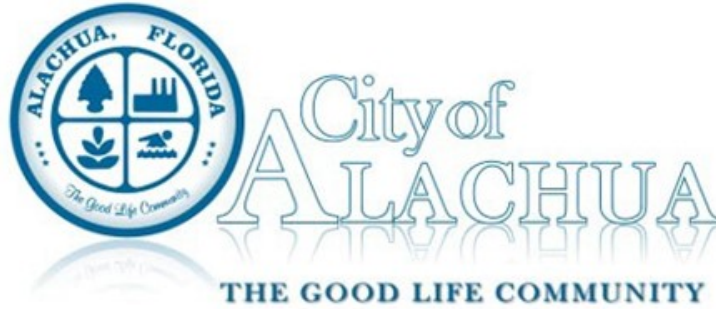




Mayor Gib Coerper
Vice Mayor Edward Potts
Commissioner Shirley Green Brown
Commissioner Jennifer Ringersen
Commissioner Dayna Williams

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: January 27, 2025

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) 2025 ELECTION PROCLAMATION

B) FISCAL ANALYSIS REPORT FOR FY 2024-2025 THROUGH NOVEMBER 30, 2024

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

IV. PUBLIC HEARINGS AND ORDINANCES

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

V. AGENDA ITEMS

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

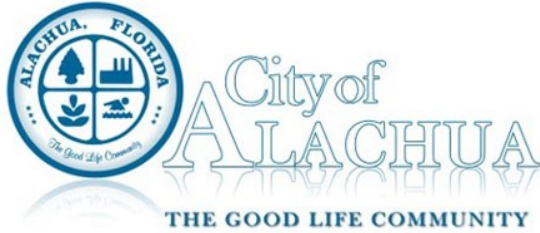
VIII. COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

Consent Agenda items represent routine City operations and business. These items are approved at the beginning of the Regular City Commission meeting upon approval of the meeting agenda.

- A) APPROVE MEETING MINUTES FOR OCTOBER 21, 2024**
- B) APPROVAL OF THE NOVEMBER 18, 2024, CITY COMMISSION MEETING MINUTES**
- C) APPROVAL OF THE DECEMBER 9, 2024, CITY COMMISSION MEETING MINUTES**
- D) APPROVAL OF THE JANUARY 13, 2025, CITY COMMISSION MEETING MINUTES**
- E) KIMLEY-HORN PROFESSIONAL SERVICES AGREEMENT**
- F) ENGINEERING SERVICES FOR THE EXPANSION OF THE LEGACY SUBSTATION**



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: 2025 Election Proclamation

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the calling of the election, specifying open seats, length of terms, time, and place for the April 2025 City Commission Election by having Mayor Coerper read the Proclamation.

Summary

City of Alachua Code of Ordinances Section 14-2 states, "Regular elections shall be held on the second Tuesday in April of each year for the election of Mayor and City Commissioners whose terms of office expire." City Code also stipulates that any "...runoff election shall be held on the third Tuesday following the former election day..."

Election Day will be Tuesday, April 08, 2025. In the event no candidate receives a majority (more than 50 percent) of the votes cast, the runoff election shall be Tuesday, April 29, 2025.

According to City Code Section 14-5, the Mayor shall issue the proclamation calling the election. "Such proclamation shall specify what officers are to be elected, the length of time such officers are to serve, question(s) to be called to a vote of the electors, if any, and the time and place of holding such election." The election for 2025 will be for Seat 1 (Mayor) and Seat 2 (Commissioner) for three-year terms on the Alachua City Commission and any other item that may be included on the ballot.

The qualifying period will be from Noon, Tuesday, February 18, 2025, to Noon, Tuesday, February 25, 2025.

The polling places will be at the Legacy Park Multipurpose Center, the Clubhouse at Turkey Creek, and the Cleather H. Hathcock, Sr., Community Center.

Per City Code Section 14-18, "The City Commission hereby declines to participate in the early voting procedure for its municipal elections."

The qualifying fee and alternate petition process have changed since last year. This information may be found in City Code Section 14-8. The qualifying fee set by Ordinance, payable to the City of Alachua from the campaign account, is 1% of Commission compensation, or \$165.00 for a

commissioner's seat and \$185.00 for the seat of the Mayor.

State statutes set the state election assessment fee at 1% of Commission compensation, which must be paid from the campaign account.

FINANCIAL IMPACT

\$18,000.00

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Funding Source - General Fund

ATTACHMENTS

1. Proc - Seat 1 & 2 - English
2. Proc - Seat 1 & 2 - Spanish



City of Alachua, Florida

Office of Mayor *Gib Coerper*

PROCLAMATION

I, Gib Coerper, Mayor of the City of Alachua, Florida, do hereby Proclaim:

An election is called for Tuesday, April 8, 2025, for the purpose of filling Seat 1 and Seat 2 for three-year terms on the Alachua City Commission.

WHEREAS, the successful candidate for Seat 1 (Mayor) and Seat 2 shall serve a three-year term ending April 2028; and

WHEREAS, the polling places will be open from 7:00 a.m. until 7:00 p.m. at the Legacy Park Multipurpose Center, Cleather Hathcock, Sr. Community Center, and The Clubhouse at Turkey Creek; and

WHEREAS, at the conclusion of the qualifying period, this proclamation shall be published once each week for four weeks in a newspaper of general circulation published in the County;

IN WITNESS WHEREOF, I have hereunto set my hand this 27th day of January 2025.

ATTEST:

Gib Coerper, Mayor



Ciudad de Alachua,
Florida
Oficina del Alcalde
Gib Coerper

PROCLAMACIÓN

Yo, Gib Coerper, Alcalde de la Ciudad de Alachua, Florida, por la presente proclamo:

Se convocará una elección para el día martes 08 de abril del año 2025, con el propósito de llenar los asientos 1 y 2 por períodos de tres años en la Comisión de la Ciudad de Alachua.

Considerando que, el candidato ganador para el Asiento 1 (Alcalde) y el Asiento 2 cumplirá un mandato de tres años que finalizará en el mes de abril del año 2028; y,

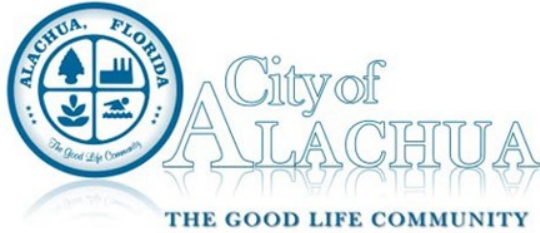
Considerando que, los lugares de votación estarán abiertos desde la 7:00 a.m. hasta la 7:00 p.m. en el Legacy Park Multipurpose Center, Cleather Hathcock, Sr. Community Center y The Clubhouse at Turkey Creek; y,

Considerando que, al término del período de calificación, esta proclamación se publicará una vez por semana por cuatro semanas en un periódico de circulación general publicado en el Condado;

EN TESTIGO DE LO CUAL, He aquí puesto firma de mano propia este día 27 de enero del año 2025.

Atestigua:

Gib Coerper, Alcalde



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Fiscal Analysis Report for FY 2024-2025 through November 30, 2024

PREPARED BY: Tyler Williams

RECOMMENDED ACTION:

Receive the presentation.

Summary

The Finance & Administrative Services Department periodically prepares fiscal analysis reports for the purpose of conveying the City's general fiscal operating condition to the City Commission and the residents of the City of Alachua.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. Presentation 20241130
2. 20241130 Fiscal Analysis

CITY OF ALACHUA



FISCAL ANALYSIS REPORT

FISCAL YEAR 2024-2025
THROUGH NOVEMBER 30, 2024

JANUARY 27, 2025

KEY TERMS



- **Fiscal year: period beginning October 1, 2024 and ending September 30, 2025.**
- **Amended budget: budget including all changes since the beginning of the fiscal year.**
- **Period benchmark: percentage of fiscal year that has transpired - 16.67%.**
- **Encumbrances: Funds committed for future expenses.**

ALL FUNDS SUMMARY



	FY 24/25 AMENDED BUDGET	PERCENT OF TOTAL BUDGET
GENERAL FUND	20,647,082	30.65%
SPECIAL REVENUE FUNDS	4,774,616	7.09%
DEBT SERVICE FUND	797,657	1.18%
CAPITAL PROJECTS FUNDS	40,414	0.06%
ENTERPRISE FUNDS	36,859,984	54.72%
INTERNAL SERVICE FUND	<u>4,243,960</u>	<u>6.30%</u>
	67,363,713	100.00%

GENERAL FUND



- **Primary Revenue Source: Taxes**
- **Programs Funded:**
 - City Commission
 - City Manager (City Manager, Special Expense)
 - City Attorney
 - Finance & Admin. Svcs. (Finance, Grants, Purchasing, Facilities, Information & Tech.)
 - Human Resources (Human Resources, Deputy City Clerk)
 - Community Planning & Development (Planning, Codes, Building Inspections)
 - Compliance & Risk Management
 - Residential Waste Collection
 - Public Works
 - Police
 - Recreation & Culture

GENERAL FUND



- **Sources of Funding (29%) –**

- Current Revenues: \$ 1.7M (8%)
- Budgeted Balances: \$ 4.4M (21%)

- **Uses of Funding (31%) –**

- Expenses: \$ 3.1M (15%)
- Encumbrances: \$ 3.2M (16%)

SPECIAL REVENUE FUNDS



- **Primary Revenue Source: Intergovernmental Revenue and Taxes**
- **Programs Funded:**
 - Law Enforcement Training
 - Tree Bank
 - APD Explorers
 - T K Basin
 - Infrastructure Surtax
 - Wild Spaces Public Places
 - Donation
 - Community Redevelopment Agency (CRA)

SPECIAL REVENUE FUNDS



- **Sources of Funding (55%) –**

- Current Revenues: \$ 442K (9%)
- Budgeted Balances: \$ 2.2M (46%)

- **Uses of Funding (13%) –**

- Expenses: \$ 107K (2%)
- Encumbrances: \$ 498K (11%)

DEBT SERVICE FUND



- **Primary Revenue Source: Inter-fund Transfers**
- **Programs Funded:**
 - Series 2016 Debt Payments

DEBT SERVICE FUND



- **Sources of Funding (0%) –**

- Current Revenues: \$ 0K (0%)
- Budgeted Balances: \$ 1K (0%)

- **Uses of Funding (78%) –**

- Expenses: \$ 622K (78%)
- Encumbrances: \$ ----- (0%)

CAPITAL PROJECTS FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Heritage Oaks
 - CDBG – Neighborhood Revitalization

CAPITAL PROJECTS FUNDS



- **Sources of Funding (100%) –**

- Current Revenues: \$ 0K (0%)
- Budgeted Balances: \$ 40K (100%)

- **Uses of Funding (0%) –**

- Expenses: \$ 0K (0%)
- Encumbrances: \$ 0K (0%)

ENTERPRISE FUNDS



- **Primary Revenue Source: Charges for Services**
- **Programs Funded:**
 - Electric
 - Water
 - Waste Water
 - Mosquito

ENTERPRISE FUNDS



- **Sources of Funding (41%) –**

- Current Revenues: \$ 4.2M (11%)
- Budgeted Balances: \$ 10.9M (30%)

- **Uses of Funding (24%) –**

- Expenses: \$ 2.6M (7%)
- Encumbrances: \$ 6.3M (17%)

INTERNAL SERVICE FUND



- **Primary Revenue Source: Charges for Services**

- **Programs Funded:**
 - Utility Operations
 - Utility Billing
 - Utility Administration
 - Warehouse Operations
 - Human Resources
 - Information & Technology
 - Water Distribution/Collection

INTERNAL SERVICE FUND



- **Sources of Funding (45%) –**

- Current Revenues: \$ 5K (0%)
- Balances: \$ 1.9M (45%)

- **Uses of Funding (19%) –**

- Expenses: \$ 767K (18%)
- Encumbrances: \$ 60K (1%)

ALL FUNDS SUMMARY



- **Amended FY 24/25 Budget = \$ 67,363,713**
- **Sources of Funding (39%) –**
 - **Current Revenues:** \$ 6.4M (10%)
 - **Budgeted Balances:** \$ 19.5M (29%)
- **Uses of Funding (26%) –**
 - **Expenses:** \$ 13.5M (20%)
 - **Encumbrances:** \$ 3.9M (6%)

INVESTMENTS / CASH HOLDINGS



- **Investment portfolio total = \$ 1,757,317.76**
 - State Board of Administration (SBA) = \$ 1.2M
 - Money Market Account = \$ 521K
 - Certificate of Deposit = \$ 30K

- **Cash holdings total = \$ 29,592,743.26**
 - Operating Account = \$ 23.5M
 - CRA Account = \$ 632K
 - Customer Deposit Accounts = \$ 2.2M
 - Series 2016 Repayment Account = \$ 34K
 - SRF Money Market account = \$ 79K
 - ARPA Account = \$ 3.1M
 - Other Accounts = \$ 25K

CONCLUSION



- **Revenues and Expenses**
- **Audit Wrapping Up**



**FINANCE AND ADMINISTRATIVE SERVICES
FISCAL ANALYSIS
FY 2024-2025
THROUGH NOVEMBER 30, 2024**

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INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

The fiscal analysis report is used to report the operating condition of the City, and where applicable, identify potential trends and, if necessary, recommend options for corrective action. The report first looks at all City Funds, and then looks at the major fund types (General Fund, Enterprise Funds, etc.). This report is merely a snapshot that fairly represents the City's financial position at a given point in time. While materially accurate, these are unaudited figures.

Defining Revenue

Revenues are the financial resources available to the City. The City of Alachua has a variety of revenue sources. These revenue sources include taxes, permits and fees, charges for services, fines and forfeitures, grants, and other miscellaneous revenues.

Defining Expenditure

Expenditures constitute a use 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 equipment purchases. Capital expenditures include 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. Expenditure figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

Expenditure functions are expenditure classifications according to the principal purposes for which expenditures are made. Examples are general government, public safety, economic environment, physical environment, transportation, and culture/recreation.

Defining Fund Balance

Fund balances are the 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.

Conclusion

The report gives a more comprehensive view by fund type of the financial operations of the City. The Finance and Administrative Services Department welcomes any feedback you may have.

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

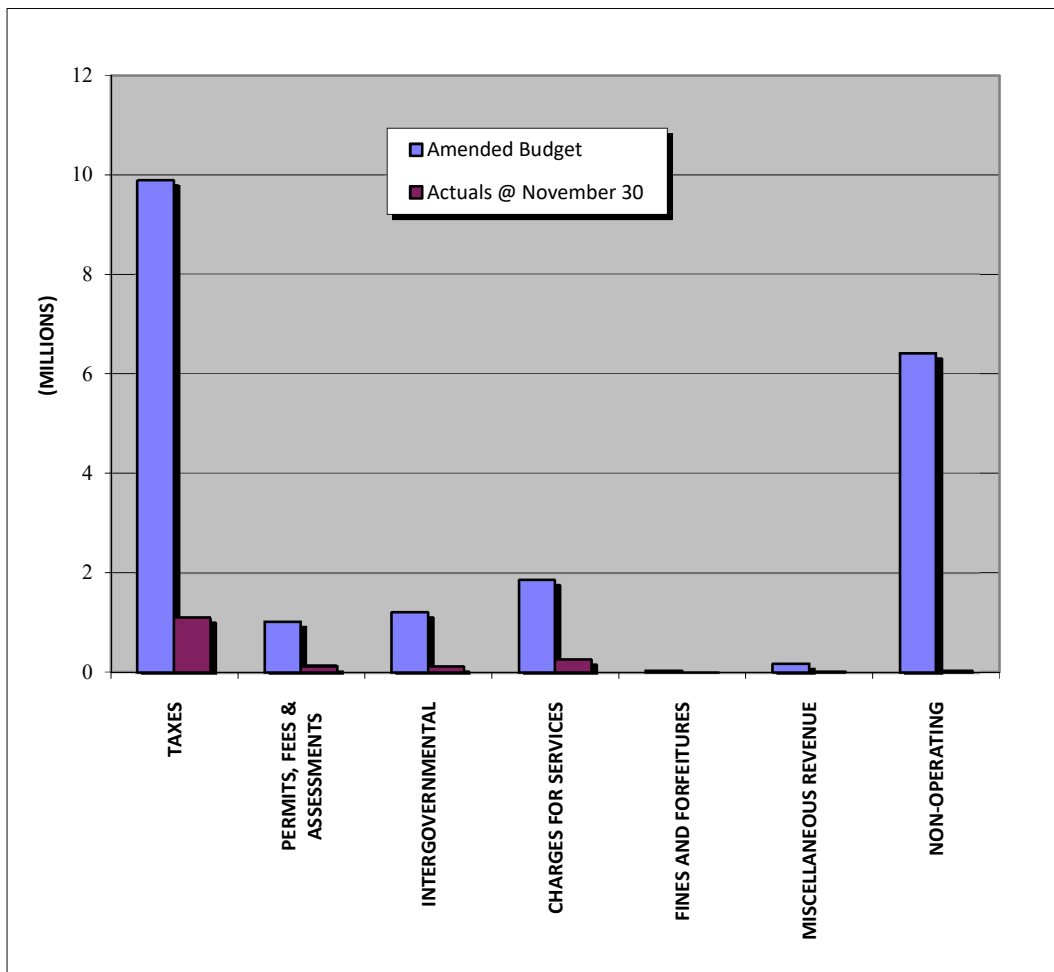
GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	9,882,225	9,882,225	1,113,633	11%
PERMITS, FEES & ASSESSMENTS	1,035,000	1,035,000	141,608	14%
INTERGOVERNMENTAL	1,213,334	1,213,334	126,379	10%
CHARGES FOR SERVICES	1,866,202	1,866,202	268,109	14%
FINES AND FORFEITURES	47,000	47,000	4,992	11%
MISCELLANEOUS REVENUE	187,200	187,200	32,415	17%
NON-OPERATING	6,416,121	6,416,121	36,087	1%
	20,647,082	20,647,082	1,723,223	8%
EXPENSES:				
GENERAL GOVERNMENT	8,135,052	8,135,052	1,691,797	21%
PUBLIC SAFETY	6,447,405	6,447,405	1,669,421	26%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	1,230,030	1,230,030	1,188,168	97%
TRANSPORTATION	3,426,503	3,426,503	1,355,405	40%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	1,408,092	1,408,092	404,925	29%
	20,647,082	20,647,082	6,309,716	31%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	10,370,935	10,370,935	1,953,471	19%
OPERATING EXPENDITURES	4,819,975	4,819,975	2,331,419	48%
CAPITAL OUTLAY	3,684,586	3,684,586	1,824,826	50%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	284,000	284,000	200,000	70%
NON-OPERATING	1,487,586	1,487,586	0	0%
POWER COSTS	0	0	0	0%
	20,647,082	20,647,082	6,309,716	31%

Revenues by Major Category General Fund

As of November 30, 2024, the City of Alachua collected 8% of budgeted General Fund revenues. Tax collections are at 11%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$10.0M, or just under half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 14%. The Intergovernmental Revenues are at 10%. Charges for Services are at 14%, Fines & Forfeitures are at 11%, Miscellaneous Revenues are at 17% and Non-Operating Revenues are at 1%.



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND

FUND 001 - GENERAL FUND: The General Fund is the general operating fund for the Alachua City Commission. This fund is used to account for all financial resources, except those required to be accounted for separately. These resources provide funding for programs such as Fire Services, Recreation Services, General Government Administration, Capital Improvement Projects, Law Enforcement and Planning Services to all residents of the City of Alachua.

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REVENUES:				
TAXES	9,882,225	9,882,225	1,113,633	11%
PERMITS, FEES & ASSESSMENTS	1,035,000	1,035,000	141,608	14%
INTERGOVERNMENTAL	1,213,334	1,213,334	126,379	10%
CHARGES FOR SERVICES	1,866,202	1,866,202	268,109	14%
FINES AND FORFEITURES	47,000	47,000	4,992	11%
MISCELLANEOUS REVENUE	187,200	187,200	32,415	17%
NON-OPERATING	6,416,121	6,416,121	36,087	1%
	20,647,082	20,647,082	1,723,223	8%
EXPENSES:				
GENERAL GOVERNMENT	8,135,052	8,135,052	1,691,798	21%
PUBLIC SAFETY	6,447,405	6,447,405	1,669,421	26%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	1,230,030	1,230,030	1,188,168	97%
TRANSPORTATION	3,426,503	3,426,503	1,355,405	40%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	1,408,092	1,408,092	404,925	29%
	20,647,082	20,647,082	6,309,717	31%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	10,370,935	10,370,935	1,953,471	19%
OPERATING EXPENDITURES	4,819,975	4,819,975	2,331,420	48%
CAPITAL OUTLAY	3,684,586	3,684,586	1,824,826	50%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	284,000	284,000	200,000	70%
NON-OPERATING	1,487,586	1,487,586	0	0%
POWER COSTS	0	0	0	0%
	20,647,082	20,647,082	6,309,717	31%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	7,667,200	7,667,200	765,080	10%
LOCAL OPTION FUEL TAXES	328,025	328,025	28,626	9%
UTILITY SERVICES TAXES	1,500,000	1,500,000	244,016	16%
COMMUNICATIONS SERVICES TAXES	337,000	337,000	26,882	8%
LOCAL BUSINESS TAXES	50,000	50,000	49,029	98%
SUBTOTAL	9,882,225	9,882,225	1,113,633	11%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	550,000	550,000	102,623	19%
FRANCHISE FEES	485,000	485,000	38,985	8%
SUBTOTAL	1,035,000	1,035,000	141,608	14%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	1,213,334	1,213,334	126,379	10%
GRANTS	0	0	0	0%
SUBTOTAL	1,213,334	1,213,334	126,379	10%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	93,150	93,150	15,832	17%
PUBLIC SAFETY	334,874	334,874	24,965	7%
PHYSICAL ENVIRONMENT	1,267,200	1,267,200	208,312	16%
TRANSPORTATION	51,978	51,978	0	0%
CULTURE & RECREATION	119,000	119,000	19,000	16%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,866,202	1,866,202	268,109	14%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	47,000	47,000	4,992	11%
OTHER FINES & FORFEITURES	0	0	0	0%
SUBTOTAL	47,000	47,000	4,992	11%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	160,000	160,000	24,871	16%
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	27,200	27,200	7,544	28%
SUBTOTAL	187,200	187,200	32,415	17%
<u>NON-OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	0	0%
OPERATING TRANSFERS IN	36,088	36,088	36,087	100%
FUND BALANCE & UNDER COLLECTION	4,380,033	4,380,033	0	0%
SUBTOTAL	6,416,121	6,416,121	36,087	1%
GENERAL FUND	20,647,082	20,647,082	1,723,223	8%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>CITY COMMISSION</u>						
PERSONAL SERVICES	129,019	21,534	17%	0	0%	17%
OPERATING EXPENDITURES	30,002	10,587	35%	0	0%	35%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	159,021	32,121	20%	0	0%	20%
<u>CITY MANAGER'S OFFICE</u>						
PERSONAL SERVICES	854,653	159,921	19%	0	0%	19%
OPERATING EXPENDITURES	65,692	8,832	13%	0	0%	13%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	920,345	168,753	18%	0	0%	18%
<u>DEPUTY CITY CLERK</u>						
PERSONAL SERVICES	178,295	32,788	18%	0	0%	18%
OPERATING EXPENDITURES	87,238	34,543	40%	0	0%	40%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	265,533	67,331	25%	0	0%	25%
<u>CITY ATTORNEY</u>						
OPERATING EXPENDITURES	321,059	20,078	6%	194,639	61%	67%
TOTAL EXPENDITURES	321,059	20,078	6%	194,639	61%	67%
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
PERSONAL SERVICES	245,238	43,429	18%	0	0%	18%
OPERATING EXPENDITURES	170,068	31,465	19%	5,600	3%	22%
CAPITAL OUTLAY	125,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	540,306	74,894	14%	5,600	1%	15%
<u>FINANCE</u>						
PERSONAL SERVICES	658,168	124,753	19%	0	0%	19%
OPERATING EXPENDITURES	119,416	39,705	33%	6,300	5%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	777,584	164,458	21%	6,300	1%	22%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
HUMAN RESOURCES						
PERSONAL SERVICES	301,365	56,055	19%	0	0%	19%
OPERATING EXPENDITURES	76,512	3,020	4%	0	0%	4%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	377,877	59,075	16%	0	0%	16%
FACILITIES MAINTENANCE						
PERSONAL SERVICES	712,042	123,285	17%	0	0%	17%
OPERATING EXPENDITURES	262,932	47,850	18%	45,166	17%	35%
CAPITAL OUTLAY	367,898	85,211	23%	65,084	18%	41%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,342,872	256,346	19%	110,250	8%	27%
GRANTS & CONTRACTS						
PERSONAL SERVICES	0	0	0%	0	0%	0%
OPERATING EXPENDITURES	73,890	3,561	5%	12,435	17%	22%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	73,890	3,561	5%	12,435	17%	22%
CP&D-PLANNING & DEVELOPMENT						
PERSONAL SERVICES	650,464	114,331	18%	0	0%	18%
OPERATING EXPENDITURES	119,956	5,321	4%	18,950	16%	20%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	770,420	119,652	16%	18,950	2%	18%
COMPLIANCE & RISK MANAGEMENT						
PERSONAL SERVICES	476,342	87,523	18%	0	0%	18%
OPERATING EXPENDITURES	50,693	11,601	23%	0	0%	23%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	527,035	99,124	19%	0	0%	19%
CP&D-BEAUTIFICATION BOARD						
OPERATING EXPENDITURES	37,000	1,170	3%	15,670	42%	46%
TOTAL EXPENDITURES	37,000	1,170	3%	15,670	42%	46%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	14,074	0	0%	0	0%	0%
OPERATING EXPENDITURES	138,450	3,901	3%	57,490	42%	44%
CAPITAL OUTLAY	98,000	0	0%	0	0%	0%
GRANTS & AIDS	284,000	200,000	70%	0	0%	70%
NON-OPERATING	1,487,586	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,022,110	203,901	10%	57,490	3%	13%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	1,230,030	101,891	8%	1,086,277	88%	97%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,230,030	101,891	8%	1,086,277	88%	97%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	748,804	122,639	16%	0	0%	16%
OPERATING EXPENDITURES	441,626	21,979	5%	60,946	14%	19%
CAPITAL OUTLAY	2,236,073	214,189	10%	935,652	42%	51%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,426,503	358,807	10%	996,598	29%	40%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	436,605	36,848	8%	0	0%	8%
OPERATING EXPENDITURES	73,625	16,012	22%	46,957	64%	86%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	510,230	52,860	10%	46,957	9%	20%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	3,776,903	844,619	22%	0	0%	22%
OPERATING EXPENDITURES	746,199	95,717	13%	28,625	4%	17%
CAPITAL OUTLAY	857,615	51,991	6%	467,300	54%	61%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	5,380,717	992,327	18%	495,925	9%	28%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	479,972	73,447	15%	0	0%	15%
OPERATING EXPENDITURES	24,486	1,821	7%	0	0%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	504,458	75,268	15%	0	0%	15%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	47,000	6,084	13%	0	0%	13%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	47,000	6,084	13%	0	0%	13%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,000	0	0%	0	0%	0%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	3,000	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,000	0	0%	0	0%	0%
<u>RECREATION & CULTURE</u>						
PERSONAL SERVICES	708,991	112,299	16%	0	0%	16%
OPERATING EXPENDITURES	699,101	93,651	13%	193,576	28%	41%
CAPITAL OUTLAY	0	0	0%	5,399	NA-	NA-
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,408,092	205,950	15%	198,975	14%	29%
GENERAL FUND	20,647,082	3,063,651	15%	3,246,066	16%	31%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: 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.

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	1,527,428	1,527,428	98,264	6%
PERMITS, FEES & ASSESSMENTS	9,800	9,800	30	0%
INTERGOVERNMENTAL REVENUE	705,820	705,820	335,107	47%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	4,900	4,900	420	9%
MISCELLANEOUS REVENUE	48,350	48,350	8,647	18%
NON-OPERATING	2,478,318	2,478,318	0	0%
	4,774,616	4,774,616	442,468	9%
EXPENSES:				
GENERAL GOVERNMENT	2,733,491	2,733,491	22,636	1%
PUBLIC SAFETY	13,315	13,315	0	0%
ECONOMIC ENVIRONMENT	1,041,399	1,041,399	234,379	23%
PHYSICAL ENVIRONMENT	27,000	27,000	10,652	39%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	959,411	959,411	336,816	35%
	4,774,616	4,774,616	604,483	13%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	100,167	100,167	19,691	20%
OPERATING EXPENDITURES	739,806	739,806	245,890	33%
CAPITAL OUTLAY	3,879,643	3,879,643	338,902	9%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	25,000	25,000	0	0%
NON-OPERATING	30,000	30,000	0	0%
	4,774,616	4,774,616	604,483	13%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

SPECIAL REVENUE FUNDS REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	RECEIVED TO DATE FY 24/25	PERCENT COLLECTED
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	1,527,428	1,527,428	98,264	6%
SUBTOTAL	1,527,428	1,527,428	98,264	6%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
OTHER CHARGES AND FEES	0	0	0	0%
SPECIAL ASSESSMENTS	9,800	9,800	30	0%
SUBTOTAL	9,800	9,800	30	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	333,333	333,333	335,107	101%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	372,487	372,487	0	0%
SUBTOTAL	705,820	705,820	335,107	47%
<u>CHARGES FOR SERVICES</u>				
CULTURE & RECREATION	0	0	0	0%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>FINES AND FORFEITURES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	4,900	4,900	420	9%
SUBTOTAL	4,900	4,900	420	9%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	23,350	23,350	5,172	22%
RENTALS AND LEASES	25,000	25,000	3,475	14%
CONTRIBUTIONS AND DONATIONS	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	48,350	48,350	8,647	18%
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	290,929	290,929	0	0%
USE OF FUND BALANCE/UNDERCOLLECTION	2,187,389	2,187,389	0	0%
SUBTOTAL	2,478,318	2,478,318	0	0%
SPECIAL REVENUE FUNDS	4,774,616	4,774,616	442,468	9%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

SPECIAL REVENUE FUNDS EXPENDITURES
BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	9,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	9,000	0	0%	0	0%	0%
<u>TREE BANK FUND</u>						
OPERATING EXPENDITURES	350,444	0	0%	22,636	6%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	350,444	0	0%	22,636	6%	6%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	4,315	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,315	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,000	888	5%	9,764	57%	63%
NON OPERATING	10,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,000	888	3%	9,764	36%	39%
<u>INFRASTRUCTURE SURTAX FUND</u>						
OPERATING EXPENDITURES	0	0	0%	0	0%	0%
CAPITAL OUTLAY	2,383,047	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,383,047	0	0%	0	0%	0%
<u>WILD SPACES PUBLIC PLACES FUND</u>						
OPERATING EXPENDITURES	0	2,050	NA-	3,999	NA-	NA-
CAPITAL OUTLAY	957,946	51,295	5%	279,472	29%	35%
TOTAL EXPENDITURES	957,946	53,345	6%	283,471	30%	35%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	1,465	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,465	0	0%	0	0%	0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>CRA FUND</u>						
PERSONAL SERVICES	100,167	19,691	20%	0	0%	20%
OPERATING EXPENDITURES	357,582	32,758	9%	173,795	49%	58%
CAPITAL OUTLAY	538,650	0	0%	8,135	2%	2%
DEBT SERVICE	0	0	0%	0	0%	0%
AIDS TO PRIVATE ORGANIZATIONS	25,000	0	0%	0	0%	0%
NON OPERATING	20,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,041,399	52,449	5%	181,930	17%	23%
 SPECIAL REVENUE FUNDS	 4,774,616	 106,682	 2%	 497,801	 10%	 13%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

DEBT SERVICE FUND

FUND 070 - DEBT SERVICE FUND: The Debt Service Fund is used to account for the accumulation of resources for, and the payment of the City's general long-term debt, interest, and other related debt service charges. Debt obligations related to the Enterprise funds are accounted for in those specific funds.

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	1	NA+
NON-OPERATING	797,657	797,657	0	0%
	<u>797,657</u>	<u>797,657</u>	<u>1</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	797,657	797,657	622,086	78%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>797,657</u>	<u>797,657</u>	<u>622,086</u>	<u>78%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	797,657	797,657	622,086	78%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>797,657</u>	<u>797,657</u>	<u>622,086</u>	<u>78%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	1	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	1	NA+
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	796,657	796,657	0	0%
FUND BALANCE & UNDER COLLECTION	1,000	1,000	0	0%
SUBTOTAL	797,657	797,657	0	0%
 DEBT SERVICE FUND	 797,657	 797,657	 1	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	1,000	0	0%	0	0%	0%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	796,657	622,086	78%	0	0%	78%
TOTAL EXPENDITURES	796,657	622,086	78%	0	0%	78%
DEBT SERVICE FUND	797,657	622,086	78%	0	0%	78%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: 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 Enterprise Funds or Special Assessments).

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	0	0%
NON-OPERATING	40,414	40,414	0	0%
	<u>40,414</u>	<u>40,414</u>	<u>0</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	4,326	4,326	0	0%
TRANSPORTATION	36,088	36,088	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>40,414</u>	<u>40,414</u>	<u>0</u>	<u>0%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	4,326	4,326	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	36,088	36,088	0	0%
POWER COSTS	0	0	0	0%
	<u>40,414</u>	<u>40,414</u>	<u>0</u>	<u>0%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

CAPITAL PROJECTS FUNDS REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	RECEIVED TO DATE FY 24/25	PERCENT COLLECTED
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
USE OF FUND BALANCE	40,414	40,414	0	0%
SUBTOTAL	40,414	40,414	0	0%
 CAPITAL PROJECTS FUNDS	 40,414	 40,414	 0	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

CAPITAL PROJECTS FUNDS EXPENDITURES
BY MAJOR CATEGORY

CAPITAL PROJECT	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	4,326	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,326	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	0	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	36,088	0	0%	0	0%	0%
TOTAL EXPENDITURES	36,088	0	0%	0	0%	0%
 CAPITAL PROJECT FUNDS	 40,414	 0	 0%	 0	 0%	 0%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: 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. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	22,627,288	22,627,288	3,594,294	16%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	558,800	558,800	644,092	115%
NON-OPERATING	13,673,896	13,673,896	0	0%
	36,859,984	36,859,984	4,238,386	11%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	36,859,984	36,859,984	8,901,334	24%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	36,859,984	36,859,984	8,901,334	24%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	2,948,108	2,948,108	526,487	18%
OPERATING EXPENDITURES	2,711,702	2,711,702	581,927	21%
CAPITAL OUTLAY	14,431,061	14,431,061	6,694,180	46%
DEBT SERVICE	791,308	791,308	512,545	65%
GRANTS AND AIDS	0	0	3,250	0%
NON-OPERATING	7,572,805	7,572,805	17,160	0%
POWER COSTS	8,405,000	8,405,000	565,785	7%
	36,859,984	36,859,984	8,901,334	24%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

ENTERPRISE FUNDS REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	RECEIVED TO DATE FY 24/25	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE GRANTS	0	0	0	0%
FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	16,460,061	16,460,061	2,287,911	14%
PHYSICAL ENVIRONMENT-WATER	2,563,527	2,563,527	558,021	22%
PHYSICAL ENVIRONMENT-WASTEWATER	3,538,700	3,538,700	737,410	21%
PHYSICAL ENVIRONMENT-MOSQUITO	65,000	65,000	10,952	17%
SUBTOTAL	22,627,288	22,627,288	3,594,294	16%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	93,000	93,000	32,097	35%
RENTS & ROYALTIES	32,000	32,000	0	0%
OTHER MISCELLANEOUS REVENUE	433,800	433,800	611,995	141%
SUBTOTAL	558,800	558,800	644,092	115%
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	13,673,896	13,673,896	0	0%
SUBTOTAL	13,673,896	13,673,896	0	0%
ENTERPRISE FUNDS	36,859,984	36,859,984	4,238,386	11%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

ENTERPRISE FUNDS EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	1,911,783	346,347	18%	0	0%	18%
OPERATING EXPENDITURES	930,013	140,690	15%	112,354	12%	27%
CAPITAL OUTLAY	4,774,483	225,067	5%	628,859	13%	18%
DEBT SERVICE	0	0	0%	0	0%	0%
GRANTS & AIDS	0	3,250	NA-	0	0%	NA-
NON-OPERATING	5,831,705	11,907	0%	0	0%	0%
POWER COSTS	8,405,000	565,785	7%	0	0%	7%
TOTAL EXPENDITURES	21,852,984	1,293,046	6%	741,213	3%	9%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	338,682	50,979	15%	0	0%	15%
OPERATING EXPENDITURES	545,250	45,873	8%	16,700	3%	11%
CAPITAL OUTLAY	6,799,538	277,948	4%	5,083,564	75%	79%
DEBT SERVICE	166,982	141,937	85%	0	0%	85%
NON-OPERATING	1,012,634	2,515	0%	0	0%	0%
TOTAL EXPENDITURES	8,863,086	519,252	6%	5,100,264	58%	63%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	685,493	127,818	19%	0	0%	19%
OPERATING EXPENDITURES	1,194,681	85,246	7%	180,598	15%	22%
CAPITAL OUTLAY	2,857,040	175,119	6%	303,623	11%	17%
DEBT SERVICE	624,326	370,608	59%	0	0%	59%
NON-OPERATING	680,357	2,582	0%	0	0%	0%
TOTAL EXPENDITURES	6,041,897	761,373	13%	484,221	8%	21%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	12,150	1,343	11%	0	0%	11%
OPERATING EXPENDITURES	41,758	466	1%	0	0%	1%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	48,109	156	0%	0	0%	0%
TOTAL EXPENDITURES	102,017	1,965	2%	0	0%	2%
ENTERPRISE FUNDS	36,859,984	2,575,636	7%	6,325,698	17%	24%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

INTERNAL SERVICE FUND

FUND 700 - INTERNAL SERVICE FUND: The Internal Service Fund is used to account for the provision of goods or services by Utility Administration, Utility Operations, Utility Billing, Warehouse Operations, and postage services for the City's utility system and other departments.

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	165	NA+
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	12,000	12,000	4,847	40%
NON-OPERATING	4,231,960	4,231,960	0	0%
	<u>4,243,960</u>	<u>4,243,960</u>	<u>5,012</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	3,367,184	3,367,184	726,635	22%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	876,776	876,776	100,757	11%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>4,243,960</u>	<u>4,243,960</u>	<u>827,392</u>	<u>19%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	2,707,844	2,707,844	461,544	17%
OPERATING EXPENDITURES	1,021,209	1,021,209	147,277	14%
CAPITAL OUTLAY	95,000	95,000	0	0%
DEBT SERVICE	279,907	279,907	218,571	78%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	140,000	140,000	0	0%
POWER COSTS	0	0	0	0%
	<u>4,243,960</u>	<u>4,243,960</u>	<u>827,392</u>	<u>19%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	165	NA+
SUBTOTAL	0	0	165	NA+
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	12,000	12,000	4,847	40%
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	12,000	12,000	4,847	40%
<u>NON-OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,311,180	2,311,180	0	0%
FUND BALANCE & UNDER COLLECTION	1,920,780	1,920,780	0	0%
SUBTOTAL	4,231,960	4,231,960	0	0%
INTERNAL SERVICE FUND	4,243,960	4,243,960	5,012	0%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FAS / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	368,803	77,768	21%	0	0%	21%
OPERATING EXPENDITURES	122,127	7,573	6%	30,270	25%	31%
CAPITAL OUTLAY	50,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	540,930	85,341	16%	30,270	6%	21%
<u>FAS / UTILITY BILLING</u>						
PERSONAL SERVICES	425,958	76,492	18%	0	0%	18%
OPERATING EXPENDITURES	178,589	35,416	20%	0	0%	20%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	604,547	111,908	19%	0	0%	19%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	1,184,336	179,674	15%	0	0%	15%
OPERATING EXPENDITURES	289,819	24,403	8%	25,597	9%	17%
CAPITAL OUTLAY	45,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,519,155	204,077	13%	25,597	2%	15%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	145,447	33,177	23%	0	0%	23%
OPERATING EXPENDITURES	38,670	2,198	6%	0	0%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	184,117	35,375	19%	0	0%	19%
<u>ISF - HUMAN RESOURCES</u>						
PERSONAL SERVICES	46,709	8,546	18%	0	0%	18%
OPERATING EXPENDITURES	777	194	25%	0	0%	25%
TOTAL EXPENDITURES	47,486	8,740	18%	0	0%	18%
<u>ISF - FAS / INFORMATION</u>						
PERSONAL SERVICES	37,042	6,659	18%	0	0%	18%
OPERATING EXPENDITURES	14,000	97	1%	0	0%	1%
TOTAL EXPENDITURES	51,042	6,756	13%	0	0%	13%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2024

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 24/25 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	499,549	79,228	16%	0	0%	16%
OPERATING EXPENDITURES	377,227	17,409	5%	4,120	1%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	876,776	96,637	11%	4,120	0%	11%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	279,907	218,571	78%	0	0%	78%
TOTAL EXPENDITURES	279,907	218,571	78%	0	0%	78%
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	140,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	140,000	0	0%	0	0%	0%
INTERNAL SERVICE FUND	4,243,960	767,405	18%	59,987	1%	19%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2024**

ALL CITY FUNDS

	FY 24/25 APPROVED BUDGET	FY 24/25 AMENDED BUDGET	YEAR TO DATE FY 24/25	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	11,409,653	11,409,653	1,211,897	11%
PERMITS, FEES & ASSESSMENTS	1,044,800	1,044,800	141,803	14%
INTERGOVERNMENTAL	1,919,154	1,919,154	461,486	24%
CHARGES FOR SERVICES	24,493,490	24,493,490	3,862,403	16%
FINES AND FORFEITURES	51,900	51,900	5,412	10%
MISCELLANEOUS REVENUE	806,350	806,350	690,002	86%
NON-OPERATING	27,638,366	27,638,366	36,087	0%
	67,363,713	67,363,713	6,409,090	10%

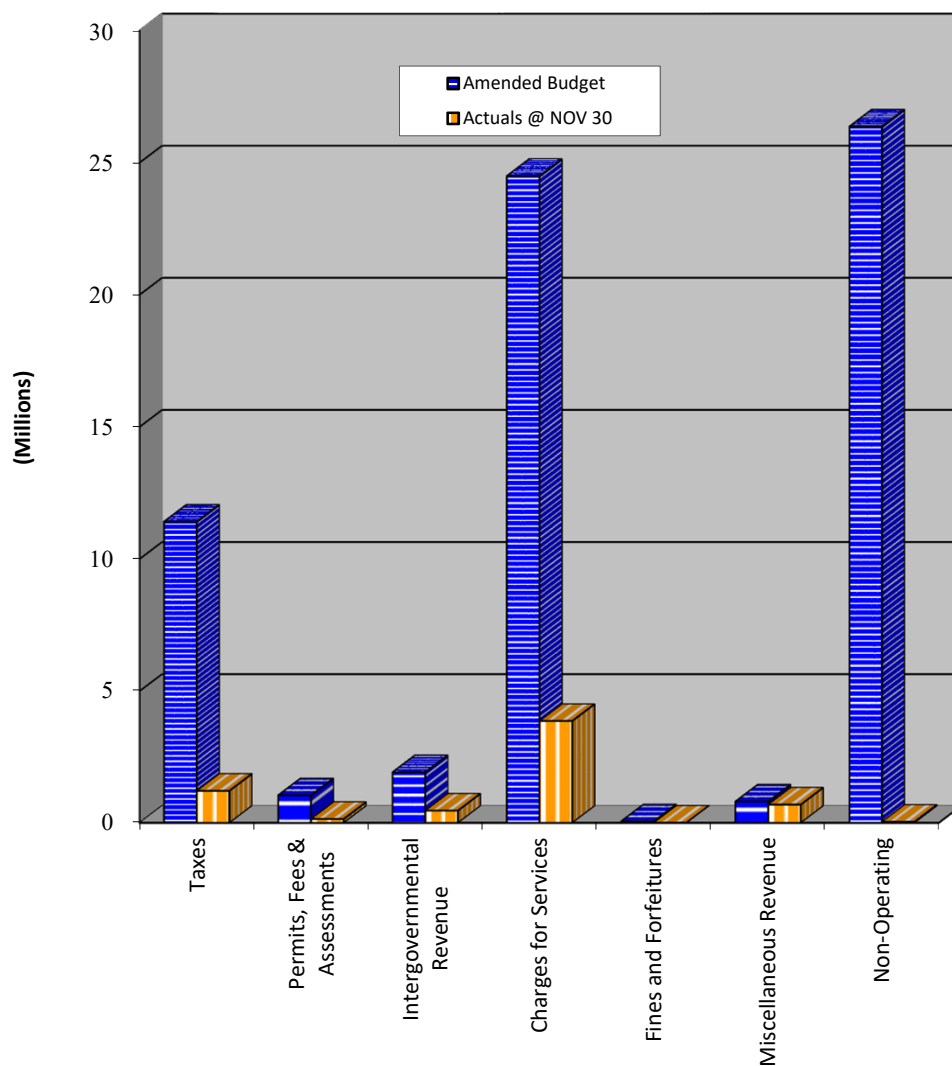
EXPENSES:				
GENERAL GOVERNMENT	15,033,384	15,033,384	3,063,155	26%
PUBLIC SAFETY	6,460,720	6,460,720	1,669,421	26%
ECONOMIC ENVIRONMENT	1,041,399	1,041,399	234,379	23%
PHYSICAL ENVIRONMENT	38,998,116	38,998,116	10,200,911	26%
TRANSPORTATION	3,462,591	3,462,591	1,355,405	39%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	2,367,503	2,367,503	741,741	31%
	67,363,713	67,363,713	17,265,012	26%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	16,127,054	16,127,054	2,961,193	18%
OPERATING EXPENDITURES	9,297,018	9,297,018	3,306,514	36%
CAPITAL OUTLAY	22,090,290	22,090,290	8,857,908	40%
DEBT SERVICE	1,868,872	1,868,872	1,353,202	72%
GRANTS & AIDS	309,000	309,000	203,250	66%
NON-OPERATING	9,266,479	9,266,479	17,160	0%
POWER COSTS	8,405,000	8,405,000	565,785	7%
	67,363,713	67,363,713	17,265,012	26%

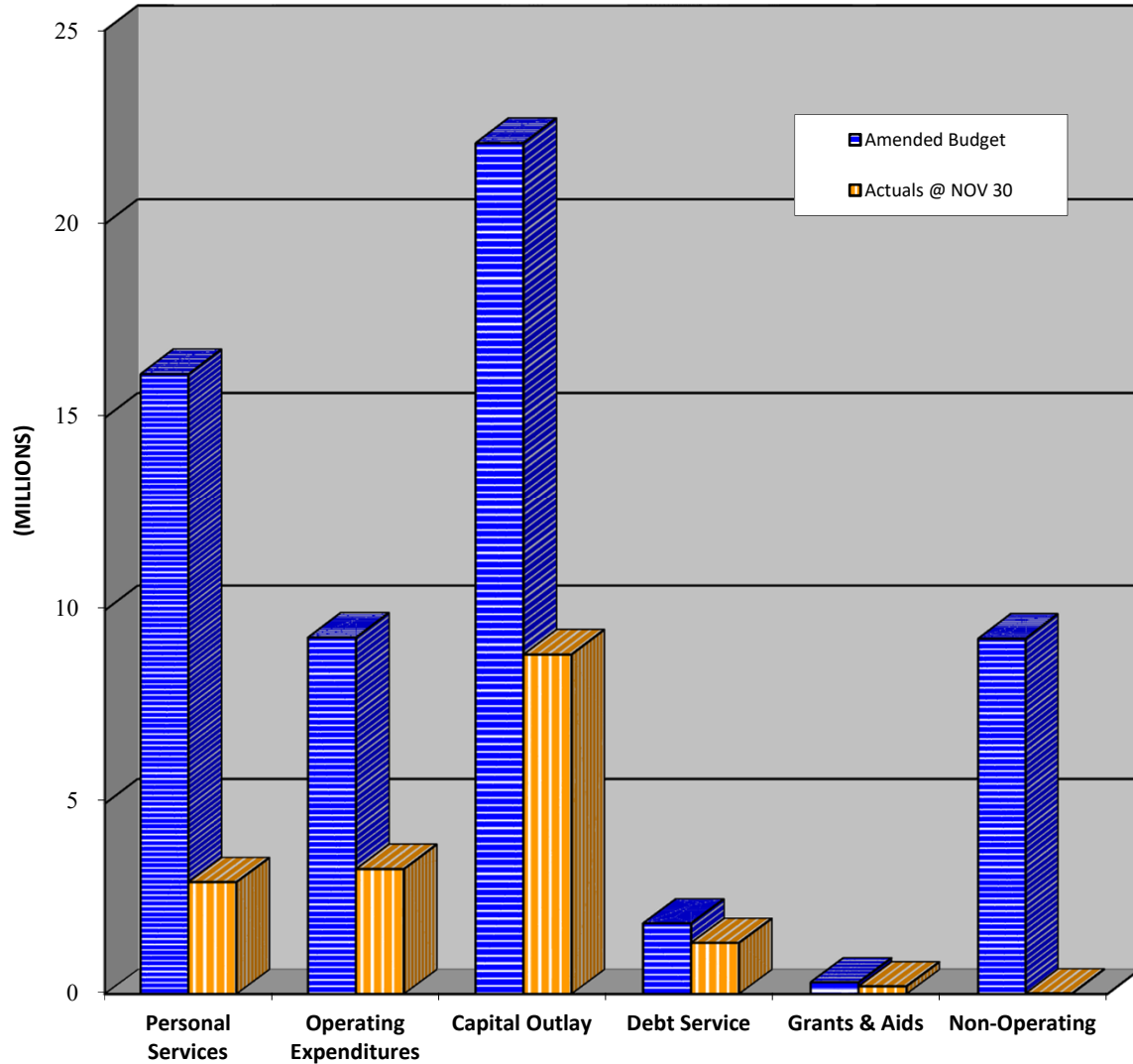
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 10% of budget for the fiscal year. Taxes are at 11% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (14%); Intergovernmental Revenue (24%); Charges for Services (16%); Fines and Forfeitures (10%); Miscellaneous Revenue (86%); and Non-Operating Revenue (0%).



Expenditures by Major Category All City Funds

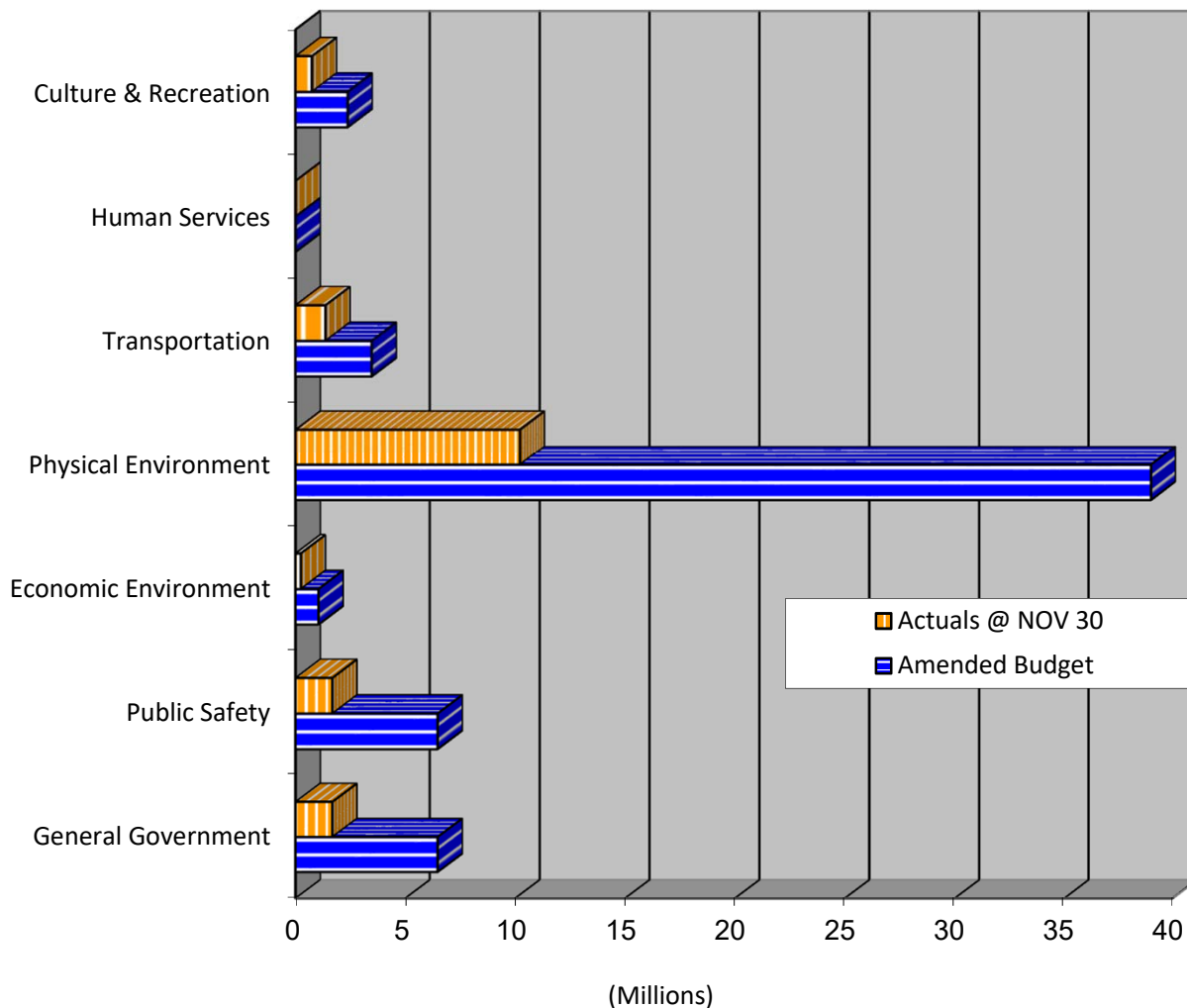
Overall, City expenditures and encumbrances are at 26% of budget for the period. The Personal Services category is at 18% of budget for the fiscal year. The Operating Expenditures category is at 36%, with encumbrances for legal and residential waste collection services of \$1.3M. Capital Outlay is at 40%, Debt Service is 72%, Grants & Aids is 66% and Non-Operating Expenditures are at 0%. Encumbrances for future expenditures account for 5.6% (aprox. \$3.8M) of the budget total.



* Encumbered activity are purchase orders that are reserved for payment, but have not been paid as of the report date.

Budget Performance by Function All City Funds

Overall, expenditures are at 26% of budget with General Government expenses at 26%, Public Safety at 26%, Economic Environment at 23%, Physical Environment at 26% (Enterprise Funds, Water Collection and Distribution & residential waste collection services), Transportation at 39%, Human Services at 0%, and Culture & Recreation at 31%.



INVESTMENTS AND CASH

Purpose

The purpose of this section is to report the City's cash and investment holdings at the end of each month. These funds are managed in accordance with the City's Investment Policies, which are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

Investment Objectives

The foremost objective of the City's investment program is the safety of the principal of those funds within the portfolios. The portfolio is managed in a manner that funds are available to meet reasonably anticipated cash flow requirements in an orderly manner. The portfolio is designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. However, return on investment is insignificant in comparison to the safety and liquidity objectives described above. The City's core investments are limited to relatively low risk investment instruments in anticipation of earning fair return relative to the risk being assumed.

Defining Principal

Principal, when dealing with investments, can be defined as the original amount invested in a security.

Defining of Portfolio

A portfolio can be defined as various investment instruments possessed by an individual or organization.

Defining Rate of Return on Investment

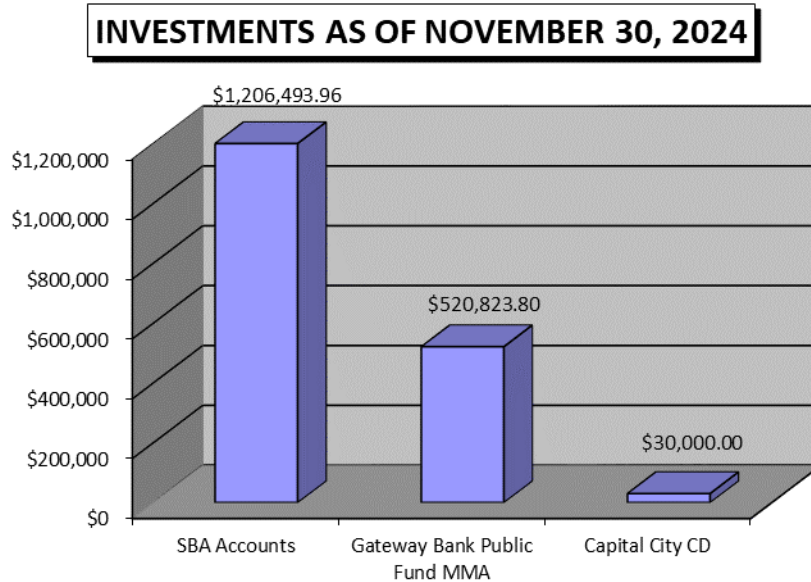
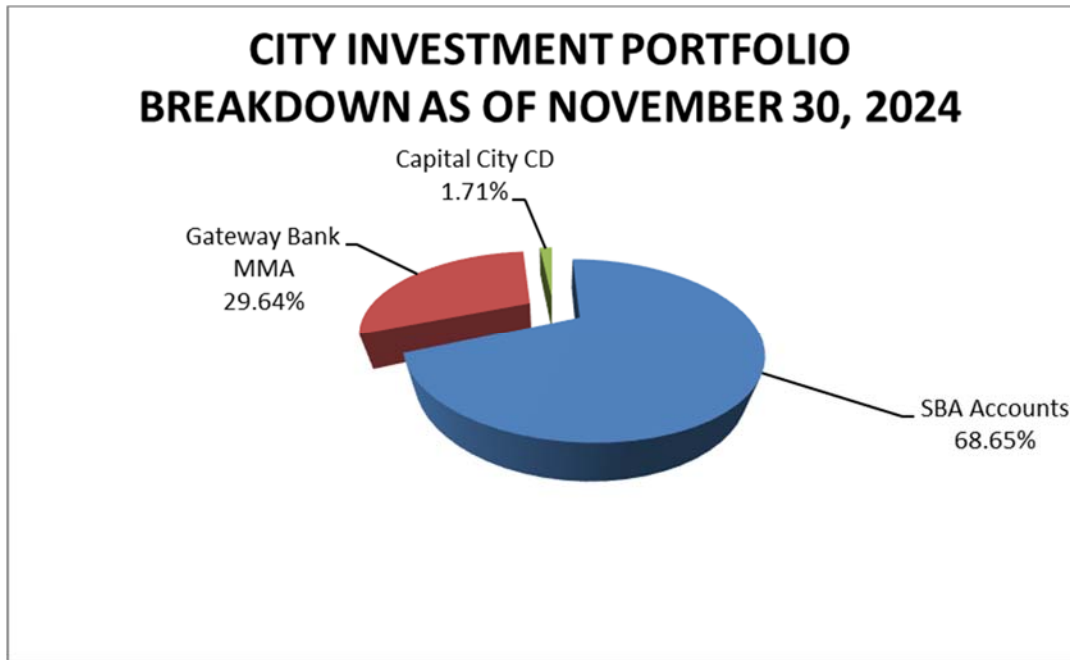
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional education in subjects or courses of study related to investment practices and products.

INVESTMENTS AND CASH

As of November 30, 2024, the City's investment portfolio totaled **\$1,757,317.76**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



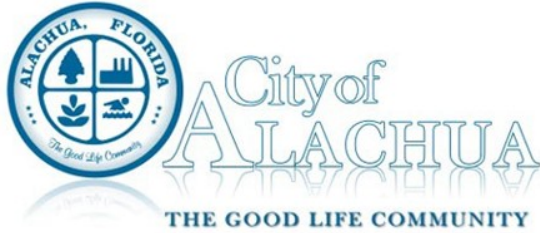
INVESTMENTS AND CASH

As of November 30, 2024, the City had cash holdings in several accounts with Capital City Bank, South State Bank (formerly CenterState Bank) and Renasant Bank (formerly Alarion & Heritage) that totaled **\$29,592,743.26**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Series 2016 Repayment: This account is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.
- ARPA Account: This account is for funds received from the Federal Government through the American Rescue Plan Act. Funds are intended to be used to make necessary investments in water infrastructure.

The bank account balances as of the end of the report period are as follows:

Bank Account	November Balance	Percentage of Total
Operating Account	\$23,538,822.22	79.54%
Payroll Account	\$7,861.99	0.03%
CRA Account	\$632,238.00	2.14%
Police Forfeiture Account	\$3,389.90	0.01%
Series 2016 Repayment Account	\$34,396.56	0.12%
Deposit Account	\$2,152,135.50	7.27%
Explorer Account	\$9,115.29	0.03%
Heritage Oaks Account	\$4,325.46	0.01%
SRF Repayment Account	\$79,447.75	0.27%
ARPA Account	\$3,131,010.59	10.58%
TOTAL	\$29,592,743.26	100.00%



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Approve Meeting Minutes for October 21, 2024

PREPARED BY: Diane Amendola, Assistant Deputy City Clerk

RECOMMENDED ACTION:

Approve the October 21, 2024, Regular City Commission Meeting Minutes.

Summary

Approve the October 21, 2024, Regular City Commission Meeting Minutes.

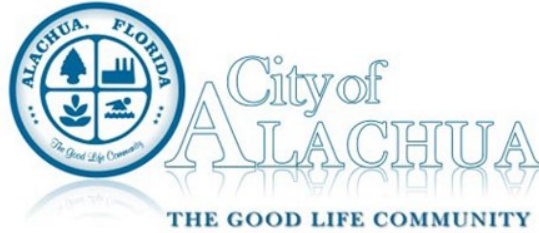
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.10.21.M.CCM.SD



Regular City Commission Meeting Minutes
October 21, 2024 at 6:00 PM

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

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: Ralph Williams, Tom Hubbard
STAFF ATTENDING: Diane Amendola, Kyler Burk, Michael Carrillo, Tara Malone,
Jesse Sandusky, Rodolfo Valladares, LeAnne Williams, 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 Ralph Williams, Newberry Church of the Nazarene.

PLEDGE TO THE FLAG

Led by Mayor Coerper.

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 Ringersen moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Dayna Williams.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

Tom Hubbard expressed his gratitude to City staff for their efforts in keeping utility rates low. He also stated he was happy about the turnout for the Elder Options event held at Legacy Park.

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

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

V. AGENDA ITEMS

A) FISCAL YEAR 2025 COMPENSATION PLAN

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

Commissioner Ringersen moved to approve the Proposed Fiscal Year Plan 2025; seconded by Vice Mayor Potts.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

Commissioner Williams moved to waive the rules of procedure, seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

City Attorney Marian Rush shared with the Commission the letter in response to the Alachua County Board of County Commissioners and requested it be sent to the County.

Commissioner Ringersen moved to authorize the Mayor to sign the response letter on behalf of the City of Alachua and send it to the Alachua County Board of County Commissioners: seconded by Commissioner Shirley Green Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

City Attorney Rush requested the City Commission authorize an amendment to the agreement with Robert A. Rush P.A. for legal services to extend the duration of the contract to run until September 30, 2029, and to allow City Attorney Rush to bill at an hourly rate on any of the matters that relate to Mill Creek and Tara projects.

Vice Mayor Potts moved to authorize an amendment to the agreement with Robert A. Rush P.A. for legal services to extend the duration of the contract to run until September 30, 2029, and to allow City Attorney Rush to bill at an hourly rate on any of the matters that relate to Mill Creek and the Tara projects; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 4-1 by roll call.

Commissioner Williams dissented.

City Manager DaRoza thanked Pastor Williams for his prayer. He thanked Mr. Tom Hubbard and Jim Currington for attending the Commission meetings and for their input.

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Williams thanked Pastor Williams for his prayer. She expressed her appreciation for Mr. Hubbard's comments and would pass the remarks on to staff. She attended the ribbon cutting for Quick Lane. She spoke about the Alachua Women's Club and what they are doing within the City.

Commissioner Brown attended the ribbon cutting for Quick Lane.

Commissioner Ringersen thanked Alachua Police Chief Jesse Sandusky and APD officers for keeping the City safe.

Vice Mayor Potts announced the following events:
Gainesville Gone Wild West for Child Advocacy Center at Hitchcock's River Ranch, Alzheimer's Wall at Trinity United Methodist Church, Oktoberfest at Gainesville Audi, and the Alachua Women's Club Saint Nicholas Ball.

Mayor Coerper thanked Mr. Hubbard and Mr. Currington for attending the meeting and for their input. He thanked Pastor Williams for his prayer. He stated the Elder Options event held at Legacy Park was a successful event.

ADJOURN

Vice Mayor Potts moved to adjourn; seconded by Commissioner Ringersen.

Passed by unanimous consent.

Mayor Coerper adjourned the meeting at 6:26 pm.

CONSENT AGENDA

Consent Agenda items represent routine City operations and business. These items are approved at the beginning of the Regular City Commission meeting upon approval of the meeting agenda.

A) FY 2025 PURCHASE OF POLICE VEHICLES

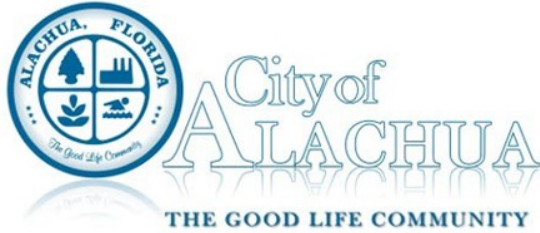
B) APPROVE MEETING MINUTES

ATTEST:

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

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Approval of the November 18, 2024, City Commission Meeting minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve of the November 18, 2024, City Commission

Summary

Approval of the November 18, 2024, City Commission

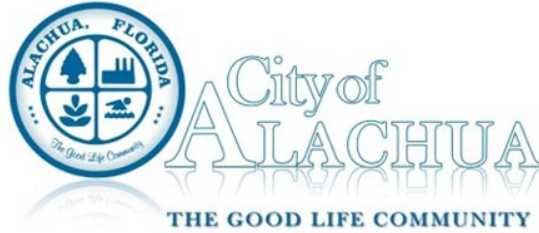
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.11.18.M.CCM



Regular City Commission Meeting Minutes
November 18, 2024 at 6:00 PM

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

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:

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Michael Carrillo, Carson Crockett, Tara Malone, Damon Messina, Jesse Sandusky, Donna Smith, Rodolfo Valladares, LeAnne 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 James Bramblet, Calvary Baptist Church.

PLEDGE TO THE FLAG

Led by Mayor Coerper, with Vice Mayor Edward Potts and Commissioner Dayna Williams absent.

APPROVAL OF THE AGENDA

Commissioner Shirley Green Brown 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 Ringersen moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Brown.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

Mayor Coerper opened the floor for comments.

Mitch Glaeser congratulated the Chamber of Commerce as they had 145 new members. He announced:

1. The Chamber of Commerce would have its annual dinner on January 22, 2025.
2. San Felasco Tech City had its 4000th visitor come to tour the facility.
3. Farmers Associates came to tour San Felasco Tech City.
4. San Felasco Tech City held its first broker's round-table.
5. 1500 jobs had come to the City of Alachua through San Felasco Tech City in the last 18 months.

David Thomas, Sons of the American Revolution, stated the organization would like to donate a Liberty Tree to the City with a plaque to replace the oak tree that died near Hitchcock's Marketplace.

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

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

- A) ORDINANCE 25-01 (FIRST READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE TOLOSA PLANNED DEVELOPMENT-RESIDENTIAL ("PD-R"); AMENDING SECTION 3, DEVELOPMENT PARAMETERS, OF ORDINANCE 19-28; AMENDING SHEET C2.0 OF THE PD MASTER PLAN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL)**

Deputy City Clerk LeAnne Williams swore in all who intended to speak regarding Ordinance 25-01.

City Attorney Marian Rush conducted a vior dire of the Commission.

Planner Carson Crockett introduced the item and provided the staff report.

Kathy Ebaugh, FAICP, stated that the staff covered everything well. She addressed the public's concerns regarding the ingress of the lot.

City Attorney Rush read Ordinance 25-01 by title only.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and Staff's recommendation, that this Commission finds the application for a PD-R Amendment submitted by JBrown Professional Group Inc. on behalf of 3rd Generation Developer, LLC and Bentley Timber LLC to be consistent with the City of Alachua Comprehensive Plan and Land Development Regulations and (1) approve Ordinance 25-01 on first reading, and, (2) schedule second and final reading of Ordinance 25-01 for December 9, 2024; seconded by Commissioner Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 3-0 by roll call.

V. AGENDA ITEMS

- A) RESOLUTION 25-01: AMENDING THE FISCAL YEAR 2023-2024 GENERAL FUND BUDGET; RECOGNIZING AND APPROPRIATING UNANTICIPATED REVENUES; INCREASING THE GENERAL FUND CITY MANAGER, CITY ATTORNEY, AND POLICE DEPARTMENT BUDGETS TO ELIMINATE BUDGET VARIANCES; AND, PROVIDING AN EFFECTIVE DATE.**

City Attorney Rush read Resolution 25-01 by title only.

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

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Ringersen moved to adopt Resolution 25-01; seconded by Commissioner Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 3-0 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 Mike DaRoza stated the City of Alachua was a leader in debris clean-up from the three hurricanes that affected the area this year, and he thanked the staff for a job well done. He stated he attended:

1. Mi Apá Latin Café of Alachua's groundbreaking
2. Alachua Main Street Fall Festival

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Ringersen stated she attended:

1. Mi Apá Latin Café of Alachua's groundbreaking
2. Alachua Main Street Fall Festival

She announced:

1. The Education Task Force would have a meeting on December 2, 2024, at 5:00 p.m.
2. Alachua's Christmas on Main would be on December 6, 2024, from 4:00 p.m. to

8:00 p.m.

3. The Christmas Parade would be on December 14, 2024, from 11:00 a.m. to 1:00 p.m.

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

1. W.W. Irby Elementary Fall Festival
2. Government Week at W.W. Irby Elementary
3. Alachua Main Street Fall Festival
4. A benefit for Lynn Hamlyn, who lost her home in a fire

She congratulated Captain Chad Scott on winning the Alachua County Sheriff's race.

Mayor Coerper congratulated Captain Chad Scott. He stated he attended the Alachua Main Street Fall Festival and was on a podcast with Lizzy Jenkins.

ADJOURN

Commissioner Ringersen moved to adjourn; seconded by Commissioner Brown.

Passed by unanimous consent.

CONSENT AGENDA

Consent Agenda items represent routine City operations and business. These items are approved at the beginning of the Regular City Commission meeting upon approval of the meeting agenda.

**A) RFP 2024-01 FFY 2023 SMALL CITIES COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG) GRANT ADMINISTRATION SERVICES**

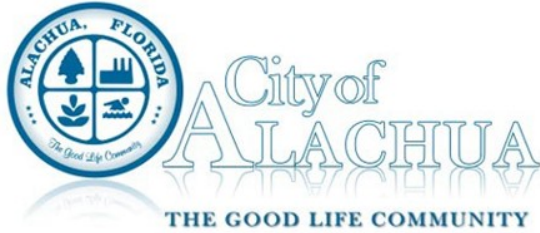
B) ALACHUA POLICE DEPARTMENT AXON LEASE PURCHASE

ATTEST:

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

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Approval of the December 9, 2024, City Commission Meeting minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve of the December 9, 2024, City Commission

Summary

Approval of the December 9, 2024, City Commission

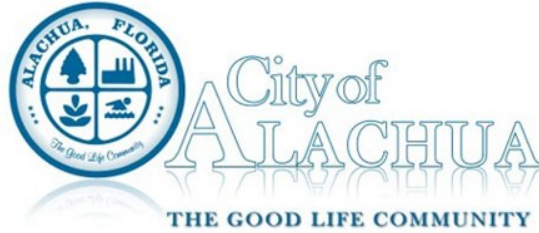
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 24.12.09.M.CCM



Regular City Commission Meeting Minutes
December 9, 2024 at 6:00 PM

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

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: Danielle J. Judd, Debra Sermons, Connie Meyer, Silvio Cavaceppi, Teddy Sanchez, Michele Lee, Cedar Chavez, Barbara Sutton, Ron Hall, Jami MacLintosh.

STAFF ATTENDING: Diane Amendola, Kyler Burk, Michael Carrillo, Heather Carter, Carson Crockett, Adam Hall, Tara Malone, Damon Messina, Jesse Sandusky, Donna Smith, Justin Tabor, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Cap Wilson, Kathy Winburn

City Commission Meeting

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

CALL TO ORDER

Led by Mayor Gib Coerper.

INVOCATION

Led by Pastor Debra Sermons, Paradise Community Outreach Ministry.

PLEDGE TO THE FLAG

Led by Mayor Coerper.

APPROVAL OF THE AGENDA

City Manager Mike DaRoza stated that Item F would be deferred as the public notice requirements were unmet.

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

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 Williams moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Shirley Green Brown.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A) ALACHUA LEARNING ACADEMY STUDENT PERFORMING ARTS APPRECIATION

Deputy City Clerk LeAnne Williams introduced the presentation.

Mayor Coerper and Ms. Yeargin presented the students with certificates.

The commissioners thanked the students and parents for the presentation.

B) POET LAUREATE E. STANLEY RICHARDSON CERTIFICATE OF RECOGNITION

Deputy City Clerk Williams introduced the presentation.

Stanley Richardson talked about his time in Nigeria and his experience performing abroad.

Mayor Coerper presented the certificate.

The commissioners congratulated Mr. Richardson for what he had accomplished.

C) FISCAL ANALYSIS REPORT FOR FY 2023-2024 THROUGH SEPTEMBER

30, 2024

Senior Accountant Tyler Williams provided the presentation.

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.

Ron Hall, Director of Operations, Alachua County Housing Authority, stated that Arbours at Merrillwood was nearing the end of construction and that a ribbon-cutting ceremony would be planned soon.

Mayor Coerper stated he spoke with Mark Sexton, Alachua County Community Outreach, who noted that Alachua County would celebrate its 200th Anniversary this year. He said the County would have a celebration on January 11, 2025, at Depot Station, and they were asking each city to have a table with information about their community and history.

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

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

Deputy City Clerk Williams presented the appointment.

Danielle Judd spoke about her aspirations to be part of this board.

City Attorney Marian Rush read Resolution 25-02 by title only.

Deputy City Clerk Williams conducted the ballot process and announced the vote, with Ms. Judd receiving a majority of the votes.

Vice Mayor Potts moved to appoint one member to the Planning & Zoning Board and adopt Resolution 25-02, to be finalized to include the name of the appointed member, Danielle J. Judd; 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 YOUTH ADVISORY COUNCIL (YAC)

Deputy City Clerk Williams presented the appointment.

Aaliyah Wilson spoke about her aspirations to be part of this board.

Deputy City Clerk Williams conducted the ballot process and announced the vote, with Jolene Brown and Ms. Wilson receiving a majority of the votes.

Commissioner Williams moved to Appoint two (2) members to the Youth Advisory Council with one (1) term beginning September 26, 2024, and expiring September 04, 2025, designated to Jolene Brown and one (1) term beginning September 26, 2024, and expiring September 04, 2026, designated to Aaliyah Wilson; 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) ORDINANCE 24-12 (SECOND READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE CITY'S COMPREHENSIVE PLAN; AMENDING THE CITY'S COMPREHENSIVE PLAN ADMINISTRATION AND IMPLEMENTATION ELEMENT TO ESTABLISH A NEW DEFINITION FOR MIXED-USE; AMENDING THE CITY'S COMPREHENSIVE PLAN FUTURE LAND USE ELEMENT TO ESTABLISH MIXED-USE FUTURE LAND USE CATEGORIES; AMENDING THE CITY'S COMPREHENSIVE PLAN ECONOMIC ELEMENT TO REMOVE AN EXISTING DEFINITION FOR MIXED-USE; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (LEGISLATIVE)**
RESIDENTIAL OPPORTUNITIES

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

Planner Carson Crockett introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Brown moved that the City Commission finds the proposed Comprehensive Plan Text Amendment to amend the Administration and Implementation, Future Land Use, and Economic Elements to be consistent with the City of Alachua Comprehensive Plan and (1) approves Ordinance 24-12 on the second and final reading and (2) authorizes staff to transmit the adopted Comprehensive Plan Text Amendment to the Florida Department of Commerce under the Expedited State Review Process; seconded by Vice Mayor Potts.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- B) ORDINANCE 25-01 (SECOND READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE TOLOSA PLANNED DEVELOPMENT-RESIDENTIAL ("PD-R"); AMENDING SECTION 3, DEVELOPMENT PARAMETERS, OF ORDINANCE 19-28; AMENDING SHEET C2.0 OF THE PD MASTER PLAN; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL)**

Deputy City Clerk Williams swore in all who intended to speak for Ordinance 25-01.

City Attorney Rush conducted a voir dire of the Commission.

City Attorney Rush read Ordinance 25-01 by title only.

Planner Crockett introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and the Staff's recommendation, that this Commission finds the application for a PD-R Amendment submitted by JBrown Professional Group Inc. on behalf of 3rd Generation Developer, LLC and Bentley Timber LLC to be consistent with the City of Alachua Comprehensive Plan and Land Development Regulations and approve Ordinance 25-01 on second and final reading; seconded by Vice Mayor Potts.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- C) ORDINANCE 25-02 (FIRST READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE OFFICIAL ZONING ATLAS; AMENDING THE OFFICIAL ZONING ATLAS FROM AGRICULTURAL (A) TO RESIDENTIAL SINGLE FAMILY – 4 (RSF-4) ON A ±24.58 ACRE PROPERTY; GENERALLY LOCATED NORTH OF NW 150TH AVENUE, NORTH AND EAST OF THE ALACHUA FOREST SUBDIVISION,**

AND EAST OF THE MERRILLWOOD SUBDIVISION; CONSISTING OF TAX PARCEL NUMBER 03206-000-000; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL).

Deputy City Clerk Williams swore in all who intended to speak for Ordinances 25-02.

City Attorney Rush conducted a voir dire of the Commission.

City Attorney Rush read Ordinance 25-02 by title only.

Principal Planner Justin Tabor introduced the item and provided the staff report.

Clay Sweger, AICP, LEED AP, Director of Planning, EDA Engineers – Surveyors – Planners, Inc., provided an additional report.

Mayor Coerper asked the commissioners for questions or comments.

Commissioner Williams asked what subjects came up at the neighborhood meetings.

Mr. Sweger stated the community was concerned about safety at the road entrance.

Mayor Coerper asked if this was near the Arbours at Merrillwood.

Mr. Sweger confirmed that it was.

Mayor Coerper agreed with the safety concerns.

City Manager DaRoza reminded the Commission that this was a zoning atlas application and nothing had been presented concerning the Land Use.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and the Staff's recommendation; this Commission finds Application Number PR24-0004 for a Site-Specific Amendment to the Official Zoning Atlas to be consistent with the City of Alachua Comprehensive Plan and approves Ordinance 25-02 on first reading; and, schedules second and final reading of Ordinance 25-02 for January 13, 2025; seconded by Commissioner Williams.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

D) ORDINANCE 25-03 (FIRST READING): AN ORDINANCE OF THE CITY OF

ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE CITY'S LAND DEVELOPMENT REGULATIONS ("LDRS"); AMENDING SUBPART B OF THE CITY OF ALACHUA CODE OF ORDINANCES, LAND DEVELOPMENT REGULATIONS; AMENDING SECTION 2.2.17 RELATING TO THE SIMULTANEOUS PROCESSING OF APPLICATIONS; AMENDING SECTION 2.4.3(D)(1)(A) AND SECTION 2.4.3(D)(6) RELATING TO FINAL PD PLANS IN PD-R AND PD-TND DEVELOPMENTS; AMENDING SECTION 2.4.10(G)(6)(E) RELATING TO THE RECORDING OF A FINAL PLAT IN THE PUBLIC RECORDS OF ALACHUA COUNTY; AMENDING SECTION 2.4.10(G)(8) RELATING TO THE WARRANTY PERIOD FOLLOWING INSPECTION OF PUBLIC AND PRIVATE IMPROVEMENTS CONSTRUCTED BY A SUBDIVIDER; AMENDING TABLE 4.1-1 TO ADD THE FOLLOWING NEW USE TYPES: "CIGAR/HOOKAH BAR", "MOBILE FOOD DISPENSING VEHICLE", AND "SMOKE SHOP"; CREATING SECTION 4.3.4(A)(3) TO ESTABLISH USE-SPECIFIC STANDARDS FOR MOBILE FOOD DISPENSING VEHICLES; CREATING SECTION 4.3.4(G)(12) TO ESTABLISH USE-SPECIFIC STANDARDS FOR CIGAR/HOOKAH BARS AND SMOKE SHOPS; AMENDING SECTION 4.5.3(A) AND (B) RELATED TO PROHIBITED TEMPORARY USES; AMENDING SECTION 6.5.4(C)(3)(B) RELATING TO WALL SIGNS IN BUSINESS DISTRICTS; AND AMENDING SECTION 10.2 TO CREATE DEFINITIONS FOR "CIGAR/HOOKAH BAR", "MOBILE FOOD DISPENSING VEHICLE", "RETAIL NICOTINE PRODUCTS DEALER", "RETAIL TOBACCO PRODUCTS DEALER", "RETAIL VAPE PRODUCTS DEALER", "SMOKE SHOP", AND "SMOKING DEVICES"; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL).

Deputy City Clerk Williams swore in all who intended to speak for Ordinance 25-03.

City Attorney Rush conducted a voir dire of the Commission.

City Attorney Rush read Ordinance 25-03 by title only.

Principal Planner Tabor introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

Commissioner Williams asked for clarification regarding the sign placement.

Principal Planner Tabor provided the information.

Mayor Coerper asked about the possibility of a truck that solely provided alcohol.

Principal Planner Tabor stated that the state regulations would have to change for this to occur. He discussed the exceptions that might occur during an event permit.

Commissioner Williams moved based upon the competent substantial evidence

presented at this hearing, the presentation to this Commission, and the Staff's recommendation; this Commission finds the proposed text amendments to the City's Land Development Regulations to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City's Land Development Regulations and approves Ordinance 25-03 on first reading; and, schedules second and final reading of Ordinance 25-03 for January 13, 2025; seconded by Vice Mayor Potts.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- E) ORDINANCE 25-04 (FIRST READING): AN ORDINANCE OF THE CITY OF ALACHUA, FL, RELATING TO THE AMENDMENT OF THE CITY'S LAND DEVELOPMENT REGULATIONS ("LDRS"); AMENDING SUBPART B OF THE CITY OF ALACHUA CODE OF ORDINANCES, LAND DEVELOPMENT REGULATIONS; AMENDING ARTICLE 3, SECTION 3.7.2 (C)(5)(C), RELATING TO THE LOCATION AND DESIGN OF ENCLOSURES FOR AREAS FOR TRASH COLLECTION WITHIN THE GATEWAY OVERLAY DISTRICT; PROVIDING A REPEALING CLAUSE, PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (LEGISLATIVE)

City Attorney Rush read Ordinance 25-04 by title only.

Principal Planner Adam Hall introduced the item and provided the staff report.

Silvio Cavaceppi of Sarcav, LLC, and Sharleen Cavaceppi, presented a detailed report.

Mayor Coerper asked the commissioners for questions or comments.

Mayor Coerper asked about the restaurants near I-75.

Mr. Cavaceppi provided the information.

Commissioner Williams thanked Mr. Cavaceppi for bringing this application forward.

Commissioner Brown also thanked Mr. Cavaceppi and commended him for his vision for the City of Alachua.

Commissioner Ringersen expressed her concerns for the public's safety and her approval of this application.

Vice Mayor Potts stated that it was clear how the current situation would disrupt business and impact economic development.

Commissioner Williams moved based upon the presentation to this Commission, the Planning and Zoning Board's recommendation, and the Staff's recommendation, this Commission finds the proposed text amendments to the City's Land Development Regulations to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City's Land Development Regulations and adopts Ordinance 25-04, upon first reading; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- F) TARA BAYWOOD PHASE 2 FINAL PLAT (RE-APPROVAL): A REQUEST BY KYLE WILLEMS P.E., OF JBROWN PROFESSIONAL GROUP, INC, APPLICANT AND AGENT FOR TARA BAYWOOD, LLC, PROPERTY OWNER, FOR CONSIDERATION OF THE RE-APPROVAL OF THE FINAL PLAT FOR TARA BAYWOOD PHASE 2. CONSISTING OF A PORTION OF TAX PARCEL NUMBER 03067-063-000 (QUASI-JUDICIAL HEARING).

Deferred to a date certain, January 13, 2025.

V. AGENDA ITEMS

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.)

Brian Buescher asked if Item F was deferred.

City Attorney Rush explained that the public notice requirements were unmet, and the item was deferred.

City Manager DaRoza stated it was deferred to a date certain of January 13, 2025.

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

City Manager DaRoza thanked:

- Rev. Sermons for the invocation
- Alachua Learning Academy for the performance
- Staff for a great job organizing Christmas on Main and the Tree Lighting

He congratulated:

- Mr. Richardson on his trip and performance in Nigeria
- Ms. Judd on her appointment to the PZB

- Ms. Brown on her appointment to the YAC
- Ms. Wilson on her appointment to the YAC

City Attorney Rush wished everyone a Happy Holidays and thanked everyone for a wonderful year.

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Williams wished everyone a Merry Christmas and a Happy New Year.

Commissioner Brown thanked:

- Rev. Sermons for the invocation
- Alachua Learning Academy for their performance

She stated she attended:

- Christmas on Main
- A nursing home with the Ladies of AKA

She announced:

- Friends of the Library would have the African American Read-In on February 23, 2025
- Mebane Middle School would have their Winter Concert on December 19, 2024, at 6:30 p.m.

She congratulated Mr. Richardson on his trip and performance in Nigeria. She wished everyone a Merry Christmas and a Happy New Year.

Commissioner Ringersen stated she attended the Christmas on Main event. She reminded everyone to be aware of those who need extra love through the holidays. She announced that O2B Kids on Tower Road would have an Angel Tree and encouraged everyone to buy gifts for children of all ages and donate them to the Angel Tree. She also announced W.W. Irby Elementary 1st Grade Concert on December 10, 2024, at 6:30 p.m.

Vice Mayor Potts stated he attended:

- Christmas on Main
- St. Nicholas Ball with the Alachua Women's Club

He announced:

- Wawa's grand opening on December 13, 2024
- The Ronald McDonald House would hold a gingerbread house event at Legacy Park on December 13, 2024, at 11:00 a.m.

Mayor Coerper stated he attended:

- Christmas on Main
- Masonic Lodge as they welcomed the new Grand Master
- Legacy Park Robotic Competition
- Polaris hunting and fishing event
- St. Nicholas Ball with the Alachua Women's Club

He was happy to see so many people getting involved in the community and wished everyone a Merry Christmas and a Happy New Year.

ADJOURN

Vice Mayor Potts moved to adjourn; seconded by Commissioner Ringersen.

Passed by unanimous consent.

CONSENT AGENDA

Consent Agenda items represent routine City operations and business. These items are approved at the beginning of the Regular City Commission meeting upon approval of the meeting agenda.

A) NOVEMBER 04, 2024, CITY COMMISSION MEETING MINUTES

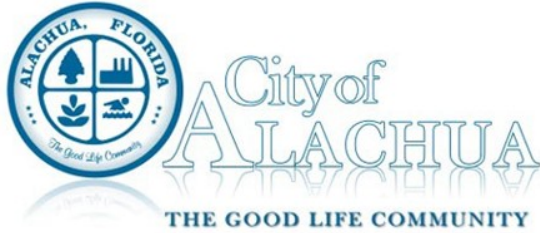
B) PURCHASE OF CONDUCTOR WIRE

ATTEST:

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

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Approval of the January 13, 2025, City Commission Meeting minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve of the January 13, 2025, City Commission

Summary

Approval of the January 13, 2025, City Commission

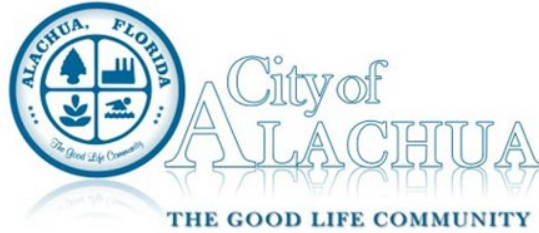
FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

ATTACHMENTS

1. 25.01.13.M.CCM



Regular City Commission Meeting Minutes
January 13, 2025 at 6:00 PM

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

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: Sayed Moukhtara, Joan Stewart, Brenda Phillips, Gloria Barker, Elecia Crumpton, Connie Meyer, Robert Harrison, Fischer Lynch, Tracy Massimillo, Dan Massimillo, Larissa Bernovich, Claudia Rasnick, Jami MacIntosh, Robert Sanchez, Liz Sanchez, Silvio Cavaceppi, Sarah Macro, John Brown, Kimberly Rauch.

STAFF ATTENDING: Diane Amendola, Robert Bonetti, Kyler Burk, Michael Carrillo, Adam Hall, Tara Malone, Damon Messina, Jesse Sandusky, Ashley Spencer, Donna Smith, Justin Tabor, Rodolfo Valladares, LeAnne 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 John Brown, St. Paul AME Church.

PLEDGE TO THE FLAG

Led by Mayor Coerper.

APPROVAL OF THE AGENDA

Commissioner Jennifer Ringersen moved to approve the amended agenda; seconded by Commissioner Dayna Williams.

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

Vice Mayor Edward Potts moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Shirley Green Brown.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A) ALACHUA ELEMENTARY STUDENT ARTIST APPRECIATION

Assistant Deputy City Clerk Diane Amendola introduced the presentation.

Mayor Coerper and Jamie Smith presented the students with certificates.

Mayor Coerper thanked the students for their dedication and the parents for their support.

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.

Robert Harrison spoke on behalf of 11 residents in attendance regarding a self-storage facility up for approval with the Planning and Zoning Board. He stated none of the residents had received a notice of the pending project and expressed concerns regarding flooding.

City Manager Mike DaRoza addressed the concerns.

Claudia Resnick spoke of her concerns about flooding in her backyard.

Bryan Buescher thanked the Commission for requesting funds at the Alachua County Legislative Delegation for wastewater. He suggested contacting FDOT for future traffic concerns.

Jami MacIntosh thanked Mayor Coerper for attending a meeting at the library. She spoke about flooding at her home and her concerns about the potential future development near Staghorn.

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

A) APPOINTMENT TO THE YOUTH ADVISORY COUNCIL (YAC)

Deputy City Clerk LeAnne Williams presented the appointment.

Raymond Lui spoke about his aspirations to be part of this board.

Commissioner Williams commended Mr. Lui on speaking, as it could seem intimidating for many citizens.

City Manager DaRoza also commended Mr. Lui.

Deputy City Clerk Williams conducted the ballot process and announced the vote, with Mr. Lui receiving a unanimous vote.

Commissioner Williams moved to appoint one (1) member to the Youth Advisory Council with a term beginning September 26, 2024, and expiring September 04, 2026; seconded by Vice Mayor Potts.

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) ORDINANCE 25-02 (SECOND READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE OFFICIAL ZONING ATLAS; AMENDING THE OFFICIAL ZONING ATLAS FROM AGRICULTURAL (A) TO RESIDENTIAL SINGLE FAMILY – 4 (RSF-4) ON A ±24.58 ACRE PROPERTY; GENERALLY LOCATED NORTH OF NW 150TH AVENUE, NORTH AND EAST OF THE ALACHUA FOREST SUBDIVISION, AND EAST OF THE MERRILLWOOD SUBDIVISION; CONSISTING OF TAX PARCEL NUMBER 03206-000-000; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND**

PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL).

City Attorney Marian Rush conducted a voir dire of the Commission.

City Attorney Rush read Ordinance 25-02 by title only.

Deputy City Clerk Williams swore in all who intended to speak concerning Ordinance 25-02.

Principal Planner Justin Tabor introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

Commissioner Williams asked for clarification as to what the change would do.

Principal Planner Justin Tabor stated the zoning would be changed to match the Land Use.

Julie Smith stated children were riding off-road vehicles in the area, trash was on the ground, the fire hydrant for this area was in her front yard, and she had concerns about traffic.

Mr. Buescher asked the Commission to consider the potential ramifications of this zoning change.

Margery Cromwell spoke of her concerns and stated there was a road near this subdivision that required one vehicle to pull to the side of the road for oncoming traffic to pass.

Commissioner Williams moved based upon the competent substantial evidence presented at this hearing, the presentation before this Commission, and the Staff's recommendation; this Commission finds Application Number PR24-0004 for a Site-Specific Amendment to the Official Zoning Atlas to be consistent with the City of Alachua Comprehensive Plan and adopts Ordinance 25-02 on second and final reading; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- B) ORDINANCE 25-03 (SECOND READING): AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA, RELATING TO THE AMENDMENT OF THE CITY'S LAND DEVELOPMENT REGULATIONS ("LDRS"); AMENDING SUBPART B OF THE CITY OF ALACHUA CODE OF ORDINANCES, LAND**

DEVELOPMENT REGULATIONS; AMENDING SECTION 2.2.17 RELATING TO THE SIMULTANEOUS PROCESSING OF APPLICATIONS; AMENDING SECTION 2.4.3(D)(1)(A) AND SECTION 2.4.3(D)(6) RELATING TO FINAL PD PLANS IN PD-R AND PD-TND DEVELOPMENTS; AMENDING SECTION 2.4.10(G)(6)(E) RELATING TO THE RECORDING OF A FINAL PLAT IN THE PUBLIC RECORDS OF ALACHUA COUNTY; AMENDING SECTION 2.4.10(G)(8) RELATING TO THE WARRANTY PERIOD FOLLOWING INSPECTION OF PUBLIC AND PRIVATE IMPROVEMENTS CONSTRUCTED BY A SUBDIVIDER; AMENDING TABLE 4.1-1 TO ADD THE FOLLOWING NEW USE TYPES: "CIGAR/HOOKAH BAR", "MOBILE FOOD DISPENSING VEHICLE", AND "SMOKE SHOP"; CREATING SECTION 4.3.4(A)(3) TO ESTABLISH USE-SPECIFIC STANDARDS FOR MOBILE FOOD DISPENSING VEHICLES; CREATING SECTION 4.3.4(G)(12) TO ESTABLISH USE-SPECIFIC STANDARDS FOR CIGAR/HOOKAH BARS AND SMOKE SHOPS; AMENDING SECTION 4.5.3(A) AND (B) RELATED TO PROHIBITED TEMPORARY USES; AMENDING SECTION 6.5.4(C)(3)(B) RELATING TO WALL SIGNS IN BUSINESS DISTRICTS; AND AMENDING SECTION 10.2 TO CREATE DEFINITIONS FOR "CIGAR/HOOKAH BAR", "MOBILE FOOD DISPENSING VEHICLE", "RETAIL NICOTINE PRODUCTS DEALER", "RETAIL TOBACCO PRODUCTS DEALER", "RETAIL VAPE PRODUCTS DEALER", "SMOKE SHOP", AND "SMOKING DEVICES"; PROVIDING A REPEALING CLAUSE; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (QUASI-JUDICIAL).

Deputy City Clerk Williams swore in all who intended to speak concerning Ordinance 25-03.

City Attorney Rush conducted a voir dire of the Commission.

City Attorney Rush read Ordinance 25-03 by title only.

Principal Planner Tabor introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

Commissioner Williams asked for clarification.

Principal Planner Tabor stated this ordinance clarified some codes and added code where none currently exists.

Commissioner Ringersen moved based upon the competent substantial evidence presented at this hearing, the presentation to this Commission, and the Staff's recommendation; this Commission finds the proposed text amendments to the City's Land Development Regulations to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City's Land Development Regulations and adopts Ordinance 25-03 on second and final reading; seconded by Commissioner Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- C) ORDINANCE 25-04 (SECOND READING): AN ORDINANCE OF THE CITY OF ALACHUA, FL, RELATING TO THE AMENDMENT OF THE CITY'S LAND DEVELOPMENT REGULATIONS ("LDRS"); AMENDING SUBPART B OF THE CITY OF ALACHUA CODE OF ORDINANCES, LAND DEVELOPMENT REGULATIONS; AMENDING ARTICLE 3, SECTION 3.7.2 (C)(5)(C), RELATING TO THE LOCATION AND DESIGN OF ENCLOSURES FOR AREAS FOR TRASH COLLECTION WITHIN THE GATEWAY OVERLAY DISTRICT; PROVIDING A REPEALING CLAUSE, PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE (LEGISLATIVE)

City Attorney Rush read Ordinance 25-04 by title only.

Principal Planner Adam Hall introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

Commissioner Ringersen expressed her approval of this ordinance.

Vice Mayor Potts moved based upon the presentation to this Commission, the Planning and Zoning Board's recommendation, and the Staff's recommendation, this Commission finds the proposed text amendments to the City's Land Development Regulations to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City's Land Development Regulations and adopts Ordinance 25-04, upon second and final reading; seconded by Commissioner Ringersen.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 5-0 by roll call.

- D) TARA BAYWOOD PHASE 2 FINAL PLAT (RE-APPROVAL): A REQUEST BY KYLE WILLEMS P.E., OF JBROWN PROFESSIONAL GROUP, INC, APPLICANT AND AGENT FOR TARA BAYWOOD, LLC, PROPERTY OWNER, FOR CONSIDERATION OF THE RE-APPROVAL OF THE FINAL PLAT FOR TARA BAYWOOD PHASE 2. CONSISTING OF A PORTION OF TAX PARCEL NUMBER 03067-063-000 (QUASI-JUDICIAL HEARING).

Deputy City Clerk Williams swore in all who intended to speak concerning Tara Baywood Phase 2 Final Plat.

City Attorney Rush conducted a voir dire of the Commission.

Principal Planner Hall introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Ringersen moved to approve the revised Final Plat for Tara Baywood Phase 2 and authorize the Mayor, City Manager, and City Attorney to sign the revised plat for Tara Baywood Phase 2; seconded by Commissioner Williams.

Mayor Coerper opened the floor for comments.

Mr. Buescher stated the three subdivisions from the applicant should be considered one development.

Jay Brown of JBPro stated they were increasing the size to conform to City regulations.

Passed 5-0 by roll call.

V. AGENDA ITEMS

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:

- Rev. Brown for the invocation
- The citizens who spoke

He congratulated Raymond Lui on his appointment. He announced the 20th Annual Martin Luther King, Jr. Day Celebration on January 20, 2025, from 10:00 a.m. to 1:00 p.m., at the Legacy Park Multipurpose Center.

City Attorney Rush wished everyone a Happy New Year.

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Williams wished everyone a Happy New Year. She congratulated Sergeant Carl Newsome as he was Officer of the Year by the Alachua Chamber of Commerce. She thanked:

- Rev. Brown for the invocation
- The citizens who spoke

Commissioner Brown thanked:

- Rev. Brown for the invocation
- The citizens who spoke

She congratulated Mayor Coerper on receiving the E. Harris Drew Municipal Official Lifetime Achievement Award from the Florida League of Cities and stated that she celebrated her 50th wedding anniversary.

Commissioner Ringersen thanked the citizens who spoke. She congratulated Commissioner Brown on reaching her 50th wedding anniversary. She encouraged the citizens to attend the 20th Annual Martin Luther King, Jr. Day Celebration. She wished everyone a Happy New Year. She commended Alachua Police Department Chief Jesse Sandusky and his officers for keeping the City safe.

Vice Mayor Potts thanked staff for their work on Christmas on Main and the Tree Lighting and wished everyone a Happy New Year.

Mayor Coerper wished everyone a Happy New Year. He invited the citizens to the 20th Annual Martin Luther King, Jr. Day Celebration. He stated the Commission stays in touch with FDOT. He said he enjoyed talking with the legislators at the annual Alachua County Legislative Delegation. He congratulated:

- Sergeant Newsome as he was named Officer of the Year
- Commissioner Brown on reaching her 50th wedding anniversary

ADJOURN

Vice Mayor Potts moved to adjourn; seconded by Commissioner Ringersen.

Passed by unanimous consent.

CONSENT AGENDA

Consent Agenda items represent routine City operations and business. These items are approved

at the beginning of the Regular City Commission meeting upon approval of the meeting agenda.

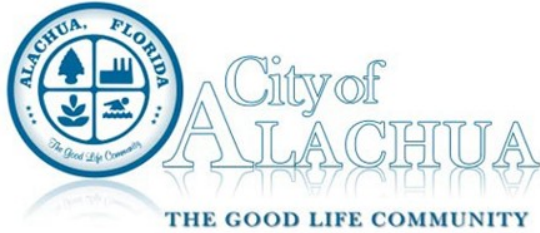
A) PURCHASE OF TRANSFORMERS

ATTEST:

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

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Kimley-Horn Professional Services Agreement

PREPARED BY: Donna Smith, Purchasing Manager

RECOMMENDED ACTION:

Authorize the City Manager to enter into a contract with Kimley-Horn to provide professional engineering services to develop and complete an Industrial Pretreatment Program for the City, in an amount not to exceed \$225,000.00.

Summary

In January 2022, the City solicited formal qualifications (RFQ 2022-01) for engineering firms qualified to develop and complete an Industrial Pretreatment Program (IPP) for the City. One qualification packet was received and reviewed by the Selection Committee. Kimley-Horn was selected to provide Engineering Services for the development and completion of an Industrial Pretreatment Program. The City is now ready to move forward with the development of the Industrial Pretreatment Program.

Staff has received a Proposal and Scope of Services from Kimley-Horn to provide the engineering services for the development and completion of an Industrial Pretreatment Program. The Scope of Services include:

- Task 1: Data Collection, Meetings, and Industrial User Survey
- Task 2: Pretreatment Sewer Use Ordinance
- Task 3: Industrial Pretreatment Program Implementation Plan and Rate Structure
- Task 4: Plan of Study and Sampling Plan
- Task 5: Headworks Analysis/Development of Local Limits
- Task 6: Pretreatment Program Final Submission to FDEP
- Task 7: Industrial User Agreement
- Task 8: Desktop Wastewater Collection System and Monitoring (if required)
- Task 9: Concurrency Analysis (Wastewater Treatment)
- Task 10: Reclaimed Water
- Task 11: Additional Services (as requested)

Staff recommends moving forward with the Kimley-Horn proposal and enter into a contract to provide Engineering Services for the development and completion of an Industrial Pretreatment

Program.

FINANCIAL IMPACT

\$225,000.00

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Strengthen Community Service
Funding Source - Waste Water Fund
Quality of Life

ATTACHMENTS

1. Professional Services Contract - Kimley-Horn

PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is made and entered into this 13th day of January, 2025 by and between KIMLEY-HORN AND ASSOCIATES, INC., a for-profit corporation duly authorized to conduct business in the State of Florida, whose address is 421 Fayetteville Street, Suite 600, Raleigh, NC 27601 hereinafter called (CONSULTANT) and City of Alachua, a municipality in Alachua County, by and through its City Commission, hereinafter referred to as (CITY), whose mailing address is City of Alachua, City Hall, P.O. Box 9, Alachua, Florida 32616.

The Parties, based on the mutual consideration expressed and cited in this CONTRACT, mutually state, agree and covenant as follows:

WITNESSETH:

WHEREAS, CITY has identified the need, from time to time to retain Professional Services to develop and complete an Industrial Pretreatment Program;

WHEREAS, CITY issued a Request for Qualifications (RFQ) #2022-01, on January 4, 2022 from consultants licensed and qualified to perform the needed services;

WHEREAS, CITY received one (1) replies from consultants by the advertised deadline on February 23, 2022; in response to the RFQ;

WHEREAS, CONSULTANT submitted a Statement of Qualifications, dated February 23, 2022;

WHEREAS, the City Commission on March 14, 2022 accepted the ranking of the Selection Committee for the (1) qualified firm;

WHEREAS, CONSULTANT is competent and qualified to furnish the required professional services to CITY and desires to provide professional services according to the terms and conditions stated herein;

WHEREAS, CITY has followed the selection process in accordance with the Consultants Competitive Negotiation Act (CCNA), Chapter 287.055, Florida Statutes and the city Purchasing and Sales Policy and Regulations; and

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

1. FINDINGS OF FACT

The above recitals are true, correct and incorporated herein by reference.

2. SERVICES (Work)

CITY does hereby retain CONSULTANT to furnish professional services and perform those tasks described in RFQ # 2022-01, as included in the Scope of Work attached hereto as Exhibit 1 and as modified via any Change Order (Exhibit 4) as described herein.

3. LUMP SUM FEE AND SCHEDULE OF DELIVERABLES (CONTRACT TIMES)

The Lump Sum Fee, calculated by Task and documented on the Schedule of Deliverables, by is as agreed by the Parties during negotiations, Exhibit 2 as incorporated herein. This CONTRACT standing alone does not authorize the performance of any work. Work is only authorized after a Purchase Order, composite Exhibit 3, is issued by CITY and delivered by email to CONSULTANT.

4. INCREASE OR DECREASE IN SERVICES

- a) CITY shall have the right to either increase or decrease the services to be provided by CONSULTANT as outlined in this CONTRACT, at any time and for any reason, upon written notice to CONSULTANT as described in Paragraph 24. In the event that an addition to the Work is negotiated, CONSULTANT shall be fully compensated. In the event that a reduction to the Work is requested, CONSULTANT shall be fully compensated for Work performed thus far. All modifications to Work must be by Change Order (Exhibit 4) executed by both CITY and CONSULTANT. CITY reserves the right to contract with other parties for the services contemplated by this CONTRACT when it is determined by CITY to be in the best interest of CITY.
- b) City Department Directors are authorized to discuss Change Orders and serve as Project Managers; however, the City Manager or Designee must sign and approve any and all Change Orders to this CONTRACT in accordance with adopted and then existing Purchasing Policy and Regulations of CITY.

5. CHANGE ORDER

A Change Order, on the form attached as Exhibit 4, processed as set forth in Section 6.09 of the city Purchasing and Sales Policy and Regulations and executed by CONSULTANT and CITY, by its City Manager or appointed designee, is required to affect any modification or clarification of the Scope of Services set forth in this CONTRACT. A Change Order is also required to change any time or Contract price and must be issued to document and establish a completion date has occurred.

a) Changes of CONTRACT Times (Exhibit 2, Schedule of Deliverable)

- (1) The CONTRACT Time may only be changed by a Change Order. Any Claim for a change order for an adjustment in the CONTRACT Times shall be based on written notice, in accordance with the provisions of Paragraph 24, submitted by the party making the request to the CITY.
- (2) Any adjustment of the CONTRACT Times covered by a Change Order or any request for an adjustment in the CONTRACT Times will be determined in accordance with the provisions of this Paragraph 5 a) (1) and (2).

b) Delays

- (1) Where Consultant is prevented from completing any part of the Work within the CONTRACT Times due to delay beyond the control of Consultant, the CONTRACT Times will be extended in an amount equal to the time lost due to

such delay if a request is made therefor as provided in this Paragraph 5.

- (2) If Owner or other Consultants or utility owners performing other work directly for Owner or anyone for whom Owner is responsible, delays, disrupts, or interferes with the performance or progress of the Work, Consultant shall be entitled to an equitable adjustment in the CONTRACT Times.
- (3) If Consultant is delayed in the performance or progress of the Work by fire, flood, epidemic, abnormal weather conditions, acts of God, acts or failures to act of utility owners not under the control of Consultant, or other causes not the fault of and beyond control of Consultant, Consultant shall be entitled to an equitable adjustment in CONTRACT times if such adjustment is essential to ability of Consultant to complete the Work within the CONTRACT Times. Such an adjustment shall be Consultant's sole and exclusive remedy from or against CITY for the delays described in this Paragraph.
- (4) Owner and their elected officials, employees, agents, consultants or subConsultants shall not be liable to Consultant for any claims, costs, losses or damages (including but not limited to all fees and charges of engineers, architects, attorneys and other professionals and all court or arbitration or other dispute resolution costs) sustained by Consultant on or in connection with any other project or anticipated project.
- (5) Consultant shall not be entitled to an adjustment in CONTRACT Price or CONTRACT Times for delays within the control of Consultant. Delays attributable to and within the control of a subConsultant or Supplier Consultant shall be deemed as to CITY to be delays within the control of Consultant.

6. TIME IS OF THE ESSENCE

The parties recognize and agree that the times set forth in this CONTRACT are critical to the design and completion of all tasks and that financial loss will be experienced by CITY if time limits as set forth in Paragraph 2 and/or as established by Change Order are not met.

CITY reserves and shall have the right to cancel this CONTRACT by sending notice to CONSULTANT as provided in Paragraph 24, if Consultant fails to meet a contract time and a Change Order extending such time is not requested and granted by City at least 6 calendar days before the relevant contract date, City shall have the right to cancel this contract. Consultant shall be paid for all services provided to the date of any such cancellation and retain the services of another consultant or consultants to complete the unfinished Work and elect to proceed, in whole or part as provided for in Paragraph 12.

7. COMPENSATION

- a) CITY agrees to compensate CONSULTANT for the professional services called for under this CONTRACT on a Lump Sum Basis that shall include any and all reimbursable expenses. Consultant shall provide such support for fees as required by CITY.

8. GENERAL TERMS OF PAYMENT AND BILLING

- a) Payments for all sums properly invoiced shall be made upon satisfactory completion of work required hereunder. Upon final acceptance of the work by CITY, CONSULTANT may

invoice CITY for the full amount of compensation provided for under the terms of this CONTRACT, less any amount already paid by CITY. CITY shall pay CONSULTANT within forty-five (45) days from receipt of a correct invoice.

9. **BILLING PROCEDURE**

- a) As a condition precedent for any payment, CONSULTANT shall submit monthly an invoice to CITY detailing and requesting payment for services properly rendered. Invoices shall describe with reasonable particularity each service rendered, the percent of each task completed, the time expended if such services were rendered pursuant to an hourly rate and the persons rendering such service. Each invoice shall bear the signature of CONSULTANT, which signature shall constitute representation to CITY that the services indicated in the invoice have reached the level stated, have been properly and timely performed as required herein, incurred in accordance with this CONTRACT, that all services provided are for a public purpose, that all obligations of CONSULTANT covered by prior invoices have been paid in full, that the amount requested is currently due and owing and there being no reason known to CONSULTANT that payment of any portion thereof should be withheld. Submission by CONSULTANT of the invoice for **final payment** will be clearly marked **Final Invoice** and shall constitute representation to CITY that, upon receipt by CONSULTANT of the amount invoiced, all obligations of CONSULTANT to others, including its consultants, incurred in connection with the services provided will be paid in full.
- b) The Work to be performed and Contract time(s) pursuant to a Change Order must be clearly defined in advance of the work effort, the Change Order shall be issued on a Lump Sum Basis. Upon CONSULTANT acceptance of the Change Order, CONSULTANT shall timely perform all work required by the Change Order. In no event, shall CONSULTANT be paid more than the negotiated Lump Sum Fee amount stated therein.
- c) For Change Orders issued on a Lump Sum Basis, CONSULTANT may invoice not more than once monthly the amount due based on the percentage of total Change Order services 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 services actually completed.
- d) For Change Orders issued on an Hourly Rate Basis with a Not-to-Exceed amount, CONSULTANT may invoice, but not more than once monthly, the amount due for actual work hours performed but in no event shall the invoice amount exceed a percentage of the Not-to-Exceed amount, equal to a percentage of the total services actually completed.
- e) CONSULTANT, not more than once monthly, shall render to CITY, at the close of each calendar month, an itemized invoice properly dated, describing any services rendered, the cost of the services, the name and address of CONSULTANT, Purchase Order Number and all other information required by this CONTRACT.
- f) Invoices shall be reviewed and approved by the Project Manager prior to processing for

payment. The original invoice shall be sent by email:

Project Manager: (Name)
Purchase Order Numbers
Project Name

10. RESPONSIBILITIES OF THE CONSULTANT

- a) CONSULTANT shall be responsible for the professional quality, technical accuracy, competence, methodology, accuracy and the coordination of all of the following which are listed for illustration purposes and not as a limitation: documents, analysis, calculations, reports, data, designs, drawings, plans, plats, maps, surveys, specifications, cost estimates, and any and all other services of whatever type or nature furnished by CONSULTANT and its sub consultants under this CONTRACT. CONSULTANT shall, without additional compensation, correct or revise any errors or deficiencies in the work.
- b) Neither the CITY review, approval or acceptance of, nor payment for, any services provided shall be construed to operate as a waiver of any rights under this CONTRACT, nor of any cause of action arising out of the performance of this CONTRACT. CONSULTANT shall be and always remain liable to CITY in accordance with applicable law for any and all damages to CITY caused by CONSULTANT'S negligent or wrongful performance of any of the services furnished under this CONTRACT by CONSULTANT or its sub consultants.

11. OWNERSHIP OF DOCUMENTS

- a) Upon project completion and payment of all fees due CONSULTANT, CONSULTANT shall deliver to CITY and CITY shall have the unlimited rights, for the benefit of the City, in all original drawings, designs, specifications, notes and other CONSULTANT work produced in the performance of this CONTRACT or in contemplation thereof and all record and sealed drawings produced after completion of the work, including the right to use same in furtherance of any other City work. All work prepared by CONSULTANT pursuant to this CONTRACT shall be instruments of service for the project. They are not intended or represented to be suitable for reuse by CITY or any others for any other project. Reuse for another project without written verification or adoption by CONSULTANT for a specific purpose will be at CITY risk. Any such verification or adaptation, if required by CITY of CONSULTANT, will entitle CONSULTANT to further compensation at rates to be agreed by CITY and CONSULTANT. The original set and one additional copy of sealed plans and specifications shall be delivered to and become the property of CITY upon completion of the work by CONSULTANT.
- b) Further, in addition to the hard copies described, an electronic copy will be sent by email to the project manager.

12. TERMINATION

- a) CITY may by giving written notice to CONSULTANT, as required in Section 24, terminate this CONTRACT, Purchase Order or Change Order issued hereunder, in whole or in part, immediately, for cause, due to the failure of CONSULTANT to fulfill its

CONTRACT obligations. CITY shall be the sole judge of non-performance. The City Manager is authorized to terminate this CONTRACT on behalf of CITY. Upon receipt of such written notice, CONSULTANT shall:

- (1) Immediately discontinue all services affected unless the notice directs otherwise, and
 - (2) Promptly deliver to CITY all work and any and all other information and materials of whatever type or nature as may have been accumulated by CONSULTANT in performing this CONTRACT, whether complete or in the process of completion.
- b) CONSULTANT shall be paid compensation for Work performed to the date of termination within thirty (30) days after delivery of such work and upon receipt of a correct invoice. If this CONTRACT calls for the payment based on a Lump Sum Basis, CITY shall pay the CONSULTANT no more than a percentage of the Lump Sum Basis amount equivalent to the percentage of the completion of work.
- c) If the termination is due to the failure of CONSULTANT to fulfill its CONTRACT obligations, CITY may take over the work and ensure its completion in a manner that is in the best interest of CITY. In such case, CONSULTANT shall be liable to CITY for all reasonable additional costs occasioned to CITY. CONSULTANT shall not be liable for such additional costs if the failure to perform the CONTRACT arises without any fault or negligence of CONSULTANT; provided, however, CONSULTANT shall be responsible and liable for the actions of its subcontractors, agents, employees and persons or entities of a similar type or nature. Exculpatory causes include acts of God, civil disturbance, acts of CITY in its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but to qualify as exculpatory, the failure to perform must be beyond the control and without any fault or negligence of CONSULTANT.
- d) If, after notice of termination for failure to fulfill its CONTRACT obligations, it is determined that CONSULTANT had not so failed, the termination shall be conclusively deemed to have been effected for the convenience of CITY. In such event, payment to CONSULTANT shall be made as provided in subsection b) of this Paragraph.
- e) **If funds to finance this CONTRACT are not available or become unavailable, CITY may terminate the CONTRACT with no less than twenty-four hours notice to CONSULTANT as prescribed in Paragraph 24. CITY will be the final authority as to the availability of funds. CITY will pay CONSULTANT for all work completed prior to any notice of termination.**
- f) The rights and remedies of CITY provided for in this CONTRACT are in addition and supplemental to any and all other rights and remedies provided by law.

13. NO CONTINGENT FEES

CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this CONTRACT and that it has not paid or agreed to pay any person, company, corporation,

individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift or other consideration contingent upon or resulting from award or making of this CONTRACT. CITY shall have the right to terminate the CONTRACT at its sole discretion, without liability and to deduct from any CONTRACT or Change Order price, or otherwise recover full amount of such fee, commission, percentage, gift, or consideration for breach or violation of this provision.

14. CONFLICT OF INTEREST

- a) CONSULTANT agrees that for the duration of this CONTRACT it will not contract for or accept employment for the performance of any work or service with any individual, business, corporation or government unit that is also a significant industrial user and which in the professional judgment of CONSULTANT creates a direct conflict of interest in the performance of its obligations pursuant to this CONTRACT with CITY.
- b) CONSULTANT agrees it will neither take any action nor engage in any conduct that causes any CITY employee to violate the provisions of Chapter 112 Florida Statutes, relating to ethics in government or the [Purchasing and Sales Policy and Regulations](#) of the CITY.
- c) In the event CONSULTANT causes or in any way promotes or encourages a CITY officer, employee or agent to violate Chapter 112 Florida Statutes or the [Purchasing and Sales Policy and Regulations](#) CITY shall have the right to terminate this CONTRACT and any outstanding Change Order or Purchase Order pursuant to Paragraph 12.

15. ASSIGNMENT

- a) This CONTRACT, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by the CONSULTANT without prior written consent of the CITY. Such consent shall not be unreasonably withheld.

16. SUBCONTRACTORS

- a) In the event CONSULTANT, during the course of the work under this CONTRACT, requires the services of any subcontractor or other professional associates, whether described as sub consultant or any other name or term in connection with services covered by this CONTRACT, CONSULTANT must first secure the prior express written approval of CITY. If subcontractor or other professional associates are required in connection with the services covered by this CONTRACT, CONSULTANT is fully responsible for the services of subcontractors or other professional associates.

17. INDEMNIFICATION

- a) Pursuant to Section 725.08(1), F.S. the design professional shall indemnify and hold harmless the City from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract.
- b) PURSUANT TO FLORIDA STATUTE 558.0035, A DESIGN PROFESSIONAL OR AGENT EMPLOYED BY CONSULTANT OR SUCH PROFESSIONAL OR AGENT EMPLOYED BY A SUBCONSULTANT OF CONSULTANT, FOR THE PROVISION OF PROFESSIONAL SERVICES UNDER THIS CONTRACT IS NOT INDIVIDUALLY LIABLE FOR DAMAGES RESULTING FROM NEGLIGENCE OCCURRING WITHIN THE COURSE AND SCOPE OF THIS CONTRACT IF:

1. THE CONSULTANT OR SUBCONSULTANT DOES NOT NAME AS A PARTY TO THE CONTRACT THE INDIVIDUAL EMPLOYEE OR AGENT WHO WILL PERFORM THE PROFESSIONAL SERVICES;
2. THE BUSINESS ENTITY MAINTAINS PROFESSIONAL LIABILITY INSURANCE REQUIRED BY THIS CONTRACT;
3. ANY DAMAGES ARE SOLELY ECONOMIC IN NATURE AND THE DAMAGES DO NOT EXTEND TO PERSONAL INJURIES OR PROPERTY NOT SUBJECT TO THE CONTRACT.

18. INSURANCE

- a) CONSULTANT will, for the life of this agreement, maintain insurance in the types and amounts detailed in Exhibit 5. CONSULTANT will provide CITY with Certificates of Insurance that demonstrate coverage in at least the types and amount required herein, CITY shall be named as an additional insured, except for professional liability coverage, and CITY shall be notified in writing at least thirty (30) days before any such insurance is cancelled. CONSULTANT hereby certifies that all subcontractors will comply with the same insurance requirements.
- b) Obligations - Compliance with the foregoing insurance requirements shall not relieve CONSULTANT, its employees, agents or others of liability from any obligation under this Paragraph or any other part of this CONTRACT.

19. MODIFICATIONS, AMENDMENTS OR ALTERATIONS

No modification, amendment or alteration of this CONTRACT shall be effective unless contained in a written Change Order agreed to and executed by both parties.

20. INDEPENDENT CONTRACTOR

CONSULTANT is recognized and agreed to be a contractor of CITY and nothing contained in this CONTRACT shall be interpreted otherwise.

21. NON EMPLOYEE STATUS

Persons employed by CONSULTANT in the performance of services and functions pursuant to this CONTRACT shall have no claim for workers compensation, unemployment compensation or other rights or privileges granted to CITY officers and employees.

22. PROHIBITED CHARGES

CITY shall honor no claim for services furnished by the CONSULTANT except as specifically provided for herein. No travel time or expenses may be included or incorporated in any invoice submitted by CONSULTANT, whether presented directly or indirectly by CONSULTANT or sub consultant. Any contract between CONSULTANT and a sub consultant should contain a like provision.

23. COMPLIANCE WITH LAWS AND REGULATIONS

CONSULTANT shall abide by all statutes, laws, ordinances, rules and regulations pertaining to or regulating the provisions of this CONTRACT, including those now in effect, hereafter adopted or set forth in Section 12. CONSULTANT shall secure all licenses or permits required by law or regulations and shall comply with all ordinances, laws, orders, rules and regulations pertaining to its work hereunder. Any violation of said statutes, laws, ordinances, rules or regulations shall entitle CITY to terminate this CONTRACT immediately, for cause, upon written notice in the form prescribed in Section 24.

24. NOTICE

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

FOR CITY:

Rodolfo Valladares, Public Services Director, rvalladares@cityofalachua.org
Cc: W. Michael DaRoza, City Manager, wdaроза@cityofalachua.org

FOR CONSULTANT:

Jamison Tondreault, email: Jamison.Tondreault@Kimley-Horn.com
Cc: Lewis Bryant, email: Lewis.Bryant@Kimley-Horn.com

25. SUCCESSORS AND ASSIGNS

CITY and CONSULTANT each bind the other and its respective successors and assigns in all respects to all of the terms, conditions, covenants and provisions of this CONTRACT.

26. THIRD PARTY BENEFICIARIES

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

27. NON-WAIVER

The failure of any party to exercise any right in this CONTRACT shall not be considered a waiver of such or other right.

28. GOVERNING LAW AND VENUE

This CONTRACT is governed in accordance with the laws of the State of Florida. Venue shall be in the proper court in Alachua County.

29. ATTACHMENTS

All exhibits attached or otherwise incorporated in this CONTRACT are and made a part of this CONTRACT by reference.

30. CAPTIONS AND PARAGRAPH HEADINGS

Captions and Paragraph headings used herein are for convenience only and shall not be used in construing this CONTRACT.

31. CONSTRUCTION

This CONTRACT shall not be construed more strictly against one party than against the other merely by virtue of the fact that it may have been prepared by one of the parties.

32. COLLUSION AND BLACKOUT PERIOD

CONSULTANT declares that this CONTRACT is fair and made in good faith and that there has been no communication, directly or indirectly, with any person or entity that was or is designed or intended to lessen, undermine or adversely affect the competitive process set forth in RFQ #2022-

01 or this resulting CONTRACT. Blackout, Ethics and all other provisions of the City Policy and Regulations Manual (See Section 36 of this agreement) apply in this and all contract provisions.

33. RIGHTS AT LAW RETAINED

The rights and remedies of CITY provided for under this CONTRACT are in addition and supplemental to any other rights and remedies provided bylaw.

34. SOVEREIGN IMMUNITY

Nothing contained herein shall be construed or interpreted as a waiver of sovereign immunity of the State of Florida or of CITY beyond the limited waiver provided in Florida Statutes 768.28.

35. PUBLIC RECORDS

CONSULTANT 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 CONSULTANT in conjunction with this CONTRACT. Specifically, CONSULTANT must:

1. Keep and maintain public records that ordinarily and necessarily would be required by CITY in order for CITY to perform the services being performed by CONSULTANT.
2. Provide the public with access to public records on the same terms and conditions that CITY 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.
3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records or transfer, at no cost to CITY, all public records in possession of CONSULTANT upon termination of the contract. All records stored electronically must be provided to CITY in a format that is compatible with the information technology systems of CITY.

CONSULTANT must promptly provide CITY with a copy of any request to inspect or copy public records in possession of CONSULTANT and shall promptly provide CITY a copy of CONSULTANT response to each such request. Failure to grant such public access will be grounds for immediate termination of this CONTRACT by CITY.

This provision will apply to all services provided unless CONSULTANT can demonstrate by clear and convincing evidence that it is not or was not acting on behalf of CITY under Florida law. The CONSULTANT will be held liable for plaintiff attorney fees and costs if a suit is properly filed and the court finds that the CONSULTANT unlawfully refused to comply with a public records request within a reasonable time.

The CONSULTANT shall contact Deputy City Clerk LeAnne Williams, Custodian of City Public Records, at (386) 418-6103 or lwilliams@cityofalachua.com, concerning any questions the CONSULTANT may have regarding the duty of CONSULTANT to provide Public Records.

36. ADHERENCE TO PURCHASING AND SALES POLICY AND REGULATIONS

All CONSULTANT proposals and performance of the work must strictly comply with the PURCHASING AND SALES POLICY AND REGULATIONS, including maintaining current Vendor status, which can be found at the City website at

<https://www.cityofalachua.com/Home/ShowDocument?id=143>.

37. RIGHT TO AUDIT

The CONSULTANT agrees to furnish such supporting detail as may be required by CITY to support charges or invoices, to make available for audit purposes all records covering charges pertinent to this Contract and to make appropriate adjustments in the event discrepancies are found. CITY will pay the cost of any audit. CITY shall have the right to audit the records of CONSULTANT pertaining to this Contract for a period of three (3) years after final payment.

38. EXHIBIT LIST

- a) The following Exhibits are attached hereto and incorporated as specifically referenced and identified in this Contract:
1. Exhibit 1 – Scope of Services
 2. Exhibit 2 – Lump Sum Fee Schedule
 3. Exhibit 3 –Purchase Order Form
 4. Exhibit 4 – Change Order
 5. Exhibit 5 - Insurance

39. ENTIRE CONTRACT

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

EXECUTION PAGE FOLLOWS

IN WITNESS WHEREOF, the parties hereto have made and executed this Agreement

CITY OF ALACHUA

By: _____
W. Michael DaRoza, City Manager /Clerk

Date: _____

As authorized for execution by the City Commission at its regularly scheduled meeting
on _____, 2025 meeting.

WITNESS

KIMLEY-HORN AND ASSOCIATES, INC.

By: _____


David Wainwright Sr. V.P.
Name/title

By: _____


Lindsey Tercillo, In-House
Name, Title Counsel

Date: January 13, 2025



PROJECT UNDERSTANDING

The City of Alachua desires to set up an industrial pretreatment program in accordance with the Florida Guidance Manual for Pretreatment Programs (FDEP). The City requested Kimley-Horn to provide the scope of services necessary to successfully develop the Industrial Pretreatment Program (IPP) permitted through FDEP for the City. The primary intent is to develop and complete an industrial pretreatment program for the City consisting of pretreatment sewer use ordinance, implementation plan, rate structure, sampling plan, and local limits development. Complimentary intent is to survey and evaluate an industrial user and develop an industrial user agreement. The goal is for the pretreatment program to be sustainable. There is one known industrial user (Resilience) coming to the City of Alachua. It is expected that this user will be a significant industrial user and that an agreement will be required between the user and the City. It is assumed there are no industrial users that discharge industrial wastewater to the City's collection system currently.

In addition, the City is approaching 85% of its wastewater treatment facility concurrency limit. To ensure the facility can effectively manage the wastewater flow generated by the community while maintaining regulatory compliance and environmental standards, the City requested recommendations for increasing capacity at its treatment plant. This task will include delivering an outline for initiating and maintaining a 20-year wastewater plan that promotes efficient management of the City's wastewater treatment infrastructure and supports sustainable development. Additionally, City requested Kimley-Horn to develop a master plan for the wastewater facility for the projected 20-year demands. The City's planning department is to provide the 20-year population projections incorporating the current developments and their reserved capacity. Kimley-Horn will calculate the 20 year projected wastewater demands utilizing the level of service and population provided.

Lastly, it was requested by the City for Kimley-Horn to undertake a comprehensive assessment of reclaimed water use within the city, focusing on several key areas to ensure sustainable and effective implementation. The City mentioned two potential users that would like to utilize the City's reclaimed water. The future demands will include the potential demands of only these two user's. The assessment will review the regulatory framework, including local, state, and federal regulations that govern reclaimed water usage, as well as public health guidelines and standards for different applications. The environmental benefits of utilizing reclaimed water will be evaluated, particularly in relation to supporting future increases in potable water use permits within the water management district. An economic analysis will also be performed, including a cost-benefit assessment to estimate the expenses associated with the treatment, distribution, and maintenance of reclaimed water systems. The current City reuse rates will be utilized. This task will be conducted at a master plan level of effort.

SCOPE OF SERVICES

Task 1 –Data Collection, Meetings, and Industrial User Survey:

- A. Kimley-Horn will attend up to two initial meetings. It is expected for one in person meeting to be with the City and Industrial User, and the other with FDEP. The meeting with the City and Industrial User is expected to be in person, while the meeting with FDEP is expected to be virtual. The intent of the meetings with the City and Industrial User is to kick off the project, visit the City's Wastewater Treatment Facility (WWTF), and request/collect data. The intent of the meeting with FDEP is to confirm the requirements of developing an Industrial Pretreatment Program.
- B. Kimley-Horn will review O&M manuals to identify individual treatment and mechanical equipment capacities and operating ranges at the City's Wastewater Treatment Facility.
- C. Kimley-Horn will review WWTF record drawing information, WWTF physical and operating data, Industrial User's historical data and expected flows and concentrations, City's previous capacity analysis reports and O&M reports, and City's ordinances.
- D. The City will provide Kimley-Horn the following:
 1. *WWTF Physical Data:* This includes existing as-built or design drawings, specifications (as available), sewer ordinance, pump performance data (as available), tank configurations, capacity analysis report, and operation and maintenance (O&M) manuals for all plant equipment.
 2. *WWTF Operating Data:* This includes the cycle times, operating objectives (MLSS and DO concentrations, SRT, HRT, etc.). If available, the City will provide Kimley-Horn the last 2 years of daily operations and process control data in electronic format (PDF or Excel).
 3. *WWTF Wastewater Characteristics:* Historical and sampled data of the following:
 - Influent daily average and typical diurnal flow
 - Two years of Influent and effluent data (i.e. cBOD₅, TSS, VSS, TN)
 - Two years of biosolids data (metals, total toxic organics, conventional parameters, flow to all residuals process, % solids in and out of each residuals process)
 - Two years of Daily Monitoring Reports including ground water monitoring reports (if applicable).
 - Two years of the City's WWTF daily flow rates and regulatory sampling data.

- E. Kimley-Horn will create, in collaboration with the City, an Industrial User Survey for distribution to the identified Industrial User(s).
- F. Kimley-Horn will submit a draft industrial waste survey for review and comment by the City. Kimley will revise the draft Industrial User Waste Survey form and submit to the City for acceptance.
- G. Kimley-Horn will draft a letter to be provided by the City to be included with the Industrial User Survey form.
- H. Kimley-Horn will provide a letter to the City to be mailed out to potential industrial users (determined by the City), notifying users of the proposed Industrial Pretreatment Program. The letter will consist of an outline of the industrial pretreatment program and expected changes.
- I. Kimley-Horn will work with the City to submit the Industrial User Survey and a petition/application to FDEP to include an Industrial Pretreatment Program as part of the Treatment Plant's operating permit.

Task 2 – Pretreatment Sewer Use Ordinance:

- A. Kimley-Horn will review the City's current sewer ordinance for conflicts with the proposed pretreatment sewer use ordinance and provide comments.
- B. Kimley-Horn will develop a draft pretreatment sewer use ordinance and send to the City for review and comment. The draft pretreatment sewer use ordinance will be developed starting from the Model Pretreatment Ordinance as shown in Appendix 3-E of the Pretreatment Guidance Manual.
- C. Kimley-Horn will meet with the City up to (2) times to discuss the ordinance and address comments.
- D. Kimley-Horn will submit the draft sewer user ordinance to FDEP for review and comment. Kimley-Horn will address up to (2) rounds of comments.

Task 3 –Industrial Pretreatment Program Implementation Plan and Rate Structure:

- A. Kimley-Horn will provide draft implementation plans, monitoring program descriptions,

and compliance and response plans to the City for review and comment.

- B. Kimley-Horn will review Operation and Maintenance staffing for the wastewater system relating to the industrial pretreatment program and present a current and revised staffing plan based on industry standards for system of similar size and level of complexity to properly manage existing facilities and incorporate an Industrial Pretreatment Program. City is to provide current staffing information and responsibilities.
- C. The Kimley-Horn will contract with a utility rate consultant to aid in developing the Rate Structure. Kimley-Horn team will assist with identifying the staffing, equipment, vehicle, overhead, and other related costs associated with implementing the IPP on an ongoing basis for industrial users. The intent of the City is to reasonably recover the ongoing costs of having industrial users through annual renewal fees to maintain compliance with the City's IPP. As part of this task, the Kimley-Horn team will provide a comparison of other local utilities and those throughout Florida that charge similar fees. The Utility Rate consultant will attend up to (1) in person meeting and (1) virtual meeting with the City.
- D. Kimley-Horn will meet up to (2) times with City staff to train staff on FDEP's monitoring, reporting, and implementation requirements, and finalize the implementation plan that consists of procedures on handling self-monitoring reports, updating industrial user surveys, a monitoring program description, information on resources for implementation of the program, staffing plan, organization chart, and a compliance and response plan.
- E. Kimley-Horn will develop and recommend surcharge rate calculation for daily flows and pollutant of concern loadings above normal strength waste concentrations. It is assumed the this will be limited to BOD, TSS, and Total Nitrogen.
- F. Kimley-Horn will submit the draft implementation plan to FDEP for review and comment and address up to (2) rounds of comments.

Task 4– Plan of Study and Sampling Plan:

- A. Kimley-Horn will review existing data collected and provide a WWTF process flow diagram and calculate the hydraulic detention time between influent and effluent.
- B. After review of historical data, Kimley-Horn will develop a sampling plan
 - Typical WWTF headworks analysis additional sampling data consists of the following:

- pH
 - Total Dissolved Solids (TDS)
 - Conductivity
 - Total Phenols
 - Oil and Grease
 - Total Petroleum Hydrocarbons
 - VOCs
 - Chlorides
 - Sodium
 - Sulfate
 - TKN
 - Total Phosphorus
 - Nitrite
 - Nitrate
 - The 15 POC from the *Local Limits Development Guidance (EPA, 2004)*
 - Arsenic
 - Cadmium
 - Chromium
 - Copper
 - Cyanide
 - Lead
 - Mercury
 - Molybdenum
 - Nickel
 - Selenium
 - Silver
 - Zinc
 - 5-day Biochemical Oxygen Demand
 - Total Suspended Solids
 - Ammonia
- C. Kimley-Horn will submit the sampling plan to the City review and comment.
- D. Kimley-Horn will compile the sampling plan, process flow diagram, and basic hydraulic and engineering design criteria in a memo format that is referred to as a Plan of Study. Kimley-Horn will submit the Plan of Study to the City for review and comment. Kimley-Horn will address up to (2) rounds of comments.
- E. Kimley-Horn will submit the Plan of Study to FDEP for review and comment. Kimley-Horn will address up to (2) rounds of comments.

Task 5 – Headworks Analysis/ Development of Local Limits:

- A. Kimley-Horn will develop a WWTF process model based on the existing conditions. The model will be used evaluate the City's WWTF in accordance with *Local Limits Development Guidance* (EPA, 2004) and FDEP guidance. The analysis will consist of the following:
 1. Determination of applicable environmental criteria for each pollutant of concern (POC). These criteria include water quality standards, discharge permit requirements, biological inhibition, nitrification inhibition, and residual disposal requirements. Removal efficiencies will be determined using the existing and additional sampling data provided by the City.
 2. Calculation of allowable headworks loadings and concentrations for all environmental criteria using the POC removal efficiencies through the treatment process.
 3. Selection of the most restrictive of the allowable headworks loadings and concentrations. This value is called the Maximum Allowable Headworks Loading (MAHL) as required by US EPA's pretreatment process.
 4. Determination of allowable POC concentrations from the MAHL by accounting for existing and projected contributions from domestic and industrial sources with the application of a safety factor. The appropriate safety factor specific to each WWTF will be determined from discussions with the City. The US EPA required minimum safety factor is 10%. Coordination with the City will be made to determine a safety factor.
 5. Development and recommendation of local limits on Industrial User's daily flow and POC loading to the WWTF based on the headworks analysis. The limits will consider the City's WWTF operating permit limits, process inhibition limits, and reclaim water quality requirements of current reclaim water customers. City will provide existing user reclaim water quality requirements.
- B. Kimley-Horn will summarize the local limits evaluation and headworks analysis in a findings letter. The letter will consist of a summary of work performed, general description of the headworks analysis methodology, and the recommended Industrial User's daily flow and POC limits.
- C. Kimley-Horn will present the findings at a review meeting with City staff to discuss the findings and receive comments from the City for incorporation in the final letter. The City's comments will be incorporated into a final findings letter.
- D. Kimley-Horn will develop public notification letter as required for revisions to the final pretreatment sewer use ordinance.
- E. Kimley-Horn will develop the agenda item narrative and accompanying attachments at the City Commission on first and second reading.
- F. Kimley-Horn will attend and present on the first and second reading for the proposed revisions to the ordinance.

- G. Kimley-Horn will submit the Final findings letter, final pretreatment sewer use ordinance including the local discharge limitation, Attorney/Solicitation statement meeting requirements of Rule 62-625.500 (4) (a) 1, F.A.C. (provided by City), and Supervisory/Funding endorsement in accordance with Rule 62-625.500 (4)(a)2, F.A.C. (provided by City) to FDEP for review and comment. Kimley-Horn will address up to (2) rounds of comments.

Task 6 – Pretreatment Program Final Submission to FDEP:

- A. Kimley-Horn will submit a request for pretreatment program approval, including a copy of pretreatment program documents for review by the general public, to the Department as required by Rules 62-625.500(4) and 62-625.510, FAC. Kimley-Horn will address up to (1) round of comments.

Task 7 – Industrial User Agreement:

- A. Kimley-Horn will develop an industrial user agreement for the one known industrial user that will consist of the following sections:
1. Effluent Loading and Concentration limits
 2. General Prohibitions and Requirements
 3. Operation, Monitoring, and Reporting Requirements
 4. Special and Standard Conditions
- B. Kimley-Horn will present the draft Industrial User Agreement and discuss with the City staff the Agreement and receive comments from the City. The City's comments will be incorporated into the final Industrial User Agreement to be provided to the one Industrial User.
- C. Kimley-Horn will revise the Industrial User Agreement based on (2) rounds of comments from the one known Industrial User. Additional responses beyond those outlined above may be considered an additional service.

Task 8 – Desktop Wastewater Collection System Analysis and Monitoring (If required):

- A. The City will provide Kimley-Horn the following (If available):
1. *Wastewater Collection System Maps (PDF, GIS, or CAD)*
 2. *Applications for sewer service*
 3. *Water and Wastewater Billing Data*

4. *Any known probable Industrial Users*
 5. *Pertinent collection system information such as pump station capacity and pipe sizes*
- B. Kimley-Horn will virtually meet with the City to discuss users and business types that may be a concern to the City (i.e. Laundromats, Manufacturing, Automotive, Carshop, Dental Facilities, etc).
 - C. Kimley-Horn will perform a GIS based analysis to search for Parcels within the City for specific Standard Industrial Classification (SIC) Codes associated with categorical users that could potentially be regulated under the City's industrial pretreatment program. The search will also evaluate non-categorical wastewater customers that may be of concern to the City.
 - D. Based on accessible information, Kimley-Horn will develop an inventory of probable Industrial Users currently not permitted under the City's industrial pretreatment program. This inventory will support the identification of industrial and commercial users that discharge to the WWTF.
 - E. Kimley-Horn will review the information to:
 1. Locate potential categorical customers
 2. Aid in the evaluation of the collection system and development of a sampling plan to identify potential industrial users/locations with high TDS discharges
 3. Develop a preliminary list of customers to provide initial Industrial User Waste Surveys.
 - F. Based on the desktop analysis results and coordination with the City, Kimley-Horn will generate a sampling plan for the City's wastewater collection system. The goals of the sampling plan are 1) to determine potential locations of high concentrations in the overall wastewater collection system and 2) to aid in the identification and evaluation of specific industrial users contributing high concentrations.
 - G. Kimley-Horn will submit a draft sampling/monitoring plan for review and comment by the City. Kimley will then revise the draft plan and submit to the City for implementation. The City will perform and/or coordinate all sample/monitoring collection, transportation, and laboratory analysis. Sampling costs and any monitoring equipment to be paid for by the City.
 - H. Kimley-Horn will review and analyze the sampling results and provide recommendations for additional sampling if necessary.
 - I. Based on the results of the sampling plan, Kimley-Horn will provide the industrial user surveys and letter for the City to provide to the identified potential industrial users.
 - J. Based on the results of the sampling plan and review of the industrial user waste surveys, Kimley-Horn will provide a list of probable industrial users.

Task 9 – Concurrency Analysis (Wastewater Treatment):

- A. Kimley-Horn will review data received relating to the treatment plant and 20 year population projections provided by the City. Kimley-Horn will estimate 20-year wastewater demands by multiplying the 20-year population projections by the City's level of service.
- B. Kimley-Horn will conduct WWTF site visits to meet operations staff to review existing equipment and process and discuss operation and maintenance history and the plant expansion.
- C. Based on the 20-year wastewater demand projections, Kimley-Horn will prepare a facility expansion plan. The facility plan will include capacity of each treatment process and alternative evaluations of up to three options. Each alternative will include an equipment list, conceptual site plan, effluent disposal options, and an opinion of probable construction cost. Reclaimed will be evaluated in Task 10.
- D. Kimley-Horn will attend up to three (3) meetings with the City and Plant operations staff to discuss current capacity of each process, effluent disposal options, and the proposed alternatives and opinion of probable construction costs to select an alternative.
- E. Based on the selection, Kimley-Horn will update the hydraulic profile of the plant for the first phase of the plant expansion.
- F. Kimley-Horn will perform an environmental review as typically required in FDEP's Clean Water State Revolving Funds (SRF) facility planning documents.
- G. Kimley-Horn will prepare and submit a draft Concurrency Analysis Report to the City. Kimley-Horn will address up to one round of comments.

Task 10 – Reclaimed Water:

- A. Kimley-Horn will review data received relating to the effluent disposal and public access system.
- B. Kimley-Horn will approximate future demands for two developments interested in receiving public access reuse.
- C. Kimley-Horn will perform a review of regulations and identify how changes in laws and regulations may impact the City's wastewater and reclaimed system. A list of regulations to be considered as part of this review include, but are not limited to, the following:
 - 1. 40 CFR Part 503 Biosolids
 - 2. National Pollutant Discharge Elimination System
 - 3. CMOM Requirements (40CFR 122.41€)
 - 4. Chapter 62-610 Florida Administrative Code (FAC) – Water Reuse
 - 5. Chapter 62-528 FAC – Underground Injection Control

6. Chapter 62-640 FAC – Biosolids
 7. Chapter 62-600.705(2) FAC – Collection System Action Plan
 8. New Wastewater Asset Management Rules
- D. Kimley-Horn will provide an economic analysis including a cost benefit assessment to estimate expenses associated with treatment, distribution, and maintenance of reclaimed water system. Kimley-Horn will utilize the City's latest reuse rates to estimate cost to sell reuse to the two developments.
- E. Kimley-Horn will attend an in-person meeting with the City to review and discuss the economic analysis performed and present the findings of the regulatory review.
- F. Kimley-Horn will provide a brief technical memorandum summarizing the reclaimed water tasks mentioned above. Kimley-Horn will address up to one (1) round of comments by the City.

Task 11 – Additional Services (As requested)

In addition to the above tasks, Kimley-Horn will be available to support the City with additional services. The additional services provided as part of this Task will require pre-authorization from the City.

- Hydraulic Modeling of the Reuse System and Evaluation for Improvements and Costs Associated
- Research of the City's existing customers for potential industrial users (if required by FDEP)
- Additional meetings or site visits with Industrial Users
- Additional meetings with the City and FDEP
- Additional City Commission Attendance and Presentations
- Additional Headworks Analysis and Industrial User Agreements for other industrial users
- Preliminary Design Report/Hydraulic Profile
- Provide additional services not explicitly described above.

LUMP SUM FEE AND SCHEDULE OF DELIVERABLES



SCHEDULE

We will provide our services as expeditiously as practicable with the goal of meeting the following schedule:

Task 1 – 8 weeks from Notice to Proceed (NTP) /Signed Agreement

Task 2 - 16 weeks from NTP

Task 3 – 28 weeks from NTP

Task 4 – 34 weeks from NTP

Task 5 – 48 weeks from NTP

Task 6 – 50 weeks from NTP

Task 7 - 54 weeks from NTP

Task 9 - 36 weeks from NTP

Task 10 - 36 weeks from NTP

FEE AND BILLING

Kimley-Horn will perform the services described in Tasks 1-10 of the scope of services for a lump sum labor fee inclusive of expenses as shown below.

Task	Description	Lump Sum Fee
Task 1	<u>Data Collection, Meetings, and Industrial User Survey</u>	\$14,995
Task 2	<u>Sewer Use Ordinance</u>	\$15,015
Task 3	<u>Industrial Pretreatment Program Implementation Plan and Rate Structure</u>	\$27,850
Task 4	<u>Plan of Study and Sampling Plan</u>	\$12,525
Task 5	<u>Headworks Analysis/ Development of Local Limits</u>	\$22,100
Task 6	<u>Pretreatment Program Final Submission</u>	\$2,910
Task 7	<u>Industrial User Agreement</u>	\$8,040
Task 8	<u>Desktop Wastewater Collection System Analysis and Monitoring</u>	\$15,050
Task 9	<u>Concurrency Analysis (Wastewater Treatment)</u>	\$68,925
Task 10	<u>Reclaimed Water</u>	\$37,590
Task 11	<u>Additional Services</u>	HOURLY
Total: \$225,000		

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Attachment –Hourly Rates and Person Hour Estimate

Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	<i>Rate</i>
Analyst I	\$135 - \$165
Analyst II	\$175 - \$205
Professional	\$200 - \$235
Senior Professional I	\$250 - \$325
Senior Professional II	\$345 - \$420
Senior Technical Support	\$120 - \$300
Technical Support	\$105 - \$170
Support Staff	\$90 - \$150

Effective through December, 2025

Subject to annual adjustment thereafter

External Reimbursable Expenses will be charged at 15% mark-up, or per the Contract

Sub-Consultants will be billed per the Contract

PROJECT BUDGET

Project Name: Industrial Pretreatment Program, Concurrency Analysis, and Reclaimed

Project Num.:

Date: 12/5/2024

Estimated By: Jamison Tondreault

KHA Task # Subtask ID Number	KHA Task Name Subtask Name/Description	Person Responsible Rates Expected	PERSON HOUR ESTIMATE					Analyst I 135.0 hr. billing	Support Staff 95.0 hr. billing	KHA Task Total
			Senior Professional II 345.0 hr. billing	Senior Professional I 275.0 hr. billing	Analyst II 175.0 hr. billing					
[task no.]										
1	Data Collection, Meetings, and Industrial User Survey	Jamison	2	24	10	42	3			\$14,995
2	Sewer Use Ordinance	Jamison	4	25	8	39	1			\$15,015
3	Industrial Pretreatment Program Implementation Plan and Rate Structure	Jamison	4	26	8	50				\$16,680
		Raffelis (Sub)								\$11,170
4	Plan of Study and Sampling Plan	Jamison	3	20	8	34				\$12,525
5	Headworks Analysis/Development of Local Limits	Jamison	3	45	8	54				\$22,100
6	Pretreatment Program Final Submission	Jamison		4		12	2			\$2,910
7	Industrial User Agreement	Jamison		10	4	34				\$8,040
8	Desktop Wastewater Collection System Analysis and Monitoring	Jamison		10	24	60				\$15,050
9	Concurrency Analysis (Wastewater Treatment)	Jamison	10	69	150	150				\$68,925
10	Reclaimed Water	Jamison	2	40	40	140				\$37,590
11	Additional Services (Hourly)									
	Subtotal (Hours)		28.00	273.00	260.00	615.00	6.00			\$ 225,000
	Labor Total (Dollars)		\$9,660	\$75,075	\$45,500	\$83,025	\$570			

EXHIBIT 3
Page 1 of 1

EXHIBIT 4

Page 1 of 2

CHANGE ORDER #

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

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

PROJECT MANAGER: _____

CONSULTANT: _____

CONSULTANT'S ADDRESS: _____

Execution of this Change Order by CITY shall serve as authorization for the CONSULTANT to modify the work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto. This Change Order shall be an addendum to the CONTRACT DATED _____, between CITY and CONSULTANT and is further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

☐ DETAILED CHANGED SCOPE OF WORK FOR PROJECT

CONSULTANT shall provide said work pursuant to this Change Order and its attachments, which are incorporated herein. All other provisions of the CONTRACT shall continue in full force and effect.

CHANGE IN CONTRACT TIME: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONSULTANT and contract completion on date shall be increased by _____ days.

METHOD OF COMPENSATION:

(a) This Change Order is issued on a:

- ☐ Lump Sum Basis
- ☐ Hourly Rate Basis with a Not-to-Exceed amount
- ☐ Hourly Rate Basis with a Limitation of Funds amount
- ☐ Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONSULTANT shall perform all work required by this Change Order for the sum of _____ the "Lump Sum Fee" Amount.

Exhibit 4
Page 2 of 2

- (c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then CONSULTANT shall perform all work required by this Change Order for a sum not exceeding _____ DOLLARS (\$ _____). CONSULTANT compensation shall be based on the actual work required by this Change Order.
- (d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONSULTANT is not authorized to exceed the "Limitation of Funds" amount of _____ DOLLARS (\$ _____) without a Change Order accepted and executed by CITY. Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONSULTANT for the actual work performed under this Change Order.

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

It is expressly understood by CONSULTANT that this Change Order, until executed by CITY and the issuance of an amended Purchase Order, does not authorize the performance of any work by CONSULTANT and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONSULTANT to perform the work called for under this Change Order if it is determined that to do so is in the best interest of CITY.

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this ____ day of _____, 2022, for the purposes stated herein.

CONSULTANT

Witness

By: _____

Title: _____

Date: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
W. Michael DaRoza, City Manager

Date: _____

EXHIBIT 5
Page 1 of 1

INSURANCE REQUIREMENTS

A. General

Before starting and until acceptance of the work by CITY, CONSULTANT shall procure and maintain insurance of the types and to the limits specified in paragraphs (1) to (4) inclusive below. All insurance policies herein required of CONSULTANT shall be written by a company duly authorized and licensed to do business in the State of Florida and be executed by agents thereof duly licensed as agents in said State.

The CONSULTANT shall require each of his subConsultants to procure and maintain, until completion of that subConsultant's work, insurance of the types and to the limits specified in paragraphs (1) to (4) inclusive below. It shall be the responsibility of CONSULTANT to ensure that all his subConsultants meet these requirements.

B. Coverage

Except as otherwise stated, the amounts and types of insurance shall conform to the following minimum requirements:

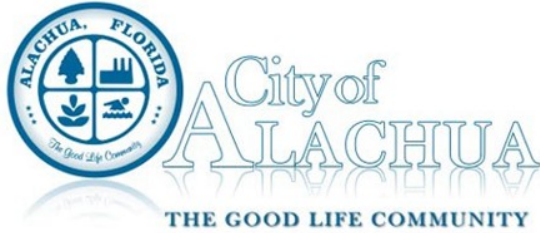
1. Workers Compensation - Coverage for all employees at the statutory limits in accordance with Florida law.
2. Commercial General Liability - Insurance coverage must be afforded that includes bodily injury, including death and property damage, in an amount not less than \$1,000,000 combined single limit per occurrence. This policy must also cover premises and/or operations, independent Consultants, products and/or completed operations.
3. Business Automobile Policy - Occurrence Coverage must be afforded including coverage for all Owned vehicles, and Hired/Non-Owned vehicles that includes bodily injury and property damage in an amount *not less than* \$1,000,000 per accident and in the aggregate.
4. Professional Liability - Coverage must be afforded, under an occurrence form policy or claims made form in an amount *not less than* \$2,000,000/Architects and Engineers E&O. It is required that Professional Liability Insurance coverage be provided for all acts and omissions that occur during the term of the contract. If this coverage is written as a "claims made" form, proof adequate of extended reporting period coverage is required.

C. Certificates of Insurance

CONSULTANT shall provide all Certificates of Insurance to the City with a thirty (30) day notice of cancellation, non-renewal or reduction in coverage provision. Certificates of all insurance required from CONSULTANT shall be filed with the City of Alachua before operations are commenced and must name CITY as additional insured. The insurance indicated on the Certificate shall be subject to CITY approval for adequacy and protection and coverage limits may be increased at discretion of CITY as a requirement of a specific CONTRACT. The certificate will state the types of coverage provided, limits of liability and expiration dates. The required certificates of insurance may refer specifically to this contract and may state that such insurance is as required by cited paragraphs of this Agreement.

The certificate must also indicate if coverage is provided under a claims made or per occurrence form.

Renewal certificates shall be furnished thirty (30) days prior to the date of expiration.



Commission Agenda Item

MEETING DATE: January 27, 2025

SUBJECT: Engineering Services for the Expansion of the Legacy Substation

PREPARED BY: Donna Smith, Purchasing Manager

RECOMMENDED ACTION:

Authorize the City Manager to enter into a contract to provide Engineering Services for the Legacy Substation Full Build-Out with Jacobs, in an amount not to exceed \$159,050.00.

Summary

In June 2018, the City solicited formal proposals (RFP 2018-02) from qualified vendors to provide engineering services to assist in the expansion of the City electric system. Seven proposals were received, reviewed and ranked by a Selection Committee. Jacobs, ranked #1 was selected to provide Engineering Services for the Expansion of City Electrical Infrastructure.

In February 2020, the City solicited formal bids (RFB 2020-02) from qualified vendors to provide construction services to build the Legacy Substation. Having completed the addition of the Legacy Substation, the City is now ready to move forward with expanding the capacity of this substation.

Staff requested a proposal for the Legacy Substation expansion from Jacobs pursuant to their Professional Services Contract for Continuing Services. The negotiated proposal provides for engineering services, including a scope of work, for the expansion of Legacy Substation. The proposal includes:

- Task 1: Transformer #2 Pad
- Task 2: Breaker #4 Pad
- Task 3: PCR Building Pad
- Task 4: Pre-Purchase Specifications
- Task 5: Construction Administration
- Front End and Transformer Specification Review
- Duke Energy Collaboration (Allowance)
- Project Management and Administration

Based upon the Jacobs contract and their knowledge of the original Legacy Substation design, staff recommends authorizing the City Manager to execute a work order and issue a

corresponding purchase order.

FINANCIAL IMPACT

\$159,050.00

ADDITIONAL FINANCIAL INFORMATION

COMMISSION GOALS

Strengthen Community Service
Funding Source - Electric Fund
Quality of Life

ATTACHMENTS

1. Jacobs Proposal - Legacy Substation Expansion



Energy & Power Solutions
777 Main Street
Fort Worth, TX 76102 U.S.A.
817.735.6000 Fax: 817.735.6148

January 10, 2025

Mr. Michael Carrillo, P.E.
Public Services Director
City of Alachua
15100 NW 142 Terrace
Alachua, FL 32615

Re: Legacy Substation Expansion

Dear Michael:

Jacobs Engineering Group Inc. (Jacobs) is pleased to provide this fee proposal and scope of work for the initial phase towards the Legacy Substation full build-out. Understanding that the City is at a critical juncture to expand the substation capacity as well as the extended equipment lead times, these tasks are intended to provide a strategic approach for the City as you enhance the electrical distribution capabilities and resiliency.

Attached, for your reference, and to define the work associated with our proposed fee, is the scope of services along with a workhour buildup expected to carry out this work. For the services outlined herein, we propose a fee of **\$159,050** (One hundred, fifty-nine thousand and fifty dollars).

We are pleased to be your partner in evaluating and implementing long term meaningful infrastructure improvements for the City. Feel free to contact us if you have any questions.

Respectfully,

JACOBS ENGINEERING GROUP INC.

Fraser Ringel, PE

Principal, Energy & Power – Americas

cc: Project File WFXP6001
Dustin Dykes
Chris Farr
Greg Bick

Attachment A

SCOPE OF SERVICES City of Alachua Legacy Substation Expansion

The City desires to expand the Legacy Substation to increase the capacity based on demand growth. This is a strategic opportunity for the City to ensure reliable and resilient service to the community. Given the aggressive schedule in front of the City and the extended lead times of the equipment, Jacobs understands the urgency of this effort and with the historical knowledge of the original design can provide the efficient partnership for a successful project. We assume that this task can be performed under a new Purchase Order to the existing Professional Services Contract associated with the Legacy Substation.

The following scope of services is structured to provide flexibility to the City in completing the work and getting the most value from their investment. As such, there are four (4) tasks that support the City's vision. For the base scope of services described below, the assumption is that Transformer #2, Breaker #4, and PCR building will be exact duplicates of the existing equipment in-place today. Should the City choose to complete the Pre-purchase Specifications first and decide to select different equipment, an assessment of the impact to the base scope of services will be required.

A. Professional Scope of Services

1. Transformer 2 (T2) Structure

The City desires to commence design for foundations and structures to enable the Legacy Substation expansion in preparation for a final build-out of the system components. The initial request is to develop the technical design for a new integrated transformer support oil containment basin and grating.

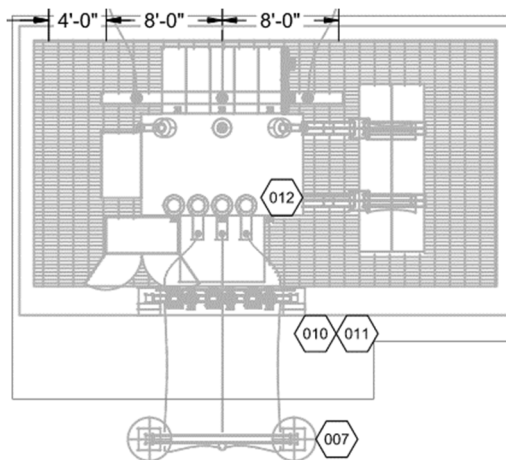


Figure 1: Excerpt of T2 Space Allocation

The technical design would include necessary drawings, details, and specifications for construction. Jacobs proposes to include the adjacent pier locations for assumed Duke Energy metering stands, pole mounted PT and CT's, as well as a second pole mounted station service transformer as deemed necessary. Jacobs expects the resulting structure to closely mimic the existing structures associated with the T1 transformer. For base services, it is assumed that the transformer ultimately procured will mimic the T1 physical dimensions, configuration, weight, and oil volume. Jacobs understands that procurement of the transformer can be performed prior to the detailed design. If this occurs, the equipment specifics (weight, physical dimensions, support needs) can be incorporated into the design and avoid any alterations post award.

Similar to the T1 installation, the basin will be designed to accommodate an oil detecting submersible pump, detailed with an updated one-line diagram and product specifications. It is assumed that the submersible pump can be powered by the existing station service transformer and PCR.

2. Breaker #4 Equipment Pad

Breaker #4 is another piece of equipment associated with the Legacy Substation build-out. Technical design services would include appropriate drawings and specifications to provide a structural pad. Design of the pad will assume that the new breaker will match the existing three (3) breakers in type, physical characteristics, and orientation. From project records, the existing breakers are identified as ABB 72PM40-20C.

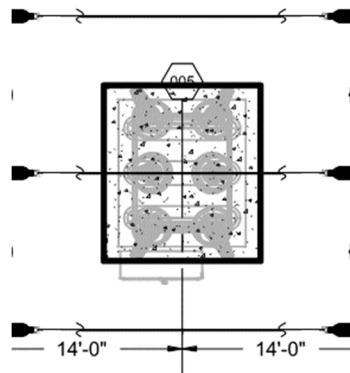


Figure 2: Excerpt of Breaker #4 Space Allocation

3. PCR Building Pad

The Legacy Substation provided space allocation for the second PCR building associated with the full build-out of the T2 and Breaker #4. Technical design services would include appropriate drawings and specifications to provide a structural pad and electrical penetrations for the future switchgear and ductbank continuation, which are not included in the base services. For the base scope of services, the design of the pad and electrical penetrations will be identical to the existing PCR building pad.

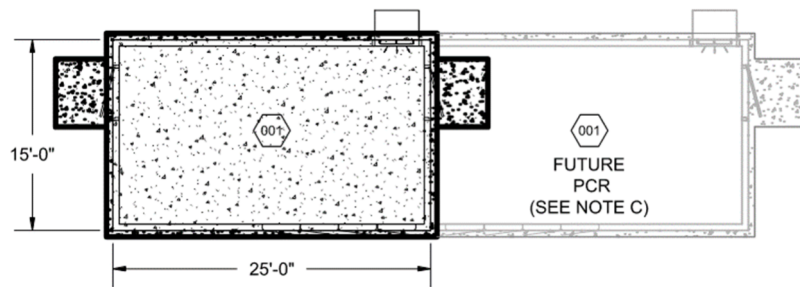


Figure 3: Excerpt of Future PCR Building Space Allocation

4. Pre-Purchase Specifications

As the timeline of the Legacy Substation expansion is understood to be less than three years, Jacobs suggests that the City strongly consider proceeding with procurement of the electrical equipment as lead times is likely to exceed two years. This effort will include the review and development of both Front End (Division 0 and Division 1) as well as technical specifications. Resulting from a scope call on January 7, 2025, the scope of services are:

- Cursory review of the Front End (Division 0 and Division 1) and Transformer specifications. The City has developed documents to a level of detail and requested Jacobs to review and provide pertinent comments to be considered and/or addressed by the City. Jacobs review will result in a memorandum with summary of the comments. This effort is being proposed as an allocated Time and Material fee, which can be reevaluated if additional efforts are required.
- Development of the Breaker and PCR Building technical specifications. These specifications will be developed with reference to the previous Legacy Substation material and refined as needed for the current scope of work. This effort will result in signed and sealed documents prepared by Jacobs for the City's advertisement and procurement. This task is proposed to be included within the proposed Lump Sum fee.

This scope of services will also include Bid Support services to review and comments on the equipment solicitation bids in response to the City's advertisement.

Due to the uncertain timing of equipment procurement by the city, the base scope of services for Tasks 1, 2, and 3 above will proceed under the assumption that the future equipment to be procured will be identical to what is installed on site today. However, if the design and construction of foundations and structures can be delayed until after equipment has been procured, the City could mitigate the risk of potential changes which could result if the equipment models procured differ from the existing equipment.

5. Utility Coordination (Allowance)

Jacobs understands that the City may require technical support in collaboration with Duke Energy Florida. As the technical support needed is not well defined at this time, Jacobs proposes to support the City's needs on a time and materials basis. Services provided may

include development of drawings and details at the request of Duke, attendance at meetings, and/or participation in technical discussions.

6. Construction Administration

This proposal includes focused Construction Administration efforts that support the installation of structural components described herein. This effort will consist of Jacobs representation to observe the City's selected contractor performing the work in accordance with the Construction Documents. This effort will consist of four (4), single day, site visits with an Observation Report summarizing the efforts witnessed and noting any observed deficiencies.

B. Meetings, Deliverable, and Schedule

Jacobs believes this scope of work can be performed with minimal engagement. However, Jacobs sees value in ongoing collaboration throughout the project. To avoid unnecessary costs, Jacobs proposes that the majority of collaboration be conducted virtually, except for the identified times noted below:

1. Kick-Off & Goal Setting Workshop (In-Person with a Site visit/walk)
2. Bi-Weekly Coordination Calls (Virtually)
3. Duke Energy Coordination (Virtually)
4. Final Deliverable Page-Turn Review (In-Person)

Deliverables for the proposed scope will be provided in a format which replicates that of the previous design documents. All packages will be provided in electronic format and include the following:

1. Memorandum summarizing the Front End and Transformer specification review comments.
2. Pre-Purchase Specifications for Review: Breaker and PCR Building
3. Final Pre-Purchase Specifications: Breaker and PCR Building
4. 95% Construction Documents: Technical Drawings and Specifications
5. 100% Signed and Sealed Construction Documents: Technical Drawings and Specifications

Given the different options presented within this proposal, the timeline can vary depending on what is ultimately selected by the City to be developed. The schedule below is an indicative estimate based on the full scope of services described above, with an opportunity to refine the schedule with the City's feedback during the Kick-Off meeting:

1. Kick-Off Meeting: 2-wks from Notice to Proceed
2. Pre-Purchase Specifications: 4-wks from Kick-off Meeting
3. 95% Construction Documents: 4-wks from Kick-Off Meeting
4. 100% Signed and Sealed Construction Documents: 2-wks from 95% Construction Document review comments.

C. Basis of Compensation and Summary Breakdown

I. Basic Services

For BASIC SERVICES as defined in the SCOPE OF SERVICES, we propose that the BASIS OF COMPENSATION be a lump sum and time and material fee as described below:

Table 1: Legacy Substation Expansion

Project Management & Administration	\$	29,784
Task 1: T2 Pad	\$	33,264
Task 2: Breaker #4 Pad	\$	11,470
Task 3: PCR Building Pad	\$	16,501
Task 4: Pre-Purchase Specifications	\$	29,031
Task 5: Construction Administration	\$	15,000
<i>Lump Sum Fee Sub Total</i>	\$	135,663
Front End and Transformer Specification Review	\$	4,000
Duke Energy Collaboration (Allowance)	\$	20,000
<i>Time & Material Fee Sub Total</i>	\$	24,000
<i>Professional Services Total</i>	\$	159,050

Jacobs shall invoice monthly based on design and construction progress.

While the level of effort associated with the Duke Energy Collaboration is undefined, Jacobs will provide updates to the City on fee accrual through the project and determine if additional funds are necessary given the remaining tasks or effort. Similarly, the Specification Review effort is proposed as Time and Material approach in which additional funds can be allocated towards if needed.

In the event that the City chooses to perform a selection of tasks, Jacobs will review the impacts to both fee and schedule and provide an updated proposal for approval.

II. *Additional Services*

For ADDITIONAL SERVICES as defined in the SCOPE OF SERVICES, and/or any additional work requested by the Client, Jacobs will prepare a proposal for acceptance and signature to the client as a change order to this agreement.

D. Assumptions and Clarifications

Our proposal for engineering services noted above are based on the following assumptions:

- I. It is assumed that this scope of work will be performed under the original Legacy Substation contract (PO# 19-01026).
- II. Cost estimating is not included for this scope of work but can be provided as an additional service request.

- III. All drawings will be developed in 2D CADD. 3D Modeling is not included within this scope of work.
- IV. Construction Administration is provided in the extents of submittal review, RFI responses associated with the civil, site, structural work, and four (4) site visits, and observation reports.
- V. Jacobs shall not make inspections or reviews of the safety programs or procedures of the construction contractor(s), and shall not review their work for the purpose of ensuring their compliance with safety standards. Jacobs shall not assume any responsibility or liability for performance of the construction services or for the safety of persons and property during construction or for compliance with federal, state, and local statutes, rules, regulations and codes applicable to the conduct of the construction services.
- VI. All site environmental, endangered species and archeological related studies are excluded from the Basic Services.
- VII. We assume the Contractor will handle permitting with the City if required and facilitate submittals and approvals based on plans provided by Jacobs. We will respond to plan review comments and revise documents as required to obtain the permit. We will respond to questions raised by the reviewing agency and will make code revisions to the documents, if necessary, to obtain a permit.
- VIII. In the event that the project is impacted by recognized environmental conditions, including, but not limited to Asbestos Containing Materials, Lead Based Paint, Petroleum, Chemical or other constituents, it is assumed that the City will be responsible for any services related to the identification, testing, abatement or remediation including management thereof of such identified environmental conditions. Jacobs' proposal does not include any services related to the identification, testing, abatement or remediation including management of recognized environmental conditions.
- IX. Specifications associated with Division 0, Division 1, and Transformer are excluded from Jacobs scope of services. As noted above, Jacobs will review the documents and provide comments for the City to consider and/or address. If additional effort beyond the allocated fee is necessary, Jacobs will discuss addition services with the City prior to commencing work.
- X. Jacobs will reference the existing equipment within the Legacy Substation and previous shop drawing submittals as a basis of design:
 - a. Transformer: Virginia Transformer, 48012MA023U-HA327A
 - b. Breaker: ABB, Type 72PM40-20C
 - c. PCR Building: Trachte 15'x25'x10'-6", Model HE1525If the equipment eventually procured differs from the above, Jacobs can evaluate the impacts to the technical aspects described herein and provide an additional service request for redesign to suit the selected equipment, as necessary.
- XI. Record Drawings, dated November 19, 2021, will be the baseline documents for the technical design updates. Jacobs assumes that the City will provide any information or modifications since and not reflected within the Record Drawings.
- XII. The site locations, sizes, and space allocations have already been selected for this expansion, as depicted in the existing site layout documents. Jacobs will not conduct any additional analysis or redesign changes to the site footprint or layout for this scope.

City of Alachua
Legacy Substation Expansion
Structural Pad

Manhour Summary/Staffing Profile

10-Jan-25

	Principal / MOP	PM	Admin	Project Controls		Sr. Structural Engr	Structural Engr	Sr. Designer			Sr. Civil Engr	Sr. Civil Engr	Civil Engr	Designer		Sr. Electrical Engr	Electrical Engr	
	\$ 307	\$ 185	\$ 95	\$ 190		\$ 173	\$ 130	\$ 131			\$ 179	\$ 179	\$ 114	\$ 131		\$ 179	\$ 136	
Scope of Work																		
Project Management																		
MOP	25																	
PM		60																
Admin			32															
Project Controls				12														
Transformer Pad & Basin																		
Structural (Plans, Details, Specs)		8					56	26										
Civil (Site Improvements, Site Details, Elevations, Specs)		8							6		40	10						
Electrical (Equipment Coordination)		4															10	
QC		4				4				4						4		
Breaker #4 Pad																		
Structural (Plans, Details, Specs)							10	5										
Civil (Site Improvements, Site Details, Elevations, Specs)									6		20	5						
Electrical (Equipment Coordination)																	5	
QC		2				4				4						4		
PCR Building Pad																		
Structural (Plans, Details, Specs)		8					10	5										
Civil (Site Improvements, Site Details, Elevations, Specs)		8							6		20	5						
Electrical (Equipment Coordination)		4															5	
QC		4				4				4						4		
Pre-Purchase Specifications																		
Electrical	3	10															45	
QC		3														5	5	
Bid Evaluation	5	20														10	40	
Expenses																		
Kick-Off Meeting Labor	10	10				10											10	
Page-Turn Meeting Labor	10	10																
Construction Administration																		
CA Effort						40											30	