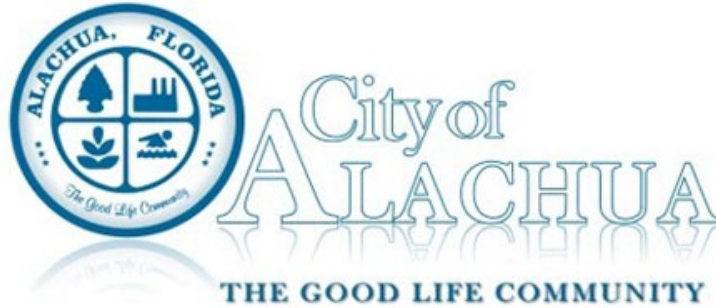




Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
Regular City Commission Meeting
At 6:00 PM
to address the item(s) below.

Meeting Date: September 9, 2024

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

I. SPECIAL PRESENTATIONS

A) 2024 CONSTITUTION WEEK PROCLAMATION

B) RENEWAL OF THE ONE MILL FOR SCHOOLS

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

- A) APPOINTMENT TO THE EDUCATION TASK FORCE (ETF)**
- B) APPOINTMENT TO THE PLANNING AND ZONING BOARD (PZB)**

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to 3 Minutes)

- A) RESOLUTION 24-12 RELATING TO THE LEVY OF GENERAL PURPOSE AD VALOREM TAXES FOR THE 2024 TAX YEAR; AND, RESOLUTION 24-13 RELATING TO ITS BUDGET FOR THE 2024-2025 FISCAL YEAR**
ECONOMIC DEVELOPMENT
QUALITY OF LIFE
COMMUNITY ENHANCEMENT
STRENGTHEN COMMUNITY SERVICE
FUNDING SOURCE - GENERAL FUND
FUNDING SOURCE - INTERNAL SERVICES FUND
FUNDING SOURCE - ELECTRIC FUND
FUNDING SOURCE - WATER FUND
FUNDING SOURCE - COMMUNITY REDEVELOPMENT TRUST FUND
FUNDING SOURCE - MOSQUITO FUND
FUNDING SOURCE - WASTE WATER FUND
FUNDING SOURCE - OTHER
FUNDING SOURCE - GRANTS
- B) ORDINANCE 24-13, FIRST READING: AMENDING THE CITY'S BUSINESS INCENTIVE PROGRAM IN ORDINANCE 20-01 BY ADDING AN INCUBATOR/ACCELERATOR ENTRANT LEASE SUBSIDY AND ADJUSTING THE DURATION OF THE INCUBATOR/ACCELERATOR GRADUATE LEASE SUBSIDY (LEGISLATIVE)**
ECONOMIC DEVELOPMENT
FUNDING SOURCE - GENERAL FUND
STRENGTHEN COMMUNITY SERVICE
COMMUNITY ENHANCEMENT
QUALITY OF LIFE

V. AGENDA ITEMS

- A) RESOLUTION 24-14 TK STORMWATER BASIN MAINTENANCE ASSESSMENT ANNUAL RATE RESOLUTION**
- B) CITY MANAGER ANNUAL PERFORMANCE EVALUATION**

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

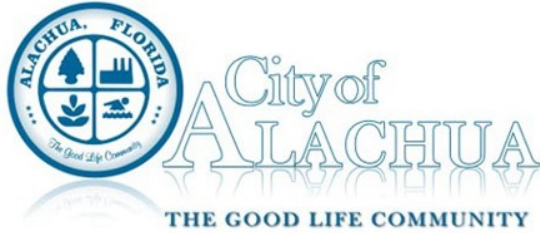
VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA ITEMS

- A)** JULY 22, 2024, CITY COMMISSION MEETING MINUTES
- B)** AUGUST 12, 2024, BOARD OF ADJUSTMENT MEETING MINUTES
- C)** AUGUST 12, 2024, BUDGET WORKSHOP MEETING MINUTES
- D)** AUGUST 12, 2024, CITY COMMISSION MEETING MINUTES
- E)** AUGUST 26, 2024, BUDGET WORKSHOP MEETING MINUTES
- F)** AUGUST 26, 2024, CITY COMMISSION MEETING MINUTES
- G)** TRAINING MOU W/ALACHUA COUNTY SHERIFF'S OFFICE



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: 2024 Constitution Week Proclamation

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Mayor Coerper to read the Proclamation and present it to past Regent Kay Hall.

Summary

Constitution Week has been established to celebrate and commemorate the celebration of the drafting of the Constitution of the United States of America. By Presidential Proclamation, September 17 through September 23 is designated Constitution Week.

Kay Hall, Past Regent for the Gainesville Chapter of the National Society Daughters of the American Revolution is present to receive the City of Alachua proclamation of Constitution Week.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. Constitution Week 2024



City of Alachua, Florida

Office of Mayor *Gib Coerper*

PROCLAMATION

WHEREAS, September 17, 2024, marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, It is fitting and proper to officially recognize this magnificent document and the anniversary of its creation; and

WHEREAS, It is fitting and proper to officially recognize the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through September 23, 2024, to be

CONSTITUTION WEEK

In the City of Alachua, and ask our citizens to reaffirm the ideals the Framers of the Constitution had in 1787.

IN WITNESS WHEREOF, I Gib Coerper, Mayor of the City of Alachua, have hereunto set my hand this 09th day of September, 2024.

ATTEST:

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Renewal of the One Mill for Schools

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Receive the presentation.

Summary

The One Mill for Schools is up for renewal on the 2024 general election ballot. It is a property surtax that's been in place for 15 years and has been approved by voters every four years since it was first presented to them in 2008. It supports the salaries of about 350 teachers in Alachua County Public Schools, including 25 in Alachua area schools. This includes counselors, librarians, art, music, band, drama teachers, career tech teachers, and more. It also funds classroom technology, and guarantees funding for school nurses if needed. Jackie Johnson, Director of Communications and Community Initiatives, Alachua County Public Schools is here to provide a presentation regarding the renewal of the one mill for schools.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. Alachua One Mill - Presentation
2. Alachua One Mill - Handout



One Mill for Schools City of Alachua



About the One Mill

- Funds K-12 art & music programs (including band, chorus, drama), career tech programs, academic magnets, counselors, school librarians and classroom technology
- Guarantees a nurse in every school

About the One Mill

- First approved by Alachua County voters in 2008 and renewed every four years since then
- Up for renewal this fall
- Because it's a renewal, it does not increase taxes

Did you know?

The owner of a home in Alachua County valued at \$125K in 1998 is paying \$5 LESS in annual school taxes than they were then, despite the fact that the taxable value of their home has increased by more than \$88K!



One Mill Revenues

The One Mill provided more than \$1.55 million in funding for Irby, Alachua, Mebane and SFHS

This year it is funding part or all of the salaries of 26 teachers in Alachua area schools.

The **One Mill for Schools** supports **Irby Elementary School**

The **One Mill** currently helps fund **5** teachers
at our school, including our:



- ✓ Counselor
- ✓ Librarian
- ✓ Music Teacher
- ✓ Art Teacher
- ✓ STEAM Resource Teacher

More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports **Alachua Elementary School**

The **One Mill** currently helps fund **5** teachers
at our school, including our:

- ✓ Counselor
- ✓ Librarian
- ✓ Music Teacher
- ✓ Art Teacher
- ✓ STEAM Teacher



More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports **Mebane Middle School**

The **One Mill** currently helps fund **5** teachers
at our school, including our:

- ✓ Counselor
- ✓ Music/Band Teacher
- ✓ Librarian
- ✓ Librarian
- ✓ Biomedical Mustangs Teacher



More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports **Santa Fe High School**

The **One Mill** currently helps fund **11** teachers at our school, including our:



- ✓ Counselors
- ✓ Band Director
- ✓ Art Teacher
- ✓ Drama Teacher
- ✓ Media Specialist
- ✓ Academy of Agriscience Teacher
- ✓ Academy of Veterinary Assisting Teacher
- ✓ Institute of Biotechnology Teacher
- ✓ Nutrition and Food Science Teacher
- ✓ Business Teacher

More information at www.sbac.edu/OneMill

New HVAC program at SFHS with 44 students



One-to-one laptops for SFHS students (one-to-one devices started with Irby, Alachua and Mebane)



- 100% of seniors in SFHS Biotech Academy (11) earned certification in 2024
- Total of 450 certifications earned by SFHS students in 2023-24



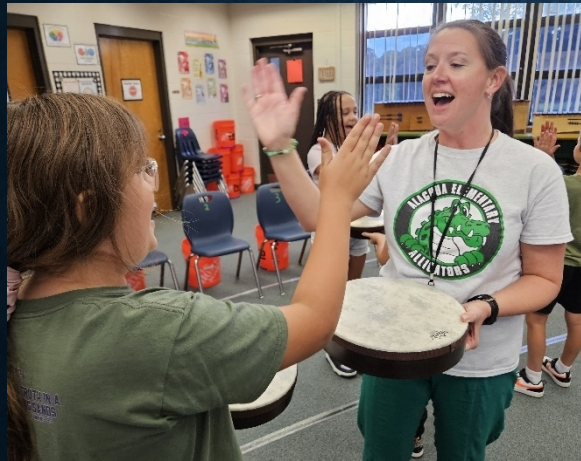
Biomedical Mustangs earned 111 certifications in the program in 2023-24, the program's first year



- Symphonic band earned straight superiors at district MPA for the first time since 2014-15; performed at the state MPA for the first time since 2017-18
- Marching band up from 29 to 50 members, symphonic band up from 27 to 42 members this year



For more information, visit
www.sbac.edu/onemill



The One Mill in Alachua Schools

During the 2023-24 school year, the One Mill provided more than \$1.55 million in funding for schools serving the children of Alachua.

This school year the One Mill is helping fund the salaries of 26 teachers, including counselors, librarians, art and music teachers, band, chorus and drama teachers, career tech and technology teachers at Irby, Alachua, Mebane and Santa Fe High School. The One Mill also supports classroom technology and guarantees a nurse in every school no matter what happens to state and federal funding.

***More information about the One Mill is available at
www.sbac.edu/OneMill***



The **One Mill for Schools** supports **Irby Elementary School**

The **One Mill** currently helps fund **5** teachers
at our school, including our:



- ✓ Counselor
- ✓ Librarian
- ✓ Music Teacher
- ✓ Art Teacher
- ✓ STEAM Resource Teacher

More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports
Alachua Elementary School

The **One Mill** currently helps fund **5** teachers
at our school, including our:

- ✓ Counselor
- ✓ Librarian
- ✓ Music Teacher
- ✓ Art Teacher
- ✓ STEAM Teacher



More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports
Mebane Middle School

The **One Mill** currently helps fund **5** teachers
at our school, including our:

- ✓ Counselor
- ✓ Music/Band Teacher
- ✓ Librarian
- ✓ Librarian
- ✓ Biomedical Mustangs Teacher



More information at www.sbac.edu/OneMill

The **One Mill for Schools** supports
Santa Fe High School

The **One Mill** currently helps fund **11** teachers at our school, including our:



- ✓ Counselors
- ✓ Band Director
- ✓ Art Teacher
- ✓ Drama Teacher
- ✓ Media Specialist
- ✓ Academy of Agriscience Teacher
- ✓ Academy of Veterinary Assisting Teacher
- ✓ Institute of Biotechnology Teacher
- ✓ Nutrition and Food Science Teacher
- ✓ Business Teacher

More information at www.sbac.edu/OneMill



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Appointment to the Education Task Force (ETF)

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Appoint one applicant to the Education Task Force, for a three-year term expiring July 24, 2027.

Summary

The Education Task Force (ETF) is a five-member board of the City Commission, with a regular three-year term of office. The primary purpose of the ETF is to serve the City Commission by recommending policies, procedures, and suggestions for improving the quality of childhood education in the City, including cooperation with all public, private, and charter schools, and early childhood centers that offer preschool, daycare or Head Start.

There is one (1) seat vacant. The City advertised for applications in the Alachua County Today on June 20, 2024, and June 27, 2024. Notices of the vacancy were also posted on community bulletin boards and the City's website. This appointment will begin on July 24, 2024, with an end date of July 24, 2027.

The City received three (3) applications. The names of the applicants are listed in alphabetical order:

Lauren DePaola
Dietra H. Sherman
Walter Welch

The applicants have been advised that the Commission will consider the item and have been invited to attend the meeting. I will call them to speak in the order they appear before you, should you wish to hear from them.

The Deputy City Clerk's Office will administer the ballot process.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. APP - DEPAOLA
2. APP - SHERMAN
3. APP - WELCH
4. AD - ACT
5. ETF - Ballot



APPLICATION FOR EDUCATIONAL TASK FORCE MEMBERSHIP

Name: LAUREN DEPAOLA Date: 07/23/24

Physical Address: 15710 NW 121 Lane, ALACHUA, FL 32615

Mailing Address: 15710 NW 121 Lane, ALACHUA, FL 32615

Email Address: lauren@betterbeginningsfl.com

Phone (Daytime): 352-278-2538

Alternate Phone: _____

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Educational Task Force: _____

As a long-time resident, SFHS alum; local business owner and parent to children within the City, I am invested in the a
success of residents in Alachua.

Applicant's Signature: Lauren DePaola, LCSW

Please return this application to the City Clerk's Office located at City Hall, 15100 NW 142nd Terrace, or mail the application to:

**City of Alachua
ATTN: City Manager's Office
P.O. Box 9
Alachua, FL 32616**



City of
ALACHUA

APPLICATION FOR EDUCATIONAL TASK FORCE MEMBERSHIP

Name: Dietra H. Sherman Date: 09/28/93

Physical Address: 13805 NW 155th Ave. Alachua, FL 32615

Mailing Address: 13805 NW 155th Ave. Alachua, FL 32615

Email Address: dietradhoward@gmail.com

Phone (Daytime): (352) 283-4719

Alternate Phone: (386) 462-7194

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Educational Task Force: I would like to be a member
of the Educational Task Force for the City of Alachua because I am very invested in the quality of
of education that the children in our community are receiving. I believe that all children should have access
to the neccessary tools and resources that they need to be successful on every level of their educational
journey. I have lived in the city of Alachua my entire life and I want every child in our community to be
excited about attending school in our city just like I was. I am a small business owner in the city and have
operated a family child care for over a decade. Some of my qualifications include having a degree in
Early Childhood Education, I was a member of the School Advisory committee at Alachua Elementary for
2 terms, a published childrens Author and I am a mentor with the Business and Leadership Insititute for
Early Learning.

Applicant's Signature: 

Please return this application to the City Clerk's Office located at City Hall, 15100 NW 142nd Terrace, or mail the application to:

City of Alachua
ATTN: City Manager's Office
P.O. Box 9
Alachua, FL 32616



City of ALACHUA

APPLICATION FOR EDUCATION TASK FORCE BOARD MEMBERSHIP

Name: Walter Welch Date: 02/28/29
Physical Address: 13100 NW 151 Pl Alachua FL 32615
Mailing Address: 13100 NW 151 Pl Alachua FL 32615
Email Address: lecwelch.ww@gmail.com
Phone (Daytime): 352-681-6770
Alternate Phone: 386-347-4489

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Education Task Force Board:

help city
development and growth

Applicant's Signature: Walter Welch

Please return this application to the City Clerk's Office located at City Hall, 15100 NW 142nd Terrace, or mail the application to:

City of Alachua
ATTN: City Manager's Office
P.O. Box 9
Alachua, FL 32616

App Due: 5-9-2024

Meeting Date 5-20-2024



City of ALACHUA

Task Force Vacancy

Education Task Force

The Alachua City Commission is accepting applications for one (1) vacancy on its Educational Task Force. The appointment will be for a three-year term. A minimum of three (3) members must reside in the City of Alachua and two (2) members may be residents of the greater Alachua area. Interested applicants must be willing to attend meetings on a regular basis to be determined by the Task Force and have a keen interest in education for children.

To apply, you may obtain an application and information from either our website www.cityofalachua.com, or contact the City of Alachua at (386) 418-6100 to obtain a copy. The City must receive applications on or before **July 11, 2024, for consideration**. You may send your application Attention: City Manager's Office, P.O. Box 9, Alachua, FL 32616 or drop it off at City Hall, located at 15100 NW 142 Terrace.

(Published: Alachua County Today - June 20, 2024 and June 27, 2024)

Directory

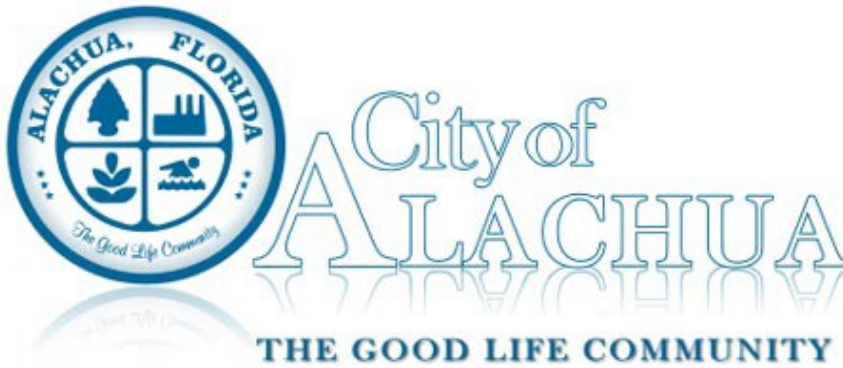
DENTAL

Cosmetic, Family & Reconstructive Dentistry

SPECIALIZING IN:

Porcelain Laminates, Veneers & Onlays
Crown Digital Scanning - Smile Makeovers
TMJ Therapy - Implant Restorations
Digital X-Rays - Crowns & Bridges
Metal Free Fillings - Laser Dentistry - Whitening
MOST INSURANCES ACCEPTED
WE FILE FOR YOU!

Celebrating 29 Years of Service in Alachua County



September 09, 2024 – Education Task Force Term Ballot

Vote for a maximum of one (1) applicant

_____ Lauren DePaola

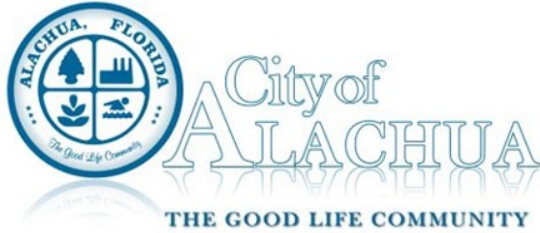
_____ Dietra H. Sherman

_____ Walter Welch

Please vote for a maximum of one (1) candidate.

_____September 09, 2024

Signature



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Appointment to the Planning and Zoning Board (PZB)

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

- 1) Appoint one member to the Planning & Zoning Board
 - 2) Adopt Resolution 24-15, to be finalized to include the name of the appointed member
-

Summary

The Planning & Zoning Board (PZB), which serves as the Local Planning Agency, consists of five (5) voting members and a non-voting School Board representative. The PZB provides recommendations to the City Commission on various development applications, such as comprehensive plan amendments, rezonings, and subdivisions, and reviews and makes decisions on certain development applications as provided for within the City's Land Development Regulations. The Board generally meets on the second Tuesday of every month. The process of making appointments to the PZB is regulated by the City Charter, Commission Rules of Procedures, and Land Development Regulations. These policy documents require that a newspaper advertisement be placed at least two weeks prior to the time upon which appointments are to be made to the Board. Advertisements were placed in the Alachua County Today newspaper on August 08, 2024, and August 16, 2024, with an application deadline of September 09, 2024. A notice was also posted on the City's website. Any citizen who desires to serve on the PZB must be a City resident.

The Commission must consider one appointment to the PZB. Board Member Joseph Hancock was appointed to serve a three (3) year term which expires on August 28, 2024. The appointment would be for a three (3) three-year term ending on October 09, 2027. A listing in alphabetical order of the applicants has been provided for your reference, as well as a ballot. The candidates are as follows:

Joseph Hancock (seeking reappointment)
Susan Sloan
Jeremy L. Thomas

The candidates have been advised that the Commission will be considering this item and have been invited to attend the meeting. I will call them forward to speak, should you wish to hear from them.

Resolution 24-15 has been drafted and will be finalized to reflect the appointment made during tonight's meeting.

The Deputy City Clerk's Office will now administer the ballot process.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. APP - HANCOCK
2. APP - SLOAN
3. APP - THOMAS
4. Res 24-15
5. Ballot
6. AD.ACT.24.8.8



City of
ALACHUA

APPLICATION FOR PLANNING & ZONING BOARD MEMBERSHIP

*Please be advised that, pursuant to §112.3144, Florida Statutes, members of the Planning & Zoning Board are required to file a disclosure of financial interests. Additional information can be reviewed at:
<http://www.ethics.state.fl.us/FinancialDisclosure>.*

Name: Joseph Hancock Date: 8/12/2024
Physical Address: 14309 NW 159th PL, Alachua FL 32615
Mailing Address: Same
Email Address: JoeHancock@outlook.com
Phone (Daytime): 352-275-6483
Alternate Phone: Same

Are you available to meet on the second Tuesday of each month?

☒ Yes ☐ No

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Planning & Zoning Board: I would like

to continue to serve my community

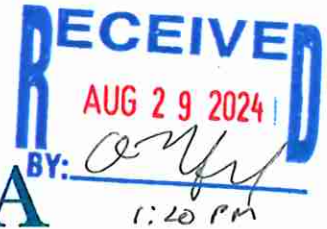
Applicant's Signature: 

Please return this application to the Planning and Community Development Department located at City Hall, 15100 NW 142nd Terrace, or mail application to:

City of Alachua
ATTN: Planning and Community Development
P.O. Box 9
Alachua, FL 32616



City of
ALACHUA



APPLICATION FOR PLANNING & ZONING BOARD MEMBERSHIP

*Please be advised that, pursuant to §112.3144, Florida Statutes, members of the Planning & Zoning Board are required to file a disclosure of financial interests. Additional information can be reviewed at:
<http://www.ethics.state.fl.us/FinancialDisclosure>.*

Name: Susan Sloan Date: 8/28/24

Physical Address: 15106 NW 149th RD Alachua, FL 32615

Mailing Address: Same as physical address

Email Address: ssloan710@yahoo.com

Phone (Daytime): 704-968-1025

Alternate Phone: N/A

Are you available to meet on the second Tuesday of each month?

☒ Yes ☐ No

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Planning & Zoning Board: _____

Being a member of the planning and zoning board offers an opportunity to contribute to the

thoughtful development and sustainable growth of the community. It allows you to help

shape the future of the area by ensuring that land use decisions align with long-term

goals, meet the needs of residents, and preserve the character of the community. I care

about Alachua and want to help contribute to the growth of our community.

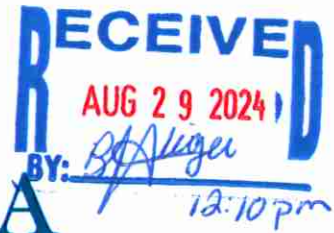
Applicant's Signature: Susan Sloan

Please return this application to the Planning and Community Development Department located at City Hall, 15100 NW 142nd Terrace, or mail application to:

City of Alachua
ATTN: Planning and Community Development
P.O. Box 9
Alachua, FL 32616



City of
ALACHUA



APPLICATION FOR PLANNING & ZONING BOARD MEMBERSHIP

*Please be advised that, pursuant to §112.3144, Florida Statutes, members of the Planning & Zoning Board are required to file a disclosure of financial interests. Additional information can be reviewed at:
<http://www.ethics.state.fl.us/FinancialDisclosure>.*

Name: Jeremy L. Thomas Date: August 29, 2024

Physical Address: 7875 White Oaks Road Alachua, FL 32615

Mailing Address: 756 Turkey Creek Alachua, FL 32615

Email Address: jeremylthomas@gmail.com

Phone (Daytime): 352-665-3295

Alternate Phone: _____

Are you available to meet on the second Tuesday of each month?

☒ Yes ☐ No

Are you a resident of the City of Alachua?

☒ Yes ☐ No

Briefly state why you want to be a member of the Planning & Zoning Board: I have lived in Alachua since I
was about 12 years old. I've watched the growth and am proud of what has been accomplished over that period. I am
REALTOR® with 19 years of experience, I've served on many boards and committees over the years. My father served
on the P&Z Board in the City of Alachua for about 10 Years. I have recently been stepping back from other commitments
and I believe this is just the right time to serve in this capacity. I do have a conflict on the 2nd Tuesday every month but
am currently trying to resolve that so it will not hamper my serving on this body.

Applicant's Signature: 

Please return this application to the Planning and Community Development Department located at City Hall,
15100 NW 142nd Terrace, or mail application to:

City of Alachua
ATTN: Planning and Community Development
P.O. Box 9
Alachua, FL 32616

RESOLUTION 24-15

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, APPOINTING ONE MEMBER TO THE PLANNING AND ZONING BOARD; ESTABLISHING TERM OF SERVICE; ESTABLISHING BEGINNING AND ENDING DATES FOR TERM OF SERVICE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 2.1.3(A) of the City's Land Development Regulations (LDRs) authorizes the Planning and Zoning Board (PZB) to serve as the City's Local Planning Agency; and,

WHEREAS, Section 2.1.3(C) of the City's LDRs establishes the powers and duties of the PZB; and,

WHEREAS, the PZB consists of five voting members and one nonvoting representative of the Alachua County School Board; and,

WHEREAS, there is one (1) vacancy on the PZB; and

WHEREAS, advertisement of the vacancy was placed at least two (2) weeks before this appointment in a newspaper of local circulation, per the City of Alachua Commissioners Rules of Procedure.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

Section 1. The following member will be appointed for the following terms:

_____, to fill a term commencing on August 28, 2024, and ending on October 09, 2027.

Section 2. The term of service for the position shall begin and end as outlined above.

Section 3. This Resolution shall be effective as of its passage and adoption date.

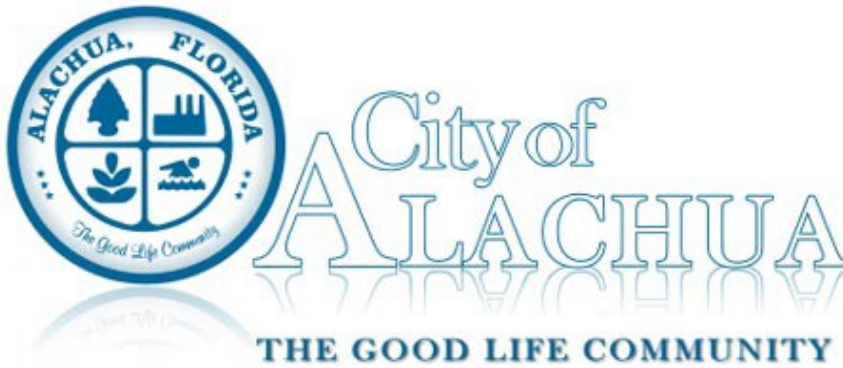
DULY ADOPTED in regular session this 09th day of September 2024.

**CITY COMMISSION OF THE CITY
OF ALACHUA, FLORIDA**

Gib Coerper, Mayor

ATTEST:

Mike DaRoza, City Manager/Clerk



September 09, 2024 – Planning and Zoning Ballot

_____ Joseph Hancock

_____ Susan Sloan

_____ Jeremy L. Thomas

Please vote for a maximum of one candidate.

_____ September 09, 2024

Signature

the Farmers Market
villion, 23517 N.W.
5th Road, High
rings. Local growers,
ducers and crafters.
ggies, plants, duck
d chicken eggs, meats,
ltry, canned goods,

Road and 254th Street.
For further information,
contact the Main Street
Organization at newberry
mainstreet.com

■ **Tuesdays: Archer
Farmers Market from
3 – 7 p.m. on the grounds**

ications to be added

sponsored by the City
Alachua Electric
artment, using its
rces to reinvest in the
munity and its citizens.
he City has future
for the "Access
Alachua" project as well.
goal is to increase
number of public areas
e our community can
access the internet
he coming years,"

said Rodolfo Valladares,
Alachua Assistant City
Manager. "Access
Alachua' is just one way the
City is providing valuable
resources for the Good Life
Community."

#

Email cwalker@alachuatoday.com

d without bond

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to driving without
d license between
nd 2008 but no other
al history.
ge Kristine Van Vorst
him held without
nding a hearing on

a motion from the State
Attorney's Office to hold
him without bail until trial.

#

Email cwalker@alachuatoday.com

NOTICE OF BOARD VACANCY

The City of Alachua is currently accepting applications for one (1) appointment to be made on the following Board:

Planning and Zoning Board: The Planning and Zoning Board (PZB) consists of five voting members and a non-voting School Board representative. The PZB provides recommendations to the City Commission on various development applications, such as comprehensive plan amendments, rezonings, and subdivisions, and reviews and makes decisions on certain development applications as provided for within the City's Land Development Regulations. The PZB is also authorized by the City Commission to provide recommended policies and guiding action affecting development in the City, including amendments to Land Development Regulations, special studies, and other proposals that promote orderly development.

- Applicants must be a resident of the City of Alachua.
- Meetings are typically held at 6:00 p.m. on the second Tuesday of the month, in the James A. Lewis Commission Chambers in City Hall.

Applications may be obtained in person at City Hall, located at 15100 NW 142nd Terrace, on any regular business day (Monday through Thursday) between the hours of 7:30 a.m. and 6:00 p.m., or by visiting the City's website at www.cityofalachua.com. Completed applications must be received by the Planning and Community Development Department no later than 6:00 p.m. on **Thursday, August 29, 2024**. Applications may be submitted in person at City Hall or by mail to the following address: City of Alachua, Planning and Community Development Department, P.O. Box 9, Alachua, FL 32616. Questions may be directed to the Planning and Community Development Department at (386) 418-6121.

(Published: Alachua County Today - August 8, 2024 and August 15, 2024)

nd Places of Worship

BE YOUR PLACE OF WORSHIP HERE
386.462.3355

St. Madeleine Catholic Church

17155 NW US HWY 441
High Springs, FL 32643
386-454-2358

Mass Times

Sunday: 7:30 a.m. & 11:30 a.m.
Saturday Vigil: 5:00 p.m.

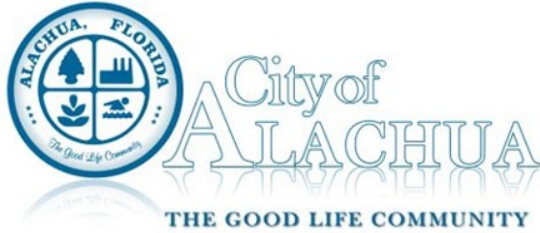
www.stmadeleinecatholicchurch.com

New St. Mary Missionary Baptist Church

13800 NE 158th Avenue, Alachua 32616
Rev. Daniel H. McNish, Pastor
Phone & Fax (386) 462-7129
Services: Sunday School 9:30 a.m.
Morning Worship 11 a.m.-1st, 2nd, 3rd Sunday
Quarterly 11 a.m. 4th Sun. Birthday Rally
Service; Tuesday Evening 7 p.m.
Prayer Meeting & Bible Study

St. Luke A.M.E. Church

Rev. Dr. Debra Walker King, Pastor
14950 Martin Luther King Blvd/Hwy 441
Alachua 32616
386.462.2732(church) 386.462.4396 (Fax)
Email: stlukealachua@gmail.com
Church School 9 a.m.
Morning Worship: 10 a.m.;
Bible Study: Wednesdays, 6:30 p.m. via Zoom
Theme: "The Church with an atmosphere of Healing"



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Resolution 24-12 Relating to the Levy of General Purpose Ad Valorem Taxes for the 2024 Tax Year; and, Resolution 24-13 Relating to its Budget for the 2024-2025 Fiscal Year

PREPARED BY: Robert Bonetti

RECOMMENDED ACTION:

1. Adopt Resolution 24-12
 2. Adopt Resolution 24-13
-

Summary

The City of Alachua Commission must hold a Public Hearing on the City's Fiscal Year 2024-2025 Tentative Millage Rate and Tentative Budget as required by Florida Statutes, Chapters 129 and 200, and as advertised in the Truth-In-Millage (TRIM) Notices distributed by the Alachua County Property Appraiser's Office.

This evening we will take a number of actions related to the adoption of the millage rate and proposed budgets. The Final Public Hearing on these matters will be held on Monday, September 23, 2024 at 6:00 p.m. in this same location, Alachua City Hall, James A. Lewis Commission Chambers.

During the month of August 2024, the City Manager presented to the City Commission the proposed budgets by major fund type. The tentative budgets presented, at that time, totaled \$64,729,871. This is \$2,120,700 less than the FY 2023-2024 Amended Budget of \$66,733,348.

The General Fund tentative budget of \$19,294,571 is based on a tax rate of 5.9500 mills. This tentative millage rate is 7.95% more than the rolled-back rate of 5.5119 mills.

In order to enact the proposed tentative millage rate, a majority vote must be passed by the City Commission at the final public hearing on the budget. By adopting these resolutions tonight, the Commission authorizes and directs the City Manager to prepare and publish all necessary and required notices prior to the hearing established herein, and to provide copies of these resolutions to all parties as may be required by applicable law.

FINANCIAL IMPACT

\$64,729,871

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Economic Development
Quality of Life
Community Enhancement
Strengthen Community Service
Funding Source - General Fund
Funding Source - Internal Services Fund
Funding Source - Electric Fund
Funding Source - Water Fund
Funding Source - Community Redevelopment Trust Fund
Funding Source - Mosquito Fund
Funding Source - Waste Water Fund
Funding Source - Other
Funding Source - Grants

ATTACHMENTS

1. Resolution 24-12 - SD
2. Resolution 24-13 - SD
3. City of Alachua FY 2024-2025 Tentative Budget
4. First Budget Public Hearing Script

RESOLUTION 24-12

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO THE LEVY OF GENERAL PURPOSE AD VALOREM TAXES FOR THE 2024 TAX YEAR; APPROVING THE TENTATIVE MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 22, 2024 the City of Alachua Commission adopted Resolution 24-10 certifying to the Alachua County Property Appraiser's Office a millage rate necessary to fund the said proposed general City budget;

WHEREAS, pursuant to law and utilizing the rates certified, on August 19, 2024, the Alachua County Property Appraiser mailed a Notice of Proposed Property Taxes to each taxpayer listed on the current year's assessment roll;

WHEREAS, said notice of proposed property taxes advised the recipients of a public hearing to be conducted by the City of Alachua Commission on September 9, 2024, for consideration of its tentative general City budget and the tentative millage necessary to fund the said budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

SECTION 1. That the following tentative millage rate to fund the general City budget is hereby approved for further consideration in accordance with applicable law; General Fund 5.9500 mills.

SECTION 2. The millage levied herein is more than the rolled back rate of 5.5119 by 7.95 percent.

SECTION 3. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 9th day of September, 2024.

**CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA**

Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk

RESOLUTION 24-13

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO ITS BUDGET FOR THE 2024-2025 FISCAL YEAR; REVISING THE ESTIMATE OF RECEIPTS AND OF BALANCES TO BE BROUGHT FORWARD; APPROVING A TENTATIVE GENERAL CITY BUDGET; SETTING A PUBLIC HEARING DATE; PROVIDING FOR PUBLICATION OF NOTICE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 12, 2024 and August 26, 2024, the City Manager presented the proposed budget for further consideration by the City of Alachua Commission; and ,

WHEREAS, said budget contained estimates of receipts and of balances brought forward as part of the budget presentation; and,

WHEREAS, the City of Alachua Commission wishes to revise the estimates of receipts and of balances to be brought forward based on the most current information available as of the date of this resolution; and,

WHEREAS, the City of Alachua Commission has complied with all conditions precedent to the adoption of a tentative general City budget; and,

WHEREAS, the City of Alachua Commission as of this date adopted a resolution approving the tentative millage to fund the tentative general City budget;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

SECTION 1. In accordance with the requirements of Section 129.03, Florida Statutes, the estimates of receipts and of balances to be brought forward are revised as set out in the document entitled “City of Alachua Fiscal Year 2024-2025 Tentative Budget”.

SECTION 2. The proposed general City budget contained in the document entitled “City of Alachua Fiscal Year 2024-2025 Tentative Budget” is hereby approved as adjusted by motion for further consideration at the public hearing established in this resolution.

SECTION 3. A public hearing will be held to consider the final millage rate and final budget for general City purposes on Monday the 23rd of September, 2024, at 6:00 p.m., or soon thereafter as the matter may be heard, in the Alachua City Hall, James A. Lewis Commission Chambers, 15100 N.W. 142nd Terrace, Alachua, Florida, 32615.

SECTION 4. The City Manager is hereby authorized and directed to prepare and publish all necessary and required notices prior to the hearing established herein, and to provide copies of this resolution to all parties as may be required by applicable law.

SECTION 5. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 9th day of September, 2024.

**CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA**

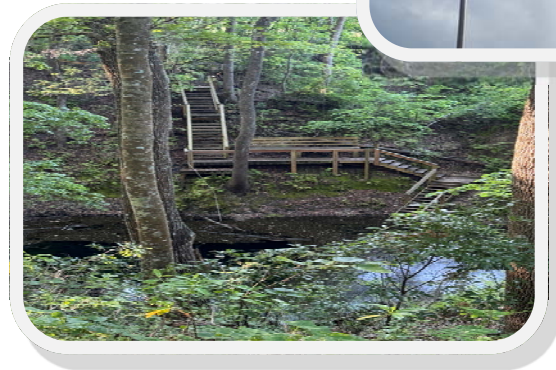
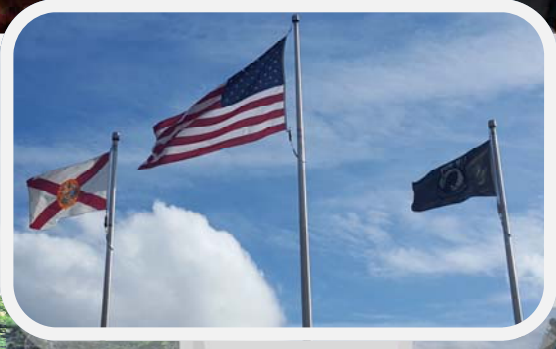
Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk



City of
ALACHUA
the good life community



FISCAL YEAR 2024-2025
TENTATIVE BUDGET

CITY OF ALACHUA

PREPARED BY:

THE CITY OF ALACHUA FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE AND ADMINISTRATIVE SERVICES STAFF

Robert A. Bonetti	Director
Stephanie L. Herlong	Utility Billing Manager
Gardhy M. Saint-Vil	IT Manager
Benjamin T. Love	Facilities Maintenance Manager
Donna G. Smith	Purchasing Coordinator
Brandon D. Kestner	Meter Technician Supervisor
Tyler S. Williams	Accounting Manager
Heather L. Carter	Accounting Manager
Regina A. Reed	Senior Accountant
Katelynn T. Bayles	Accounts Payable Specialist
Megan E. Hoyt	Utility Billing Assistant
Tara Z. Clarke	Customer Service Representative
Sandra E. Heath	Customer Service Representative
Helen R. Benjamin	Receptionist
Anthony D. Nathan II	IT Technical Generalist
Diana A. Reyes	IT Technical Specialist
William P. Cone	Facilities Maintenance Supervisor
Alexander D. Watson	Facilities Maintenance Technician
Thomas G. Williams	Facilities Maintenance Technician
Ronnie C. Jenkins	Facilities Maintenance Worker
Gavin W. Shiskin	Facilities Maintenance Worker
Connie L. Sandusky	Facilities Custodial Worker
Angelica M. Lugo	Facilities Custodial Worker
Torry L. Davis	Meter Technician Crew Foreman
James E. Porter	Meter Technician
Leroy M. Williams	Meter Technician
Logan T. Minnix	Meter Technician

CREDITS

City of Alachua Commission
Mike DaRoza, City Manager
Marian B. Rush, Esq., City Attorney
Rodolfo J. Valladares, Assistant City Manager
Michael P. Carrillo, Public Services Director
Tara L. Malone, Human Resources Director
Damon J. Messina, Recreation and Culture Director
Jesse J. Sandusky, Chief of Police
Grafton B. Wilson, Compliance and Risk Management Director
Kathy Winburn, Planning and Community Development Director

A very special "thank you" to **all** City employees for their contribution to the budget process

CITY OF ALACHUA GOVERNMENT

GENERAL INFORMATION

The City of Alachua is geographically located in North Central Florida. The City's boundaries encompass 36.5 square miles. The most current estimate of the City's population is 11,296.

FIVE-MEMBER COMMISSION

The City of Alachua, a political subdivision of the State of Florida, is guided by an elected five-member body comprised of a Mayor and four Commissioners. The Mayor and Commissioners are elected in non-partisan elections to represent the entire City. The Vice-Mayor is selected annually by the Mayor and his/her fellow Commissioners. The Commission performs legislative functions of government by developing policies for the management of the City of Alachua. The City Manager, a professional appointed by the Commission, and the City Manager's staff are responsible for the implementation of those policies. The City contracts out for attorney services.

ROLE OF THE CITY MANAGER

The City Manager is an official appointed by the City Commission who is responsible for carrying out all decisions, policies, ordinances and motions of the Commission. The City Manager serves at the will of the City Commission.

In order to execute the City Commission's goals and initiatives, the City Manager is responsible for directing and providing all municipal services within the City.

Municipal service functions are grouped into the following departments: City Commission, City Manager, City Attorney, Compliance and Risk Management, Finance and Administrative Services, Human Resources, Planning & Community Development, Police, Public Services, and Recreation & Culture.

Support staff for both the City Manager and City Commission report to the City Manager.

INTRODUCTION

This document represents the City of Alachua's tentative financial budget for FY 2024-2025. The document is divided into five sections:

Section One - Budget Message
Section Two - Budget Summary
Section Three - Fund Summaries
Section Four - Department Summaries
Section Five - Glossary

Section One - Budget Message contains the City Manager's letter to the Commission regarding various elements of the budget.

Section Two - Budget Summary contains information and graphs about revenue sources; summary tables of the department budgets; a description and summary of the City's interfund transfers; and a summary of funded full-time equivalent positions.

Section Three - Fund Summaries include a budget by fund segment listing detailed information about various funds and their adopted funding levels.

Section Four - Department Summaries includes mission statements and summary budgets for each City department.

Section Five - Glossary includes a listing of various budget document terms.

Individuals interested in reviewing any materials or documents comprising the FY 2024-2025 Tentative Budget, at any level of detail, are encouraged to contact the Finance and Administrative Services Department.

Contact information for the Finance and Administrative Services Department is as follows:

Telephone: (386) 418-6100

Mail: P. O. Box 9
Alachua, Florida 32616-0009

Email: finance@cityofalachua.org

In person: City of Alachua City Hall
15100 NW 142nd Terrace
Alachua, Florida 32615

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City of
ALACHUA
the good life community

SECTION 1

BUDGET

MESSAGE

City Manager's Fiscal Year 2024-2025 Budget Message



Honorable Mayor and Members of the City Commission,

It is my pleasure to present you with the Fiscal Year 2025 (FY 2025) tentative budget.

This tentative budget plan represents strong collaboration, thoughtful consideration, and some challenging decisions, with the goal of supporting our community in the year ahead. Most of all, the tentative budget centers the needs of the many who call Alachua (*The Good Life Community*), home.

The development of the tentative budget is one of the most important and challenging responsibilities of the City Manager, as well as being one of our most significant policy documents. It demonstrates our organization's commitment to our Commission's Strategic Plan, as well as serves the priorities and shared values of our community.

The process of developing this budget recommendation has been built on a year-long consideration and collaboration of all City departments to provide the necessary resources for the critical functions we perform, areas of desired improvement, continued sustainable growth and opportunities to achieve the high level of service our community expects.

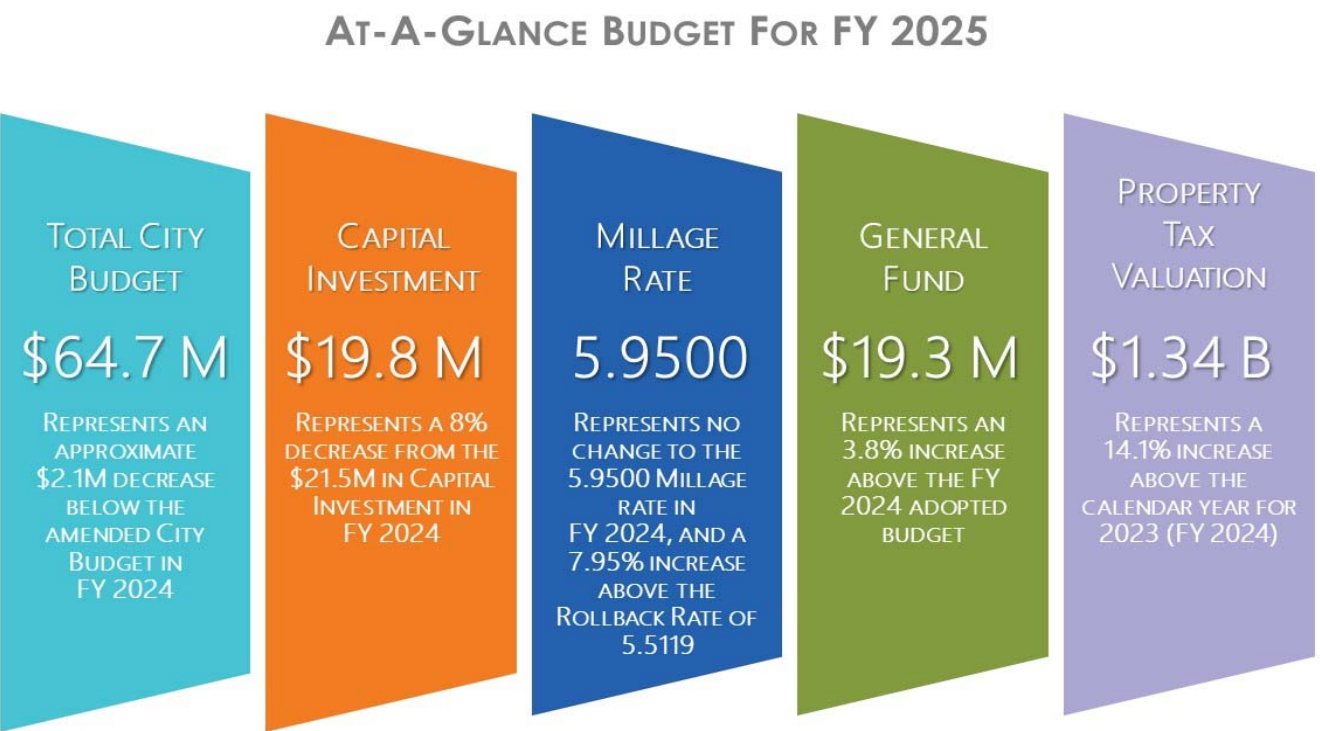
The tentative budget totals \$64,729,871, and \$19,294,571 for the General Fund, a 3.8% increase above the prior fiscal year (adopted). This increase is also attributed mostly due to rising operating costs, additional positions, an effort to provide an increasingly

competitive presence within our workforce region and the increase and sustainability in the level of services.

The City’s overall ad valorem revenues increased by 10.1%.

AT-A-GLANCE BUDGET

The City of Alachua budget development process is a transparent and inclusive cooperation in which staff members from all departments are encouraged to participate. The City Commission’s vision is outlined annually in the City’s Strategic Plan, which provides high, higher and highest priority initiatives to guide and perform the goals of the community.



The tentative FY 2025 budget has also been assembled to consider all of the City’s stakeholders’ input and focus.

The City continues to benefit from a strong and vibrant economic foundation. Despite ongoing inflation constraints, the Consumer Price Index and interest rates, Florida’s economy continues to be resilient, particularly in residential development.

Similarly, the City of Alachua is also maintaining significant growth. Residential development is increasing, as multiple large-scale subdivisions are currently under

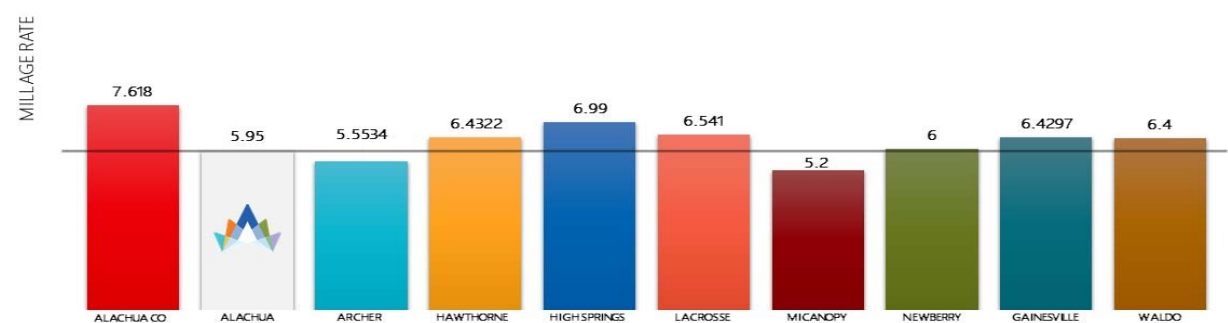
construction with several others occupying the official planning process. This is a positive sign for the City, which has focused on enhancing diversified housing options for the community.

Moreover, non-residential development also continues to thrive in Alachua, particularly retail, light manufacturing and other emerging technology companies. The City's recent investments in water and wastewater infrastructure expansion along the US 441 corridor continue to pay dividends, as these industries expand and locate in Alachua.

The City is again primed to experience strong growth in the year ahead. In fact, the tentative budget for FY 2025 is balanced with no increase in the millage rate of 5.9500 mills.

With the current and tentative rate of 5.9500, the City would have the third-lowest tentative millage rate (see graph below) among the County and our municipal peers.

Proposed County & Municipalities' Millage Rates FY 2025



With a full-service utility operation, the City is responsible for ensuring all utilities are self-sustaining. The revenues of each utility must support the expenditures of each utility. The primary revenues for utilities are charges for the delivery and maintenance of those services.

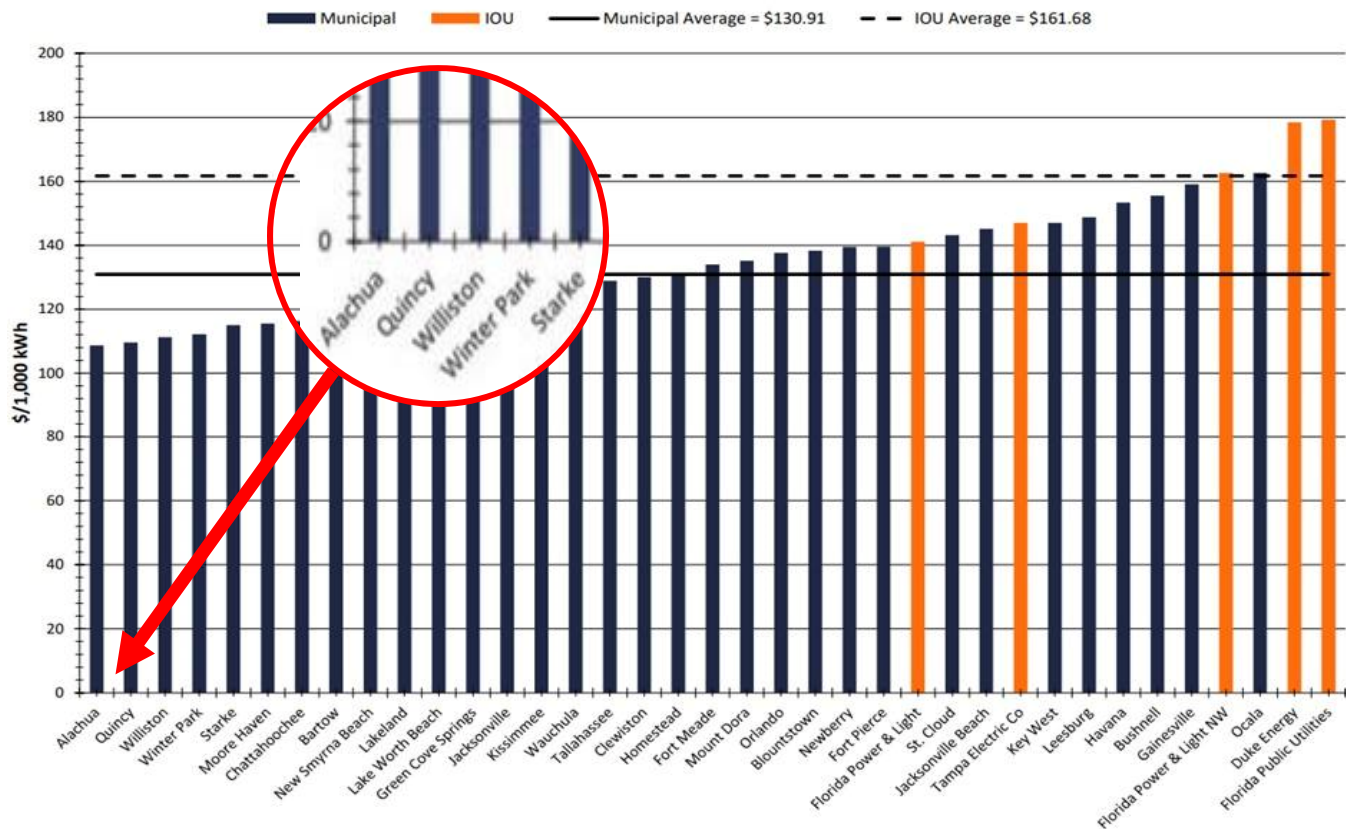
The water and wastewater budgets have been developed with a 7% and 5% rate increase, respectively. These increases take the annual Florida Public Service Commission Rate Index (3.24% for FY 2025), into consideration, and to keep pace with rising costs and maintenance of operating infrastructure. The tentative budget also includes a 7% and 5% rate increase in water and wastewater for Capital Facility Charges, respectively. This insulates current utility customers from the burden of new

development, and supports the long-standing vision of the Commission that “development should pay its own way.”

I am excited, however, to report that despite having the lowest electric rates in the state between 2023-2024 (see graph below), the FY 2025 tentative budget – once again – does not include an increase in electric rates.



1,000 kWh Residential Bill Comparison: February 2023 - January 2024
Municipals & IOUs, Lowest to Highest



The FY 2025 tentative budget in its entirety is too extensive to present in this Budget Message, so I have taken the liberty of highlighting some of the key areas below:

- **INFRASTRUCTURE GROWTH, DIVERSIFICATION AND SUSTAINABILITY**
- **PUBLIC SAFETY**
- **RECREATION AND CULTURE ENHANCEMENT**

INFRASTRUCTURE GROWTH, DIVERSIFICATION AND SUSTAINABILITY

As we work to create a thriving and sustainable community, investing in infrastructure has been a mainstay of our forward-thinking Commission. Infrastructure investments today serve to provide smart growth opportunity, efficient and reliable utilities, well-maintained roadways, etc.



The citizens of the City of Alachua benefit from a robust infrastructure network, which promotes sustainability through environmental stewardship and growth. The City has recently increased its water and wastewater infrastructure capacity, constructed and energized a state-of-the-art Legacy Electric Substation, completed water quality improvements to Mill Creek Sink and is nearing completion of a new water wellfield (the Alachua Water Quality & Resiliency Improvement Project) that will ensure the City's potable water supply has improved redundancy and reliability.

Since the addition of the Legacy Substation and the most-recent bulk power agreements, City of Alachua electric customers have benefited greatly from the decisions made during that time, as evidenced by the lowest electric rates in the state.

However, with current vs. future costs, supply chain issues and future capacity needs in mind, I am recommending the purchase of a new substation power transformer for the Legacy Substation. To give some historical context, the only substation power transformer that was installed in the Legacy Substation (built and energized in 2020) was purchased in 2012 under similar, future-planning circumstances.

The FY 2025 tentative budget also includes funding to begin the process of replacing the City's primary Lift Station due to its age (originally installed in 1976) and vulnerability potential. This project will include an immense amount of coordination to maintain and prevent disruption to the City's wastewater collection service, but also will ensure continued services for years, if not decades, to come.



Lift Station #1, the City's Primary Lift Station, was originally installed in 1976.

The FY 2025 tentative budget also includes funding for an engineering study to analyze potential enhancements to the City's Wastewater Treatment Facility to address the growing impacts on existing concurrency levels, as well as precautionary improvements to process low-level industrial waste.

Chapter 163.3180 of the Florida Statutes requires a local government to monitor concurrency levels for sanitary sewer, potable water, solid waste and drainage of public facilities.

The Community Facilities Element in the City's Comprehensive Plan states that if the existing demand and reserved capacity of the committed use of the City's wastewater facility reaches 85% of the permitted design capacity, no further development orders for projects without reserved capacity will be issued until additional capacity becomes available or funds to increase facility capacity are committed in accordance with a development agreement.

The permitted capacity of the City's wastewater treatment plant is currently 1,500,000 gallons per day, and is operating at just 764,000 gallons per day (51%) capacity. However, when considering existing flows, added with the reserved capacities, the total is 1,199,759 gallons per day; which is 79.98% of the plant's capacity. In order to properly address the demand of future development, it is necessary to prepare for capacity expansion of the wastewater system.



Aerial view of the City's Wastewater Treatment plant.

Additionally, the tentative budget includes ongoing funding to provide for continued resurfacing of City roads to keep pace with rising construction and material costs.

As these investments and many others in infrastructure occur, the City will continue its preventative and sustainable approach to stewardship and growth.

KEY BUDGET ALLOCATIONS:

- o *Primary Lift Station (#1) Replacement - \$2 million*
- o *Substation Power Transformer - \$1.25 million*

- o *Road Resurfacing - \$300,000*
- o *Engineering Study for Wastewater Treatment Facility - \$290,000*

PUBLIC SAFETY

The benefits of the budget enhancement salary increases the Commission approved for FY 2024 have already produced substantial results for the Alachua Police Department, reducing critically low staffing and turnover.

In the last year, APD has filled open positions with eight (8) full-time and one (1) part-time officers and three (3) academy recruits, and has experienced the loss of one (1) officer within the agency since that time.

Simply put, the Commission's commitment to recruiting and retaining (new and experienced) officers is has been critical in ensuring ongoing, adequate police protection for our community.

The FY 2025 tentative budget includes funding for an additional two (2) more officers to address two factors facing our City. The first is to adequately police a fast-growing community with a population of 11,000-plus, and second, to address the demand for increased cost of overtime placed on the police department.



As residential and commercial growth continues to rise, policing a community that spans approximately 36.5-square miles requires the necessary tools to maintain public safety. For years, “critical staffing” for the agency required three officers and a sergeant to be on-duty at all times. With previous staffing numbers, any callouts or vacations for officers resulted in other officers covering shifts at an exponential overtime rate. As staffing numbers have risen over the past year, the need for overtime has slightly decreased, but with more and more demand for special duty (events, special detail, etc.), this strategy aims to further that trend.

The tentative FY 2025 budget not only includes funding for two (2) officers, but will also allow a change in mindset to staffing that will enable overtime to be reduced, significantly saving the City without compromising public safety. The “critical staffing” will remain at three officers and a sergeant, but four officers and a sergeant will be scheduled for each shift. Potential single callouts or vacation on any shift would still be able to meet “critical staffing” without requiring an overtime officer having to cover. The cost of the extra regular-time shift officer compared to the cost of an overtime officer will decrease overtime and produce significant net savings to the City.

The tentative budget proposes funding for newer, more advanced and cost-saving software and hardware for our state-accredited police department. The cost of software updates, storage and management (especially pertaining to real-time policing methods and evidence keeping) is a necessary expense in today's world. The tentative FY 2025 budget proposes a transition to Axon fleet in-car and body-worn cameras and evidence management system. This new Axon system is an advanced, forward-thinking approach to our current system, providing industry-leading support, integration and training opportunities, as well as significantly reducing the workload burden on City IT personnel and resource costs.

Additionally, the Axon system also incorporates new Taser equipment that includes precision-targeted probes and substantial cartridge replacement savings.

The addition of the new officers (and staffing mindset) and Axon is a continuation of our commitment to innovation that further bolsters the safety and security of Alachua's residents, business owners and visitors.



KEY BUDGET ALLOCATIONS:

- o *Axon Fleet, In-Car, Body-Worn Cameras; Evidence Room and Taser - \$210,615*
- o *Two (2) additional APD officers - \$183,000*

RECREATION AND CULTURE ENHANCEMENT

The City has developed a reputation of providing a strong quality of life for residents. At the same time, the City's Recreation and Culture Department has a longstanding history of providing top-notch services to residents, creating a sense of community.

With the recent construction of the Legacy Park Multipurpose Center, the Legacy Park Amphitheater and the renovation of all neighborhood parks, the City has invested in the facilities necessary to provide a comprehensive recreation and cultural offering. In addition to a robust recreation program that includes an array of sports (baseball, basketball, soccer, softball, volleyball, etc.), the City also regularly hosts multi-cultural events including the Fourth of July Celebration (the largest City-organized event), Martin Luther King, Jr. Day Celebration, ballets, concerts, summer camp, senior activities, trips and other community gatherings.

The tentative budget includes the investment of County Infrastructure Surtax funding for the design, engineering and construction of a new, state-of-the art Cleather Hatchcock, Sr. Community and Culture Center. The use and needs of the current building – which was donated as a pre-owned modular building to the City approximately 20 years ago – have outgrown the structure.



The conceptual plan for this multipurpose center will explore the integration of a courtyard, meeting rooms and common gathering areas, featuring an array of displays highlighting Alachua's history, present and future.

Long-term plans for the new building would include various senior and community activities, healthcare opportunities, as well as a destination for citizens and visitors to learn about Alachua's rich, cultural and economic development history.

The tentative budget also includes funding for the expansion and renovation of Legacy Park and the Hal Brady Recreation Complex, respectively.

KEY BUDGET ALLOCATIONS:

- o *Design, engineering and construction of Cleather Hatchcock, Sr. Community and Culture Center - \$1.5 million**
- o *Redesign and renovation of HBRC Skate Park - \$200,000***
- o *Expansion of Legacy Park Disc Golf Course - \$50,000***
- o *Expansion/enhancements of HBRC World Series Field - \$50,000***

****Items budgeted from Alachua County Infrastructure surtax funds***

*****Items budgeted from Alachua County Wild Spaces Public Places surtax funds***

As we move into this upcoming fiscal year, the City of Alachua is poised to strengthen our delivery of premium services and our commitment to continuous improvement.

The challenges we have faced in the last year have only served to fortify our commitment to ensure that the citizens of the City of Alachua receive the level of service they have come to expect and rely upon.

The City Commission has provided a clear vision that has been the compass by which the tentative FY 2025 budget has been developed.

I look forward to the year ahead as we pursue the highest levels of public stewardship together. The City of Alachua staff is prepared to work harder than ever for our citizens.

In spite of all the growth and success we have experienced in the past, we will not rest on our laurels, and I truly believe the best is yet to come for The Good Life Community.

Hence, it is my honor and privilege to submit to you this tentative FY 2025 budget.

Sincerely,



Mike DaRoza
City Manager
City of Alachua





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City of
ALACHUA
the good life community

SECTION 2

BUDGET

SUMMARY

INTRODUCTION TO CITY BUDGETING

Defining a City Budget

A city budget is a plan for using City government's financial resources. The budget estimates proposed spending for a given period and estimates the proposed means of paying for them. Two components of a budget are the revenues (sources) and the expenditures (uses).

Defining Revenue

Revenues are the financial resources. The City of Alachua has a large variety of revenue sources including property taxes, licenses and permits, charges for services, fines, and grants.

Defining Expenditure

Expenditures are the usage of financial resources. There are four basic types of expenditures: personal services, operating, capital and debt. Personal services include all salary and salary related expenditures. Operating expenditures include the day-to-day expenses such as supplies, utilities, and small equipment purchases. Capital expenditures include vehicles, heavy equipment, construction of roads, parks, buildings and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City.

Defining Fund Balance

Fund balances are funds carried over from the previous fiscal year. The City has a variety of uses for fund balance including reserve for future capital projects, for emergencies and catastrophes, for certain bond issues, and for other contingencies and expenditures.

Defining Fund Accounting

Government budgeting divides the budget into categories called funds. Fund accounting and budgeting allows a government to budget and account for revenues restricted by law or policy. Some restrictions are imposed by national accounting standards, the federal and state governments, and by the City Commission. As a result, the City develops a budget with categories to reflect the imposed restrictions. This is done by using a variety of funds. Funds allow the City to segregate the restricted revenues and the related expenditures.

The City budget has various funds that account for restricted revenues and expenditures. Each fund must balance - revenues (sources) must equal expenditures (uses) - and each fund must be separately monitored. The City budget, adopted each year by the Commission, is the total of all funds.

THE BUDGET PROCESS

The process of compiling the City of Alachua annual budget is practically a year-round activity. The basis for the process is statutory deadlines established by the State of Florida. The Finance and Administrative Services Department establishes the remainder of the process to ensure necessary information is collected, priorities are determined and recommendations can be made by the City Manager to the Commission. The City Manager is the official budget officer for the City of Alachua. The Commission establishes tax rates and adopts the annual budget.

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget “kick-off” meeting in April 2024 with the department directors. Parameters for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a “continuation” funding level. “Continuation” level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

Following the City Commission Strategic Initiatives retreat in June, the City Manager formally presented the proposed budgets during budget workshops held during the months of July and August 2024. The workshops held in July and August provided an initial opportunity to enable the Commission and the public to review, comment and make changes to the budget prior to the formal adoption process that takes place through the month of September 2024. This includes public hearings with the City Commission to discuss the operating budget and the capital improvement program budget.

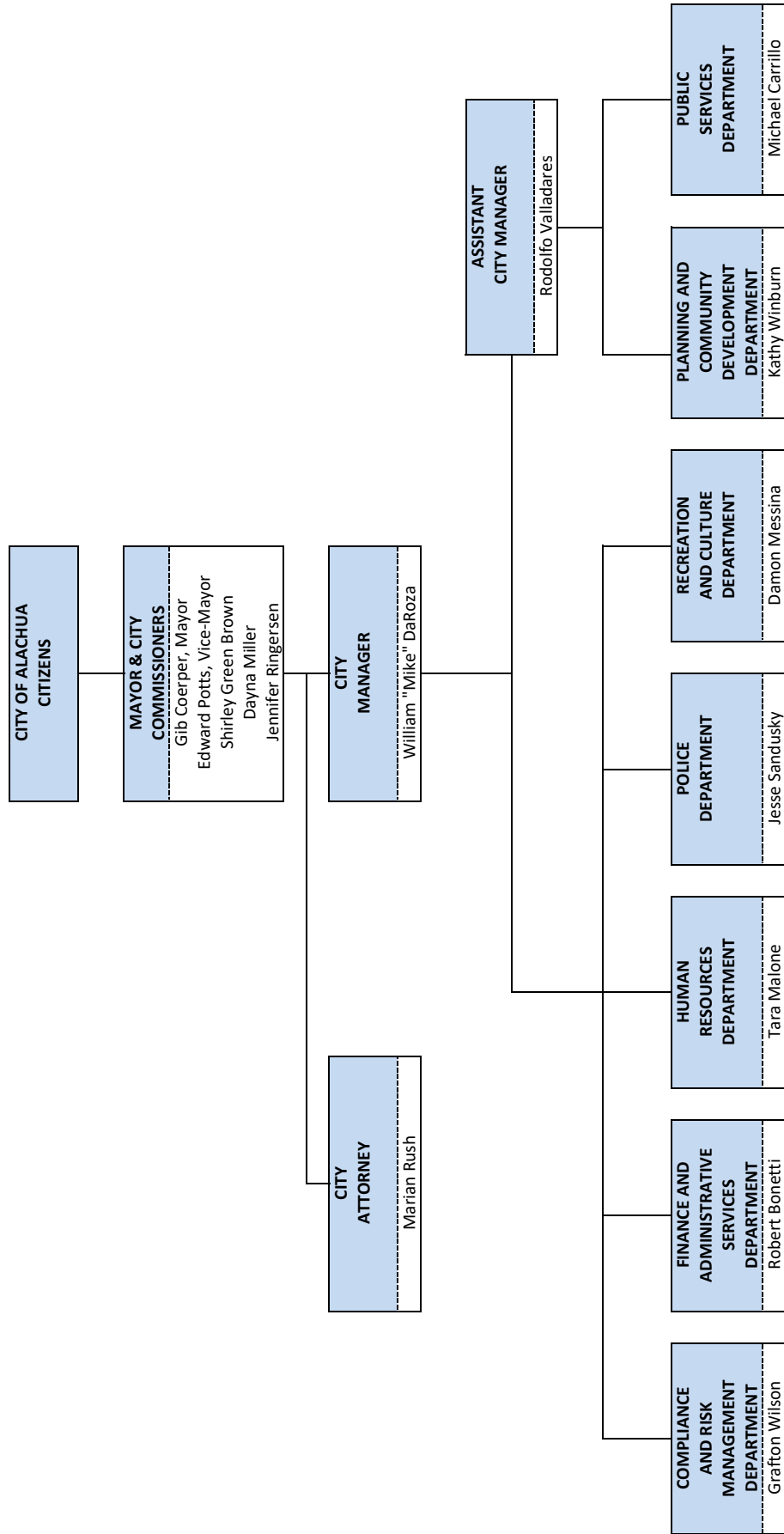
The proposed millage rate for FY 2024-2025 was established on July 22, 2024. The tentative millage rate was used by the Property Appraiser to prepare Truth-in-Millage or “TRIM” notices distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities, combines with current information on assessed value of real property, will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing will be held on September 9, 2024. After hearing public testimony, the City Commission will adopt the tentative millage rate and the FY 2024-2025 Tentative Budget. The second public hearing will be held on September 23, 2024. The hearing will be advertised by a published notice along with a published millage rate and a breakdown of the FY 2024-2025 Final Budget. Like the first public hearing, the City Commission will hear public testimony prior to adopting the final millage rate and the FY 2024-2025 Final Budget.

BUDGET PROCESS HIGHLIGHTS

Preparation	April 10	Budget Kickoff meeting held.
	May 28	Budgetary submissions deadline for Departments.
Review	May-July	Submitted budgets are reviewed by the Finance and Administrative Services Department, City Manager with Department Directors to develop the proposed budget.
	June 1	Preliminary property tax roll information received from Property Appraiser's Office.
	June 11	Strategic Initiative Planning Retreat with City Commission and the public.
	July 1	Official preliminary taxable values are provided by Property Appraiser's Office.
Adoption	July-Aug	Workshops are held with the City Commission on the Operating and Capital Improvement Budgets, the tentative millage rate is set and budget issues are discussed.
	August 12 and 26	City Manager presents proposed budgets to the City Commission.
	September 9	First Public Hearing to Adopt the Tentative Millage Rate for the 2024 Tax Roll Year and the FY 2024-2025 Tentative Budget (required by State law).
	September 23	Second Public Hearing to Adopt Final Millage Rate for the 2023 Tax Roll Year and the FY 2024-2025 Final Budget (required by State law).

CITY OF ALACHUA GOVERNMENT





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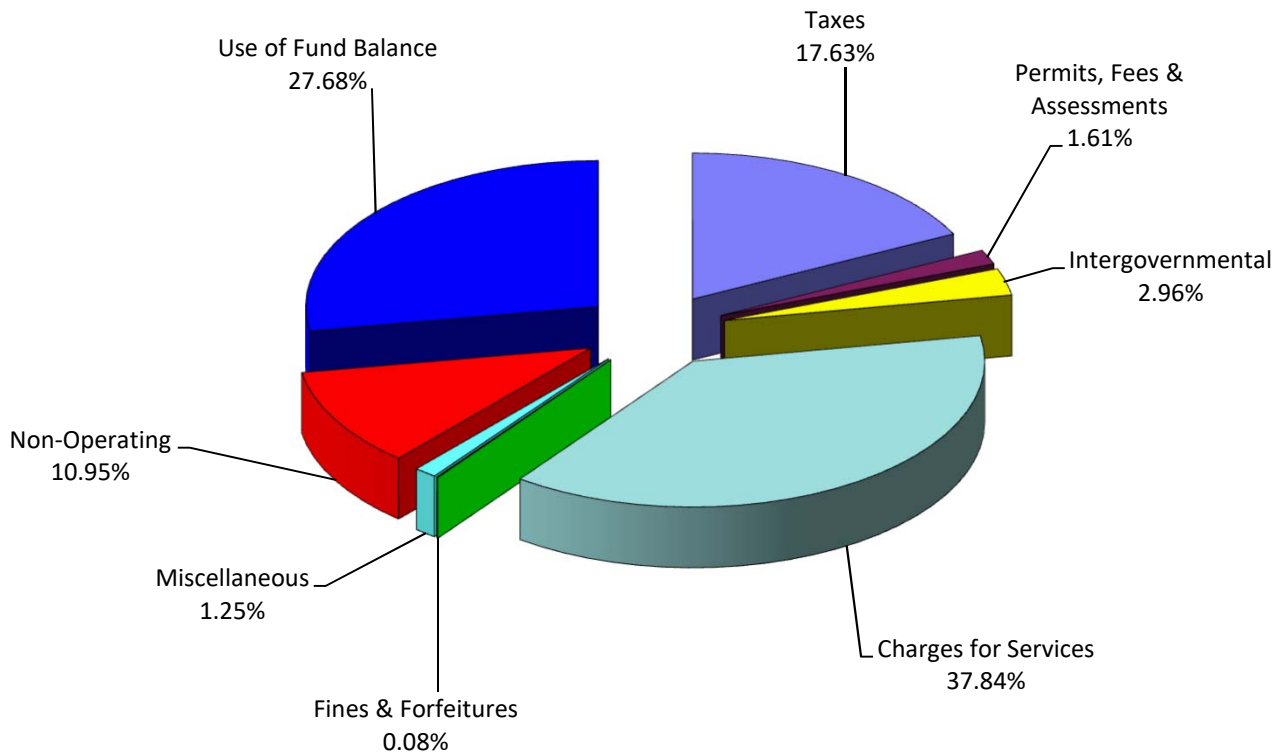
BUDGET SOURCES AND USES

Sources	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
Use of Fund Balance	\$0	\$0	\$13,376,108	\$17,916,420
Revenue:				
Ad Valorem Taxes	5,079,268	5,585,088	6,929,631	7,667,200
Other Taxes	3,122,670	3,722,433	3,690,393	3,742,453
Permits, Fees & Assessments	1,006,502	1,058,643	1,046,800	1,044,800
Intergovernmental Revenue	2,836,503	1,995,643	8,119,786	1,919,154
Charges for Services	28,053,959	25,628,281	24,201,837	24,493,490
Fines and Forfeitures	56,253	48,080	45,000	51,900
Miscellaneous Revenue	933,756	2,931,321	677,200	806,350
Total Revenue	41,088,911	40,969,489	44,710,647	39,725,347
Transfers-In	3,248,809	3,035,007	9,829,429	8,171,479
Other Non-Revenues	0	496,177	0	0
Less Undercollection	0	0	(1,183,165)	(1,083,375)
	3,248,809	3,531,184	8,646,264	7,088,104
TOTAL SOURCES	\$44,337,720	\$44,500,673	\$66,733,019	\$64,729,871

USES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
Operating Budget				
Personnel Services	\$10,895,469	\$11,948,965	\$14,927,361	\$16,127,054
Operating Expenses	22,863,366	20,016,619	17,557,626	17,237,300
Capital Outlay	1,450,247	1,458,489	21,637,202	19,821,166
Total Operating Budget	35,209,082	33,424,073	54,122,189	53,185,520
Grants & Aids	50,931	63,513	316,501	309,000
Debt Service	1,179,963	1,311,091	1,869,900	1,868,872
Transfers to Other Funds	3,248,809	3,035,007	9,829,429	8,171,479
Other Uses	337,352	478,759	0	0
Contingency	0	0	595,000	1,195,000
TOTAL USES	\$40,026,137	\$38,312,443	\$66,733,019	\$ 64,729,871

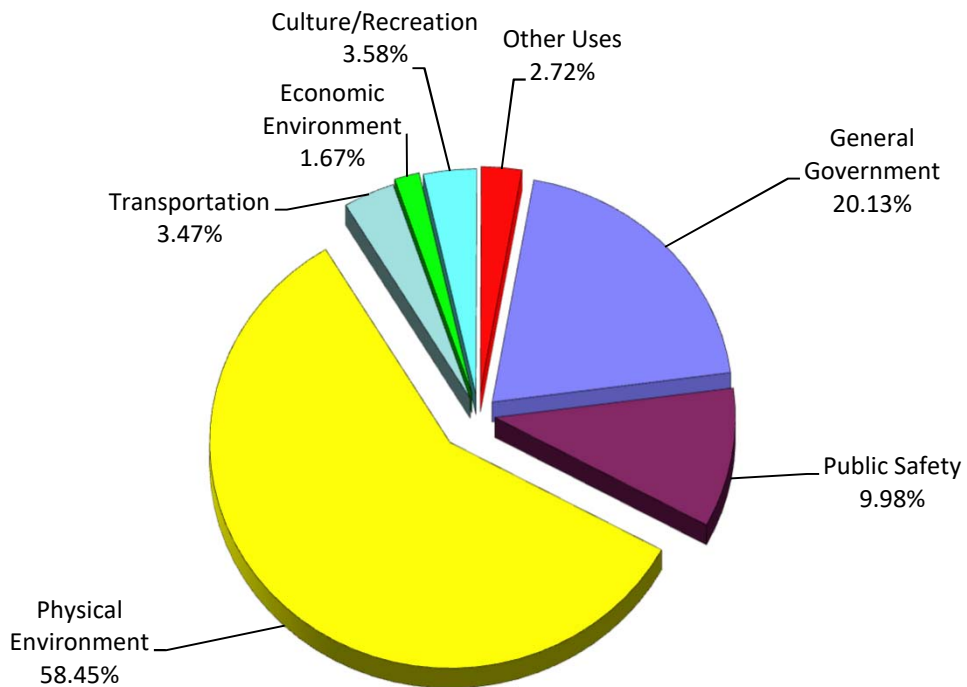
FY 2024-2025 BUDGET REVENUES BY SOURCE

Taxes	\$ 11,409,653
Permits, Fees & Assessments	1,044,800
Intergovernmental	1,919,154
Charges for Services	24,493,490
Fines & Forfeitures	51,900
Miscellaneous	806,350
Non-Operating	7,088,104
Use of Fund Balance	<u>17,916,420</u>
TOTAL	<u>\$ 64,729,871</u>



FY 2024-2025 BUDGET USES BY FUNCTION

General Government	\$ 13,032,708
Public Safety	6,460,720
Physical Environment	37,833,648
Transportation	2,242,621
Economic Environment	1,081,749
Culture/Recreation	2,314,751
Other Uses	1,763,674
TOTAL	<u>\$ 64,729,871</u>



FY 2024-2025 BUDGET BY FUNCTION - ALL FUNDS

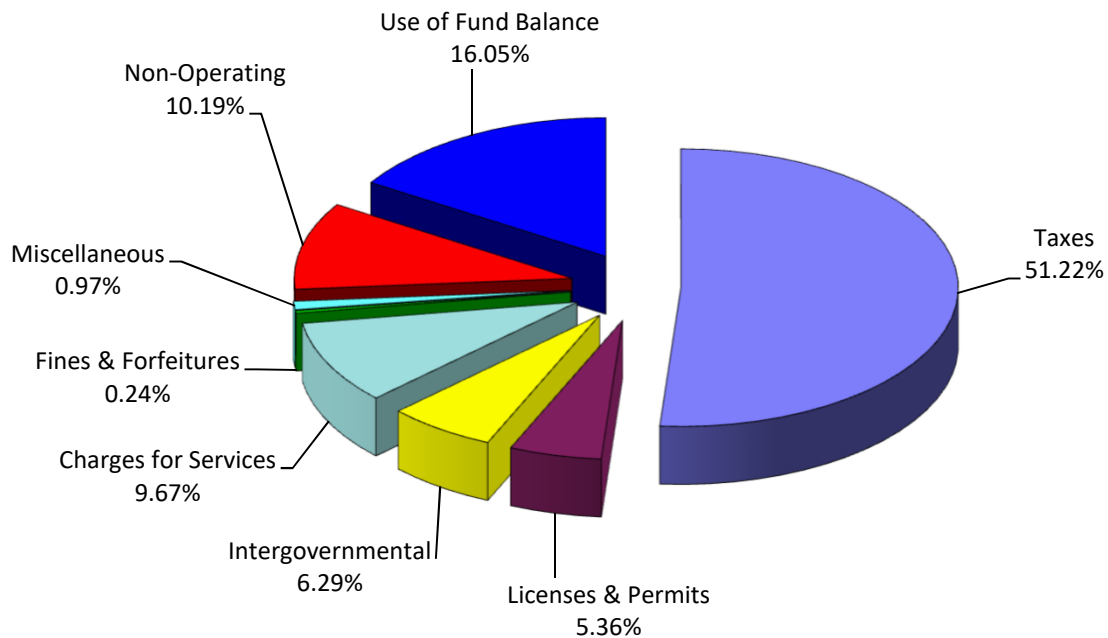
	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Government				
Legislative	\$ 142,936	\$ 142,993	\$ 157,090	\$ 159,021
Executive	644,896	744,865	991,135	1,185,878
Financial & Administrative	3,255,440	2,735,042	3,659,141	3,541,228
Legal Counsel	146,341	192,863	232,063	192,000
Comprehensive Planning	962,076	980,974	1,488,520	1,681,899
Debt Service Payments	788,538	933,503	1,081,188	1,077,564
Other General Government	993,584	1,674,473	4,001,853	5,195,118
Subtotal	6,933,811	7,404,713	11,610,990	13,032,708
Public Safety				
Law Enforcement	4,155,576	4,482,420	5,046,202	5,950,490
Fire Services	0	0	0	0
Protective Inspections	204,779	322,578	430,044	510,230
Other Public Safety	0	0	0	0
Subtotal	4,360,355	4,804,998	5,476,246	6,460,720
Physical Environment				
Electric Utility Services	15,268,741	11,447,171	15,022,144	15,552,360
Water Utility Services	2,051,395	2,380,042	8,797,186	7,834,443
Garbage/Solid Waste Services	722,178	1,075,548	1,111,762	1,230,030
Sewer/Wastewater Services	2,849,220	3,108,515	5,206,715	4,684,500
Water Distribution/Collection Services	552,417	664,665	1,000,987	874,276
Flood Control/Stormwater Management	906,180	16,247	18,326	21,326
Mosquito Control	48,870	49,774	53,742	53,908
Subtotal	22,399,001	18,741,962	31,210,862	30,250,843
Transportation				
Transit Systems	0	0	0	0
Streets & Roads Facilities	743,938	1,289,195	4,375,018	2,242,621
Subtotal	743,938	1,289,195	4,375,018	2,242,621
Economic Environment				
Housing & Urban Development	0	0	0	0
Industry Development	7,644	9,480	58,063	54,000
Other Economic Environment	672,575	885,535	808,822	1,007,749
Subtotal	680,219	895,015	866,885	1,061,749
Human Services				
Health	0	0	0	0
Welfare	0	0	0	0
Other Human Services	86,665	79,111	0	0
Subtotal	86,665	79,111	0	0
Culture/Recreation				
Recreation and Culture	1,235,987	1,583,683	2,768,589	2,314,751
Subtotal	1,235,987	1,583,683	2,768,589	2,314,751

FY 2024-2025 BUDGET BY FUNCTION - ALL FUNDS

	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
Courts				
Court-Related Services	0	0	0	0
Subtotal	0	0	0	0
Other Uses				
Interfund Transfers	3,248,809	3,035,007	9,829,429	8,171,479
Other Uses	337,352	478,759	0	0
Contingency	0	0	595,000	1,195,000
Subtotal	3,586,161	3,513,766	10,424,429	9,366,479
Grand Total	\$ 40,026,137	\$ 38,312,443	\$ 66,733,019	\$ 64,729,871

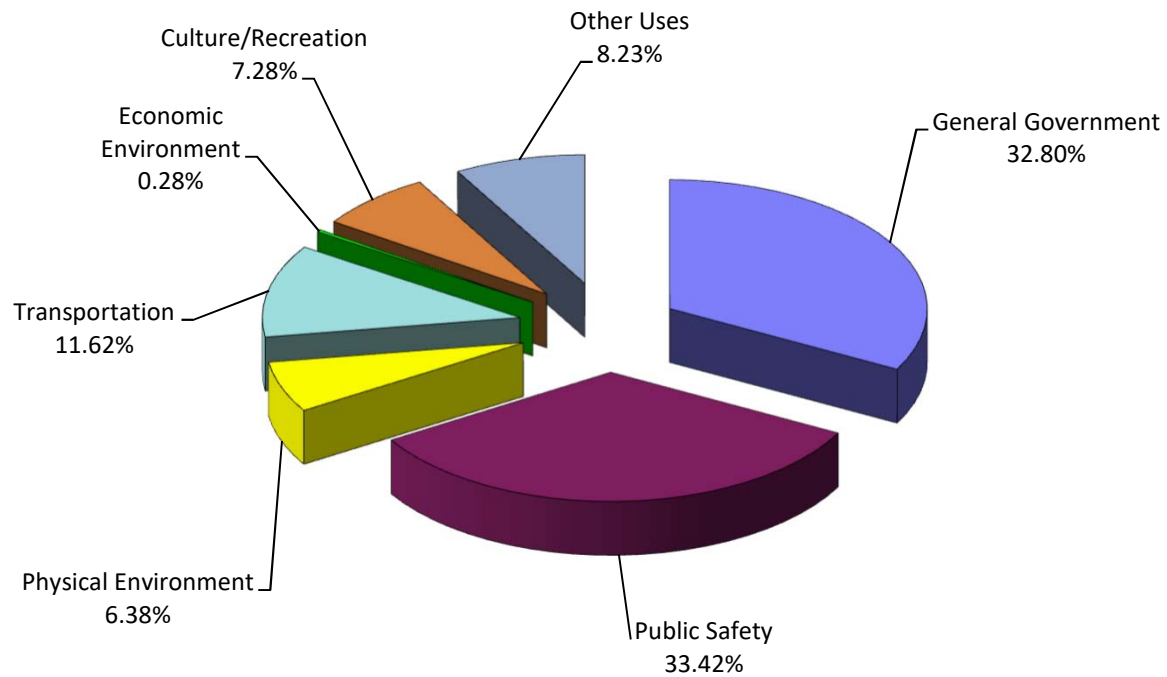
FY 2024-2025 BUDGET REVENUES BY SOURCE - GENERAL FUND

Taxes	\$ 9,882,225
Licenses & Permits	1,035,000
Intergovernmental	1,213,334
Charges for Services	1,866,202
Fines & Forfeitures	47,000
Miscellaneous	187,200
Non-Operating	1,966,088
Use of Fund Balance	<u>3,097,522</u>
TOTAL	<u>\$ 19,294,571</u>



FY 2024-2025 BUDGET USES BY FUNCTION - GENERAL FUND

General Government	\$ 6,327,819
Public Safety	6,447,405
Physical Environment	1,230,030
Transportation	2,242,621
Economic Environment	54,000
Culture/Recreation	1,405,110
Other Uses	1,587,586
TOTAL	<u><u>\$ 19,294,571</u></u>



BUDGET BY FUNCTION - GENERAL FUND

	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Government				
Legislative	\$ 142,936	\$ 142,993	\$ 157,090	\$ 159,021
Executive	644,896	744,865	991,135	1,185,878
Financial & Administrative	1,674,938	983,491	1,160,326	1,204,161
Legal Counsel	146,341	192,863	232,063	192,000
Comprehensive Planning	949,875	972,041	1,287,009	1,331,455
Other General Government	535,757	1,243,721	2,003,666	2,255,304
Subtotal	4,094,743	4,279,974	5,831,289	6,327,819
Public Safety				
Law Enforcement	4,155,576	4,473,892	5,028,202	5,937,175
Protective Inspections	204,779	322,578	430,044	510,230
Fire Rescue Services	0	0	0	0
Subtotal	4,360,355	4,796,470	5,458,246	6,447,405
Physical Environment				
Garbage/Solid Waste Control Services	733,993	1,076,992	1,111,762	1,230,030
Subtotal	733,993	1,076,992	1,111,762	1,230,030
Transportation				
Streets & Roads Facilities	723,973	1,289,195	3,480,089	2,242,621
Subtotal	723,973	1,289,195	3,480,089	2,242,621
Economic Environment				
Employment Opportunity	0	0	0	0
Industry Development	7,644	9,480	58,063	54,000
Other Economic Development	0	0	0	0
Subtotal	7,644	9,480	58,063	54,000
Human Services				
Health	0	0	0	0
Other Human Services	0	0	0	0
Subtotal	0	0	0	0
Culture/Recreation				
Recreation and Culture	1,233,801	1,428,427	1,379,244	1,405,110
Subtotal	1,233,801	1,428,427	1,379,244	1,405,110
Courts				
Court-Related Services	0	0	0	0
Subtotal	0	0	0	0
Other Uses				
Interfund Transfers	1,248,809	1,035,007	1,072,026	1,087,586
Contingency	0	0	200,000	500,000
Other Non-Operating	3,493	0	0	0
Contribution to Fund Balance	0	0	0	0
Subtotal	1,252,302	1,035,007	1,272,026	1,587,586
Grand Total	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 19,294,571

FULL-TIME EQUIVALENT (FTE) POSITIONS SUMMARY

Department Name	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
City Commission	5.00	5.00	5.00	5.00
City Manager (15)	7.00	7.00	7.00	8.00
Human Resources	3.00	3.00	3.00	3.00
Finance & Administrative Svcs. (1) (8) (11)	29.00	26.00	30.00	30.00
Planning & Community Development (2)(16)	9.00	10.00	10.00	7.00
Compliance & Risk Management (9)	3.00	3.00	4.00	4.00
Recreation & Culture (3) (10) (11)	8.00	12.00	10.00	10.00
Alachua Police-APD (4) (5) (17)	38.50	41.50	41.50	43.50
Public Services (6) (7) (12) (13) (14) (16) (18) (19) (20)	48.00	50.00	53.00	62.00
Personnel Totals	150.50	157.50	163.50	172.50

- (1) Finance & Administrative Services transfers maintenance positions to Recreation and Culture (3.0 FTE) for FY 23.
- (2) Planning & Community Development added a Planner position (1.0 FTE) for FY 23.
- (3) Recreation & Culture added two part-time Recreation Assistant positions (1.0 FTE) for FY 23.
- (4) APD added two Police Officer positions (2.0 FTE) added for FY 23.
- (5) APD added a Evidence Technician position (1.0 FTE) for FY 23.
- (6) Public Services added a warehouse Staff Assistant position (1.0 FTE) for FY 23.
- (7) Public Services added a Public Services Systems Coordinator (1.0 FTE) for FY 23.
- (8) Finance & Administrative Services added a new Facilities Maintenance Technician position (1.0 FTE) for FY 24.
- (9) Compliance & Risk Management added an Assistant Director position (1.0 FTE) for FY 24.
- (10) Recreation & Culture added two part-time Recreation Assistant positions (1.0 FTE) for FY 24.
- (11) Recreation & Culture maintenance positions reassigned to Finance & Administrative Services (3.0 FTE) for FY 24.
- (12) Public Services added a Project Manager position (1.0 FTE) for FY 24.
- (13) Public Services added a Water Plant Operator position (1.0 FTE) for FY 24.
- (14) Public Services added a Wastewater Treatment Apprentice position (1.0 FTE) for FY 24.
- (15) City Manager added an Executive Assistance (1.0 FTE) for FY 25.
- (16) Building Division moved from Planning & Community Development to Public Services (3.0 FTE) for FY 25.
- (17) APD added two Police Officer positions (2.0 FTE) added for FY 25.
- (18) Public Services added an additional Building Inspector (1.0 FTE) added for FY 25.
- (19) Public Services added a Foreman, two Linemen and a System Planner (4.0 FTE) to its Electric Division for FY 25.
- (20) Public Services added an Instrumentation and Control Technician (1.0 FTE) to Wastewater Division for FY25.

NOTE: Schedule includes part-time employees equivalent to 0.5 FTE each.

ESTIMATION OF THE CITY’S ENDING FUND BALANCE

The City’s estimation of ending fund balance, for budgetary purposes as of FY 25, represents the useable, unrestricted cash balance position on September 30, 2025. This modified measurement is utilized to ensure that the City maintains an annual unappropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated balance for the City is approximately \$14.1 million.

A factor that should be reviewed when estimating the City’s position on September 30, 2025, is to project how much of the funds appropriated in the adopted budget will actually be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues result in an ending fund balance. Excess revenues may result from a statutory requirement that governments appropriate 95% of certain revenues, which tends to understate collections from certain revenues.

Another factor to consider is to review the budgeted reserves and project what portion of reserves will not be appropriated during the fiscal year. Both factors should be included with the budgeted estimated ending fund balance at September 30, 2025.

Budgeted fund balances presented herein are not a reflection of equity or of the City’s overall net position.

The following table presents a conservative fund-by-fund summary of budgeted ending fund balances.

FY 25 TENTATIVE BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance	Revenues/ Sources	Expenditures/ Uses	Estimated Ending Fund Balance
General Fund	\$ 9,439,545	\$ 16,197,049	\$ 19,294,571	\$ 6,342,023
Subtotal General Fund	9,439,545	16,197,049	19,294,571	6,342,023
Special Revenue Funds				
Additional Court Costs	7,582	5,000	9,000	3,582
Tree Bank Fund	347,444	3,000	350,444	0
Explorer Post 537 Fund	4,315	0	4,315	0
TK Basin Special Assessment Fund	21,673	10,050	27,000	4,723
Infrastructure Surtax Fund	1,272,000	1,111,047	2,383,047	0
Wild Spaces Public Places Fund	143,462	764,714	908,176	0
Donation Fund	1,465	0	1,465	0
Community Redevelopment Agency (CRA) Fund	664,268	693,416	1,027,749	329,935
Subtotal Special Revenue Funds	2,462,209	2,587,227	4,711,196	338,240
Debt Service Funds				
Debt Service Fund	733,272	796,657	797,657	732,272
Subtotal Debt Service Funds	733,272	796,657	797,657	732,272
Capital Projects Funds				
Heritage Oaks Fund	4,326	0	4,326	0
CDBG Neighborhood Revitalization Grant Fund	36,088	0	36,088	0
Subtotal Capital Projects Funds	40,414	0	40,414	0
Enterprise Funds				
Electric Utility Fund	8,424,796	16,195,061	21,384,065	3,235,792
Water Utility Fund	4,893,989	5,200,152	8,847,077	1,247,064
Wastewater Utility Fund	3,314,104	3,448,700	5,364,857	1,397,947
Mosquito Control Fund	178,024	65,425	102,017	141,432
Subtotal Enterprise Funds	16,810,913	24,909,338	35,698,016	6,022,235
Internal Service Funds				
Utility Administration & Operations Fund	2,509,864	2,323,180	4,188,017	645,027
Subtotal Internal Service Funds	2,509,864	2,323,180	4,188,017	645,027
Trust & Agency Funds	0	0	0	0
Subtotal Trust & Agency Funds	0	0	0	0
Total	\$ 31,996,217	\$ 46,813,451	\$ 64,729,871	\$ 14,079,797

INTERFUND TRANSFER OVERVIEW

A transfer in or transfer out is the transfer of revenue from one governmental unit to another or from one fund to another as a means of financing the recipient unit or fund.

General Fund transfers are normally made to satisfy the general long-term debt obligations paid from the Debt Service Fund and to provide the required Tax Increment Financing (TIF) to the Community Redevelopment Agency (CRA) Fund.

A transfer from the Electric Utility Fund to the General Fund is budgeted to provide for supporting general government activities.

Another transfer is budgeted from the Electric Utility Fund to the Water Utility Fund to account for an anticipated interfund loan to support funding of the Alachua Water Quality and Resiliency Improvement Project.

Each Utility Fund provides transfers into the Internal Services Fund (ISF) for the operations of the Utility Administration, Utility Operations, Utility Billing, Water Distribution & Collection, Warehouse Operation, Information Technology and Safety divisions. Also included in the transfer to the ISF, are funds from the Electric and Water Utility Funds provide for the payment of the Internal Services Fund portion of the Series 2016 debt payment.

Lastly, a transfer from the Community Redevelopment Block Grant Neighborhood Revitalization (CDBG-NR) Fund is being made to return unspent funds to the General Fund.

SUMMARY OF INTERFUND TRANSFERS FISCAL YEAR 2024-2025

TRANSFERS OUT		AMOUNT	TRANSFERS IN		AMOUNT
001	GENERAL FUND	\$ 1,087,586	070	DEBT SERVICE FUND	\$ 796,657
			310	CRA FUND	290,929
010	ELECTRIC UTILITY FUND	5,531,705	001	GENERAL FUND	2,000,000
			020	WATER UTILITY FUND	2,736,625
			700	INTERNAL SERVICE FUND	795,080
020	WATER UTILITY FUND	912,634	700	INTERNAL SERVICE FUND	912,634
030	WASTEWATER UTILITY FUND	580,357	700	INTERNAL SERVICE FUND	580,357
042	MOSQUITO CONTROL FUND	23,109	700	INTERNAL SERVICE FUND	23,109
322	CDBG-NR FUND	36,088	001	GENERAL FUND	36,088
TOTAL TRANSFERS		\$ <u>8,171,479</u>			\$ <u>8,171,479</u>



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City of
ALACHUA
the good life community

SECTION 3

FUND

SUMMARIES

BASIS OF ACCOUNTING AND BUDGETING

Because the revenue and expenditure estimates contained in the Tentative Fiscal Year 2024-2025 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

Basis of accounting refers to the timing by which revenues and expenditures are recognized in the accounts and reported on the financial statements.

All Governmental Funds are accounted for using what is called the modified accrual basis of accounting. Under the modified accrual basis, revenues are recognized when they become measurable and available as net current assets. Primary revenues, including taxes, intergovernmental revenues, charges for services, rents, and interest are treated as susceptible to accrual under the modified accrual basis. Other revenue sources are not considered measurable and available, and are not treated as susceptible to accrual. Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred. Exceptions to this general rule include: (1) principal and interest on general long-term debt, which is recognized when due; (2) accumulated unpaid vacation and sick pay amounts, which are not accrued; and (3) certain inventories of supplies, which are considered expenditures when purchased.

The Proprietary Funds are accounted for using the accrual basis of accounting. Under this method, revenues are recognized when they are earned and expenses are recognized when the related liability is incurred.

FUND ACCOUNTING

All Fund Types:

FY 25--\$64,729,871

THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING

The City of Alachua developed the revenue and expenditure estimates contained in the Tentative Fiscal Year 2024-2025 Budget in a manner that follows Generally Accepted Accounting Principles (GAAP). The Budget is organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the Commission's various funds and account group are as follows:

GOVERNMENTAL FUNDS

General Fund:

FY 25--\$19,294,571

The General Fund is the general operating fund for the Commission. It is used to account for all financial resources, except for those required to be accounted for separately. These resources provide funding for programs such as General Government Administration, Recreation Services, Law Enforcement, Public Works and Planning Services to all residents of the City of Alachua.

Debt Service Funds:

FY 25--\$797,657

Debt Service Funds are used to account for the accumulation of resources for, and the payment of general long-term debt, interest, and other related debt services charges.

Special Revenue Funds:

FY 25--\$4,711,196

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use. Special Revenue Funds include Grant Funds.

Capital Project Funds:

FY 25--\$40,414

Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Proprietary Funds and Special Assessment Funds).

PROPRIETARY FUNDS

Enterprise Funds:

FY 25--\$35,698,016

Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

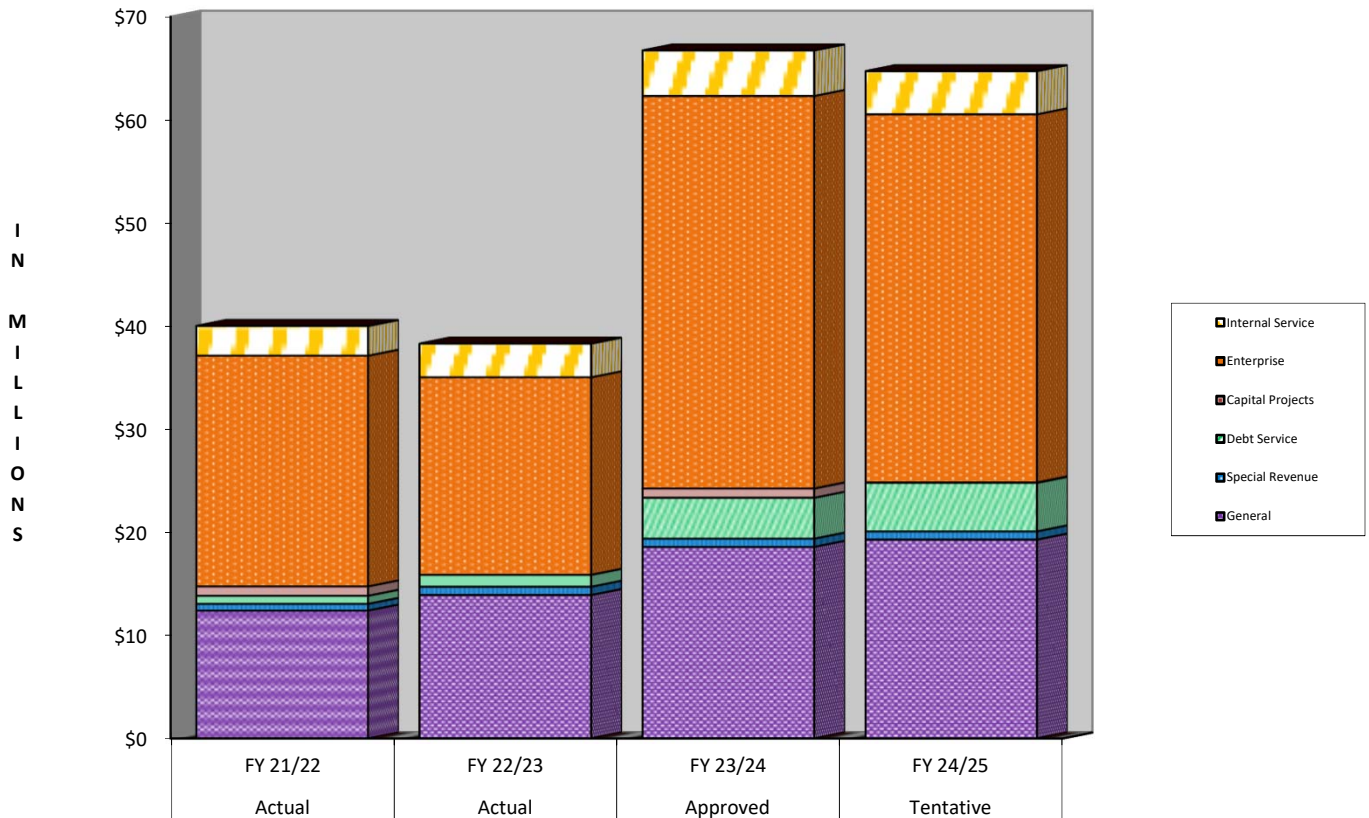
Internal Service Funds:

FY 25--\$4,188,017

Internal Service Funds are used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and Postage Services to other departments on a cost reimbursement basis.

BUDGET BY FUND TYPE

	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
General	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 19,294,571
Debt Service	647,741	802,216	800,274	797,657
Special Revenue	788,607	1,153,735	3,965,825	4,711,196
Capital Projects	910,864	-	900,955	40,414
Enterprise	22,390,682	19,180,786	38,060,490	35,698,016
Internal Service	2,881,432	3,260,161	4,414,756	4,188,017
Trust & Agency	-	-	-	-
Total	\$40,026,137	\$38,312,443	\$66,733,019	\$64,729,871



GENERAL FUND (001)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 7,427,211	\$ 8,033,609	\$ 9,028,656	\$ 9,882,225
PERMITS, FEES & ASSESSMENTS	981,829	1,038,744	1,037,000	1,035,000
INTERGOVERNMENTAL REVENUE	1,228,830	1,240,653	1,211,795	1,213,334
CHARGES FOR SERVICES	1,586,129	1,837,924	1,824,066	1,866,202
FINES AND FORFEITURES	47,266	41,916	40,000	47,000
MISCELLANEOUS REVENUE	69,941	2,024,882	157,600	187,200
TOTAL OPERATING	11,341,206	14,217,728	13,299,117	14,230,961
NON-OPERATING REVENUE:				
OPERATING TRANSFERS IN	2,000,000	2,000,000	2,001,700	2,036,088
USE OF FUND BALANCE	0	0	3,359,902	3,097,522
OTHER NON-REVENUES	0	0	(70,000)	(70,000)
TOTAL NON-OPERATING	2,000,000	2,000,000	5,291,602	5,063,610
TOTAL REVENUE	\$ 13,341,206	\$ 16,217,728	\$ 18,590,719	\$ 19,294,571

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 7,191,722	\$ 7,945,279	\$ 9,537,777	\$ 10,370,935
OPERATING EXPENSES	3,542,358	4,013,292	4,356,915	4,642,935
CAPITAL OUTLAY	370,970	871,043	3,132,500	2,409,115
DEBT SERVICE	0	0	0	0
GRANTS AND AIDS	37,644	49,480	291,501	284,000
TOTAL OPERATING	11,142,694	12,879,094	17,318,693	17,706,985
NON-OPERATING:				
OPERATING TRANSFERS OUT	1,248,809	1,035,007	1,072,026	1,087,586
RESERVE FOR CONTINGENCY	0	0	200,000	500,000
NON-OPERATING	15,308	1,444	0	0
CONTRIBUTION TO FUND BALANCE	0	0	0	0
TOTAL NON-OPERATING	1,264,117	1,036,451	1,272,026	1,587,586
TOTAL EXPENDITURES	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 19,294,571

ELECTRIC UTILITY FUND (010)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	17,902,003	14,149,725	16,786,971	16,460,061
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	778,277	737,681	414,000	485,000
TOTAL OPERATING	18,680,280	14,887,406	17,200,971	16,945,061
NON-OPERATING REVENUE:				
USE OF FUND BALANCE	0	0	4,981,061	5,189,004
OTHER NON-REVENUES	0	100,540	(830,000)	(750,000)
TOTAL NON-OPERATING	0	100,540	4,151,061	4,439,004
TOTAL REVENUE	\$ 18,680,280	\$ 14,987,946	\$ 21,352,032	\$ 21,384,065

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 1,039,085	\$ 1,149,627	\$ 1,521,242	\$ 1,911,783
OPERATING EXPENSES	14,229,656	10,283,511	9,852,457	9,310,777
CAPITAL OUTLAY	0	0	3,648,445	4,329,800
DEBT SERVICE	0	0	0	0
GRANTS AND AIDS	0	14,033	0	0
TOTAL OPERATING	15,268,741	11,447,171	15,022,144	15,552,360
NON-OPERATING:				
OPERATING TRANSFERS OUT	2,000,000	2,000,000	6,329,888	5,531,705
OTHER NON-OPERATING	91,186	171,020	0	0
RESERVES	0	0	0	300,000
TOTAL NON-OPERATING	2,091,186	2,171,020	6,329,888	5,831,705
TOTAL EXPENDITURES	\$ 17,359,927	\$ 13,618,191	\$ 21,352,032	\$ 21,384,065

WATER UTILITY FUND (020)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	341,422	143,578	4,430,054	0
CHARGES FOR SERVICES	2,203,780	2,460,921	2,240,000	2,563,527
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	22,323	61,112	20,000	20,000
TOTAL OPERATING	2,567,525	2,665,611	6,690,054	2,583,527
NON-OPERATING REVENUE:				
OPERATING TRANSFERS IN	0	0	2,736,625	2,736,625
USE OF FUND BALANCE	0	0	1,010,188	3,646,925
OTHER NON-REVENUES	0	154,956	(113,000)	(120,000)
TOTAL NON-OPERATING	0	154,956	3,633,813	6,263,550
TOTAL REVENUE	\$ 2,567,525	\$ 2,820,567	\$ 10,323,867	\$ 8,847,077

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 213,201	\$ 188,911	\$ 344,663	\$ 338,682
OPERATING EXPENSES	1,777,265	2,133,648	499,358	537,751
CAPITAL OUTLAY	0	0	7,787,481	6,791,028
DEBT SERVICE	60,929	57,483	165,684	166,982
TOTAL OPERATING	2,051,395	2,380,042	8,797,186	7,834,443
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	1,426,681	912,634
OTHER NON-OPERATING	6,395	4,764	0	0
RESERVES	0	0	100,000	100,000
TOTAL NON-OPERATING	6,395	4,764	1,526,681	1,012,634
TOTAL EXPENDITURES	\$ 2,057,790	\$ 2,384,806	\$ 10,323,867	\$ 8,847,077

WASTEWATER UTILITY FUND (030)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	82,525	798,325	0
CHARGES FOR SERVICES	3,133,150	3,375,079	3,285,800	3,538,700
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	33,216	47,310	50,000	50,000
TOTAL OPERATING	3,166,366	3,504,914	4,134,125	3,588,700
NON-OPERATING REVENUE:				
USE OF FUND BALANCE	0	0	2,283,514	1,916,157
OTHER NON-REVENUES	0	240,681	(166,790)	(140,000)
TOTAL NON-OPERATING	0	240,681	2,116,724	1,776,157
TOTAL REVENUE	\$ 3,166,366	\$ 3,745,595	\$ 6,250,849	\$ 5,364,857

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 490,901	\$ 490,186	\$ 569,210	\$ 685,493
OPERATING EXPENSES	2,127,102	2,397,504	1,132,183	994,681
CAPITAL OUTLAY	0	0	2,882,294	2,380,000
DEBT SERVICE	231,217	220,825	623,028	624,326
TOTAL OPERATING	2,849,220	3,108,515	5,206,715	4,684,500
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	944,134	580,357
OTHER NON-OPERATING	74,330	14,670	0	0
RESERVES	0	0	100,000	100,000
TOTAL NON-OPERATING	74,330	14,670	1,044,134	680,357
TOTAL EXPENDITURES	\$ 2,923,550	\$ 3,123,185	\$ 6,250,849	\$ 5,364,857

MOSQUITO CONTROL FUND (042)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	61,972	62,902	65,000	65,000
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	1,083	3,342	3,300	3,800
TOTAL OPERATING	63,055	66,244	68,300	68,800
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	68,817	33,217
OTHER NON-REVENUES	0	0	(3,375)	0
TOTAL NON-OPERATING	0	0	65,442	33,217
TOTAL REVENUE	\$ 63,055	\$ 66,244	\$ 133,742	\$ 102,017

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 4,568	\$ 9,597	\$ 12,124	\$ 12,150
OPERATING EXPENSES	44,302	40,177	41,618	41,758
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	48,870	49,774	53,742	53,908
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	55,000	23,109
OTHER NON-OPERATING	545	4,830	0	0
RESERVES	0	0	25,000	25,000
TOTAL NON-OPERATING	545	4,830	80,000	48,109
TOTAL EXPENDITURES	\$ 49,415	\$ 54,604	\$ 133,742	\$ 102,017

ADDITIONAL COURT COSTS FUND (044)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	8,987	6,164	5,000	4,900
MISC REVENUE	16	167	0	100
TOTAL OPERATING	9,003	6,331	5,000	5,000
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	8,000	4,000
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	8,000	4,000
TOTAL REVENUE	\$ 9,003	\$ 6,331	\$ 13,000	\$ 9,000

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	8,528	13,000	9,000
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	8,528	13,000	9,000
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 8,528	\$ 13,000	\$ 9,000

TREE BANK FUND (046)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	127,726	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	169	1,920	0	3,000
TOTAL OPERATING	127,895	1,920	0	3,000
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	201,511	347,444
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	201,511	347,444
TOTAL REVENUE	\$ 127,895	\$ 1,920	\$ 201,511	\$ 350,444

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	11,900	9,058	201,511	350,444
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	11,900	9,058	201,511	350,444
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 11,900	\$ 9,058	\$ 201,511	\$ 350,444

EXPLORER POST 537 FUND (052)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	5,000	4,315
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>4,315</u>
TOTAL REVENUE	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,000</u>	<u>\$ 4,315</u>

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	5,000	4,315
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>4,315</u>
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,000</u>	<u>\$ 4,315</u>

TK BASIN STORMWATER ASSESSMENT FUND (054)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	24,013	19,239	9,800	9,800
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	26	264	300	250
TOTAL OPERATING	24,039	19,503	10,100	10,050
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	13,900	16,950
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	13,900	16,950
TOTAL REVENUE	\$ 24,039	\$ 19,503	\$ 24,000	\$ 27,000

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	17,467	16,247	14,000	17,000
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	17,467	16,247	14,000	17,000
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	10,000	10,000
TOTAL NON-OPERATING	0	0	10,000	10,000
TOTAL EXPENDITURES	\$ 17,467	\$ 16,247	\$ 24,000	\$ 27,000

INFRASTRUCTURE SURTAX FUND (056)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 510,225	\$ 795,684	\$ 763,714
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	333,333	333,333
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	1,389	0	14,000
TOTAL OPERATING	0	511,614	1,129,017	1,111,047
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	375,130	1,272,000
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	375,130	1,272,000
TOTAL REVENUE	\$ 0	\$ 511,614	\$ 1,504,147	\$ 2,383,047

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	1,504,147	2,383,047
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	0	1,504,147	2,383,047
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 0	\$ 1,504,147	\$ 2,383,047

WILD SPACES PUBLIC PLACES FUND (057)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 774,727	\$ 763,687	\$ 795,684	\$ 763,714
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	333,334	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	483	0	1,000
TOTAL OPERATING	774,727	764,170	1,129,018	764,714
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	255,413	143,462
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	255,413	143,462
TOTAL REVENUE	\$ 774,727	\$ 764,170	\$ 1,384,431	\$ 908,176

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	7,622	0	0
CAPITAL OUTLAY	0	128,473	1,384,431	908,176
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	136,095	1,384,431	908,176
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 136,095	\$ 1,384,431	\$ 908,176

CHILDREN'S TRUST GRANT FUND (061)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	50,900	54,651	0	0
CHARGES FOR SERVICES	36,765	23,459	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	87,665	78,110	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 87,665	\$ 78,110	\$ 0	\$ 0

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	86,665	79,111	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	86,665	79,111	0	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 86,665	\$ 79,111	\$ 0	\$ 0

DEBT SERVICE FUND (070)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	124	95	0	0
TOTAL OPERATING	124	95	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	827,957	809,977	807,572	796,657
USE OF FUND BALANCE	0	0	(7,298)	1,000
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	827,957	809,977	800,274	797,657
TOTAL REVENUE	\$ 828,081	\$ 810,072	\$ 800,274	\$ 797,657

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	647,741	802,216	800,274	797,657
TOTAL OPERATING	647,741	802,216	800,274	797,657
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 647,741	\$ 802,216	\$ 800,274	\$ 797,657

DONATION FUND (167)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	20	4,909	0	0
TOTAL OPERATING	20	4,909	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	4,914	1,465
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	4,914	1,465
TOTAL REVENUE	\$ 20	\$ 4,909	\$ 4,914	\$ 1,465

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	19,161	4,914	1,465
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	19,161	4,914	1,465
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 19,161	\$ 4,914	\$ 1,465

COMMUNITY REDEVELOPMENT AGENCY - CRA FUND (310)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	290,770	474,236	339,630	372,487
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	27,003	36,529	32,000	30,000
TOTAL OPERATING	317,773	510,765	371,630	402,487
NON-OPERATING REVENUE:				
TRANSFERS IN	199,238	225,030	264,454	290,929
USE OF FUND BALANCE	0	0	192,738	334,333
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	199,238	225,030	457,192	625,262
TOTAL REVENUE	\$ 517,011	\$ 735,795	\$ 828,822	\$ 1,027,749

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 86,118	\$ 60,931	\$ 126,713	\$ 100,167
OPERATING EXPENSES	283,328	266,351	395,234	357,582
CAPITAL OUTLAY	190,563	458,973	261,875	525,000
GRANTS AND AIDS	13,287	0	25,000	25,000
DEBT SERVICE	99,279	99,280	0	0
TOTAL OPERATING	672,575	885,535	808,822	1,007,749
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	20,000	20,000
TOTAL NON-OPERATING	0	0	20,000	20,000
TOTAL EXPENDITURES	\$ 672,575	\$ 885,535	\$ 828,822	\$ 1,027,749

SAN FELASCO CONSERVATION CORRIDOR FUND (313)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	2	16	0	0
TOTAL OPERATING	2	16	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	1,700	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	1,700	0
TOTAL REVENUE	\$ 2	\$ 16	\$ 1,700	\$ 0

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	2,186	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	2,186	0	0	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	1,700	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	1,700	0
TOTAL EXPENDITURES	\$ 2,186	\$ 0	\$ 1,700	\$ 0

HERITAGE OAKS IMPROVEMENTS FUND (319)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	4,326	4,326
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>4,326</u>	<u>4,326</u>
TOTAL REVENUE	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 4,326</u>	<u>\$ 4,326</u>

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	4,326	4,326
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>4,326</u>	<u>4,326</u>
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 4,326</u>	<u>\$ 4,326</u>

CDBG-NEIGHBORHOOD REVITALIZATION FUND (322)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	13,245	0	673,315	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	13,245	0	673,315	0
NON-OPERATING REVENUE:				
TRANSFERS IN	221,614	0	0	0
USE OF FUND BALANCE	0	0	221,614	36,088
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	221,614	0	221,614	36,088
TOTAL REVENUE	\$ 234,859	\$ 0	\$ 894,929	\$ 36,088

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	19,965	0	0	0
CAPITAL OUTLAY	0	0	894,929	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	19,965	0	894,929	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	36,088
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	36,088
TOTAL EXPENDITURES	\$ 19,965	\$ 0	\$ 894,929	\$ 36,088

MILL CREEK SINK FUND (323)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	907,736	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	907,736	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 907,736	\$ 0	\$ 0	\$ 0

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	888,713	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	888,713	0	0	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 888,713	\$ 0	\$ 0	\$ 0

CDBG ECONOMIC DEVELOPMENT FUND (325)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	3,600	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	3,600	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 3,600	\$ 0	\$ 0	\$ 0

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	0	0	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 0	\$ 0	\$ 0

INTERNAL SERVICE FUND (700)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	660	660	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	3,002,434	3,718,271	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	1,556	11,222	0	12,000
TOTAL OPERATING	3,004,650	3,730,153	0	12,000
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	4,019,078	2,311,180
USE OF FUND BALANCE	0	0	395,678	1,864,837
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	4,414,756	4,176,017
TOTAL REVENUE	\$ 3,004,650	\$ 3,730,153	\$ 4,414,756	\$ 4,188,017

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Tentative FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 1,869,874	\$ 2,104,434	\$ 2,815,632	\$ 2,707,844
OPERATING EXPENSES	721,173	742,409	998,210	965,266
CAPITAL OUTLAY	0	0	180,000	95,000
DEBT SERVICE	140,797	131,287	280,914	279,907
TOTAL OPERATING	2,731,844	2,978,130	4,274,756	4,048,017
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	149,588	282,031	0	0
RESERVES	0	0	140,000	140,000
TOTAL NON-OPERATING	149,588	282,031	140,000	140,000
TOTAL EXPENDITURES	\$ 2,881,432	\$ 3,260,161	\$ 4,414,756	\$ 4,188,017



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City of
ALACHUA
the good life community

SECTION 4

DEPARTMENT SUMMARIES

DEPARTMENT SUMMARIES

The Departmental Summaries in this section include mission statements and summary budgets for each individual department, dependent districts and distinct functions funded by the City of Alachua Commission.

CITY COMMISSION

Mission of Department:

The City Commission serves as the legislative and policy-making body for the City of Alachua. The Commission also approves the budget and sets the millage rates necessary to fund the operations of all City offices, departments and programs.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>City Commission</u>				
Personal Services	115,211	116,858	128,672	129,019
Operating Expenditures	27,725	26,135	28,418	30,002
Capital Outlay	0	0	0	0
Grants & Aids	0	0	0	0
Totals	142,936	142,993	157,090	159,021
Grand Total	142,936	142,993	157,090	159,021

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	142,936	142,993	157,090	159,021
Grand Total	142,936	142,993	157,090	159,021

CITY MANAGER

Mission of Department:

The City Manager is primarily responsible for managing the City's government as well as implementing the directives and administering the policies established by the City Commission. The City Manager also serves as the chief liaison between the City Commission, the citizens and City staff. Additionally through the beginning part of FY 24, the City Manager directed all Deputy City Clerk operations. Albeit reported as separate departments, the City Manager administers the City Commission and City Attorney budgets.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>City Manager</u>				
Personal Services	323,676	462,725	692,242	854,653
Operating Expenditures	103,892	90,818	53,551	65,692
Capital Outlay	32,261	0	0	0
Grants and Aids	0	0	0	0
Non-Operating Expenditures	0	0	0	0
Totals	459,829	553,543	745,793	920,345
<u>Deputy City Clerk</u>				
Personal Services	144,592	155,602	169,477	0
Operating Expenditures	40,475	35,720	75,865	0
Capital Outlay	0	0	0	0
Grants and Aids	0	0	0	0
Non-Operating Expenditures	0	0	0	0
Totals	185,067	191,322	245,342	0
Grand Total	644,896	744,865	991,135	920,345

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	644,896	744,865	991,135	920,345
Grand Total	644,896	744,865	991,135	920,345

CITY ATTORNEY

Mission of Department:

The City Attorney provides legal representation and advice to the City Commission, the City departments, and other City boards and agencies. Duties include responding to requests for advice and opinions; preparation and review of contracts, leases, agreements, ordinances, and resolutions; review of costs and fees of the City; review of bond forfeiture remissions; and providing other legal services as necessary.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>City Attorney</u>				
Personal Services	0	0	0	0
Operating Expenditures	146,341	192,863	232,063	192,000
Capital Outlay	0	0	0	0
Totals	146,341	192,863	232,063	192,000
Grand Total	146,341	192,863	232,063	192,000

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	146,341	192,863	232,063	192,000
Grand Total	146,341	192,863	232,063	192,000

HUMAN RESOURCES

Mission of Department:

Human Resources is primarily responsible for attracting, recruiting and supporting qualified talent for the City. Human Resources is charged with providing exceptional, equitable and competitive benefits and compensation to retain valuable employees. Additionally, beginning during FY 24, Human Resources oversees and directs the operations of the Deputy City Clerk. This department also supports the City in maintaining a safe work environment with proper incident reporting and risk assesment.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Human Resources</u>				
Personal Services	283,255	298,451	330,363	348,074
Operating Expenditures	58,565	59,045	74,201	77,289
Capital Outlay	0	0	0	0
Totals	341,820	357,496	404,564	425,363
<u>Deputy City Clerk</u>				
Personal Services	0	0	0	178,295
Operating Expenditures	0	0	0	87,238
Capital Outlay	0	0	0	0
Totals	0	0	0	265,533
Grand Total	341,820	357,496	404,564	690,896

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	301,647	315,603	358,321	643,410
Internal Service Fund	40,173	41,893	46,243	47,486
Grand Total	341,820	357,496	404,564	690,896

FINANCE AND ADMINISTRATIVE SERVICES

Mission of Department:

Finance and Administrative Services purpose is to safeguard and maximize the use of the City's financial, technological and structural assets, ensure adherence to Florida Statutes, Governmental Accounting Standards Board (GASB) guidelines and City policy with regard to expending public funds and to protect City assets and infrastructure in order to support the needs and demands, both present and future, of the City Commission, City staff and the citizens of Alachua.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Finance and Accounting</u>				
Personal Services	543,433	584,079	633,777	658,168
Operating Expenditures	73,098	83,254	113,228	113,116
Capital Outlay	0	0	0	0
Totals	616,531	667,333	747,005	771,284
<u>Grants</u>				
Personal Services	0	0	0	0
Operating Expenditures	762	555	55,000	55,000
Capital Outlay	0	0	0	0
Totals	762	555	55,000	55,000
<u>Utility Billing</u>				
Personal Services	306,727	344,433	408,514	425,958
Operating Expenditures	118,036	114,011	157,274	178,589
Capital Outlay	0	0	0	0
Totals	424,763	458,444	565,788	604,547
<u>Utility Operations</u>				
Personal Services	344,991	365,789	364,212	368,803
Operating Expenditures	37,215	38,632	90,723	86,922
Capital Outlay	0	0	0	50,000
Totals	382,206	404,421	454,935	505,725
<u>Facilities Maintenance</u>				
Personal Services	522,790	382,187	693,048	712,042
Operating Expenditures	145,814	195,455	237,777	262,932
Capital Outlay	87,394	77,275	200,000	276,500
Totals	755,998	654,917	1,130,825	1,251,474

FINANCE AND ADMINISTRATIVE SERVICES

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Information Technology</u>				
Personal Services	225,455	208,697	266,991	282,280
Operating Expenditures	224,905	203,827	131,393	178,468
Capital Outlay	0	31,764	125,000	125,000
Totals	450,360	444,288	523,384	585,748
Grand Total	2,630,620	2,629,958	3,476,937	3,773,778

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	1,748,030	1,740,762	2,417,109	2,612,464
Internal Service	882,590	889,196	1,059,828	1,161,314
Grand Total	2,630,620	2,629,958	3,476,937	3,773,778

PLANNING AND COMMUNITY DEVELOPMENT

Mission of Department:

Planning and Community Development is tasked with providing a sense of place, pride in the community, and economic prosperity to the citizens of Alachua through an enhanced planning and regulatory effort that achieves a balance between a high-quality built environment and a high-quality natural environment. Planning and Community Development is also responsible for the processing of City Code Violations before the Special Magistrate. Building Division moved under Public Services during FY 24.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Planning and Zoning</u>				
Personal Services	520,883	527,723	612,349	650,464
Operating Expenditures	91,970	59,199	120,987	116,956
Capital Outlay	0	0	20,000	0
Totals	612,853	586,922	753,336	767,420
<u>Building</u>				
Personal Services	180,627	234,546	303,857	0
Operating Expenditures	24,152	49,244	73,187	0
Capital Outlay	0	38,788	53,000	0
Totals	204,779	322,578	430,044	0
<u>Beautification</u>				
Operating Expenditures	19,398	22,835	23,000	37,000
Totals	19,398	22,835	23,000	37,000
<u>Tree Bank</u>				
Operating Expenditures	11,900	9,058	201,511	350,444
Capital Outlay	0	0	0	0
Totals	11,900	9,058	201,511	350,444
Grand Total	848,930	941,393	1,407,891	1,154,864

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	837,030	932,335	1,206,380	804,420
Special Revenue	11,900	9,058	201,511	350,444
Grand Total	848,930	941,393	1,407,891	1,154,864

COMPLIANCE AND RISK MANAGEMENT

Mission of Department:

Compliance and Risk Management is responsible for acting as the City's Bargaining Agent in union negotiations; drafting, reviewing and amending City Contracts; coordinating and processing Land Right matters; developing, negotiating and recommending both the Commercial and Employee Benefit Insurance packages; and, providing other support services.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Compliance & Risk Management</u>				
Personal Services	306,702	338,943	458,910	476,342
Operating Expenditures	11,223	23,216	51,763	50,693
Capital Outlay	0	0	0	0
Totals	317,925	362,159	510,673	527,035
Grand Total	317,925	362,159	510,673	527,035

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	317,624	362,284	510,673	527,035
Internal Service Fund	301	(125)	0	0
Grand Total	317,925	362,159	510,673	527,035

RECREATION AND CULTURE

Mission of Department:

To give all children and adults an opportunity to enjoy sports and leisure activities and family outings in a safe environment. Let no race, age, religion, gender or disadvantaged person be discriminated against in their recreation of choice. We encourage volunteers to have a major voice in our community.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Recreation and Culture</u>				
Personal Services	516,391	707,937	681,058	708,991
Operating Expenditures	657,700	720,490	678,186	696,119
Capital Outlay	59,710	0	20,000	0
Non-Operating	0	0	0	0
Totals	1,233,801	1,428,427	1,379,244	1,405,110
<u>Recreation Donations</u>				
Operating Expenditures	0	19,161	4,914	1,465
Capital Outlay	0	0	0	0
Totals	0	19,161	4,914	1,465
<u>San Felasco Conservation Corridor</u>				
Operating Expenditures	2,186	0	0	0
Non-Operating	0	0	1,700	0
Totals	2,186	0	1,700	0
<u>Children's Trust Grant</u>				
Operating Expenditures	86,665	79,111	0	0
Capital Outlay	0	0	0	0
Totals	86,665	79,111	0	0
<u>Wild Spaces Public Places</u>				
Operating Expenditures	0	7,622	38,900	0
Capital Outlay	0	128,473	1,345,531	908,176
Totals	0	136,095	1,384,431	908,176
Grand Total	1,322,652	1,662,794	2,770,289	2,314,751

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	1,233,801	1,428,427	1,379,244	1,405,110
Special Revenue	86,665	234,367	1,389,345	909,641
Capital Project	2,186	0	1,700	0
Grand Total	1,322,652	1,662,794	2,770,289	2,314,751

POLICE DEPARTMENT

Mission of Department:

The Alachua Police Department exists to provide quality service within the "Good Life Community" that embodies respect, fairness, and compassion. We are committed to the enhancement of quality of life by providing a safe and secure environment; the enforcement of laws and ordinances; the prevention and detection of crime; the apprehension and prosecution of violators; and, the continual improvement of the operational professionalism of the department in providing community policing.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Patrol & Administration</u>				
Personal Services	2,866,544	3,172,939	3,468,017	3,776,903
Operating Expenditures	801,857	724,657	703,177	746,199
Capital Outlay	144,222	209,997	352,000	857,615
Non-Operating	0	0	0	0
Totals	3,812,623	4,107,593	4,523,194	5,380,717
<u>Communications</u>				
Personal Services	312,172	334,454	448,039	479,972
Operating Expenditures	15,729	13,602	22,969	24,486
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	327,901	348,056	471,008	504,458
<u>School Crossing Guard</u>				
Personal Services	0	0	0	0
Operating Expenditures	15,052	17,779	29,000	47,000
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	15,052	17,779	29,000	47,000
<u>Explorer Program - GF</u>				
Operating Expenditures	0	464	2,000	2,000
Totals	0	464	2,000	2,000
<u>Explorer Post 537</u>				
Personal Services	0	0	0	0
Operating Expenditures	0	0	5,000	4,315
Capital Outlay	0	0	0	0
Totals	0	0	5,000	4,315

POLICE DEPARTMENT

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Reserve Program</u>				
Operating Expenditures	0	0	3,000	3,000
Capital Outlay	0	0	0	0
Totals	0	0	3,000	3,000
<u>Additional Court Costs</u>				
Operating Expenditures	0	8,528	13,000	9,000
Capital Outlay	0	0	0	0
Totals	0	8,528	13,000	9,000
Grand Total	4,155,576	4,482,420	5,046,202	5,950,490

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	4,155,576	4,473,892	5,028,202	5,937,175
Special Revenue	0	8,528	18,000	13,315
Grand Total	4,155,576	4,482,420	5,046,202	5,950,490

PUBLIC SERVICES

Mission of Department:

Public Services provides stewardship of assigned city-owned utility and transportation infrastructure and equipment, and works with the community to support growth that balances environmental, social and community development needs.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Electric Utility</u>				
Personal Services	1,039,085	1,149,627	1,521,242	1,911,783
Operating Expenditures	2,559,559	2,781,180	947,457	905,777
Capital Outlay	0	0	3,648,445	4,329,800
Purchased Power Costs	11,670,097	7,502,330	8,905,000	8,405,000
Grants and Aids	0	14,033	0	0
Non-Operating	2,091,186	2,171,020	6,329,888	5,831,705
Totals	17,359,927	13,618,190	21,352,032	21,384,065
<u>Water Utility</u>				
Personal Services	213,201	188,911	344,663	338,682
Operating Expenditures	1,777,265	2,133,648	499,358	537,751
Capital Outlay	0	0	7,787,481	6,791,028
Debt Service	60,929	57,483	165,684	166,982
Non-Operating	6,395	4,764	1,526,681	1,012,634
Totals	2,057,790	2,384,806	10,323,867	8,847,077
<u>Wastewater Utility</u>				
Personal Services	490,901	490,186	569,210	685,493
Operating Expenditures	2,127,102	2,397,504	1,132,183	994,681
Capital Outlay	0	0	2,882,294	2,380,000
Debt Service	231,217	220,825	623,028	624,326
Non-Operating	74,330	14,670	1,044,134	680,357
Totals	2,923,550	3,123,185	6,250,849	5,364,857
<u>Building</u>				
Personal Services	0	0	0	436,605
Operating Expenditures	0	0	0	73,625
Capital Outlay	0	0	0	0
Totals	0	0	0	510,230
<u>Public Works</u>				
Personal Services	436,973	483,670	717,544	748,804
Operating Expenditures	262,996	292,306	408,045	433,817
Capital Outlay	24,004	513,219	2,354,500	1,060,000
Totals	723,973	1,289,195	3,480,089	2,242,621
<u>Solid Waste Disposal</u>				
Operating Expenditures	722,178	1,075,548	1,111,762	1,230,030
Non-Operating	11,815	1,444	0	0
Totals	733,993	1,076,992	1,111,762	1,230,030

PUBLIC SERVICES

EXPENDITURES		FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Mosquito Control</u>					
Personal Services		4,568	9,597	12,124	12,150
Operating Expenditures		44,302	40,177	41,618	41,758
Capital Outlay		0	0	0	0
Non-Operating		545	4,830	80,000	48,109
Totals		49,415	54,604	133,742	102,017
<u>Utility Administration</u>					
Personal Services		671,645	797,591	1,274,438	1,184,336
Operating Expenditures		367,032	318,817	333,800	271,581
Capital Outlay		0	0	0	45,000
Non-Operating		149,588	282,031	0	0
Totals		1,188,265	1,398,439	1,608,238	1,500,917
<u>Water Distribution and Collection</u>					
Personal Services		368,386	426,209	550,711	499,549
Operating Expenditures		172,884	238,456	380,276	374,727
Capital Outlay		0	0	70,000	0
Totals		541,270	664,665	1,000,987	874,276
<u>Warehouse Operations</u>					
Personal Services		68,118	107,430	137,116	145,447
Operating Expenditures		19,918	27,376	31,430	38,670
Capital Outlay		0	0	110,000	0
Totals		88,036	134,806	278,546	184,117
<u>TK Basin Special Assessment</u>					
Operating Expenditures		17,467	16,247	14,000	17,000
Non-Operating		0	0	10,000	10,000
Totals		17,467	16,247	24,000	27,000
<u>CP - Heritage Oaks</u>					
Operating Expenditures		0	0	4,326	4,326
Capital Outlay		0	0	0	0
Totals		0	0	4,326	4,326
<u>CP - CDBG Neighborhood Revitalization</u>					
Operating Expenditures		19,965	0	0	0
Capital Outlay		0	0	894,929	0
Non-Operating		0	0	0	36,088
Totals		19,965	0	894,929	36,088

PUBLIC SERVICES

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>CP - Millcreek Sink</u>				
Capital Outlay	888,713	0	0	0
Totals	888,713	0	0	0
Grand Total	26,592,364	23,761,129	46,463,367	42,307,621

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	1,457,966	2,366,187	4,591,851	3,982,881
Special Revenue	17,467	16,247	24,000	27,000
Enterprise	22,390,682	19,180,785	38,060,490	35,698,016
Internal Service	1,817,571	2,197,910	2,887,771	2,559,310
Capital Projects	908,678	0	899,255	40,414
Trust & Agency	0	0	0	0
Grand Total	26,592,364	23,761,129	46,463,367	42,307,621

DEBT SERVICE

Mission of Department:

This budget accounts for expenditures which are non-departmental in nature; it includes the City's outstanding General Long-Term and Internal Service Fund debt service. These budgets are administered by the Finance and Administrative Services Department.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Debt Service-L/T Gen. Government</u>				
Debt Service	647,741	802,216	800,274	797,657
Non-Operating	0	0	0	0
Totals	647,741	802,216	800,274	797,657
<u>Debt Service-L/T Internal Service Fund</u>				
Debt Service	140,797	131,287	280,914	279,907
Non-Operating	0	0	0	0
Totals	140,797	131,287	280,914	279,907
Grand Total	788,538	933,503	1,081,188	1,077,564

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Government - Debt Service	647,741	802,216	800,274	797,657
Internal Service Fund	140,797	131,287	280,914	279,907
Grand Total	788,538	933,503	1,081,188	1,077,564

COMMUNITY REDEVELOPMENT AGENCY - CRA

Mission of Department:

The purpose of the Community Redevelopment Agency is to rehabilitate, conserve, and redevelop areas within its geographical boundaries as shown on the Community Redevelopment District Map in accordance with its Community Redevelopment Plan.

The Community Redevelopment Agency was established in 1982 upon a finding by the Alachua City Commission of slum and blight within a designated area. The members of the City Commission also serve as the Community Redevelopment Agency and governing board. The Agency receives recommendations from an appointed five member advisory board. Budget oversight rests with Planning and Community Development.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Downtown CRA</u>				
Personal Services	86,118	60,931	126,713	100,167
Operating Expenditures	283,328	266,351	395,234	357,582
Capital Outlay	190,563	458,973	261,875	525,000
Debt Service	99,279	99,280	0	0
Grants and Aids	13,287	0	25,000	25,000
Non-Operating	0	0	20,000	20,000
Totals	672,575	885,535	828,822	1,027,749
Grand Total	672,575	885,535	828,822	1,027,749

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
Special Revenue	672,575	885,535	828,822	1,027,749
Grand Total	672,575	885,535	828,822	1,027,749

SPECIAL EXPENSE

Mission of Department:

The Special Expense budget accounts for expenditures which are non-departmental in nature. Examples include Citywide unemployment compensation expenses, July 4th expenses, City CRA contribution, grants and aid to private organizations, reserves, and transfers out for debt service. This budget is administered by the Finance and Administrative Services Department.

EXPENDITURES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
<u>Special Expense-General Gov't</u>				
Personal Services	3,025	(550)	14,074	14,074
Operating Expenditures	104,614	131,397	133,050	135,050
Capital Outlay	23,379	0	8,000	90,000
Grants and Aids	37,644	49,480	291,501	284,000
Non-Operating	1,252,302	1,035,007	1,272,026	1,587,586
Totals	1,420,964	1,215,334	1,718,651	2,110,710
<u>Infrastructure Surtax</u>				
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	1,504,147	2,383,047
Totals	0	0	1,504,147	2,383,047
<u>Special Expense-ISF Contingency</u>				
Non-Operating	0	0	140,000	140,000
Totals	0	0	140,000	140,000
Grand Total	1,420,964	1,215,334	3,362,798	4,633,757

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Tentative
General Fund	1,420,964	1,215,334	1,718,651	2,110,710
Special Revenue	0	0	1,504,147	2,383,047
Internal Service	0	0	140,000	140,000
Grand Total	1,420,964	1,215,334	3,362,798	4,633,757



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City of
ALACHUA
the good life community

SECTION 5

GLOSSARY

GLOSSARY OF KEY TERMS

AD VALOREM TAX is a tax levied in proportion (usually expressed in mills) to the assessed value of the property on which it is levied. This tax is also called **PROPERTY TAX**.

ADOPTED BUDGET is the financial plan for the fiscal year beginning October 1. Florida Statutes require the City Commission to approve this budget at the second of two public hearings.

AMENDED OR REVISED BUDGET is the current year adopted budget adjusted to reflect all budget amendments approved by the City Commission through the date indicated.

APPROPRIATION is the legal authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended.

ASSESSED VALUE is a value set upon real estate or other personal property by a government as a basis for levying taxes. The assessed value in the City of Alachua is set by the Property Appraiser.

BALANCED BUDGET is a budget in which revenues and expenditures are equal.

BUDGET is a plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. Used without any modifier, the term usually indicates a financial plan for a single year. It is usually necessary to specify whether the budget under consideration is preliminary, tentative or whether it has been approved by the appropriating body.

BUDGET MESSAGE is a general discussion of the proposed budget as presented in writing by the City Manager to the legislative body.

CAPITAL IMPROVEMENT PROGRAM (CIP) is the financial plan of approved capital projects, their timing and cost over a five year period. The CIP is designed to meet City infrastructure needs in a responsive and efficient manner. It includes projects which are, or will become the property of the City of Alachua, as well as projects that although not owned by the City, will be part of a joint project agreement.

CAPITAL OUTLAY or CAPITAL EQUIPMENT is an item such as office furniture, fleet equipment, data processing equipment or other equipment with a unit cost of \$5,000 or more.

CAPITAL PROJECT is any improvement or acquisition of major facilities with a useful life of at least five years such as roads, bridges, buildings, or land.

CHARGES FOR SERVICES are revenues stemming from charges for current services. They include all revenue related to services performed whether received from private individuals or other governmental units.

CONTINGENCY is an appropriation of funds set aside to cover unforeseen events that occur during the fiscal year, such as new State mandates, shortfalls in revenue and unanticipated expenditures.

DEBT SERVICE is the dollars required to repay funds borrowed by means of an issuance of bonds or a bank loan. The components of the debt services payment typically include an amount to retire a portion of the principal amount borrowed as well as interest on the remaining outstanding unpaid principal balance.

DEFICIT is the excess of expenditures or expenses over resources.

DEPARTMENT is, for budgeting purposes, any distinct government organizational entity receiving direct funding approved by the City Commission in order to provide a major governmental function, such as Public Services.

DIVISION is a sub-unit of a department engaging in the provision of a large multi-service program. An example would be the division of Utility Operations within the department of Public Services.

ENDING FUND BALANCE is funds carried over at the end of the fiscal year. Within a fund, the revenue on hand at the beginning of the fiscal year, plus revenues received during the year, less expenses equals ending fund balance.

ENTERPRISE FUND is a fund used to account for operations that are financed and operated in a manner similar to private business enterprises, wherein the stated intent is that costs (including depreciation) of providing goods and services be financed from revenues recovered primarily through user fees.

FISCAL YEAR is a 12-month period to which the annual operating budget applies and at the end of which a government determines its financial position and the results of its operations. The fiscal year for the City of Alachua is October 1 through September 30.

FIXED ASSETS are long-term assets which are intended to continue to be held or used, such as land, buildings, improvements other than buildings, machinery, and equipment.

FTE is the acronym for Full-time Equivalent. See the definition for **FULL-TIME EQUIVALENT**.

FULL-TIME EQUIVALENT is one position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or 2 employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one full-time equivalent.

FUNCTIONAL CLASSIFICATION is the expenditure classification according to the principal purposes for which expenditures are made. Examples are general government, public safety, and transportation.

FUND is an 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 carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

FUND BALANCE represents the excess of fund current assets over its current liabilities. For accounting purposes, fund balance is calculated as of year end and is based on the difference between actual revenues and expenditures for the fiscal year.

GENERAL FUND is a fund that accounts for all financial transactions except those required to be accounted for separately. The funds resources, ad valorem taxes, and other revenue provide services or benefits to all residents of the City of Alachua.

GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) comprises the uniform minimum standards of, and guidelines for external financial reporting that govern the form and content of the basic financial statements. They include not only broad guidelines of general application, but also detailed practices and procedures.

GOVERNMENTAL ACCOUNTING AND FINANCIAL REPORTING (GAFR) is a specific method of reporting “government-type activities” usually not found in private enterprises. GAFR standards are set by the Governmental Accounting Standards Board (GASB).

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) is an independent private organization responsible for establishing financial accounting standards, otherwise known as GAAP, for state and local government entities.

GOVERNMENT FINANCE OFFICERS’ ASSOCIATION (GFOA) is a national organization consisting of members from state and local governments throughout the United States. Its purpose is to promote improved accountability for state and local governments by providing practical guidance through seminars and publications.

GRANTS AND AIDS includes all grants, subsidies, and contributions from other government agencies or private organizations.

INFRASTRUCTURE is a permanent installation such as a building, road, or wastewater collection system that provides public services.

INTERFUND TRANSFER is the movement of funds from one accounting entity to another within a single government.

INTERGOVERNMENTAL REVENUES are revenues from other governments in the form of grants, entitlements, shared revenues or payments in lieu of taxes.

LEVY is the action of imposing taxes, special assessments, or service charges for the support of City activities.

MAJOR ACCOUNT CODE is a broad designation for more specific line item accounts. The City of Alachua adopts its budget within six major account codes: Personal Services, Operating Expenses, Grants and Aids, Debt Service, Non-Operating and Capital Outlay.

MILL is a monetary measure equating to 0.001 of a dollar. When referring to the AD VALOREM TAX it means that a 1-mill tax is one dollar of tax on \$1,000 of taxable value.

MILLAGE RATE is the rate per \$1,000 of taxable property value which, when multiplied by the taxable value, yields the tax billing for a given parcel.

MISSION STATEMENT is a broad statement of purposes that is derived from organization and/or community values and goals.

NON-OPERATING EXPENDITURES are costs of government services that are not directly attributable to a specific City program or operation. Examples include debt service obligations and contributions to community service organizations.

NON-OPERATING REVENUES comprise income received by a government not directly attributable to providing a service. An example would include debt proceeds received from a bond issue.

OPERATING BUDGET is the budget including appropriations for recurring and certain one-time expenditures that will be consumed in a fixed period of time to provide for day-to-day operations (e.g. salaries and related benefits, operating supplies, professional services and operating equipment).

OPERATING TRANSFERS are legally authorized transfer of money from one fund to another fund from which the resources are to be expended.

PROPERTY TAX is another term for ad valorem tax. See definition for **AD VALOREM TAX**.

PROPRIETARY FUND is a fund category which often emulates the private sector and focuses on the measurement of net income. Expenditures are funded by user charges and fees.

PUBLIC SAFETY is a major category of services related to the security of persons and property.

RESERVES AND REFUNDS refers to budget category for funds required to meet both anticipated and unanticipated needs; the balance of anticipated earmarked revenues not required for operation in the budget year; estimated reimbursements to organizations, state, or federal governments for revenues received and not spent, and those required to be set aside by bond covenants.

RETAINED EARNINGS APPROPRIATION refers to funds set aside within an Enterprise Fund for future appropriation by the City Manager and/or City Commission approval.

REVENUE are funds that governments receive as income, including such items as tax payments, fees for specific services, receipts from other governments, fines and forfeitures, grants, shared revenues and interest income.

REVENUE BONDS are bonds usually sold for constructing or purchasing capital projects. Reliable revenue other than ad valorem taxes is pledged as the source for funding to pay bond principal and interest.

SPECIAL REVENUE FUNDS are funds used to account for proceeds of specific revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditures for specified purposes.

STATUTE is a written law enacted by a duly organized and constituted legislative body. Citations are often followed by "F.S." to indicate Florida Statute.

SURPLUS is an excess of resources over expenditures or expenses.

TAXES are compulsory charges levied by a government for the purpose of financing services performed for the common benefit. This term does not include specific charges made against particular persons or property for current or permanent benefits such as special assessments. Neither does the term include charges for services rendered only to those paying such charges as, for example, sewer service charges.

TAX RATE is the amount of tax stated in terms of a unit of the tax base. For example, 4.000 mills yield \$4 per \$1,000 of taxable value.

TAXABLE VALUATION is the value used for computing ad valorem taxes levied against property. Taxable value is the assessed value less any exemptions allowed by law. The most common exemption is the homestead exemption (up to \$50,000) allowed when the owner uses the property as a principal residence. Exemptions are also granted for disability, government owned and non-profit owned property.

TRIM is an acronym for Truth In Millage Law. See the definition for **TRUTH IN MILLAGE LAW**.

TRUST AND AGENCY FUNDS are funds used to account for assets held by the City in a trustee capacity or as an agent for individuals, private organizations, other governments, and/or other funds.

TRUTH IN MILLAGE LAW (TRIM) is a Florida Law enacted in 1980 which changed the budget process for local taxing governments. It was designed to keep the public informed about the taxing intentions of various taxing authorities.

USER (FEES) CHARGES are payments of a fee for receipt of a public service by those individuals benefiting from the service.

**CITY OF ALACHUA
FISCAL YEAR 2024-2025
TENTATIVE BUDGET**



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**CITY OF ALACHUA COMMISSION
PUBLIC HEARING AGENDA AND SCRIPT**

SEPTEMBER 9, 2024

FIRST PUBLIC HEARING

FISCAL YEAR 2024-2025 TENTATIVE MILLAGE RATE AND BUDGET

I. Introduction to Public Hearing on City of Alachua 2024 Tax Roll Year Tentative Millage and Fiscal Year 2024-2025 Tentative Budget

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Overview of Public Hearing.

CITY MANAGER:

Present a summary of FY 2024-2025 Budget Message.

MAYOR:

The City of Alachua Commission convenes the Public Hearing on the City of Alachua Fiscal Year 2024-2025 Proposed Tentative Millage and Tentative Budget as required by Florida Statutes, Chapters 129 and 200, and as advertised in the TRIM Notices.

If anyone in our audience is here for the purpose of contesting their assessment, a petition for adjustment with the Value Adjustment Board should be filed prior to 5:00 p.m., Friday, September 13th, 2024. The petition for adjustment forms are available from the Alachua County Clerk of Circuit Court.

This evening we will take a number of actions related to the adoption of the tentative millage and budgets. The Final Public Hearing on these matters will be held on Monday, September 23rd, 2024 at 6:00 p.m. at this same location, Alachua City Hall Commission Chambers.

I encourage you, if you have not already done so, to get a copy of the agenda so you may more easily follow the proceedings this evening. Citizen comments will be taken following the overview of the proposed budget by the City Manager and the Finance and Administrative Services Director.

The City Attorney will now present an overview of the Truth-In-Millage Legislation followed by the City Manager's explanation of the tentative and rolled-back millage rates.

III. Fiscal Year 2024-2025 Proposed Tentative Millage Rate and Tentative General City Budget

A. Overview of Truth-in-Millage Legislation

CITY ATTORNEY:

In 1980, the Florida Legislature adopted what is known as the Truth in Millage Legislation or TRIM, as it's called. The goal of the legislation was to ensure that taxpayers were advised of the public hearings at which the local taxing authorities' budgets and millage rates are considered and adopted. Each year, the Property Appraiser completes an assessment of the

value of all property and certifies to each taxing authority the taxable value of the property in its jurisdiction. Each taxing authority then notifies the Property Appraiser of its proposed millage rate, its rolled-back rate and the date, time and place of the public hearing to consider the proposed tentative millage rate and budget. Once the Property Appraiser receives the information, notice is sent by first class mail to every taxpayer on the assessment roll. The notice contains the information from the taxing authorities as to the proposed millage rate and the time and place of the public hearing. The notice sent to taxpayers is called the TRIM notice. The TRIM notice lists what the taxes were for the prior year, what the taxes will be if the proposed budget changes are made, and what the taxes will be if no budget changes are made. This information is listed for each taxing authority. The notice also lists all voted levies for debt service. The purpose of the TRIM notice is to provide taxpayers with sufficient basic information to enable them to participate in the public hearing process.

B. Explanation of the General City Tentative and Rolled-back Millage Rates

CITY MANAGER:

One of the requirements of the Truth-in-Millage legislation is to provide information about why proposed millage rates are higher or lower than the rolled-back millage rates. The tentative millage being proposed for the City of Alachua is 5.9500 mills, which is 7.95% more than the rolled-back rate of 5.5119 mills. Rolled-back millage rate is defined as "the millage rate, which exclusive of new construction, additions to structure, deletions, and property added due to geographic boundary changes, will provide the

same ad valorem tax revenue for each taxing authority as was levied during the prior year”.

The rolled-back millage rate in the General Fund would have generated approximately \$587,677 less than the tentative millage rate will. This \$587,677 reflects the increase in taxes due to an increase in property valuation within the corporate limits of the City. The tentative millage rate of 5.9500 will enable the City to provide for growth, maintenance of existing infrastructure, the advancement of commission goals and strategic initiatives, as well as, to continue providing increased levels and quality of service to the citizens of Alachua.

Robert Bonetti, Finance and Administrative Services Director will now present an overview of the proposed budget for fiscal year 2024-2025.

C. Overview of Fiscal Year 2024-2025 Tentative Budget and of Adjustments made to that Budget

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

The total City tentative budget for fiscal year 2024-2025 is **\$64,729,871** which is a net decrease from the amended fiscal year 2023-2024 budget of **\$2,120,700**. This equates to a 3.17% decrease. This reduction is mainly due to decreases in appropriations within the enterprise fund budgets and carry-forward capital costs yet to be appropriated.

This budget total of **\$64,729,871** is the same amount that was presented to you at the budget workshops that took place during the past month of August.

Additional carry forward appropriations for unfinished projects and open purchase orders will be included in the final budget to be presented at the public hearing on September 23, 2024.

Mister Mayor that concludes my comments regarding the tentative budget that is being presented.

IV. Citizens Comments on Fiscal Year 2024-2025 Tentative Millage Rate and Tentative Budget

MAYOR:

I would now like to invite citizens to comment on the Fiscal Year 2024-2025 proposed tentative millage rate and tentative budget. Please come forward to the podium if you wish to address the Commission. We request that each speaker try to limit his or her comments to three minutes. The hearing will continue until everyone who wishes to address the Commission has had an opportunity to speak.

V. City of Alachua Action on FY 2024-2025 Tentative Millage and Tentative Budgets

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Mister Mayor, the document before you, the "City of Alachua Fiscal Year 2024-2025 Tentative Budget", includes the budget amounts that were previously discussed.

A. Resolution Establishing the Fiscal Year 2024-2025 Tentative Millage Rate

CITY ATTORNEY:

[Reading of Resolution 24-12 by title only – if not previously read]

CITY MANAGER:

Florida Statutes require that the name of the taxing authority, the millage rate to be levied, the rolled-back rate and the percentage increase over rolled-back rate be publicly announced. Accordingly, the City of Alachua Commission has determined that a tentative millage rate of 5.9500 mills is necessary to fund the tentative general City budget. The tentative millage rate represents a 7.95% increase from the rolled-back rate of 5.5119 mills.

CITY COMMISSION:

- **Motion regarding Resolution 24-12**
- **Discussion of Resolution 24-12**

Citizen Comments related to Resolution 24-12

CITY COMMISSION:

- **Roll Call vote on motion to Resolution 24-12**

**B. Resolution Adopting Changes, Revenue Estimates and the Fiscal Year 2024-2025
Tentative General City Budget**

CITY ATTORNEY:

[Reading of Resolution 24-13 by title only – if not previously read]

CITY COMMISSION:

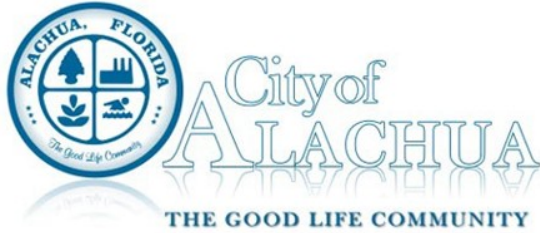
- **Motion regarding Resolution 24-13**
- **Discussion of Resolution 24-13**

Citizen Comments related to Resolution 24-13

CITY COMMISSION:

- **Roll Call vote on motion to Resolution 24-13**

C. Adjournment



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Ordinance 24-13, First Reading: Amending the City's Business Incentive Program in Ordinance 20-01 by Adding an Incubator/Accelerator Entrant Lease Subsidy and Adjusting the Duration of the Incubator/Accelerator Graduate Lease Subsidy (Legislative)

PREPARED BY: David Wisener

RECOMMENDED ACTION:

Approve Ordinance 24-13 on first reading and schedule a second reading for September 23, 2024.

Summary

City Staff conducted an audit of the City's Business Incentive Program adopted as Ordinance 20-01 to review the program's efficacy and research possible amendments to the program. Staff researched incentive programs used by peer cities; different economic development theories regarding the effectiveness of incentives in general and specific types of incentives; and sought input from local businesses. As a result, Staff recommends the following amendments to the City's Business Incentive Program: changing the duration (but leaving the benefit the same) of the Incubator/Accelerator Graduate Lease Subsidy from one year to two years in order to spread out the benefit over a larger period of time, providing a longer ramp for companies to more firmly establish themselves after graduating from a business incubator program; and creating an Incubator/Accelerator Entrant Lease Subsidy, to create front-end assistance for new companies entering a business incubator program that is commiserate to the benefit provided by the Graduate Lease Subsidy, which would be up to two years of rental subsidies not to exceed \$12,000.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Economic Development
Funding Source - General Fund

Strengthen Community Service
Community Enhancement
Quality of Life

ATTACHMENTS

1. Ordinance 24-13 Economic Development Incentives Final
2. Ordinance 24-13 Economic Development Incentives Track Changes

ORDINANCE 24-13

AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, AMENDING ORDINANCE 20-01 BY ADDING AN INCUBATOR/ACCELERATOR ENTRANT LEASE SUBSIDY AND ADJUSTING THE DURATION OF THE INCUBATOR/ACCELERATOR GRADUATE LEASE SUBSIDY; PROVIDING FOR CODIFICATION OF THIS AMENDMENT IN THE CITY'S CODE OF ORDINANCES; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City of Alachua (the "City") recognizes that economic development is a vital component of creating and maintain a sustainable community; and

WHEREAS, economic development contributes to the wellbeing and quality of life of the residents of the City; and

WHEREAS, the City Comprehensive Plan provides for economic development to serve as a focus on maintaining a welcoming business environment; and

WHEREAS, in order to continue the City's positive economic development activities, a business incentive program is necessary to establish alignment between business retention, growth, attraction, and the City's regulatory and fiscal environment; and

WHEREAS, Subpart A, Chapter 10 of the City's Code of Ordinances ("Code") addresses conducting business in the City; and

WHEREAS, this Ordinance amends Chapter 10 of the Code by adding a new Article III. Economic Development, as set forth below, providing for the creation of the Business Incentive Program.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

Section 1. Interpretation of Recitals

The above recitals are true and correct and incorporated in this Ordinance.

Section 2. Findings of Fact

The City Commission finds that it is feasible and beneficial to create a Business Incentive Program to promote economic development that protects and maintains the quality of life and prosperity of the community.

Section 3. Conclusions of Law

The authority for the enactment of this Ordinance is Chapter 163, Part I, Florida Statutes; Sections 166.021 and 166.041; and the City's Comprehensive Plan.

Section 4. Amendment to the City Code of Ordinances

City Code of Ordinances Subpart A, Chapter 10 is hereby amended with the creation of a new article, Article III, as follows:

Article III. - Economic Development

Section 10-50. Purpose and consistency with City Comprehensive Plan.

Economic development is a vital component of creating and maintaining a sustainable community, which contributes to the wellbeing and quality of life of the residents of the City of Alachua. The City Comprehensive Plan provides for economic development to serve as a focus on maintaining a welcoming business environment. Economic development includes activities that contribute to the retention, growth and attraction of businesses, which results in job creation, job retention, broadened tax base and improved quality of life.

Section 10-51. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section except when the context clearly indicates a different meaning:

City of Alachua Strategic Plan means the plan approved by the City Commission that guides the overarching strategic initiatives of the City.

Incentive funding period means the period of time in which an applicant is receiving an incentive benefit in the form of direct funds, discounting of City services, expedited review, or matching discount funding.

Retroactively means prior to an approved application of an incentive and any other incentive-specific criteria being met.

Section 10-52. Business Incentive Program.

There is hereby created a Business Incentive Program to promote economic development in the City of Alachua.

(a) Business Development Electric Discount

Provides for the incremental discounting of City of Alachua electric rates over a five-year period.

1. Eligibility: All General Service Demand and all General Service Large Demand Applicants occupying new facilities not previously occupied with an expected monthly billing demand of 350 kW or greater at a single site; or Existing General Service Demand Customer Applicants or General Service Large Demand Customer Applicants increasing the expected monthly billing demand by 350 kilowatts or greater at a single site. The discount is not available for load shifted between service delivery points within the City of Alachua electric service territory. The discount is not available to applicants with net metering.

2. Rate Discount: Eligible applicant receives a discount for the total of the following electric charges:

(a) customer charge, and

(b) energy charge, and

(c) demand charge, and

(d) bulk power cost adjustment charge.

The discount will be effective for each month for a five-year period following the commencement of eligibility based on the following percentages:

Year 1: 25%,

Year 2: 20%

Year 3: 15%

Year 4: 10%

Year 5: 5%

Year 6 and thereafter: 0%

The discount shall not apply to any taxes on electric service.

Business Development Electric Discount will not be available retroactively. Application for discount must occur prior to increasing the expected monthly billing demand by 350 kilowatts or greater at a single new or previously occupied site.

3. Additional Provisions: The following additional provisions shall apply.

(a) New Facilities:

If the metered demand in new facilities declines below 350 kW in any month, the City will suspend the discount. For existing General Service Demand Customer Applicants or General Service Large Demand Customer Applicants with increased billing demand, if the increase in billing demand does not exceed the billing demand for the corresponding month in the prior year, the City will suspend the discount.

(b) Existing Facilities:

For existing Customer Applicants, the discount will only be applied to the charges above the Base Metered Demand and Base Energy Consumption including the bulk power costs adjustment charges. Base Metered Demand and Base Energy Consumption is defined as the average of actual demand and actual energy consumption for the 12-month period immediately prior to the application for the discount.

(b) Electric Contribution in Aid of Construction

Provides for the discounting of costs associated with the extension, addition and/or modification of the City of Alachua electric infrastructure.

1. Eligibility: Applicants must be new or existing non-residential City of Alachua electric customers requiring an extension, addition and/or modification to the existing City of Alachua electric system necessary to serve new or additional electric system load.

2. Rate Discount: Eligible applicant receives a discount based on the following calculation:

Total Estimated Cost of New or Upgraded Facilities as determined by the City less four years of Base Electric Revenues.

The Base Electric Revenues shall be the estimated total electric revenues for a four-year period less:

- (a) bulk power cost adjustment (BPCA) revenues, and
- (b) bulk power cost base revenues means those power-related costs that are embedded within the base rate included in Base Rates.

Base Rate Electric revenues shall be estimated by the City and include all energy and demand charges, but does not include any taxes.

Electric Contribution in Aid of Construction will not be available retroactively. Application for discount must occur prior to the extension, addition and/or modification of the City of Alachua electric infrastructure.

3. Additional Provisions: The following additional provisions shall apply.

(a) In no instance shall an Electric Contribution in Aid of Construction be less than zero.

(b) Applicant shall pay the Electric Contribution in Aid of Construction amount prior to commencement of construction of the extension, addition and/or modification of the electric facilities.

(c) Expedited Permitting Service

Provides for expedited permitting review services.

1. Eligibility: Applicant must locate, expand or redevelop in the City of Alachua Community Redevelopment Area, or demonstrate the location, expansion or redevelopment project aligns with at least one (1) initiative of the City of Alachua Strategic Plan that is in effect at the time of application.

2. Expedited Benefits:

(a) Eligible Applicant receives, at minimum, a two-week review time reduction for the following permits:

- i. Rezoning
- ii. Site Plan
- iii. Subdivision Plat

Expedited Permitting will not be available retroactively. Application for Expedited Permitting must occur prior to permit application submittal. Applicant shall make complete and timely submittals and responses to the City.

3. Additional Provisions: The following additional provisions shall apply.

(a) Pre-application meeting is required prior to determination of eligibility.

(d) Incubator/Accelerator Entrant Lease Subsidy

Provides for rental subsidies for new incubator and/or accelerator entrants.

1. Eligibility:

- (a) Applicants must be approved for entrance into a small business incubator program at the University of Florida Sid Martin Biotechnology Institute, or
- (b) From a similarly recognized small business incubator and/or accelerator program that is a member of the National Business Incubation Association, or
- (c) From a small similarly recognized small business incubator and/or accelerator program that is currently located in the city of Alachua.
- (d) The City Manager, in his/her sole discretion, shall determine if a business meets the eligibility requirements of this section.

Incubator Entrant Lease Subsidy will not be available retroactively. Application for subsidy must occur after approval of entrance into an incubator/accelerator but prior to physical relocation.

- 2. Subsidy Amount: Eligible applicant receives up to two (2) years (twenty-four months) of rental subsidies in an amount not to exceed \$12,000 for incubator entrants that locate in the City of Alachua.

(e) Incubator/Accelerator Graduate Lease Subsidy

Provides for rental subsidies for incubator and/or accelerator graduates.

1. Eligibility:

- (a) Applicants must have graduated within the past 12 months from a small business incubator program at the University of Florida Sid Martin Biotechnology Institute, or
- (b) From a similarly recognized small business incubator and/or accelerator program that is a member of the National Business Incubation Association, or
- (c) From a small similarly recognized small business incubator and/or accelerator program that is currently located in the city of Alachua.
- (d) The City Manager, in his/her sole discretion, shall determine if a business meets the eligibility requirements of this section.

Incubator Graduate Lease Subsidy will not be available retroactively. Application for subsidy must occur within 12 months of graduation from incubator and/or accelerator.

- 2. Subsidy Amount: Eligible applicant receives up to two (2) years (twenty-four months) of rental subsidies in an amount not to exceed \$12,000 for incubator graduates that locate in the City of Alachua.

(f) Small Business Assistance Program

Provides for reimbursable matching funds related to City of Alachua fees/charges for small businesses.

1. Eligibility: Applicant must be a new, for-profit business or an expanding, for-profit business with no more than 25 employees located within, or locating to, the city of Alachua. Applicant must not be a franchisee of a parent corporate and/or national chain.
2. Matching Funds Amount: Eligible applicant receives a 50% matching fund (one-to-one basis) in the amount not to exceed \$20,000 for the following fees/charges:
 - (a) Capital Facilities Charges
 - (b) Site Plan Review Fees
 - (c) Building Permit Fees
 - (d) All elements of public right-of-way infrastructure within the City's jurisdiction that may require new installation, repair, replacement or relocation. This includes, but is not limited to, street lighting and fire hydrant installation/relocation, sidewalk repairs; water and sewer line construction, removal or relocation; curb, gutter, street improvements and landscaping.

Small Business Assistance Program will not be available retroactively. Application for matching funds must occur prior to locating new business in the city of Alachua.

(g) Tech Matching Grant Fund

Provides for reimbursable matching funds for technology-focused events and programs.

1. Eligibility: Event must take place within the city of Alachua and have the primary intent to:
 - (a) Increase the connection and collaboration among start-up and existing tech companies in Alachua, or
 - (b) Foster the Alachua tech talent pipeline, or
 - (c) Catalyze private capital investments for start-up and existing tech companies in Alachua, or
 - (d) Increase Alachua's reputation as a tech hub.
2. Matching Funds Amount: Eligible applicant receives a 50% matching fund (one-to-one basis) in the amount not to exceed \$1,500.

Tech Matching Grant Fund will not be available retroactively. Application for matching funds must occur prior to event and/or program.
3. Additional Provisions: The following additional provisions shall apply.
 - (a) The Applicant must demonstrate a minimum of one-year history of producing the event and/or program (or similar events and/or programs).

(h) Administration

The City Manager is hereby authorized and directed to establish an application process and applicable rules/procedures to effectively administer the Business Incentive Program. The City Manager shall have the authority to approve or deny applications in his/her sole discretion. In the event an application is approved, and during the course of the incentive funding period is determined to not meet the eligibility criteria, rules or procedures, the City Manager may suspend or terminate the application in his/her sole discretion.

(i) Funding

Applications may not be awarded if funding is not available, as determined by the City Manager in his/her sole discretion. If an application is approved and during the course of the incentive funding period is not available, the City Manager may suspend or terminate the application in his/her sole discretion.

Section 5. Codification of and Correction of Scrivener's Errors

The City Manager or designee, without public hearing, is authorized to correct any typographical errors which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record.

Section 6. Ordinance to be Construed Liberally

This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed to be in the best interest of the public health, safety, and welfare of the citizens and residents of the City of Alachua, Florida.

Section 7. Repealing Clause

All ordinances or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 8. Severability

It is the declared intent of the City Commission of the City of Alachua that, if any section, sentence, clause, phrase, or provision of this Ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by any court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance, and the remainder of the Ordinance after the exclusions of such part or parts shall be deemed to be valid.

Section 9. Effective Date

This Ordinance shall take effect immediately upon its adoption by the City Commission.

Passed on First Reading the 8th day of June, 2020.

PASSED and ADOPTED, in regular session, with a quorum present and voting, by the City Commission, upon second and final reading this **22nd day of June, 2020**.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Gib Coerper, Mayor
SEAL

ATTEST:

APPROVED AS TO FORM

Mike DaRoza, City Manager/Clerk

Marian B. Rush, City Attorney

ORDINANCE 24-13

~~AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, AMENDING CHAPTER 10 OF THE CITY'S CODE OF ORDINANCES BY ADDING A NEW ARTICLE III. ECONOMIC DEVELOPMENT; PROVIDING FOR THE CREATION OF A BUSINESS INCENTIVE PROGRAM; ESTABLISHING THE BUSINESS DEVELOPMENT ELECTRIC DISCOUNT, ELECTRIC CONTRIBUTION IN AID OF CONSTRUCTION PROGRAM, EXPEDITED PERMITTING SERVICE, INCUBATOR/ACCELERATOR GRADUATE LEASE SUBSIDY, SMALL BUSINESS ASSISTANCE PROGRAM, TECH MATCHING GRANT FUND; PROVIDING FOR THE ADMINISTRATION OF THE BUSINESS INCENTIVE PROGRAM; PROVIDING FOR THE FUNDING FOR THE BUSINESS INCENTIVE PROGRAM; PROVIDING FOR CODIFICATION OF THIS AMENDMENT IN THE CITY'S CODE OF ORDINANCES; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE _____ DATE.~~
AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, AMENDING ORDINANCE 20-01 BY ADDING AN INCUBATOR/ACCELERATOR ENTRANT LEASE SUBSIDY AND ADJUSTING THE DURATION OF THE INCUBATOR/ACCELERATOR GRADUATE LEASE SUBSIDY; PROVIDING FOR CODIFICATION OF THIS AMENDMENT IN THE CITY'S CODE OF ORDINANCES; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City of Alachua (the "City") recognizes that economic development is a vital component of creating and maintain a sustainable community; and

WHEREAS, economic development contributes to the wellbeing and quality of life of the residents of the City; and

WHEREAS, the City Comprehensive Plan provides for economic development to serve as a focus on maintaining a welcoming business environment; and

WHEREAS, in order to continue the City's positive economic development activities, a business incentive program is necessary to establish alignment between business retention, growth, attraction, and the City's regulatory and fiscal environment; and

WHEREAS, ~~the~~ Subpart A, Chapter 10 of the City's Code of Ordinances ("Code") addresses conducting business in the City; and

WHEREAS, this Ordinance amends Chapter 10 of the Code by adding a new Article III. Economic Development, as set forth below, providing for the creation of the Business Incentive Program.

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA:

Section 1. Interpretation of Recitals

The above recitals are true and correct and incorporated in this Ordinance.

Section 2. Findings of Fact

The City Commission finds that it is feasible and beneficial to create a Business Incentive Program to promote economic development that protects and maintains the quality of life and prosperity of the community.

Section 3. Conclusions of Law

The authority for the enactment of this Ordinance is Chapter 163, Part I, Florida Statutes; Sections 166.021 and 166.041; and the City's Comprehensive Plan.

Section 4. Amendment to the City Code of Ordinances

City Code of Ordinances Subpart A, Chapter 10 is hereby amended with the creation of a new article, Article III, as follows:

Article III. - Economic Development

Section 10-50. Purpose and consistency with City Comprehensive Plan.

Economic development is a vital component of creating and maintaining a sustainable community, which contributes to the wellbeing and quality of life of the residents of the City of Alachua. The City Comprehensive Plan provides for economic development to serve as a focus on maintaining a welcoming business environment. Economic development includes activities that contribute to the retention, growth and attraction of businesses, which results in job creation, job retention, broadened tax base and improved quality of life.

Section 10-51. Definitions.

The following words, terms, and phrases, when used in this article, shall have the meanings ascribed to them in this section except when the context clearly indicates a different meaning:

City of Alachua Strategic Plan means the plan approved by the City Commission that guides the overarching strategic initiatives of the City.

Incentive funding period means the period of time in which an applicant is receiving an incentive benefit in the form of direct funds, discounting of City services, expedited review, or matching discount funding.

Retroactively means prior to an approved application of an incentive and any other incentive-specific criteria being met.

Section 10-52. Business Incentive Program.

There is hereby created a Business Incentive Program to promote economic development in the City of Alachua.

(a) Business Development Electric Discount

Provides for the incremental discounting of City of Alachua electric rates over a five-year period.

1. Eligibility: All General Service Demand and all General Service Large Demand Applicants occupying new facilities not previously occupied with an expected monthly billing demand of 350 kW or greater at a single site; or Existing General Service Demand Customer Applicants or General Service Large Demand Customer Applicants increasing the expected monthly billing demand by 350 kilowatts or greater at a single site. The discount is not available for load shifted between service delivery points within the City of Alachua electric service territory. The discount is not available to applicants with net metering.

2. Rate Discount: Eligible applicant receives a discount for the total of the following electric charges:

- (a) customer charge, and
- (b) energy charge, and
- (c) demand charge, and
- (d) bulk power cost adjustment charge.

The discount will be effective for each month for a five-year period following the commencement of eligibility based on the following percentages:

Year 1: 25%,

Year 2: 20%

Year 3: 15%

Year 4: 10%

Year 5: 5%

Year 6 and thereafter: 0%

The discount shall not apply to any taxes on electric service.

Business Development Electric Discount will not be available retroactively. Application for discount must occur prior to increasing the expected monthly billing demand by 350 kilowatts or greater at a single new or previously occupied site.

3. Additional Provisions: The following additional provisions shall apply.

(a) New Facilities:

If the metered demand in new facilities declines below 350 kW in any month, the City will suspend the discount. For existing General Service Demand Customer Applicants or General Service Large Demand Customer Applicants with increased billing demand, if the increase in billing demand does not exceed the billing demand for the corresponding month in the prior year, the City will suspend the discount.

(b) Existing Facilities:

For existing Customer Applicants, the discount will only be applied to the charges above the Base Metered Demand and Base Energy Consumption including the bulk power costs adjustment charges. Base Metered Demand and Base Energy Consumption is defined as the average of actual demand and actual energy consumption for the 12-month period immediately prior to the application for the discount.

(b) Electric Contribution in Aid of Construction

Provides for the discounting of costs associated with the extension, addition and/or modification of the City of Alachua electric infrastructure.

1. Eligibility: Applicants must be new or existing non-residential City of Alachua electric customers requiring an extension, addition and/or modification to the existing City of Alachua electric system necessary to serve new or additional electric system load.

2. Rate Discount: Eligible applicant receives a discount based on the following calculation:

Total Estimated Cost of New or Upgraded Facilities as determined by the City less four years of Base Electric Revenues.

The Base Electric Revenues shall be the estimated total electric revenues for a four-year period less:

(a) bulk power cost adjustment (BPCA) revenues, and

(b) bulk power cost base revenues means those power-related costs that are embedded within the base rate included in Base Rates.

Base Rate Electric revenues shall be estimated by the City and include all energy and demand charges, but does not include any taxes.

Electric Contribution in Aid of Construction will not be available retroactively. Application for discount must occur prior to the extension, addition and/or modification of the City of Alachua electric infrastructure.

3. Additional Provisions: The following additional provisions shall apply.

(a) In no instance shall an Electric Contribution in Aid of Construction be less than zero.

(b) Applicant shall pay the Electric Contribution in Aid of Construction amount prior to commencement of construction of the extension, addition and/or modification of the electric facilities.

(c) Expedited Permitting Service

Provides for expedited permitting review services.

1. Eligibility: Applicant must locate, expand or redevelop in the City of Alachua Community Redevelopment Area, or demonstrate the location, expansion or redevelopment project aligns with at least one (1) initiative of the City of Alachua Strategic Plan that is in effect at the time of application.

2. Expedited Benefits:

(a) Eligible Applicant receives, at minimum, a two-week review time reduction for the following permits:

i. Rezoning

- ii. Site Plan
- iii. Subdivision Plat

Expedited Permitting will not be available retroactively. Application for Expedited Permitting must occur prior to permit application submittal. Applicant shall make complete and timely submittals and responses to the City.

3. Additional Provisions: The following additional provisions shall apply.

(a) Pre-application meeting is required prior to determination of eligibility.

(d) Incubator/Accelerator Entrant Lease Subsidy

Provides for rental subsidies for new incubator and/or accelerator entrants.

1. Eligibility:

- (a) Applicants must be approved for entrance into a small business incubator program at the University of Florida Sid Martin Biotechnology Institute, or
- (b) From a similarly recognized small business incubator and/or accelerator program that is a member of the National Business Incubation Association, or
- (c) From a small similarly recognized small business incubator and/or accelerator program that is currently located in the city of Alachua.
- (d) The City Manager, in his/her sole discretion, shall determine if a business meets the eligibility requirements of this section.

Incubator Entrant Lease Subsidy will not be available retroactively. Application for subsidy must occur after approval of entrance into an incubator/accelerator but prior to physical relocation.

2. Subsidy Amount: Eligible applicant receives up to two (2) years (twenty-four months) of rental subsidies in an amount not to exceed \$12,000 for incubator entrants that locate in the City of Alachua.

~~(d)~~ Incubator/Accelerator Graduate Lease Subsidy

Provides for rental subsidies for incubator and/or accelerator graduates.

1. Eligibility:

- (a) Applicants must have graduated within the past 12 months from a small business incubator program at the University of Florida Sid Martin Biotechnology Institute, or
- (b) From a similarly recognized small business incubator and/or accelerator program that is a member of the National Business Incubation Association, or
- (c) From a small similarly recognized small business incubator and/or accelerator program that is currently located in the city of Alachua.

- (d) The City Manager, in his/her sole discretion, shall determine if a business meets the eligibility requirements of this section.

Incubator Graduate Lease Subsidy will not be available retroactively. Application for subsidy must occur within 12 months of graduation from incubator and/or accelerator.

2. Subsidy Amount: Eligible applicant receives up to ~~one-two~~ (12) years ~~(twelve-twenty-four months)~~ of rental subsidies in an amount not to exceed \$12,000 for incubator graduates that locate in the ~~city~~ City of Alachua.

~~(e)~~ Small Business Assistance Program

Provides for reimbursable matching funds related to City of Alachua fees/charges for small businesses.

1. Eligibility: Applicant must be a new, for-profit business or an expanding, for-profit business with no more than 25 employees located within, or locating to, the city of Alachua. Applicant must not be a franchisee of a parent corporate and/or national chain.
2. Matching Funds Amount: Eligible applicant receives a 50% matching fund (one-to-one basis) in the amount not to exceed \$20,000 for the following fees/charges:
 - (a) Capital Facilities Charges
 - (b) Site Plan Review Fees
 - (c) Building Permit Fees
 - (d) All elements of public right-of-way infrastructure within the City's jurisdiction that may require new installation, repair, replacement or relocation. This includes, but is not limited to, street lighting and fire hydrant installation/relocation, sidewalk repairs; water and sewer line construction, removal or relocation; curb, gutter, street improvements and landscaping.

Small Business Assistance Program will not be available retroactively. Application for matching funds must occur prior to locating new business in the city of Alachua.

~~(f)~~ Tech Matching Grant Fund

Provides for reimbursable matching funds for technology-focused events and programs.

1. Eligibility: Event must take place within the city of Alachua and have the primary intent to:
 - (a) Increase the connection and collaboration among start-up and existing tech companies in Alachua, or
 - (b) Foster the Alachua tech talent pipeline, or
 - (c) Catalyze private capital investments for start-up and existing tech companies in Alachua, or
 - (d) Increase Alachua's reputation as a tech hub.

2. Matching Funds Amount: Eligible applicant receives a 50% matching fund (one-to-one basis) in the amount not to exceed \$1,500.
Tech Matching Grant Fund will not be available retroactively. Application for matching funds must occur prior to event and/or program.
3. Additional Provisions: The following additional provisions shall apply.
 - (a) The Applicant must demonstrate a minimum of one-year history of producing the event and/or program (or similar events and/or programs).

(gh) Administration

The City Manager is hereby authorized and directed to establish an application process and applicable rules/procedures to effectively administer the Business Incentive Program. The City Manager shall have the authority to approve or deny applications in his/her sole discretion. In the event an application is approved, and during the course of the incentive funding period is determined to not meet the eligibility criteria, rules or procedures, the City Manager may suspend or terminate the application in his/her sole discretion.

(hi) Funding

Applications may not be awarded if funding is not available, as determined by the City Manager in his/her sole discretion. If an application is approved and during the course of the incentive funding period is not available, the City Manager may suspend or terminate the application in his/her sole discretion.

Section 5. Codification of and Correction of Scrivener's Errors

The City Manager or designee, without public hearing, is authorized to correct any typographical errors which do not affect the intent of this Ordinance. A corrected copy shall be posted in the public record.

Section 6. Ordinance to be Construed Liberally

This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed to be in the best interest of the public health, safety, and welfare of the citizens and residents of the City of Alachua, Florida.

Section 7. Repealing Clause

All ordinances or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 8. Severability

It is the declared intent of the City Commission of the City of Alachua that, if any section, sentence, clause, phrase, or provision of this Ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by any court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this Ordinance, and the remainder of the Ordinance after the exclusions of such part or parts shall be deemed to be valid.

Section 9. Effective Date

This Ordinance shall take effect immediately upon its adoption by the City Commission.

Passed on First Reading the 8th day of June, 2020.

PASSED and ADOPTED, in regular session, with a quorum present and voting, by the City Commission, upon second and final reading this **22nd day of June, 2020**.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

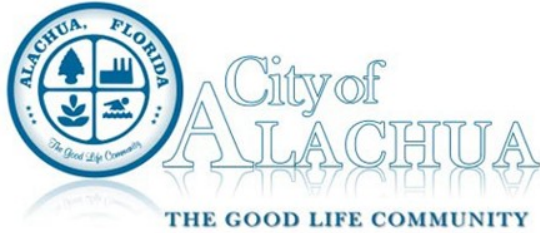
Gib Coerper, Mayor
SEAL

ATTEST:

APPROVED AS TO FORM

~~Adam Boukari~~Mike DaRoza, City Manager/Clerk

Marian B. Rush, City Attorney



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Resolution 24-14 TK Stormwater Basin Maintenance Assessment Annual Rate Resolution

PREPARED BY: Robert Bonetti

RECOMMENDED ACTION:

Adopt Resolution 24-14

Summary

The City Commission adopted Resolution 10-25 on Sept. 13, 2010, which served as the final proceeding for the imposition of the TK Basin Maintenance Assessment Area. Resolution 10-25 created the TK Basin Maintenance Assessment Area, ratified and confirmed the Initial Assessment Resolution (Resolution 10-20), approved the Maintenance Assessment Roll, imposed the Maintenance Assessments, provided for the method of collection, served as the final adjudication and directed the recording of the Resolution in the Official Records Book in the office of the Alachua County Clerk of Courts.

As required by City of Alachua Code of Ordinances Section 2-723 (meets the requirements provided under the Uniform Assessment Collection Act - F.S.S. 197.3632), the City must annually adopt an Annual Maintenance Service Assessment Resolution for each fiscal year. Resolution 24-14 serves as the Annual Maintenance Service Assessment Resolution for the TK Basin Maintenance Assessment.

The total assessment cost is estimated at \$10,000.00 for Fiscal Year 2024-2025, which is the same as the total assessment cost for Fiscal Year 2023-2024. These costs include the actual maintenance expenses of the basin as well as costs incurred to administer the special assessment program annually.

The City Commission unanimously approved Resolution 24-11 during its July 22, 2024 City Commission meeting, which served as the Preliminary Rate Resolution for the TK Basin Maintenance Assessment Area.

The City has met the statutory notice requirements for the City Commission's hearing of Resolution 24-14 by providing notice in the Alachua County Today newspaper. The City retained the engineering services of Causseaux, Hewett & Walpole, Inc. to perform calculations related to the methodology as set forth in Section 4.03 of the Initial Assessment Resolution (Resolution 10-20). These calculations are utilized to determine the assessment to be paid by each property owner within the TK Basin Maintenance Assessment Area. The City also retained the legal services of Nabors, Giblin and Nickerson, a firm specializing in special assessment creation and implementation, to draft Resolution 24-14 and assist in the

reimposition process. The engineering and legal expenses related to the reimposition are included in the total assessments collected.

The City Commission also approved an automatically renewing agreement with the Alachua County Tax Collector on Aug. 17, 2010 to reimburse the Tax Collector for necessary administrative and actual costs incurred to collect the assessment on the ad valorem tax bill. The reimbursement cost is 2% of the total assessment and is included in the total assessments to be collected.

Resolution 24-14 reimposes the TK Basin Maintenance Assessment, approves the updated Maintenance Assessment Roll and provides for the method of collection. With the adoption of Resolution 24-14, the assessment will be placed on the November 2024 tax bill.

FINANCIAL IMPACT

\$10,000.00

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Funding Source - Other

ATTACHMENTS

1. Resolution 24-14 TK ARR - SD

RESOLUTION NO. 24-14

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO THE MAINTENANCE OF THE TK STORMWATER BASIN; PROVIDING CERTAIN RECITALS, AUTHORITY, DEFINITIONS AND INTERPRETATION; CONFIRMING THE PRELIMINARY RATE RESOLUTION; APPROVING THE UPDATED MAINTENANCE ASSESSMENT ROLL; REIMPOSING THE MAINTENANCE ASSESSMENTS; PROVIDING FOR COLLECTION OF THE ASSESSMENTS PURSUANT TO THE UNIFORM ASSESSMENT COLLECTION ACT FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2024; PROVIDING FOR THE EFFECT OF THIS RESOLUTION; PROVIDING FOR CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission (the "Commission") of the City of Alachua, Florida (the "City") adopted the Master Capital Project and Service Assessment Ordinance, Ordinance No. 10-13, as codified in Chapter 2, Article IV, Division 2 of the City of Alachua Code of Ordinances (the "Ordinance"), to provide for the imposition of special assessments to fund the construction of Capital Projects and the provision of Related Services to benefit property within Assessment Areas; and,

WHEREAS, pursuant to the Ordinance, the Commission created and imposed special assessments within the TK Basin Assessment Area on September 13, 2010, with the adoption of the Initial Assessment Resolution (Resolution No. 10-20), and the Final Assessment Resolution (Resolution No. 10-25); and,

WHEREAS, the imposition of a special assessment to fund the maintenance costs within the TK Basin Assessment Area each Fiscal Year is an equitable and efficient method of allocating and apportioning these costs among the Tax Parcels; and,

WHEREAS, the Commission desires to reimpose the Maintenance Assessments within the TK Basin Assessment Area using the tax bill collection method for the Fiscal Year beginning on October 1, 2024; and,

Resolution No. 24-14

WHEREAS, on July 22, 2024, the Commission adopted Resolution No. 24-11 (the "Preliminary Rate Resolution"), estimating a rate of assessment, and directing preparation of the updated Maintenance Assessment Roll and provision of the notice required by the Ordinance; and,

WHEREAS, pursuant to the provisions of the Ordinance, the City is required to adopt an Annual Rate Resolution, which will confirm or repeal the Preliminary Rate Resolution, with such amendments as the Commission deems appropriate, after hearing comments and objections of all interested parties; and,

WHEREAS, the Maintenance Assessment Roll has heretofore been made available for inspection by the public, as required by the Ordinance; and,

WHEREAS, notice of a public hearing has been published and mailed, if required by the terms of the Ordinance, which provides notice to all interested persons of an opportunity to be heard; the proof of publication being attached hereto as Appendix A and an affidavit regarding the form of notice mailed being attached hereto as Appendix B; and,

WHEREAS, a public hearing has been duly held on September 9, 2024, and comments and objections of all interested persons have been heard and considered as required by the terms of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, AS FOLLOWS:

SECTION 1. RECITALS. The above recitals are hereby ratified and confirmed as being true and correct and are hereby made a specific part of this Resolution.

Resolution No. 24-14

SECTION 2. AUTHORITY. This Annual Rate Resolution is adopted pursuant to the provisions of the Ordinance; the Initial Assessment Resolution; the Final Assessment Resolution; the Preliminary Rate Resolution; Sections 166.021 and 166.041, Florida Statutes; Article VIII, Section 2, Florida Constitution; the City of Alachua Charter; and other applicable provisions of law.

SECTION 3. DEFINITIONS AND INTERPRETATION.

(A) This Resolution is the Annual Rate Resolution as defined in the Ordinance.

(B) All capitalized terms in this Resolution shall have the meanings defined in the Ordinance, Initial Assessment Resolution, and Final Assessment Resolution.

(C) Unless the context indicates otherwise, words imparting the singular number, include the plural number, and vice versa; the terms "hereof," "hereby," "herein," "hereto," "hereunder" and similar terms refer to this resolution; and the term "hereafter" means after, and the term "heretofore" means before, the effective date of this resolution. Words of any gender include the correlative words of the other genders, unless the sense indicates otherwise.

SECTION 4. APPROVAL OF PRELIMINARY RATE RESOLUTION. The Preliminary Rate Resolution is hereby ratified and confirmed.

SECTION 5. APPROVAL OF UPDATED MAINTENANCE ASSESSMENT ROLL.

(A) The updated Maintenance Assessment Roll, a copy of which was available at the above-mentioned public hearing and attached hereto as Appendix C, is hereby approved for the Fiscal Year commencing on October 1, 2024.

Resolution No. 24-14

(B) The Maintenance Assessment Roll, as approved, includes those Tax Parcels of Assessed Property within the TK Basin Assessment Area, if any, that cannot be set forth in that Maintenance Assessment Roll due to the provisions of Section 119.071(4), Florida Statutes, concerning exempt “home addresses.”

SECTION 6. REIMPOSITION OF MAINTENANCE ASSESSMENTS.

(A) The Tax Parcels included in the updated Maintenance Assessment Roll are hereby found to be specially benefited by the maintenance of the TK Stormwater Basin in the amount of the annual Maintenance Assessment set forth in the updated Maintenance Assessment Roll. The Maintenance Assessments are hereby found to be fairly and reasonably apportioned among the properties that receive the special benefit as set forth in the Preliminary Rate Resolution.

(B) For the Fiscal Year beginning October 1, 2024, the Maintenance Cost for the TK Basin Assessment Area is \$10,000.00. The annual Maintenance Assessments in the amount of the annual Maintenance Assessment set forth in the updated Maintenance Assessment Roll, which are computed in the manner set forth in the Preliminary Rate Resolution, are hereby levied and imposed on all Tax Parcels in the TK Basin Assessment Area for the Fiscal Year beginning October 1, 2024.

(C) Upon adoption of this Annual Rate Resolution, the Maintenance Assessments shall constitute a lien against the Assessed Property equal in rank and dignity with the liens of all state, county, district, or municipal taxes and other non-ad valorem assessments. Except as otherwise provided by law, such lien shall be superior in dignity to all other liens, titles, and claims until paid. The lien shall be deemed perfected upon adoption by the Board of this Annual Rate Resolution and shall attach to the property included on the updated Maintenance Assessment Roll as of the prior January 1, the lien date for ad valorem taxes.

Resolution No. 24-14

SECTION 7. COLLECTION OF ASSESSMENTS.

(A) The Maintenance Assessments shall be collected pursuant to the Uniform Assessment Collection Act.

(B) Upon adoption of this Annual Rate Resolution, the Assessment Coordinator shall cause the certification and delivery of the updated Maintenance Assessment Roll to the Tax Collector by September 15, in the manner prescribed by the Uniform Assessment Collection Act.

(C) The updated Maintenance Assessment Roll, as delivered to the Tax Collector, shall be accompanied by a Certificate to Non-Ad Valorem Assessment Roll in substantially the form attached hereto as Appendix D.

SECTION 8. EFFECT OF ADOPTION OF RESOLUTION. The adoption of this Annual Rate Resolution shall be the final adjudication of the issues presented (including, but not limited to, the determination of special benefit and fair apportionment to the Assessed Property, the method of apportionment and assessment, the rate of assessment, the Assessment Roll and the levy and lien of the Maintenance Assessments), unless proper steps shall be initiated in a court of competent jurisdiction to secure relief within 20 days from the date of this Annual Rate Resolution.

SECTION 9. SEVERABILITY. If any clause, section, or provision of this Resolution shall be declared unconstitutional or invalid for any reason or cause, the remaining portion of said Resolution shall remain in full force and effect and be valid as if such invalid portion thereof had not been incorporated herein.

SECTION 10. CONFLICTS. All resolutions or parts thereof in conflict herewith are hereby repealed to the extent of such conflict.

Resolution No. 24-14

SECTION 11. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 9th day of September, 2024.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Gib Coerper, Mayor

ATTEST:

APPROVED AS TO FORM:

Mike DaRoza, City Manager

Marian B. Rush, City Attorney

APPENDIX A
PROOF OF PUBLICATION

PROOF OF PUBLICATION

ALACHUA COUNTY TODAY

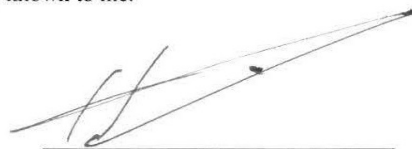
Published Weekly
Alachua, Alachua County, FLORIDA

STATE OF FLORIDA
COUNTY OF ALACHUA:

Before the undersigned authority personally appeared **H. Bryan Boukari**, who on oath and in my physical presence says that he is the Publisher of *Alachua County Today*, a weekly newspaper published at Alachua in Alachua County, Florida; that the attached copy of advertisement, **City of Alachua – Notice of Hearing - TK Basin**, being a Public Notice in the Matter set forth at the beginning of the attached notice, was published in said newspaper in the issue(s) dated **August 15, 2024**.

Affiant further says that *Alachua County Today* is a newspaper published at Alachua, in said Alachua County, Florida, and that the said newspaper has heretofore been continuously published in said Alachua County, Florida, each week and has been entered as periodicals matter at the post office in Alachua, in said Alachua County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he (she) has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Sworn to and subscribed before me this **16th day of August 2024** by **H. Bryan Boukari**, who is personally known to me.



(Signature of Affiant)



(Signature of Notary Public)



RAYMOND L. WISE
Commission # HH 112741
Expires April 1, 2025
Bonded Thru Budget Notary Services

 **City of**
ALACHUA

**NOTICE OF HEARING
TO REIMPOSE
AND PROVIDE FOR
COLLECTION OF
MAINTENANCE
ASSESSMENTS
IN THE TK BASIN
MAINTENANCE
ASSESSMENT AREA**



Notice is hereby given that the City Commission of the City of Alachua, Florida will conduct a public hearing to consider reimposition of maintenance special assessments in the TK Basin Maintenance Assessment Area, as shown above, to continue funding the maintenance and operating costs of the TK stormwater basin within the Maintenance Assessment Area. The hearing will be held at 6:00 P.M., or as soon thereafter as the matter can be heard, on September 9, 2024, in the James A. Lewis Commission Chambers, at the Alachua City Hall located at 15100 NW 142nd Terrace, Alachua, Florida, for the purpose of receiving public comment on the reimposition and collection of the maintenance assessments on the ad valorem tax bill. All affected real property owners have a right to appear at the hearing and to file written objections with the Deputy City Clerk any time prior to the public hearing. If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Deputy City Clerk's office at (386) 418-6103, at least two (2) business days prior to the date of the hearing.

The assessment for each parcel of real property is based each parcel's percentage of the total land acreage within the TK watershed. A more specific description of the maintenance costs and the method of computing the assessment for each parcel of real property are set forth in the Initial Assessment Resolution (Resolution No. 10-20). Copies of the Master Capital Project and Service Assessment Ordinance (Ordinance No. 10-13), the Initial Assessment Resolution, the Final Assessment Resolution (Resolution No. 10-25), the Preliminary Rate Resolution (Resolution No. 24-11), and the updated Maintenance Assessment Roll are available for inspection at the office of the Deputy City Clerk, located at City Hall, 15100 NW 142nd Terrace, Alachua, Florida.

The City intends to continue collection of the maintenance assessments on your ad valorem tax bill to be mailed in November 2024, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property which may result in a loss of title. Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Commission's action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

If you have any questions, please contact the Deputy City Clerk at (386) 418-6103, Monday through Thursday between 7:30 a.m. and 6:00 p.m.

ALACHUA, FLORIDA
(Published: Alachua County Today - August 15, 2024)

APPENDIX B
AFFIDAVIT OF MAILING

AFFIDAVIT OF MAILING

BEFORE ME, the undersigned authority, personally appeared Mike DaRoza, who, after being duly sworn, deposes and says:

1. I am the Assessment Coordinator designated responsibility for coordinating the assessments by the City Manager of the City of Alachua, Florida, and have caused any notices required by Ordinance No. 10-13, as codified in Article IV, Chapter 2 of the City Code (the "Ordinance") to be prepared in conformance with Resolution No. 24-11 of the City of Alachua, Florida, adopted July 22, 2024 (the "Preliminary Rate Resolution"). An exemplary form of such notice is attached hereto. If required, I have caused such individual notices for each affected property owner to be prepared and each notice included the following information: the purpose of the assessment; the total amount proposed to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the City expects to collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.

2. If required, on or before August 19, 2024, I caused the above-referenced notices to be mailed in accordance with the Ordinance and the Preliminary Rate Resolution by First Class Mail to each affected owner, at the addresses then shown on the real property assessment tax roll database maintained by the Alachua County Property Appraiser for the purpose of the levy and collection of ad valorem taxes.

FURTHER AFFIANT SAYETH NOT.

Mike DaRoza, City Manager

STATE OF FLORIDA

COUNTY OF ALACHUA

The foregoing Affidavit of Mailing was sworn to and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2024 by Mike DaRozza. He is personally known to me or has produced _____ as identification and did take an oath.

Printed Name: _____

Notary Public, State of Florida

At Large

My Commission Expires: _____

Commission No.: _____

EXEMPLARY NOTICE PAGE 1

CITY OF ALACHUA, FLORIDA
15100 NW 142nd TERRACE
Alachua, Florida 32615
(386) 418-6100

August 19, 2024

10.47 LLC
15260 N.W. 147th Drive
Alachua, FL 32615-5338

Re: Parcel Number 03869-010-000
TK Basin Maintenance Assessment Area

Dear Property Owner:

The City Commission of the City of Alachua, Florida (the "City") created the TK Basin Maintenance Assessment Area (the "Maintenance Assessment Area") to impose special assessments to fund the maintenance and operating costs of the TK basin stormwater local improvements within the Maintenance Assessment Area. The assessment for each parcel of real property is calculated based on the parcel's percentage of the total land area contained within the Maintenance Assessment Area. A more specific description of the maintenance costs and the method of computing the maintenance assessment for each parcel of real property are set forth in the Initial Assessment Resolution (Resolution No. 10-20). Copies of the Master Capital Project and Service Assessment Ordinance (Ordinance No. 10-13), the Initial Assessment Resolution, the Final Assessment Resolution (Resolution No. 10-25), the Preliminary Rate Resolution (Resolution No. 24-11), and the updated Assessment Roll are available for inspection the Deputy Clerk's Office, located at 15100 142nd Terrace, Alachua, Florida. Information regarding the assessment for your specific real property is attached to this letter.

The City intends to continue collection of the maintenance assessments on your ad valorem tax bill, as authorized by Section 197.3632, Florida Statutes. Failure to pay your assessments will cause a tax certificate to be issued against the real property which may result in a loss of title. The total maintenance assessment revenue to be collected in the Maintenance Assessment Area is estimated to be \$10,000 for the Fiscal Year commencing on October 1, 2024.

The City will hold a public hearing at 6:00 P.M., or as soon thereafter as the matter can be heard, on September 9, 2024, in the James A. Lewis Commission Chambers, at the Alachua City Hall located at 15100 NW 142nd Terrace, Alachua, Florida, for the purpose of receiving comments on the reimposition of assessments in the Maintenance Assessment Area and their

collection on the ad valorem tax bill. You are invited to attend and participate in the public hearing or to file written objections with the Clerk any time prior to the public hearing.

If you decide to appeal any decision made by the City with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In

EXEMPLARY NOTICE PAGE 2

accordance with the Americans with Disabilities Act, if you need a special accommodation or an interpreter to participate in this proceeding, please contact the Deputy City Clerk's office at (386) 418-6103, at least two days prior to the date of the hearing.

Questions regarding your assessment and the process for collection may be directed to the Clerk's office at (386) 418-6103.

ALACHUA, FLORIDA

EXEMPLARY NOTICE PAGE 3

*** * * * * SEND NO MONEY NOW. THIS IS NOT AN INVOICE * * * * ***

TK Basin Maintenance Assessment Area

10.47 LLC

Parcel Number 03869-010-000

Parcel Size 0.08 acres

Portion of Land Area allocable to Parcel 0.06%

The total annual Maintenance Assessment for the above parcel for Fiscal Year 2024-2025 is \$5.73.

The maximum annual Maintenance Assessment that can be imposed without further notice for future fiscal years is \$5.73 for the above parcel.

*** * * * * SEND NO MONEY NOW. THIS IS NOT AN INVOICE * * ***

APPENDIX C
UPDATED MAINTENANCE ASSESSMENT ROLL

UPDATED TK BASIN MAINTENANCE ASSESSMENT AREA ROLL

Parcel No.	Amount
03869-010-000	\$5.73
03869-007-000	\$272.00
03869-009-000	\$765.87
03869-007-001	\$1,637.68
03869-014-000	\$76.59
03863-000-000	\$1,086.48
03066-000-000	\$2,522.37
03863-002-000	\$1,027.57
03869-006-000	\$162.48
03869-008-000	\$444.49
03868-000-000	\$1,261.18
03868-001-001	\$74.28
03868-001-002	\$64.75
03868-001-003	\$72.66
03868-001-004	\$81.11
03868-001-005	\$72.67
03868-001-006	\$72.71
03868-001-007	\$75.73
03868-001-008	\$91.58
03863-020-046	\$22.31
03863-020-047	\$23.17
03863-020-048	\$27.08
03863-020-049	\$26.66
03863-020-050	\$32.85
TOTAL	\$10,000.00

APPENDIX D

FORM OF CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

**CERTIFICATE
TO
NON-AD VALOREM ASSESSMENT ROLL**

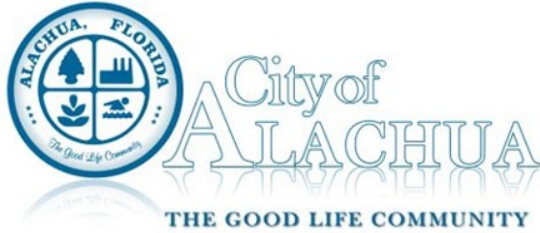
I HEREBY CERTIFY that, I am the Mayor of the City of Alachua, Florida, or an authorized agent of the City; as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for maintenance of the TK Stormwater Basin Maintenance Assessment Area (the "Non-Ad Valorem Assessment Roll") is properly assessed so far as I have been able to ascertain; and that all required extensions on the above-described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law. The tax roll contains a parcel count of 24, and a total assessment of \$10,000.00.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Alachua County Tax Collector by September 15, 2024.

IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Alachua County Tax Collector and made part of the above-described Non-Ad Valorem Assessment Roll this ____ day of _____, 2024.

THE CITY OF ALACHUA, FLORIDA

By: _____
Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: City Manager Annual Performance Evaluation

PREPARED BY: Tara Malone

RECOMMENDED ACTION:

Approve the City Manager's Annual Performance Evaluation.

Summary

Each year, the City Commission conducts a performance review of the City Manager. The City Commission was provided with the City's Manager's Annual Performance Evaluation packet on 08/20/2024. The packet included the annual performance evaluation introduction, annual performance evaluation, individual rating sheet and the City Manager's self-evaluation.

The City Manager completed his self-evaluation and detailed his perception of how he had met the directives and expectations of the City Commission for the evaluation period. Each commissioner then completed the performance evaluation and individual rating sheet based on their personal assessment of the City Manager's ability to meet the objectives and expectations reflected in the performance factors. The individual rating scores were then averaged together to produce a Total Evaluation Score.

The 2024 Annual Performance Evaluations from each member of the Commission have been completed and attached to this agenda item. The results have been tabulated and appear on the Overall Rating Sheet. The individual results are as follows:

9.27 - Mayor Gib Coerper
8.70 - Vice-Mayor Edward Potts
7.55 - Commissioner Shirley Green Brown
7.58 - Commissioner Dayna Miller
7.99 - Commissioner Jennifer Ringersen

These results produce an Overall Average Evaluation Rating of 8.22 - Exceeds Expectations.

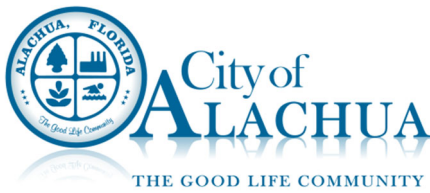
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

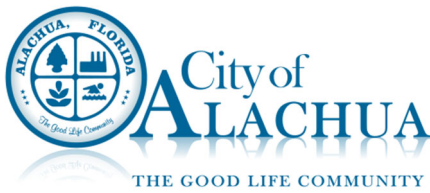
1. 1_CM Annual Performance Evaluation Packet_2024
2. 2_City Manager Self Evaluation_2024
3. 3_Mayor Coerper CM Evaluation_2024
4. 4_Vice-Mayor Potts CM Evaluation_2024
5. 5_Commissioner Brown CM Evaluation_2024
6. 6_Commissioner Miller CM Evaluation_2024
7. 7_Commissioner Ringersen CM Evaluation_2024
8. 8_City Manager Overall Rating Sheet_2024



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

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CITY MANAGER ANNUAL PERFORMANCE EVALUATION

INTRODUCTION

The City Manager's Annual Performance Evaluation consists of three sections:

SECTION I: PERFORMANCE EVALUATION

This section will address the City Manager's ability to meet the objectives of the City Commission and overall performance in leading the organization, as reflected by the factors defined at the beginning of the section.

SECTION II: INDIVIDUAL RATING SHEET

The Rating Sheet will provide the total score of all the Commissioner's individual Performance Evaluation ratings. From the total score for each Performance Review Factor, an average score will be calculated. Finally, the average scores for each Performance Review Factor will be added together to produce the Total Evaluation Score.

SECTION III: PERFORMANCE AGREEMENT PLAN

The plan will provide direction for improvement, if any, in the upcoming year. This plan will be mutually agreed upon between the Mayor, acting on behalf of the Commission, and the City Manager.

Annual Performance Evaluation Process:

The City Manager will complete Section I of the Performance Evaluation, detailing his perceptions of how he has met the Commission's expectations. A copy of this self-evaluation will be forwarded to each Commissioner.

Using a copy of the City Manager's self-evaluation, each Commissioner will complete Section I of the Performance Evaluation and the associated Section II Individual Rating Sheet. Once all Commissioners' evaluations are completed, the item will be presented at a Commission meeting, in which the Commissioners and the City Manager will discuss any difference between perceptions of performance. The following scale was approved by the City Commission on Aug. 24, 2015 for merit increase consideration and directed to be made part of the annual evaluation process. The scale correlates the total average evaluation score to the merit increase amount and is awarded consistent with the City Manager's employment contract.

<u>SCALE</u>			<u>RATING</u>	<u>MERIT INCREASE</u>
.00	-	5.99	Unacceptable	0%
6.00	-	6.99	Below Expectations	0%
7.00	-	7.99	Meets Expectations	2%
8.00	-	8.99	Exceeds Expectations	3%
9.00	-	10.00	Outstanding	5%

Finally, if required, the Performance Agreement Plan will then be completed and signed by the Mayor and City Manager.

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION I PERFORMANCE EVALUATION

Following are the Performance Review Factors assigned the City Manager to review/rate organizational management performance. The performance review rating will be based upon how well the expectations of the individual Commissioners, for each factor, are viewed.

<u>SCALE</u>			<u>RATING</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

1. **Reflects City Values:** The City Manager's performance should reflect the values of integrity, honesty, respect, diversity, innovation, accountability and communication.
2. **Communication:** The City Manager should make himself available to meet and discuss issues with personnel and citizens and maintain open lines of communication.
3. **Team Management:** The Manager should provide sufficient authority, direction and support to teams/departments to enable and encourage them to accomplish their goals.
4. **Fiscal Management:** The Manager will ensure the financial solvency of the City government, while exploring and recommending alternate forms of revenue.
5. **Professional Presentation:** The Manager will present a professional image in dress and action at all times. Any interaction with personnel, citizens, and peers will be conducted in a professional manner that will reaffirm the professionalism of the City.
6. **Organizational Leadership:** The Manager will exhibit strong leadership skills in moving the City operations in the direction that the Commission has chosen. The organization will be well run with high levels of satisfaction among employees and is able to obtain desired results from employees.
7. **Project Management:** The Manager will steer and oversee projects in a manner that results in achievement of goals within established timeframes and budget.
8. **Community Involvement:** The Manager will participate in community events and will foster effective and cooperative working relationships with community leaders.
9. **Goals:** The Manager should meet the objectives associated with the goals and directives of the Commission. It is important to consider external influences beyond the Manager's control.
10. **Commission/Manager Interaction:** The Manager will work with the Commission to develop effective communication practices with each member and in particular, the Mayor. The Manager will keep the Commission informed of issues of concern.

1. **Reflects City Values**

Rating _____

Comments/Explanation: _____

2. **Communication**

Rating _____

Comments/Explanation: _____

3. **Team Management**

Rating _____

Comments/Explanation: _____

4. **Fiscal Management**

Rating _____

Comments/Explanation: _____

5. **Professional Presentation**

Rating _____

Comments/Explanation: _____

6. Organizational Leadership

Rating _____

Comments/Explanation: _____

7. Project Management

Rating _____

Comments/Explanation: _____

8. Community Involvement

Rating _____

Comments/Explanation: _____

9. Goals

Rating _____

Comments/Explanation: _____

10. Commission/Manager Interaction

Rating _____

Comments/Explanation: _____

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

PERFORMANCE REVIEW FACTOR

RATING

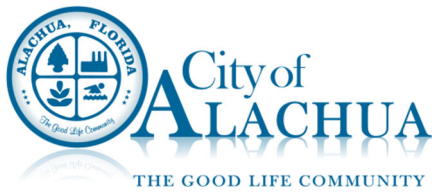
- | | | |
|-----|--------------------------------|-------|
| 1. | Reflects City Values | _____ |
| 2. | Communication | _____ |
| 3. | Team Management | _____ |
| 4. | Fiscal Management | _____ |
| 5. | Professional Presentation | _____ |
| 6. | Organizational Leadership | _____ |
| 7. | Project Management | _____ |
| 8. | Community Involvement | _____ |
| 9. | Goals | _____ |
| 10. | Commission/Manager Interaction | _____ |

Total _____

Completed by: _____

Signature: _____

Date: _____



CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION III PERFORMANCE AGREEMENT PLAN

OVERALL RATING _____

In the event that any of the performance categories in the performance review fall below expectations, the City Manager and the Commission will complete this Performance Agreement Plan for the upcoming year.

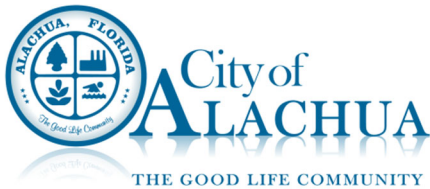
Performance Factor	Performance Plan Expectation
1.	
2.	
3.	
4.	

City Manager's Signature _____

Date _____

Mayor's Signature _____

Date _____



CITY MANAGER
ANNUAL PERFORMANCE EVALUATION
EVALUATION PERIOD: AUGUST 2023 – JULY 2024

SELF EVALUATION

1. Reflects City Values

As I have said in the past, serving as the City Manager for the City of Alachua is a tremendous privilege, and as I embark on my third year in this position (fourth, counting my interim year), I feel more confident in my ability to lead our organization as well as serve our citizens. While serving our community in this capacity gives me a great deal of pride, it is also very humbling. I know that reflecting the values of our community leads directly to the culture, environment and reputation of our organization and the success of our city in many ways. The values of fiscal responsibility, transparency, integrity and honesty are also critical in creating and maintaining relationships with the stakeholders, residents and visitors of Alachua.

I try to present a straight-forward approach in every aspect of my role, allowing me to earn the trust and respect of those I work with and serve on a daily basis. In order to be an effective leader of an organization, there has to be a balance between making the decisions I am responsible to make – popular or not – while thoughtfully considering the input of those around me. I earnestly strive to give others an opportunity to have their voices heard, as my experience in business and life has taught me that is the greatest tool in building buy-in and a “team” mindset with my peers and co-workers.

I also hold an elevated premium on accountability, while ensuring that I would never ask anyone else to do something I’m not willing to do myself. A business mentor once told me that the higher a person ascends in leadership, the more that person must be willing to serve. In my experience, this creates a contagious attitude that “we are all in this together.”

2. Communication

The one thing I have rarely heard in any organization is, “we have too much communication.” The art of communication – both internally and externally – requires constant and consistent effort. That is why I directed the creation of and hiring of the City’s first-ever Public Information Officer (PIO) position.

This has already paid dividends, with increased attendance in most – if not all – of our events this year. Now, the City has a person who is laser focused on the City’s active communication within the organization and outward into the community. Since January of this year, communication across all mediums have been accentuated in TV ads, radio interviews, heightened website, social media and flyer placement, including a redesign of the staff newsletter and the implementation of the City’s first-ever external, community newsletter.

As far as organizational communication, I have developed and implemented an information request portal to give all departments across the organization an efficient means of feeding/receiving content to/from the PIO. As far as communication on a personnel level, I have also made it a priority to get to know each and every one of my co-workers, as evidenced by my

implementation of meeting each and every new hire during new-hire orientation. The fact is, people simply don't care how much you know until they know how much you care, and capitalizing on an opportunity to meet with and set the tone with new hires on day one.

As you know, I maintain an open-door (and phone) policy, providing as much access as I can to those mentioned above within reason. It is crucial that our employees, residents and stakeholders know that I am accommodating to meet in-person, by phone or by digital (Zoom, Team Meetings, etc.) means to both hear and seriously consider their thoughts and concerns.

I am very proud of the improvements we've made in communication in the last year, and with the dedicated efforts we've made, I expect even more improvement.

3. Team Management

This might be my best asset as City Manager.

I preface all of this to say that I stand on the shoulders of many great commissioners, past managers and a world-class staff. However, it has been necessary to take steps to add critical components with our set of Directors to build upon what we've assembled, and that can be tricky when bringing new individuals and personalities into an already established group setting.

In the last two years, I have promoted one Director to Assistant City Manager (Rodolfo Valladares), added three new Directors (Michael Carrillo, Tara Malone and Damon Messina) and one Assistant Director (Corey King) to our team, and feel this is arguably the strongest, most-talented group I've had since taking over as City Manager.

The level of knowledge, skill and due diligence of the team we have put together gives me great confidence, and positions the City with great leadership across all departments.

Our Directors would verify that my philosophy remains consistent; that a true leader hires, trains, provides the necessary tools and authority to get the job done, and then steps back to let them shine. My experience in team management has showed me this is the way to foster a culture and environment of trust, innovative thinking and ownership in their roles.

I meet with my Assistant City Manager and Directors who report to me individually a minimum of twice per month (not including weekly Director's meetings) to maintain oversight and knowledge of everything that is going on in their departments. These meetings allow me to manage and apply a consistent coordination on an interdepartmental level, but just as importantly, allows me to maintain a finger on the pulse of the entire organization.

4. Fiscal Management

I was fortunate that when I took over as City Manager, the City was very sound financially. As you know, the financial wellbeing of the City is vital to everything we do.

The dynamics stemming from the financial health of the City simply cannot be underestimated. First, it allows the continued work toward and accomplishment of the initiatives set forth by the Commission through our annual Strategic Plan. These initiatives range from infrastructure investment, significant recreational/cultural amenities and programs, and other services that

provide quality-of-life elements that directly affect the present and future state of our organization and community.

For instance, in the last year, I implemented a high priority on Retention and Recruitment for our organization due to comparable turnover and a lack of applicants for several positions within the City. For the Retention piece (which is primarily for retaining the great employees we already have), I directed an across-the-board increase for all City staff and our police department, which included adjusting the base and maximum rates for positions to bring the organization more in line with neighboring jurisdictions to ensure we were competitive in the workforce.

Next, I directed a new-recruit campaign that included a video targeting prospective employees in the region that aired on local TV (coverage in five different counties), as well as social media and website mediums.

The sustainability of these efforts would have been short-lived had our financial standing not been so healthy. As a matter of fact, despite the extra cost (investment in our employees) this presented, the City's expenditures have been down and our revenues have been up during the past year.

As has become the case, the City once again received an unmodified ("clean") opinion as it pertains to the financial statements for the year. This is the highest audit opinion that can be received, and also the 21st consecutive year of receiving this distinction.

Because of the foundational benefits of a sound financial positioning, our staff doesn't ever rest on our laurels. Subsequently, the City has yet again received an upgraded credit rating in the last year, from A1 to AA3 in FY 2023, and now an AA2 for FY 2024.

5. Professional Presentation

It is always my goal to strive to present myself in a professional – yet approachable – manner, both in attire and conduct. It is not as much a duty, but a standard that I try to set for myself and those around me who also represent our organization.

I also recognize the fact that – regardless of whether I am at the office, at Hitchcock's, Browns or at home – my actions and appearance directly reflect on our community and our City to all. Any time I am addressing colleagues, visitors, stakeholders or residents, I do my very best to indicate that the City of Alachua is a professional and respected city government, and that its leader should always convey that.

I also was published in the Florida League of Cities Quality Cities (QC) magazine, with an article on Strategic Planning.

6. Organizational Leadership

Looking back at the past three years at Interim and then full-fledged City Manager, it sometimes amazes me just how much I have learned and retained in that amount of time. More than 20 years of private-sector executive management experience only partially prepared me for my role as City Manager.

I have placed a priority on grasping the nuanced elements of municipal and local government and developing a keen understanding of historical context as it pertains to Alachua and its many stakeholders.

The past year has shown me that playing it safe can feel more comfortable, but we generally do our most growing in times that challenge us.

A forward-thinking approach in organizational leadership is critical when guiding the City during what is possibly its largest growth period to date. Understanding that the decisions made today will impact Alachua's future for decades to come is essential.

Currently, we are undergoing yet another infrastructure transformation with the City's water supply by constructing a new City wellfield project, as well as negotiating an expanded Consumptive Use Permit (CUP) to more adequately serve our community for the future. Rapid growth is also dictating an expansion of our Legacy Electric Substation (only four years into its existence).

I am also very focused on retaining our best employees (the ones we've invested time and training) well as recruiting the best possible applicants in our region by continuously creating and fostering the best culture and work environment we possibly can.

As I often say, though I lead the charge, I humbly give much of the credit to my team of professionals who are just as committed to our community as myself. However, one thing I have gleaned from that experience and keep in mind every day is that a true leader never gets too high or too low in the face of circumstances. Circumstances, regardless of their origin, will always be present. It is not the circumstances we face that define us, rather, it is how we react to those circumstances that not only allows for sound, level-headed work, but also conveys a humble confidence in the face of whatever comes our way.

Although I can only offer organic eye-test metrics and various conversations with long-time Directors and staff members, I feel we have a relatively high morale level because we have a leader who considers himself as just one part of a TEAM, and that every decision I make, I make with them and the community as my No.1 priority.

7. Project Management

When you stop and consider our organization's size and relatively limited resources, the amount of work we continue to do is incredible. Effective project management is built on so many factors; leadership, allocation of funds and resources, communication and diligent oversight. I have worked hard to ensure these components are available and the proper staff is in place to lead our projects.

Few City projects involve only a single department, requiring intentional and precise coordination across multiple departments. I have committed myself to promoting collaboration on an organizational level that creates a framework for taking advantage of, and pinpointing, the various strengths of a large team.

I receive regular updates on all projects, and am present for – and supportive to – the teams involved in each project. This level of communication ensures milestones are met and the established timeline for deliverables is achieved, and within budget.

I am not only proud of the significant projects we've completed or advanced on during this past year, but it is exciting to know the impact they will have on our community and its future.

We are currently about midway through our largest ongoing project, the City's new wellfield project. A sampling of other projects underway – or soon to be underway – include gateway signage and revitalization of Theatre Park on Main Street, Access Alachua (providing free Wi-Fi access at our neighborhood parks), the revision of the City's Business Incentive Plan, construction of 86th Drive (Harvest Road), and one I am most proud of, the design, engineering and construction of the new Cleather Hathcock, Sr. Community and Historical Center.

Another item, which is more of a coordination rather than a project – but nonetheless, a huge win for Alachua – is our collaboration/engagement of Laura DiBella to submit the early closeout of the Florida Job Growth Grant (San Felasco Parkway) that would complete the grant requirements to clear the City of \$6.77 million of criteria.

8. Community Involvement

Not to be redundant, but Alachua will always hold a place near to my heart. I graduated from Santa Fe High School, my first job was in Alachua, I met my wife in Alachua, her first job was in Alachua and now I find myself seven years into my career serving the City of Alachua. For those reasons alone, I consider Alachua “home.”

My community involvement has only blossomed in the past year. In that time, I have had the opportunity to speak at various groundbreaking ceremonies, delivered a state of the City address at the Alachua Chamber of Commerce and Alachua Business League meetings.

I have also either participated in or spoken at the following:

- Alachua County Legislative Delegation
- Boy Scout Hut groundbreaking
- YAC Tour of City Q&A with students
- Whistle Express Car Wash ribbon cutting
- Main Street Urgent Care ribbon cutting
- Okito America Festival at Tech City of Alachua
- APD Swearing-In Ceremony
- Law Enforcement Memorial
- G&C groundbreaking
- Gainesville Polaris ribbon cutting
- Martin Luther King, Jr. Day Celebration
- Juneteenth Celebration
- ACS Relay for Life (even kissed the pig)
- Relay For Life Stick-A-Fork in Cancer serving
- Monthly County Managers' luncheons
- National Night Out
- Backpack Giveaway
- Legislative Days Tallahassee trip
- Government Week activities at our community schools
- Fourth of July Celebration
- Sister Hazel emcee
- Christmas Tree Lighting
- Christmas Parade
- Babe Ruth Opening Ceremonies
- Alachua Chamber Gala
- Cattleman's Banquet
- Alachua League of Cities meetings

- Great American Cleanup
- Bio Florida Expo
- UF Innovate Incubator meeting for Nano conductor location

Additionally, I have open-door policy and have regular communication with numerous community residents, stakeholders, pastors, etc. on various topics, promoting collaborative relationships.

9. Goals

At the 30,000-foot level, my goals are guided by the Commission via the annual Strategic Plan. This document serves as the vision and guide for the work of our staff. Moreover, the City Commission provides direction throughout the year on various topics and matters.

My priority is to manage our staff in a manner that carries out the initiatives within the Strategic Plan in the most effective and efficient manner.

Organizational goals completed last year:

- Completed design and engineering, and begun construction on the City's new wellfield
- Active Shooter Training for all employees (including onboarding employees)
- Trauma Training for all employees (including onboarding employees)
- Equipping all main City facilities and certain vehicles with Trauma Kits
- Completed Recruitment/Retention video, airing on television in multiple counties
- Successful transition from Novus Agenda to Civic Plus
- Awarded Legislation Appropriation for the new Cleather Hathcock, Sr. Community and Historical Center in the amount of \$425,000

Organizational goals over the next year:

- Complete construction of the City's new wellfield
- Complete design and engineering, and begin construction of the new Cleather Hathcock, Sr. Community and Historical Center
- Complete design and engineering, and begin construction of new APD training range
- Complete construction of 86th Drive (Harvest Road)
- Complete closeout of the \$6.77 million Florida Job Growth Grant application
- Complete Public Information Officer Manual
- Transition from GovQA to Civic Plus NextRequest public records request portal
- Explore how A.I. can significantly benefit staff performance and success
- Revitalize Local Business Tax to Local Business Registration campaign
- Hold City's 120th Anniversary Event
- Develop and implement tours for Commissioners to more familiarize them with department activities

Personal goals over the next year:

- Continue my involvement in the Florida League of Cities and take part in the FLC University training
- Continue my involvement in the Florida City County Managers Association

- Serve on at least one Board of Directors at the local or County level
- As always, continuous fostering of the culture and morale of our organization

Throughout my business career I have learned that culture and morale simply doesn't happen without intentional cultivation, and that will continue as a daily goal as long as I work for the City of Alachua.

10. Commission/Manager Interaction

This was an area I had to learn to navigate in my first year as Interim City Manager, and quite frankly, needed vast improvement. Over the past year I have communicated on a much higher, and more consistent level with each of the Commissioners. As my experience in this area has progressed in the past year, I have greatly reduced the overall number of any "surprises" the Commissioners are confronted with. I make as much concession as I can (by phone or in-person) to be available to the Commission, regardless of the time of day, or day of the week.

If issues arise, I immediately reach out to each Commissioner in a consistent manner to provide details and potential solutions when necessary. One of my essential duties is to keep the Commission informed and be their advocate when called upon on the dais, in public and through my management of the City's operations.

I do my level best to keep each Commissioner abreast of projects and a host of other topics throughout the year.

1. Reflects City Values

Rating 9.5

Comments/Explanation: Mike understands that the City
has high values and we want to let everyone
know we honor those values every Day!

2. Communication

Rating 8.99

Comments/Explanation: Mike keeps moving forward "Thank you"

3. Team Management

Rating 9.1

Comments/Explanation: Mike is doing a Great job and that
is why we have a Great Team

4. Fiscal Management

Rating 9.2

Comments/Explanation: As We grow Fiscal Management is more
important each year and Mike does a Great Job

5. Professional Presentation

Rating 9.2

Comments/Explanation: Mike is ready at any moment to
present and in a Professional way

6. Organizational Leadership

Rating 9.3

Comments/Explanation: Mike has the background of organizational leadership and has brought to our city

7. Project Management

Rating 9.3

Comments/Explanation: Once again his background has been a plus for Alachua

8. Community Involvement

Rating 9.4

Comments/Explanation: Alachua has so many wonderful things going on and having Mike being so involved has been great for Our Community!!

9. Goals

Rating 9.4

Comments/Explanation: As a growing community, Alachua has many goals and Mike understands that and is completely involved in a big way!!

10. Commission/Manager Interaction

Rating 9.3

Comments/Explanation: Mike has gotten better ea year and I thank him very much for his interaction

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

PERFORMANCE REVIEW FACTOR

RATING

1. Reflects City Values
2. Communication
3. Team Management
4. Fiscal Management
5. Professional Presentation
6. Organizational Leadership
7. Project Management
8. Community Involvement
9. Goals
10. Commission/Manager Interaction

9.5
8.99
9.1
9.2
9.2
9.3
9.3
9.4
9.4
9.3
92.69

Total

Completed by: Gib Coerper

Signature: [Signature]

Date: 8-28-2024

1. Reflects City Values

Rating ~~9.0~~ 9.0

Comments/Explanation: Overall, Mike is excellent in these areas.

2. Communication

Rating 8.5

Comments/Explanation: Mike communicates well with staff and city personnel. I'd like to see him "work the crowd" a bit more at public events, simply conversing or visiting with citizens and attendees. Possibly through allowing PIO or Asst City Mgr to handle emcee duties.

3. Team Management

Rating ~~8.5~~ 8.5

Comments/Explanation: Assembling a strong staff is vitally important, and I feel Mike has done that. As we've added positions (Economic Development, PIO, Asst City Mgr, CRA), defining those roles & responsibilities becomes key. Have accountabilities been met in these roles? Expectations fulfilled?

4. Fiscal Management

Rating 8.25

Comments/Explanation: Sound financial position, with upgraded credit ratings is commendable, along with another clean audit. As we work to accomplish strategic plan initiatives, sometimes bold ideas are needed to move forward beyond a "leveling off point". What can we do to push forward with Main Street, BioScience partnership and school performance initiatives?

5. Professional Presentation

Rating 9

Comments/Explanation: Mike consistently presents himself professionally both in City Hall and in public.

6. Organizational Leadership

Rating 8.5

Comments/Explanation: Similar to my comments under fiscal mgmt — "moving city operations in the direction that the commission has chosen." can sometimes require pushing the envelope and striving for bdd ideas, maybe even outside of our comfort zone. As a new city manger, that's unlikely to occur — but now you're an experienced veteran.

7. Project Management

Rating 9

Comments/Explanation: Mike does well here, staying on top of projects and within budgets. The things being done, are done well.

8. Community Involvement

Rating 9

Comments/Explanation: Mike continues to improve in this area, but I continue to encourage more connecting with citizens, especially with additional staff able to support him.

9. Goals

Rating 8.75

Comments/Explanation: when looking at goals from current and prior strategic plans, where we are good — we're great. Where we've struggled — we continue to tread water. We are now beyond pandemic and we have a leader with (including interim status) 4 years experience, and additional professional staff.

10. Commission/Manager Interaction

Rating 8.5

Comments/Explanation: I appreciate phone calls with issues and events, but feel I could be better informed on city commission agenda items — beyond my own preparation.

 Vice Mayor
8-26-24



City of
ALACHUA
THE GOOD LIFE COMMUNITY

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
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PERFORMANCE REVIEW FACTOR

RATING

1. Reflects City Values
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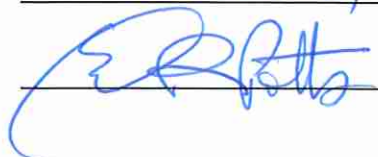
~~8.5~~ 9.0
8.5
~~8.5~~ 8.5
8.25
9.0
8.5
9.0
9.0
8.75
8.50
87.0

Total

Completed by:

Edward R. Potts, Vice Mayor

Signature:



Date:

8/23/24

1. **Reflects City Values**

Rating 7.5

Comments/Explanation: Mr. Daroza embraces the values of the city.

2. **Communication**

Rating 7.5

Comments/Explanation: Mr. DaRoza continues to develop and identify strategies to enhance his communication.

3. **Team Management**

Rating 7.0

Comments/Explanation: Mr. DaRoza continues to work as a team player and supervises his Executive team.

4. **Fiscal Management**

Rating 7.0

Comments/Explanation: The Fiscal status of the city is sound and intact under the City Managers' leadership. There is a need to explore other opportunities for revenue expansion and share those valuable fiduciary proposals, suggestions and advice.

5. **Professional Presentation**

Rating 8.0

Comments/Explanation: Mr. DaRoza presents himself in a professional manner.

6. Organizational Leadership

Rating 7.0

Comments/Explanation: Mr. DaRoza continues to experience challenges with organizational leadership in moving the city forward and upward.

7. Project Management

Rating 8.0

Comments/Explanation: Mr. DaRoza is the manager and supervisor of the city's project. He appears to be more informed of the progress of current projects.

8. Community Involvement

Rating 8.0

Comments/Explanation: Mr. DaRoza is more involved with our community events.

9. Goals

Rating 7.0

Comments/Explanation: In regards to our Strategic plan, the goals are addressed as needed. On a Personal level, Mr. DaRoza's city manager's goals and objectives need to be significantly re-evaluated. It is strongly and essentially recommended that he seeks, captures and enrolls in a higher educational environment to promote his educational performances. A Leader is insightful, strives and drives to advance themselves to serve as a peer model for the business and organization's employees.

10. Commission/Manager Interaction

Rating 8.5

Comments/Explanation: Mr. DaRoza has great rapport with our commission staff and has an open-door policy.



City of
ALACHUA
THE GOOD LIFE COMMUNITY

CITY MANAGER ANNUAL PERFORMANCE EVALUATION

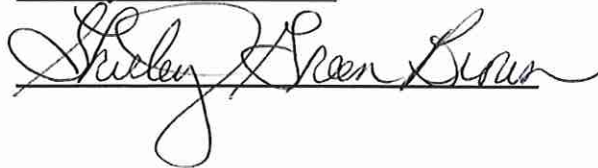
SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

<u>PERFORMANCE REVIEW FACTOR</u>		<u>RATING</u>
1.	Reflects City Values	<u>7.5</u>
2.	Communication	<u>7.5</u>
3.	Team Management	<u>7.0</u>
4.	Fiscal Management	<u>7.0</u>
5.	Professional Presentation	<u>8.0</u>
6.	Organizational Leadership	<u>7.0</u>
7.	Project Management	<u>8.0</u>
8.	Community Involvement	<u>8.0</u>
9.	Goals	<u>7.0</u>
10.	Commission/Manager Interaction	<u>8.5</u>
Total		<u>75.5</u>

Completed by: Shirley Green Brown

Signature:



Date: 8/27/24

1. **Reflects City Values** Rating 7.8

Comments/Explanation: Mr. DaRoza consistently demonstrates our City's values on a daily basis, not only while he is in City Hall, but in the community and in his personal life. He has a keen understanding that he represents our City at all times.

2. **Communication** Rating 7.99

Comments/Explanation: To my knowledge, Mr. DaRoza always continues to maintain open lines of communication to personnel and citizens alike, whether it is in person, by phone, or email.

3. **Team Management** Rating 7.25

Comments/Explanation: Mr. DaRoza is very supportive to the City's departments, and is quick to give credit where credit is due. He continues to strive to encourage proactive thought processes versus reactive decisions from himself and our team, and provide more assertive direction to our departments working on their goals.

4. **Fiscal Management** Rating 7.5

Comments/Explanation: We are very financially sound as a City again this year under Mr. DaRoza's leadership for the past three years. While we continue to maintain financial security and stability, I would like to see our City explore and entertain alternate forms of revenue that don't burden our citizens or businesses.

5. **Professional Presentation** Rating 7.75

Comments/Explanation: Mr. DaRoza always represents the City with a professional image to our citizens, businesses, and peers. Internally, his management style is more of a partner rather than a superior to our personnel, which in general works well. However, recognition of the many different personalities within our administration needs to be at the forefront at all times.

6. **Organizational Leadership** Rating 7

Comments/Explanation: Mr. DaRoza is a strong "boots on the ground" leader, and would not ask our team to do anything that he would not do. He continues to strive for more confidence in his role as city manager and gain more comfort in his role of Chief Executive Officer of our City.

7. **Project Management** Rating 7

Comments/Explanation: Mr. DaRoza continues to work on prioritizing projects and enabling a sense of urgency within himself and amongst our team members. He works on looking at projects from a much higher level, rather than having short term "tunnel vision".

8. **Community Involvement** Rating 7.99

Comments/Explanation: Mr. DaRoza is very involved in our community and has many strong and established relationships with leaders in and outside our City.

9. **Goals**

Rating 7.5

Comments/Explanation: For our City to be able to rise to the next level, Mr. DaRoza works towards the Commission's desire to see more innovative and unconventional ideas to bring growth and businesses to our community. Over the last year, he has gained much more political acuity and understanding of those nuances that come with the responsibility of running a municipal government.

10. **Commission/Manager Interaction**

Rating 7.99

Comments/Explanation: Mr. DaRoza is always available for any questions or discussion that I need and always keep me abreast of any issues of concern.



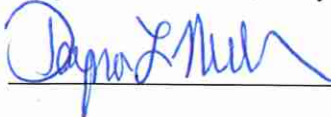
CITY MANAGER ANNUAL PERFORMANCE EVALUATION

SECTION II INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

<u>PERFORMANCE REVIEW FACTOR</u>		<u>RATING</u>
1.	Reflects City Values	<u>7.8</u>
2.	Communication	<u>7.99</u>
3.	Team Management	<u>7.25</u>
4.	Fiscal Management	<u>7.5</u>
5.	Professional Presentation	<u>7.75</u>
6.	Organizational Leadership	<u>7</u>
7.	Project Management	<u>7</u>
8.	Community Involvement	<u>7.99</u>
9.	Goals	<u>7.5</u>
10.	Commission/Manager Interaction	<u>7.99</u>
Total		<u>75.77</u>

Completed by: Dayna L. Miller, City Commissioner

Signature: 

Date: 09/03/24

1. Reflects City Values

Rating 7.5

Comments/Explanation: I 100% feel Mike has a love for our city. He is more confident for sure in the past year. However, I feel that when it comes to decisions for our community we need to react fast or pull the trigger. Things linger sometimes way too long this makes things hard for all. We need to listen to all and then make the decision because we are all in this together.

2. Communication

Rating 7.0

Comments/Explanation: We have moved in the right direction with the hire of a Public Information officer and this has helped for sure. The area of concern for me is when something that is brought to Mikes attention he doesn't always respond with an open mind. The culture of the City employees has seemed to shift a little and I would love to see that shift back like it used to be. It's important for employees to feel they can go to their leader and talk things and leave that they are being heard. I feel this needs to happen for the best interest of everyone in the building and our community.

3. Team Management

Rating 7.5

Comments/Explanation: The new hires and promotions of directors have been a great move. The level of knowledge is above and beyond expectations. I would love for the information brought to the meetings to remain open minded and director to the future needs of the city. With the hopes that the directors have a cohesive team. That the direction is always what is best for the city and the people who live in it.

4. Fiscal Management

Rating 7.9

Comments/Explanation: I feel with the strategic plan and the fiscal responsibility Mike has a good pulse on this area for sure. Investing in our staff has been a focus and needs to continue. I would love to see retention grow to longer years of service. This is so important for any organization. If turn over or the culture shifts this could be detrimental to the city. We need to continue to stay open minded and listen to what is being said to us in all areas of our city.

5. Professional Presentation

Rating 8.3

Comments/Explanation *I feel Mike is professional and conducts himself in a professional manner. He is always positive and interacts with everyone when he is out and about.*

6. Organizational Leadership

Rating 8.2

Comments/Explanation: *Mike is forward thinking and always seems to be organized. We must continue with hiring the best and stay open to new ideas from everyone on the team. Also the community needs to feel we are organized and a step ahead.*

7. Project Management

Rating 8.5

Comments/Explanation: *Mike also is doing a great job to ensure all involved in the project and the right people on in place. We need to continue to do this for the simple fact that people need to feel they are part of what is happening. this how people feel valued and their input is heard.*

8. Community Involvement

Rating 8.5

Comments/Explanation: *Mike is making great strides in this area. He does have a love for our city and people in the community know his face for sure. We do have a good feeling of relationships with our community as a whole.*

9. Goals

Rating 8.5

Comments/Explanation: *We need to continue with interactions with everyone around us and stay open minded all the time. Would to strive to work on the culture of the building and community as a whole.*

10. Commission/Manager Interaction

Rating 8

Comments/Explanation: For me personally I would love some of my concerns feel valued and important. Meaning that it would be great to say I do have answers for you and can we sit down at talk about what I found out. I do at times feel Im not always in the know for what is happening. I do feel things are getting much better but would also like to move forward over the next year have more sit downs with you and make them happen for the both of us.



City of
ALACHUA

THE GOOD LIFE COMMUNITY

CITY MANAGER
ANNUAL PERFORMANCE EVALUATION

SECTION II
INDIVIDUAL RATING SHEET

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

PERFORMANCE REVIEW FACTOR

RATING

1.	Reflects City Values	<u>7.5</u>
2.	Communication	<u>7.0</u>
3.	Team Management	<u>7.5</u>
4.	Fiscal Management	<u>7.9</u>
5.	Professional Presentation	<u>8.3</u>
6.	Organizational Leadership	<u>8.2</u>
7.	Project Management	<u>8.5</u>
8.	Community Involvement	<u>8.5</u>
9.	Goals	<u>8.5</u>
10.	Commission/Manager Interaction	<u>8.0</u>

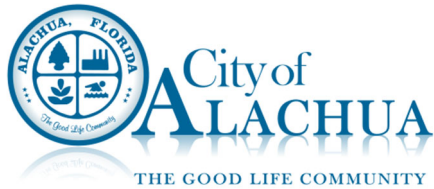
Total

79.9

Completed by: Jennifer Ringersen

Signature: 

Date: 8/3/24

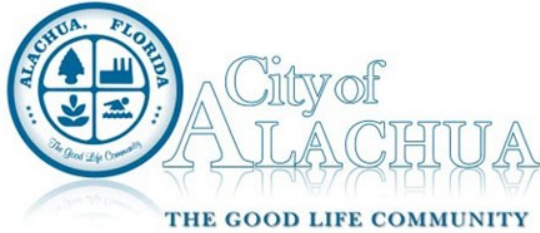


CITY MANAGER
ANNUAL PERFORMANCE EVALUATION
Section II
Overall Rating Sheet

<u>Scale</u>			<u>Overall Rating</u>
.00	-	5.99	Unacceptable
6.00	-	6.99	Below Expectations
7.00	-	7.99	Meets Expectations
8.00	-	8.99	Exceeds Expectations
9.00	-	10.00	Outstanding

Factor #	Performance Review Factor	Mayor Coerper	Vice-Mayor Potts	Commissioner Brown	Commissioner Miller	Commissioner Ringersen	Average
1.	Reflects City Values	9.50	9.00	7.50	7.80	7.50	8.26
2.	Communication	8.99	8.50	7.50	7.99	7.00	8.00
3.	Team Management	9.10	8.50	7.00	7.25	7.50	7.87
4.	Fiscal Management	9.20	8.25	7.00	7.50	7.90	7.97
5.	Professional Presentation	9.20	9.00	8.00	7.75	8.30	8.45
6.	Organizational Leadership	9.30	8.50	7.00	7.00	8.20	8.00
7.	Project Management	9.30	9.00	8.00	7.00	8.50	8.36
8.	Community Involvement	9.40	9.00	8.00	7.99	8.50	8.58
9.	Goals	9.40	8.75	7.00	7.50	8.50	8.23
10.	Commission/Mgr. Interaction	9.30	8.50	8.50	7.99	8.00	8.46
	Totals	9.27	8.70	7.55	7.58	7.99	8.22

Overall Average Evaluation Rating: 8.22 "Exceeds Expectations"



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: July 22, 2024, City Commission Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes for July 22, 2024.

Summary

July 22, 2024, City Commission Meeting Minutes

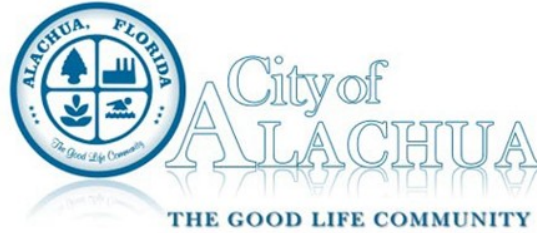
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.07.22.M.CCM



Regular City Commission Meeting Minutes
July 22, 2024 at 6:00 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

CITIZENS PRESENT: Selina Lui, Bobby Scharping, Jim Curington, Carrie Barnard, Michael Barnard, Fernando Rodriguez, Jose Birchenall, Rudy Rothseiden, John Albrecht, Cinthia Albrecht, Margaret McKnight, Sandy McKnight, Patricia Hursey, Art Hursey, Bryan Buescher, William Hawthorne, Sayed Moukhtara, Wayan Pettri, Kyle Williams, Derek Dunlop, LeeAnn Waggener, Aaron Hickman, Mike Chasteen, Sayini Kojo, Danee Duante, Ashley Suman, Jason Moore, Monica Moore, Daniel Luban, Silvia Nemer, Jennifer Applebee.

STAFF ATTENDING: Robert Bonetti, Kyler Burk, Michael Carrillo, Heather Carter, Brenda Flieger, Adam Hall, Corey King, Susan King, Tara Malone, Stephanie McDonald, Damon Messina, Jesse Sandusky, Donna Smith, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Cap Wilson, Kathy Winburn, David Wisener.

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

INVOCATION

Pastor Michael Miller, Antioch Baptist Church

PLEDGE TO THE FLAG

Gib Coerper, Mayor

Edward Potts, Vice Mayor - Absent

APPROVAL OF THE AGENDA

Commissioner Jennifer Ringersen moved to approve the agenda; seconded by Commissioner Shirley Green Brown.

Passed by unanimous consent.

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

Commissioner Dayna Miller moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Ringersen.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A) FLORIDA LEAGUE OF CITIES 2024 YOUTH COUNCIL COMMUNITY SERVICE CONTEST – AWARD

The presentation was provided by Deputy City Clerk LeAnne Williams with Selina Lui and Robert Hue also speaking.

The award was presented by Chris Holley, Director of Member Services and Training, Florida League of Cities.

B) CHILDREN'S TRUST OF ALACHUA COUNTY UPDATES

Presentation provided by Marsha Kiner, Executive Director, The Children's Trust of Alachua County.

C) NATIONAL NIGHT OUT 2024

Presentation provided by Alachua Police Department Chief Jesse Sandusky.

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

Tamara Robbins
Rudy Rothseiden

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to 3 Minutes)

- A) BRIARWOOD PHASE 4 FINAL PLAT (PSP24-0005):** A REQUEST BY CHAD COLSON, PSM, OF CHW, INC, APPLICANT AND AGENT, FOR FLORIDA TIMBER CO., PROPERTY OWNER, FOR CONSIDERATION OF THE FINAL PLAT FOR BRIARWOOD PHASE 4, WHICH PROPOSES TO SUBDIVIDE A ±34.17 ACRE SUBJECT PROPERTY INTO A TOTAL OF 115 SINGLE FAMILY DETACHED LOTS WITH ASSOCIATED COMMON AREAS AND ROAD RIGHT-OF-WAY; CONSISTING OF TAX PARCEL NUMBERS 03044-10-002, 03044-012-005, 03044-012-004, 03044-012-003, 03044-012-001 (QUASI-JUDICIAL HEARING).

The staff report was provided by Adam Hall, Principal Planner – filed.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff's recommendation, this Commission finds this application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and therefore this Commission: approves the Final Plat of Phase 4 of Briarwood ("Final Plat"), approve the "Subdividers Agreement for Briarwood Phase 4" ("Subdividers Agreement"); and, authorizes the Mayor and City Attorney to sign the Final Plat and Subdividers Agreement; seconded by Commissioner Miller.

Citizen Comments:

Rudy Rothseiden

Passed 4-0 by roll call.

- B) PRELIMINARY PLAT – TARA FOREST WEST (PPP21-0005):** A REQUEST BY LOGAN PETERS, P.E., OF JBROWN PROFESSIONAL GROUP, INC., APPLICANT AND AGENT FOR TARA FOREST, LLC, PROPERTY OWNER, FOR CONSIDERATION OF THE PRELIMINARY PLAT OF THE TARA FOREST WEST SUBDIVISION, WHICH PROPOSES THE SUBDIVISION OF A ±198.39 ACRE SUBJECT PROPERTY INTO A TOTAL OF 523 SINGLE

FAMILY LOTS, WITH ASSOCIATED COMMON AREAS AND RIGHT-OF-WAY, GENERALLY LOCATED NORTH OF US 441, WEST OF NW 147TH DRIVE, TARA BAYWOOD AND TARA FOREST EAST SUBDIVISIONS; PORTIONS OF TAX PARCEL NUMBERS 03067-001-000 AND 03008-000-000 (QUASI-JUDICIAL HEARING).

The staff report was provided by Adam Hall, Principal Planner – filed.

Jay Brown, JBPro, provided a presentation - filed.

Sayed Moukhtara, applicant, provided additional information - recorded.

Commissioner Miller moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, the recommendation of the Planning and Zoning Board, and Staff's recommendation, this Commission finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and approves the Preliminary Plat of the Tara Forest West subdivision, subject to the 13 conditions provided in Exhibit "A" and located on page 21 of the Staff Report; seconded by Commissioner Brown.

Citizen Comments:

Chris Shalaby
Sayini Kojo
Jim Smith
Darek Dunlop
Brian Fisher
Jorge Yorka
Rudy Rothseiden
Tamara Robbins
Joe Hancock

A staff report was presented by Rodolfo Valladares, Assistant City Manager – filed.

Passed 3-1 by roll call, with Commissioner Shirley Green Brown dissenting.

- C) TARA FOREST EAST PHASE 2 FINAL PLAT: A REQUEST BY KYLE WILLEMS, P.E., OF JBROWN PROFESSIONAL GROUP, INC, APPLICANT AND AGENT FOR TARA FOREST, LLC, PROPERTY OWNER, FOR CONSIDERATION OF THE FINAL PLAT FOR TARA FOREST EAST PHASE 2, WHICH PROPOSES TO SUBDIVIDE A ±19.32 ACRE SUBJECT PROPERTY INTO A TOTAL OF 55 SINGLE FAMILY DETACHED LOTS WITH ASSOCIATED COMMON AREAS AND ROAD RIGHT-OF-WAY; CONSISTING OF TAX PARCEL NUMBERS 03067-005-001, 03067-000-000,

AND 03067-005-000 (QUASI-JUDICIAL HEARING).

The staff report was provided by Adam Hall, Principal Planner – filed.

Jay Brown, JBPro, provided additional information - recorded.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff's recommendation, this Commission finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and therefore this Commission: approve the Final Plat of Tara Forest East Phase 2 ("Final Plat"), approve the "Subdividers Agreement for Tara Forest East Phase 2" ("Subdividers Agreement"); and authorize the Mayor and City Attorney to sign the Final Plat and Subdividers Agreement; seconded by Commissioner Miller.

Citizen Comments:

Michael Barnard
Rudy Rothseiden
Tamara Robbins
Brian Fisher

Passed 4-0 by roll call.

- D) TARA BAYWOOD PHASE 2 FINAL PLAT: A REQUEST BY LOGAN PETERS, P.E., OF JBROWN PROFESSIONAL GROUP, INC, APPLICANT AND AGENT FOR TARA BAYWOOD, LLC, PROPERTY OWNER, FOR CONSIDERATION OF THE FINAL PLAT FOR TARA BAYWOOD PHASE 2, WHICH PROPOSES TO SUBDIVIDE A ±6.64 ACRE SUBJECT PROPERTY INTO A TOTAL OF 67 SINGLE FAMILY ATTACHED LOTS WITH ASSOCIATED COMMON AREAS AND ROAD RIGHT-OF-WAY; CONSISTING OF TAX PARCEL NUMBER 03067-063-000 (QUASI-JUDICIAL HEARING).**

The staff report was provided by Adam Hall, Principal Planner – filed.

Jay Brown, JBPro, provided additional information - recorded.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff's recommendation, this Commission finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and therefore this Commission: Approve the Final Plat of Tara Baywood Phase 2 ("Final Plat"), Approve the "Subdividers Agreement for Tara Baywood Phase 2" ("Subdividers Agreement"); and authorize the Mayor and

City Attorney to sign the Final Plat and Subdividers Agreement; seconded by Commissioner Brown.

Citizen Comments:

Tamara Robbins
Brian Fisher

Passed 4-0 by roll call.

- E) REQUEST FOR VACATION AND ABANDONMENT OF PARK IN KINGSLAND SUBDIVISION, ORDINANCE NO. 24-11 (COMMUNITY ENHANCEMENT)

The staff report was provided by Corey King, CR&M Assistant Director – filed.

Commissioner Miller moved to authorize and direct the Mayor to execute the acceptance of the Quitclaim Deed from Swick Realty, Inc. to the City of Alachua for the Kingsland park and drainage easement, and direct City staff to record the deed, adopt Ordinance 24-11 on first reading and schedule it for second reading on August 26, 2024, authorize and direct the Mayor to execute the Quitclaim Deed from the City of Alachua to Kingsland-Alachua Homeowner's Association, Inc., transferring all the City and public interest in the park to the HOA, and direct City staff to record the deed and authorize and direct the Mayor to execute any other documents or papers necessary and direct city staff to record such documents if needed.; seconded by Commissioner Ringersen.

Passed 4-0 by roll call.

V. AGENDA ITEMS

- A) RESOLUTION 24-10 ESTABLISHING 5.9500 AS THE PROPOSED MILLAGE RATE FOR FISCAL YEAR 2024-2025 WHICH IS 7.9% MORE THAN THE ROLLED-BACK RATE OF 5.5119; SETTING SEPTEMBER 9, 2024, AS THE DATE FOR THE FIRST PUBLIC HEARING; AUTHORIZING AND DIRECTING THE CITY MANAGER TO TRANSMIT THIS INFORMATION TO THE ALACHUA COUNTY PROPERTY APPRAISER ON THE DEPARTMENT OF REVENUE (DOR) 420 FORMS; PROVIDING AN EFFECTIVE DATE. (FUNDING SOURCE - GENERAL FUND)

The staff report was provided by Rob Bonetti, Finance and Administrative Services Director – filed.

Commissioner Ringersen moved to adopt Resolution 24-10; seconded by Commissioner Brown.

Passed 4-0 by roll call.

B) RESOLUTION 24-11 TK BASIN PRELIMINARY RATE RESOLUTION

The staff report was provided by Rob Bonetti, Finance and Administrative Services Director – filed.

Commissioner Ringersen moved to adopt Resolution 24-11; seconded by Commissioner Brown.

Citizen Comments:

Rudy Rothseiden

Passed 4-0 by roll call.

C) GRANT AGREEMENT WITH ALACHUA COUNTY FOR AWARD UNDER THE MUNICIPALITIES WSPP GRANT PROGRAM

The staff report was provided by Rob Bonetti, Finance and Administrative Services Director – filed.

Commissioner Ringersen moved to authorize the Mayor to execute the agreement; seconded by Commissioner Miller.

Passed 4-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

Jim Curington

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Commissioner Miller.

Passed by unanimous consent.

The meeting adjourned at 9:21 p.m.

CONSENT AGENDA

CONSENT AGENDA ITEMS

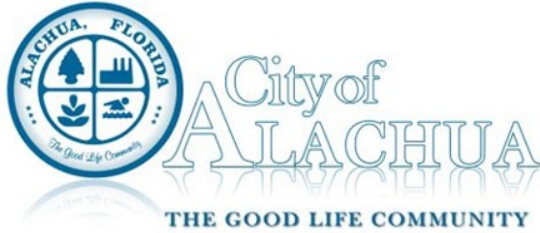
A) JUNE 10, 2024, CITY COMMISSION MEETING MINUTES

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: August 12, 2024, Board of Adjustment Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

August 12, 2024, Board of Adjustment Meeting Minutes

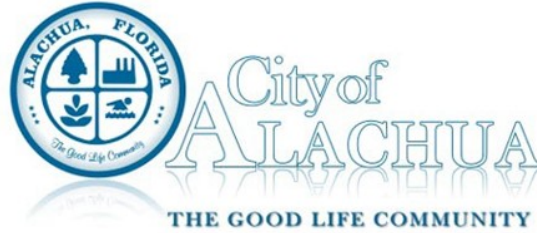
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.08.12 - Board of Adjustment Minutes



Regular Board of Adjustment Meeting Minutes
August 12, 2024 at 5:00 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

CITIZENS PRESENT: Joan Cortez
STAFF ATTENDING: Diane Amendola, Kyler Burk, Carson Crockett, Adam Hall, Tara Malone, Justin Tabor, LeAnne Williams, Kathy Winburn

Board of Adjustment Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

I. PUBLIC HEARING

- A) APPEAL OF INTERPRETATION BY LAND DEVELOPMENT REGULATIONS (LDR) ADMINISTRATOR - 101 NW US HWY 73, LLC: A REQUEST BY SCOTT O'HARA, APPELLANT, REGARDING AN INTERPRETATION BY THE LDR ADMINISTRATOR RELATED TO AN UNLISTED USE ()**

The appeal was provided by Scott O'Hara, appellant, and Dean Cheshire, realtor - submitted.

The staff report was provided by Justin Tabor, Principal Planner – filed.

Commissioner Shirley Green Brown moved to affirm the interpretation of the LDR Administrator related to an unlisted use at 15634 NW US Highway 441, Unit 2B for a ‘smoke shop’ based on the record and the requirements of the standards of the City of Alachua Land Development Regulations; Seconded by Vice Mayor Edward Potts.

Passed 5-0 by roll call.

II. AGENDA ITEMS

ADJOURN

Vice Mayor Potts moved to adjourn; seconded by Commissioner Dayna Miller.

Passed by unanimous consent.

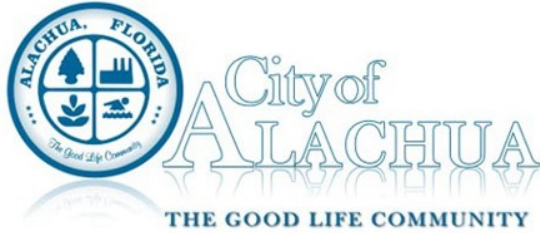
The meeting adjourned at 5:29 p.m.

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: August 12, 2024, Budget Workshop Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

August 12, 2024, Budget Workshop Meeting Minutes

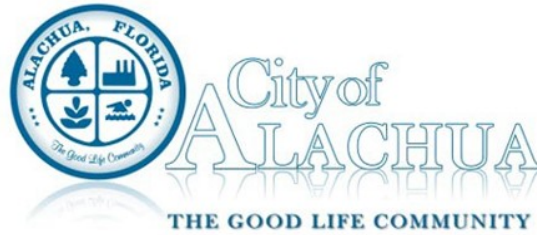
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.08.12 - Budget Workshop Minutes



City Commission Workshop Minutes
August 12, 2024 at 3:30 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
City Commission Meeting
At 3:30 PM
to address the item(s) below.

Meeting Date: August 12, 2024

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

CITIZENS PRESENT: None

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Jeanene Carrillo,
Michael Carrillo, Heather Carter, Tara Malone, Damon Messina, Gardhy Saint Vil,
Jesse Sandusky, Donna Smith, Rodolfo Valladares, LeAnne Williams, Tyler Williams,
Cap Wilson, Kathy Winburn

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

I. AGENDA ITEMS

A) BUDGET WORKSHOP - PROPOSED FY 2024-2025 BUDGETS FOR THE GENERAL, DEBT SERVICE, SPECIAL REVENUE AND CAPITAL PROJECTS FUNDS

The presentation was provided by Finance and Administrative Services Director Rob Bonetti - filed.

ADJOURN

Vice Mayor Edward Potts moved to adjourn; seconded by Commissioner Dayna Miller.

Passed by unanimous consent.

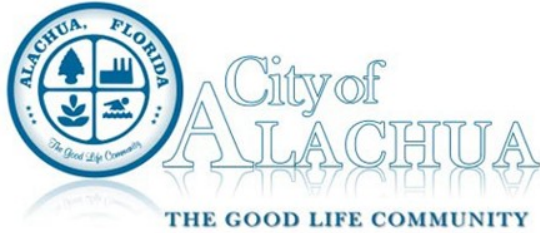
The meeting adjourned at 4:49 p.m.

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: August 12, 2024, City Commission Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

August 12, 2024, City Commission Meeting Minutes

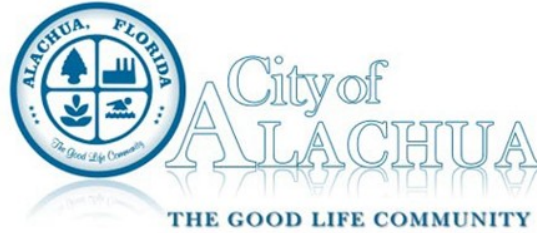
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.08.12 - Commission Meeting Minutes



Regular City Commission Meeting Minutes
August 12, 2024 at 6:00 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

Meeting Location: James A Lewis Commission Chambers
15100 NW 142 Ter.

CITIZENS PRESENT: Joan Cortez, Jim Curington, Anthony Cortez, Barrett Ignatz,
Mark Ignatz, Tom Parsley, Tom Parsley.
STAFF ATTENDING: Diane Amendola, Kyler Burk, Jeanene Carrillo, Michael Carrillo,
Heather Carter, Carson Crockett, Tara Malone, Damon Messina, Jesse Sandusky,
Ashley Spencer, Donna Smith, Rodolfo Valladares, LeAnne Williams, Tyler Williams,
Cap Wilson, David Wisener.

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

INVOCATION

Shirley Green Brown, Commissioner

PLEDGE TO THE FLAG

Gib Coerper, Mayor

APPROVAL OF THE AGENDA

Vice Mayor Edward Potts moved to approve the agenda; seconded by Commissioner Jennifer Ringersen.

Passed by unanimous consent.

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

Commissioner Ringersen moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Dayna Miller.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

Kyler Brignatz
Mitch Glaeser

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to 3 Minutes)

- A) ORDINANCE 24-09: AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, EXTENDING THE CORPORATE LIMITS OF THE CITY OF ALACHUA, FLORIDA, TO INCLUDE CERTAIN LANDS LYING CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY (TAX PARCEL 03044-001-002); PROVIDING THAT ALL EXISTING LAWS, ORDINANCES, RULES AND REGULATIONS SHALL APPLY IN SAID AREA; PROVIDING THAT THE PROPERTY LAND INHABITANTS ARE SUBJECT TO EXISTING INDEBTEDNESS AND LIABLE FOR TAXATION; PROVIDING AN EFFECTIVE DATE.**

The staff report was provided by Carson Crockett, Planner – filed.

Commissioner Miller moved based upon the presentation before this Commission and Staff's recommendation, this Commission finds the application for a voluntary annexation submitted by Nicholas Jones on behalf of Browning Family Revocable Trust to be consistent with the City of Alachua Comprehensive Plan and (1) approves Ordinance 24-09 on first reading and (2) schedules second and final reading of Ordinance 24-09 for August 26, 2024; seconded by Commissioner Ringersen.

Passed 5-0 by roll call.

- B) ORDINANCE 24-10, FIRST READING; AMENDING CODE SECTION 38 -
UTILITY RATES (QUALITY OF LIFE
COMMUNITY ENHANCEMENT
FUNDING SOURCE - WATER FUND
FUNDING SOURCE - WASTE WATER FUND
ECONOMIC DEVELOPMENT)

The staff report was provided by Michael Carrillo, Public Services Director – filed.

Commissioner Ringersen moved to approve Ordinance 24-10 on the First Reading and Schedule the Second Reading on August 28, 2024; seconded by Vice Mayor Potts.

Citizen Comments:
Jim Curington

Passed 5-0 by roll call.

V. AGENDA ITEMS

- A) FY 24/25 RENEWAL OF COMMERCIAL AND GROUP HEALTH INSURANCE PACKAGES

The staff report was provided by Cap Wilson, Compliance and Risk Management Director – filed.

Vice Mayor Potts moved to renew the City Commercial insurance package with the Florida Municipal Insurance Trust (FMIT) at the base premium up to \$813,333; the FMIT Group Health Insurance plan at the base premium of \$1,530,876; the Dental, Vision, Life and Employee Assistance Program group plans at a combined base premium of \$63,505; the storage tank liability, law enforcement death and disability policies (now including "at work" coverage for all City employees at a maximum base premium of \$5,000), and direct the City Manager to sign appropriate contract documents; seconded by Commissioner Ringersen.

Citizen Comments:
Jim Curington

Passed 5-0 by roll call.

- B) RFB 2024-04 86TH DRIVE ROADWAY IMPROVEMENTS AND WATER LINE

EXTENSION

The staff report was provided by Donna Smith, Purchasing Specialist – filed.

Commissioner Shirley Green Brown moved to accept the bid from John C. Hipp Construction Equipment Company in the amount of \$847,327.83 and authorize the City Manager to enter into a contract with John C. Hipp Construction Equipment Company to complete the work as needed under the provisions of RFB 2024-04; seconded by Commissioner Ringersen.

Passed 5-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Vice Mayor Potts.

Passed by unanimous consent.

The meeting adjourned at 7:24 p.m.

CONSENT AGENDA

CONSENT AGENDA ITEMS

A) JUNE 24, 2024, CITY COMMISSION MEETING MINUTES

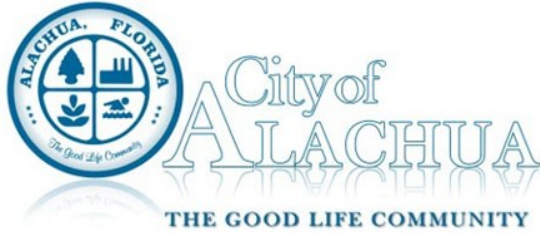
B) JULY 22, 2024, CITY COMMISSION BUDGET WORKSHOP MINUTES

ATTEST:

CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: August 26, 2024, Budget Workshop Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approval of the minutes.

Summary

August 26, 2024, Budget Workshop Meeting Minutes

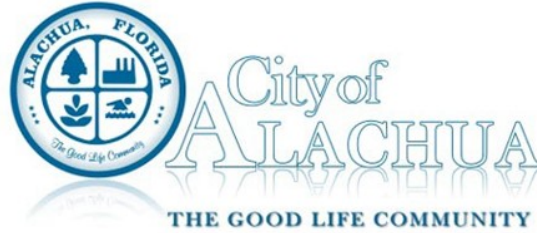
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.08.26.M.BW



City Commission Workshop Minutes
August 26, 2024 at 4:30 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
City Commission Meeting
At 4:30 PM
to address the item(s) below.

Meeting Date: August 26, 2024

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

CITIZENS PRESENT:

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Michael Carrillo,
Heather Carter, Corey King, Jesse Sandusky, Donna Smith, Rodolfo Valladares, Tyler
Williams

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

I. AGENDA ITEMS

A) BUDGET WORKSHOP - PROPOSED FY 2024-2025 BUDGETS FOR THE ENTERPRISE AND INTERNAL SERVICE FUNDS

The staff report was provided by Finance and Administrative Services Director Rob Bonetti – filed.

ADJOURN

Mayor Coerper adjourned the meeting.

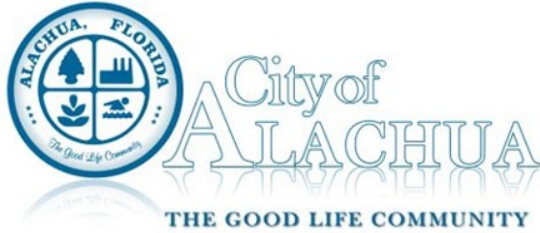
The meeting adjourned at 5:11 p.m.

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: August 26, 2024, City Commission Meeting Minutes

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the minutes.

Summary

August 26, 2024, City Commission Meeting Minutes

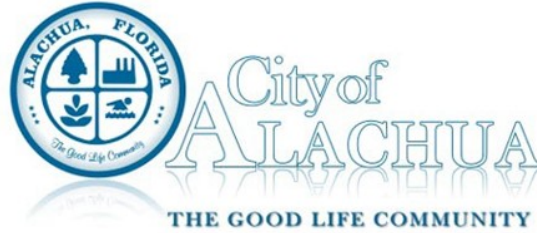
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.08.26.M.CCM



Regular City Commission Meeting Minutes
August 26, 2024 at 6:00 PM

Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

City Manager Mike DaRoza
City Attorney Marian Rush

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

CITIZENS PRESENT: Peter Panchal, Crystal Sorrow, James Curington, John Brown, Jordan Cowart, Bryan Bueschal, Rudy Rothseiden, Cameron Currie, Michelle Lee, Daniel Luban.

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Michael Carrillo, Heather Carter, Corey King, Jesse Sandusky, Ashley Spencer, Donna Smith, Rodolfo Valladares, Tyler Williams, Cap Wilson, Kathy Winburn, David Wisener

City Commission Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Gib Coerper, Mayor

INVOCATION

Pastor John Brown, St. Paul AME Church

PLEDGE TO THE FLAG

Gib Coerper, Mayor

APPROVAL OF THE AGENDA

Vice Mayor Edward Potts moved to approve the agenda; seconded by Commissioner Jennifer Ringersen.

Passed by unanimous consent.

APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY TITLE ONLY

Commissioner Shirley Green Brown moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Ringersen.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A) AN OVERVIEW OF INTIMATE PARTNER VIOLENCE AND PEACEFUL PATHS' SERVICE

The presentation was provided by Crystal Sorrow, Interim CEO of Peaceful Paths – filed.

B) FISCAL ANALYSIS REPORT FOR FY 2023-2024 THROUGH JULY 31, 2024

The presentation was provided by Accounting Manager Tyler Williams – filed.

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who is unable to speak at this time will have an opportunity to speak at the end of the meeting)

Michelle Lee
Jorden Cowart
Rudy Rothsiden

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

(Presentations, other than the applicant, please limit to 3 Minutes)

- A) ORDINANCE 24-09, SECOND READING: AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, EXTENDING THE CORPORATE LIMITS OF THE CITY OF ALACHUA, FLORIDA, TO INCLUDE CERTAIN LANDS LYING CONTIGUOUS TO THE EXISTING CORPORATE LIMITS OF THE CITY (TAX PARCEL 03044-001-002); PROVIDING THAT ALL EXISTING LAWS, ORDINANCES, RULES AND REGULATIONS SHALL APPLY IN SAID AREA; PROVIDING THAT THE PROPERTY LAND INHABITANTS ARE SUBJECT TO EXISTING INDEBTEDNESS AND LIABLE FOR TAXATION; PROVIDING AN EFFECTIVE DATE (LEGISLATIVE HEARING).

The staff report was provided by Carson Crockett, Planner – filed.

Commissioner Dayna Miller moved that, based upon the presentation before this Commission and Staff's recommendation, this Commission finds the application for a voluntary annexation submitted by Nicholas Jones on behalf of Browning Family Revocable Trust to be consistent with the City of Alachua Comprehensive Plan and approves Ordinance 24-09 on second and final reading; seconded by Commissioner Ringersen.

Passed 5-0 by roll call.

- B) VACATION AND ABANDONMENT OF PARK IN KINGSLAND SUBDIVISION AND ORDINANCE 24-11, SECOND READING (COMMUNITY ENHANCEMENT FUNDING SOURCE - GENERAL FUND)

The staff report was provided by Corey King, C&RM Assistant Director – filed.

Commissioner Miller moved to authorize and direct the Mayor to execute the acceptance of the Quitclaim Deed from Swick Realty, Inc. to the City of Alachua for the Kingsland Park and drainage easement; direct City staff to record the deed; adopt Ordinance 24-11 on second and final reading; authorize and direct the Mayor to execute the Quitclaim Deed from the City of Alachua to Kingsland-Alachua Homeowner's Association, Inc., transferring all of the City and public interest in the park to the HOA; direct City staff to record the deed and authorize and direct the Mayor to execute any other documents or papers necessary; and direct City staff to record such documents if needed; seconded by Vice Mayor Potts.

Passed 5-0 by roll call.

- C) ORDINANCE 24-10, SECOND READING; AMENDING CODE SECTION 38 - UTILITY RATES (ECONOMIC DEVELOPMENT QUALITY OF LIFE COMMUNITY ENHANCEMENT FUNDING SOURCE - WATER FUND)

FUNDING SOURCE - WASTE WATER
FUND FUNDING SOURCE - OTHER)

The staff report was provided by Michael Carillo, Public Services Director – filed.

Commissioner Ringersen moved to approve Ordinance 24-10 on the second reading, to become effective October 1, 2024; seconded by Commissioner Brown.

Passed 5-0 by roll call.

V. AGENDA ITEMS

A) RED SPEED SCHOOL ZONE ENFORCEMENT CONTRACT

The staff report was provided by Jesse Sandusky, Chief of Police – filed.

Vice Mayor Potts moved to approve the Red Speed School Zone Enforcement Contract and authorize the City Manager to enter into an agreement with Red Speed to provide speed enforcement services in our 5 designated school zones within the City of Alachua; seconded by Commissioner Ringersen.

Citizen Comments:

John Brown

Jim Curington

Rudy Rothseiden

Passed 5-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

(Please Limit to 3 Minutes. Any citizen who did not speak during the Citizen Comments period at the beginning of the meeting may do so at this time.)

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Commissioner Miller.

Passed by unanimous consent.

The meeting adjourned at 7:57 p.m.

CONSENT AGENDA ITEMS

A) FISCAL YEAR 2023-2024 WRITE OFFS

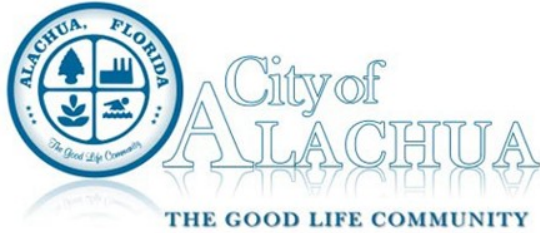
B) PURCHASE OF ALTEC BUCKET TRUCK, MODEL TA60 4X4

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 9, 2024

SUBJECT: Training MOU w/Alachua County Sheriff's Office

PREPARED BY: Jesse Sandusky

RECOMMENDED ACTION:
Authorize Mayor's Signature

Summary

The Alachua Police Department occasionally trains with other agencies, including the Alachua County Sheriff's Office. This Memorandum of Understanding is necessary for the continued utilization of training resources between the agencies.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Community Enhancement
Strengthen Community Service

ATTACHMENTS

1. Training MOU with Alachua County Sheriff

**TRAINING PERSONNEL AGREEMENT
BETWEEN CITY OF ALACHUA POLICE DEPARTMENT AND SHERIFF OF
ALACHUA COUNTY**

This Agreement is made and entered to be effective from the ____ day of August 2024, between the City of Alachua Police Department (hereinafter referred to as "APD") and Emery Gainey, Sheriff of Alachua County, Florida (hereafter the "Sheriff") for the purpose of providing training personnel from the Alachua County Sheriff's Office (hereinafter referred to as "ASO") to APD and providing the use of facilities to APD.

WHEREAS, APD requests the use of ASO personnel to conduct training; and

WHEREAS, the parties wish to engage in intergovernmental assistance as allowable under Florida law.

For and in consideration of the mutual benefits received by the Sheriff and APD as set forth herein, the Sheriff and APD hereby agree as follows:

1. **ASO shall provide the following personnel to APD under the terms and conditions set forth herein:**
 - a. **Personnel:** During the term of this Agreement or for periods set forth herein, the Sheriff agrees to provide training personnel from ASO, for the purpose of providing training in kinetic interaction with fleeing vehicles, to-wit: Precision Immobilization Technique (PIT) and deploying stop sticks.
 - b. **Duties:** The ASO personnel will provide training blocks of up to four hours each and modeled on ASO standardized training and certification for ASO personnel.
 - c. **Supervision:** ASO personnel shall at all times remain employees of ASO and under the direct supervision and control of the Sheriff. The ASO instructors have the authority, and sole discretion, to remove personnel from the training.
 - d. **Payroll and Benefits:** The individuals assigned by ASO shall continue on the payroll of ASO. For the purposes of this Agreement, said individuals remain full time employees of ASO and shall not be considered employees of APD.
2. **APD shall provide personnel for training under the terms and conditions set forth herein:**
 - a. **Personnel:** APD will coordinate with ASO personnel on dates of training and the number of officers to be trained each day; approximately ten (10) officers per day.
 - b. **Supervision:** APD personnel shall at all times remain employees of APD and under the direct supervision and control of APD. During the training, the APD personnel will follow the directions of the instructors.

- c. **Payroll and Benefits:** The individuals assigned by APD shall continue on the payroll of APD. For the purposes of this Agreement, said individuals remain employees of APD and shall not be considered employees of ASO.
3. **Negligence; Sovereign Immunity:** Each party assumes any and all risks of personal injury and property damage with respect to the willful or negligent acts or omissions of its officers, employees, and agents while acting within the scope of their respective employment. The parties further agree that nothing contained herein shall be construed or interpreted as (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida; (2) the consent of the State of Florida or its agents, political subdivisions, and agencies to be sued; or (3) a waiver of sovereign immunity of the State of Florida beyond the waiver provided in section 768.28 Florida Statutes.
4. **Cancellation:** The declaration of a state of emergency in or for Alachua County will automatically cancel any scheduled training during the state of emergency. The training may be rescheduled by the ASO and APD personnel.
5. **Term:** The term of this Agreement shall commence on the date of final signing, and end on September 30, 2024. Either party may terminate this Agreement by giving the other party not less than three (3) days' advance written notice of its intent to cancel or withdraw from this Agreement, with or without cause.
6. **Notices:** For the purposes of written notice by either party to the other, the name and address of the Sheriff's and the City of Alachua Police Department are:

Sheriff: Sheriff
Alachua County Sheriff's Office
2621 S.E. Hawthorne Road
Gainesville, Florida 32641

APD: Chief of Police
Jesse Sandusky
15000 NW 142 Terrace
Alachua, Florida 32615

Except as otherwise provided herein, any notice, acceptance, request, or approval from either party to the other shall be in writing, delivered by certified mail, return receipt request, and shall be deemed to have been received when either deposited in a United States Postal Service mailbox or personally delivered with signed proof of delivery addressed to the individuals referenced above.

7. **Entire agreement:** This Agreement contains all the terms and conditions agreed upon by the parties.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed and to be effective from the day and year first above written.

Emery Gainey, Sheriff of Alachua County,
Florida

Gib Coerper, Mayor,
Alachua, Florida

 8/21/24

Emery Gainey, Sheriff Date

Gib Coerper, Mayor Date

ATTEST:

Jesse Sandusky, Chief of Police,
Alachua Police Department, Alachua, Florida

 8/21/24

Date

Jesse Sandusky, Chief of Police Date

APPROVED AS TO FORM AND LEGALITY

BY:  8/20/24
Michael Becker Date