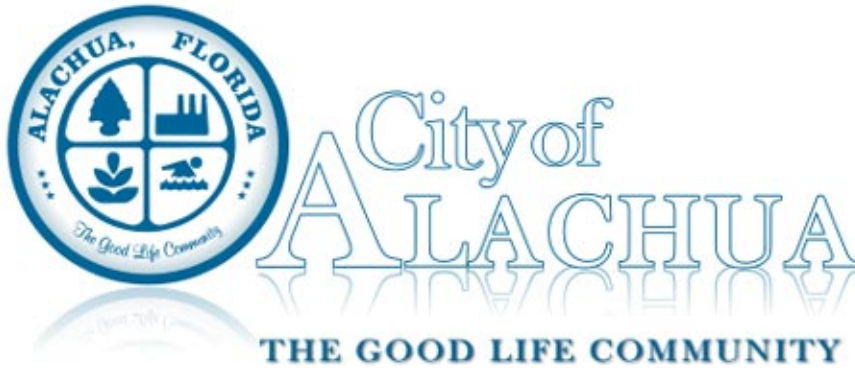




Regular City Commission Meeting Agenda September 13, 2021

Mayor Gib Coerper
Vice Mayor Shirley Green Brown
Commissioner Jennifer Blalock
Commissioner Dayna Miller
Commissioner Robert Wilford

City Manager Mike DaRoza
City Attorney Marian Rush

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

Meeting Date: September 13, 2021

Meeting Location: James A Lewis Commission Chambers
15100 NW 142 Ter.

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. Fiscal Analysis Report for FY 2020-2021 through July 31, 2021

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

- A. Youth Advisory Council Appointments

IV. PUBLIC HEARINGS AND ORDINANCES

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

- A. Resolution 21-23 Relating to the Levy of General Purpose Ad Valorem Taxes for the 2021 Tax Year; and Resolution 21-24 Relating to its Budget for the 2021-2022 Fiscal Year
- B. Resolution 21-22 TK Stormwater Basin Maintenance Assessment Annual Rate Resolution

V. AGENDA ITEMS

- A. RFP 2021-01 FFY 2019 Small Cities Community Development Block Grant (CDBG) Grant Administration Services
- B. RFQ 2021-01 Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural, or Surveying and Mapping Services Award

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

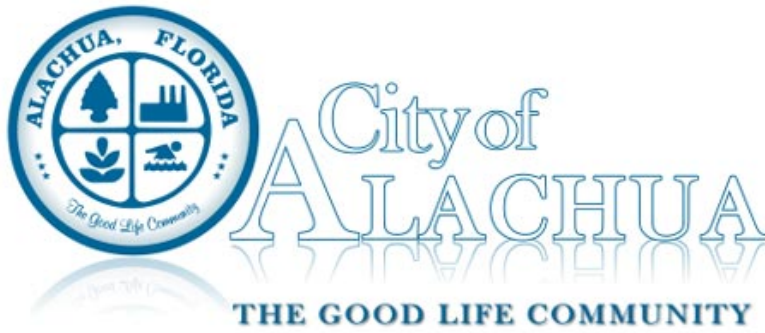
VIII.COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

CONSENT AGENDA ITEMS

August 23, 2021 City Commission Meeting Minutes
August 23, 2021 Budget Workshop Meeting Minutes
Electric Systems Modeling and Master Planning



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: Fiscal Analysis Report for FY 2020-2021 through July 31, 2021

PREPARED BY: Robert Bonetti, Finance & Administrative Services Director

RECOMMENDED ACTION:

Receive the presentation.

Summary

The Finance and Administrative Services Director 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: No

BUDGETED: No

ATTACHMENTS:

Description

- ▢ Fiscal Analysis 20210731
- ▢ 20210731 Fiscal Analysis

CITY OF ALACHUA



FISCAL ANALYSIS REPORT

FISCAL YEAR 2020-2021
THROUGH JULY 31, 2021

SEPTEMBER 13, 2021

KEY TERMS



- **Fiscal year: period beginning October 1, 2020 and ending September 30, 2021.**
- **Amended budget: budget including all changes since the beginning of the fiscal year.**
- **Period benchmark: percentage of fiscal year that has transpired - 83.3%.**
- **Encumbrances: Funds committed for future expenses.**

ALL FUNDS SUMMARY



	FY 20/21 AMENDED BUDGET	PERCENT OF TOTAL BUDGET
GENERAL FUND	13,573,977	29.31%
SPECIAL REVENUE FUNDS	1,806,251	3.90%
DEBT SERVICE FUND	858,176	1.85%
CAPITAL PROJECTS FUNDS	1,404,926	3.03%
ENTERPRISE FUNDS	25,529,132	55.13%
INTERNAL SERVICE FUND	<u>3,138,619</u>	<u>6.78%</u>
	46,311,081	100.00%

GENERAL FUND



- **Primary Revenue Source: Taxes**

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

GENERAL FUND



- **Sources of Funding (94%) –**

- **Current Revenues:** \$ 11.2M (83%)
- **Budgeted Balances:** \$ 1.5M (11%)

- **Uses of Funding (83%) –**

- **Expenses:** \$ 10.6M (78%)
- **Encumbrances:** \$ 670K (5%)

SPECIAL REVENUE FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Law Enforcement Training
 - Tree Bank
 - APD Explorers
 - T K Basin
 - Wild Spaces Public Places
 - Children's Trust
 - Donation
 - Community Redevelopment Agency (CRA)

SPECIAL REVENUE FUNDS



- **Sources of Funding (93%) –**

- Current Revenues: \$ 1.1M (62%)
- Budgeted Balances: \$ 565K (31%)

- **Uses of Funding (29%) –**

- Expenses: \$ 469K (26%)
- Encumbrances: \$ 49K (3%)

DEBT SERVICE FUND



- **Primary Revenue Source: Inter-fund Transfers**
- **Programs Funded:**
 - Section 108 Debt Payments
 - Series 2016 Debt Payments

DEBT SERVICE FUND



- **Sources of Funding (100%) –**

- Current Revenues: \$ 857K (100%)
- Budgeted Balances: \$ 1K (<1%)

- **Uses of Funding (100%) –**

- Expenses: \$ 856K (100%)
- Encumbrances: \$ ----- (0%)

CAPITAL PROJECTS FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - San Felasco Conservation Corridor
 - Heritage Oaks
 - Mill Creek Sink
 - Florida Job Growth
 - CDBG – Economic Development

CAPITAL PROJECTS FUNDS



- **Sources of Funding (60%) –**

- Current Revenues: \$ 824K (59%)
- Budgeted Balances: \$ 8K (1%)

- **Uses of Funding (96%) –**

- Expenses: \$ 443K (32%)
- Encumbrances: \$ 904K (64%)

ENTERPRISE FUNDS



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

ENTERPRISE FUNDS



- **Sources of Funding (89%) –**

- Current Revenues: \$ 16.4M (64%)
- Budgeted Balances: \$ 6.4M (25%)

- **Uses of Funding (77%) –**

- Expenses: \$ 18.7M (73%)
- Encumbrances: \$ 974K (4%)

INTERNAL SERVICE FUND



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

- **Programs Funded:**
 - Utility Operations
 - Utility Billing
 - Utility Administration
 - Warehouse Operations
 - Compliance and Risk
 - Information & Technology
 - Water Distribution/Collection

INTERNAL SERVICE FUND



- **Sources of Funding (100%) –**

- Current Revenues: \$ 2.1M (67%)
- Balances: \$ 1.0M (33%)

- **Uses of Funding (72%) –**

- Expenses: \$ 2.2M (71%)
- Encumbrances: \$ 38K (1%)

ALL FUNDS SUMMARY



- **Amended FY 20/21 Budget = \$ 46,311,081**

- **Sources of Funding (91%) –**
 - Current Revenues: \$ 32.5M (70%)
 - Budgeted Balances: \$ 9.6M (21%)

- **Uses of Funding (77%) –**
 - Expenses: \$ 34.1M (74%)
 - Encumbrances: \$ 1.7M (3%)

INVESTMENTS / CASH HOLDINGS



- **Investment portfolio total = \$ 1,614,778.99**
 - State Board of Administration (SBA) = \$ 1.1M
 - Money Market Account = \$ 515K
 - Certificate of Deposit = \$ 30K

- **Cash holdings total = \$ 17,898,623.80**
 - Operating Account = \$ 14.3M
 - CRA Account = \$ 862K
 - Customer Deposit Accounts = \$ 1.8M
 - Series 2016 Repayment Account = \$ 614K
 - Section 108 Account = \$ 0K
 - SRF Money Market account = \$ 155K
 - Series 2019 Projects Account = \$ 30K
 - Other Accounts = \$ 97K

CONCLUSION



- **Revenues and Expenses**
- **Section 108**
- **FY 2021-2022 Budget**



**FINANCE AND ADMINISTRATIVE SERVICES
FISCAL ANALYSIS
FY 2020-2021
THROUGH JULY 31, 2021**

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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 JULY 31, 2021

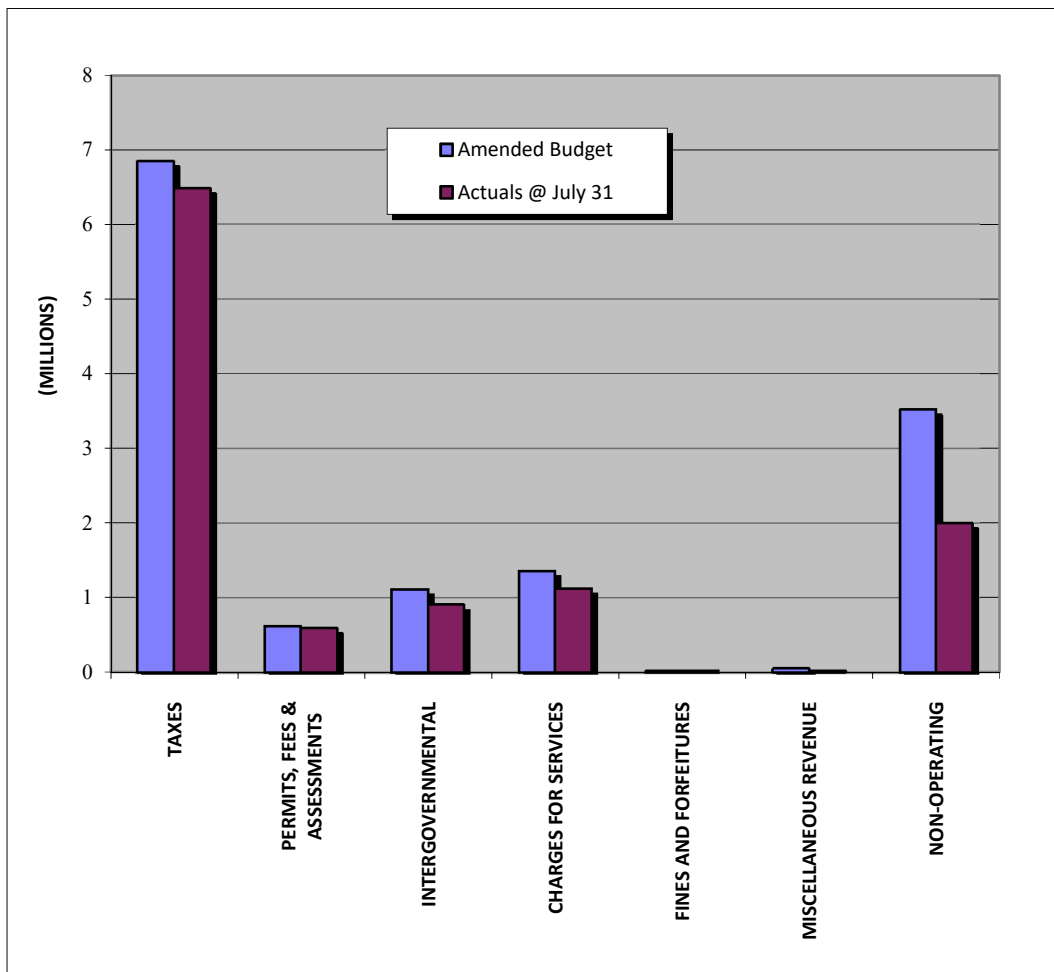
GENERAL FUND

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	6,850,419	6,850,419	6,492,002	95%
PERMITS, FEES & ASSESSMENTS	624,515	624,515	599,675	96%
INTERGOVERNMENTAL	1,002,937	1,119,595	913,332	82%
CHARGES FOR SERVICES	1,295,495	1,368,095	1,131,090	83%
FINES AND FORFEITURES	27,000	27,000	33,586	124%
MISCELLANEOUS REVENUE	57,100	57,100	32,666	57%
NON-OPERATING	3,527,253	3,527,253	2,000,000	57%
	13,384,719	13,573,977	11,202,351	83%
EXPENSES:				
GENERAL GOVERNMENT	6,140,485	6,230,485	5,376,741	86%
PUBLIC SAFETY	3,950,862	4,039,950	3,313,477	82%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	712,850	723,020	709,241	98%
TRANSPORTATION	1,361,892	1,361,892	809,807	59%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	1,218,630	1,218,630	1,075,983	88%
	13,384,719	13,573,977	11,285,249	83%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	7,054,584	7,072,584	5,755,909	81%
OPERATING EXPENDITURES	3,406,752	3,595,283	3,096,227	86%
CAPITAL OUTLAY	1,707,145	1,799,222	1,398,083	78%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	40,000	40,000	58,142	145%
NON-OPERATING	1,176,238	1,066,888	976,888	92%
POWER COSTS	0	0	0	0%
	13,384,719	13,573,977	11,285,249	83%

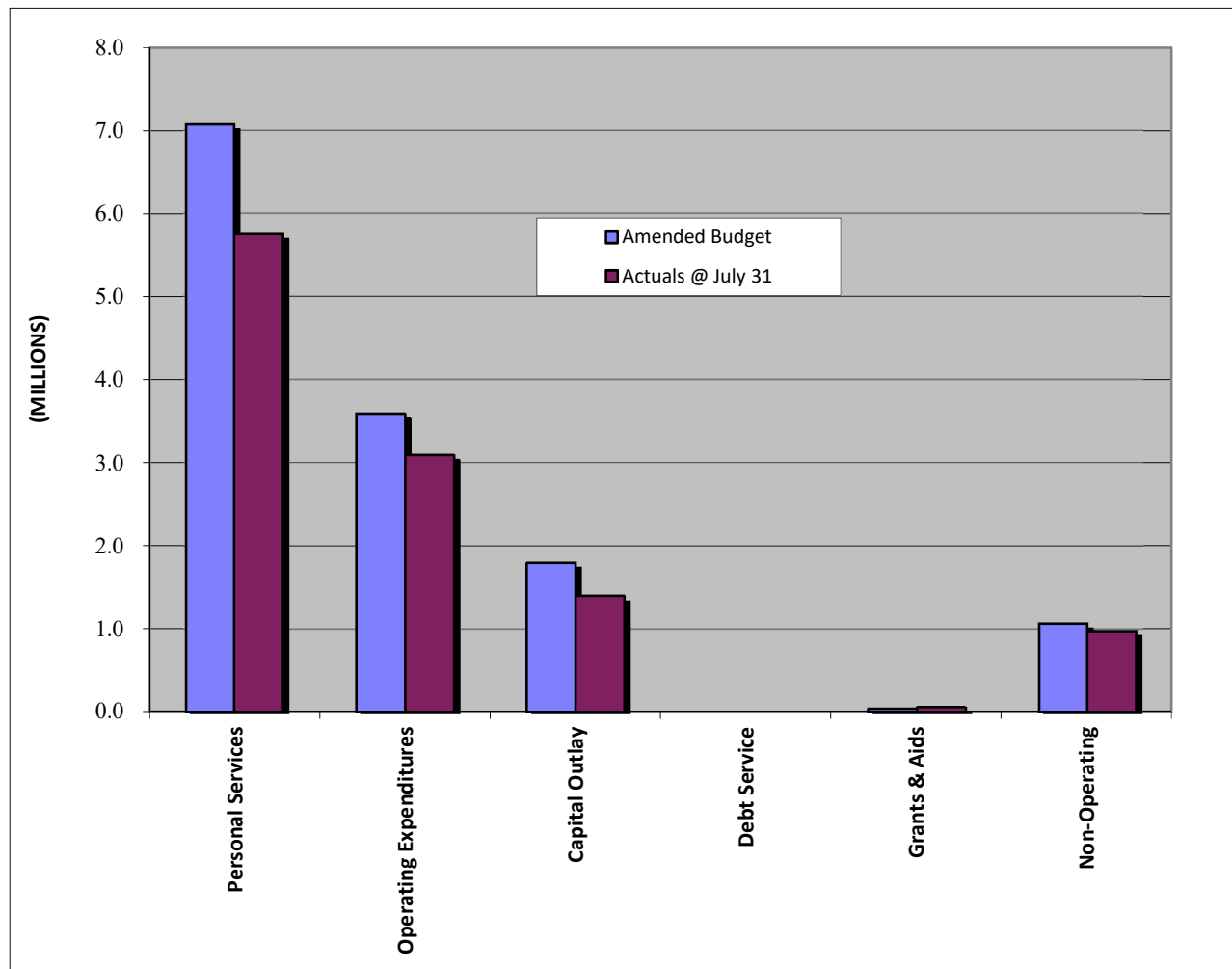
Revenues by Major Category General Fund

As of July 31, 2021, the City of Alachua collected 83% of budgeted General Fund revenues. Tax collections are at 95%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.8M, or just over half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 96%. The Intergovernmental Revenues are at 82%. Charges for Services are at 83%, Fines & Forfeitures are at 124%, Miscellaneous Revenues are at 57% and Non-Operating Revenues are at 57%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 83%. Personal Services are at 81% with Operating Expenditures at 86%. The Capital Outlay category is at 78%, Grants & Aids are 145% and Non-Operating expenditures are at 92%. Encumbrances for legal and residential waste collection account for 2% of the expense line total (aprox. \$224K).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

GENERAL FUND REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,701,906	4,701,906	4,723,477	100%
LOCAL OPTION FUEL TAXES	209,513	209,513	205,939	98%
UTILITY SERVICES TAXES	1,530,000	1,530,000	1,282,487	84%
COMMUNICATIONS SERVICES TAXES	360,000	360,000	240,371	67%
LOCAL BUSINESS TAXES	49,000	49,000	39,728	81%
SUBTOTAL	6,850,419	6,850,419	6,492,002	95%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	257,515	257,515	316,537	123%
FRANCHISE FEES	367,000	367,000	283,138	77%
SUBTOTAL	624,515	624,515	599,675	96%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	1,002,937	1,119,595	913,332	82%
GRANTS	0	0	0	0%
SUBTOTAL	1,002,937	1,119,595	913,332	82%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	64,975	64,975	83,575	129%
PUBLIC SAFETY	312,000	384,600	253,357	66%
PHYSICAL ENVIRONMENT	831,420	831,420	691,663	83%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	87,100	87,100	102,495	118%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,295,495	1,368,095	1,131,090	83%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	27,000	27,000	33,246	123%
OTHER FINES & FORFEITURES	0	0	340	NA+
SUBTOTAL	27,000	27,000	33,586	124%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	30,000	30,000	4,117	14%
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	27,100	27,100	28,549	105%
SUBTOTAL	57,100	57,100	32,666	57%
<u>NON-OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	2,000,000	100%
FUND BALANCE & UNDER COLLECTION	1,527,253	1,527,253	0	0%
SUBTOTAL	3,527,253	3,527,253	2,000,000	57%
GENERAL FUND	13,384,719	13,573,977	11,202,351	83%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	102,129	89,762	88%	0	0%	88%
OPERATING EXPENDITURES	29,786	23,814	80%	0	0%	80%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	131,915	113,576	86%	0	0%	86%
<u>CITY MANAGER'S OFFICE</u>						
PERSONAL SERVICES	540,770	444,688	82%	0	0%	82%
OPERATING EXPENDITURES	29,220	16,553	57%	2,000	7%	63%
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	569,990	461,241	81%	2,000	0%	81%
<u>DEPUTY CITY CLERK</u>						
PERSONAL SERVICES	160,624	124,787	78%	0	0%	78%
OPERATING EXPENDITURES	54,695	43,852	80%	211	0%	81%
CAPITAL OUTLAY	0	6,508	NA-	0	0%	NA-
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	215,319	175,147	81%	211	0%	81%
<u>CITY ATTORNEY</u>						
OPERATING EXPENDITURES	242,920	185,787	76%	47,172	19%	96%
TOTAL EXPENDITURES	242,920	185,787	76%	47,172	19%	96%
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
PERSONAL SERVICES	158,054	120,058	76%	0	0%	76%
OPERATING EXPENDITURES	63,340	101,295	160%	3,158	5%	165%
CAPITAL OUTLAY	306,307	259,021	85%	0	0%	85%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	527,701	480,374	91%	3,158	1%	92%
<u>FINANCE</u>						
PERSONAL SERVICES	535,026	460,456	86%	0	0%	86%
OPERATING EXPENDITURES	92,082	76,189	83%	0	0%	83%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	627,108	536,645	86%	0	0%	86%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	171,280	152,991	89%	0	0%	89%
OPERATING EXPENDITURES	48,395	41,943	87%	0	0%	87%
CAPITAL OUTLAY	1,500	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	221,175	194,934	88%	0	0%	88%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	495,402	400,316	81%	0	0%	81%
OPERATING EXPENDITURES	197,880	184,693	93%	14,360	7%	101%
CAPITAL OUTLAY	569,632	471,436	83%	59,178	10%	93%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,262,914	1,056,445	84%	73,538	6%	89%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	0	0	0%	0	0%	0%
OPERATING EXPENDITURES	8,500	416	5%	0	0%	5%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	8,500	416	5%	0	0%	5%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	474,102	389,491	82%	0	0%	82%
OPERATING EXPENDITURES	109,572	44,329	40%	16,038	15%	55%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	583,674	433,820	74%	16,038	3%	77%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	316,883	260,622	82%	0	0%	82%
OPERATING EXPENDITURES	49,385	17,336	35%	0	0%	35%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	366,268	277,958	76%	0	0%	76%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	20,000	15,573	78%	6,490	32%	110%
TOTAL EXPENDITURES	20,000	15,573	78%	6,490	32%	110%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	14,474	2,562	18%	0	0%	18%
OPERATING EXPENDITURES	255,189	185,160	73%	2,792	1%	74%
CAPITAL OUTLAY	76,450	28,115	37%	42,559	56%	92%
GRANTS & AIDS	40,000	58,142	145%	0	0%	145%
NON-OPERATING	1,066,888	976,888	92%	0	0%	92%
TOTAL EXPENDITURES	1,453,001	1,250,867	86%	45,351	3%	89%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	723,020	532,035	74%	177,206	25%	98%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	723,020	532,035	74%	177,206	25%	98%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	540,464	309,874	57%	0	0%	57%
OPERATING EXPENDITURES	291,428	174,655	60%	74,368	26%	85%
CAPITAL OUTLAY	530,000	235,746	44%	15,164	3%	47%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,361,892	720,275	53%	89,532	7%	59%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	191,393	144,278	75%	0	0%	75%
OPERATING EXPENDITURES	104,591	18,411	18%	0	0%	18%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	295,984	162,689	55%	0	0%	55%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	2,514,179	2,143,558	85%	0	0%	85%
OPERATING EXPENDITURES	564,011	418,622	74%	38,885	7%	81%
CAPITAL OUTLAY	106,366	101,045	95%	0	0%	95%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,184,556	2,663,225	84%	38,885	1%	85%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	380,909	304,760	80%	0	0%	80%
OPERATING EXPENDITURES	44,787	26,183	58%	1,680	4%	62%
CAPITAL OUTLAY	104,614	0	0%	97,673	93%	93%
TOTAL EXPENDITURES	530,310	330,943	62%	99,353	19%	81%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	24,100	17,110	71%	0	0%	71%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	24,100	17,110	71%	0	0%	71%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	21	1%	0	0%	1%
TOTAL EXPENDITURES	2,000	21	1%	0	0%	1%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	3,000	1,251	42%	0	0%	42%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,000	1,251	42%	0	0%	42%
<u>RECREATION & CULTURE</u>						
PERSONAL SERVICES	476,895	407,706	85%	0	0%	85%
OPERATING EXPENDITURES	637,382	551,334	86%	35,305	6%	92%
CAPITAL OUTLAY	104,353	45,676	44%	35,962	34%	78%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	1,218,630	1,004,716	82%	71,267	6%	88%
GENERAL FUND	13,573,977	10,615,048	78%	670,201	5%	83%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021**

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	535,793	535,793	489,432	91%
PERMITS, FEES & ASSESSMENTS	10,560	10,560	41,316	391%
INTERGOVERNMENTAL REVENUE	364,535	464,595	343,695	74%
CHARGES FOR SERVICES	0	29,600	38,696	131%
FINES AND FORFEITURES	2,800	2,800	4,790	171%
MISCELLANEOUS REVENUE	7,950	7,950	10,742	135%
NON-OPERATING	754,953	754,953	191,106	25%
	1,676,591	1,806,251	1,119,777	62%
EXPENSES:				
GENERAL GOVERNMENT	67,735	67,735	12,805	19%
PUBLIC SAFETY	11,200	11,200	2,090	19%
ECONOMIC ENVIRONMENT	932,050	932,050	375,273	40%
PHYSICAL ENVIRONMENT	24,300	24,300	18,934	78%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	83,723	213,383	107,694	50%
CULTURE & RECREATION	557,583	557,583	1,064	0%
	1,676,591	1,806,251	517,860	29%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	114,102	114,102	64,047	56%
OPERATING EXPENDITURES	985,003	1,114,663	345,300	31%
CAPITAL OUTLAY	443,206	443,206	9,234	2%
DEBT SERVICE	99,280	99,280	99,279	100%
GRANTS & AIDS	25,000	25,000	0	0%
NON-OPERATING	10,000	10,000	0	0%
	1,676,591	1,806,251	517,860	29%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

SPECIAL REVENUE FUNDS REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	RECEIVED TO DATE FY 20/21	PERCENT COLLECTED
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	535,793	535,793	489,432	91%
SUBTOTAL	535,793	535,793	489,432	91%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
OTHER CHARGES AND FEES	0	0	30,702	NA+
SPECIAL ASSESSMENTS	10,560	10,560	10,614	101%
SUBTOTAL	10,560	10,560	41,316	391%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	83,723	183,783	63,826	35%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	280,812	280,812	279,869	100%
SUBTOTAL	364,535	464,595	343,695	74%
<u>CHARGES FOR SERVICES</u>				
CULTURE & RECREATION	0	29,600	38,696	131%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	0	29,600	38,696	131%
<u>FINES AND FORFEITURES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	4,790	171%
SUBTOTAL	2,800	2,800	4,790	171%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	450	450	417	93%
RENTALS AND LEASES	7,500	7,500	10,325	138%
CONTRIBUTIONS AND DONATIONS	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	7,950	7,950	10,742	135%
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	190,456	190,456	191,106	100%
USE OF FUND BALANCE/UNDERCOLLECTION	564,497	564,497	0	0%
SUBTOTAL	754,953	754,953	191,106	25%
SPECIAL REVENUE FUNDS	1,676,591	1,806,251	1,119,777	62%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

SPECIAL REVENUE FUNDS EXPENDITURES
BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 20/21 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	6,200	2,090	34%	0	0%	34%
TOTAL EXPENDITURES	6,200	2,090	34%	0	0%	34%
<u>TREE BANK FUND</u>						
OPERATING EXPENDITURES	67,735	12,805	19%	0	0%	19%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	67,735	12,805	19%	0	0%	19%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	5,000	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	5,000	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	24,300	11,100	46%	7,834	32%	78%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	24,300	11,100	46%	7,834	32%	78%
<u>WILD SPACES PUBLIC PLACES FUND</u>						
OPERATING EXPENDITURES	445,793	0	0%	0	0%	0%
CAPITAL OUTLAY	90,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	535,793	0	0%	0	0%	0%
<u>CHILDREN'S TRUST FUND</u>						
OPERATING EXPENDITURES	213,383	107,694	50%	0	0%	50%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,383	107,694	50%	0	0%	50%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	21,790	1,064	5%	0	0%	5%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	21,790	1,064	5%	0	0%	5%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

SPECIAL REVENUE FUNDS EXPENDITURES
BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 20/21 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	114,102	64,047	56%	0	0%	56%
OPERATING EXPENDITURES	330,462	171,014	52%	31,699	10%	61%
CAPITAL OUTLAY	353,206	0	0%	9,234	3%	3%
DEBT SERVICE	99,280	99,279	100%	0	0%	100%
AIDS TO PRIVATE ORGANIZATIONS	25,000	0	0%	0	0%	0%
NON OPERATING	10,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	932,050	334,340	36%	40,933	4%	40%
 SPECIAL REVENUE FUNDS	 1,806,251	 469,093	 26%	 48,767	 3%	 29%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	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	71	NA+
NON-OPERATING	858,176	858,176	857,427	100%
	<u>858,176</u>	<u>858,176</u>	<u>857,498</u>	<u>100%</u>
EXPENSES:				
GENERAL GOVERNMENT	858,176	858,176	856,326	100%
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>858,176</u>	<u>858,176</u>	<u>856,326</u>	<u>100%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	858,176	858,176	856,326	100%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>858,176</u>	<u>858,176</u>	<u>856,326</u>	<u>100%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	71	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	71	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	71,645	71,645	71,645	100%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	785,782	785,782	785,782	100%
FUND BALANCE & UNDER COLLECTION	749	749	0	0%
SUBTOTAL	858,176	858,176	857,427	100%
 DEBT SERVICE FUND	 858,176	 858,176	 857,498	 100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 20/21 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	750	750	100%	0	0%	100%
	750	750	100%	0	0%	100%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	204,700	204,700	100%	0	0%	100%
TOTAL EXPENDITURES	204,700	204,700	100%	0	0%	100%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	652,726	650,876	100%	0	0%	100%
TOTAL EXPENDITURES	652,726	650,876	100%	0	0%	100%
DEBT SERVICE FUND	858,176	856,326	100%	0	0%	100%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	750,877	1,396,776	824,402	59%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	2	NA+
NON-OPERATING	8,150	8,150	0	0%
	<u>759,027</u>	<u>1,404,926</u>	<u>824,404</u>	<u>59%</u>

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	721,234	1,367,133	1,326,792	97%
TRANSPORTATION	33,969	33,969	20,097	59%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	3,824	3,824	0	0%
	<u>759,027</u>	<u>1,404,926</u>	<u>1,346,889</u>	<u>96%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	25,247	25,247	17,097	68%
CAPITAL OUTLAY	733,780	1,379,679	1,329,792	96%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>759,027</u>	<u>1,404,926</u>	<u>1,346,889</u>	<u>96%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

CAPITAL PROJECTS FUNDS REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	RECEIVED TO DATE FY 20/21	PERCENT COLLECTED
<u>TAXES</u>				
DISCRETIONARY SALES SURTAX	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	17,097	17,097	9,000	53%
STATE GRANTS	733,780	1,379,679	815,402	59%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	750,877	1,396,776	824,402	59%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	2	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	2	NA+
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
USE OF FUND BALANCE	8,150	8,150	0	0%
SUBTOTAL	8,150	8,150	0	0%
 CAPITAL PROJECTS FUNDS	 759,027	 1,404,926	 824,404	 59%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 20/21 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	3,824	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,824	0	0%	0	0%	0%
<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>MILL CREEK SINK FUND</u>						
OPERATING EXPENDITURES	0	0	0%	0	0%	0%
CAPITAL OUTLAY	1,362,807	428,769	31%	898,023	66%	97%
TOTAL EXPENDITURES	1,362,807	428,769	31%	898,023	66%	97%
<u>FL JOB GROWTH - SAN FELASCO PARKWAY</u>						
OPERATING EXPENDITURES	0	0	0%	0	0%	0%
CAPITAL OUTLAY	16,872	3,000	18%	0	0%	18%
TOTAL EXPENDITURES	16,872	3,000	18%	0	0%	18%
<u>CDBG - ECONOMIC DEVELOPMENT</u>						
OPERATING EXPENDITURES	17,097	10,797	63%	6,300	37%	100%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,097	10,797	63%	6,300	37%	100%
CAPITAL PROJECT FUNDS	1,404,926	442,566	32%	904,323	64%	96%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	15,000	15,000	15,000	100%
CHARGES FOR SERVICES	18,819,278	18,819,278	15,838,789	84%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	285,150	285,150	569,539	200%
NON-OPERATING	6,409,704	6,409,704	0	0%
	<u>25,529,132</u>	<u>25,529,132</u>	<u>16,423,328</u>	<u>64%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	25,529,132	25,529,132	19,608,289	77%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>25,529,132</u>	<u>25,529,132</u>	<u>19,608,289</u>	<u>77%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,835,403	1,835,403	1,386,289	76%
OPERATING EXPENDITURES	1,702,702	2,022,702	1,630,761	81%
CAPITAL OUTLAY	8,228,560	7,908,560	5,718,770	72%
DEBT SERVICE	996,125	996,125	988,657	99%
GRANTS AND AIDS	0	0	0	0%
NON-OPERATING	4,276,342	4,276,342	4,156,342	97%
POWER COSTS	8,490,000	8,490,000	5,727,470	67%
	<u>25,529,132</u>	<u>25,529,132</u>	<u>19,608,289</u>	<u>77%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

ENTERPRISE FUNDS REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	RECEIVED TO DATE FY 20/21	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	15,000	15,000	15,000	100%
SUBTOTAL	15,000	15,000	15,000	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	14,261,884	14,261,884	11,866,804	83%
PHYSICAL ENVIRONMENT-WATER	1,775,000	1,775,000	1,618,991	91%
PHYSICAL ENVIRONMENT-WASTEWATER	2,722,394	2,722,394	2,302,074	85%
PHYSICAL ENVIRONMENT-MOSQUITO	60,000	60,000	50,920	85%
SUBTOTAL	18,819,278	18,819,278	15,838,789	84%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	16,550	16,550	5,085	31%
RENTS & ROYALTIES	32,000	32,000	32,472	101%
OTHER MISCELLANEOUS REVENUE	236,600	236,600	531,982	225%
SUBTOTAL	285,150	285,150	569,539	200%
<u>NON-OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	6,409,704	6,409,704	0	0%
SUBTOTAL	6,409,704	6,409,704	0	0%
ENTERPRISE FUNDS	25,529,132	25,529,132	16,423,328	64%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	1,089,212	793,002	73%	0	0%	73%
OPERATING EXPENDITURES	849,258	550,413	65%	180,813	21%	86%
CAPITAL OUTLAY	6,064,495	3,992,249	66%	521,237	9%	74%
DEBT SERVICE	0	0	0%	0	0%	0%
NON-OPERATING	2,728,413	2,728,413	100%	0	0%	100%
POWER COSTS	8,490,000	5,727,470	67%	0	0%	67%
TOTAL EXPENDITURES	19,221,378	13,791,547	72%	702,050	4%	75%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	300,182	215,667	72%	0	0%	72%
OPERATING EXPENDITURES	374,481	201,261	54%	59,554	16%	70%
CAPITAL OUTLAY	1,134,726	660,685	58%	43,170	4%	62%
DEBT SERVICE	269,391	265,657	99%	0	0%	99%
NON-OPERATING	990,444	940,444	95%	0	0%	95%
TOTAL EXPENDITURES	3,069,224	2,283,714	74%	102,724	3%	78%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	438,362	376,698	86%	0	0%	86%
OPERATING EXPENDITURES	751,291	516,252	69%	94,958	13%	81%
CAPITAL OUTLAY	709,339	435,348	61%	66,081	9%	71%
DEBT SERVICE	726,734	723,000	99%	0	0%	99%
NON-OPERATING	525,485	475,485	90%	0	0%	90%
TOTAL EXPENDITURES	3,151,211	2,526,783	80%	161,039	5%	85%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,647	922	12%	0	0%	12%
OPERATING EXPENDITURES	47,672	18,926	40%	8,584	18%	58%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	32,000	12,000	38%	0	0%	38%
TOTAL EXPENDITURES	87,319	31,848	36%	8,584	10%	46%
ENTERPRISE FUNDS	25,529,132	18,633,892	73%	974,397	4%	77%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

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 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	330	NA+
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	920	NA+
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	8,000	8,000	3,141	39%
NON-OPERATING	3,130,619	3,130,619	2,084,697	67%
	3,138,619	3,138,619	2,089,088	67%
EXPENSES:				
GENERAL GOVERNMENT	2,362,403	2,362,403	1,672,604	71%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	776,216	776,216	588,859	76%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	3,138,619	3,138,619	2,261,463	72%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,911,963	1,888,963	1,430,413	76%
OPERATING EXPENDITURES	709,242	740,974	482,951	65%
CAPITAL OUTLAY	188,727	179,995	119,413	66%
DEBT SERVICE	228,687	228,687	228,686	100%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	100,000	100,000	0	0%
POWER COSTS	0	0	0	0%
	3,138,619	3,138,619	2,261,463	72%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	330	NA+
SUBTOTAL	0	0	330	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	920	NA+
SUBTOTAL	0	0	920	NA+
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	8,000	8,000	270	3%
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	2,871	NA+
SUBTOTAL	8,000	8,000	3,141	39%
<u>NON-OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,084,697	2,084,697	2,084,697	100%
FUND BALANCE & UNDER COLLECTION	1,045,922	1,045,922	0	0%
SUBTOTAL	3,130,619	3,130,619	2,084,697	67%
INTERNAL SERVICE FUND	3,138,619	3,138,619	2,089,088	67%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JULY 31, 2021

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	324,699	265,476	82%	0	0%	82%
OPERATING EXPENDITURES	33,882	25,576	75%	0	0%	75%
CAPITAL OUTLAY	25,000	23,422	94%	0	0%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	383,581	314,474	82%	0	0%	82%
<u>FAS / UTILITY BILLING</u>						
PERSONAL SERVICES	319,922	223,184	70%	0	0%	70%
OPERATING EXPENDITURES	157,332	111,116	71%	2,040	1%	72%
CAPITAL OUTLAY	3,900	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	481,154	334,300	69%	2,040	0%	70%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	692,113	537,392	78%	0	0%	78%
OPERATING EXPENDITURES	239,174	89,369	37%	11,489	5%	42%
CAPITAL OUTLAY	32,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	963,287	626,761	65%	11,489	1%	66%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	58,970	47,635	81%	0	0%	81%
OPERATING EXPENDITURES	28,207	21,005	74%	522	2%	76%
CAPITAL OUTLAY	10,240	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	97,417	68,640	70%	522	1%	71%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	37,052	28,778	78%	0	0%	78%
OPERATING EXPENDITURES	581	508	87%	0	0%	87%
TOTAL EXPENDITURES	37,633	29,286	78%	0	0%	78%
<u>ISF - FAS / INFORMATION</u>						
PERSONAL SERVICES	63,644	51,695	81%	0	0%	81%
OPERATING EXPENDITURES	7,000	4,711	67%	0	0%	67%
TOTAL EXPENDITURES	70,644	56,406	80%	0	0%	80%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING JULY 31, 2021

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 20/21 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	392,563	276,253	70%	0	0%	70%
OPERATING EXPENDITURES	274,798	193,154	70%	23,461	9%	79%
CAPITAL OUTLAY	108,855	95,991	88%	0	0%	88%
TOTAL EXPENDITURES	776,216	565,398	73%	23,461	3%	76%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	228,687	228,686	100%	0	0%	100%
TOTAL EXPENDITURES	228,687	228,686	100%	0	0%	100%
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	100,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	100,000	0	0%	0	0%	0%
INTERNAL SERVICE FUND	3,138,619	2,223,951	71%	37,512	1%	72%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING JUL 31, 2021**

ALL CITY FUNDS

	FY 20/21 APPROVED BUDGET	FY 20/21 AMENDED BUDGET	YEAR TO DATE FY 20/21	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	7,386,212	7,386,212	6,981,434	95%
PERMITS, FEES & ASSESSMENTS	635,075	635,075	641,321	101%
INTERGOVERNMENTAL	2,133,349	2,995,966	2,096,429	70%
CHARGES FOR SERVICES	20,114,773	20,216,973	17,009,495	84%
FINES AND FORFEITURES	29,800	29,800	38,376	129%
MISCELLANEOUS REVENUE	358,200	358,200	616,161	172%
NON-OPERATING	14,688,855	14,688,855	5,133,230	35%
	<u>45,346,264</u>	<u>46,311,081</u>	<u>32,516,446</u>	<u>70%</u>

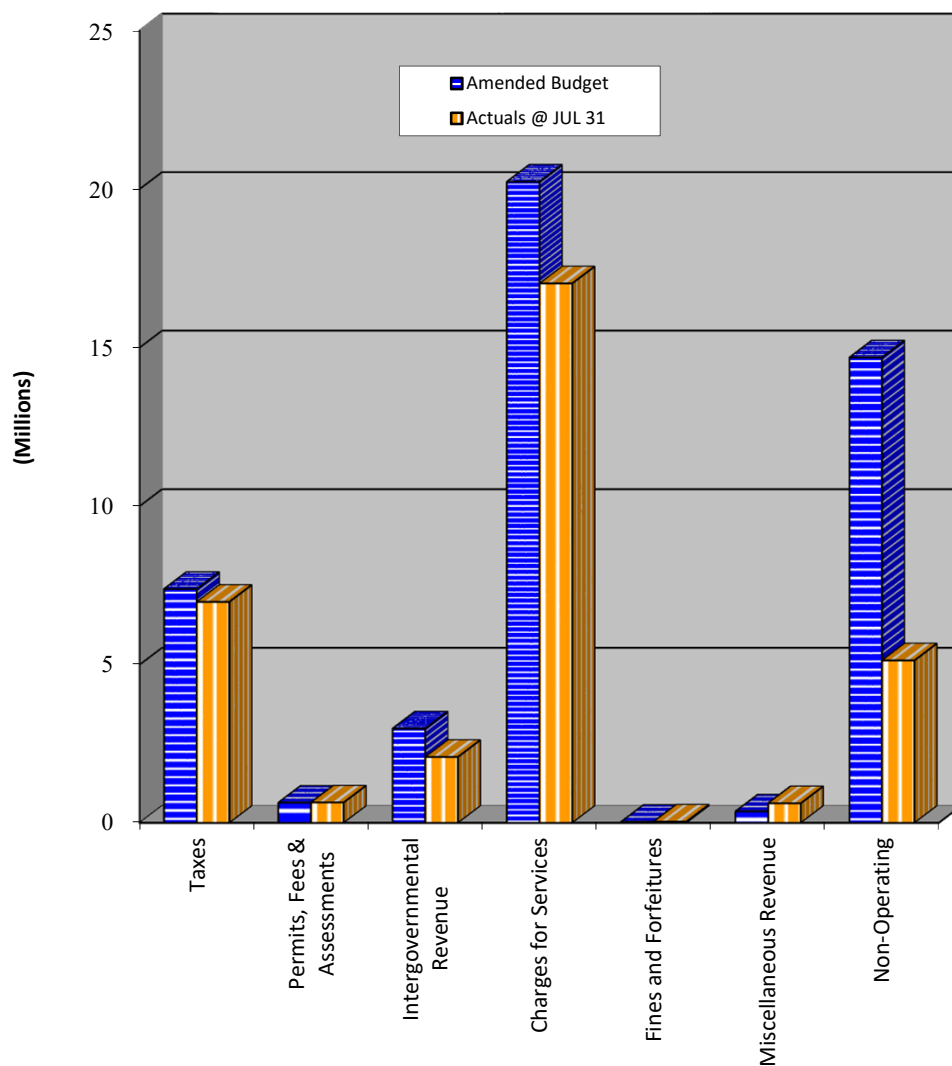
EXPENSES:				
GENERAL GOVERNMENT	9,428,799	9,518,799	7,918,476	83%
PUBLIC SAFETY	3,962,062	4,051,150	3,315,567	82%
ECONOMIC ENVIRONMENT	932,050	932,050	375,273	40%
PHYSICAL ENVIRONMENT	27,763,732	28,419,801	22,252,115	78%
TRANSPORTATION	1,395,861	1,395,861	829,904	59%
HUMAN SERVICES	83,723	213,383	107,694	50%
CULTURE & RECREATION	1,780,037	1,780,037	1,077,047	61%
	<u>45,346,264</u>	<u>46,311,081</u>	<u>35,876,076</u>	<u>77%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	10,916,052	10,911,052	8,636,658	79%
OPERATING EXPENDITURES	6,828,946	7,498,869	5,572,336	74%
CAPITAL OUTLAY	11,301,418	11,710,662	8,575,292	73%
DEBT SERVICE	2,182,268	2,182,268	2,172,948	100%
GRANTS & AIDS	65,000	65,000	58,142	89%
NON-OPERATING	5,562,580	5,453,230	5,133,230	94%
POWER COSTS	8,490,000	8,490,000	5,727,470	67%
	<u>45,346,264</u>	<u>46,311,081</u>	<u>35,876,076</u>	<u>77%</u>

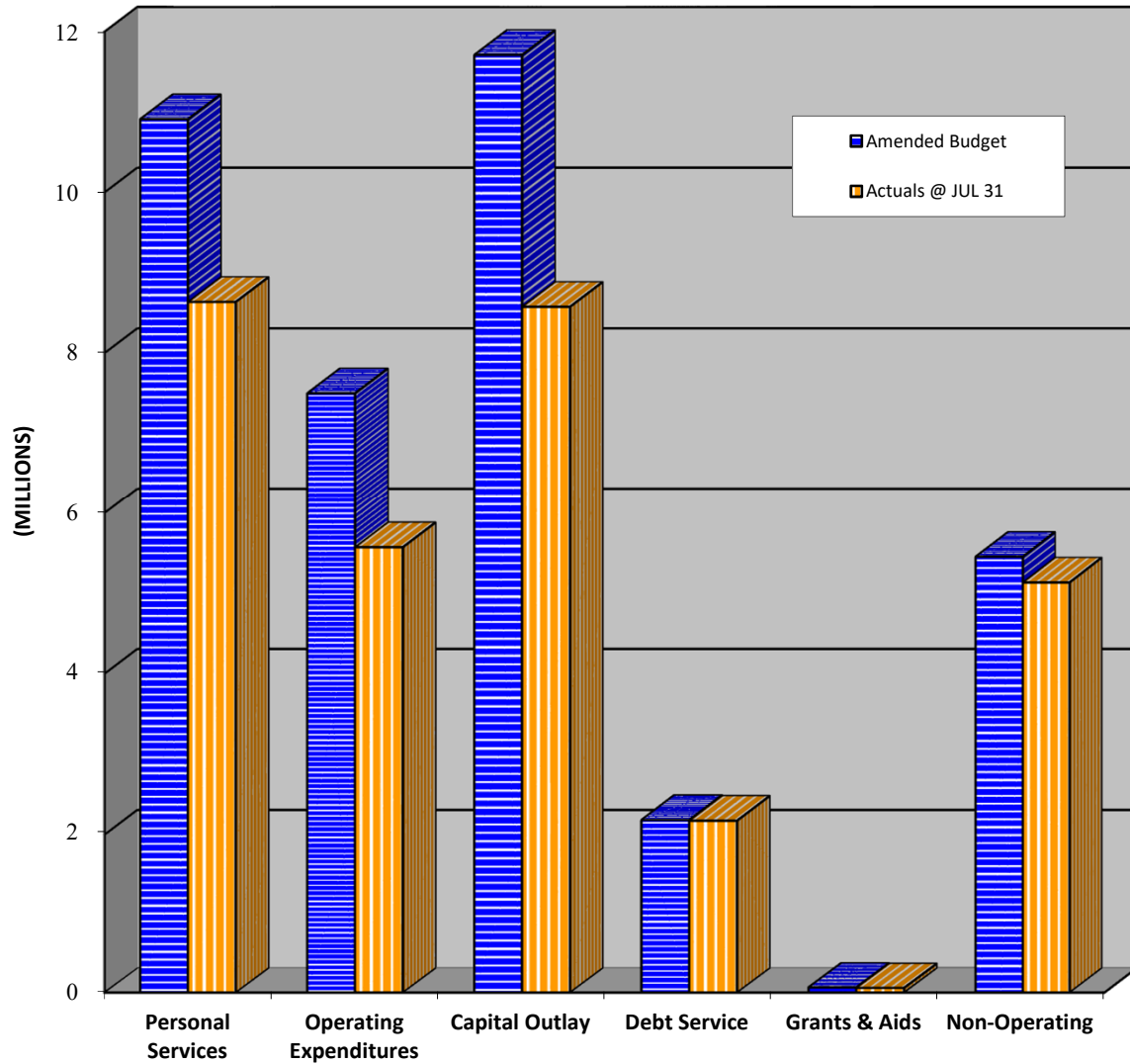
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 70% of budget for the fiscal year. Taxes are at 95% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (101%); Intergovernmental Revenue (70%); Charges for Services (84%); Fines and Forfeitures (129%); Miscellaneous Revenue (172%); and Non-Operating Revenue (35%).



Expenditures by Major Category All City Funds

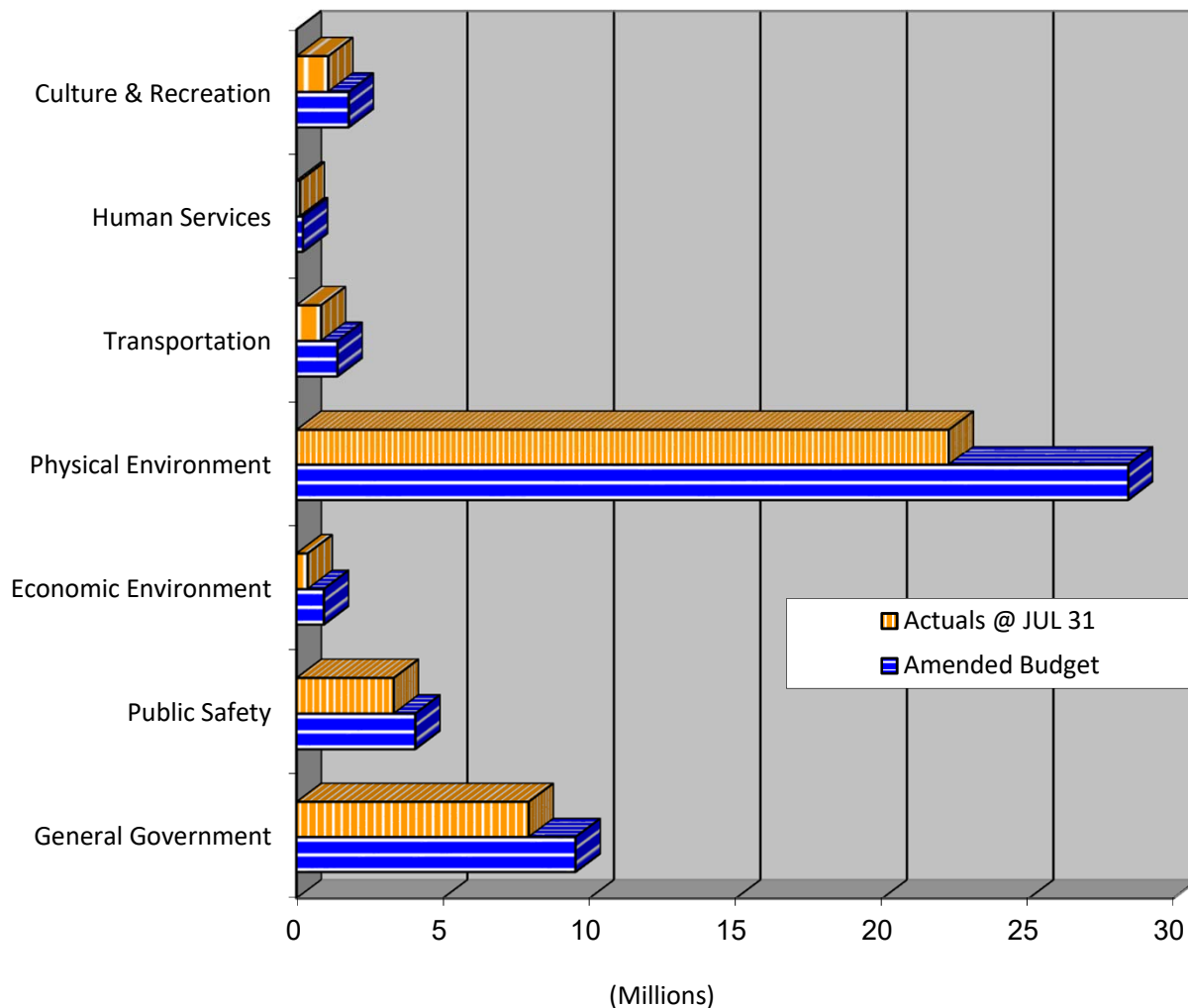
Overall, City expenditures and encumbrances are at 77% of budget for the period. The Personal Services category is at 79% of budget for the fiscal year. The Operating Expenditures category is at 74%, with encumbrances for legal and residential waste collection services of approximately \$224K. Capital Outlay is at 73%, Debt Service is 100%, Grants & Aids is 89% and Non-Operating Expenditures are at 94%. Encumbrances for future expenditures account for 3.8% (aprox. \$1.7M) 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 77% of budget with General Government expenses at 83%, Public Safety at 82%, Economic Environment at 40%, Physical Environment at 78% (Enterprise Funds, Water Collection and Distribution & residential waste collection services), Transportation at 59%, Human Services at 50%, and Culture & Recreation at 61%.



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

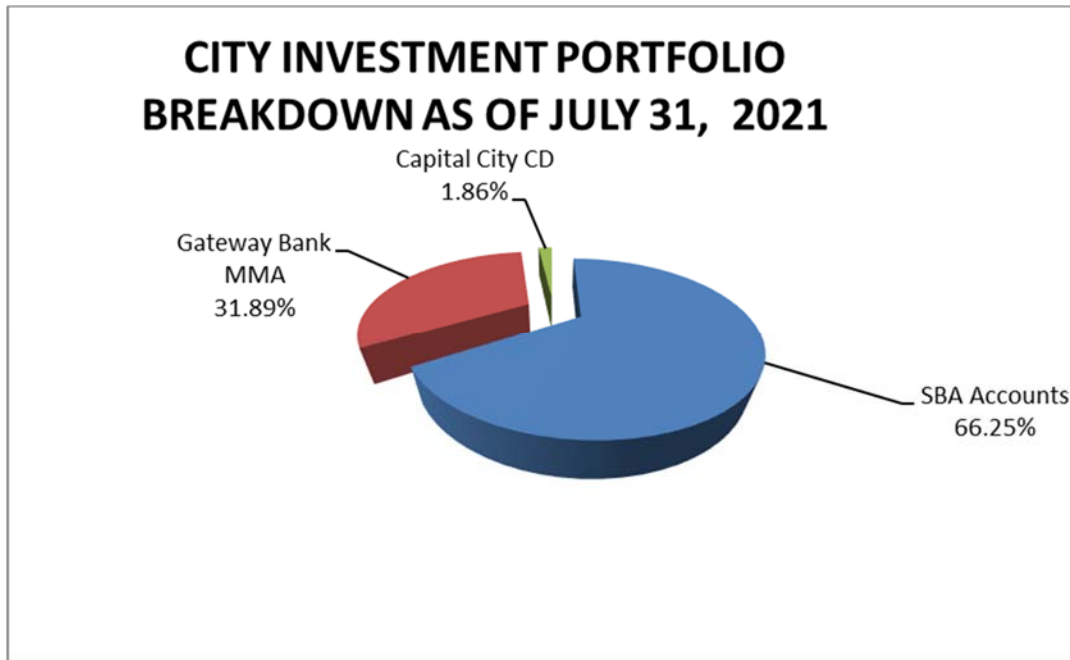
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

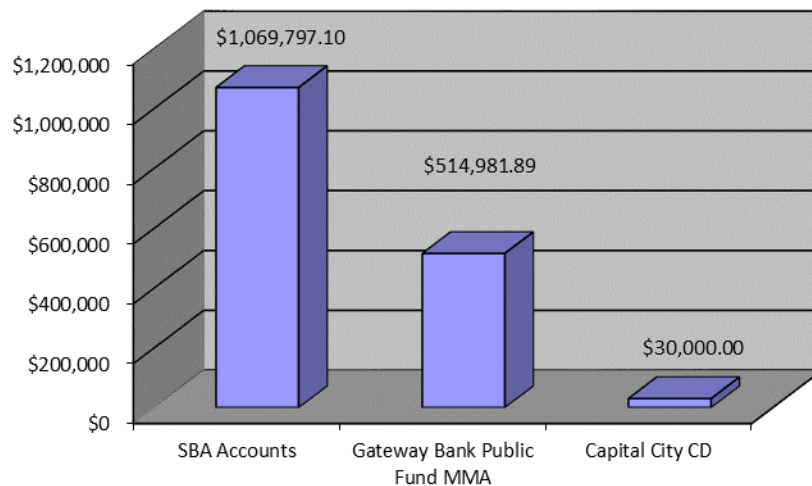
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional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

INVESTMENTS AND CASH

As of July 31, 2021, the City's investment portfolio totaled **\$1,614,778.99**. 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 AS OF JULY 31, 2021



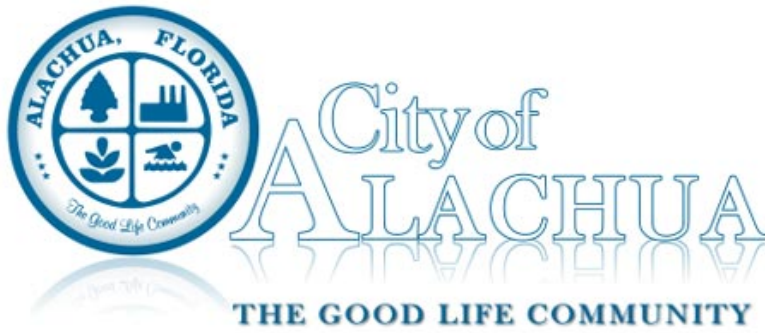
INVESTMENTS AND CASH

As of July 31, 2021, the City had cash holdings in several accounts with Capital City Bank, CenterState Bank (formerly Gateway Bank) and Renasant Bank (formerly Alarion & Heritage) that totaled **\$17,898,623.80**. 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.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- 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.
- Series 2019 Projects Account: This account is utilized to fund the water and wastewater infrastructure improvements along US Highway 441.
- Tara Village Surety: This account is for funds related to the completion of improvements to the Tara Village subdivision Phase I.

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

Bank Account	July Balance	Percentage of Total
Operating Account	\$14,297,791.87	79.88%
Payroll Account	\$7,861.99	0.04%
CRA Account	\$862,315.20	4.82%
Police Forfeiture Account	\$12,432.03	0.07%
Section 108 Account	\$10.46	0.00%
Series 2016 Repayment Account	\$613,592.02	3.43%
Series 2019 Projects Account	\$29,943.68	0.17%
Deposit Account	\$1,842,444.26	10.29%
Explorer Account	\$5,139.29	0.03%
SRF Repayment Account	\$155,478.81	0.87%
Heritage Oaks Account	\$8,429.40	0.05%
Tara Village Surety Account	\$63,184.79	0.35%
TOTAL	\$17,898,623.80	100.00%



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: Youth Advisory Council Appointments

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Appoint Aidan Grosz, Laura Kleckner, and Jamie Morris to the Youth Advisory Council with term commencing September 05, 2021 and expiring September 4, 2023.

Summary

The City of Alachua Commission Adopted Ordinance 12-14 on Feb. 13, 2012 establishing a Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today. The YAC is to recommend to the City Commission policies, procedures and philosophies and serve as advocates for issues and initiatives to positively impact the lives of youth, among other duties.

The YAC is to be composed of five (5) voting members having two-year terms.

Members of the Council are required to be enrolled in a public school, private school or a home education program within the City of Alachua in grades nine through twelve or be a resident of the City of Alachua enrolled in such a school/program.

The City advertised for applications for the Council in Alachua County Today July 22nd and July 29, 2021. Notice of the vacancies was also posted on community bulletin boards and the City's website. For the three (3) open seats, the City has received four (4) applications, who meets the enrollment/residency requirement as provided by Ord. 12-14.

The following applicants are available for appointment:

- **Addison Grosz** (11th grade) - Re-Applying
- **Micah Latham** (11th grade)
- **Megan Walls** (12th grade) - Re-Applying
- **Kaeleigh Willett** (10th grade)

The applicants have been contacted regarding their potential appointment and have been notified of their option to be present should the Commission desire they speak on this appointment.

FINANCIAL IMPACT: No

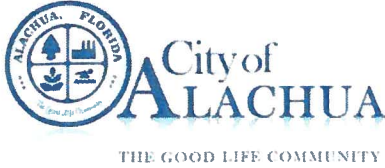
BUDGETED: No

ATTACHMENTS:

Description

- APP - Grosz, Addison
- APP - Latham, Micah
- APP - Walls, Megan
- APP - Willett, Kaeleigh

- ▣ Arr - when, Kaeleign
- ▣ Ballot
- ▣ Ad - Alachua County Today



YOUTH ADVISORY COUNCIL

APPLICATION

BACKGROUND:

Thank you for your interest in the City of Alachua Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today.

The YAC serves in an advisory capacity to the City of Alachua Commission. There are five (5) voting members of the YAC and a General Council made up of non-voting members. All voting members are appointed by the City of Alachua Commission. The General Council members are appointed by the voting members of the YAC.

ELIGIBILITY:

Applicants must be enrolled in in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

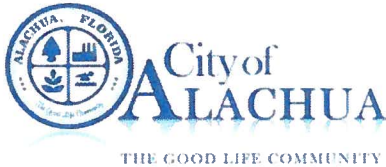
Student: Addison Grosz E-mail: addisongrosz@gmail.com
Home Address: 11901 NW 112th Ave City: Alachua State: FL Zip: 32615
Alachua FL 32615 Home Phone: (386) 518-5292 Cell Phone: (352) 574-3215
School: Eastside High School Grade: 11th
Parent/Guardian: Michele Grosz Parent/Guardian Phone: (407) 592-5064

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: Addison Grosz Date: 6/28/21

Parent/Guardian Permission: *I give my permission for* Michele Grosz *to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Michele Grosz Date: 6-28-21



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

I have been part of the Council, as a voting member, for the past two years. I love to serve the community, be it serving children, adults, the less fortunate, or those with special needs. Everything we do as a club represents each of these groups and without this council, these groups wouldn't

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I am an IB Student at Eastside High School. I am a part of Key Club at Eastside as well. I play piano, am a part of Girl Scouts, having earned my Bronze, Silver, and am working on my Gold award. I am also Treasurer of the Bits 'n' Spurs Program of Alachua

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I am extremely organized, proficient, responsible, and efficient with everything I do. I enjoy working together with people for a common goal and brainstorming and creating ideas we believe would best suit our community. I am the main caretaker of my two horses.

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Michele P. Gose
Relationship: Mother
Phone: (407) 592 5064

Reference 2

Name: Edmond Gose
Relationship: Father
Phone: (407) 592-3847

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

To whom it may concern:

Addison Grosz was a student in my Pre-IB/ Advanced Placement Language and Composition during her 10th grade year. I understand that Addison is applying to your program.

I have worked closely with Addison on assignments and she always puts full effort into anything she does. She is bright and talented in and out of the classroom. In my class, Addison demonstrated a calm clarity. Addison was thoughtful and reflective on class discussions. Addison is a quiet student that is deeply reflective.

In my class one of my most memorable encounters with Addison was during our argument unit. She came to class calm and prepared. She had organized notes and a logical argument and she presented her speech fluidly and eloquently. She asked for feedback and took critique well. She was a hard working and determined student and it paid off as she passed the AP exam at the end of the year.

Addison was passionate about important issues and was unafraid to bring up difficult discussion topics with her peers. Her consistent dedication to the IB program during the times of a pandemic shows her strong will and drive. Addison is a wonderful student, but also a warm and compassionate young woman with a heart for helping others and a genuine love of horses, which she shared with our class.

To conclude, I would like to restate my recommendation for Addison Grosz. If you have any further questions regarding Addison's ability or this recommendation, please do not hesitate to contact me.

Sincerely,

Lindsey Franklin, M.Ed.
English Teacher
Eastside High School
Gainesville, FL
(352) 955-6704
franklld@gm.sbac.edu



YOUTH ADVISORY COUNCIL

APPLICATION

BACKGROUND:

Thank you for your interest in the City of Alachua Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today.

The YAC serves in an advisory capacity to the City of Alachua Commission. There are five (5) voting members of the YAC and a General Council made up of non-voting members. All voting members are appointed by the City of Alachua Commission. The General Council members are appointed by the voting members of the YAC.

ELIGIBILITY:

Applicants must be enrolled in in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

Student: Micah Latham E-mail: micahilatham@gmail.com
Home Address: 1505 Fort Clarke Blvd City: Gainesville State: FL Zip: 32606
Home Phone: _____ Cell Phone: _____
School: Santa FE High School Grade: 11
Parent/Guardian: Kamal I. Latham Parent/Guardian Phone: _____

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: _____ Date: 8/25/2021

Parent/Guardian Permission: *I give my permission for Micah Latham to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: _____ Date: 8/25/2021



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

I have a heart for people, especially the ones who will become the next generation of Citizens of Alachua. Also, I would like to bring any issues or concerns of youth to the council.

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

Boy Scouts. I currently serve as a patrol leader for one of the patrols within my troop. In addition, I am taking tennis lessons.

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I am detailed oriented. In addition, I possess communication and analytical skills.

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Glenn Ladwig
Relationship: Assistant Scoutmaster
Phone: _____

Reference 2

Name: Crystal Ladwig
Relationship: Badge Coordinator
Phone: _____

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

August 26, 2021

To Whom It May Concern:

It is my privilege to recommend Micah Latham for the City of Alachua Youth Advisory Council (YAC). I have known Micah for about seven years, since our families became close friends in 2014. During this time, I have coached Micah in the Upward Sports youth league in the Gainesville area and have served as his Assistant Scoutmaster in the Boy Scouts of America.

Over the years, I have known Micah to be compassionate and conscientious, and he has grown to be a civic-minded young man. During his time playing in youth sports, Micah learned how to work within a team toward a common objective, was generous in the support he gave to his teammates, and always conducted himself with good sportsmanship and fair play, processing victories and defeats with grace that many of us aspire to as adults.

Micah joined our Boy Scout Troop 611 this year and he takes the Boy Scout Oath very seriously. The Oath has several components, one of which is “helping other people at all times”, which Micah exemplifies. During his time as a Scout, Micah has interacted with adults and youth of various ages and backgrounds, and through these interactions, Micah continues to lead by example and through service. During a week at Scout Summer Camp, Micah exhibited courage in developing his beginning swimming skills in an unfamiliar lake, among youth and adults he did not know, and I observed Micah stepping up among his peers to resolve conflicts as they arose. I was impressed, but not really surprised, when Micah shared with me on the last day of Summer Camp that he is interested in joining its youth staff next summer.

In all my shared experiences with Micah, between our two families, in organized sports, and in the Scouting program, Micah has exhibited good habits of helpfulness and has been a positive influence on my sons and other peers. I am confident that Micah’s service on the YAC would be a benefit to the youth in our community, and I recommend him without hesitation.

Sincerely,

A handwritten signature in black ink, appearing to read "Glenn", enclosed within a thin black rectangular border.

Glenn P. Ladwig, J.D.

August 26, 2021

To Whom It May Concern:

Micah Latham is a student enrolled in the Academy of Agriscience at Santa Fe High School. He is a junior, and is taking Animal Science and Agriscience Foundations.

Micah is a hard working student, and excels in his course work. He demonstrates a cooperative attitude by working well with his peers in the classroom and land lab. While he doesn't seem to have a lot of experience in agriculture, he does demonstrate an eagerness to learn.

I had the privilege of meeting Micah's entire family right before school started. They were being toured around the campus by his counselor. I think that speaks volumes to Micah's network of support. Instead of just one parent, or even alone, Micah was learning the campus with his entire family, including siblings.

Based on what I know about his support system at home, and his attitude and willingness to learn in the classroom, I would recommend Micah to serve on the youth advisory council. Please don't hesitate to reach out with any further questions or concerns.

Sincerely,



Brian Skipper
Teacher, Animal Science and Services
skipperbt@gm.sbac.edu
386-462-1125



City of
ALACHUA

THE GOOD LIFE COMMUNITY

YOUTH ADVISORY COUNCIL

APPLICATION

BACKGROUND:

Thank you for your interest in the City of Alachua Youth Advisory Council (YAC). The purpose of the Council is to stimulate and foster the active participation of young individuals in the addressing of issues impacting the youth of the community to ensure leaders of tomorrow have input in the local government process today.

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ELIGIBILITY:

Applicants must be enrolled in in a public school, private school or a home education program within the city of Alachua in grades nine through twelve.

MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

Student: Megan Warrs E-mail: Megalacee1@gmail.com
Home Address: 18802 NW 202nd City: High Springs State: FL Zip: 32643
Home Phone: (352) 514-5550 Cell Phone: (352) - 514 - 5550
School: Santa Fe High School Grade: 12th
Parent/Guardian: Brandi Warrs Parent/Guardian Phone: (352) 538-8387

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: Megan Warrs Date: 8-26-21

Parent/Guardian Permission: *I give my permission for* Megan Warrs *to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Brandi Warrs Date: 8/26/21



City of
ALACHUA

THE GOOD LIFE COMMUNITY

YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

As a member who was born and raised in this community, I believe I could give great insight to the council. This will allow for us to make the biggest improvement possibly since we know the community the best.

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

In my school and community I participate in speech and debate, jr. beta, FFA, yearbook, and much more little jobs. Also, I am a barista at the Ellicotes.

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I am an amazing speaker with great leadership skills. This will help me to provide helpful information and insight that will be helpful to the council and its endeavors.

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Crystal Harvey
Relationship: Family friend
Phone: 352-497-2854

Reference 2

Name: Marybeth LaPointe
Relationship: Teacher
Phone: 352-214-5633

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

To: Youth Advisory Council

Re: Megan Walls

August 31st, 2021

Dear Youth Council,

It is my pleasure to recommend that Megan Walls continue to be a member of the Youth Council as she is an outstanding member of the community, an excellent, advanced student and very willing to contribute ideas and thoughts to the discussion. I hope that she can continue in her participation in the council.

Sincerely,

Marybeth LaPointe

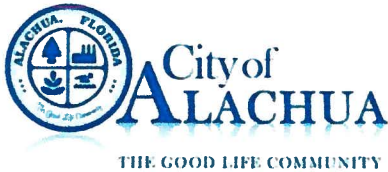
Marybeth LaPointe M.Ed

Santa Fe High School

AP Literature

Honors English IV

English Department Chair



YOUTH ADVISORY COUNCIL

APPLICATION

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MEETINGS:

The YAC meets at least quarterly or more often as directed by the YAC. The meetings are held in the James A. Lewis Commission Chambers at Alachua City Hall and are open to the public.

Instructions: Complete all fields below and on page 2 and submit application and letter of recommendation to:

City of Alachua
Attn: Deputy City Clerk's Office
P.O. Box 9
Alachua, FL 32616

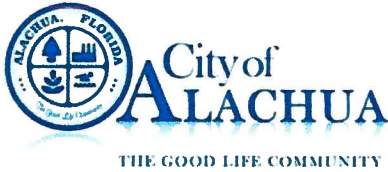
Student: Kaeleigh Willett E-mail: kaegirl137@gmail.com
Home Address: 11908 NW 122ND TER City: Alachua State: FL Zip: 32615
Home Phone: _____ Cell Phone: (352) 792-9935
School: Santa Fe Highschool Grade: 10th
Parent/Guardian: Michael Willett Parent/Guardian Phone: (214) 432-5841

I have read and understand the commitment required as a member of the City of Alachua Youth Advisory Council. I will be a positive representative of youth in the community and serve to accomplish the goals and duties of the Youth Advisory Council.

Student Signature: Kaeleigh Willett Date: 30 AUG 2021

Parent/Guardian Permission: *I give my permission for* Kaeleigh Willett *to apply to and participate as a member of the City of Alachua Youth Advisory Council.*

Parent/Guardian Signature: Michael Willett Date: 8/30/21



YOUTH ADVISORY COUNCIL

APPLICATION

Please check only one (1). I am applying for membership as a: ☒ Voting Member
☐ General Council Member

1. Why do you want to serve as a member of the City of Alachua Youth Advisory Council?

Throughout my life I've been involved in my community. I, like many, notice things around me. From the route to school, to running simple errands, I interact with my community daily. I believe people deserve to have their voices heard. I'd personally love to help fund the Santa Fe Highschool Institute of Biotechnology to further future scientists!

2. Explain how you are involved in your school and/or community. List all extracurricular activities.

I help volunteer at the San Felasco Hammock Preserve State Park. I volunteer for the SFHS Biotechnology program. I attend a local highschool. I played Varsity Soccer and was a Varsity Weightlifter last year for my school. I am now a member of Leadership for the Biotech program. *(I am the BT2 Class Representative!)

3. What skills, talents and abilities do you have that will be beneficial in accomplishing the goals and duties of the City of Alachua Youth Advisory Council?

I have always been artistically inclined; I can help make posters (I have great experience with digitalized art.) I am an extremely hard worker and I hold myself to high standards. Last year I balanced 2 sports and 6 in-school classes and 2 online classes well. I am very open-minded, willing to learn, and compassionate!

4. List two (2) adult references (non-relatives) with phone numbers.

Reference 1

Name: Arianna Jones
Relationship: Neighbor / babysitter for
Phone: (352) 283-2354

Reference 2

Name: Tara Gabriel
Relationship: World History / AP Psych Teacher
Phone: 386-462-1125

5. Attach one (1) letter of recommendation from a staff/faculty member of your school.

Santa Fe High School
16213 US-441
Alachua, FL 32615

August 30th, 2021

To whom it may concern,

I am writing this letter in recommendation of Kaeleigh Willett for the City of Alachua Youth Advisory Council. I have known Ms. Willett for over a year as a student in my Environmental Science class.

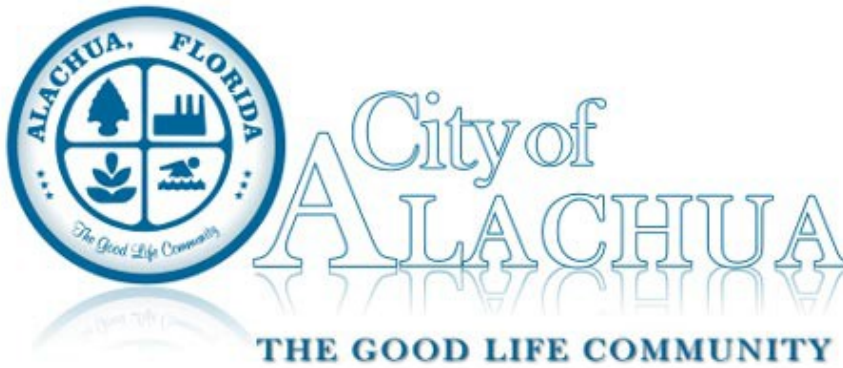
As a student, she has shown the ability to overcome many obstacles that are thrown her way. Her ability to work cooperatively with her peers in order to problem solve, along with her dedication to helping others, has proven to me that she is destined for success. Ms. Willett attends class every day with the determination to do her best, no matter what circumstances she may be going through. She has also shown time and time again the knowledge and skills necessary to be a leader to her peers, having taken leadership roles in group work, discussions and labs. The positivity that she puts into her work is infectious and is a quality that brings out the best in her peers who work with her. The hard work that she puts into her education has allowed her to be one of the more successful students in her classes.

Ms. Willett is an incredible student, one that I wish I had more of. As both a resident and educator in the City of Alachua, I encourage you to consider her for the Youth Advisory Council as there isn't a student more deserving. If you have any questions, please feel free to contact me at wellsta@gm.sbac.edu.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Tyler Wells', written in dark ink.

Tyler Wells
Science Teacher
Santa Fe High School



September 13, 2021 – Youth Advisory Board Ballot
Vote for three (3)

_____Grosz, Addison

_____Latham, Micah

_____Walls, Megan

_____Willett, Kealeigh

_____September 13, 2021

Signature

The Commissioner will set the term of office by motion
to be a two-year term ending September 09, 2023.

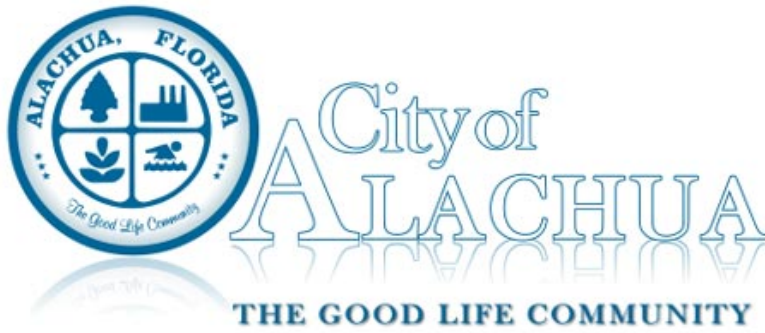


City of
ALACHUA

City of Alachua Advisory Board Vacancy Youth Advisory Council

The Alachua City Commission is accepting applications for three (3) vacancies on its Youth Advisory Council. Appointments will be for a two-year term. Interested applicants must be enrolled in a public school, private school or home education program within the City of Alachua in grades nine through twelve. Applicants must also be willing to attend meetings on at least a bi-monthly basis and have a keen interest in youth. To apply, you may obtain an application and information from either our website www.cityofalachua.com or contact the City of Alachua at (386) 418-6100 to obtain a copy. Applications must be received by the City on or before August 26, 2021 for consideration. You may send your application Attention: Deputy City Clerk's Office, P.O. Box 9, Alachua, FL 32616 or email to le_williams@cityofalachua.org.

(Published: Alachua County Today - July 22 & 29, 2021)



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: Resolution 21-23 Relating to the Levy of General Purpose Ad Valorem Taxes for the 2021 Tax Year; and Resolution 21-24 Relating to its Budget for the 2021-2022 Fiscal Year

PREPARED BY: Robert A. Bonetti, Finance & Administrative Services Director

RECOMMENDED ACTION:

- 1) Conduct Public Hearing;
 - 2) Adopt Resolutions 21-23; and 21-24; and,
 - 3) Authorize the Mayor's signature.
-

Summary

The City of Alachua Commission must hold a Public Hearing on the City's Fiscal Year 2021-2022 Tentative Millage Rate and Tentative Budget as required by Florida Statutes, Chapters 129 and 200, and as advertised in the Truth-In-Millage (TRIM) Notices distributed by the Alachua County Property Appraiser's Office.

This evening we will take a number of actions related to the adoption of the millage rate and proposed budgets. The Final Public Hearing on these matters will be held on Monday, September 27, 2021 at 6:00 p.m. in this same location, Alachua City Hall, James A. Lewis Commission Chambers.

During the month of August 2021, the City Manager presented to the City Commission the proposed budgets by major fund type. The tentative budgets presented, at that time, totaled \$41,302,014. This is \$5,009,067 less than the FY 2020-2021 Amended Budget of \$46,311,081.

The General Fund tentative budget is based on a tax rate of 5.3900 mills. This tentative millage rate is 5.37% more than the rolled-back rate of 5.1155 mills.

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

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: 41,302,014

FUNDING SOURCE: General Fund, Internal Services Fund, Electric Fund, Water Fund, Community Redevelopment Trust Fund, Mosquito Fund, Grants, Waste Water Fund, Other

COMMISSION GOALS:

Economic Development, Quality of Life, Community Enhancement, Strengthen Community Services

ATTACHMENTS:**Description**

- ▣ Resolution 21-23
- ▣ Resolution 21-24
- ▣ Fiscal Year 2021-2022 Tentative Budget
- ▣ Public Hearing Script

RESOLUTION 21-23

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO THE LEVY OF GENERAL PURPOSE AD VALOREM TAXES FOR THE 2021 TAX YEAR; APPROVING THE TENTATIVE MILLAGE RATE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on July 26, 2021 the City of Alachua Commission adopted Resolution 21-21 certifying to the Alachua County Property Appraiser's Office a millage rate necessary to fund the said proposed general City budget;

WHEREAS, pursuant to law and utilizing the rates certified, on August 16, 2021, the Alachua County Property Appraiser mailed a Notice of Proposed Property Taxes to each taxpayer listed on the current year's assessment roll;

WHEREAS, said notice of proposed property taxes advised the recipients of a public hearing to be conducted by the City of Alachua Commission on September 13, 2021, for consideration of its tentative general City budget and the tentative millage necessary to fund the said budget;

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

SECTION 1. That the following tentative millage rate to fund the general City budget is hereby approved for further consideration in accordance with applicable law; General Fund 5.3900 mills.

SECTION 2. The millage levied herein is more than the rolled back rate of 5.1155 by 5.37 percent.

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

DULY ADOPTED in regular session, this 13th day of September, 2021.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk

RESOLUTION 21-24

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO ITS BUDGET FOR THE 2021-2022 FISCAL YEAR; REVISING THE ESTIMATE OF RECEIPTS AND OF BALANCES TO BE BROUGHT FORWARD; APPROVING A TENTATIVE GENERAL CITY BUDGET; SETTING A PUBLIC HEARING DATE; PROVIDING FOR PUBLICATION OF NOTICE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, on August 9, 2021 and August 23, 2021, the City Manager presented the proposed budget for further consideration by the City of Alachua Commission; and ,

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

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

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

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

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

SECTION 1. In accordance with the requirements of Section 129.03, Florida Statutes, the estimates of receipts and of balances to be brought forward are revised as set out in the document entitled “City of Alachua Fiscal Year 2021-2022 Tentative Budget”.

SECTION 2. The proposed general City budget contained in the document entitled “City of Alachua Fiscal Year 2021-2022 Tentative Budget” is hereby approved as adjusted by motion for further consideration at the public hearing established in this resolution.

SECTION 3. A public hearing will be held to consider the final millage rate and final budget for general City purposes on Monday the 27th of September, 2021, at 6:00 o’clock p.m., or soon thereafter as the matter may be heard, in the Alachua City Hall, James A. Lewis Commission Chambers, 15100 N.W. 142nd Terrace, Alachua, Florida, 32615.

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

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

DULY ADOPTED in regular session, this 13th day of September, 2021.

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

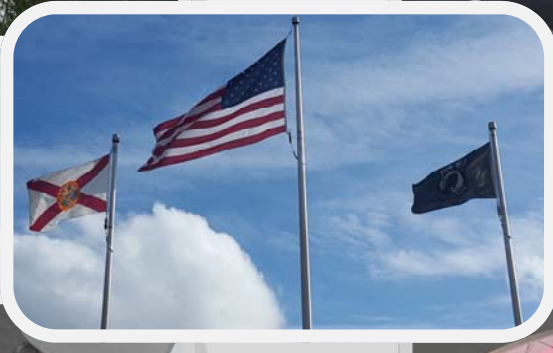
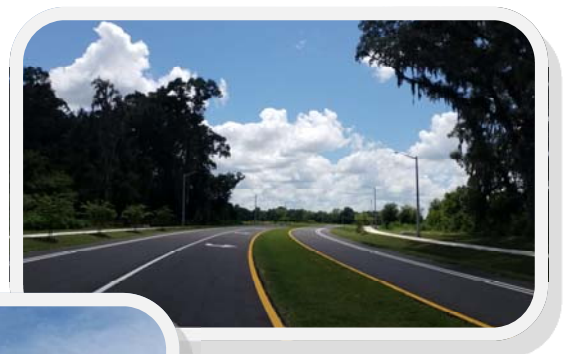
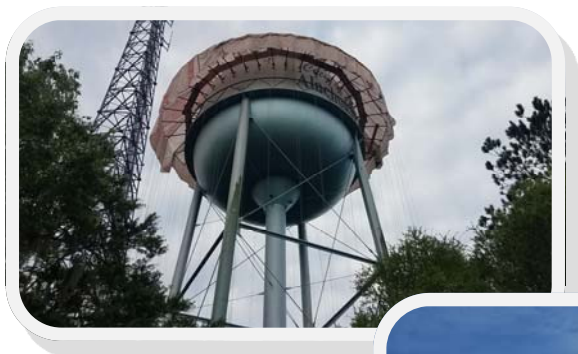
Gib Coerper, Mayor
SEAL

ATTEST:

Mike DaRoza, City Manager/Clerk



City of
ALACHUA
the good life community



FISCAL YEAR 2021-2022
TENTATIVE BUDGET



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CITY OF ALACHUA

PREPARED BY:

THE CITY OF ALACHUA FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

FINANCE AND ADMINISTRATIVE SERVICES STAFF

Robert A. Bonetti	Director
Stephanie L. Herlong	Utility Billing Manager
Gardhy M. Saint-Vil	IT Manager
Benjamin T. Love	Facilities Maintenance Manager
Donna G. Smith	Purchasing Specialist
Allen A. Jones	Meter Reader Supervisor
Regina A. Reed	Senior Accountant
Tyler S. Williams	Senior Accountant
Tami L. Adkins	Accounts Payable Specialist
Tara Z. Clarke	Customer Service Representative
Mileana D. Fields	Customer Service Representative
Megan E. Hoyt	Customer Service Representative
Jason L. Baker	IT Technical Assistant
Anthony D. Nathan II	IT Technical Assistant
Frederick A. Lewis	Facilities Maintenance Supervisor
Naron A. Curtis	Facilities Maintenance Worker
Ronald C. Jenkins, Jr.	Facilities Maintenance Worker
Alexander D. Watson	Facilities Maintenance Mechanic
Teresa E. Mills	Facilities Custodial Worker
Connie L. Sandusky	Facilities Custodial Worker
Torry L. Davis	Meter Reader
Brandon D. Kestner	Meter Reader
James E. Porter	Meter Reader
Leroy M. Williams	Meter Reader

CREDITS

City of Alachua Commission
Mike DaRoza, City Manager
Marian B. Rush, Esq., City Attorney
Elliot O. Harris, Recreation and Culture Director
Donna J. Myers, Human Resources Director
Chad D. Scott, Chief of Police
Rodolfo Valladares, Public Services Director
Grafton B. Wilson, Compliance and Risk Management Director
Kathy Winburn, Planning and Community Development Director

A very special "thank you" to Ashley McGraw and foremost
to all City employees for their assistance with the budget process

CITY OF ALACHUA GOVERNMENT

GENERAL INFORMATION

The City of Alachua is geographically located in North Central Florida. The City's boundaries encompass 36.5 square miles. The most current estimate of the City's population is 10,470.

FIVE-MEMBER COMMISSION

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

ROLE OF THE CITY MANAGER

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

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

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

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

INTRODUCTION

This document represents the City of Alachua's tentative financial budget for FY 2021-2022. The document is divided into five sections:

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

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

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

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

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

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

Individuals interested in reviewing any materials or documents comprising the FY 2021-2022 Tentative Budget, at any level of detail, are encouraged to contact the Finance and Administrative Services Department.

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

Telephone: (386) 418-6100
Mail: P. O. Box 9
Alachua, Florida 32616-0009
Email: finance@cityofalachua.org
In person: City of Alachua City Hall
15100 N. W. 142nd Terrace
Alachua, Florida 32615

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SECTION 1 BUDGET MESSAGE



City of Alachua

MAYOR GIB COERPER

Vice Mayor Shirley Green Brown
Commissioner Jennifer Blalock
Commissioner Dayna Miller
Commissioner Robert Wilford

OFFICE OF THE CITY MANAGER**MIKE DAROZA**

September 13, 2021

RE: CITY MANAGER'S FISCAL YEAR 2021-2022 BUDGET MESSAGE

Honorable Mayor and Members of the City Commission:

It is my honor and privilege to present the Fiscal Year 2021-2022 Budget for your consideration. The City Commission's Strategic Plan has served as the guiding light for the FY 2022 Budget, ensuring we continue to provide premium service delivery and a commitment to a strong quality of life.

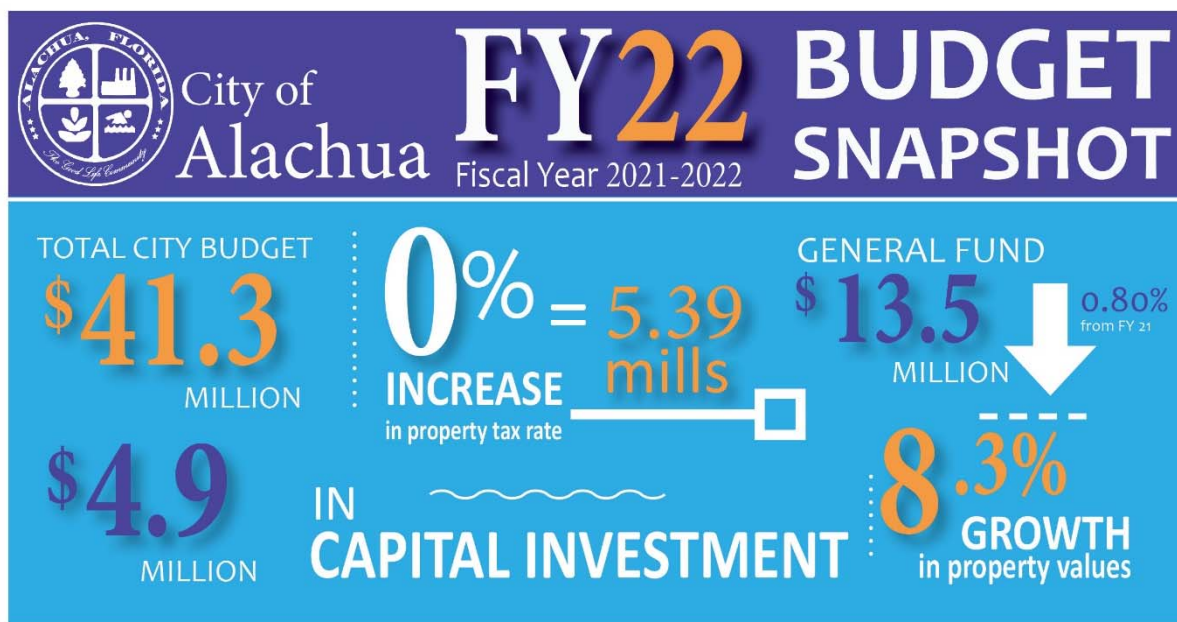
As we continue to face the COVID-19 pandemic, City staff has remained flexible and prepared to augment operations and plans for the ever-evolving challenge. This charge includes the budget development process as we ensure the safety and welfare of City staff and the public at large. While the FY 2022 Budget ensures continuity of services at the level our stakeholders expect, including meeting the challenges of the pandemic, it also focuses on building a stronger, vibrant and more sustainable community.

The City of Alachua, like other governmental units across the country, has been financially impacted by the pandemic as several revenue streams declined during the last two quarters of FY 2020 and first quarter of FY 2021. However, as the pandemic progressed, the City has seen these revenue streams return to, and in some cases exceed, pre-pandemic levels. This is the sign of open, and improved national, state and regional economies. As the pandemic continues to be a fluid challenge, the FY 2022 Budget ensures necessary funding to deliver on our promises of premium service delivery and a strong quality of life, while safeguarding against future economic uncertainties, that may force declining revenues or prompt unexpected expenses. Again, the City experiences a strong financial condition and the FY 2022 Budget resolves to strengthen this position.

I am proud to submit the balanced Fiscal Year 2021-2022 Tentative Budget for the City of Alachua. As proposed, the Tentative Budget totals \$41,302,014, which represents a 10.82% decrease from the prior fiscal year of \$46,311,081 (amended). The decrease from the prior year is due in large part to the construction completion of capital projects. The General Fund Tentative Budget is \$13,465,325, a decrease of 0.80% from the prior fiscal year amount of \$13,573,977 (amended). The decrease is, in most part, attributable to the completion of capital outlay projects. Ad valorem taxes, which make up 37.6% of the General Fund, are projected to generate \$5.1 million. The City's overall ad valorem revenues increased 7.8%.

Budget Snapshot

The City of Alachua budget development process is an inclusive and transparent process. All staff members of the City are able to contribute as well as the public through several public workshops conducted specifically for budget matters. The City Commission's vision for the community is outlined in the Strategic Plan, which provides initiatives that will carry out the goals of the community. The FY 2022 Budget has been compiled to consider input and direction from all of these stakeholders and aspects.



The City continues to benefit from a strong economic environment, as the COVID-19 related economic impacts were short-lived. The national economy continues to be strong and the Florida economy is booming, particularly in residential development. Locally, the City of Alachua is experiencing significant growth in diversified manner. Housing development has gained traction with several approved subdivisions under construction and several others in the development planning pipeline. This is a positive sign for the City, which has focused on enhancing diversified housing options for the community. Non-residential development continues to flourish in Alachua, particularly manufacturing, life sciences and technology companies. The City's recent investments in water and wastewater infrastructure expansion along the U.S. Hwy 441 corridor are paying dividends, as these industries expand and locate in Alachua. Furthermore, the business incentive program adopted by the City Commission has been implemented and is attracting businesses to the community. The City is well positioned to experience strong growth in the year ahead.

The Tentative Budget for FY 2022 is balanced at 5.3900 mills. Once again, this millage rate remains unchanged from the prior four fiscal years. As the City has to factor inflation and the increased costs associated with service delivery, maintaining a level millage rate is evidence of the easing of the tax burden that economic growth creates.

With a full service utilities operation, the City is responsible for ensuring all utilities are self-sustaining. The revenues of each utility must support the expenditures of each utility. The primary revenues for utilities are charges for services. Once again, the Tentative Budget for FY 2022 provides for no increase in electric rates. The water and wastewater budgets have been developed with a 3% and 2% rate increase, respectively, to meet rising costs.

The Tentative Budget focuses on three (3) major areas:

- Economic Development
- Infrastructure and Sustainability
- Talent Investment

Within the Tentative Budget, both operating and capital allocation, ensures these major areas are supported and funded appropriately.

Economic Development

To ensure the City is able to continue to provide premium service delivery and a strong quality of life, it is essential we continue our efforts to foster economic development. For decades, the City of Alachua has exhibited a history of being at the forefront of economic development through strategic investments in community assets and creating a



vibrant community with a strong quality of life. As the community grows, the need for more advanced economic development activities is necessary to have the capacity and ability to realize business growth potential. Critical to this effort is ensuring adequate staffing that enables the City to manage economic development activities. Additionally, investing in key business retention and attraction activities ensures the City is cultivating a competitive environment for business to flourish. The City Commission's focus on leveraging the existing bioscience cluster for future growth in this sector will be catalyzed by the biotech partnership as part of the City's overall economic development strategy.

Key Budget Allocations:

- **Alachua Biotech Partnership** - \$50,000
Funding to attract, enhance and cultivate the growth of the life sciences industry in Alachua.

- **Business Incentive Program - \$54,000**
Funding to provide incentives for business retention, attraction and start-up activities, including, but not limited to, the Community Redevelopment Agency Area and life science, technology and emerging technologies sector of Alachua.
- **Business Retention, Attraction and Marketing - \$60,000**
Funding to provide assistance to business retention, attraction and marketing efforts through activities such as, but not limited to, video and online promotions, as well as partnerships with the Alachua and Gainesville Chambers of Commerce.
- **Community Redevelopment Area Business, Attraction and Marketing - \$67,000**
Funding targeted toward attracting and retaining business activities within the Community Redevelopment Agency Area through, but not limited to, promotions, events and lead generation.
- **Economic Development Manager - \$96,000**
Funding for a new position with a laser focus on a wide range of the City's economic development activities.

Infrastructure and Sustainability

As we work to create a thriving and sustainable community, investing in infrastructure is a necessary activity. Infrastructure serves to provide efficient and reliable utilities, roadways, and pedestrian paths, among other services. The citizens of the City of Alachua benefit from a robust infrastructure network, which promotes sustainability through environmental stewardship and growth. The City will complete the water quality improvements to Mill Creek and the Mill Creek Sink in the year ahead. Investments in a new water well field will ensure the City's potable water supply has improved redundancy and reliability. With the City's recent completion of the state-of-the-art Legacy Electric Substation, investments in optimization will improve system operations in FY 2022, in addition to investments in rehabilitating critical wastewater infrastructure. As these investments and many others in infrastructure are made, the City will continue its sustainable approach to stewardship and growth.



Key Budget Allocations:

- **Mill Creek Sink - \$500,000**
Funding to complete the construction of stormwater management facilities that will improve water quality near Mill Creek Sink.

- **New Well Field - \$375,000**
Funding to design a new well field that will establish enhanced protection and redundancy of the City's drinking water supply.
- **Electric System Master Planning and Modeling - \$180,000**
Funding to provide for the commissioning of a master plan and model for the electric system, which will ensure optimization of the distribution network, improving reliability, redundancy and efficiency.
- **Lift Station Improvements - \$311,000**
Funding to provide for the rehabilitation of critical lift station infrastructure to ensure reliable service delivery.
- **Road Resurfacing - \$200,000**
Funding provides for the continued resurfacing of City roadways.

Talent Investment

The national and local labor markets have experienced a workforce shortage since the COVID-19 pandemic began. This continues to impact employers' ability to attract talent for a variety of reasons. Now, more than ever, it is critical the City of Alachua continues to offer competitive, market-driven salaries, attractive benefits and a positive work environment. The City of Alachua workforce represents a talented team of professionals who are committed to serving the residents and businesses of our community. Oftentimes, our public servants are called to duty during natural disasters, other emergency conditions, and, as we've learned over the last 18 months, global pandemics. This is a high call of duty to meet and the staff of the City of Alachua answers every time. Ensuring our employees are fairly compensated and experience high levels of morale and dedication to our charge, requires continued investments in our most valued asset. The FY 2022 Budget strengthens this commitment to our public servants.



Key Budget Allocations:

- **Merit Increase - \$184,000**
Employees are able to earn up to a 4% merit increase based on performance evaluations.
- **Longevity Incentive - \$77,000**
Funding for milestone years of service accomplishments to promote employee retention.
- **Healthcare Increase - \$206,000**
Funding increase to continue employer-paid healthcare coverage for employees.

Looking Forward

As we prepare for the upcoming fiscal year, we are assured the City of Alachua is well prepared to strengthen our delivery of premium services and commitment to a strong quality of life. The challenges we've faced in the last year, particularly the COVID-19 pandemic, have only strengthened our resolve to make certain the citizens of the City of Alachua receive the level of service they expect and deserve. The City Commission has provided a clear vision that has been the compass by which the FY 2022 Budget has been developed.

I look forward to the year ahead as we pursue the highest levels of public stewardship together. The staff of the City of Alachua is prepared to deliver for our citizens, just as we always have. I am optimistic and eager about the work ahead as we support the goals of the City Commission. It is with great respect and privilege I submit the FY 2022 Tentative Budget.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike DaRoza", with a stylized flourish at the end.

Mike DaRoza
City Manager



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SECTION 2 BUDGET SUMMARY

INTRODUCTION TO CITY BUDGETING

Defining a City Budget

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

Defining Revenue

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

Defining Expenditure

Expenditures are the usage of financial resources. There are four basic types of expenditures: personal services, operating, capital and debt. Personal services include all salary and salary related expenditures. Operating expenditures include the day-to-day expenses such as supplies, utilities, and 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.

Defining Fund Balance

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

Defining Fund Accounting

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

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

THE BUDGET PROCESS

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

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget “kick-off” meeting in April 2021 with Department Directors. Directions for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a “continuation” funding level. “Continuation” level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

Following the City Commission Strategic Initiatives retreat in June, the City Manager formally presented the proposed budgets during budget workshops held during the months of July and August 2021. The workshops held in July and August provided an initial opportunity to enable the Commission and the public to review, comment and make changes to the budget prior to the formal adoption process that takes place through the month of September. This includes public hearings with the City Commission to discuss the operating budget and the capital improvement program budget.

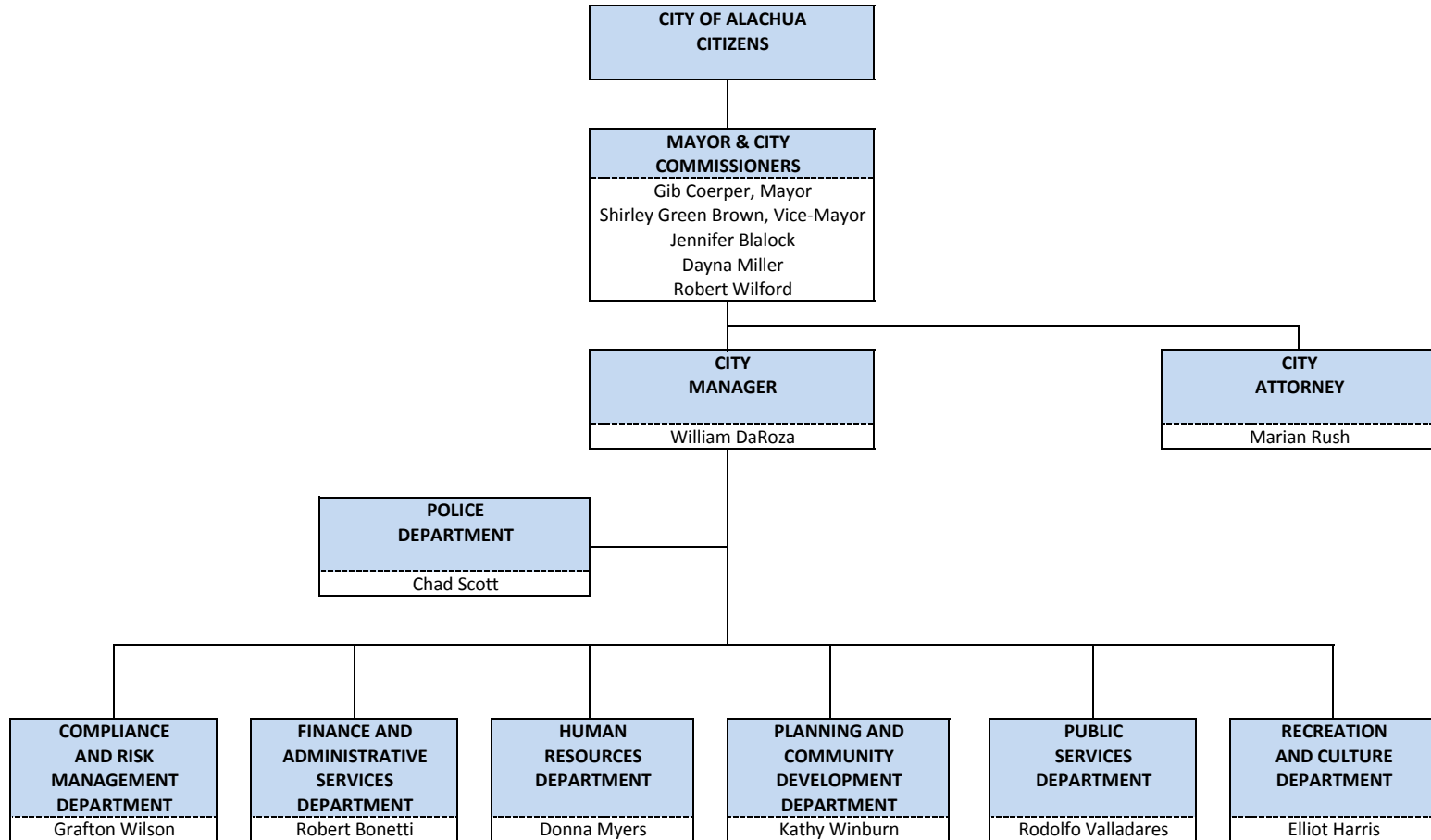
The proposed millage rate for FY 2021-2022 was established on July 26, 2021. The tentative millage rate was used by the Property Appraiser to prepare Truth-in-Millage or “TRIM” notices distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities, combines with current information on assessed value of real property, will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing will be held on September 13, 2021. After hearing public testimony, the City Commission will adopt the tentative millage rate and the FY 2021-2022 Tentative Budget. The second public hearing will be held on September 27, 2021. The hearing will be advertised by a published notice along with a published millage rate and a breakdown of the FY 2021-2022 Final Budget. Like the first public hearing, the City Commission will hear public testimony prior to adopting the final millage rate and the FY 2021-2022 Final Budget.

BUDGET PROCESS HIGHLIGHTS

Preparation	April 14	Budget Kickoff meeting held.
	May 27	Budgetary submissions deadline for Departments.
Review	May-July	Submitted budgets are reviewed by the Finance and Administrative Services Department, City Manager with Department Directors to develop the proposed budget.
	June 1	Preliminary property tax roll information received from Property Appraiser's Office.
	June 22	Strategic Initiative Planning Retreat with City Commission and the public.
	July 1	Official preliminary taxable values are provided by Property Appraiser's Office.
Adoption	July-Aug	Workshops are held with the City Commission on the Operating and Capital Improvement Budgets, the tentative millage rate is set and budget issues are discussed.
	August 9 and 23	City Manager presents proposed budgets to the City Commission.
	September 13	First Public Hearing to Adopt the Tentative Millage Rate for the 2021 Tax Roll Year and the FY 2021-2022 Tentative Budget (required by State law).
	September 27	Second Public Hearing to Adopt Final Millage Rate for the 2021 Tax Roll Year and the FY 2021-2022 Final Budget (required by State law).

CITY OF ALACHUA GOVERNMENT





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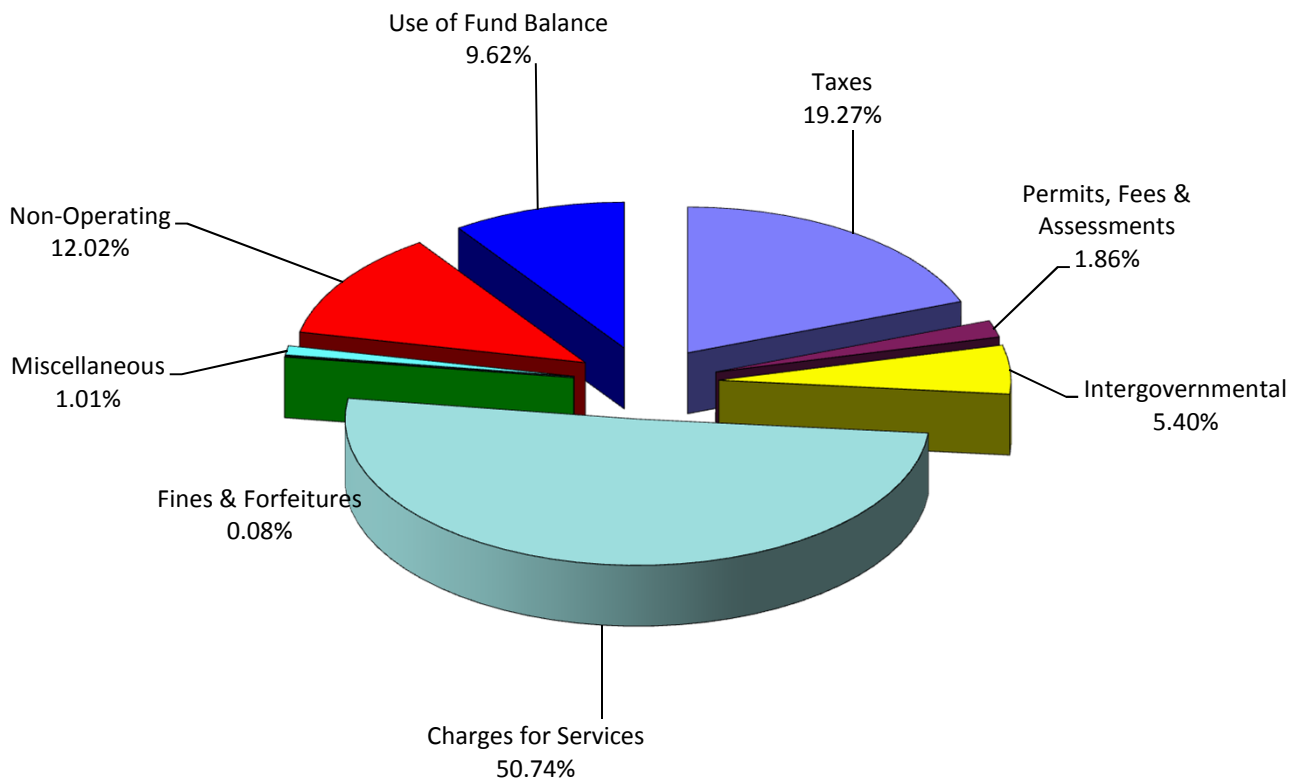
BUDGET SOURCES AND USES

Sources	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
Use of Fund Balance	\$0	\$0	\$10,629,007	\$3,971,505
Revenue:				
Ad Valorem Taxes	4,280,381	4,489,384	4,701,906	5,068,089
Other Taxes	2,758,964	2,708,250	2,684,306	2,891,280
Permits, Fees & Assessments	565,301	582,274	635,075	768,489
Intergovernmental Revenue	3,798,859	8,205,851	2,133,349	2,228,669
Charges for Services	21,795,359	22,141,588	20,114,773	20,957,242
Fines and Forfeitures	42,809	39,937	29,800	33,500
Miscellaneous Revenue	835,532	597,460	358,200	417,320
Total Revenue	34,077,205	38,764,744	30,657,409	32,364,589
Transfers-In	3,015,805	3,033,621	5,132,580	6,029,630
Other Non-Revenues	768,000	0	0	0
Less Undercollection	0	0	(1,072,732)	(1,063,710)
	3,783,805	3,033,621	4,059,848	4,965,920
TOTAL SOURCES	\$37,861,010	\$41,798,365	\$45,346,264	\$41,302,014

USES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
Operating Budget				
Personnel Services	\$9,227,333	\$9,812,178	\$10,916,052	\$12,200,804
Operating Expenses	16,921,758	16,760,777	15,318,946	15,628,885
Capital Outlay	6,826,066	8,408,320	11,301,418	4,926,787
Total Operating Budget	32,975,157	34,981,275	37,536,416	32,756,476
Grants & Aids	22,146	4,134	65,000	109,000
Debt Service	1,400,415	1,476,797	2,182,268	1,971,908
Transfers to Other Funds	3,015,805	3,033,621	5,132,580	6,029,630
Other Uses	429,364	402,584	0	0
Contingency	0	0	430,000	435,000
TOTAL USES	\$37,842,887	\$39,898,411	\$ 45,346,264	\$ 41,302,014

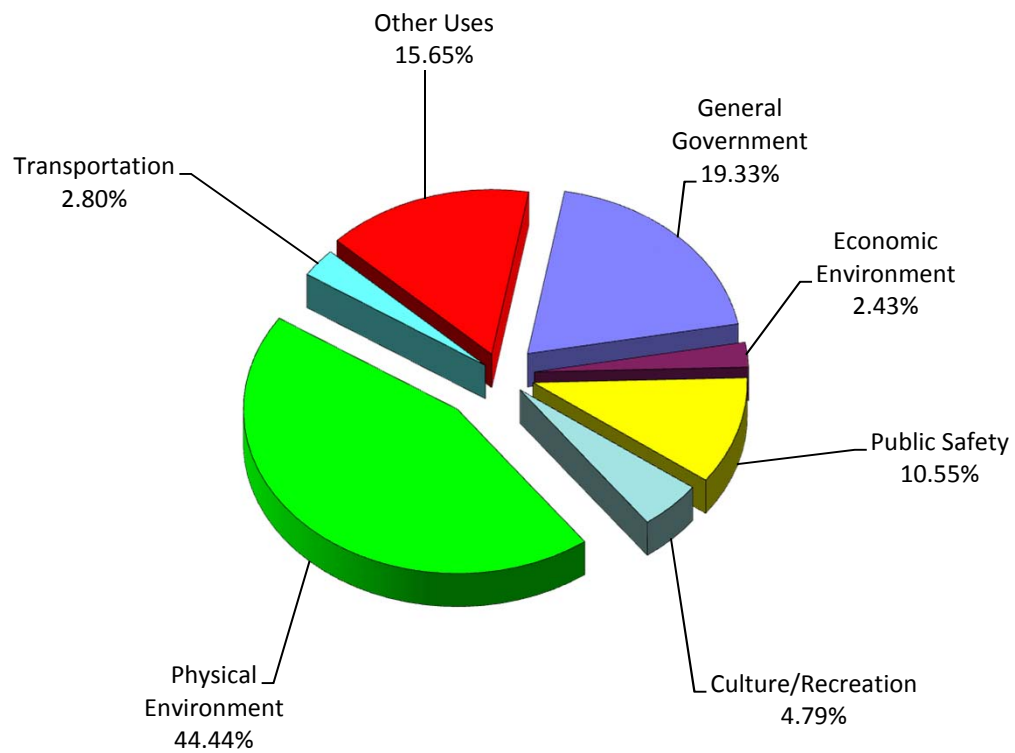
FY 2021-2022 BUDGET REVENUES BY SOURCE

Taxes	\$ 7,959,369
Permits, Fees & Assessments	768,489
Intergovernmental	2,228,669
Charges for Services	20,957,242
Fines & Forfeitures	33,500
Miscellaneous	417,320
Non-Operating	4,965,920
Use of Fund Balance	<u>3,971,505</u>
TOTAL	<u>\$ 41,302,014</u>



FY 2021-2022 BUDGET USES BY FUNCTION

General Government	\$ 7,984,664
Economic Environment	1,002,421
Public Safety	4,357,216
Culture/Recreation	1,980,059
Physical Environment	18,355,676
Transportation	1,157,348
Other Uses	6,464,630
TOTAL	<u>\$ 41,302,014</u>



FY 2021-2022 BUDGET BY FUNCTION - ALL FUNDS

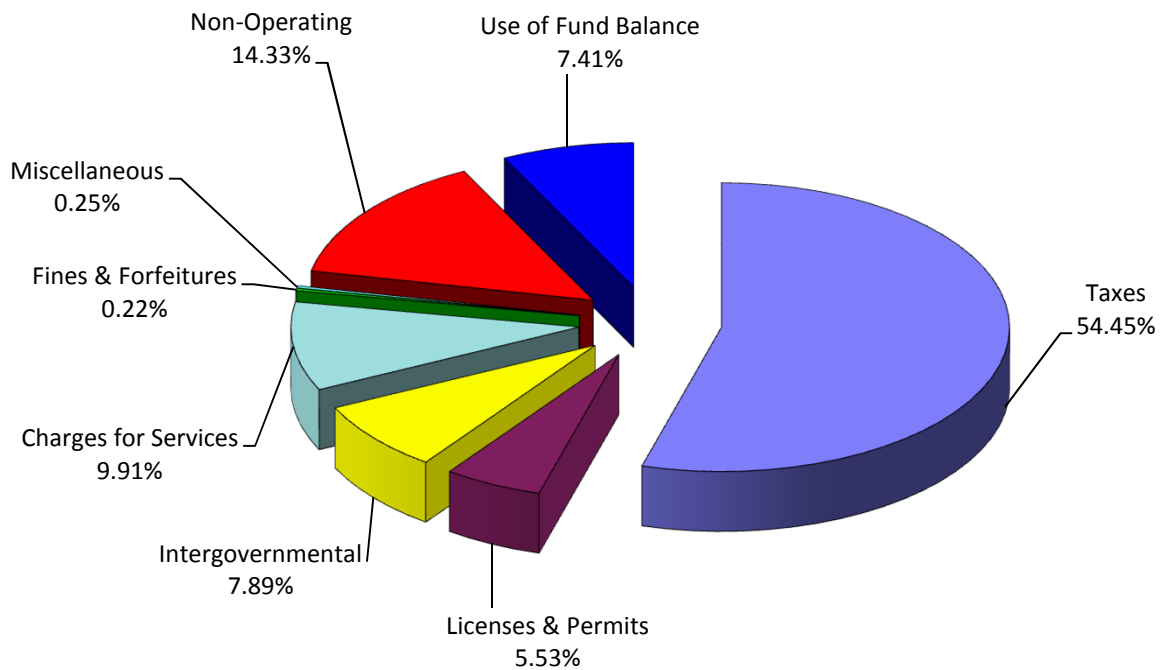
	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Government				
Legislative	\$ 126,902	\$ 127,642	\$ 131,915	\$ 142,546
Executive	601,556	599,901	785,309	920,292
Financial & Administrative	2,634,982	2,836,384	3,526,555	3,766,234
Legal Counsel	131,552	172,500	187,920	174,000
Comprehensive Planning	870,648	921,096	1,075,310	1,072,424
Debt Service Payments	989,101	983,364	1,086,863	875,064
Other General Government	821,061	810,894	1,358,689	1,034,104
Subtotal	6,175,802	6,451,781	8,152,561	7,984,664
Public Safety				
Law Enforcement	3,239,902	3,905,089	3,738,678	4,100,437
Fire Services	9,630	0	0	0
Protective Inspections	185,425	196,821	223,384	256,779
Other Public Safety	0	0	0	0
Subtotal	3,434,957	4,101,910	3,962,062	4,357,216
Physical Environment				
Electric Utility Services	10,838,397	10,661,918	16,492,965	12,392,159
Water Utility Services	1,727,701	1,475,786	2,078,780	1,285,182
Garbage/Solid Waste Services	686,619	692,897	712,850	736,948
Sewer/Wastewater Services	2,555,463	2,666,896	2,625,726	2,545,049
Water Distribution/Collection Services	495,290	668,206	776,216	817,327
Flood Control/Stormwater Management	531,431	112,886	745,534	538,626
Mosquito Control	64,530	37,147	55,319	40,385
Subtotal	16,899,431	16,315,736	23,487,390	18,355,676
Transportation				
Transit Systems	0	0	0	0
Streets & Roads Facilities	3,113,440	7,317,357	1,395,861	1,157,348
Subtotal	3,113,440	7,317,357	1,395,861	1,157,348
Economic Environment				
Housing & Urban Development	0	0	0	0
Industry Development	0	0	0	54,000
Other Economic Environment	399,342	374,297	922,050	948,421
Subtotal	399,342	374,297	922,050	1,002,421
Human Services				
Health	0	0	0	0
Welfare	0	0	0	0
Other Human Services	0	51,786	83,723	0
Subtotal	0	51,786	83,723	0
Culture/Recreation				
Recreation and Culture	4,374,746	1,849,339	1,780,037	1,980,059
Subtotal	4,374,746	1,849,339	1,780,037	1,980,059

FY 2021-2022 BUDGET BY FUNCTION - ALL FUNDS

	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
Courts				
Court-Related Services	0	0	0	0
Subtotal	0	0	0	0
Other Uses				
Interfund Transfers	3,015,805	3,033,621	5,132,580	6,029,630
Other Uses	429,364	402,584	0	0
Contingency	0	0	430,000	435,000
Subtotal	3,445,169	3,436,205	5,562,580	6,464,630
Grand Total	\$ 37,842,887	\$ 39,898,411	\$ 45,346,264	\$ 41,302,014

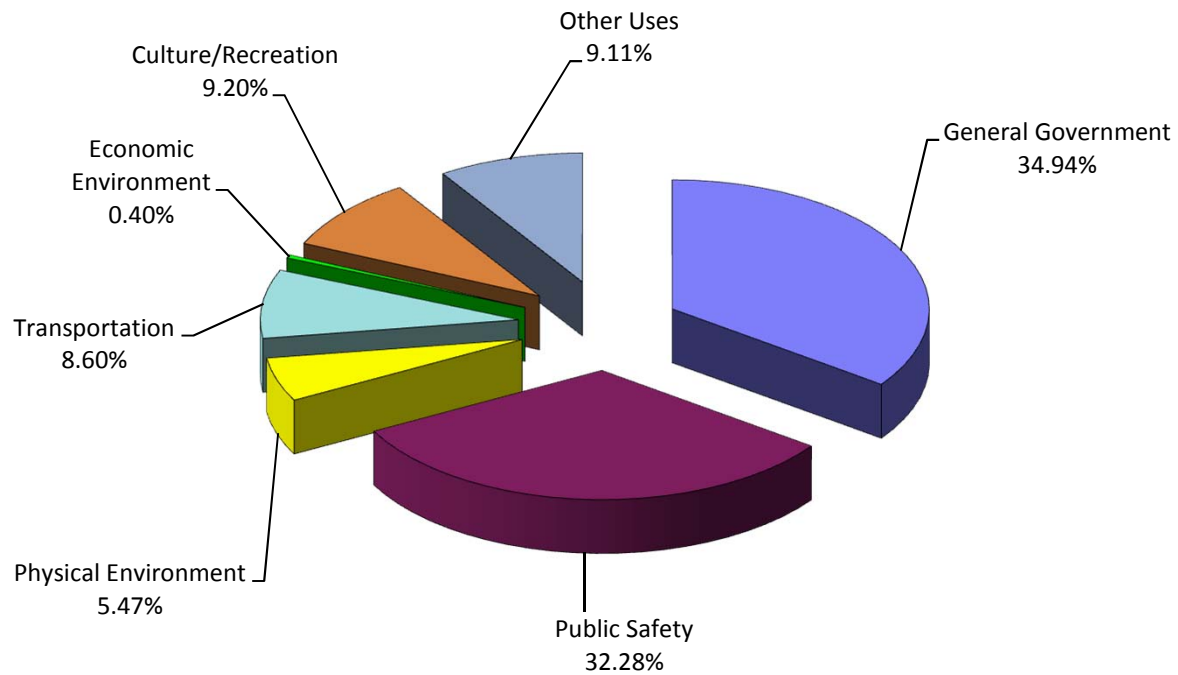
FY 2021-2022 BUDGET REVENUES BY SOURCE - GENERAL FUND

Taxes	\$ 7,332,527
Licenses & Permits	743,989
Intergovernmental	1,062,899
Charges for Services	1,334,742
Fines & Forfeitures	30,000
Miscellaneous	33,600
Non-Operating	1,930,000
Use of Fund Balance	997,568
TOTAL	<u>\$ 13,465,325</u>



FY 2021-2022 BUDGET USES BY FUNCTION - GENERAL FUND

General Government	\$ 4,704,401
Public Safety	4,346,166
Physical Environment	736,948
Transportation	1,157,348
Economic Environment	54,000
Culture/Recreation	1,239,266
Other Uses	1,227,196
TOTAL	<u><u>\$ 13,465,325</u></u>



BUDGET BY FUNCTION - GENERAL FUND

	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Government				
Legislative	\$ 126,902	\$ 127,642	\$ 131,915	\$ 142,546
Executive	601,556	599,901	785,309	920,292
Financial & Administrative	1,337,921	1,416,434	1,984,697	1,908,834
Legal Counsel	131,552	172,500	187,920	174,000
Comprehensive Planning	836,782	885,469	969,942	986,854
Other General Government	480,510	463,574	904,464	571,875
Subtotal	3,515,223	3,665,520	4,964,247	4,704,401
Public Safety				
Law Enforcement	3,236,318	3,903,250	3,727,478	4,089,387
Protective Inspections	185,425	196,821	223,384	256,779
Fire Rescue Services	9,630	0	0	0
Subtotal	3,431,373	4,100,071	3,950,862	4,346,166
Physical Environment				
Garbage/Solid Waste Control Services	690,705	694,688	712,850	736,948
Subtotal	690,705	694,688	712,850	736,948
Transportation				
Streets & Roads Facilities	933,645	815,574	1,361,892	1,157,348
Subtotal	933,645	815,574	1,361,892	1,157,348
Economic Environment				
Employment Opportunity	0	0	0	0
Industry Development	0	0	0	54,000
Other Economic Development	0	0	0	0
Subtotal	0	0	0	54,000
Human Services				
Health	0	0	0	0
Other Human Services	0	0	0	0
Subtotal	0	0	0	0
Culture/Recreation				
Recreation and Culture	1,007,883	1,260,404	1,218,630	1,239,266
Subtotal	1,007,883	1,260,404	1,218,630	1,239,266
Courts				
Court-Related Services	0	0	0	0
Subtotal	0	0	0	0
Other Uses				
Interfund Transfers	950,476	965,944	976,238	1,027,196
Contribution to Fund Balance	0	0	0	0
Contingency	0	0	200,000	200,000
Subtotal	950,476	965,944	1,176,238	1,227,196
Grand Total	\$ 10,529,305	\$ 11,502,201	\$ 13,384,719	\$ 13,465,325

FULL-TIME EQUIVALENT POSITIONS SUMMARY

Department Name	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
City Commission	5.00	5.00	5.00	5.00
City Manager (8)(9)	6.00	6.00	6.00	7.00
Human Resources (10)	2.00	2.00	2.00	3.00
Finance & Administrative Svcs. (2) (7) (11)	26.00	27.00	28.00	29.00
Planning & Community Development	9.00	9.00	9.00	9.00
Compliance & Risk Management (10)	4.00	4.00	4.00	3.00
Recreation & Culture (1)	7.00	8.00	8.00	8.00
APD (3) (12)	34.50	36.50	36.50	38.50
Public Services (4) (5) (6) (13) (14) (15) (16)	40.00	41.00	43.00	48.00
TOTALS	133.50	138.50	141.50	150.50

(1) Recreation added a Recreation Assistant position (1.0 FTE) during FY 19.

(2) Additional Facilities Custodial Worker added for FY 20 (1.0 FTE).

(3) Additional Police Officer positions added to APD for FY 20 (2.0 FTE).

(4) Additional Public Works Technician added (1.0 FTE) for FY 20.

(5) Public Services added a new Public Works Crew Leader position (1.0 FTE) for FY 21.

(6) Public Services added a new Water System Supervisor position (1.0 FTE) for FY 21.

(7) Finance & Administrative Services added a new Meter Reader position (1.0 FTE) for FY 21.

(8) Assistant City Manager Position replaced by Assistant to the City Manager position for FY22.

(9) City Manager's office has added an Economic Development Manager position (1.0 FTE) for FY 22.

(10) Safety Specialist position has been transferred to Human Resources from Compliance & Risk Management for FY22.

(11) Finance & Administrative Services added a new Facilities Custodial Worker position (1.0 FTE) for FY 22.

(12) Additional Police Officer positions added to APD for FY 22 (2.0 FTE).

(13) Public Services added a new Public Services Assistant Director position (1.0 FTE) for FY22.

(14) Public Services added a new Public Services Engineer position (1.0 FTE) for FY22.

(15) Public Services added a new Electric Engineer position (1.0 FTE) for FY22.

(16) Public Services added a new Electric Line Worker position (1.0 FTE) for FY22.

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

ESTIMATION OF THE CITY'S ENDING FUND BALANCE FOR FY 2021-2022

The City's estimation of ending fund balance, for budgetary purposes as of FY 22, represents the useable, unrestricted cash balance position on September 30, 2022. This modified measurement is utilized to ensure that the City maintains an annual unappropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated balance for the City is approximately \$11.1 million.

A factor that should be reviewed when estimating the City's position on September 30, 2022, is to project how much of the funds appropriated in the adopted budget will actually be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues result in an ending fund balance. Excess revenues may result from a statutory requirement that governments appropriate 95% of certain revenues, which tends to understate collections from certain revenues.

Another factor to consider is to review the budgeted reserves and project what portion of reserves will not be appropriated during the fiscal year. Both factors should be included with the budgeted estimated ending fund balance at September 30, 2022.

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

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

FY 22 TENTATIVE BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance	Revenues/ Sources	Expenditures/ Uses	Estimated Ending Fund Balance
General Fund	\$ 4,230,119	\$ 12,467,757	\$ 13,465,325	\$ 3,232,551
Subtotal General Fund	4,230,119	12,467,757	13,465,325	3,232,551
Special Revenue Funds				
Additional Court Costs	5,142	3,500	6,050	2,592
Tree Bank Fund	85,570	0	85,570	0
Explorer Post 537 Fund	5,139	0	5,000	139
TK Basin Special Assessment Fund	14,933	24,520	34,300	5,153
Wild Spaces Public Places Fund	90,000	626,842	716,842	0
Children's Trust Fund	0	0	0	0
Donation Fund	20,108	0	20,108	0
Community Redevelopment Agency (CRA) Fund	618,235	500,009	958,421	159,823
Subtotal Special Revenue Funds	839,127	1,154,871	1,826,291	167,707
Debt Service Funds				
Debt Service Fund	425,582	827,957	647,742	605,797
Subtotal Debt Service Funds	425,582	827,957	647,742	605,797
Capital Projects Funds				
San Felasco Conservation Corridor Fund	3,843	0	3,843	0
Heritage Oaks Fund	4,326	0	4,326	0
CDBG Neighborhood Revitalization Grant Fund	0	0	0	0
Mill Creek Sink Fund	0	500,000	500,000	0
FL Job Growth Grant Fund	0	0	0	0
CDBG Economic Development Grant Fund	0	0	0	0
Subtotal Capital Projects Funds	8,169	500,000	508,169	0
Enterprise Funds				
Electric Utility Fund	6,788,000	14,562,550	15,531,472	5,819,078
Water Utility Fund	946,000	2,127,040	2,598,971	474,069
Wastewater Utility Fund	912,000	2,628,900	3,174,381	366,519
Mosquito Control Fund	102,700	58,750	85,385	76,065
Subtotal Enterprise Funds	8,748,700	19,377,240	21,390,209	6,735,731
Internal Service Funds				
Utility Administration & Operations Fund	781,090	3,002,684	3,464,278	319,496
Subtotal Internal Service Funds	781,090	3,002,684	3,464,278	319,496
Trust & Agency Funds	0	0	0	0
Subtotal Trust & Agency Funds	0	0	0	0
Total	\$ 15,032,787	\$ 37,330,509	\$ 41,302,014	\$ 11,061,282

INTERFUND TRANSFER OVERVIEW

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

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

Another significant transfer is made from the Electric Utility Fund to the General Fund to fund supporting general government activities.

Additionally, each Utility Fund provides transfers into the Internal Services Fund for the operations of the Utility Administration, Utility Operations, Utility Billing, Water Distribution & Collection, Warehouse Operation, Information Technology and Safety divisions.

Lastly, the Electric and Water Utility Funds provide for the payment of the Internal Services Fund portion of the Series 2016 debt payment.

SUMMARY OF INTERFUND TRANSFERS FISCAL YEAR 2021-2022

TRANSFERS OUT		AMOUNT	TRANSFERS IN		AMOUNT
001	GENERAL FUND	\$ 1,027,196	070	DEBT SERVICE FUND	\$ 827,957
			310	CRA FUND	199,239
010	ELECTRIC UTILITY FUND	3,139,313	001	GENERAL FUND	2,000,000
			700	INTERNAL SERVICE FUND	1,139,313
020	WATER UTILITY FUND	1,263,789	700	INTERNAL SERVICE FUND	1,263,789
030	WASTEWATER UTILITY FUND	579,332	700	INTERNAL SERVICE FUND	579,332
042	MOSQUITO CONTROL FUND	20,000	700	INTERNAL SERVICE FUND	20,000
TOTAL TRANSFERS		\$ <u>6,029,630</u>			\$ <u>6,029,630</u>



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SECTION 3 FUND SUMMARIES

BASIS OF ACCOUNTING AND BUDGETING

Because the revenue and expenditure estimates contained in the Tentative Fiscal Year 2021-2022 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

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

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

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

FUND ACCOUNTING

All Fund Types:

FY 22--\$41,302,014

THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING

The City of Alachua developed the revenue and expenditure estimates contained in the Tentative Fiscal Year 2021-2022 Budget in a manner that follows Generally Accepted Accounting Principles (GAAP). The Budget is organized on the basis of funds, each of which is considered a separate budgetary and accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The purposes of the Commission's various funds and account group are as follows:

GOVERNMENTAL FUNDS

General Fund:

FY 22--\$13,465,325

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

Debt Service Funds:

FY 22--\$647,742

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

Special Revenue Funds:

FY 22--\$1,826,291

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

Capital Project Funds:

FY 22--\$508,169

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

PROPRIETARY FUNDS

Enterprise Funds:

FY 22--\$21,390,209

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

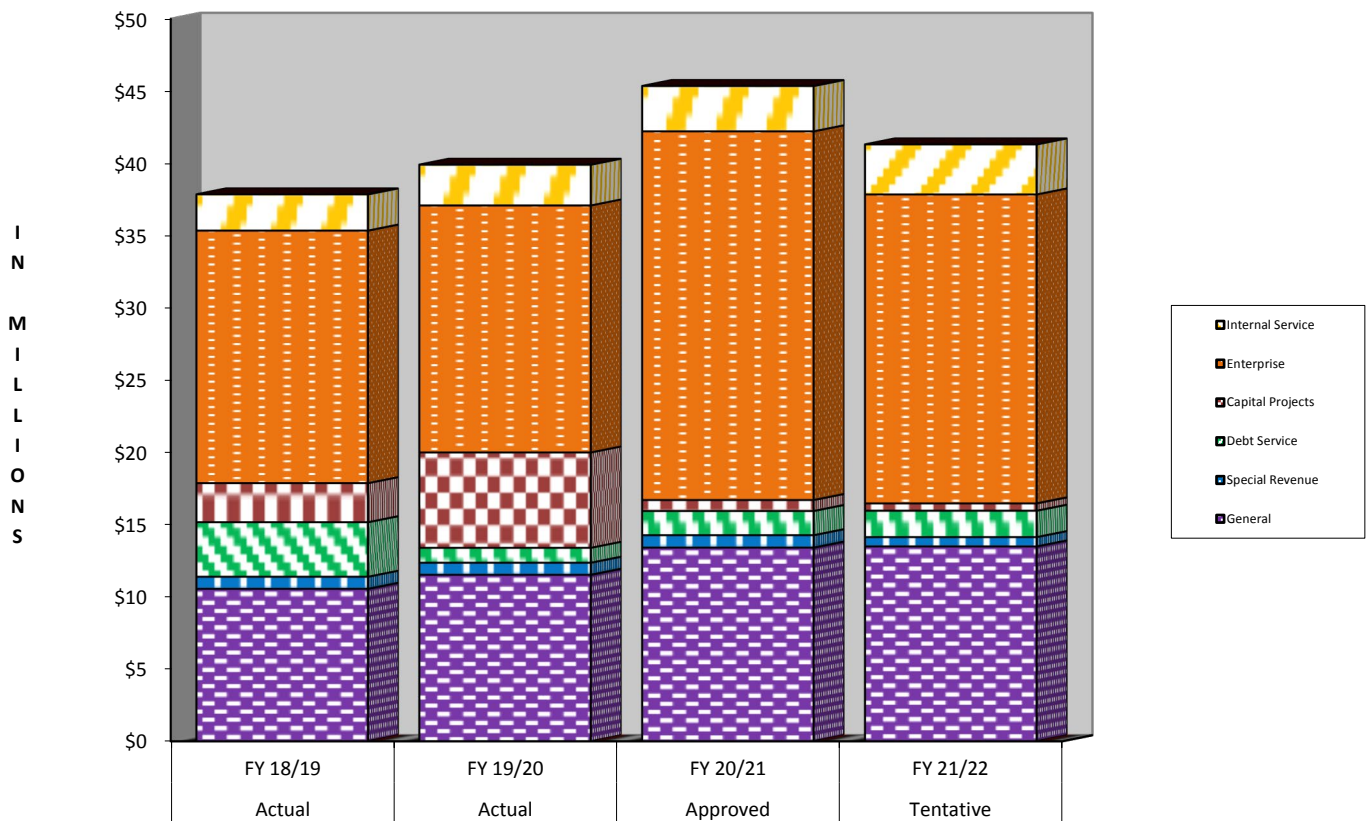
Internal Service Funds:

FY 22--\$3,464,278

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

BUDGET BY FUND TYPE

	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
General	\$ 10,529,305	\$ 11,502,201	\$ 13,384,719	\$ 13,465,325
Debt Service	836,799	837,127	858,176	647,742
Special Revenue	3,776,209	1,029,797	1,676,591	1,826,291
Capital Projects	2,704,806	6,601,729	759,027	508,169
Enterprise	17,487,544	17,104,951	25,529,132	21,390,209
Internal Service	2,508,224	2,822,606	3,138,619	3,464,278
Trust & Agency	-	-	-	-
Total	\$37,842,887	\$39,898,411	\$45,346,264	\$41,302,014



GENERAL FUND (001)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 6,429,525	\$ 6,626,107	\$ 6,850,419	\$ 7,332,527
PERMITS, FEES & ASSESSMENTS	554,232	571,211	624,515	743,989
INTERGOVERNMENTAL REVENUE	1,235,005	988,730	1,002,937	1,062,899
CHARGES FOR SERVICES	1,217,916	1,312,746	1,295,495	1,334,742
FINES AND FORFEITURES	39,575	37,367	27,000	30,000
MISCELLANEOUS REVENUE	220,880	63,170	57,100	33,600
TOTAL OPERATING	9,697,133	9,599,331	9,857,466	10,537,757
NON-OPERATING REVENUE:				
OPERATING TRANSFERS IN	2,000,000	2,000,000	2,000,000	2,000,000
USE OF FUND BALANCE	0	0	1,597,253	997,568
OTHER NON-REVENUES	0	0	(70,000)	(70,000)
TOTAL NON-OPERATING	2,000,000	2,000,000	3,527,253	2,927,568
TOTAL REVENUE	\$ 11,697,133	\$ 11,599,331	\$ 13,384,719	\$ 13,465,325

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 6,016,293	\$ 6,444,642	\$ 7,054,584	\$ 7,763,865
OPERATING EXPENSES	2,717,246	2,863,471	3,406,752	3,465,977
CAPITAL OUTLAY	821,204	1,226,353	1,707,145	924,287
DEBT SERVICE	0	0	0	0
GRANTS AND AIDS	20,000	0	40,000	84,000
TOTAL OPERATING	9,574,743	10,534,466	12,208,481	12,238,129
NON-OPERATING:				
OPERATING TRANSFERS OUT	950,476	965,944	976,238	1,027,196
RESERVE FOR CONTINGENCY	0	0	200,000	200,000
NON-OPERATING	4,086	1,791	0	0
CONTRIBUTION TO FUND BALANCE	0	0	0	0
TOTAL NON-OPERATING	954,562	967,735	1,176,238	1,227,196
TOTAL EXPENDITURES	\$ 10,529,305	\$ 11,502,201	\$ 13,384,719	\$ 13,465,325

ELECTRIC UTILITY FUND (010)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	14,575	0	0	0
CHARGES FOR SERVICES	13,886,581	14,096,528	14,261,884	15,000,000
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	416,857	474,203	248,000	329,000
TOTAL OPERATING	14,318,013	14,570,731	14,509,884	15,329,000
NON-OPERATING REVENUE:				
USE OF FUND BALANCE	0	0	5,574,107	968,922
OTHER NON-REVENUES	283,000	0	(862,613)	(766,450)
TOTAL NON-OPERATING	283,000	0	4,711,494	202,472
TOTAL REVENUE	\$ 14,601,013	\$ 14,570,731	\$ 19,221,378	\$ 15,531,472

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 971,853	\$ 911,259	\$ 1,089,212	\$ 1,323,068
OPERATING EXPENSES	9,862,222	9,756,841	9,049,258	9,217,091
CAPITAL OUTLAY	0	0	6,354,495	1,852,000
DEBT SERVICE	19,809	16,242	0	0
TOTAL OPERATING	10,853,884	10,684,342	16,492,965	12,392,159
NON-OPERATING:				
OPERATING TRANSFERS OUT	2,000,000	2,000,000	2,728,413	3,139,313
OTHER NON-OPERATING	143,104	97,829	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	2,143,104	2,097,829	2,728,413	3,139,313
TOTAL EXPENDITURES	\$ 12,996,988	\$ 12,782,171	\$ 19,221,378	\$ 15,531,472

WATER UTILITY FUND (020)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	375,000
CHARGES FOR SERVICES	1,659,224	1,793,847	1,775,000	1,825,000
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	25,178	14,193	16,400	18,200
TOTAL OPERATING	1,684,402	1,808,040	1,791,400	2,218,200
NON-OPERATING REVENUE:				
USE OF FUND BALANCE	0	0	1,277,824	471,931
OTHER NON-REVENUES	210,000	0	0	(91,160)
TOTAL NON-OPERATING	210,000	0	1,277,824	380,771
TOTAL REVENUE	\$ 1,894,402	\$ 1,808,040	\$ 3,069,224	\$ 2,598,971

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 202,616	\$ 210,029	\$ 300,182	\$ 205,391
OPERATING EXPENSES	1,483,293	1,180,542	374,481	318,681
CAPITAL OUTLAY	0	0	1,134,726	491,000
DEBT SERVICE	44,461	87,276	269,391	270,110
TOTAL OPERATING	1,730,370	1,477,847	2,078,780	1,285,182
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	940,444	1,263,789
OTHER NON-OPERATING	27,026	20,506	0	0
RESERVES	0	0	50,000	50,000
TOTAL NON-OPERATING	27,026	20,506	990,444	1,313,789
TOTAL EXPENDITURES	\$ 1,757,396	\$ 1,498,353	\$ 3,069,224	\$ 2,598,971

WASTEWATER UTILITY FUND (030)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	4,949	0	0	0
CHARGES FOR SERVICES	2,460,333	2,550,539	2,722,394	2,736,500
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	97,833	20,697	20,000	25,500
TOTAL OPERATING	2,563,115	2,571,236	2,742,394	2,762,000
NON-OPERATING REVENUE:				
USE OF FUND BALANCE	0	0	545,936	545,481
OTHER NON-REVENUES	275,000	0	(137,119)	(133,100)
TOTAL NON-OPERATING	275,000	0	408,817	412,381
TOTAL REVENUE	\$ 2,838,115	\$ 2,571,236	\$ 3,151,211	\$ 3,174,381

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 420,972	\$ 435,941	\$ 438,362	\$ 466,604
OPERATING EXPENSES	1,889,561	194,708	721,291	793,991
CAPITAL OUTLAY	0	0	739,339	557,000
DEBT SERVICE	247,764	290,636	726,734	727,454
TOTAL OPERATING	2,558,297	921,285	2,625,726	2,545,049
NON-OPERATING:				
OPERATING TRANSFERS OUT	65,329	67,677	475,485	579,332
OTHER NON-OPERATING	44,463	49,584	0	0
RESERVES	0	0	50,000	50,000
TOTAL NON-OPERATING	109,792	117,261	525,485	629,332
TOTAL EXPENDITURES	\$ 2,668,089	\$ 1,038,546	\$ 3,151,211	\$ 3,174,381

MOSQUITO CONTROL FUND (042)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	49,821	196	15,000	0
CHARGES FOR SERVICES	59,914	60,410	60,000	61,000
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	2,211	1,018	750	750
TOTAL OPERATING	111,946	61,624	75,750	61,750
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	14,569	26,635
OTHER NON-REVENUES	0	0	(3,000)	(3,000)
TOTAL NON-OPERATING	0	0	11,569	23,635
TOTAL REVENUE	\$ 111,946	\$ 61,624	\$ 87,319	\$ 85,385

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 6,241	\$ 4,208	\$ 7,647	\$ 7,713
OPERATING EXPENSES	58,604	33,121	47,672	32,672
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	64,845	37,329	55,319	40,385
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	12,000	20,000
OTHER NON-OPERATING	225	551	0	0
RESERVES	0	0	20,000	25,000
TOTAL NON-OPERATING	225	551	32,000	45,000
TOTAL EXPENDITURES	\$ 65,070	\$ 37,880	\$ 87,319	\$ 85,385

ADDITIONAL COURT COSTS FUND (044)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	3,234	2,570	2,800	3,500
MISC REVENUE	12	11	0	0
TOTAL OPERATING	3,246	2,581	2,800	3,500
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	3,400	2,550
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	3,400	2,550
TOTAL REVENUE	\$ 3,246	\$ 2,581	\$ 6,200	\$ 6,050

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	2,503	0	6,200	6,050
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	2,503	0	6,200	6,050
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 2,503	\$ 0	\$ 6,200	\$ 6,050

TREE BANK FUND (046)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	36,000	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	588	302	0	0
TOTAL OPERATING	36,588	302	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	67,735	85,570
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	67,735	85,570
TOTAL REVENUE	\$ 36,588	\$ 302	\$ 67,735	\$ 85,570

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	67,735	85,570
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	0	67,735	85,570
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 0	\$ 67,735	\$ 85,570

EXPLORER POST 537 FUND (052)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	5,000	5,000
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>
TOTAL REVENUE	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	1,081	1,839	5,000	5,000
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>1,081</u>	<u>1,839</u>	<u>5,000</u>	<u>5,000</u>
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 1,081</u>	<u>\$ 1,839</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>

TK BASIN STORMWATER ASSESSMENT FUND (054)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	10,629	10,623	10,560	24,500
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	404	112	30	20
TOTAL OPERATING	11,033	10,735	10,590	24,520
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	13,710	9,780
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	13,710	9,780
TOTAL REVENUE	\$ 11,033	\$ 10,735	\$ 24,300	\$ 34,300

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	6,420	12,940	24,300	34,300
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	6,420	12,940	24,300	34,300
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 6,420	\$ 12,940	\$ 24,300	\$ 34,300

WILD SPACES PUBLIC PLACES FUND (057)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 609,820	\$ 571,527	\$ 535,793	\$ 626,842
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	500,000	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	3,696	0	0	0
TOTAL OPERATING	1,113,516	571,527	535,793	626,842
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	90,000
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	90,000
TOTAL REVENUE	\$ 1,113,516	\$ 571,527	\$ 535,793	\$ 716,842

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	445,793	546,842
CAPITAL OUTLAY	3,362,758	586,753	90,000	170,000
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	3,362,758	586,753	535,793	716,842
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 3,362,758	\$ 586,753	\$ 535,793	\$ 716,842

CHILDREN'S TRUST GRANT FUND (061)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	51,787	83,723	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>51,787</u>	<u>83,723</u>	<u>0</u>
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL REVENUE	<u>\$ 0</u>	<u>\$ 51,787</u>	<u>\$ 83,723</u>	<u>\$ 0</u>

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	51,787	83,723	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>51,787</u>	<u>83,723</u>	<u>0</u>
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 0</u>	<u>\$ 51,787</u>	<u>\$ 83,723</u>	<u>\$ 0</u>

DEBT SERVICE FUND (070)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	397	109	0	0
TOTAL OPERATING	397	109	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	834,754	849,789	857,427	827,957
USE OF FUND BALANCE	0	0	749	(180,215)
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	834,754	849,789	858,176	647,742
TOTAL REVENUE	\$ 835,151	\$ 849,898	\$ 858,176	\$ 647,742

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	836,799	837,127	858,176	647,742
TOTAL OPERATING	836,799	837,127	858,176	647,742
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 836,799	\$ 837,127	\$ 858,176	\$ 647,742

DONATION FUND (167)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	8,235	8,066	0	0
TOTAL OPERATING	8,235	8,066	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	21,790	20,108
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	21,790	20,108
TOTAL REVENUE	\$ 8,235	\$ 8,066	\$ 21,790	\$ 20,108

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	4,105	2,182	21,790	20,108
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	4,105	2,182	21,790	20,108
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 4,105	\$ 2,182	\$ 21,790	\$ 20,108

COMMUNITY REDEVELOPMENT AGENCY - CRA FUND (310)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	278,224	282,352	280,812	290,770
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	18,317	6,131	7,920	10,000
TOTAL OPERATING	296,541	288,483	288,732	300,770
NON-OPERATING REVENUE:				
TRANSFERS IN	181,051	183,832	190,456	199,239
USE OF FUND BALANCE	0	0	452,862	458,412
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	181,051	183,832	643,318	657,651
TOTAL REVENUE	\$ 477,592	\$ 472,315	\$ 932,050	\$ 958,421

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 72,836	\$ 79,647	\$ 114,102	\$ 118,634
OPERATING EXPENSES	225,080	150,038	330,462	309,007
CAPITAL OUTLAY	0	41,199	353,206	396,500
GRANTS AND AIDS	2,146	4,134	25,000	25,000
DEBT SERVICE	99,280	99,279	99,280	99,280
TOTAL OPERATING	399,342	374,297	922,050	948,421
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	10,000	10,000
TOTAL NON-OPERATING	0	0	10,000	10,000
TOTAL EXPENDITURES	\$ 399,342	\$ 374,297	\$ 932,050	\$ 958,421

SAN FELASCO CONSERVATION CORRIDOR FUND (313)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	59	17	0	0
TOTAL OPERATING	59	17	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	3,824	3,843
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	3,824	3,843
TOTAL REVENUE	\$ 59	\$ 17	\$ 3,824	\$ 3,843

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	3,824	3,843
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	0	0	3,824	3,843
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 0	\$ 0	\$ 3,824	\$ 3,843

HERITAGE OAKS IMPROVEMENTS FUND (319)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	0	0	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	4,326	4,326
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>4,326</u>	<u>4,326</u>
TOTAL REVENUE	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 4,326</u>	<u>\$ 4,326</u>

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	1,440	4,326	4,326
CAPITAL OUTLAY	0	0	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	<u>0</u>	<u>1,440</u>	<u>4,326</u>	<u>4,326</u>
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL EXPENDITURES	<u>\$ 0</u>	<u>\$ 1,440</u>	<u>\$ 4,326</u>	<u>\$ 4,326</u>

CDBG-NEIGHBORHOOD REVITALIZATION FUND (322)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	328,257	371,743	0	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	328,257	371,743	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 328,257	\$ 371,743	\$ 0	\$ 0

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	24,317	7,875	0	0
CAPITAL OUTLAY	364,730	336,295	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	389,047	344,170	0	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 389,047	\$ 344,170	\$ 0	\$ 0

MILL CREEK SINK FUND (323)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	606,845	112,261	716,908	500,000
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	606,845	112,261	716,908	500,000
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 606,845	\$ 112,261	\$ 716,908	\$ 500,000

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	525,011	98,506	716,908	500,000
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	525,011	98,506	716,908	500,000
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 525,011	\$ 98,506	\$ 716,908	\$ 500,000

FLORIDA JOB GROWTH GRANT FUND (324)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	521,314	5,442,603	16,872	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	521,314	5,442,603	16,872	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 521,314	\$ 5,442,603	\$ 16,872	\$ 0

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	562	0	0	0
CAPITAL OUTLAY	1,512,380	5,225,748	16,872	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	1,512,942	5,225,748	16,872	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 1,512,942	\$ 5,225,748	\$ 16,872	\$ 0

CDBG ECONOMIC DEVELOPMENT FUND (325)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	0	0	0	0
INTERGOVT REVENUE	253,808	952,263	17,097	0
CHARGES FOR SERVICES	0	0	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	0	0	0	0
TOTAL OPERATING	253,808	952,263	17,097	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	0
USE OF FUND BALANCE	0	0	0	0
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL REVENUE	\$ 253,808	\$ 952,263	\$ 17,097	\$ 0

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 0	\$ 0	\$ 0	\$ 0
OPERATING EXPENSES	37,825	38,400	17,097	0
CAPITAL OUTLAY	239,981	893,465	0	0
DEBT SERVICE	0	0	0	0
TOTAL OPERATING	277,806	931,865	17,097	0
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	0	0	0	0
RESERVES	0	0	0	0
TOTAL NON-OPERATING	0	0	0	0
TOTAL EXPENDITURES	\$ 277,806	\$ 931,865	\$ 17,097	\$ 0

INTERNAL SERVICE FUND (700)

REVENUE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING REVENUE:				
TAXES	\$ 0	\$ 0	\$ 0	\$ 0
PERMITS, FEES & ASSESSMENTS	440	440	0	0
INTERGOVT REVENUE	6,061	3,908	0	0
CHARGES FOR SERVICES	2,474,471	2,322,110	0	0
FINES & FORFEITURES	0	0	0	0
MISC REVENUE	41,785	13,789	8,000	250
TOTAL OPERATING	2,522,757	2,340,247	8,000	250
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	2,084,697	3,002,434
USE OF FUND BALANCE	0	0	1,045,922	461,594
OTHER NON-REVENUES	0	0	0	0
TOTAL NON-OPERATING	0	0	3,130,619	3,464,028
TOTAL REVENUE	\$ 2,522,757	\$ 2,340,247	\$ 3,138,619	\$ 3,464,278

EXPENDITURE	Actual FY 18/19	Actual FY 19/20	Approved FY 20/21	Tentative FY 21/22
OPERATING EXPENDITURES:				
PERSONAL SERVICES	\$ 1,536,522	\$ 1,726,452	\$ 1,911,963	\$ 2,315,529
OPERATING EXPENSES	630,245	744,651	709,242	785,427
CAPITAL OUTLAY	0	0	188,727	36,000
DEBT SERVICE	152,302	146,237	228,687	227,322
TOTAL OPERATING	2,319,069	2,617,340	3,038,619	3,364,278
NON-OPERATING:				
OPERATING TRANSFERS OUT	0	0	0	0
OTHER NON-OPERATING	189,154	205,266	0	0
RESERVES	0	0	100,000	100,000
TOTAL NON-OPERATING	189,154	205,266	100,000	100,000
TOTAL EXPENDITURES	\$ 2,508,223	\$ 2,822,606	\$ 3,138,619	\$ 3,464,278



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SECTION 4 DEPARTMENT SUMMARIES

DEPARTMENT SUMMARIES

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

CITY COMMISSION

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>City Commission</u>				
Personal Services	100,963	101,351	102,129	115,260
Operating Expenditures	25,939	25,144	29,786	27,286
Capital Outlay	0	1,147	0	0
Grants & Aids	0	0	0	0
Totals	126,902	127,642	131,915	142,546
Grand Total	126,902	127,642	131,915	142,546

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	126,902	127,642	131,915	142,546
Grand Total	126,902	127,642	131,915	142,546

CITY MANAGER

Mission of Department:

The City Manager is primarily responsible for the managing of general city government as well as implementing the directives and administering the policies established by the City Commission. The City Manager also serves as the chief liaison between the City Commission, the citizens and City staff. Additionally, the City Manager directs and oversees all Deputy City Clerk operations and, albeit reported as separate departments, administers the City Commission and City Attorney budgets.

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>City Manager</u>				
Personal Services	350,566	370,777	540,770	616,471
Operating Expenditures	59,165	39,846	29,220	71,753
Capital Outlay	2,314	0	0	25,000
Grants and Aids	0	0	0	0
Non-Operating Expenditures	0	0	0	0
Totals	412,045	410,623	569,990	713,224
<u>Deputy City Clerk</u>				
Personal Services	145,153	156,245	160,624	138,373
Operating Expenditures	44,358	30,994	54,695	68,695
Capital Outlay	0	2,039	0	0
Grants and Aids	0	0	0	0
Non-Operating Expenditures	0	0	0	0
Totals	189,511	189,278	215,319	207,068
Grand Total	601,556	599,901	785,309	920,292

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	601,556	599,901	785,309	920,292
Grand Total	601,556	599,901	785,309	920,292

CITY ATTORNEY

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>City Attorney</u>				
Personal Services	0	0	0	0
Operating Expenditures	131,552	172,500	187,920	174,000
Capital Outlay	0	0	0	0
Totals	131,552	172,500	187,920	174,000
Grand Total	131,552	172,500	187,920	174,000

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	131,552	172,500	187,920	174,000
Grand Total	131,552	172,500	187,920	174,000

HUMAN RESOURCES

Mission of Department:

Human Resources is primarily responsible for attracting, recruiting and supporting qualified talent for the City. Human Resources is charged with providing exceptional benefits, equitable and competitive compensation to retain valuable employees. It is charged with maintaining an environment that is characterized by fair treatment, open communications, personal accountability, trust and mutual respect. This department also supports the City in maintaining a safe work environment with proper incident reporting and risk assesment.

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
Personal Services	145,153	156,245	160,624	291,687
Operating Expenditures	44,358	30,994	54,695	64,764
Capital Outlay	0	2,039	0	0
Grants & Aids	0	0	0	0
Totals	189,511	189,278	215,319	356,451
Grand Total	189,511	189,278	215,319	356,451

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	189,511	189,278	215,319	316,082
Internal Service Fund	0	0	0	40,369
Grand Total	189,511	189,278	215,319	356,451

FINANCE AND ADMINISTRATIVE SERVICES

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Finance and Accounting</u>				
Personal Services	484,428	510,404	535,026	575,896
Operating Expenditures	73,248	69,173	92,082	93,192
Capital Outlay	0	0	0	0
Totals	557,676	579,577	627,108	669,088
<u>Grants</u>				
Personal Services	0	0	0	0
Operating Expenditures	1,779	921	55,500	55,500
Capital Outlay	0	0	0	0
Totals	1,779	921	55,500	55,500
<u>Utility Billing</u>				
Personal Services	268,432	321,451	342,922	351,302
Operating Expenditures	137,938	113,998	134,332	145,332
Capital Outlay	0	0	3,900	0
Totals	406,370	435,449	481,154	496,634
<u>Utility Operations</u>				
Personal Services	257,644	264,051	324,699	344,782
Operating Expenditures	24,738	21,252	33,882	43,557
Capital Outlay	0	0	25,000	0
Totals	282,382	285,303	383,581	388,339
<u>Facilities Maintenance</u>				
Personal Services	405,611	459,866	477,402	550,877
Operating Expenditures	131,873	160,562	197,880	200,287
Capital Outlay	43,525	17,891	405,632	117,000
Totals	581,009	638,319	1,080,914	868,164

FINANCE AND ADMINISTRATIVE SERVICES

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Information Technology</u>				
Personal Services	194,110	201,200	221,698	235,051
Operating Expenditures	89,720	169,019	70,340	84,840
Capital Outlay	45,199	32,700	306,307	150,000
Totals	329,029	402,919	598,345	469,891
<u>Fire Rescue Services</u>				
Personal Services	0	0	0	0
Operating Expenditures	9,630	0	0	0
Capital Outlay	0	0	0	0
Totals	9,630	0	0	0
Grand Total	2,167,875	2,342,488	3,226,602	2,947,616

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	1,420,954	1,559,719	2,291,223	1,988,753
Internal Service	746,921	782,769	935,379	958,863
Grand Total	2,167,875	2,342,488	3,226,602	2,947,616

PLANNING AND COMMUNITY DEVELOPMENT

Mission of Department:

Planning and Community Development is tasked with providing a sense of place, pride in the community, and economic prosperity to the citizens of Alachua through an enhanced planning and regulatory effort that achieve a balance between a high-quality built environment and a high-quality natural environment.

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Planning and Zoning</u>				
Personal Services	427,031	449,037	474,102	510,931
Operating Expenditures	101,690	96,606	109,572	111,592
Capital Outlay	0	0	0	0
Totals	528,721	545,643	583,674	622,523
<u>Building</u>				
Personal Services	169,553	179,510	191,393	194,788
Operating Expenditures	15,872	17,311	31,991	61,991
Capital Outlay	0	0	0	0
Totals	185,425	196,821	223,384	256,779
<u>City Beautification Board</u>				
Operating Expenditures	10,983	18,554	20,000	23,000
Totals	10,983	18,554	20,000	23,000
<u>Tree Bank</u>				
Operating Expenditures	0	0	67,735	85,570
Capital Outlay	0	0	0	0
Totals	0	0	67,735	85,570
Grand Total	725,129	761,018	894,793	987,872

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	725,129	761,018	827,058	902,302
Special Revenue	0	0	67,735	85,570
Grand Total	725,129	761,018	894,793	987,872

COMPLIANCE AND RISK MANAGEMENT

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Compliance & Risk Management</u>				
Personal Services	286,631	336,011	353,935	303,087
Operating Expenditures	29,624	20,888	49,966	38,244
Capital Outlay	14,689	0	0	0
Totals	330,944	356,899	403,901	341,331
Grand Total	330,944	356,899	403,901	341,331

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	297,078	321,272	366,268	341,331
Internal Service Fund	33,866	35,627	37,633	0
Grand Total	330,944	356,899	403,901	341,331

RECREATION AND CULTURE

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Recreation and Culture</u>				
Personal Services	379,351	437,947	476,895	532,384
Operating Expenditures	493,058	514,744	626,382	671,882
Capital Outlay	135,474	307,713	115,353	35,000
Non-Operating	0	0	0	0
Totals	1,007,883	1,260,404	1,218,630	1,239,266
<u>Recreation Donations</u>				
Operating Expenditures	1,131	1,255	20,395	19,427
Capital Outlay	0	0	0	0
Totals	1,131	1,255	20,395	19,427
<u>San Felasco Conservation Corridor</u>				
Operating Expenditures	0	0	3,824	3,843
Capital Outlay	0	0	0	0
Totals	0	0	3,824	3,843
<u>Youth Volleyball</u>				
Operating Expenditures	1,463	650	1,066	352
Non-Operating	0	0	0	0
Totals	1,463	650	1,066	352
<u>Community Center Donations</u>				
Operating Expenditures	0	0	329	329
Capital Outlay	0	0	0	0
Totals	0	0	329	329

RECREATION AND CULTURE

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Youth Basketball</u>				
Operating Expenditures	0	0	0	0
Non-Operating	0	0	0	0
Totals	0	0	0	0
<u>Youth Flag Football</u>				
Operating Expenditures	1,511	277	0	0
Non-Operating	0	0	0	0
Totals	1,511	277	0	0
<u>Children's Trust Grant</u>				
Operating Expenditures	0	51,786	83,723	0
Capital Outlay	0	0	0	0
Totals	0	51,786	83,723	0
<u>Wild Spaces Public Places</u>				
Operating Expenditures	0	0	445,793	546,842
Capital Outlay	3,362,758	586,753	90,000	170,000
Totals	3,362,758	586,753	535,793	716,842
Grand Total	4,374,746	1,901,125	1,863,760	1,980,059

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	1,007,883	1,260,404	1,218,630	1,239,266
Special Revenue	4,105	53,968	105,513	20,108
Capital Project	3,362,758	586,753	539,617	720,685
Grand Total	4,374,746	1,901,125	1,863,760	1,980,059

POLICE DEPARTMENT

Mission of Department:

We, the Alachua Police Department, exist to provide quality service to all people within our jurisdiction with respect, fairness, and compassion. We are committed to the enhancement of the quality of life by providing a safe and secure environment; the enforcement of laws and ordinances; the prevention and detection of crime, and the apprehension and prosecution of violators; to continually improve the professional operations of the department; and to seek the support of the entire community.

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Patrol & Administration</u>				
Personal Services	2,275,735	2,499,786	2,514,179	2,801,493
Operating Expenditures	437,178	443,021	493,808	520,745
Capital Outlay	173,783	297,933	160,081	344,287
Non-Operating	0	0	0	0
Totals	2,886,696	3,240,740	3,168,068	3,666,525
<u>Communications</u>				
Personal Services	316,124	318,222	380,909	374,061
Operating Expenditures	11,765	35,806	27,579	19,701
Capital Outlay	0	293,477	121,822	0
Non-Operating	0	0	0	0
Totals	327,889	647,505	530,310	393,762
<u>School Crossing Guard</u>				
Personal Services	0	0	0	0
Operating Expenditures	19,357	13,314	24,100	24,100
Capital Outlay	0	0	0	0
Non-Operating	0	0	0	0
Totals	19,357	13,314	24,100	24,100
<u>Explorer Program - GF</u>				
Operating Expenditures	2,196	1,691	2,000	2,000
Totals	2,196	1,691	2,000	2,000
<u>Explorer Post 537</u>				
Personal Services	0	0	0	0
Operating Expenditures	1,081	1,839	5,000	5,000
Capital Outlay	0	0	0	0
Totals	1,081	1,839	5,000	5,000

POLICE DEPARTMENT

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>APD Donations</u>				
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	0	0
Totals	0	0	0	0
<u>Reserve Program</u>				
Operating Expenditures	180	0	3,000	3,000
Capital Outlay	0	0	0	0
Totals	180	0	3,000	3,000
<u>Additional Court Costs</u>				
Operating Expenditures	2,503	0	6,200	6,050
Capital Outlay	0	0	0	0
Totals	2,503	0	6,200	6,050
Grand Total	3,239,902	3,905,089	3,738,678	4,100,437

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	3,236,318	3,903,250	3,727,478	4,089,387
Special Revenue	3,584	1,839	11,200	11,050
Grand Total	3,239,902	3,905,089	3,738,678	4,100,437

PUBLIC SERVICES

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Electric Utility</u>				
Personal Services	971,853	911,259	1,089,212	1,323,068
Operating Expenditures	1,737,848	1,811,859	559,258	754,791
Capital Outlay	0	0	6,354,495	1,852,000
Purchased Power Costs	8,124,374	7,944,982	8,490,000	8,462,300
Debt Service	19,809	16,242	0	0
Non-Operating	2,143,104	2,097,829	2,728,413	3,139,313
Totals	12,996,988	12,782,171	19,221,378	15,531,472
<u>Water Utility</u>				
Personal Services	202,616	210,029	300,182	205,391
Operating Expenditures	1,483,293	1,180,542	374,481	318,681
Capital Outlay	0	0	1,134,726	491,000
Debt Service	44,461	87,276	269,391	270,110
Non-Operating	27,026	20,506	990,444	1,313,789
Totals	1,757,396	1,498,353	3,069,224	2,598,971
<u>Wastewater Utility</u>				
Personal Services	420,972	435,941	438,362	466,604
Operating Expenditures	1,889,561	1,942,708	721,291	793,991
Capital Outlay	0	0	739,339	557,000
Debt Service	247,764	290,636	726,734	727,454
Non-Operating	109,792	117,261	525,485	629,332
Totals	2,668,089	2,786,546	3,151,211	3,174,381
<u>Public Works</u>				
Personal Services	405,484	349,564	540,464	616,110
Operating Expenditures	199,019	196,557	291,428	313,238
Capital Outlay	240,354	269,453	530,000	228,000
Totals	844,857	815,574	1,361,892	1,157,348
<u>Solid Waste Disposal</u>				
Operating Expenditures	690,705	694,688	712,850	736,948
Totals	690,705	694,688	712,850	736,948
<u>Mosquito Control</u>				
Personal Services	6,241	4,208	7,647	7,713
Operating Expenditures	58,604	33,121	47,672	32,672
Capital Outlay	0	0	0	0
Non-Operating	225	551	32,000	45,000
Totals	65,070	37,880	87,319	85,385
<u>Utility Administration</u>				
Personal Services	545,646	633,992	692,113	980,114
Operating Expenditures	269,721	312,707	239,174	247,784
Capital Outlay	0	0	32,000	0
Non-Operating	189,154	205,266	0	0
Totals	1,004,521	1,151,965	963,287	1,227,898

PUBLIC SERVICES

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Water Collection and Distribution</u>				
Personal Services	320,465	357,131	392,563	469,629
Operating Expenditures	168,486	279,684	274,798	311,698
Capital Outlay	0	0	108,855	36,000
Totals	488,951	636,815	776,216	817,327
<u>Warehouse Operations</u>				
Personal Services	52,760	54,284	58,970	63,024
Operating Expenditures	28,902	14,909	19,475	29,475
Capital Outlay	0	0	18,972	0
Totals	81,662	69,193	97,417	92,499
<u>FDOT Highway Beautification</u>				
Capital Outlay	88,788	0	0	0
Totals	88,788	0	0	0
<u>TK Basin Special Assessment</u>				
Operating Expenditures	6,420	12,940	24,300	34,300
Totals	6,420	12,940	24,300	34,300
<u>CP - Heritage Oaks</u>				
Operating Expenditures	0	1,440	4,326	4,326
Capital Outlay	0	0	0	0
Totals	0	1,440	4,326	4,326
<u>CP - CDBG Neighborhood Revitalization</u>				
Operating Expenditures	24,317	7,875	0	0
Capital Outlay	364,730	336,295	0	0
Totals	389,047	344,170	0	0
<u>CP - Millcreek Sink</u>				
Capital Outlay	525,011	98,506	716,908	500,000
Totals	525,011	98,506	716,908	500,000
<u>CP - FL Job Growth Grant</u>				
Operating Expenditures	562	0	0	0
Capital Outlay	1,512,380	5,225,748	16,872	0
Totals	1,512,942	5,225,748	16,872	0
<u>CP - CDBG Economic Development</u>				
Operating Expenditures	37,825	38,400	17,097	0
Capital Outlay	239,981	893,465	0	0
Totals	277,806	931,865	17,097	0
Grand Total	23,398,253	27,087,854	30,220,297	25,960,855

PUBLIC SERVICES

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	1,624,350	1,510,262	2,074,742	1,894,296
Special Revenue	6,420	12,940	24,300	34,300
Enterprise	17,487,543	17,104,950	25,529,132	21,390,209
Internal Service	1,575,134	1,857,973	1,836,920	2,137,724
Capital Projects	2,704,806	6,601,729	755,203	504,326
Trust & Agency	0	0	0	0
Grand Total	23,398,253	27,087,854	30,220,297	25,960,855

DEBT SERVICE

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Debt Service-L/T Gen. Government</u>				
Debt Service	836,799	837,127	858,176	647,742
Non-Operating	0	0	0	0
Totals	836,799	837,127	858,176	647,742
<u>Debt Service-L/T Internal Service Fund</u>				
Debt Service	152,302	146,237	228,687	227,322
Non-Operating	0	0	0	0
Totals	152,302	146,237	228,687	227,322
Grand Total	989,101	983,364	1,086,863	875,064

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Government - Debt Service	836,799	837,127	858,176	647,742
Internal Service Fund	152,302	146,237	228,687	227,322
Grand Total	989,101	983,364	1,086,863	875,064

COMMUNITY REDEVELOPMENT AGENCY - CRA

Mission of Department:

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

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Downtown CRA</u>				
Personal Services	72,836	79,647	114,102	118,634
Operating Expenditures	225,080	150,038	330,462	309,007
Capital Outlay	0	41,199	353,206	396,500
Debt Service	99,280	99,279	99,280	99,280
Grants and Aids	2,146	4,134	25,000	25,000
Non-Operating	0	0	10,000	10,000
Totals	399,342	374,297	932,050	958,421
Grand Total	399,342	374,297	932,050	958,421

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
Special Revenue	399,342	374,297	932,050	958,421
Grand Total	399,342	374,297	932,050	958,421

SPECIAL EXPENSE

Mission of Department:

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

EXPENDITURES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
<u>Special Expense-General Gov't</u>				
Personal Services	11,998	10,324	14,474	14,074
Operating Expenditures	100,574	108,348	255,839	106,800
Capital Outlay	77,078	4,000	66,450	25,000
Grants and Aids	20,000	0	40,000	84,000
Non-Operating	950,476	965,944	1,176,238	1,227,196
Totals	1,160,126	1,088,616	1,553,001	1,457,070
<u>Special Expense-ISF Contingency</u>				
Non-Operating	0	0	100,000	100,000
Totals	0	0	100,000	100,000
Grand Total	1,160,126	1,088,616	1,653,001	1,557,070

FUNDING SOURCES	FY 19 Actual	FY 20 Actual	FY 21 Approved	FY 22 Tentative
General Fund	1,160,126	1,088,616	1,553,001	1,457,070
Special Revenue	0	0	0	0
Internal Service	0	0	100,000	100,000
Grand Total	1,160,126	1,088,616	1,653,001	1,557,070



SECTION 5

GLOSSARY

GLOSSARY OF KEY TERMS

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

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

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

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

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

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

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

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

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

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

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

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

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

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

DEFICIT is the excess of expenditures or expenses over resources.

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

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

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

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

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

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

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

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

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

FUND is an accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

SURPLUS is an excess of resources over expenditures or expenses.

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

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

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

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

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

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

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

**CITY OF ALACHUA
FISCAL YEAR 2021-2022
TENTATIVE BUDGET**



**P. O. BOX 9
15100 NW 142ND TERRACE
ALACHUA, FLORIDA 32616-0009
WWW.CITYOFALACHUA.COM**

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

SEPTEMBER 13, 2021

FIRST PUBLIC HEARING

FISCAL YEAR 2021-2022 TENTATIVE MILLAGE RATE AND BUDGET

I. Introduction to Public Hearing on City of Alachua 2021 Tax Roll Year Tentative Millage and Fiscal Year 2021-2022 Tentative Budget

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Overview of Public Hearing.

CITY MANAGER:

Present a summary of FY 2021-2022 Budget Message.

MAYOR:

The City of Alachua Commission convenes the Public Hearing on the City of Alachua Fiscal Year 2021-2022 Proposed Tentative Millage and Tentative Budget as required by Florida Statutes, Chapters 129 and 200 and as advertised in the TRIM Notices.

If anyone in our audience is here for the purpose of contesting their assessment, a petition for adjustment with the Value Adjustment Board should have been filed prior to 5:00 p.m., Friday, September 10th, 2021. The petition for adjustment forms are available from the Alachua County Clerk of Circuit Court.

This evening we will take a number of actions related to the adoption of the tentative millage and budgets. The Final Public Hearing on these matters will be held on Monday, September 27th, 2021 at 6:00 p.m. at this same location, Alachua City Hall Commission Chambers.

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

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

III. Fiscal Year 2021-2022 Proposed Tentative Millage Rate and Tentative General City Budget

A. Overview of Truth-in-Millage Legislation

CITY ATTORNEY:

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

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

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

CITY MANAGER:

One of the requirements of the Truth-in-Millage legislation is to provide information about why proposed millage rates are higher or lower than the rolled-back millage rates. The tentative millage being proposed for the City of Alachua is 5.3900 mills, which is 5.37% more than the rolled-back rate of 5.1155 mills. Rolled-back millage rate is defined as "the millage rate, which exclusive of new construction, additions to structure, deletions, and property

added due to geographic boundary changes, will provide the same ad valorem tax revenue for each taxing authority as was levied during the prior year.

The rolled-back millage rate in the General Fund would have generated approximately \$268,595 less than the tentative millage rate will. This \$268,595 reflects the increase in taxes due to increased property valuation within the corporate limits of the City. The tentative millage rate of 5.3900 will continue to enable the City to provide for continued growth, maintenance of infrastructure, the furthering of commission goals and provision of increased levels of service to the citizens of Alachua.

Robert Bonetti, Finance and Administrative Services Director will now present an overview of the proposed budget for fiscal year 2021-2022.

C. Overview of Fiscal Year 2021-2022 Tentative Budget and of Adjustments made to that Budget

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

The total City tentative budget for fiscal year 2021-2022 is **\$41,302,014** which is a net decrease from the amended fiscal year 2020-2021 budget of **\$5,009,067**. This equates to a 10.8% decrease. This decrease is mainly due to a reduction in appropriations for capital projects and grant-related activities.

This budget total of **\$41,302,014** is the same amount that was presented to you at the budget workshops that took place during the past month of August.

Additional carry forward appropriations for unfinished projects and open purchase orders will be included in the final budget to be presented at the public hearing on September 27, 2021.

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

IV. Citizens Comments on Fiscal Year 2021-2022 Tentative Millage Rate and Tentative Budget

MAYOR:

I would now like to invite citizens to comment on the Fiscal Year 2021-2022 proposed tentative millage rate and tentative budget. Please come forward to the podium if you wish to address the Commission. We do request that each speaker try to limit his or her comments to three minutes. The hearing will continue until everyone who wishes to address the Commission has had an opportunity to speak.

V. City of Alachua Action on FY 2021-2022 Tentative Millage and Tentative Budgets

FINANCE & ADMINISTRATIVE SERVICES DIRECTOR:

Mister Mayor, the document before you, the "City of Alachua Fiscal Year 2021-2022 Tentative Budget", includes the budget amounts that were previously discussed.

A. Resolution Establishing Fiscal Year 2021-2022 Tentative General City Millage Rate

CITY ATTORNEY:

[Reading of Resolution 21-23 by title only – if not previously read]

CITY MANAGER:

Florida Statutes require that the name of the taxing authority, the millage rate to be levied, the rolled-back rate and the percentage increase over rolled-back rate be publicly announced. Accordingly, the City of Alachua Commission has determined that a tentative millage rate of 5.3900 mills is necessary to fund the tentative general City budget. The tentative millage rate represents a 5.37% increase from the rolled-back rate of 5.1155 mills.

CITY COMMISSION:

Discussion of Resolution 21-23

Citizen Comments related to of Resolution 21-23

CITY COMMISSION:

Roll Call vote on motion to Resolution 21-23

B. Adoption of Resolution Adopting Changes, Revenue Estimates and the Fiscal Year 2021-2022 Proposed General City Budget

CITY ATTORNEY:

[Reading of Resolution 21-24 by title only – if not previously read]

CITY COMMISSION:

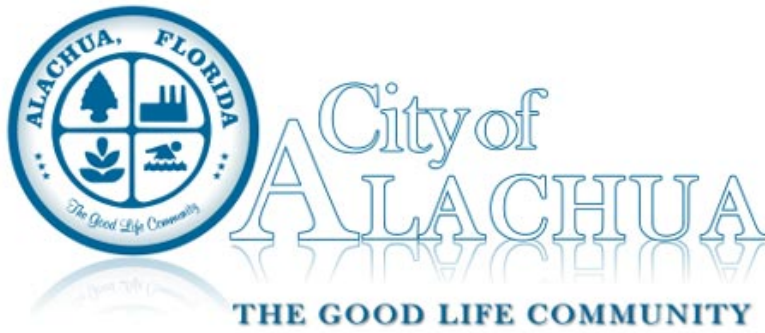
Discussion of Resolution 21-24

Citizen Comments related to of Resolution 21-24

CITY COMMISSION:

Roll Call vote on motion to Resolution 21-24

C. Adjournment



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: Resolution 21-22 TK Stormwater Basin Maintenance Assessment Annual Rate Resolution

PREPARED BY: Robert A. Bonetti, Finance and Administrative Services Director

RECOMMENDED ACTION:

Adopt Resolution 21-22.

Summary

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

As required by City of Alachua Code of Ordinances Section 2-723 (meets the requirements provided under the Uniform Assessment Collection Act - F.S.S. 197.3632), the City must annually adopt an Annual Maintenance Service Assessment Resolution for each fiscal year. Resolution 21-22 serves as the Annual Maintenance Service Assessment Resolution for the TK Basin Maintenance Assessment.

The total assessment cost is estimated at \$25,000.00 for Fiscal Year 2021-2022, which is \$14,000 more than the total assessment cost for Fiscal Year 2020-2021. These costs include the actual maintenance expenses of the basin as well as costs incurred to administer the special assessment program annually.

The City has met the statutory notice requirements for the City Commission's hearing of Resolution 21-22 by providing notice in the Alachua County Today newspaper. The City retained the engineering services of Causseaux, Hewett & Walpole, Inc. to perform calculations related to the methodology as set forth in Section 4.03 of the Initial Assessment Resolution (Resolution 10-20). These calculations are utilized to determine the assessment to be paid by each property owner within the TK Basin Maintenance Assessment Area. The City also retained the legal services of Nabors, Giblin and Nickerson, a firm specializing in special assessment creation and implementation, to draft Resolution 21-22 and assist in the reimposition process. The engineering and legal expenses related to the reimposition are included in the total assessments collected.

The City Commission also approved an automatically renewing agreement with the Alachua County Tax Collector on Aug. 17, 2010 to reimburse the Tax Collector for necessary administrative and actual costs incurred to collect the assessment on the ad valorem tax bill. The reimbursement cost is 2% of the total assessment and is included in the total assessments to be collected. With the adoption of Resolution 21-22, the assessment will be placed on the November 2021 tax bill.

The City Commission unanimously approved Resolution 21-20 during its July 26, 2021 City Commission meeting, which served as the Preliminary Rate Resolution for the TK Basin Maintenance Assessment Area. Resolution 21-22 reimposes the TK Basin Maintenance Assessment, approves the updated Maintenance Assessment Roll and provides for the method of collection.

FINANCIAL IMPACT: Yes

AMOUNT: \$25,000

FUNDING SOURCE: Other

ADDITIONAL FINANCIAL INFORMATION:TK Basin Special Assessment Fund

ATTACHMENTS:

Description

- ▣ Resolution 21-22 TK Stormwater Basin Annual Rate Resolution

RESOLUTION 21-22

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA; RELATING TO THE MAINTENANCE OF THE TK STORMWATER BASIN; ESTABLISHING THE RATE OF ASSESSMENT; REIMPOSING THE MAINTENANCE ASSESSMENTS; APPROVING THE UPDATED MAINTENANCE ASSESSMENT ROLL; PROVIDING FOR COLLECTION OF THE ASSESSMENTS PURSUANT TO THE UNIFORM ASSESSMENT COLLECTION ACT; PROVIDING FOR THE EFFECT OF THIS RESOLUTION; PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.

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

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

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

WHEREAS, the Commission desires to reimpose the Maintenance Assessments within the TK Basin Assessment Area using the tax bill collection method for the Fiscal Year beginning on October 1, 2021; and

WHEREAS, the Commission adopted Resolution No. 21-20 on July 26, 2021 (the "Preliminary Rate Resolution"), estimating a rate of assessment, and directing preparation of the updated Maintenance Assessment Roll and provision of the notice required by the Ordinance; and

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

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

WHEREAS, pursuant to provision of the Ordinance, the Commission is required to adopt an Annual Rate Resolution for each fiscal year to approve the assessment roll for such fiscal year; and

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

WHEREAS, a public hearing has been duly held on September 13, 2021, and comments and objections of all interested persons have been heard and considered as required by the terms of the Ordinance.

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

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

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

SECTION 3. DEFINITIONS. This Resolution is the Annual Rate Resolution as defined in the Ordinance. All capitalized terms in this Resolution shall have the meanings defined in the Ordinance, Initial Assessment Resolution, and Final Assessment Resolution.

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

SECTION 5. APPROVAL OF UPDATED MAINTENANCE ASSESSMENT ROLL.

(A) The updated Maintenance Assessment Roll, which is currently on file in the office of the City Manager and attached hereto as Appendix C, is hereby approved for the Fiscal Year commencing on October 1, 2021.

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

SECTION 6. REIMPOSITION OF MAINTENANCE ASSESSMENTS.

(A) The Tax Parcels included in the updated Maintenance Assessment Roll are hereby found to be specially benefited by the maintenance of the TK Stormwater Basin in the amount of the annual Maintenance Assessment set forth in the updated Maintenance Assessment Roll.

(B) The annual Maintenance Assessments computed in the manner set forth in the Preliminary Rate Resolution are hereby levied and imposed on all Tax Parcels in the TK Basin Assessment Area.

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

SECTION 7. COLLECTION OF ASSESSMENTS.

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

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

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

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

SECTION 10. EFFECTIVE DATE. This Resolution shall take effect immediately upon its adoption.

DULY ADOPTED in regular session, this 13th day of September, 2021.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Gib Coerper, Mayor

ATTEST:

APPROVED AS TO FORM:

Mike DaRoza, City Manager

Marian B. Rush, City Attorney

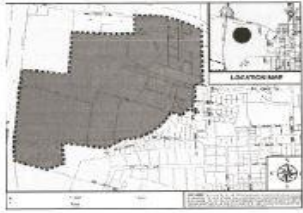
APPENDIX A

PROOF OF PUBLICATION

PROOF OF PUBLICATION



**City of
ALACHUA**



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

Notice is hereby given that the City Commission of the City of Alachua, Florida will conduct a public hearing to consider reimposition of maintenance special assessments in the TK Basin Maintenance Assessment Area, as shown above, to continue funding the maintenance and operating costs of the TK stormwater basin within the Maintenance Assessment Area. The hearing will be held at 6:00 P.M., or as soon thereafter as the matter can be heard, on September 13, 2021, in the James A. Lewis Commission Chambers, at the Alachua City Hall located at 15100 NW 142nd Terrace, Alachua, Florida, for the purpose of receiving public comment on the reimposition and collection of the maintenance assessments on the ad valorem tax bill. All affected real property owners have a right to appear at the hearing and to file written objections with the Deputy City Clerk any time prior to the public hearing. If a person decides to appeal any decision made by the City Commission with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the Deputy City Clerk's office at (386) 418-6103, at least seven days prior to the date of the hearing.

The assessment for each parcel of real property is calculated based on the acreage of each Tax Parcel within the TK watershed. A more specific description of the maintenance costs and the method of computing the assessment for each parcel of real property are set forth in the Initial Assessment Resolution adopted by the Commission on August 9, 2010. Copies of the Master Capital Project and Service Assessment Ordinance (Ordinance No. 10-13), the Initial Assessment Resolution (Resolution No. 10-20), the Final Assessment Resolution (Resolution No. 10-25), the Preliminary Rate Resolution (Resolution No. 21-20) and the updated Maintenance Assessment Roll are available for inspection at the office of the Deputy City Clerk, located at City Hall, 15100 NW 142nd Terrace, Alachua, Florida.

The City intends to continue collection of the maintenance assessments on your ad valorem tax bill to be mailed in November 2021. The maintenance assessment commenced collection with the tax bill mailed in November 2010 and will continue annually thereafter, as authorized by Section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the real property which may result in a loss of title.

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

ALACHUA, FLORIDA

(Printed at Alachua County Today - August 19, 2021)

APPENDIX B

AFFIDAVIT OF MAILING

AFFIDAVIT OF MAILING

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

1. I am the Assessment Coordinator designated responsibility for coordinating the assessments by the City Manager of the City of Alachua, Florida and has caused the notices required by Ordinance No. 2010-13 (the "Ordinance") to be prepared in conformance with Resolution No. 21-20 of the City of Alachua, Florida, adopted July 26, 2021 (the "Preliminary Rate Resolution"). An exemplary form of such notice is attached hereto. I have caused such individual notices for each affected property owner to be prepared and each notice included the following information: the purpose of the assessment; the total amount proposed to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the City expects to collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.

2. On or before August 23, 2021, I caused the above-referenced notices to be mailed in accordance with the Ordinance and the Preliminary Rate Resolution by First Class Mail to each affected owner, at the addresses then shown on the real property assessment tax roll database maintained by the Alachua County Property Appraiser for the purpose of the levy and collection of ad valorem taxes. Notices to property owners receiving multiple individual notices were also mailed, or caused to be mailed on or before August 23, 2021.

FURTHER AFFIANT SAYETH NOT.

Mike DaRoza

STATE OF FLORIDA

COUNTY OF ALACHUA

The foregoing Affidavit of Mailing was sworn to and subscribed before me, by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 2021 by Mike DaRozza. He is personally known to me or has produced _____ as identification and did take an oath.

Printed Name: _____

Notary Public, State of Florida

At Large

My Commission Expires: _____

Commission No.: _____

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

August 19, 2021

Christopher Allan Korosic
15710 N.W. US HWY 441
Alachua, FL, 32615-4888

Re: Parcel Number 03868-001-008
TK Basin Maintenance Assessment Area

Dear Property Owner:

The City Commission of the City of Alachua, Florida (the "City") created the TK Basin Maintenance Assessment Area (the "Maintenance Assessment Area") to impose special assessments to fund the maintenance and operating costs of the TK basin stormwater local improvements within the Maintenance Assessment Area. The assessment for each parcel of real property is calculated based on the parcel's percentage of the total land area contained within the Maintenance Assessment Area. A more specific description of the maintenance costs and the method of computing the maintenance assessment for each parcel of real property are set forth in the Initial Assessment Resolution adopted by the Board on August 9, 2010. Copies of the Master Capital Project and Service Assessment Ordinance (Ordinance No. 10-13), the Initial Assessment Resolution (Resolution No. 10-20), the Final Assessment Resolution (Resolution No. 10-25), the Preliminary Rate Resolution (Resolution No. 21-20), and the updated Assessment Roll are available for inspection the Deputy Clerk's Office, located at 15100 142nd Terrace, Alachua, Florida. Information regarding the assessment for your specific real property is attached to this letter.

The City intends to continue collection of the maintenance assessments on your ad valorem tax bill. The maintenance assessment commenced collection with the tax bill mailed in November 2021 and will continue annually thereafter, as authorized by Section 197.3632, Florida Statutes. Failure to pay your assessments will cause a tax certificate to be issued against the real property which may result in a loss of title. The total maintenance assessment revenue to be collected in the Maintenance Assessment Area is estimated to be \$25,000 for the Fiscal Year commencing on October 1, 2021.

The City will hold a public hearing at 6:00 P.M., or as soon thereafter as the matter can be heard, on September 13, 2021, in the James A. Lewis Commission Chambers, at the Alachua City Hall located at 15100 NW 142nd Terrace, Alachua, Florida, for the purpose of receiving comments on the reimposition of assessments in the Maintenance Assessment Area and their collection on the ad valorem tax bill. You are invited to attend and participate in the public hearing or to file written objections with the Clerk any time prior to the public hearing.

If you decide to appeal any decision made by the City with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, if you need a special accommodation or an interpreter to participate in this proceeding, please contact the Deputy City Clerk's office at (386) 418-6104, at least seven days prior to the date of the hearing.

Questions regarding your assessment and the process for collection may be directed to the Clerk's office at (386) 418-6104.

ALACHUA, FLORIDA

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

TK Basin Maintenance Assessment Area

Christopher Allan Korosic
Parcel Number 03868-001-008

Parcel Size 1.28 acres

Portion of Land Area allocable to Parcel 0.93%

The total annual Maintenance Assessment for the above parcel for Fiscal Year 2021-2022 is \$231.79.

The maximum annual Maintenance Assessment that can be imposed without further notice for future fiscal years is \$231.79 for the above parcel.

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

APPENDIX C

UPDATED MAINTENANCE ASSESSMENT ROLL

UPDATED TK BASIN MAINTENANCE ASSESSMENT AREA ROLL

Parcel No.	Amount
03869-007-000	\$688.41
03869-009-000	\$1,938.41
03863-002-001	\$2,940.22
03869-007-001	\$1,208.33
03863-000-000	\$2,749.86
03869-000-000	\$6,384.06
03863-002-000	\$2,600.76
03869-006-000	\$411.23
03869-008-000	\$1,110.51
03868-000-000	\$3,101.45
03868-001-001	\$188.00
03868-001-002	\$163.87
03868-001-003	\$183.91
03868-001-004	\$205.30
03868-001-005	\$183.91
03868-001-006	\$184.03
03868-001-007	\$191.66
03868-001-008	\$231.79
03863-020-046	\$56.47
03863-020-047	\$58.64
03863-020-048	\$68.55
03863-020-049	\$67.48
03863-020-050	\$83.15
TOTAL	\$25,000.00

APPENDIX D

FORM OF CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

CERTIFICATE

TO

NON-AD VALOREM ASSESSMENT ROLL

I HEREBY CERTIFY that, I am the Mayor of the City of Alachua, Florida, or an authorized agent of the City; as such I have satisfied myself that all property included or includable on the non-ad valorem assessment roll for maintenance of the TK Stormwater Basin Maintenance Assessment Area (the "Non-Ad Valorem Assessment Roll") is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law. The tax roll contains a parcel count of 23, and a total assessment of \$25,000.00.

I FURTHER CERTIFY that, in accordance with the Uniform Assessment Collection Act, this certificate and the herein described Non-Ad Valorem Assessment Roll will be delivered to the Alachua County Tax Collector by September 15, 2021.

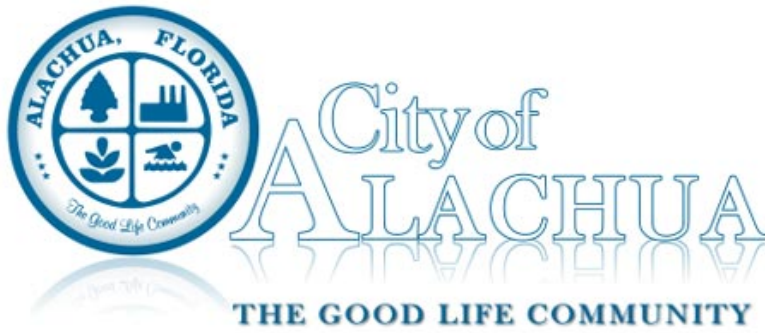
IN WITNESS WHEREOF, I have subscribed this certificate and directed the same to be delivered to the Alachua County Tax Collector and made part of the above described Non-Ad Valorem Assessment Roll this ____ day of _____, 2021.

THE CITY OF ALACHUA, FLORIDA

By: _____

Mayor

[to be delivered to Tax Collector prior to September 15]



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: RFP 2021-01 FFY 2019 Small Cities Community Development Block Grant (CDBG) Grant Administration Services

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- 1) Approve the recommended ranking for RFP 2021-01 as presented.
 - 2) Authorize the City Manager to enter into a contract with Summit Professionals, Inc. to complete work as needed under the provisions of RFP 2020-01 and to issue a Purchase Order in the amount of \$52,500 for Grant Administration Services.
-

Summary

On July 20, 2021, the City solicited formal proposals from qualified vendors to provide Grant Administration Services for the FFY 2019 Small Cities Community Development Block Grant (CDBG).

The City received one (1) proposal in response to RFP 2021-01. The proposal qualified. The proposal was received from Summit Professionals, Inc.

Selection Committee members reviewed, evaluated and scored the proposal. The committee met, discussed and ranked the proposal as follows: First Ranked - Summit Professionals, Inc.

Staff recommends to award RFP 2021-01 to Summit Professionals, Inc. and to proceed entering into a contract with Summit Professionals, Inc.

FINANCIAL IMPACT: Yes

BUDGETED: No

AMOUNT: \$52,500.00

FUNDING SOURCE: Grants

COMMISSION GOALS:

Quality of Life, Community Enhancement

ATTACHMENTS:

Description

- ▢ RFP 2021-01 Proposal Summary Score Sheet

City of Alachua
Proposal Summary Score Sheet
RFP 2021-01
FFY 2019 Small Cities Community Development Block Grant (CDBG)
Grant Administration Services

Proposal 1: Summitt Professionals, Inc.

	Proposal 1
Selection Committee Member 1	94
Selection Committee Member 2	88
Selection Committee Member 3	92
TOTAL SUMMARY	274

****Highest Summary Score is Ranked First****

1st Ranked – Summit Professionals, Inc.

Ranking Date: August 18, 2021

Scoring Sheet for Evaluation of Request for Proposals
FFY 2019 Small Cities Community Development Block Grant (CDBG) Grant Administration
Services RFP 2021-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professionals, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	19	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	19	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	18	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	19	
5.	Proposed fee.	0-20	19	
6.	Minority Business Enterprise. Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5		
		Total Score:	94	
		Max of 100 pts		

*Minority Business Enterprise

**Women Business Enterprise

SELECTION COMMITTEE MEMBER #1
08/17/2021

Scoring Sheet for Evaluation of Request for Proposals
FFY 2019 Small Cities Community Development Block Grant (CDBG) Grant Administration
Services RFP 2021-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professionals, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	17	
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	19	
3.	Quality of the firm's proposed approach to administering the grant.	0-20	18	
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	16	
5.	Proposed fee.	0-20	18	
6.	Minority Business Enterprise. Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5	0	
*Minority Business Enterprise **Women Business Enterprise		Total Score:	88	
			Max of 100 pts	

SELECTION COMMITTEE MEMBER #2
08/18/2021

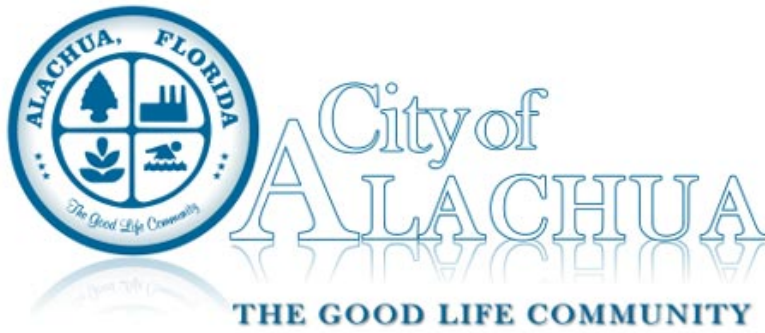
Scoring Sheet for Evaluation of Request for Proposals
FFY 2019 Small Cities Community Development Block Grant (CDBG) Grant Administration
Services RFP 2021-01

Criteria	Factors to Consider	Points Available	Proposal #1 Summit Professionals, Inc.	Notes
1.	Staff administration experience to include the total number of years' experience that the firm's staff has working with CDBG grants.	0-20	18	Key staff have many years of experience.
2.	Firm's success in administering and closing out Regular Category and Economic Development CDBG grants.	0-20	19	Numerous examples provided.
3.	Quality of the firm's proposed approach to administering the grant.	0-20	18	very comprehensive approach.
4.	Number of letters of recommendation for CDBG services provided in the firm's proposal.	0-20	19	
5.	Proposed fee.	0-20	18	
6.	Minority Business Enterprise. Award 5 points if the firm is a MBE or WBE. This score is used only in the event of a tie for the highest total ranking.	0-5		
		Total Score:	92	
			Max of 100 pts	

*Minority Business Enterprise

**Women Business Enterprise

SELECTION COMMITTEE MEMBER #3
08/17/2021



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: RFQ 2021-01 Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural, or Surveying and Mapping Services Award

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- 1) Accept the rankings as presented by the Selection Committee.
 - 2) Authorize and direct staff to seek agreement as to compensation with all qualified vendors in each category.
 - 3) Upon agreement, authorize the City Manager to enter into Continuing Services Contract(s) in each professional category.
-

Summary

On July 19, 2021 the City solicited formal requests from qualified vendors to provide Professional Architectural, Engineering, Landscape Architecture, or Surveying and Mapping Services.

Responders submitted qualifications for the following categories: (1) Architectural Services; (2) Mechanical, Engineering, Plumbing (MEP) Engineering Services; (3) Civil Engineering Services; (4) Landscape Architecture Services; (5) Water and Sewer Engineering Services; (6) Engineering Consulting for Pipeline Condition Assessment Services; (7) Stormwater Management and Ecological Engineering Services; (8) Traffic Engineering Services; (9) Transportation Planning Services; (10) Geotechnical Engineering and Construction Support Services; (11) Surveying Services; (12) Environmental, Health and Safety Engineering Services; and (13) Bridge and Structural Engineering to Include Inspection Services.

The City received ten (10) qualification packets in response to RFQ 2021-01. Nine of the ten qualification packets are deemed qualified. The disqualified firm was located outside the qualifying geographic area.

Qualified firms are Monarch Design Group, LLC, CMA (Chen Moore and Associates), MG (Mitchell Gullledge Engineering, Inc., Level Architecture and Interiors, Walker Architects, North Florida Professional Services, Inc., Jacobs Engineering Group Inc., H2Engineering, Inc. and JB Pro (JBrown Professional Group Inc.).

Selection Committee members reviewed, evaluated and ranked firms in order in each category.

Staff recommends accepting the rankings as presented and to enter into negotiations with the qualified firm(s) in each category.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: To be determined on project basis.

FUNDING SOURCE: General Fund, Internal Services Fund, Electric Fund, Water Fund, Community Redevelopment Trust Fund, Mosquito Fund, Grants, Waste Water Fund, Other

COMMISSION GOALS:

Economic Development, Quality of Life, Strengthen Community Services

ATTACHMENTS:

Description

- ▢ Category 1 - Qualifications Summary Score Sheet
- ▢ Category 2 - Qualifications Summary Score Sheet
- ▢ Category 3 - Qualifications Summary Score Sheet
- ▢ Category 4 - Qualifications Summary Score Sheet
- ▢ Category 5 - Qualifications Summary Score Sheet
- ▢ Category 6 - Qualifications Summary Score Sheet
- ▢ Category 7 - Qualifications Summary Score Sheet
- ▢ Category 8 - Qualifications Summary Score Sheet
- ▢ Category 9 - Qualifications Summary Score Sheet
- ▢ Category 10 - Qualifications Summary Score Sheet
- ▢ Category 11 - Qualifications Summary Score Sheet
- ▢ Category 12 - Qualifications Summary Score Sheet
- ▢ Category 13 - Qualifications Summary Score Sheet

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 1 – Architectural Services

Qualifier 1: Monarch Design Group, LLC

Qualifier 4: The Lunz Group - Offices are in Osceola County and outside qualifying geographic area

Qualifier 5: Level Architecture and Interiors

Qualifier 6: Walker Architects

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
Selection Committee Member 1	91	0	95	95	93
Selection Committee Member 2	79	0	76	87	66
Selection Committee Member 3	85	0	85	88	87
TOTAL SUMMARY	255	0	256	270	246

****Highest Summary Score is Ranked First**

1st Ranked: Walker Architects

2nd Ranked: Level Architecture and Interiors

3rd Ranked: Monarch Design Group, LLC

4th Ranked: Jacobs Engineering Group, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 1 – Architectural Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
18	disqualify	20	20	19

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
18	—	20	20	20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
20	—	20	20	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
15	—	15	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
10	—	10	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
10		10	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
0	—	0	0	0

TOTAL SCORE:

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
91	—	95	95	93

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 1 – Architectural Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
18	15	19	19	10

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
17	16	15	19	12

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
16	15	15	17	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
14	13	14	15	13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
8	9	8	9	7

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
6	6	5	8	6

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8

TOTAL SCORE:

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
79	74	76	87	66

Selection Committee Member:

SELECTION COMMITTEE MEMBER #2

Date: 3/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 1 – Architectural Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
17	18	17	19	18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
18	18	18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
18	18	18	19	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
14	12	14	14	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
9	9	9	9	9

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
9	9	9	9	9

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
0	0	0	0	0

TOTAL SCORE:

Qualifier #1	Qualifier #4	Qualifier #5	Qualifier #6	Qualifier #8
85	84	85	88	87

Selection Committee Member: _

SELECTION COMMITTEE MEMBER #3

Date: _____

8/31/2021



**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 2 – Mechanical, Electrical, Plumbing (MEP) Engineering Services

Qualifier 1: Monarch Design Group, LLC

Qualifier 3: MG (Mitchell Gullledge Engineering, Inc.)

Qualifier 4: The Lunz Group - Offices are in Osceola County and outside qualifying geographic area

Qualifier 8: Jacobs Engineering Group, Inc.

Qualifier 9: H2Engineering, Inc.

	Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
Selection Committee Member 1	82	95	0	95	95
Selection Committee Member 2	81	85	0	87	64
Selection Committee Member 3	84	85	0	86	86
TOTAL SUMMARY	247	265	0	268	245

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: MG (Mitchell Gullledge Engineering, Inc.)

3rd Ranked: Monarch Design Group, LLC

4th Ranked: H2Engineering, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 2 – Mechanical, Electrical, Plumbing (MEP) Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	20	—	20	20

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	20	—	20	20

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	20	—	20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
14	15	—	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
8	10	—	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
10	10	—	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
0	0	-	0	0

TOTAL SCORE:

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
82	95	-	95	95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-3-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 2 – Mechanical, Electrical, Plumbing (MEP) Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	19	15	19	18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
17	19	16	18	15

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
17	18	15	18	14

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
14	15	14	15	6

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
8	8	8	9	5

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
7	6	7	8	6

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9

TOTAL SCORE:

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
81	85	75	87	64

Selection Committee Member:

SELECTION COMMITTEE MEMBER #2

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 2 – Mechanical, Electrical, Plumbing (MEP) Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	19	19	19	19

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
18	18	18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
17	18	18	18	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
14	14	12	14	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
8	8	8	8	8

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
9	8	9	9	9

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
0	0	0	0	0

TOTAL SCORE:

Qualifier #1	Qualifier #3	Qualifier #4	Qualifier #8	Qualifier #9
84	85	84	86	86

Selection Committee Member: _____

SELECTION COMMITTEE MEMBER #3

Date: 8/31/2021

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 3 – Civil Engineering Services

Qualifier 1: Monarch Design Group, LLC

Qualifier 2: CMA (Chen Moore and Associates)

Qualifier 4: The Lunz Group - Offices are in Osceola County and outside qualifying geographic area

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 8: Jacobs Engineering Group, Inc.

Qualifier 10: JB Pro (JBrown Professional Group, Inc.)

	Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
Selection Committee Member 1	72	100	0	95	95	95
Selection Committee Member 2	75	72	0	74	87	85
Selection Committee Member 3	83	86	0	83	84	86
TOTAL SUMMARY	230	258	0	252	266	266

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

JB Pro (JBrown Professional Group, Inc.

3rd Ranked: CMA (Chen Moore and Associates)

4th Ranked: North Florida Professional Services, Inc.

5th Ranked: Monarch Design Group, LLC

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 3 – Civil Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
12	20	—	20	20	20

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
12	20	—	20	20	20

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
18	20	—	20	20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
13	15	-	15	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
8	10	-	10	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
9	10	-	10	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
0	5	-	0	0	0

TOTAL SCORE:

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
72	100	-	95	95	95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 3 – Civil Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
17	17	18	18	19	19

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
18	17	18	16	18	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
16	13	18	15	18	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
13	9	14	12	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
6	6	8	7	9	6

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
5	5	7	6	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
	5				

TOTAL SCORE:

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
75	~~72~~	83	74	87	85

72 kw

Selection Committee Member:

SELECTION COMMITTEE MEMBER #2

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 3 – Civil Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
18	19	16	19	19	19

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
18	18	18	18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
18	16	18	17	18	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
14	12	13	13	13	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
7	8	8	8	8	8

#6.

Local government references.

Maximum 10 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
8	8	8	8	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
0	05	0	0	0	0

T12

TOTAL SCORE:

Qualifier #1	Qualifier #2	Qualifier #4	Qualifier #7	Qualifier #8	Qualifier #10
03	05	01	03	04	06

06 T12
=

Selection Committee Member:

SELECTION COMMITTEE MEMBER #3

Date: 01/31/2021
=

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 4 – Landscape Architect Services

Qualifier 2: CMA (Chen Moore and Associates)

Qualifier 4: The Lunz Group - Offices are in Osceola County and outside qualifying geographic area

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #2	Qualifier #4	Qualifier #8
Selection Committee Member 1	88	0	86
Selection Committee Member 2	70	0	83
Selection Committee Member 3	80	0	82
TOTAL SUMMARY	238	0	251

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: CMA (Chen Moore and Associates)

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 4 – Landscape Architect Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
18	—	18

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
18	—	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
16	—	17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #4	Qualifier #8
13	—	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
9	—	9

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
9	—	9

#7.

Certification as to M.B.I./W.B.L. Ownership

Maximum 05 points

Qualifier #2	Qualifier #4	Qualifier #8
5	1	0

TOTAL SCORE:

Qualifier #2	Qualifier #4	Qualifier #8
88	1	86

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 4 – Landscape Architect Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
15	17	16

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
17	16	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
13	17	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #4	Qualifier #8
9	13	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
6	8	8

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
5	6	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #4	Qualifier #8
5		

TOTAL SCORE:

Qualifier #2	Qualifier #4	Qualifier #8
45	77	83

70 kw

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 4 – Landscape Architect Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
18	16	17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #4	Qualifier #8
16	18	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #4	Qualifier #8
12	14	13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
8	8	8

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #4	Qualifier #8
8	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #4	Qualifier #8
0	0	0

TOTAL SCORE:

Qualifier #2	Qualifier #4	Qualifier #8
00	02	02

Selection Committee Member: _____

SELECTION COMMITTEE MEMBER #3

Date: 8/31/2021
2

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 5 – Water and Sewer Engineering Services

Qualifier 2: CMA (Chen Moore and Associates)

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 8: Jacobs Engineering Group, Inc.

Qualifier 10: JB Pro (JBrown Professional Group, Inc.)

	Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
Selection Committee Member 1	100	95	95	95
Selection Committee Member 2	73	74	87	78
Selection Committee Member 3	81	82	86	85
TOTAL SUMMARY	254	251	268	258

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: JB Prop (JBrown Professional Group, Inc.)

3rd Ranked: CMA (Chen Moore and Associates)

4th Ranked: North Florida Professional Services, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 5 – Water and Sewer Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	20

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	20

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
15	15	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
10	10	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
10	10	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5	0	0	0

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
100	95	95	95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-31

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 5 – Water and Sewer Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
18	18	19	14

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
17	16	18	17

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
13	15	18	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
9	12	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
6	7	9	6

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5	6	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5			

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
~~68~~	74	87	78

73

Selection Committee Member:

SELECTION COMMITTEE MEMBER #2

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 5 – Water and Sewer Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
18	16	19	18

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
18	18	18	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
16	17	18	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
12	14	14	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
9	9	9	9

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
8	~~8~~ 8	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
0	0	0	0

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
81	82	86	85

Selection Committee Member: **SELECTION COMMITTEE MEMBER #3**

Date: 8/31/2021
7

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 6 – Engineering Consulting for Pipeline Conditions Assessment Services

Qualifier 2: CMA (Chen Moore and Associates)

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #2	Qualifier #8
Selection Committee Member 1	100	95
Selection Committee Member 2	70	84
Selection Committee Member 3	81	84
TOTAL SUMMARY	261	263

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: CMA (Chen Moore and Associates)

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01

Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 6 – Engineering Consulting for Pipeline Condition Assessment Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #2	Qualifier #8
20	20

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #2	Qualifier #8
20	20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #2	Qualifier #8
20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #8
15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #8
10	10

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #8
10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #8
5	0

TOTAL SCORE:

Qualifier #2	Qualifier #8
100	95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 6 – Engineering Consulting for Pipeline Condition Assessment Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #8
15	17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #8
17	17

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #8
13	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #8
9	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #8
6	9

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #8
5	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #8
5	

TOTAL SCORE:

Qualifier #2	Qualifier #8
05	04

70 kw

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 6 – Engineering Consulting for Pipeline Condition Assessment Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #2	Qualifier #8
18	18

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #2	Qualifier #8
18	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #2	Qualifier #8
16	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #8
12	13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #8
9	9

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #8
8	2

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #8
0	0

TOTAL SCORE:

Qualifier #2	Qualifier #8
81	84

Selection Committee Member: **SELECTION COMMITTEE MEMBER #3**

Date: 8/31/2021
7

**City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01**

**Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services**

QUALIFICATION CATEGORY: - Category 7 – Stormwater Management and Ecological Engineering Services

Qualifier 2: CMA (Chen Moore and Associates)

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 8: Jacobs Engineering Group, Inc.

Qualifier 10: JB Pro (JBrown Professional Group Inc.)

	Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
Selection Committee Member 1	100	95	95	94
Selection Committee Member 2	71	73	86	83
Selection Committee Member 3	80	82	82	85
TOTAL SUMMARY	251	250	263	262

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: JB Pro (JBrown Professional Group Inc.)

3rd Ranked: CMA (Chen Moore and Associates)

4th Ranked: North Florida Professional Services, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 7 – Stormwater Management and Ecological Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	19

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
20	20	20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
15	15	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
10	10	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
10	10	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5	0	0	0

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
100	95	95	94

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 7 – Stormwater Management and Ecological Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
16	17	18	17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
17	16	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
13	15	18	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
9	12	15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
6	7	9	6

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5	6	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
5			

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
04	73	86	83

71 kw

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 9/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 7 – Stormwater Management and Ecological Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
17	17	17	18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
18	18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
16	16	17	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
12	14	13	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
9	9	9	9

#6.

Local government references.

Maximum 10 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
8	8	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
0	0	0	0

TOTAL SCORE:

Qualifier #2	Qualifier #7	Qualifier #8	Qualifier #10
80	82	82	85

Selection Committee Member: _____

Date: 8/31/2021

2

SELECTION COMMITTEE MEMBER #3

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 8 – Traffic Engineering Services

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #8
Selection Committee Member 1	95
Selection Committee Member 2	81
Selection Committee Member 3	85
TOTAL SUMMARY	261

****Highest Summary Score is Ranked First**
1st Ranked: Jacobs Engineering Group, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 8 – Traffic Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #8
20

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #8
20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #8
20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
10

#6.

Local government references.

Maximum 10 points

Qualifier #8
10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8



TOTAL SCORE:

Qualifier #8

95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 8 – Traffic Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #8
17

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #8
17

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #8
17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
9

#6.

Local government references.

Maximum 10 points

Qualifier #8
8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8

TOTAL SCORE:

Qualifier #8
81

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 8 – Traffic Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #8
18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #8
18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #8
18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
9

#6.

Local government references.

Maximum 10 points

Qualifier #8
9

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8
0

TOTAL SCORE:

Qualifier #8
85

Selection Committee Member. **SELECTION COMMITTEE MEMBER #3**

Date: 8/31/2021

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 9 – Transportation Planning Services

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #7	Qualifier #8
Selection Committee Member 1	95	89
Selection Committee Member 2	69	84
Selection Committee Member 3	83	82
TOTAL SUMMARY	247	255

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: North Florida Professional Services, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 9 – Transportation Planning Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #7	Qualifier #8
20	18

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #7	Qualifier #8
20	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #7	Qualifier #8
20	18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #8
15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #8
10	10

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #8
10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #8
0	0

TOTAL SCORE:

Qualifier #7	Qualifier #8
95	89

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 9 – Transportation Planning Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #7	Qualifier #8
14	17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #7	Qualifier #8
15	17

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #7	Qualifier #8
15	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #8
12	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #8
7	9

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #8
6	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #8

TOTAL SCORE:

Qualifier #7	Qualifier #8
69	84

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 9 – Transportation Planning Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #7	Qualifier #8
18	18

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #7	Qualifier #8
18	18

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #7	Qualifier #8
16	16

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #8
14	13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #8
9	9

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #8
8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #8
0	0

TOTAL SCORE:

Qualifier #7	Qualifier #8
83	82

Selection Committee Member: **SELECTION COMMITTEE MEMBER #3**

Date: 8/31/2021

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 10 – Geotechnical Engineering and Construction Support Services

Qualifier 8: Jacobs Engineering Group, Inc.

	Qualifier #8
Selection Committee Member 1	94
Selection Committee Member 2	83
Selection Committee Member 3	85
TOTAL SUMMARY	262

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 10 – Geotechnical Engineering and Construction Support Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #8
20

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #8
20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #8
19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
10

#6.

Local government references.

Maximum 10 points

Qualifier #8
10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8
0

TOTAL SCORE:

Qualifier #8
94

Selection Committee Member: **SELECTION COMMITTEE MEMBER #1**

Date: 8-31-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 10 – Geotechnical Engineering and Construction Support Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #8
17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #8
17

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #8
17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
9

#6.

Local government references.

Maximum 10 points

Qualifier #8
8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8

TOTAL SCORE:

Qualifier #8
83

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 10 – Geotechnical Engineering and Construction Support Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #8
18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #8
18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #8
18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
9

#6.

Local government references.

Maximum 10 points

Qualifier #8
8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8
0

TOTAL SCORE:

Qualifier #8
05

Selection Committee Member:

SELECTION COMMITTEE MEMBER #3

Date: 8/24/2021
2

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 11 – Surveying Services

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 10: JB Pro (JBrown Professional Group, Inc.)

	Qualifier #7	Qualifier #10
Selection Committee Member 1	94	95
Selection Committee Member 2	76	82
Selection Committee Member 3	86	87
TOTAL SUMMARY	256	264

****Highest Summary Score is Ranked First**

1st Ranked: JB Pro (JBrown Professional Group, Inc.)

2nd Ranked: North Florida Professional Group, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 11 – Surveying Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #7	Qualifier #10
20	20

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #7	Qualifier #10
20	20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #7	Qualifier #10
19	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #10
15	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #10
10	10

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #10
10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #10
0	0

TOTAL SCORE:

Qualifier #7	Qualifier #10
94	95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 11 – Surveying Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #7	Qualifier #10
18	18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #7	Qualifier #10
18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #7	Qualifier #10
15	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #10
12	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #10
7	6

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #10
6	7

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #10

TOTAL SCORE:

Qualifier #7	Qualifier #10
74	82

Selection Committee Member:

SELECTION COMMITTEE MEMBER #2

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 11 – Surveying Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #7	Qualifier #10
19	19

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #7	Qualifier #10
18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #7	Qualifier #10
18	19

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #7	Qualifier #10
14	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #7	Qualifier #10
9	9

#6.

Local government references.

Maximum 10 points

Qualifier #7	Qualifier #10
8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #7	Qualifier #10
0	0

TOTAL SCORE:

Qualifier #7	Qualifier #10
86	87

Selection Committee Member:

SELECTION COMMITTEE MEMBER #3

Date: 8/31/2021

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 12 – Environmental, Health and Safety Engineering Services

Qualifier 8: Jacobs Engineering Group Inc.

	Qualifier #8
Selection Committee Member 1	95
Selection Committee Member 2	77
Selection Committee Member 3	85
TOTAL SUMMARY	257

****Highest Summary Score is Ranked First**
1st Ranked: Jacobs Engineering Group Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 12 – Environmental, Health and Safety Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #8
20

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #8
20

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #8
20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
10

#6.

Local government references.

Maximum 10 points

Qualifier #8
10

#7.

Certification as to M.B.E./W.B.E. Ownership
Maximum 05 points

Qualifier #8
0

TOTAL SCORE:

Qualifier #8
95

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 12 – Environmental, Health and Safety Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.

Maximum 20 points

Qualifier #8
17

#2.

Experience within the last three years working with local governments.

Maximum 20 points

Qualifier #8
17

#3.

Understanding local needs and familiarity with local conditions.

Maximum 20 points

Qualifier #8
17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
13

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
7

#6.

Local government references.

Maximum 10 points

Qualifier #8
6

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8

TOTAL SCORE:

Qualifier #8
77

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 12 – Environmental, Health and Safety Engineering Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #8
18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #8
18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #8
18

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #8
14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #8
9

#6.

Local government references.

Maximum 10 points

Qualifier #8
9

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #8
0

TOTAL SCORE:

Qualifier #8
85

Selection Committee Member:

SELECTION COMMITTEE MEMBER #3

Date: 8/31/2021

City of Alachua
Qualifications Summary Score Sheet
RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape Architectural,
or Surveying and Mapping Services

QUALIFICATION CATEGORY: - Category 13 – Bridge and other Structural Engineering to Include Inspection Services

Qualifier 4: The Lunz Group - Offices are in Osceola County and outside qualifying geographic area

Qualifier 7: North Florida Professional Services, Inc.

Qualifier 8: Jacobs Engineering Group Inc.

	Qualifier #4	Qualifier #7	Qualifier #8
Selection Committee Member 1	0	94	90
Selection Committee Member 2	0	74	84
Selection Committee Member 3	0	82	83
TOTAL SUMMARY	0	250	257

****Highest Summary Score is Ranked First**

1st Ranked: Jacobs Engineering Group, Inc.

2nd Ranked: North Florida Professional Services, Inc.

Ranking Date: August 31, 2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 13 – Bridge and other Structural Engineering to Include Inspection Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
—	19	20

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
—	20	20

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
—	20	20

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #4	Qualifier #7	Qualifier #8
—	15	10

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
—	10	10

#6.

Local government references.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
—	10	10

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #4	Qualifier #7	Qualifier #8
0	0	0

TOTAL SCORE:

Qualifier #4	Qualifier #7	Qualifier #8
-	94	90

Selection Committee Member:

SELECTION COMMITTEE MEMBER #1

Date: 8-30-21

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 13 – Bridge and other Structural Engineering to Include Inspection Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
17	18	17

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
18	16	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
17	15	17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #4	Qualifier #7	Qualifier #8
14	12	15

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
8	7	9

#6.

Local government references.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
7	6	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #4	Qualifier #7	Qualifier #8

TOTAL SCORE:

Qualifier #4	Qualifier #7	Qualifier #8
81	74	84

Selection Committee Member: **SELECTION COMMITTEE MEMBER #2**

Date: 8/31/2021

City of Alachua
Qualifications Evaluation Criteria

RFQ 2021-01
Continuing Contracts for Professional Architectural, Engineering, Landscape
Architectural, or Surveying and Mapping Services

Ranking Criteria – Category 13 – Bridge and other Structural Engineering to Include Inspection Services

#1.

Overall expertise, experience, and qualifications to perform professional work related to the identified categories.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
17	17	18

#2.

Experience within the last three years working with local governments.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
18	18	18

#3.

Understanding local needs and familiarity with local conditions.
Maximum 20 points

Qualifier #4	Qualifier #7	Qualifier #8
16	17	17

#4.

Availability, location and qualifications of key personnel to be assigned contract work.

Maximum 15 points

Qualifier #4	Qualifier #7	Qualifier #8
12	14	14

#5.

Recognition of work priorities, flexibility to deal with change, ability to meet deadline and budget constraints.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
8	8	8

#6.

Local government references.

Maximum 10 points

Qualifier #4	Qualifier #7	Qualifier #8
8	8	8

#7.

Certification as to M.B.E./W.B.E. Ownership

Maximum 05 points

Qualifier #4	Qualifier #7	Qualifier #8
0	0	0

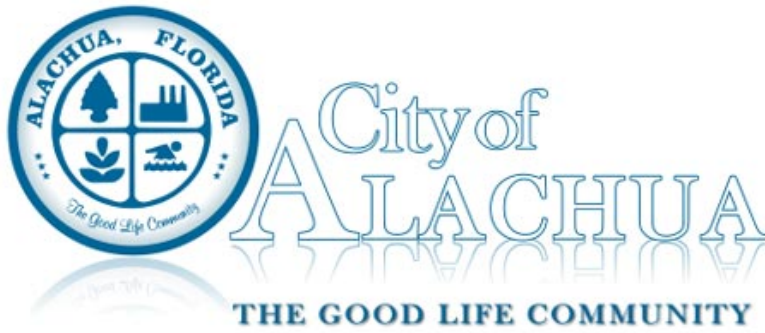
TOTAL SCORE:

Qualifier #4	Qualifier #7	Qualifier #8
79	82	83

Selection Committee Member:

SELECTION COMMITTEE MEMBER #3

Date: 8/31/2022
✓



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: August 23, 2021 City Commission Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

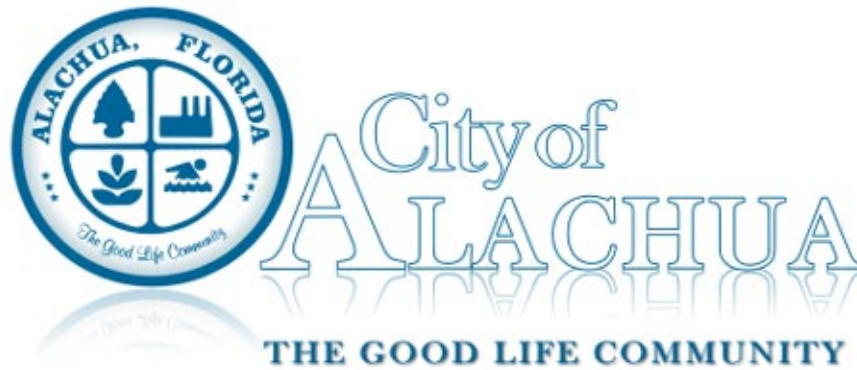
Summary

August 23, 2021 City Commission Meeting Minutes.

ATTACHMENTS:

Description

▣ Minutes



Regular City Commission Meeting Minutes August 23, 2021

Mayor Gib Coerper
Vice Mayor Shirley Green Brown
Commissioner Jennifer Blalock
Commissioner Dayna Miller
Commissioner Robert Wilford

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: August 23, 2021

Meeting Location: James A Lewis Commission Chambers

CITIZENS PRESENT: Ralph Williams, Rodney Long. STAFF ATTENDING: Robert Bonetti, Stephani Herlong, Elliot Harris, Carlos Hunt, Donna Myers, Brenda Phillips, Jesse Sandusky, Chad Scott, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Cap Wilson.

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 Joshua Moon, River of Life Church.

PLEDGE TO THE FLAG

Led by Mayor Coerper, with Commissioner Robert Wilford absent.

APPROVAL OF THE AGENDA

Commissioner Dayna Miller moved to approve the agenda; seconded by Vice Mayor Shirley Green Brown.

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 Brown moved to approve the reading of proposed ordinances and resolutions by title only; seconded by Commissioner Jennifer Blalock.

Passed by unanimous consent.

I. SPECIAL PRESENTATIONS

A. MMC Certification Recognition for LeAnne Williams

City Manager Mike DaRoza introduced the presentation.

Judy Rice, City Clerk, City of Newberry, conducted the Pinning Ceremony.

Mayor Coerper expressed his appreciation of Deputy City Clerk Williams.

Deputy City Clerk Williams thanked the Commission for their support and for the honor of working for the City of Alachua.

Vice Mayor Brown commended Deputy City Clerk Williams for her leadership with the Youth Advisory Council and for conducting the elections in a highly professional manner.

City Attorney Marian Rush spoke of Deputy City Clerk Williams' dedication.

Commissioner Blalock affirmed Vice Mayor Brown's words, and commented on Deputy City Clerk Williams' positive attitude.

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

Mayor Coerper opened the floor for comments.

Rodney Long spoke to the Commission about his candidacy for House of Representatives, District 8.

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

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

A. North Central Florida Regional Planning Council (NCFRPC) Report and Florida Regional Councils Association (FRCA) Report

The report was received.

IV. PUBLIC HEARINGS AND ORDINANCES

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

A. Ordinance 21-11, Second Reading; Amending Code Section 38 - Utility Rates Water & Wastewater

City Attorney Rush read Ordinance 21-11 by title only.

Public Services Director Rodolfo Valladares announced the City of Alachua received the Medium Wastewater System of the Year, which is for operational efficiency.

Public Services Director Valladares provided the staff report and made recommendations.

Mayor Coerper asked the commissioners for questions or comments.

Mayor Coerper stated he was very proud of the work Public Services Director Valladares and his staff had done.

Commissioner Blalock moved to approve Ordinance 21-11 on Second and Final Reading for August 23, 2021; seconded by Commissioner Miller.

Mayor Coerper opened the floor for comments.

Gloria Jones Andrews spoke of her current water bill and the cost of an irrigation meter.

Mayor Coerper stated someone would speak with her about her water bill.

Public Services Director Valladares stated he would speak with Ms. Andrews. He stated he spoke with other concerned citizens, and they were satisfied.

Passed 4-0 by roll call.

Vice Mayor Brown asked for pictures to be taken with Public Services Director Valladares and the award.

Commissioner Miller spoke of her appreciation for the work the Public Services Department had done to earn the award.

Vice Mayor Brown stated Public Services Director Valladares always speaks in a manner that a lay person could understand, and she thanked him for his service.

City Manager DaRoza reminded the public that any increase was not taken lightly. He asked Public Services Director Valladares to look into Ms. Andrews' bill.

V. AGENDA ITEMS

A. Tara Village Infrastructure Acceptance and Return of Surety

Public Services Director Valladares introduced the item and provided the staff report.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Commissioner Miller moved to accept the Tara Village water system, wastewater system, electric system, roadways, and stormwater conveyance system, and book the value on the City's asset lists, return the surety amount of \$63,184.79 to Tara Village, Inc.; seconded by Vice Mayor Brown.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 4-0 by roll call.

B. Ratification of 21/22 APD Collective Bargaining Agreement

Compliance and Risk Management Director Cap Wilson introduced the item and made recommendations.

Mayor Coerper asked the commissioners for questions or comments.

There were no questions or comments.

Vice Mayor Brown moved to ratify the FY 2021/2022 City of Alachua Police Department-FOP Collective Bargaining Agreement, previously ratified by the APD Collective Bargaining Unit, and authorize execution of two copies by the Mayor; seconded by Commissioner Blalock.

Mayor Coerper opened the floor for comments.

There were no comments.

Passed 4-0 by roll call.

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

Mayor Coerper opened the floor for comments.

There were no comments.

(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

City Manager DaRoza addressed Ms. Andrews' concerns. He congratulated Deputy City Clerk Williams. He reminded the Commission that September 6, 2021, City Hall would be closed in observance of Labor Day.

VIII. COMMISSION COMMENTS/DISCUSSION

Commissioner Blalock stated the Florida League of Cities training was amazing, and she learned quite a bit. She congratulated Deputy City Clerk Williams and Public Services Director Valladares for their accomplishments.

Commissioner Miller congratulated Commissioner Blalock for attending the the Florida League of Cities training.

Vice Mayor Brown thanked Mr. Long and Ms. Andrews for attending, and Pastor Moon for the invocation. She stated, Lamar Melvin, the guest speaker at the Florida League of Cities training was superior.

Mayor Coerper stated everyone had a wonderful time at the the Florida League of Cities training.

ADJOURN

Commissioner Miller moved to adjourn; seconded by Vice Mayor Brown.

Passed by unanimous consent.

CONSENT AGENDA

CONSENT AGENDA ITEMS

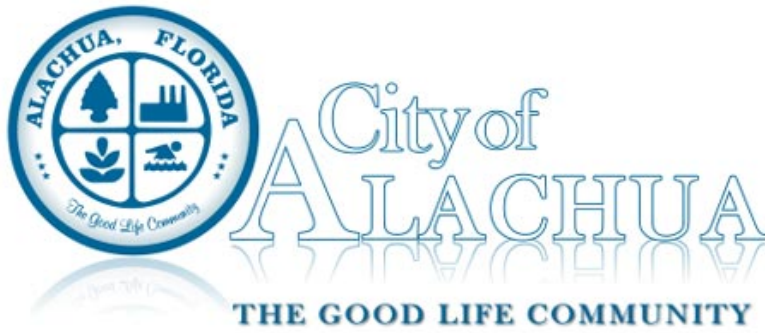
- A. March 8, 2021 City Commission Meeting Minutes
- B. May 10, 2021 City Commission Meeting Minutes
- C. May 24, 2021 City Commission Meeting Minutes
- D. May 24, 2021 Joint City Commission Board of Canvassers Meeting Minutes
- E. June 14, 2021 City Commission Meeting Minutes
- F. June 14, 2021 Joint County City Commission Meeting Minutes
- G. June 28, 2021 City Commission Meeting Minutes
- H. July 26, 2021 City Commission Meeting Minutes
- I. July 26, 2021 Budget Workshop Meeting Minutes
- J. July 26, 2021 City Board of Adjustment Meeting Minutes
- K. August 9, 2021 Budget Workshop Meeting Minutes
- L. August 9, 2021 City Commission Meeting Minutes
- M. Fiscal Year 2020-2021 Write Offs

ATTEST:

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: August 23, 2021 Budget Workshop Meeting Minutes

PREPARED BY: LeAnne Williams, Deputy City Clerk

RECOMMENDED ACTION:

Approve the minutes.

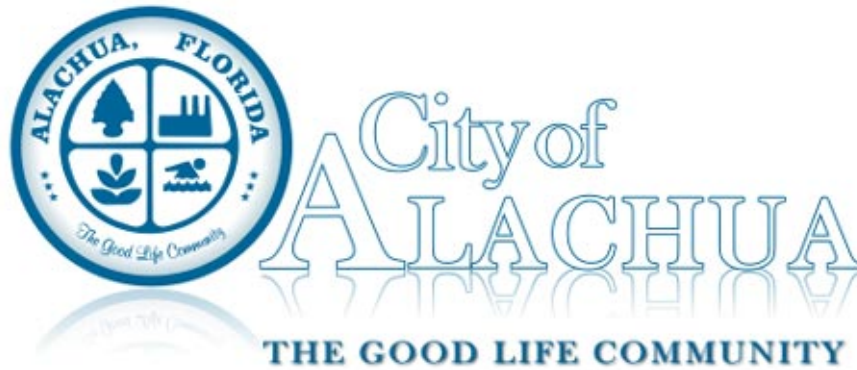
Summary

August 23, 2021 Budget Workshop Meeting Minutes

ATTACHMENTS:

Description

▢ Minutes



City Commission Workshop Minutes August 23, 2021

Mayor Gib Coerper
Vice Mayor Shirley Green Brown
Commissioner Jennifer Blalock
Commissioner Dayna Miller
Commissioner Robert Wilford

City Manager Mike DaRoza
City Attorney Marian Rush

The City Commission will conduct a
City Commission Workshop
At 4:30 PM
to address the item(s) below.

Meeting Date: August 23, 2021

Meeting Location: James A Lewis Commission Chambers

STAFF ATTENDING: Robert Bonetti, Elliott Harris, Donna Myers, Jesse Sandusky, Brenda Phillips, Chad Scott, Donna Smith, Rodolfo Valladares, LeAnne Williams, Tyler Williams, Cap Wilson, Kathy Winburn

WORKSHOP 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.

I. CALL TO ORDER

Led by Mayor Gib Coerper.

II. AGENDA ITEM

- A. Budget Workshop - Proposed FY 2021-2022 Budgets for the Enterprise and Internal Service Funds

Finance and Administrative Services Director Robert Bonetti provided the presentation.

Commissioner Dayna Miller inquired about the electric master plan and modeling.

Public Services Director Rodolfo Valladares provided further information.

Vice Mayor Shirley Green Brown inquired about the sewer cameras.

Public Services Director Valladares provided information.

Commissioner Jennifer Blalock inquired about the Turkey Creek pump booster.

Public Services Director Valladares provided information.

III. ADJOURN

Commissioner Miller moved to adjourn; seconded by Jennifer Blalock.

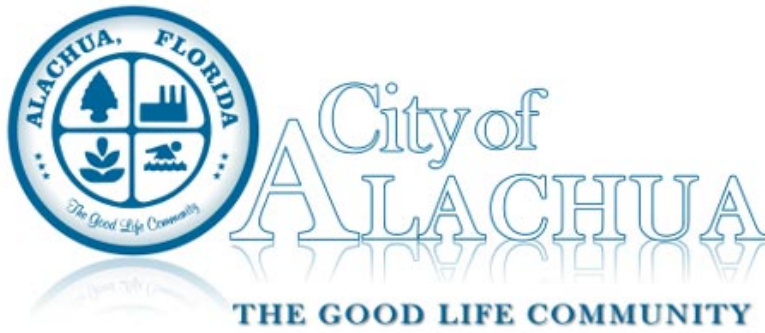
Mayor Coerper adjourned the meeting.

ATTEST:

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

Mike DaRoza, City Manager/Clerk

Gib Coerper, Mayor



Commission Agenda Item

MEETING DATE: 9/13/2021

SUBJECT: Electric Systems Modeling and Master Planning

PREPARED BY: Rodolfo Valladares

RECOMMENDED ACTION:

Staff recommends:

1. Authorize the issuance of a change order to Jacobs Engineering Group, Inc. in the amount of \$192,807.
 2. Authorize the City Manager to execute any necessary documents to proceed with the change order.
-

Summary

The City Commission adopted its Strategic Plan FY 2021 on Sept. 28, 2020. Strategic Initiative 1.2 states: Implement a plan to ensure the City's energy needs are achieved through strategic infrastructure improvements.

Achieving this initiative, the City has completed the construction of the Legacy Substation, which will provide additional load capacity, system redundancy and ensure a competitive wholesale power environment. The City has a clear line of sight of integrating the Legacy Substation by the end of this fiscal year.

While remaining customer focused, the City continues to safely provide essential electric services in the best long-term interests of all. An electric system master plan, utilizing a holistic model, will expand the Electric Division capability to provide power with greater reliability and efficiency. The model will provide analysis on differing conditional scenarios and trends, allowing for a better understanding of the City electric system. The master plan will provide a steady point of reference for taking action, prioritizing improvements, while ensuring successful growth into the future.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

FUNDING SOURCE: Electric Fund

ATTACHMENTS:

Description

- ❑ Electric System Modeling and Master Planning

CITY OF ALACHUA
CHANGE ORDER #6

PURCHASE ORDER NO.: 19-01026

PROJECT NAME: RFP 2018 - 02 Task1-Electric Systems Modeling and Master Planning

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

PROJECT MANAGER: Rodolfo Valladares

CONTRACTOR: Jacobs Engineering Group, Inc

CONTRACTOR'S ADDRESS: 1999 Bryan Street #1200
Street Address

Dallas, Tx 75201
City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional 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 and as an addendum to the Agreement DATED 11/15/2018, between CITY and CONTRACTOR and 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):

☒ [X] DETAILED CHANGE IN PROJECT SCOPE OF WORK

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

CHANGE IN CONTRACT TIME: The work authorized by this Change Order shall be commenced upon receipt of this executed Change Order by CONSULTANT and contract time for completion shall be extended as provided for in Exhibit A.

METHOD OF COMPENSATION:

- (a) This Change Order is issued on a:
 - ☒ [X] 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)
 - ☐ [] No Change in Compensation
- (b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of One Hundred Ninety Two Thousand Eight Hundred and Seven DOLLARS (\$192,807). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding __DOLLARS (\$__) CONTRACTOR'S 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. CONTRACTOR 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 CONTRACTOR for the actual work performed under this Change Order.

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

It is expressly understood by CONTRACTOR that this Change Order, until executed by CITY, does not authorize the performance of any work by CONTRACTOR and that CITY, prior to its execution of the Change Order, reserves the right to authorize a party other than CONTRACTOR 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 September, 2021, for the purposes stated herein.

JACOBS ENGINEERING GROUP, INC.

Jennifer Chapman
Witness

By: _____
Kevin Fox, P.E. Managing Principal

CITY OF ALACHUA

Witness

By: _____
W. Michael DaRoza, City Manager

Date : _____



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

July 13, 2021

Mr. Rodolfo Valladares, P.E.
Public Services Director

City of Alachua
15100 NW 142 Terrace
Alachua, FL 32615

**Re: Electrical Systems Modeling & Master Planning
Substation at Legacy Park**

Dear Rodolfo:

Jacobs Engineering Group Inc. (Jacobs) is pleased to provide this fee proposal and scope of work for Electrical Systems Modeling and Master Planning efforts. These tasks, originally included within RFP-2018-02, will help the City prepare a strategic plan to best serve the community's utility needs and expected growth.

Attached for your reference and to define the work associated with our proposed fee is the scope of services along with a manhour buildup expected to carry out this work. For the services outlined herein, we propose a lump sum fee of **\$192,807 (One hundred ninety-two thousand, eight hundred and seven 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.

J. Fraser Ringel, P.E.
Project Manager, Energy & Power Solutions

cc: Project File WFXP6000
Kevin Fox
Chuson McFadden
Roger Copeland

Dustin Dykes
G.B. "Cap" Wilson
Anne-Marie DiRocco

Attachment A

SCOPE OF SERVICES City of Alachua Electrical Systems Modeling and Master Planning

With the success of the Legacy Substation construction, the City has a strategic opportunity to continue the master planning efforts described within the original RFP-2018-02. The postponed tasks from the original proposal are the Electrical Systems Modeling and Master Planning efforts, which will evaluate the current system infrastructure and prepare a deliberate plan for future load growth and operations to best serve your community.

A. Professional Scope of Services

1. Electrical Systems Modeling

Jacobs will utilize the GIS information provided by the City to develop a computer model to represent the existing electrical infrastructure. The model will create a single source for the City to reference their system for long term operations, maintenance, reliability, and new growth service.

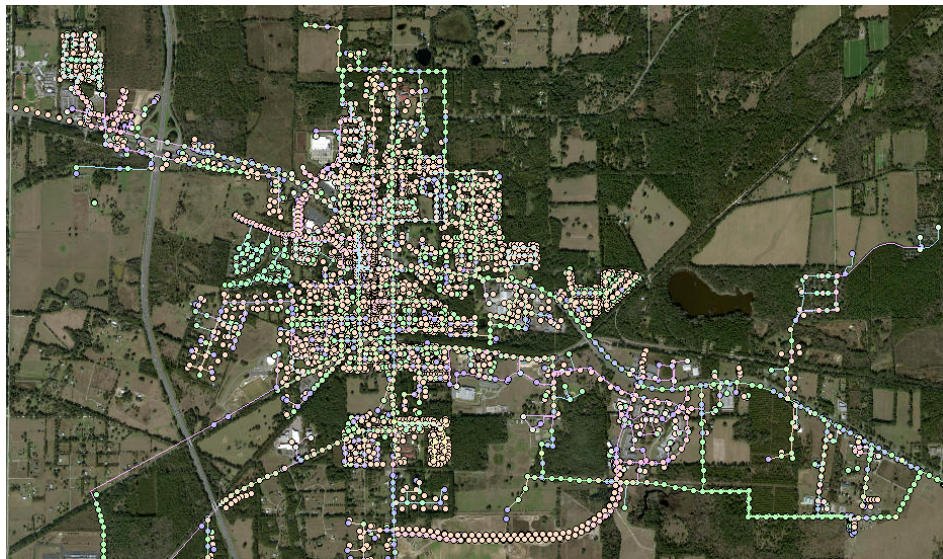


Figure 1: CoA GIS Data Exhibit

The development of the model is proposed to be in the ETAP Electrical Software Package, which the City can procure the software for their continued maintenance of the model. Due to the volume of data points, the model will include the distribution systems up to the secondary branches. The electrical loads in a geographically collocated area will be simplified as a single “lump load” equal to 50% of the total transformer nameplate ratings. For example, a residential neighborhood with twenty (20) x 50kVA transformers will be modeled as a single 500kVA “lump load”. The computer model will be developed with geographical resemblance as much as possible while maintaining clarity of information.

The development of the model heavily relies on the information available for input. It is assumed that the City will provide electrical system or equipment information needed to complete an accurate model. If information is not available, Jacobs will collaborate with the City to ensure the proposed assumptions are appropriate, and document for the City's reference.

Upon completion, the final electronic ETAP model will be provided with the list of assumptions for the City to use and maintain.

2. Electric Utility Master Planning

In combination with the electrical model, Jacobs will develop a Utility Master Plan (UMP) strictly focusing on the electrical infrastructure. The UMP will concentrate on several aspects to understand future load growth, determine necessary infrastructure capacity, and identify potential service limitations.

The following items will also be addressed in the final master plan deliverable, as noted within the original CoA RFP-2018-02:

- Coordinate future capital improvement projects and anticipated timelines; assuming through the year 2030
- Engage with the City to understand current restrictions or deficiencies experienced within the system and areas of concern
- Recommend enhancements with reference to existing infrastructure/substations
- Identify electrical utility growth and necessary equipment expansion
- Identify distribution improvements for reliability and redundancy
- With the noted items above, coordinate with the City to develop a prioritized list of improvements based on developed Class 5 cost estimates and electrical utility demand forecasts

B. Meetings, Deliverable, and Schedule

The following on-site meetings are included within this proposal. Additional virtual meetings can be schedule for project collaboration, additional information requests, and coordination meetings.

- Kick-Off Meeting
- Interim Progress Review Meeting
- Final Review Meeting

When the ETAP model is complete, native files will be transferred to the City electronically via File Transfer.

The UMP is proposed to have two formal deliverables. A Draft UMP document will be delivered for the City's review. Comments will be addressed and incorporated into a final UMP document that will be delivered.

To maximize efficiency within the modeling and planning efforts, a deliberate schedule of efforts is necessary. In short, the system model shall be developed first to aid in the master planning growth, deficiencies, and improvement scenarios. To accommodate the City's expedited schedule request, there are some activities that can slightly overlap to reduce overall schedule.

Taking advantage of simultaneous efforts, the ETAP model and Draft UMP can be delivered within 4-months from an executed contract with the Final Utility Master Plan 2-weeks after receipt of the City's 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 fee as described below:

Table 1: Electrical Systems Modeling and Master Planning

Professional Services	\$	183,655
Reimbursable Expenses	\$	9,152
Basic Services Fee Total	\$	192,807

Jacobs shall invoice monthly based on design and construction progress.

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. Expenses are included as part of our proposed lump sum fee.
- II. Our fee and proposed completion schedule are contingent upon availability, and receipt, of the additional information be provided within five (5) business days of request. If certain data is not available, assumptions may be made using sound engineering judgement and previous experience, but the accuracy and reliability of the evaluation results may be compromised. Assumptions will be documented and reviewed with the City. If information request response time has a negative impact on schedule or effort, Jacobs will communicate impacts with the City and reserves the right to request contract modification.
- III. City will provide all drawings, operational data, and other pertinent documentation information available and necessary to complete the scope of work outlined herein.

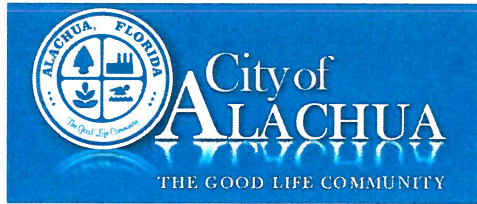
- The City will provide the anticipated capital improvement project electrical loads and demand factor for UMP evaluation.
- IV. If needed, the City will provide facility personnel familiar with electrical systems to escort Jacobs staff and/or provide historical knowledge of the electrical system.
 - V. Jacobs will have access to all previous facility and utility infrastructure related studies and analysis prepared.
 - VI. Jacobs is not responsible for verifying the accuracy of information provided. If information is suspect, Jacobs will bring it to the attention of the City for review and confirmation.
 - VII. Capital Cost Estimates will be developed to a Class 5 level, categorized as a -50% to +100% range.
 - VIII. The development of detailed engineering design packages are not included within basic services.
 - IX. No type of survey, subsurface evaluations, or permitting efforts are included within this scope of work. All site environmental, endangered species and archeological related studies are not anticipated and excluded from the Base Scope of Services.
 - X. Basic Services assumes the use of ETAP for electrical system modeling. Scope of work does not include licensing costs associated with the City's accounts.

City of Alachua
Electrical Systems Modeling and Master Planning

Manhour Summary/Staffing Profile

	MOP	PM	Admin	Project Controls	Sr. Electrical Engr	Sr. Electrical Engr	Electrical Engr	Sr. Designer
Rate Structure	\$280	\$161	\$79	\$161	\$161	\$161	\$120	\$85
Scope of Work								
General								
MOP	40							
PM		240						
Admin			20					
PC				10				
Modeling								
ETap Model Development						20	160	
Data Input						20	100	
Data Verification					60	50	10	
QC & Update					10	10	20	
Master Planning								
Capital Improvement Project Coordination						5	20	
System Evaluation					20	60		
UMP Report Development			40			10	80	40
Cost Estimates					5	40		
Cash Flow						80	40	
QC					20	5	40	10
Subtotal Hours	40	240	60	10	115	300	470	50
Submittal Fee	11,200	38,640	4,740	1,610	18,515	48,300	56,400	4,250

Professional Services Fee	\$	183,655
Reimbursable Expenses	\$	9,152
Total - Proposed Fee	\$	192,807



City Commission Meeting Sign In September 13, 2021

	Name <i>(Please Print)</i>
<i>(Please Print)</i> Stephanie Anuszcwsla	<i>(Please Print)</i> Timmy Anuszcwsla
<i>(Please Print)</i> Megan Waus	<i>(Please Print)</i>
<i>(Please Print)</i> Cap Wilson Coa	<i>(Please Print)</i>
<i>(Please Print)</i> Michele Grosz	<i>(Please Print)</i>
<i>(Please Print)</i> EAGrosz	<i>(Please Print)</i>
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