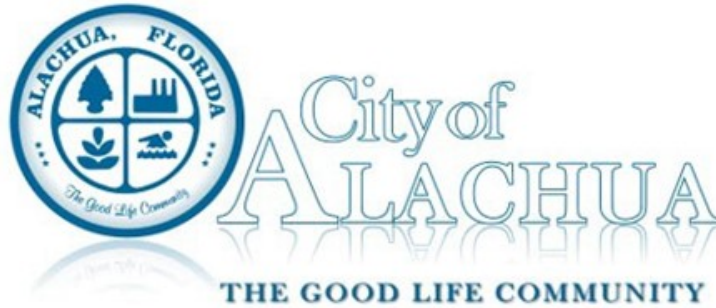




Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Dayna Miller
Commissioner Jennifer Ringersen

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 23, 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) AMERICAN PHARMACISTS MONTH PROCLAMATION**
- B) 2024 NATIONAL BREAST CANCER AWARENESS MONTH & ALACHUA GOES PINK! PROCLAMATION**

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 SENIOR RESOURCES ADVISORY BOARD (SRAB)**

IV. PUBLIC HEARINGS AND ORDINANCES

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

- A) RESOLUTION 24-16 RELATING TO THE LEVY OF GENERAL CITY PURPOSE AD VALOREM TAXES FOR THE 2024 TAX YEAR; RESOLUTION 24-17 RELATING TO THE CITY'S BUDGET FOR THE 2024-2025 FISCAL YEAR; AND RESOLUTION 24-18 RELATING TO THE 2025-2029 CAPITAL IMPROVEMENT PROGRAM**
- B) ORDINANCE 24-13, SECOND AND FINAL 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)**

V. AGENDA ITEMS

- A) SAVANNAH STATION PHASE 2C INFRASTRUCTURE ACCEPTANCE AND RETURN OF SURETY**
- B) CITY STRATEGIC PLAN - FY 2025**

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.)

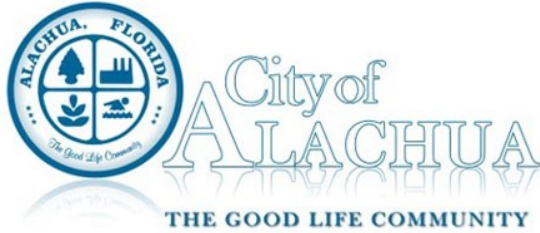
VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA ITEMS

- A) APPROVE MINUTES FOR SEPTEMBER 9, 2024, CITY COMMISSION MEETING**
- B) RFB 2024-06 MOWING & LANDSCAPING SERVICES FOR HAL BRADY RECREATION CENTER, CITY PARKS, COMMUNITY CENTER, POLICE SUBSTATION, FIRE STATION & OTHER CITY PROPERTY**
- C) RFB 2024-03 TREE AND VEGETATION MAINTENANCE OF PUBLIC RIGHTS OF WAY**
- D) RFB 2024-02 MOWING & LANDSCAPING SERVICES FOR MUNICIPAL COMPLEX AND TK BASIN**
- E) CITY OF ALACHUA SUBSURFACE EXPLORATION & ROAD REPAIR AT NW 135TH TERRACE & NW 154TH AVENUE**



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: American Pharmacists Month Proclamation

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Mayor Coerper to read the proclamation and present it to William Garst, Pharm.D.

Summary

Pharmacists are important members of a healthcare team as they are well-versed in medications, the effects they produce in a body, and how they interact or interfere with each other. In addition to safely providing medicine, pharmacists offer many other services as part of their commitment to helping patients live healthier lives.

In light of the valuable role pharmacists play in not only our community but our very lives, we encourage the citizens of the City of Alachua to participate in American Pharmacist Month.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. American Pharmacists Month - Proclamation



City of Alachua, Florida
Office of Mayor Gib Coerper
PROCLAMATION

WHEREAS, Pharmacists are the most accessible health care providers delivering critical services to patients and contributing to the health and well-being of people; and

WHEREAS, Pharmacists are best positioned to be the health care provider that ensures optimal medication therapy outcomes, and helping ensure patients are adherent to their medications; and

WHEREAS, With a community pharmacy located within five miles of nearly all Americans, pharmacists, and pharmacy personnel are best suited to work collaboratively with other healthcare providers and are making an impact in helping patients overcome illness and live healthier lives through chronic disease management and the full, effective use of their medicines; and

WHEREAS, today, there are over 300,000 licensed pharmacists, over 400,000 pharmacy technicians, and 47,000 student pharmacists providing care and serving as patient advocates for ensuring access to the best and safest therapy for the patients they serve; and

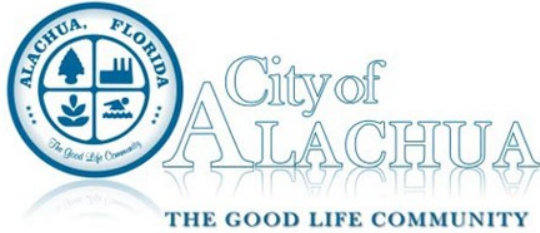
WHEREAS, the American Pharmacists Association, Florida Pharmacy Association, and the Alachua County Area Association of Pharmacy have declared October as American Pharmacists Month; and

NOW, THEREFORE, I, Gib Coerper, Mayor of the City of Alachua, representing the City and the City Commission, do proclaim October as American Pharmacists Month, and urge all our citizens to acknowledge the valuable services of pharmacists to provide safe, affordable, and beneficial pharmaceutical care services and products to all citizens.

IN WITNESS WHEREOF, I have hereunto set my hand this 23th day of September, 2024.

ATTEST:

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: 2024 National Breast Cancer Awareness Month & Alachua Goes Pink!
Proclamation

PREPARED BY: Tara Malone

RECOMMENDED ACTION:

Mayor to read proclamation declaring October 2024 as National Breast Cancer Awareness Month & Alachua Goes Pink!

Summary

Each year, October is recognized as National Breast Cancer Awareness month. It is a time to honor those who have lost lives to breast cancer, those still undergoing treatment and survivors. National Mammography Day is recognized on the third Friday of October and encourages preventative care for early detection. In support of these efforts, the city of Alachua launches its "Alachua Goes Pink!" campaign. Pink ribbons are placed on fleet vehicles, APD decals one of its traffic units and staff members wear commemorative bracelets and pins.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. Proclamation_Breast Cancer Awareness-Alachua Goes Pink_2024-09-23



City of Alachua, Florida

Office of Mayor *Gib Coerper*

PROCLAMATION

WHEREAS, October 2024 is National Breast Cancer Awareness Month; and

WHEREAS, National Breast Cancer Awareness Month is dedicated to educating women and increasing public awareness about the importance of early breast cancer detection, diagnosis and treatment; and

WHEREAS, one in eight American women are affected by breast cancer, and when breast cancer is detected early, and is in the localized stage, the 5-year relative survival rate is 99%; and

WHEREAS, October 18th, 2024, is National Mammography Day, to serve as a reminder to all women and those that love them, that the best defense is early detection, and that a mammogram can often detect a problem before there is any outward physical sign; and

WHEREAS, the American Cancer Society recognizes that although great strides have been made in breast cancer awareness and treatment, there remains much more to be accomplished.

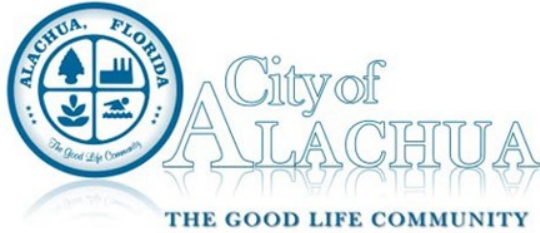
NOW, THEREFORE, I, Gib Coerper, Mayor of the City of Alachua, representing the City and the City Commission, do hereby proclaim **October 2024**, as

National Breast Cancer Awareness Month & Alachua Goes Pink!

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of September, 2024

ATTEST:

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: Appointment to the Senior Resources Advisory Board (SRAB)

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Appoint one (1) member to the Senior Resources Advisory Board.

Summary

The City Commission adopted Ordinance 12-03 on November 28, 2011, establishing the Senior Resources Advisory Board (SRAB). The purpose of this board is to serve in an advisory role to the City Commission by providing information on all issues of importance to senior citizens in our community. The Senior Resources Advisory Board is made up of five (5) members who serve staggered three (3) year terms and are appointed by the City Commission.

The City advertised for applications for the SRAB in Alachua County Today on August 22, 2024, and August 29, 2024. A notice of vacancies was also posted on community bulletin boards and the City's website. The City received one (1) application by the September 12, 2024, deadline. The Commission must consider one (1) appointment to the SRAB. The appointment will be for a three (3) year term ending October 02, 2027.

A listing in alphabetical order of the applicants has been provided for your reference, as well as a ballot. The candidate is as follows:

John Brown (seeking reappointment)

The applicant has been contacted regarding the potential appointment and has been invited to attend tonight's meeting. I will call him forward to speak, should you wish to hear from him.

The Deputy City Clerk's office will administer the selection process for the appointments at tonight's meeting.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. App.Brown
2. SRAB Ballot
3. Ad.ACT.SRAB



City of
ALACHUA

APPLICATION FOR SENIOR RESOURCES ADVISORY BOARD MEMBERSHIP

Name: John E. Brown Date: 9.11.24

Physical Address: 12315 NW 147th Place Alachua, Florida 32615

Mailing Address: Same as above

Email Address: browns44@hotmail.com

Phone (Daytime): 386.623.5173

Alternate Phone: NA

Are you a resident of the City of Alachua?

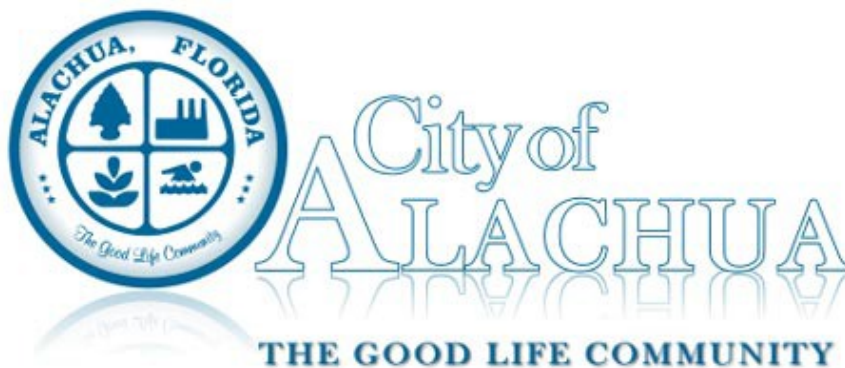
XX ☒ Yes ☐ No

Briefly state why you want to be a member of the Senior Resources Advisory Board: The Senior Advisory Board is one of the city's most important advisory boards representing our Senior population. I have served on the board as a member and board chair. As a Senior, I am confident I can work collaboratively with the board members to fulfill our goals and objectives. I am excited we have a scheduled Senior Showcase Day partnered with Elder Options. I have other other suggestions and activities to share with our Seniors and the board. I look forward to bringing speakers from the Fire Department, Police Dept and other agencies to offer Safety precautionary strategies as well as Fun and informative sessions for our Seniors.

Applicant's Signature: John E. Brown

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 Clerks Office
P.O. Box 9
Alachua, FL 32616



September 23, 2024 – Senior Resource Advisory
Board Term Ballot

_____ John Brown

Please mark your ballot as yes or no.

_____ September 23, 2024

Signature

Club, Hwy
Enjoy and
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\$25.
call

Market, sponsored by the Main Street Organization. This market runs every Saturday from 8 - 12 p.m. and is located in downtown Newberry on the corner of Newberry Road and 254th Street. For further information,

well. The Museum will also be open. Vendor applications are available by email request at archerhistorical@gmail.com or by contacting Linda at 352-374-8240



City of ALACHUA

NOTICE ADVISORY BOARD VACANCY SENIOR RESOURCES

The Alachua City Commission is accepting applications for one (1) member 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 at least a quarterly basis and have a keen interest in senior resources.

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. Applications must be received by the City on or before **September 12, 2024**, for consideration. You may send your application Attention: City Clerk's Office, P.O. Box 9, Alachua, FL 32616.

(Published: Alachua County Today - August 22, 2024 and August 29, 2024)

public hearing on September 10, 2024 at 6:00 p.m. The hearing will be held in the James A. Lewis Commission Chambers in City Hall, located 15100 NW 142nd Terrace, Alachua, Florida, to consider the following:

A request by the City of Alachua to amend the City of Alachua Comprehensive Plan by amending the Administration and Implementation Element to establish a new definition for mixed-use; amending the Future Land Use Element to establish mixed-use future land use categories; and, amending the Economic Element to remove an existing definition for mixed-use.

At the public hearing, all interested parties may appear and be heard with respect to the application. Copies of the application are available for public inspection at the Planning and Community Development Department, 15100 NW 142nd Terrace, Alachua, Florida, on any regular business day between the hours of 7:30 a.m. to 6:00 p.m. Written comments on the application may be sent to the following address: City of Alachua, Planning and Community Development, P.O. Box 9, Alachua, FL, 32616. Notice is given pursuant to Section 286.0105, Florida Statutes, that, in order to appeal any decision made at the public hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any persons with a disability requiring reasonable accommodation in order to participate in this meeting should call the City Clerk at (386) 418-6100 x 1501 at least 48 hours prior to the public hearing.

(Published: Alachua County Today - August 29, 2024)

Land Places of Worship

PLACE YOUR PLACE OF WORSHIP HERE
386.462.3355

Church

(site only)
(stream)

Study
(site only)

32615

St. Madeleine Catholic Church

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

Mass Times

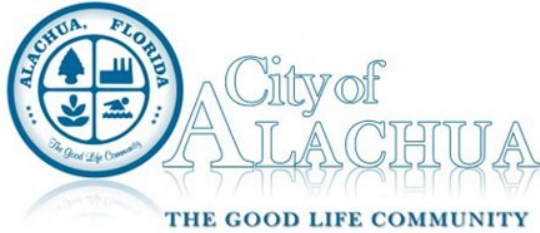
Sunday: 7:30 a.m. & 11:30 a.m.
Saturday Vigil: 5:00 p.m.

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.

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



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: Resolution 24-16 Relating to the Levy of General City Purpose Ad Valorem Taxes for the 2024 Tax Year; Resolution 24-17 Relating to the City's Budget for the 2024-2025 Fiscal Year; and Resolution 24-18 Relating to the 2025-2029 Capital Improvement Program

PREPARED BY: Robert Bonetti

RECOMMENDED ACTION:

- 1) Adopt Resolution 24-16;
- 2) Adopt Resolution 24-17; and,
- 3) Adopt Resolution 24-18.

Summary

The City of Alachua Commission held a Public Hearing on September 9, 2024 to adopt a proposed tentative millage rate and tentative budget as required by Florida Statutes, Chapters 129 and 200 as advertised in the Truth-In-Millage (TRIM) Notices distributed by the Alachua County Property Appraisers Office.

Chapter 200 of the Florida Statutes requires that a final public hearing on the budget be preceded by a two to five day published notice of the hearing. Chapter 129 of the Florida Statutes requires that the Commission advertise a summary of the proposed budget. The proofs of publication have been received affirming that said notices were published as required. A summary of the budget has been provided for public review by means of advertisement in the Alachua County Today on Thursday, September 19, 2024 pursuant to these requirements.

This evening we will take a number of actions related to the adoption of the final millage, final budgets and Capital Improvement Program (CIP). The General Fund rolled-back rate is 5.5119 mills with the final millage rate being 5.9500 mills. The final millage rate is more than the rolled-back rate by 7.95%. On September 9, 2024, the City Manager presented a Tentative Budget totaling \$64,729,871. The Final Budget totals \$67,363,713 which is a \$2,633,842 increase from the Tentative Budget adopted on September 9, 2024. This increase is due to the true-up of budgeted amounts and fund balances, the carry-forward of encumbered obligations and the re-appropriation for unfinished projects or services which are anticipated to continue into Fiscal Year 2024-2025.

In order to enact the final millage rate, a majority vote must be passed by the Commission at the final public hearing on the budget. By adopting these resolutions, the City Commission authorizes and directs the City Manager to transmit certified copies of these resolutions, as well as any other forms or documents required by state law, to the Alachua County Property Appraiser, the Alachua County Tax Collector and the State of Florida Department of Revenue.

FINANCIAL IMPACT

\$67,363,713

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

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ATTACHMENTS

1. Public Hearing Agenda & Script
2. Resolution 24-16 SD
3. Resolution 24-17 SD
4. City of Alachua Fiscal Year 2024-2025 Final Budget
5. Budget Changes from Tentative Budget
6. All Funds Category Final Budget FY25
7. Resolution 24-18 SD
8. Resolution 24-18 Exhibit A CIP 2025-2029

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

SEPTEMBER 23, 2024

FINAL PUBLIC HEARING

FISCAL YEAR 2024-2025 FINAL MILLAGE RATE, BUDGET AND CIP FY 2025-2029

I. Introduction to Public Hearing on City of Alachua Fiscal Year 2024-2025 Final Millage Rate, Budget and Capital Improvement Program (CIP) FY 2025-2029

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Overview of Public Hearing.

MAYOR:

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

Chapter 200 requires that a Final Hearing on the budget be preceded by a two to five day notice of that hearing; Chapter 129 requires that the Commission advertise a summary of the budget. The proofs of publication have been received confirming that such notice has been given. A summary of the City budget has been provided for public review by means of advertisement in the Alachua County Today on Thursday, September 19, 2024 pursuant to these requirements.

If anyone in our audience is here for the purpose of contesting their assessment, a petition for adjustment to the Value Adjustment Board should have been filed with the Alachua County Clerk of Circuit Court no later than 5:00 p.m. on Friday, September 13th, 2024.

This evening, we will take a number of actions related to the adoption of the final millage, budgets and Capital Improvement Program (CIP). I encourage you, if you have not already done so, to get a copy of the public hearing agenda and script so that you may more easily follow the proceedings this evening. Citizen comments will be taken following the overview of the final budget by the City Manager and 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 final and rolled-back millage rates.

II. Fiscal Year 2024-2025 Final Millage Rates and Final 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 within 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 millage rate and the tentative 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 Final 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 proposed final millage 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 final millage rate. The final 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 Final Budget and of Adjustments made to that Budget

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

The total City final budget for fiscal year 2024-2025 is **\$67,363,713**. This is a net increase over the tentative budget of **\$2,633,842**. This equates to a 4% increase. This increase is due to the true-up of budget amounts and fund balances, the carry-forward of encumbered obligations and the re-appropriation of budget for projects or services which are anticipated to continue into Fiscal Year 2025. Ongoing investment in capital infrastructure, inclusive of grant-funded projects, accounts for approximately \$2.3 million of this increase.

The Final General Fund budget is **\$20,647,082**. This is a net increase over the tentative budget of **\$1,352,511**. This increase is due to the true-up of budget amounts, the carry-forward of encumbered obligations or project funding, and contingency appropriation as follows: general government (\$265,647), transportation (\$1,183,882), recreation (\$2,982), and contingency reduction (\$100,000).

The Final Special Revenue Funds budget is **\$4,774,616**. This is a net increase over the tentative budget of **\$63,420**. This increase is related to the carry-forward of encumbered obligations within the Wild Spaces Public Places Fund (\$49,770) and the Community Redevelopment Agency (CRA) district (\$13,650).

The Final Capital Projects Funds budget is **\$40,414**. This is the same amount as was previously presented as part of the tentative budget.

The Final Enterprise Funds budget is **\$36,859,984**. This is a net increase over the tentative budget of **\$1,161,968**. This increase is due to the carry-forward of encumbered obligations and project funding within the electric (\$468,919), water (\$16,009), and waste water (\$677,040) utility funds.

The Final Internal Service Fund budget is **\$4,243,960**. This is a net increase over the tentative budget of **\$55,943**. This increase is due to the carry-forward of encumbered obligations within the various Internal Service Fund Divisions.

Lastly, the Final Debt Service Fund budget is **\$797,657**. This is the same amount as was previously presented as part of the tentative budget.

Mister Mayor that concludes my comments on the changes that were made to the budget presented to you on September 9th, 2024.

III. Citizens Comments on Fiscal Year 2024-2025 Final Millage Rate and Final Budget

MAYOR:

I would now like to invite citizens to comment on the Fiscal Year 2024-2025 final millage rate and final 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 3 minutes. The hearing will continue until everyone who wishes to address the Commission has had an opportunity to speak.

IV. City of Alachua Action on FY 2024-2025 Final Millage and Final Budgets

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Mister Mayor, the document before you, entitled the "City of Alachua Fiscal Year 2024-2025 Final Budget", includes the changes that were described earlier.

A. Resolution Establishing Fiscal Year 2024-2025 Final General City Millage Rates

CITY ATTORNEY:

[Reading of Resolution 24-16 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 millage rate of 5.9500 mills is necessary to fund the final general City budget. The proposed final millage rate represents an increase of 7.95% from the rolled-back rate of 5.5119 mills.

CITY COMMISSION:

- **Motion regarding Resolution 24-16**
- **Discussion of Resolution 24-16**

Citizen Comments related to Resolution 24-16

CITY COMMISSION:

- **Roll Call vote on motion to Resolution 24-16**

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

CITY ATTORNEY:

[Reading of Resolution 24-17 by title only – if not previously read]

CITY COMMISSION:

- **Motion regarding Resolution 24-17**
- **Discussion of Resolution 24-17**

Citizen Comments related to Resolution 24-17

CITY COMMISSION:

- **Roll Call vote on motion to Resolution 24-17**

C. Resolution for the FY 2025 - 2029 Capital Improvement Program

CITY ATTORNEY:

[Reading of Resolution 24-18 by title only – if not previously read]

CITY COMMISSION:

- **Motion regarding Resolution 24-18**
- **Discussion of Resolution 24-18**

Citizen Comments related to Resolution 24-18

CITY COMMISSION:

- **Roll Call vote on motion to Resolution 24-18**

D. Motion to Adjourn

RESOLUTION 24-16

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO THE LEVY OF GENERAL PURPOSE AD VALOREM TAXES FOR THE 2024 TAX YEAR; ADOPTING THE FINAL MILLAGE RATE; ESTABLISHING THE PERCENTAGE CHANGE FROM THE ROLLED-BACK RATE; DIRECTING THE TRANSMITTAL OF CERTIFIED COPIES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, at the public hearing of September 9th, 2024, the City of Alachua Commission adopted Resolution 24-12 approving the proposed tentative millage rate and Resolution 24-13 approving a tentative general City budget; and,

WHEREAS, in accordance with applicable law, the City of Alachua Commission advertised its proposed millage rate, its tentative general City budget, and the public hearing date and location for the adoption of the final millage rate and the final general City budget for September 23rd, 2024; and,

WHEREAS, the September 23rd, 2024 public hearing has been held as specified in the advertisement and in accordance with applicable law;

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

SECTION 1. That the following final millage rate to fund the final general City budget for fiscal year 2024-2025 is hereby adopted 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. The City Manager is hereby authorized and directed to transmit certified copies of this resolution, as well as any other forms or documents required by state law, to the Alachua County Property Appraiser, the Alachua County Tax Collector, and to the State of Florida Department of Revenue.

SECTION 4. That this resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 23rd day of September, 2024.

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

Gib Coerper, Mayor

SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk

RESOLUTION 24-17

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 FINAL GENERAL CITY BUDGET; 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 adopted Resolution 24-13 on September 9th, 2024, revising the estimates of receipts and of balances brought forward; 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 the conditions precedent to the adoption of a final general City budget; and,

WHEREAS, the City of Alachua Commission as of this date adopted a resolution approving final millage to fund the final 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 Final Budget”.

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

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

DULY ADOPTED in regular session, this 23rd day of September, 2024.

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

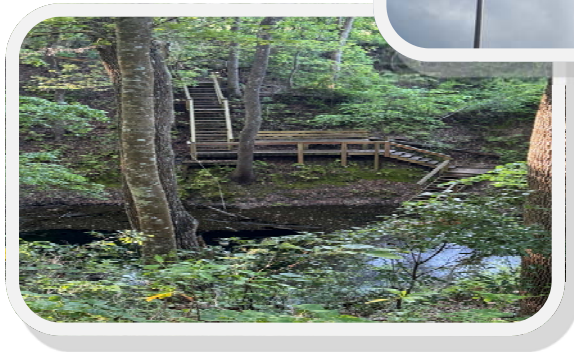
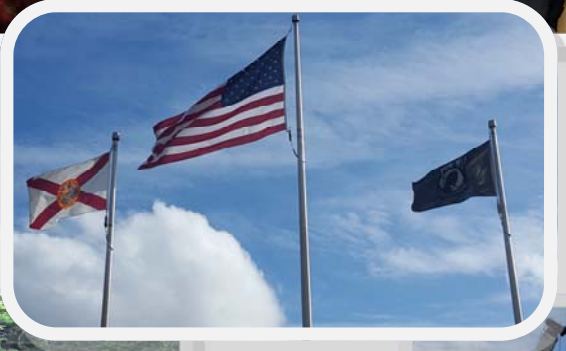
Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk



City of
ALACHUA
the good life community



FISCAL YEAR 2024-2025
FINAL 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

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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 final 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 Final 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.

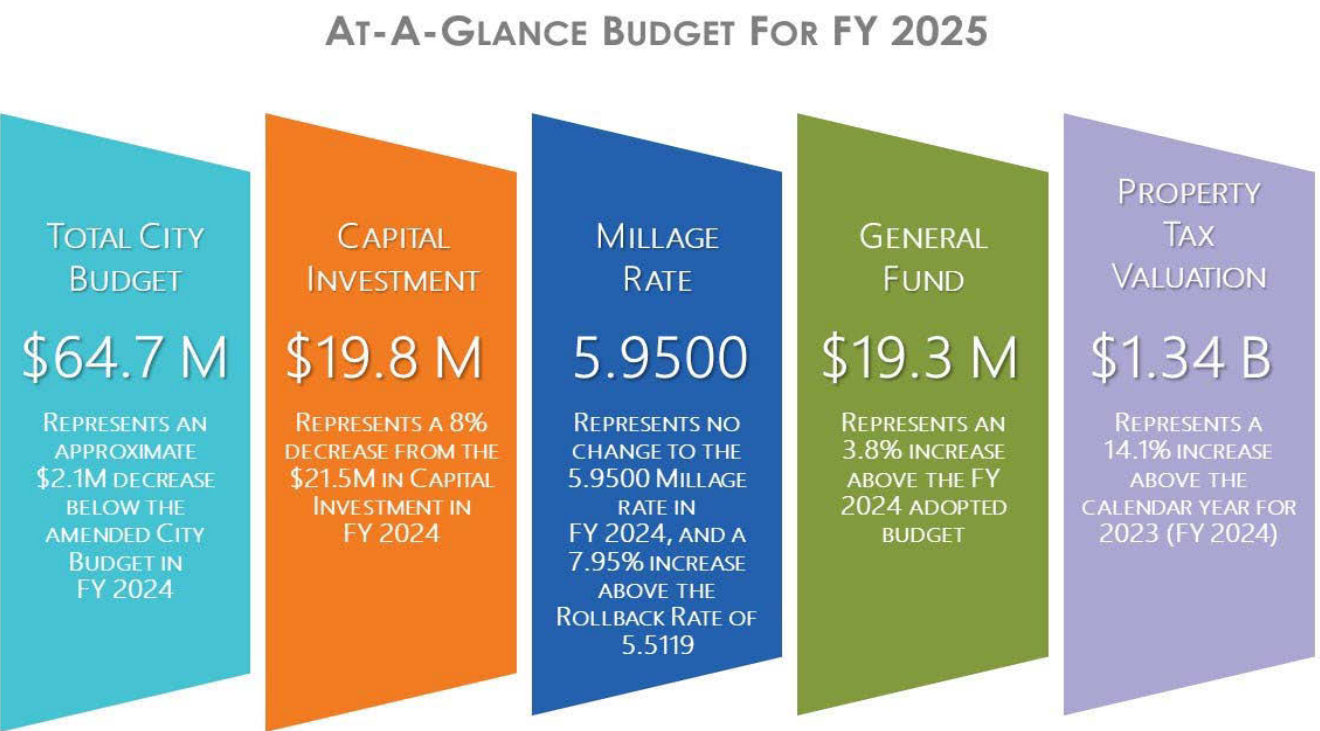
The tentative budget totals \$64,729,871, and \$19,294,571 for the General Fund, a 3.8% increase above the prior fiscal year (adopted). This increase is also attributed mostly due to rising operating costs, additional positions, an effort to provide an increasingly

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

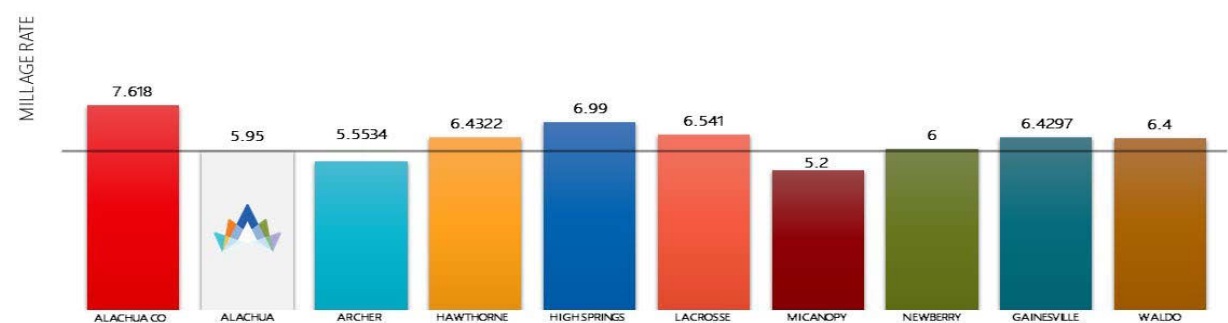
construction with several others occupying the official planning process. This is a positive sign for the City, which has focused on enhancing diversified housing options for the community.

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.

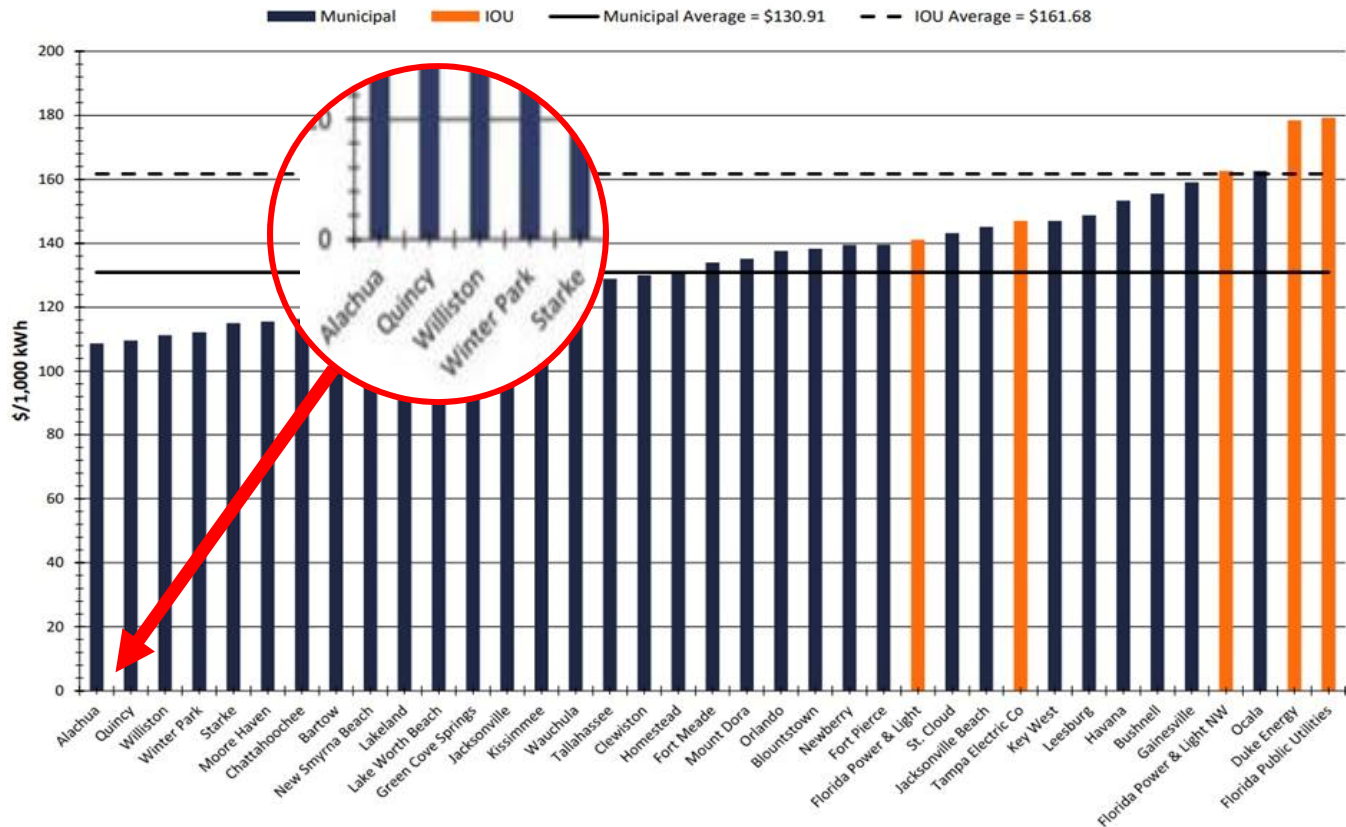
The water and wastewater budgets have been developed with a 7% and 5% rate increase, respectively. These increases take the annual Florida Public Service Commission Rate Index (3.24% for FY 2025), into consideration, and to keep pace with rising costs and maintenance of operating infrastructure. The 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:

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

- Road Resurfacing - \$300,000
- 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:

- *Axon Fleet, In-Car, Body-Worn Cameras; Evidence Room and Taser - \$210,615*
- *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:

- *Design, engineering and construction of Cleather Hathcock, Sr. Community and Culture Center - \$1.5 million**
- *Redesign and renovation of HBRC Skate Park - \$200,000***
- *Expansion of Legacy Park Disc Golf Course - \$50,000***
- *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.

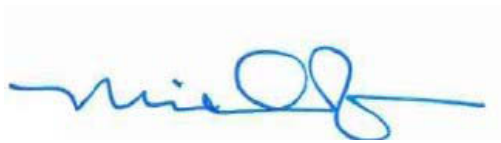
The City Commission has provided a clear vision that has been the compass by which the tentative FY 2025 budget has been developed.

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.

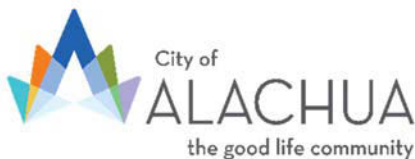
In spite of all the growth and success we have experienced in the past, we will not rest on our laurels, and I truly believe the best is yet to come for The Good Life Community.

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.

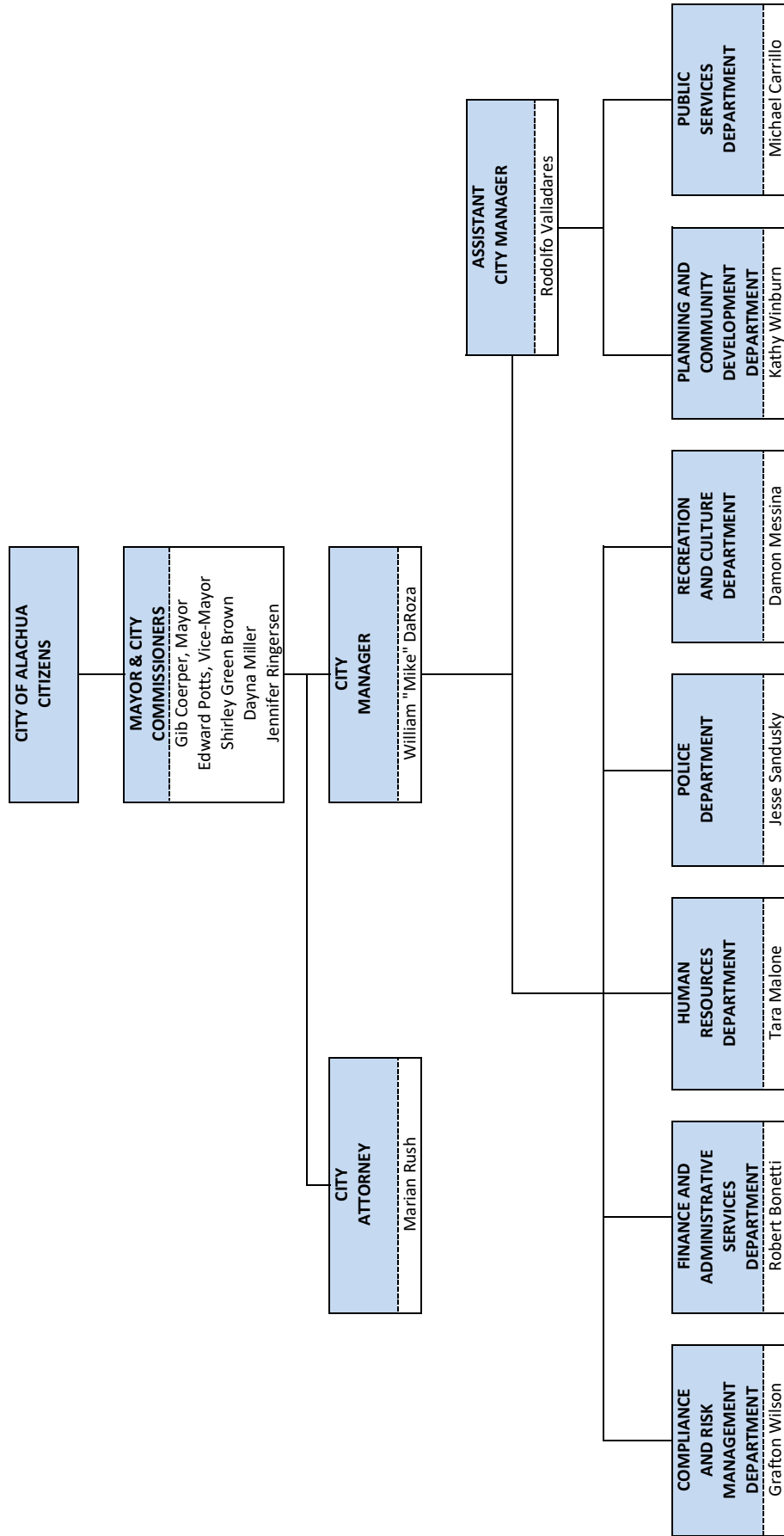
The proposed millage rate for FY 2024-2025 was established on July 22, 2024. The tentative millage rate was used by the Property Appraiser to prepare Truth-in-Millage or “TRIM” notices distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities, 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 was held on September 9, 2024. After hearing public testimony, the City Commission adopted 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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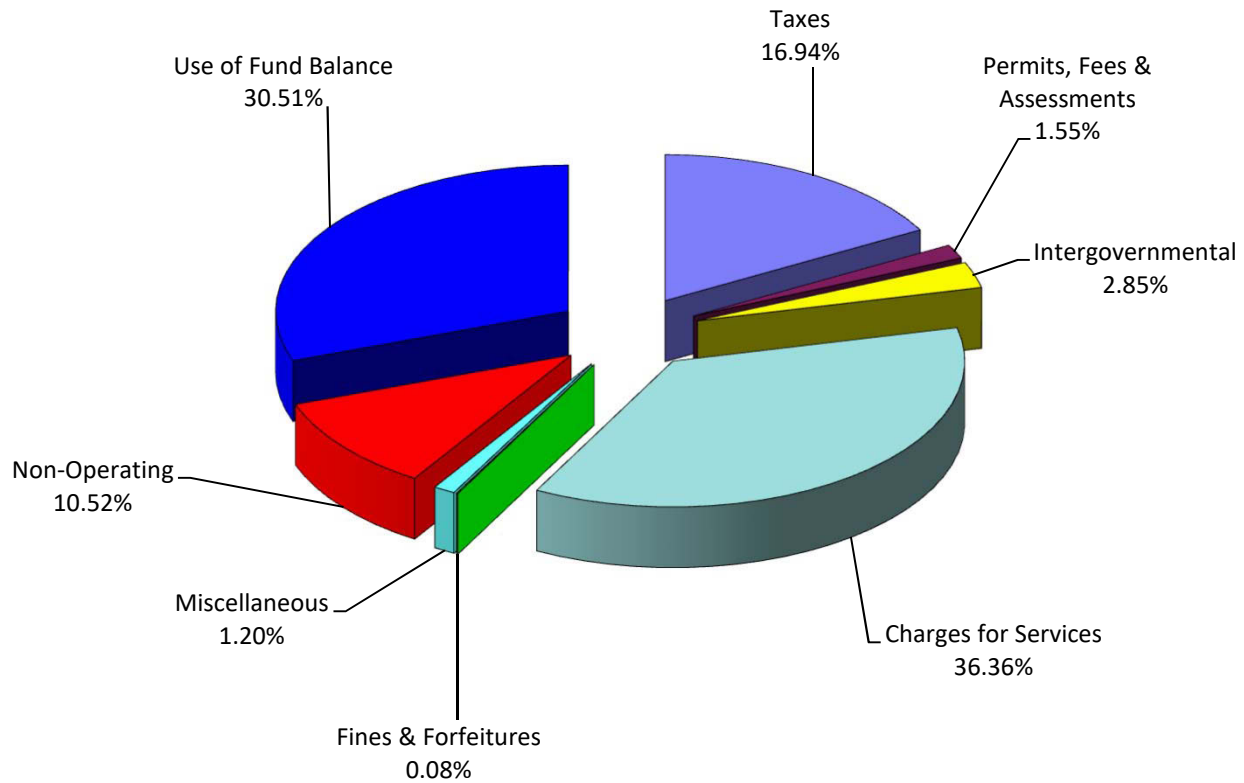
BUDGET SOURCES AND USES

Sources	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
Use of Fund Balance	\$0	\$0	\$13,376,108	\$20,550,262
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	\$67,363,713

USES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
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	17,702,018
Capital Outlay	1,450,247	1,458,489	21,637,202	22,090,290
Total Operating Budget	35,209,082	33,424,073	54,122,189	55,919,362
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	1,095,000
TOTAL USES	\$40,026,137	\$38,312,443	\$66,733,019	\$ 67,363,713

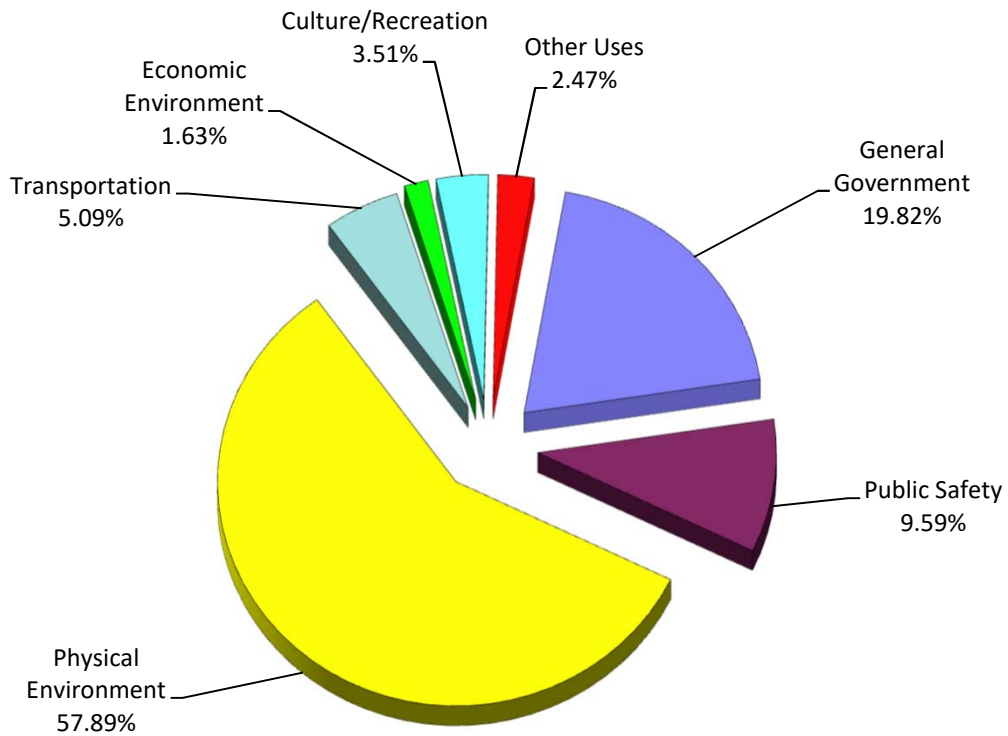
FY 2024-2025 BUDGET REVENUES BY SOURCE

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>20,550,262</u>
TOTAL	<u>\$ 67,363,713</u>



FY 2024-2025 BUDGET USES BY FUNCTION

General Government	\$ 13,351,798
Public Safety	6,460,720
Physical Environment	38,998,116
Transportation	3,426,503
Economic Environment	1,095,399
Culture/Recreation	2,367,503
Other Uses	1,663,674
TOTAL	<u>\$ 67,363,713</u>



FY 2024-2025 BUDGET BY FUNCTION - ALL FUNDS

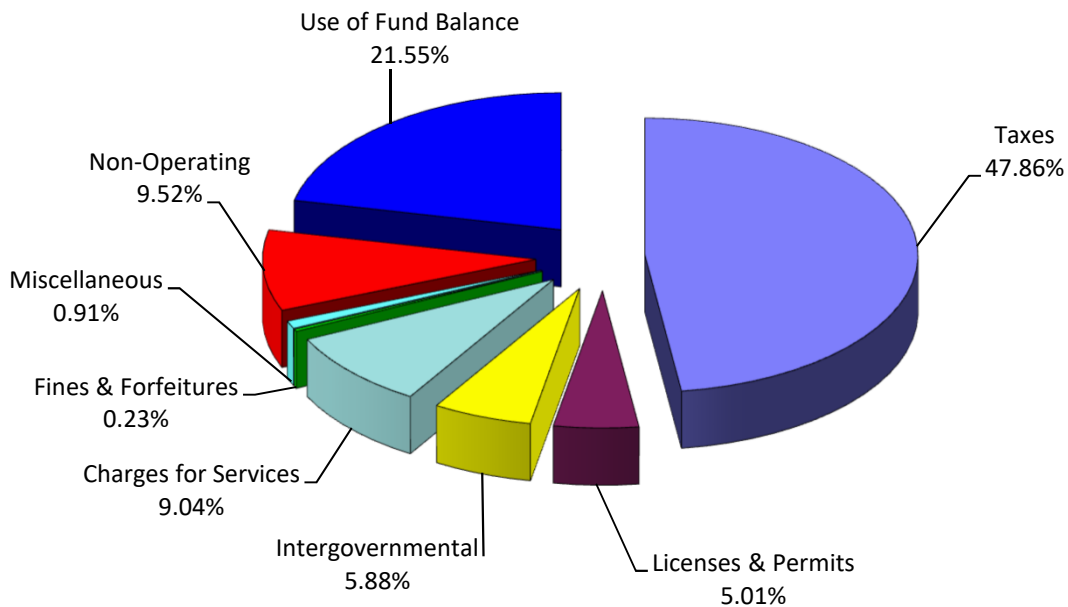
	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Government				
Legislative	\$ 142,936	\$ 142,993	\$ 157,090	\$ 159,021
Executive	644,896	744,865	991,135	1,185,878
Financial & Administrative	3,255,440	2,735,042	3,659,141	3,584,656
Legal Counsel	146,341	192,863	232,063	321,059
Comprehensive Planning	962,076	980,974	1,488,520	1,684,899
Debt Service Payments	788,538	933,503	1,081,188	1,077,564
Other General Government	993,584	1,674,473	4,001,853	5,338,721
Subtotal	6,933,811	7,404,713	11,610,990	13,351,798
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	16,021,279
Water Utility Services	2,051,395	2,380,042	8,797,186	7,850,452
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	5,361,540
Water Distribution/Collection Services	552,417	664,665	1,000,987	876,776
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	31,415,311
Transportation				
Transit Systems	0	0	0	0
Streets & Roads Facilities	743,938	1,289,195	4,375,018	3,426,503
Subtotal	743,938	1,289,195	4,375,018	3,426,503
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	1,021,399
Subtotal	680,219	895,015	866,885	1,075,399
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	2,367,503
Subtotal	1,235,987	1,583,683	2,768,589	2,367,503

FY 2024-2025 BUDGET BY FUNCTION - ALL FUNDS

	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
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	1,095,000
Subtotal	3,586,161	3,513,766	10,424,429	9,266,479
Grand Total	\$ 40,026,137	\$ 38,312,443	\$ 66,733,019	\$ 67,363,713

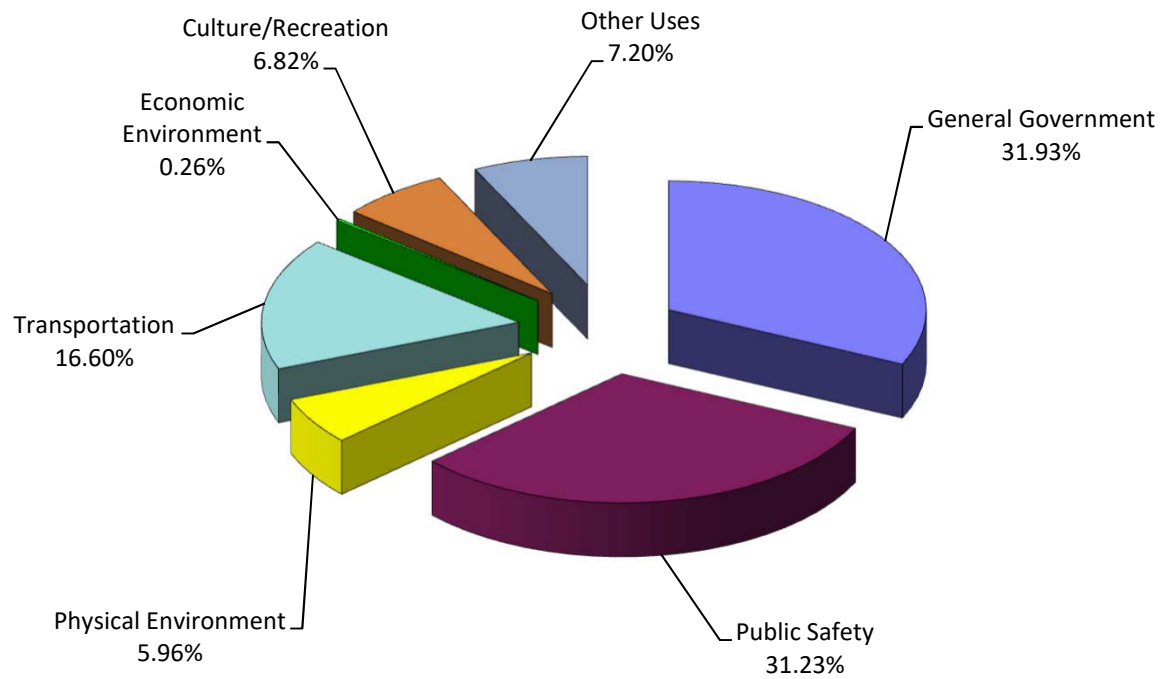
FY 2024-2025 BUDGET REVENUES BY SOURCE - GENERAL FUND

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>4,450,033</u>
TOTAL	<u>\$ 20,647,082</u>



FY 2024-2025 BUDGET USES BY FUNCTION - GENERAL FUND

General Government	\$ 6,593,466
Public Safety	6,447,405
Physical Environment	1,230,030
Transportation	3,426,503
Economic Environment	54,000
Culture/Recreation	1,408,092
Other Uses	1,487,586
TOTAL	<u>\$ 20,647,082</u>



BUDGET BY FUNCTION - GENERAL FUND

	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
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	1,229,351
Legal Counsel	146,341	192,863	232,063	321,059
Comprehensive Planning	949,875	972,041	1,287,009	1,334,455
Other General Government	535,757	1,243,721	2,003,666	2,363,702
Subtotal	4,094,743	4,279,974	5,831,289	6,593,466
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	3,426,503
Subtotal	723,973	1,289,195	3,480,089	3,426,503
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	1,408,092
Subtotal	1,233,801	1,428,427	1,379,244	1,408,092
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	400,000
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	1,487,586
Grand Total	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 20,647,082

FULL-TIME EQUIVALENT (FTE) POSITIONS SUMMARY

Department Name	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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 FINAL BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance	Revenues/ Sources	Expenditures/ Uses	Estimated Ending Fund Balance
General Fund	\$ 10,792,056	\$ 16,197,049	\$ 20,647,082	\$ 6,342,023
Subtotal General Fund	10,792,056	16,197,049	20,647,082	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	193,232	764,714	957,946	0
Donation Fund	1,465	0	1,465	0
Community Redevelopment Agency (CRA) Fund	677,918	693,416	1,041,399	329,935
Subtotal Special Revenue Funds	2,525,629	2,587,227	4,774,616	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	8,893,715	16,195,061	21,852,984	3,235,792
Water Utility Fund	4,909,998	5,200,152	8,863,086	1,247,064
Wastewater Utility Fund	3,991,144	3,448,700	6,041,897	1,397,947
Mosquito Control Fund	178,024	65,425	102,017	141,432
Subtotal Enterprise Funds	17,972,881	24,909,338	36,859,984	6,022,235
Internal Service Funds				
Utility Administration & Operations Fund	2,565,807	2,323,180	4,243,960	645,027
Subtotal Internal Service Funds	2,565,807	2,323,180	4,243,960	645,027
Trust & Agency Funds	0	0	0	0
Subtotal Trust & Agency Funds	0	0	0	0
Total	\$ 34,630,059	\$ 46,813,451	\$ 67,363,713	\$ 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 Final 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--\$67,363,713**

THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING

The City of Alachua developed the revenue and expenditure estimates contained in the Final 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--\$20,647,082**

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--\$4,774,616**

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--\$36,859,984**

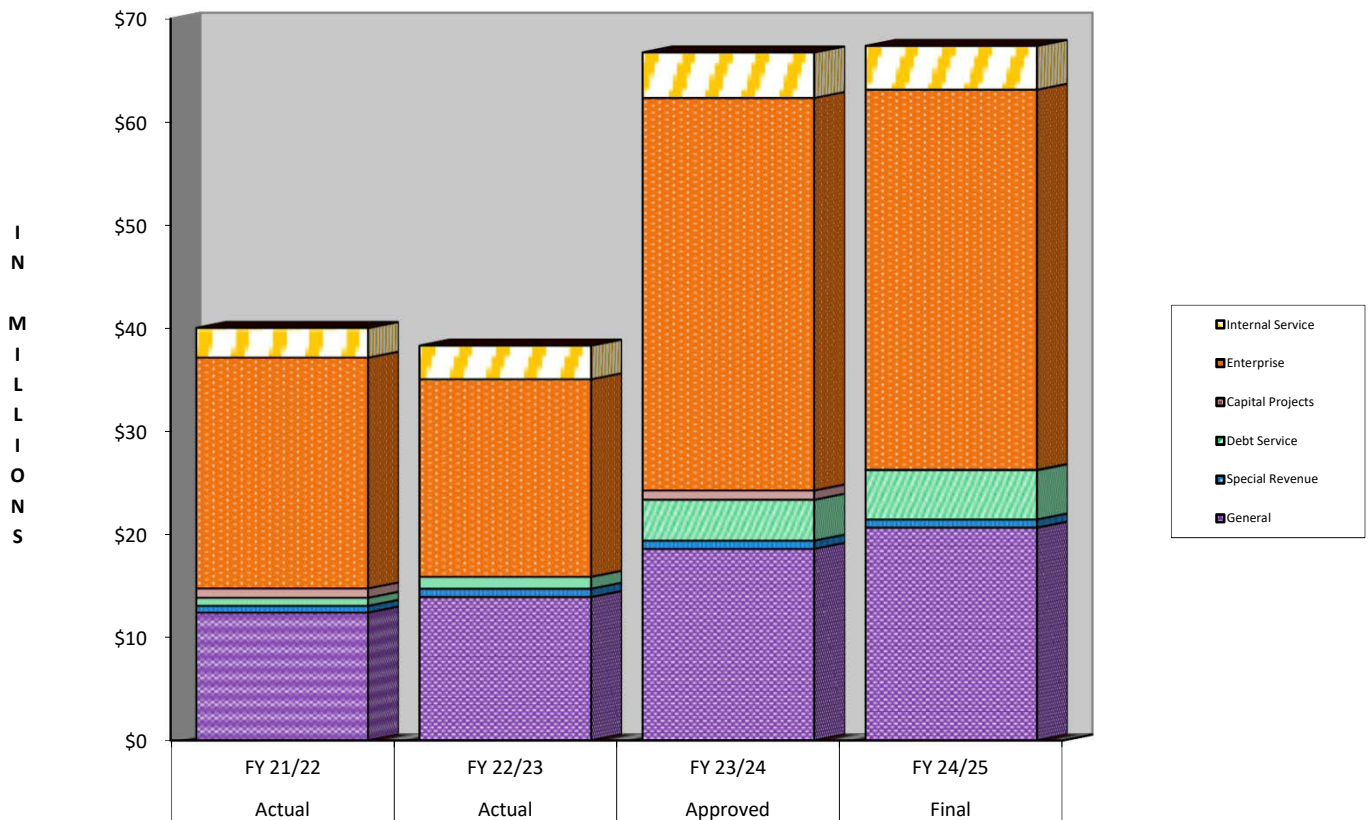
Enterprise Funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily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

Internal Service Funds: **FY 25--\$4,243,960**

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	Final FY 24/25
General	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 20,647,082
Debt Service	647,741	802,216	800,274	797,657
Special Revenue	788,607	1,153,735	3,965,825	4,774,616
Capital Projects	910,864	-	900,955	40,414
Enterprise	22,390,682	19,180,786	38,060,490	36,859,984
Internal Service	2,881,432	3,260,161	4,414,756	4,243,960
Trust & Agency	-	-	-	-
Total	\$40,026,137	\$38,312,443	\$66,733,019	\$67,363,713



GENERAL FUND (001)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	4,450,033
OTHER NON-REVENUES	0	0	(70,000)	(70,000)
TOTAL NON-OPERATING	2,000,000	2,000,000	5,291,602	6,416,121
TOTAL REVENUE	\$ 13,341,206	\$ 16,217,728	\$ 18,590,719	\$ 20,647,082

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	4,819,975
CAPITAL OUTLAY	370,970	871,043	3,132,500	3,684,586
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	19,159,496
NON-OPERATING:				
OPERATING TRANSFERS OUT	1,248,809	1,035,007	1,072,026	1,087,586
RESERVE FOR CONTINGENCY	0	0	200,000	400,000
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	1,487,586
TOTAL EXPENDITURES	\$ 12,406,811	\$ 13,915,545	\$ 18,590,719	\$ 20,647,082

ELECTRIC UTILITY FUND (010)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	5,657,923
OTHER NON-REVENUES	0	100,540	(830,000)	(750,000)
TOTAL NON-OPERATING	0	100,540	4,151,061	4,907,923
TOTAL REVENUE	\$ 18,680,280	\$ 14,987,946	\$ 21,352,032	\$ 21,852,984

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final FY 24/25
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 1,039,085	\$ 1,149,627	\$ 1,521,242	\$ 1,911,783
OPERATING EXPENSES	14,229,656	10,283,510	9,852,457	9,335,013
CAPITAL OUTLAY	0	0	3,648,445	4,774,483
DEBT SERVICE	0	0	0	0
GRANTS AND AIDS	0	14,033	0	0
TOTAL OPERATING	15,268,741	11,447,170	15,022,144	16,021,279
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	\$ 13,618,190	\$ 21,352,032	\$ 21,852,984

WATER UTILITY FUND (020)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	3,662,934
OTHER NON-REVENUES	0	154,956	(113,000)	(120,000)
TOTAL NON-OPERATING	0	154,956	3,633,813	6,279,559
TOTAL REVENUE	\$ 2,567,525	\$ 2,820,567	\$ 10,323,867	\$ 8,863,086

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	545,250
CAPITAL OUTLAY	0	0	7,787,481	6,799,538
DEBT SERVICE	60,929	57,483	165,684	166,982
TOTAL OPERATING	2,051,395	2,380,042	8,797,186	7,850,452
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	\$ 8,863,086

WASTEWATER UTILITY FUND (030)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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	2,593,197
OTHER NON-REVENUES	0	240,681	(166,790)	(140,000)
TOTAL NON-OPERATING	0	240,681	2,116,724	2,453,197
TOTAL REVENUE	\$ 3,166,366	\$ 3,745,595	\$ 6,250,849	\$ 6,041,897

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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	1,194,681
CAPITAL OUTLAY	0	0	2,882,294	2,857,040
DEBT SERVICE	231,217	220,825	623,028	624,326
TOTAL OPERATING	2,849,220	3,108,515	5,206,715	5,361,540
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	\$ 6,041,897

MOSQUITO CONTROL FUND (042)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	193,232
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	255,413	193,232
TOTAL REVENUE	\$ 774,727	\$ 764,170	\$ 1,384,431	\$ 957,946

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	957,946
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	136,095	1,384,431	957,946
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	\$ 957,946

CHILDREN'S TRUST GRANT FUND (061)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	347,983
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	199,238	225,030	457,192	638,912
TOTAL REVENUE	\$ 517,011	\$ 735,795	\$ 828,822	\$ 1,041,399

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	538,650
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	1,021,399
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	\$ 1,041,399

SAN FELASCO CONSERVATION CORRIDOR FUND (313)

REVENUE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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	<u>2</u>	<u>16</u>	<u>0</u>	<u>0</u>
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	<u>0</u>	<u>0</u>	<u>1,700</u>	<u>0</u>
TOTAL REVENUE	<u>\$ 2</u>	<u>\$ 16</u>	<u>\$ 1,700</u>	<u>\$ 0</u>

EXPENDITURE	Actual FY 21/22	Actual FY 22/23	Approved FY 23/24	Final 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	<u>2,186</u>	<u>0</u>	<u>0</u>	<u>0</u>
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	<u>0</u>	<u>0</u>	<u>1,700</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 2,186</u>	<u>\$ 0</u>	<u>\$ 1,700</u>	<u>\$ 0</u>

HERITAGE OAKS IMPROVEMENTS FUND (319)

REVENUE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	Final 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	1,920,780
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	4,414,756	4,231,960
TOTAL REVENUE	\$ 3,004,650	\$ 3,730,153	\$ 4,414,756	\$ 4,243,960

EXPENDITURE	Actual FY21/22	Actual FY 22/23	Approved FY 23/24	Final 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	1,021,209
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	4,103,960
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	\$ 4,243,960



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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 Final
<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 Final
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 Final
<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 Final
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 Final
<u>City Attorney</u>				
Personal Services	0	0	0	0
Operating Expenditures	146,341	192,863	232,063	321,059
Capital Outlay	0	0	0	0
Totals	146,341	192,863	232,063	321,059
Grand Total	146,341	192,863	232,063	321,059

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund	146,341	192,863	232,063	321,059
Grand Total	146,341	192,863	232,063	321,059

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 Final
<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 Final
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 Final
<u>Finance and Accounting</u>				
Personal Services	543,433	584,079	633,777	658,168
Operating Expenditures	73,098	83,254	113,228	119,416
Capital Outlay	0	0	0	0
Totals	616,531	667,333	747,005	777,584
<u>Grants</u>				
Personal Services	0	0	0	0
Operating Expenditures	762	555	55,000	73,890
Capital Outlay	0	0	0	0
Totals	762	555	55,000	73,890
<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	122,127
Capital Outlay	0	0	0	50,000
Totals	382,206	404,421	454,935	540,930
<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	367,898
Totals	755,998	654,917	1,130,825	1,342,872

FINANCE AND ADMINISTRATIVE SERVICES

EXPENDITURES		FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
<u>Information Technology</u>					
Personal Services		225,455	208,697	266,991	282,280
Operating Expenditures		224,905	203,827	131,393	184,068
Capital Outlay		0	31,764	125,000	125,000
Totals		450,360	444,288	523,384	591,348
Grand Total		2,630,620	2,629,958	3,476,937	3,931,171

FUNDING SOURCES		FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund		1,748,030	1,740,762	2,417,109	2,734,652
Internal Service		882,590	889,196	1,059,828	1,196,519
Grand Total		2,630,620	2,629,958	3,476,937	3,931,171

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 Final
<u>Planning and Zoning</u>				
Personal Services	520,883	527,723	612,349	650,464
Operating Expenditures	91,970	59,199	120,987	119,956
Capital Outlay	0	0	20,000	0
Totals	612,853	586,922	753,336	770,420
<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	1,157,864

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund	837,030	932,335	1,206,380	807,420
Special Revenue	11,900	9,058	201,511	350,444
Grand Total	848,930	941,393	1,407,891	1,157,864

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 Final
<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 Final
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 Final
<u>Recreation and Culture</u>				
Personal Services	516,391	707,937	681,058	708,991
Operating Expenditures	657,700	720,490	678,186	699,101
Capital Outlay	59,710	0	20,000	0
Non-Operating	0	0	0	0
Totals	1,233,801	1,428,427	1,379,244	1,408,092
<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	957,946
Totals	0	136,095	1,384,431	957,946
Grand Total	1,322,652	1,662,794	2,770,289	2,367,503

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund	1,233,801	1,428,427	1,379,244	1,408,092
Special Revenue	86,665	234,367	1,389,345	959,411
Capital Project	2,186	0	1,700	0
Grand Total	1,322,652	1,662,794	2,770,289	2,367,503

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 Final
<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 Final
<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 Final
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 Final
<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	930,013
Capital Outlay	0	0	3,648,445	4,774,483
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	21,852,984
<u>Water Utility</u>				
Personal Services	213,201	188,911	344,663	338,682
Operating Expenditures	1,777,265	2,133,648	499,358	545,250
Capital Outlay	0	0	7,787,481	6,799,538
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	8,863,086
<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	1,194,681
Capital Outlay	0	0	2,882,294	2,857,040
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	6,041,897
<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	441,626
Capital Outlay	24,004	513,219	2,354,500	2,236,073
Totals	723,973	1,289,195	3,480,089	3,426,503
<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 Final
<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	289,819
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	1,519,155
<u>Water Distribution and Collection</u>					
Personal Services		368,386	426,209	550,711	499,549
Operating Expenditures		172,884	238,456	380,276	377,227
Capital Outlay		0	0	70,000	0
Totals		541,270	664,665	1,000,987	876,776
<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 Final
<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	44,674,209

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund	1,457,966	2,366,187	4,591,851	5,166,763
Special Revenue	17,467	16,247	24,000	27,000
Enterprise	22,390,682	19,180,785	38,060,490	36,859,984
Internal Service	1,817,571	2,197,910	2,887,771	2,580,048
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	44,674,209

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 Final
<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 Final
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 Final
<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	538,650
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	1,041,399
Grand Total	672,575	885,535	828,822	1,041,399

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
Special Revenue	672,575	885,535	828,822	1,041,399
Grand Total	672,575	885,535	828,822	1,041,399

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 Final
<u>Special Expense-General Gov't</u>				
Personal Services	3,025	(550)	14,074	14,074
Operating Expenditures	104,614	131,397	133,050	138,450
Capital Outlay	23,379	0	8,000	98,000
Grants and Aids	37,644	49,480	291,501	284,000
Non-Operating	1,252,302	1,035,007	1,272,026	1,487,586
Totals	1,420,964	1,215,334	1,718,651	2,022,110
<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	4,545,157

FUNDING SOURCES	FY 22 Actual	FY 23 Actual	FY 24 Approved	FY 25 Final
General Fund	1,420,964	1,215,334	1,718,651	2,022,110
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	4,545,157



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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
FINAL BUDGET**



**P. O. BOX 9
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ALACHUA, FLORIDA 32616-0009
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BUDGET CHANGES MADE FOR FY 25 FINAL BUDGET

<u>PO/REQ NUMBER</u>	<u>VENDOR NAME</u>	<u>DESCRIPTION</u>	<u>GL ACCOUNT</u>	<u>C/F AMOUNT</u>
FAS - FINANCE				
24-03571	FOSTER & FOSTER CONSULT ACTUARIES	ACTUARIAL SERVICES AGREEMENT	001-513.0700-503.3100	6,300
24-03525	ADAMS AND REESE LLP	GOVERNMENT AFFAIRS CONSULTANT	001-513.0800-503.3100	18,890
CA - CITY ATTORNEY				
20-01830	THERIAQUE & SPAIN, PA	COA VS ALACHUA COUNTY - CHARTER AMENDMENT	001-514.0300-503.3101	11,339
23-03006	ROBERT A. RUSH, P.A.	CAROL, ET AL VERSES CITY OF ALACHUA	001-514.0300-503.3102	7,137
23-03114	THERIAQUE & SPAIN, PA	LITIGATION CAROL VS. COA CASE # 01-2022-CA-3623	001-514.0300-503.3102	7,588
TBD	TBD	ADDITIONAL FUNDS FOR POTENTIAL LITIGATION	001-514.0300-503.3102	100,000
21-01942	ROBERT A. RUSH, P.A.	COA VS ALACHUA COUNTY - CHARTER AMENDMENT	001-514.0300-503.3102	2,995
CP&D - PLANNING				
24-03565	CAUSSEAU HEWETT WALPOLE INC.	FARMLANDS CONSTRUCTION PLAN REVIEWS	001-515.6500-503.3100	2,000
24-03596	CAUSSEAU HEWETT WALPOLE INC.	HIGHLAND HILLS SUB. PRELIMINARY PLAT RVWS 1-3	001-515.6500-503.3100	1,000
FAS - INFORMATION TECH.				
24-03512	NETWORK CONSULTING SERVICES, INC.	PROFESSIONAL SERVICES - HOURLY RATE	001-516.1600-503.3100	5,600
SPECIAL EXPENSE				
23-03032	BRING THE MOXIE LLC	PRODUCE TRAINING/RECRUITING VIDEOS FOR APD	001-519.0400-503.4800	3,400
TBD	TBD	WAYSIDE PARK WELCOME SIGN	001-519.0400-506.6300	8,000
FAS - FACILITIES MAINTENANCE				
24-03485	K W MECHANICAL SERVICES INC	COMMISSION CHAMBERS AAON HVAC SYSTEM UNIT #3	001-519.0740-506.6400	91,398
PS - PUBLIC WORKS				
24-03438	WSP USA ENV & INFRASTRUCTURE	MILL CREEK SIGNAGE	001-541.7605-503.3400	5,000
24-03597	SNG PAVEMENT MARKING, INC.	MONTCLAIR & PROGRESS BLVD - RESTRIPIING	001-541.7605-503.4650	2,809
23-03119	EDA CONSULTANTS INC.	86TH DRIVE ROADWAY IMPROVEMENTS	001-541.7605-506.6300	42,140
24-03630	JOHN C HIPP CONSTRUCTION EQUIP CO	86TH DRIVE ROADWAY IMPROVEMENTS	001-541.7605-506.6300	817,328
NA	NA - CONTINUING CAPITAL C/F	ROADWAY IMPROVEMENT CAPITAL	001-541.7605-506.6300	300,000
24-03640	DEERE & COMPANY	JOHN DEERE FC12E FLEX WING ROTARY CUTTER	001-541.7605-506.6400	16,605
REC - RECREATION AND CULTURE				
24-03638	JOHNSON CONTROLS FIRE PROTECTION	EMERGENCY REPAIR OF STROBE/IP DIALER AT LEGACY PARK	001-572.4100-503.4620	2,982
SPECIAL EXPENSE - CONTINGENCY				
NA	NA - CONTINGENCY REDUCTION	ADDITIONAL FUNDS FOR POTENTIAL LITIGATION	001-590.0400-509.9099	(100,000)
PS - ELECTRIC				
24-03529	HAMID REZAEI, P.E.	LEGACY TRANSFORMER SPECIFICATION & BID EVALUATION	010-531.7610-503.3100	1,750
24-03420	ANIXTER INC.	LICENSE AND GEOSERVER ACCESS	010-531.7610-503.3400	18,290
24-03402	SUNBELT SOLOMON SERVICES, LLC	TRANSFORMER REPAIR	010-531.7610-503.5200	4,196
24-03545	MONARCH DESIGN GROUP LLC	SOLAR PATH DESIGN	010-531.7610-506.6300	4,620
24-03572	ALTEC INDUSTRIES INC	SIX TON CRIMPER TOOL	010-531.7610-506.6400	3,705
24-03362	CUMMINS INC	GENERATOR PURCHASE WQRI PROJECT	010-531.7610-506.6400	436,358
PS - WATER				
24-03395	ACTION INDUSTRIES INC	8" INSERTION VALVE	020-533.7620-503.4600	7,499
24-03647	ANDREWS PAVING		020-533.7620-506.6300	8,510
PS - WASTEWATER				
TBD	TBD	WW LOCAL LIMITS STUDY	030-535.7630-503.3100	200,000
TBD	TBD	WW LINE GST	030-535.7630-506.6502	90,000
22-02638	WOOD ENV & INFRASTRUCTURE	16" FORCEMAN PROJECT FROM LS#1 TO THE AWRF	030-535.7630-506.6504	12,049
23-03055	CAUSSEAU HEWETT WALPOLE INC.	CONSULTING SERVICES WEST WASTEWATER IMP PROJECT	030-535.7630-506.6504	42,000
24-03546	DYNAMIC MOTOR CONTROLS INC	LS #14 DUPLEX PUMP CONTROL PANEL	030-535.7630-506.6504	28,849
24-03595	HYDRA SERVICE(S), INC.	XFP 100C-CB1.4 -PE35/4 SUBMERSIBLE SPARE PUMP	030-535.7630-506.6504	7,556
24-03484	GWP CONSTRUCTION INC	ALACHUA WEST WASTEWATER IMPROVEMENT PROJECT	030-535.7630-506.6505	296,586
REC - WSPP				
24-03406	UPSIDE INNOVATIONS LLC	LEGACY CANOPIES OVER REAR ENTRYWAYS	057-572.4100-506.6200	49,770
CP&D - CRA				
24-03495	MONARCH DESIGN GROUP LLC	THEATER PARK RESTORATION AND ENHANCEMENTS	310-559.0405-506.6300	13,650
PS - UTILITY ADMINISTRATION				
24-03653	WSP USA ENVIRONMENT	WSP USA ENVIRONMENT	700-513.7600-503.3100	18,238
FAS - UTILITY OPERATIONS				
24-03613	THE AVANTI COMPANY INC	HANDHELDS/MAINTENANCE METER READING SOFTWARE	700-519.0715-503.4610	35,205
PS - DISTRIBUTION/COLLECTION				
23-03218	CAUSSEAU HEWETT WALPOLE INC.	WATERLINE ENCROACHMENT ON CSX PROPERTY	700-536.7623-503.3400	<u>2,500</u>
				2,633,842

DEPARTMENT	EXPENSE TYPE	FY24 APPROVED BUDGET	FY24 AMENDED BUDGET	FY25 FINAL BUDGET	Variance (FROM FY24 AMENDED)	PERCENT CHANGE
<u>GENERAL FUND</u>						
CITY COMMISSION	PERSONAL SERVICES	128,672	128,672	129,019	347	0.3%
	OPERATING EXPENSES	28,418	28,418	30,002	1,584	5.6%
CITY COMMISSION Total		157,090	157,090	159,021	1,931	1.23%
CM-EXECUTIVE	PERSONAL SERVICES	692,242	692,242	854,653	162,411	23.5%
	OPERATING EXPENSES	53,551	53,551	65,692	12,141	22.7%
CM-EXECUTIVE Total		745,793	745,793	920,345	174,552	23.40%
HUMAN RESOURCES	PERSONAL SERVICES	284,827	284,827	301,365	16,538	5.8%
	OPERATING EXPENSES	73,494	73,494	76,512	3,018	4.1%
HUMAN RESOURCES Total		358,321	358,321	377,877	19,556	5.46%
HR-DEPUTY CITY CLERK	PERSONAL SERVICES	169,477	169,477	178,295	8,818	5.2%
	OPERATING EXPENSES	75,865	75,865	87,238	11,373	15.0%
HR-DEPUTY CITY CLERK Total		245,342	245,342	265,533	20,191	8.23%
CITY ATTORNEY	OPERATING EXPENSES	232,063	232,063	321,059	88,996	38.3%
CITY ATTORNEY Total		232,063	232,063	321,059	88,996	38.35%
COMPLIANCE & RISK	PERSONAL SERVICES	458,910	458,910	476,342	17,432	3.8%
	OPERATING EXPENSES	51,763	51,763	50,693	(1,070)	-2.1%
COMPLIANCE & RISK Total		510,673	510,673	527,035	16,362	3.20%
CP&D-PLANNING	PERSONAL SERVICES	612,349	612,349	650,464	38,115	6.2%
	OPERATING EXPENSES	120,987	120,987	119,956	(1,031)	-0.9%
	CAPITAL OUTLAY	20,000	20,000	0	(20,000)	-100.0%
CP&D-PLANNING Total		753,336	753,336	770,420	17,084	2.27%
CP&D-BEAUTIFICATION	OPERATING EXPENSES	23,000	23,000	37,000	14,000	60.9%
CP&D-BEAUTIFICATION Total		23,000	23,000	37,000	14,000	60.87%
PS-BUILDING	PERSONAL SERVICES	303,857	303,857	436,605	132,748	43.7%
	OPERATING EXPENSES	73,187	73,187	73,625	438	0.6%
	CAPITAL OUTLAY	53,000	53,000	0	(53,000)	-100.0%
PS-BUILDING Total		430,044	430,044	510,230	80,186	18.65%
PS-SOLID WASTE	OPERATING EXPENSES	1,111,762	1,111,762	1,230,030	118,268	10.6%
PS-SOLID WASTE Total		1,111,762	1,111,762	1,230,030	118,268	10.64%
PS-PUBLIC WORKS	PERSONAL SERVICES	717,544	717,544	748,804	31,260	4.4%
	OPERATING EXPENSES	408,045	408,045	441,626	33,581	8.2%
	CAPITAL OUTLAY	2,354,500	2,354,500	2,236,073	(118,427)	-5.0%
PS-PUBLIC WORKS Total		3,480,089	3,480,089	3,426,503	(53,586)	-1.54%
FAS-FINANCE	PERSONAL SERVICES	633,777	633,777	658,168	24,391	3.8%
	OPERATING EXPENSES	113,228	113,228	119,416	6,188	5.5%
FAS-FINANCE Total		747,005	747,005	777,584	30,579	4.09%
FAS-GRANTS	OPERATING EXPENSES	55,000	55,000	73,890	18,890	34.3%
FAS-GRANTS Total		55,000	55,000	73,890	18,890	34.35%
FAS-FACILITIES MAINTENANCE	PERSONAL SERVICES	693,048	658,248	712,042	53,794	8.2%
	OPERATING EXPENSES	237,777	272,577	262,932	(9,645)	-3.5%
	CAPITAL OUTLAY	200,000	200,000	367,898	167,898	83.9%
FAS-FACILITIES MAINTENANCE Total		1,130,825	1,130,825	1,342,872	212,047	18.75%
FAS-INFORMATION TECH.	PERSONAL SERVICES	231,886	231,886	245,238	13,352	5.8%
	OPERATING EXPENSES	127,393	147,393	170,068	22,675	15.4%
	CAPITAL OUTLAY	125,000	105,000	125,000	20,000	19.0%
FAS-INFORMATION TECH. Total		484,279	484,279	540,306	56,027	11.57%
APD-PATROL & ADMIN	PERSONAL SERVICES	3,468,017	3,468,017	3,776,903	308,886	8.9%
	OPERATING EXPENSES	703,177	822,791	746,199	(76,592)	-9.3%
	CAPITAL OUTLAY	352,000	275,840	857,615	581,775	210.9%
APD-PATROL & ADMIN Total		4,523,194	4,566,648	5,380,717	814,069	17.83%
APD-COMMUNICATIONS	PERSONAL SERVICES	448,039	448,039	479,972	31,933	7.1%
	OPERATING EXPENSES	22,969	22,969	24,486	1,517	6.6%
APD-COMMUNICATIONS Total		471,008	471,008	504,458	33,450	7.10%

DEPARTMENT	EXPENSE TYPE	FY24 APPROVED BUDGET	FY24 AMENDED BUDGET	FY25 FINAL BUDGET	Variance (FROM FY24 AMENDED)	PERCENT CHANGE
APD-SCHOOL CROSSING	OPERATING EXPENSES	29,000	29,000	47,000	18,000	62.1%
APD-SCHOOL CROSSING Total		29,000	29,000	47,000	18,000	62.07%
APD-EXPLORERS	OPERATING EXPENSES	2,000	2,000	2,000	0	0.0%
APD-EXPLORERS Total		2,000	2,000	2,000	0	0.00%
APD-RESERVES	OPERATING EXPENSES	3,000	3,000	3,000	0	0.0%
APD-RESERVES Total		3,000	3,000	3,000	0	0.00%
RECREATION AND CULTURE	PERSONAL SERVICES	681,058	681,058	708,991	27,933	4.1%
	OPERATING EXPENSES	678,186	678,186	699,101	20,915	3.1%
	CAPITAL OUTLAY	20,000	20,000	0	(20,000)	-100.0%
RECREATION AND CULTURE Total		1,379,244	1,379,244	1,408,092	28,848	2.09%
SPECIAL EXPENSE	PERSONAL SERVICES	14,074	14,074	14,074	0	0.0%
	OPERATING EXPENSES	133,050	133,050	138,450	5,400	4.1%
	CAPITAL OUTLAY	8,000	8,000	98,000	90,000	1125.0%
	GRANTS AND AIDS	291,501	291,501	284,000	(7,501)	-2.6%
	NON OPERATING	1,272,026	1,272,026	1,487,586	215,560	16.9%
SPECIAL EXPENSE Total		1,718,651	1,718,651	2,022,110	303,459	17.66%
GENERAL FUND Total		18,590,719	18,634,173	20,647,082	2,012,909	10.80%

DEBT SERVICE FUND

DEBT SERVICE	DEBT SERVICE	800,274	800,274	797,657	(2,617)	-0.3%
DEBT SERVICE Total		800,274	800,274	797,657	(2,617)	-0.33%

SPECIAL REVENUE FUNDS

ADDITIONAL COURT COSTS	OPERATING EXPENSES	13,000	13,000	9,000	(4,000)	-30.8%
ADDITIONAL COURT COSTS Total		13,000	13,000	9,000	(4,000)	-30.77%
TREE BANK	OPERATING EXPENSES	201,511	201,511	350,444	148,933	73.9%
TREE BANK Total		201,511	201,511	350,444	148,933	73.91%
EXPLORERS SR	OPERATING EXPENSES	5,000	5,000	4,315	(685)	-13.7%
EXPLORERS SR Total		5,000	5,000	4,315	(685)	-13.70%
TK BASIN STORMWATER	OPERATING EXPENSES	14,000	14,000	17,000	3,000	21.4%
	NON OPERATING	10,000	10,000	10,000	0	0.0%
TK BASIN STORMWATER Total		24,000	24,000	27,000	3,000	12.50%
INFRASTRUCTURE SURTAX	CAPITAL OUTLAY	1,504,147	1,504,147	2,383,047	878,900	58.4%
INFRASTRUCTURE SURTAX Total		1,504,147	1,504,147	2,383,047	878,900	58.43%
WSPP	OPERATING EXPENSES	38,900	61,900	0	(61,900)	-100.0%
	CAPITAL OUTLAY	1,345,531	1,322,531	957,946	(364,585)	-27.6%
WSPP Total		1,384,431	1,384,431	957,946	(426,485)	-30.81%
CHILDREN's TRUST	OPERATING EXPENSES	0	73,769	0	(73,769)	-100.0%
CHILDREN'S TRUST Total		0	73,769	0	(73,769)	-100.00%
DONATION-RECREATION	OPERATING EXPENSES	4,914	4,914	1,465	(3,449)	-70.2%
DONATION-RECREATION Total		4,914	4,914	1,465	(3,449)	-70.19%
CRA	PERSONAL SERVICES	126,713	126,713	100,167	(26,546)	-20.9%
	OPERATING EXPENSES	395,234	395,234	357,582	(37,652)	-9.5%
	CAPITAL OUTLAY	261,875	261,875	538,650	276,775	105.7%
	GRANTS AND AIDS	25,000	25,000	25,000	0	0.0%
	NON OPERATING	20,000	20,000	20,000	0	0.0%
CRA Total		828,822	828,822	1,041,399	212,577	25.65%
SPECIAL REVENUE Total		3,966,154	4,039,923	4,774,616	734,693	18.19%

DEPARTMENT	EXPENSE TYPE	FY24 APPROVED BUDGET	FY24 AMENDED BUDGET	FY25 FINAL BUDGET	Variance (FROM FY24 AMENDED)	PERCENT CHANGE
<u>CAPITAL PROJECTS FUNDS</u>						
CP-SAN FELASCO	NON OPERATING	1,700	1,700	0	(1,700)	-100.0%
CP-SAN FELASCO Total		1,700	1,700	0	(1,700)	-100.00%
CP-HERITAGE OAKS	OPERATING EXPENSES	4,326	4,326	4,326	0	0.0%
CP-HERITAGE OAKS Total		4,326	4,326	4,326	0	0.00%
CP-CDBG NEIGHBORHOOD REV.	CAPITAL OUTLAY	894,929	894,929	0	(894,929)	-100.0%
	NON OPERATING	0	0	36,088	36,088	NA+
CP-CDBG NEIGHBORHOOD REV. Total		894,929	894,929	36,088	(858,841)	-95.97%
CAPITAL PROJECTS Total		900,955	900,955	40,414	(860,541)	-95.51%
<u>ENTERPRISE FUNDS</u>						
PS-ELECTRIC UTILITY	PERSONAL SERVICES	1,521,242	1,521,242	1,911,783	390,541	25.7%
	OPERATING EXPENSES	947,457	947,457	930,013	(17,444)	-1.8%
	CAPITAL OUTLAY	3,648,445	3,648,445	4,774,483	1,126,038	30.9%
	NON OPERATING	6,329,888	6,329,888	5,831,705	(498,183)	-7.9%
	POWER COSTS	8,905,000	8,905,000	8,405,000	(500,000)	-5.6%
PS-ELECTRIC UTILITY Total		21,352,032	21,352,032	21,852,984	500,952	2.35%
PS-WATER UTILITY	PERSONAL SERVICES	344,663	344,663	338,682	(5,981)	-1.7%
	OPERATING EXPENSES	499,358	499,358	545,250	45,892	9.2%
	CAPITAL OUTLAY	7,787,481	7,787,481	6,799,538	(987,943)	-12.7%
	DEBT SERVICE	165,684	165,684	166,982	1,298	0.8%
	NON OPERATING	1,526,681	1,526,681	1,012,634	(514,047)	-33.7%
PS-WATER UTILITY Total		10,323,867	10,323,867	8,863,086	(1,460,781)	-14.15%
PS-WASTEWATER	PERSONAL SERVICES	569,210	569,210	685,493	116,283	20.4%
	OPERATING EXPENSES	1,132,183	1,132,183	1,194,681	62,498	5.5%
	CAPITAL OUTLAY	2,882,294	2,882,294	2,857,040	(25,254)	-0.9%
	DEBT SERVICE	623,028	623,028	624,326	1,298	0.2%
	NON OPERATING	1,044,134	1,044,134	680,357	(363,777)	-34.8%
PS-WASTEWATER UTILITY Total		6,250,849	6,250,849	6,041,897	(208,952)	-3.34%
PS-MOSQUITO CONTROL	PERSONAL SERVICES	12,124	12,124	12,150	26	0.2%
	OPERATING EXPENSES	41,618	41,618	41,758	140	0.3%
	NON OPERATING	80,000	80,000	48,109	(31,891)	-39.9%
PS-MOSQUITO CONTROL Total		133,742	133,742	102,017	(31,725)	-23.72%
ENTERPRISE FUNDS Total		38,060,490	38,060,490	36,859,984	(1,200,506)	-3.15%
<u>INTERNAL SERVICE FUND</u>						
PS-UTILITY ADMINISTRATION	PERSONAL SERVICES	1,274,438	1,274,438	1,184,336	(90,102)	-7.1%
	OPERATING EXPENSES	333,800	333,800	289,819	(43,981)	-13.2%
	CAPITAL OUTLAY	0	0	45,000	45,000	NA+
PS-UTILITY ADMINISTRATION Total		1,608,238	1,608,238	1,519,155	(89,083)	-5.54%
FAS-UTILITY BILLING	PERSONAL SERVICES	408,514	408,514	425,958	17,444	4.3%
	OPERATING EXPENSES	157,274	157,274	178,589	21,315	13.6%
FAS-UTILITY BILLING Total		565,788	565,788	604,547	38,759	6.85%
FAS-UTILITY OPERATIONS	PERSONAL SERVICES	364,212	364,212	368,803	4,591	1.3%
	OPERATING EXPENSES	90,723	90,723	122,127	31,404	34.6%
	CAPITAL OUTLAY	0	0	50,000	50,000	NA+
FAS-UTILITY OPERATIONS Total		454,935	454,935	540,930	85,995	18.90%
PS-WAREHOUSE OP.	PERSONAL SERVICES	137,116	137,116	145,447	8,331	6.1%
	OPERATING EXPENSES	31,430	31,430	38,670	7,240	23.0%
	CAPITAL OUTLAY	110,000	110,000	0	(110,000)	-100.0%
PS-WAREHOUSE OP. Total		278,546	278,546	184,117	(94,429)	-33.90%

DEPARTMENT	EXPENSE TYPE	FY24 APPROVED BUDGET	FY24 AMENDED BUDGET	FY25 FINAL BUDGET	Variance (FROM FY24 AMENDED)	PERCENT CHANGE
PS-DISTRIBUTION/COLLECTION	PERSONAL SERVICES	550,711	550,711	499,549	(51,162)	-9.3%
	OPERATING EXPENSES	380,276	380,276	377,227	(3,049)	-0.8%
	CAPITAL OUTLAY	70,000	70,000	0	(70,000)	-100.0%
PS-DISTRIBUTION/COLLECTION Total		1,000,987	1,000,987	876,776	(124,211)	-12.41%
HR-SAFTY	PERSONAL SERVICES	45,536	45,536	46,709	1,173	2.6%
	OPERATING EXPENSES	707	707	777	70	9.9%
HR-SAFTY Total		46,243	46,243	47,486	1,243	2.69%
FAS-INFORMATION TECH.	PERSONAL SERVICES	35,105	35,105	37,042	1,937	5.5%
	OPERATING EXPENSES	4,000	4,000	14,000	10,000	250.0%
FAS-INFORMATION TECH. Total		39,105	39,105	51,042	11,937	30.53%
ISF SERIES 2016 DEBT	DEBT SERVICE	280,914	280,914	279,907	(1,007)	-0.4%
ISF SERIES 2016 DEBT Total		280,914	280,914	279,907	(1,007)	-0.36%
ISF CONTINGENCY	NON OPERATING	140,000	140,000	140,000	0	0.0%
ISF CONTINGENCY Total		140,000	140,000	140,000	0	0.00%
INTERNAL SERVICE FUNDS Total		4,414,756	4,414,756	4,243,960	(170,796)	-3.87%
ALL FUNDS Grand Total		66,733,348	66,850,571	67,363,713	513,142	0.77%

RESOLUTION 24-18

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; ADOPTING A FIVE (5) YEAR CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE PERIOD COVERING FISCAL YEARS 2025 THROUGH 2029; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Alachua Commission has previously established and adopted a five (5) year Capital Improvement Program (CIP) for the period covering fiscal years 2024 through 2028; and ,

WHEREAS, the City of Alachua Commission desires to update its Capital Improvement Program for the period covering fiscal years 2025 through 2029 in conjunction with its budget process;

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

SECTION 1. Included in Exhibit A is the schedule of Capital Improvement Program (CIP) projects for the City of Alachua.

SECTION 2. That any resolution in conflict with the guidelines, procedures, and requirements established by this resolution be and the same hereby repealed.

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

DULY ADOPTED in regular session, this 23rd day of September, 2024.

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

Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk

EXHIBIT A

FY 2025 - 2029 CAPITAL IMPROVEMENT PROGRAM

GENERAL GOVERNMENT

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
IT Network Upgrades	General Fund	125,000	125,000	125,000	400,000	125,000	900,000
HVAC Replacement Municipal Complex	General Fund	91,398	150,000	150,000	150,000	150,000	691,398
SUBTOTAL		216,398	275,000	275,000	550,000	275,000	1,591,398

PUBLIC SAFETY

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
Tasers / Body Cams / Vehicle Cams	General Fund	200,000	200,000	200,000	200,000	200,000	1,000,000
APD vehicles	General Fund	583,000	420,000	440,000	460,000	460,000	2,363,000
SUBTOTAL		783,000	620,000	640,000	660,000	660,000	3,363,000

ELECTRIC UTILITY

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
Bucket Truck	Electric Utility Revenue	179,425	0	185,000	0	190,000	554,425
GST Generator	Electric Utility Revenue	436,358	0	0	0	0	436,358
Overhead Distribution Improvements	Electric Utility Revenue	75,000	398,000	200,000	237,000	200,000	1,110,000
Underground Distribution Improvements	Electric Utility Revenue	750,000	276,000	276,000	236,000	236,000	1,774,000
Overhead Distribution Removal & Replacement	Electric Utility Revenue	316,000	270,000	270,000	270,000	270,000	1,396,000
Underground Distribution Removal & Replacement	Electric Utility Revenue	176,000	150,000	160,000	160,000	160,000	806,000
Substation Improvements	Electric Utility Revenue	1,250,000	225,000	175,000	200,000	250,000	2,100,000
Substation Removal & Replacement	Electric Utility Revenue	60,000	115,000	115,000	125,000	125,000	540,000
Street Light Installations	Electric Utility Revenue	45,000	65,000	85,000	85,000	85,000	365,000
Miscellaneous Projects	Electric Utility Revenue	1,200,000	125,000	150,000	150,000	150,000	365,948
SUBTOTAL		4,487,783	1,624,000	1,616,000	1,463,000	1,666,000	9,447,731

WATER UTILITY

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
Water Treatment Facility Improvements	Grants	90,000	90,000	90,000	90,000	90,000	450,000
Water Treatment Facility Removal & Replacement	Water Utility Revenue	0	25,000	30,000	30,000	30,000	115,000
Water Distribution Removal & Replacement	Water Utility Revenue	0	20,000	200,000	0	0	220,000
Water Utility Expansion / Tie-In	Water Utility Revenue	410,000	0	0	0	0	410,000
Water Distribution Improvements	Water Utility Revenue	4,612,521	1,537,507	0	50,000	100,000	6,300,028
US 441 E Crossing	Water Utility Revenue	100,000	0	0	0	0	100,000
Large meter replacement program (4" and larger)	Water Utility Revenue	8,500	8,500	8,500	8,500	8,500	42,500
Water meter changeout program (250 meters annually)	Water Utility Revenue	10,000	10,000	10,000	10,000	10,000	50,000
SUBTOTAL		5,231,021	1,691,007	338,500	188,500	238,500	7,687,528

WASTE WATER UTILITY

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
West Wastewater Improvements	Grants	296,586	0	0	0	0	296,586
LS Generator	Waste Water Utility Revenue	75,000	75,000	0	0	0	150,000
Solar Interconnection	Waste Water Utility Revenue	80,000	0	0	0	0	80,000
WW Treatment Facility Improvements	Waste Water Utility Revenue	90,000	45,000	45,000	45,000	45,000	270,000
WW Treatment Facility Removal & Replacement	Waste Water Utility Revenue	135,000	50,000	50,000	50,000	50,000	335,000
Lift Station Improvements	Waste Water Utility Revenue	110,454	70,000	70,000	70,000	70,000	390,454
Lift Station Removal & Replacement	Waste Water Utility Revenue	1,000,000	1,000,000	50,000	50,000	50,000	2,150,000
WW Collection System Improvements	Waste Water Utility Revenue	50,000	50,000	50,000	50,000	50,000	250,000
SUBTOTAL		1,837,040	1,290,000	265,000	265,000	265,000	3,922,040

EXHIBIT A

FY 2025 - 2029 CAPITAL IMPROVEMENT PROGRAM

PUBLIC WORKS

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
Resurfacing City streets	General Fund	600,000	300,000	300,000	300,000	300,000	1,800,000
Grapple Truck	General Fund	280,000	0	0	0	0	280,000
Hydraulic Mini Excavator	General Fund	60,000	0	0	0	0	60,000
Resurfacing City streets-CDBG Neighborhood Revitalization	General Fund/CDBG Grant	0	750,000	0	0	0	750,000
Neighborhood sidewalks construction	General Fund	0	10,000	10,000	10,000	10,000	40,000
Drainage basin construction	General Fund/Stormwater Utility	0	15,000	15,000	15,000	15,000	60,000
Ditching / drainage improvements	General Fund/Stormwater Utility	10,000	10,000	10,000	100,000	10,000	140,000
Drainage basin R & R	General Fund/SW Utility	10,000	10,000	10,000	10,000	10,000	50,000
SUBTOTAL		960,000	1,095,000	345,000	435,000	345,000	3,180,000

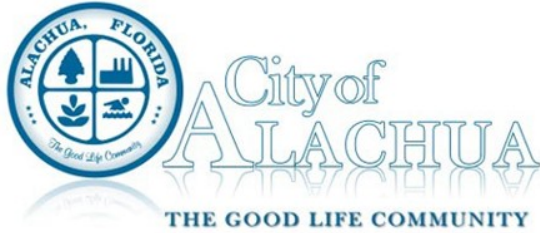
PARKS & RECREATION

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
HBRC-Phase II-Spray Pool	General Fund/Grant/WSPP	0	0	200,000	0	0	200,000
Softball triplex fencing and backstops	WSPP	65,000	0	0	0	0	65,000
Skate Park Renovation	WSPP	200,000	0	0	0	0	200,000
World Series Field Berm	WSPP	50,000	0	0	0	0	50,000
Disc Golf Course	WSPP	170,000	0	0	0	0	170,000
HCC Building Construction	Infrastructure Surtax/Grants	125,000	750,000	500,000	0	0	1,375,000
SUBTOTAL		610,000	750,000	700,000	0	0	2,060,000

COMMUNITY REDEVELOPMENT AGENCY (CRA)

PROJECT	FUNDING SOURCE	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
Resurfacing City Streets	Tax Increment Funds (TIF)	0	0	0	50,000	50,000	100,000
Theater Park modifications	Tax Increment Funds (TIF)	160,000	0	0	0	0	160,000
Wayfinding signage	Tax Increment Funds (TIF)	50,000	50,000	0	0	0	100,000
Wayfinding signage - Gateway Sign	Tax Increment Funds (TIF)	100,000	0	0	0	0	100,000
Sidewalk construction	Tax Increment Funds (TIF)	0	0	10,000	10,000	10,000	30,000
SUBTOTAL		310,000	50,000	10,000	60,000	60,000	490,000

		FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29	TOTAL
TOTAL OF ALL PROJECTS:		14,435,242	7,395,007	4,189,500	3,621,500	3,509,500	31,741,697



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: Ordinance 24-13, Second and Final 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 Second and Final Reading.

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

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ATTACHMENTS

1. Ordinance 24-13 Economic Development Incentives Final

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 9th day of September, 2024.

PASSED and ADOPTED, in regular session, with a quorum present and voting, by the City Commission, upon second and final reading this **23rd day of September, 2024.**

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

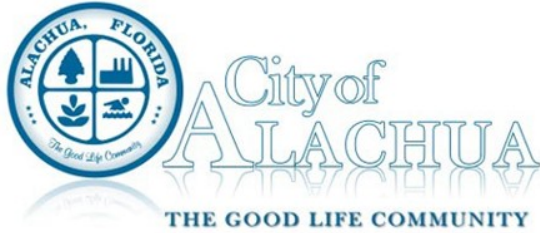
Gib Coerper, Mayor
SEAL

ATTEST:

APPROVED AS TO FORM

Mike DaRoza, City Manager/Clerk

Marian B. Rush, City Attorney



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: Savannah Station Phase 2C Infrastructure Acceptance and Return of Surety

PREPARED BY: Michael Carrillo

RECOMMENDED ACTION:

(1) Accept the Savannah Station Phase 2C water system, wastewater system, electric system, roadways, and stormwater conveyance system, and book the value on the City's asset lists; (2) Return the surety amount of \$93,089.80 to Gloria's Way, LLC.

Summary

On February 14, 2022, Gloria's Way, LLC entered into a Subdividers Agreement with the City of Alachua which provides, among other things, the requirements for the construction of infrastructure for a project known as Savannah Station Phase 2C. This infrastructure was completed in accordance with the Subdividers Agreement and the City's Land Development Regulations on June 1, 2023. The one-year maintenance period has expired and any items in need of repair have been completed by Gloria's Way, LLC.

The initial estimate for the value of the infrastructure was \$1,164,606.72 as certified probable costs by CHW Professional Consultants.

City of Alachua Code of Ordinances 7.8.1(B), related to subdivisions, requires the express acceptance of maintenance of infrastructure to be effectuated by specific action of the City Commission. This item provides for such action.

The proposed infrastructure for the City to accept includes the Savannah Station Phase 2C water system, wastewater system, electric system, roadways, and stormwater conveyance system. The City is not accepting the sidewalks (which are to be completed throughout the construction of homes and proposed for acceptance at a later date) or the stormwater management facilities, which are to be privately maintained in perpetuity.

Pursuant to paragraph 9(b) of the Subdividers Agreement, Gloria's Way, LLC provided the City \$93,089.80 as the maintenance surety. Since the maintenance period has expired and all repairs have been completed, these funds are to be returned to Gloria's Way, LLC.

FINANCIAL IMPACT

No

ADDITIONAL FINANCIAL INFORMATION

N/A

COMMISSION GOALS

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ATTACHMENTS

1. Recorded Subdividers Agreement
2. Certificate of Completion Letter
3. Cost of Construction

3/31/2022 4:17 PM
BOOK 4991 PAGE 1834

J.K. JESS IRBY, ESQ.
Clerk of the Court, Alachua County, Florida

ERECORDED Receipt # 1075188

Doc Stamp-Mort: \$0.00

Doc Stamp-Deed: \$0.00

Intang. Tax: \$0.00

**SUBDIVIDERS AGREEMENT
FOR
SAVANNAH STATION PHASE 2C**

THIS SUBDIVIDERS AGREEMENT for Savannah Station Phase 2C (the "Agreement") is made this 14th day of February, 2022.

BETWEEN

DEVELOPER/OWNER: Gloria's Way LLC
Whose address is:
4510 NW 6th Place
3rd Floor
Gainesville, FL 32607

AND

CITY: THE CITY OF ALACHUA, a Florida municipal Corporation (the "City")

R E C I T A L S:

WHEREAS, the DEVELOPER/OWNER is developing a residential subdivision in the City known as Savannah Station Phase 2C (the "Project"), legally described in attached Exhibit "A" (the "Property" or "Land") and further described in the Plat for Savannah Station Phase 2C as set forth in Plat Book 38 page 20 of the Public Records of Alachua County (the "Plat"), a copy of which is attached hereto as Exhibit "B";

WHEREAS, the Property or Land which is described in the Plat for Savannah Station Phase 2C is owned by Gloria's Way LLC, a Florida Limited Liability Company that has the address: 4510 NW 6th Place 3rd Floor, Gainesville, Florida 32607;

WHEREAS, the Developer wishes to enter into a Subdividers Agreement with City as part of the City's site specific regulations for applications for development orders for the subdivision of land as further set forth and required in Section 2.4.10(G)(4) of the City's Land Development Regulations (the "LDRs");

WHEREAS, the Developer acknowledges that this Agreement is a valid exercise of the City's police powers and it is authorized by, among other things, Article VIII, Section 2(b) of the Florida Constitution, Section 163.3161, *et. seq.*, Fla. Stat., Section 163.3202, Fla. Stat., and Section 166.201 Fla. Stat.;

WHEREAS, the Developer acknowledges that this Agreement is governed by the City's LDRs and, as such, the Developer must utilize the administrative procedures contained in the LDRs in the event there is any dispute regarding or in any way arising out of this Agreement; and

WHEREAS, the Developer acknowledges that this Agreement is a regulatory agreement required as part of the process for the issuance of Development permits for the Project and, as such, Developer shall not have any claim for monetary damages against the City in the event of any dispute regarding or in any way arising out of this Agreement;

NOW THEREFORE, in consideration of the foregoing recitals, the Developer and City hereby agree to and specify the following:

1. **Recitals:** The above recitals are true and correct and are incorporated as material terms of this Agreement by reference.
2. **Certificate of Concurrency Compliance:** The City agrees to reserve public facilities for the Project as set forth in the Certificate of Concurrency Compliance attached hereto as Exhibit "C" and incorporated herein by reference.
3. **Construction:** The Developer shall construct, at Developer's sole expense, the improvements for the Project according to the specifications for MAJOR SUBDIVISIONS as set forth in the City's LDRs and in accordance with the design documents, including, but not limited to the Construction Plans prepared by the Developer's design engineer (the "Plans"), which were filed with the City by the Developer, and have been reviewed and approved by the City in accordance with the LDRs (the "Improvements"). Developer agrees to proceed with the construction of the Improvements for the Project, with the exception of the sidewalks depicted on the Construction Plans which abut or are immediately adjacent to a residential house lot depicted on the Plat (herein referred as "House Sidewalk" or "House Sidewalks"), in a diligent manner and Developer shall complete these Improvements on or before June 26, 2023.
4. **Drainage:** Drainage facilities for the Property shall be maintained in accordance with the approved Plans for the Project at the sole expense of the Developer.
5. **Fire Flow:** The Developer specifically acknowledges that future development and buildings constructed within the Project shall comply with the fire flow standards as set forth in the Florida Fire Prevention Code (the "FFPC"), which is adopted as part of the Florida Building Code (the "FBC"), as amended and effective at the time of such future development. It is the Developer's sole responsibility to comply with these fire flow standards. Nothing in this Agreement, in the Plans, or the Certificate of Concurrency Compliance for the Project, attached hereto as Exhibit "C" in any way impacts or waives the requirement for future development and buildings within the Project from complying with the FFPC and FBC, as amended and effective at the time of such future development.
6. **Conveyance:** The conveyance by the Developer to the City of all of the required public utility infrastructure improvements [including, but not limited to, roadways, streetlights, water facilities, wastewater facilities, electric system facilities, right of ways, sidewalks, and easements as reflected on the Plat which will be recorded for the Project (the "Improvements")] shall be conveyed to the City, however, the Improvements shall not be accepted by the City until the Improvements have been

completed, approved by the City, a one-year warranty period as described below has concluded, and the City Commission of the City of Alachua (the "Commission") officially accepts the Improvements.

7. **Compliance:** The Developer warrants that it will construct all of the Improvements in accordance with the approved Plans and Plat for the Project, City's LDRs, and all applicable regulations, ordinances, laws, and rules.
8. **Recording:** The Plat for the Project shall be recorded by the Developer in the Public Records of Alachua County, Florida, immediately after its approval by the Commission. The Developer shall record the Plat and provide the City with a certified copy of the recorded Plat within one (1) business day of the recording of the Plat. The City shall record this Agreement within five (5) business days of receiving the certified copy of the recorded Plat. The Developer shall pay all costs associated with the recording of this Agreement. The failure to record the Plat within 45 days of its approval by the Commission shall render the Plat null and void.
9. **Surety Devices:** In order to comply with Sections 2.4.10(G)(4), 6.10.2, and 7.4.1 of the LDRs, the Developer further warrants and agrees, as follows:
 - a. Upon the approval of this Agreement and prior to the recordation of the Plat for the Project, Developer shall provide an irrevocable letter of credit which shall have an expiration date of August 28, 2023 to the City in the amount of \$1,397,528.06 (120% of the \$1,164,606.72 construction costs as set forth in the Certification in attached Exhibit "D") as the surety instrument and guarantee of the satisfactory construction of all of the Improvements required for the Project in accordance with this Agreement.
 - b. Upon Developer's timely completion of the Improvements and the City's approval (but not acceptance) of these Improvement, and the Developer providing an acceptable irrevocable letter of credit to the City for 10 percent of the certified value of the Improvements as the maintenance surety (approximately \$116,460.67 as set forth in the Certification in attached Exhibit "D"), the City will return the original \$1,397,528.06 irrevocable Letter of Credit to the Developer, less any drawdowns requested by the City for the completion of any Improvements.
10. **Inspections:** Upon the City's approval of the Plans, the Plat, and the Developer's compliance with the terms of this Agreement, the Developer may commence construction of the Improvements. Construction shall be completed on or before June 26, 2023 (with the exception of House Sidewalks – see paragraph 15 below). During the construction period, the Project's Engineer of Record, or Professional Engineer with a Professional Engineering Services Agreement with the City of Alachua shall perform Construction Inspection Services (CIS) and shall prepare and provide to the City inspection reports at the following benchmarks:

- a. Inspection of Underground Stormwater System: at beginning of process; during 2 pipe laying activities; during 3 random backfilling operations; and inspection of the completed system by visual, and TV camera.
- b. Inspections of sewer system: at the beginning of work; during 3 random manhole placements; 3 random pipe placements; 3 backfilling operations; and inspection of the completed system with TV camera.
- c. Inspection of water system: at the beginning of work; during all taps or city connections; 3 random pipe placements; 3 backfilling operations; and inspection of the completed system including disinfection and pressure testing.
- d. Inspection of the electrical conduit: at the beginning of work; during all city connections; 3 random pipe placements, 3 backfilling operations; and inspection of completed system.
- e. Inspection of Stormwater Management basin: at the rough grade stage, outfall placement; final grassing and inspection of completed system.
- f. Inspection of pavement: at sub grade of all roads for line and grade and yielding; lime rock base for placement and finish; asphalt inspections at the beginning of operations; at least 3 random quality control checks during placement, asphalt inspection; and inspection of completed pavement.

The Project's Engineer of Record or the Professional Engineer performing the inspection services as set forth in this paragraph shall submit to the City the inspection reports. The inspection reports shall show any discrepancies and shall note the correction of each discrepancy in a subsequent report. The Developer shall provide each inspection report to the City's Public Services Department with a copy to the City's Department of Planning and Community Development. City may in its sole discretion demand, in writing, the immediate correction of any discrepancies contained on any of the inspection reports within a reasonable period set forth in the written demand. If the correction is not completed in the timeframe in the demand, the City is authorized to make a demand on the irrevocable Letter of Credit in order to correct the discrepancy.

Upon completion of the Improvements, the Developer shall have the Project's Engineer of Record or the Professional Engineer performing the inspection services conduct a final inspection and compile a final punch list. Upon the Project's Engineer of Record or the Professional Engineer performing the inspection services providing a final report to the Developer and the City indicating that all of the deficiencies noted in any inspection report and on the final punch list have been completed and the Improvements are in working order and in accordance with the Plans and LDRs, the LDR Administrator or designee shall thereafter perform a final inspection and provide a list specifying all defects, deficiencies, and necessary repairs to the Developer within 60 days of receipt of the final report. Upon completion of any and all repairs and a certification by the Project's Engineer of Record or the Professional Engineer performing the inspection services as set forth in this Section that the Improvements have been completed in accordance with the requirements of this Agreement, the Plans, and the LDRs, the Project's Engineer of Record or the Professional Engineer performing the inspection services shall submit a certified cost of construction for the completed Improvements. The Developer shall then provide an irrevocable letter of

credit of 10% of the certified cost of construction as the one-year maintenance surety to the City as set forth in Paragraphs 9.b. above and 12 below.

11. **No Final Inspections or Occupancy:** In the event the Developer conveys any interest, legal or equitable, to any property in the Project, notice hereby given to the Developer given that the City shall not conduct a final inspection on any house nor will the City provide permanent City utility services until the Improvements required in this Agreement have been completed and approved in accordance with this Agreement. The Developer is responsible for the repair of any infrastructure damaged as a result of the construction of any single-family homes. Developer agrees that there is no reasonable business backed expectation that any purchasers of lots or houses will be able to occupy or inhabit houses in the Project until this approval has occurred.
12. **Warranty Period:** The Developer warrants all Improvements for the Project for a period of one year from the City's approval, other than routine maintenance. Should the City, in the City's sole discretion, deem repairs are needed to the Improvements, the City shall provide notice to the Developer and the repairs shall be made within thirty (30) days of written notice. In the event the Project's Engineer of Record determines that a requested repair will take more than thirty days to complete, the repair shall be completed in the amount of time determined in the sole discretion of the City's Public Services Director. The Developer shall be responsible for making all repairs so long as notice is sent or delivered to the Developer within the one-year warranty period. The warranty period shall be extended until the completion of all requested repairs. If the Developer does not complete the repairs within thirty days from the notice, it shall constitute a breach of this Agreement.
13. **Inspections Following Warranty Period:** After the warranty period, the Developer shall submit a final certification prepared by the Developer's Engineer of Record that all of the Improvements have been completed and constructed in accordance with the plans and applicable regulations and are functional and in good working order. The installation of the Improvements shall in no case bind the City to accept the Improvements for public maintenance or operation until the Public Services Director has approved the Improvements to be constructed in accordance with the LDRs, the City of Alachua Requirements for Design and Construction, applicable Florida Department of Transportation standards, and all other applicable requirements and regulation and the City Commission has accepted the Improvements. Within 60 days of the Public Services Director's approval, the City Commission will formally accept maintenance of the public Improvements, and shall return to Developer the balance of the maintenance irrevocable letter of credit for the Improvements. The maintenance of the stormwater management system shall be the responsibility of the Developer.
14. **Maintenance of Landscape Improvements within City Rights-of-Way:** The Developer agrees to construct, install and maintain all landscape improvements located within the right-of-way as shown in the approved Construction Plans for the Project at its sole cost and expense. Should the developer or successor homeowner's association fail to install or maintain the landscape improvements in accordance with the approved Construction Plans, the City may provide notice to the Developer or successor homeowners association, in writing, specifying the nature of the deficiency. Within 30

days following receipt of such notice, the Developer or successor homeowner's association shall cause the appropriate repairs or cure to be effected. In the event damage or failure to maintain results in a situation where public safety is at risk, the City may, at its option, effect repairs to the improvements without the need of prior notice to the Developer or successor homeowner's association and will promptly bill the Developer or successor homeowner's association for all actual costs incurred in effecting the emergency repairs.

15. Construction, Installation, and Surety Devices for House Sidewalks: In order to comply with Sections 2.4.10(G)(4), 6.10.2, and 7.4.1 of the LDRs, the Developer further warrants and agrees, to provide the City with surety instruments the construction and installations of the House Sidewalks for the Project, which shall be completed on or before June 26, 2025.

- a. The Developer shall provide the City with the House Sidewalks Irrevocable Letter of Credit in the form acceptable to the City that shall have an expiration date of September 25, 2025, in the amount of \$116,482.52 (\$97,068.77 x 120 %) as the guarantee of the satisfactory construction of the House Sidewalks for the Project as set forth on the certification in attached Exhibit "E".
- b. Upon the completion of all of the House Sidewalks in the Project and the City's approval (but not acceptance) of them, the Developer shall provide the City with an Irrevocable Letter of Credit in a form acceptable to the City for ten percent of the certified value of the completed House Sidewalks as the one-year maintenance surety which is approximately \$9,706.88 of the amount for the cost of completion in attached Exhibit "E").
- c. Once every six months from June 26, 2023, so long as all improvements other than sidewalks have been completed by the Developer, inspected by the City, and approved by the City, the Developer may submit certifications by its engineer, CHW, attesting to the completion of specific House Sidewalks in accordance with this Agreement and the Cost estimates on Exhibit "E". The City shall then allow for a partial draw down on the Irrevocable Letter of Credit for these sidewalks and Developer shall cooperate with all requirements to accomplish these drawdowns, provided, however, if at any time the projected costs for the House Sidewalk installation has increased by more than 50 percent, there shall not be any additional draw downs on the House Sidewalks Irrevocable Letter of Credit.
- d. If all of the House Sidewalks have not been installed by June 26, 2025, the City shall have the right, but not the obligation, to make a demand upon and call the House Sidewalks Irrevocable Letter of Credit to pay for the installation of the remaining House Sidewalks.
- e. Prior to the expiration of the House Sidewalks Irrevocable Letter of Credit, the Developer shall provide the City with the House Sidewalk Maintenance Irrevocable Letter of Credit in the amount of 10 percent of the actual cost of construction of all of the House Sidewalks. Upon the City's acceptance of the House Sidewalks Irrevocable Letter of Credit, the City will return Irrevocable Letter of Credit in

subparagraph a. above to the Developer, less any drawdowns to the City to complete any the House Sidewalks. Within one year of the completion of all of the House Sidewalks installed in the Project, the City shall conduct a final inspection of the House Sidewalks and notify the Developer in writing of any deficiencies determined in the City's sole discretion. The Developer shall have 30 days to cure these deficiencies. If the Developer does not cure these deficiencies within 30 days, the City shall be authorized to have the work done and make a demand on the House Sidewalks Irrevocable Letter of Credit to pay for this work. Once the sidewalk construction is deemed complete, it shall be submitted to the Commission for acceptance.

- f. The Developer shall have complete and exclusive liability for all claims and shall indemnify the City for all claims, including but not limited to claims for bodily injury and damages, in any way related to or arising out of the construction, completion or non-completion of the sidewalks until the Commission has officially accepted the sidewalks.
 - g. After the Commission's acceptance of the House Sidewalks, the Maintenance Irrevocable Letter of Credit for the House Sidewalks shall be returned to the Developer.
16. **Non-Interest-Bearing Account:** All cash deposits made by Developer to the City under this Agreement shall be separately segregated on the books of the City and deposited into a non-interest-bearing bank account.
 17. **No Inordinate Burden on Land:** The Developer further agrees that the requirements under this Agreement in no way inordinately burdens any existing use of the Land or vested right to specific use of the Land described in Exhibit "A" and set forth in the Plat to be recorded for the Project, attached hereto as Exhibit "B".
 18. **Withholding Permits:** The City may, in its sole discretion, withhold any and all inspections, permits, and/or certificates for the Project if such action is deemed necessary by the City to secure the Developer's compliance with the terms of this Agreement.
 19. **Compliance with Other Laws:** Nothing contained in this Agreement shall relieve the Developer or its successor or assigns from obtaining any local, regional, state or federal permits or complying with any ordinances, laws, rules, or regulations applicable to the development of the Project.
 20. **Police Powers:** In the event the Developer, the Developer's agents, contractor, subcontractors, or anyone else acting on behalf of the Developer or the Developer's contractor or subcontractors may be liable or responsible, fails to comply with any applicable ordinance, law, rule or regulation and such failure tends to or does pose an imminent threat or danger to life or of great bodily injury to any person working on the job or to any member of the general public, the City, in its sole discretion through its City Manager or designee, has the right to exercise its police powers and to stop work

on the Project until appropriate corrective measures are taken, without limiting any other remedies available to the City.

21. **Indemnity:** The Developer shall indemnify and hold harmless the City of Alachua, its officers, agents, employees, attorneys, or anyone's action directly or indirectly on behalf of the City, from and against all claims, damages, losses, and expenses, including reasonable attorney's fees, arising out of or resulting from a loss in performance of work, down-time of equipment, or any claim that may arise from bodily injury, sickness, disease or death, or the injury to or destruction of tangible property, including the loss of use resulting therefrom, caused in whole or in part by a negligent or wrongful act or omission on the part of the Developer, Developer's agent, contractor, subcontractors, or anyone directly or indirectly employed or working on behalf of the Developer for whose acts the Developer or its agent, contractors, or subcontractors may be liable or responsible. The Developer further agrees that the Developer shall not insulate itself from liability or responsibility to the City for a default in or failure to perform any of the terms of this Agreement, or from responsibility under this indemnification clause by employment of independent contractors or subcontractors or other entities. The Developer shall remain liable to the City notwithstanding any attempt by the Developer to pass any responsibility set forth herein to its contract, subcontractors, or other agent or employee.
22. **Payments:** Any payments due from the Developer to the City shall be made either by bank check or cashier's check payable to the City of Alachua, Florida, and provided to the City at the address in Paragraph 25 below.
23. **Agreement Runs with Land:** This Agreement shall be recorded in the Public Records of Alachua County, Florida and shall run with the Land.
24. **Developer's Default:** Should Developer fail to complete the Improvements in accordance with this Agreement, the City shall be entitled to make immediate demand on any irrevocable letter of credit provided by Developer hereunder, and have any other remedies allowed by law. The City's rights to declare a default are cumulative and the City's failure to declare a default at any time shall not waive its right to declare a future default.
25. **Notices:** Except as otherwise provided in this Agreement, any notice, request, or approval, from either party to the other party must be in writing and sent by certified mail, return receipt requested, or by personal delivery. Such notice will be deemed to have been received when either deposited in the United States Postal Service mailbox or personally delivered with a signed proof of delivery. For purposes of notice, the parties and their respective representatives and addresses are:

City: City of Alachua
Attn: City Manager / LDR Administrator

Via Hand Delivery: 15100 NW 142nd Terrace
 Alachua, FL, 32615

Via U.S. Mail: Post Office Box 9
Alachua, FL 32616

Developer/Owners: Gloria's Way LLC
4510 NW 6th
3rd Floor
Gainesville, FL 32607

26. **Binding Effect:** The City and Developer each bind the other and their respective successors and assigns to all of the terms, conditions, covenants and provisions of this Agreement.
27. **Severability:** If any provision of this Agreement is declared void by a court of law, all other provisions will remain in full force and effect.
28. **Not Assignable Without Approval:** This Agreement shall not be assignable by the Developer without the written approval of the Commission.
29. **Enforcement:** The failure of either City or Developer to exercise any right under this Agreement shall not waive such right in the event of any future default or non-compliance with this Agreement.
30. **Jurisdiction and Venue:** This Agreement is governed in accordance with the laws of the State of Florida. Venue for any action regarding this Agreement shall be in the Circuit Court in Alachua County, Florida.
31. **Amendment:** This Agreement may only be amended by mutual written agreement by the City and the Developer with prior approval of the Commission.
32. **Legal Advice:** The Developer and the City have each had the advice of their respective attorneys before entering into this Agreement.
33. **Joint Preparation:** This Agreement has been drafted with participation of the City and the Developer and shall not be construed against either the City or Developer on account of draftsmanship.
34. **Captions and Headings:** Paragraph headings are for convenience only and shall not be used to construe or interpret this Agreement.
35. **Time of Essence:** Time is of the essence in complying with the terms of this Agreement.
36. **Entire Agreement:** This Agreement constitutes the entire agreement of the City and the Developer and supersedes all prior written or oral agreements, understanding or representations.
37. **Exclusive Remedy:** In the event of any question or dispute arising out of or related to this Agreement, the sole and exclusive remedy of the Developer against the City, after

Developer exhausts all administrative remedies in the City's LDRs, shall be an action for declaratory judgment. Developer specifically waives all other remedies it may have against the City. In no event shall Developer have a cause of action for monetary damages against the City for anything in any way related to or arising out of this Agreement.

38. **Sovereign Immunity**: The City does not waive its sovereign immunity in entering into this Agreement. Nothing herein, expressed or implied, waives or should be construed to be a waiver or an attempt to waive the sovereign immunity of the City under the Florida Constitution and the laws of the State of Florida.

39. **No Future Representations**: The City's approval of this Subdividers Agreement for Savannah Station Phase 2C does not imply or in any way represent that the City will approve a subdividers agreement for any other phase of Savannah Station or any other subdivision of the Developer.

IN WITNESS WHEREOF, City and Developer have hereunto set their hands and seals the day and year first above written.

Attest:

CITY OF ALACHUA


William M. DaRoza, City Manager/Clerk

By: 
Gib Coerper, Mayor

STATE OF FLORIDA
COUNTY OF ALACHUA

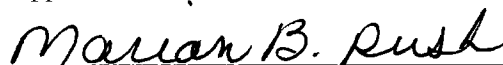
THE FOREGOING SUBDIVIDERS AGREEMENT FOR SAVANNAH STATION PHASE 2C was acknowledged before me this 14 day of February, 2022, by GIB COERPER, who is personally known to me or who produced NA as identification.


Notary Public, State of Florida at large
Commission No.:
Expiration: [SEAL]



DIANE LAMENDOLA
Commission # GG 193859
Expires March 8, 2022
Bonded Thru Budget Notary Services

Approved as to form:


Marian B. Rush, City Attorney

[Signatures continue on next page]

DEVELOPER/OWNER

Gloria's Way LLC, a Florida Limited Liability Company

Witnesses:

Helene Z.
Erin Remes

By: [Signature]
George E. Fletcher, Manager

STATE OF FLORIDA
COUNTY OF ALACHUA

THE FOREGOING SUBDIVIDERS AGREEMENT FOR SAVANNAH STATION PHASE 2C was acknowledged before me this 7 day of Feb 2022, by GEORGE E. FLETCHER, who is personally known to me or who produced _____ as identification.

Erin Remes

Notary Public, State of Florida at large

Commission No.:

Expiration: [SEAL]

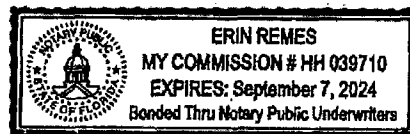


Exhibit C

**CERTIFICATE OF CONCURRENCY COMPLIANCE
FOR SAVANNAH STATION PHASE 2C**

This Certificate of Concurrency Compliance ("Certificate") is hereby issued to Fletcher Development, LLC, a Florida Corporation and Gloria's Way LLC ("Developers/Owners") by City of Alachua, Florida ("City") this 14th day of February, 2022.

R E C I T A L S

WHEREAS, the developer is developing a residential subdivision in the CITY known as Savannah Station Phase 2C (the "Project"), legally described in attached Exhibit "A";

WHEREAS, the DEVELOPER has secured a Subdivider's Agreement for Savannah Station Phase 2C from the City for the Project (herein "Subdividers Agreement") as part of the City's site specific requirements for applications for Development permits for the subdivision as further set forth in Section 2.4.10(G)(4) of the City's Land Development Regulations (the "LDRs");

WHEREAS, the LDRs provide in Article 2, Section 2.4.14 for the issuance of a certificates of concurrency compliance by the City as to provide a mechanism for reviewing applications for development approval to ensure that no development order is issued unless there is adequate public facility capacity for roads, sanitary sewer, solid waste, stormwater management, potable water, or recreation, or public school facilities. This review is part of a regulatory program of the City to ensure that the adopted level of service standard for each public facility is available to serve development concurrent with the impacts of development;

WHEREAS, Section 2.4.14, requires that a project have one or more of the following land development permits in order to be eligible for issuance of a Certificate of Concurrency Compliance;

WHEREAS, the Project is zoned Planned Development – Residential ("PD-R");

WHEREAS, the Project has an approved preliminary plat approval for a residential subdivision contemplating construction of 43 residential units;

WHEREAS, the Project is now ready to proceed to Final Plat for Phase 2C, the 43 units;

WHEREAS, the Developer intends to immediately initiate construction on Savannah Station Phase 2C;

WHEREAS, the Developer of the Project agrees to submit payment for sewer connection fees as determined in the City's Capital Facilities charges as those fees exist prior to the final inspection of each residential unit;

WHEREAS, the Developer of the Project further agrees to submit payment for water connection fees for the Project as determined by the City's Capital Facilities charges exist prior to

Exhibit C

the final inspection of each residential unit; and

WHEREAS, the City has determined that adequate water and wastewater capacity exists to serve Savannah Station Phase 2C.

WHEREAS, the Developer acknowledges that this Certificate is a valid exercise of the City's police powers and is authorized by, among other things, Article VIII, Section 2(b) of the Florida Constitution, Section 163.3161, *et. seq.*, Fla. Stat., Section 163.3202, Fla. Stat., and Section 166.201 Fla. Stat.;

WHEREAS, the Developer acknowledges that this Certificate is governed by the City's LDRs and, as such, the Developer must utilize the administrative procedures contained in the LDRs in the event there is any dispute regarding this Certificate; and

WHEREAS, the Developer acknowledges that this Certificate constitutes a regulatory agreement required as part of the process for the issuance of Development permits for the Project and, as such, Developer has no claim for monetary damages against the City in the event of any dispute regarding this Agreement, Developer's sole remedy for any dispute in any way relating to this Certificate is an action for declaratory relief, and nothing in this Certificate expressed or implied waives or should be construed to as a waiver or attempted waiver by the City of its sovereign immunity under the Florida Constitution and the laws of the State of Florida;

NOW THEREFORE, BASED UPON THE FOREGOING RECITALS, findings of fact and conclusion of law, the City issues this Certificate of Concurrency subject to the following conditions of issuance:

1. The above recitals are true and correct and are incorporated into this Certificate by reference.
2. The City will reserve 10,750 gallons per day (43 lots x 250 gallons per day) of wastewater capacity for the 43 units proposed in Savannah Station Phase 2C. This capacity reservation is intended solely for residential uses to be constructed within the Project as defined by applicable development permits including, but not limited to construction plans and Subdivider's Agreement, on file with the City.
3. The City will reserve 11,825 gallons per day (43 lots x 275 gallons per day) of water capacity for the 37 units proposed in Savannah Station Phase 2C as defined by applicable development permits including but not limited to, construction plans and Subdividers Agreement, on file with the City.
4. The City will reserve the following trips of traffic capacity for the 43 units proposed in Savannah Station Phase 2C as defined by applicable development permits, including construction plans and Subdividers Agreement, on file with the City: 409 Average Annual Daily Trips ("AADT") and 43 Peak Hour Trips along CR 235 (from South City Limits to CR 241).
5. The City will reserve 0.56 acres (2.6 persons per household x 43 units x 5 acres per

Exhibit C

- 1,000 persons) of recreation capacity for the 43 units proposed in Savannah Station Phase 2C as defined by applicable development permits, including but not limited to the construction plans and Subdividers Agreement, on file with the City.
6. The City will reserve 81.61 tons per year (0.73 tons per capita per year x 2.6 persons per household x 43 units) of solid waste capacity for the 43 units proposed in Savannah Station Phase 2C as defined by applicable development permits on file, including but not limited to, construction plans and Subdividers Agreement, on file with the City.
 7. The City will reserve six (6) student stations in the Alachua School Concurrency Service Area (ACSA) for elementary schools, three (3) student stations in the Alachua SCSA for middle schools, and three (3) student stations in the Alachua SCSA for high schools, Savannah Station Phase 2C.
 8. This Certificate shall remain in effect for a period of one year from the date of the approval of the Subdividers Agreement between the parties hereto ("Subdividers Agreement") by the City Commission of the City of Alachua.
 9. It is the intent of the City and Developer that this Certificate be incorporated into and considered a part of the Subdivider's Agreement executed by the Developer and City for the Project dated the ____ day of ____, 2022. Failure to comply with the term of that Subdivider's Agreement shall result in the termination of the reservations in this Certificate.
 10. This Certificate shall not be construed to be an absolute guarantee for the reservations should events occur which are outside the control of the City.

THIS CERTIFICATE OF CONCURRENCY COMPLIANCE IS ISSUED this

14th day of February, 2022, and is subject to the terms and findings as stated herein.

Attest:

CITY OF ALACHUA

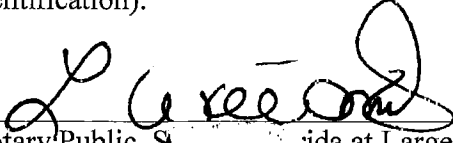

Mike DaRoza, City Manager/Clerk/
Land Development Administrator

By: 
The Hon. Gib Coerper, Mayor

STATE OF FLORIDA
COUNTY OF ALACHUA

Exhibit C

The foregoing Certificate of Concurrency Compliance for Savannah Station Phase 2C was acknowledged before me, by means of ☐ physical presence or ☐ online notarization, on this 14 day of February 2022, by GIB COERPER, who is (personally known to me) OR (who has produced _____ as identification).


 Notary Public, State of Florida at Large
 Commission No. _____
 Expiration: _____



LEANNE WILLIAMS
 Commission # GG 191426
 Expires July 1, 2022
 Bonded Thru Budget Notary Services

Approved as to form:


 Marian B. Rush, City Attorney

SIGNATURES CONTINUED ON NEXT PAGE

Exhibit C

DEVELOPERS/OWNERS

Gloria's Way LLC, a Florida Limited
Liability Company

Witnesses:

Erin Remes
Erin Remes

By: George E. Fletcher, Manager
George E. Fletcher, Manager

STATE OF FLORIDA
COUNTY OF ALACHUA

THE FOREGOING SUBDIVIDERS AGREEMENT FOR SAVANNAH STATION
PHASE 2C was acknowledged before me this 7 day of Feb 2022, by GEORGE E.
FLETCHER, who is personally known to me or who produced _____ as
identification.

Erin Remes
Notary Public, State of Florida at large
Commission No.:
Expiration: [SEAL]

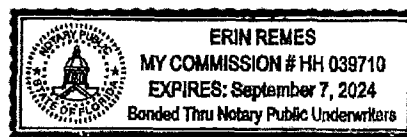


EXHIBIT A

BOUNDARY SURVEY
SITUATED IN SECTION 21,
TOWNSHIP 8 SOUTH, RANGE 18 EAST,
CITY OF ALACHUA, ALACHUA COUNTY, FLORIDA

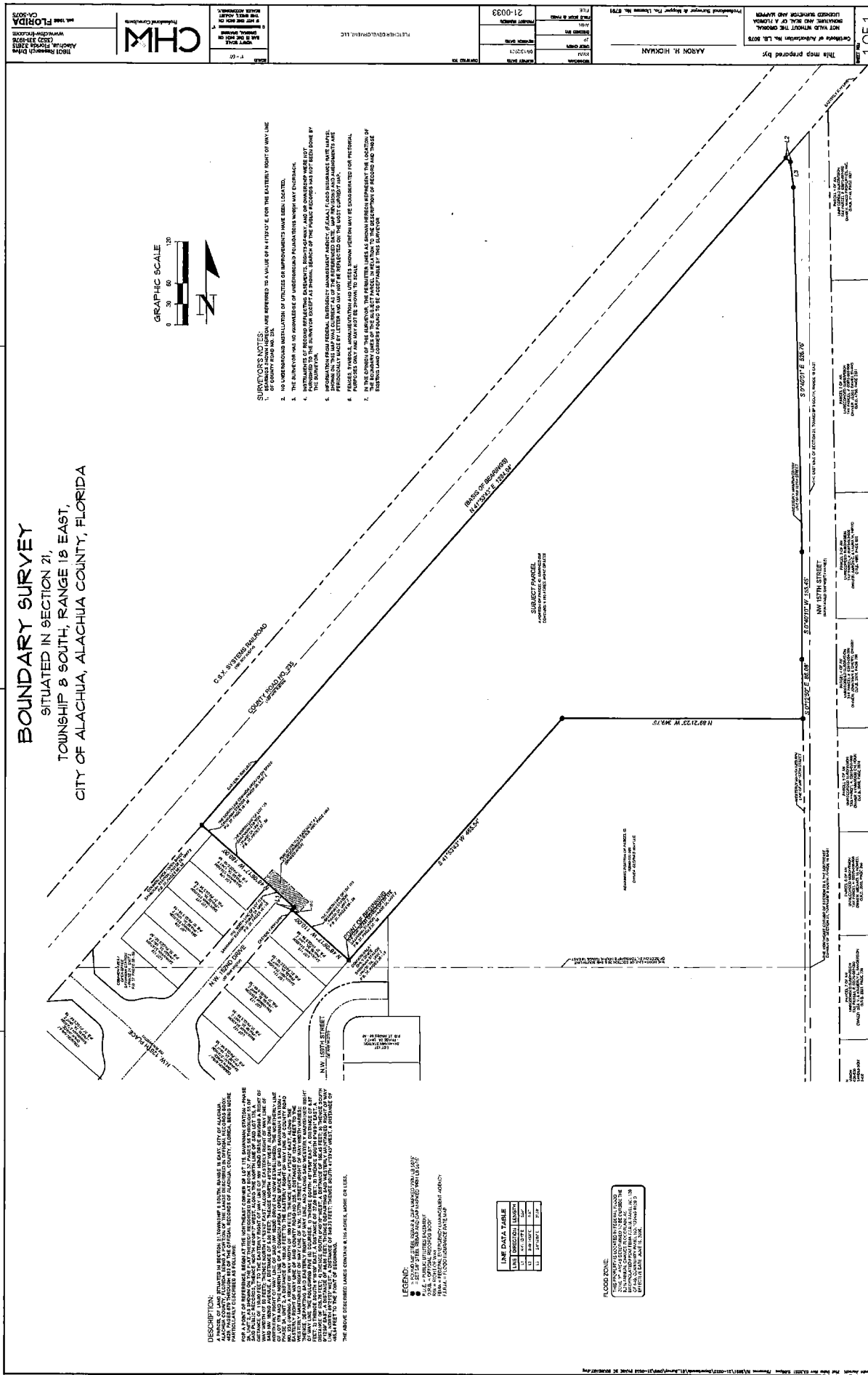


Exhibit D



Project Name: Savannah Station 2C
 CHW Project No: 21-0033
 Date: 9/21/2021

Phase 2C

Item No.	Item	Qty	Unit	Unit Cost	Cost
DEMOLITION/EARTHWORK					
1	Clearing and Grubbing	9.19	AC	\$ 22,000.00	\$ 202,080.81
2	Excavation	1,981	CY	\$ 6.50	\$ 12,876.50
3	Fill	15,292	CY	\$ 7.00	\$ 107,044.00
4	Sod (within ROW and common areas)	1,900	SY	\$ 3.50	\$ 6,649.61
5	Seed (within lots and bottom of basin)	340,866	SF	\$ 0.10	\$ 34,086.60
6	Silt Fence	750	LF	\$ 3.50	\$ 2,625.00
7	Tree Barricade	468	LF	\$ 7.50	\$ 3,510.00
Earthwork Subtotal					\$ 368,872.52
ROADWAY					
8	Asphaltic Concrete, 1.5" SP 9.5	379	TN	\$ 115.00	\$ 43,585.00
9	6" Limerock Base (Optional Base Group 4)	4,589	SY	\$ 15.00	\$ 68,835.00
10	12" Type B Stabilized Subgrade	4,621	SY	\$ 6.50	\$ 30,036.50
11	Concrete Pavement, 6.5"	32	SY	\$ 78.00	\$ 2,513.33
12	Concrete Sidewalks, 4"	31	SY	\$ 57.00	\$ 1,748.00
13	Curb Ramps	301	SF	\$ 5.50	\$ 1,655.50
14	Type 'F' Curb and Gutter	2,619	LF	\$ 25.00	\$ 65,475.00
15	Striping and Signage	1	LS	\$ 5,000.00	\$ 5,000.00
16	Detectable Warnings	44	SF	\$ 31.50	\$ 1,386.00
17	Fire Department Access Gate	2	EA	\$ 5,000.00	\$ 10,000.00
Roadway Subtotal					\$ 220,234.33
SANITARY SEWER					
18	8" PVC Wastewater Main	1,026	LF	\$ 27.00	\$ 27,702.00
19	Sanitary Sewer Laterals 4" PVC w/ CO	1,505	LF	\$ 16.00	\$ 24,080.00
20	Sanitary Manhole	4	EA	\$ 4,800.00	\$ 19,200.00
Sanitary Sewer Subtotal					\$ 70,982.00
WATER SERVICE					
21	Single Water Service (2" PVC), Short	2	EA	\$ 750.00	\$ 1,500.00
22	Single Water Service (2" PVC), Long	3	EA	\$ 1,050.00	\$ 3,150.00
23	Double Water Service (2" PVC), Short	10	EA	\$ 900.00	\$ 9,000.00
24	Double Water Service (2" PVC), Long	9	EA	\$ 1,700.00	\$ 15,300.00
22	4" PVC Water Service Sleeve	420	LF	\$ 7.50	\$ 3,150.00
23	Fire Hydrant Assembly	2	EA	\$ 4,500.00	\$ 9,000.00
24	4" DIP Watermain	456	LF	\$ 23.00	\$ 10,488.00
25	8" PVC Watermain	1,248	LF	\$ 27.00	\$ 33,696.00
26	8" DIP Watermain	147	LF	\$ 38.00	\$ 5,586.00
27	8" Gate Valve	6	EA	\$ 1,400.00	\$ 8,400.00
Water Service Subtotal					\$ 99,270.00
DRAINAGE					
28	Storm Water Pipe (15" RCP)	253	LF	\$ 97.75	\$ 24,730.75
29	Storm Water Pipe (18" RCP)	27	LF	\$ 103.50	\$ 2,794.50
30	Storm Water Pipe (24" RCP)	272	LF	\$ 109.25	\$ 29,716.00
31	Storm Water Pipe (30" RCP)	379	LF	\$ 138.00	\$ 52,302.00
32	Type '5' Curb Inlet	2	EA	\$ 5,150.00	\$ 10,300.00
33	Type '6' Curb Inlet	6	EA	\$ 5,750.00	\$ 34,500.00
34	Storm Manhole	1	EA	\$ 4,800.00	\$ 4,800.00
35	15" Mitered End Section	1	EA	\$ 1,585.00	\$ 1,585.00
36	30" Mitered End Section	1	EA	\$ 3,770.00	\$ 3,770.00
Drainage Subtotal					\$ 164,498.25
ELECTRIC					
37	Primary Electric Conduit (2")	2,574	LF	\$ 6.50	\$ 16,731.00
38	Secondary Electric Conduit (1.5")	115	LF	\$ 5.00	\$ 575.00
39	Secondary Electric Conduit (2.5")	2,479	LF	\$ 7.50	\$ 18,592.50
40	Electric Connection Fee	43	EA	\$ 250.00	\$ 10,750.00
Electric Subtotal					\$ 46,648.50
LANDSCAPE					
41	Landscaping (Common Areas)	1	LS	\$ 12,220.00	\$ 12,220.00
Landscape Subtotal					\$ 12,220.00
IRRIGATION					
42	Complete Irrigation System	1	LS	\$ 10,000.00	\$ 10,000.00
Irrigation Subtotal					\$ 10,000.00
Subtotal					\$ 970,505.60
Mobilization (10%)					\$ 97,050.56
Contingency (10%)					\$ 97,050.56
TOTAL					\$ 1,164,606.72

The Engineer's probable estimate of cost provided in this document is specifically intended to represent a rough order of magnitude, including all component information for line items aspects of the work, estimated quantities, and applied unit rates. The Engineer's probable estimate of cost is not intended for publication for the use of bidders whatsoever, unless represented as an FDOT Pay Item table on the plans for projects administered accordance with FDOT Standards. For bidding scenarios, the prospective bidders should be advised that they are solely responsible for: identifying and including relevant project scope, calculation of quantities/durations for takeoffs, and determining the appropriate competitive market cost for the work. Additionally, CHW has no control over the cost of labor, materials, equipment, market conditions, or the Contractor's method of determining prices. Therefore, our statements of probable cost provided herein are made on the basis of best judgment as professional consultants familiar with the construction industry. CHW, nor its subconsultants, can offer guarantee that proposals, bids, or construction costs will not vary from our statements of probable cost.

Daniel H. Young, P.E.
 State of Florida, Professional
 Engineer, License No. 79780
 This item has been digitally
 signed and sealed by Daniel
 H. Young, P.E. on the date
 indicated here: 09/21/2021
 Printed copies of this
 document are not considered
 signed and sealed and the
 signature must be verified on
 any electronic copies.

Exhibit E



Project Name: Savannah Station 2C
 CHW Project No: 21-0033
 Date: 10/26/2021

Phase 2C Sidewalks

Item No.	Item	Qty	Unit	Unit Cost	Cost
1	Concrete Sidewalks, 4"	1,419	SY	\$ 57.00	\$ 80,890.64
Subtotal					\$ 80,890.64
Mobilization (10%)					\$ 8,089.06
Contingency (10%)					\$ 8,089.06
TOTAL					\$ 97,068.77

The Engineer's probable estimate of cost provided in this document is specifically intended to represent a rough order of magnitude, including all component information for line items aspects of the work, estimated quantities, and applied unit rates. The Engineer's probable estimate of cost is not intended for publication for the use of bidders whatsoever, unless represented as an FDOT Pay Item table on the plans for projects administered accordance with FDOT Standards. For bidding scenarios, the prospective bidders should be advised that they are solely responsible for: identifying and including relevant project scope, calculation of quantities/durations for takeoffs, and determining the appropriate competitive market cost for the work. Additionally, CHW has no control over the cost of labor, materials, equipment, market conditions, or the Contractor's method of determining prices. Therefore, our statements of probable cost provided herein are made on the basis of best judgment as professional consultants familiar with the construction industry. CHW, nor its subconsultants, can offer guarantee that proposals, bids, or construction costs will not vary from our statements of probable cost.



City of Alachua

MIKE DAROZA
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DEPARTMENT

June 1, 2023

Mr. Blake Fletcher
4510 NW 6th Place
Gainesville, FL 32607

**RE: CERTIFICATION OF COMPLETION OF SAVANNAH STATION PHASE 2C
INFRASTRUCTURE IMPROVEMENTS**

Dear Mr. Blake Fletcher:

In accordance with the Subdividers Agreement for Savannah Station Phase 2C, Section 10 Inspections, this correspondence certifies the Improvements have been completed in accordance with the requirements of the Land Development Regulations. Fletcher Development, LLC. has demonstrated the repairs outlined in the enclosed *Savannah Station Phase 2C - Substantial Complete Inspection Punch List* which details identified defects, deficiencies and required repairs – have been completed, other than sidewalks, which are subject to Section 15 of the Subdividers Agreement.

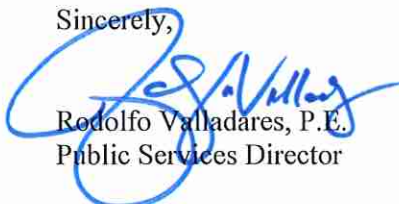
Therefore, per Section 9(b) of the Agreement, Fletcher Development, LLC. is required to make a cash deposit of 10 percent of the certified value of the Improvements as the maintenance surety. Such surety deposit value is approximately \$93,089.80 (10% of the certified value of the improvements as per Engineer's Certification dated January 18, 2023). Please remit the surety and certification of value of the improvements, preferred by hand delivery to:

City of Alachua
Attn: Mike DaRoza
15100 NW. 142nd Terrace
Alachua, FL 32615

The one (1) year maintenance period, as described in Section 12 of the Agreement, shall commence June 1, 2023. Consistent with the Agreement, it is the responsibility of Fletcher Development, LLC. to make any repairs of the Improvements, as deemed necessary by the City, during the maintenance period. After the maintenance period, Fletcher Development, LLC. shall submit a final certification to the City requesting acceptance of the Improvements by the City Commission. Upon the City Commission acceptance, the surety instrument will be released by the City.

Thank you for your attention in this matter and please contact me should you have any questions.

Sincerely,



Rodolfo Valladares, P.E.
Public Services Director

SAVANNAH STATION 2C SITE PUNCH

Project Name: Savannah Station 2C

Engineer's Project Number: 21-0033

				PERFORMED BY:	CoA Staff & Don Lee, CHW
DATE:	11/29/22				

LIST OF OBSERVATIONS

[illegible]

January 18, 2023

J. Ted Williams
Public Services Project Manager
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

RE: **Savannah Station Phase 2C**

Dear Ted:

This letter is to serve as the Engineer's Certification, certifying that the improvements for the above referenced project have been installed and are substantially in compliance with approved plans and specifications based upon a visual inspection including review of sewer videos, witnessing of utility testing, and review of provided testing reports associated with the project. The testing performed are found to be in accordance with applicable standards.

Should you have any questions, please feel free to contact me at tonyc@chw-inc.com or (352) 331-1976.

Sincerely,
CHW



Anthony V. Caggiano Jr., P.E.
Director of Engineering, Construction Services

January 18, 2023

Adam Hall
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

Ref: **Savannah Station Subdivision- Phase 2C**
City of Alachua

Mr. Hall:

This letter is to serve as the Engineer's Certification, certifying that the actual construction cost to complete the improvements for the above referenced project totals \$930,898.00.

Should you have any questions, please contact me at tonyc@chw-inc.com or (352) 331-1976.

Sincerely,
CHW



Anthony V. Caggiano, Jr., P.E.
Director of Engineering, Construction Services

September 17, 2024

J. Ted Williams
Public Services Project Manager
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

**RE: Savannah Station Subdivision Phase 2C
Final Certification-Request for Acceptance of Improvements**

Dear Mr. Williams:

A Certification of Infrastructure Improvements was issued by the City of Alachua (CITY) on June 1, 2023 (Exhibit A) for Savannah Station Phase 2C, Section 10 indicating Improvements were complete in accordance with the requirements of the Land Development Regulations. The total cost of construction for the Improvements was **\$930,898.00** and are reflected in the attached schedule of values (Exhibit B). In accordance with Section 9(b) of the Agreement, Fletcher Development, LLC, posted a maintenance surety with the City for the one (1) year maintenance period, as described in Section 12 of the Agreement.

CHW conducted a one (1) year maintenance walk through with City Staff on June 4, 2024 and a follow up walk through on July 10, 2024. It was confirmed by City Staff that all warranty items have been addressed.

This letter is to serve as the final certification to the City requesting acceptance of the Improvements by the City Commission.

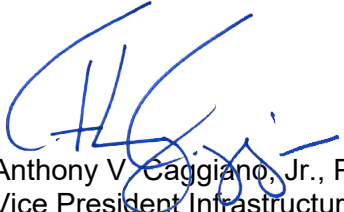
We appreciate your cooperation, and please call me directly with any questions or concerns.

Sincerely,
CHW

Anthony V. Caggiano, Jr.
State of Florida, Professional
Engineer, License No. 77659

This item has been
electronically signed and
sealed by Anthony V.
Caggiano, Jr., PE on
09/17/2024 using a Digital
Signature.

Printed copies of this
document are not considered
signed and sealed and the
signature must be verified on
any electronic copies.


Anthony V. Caggiano, Jr., P.E.
Vice President Infrastructure Florida



City of Alachua

MIKE DAROZA
CITY MANAGER

RODOLFO VALLADARES, P.E.
PUBLIC SERVICES DEPARTMENT

June 1, 2023

Mr. Blake Fletcher
4510 NW 6th Place
Gainesville, FL 32607

**RE: CERTIFICATION OF COMPLETION OF SAVANNAH STATION PHASE 2C
INFRASTRUCTURE IMPROVEMENTS**

Dear Mr. Blake Fletcher:

In accordance with the Subdividers Agreement for Savannah Station Phase 2C, Section 10 Inspections, this correspondence certifies the Improvements have been completed in accordance with the requirements of the Land Development Regulations. Fletcher Development, LLC. has demonstrated the repairs outlined in the enclosed *Savannah Station Phase 2C - Substantial Complete Inspection Punch List* which details identified defects, deficiencies and required repairs – have been completed, other than sidewalks, which are subject to Section 15 of the Subdividers Agreement.

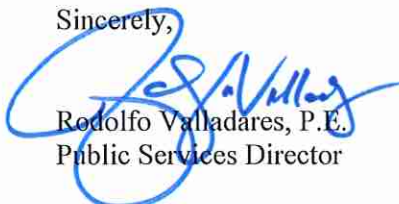
Therefore, per Section 9(b) of the Agreement, Fletcher Development, LLC. is required to make a cash deposit of 10 percent of the certified value of the Improvements as the maintenance surety. Such surety deposit value is approximately \$93,089.80 (10% of the certified value of the improvements as per Engineer's Certification dated January 18, 2023). Please remit the surety and certification of value of the improvements, preferred by hand delivery to:

City of Alachua
Attn: Mike DaRoza
15100 NW. 142nd Terrace
Alachua, FL 32615

The one (1) year maintenance period, as described in Section 12 of the Agreement, shall commence June 1, 2023. Consistent with the Agreement, it is the responsibility of Fletcher Development, LLC. to make any repairs of the Improvements, as deemed necessary by the City, during the maintenance period. After the maintenance period, Fletcher Development, LLC. shall submit a final certification to the City requesting acceptance of the Improvements by the City Commission. Upon the City Commission acceptance, the surety instrument will be released by the City.

Thank you for your attention in this matter and please contact me should you have any questions.

Sincerely,



Rodolfo Valladares, P.E.
Public Services Director

SAVANNAH STATION 2C SITE PUNCH

Project Name: Savannah Station 2C

Engineer's Project Number: 21-0033

				PERFORMED BY:	CoA Staff & Don Lee, CHW
DATE:	11/29/22				

LIST OF OBSERVATIONS

[illegible]

January 18, 2023

J. Ted Williams
Public Services Project Manager
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

RE: **Savannah Station Phase 2C**

Dear Ted:

This letter is to serve as the Engineer's Certification, certifying that the improvements for the above referenced project have been installed and are substantially in compliance with approved plans and specifications based upon a visual inspection including review of sewer videos, witnessing of utility testing, and review of provided testing reports associated with the project. The testing performed are found to be in accordance with applicable standards.

Should you have any questions, please feel free to contact me at tonyc@chw-inc.com or (352) 331-1976.

Sincerely,
CHW



Anthony V. Caggiano Jr., P.E.
Director of Engineering, Construction Services

January 18, 2023

Adam Hall
City of Alachua
15100 NW 142nd Terrace
Alachua, FL 32615

Ref: **Savannah Station Subdivision- Phase 2C**
City of Alachua

Mr. Hall:

This letter is to serve as the Engineer's Certification, certifying that the actual construction cost to complete the improvements for the above referenced project totals \$930,898.00.

Should you have any questions, please contact me at tonyc@chw-inc.com or (352) 331-1976.

Sincerely,
CHW



Anthony V. Caggiano, Jr., P.E.
Director of Engineering, Construction Services

EXHIBIT B

APPLICATION AND CERTIFICATION FOR PAYMENT

PAGE ONE OF TWO PAGE(S)

TO:
Fletcher Construction LLC

APPLICATION NO:	12 - Final
PO / PROJECT:	Savannah Station Ph 2C

FROM Subcontractor

Name: Pinnacle Site Solutions, LLC
Address: 14260 West Newberry Rd #336
City / State: Gainesville, FL 32669

DISTRIBUTION TO: Contractor

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet is attached.

SEE ATTACHED SWORN STATEMENT FROM CONTRACTOR TO OWNER

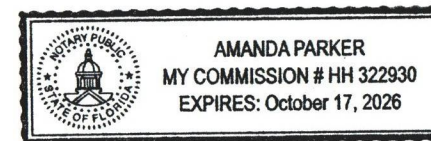
The undersigned Subcontractor certifies that to the best of the Subcontractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Subcontractor for Work for which previous Certificates for Payment were issued and payments received from the Contractor, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$ 824,230.00
2. Net change by Change Orders	\$ 106,668.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$ 930,898.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 930,898.00
5. RETAINAGE:	
a. 10 % of Completed Work (Column D + E on G703)	\$ 93,089.80
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	\$ 837,808.20
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$ 837,808.20
8. CURRENT PAYMENT DUE (Line 6 Less Line 7)	\$ 93,089.80
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$ 0.00

Subcontractor:

By: [Signature] Date: 11-21-22

Notary Public: Amanda Parker
My Commission expires: 10-17-2026



Approved by Engineer:

[Signature]
Anthony V. Caggiano, Jr., PE
CHW

January 18, 2023
Date

CONTINUATION SHEET

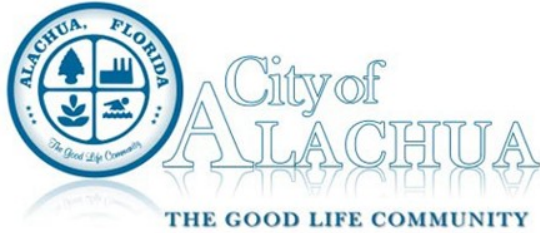
APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO:	12 - Final
APPLICATION DATE:	11/20/2022
PERIOD TO:	11/30/2022
PO / PROJECT :	Savannah Station Ph 2C

[illegible]



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: City Strategic Plan - FY 2025

PREPARED BY: David Wisener

RECOMMENDED ACTION:

Adopt the City Strategic Plan FY 2025.

Summary

The City Commission met at a publicly-announced meeting on June 11, 2024, for the purpose of outlining specific initiatives for the update of the City of Alachua Strategic Plan. The Strategic Plan is designed to help the City Manager and staff members develop a scope and action plan for each strategic initiative to support the realization of the Vision Statement in a planned, systematic and incremental manner, based on City Commission established priorities.

Several Strategic Initiatives were reaffirmed or developed by the City Commission at that meeting. These Strategic Initiatives are ranked in Priority Order (Highest, Higher and High as informally ranked by the City Commission during the June 11, 2024 meeting). Each Strategic Priority demonstrates which Goal it supports: Economic Development (E); Community, Educational, Cultural and Recreational Development (C); Transportation Mobility (T); and Residential Opportunities (R). The goals were derived from the City's Vision Statement in the Comprehensive Plan.

The City Manager assigned a champion or champions at the Executive and Department Director levels to further define each Strategic Initiative as follows:

- Define the scope of the initiative;
- State desired outcome;
- Provide summary background;
- Identify the stakeholders;
- Provide the fiscal impact and funding source;
- Develop an action plan to accomplish the initiative;
- Provide the estimated completion date for each action item;
- Create Critical Success Metrics to support progress report.

The Draft FY 2025 Strategic Plan is being presented for consideration and approval by the City

Commission.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

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12

ATTACHMENTS

1. Strategic Plan FY 2025 Book Final

City of Alachua

The Good Life Community



STRATEGIC PLAN

Fiscal Year 2025

Adopted September 23, 2024

15100 NW 142nd Terrace
Alachua, FL 32615
(386) 418-6100
www.cityofalachua.com

ELECTED OFFICIALS AND ADMINISTRATION

ELECTED OFFICIALS

Gib Coerper, Mayor

Ed Potts, Vice Mayor

Shirley Green Brown, Commissioner

Jennifer Ringersen, Commissioner

Dayna Miller, Commissioner

ADMINISTRATION

Mike DaRoza, City Manager

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EXECUTIVE SUMMARY

Incorporated in 1905, the City of Alachua encompasses approximately 36 square miles and has a population of more than 10,000 residents. It is a vibrant, small town community located in the heart of North Central Florida. The City of Alachua is home to international corporations, amongst which there are several Fortune 500 companies. It is a great place to visit and an even greater place to live, with superb quality of life features and all the amenities in place for self-sustainability.

The City of Alachua is commonly referred to as “The Good Life Community” thanks in large part to its quality of life. Alachua is a thriving, forward looking community with a positive outlook for growth while it maintains a small-town atmosphere. Alachua has a fair climate, a great public school system, great opportunities for recreational and cultural activities suited to all ages, maintains a multi-sport set of facilities and has a scenic, natural landscape.

The City of Alachua is committed to its residents and provides electric, water, and wastewater services; operates its own police department and provides maintenance services for public roads and rights of way.

On April 23, 2012 the City Commission adopted the 2030 Vision Statement:

The City has a strong image as the “Good Life Community.” The image is woven throughout the work of the City with a commitment to premium service delivery and a high quality of life. The City will be a business-friendly community, encouraging economic development and the establishment and expansion of major job centers in the industries of logistics, manufacturing, high-tech and bio-tech. The City will continue to invest in providing high quality recreational and cultural arts facilities and programs that create a sense of community. Alachua will be a place where housing choices are available to meet the needs of all citizens. Alachua will be a leader in fostering quality, well-planned growth and redevelopment. Alachua will be a community where citizens can safely choose one of several multi-modal transportation options, including cycling, walking, and innovative options such as ride shares. Alachua will strive to be continually known for its collaboration between citizens, business communities, schools and government and will continue working together for the common good.

The vision is to be implemented via four established goals:

1. Economic Development
2. Community, Educational, Cultural and Recreational Development
3. Transportation Mobility
4. Residential Opportunities

Goal #1: Economic Development (E)

The City of Alachua has a unique business climate. The City is home to corporations, technology incubators, local businesses and start-up companies. The City will maintain its focus on a welcoming business environment and encourage business development in the downtown area and along the US 441 corridor. The City supports a sustainable, thriving Main Street with a variety of businesses and a downtown area that attracts shoppers and patrons through cutting edge marketing strategies. The City will continue to support the redevelopment and revitalization of the historic center of the community. Alachua desires to continue to be a home to innovative businesses and an employ-

EXECUTIVE SUMMARY

ment center where jobs are available to citizens of all educational and skill levels and ages. The City will continue to encourage the growth and development of established industries, such as the life sciences, technologies and emerging industries and encourage the diversification and expansion of commercial businesses which provide integral services to the City's residents. The City will encourage a sustainable use of natural resources to ensure that economic growth and development will responsibly continue within the community. The City will build strong relationships with local, regional and state-wide economic development organizations in order to work together to retain existing businesses and attract future businesses. The City will pursue business incentives that encourage additional private investment from new or existing businesses that will enhance employment opportunities and the quality of life of residents.

Goal #2: Community, Educational, Cultural and Recreational Development (C)

The City of Alachua has a very strong sense of community involvement as evidenced by community events and festivals which promote cultural arts and recreational activities, including art festivals, musical performances, sporting events and holiday events. The City will foster cultural growth, outreach and cultural tourism and enhancement of the community by supporting cultural arts programs. The City will maintain its strong recreation program and encourage a diversity of recreational programs to meet the needs of citizens. The City will strengthen partnerships to make educational opportunities in Alachua of the highest quality in order to attract families and produce graduates who positively contribute to the community and the world.

Goal #3: Transportation Mobility (T)

The City of Alachua transportation system includes a heavily traveled US 441 corridor and a walkable downtown Main Street. The City will provide efficient traffic circulation that is safe and convenient while maintaining or improving the level of service on roadways. The City will encourage multi-modal enhancement and trail systems and provide for an aesthetically pleasing gateway between the I-75 interchange and downtown. The City will further a safe and connected pedestrian network that helps ensure a high quality of life for residents and visitors of all ages and abilities. New roadway construction and significant reconstruction projects will incorporate the principles embodied by the Complete Streets approach whenever possible. The City will explore opportunities for public transportation for Alachua residents, including innovative options such as ride shares and other emerging and technology-based options. The City will continue to pursue the interconnectivity of development in order to limit access points onto roadways, thereby reducing negative impacts upon the transportation network. The City will strengthen connections between major hubs within the community, such as those between the historic core and Progress Park and Legacy Park.

Goal #4: Residential Opportunities (R)

The City of Alachua recognizes that residential development is tied to growth and employment opportunities and supports a diversity of housing types in order to enhance the City's physical and social fabric. The City will encourage the provision of housing types to serve a wide range of people, from those moving to Alachua to work and/or to raise families to those seeking senior housing and assisted living options. The City supports the provision of safe, affordable housing for all income levels. The City will encourage the construction of housing types including single-family conventional dwelling units, duplexes and quadraplexes, apartments and town homes, traditional mixed-use neighborhood planned development, live/work units, conservation subdivisions, and other innovative housing options that respond to societal changes and needs and are appropriate for the character of the City. The City supports enhancements that strengthen and upgrade improve existing neighborhoods, thereby maintaining a livable community for all demographics.

DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLAN

The City Commission adopted the City's first Strategic Plan on September 14, 2015. The City Commission met at a publicly announced meeting on June 11, 2024 for the purpose of outlining specific initiatives for the update of the City of Alachua Strategic Plan. The Strategic Plan will help the City Manager and staff members develop a scope and action plan for each strategic initiative to support the realization of the Vision Statement in a planned, systematic and incremental manner, based on City Commission established priorities.

The following Strategic Initiatives were developed by the City Commission at that meeting.

These Strategic Initiatives are ranked in Priority Order (Highest, Higher and High as informally ranked by the City Commission during the June 11, 2024 meeting). **Each Strategic Priority demonstrates which Goal it supports (E, C, T, R).**

Strategic Initiatives for FY 2024-2025

Highest Priority

- Revitalize Main Street and the downtown area. **E**
- Begin planning for the future expansion of the City's wastewater infrastructure. **E**
- Develop a collaborative strategy with the Alachua County School Board to improve performance of local schools. **C**

Higher Priority

- Upgrade the water supply with additional well fields to prepare for future growth. **E**
- Develop and implement a strategy to enhance, cultivate and maintain relationships in life sciences, technology and emerging technologies industries. **E**
- Implement a marketing strategy that highlights and publicizes beneficial activities, events and services occurring in the City. **E**
- Develop strategies to ensure cohesive residential development to accommodate the growth of infill development and redevelopment. **R**

High Priority

- Implement a plan to provide online access to City services for residents and businesses to do business with the City from anywhere in the world. **C**
- Develop and implement a strategy to increase cultural arts opportunities for residents. **C**
- Identify and explore potential opportunities to increase connectivity throughout the City, promoting a more walkable community. **T**
- Encourage construction of senior living housing opportunities including assisted living facilities. **R**

The Priority Rank is also shown graphically by use of the following symbols:



DEVELOPMENT AND IMPLEMENTATION OF STRATEGIC PLAN

The City Manager assigned a champion or champions at the Executive and Department Director levels to further define each Strategic Initiative as follows:

- Define the scope of the initiative;
- State desired outcome;
- Provide summary background;
- Identify the stakeholders;
- Provide the fiscal impact and funding source;
- Develop an action plan to accomplish the initiative;
- Provide the estimated completion date for each action item; and
- Create Critical Success Metrics to support progress report.

The City Manager will present the Strategic Plan at a City Commission Meeting and request review and adoption annually by a majority vote of the City Commission.

Upon adoption of the Strategic Plan by the City Commission, the budget components for each initiative will be itemized for the corresponding fiscal year.

It is envisioned that the City of Alachua Strategic Plan will be a living document, subject to adjustments and revisions as deemed necessary by the City Commission and the City Manager. The City Commission, by a majority vote, shall be able to add or remove initiatives in the Plan during the annual adoption process or more often if deemed necessary. The City Manager shall have the authority to revise the activities necessary to carry out the initiatives as these may change from time to time and are administrative in nature. Such changes by the City Manager shall be incorporated in the subsequent annual adoption process.

The City Manager will monitor progress and provide regular updates of the Strategic Initiatives. These updates will be in the form of a progress report and will be produced quarterly unless set otherwise by a majority vote of the City Commission. In addition, the City Manager reserves the right to bring up specific Strategic Initiatives to the City Commission if discussion is warranted.

Particular attention will be afforded to the metrics defined to support initiative progress. Some will be easily quantifiable (for example, a construction project progress will be monitored by an established baseline schedule and budget). Other initiatives do not lend themselves to be easily measured and the staff will provide specific events and milestones that can be presented to the City Commission.

The ultimate goal of a Strategic Plan is to develop and implement specific action plans so that the community's growing needs and future vision are met in an efficient and equitable way.

STRATEGIC INITIATIVES BY GOAL

Initiative Number	Description	Goal	Priority Level
1.1	Revitalize Main Street and the downtown area.	E	
1.2	Upgrade the water supply with additional well fields to prepare for future growth.	E	
1.3	Develop and implement a strategy to enhance, cultivate and maintain relationships in life sciences, technology and emerging technologies industries.	E	
1.4	Begin planning for the future expansion of the City's wastewater infrastructure.	E	
2.1	Implement a marketing strategy that highlights and publicizes beneficial activities, events and services occurring in the City.	C	
2.2	Implement a plan to provide online access to City services for residents and businesses to do business with the City from anywhere in the world.	C	
2.3	Develop and implement a strategy to increase cultural arts opportunities for residents.	C	
2.4	Develop a collaborative strategy with the Alachua County School Board to improve performance of local schools.	C	
3.1	Identify and explore potential opportunities to increase connectivity throughout the City, promoting a more walkable community.	T	
4.1	Encourage construction of senior living housing opportunities, including assisted living facilities.	R	
4.2	Develop strategies to ensure cohesive and compatible residential development to accommodate the growth of infill development and redevelopment.	R	

STRATEGIC INITIATIVE 1.1

Goal 1: Economic Development

INITIATIVE 1.1: REVITALIZE MAIN STREET AND THE DOWNTOWN AREA.

Priority:



Champion:

Planning and Community Development Department

Stakeholders:

City Residents and Business Owners, Alachua Chamber of Commerce, Community Redevelopment Agency (CRA).

Desired Outcome:

A sustainable, thriving Main Street with a variety of businesses and a downtown area that attracts visitors through various initiatives which support and promote downtown businesses by attracting shoppers and patrons.

Fiscal Impact:

The following items have been budgeted in FY 2025: Marketing (\$43,000), Operating Expenses (\$7,500), Grants/Aids (\$25,000), Professional Services (\$89,500) Contractual Services (\$80,000), Decorations (\$48,000) and Capital Projects (\$525,000 total – Theatre Park Refresh Project \$160,000, Wayfinding signage \$100,000, Machinery & Equipment \$46,500, Additional Capital \$218,500).

Funding Source: Community Redevelopment Agency

Completion Date:

Ongoing

Background:

During the economic downturn many Main Street businesses closed, with the domino effect of fewer visitors coming to what once was a lively downtown. During FY 2015, the City Commission and the DRTB discussed the need to devise methods to revitalize Main Street in order to enhance the character of downtown, provide for business retention and expansion and market the uniqueness of downtown Alachua. Several stakeholder meetings were held over the subsequent two years.

STRATEGIC INITIATIVE 1.1

Progress to Date:

- In FY 2016, the City completed Strategic Initiative 1.3 of the FY 2016 Strategic Plan, which was to develop an implementation plan to revitalize Main Street and the downtown area. The City retained RMA consultants to perform the market analysis, which was completed and accepted by the City Commission in July 2016.
- In Dec. 2016, the CRA was restructured with the City Commission sitting as the CRA Board.
- A CRA Coordinator was hired in Jan. 2017.
- The CRA Advisory Board was established in April 2017 and is meeting regularly.
- A Downtown Business & Property Owner Stakeholder Meeting was held in Sept. 2017 to receive input on revitalization efforts.
- Potential wayfinding signage locations have been identified.
- Staff developed Business Facade Grant Program documents.
- The CRA and CRAAB developed a Main Street and CRA Brand.
- Phase III of the multi-year Main Street Landscape Beautification Project was completed in June 2018.
- Staff created and implemented a business facade improvement grant program.
- Staff retained CHW Professional Consultants to design wayfinding signage.
- Third Thursday program has been sunsetted while staff works with downtown businesses to develop a new events program.
- Staff completed land rights acquisitions and construction documents to build a new parking lot and underground utilities from NW 148th Place to NW 150th Ave. Staff awarded the bid to construct the parking lot, and the project was completed and open to the public on March 23, 2023.
- Staff prioritized locations from the Wayfinding and Signage Report to locate signage on US 441 and Main Street.
- Staff prioritized marketing strategies to attract patrons to downtown with the use of videos that will be used in website and social media campaigns.
- Signature Events are being created to increase patronage on Main Street. The first signature event was Holiday Nights during the month of December, started in 2021.
- Billboards on Interstate-75 have been installed with rotating advertisements to showcase various events and seasonal messages.
- Staff worked with the public to revise the Business Façade Grant Program, increasing the 50% matching grant award for façade improvement costs from \$5,000 to \$12,500 and including signage as a potential eligible reimbursable expense.
- Staff implemented a redesign of the landscape on Main Street which was enhanced by additional plantings during the Great American Cleanup Main Street Beautification projects in 2022 and 2023.
- Staff retained a graphic designer to produce a Walking Guide to Main Street Alachua.
- The City was awarded a \$25,000 Duke Energy Foundation Economic Development Grant in FY 2023 to fund a Downtown Strategic Plan to be performed by Retail Strategies. The scope of work will include market research, full demographic market analysis, a Strategic Visioning Workshop and a 5-Year Downtown Strategic Plan.
- Staff secured grant funding from the Pomeroy Foundation for a National Register marker to

STRATEGIC INITIATIVE 1.1

commemorate the placement of the City of Alachua Downtown Historic District on the National Register of Historic Places in 2000.

- Staff promoted the Visit Florida free web site listing program to tourism-related businesses in the CRA district and throughout the City. The City qualified for a “City Page” on VisitFlorida.com, the State of Florida’s official tourism marketing website.
- The City of Alachua will be included in Visit Florida’s annual Official Florida Vacation Guide starting in 2024.
- The City of Alachua became a member of Main Street America in 2023.
- Staff secured funding from Visit Gainesville, Alachua County for two billboards and for the Annual Tree Lighting event.
- Staff began the Towne Centre Beautification project with three landscape makeovers during the Great American Cleanup and a complete inspection and repair of the irrigation system.
- Staff collaborated with downtown business partners, organizations, donors and sponsors to enhance the Annual Christmas Tree Lighting, including performances by the Alachua Children’s Theatre and children’s chorus and the addition of 25 more children activity stations along Main Street.
- Staff secured a donation of the corner parcel on Main Street and US Highway 441 and is working to acquire the additional land rights on the adjoining parcel to install a gateway sign, which will be designed, fabricated and installed by ThemeWorks.
- The Theatre Park Refresh Project will be implemented in three phases: Phase 1 – Restoration, including stabilization, drainage mitigation and any needed repairs on walls; Phase 2 – Enhancement, including fabrication and installation of a pergola with a performance stage and other outdoor amenities; and Phase 3 – Beautification, including landscaping, hardscaping, accent rocks and borders. Monarch Design Group has submitted the construction documents and Phase 1 bid package for review.

STRATEGIC INITIATIVE 1.1

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Continue implementation of 2016 Market Study.	Ongoing
2.	Collaborate with community organizations on the development of “Signature” events throughout the year.	Ongoing
3.	Implement Phase 1, 2 and 3 of the Theatre Park Refresh Project.	September 2024 and ongoing
4.	Explore grant opportunities for capital improvement projects, historical preservation of downtown buildings and property acquisition.	Ongoing
5.	Finalize design, fabricate and install gateway sign at the corner of Main Street and US Highway 441.	November 2024 and ongoing
6.	Implement strategies for creating revitalization and vibrancy on Main Street.	November 2024 and ongoing
7.	Develop a plan and programs for business attraction and retention on Main Street.	January 2025 and ongoing
8.	Create a Main Street-specific business and development incentive package and guidebook to the development regulations.	January 2025 and ongoing
9.	Promote and implement downtown residential infill, upper story housing and affordable housing developments.	Ongoing
10.	Pursue funding to implement a multi-use trail network connecting Main Street to City parks and recreational areas.	Ongoing
11.	Refresh and revitalize the Skinner Field Park with additional amenities and enhanced gathering places to benefit residents, visitors and community organizations.	March 2025 and ongoing.

Critical Success Measures:

- Enhancement of the Annual Christmas Tree Lighting event and an increased number of signature events held throughout the year.
- Return of the Farmer’s Market, Spring Main Street Festival, Alachua Car Shows, arts and cultural offerings and other past events and activities.
- An eclectic mix of new target businesses on Main Street to fill empty storefronts, and the opening of a traffic-generating anchor such as a microbrewery.
- Better connectivity between Main Street, parks and recreational facilities.

STRATEGIC INITIATIVE 1.2

Goal 1: Economic Development

INITIATIVE 1.2: UPGRADE THE WATER SUPPLY WITH ADDITIONAL WELL FIELDS TO PREPARE FOR FUTURE GROWTH.

Priority:



Champion: Public Services Department

Stakeholders: City residents, current businesses located in the City, future residents and businesses looking to locate or relocate in the City which currently use or intend to use the water utility service provided by the City.

Desired Outcome: To construct new wells and provide additional capacity from the well head protection area and the City ground storage facility.

Fiscal Impact: \$8,000,000

Funding Source: Water Fund, Legislative Appropriation, Grant funding

Completion Date: May 2025

Background: This project consists of the engineering design, permitting, and engineering services needed to construct a 1-MGD supply well, raw water main, treatment improvements, and office/ lab facilities. The design will include a new 1.0 million gallon per day (MGD) production well, treatment facilities, an operating facility, yard piping improvements, electrical backup and associated infrastructure improvements. The treated water will meet applicable water quality standards. The project will help ensure dependable access to clean water and will protect the City's drinking water supply by diversifying local water supply sources and making the water supply system more resilient to extreme weather events and potential water quality impacts. In 2017 Hurricane Irma resulted in the City of Alachua experiencing contamination of its water supply, preventing drinking water to all 10,000 residents and hundreds of businesses for more than a week. This occurred in large part due to the current wells supplying the drinking water, which are all geographically located close together amidst the karst geology of the region and can be overwhelmed during storm events and impacted by surficial contamination.

STRATEGIC INITIATIVE 1.2

Progress to Date:

- Worked with consultants to identify potential concerns in the water distribution system that lead to pressure and volume issues and how the construction of new wells would impact these metrics.
- Performed preliminary review of future water needs.
- Performed preliminary screening of suitable land for potential well field development.
- Confirmed current allowances of existing Consumptive Use Permit with Suwannee River Water Management District.
- Developed a scope of work and retained a consultant to assess and identify sites for future potable water supply well(s).
- The City was awarded \$375,000 appropriation from the State of Florida for a new well field.
- Developed field test and sampling for future well field site.
- Jacobs Engineering developed design and work scope.
- Construction Documents completed, and Bid Document prepared.
- Evaluated bid proposal.
- Well drilling was completed in August 2024.
- The Operations Building is approximately 50% complete as of September 2024, and overall construction is approximately 20% complete.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Complete construction of new well field.	May 2025
2.	Bring well field online.	June 2025
3.	Develop, plan and hold Ribbon-cutting Ceremony.	June 2025

Critical Success Measures:

- Complete construction activities.

STRATEGIC INITIATIVE 1.3

Goal 1: Economic Development

INITIATIVE 1.3: DEVELOP AND IMPLEMENT A STRATEGY TO ENHANCE, CULTIVATE AND MAINTAIN RELATIONSHIPS IN LIFE SCIENCES, TECHNOLOGY AND EMERGING TECHNOLOGIES INDUSTRIES.

Priority:



Champion: Executive Department

Stakeholders: Life sciences and technology companies located in Alachua, Council for Economic Outreach and City residents.

Desired Outcome: Build strong relationships with life sciences, technology and emerging technology industries in Alachua to promote the growth of these sectors in Alachua through business retention and attraction efforts.

Fiscal Impact: \$50,000

Funding Source: General fund special expense

Completion Date: Ongoing

Background: The City of Alachua is home to many companies specializing in life sciences, technologies and emerging technologies. These companies serve as a major employment base for the community and contribute to the quality of life through their contribution to ad valorem taxes and corporate citizenship activities among other efforts. Alachua has an impressive presence in these industries with many located in Progress Park, Foundation Park, Copeland Park and San Felasco Tech City. The University of Florida Sid Martin Biotechnology Institute located in Alachua is a world-renowned business incubator with graduate companies attracting more than \$5.6 billion in funding and M&A activity. Additionally, after completing the incubation program at the Institute, 88-percent of the companies are still operating five years post-graduation.

STRATEGIC INITIATIVE 1.3

Progress to Date:

- The City established the Corporate Park zoning district in 2012 to promote the development of these industries.
- City staff presented the Commission with a draft of the Business Incentive Program on September 23, 2019, at which time the Commission gave approval for staff to return with proposed legislation.
- City Commission adopted Business Incentive Program on June 22, 2020.
- By March of FY 2021, staff met with 16 Alachua life sciences companies and two educational stakeholders to better understand the sector's needs.
- Staff developed marketing strategy to promote Business Incentive Program as a priority growth initiative in the BEST Business Climate, a 5-year Economic Development Strategy, to be proposed to the City Commission in May of FY 2021.
- Staff secured University of Florida President Dr. Kent Fuchs, Santa Fe College President Dr. Paul Broadie and two C-level officers from Alachua bio and life science companies to co-chair the Alachua Biotech Partnership in June of FY 2021.
- Staff introduced Economic Development Manager to several businesses within the bio and life science community.
- Staff collaborated with consultants to broaden the scope of the proposed Biotech Partnership to include companies involved in all emerging technologies.
- Staff applied for a Federal grant as part of a coalition of local entities to be awarded capacity planning in order to be designated as a Regional Technology and Innovation Hub – if awarded, this designation would serve essentially the same role as the proposed Biotech Partnership.
- The City was not awarded the Federal grant for designation as a Regional Technology and Innovation Hub – Staff reverted to the previous plan for launching an Emerging Technologies Partnership with UF and SFC.
- An audit of the City's Business Incentive Plan was completed by Staff with input from the local business community during the Second Quarter. One incentive was added and one amended: a business incubator/accelerator entrant lease subsidy for a two-year period not to exceed \$12,000 total was added, and the business incubator/accelerator graduate lease subsidy was amended from a one year to two-year period paying the same benefit.
- The "Business" and "Economic Development" sections on the City's website were redesigned in FY 2024 with added content promoting the area and providing an online One-Stop Business Center with resources and helpful links for local and prospective businesses.
- Staff put together a short promotional video and elevator pitch during FY 2024 to promote the Partnership to UF and SFC presidents.

STRATEGIC INITIATIVE 1.3

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Schedule dates for delivering presentations for Emerging Technologies Partnership to UF and SFC presidents.	November 2024
2.	Deliver presentation for Emerging Technologies Partnership to UF and SFC presidents.	February 2025
3.	Launch official Partnership.	May 2025
4.	Hold first Partnership Steering Committee meeting.	June 2025
5.	Establish and foster alignment in the City between emerging technology business and education stakeholders.	Ongoing

Critical Success Measures:

- Hold meeting with UF and SFC presidents and secure commitment.
- Hold first steering committee meeting.
- Retain lead generation strategies, and build lead database for marketing aspects of Alachua Emerging Technology Partnership.

STRATEGIC INITIATIVE 1.4

Goal 1: Economic Development

INITIATIVE 1.4: BEGIN PLANNING FOR THE FUTURE EXPANSION OF THE CITY'S WASTEWATER INFRASTRUCTURE.

Priority:



Champion: Public Services Department

Stakeholders: City residents, current businesses located in the City, future residents and businesses looking to locate or relocate in the City which currently use or intend to use the water utility service provided by the City.

Desired Outcome: Enhance the efficiency and sustainability of the City's wastewater management systems while minimizing environmental impacts.

Fiscal Impact: \$200,000
Funding Source: Wastewater Fund

Completion Date: July 2025

Background: Chapter 163.3180 of Florida Statutes requires local governments to monitor concurrency for sanitary sewer, potable water, solid waste and drainage public facilities. Policy 1.1.d(c) of the Community Facilities Element of the City of Alachua 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 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 1.5 million gallons per day. Existing flows and reserved capacities total 1,199,759 gallons per day; thus, 79.98% of the design capacity is currently utilized. It is necessary to prepare for a capacity expansion of the wastewater system in order to address the demand for future development.

STRATEGIC INITIATIVE 1.4

Progress to Date:

- New initiative for FY 2025.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Finalize scope of work.	October 2024
2.	Award contract for professional services to perform a study of the City's wastewater infrastructure.	January 2025
3.	Complete study.	September 2025
4.	Draft ordinance if necessary amending the scope of the City's wastewater treatment processes.	November 2025

Critical Success Measures:

- Complete study of the City's wastewater infrastructure.
- Draft an ordinance if necessary amending the scope of the City's wastewater treatment processes.

STRATEGIC INITIATIVE 2.1

Goal 2: Community, Educational, Cultural and Recreation Development

INITIATIVE 2.1: IMPLEMENT A MARKETING STRATEGY THAT HIGHLIGHTS AND PUBLICIZES BENEFICIAL ACTIVITIES, EVENTS AND SERVICES OCCURRING IN THE CITY.

Priority:



Champion: Executive Department

Stakeholders: City residents and businesses.

Desired Outcome: Develop a marketing strategy that regularly conveys to the world why Alachua is the place of choice to live, work and play, creating a sense of community and unity among citizens.

Fiscal Impact: \$30,000 annually.
Funding Source: General Fund.

Completion Date: Ongoing

Background: The City has a strong image as “The Good Life Community.” This image is woven throughout the work of the City with a commitment to premium service delivery and a high quality of life. Furthermore, the City has enjoyed a reputation as a business-friendly community, encouraging economic development that has resulted in major job centers in the industries of logistics, manufacturing, high-tech and biotech. The combined quality of life and availability of career options make Alachua the perfect place to live, work and play.

STRATEGIC INITIATIVE 2.1

Progress to Date:

- Elected officials and staff participate in regular networking events with organizations to share the work being done by the City as well as to receive input.
- The City participates in various informational marketing campaigns, communicating its quality of life and business friendly climate.
- Staff entered into an agreement with 601 Studios on February 12, 2020 to begin production of a marketing material to promote and market the City of Alachua.
- Staff developed and implemented work processes in January of FY 2021 to standardize the way events and news segments appear on the website to create more consistent messaging.
- Staff broadened the City's social media reach by implementing an invite and post/event boost process (through both organic and paid items) that produced 116 new likes/followers (average of 38.7 per month), with a reach (people who viewed posts at least once) of 7,083 in June FY 2021 alone.
- Staff repurposed the calendar on the City website to serve as a community event calendar.
- Staff added TV monitors to the waiting areas of City Hall and began running event notifications there, in the lobby at the Legacy Park Multipurpose Center and at Cleather Hathcock Sr. Community Center.
- A PIO was hired in January 2024 to coordinate and centralize all official City communication.
- The first-ever quarterly external newsletter for the community was launched in April 2024.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Develop and implement ways to communicate activities within the business community (such as on closed circuit TV, community calendars, window/door flyers, e-mail blasts, a city guide, and the Good Life Report).	Ongoing
2.	Assemble e-mail address list.	November 2024 and ongoing
3.	Develop and complete PIO Procedures Manual.	January 2025
4.	Develop more robust methods of disseminating information to the community that are not reliant on technology.	February 2025
5.	Develop avenues in which to record and disseminate civic storytelling.	March 2025

Critical Success Measures:

- Promote and strengthen traffic to existing social media platform.
- Monitor website to maintain fresh content pertaining to positive and valuable activities in the City.

STRATEGIC INITIATIVE 2.2

Goal 2: Community, Educational, Cultural and Recreation Development

INITIATIVE 2.2: IMPLEMENT A PLAN TO PROVIDE ONLINE ACCESS TO CITY SERVICES FOR RESIDENTS AND BUSINESSES TO DO BUSINESS WITH THE CITY FROM ANYWHERE IN THE WORLD.

Priority:



Champion: Finance & Administrative Services

Stakeholders: City residents and city businesses

Desired Outcome: Establish online platforms for City services to be accessed by residents and businesses to do business with the City virtually.

Fiscal Impact: \$125,000 annual appropriation; additional funds necessary for specific service upgrades.

Funding Source: General Fund.

Completion Date: December 2025

Background: The City of Alachua offers a wide variety of services including utilities, building permits, recreation programs, planning and development, among others. As technology advances, opportunities are being created for a host of services to be delivered online. Currently, residents and businesses are able to access City services in person, with limited services accessible online. While providing services in person is an important component of service delivery, society has evolved to raise the standard of service delivery to include online platforms. Providing in-person and online service delivery options will afford residents and businesses choices in how they interact and do business with the City of Alachua. In order to provide online services in an efficient and secure way, the City must take a measured approach that considers these metrics and navigates the complexities in information technology. This approach will likely take up to five years to rollout services, although some services will likely be available sooner.

STRATEGIC INITIATIVE 2.2

Progress to Date:

- The City offers limited services available online.
- A focused investment in information technology has been a priority of the City, allocating \$150,000 annually beginning Fiscal Year 2017-18.
- The City has invested in major software improvements with functionality to develop online platforms for residents and businesses to access.
- Staff completed network assessment with Ivanti Software company in April of FY 2020.
- Staff implemented E-Check payment option on City website.
- Staff implemented online payments related to miscellaneous receivables, building and planning invoices in FY 2020.
- Staff deployed new City website in August of FY 2020.
- Staff procured 6 new servers and virtualization software in FY 2021.
- Staff increased the size and space of the network operations lab/room by nearly 50% in June of FY 2021
- Microsoft Outlook Office Exchange was implemented for City Staff in the 2nd Quarter of FY 2023.
- Network virtualization upgraded in July 2023.
- Migration of data from previous servers was completed.
- HR job application now live in an online-fillable PDF format.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Research new website options.	December 2024
2.	Develop procurement method to facilitate website platform acquisition.	February 2025
3.	Develop agreement.	April 2025
4.	Implementation schedule/migration of data and content to new website platform.	October 2025
5.	Launch new website.	December 2025

Critical Success Measures:

- Implement a schedule for migrating data and content to a new website platform.
- Launch the new website.

STRATEGIC INITIATIVE 2.3

Goal 2: Community, Educational, Cultural and Recreation Development

INITIATIVE 2.4: DEVELOP AND IMPLEMENT A STRATEGY TO INCREASE CULTURAL ARTS OPPORTUNITIES FOR RESIDENTS.

Priority:



Champion: Recreation and Culture Department

Stakeholders: City residents and arts and cultural organizations.

Desired Outcome: Provide cultural opportunities to residents to contribute to a positive quality of life.

Fiscal Impact: \$25,000
Funding Source: General Fund.

Completion Date: Ongoing

Background: The City of Alachua provides a strong quality of life for residents. The Recreation & Culture Department has a longstanding history of providing top-notch services to residents that create a sense of community. With the construction of the Legacy Park Multipurpose Center and the Legacy Park Amphitheatre, the City has invested in the facilities necessary to provide a robust arts and cultural offering. The City has hosted cultural events in FY 2018, FY 2019 and FY 2020, including ballets, musical performances, art lessons and community gatherings. With a commitment to investing in staff resources and physical infrastructure, the City is poised to implement cultural programs in a robust way.

STRATEGIC INITIATIVE 2.3

Progress to Date:

- Legacy Park Multipurpose Center (with performance stage) opened in June 2017.
- Legacy Park Amphitheater opened in October of 2019.
- Staff identified The State of Florida's Division of Cultural Affairs grants programming as a funding opportunity to support cultural programming in the City in FY 2020.
- Since reopening in June 2020 (after COVID-19 shut down), the Recreation and Culture Department added several outdoor performances to programming in FY 2021, including ballets, a spring and fall concert series in which diverse musical genres were scheduled for March, April and May, and in September, October and November.
- The City partnered with Swamp Bots of Santa Fe and hosted a For Inspiration and Recognition of Science and Technology (FIRST) event in February 2024 that drew teams from across the Southeast and has to date resulted in the creation of seven local teams engaged in the study and practice of the design, construction, operation and use of robots.
- Legacy Melodies was hosted on Mother's Day weekend 2024 featuring the jazz band Smooth Operators along with local food vendors.
- Good News Art provided a Summer Art Camp for over 220 children that introduced campers to community art resources ranging from painting to sculpting, mix media and dance.
- In lieu of a Spring Concert Series during 2024, the City hosted Sister Hazel's Ken & Drew Show on August 8 at the Legacy Park Amphitheater. The event provided precedents for the future – contacts and resources for a more expansive concert series.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Identify funding opportunities to support programming.	Ongoing
2.	Participate in development of the City's 120 th Anniversary Event.	October 2024
3.	Host Swamp Bots (FIRST) event.	January 2025
4.	Identify and secure popular and well-known act(s) for concert series.	February 2025
5.	Begin planning to host a Cade Camp in the summer.	March 2025
6.	Host the City's 120 th Anniversary Event.	March 2025
7.	Host a Cade Camp in collaboration with the Cade Museum.	June 2025

Critical Success Measures:

- Identify funding sources.
- Improve attendance at Concert Series.
- Increase social media presence and engagement.

STRATEGIC INITIATIVE 2.4

Goal 4: Community, Educational, Cultural and Recreation Development

INITIATIVE 2.5: DEVELOP A COLLABORATIVE STRATEGY WITH THE ALACHUA COUNTY SCHOOL BOARD TO IMPROVE PERFORMANCE OF SCHOOLS WITHIN THE CITY.

Priority:



Champion: Executive Department

Stakeholders: City residents and businesses, home builders (local and regional), Alachua Chamber of Commerce, School Board of Alachua County and various governmental entities.

Desired Outcome: Establish a collaborative approach with the Alachua County School Board that provides students within City of Alachua public schools an opportunity to achieve their highest academic potential.

Fiscal Impact: N/A

Completion Date: Ongoing

Background: The City has a strong desire and commitment to be recognized as “The Good Life Community.” This image is woven throughout the work of the City with a commitment to service and a high quality of life. The State of Florida assigns letter grades to schools based on a variety of measures. Some of the public schools within the City of Alachua have received a letter grade of “C” or below for several years. Education is the foundation to many aspects of daily life, directly impacting a person’s well-being - both social and economic - employment rates, housing and property values and involvement with the justice system, to name a few. This is true for all children, but is compounded for marginalized/vulnerable youth. According to Florida Department of Education, nearly 60% of all youth in Alachua County are economically disadvantaged. That percentage is even higher within Alachua’s city limits; Alachua Elementary (100%), A.L. Mebane Middle School (92%) and Santa Fe High School (55%). Providing a high-performing and equitable educational system is essential for the overall well-being of a community. Therefore, it is vital that all students in the City are provided an opportunity to achieve their highest academic, professional and life goals potential.

STRATEGIC INITIATIVE 2.4

Progress to Date:

- On December 9, 2019, the City Commission authorized the City Manager to submit a grant application to the Children's Trust of Alachua County (CTAC) for RFA 20-937.
- Staff hosted a Joint City of Alachua-Alachua County School Board Meeting on December 10, 2019.
- The CTAC application, submitted by City Staff on December 18, 2019, included funding for programs in after school activities, tutoring services, summer enrichment and education services, and summer high school credit courses in music and science/technology.
- On February 24, 2020, the City Commission authorized City Staff to enter into an agreement with the Children's Trust of Alachua County in the amount of \$135,002 to provide the services under the grant application.
- In coordination with the School Board of Alachua County (SBAC), staff was able to receive reported percentages of student attendance in City's after-school tutoring program – the first-step in monitoring measurable outcomes – in the three SBAC schools in Alachua in March of FY 2021 2nd Quarter.
- In June of FY 2021, Alachua County Public Schools Superintendent Dr. Carlee Simon gave a special presentation to the City Commission.
- Due to COVID-19 pandemic, the programming for the 2019 CTAC grant was delayed and began in October of 2020. With that award, staff started an after-school tutoring program at Alachua and W.W. Irby Elementary, Mebane Middle School and Santa Fe High School.
- In the Spring of FY 2021, staff applied for a second grant from CTAC for summer programming and was awarded funds to develop summer camps. Camps were developed for children grades Kindergarten to 12th grade.
- In the 4th Quarter of FY 2022, Staff met with Alachua County School Board Superintendent Shane Andrew to identify tangible ways to impact schools in the community.
- Staff met with the principals of all public, charter and private schools that teach kindergarteners within the City and received feedback and established the basis for ongoing communication in the 1st Quarter of FY 2023.
- The Education Task Force (ETF) was created in 4th Quarter of FY 2023 to advise City Commission on best practices for addressing ways to support improvements in education.
- A joint meeting was held with the City Commission and SBAC in January 2024.
- The ETF Strategic Plan was adopted in February 2024.
- With awareness raised by the ETF, funding was found in May 2024 to add an additional VPK class at Irby Elementary to begin in the 2024-2025 School Year.
- The City restarted its Mentor Volunteer Program with City Staff in June 2024, encouraging Staff involvement with volunteer programs in community schools. The local business community was invited to participate along with Staff via outreach with the Chamber of Commerce and the Alachua Business League.
- A centralized education page on the City's website was created by Staff in July 2024 to provide information for a variety of educational resources for parents, teachers, students and potential residents.

STRATEGIC INITIATIVE 2.4

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Continue to robustly advertise meetings of the Education Task Force (ETF) to maximize public involvement, including posting flyers on school campuses and the use of Peachjar.	Ongoing
2.	Establish active relationships between the Education Task Force and leaders in local schools and early education centers.	Ongoing
3.	Establish an annual joint meeting between the City Commission and School Board of Alachua County later in the school year.	October 2024
4.	Create a new ETF Strategic Plan.	February 2025
5.	Establish and implement ways of evaluating and monitoring early education and after-school tutorial program.	Ongoing

Critical Success Measures:

- Connect Education Task Force to local schools, daycares and early childhood education centers.
- Implement after-school and summer programming.
- Improved school test scores.

STRATEGIC INITIATIVE 3.1

Goal 3: Transportation Mobility

INITIATIVE 3.1: IDENTIFY AND EXPLORE POTENTIAL OPPORTUNITIES TO INCREASE CONNECTIVITY THROUGHOUT THE CITY, PROMOTING A MORE WALKABLE COMMUNITY.

Priority:



Champion: Planning and Community Development Department

Stakeholders: City residents and businesses visitors.

Desired Outcome: To create a safe and connected pedestrian network that helps ensure a high quality of life for residents and visitors of all ages and abilities.

Fiscal Impact: TBD.
Funding Source: General Fund; Grants.

Completion Date: Ongoing

Background: Walking is fundamental. It contributes to health, happiness, social connections and a sense of community. Improving pedestrian connectivity creates an amenity that is attractive to current and future residents as well as others visiting the City of Alachua. Providing comfortable, safe walking routes and connections between homes, businesses, schools, parks, etc. provides the opportunity to reduce traffic on roadways, increase outdoor social interactions and makes it easier to walk to daily destinations. Such improvement should also be designed to make getting around accessible for all ages and abilities.

STRATEGIC INITIATIVE 3.1

Progress to Date:

- A Long-Range Transportation Plan (LRTP) was adopted by the City Commission on May 22, 2017. This LRTP was developed as a result of a Strategic Initiative in the FY 2015-16 Strategic Plan. The LRTP focuses on vehicular transportation but also includes a section on bicycle and pedestrian facilities as well as a priority list of sidewalk projects for consideration.
- Staff coordinated with Public Services Department to identify areas for improved sidewalk maintenance and enhancement.
- Staff reviewed the City's Long-Range Transportation Plan to identify areas where installation of new sidewalks have yet to be completed.
- Staff identified potential locations for the installation of rapid-flashing beacons at new or existing crosswalks.
- Staff applied for the Safe Routes to School Grant to further enhance pedestrian accessibility between residential areas and schools.
- The City's Safety and Wellness Program has developed a Step Walking Challenge for City employees in order to encourage healthy exercise habits, utilizing specific sidewalk routes near City Hall.
- The Planning Department, in coordination with the Public Services Department, identified a sidewalk project within the CRA which would enhance walkability from downtown to the Hal Brady Recreation Center.
- Downtown Strategies was hired by the CRA and conducted a Market Analysis and surveys, which included a Walkability Assessment and Commute Patterns. The results were provided to the City Commission in the Data & Analytics for the Market Assessment.
- Staff has developed a list of potential pedestrian projects in the downtown area / CRA district.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Pursue the Safe Routes to School Grant and other funding opportunities.	Ongoing
2.	Contract with continuing engineering firms to provide conceptual plans and cost estimates for pedestrian projects in the downtown area.	May 2025
3.	Analyze and provide options to the CRA / City Commission.	June 2025
4.	Partner with FDOT and participate in the FDOT annual statewide Mobility Week to coordinate a Community Event during the week of October 25 to November 2.	July 2025

Critical Success Measures:

- Prioritize projects and identify funding sources.

STRATEGIC INITIATIVE 4.1

Goal 4: Residential Opportunities

INITIATIVE 4.1: ENCOURAGE CONSTRUCTION OF SENIOR LIVING HOUSING OPPORTUNITIES INCLUDING ASSISTED LIVING FACILITIES.

Priority:



Champion:

Compliance & Risk Management Department

Stakeholders:

City senior residents and future residents, general public and governmental entities.

Desired Outcome:

Improve the quality of life by increasing the amount of adequate, safe and affordable senior housing.

Fiscal Impact:

Financing of the more than \$10 million new 40-unit Senior Apartment Facility in Merrillwood on Alachua County Housing Authority (ACHA) land was secured by ACHA and its co-developer without participation by or recourse to the City. The bulk of the financing package, more than \$6,709,929 and \$800,000 is in no repayment federal housing funds and nearly \$3 million is in the form of a long-term FHA low-interest loan. The City Commission also authorized a \$200,000 funding commitment in order to demonstrate City support of the project and as a part of the ACHA successful application for added federal funds to meet unexpected cost increases.

Completion Date:

Merrillwood Phase I Senior Facility: November 2024
Merrillwood Phase II Assisted Living Facility: TBD
Highland Hills NW 151st Avenue: March 2027

Background:

Affordable senior housing is currently a pressing need being addressed by the City and ACHA as there is no dedicated public-supported senior housing in the City. ACHA, Housing and Urban Development (HUD) and the Alachua County Development Corporation (ACDC) are dynamic entities that are professionally staffed, highly experienced and function professionally in the area of public financing of public and private low-income home ownership. ACHA and the City of Alachua are close partners in providing affordable housing in the city and are presently focused on improving current facilities and meeting the need for senior housing. City staff, at the direction of the City Commission and City Manager, have worked diligently with operators of residential group homes to increase the number of residents who receive such housing and assisted living care. The financing approved for the affordable senior housing facility at Merrillwood (Phase I) was followed by an

STRATEGIC INITIATIVE 4.1

unsuccessful ACHA application in August of 2021 and a new package to be filed in the Fall of 2022 for funding to replace the remaining Merrillwood 49 Single Family (SF) units with more than 90 new SF units (Phase II). Phase III is planned to replace all existing 50-year-old units with additional new energy efficient homes all designed and constructed to accommodate all persons including seniors and persons with special needs. Residents who are displaced by any construction will be moved within the Merrillwood neighborhood or relocated at ACHA expense to qualified affordable housing.

Progress to Date:

- The City, through a cost sharing grant with the Suwannee River Water Management District and Florida Department of Environmental Protection, enlarged and enhanced an existing retention basin to improve drainage and facilitate expansion of the complex.
- The City repaved all interior streets and upgraded the Merrillwood complex stormwater system. The improvements prepared the site to accommodate the Senior Housing Facility, Phase II and Phase III at a reduced cost just in time to help offset the large increases due to the still present supply chain disruptions and labor shortages brought about by the Pandemic.
- Demolition of the 17 existing single-family residential units began on April 2023 and is complete.
- Plans to construct the 40-unit ACHA Senior Housing Facility in Merrillwood are complete, the financing is in place, building permit is approved and construction is underway.
- Formal ground-breaking ceremony for the new Senior Housing Facility was held June 8, 2023.
- The planned replacement of the 49 units now remaining in Merrillwood (Phase II), after the nearly-completed Phase I removal and replacement of 17 old units by Phase I, appears to be on hold. The Phase II plan was to replace the 49 remaining units with 90 units consisting of a mix of townhomes and multi-family apartments. An estimated 50 percent of the units were to be handicapped accessible and able to meet ALF requirements.
- ACHA has a new executive director after retirement of its former director. A review of countywide needs, focused on the amount of resources devoted to maintenance and renovation of existing facilities, is now underway. A pause on new construction has not been announced, but it appears to be under consideration. ACHA has not moved forward with coordinating Phase II with the City.
- City Staff will continue to work with and support ACHA Staff during its review and evaluation of public need and plan to meet that need in the City of Alachua.
- The developer of a 30-acre parcel has submitted an application to the City to develop 38 single family homes on 8.36 acres fronting NW 151st Avenue (Highland Hills). The property is owned by 10.47 LLC. The spokesperson for the owner has announced that the 38 single family lots are Phase I of a planned community designed for active retirees, and subsequent phases will be market driven to include expansion of the Phase I concept, including possible multifamily units to include assisted living services or some combination to meet the needs of the senior community.
- Staff will follow this project as part of its focus on meeting the housing and long-term care needs of seniors in the City of Alachua.

STRATEGIC INITIATIVE 4.1

Action Plan for FY 2025:

Phase I Senior Housing

Action Steps		Estimated Completion Date
1.	Complete construction of facility.	October 2024
2.	Develop, plan and hold Ribbon-cutting Ceremony with ACHA.	November 2024

Phase II Family Housing

Action Steps		Estimated Completion Date
1.	Application Submission for ACHA Merrillwood Family Housing	TBD
2.	Site Plan and Architectural submission to City (120 days).	TBD
3.	Develop, plan and hold Groundbreaking Ceremony with ACHA.	TBD
4.	Commence construction of facility.	TBD
5.	Complete construction of facility.	TBD
6.	Develop, plan and hold Ribbon-cutting Ceremony with ACHA.	TBD

Highland Hills NW 151 Avenue

Action Steps		Estimated Completion Date
1.	Preliminary plat approval.	April 2025
2.	Construction plans.	July 2025
3.	Final plat.	October 2025
4.	Begin construction.	January 2026
5.	Complete construction.	March 2027

Critical Success Measures:

- Maintain regular contact with ACDC.
- Evaluate other senior living opportunities.

STRATEGIC INITIATIVE 4.2

Goal 4: Residential Opportunities

INITIATIVE 4.2: DEVELOP STRATEGIES TO ENSURE COHESIVE AND COMPATIBLE RESIDENTIAL DEVELOPMENT TO ACCOMMODATE THE GROWTH OF INFILL DEVELOPMENT AND REDEVELOPMENT WITHIN THE CITY.

Priority:



Champion:

Planning and Community Development Department

Stakeholders:

City current and future residents.

Desired Outcome:

Ensure infill development and redevelopment occurs alongside greenfield and existing residential development in a cohesive and planned manner.

Fiscal Impact:

N/A

Completion Date:

August 2025

Background:

A variety of housing opportunities are available for residents and future residents of the City of Alachua. With the expected continued growth of the City, new housing developments and residential opportunities are forecasted as well. The City's Comprehensive Plan and Land Development Regulations (LDRs) provide the framework and regulatory mechanisms to ensure the development of land occurs consistent with established urban and regional planning practices and the vision of the community.

The City has experienced primarily greenfield development over its history, transitioning from a solely agrarian community to a City with both rural and urban characteristics. With growth occurring primarily on undeveloped lands, there has been a limited amount of infill development or redevelopment. Even though the City still has a substantial amount of greenfield land available for development, due to the City's growth patterns, infill development and redevelopment of lands is inevitable. It is important the City continues to examine how infill development and redevelopment are best encouraged and facilitated, particularly via the Comprehensive Plan and LDRs, with a focus on the efficient utilization of land resources, compatibility with existing density residential development, a variety of residential development options and efficient delivery of public services. In addition to other strategies, emphasis may include how zoning categories and standards can be enhanced to accomplish these goals. This may involve creating new development standards related to transitional areas, lot sizes, buffering, distance between homes, architectural variability, new housing types and methods to increase density in the downtown/urban core.

STRATEGIC INITIATIVE 4.2

Progress to Date:

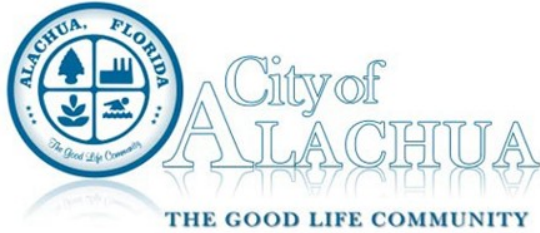
- The City held multiple stakeholder forums to understand issues and questions regarding the residential land development process.
- The City adopted several amendments to its LDRs to enhance the residential development process on July 27, 2020.
- The City adopted an updated fee schedule on August 24, 2020 that decreased the fiscal impact on the residential development process.
- A new Project Assistance Team (PAT) was unveiled in Summer 2021 that replaced the former Development Review Team, with a focus on assisting stakeholders through the land development process.
- Staff reviews existing development patterns when reviewing applications for subdivisions and requests for amendments to the Future Land Use Map and Zoning Atlas and advises the applicant of appropriate designations and standards in consideration of surrounding development.
- An LDR text amendment has been approved by the City Commission that requires minimum lot sizes in subdivisions to be larger when adjacent to Agriculturally zoned property or lower density residential areas.

Action Plan for FY 2025:

Action Steps		Estimated Completion Date
1.	Complete the public hearing process for Staff-initiated Comprehensive Plan and LDR text amendments which will allow for more residential development to occur in areas designated as non-residential.	April 2025
2.	Revise dimensional tables to increase densities and intensities in a targeted manner, and promote mixed-use development with a residential component.	April 2025
3.	Research and develop LDR text amendments related to roadway design and connectivity requirements for new residential subdivisions.	August 2025
4.	Research and develop LDR text amendments for development applications on adjacent properties under common ownership.	August 2025

Critical Success Measures:

- Proposed amendments presented to City Commission.



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: Approve Minutes for September 9, 2024, City Commission Meeting

PREPARED BY: LeAnne Williams

RECOMMENDED ACTION:

Approve the Minutes

Summary

Approve Minutes for September 9, 2024, City Commission Meeting

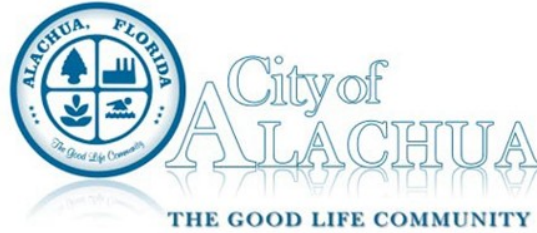
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.09.09.M.CCM



Regular City Commission Meeting Minutes
September 9, 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: Jim Curington, Jackie Johnson, Mike Gamble, Tanya Floyd,
Karyn O'Quinn, Dietra H. Sherman, Michele Lee.

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Michael Carrillo,
Heather Carter, Lisa Freeman, Corey King, Tara Malone, 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

Led by Mayor Gib Coerper.

INVOCATION

Led by Pastor Josh Moon, River of Life Church.

PLEDGE TO THE FLAG

Led by Mayor Coerper, with Commissioner Shirley Green Brown absent.

APPROVAL OF THE AGENDA

Vice Mayor Edward Potts moved to approve the agenda; seconded by Commissioner Jennifer Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

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) 2024 CONSTITUTION WEEK PROCLAMATION

Deputy City Clerk LeAnne Williams introduced the proclamation.

Kay Hall, Vice Chair of the Americanism Committee for the Florida State Society of the Daughters of the American Revolution, thanked the Commission and received the proclamation.

Mayor Coerper stated he admired the ladies of the Florida State Society of the Daughters of the American Revolution.

B) RENEWAL OF THE ONE MILL FOR SCHOOLS

Deputy City Clerk Williams introduced the proclamation.

Jackie Johnson, Director of Communications and Community Initiatives, gave the presentation and introduced the principals: Kelly Armstrong, Santa Fe High School; Mike Gamble, Mebane Middle School; Holly Burton, Alachua Elementary; and Tanya Floyd, W. W. Irby Elementary.

Mayor Coerper asked if the Symphonic Band could come again.

Deputy City Clerk Williams stated they were scheduled for October.

Commissioner Ringersen asked if the eighth graders from Mebane Middle School continue to go to Santa Fe High School to take a foreign language.

Principal Armstrong stated his school was doing an onsite/online program this year, but the school would look to return to an in-person program soon.

Commissioner Shirley Green Brown joined the meeting and welcomed Director Johnson and the principals.

Commissioner Ringersen asked if the flyer could be passed out at O2B Kids.

Director Johnson provided the rules.

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)

Mayor Coerper opened the floor for comments.

There were no comments.

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

A) APPOINTMENT TO THE EDUCATION TASK FORCE (ETF)

Deputy City Clerk Williams presented the appointment.

Dietra H. Sherman spoke about her aspirations to be part of this board.

Deputy City Clerk Williams conducted the ballot process and announced the vote, and Dietra H. Sherman received the majority of the votes.

Commissioner Brown moved to appoint Dietra H. Sherman to the Education Task Force, for a three-year term expiring July 24, 2027; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

B) APPOINTMENT TO THE PLANNING AND ZONING BOARD (PZB)

City Attorney Marian Rush read Resolution 24-15 by title only.

Deputy City Clerk Williams presented the appointment.

Deputy City Clerk Williams read a letter from Susan Sloan.

Joe Hancock spoke about his aspirations to be part of this board.

Deputy City Clerk Williams conducted the ballot process and announced the vote, and Susan Sloan received the majority of the votes.

Commissioner Brown moved to appoint one member to the Planning & Zoning Board and adopt Resolution 24-15, to be finalized to include the name of the appointed member: Susan Sloan; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

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

Finance & Administrative Services Director Robert Bonetti introduced the item and provided the staff report.

City Manager Mike DaRoza commended Finance & Administrative Services Director Bonetti and his staff Tyler Williams, Katelynn Bayles, Heather Carter and Regina Reed for their hard work on making sure the budget document met the standards that were required by all accounting auditing procedures, while also meeting the vision of the City Commission. He also thanked all City staff. He noted three priorities within the budget:

1. Infrastructure growth, diversity, and sustainability
2. Public Safety
3. Recreation and Culture Department Enhancement

Mayor Coerper called to order the Public Hearing on the City of Alachua Fiscal Year 2024-2025 Final Millage and Final Budget.

City Attorney Rush provided an overview of the Truth-in-Millage Legislation (TRIM).

City Manager DaRoza explained the General City Final and Rolled Back Millage Rates.

Finance & Administrative Services Director Bonetti presented an overview of the final budget and adjustments for Fiscal Year 2024-2025.

Mayor Coerper opened the floor for comments.

Jim Curington stated he wasn't sure he understood the difference between mills, dollars and housing appraisals, but every tax makes it difficult for average citizens.

City Attorney Rush read Resolution 24-12 by title only.

City Manager DaRoza announced that the City of Alachua Commission had determined that a tentative millage rate of 5.9500 mills was necessary to fund the tentative general City budget. He said the tentative millage rate represents an increase of 7.95% from the rolled-back rate of 5.5119 mills.

Mayor Coerper asked the commissioners for questions or comments.

There were no comments.

Commissioner Ringersen moved to adopt Resolution 24-12; seconded by Commissioner Miller.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 on roll call vote.

City Manager DaRoza offered to meet with Mr. Curington to discuss his concerns.

City Attorney Rush read Resolution 24-13 by title only.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Vice Mayor Potts moved to adopt Resolution 24-13; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 on roll call vote.

Mayor Coerper called for adjournment of the public hearing.

Commissioner Miller moved to adjourn the public hearing; seconded by Commissioner Ringersen.

Passed 5-0 on roll call vote.

- 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

City Attorney Rush read Ordinance 24-13 by title only.

Economic Development Manager David Wisener introduced the item and provided the staff report.

Commissioner Miller asked for clarification regarding the timing of businesses entering and leaving certain aspects of the Business Incentives Program.

Economic Development Manager Wisener provided the information.

City Manager DaRoza provided additional information.

Commissioner Miller moved to approve Ordinance 24-13 on the first reading and schedule a second reading for September 23, 2024; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

V. AGENDA ITEMS

A) RESOLUTION 24-14 TK STORMWATER BASIN MAINTENANCE ASSESSMENT ANNUAL RATE RESOLUTION

City Attorney Rush read Resolution 24-14 by title only.

Finance and Administrative Services Director Bonetti introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Vice Mayor Potts moved to adopt Resolution 24-14; seconded by Commissioner Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

B) CITY MANAGER ANNUAL PERFORMANCE EVALUATION

Human Resources Director Tara Malone introduced the item and made recommendations.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Ringersen moved to approve the City Manager's Annual Performance Evaluation; seconded by Vice Mayor Potts.

Mayor Coerper opened the floor for comments.

Mr. Curington stated he knew how difficult it was to evaluate one's own performance, and it was a reflection of those supervisors under him. He stated an 8.2 rating was a good rating, leaving room for improvement, and he was pleased with Mr. DaRoza's performance as City Manager.

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.)

Mayor Coerper opened the floor for comments.

There were no comments.

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

City Manager DaRoza thanked:

- Mr. Curington for the comments
- Pastor Moon for the invocation
- City Staff for the tentative budget

He congratulated:

- Education Task Force Member Dietra H. Sherman
- Planning and Zoning Board Member Susan Sloan

He stated he attended the groundbreaking at NW 86 Dr. for the expansion of infrastructure.

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Miller announced the Senior Showcase on Tuesday, October 15, 2024, at 10:00 a.m., at Legacy Park. She congratulated Project Manager Linnelle Stewart, who had obtained her Master's degree in Business with a specialty in Project Management.

Commissioner Brown thanked Pastor Moon for the invocation. She stated she attended:

- The Senior Resources Advisory Board meeting

- The groundbreaking for NW 86 Dr.
- The Troop 88 ribbon-cutting for the new Boy Scout hut

She congratulated:

- Education Task Force Member Dietra H. Sherman
- Planning and Zoning Board Member Susan Sloan

Commissioner Ringersen stated there was a new reading program at Alachua Learning Academy. She thanked Chief of Police Jesse Sandusky for keeping Alachua safe.

Vice Mayor Potts stated he attended:

- Alachua Chamber Luncheon
- University of Florida Eye Opener Breakfast

He congratulated Mayor Coerper on the construction and completion of the Troop 88 Scout Hut project. He stated it was Mayor Coerper who pushed this project forward, through the pandemic, and would not let it die, and the hut looks wonderful.

Mayor Coerper stated it took six years to get the scout hut completed. He stated it took time and money from many people, and the Lions Club was a great supporter of the project. He asked people to come to the Senior Showcase on Tuesday, October 15, 2024, at 10:00 a.m., at Legacy Park.

City Manager DaRoza announced a Music and Art Program (MAP) Open House for youth on September 14, 2024, at 1:00 p.m. at Legacy Park.

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Commissioner Potts.

Passed by unanimous consent.

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

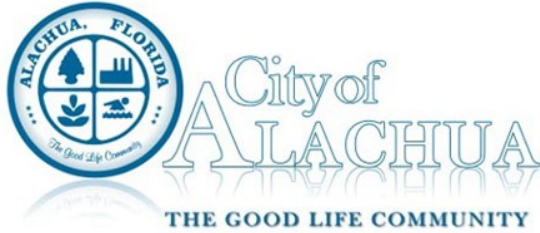
G) TRAINING MOU W/ALACHUA COUNTY SHERIFF'S OFFICE

ATTEST:

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

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: RFB 2024-06 Mowing & Landscaping Services for Hal Brady Recreation Center, City Parks, Community Center, Police Substation, Fire Station & Other City Property

PREPARED BY: Donna Smith

RECOMMENDED ACTION:

- 1) Accept the bid from Lawn Worx of Gainesville LLC for the Mowing & Landscaping Services for Hal Brady Recreation Center, City Parks, Community Center, Police Substation, Fire Station & Other City Property.
 - 2) Authorize the City Manager to enter into a contract with Lawn Worx of Gainesville LLC to complete the work under the provisions under RFB 2024-06.
-

Summary

On August 5, 2024, the City solicited formal bids from qualified vendors to furnish all necessary equipment, supervision, labor, materials and incidentals to perform the Mowing and Landscaping Services for Hal Brady Recreation Center, City Parks, Community Center, Police Substation, Fire Station & Other City Property.

The awarded bid will include a contract effective October 1, 2024 through September 30, 2025. The contract is eligible to be automatically renewed each fiscal year, for up to four (4) one-year terms, unless canceled by either party.

The City received three bids in response to RFB 2024-06.

Lawn Worx of Gainesville LLC

1. Hal Brady Recreation Center - \$2,537.50/monthly
2. Progress Corporate Park Baseball Complex - \$437.50/monthly
3. Cleather Hathcock Community Center - \$350.00/monthly
4. Criswell Park - \$262.50/monthly
5. Maude Lewis Park - \$262.50/monthly
6. Welch Park - \$262.50/monthly
7. Fire Station #21 - \$262.50/monthly
8. Old City Hall Property - \$262.50/monthly
9. Merrillwood Police Substation - \$227.50
10. Wetland Boardwalk at Progress Corporate Baseball Park (ALTERNATE) - \$70.00/monthly

Total Costs: Lines 1-9 (excluding Alternate) - \$4,865.00/monthly - \$58,380.00/Annually

Skyfrog Landscape

1. Hal Brady Recreation Center - \$3,365.00/monthly
2. Progress Corporate Park Baseball Complex - \$970.00/monthly
3. Cleather Hathcock Community Center - \$480.00/monthly
4. Criswell Park - \$480.00/monthly
5. Maude Lewis Park - \$345.00/monthly
6. Welch Park - \$345.00/monthly
7. Fire Station #21 - \$300.00/monthly
8. Old City Hall Property - \$435.00/monthly
9. Merrillwood Police Substation - \$300.00
10. Wetland Boardwalk at Progress Corporate Baseball Park (ALTERNATE) - \$45.00/monthly

Total Costs: Lines 1-9 (excluding Alternate) - \$7,020.00/monthly - \$84,240.00/Annually

Royal Grounds Solutions LLC

1. Hal Brady Recreation Center - \$2,537.50/monthly
2. Progress Corporate Park Baseball Complex - \$525.00/monthly
3. Cleather Hathcock Community Center - \$210.00/monthly
4. Criswell Park - \$245.00/monthly
5. Maude Lewis Park - \$192.50/monthly
6. Welch Park - \$192.50/monthly
7. Fire Station #21 - \$175.00/monthly
8. Old City Hall Property - \$175.00/monthly
9. Merrillwood Police Substation - \$122.50
10. Wetland Boardwalk at Progress Corporate Baseball Park (ALTERNATE) - \$50.00/monthly

Total Costs: Lines 1-9 (excluding Alternate) - \$4,375.00/monthly - \$52,500.00/Annually

Staff recommends awarding the contract to Lawn Worx of Gainesville LLC. as the most responsive and responsible vendor.

FINANCIAL IMPACT

\$58,380.00 Annually

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

13
10

ATTACHMENTS

1. Bid 1 - Lawn Worx of Gainesville LLC
2. Bid 2 - Skyfrog Landscape
3. Bid 3 - Royal Grounds Solutions LLC

EXHIBIT B

Page 1 of 2

CITY OF ALACHUA

**Mowing & Landscaping Services for Hal Brady Recreation
Center, City Parks, Community Centre, Police Substation,
Fire Station & Other City Property**

Bid Form

Provide bid costs for each item listed below. Bidder is directed to include all costs/price to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a BASE BID in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance:

- | | |
|---|-------------------------------------|
| 1. Hal Brady Recreation Complex | \$ <u>2537⁵⁰</u> monthly |
| 2. Progress Corporate Park Baseball Complex | \$ <u>437⁵⁰</u> monthly |
| 3. Cleather Hathcock Community Center | \$ <u>350</u> monthly |
| 4. Criswell Park | \$ <u>262⁵⁰</u> monthly |
| 5. Maude Lewis Park | \$ <u>262⁵⁰</u> monthly |
| 6. Welch Park | \$ <u>262⁵⁰</u> monthly |
| 7. Fire Station #21 | \$ <u>262⁵⁰</u> monthly |
| 8. Old City Hall Property | \$ <u>262⁵⁰</u> monthly |
| 9. Merrillwood Police Substation | \$ <u>227⁵⁰</u> monthly |
| TOTAL COST: (sums 1-9): | \$ <u>4,865</u> monthly |

ALTERNATE

- | | |
|---|----------------------|
| 10. Wetland Boardwalk Overlook at Progress
Corporate Park Baseball Complex | \$ <u>70</u> monthly |
|---|----------------------|

BID #1

EXHIBIT B

Page 2 of 2

CERTIFIED EQUIPMENT LIST

Bidder certifies it has on hand or will acquire before contract execution, adequate equipment and personnel to perform the contract requirements. Such equipment must include but not be limited to:

1. Transport Vehicle and Trailers
2. Mowers
3. Billy Goat or Equivalent Vacuum System
4. String Trimmers
5. Blowers
6. Ladders
7. Hedge Trimmers
8. Edgers
9. Chain Saws
10. Tree Pruning Equipment
11. Sprinkler Repair Equipment

Addenda and Amendments

Bidder must acknowledge receipt, by the number and date of all addenda/amendments published by the City as part of this bid. See Section 6.

Addenda/Amendments No.	Date

Authorized Signature

Name of Firm:

Name of Authorized
Representative:

Title of Authorized
Representative:

Signature of Authorized
Representative:

LAWN WORX OF GAINESVILLE, LLC

HARVEY TINDALL

OWNER



EXHIBIT B

Page 1 of 2

CITY OF ALACHUA

**Mowing & Landscaping Services for Hal Brady Recreation
Center, City Parks, Community Centre, Police Substation,
Fire Station & Other City Property****Bid Form**

Provide bid costs for each item listed below. Bidder is directed to include all costs/price to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a **BASE BID** in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance:

1. Hal Brady Recreation Complex	\$ <u>3,365.00</u> monthly
2. Progress Corporate Park Baseball Complex	\$ <u>970.00</u> monthly
3. Cleather Hathcock Community Center	\$ <u>480.00</u> monthly
4. Criswell Park	\$ <u>480.00</u> monthly
5. Maude Lewis Park	\$ <u>345.00</u> monthly
6. Welch Park	\$ <u>345.00</u> monthly
7. Fire Station #21	\$ <u>300.00</u> monthly
8. Old City Hall Property	\$ <u>435.00</u> monthly
9. Merrillwood Police Substation	\$ <u>300.00</u> monthly
TOTAL COST: (sums 1-9):	\$ <u>7,020.00</u> monthly

ALTERNATE

10. Wetland Boardwalk Overlook at Progress Corporate Park Baseball Complex	\$ <u>45</u> monthly
---	----------------------

BID #2

EXHIBIT B

Page 2 of 2

CERTIFIED EQUIPMENT LIST

Bidder certifies it has on hand or will acquire before contract execution, adequate equipment and personnel to perform the contract requirements. Such equipment must include but not be limited to:

1. Transport Vehicle and Trailers
2. Mowers
3. Billy Goat or Equivalent Vacuum System
4. String Trimmers
5. Blowers
6. Ladders
7. Hedge Trimmers
8. Edgers
9. Chain Saws
10. Tree Pruning Equipment
11. Sprinkler Repair Equipment

Addenda and Amendments

Bidder must acknowledge receipt, by the number and date of all addenda/amendments published by the City as part of this bid. See Section 6.

Addenda/Amendments No.	Date

Authorized Signature

Name of Firm:

Name of Authorized

Representative:

Title of Authorized

Representative:

Signature of Authorized

Representative:

SKYFROL LANDSCAPE, LLC
JASON LEE
OWNER
Jason Lee

EXHIBIT B

Page 1 of 2

CITY OF ALACHUA

**Mowing & Landscaping Services for Hal Brady Recreation
Center, City Parks, Community Centre, Police Substation,
Fire Station & Other City Property**

Bid Form

Provide bid costs for each item listed below. Bidder is directed to include all costs/price to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a **BASE BID** in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance:

1. Hal Brady Recreation Complex	\$ <u>2537.50</u> monthly
2. Progress Corporate Park Baseball Complex	\$ <u>525.00</u> monthly
3. Cleather Hathcock Community Center	\$ <u>210.00</u> monthly
4. Criswell Park	\$ <u>245.00</u> monthly
5. Maude Lewis Park	\$ <u>192.50</u> monthly
6. Welch Park	\$ <u>192.50</u> monthly
7. Fire Station #21	\$ <u>175.00</u> monthly
8. Old City Hall Property	\$ <u>175.00</u> monthly
9. Merrillwood Police Substation	\$ <u>122.50</u> monthly
TOTAL COST: (sums 1-9):	\$ <u>4375.00</u> monthly

ALTERNATE

10. Wetland Boardwalk Overlook at Progress Corporate Park Baseball Complex	\$ <u>50.00</u> monthly
---	-------------------------

\$4425.00 monthly

BID #3

tion Center, City Parks,
City Property

Certified Equipment List

The Bidder/Contractor certifies and represents that it owns, leases or otherwise by formal agreement has available the following equipment and the listed equipment is adequate to, considering mechanical breakdown and other temporary or permanent loss of use, perform the described Scope of Work in accordance with the Contract Documents.

 2/2 Transport Vehicle and Trailers

 4 Mowers

 4 Blowers

 1 Billy Goat or equivalent Vacuum System

 2/3 Spreaders & Sprayers

 2/3 Edger/String Trimmers

 4 Chain Saws

3/3/2/1/1 Gardening Tools (Shovels, Rakes, Hoes, Picks, Cultivators)

 3/2/3 Pruning Tools (Hand Pruners, Loppers, Hedge Shears & Trimmers,
Pruning Saws)

 X Irrigation Repair Equipment

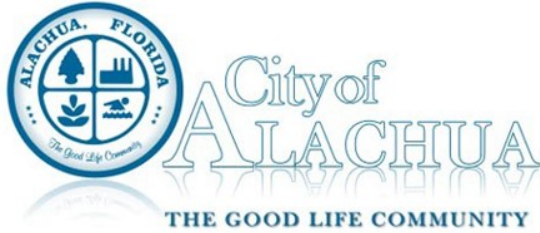
BIDDER

BY:

Royal Grounds Solutions LLC

DATE:

8/24/2024



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: RFB 2024-03 Tree and Vegetation Maintenance of Public Rights of Way

PREPARED BY: Donna Smith

RECOMMENDED ACTION:

- 1) Accept the bid from Asplundh Tree Expert, LLC for the Tree and Vegetation Maintenance of the Public Rights of Way.
 - 2) Authorize the City Manager to enter into a negotiated contract with Asplundh Tree Expert, LLC to complete the work under the provisions of RFB 2024-03.
-

Summary

On July 30, 2024, the City solicited formal bids from qualified vendors to furnish all necessary equipment, supervision, labor, materials and incidentals to perform the Tree and Vegetation Maintenance of Public Rights of Way.

The awarded bid will include a contract effective October 1, 2024 through September 30, 2025. The contract is eligible to be automatically renewed each fiscal year, for up to four (4) one-year terms, unless canceled by either party.

The City received one bid in response to RFB 2024-03 that was determined to be responsive and responsible.

Asplund Tree Expert, LLC

1. Labor Per Crew Member - \$34.87 Per Hour
2. Bucket Truck 55' Aerial Lift & Operator - \$57.81 Per Hour
3. Bucket Truck 70' Aerial Lift & Operator - \$61.90 Per Hour
4. Bobcat & Operator - \$78.10 Per Hour
5. Chipper & Operator - \$45.07 Per Hour
6. Stump Grinder & Operator - \$51.65 Per Hour
7. Chain Saw & Operator - \$35.71 Per Hour
8. Bid Clarification: All operations require at least two (2) people on a crew. Operator plus a labor crew member for spotting.

Staff recommends awarding the contract to Asplundh Tree Expert, LLC.

FINANCIAL IMPACT

Hourly Rates per Work Order

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

10

11

13

ATTACHMENTS

1. Bid 1 - Asplundh Tree Expert LLC
2. Asplundh Contract

EXHIBIT B

Page 1 of 2

BID FORM

Provide bid price for each item listed below. Bidder is directed to include all labor, materials, tools, fuel, equipment & all other direct and indirect costs to complete the work pursuant to this Contract. No additional compensation will be provided to complete the work.

BASE BID FORMAT-VEGETATION MAINTENANCE AND TREE REMOVAL

- | | | | | |
|----|--|----|--------------|-----------------|
| 1. | Labor Per Crew Member | \$ | <u>34.87</u> | Per Hour |
| 2. | Bucket Truck 55' Aerial Lift & Operator | \$ | <u>57.81</u> | Per Hour |
| 3. | Bucket Truck 70' Aerial Lift & Operator | \$ | <u>61.90</u> | Per Hour |
| 4. | Bobcat & Operator | \$ | <u>78.10</u> | Per Hour |
| 5. | Chipper & Operator | \$ | <u>45.07</u> | Per Hour |
| 6. | Stump Grinder & Operator | \$ | <u>51.65</u> | Per Hour |
| 7. | Chain Saw & Operator | \$ | <u>35.71</u> | Per Hour |

8. **Notes: Clarify the bid.** _____

All operations require at least two (2) people on a crew.

Operator plus a labor crew member for spotting.

BIDDER #1

Page 2 of 2

Bidder must acknowledge receipt, by the number and date of all addenda/amendments published by the City as part of this bid. See Section 6.

Authorized Signature

RFB 2024-03 Tree and Vegetation Maintenance of Public Rights of Way
Page 38 of 46

CONTRACT

THIS CONTRACT made effective the _____ day of _____, 2024 by and between City of Alachua, hereinafter referred to as COA and ASPLUNDH TREE EXPERTS, LLC hereinafter referred to as CONTRACTOR,

WITNESSETH:

WHEREAS, COA has prepared a Project Scope and Technical Specifications, Exhibit A, and CONTRACTOR has submitted to COA a bid, Exhibit B, in accordance with the terms of this Contract and the Contract Documents; and

WHEREAS, COA, has determined and declared CONTRACTOR has submitted the lowest responsive and responsible bid for the work specified herein and hereby awards to CONTRACTOR this contract for the sum or sums named in CONTRACTOR bid as set forth in Exhibit B; and

1. PARTIES

1. 1. The City of Alachua may be interchangeably referred to herein as COA, CITY, PURCHASER, OWNER, or like term.
1. 2. The terms CONTRACTOR, Bidder, Vendor or like term, refer to the same party, i.e., the party responding to COA above-numbered RFB. The terms may be used interchangeably throughout the RFB, including throughout this Contract Agreement and Contract Documents

2. CONTRACTOR OBLIGATION

2. 1. CONTRACTOR shall furnish the labor, equipment, materials, supplies and services as specified and required herein; and

3. COA PAYMENT

3. 1. COA shall pay, upon completion of all work and acceptance by COA, the sum or sums set forth in this CONTRACT, plus or minus the sum of any fully executed Change Order (Exhibit E).

4. TERM

4. 1. This agreement shall run from the date of execution by the last party signing on or after October 1, 2024 through September 30, 2025.
4. 2. This Contract will automatically renew on October 1, 2025 for four (4) successive one (1) year terms, October 1 to September 30 of the following calendar year, unless automatic renewal is canceled by either party by the delivery of written notice to the other on or before June 1 of any contract year.

5. WORK ORDER AND PURCHASE ORDER.

5. 1. Work is only authorized by the COA issuing and delivering to CONTRACTOR by email a completed Work Order, (Exhibit C), a Purchase Order (PO) (Exhibit D) and any subsequent Change Order (Exhibit E). No Work can be authorized by any other means. The Work Order and any Change Order must contain a Lump Sum or Not to Exceed Amount along with a date of completion.

6. CHANGE ORDER

6. 1. The Scope of Work, Price or Contract Times cannot be changed except by Change Order, agreed to as evidenced by the signature of COA and CONTRACTOR.

7. SAFETY

7. 1. CONTRACTOR shall have in place, implemented and enforced a Safety Plan consistent with the standards in the industry and include all safety and vehicular regulations including safety lighting as defined by Florida Department of Transportation (FDOT) and Florida Division of Motor Vehicles.

8. CONTRACTOR TO EXERCISE CARE AND REPORT HAZZARDS.

8. 1. CONTRACTOR shall perform all work with the care expected and required on public grounds and places.
8. 2. CONTRACTOR shall, within a reasonable time as the situation or event demands and requires, report to by written notice as set forth in Article VI, any hazard observed on City public grounds or facilities. Any condition presenting an immediate hazard or threat of bodily injury or damage to property is to also be reported expeditiously to the Alachua Police Department.

9. TIME OF ESSENECE

9. 1. COA and CONTRACTOR agree time is of the essence in the completion of any Purchase or Change Order and the deadline for completion is binding unless CONTRACTOR obtains a Change Order extending the date. CONTRACTOR expressly agrees that, in undertaking to complete the work/services within the time specified, CONTRACTOR made allowances for all hindrances and delays which might usually be expected to occur in performing the work. No claims shall be made by CONTRACTOR or his sub-contractors for such hindrances and delays. If CONTRACTOR or his sub-contractors experience hindrances or delays that, in opinion of CONTRACTOR, are not usually to be expected in the performance of the work, and which affect the performance of the work, CONTRACTOR may request a Change Order for an extension of time. Such hindrances and delays may include, but not be limited to, acts or failure to act by COA or other CONTRACTOR employed by COA, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

10. LIQUIDATED DAMAGES

10. 1. The parties agree COA will suffer damages in the event work is not completed and accepted by a required completion date. Therefore, it is agreed, since the amount of damage from delay is not able to be specifically determined at this point, that a reasonable approximation of damage is \$100.00 per day past the scheduled completion date of any and all Purchase Orders. The parties agree the \$100.00 amount is not a penalty but is a reasonable approximation of actual damage that will be suffered by COA.

11. PUBLIC PROJECT

- 11.1. CONTRACTOR covenants and agrees to indemnify and save harmless COA and to defend from all cost, expenses, damages, attorney fees injury or loss to which COA and/or its officials, directors, partners, consultants, agents or employees may be subjected by any person, firm, corporation or organization by reason of any wrongdoing, misconduct, want or need of care or skill, negligence or default or breach of contract, guaranty, or warranty, by CONTRACTOR, sub-contractor, sub-supplier any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable.

12. INDEMNIFICATION BY CONTRACTOR

12. 1. CONTRACTOR hereby agrees to indemnify and save harmless COA for any loss caused directly or indirectly by CONTRACTOR, its subcontractor, agent, employee acting on its behalf or in its stead or caused by any product, service or work supplied pursuant to this contract.

13. WARRANTIES

13. 1. CONTRACTOR warrants all work, products and services provided directly or indirectly, by CONTRACTOR a subcontractor, agent, employee acting on its behalf or in its stead and that any product, service or work supplied under the contract will be fit for all purposes intended and consistent with all commercial standards.
13. 2. CONTRACTOR warrants to COA that all work shall be free from defects in material or workmanship and that the services provided under the contract shall conform to all requirements of the contract and expectations of the COA. All materials furnished by CONTRACTOR are guaranteed to be new, unused and to conform in all respects to the requirements of this contract. After receipt of written notice thereof, CONTRACTOR shall promptly correct any defective work and any damage to other work caused by such work all at CONTRACTOR expense. CONTRACTOR hereby assigns to COA any and all rights under any warranties CONTRACTOR may have received or be entitled to from vendors of materials or equipment incorporated into the work. The warranties set forth shall apply to all replacement materials, equipment and services associated therewith to the same extent as it applies to original work provided and shall extend for a period of one (1) year beyond the date the replacement is complete.

13. 3. CONTRACTOR agrees that materials furnished pursuant to the contract documents will come with a separate, all-encompassing and comprehensive warranty which will be furnished to COA at the time of the material's delivery. Warranty coverage shall commence on the first day of service to COA. Each product furnished shall be guaranteed by the CONTRACTOR to be free from adulterants or impurities which might cause hazards or damage.

13. 4. COA will not accept any disclaimer of warranties of merchantability and fitness for a particular purpose for work, product or service(s).

14. CONTRACTOR VENDOR STATUS

14. 1. CONTRACTOR will continue to maintain its status as and meet all requirements of an approved vendor of COA during the term of the contract.

14. 2. CONTRACTOR will provide at contract execution (before beginning any work) a certificate of insurance acceptable to COA reflecting COA as an additional insured and otherwise meeting all requirements set forth in Exhibit F.

15. NO WAIVER OF SOVEREIGN IMMUNITY

15. 1. Notwithstanding any express or implied term or language elsewhere in the contract or any document furnished by CONTRACTOR, COA has not and does not waive sovereign immunity and reserves the limits of liability as set forth in Section 768.28, Florida Statutes.

16. PUBLIC WORK PROJECT

16. 1. The Project is a Public Work. No Lien may be filed against COA. Any Claimant shall have a right of action against CONTRACTOR and against any required Payment or Performance Bonds in accordance with Chapter 255. Such action may not involve the City in any action or expense.

17. PAYMENT AND PERFORMANCE BONDS

17. 1. COA initially waives the requirement of posting Performance and Payment Bonds as a part of Contract execution. However, City reserves the right, during the contract term, to require the posting of such bonds up to but not to exceed \$50,000 if, in the discretion of COA, the performance of CONTRACTOR fails to meet the contract requirements. Further, nothing contained in this paragraph shall diminish or compromise the right of COA to take any other action provided by law to enforce rights under this contract. This Section 17.01 shall be read together with Section 43 and all other contract provisions.

17. 2. Bonds required by COA shall meet the requirements of and be posted in accordance with Chapter 255 of Florida Statutes. Further, when a Bond is required under this article, Contractor is required to insert the following in every related subcontract:

"Notice: Claims for labor, materials and supplies are not assertable against City of Alachua, and are subject to proper prior notice to CONTRACTOR, pursuant to Chapter 255 of the Florida Statutes."

18. ASSIGNMENT

CONTRACTOR shall not assign, subcontract or transfer any interest in this agreement without the written consent of COA. Nor shall CONTRACTOR assign any monies due or to become due to it under this agreement without the prior written consent of COA. Neither party shall have the power to assign any of the duties or rights or any claim arising out of or related to the agreement, whether arising in tort, contract or otherwise, without the written consent of the other party. These conditions and the entire agreement are binding on the heirs, successors and assigns of the parties.

19. INDEPENDENT CONTRACTOR

- 19.1. It is understood and agreed that CONTRACTOR is an independent CONTRACTOR and not an employee of COA. COA will not withhold income taxes, social security or any other sums from the payments made to CONTRACTOR.
- 19.2. CONTRACTOR shall in no way hold CONTRACTOR out to any third person as an agent of COA.
- 19.3. CONTRACTOR and all subcontractors are solely responsible for all employee or agent wages. CONTRACTOR and subcontractor will be solely responsible for full payment to any outside employment agencies and/or sub-contractors. All persons furnished by CONTRACTOR or subcontractor shall be considered solely its employees or agents and each shall be responsible for payment of all unemployment, social security and other payroll taxes, including making contributions when required by law.

20. NON WAIVER OF RIGHTS

- 20.1 No partial payment made under this agreement shall be evidence of the performance of the agreement either wholly or in part, and no payment shall be construed to be an acceptance of improper material or unsatisfactory performance. No act of COA in superintending, nor failure to disapprove or reject any material used, work performed, nor any extension of time for the completion shall be construed as acceptance of the work either wholly or in part. Acceptance shall be evidenced only by the final payment by COA.

21. WRITING REQUIRED

- 21.1 No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in the Contract Documents.
- 21.2 All modifications, amendments or addenda to the Contract Documents must be made in writing and executed by CONTRACTOR and COA in order to be legally enforceable. See also Section 6 Change Orders.

22. DESCRIPTIVE INFORMATION

- 22.1 All materials used in or incorporated in the work are to be of the most suitable

- grade for the purpose intended.
- 22.2 Any alternatives or substitutions or changes to the attached Scope of Work must be clearly pre-approved by COA issuance of a Change Order.

23. COMPLIANCE WITH LAWS AND REGULATIONS

- 23.1. CONTRACTOR hereby certifies that it is aware of any and all applicable federal, state and local laws, regulations, orders of courts or governmental agencies (including the Occupational Safety and Health Act) ordinances and permitting requirements and further certifies that it has taken or will take all actions necessary to ensure full compliance with such requirements, including full compliance by any sub-contractors and/or material suppliers employed by CONTRACTOR to perform on this Contract. CONTRACTOR agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to CONTRACTOR failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.
- 23.2. CONTRACTOR hereby certifies that it is aware of any and all applicable federal and state immigration law requirements, including, without limitation, Section 448.495(5), (Fla.Stat.) that requires in part that the CONTRACTOR and City of Alachua properly verify the legal work status of each of its employees by using the E-Verify system operated by The United States Department of Homeland Security which allows participating employers to electronically verify the employment eligibility of new employees. CONTRACTOR also acknowledges the importance of ensuring that all personnel accessing any of COA property have been properly verified through the E-Verify documentation process. CONTRACTOR further certifies that it has taken and will take all actions necessary to ensure full compliance with federal and Florida law including all applicable immigration law requirements, and shall also ensure the compliance with such requirements by any sub-contractors and material suppliers employed by CONTRACTOR on this Contract, including providing proof to COA of any CONTRACTOR forms, reports, certifications, affidavits or filings required by law.
- 23.3. CONTRACTOR agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to CONTRACTOR failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section. All hazardous waste and used materials, such as containers, liquids, rags, filters, and solvents, etc. must be disposed of in accordance with all Federal, State and Local Laws and regulations.
- 23.4. Any violation of said statutes, laws, ordinances, rules or regulations shall entitle COA to terminate this Agreement immediately, for cause, upon written notice.

24. PUBLIC RECORDS

- 24.1. CONTRACTOR shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by

CONTRACTOR in conjunction with this Contract. Specifically, CONTRACTOR must:

- A. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by CONTRACTOR.
 - B. Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.
 - C. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
 - D. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of CONTRACTOR upon termination of the contract. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.
- 24.2. CONTRACTOR must promptly provide COA with a copy of any request to inspect or copy public records in possession of CONTRACTOR and shall promptly provide COA a copy of CONTRACTOR response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by COA.
- 24.3. This provision will apply to all services provided unless CONTRACTOR can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of COA under Florida law. CONTRACTOR will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that CONTRACTOR unlawfully refused to comply with a public records request within a reasonable time.
- 24.4. CONTRACTOR shall contact Deputy City Clerk Leann Williams, Custodian of City Public Records, at (386) 418-6104 or le_williams@cityofalachua.org, concerning any questions the CONTRACTOR may have regarding the duty of CONTRACTOR to provide Public Records.

25. SUBCONTRACTORS

- 25.1. In the event that CONTRACTOR, during the course of the work under this Agreement, requires the services of any subcontractor or other professional associates in connection with services covered by this Agreement, CONTRACTOR must first secure the prior express written approval of COA. If subcontractor or other professional associates are required in connection with the services covered by this Agreement, CONTRACTOR is fully responsible for the services of subcontractors or other professional associates.

26. PAYMENT AND BILLING

- 26.1. As a condition precedent for any payment, CONTRACTOR shall submit monthly an invoice to COA detailing and requesting payment for work properly rendered and amounts due (to include monthly amount as set forth in the basic CONTRACT plus that due under any existing Change Order as referenced by number).. CONTRACTOR invoices shall describe with reasonable particularity all work completed and shall be accompanied by such documentation or data in support of payment sought as COA may require. Each invoice shall constitute CONTRACTOR representation to COA that the work indicated in the invoice has reached the level stated, has been properly and timely performed as required herein, that all work was provided for a public purpose, that all obligations of CONTRACTOR covered by prior invoices have been paid in full, that the amount requested is currently due and owing and there is no reason known to CONTRACTOR that payment of any portion thereof should be withheld. Submission of CONTRACTOR invoice for final payment at the end of each contract term fiscal year (FY) will be clearly marked Final Invoice FY 20_/20_ and shall further constitute CONTRACTOR'S representation to COA that, upon receipt by CONTRACTOR of the amount invoiced, all obligations of CONTRACTOR to others, incurred in connection with the services provided are or will be paid in full. The Scope of Work to be performed pursuant to a Purchase Order or Change Order must be clearly defined in advance of the work effort, the Purchase Order or Change Order shall be issued on a Lump Sum Basis. Upon CONTRACTOR acceptance, CONTRACTOR shall perform all work required by the Purchase Order, but in no event, shall CONTRACTOR be paid more than the negotiated amount stated therein.
- 26.2. There will be a Purchase Order issued at the beginning of each fiscal year (October 1st) and closed out at the end of the fiscal year (September 30th).
- 26.3. For Purchase or Change Orders issued on a Lump Sum Basis, CONTRACTOR may monthly invoice the amount due based on the percentage of total work actually performed and completed but, in no event, shall the invoice amount exceed a percentage of the Lump Sum Fee amount equal to a percentage of the total work actually completed.
- 26.4. COA shall make payments to CONTRACTOR when requested as work progresses for services furnished but, not more than once monthly. Each Change Order shall be invoiced separately. All invoice must be properly dated, titled "Invoice", describe any work rendered, the unit price of the work, the name and address of CONTRACTOR, Work Order or Change Order Number, Purchase Order Number and all other information required by COA.
- 26.5. Invoices shall be reviewed and approved by the Project Manager prior to processing for payment. The original invoice shall be hand delivered or sent by email to: jo_serravalle@cityofalachua.org (Project Manager)

27. GENERAL TERMS OF PAYMENT, BILLING AND RIGHT TO AUDIT

- 27.1. Payments for all sums properly invoiced shall be made upon satisfactory completion of work required hereunder. Upon final acceptance of all the work by COA, CONTRACTOR may invoice COA for the full amount of compensation provided for under the terms of this Agreement, less any amount already paid by COA. COA shall pay CONTRACTOR within thirty (30) days from receipt of a correct invoice.
- 27.2. COA shall have the right to audit the books and records of CONTRACTOR or its subcontractor(s) concerning any work performed under this Agreement. Such audit may occur during the term of the Agreement or at other such times as set forth herein. All such books and records shall be maintained by CONTRACTOR for a period of three years from the date of final payment under the contract and by any subcontractor of CONTRACTOR for three years after the final payment under the subcontract. Any such audit will take place at the office of CONTRACTOR or at the offices of COA and be held, as to time and place, based on mutual agreement of the parties. Total compensation due CONTRACTOR will be determined by COA during and subsequent to the described audit and payment due CONTRACTOR or refund due COA shall be paid to the other within thirty (30) days of written notice as provided in Section 33.
- 27.3. It is the intention of COA to make payment on acceptable invoices within thirty (30) days of receiving invoicing unless unusual circumstances arise. Invoices shall be fully documented by Unit Price as to materials, services and work provided. No payment shall be made on invoices not listing a purchase order number. Invoices which call for payment before thirty (30) days from receipt by COA, or cash discounts given on such payment, will be considered only if in the opinion of the Finance Department the review, inspection and processing procedures can be completed as to the specific purchases within the specified time.

28. HAZARDOUS MATERIALS PROVISION

- 28.1. The CONTRACTOR is required to furnish COA with a current Material Safety Data Sheet (MSDS) on or before delivery of each and every hazardous chemical or substance purchased which is classified as toxic under Chapter 422, Florida Statutes. Appropriate labels and MSDSs shall be provided for all shipments. Send MSDSs and other pertinent data to Purchasing Representative, email to dsmith@cityofalachua.org.

29. CONTRACTOR REPRESENTATIVE

- 29.1. The CONTRACTOR must have, at all times, one worker on site that can communicate by speaking, reading, and writing in the English language.

30. CONTRACTOR EMPLOYEE MINIMUM AGE

- 30.1. Employees of the CONTRACTOR will at all times have identification with them to show age of employee. No person under the age of 18 will be permitted on any COA work site.

31. CONTRACTOR EMPLOYEE USE OF PERSONAL PROTECTIVE EQUIPMENT

- 31.1. CONTRACTOR shall ensure all employees are provided and wear proper Personal Protective Equipment while working on COA property, right of way, or project.

32. NOTICE

- 32.1. Any notice under this Agreement must be in writing, sent by email, addressed to the party for whom it is intended at the address last specified herein. The address for giving of notice shall remain until it has been changed by written notice in compliance with the provisions of this Section. For the present, the parties designate the following as the respective email addresses for giving of notice:

FOR CITY:

Josian Serravelle, jo_serravelle@cityofalachua.org

cc Mike DaRoza, wi_daroza@cityofalachua.org

FOR CONTRACTOR:

Doug Roof, Vice President, rroof1@asplundh.com

Justin Gallagher jgallagher9@asplnduh.com

33. THIRD PARTY BENEFICIARIES

- 33.1. This Agreement does not create any relationship with, or any rights in favor of, any third party.

34. ATTACHMENTS

- 34.1. All exhibits attached to this Agreement are incorporated into and made part of this Agreement by reference.

35. AMENDMENTS

- 35.1. The parties may amend this Agreement only by mutual written agreement, of the same formality and of equal dignity herewith.

36. CAPTIONS AND SECTION HEADINGS

- 36.1. Captions and section headings used herein are for convenience only and shall not be used in construing this Agreement.

37. CONSTRUCTION

- 37.1. This Agreement shall not be construed more strictly against one party than against the other. It is recognized that both parties have substantially contributed to the preparation of this Agreement.

38. COLLUSION

- 38.1. CONTRACTOR declares that this Agreement is made without any previous understanding, agreement or connections with any persons, contractors or corporations and that this Agreement is fair and made in good faith without any outside control, collusion or fraud.

39. RIGHTS AT LAW RETAINED

- 39.1. The rights and remedies of COA and CONTRACTOR provided for under this Agreement are in addition and supplemental to any other rights and remedies provided by law.

40. VENUE AND GOVERNING LAW

- 40.1. Any claim or cause of action arising under this contract, or related to performance herein, shall lie in the courts of competent jurisdiction of Alachua County, Florida.
- 40.2. All claims or causes of action arising under the contract shall be resolved in accordance with the laws of the State of Florida.

41. COA POLICY AND REGULATIONS

- 41.1. The current version of the COA Purchasing and Sales Policy and Regulations published at is herein incorporated by reference and made a part of this contract as if set forth in its entirety, and is posted at: www.cityofalachua.com

42. DEFAULT, TERMINATION AND CANCELLATION

- 42.1. The failure of Contractor to comply with any provision of this agreement shall place Contractor in default. Prior to terminating this agreement, COA shall notice the Contractor in writing by email to the address set forth in Section 33, describing the default and making specific reference to the Contract provision not met, and
- 42.2. The Contractor shall cure the default within seven (7) calendar days from the Notice of Default. The cure period may be extended by COA, at its sole discretion, and failure of the defaulting party to cure the default before the expiration of the cure period is, at the sole discretion of COA, grounds for termination of the contract. Termination of the Contract shall be as set forth in a Notice of Termination delivered in writing by email to Contractor to the address set forth in Section 33. A Notice of Termination based on the Contractor's failure to cure in the allotted time shall be sent to Contractor within seven (7) calendar days after the expiration of the cure period. COA may consider a prior act of default, even though cured within a designated cure period, in exercising its sole discretion to terminate the Contract based solely on a subsequent default.

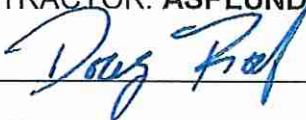
43. ENTIRE AGREEMENT

- 43.1. This Agreement constitutes the entire Agreement and supersedes all prior written or oral agreements, understandings or representations.

EXECUTION PAGE TO FOLLOW

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the day and year of the last signature affixed.

CONTRACTOR: **ASPLUNDH TREE EXPERTS, LLC**

By: 

Print Name: Doug Roof

Its Vice President
Title

Date: 8/28/24

CITY OF ALACHUA

By: _____
Mike DaRoza

Its: City Manager

Date: _____

EXHIBIT A

Page 1 of 2

PROJECT SCOPE

Perform all tree and vegetation maintenance, but not mowing, required and specifically directed and approved by the City of Alachua (COA) by individual Work Order for work on the approximately fifty two (52) miles of city owned right of way within the municipal limits. Work includes, but is not limited to, tree trimming, tree removal, stump grinding, brush clearing, clean up and debris removal. The work transport, and final disposal of all debris is the sole responsibility of Contractor. The Contract calls for per hour rates for specified equipment and operator, labor crew member rates and a set charge for delivery and set up of specific equipment. There will be no mileage or transport charges paid by COA for vehicles, equipment or transport of debris.

1. REQUIREMENTS

A. Personnel and Equipment

- (1) Labor Crew size; (2) minimum - (4) maximum.
- (2) PPE and proper attire required (OSHA Standards).
- (3) Bucket Truck: (1) 55' minimum working height.
- (4) Bucket Truck with locator: (1) 70' Aerial Lift
- (5) Bobcat: (1) minimum with Grapppler, Box Blade, Back Dragger, and Grapple Claw.
- (6) Chipper: (1) minimum (or subcontractor).
- (7) Stump Grinder: (1) minimum (or subcontractor).
- (8) Chain Saws: (2) minimum, sizes up to 52" blade.
- (9) Miscellaneous trailers, hand tools and MOT devices.

B. Scope Outline

- (1) Mobilize, deliver and set up on job site.
- (2) Obtain utility locates. (As may be required)
- (3) Meet OSHA Standards
- (4) Exercise care when working in close proximity to existing utility facilities.
- (5) Return disturbed areas to previous condition.
- (6) Facilitate Maintenance of Traffic.
- (7) Provide materials, labor and equipment to perform the work.
- (8) Demobilize from jobsite to jobsite as required.

EXHIBIT A

Page 2 of 2

2. ADMINISTRATION

A. Work Order/Change Order

City of Alachua utilizes Work Orders and Change Orders to authorize tree and vegetation maintenance work. Contractor will and must maintain an active email address, continuously updated with COA, and must receive an email Work Order to authorize each job. A copy of the authorizing Work Order must be submitted with every invoice.

3. PROJECT MANAGER

- A. The Public Services Project Manager or duly authorized representative will oversee the actual work associated with the tree and vegetation maintenance.
- B. The Contractor shall, upon receipt of a Work Order, by return email, schedule the time, report the not to exceed costs (setting forth personnel and equipment costs as set forth in Paragraph 2 and Contractor's Bid) and report the contact information for the assigned Contractor Representative.

****** END OF SECTION ******

EXHIBIT B
Page 1 of 1

BID FORM

Provide bid price for each item listed below. Bidder is directed to include all labor, materials, tools, fuel, equipment & all other direct and indirect costs to complete the work pursuant to this Contract. No additional compensation will be provided to complete the work.

BASE BID FORMAT-VEGETATION MAINTENANCE AND TREE REMOVAL

- | | | | | |
|----|--|----|--------------|-----------------|
| 1. | Labor Per Crew Member | \$ | <u>34.87</u> | Per Hour |
| 2. | Bucket Truck 55' Aerial Lift & Operator | \$ | <u>57.81</u> | Per Hour |
| 3. | Bucket Truck 70' Aerial Lift & Operator | \$ | <u>61.90</u> | Per Hour |
| 4. | Bobcat & Operator | \$ | <u>78.10</u> | Per Hour |
| 5. | Chipper & Operator | \$ | <u>45.07</u> | Per Hour |
| 6. | Stump Grinder & Operator | \$ | <u>51.65</u> | Per Hour |
| 7. | Chain Saw & Operator | \$ | <u>35.71</u> | Per Hour |

8. **Notes: Clarify the bid.** _____

All operations require at least two (2) people on a crew.

Operator plus a labor crew member for spotting.

EXHIBIT C

Page 1 of 2

WORK ORDER

PURCHASE ORDER (PO) NO.: _____
(For billing purposes only, to be assigned by CITY after Contract execution.)

PROJECT NAME: _____

CITY: CITY OF ALACHUA, a municipality in Alachua County Florida

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR EMAIL ADDRESS: _____

Execution of the Work Order and of a companion P.O. by CITY shall serve as authorization for CONTRACTOR to provide for the above project pursuant to that certain Agreement dated _____, 2024, between CITY and CONTRACTOR and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof as Exhibit A.

ATTACHMENTS (Check all that apply):

- ☐ DRAWINGS/PLANS/SPECIFICATIONS
- ☐ DETAILED SERVICES AND TASKS FOR PROJECT
- ☐ SPECIAL CONDITIONS
- ☐ _____

The CONTRACTOR shall provide services pursuant to this Work Order, its attachments and the above-referenced Agreement, which is incorporated herein by reference as if it had been set out in its entirety. Whenever this Work Order conflicts with the Agreement, the Agreement shall prevail.

TIME FOR COMPLETION: The work authorized by this Work Order shall be commenced upon receipt of a Purchase Order by and shall be completed by CONTRACTOR within (_____) calendar days.

COMPENSATION (Select One)

- (a) Compensation is based on a **LUMP SUM** and CONTRACTOR shall perform all work required by this Work Order for the sum of _____ DOLLARS (\$ _____). In no event shall CONTRACTOR be paid more than the Lump Sum Amount.

OR

- (b) Compensation is based on a **UNIT BASIS WITH A NOT-TO- EXCEED AMOUNT**, CONTRACTOR shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$ _____).

EXHIBIT C

Page 2 of 2

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the referenced Agreement.

It is expressly understood by CONTRACTOR that this Work Order, until executed by CITY and delivery of a P.O., does not authorize the performance of any services by CONTRACTOR and that CITY, prior to its execution of the Work Order and P.O., reserves the right to authorize a party other than CONTRACTOR to perform the services called for under this Work Order.

Work shall not be conducted on Fridays, Saturdays, Sundays, or on holidays observed by the City, or outside the regularly scheduled work days defined as Monday to Thursday from 8:00 a.m. to 4:30 p.m. unless the City, in its discretion, determines the interests of the public otherwise so demand or require. Should the Contractor find it necessary to work outside the regularly scheduled work days or time, the Contractor shall submit written notice and obtain City approval a minimum of 48 hours in advance.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this _____ day of _____, 2024, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title:

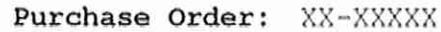
CITY OF ALACHUA, FLORIDA

Witness

By: _____
Mike DaRoza, City Manager

Date: _____

Page 1 of 1



*****DELIVER TO*****

CITY OF ALACHUA
15100 N. W. 142ND TERRACE
ALACHUA, FL 32615

Qty.	Inv.	U/M	Description	Unit Price	Extended	G/L Account
				Total		

Special Instructions:

1. Purchases shall not exceed the total amount of the P.O. without written City of Alachua Change Order.
2. The City Purchasing and Sales Policy and Regulations, published at cityofalachua.com, apply to this transaction.
3. City Contact: DSmith@cityofalachua.com
4. State Tax Exempt # 85-8012595867C-6 / FIN 59-600-762
5. Invoices & Packages must bear this Purchase Order Number.
6. Mail Invoices to:
City of Alachua
Attn.: Accounts Payable
P. O. Box 100
Alachua, FL 32616-0000

Approved By

EXHIBIT E

Page 1 of 2

CHANGE ORDER # _____

PURCHASE ORDER (PO) NO.: _____

PROJECT NAME: _____

CITY: City of Alachua, a municipality in Alachua County Florida .

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR ADDRESS: _____

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to modify the price, scope of work and/or Contract time for the above project, as set out in the Change Order Request attached as Exhibit "A". This Change Order shall be an addendum to the CONTRACT DATED _____, 2024, between CITY and CONTRACTOR.

CONTRACTOR shall perform pursuant to this Change Order, Exhibit A and any attachments. All other provisions of the CONTRACT shall continue in full force and effect.

Any change authorized by this Change Order shall be effective upon full execution by both parties and its delivery by email to CONTRACTOR.

___ Change in Contract Time.

___ Change in Scope of Work

___ Change in Price (Select One Below)

___ If compensation is **LUMP SUM**, CONTRACTOR shall perform all work required by this Change Order for the sum of _____ DOLLARS (\$_____). In no event shall CONTRACTOR be paid more than the Lump Sum Amount.

Initials

____ Contractor Initial _____ COA

OR

___ If compensation is on a **UNIT BASIS WITH A NOT-TO-EXCEED** Amount, CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding _____ DOLLARS (\$_____).

____ Contractor Initial _____ COA Initials

EXHIBIT E
Page 2 of 2

CITY shall make payment to CONTRACTOR in strict accordance with the payment terms of the above-referenced CONTRACT and this Change Order.

Work shall not be conducted on F r i d a y s , Saturdays, Sundays, or on holidays observed by the City. Should the Contractor find it necessary to work outside the regularly scheduled work days or time, the Contractor shall submit written notice and obtain City approval a minimum of 48 hours in advance.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this _____ day of _____, 2024, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Mike DaRoza, City Manager

Date: _____

EXHIBIT F

Page 1 of 3

INSURANCE REQUIREMENTS

1. Insurance

Except as otherwise specified in this contract, Contractor and any sub-contractors of any tier will be required at their own expense to maintain in effect at all times during the performance of the work insurance coverages with limits not less than those set forth below with insurers and under forms of policies satisfactory to COA. It shall be the responsibility of Contractor to maintain adequate insurance coverage and to assure that sub-contractors are adequately insured at all times. Failure of Contractor to maintain adequate coverage shall not relieve Contractor of any contractual responsibility or obligation.

The requirements specified herein as to types, limits and COA approval of insurance coverage to be maintained by Contractor and sub-contractors are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor and sub-contractors under this contract.

Any insurance carried by COA which may be applicable shall be deemed to be excess insurance and Contractor insurance primary for all purposes despite any conflicting provision in Contractor policies to the contrary.

For insurance purposes, the title of Ownership of materials furnished under this contract shall remain with Contractor until COA receives such materials at the specified destination.

1.1 Additional Insured

Upon award, all insurance coverages furnished under this contract, except for Workers Compensation and Employers Liability, shall include COA, officials, directors, partners, CONTRACTOR, agents and employees as additional insured with respect to the activities of Contractor and sub-contractors. These policies shall contain a "cross-liability" or "severability of interest" clause or endorsement. Notwithstanding any other provision of these policies, the insurance afforded shall apply separately to each insured, named insured or additional insured with respect to any claim, suit, or judgment made or brought by or for any other insured, named insured or additional insured as though a separate policy had been issued to each, except the insurer's liability shall not be increased beyond the amount or amounts for which the insurer would have been liable had only one insured been named. COA shall not by reason of their inclusion under these policies incur liability to the insurance carrier for payment of premium.

1.2 Waiver of Subrogation

Contractor and sub-contractors shall require their insurance carriers, with respect to all insurance policies, to waive all rights of subrogation against COA, officials, directors, partners, consultants, agents and employees.

EXHIBIT F

Page 2 of 3

COA shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of Contractor and/or sub-contractor providing such insurance.

1.3 Certificates of Insurance

The Certificate(s) of Insurance will be furnished by Contractor upon notice of award. It shall be completed by an authorized representative of insurer and presented to the Purchasing Division. The certificate shall be dated and show the following:

- 1.3.1 The name of the insurer, the effective and termination date, name of the insured Contractor and the policy number.
- 1.3.2 Statement that the insurer will mail notice to COA at least thirty (30) days prior to any material deviations or cancellations of the policy.
- 1.3.3 Shall include all deductibles and/or self-insurance retentions for each line of insurance coverage.
- 1.3.4 The Certificate(s) of Insurance shall designate COA as additional insured as follows:

City of Alachua
Attention: Purchasing Division
15100 NW 142nd Terrace
Alachua, Florida 32615

2. Workers Compensation and Employers Liability

This insurance shall protect Contractor against all claims under applicable state workers compensation laws. The insured shall also be protected against claims for injury, disease or death of employees which, for any reason, may not fall within the provision of a workers compensation law. The policy shall include an "all states" or "other states" endorsement.

- 2.1 The liability limits shall not be less than required by Florida Law.

<i>Insurance:</i>	<i>Description:</i>
Workers Compensation Employer Liability	Statutory \$1,000,000 each occurrence

EXHIBIT F

Page 3 of 3

3. Business Automobile Liability

This insurance shall be written in comprehensive form and shall protect Contractor and the additional insured against all claims for injuries to members of the public and damage to property of others arising from the use of motor vehicles, and shall cover operation on or off the site of all motor vehicles licensed for highway use, whether they are owned, non-owned or hired.

3.1 The liability limits shall not be less than:

<i>Insurance:</i>	<i>Description:</i>
Bodily injury Property damage	\$1,000,000 combined single limit Each occurrence

4. Comprehensive General Liability

This insurance shall be an "occurrence" type policy written in comprehensive form and shall protect Contractor and the additional insured against all claims arising from bodily injury, sickness, disease or death of any person or damage to property of COA or others arising out of any act or omission of Contractor or his agents, employees or sub-contractors. This policy shall also include protection against claims insured by usual personal injury liability coverage and a "protective liability" endorsement to insure the contractual liability assumed by Contractor.

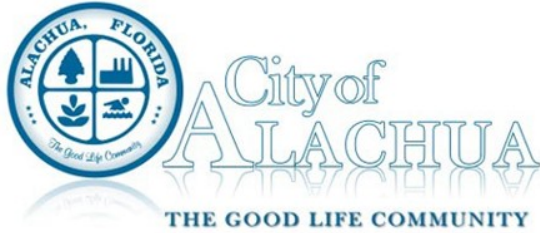
4.1 The liability limits shall not be less than:

<i>Insurance:</i>	<i>Description:</i>
Personal injury and Property damage	\$1,000,000 combined single limit each occurrence and \$1,000,000 aggregate

5. Umbrella Liability Policy

This insurance shall protect Contractor and the additional insured against all claims in excess of the limits provided under the employer liability, comprehensive automobile liability, and the comprehensive general liability policies. The liability limits of the umbrella liability policy shall not be less than \$1,000,000. The policy shall be an "occurrence" type policy.

**** END OF SECTION ****



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: RFB 2024-02 Mowing & Landscaping Services for Municipal Complex and TK Basin

PREPARED BY: Donna Smith

RECOMMENDED ACTION:

- 1) Accept the bid from United Land Services for the Mowing & Landscaping Services for the Municipal Complex and TK Basin.
 - 2) Authorize the City Manager to enter into a negotiated contract with United Land Services to complete the work under the provisions of RFB 2024-02.
-

Summary

On July 29, 2024, the City solicited formal bids from qualified vendors to furnish all necessary equipment, supervision, labor, materials and incidentals to perform the Mowing and Landscaping Services for the Municipal Complex and TK Basin.

The awarded bid will include a contract effective October 1, 2024 through September 30, 2025. The contract is eligible to be automatically renewed each fiscal year, for up to four (4) one-year terms, unless canceled by either party.

The City received three (3) bids in response to RFB 2024-02.

United Land Services

Map 1 - Municipal Complex - \$4,937.00/Monthly - Annual Cost - \$59,244.00

Map 2 - TK Basin - \$887.67 - Annual Cost - \$10,652.00

Total (Maps 1 & 2) \$69,896.00

Skyfrog Landscape

Map 1 - Municipal Complex - \$4,055.00/Monthly - Annual Cost - \$48,660.00.00

Map 2 - TK Basin - \$1,110.00 - Annual Cost - \$13,320.00

Total (Maps 1 & 2) \$61,980.00

Royal Grounds Solutions

Map 1 - Municipal Complex - \$3,750.00/Monthly - Annual Cost - \$45,000.00

Map 2 - TK Basin - \$1,250.00 - Annual Cost - \$15,000.00

Total (Maps 1 & 2) \$60,000.00

Staff recommends awarding the contract to United Land Services as the most responsive and responsible vendor.

FINANCIAL IMPACT

\$69,896.00/Annually

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

11
17
21

ATTACHMENTS

1. Bid 1 - United Land Services Proposal
2. Bid 2 - Skyfrog Landscape
3. Bid 3 - Royal Grounds Solutions

EXHIBIT B

Page 1 of 2

CITY OF ALACHUA

Mowing & Landscaping Services for Municipal Park & TK Basin

Bid Form

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a **BASE BID** in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance;

-
1. Map 1
Municipal Complex/Swick House

\$ \$59,244

2. Map 2
TK Basin

\$ 10,652

TOTAL \$ 69,896

BID #1

EXHIBIT B

Page 2 of 2

CERTIFIED EQUIPMENT LIST

Bidder certifies it has on hand or will acquire before contract execution, adequate equipment and personnel to perform the contract requirements. Such equipment must include but not be limited to:

1. Transport Vehicle and Trailers
2. Mowers
3. Billy Goat or Equivalent Vacuum System
4. String Trimmers
5. Blowers
6. Ladders
7. Hedge Trimmers
8. Edgers
9. Chain Saws
10. Tree Pruning Equipment
11. Sprinkler Repair Equipment

Addenda

Bidder must acknowledge receipt, by the number and date of all addenda published by the City as part of this bid. See Section 6.

Addenda No.	Date
<u>Addenda No. 1</u>	<u>June 29, 2024</u>
<u>Addenda No. 2</u>	<u>August 7, 2024</u>
<u>Addenda No. 3</u>	<u>August 7, 2024</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
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<u> </u>	<u> </u>
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Authorized Signature

Name of Firm:	<u>United Land Services</u>
Name of Authorized Representative:	<u>Luke Blackson</u>
Title of Authorized Representative:	<u>Business Development Manager</u>
Signature of Authorized Representative:	

EXHIBIT B
Page 1 of 2

CITY OF ALACHUA
Mowing & Landscaping Services for Municipal Park & TK Basin

Bid Form

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a BASE BID in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance:

- | | |
|---|--------------------------|
| 1. Map 1
Municipal Complex/Swick House | \$ <u>48,660.00 / YR</u> |
| 2. Map 2
TK Basin | \$ <u>13,320.00 / YR</u> |

TOTAL \$ 61,980 / YR

BID # 2

EXHIBIT B

Page 2 of 2

CERTIFIED EQUIPMENT LIST

Bidder certifies it has on hand or will acquire before contract execution, adequate equipment and personnel to perform the contract requirements. Such equipment must include but not be limited to:

1. Transport Vehicle and Trailers
2. Mowers
3. Billy Goat or Equivalent Vacuum System
4. String Trimmers
5. Blowers
6. Ladders
7. Hedge Trimmers
8. Edgers
9. Chain Saws
10. Tree Pruning Equipment
11. Sprinkler Repair Equipment

Addenda

Bidder must acknowledge receipt, by the number and date of all addenda published by the City as part of this bid. See Section 6.

Addenda No.	Date
AMENDMENT #1	JULY 29, 2024
AMENDMENT #2	AUGUST 7, 2024
AMENDMENT #3	AUGUST 7, 2024

Authorized Signature

Name of Firm:

Name of Authorized

Representative:

Title of Authorized

Representative:

Signature of Authorized

Representative:

SKYFROG LANDSCAPE, LLC
JASON LEE
OWNER
Jason Lee

ORIGINAL

EXHIBIT B

Page 1 of 2

CITY OF ALACHUA

Mowing & Landscaping Services for Municipal Park & TK Basin

Bid Form

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work. Annual cost shall be totaled and billed monthly in twelve (12) equal payments.

Contractor shall provide a **BASE BID** in the format shown below. This price structure includes all materials, labor & equipment to provide general lawn and landscaping maintenance:

-
1. Map 1
Municipal Complex/Swick House

\$ \$3750.00

2. Map 2
TK Basin

\$ \$1250.00

TOTAL

\$ \$5000.00

BID # 3

Certified Equipment List

The Bidder/Contractor certifies and represents that it owns, leases or otherwise by formal agreement has available the following equipment and the listed equipment is adequate to, considering mechanical breakdown and other temporary or permanent loss of use, perform the described Scope of Work in accordance with the Contract Documents.

 2/2 Transport Vehicle and Trailers

 4 Mowers

 4 Blowers

 1 Billy Goat or equivalent Vacuum System

 2/3 Spreaders & Sprayers

 2/3 Edger/String Trimmers

 4 Chain Saws

3/3/2/1/1 Gardening Tools (Shovels, Rakes, Hoes, Picks, Cultivators)

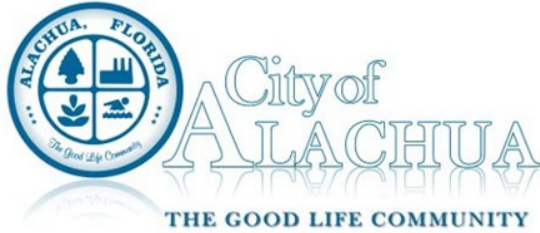
 3/2/3 Pruning Tools (Hand Pruners, Loppers, Hedge Shears & Trimmers,
Pruning Saws)

 X Irrigation Repair Equipment

BIDDER

BY: 

DATE: 8/26/2024



Commission Agenda Item

MEETING DATE: September 23, 2024

SUBJECT: City of Alachua Subsurface Exploration & Road Repair at NW 135th Terrace & NW 154th Avenue

PREPARED BY: Donna Smith

RECOMMENDED ACTION:

- 1) Accept the proposal from Andrews Paving Inc. to complete the road repairs at NW 135th Terrace & NW 154th Avenue.
 - 2) Authorize the City Manager to issue a purchase order to Andrews Paving Inc. to complete needed roadway repairs.
-

Summary

After multiple attempts to repair roadway issues located along the intersection of NW 135th Terrace & NW 154th Avenue, it has been determined that restoration is needed for approximately +/- 220 LF of roadway.

Restoration services will include sanitary sewer pipe evaluation, geophysical survey, roadway subsidence subsurface exploration and demolition of the roadway full width from intersection (+/- 220 LF north at 10 inches deep). After observation and evaluation of the road subgrade for unsuitable materials or other unforeseen conditions, a new limerock base will be installed and asphalt applied to complete the repair.

Staff recommends moving forward with Andrews Paving Inc. to complete the roadway repairs pursuant to the Purchasing and Sales Policy and Regulations, Section 7.01 Emergency Purchases.

FINANCIAL IMPACT

\$215,075.00

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

10
13

ATTACHMENTS

1. Andrews Paving Proposal



Gainesville, FL 32653
(386)462-1115 Phone (386)462-4681 Fax
CUC1223927 CGC061221

~ Proposal ~

Date Submitted: September 11, 2024
Project Name: COA Subsurface Exploration & Road Repair @ NW 135th
Terrace & NW 154th Ave.

We, Andrews Paving, Inc., submit to you a Scope of Work to be completed for the above-referenced project. Scope of Proposed Work- Labor, equipment, and materials for the following based on information provided. All work is based on normal working hours, with no night work or off-hour work included. No Sundays are included, we do not work on Sundays. Price is based on: Sanitary sewer pipe evaluation, Geophysical survey, Roadway subsidence subsurface exploration, Allowance for subsurface grouting, Survey of existing conditions for the restoration of roadway, Demolition of the roadway full width from intersection +/- 220 north at 10 inches deep, Material will be hauled off-site, Before the installation of the limerock base and asphalt the subgrade grade will be observed for any unsuitable materials or other unforeseen condition, after the evaluation is complete if any subsurface grout is needed there is an estimated allowance included in the proposal (see attached), Limerock base will be installed at 8 inches thick, Asphalt SP12.5 will be installed at 2 inches thick, One water valve will be adjusted and one crosswalk will be re-striped at the intersection. Depending on the subsurface results, the duration is estimated to be 3-4 weeks. No sod or density testing is included in the price. The owner will provide the required permits.

**COA Subsurface Exploration & Road Repair @ NW 135th
Terrace & NW 154th Ave.**

- Mobilization
- Survey existing conditions for the restoration of roadway
- Clean and video sanitary sewer line from manhole to manhole at the intersection
- The geotechnical scope of work is attached for reference
- The grouting scope and budget are attached for reference
- MOT - For the duration of the project
 - Type 3 barricades with ROAD CLOSED sign
 - Detour signs
- Roadway demolition will be 10 inches deep full width of the road from the intersection to +/- 220 LF north
- Observe subgrade (if unsuitable materials are encountered use \$40 cy in / out for stabilized material)
- Install 8 inches of limerock base
- Adjust one water valve
- Install 2 inches of SP 12.5 asphaltic concrete
- Re-stripe one crosswalk at the intersection with one coat of paint
- Clean up

Grout allowance (included in the proposal) - \$123,600.00

TOTAL: \$ 215,075.00

Exclusions/ Clarifications

- All permits, bonds, tap fee's, impact fees, connection fees, engineering or fees by others unless noted otherwise
- All erosion control measures are based on what is shown on the drawings No temporary/ permanent seeding in bid unless noted. No mowing or maintenance in bid.
- Landscaping, sod, seed, mulch, irrigation, soil poisoning and fencing by others except as noted. We are not responsible for soil/fill ph. levels for planters etc.
- Andrews Paving Inc. is not responsible for all other trades soil displacement and removal/relocation. Grading is based on Rough Grade to the elevation provided by contractor for building, as well as the fine grading to be done near the end of the project for the follow along work. Individual trades are responsible for removal of their soils displaced for footers, sidewalks, pads, etc. They are also responsible to return the grade back to its original elevation as left when turned over to the GC. Any spoils left around the building area will be an additional charge to bring back to rough grade.
- Excavation and replacement of unsuitable for any additional work that is not included above - If additional unsuitable material is encountered \$29 CY to remove and replace- based on using Archer Sand. If different material is required cost of Unsuitable materials TBD based on final requirements of soils engineer. & Site conditions
- Proposal does not include the costs of additional work, or any associated costs incurred by the occurrence of unknown or unforeseen site conditions, including but not limited to the following:
 - Developer / Owner and /or GC not Andrews Paving Inc shall absorb all costs incurred from unknown conditions such as rock removal or other unforeseen obstructions -if material is so large, heavy or cumbersome that it cannot be removed with a 3cy loader. Then that part of the excavation that requires other methods of removal such as but not limited to pneumatic jackhammer, hydraulic rock breaker / auger, chemical agent, drilling, and / or equipment rental (plus all delivery and pick-up charges) per occurrence will be billed on a time and material basis. If any obstructions / unforeseen work is done additional time will be added to contract for the additional work per occurrence.
 - Transport / removal from site and or relocation on site of surplus excavated materials resulting from additional work
 - Site soil conditions and or as soil profile which differs from those as described in either the geotechnical report or the engineers detailed design
 - Additional excavation of site levels (cut / fill) required by all or any of the following:
 - Owner initiated variations
 - To comply with planning related height restrictions
 - To correct errors in the as drawn site levels
 - Replacement / backfill of soils for removal of obstructions encountered. Will be charged per unsuitable rate as required
 - Sub surface water ingress / contaminated water encroachment
 - No dewatering, by-pass pumping or well pointing unless noted in proposal
 - Work required to increase the foundation bearing capacity
 - Any other work required to provide a suitable foundation bearing capacity and a structurally compliant footing in adverse and inadequate soil conditions
 - Any contaminated soils removal
 - Haul rocks offsite that can be loaded with the 3 CY loader \$50.00 per cubic yard to remove. If cannot be loaded with loader Time and Material for removal will occur
- Minimum OH&P 15% for any change orders
- No sleeves, electrical conduits, transformer pads, gas, cable, or other utilities are included unless noted above
- Not responsible for removal or disposal of any hazardous materials, including asbestos
- Finish grades as shown on drawings -Andrews Paving Inc is not responsible for other trades sub-grade/s or lay-out for footers, sidewalks, retaining walls etc. Other trades are responsible to excavate, backfill, clean-up and dress back up to finish grade if work is not part of our contract.
- Andrews Paving Inc. and/or its sub-contractors are not responsible for damage to City of Alachua non-located utilities. Nor are we responsible for the removal / relocation of existing utilities or other obstructions not shown on drawings
- All Concrete Work-retaining walls, building, mechanical pads, entranceways, and sidewalks etc. by others except as noted.
- No brick-pavers, streetscape work or stamped/stenciled asphalt except as noted
- Andrews Paving Is not responsible for surveying, patching, or repairing other trades work in asphalt, lime rock, or concrete.
- No under-drain, foundation drainage system, downspouts, or roof drains except as noted -
- Bid is based on all site cuts and utility trench cuts are suitable for backfilling trenches, fill under roadway and for building fill unless noted otherwise.
- Insurance is based on our standard policy if must meet contractors' requirements to be adjusted by

change order

- **Bond if Required 1.5% of Total options taken**
- No Shoring Included – bid is based on open cuts
- If changes are made to drawings during work – all changes are to be clouded showing what has been changed along with written narration of the changes. If not clouded / narrative, we are not responsible for any items missed in the change order and will revise as necessary to include all items not caught in the change order.
- No night, weekend or off-hour work is included
- Paving Work Clarifications
 - Bid is based on standard work hours (no night or weekends)
 - Pricing based on current FDOT Index– if prices go up all associated costs will be passed on to GC per the FDOT Index
 - Pricing does not include any additional work to adhere to the FDOT Index 600 drop off criteria
 - Asphalt yield is estimated at 110lbs/sy per inch of depth for square yard prices. All tonnage more than the stated 110lbs/sy per depth of spread rate will be charged per ton, pro- rated based on the quoted square yard price

“ If Accepted Please Sign & Return”

Name and Title

Date

Unless otherwise indicated in writing this quotation expires 10 days from date of quote if not accepted in writing before that time. At the sole option of Andrews Paving, Inc. this quotation may be extended for additional periods of time. Note: a 1-3/4% per month service charge, 21% annual rate, assessed on past due invoice/s after 30 days, \$75.00 minimum charge or whichever is greater. Customer to pay any collection costs, including attorney fees.

September 10, 2024

Ryan Parks
Andrews Paving Inc.
6327 NW 123rd Place
Gainesville, FL 32653

E-mail: ryan@andrewspavinginc.com
Phone: 386.462.1115

RE: Proposal for Pavement Subsidence Evaluation
NW 135th Terrace
The City of Alachua, Florida
NV5 Proposal WO P24-0724

Dear Ryan Parks,

NV5 appreciates this opportunity to provide you with the following proposal for pavement subsidence evaluation for NW 135th Terrace located between NW 154th Avenue and NW 155th Place in The City of Alachua, Florida. This proposal outlines our understanding of the project and scope of services based on the information you provided and thereby provides a cost estimate for our services.

PROJECT INFORMATION

We understand the following:

The City of Alachua has had multiple pavement subsidences occur along NW 135th Terrace. NV5 was onsite approximately 1-month prior to observe the pavement subsidences. At this time, a near surface remediation approach was undertaken which is our understanding similar to a previously repaired area at the intersection of NW 154th and NW 135th Terrace. We understand flowable fill was pumped into the voids beneath the pavement subsidences by you. Since the completion of these remediations, additional pavement subsidences have occurred in the area. Mr. Jason E. Gowland, P.E. and Tony Caggiano, P.E. met with you onsite on Monday September 9, 2024 to discuss the previous remediation and observe the additional pavement subsidence areas.

Additional pavement subsidence areas were observed along the centerline of the roadway in between and within previously remediated areas. Some of the areas had exposed flowable fill indicating prior repairs. Some of the areas where the pavement had subsided were reported where voids were backfilled with flowable fill beneath the asphalt pavement. A photograph of one area is shown below.



Photograph 1. Overview of Previously filled areas with additional subsidence.

We have reviewed aerial and street view photographs for access. The site currently has cones on the repaired areas with some light residential traffic.

We propose to perform a geotechnical exploration at the site to provide recommendations to assist with remediation of the pavement subsidence areas. The following section outlines our proposed scope of services.

GEOTECHNICAL SCOPE OF SERVICES

The following proposed scope of services is based on our review of the provided information and our experience with similar projects.

- Clear utilities at the site through Sunshine One Call.
- Provide Maintenance-of-Traffic (MOT) at the site during the geophysical surveys and subsurface exploration. Since the area is a lightly trafficked residential area

Sanitary Sewer Pipe Evaluation (By Others)

- We understand that you will re-scope the sanitary sewer line to evaluate its integrity and alignment.
- We would like to review the results of the scoping and alignment of the existing pipe to help determine possible boring locations. .

Geophysical Survey

- Mobilize to the site with geophysical equipment.
- Perform a Ground Penetrating Radar (GPR) Survey of the area to determine any anomalous areas that may be indicators of soil raveling. The GPR survey may be limited in depth of penetration as



a result of clay-rich soils or areas that have been filled with flowable fill prior. Therefore, NV5 proposes to perform additional geophysical evaluation to further identify possible anomalous areas at deeper depths utilizing Electrical Resistivity Imaging (ERI).

- Perform an ERI survey of the site. The ERI will be performed at accessible locations along the roadway. It will be necessary to locate the ERI line a minimum of 10 to 15 feet from any metallic utilities that would run parallel to the ERI line. If known utilities are in the area, please provide these locations prior to our mobilization. During our site visit, it appears that there is a water main on the eastern portion of the roadway. Therefore, it is likely that the ERI line will be performed along the grassed area along the western portion of the roadway. We anticipate a roughly 570 feet long line with 58 electrode rods spaced at 10 feet on center to depths of 6- to 8-inches into the ground. Cross traffic would need to be eliminated during the testing (approximately 3 to 4 hours).

Roadway Subsidence Subsurface Exploration

- Mobilize to the site with limited access drilling equipment.
- Review the results of the pipe evaluation and the results of the geophysical surveys to determine and select boring locations.
- Advance up to three (3) Standard Penetration Test (SPT) borings to depths of 50 feet below land surface (bls) or into competent limestone along the roadway in areas of pavement subsidence or anomalous areas identified in the Geophysical Surveys. Upon completion the borings will be grouted. We have anticipated up to 150 feet of drilling may be required to advance the borings into competent limestone.
- Perform visual classification of the soil samples obtained from the soil borings to confirm field classifications.
- If required, perform soil laboratory classification tests on representative samples, as considered appropriate.

REPORTS

Our services will be provided under the direction of a Geotechnical Engineer registered in the State of Florida. The results of the exploration will be presented in geotechnical engineering reports. The reports will specifically address the following items:

- Existing site conditions.
- Exploration, testing and sampling methods.
- Subsurface soil conditions encountered and soil classifications, including any unsuitable materials encountered.
- Depth to groundwater at the time of the exploration.
- Results of the existing pipe scoping and alignment.
- A discussion on the geophysical survey results.
- A discussion on the potential contributing causes to the pavement subsidences.
- A discussion about the potential for sinkhole activity contributing to the observed damage.



CONSTRUCTION QUALITY ASSURANCE - INFRASTRUCTURE - ENERGY - PROGRAM MANAGEMENT - ENVIRONMENTAL

- If needed, recommendations for remediating sinkhole activity or stabilizing the foundations.

It should be noted that the geotechnical engineering design does not end with the advertisement of the construction documents. The design is an on-going process throughout construction, as such, we would also be the most qualified to address problems that may arise during construction in a timely and cost-effective manner.

COMPENSATION

Based upon our understanding of the project and scope of work presented above, we can perform the proposed geotechnical scope of services for a lump sum fee of \$15,000. If additional services are required, these could be provided as an addendum to this proposal. Currently we have 150 feet of drilling budgeted. Footage for SPT borings will add/deduct \$20 per linear foot to the fee. We will not exceed our fee without your prior authorization for an increase in the scope of services.

AUTHORIZATION

You may authorize us by returning these documents signed via email (Jason.Gowland@NV5.com). NV5 appreciates the opportunity to provide this proposal and look forward to working with you on this project. If you have any questions or comments regarding this proposal or require additional services, please contact our office at (352) 331-1976.

Sincerely,

NV5, Inc.



Angelin Liu, P.E.
Geotechnical Group Leader



Jason E. Gowland, P.E.
Regional Director of Geotechnical
Engineering and Testing

Copies to: File
Attachments: Proposal Acceptance Sheet
NV5 General Terms and Conditions

Opinion of Cost
NW 135th Terrace
Alachua, Alachua County, Florida

<u>Foundation Contractor Costs</u>		<u>Units</u>	<u>Rate</u>	<u>No. Units</u>	<u>Total</u>
Mobilization	each	\$	5,000.00	1	\$ 5,000.00
Grout Pipe Installation - 50 points @ 40 feet	feet	\$	17.00	2000	\$ 34,000.00
Grout	yard	\$	190.00	300	\$ 57,000.00
Grouting Contractor Cost					
					\$ 96,000.00
Contingency	percent		10%		\$ 9,600.00
Grouting Contractor Cost w/ Contingency					\$ 105,600.00
Observation, Monitoring, Reporting and Project Administration					
Grout Monitoring	day	\$	850.00	15	\$ 12,750.00
Reporting & Administration	each	\$	1,000.00	1	\$ 1,000.00
Total Monitoring					\$ 13,750.00
Contingency	day		\$850.00	5	\$4,250.00
Total Monitoring w/ Contingency					\$ 18,000.00
TOTAL PROJECT COST					\$ 109,750.00
TOTAL PROJECT COST WITH CONTINGENCY					\$ 123,600.00