedule that sets the order of all major steps in the project.
3. As construction begins, we shall be a constant presence on the construction site and establish temporary office facilities on the property. No subcontractor shall work unsupervised. The construction team will oversee and coordinate all construction activities.
4. The safety of all workers shall be paramount. We shall utilize a company wide safety program that requires each worker arriving to the site to receive an initial safety orientation prior to the start of any work. Weekly safety walks will be performed by the construction team to seek out potential hazards and correct them in advance of any injuries. We shall require all subcontractors to conduct weekly safety briefings with all their workers and provide documentation of such activities. Our construction office will maintain all necessary safety documentation as required by OSHA standards.
5. We shall conduct on-site biweekly subcontractor and owner meetings, reviewing all progress, adjusting construction schedules to meet Owner requirements, and promoting a team approach to success.

5.3 MANAGEMENT PLAN-CONSTRUCTION PHASE

Construction Tasks: Our daily approach to construction will include but not be limited to the following tasks:

- Prepare project coordinator updates and status reports
- Conduct utility coordination meetings and report to Client PM
- Conduct CPWG Constructors Quality Assurance (QA) reviews
- Hold weekly progress meetings
- Conduct regular pre-operation meetings
- Prepare monthly/final estimate documentation, tracking and recommending monthly payments based off line items included in the Guaranteed Maximum Price (GMP)
- Conduct weekly MOT and safety reviews
- Coordinate shop drawing reviews
- Inspect and verify all work
- Interpret plans and specifications
- Photograph noteworthy incidents and events
- Review monthly CPM schedule updates from the contractor
- Provide materials sampling and testing coordination
- Respond to contractor RFIs
- Oversee environmental reviews
- Prepare monthly progress updates
- Track overruns and underruns of quantities on generated tracking logs
- Manage permit compliance and coordination for proposed structures
- Provide claims analysis/support
- Ensure record retention
- Prepare daily work reports (DWR's)
- Assist the city with public Information needs

5.3.1 Cost Management Plan

We understand budgets play an important part in any project, especially in this economic climate. We are very thorough in our cost estimating and we have a strong track record of accurate preliminary budget estimates for our projects. Our preliminary estimates are based on past similar projects and a current market cost analysis.

Internal costs are monitored weekly against the budgeted amount and the spent amount. Adjustments are made early to avoid budget overruns at the end of the project. Estimated project construction costs are also compared against the budgeted costs to ensure the bids received are within the City's budget.

We are confident in our ability to successfully control program costs and feel that this should be done during preconstruction process. Critical to project cost control, is implementing and diligently managing our proven process as early as possible. What this means to the City is delivery of a high-quality, high-value project while minimizing the risk for redesign delays, cost overruns, and unforeseen changes.

In our experience, there are five primary factors that influence the success of a project:

- 1. Detailed Scope.** Identify all required program elements and the desired program options
- 2. Risk Mitigation.** Identify the constraints and develop potential solutions
- 3. Schedule.** Optimize the means, methods, resources, and sequencing
- 4. Budget.** Price the complete scope, understand the schedule, identify risk impacts, and identify cost options
- 5. Owner Feedback/Buy-In.** Make meaningful and timely decisions with clear and open communication

Exemplary performance is demonstrated by our ability to define and manage the project scope while maintaining achievable schedules and working within the bounds of the approved budgets. The CPWG Constructors team maintains rigorous cost control and project accounting systems that are critical to accurately track costs, make projections, and provide real-time financial status of the project at any time. Our cost control begins immediately with award of the work and the establishment of an initial baseline estimates.



We use several important tools to ensure costs are controlled accurately throughout the project. Examples of these tools include:

Baseline Estimate:

Our preliminary budget estimates are very accurate and **we are consistently within 3% of the GMP on our continuing service contracts**. We have developed a proprietary historic cost database. Along with dialogue with professionals in each trade, we use this database and industry knowledge obtained by working similar projects to develop a baseline estimate. The baseline estimate will be established based on the City's conceptual plans and the design development process. After completing a review to identify and adjustments, it becomes the Baseline Estimate of Cost.

5.3 MANAGEMENT PLAN-CONSTRUCTION PHASE

Trend Log:

The trend log is the number one financial tool that identifies potential issues on the project. It allows informed decisions to be made, and most importantly, it provides financial transparency, eliminating the “surprise” factor so commonly heard about in our industry. The Trend Estimate Process updates the baseline estimate in real time by identifying scope changes that arise between the milestone document printings. This will enable the City to be aware of the project scope and costs throughout the process. It also allows stakeholders to make timely, informed decisions about scope and cost without delaying the progress of the design or causing redesign.

Design Action Log (DAL):

The DAL captures items that modify the design, such as RFP compliance items, accepted alternate or trend items, or issues identified through constructability reviews. The log will help reduce future cost overages, redesign, and potential schedule delays.

Interim Estimate and Variance Reports:

At each milestone, the design and budgets will be reviewed to develop the variance report which will identify over/under amounts for each scope of work. From this, we can evaluate individual changes and opportunities to mitigate deviations. These reports validate the accuracy of the initial baseline estimate and help control the budget through an ongoing process.

Based on our use of trend log and interim estimates, there are no surprises. We understand that the final project cost is not a starting point to begin the change order process as the design completes.

5.3.2 Change Order Management Plan

Request for Information (RFI)

Requests for Information will be initiated by the contractor for each individual project for any issue that needs a technical solution or may have a contractual consequence (scope, schedule, and/or fee). The Construction Manager will take the lead in educating each contractor about when and how to initiate the RFI.

On a daily basis, our Construction Manager will work with the contractor to identify any and all potential RFIs. RFIs are an important way to document the progress of a project and are beneficial to all parties involved. Upon receipt of an RFI from a contractor, the CM will log it, respond to it if he/she can, or forward to the appropriate party to respond. The CM will use the log to make sure that all RFIs are responded to in a timely fashion.

The CM will determine whether a particular RFI gets elevated and logged as a Potential Change Order (PCO). If so, then it will continue to be treated as an RFI but also tracked as a PCO and possibly added to a Change Order.

The CM will make sure that the responsible party knows when their response is due and will continue to track the progress until after the RFI is resolved. All RFIs will be logged, reviewed at each project progress meeting and have a resolution. No RFI will be left unresolved.



Resolving Project Issues:

Our project inspection staff will be on-site during all construction related activities and will report all activities and unique project issues directly to the CPWG Constructors on-site project manager and Mr. Hass will coordinate and report any unforeseen issues to the City PM. Mr. Hass will maintain daily communication and coordinate with the CMAR Construction Manager (CM) and report any unforeseen issues to the EOR and the City PM. Mr. Hass will continuously engage with the City to ensure all aspects of the project are relayed clearly, mitigating any possible project anomalies before they can become problematic in the field. Our team is familiar with the expectations of this type of project and we have thoroughly reviewed the RFQ to develop an understanding of the scope of work, project details and the work effort required to complete the planned project.

Dispute Resolution:

While our Quality Assurance/Quality Control procedures are very effective at preventing conflicts within our design documents, we recognize the nature of our job leaves room for the occasional human error. There are three types of conflicts that can occur during the design and construction process: omission of required details for construction or permitting, coordination items with engineering consultants and construction related conditions.

5.3 MANAGEMENT PLAN-CONSTRUCTION PHASE

If a conflict does arise, our team works diligently to resolve the dispute without impact to costs or schedule. In occasions when cost is impacted, we believe it is important to take ownership of any errors along with financial responsibility. Our team uses these situations as learning opportunities for future projects.

If you have an issue, our management is responsive and will return your call within 24 hours in most circumstances. We are trying to develop long-term partnerships and will work with you to develop a solution that meets your needs.

We believe the customer is always right. We recognize that communication is crucial to project success. We will address both in-scope and out-of-scope requests without hesitation. Our goal is to help you achieve your goals, efficient communication, and accurate timely reporting help everyone succeed. Our team will focus on:

1. Providing clear, concise communication to the City's team in a timely manner.
2. Utilizing a single defined point of contact to streamline the process and speed the completion of your project.
3. Returning City staff phone calls and emails in a timely manner, generally the same day.
4. Providing written bi-weekly status reports of all ongoing continuing tasks in one document will allow all staff to understand the status of each active project.

5.3.3 Procurement Plan

CPWG Constructors fully understands the benefit to the City to use owner direct purchase for some, or most, of the materials procurement for this project. The sales tax savings would be significant. Our firm commits to work with the City to accurately capture the cost savings from owner direct purchase and we assure you, and the city's tax payers, the savings will be applied back to the project in direct proportion.

CPWG Constructors has recently worked with the Calhoun County School Board on projects that included owner direct purchase. The first was the Blountstown High School Gym Hurricane Michael repairs. Our firm worked with School Board Staff to owner direct purchase materials to accomplish the complete demolition and re-build of the gym floor. This included almost \$90K for high end maple flooring, sub-flooring and finish materials.

CPWG Constructors also worked with the Calhoun County School Board to owner direct purchase materials to build all of the facilities temporary walkway shelters at Blountstown

Elementary School. As a result, the School Board was able to realize a significant savings.

These are just a few recent examples of CPWG Constructors' commitment to work with local government to capture the owner direct purchase savings. We encourage you to call Willie Pitts, Calhoun County School Board Maintenance Director, to verify our ability to effectively administer this process. Mr. Pitts can be reached at 850-643-6477 (cell).

5.3.4 Schedule Management Plan

The contractor's CPM schedule will be reviewed monthly and discussed at every progress meeting. We have license agreements for both Primavera (P6) Scheduling Software and Microsoft Project to review and analyze the Contractor's baseline and updated schedule submittals. All comments are discussed with the Contractor followed by their concurrence on each issue. We verify the start/finish dates and durations for all activities while focusing on the critical path items. Schedule updates are verified through follow-up conversations, on-site field verification, and progress meeting minutes.

In addition, we have developed custom tracking logs that are also reviewed at every progress meeting. We have successfully used these logs on previous projects. These logs document RFIs, change orders, submittals, plan revisions, quantities, budget, and deficient items. By utilizing these logs, we will verify that the contractor is up-to-date on all current, pending, and past items. The tracking logs will show the date the item was first mentioned, who has the action on the item, how the item is being resolved and the date of each step to resolution.

5.3.5 Subcontractor Management Plan

The program master schedule developed in the pre-construction phase will be used to coordinate all contracts for work. The construction manager will be responsible for communicating all coordination needs and will solicit, per contract, individual contractor schedules at the beginning of each contract. Any conflicts will be identified and worked out with the conflicting parties.

Most coordination with subcontractors will occur at individual project status meetings, but special coordination meetings may be scheduled as needed. Party responsibilities, timing, and any other issues will be documented and forwarded to all parties as soon as possible to make sure there is clear communication. The results of these coordination meetings will be summarized to present at the program progress meetings.

5.3 MANAGEMENT PLAN-CONSTRUCTION PHASE

5.3.6 Closeout Management Plan

As part of our project closeout process, our team will meet to discuss any potential problems that may be faced during the closeout process. Was there a specific issue that caused a delay or a cost overrun? Are we missing any documents from our subcontractors? We try to put ourselves in our client's shoes to determine what questions may be asked or reasons to delay the project closing. Finding solutions early in the process helps the closeout process run smoothly.

Any required documents will be delivered in the format requested. We have the capability to transfer files electronically or produce hard copies.

Construction Phase Deliverables

The following are examples of documents that may be required at project closeout.

- Agendas and Meeting Recaps for all construction meetings
- Construction Management Logs (regularly updated)
 - Correspondence
 - Requests for Information (RFIs)
 - Potential Change Orders (PCOs)
 - Change Orders (COS)
 - Technical Submittals (Shop Drawings and Requests for Change)
- Engineer's Responses to RFIs and Technical Submittals
- Site Visit Reports
- Record Drawings
- Certificate of Substantial Completion
- Completed Punchlist
- Design Team Approvals
- Inspection Certificates
- Certificate of Occupancy
- Lien Waivers
- Final Pay Applications

5.3.7 Quality Assurance Plan

CPWG Constructors on-site Project Superintendent, Randall Ford, will provide construction QA/QC. He will be joined by experienced senior and junior inspectors that have worked together for years. Our FDOT and CMEC certified lab can provide materials testing to ensure that materials meet specifications. We firmly believe that no task is too small for QA/QC.

Our construction QA/QC process includes:

- Peer Review System Appropriate to the Task
- Color Coded Markups, Revisions, and Responses
- Records Maintained and Available for Inspection
- Constructability Reviews by In-House Contractors
- Value Engineering



Quality Assurance Checkpoints During Construction:

After an individual project has been successfully awarded, that project will be added to the agenda for the regular program progress meeting (see below). Among the things on the progress meeting's agenda will be the following quality assurance tasks:

- Review outstanding items on the quality assurance log,
- Review comments from the executive walk through's,
- Review any technical issues identified during the last work period,
- Review any citizen requests or comments, and
- Accept any input related to quality from any team member.

The team-wide quality assurance officer will chair that agenda item and develop a list of action items based on the results for each individual project. All information will be maintained in the quality assurance log. The team-wide quality assurance officer will also meet regularly with the designated construction manager to review all pertinent construction administration logs and files and report back to the team executives on the status of the construction management tasks.

Regular Program Progress Meeting

Soon after the NTP is issued, CPWG Constructors will begin to host a regularly scheduled program progress meeting which will include all team members. It is anticipated that this meeting will be at least monthly and likely bi-weekly as determined by the work effort and the construction manager. One of the agenda items on the program progress meeting will be "Quality Assurance" which will be chaired by the team-wide quality assurance officer. Discussion items will include:

- Review of quality assurance log,
- Review of quality assurance tasks,
- Review of citizen requests or comments, and
- Review of action items.

5.4 SAFETY AND SITE LOGISTICS



Safety Management:

At CPWG Constructors we take our core values seriously. One of most frequently referred to core value is “family as a source of strength”. This value permeates our work and as a result our focus on job site safety so that each our employees can get home safely at the end of a hard days work.

We practice daily work summary and safety discussions each morning, our designs focus on safety not just for the end users but also during the construction processes. These morning tailgate sessions focus on the planned work activities of each crew/specialty trade on site that day. We review the specific activities and product deliveries planned, along with the risks and any concerns related thereto. In addition, we address issues from prior day in the event that a concern was noted by our on site team or a City representative.

Public safety is a top priority on any project. Nidy Sports and CPWG Constructors acknowledge that the proposed site is active and would remain open while construction is taking place. Our team will meet with owners to review their current and upcoming programing (lessons, events, etc) and work diligently to minimize any scheduling impacts.

We will also meet with owners to determine suitable access to proposed court location. We will select access that would have the least amount of impact on the current facility. During construction, we will reroute any pedestrian traffic safely around the construction site using temporary Longitudinal Channeling Devices (LCDs).

All overhead hazards will be identified and clearly marking prior to the start of construction. A primary contact in case of emergency will be posted on the job site along with a site map indicating locations of water, electric, storage and contractor parking.

Daily clean up of work area, designated storage/ lay down area and a properly marked construction site will enhance job site safety. Existing finished areas (sidewalks, pavers, asphalt) will be covered with decking to minimize damaged caused by current construction project.

Site Logistics Plan:

Our staff will be led by Mr. Hass, with major project alignment and major project milestones managed, as needed, by our Project Executive, Mr. Hart. Mr. Ford, the Project Superintendent, will supervise the construction of the Tennis courts. Mr. Hass will have constant oversight of all construction field activities as well as manage all contractor submittals, track project pay quantities through our Cost Management System (CMS) and quantity tracking logs/field-ledgers, verify monthly pay requests to ensure accuracy, process and review RFIs, assist the City with direct-purchases of materials, and manage change orders. He will also administer weekly progress meetings and manage all pre-operation meetings.

Our inspection staff will be on-site daily throughout the duration of the project to inspect and document the work progress and quality control. They will ensure that all work is performed in a quality manner and in conformance with the required policies, procedures and contract documents. Our staff will document the project's progress as well as verify and record quantities in the appropriate site source records, field ledgers and quantity and material tracking logs. These field ledgers and tracking logs will be utilized by the PM to determine accuracy on each monthly payment request from the Contractor. They will also review MOT and erosion control, inspect the daily work activities and observe, coordinate and document utility activities with any effected utility providers.

5.4 SAFETY AND SITE LOGISTICS

Our staff will track the project's progress in the field daily by entering the construction schedule activity ID from the CPM Schedule into their Daily Work Reports (DWRs) as part of the description of each work operation. We will also track the dates an activity was pursued by the contractor on a Master Schedule generated by our PM, as well as any project time delays caused by unforeseen rain events in excess of 0.5". This practice allows both our PM and the City PM to quickly determine the overall progress of the project and review the required monthly schedule updates.

CPWG Constructors is presenting a staff experienced in all aspects of project management and construction, who follow a strict daily approach to project management, inspection, and documentation. Our daily approach to construction will include but not be limited to the following tasks:

- Prepare project coordinator updates and status reports
- Conduct utility coordination meetings and report to the City PM
- Conduct CPWG Constructors Quality Assurance (QA) reviews
- Hold weekly/bi-weekly progress meetings
- Conduct regular pre-operation meetings
- Prepare monthly/final estimate documentation, tracking and recommending monthly payments based off line items included in the Guaranteed Maximum Price (GMP)
- Conduct weekly MOT and safety reviews
- Coordinate shop drawing reviews
- Inspect and verify all work
- Interpret plans and specifications
- Photograph noteworthy incidents and events
- Review monthly CPM schedule updates from the contractor
- Provide materials sampling and testing coordination
- Respond to contractor RFIs
- Oversee environmental reviews
- Prepare monthly progress updates
- Track overruns and underruns of quantities on generated tracking logs
- Manage permit compliance and coordination for proposed structures
- Provide claims analysis/support
- Ensure record retention
- Prepare daily work reports (DWR's)
- Assist the city with public information needs



5.5 STATEMENT OF WHY YOUR FIRM SHOULD BE SELECTED

Combining CPWG Constructors' construction management experience and Nidy Sports Tennis Court design and construction skills creates a winning combination.

The CPWG Constructors' team is built around skilled construction management experts that have decades of experience in all phases of construction and construction administration, and our team has an office conveniently located in Tampa, Florida.

CPWG Constructors offers a full-service approach to our client's needs. As a subsidiary company of Madrid CPWG, we have access to an engineering team to resolve any civil, structural or landscape architectural design issues using our in-house staff. We also have an excellent working relationship with the Madrid CPWG engineers and other designers.

CPWG Constructors' General Contractors use their understanding of the construction process to manage the team. Our general contractors provide us the ability to do both commercial and residential projects. We take a proactive approach where scheduling and constructability issues are addressed during the design phase, which saves money through better design choices.

Our team is experienced in all phases of construction. This allows CPWG constructors to be a better choice for quality construction. From the design phase, through the build phase, and to project completion, we have the ability to provide our clients with the assurance that their project will be completed with the quality they expect, in a timely manner, and within the budget.



Nidy Sports Construction is recognized as an industry leader in sports facility construction. From tennis courts, running tracks, and football fields to shuffleboard courts and pickleball courts – Nidy Sports Construction has served generations of sports enthusiasts as their trusted partner in the construction of professional quality athletic facilities, no matter the type, size or scope of the project.

Nidy utilizes world-class materials from Plexipave, Plexitrac, & Decoturf (the sports surfaces of choice for high school, collegiate & professional level athletic facilities) and the most advanced laser equipment available to ensure all Nidy-built running tracks, football fields, shuffleboard courts meet or exceed client expectations.

Nidy's tennis court services are tailored to your specific needs. They offer everything from resurfacing to full construction of tennis courts. With certified ASBA (American Sports Builders Association) builders on staff, their team knows quality and is eager to aid in all of your tennis court needs.

Nidy Sports Tennis Court Services

- Tennis Court Construction
- Hard Court Construction
- Cushion Court Construction
- Design Build
- Milling
- Pickleball Court Construction
- Laser Grading
- Asphalt Paving
- Court Striping

Below are just a few recent customers Nidy Sports Construction has had the pleasure of working with while completing high-quality tennis courts.

- Maitland Community Park
- Flutie Athletic Complex
- Sunshine Key RV Resort
- Villages of Vilano
- Ponte Vedra Golf & CC
- Riviera Golf Estates
- Cala Hills Country Club
- Holiday Park
- Imperial Bonita Estates
- Montpelier Village Club
- Windsor Place
- Spanish Trails West
- Harbor Lakes
- Kingswood Manor
- Traditions Clubhouse
- River Park Apartments
- Toby's RV Resort
- Nova Community Park
- Ruby Lake Clubhouse
- Camelot Lakes
- Golf Brook Apartments
- Broward & SW Recreation Center

These factors make CPWG Constructors and Nidy Sports team the first choice to successfully complete your project.

5.6 APPROACH TO PROJECTS AND ABILITY TO FURNISH REQUIRED SERVICES



5.6.1 Services Provided by Company

#	Service	Company
2.1	Partnering with the Client	CPWG Constructors
2.1	Architectural	CPWG Constructors
2.1	Mechanical	CPWG Constructors
2.1	Electrical	CPWG Constructors
2.1	Landscaping	CPWG Constructors
2.1	Lighting	CPWG Constructors
2.1	Structural Engineering	CPWG Constructors
2.1	Geotechnical	CPWG Constructors
2.1	Surveying	CPWG Constructors
2.2	Site Design	CPWG Constructors
2.2	Court Design	Nidy Sports Construction
2.2	Court Design	CPWG Constructors
2.2	Value Engineering	CPWG Constructors
2.2	Constructability	CPWG Constructors
2.3	Permittng	CPWG Constructors
2.4	General Contractor	CPWG Constructors
2.4	Conflict Resolution	CPWG Constructors
2.4	Project Completed to Plans	CPWG Constructors
2.5	Project Management	CPWG Constructors
2.5	Project Supervision	CPWG Constructors
2.6	Temporary Facilities	CPWG Constructors
2.6	Barricades	CPWG Constructors
2.6	Court Construction	Nidy Sports Construction
2.6	Quality Control Inspections	CPWG Constructors
2.6	Testing	CPWG Constructors
2.6	Geotechnical Services	CPWG Constructors
2.6	Soil Inspections	CPWG Constructors
2.6	Safety	CPWG Constructors
2.6	Traffic Control	CPWG Constructors
2.6	Program Mgmt (PMIS)	CPWG Constructors
2.6	Reporting	CPWG Constructors
2.6	Warranty	CPWG Constructors

5.6.2 Specific Abilities of the Firm

CPWG Constructors and Nidy Sports Construction have the personnel and expertise to complete all the assigned services listed in the table in section 5.6.1.

CPWG Constructors, a subsidiary of Madrid CPWG, is built around a team of skilled construction management experts that are experienced in all phases of construction and construction administration. Our general contractors provide us an ability to do both commercial and residential projects. From the design phase, through the build phase, and to project completion, we have the ability to provide our clients with the assurance that their project will be completed with the quality they expect, in a timely manner, and within budget.

As a subsidiary of Madrid CPWG, we have access to an engineering team to resolve any civil, structural or landscape architectural design issues using our in-house staff. We also have an excellent working relationship with the Madrid CPWG engineers and other designers.

Nidy Sports Construction provides tennis court services tailored to your specific needs. Nidy is one of the few companies in the nation whose staff has an ASBA (American Sports Builder Association) Certified Track, Tennis and Field Builder, ensuring that all work done by Nidy is of the highest quality possible.

Nidy Sports Construction has start-to-finish experience in the construction of every type of athletic court, field, track or play area imaginable – from tennis and shuffleboard courts to football fields for hundreds of satisfied clients. Nidy uses the most advanced laser equipment and the highest quality sports surfaces on the market to exceed client expectations.

5.6 APPROACH TO PROJECTS AND ABILITY TO FURNISH REQUIRED SERVICES

Approach to Project. During the project, our team will act as an extension of the City's staff and exceed expectations for documentation control, inspection and project management oversight. Our team will conduct thorough site visits and constructability reviews to gain a solid understanding of the project constructability issues before any construction activities begin. We will provide a qualified, knowledgeable and experienced project management team to the City for the successful completion of this project.

Our proposed Project Manager, Greg Hass, CGC, LEED AP will be responsible for administering project management services. Our team is well prepared to provide all field inspection, materials sampling and testing, and on-site project coordination with the contractor. Our project management staff will effectively coordinate our services with the contractor and keep the City PM updated on critical project-related issues.

The first step of any project is to accurately define the scope of the project and determine what expectations the client has for the project. We will meet with the City staff operations and facilities staff to define their expectations and create a communications plan. We understand that their related experience will lead us in the proper direction for success. The complete definition of an all-inclusive scope of services, will ensure expedited delivery of the final product to minimize downstream supervision and expedite review time, as well as fast-track the final bid documentation.

We will streamline our deliverables by utilizing the following methods:

1. Working with operations staff to ensure our plan will meet the unique needs for each phase of the project.
2. Project management staff will examine the scope, design integrity, schedule, and projected costs to identify potential issues early in the process.
3. Begin the permitting process as soon as possible to avoid possible delays. Conduct early reviews with the building department to guarantee expedited permitting.
4. Procurement staff will eliminate any conflicts and confirm equipment selections that meet the needs of the City, while confirming bid integrity.

Our team has substantial site evaluation experience. We fully understand the desire to provide aesthetically pleasant facilities design to minimize the negative impact of construction. We perform on-site inspections and systems evaluations to ensure our clients requirements are being met. Our team will evaluate and resolve site issues, and determine the most-cost effective method to eliminate problems, both existing and anticipated.

Our company has in-house survey and geotechnical teams that can engage quickly and provide the data required to greatly expedite the generation of site plans.

The combined team of engineers, designers, and builders work together to review plans to ensure buildability, ultimately lending to completion potentially ahead of the anticipated schedule. Our tennis court design subconsultant team member, Nidy Sports Construction, will interface with the CPWG Constructors team, to coordinate site issues, develop site plans generation, and equipment selections based on existing conditions, facility requirements, and City staff recommendations. This will allow us to provide the best scenario outcome. Our unique relationship provides a highly skilled and dedicated team, focused on seamless project completion.

Please see the following sections for more detailed information on specific phases of the project approach.

- **Pre-Construction Approach - Page 6**
- **Construction Approach - Page 10**

Nidy Sports Construction tennis court projects

- Maitland Community Park
- Flutie Athletic Complex
- Sunshine Key RV Resort
- Villages of Vilano
- Ponte Vedra Golf & CC
- Riviera Golf Estates
- Cala Hills Country Club
- Holiday Park
- Imperial Bonita Estates
- Montpelier Village Club
- Windsor Place
- Spanish Trails West
- Harbor Lakes
- Kingswood Manor
- Traditions Clubhouse
- River Park Apartments
- Toby's RV Resort
- Nova Community Park
- Ruby Lake Clubhouse
- Camelot Lakes
- Golf Brook Apartments
- Broward & SW Recreation Center

5.6 APPROACH TO PROJECTS AND ABILITY TO FURNISH REQUIRED SERVICES

Similar Size Sample CPWG Constructors projects

- Groveland – Lake David Park
- Madeira Beach - Archibald Beach Park
- St. Pete Beach - Warren Webster Community Center Renovation
- St. Pete Beach - City-wide Restroom Renovations
- Indian Rocks Beach - Electrical Undergrounding
- Madeira Beach - Median Renovation and Landscaping
- Calhoun County - Airport Terminal Renovation
- Calhoun County - Courthouse Renovation
- Walden Lake HOA - Pool Structure and Deck Renovation
- Seahorse Park - Clubhouse Renovation
- Gray Bar - 32,000 SF Warehouse and Office Renovation

5.6.3 Innovative Approaches

Certified Builders. Nidy Sports Construction and is one of the few companies in the country with an ASBA (American Sports Builder Association) builder on staff for track, court and athletic field construction. Certified builders provide the experience and professional skills required to develop the high quality tennis courts and ancillary facilities the City requires.

Deco Turf Surface. A Deco Turf surface is one of the best solutions for your tennis court surface needs. It offers a long term solution with minimal upkeep. DecoTurf is a multi-layered, resilient cushioning system that has earned the reputation of being one of the highest quality tennis court surfaces for both residential and professional courts.

Communication. CPWG Constructors works with a wide range of clients, designers, and subconsultants. Our team is capable of working with a wide range of communication and design software to ensure seamless communication between designers and builders. We have the ability to deliver the required documents to the City in a format that will integrate into the City's databases.

Alternative Funding. At the beginning of each project, we conduct a team meeting to brainstorm solutions regarding funding with an emphasis on aligning the project with City and other agency goals. The team will make a conscious effort to actively look for solutions to projects which facilitate the use of alternative funding mechanisms.

Our Team is familiar with grant applications and has over 15 years of experience in preparing, submitting, acquiring, and managing grants from the State of Florida as well as from the Federal Government such as FEMA Grants thru the State's Division of Emergency Management and the Hillsborough County's Local Mitigation Group, NRCS Grants thru their Emergency Watershed

Protection Program, FDEP's Water Quality Restoration Grants and 319 Grant, and Southwest Florida Water Management District Cooperative Funding Initiative.

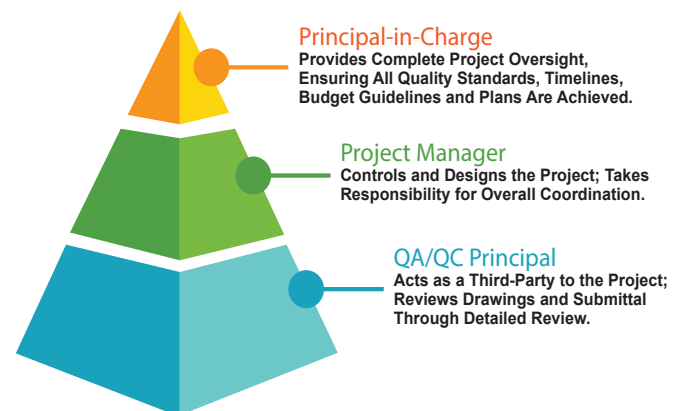
5.6.4 Quality Assurance/Quality Control Program

Design Quality Control

QA/QC is an integral aspect of technical control that is built into the work process. We implement a rigorous QC plan that includes training key project personnel to ensure their work is the highest level of technical quality, thoroughness, and accuracy. We believe this is critical to providing our clients with the highest quality work product.

We have found that by instilling this process in every project, our team is able to produce accurate and detailed drawings for permit, meaning less back-and-forth with departments for approvals and a quicker turn around for construction kick-off. It also allows for us to remain on schedule, even during accelerated schedule projects.

Regular meetings are held with our consultants to discuss the status of the project. Timeline schedule charts and budget analysis are discussed; near-term deliverables are defined. This process alerts the team to tasks that are pending or falling behind schedule so that steps can be planned to bring those tasks back to schedule compliance.



The Quality Manager will provide an outside independent quality review of all submittals for completeness and accuracy. The review is to verify that the stand-alone plans contain all of the required information. We use plan and document submittal checklists and sufficiency checklists to assist the process. Our goal is to ensure that all items have been checked, back-checked, rechecked, and reviewed.

5.6 APPROACH TO PROJECTS AND ABILITY TO FURNISH REQUIRED SERVICES

Next, the project team will conduct a team field review. The Engineer of Record (EOR), Project Designer, and Independent Professional Engineer will walk the project to further clarify the project scope of services. This review will focus on ADA compliance, safety, variations, exceptions, and design factors. After the initial field review, design plan development will begin. CPWG Constructors and Madrid CPWG checklists will be utilized at each phase of design plan development to ensure that items required are shown on the plans.

- The EOR (Originator) will deliver a completed set of plans to the Independent Professional Engineer (IPE), who will check the plans. Multiple IPE/Checkers may be reviewing specific aspects of the plans.
- The IPE (Checker) will review the plans. Everything approved will be highlighted in yellow. A comment in red ink may be placed on the plans if there is a question.
- The EOR will review the plans for concurrency with the comments. A blue check mark or a note will be placed by the red comment.
- The Project Designer will make the changes approved with a blue ink check mark and highlight with orange.
- The project EOR will verify that changes have been made and comments have been addressed. A green highlighter mark will indicate that changes have been made.

- Once all comments have been addressed, the final draft plans will be prepared to be submitted for review. All reviewed plan sets and comments will be maintained as part of the project file.

Construction Quality Control

CPWG Constructors on-site Project Superintendent, Thomas Clark will provide construction QA/QC. He will be joined by experienced senior and junior inspectors that have worked together for years. Our FDOT and CMEC certified lab will provide materials testing to ensure that materials meet specifications. We firmly believe that no task is too small for QA/QC. Our construction QA/QC process includes:

- Peer Review System Appropriate to the Task
- Color Coded Markups, Revisions, and Responses
- Records Maintained and Available for Inspection
- Constructability Reviews by In-House Contractors
- Value Engineering



5.6 APPROACH TO PROJECTS AND ABILITY TO FURNISH REQUIRED SERVICES

Proposed Project Schedule

Design Phase approximately 6 weeks

TIMELINE	ACTION ITEM
1 week	Meet with the City staff to verify scope and discuss City's vision of the project. Field review of the site and document review of related files.
2 weeks	30% initial plan design Review by City Staff and construction team.
1 week	60% plan design. Changes incorporated. Review by City Staff and construction team.
1 week	90% plan design. Changes incorporated. Review by City Staff and construction team.
1 week	60% plan design. Changes incorporated. Accepted by City Staff. Submitted to construction team.
As required	Post Design construction services

Construction Phase approximately 60 days

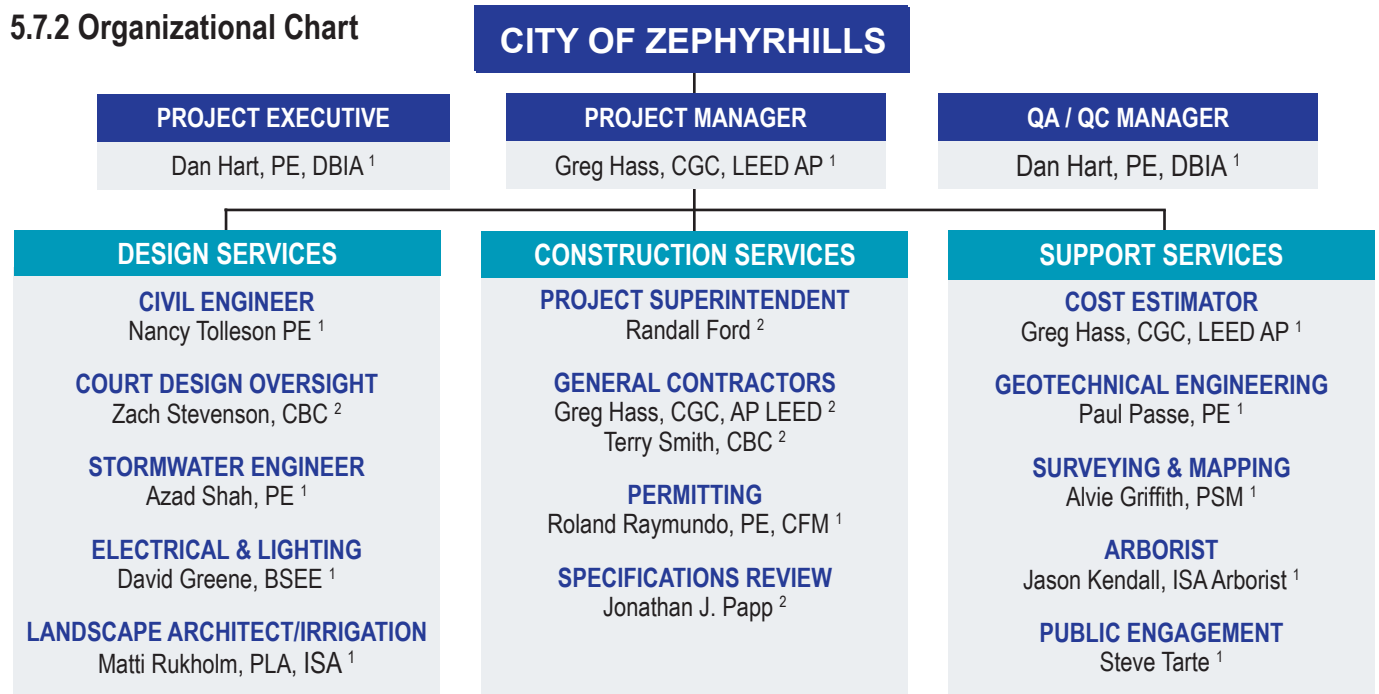
TIMELINE	ACTION ITEM
1 work day	Project Construction begins. Focus is on Project Layout and deployment of safety measures
5 work days	Subgrade Preparation
7 work days	Court base preparation and laser grading
1 work day	Pave the tennis courts
30 days	Tennis court cure time. Fencing, net posts and lighting will be installed during this time.
1 work day	Apply markings and acrylic coatings. Install nets and other sports equipment.

5.7 ABILITY OF PROFESSIONAL PERSONNEL

5.7.1 Key Personnel Resumes

See following pages for Key Personnel resumes.

5.7.2 Organizational Chart



Project Team Roles and Experience

Position	Name	Company	Experience	Speciality
Project Manager	Greg Hass, CGC, LEED AP	CPWG Constructors	36 Years	Design-Build, Project Management
Project Executive	Dan Hart, PE, DBIA	CPWG Constructors	26 Years	Design-Build, Project Management
Project Superintendent	Randall Ford	Nidy Sports	14 Years	On-site Project Supervision
QA / QC Manager	Dan Hart, PE, DBIA	CPWG Constructors	26 Years	Quality Control Review & Inspection
Cost Estimator	Greg Hass, CGC, LEED AP	CPWG Constructors	32 Years	Financial Analysis & Value Engineering
Civil Engineer	Nancy Tolleson PE	CPWG Constructors	9 Years	Site Development, Utility Design
Court Design	Zach Steveneson, CBC	Nidy Sports	17 Years	Plan Builability, Project Operations
Specification Review	Jonathon Papp, CBC, CCC	Nidy Sports	7 Years	Plan review, Contracts
Surveying & Mapping	Alvie Griffith, PSM	CPWG Constructors	25 Years	Survey, Survey Software Integration
Geotechnical Engineer	Paul Passe, PE	CPWG Constructors	39 Years	Geotechnical Engineering, Materials
Stormwater Engineer	Azad Shah, PE	CPWG Constructors	47 Years	Stormwater Flood Control, Drainage
Electrical & Lighting	David Greene, BSEE	CPWG Constructors	21 Years	Lighting Studies & Design, Electrical
Landscape Architect	Matti Rukholm, PLA, ISA	CPWG Constructors	20 Years	Landscape Design & Maintenance Plans
Irrigation	Matti Rukholm, PLA, ISA	CPWG Constructors	20 Years	Irrigation Design & Maintenance Plans
Arborist	Jason Kendall, ISA Arborist	CPWG Constructors	14 Years	Tree evaluation, Project Manager
General Contractor	Greg Hass, CGC, LEED AP	CPWG Constructors	32 Years	General Contracting & Administration
General Contractor	Terry Smith, CBC	CPWG Constructors	40 Years	Site Utilities, Construction Inspections
Permitting	Roland Raymundo, PE, CFM	CPWG Constructors	33 Years	Permits & Environmental Requirements
Court Construction	Randall Ford	Nidy Sports	14 Years	On-site Project Supervision
Public Engagement	Steve Tarte	CPWG Constructors	29 Years	Public Meetings and Interaction

Nancy Tolleson, PE

Civil Engineer



Nancy Tolleson has 9 years of experience in civil and structural engineering, project management, and engineering management. She has a wide variety of experience in airfield and roadway pavement design, site development, utility design, stormwater management, environmental considerations, and steel structure design.

Project Experience

Construct Alert Ramp Pavement and Lighting, MacDill AFB | Civil Engineer and Project Manager. Responsible for the design of approximately 100,000 sq ft of airfield shoulder pavement, water quality treatment, and erosion/sediment controls. Coordinated with electrical engineer for design of stadium light poles to support airfield lighting requirements. Responsibilities included preparing design drawings and permitting.

Repair Golf Course Ave Culvert, MacDill AFB, FL | Civil Engineer and Project Manager. Responsible for the design of roadway repair, concrete culvert repair, headwall repair, and new wingwalls in wetland area. Included maintenance of traffic plans, erosion/sediment control management, manatee protection requirements, and permits for construction in wetlands.

Convert Hangar 5 to Fuel Cell Maintenance Hangar, MacDill AFB, FL | Civil Engineer. Responsible for the design/build solicitation package for the renovation of an Aircraft Hangar to a Fuel Cell Maintenance Hangar including a new pump house for fire suppression. Developed site plans for a new pump house and water storage tanks. Revised parking layouts to meet UFC requirements. Designed new water, sanitary, and fire suppression utilities to support other disciplines. Reviewed and provided technical feedback on the design/build team submissions.

Repair Taxiway Kilo and Lima, MacDill AFB | Civil Engineer and Project Manager. The project included differential mill and overlay of existing airfield taxiway pavement. Partial depth reconstruction and fabric interlayer was required in portions of the taxiways. Responsibilities included preparation of a design/build solicitation package, technical review of Contractor's design/build drawings and submittals, coordination of schedule, and phasing requirements.

Construct Allied Support Facility, MacDill AFB | Civil Engineer and Project Manager. The project included site development for a new temporary facility and parking lot, including relocation of an existing section of a maintenance yard. Designed new water and sanitary utilities to support the new facility and stormwater management design for the existing maintenance yard and new facility. Responsibilities included creating design/construction drawings, permitting, technical support for solicitation, and project management on an expedited schedule.



Years of Experience

- 9 Years

Education

- MS Civil Engineering, University of North Carolina
- BS Civil Engineering, University of North Carolina

Professional Registration

- Professional Engineer, Florida # 84992
- Professional Engineer, Tennessee # 118069
- Professional Engineer, Mississippi # 29109
- Professional Engineer, Alabama # 37599
- Professional Engineer, South Carolina # 35560
- Professional Engineer, North Carolina # 046646
- Professional Engineer, Virginia # 0402059335
- Professional Engineer, Kentucky # 33728

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Zach Stevenson – General Manager

Education: Ohio State University BSBA Finance 2005

Qualifications: OSHA 10
Commercial General Contractor CBC 1261000

Organizations Member of Vistage Key Group 2120
Builder Member of ASBA (American Sports Builders Association)

Work Experience

Nidy Sports Construction (2014 – present)

General Manager, Officer (Secretary)

Skills and Responsibilities

- Leadership of a specialized sports construction company
- Hiring and development of team
- Estimating and selling of large projects
- Project Management of large projects
- Coordination, planning and scheduling of entire operations team
- Internal Financial reporting
- Management of day to day operations and sales

Ryan Homes (NVR, Inc) (2005-2014)

Residential Project Manager (2009-2014)

- Constructed over 200 Homes in 6 different subdivisions
- Construction Volume Award Winner 2010, 2011
- Promoted to Construction Cost Manager in 2012
 - Established fixed and variable costs for entire division
 - Worked with sales managers on pricing and incentives, production managers on building strategy, and division manager on all facets of the business related to costs
 - Trained project managers on the importance of understanding costs

Residential Project Manager (2005-2007)

- Constructed over 150 homes in 7 different subdivisions

Variety Contractors (2007-2009)

Commercial General Contractor

- Project Management and Estimator of government and private jobs
- Experience with JOC Contracting
- Promoted to Controller in 2008

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David Greene

Electrical Engineer



Mr. Greene has more than 20 years' experience in the Building, Construction, and Engineering field. Primary as an electrical engineer, Mr. Greene has direct design and project management experience and Utilities Management for Coastal Communities of Florida for overall system operations (potable and wastewater systems - including water mains, gravity systems, lift station and force mains, plant operation and design). Having served as Utility Division Manager, and Project Manager for Municipal Public Works, and lead Electrical and Controls engineer for Plant design and expansion, his direct experience and personal knowledge provide unique and very direct set of skills in assessing, developing improvement projects, and operations scope.

Project Experience

Lighting Study, Lee County MPO, Ft Myers, FL | Electrical Engineer. Mr. Greene was the Madrid CPWG electrical engineer working the Lee County Metropolitan Planning Organization (MPO) to perform an existing street lighting conditions assessment of the main traffic corridor (Estero Boulevard) in Fort Myers Beach, Florida. The study evaluated lighting conditions along Estero Blvd from Estrellita Dr. to Old San Carlos Blvd, a corridor of just over 6 miles. The focus was to develop strategic planning to enhance the pedestrian safety on this corridor. The corridor assessment included collection of photometric data from approximately 143 light fixtures. The team developed a plan for increased pedestrian visibility through better illumination and glare reduction. Madrid CPWG also assisted in reducing the impact from existing street lighting on the beaches during turtle nesting season through the development of a turtle friendly lighting plan to be compliant with State standards, and removal of artificial light sources that negatively affect sea turtles.

Dillard Street Complete Streets Design, FDOT District 5 LAP Project, Winter Garden, FL | Electrical Engineer. Mr. Greene is the CPWG electrical engineer on the CPWG team that is working with the City to completely renovate South Dillard Street from Smith Street to Plant Street

(approximately 1 mile) using Complete Streets guidelines. Traffic lanes will be reduced from five to three, the centerline will be paved in brick, parking will be increased, bicycle lanes added, and an entrance gateway built at State Road 50. Overhead utilities will be placed underground. Existing lighting and poles will be upgraded to provide a safe and pleasant area to shop and dine at night. The entire area will also be landscaped.

Lighting System Analysis and Design Plus Overhead to Underground Utility Conversion Pass-a-Grille Way Phases II

St Pete Beach, FL. | Electrical Engineer. Mr. Greene was the Electrical Engineer the designed improvements for along Pass-a-Grille Way between Cabrillo Avenue and 19th Avenue (approximately 4,800 linear feet). His portion of the project focused on the undergrounding of overhead utilities on east and west of FDOT corridor along Pass-a-Grille Way. His design included improved LED lighting and new poles along the route. He coordinated with Duke Energy, Charter, and Frontier Communications to address the concerns of the City. Simultaneous roadway reconstruction included updated bicycle lanes, improved pedestrian safety infrastructure, and resurfaced the roadway. The plans detailed roadway elements such as roadway and pavement design, extensive drainage elements, curbing, sidewalks, driveways, and trees.

Overhead to Underground Utility Conversion, City of Indian Rocks Beach, FL | Electrical Engineer. Mr. Greene serves as Electrical Engineer for the undergrounding of overhead utilities from Whitehurst Avenue to 6th Avenue in IRB. Overseeing complete DOT Permit drawings and bid documentation for project. Permit drawings include coordination with Duke Energy, Charter Communications, and Frontier Communications, for comprehensive undergrounding of all overhead utilities along DOT corridor. He reviewed and performed cost analysis for financial feasibility.



Years of Experience

- 21 Years

Education

- B.S.E.E., UNC Charlotte

Additional Certifications

- Florida E.I. #1100001129
- Institute of Electrical and Electronics Engineers
- Building Plans Examiner, AASFMP

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Matti Rukholm, RLA

Landscape Architect



Mr. Rukholm is a Florida Registered Landscape Architect and International Society of Arboriculture Certified Arborist. He has over 20 years of experience working in both the private and public sectors. His previous supervisory roles include Supervisor of Park Design and Development and Coordinator of Park Services for a city of 100,000 residents. Mr. Rukholm has been involved in all steps of the landscape design process from public consultations and initial concept plans to working drawings, specifications, bidding documents, and landscape maintenance requirements.

Project Experience

Dr. Phillips Additional Ball Fields and Parking, Orange County, FL | Landscape Architect. Mr. Rukholm, Landscape Architect, and CPWG Engineers assisted Orange County in developing Dr. Phillips Ball Fields. Our Landscape Architects designed **three lighted ballfields (2 little league and 1 senior field)** on approximately 9.2 acres of park land, located north and south of the park. In addition to the fields, the design included concrete sidewalks, landscaping treeplantings, fencing, parking spaces, irrigation, and drainage.

Barber Park Playground, Splash Pad, and Parking, Orange County, FL | Project Manager and Landscape Architect. Mr. Rukholm was the Project Manager and Landscape Architect of the CPWG team assisting Orange County to improve Barber Park by providing design assistance and site permitting for a new playground, splash pad and 40 additional parking spaces. Features incorporated in the Splash Pad include the pump equipment with filtration system, a Chlorine and pH adjustment system, a reservoir tank, an enclosure to protect the splash pad controls, and variety of jets, loops and bubblers designed for a wide range of children. Playground equipment for ages 2-5 and 5-12 and shade structures to limit sun exposure were incorporated into the design.

Upham Beach Street and Parking Design, St. Pete Beach, FL | Landscape Architect. CPWG designed improvements for the City of St. Pete Beach at the Upham Beach Park. The main project tasks included designing new parking areas, roadway entries, pedestrian and bicycle access routes, passive stormwater areas, and area landscaping. The existing parking lot will be redesigned to maximize the number of parking spaces and improve pedestrian access routes to the site. A centrally located roundabout will be added with aesthetically pleasing plantings and associated walkways. A family-friendly open area will be added with a playground/splash pad, seating, shaded shelters, picnic areas, and plantings (palms, shrubs, and ground covers).

University of Tampa Palm Tree Inventory and Assessment, Tampa, FL | Landscape Architect. Due to the Texas Phoenix Palm Decline, Mr. Rukholm provided inventory and assessment services for the University of Tampa. He identified high priority areas where the public will be affected if a tree fails and assessed tree conditions in accordance with a standardized format. Mr. Rukholm utilized both GIS and GPS for collecting data and mapping the affected area.

FDOT City Wide Landscaping, Redington Beach, FL | Landscape Architect. Responsible for designing new landscape in existing medians along Gulf Boulevard between 155th Avenue to 164th Avenue, a distance of approximately 1 mile. The landscape plans included a project maintenance plan and maintenance of traffic plan sheets. The landscape plans identified all plant material, placement, spacing, quantities, notes, and details required to construct the design. The associated irrigation plans identified all piping, irrigation heads, valves, controllers, and other appliances necessary for installation and proper functioning of the design.



Years of Experience

- 20 Years

Education

- Landscape Architecture, Ryerson Polytechnic University
- E.A., Earth Sciences, Laurentian University

Professional Registration

- Professional Landscape Architect, Florida # 6667261

Additional Certifications

- Certified Arborist, International Society of Arboriculture
- Crime Prevention Through Environmental Design (CPTED)

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Jonathan J. Papp – Estimator and Project Manager

Education: University of South Florida Tampa, FL Bachelors of Arts Communication (2004)
Earned the rank of Eagle Scout – Boy Scouts of America

Professional Licenses: Florida Building Contractor CBC1257532
Florida Roofing Contractor CCC1329279
Florida Real Estate Sales Associate SL3236163

Work Experience:

Nidy Sports Construction (2016 – Present)

Estimator & Project Manager

- Responsible for reading plans & specifications in preparation for proposals & bids
- Negotiate construction contracts with local & regional construction managers & GC's
- Strategically leveraged our company experience & success to win business
- Marketed construction services at trade shows & conferences
- (Florida Rec. & Park Assoc., Blue Book, American Sports Builders Association)

Results

- Grew individual sales to over \$7 million dollars in 2020
- Published articles in Florida Rec. & Park Journal Fall 2018 & Blue Book Spring 2019
- Consistently delivered profitable projects while meeting customer expectations

Husqvarna Construction Products (Central and North Florida) (2015 – 2016)

District Sales Manager

- Promoted distributor sales throughout FL; \$3 million annual sales (rental & retail locations)
- Demonstrated technical knowledge of tools through demo events
- Created sales programs & maintained current advertising at distributor locations

Results

- Opened new distributor accounts in overlooked markets
- Targeted end users to increase "pull thru" sales and brand awareness
- Increased cross selling efforts to offer full line of company products to distributors

www.nidysports.com

5.8 SUCCESSFUL EXPERIENCE WITH SIMILAR PROJECTS - COURT CONSTRUCTION

Davenport High School

Davenport, Florida

Nidy Sports Construction provided turn key new construction of 6 tennis courts, fencing, coatings, and associated sports equipment. Provided bid to construction manager. Lighting was provided by another consultant.



Project Owner

Polk County Public Schools
1915 South Floral Avenue
Bartow, FL 33830
863.534.0500

Contact Reference

Wharton Smith Construction (CM)
4912 W La Salle Street
Tampa, FL 33607
POC: Jeff Horton
jhorton@whartonsmith.com
(813) 288-0068

Completion Date

Construction: 5/2021 to 8/2021

Completed on Time

Yes

Completed on Budget

Yes

Scope of Services Provided

- Tennis Court Design
- Tennis Court Construction
- Site Preparation
- Laser Leveling
- Asphalt
- Surface Coating
- Markings
- Net Installation
- Fencing Installation
- Accessory Installation
- Cost Estimating
- Value Engineering



5.8 SUCCESSFUL EXPERIENCE WITH SIMILAR PROJECTS - COURT CONSTRUCTION

Latitudes Margaritaville

Daytona, Florida



Nidy Sports Construction provided turn key new construction of 5 tennis courts and 10 pickleball courts, fence, surface coatings and sports equipment in master planned retirement community in Daytona. Nidy Sports completed both Phase 1 and Phase 2 of the project. Nidy Sports worked with Carlton Construction on phase 2 and another contractor on Phase 2. This demonstrates our ability to work with a range of contractors and still deliver a quality product. Lights provided by separate contractor.



Project Owner

Minto Communities LLC
4400 W. Sample Road
Suite 200
Coconut Creek, FL 33073
877.896.5405

Contact Reference

Carlton Construction (GC)
Christian Mowery
christian@carltonconstruction.net
4615 US Highway 17, Ste 1,
Fleming Island, FL 32003
904.284.8321

Completion Date

Phase 2 Construction:
2/2021 to 8/2021

Completed on Time

Yes

Completed on Budget

Yes

Scope of Services Provided

- Tennis and Pickleball Court Design
- Tennis and Pickleball Court Construction
- Site Preparation
- Laser Leveling
- Asphalt
- Surface Coating
- Markings

5.8 SUCCESSFUL EXPERIENCE WITH SIMILAR PROJECTS - COURT CONSTRUCTION

Gateway High School

Ft. Myers, Florida



Nidy Sports Construction provided turn key new construction of 4 tennis courts and 2 basketball courts with coatings, and associated sports equipment. Provided bid to construction manager. Fencing was provided by another consultant.

See video @ https://m.facebook.com/watch/?v=167848392076883&_rdr



Project Owner

The School District of Lee County
2855 Colonial Boulevard
Fort Myers, FL 33966
239.334.1102

Contact Reference

Suffolk Construction
10600 Chevrolet Way
Suite 301
Estero, FL 33928
Michael Sementelli
MSementelli@suffolk.com
239.791.3000

Completion Date

Construction: 5/2021 to 8/2021

Completed on Time

Yes

Completed on Budget

Yes

Scope of Services Provided

- Tennis and Basketball Court Design
- Tennis and Basketball Court Construction
- Site Preparation
- Laser Leveling
- Asphalt
- Surface Coating
- Markings
- Net Installation
- Fencing Installation
- Accessory Installation
- Cost Estimating
- Value Engineering

5.8 SUCCESSFUL EXPERIENCE WITH SIMILAR PROJECTS - COURT CONSTRUCTION

Pictona at Holly Hill

Holly Hill, Florida



Nidy Sports Construction provided turn key new construction of 49 pickleball courts, fencing, coatings, and associated sports equipment for Pictona, a private club in Holly Hill, Florida. Phase 1, consisting of 24 courts, has been completed. Phase 2, an additional 25 courts, is currently under construction. The same contractor was responsible for both phases of the project. Lighting was provided by another consultant.

See more @ <https://pictonaphotos.smugmug.com/PICTONA-COMPLETE>



Project Owner

Pictona at Holly Hill
1060 Ridgewood Avenue
Holly Hill FL 32117
386.310.7067

Contact Reference

A.M. Weigel Construction
166 S Palmetto Ave
Daytona Beach, FL 32114
Tampa, FL 33607
POC: Mike Weigel
amweigel@amweigel.com
386.257.6691

Completion Date

Construction: 3/2020 to 6/2020

Completed on Time (Ph 1)

Yes

Completed on Budget (Ph 1)

Yes

Scope of Services Provided

- Pickleball Court Design
- Pickleball Court Construction
- Site Preparation
- Laser Leveling
- Asphalt
- Surface Coating
- Markings
- Net Installation
- Fencing Installation
- Accessory Installation
- Cost Estimating
- Value Engineering

5.8 SUCCESSFUL EXPERIENCE WITH SIMILAR PROJECTS - COURT CONSTRUCTION

The Yards

Ponte Vedra, Florida



Nidy Sports Construction provided turn key new construction of 12 pickleball courts, fencing, coatings, and associated sports equipment for a The Yards, a private club in Ponte Vedra, Florida. Nidy worked directly with the owner to provide the quality courts they required. Lighting was provided by another consultant.

See more @ <https://www.playtheyards.com/pickleball/>



Project Owner

Alta Mar Holdings LLC 254
Alta Mar Drive
Ponte Vedra, FL 32082

Contact Reference

Mr. Mike Miles
904.285.5552

Completion Date

Construction: 2022

Completed on Time

Yes

Completed on Budget

Yes

Scope of Services Provided

- Pickleball Court Design
- Pickleball Court Construction
- Site Preparation
- Laser Leveling
- Asphalt
- Surface Coating
- Markings
- Net Installation
- Fencing Installation
- Accessory Installation
- Cost Estimating
- Value Engineering
- Construction Administration

Lake David Park, North

Groveland, Florida



CPWG Constructors and Madrid CPWG provided construction manager at risk services for the renovation of Lake David Park. The project also included the demolition and removal of existing sidewalks and structures. The Design-Build phase of the northern portion of the park is complete and the transformation received the outstanding approval of the City and the community.

Lake David Park is located in the heart of Groveland. The park is split into two parts, North and South, that are connected by a walking trail. Phase one of the project covered the north end of the park and phase two will cover the south. During phase two, the South side of the park will be updated with new restroom facilities, a splash pad, playground, and new parking lot.

Our team worked closely with the City of Groveland staff to ensure that the completed project met their requirements and expectations. Madrid CPWG designed and CPWG Constructors built improvements include:

- A new entrance
- Splash pad
- Playground
- New parking lot
- New walking paths and sidewalks
- A covered performance structure
- A raised stage for performers
- Power outlets for A/V equipment
- A lawn seating area
- A littoral zone boardwalk
- A covered section in the middle extends out above the lake
- Kayak access to inner zone
- Benches with power and USB stations
- 8 picnic benches with shade structures
- Large trees and lush irrigated landscaping
- Updated stormwater design
- Broadstreet Streetscape design
- A street festival area for farmer markets
- New brick covered cross section
- Utility connections for vendors
- Improved lighting

Project Owner

City of Groveland
156 S. Lake Ave.
Groveland, FL 34736

Contact Reference

Mike Walker, CPRP
Director, Parks, Facilities and
Community Services
352-429-2141 x4000
mike.walker@groveland-fl.gov

Project Duration

Initial: 2019 - 2020
Actual: 2019 – 2020

Completion Date

2020

Construction Cost

\$2,600,000

Scope of Services Provided

- Site Engineering Design-Build
- Park Design-Build
- Facility Design-Build
- Landscape Architecture Design-Build
- Utility Design-Build
- Roadway Design-Build
- Sidewalk Design-Build
- Lighting Design-Build
- Stormwater Engineering Design-Build
- Environmental Engineering
- Cost Estimating
- Value Engineering
- Demolition of Existing Facilities
- Permitting

SR 699 (Gulf Boulevard) Phase 1 Overhead to Underground Conversion Indian Rocks Beach, Florida



CPWG Constructors and Madrid CPWG completed a design/build. Our team assisted the City of Indian Rocks Beach to design underground utilities alongside Gulf Boulevard. The project's goal was to place above-ground utilities underground and to replace light poles along Gulf Boulevard (Whitehurst Ave to 6th Ave), Walsingham Road from Gulf Boulevard to 100' east of East Gulf Boulevard and from 6th Avenue to just north of Beach Trail.



The Madrid CPWG Utilities team divided their main tasks into two categories: design and coordination. The initial goal was to design detailed construction plans that incorporated CAD drawings showing equipment location within local easements. When this task was finished the focus shifted to performing the coordination required to complete the project. The team coordinated with City representatives to work with property owners to obtain easements and keep the public informed. They coordinated with utility companies to facilitate the conversion to underground utilities including lighting, permit utilities within FDOT right-of-way (one permit per utility).

Phase 1 of the undergrounding included the following:

- Gulf Blvd – Undergrounding of Duke Electric, Verizon and Bright House Network
- Lighting design and coordination with Duke Electric to ensure Madrid CPWG lighting design was included with the Duke Permitted Plans

CPWG Constructors and Madrid CPWG support to the project included:

- Design layout of equipment on properties to obtain easements
- Coordination with utility companies
- Subsurface Utility Excavation (SUE) locations
- Undergrounding design coordination and plans creation for Duke Electric / Verizon / BHN
- Coordination with FDOT and City of Indian Rocks Beach
- Field review to connect electric, phone, cable at homes/buildings
- Utility undergrounding construction administration

Madrid CPWG's Utilities team assisted the Indian Rocks Beach planning staff by discussing construction and bidding options with the companies involved. This resulted in obtaining a binding cost estimate for the undergrounding of their respective utilities and a location plan for the desired easements.

Project Owner

City of Indian Rocks Beach
1507 Bay Palm Boulevard
Indian Rocks Beach, FL 33785

Contact Reference

Mr. Dean Scharmen
Public Service Director
(727) 595-6889
dscharmen@irbcity.com

Project Duration

Initial: 2016 - 2021

Completion Date

Design: 2021

Construction Cost

\$4,500,000

Scope of Services Provided

- Construction Administration
- Electrical Engineering
- Overhead to Underground Conversion Design
- Underground Connection Design
- Landscape Architecture Design
- Lighting Design-Build
- Stormwater Engineering Design-Build
- Environmental Engineering
- Public Awareness Campaign
- Cost Estimating
- Value Engineering

Calhoun County Airport Terminal and Hangar Development

Altha, Florida

CPWG Constructors and Madrid CPWG worked with Calhoun County to rebuild the County airport's civil infrastructure. The project focused on the rebuild and redevelopment of the municipal airport.

The Calhoun County Airport had been decimated from Hurricane Michael in 2018. The construction project was funded by the Florida Department of Transportation.

The project included the demolition of damaged pre-existing structures, an extensive overhaul of the site's civil infrastructure, the rebuilding of the airport terminal and the construction of two new 60' x 60' aviation hangars.

The resulting terminal is a state of the art 4,000 square foot civil aviation terminal that boasts a large conference room for hosting community meetings, as well as rest room and shower facilities for arriving pilots and their guests. There are also business and lounge areas for pilots to access internet services, log flight plans, and relax between flights.

The two new aviation hangars will be available for lease to the aviation community, while one hangar is slated to be used as a commercial aviation rebuild facility, with a national customer base.



Project Owner

Calhoun County
16701 NW Agri Park Rd.
Altha, FL 32421

Contact Reference

Gene Bailey
Chairman – Calhoun County
BOCC
850-447-0519
gbailey@calhouncountygov.com

Project Schedule

Original: Aug 2020 – Jul 2021

Actual: Aug 2020 – May 2021

Project Budget

\$1.696 Million

Final Costs

\$1.705 Million

Scope of Services Provided

- Site Development
- General Contracting
- Project Management



City-wide Facility Restorations

St Pete Beach, Florida



Madrid CPWG and CPWG Constructors worked with the City of St. Pete Beach, Florida to complete a series of improvement projects. The projects were completed as part of a contract with the city to provide continuing engineering support. Our team maintained excellent communications with the city staff on each project to ensure the project met the city's expectations. Below are a few examples of projects completed.

Shuffle Board Building Renovation (photo). The Frank T. Hurley Jr. Shuffleboard Building required extensive renovation to enhance its usability. All the rotten wood and old caulking around the windowsills were surgically removed and repaired. Both restrooms were renovated with new toilets, sinks, hardware, and plumbing. The restroom concrete floors were cleaned, stained, and sealed. The exterior walls and soffits were repaired as necessary and repainted. A new HVAC system and new moisture-resistant fans improved the building's climate control. New LED lighting was installed throughout.

Bathroom Renovations: The Madrid CPWG team and CPWG Constructors designed and built Improvements to existing restrooms in Paradise Park, Hurley Park, Upham Beach Park, McKinney Park, and Vena Park. As part of the project, all existing toilets and plumbing fixtures were removed and replaced. Existing doors were either replaced or repaired, The repaired doors were patched, painted, and received new locksets and mounting hardware. New partitions, LED lights, exhaust fans, plumbing fixtures, and hand dryers were installed. The floors and walls were cleaned and treated with SaniGlaze. An outdoor shower was installed next to the Upham Beach Park facility. To reduce cost, all paper towel dispensers, soap dispensers, and/or other toile accessories were furnished and installed by the city's supplier.

Merry Pier: The historic Merry Pier is a famous fishing and boating destination. Madrid CPWG was tasked with assessing the condition of the pier and designing improvements based on the results. The team performed inspections of the surface facilities to assess the condition and ADA accessibility of the piers and building. Scuba diving certified members of the team conducted an underwater assessment of the piers and pilings. The findings of these inspections were included in a report to the city covering the damage, possible courses of action, and estimated costs. The final design for the pier area included the demolition of 2 of the 5 finger piers, the addition of a boat lift, and the installation of structural pile jackets. The main pier was removed and replaced with a larger structure. ADA accessibility was incorporated into all applicable aspects of the design.

Project Delivery Method

Construction Manager at Risk

Project Owner

City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Contact Person

Mike Clarke
Public Works Director
727-363-9254
mclarke@stpetebeach.org

Completion Date

2018 - 2020

Construction Cost

\$1,000,000

Scope of Services Provided

- Design Build Services
- Interior Renovation
- Facility Assessment
- Pier Design
- Lighting Design
- Construction Management
- Demolition and Disposal

Warren Webster Community Center Renovation

St. Pete Beach, Florida



CPWG Constructors and Madrid CPWG completed a total renovation of the Warren Webster Community Center clubhouse for the City of St. Pete Beach. The building is located in the Historic Pass-a-Gille community. Local groups regularly use this facility to host their meetings and events.

Our team applied the Design Build process to the project. The Madrid CPWG engineers created the design and our subsidiary company, CPWG Constructors managed the construction aspects of the project. Madrid CPWG and CPWG Constructors share offices and have worked on many projects together. Our teams readily share information to ensure the project design is both cost-effective and constructible.

The renovation focused on beautifying the building and improving the functionality of the facility. Improvements included the following items:

- Removed the kitchen cabinets and countertops
- Installed a new Heat Pump AC system
- Installed new AC units in bathrooms
- Installed a new ceiling
- Installed new low impact windows
- Installed new doors
- Installed emergency lighting
- Replaced all light fixtures
- Drywall replaced as required
- Prepared and painted the building's interior
- Prepared and painted the building's exterior
- Installed new awning above the front door



Project Delivery Method

Design Build

Project Owner

City of St. Pete Beach
155 Corey Avenue
St. Pete Beach, FL 33706

Contact Person

Mike Clarke
Public Works Director
727-363-9254
mclarke@stpetebeach.org

Completion Date

2020

Size of Project

3,600 square feet

Construction Cost

\$750,000

Scope of Services Provided

- Design Build Services
- Interior Renovation
- Facility Assessment
- HVAC Design/Install
- Lighting Design/Install
- Construction Management
- Demolition and Disposal
- Permitting

5.9 EFFECT OF PROJECT TEAM LOCATION ON PROJECT RESPONSES

5.9.1 Elements of Work Location

All work performed by CPWG Constructors will be supervised by Greg Hass, the Program Manager and Dan Hart, the Project Executive. All work performed by Nidy Sports Construction will be overseen by Randall Ford, the Project Supervisor.

Task	Company	Location
Pre-Construction Evaluation	CPWG Constructors	Tampa
Surveying and Mapping	CPWG Constructors	Tampa
Site Design	CPWG Constructors	Tampa
Grading	CPWG Constructors	Tampa
Geotechnical Sampling	CPWG Constructors	Bartow
Geotechnical Engineering	CPWG Constructors	Bartow
Stormwater Pond Design	CPWG Constructors	Tampa
Court Design	Nidy Sports Construction	Lakewood
Drainage Design	CPWG Constructors	Tampa
Specification Review	Nidy Sports Construction	Lakewood
Drainage Design	CPWG Constructors	Tampa
Lighting Evaluation	CPWG Constructors	Tampa
Lighting Design	CPWG Constructors	Tampa
Landscape Architecture	CPWG Constructors	Tampa
Construction Evaluation	CPWG Constructors	Tampa
Value Engineering	CPWG Constructors	Tampa
Biddability Reviews	CPWG Constructors	Tampa
Constructability Reviews	CPWG Constructors	Tampa
Cost Estimating	CPWG Constructors	Tampa
Permitting	CPWG Constructors	Oviedo
Construction Schedule Review	CPWG Constructors	Tampa
Court Construction	Nidy Sports Construction	Lakewood
Project Management	CPWG Constructors	Tampa
Contract Administration	CPWG Constructors	Tampa
Progress Reporting	CPWG Constructors	Tampa
LEED optimization	CPWG Constructors	Tampa
MEP coordination	CPWG Constructors	Tampa
Risk Management/Mitigation	CPWG Constructors	Tampa
Change Order Management	CPWG Constructors	Tampa
Shop Drawing Review	CPWG Constructors	Tampa
Plan Interpretation	CPWG Constructors	Tampa
Project Closeout	CPWG Constructors	Tampa

5.9 EFFECT OF PROJECT TEAM LOCATION ON PROJECT RESPONSES

5.9.2 Project Team Member Location

Position	Name	Company	Location
Project Manager	Greg Hass, CGC, LEED AP	CPWG Constructors	Tampa
Project Executive	Dan Hart, PE, DBIA	CPWG Constructors	Tampa
Project Superintendent	Randall Ford	Nidy Sports	Longwood
QA / QC Manager	Dan Hart, PE, DBIA	CPWG Constructors	Tampa
Cost Estimator	Greg Hass, CGC, LEED AP	CPWG Constructors	Tampa
Civil Engineer	Nancy Tolleson PE	CPWG Constructors	Tampa
Court Design	Zach Stevenson, CBC	Nidy Sports	Longwood
Court Design	Nancy Tolleson PE	CPWG Constructors	Tampa
Specification Review	Jonathon Papp, CBC, CCC	Nidy Sports	Longwood
Surveying & Mapping	Alvie Griffith, PSM	CPWG Constructors	Tampa
Geotechnical Engineer	Paul Passe, PE	CPWG Constructors	Bartow
Stormwater Engineer	Azad Shah, PE	CPWG Constructors	Tampa
Electrical & Lighting	David Greene, BSEE	CPWG Constructors	Tampa
Landscape Architect	Matti Rukholm, PLA, ISA	CPWG Constructors	Tampa
Irrigation	Matti Rukholm, PLA, ISA	CPWG Constructors	Tampa
Arborist	Jason Kendall, ISA Arborist	CPWG Constructors	Tampa
General Contractor	Greg Hass, CGC, LEED AP	CPWG Constructors	Tampa
General Contractor	Terry Smith, CBC	CPWG Constructors	Tampa
Permitting	Roland Raymundo, PE, CFM	CPWG Constructors	Oviedo
Court Construction	Randall Ford	Nidy Sports	Longwood
Public Engagement	Steve Tarte	CPWG Constructors	Tampa

CPWG Constructors personnel are located in the Tampa area and are readily available to work on site or remotely as required. Nidy Sports Construction completes tennis courts throughout the State of Florida. Their company is structured to provide the required personnel and equipment anywhere in the state.

CPWG Constructors and Nidy Sports Construction use cutting edge project management software to track the schedule and share information. We have license agreements for both Primavera (P6) Scheduling Software and Microsoft Project to review and analyze the baseline and updated schedule submittals. Bluebeam, MS Sharepoint, and Google One Drive are used to share data between designers and contractors.

The Critical Path Method (CPM) will be used to determine critical milestones that must be accomplished before others can begin. An example of this is the asphalt cure time. The 30 day cure time must be complete before acrylic surface coatings are installed. In turn, the acrylic surface coatings must be allowed enough time to cure. Value engineering assessments will focus on maximizing peripheral work, such as fencing and lighting during the curing times.

The CPM schedule will be reviewed monthly and discussed at every progress meeting. All comments are discussed with the Contractor followed by their concurrence on each issue. We verify the start/finish dates and durations for all activities while focusing on the critical path items.

REFERENCES

Company Name CPWG Constructors, LLC
 Project Title Lake David Park - North
 Project Location Groveland, Florida
 Project Description CPWG Constructors provided construction manager at risk services for the park renovation
 Project Start: 2019
 Project Completion Date 2020
 Owner Name City of Groveland, Florida
 Owner Address 156 S. Lake Ave. Groveland, FL 34736
 Phone Number and Email Mike Walker, CPRP, 352-584-5293
 Project Amount \$2.4 million
 Services completed in Budget? Yes ☒ No ☐ Why? _____
 Services completed on time? Yes ☒ No ☐ Why? _____

Company Name CPWG Constructors, LLC
 Project Title City-wide Facility Restorations
 Project Location St. Pete Beach, Florida
 Project Description Provided design and CM for series of projects as part of a continuing services contract.
 Project Start: 2018
 Project Completion Date 2020
 Owner Name City of St. Pete Beach
 Owner Address 155 Corey Avenue, St. Pete Beach, FL 33706
 Phone Number and Email Mike Clarke, Public Works Director, 727-363-9254, mclarke@stpetebeach.org
 Project Amount \$1 million
 Services completed in Budget? Yes ☒ No ☐ Why? _____
 Services completed on time? Yes ☒ No ☐ Why? _____

Company Name CPWG Constructors, LLC
 Project Title Publix Store Development
 Project Location Multiple Locations, Florida
 Project Description Provided design and CM for series of projects to develop or redevelop Publix stores.
 Project Start: 2018
 Project Completion Date 2022 Projects are completed as assigned
 Owner Name CWH Real Estate Services, LLC. (Developer for Publix Contracts)
 Owner Address 1012 Avon Avenue, Lakeland, FL 33801
 Phone Number and Email Mr. William Hanks, 863-608-4046, william@cwhrealestateservices.com
 Project Amount Varies per project
 Services completed in Budget? Yes ☐ No ☒ Why? COVID -19 Impacted Costs _____
 Services completed on time? Yes ☐ No ☒ Why? COVID -19 Impacted Delivery Times _____

Company Name CPWG Constructors, LLC
 Project Title SR 699 (Gulf Blvd) Overhead to Underground Conversion of Utility Lines
 Project Location Redington Beach, Florida
 Project Description Provided design and CM for underground utilities, LED lighting, poles and landscaping.
 Project Start: 2017
 Project Completion Date 2019
 Owner Name Town of Redington Beach
 Owner Address 105 164th Avenue, Redington Beach, Florida 33785
 Phone Number and Email Mayor Nick Simon, 727-391-3875
 Project Amount \$1 million
 Services completed in Budget? Yes ☒ No ☐ Why? _____
 Services completed on time? Yes ☒ No ☐ Why? _____

REFERENCES

What our Clients say about us:

Letter of Recommendation for DRMP from the City of Oldsmar



City of Oldsmar

To provide leadership, innovation, environmental stewardship

100 State Street West ~ Oldsmar, FL 34677-365

July 20, 2021

Mr. Brian P. Crowl, P.E.
Senior Project Engineer
DRMP, Inc.
1125 Bartow Rd, Suite 100
Lakeland FL 33801

Subject: Letter of Recommendation

Dear Mr. Crowl:

I wanted to thank DRMP for your support through the success of the Burbank Road Extension project. DRMP's team provided Inspection (CEI) services on the Florida Department of Transportation project entailed building a new roadway, installing a 10-foot trench gutter, and extensive CSX coordination, and grant compliance.

Your team did an excellent job of enforcing the standard specifications and providing technical expertise. Of particular note, I felt that you did a great job of not caving to the pressure of the contractor when unforeseen claims and disputes arose. Your negotiating abilities saved the city about \$10,000 on one such claim. Your team was extremely responsive. Whenever the team was contacted, they responded immediately, whether by phone or email. The project administrator was excellent at handling disputes and worked collaboratively with the contractor to resolve issues in the field.

Your staff worked proactively to identify and resolve issues in a timely manner, mitigate claims by the contractor, and minimize contract overruns. They successfully coordinated with all stakeholders including CSX and utility agencies to remove roadblocks and avoid delays. Your staff prioritized the goals and desires of City staff and truly had our interests as your number one priority. The project when all is said and done was approximately 9% under the contract amount and was finished on time.

DRMP staffed the project with an experienced and capable team that satisfactorily met all contract requirements and deliverables. I would recommend DRMP's CEI team to any agency seeking quality and professional services and hope to work together on future projects.

Sincerely,

Daniel Simpson, P.E.
City Engineer
City of Oldsmar

Letter of Recommendation for CPWG from the City of St. Pete Beach



Reference Questionnaire

Solicitation: Solicitation 18-7432-LA Landscape Architecture Category

Reference Questionnaire for: Collier County

(Name of Company Requesting Reference Information)

Cribb Philbeck Weaver Group (CPWG)

(Name of Individuals Requesting Reference Information) Matti Rukholm, matti.rukholm@cpwgroup.com

Name: Mr. Mike Clarke, Public Services Director
(Evaluator completing reference questionnaire)

Name: Mr. Mike Clarke, Public Services Director
(Evaluator completing reference questionnaire)

Email: mclarke@stpetebeach.org

FAX:

Telephone: 727-363-9243

Collier County has implemented a process that collects reference information on firms and their key personnel to be used in the selection of firms to perform this project. The Name of the Company listed in the Subject above has listed you as a client for which they have previously performed work. Please complete the survey. Please rate each criteria to the best of your knowledge on a scale of 1 to 10, with 10 representing that you were very satisfied (and would hire the firm/individual again) and 1 representing that you were very unsatisfied (and would never hire the firm/individual again). If you do not have sufficient knowledge of past performance in a particular area, leave it blank and the item or form will be scored "0."

Project Description: CPWG # 123260

Pass-a-Grille Way, Phase 1 Landscape Design

Completion Date:

February 20, 2019

Project Budget: \$35,000.00

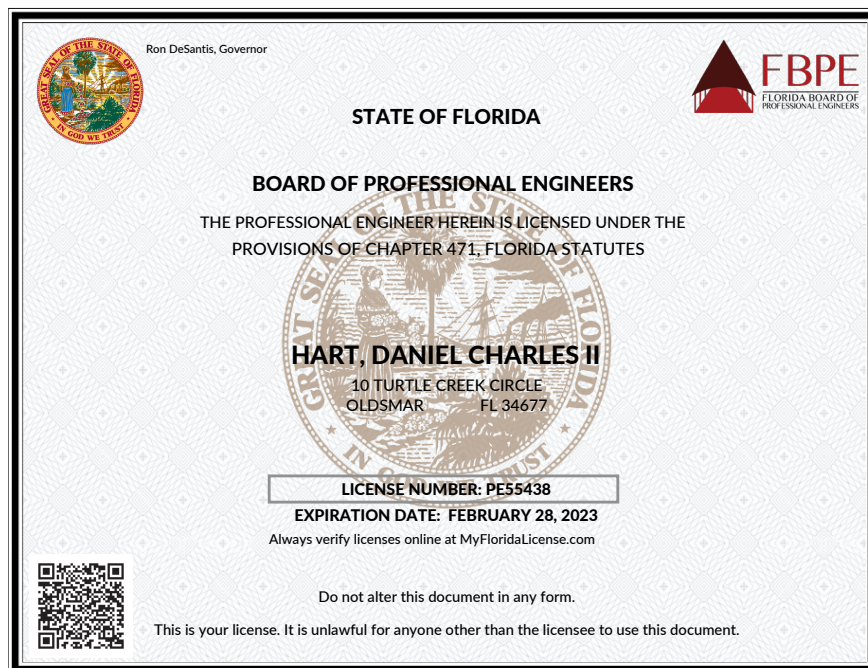
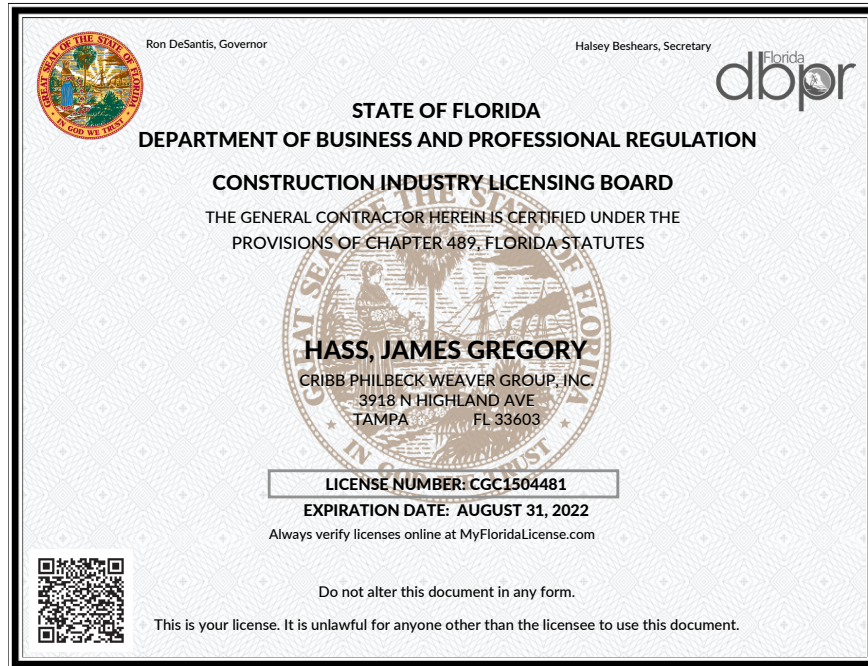
Project Number of Days: 190

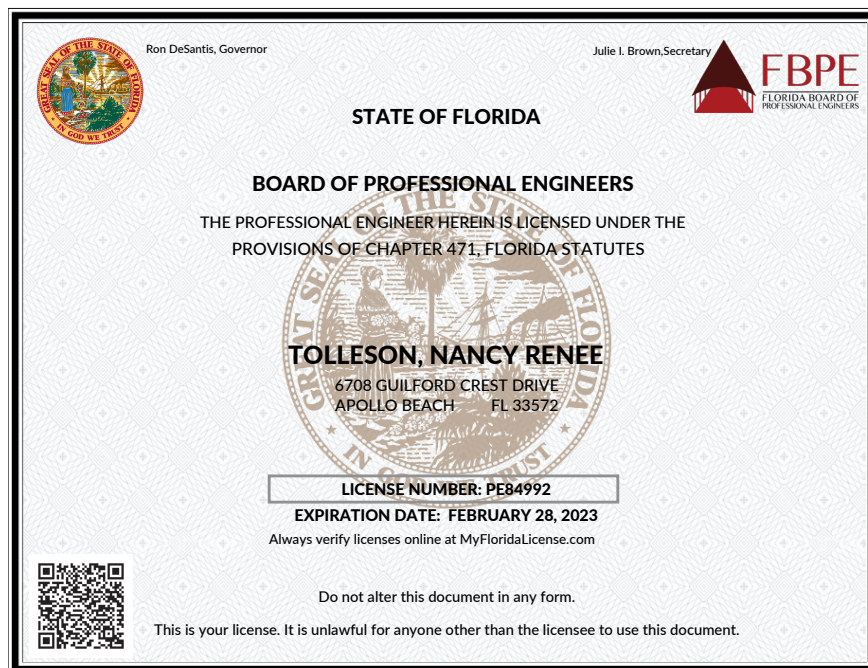
Item	Criteria	Score
1	Ability to manage the project costs (minimize change orders to scope).	10
2	Ability to maintain project schedule (complete on-time or early).	10
3	Quality of work.	10
4	Quality of consultative advice provided on the project.	10
5	Professionalism and ability to manage personnel.	10
6	Project administration (completed documents, final invoice, final product turnover; invoices; manuals or going forward documentation, etc.)	10
7	Ability to verbally communicate and document information clearly and succinctly.	10
8	Ability to manage risks and unexpected project circumstances.	10
9	Ability to follow contract documents, policies, procedures, rules, regulations, etc.	10
10	Overall comfort level with hiring the company in the future (customer satisfaction).	10

TOTAL SCORE OF ALL ITEMS

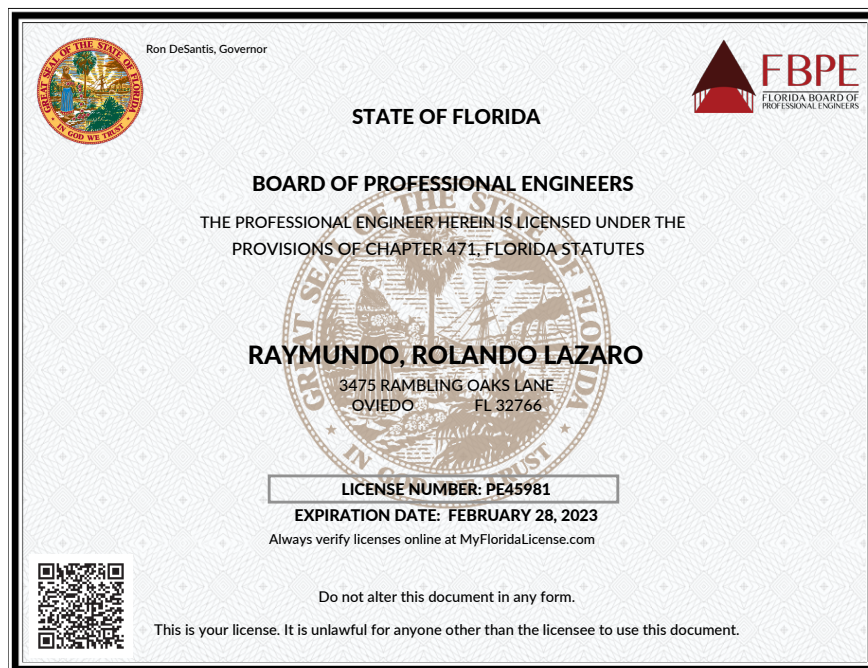
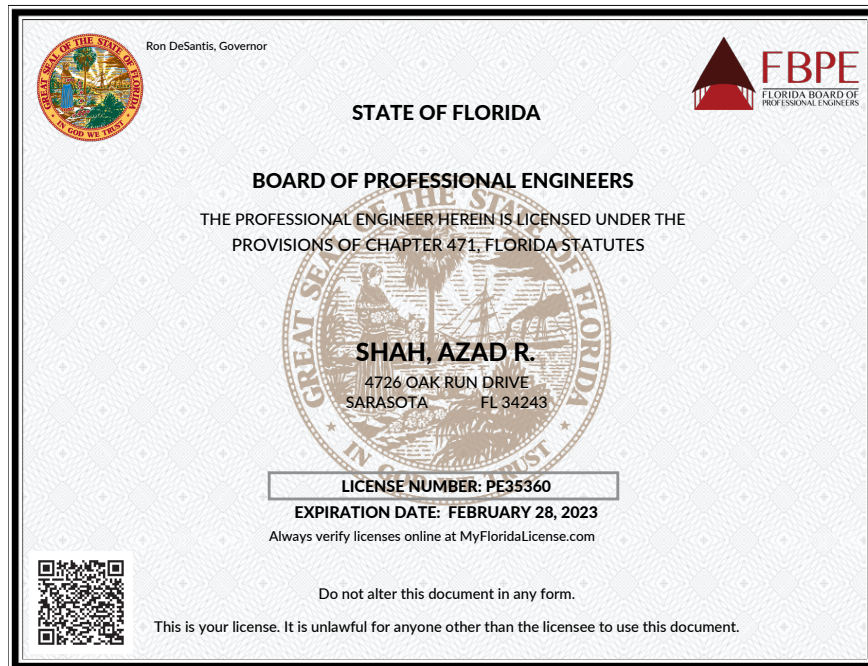
100

While no company is perfect, CPWG is as close as it gets. Outstanding engineering support in all categories.











DRUG FREE WORKPLACE FORM

DRUG-FREE WORKPLACE FORM 35-22-03 – Design/Build-CMS

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

certifies that CPWG Constructors, LLC 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 complies fully with the above requirements.

Sheila Tarte, President

Bidder's Signature

August 29, 2022

Date

PUR062.036
re. 10/97

RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

31

PUBLIC ENTITY CRIMES

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.

1. This sworn statement is submitted to the City of Zephyrhills
(print name of the public entity)

by Sheila Tarte, President
(print individual's name and title)

for CPWG Constructors, LLC
(print name of entity submitting sworn statement)

whose business address is

3918 N Highland

Tampa, FL 33603

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-2167956

(If the entity has no FEIN, include the Social Security Number of the individual

signing this sworn statement: N/A)

2. 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.
3. 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.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among 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.
5. 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

RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

33

PUBLIC ENTITY CRIMES (CONTINUED)

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.

6. 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.)

XX 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.

Sheila Tarte, President
(Signature)

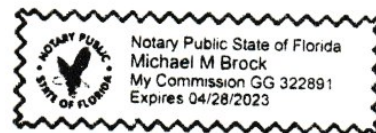


Sworn to and subscribed before me this 29th day of August, 20 .

Personally known YES
Or Produced identification N/A
Notary Public – State of Florida



My commission expires GG 322981, Expires 4/28/2023
(Type of Identification)



Michael M. Brock
(Printed, Typed or stamped
commissioned name of notary public)

ADDENDA ACKNOWLEDGMENT

Addenda Receipt Acknowledgment 35-22-03

Addendum # <u>1</u>	Date <u>8/15/2022</u>	Initials <u>ST</u>
Addendum # _____	Date _____	Initials _____
Addendum # _____	Date _____	Initials _____
Addendum # _____	Date _____	Initials _____

Firm Representative:

Sheila Tarte, President Sheila Tarte 8/29/22
Signature/Date (Executed by Corporate Authority)

RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

35

NON-COLLUSIVE AFFIDAVIT

NON-COLLUSIVE AFFIDAVIT

35-22-03

State of Florida
County of Hillsborough

Sheila Tarte, being first duly sworn, deposes and says that he/she is

President, 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.

Sheila Tarte, President
Officer

CPWG Constructors, LLC (Company Name)

State of Florida
County of Hillsborough

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

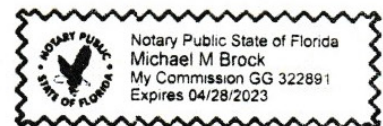
____ (name and title of corporate officer)
of CPWG Constructors, LLC (Name of Corporation),
a State of Florida (state or place of incorporation) corporation, on behalf of the
corporation. He/she is personally known to me ~~or has produced~~ as identification.

Michael M. Brock (Signature line for notary public)

Michael M. Brock (Name of notary type, printed or stamped)

Comptroller (Title or rank)

My commission expires: 4/28/2023
Serial number, if any GG 322981



RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

36

E-VERIFY

RFP No: 35-22-03
Project Description: Design/Build Construction Management Services-
-Outdoor Tennis Courts

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of;

1. all persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the City of Zephyrhills.

Company/Firm: CPWG Constructors, LLC
Authorized Signature: Sheila Tarte
Title: Sheila Tarte, President
Date: 8/29/22

ERRORS OR OMISSIONS

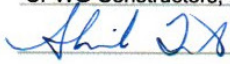
Errors or Omissions RFP 35-22-03

Upon review of this Request for Qualification 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.

Company/Firm: CPWG Constructors, LLC
Authorized Signature: 
Title: Sheila Tarte, President
Date: August 29, 2022

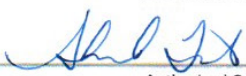
RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FORM

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Form 35-22-03

1. The prospective Vendor, CPWG Constructors, LLC, 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.

Firm: CPWG Constructors, LLC
Name of Company – Please Print

Signature: 
Authorized Company Representative

Name/Title: Sheila Tarte, President

Address: 3918 N Highland
Tampa, FL 33603

Date: August 29, 2022

RFQ ACCEPTANCE FORM

RFQ ACCEPTANCE

I acknowledge and understand the requirements set forth in RFP 35-22-03 Design/Build Construction Management Services-Outdoor Tennis Courts.



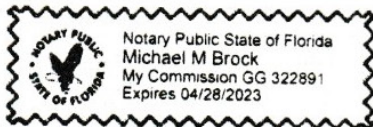
Authorized Signature
Date

August 29, 2022

Sheila Tarte, President
Printed Name

CPWG Constructors, 3918 N Highland, Tampa, FL 33603
Company Name

In witness whereof, the above submitted has hereunto set his signature and affixed his seal this
29 day of August A.D. 2022





(Seal) By: Michael M. Brock

GG 322981

Expires: 4/28/2023

Title: Controller

RFP 35-22-03
Sarah Vande Berg Tennis Center-Outdoor Tennis Courts
Design-Build Team Services

CONSENT ITEMS 2.5

Reassignment of Anglea Land Lease to Elite Enterprises 29-22-01

Issue:

N/A

Background:

Zephyrhills Municipal Airport Non-Aviation Lease and Operating Agreement between Zephyrhills Municipal Airport Authority, a dependent authority of the City of Zephyrhills, Florida, a municipal corporation, as Lessor, and Pearson Industries, Inc., a Florida corporation, as Lessee, recorded on June 25, 1998 in Book 3958, Page 1732 and assigned in Assignment of Lessee's Interest in Leases, by and between Pearson Industries, Inc., a Florida corporation, as Assignor (s), and Angela Land, LLC, a Florida Limited Liability company, as Assignee (s) recorded January 8, 2009 in Book 7996, Page 109, and as corrected in Assignment of Lessee's Interest in Leases, recorded December 20, 2013 in Book 8973, Page 2157, as the same may have been assigned or amended, public records of Pasco County, Florida, upon the following described property to wit:

A portion of Tract 37, Block B, OF ZEPHYRHILLS MUNICIPAL INDUSTRIAL PARK, as recorded in Plat book 36, Page 45, being a replat of that portion or 37, 38, 39, 42, 43, 53, 55, 60, 69, 70, 71, 75, 76, 85, 91, 92, & 101, being in section 18, Township 26 South, Range 22 East of ZEPHYRHILLS COLONY COMPANY LANDS" recorded in Plat Book 1, Page 56, of the Public Records of Pasco County Florida, being more particularly described as follows:

For complete details, refer to the Assignment of Lessee's Interest in Lease transfer over to Elite Enterprises of Florida, Inc.

Attachment(s):

1. Assignment of Lessee interest in lease
2. Pearson Industries 6-25-98
3. Reassignment of Pearson Industries to Angela Land 1-8-09
4. Correction to Reassignment of Pearson Industries to Angela Land 12-20-13

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval of the assignment of lessee's interest in the lease over to Elite Enterprises of Florida, Inc.

Prepared by:
Michael J. Heath, Esq.
167 108th Avenue
Treasure Island, FL 33706

ASSIGNMENT OF LESSEE'S INTEREST IN LEASE

KNOW ALL MEN BY THESE PRESENTS, that effective this ____ day of _____, 2022, ANGELA LAND, LLC, a Florida limited liability company, whose mailing address is: 7089 Hibiscus Avenue S, South Pasadena, FL 33707, ("Assignor"), for and in consideration of the sum of TEN and NO/100 (\$10.00) DOLLARS, and other good and valuable consideration in hand paid by ELITE ENTERPRISES OF FLORIDA, INC., a Florida corporation, ("Assignee"), whose mailing address is: 4538 Sky Dive Lane, Zephyrhills, FL 33542, at or before the signing of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, assigned, transferred and set over, and by these presents does hereby grant, bargain, sell, assign, transfer and set over unto the said Assignee those certain Leases as follows:

Zephyrhills Municipal Airport Authority, dependent authority of the City of Zephyrhills, Florida, a municipal corporation, as Lessor(s), and Pearson Industries, Inc., a Florida corporation, as Lessee(s), recorded on June 25, 1998 in Book 3958, Page 1732, and as assigned in Assignment of Lessee's Interest in Leases, by and between Pearson Industries, Inc., a Florida corporation, as Assignor(s), and Angela Land, LLC, a Florida limited liability company, as Assignee(s), recorded January 8, 2009 in Book 7996, Page 109, and as corrected in Assignment of Lessee's Interest in Leases, recorded December 20, 2013 in Book 8973, Page 2157, as the same may have been assigned or amended, public records of Pasco County, Florida, upon the following described property to wit:

A portion of Tract 37, Block B, of ZEPHYRHILLS MUNICIPAL AIRPORT INDUSTRIAL PARK, as recorded in Plat Book 36, Page 45, being a replat of that portion or Tracts 37, 38, 39, 42, 43, 53, 54, 55, 58, 59, 60, 69, 70, 71, 75, 76, 85, 86, 91, 92, & 101, being in Section 18, Township 26 South, Range 22 East, of "ZEPHYRHILLS COLONY COMPANY LANDS" recorded in Plat Book 1, Page 56, of the Public Records of Pasco County Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of Section 18, Township 26 South, Range 22 East, Pasco County, Florida, thence run S. 00 degrees 03'55" W., a distance of 1325.61 feet; thence run N. 89 degrees 42'59" W., a distance of 105.20 feet to a point on the North right-of-way line of Free Fall Avenue; thence run S. 00 degrees 03'65" W., a distance of 60.00 feet to a point on the South right-of- way of Free Fall Avenue and the West right-or-way of Chancey Road and the POINT OF BEGINNING; thence continue S. 00 degrees 03'55" W., along said West right-of-way of Chancey Road, a distance of 141.13 feet to a point on a curve to the left, said curve having a central angle of 02 degrees 51'56", a radius of 2606.48 feet, chord bearing and distance of S. 01 degrees 21'59" E., a distance of 130.34 feet; thence run along the arc of said Curve a distance of 130.36 feet; thence leaving said West right-of-way of Chancey Road, run N. 89 degrees 42'27" W., a distance of 281.00 feet; thence run N. 00 degrees 04' 17" E., a distance of 271.31 feet to the South right-or-way of Free Fall Avenue; thence run S. 89

degrees 42'59" E., along said South right-of-way of Free Fall Avenue, a distance of 277.72 feet to the POINT OF BEGINNING.

A portion of the consideration of this Assignment being that the Assignee assumes all the obligations, agrees to abide by all of the terms, provisions and conditions, and agrees to pay all of the payments described in said Lease now due or to become due, as specified in said Lease.

(Whenever used herein the terms "Assignor" and "Assignee" shall include all the parties to this instrument and the heirs, legal representatives and assigns of individuals and the successors and assigns of corporations and are used for singular or plural as context requires.)

Signed, sealed, and delivered in the presence of these witnesses:

Angela Land, LLC

Witness #1 Signature

BY: _____
David Padovan, Manager
7089 Hibiscus Avenue S
South Pasadena, FL 33707

Witness #1 Name Printed

Witness #2 Signature

Witness #2 Name Printed

STATE OF FLORIDA

COUNTY OF PINELLAS

SWORN TO, SUBSCRIBED, and ACKNOWLEDGED before me by physical presence on this _____ day of _____, _____, by DAVID PADOVAN, Manager for Angela Land, LLC, who is personally known to me or who has produced _____ as identification.

[affix seal below]

Notary Public

Notary Name Printed

My Commission Expires: _____

ACCEPTANCE

THE Foregoing Assignment of Lease is hereby accepted this ____ day of _____,
_____.

Elite Enterprises of Florida, Inc.

Witness #1 Signature

Witness #1 Name Printed

Witness #2 Signature

Witness #2 Name Printed

BY: _____
Greg A, Beebe, President
4538 Sky Dive Lane
Zephyrhills, FL 33542

STATE OF _____

COUNTY OF _____

SWORN TO, SUBSCRIBED, and ACKNOWLEDGED before me by physical presence on this
____ day of _____, _____, by GREG A. BEEBE, President for ELITE
ENTERPRISES OF FLORIDA, INC., who is personally known to me or who has produced
_____ as identification.

[affix seal below]

Notary Public

Notary Name Printed

My Commission Expires: _____

ACCEPTANCE AND APPROVAL

THE Foregoing Assignment of Lease is hereby accepted and approved this ____ day of _____, _____.

City of Zephyrhills, Florida

Witness #1 Signature

BY: _____
Authorized Agent's Signature

Witness #1 Name Printed

Authorized Agent's Name Printed

Witness #2 Signature

Authorized Agent's Capacity

Witness #2 Name Printed

STATE OF _____

COUNTY OF _____

SWORN TO, SUBSCRIBED, and ACKNOWLEDGED before me by physical presence on this ____ day of _____, _____, by _____, Authorized Agent for the City of Zephyrhills, Florida, who is personally known to me or who has produced _____ as identification.

[affix seal below]

Notary Public

Notary Name Printed

My Commission Expires: _____

16
2

LEASE AGREEMENT



ZEPHYRHILLS MUNICIPAL AIRPORT & PEARSON INDUSTRIES, INC.

THIS LEASE AGREEMENT made and entered into on this 9th day of March,

AD, 1998 By and between the ZEPHYRHILLS MUNICIPAL AIRPORT AUTHORITY dependent authority of the CITY OF ZEPHYRHILLS, FLORIDA, a municipal corporation, hereinafter referred to as "LESSOR" and PEARSON INDUSTRIES, INC., hereinafter referred to as "LESSEE", each in consideration of the covenants and agreements performed by the other,

agree as follows:

Rept: 249161 Rec: 73.50
DS: 0.00 IT: 0.00
06/25/98 Dpty Clerk

1. PROPERTY

JED PITTMAN, PASCO COUNTY CLERK
06/25/98 04:18pm 1 of 16
OR BK 3958 PG 1732

That in consideration of the rental hereinafter defined, the LESSOR does hereby demise, let lease unto LESSEE the real property described as;

Legal Description ~ Tract B1A

A Portion of Tract 37, Block B of Zephyrhills Municipal Airport Industrial Park, a replat of that portion of Tracts 37, 38, 39, 42, 43, 53, 54, 55, 58, 59, 60, 69, 70, 71, 75, 76, 85, 86, 91, 92, & 101, being in Section 18, Township 26 South, Range 22 East, of "Zephyrhills Colony Company Lands" recorded in Plat Book 1, Page 55 inclusive, Public Records of Pasco County, Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 Section 18, Township 26 South, Range 22 East, Pasco County, Florida, thence run S00°03'55"W, a distance of 1325.61 feet: thence run N89°42'59"W, a distance of 105.20 feet to a point on the North right-of-way line of Free Fall Avenue: thence run S00°03'55"W, a distance of 60.00 feet to a point on the South right-of-way of Free Fall Avenue and the West right-of-way of Chancey Road and the POINT OF BEGINNING: thence continue S00°03'55"W along said West right-of-way of Chancey Road, a distance of 141.13 feet to a point on a curve to the left, said curve having a central angle of 02°51'56", radius of 2606.48 feet, chord bearing and distance of S01°21'59"E ~ 130.34 feet: thence run along the arc of said curve, a distance of 130.36 feet: thence leaving said West right-of-way of Chancey Road, run N89°42'27"W, a distance of 281.00 feet: thence run N00°04'17"E, a distance of 271.31 feet to the South right-of-way of Free Fall Avenue; the run S89°42'59"E, along said South right-of-way of Free Fall Avenue, a distance of 277.72 feet to the POINT OF BEGINNING.

Contains 1.73 Acres±

R

Record and Return to:
City Clerk's Office
5335 8th Street
Zephyrhills, FL 33540

2. LEASE TERM

The lease term for the leased land shall commence on the 1st day of July, AD, 1998 and shall end on the anniversary date Thirty (30) years hence. LESSEE shall have the option, upon giving written notice to LESSOR three months prior to the expiration of the initial term, to renew the lease for an additional Twenty (20) year term provided LESSEE has complied with all the term(s) and conditions of the original lease and has not been and is not in default under the original lease and LESSEE and LESSOR can reach mutual agreement on the renewal of the lease term(s) and on the conditions of the lease payments for renewal of the term(s). Any requests for renewal will automatically subject any new lease to any rules, regulations, covenants, or restrictions affecting the use of the subject property that are in affect at the time of the renewal. At the request of LESSEE, the term of this ground lease will, subject to regulations in effect at that time, be further extended under mutually agreeable lease provisions and conditions. The LESSEE, prior to the termination of the lease shall obtain and present to the LESSOR, regardless of whether a lease renewal is sought by LESSEE, at the sole expense of the LESSEE, an environmental audit, prepared by a firm which is acceptable to the LESSOR, to determine the environmental condition of the leased land.

3. RENT

The LESSEE agrees to pay to the LESSOR an annual sum of \$2,934.00 (Two Thousand Nine Hundred Thirty Four Dollars) for the leased land; such rental shall be paid in monthly installments of \$244.50 (Two Hundred Forty Four Dollars and Fifty Cents). Subsequent payments shall be due and payable on the first day of each month. A one and one-half percent

(1.5%) penalty or an amount of \$5.00 (Five Dollars, whichever is greater, will be applied to all rents received after 5:00 PM on the tenth (10th) of the month. LESSEE is separately responsible for taxes, sales tax, late fees, special assessments, buildings rents, etc.

This rental amount shall be in effect for a five (5) year period and then shall be subject to review for adjustments every fifth (5th) anniversary of this lease including extensions to the lease, and will be the current amount of \$2,934.00 per year or eleven percent (11%) of the then current appraised value; provided however that any adjustment of the rental amount shall not exceed five percent (5) increase per year during the subsequent five year period. Should the eleven percent (11%) appraised value provide for an increase in excess of the five percent (5%) per year, then the rental amount will be increased to the five percent (5%) per year value and then raised each subsequent year thereafter by not more than five percent (5%) until the value of the rental reaches the eleven percent (11%) value of the appraised amount or until the next adjustment period.

4. PERMITTED USES

LESSEE shall use the leased premises to construct thereon an office/warehouse building which will be made available for lease or sale to an industry. It is understood and agreed that any use that may, in the future, be proposed for said building shall conform to type of industry or business envisioned by park restrictions and covenants, the conformance of which shall be determined and approved in writing in advance by LESSOR through the Airport Manager and further conform to current codes and standards of the City of Zephyrhills, including but not limited to the Land Development Code (LDC) and all applicable zoning regulations. Permitted uses built on a speculative basis shall be required to conform to site specific zoning requirements if applicable and whenever a change of use requires additional improvements or modifications.

5. UTILITIES AND TAXES

LESSEE shall pay all applicable taxes including property taxes, solid waste assessments, sales tax, special assessments, and all costs and charges for water/sewer services, garbage service, telephone service, and other utilities as levied by lawful authority used in connection with the premises while this lease remains in force.

6. ASSIGNMENT AND SUB-LETTING

LESSOR hereby grants permission to the LESSEE to execute and deliver unto SunTrust Bank, Nature Coast, a leasehold mortgage and security agreement pledging this lease, and the commercial buildings and attendant facilities to be erected upon the leased premises, as security for said loan, as contemplated by this section.

LESSEE may not assign this lease or sub-let the premises, in whole or in part, without the written consent of LESSOR. LESSOR hereby grants permission to SunTrust Bank, Nature Coast to become a substitute lessee in the event of loan failure by LESSEE.

SunTrust Bank, Nature Coast shall become the substitute lessee only upon written request made to LESSOR and execution of a consent to assignment by both parties, which said consent to assignment shall bind substitute lessee to the terms and conditions contained herein. LESSOR authorizes sub-letting of the building envisioned hereunder to future sub-lessees of the premises or sale of the building constructed thereon requiring the prior approval of the LESSOR as outlined in this lease. Prior to any requested assignment of this lease, LESSOR may require LESSEE, at LESSEE'S expense, to obtain and present to LESSOR an environmental audit which determines the environmental condition of the leased land. The environmental audit shall be prepared by a firm acceptable to the LESSOR.

In the event the LESSEE, without the prior written consent of the LESSOR, shall sell, assign or in any manner encumber or pledge this lease, or if the LESSEE, shall fail to comply with any statute, ordinance, rule, order, regulation or requirement of the federal or state governments, or City of Zephyrhills, or any of its departments, or bureaus applicable to said premises, the LESSOR may, if it elects, at any time thereafter, terminate this lease or any of the terms thereof, on giving the LESSEE fifteen (15) days notice thereof in writing of its intention to do so, and upon giving such notice the lease or those terms thereof shall terminate, expire and come to an end on the date fixed in the lease for the termination and expiration thereof. However, if LESSEE cures the default within fifteen (15) days of receipt of the notice mentioned above, then LESSOR'S right to terminate this lease shall be abated.

7. MAINTENANCE

LESSEE agrees to properly maintain and be solely responsible for the maintenance of the leased premises, shall keep the grounds and building in a safe, neat and presentable condition, and will not suffer or permit any waste or deterioration of the leased premises.

LESSEE and LESSOR hereby acknowledge that they have inspected the premises to be demised and LESSEE accepts them in their present condition, without warranties or representations of any kind from the LESSOR as to the suitability or safety of the premises for the intended use. All fees and permits necessary for the development and use of said premises shall be at LESSEE'S sole expense.

LESSOR has or shall obtain a Phase I, Environmental Audit within one year of the commencement of any lease of the property and has made this available to LESSEE and to the best of the LESSOR'S knowledge the condition of the property is as described in said audit.

8. STRUCTURES AND IMPROVEMENTS

6 of 16

LESSEE shall be required to construct a building which concurs with the current ALP, construction of this building shall take place within twelve months after the signing of this lease and comply with all park restrictions and covenants. All structures, buildings, improvements, fixtures and appurtenances thereto, incorporated in or upon the premises leased by LESSEE, shall at the end of this thirty (30) year lease, unless said twenty (20) year extension is granted under mutually agreed terms, become the sole and exclusive property of LESSOR. All contractors doing work on the leased premises must be licensed by the City of Zephyrhills and the County of Pasco or be registered or certified by the State of Florida. Appropriate permits must be obtained from the City of Zephyrhills, prior to commencement of any building, electrical or plumbing work on the leased premises. A clearance must be obtained from Pasco County Health Department if applicable.

9. RULES AND REGULATIONS

At all times LESSEE shall abide by the rules and regulations of the Federal Aviation Administration and all other regulations imposed by governmental authority including the City of Zephyrhills, and Zephyrhills Airport Authority. The above refers to all federal acts and statutes applicable thereto, all federal aviation regulations, city codes and ordinances, and all rules and regulations imposed by City Council which adhere shall be to those items referenced herein as they exist on the date of commencing this lease as its modified and amended from time to time. This lease is subordinate to the provisions of any existing or future agreement between LESSOR and United States of America, the State of Florida or their agencies, relative to the operation or maintenance of the Zephyrhills Industrial AirPark and specifically subject to all rules and

regulations of the Federal Aviation Administration.

OR BK 3958 PG 1738

10. RESERVATION OF RIGHT-OF-WAY

7 of 16

The LESSOR does hereby reserve unto itself, its successors and assigns, for the use and benefit of the public, the use of airspace for the public above the leased premises, together with the right of flight for the passage of aircraft in the airspace above the surface of the real property hereinafter described, together with the right to cause in said airspace such noise as may be inherent in the operation of aircraft, now known or hereafter used, for navigation or flight in the said airspace, and for use of said airspace for landing on, taking off from or operating on the airport.

In addition, LESSOR does hereby reserve a general easement over, under and across the leased premises for public utilities and for access thereto, together with the right to cross the leased premises for fire and police needs, all of which shall not be inconsistent with the use of LESSEE.

11. INSURANCE

LESSEE shall purchase and maintain the following insurance on the leased premises and all improvements thereto:

a. **COMMERCIAL GENERAL LIABILITY** - LESSEE shall maintain a policy for liability insurance. Coverage shall be per occupancy to protect the City of Zephyrhills against claims for injury or death to persons and damage to property while on or about the leased premises in the minimum amount of One Million Dollars (\$1,000,000.00) combined single limits, with Two Million Dollars (\$2,000,000.00) annual aggregate to include products and completed operations coverage. The City of Zephyrhills and Zephyrhills Municipal Airport shall be named as additional insured on any such policy.

b. **BUILDING COVERAGE** - LESSEE shall maintain a fire policy, including all risk endorsement and extended coverage endorsement. The coverage shall be written on a repair or replacement cost basis, but shall include necessary demolition and debris removal. The City of Zephyrhills and Zephyrhills Municipal Airport shall be named additional insured on any such policy.

c. **WORKERS' COMPENSATION** - If LESSEE falls under the State of Florida Workers' Compensation Law, coverage shall be provided for all employees. The coverage shall be for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of One Hundred Thousand Dollars (\$100,000.00) each accident.

d. **CERTIFICATE OF INSURANCE** - A certificate of insurance, evidencing the coverage stated above, shall be delivered to the airport manager ten (10) days prior to the effective date of this lease. This certificate shall also provide that the airport manager will be notified, by the insured company, in writing ten (10) days in advance of any cancellation of such insurance.

e. **INSURANCE/HOLD HARMLESS** - LESSEE shall indemnify, hold harmless, and defend the City of Zephyrhills, its official agents and employees, its successors and assigns, individually or collectively, from and against any claim, action, loss, damage, injury (including trespass), liability, cost and expense whatsoever, of any kind of nature (including, but not limited to reasonable attorneys' fees, court costs, and expert fees) based upon injury to persons, including death or damage to property arising out of, resulting from, or incident to this agreement, and/or in conjunction with LESSEE'S use and occupancy of the premises or use of the airport, unless

occasioned by the sole negligence of the City of Zephyrhills.

9 of 16

LESSEE shall indemnify, hold harmless, and defend City, its agents and employees, its successors and assigns, individually or collectively, from and against any liability for any claims and actions and all expenses incidental to the investigation and defense thereof, in any way arising from or based upon the violation of any federal, state, or municipal laws, statutes, resolutions, or regulations by LESSEE, its agents, employees, licensees, successors and assigns, or those under its control.

12. LESSORS INTEREST NOT SUBJECT TO LIEN

LESSOR'S title and interest in the leased premises shall not be liable for or subject to liens arising out of any improvements on the property. LESSEE agrees to pay or discharge all taxes, assessments, penalties, charges, rates, or liens of any nature whatsoever which may for the period following the effective date of this lease be levied, assessed, charged, imposed, or claimed on or against said lot or any improvements of fixtures thereon or appurtenances thereto, or any party thereof, or against the owner or owners of said land or the improvements, by reason of said ownership, by whatsoever authority levied, assessed, charged, imposed, claimed, and whether the same be on or against the property herein leased, its improvements, fixtures, or appurtenances, or any part thereof, or on or against the income from said land or its improvements, it being the intention of the parties to this lease that the rents herein reserved shall constitute net income to the LESSOR from said land herein leased, equal in amount to said rents.

13. DEFAULT

If at any time prior to the date fixed as the commencement of the term of this lease or if at any time during the term hereby demised there shall be filed by or against a LESSEE in any court

pursuant to any statute either of the United States or of any state, a petition in bankruptcy or insolvency or for reorganization or for the appointment of a receiver or trustee of all or a portion of LESSEE'S property, or if LESSEE makes an assignment for the benefit of creditors, this lease, at the option of the LESSOR, exercised within a reasonable amount of time after notice of the happening of any one or more of such events, any person claiming through or under LESSEE by virtue of any statute or of order of any court shall be entitled to possession or to remain in possession of the premises. LESSOR, in addition to the other rights and remedies it has by virtue of any other provision herein or elsewhere in this lease contained or by virtue of any statute or rule of law, may retain as liquidated damages any rent, security, deposit of moneys received by it from LESSEE or others in behalf of LESSEE.

14. LESSORS REMEDIES FOR LESSEE'S DEFAULT

If LESSEE fails to pay LESSOR the rent required hereunder when due, or otherwise defaults in performance of LESSEE'S obligations hereunder and fails to cure said default within ten (10) days after written notice to LESSEE by LESSOR of said default, LESSOR may; (a) take possession of the premises and recover immediately from LESSEE the unpaid rent specified herein less the fair rental value for the remainder of the lease period, reduced to present worth, or (b) take possession of the premises and recover from LESSEE, at the end of the lease period or at any time each payment of rent becomes due hereunder, as LESSOR may choose, the unpaid rent specified herein less the net rent, if any, received by LESSOR from re-leasing or renting. In either event, LESSOR shall also be entitled to recover from LESSEE any special damages to LESSOR by reason of LESSEE'S default. The remedies specified above are not in limitation of any other remedies allowed in law and equity. All costs incurred by LESSOR in enforcing the

terms of this lease shall be borne by the LESSEE, including reasonable attorney fees.

15. NON-DISCRIMINATION

LESSEE, for itself, successors in interest or assigns, as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land during the term of the lease that in the event facilities are constructed, maintained or otherwise operated on the said property described in the said lease, LESSEE shall maintain and operate such facilities and services in compliance with all other requirements imposed, pursuant to 49 CFR Part 21, Non-Discrimination in federally assisted programs of the Department of Transportation and as said regulation may be amended.

LESSEE, for itself, successors in interest or assign as part of the consideration hereof, does hereby covenant and agree as a covenant running with the land during the term of this lease that:

a. No person on the ground of race, color, gender, religion, age or national origin shall be excluded from participation in, denied the benefits of or be otherwise subjected to discrimination in the use of said facilities.

b. In the construction of any improvements on, over or under such land and the furnishing of services thereon, no person on the grounds of race, color, gender, religion, age or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination.

c. The LESSEE shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21, Non-Discrimination in federally assisted programs of the Department of Transportation, and as said regulations may be amended.

16. NON-EXCLUSIVE RIGHTS

Notwithstanding anything herein contained that may be, or appear to be, to the contrary, it is expressly understood and agreed that the rights granted under this agreement are non-exclusive and LESSOR herein reserves the right to grant similar privileges to another operator or operators on other parts of the airport.

17. HEIGHT RESTRICTIONS

LESSEE expressly agrees for itself, its successors and assigns to restrict the height of all structures, objects of natural growth and other obstructions on the hereinafter described property to such a height so as to comply with Federal Aviation Regulation, Part 77.

18. CREATION OF NO HAZARD

The LESSEE expressly agrees for itself, its successors and assigns to prevent any use of the hereinafter described property which would interfere with or adversely affect the operation of maintenance of the airport, or otherwise constitute an airport hazard.

19. ATTORNEY FEES

In the event either party is forced to retain or employ for enforcement or collection, the defaulting party agrees to pay all costs thereof including a reasonable attorneys' fee.

20. NOTICES

Any notice required or permitted hereunder shall be given in writing via Registered Mail, and addressed as follows:

LESSOR:
Zephyrhills Municipal Airport
Attention: Airport Manager
39450 South Avenue - Box 2
Zephyrhills, Florida 33540

LESSEE:
Pearson Industries, Inc.
15002 Cortez Blvd.
Brooksville, Florida 34613

Such notice, when mailed shall be conclusively deemed to have been delivered.

21. MISCELLANEOUS

a. SIGNS - Upon approval by LESSOR, LESSEE may keep and maintain a sign at the entrance normally used by occupants of the area in which the leased premises are located designating the business being operated thereon.

b. DELAY IN ENFORCEMENT - In the event any provision of this ground lease shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Failure by the LESSOR in enforcing any provision of this lease shall not constitute a waiver of LESSOR'S right to enforce said breach or any subsequent breach hereof. Any waiver by LESSOR must be in writing and signed by Council President or any City Official specifically granted such authority by City Council.

LESSEE may quietly hold and enjoy the premises hereby leased without any interruption by the LESSOR, or any persons claiming through or under it, provided that on the breach of any of the covenants by the LESSEE herein contained the LESSOR may thereupon re-enter said premises and immediately the said term will be terminated.

c. SURVEY - LESSEE will be responsible for all fees incurred by the survey if the proposed lease agreement is not executed. If the lease is executed, the LESSOR will incur these fees.

d. DAMAGE OR DESTRUCTION TO LEASED PROPERTY - If part of or one of the buildings be destroyed or rendered untenable by fire or other unavoidable accident, the LESSEE

shall make appropriate repairs or replacement or demolition within a period of three (3) months. Time extension(s) may be granted by LESSOR for good cause upon written request by LESSEE and all such actions by LESSEE must be approved by LESSOR in writing.

e. ALTERATIONS - LESSEE is hereby granted the right to make reasonable alterations and modifications to the fixed improvements located on the premises as from time to time it shall desire to make, provided however, that alterations requiring a building permit must be approved in advance in writing by LESSOR, which approval shall not be unreasonably withheld.

f. REMOVAL OF ALTERATIONS - The LESSOR may at its sole option, at the termination of this lease, require LESSEE to remove any alterations, additions or improvements made to the premises by LESSEE and restore the premises to its original condition.

g. UTILITIES - LESSEE shall be responsible for all utilities and connection fees involved with the leased property.

h. NATIONAL EMERGENCY - During any national emergency declared by the President or by the Congress, the United States shall have the right to take exclusive or non-exclusive control and possession of the premises, or of such portion thereof it may desire, with the rent to be abated accordingly in proportion to said occupancy.

i. DESIGNATION OF LESSOR AGENT - This LESSOR designates and the LESSEE agrees that the administration of Zephyrhills Industrial AirPark shall do and perform on behalf of LESSOR all acts requiring the discretion of its agent hereunder, including at all reasonable times, the right to enter upon the premises for the inspection of same.

EXECUTED this 22nd day of June, A.D., 1998.

OR BK 3958

PG 1746

15 of 16

Signed, Sealed and Delivered
in the presence of:

Gwen L. Musser
Witness

Beverly A. Jones
Witness

Gwen L. Musser
Witness

Beverly A. Jones
Witness

Attest: Linda D. Born
City Clerk

Inima Sweet
Witness

Beverly A. Jones
Witness

Inima Sweet
Witness

Beverly A. Jones
Witness

LESSOR:

By: [Signature]
Name: CHARLES E. ATKINS III
Its: Council President

By: [Signature]
Name: John R. Campbell
Its: Airport Authority Chairman

LESSEE:

By: [Signature]
Name: Samuel R. Pearson
Its: President

By: [Signature]
Name: Steven W. Pearson
Its: Secretary

ACKNOWLEDGMENTS

OR BK 3958

PG 1747

STATE OF FLORIDA
COUNTY OF PASCO

16 of 16

BEFORE ME, this day appeared CHARLES E. ATKINS III, President of City Council; LINDA D. BOAN, City Clerk of the City of Zephyrhills, Florida, a municipal corporation, and JOHN R. CAMPBELL, Chairman, Municipal Airport Authority, a dependent authority of the City of Zephyrhills, Florida who the foregoing Lease Agreement for the purposes contained therein.

WITNESS my hand and official seal this 22nd day of June, A.D. 1998.

MARY CATHERINE FAMULO
Mary Catherine Famulo

NOTARY PUBLIC, STATE OF FLORIDA

My Commission Expires:



MARY CATHERINE FAMULO
MY COMMISSION # CC427914 EXPIRES
March 14, 1999
BONDED THRU TROY FAIN INSURANCE, INC.

3
RETURN TO:

This Instrument Prepared by:
Darryl W. Johnston, Esq./j3
Johnston & Sasser, P.A.
Post Office Box 997
Brooksville, FL 34605-0997



Rcpt: 1220728 Rec: 27.00
DS: 0.00 IT: 0.00
01/08/09 Dpty Clerk

PAULA S. O'NEIL, PASCO CLERK & COMPTROLLER
01/08/09 12:39pm 1 of 3
OR BK 7996 PG 109

ASSIGNMENT OF LESSEE'S INTEREST IN LEASES

KNOW ALL MEN BY THESE PRESENTS, that PEARSON INDUSTRIES, INC., a Florida corporation, whose mailing address is: 15002 Cortez Boulevard, Brooksville, Florida 34613, ("Assignor"), for and in consideration of the sum of TEN AND NO/100 (\$10.00) DOLLARS, and other good and valuable consideration in hand paid by ANGELA LAND, LLC, a Florida limited liability company, ("Assignee"), whose mailing address is: 5901 Sun Boulevard, Suite 202, St. Petersburg, Florida 33715, at or before the signing of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, assigned, transferred and set over, and by these presents does hereby grant, bargain, sell, assign, transfer and set over unto the said Assignee those certain Leases as follows:

1. Lease Agreement between Zephyrhills Municipal Airport Authority, a dependent authority of The City of Zephyrhills, Florida, a municipal corporation, as Lessor, and Pearson Industries, Inc., a Florida corporation, as Lessee, dated March 9, 1998, recorded in O.R. Book 3958, page 1732, public records of Pasco County, Florida, upon the following described property, to-wit:

A portion of Tract 37, Block B, of ZEPHYRHILLS MUNICIPAL AIRPORT INDUSTRIAL PARK, a replat of that portion or Tracts 37, 38, 39, 42, 43, 53, 54, 55, 58, 59, 60, 69, 70, 71, 75, 76, 85, 86, 91, 92, & 101, being in Section 18, Township 26 South, Range 22 East of "ZEPHYRHILLS COLONY COMPANY LANDS" recorded in Plat Book 1, Page 56, inclusive, Public Records of Pasco County Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of Section 18, Township 26 South, Range 22 East Pasco County, Florida, thence run S 00 degrees 03' 55" W, a distance of 1325.61 feet; thence run N 89 degrees 42' 59" W, a distance of 105.20 feet to a point on the North right-of-way line of Free Fall Avenue; thence run S 00 degrees 03' 65" W, a distance of 60.00 feet to a point on the South right-of-way of Free Fall Avenue and the West right-of-way of Chancey Road and the POINT OF BEGINNING; thence continue S 00 degrees 03' 55" W along said West right-of-way of Chancey Road, a distance of 141.13 feet to a point on a curve to the left, said curve having a central angle of 02 degrees 51' 56", a radius of 2606.48 feet, chord bearing and distance of S 01 degrees 21' 59" E a distance of 130.34 feet; thence run along the arc of said Curve a distance of 130.36 feet; thence leaving said West right-of-way of Chancey Road, run N 89 degrees 42' 27" W a distance of 281.00 feet; thence run N 00 degrees 04' 17" E, a distance of 271.31 feet to the South right-of-way of Free Fall Avenue; thence run S 89 degrees 42' 59" E, along said South Right of Way of Free Fall Avenue, a distance of 277.72 feet to the POINT OF BEGINNING.

and

Record and Return to:
City Clerk's Office
5335 8th Street
Zephyrhills, FL 33542

2. Zephyrhills Municipal Airport Non-Aviation Lease and Operating Agreement between Zephyrhills Municipal Airport Authority, a dependent authority of The City of Zephyrhills, Florida, a municipal corporation, as Lessor, and Pearson Industries, Inc., a Florida corporation, as Lessee, dated September 26, 2005, recorded in O.R. Book 6684, page 326, public records of Pasco County, Florida, upon the following described property, to-wit:

Commencing at the Southeast corner of the Southwest 1/4 of Section 19, Township 23 South, Range 19 East, Hernando County, Florida, (said Southeast corner being a 5/8" iron rod #1344 which is being used by local Surveyors as the true corner); thence North 89° 56' 52" West along the South Boundary of said Southwest 1/4 a distance of 851.41 feet; thence North 00° 03' 08" East, a distance of 50.00 feet to a point of the North Right-of-way line of Runway Drive and the POINT OF BEGINNING; thence North 89° 56' 52" West along said North Right-of-way line a distance of 269.71 feet to a point on a curve concave to the Northeast; thence 271.32 feet along the arc of said curve with the following elements, Delta = 25° 25' 01", Radius = 611.62 feet, Chord and Chord Bearing being North 13° 24' 38" West, 269.10 feet; thence leaving said curve South 90° 00' 00" East, a distance of 445.83 feet to a point on the Westerly Right-of-way line of Topline Way, thence along the said Westerly Right-of-way line the following three calls: South 26° 20' 34" West, a distance of 118.77 feet to the point of curve for a curve concave to the East and having the following elements, Delta = 20° 12' 07", Radius = 325.00 feet, Chord and Chord Bearing being South 16° 14' 30" West, 114.00 feet, thence 114.59 feet along the Arc of said curve to the point of reverse curve; thence 56.51 feet along the arc of a curve concave to the West, said curve having the following elements: Delta = 52° 13' 22", Radius 62.00 feet, Chord and Chord Bearing being South 32° 15' 37" West, 54.57 feet to the Point of Beginning.

A portion of the consideration of this Assignment being that the Assignee assumes all the obligations, agrees to abide by all of the terms, provisions and conditions, and agrees to pay all of the payments described in said Lease now due or to become due, as specified in said Lease.

(WHEREVER used herein the terms "Assignor" and "Assignee" shall include all the parties to this instrument and the heirs, legal representatives and assigns of individuals and the successors and assigns of corporations and are used for singular or plural as context requires.)

IN WITNESS WHEREOF, the Assignor has executed this instrument this 26 day of November, 2008.

Signed in our presence:

PEARSON INDUSTRIES, INC.

Witness

(Printed Name of Witness)

Witness

(Printed Name of Witness)

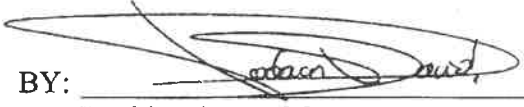
BY:

Samuel R. Pearson, President

ACCEPTANCE

THE foregoing Assignment of Lease is hereby accepted this 26th day of November, 2008.

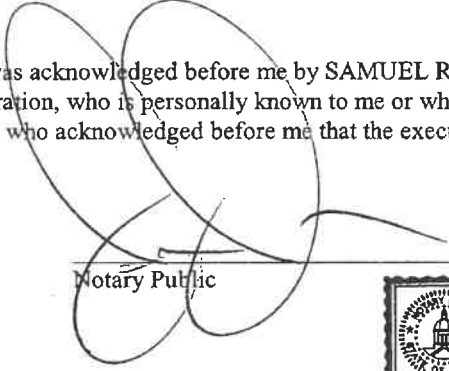
ANGELA LAND, LLC

BY: 

David Padovan, Manager

STATE OF FLORIDA
COUNTY OF HERNANDO

THE foregoing instrument was acknowledged before me by SAMUEL R. PEARSON, as President of PEARSON INDUSTRIES, INC., a Florida corporation, who is personally known to me or who produced a drivers license as identification, this 26th day of November, 2008, and who acknowledged before me that the execution thereof was the act and deed of the corporation.

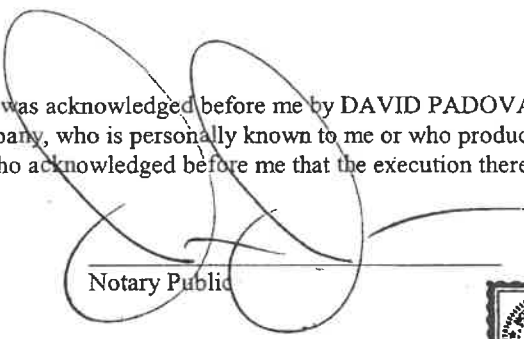

Notary Public

My commission expires:



STATE OF FLORIDA
COUNTY OF HERNANDO

THE foregoing instrument was acknowledged before me by DAVID PADOVAN, as Manager of ANGELA LAND, LLC, a Florida limited liability company, who is personally known to me or who produced a drivers license as identification, this 26th day of November, 2008, and who acknowledged before me that the execution thereof was the act and deed of the company.


Notary Public

My commission expires:



NOTE: ALL DOCUMENTARY STAMPS WHICH ARE DUE FOR THIS CONVEYANCE HAVE BEEN PAID IN HERNANDO COUNTY, FLORIDA.

This Instrument Prepared by:
Darryl W. Johnston, Esq./j3
Johnston & Sasser, P.A.
Post Office Box 997
Brooksville, FL 34605-0997

R



2013214613

Rcpt: 1570584 Rec: 18.50
DS: 0.00 IT: 0.00
12/20/13 D. Bonilla, Dpty Clerk

PAULA S. O'NEIL, Ph.D. PASCO CLERK & COMPTROLLER

12/20/13 11:18am 1 of 2
OR BK 8973 PG 2157

CORRECTIVE

ASSIGNMENT OF LESSEE'S INTEREST IN LEASES

KNOW ALL MEN BY THESE PRESENTS, that PEARSON INDUSTRIES, INC., a Florida corporation, whose mailing address is: 15002 Cortez Boulevard, Brooksville, Florida 34613, ("Assignor"), for and in consideration of the sum of TEN AND NO/100 (\$10.00) DOLLARS, and other good and valuable consideration in hand paid by ANGELA LAND, LLC, a Florida limited liability company, ("Assignee"), whose mailing address is: 5901 Sun Boulevard, Suite 202, St. Petersburg, Florida 33715, at or before the signing of these presents, the receipt whereof is hereby acknowledged, has granted, bargained, sold, assigned, transferred and set over, and by these presents does hereby grant, bargain, sell, assign, transfer and set over unto the said Assignee those certain Leases as follows:

1. Lease Agreement between Zephyrhills Municipal Airport Authority, a dependent authority of The City of Zephyrhills, Florida, a municipal corporation, as Lessor, and Pearson Industries, Inc., a Florida corporation, as Lessee, dated March 9, 1998, recorded in O.R. Book 3958, page 1732, public records of Pasco County, Florida, upon the following described property, to-wit:

A portion of Tract 37, Block B, of ZEPHYRHILLS MUNICIPAL AIRPORT INDUSTRIAL PARK, a replat of that portion of Tracts 37, 38, 39, 42, 43, 53, 54, 55, 58, 59, 60, 69, 70, 71, 75, 76, 85, 86, 91, 92, & 101, being in Section 18, Township 26 South, Range 22 East of "ZEPHYRHILLS COLONY COMPANY LANDS" recorded in Plat Book 1, Page 56, inclusive, Public Records of Pasco County, Florida, being more particularly described as follows:

COMMENCE at the Northeast corner of the Northwest 1/4 of Section 18, Township 26 South, Range 22 East Pasco County, Florida, thence run S 00 degrees 03' 55" W, a distance of 1325.61 feet; thence run N 89 degrees 42' 59" W, a distance of 105.20 feet to a point on the North right-of-way line of Free Fall Avenue; thence run S 00 degrees 03' 65" W, a distance of 60.00 feet to a point on the South right-of-way of Free Fall Avenue and the West right-of-way of Chancey Road and the POINT OF BEGINNING; thence continue S 00 degrees 03' 55" W along said West right-of-way of Chancey Road, a distance of 141.13 feet to a point on a curve to the left, said curve having a central angle of 02 degrees 51' 56", a radius of 2606.48 feet, chord bearing and distance of S 01 degrees 21' 59" E a distance of 130.34 feet; thence run along the arc of said Curve a distance of 130.36 feet; thence leaving said West right-of-way of Chancey Road, run N 89 degrees 42' 27" W a distance of 281.00 feet; thence run N 00 degrees 04' 17" E, a distance of 271.31 feet to the South right-of-way of Free Fall Avenue; thence run S 89 degrees 42' 59" E, along said South Right of Way of Free Fall Avenue, a distance of 277.72 feet to the POINT OF BEGINNING.

and

2. Zephyrhills Municipal Airport Non-Aviation Lease and Operating Agreement between Zephyrhills Municipal Airport Authority, a dependent authority of The City of Zephyrhills, Florida, a municipal corporation, as Lessor, and Pearson Industries, Inc., a Florida corporation, as Lessee, dated September 26, 2005, recorded in O.R. Book 6684, page 326, public records of Pasco County, Florida, upon the following described property, to-wit:

The North 1/2 of the West 288.0 feet of Block D, ZEPHYRHILLS MUNICIPAL INDUSTRIAL PARK EAST, as per plat thereof recorded in plat book 36, page 45, public records of Pasco County, Florida.

A portion of the consideration of this Assignment being that the Assignee assumes all the obligations, agrees to abide by all of the terms, provisions and conditions, and agrees to pay all of the payments described in said Lease now due or to become due, as specified in said Lease.

THIS CORRECTIVE ASSIGNMENT OF LEASES IS GIVEN TO CORRECT THE LEGAL DESCRIPTION OF THE LEASE DESCRIBED IN PARAGRAPH 2, ABOVE.

(WHEREVER used herein the terms "Assignor" and "Assignee" shall include all the parties to this instrument and the heirs, legal representatives and assigns of individuals and the successors and assigns of corporations and are used for singular or plural as context requires.)

IN WITNESS WHEREOF, the Assignor has executed this instrument this 25th day of November, 2013.

Signed in our presence:

PEARSON INDUSTRIES, INC.

Helen M. Crosby
Witness
Helen M. Crosby
(Printed Name of Witness)
Theresa J. Rifino
Witness
Theresa J. Rifino
(Printed Name of Witness)

BY: [Signature]
Samuel R. Pearson, President

OR BK 8973 PG 2158
2 of 2

ACCEPTANCE

THE foregoing Assignment of Lease is hereby accepted this 17th day of December, 2013

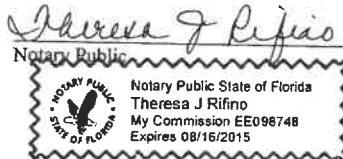
ANGELA LAND, LLC

BY: [Signature]
David Padovan, Manager

STATE OF FLORIDA
COUNTY OF HERNANDO

THE foregoing instrument was acknowledged before me by SAMUEL R. PEARSON, as President of PEARSON INDUSTRIES, INC., a Florida corporation, who is personally known to me or who produced a drivers license as identification, this 25th day of November, 2013, and who acknowledged before me that the execution thereof was the act and deed of the corporation.

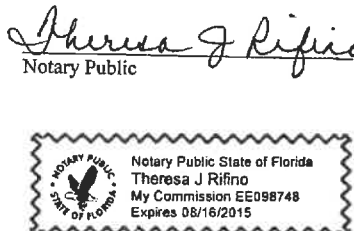
My commission expires: 8-16-2015



STATE OF FLORIDA
COUNTY OF HERNANDO

THE foregoing instrument was acknowledged before me by DAVID PADOVAN, as Manager of ANGELA LAND, LLC, a Florida limited liability company, who is personally known to me or who produced a drivers license as identification, this 17th day of Dec., 2013 and who acknowledged before me that the execution thereof was the act and deed of the company.

My commission expires: 8-16-2015



BUSINESS ITEMS/PUBLIC HEARING 3.1

Second 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 Second 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 second 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 and One Million Two Hundred Eighty Thousand Nine Hundred Twenty-Seven Dollars and No Cents (\$101,280,927).

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 and One Million Two Hundred Eighty Thousand Nine Hundred Twenty-Seven Dollars and No Cents (\$101,280,927).

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

KENNETH M. BURGESS, JR.
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 26, 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 \$101,280,927.

- 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 Attorney

Major Project for FY2023

- SVB Indoor Tennis Facility \$7,415,000 (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)
- SVB Outdoor Tennis Courts \$325,415 (Donated Funds)
- 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
- Planning 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



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

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 and One Million Two Hundred Eighty Thousand Nine Hundred Twenty-Seven Dollars and No Cents (\$101,280,927).

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 and One Million Two Hundred Eighty Thousand Nine Hundred Twenty-Seven Dollars and No Cents (\$101,280,927).
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.

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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

FLORIDA



ANNUAL BUDGET

FISCAL YEAR 2022-2023

CITY OF ZEPHYRHILLS, FLORIDA

ANNUAL BUDGET – FISCAL YEAR 2022-2023

CITY COUNCIL – Elected Officials

Jodi Wilkeson, Council President

Lance Smith, Vice President

Kenneth M. Burgess Jr.

Charles E. Proctor

W. Alan Knight

MAYOR

Gene Whitfield

CITY MANAGER

William C. Poe Jr.

CITY ATTORNEY

Matthew Maggard

APPOINTED OFFICIALS

Airport Manager

Building Official

City Clerk

CRA Director

Finance Director

HR/Risk Management Director

Information Technology Director

Library & Museum Services Director

Planning Director

Police Chief

Public Works Director

Utilities Director

Nathan Coleman

William Burgess

Lori Hillman

Gail Hamilton

Ted Beason

Sandra Amerson

Michael Panak

Open Position

Todd Vande Berg

Derek Brewer

Shane LeBlanc

John Bostic III

Prepared By:

Finance Department

Ted Beason

Jessica Carter

Finance Director

Finance Supervisor



CITY OF ZEPHYRHILLS

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September 26, 2022

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GENE WHITFIELD
Mayor

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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.



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

KENNETH M. BURGESS, JR.
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

Major Project for FY2023

- SVB Indoor Tennis Facility \$7,415,000 (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)
- SVB Outdoor Tennis Courts \$325,415 (Donated Funds)
- 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
- Planning 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

Organizational Chart

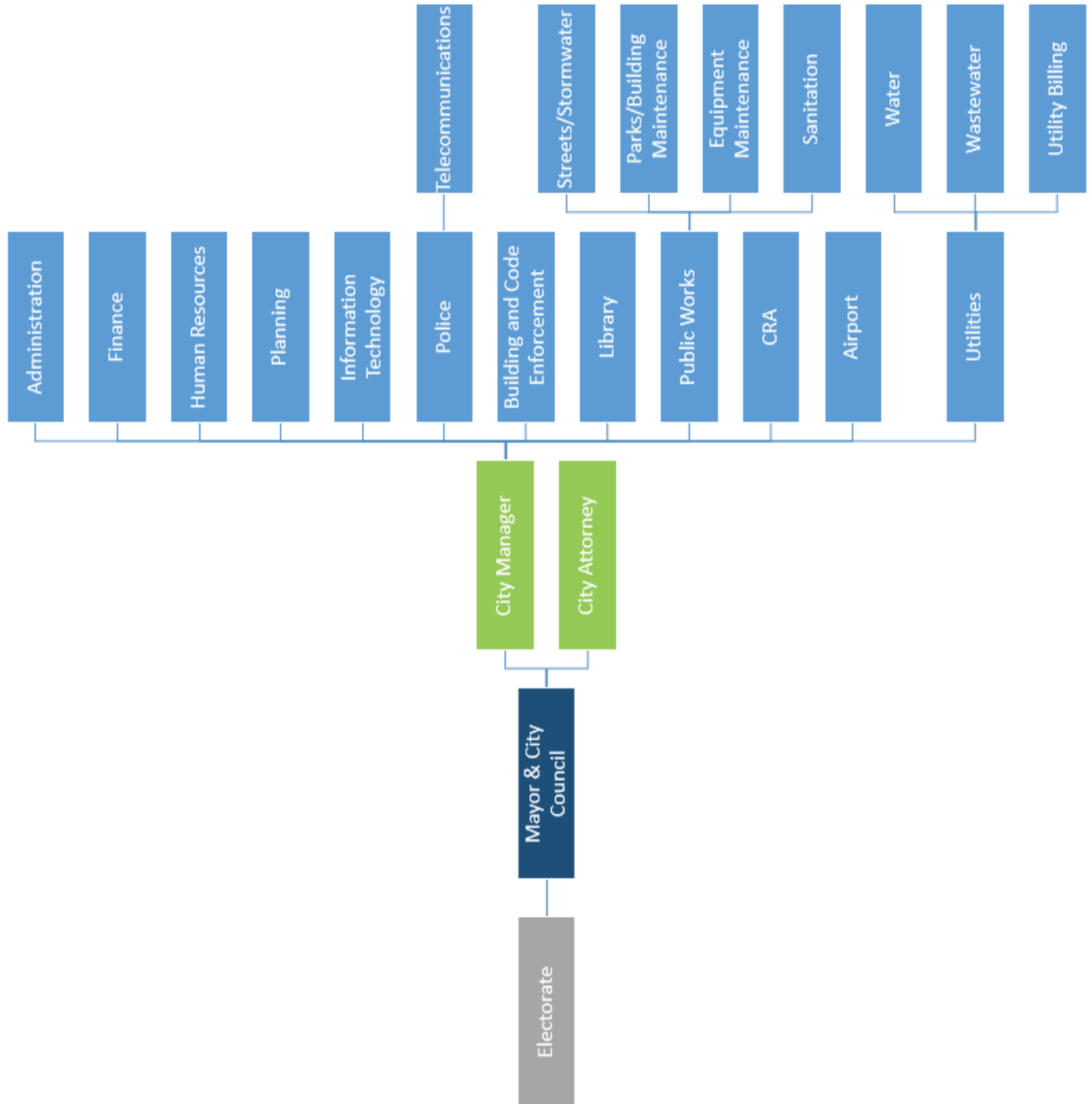


TABLE OF CONTENTS

Organization Chart	2
Table of Contents	3
Executive Summary	5
Budget Process	9
Accounting and Financial Policies	11
Financial Structure	13
Revenue Forecast Methodology	14
FY23 Budget Summary	17
FY23 Budget by Fund, Character, Dept. compared to FY22 Budget by Fund, Dept.	18
General Fund Revenue Section	20
General Fund Expenditure Budget Summary by Character	25
General Fund Expenditure Budget Summary by Department	26
General Fund – City Council	27
General Fund – Administration	29
General Fund – Administration: Economic Development	34
General Fund – Finance	35
General Fund – Human Resources	38
General Fund – Planning	41
General Fund – Information Technology	44
General Fund – Police	47
General Fund – Police: Telecommunications	52
General Fund – Fire	54
General Fund – Building and Code Enforcement	56
General Fund – Library	59
General Fund – Public Works:	62
General Fund – Public Works: Equipment Maintenance	63
General Fund – Public Works: Stormwater	65
General Fund – Public Works: Streets	67
General Fund – Public Works: Parks and Facilities Mgmt	70
Special Revenue Fund Revenue & Budget Summary	73
Special Revenue Fund Expenditure Budget Summary by Character	74
Special Revenue Fund Line-Item Revenue Budget	75
Special Revenue Fund Line-Item Expenditure Budget	76
CRA Fund Overview	78
CRA Fund Revenue & Budget Summary	80
CRA Fund Expenditure Budget Summary by Character	81
CRA Fund Line-Item Revenue Budget	82
CRA Fund Line-Item Expenditure Budget	83

TABLE OF CONTENTS

Impact Fee Fund Revenue & Budget Summary	84
Impact Fee Fund Expenditure Budget by Character	85
Impact Fee Fund Line-Item Revenue Budget	86
Impact Fee Fund Line-Item Expenditure Budget	87
Utility Capacity Fee Fund Revenue & Budget Summary	88
Utility Capacity Fee Fund Expenditure Budget by Character	89
Utility Capacity Fee Fund Line-Item Revenue Budget	90
Utility Capacity Fee Fund Line-Item Expenditure Budget	91
Utility Fund Revenue & Budget Summary	92
Utility Fund Line-Item Revenue Budget	93
Utility Fund Budget Summary by Character	94
Utility Fund Budget Summary by Division	95
Utility Fund Organization Chart	96
Utility Fund-Utility Administration	97
Utility Fund-Utility Billing	100
Utility Fund-Utility Water Division	102
Utility Fund-Utility Wastewater Division	105
Airport Fund Overview	108
Airport Fund Revenue & Budget Summary	110
Airport Fund Line-Item Revenue Budget	111
Airport Fund Budget Summary by Character	112
Airport Fund Line Item Budget	113
Sanitation Fund Overview	115
Sanitation Fund Revenue & Budget Summary	117
Sanitation Fund Line-Item Revenue Budget	118
Sanitation Fund Budget Summary by Character	119
Sanitation Fund Line Item Budget	120
Appendix A-Staffing Summary	122
Appendix B-Capital Project Outlay	126

Executive Summary

Citywide revenues and expenditures at \$101.28 million are \$25.98 million more than the 2022 budget. A summary follows with details provided at the Fund level.

Personnel Services – The 2023 budget funds a 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a 3% increase for health insurance and a \$500 bonus. With the 3% health insurance increase, the City’s personnel increased 8.3% from \$13,465,371 in Fiscal Year 2022 to \$14,583,121 in 2023. The City overall position count can be found under the Staffing Summary in the back of the budget book.

Operating Expenditures – This category increased 11% from \$9,412,639 to \$10,451,599. One factor contributing to this increase is the capital threshold being raised to \$5,000. Items that would typically be charged to capital outlay have been moved to an operating expenditure account. A 9.06% increase in property & casualty and worker’s compensation insurance premium. Also included are funds for rebranding, new IT software purchases, Police Department’s accreditation, CRA master plan, Neptune 360 AMI meter reading software, employee training and the increase cost of gas and oil.

Capital Outlay – The budgeted appropriation in this category increased from \$37,484,267 to \$51,597,054. Significant projects for FY2023 include SVB Indoor Tennis Facility at \$7,415,000, Terminal/Box Hangars/Taxiway \$6,600,000, Hercules Park Construction \$4,410,000, Northside Lift Station & Force Main at \$4,500,000, South Ave Ext. National Guard \$1,940,000, and Sidewalks \$1,400,000. A complete list of capital outlay is located under the Capital Outlay in back of the budget book.

Debt – Total budgeted debt service payments increased by \$110,149 from \$2,665,960 to \$2,776,109. Debt Service includes the annual payments on the state revolving fund loans used to build the wastewater treatment plant which matures in 2028 and 2040; the annual payment for the City hall loan which has a final payment in 2032; and the lease on our AMI Metering System/Software, which has a final payment in 2026.

Contributions – This category increased from \$159,000 to \$224,000. The increases were to historic preservation grants and CRA grant incentives.

GENERAL FUND

The General Fund budget increased \$735,414 from \$15,655,783 to \$16,391,197. This is a result of the 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a 3% increase for health insurance and a \$500 bonus. A 9.06% increase in property & casualty and worker’s compensation insurance premium. The approval of 8 new full time positions and 2 new part time positions.

Revenues

Ad Valorem Tax – The City’s gross taxable value increased from \$946,676,382 at prior year final certification to \$1,110,155,587 – an increase of \$163,479,205. Budgeted ad valorem taxes increased by \$880,724 to \$6,591,549, the millage rate was lowered from 6.3500 to 6.2500.

The City lowered the millage of 6.3500 mills to 6.2500, which is more than the rolled-back rate of 5.8763 mills per \$1,000 assessed property value. Property values are based on the market at the end of 2021. The City of Zephyrhills has a cautiously optimistic outlook for the future. The following table provides a recap of millage levied for the past six years.

	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
Millage Rate (mills per \$1,000)	6.3500	6.3500	6.3500	6.3500	6.3500	6.2500

The Fiscal Year 2022-2023 budgeted revenues include \$216,391 of unspent fund balance carried forward from Fiscal Year 2021-2022.

Expenditures

With a 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a health insurance increase of 3% and a \$500 bonus, personnel costs increased 10.6% by \$1,024,399 from \$9,634,230 to \$10,658,629. Operating expenditures decreased \$413,309 from \$4,798,793 to \$4,385,484 due to decrease in the third year payment due to Pasco County for the Fire Department transfer. Another contributing factor is costing out property & casualty insurance premium to all funds instead of the full cost expended out of the General Fund.

SPECIAL REVENUE FUND

The Special Revenue Fund contains the budget for all City gas taxes, Penny for Pasco which is the 7th penny per dollar of sales tax charged in Pasco County, American Rescue Plan Act funds and awarded State Appropriation funds. All of these funds have special restrictions in how they may be expended. Neither funding source may be used to cover personnel services costs. Allowable use for operating costs is very limited. Mostly, these funds may be used for capital projects or debt related to capital projects. More information on capital projects is available under the Capital Outlay in the back of the budget book.

CRA FUND

The Community Redevelopment Area (CRA) Fund was established in 1998 and is funded through tax increment financing. The dollar value of all real property in the original Community Redevelopment Area was determined as of 1998, also known as the “frozen value”. In 2012, the Community Redevelopment Area district was enlarged. The dollar value of the expansion area was determined as

of 2012 and frozen. The City and the County continue to receive property tax revenues based on the frozen value. These frozen value revenues are available for general government purposes. However, any tax revenues from *increases in real property value*, referred to as “tax increment,” are deposited into the Community Redevelopment Agency Fund and dedicated to the redevelopment area. Property values are increasing in the CRA, resulting in increased revenue for the Community Redevelopment Agency.

IMPACT FEE FUND

The Impact Fee Fund contains the budget for all impact fees collected by the City except for Water and Wastewater Impact fees – also known as connection fees. The collection of impact fees related to new or proposed development assists in paying for a portion of the growth related costs that the development may cause. Current economic conditions have slowed development and the related collection of impact fees. Several capital projects have been budgeted to be paid from impact fee funds. More information is available in Capital Outlay in the back of the budget book.

UTILITY CAPACITY FEE FUND

The Utility Capacity Fee Fund was created in Fiscal Year 2011-2012 to separately account for capacity fees – or connection fees - related to the City’s Utility Fund. These funds may be used to pay for projects related to growth or added capacity and may be used to pay debt on projects related to growth or added capacity. Wastewater connection fee reserves have been budgeted toward wastewater treatment plant debt and water connection fee reserves have been budgeted for qualified water capital projects. More information is available at the back of the budget book in Capital Outlay.

ENTERPRISE FUND – UTILITY FUND

Utility Fund Fiscal Year 2022-2023 expenses increased by \$7,261,113 or 31.9% over Fiscal Year 2021-2022. Major impacts to this year’s budget was the increase of capital projects, Northside Lift Station & Force Main \$4,500,000; City Yard-Utilities Building Redesign \$3,000,000; Water Line Extensions to include Alston to Tucker \$800,000 and Massey Eiland \$800,000; City/County Reclaimed & Water Systems \$2,000,000; South 301 Wastewater Redevelopment \$1,300,000 and Kossick & Fort King Sewer & Water Main Extension \$3,500,000.

Revenues: Operating revenues are budgeted to increase by 22.1% over last year's budget. The increase in operating revenues is due to federal and state grants, ARPA funds and state appropriation funds for several major projects and the growth in newly constructed living units.

Expenses: With a 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a health insurance increase of 3%, and a \$500 bonus contributed to the \$44,849 or 1.8% increase in budgeted personnel services costs. Operating expenses have increased by \$736,262 or 22.1%. Capital purchases and projects, which increased by \$6,539,000, are detailed following each division’s line item budget and in the Capital Outlay at the back of the book. Debt service increased \$110,276 to start paying back SRF loan WW50531.

ENTERPRISE FUND – AIRPORT FUND

The Airport Fund budget increased from \$8,440,931 to \$8,963,569 because of the increase in personnel services and operating expenses.

Revenues: Charges for Services revenues are budgeted \$279,518 or 19.6% more than the previous year. This is primarily due to a projected increase in airport rentals, leases and fuel sales.

Expenses: Airport personnel costs increased with a 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a health insurance increase of 3%, and a \$500 bonus. Operating costs have increased by \$355,525 or 44.8%. This is due to an increase in aeronautical communications with the AWOS yearly maintenance, infrastructure maintenance and the rising cost of fuel. Capital Outlay has increased by \$510,000 due to the costs of the 2 major projects for FY2023. More detail on Airport capital projects is available in the Capital Outlay in the back of the book.

ENTERPRISE FUND – SANITATION FUND

The Sanitation Fund reflects a \$276,640 or 14.1% increase in revenues and expenses for a total 2022-2023 annual budget of \$2,239,670.

Revenues: Budgeted operating revenues increased \$397,249 based on an 8% increase in rates tied to the consumer price index.

Expenses: Personnel costs increased with a 6% pay increase and \$.41 cents for all employees to work towards the \$15.00 minimum wage increase, a health insurance increase of 3%, and a \$500 bonus. Budgeted operating expenses increased from \$415,203 to \$566,577. Capital outlay increased from \$375,500 to \$565,000 as the city is purchasing a front load garbage truck, currotto can cart lift, truck mounted cart tipper, automated truck arm and repainting 2 garbage trucks. More detail on Sanitation capital projects is available in the Capital Outlay in the back of the book.



BUDGET PROCESS

Budget Review and Adoption: The Budget process is a year-long event. The budget for the fiscal year is implemented beginning **October 1** and runs through the fiscal year ending **September 30**. Each year, generally in **December and January**, the City prepares its Audited Financial Statements, which is audited by a firm of independent certified public accountants. These Statements provide the results of the prior year, including comparisons of actual revenues and expenditures to budgeted revenues and expenditures, a form of monitoring budget compliance.

Production of the budget numbers begins in **April and May** with the preparation of the individual department's operating budget and capital outlay requests, while the Finance Director completes preliminary revenue estimates. Capital outlay requests undergo a vigorous review. In **June and July**, the City Manager and Finance Director begin an extensive review process with the respective departments and revise the budget accordingly. At the same time, the Finance Director finalizes revenue estimates and recommends budget revisions to the City Manager.

No later than **July 1**, the County Property Appraiser provides an assessment of the value of all property to the City. Also no later than **August 4**, based on the Property Appraiser's preliminary numbers, the City Council approves the millage certification including tentative millage rate, rolled-back rate, and date, time, and place for the September public hearings and provides budgetary guidance. The tentative millage rate and hearing data is provided to the County Property Appraiser for distribution to City property owners. Upon the City Manager's review and approval, the Finance Director compiles the proposed budget. Budget workshops are held during **August** to discuss and refine the proposed budget. During **September**, in accordance with the timing specified in Florida Law (F.S. 200.065), the budget is adopted at a series of two public hearings. At the same public hearings, ad valorem millage rates required to fund the budget are adopted. The public is invited and encouraged to attend and participate in all work sessions and public hearings.

Budgetary Control: The budget process allows for amendments during the year as conditions warrant. The City Council is authorized to make such changes to the budget as it deems necessary for the proper and economical operation of the City. If, at any time during the fiscal year, the City Manager recommends the re-appropriation of funds not needed for the purpose for which they were appropriated, or the appropriation of any unappropriated cash surplus, the City Council may appropriate such funds to any municipal purpose. An amendment may be initiated by the Finance Director, reviewed and approved by the City Manager, and submitted to the City Council for consideration. With the City Council approval, the fund appropriations are realigned. In addition, the enabling legislation allows the City Manager or Finance Director to transfer part or all of any encumbered appropriated balance among programs and/or broad characters within an operating fund.

Department directors are authorized to move funds within broad characters of its respective divisions and between the same broad characters of divisions in the same fund. Transfers between broad characters or departments must be approved by the City Manager. Transfers may not be made between funds.

Budgetary Basis: Budgets for funds that have formal budgetary integration are prepared in accordance with generally accepted accounting principles. This includes an original appropriation ordinance and any other budget amendments adopted by the City Council. Appropriations for these funds lapse at the end of each fiscal year.

Budgets for governmental funds are adopted using the modified accrual basis of accounting. Revenues are recognized when they become measurable and available. Expenditures are recognized in the period in which the fund liability is incurred (except matured interest on general long-term debt, which is recognized when due). While budgets for the proprietary fund types are not required by generally accepted accounting principles (GAAP) or by state or local law, they are adopted using the modified accrual basis of accounting to provide for comparability with the other funds.



ACCOUNTING AND FINANCIAL POLICIES

Basis of Presentation

The City's accounts are organized by funds or account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for in separate self-balancing accounts which comprise its assets and other debits, liabilities, fund equities and other credits, revenues, and expenditures or expenses. Government resources are allocated to and for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various funds and account groups are reported by generic classification within the budget and other financial statements.

Basis of Accounting and Measurement Focus

Basis of accounting refers to the point revenues and expenditures are recognized in the accounts and relates to the timing of the measurements, regardless of the measurement focus applied. All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized in the period in which they become susceptible to accrual; i.e., when they become measurable and available to pay liabilities of the current period. Ad valorem taxes, special assessments, and charges for services are susceptible to accrual when collected in the current year or within 60 days subsequent to year-end; provided that amounts received pertain to billings through the fiscal year just ended. Intergovernmental revenues, which include state revenue sharing allotments, local government one-half cent sales tax, and county-shared revenue, among other sources, are recorded in accordance with their legal or contractual requirements if collected in the current period or within 60 days after year-end. Interest is recorded when earned. Other miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include principal and interest on long-term debt which is recognized when due.

Enterprise funds are accounted for using the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Unbilled utility service receivables are estimated and recorded at year-end. Fees collected in advance of the period to which they apply are recorded as deferred revenue.

Budget Accounting

State of Florida Statutes requires that all municipal governments establish budgetary systems and approve annual operating budgets. Budgets are adopted consistent with generally accepted accounting principles. The City adopts a non-appropriated operating budget for enterprise funds substantially consistent with generally accepted accounting principles. All appropriations lapse at fiscal year-end unless specifically designated to be carried forward.

Cash and Investments

Cash and investments of each fund, except certain investments in the debt service and enterprise funds, are accounted for in pooled cash and investment accounts with each fund maintaining its proportionate equity in the pool accounts. The use of a pooled cash and investments account enables the Council to invest idle cash for short periods of time, thereby maximizing earnings potential. Income earned from pooling cash and investments is allocated to the respective funds based upon average monthly proportionate balances. The funds are diversified; invested in U.S. Treasury Securities and Agencies, CDs, local government pools, and money market accounts.

Capitalization Threshold

This budget has been prepared with a capitalization threshold of \$5,000.

Interfund Transactions

During the course of normal operations, it is necessary for the City to enter into interfund transactions among its various funds. These transactions consist of one or more of the following types:

- Payments from a fund responsible for the expenditures or expenses to a fund that initially paid the cost to provide a service.
- Operating transfers in and out, as appropriate, for all interfund transactions that are shown as other financing sources or uses.
- All other outstanding balances between funds are reported as “due to/from other funds.”



FINANCIAL STRUCTURE

The City of Zephyrhills utilizes a **fund structure**, whereby a fund is a fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances and changes therein, which are segregated for the purpose of conducting specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. Funds are divided into various types according to the legal restrictions imposed upon them or by their uses. The following fund structure is contained in the budget:

Governmental Funds: Governmental Funds are accounted for on a “spending” or “financial flow” measurement focus. Accordingly, the budgeted fund balances provide an indicator of available, spendable resources.

General Fund - The general fund of a government unit serves as the primary reporting vehicle for current government operations including Police, Fire, Public Works, Library, Planning, Building, Finance and Administration. The general fund accounts for all current financial resources not required by law to be accounted for in another fund.

Special Revenue Funds - The special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditure for specified purposes other than debt service or capital projects. This budget contains four Special Revenue Funds: Special Revenue Fund, CRA Fund, Impact Fee Fund and Utility Capacity Fee Fund.

Proprietary Funds: Proprietary Funds are accounted for on a cost of services or “capital maintenance” measurement focus. Accordingly, assets, liabilities, and net assets included on their balance sheet, and operating statements provide an indication of the economic net worth of the fund.

Enterprise Funds - The enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Enterprise Funds budgeted and included in the document are: Utility Fund, Airport Fund and Sanitation Fund.



REVENUE FORECAST METHODOLOGY

A balanced budget is presented for each of the City's funds. Revenues are estimated, and fund balance is appropriated only to the extent that appropriations exceed estimated revenues. The purpose of detailing forecast methodologies for revenues is to determine the validity of the forecast over time and to utilize the information in making future forecasts.

Revenues are classified pursuant to the uniform classification of accounts prescribed by the State Comptroller's office. The following information provides a fund-by-fund basis for major revenues forecasted in the Fiscal Year 2022-2023 budget:

General Fund

Ad valorem property tax – The specific formula used to budget ad valorem tax revenues is to multiply the approved millage rate of 6.25 per \$1,000 by the aggregate assessed property value (as certified by the County Property Appraiser) less 5%.

$$(1,110,155,587 \times 6.25/1000) \times 95\%$$

The 2022 property value estimate of \$1,110,155,587 represents an increase of \$163,479,205 or 17.3% over the 2021 final taxable value of \$946,676,382. The increase can be attributed to the continued strength of the area's real estate market. The values are based on the market at the end of 2021. The millage rate was lowered from 6.35 mills to 6.25 mills and is 6.4% more than the rolled-back rate as established by the Florida Legislature.

Service and Business Taxes – The analysis of recent trends in this revenue source category indicates revenues have been relatively stable compared to last year.

Permits, Fees & Special Assessments - Includes building and utility permits, development review fees, franchise fees, and other local permits all of which have dropped. Franchise fees from electric and gas utilities are included in this category and remained relatively stable over the past five years.

Intergovernmental Revenues - Includes federal, state, and local grant revenue. *State Shared Revenues* include cigarette tax, half-cent sales tax, and alcoholic beverage licenses.

Charges for Services - Includes payment in lieu of taxes, certification and copy of City documents and records, sale of official maps and publications, recording, inspection, and other user charges.

Fines and Forfeitures - Includes court fines, traffic violations, parking tickets, false alarms, library fines, and other penalties. These estimates are developed from historical data trends, which remain relatively constant from year to year.

Miscellaneous Revenues - Includes interest on investments, rents, sales of surplus property, insurance proceeds from lost or destroyed property, refunds, contributions, and revenues that are not more

properly recorded in other classifications. The revenues in this category are examined based on economic conditions and use a variety of methods to develop good estimates.

Transfers - Includes interfund transfers and administrative overhead allocation charges. Overhead allocations are based on the equitable share of goods and services provided by one City department for another.

Cash Balance Carry Forward – This budgeted item represents a source of revenue previously accumulated in the fund.

Special Revenue Fund

Penny for Pasco – This tax is to be utilized for non-personnel related and non-operating costs such as, but not limited to, the construction costs of renovations, additions or new construction of various government facilities of diverse types and uses; public safety capital assets such as police cars and fire engines; City drainage projects; and City park enhancements or additions. Financing is provided through a local option sales surtax and the interest revenue earned. Voters renewed this local option sales tax slated to expire in late 2014 for an additional 10 years. The current '1 penny' local option sales tax expires in December of 2024.

Intergovernmental Revenues - Includes state and county shared revenues such as the City's share of state collected motor fuel taxes. Historical trend analysis is used in conjunction with state forecasts. The City anticipates and has budgeted for a significant drop beginning Fiscal Year 2014-2015 in County Gas Taxes due to action taken by the County. This may significantly impair the City's ability to fund road maintenance projects.

CRA Fund

Community Redevelopment – The Zephyrhills Community Redevelopment Agency was formed as a special district by Council Resolution number 437 adopted March 9, 1998. This special district is fully dependent on the City and its funding and expenditures. Declining property values have adversely impacted funds available for the Community Redevelopment Agency. The district was enlarged in 2012 to include midtown (US 301 corridor).

Impact Fee Fund

Impact Fees - The collection of impact fees related to new or proposed development assists in paying for a portion of the growth related costs that the development may cause. Current economic conditions have slowed development and the related collection of impact fees.

Utility Capacity Fee Fund

Utility Capacity Fees - May be used to pay Utility Fund debt and used for capital projects related to growth. The City's development activity remains strong.

Enterprise Funds

Charges for Services – Are designed to recover the cost of City services provided to customers. In addition to day to day operating costs, rates are designed to include the costs of maintaining and/or replacing system infrastructure. The projections are calculated by assessing current consumption, adjusting to match historic trend analysis and allowing for changes in assumptions based on growth, fees, and rate increases. Annexations of property with customers in the utility area outside the City have a negative effect on water and sewer revenue, but generate additional revenue for the Sanitation and General Funds.

Utility Fund

A water and wastewater rate study presented to City Council during Fiscal Year 2016-2017 revealed that the City charges the second lowest rates in the area and recommended rate increases be enacted over the next five (5) years. Adequate rates must be charged to ensure costs are covered, system deterioration is prevented and bond covenants are met. The City's citizens can continue to enjoy some of the lowest rates in the area.

Airport Fund

Revenue estimates are developed from historical data trends, which remain relatively constant from year to year. Revenues are primarily from rents, service fees, and fuel sales.

Sanitation Fund

Revenue estimates are developed from historical data trends, which remain relatively constant from year to year. Annexations and a strong rate increase tied to the Consumer Price Index (CPI) have contributed to a substantial increase in budgeted operating revenue.



City of Zephyrhills FY23 Budget Summary

Estimated Revenues	General Fund	Special Revenue Fund	CRA Fund	Imapct Fees Fund	Utility Capacity Fees Fund	Utility Fund	Airport Fund	Sanitation Fund	Total All Funds
Taxes:									
Ad Valorem Taxes	6,591,549		722,466						7,314,015
Sales & Use Taxes		3,531,271							3,531,271
Utility Svc Taxes	3,019,700								3,019,700
Permits, Fees & Special Assessments	3,878,436			740,000	831,000				5,449,436
Charges for Services	67,300					12,653,220	1,705,703	2,215,549	16,641,772
Intergovernmental Revenue	738,856	19,660,601				3,150,000	344,000		23,893,457
Fines & Forfeitures	70,000								70,000
Miscellaneous Revenue	258,451	96,000	1,000	7,400	10,000	1,307,530	28,836	24,121	1,733,338
TOTAL SOURCES	14,624,292	23,287,872	723,466	747,400	841,000	17,110,750	2,078,539	2,239,670	61,652,989
Transfers In	1,550,514					12,341,000	6,885,030		20,776,544
Fund Balances/Reserves/ Net Assets	216,391	10,111,765	657,305	2,290,007	5,000,000	575,926			18,851,394
TOTAL REVENUES, TRANSFERS & BALANCES	16,391,197	33,399,637	1,380,771	3,037,407	5,841,000	30,027,676	8,963,569	2,239,670	101,280,927
EXPENDITURES									
General Government	5,251,153		450,771						5,701,924
Public Safety	6,705,777								6,705,777
Physical Environment	454,349					6,649,078		1,295,535	8,398,962
Transportation	1,220,364						1,645,222		2,865,586
Culture & Recreation	1,641,471								1,641,471
Debt Service		590,180				2,165,267		20,662	2,776,109
TOTAL EXPENDITURES	15,273,114	590,180	450,771			8,814,345	1,645,222	1,316,197	28,089,829
Capital Outlay	773,325	19,368,322	930,000	3,037,407		19,775,000	7,148,000	565,000	51,597,054
Transfers Out	18,740	13,100,000			5,841,000	1,438,331	20,000	358,473	20,776,544
Fund Balances/Reserves/ Net Assets	326,018	341,135					150,347		817,500
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES &	16,391,197	33,399,637	1,380,771	3,037,407	5,841,000	30,027,676	8,963,569	2,239,670	101,280,927

City of Zephyrhills
FY23 Budget by Fund, Character, Department compared
to FY22 Budget by Fund, Department

Fund	Department	FY23 Budget									
		Personnel Services	Operating Expenses	Capital Outlay	Debt Service	Grants & Contributions	Transfers Out	Non-Operating	Dept. Total	FY22 Budget Total	Increase/Decrease
General Fund	City Council	118,968	16,700			74,000			209,668	213,580	(3,912)
	Administration	558,386	447,050				18,740	293,702	1,317,878	1,550,561	(232,683)
	Human Resources	643,615	494,274						1,137,889	1,786,991	(649,102)
	Information Technology	305,075	482,828						787,903	711,172	76,731
	Economic Development		55,000						55,000	105,000	(50,000)
	Finance	418,100	89,660						507,760	439,726	68,034
	Planning	417,697	126,275			100,000			643,972	496,636	147,336
	Police	4,413,865	781,400	40,000					5,235,265	4,392,049	843,216
	Police - Telecommunications	692,565	3,200	163,825					859,590	810,916	48,674
	Fire		814,747						814,747	1,172,732	(357,985)
	Building	737,625	165,900	65,000					968,525	818,963	149,562
	Library	344,338	88,625	36,000				32,316	501,279	474,759	26,520
	Public Works - Equipment Maintenance	340,024	62,325	75,500					477,849	383,757	94,092
	Public Works - Stormwater Management		52,000	50,000					102,000	91,000	11,000
	Public Works - Streets	797,364	423,000	25,000					1,245,364	1,102,915	142,449
	Public Works - Parks & Facilities Management	871,008	337,500	318,000					1,526,508	1,105,026	421,482
	Total	10,658,630	4,440,484	773,325		174,000	18,740	326,018	16,391,197	15,655,783	735,414

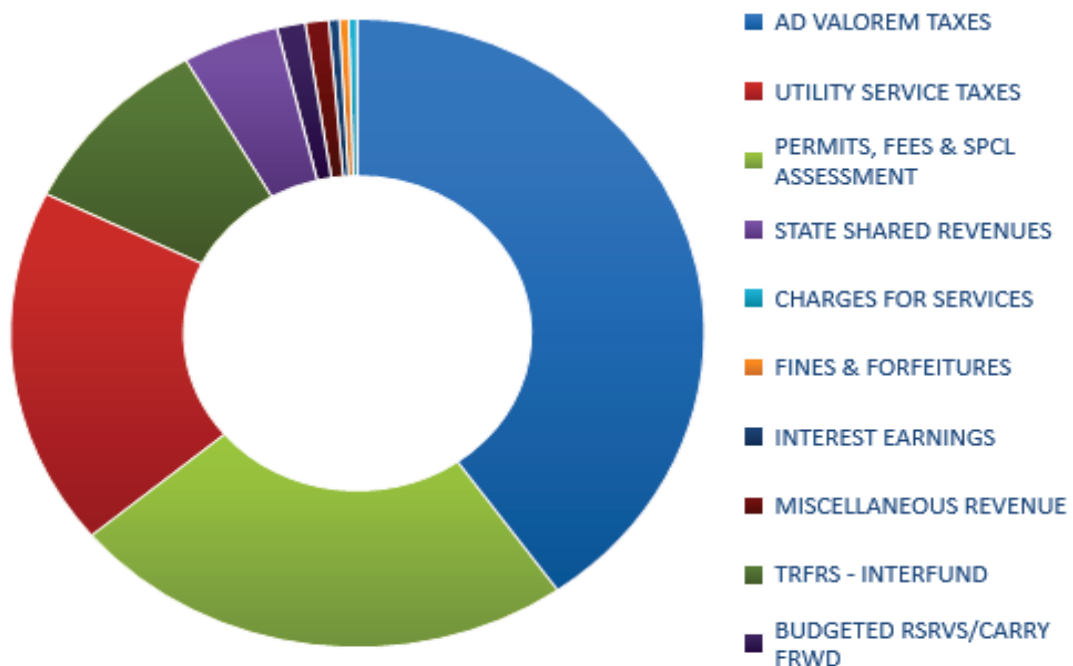
City of Zephyrhills
FY23 Budget by Fund, Character, Department compared
to FY22 Budget by Fund, Department (continued)

Fund	Dept.	FY23 Budget									
		Personnel Services	Operating Expenses	Capital Outlay	Debt Service	Grants & Contributions	Transfers Out	Non-Operating	Dept. Total	FY22 Budget Total	Increase/Decrease
Special Revenue Fund	Total			19,368,322	590,180		13,100,000	341,135	33,399,637	13,154,724	20,244,913
CRA Fund	Total	121,899	278,872	930,000		50,000			1,380,771	879,814	500,957
Impact Fees Fund	Total		3,037,407						3,037,407	6,143,835	(3,106,428)
Utility Capacity Fees Fund	Total						5,841,000		5,841,000	6,292,000	(451,000)
Utility Fund	Admin	232,931	330,293		2,165,267		1,438,331		4,166,822	4,159,092	7,730
	Utility Billing	267,449	904,313	200,000					1,371,762	1,275,286	96,476
	Water	988,219	901,776	6,005,000					7,894,995	6,490,301	1,404,694
	Waste-Water	1,089,627	1,934,470	13,570,000					16,594,097	10,841,884	5,752,213
	Total	2,578,226	4,070,852	19,775,000	2,165,267		1,438,331		30,027,676	22,766,563	7,261,113
Airport Fund	Total	495,409	1,149,813	7,148,000			20,000	150,347	8,963,569	8,440,931	522,638
Sanitation Fund	Total	728,958	566,577	565,000	20,662		358,473		2,239,671	1,963,030	276,641
	Grand Total	3,924,492	6,066,114	50,823,729	2,776,109	50,000	7,657,804	491,482	84,889,731	59,640,897	25,248,834

City of Zephyrhills
General Fund
Revenue Budget Summary by Major Fund Source

Major Fund Source	Budget FY21/22	Budget FY22/23
AD VALOREM TAXES	5,710,825	6,591,549
UTILITY SERVICE TAXES	2,742,700	3,019,700
PERMITS, FEES & SPCL ASSESSMENT	3,624,154	3,878,436
STATE SHARED REVENUES	716,256	738,856
CHARGES FOR SERVICES	26,800	67,300
FINES & FORFEITURES	60,000	70,000
INTEREST EARNINGS	100,000	80,000
MISCELLANEOUS REVENUE	155,176	178,451
TRFRS - INTERFUND	1,792,755	1,550,514
BUDGETED RSRVS/CARRY FRWD	727,117	216,391
Grand Total	15,655,783	16,391,197

EXPENDITURES BY DEPARTMENT



City of Zephyrhills
General Fund Line-Item Revenue Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
OTHER - BUDGETED RESERVES				
	Budgeted Reserves	01000300-300100	0	0
	Budgeted Reserves: Payout of Accum Time	01000300-300100	500,000	0
	Budgeted Reserves: Police	01000300-300100	0	0
	Budgeted Reserves: Federal Equity Sharing	01010300-300100	17,250	10,250
	Budgeted Reserves: CAD Program	01040300-300100	163,825	163,825
	Budgeted Reserves: Library Donations	01050300-300100	46,042	42,316
TOTAL OTHER - BUDGETED RESERVES			727,117	216,391
AD VALOREM TAXES				
	Property Taxes	01000311-311000	5,710,825	6,591,549
TOTAL AD VALOREM TAXES			5,710,825	6,591,549
UTILITY SERVICE TAXES				
	Electric	01000314-314100	2,044,000	2,168,000
	Communications Service Tax	01000315-315000	608,000	730,000
	LP Gas	01000314-314800	29,700	29,700
	Business Tax	01000316-316000	61,000	92,000
TOTAL UTILITY SERVICE TAXES			2,742,700	3,019,700

City of Zephyrhills
General Fund Line-Item Revenue Budget
(continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
PERMITS FEES SPCL ASSESSMENTS				
	Building Permits	01000322-322000	800,000	700,000
	Electric Franchise Fee	01000323-323100	1,571,000	1,790,000
	Gas	01000323-323400	3,500	6,000
	Plans Review-Fire	01000329-329004	5,600	5,600
	Inspections-Fire	01000329-329006	3,800	3,800
	Permits-Fire	01000329-329008	18,500	18,500
	False Security Alarms-Police	01000329-329011	4,000	4,000
	Safety Inspections	01000329-329200	400	400
	Alcoholic Beverage License	01000335-335150	15,000	17,000
	Local Government Half-Cent Tax	01000335-335180	1,202,354	1,333,136
TOTAL PERMITS, FEES & SPCL ASSESSMENTS			3,624,154	3,878,436
STATE SHARED REVENUES				
	Municipal Revenue Sharing	01000335-335120	526,256	604,856
	State Appropriation - Tennis Center		0	0
	State Appropriation - CPP Grant	01000334-334110	35,000	0
	Mobile Home License	01000335-335140	155,000	134,000
TOTAL STATE SHARED REVENUES			716,256	738,856
LOCAL SHARED REVENUES				
	County Occupational Licenses	01000343-338200	0	0
TOTAL LOCAL SHARED REVENUES			0	0

City of Zephyrhills
General Fund Line-Item Revenue Budget
(continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
CHARGES FOR SERVICES				
	Building Administrative Fees	01000341-341200	14,500	10,000
	Code Enforcement Mowing	01000343-343900	10,000	10,000
	Library Income (Fines, Donations,	01000352-352100	2,000	2,000
	ZPD Extra Duty Assignment	01000341-341201	0	40,000
	ZPD MOU Operation Stonegarden	01000341-341202	0	5,000
	Airport Venue	01000347-347510	0	0
	Intergovernmental Services	01000349-349100	300	300
TOTAL CHARGES FOR SERVICES			26,800	67,300
FINES & FORFEITURES				
	Fines and Forfeitures	01000351-351100	60,000	66,000
	Police Education \$2	01000351-351300	0	4,000
TOTAL FINES & FORFEITURES			60,000	70,000
INTEREST EARNINGS				
	Interest Income - General	01000361-361100	100,000	80,000
TOTAL INTEREST EARNINGS			100,000	80,000
MISCELLANEOUS REVENUE				
	Library Income Sales Taxable	01000369-369930	200	200
	Building Rentals & Leases	01000362-362200	23,000	0
	City's 5% Admin Fee Police/Fire Impact Fee	01000341-341303	12,500	12,500

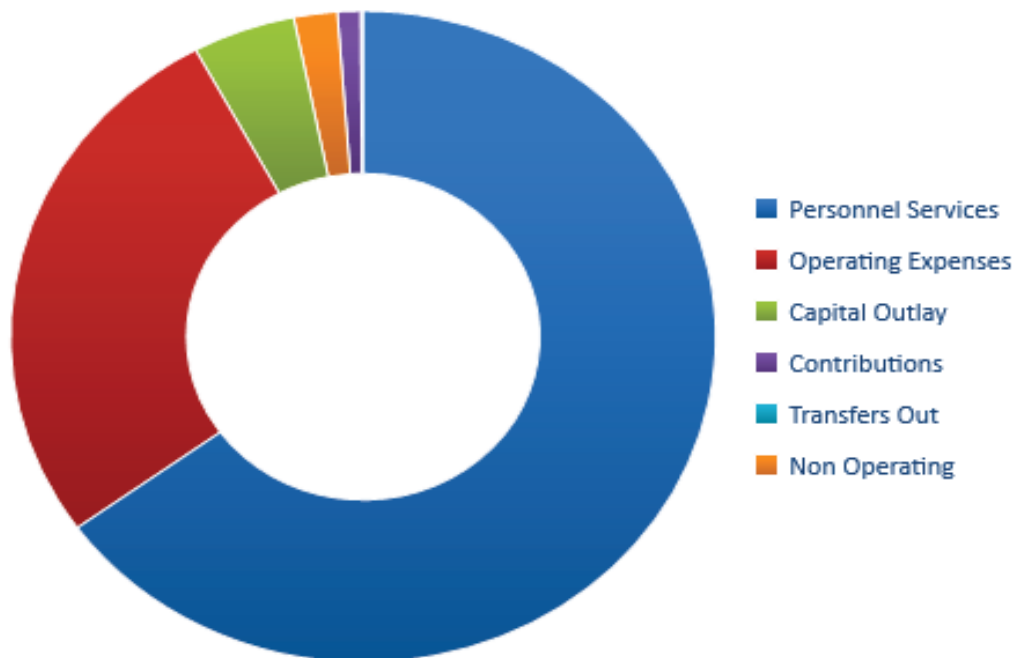
City of Zephyrhills
General Fund Line-Item Revenue Budget
(continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	City's 1% Collection Fee - Trans. Impact	01000341-341301	0	6,000
	SIF 1 or 2 1/2% Admin Fee	01000341-343202	0	15,000
	Cemetery Sales	01000364-364100	25,000	25,000
	Surplus Property Sales	01000364-364400	10,000	10,000
	Sale of Surplus Materials and Scrap	01000365-365000	1,000	1,000
	Tree Mitigation	01110329-329110	0	20,000
	Miscellaneous Revenue	01000369-369900	50,000	44,816
	FDOT Street Lighting Reimbursement	01000369-369905	33,476	43,935
	Vending Machine Income	01000369-369910	0	0
	Pasco County School Board	01000342-342101	0	0
TOTAL MISCELLANEOUS REVENUE			155,176	178,451
TRANSFERS IN - INTERFUND				
	Transfer fr Utility (Administration)	01000341-341341	1,372,755	1,203,481
	Transfer fr Airport (Administration)	01000341-341342	20,000	20,000
	Transfer fr Sanitation (Administration)	01000341-341343	400,000	327,033
	Transfer fr Special Revenue	01000381-381010	0	0
	Transfer fr Impact Fees	01000381-381012	0	0
TOTAL TRFRS - INTERFUND			1,792,755	1,550,514
Total General Fund Revenue Budget			15,655,783	16,391,197

**City of Zephyrhills
General Fund
Expenditure Budget Summary by Character**

	Budget FY21/22	Budget FY22/23
Personnel Services	9,634,230	10,658,630
Operating Expenses	4,813,751	4,440,484
Capital Outlay	376,525	773,325
Contributions	184,000	174,000
Transfers Out	18,740	18,740
Non Operating	628,537	326,018
Total	15,655,785	16,391,197

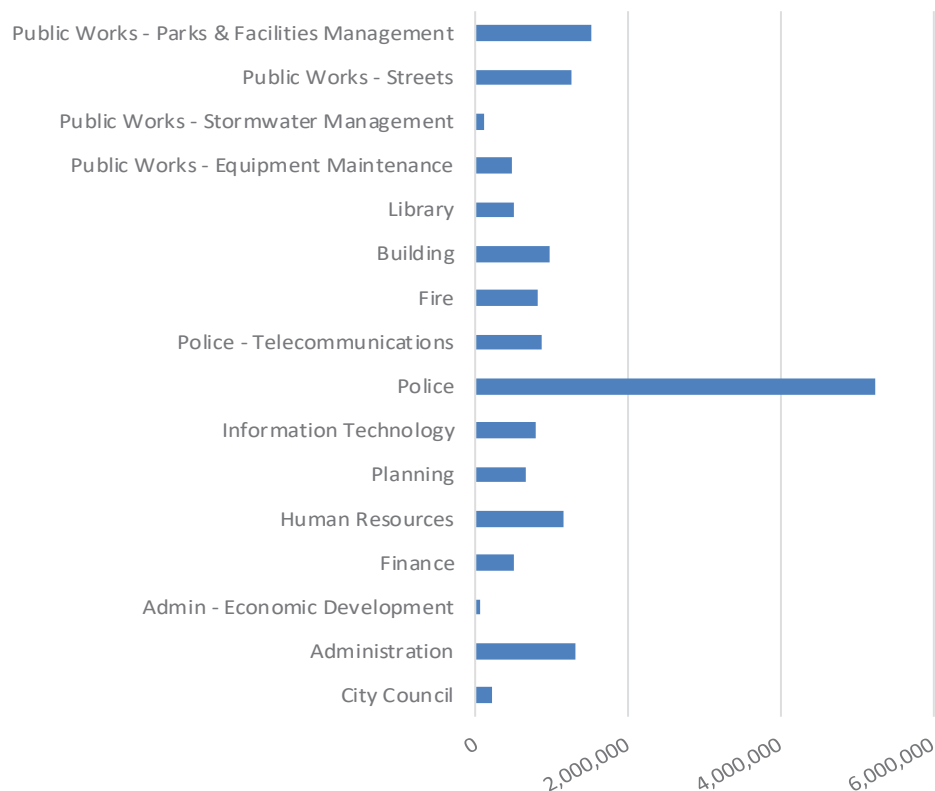
Expenditures by Character



City of Zephyrhills
General Fund
Expenditure Budget Summary by Department

Department	Budget FY21/22	Budget FY22/23
City Council	213,580	209,668
Administration	1,550,561	1,317,878
Admin - Economic Development	105,000	55,000
Finance	439,726	507,760
Human Resources	1,786,991	1,137,889
Planning	496,636	643,972
Information Technology	711,172	787,903
Police	4,392,049	5,235,265
Police - Telecommunications	810,916	859,590
Fire	1,172,732	814,747
Building	818,963	968,525
Library	474,759	501,279
Public Works - Equipment Maintenance	383,757	477,849
Public Works - Stormwater Management	91,000	102,000
Public Works - Streets	1,102,915	1,245,364
Public Works - Parks & Facilities Management	1,105,026	1,526,508
Total	15,655,783	16,391,197

EXPENDITURES BY DEPARTMENT



City of Zephyrhills General Fund Department Overview City Council

The Mayor and City Council serve as representatives of the electors of the City of Zephyrhills and are responsible for establishing the direction and policies of all affairs of the City.

Their primary duties include exercising legislative leadership and policy to promulgate the laws and ordinances of the City, approving an annual budget to provide for the needs and services of the City, setting policy and direction for the various functions of City government, and appointing citizens to serve on various advisory boards and committees.

In May of 2002, City Council adopted a mission statement that best represents the City's objectives as a local governmental entity:

"Zephyrhills is a friendly community which respects and embraces its past and heritage, values the diversity of its residents, and encourages economic growth and development while retaining its small town, neighborly charm."



City Clerk Hillman, Council Vice President Smith, Councilman Knight, Council President Wilkeson, Mayor Whitfield, Councilman Burgess, Councilman Proctor, and City Manager Poe

City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
City Council (continued)

	FY21/22	FY22/23
Mayor	1	1
City Council	5	5
Total Elected Officials	6	6

ACCOUNT NAME		ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Council/Mayor Compensation	01001100-511000	37,000	39,400
	Fica Taxes	01001100-521100	2,232	2,443
	Medicare Taxes	01001100-521200	522	571
	Group Health	01001100-523000	73,326	75,526
	Worker's Compensation	01001100-524000	0	1,028
Total Personnel Services			113,080	118,968
Operating Expenditures				
	Telephone/Communications	01001100-541000	2,000	2,200
	Office Supplies	01001100-551000	500	500
	Operating Supplies	01001100-552000	1,000	1,000
	Memberships/Dues	01001100-554200	3,000	3,000
	Training	01001100-555500	10,000	10,000
Total Operating Expenditures			16,500	16,700
Contributions				
	Contribution to Chamber of Commerce	01001100-582100	10,000	10,000
	Contribution to YMCA	01001100-582200	40,000	40,000
	Scholarships	01001100-582400	20,000	10,000
	Youth Sports Grants	01001100-582450	14,000	14,000
Total Contributions			84,000	74,000
Total City Council			213,580	209,668

City of Zephyrhills General Fund Department Overview Administration

Administration includes the Offices of the City Manager, the City Clerk, and the City Attorney.

The City Manager serves at the pleasure of City Council as the City's Chief Administrative Officer. The City Manager is responsible for administering policies established by City Council and overseeing the City's day-to-day activities to provide effective delivery of all municipal services and programs. The City Manager presents recommendations to City Council for policy adoption through ordinance and/or resolution; maintaining a well-trained and motivated workforce; developing and implementing a fiscally responsive annual budget; and delivering a sound public relations program that emphasizes a transparent government operation.

The City Clerk's Office maintains, records and preserves all official documents and proceedings of the City Council and serves as the Records Management Liaison Officer to the state of Florida archives; maintaining, storing, and disposing of the City's public records in accordance with Florida Statutes.

The City Clerk administers oaths; is the custodian of the City seal and authenticates by signature and records all official legislative actions of City Council, and countersigns all contracts made on behalf of the City. The City Clerk provides public notices, prepares and distributes City Council agendas and minutes, provides access to public records, and coordinates the codification and publication of the City's Code of Ordinances.

The City Clerk's Office qualifies candidates and manages municipal elections, administers sales at Oakside Cemetery and coordinates rentals for the Alice Hall Community Center. The City Clerk's Office provides support services to the Mayor, City Council, City Manager, and City staff. The City Clerk's Office is dedicated to continuing the preservation of the City's history.

The City Clerk is the **custodian of public records**, provides research of the official records for citizens and other departments upon request, in compliance with Florida Public Records Law, and allows for the inspection and examination by any person, at any reasonable time, under reasonable conditions and under the supervision of the City Clerk's Office (F.S. Chapter 119).

The City Attorney (independent contractor), provides legal counsel to the Mayor, City Council and staff of the City and attends City Council meetings and workshops. The City Attorney represents the City in litigation, collects delinquent taxes, forecloses liens upon real property, prosecutes code enforcement violations, and is the legal advisor to the police and fire departments. The City Attorney prepares/reviews all resolutions, ordinances, contracts, and legal agreements.

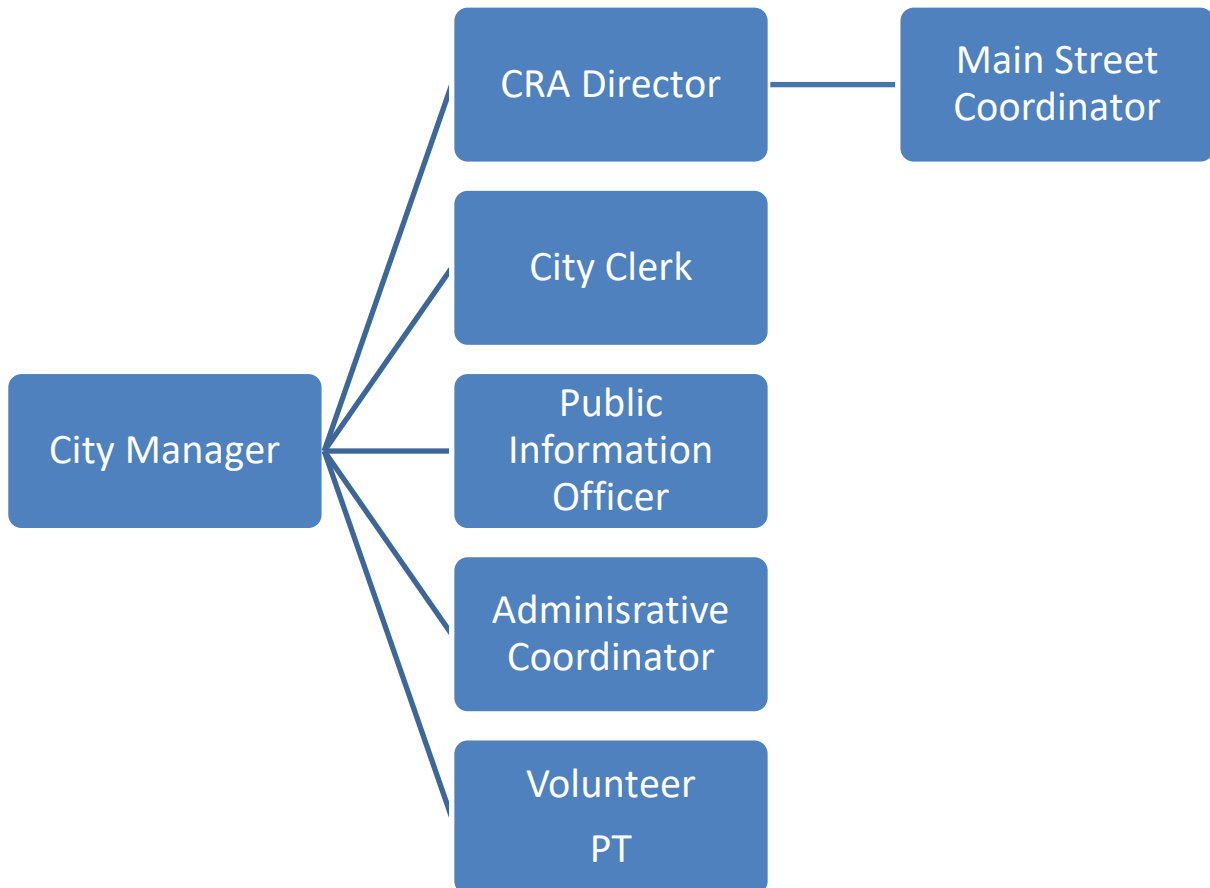
Economic Development falls under Administration. Some Economic Development functions are outsourced in part to the Chamber of Commerce and to the Pasco Economic Development Council (PEDC).

City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Administration (continued)



City of Zephyrhills
General Fund Organizational Overview
Administration (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
		City Manager *	1	1
	Z-25	City Clerk *	1	1
	Z-23	Public Information Officer *	1	1
	Z-17	Main Street Event Coordinator	1	1
	Z-17	Administrative Coordinator	0	1
	Z-07	Volunteer PT	0	2
Total: Administration			4	7



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Administration (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001200-512000	303,010	387,131
	Overtime Adminstration	01001200-514000	0	500
	Fica Taxes	01001200-521100	18,787	24,002
	Medicare Taxes	01001200-521200	4,394	5,613
	Retirement Contributions	01001200-522100	62,192	79,173
	Group Health	01001200-523000	94,893	61,313
	Worker's Compensation	01001200-524000	0	654
Total Personnel Services			483,276	558,386
Operating Expenditures				
	Elections	01001200-530000	6,000	7,000
	City Attorney	01001400-531000	95,000	95,000
	Additional Legal Services	01001200-531050	20,000	20,000
	Medical Services	01001200-531200	200	200
	Professional Services	01001200-531500	25,000	70,000
	Credit Card Processing Fees	01001200-533000	3,400	4,000
	Contractual Services	01001200-534000	10,000	15,500
	Ordinance Codification	01001200-537000	9,000	10,000
	Property Taxes	01001200-538000	250	250
	Telephone	01001200-541000	2,600	2,600
	Freight and Postage Services	01001200-542000	1,000	1,000
	Electric	01001200-543000	40,000	47,000
	Water & Sewer Expense	01001200-543300	6,800	6,500
	Refuse Removal	01001200-543400	2,500	2,500
	Leases and Rentals	01001200-544000	2,000	7,500
	Copy Machine Leases	01001200-544500	5,000	5,000
	Repair & Maintenance-Bldg.	01001200-546010	4,500	4,500
	Repair & Maintenance-Equip.	01001200-546100	1,000	1,000
	Repair & Maintenance-Vehicles	01001200-546200	1,000	1,500
	Marketing/Publicity	01001200-548000	85,000	75,000

City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Administration (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Legal Ads	01001200-549000	4,000	6,600
	Office Supplies	01001200-551000	2,000	2,000
	Operating Supplies	01001200-552000	8,000	6,000
	Gas & Oil	01001200-552700	1,300	2,400
	Retirement & Empl Celebrations	01001200-552800	15,000	25,000
	Books & Subscriptions	01001200-554000	500	500
	Memberships/Dues	01001200-554200	5,000	6,000
	Training	01001200-555500	9,000	10,000
	Tuition Reimbursement	01001200-555600	15,000	12,500
Total Operating Expenditures			380,050	447,050
Capital Outlay				
	Machinery and Equipment	01001200-564000	30,000	0
Total Capital Outlay			30,000	0
Contributions				
	Historic Preservation	01001200-582500	50,000	0
Total Contributions			50,000	0
Non Operating Expenditures				
	Transfer to Airport Yard Rental	01001200-591420	18,740	18,740
	Contingency	01001200-599100	588,495	293,702
Total Non Operating Expenditures			607,235	312,442
Total Administration			1,550,561	1,317,878

City of Zephyrhills
General Fund Division Overview
Administration: Economic Development

It is the mission of the Economic Development Department to provide an environment that enhances communication with our economic development community partners, which include Main Street, the Chamber of Commerce, Pasco Economic Development Council, and Pasco County. This coalition of partners shall work together to retain, expand, and attract new businesses through marketing, assistance in site selection, and offering incentives when available. Implement key aspects of the City of Zephyrhills economic development goals and community redevelopment plan.

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Operating Expenditures			
	Contractual Services	01005200-534000	50,000	50,000
	Marketing	01005200-548000	5,000	5,000
	Total Operating Expenditures		55,000	55,000
	Grant & Aid			
	Economic Development Grants	01005200-582700	50,000	0
	Total Grants & Aid		50,000	0
	Total Economic Development		105,000	55,000

City of Zephyrhills General Fund Department Overview Finance

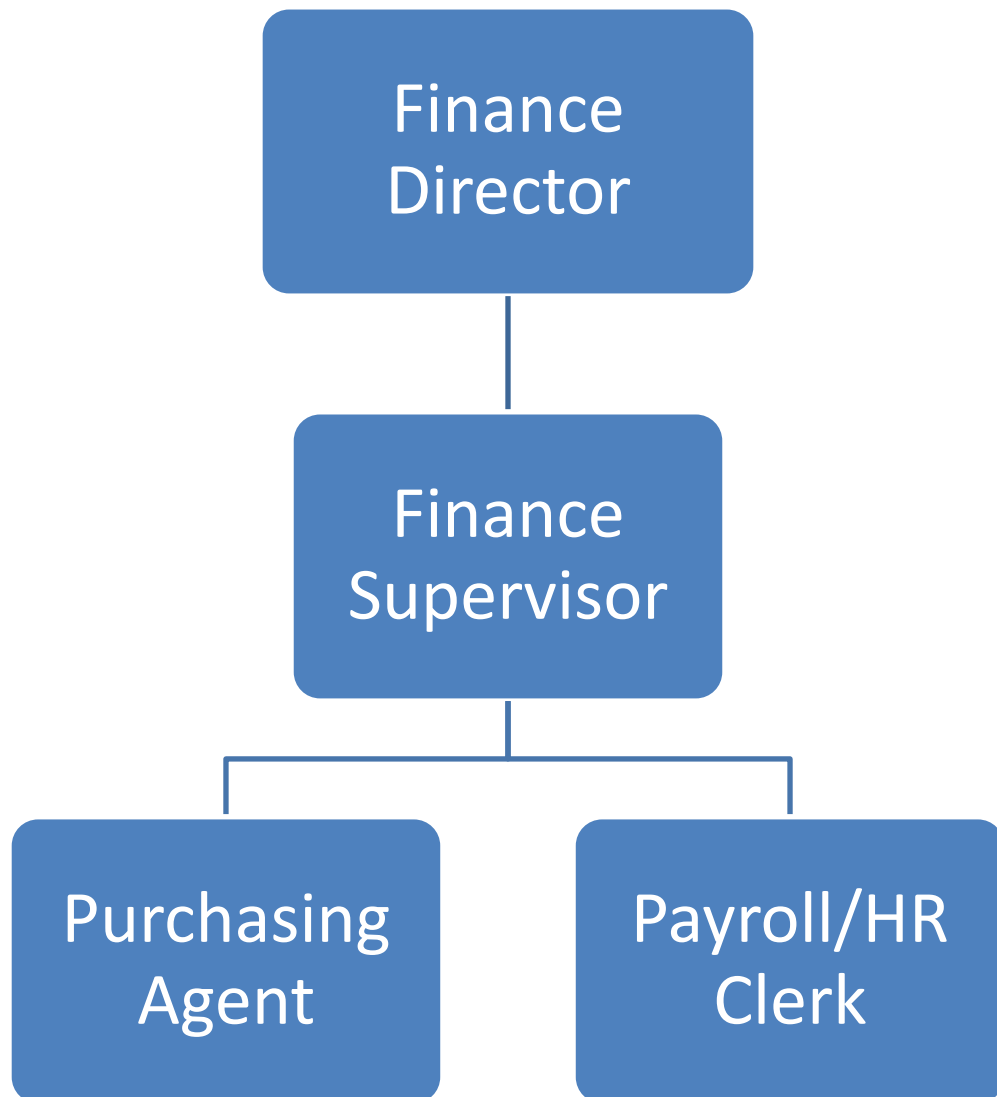
It is the mission of the Finance Department to account for all transactions of the City using generally accepted accounting principles, to develop, prepare, coordinate, and deliver the annual operating budget, to prepare the Comprehensive Annual Financial Report, schedule the annual audit, to oversee procurement functions, to maintain debt compliance, to maintain fiscal responsibility, and to provide quality information in a timely manner, while maintaining the highest level of ethical professional standards.

The Finance Department is responsible for the proper accounting of all City funds and compliance with all applicable regulations and law as they pertain to fiscal matters. Routine duties include payroll, accounts payable, accounts receivable, fund accounting, single audit reporting and disclosure, Comprehensive Annual Financial Report (CAFR) preparation, centralized purchasing, preparation of applicable State and Federal reports, capital asset reporting, periodic financial reports to management, administering debt service, investment of City funds, and development, preparation, implementation, and control of the approved budget. The department also assists other departments with financial issues that arise during the year.



City of Zephyrhills
General Fund Organizational Overview
Finance (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-33	Finance Director *	1	1
	Z-25	Finance Supervisor *	1	1
	Z-16	Purchasing Agent/Accounting Specialist	1	1
	Z-13	Payroll-HR Clerk	1	1
Total: Finance			4	4



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Finance (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001350-512000	244,040	259,950
	Fica Taxes	01001350-521100	15,130	16,117
	Medicare Taxes	01001350-521200	3,539	3,769
	Retirement Contributions	01001350-522100	46,282	53,432
	Group Health	01001350-523000	81,935	84,393
	Worker's Compensation	01001350-524000	0	439
Total Personnel Services			390,926	418,100
Operating Expenditures				
	Medical Services	01001350-531200	150	50
	Professional Services	01001350-531500	0	15,000
	Auditing	01001350-532000	41,000	55,000
	Telephone	01001350-541000	800	800
	Freight and Postage Services	01001350-542000	100	60
	Office Supplies	01001350-551000	1,000	1,000
	Operating Supplies	01001350-552000	2,000	8,000
	Books & Subscriptions	01001350-554000	250	250
	Memberships/Dues	01001350-554200	500	3,500
	Training	01001350-555500	3,000	6,000
Total Operating Expenditures			48,800	89,660
Total Finance			439,726	507,760

City of Zephyrhills

General Fund Department Overview

Human Resources

Performance Highlight

Purpose

Human Resources is a division of Administration that falls under the direction of the HR/Risk Management Director. HR duties include managing employee benefits, processing employee personnel actions, hiring practices, overseeing the drug free workplace program, administering the Federal Medical Leave Act (FMLA), ensuring ADA compliance, participating in Union negotiations, encouraging employee wellness and engagement, and ensuring equitable standards for all City employees. The department maintains all personnel files and provides training and educational opportunities to promote career growth within the City.

The City's Risk Management (RM) responsibilities falls under HR. RM handles the City's worker's compensation program as well as all property, casualty, airport, pollution, and liability insurances. All claims are processed through HR where coordination with carriers, adjusters, and legal counsel occurs. RM also provides direction on safety efforts to reduce litigation, accidents, injuries, and incidents.

Goals & Objectives

- 2nd Annual Chili Cook Off Competition
- HR webpage re-design
- Revise the City's Employee Policy & Procedure Manual
- Revise the City's Employee Safety Manual
- Implement safety committee and safety culture
- Launch an online applications portal
- Continued updating of job descriptions and job bulletins
- Annual employee events
- Continued recruitment
- Providing evolving trainings

INSPIRATION

Great things in business
are never done by one
person. They're done by a
team of people.

-Steve Jobs

VISION

Working together
to encourage
exceptional performance
and development.

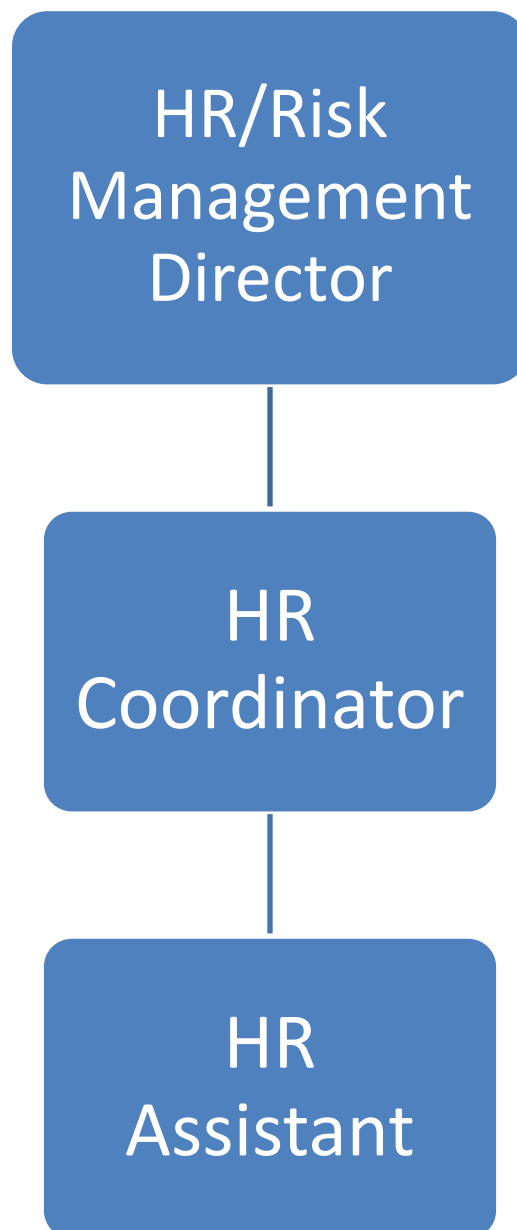
MISSION

To inspire, engage,
and retain a diverse
team of employees
committed to provide
quality service.



City of Zephyrhills
General Fund Organizational Overview
Human Resources (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-30	HR/Risk Management Director *	1	1
	Z-21	Human Resources Coordinator	1	1
	Z-16	Human Resources Assistant	1	1
Total: Human Resources			3	3

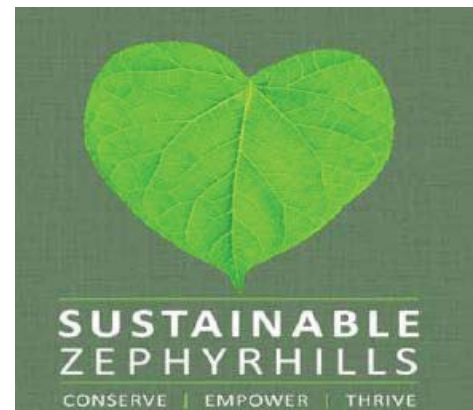


City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Human Resources (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001370-512000	161,537	176,840
	Fica Taxes	01001370-521100	10,015	10,964
	Medicare Taxes	01001370-521200	2,342	2,564
	Retirement Contributions	01001370-522100	31,307	37,270
	Group Health	01001370-523000	51,751	34,712
	Group Health Ins-Retirees	01001370-523100	359,786	365,183
	Group Life	01001370-523500	9,000	9,000
	Worker's Compensation	01001370-524000	199,064	7,082
Total Personnel Services			824,802	643,615
Operating Expenditures				
	Medical Services	01001370-531200	2,700	2,765
	Professional Services	01001370-531500	18,000	20,000
	Telephone	01001370-541000	1,400	1,400
	Freight and Postage Services	01001370-542000	550	750
	Copy Machine Leases	01001370-544500	1,800	1,800
	Property and Casualty Ins	01001370-545000	921,339	446,159
	Recruiting Advertising	01001370-549100	1,000	1,500
	Office Supplies	01001370-551000	800	800
	Operating Supplies	01001370-552000	4,000	4,000
	Safety Committee	01001370-554100	1,100	1,100
	Memberships/Dues	01001370-554200	1,000	1,500
	Health & Wellness Training	01001370-555550	3,500	5,000
	Training	01001370-555500	5,000	7,500
Total Operating Expenditures			962,189	494,274
Total Human Resources			1,786,991	1,137,889

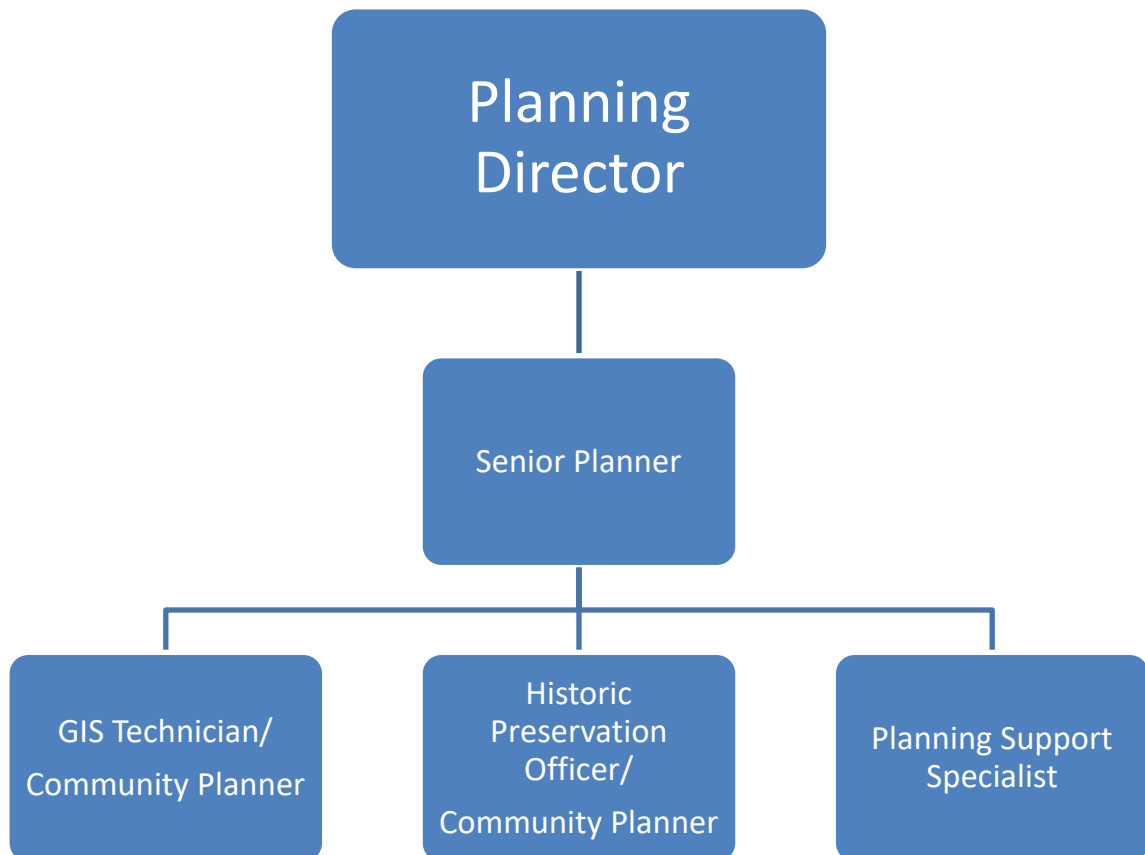
City of Zephyrhills General Fund Department Overview Planning

The Planning Department advises the City Manager, City Council, the business community and the general public on general planning and regulatory development issues. The Planning Department is committed to providing the community with high-quality, proactive services and programs to enhance the quality of life of the City's residents, businesses and visitors, and to promote a well designed, sustainable, physically integrated, livable and economically diverse and prosperous community.



City of Zephyrhills
General Fund Organizational Overview
Planning (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-31	Planning Director *	1	1
	Z-26	Senior Planner *	1	1
	Z-19	GIS Technician/Community Planner	1	1
	Z-19	Historic Preservation Officer/Community Planner	1	1
	Z-12	Planning Support Specialist	0	1
Total: Planning			4	5



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Planning (continued)

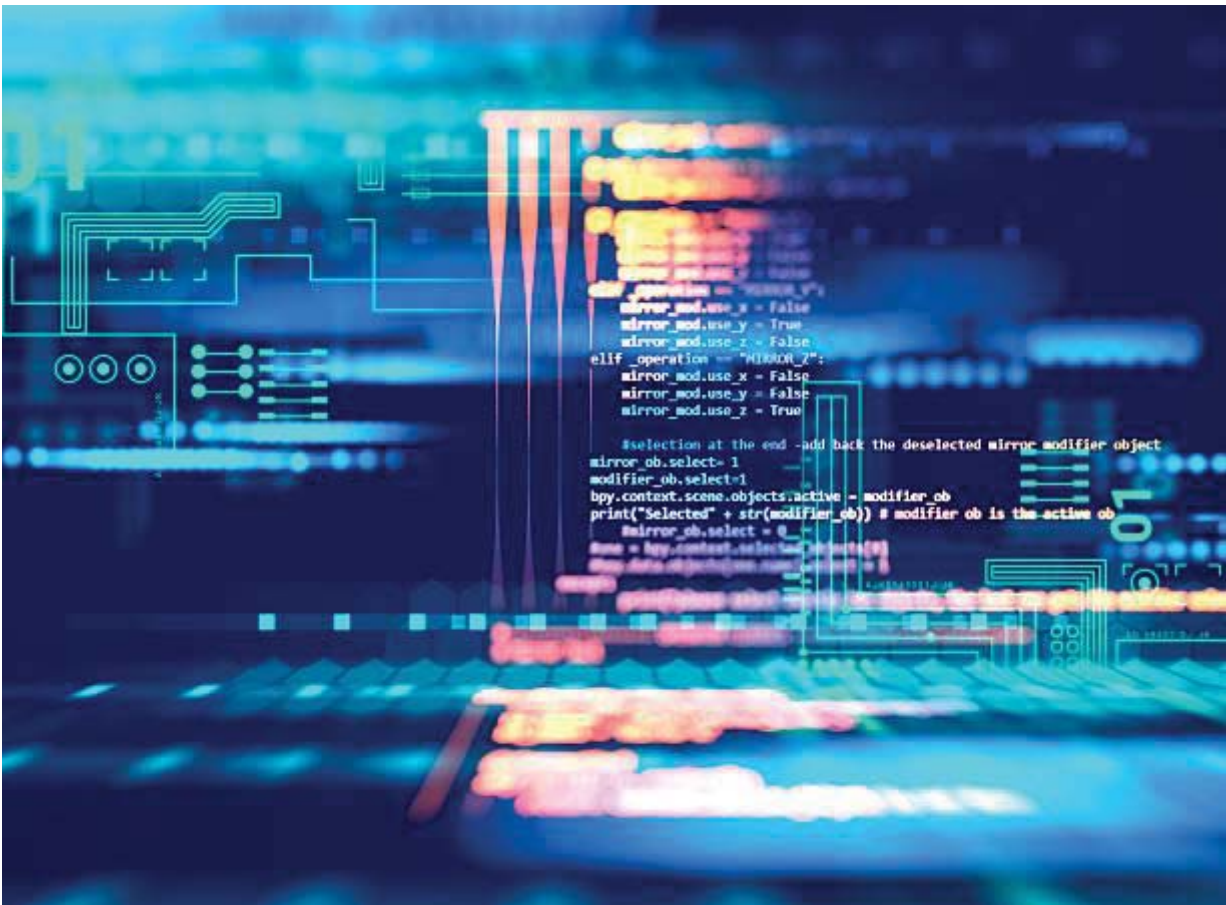
	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001500-512000	259,417	314,182
	Fica Taxes	01001500-521100	16,084	19,479
	Medicare Taxes	01001500-521200	3,762	4,556
	Retirement Contributions	01001500-522100	35,121	44,238
	Group Health	01001500-523000	43,877	34,712
	Worker's Compensation	01001500-524000	0	530
Total Personnel Services			358,261	417,697
Operating Expenditures				
	Medical Services	01001500-531200	75	75
	Professional Services	01001500-531500	110,000	100,000
	Contractual Services	01001500-534000	0	500
	Telephone	01001500-541000	2,000	2,000
	Freight and Postage Services	01001500-542000	250	250
	Copy Machine Leases	01001500-544500	5,000	2,500
	Repair & Maintenance-Vehicles	01001500-546200	2,000	2,000
	Legal Ads	01001500-549000	1,500	1,500
	Office Supplies	01001500-551000	400	400
	Operating Supplies	01001500-552000	400	0
	Sustainability Program	01001500-552650	5,000	5,000
	Gas & Oil	01001500-552700	300	300
	Books & Subscriptions	01001500-554000	200	500
	Memberships/Dues	01001500-554200	1,750	1,750
	Training	01001500-555500	9,500	9,500
Total Operating Expenditures			138,375	126,275
Contributions				
	Historic Preservation	01001500-582500	0	100,000
Total Operating Expenditures			0	100,000
Total Planning			496,636	643,972

City of Zephyrhills General Fund Department Overview Information Technology

It is the mission of the Information Technology Division to meet the ever-changing technology needs of its users, within an integrated network environment comprised of many locations and functions. The division will continually strive to improve the network and the computer environment, of the end user and our stakeholders, through research and use of new technology for overall effective and efficient use of City resources, while limiting the need for specialized and expensive consultative support.

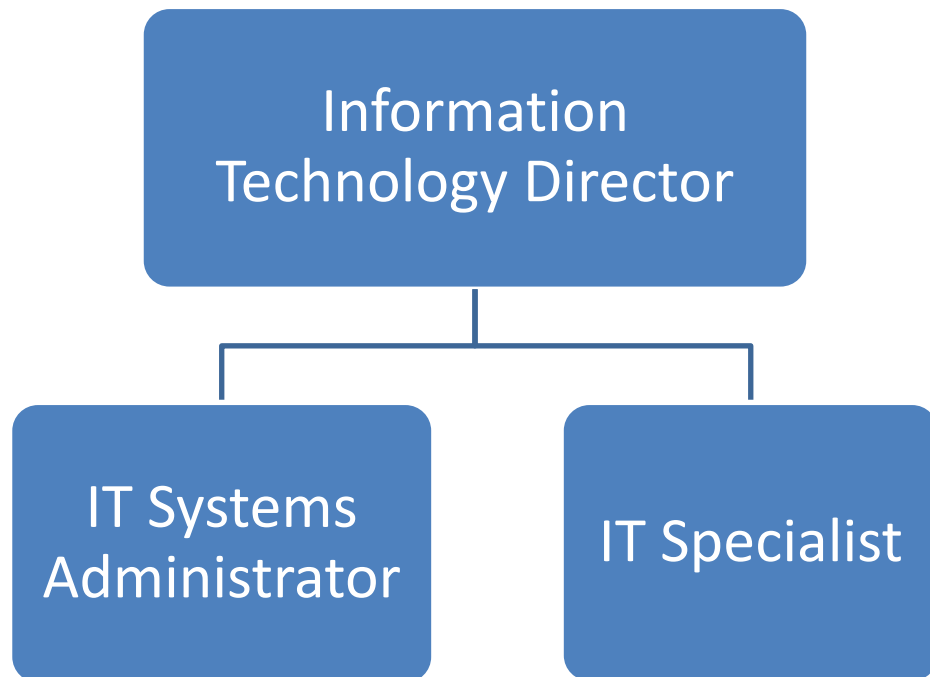
The Information Technology Division is responsible for researching, evaluating, purchasing, installing, and maintaining all City-owned computer related equipment and software. While maintaining an emphasis on customer service, the division provides technology support and training to all City departments and staff.

The Information Technology Division will be one of the major participants in the City's enterprise resource management (ERP) software version upgrade. Funding for this project is housed in the Information Technology Budget.



City of Zephyrhills
General Fund Organizational Overview by Department
Information Technology (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-29	IT Director *	1	1
	Z-20	IT Systems Administrator	1	1
	Z-19	IT Specialist	1	1
Total: Information Technology			3	3



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Information Technology (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001600-512000	196,829	209,589
	Fica Taxes	01001600-521100	12,203	12,995
	Medicare Taxes	01001600-521200	2,854	3,039
	Retirement Contributions	01001600-522100	36,522	42,772
	Group Health	01001600-523000	61,927	36,326
	Worker's Compensation	01001600-524000	0	354
Total Personnel Services			310,335	305,075
Operating Expenditures				
	Medical Services	01001600-531200	75	75
	Professional Services	01001600-531500	65,000	55,000
	Prof Ser - Software & Support	01001600-531700	260,307	326,303
	Telephone	01001600-541000	3,000	3,000
	Freight and Postage Services	01001600-542000	500	500
	Repair & Maint-Equipment	01001600-546100	10,000	10,000
	Office Supplies	01001600-551000	250	250
	Operating Supplies	01001600-552000	250	250
	Gas & Oil	01001600-552700	350	350
	Software	01001600-552900	18,805	62,800
	Computer Supplies-Programmed	01001600-552950	7,000	10,000
	Computer Supplies-Misc.	01001600-552951	5,000	9,000
	Memberships/Dues	01001600-554200	300	300
	Training	01001600-555500	0	5,000
Total Operating Expenditures			370,837	482,828
Capital Outlay				
	Machinery and Equipment	01001600-564000	30,000	0
Total Capital Outlay			30,000	0
Total Information Technology			711,172	787,903



City of Zephyrhills General Fund Department Overview Police Department



The City of Zephyrhills Police Department (ZPD) serves ever aware of the following mission statement:

*“The Zephyrhills Police Department mission is to protect the lives, property, and rights of all people as well as provide quality **service** with **respect** and **dignity**.”*

At full staff, ZPD is comprised of 37 sworn officers plus 16 civilian support staff. ZPD is a full-service law enforcement agency serving a resident population of over 17,000 people with a large influx of seasonal visitors who make Zephyrhills their winter home. The Department recognizes its core values as the following:

CORE VALUES

RESPECT: Embrace individual character, personality, lifestyle, culture, ethnicity, and uniqueness as well as honor diverse life and work styles. We operate in a spirit of cooperation and value human dignity; however, expect the same consideration in return.

HONOR: Always act with the utmost integrity, and be honest and truthful. Enforce the laws equally and without bias. Hold yourself and other members to the highest ethical standards.

INTEGRITY: We place the highest value on honesty and adherence to a strict code of ethics; we will always engage in behavior beyond ethical reproach to maintain public confidence.

SERVICE: Putting responsibilities before self-interest, performing duties to meet the needs of others, promoting partnerships to identify and solve problems, doing what is right for the community.

KNOWLEDGE: We seek truth, awareness, and understanding through investigation, education, and experience.

DIGNITY: Always consider the right of a person to be valued and respected for his or her own sake, and to be treated ethically.

TEAMWORK: Teamwork is essential to the successful operation of the Department. The team must include all employees working in partnership with each other and the community to attain our goals.

City of Zephyrhills General Fund Department Overview Police Department (continued)

COMMUNITY POLICING

The Zephyrhills Police Department's mission statement is influenced by the principles of community-oriented policing. Community policing is a collaborative effort between the police department and the community that identifies crime and disorder problems and involves all elements of the population in the search for solutions to these problems. It is founded on close, mutually beneficial ties between police and community members. Effective community policing has a positive impact on reducing neighborhood crime, helping to overcome the fear of crime, and enhancing the community's quality of life. It accomplishes these things by combining the police, local government, and community members' efforts and resources. The Zephyrhills Police Department has adopted a community policing philosophy and will act as a facilitating agency in resolving problems that face our community by utilizing community-wide resources.



City of Zephyrhills
General Fund Organizational Overview
Police Department (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-34	Police Chief *	1	1
	Z-31	Police Captain *	1	1
	Z-28	Police Lieutenant *	2	2
	Z-23	Police Sergeant	5	5
	Z-20	Detective/Patrol Officer/K-9	28	31
	Z-17	Patrol Officer Trainee	0	1
	Z-16	Executive Assistant	1	1
	Z-14	Crime Scene Technician	1	1
	Z-14	Certified Evidence Specialist	1	1
	Z-13	Building Maintenance Specialist II	1	1
	Z-09	Records Clerk	2	2
Total: Police			43	47



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Police Department (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01002100-512000	2,302,501	2,637,792
	Salaries-Extra Duty Assignment	01002100-512100	0	40,000
	Overtime	01002100-514000	100,000	120,000
	Overtime Tact	01002100-514030	5,000	5,000
	Fica Taxes	01002100-521100	142,755	163,543
	Medicare Taxes	01002100-521200	33,387	38,248
	Retirement Contributions	01002100-522100	540,259	646,045
	Group Health	01002100-523000	617,797	680,667
	Worker's Compensation	01002100-524000	0	82,570
Total Personnel Services			3,741,699	4,413,865
Operating Expenditures				
	K-9 Veterinary Services	01002100-531100	4,000	5,000
	Medical Services	01002100-531200	10,000	12,000
	Professional Services	01002100-531500	52,000	70,000
	Credit Card Processing Fees	01002100-533000	700	800
	Contractual Services	01002100-534000	12,300	25,000
	Animal Control	01002100-534200	127,000	150,000
	Investigations	01002100-535000	200	1,000
	Police Supplies	01002100-535100	17,000	20,000
	Telephone	01002100-541000	38,000	35,000
	Freight and Postage Services	01002100-542000	1,100	1,200
	Electricity	01002100-543000	50,000	60,000
	Water & Sewer Expense	01002100-543300	15,000	16,500
	Refuse Removal	01002100-543400	3,600	4,500

City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Police Department (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Copy Machine Leases	01002100-544500	6,200	7,400
	Repair & Maint-Buildings	01002100-546000	10,000	17,000
	Repair & Maint-Equipment	01002100-546100	12,000	15,000
	Repair & Maint-Vehicles	01002100-546200	50,000	60,000
	Office Supplies	01002100-551000	7,500	7,500
	Operating Supplies	01002100-552000	10,000	15,000
	Uniforms	01002100-552100	20,000	25,000
	Bullet Proof Vests	01002100-552170	10,000	47,000
	Firearms & Accessories	01002100-552180	6,000	10,000
	K-9 Supplies	01002100-552250	3,500	3,500
	Gas & Oil	01002100-552700	114,000	120,000
	Memberships/Dues	01002100-554200	3,000	3,000
	Training	01002100-555500	30,000	50,000
Total Operating Expenditures			613,100	781,400
Capital Outlay				
	Buildings/Bldg. Improvements	01002100-562000	20,000	40,000
	Machinery and Equipment	01012100-564000	17,250	0
Total Capital Outlay			37,250	40,000
Total Police			4,392,049	5,235,265

City of Zephyrhills General Fund Organizational Overview Police: Telecommunications

The telecommunications section answers 9-1-1 emergency telephone and alarm system calls, determines the type of emergency, its location, and decides the appropriate response. Telecommunications coordinate the dispatch of emergency response personnel to scenes and monitor and track the status of those units. Additionally, they provide advice to callers about the appropriate actions to take while waiting for assistance. Telecommunications operators keep detailed records of calls and synchronize responses with other area communication centers. The telecommunications section is vital to the department's overall operation and the safety of emergency personnel and the community.

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-20	Communications Supervisor	1	1
	Z-14	Telecommunications Operator	9	9
Total: Dispatch			10	10



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Police: Telecommunications

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01002150-512000	402,883	426,016
	Overtime	01002150-514000	45,000	45,000
	Fica Taxes	01002150-521100	24,979	26,413
	Medicare Taxes	01002150-521200	5,842	6,177
	Retirement Contributions	01002150-522100	42,509	50,144
	Group Health	01002150-523000	122,678	138,099
	Worker's Compensation	01002150-524000	0	716
Total Personnel Services			643,891	692,565
Operating Expenditures				
	Training	01002150-555500	3,200	3,200
Total Operating Expenditures			3,200	3,200
Capital Outlay				
	Machinery and Equipment	01042100-564000	163,825	163,825
Total Capital Outlay			163,825	163,825
Total Telecommunications			810,916	859,590

City of Zephyrhills General Fund Organizational Overview Fire

Zephyrhills Fire Rescue has protected our community for over 100 years, starting as an all-volunteer department. On September 27, 2020, marked a new chapter in the city with the merger of Zephyrhills Fire Rescue and Pasco County Fire Rescue. Part of the added benefits of the merger to Pasco County Fire Rescue is that Zephyrhills' residents now have increased staffing levels. The increased staffing will help with response times inside Zephyrhills and to the East side of Pasco County. Also, each station has one ambulance to provide faster and efficient care. This merger was a success for both the City of Zephyrhills and Pasco County working together to provide better service to the City and citizens in this community.



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Fire (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Operating Expenditures			
	Contractual Services	01002200-534000	1,097,732	739,747
	Software	01002200-552900	75,000	75,000
	Total Operating Expenditures		1,172,732	814,747
	Total Fire		1,172,732	814,747

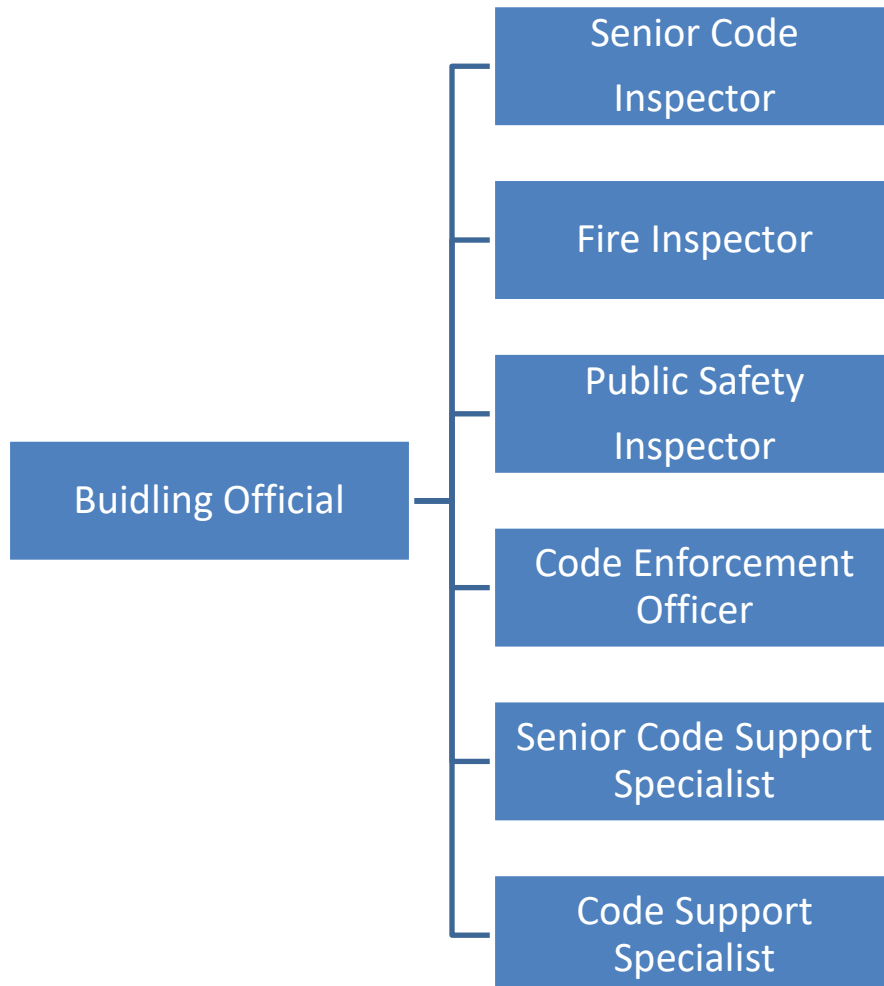
City of Zephyrhills General Fund Department Overview Building/Code Enforcement

The Building/Code Enforcement Department issues residential and commercial permits to the property owners and business owners of the City of Zephyrhills. It also advises applicants about the permitting process, and provides information for all types of customer questions and requests. It reviews building plans to ensure compliance with the Florida Building Code. Code Enforcement staff is dedicated to the enforcement of city and state standards. These standards allow for safe and orderly practices as related to maintenance of all property, whether developed or undeveloped and other related enforcement issues.



City of Zephyrhills
General Fund Organizational Overview
Building/Code Enforcement (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-29	Building Official *	1	1
	Z-22	Senior Code Inspector	1	1
	Z-22	Fire Inspector	0	1
	Z-20	Public Safety Inspector	1	1
	Z-17	Code Enforcement Officer	2	2
	Z-15	Senior Code Support Specialist	1	1
	Z-12	Code Support Specialist	1	1
Total: Building			8	8



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Building/Code Enforcement (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01002400-512000	445,028	467,335
	Overtime	01002400-514000	4,000	4,000
	Fica Taxes	01002400-521100	27,592	28,975
	Medicare Taxes	01002400-521200	6,453	6,776
	Retirement Contributions	01002400-522100	65,561	75,688
	Group Health	01002400-523000	115,636	139,713
	Worker's Compensation	01002400-524000	0	15,138
Total Personnel Services			664,270	737,625
Operating Expenditures				
	Medical Services	01002400-531200	200	200
	Credit Card Processing Fees	01002400-533000	60,193	100,000
	Code Enforcement Costs	01002400-534100	1,500	2,000
	Telephone	01002400-541000	4,000	4,000
	Freight and Postage Services	01002400-542000	2,800	2,800
	Copy Machine Leases	01002400-544500	2,500	2,500
	Repair & Maint-Equipment	01002400-546100	300	500
	Repair & Maint-Vehicles	01002400-546200	2,500	2,500
	Printing & Binding-Code Enf	01002400-547010	500	500
	Legal Ads	01002400-549000	500	500
	Office Supplies	01002400-551000	2,000	2,500
	Operating Supplies	01002400-552000	2,000	2,500
	Uniforms	01002400-552100	1,300	1,500
	Tools, Small Equipment	01002400-552300	500	2,000
	Abatements	01002400-552550	1,500	5,000
	Demolitions	01002400-552660	25,000	20,000
	Gas & Oil	01002400-552700	4,500	6,000
	Memberships/Dues	01002400-554200	900	900
	Training	01002400-555500	12,000	10,000
Total Operating Expenditures			124,693	165,900
Capital Outlay				
	Building & Building Improvement	01002400-562000	0	30,000
	Machinery and Equipment	01002400-564000	30,000	35,000
Total Capital Outlay			30,000	65,000
Total Building/Code Enforcement			818,963	968,525

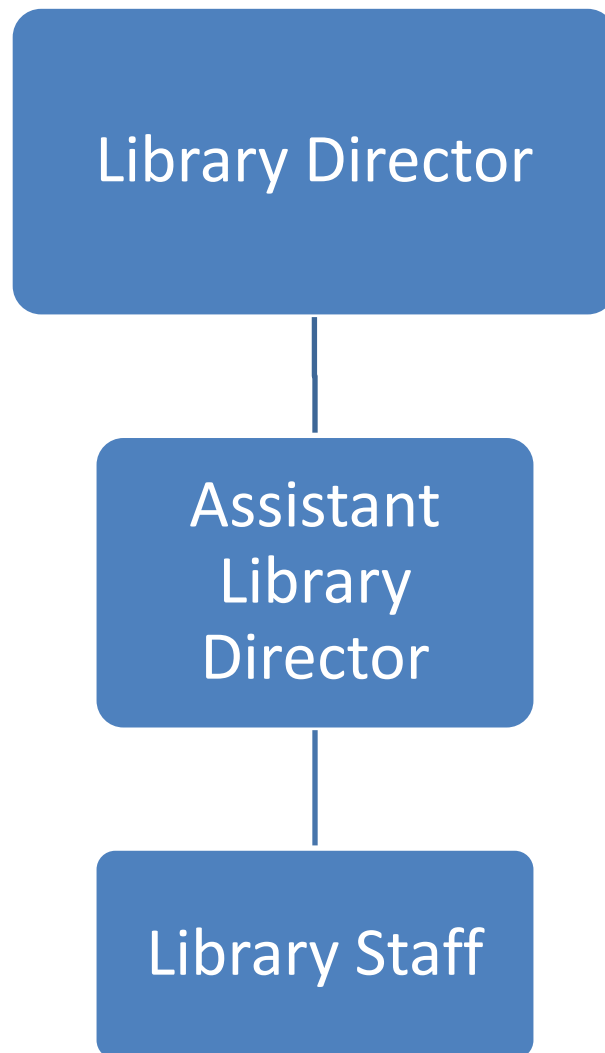
City of Zephyrhills General Fund Department Overview Library

Originally founded in 1912, the Zephyrhills Public Library currently resides downtown in the heart of the community in an 8200 sq. ft. facility that opened in December 2014. The library's mission is to encourage reading and the use of technology for life-long learning and the enhancement of the community's quality of life. The library provides open and equal access to all of its resources and services. The library offers books, audio books, DVDs, computers, free Wi-Fi, scanning, printing and copier availability as well as a variety of free classes. As a member of the Pasco County Library Cooperative, our patrons also enjoy access to a wide array of electronic databases, audiobooks, e-books, and all of the print and digital resources the county libraries offer.



City of Zephyrhills
General Fund Organizational Overview
Library (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-27	Library Director *	1	1
	Z-20	Assistant Library Director *	1	1
	Z-14	Senior Circulation Clerk	1	1
	Z-11	Circulation Clerk	1	1
	Z-08	Office Assistant II	.5	1
	Z-07	Office Assistant I PT	.5	0
Total: Library			5	5

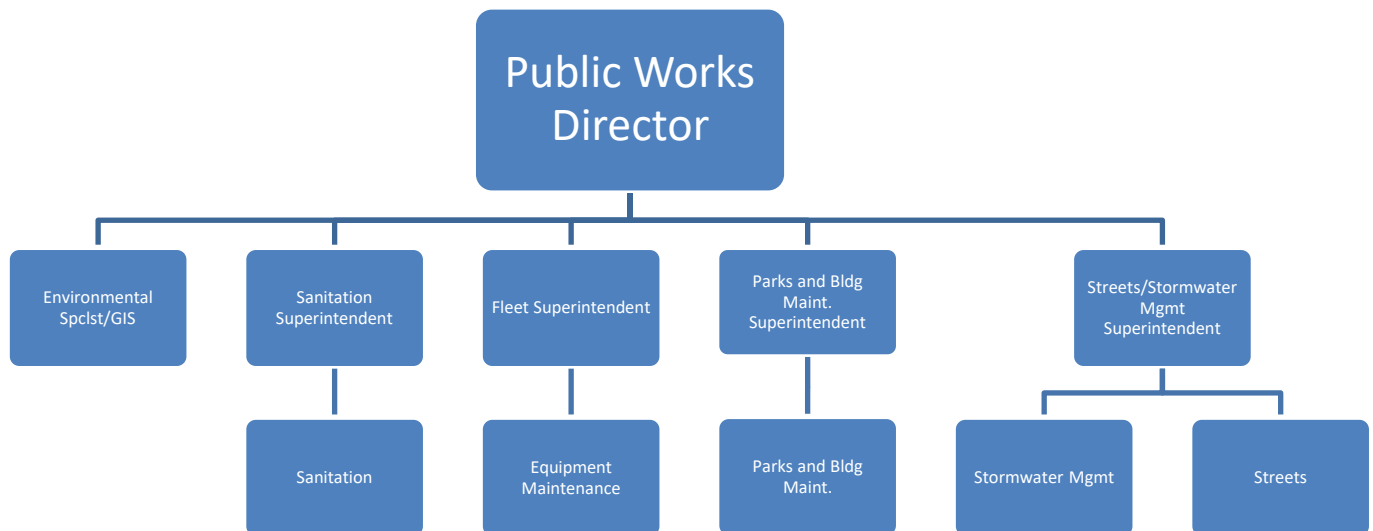


City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Library (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01007100-512000	261,044	246,139
	Fica Taxes	01007100-521100	16,185	15,261
	Medicare Taxes	01007100-521200	3,785	3,569
	Retirement Contributions	01007100-522100	40,076	43,487
	Group Health	01007100-523000	25,827	35,468
	Worker's Compensation	01007100-524000	0	414
Total Personnel Services			346,917	344,338
Operating Expenditures				
	Medical Services	01007100-531200	300	300
	Contractual Services	01007100-534000	3,000	4,000
	Telephone	01007100-541000	11,500	11,500
	Freight and Postage Services	01007100-542000	100	125
	Electricity	01007100-543000	19,000	19,000
	Water & Sewer Expense	01007100-543300	3,000	3,000
	Copy Machine Leases	01007100-544500	1,800	2,000
	Repair & Maint-Buildings	01007100-546000	2,000	29,000
	Repair & Maint-Equipment	01007100-546100	1,400	2,000
	Promotional Advertising	01007100-548000	1,000	1,000
	Educational Programs	01007100-548100	6,000	7,000
	Office Supplies	01007100-551000	1,000	1,500
	Operating Supplies	01007100-552000	5,500	6,000
	Memberships & Dues	01007100-554200	1,200	1,200
	Training	01007100-555500	1,000	1,000
Total Operating Expenditures			57,800	88,625
Capital Outlay				
	Library Books & Materials	01007100-566000	24,000	26,000
	Library Books & Materials	01147100-566000	6,000	10,000
Total Capital Outlay			30,000	36,000
Non-Operating Expenditures				
	Budget Reserves Current	01007100-599100	40,042	32,316
Total Non-Operating Expenditures			40,042	32,316
Total Library			474,759	501,279

City of Zephyrhills
General Fund
Department and Organizational Overview
Public Works

The Public Works Department, headed by the Public Works Director, contains several divisions very important to City operations. Those divisions include Equipment Maintenance, Stormwater Drainage, Streets, Parks and Building Maintenance, and Sanitation. Sanitation revenues and costs are in a separate fund and shown later in this book. The remaining Public Works Division budgets are part of the General Fund and are shown on the following few pages. Staffing Summaries are shown with each division but the Public Works Department Organization Chart is shown below.



City of Zephyrhills

General Fund Division Overview

Public Works: Equipment Maintenance Division

The Fleet Maintenance Division provides maintenance and repairs for all City -owned light and heavy vehicles, construction equipment, mowing equipment and emergency generators. Services offered include preventative maintenance, diagnostics, and corrective repairs along with the purchasing of repair parts, tires, fuel and lubricants. Staff evaluates City-wide vehicle efficiency to aid in the reduction of maintenance, operating and energy-related costs; makes recommendations on the replacement of existing vehicles; and reviews vehicle addition requests to ensure their suitability to the type of work to be performed. All staff mechanics are ASE certified.

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-22	Fleet Superintendent *	1	1
	Z-20	Fleet Maintenance Foreman	1	1
	Z-16	Senior Maintenance Mechanic	2	2
Total: Equipment Maintenance			4	4



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Division
Public Works: Equipment Maintenance Division (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01001900-512000	206,952	220,550
	Overtime	01001900-514000	6,000	6,000
	Fica Taxes	01001900-521100	12,831	13,674
	Medicare Taxes	01001900-521200	3,001	3,198
	Retirement Contributions	01001900-522100	21,013	24,938
	Group Health	01001900-523000	63,885	65,801
	Worker's Compensation	01001900-524000	0	5,863
Total Personnel Services			313,682	340,024
Operating Expenditures				
	Telephone	01001900-541000	2,000	1,700
	Freight and Postage Services	01001900-542000	75	75
	Electricity	01001900-543000	11,000	11,000
	Water & Sewer Expense	01001900-543300	4,000	4,000
	Refuse Removal	01001900-543400	2,100	2,100
	Copy Machine Leases	01001900-544500	450	450
	Repair & Maint-Buildings	01001900-546000	2,500	8,000
	Repair & Maint-Equipment	01001900-546100	3,500	3,500
	Repair & Maint-Vehicles	01001900-546200	4,000	6,500
	Operating Supplies	01001900-552000	4,000	6,000
	Bulk Oil	01001900-552050	2,500	2,500
	Uniforms	01001900-552100	3,000	3,000
	Tool Allowance	01001900-552300	4,000	6,000
	Gas & Oil	01001900-552700	5,000	6,000
	Training	01001900-555500	1,500	1,500
Total Operating Expenditures			49,625	62,325
Capital Outlay				
	Building/Building Improvements	01001900-562000	5,000	5,000
	Machinery and Equipment	01001900-564000	15,450	70,500
Total Capital Outlay			20,450	75,500
Total Equipment Maintenance			383,757	477,849

City of Zephyrhills

General Fund Division Overview

Public Works: Stormwater Management

The Stormwater Management Division is responsible for the construction, cleaning, maintenance and restoration of the City's stormwater drainage infrastructure. Facilities include stormwater inlets, catch basins, french drains, road-side swales, culverts, conveyance pipes, retention and detention sites, pumping stations and outfalls. All of the City's stormwater systems require regular maintenance and inspections. The City's stormwater system is governed by a federal program: National Pollutant Discharge Elimination System (NPDES).



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Division
Public Works: Stormwater Management (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Operating Expenditures				
	Professional Services	01003800-531500	50,000	0
	NPDES	01003800-531600	25,000	25,000
	Refuse Removal-Street Sweeping	01003800-543400	4,000	4,000
	Repair & Maintenance-Buildings	01003800-546000	10,000	20,000
	Operating Supplies	01003800-552000	1,000	2,000
	Training	01003800-555500	1,000	1,000
Total Operating Expenditures			91,000	52,000
Capital Outlay				
	Infrastructure	01003800-563000-23P01	0	50,000
Total Capital Outlay			0	50,000
Total Stormwater Management			91,000	102,000



City of Zephyrhills

General Fund Division Overview

Public Works: Street Maintenance

The Street Division is responsible for the maintenance, repairs, construction and improvements to approximately sixty-eight miles of paved roads within the City limits. Additional responsibilities include maintenance of public right-of-ways, sidewalks, curbs, gutters, alleys, the fabrication and maintenance of street signs, pavement markings, tree maintenance, street sweeping, and special event traffic control.

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-33	Public Works Director *	1	1
	Z-24	Streets & Stormwater Superintendent *	1	1
	Z-19	Streets Foreman	1	1
	Z-14	Heavy Equipment Operator III	1	1
	Z-14	Sign Technician	1	1
	Z-12	Heavy Equipment Operator II	1	1
	Z-09	Equipment Operator I	2	3
Total: Streets			8	9



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Division
Public Works: Streets (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01004100-512000	416,450	478,578
	Overtime	01004100-514000	12,000	12,000
	Fica Taxes	01004100-521100	25,820	29,672
	Medicare Taxes	01004100-521200	6,039	6,939
	Retirement Contributions	01004100-522100	69,336	82,619
	Group Health	01004100-523000	138,770	151,801
	Worker's Compensation	01004100-524000	0	35,755
Total Personnel Services			668,415	797,364
Operating Expenditures				
	Medical Services	01004100-531200	250	250
	Professional Services	01004100-531500	20,000	20,000
	Telephone	01004100-541000	3,500	3,500
	Freight and Postage Services	01004100-542000	200	200
	Electricity	01004100-543000	189,000	189,000
	Electricity Street Lights	01004100-543100	5,000	5,000
	Water & Sewer Expense	01004100-543300	1,500	1,500
	Refuse Removal	01004100-543400	1,000	1,000
	Copy Machine Leases	01004100-544500	450	450
	Repair & Maint-Equipment	01004100-546100	30,000	30,000
	Repair & Maint-Street Sweeper	01004100-546130	2,000	2,000
	Repair & Maint-Vehicles	01004100-546200	20,000	20,000
	Office Supplies	01004100-551000	100	100

City of Zephyrhills
General Fund Line-Item Expenditure Budget by Division
Public Works: Streets (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Operating Supplies	01004100-552000	6,500	6,500
	Uniforms	01004100-552100	3,000	3,000
	Tools, Small Equipment	01004100-552300	0	4,000
	Gas & Oil	01004100-552700	25,000	25,000
	Street Repair	01004100-553000	12,000	12,000
	Street Marking-Signs	01004100-553100	20,000	25,000
	Street Marking-Striping	01004100-553150	25,000	25,000
	Tree Services	01004100-553200	15,000	15,000
	Swale Repair/Resodding	01004100-553350	5,000	15,000
	Sidewalks	01004100-553400	15,000	10,000
	Signal/RR Crossing Maint	01004100-553500	4,500	4,000
	Memberships/Dues	01004100-554200	500	500
	Training	01004100-555500	5,000	5,000
Total Operating Expenditures			409,500	423,000
Capital Outlay				
	Buildings/Building Improvements	01004100-562000	25,000	25,000
Total Capital Outlay			25,000	25,000
Total Streets			1,102,915	1,245,364

City of Zephyrhills

General Fund Division Overview

Public Works: Parks & Facilities Management

The Parks & Facilities Division is responsible for the maintenance, enhancement, and new construction of all City parks, public buildings, medians, public right of ways, litter control, athletic facilities and Oakside Cemetery. Services include mowing, trimming, landscaping design, installation & maintenance, irrigation maintenance, playground safety inspections, building remodeling, janitorial services, painting, electrical repairs, plumbing repairs, HVAC repairs, carpentry work and new construction. Staff coordinates the use of athletic facilities, administers the summer recreation program, assists with special events and provides set ups at the Alice Hall Community Center and the Depot Museum for various special events.

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-21	Parks & Facilities Superintendent *	1	1
	Z-21	Environmental Specialist	1	1
	Z-18	Parks Foreman	1	1
	Z-14	Horticultural Specialist	1	1
	Z-14	Parks Maintenance Worker III	1	1
	Z-13	Building Maintenance Specialist II	2	2
	Z-12	Parks Maintenance Worker II	2	2
	Z-9	Parks Maintenance Worker I	4	5
Total: Parks & Facilities Management			13	14



City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Public Works: Parks & Facilities Management (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	01007200-512000	491,935	541,661
	Temporary/Seasonal Wages	01007200-513000	13,500	15,000
	Overtime	01007200-514000	12,000	12,000
	Fica Taxes	01007200-521100	30,500	33,583
	Medicare Taxes	01007200-521200	7,133	7,854
	Retirement Contributions	01007200-522100	51,822	62,487
	Group Health	01007200-523000	167,786	178,811
	Worker's Compensation	01007200-524000	0	19,612
Total Personnel Services			774,676	871,008
Operating Expenditures				
	Medical Services	01007200-531200	800	800
	Contractual Services	01007200-534000	8,500	8,500
	Contractual Svcs-Summer Rec	01007200-534600	15,000	20,000
	Telephone	01007200-541000	7,000	7,500
	Freight and Postage Services	01007200-542000	200	200
	Electricity	01007200-543000	34,500	34,500
	Water & Sewer Expense	01007200-543300	52,000	52,000
	Refuse Removal	01007200-543400	11,500	12,500
	Copy Machine Leases	01007200-544500	500	500
	Repair & Maint-Building	01007200-546000	70,000	75,000

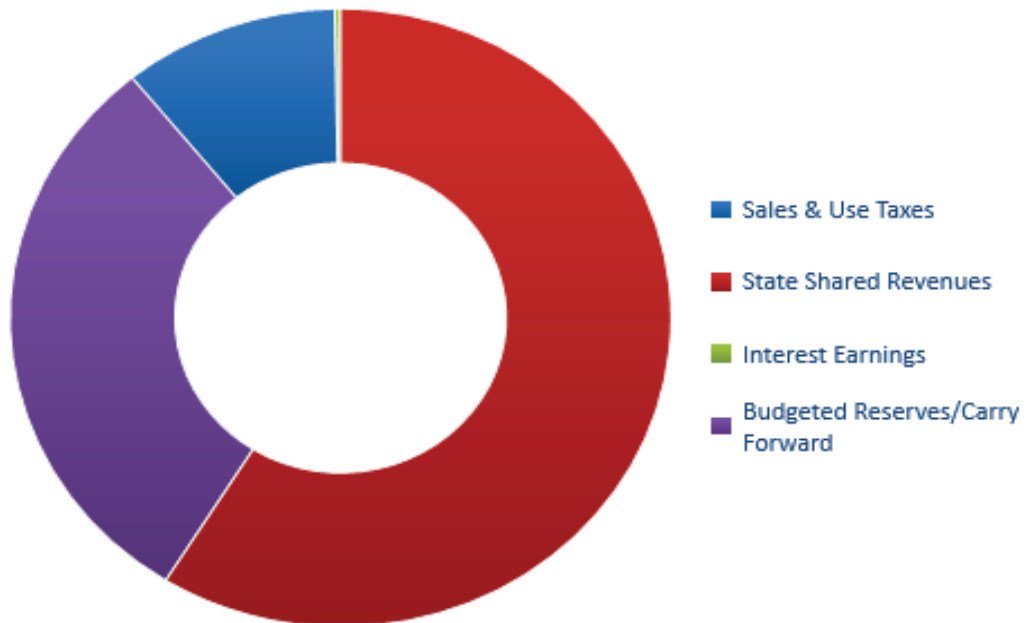
City of Zephyrhills
General Fund Line-Item Expenditure Budget by Department
Public Works: Parks & Facilities Management (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Repair & Maint-Equipment	01007200-546100	12,000	15,000
	Repair & Maint-Water PK/Fount	01007200-546120	10,000	10,000
	Repair & Maint-Vehicles	01007200-546200	15,000	15,000
	Repair & Maint-Landscaping	01007200-546620	25,000	25,000
	Repair & Maint-Tree Planting	01007200-546650	5,000	5,000
	Operating Supplies	01007200-552000	22,500	22,500
	Uniforms	01007200-552100	4,000	5,000
	Tools, Small Equipment	01007200-552300	5,000	6,500
	Gas & Oil	01007200-552700	17,500	17,500
	Memberships/Dues	01007200-554200	350	500
	Training	01007200-555500	4,000	4,000
Total Operating Expenditures			320,350	337,500
Capital Outlay				
	Building/Bldg Improvements	01007200-562000	0	3,000
	Park Improvements	01007200-563000	0	300,000
	Landscaping	01007200-563200	10,000	15,000
Total Capital Outlay			10,000	318,000
Total Parks/Facilities Management			1,105,026	1,526,508

**City of Zephyrhills
Special Revenue Fund
Revenue Budget Summary by Major Fund Source**

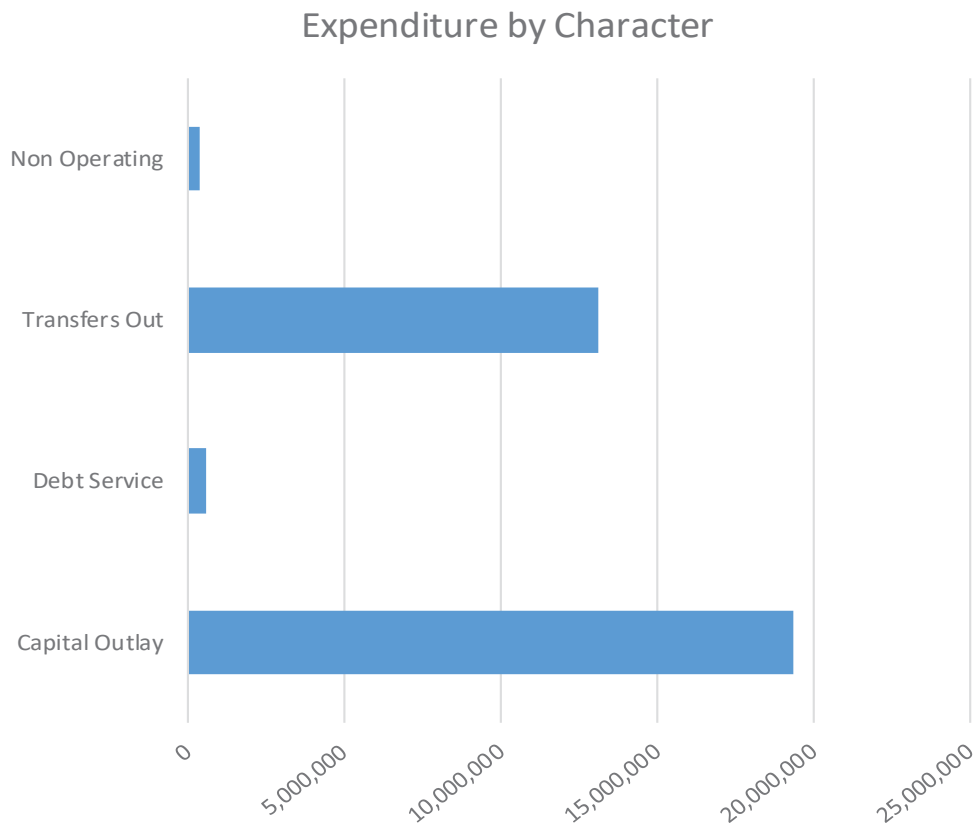
Major Fund Source	Budget FY21/22	Budget FY22/23
Sales & Use Taxes	3,073,000	3,531,271
State Shared Revenues	4,836,000	19,660,601
Interest Earnings	10,000	96,000
Budgeted Reserves/Carry Forward	5,235,724	10,111,765
Total Revenues	13,154,724	33,399,637

REVENUES BY FUND SOURCE



City of Zephyrhills
Special Revenue Fund
Expenditure Budget by Character (continued)

Character	Budget FY21/22	Budget FY22/23
Capital Outlay	10,145,907	19,368,322
Debt Service	590,307	590,180
Transfers Out	0	13,100,000
Non Operating	2,418,510	341,135
Total Expenditures	13,154,724	33,399,637



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

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Budgeted Reserves/Carry Forward				
	Budgeted Reserves - P4P	10010300-300100	4,701,000	5,291,292
	Budgeted Reserves - Gas Tax	10010300-300100	0	0
	Budgeted Reserves - Gas Tax Res	10010300-300100	334,724	152,282
	Budgeted Reserves - Fuel Tax Ref	10010300-300100	200,000	215,000
	Budgeted Reserves - ARPA	10050300-300100	0	4,127,776
	Budgeted Reserves - ARPA	10060300-300100	0	325,415
Total Budgeted Reserves/Carry Forward			5,235,724	10,111,765
Sales & Use Taxes				
	Local Option Sales Tax	10010312-312100	2,600,000	3,000,000
	Local Option Gas Tax (County)	10020312-312410	473,000	531,271
Total Sales & Use Taxes			3,073,000	3,531,271
State Shared Revenues				
	8th Cent/Spec Motor Fuel Tax	10030335-335120	151,000	170,601
	Gas Tax Refund	10040335-335490	20,000	25,000
	State Grants-State Appropriations	10060334-334110-23P07	0	10,000
	State Grants-State Appropriations	10060334-334110-21P01	4,665,000	7,415,000
	State Grants-State Appropriations	10060334-334110-23P02	0	6,600,000
	State Grants-State Appropriations	10060334-334110-22P04	0	3,500,000
	State Grants-State Appropriations	10060334-334110-23P03	0	1,940,000
Total State Shared Revenues			4,836,000	19,660,601
Interest Earnings				
	Interest Income-Local Opt Sales T	10010361-361100	10,000	60,000
	Interest IncomeARPA	10050361-361100	0	36,000
Total Interest Earnings			10,000	96,000
Total Special Revenue Fund Revenue Budget			13,154,724	33,399,637

City of Zephyrhills
Special Revenue Fund
Line-Item Expenditure Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Penny for Pasco Capital Outlay			
	Police Vehicles	10012100-564000	357,000	558,000
	Police Department Server	10012100-564000	0	15,000
	PD Body Cameras/Tasers/Signal	10012100-564000	0	102,000
	Police 10 GB Backbone Switch	10012100-564000	4,000	0
	Police Department Laptops	10012100-564000	19,000	35,000
	Police Department Switches	10012100-564000	0	18,000
	Dispatch Consolidation	10012100-564000	0	70,000
	Sidewalk & Trail Projects	10014100-563111-21P11	1,000,000	1,400,000
	Tennis Center	10017200-563000	4,665,000	0
	City Yard Building Design	10017200-563000-21P07	350,000	200,000
	City Yard Fuel Tank Upgrades	10017200-563000	0	150,000
	3/4 Ton Truck (Replacement)	10017200-564000	0	65,000
	Chipper Truck (Replace 1985)	10014100-564000	0	250,000
	Turf Sprayer/Utility Vehicle	10017200-564000	45,000	0
	Grapple Truck	10014100-564000	125,000	0
	7th Street Improvements	10014100-563000	575,000	0
	County Road 54 East of Hercules	10014100-534000	581,907	581,907
	Park Improvements-Design	10017200-563000-23P06	300,000	400,000
	Park Improvements-Construction	10017200-563000-21P09	1,100,000	3,246,224
	Jeffries House Renovations	10017200-563000	75,000	75,000
	Stormwater Master Plan	10013800-563000-23P01	100,000	500,000
	Gas Tax			
	Street Resurfacing	10024100-563100	600,000	600,000
	Paving Machine	10024100-564000	95,000	0
	Trailer, Paving Machine	10024100-564000	25,000	0
	Retention Pond Fencing	10023800-563000	35,000	35,000
	Pumping Station Upgrades	10023800-564000	25,000	50,000
	Zero-Turn Mower, Replacements	10027200-564000	22,000	13,000
	18' Lawn Trailers, Replacements	10027200-564000	13,000	15,000

City of Zephyrhills
Special Revenue Fund
Line-Item Expenditure Budget (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Gas Tax Continued			
	72" Contour/Turf Mower	10027200-564000	34,000	0
	Large Area Turf Mower	10027200-564000	0	65,000
	Asphalt Roller (Replace 1998)	10024100-564000	0	60,000
	Asphalt Roller Trailer	10024100-564000	0	10,000
	American Rescue Plan Act			
	Hercules Park Construction	10057200-563000-21P09	0	1,163,776
	State Appropriations			
	PD Intersection Cameras	10062100-564000-23P07	0	10,000
	Tennis Center Phase II	10067200-563000-21P01	0	7,415,000
	Tennis Center-Outdoor Courts	10067200-563000	0	325,415
	South Ave Ext-National Guard	10064100-563000-23P03	0	1,940,000
	Total Capital Outlay		10,145,907	19,368,322
	Debt Service			
	City Hall Note - Principle	10011200-571004	451,025	461,594
	City Hall Note - Interest	10011200-572004	139,282	128,586
	Total Debt Service		590,307	590,180
	Transfers Out			
	Transfers fr State Appropriations	10064100-591410-22P04	0	3,500,000
	Transfers fr State Appropriations	10064100-591420-23P02	0	6,600,000
	Transfers fr ARPA	10054100-591410-21P13	0	3,000,000
	Total Transfers Out		0	13,100,000
	Non Operating Expenditures			
	Contingency	10014100-599100	2,418,510	94,981
	Contingency	10024100-599100	0	246,154
	Total Non Operating Expenditures		2,418,510	341,135
	Total Special Revenue Fund		13,154,724	33,399,637

City of Zephyrhills CRA Fund

The CRA is a dependent special district in which any future increases in property values are set aside in a Trust Fund to support economic development and redevelopment projects within the designated district.

Under Florida Statute Chapter 163, Part III, local governments have the ability to designate areas as Community Redevelopment Areas when certain conditions exist. To document the required conditions, the local governments must survey the proposed redevelopment area and prepare a Finding of Necessity. If the Finding of Necessity determines the required conditions of slum and blight exist, the local government may create a Community Redevelopment Agency to provide the tools needed to foster and support positive redevelopment of the targeted area. The Community Redevelopment Agency is responsible for developing and implementing the Community Redevelopment Plan or Master Plan that addresses the unique needs of the targeted area. The plan includes the overall goals for redevelopment in the area, as well as identifying the types of projects planned for the area.

Tax Increment Financing or TIF is a unique tool available to cities and counties for redevelopment activities as provided in the Master Plan. It is used to leverage public funds to promote private sector activity in the CRA. The dollar value of all real property in the Community Redevelopment Area is determined as of a fixed date, also known as the “frozen value”. Taxing Authorities continue to receive property tax revenues based on the frozen value. These frozen value revenues are available for general government purposes. Any tax revenues from increases in real property value within the CRA are deposited into the Community Redevelopment Agency Trust Fund and dedicated to specific redevelopment projects and plans within the Redevelopment Area and are not for general government purposes. The tax increment revenues can be used immediately, saved for a particular project, or can be bonded to maximize the funds available.

CRA Boards do not establish policy for the city or county, they develop and administer a Master Plan to implement that policy. The CRA acts officially as a body distinct and separate from the governing body, even when it is the same group of people. The CRA has certain powers the city or county by itself may not do, such as establish tax increment financing, and leverage local public funds with private dollars to make redevelopment happen. The CRA term is limited to 30 years, 40 years if extended, after that time all tax revenues are retained by each taxing entity that contributed to the CRA Trust Fund.

**City of Zephyrhills
CRA Fund (continued)**

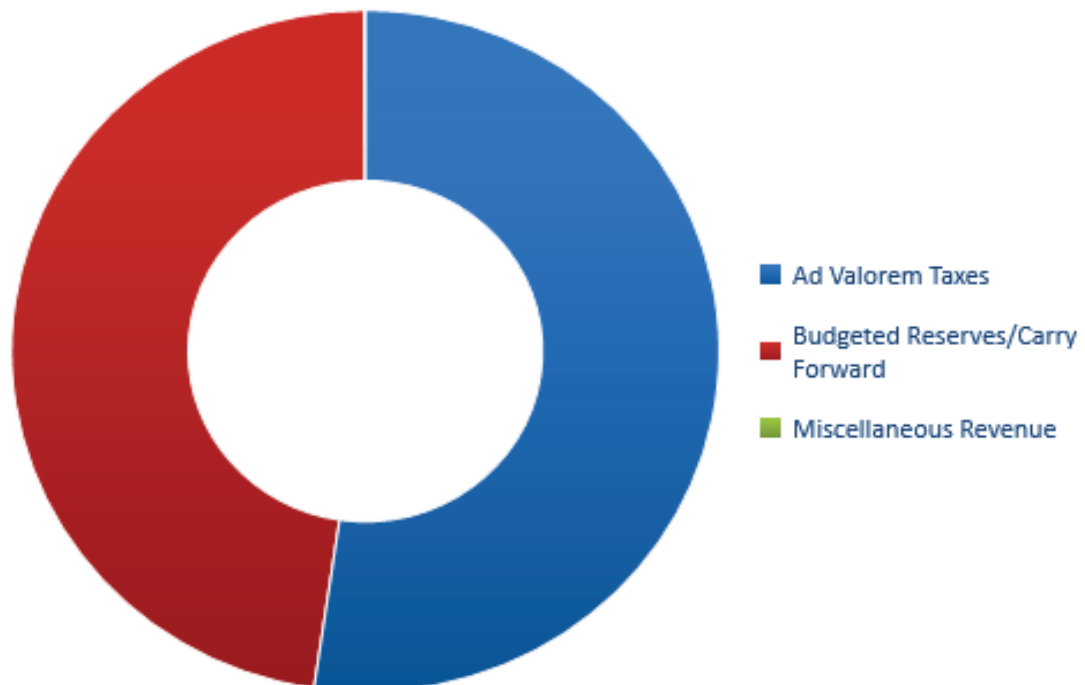
Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-29	Community Redevelopment Agency Director *	1	1
Total: CRA Fund			1	1



City of Zephyrhills
CRA Fund
Revenue Budget Summary by Major Fund Source

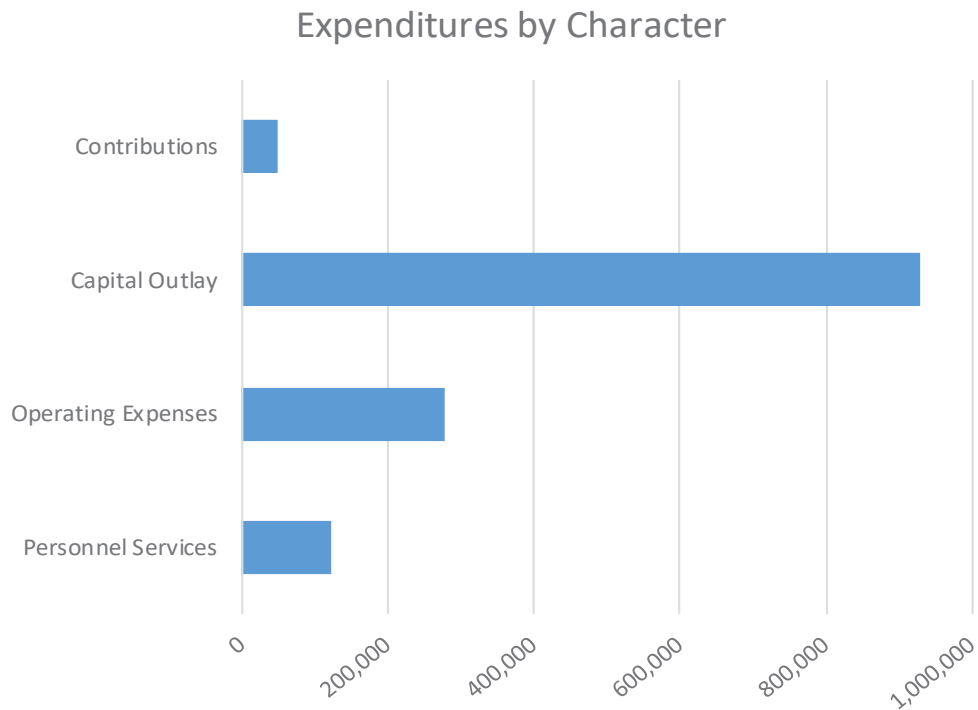
Major Fund Source	Budget FY21/22	Budget FY22/23
Ad Valorem Taxes	562,848	722,466
Budgeted Reserves/Carry Forward	316,366	657,305
Miscellaneous Revenue	600	1,000
Total Revenues	879,814	1,380,771

Revenue by Fund Source



**City of Zephyrhills
CRA Fund
Expenditure Budget by Character**

Character	Budget FY21/22	Budget FY22/23
Personnel Services	112,549	121,899
Operating Expenses	69,765	278,872
Capital Outlay	672,500	930,000
Contributions	25,000	50,000
Total Revenues	879,814	1,380,771



City of Zephyrhills
CRA Fund
Line-Item Revenue Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Future Projects			
	Budgeted Reserves	11000300-300100	316,366	657,305
	Total Budgeted Reserves		316,366	657,305
	AD Valorem Taxes			
	Property Taxes-CRA-City	11010311-311000	256,067	328,685
	Property Taxes-CRA-County	11020311-311000	306,781	393,781
	Total AD Valorem Taxes		562,848	722,466
	Miscellaneous Revenue			
	Interest	11000361-361100	600	1,000
	Main Street Reimbursement	11000338-338300	0	0
	Total Miscellaneous Revenue		600	1,000
	Total CRA Fund Revenue Budget		879,814	1,380,771

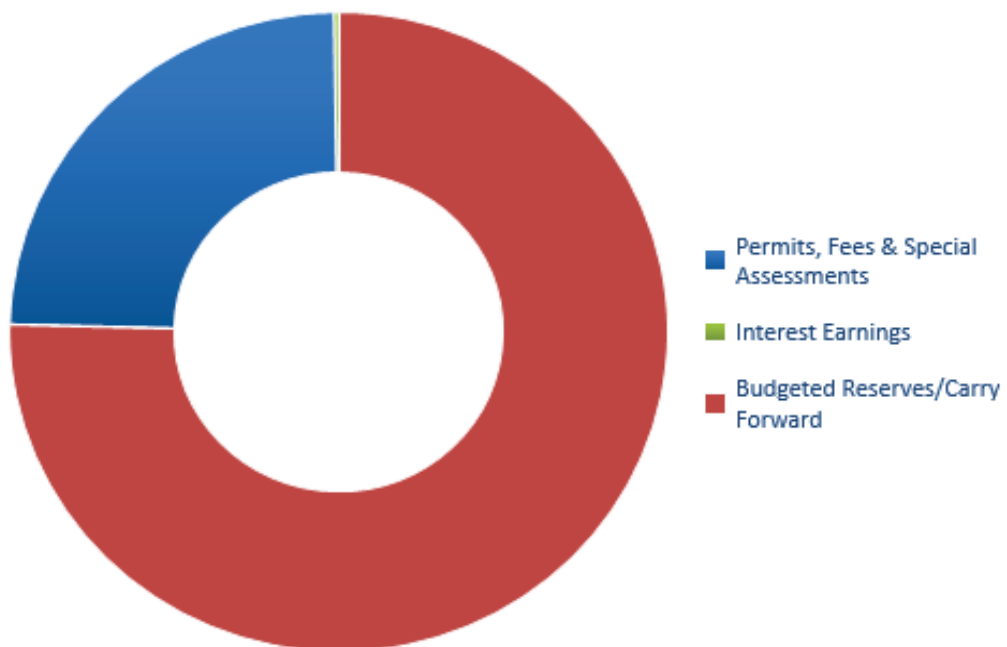
City of Zephyrhills
CRA Fund
Line-Item Expenditure Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	11005900-512000	76,269	81,163
	Fica Taxes	11005900-521100	4,729	5,032
	Medicare Taxes	11005900-521200	1,106	1,177
	Retirement Contributions	11005900-522100	21,836	25,465
	Group Health	11005900-523000	8,609	8,867
	Worker's Compensation	11005900-524000	0	195
Total Personnel Services			112,549	121,899
Operating Expenditures				
	Professional Services	11005900-531500	0	100,000
	Pro. Svcs. - Software & Support	11005900-531700	1,892	2,096
	Auditing Services	11005900-532000	0	5,807
	Contractual Services	11005900-534000	48,923	50,000
	Telephone/Communication	11005900-541000	3,200	3,200
	Refuse Removal	11005900-543400	500	600
	Property and Casualty Ins	11005900-545000	0	5,619
	Promotional Activities	11005900-548000	5,000	5,000
	Office Supplies	11005900-551000	250	150
	Operating Supplies	11005900-552000	1,000	2,400
	Memberships & Dues	11005900-554200	1,500	1,500
	Training	11005900-555500	1,000	2,500
	CRA Incentives	11005900-556200	6,500	100,000
Total Operating Expenditures			69,765	278,872
Capital Outlay				
	Home Purchase Renovation Prog	11005900-562000	0	300,000
	Little But Loud-The Back Yard	11005900-563000	250,000	400,000
	Methodist Church Parking Lot	11005900-563000	320,000	130,000
	Entrance Signage	11005900-563000	102,500	100,000
Total Capital Outlay			672,500	930,000
Contributions				
	Building Façade Grants	11005900-583010	25,000	50,000
Total Contributions			25,000	50,000
Total CRA Fund			879,814	1,380,771

City of Zephyrhills
Impact Fee Fund
Revenue Budget Summary by Major Fund Source

Major Fund Source	Budget FY21/22	Budget FY22/23
Permits, Fees & Special Assessments	1,530,000	740,000
Interest Earnings	7,400	7,400
Budgeted Reserves/Carry Forward	4,606,435	2,290,007
Total Revenues	6,143,835	3,037,407

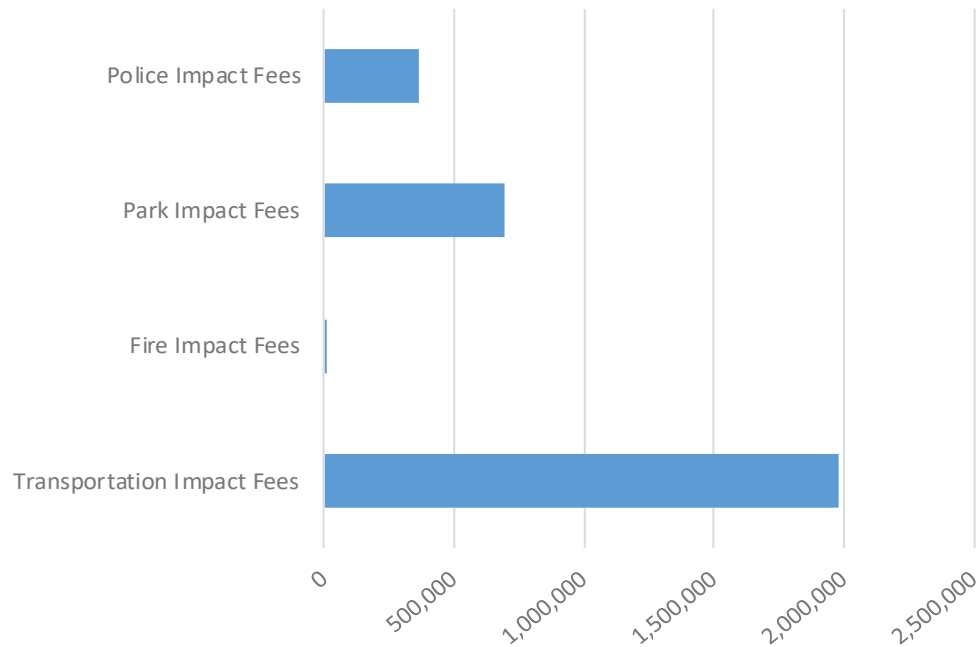
Revenue by Fund Source



**City of Zephyrhills
Impact Fee Fund
Expenditure Budget by Character**

Character	Budget FY21/22	Budget FY22/23
Transportation Impact Fees	4,975,000	1,978,720
Fire Impact Fees	48,972	43
Park Impact Fees	682,709	691,190
Police Impact Fees	437,154	367,454
Total Expenditures	6,143,835	3,037,407

Expenditures by Character



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

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
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
Total Budgeted Reserves/Carry Forward			4,606,435	2,290,007
Permits, Fees & Special Assessments				
	Transportation Impact Fees	12010324-324100	1,200,000	600,000
	Park Impact Fees	12030324-324100	220,000	60,000
	Police Impact Fees	12040324-324100	110,000	80,000
Contributions				
	State Contribution Pretty Pond	12010334-334110	0	0
Total Permits, Fees & Special Assessments & Contribut			1,530,000	740,000
Interest Earnings				
	Interest Income-Transp Impact	12010361-361100	7,000	7,000
	Interest Income-Park Impact Fee	12030361-361100	200	200
	Interest Income-Police Impact Fee	12040361-361100	200	200
Total Interest Earnings			7,400	7,400
Total Special Revenue Fund Revenue Budget			6,143,835	3,037,407

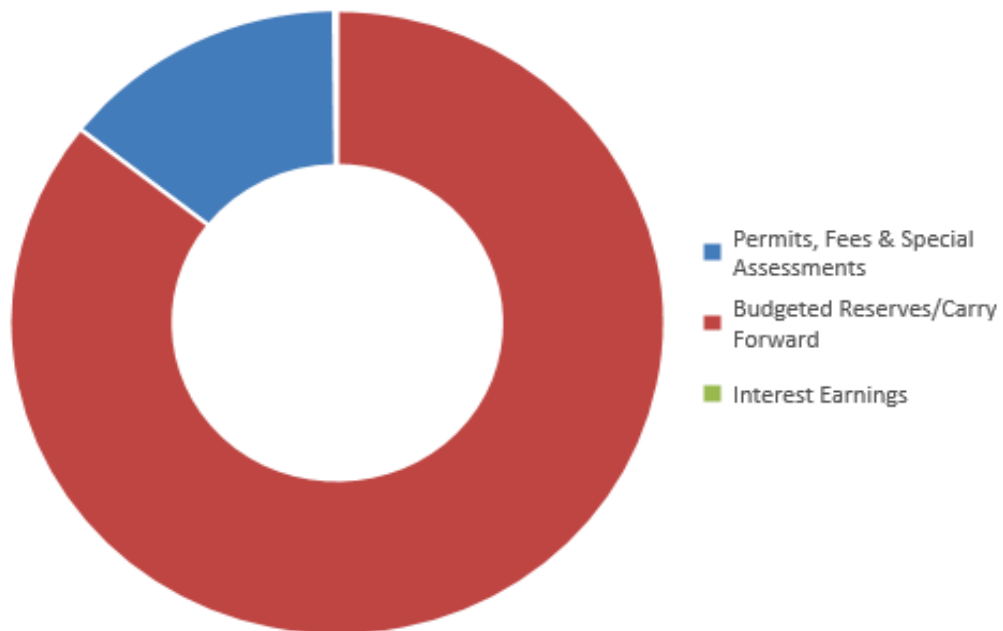
**City of Zephyrhills
Impact Fee Fund
Line-Item Expenditure Budget**

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Capital Outlay				
Transportation				
	Dairy Road to Kossik Road Project	12014100-563000	800,000	0
	Design/Construct Jennifer Lane	12014100-563000	120,000	0
	Simons Road Phase II	12014100-563000	2,320,000	0
	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	535,000	778,720
Fire				
	Fire - Pasco County Merger	12022200-564000	48,972	43
Parks				
	Playground Equipment	12037200-564000	150,000	150,000
	Parks Capital Projects	12037200-599000	532,709	541,190
Police				
	Solar Speed Signs	12042100-564000	17,000	0
	Incident Command Unit Reno	12042100-564000	85,000	0
	Gator	12042100-564000	20,000	0
	Voice Stress Analysis	12042100-564000	10,000	0
	Community Service Vehicle Reno	12042100-564000	0	80,000
	Camera System for Command Unit	12042100-564000	0	45,000
	Stadium/Portable Lights	12042100-564000	0	20,000
	Dispatch Consolidation	12042100-564000	305,154	222,454
Total Impact Fee Fund Expenses			6,143,835	3,037,407

City of Zephyrhills
Utility Capacity Fee Fund
Revenue Budget Summary by Major Fund Source

Major Fund Source	Budget FY21/22	Budget FY22/23
Permits, Fees & Special Assessments	1,267,000	831,000
Budgeted Reserves/Carry Forward	5,000,000	5,000,000
Interest Earnings	25,000	10,000
Total Revenues	6,292,000	5,841,000

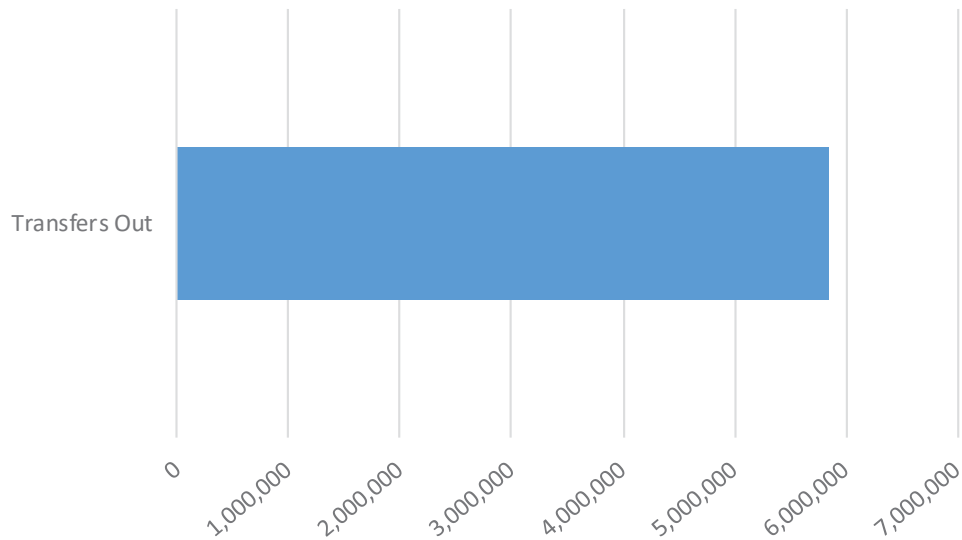
Revenue by Fund Source



City of Zephyrhills
Utility Capacity Fee Fund
Expenditure Budget by Character

Character	Budget FY21/22	Budget FY22/23
Transfers Out	6,292,000	5,841,000
Total Expenditures	6,292,000	5,841,000

Expenditures by Character



City of Zephyrhills
Utility Capacity Fee Fund
Line Item Revenue Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	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 Fees	14010324-324100	439,000	309,000
	Sewer Connection Fees	14020324-324100	828,000	522,000
	Total Permits, Fees & Special Assessments		1,267,000	831,000
	Interest Earnings			
	Interest Income-Water Cnxn	14010361-361100	10,000	5,000
	Interest Income-WW Cnxn	14020361-361100	15,000	5,000
	Total Permits, Fees & Special Assessments		25,000	10,000
	Total Utility Impact Fee Fund Revenue Budget		6,292,000	5,841,000

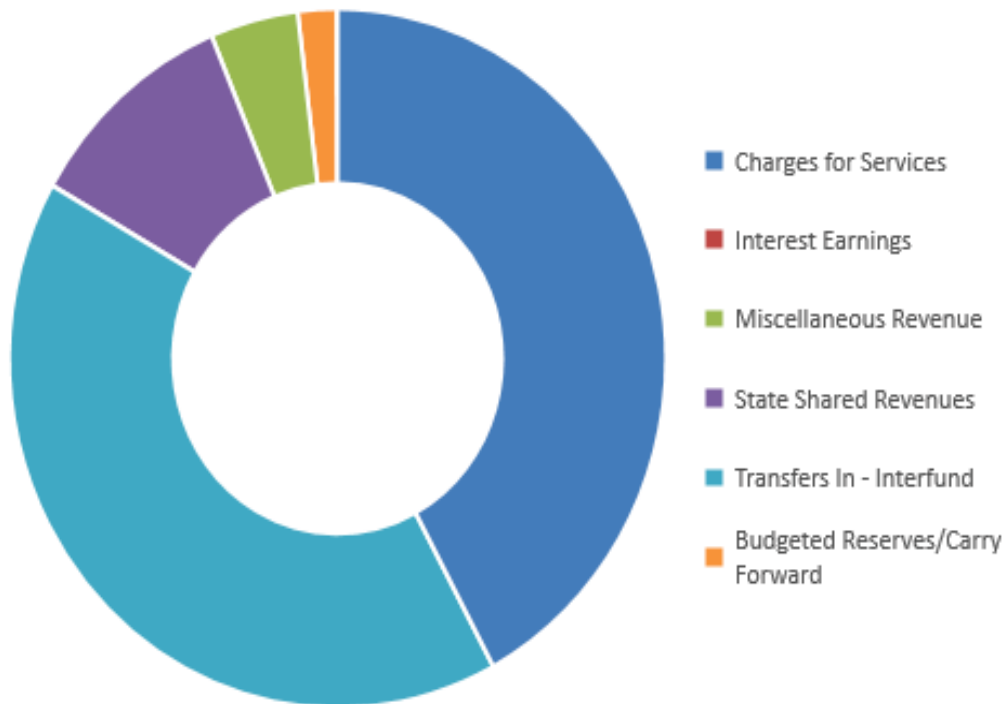
City of Zephyrhills
Utility Capacity Fee Fund
Line-Item Expenditure Budget

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Transfers Out			
	Water Connection Impact Fee	14013300-591001	2,097,333	1,947,000
	WWater Connection Impact Fee	14023500-591001	4,194,667	3,894,000
	Total Transfers Out		6,292,000	5,841,000
	Total Utility Impact Fee Fund		6,292,000	5,841,000

**City of Zephyrhills
Utility Fund
Revenue Summary by Major Fund Source**

Major Fund Source	Budget FY21/22	Budget FY22/23
Charges for Services	11,937,000	12,653,220
Interest Earnings	20,000	10,000
Miscellaneous Revenue	517,563	1,297,530
State Shared Revenues	4,000,000	3,150,000
Transfers In - Interfund	6,292,000	12,341,000
Budgeted Reserves/Carry Forward	0	575,926
Total	22,766,563	30,027,676

Revenue by Fund Source

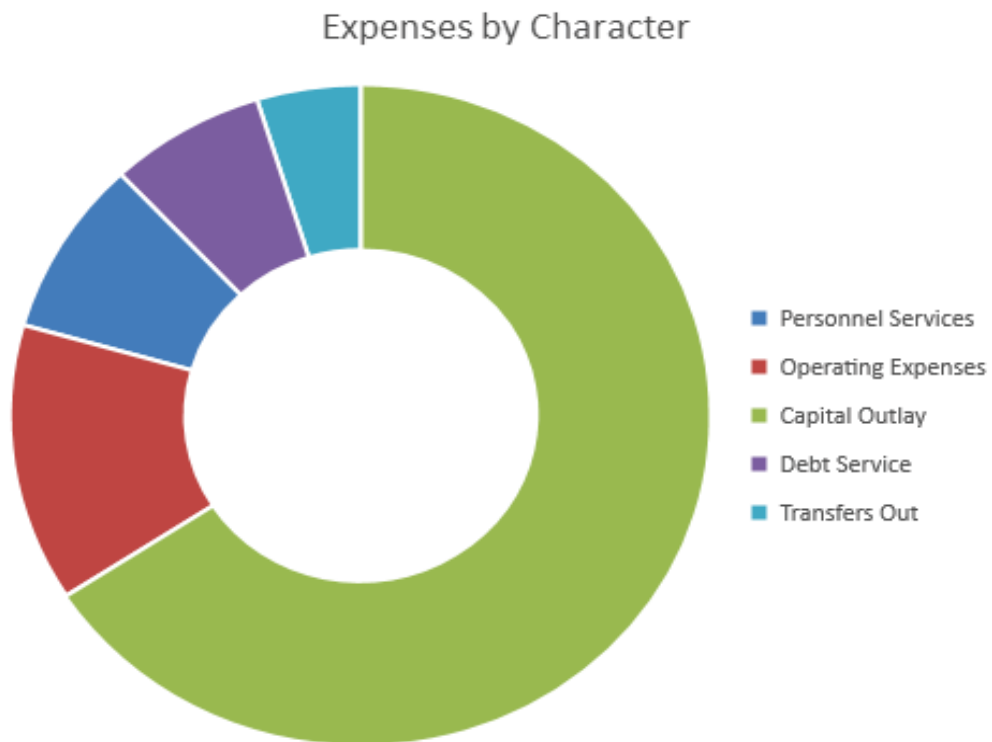


**City of Zephyrhills
Utility Fund
Line-Item Revenues**

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Budgeted Reserves/Carry Forward				
	Budgeted Reserves	41000300-300100	0	575,926
Total Budgeted Reserves/Carry Forward			0	575,926
State Shared Revenues				
	State Grants - South 301 Redevel	41000334-334310-22P03	0	650,000
	Other Gov Grants - Reclaim Inter	41000334-337300-22P01	0	1,000,000
	Federal-North Side LS & Force Ma	41000331-331390-21P13	0	1,500,000
	Federal-Other Physical Env	41000331-331390	4,000,000	0
Total State Shared Revenues			4,000,000	3,150,000
Charges for Services				
	Water & Sewer Charges	41000343-343600	11,937,000	12,653,220
Total Charges for Services			11,937,000	12,653,220
Interest Earnings				
	Interest Income-Utility	41000361-361100	20,000	10,000
Total Interest Earnings			20,000	10,000
Miscellaneous Revenue				
	Bottled Water	41000366-366100	130,000	0
	Surplus Property Sales	41000364-364400	10,000	10,000
	Scrap Sales	41000365-365000	6,000	6,000
	State Revolving Fund Proceeds	41000384-384000	314,563	1,224,530
	Miscellaneous	41000369-369900	57,000	57,000
Total Miscellaneous Revenue			517,563	1,297,530
Transfers In-Interfund				
	Transfer fr Water Connection Fee	41000381-381330	6,292,000	5,841,000
	Transfer fr SRF-State Appropriati	41000381-381200-22P04	0	3,500,000
	Transfer fr SRF-ARPA Funds	41000381-381200-21P13	0	3,000,000
Total Transfers In-Interfund			6,292,000	12,341,000
Total Utility Fund Revenue Budget			22,766,563	30,027,676

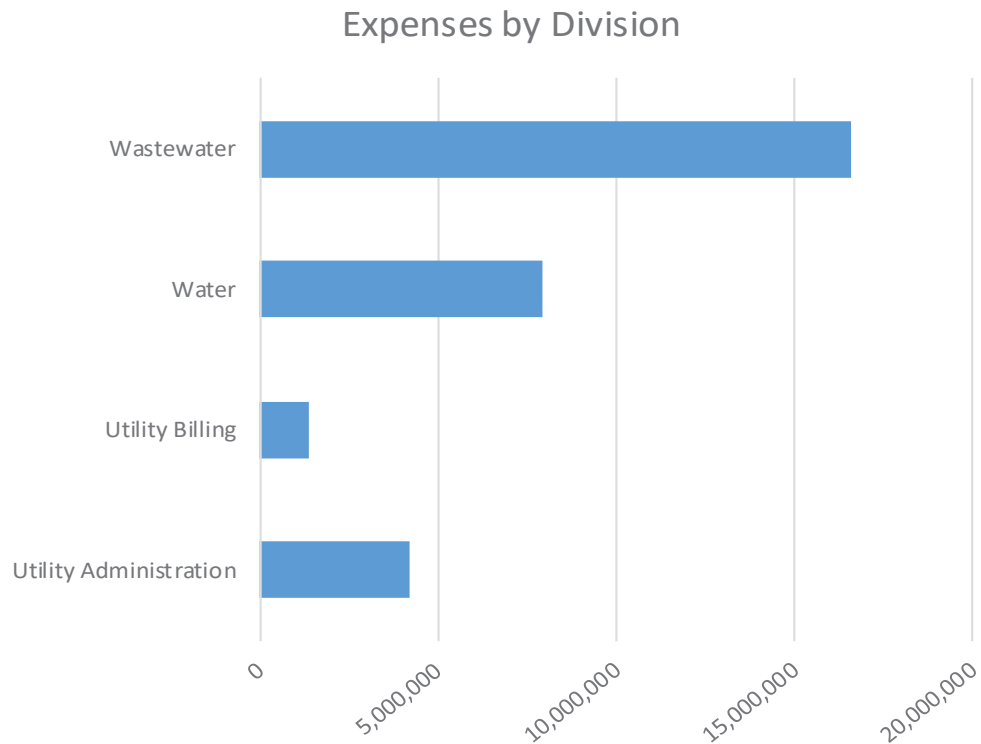
**City of Zephyrhills
Utility Fund
Expenditure Budget Summary by Character**

Character	Budget FY21/22	Budget FY22/23
Personnel Services	2,533,377	2,578,226
Operating Expenses	3,334,590	4,070,852
Capital Outlay	13,236,000	19,775,000
Debt Service	2,054,991	2,165,267
Transfers Out	1,607,605	1,438,331
Total	22,766,563	30,027,676

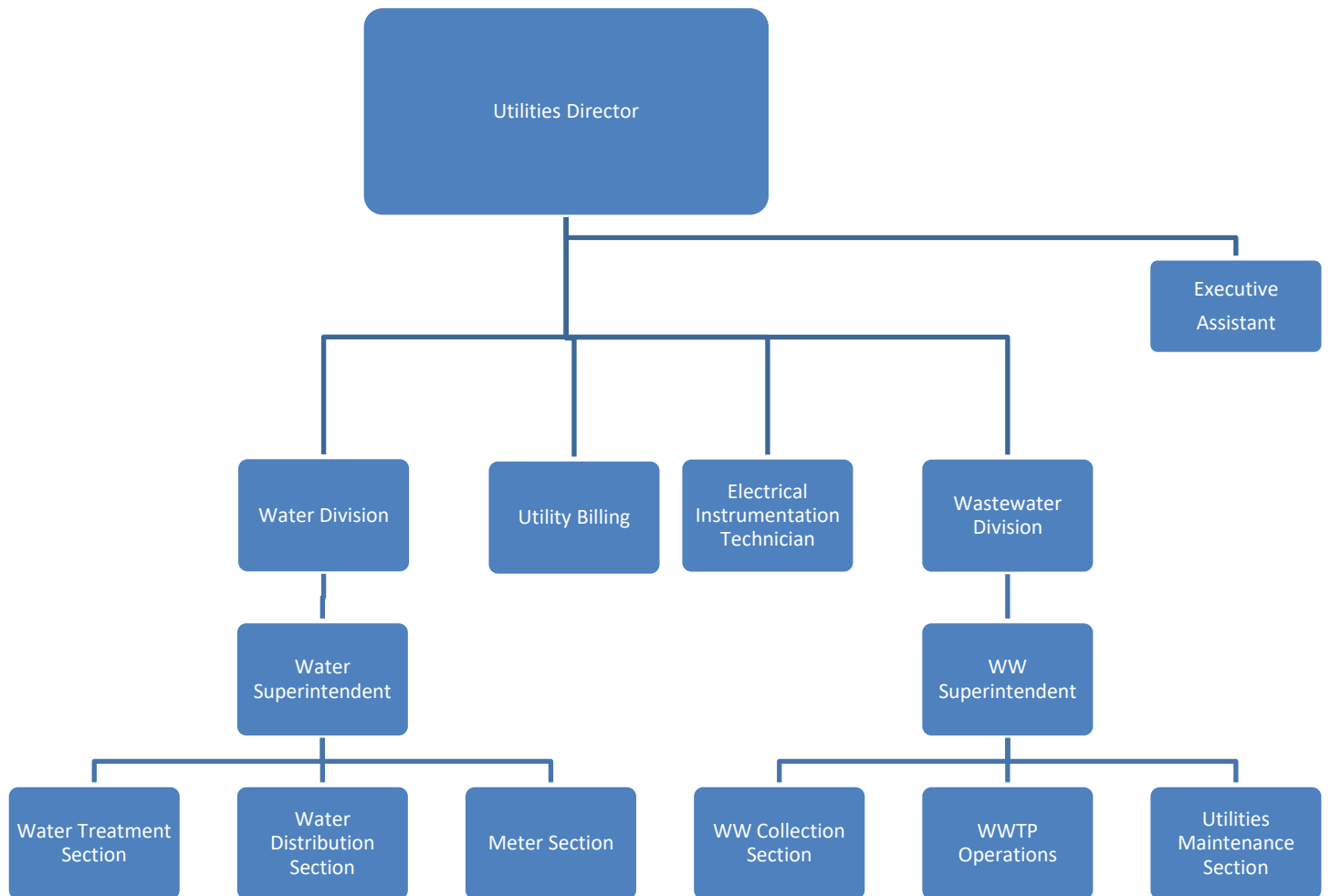


City of Zephyrhills
Utility Fund
Expenditure Budget Summary by Division

Division	Budget FY21/22	Budget FY22/23
Utility Administration	4,159,092	4,166,822
Utility Billing	1,275,286	1,371,762
Water	6,490,301	7,894,995
Wastewater	10,841,884	16,594,097
Total	22,766,563	30,027,676



**City of Zephyrhills
Utility Fund
Organizational Chart**



City of Zephyrhills
Utility Fund Division Overview
Utility Administration

The Administration Division is accountable for the direction, supervision, and planning of both the Water and Wastewater Divisions. Responsibilities include budgeting, purchasing, technical specifications, contract administration, engineering review, maintenance coordination, providing City Council presentations, customer complaint investigations, and payroll. Also, providing technical, professional, and safety training, and the hiring, promoting, and disciplining of the department's employees. There are two employees in the Utilities Administration Division.



City of Zephyrhills
Utility Fund Line-Item Budget by Division
Utility Administration (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-33	Utilities Director *	1	1
	Z-16	Executive Assistant	1	1
Total: Utility Administration			2	2

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	41003000-512000	137,666	148,682
	Fica Taxes	41003000-521100	8,535	9,218
	Medicare Taxes	41003000-521200	1,996	2,156
	Retirement Contributions	41003000-522100	31,255	36,504
	Group Health	41003000-523000	32,966	33,956
	Worker's Compensation	41003000-524000	7,838	2,415
Total Personnel Services			220,256	232,931
Operating Expenditures				
	Professional Services	41003000-531500	125,000	75,000
	Pro. Svcs. - Software & Support	41003000-531700	90,140	104,339
	Contractual Services	41003000-534000	50,000	120,000
	Telephone	41003000-541000	1,000	1,000
	Freight and Postage Services	41003000-542000	200	200
	Copy Machine Leases	41003000-544500	1,200	1,400
	Property and Casualty Ins	41003000-545000	0	19,654
	Repair & Maint-Vehicles	41003000-546200	500	500
	Office Supplies	41003000-551000	700	700
	Operating Supplies	41003000-552000	1,000	1,000
	Gas & Oil	41003000-552700	500	500
	Memberships/Dues	41003000-554200	1,000	1,000
	Training	41003000-555500	5,000	5,000
Total Operating Expenditures			276,240	330,293

City of Zephyrhills
Utility Fund Line-Item Budget by Division
Utility Administration (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Debt Service				
	Loan Principal/Int WWTP	41003000-571002	1,317,076	1,427,352
	BB&T Fathom Loan	41003000-571003	737,915	737,915
Total Debt Service			2,054,991	2,165,267
Transfers Out				
	Administrative Transfer-GF	41003000-591001	1,372,755	1,203,481
	Administrative Transfer-AF	41003000-591420	234,850	234,850
	PILOT	41003000-591000	0	0
Total Transfers Out			1,607,605	1,438,331
Non Operating Expenditures				
	Reserve for Contingency	41003000-599000	0	0
Total Non Operating Expenditures			0	0
Total Utility Administration			4,159,092	4,166,822

City of Zephyrhills Utility Fund Division Overview Utility Billing

The Utility Billing (UB) Division is a division of the Finance Department. This division maintains and processes all water, sewer, and sanitation billing records; processing four scheduled billing cycles each month; and providing customers services to utility and sanitation customers regarding their accounts. In conjunction with Utility Department meter readers, UB coordinates work related to checking for leaks, lock offs, and reread orders. UB functions as the primary cash receipts area within the City, collecting and aggregating receipts from other City departments to prepare the City's daily banking deposit.

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-22	Accountant *	1	1
	Z-15	Senior Customer Service Representative – UB	1	1
	Z-10	Customer Service Representative – Utility Billing	3	3
Total: Utility Billing			5	5



City of Zephyrhills
Utility Fund Line-Item Budget by Division
Utility Billing

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	41001300-512000	193,655	186,131
	Overtime	41001300-514000	500	500
	Fica Taxes	41001300-521100	12,007	11,540
	Medicare Taxes	41001300-521200	2,808	2,699
	Retirement Contributions	41001300-522100	20,954	21,931
	Group Health	41001300-523000	54,444	44,335
	Worker's Compensation	41001300-524000	668	313
Total Personnel Services			285,036	267,449
Operating Expenditures				
	Medical Services	41001300-531200	150	300
	Professional Services	41001300-531500	0	10,000
	Contractual Services	41001300-534000	750,000	650,000
	Processing Fees Credit Cards	41001300-534700	130,000	135,000
	Telephone	41001300-541000	1,500	2,500
	Freight and Postage Services	41001300-542000	1,100	90,000
	Property and Casualty Ins	41001300-545000	0	10,993
	Copy Machine Leases	41001300-544500	1,400	1,320
	Office Supplies	41001300-551000	800	600
	Operating Supplies	41001300-552000	600	600
	Software	41001300-552900	100,000	0
	Training	41001300-555500	1,700	3,000
Total Operating Expenditures			987,250	904,313
Capital Outlay				
	Buildings/Building Improvements	41001300-564000	0	50,000
	Machinery and Equipment	41001300-564000	3,000	150,000
Total Capital Outlay			3,000	200,000
Total Finance: Utility Billing			1,275,286	1,371,762

City of Zephyrhills Utility Fund Division Overview Water

The Water Division is accountable for the City's Drinking Water Supply, treatment operations, distribution piping, and reclaimed water distribution system. Which includes 7 Water Treatment Plants, Elevated Storage Tank and Pumping Station, ~12,000 water meters, ~800 Fire Hydrants, ~320 miles of distribution pipes, and the reclaimed water system. This responsibility includes the water treatment operations and distribution pumping (to the customer's tap), well and distribution sampling, flushing programs, Florida Department of Environmental Protection (FDEP), and Southwest Florida Water Management District (SWFWMD) operating permits. In addition, chemical ordering, meter turn ons/turn offs/lock offs, water main breaks, Backflow Prevention Program, Cross Connection Control Program, utility locates, customer complaints, new water services, valve exercising, and operations/maintenance of the valve system, fire hydrant operation, testing, and maintenance, meter reading, meter box repairs and installation, meter change-outs and meter leaks. The Water Division is also responsible for distribution line installations, breaks, and preventative maintenance. The FDEP and SWFWMD permits the Water Treatment Plants and distribution system. The Water Division is in charge of the operation and maintenance of this system in accordance with the operating permits and Florida Administrative Codes. There are 12 employees in the Water Division.



City of Zephyrhills
Utility Fund Line-Item Budget by Division
Water (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-22	Water Superintendent *	1	1
	Z-19	Water Foreman	1	1
	Z-20 to Z-11	Water Plant Operator (A, B, C or Trainee)	3	3
	Z-17	Meter Foreman	1	1
	Z-14 to Z-11	Utilities Service Worker (I, II, or III)	6	6
	Z-12 to Z-09	Meter Reader (I or II)	1	1
Total: Water			13	13

ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services			
Salaries	41003300-512000	550,917	591,299
Overtime	41003300-514000	30,000	30,000
Fica Taxes	41003300-521100	34,157	36,661
Medicare Taxes	41003300-521200	7,988	8,574
Retirement Contributions	41003300-522100	58,853	68,791
Group Health	41003300-523000	250,154	232,217
Worker's Compensation	41003300-524000	19,792	20,677
Total Personnel Services		951,861	988,219
Operating Expenditures			
Medical Services	41003300-531200	200	200
Laboratory Analysis	41003300-531300	10,000	50,000
Professional Services	41003300-531500	150,000	150,000
Contractual Services	41003300-534000	60,000	95,000
Water Tank Maintenance	41003300-546300	30,000	40,000
Property Tax	41003300-538000	0	200
Telephone	41003300-541000	20,000	25,000
Freight and Postage Services	41003300-542000	500	500
Electricity	41003300-543000	140,000	140,000

City of Zephyrhills
Utility Fund Line-Item Budget by Division
Water (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Water & Sewer Expense	41003300-543300	200	200
	Leases & Rentals	41003300-544000	1,000	1,000
	Copy Machine Leases	41003300-544500	500	500
	Property and Casualty Ins	41003300-545000	0	40,176
	Repair & Maint-Buildings	41003300-546000	4,000	4,000
	Repair & Maint-Equipment	41003300-546100	35,000	45,000
	Repair & Maint - Vehicles	41003300-546200	12,000	18,000
	Repair & Maint-Water Lines	41003300-546400	0	150,000
	Licenses and Permits	41003300-549200	1,000	2,000
	Office Supplies	41003300-551000	3,040	3,000
	Operating Supplies	41003300-552000	35,000	48,000
	Uniforms	41003300-552100	6,000	4,000
	Tools, Small Equipment	41003300-552300	8,000	8,000
	Chemicals & Chlorine Gas	41003300-552400	20,000	25,000
	Gas & Oil	41003300-552700	25,000	35,000
	Memberships/Dues	41003300-554200	2,000	2,000
	Training	41003300-555500	12,000	15,000
Total Operating Expenditures			575,440	901,776
Capital Outlay				
	City Yard Redesign	41003300-562000-21P07	350,000	3,000,000
	Infrastructure	41003300-563000	2,625,000	2,270,000
	Fort King Water Line Extension	41003300-563000-21P10	1,500,000	0
	Machinery and Equipment	41003300-564000	138,000	235,000
	Inventory Purchases	41003300-565900	350,000	500,000
Total Capital Outlay			4,963,000	6,005,000
Total Water			6,490,301	7,894,995

City of Zephyrhills Utility Fund Division Overview Wastewater

The Wastewater Division is held accountable for the operation and maintenance of the City's 4.5 million gallons per day Wastewater Treatment Plant, reclaimed water pumping station, 38 acres of rapid infiltration basins, 67 sewage lift stations and all of the City's sewer collection system. Which includes over 300 miles of gravity and pressurized underground sewer pipes and ~1,600 sanitary sewer manholes. The Division is also in charge of sewer line installations, breaks and preventative maintenance, manhole maintenance, utility locates, the Fats, Oils, and Grease Program (FOG), and customer complaints. The Florida Department of Environmental Protection (FDEP) permits the Wastewater Treatment Plant and Sewer Collection system and the Division is responsible for the proper operation and maintenance of these systems in accordance with the FDEP operating permit and Florida Administrative Codes. There are 16 employees in the Wastewater Division.



City of Zephyrhills
Utility Fund Line-Item Budget by Division
Wastewater (continued)

Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-22	Wastewater Superintendent *	1	1
	Z-21	Chief Wastewater Plant Operator *	1	1
	Z-20 to Z-11	WWTP Operator (A, B, C or Trainee)	5	5
	Z-19	Electrical Instrumentation Technician	1	1
	Z-19	SCADA Specialist	1	1
	Z-19	Wastewater Foreman	1	1
	Z-16 to Z-11	Utilities Service Worker (I, II, or III)	7	7
Total: Wastewater			17	17

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	41003500-512000	681,490	719,025
	Overtime	41003500-514000	50,000	50,000
	Fica Taxes	41003500-521100	42,252	44,580
	Medicare Taxes	41003500-521200	9,882	10,426
	Retirement Contributions	41003500-522100	64,668	77,458
	Group Health	41003500-523000	192,878	170,693
	Worker's Compensation	41003500-524000	35,054	17,445
Total Personnel Services			1,076,224	1,089,627
Operating Expenditures				
	Medical Services	41003500-531200	500	500
	Professional Services	41003500-531500	535,000	500,000
	Contractual Services	41003500-534000	500	500
	Contractual Hauling	41003500-534500	85,000	95,000
	Property Tax	41003500-538000	0	50
	Telephone	41003500-541000	10,000	12,000
	Freight & Postage Services	41003500-542000	500	500
	Electricity	41003500-543000	300,000	400,000

City of Zephyrhills
Utility Fund Line-Item Budget by Division
Wastewater (continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Water & Sewer Expense	41003500-543300	5,000	12,000
	Refuse Removal	41003500-543400	5,000	6,000
	Property and Casualty Ins	41003500-545000	0	264,420
	Repair & Maint-Buildings	41003500-546000	8,000	28,000
	Repair & Maint-Equipment	41003500-546100	90,000	90,000
	Repair & Maint - Vehicles	41003500-546200	30,000	25,000
	Repair & Maint - Infrastructure	41003500-546300	100,000	125,000
	Licenses and Permits	41003500-549200	1,000	1,500
	Office Supplies	41003500-551000	2,560	1,200
	Operating Supplies	41003500-552000	30,000	35,000
	Uniforms	41003500-552100	5,000	5,000
	Tools, Small Equipment	41003500-552300	6,000	6,000
	Chemicals & Chlorine Gas	41003500-552400	225,000	250,000
	Laboratory Analysis	41003500-531300	20,000	25,000
	Gas & Oil	41003500-552700	25,000	35,000
	Memberships/Dues	41003500-554200	1,600	1,800
	Training	41003500-555500	10,000	15,000
Total Operating Expenditures			1,495,660	1,934,470
Capital Outlay				
	Infrastructure	41003500-563000	2,170,000	2,230,000
	Northside Lift Station	41003500-563000-21P13	4,000,000	4,500,000
	Pasco Reclaim Interconnect	41003500-563000-22P01	2,000,000	2,000,000
	South 301 WasteWater Redevelo	41003500-563000-22P03	0	1,300,000
	Kossik & Fort King Sewer/Water	41003500-563000-22P04	0	3,500,000
	Machinery and Equipment	41003500-564000	85,000	20,000
	Capital Purchases Inventory	41003500-565900	15,000	20,000
Total Capital Outlay			8,270,000	13,570,000
Total Wastewater			10,841,884	16,594,097

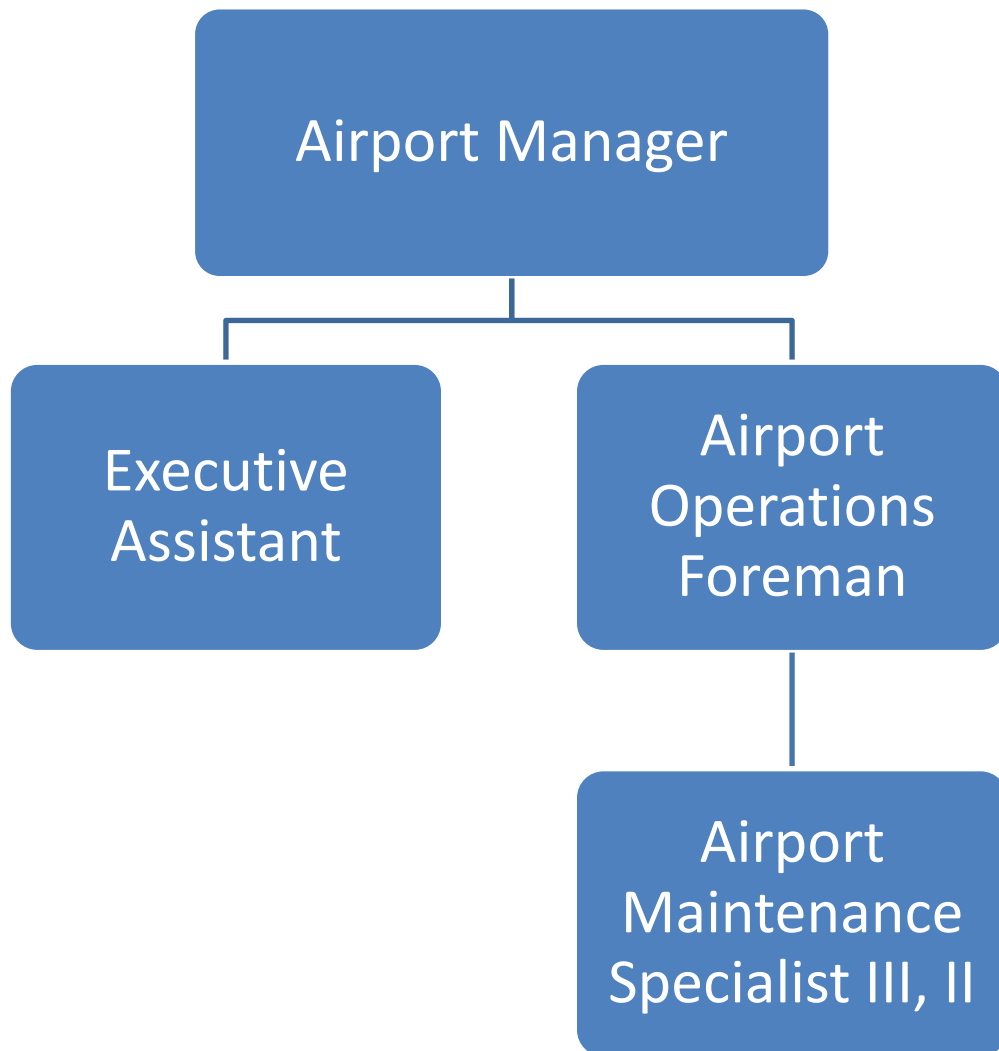
City of Zephyrhills Department Overview Airport Fund

The Zephyrhills Municipal Airport, 840 acres consisting of four Non-Precision RNAV (GPS) instrument approach Runways 01/19 and 05/23. Home for 210+ based personal and business category aircraft. Housing, 137 t-hangars, 25 half hangars and 10 shade units plus home of 10 Conventional Hangars. The Airport is part of the National Plan of Integrated Airport Systems (NPIAS), Identified as a reliever Airport to Tampa International Airport. The Airport has an estimated air traffic activity of just over 42,000 annual flight operations with a mix of aircraft ranging from light sport recreational thru corporate business style aircraft. Staffed 8am to 5pm daily except for public holidays and offers basic Fixed Base Operations (FBO) amenities with Jet-A and 100 LL self-service fueling facilities (open 24 hrs.) truck fueling available during business hours. In 2018 FDOT completed an in depth study of general aviation airports throughout the country and designated Zephyrhills Municipal Airport as an airport having a regional estimated economic impact of \$53 Million with over a \$30 Million dollar payroll impact. Current major projects underway in 2021 thru 2022, \$725K Fuel Farm rehab, \$3.6 M Taxiway A reconstruction, \$3 M Itinerant Parking Apron and \$5.9M Runway 01/19 extension project. The major project planned for 2023 is a new terminal, box hangars and taxiway for \$6.6 M which is 100% funded with State Appropriations.



City of Zephyrhills Airport Fund Organizational Overview

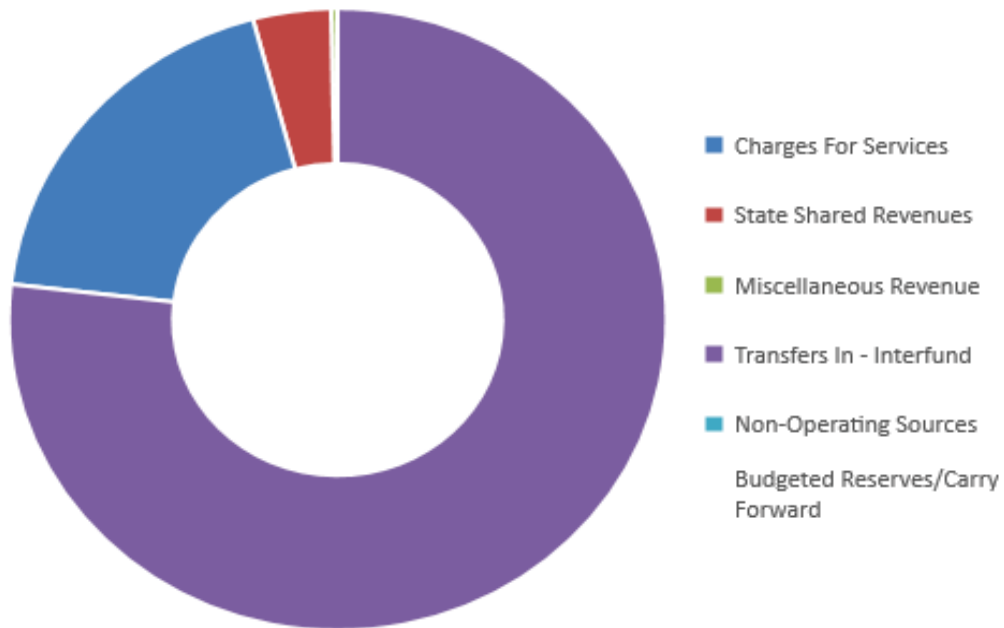
Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-29	Airport Manager *	1	1
	Z-18	Airport Operations Foreman	1	1
	Z-16	Executive Assistant	1	1
	Z-13	Airport Maintenance Specialist III	1	1
	Z-12	Airport Maintenance Specialist II	2	2
Total: Airport			6	6



**City of Zephyrhills
Airport Fund
Revenue Summary by Major Fund Source**

Major Fund Source	Budget FY21/22	Budget FY22/23
Charges For Services	1,426,185	1,705,703
State Shared Revenues	6,600,000	344,000
Miscellaneous Revenue	26,656	25,836
Transfers In - Interfund	285,030	6,885,030
Non-Operating Sources	3,060	3,000
Budgeted Reserves/Carry Forward	100,000	0
Total Expenditures	8,440,931	8,963,569

Revenue by Fund Source



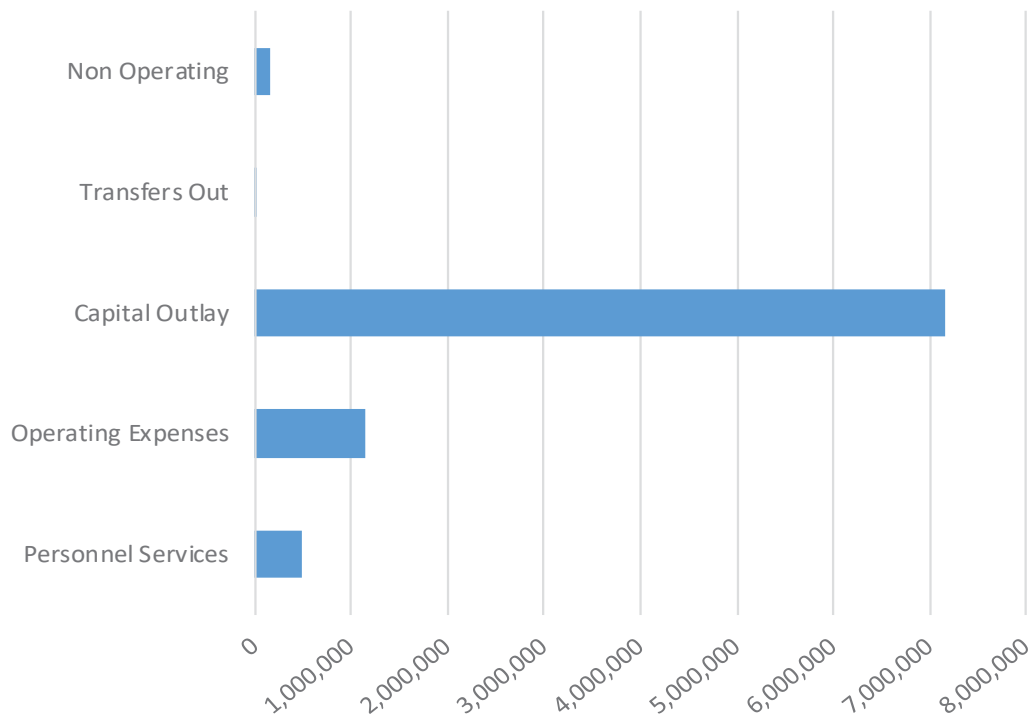
City of Zephyrhills
Airport Fund
Line-Item Revenues

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Budgeted Reserves/Carry Forward				
	Budgeted Reserves	42000300-300100	100,000	0
Total Budgeted Reserves/Carry Forward			100,000	0
State Shared Revenues				
	Taxiway Alpha Const FAA 100%	42000331-331410-21P02	3,600,000	0
	Jet Parking Lot State 100%	42000334-334410-21P05	3,000,000	0
	Runway1-19 Rehab Design FDOT	42000334-334410-23P04	0	312,000
	Airport Security Vehicles	42000334-334410-23P05	0	32,000
Total State Shared Revenues			6,600,000	344,000
Charges For Services				
	Airport Rental/Lease	42000344-344100	269,544	289,684
	Tie Down Fees	42000344-344101	12,175	11,484
	Fuel Sales	42000344-344102	652,887	904,811
	Oil Sales	42000344-344103	9,676	12,547
	Fuel Flowage Fees	42000344-344105	3,991	5,051
	Shade Hanger Rent	42000344-344106	15,167	15,167
	T Hangar Rent	42000344-344107	449,975	453,896
	Trailer Parking	42000344-344109	10,770	11,063
	Airport Venue	42000347-347510	2,000	2,000
Total Charges For Services			1,426,185	1,705,703
Miscellaneous Income				
	Surplus Property Sales	42000364-364400	5,000	5,000
	Miscellaneous Income	42000369-369900	21,656	20,836
Total Miscellaneous Income			26,656	25,836
Transfers In - Interfund				
	Transfer Fr Utility Fund	42000381-381410	234,850	234,850
	Transfer Fr Sanitation Fund	42000381-381430	31,440	31,440
	Transfer Fr General Fund	42000381-381100	18,740	18,740
	Transfer Fr SRF State Appropriati	42000381-381200-23P02	0	6,600,000
Total Transfers In - Interfund			285,030	6,885,030
Interest Earnings				
	Interest Income	42000361-361100	3,060	3,000
Total Non-Operating Sources			3,060	3,000
Total Airport Fund Revenue Budget			8,440,931	8,963,569

City of Zephyrhills
Airport Fund
Expenditure Budget Summary by Character

Character	Budget FY21/22	Budget FY22/23
Personnel Services	464,990	495,409
Operating Expenses	794,288	1,149,813
Capital Outlay	6,638,000	7,148,000
Transfers Out	20,000	20,000
Non Operating	523,653	150,347
TOTAL	8,440,931	8,963,569

Expenses by Division



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

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	42004200-512000	286,376	304,888
	Overtime	42004200-514000	6,000	6,000
	Fica Taxes	42004200-521100	17,755	18,903
	Medicare Taxes	42004200-521200	4,152	4,421
	Retirement Contributions	42004200-522100	29,515	35,007
	Group Health	42004200-523000	110,552	113,868
	Worker's Compensation	42004200-524000	10,640	12,322
Total Personnel Services			464,990	495,409
Operating Expenditures				
	Medical Services	42004200-531200	320	320
	Professional Services	42004200-531500	15,000	20,000
	Pro. Svcs. - Software & Support	42004200-531700	10,468	11,925
	Contractual Services	42004200-534000	11,000	11,000
	Processing Fees Credit Cards	42004200-534700	31,500	57,000
	Property Tax	42004200-538000	1,000	2,000
	Telephone	42004200-541000	5,000	5,700
	Aeronautical Communications	42004200-541200	5,500	5,500
	Freight and Postage Services	42004200-542000	925	1,200
	Electricity	42004200-543000	21,200	28,700
	Water & Sewer Expense	42004200-543300	5,875	8,500
	Refuse Removal	42004200-543400	1,000	1,000
	Copy Machine Leases	42004200-544500	1,100	1,775
	Property and Casualty Ins	42004200-545000	0	95,843
	Repair & Maint-Buildings	42004200-546000	8,000	8,000
	Repair & Maint-Equipment	42004200-546100	14,000	17,850
	Repair & Maint-Vehicles	42004200-546200	1,800	4,800
	Repair & Maint-Infrastructure	42004200-546300	35,000	35,000
	Promotional Activities	42004200-548000	800	500
	Special Events	42004200-548900	500	500
	Legal Ads	42004200-549000	500	500

City of Zephyrhills
Airport Fund Line-Item Budget
(continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Office Supplies	42004200-551000	800	950
	Operating Supplies	42004200-552000	4,500	9,850
	Uniforms	42004200-552100	1,500	1,500
	Tools, Small Equipment	42004200-552300	1,500	2,200
	Gas & Oil City Use	42004200-552700	8,000	13,000
	Memberships/Dues	42004200-554200	4,000	1,200
	Training	42004200-555500	3,500	3,500
	Gas & Oil Resale	42004200-565900	600,000	800,000
	Total Operating Expenditures		794,288	1,149,813
	Capital Outlay			
	Building/Bldg Improvements	42004200-562000	0	8,000
	Runway 1-19 Rehab Design	42004200-563000-23P04	0	390,000
	Terminal/Box Hangars/Taxiway	42004200-563000-23P02	0	6,600,000
	Itinerant Parking Lot	42004200-563000-21P02	3,000,000	0
	Taxiway Alpha Construction	42004200-563000-21P05	3,600,000	0
	Airport Security Vehicles	42004200-564000-23P05	0	40,000
	Machinery and Equipment	42004200-564000	38,000	110,000
	Total Capital Outlay		6,638,000	7,148,000
	Transfers Out			
	Administrative Trf Gen Fund	42004200-591001	20,000	20,000
	Total Transfers Out		20,000	20,000
	Non Operating Expenditures			
	Contingency	42004200-599000	523,653	150,347
	Total Non Operating Expenditures		523,653	150,347
	Total Airport		8,440,931	8,963,569

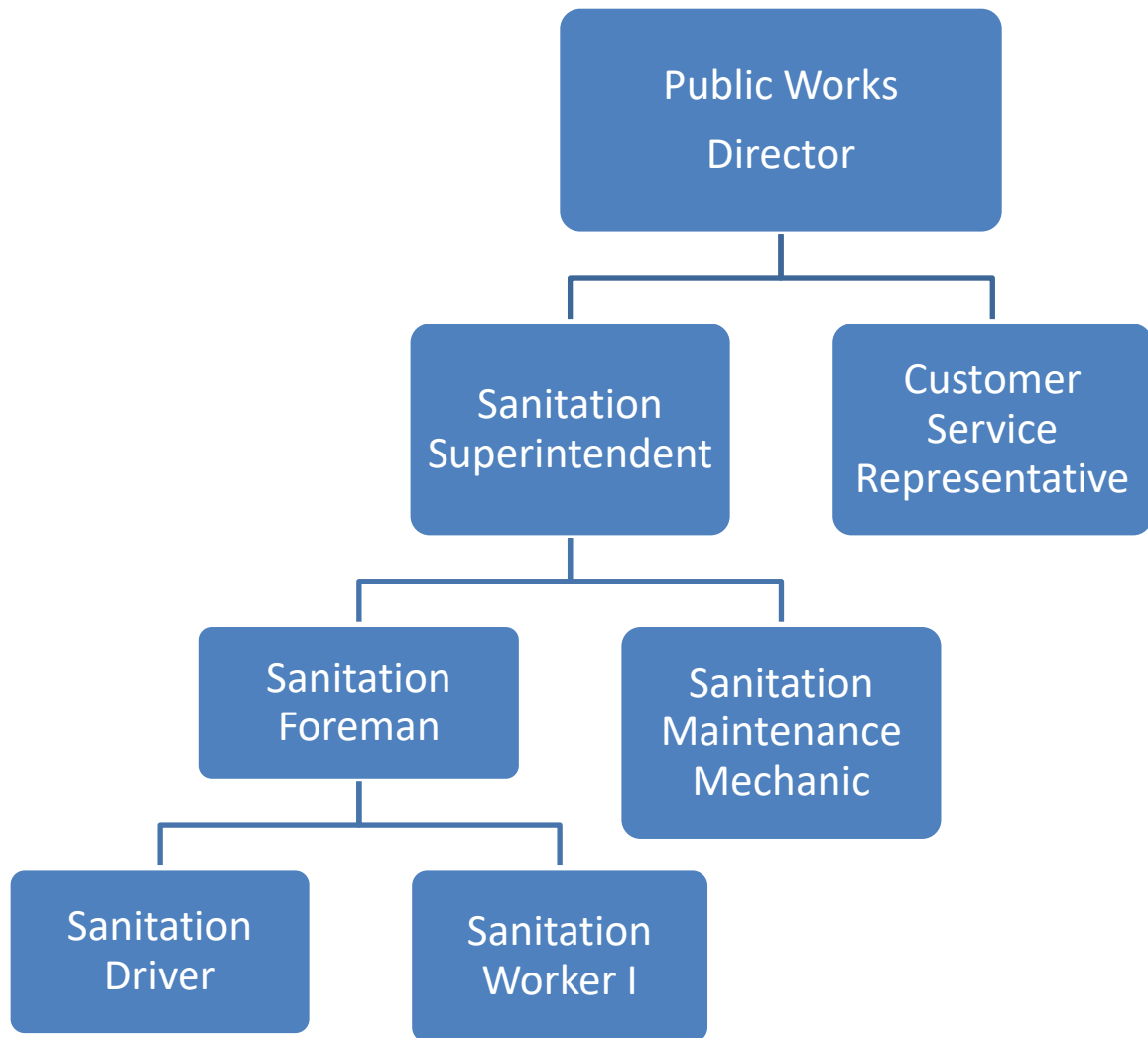
City of Zephyrhills Sanitation Fund

The Sanitation Division provides residential and commercial solid waste collection and disposal services. The Sanitation Division also offers bi-weekly recycling services. All solid waste and recyclables are transported to Pasco County facilities via City-owned collection vehicles for sorting and processing. Additional services include transportation of trash compactors and roll-off type construction containers. The Sanitation Division is an enterprise fund.



**City of Zephyrhills
Sanitation Fund
Organizational Overview**

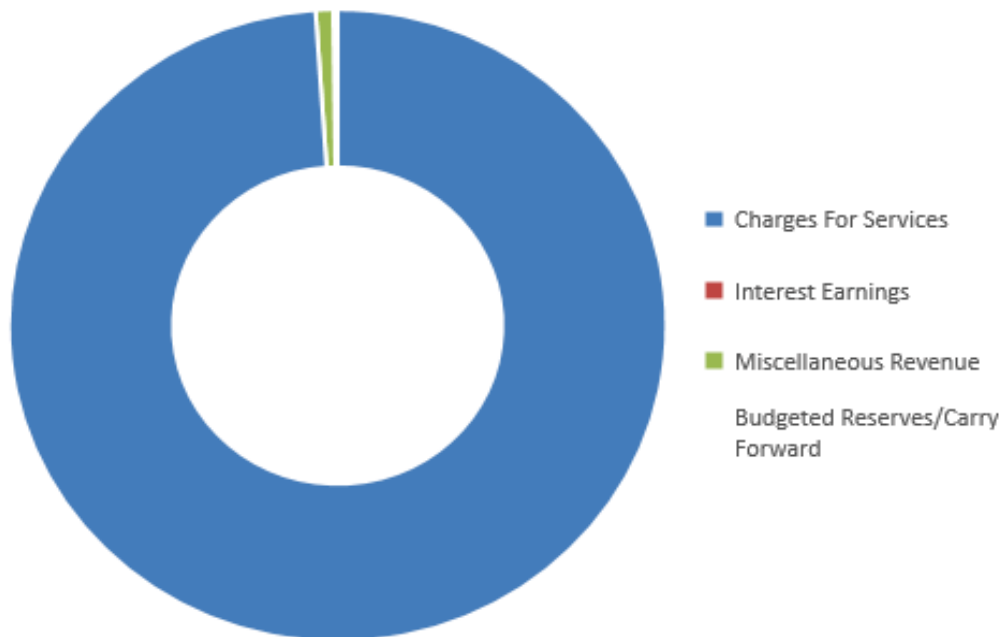
Staffing Summary	Paygrade	Position	FY21/22 FTE	FY22/23 FTE
	Z-24	Sanitation Superintendent *	1	1
	Z-20	Sanitation Foreman	1	1
	Z-16	Senior Maintenance Mechanic	1	1
	Z-12	Sanitation Driver	5	6
	Z-11	Customer Service Representative - Sanitation	1	1
	Z-09	Sanitation Worker I	2	1
Total: Sanitation			11	11



**City of Zephyrhills
Sanitation Fund
Revenue Summary by Major Fund Source**

Major Fund Source	Budget FY21/22	Budget FY22/23
Charges For Services	1,818,300	2,215,549
Interest Earnings	5,000	5,000
Miscellaneous Revenue	19,121	19,121
Budgeted Reserves/Carry Forward	120,609	0
Total Expenditures	1,963,030	2,239,670

Revenue by Fund Source



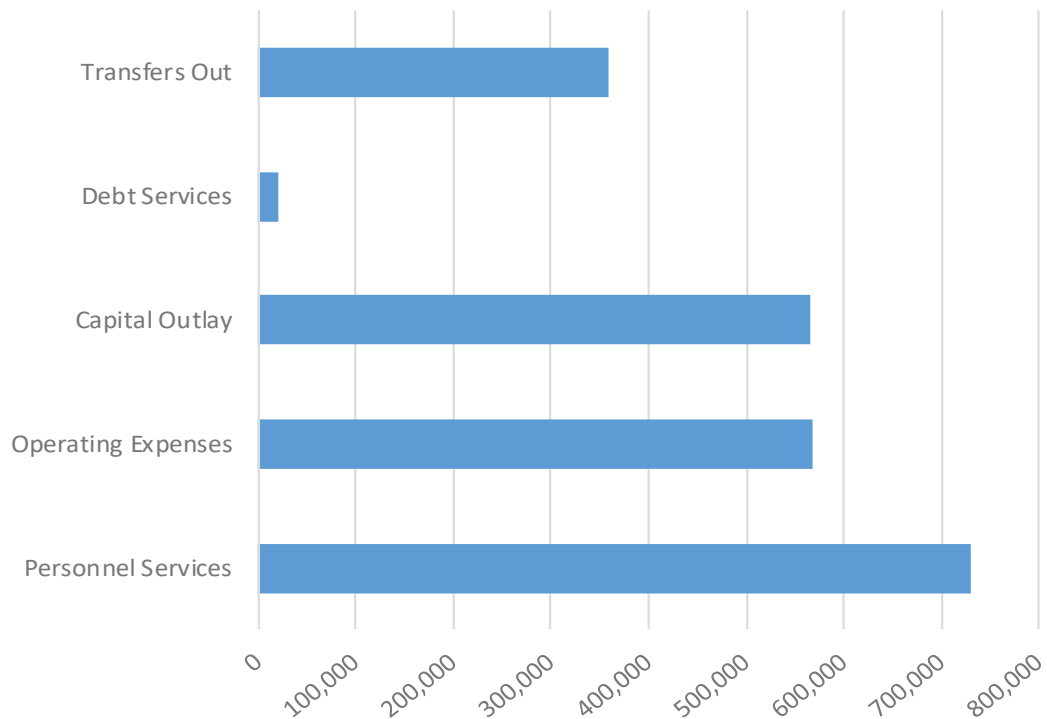
**City of Zephyrhills
Sanitation Fund
Line-Item Revenues**

ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Budgeted Reserves/Carry Forward			
Budgeted Reserves	43000300-300100	120,609	0
Total Budgeted Reserves/Carry Forward		120,609	0
Charges For Services			
Sanitation Charges	43000343-343700	1,818,300	2,215,549
Total Charges For Services		1,818,300	2,215,549
Interest Earnings			
Interest Income	43000361-361100	5,000	5,000
Total Interest Income		5,000	5,000
Miscellaneous Revenue			
Miscellaneous Income	43000369-369900	1,000	1,000
Sanitation Franchise Fees	43000323-323430	18,121	18,121
Total Miscellaneous Revenue		19,121	19,121
Total Sanitation Fund Revenue Budget		1,963,030	2,239,670

**City of Zephyrhills
Sanitation Fund
Expenditure Budget Summary by Character**

Character	Budget FY21/22	Budget FY22/23
Personnel Services	720,225	728,958
Operating Expenses	415,203	566,577
Capital Outlay	375,500	565,000
Debt Services	20,662	20,662
Transfers Out	431,440	358,473
TOTAL	1,963,031	2,239,670

Expenses by Division



**City of Zephyrhills
Sanitation Fund
Line-Item Budget**

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
Personnel Services				
	Salaries	43003400-512000	429,800	460,500
	Overtime	43003400-514000	16,053	16,053
	Fica Taxes	43003400-521100	26,649	28,554
	Medicare Taxes	43003400-521200	6,232	6,678
	Retirement Contributions	43003400-522100	49,311	58,023
	Group Health	43003400-523000	134,812	132,004
	Worker's Compensation	43003400-524000	57,368	27,146
Total Personnel Services			720,225	728,958
Operating Expenditures				
	Medical Services	43003400-531200	250	300
	Professional Services	43003400-531500	38,159	25,000
	Pro. Svcs. - Software & Support	43003400-531700	19,394	22,024
	Contractual Services	43003400-534000	500	500
	Contractual Services-Temp Labor	43003400-534300	3,000	3,000
	Telephone	43003400-541000	3,500	3,500
	Freight and Postage Services	43003400-542000	300	300
	Refuse Removal	43003400-543400	1,500	2,000
	Rental & Leases	43003400-544000	10,000	10,000
	Copy Machine Leases	43003400-544500	500	500
	Property and Casualty Ins	43003400-545000	0	63,853
	Repair & Maint-Equipment	43003400-546100	12,000	20,000
	Repair & Maint-Vehicles	43003400-546200	120,000	140,000
	Operating Supplies	43003400-552000	15,000	42,000
	Dumpsters < \$5,000	43003400-552090	30,000	45,000
	Uniforms	43003400-552100	4,000	4,500
	Tools, Small Equipment	43003400-552300	1,000	3,000
	Landfill Fees	43003400-552500	30,000	30,000
	Community Clean-up Fees	43003400-552665	7,500	7,500
	Gas & Oil	43003400-552700	115,000	140,000
	Memberships/Dues	43003400-554200	600	600
	Training	43003400-555500	3,000	3,000
Total Operating Expenditures			415,203	566,577

City of Zephyrhills
Sanitation Fund Line-Item Budget
(continued)

	ACCOUNT NAME	ACCOUNT NUMBER	Budget FY21/22	Budget FY22/23
	Capital Outlay			
	Buildings/Building Improvements	43003400-562000	12,000	10,000
	Machinery and Equipment	43003400-564000	348,500	535,000
	Roll-Off Dumpsters	43003400-564090	15,000	20,000
	Total Capital Outlay		375,500	565,000
	Debt Service			
	BB&T Fathom Loan	43003400-571000	20,662	20,662
	Total Debt Service		20,662	20,662
	Transfers Out			
	Administrative Trf Gen Fund	43003400-591001	400,000	327,033
	Transfer to Airport	43003400-591420	31,440	31,440
	Total Transfers Out		431,440	358,473
	Total Sanitation		1,963,030	2,239,670

City of Zephyrhills Appendix A – Staffing Summary

			Approved FY21/22	Approved FY22/23
GENERAL FUND			FTE	FTE
Admin		City Manager *	1	1
	Z-25	City Clerk *	1	1
	Z-23	Public Information Officer *	1	1
	Z-17	Main Street Event Coordinator	1	1
	Z-17	Administrative Coordinator	0	1
	Z-07	Volunteer PT	0	2
Finance	Z-33	Finance Director *	1	1
	Z-25	Finance Supervisor *	1	1
	Z-16	Purchasing Agent/Accounting Specialist	1	1
	Z-13	Payroll-HR Clerk	1	1
HR	Z-30	HR/Risk Management Director *	1	1
	Z-21	Human Resources Coordinator	1	1
	Z-16	Human Resources Assistant	1	1
Planning	Z-31	Planning Director *	1	1
	Z-26	Senior Planner *	1	1
	Z-19	GIS Technician/Community Planner	1	1
	Z-19	Grant Support Spec/Historic Preservation Office	1	1
	Z-12	Planning Support Specialist	0	1
IT	Z-29	IT Director *	1	1
	Z-20	IT Systems Administrator	1	1
	Z-19	IT Specialist	1	1
Police	Z-34	Police Chief *	1	1
	Z-31	Police Captain *	1	1
	Z-28	Police Lieutenant *	2	2
	Z-23	Police Sergeant	5	5
	Z-20	Detective/Patrol Officer/K-9	28	31
	Z-17	Patrol Officer Trainee	0	1
	Z-16	Executive Assistant	1	1
	Z-14	Crime Scene Technician	1	1
	Z-14	Certified Evidence Specialist	1	1
	Z-13	Building Maintenance Specialist II	1	1
	Z-09	Records Clerk	2	2
Telecommunications	Z-20	Communications Supervisor	1	1
	Z-14	Telecommunications Operator	9	9

City of Zephyrhills
Appendix A – Staffing Summary (continued)

			Approved FY21/22	Approved FY22/23
GENERAL FUND (continued)			FTE	FTE
Building	Z-29	Building Official *	1	1
	Z-22	Senior Code Inspector	1	1
	Z-22	Fire Inspector	1	1
	Z-20	Public Safety Inspector	1	1
	Z-17	Code Enforcement Officer	2	2
	Z-15	Senior Code Support Specialist	1	1
	Z-12	Code Support Specialist	1	1
Library	Z-27	Library Director *	1	1
	Z-20	Assistant Library Director *	1	1
	Z-14	Senior Circulation Clerk	1	1
	Z-11	Circulation Clerk	1	1
	Z-08	Office Assistant II	0.5	1
	Z-07	Office Assistant I PT	0.5	0
Equip Maint.	Z-22	Fleet Superintendent *	1	1
	Z-20	Fleet Maintenance Foreman	1	1
	Z-16	Senior Maintenance Mechanic	2	2
Streets	Z-33	Public Works Director *	1	1
	Z-24	Streets & Stormwater Superintendent *	1	1
	Z-19	Streets Foreman	1	1
	Z-14	Heavy Equipment Operator III	1	1
	Z-14	Sign Technician	1	1
	Z-12	Heavy Equipment Operator II	1	1
	Z-09	Equipment Operator I	2	3
Parks/ Building Maint.	Z-21	Parks and Facilities Superintendent *	1	1
	Z-21	Environmental Specialist	1	1
	Z-18	Parks Foreman	1	1
	Z-14	Horticultural Specialist	1	1
	Z-14	Parks Maintenance Worker III	1	1
	Z-13	Building Maintenance Specialist II	2	2
	Z-12	Parks Maintenance Worker II	2	2
	Z-09	Parks Maintenance Worker I	4	5
TOTAL GENERAL FUND			109	119

City of Zephyrhills

Appendix A – Staffing Summary (continued)

			Approved FY21/22	Approved FY22/23
CRA FUND			FTE	FTE
CRA	Z-29	Community Redevelopment Director *	1	1
TOTAL CRA FUND			1	1

UTILITY FUND				
Utility Admin	Z-33	Utilities Director *	1	1
	Z-16	Executive Assistant	1	1
Utility Billing	Z-22	Accountant *	1	1
	Z-15	Senior Customer Service Representative - UB	1	1
	Z-10	Customer Service Representative - Utility Billing	3	3
Water	Z-22	Water Superintendent *	1	1
	Z-19	Water Foreman	1	1
	Z-20 to Z-11	Water Plant Operator (A, B, C or Trainee)	3	3
	Z-17	Meter Foreman	1	1
	Z-14 to Z-11	Utilities Service Worker (I, II, or III)	6	6
	Z-12 to Z-09	Meter Reader (I or II)	1	1
Wastewater	Z-22	Wastewater Superintendent *	1	1
	Z-21	Chief Wastewater Plant Operator *	1	1
	Z-20 to Z-11	WWTP Operator (A, B, C or Trainee)	5	5
	Z-19	Scada Specialist	1	1
	Z-19	Electrical Instrumentation Technician	1	1
	Z-19	Wastewater Foreman	1	1
	Z-16 to Z-11	Utilities Service Worker (I, II, or III)	7	7
TOTAL UTILITY FUND			37	37

AIRPORT FUND				
Airport	Z-29	Airport Manager *	1	1
	Z-18	Airport Operations Foreman	1	1
	Z-16	Executive Assistant	1	1
	Z-13	Airport Maintenance Specialist III	1	1
	Z-12	Airport Maintenance Specialist II	2	2
TOTAL AIRPORT FUND			6	6

City of Zephyrhills **Appendix A – Staffing Summary (continued)**

			Approved FY21/22	Approved FY22/23
SANITATION FUND				
Sanitation	Z-24	Sanitation Superintendent *	1	1
	Z-20	Sanitation Foreman	1	1
	Z-16	Senior Maintenance Mechanic	1	1
	Z-12	Sanitation Driver	5	6
	Z-11	Customer Service Representative - Sanitation	1	1
	Z-09	Sanitation Worker I	2	1
TOTAL SANITATION FUND			11	11
TOTAL CITY OF ZEPHYRHILLS			164	174

* = Exempt Positions

City of Zephyrhills
Appendix B – Capital Outlay Recap

Fund	Department	Description	Amount	Project No.
General Fund	Police	Police Building Improvements	40,000	
General Fund	Police - Dispatch	Dispatch Consolidation	163,825	
General Fund	Building/Code Enfor	Glass Wall Dividers	30,000	
General Fund	Building/Code Enfor	New SUV - Fire Inspector	35,000	
General Fund	Library	Books & Materials	26,000	
General Fund	Library	Books & Materials	10,000	
General Fund	Public Works/Equip	Maintenance Building Improvements	5,000	
General Fund	Public Works/Equip	Mig Welder	5,500	
General Fund	Public Works/Equip	3/4 Ton Truck	65,000	
General Fund	Public Works/Stormw	Design & Engineering of Master Plan Implem	50,000	23P01
General Fund	Public Works/Streets	Streets Building Improvements	25,000	
General Fund	Public Works/Parks	Parks Building Improvements	3,000	
General Fund	Public Works/Parks	Park Improvements	300,000	
General Fund	Public Works/Parks	Landscaping	15,000	
Special Revenue	Penny for Pasco	7 PD Laptops	35,000	
Special Revenue	Penny for Pasco	9 Police Department Vehicles	558,000	
Special Revenue	Penny for Pasco	PD Body Cameras/Tasers/Signal Sidearms	102,000	
Special Revenue	Penny for Pasco	PD Server	15,000	
Special Revenue	Penny for Pasco	PD Switches	18,000	
Special Revenue	Penny for Pasco	Dispatch Consolidation	70,000	
Special Revenue	Penny for Pasco	City Yard Building Design	200,000	21P07
Special Revenue	Penny for Pasco	City Yard Fuel Tank Upgrades	150,000	
Special Revenue	Penny for Pasco	County Road 54 East of Hercules	581,907	
Special Revenue	Penny for Pasco	Park Improvements-Design-Zephyr Park	400,000	23P06
Special Revenue	Penny for Pasco	Park Improvements-Construction-Hercules	3,246,224	21P09

City of Zephyrhills
Appendix B – Capital Outlay Recap (continued)

Fund	Department	Description	Amount	Project No.	
Special Revenue	Penny for Pasco	Sidewalk & Trail Projects	1,400,000	21P11	
Special Revenue	Penny for Pasco	Stormwater Master Plan Implementation	500,000	23P01	
Special Revenue	Penny for Pasco	Jeffries House Renovations	75,000		
Special Revenue	Penny for Pasco	Chipper Truck	250,000		
Special Revenue	Penny for Pasco	3/4 Ton Truck	65,000		
Special Revenue	Gas Tax	Zero-Turn Mower, Replacement	13,000		
Special Revenue	Gas Tax	2 - 18' Lawn Trailers, Replacements	15,000		
Special Revenue	Gas Tax	Large Area Turf Mower	65,000		
Special Revenue	Gas Tax	Retention Pond Fencing	35,000		
Special Revenue	Gas Tax	Asphalt Roller	60,000		
Special Revenue	Gas Tax	Trailer, Asphalt Roller	10,000		
Special Revenue	Gas Tax	Pump Station Upgrades	50,000		
Special Revenue	Gas Tax	Street Resurfacing	600,000		
Special Revenue	ARPA	Park Improvements-Construction-Hercules	1,163,776		21P09
Special Revenue	State Appropriation	Police Department Intersection Cameras	10,000		23P07
Special Revenue	State Appropriation	Tennis Center Phase II	7,415,000		21P01
Special Revenue	Donated Funds	Tennis Center-Outdoor Tennis Courts	325,415		
Special Revenue	State Appropriation	South Ave Extension-National Guard	1,940,000		23P03
CRA Fund	CRA	Housing Rehab Project	300,000		
CRA Fund	CRA	Little But Loud-The Back Yard	400,000		
CRA Fund	CRA	Methodist Church Parking Lot	130,000		
CRA Fund	CRA	Entrance Signage	100,000		
Impact Fee	Transportation	Gateway Project	350,000		
Impact Fee	Transportation	Eiland and Simons Road Intersection	800,000		
Impact Fee	Transportation	Transportation Impact Fee Study	50,000		
Impact Fee	Parks	Playground Equipment, Replacement	150,000		

City of Zephyrhills
Appendix B – Capital Outlay Recap (continued)

Fund	Department	Description	Amount	Project No.
Impact Fee	Police	Reno of Old Ambulance	80,000	
Impact Fee	Police	Camera System for Command Unit	45,000	
Impact Fee	Police	Stadium/Portable Lights	20,000	
Impact Fee	Police	Dispatch Consolidation	222,454	
Utility Fund	Utilities-Water	Building Improvements - Water Divison Build	3,000,000	21P07
Utility Fund	Utilities-Water	Well Rehabilitation	70,000	
Utility Fund	Utilities-Water	Backflow Replacement Program	100,000	
Utility Fund	Utilities-Water	SCADA System Upgrade	30,000	
Utility Fund	Utilities-Water	Water Line Extension Alston to Tucker	800,000	
Utility Fund	Utilities-Water	Water Line Extension Massey to Eiland	800,000	
Utility Fund	Utilities-Water	Generator at Well #5	120,000	
Utility Fund	Utilities-Water	Well #2 Building Renovation	250,000	
Utility Fund	Utilities-Water	Wells #3, #4 & #5 Evaluation & Repair	100,000	
Utility Fund	Utilities-Water	1 Ton Utility Truck	70,000	
Utility Fund	Utilities-Water	Ground Penetrating Radar	25,000	
Utility Fund	Utilities-Water	Skid Steer & Trailer	70,000	
Utility Fund	Utilities-Water	Ditch Witch Trencher & Trailer	70,000	
Utility Fund	Utilities-Water	Inventory	500,000	
Utility Fund	Utilities-Wastewater	Effluent Pump Project	1,000,000	
Utility Fund	Utilities-Wastewater	Lift Station Alarm System Upgrades	60,000	
Utility Fund	Utilities-Wastewater	Lift Station Major Rehabilitation Project	400,000	
Utility Fund	Utilities-Wastewater	Sewer Manhole Major Rehabilitation	150,000	
Utility Fund	Utilities-Wastewater	Sewer Line Rehabilitation	400,000	
Utility Fund	Utilities-Wastewater	WWTP PLC & Hardware Upgrades	25,000	
Utility Fund	Utilities-Wastewater	North Side Lift Station and FM	4,500,000	21P13
Utility Fund	Utilities-Wastewater	Kossick & Fort King Sewer/Water Main	3,500,000	22P04
Utility Fund	Utilities-Wastewater	Pasco Reclaimed & Water Systems	2,000,000	22P01
Utility Fund	Utilities-Wastewater	South 301 Wastewater Redevelopment	1,300,000	22P03
Utility Fund	Utilities-Wastewater	Lift Station Generator Package	125,000	
Utility Fund	Utilities-Wastewater	Sludge Holding Tank Coating	50,000	

City of Zephyrhills
Appendix B – Capital Outlay Recap (continued)

Fund	Department	Description	Amount	Project No.
Utility Fund	Utilities-Wastewater	Chlorine Contact Chamber	20,000	
Utility Fund	Utilities-Wastewater	New Excavator Trailer	10,000	
Utility Fund	Utilities-Wastewater	New Mower Trailer	10,000	
Utility Fund	Utilities-Wastewater	Inventory	20,000	
Utility Fund	Utilities-Utility Billing	Space Needs Assessment & Implementation	50,000	
Utility Fund	Utilities-Utility Billing	Utility Billing Software	150,000	
Airport Fund	Airport	Building Cover for Fuel Farm QT POD	8,000	
Airport Fund	Airport	Terminal/Box Hangars/Taxiway Construction	6,600,000	23P02
Airport Fund	Airport	Existing Runway 1-19 Rehab	390,000	23P04
Airport Fund	Airport	Airport Security Vehicles	40,000	23P05
Airport Fund	Airport	John Deere Tractor	110,000	
Sanitation Fund	Sanitation	Curotto Can, Automated Cart Lift	50,000	
Sanitation Fund	Sanitation	Truck Mounted Cart Tipper	40,000	
Sanitation Fund	Sanitation	Front Load Garbage Truck	400,000	
Sanitation Fund	Sanitation	Paint (2) Garbage Trucks	30,000	
Sanitation Fund	Sanitation	Automated Truck Arm	15,000	
Sanitation Fund	Sanitation	Roll Off Dumpsters	20,000	
Sanitation Fund	Sanitation	Building Improvements	10,000	
		Total Capital Outlay	50,277,101	

PLANNING DIRECTOR'S REPORT 4.1

Conditional Use - Park Place Boat & RV Storage

Issue:

Request for Conditional Use for recreational vehicle storage in LI zoning.

Background:

Request for Conditional Use submitted by Park Place Boat & RV Storage, LLC for +/-80,700 square feet of recreational vehicle storage on approximately 7.42 acres of real property generally located at 3971 and 4001 Trump Place within the Park Place Industrial Park. Recreational storage may be considered as a Conditional Use in Light Industrial (LI) zoning per the land development code.

Attachment(s):

1. Staff Report_ParkPlaceB&RV_PC09.20.22
2. Park Place_Presentation

Fiscal Impact:

N/A

Staff Recommendation:

Staff recommends approval.

The Site Plan Review Committee recommended approval at its August 16th meeting.

The Planning Commission recommended approval at its September 20th meeting.



Staff Report

To: Mayor Whitfield and Planning Commission
From: Audrey McGuire, *Historic Preservation Specialist/Community Planner*
Re: USE-0008-22_Park Place Boat & RV Storage Conditional Use
Date: September 20, 2022

I. BACKGROUND INFORMATION

Request for conditional use submitted by Park Place Boat & RV Storage, LLC for +/-80,700 square feet of recreational vehicle storage on approximately 7.42 acres of real property generally located at 3971 and 4001 Trump Place. Recreational vehicle storage in LI zoning districts may be considered as a conditional use.

SUBJECT PROPERTY – *See Attachment 1*

Owner/Applicant(s): Park Place Boat & RV Storage, LLC
36131 Chancey Rd, Zephyrhills

Parcel ID Nos.:	19-26-21-0010-00000-0120	3.38 acres MOL	4001 Trump Place
	19-26-21-10-00-110	4.04 acres MOL	3971 Trump Place

II. DATA & ANALYSIS

STANDARDS OF A CONDITIONAL USE

1. The proposed conditional use will not adversely affect or contribute to the deterioration of quality of life or property values in the immediate neighborhood.
 - a. The project is located within the Park Place industrial park and is not anticipated to adversely affect or contribute to deterioration of quality of life or property values in the area. The applicants have verified the following:
 - The project is a low-traffic impact generator;
 - The site will have minimal utility needs/usage;
 - The site is anticipated to generate only minimal solid waste;
 - The site abuts Zephyrhills Municipal Airport property;
 - Existing trees will be preserved along the southern boundary of the subject property.
2. The proposed conditional use is consistent with the character and existing land use patterns in the surrounding area.

- a. LDC Subsection 2.01.03.18 defines the Light Industrial zoning district. LI allows for storage uses, recreational vehicle storage is not inconsistent with the zoning district, or other land use patterns in the surrounding area.
3. The proposed conditional use will not create or excessively increase traffic or parking congestion or otherwise affect public safety.
 - a. Recreational vehicle storage creates minimal traffic impacts and no residual parking, other than vehicle storage, will be generated.
4. The site upon which the proposed conditional use is to be located has suitable drainage, access, ingress and egress, off-street parking and loading areas.
 - a. The proposed use will be located within the Park Place industrial park and will have access off of the internal roadway (Trump Place). The applicants have provided the following additional verified information:
 - The site will be permitted under SWFWMD/DEP ERP stormwater criteria;
 - One ingress/egress driveway located along the Trump Place cul-de-sac is proposed;
 - The site has adequate temporary parking and loading within the internal 60' wide drive aisles.
5. The site upon which the conditional use is to be located has or may have screening or buffering to prevent interference with the enjoyment of surrounding areas.
 - a. The subject property will be fenced in with a 6' high chain-link fence and will be required to meet minimum screening/buffering requirements for the LI zoning district.
6. The propose site meets the applicable requirements of the zoning district in which it is located.
 - a. The subject property currently exceeds the minimum size/area requirements of the LI zoning district. The subject property is not considered a non-conforming lot and may be developed in accordance with LDC and building code requirements.
7. Any existing or proposed signs or lighting will not adversely affect surrounding areas or vehicular traffic.
 - a. The applicants have stated that: "Wall-Packs will be installed on each of the buildings to provide minimum security lighting required under the allowed illumen limits." All lighting will be reviewed at time of site plan review and shall not interfere with the approach zones of the nearby Zephyrhills Municipal Airport.
8. The proposed conditional use will not interfere with or adversely affect the health, safety or welfare of the surrounding community area.
 - a. The proposed recreational vehicle storage is land-intensive, but will have a minimal impact on public infrastructure and utilities, noise/odor, and lighting. Therefore, it is not anticipated to interfere with or adversely affect public health, safety or welfare. Additionally, the applicants have stated "this project will provide a necessary use for the community for their personal RV and boat storage within a clean and secure facility.

III. RECOMMENDATION

Staff recommends approval.

The Site Plan Review Committee recommended approval at its regular meeting on August 16, 2022.



City of Zephyrhills

PARK PLACE BOAT & RV STORAGE

Conditional Use Application

Subject Property

OWNERS: Park Place Boat &
RV Storage, LLC

LOCATION: 3971 & 4001 Trump
Place (Park Place Industrial
Park)

7.42 Acres



Standards of a Conditional Use

01

Proposed CU will not adversely effect or contribute to deterioration of quality of life/property values in the immediate neighborhood.

Located within existing industrial park and SE of the Zephyrhills municipal airport.

- Low-traffic generation;
- Minimal infrastructure/service needs;
- On-site tree preservation.

03

Will not create or excessively increase traffic or parking congestion or otherwise affect public safety.

RV storage creates minimal traffic and no residual parking, other than RV storage, will be generated. The site will be secured with fencing, gates & lighting to provide a safe environment.

02

Consistent with the character & existing land use patterns in surrounding areas.

Located within Park Place industrial park & Zephyrhills Industrial Corridor. Consistent with LDC definition of the zoning district and existing industrial uses in the surrounding area.

04

The site has suitable drainage, access, ingress/egress, off-street parking & loading areas.

The site has access along Trump Place, which connects to Chancey Road. The project will be designed in accordance with LDC requirements and meet SWFWMD/DEP stormwater criteria.

05

The site will have screening/buffering to prevent interference with the enjoyment of surrounding areas.

The subject property will have a 6' fence and will be required to meet the minimum screening/buffering requirements of a TYPE B landscape buffer.

- 1 tree per 50 linear feet; continuous shrub row; opaque screen (may be hedge or fence/wall).

07

Existing or proposed signs or lighting will not adversely affect surrounding areas or vehicular traffic.

Security lighting will be provided on site. Lighting plans will be reviewed at the site plan stage and shall not interfere with approach zones of the Zephyrhills Municipal Airport.

06

The proposed site meets the applicable requirements of the zoning district in which it is located.

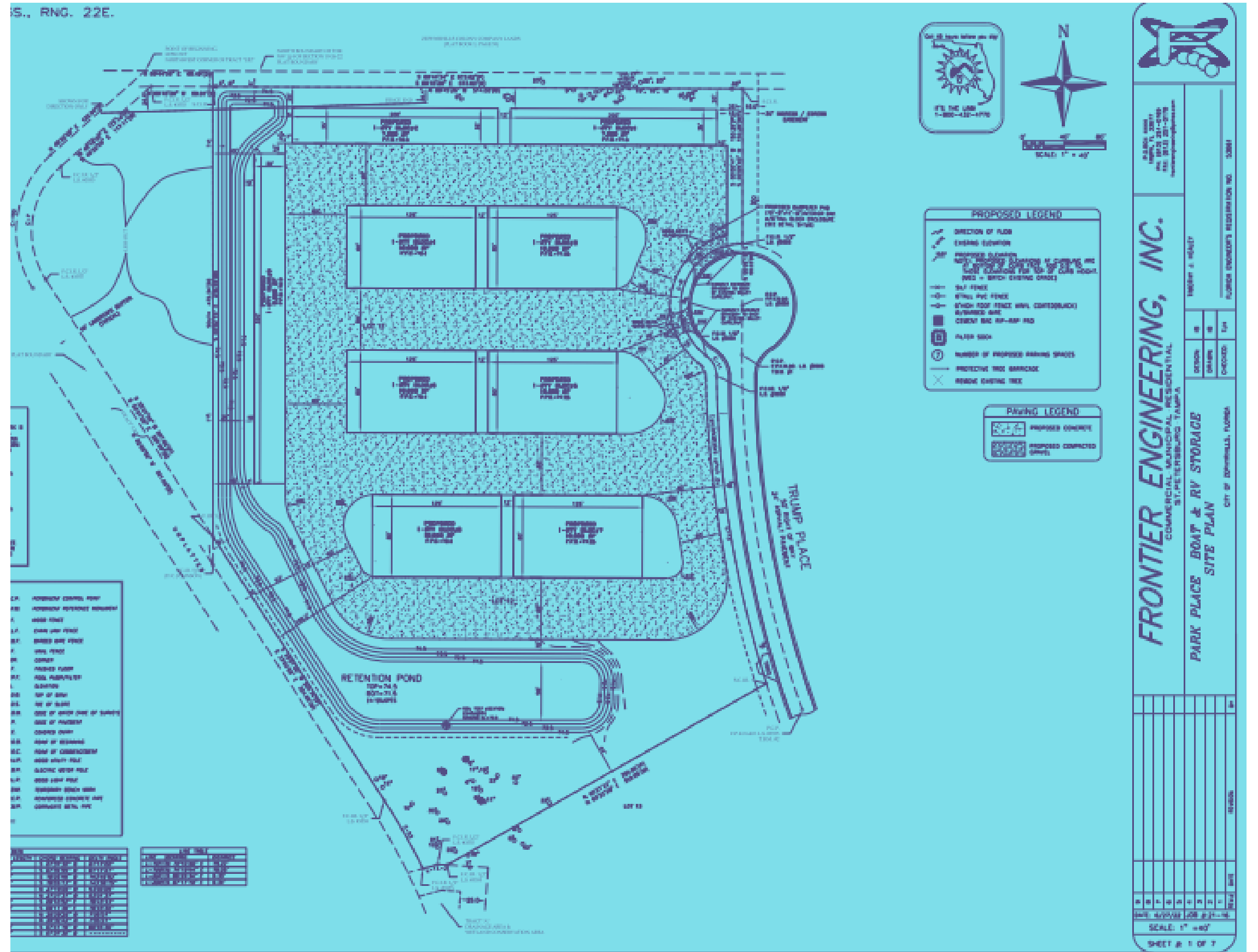
The site currently exceeds the minimum size/area requirements of the LI zoning district. The subject property is not considered a non-conforming lot and may be developed in accordance with LDC and building code requirements.

08

Proposed use will not interfere with or adversely affect public health, safety or welfare in the surrounding community.

RV storage is land-intensive but will have a minimal impact on public infrastructure and utilities, produces minimal noise/odor and light. It is not anticipated to negatively impact public health, safety or welfare.

Proposed Site Layout



Recommendation(s)

Planning Staff

Planning recommends approval

Site Plan Review Committee

The SPRC recommended approval at its August 16, 2022 meeting.

CITY MANAGER'S REPORT 5.1

Water Use Permit Update

Issue:

Staff is concerned that our current Water Use Permit does not have sufficient capacity to serve future developments. Attached is a presentation showing current WUP capacity, approved developments, pending developments, future developments, projected population and water demand, and water supply alternatives.

Background:

Attachment(s):

1. DemandProjections

Fiscal Impact:

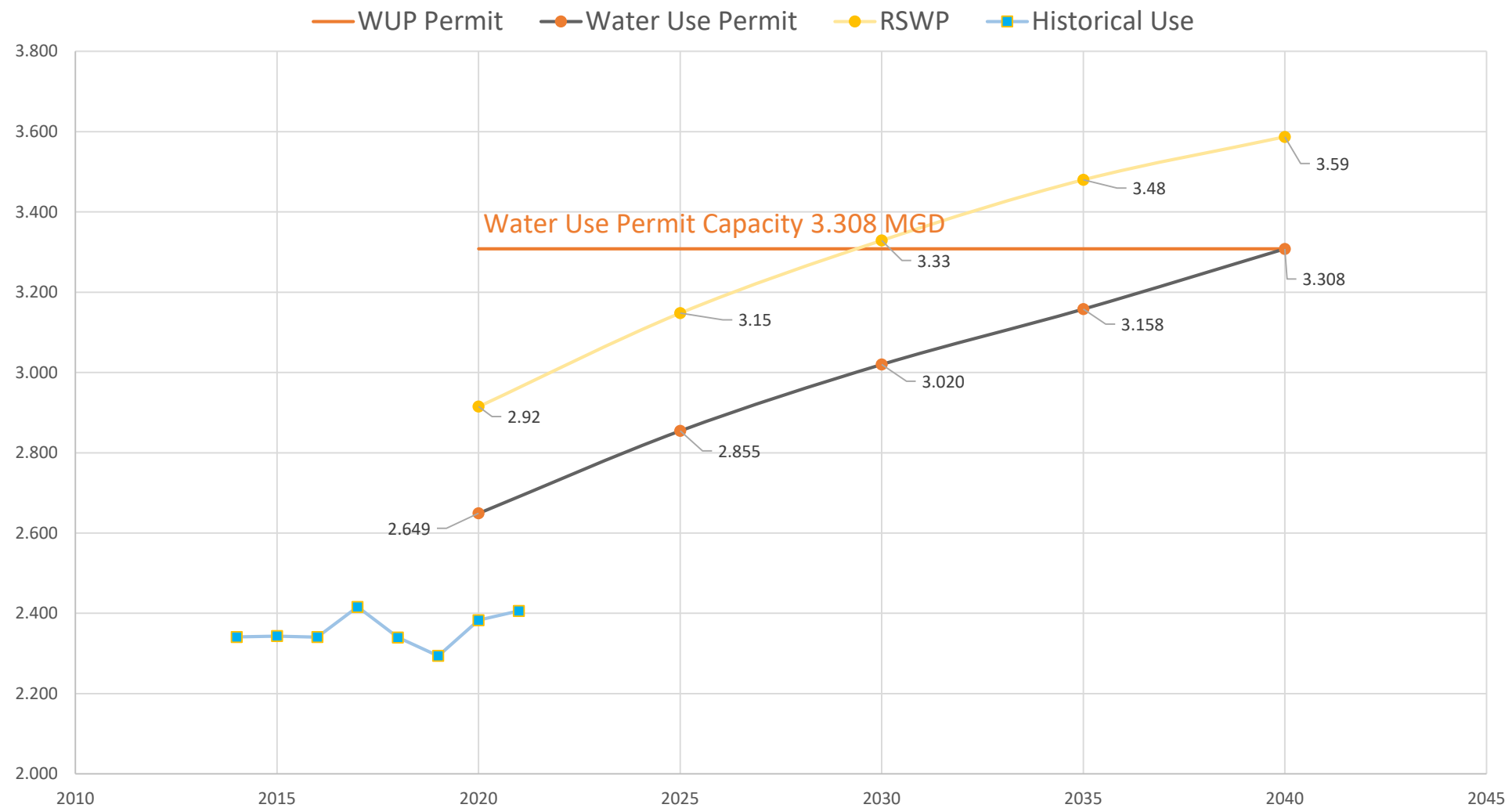
Total costs are unknown at this time. Modeling must be completed to determine the viability of each alternative along with cost estimates.

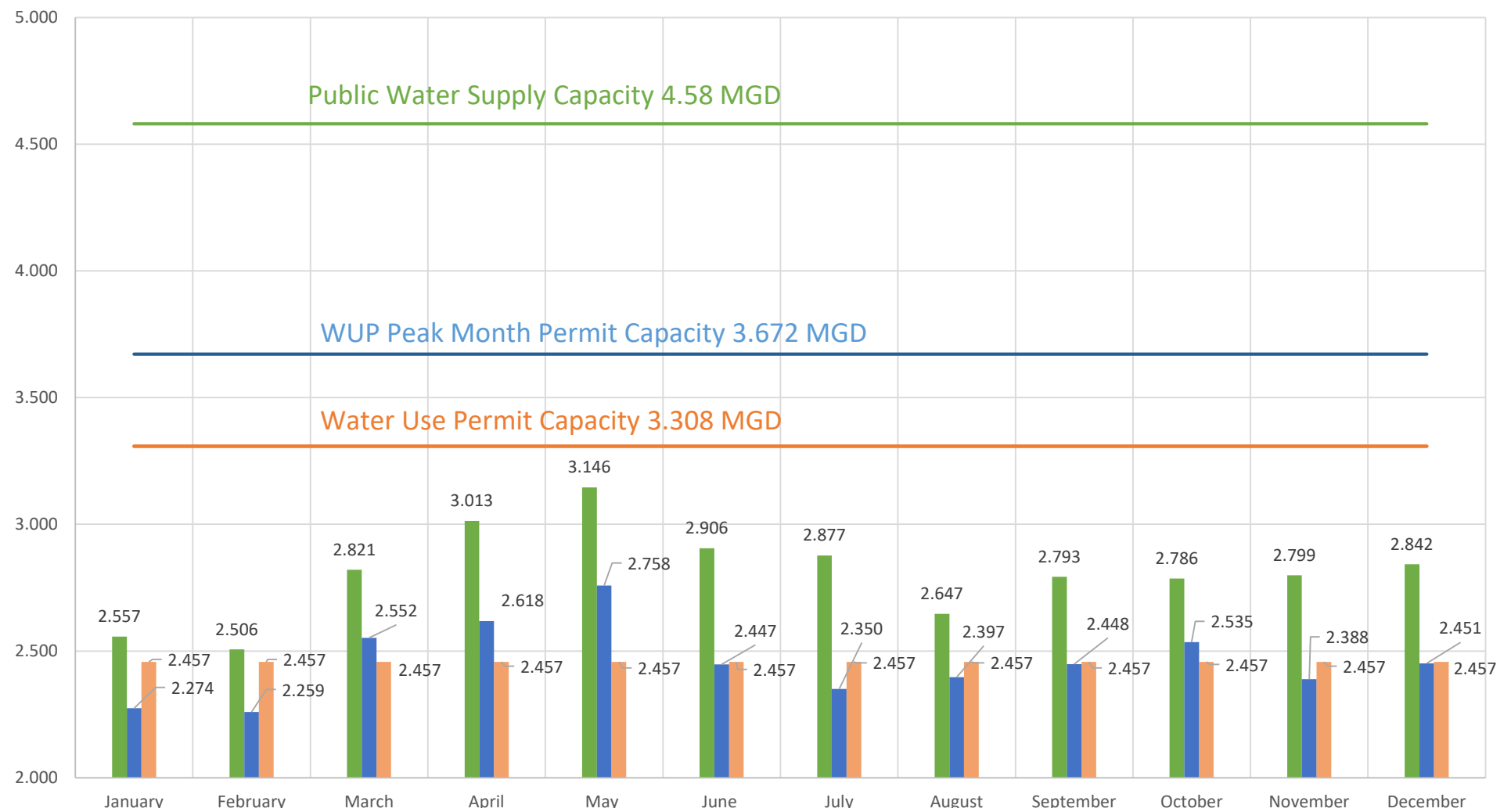
Staff Recommendation:

N/A

	Permitted Quantity				
	2020	2025	2030	2035	2040
SWFWMD WUP	3.308	3.308	3.308	3.308	3.308
WUP Population	29,765	32,073	33,932	35,481	37,218
WUP Demand	2.649	2.855	3.020	3.158	3.308
FDEP Water Treatment Plant	4.58	4.58	4.58	4.58	4.58

PSARs	Population	Dwelling Units	Total Water Use	gpcd	gpd/ Dwelling Unit	Persons/ Unit
2014	26,959	12,901	2.341	87	181	2.1
2015	27,420	15,342	2.343	85	153	2.1
2016	27,880	13,304	2.341	84	176	2.1
2017	27,456	13,199	2.416	88	183	2.1
2018	27,734	13,346	2.34	84	175	2.1
2019	27,824	13,394	2.294	82	171	2.1
2020	28,584	13,768	2.383	83	173	2.1
2021	29,117	14,062	2.406	83	171	2.1





Approved Developments	Units	People per Household	Buildout Population	Buildout Years
Trotter's Crossing	91	3.0	273	5
Abbott Park (Remaining)	252	3.0	756	5
Abbott Square	651	3.0	1,953	7
Healthier Stay (Simon's Property)	39	2.5	98	5
Silver Oaks Villages	200	2.1	420	7
Tyson Townhomes	130	2.1	273	5
Zephyr Court	56	2.1	118	2.5
Autumn Palm Villas	94	2.1	197	3
Gateway Subdivision	68	2.5	170	5
Skybird	200	2.5	500	5
Gagne	218	3.0	654	5
Butterfield Townhomes	10	2.5	25	0
Palm Cove ALF & Independent Living	210	2.1	441	5
Zephyr Commons Apts	251	2.1	527	5
Total	2,470	2.6	6,405	

Developments Under Review	Units	People per Household	Buildout Population	Buildout Years
Terrace @ Pretty Pond	49	2.1	103	10
Eiland/Fort King PUD (Apartments)	286	2.1	601	10
Ryman Townhomes (Wire Rd)	60	2.1	126	10
Nick Apartments	144	2.1	302	5
Pretty Pond Apartments	240	2.1	504	6
Hospital Owned Property (Apts 1-3br)	252	2.1	529	10
Total	1,031	2.1	2,165	-

Future Development	Units	People per Household	Buildout Population	Buildout Years
Purvis Property - West	136	2.1	286	15
Purvis Property - East	740	2.1	1,554	15
8th Avenue Villas	4	2.1	8	20
Majestic Oaks	157	2.1	330	20
Garden Villas, Phase2	16	2.1	34	10
Wire Ranch Investors Apts	200	2.1	420	20
Orange Valley - Multiple parcels 880 acres	2,500	3.0	7,500	20
Total	3,753	2.1	10,131	23

Approved Developments	2040 Population	WUP Population	Difference
Trotter's Crossing	273	41	232
Abbott Park (Remaining)	756	234	522
Abbott Square	1,953	502	1,451
Healthier Stay (Simon's Property)	98	5	93
Silver Oaks Villages	420	74	346
Tyson Townhomes	273	91	182
Zephyr Court	118	39	78
Autumn Palm Villas	197	3	194
Gateway Subdivision	170	244	(74)
Skybird	500	16	484
Gagne	654	64	590
Butterfield Townhomes	25	0	25
Palm Cove ALF & Independent Living	441	20	421
Zephyr Commons Apts	527	0	527
Total	6,405	1,332	5,072

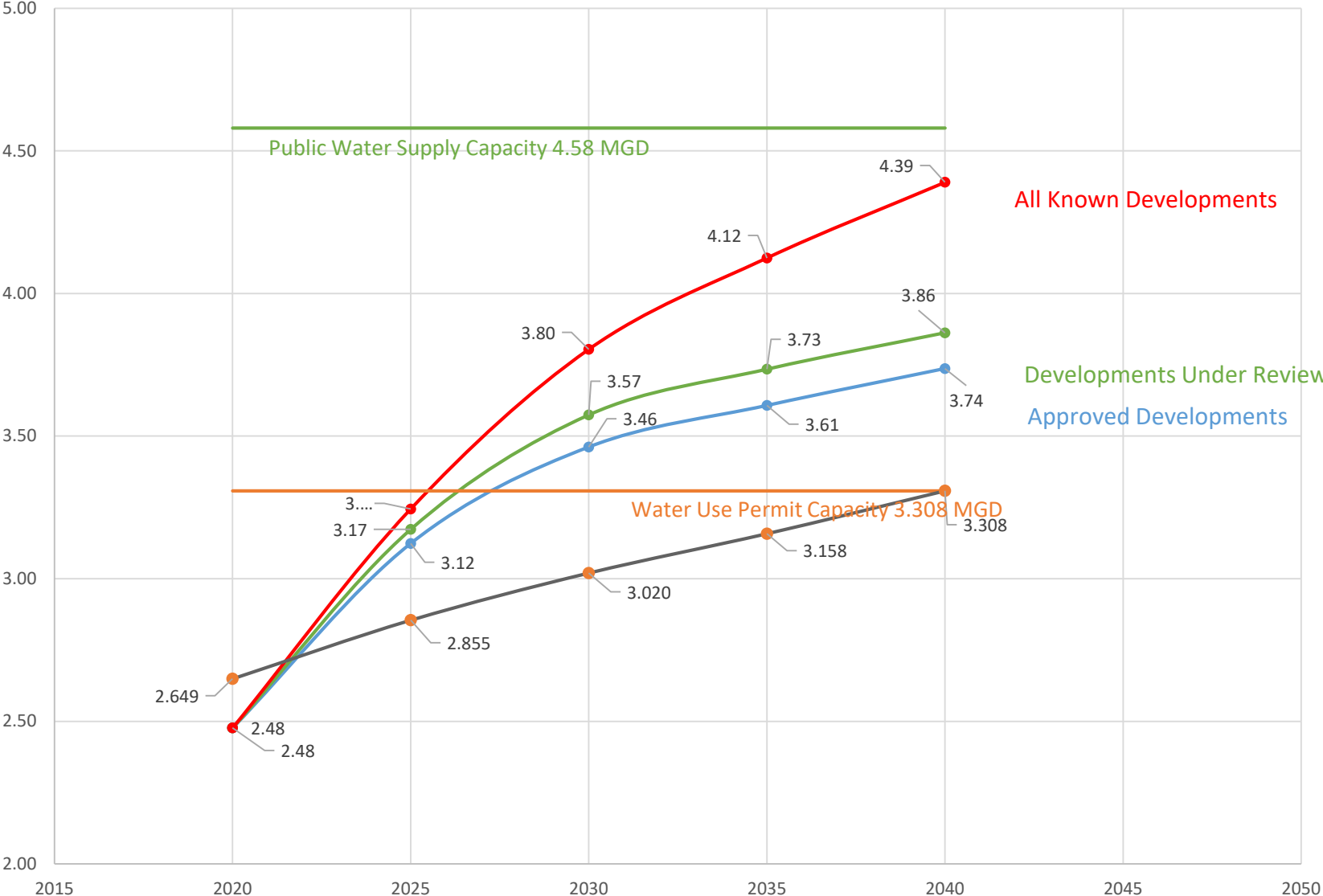
Pending Developments	2040 Population	WUP Population	Difference
Terrace @ Pretty Pond	103	19	84
Eiland/Fort King PUD (Apartments)	601	74	527
Ryman Townhomes (Wire Rd)	126	2	124
Nick Apartments	302	52	251
Pretty Pond Apartments	504	19	485
Hospital Owned Property (Apts 1-3br)	529	0	529
Total	2,165	166	1,999

Future Developments	2040 Population	WUP Population	Difference
Purvis Property - West	286	8	278
Purvis Property - East	1,554	10	1,544
8th Avenue Villas	8	19	(12)
Majestic Oaks	297	269	28
Garden Villas, Phase2	34	11	23
Wire Ranch Investors Apts	378	38	340
Orange Valley - Multiple parcels 880 acres	6,750	523	2,201
Total	12,806	1,115	7,665

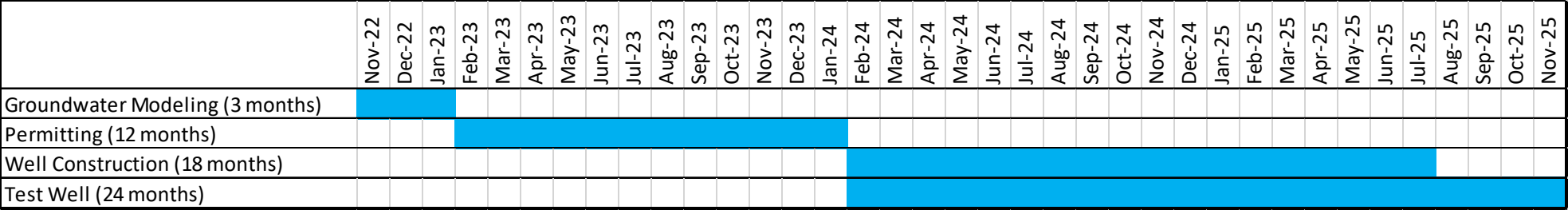
Development	Projected Population	Population in WUP	Projected Water Use (MGD)	Water Use in WUP (MGD)	Difference (MGD)
Approved Developments	6,405	1,332	0.557	0.116	0.441
Pending Developments	2,165	166	0.188	0.014	0.174
Future Developments	10,131	878	0.881	0.076	0.805
Total	18,701	2,376	1.627	0.207	1.420

Total Population	Projected Population					Projected Water Use				
	2020	2025	2030	2035	2040	2020	2025	2030	2035	2040
RWSP	29,746	32,056	33,904	35,436	36,531	2.92	3.15	3.33	3.48	3.59
SWFWMD Database	28,584	30,446	31,698	32,668	33,351	2.54	2.71	2.82	2.91	2.97
New Commercial Need	-	-	-	-	-	-	0.40	0.50	0.60	0.70
With Approved Developments	28,470	33,424	37,228	37,955	38,424	2.48	3.12	3.46	3.61	3.74
With Developments Under Review	28,470	34,209	39,019	39,980	40,423	2.48	3.17	3.57	3.73	3.86
With All Known Developments	28,470	35,355	42,697	46,211	48,851	2.48	3.24	3.80	4.12	4.39

Projected Water Demand



- Retiring existing WUPs near development. Potential transfer quantities are estimated at 0.79 MGD. Requires modeling based on baseline water use.
- Using the existing interconnect with Dade City to provide additional withdrawals outside the Hillsborough River Groundwater Basin, which may require modeling to demonstrate sustainable withdrawals.
- Absorbing other service areas with excess WUP capacity, requires groundwater modeling.
- Constructing wells that withdraw from the Lower Floridan aquifer (LFA), which is expected to require testing to evaluate the confinement between the UFA and LFA, model recalibration, and additional simulations.
- Implementing conservation measures and programmed capital improvement projects to reduce water loss and expand reclaimed water distribution to provide adequate water supplies in the WUSA through 2040. Estimated conservation water savings of 0.145 MGD.



NEW SINGLE SPORTS									
TENNIS	PUBLIC		SEASONAL				ZHILLS		
	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 80.00	\$ 145.00		\$ 100.00	\$ 180.00		\$ 60.00	\$ 110.00	
PICKLEBALL									
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 50.00	\$ 90.00		\$ 60.00	\$ 110.00		\$ 40.00	\$ 70.00	
PADEL									
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 60.00	\$ 110.00		\$ 75.00	\$ 135.00		\$ 45.00	\$ 85.00	
BEACH VOLLEY/TENNIS									
1 YR COMMITMENT									
	\$ 40.00	\$ 70.00		\$ 50.00	\$ 85.00		\$ 30.00	\$ 55.00	
FITNESS									
1 YR COMMITMENT									
	\$ 25.00			\$ 30.00			\$ 20.00		

MULTISPORTS									
BRONZE									
TENNIS, PADEL, PICKLEBALL	1 FREE CLINIC/week/sport								
	\$ 120.00	\$ 210.00		\$ 150.00	\$ 260.00		\$ 95.00	\$ 165.00	

INITIATION FEE \$99 one-time (ZHILLS initiation fee waived)
 GUEST FEE \$15/visit max. 4 times per year
 DAY PASS \$50/day access to all courts, and 15% on wellness and restaurant

OLD SINGLE SPORTS									
TENNIS	PUBLIC		SEASONAL				ZHILLS		
	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 70.00	\$ 120.00		\$ 430.00			\$ 56.00	\$ 96.00	
PICKLEBALL									
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 60.00	\$ 120.00		\$ 330.00			\$ 48.00	\$ 96.00	
PADEL									
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 49.00	\$ 120.00		\$ 330.00			\$ 39.00	\$ 96.00	
FITNESS									
1 YR COMMITMENT	1 FREE CLINIC/MONTH								
	\$ 40.00	\$ 99.00		\$ 264.00			\$ 32.00	\$ 79.00	
BEACH VOLLEY/TENNIS									
				\$ -					

MULTISPORTS									
BRONZE	PUBLIC		SEASONAL				ZHILLS		
	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	SINGLE	FAMILY	
all sports, 1 1 FREE CLINIC/week/sport									
	\$ 120.00	\$ 210.00		\$ 590.00	\$ -		\$ 96.00	\$ 168.00	

SILVER NO LONGER OFFERED
 all sports, one cryotherapy/month, and fitness access
 \$ 140.00 \$ 270.00 \$ 780.00 \$ - \$ 112.00 \$ 216.00

GOLD NO LONGER OFFERED
 all sports, one cryotherapy/month, saltroom 1/month, fitness access, 1 Tshirt
 \$ 200.00 \$ 390.00 \$ 980.00 \$ - \$ 160.00 \$ 312.00

PLATINUM NO LONGER OFFERED
 all sports, golf, one cryotherapy/month, fitness access, 1 Tshirt
 \$ 3,499.00 \$ 5,999.00 \$ 1,999.00 \$ - \$ 2,800.00 \$ 4,800.00

INITIATION FEE \$99 one-time (ZHILLS initiation fee waived)
 GUEST FEE \$15/visit max. 4 times per year
 DAY PASS \$50/day access to all courts, and 15% on wellness and restaurant

CITY MANAGER'S REPORT 5.3

Zephyrhills Police Department Agreement No. 25-22-05 with Axon for new Records Management System (RMS)

Issue:

The Zephyrhills Police Department requires a new Records Management System to allow for accurate collection and efficient reporting of law enforcement information.

Background:

Record management systems (RMS) and computer-aided dispatch (CAD) systems are undergoing massive changes. Data from these systems are being collected, organized, and utilized in several new and improved ways. The department has been operating with the same system for two decades. The software is antiquated and has shown to be incapable of interfacing with other software products. As of January 1, 2021, the FBI's National Incident-Based Reporting System (NIBRS) has become the national standard for law enforcement crime data reporting in the United States. The department's current system is not NIBRS compliant and, therefore, not capable of meeting the national crime reporting standards. In addition, as the department continues moving toward consolidating communications, it is recommended that all law enforcement partners can share information for situational awareness and interoperability. While RMS is only one facet of the consolidation, Axon RMS will be the operating system adopted by the Pasco Sheriff's Office. Operating with the same software is essential to eliminating information gaps between agencies and provides seamless data sharing for improved interoperability. The Axon RMS allows officers and investigators to quickly incorporate all video footage, photos, documents, and citizen-captured evidence into an incident, which helps rapidly create a comprehensive view of a police incident. Axon Records also includes a validation engine, so the department can easily transition to the National Incident-Based Reporting System (NIBRS). Axon Records can integrate with other systems to prevent officers and support staff from duplicating work. Axon Records will be able to automatically pull in data from body-worn and in-car videos and publicly submit evidence to pre-populated incident reports. Adopting Axon RMS will streamline our information gathering, report writing and evidence collection to reduce the amount of documenting reports and provide more time in the community.

Attachment(s):

1. Q-Zephyr Hills - OSP7+ Premium quote - 417298-44824.873JC

Fiscal Impact:

The financial impact on the department for the fiscal year 2022 is \$124,999.98. The recurring

cost to the department will be \$219,999.98 for the remainder of the contract, which expires in 2026. The total cost of the five-year contract is \$1,004,999.90. It should be noted that the contract also includes data migration, implementation and the renewal of body cameras and Tasers.

Staff Recommendation:

Staff recommends the approval of the five-year contract and the adoption of Axon's Records Management System to provide a significant system upgrade and as part of the consolidation project.



Axon Enterprise, Inc.
17800 N 85th St.
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-417298-44824.875JC

Issued: 09/20/2022

Quote Expiration: 09/30/2022

Estimated Contract Start Date: 11/01/2022

Account Number: 127820

Payment Terms: N30

Delivery Method:

SHIP TO	BILL TO
Business;Delivery;Invoice-6118 8th St 6118 8th St Zephyrhills, FL 33542-3504 USA	Zephyr Hills Police Dept. - FL 6118 8th St Zephyrhills, FL 33542-3504 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Jen Carletto-Berg Phone: Email: jcborg@axon.com Fax:	Derek Brewer Phone: (813) 780-0050 Email: dbrewer@police.zephyrhills.fl.us Fax: (813) 780-0059

Quote Summary

Program Length	60 Months
TOTAL COST	\$1,004,999.90
ESTIMATED TOTAL W/ TAX	\$1,004,999.90

Discount Summary

Average Savings Per Year	(\$9,852.74)
TOTAL SAVINGS	(\$49,263.68)

Payment Summary

Date	Subtotal	Tax	Total
Oct 2022	\$124,999.98	\$0.00	\$124,999.98
Oct 2023	\$219,999.98	\$0.00	\$219,999.98
Oct 2024	\$219,999.98	\$0.00	\$219,999.98
Oct 2025	\$219,999.98	\$0.00	\$219,999.98
Oct 2026	\$219,999.98	\$0.00	\$219,999.98
Total	\$1,004,999.90	\$0.00	\$1,004,999.90

Quote Unbundled Price:	\$955,736.22
Quote List Price:	\$755,760.42
Quote Subtotal:	\$1,004,999.90

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1			\$1.00	(\$8,177.13)	(\$8,177.13)	\$0.00	(\$8,177.13)
2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	60	\$326.51	\$249.00	\$238.07	\$614,209.42	\$0.00	\$614,209.42
A la Carte Hardware									
20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1			\$1,810.00	\$0.00	\$0.00	\$0.00	\$0.00
AB3C	AB3 Camera Bundle	43			\$699.00	\$1.33	\$57.19	\$0.00	\$57.19
AB3MBD	AB3 Multi Bay Dock Bundle	6			\$1,495.00	\$1,495.00	\$8,970.00	\$0.00	\$8,970.00
A la Carte Software									
73890	RECORDS LICENSE, NON-OSP	7	60		\$29.00	\$29.00	\$12,180.00	\$0.00	\$12,180.00
A la Carte Services									
73897	STANDARDS SERVICE, PREMIUM	1			\$30,000.00	\$30,000.00	\$30,000.00	\$0.00	\$30,000.00
85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	60		\$500.00	\$5,790.63	\$347,438.00	\$0.00	\$347,438.00
A la Carte Warranties									
80395	EXT WARRANTY, TASER 7 HANDLE	1	49		\$6.58	\$6.58	\$322.42	\$0.00	\$322.42
Total							\$1,004,999.90	\$0.00	\$1,004,999.90

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100126	AXON VR TACTICAL BAG	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100186	HTC FOCUS 3 WRIST TRACKER	2	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	43	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20018	TASER 7 BATTERY PACK, TACTICAL	51	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20050	HOOK-AND-LOOP TRAINING (HALT) SUIT	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20062	TASER 7 HOLSTER - BLACKHAWK, RIGHT HAND	40	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20067	TASER 7 HOLSTER - BLACKHAWK, LEFT HAND	3	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20296	SAMSUNG S7+ TABLET FOR VR SIMULATOR	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20297	SAMSUNG S7+ TABLET CASE FOR VR SIMULATOR	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20298	VR-ENABLED GLOCK 19 CONTROLLER	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20378	HTC FOCUS 3 VR HEADSET	2	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	129	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	86	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	129	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	86	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	86	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	86	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS	43	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	43	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22196	TASER 7 VR CARTRIDGE, STANDOFF (3.5-DEGREE)	2	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22197	TASER 7 VR CARTRIDGE, CLOSE-QUARTERS (12-DEGREE)	2	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	74200	TASER 7 6-BAY DOCK AND CORE	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	10/01/2022
AB3 Camera Bundle	11534	USB-C to USB-A CABLE FOR AB3 OR FLEX 2	48	10/01/2022
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	43	10/01/2022
AB3 Camera Bundle	73202	AXON BODY 3 - NA10 - US - BLK - RAPIDLOCK	1	10/01/2022
AB3 Camera Bundle	74020	MAGNET MOUNT, FLEXIBLE, AXON RAPIDLOCK	48	10/01/2022
AB3 Multi Bay Dock Bundle	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	6	10/01/2022
AB3 Multi Bay Dock Bundle	74210	AXON BODY 3 - 8 BAY DOCK	6	10/01/2022
A la Carte	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	10/01/2022
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	86	10/01/2023
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	86	10/01/2023
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	86	10/01/2024
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	86	10/01/2024
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	86	10/01/2024
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	86	10/01/2024
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100210	VIRTUAL REALITY TABLET REFRESH ONE	1	04/01/2025
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20373	VIRTUAL REALITY HEADSET REFRESH ONE	2	04/01/2025
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73309	AXON CAMERA REFRESH ONE	44	04/01/2025

Hardware

Bundle	Item	Description	QTY	Estimated Delivery Date
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73689	MULTI-BAY BWC DOCK 1ST REFRESH	6	04/01/2025
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	86	10/01/2025
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	86	10/01/2025
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	86	10/01/2026
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	86	10/01/2026
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73310	AXON CAMERA REFRESH TWO	44	10/01/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73688	MULTI-BAY BWC DOCK 2ND REFRESH	6	10/01/2027

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100165	UNLIMITED 3RD-PARTY STORAGE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20248	TASER 7 EVIDENCE.COM LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20248	TASER 7 EVIDENCE.COM LICENSE	1	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	20370	FULL VR TASER 7 ADD-ON USER ACCESS	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73478	REDACTION ASSISTANT USER LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73618	CITIZEN FOR COMMUNITIES USER LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73680	RESPOND DEVICE PLUS LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73681	AXON RECORDS FULL	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73682	AUTO TAGGING LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73686	EVIDENCE.COM UNLIMITED AXON DEVICE STORAGE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73739	PERFORMANCE LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	73746	PROFESSIONAL EVIDENCE.COM LICENSE	43	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	85760	Auto-Transcribe Unlimited Service	43	11/01/2022	10/31/2027
A la Carte	73890	RECORDS LICENSE, NON-OSP	7	11/01/2022	10/31/2027

Services

Bundle	Item	Description	QTY
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	11642	THIRD-PARTY VIDEO SUPPORT LICENSE	43
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	79999	AUTO TAGGING / PERFORMANCE IMPLEMENTATION SERVICE	1
A la Carte	73897	STANDARDS SERVICE, PREMIUM	1
A la Carte	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100197	HTC FOCUS 3 VR HEADSET - WARRANTY	2	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	100198	AXON VR CONTROLLER KIT - WARRANTY	1	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80465	EXT WARRANTY, MULTI-BAY DOCK (TAP)	6	11/01/2022	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80374	EXT WARRANTY, TASER 7 BATTERY PACK	51	10/01/2023	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80395	EXT WARRANTY, TASER 7 HANDLE	43	10/01/2023	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80395	EXT WARRANTY, TASER 7 HANDLE	1	10/01/2023	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	10/01/2023	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80464	EXT WARRANTY, CAMERA (TAP)	43	10/01/2023	10/31/2027
2022 - OFFICER SAFETY PLAN 7 PLUS Premium	80464	EXT WARRANTY, CAMERA (TAP)	1	10/01/2023	10/31/2027
A la Carte	80395	EXT WARRANTY, TASER 7 HANDLE	1	10/01/2023	10/31/2027

Payment Details

Oct 2022

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 1	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$1,017.05)	\$0.00	(\$1,017.05)
Year 1	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$0.00	\$0.00	\$0.00
Year 1	2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	\$76,394.22	\$0.00	\$76,394.22
Year 1	73890	RECORDS LICENSE, NON-OSP	7	\$1,514.92	\$0.00	\$1,514.92
Year 1	73897	STANDARDS SERVICE, PREMIUM	1	\$3,731.36	\$0.00	\$3,731.36
Year 1	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$40.10	\$0.00	\$40.10
Year 1	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	\$43,213.64	\$0.00	\$43,213.64
Year 1	AB3C	AB3 Camera Bundle	43	\$7.11	\$0.00	\$7.11
Year 1	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,115.68	\$0.00	\$1,115.68
Total				\$124,999.98	\$0.00	\$124,999.98

Oct 2023

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 2	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$1,790.02)	\$0.00	(\$1,790.02)
Year 2	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$0.00	\$0.00	\$0.00
Year 2	2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	\$134,453.80	\$0.00	\$134,453.80
Year 2	73890	RECORDS LICENSE, NON-OSP	7	\$2,666.27	\$0.00	\$2,666.27
Year 2	73897	STANDARDS SERVICE, PREMIUM	1	\$6,567.16	\$0.00	\$6,567.16
Year 2	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$70.58	\$0.00	\$70.58
Year 2	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	\$76,056.09	\$0.00	\$76,056.09
Year 2	AB3C	AB3 Camera Bundle	43	\$12.52	\$0.00	\$12.52
Year 2	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,963.58	\$0.00	\$1,963.58
Total				\$219,999.98	\$0.00	\$219,999.98

Oct 2024

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 3	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$1,790.02)	\$0.00	(\$1,790.02)
Year 3	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$0.00	\$0.00	\$0.00
Year 3	2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	\$134,453.80	\$0.00	\$134,453.80
Year 3	73890	RECORDS LICENSE, NON-OSP	7	\$2,666.27	\$0.00	\$2,666.27
Year 3	73897	STANDARDS SERVICE, PREMIUM	1	\$6,567.16	\$0.00	\$6,567.16
Year 3	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$70.58	\$0.00	\$70.58
Year 3	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	\$76,056.09	\$0.00	\$76,056.09
Year 3	AB3C	AB3 Camera Bundle	43	\$12.52	\$0.00	\$12.52
Year 3	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,963.58	\$0.00	\$1,963.58
Total				\$219,999.98	\$0.00	\$219,999.98

Oct 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$1,790.02)	\$0.00	(\$1,790.02)
Year 4	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$0.00	\$0.00	\$0.00

Oct 2025						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 4	2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	\$134,453.80	\$0.00	\$134,453.80
Year 4	73890	RECORDS LICENSE, NON-OSP	7	\$2,666.27	\$0.00	\$2,666.27
Year 4	73897	STANDARDS SERVICE, PREMIUM	1	\$6,567.16	\$0.00	\$6,567.16
Year 4	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$70.58	\$0.00	\$70.58
Year 4	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	\$76,056.09	\$0.00	\$76,056.09
Year 4	AB3C	AB3 Camera Bundle	43	\$12.52	\$0.00	\$12.52
Year 4	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,963.58	\$0.00	\$1,963.58
Total				\$219,999.98	\$0.00	\$219,999.98

Oct 2026						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
Year 5	100553	TRANSFER CREDIT - SOFTWARE AND SERVICES	1	(\$1,790.02)	\$0.00	(\$1,790.02)
Year 5	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$0.00	\$0.00	\$0.00
Year 5	2022OSP7+Premium	2022 - OFFICER SAFETY PLAN 7 PLUS Premium	43	\$134,453.80	\$0.00	\$134,453.80
Year 5	73890	RECORDS LICENSE, NON-OSP	7	\$2,666.27	\$0.00	\$2,666.27
Year 5	73897	STANDARDS SERVICE, PREMIUM	1	\$6,567.16	\$0.00	\$6,567.16
Year 5	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$70.58	\$0.00	\$70.58
Year 5	85157	PROFESSIONAL SERVICES MILESTONE PAYMENT: RECORDS	1	\$76,056.09	\$0.00	\$76,056.09
Year 5	AB3C	AB3 Camera Bundle	43	\$12.52	\$0.00	\$12.52
Year 5	AB3MBD	AB3 Multi Bay Dock Bundle	6	\$1,963.58	\$0.00	\$1,963.58
Total				\$219,999.98	\$0.00	\$219,999.98

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Exceptions to Standard Terms and Conditions

Agency has existing contracts 16968 and 17578 and is terminating these contracts upon the new license start date (11/1/2022) of this quote.

The parties agree that Axon is granting a refund of \$8,177.13 to refund paid, but undelivered services. This discount is based on a ship date range of 10/1/2022 to 10/15/2022, resulting in a 11/1/2022 license date. Any changes in this date and resulting license start date will result in modification of this discount value which may result in additional fees due to or from Axon.

This credit is contingent upon agency payment of any outstanding invoices.

Signature

Date Signed

9/20/2022



MEMORANDUM OF UNDERSTANDING

PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to outline the combined mission, objectives, and responsibilities of the agencies participating in the Street Narcotics Apprehension Program (**S.N.A.P.**). This MOU will formalize policy, guidance, planning, and the objectives of participating agencies as it relates to the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This MOU is entered into between the Pasco Sheriff's Office, New Port Richey Police Department, Port Richey Police Department, Dade City Police Department, and Zephyrhills Police Department and shall be in effect for the duration of the grant. Under no circumstances may this MOU be changed or amended except in writing and with the agreement of all parties.

MISSION:

To identify, apprehend, and assist in the prosecution of drug offenders and seize illicit drugs and assets of those engaged in illicit street level drug activity.

To improve the quality of life for all residents of Pasco County by working collectively to suppress the illicit trade and use of controlled substances.

OBJECTIVES:

During the term of this MOU, the participating agencies have the following objectives:

- Seize **20** grams of powdered or crack cocaine.
- Seize **30** grams of other controlled substance; including but not limited to: Ecstasy (MDMA), methamphetamine (i.e.; MOLLY, ICE), amphetamines, and Heroin.
- Seize **100** prescription pills; including but not limited to Xanax, OxyContin (oxycodone), Hydrocodone, Dilaudid, etc.
- To conduct **50** drug-related investigations during the grant period.
- Arrest **35** offenders for the commission of drug offenses.

Any investigation, seizure, or arrest must comply with the Constitution and any applicable law.

COMPOSITION - ADMINISTRATION:

The Pasco Sheriff's Office will administer the grant program, prepare financial reimbursement requests and quarterly and annual status reports as required by the Florida Department of Law Enforcement (FDLE) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

The Pasco Sheriff's Office shall maintain all financial records and complete all financial reporting as required by the terms of the grant, and, shall be responsible for all audit and compliance requirements.

The Pasco Sheriff's Office shall compile and complete all performance reporting as required by the terms of the grant. All participating agencies listed in this MOU shall provide any and all information necessary to complete reporting no later than five (5) days following the end of each quarter until the conclusion of the grant.

Term of Agreement:

This agreement shall be in effect upon receipt of funding from FDLE of Edward Byrne Memorial Justice Assistance Program and upon the signatures of all parties and will end September 30, 2023.

Personnel:

The Pasco Sheriff's Office will provide a full-time detective to be assigned to the Task Force. When deemed necessary, other participating law enforcement agencies may assign officers to work on Task Force objectives subject to confirmation by the Sheriff.

Any party to this Agreement may request and/or provide voluntary cooperation and assistance across jurisdictional lines of any other party to this Agreement in fulfilling the objectives of this MOU. A sworn law enforcement officer of a participating agency to this Agreement is hereby empowered and may exercise law enforcement authority within the jurisdiction of another participating agency when participating in a Street Narcotics Apprehension Program operation.

The allocation of manpower and resources will be at the discretion of the Pasco Sheriff's Office through approved operations orders submitted to and approved by the affected area of responsibility.

E-Verify Program:

The parties shall comply with Florida Statute 448.095, as currently written, or as hereafter amended.

Compliance With Laws:

All parties shall comply with all local, state, and federal laws, rules, and regulations.

Liability:

Each participating agency engaging in any Task Force initiative agrees to assume responsibility for the acts, omissions, or conduct of such party's own employees while engaged in said Task Force initiatives. In no event shall the Pasco Sheriff's Office be liable for any direct, incidental,

special, punitive, or consequential damages, loss, or expense, including but not limited to, delay damages, loss of use, lost revenue, lost data, or damage to property.

Nothing in this MOU shall be construed in any way to waive sovereign immunity of the Pasco Sheriff's Office under Section 768.28, Florida Statutes.

Loss/Damaged Property:

Each participating agency shall be responsible for bearing its own costs associated with any loss or damage incurred to such jurisdiction's property, equipment or resources as a result of the use of such property during a Task Force initiative.

Chain of Command:

During Task Force initiatives, participating agency members will receive guidance and direction from the coordinating agency. However, unity of command dictates that they will, at all times, be under the jurisdiction, supervision and chain of command of their participating agency.

Records and Reports:

All Task Force reports will be completed by each officer involved, individually, utilizing their respective agency's reporting system. Copies of all reports will be forwarded to the Sheriff's Office Vice and Narcotics Unit to facilitate the compiling of a centralized database for intelligence and grant reporting purposes.

All participating parties acknowledge that they are familiar with the provisions of the Public Records Laws of Florida. All parties agree to comply with Chapter 119, Florida Statutes, and specifically per Florida Statute 119.0701. All parties agree to keep and maintain public records that would be required by Pasco Sheriff's Office in order to perform the services provided for in this MOU; All parties agree to provide public access to any required public records as the agency would normally due to being a public agency; All parties agree to protect exempt or confidential records from disclosure; All parties agree to meet public records' retention requirements; and all parties agree that at the end of term of this MOU to transfer all public records to Pasco Sheriff's Office and destroy any duplicate exempt or confidential public records.

ALL PARTICIPATING PARTIES MUST CONTACT THE PASCO SHERIFF'S OFFICE PUBLIC RECORDS CUSTODIAN WITH ANY QUESTIONS REGARDING THEIR DUTIES TO PROVIDE PUBLIC RECORDS RELATING TO THIS MOU. THE PASCO SHERIFF'S OFFICE PUBLIC RECORDS CUSTODIAN CONTACT INFORMATION FOR THIS CONTRACT IS:

**CAPTAIN WILLIAM DAVIS
PASCO SHERIFF'S OFFICE
8700 CITIZENS DRIVE,
NEW PORT RICHEY, FL 34654
WDAVIS@PASCOSHERIFF.ORG
727.224.7673**

Statistical Reporting:

In an effort to ensure a coordinated approach in documenting Task Force objectives, participating agencies will initiate an activity report immediately following any Task Force initiative. The Pasco Sheriff's Office will be responsible for collecting, recording, and submitting all required statistical data and reports generated from task force initiatives.

Forfeitures:

In accordance with the Office of Justice Programs Financial Guide rules, property and/or assets seized for forfeiture are considered to be program or project generated income and must be handled according to the Office of Justice Programs Financial Guide, U.S. Department of Justice Common Rule for State and Local Government. (Reference: The Cash Management Improvement Act of 1990). The Pasco Sheriff's Office Property Evidence will maintain care, custody and control of all property and/or assets seized during any Task Force initiative. The Pasco Sheriff's Office Legal Department will be responsible for initiating forfeiture action in accordance with the Florida Contraband Forfeiture Act. Any law enforcement officer initiating forfeiture proceedings pursuant to this MOU will notify the Pasco Sheriff's Office's Street Narcotics Apprehension Program supervisor of their intentions and the administrative agency's forfeiture policies and reports will be utilized.

This MOU does not preclude a participating agency from initiating forfeiture proceedings within their respective jurisdictions outside the scope of this MOU.

Program Income:

Upon meeting the requirements set forth in the Office of Justice Programs Financial Guide, Program Income will be disbursed to the participating agency in whose jurisdiction it was seized for forfeiture. Multi-jurisdictional seizures or cases involving seizures arising from multi-jurisdictional investigations will be disbursed based on recommendations from the grant administrator. However, the decision as to percentage of entitlement, or distribution on non-divisible property shall be made on a case-by-case basis, pursuant to agreement between agency members of the Task Force participating in the actual investigation or operation. It is agreed that the percentage of any proceeds from forfeited property or the value of property retained by an agency shall be commensurate with the participation of that agency in the activity which resulted in the seizure, unless otherwise agreed by the agencies participating in the seizure. Any agency which provides for court costs or costs for maintaining seized property shall be reimbursed out of

any proceeds from the sale of seized property prior to the distribution of proceeds or receive consideration during the distribution of non-divisible assets. Program generated income which is returned to member agencies will be governed according to Florida State Statute 932.7055 and as such shall be deposited in a special Law Enforcement Trust Fund.

Equipment:

At the termination of the Grant year should the Street Narcotics Apprehension Program disband, ownership of any equipment purchased with grant funds will revert to the participating agency who provided matching funds for said equipment's purchase.

Press Releases:

Any press release concerning Task Force activity will be coordinated through all agencies participating in an arrest, investigation, or operation.

Venue:

This MOU is executed and entered into in the State of Florida, and shall be construed, performed and enforced in all respects in accordance with Florida law, without regard to Florida provisions for conflict of laws. Courts of competent jurisdiction in Florida shall have exclusive jurisdiction in any action regarding this contract and venue shall be in Pasco County, Florida. In the event of a dispute, each party is responsible for their own attorney's fees.

Termination:

Any party may terminate their involvement in this MOU by providing sixty (60) days written notice to the Pasco Sheriff's Office, Attention: Captain William Davis. Notice must be via certified mail, return receipt requested or hand delivery with proof of delivery, or email.

Entire Agreement:

This MOU contains the entire agreement between the parties and supersedes any and all prior and contemporaneous agreements, proposals, or representations, written or oral, concerning the subject matter. In the event that any provision of this MOU is held to be invalid or unenforceable, the remaining provisions of this MOU shall remain in full force and effect.

[THIS SPACE INTENTIONALLY LEFT BLANK]

We, the undersigned, have read and agree with this MOU.

IN WITNESS WHEREOF, the parties hereto have executed this MOU by their undersigned officials as duly authorized.

As to the Pasco Sheriff's Office:

Witness: _____

Chris Nocco
Sheriff

Date

As to the City of Zephyrhills:

Witness: 

 09/16/22
Date

Jodi Wilkeson
Council President

Witness: 

 9/15/2022
Date

Derek Brewer
Chief of Police

As to the City of New Port Richey:

Witness: _____

Rob Marlowe Date
Mayor

Witness: _____

Kim Bogart Date
Chief of Police

As to the City of Dade City:

Witness: _____

James Shive
Mayor

Date

Witness: _____

James E. Walters
Chief of Police

Date

As to the City of Port Richey:

Witness: _____

Scott Tremblay Date
Mayor

Witness: _____

Cyrus Robinson Date
Chief of Police

City of Zephyrhills Bank Depository - Deposit Listing

Transaction Description	Amount	Customer Reference	Bank Reference	Ledger Date
ACH Credit Received	7,103.76	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/7/2022
ACH Credit Received	250.00	VUS000001558	ACHCWASTE CONNEC	9/7/2022
ACH Credit Received	310.62	373245769	ACHCPAYMENTUS CO	9/7/2022
ACH Credit Received	87.76	373603477	ACHCPAYMENTUS CO	9/7/2022
ACH Credit Received	238.14	374482381	ACHCPAYMENTUS CO	9/7/2022
Deposit	2,692.71		DP0002100285613I	9/7/2022
Deposit	128,874.50		ICLD02408245305I	9/7/2022
Miscellaneous Credit	4,510.10		MSCR000000000111	9/7/2022
ACH Credit Received	13,034.80	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/8/2022
ACH Credit Received	318.98	375014646	ACHCPAYMENTUS CO	9/8/2022
ACH Credit Received	141.37	2.01752E+14	ACHCSTATE OF FLO	9/8/2022
ACH Credit Received	5.00	2.01752E+14	ACHCSTATE OF FLO	9/8/2022
ACH Credit Received	3,284.91	8.78824E+12	ACHCGLOBAL PAYME	9/8/2022
ACH Credit Received	527.81	8.78824E+12	ACHCGLOBAL PAYME	9/8/2022
Deposit	781.97		DP0002101683447I	9/8/2022
Deposit	291,911.20		ICLD02408777774I	9/8/2022
Miscellaneous Credit	1,468.14		MSCR000000000111	9/8/2022
ACH Credit Received	44,714.80	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/9/2022
ACH Credit Received	273.22	375537377	ACHCPAYMENTUS CO	9/9/2022
ACH Credit Received	139.65	1502316145	ACHCSUBURBAN PRO	9/9/2022
ACH Credit Received	1,037.16	2.0019E+13	ACHCAmeriGas Pro	9/9/2022
ACH Credit Received	1,975.00	9628	ACHC10L GOVDEALS	9/9/2022
Deposit	1,213.78		DP0002102837067I	9/9/2022
Deposit	62,542.84		ICLD02400298236I	9/9/2022
Miscellaneous Credit	1,132.73		MSCR000000000111	9/9/2022
ACH Credit Received	14,456.92	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/12/2022
ACH Credit Received	25.30	376295144	ACHCPAYMENTUS CO	9/12/2022
ACH Credit Received	207.50	2.01752E+14	ACHCSTATE OF FLO	9/12/2022
ACH Credit Received	20.00	2.01752E+14	ACHCSTATE OF FLO	9/12/2022
ACH Credit Received	334.11	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	1,149.01	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	136.43	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	545.70	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	3,401.03	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	264.79	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	3,720.70	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
ACH Credit Received	18,918.60	8.78824E+12	ACHCGLOBAL PAYME	9/12/2022
Auto Transfer Credit	157,815.00		WEBC000000000111	9/12/2022
Deposit	2,111.26		DP0002104681594I	9/12/2022
Deposit	19,740.87		ICLD02400970456I	9/12/2022
Miscellaneous Credit	1,532.68		MSCR000000000111	9/12/2022
ACH Credit Received	9,054.25	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/13/2022
ACH Credit Received	13,319.67	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/13/2022

ACH Credit Received	64,133.49	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/13/2022
ACH Credit Received	1,134.90	376876061	ACHCPAYMENTUS CO	9/13/2022
ACH Credit Received	159.93	377252292	ACHCPAYMENTUS CO	9/13/2022
ACH Credit Received	250.49	377715949	ACHCPAYMENTUS CO	9/13/2022
ACH Credit Received	545.70	8.78824E+12	ACHCGLOBAL PAYME	9/13/2022
Auto Transfer Credit	52,604.98		WEBC000000000111	9/13/2022
Deposit	1,185.05		DP0002105898317I	9/13/2022
Deposit	48,915.46		ICLD02401593436I	9/13/2022
Miscellaneous Credit	1,297.16		MSCR000000000111	9/13/2022
ACH Credit Received	4,120.09	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/14/2022
ACH Credit Received	40.43	378394349	ACHCPAYMENTUS CO	9/14/2022
ACH Credit Received	181.75	2.01752E+14	ACHCSTATE OF FLO	9/14/2022
ACH Credit Received	409.28	8.78824E+12	ACHCGLOBAL PAYME	9/14/2022
ACH Credit Received	1,934.60	8.78824E+12	ACHCGLOBAL PAYME	9/14/2022
ACH Credit Received	227.63	8.78824E+12	ACHCGLOBAL PAYME	9/14/2022
Deposit	1,653.28		DP0002107027478I	9/14/2022
Deposit	178,885.27		ICLD02402134200I	9/14/2022
Miscellaneous Credit	1,135.00		MSCR000000000111	9/14/2022
ACH Credit Received	9,829.85	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/15/2022
ACH Credit Received	343,446.54	Zephyrhills	ACHCCRESTLINE SO	9/15/2022
ACH Credit Received	257.62	378997020	ACHCPAYMENTUS CO	9/15/2022
ACH Credit Received	5.70	36-1924025	ACHCWALGREEN CO	9/15/2022
ACH Credit Received	946.01	8.78824E+12	ACHCGLOBAL PAYME	9/15/2022
ACH Credit Received	41,417.72	8.78824E+12	ACHCGLOBAL PAYME	9/15/2022
Deposit	1,353.39		DP0002107857775I	9/15/2022
Deposit	2,368.03		ICLD02402592292I	9/15/2022
Miscellaneous Credit	2,084.21		MSCR000000000111	9/15/2022
ACH Credit Received	15,540.17	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/16/2022
ACH Credit Received	1,324.91	379608520	ACHCPAYMENTUS CO	9/16/2022
ACH Credit Received	5,350.00	10140	ACHC10L GOVDEALS	9/16/2022
ACH Credit Received	141.00	2.01752E+14	ACHCSTATE OF FLO	9/16/2022
ACH Credit Received	15.00	2.01752E+14	ACHCSTATE OF FLO	9/16/2022
ACH Credit Received	272.85	8.78824E+12	ACHCGLOBAL PAYME	9/16/2022
ACH Credit Received	1,053.80	8.78824E+12	ACHCGLOBAL PAYME	9/16/2022
ACH Credit Received	2,220.86	8.78824E+12	ACHCGLOBAL PAYME	9/16/2022
Deposit	1,737.44		DP0002100156561I	9/16/2022
Deposit	13,302.06		ICLD02403093273I	9/16/2022
Miscellaneous Credit	5,719.02		MSCR000000000111	9/16/2022
ACH Credit Received	18,230.67	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/19/2022
ACH Credit Received	462.65	380174198	ACHCPAYMENTUS CO	9/19/2022
ACH Credit Received	62,639.93	2.01752E+14	ACHCSTATE OF FLO	9/19/2022
ACH Credit Received	1,373.00	263858	ACHCLE03-AWIN MA	9/19/2022
ACH Credit Received	4,972.19	5652	ACHCPASCOCLERKOP	9/19/2022
ACH Credit Received	257.40	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
ACH Credit Received	272.85	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
ACH Credit Received	69.28	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
ACH Credit Received	245.37	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022

ACH Credit Received	1,168.60	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
ACH Credit Received	1,470.25	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
ACH Credit Received	138,208.63	8.78824E+12	ACHCGLOBAL PAYME	9/19/2022
Deposit	1,253.84		DP0002101954360I	9/19/2022
Deposit	5,937.86		ICLD02403781551I	9/19/2022
Miscellaneous Credit	2,259.37		MSCR000000000111	9/19/2022
ACH Credit Received	344,616.45	AP0001795361	ACHCDE Florida O	9/20/2022
ACH Credit Received	6,624.73	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/20/2022
ACH Credit Received	23,126.52	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/20/2022
ACH Credit Received	24,655.37	CITY OF ZEPHYRH	ACHCPAYMENTUS	9/20/2022
ACH Credit Received	85.78	380574872	ACHCPAYMENTUS CO	9/20/2022
ACH Credit Received	144.81	380916592	ACHCPAYMENTUS CO	9/20/2022
ACH Credit Received	2.20	1002 82397	ACHCGas South	9/20/2022
ACH Credit Received	109.09	2000015235	ACHCPEOPLES GAS	9/20/2022
ACH Credit Received	213.89	2000015235	ACHCPEOPLES GAS	9/20/2022
ACH Credit Received	54,588.16	2.01752E+14	ACHCSTATE OF FLO	9/20/2022
ACH Credit Received	166.00	2.01752E+14	ACHCSTATE OF FLO	9/20/2022
ACH Credit Received	5.00	2.01752E+14	ACHCSTATE OF FLO	9/20/2022
ACH Credit Received	272.85	8.78824E+12	ACHCGLOBAL PAYME	9/20/2022
Deposit	1,785.74		DP0002103155354I	9/20/2022
Deposit	16,507.41		ICLD02404391632I	9/20/2022
Miscellaneous Credit	2,303.92		MSCR000000000111	9/20/2022