



CITY COMMISSION - CITY OF WILDWOOD

Mayor/Commissioner – Ed Wolf – Seat 1

Mayor Pro Tem/Commissioner – Pamala Harrison-Bivins – Seat 2

Joe Elliott – Seat 3

Marcos Flores – Seat 4

Julian Green – Seat 5

Jason McHugh – City Manager

Agenda

Regular Meeting

November 14, 2022 9:00 AM

City Hall Commission Chamber

100 N Main Street

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Department, ADA Coordinator, at 352-330-1330, Ext. 102, forty-eight (48) hours in advance of the meeting.

F.S.S. 286.0105A - If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and that for such purpose they may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Wildwood DOES NOT provide this verbatim record.

1. Call to Order

2. Consent Agenda/Informational Items

(A consent agenda may be presented by the Mayor at the beginning of a meeting. Items may be removed from the consent agenda on the request of any one Commissioner. Items not removed may be adopted by general consent without debate. Removed items may be either taken up immediately after the consent agenda or placed later on the agenda at the discretion of the Commission.)

A. *EXPENDITURE REPORT*

B. *MINUTES FOR APPROVAL: SEPTEMBER 26, 2022 REGULAR COMMISSION MEETING*

C. *MINUTES FOR APPROVAL: OCTOBER 10, 2022 REGULAR COMMISSION*

MEETING

D. *SP 2108-002 ASHLEY FURNITURE - WILDWOOD*

E. *BUDGETED FINANCIAL ITEMS*

1. *WATER METER PURCHASE FOR ZORA IN THE AMOUNT OF \$21,547.24*
2. *OXIDATION DITCH MIXER PURCHASE IN THE AMOUNT OF \$31,500.00*

3. Presentations and/or Proclamations

4. Public Hearings - Timed

- A. ***ORDINANCE NO. O2022-94 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 7.72 ACRES LOCATED APPROXIMATELY 0.38 MILES SOUTH OF E C 470 AND AT THE SOUTHWEST INTERSECTION OF E C 470 AND SE 88TH TERRACE IN SECTION 13, TOWNSHIP 20 SOUTH, RANGE 23 EAST; WHICH IS CONTIGUOUS TO THE CITY LIMITS OF THE CITY OF WILDWOOD AND LOCATED IN THE CITY'S JOINT PLANNING AREA; PROVIDING THAT SECTION 1-14 OF THE CITY OF WILDWOOD CODE OF ORDINANCES IS AMENDED TO INCLUDE THE ANNEXED PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

AN 2209-004 VOSO 10th Amendment

PARCELS K13-010 & K13-015

The applicant, The Villages Land Company, LLC, has submitted a voluntary annexation application for parcels K13-010 and K13-015. The property to be annexed totals 7.72 acres MOL. Parcel K13-010 is located approximately 0.38 miles south of E C 470 and parcel K13-015 is located at the southwest intersection of E C 470 and SE 88th Terrace.

Staff recommends approval.

- B. ***ORDINANCE NO. O2022-84 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROPOSING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IN ACCORDANCE WITH THE COMMUNITY PLANNING ACT OF 2011, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

CP 2208-001 Commander's Pointe

PARCEL C13-109

The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Low Density Residential & Neighborhood Commercial (City) to High Density Residential and Commercial (City) for the parcels listed above on 47.47 acres MOL. This request is accompanied by rezoning request RZ 2208-001.

Special Magistrate recommends approval.

- C. ***ORDINANCE NO. O2022-85 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA; PROPOSING A ZONING MAP AMENDMENT TO THE OFFICIAL ZONING MAP IN ACCORDANCE WITH SECTIONS 3.2 AND 3.3 OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

RZ 2208-001 Commander's Pointe

PARCEL C13-109

The applicant seeks approval from the City Commission for a Zoning Map Amendment to change the zoning C-2A (City) to R-5 & C-3 (City) for the parcels listed above on 47.47 acres MOL. This request is accompanied by a concurrent Small Scale Comprehensive Plan amendment CP 2208-001.

Special Magistrate recommends approval, subject to approval of O2022-84, which establishes a Future Land Use appropriate to the proposed zoning.

5. **Public Forum - 4 minute time limit**
6. **Ordinances First Reading Only (No Vote)**

- A. ***ORDINANCE NO. O2022-95 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 5 ACRES LOCATED ALONG E C 470, SOUTH AND EAST OF CR 500 AND APPROXIMATELY 0.5 MILES WEST OF MARSH BEND TRAIL, IN SECTION 9, TOWNSHIP 20 NORTH, RANGE 23 EAST; WHICH IS CONTIGUOUS TO THE CITY LIMITS OF THE CITY OF WILDWOOD AND LOCATED IN THE CITY'S JOINT PLANNING AREA; PROVIDING THAT SECTION 1-14 OF THE CITY OF WILDWOOD CODE OF ORDINANCES IS AMENDED TO INCLUDE THE ANNEXED PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

AN 2209-002 A&A Plaza

Parcel K09A004

The owner/applicant, A&A Brothers LLC seeks approval from the Commission for a voluntary annexation application for the parcel listed above on 5 acres MOL.

Staff recommends approval.

- B. ***ORDINANCE NO. O2022-92 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROPOSING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IN ACCORDANCE WITH THE COMMUNITY PLANNING ACT OF 2011, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

CP 2208-002 Twisted Oaks Multi-Family

Parcels D31-016, D31-002 & D31-003

The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Commercial (City) to High Density Residential and Commercial (City) for the parcels listed above on 19.15 acres residential MOL and 3.12 acres commercial MOL. This request is accompanied by rezoning request RZ 2208-002.

Special Magistrate recommends approval.

- C. ***ORDINANCE NO. O2022-93 - AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA; PROPOSING A ZONING MAP AMENDMENT TO THE OFFICIAL ZONING MAP IN ACCORDANCE WITH SECTIONS 3.2 AND 3.3 OF THE LAND DEVELOPMENT REGULATIONS; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.***

RZ 2208-002 Twisted Oaks Multi-Family

Parcels D31-016, D31-002 & D31-003

The applicant seeks approval from the City Commission for a Zoning Map Amendment to change the zoning from C-3 (City) to R-5 & C-3 (City) for the parcels listed above on 21.24 acres MOL. This request is accompanied by a concurrent Small Scale Comprehensive Plan amendment CP 2208-002.

Special Magistrate recommends approval, subject to approval of O2022-92, which establishes a Future Land Use appropriate to the proposed zoning.

7. Resolutions for Approval

- A. ***RESOLUTION NO. R2022-30 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA AMENDING POLICY 6.4 "EMPLOYEE TRAVEL AND OTHER OFFICIAL EXPENDITURES"***

COMPENSATION PLAN” OF THE PERSONNEL RULES AND REGULATIONS; PROVIDING FOR AN EFFECTIVE DATE.

Update of Travel Policy in Personnel Policy and Procedure Manual

Staff recommends approval.

- B. ***RESOLUTION NO. R2022-31 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA DECLARING CERTAIN VEHICLES AS SURPLUS, DETERMINING THAT CERTAIN VEHICLES ARE TO BE DISPOSED OF THROUGH DONATION TO CEDAR KEY, A FLORIDA MUNICIPAL CORPORATION; PROVIDING FOR AN EFFECTIVE DATE.***

Surplus of Two Police Vehicles

Staff recommends approval.

8. Financial & Contracts & Agreements

- A. *PURCHASE THIRTY-SIX (36) TASERS FOR THE POLICE DEPARTMENT IN THE AMOUNT OF \$38,664.00*
- B. *WASTEWATER TREATMENT PLANT PRETREATMENT SAMPLING IN THE AMOUNT OF \$20,755.00*
- C. *FUNDING APPROVAL FOR STORMWATER MAINTENANCE AND INSPECTION SERVICES*
- D. *MLK SPLASH PAD PAY APP # 2 IN THE AMOUNT OF \$65,868.69*
- E. *KIMLEY-HORN WORK AUTHORIZATION #42 FOR HUEY STREET DRAINAGE AND PARKING IMPROVEMENTS IN THE AMOUNT OF \$40,900.00*
- F. *KIMLEY HORN AMENDMENT #1 TO WORK AUTHORIZATION #18 FOR HUEY ST IN THE AMOUNT OF \$39,900.00*
- G. *PROFESSIONAL SERVICES AGREEMENT WITH CPH FOR HVAC REPLACEMENT PROJECTS IN THE AMOUNT OF \$44,180.00*
- H. *MUNICIPAL SERVICES COMPLEX PAY APP #18 IN THE AMOUNT OF \$132,401.50*
- I. *TRANSPORTATION MITIGATION AGREEMENT BETWEEN TURKEY RUN 2, LLC, REFERRED TO AS "TURKEY RUN", THE CITY OF WILDWOOD, FLORIDA, AND SUMTER COUNTY, FLORIDA*
- J. *RFP 2022-12 CLASSIFICATION & COMPENSATION STUDY AWARD APPROVAL*

9. **General Items for Consideration/Discussion and Other Business**

10. **Appointments**

11. **City Manager Reports**

12. **Other Department Reports**

A. *PROMOTION OF DETECTIVE DAVID CLARKSON TO DETECTIVE
SERGEANT*

13. **Commission Members Reports**

14. **City Attorney Reports**

15. **Adjournment**

Upcoming Events

November 19, 2022 - Thanksgiving 5k Fun Run and Luncheon at Millennium Park
at 9am

November 24, 2022 - City Hall Closed for Thanksgiving

November 25, 2022 - City Hall Closed

November 28, 2022 - City Commission Meeting at 7pm

November 14, 2022 9:00 AM

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING NOVEMBER 14 2022

Revenue Account Range: First	to Last	Include Non-Anticipated: No	Year To Date As Of: 11/30/22
Expend Account Range: First	to Last	Include Non-Budget: No	Current Period: 11/01/22 to 11/30/22
Print Zero YTD Activity: No			Prior Year As Of: 11/30/22

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
001-311-1000	AD VALOREM TAXES	9,433,626.77	12,767,400.00	0.00	449.44	12,766,950.56-	0
001-312-4100	LOCAL OPTION GAS TAX	521,726.98	550,510.00	0.00	52,819.89	497,690.11-	10
001-312-6000	DISCRETIONARY/LOCAL GOVT. INFRA	2,772,790.28	2,912,630.00	0.00	228,183.48	2,684,446.52-	8
001-313-1000	FRANCHISE TAX-/PROGRESS ENERGY SVCS	820,174.41	800,000.00	0.00	94,644.16	705,355.84-	12
001-313-1010	FRANCHISE TAX- SECO	985,096.41	950,000.00	0.00	124,696.17	825,303.83-	13
001-313-4080	LEESBURG ELECTRIC FRANCHISE FEE	39,504.63	35,000.00	0.00	8,285.35	26,714.65-	24
001-313-4160	FRANCHISE TAX- TECO/PEOPLES GAS	208,753.61	250,000.00	0.00	21,726.99	228,273.01-	9
001-313-4170	FENNEY WATER CONS AUTHORITY-UTILITY TAX	48,568.46	45,000.00	0.00	4,969.06	40,030.94-	11
001-313-4180	LEESBURG GAS FRANCHISE FEE	42,579.14	45,000.00	0.00	4,215.66	40,784.34-	9
001-313-4190	SOUTH SUMTER UTILITY COMPANY FRANCHISE	233,478.40	275,000.00	0.00	0.00	275,000.00-	0
001-313-5000	FRANCHISE TAX- WASTE MGMNT-REFUSE SVCS	188,118.87	190,000.00	0.00	3,337.08	186,662.92-	2
001-313-5001	TRI-COUNTY SANITATION FRANCHISE FEE	216,817.32	250,000.00	0.00	22,916.76	227,083.24-	9
001-313-5003	FRANCHISE FEE - SEWWC	207,750.44	245,000.00	0.00	20,790.85	224,209.15-	8
001-314-1000	UTILITY TAX-PROGRESS ENERGY SVCS.	709,042.04	690,000.00	0.00	91,545.27	598,454.73-	13
001-314-1010	UTILITY TAX-SUMTER ELECTRIC	932,060.10	930,000.00	0.00	90,239.71	839,760.29-	10
001-314-3000	UTILITY TAX-WATER SALES	116,647.62	110,000.00	0.00	0.00	110,000.00-	0
001-314-3002	THE VILLAGES-5% WATER UTILITY TAX	209,019.94	250,000.00	0.00	17,670.09	232,329.91-	7
001-314-3003	CENTRAL SUMTER UTILITY CO. LLC	74,066.87	125,000.00	0.00	38,297.98	86,702.02-	31
001-314-4000	UTILITY TAX-SUBURBAN PROPANE	13,795.71	15,000.00	0.00	1,151.98	13,848.02-	8
001-314-4030	FERRELLGAS LP	1,603.55	1,000.00	0.00	115.16	884.84-	12
001-314-4040	CIRCLE K STORES	210.93	200.00	0.00	0.00	200.00-	0
001-314-4080	LEESBURG ELECTRIC UTILITY TAX	30,350.78	30,000.00	0.00	6,356.53	23,643.47-	21
001-314-4081	LEESBURG GAS UTILITY TAX	62,769.16	60,000.00	0.00	6,132.25	53,867.75-	10
001-314-4100	INTERCONN RESOURCES LLC	25,821.93	30,000.00	0.00	1,727.78	28,272.22-	6
001-314-4150	CVS	389.42	200.00	0.00	53.41	146.59-	27
001-314-4151	AMERIGAS PROPANE	9,120.14	8,000.00	0.00	744.25	7,255.75-	9
001-314-4152	LOWE'S PROPANE TAX	2,123.63	1,500.00	0.00	303.01	1,196.99-	20
001-314-4160	TECO-PEOPLES GAS	237,853.89	250,000.00	0.00	24,728.27	225,271.73-	10
001-314-4162	GAS SOUTH UTILITY TAX	335.05	300.00	0.00	21.62	278.38-	7
001-314-4190	SOUTH SUMTER UTILITY CO UTILITY TAX	94,896.01	85,000.00	0.00	0.00	85,000.00-	0
001-314-4191	PUBLIX UTILITY TAX	932.43	500.00	0.00	87.17	412.83-	17
001-314-9010	STATE COMMUNICATIONS TAX	499,413.36	500,000.00	0.00	44,618.50	455,381.50-	9
001-335-1200	STATE REVENUE SHARING	628,683.58	652,660.00	0.00	53,133.33	599,526.67-	8

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING NOVEMBER 14 2022

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
001-335-1400	MOBILE HOME LICENSES	16,437.90	10,000.00	0.00	369.74	9,630.26-	4
001-335-1600	STATE BEVERAGE LICENSES	7,462.21	8,500.00	0.00	6,605.69	1,894.31-	78
001-335-1800	1/2 CENT SALES TAX	1,332,172.60	1,508,170.00	0.00	146,188.77	1,361,981.23-	10
001-339-1000	SOUTH SUMTER UTILITY PILOT FEES	5,582.80	0.00	0.00	0.00	0.00	0
001-341-2006	COMMUNITY DEVELOPMENT SERVICES	844,761.41	500,000.00	5,880.00	55,084.41	444,915.59-	11
001-341-2010	TREE MITIGATION PERMITS	25,584.00	0.00	0.00	150.00	150.00	0
001-347-5300	BUILDING RENTAL-WILDWOOD COMMUNITY CENTE	74,972.48	50,000.00	0.00	10,262.04	39,737.96-	21
001-347-5304	COMMUNITY CENTER STAFF FEES	150.00-	100.00	0.00	0.00	100.00-	0
001-347-5305	BUILDING RENTAL-OXFORD COMMUNITY CENTER	7,747.58	5,000.00	0.00	460.00	4,540.00-	9
001-347-5306	BUILDING RENTAL-MLK JR COMMUNITY CENTER	1,693.87	1,500.00	0.00	170.00	1,330.00-	11
001-347-5307	OUTDOOR BUILDING RENTALS	46.10	100.00	0.00	10.00	90.00-	10
001-347-5308	OPEN SPACE RENTALS	354.97	100.00	0.00	0.00	100.00-	0
001-350-1000	FINES	27,241.97	20,000.00	0.00	1,839.30	18,160.70-	9
001-351-1002	CODE ENFORCEMENT	1,825.29	1,000.00	0.00	137.52	862.48-	14
001-351-3000	POLICE-2ND DOLLAR FUND	2,900.28	1,500.00	0.00	193.77	1,306.23-	13
001-361-0000	INTEREST EARNINGS	85,937.51	5,000.00	0.00	0.00	5,000.00-	0
001-369-0000	OTHER MISCELLANEOUS REVENUE	6,413.14	10,000.00	0.00	169.37	9,830.63-	2
001-369-0010	STATE HIGHWAY LIGHTING AGREEMENT	17,247.78	17,765.00	0.00	0.00	17,765.00-	0
001-369-0012	FDOT HIGHWAY MAINTENANCE AGREEMENT	15,500.08	13,440.00	0.00	0.00	13,440.00-	0
001-369-0050	AUCTION PROCEEDS	9,972.00	10,000.00	0.00	0.00	10,000.00-	0
001-369-0052	SPONSORSHIPS	1,265.00	1,000.00	0.00	0.00	1,000.00-	0
001-369-0058	DONATIONS	17,515.70	0.00	0.00	50.00	50.00	0
001-369-0075	MULTI-PURPOSE FIELD RENTAL	0.00	100.00	0.00	0.00	100.00-	0
001-369-0076	BASEBALL FIELD RENTAL	3,329.84	1,000.00	0.00	660.00	340.00-	66
001-369-0078	FIELD PREPARATION FEES	345.00	100.00	0.00	0.00	100.00-	0
001-369-0792	PROGRAM REGISTRATION FEES	29,002.57	15,000.00	0.00	4,115.00	10,885.00-	27
001-369-0794	CONCESSION / VENDOR FEES	100.00	100.00	0.00	0.00	100.00-	0
001-369-0796	SPECIAL EVENT REGISTRATION FEES	1,320.00	1,500.00	0.00	60.00	1,440.00-	4
001-369-2100	POLICE DEPT MISCELLANEOUS REVENUE	4,794.00	1,500.00	0.00	450.80	1,049.20-	30
001-369-3700	MISCELLANEOUS POLICE DONATIONS	0.00	100.00	0.00	0.00	100.00-	0
001-369-3748	MISC. GRANTS/VESTS	2,325.00	0.00	0.00	0.00	0.00	0
001-369-4000	FUEL TAX REFUND	7,631.68	6,500.00	0.00	0.00	6,500.00-	0
001-380-1000	OTHR FINANCING SOURCE-INSURANCE PROCEEDS	67,736.50	0.00	0.00	0.00	0.00	0
001-380-1001	OTHER FINANCING SOURCE-COUNTY REIMBURSE	90,804.00	0.00	0.00	0.00	0.00	0
001-382-1010	TRANSFER FROM INDUSTRIAL PARK	10,000.00	10,000.00	0.00	0.00	10,000.00-	0
001-382-1013	TRANSFER FROM LAW ENFORCEMENT IMP FEES	412,800.00	412,800.00	0.00	0.00	412,800.00-	0
001-389-5000	NON-OPERATIONAL CASH FORWARD-GEN FUND	0.00	5,806,015.00	0.00	0.00	5,806,015.00-	0

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING NOVEMBER 14 2022

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
	001 GENERAL FUND Revenue Total	22,500,795.12	31,472,790.00	5,880.00	1,190,937.61	30,281,852.39-	4
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-511-00-0000	LEGISLATIVE- CITY COMMISSION:	0.00	0.00	0.00	0.00	0.00	0
001-511-10-1200	SALARIES	42,528.84	48,910.00	3,544.07	8,755.60	40,154.40	18
001-511-10-2100	FICA EXPENSE	3,253.32	3,750.00	271.11	669.78	3,080.22	18
001-511-10-2200	RETIREMENT	22,461.75	27,880.00	2,020.11	4,238.81	23,641.19	15
001-511-10-2300	LIFE & HEALTH INSURANCE	285.00	350.00	23.75	231.99	118.01	66
001-511-10-2600	WORKERS COMPENSATION INSURANCE	133.96	150.00	0.00	48.24	101.76	32
001-511-30-3100	PROFESSIONAL SERVICES	1,600.00	6,000.00	0.00	0.00	6,000.00	0
001-511-30-4000	TRAVEL & PER DIEM	6,205.44	7,000.00	0.00	0.00	7,000.00	0
001-511-30-4100	TELEPHONE EXPENSE	1,196.00	2,000.00	0.00	0.00	2,000.00	0
001-511-30-4110	IT LICENSING / EQUIPMENT	4,807.20	8,470.00	0.00	0.00	8,470.00	0
001-511-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
001-511-30-4900	MISC. EXPENSE & OTHER CURRENT	66.37	2,500.00	0.00	0.00	2,500.00	0
001-511-30-5100	OFFICE SUPPLIES	39.00	150.00	0.00	0.00	150.00	0
001-511-30-5200	OPERATING SUPPLIES	98.66	400.00	0.00	0.00	400.00	0
001-511-30-5400	SUBSCRIPTIONS/DUES	2,680.00	5,300.00	0.00	3,157.00	2,143.00	60
001-511-30-5500	TRAINING	1,650.00	2,650.00	0.00	0.00	2,650.00	0
001-511-60-6300	CAPITAL IMPROVEMENT-OTHER	5,698.00	0.00	0.00	0.00	0.00	0
	511 LEGISLATIVE- CITY COMMISSION:	92,703.54	116,010.00	5,859.04	17,101.42	98,908.58	15
001-512-00-0000	EXECUTIVE- CITY MANAGER:	0.00	0.00	0.00	0.00	0.00	0
001-512-10-1200	SALARIES	273,116.15	448,710.00	14,394.33	46,477.43	402,232.57	10
001-512-10-1300	OVERTIME	69.81	0.00	0.00	0.00	0.00	0
001-512-10-1500	SICK LEAVE	6,172.52	0.00	87.98	87.98	87.98-	0
001-512-10-1600	VACATION PAY	12,418.17	0.00	2,302.25	5,764.02	5,764.02-	0
001-512-10-1800	HOLIDAY PAY	12,853.78	0.00	0.00	0.00	0.00	0
001-512-10-2100	FICA EXPENSE	23,215.10	34,330.00	1,276.37	3,980.25	30,349.75	12
001-512-10-2200	RETIREMENT	81,799.65	110,900.00	4,181.61	13,190.05	97,709.95	12
001-512-10-2210	BENEFIT ADMIN FEES	58.50	0.00	0.00	0.00	0.00	0
001-512-10-2300	LIFE & HEALTH INSURANCE	24,071.20	46,800.00	2,750.50	6,275.25	40,524.75	13
001-512-10-2600	WORKERS COMPENSATION INSURANCE	446.58	500.00	0.00	160.82	339.18	32
001-512-30-3100	PROFESSIONAL SERVICES	36,956.41	125,000.00	0.00	0.00	125,000.00	0
001-512-30-3450	CLOTHING AND UNIFORMS	0.00	500.00	0.00	0.00	500.00	0

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING NOVEMBER 14 2022

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-512-30-4000	TRAVEL & PER DIEM	7,309.05	10,600.00	500.00	1,000.00	9,600.00	9
001-512-30-4100	TELEPHONE EXPENSE	2,788.94	4,500.00	0.00	159.36	4,340.64	4
001-512-30-4110	IT LICENSING / EQUIPMENT	2,890.83	11,840.00	0.00	0.00	11,840.00	0
001-512-30-4150	ADVERTISING/RECORDING EXPENSE	0.00	4,000.00	0.00	0.00	4,000.00	0
001-512-30-4200	POSTAGE/TRANSPORTATION FEES	6.76	500.00	22.70	22.70	477.30	5
001-512-30-4600	REPAIR & MAINTENANCE	946.22	5,800.00	0.00	100.45	5,699.55	2
001-512-30-4900	MISC. EXPENSE & OTHER CURRENT	501.71	1,000.00	0.00	0.00	1,000.00	0
001-512-30-5100	OFFICE SUPPLIES	338.18	2,000.00	1,131.36	1,468.01	531.99	73
001-512-30-5200	OPERATING SUPPLIES	593.17	7,250.00	0.00	9.20	7,240.80	0
001-512-30-5400	SUBSCRIPTIONS/DUES	3,846.24	5,650.00	0.00	0.00	5,650.00	0
001-512-30-5500	TRAINING	2,137.51	9,000.00	0.00	598.00	8,402.00	7
001-512-60-6400	CAP. IMPROVEMENT-MACHINERY	0.00	5,200.00	0.00	0.00	5,200.00	0
512 EXECUTIVE- CITY MANAGER:		492,536.48	834,080.00	26,647.10	79,293.52	754,786.48	10
001-513-00-0000	CLERK/FINANCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-513-10-1200	SALARIES	217,658.11	283,920.00	8,485.56	22,816.17	261,103.83	8
001-513-10-1300	OVERTIME	24.88	500.00	0.00	0.00	500.00	0
001-513-10-1500	SICK LEAVE	6,549.71	0.00	73.61	1,827.55	1,827.55-	0
001-513-10-1600	VACATION PAY	16,092.88	0.00	120.93	1,024.21	1,024.21-	0
001-513-10-1800	HOLIDAY PAY	10,401.00	0.00	0.00	0.00	0.00	0
001-513-10-2100	FICA EXPENSE	19,180.82	21,760.00	664.03	1,963.60	19,796.40	9
001-513-10-2200	RETIREMENT	32,312.84	37,280.00	1,192.75	3,528.42	33,751.58	9
001-513-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
001-513-10-2300	LIFE & HEALTH INSURANCE	35,524.88	46,800.00	1,437.09	4,305.91	42,494.09	9
001-513-10-2500	UNEMPLOYMENT COMPENSATION	0.00	500.00	0.00	0.00	500.00	0
001-513-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	0.00	321.63	678.37	32
001-513-30-3100	PROFESSIONAL SERVICES	12,762.90	17,750.00	0.00	0.00	17,750.00	0
001-513-30-3200	ACCOUNTING/AUDITING FEE	18,500.00	19,250.00	0.00	0.00	19,250.00	0
001-513-30-3400	OTHER CONTRACTUAL SERVICES	2,720.05	14,800.00	1,029.16	1,150.16	13,649.84	8
001-513-30-4000	TRAVEL & PER DIEM	0.00	2,000.00	0.00	0.00	2,000.00	0
001-513-30-4100	TELEPHONE EXPENSE	3,480.22	6,300.00	0.00	195.26	6,104.74	3
001-513-30-4110	IT LICENSING / EQUIPMENT	32,428.68	37,540.00	0.00	16,238.52	21,301.48	43
001-513-30-4150	ADVERTISING/RECORDING EXPENSE	2,857.35	1,580.00	0.00	0.00	1,580.00	0
001-513-30-4200	POSTAGE/TRANSPORTATION FEES	4,347.60	3,150.00	0.00	0.00	3,150.00	0
001-513-30-4300	UTILITIES EXPENSE	18,321.51	27,300.00	0.00	1,449.15	25,850.85	5
001-513-30-4400	RENTAL & LEASING	2,983.75	3,900.00	0.00	169.54	3,730.46	4

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-513-30-4500	GENERAL INSURANCE	149,199.14	170,000.00	0.00	0.00	170,000.00	0
001-513-30-4600	REPAIR & MAINTENANCE	12,369.37	22,470.00	0.00	55.00	22,415.00	0
001-513-30-4900	MISC. EXPENSE & OTHER CURRENT	5,651.03	6,000.00	340.93	681.86	5,318.14	11
001-513-30-4910	ELECTION EXPENSES	0.00	500.00	0.00	0.00	500.00	0
001-513-30-5100	OFFICE SUPPLIES	4,216.10	3,600.00	0.00	810.91	2,789.09	23
001-513-30-5200	OPERATING SUPPLIES	7,147.80	7,050.00	19.98	434.09	6,615.91	6
001-513-30-5400	SUBSCRIPTIONS/DUES	432.50	1,180.00	0.00	150.00	1,030.00	13
001-513-30-5500	TRAINING	1,818.00	3,360.00	0.00	299.00	3,061.00	9
001-513-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	7,560.00	0.00	0.00	7,560.00	0
001-513-70-7100	DEBT SERVICE/CITY HALL-PRINCIPAL	109,873.75	112,595.00	0.00	0.00	112,595.00	0
001-513-70-7200	DEBT SERVICE/CITY HALL-INTEREST	24,553.79	21,835.00	0.00	0.00	21,835.00	0
001-513-70-7500	DEBT SERVICE/POLICE STATION-PRINCIPAL	223,552.49	229,425.00	0.00	0.00	229,425.00	0
001-513-70-7550	DEBT SERVICE/POLICE STATION-INTEREST	68,058.21	62,185.00	0.00	0.00	62,185.00	0
001-513-70-7600	DEBT SERV/2018 GEN FUND PROJ LOAN-PRINCP	327,167.69	333,315.00	0.00	165,881.67	167,433.33	50
001-513-70-7650	DEBT SERV/2018 GEN FUND PROJ LOAN-INTRST	95,401.31	89,270.00	0.00	45,385.60	43,884.40	51
513 CLERK/FINANCE DEPARTMENT:		1,466,535.50	1,595,675.00	13,364.04	268,688.25	1,326,986.75	17
001-516-00-0000	DEVELOPMENT SERVICES:	0.00	0.00	0.00	0.00	0.00	0
001-516-10-1200	SALARIES	469,376.17	707,050.00	16,222.36	48,398.13	658,651.87	7
001-516-10-1300	OVERTIME	1,684.41	1,000.00	58.50	58.50	941.50	6
001-516-10-1500	SICK LEAVE	10,237.69	0.00	296.73	753.43	753.43-	0
001-516-10-1600	VACATION PAY	29,637.20	0.00	198.00	535.65	535.65-	0
001-516-10-1800	HOLIDAY PAY	19,472.89	0.00	0.00	0.00	0.00	0
001-516-10-2100	FICA EXPENSE	40,576.27	54,170.00	1,283.32	3,805.53	50,364.47	7
001-516-10-2200	RETIREMENT	76,419.65	105,520.00	2,479.12	7,358.89	98,161.11	7
001-516-10-2210	BENEFIT ADMIN FEES	211.50	0.00	0.00	0.00	0.00	0
001-516-10-2300	LIFE & HEALTH INSURANCE	70,554.20	107,640.00	3,665.87	9,033.71	98,606.29	8
001-516-10-2600	WORKERS COMPENSATION INSURANCE	1,339.72	1,500.00	0.00	482.45	1,017.55	32
001-516-30-3100	PROFESSIONAL SERVICES	487,518.20	525,000.00	90.00	90.00	524,910.00	0
001-516-30-3400	OTHER CONTRACTUAL SERVICES	1,361.24	14,500.00	0.00	0.00	14,500.00	0
001-516-30-3450	CLOTHING AND UNIFORMS	981.46	2,000.00	0.00	0.00	2,000.00	0
001-516-30-4000	TRAVEL & PER DIEM	4,014.91	24,650.00	0.00	0.00	24,650.00	0
001-516-30-4100	TELEPHONE EXPENSE	9,092.98	8,000.00	0.00	369.10	7,630.90	5
001-516-30-4110	IT LICENSING / EQUIPMENT	15,689.09	55,100.00	838.00	15,838.00	39,262.00	29
001-516-30-4150	ADVERTISING/RECORDING EXPENSE	33,762.20	25,000.00	0.00	1,114.00	23,886.00	4
001-516-30-4200	POSTAGE/TRANSPORTATION FEES	1,317.67	8,000.00	0.00	0.00	8,000.00	0

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001-516-30-4600	REPAIR & MAINTENANCE	3,417.08	6,000.00	0.00	0.00	6,000.00	0
001-516-30-4900	MISC. EXPENSE & OTHER CURRENT	273.06	10,000.00	0.00	0.00	10,000.00	0
001-516-30-4950	CODE ENFORCEMENT	2,738.41	51,500.00	0.00	0.00	51,500.00	0
001-516-30-5100	OFFICE SUPPLIES	2,250.71	10,000.00	0.00	66.87	9,933.13	1
001-516-30-5200	OPERATING SUPPLIES	15,236.35	10,000.00	227.03	502.69	9,497.31	5
001-516-30-5250	FUEL EXPENSE	1,957.56	2,500.00	0.00	0.00	2,500.00	0
001-516-30-5400	SUBSCRIPTIONS/DUES	2,383.95	3,980.00	0.00	154.43	3,825.57	4
001-516-30-5500	TRAINING	7,497.85	19,460.00	0.00	0.00	19,460.00	0
001-516-30-5550	LICENSING	10,961.10	0.00	0.00	0.00	0.00	0
001-516-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	18,000.00	2,350.00	10,313.00	7,687.00	57
001-516-60-6330	JPA COMP PLAN AMENDMENTS	15,033.63	0.00	0.00	0.00	0.00	0
001-516-60-6400	CAPITAL IMPROV.-MACHINERY/EQUIPMENT	39,090.00	0.00	0.00	0.00	0.00	0
516 DEVELOPMENT SERVICES:		1,374,087.15	1,770,570.00	27,708.93	98,874.38	1,671,695.62	6
001-518-00-0000	INFORMATION TECHNOLOGY DEPARTMENT	0.00	0.00	0.00	0.00	0.00	0
001-518-10-1200	SALARIES	109,722.55	190,330.00	6,316.61	19,089.15	171,240.85	10
001-518-10-1300	OVERTIME	41.47	0.00	0.00	0.00	0.00	0
001-518-10-1500	SICK LEAVE	6,520.75	0.00	0.00	248.80	248.80	0
001-518-10-1600	VACATION PAY	6,969.13	0.00	521.79	709.58	709.58	0
001-518-10-1800	HOLIDAY PAY	5,224.00	0.00	0.00	0.00	0.00	0
001-518-10-2100	FICA EXPENSE	9,828.87	14,570.00	523.14	1,533.65	13,036.35	11
001-518-10-2200	RETIREMENT	14,332.63	22,670.00	814.45	2,387.65	20,282.35	11
001-518-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
001-518-10-2300	LIFE & HEALTH INSURANCE	15,172.20	28,080.00	1,666.21	3,008.13	25,071.87	11
001-518-10-2600	WORKERS COMPENSATION INSURANCE	178.65	200.00	0.00	64.33	135.67	32
001-518-30-3100	PROFESSIONAL SERVICES	375.00	145,320.00	0.00	0.00	145,320.00	0
001-518-30-3400	OTHER CONTRACTUAL SERVICES	988.66	15,160.00	329.33	329.33	14,830.67	2
001-518-30-4000	TRAVEL & PER DIEM	0.00	7,500.00	0.00	0.00	7,500.00	0
001-518-30-4100	TELEPHONE EXPENSE	5,873.59	5,000.00	0.00	79.68	4,920.32	2
001-518-30-4110	IT LICENSING / EQUIPMENT	8,595.85	21,700.00	0.00	0.00	21,700.00	0
001-518-30-4200	POSTAGE/TRANSPORTATION FEES	8.26	250.00	0.00	0.00	250.00	0
001-518-30-4300	UTILITIES EXPENSE	1,758.96	2,300.00	0.00	0.00	2,300.00	0
001-518-30-4400	RENTAL & LEASING	0.00	500.00	0.00	0.00	500.00	0
001-518-30-4600	REPAIR & MAINTENANCE	75.01	4,000.00	0.00	0.00	4,000.00	0
001-518-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	8,000.00	0.00	0.00	8,000.00	0
001-518-30-5100	OFFICE SUPPLIES	203.59	900.00	0.00	251.07	648.93	28

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-518-30-5200	OPERATING SUPPLIES	7,769.60	15,000.00	0.00	61.17	14,938.83	0
001-518-30-5400	SUBSCRIPTIONS/DUES	355.00	2,500.00	0.00	0.00	2,500.00	0
001-518-30-5500	TRAINING	1,552.98	8,000.00	0.00	0.00	8,000.00	0
001-518-30-5550	LICENSING	47,110.77	30,000.00	0.00	0.00	30,000.00	0
001-518-60-6300	CAPITAL IMPROVEMENT-OTHER	13,771.91	0.00	0.00	0.00	0.00	0
001-518-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	17,215.00	16,000.00	0.00	0.00	16,000.00	0
518 INFORMATION TECHNOLOGY DEPARTMENT		273,698.43	537,980.00	10,171.53	27,762.54	510,217.46	5
001-519-00-0000	HUMAN RESOURCE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-519-10-1200	SALARIES	103,762.87	130,420.00	4,746.26	14,316.47	116,103.53	11
001-519-10-1300	OVERTIME	298.61	0.00	0.00	0.00	0.00	0
001-519-10-1500	SICK LEAVE	2,327.18	0.00	202.43	438.58	438.58-	0
001-519-10-1600	VACATION PAY	5,570.61	0.00	0.00	450.00	450.00-	0
001-519-10-1800	HOLIDAY PAY	4,608.81	0.00	0.00	0.00	0.00	0
001-519-10-2100	FICA EXPENSE	8,917.78	9,980.00	378.58	1,163.19	8,816.81	12
001-519-10-2200	RETIREMENT	12,983.32	15,540.00	589.39	1,810.93	13,729.07	12
001-519-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
001-519-10-2300	LIFE & HEALTH INSURANCE	15,291.36	18,720.00	717.87	2,163.11	16,556.89	12
001-519-10-2600	WORKERS COMPENSATION INSURANCE	98.26	110.00	0.00	35.38	74.62	32
001-519-30-3100	PROFESSIONAL SERVICES	1,056.00	60,000.00	0.00	0.00	60,000.00	0
001-519-30-3400	OTHER CONTRACTUAL SERVICES	863.04	6,400.00	329.32	349.32	6,050.68	5
001-519-30-4000	TRAVEL & PER DIEM	3,484.89	4,800.00	0.00	0.00	4,800.00	0
001-519-30-4100	TELEPHONE EXPENSE	5,005.64	4,750.00	0.00	79.68	4,670.32	2
001-519-30-4110	IT LICENSING / EQUIPMENT	19,496.92	20,530.00	5,267.92	16,209.80	4,320.20	79
001-519-30-4150	ADVERTISING/RECRUITING	4,730.00	5,700.00	25.00	100.00	5,600.00	2
001-519-30-4200	POSTAGE/TRANSPORTATION FEES	123.01	500.00	0.00	0.00	500.00	0
001-519-30-4300	UTILITIES EXPENSE	2,073.75	2,300.00	0.00	0.00	2,300.00	0
001-519-30-4400	RENTAL & LEASING	10.40	60.00	0.00	0.00	60.00	0
001-519-30-4600	REPAIR & MAINTENANCE	2,925.88	3,000.00	0.00	276.35	2,723.65	9
001-519-30-4800	EMPLOYEE PROGRAMS	6,724.51	8,000.00	0.00	0.00	8,000.00	0
001-519-30-4900	MISC. EXPENSE & OTHER CURRENT	519.40	1,000.00	0.00	16.00	984.00	2
001-519-30-5100	OFFICE SUPPLIES	1,076.85	2,900.00	0.00	80.59	2,819.41	3
001-519-30-5200	OPERATING SUPPLIES	1,034.38	2,800.00	0.00	18.40	2,781.60	1
001-519-30-5250	FUEL EXPENSE	533.82	700.00	0.00	0.00	700.00	0
001-519-30-5400	SUBSCRIPTIONS/DUES	1,023.24	1,380.00	0.00	0.00	1,380.00	0
001-519-30-5500	TRAINING	4,574.94	4,850.00	0.00	598.00	4,252.00	12

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001-519-30-5501	STAFF TRAINING PROGRAMS	1,780.05	5,000.00	0.00	0.00	5,000.00	0
	519 HUMAN RESOURCE DEPARTMENT:	210,949.52	309,440.00	12,256.77	38,105.80	271,334.20	12
001-521-00-0000	POLICE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
001-521-10-1200	SALARIES	1,952,135.38	3,539,580.00	82,948.26	292,991.63	3,246,588.37	8
001-521-10-1220	UNIFORM ALLOWANCE	13,980.00	14,820.00	0.00	1,120.00	13,700.00	8
001-521-10-1250	ON CALL	7,050.00	10,400.00	300.00	675.00	9,725.00	6
001-521-10-1260	SHIFT DIFFERENTIAL	14,061.06	20,080.00	446.40	1,522.32	18,557.68	8
001-521-10-1300	OVERTIME	117,487.00	157,000.00	4,258.10	11,961.64	145,038.36	8
001-521-10-1500	SICK LEAVE	72,320.99	0.00	3,893.85	6,293.43	6,293.43-	0
001-521-10-1600	VACATION PAY	101,695.36	0.00	5,750.83	15,807.84	15,807.84-	0
001-521-10-1700	INCENTIVE PAY	20,290.00	56,000.00	50.00	1,670.00	54,330.00	3
001-521-10-1800	HOLIDAY PAY	83,822.11	0.00	1,259.52	1,863.49	1,863.49-	0
001-521-10-1820	HOLIDAY PREMIUM	73,753.36	82,000.00	0.00	0.00	82,000.00	0
001-521-10-2100	FICA EXPENSE	188,389.65	295,680.00	7,566.41	25,543.81	270,136.19	9
001-521-10-2200	RETIREMENT	611,549.51	1,103,850.00	25,610.57	87,042.75	1,016,807.25	8
001-521-10-2210	BENEFIT ADMIN FEES	243.00	0.00	0.00	0.00	0.00	0
001-521-10-2300	LIFE & HEALTH INSURANCE	317,222.69	547,560.00	14,947.31	43,745.84	503,814.16	8
001-521-10-2500	UNEMPLOYMENT COMP. REIMBURSEMENT	2,817.24	0.00	0.00	0.00	0.00	0
001-521-10-2600	WORKERS COMPENSATION INSURANCE	58,053.22	65,000.00	0.00	20,906.00	44,094.00	32
001-521-30-3100	PROFESSIONAL SERVICES	10,155.99	48,000.00	0.00	0.00	48,000.00	0
001-521-30-3400	OTHER CONTRACTUAL SERVICES	12,915.35	26,800.00	1,399.66	1,529.66	25,270.34	6
001-521-30-3450	CLOTHING AND UNIFORMS	10,568.31	12,000.00	0.00	419.12	11,580.88	3
001-521-30-3500	INVESTIGATIONS	7,924.44	15,000.00	900.00	900.00	14,100.00	6
001-521-30-4000	TRAVEL & PER DIEM	4,507.60	9,000.00	0.00	0.00	9,000.00	0
001-521-30-4100	TELEPHONE EXPENSE	63,838.47	80,000.00	0.00	835.01	79,164.99	1
001-521-30-4110	IT LICENSING / EQUIPMENT	231,419.52	191,600.00	106.00	127,237.75	64,362.25	66
001-521-30-4200	POSTAGE/TRANSPORTATION FEES	288.24	3,000.00	0.00	0.00	3,000.00	0
001-521-30-4300	UTILITIES EXPENSE	84,593.03	54,000.00	65.43	148.61	53,851.39	0
001-521-30-4400	RENTAL & LEASING	2,115.43	10,500.00	0.00	5.99	10,494.01	0
001-521-30-4600	REPAIR & MAINTENANCE	57,011.44	70,000.00	96.83	3,260.03	66,739.97	5
001-521-30-4900	MISC. EXPENSE & OTHER CURRENT	876.65-	4,000.00	0.00	0.00	4,000.00	0
001-521-30-4960	BOOT ALLOWANCE	2,127.90	4,600.00	0.00	404.21	4,195.79	9
001-521-30-5100	OFFICE SUPPLIES	773.09	5,000.00	0.00	0.00	5,000.00	0
001-521-30-5200	OPERATING SUPPLIES	55,343.83	83,000.00	0.00	1,937.17	81,062.83	2
001-521-30-5250	FUEL EXPENSE	161,988.94	195,000.00	0.00	0.00	195,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
001-521-30-5400	SUBSCRIPTIONS/DUES	1,343.48	3,000.00	0.00	0.00	3,000.00	0
001-521-30-5500	TRAINING	30,458.06	40,000.00	0.00	6,217.41	33,782.59	16
001-521-60-6300	CAPITAL IMPROVEMENT-OTHER	0.00	320,000.00	0.00	0.00	320,000.00	0
001-521-60-6400	CAP. IMPROVEMENT-MACHINERY	185,188.49	222,840.00	0.00	0.00	222,840.00	0
001-521-70-7100	2018 POLICE CARS CAP LEASE-PRINCIPAL	57,524.09	0.00	0.00	0.00	0.00	0
001-521-70-7200	2018 POLICE CARS CAP LEASE-INTEREST	4,170.32	0.00	0.00	0.00	0.00	0
521 POLICE DEPARTMENT:		4,618,249.94	7,289,310.00	149,599.17	654,038.71	6,635,271.29	9
001-541-00-0000	PUBLIC WORKS/STREET DEPT.	0.00	0.00	0.00	0.00	0.00	0
001-541-10-1200	SALARIES	786,046.11	1,256,900.00	32,313.02	116,455.42	1,140,444.58	9
001-541-10-1250	ON CALL	3,900.00	3,900.00	150.00	450.00	3,450.00	12
001-541-10-1300	OVERTIME	12,544.80	12,000.00	275.85	933.44	11,066.56	8
001-541-10-1500	SICK LEAVE	39,374.25	0.00	1,967.36	2,950.15	2,950.15-	0
001-541-10-1600	VACATION PAY	45,392.03	0.00	1,934.59	5,300.34	5,300.34-	0
001-541-10-1800	HOLIDAY PAY	35,068.54	0.00	119.17	216.67	216.67-	0
001-541-10-2100	FICA EXPENSE	70,586.10	97,370.00	2,804.48	9,639.45	87,730.55	10
001-541-10-2200	RETIREMENT	108,496.47	172,760.00	5,453.85	18,745.16	154,014.84	11
001-541-10-2210	BENEFIT ADMIN FEES	27.00	0.00	0.00	0.00	0.00	0
001-541-10-2300	LIFE & HEALTH INSURANCE	137,294.00	234,000.00	8,908.32	20,626.63	213,373.37	9
001-541-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,000.00	0.00	0.00	2,000.00	0
001-541-10-2600	WORKERS COMPENSATION INSURANCE	17,862.46	20,000.00	0.00	6,432.62	13,567.38	32
001-541-30-3100	PROFESSIONAL SERVICES	89,981.55	198,000.00	0.00	7,000.00	191,000.00	4
001-541-30-3400	OTHER CONTRACTUAL SERVICES	100,675.83	378,100.00	0.00	27,049.00	351,051.00	7
001-541-30-3440	RIGHT-OF-WAY MAINTENANCE	108,099.00	265,000.00	0.00	0.00	265,000.00	0
001-541-30-3450	CLOTHING AND UNIFORMS	8,393.87	8,000.00	0.00	573.54	7,426.46	7
001-541-30-4000	TRAVEL & PER DIEM	591.73	5,500.00	0.00	4.92	5,495.08	0
001-541-30-4100	TELEPHONE EXPENSE	17,623.27	24,600.00	0.00	406.10	24,193.90	2
001-541-30-4110	IT LICENSING / EQUIPMENT	29,537.40	80,400.00	0.00	582.89	79,817.11	1
001-541-30-4200	POSTAGE/TRANSPORTATION FEES	49.14	100.00	0.00	29.61	70.39	30
001-541-30-4300	UTILITIES EXPENSE	23,530.44	23,200.00	0.00	0.00	23,200.00	0
001-541-30-4350	VILLAGES STREET LIGHTING	423,325.91	470,000.00	2,618.79	2,618.79	467,381.21	1
001-541-30-4400	RENTAL & LEASING	1,685.87	7,575.00	0.00	154.99	7,420.01	2
001-541-30-4600	REPAIR & MAINTENANCE	32,147.82	51,200.00	107.76	1,281.90	49,918.10	2
001-541-30-4601	REPAIR & MAINTENANCE - BUILDINGS	11,562.67	25,000.00	0.00	0.00	25,000.00	0
001-541-30-4900	MISC. EXPENSE & OTHER CURRENT	18.92	3,000.00	0.00	0.00	3,000.00	0
001-541-30-4940	LANDFILL DISPOSAL FEES	2,446.05	5,000.00	0.00	411.67	4,588.33	8

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001-541-30-4960	BOOT ALLOWANCE	2,493.28	4,025.00	0.00	1,326.84	2,698.16	33
001-541-30-5100	OFFICE SUPPLIES	2,389.14	3,000.00	0.00	152.82	2,847.18	5
001-541-30-5200	OPERATING SUPPLIES	59,736.59	70,000.00	0.00	8,292.54	61,707.46	12
001-541-30-5250	FUEL EXPENSE	38,832.19	45,000.00	0.00	0.00	45,000.00	0
001-541-30-5400	SUBSCRIPTIONS/DUES	1,349.87	9,225.00	0.00	650.00	8,575.00	7
001-541-30-5500	TRAINING	13,759.37	19,080.00	0.00	1,168.00	17,912.00	6
001-541-60-6115	CITY HALL / ANNEX REHAB	60,663.05	50,000.00	0.00	13.56	49,986.44	0
001-541-60-6210	PUBLIC WORKS BUILDING	0.00	9,700.00	6,308.00	6,308.00	3,392.00	65
001-541-60-6400	CAP. IMPROVEMENT-MACHINERY	106,377.50	202,000.00	0.00	75,482.00	126,518.00	37
001-541-60-6681	PRINCIPAL-EQUIPMENT LEASE	46,316.72	28,200.00	0.00	28,171.17	28.83	100
001-541-60-6691	INTEREST-EQUIPMENT LEASE	4,091.49	2,165.00	0.00	2,160.33	4.67	100
541 PUBLIC WORKS/STREET DEPT.		2,442,270.43	3,786,000.00	62,961.19	345,588.55	3,440,411.45	9
001-549-00-0000	FLEET MAINTENANCE DEPT:	0.00	0.00	0.00	0.00	0.00	0
001-549-10-1200	SALARIES	160,093.51	245,440.00	7,220.61	23,065.97	222,374.03	9
001-549-10-1210	SPECIAL PAY	0.00	1,500.00	0.00	0.00	1,500.00	0
001-549-10-1500	SICK LEAVE	3,984.32	0.00	140.00	213.01	213.01-	0
001-549-10-1600	VACATION PAY	12,787.72	0.00	0.00	1,091.00	1,091.00-	0
001-549-10-1800	HOLIDAY PAY	7,001.01	0.00	318.07	318.07	318.07-	0
001-549-10-2100	FICA EXPENSE	14,065.54	18,900.00	587.42	1,888.64	17,011.36	10
001-549-10-2200	RETIREMENT	20,478.95	29,420.00	914.53	2,940.35	26,479.65	10
001-549-10-2300	LIFE & HEALTH INSURANCE	30,260.16	46,800.00	1,428.82	4,305.46	42,494.54	9
001-549-10-2600	WORKERS COMPENSATION INSURANCE	6,966.43	7,800.00	0.00	2,508.73	5,291.27	32
001-549-30-3100	PROFESSIONAL SERVICES	0.00	500.00	0.00	0.00	500.00	0
001-549-30-3400	OTHER CONTRACTUAL SERVICES	220.00	2,800.00	0.00	0.00	2,800.00	0
001-549-30-3450	CLOTHING AND UNIFORMS	2,338.53	3,500.00	0.00	176.23	3,323.77	5
001-549-30-4000	TRAVEL & PER DIEM	70.90	100.00	0.00	0.00	100.00	0
001-549-30-4100	TELEPHONE EXPENSE	2,354.52	3,500.00	0.00	161.19	3,338.81	5
001-549-30-4110	IT LICENSING / EQUIPMENT	15,463.45	31,500.00	0.00	2,820.50	28,679.50	9
001-549-30-4200	POSTAGE/TRANSPORTATION FEES	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4300	UTILITIES EXPENSE	4,388.52	5,000.00	0.00	0.00	5,000.00	0
001-549-30-4400	RENTAL & LEASING	1,580.89	2,500.00	0.00	37.19	2,462.81	1
001-549-30-4600	REPAIR & MAINTENANCE	2,896.45	5,000.00	0.00	42.89	4,957.11	1
001-549-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	100.00	0.00	0.00	100.00	0
001-549-30-4960	BOOT ALLOWANCE	235.37	700.00	0.00	0.00	700.00	0
001-549-30-5100	OFFICE SUPPLIES	645.01	1,500.00	0.00	0.00	1,500.00	0

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001-549-30-5200	OPERATING SUPPLIES	25,687.12	35,000.00	1,030.80	2,923.66	32,076.34	8
001-549-30-5250	FUEL EXPENSE	3,990.54	3,500.00	0.00	0.00	3,500.00	0
001-549-30-5400	SUBSCRIPTIONS/DUES	1,069.99	500.00	0.00	0.00	500.00	0
001-549-30-5500	TRAINING	400.00	2,500.00	0.00	299.00	2,201.00	12
001-549-60-6400	CAP. IMPROVEMENTS-MACHINERY/EQUIP	23,626.15	85,900.00	8,359.99	16,620.91	69,279.09	19
549 FLEET MAINTENANCE DEPT:		340,605.08	534,060.00	20,000.24	59,412.80	474,647.20	11
001-572-00-0000	PARKS & RECREATION:	0.00	0.00	0.00	0.00	0.00	0
001-572-10-1200	SALARIES	427,018.66	675,650.00	18,144.06	56,149.03	619,500.97	8
001-572-10-1250	ON CALL	3,900.00	3,500.00	150.00	450.00	3,050.00	13
001-572-10-1300	OVERTIME	11,767.52	2,000.00	1,255.34	1,715.30	284.70	86
001-572-10-1500	SICK LEAVE	15,073.16	0.00	494.28	1,444.64	1,444.64	0
001-572-10-1600	VACATION PAY	21,229.69	0.00	1,521.53	3,605.51	3,605.51	0
001-572-10-1800	HOLIDAY PAY	16,704.26	0.00	0.00	115.95	115.95	0
001-572-10-1820	HOLIDAY PREMIUM	166.00	0.00	0.00	0.00	0.00	0
001-572-10-2100	FICA EXPENSE	37,933.68	52,110.00	1,649.74	4,856.29	47,253.71	9
001-572-10-2200	RETIREMENT	52,865.36	81,130.00	2,568.41	7,560.54	73,569.46	9
001-572-10-2300	LIFE & HEALTH INSURANCE	78,852.42	131,040.00	6,163.14	14,546.42	116,493.58	11
001-572-10-2500	UNEMPLOYMENT COMPENSATION	37.41	0.00	0.00	0.00	0.00	0
001-572-10-2600	WORKERS COMPENSATION INSURANCE	5,358.78	6,000.00	0.00	1,929.79	4,070.21	32
001-572-30-3100	PROFESSIONAL SERVICES	20,650.50	14,000.00	0.00	149.85	13,850.15	1
001-572-30-3400	OTHER CONTRACTUAL SERVICES	96,812.20	131,900.00	0.00	11,469.08	120,430.92	9
001-572-30-3450	CLOTHING AND UNIFORMS	3,842.07	7,550.00	0.00	0.00	7,550.00	0
001-572-30-4000	TRAVEL & PER DIEM	985.97	3,900.00	0.00	0.00	3,900.00	0
001-572-30-4100	TELEPHONE EXPENSE	19,695.91	18,000.00	0.00	325.84	17,674.16	2
001-572-30-4110	IT LICENSING / EQUIPMENT	28,329.62	34,800.00	0.00	284.42	34,515.58	1
001-572-30-4150	ADVERTISING AND PROMOTIONS	23,045.57	14,000.00	0.00	958.00	13,042.00	7
001-572-30-4200	POSTAGE/TRANSPORTATION FEES	27.85	200.00	0.00	0.00	200.00	0
001-572-30-4300	UTILITIES EXPENSE	15,985.07	25,100.00	0.00	0.00	25,100.00	0
001-572-30-4400	RENTAL & LEASING	4,148.21	6,900.00	0.00	108.96	6,791.04	2
001-572-30-4600	REPAIR & MAINTENANCE	38,063.27	123,620.00	0.00	896.49	122,723.51	1
001-572-30-4601	REPAIR & MAINTENANCE - BUILDINGS	2,955.18	38,500.00	0.00	0.00	38,500.00	0
001-572-30-4610	BAKER HOUSE MAINTENANCE	2,506.91	10,000.00	0.00	24.91	9,975.09	0
001-572-30-4620	BAKER HOUSE OPERATIONS-OTHER MISC.	6,702.16	7,070.00	0.00	2,417.11	4,652.89	34
001-572-30-4630	BAKER HOUSE SPECIAL EVENTS	7,474.65	10,000.00	0.00	2,006.89	7,993.11	20
001-572-30-4900	MISC. EXPENSE & OTHER CURRENT	777.87	5,000.00	0.00	0.00	5,000.00	0

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001-572-30-4910	SPECIAL EVENTS	123,526.80	118,500.00	1,601.45	7,839.71	110,660.29	7
001-572-30-4915	PROGRAMS, ACTIVITIES & LEAGUES	76,459.67	110,100.00	5,440.44	5,619.26	104,480.74	5
001-572-30-4920	SUMMER RECREATION PROGRAM	15,547.80	42,500.00	0.00	0.00	42,500.00	0
001-572-30-4960	BOOT ALLOWANCE	1,122.58	1,575.00	0.00	0.00	1,575.00	0
001-572-30-5100	OFFICE SUPPLIES	2,015.73	2,000.00	0.00	136.63	1,863.37	7
001-572-30-5200	OPERATING SUPPLIES	71,356.54	95,600.00	0.00	19,043.81	76,556.19	20
001-572-30-5250	FUEL EXPENSE	25,357.37	30,000.00	0.00	0.00	30,000.00	0
001-572-30-5280	LANDSCAPING	18,306.97	30,000.00	0.00	1,285.83	28,714.17	4
001-572-30-5400	SUBSCRIPTIONS/DUES	410.10	2,610.00	0.00	0.00	2,610.00	0
001-572-30-5500	TRAINING	4,105.00	10,600.00	0.00	0.00	10,600.00	0
001-572-60-6200	CAP. IMPROVEMENT-BUILDINGS	0.00	39,100.00	0.00	0.00	39,100.00	0
001-572-60-6300	CAPITAL IMPROVEMENT-OTHER	18,647.65	25,000.00	0.00	0.00	25,000.00	0
001-572-60-6351	MLK PARK PROJECT	224,643.64	0.00	0.00	0.00	0.00	0
001-572-60-6400	CAP. IMPROVEMENT-MACHINERY	75,786.00	40,000.00	0.00	0.00	40,000.00	0
572 PARKS & RECREATION:		1,600,195.80	1,949,555.00	38,988.39	144,940.26	1,804,614.74	7
001-575-00-0000	COMMUNITY CENTER:	0.00	0.00	0.00	0.00	0.00	0
001-575-10-1200	SALARIES	11,311.43	87,450.00	1,113.97	2,827.24	84,622.76	3
001-575-10-1300	OVERTIME	55.69	0.00	0.00	0.00	0.00	0
001-575-10-2100	FICA EXPENSE	869.65	6,690.00	85.22	216.28	6,473.72	3
001-575-10-2200	RETIREMENT	1,318.13	10,420.00	132.68	336.74	10,083.26	3
001-575-10-2300	LIFE & HEALTH INSURANCE	0.00	200.00	0.00	4.75	195.25	2
001-575-30-3100	PROFESSIONAL SERVICES	849.85	3,000.00	0.00	0.00	3,000.00	0
001-575-30-3400	OTHER CONTRACTUAL SERVICES	1,134.70	8,440.00	0.00	35.00	8,405.00	0
001-575-30-3450	CLOTHING AND UNIFORMS	220.48	1,200.00	0.00	0.00	1,200.00	0
001-575-30-4100	TELEPHONE EXPENSE	2,835.02	6,680.00	0.00	177.82	6,502.18	3
001-575-30-4200	POSTAGE/TRANSPORTATION FEES	5.83	250.00	0.00	0.00	250.00	0
001-575-30-4300	UTILITIES EXPENSE	45,205.90	24,800.00	0.00	0.00	24,800.00	0
001-575-30-4400	RENTAL & LEASING	1,879.84	2,600.00	0.00	55.75	2,544.25	2
001-575-30-4600	REPAIR & MAINTENANCE	11,979.48	30,000.00	0.00	0.00	30,000.00	0
001-575-30-5100	OFFICE SUPPLIES	425.01	1,000.00	0.00	0.00	1,000.00	0
001-575-30-5200	OPERATING SUPPLIES	7,528.12	15,000.00	0.00	0.00	15,000.00	0
001-575-30-5400	SUBSCRIPTIONS/DUES	100.00	0.00	0.00	0.00	0.00	0
575 COMMUNITY CENTER:		85,719.13	197,730.00	1,331.87	3,653.58	194,076.42	2

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001-580-90-0000	CONTINGENCY	0.00	0.00	0.00	0.00	0.00	0
001-580-90-9901	CONTINGENCY RESERVE-GEN FUND	0.00	4,354,650.00	0.00	0.00	4,354,650.00	0
001-581-00-1040	TRANSFER TO EXPANDED CRA	185,870.00	197,730.00	0.00	0.00	197,730.00	0
001-581-90-3010	TRANSFER TO CAPITAL PROJECT FUND	18,650,000.00	8,000,000.00	0.00	0.00	8,000,000.00	0
581 Total		18,835,870.00	8,197,730.00	0.00	0.00	8,197,730.00	0
001 GENERAL FUND Expend Total		31,833,421.00	31,472,790.00	368,888.27	1,737,459.81	29,735,330.19	6

001 GENERAL FUND

	Prior	Current	YTD
Revenues:	22,500,795.12	5,880.00	1,190,937.61
Expended:	31,833,421.00	368,888.27	1,737,459.81
Net Income:	9,332,625.88-	363,008.27-	546,522.20-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
101-361-1350	INTEREST EARNED	521.29	200.00	0.00	0.00	200.00-	0
101-364-1000	CEMETERY LOT SALES	2,100.00	2,100.00	0.00	0.00	2,100.00-	0
101-366-1350	CONTRIBUTIONS/DUES	2,430.00	2,000.00	0.00	260.00	1,740.00-	13
101-366-1360	GRAVE OPENING PERMITS	600.00	600.00	0.00	0.00	600.00-	0
101-369-0000	OTHER MISCELLANEOUS REVENUE	0.00	100.00	0.00	0.00	100.00-	0
101-389-5000	NON-OPER/ CEMETERY RESERVES FORWARD	0.00	57,400.00	0.00	0.00	57,400.00-	0
101 CEMETERY FUND Revenue Total		5,651.29	62,400.00	0.00	260.00	62,140.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
101-569-00-0000	GREENWOOD CEMETERY:	0.00	0.00	0.00	0.00	0.00	0
101-569-30-3100	PROFESSIONAL SERVICES	0.00	8,450.00	0.00	0.00	8,450.00	0
101-569-30-4600	REPAIR & MAINTENANCE	0.00	500.00	0.00	0.00	500.00	0
101-569-30-4900	MISC. EXPENSE & OTHER CURRENT	61.37	200.00	0.00	0.00	200.00	0
569 GREENWOOD CEMETERY:		61.37	9,150.00	0.00	0.00	9,150.00	0
101-580-90-9999	CONTINGENCY	0.00	53,150.00	0.00	0.00	53,150.00	0
101 CEMETERY FUND Expend Total		61.37	62,300.00	0.00	0.00	62,300.00	0

101 CEMETERY FUND

	Prior	Current	YTD
Revenues:	5,651.29	0.00	260.00
Expended:	61.37	0.00	0.00
Net Income:	5,589.92	0.00	260.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
104-361-0000	INTEREST	8,461.61	0.00	0.00	0.00	0.00	0
104-369-9000	TAX INCREMENT FINANCING - SUM CTY	369,830.00	368,670.00	0.00	0.00	368,670.00-	0
104-382-0010	TRANSFER FROM GENERAL	185,870.00	197,730.00	0.00	0.00	197,730.00-	0
104-389-5006	CASH FORWARD - CRA DISTRICT	0.00	1,007,900.00	0.00	0.00	1,007,900.00-	0
104 COMMUNITY REDEVELOPMENT Revenue Tota		564,161.61	1,574,300.00	0.00	0.00	1,574,300.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
104-550-00-0000	COMM REDEVELOPMENT DEPT.:	0.00	0.00	0.00	0.00	0.00	0
104-550-10-1200	SALARIES	31,654.31	42,210.00	1,468.40	4,475.80	37,734.20	11
104-550-10-1500	SICK LEAVE	599.30	0.00	163.16	387.50	387.50-	0
104-550-10-1600	VACATION PAY	2,697.94	0.00	0.00	0.00	0.00	0
104-550-10-1800	HOLIDAY PAY	1,265.58	0.00	0.00	0.00	0.00	0
104-550-10-2100	FICA EXPENSE	2,770.52	3,230.00	124.82	372.05	2,857.95	12
104-550-10-2200	RETIREMENT	4,330.56	5,030.00	515.08	1,535.35	3,494.65	31
104-550-10-2300	LIFE & HEALTH INSURANCE	3,524.49	3,600.00	145.92	439.66	3,160.34	12
104-550-30-3100	PROFESSIONAL SERVICES	6,875.00	135,000.00	0.00	0.00	135,000.00	0
104-550-30-4000	TRAVEL & PER DIEM	0.00	1,500.00	0.00	0.00	1,500.00	0
104-550-30-5400	SUBSCRIPTIONS/DUES	175.00	175.00	0.00	0.00	175.00	0
104-550-30-5500	TRAINING	0.00	4,000.00	0.00	0.00	4,000.00	0
104-550-60-6330	FACADE IMPROVEMENT GRANT	0.00	80,000.00	0.00	0.00	80,000.00	0
104-550-70-7303	DEMOLITIONS	0.00	20,000.00	0.00	0.00	20,000.00	0
104-550-70-7307	MISC. OTHER PROJECTS	67,403.62	0.00	0.00	0.00	0.00	0
104-550-70-7308	DOWNTOWN PARKING IMPROVEMENTS	149,651.45	50,000.00	0.00	0.00	50,000.00	0
550 COMM REDEVELOPMENT DEPT.:		270,947.77	344,745.00	2,417.38	7,210.36	337,534.64	2
104-580-90-9904	CONTINGENCY - CRA DISTRICT	0.00	1,229,555.00	0.00	0.00	1,229,555.00	0
104 COMMUNITY REDEVELOPMENT Expend Total		270,947.77	1,574,300.00	2,417.38	7,210.36	1,567,089.64	0

104 COMMUNITY REDEVELOPMENT

	Prior	Current	YTD
Revenues:	564,161.61	0.00	0.00
Expended:	270,947.77	2,417.38	7,210.36
Net Income:	293,213.84	2,417.38-	7,210.36-

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
105-361-0000	INTEREST	162.35	100.00	0.00	0.00	100.00-	0
105-369-0058	DONATIONS	14,697.00	15,000.00	0.00	1,600.00	13,400.00-	11
105-389-5010	CASH FORWARD - BAKER HOUSE	0.00	27,400.00	0.00	0.00	27,400.00-	0
	105 BAKER HOUSE Revenue Total	14,859.35	42,500.00	0.00	1,600.00	40,900.00-	4

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
105-576-00-0000	BAKER HOUSE DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
105-576-30-4620	BAKER HOUSE OPERATIONS	103.38	30,000.00	0.00	0.00	30,000.00	0
105-580-90-9910	CONTINGENCY - BAKER HOUSE	0.00	12,500.00	0.00	0.00	12,500.00	0
	105 BAKER HOUSE Expend Total	103.38	42,500.00	0.00	0.00	42,500.00	0

105 BAKER HOUSE

	Prior	Current	YTD
Revenues:	14,859.35	0.00	1,600.00
Expended:	103.38	0.00	0.00
Net Income:	14,755.97	0.00	1,600.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
106-589-5010	CARRY FORWARD - HISTORICAL FUND	0.00	45.00	0.00	0.00	45.00-	0
	106 WILDWOOD AREA HISTORICA Revenue Tota	0.00	45.00	0.00	0.00	45.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
106-577-00-0000	WILDWOOD AREA HISTORICAL ASSN	0.00	0.00	0.00	0.00	0.00	0
106-580-90-9911	CONTINGENCY - HISTORICAL ACCT	0.00	45.00	0.00	0.00	45.00	0
	106 WILDWOOD AREA HISTORICA Expend Total	0.00	45.00	0.00	0.00	45.00	0

106 WILDWOOD AREA HISTORICAL ASSOCIATION	Prior	Current	YTD
Revenues:	0.00	0.00	0.00
Expended:	0.00	0.00	0.00
Net Income:	0.00	0.00	0.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
107-341-3004	RECREATION IMPACT FEES	241,018.02	225,000.00	0.00	4,304.22	220,695.78-	2
107-361-0000	INTEREST	2,318.59	0.00	0.00	0.00	0.00	0
107-389-5004	CASH FORWARD - P & R IMPACT FEE	0.00	275,000.00	0.00	0.00	275,000.00-	0
107 RECREATION IMPACT FEES Revenue Total		243,336.61	500,000.00	0.00	4,304.22	495,695.78-	1

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
107-572-00-0000	RECREATION IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
107-572-30-4900	MISC. EXPENSE & OTHER CURRENT	4.80	0.00	0.00	0.00	0.00	0
107-580-90-9903	CONTINGENCY - P&R IMPACT FEES	0.00	500,000.00	0.00	0.00	500,000.00	0
107 RECREATION IMPACT FEES Expend Total		4.80	500,000.00	0.00	0.00	500,000.00	0

107 RECREATION IMPACT FEES

	Prior	Current	YTD
Revenues:	243,336.61	0.00	4,304.22
Expended:	4.80	0.00	0.00
Net Income:	243,331.81	0.00	4,304.22

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
108-341-3001	LAW ENFORCEMENT IMPACT FEES	1,416,256.93	1,100,000.00	45,055.72	53,202.52	1,046,797.48-	5
108-361-0000	INTEREST	153.73	0.00	0.00	0.00	0.00	0
108-389-5002	CASH FORWARD - POLICE IMPACT FEE	0.00	1,540,500.00	0.00	0.00	1,540,500.00-	0
108 LAW ENFORCEMENT IMPACT Revenue Total		1,416,410.66	2,640,500.00	45,055.72	53,202.52	2,587,297.48-	2

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
108-521-00-0000	LAW ENFORCEMENT IMPACT FEES:	0.00	0.00	0.00	0.00	0.00	0
108-521-30-4900	MISC. EXPENSE & OTHER CURRENT	389.02	0.00	0.00	0.00	0.00	0
108-521-60-6400	CAP. IMPROVEMENT- MACHINERY & EQUIPMENT	215,588.32	710,400.00	0.00	0.00	710,400.00	0
108-521-70-9105	TRANSFER TO GENERAL FUND - LOAN PAYMENT	412,800.00	412,800.00	0.00	0.00	412,800.00	0
521 LAW ENFORCEMENT IMPACT FEES:		628,777.34	1,123,200.00	0.00	0.00	1,123,200.00	0
108-580-90-9902	CONTINGENCY -LAW ENFORCEMENT IMPACT FEES	0.00	1,517,300.00	0.00	0.00	1,517,300.00	0
108 LAW ENFORCEMENT IMPACT Expend Total		628,777.34	2,640,500.00	0.00	0.00	2,640,500.00	0

108 LAW ENFORCEMENT IMPACT FEES		Prior	Current	YTD
Revenues:		1,416,410.66	45,055.72	53,202.52
Expended:		628,777.34	0.00	0.00
Net Income:		787,633.32	45,055.72	53,202.52

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
301-361-0000	INTEREST	77,499.22	100.00	0.00	0.00	100.00-	0
301-382-0010	TRANSFER FROM GENERAL FUND	18,650,000.00	8,000,000.00	0.00	0.00	8,000,000.00-	0
301-389-5000	NON-OPERATIONAL CASH FORWARD-CAP.IMPR	0.00	13,357,100.00	0.00	0.00	13,357,100.00-	0
	301 CAPITAL IMPROVEMENT FUN Revenue Tota	18,727,499.22	21,357,200.00	0.00	0.00	21,357,200.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-500-00-0000	CAPITAL IMPROVEMENT FUND	0.00	0.00	0.00	0.00	0.00	0
301-513-60-6201	CITY HALL HVAC PROJECT	349,579.75	0.00	0.00	0.00	0.00	0
301-516-60-6301	DOWNTOWN MASTER PLAN PROJECTS	53,856.05	125,000.00	0.00	0.00	125,000.00	0
301-516-60-6302	CITY PARKING FACILITIES REHAB	7,676.45	0.00	0.00	0.00	0.00	0
301-516-60-6303	CITY SIGN AT TRAILWINDS	171,231.00	0.00	0.00	0.00	0.00	0
	516 Total	232,763.50	125,000.00	0.00	0.00	125,000.00	0
301-521-60-6301	POLICE DEPARTMENT HQ MONUMENT SIGN	0.00	50,000.00	0.00	0.00	50,000.00	0
301-541-60-6101	DRAINAGE PROJECT LAND ACQUISITION	2,547.17	0.00	0.00	0.00	0.00	0
301-541-60-6201	PW BUILDING METAL ROOF REHAB	98,082.26	0.00	0.00	0.00	0.00	0
301-541-60-6202	MUNICIPAL SERVICES COMPLEX PROJECT	3,246,537.92	0.00	0.00	537.85	537.85-	0
301-541-60-6203	PW POLE BARN	0.00	111,000.00	0.00	0.00	111,000.00	0
301-541-60-6204	PW BUILDING HVAC UPGRADES	0.00	80,000.00	0.00	0.00	80,000.00	0
301-541-60-6205	MSC HVAC UPGRADES	0.00	40,000.00	0.00	454.60	39,545.40	1
301-541-60-6301	PLEASANTDALE REHAB	22,550.00	1,300,000.00	0.00	0.00	1,300,000.00	0
301-541-60-6302	BARWICK REHAB	99,665.90	280,000.00	0.00	0.00	280,000.00	0
301-541-60-6303	OAK GROVE VILLAGE DRAINAGE IMPROVEMENTS	6,000.00	900,000.00	0.00	0.00	900,000.00	0
301-541-60-6304	PW PARKING FACILITIES REHAB	19,773.35	0.00	0.00	0.00	0.00	0
301-541-60-6305	PAVEMENT PRESERVATION PLAN	635,922.82	1,000,000.00	0.00	0.00	1,000,000.00	0
301-541-60-6306	CLAY DRAIN ROAD DESIGN	157,058.00	375,000.00	0.00	0.00	375,000.00	0
301-541-60-6307	JACKSON ST IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
301-541-60-6308	HUEY ST IMPROVEMENTS	0.00	280,000.00	0.00	0.00	280,000.00	0
301-541-60-6309	ST CLAIR STREET IMPROVEMENTS	0.00	200,000.00	0.00	0.00	200,000.00	0
	541 Total	4,288,137.42	4,766,000.00	0.00	992.45	4,765,007.55	0
301-572-60-6201	MLK PARK CONCESSION STAND/RESTROOMS	21,973.94	125,000.00	0.00	0.00	125,000.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
301-572-60-6202	BAKER HOUSE RESTROOMS	138,625.64	0.00	0.00	0.00	0.00	0
301-572-60-6203	LAKE DEATON RESTROOMS	109,499.41	0.00	0.00	0.00	0.00	0
301-572-60-6204	MILLENNIUM PARK STORAGE BARN	7,069.50	0.00	0.00	0.00	0.00	0
301-572-60-6205	RECREATION CENTER AT MLK PARK	0.00	150,000.00	0.00	0.00	150,000.00	0
301-572-60-6206	OXFORD PARK BATHROOMS	0.00	115,000.00	0.00	0.00	115,000.00	0
301-572-60-6207	OUTREACH CENTER RE-ROOF	0.00	45,000.00	0.00	0.00	45,000.00	0
301-572-60-6301	LAKE DEATON PARKING FACILITIES REHAB	10,213.15	0.00	0.00	0.00	0.00	0
301-572-60-6302	MILLENNIUM PARK IMPROVEMENTS	189,928.98	3,500,000.00	0.00	0.00	3,500,000.00	0
301-572-60-6303	MLK PARK BASKETBALL COURT REHAB	0.00	112,000.00	0.00	0.00	112,000.00	0
301-572-60-6304	LAKE DEATON PIER IMPROVEMENTS	0.00	132,000.00	0.00	2.60	131,997.40	0
301-572-60-6305	CITY HALL COURTYARD REHAB	0.00	100,000.00	0.00	7,410.00	92,590.00	7
572 Total		477,310.62	4,279,000.00	0.00	7,412.60	4,271,587.40	0
301-575-60-6201	COMMUNITY CENTER HVAC UPGRADES	0.00	400,000.00	0.00	0.00	400,000.00	0
301-575-60-6301	COMMUNITY CENTER PARKING REHAB	21,834.35	0.00	0.00	0.00	0.00	0
575 Total		21,834.35	400,000.00	0.00	0.00	400,000.00	0
301-580-90-9901	CONTINGENCY-CAP.IMPROVEMENT FUND	0.00	11,737,200.00	0.00	0.00	11,737,200.00	0
301 CAPITAL IMPROVEMENT FUN Expend Total		5,369,625.64	21,357,200.00	0.00	8,405.05	21,348,794.95	0

301 CAPITAL IMPROVEMENT FUND

	Prior	Current	YTD
Revenues:	18,727,499.22	0.00	0.00
Expended:	5,369,625.64	0.00	8,405.05
Net Income:	13,357,873.58	0.00	8,405.05-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
401-343-3100	WATER SALES-OPERATING INCOME	3,129,653.04	3,210,000.00	0.00	0.00	3,210,000.00-	0
401-343-3500	WATER- METER INSTALLATIONS	140,063.34	100,000.00	0.00	5,345.94	94,654.06-	5
401-343-3510	WATER- OTHER (ON/OFF FEES)	37,125.00	30,000.00	0.00	0.00	30,000.00-	0
401-343-3520	WATER INCOME-OTHER	14,822.16	10,000.00	0.00	25.00	9,975.00-	0
401-343-4151	RE-ROUTE FEE	28.75-	0.00	0.00	0.00	0.00	0
401-343-5100	SEWER OPERATING INCOME-BILLINGS	4,644,618.25	4,710,000.00	0.00	0.00	4,710,000.00-	0
401-343-5510	SEWER OTHER MISC	0.00	12,000.00	0.00	0.00	12,000.00-	0
401-343-5511	LAND LEASE-TURTLE MOUNT(TOWER)	15,795.50	15,000.00	0.00	1,322.50	13,677.50-	9
401-343-5520	TSS/COD WASTEWATER FEES	783,061.15	800,000.00	0.00	0.00	800,000.00-	0
401-343-6100	REUSE WATER OPERATIONS	83,007.95	100,000.00	0.00	0.00	100,000.00-	0
401-361-0000	INTEREST EARNINGS	87,671.83	5,000.00	0.00	0.00	5,000.00-	0
401-389-5000	Non-Operational-Cash Forward- W/S	0.00	9,170,000.00	0.00	0.00	9,170,000.00-	0
401 UTILITY FUND Revenue Total		8,935,789.47	18,162,000.00	0.00	6,693.44	18,155,306.56-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-00-0000	PHYSICAL ENVIRONMENT/ADMIN:	0.00	0.00	0.00	0.00	0.00	0
401-530-10-1200	SALARIES	126,645.91	162,800.00	5,233.09	15,941.73	146,858.27	10
401-530-10-1300	OVERTIME	0.00	1,000.00	0.00	0.00	1,000.00	0
401-530-10-1500	SICK LEAVE	6,659.06	0.00	116.45	368.85	368.85-	0
401-530-10-1600	VACATION PAY	7,634.30	0.00	735.87	1,840.77	1,840.77-	0
401-530-10-1800	HOLIDAY PAY	5,638.77	0.00	0.00	0.00	0.00	0
401-530-10-2100	FICA EXPENSE	11,193.42	12,540.00	464.77	1,386.29	11,153.71	11
401-530-10-2200	RETIREMENT	16,319.60	19,350.00	724.78	2,161.84	17,188.16	11
401-530-10-2210	BENEFIT ADMIN FEES	54.00	0.00	0.00	0.00	0.00	0
401-530-10-2300	LIFE & HEALTH INSURANCE	30,150.00	37,440.00	2,368.52	5,124.56	32,315.44	14
401-530-10-2500	UNEMPLOYMENT COMPENSATION	0.00	1,500.00	0.00	0.00	1,500.00	0
401-530-10-2600	WORKERS COMPENSATION INSURANCE	893.14	1,000.00	0.00	321.63	678.37	32
401-530-30-3100	PROFESSIONAL SERVICES	772.50	4,125.00	0.00	0.00	4,125.00	0
401-530-30-3200	ACCOUNTING & AUDITING FEES	18,500.00	19,250.00	0.00	0.00	19,250.00	0
401-530-30-3400	OTHER CONTRACTUAL SERVICES	14,475.67	32,410.00	1,029.17	2,557.22	29,852.78	8
401-530-30-4000	TRAVEL & PER DIEM	0.00	1,000.00	0.00	0.00	1,000.00	0
401-530-30-4100	TELEPHONE EXPENSE	4,717.93	5,250.00	0.00	169.65	5,080.35	3
401-530-30-4110	IT LICENSING / EQUIPMENT	17,010.09	25,300.00	0.00	7,357.25	17,942.75	29
401-530-30-4200	POSTAGE/TRANSPORTATION FEES	26,540.89	33,000.00	0.00	0.00	33,000.00	0
401-530-30-4300	UTILITIES EXPENSE	17,714.36	25,000.00	0.00	1,449.15	23,550.85	6
401-530-30-4400	RENTAL & LEASING	2,983.74	1,000.00	0.00	169.54	830.46	17

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-530-30-4500	GENERAL INSURANCE	145,449.13	170,000.00	0.00	0.00	170,000.00	0
401-530-30-4600	REPAIR & MAINTENANCE	9,145.94	21,000.00	0.00	0.00	21,000.00	0
401-530-30-4900	MISC. EXPENSE & OTHER CURRENT	16,173.73	14,500.00	0.00	0.00	14,500.00	0
401-530-30-5100	OFFICE SUPPLIES	887.68	2,000.00	0.00	10.62	1,989.38	1
401-530-30-5200	OPERATING SUPPLIES	4,677.81	5,600.00	0.00	46.92	5,553.08	1
401-530-30-5400	SUBSCRIPTIONS/DUES	37.50	450.00	0.00	0.00	450.00	0
401-530-30-5500	TRAINING	2,808.00	2,000.00	0.00	0.00	2,000.00	0
530 PHYSICAL ENVIRONMENT/ADMIN:		487,083.17	597,515.00	10,672.65	38,906.02	558,608.98	7
401-533-00-0000	WATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-533-10-1200	SALARIES	562,282.25	873,990.00	25,241.09	79,524.16	794,465.84	9
401-533-10-1250	ON CALL	7,950.00	7,800.00	300.00	900.00	6,900.00	12
401-533-10-1300	OVERTIME	10,948.00	15,000.00	624.96	1,596.07	13,403.93	11
401-533-10-1500	SICK LEAVE	19,901.90	0.00	1,612.42	3,995.99	3,995.99-	0
401-533-10-1600	VACATION PAY	27,997.90	0.00	2,316.20	3,592.95	3,592.95-	0
401-533-10-1800	HOLIDAY PAY	23,228.01	0.00	151.51	272.15	272.15-	0
401-533-10-1820	HOLIDAY PREMIUM	3,128.30	5,000.00	0.00	0.00	5,000.00	0
401-533-10-2100	FICA EXPENSE	50,140.52	68,990.00	2,313.82	6,875.89	62,114.11	10
401-533-10-2200	RETIREMENT	73,144.51	107,410.00	3,602.33	10,704.88	96,705.12	10
401-533-10-2210	BENEFIT ADMIN FEES	189.00	0.00	0.00	0.00	0.00	0
401-533-10-2300	LIFE & HEALTH INSURANCE	90,475.94	168,480.00	6,553.35	15,779.70	152,700.30	9
401-533-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0
401-533-10-2600	WORKERS COMPENSATION INSURANCE	13,396.92	15,000.00	0.00	4,824.46	10,175.54	32
401-533-30-3100	PROFESSIONAL SERVICES	124,123.51	60,000.00	0.00	0.00	60,000.00	0
401-533-30-3400	OTHER CONTRACTUAL SERVICES	50,109.22	180,000.00	0.00	900.43	179,099.57	0
401-533-30-3450	CLOTHING AND UNIFORMS	5,029.71	9,000.00	0.00	425.84	8,574.16	5
401-533-30-4000	TRAVEL & PER DIEM	3,402.39	4,500.00	0.00	0.00	4,500.00	0
401-533-30-4100	TELEPHONE EXPENSE	26,647.03	38,600.00	0.00	434.71	38,165.29	1
401-533-30-4110	IT LICENSING / EQUIPMENT	14,033.94	58,800.00	0.00	29.97	58,770.03	0
401-533-30-4200	POSTAGE/TRANSPORTATION FEES	2,045.46	2,500.00	0.00	0.00	2,500.00	0
401-533-30-4300	UTILITIES EXPENSE	148,023.17	130,000.00	0.00	0.00	130,000.00	0
401-533-30-4400	RENTAL & LEASING	8,001.54	9,000.00	0.00	658.87	8,341.13	7
401-533-30-4600	REPAIR & MAINTENANCE	162,692.01	150,000.00	0.00	190.73	149,809.27	0
401-533-30-4900	MISC. EXPENSE & OTHER CURRENT	0.00	5,000.00	0.00	0.00	5,000.00	0
401-533-30-4960	BOOT ALLOWANCE	1,024.79	2,400.00	0.00	175.00	2,225.00	7
401-533-30-5100	OFFICE SUPPLIES	3,980.89	4,000.00	0.00	273.45	3,726.55	7

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-533-30-5200	OPERATING SUPPLIES	319,165.14	250,000.00	0.00	22,297.90	227,702.10	9
401-533-30-5250	FUEL EXPENSE	49,450.92	45,000.00	0.00	0.00	45,000.00	0
401-533-30-5260	CHEMICALS	210,754.50	225,000.00	0.00	12,267.31	212,732.69	5
401-533-30-5270	LABORATORY SAMPLES	14,140.00	50,000.00	0.00	825.00	49,175.00	2
401-533-30-5400	SUBSCRIPTIONS/DUES	5,564.00	9,000.00	0.00	300.00	9,300.00	3
401-533-30-5500	TRAINING	4,644.09	7,600.00	0.00	299.00	7,301.00	4
401-533-60-6200	CAP. IMPROVEMENT-BUILDINGS	129,995.00	0.00	0.00	0.00	0.00	0
401-533-60-6300	CAPITAL IMPROVEMENT-OTHER	81,954.55	104,000.00	0.00	0.00	104,000.00	0
401-533-60-6301	METER CHANGE OUT PROGRAM	18,396.00	125,000.00	0.00	0.00	125,000.00	0
401-533-60-6350	LOOP/UPGRADE WATER MAINS	122,750.39	500,000.00	0.00	0.00	500,000.00	0
401-533-60-6400	CAP. IMPROVEMENT-MACHINERY	142,100.47	178,000.00	0.00	0.00	178,000.00	0
401-533-60-6681	LEASE PURCHASE PRINCIPAL PMT	0.00	18,450.00	0.00	18,446.55	3.45	100
401-533-60-6691	LEASE PURCHASE INTEREST PMT	0.00	3,155.00	0.00	3,151.86	3.14	100
401-533-70-7319	CR 209 WATER MAIN EXTENSION	755,775.97	0.00	0.00	0.00	0.00	0
533 WATER DEPARTMENT:		3,286,587.94	3,433,175.00	42,715.68	188,142.87	3,245,032.13	5
401-535-00-0000	WASTEWATER DEPARTMENT:	0.00	0.00	0.00	0.00	0.00	0
401-535-10-1200	SALARIES	683,076.38	1,126,740.00	26,475.39	84,748.81	1,041,991.19	8
401-535-10-1250	ON CALL	11,325.00	11,700.00	450.00	1,350.00	10,350.00	12
401-535-10-1300	OVERTIME	11,504.15	15,000.00	115.58	834.49	14,165.51	6
401-535-10-1500	SICK LEAVE	41,969.86	0.00	1,276.23	2,972.39	2,972.39	0
401-535-10-1600	VACATION PAY	47,271.59	0.00	5,582.30	9,417.23	9,417.23	0
401-535-10-1800	HOLIDAY PAY	28,565.32	0.00	0.00	120.00	120.00	0
401-535-10-1820	HOLIDAY PREMIUM	7,594.27	9,000.00	0.00	0.00	9,000.00	0
401-535-10-2100	FICA EXPENSE	64,372.19	88,930.00	2,593.34	7,607.46	81,322.54	9
401-535-10-2200	RETIREMENT	95,563.04	138,450.00	4,154.45	12,192.10	126,257.90	9
401-535-10-2210	BENEFIT ADMIN FEES	184.50	0.00	0.00	0.00	0.00	0
401-535-10-2300	LIFE & HEALTH INSURANCE	121,399.96	215,280.00	5,028.47	16,462.44	198,817.56	8
401-535-10-2500	UNEMPLOYMENT COMPENSATION	0.00	2,500.00	0.00	0.00	2,500.00	0
401-535-10-2600	WORKERS COMPENSATION INSURANCE	26,793.74	30,000.00	0.00	9,648.92	20,351.08	32
401-535-30-3100	PROFESSIONAL SERVICES	128,975.40	75,000.00	0.00	0.00	75,000.00	0
401-535-30-3400	OTHER CONTRACTUAL SERVICES	70,454.05	175,000.00	0.00	1,004.87	173,995.13	1
401-535-30-3450	CLOTHING AND UNIFORMS	7,867.83	11,000.00	0.00	556.92	10,443.08	5
401-535-30-4000	TRAVEL & PER DIEM	998.89	4,500.00	0.00	19.00	4,481.00	0
401-535-30-4100	TELEPHONE EXPENSE	13,811.03	15,000.00	0.00	415.81	14,584.19	3
401-535-30-4110	IT LICENSING / EQUIPMENT	24,462.53	57,900.00	0.00	0.00	57,900.00	0

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Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
401-535-30-4200	POSTAGE/TRANSPORTATION FEES	389.97	1,500.00	0.00	477.45	1,022.55	32
401-535-30-4300	UTILITIES EXPENSE	335,173.12	270,000.00	184.25	793.45	269,206.55	0
401-535-30-4400	RENTAL & LEASING	2,594.22	2,000.00	0.00	80.40	1,919.60	4
401-535-30-4600	REPAIR & MAINTENANCE	380,330.31	275,000.00	0.00	48,393.67	226,606.33	18
401-535-30-4900	MISC. EXPENSE & OTHER CURRENT	1,740.11	5,000.00	107.02	107.02	4,892.98	2
401-535-30-4940	LANDFILL DISPOSAL FEES	88,413.44	115,000.00	0.00	0.00	115,000.00	0
401-535-30-4960	BOOT ALLOWANCE	1,179.46	3,500.00	80.23	204.30	3,295.70	6
401-535-30-5100	OFFICE SUPPLIES	3,766.83	4,000.00	0.00	671.19	3,328.81	17
401-535-30-5200	OPERATING SUPPLIES	189,411.92	200,000.00	3,448.15	13,041.83	186,958.17	7
401-535-30-5250	FUEL EXPENSE	37,630.37	50,000.00	0.00	0.00	50,000.00	0
401-535-30-5260	CHEMICALS	96,327.40	120,000.00	2,699.21	5,724.13	114,275.87	5
401-535-30-5270	LABORATORY SAMPLES	45,002.42	65,000.00	0.00	0.00	65,000.00	0
401-535-30-5400	SUBSCRIPTIONS/DUES	370.00	4,000.00	0.00	0.00	4,000.00	0
401-535-30-5500	TRAINING	1,440.00	7,600.00	0.00	0.00	7,600.00	0
401-535-60-6200	CAP. IMPROVEMENT-BUILDINGS	6,830.00	30,000.00	0.00	0.00	30,000.00	0
401-535-60-6250	LIFT STATION UPGRADES	192,427.00	576,420.00	0.00	0.00	576,420.00	0
401-535-60-6300	CAPITAL IMPROVEMENT-OTHER	291,363.64	227,000.00	0.00	0.00	227,000.00	0
401-535-60-6310	MILLENNIUM PARK PROJECT	91,900.00	85,000.00	0.00	0.00	85,000.00	0
401-535-60-6400	CAP. IMPROVEMENT-MACHINERY	315,845.65	739,000.00	0.00	0.00	739,000.00	0
401-535-60-6610	SEWER SYSTEM RENEWAL AND REPLACEMENT	400,175.10	315,000.00	71,115.00	71,115.00	243,885.00	23
401-535-60-6681	LEASE PURCHASE PRINCIPAL PMT	71,491.17	75,620.00	0.00	0.00	75,620.00	0
401-535-60-6691	LEASE PURCHASE INTEREST PMT	13,107.50	8,985.00	0.00	0.00	8,985.00	0
401-535-60-6770	SR 44 FM / CCC DECOMMISSIONING	442,782.25	2,500,000.00	0.00	0.00	2,500,000.00	0
401-535-70-7303	WILDWOOD ESTATES LS	357,477.63	0.00	0.00	0.00	0.00	0
535 WASTEWATER DEPARTMENT:		4,751,361.46	7,655,625.00	123,309.62	287,958.88	7,367,666.12	4
401-580-90-0000	CONTINGENCY:	0.00	0.00	0.00	0.00	0.00	0
401-580-90-9912	CONTIN- WATER SEWER-REFUSE	0.00	5,791,155.00	0.00	0.00	5,791,155.00	0
401-582-00-0000	DEBT SERVICE:	0.00	0.00	0.00	0.00	0.00	0
401-582-70-7100	SUMTER SCHOOL BOARD LEASE PURCHASE	170,000.00	170,000.00	0.00	0.00	170,000.00	0
401-582-70-7103	DBT SRV.-SRF LOAN PRIN-2007	333,830.02	340,810.00	0.00	0.00	340,810.00	0
401-582-70-7104	DEBT SRV-PRINCIPAL-2013 REFINANCE	274,000.00	0.00	0.00	0.00	0.00	0
401-582-70-7106	DEBT SERV-2016 CONTINENTAL LOAN (BB&T)	105,048.62	107,755.00	0.00	53,534.92	54,220.08	50
401-582-70-7204	INT EXP.-SRF LOAN-3 (2007)	46,084.86	39,105.00	0.00	0.00	39,105.00	0
401-582-70-7205	DEBT SVC.-INTEREST-2013 REFINANCE	2,315.30	0.00	0.00	0.00	0.00	0

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401-582-70-7206	DEBT SERV-INTERST-2016 CONTINENTAL (BBT)	29,566.42	26,860.00	0.00	13,772.60	13,087.40	51
	582 DEBT SERVICE:	960,845.22	684,530.00	0.00	67,307.52	617,222.48	10
	401 UTILITY FUND Expend Total	9,485,877.79	18,162,000.00	176,697.95	582,315.29	17,579,684.71	3

401 UTILITY FUND		Prior	Current	YTD
	Revenues:	8,935,789.47	0.00	6,693.44
	Expended:	9,485,877.79	176,697.95	582,315.29
	Net Income:	550,088.32-	176,697.95-	575,621.85-

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
402-334-3102	STATE APPROPRIATION - CR 209 WATER MAIN	197,033.60	0.00	0.00	0.00	0.00	0
402-361-0000	INTEREST	24,160.51	1,000.00	0.00	0.00	1,000.00-	0
402-389-5000	CASH FORWARD	0.00	4,000,000.00	0.00	0.00	4,000,000.00-	0
402 CAPITAL PROJECTS (LOAN/ Revenue Total		221,194.11	4,001,000.00	0.00	0.00	4,001,000.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
402-536-70-7352	MILLENNIUM PARK REUSE PROJECT	0.00	3,000,000.00	0.00	0.00	3,000,000.00	0
402-580-90-9913	CONTINGENCY - CONSTRUCTION FUND	0.00	1,001,000.00	0.00	0.00	1,001,000.00	0
402 CAPITAL PROJECTS (LOAN/ Expend Total		0.00	4,001,000.00	0.00	0.00	4,001,000.00	0

402 CAPITAL PROJECTS (LOAN/GRANT)		Prior	Current	YTD
Revenues:	221,194.11	0.00	0.00	
Expended:	0.00	0.00	0.00	
Net Income:	221,194.11	0.00	0.00	

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
403-361-0000	INTEREST EARNINGS	557.21	100.00	0.00	0.00	100.00-	0
403-389-5000	NON-OPERATIONAL-CASH FORWARD	0.00	72,500.00	0.00	0.00	72,500.00-	0
403 INDUSTRIAL FUND Revenue Total		557.21	72,600.00	0.00	0.00	72,600.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
403-552-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-552-30-3100	PROFESSIONAL SERVICES	0.00	1,000.00	0.00	0.00	1,000.00	0
403-552-30-4900	MISC. EXPENSE & OTHER CURRENT	13.19	0.00	0.00	0.00	0.00	0
552 INDUSTRIAL PARK:		13.19	1,000.00	0.00	0.00	1,000.00	0
403-580-90-9999	CONTINGENCY	0.00	61,600.00	0.00	0.00	61,600.00	0
403-581-00-0000	INDUSTRIAL PARK:	0.00	0.00	0.00	0.00	0.00	0
403-581-00-0100	TRANSFER TO GENERAL FUND	10,000.00	10,000.00	0.00	0.00	10,000.00	0
403 INDUSTRIAL FUND Expend Total		10,013.19	72,600.00	0.00	0.00	72,600.00	0

403 INDUSTRIAL FUND

	Prior	Current	YTD
Revenues:	557.21	0.00	0.00
Expended:	10,013.19	0.00	0.00
Net Income:	9,455.98-	0.00	0.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
404-343-3501	WATER SYSTEM CONNECTION FEES	7,412.21	7,000.00	0.00	0.00	7,000.00-	0
404-361-0000	INTEREST	49.41	0.00	0.00	0.00	0.00	0
404-389-5002	CASH FORWARD - WATER CONNECTIONS	0.00	383,800.00	0.00	0.00	383,800.00-	0
404 WATER CONNECTION FEES Revenue Total		7,461.62	390,800.00	0.00	0.00	390,800.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
404-533-30-4900	MISC. EXPENSE & OTHER CURRENT	361.77	0.00	0.00	0.00	0.00	0
404-533-70-7352	ASHLEY WTP PROJECT	11,860.87	390,000.00	0.00	0.00	390,000.00	0
533 Total		12,222.64	390,000.00	0.00	0.00	390,000.00	0
404-580-90-9909	CONTINGENCY - WATER CONNECTION FEES	0.00	800.00	0.00	0.00	800.00	0
404 WATER CONNECTION FEES Expend Total		12,222.64	390,800.00	0.00	0.00	390,800.00	0

404 WATER CONNECTION FEES		Prior	Current	YTD
Revenues:		7,461.62	0.00	0.00
Expended:		12,222.64	0.00	0.00
Net Income:		4,761.02-	0.00	0.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
406-343-5500	SEWER TAP CONNECTION FEES	15,731.69	5,000.00	0.00	0.00	5,000.00-	0
406-361-0000	INTEREST	38.24	0.00	0.00	0.00	0.00	0
406-389-5006	CASH FORWARD - WASTEWATER CONNECTION FEE	0.00	383,950.00	0.00	0.00	383,950.00-	0
	406 WASTEWATER CONNECTION F Revenue Total	15,769.93	388,950.00	0.00	0.00	388,950.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
406-535-00-0000	SEWER TAP CONNECTION FEES:	0.00	0.00	0.00	0.00	0.00	0
406-535-30-4900	MISC. EXPENSE & OTHER CURRENT	361.20	0.00	0.00	0.00	0.00	0
406-535-60-6392	WWTF CLARIFIER DEMO/CONSTRUCTION-DESIGN	0.00	100,000.00	0.00	0.00	100,000.00	0
	535 SEWER TAP CONNECTION FEES:	361.20	100,000.00	0.00	0.00	100,000.00	0
406-580-90-5006	CONTINGENCY - WASTEWATER CONNECTION FEES	0.00	288,950.00	0.00	0.00	288,950.00	0
	406 WASTEWATER CONNECTION F Expend Total	361.20	388,950.00	0.00	0.00	388,950.00	0

406 WASTEWATER CONNECTION FEES	Prior	Current	YTD
Revenues:	15,769.93	0.00	0.00
Expended:	361.20	0.00	0.00
Net Income:	15,408.73	0.00	0.00

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
408-343-3560	WATER SDC FEES	1,717,366.25	1,500,000.00	0.00	23,222.40	1,476,777.60-	2
408-361-0000	INTEREST EARNED	306.43	100.00	0.00	0.00	100.00-	0
408-389-5012	CASH FORWARD - WATER SDC	0.00	3,427,000.00	0.00	0.00	3,427,000.00-	0
408 WATER SDC FEES Revenue Total		1,717,672.68	4,927,100.00	0.00	23,222.40	4,903,877.60-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
408-533-30-4900	MISC. EXPENSE & OTHER CURRENT	378.48	0.00	0.00	0.00	0.00	0
408-533-70-7352	ASHLEY WTP UPGRADES	0.00	80,000.00	0.00	0.00	80,000.00	0
408-533-70-7354	CR 209 WATER MAIN EXT PHASE 1	0.00	800,000.00	0.00	0.00	800,000.00	0
533 Total		378.48	880,000.00	0.00	0.00	880,000.00	0
408-580-90-9914	CONTINGENCY - WATER SDC FUND	0.00	3,791,070.00	0.00	0.00	3,791,070.00	0
408-582-70-7107	SRF PRINCIPAL - OXFORD WTP	219,080.26	221,015.00	0.00	0.00	221,015.00	0
408-582-70-7207	SRF INTEREST - OXFORD WTP	36,949.34	35,015.00	0.00	0.00	35,015.00	0
582 Total		256,029.60	256,030.00	0.00	0.00	256,030.00	0
408 WATER SDC FEES Expend Total		256,408.08	4,927,100.00	0.00	0.00	4,927,100.00	0

408 WATER SDC FEES

	Prior	Current	YTD
Revenues:	1,717,672.68	0.00	23,222.40
Expended:	256,408.08	0.00	0.00
Net Income:	1,461,264.60	0.00	23,222.40

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Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
409-343-5560	WASTEWATER SDC FEES	3,022,260.92	2,650,000.00	0.00	39,576.00	2,610,424.00-	1
409-361-0000	INTEREST EARNED	615.64	100.00	0.00	0.00	100.00-	0
409-389-5013	CASH FORWARD	0.00	6,890,000.00	0.00	0.00	6,890,000.00-	0
409 WASTEWATER SDC FEES Revenue Total		3,022,876.56	9,540,100.00	0.00	39,576.00	9,500,524.00-	0
Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
409-535-30-4900	MISC. EXPENSE & OTHER CURRENT	385.11	0.00	0.00	0.00	0.00	0
409-535-70-7346	WWTP FACILITY PLAN	247,031.25	7,800,000.00	0.00	0.00	7,800,000.00	0
409-535-70-7349	MISC CAPACITY IMPROVEMENTS	124,293.00	0.00	0.00	0.00	0.00	0
409-535-70-7355	BRIDGE CROSSING PROJECT	32,760.00	610,000.00	0.00	0.00	610,000.00	0
409-535-70-7359	GRAVITY COLLECTION SYS CONDITION ASSESS	0.00	250,000.00	0.00	0.00	250,000.00	0
535 Total		404,469.36	8,660,000.00	0.00	0.00	8,660,000.00	0
409-580-90-9915	CONTINGENCY - WASTEWATER SDC FUND	0.00	804,515.00	0.00	0.00	804,515.00	0
409-582-70-7101	DBT SERV-SRF CRC09 FORCEMAIN DESIGN PRIN	4,318.99	4,390.00	0.00	0.00	4,390.00	0
409-582-70-7102	DBT SRV-SRF CR209 FM CONSTRUCTION PRIN	69,767.37	69,788.00	0.00	0.00	69,788.00	0
409-582-70-7200	INTEREST EXPENSE-CR209 FM SRF CONSTRUCTN	351.43	332.00	0.00	0.00	332.00	0
409-582-70-7202	INT EXP.-SRF DESIGN LOAN-CR209 FORCEMAIN	1,147.23	1,075.00	0.00	0.00	1,075.00	0
582 Total		75,585.02	75,585.00	0.00	0.00	75,585.00	0
409 WASTEWATER SDC FEES Expend Total		480,054.38	9,540,100.00	0.00	0.00	9,540,100.00	0

409 WASTEWATER SDC FEES		Prior	Current	YTD
Revenues:	3,022,876.56	0.00	39,576.00	
Expended:	480,054.38	0.00	0.00	
Net Income:	2,542,822.18	0.00	39,576.00	

CITY OF WILDWOOD
YEAR TO DATE REVENUE-EXPENDITURE REPORT
COMMISSION MEETING NOVEMBER 14 2022

Revenue Account	Description	Prior Yr Rev	Anticipated	Current Rev	YTD Revenue	Excess/Deficit	% Real
601-351-2000	CONFISCATED PROPERTY	0.00	1,500.00	0.00	0.00	1,500.00-	0
601-361-0000	INTEREST	352.92	10.00	0.00	0.00	10.00-	0
601 LAW ENFORCEMENT FUND Revenue Total		352.92	1,510.00	0.00	0.00	1,510.00-	0

Expend Account	Description	Prior Yr Expd	Budgeted	Current Expd	YTD Expended	Balance	% Expd
601-521-00-0000	LAW ENFORCEMENT TRUST:	0.00	0.00	0.00	0.00	0.00	0
601-521-30-4900	MISC. EXPENSE & OTHER CURRENT	36.22	0.00	0.00	0.00	0.00	0
601-580-90-9999	CONTINGENCY	0.00	51,695.00	0.00	0.00	51,695.00	0
601 LAW ENFORCEMENT FUND Expend Total		36.22	51,695.00	0.00	0.00	51,695.00	0

601 LAW ENFORCEMENT FUND		Prior	Current	YTD
Revenues:		352.92	0.00	0.00
Expended:		36.22	0.00	0.00
Net Income:		316.70	0.00	0.00

Grand Totals		Prior	Current	YTD
Revenues:		57,394,388.36	50,935.72	1,319,796.19
Expended:		48,347,914.80	548,003.60	2,335,390.51
Net Income:		9,046,473.56	497,067.88-	1,015,594.32-

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
September 26, 2022 7:00 PM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison-Bivins	Mayor Pro-Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Cassandra Smith	Asst. City Manager/CFO	Present
Melanie Peavy	Development Services Director	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Public Hearings - Timed

Mayor Wolf swore in Development Services Director Melanie Peavy and audience members.

A. FY23 Final Millage Adoption

Mayor Wolf read the title of Resolution R2022-20. As discussed during budget workshops, the millage rate for FY23 has been advertised at a rate of 3.0000. This is a 7.6% decrease from the FY22 millage rate of 3.2478. However, due to the Florida statute, this has been advertised as a tax increase because the rate is above the rolled-back rate of 2.8684. The proposed millage rate supports the FY23 operating budget and the transfer to the Capital Improvement Fund from which the major approved capital projects are funded. No comments were offered or received. Vote 4-1. Adopted at 7:03 p.m.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Bivins, Commissioner Flores, Commissioner Green
NAYES:	Commissioner Elliot

B. FY23 Final Budget Adoption

Mayor Wolf read the title of Resolution R2022-21. The FY2023 budget is being presented for official approval by the Commission. As discussed at budget workshops, the budget was produced in accordance with State Statutes and in support of city-wide goals. The budget

incorporates a millage rate of 3.0000 mills, which is 7.6% less than the current year's millage rate of 3.2478. No substantive changes have been made to any major program or purchases identified in the draft provided at the third budget workshop. No comments were offered or received. Vote 5-0. Adopted at 7:05 p.m.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. AN 2206-002 Tillman Villas

Mayor Wolf read the title of Ordinance O2022-70. The owner, Carol Bennett, has submitted a voluntary annexation application for parcel C36-005. The property to be annexed totals 20 acres MOL and is located on the west side of CR 209 and approximately 0.25 miles south of E C 462. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. CP 2203-002 Wildwood Apartments

Mayor Wolf read the title of Ordinance O2022-73. The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Rural Residential (Sumter County) to Medium Density Residential (City) for the parcels D32-093 & D32-090 on 6.11 acres MOL. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. RZ 2203-002 Wildwood Apartments

Mayor Wolf read the title of Ordinance O2022-74. The applicant seeks approval from the Commission for a Zoning Map Amendment to change the zoning district from RR1C (Sumter County) to R-3 (City) for the parcels D32-093 & D32-090 on 6.11 acres MOL. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

F. Tri-County Sanitation Franchise Agreement Amendment

Mayor Wolf read the title of Ordinance O2022-75. The City passed Ordinance O2017-18 on April 10, 2017, granting Tri-County Sanitation, LLC, a non-exclusive franchise for solid waste services within The Villages® development lying south of SR 44. Section 11 of the Ordinance allows for an annual adjustment to fees on October 1 equal to 100% of the Consumer Price Index (CPI), Urban Wage Earners and Clerical Workers, United States, South Urban, Not Seasonally Adjusted, All items less energy Consumers, published by the U.S. Department of Labor, Bureau of Labor Statistics for the preceding twelve (12) month Franchise Agreement period. The CPI index that is to be used is that of April to April for the previous twelve (12) months. The Ordinance further states that in no event shall the increase be less than two percent (2%) and no greater than four percent (4%). This ordinance adjusts the rates in accordance with the stated requirements. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

G. CP 2206-005 Evolve at Wildwood

Mayor Wolf read the title of Ordinance O2022-78. The applicant seeks approval from the Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Commercial (Sumter County) to High-Density Residential (City) for the parcels D17-050, D17-058, D17-072 & D17-110 on 16.7 acres MOL. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

H. RZ 2206-005 Evolve at Wildwood

Mayor Wolf read the title of Ordinance O2022-79. The applicant seeks approval from the Commission for a Zoning Map Amendment to change the zoning district from RR1C & RR5C (Sumter County) to R-5 (City) for the parcels D17-050, D17-058, D17-072 & D17-110 on 16.7 acres MOL. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

I. AN 2207-001 Karpati Law

Mayor Wolf read the title of Ordinance O2022-80. The applicant, Judit Karpati, on behalf of the owners, GLK Holding Group LLC, has submitted a voluntary annexation application for parcel D18-023. The property to be annexed totals 1.2 acres MOL and is located on CR 201, approximately 0.6 miles west of N US 301.No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

J. Increase to the Annual Salary of City Commission Members

Mayor Wolf read the title of Ordinance O2022-81. As discussed by the City Commission at the final budget workshop, an increase to Commissioner's salaries is desired. Pursuant to the City Charter, increases to Commissioner's salaries must be done by ordinance and become effective as of the "date of commencement of the term of Commission Members elected at the next General Election." The proposed salary increase has been drafted to comply with these requirements. Commissioner Elliott questioned the meaning of the CPI clause in the Ordinance. Attorney Joshua Bills stated that there was no conflict between the Ordinance and the City Charter. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

K. CDD 2208-001 Village CDD No. 15

Mayor Wolf read the title of Ordinance O2022-88. The applicant is seeking approval from the City Commission to establish a Community Development District (CDD) for a portion of The Villages of Southern Oaks, to be referred to as the Village Community Development District No. 15. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

3. Consent Agenda/Informational Items

Consent Agenda items a thru h. were adopted together with one vote.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Minutes for Approval: July 18, 2022 Special Meeting

B. Minutes for Approval: August 3, 2022 Commission Workshop

C. Minutes for Approval: August 8, 2022 Regular Commission Meeting

D. Minutes for Approval: August 22, 2022 Regular Commission Meeting

E. Expenditure Report

F. SP 2104-003 Keys at Wildwood I (FKA Keys at the Villages I)

G. Public Works Director Job Description

H. Budgeted Financial Items

1. Police - Laptop Purchase

4. Presentations and/or Proclamations

A. Proclaim October 2022 as National Family History Month

Mayor Wolf read the Proclamation proclaiming October 2022 as National Family History Month. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Proclaim October 2022 as National Colonial Heritage Month

Mayor Wolf read the Proclamation proclaiming October 2022 as National Colonial Heritage Month. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

5. Public Forum - 4 minute time limit

Dean Taylor stated his concerns regarding highway 301 and maintenance, such as grass in the median and traffic, and would like to see a traffic study on the highway and the light at Peppertree. Mayor Wolf stated that Highway 301 is a state highway, and only parts of 301 are allowed to be taken care of by the city. Mayor Wolf agreed that it does not reflect well on the city. Taylor also suggested doing something with the abandoned railroad tracks. City Manager Jason McHugh stated that the city was trying to acquire the property.

6. Ordinances First Reading Only (No Vote)

None.

7. Resolutions for Approval

A. Waste Management Rate Adjustment

Mayor Wolf read the title of Resolution R2022-22. Waste Management has submitted their annual rate adjustment request. This rate will be effective October 1st. The rates attached to this Resolution are inclusive of the fuel surcharge of \$.77 which was approved by the Commission in July. The rates requested represent a 3% increase over the current rates. For a residential customer with one cart there will be an increase of \$.60/mo. on their City utility bill. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. FY23 Water and Wastewater Rates

Mayor Wolf read the title of Resolution R2022-23. As recommended in the most recent Revenue Sufficiency Analysis, this Resolution increases the rates for water and sewer services by 4%. This rate is based on the CPI for the Water and Sewerage Maintenance Series. The budget that has been adopted for FY23 was drafted utilizing these rates. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. FY23 Reclaimed Water Rates

Mayor Wolf read the title of Resolution R2022-24. As recommended in the most recent Revenue Sufficiency Analysis, this Resolution increases the rates for reclaimed water by 4%. This rate is based on the CPI for the Water and Sewerage Maintenance Series. The budget that has been adopted for FY23 was drafted utilizing these rates. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. City of Wildwood Strategic Plan 2023-2027

Mayor Wolf read the title of Resolution R2022-25. The attached resolution adopts the new Strategic Plan for the City of Wildwood. The Strategic Plan covers a 5-year planning time frame and is intended to be reviewed and updated every year or two. The plan establishes a mission and vision statement, defines the City's core values, and establishes six goals with associated action items and performance indicators. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Local State of Emergency Declaration

City Manager Jason McHugh requested that the agenda be amended to include Resolution R2022-27. Mayor Wolf read the title of Resolution R2022-27. The following resolution declares a Local State of Emergency in response to Hurricane Ian. McHugh stated that the resolution was necessary to qualify for federal reimbursement. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

8. Financial & Contracts & Agreements

A. Sanitary Sewer Pipe Lining for Pleasantdale Drive in the Amount of \$71,115.00

Utility Director Mark Odell presented a request for Sanitary Sewer Pipe Lining for Pleasantdale Drive. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Repair of Wastewater SCADA and Other Peripherals in the Amount of \$10,054

IT Manager Paul Ketz presented a request for repair of the Wastewater Scada and other peripherals. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Municipal Services Complex Pay App #16 in the Amount of \$38,823.06

Public Works Director Jeremy Hockenbury presented a request for Municipal Services Complex Pay App #16. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. R12 Reuse Pump Repair in the Amount of \$13,985.29

Utility Director Mark Odell presented a request for R12 Reuse Pump Repair. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

9. General Items for Consideration/Discussion and Other Business

None.

10. Appointments

None.

11. City Manager Reports

City Manager Jason McHugh asked for the agenda to be amended to include Resolution R2022-22. McHugh stated that the resolution was necessary to qualify for federal aid reimbursement. McHugh stated that the water quality issues seem to have been rectified with

the reversal of the water flow. McHugh thanked everyone for all their hard work.

12. Other Department Reports

None.

13. Commission Members Reports

Commissioner Elliott stated he had attended the Wildwood Business Coalition and the Florida League of Cities meeting. Commissioner Elliott mentioned the upcoming elections and encouraged everyone to vote. Commissioner Elliott also attended an ethics class on quasi-judicial hearings. Commissioner Elliott also mentioned internet scamming activity is on the rise.

Commissioner Elliott stated that he had found a copy of the Echo Newspaper dated 1954, which mentioned a financial report of the City of Wildwood.

Commissioner Green stated that he had attended the Regional Planning Committee meeting and that their elections had been held, and he was elected vice chair of the committee.

14. City Attorney Reports

None.

15. Adjournment

The meeting was adjourned at 7:46 p.m. No comments were offered or received. Vote 5-0.

RESULT:	Adjourned
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA
REGULAR MEETING
October 10, 2022 9:00 AM
CITY HALL COMMISSION CHAMBER

(meeting taped)

1. Call to Order

ATTENDANCE	TITLE	STATUS
Ed Wolf	Mayor	Present
Pamala Harrison-Bivins	Mayor Pro Tem	Present
Joe Elliott	Commissioner	Present
Marcos Flores	Commissioner	Present
Julian Green	Commissioner	Present
Jason McHugh	City Manager	Present
Ashley Hunt	City Attorney	Present
Susan Patterson	City Clerk	Present
Melanie Peavy	Development Services Director	Present
Randall Parmer	Chief of Police	Present

Mayor Wolf brought the meeting to order, followed by Commissioner Bivins invocation and the Pledge of Allegiance.

2. Consent Agenda/Informational Items

Consent Agenda items a through c were voted on together. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

A. Expenditure Report

B. SP 2207-006 VOSO Phase 12 D, E, & F Master Plan

C. Budgeted Financial Items

1. Roof Replacement for the Fourth Street Outreach Center in the Amount of \$14,300

2. Public Works Pole Barn in the Amount of \$117,400
3. Purchase of One (1) 2023 Ford F150 for the Public Works Department
4. Purchase of One (1) 2022 Ford F550 Dump Truck for the Public Works Department
5. Purchase of One (1) 2023 Ford F150 for the Water Department
6. Purchase of One (1) 2022 Ford Explorer for the Police Department
7. Purchase of One (1) 2023 Unmarked Ford Explorer Interceptor for the Police Department
8. Purchase of Eight (8) 2023 Ford Explorers for the Police Department
9. Purchase of One (1) 2023 Ford Explorer K9 Unit for the Police Department
10. Purchase of One (1) Forklift for the Fleet Services Department

3. Presentations and/or Proclamations

A. Proclaim October 15, 2022 as White Cane Safety Day

Mayor Wolf read the Proclamation proclaiming October 15, 2022, as White Cane Safety Day. Donna Evans, the chairperson for the visually impaired in The Villages, spoke. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Quarterly Team Impact Award for Officer Garth Layne

Chief Parmer presented the Team Impact Award to Garth Layne. Commander Bass from the local American Legion presented a certificate and gift certificate to Officer Layne for his great work.

4. Public Hearings - Timed

Mayor Wolf swore in Development Services Director Melanie Peavy and audience members.

A. CDD 2208-001 Village CDD No. 15

Mayor Wolf read the title of Ordinance O2022-88. The applicant is seeking approval from the City Commission to establish a Community Development District (CDD) for a portion of The Villages of Southern Oaks, to be referred to as the Village Community Development District No. 15. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

5. Public Forum - 4 minute time limit

None.

6. Ordinances First Reading Only (No Vote)

A. CP 2207-001 Tillman Villas

Mayor Wolf read the title of Ordinance O2022-82. The applicant is seeking approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Agriculture (Sumter County) to Medium Density Residential (City) for the parcels C36-005 on 20 acres MOL. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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B. RZ 2207-001 Tillman Villas

Mayor Wolf read the title of Ordinance O2022-83. The applicant is seeking approval from the City Commission for a Zoning Map Amendment to change the zoning A10C (Sumter County) to R-3 (City) for the parcels C36-005 on 20 acres MOL. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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C. CP 2208-001 Commander's Pointe

Mayor Wolf read the title of Ordinance O2022-84. The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Low-Density Residential & Neighborhood Commercial (City) to High-Density Residential and Commercial (City) for the parcels C13-109 on 47.47 acres MOL. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
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D. RZ 2208-001 Commander's Pointe

Mayor Wolf read the title of Ordinance O2022-85. The applicant seeks approval from the Commission for a Zoning Map Amendment to change the zoning from C-2A (City) to R-5 & C-3 (City) for parcels C13-109 on 47.47 acres MOL. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
----------------	----------------------

E. AN 2209-003 VPSD #46

Mayor Wolf read the title of Ordinance O2022-89. The owner/applicant, Village Center Community Development District, has submitted a voluntary annexation application for parcels G32-008 and G32-027. The property to be annexed totals 0.99 acres MOL and is located along CR 509 and Warm Springs Ave, approximately 1 mile east of the intersection of Warm Springs Ave and N US 301. No comments were offered or received. First Reading Only. No Vote.

RESULT:	FIRST READING
----------------	----------------------

7. Resolutions for Approval

A. Wastewater Treatment Plant Conceptual Design Report

Mayor Wolf read the title of Resolution R2022-28. In December of last year, the City, pursuant to Florida Statute 287.055, commonly known as the CCNA, issued an RFQ to receive submittals for professional engineering services for the wastewater treatment facility expansion project. The City Commission accepted the Selection Committee's ranking at the February 14, 2022, Commission meeting and authorized the City Manager to enter into contract negotiations with CPH, Inc. (CPH), the highest-ranking firm. This action item accepts the Conceptual Design Report drafted by CPH. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

8. Financial & Contracts & Agreements

A. CPH Scope of Services for the WWTP Expansion in the Amount of \$2,259,354

City Manager Jason McHugh presented a request to accept the scope of the service contract from CPH. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Purchase of 50 Manhole Rings and Covers for \$24,571.00

Utility Director Mark Odell presented a request for the purchase of 50 manhole rings and covers. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

C. Pay App No. 3 for Florida Metal Building Services, LLC in the amount of \$20,306.00

Utility Director Mark Odell presented a request for Florida Metal Building Services Pay App # 3. No comments were offered or received. Vote 5-0.

RESULT:	
MOVER:	Commissioner Green
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

D. Wildwood Country Resort Lift Station #8 Relocation Pay Applications #3 and #4 for the Total Amount of \$37,418.63

Utility Director Mark Odell presented a request for Wildwood Country Resort Lift Station # 8 Pay Apps # 3 & # 4. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

E. Purchase of Ten (10) Sanitary Sewer Air Release Valves with Enclosures for \$15,549.00

Utility Director Mark Odell presented a request for the purchase of Ten Sanitary Sewer Air Release Valves. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Green
SECONDER:	Commissioner Elliott
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

F. Holiday Lighting Contract in the Amount of \$47,070.00

Parks and Recreation Director Amanda Salazar presented a request for the Holiday Lighting contract. No comments were offered or received. Vote. 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

G. City Hall Speaker Installation in the Amount of \$29,622.69

Parks and Recreation Director Amanda Salazar presented a request for City Hall speaker installations. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Commissioner Flores
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

9. General Items for Consideration/Discussion and Other Business

A. Road Closure Request for San Pedro Maldonado Mission Event

City Manager Jason McHugh presented the request for an event road closure for San Pedro Maldonado Mission. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Mayor Pro Tem/Commissioner Harrison-Bivins
SECONDER:	Commissioner Green
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

B. Property Acquisition for Oak Grove Village Drainage Improvements

Development Services Director Melanie Peavy presented a request for property acquisition for Oak Grove Village drainage improvements. The Commission authorized the City Attorney to draft an offer to purchase the needed property. No comments were offered or received. Vote 5-0.

RESULT:	Adopted
MOVER:	Commissioner Elliott
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

10. Appointments

None.

11. City Manager Reports

City Manager Jason McHugh thanked all the first responders during Hurricane Ian. McHugh also mentioned the upcoming independent fire district elections.

A. Local Construction Projects Update

12. Other Department Reports

Chief Parmer presented a plaque to Mayor Wolf for his foursome winning the annual Christmas with a Cop golf tournament.

13. Commission Members Reports

Commissioner Elliott stated that he attended a webinar meeting of the Florida League of Cities on transportation and also the Wildwood Business Coalition and stated that they now have a Facebook and an email page.

14. City Attorney Reports

None.

15. Adjournment

The meeting adjourned at 9:42 a.m. No comments were offered or received. Vote 5-0.

RESULT:	Adjourned
MOVER:	Commissioner Flores
SECONDER:	Mayor Pro Tem/Commissioner Harrison-Bivins
AYES:	Mayor Wolf, Mayor Pro Tem/Commissioner Harrison-Bivins, Commissioner Elliott, Commissioner Flores, Commissioner Green

Upcoming Events

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

SEAL

ATTEST: _____
Susan Patterson, City Clerk

BY: _____
Ed Wolf, Mayor

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: SP 2108-002 Ashley Furniture - Wildwood

REQUESTED ACTION: Staff recommends approval subject to recordation of an executed easement agreement pursuant to city attorney's comment.

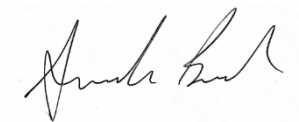
CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

CASE NUMBER	SP 2108-002 Ashley Furniture - Wildwood
PARCEL NUMBER	G04P256 & G04P257
ACREAGE	4.37 +/-
PROPERTY LOCATION	The subject property is generally located north along C 466A, south along Sundance Trail, and west along Penrose Place.
OWNER	KLP Beaumont Commercial, LLC
APPLICANT	Kingswere Furniture, LLC

The applicant is seeking approval from the City Commission for construction of a fifty-eight thousand seven hundred seventy-five (58,775) sq ft one-story retail building.



DATED: 11/01/2022
Amanda Bush
Planner, Development Services



WILDWOOD

FLORIDA

City of Wildwood

Project Name: SP 2108-002 Ashley Furniture

Representative: Water Resource Associates, LLC

CITY ATTORNEY

Utility agreement is still under review. Project can move forward with the understanding that the utility agreement will need to be resolved before an issuance of final approval.



CITY OF WILDWOOD

100 North Main Street
Wildwood, FL 34785
Phone: (352) 330-1330
www.wildwood-fl.gov



0 320 640
Feet

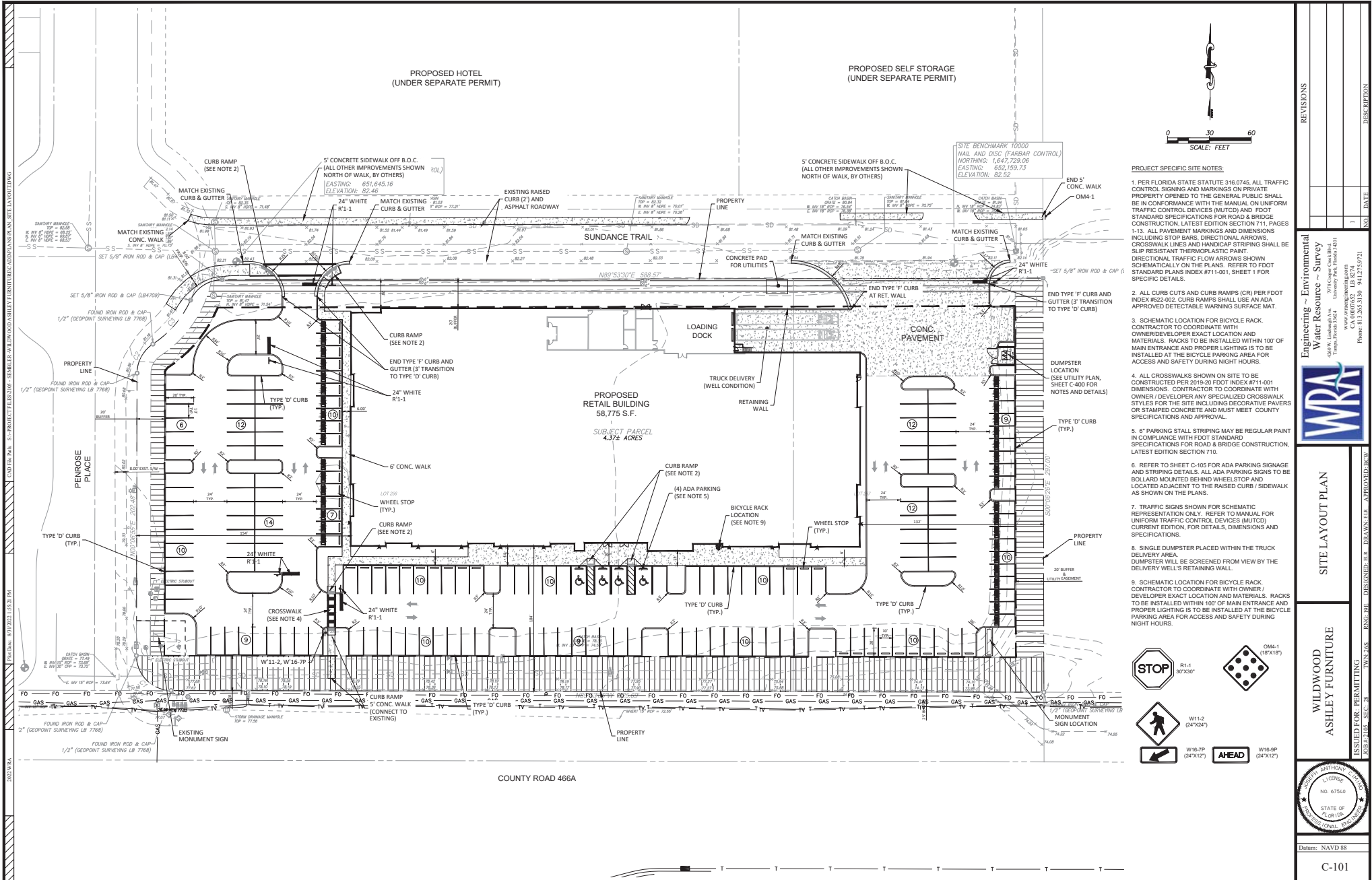
LOCATION MAP

SP 2108-002

ASHLEY FURNITURE-WILDWOOD
PARCELS G04P256 & G04P257

AUGUST 2021

MAP 1B



REVISIONS

NO.	DATE	DESCRIPTION
1		

Engineering ~ Environmental
Water Resource ~ Survey

7975 Cooper Creek Blvd.
Tampa, Florida 33624
C.A. 00070531, J.L. 8279
Phone: 813.285.3130 941.275.9721

SITE LAYOUT PLAN

WILDWOOD
ASHLEY FURNITURE

ISSUED FOR: PERMITTING
2022-04-04 - SHEET 28

DESIGNED BY: DRANKS, LLC
RNG: 491

APPROVED BY: [Signature]

DATE: NAVD 88

PROJECT SPECIFIC SITE NOTES:

1. PER FLORIDA STATE STATUTE 316.0745, ALL TRAFFIC CONTROL SIGNING AND MARKINGS ON PRIVATE PROPERTY OPENED TO THE GENERAL PUBLIC SHALL BE IN CONFORMANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND FDOT STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION, LATEST EDITION SECTION 711, PAGES 1-13. ALL PAVEMENT MARKINGS AND DIMENSIONS INCLUDING STOP BARS, DIRECTIONAL ARROWS, CROSSWALK LINES AND HANDICAP STRIPING SHALL BE SLIP RESISTANT THERMOPLASTIC PAINT. DIRECTIONAL TRAFFIC FLOW ARROWS SHOWN SCHEMATICALLY ON THE PLANS. REFER TO FDOT STANDARD PLANS INDEX #711-001, SHEET 1 FOR SPECIFIC DETAILS.

2. ALL CURB CUTS AND CURB RAMPS (C/R) PER FDOT INDEX #522-002, CURB RAMPS SHALL USE AN ADA APPROVED DETECTABLE WARNING SURFACE MAT.

3. SCHEMATIC LOCATION FOR BICYCLE RACK. CONTRACTOR TO COORDINATE WITH OWNER/DEVELOPER EXACT LOCATION AND MATERIALS. RACKS TO BE INSTALLED WITHIN 100' OF MAIN ENTRANCE AND PROPER LIGHTING IS TO BE INSTALLED AT THE BICYCLE PARKING AREA FOR ACCESS AND SAFETY DURING NIGHT HOURS.

4. ALL CROSSWALKS SHOWN ON SITE TO BE CONSTRUCTED PER 2019-20 FDOT INDEX #711-001 DIMENSIONS. CONTRACTOR TO COORDINATE WITH OWNER / DEVELOPER ANY SPECIALIZED CROSSWALK STYLES FOR THE SITE INCLUDING DECORATIVE PAVERS OR STAMPED CONCRETE AND MUST MEET COUNTY SPECIFICATIONS AND APPROVAL.

5. 6" PARKING STALL STRIPING MAY BE REGULAR PATTERN IN COMPLIANCE WITH FDOT STANDARD SPECIFICATIONS FOR ROAD & BRIDGE CONSTRUCTION, LATEST EDITION SECTION 710.

6. REFER TO SHEET C-105 FOR ADA PARKING SIGNAGE AND STRIPING DETAILS. ALL ADA PARKING SIGNS TO BE BOLLARD MOUNTED BEHIND WHEELSTOP AND LOCATED ADJACENT TO THE RAISED CURB / SIDEWALK AS SHOWN ON THE PLANS.

7. TRAFFIC SIGNS SHOWN FOR SCHEMATIC REPRESENTATION ONLY. REFER TO MANUAL FOR UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) CURRENT EDITION, FOR DETAILS, DIMENSIONS AND SPECIFICATIONS.

8. SINGLE DUMPSTER PLACED WITHIN THE TRUCK DELIVERY AREA. DUMPSTER WILL BE SCREENED FROM VIEW BY THE DELIVERY WELL'S RETAINING WALL.

9. SCHEMATIC LOCATION FOR BICYCLE RACK. CONTRACTOR TO COORDINATE WITH OWNER / DEVELOPER EXACT LOCATION AND MATERIALS. RACKS TO BE INSTALLED WITHIN 100' OF MAIN ENTRANCE AND PROPER LIGHTING IS TO BE INSTALLED AT THE BICYCLE PARKING AREA FOR ACCESS AND SAFETY DURING NIGHT HOURS.

Page 62 of 404

City of Wildwood, Florida

Planning & Zoning Board/Special Magistrate

The case below was heard on Tuesday, November 1, 2022 by the Special Magistrate. The applicant is seeking a favorable recommendation from the City of Wildwood Planning and Zoning Board/Special Magistrate for construction of a fifty-eight thousand seven hundred seventy-five (58,775) sq ft one-story retail building on 4.37 acres MOL. The subject property is generally located north along C 466A, south along Sundance Trail, and west along Penrose Place.

Case: SP 2108-002 Ashley Furniture - Wildwood

Parcels: G04P256 & G04P257

Owner: KLP Beaumont Commercial, LLC

Applicant: Kingswere Furniture, LLC

Under Land Development Regulation (LDR) § 1.7(B)(1), the Planning and Zoning Board/Special Magistrate has a duty to make a recommendation to the City Commission on all proposed site plans.

Based upon the testimony, evidence, and information presented as to the criteria set forth in LDR § 4.4, the Special Magistrate recommends approval, subject to the resolution of outstanding City Attorney comment.

Dated: 11/01/2022



Lindsay C.T. Holt
Special Magistrate, City of Wildwood

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Water Meter Purchase for Zora in the Amount of \$21,547.24

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity:Ferguson Waterworks
Effective Date: 11/4/2022 Termination Date:
Managing Division/Department: Utility Department Water Division

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

This request is to purchase one (1) 8-inch Mach-10 water meter for the Zora Development for \$21,547.24. Attached is the quote and sole source letter provided by Ferguson.

This is a budgeted item in the 22/23 fiscal year budget. Funds are available in account 401-533-30-5200 (Operating Supplies).



FEL-OCALA, FL WW
3501 SW 13TH STREET #200
OCALA, FL 34474-2857

Phone: 352-237-0273
Fax: 352-237-3326

Deliver To:

From: 0

Comments:

07:50:27 NOV 04 2022

Page 1 of 1

FEL-OCALA, FL WW #44

Price Quotation

Phone: 352-237-0273

Fax: 352-237-3326

Bid No: B518973
Bid Date: 11/03/22
Quoted By: JEO

Cust Phone: 352-330-1346
Terms: NET 30 DAYS

Customer: CITY OF WILDWOOD
100 NORTH MAIN STREET
WATER DEPT
WILDWOOD, FL 34785

Ship To: CITY OF WILDWOOD
WATER DEPARTMENT
1290B INDUSTRIAL ROAD

Cust PO#:

Job Name: ZORA

Item	Description	Quantity	Net Price	UM	Total
SP-NEU4A2G1	8" MACH 10, R9001, 20" LENGTH LEAD TIME 3/24/2023	1	10702.310	EA	10702.31
N53142300	*NAS 8 STRN SS FIRE SERVICE LEAD TIME 4/7/2023	1	10601.430	EA	10601.43
N9605005	8 BRZ STRN KIT ZORA METER	1	145.000	EA	145.00

Net Total:	\$21448.74
Tax:	\$0.00
Freight:	\$0.00
Delivery:	\$98.50
Total:	\$21547.24

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

CONTACT YOUR SALES REPRESENTATIVE IMMEDIATELY FOR ASSISTANCE WITH DBE/MBE/WBE/SMALL BUSINESS REQUIREMENTS.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at <https://www.ferguson.com/content/website-info/terms-of-sale>
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with "NP" in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.
COVID-19 ORDER: ANY REFERENCE TO OR INCORPORATION OF EXECUTIVE ORDER 14042 AND/OR THE EO-IMPLEMENTING FEDERAL CLAUSES (FAR 52.223-99 AND/OR DFARS 252.223-7999) IS EXPRESSLY REJECTED BY SELLER AND SHALL NOT APPLY AS SELLER IS A MATERIALS SUPPLIER AND THEREFORE EXEMPT UNDER THE EXECUTIVE ORDER.



HOW ARE WE DOING? WE WANT YOUR FEEDBACK!

Scan the QR code or use the link below to
complete a survey about your bids:

<https://survey.medallia.com/?bidsorder&fc=44&on=62576>



NEPTUNE
TECHNOLOGY GROUP

Jan. 18, 2022

Mr. John Cornell
Distribution & Collections Manager
City of Wildwood
Wildwood, Florida

Dear Mr. Cornell,

Please note that Ferguson Waterworks, Inc., is the sole authorized Neptune Distributor with a resell supply agreement in the State of Florida.

The geographical area of responsibility assigned to them includes all Counties within the State of Florida.

Types: Classes of customers exclusively assigned are: Municipalities, private water companies, contractors, and plumbers.

Hence, our Distributor(s) are required to maintain a sufficient inventory of Neptune Water Metering Products to provide customer field servicing.

Thank you in advance for your cooperation.

Sincerely,

Terry D. Gullett

Terry D. Gullett
Senior Territory Manager
Neptune Technology Group, Inc.

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Oxidation Ditch Mixer Purchase in the Amount of \$31,500.00

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Flygt / Xylem
Effective Date: 11/4/2022 Termination Date:
Managing Division/Department: Utility Department Wastewater Division

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Mixers in the oxidation ditches are a necessary piece of equipment for the treatment process at the wastewater treatment plant. This request is to purchase a spare one for the existing ditches. Flygt/Xylem is the City's sole source provider. This is an approved budgeted item in the 22/23 fiscal year budget. Funds are available in account 401-535-60-6400 (Capital Improvements - Machinery & Equipment).



**Xylem Water Solutions USA Inc. /
Flygt Products**
455 Harvest Time Dr., Sanford, FL 32771
Phone: 407-880-2900 • Fax: 407-880-2962

Date: October 20, 2022

To: City of Wildwood
Attention: Kevin Geoghegan

Engineer:
Municipality: Wildwood

Subject: Wildwood Replacement Mixer
Quote Number: # 2022-APO-2121

We are pleased to offer the following equipment:

- (1) 4660.412-1123 FLYGT Model SR-4660 Submersible Mixer, Stainless steel (ASTM 304), 460 Volt / 3 phase / 60 Hz 15 HP 580 RPM motor, Prop 7°, 50 Ft. length of SUBCAB 4G6+2x1,5, FLS leakage detector

Price: \$31,500.00

Exclusions: WE DO NOT SUPPLY, PIPING, VALVES, GUIDE BARS, PRESSURE GAUGES, DISCONNECTS, JUNCTION BOXES, KELLUMS GRIPS, SURGE PROTECTION EQUIPMENT, SPARE PARTS, LABOR OR ANY OTHER ITEM NOT SPECIFICALLY LISTED ABOVE.

PLEASE MAKE PURCHASE ORDERS OUT TO: XYLEM WATER SOLUTIONS USA, INC.

Validity: THIS QUOTE IS VALID FOR THIRTY (30) DAYS UNLESS LONGER TIME AGREED TO IN WRITING.

Taxes: State, local, and other applicable taxes are not included in this quotation.

Freight Terms: DAP; Jobsite - Full Freight Allowed (per Incoterms 2010)

Shortages: Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Payment Terms: 100% NET 45 DAYS AFTER SHIPMENT DATE.
(Note: Partial billing will be made on partial shipments)

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Schedule: Please consult your local Flygt branch for submittals and fabrication lead-times.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of seller.

John D. [Signature]
10/24/2022
East + West
North + South
Dittichos

xylem
Let's Solve Water

The logo for FLYGT, featuring the word "FLYGT" in a bold, sans-serif font.

a xylem brand

Xylem Water Solutions USA Inc. /

Flygt Products

455 Harvest Time Dr., Sanford, FL 32771

Phone: 407-880-2900 • Fax: 407-880-2962

Terms & Conditions: *This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.apx> and incorporated herein by reference and made part of the agreement between the parties.*

We thank you for your interest in our equipment and look forward to being of service to you in the near future.

IN THE ABSENCE OF A FORMAL ISSUED PURCHASE ORDER, A SIGNED COPY OF THIS PROPOSAL IS ACCEPTABLE AS A BINDING CONTRACT.

Xylem Water Solutions USA, Inc.

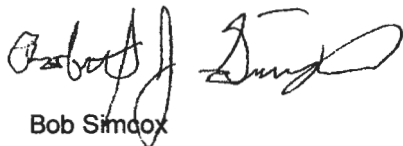
Company Name: _____

Address: _____

Accepted By: _____

Print Name: _____

Date: _____

A handwritten signature in black ink, appearing to read "Bob Simcox".

Bob Simcox

August 5th 2021
City of Wildwood

Subject: Flygt Products – Sales & Service

Please be advised the Xylem Water Solutions USA, Inc. the only authorized vendor for Flygt Products and is the only authorized service repair and warranty organization in the State of Florida; (East of the Apalachicola River). Their staff is properly trained to provide you the best service available.

Thank you for your interest in Flygt Products. Do not hesitate to call me if you have any questions regarding distribution or any other matter.

Very truly yours,



Dave Moffitt



CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **AN 2209-004 VOSO 10th Amendment**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

PARCELS K13-010 & K13-015

The applicant, The Villages Land Company, LLC, has submitted a voluntary annexation application for parcels K13-010 and K13-015. The property to be annexed totals 7.72 acres MOL. Parcel K13-010 is located approximately 0.38 miles south of E C 470 and parcel K13-015 is located at the southwest intersection of E C 470 and SE 88th Terrace.

Annexation into the City is appropriate because the property is contiguous to the City limits and is within the City's Joint Planning Area with Sumter County, which allows for voluntary annexations within the planning area that would otherwise not be permissible under statute due to the creation of a "pocket" or "enclave."

The subject parcels will not utilize city water and sewer. Gibson Place Utilities will service the area with utilities.



Terri O'Neal
Planning Manager, Development Services

ORDINANCE NO. O2022-94

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 7.72 ACRES LOCATED APPROXIMATELY 0.38 MILES SOUTH OF E C 470 AND AT THE SOUTHWEST INTERSECTION OF E C 470 and SE 88th TERRACE IN SECTION 13, TOWNSHIP 20 SOUTH, RANGE 23 EAST; WHICH IS CONTIGUOUS TO THE CITY LIMITS OF THE CITY OF WILDWOOD AND LOCATED IN THE CITY'S JOINT PLANNING AREA; PROVIDING THAT SECTION 1-14 OF THE CITY OF WILDWOOD CODE OF ORDINANCES IS AMENDED TO INCLUDE THE ANNEXED PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. Based upon the petition of the owner of the following described real property, which is approximately located approximately 0.38 miles south of E C 470, and at the southwest intersection of E C 470 and SE 88th Terrace, to be annexed into the City, the property is hereby annexed into the City of Wildwood pursuant to Sections 171.044 and 171.204, Florida Statutes. The City Commission finds that the property is contiguous to the City of Wildwood; is located within the City's Joint Planning Area with Sumter County; and meets all legal requirements for annexation. The annexed property lying in Sumter County, Florida, owned by The Villages Land Company, LLC, is more particularly described as follows:

Parcels K13-010 & K13-015
The Villages Land Company, LLC
7.72 Acres

LEGAL DESCRIPTION

THE EAST 190 FEET OF THE EAST 1/2 OF THE NE 1/4 OF THE NE 1/4 OF THE NE 1/4 OF SECTION 13, TOWNSHIP 20 SOUTH, RANGE 23 EAST, LESS THE NORTH 50 FEET

AND LESS THE EAST 15 FEET THEREOF, LYING AND SITUATE IN SUMTER COUNTY, FLORIDA.

TOGETHER WITH

THE WEST 1/2 OF THE SOUTHWEST 1/4 OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4, ALL LYING AND BEING IN SECTION 13, TOWNSHIP 20 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA.

SECTION 2. All of the above described annexed property shall be liable for its proportionate share of the future and existing indebtedness of the City of Wildwood.

SECTION 3. All of the above described annexed property shall be subject to the laws and ordinance of the City of Wildwood as if this territory had been a part of the City of Wildwood at the time of passage and approval of said laws and ordinances.

SECTION 4. Until such time as the City amends its comprehensive plan, the current Sumter County zoning classification and future land use regulations will remain in full force and effect.

SECTION 5. Section 1-14 of the City of Wildwood Code of Ordinances is hereby amended to include the legal description of the annexed parcel pursuant to this Ordinance. The location map identifying the property to be annexed are attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 6. If any portion of this Ordinance is declared invalid for any purpose, the remaining portion shall remain valid and in full force and effect

SECTION 7. This Ordinance shall take effect upon final approval by the City Commission.

DONE AND ORDAINED this _____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

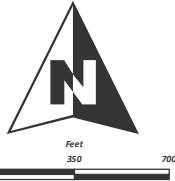
First Reading: _____

Second Reading: _____

Approved as to form:

City Attorney



 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov		AN 2209-004 VOSO 10TH AMENDMENT PARCELS K13-010 & K13-015	MAP 1B LOCATION MAP OCTOBER 2022
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CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: CP 2208-001 Commander's Pointe

REQUESTED ACTION: Special Magistrate recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Case #	CP 2208-001 Commander's Pointe
Ordinance #	O2022-84
Applicant	Hall Robertson
Owner	Acorn Investments, LLC
Property Location	Located south of E C 466 and west of CR 209
Parcel Number(s)	C13-109
Date	9/07/22

The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Low Density Residential & Neighborhood Commercial (City) to High Density Residential and Commercial (City) for the parcels listed above on 47.47 acres MOL. This request is accompanied by rezoning request RZ 2208-001.

Staff believes the proposed amendment should be granted based on the following criteria found in Land Development Regulation (LDR) §1.7(D).

(1) Justification of the proposed amendment has been adequately presented;

The applicant intends to develop a multi-family mixed-use development on the subject property consisting of a maximum possible development of 639 dwelling units on 42.57 acres MOL, in addition to 5 acres MOL of commercial use. Justification has been presented to the city to support the proposed development, with higher density residential developments to tackle growing housing and commercial demand in the area to adapt to current market conditions.

(2) The proposed amendment is not inconsistent with the goals, objectives and policies of the comprehensive plan;

The proposed amendment is not inconsistent with the policies of the Comprehensive Plan. High Density Residential (HDR) Future Land Use designation within the 2050 Comprehensive Plan allows for a maximum of 639 dwelling units on the subject property. The 2050 Comprehensive Plan FLU Policy 1.1.1 designates a maximum density allowance of 15 units per acre for the proposed FLU designation, placing the project within acceptable development standards. With Policy 1.2.8 stating that the city shall encourage all new development projects to abide by principles of sustainable land development patterns. Surrounding parcels are

currently primarily zoned for residential with FLU split between Low Density residential, and commercial, mainly C-3 designated zoning. This current mix of commercial and residential could constitute sprawl and therefore does not conform with Objective 1.2 within the Future Land Use Element. Policy 1.1.4 stipulates that the City's zoning map shall be consistent with the FLUM, and further refine densities, intensities, and permitted uses. Policy 2.5.11 of the Transportation Element requests that developments provide vehicular connectivity internally, and to surrounding areas where feasible. The proposed development is compact in its design, and seeks to utilize the maximum space available while providing residents access to commercial opportunities within walking distance. As such, the proposed amendment is not inconsistent with the FLUM and conforms with the Comprehensive Plan.

(3) The proposed amendment should not be considered urban sprawl or exemplify an energy inefficient land use pattern;

The amendment is not considered urban sprawl, and it does not exemplify an energy-inefficient land use pattern. The subject property is located along E C 466 and CR 209, with E C 466 designated as a major collector road. As the existing mix of land use designations are mainly Low Density residential (LDR) and Commercial (COM), the addition of High Density Residential (HDR) would conform with Objective 1.2 of the Comprehensive Plan. The proposed development directly combats urban sprawl by focusing on maximizing existing space for compact development, providing a wider, more efficient land use in the area.

(4) The proposed amendment will not have an adverse effect on environmentally sensitive systems;

The proposed amendment will not have an adverse effect on environmentally sensitive systems. Environmental and ecological assessments were conducted by Modica & Associates in July of 2022. No wetlands and/or surface waters were present within the project boundary. In addition, no listed species were found on the subject property, nor did a USFWS database search reveal documented evidence of such species within the vicinity. Standard USFWS protection measures are recommended to be applied, and that the applicant educate construction personnel what to do should the indigo snake be observed on the project site during the construction process.

(5) The proposed amendment will not adversely affect transportation, potable water, sewer, schools or other public facilities without providing remedies to correct the system or facility.

Transportation: Access to the property is proposed from E C 466, and CR 209 which is maintained by the county. N US 301 is currently a two-lane divided major arterial roadway that operates at LOS D and is located approximately 1 mile east of the proposed site where it intersects E C 466. The proposed Future Land Use change to HDR and Commercial is estimated to reduce overall daily trips by approximately 795. A full traffic impact analysis will need to be conducted for the site plan and approved by Sumter County. Any concerns the county may have with projected long-term increases to traffic along CR 209 would need to be addressed.

Potable Water & Sewer: The subject properties are in an infill demand service area according to the 2019 Utility Master Plan. City water and sewer are available to the subject property. The applicant/owner will work with City utilities at the site plan stage to connect to City water and sewer.

Schools: The residential development is proposed to add 179 students to Wildwood Schools. The school district advises that capacity is available.

A handwritten signature in black ink that reads "Shaun Raja". The signature is written in a cursive, flowing style.

Shaun Raja,
Planner I, Development Services

ORDINANCE NO. O2022-84

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROPOSING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IN ACCORDANCE WITH THE COMMUNITY PLANNING ACT OF 2011, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Wildwood, Florida, is proposing to amend the local Comprehensive Plan and Future Land Use Map of said City, to include a land use amendment described as follows, to-wit:

Parcel C13-109
Acorn Investments, LLC (Owner)
47.47 Acres +/-

LEGAL DESCRIPTION:

PARCEL A

THAT PORTION OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF AFORESAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13; THENCE RUN SOUTHERLY ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 A DISTANCE OF 67.05 FEET, MORE OR LESS, TO THE SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466; THENCE ALONG SAID RIGHT-OF-WAY LINE RUN WESTERLY 28.70 FEET, MORE OR LESS, TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 FOR THE POINT OF BEGINNING; THENCE CONTINUE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 A DISTANCE OF 829.00 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE RUN SOUTHERLY PARALLEL WITH THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 A DISTANCE OF 263.00 FEET; THENCE PARALLEL WITH AFORESAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 RUN EASTERLY 829.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE RUN NORTHERLY 263.00 FEET TO THE POINT OF BEGINNING.

(CONTAINING 5.00 ACRES, MORE OR LESS)

PARCEL B

THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND THE NORTH 1/2 OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA. LESS AND EXCEPT RIGHT-OF-WAY FOR COUNTY ROAD C-466 ACROSS THE NORTH SIDE THEREOF AND RIGHT-OF-WAY FOR COUNTY ROAD 209 ACROSS THE EAST SIDE THEREOF.

ALSO LESS AND EXCEPT THE FOLLOWING-DESCRIBED PROPERTY:

THAT PORTION OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF AFORESAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13; THENCE RUN SOUTHERLY ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 A DISTANCE OF 67.05 FEET, MORE OR LESS, TO THE SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466; THENCE ALONG SAID RIGHT-OF-WAY LINE RUN WESTERLY 28.70 FEET, MORE OR LESS, TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 FOR THE POINT OF BEGINNING; THENCE CONTINUE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 A DISTANCE OF 829.00 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE RUN SOUTHERLY PARALLEL WITH THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 A DISTANCE OF 263.00 FEET; THENCE PARALLEL WITH AFORESAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 RUN EASTERLY 829.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE RUN NORTHERLY 263.00 FEET TO THE POINT OF BEGINNING.

(CONTAINING 42.47 ACRES, MORE OR LESS)

This property is to be reclassified from LDR & NC to HDR & COM and contains 47.47 acres, more or less;

AND WHEREAS, the City is proposing to amend the Future Land Use Map to include the future land use of property that shall pertain and be applicable to said amendment.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. The adopted local Comprehensive Plan and Future Land Use Map for the City of Wildwood, Florida, are hereby amended to include the above-referenced

property and proposed land use amendment as indicated above. The amendment to the Future Land Use Map of the local comprehensive plan is attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 2. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 3. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 4. This Ordinance shall take effect 31 days after its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this _____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION

CITY OF WILDWOOD, FLORIDA

Ed Wolf, Mayor

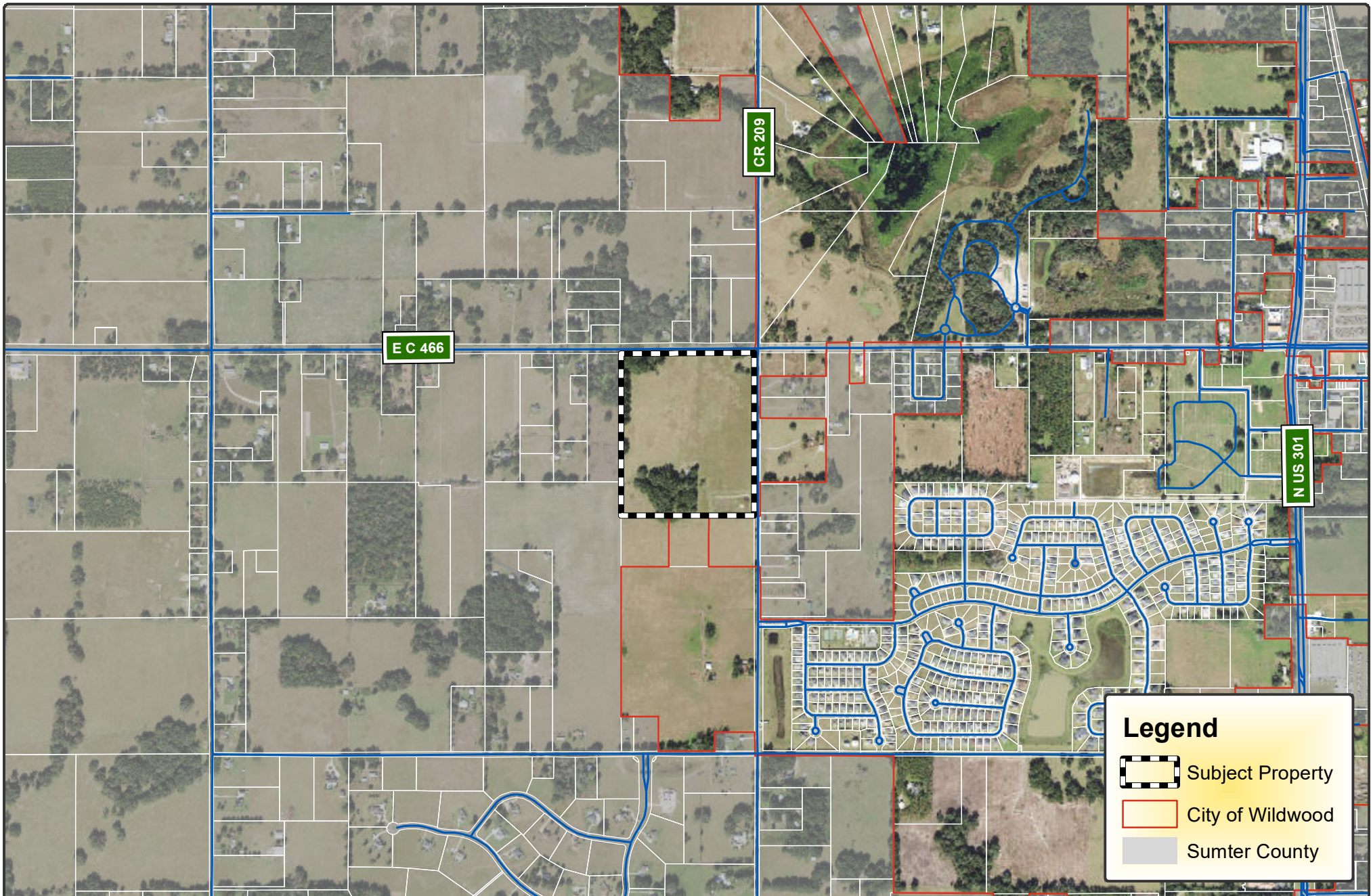
ATTEST: _____
Susan Patterson, City Clerk

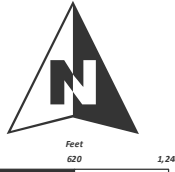
First Reading: _____

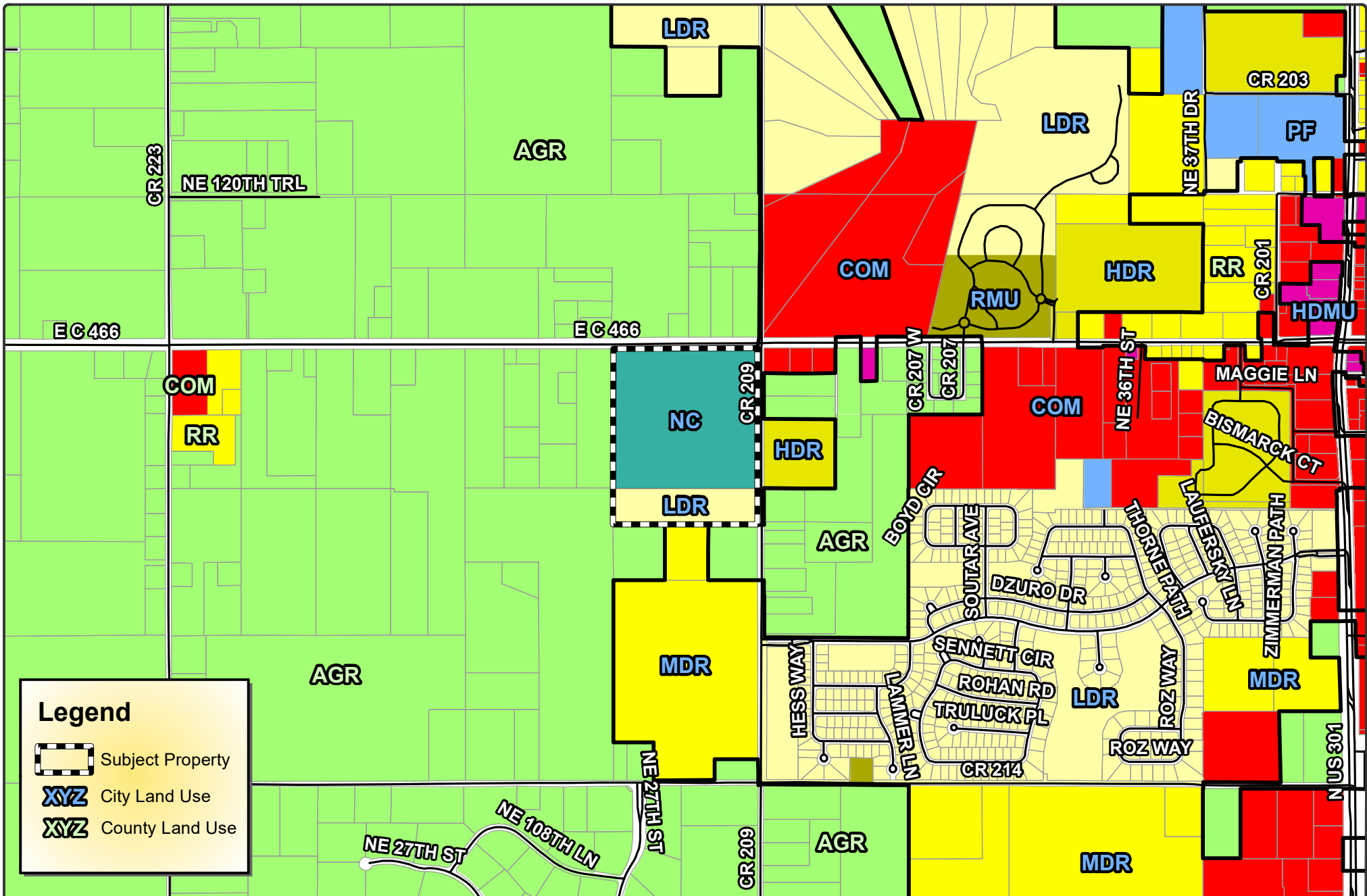
Second Reading: _____

Approved as to form:

City Attorney



 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov	 Feet 0 620 1,240	CP 2208-001 / RZ 2208-001 COMMANDER'S POINTE PARCEL C13-109	MAP 1B LOCATION MAP AUGUST 2022
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Legend

 Subject Property

XYZ City Land Use

XYZ County Land Use

City of Wildwood, Florida
Planning & Zoning Board/Special Magistrate
as Local Planning Agency

The case below was heard on Tuesday, October 4, 2022, by the Special Magistrate. The applicant seeks approval and favorable recommendation from the City of Wildwood Planning and Zoning Board/Special Magistrate as the Local Planning Agency for a Comprehensive Plan amendment to amend the FLU map designation from Low Density Residential and Neighborhood Commercial to High Density Residential and Commercial on 47.47 acres MOL.

Case No: CP 2208-001 Commander's Pointe

Applicant: Hall Robertson

Owner: Acorn Investments LLC

Parcel Number: C13-109

Under Land Development Regulation (LDR) § 1.7(C), the Planning and Zoning Board/Special Magistrate as Local Planning Agency has a duty to make a recommendation to the City Commission on all proposed Comprehensive Plan amendments.

Based upon the testimony, evidence, and information presented as to the criteria set forth in LDR § 1.7(D), the Special Magistrate recommends approval of the Comprehensive Plan amendment and gives a favorable recommendation of Ordinance O2022-84 to the City Commission for final determination.

Dated: October 4, 2022



Lindsay C.T. Holt
Special Magistrate City of Wildwood

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: RZ 2208-001 Commander's Pointe

REQUESTED ACTION: Special Magistrate recommends approval, subject to approval of O2022-84, which establishes a Future Land Use appropriate to the proposed zoning.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Case #	RZ 2208-001 Commander's Pointe
Ordinance #	O2022-85
Applicant	Hall Robertson
Owner	Acorn Investments, LLC
Property Location	Located south of E C 466 and west of CR 209
Parcel Number(s)	C13-109
Date	9/12/22

The applicant seeks approval from the Commission for a Zoning Map Amendment to change the zoning from C-2A (City) to R-5 & C-3 (City) for the parcels listed above on 47.47 acres MOL. This request is accompanied by a concurrent Small Scale Comprehensive Plan amendment CP 2208-001. Pursuant to Land Development Regulation (LDR) § 3.3(C)(4), staff believes the zoning change should be granted based on the following criteria:

(a) Whether the proposed change is consistent with the comprehensive plan:

The proposed rezoning to R-5 & C-3 is consistent with the proposed Future Land Use Map designation of High Density Residential and General Commercial. This is also consistent with the intent of the Comprehensive Plan as stated in FLU Policy 1.1.4, and Policy 1.2.8. These proposed changes also coincide with Objectives 1.2 and Objective 1.4 of the Future Land Use Element, which is to cultivate a more sustainable community by discouraging urban sprawl through a future land use pattern which promotes orderly, compact development. While continuing to create an environment that fosters, supports, and champions economic growth. As such this change is consistent with the 2050 Comprehensive Plan.

(b) The existing land use pattern of the surrounding area:

The proposed rezoning to R-5 is compatible with the current zoning in this area along CR 209. The property is intended to be used as a high-density residential development and is within range of other properties designated with R-2 & R-4 zoning designations to the East and South. Whereas the Commercial C-3 zoning would be along E C 466 and is consistent with the other commercial zoning designations along E C 466. The proposed development would abide by Policy 1.2.8(a)(e)(i), as the proposed development contributes to a mix of land use, assists in developing a thriving and equitable economy, while preventing the spread of urban sprawl through compact design.

(c) The possibility of adversely affecting public facilities such as schools, utilities, streets, etc:

Schools: The residential development is proposed to add 179 students to Wildwood Schools. The school district advises that capacity is available.

Potable Water & Sewer: The subject properties are in an infill demand service area according to the 2019 Utility Master Plan. City water and sewer are available to the subject property. The applicant/owner will work with City utilities at the site plan stage to connect to City water and sewer.

Streets: Access to the property is proposed from E C 466, which is maintained by the Sumter County, and CR 209 which is a minor local road maintained by the county as well. US 301 is currently a two-lane divided major arterial roadway that operates at a LOS D. The proposed Future Land Use change to HDR and Commercial of the proposed development is estimated to reduce overall daily trips by approximately 795. A full traffic impact analysis will need to be conducted for the site plan and approved by Sumter County. Any concerns the county may have with projected long-term increases to traffic along CR 209 would need to be addressed.

(d) Whether changed or changing conditions make the passage of the proposed amendment necessary;

The surrounding area is a mix of commercial and low-density residential developments, which could be considered urban sprawl which would conflict with Objective 1.2 of the 2050 Comprehensive Plan in the Future Land Use Element section. The rezoning is necessary to accommodate the proposed use of the property and to bring the property into compliance with the proposed Future Land Use designation.

(e) Whether the proposed change will create or excessively increase traffic congestion or otherwise be a detriment to public safety;

The proposed rezoning change to R-5 according to the submitted traffic statement would result in an overall reduction of approximately 795 daily trips along E C 466 and CR 209. A full traffic impact analysis accepted by Sumter County that includes traffic mitigation needed to accommodate the increase in traffic may be required at the Site Plan stage to address Sumter County's concerns along CR 209. However, the change from the existing C-2A has resulted in a reduction in estimated traffic, alleviating congestion concerns.

(f) Whether the proposed change will be a deterrent to the improvement or development of adjacent property;

The proposed rezoning will not be a deterrent to the improvement or development of adjacent properties. Properties along E C 466 & CR 209 are already a mix of residential and Commercial development. Properties that remain in Sumter County's jurisdiction are allowed to develop according to their jurisdiction's future land use and zoning designations.

ZONING DESIGNATION SURROUNDING PROPERTIES	
NORTH	RR5C, RR1 & A10C (COUNTY) C-2 (CITY)
SOUTH	RR5C (COUNTY), R-2 (CITY)
EAST	A10C, RR1, RR1C (COUNTY), C-3 & R-4 (CITY)
WEST	A10C, RR1, RR1C & RR5C (COUNTY)

If approved, the applicant will be required to submit a site plan to the city prior to development. The site plan will need to follow all requirements as established in the City's Land Development Regulations, Design District Standards and Planned Development Agreement.



Shaun Raja,
Planner I, Development Services

ORDINANCE NO. 02022-85

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA;
PROPOSING A ZONING MAP AMENDMENT TO THE
OFFICIAL ZONING MAP IN ACCORDANCE WITH
SECTIONS 3.2 AND 3.3 OF THE LAND DEVELOPMENT
REGULATIONS; PROVIDING FOR CODIFICATION;
PROVIDING FOR CONFLICT; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE
DATE.

WHEREAS, the City of Wildwood, Florida, is proposing to amend the Official Zoning Map of said City, to include a rezoning of real property described as follows, to-wit:

Parcel C13-109
Acorn Investments, LLC (Owner)
47.47 Acres +/-

LEGAL DESCRIPTION:

PARCEL A

THAT PORTION OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF AFORESAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13; THENCE RUN SOUTHERLY ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 A DISTANCE OF 67.05 FEET, MORE OR LESS, TO THE SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466; THENCE ALONG SAID RIGHT-OF-WAY LINE RUN WESTERLY 28.70 FEET, MORE OR LESS, TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 FOR THE POINT OF BEGINNING; THENCE CONTINUE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 A DISTANCE OF 829.00 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE RUN SOUTHERLY PARALLEL WITH THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 A DISTANCE OF 263.00 FEET; THENCE PARALLEL WITH AFORESAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 RUN EASTERLY 829.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE RUN NORTHERLY 263.00 FEET TO THE POINT OF BEGINNING.

(CONTAINING 5.00 ACRES, MORE OR LESS)

PARCEL B

THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 AND THE NORTH 1/2 OF THE NORTH 1/2 OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4 OF SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA. LESS AND EXCEPT RIGHT-OF-WAY FOR COUNTY ROAD C-466 ACROSS THE NORTH SIDE THEREOF AND RIGHT-OF-WAY FOR COUNTY ROAD 209 ACROSS THE EAST SIDE THEREOF.

ALSO LESS AND EXCEPT THE FOLLOWING-DESCRIBED PROPERTY:

THAT PORTION OF THE SOUTHEAST 1/4 OF THE NORTHEAST 1/4 IN SECTION 13, TOWNSHIP 18 SOUTH, RANGE 22 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEAST CORNER OF AFORESAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 OF SECTION 13; THENCE RUN SOUTHERLY ALONG THE EAST LINE OF SAID SOUTHEAST 1/4 OF THE NORTHEAST 1/4 A DISTANCE OF 67.05 FEET, MORE OR LESS, TO THE SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466; THENCE ALONG SAID RIGHT-OF-WAY LINE RUN WESTERLY 28.70 FEET, MORE OR LESS, TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 FOR THE POINT OF BEGINNING; THENCE CONTINUE WESTERLY ALONG SAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 A DISTANCE OF 829.00 FEET; THENCE DEPARTING SAID RIGHT-OF-WAY LINE RUN SOUTHERLY PARALLEL WITH THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209 A DISTANCE OF 263.00 FEET; THENCE PARALLEL WITH AFORESAID SOUTH RIGHT-OF-WAY LINE OF COUNTY ROAD 466 RUN EASTERLY 829.00 FEET TO THE WEST RIGHT-OF-WAY LINE OF COUNTY ROAD 209; THENCE ALONG SAID WEST RIGHT-OF-WAY LINE RUN NORTHERLY 263.00 FEET TO THE POINT OF BEGINNING.

(CONTAINING 42.47 ACRES, MORE OR LESS)

This property is to be reclassified from C-2A to R-5 & C-3 containing 47.47 acres, more or less;

AND WHEREAS, the rezoning is consistent with the City's Comprehensive Plan and Land Development Regulations.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. The Official Zoning Map of the City of Wildwood, Florida is hereby amended to include the above-referenced property as indicated above. The amendment to the Official Zoning Map is attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 2. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 3. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 4. This Ordinance shall take effect 31 days after its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this _____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

First Reading: _____

Second Reading: _____

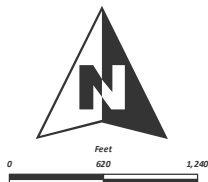
Approved as to form:

City Attorney



**CITY OF
WILDWOOD**

100 North Main Street
Wildwood, FL 34785
Phone: (352) 330-1330
www.wildwood-fl.gov

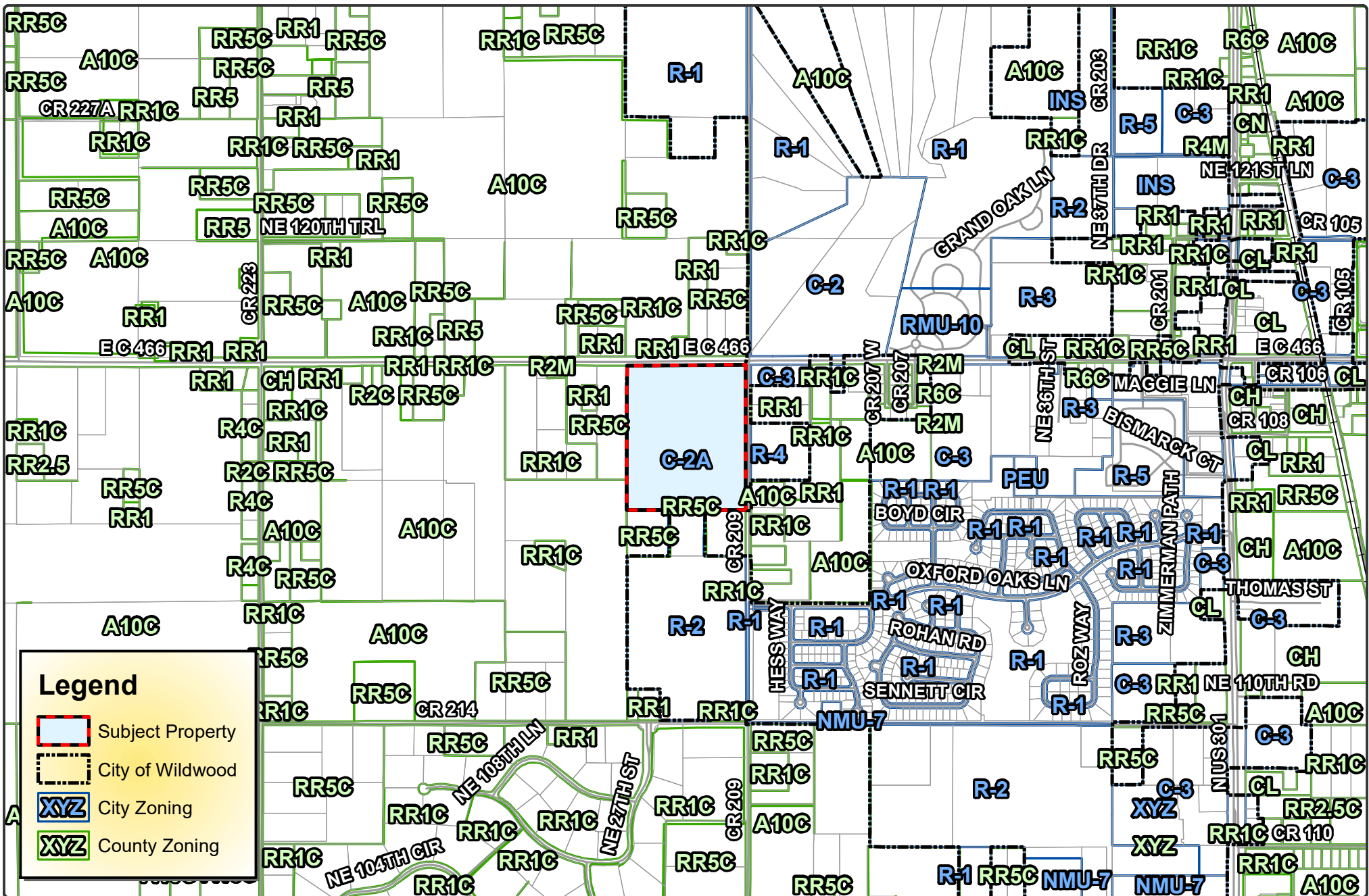


CP 2208-001 / RZ 2208-001
COMMANDER'S POINTE
PARCEL C13-109

MAP 1B

**LOCATION
MAP**

**AUGUST
2022**



City of Wildwood, Florida
Planning & Zoning Board/Special Magistrate

The case below was heard on Tuesday, October 4, 2022, by the Special Magistrate. The applicant seeks approval and favorable recommendation from the City of Wildwood Planning and Zoning Board/Special Magistrate for a Zoning Map Amendment to change the zoning district from C2-A (City) to R-5 & C-3 (City) on 47.47 acres MOL.

Case # RZ 2208-001 Commander's Pointe

Applicant Hall Robertson

Owner Acorn Investments LLC

Parcel Number(s) C13-109

Under Land Development Regulation (LDR) § 1.7(C), the Planning and Zoning Board/Special Magistrate has a duty to make a recommendation to the City Commission on all proposed Zoning Map amendments.

Based upon the testimony, evidence, and information presented as to the criteria set forth in LDR § 1.7(D), the Special Magistrate recommends approval of the Zoning Map amendment and gives a favorable recommendation of Ordinance O2022-85 to the City Commission for final determination.

Dated: October 4, 2022



Lindsay C.T. Holt
Special Magistrate City of Wildwood

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: AN 2209-002 A&A Plaza

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The applicant, A&A Brothers LLC, on behalf of the owners, Ammar Mousa and Amer Al-Shareef, has submitted a voluntary annexation application for parcel K09A004. The property to be annexed totals 5 acres MOL and is located along E C 470, south and east of CR 500, and approximately 0.5 miles west of Marsh Bend Trail.

Annexation into the City is appropriate because the properties are contiguous to the City limits and are within the City's Joint Planning Area with Sumter County, which allows for voluntary annexations within the planning area that would otherwise not be permissible under statute due to the creation of a "pocket" or "enclave."

The applicant plans to modify existing property from low density residential to commercial. However, water and sewer are not available on the subject property currently. The applicant will need to work with the City Utilities department to connect to utilities when development is proposed. It is important to note that there is no sanitary sewer accessible to this parcel.

Still, the parcel is within the JPA, and the surrounding future land use is designated for commercial use. In addition, the applicant has expressed their understanding not to develop the parcel until utilities become available sometime in the future.

Staff recommends approval of Ordinance O2022-95.



Shaun Raja, Planner I,
Development Services Department

ORDINANCE NO. O2022-95

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY CONSISTING OF APPROXIMATELY 5 ACRES LOCATED ALONG E C 470, SOUTH AND EAST OF CR 500 AND APPROXIMATELY 0.5 MILES WEST OF MARSH BEND TRAIL, IN SECTION 9, TOWNSHIP 20 NORTH, RANGE 23 EAST; WHICH IS CONTIGUOUS TO THE CITY LIMITS OF THE CITY OF WILDWOOD AND LOCATED IN THE CITY'S JOINT PLANNING AREA; PROVIDING THAT SECTION 1-14 OF THE CITY OF WILDWOOD CODE OF ORDINANCES IS AMENDED TO INCLUDE THE ANNEXED PROPERTY; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. Based upon the petition of the owner of the following described real property, which is located on E C 470, approximately 0.5 miles west of Marsh Bend Trail, to be annexed into the City, the property is hereby annexed into the City of Wildwood pursuant to Sections 171.044 and 171.204, Florida Statutes. The City Commission finds that the property is contiguous to the City of Wildwood; is located within the City's Joint Planning Area with Sumter County; and meets all legal requirements for annexation. The annexed property lying in Sumter County, Florida, owned by A&A Brothers LLC, is more particularly described as follows:

Parcel K09A004
A&A Brothers LLC (OWNER)
5 Acres +/-

LEGAL DESCRIPTION

Lot 4, Indian Oaks, according to the plat thereof, as recorded in plat book "4", page(s) 53, public records of Sumter County, Florida.

SECTION 2. All of the above described annexed property shall be liable for its proportionate share of the future and existing indebtedness of the City of Wildwood.

SECTION 3. All of the above described annexed property shall be subject to the laws and ordinance of the City of Wildwood as if this territory had been a part of the City of Wildwood at the time of passage and approval of said laws and ordinances.

SECTION 4. Until such time as the City amends its comprehensive plan, the current Sumter County zoning classification and future land use regulations will remain in full force and effect.

SECTION 5. Section 1-14 of the City of Wildwood Code of Ordinances is hereby amended to include the legal description of the annexed parcel pursuant to this Ordinance. The location map identifying the property to be annexed are attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 6. If any portion of this Ordinance is declared invalid for any purpose, the remaining portion shall remain valid and in full force and effect

SECTION 7. This Ordinance shall take effect upon final approval by the City Commission.

DONE AND ORDAINED this ____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

First Reading: _____

Second Reading: _____

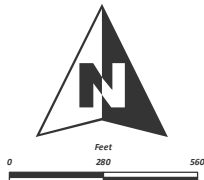
Approved as to form:

City Attorney



**CITY OF
WILDWOOD**

100 North Main Street
Wildwood, FL 34785
Phone: (352) 330-1330
www.wildwood-fl.gov



AN 2209-002

A&A PLAZA

PARCEL K09A004

MAP 1B

LOCATION
MAP

OCTOBER
2022

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: CP 2208-002 Twisted Oaks Multi-Family

REQUESTED ACTION: Special Magistrate recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Case #	CP 2208-002 Twisted Oaks Multi-Family
Ordinance #	O2022-92
Applicant	KL Twisted Oaks LLC
Owner	KL Twisted Oaks LLC
Property Location	Located approximately 0.02 miles west of N US 301 and along E C 462
Parcel Number(s)	D31-016, D31-002 & D31-003
Date	10/14/2022

The applicant seeks approval from the City Commission for a Small Scale Comprehensive Plan Amendment to change the Future Land Use Map designation from Commercial (City) to High Density Residential and Commercial (City) for the parcels listed above on 19.15 acres residential MOL and 3.12 acres commercial MOL. This request is accompanied by rezoning request RZ 2208-002.

Staff believes the proposed amendment should be granted based on the following criteria found in Land Development Regulation (LDR) §1.7(D).

(1) Justification of the proposed amendment has been adequately presented;

The applicant is seeking to change the current FLU in accordance with Policy 1.1.1.a. for the above-mentioned parcels. They intend to develop a multi-family mixed-use development on the subject property consisting of a maximum possible development of 240 dwelling units on 19.15 acres MOL, in addition to 3.12 acres MOL of commercial use. Justification has been presented to the city to support the proposed development with higher density residential developments to tackle growing housing and commercial demands, while allowing for a wide range of housing types to accommodate a diversity of housing needs. In accordance with Policies 1.2.7.a., 1.2.7.b., and 3.3.10.b. the proposed amendment will not significantly contribute to the degradation of residential neighborhoods.

(2) The proposed amendment is not inconsistent with the goals, objectives and policies of the comprehensive plan;

The proposed amendment is not inconsistent with the policies of the Comprehensive Plan. High Density Residential (HDR) Future Land Use designation within the 2050 Comprehensive Plan allows for a maximum of 240 dwelling units on the subject property. The 2050 Comprehensive Plan FLU Policy 1.1.1 designates a maximum density allowance of 15 units

per acre for the proposed FLU designation, placing the project within acceptable development standards. With Policy 1.2.8 stating that the city shall encourage all new development projects to abide by principles of sustainable land development patterns. Surrounding parcels within the city are designated for a mixture of residential mixed-use, commercial, and industrial with county parcels encompassing primarily low density residential. The current mix of commercial and residential of city parcels would not constitute sprawl and therefore conforms with Objective 1.2 within the Future Land Use Element. Policy 1.1.4 stipulates that the City's zoning map shall be consistent with the FLUM, and further refine densities, intensities, and permitted uses. Policy 2.5.11 of the Transportation Element requests that developments provide vehicular connectivity internally, and to surrounding areas where feasible. The proposed development is compact in its design and seeks to utilize the maximum space available while providing residents access to commercial opportunities within walking distance. As such, the proposed amendment is not inconsistent with the FLUM and conforms with the Comprehensive Plan.

(3) The proposed amendment should not be considered urban sprawl or exemplify an energy-inefficient land use pattern;

The amendment is not considered urban sprawl, and it does not exemplify an energy-inefficient land use pattern. The subject property is located along E C 462 and N US 301, with E C 462 designated as a major collector road and US 301, a principal arterial roadway. The addition of High Density Residential (HDR) would conform with Objective 1.2 of the Comprehensive Plan and would fit with the surrounding future land uses. The proposed development directly combats urban sprawl by focusing on maximizing existing space for compact development, providing a wider, more efficient land use in the area.

(4) The proposed amendment will not have an adverse effect on environmentally sensitive systems;

The proposed amendment will not have an adverse effect on environmentally sensitive systems. Environmental and ecological assessments were conducted by Ecological Consulting Solutions, Inc in June of 2021. No wetlands and/or surface waters were present within the project boundary. In addition, no listed species were found on the subject property, nor did a USFWS database search reveal documented evidence of such species within the vicinity. Standard USFWS protection measures are recommended to be applied, and that USFWS must be notified thirty (30) days prior to any land clearing with a protection/education plan concerning eastern indigo snakes.

(5) The proposed amendment will not adversely affect transportation, potable water, sewer, schools or other public facilities without providing remedies to correct the system or facility.

Transportation: Access to the site is proposed via two full access driveways on CR 462, which is maintained by the county, and the other on US 301 which is currently a two-lane divided major arterial roadway that operates at LOS D. The proposed Future Land Use change to HDR and Commercial is estimated to generate 2,361 new daily trips, of which 133 would occur during the AM peak hour, and 221 trips to occur during the PM peak hour. A full traffic impact analysis will need to be conducted for the site plan and approved by Sumter County.

Potable Water & Sewer: The subject properties are located within a demand service area according to the 2019 Utility Master Plan. City water and sewer are available to the subject property. The applicant/owner will work with City utilities at the site plan stage to connect to City water and sewer. The proposed development will consist of 240 dwelling units and is estimated to use 72,000 gpd of water, and 60,000 gpd of wastewater use.

Schools: The residential development is proposed to add 68 elementary, middle, and high school students to Wildwood Schools. The school district advises that capacity is available.

Special Magistrate **recommends approval and a favorable recommendation of Ordinance Number O2022-92** be forwarded to the City Commission for further action.

A handwritten signature in black ink that reads "Shaun Raja". The signature is written in a cursive, flowing style.

Shaun Raja,
Planner I, Development Services

ORDINANCE NO. O2022-92

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA, PROPOSING A SMALL SCALE FUTURE LAND USE MAP AMENDMENT TO THE ADOPTED COMPREHENSIVE PLAN AND FUTURE LAND USE MAP IN ACCORDANCE WITH THE COMMUNITY PLANNING ACT OF 2011, AS AMENDED; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Wildwood, Florida, is proposing to amend the local Comprehensive Plan and Future Land Use Map of said City, to include a land use amendment described as follows, to-wit:

Parcels D31-016, D31-002, & D31-003
KL Twisted Oaks LLC (Owner)
21.24 Acres +/-

LEGAL DESCRIPTION:

A PORTION OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA.

DESCRIBED AS FOLLOWS:

PARCEL 1: 70 YARDS OFF SOUTH END OF EAST $\frac{1}{2}$ OF NORTHEAST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST;

AND

PARCEL 2: SOUTH $\frac{3}{4}$ OF THE EAST $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST, LESS THE SOUTH 70 YARDS THEREOF, AND LESS THE NORTH 420 FEET THEREOF AND LESS THE RIGHT-OF-WAY FOR SR No 35;

AND

PARCEL 3: A PART OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA, DESCRIBED AS FOLLOWS: FROM THE NORTHWEST CORNER OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$, RUN S00°07'00"W, ALONG THE WEST LINE OF SAID NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$, 33.00 FEET, MORE OR LESS, TO THE SOUTH

RIGHT-OF-WAY OF HIGHWAY NO. 462; RUN THENCE S89°46'50"E, ALONG SAID SOUTH RIGHT-OF-WAY OF HIGHWAY NO. 462 A DISTANCE OF 1354.96 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; FROM SAID POINT OF BEGINNING RUN S00°06'20"W, 1288.47 FEET TO THE SOUTH LINE OF THE NORTH ½ OF THE NORTHEAST ¼ ; RUN THENCE S89°51'00"E, ALONG SAID SOUTH LINE OF NORTH ½ OF THE NORTHEAST ¼, 636.11 FEET TO THE SOUTHEAST CORNER OF THE WEST ¾ OF THE NORTH ½ OF THE NORTHEAST ¼; RUN THENCE N00°06'15"E, ALONG THE EAST LINE OF SAID WEST ¾ OF THE NORTH ½ OF THE NORTHEAST ¼ , 854.00 FEET; THENCE N89°46'50"W, 466.70 FEET; THENCE N00°06'15"E, 433.70 FEET TO THE SOUTH RIGHT-OF-WAY OF HIGHWAY NO. 462; RUN THENCE N89°46'50"W, ALONG SAID RIGHT-OF-WAY OF HIGHWAY NO. 462, A DISTANCE OF 169.37 FEET TO THE POINT OF BEGINNING.

THE ABOVE PARCEL CONTAINS 21.240 ACRES MORE OR LESS.

AND WHEREAS, the City is proposing to amend the Future Land Use Map to include the future land use of property that shall pertain and be applicable to said amendment.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. The adopted local Comprehensive Plan and Future Land Use Map for the City of Wildwood, Florida, are hereby amended to include the above-referenced property and proposed land use amendment as indicated above. The amendment to the Future Land Use Map of the local comprehensive plan is attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 2. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 3. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 4. This Ordinance shall take effect 31 days after its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this ____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

Ed Wolf, Mayor

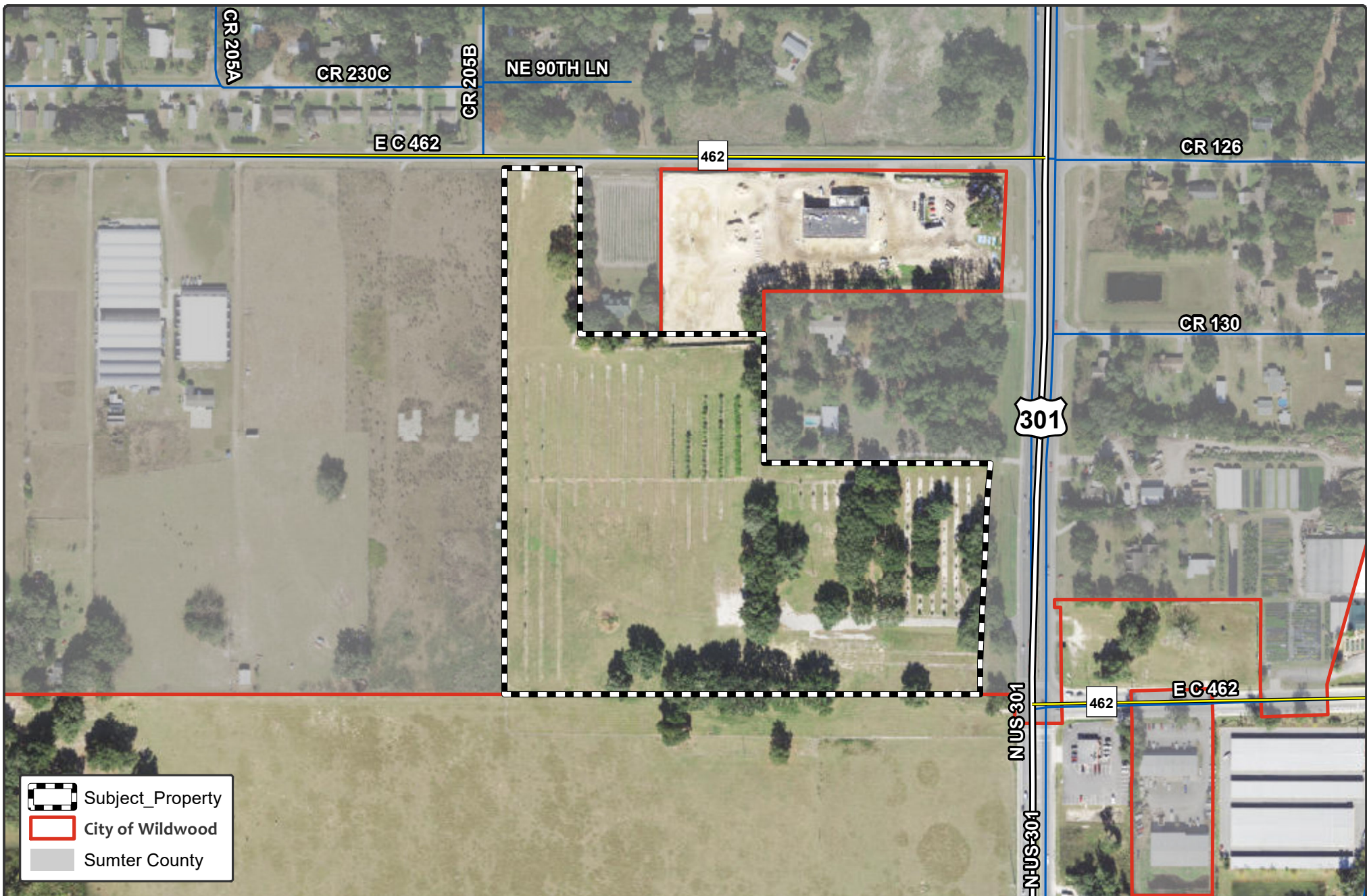
ATTEST: _____
Susan Patterson, City Clerk

First Reading: _____

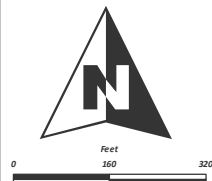
Second Reading: _____

Approved as to form:

City Attorney

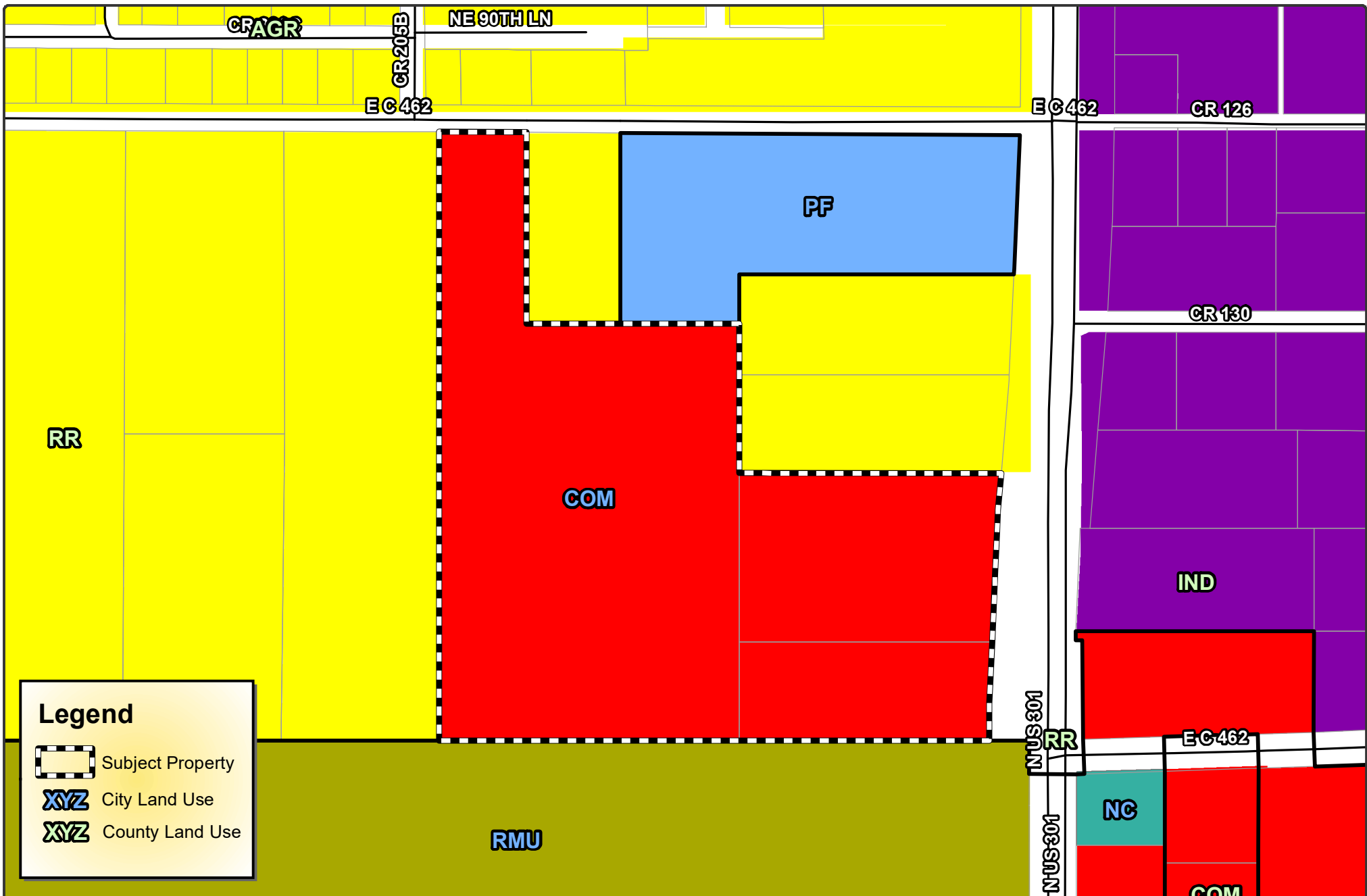


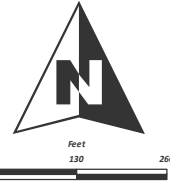
**CITY OF
WILDWOOD**
100 North Main Street
Wildwood, FL 34785
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www.wildwood-fl.gov

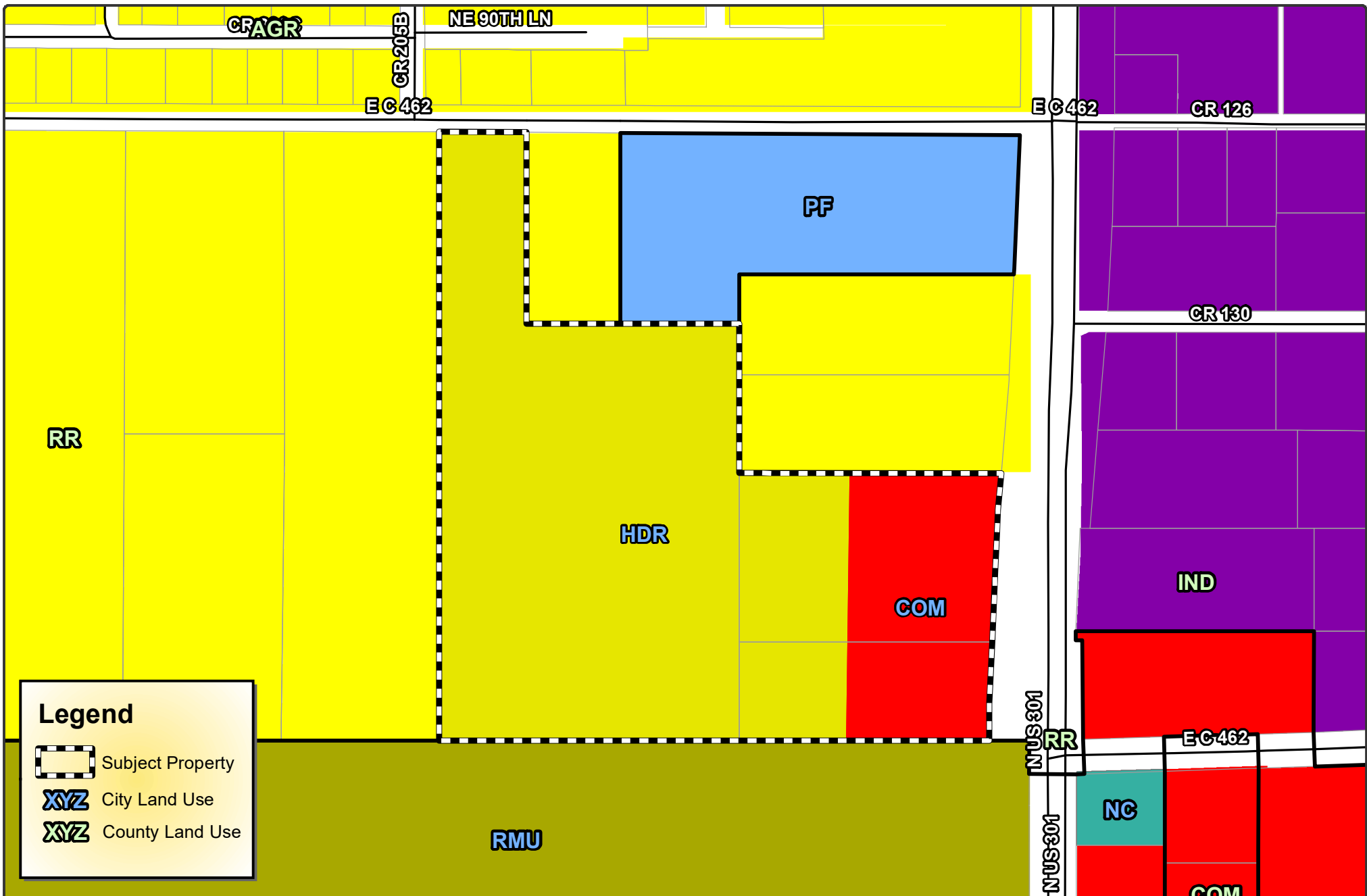


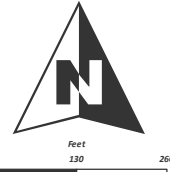
CP 2208-002 / RZ 2208-002
TWISTED OAKS MULTI-FAMILY
PARCELS D31-002, D31-003, & D31-016

MAP 1B
**LOCATION
MAP**
**OCTOBER
2022**



 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov	 Feet 0 130 260	CP 2208-002 TWISTED OAKS MULTI-FAMILY PARCELS D31-002, D31-003, & D31-016	MAP 2A EXISTING LAND USE OCTOBER 2022
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 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov	 Feet 0 130 260	CP 2208-002 TWISTED OAKS MULTI-FAMILY PARCELS D31-002, D31-003, & D31-016	MAP 2B PROPOSED LAND USE PENDING COMMISSION APPROVAL OCTOBER 2022
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City of Wildwood, Florida
Planning & Zoning Board/Special Magistrate
as Local Planning Agency

The case below was heard on Tuesday, November 1, 2022, by the Special Magistrate. The applicant seeks approval and favorable recommendation from the City of Wildwood Planning and Zoning Board/Special Magistrate as the Local Planning Agency for a Comprehensive Plan amendment to amend the FLU map designation from Commercial to High Density Residential and Commercial on 21.24 acres MOL.

Case No: CP 2208-002 Twisted Oaks Multi-Family

Applicant: KL Twisted Oaks LLC

Owner: KL Twisted Oaks LLC

Parcel Number(s): D31-016, D31-002 & D31-003

Under Land Development Regulation (LDR) § 1.7(C), the Planning and Zoning Board/Special Magistrate as Local Planning Agency has a duty to make a recommendation to the City Commission on all proposed Comprehensive Plan amendments.

Based upon the testimony, evidence, and information presented as to the criteria set forth in LDR § 1.7(D), the Special Magistrate recommends approval of the Comprehensive Plan amendment and gives a favorable recommendation of Ordinance O2022-92 to the City Commission for final determination.

Dated: November 1, 2022



Lindsay C.T. Holt
Special Magistrate City of Wildwood

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: RZ 2208-002 Twisted Oaks Multi-Family

REQUESTED ACTION: Special Magistrate recommends approval, subject to approval of O2022-92, which establishes a Future Land Use appropriate to the proposed zoning.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Case #	RZ 2208-002 Twisted Oaks Multi-Family
Ordinance #	O2022-93
Applicant	KL Twisted Oaks LLC
Owner	KL Twisted Oaks LLC
Property Location	Located approximately 0.02 miles west of N US 301 and along E C 462
Parcel Number(s)	D31-016, D31-002 & D31-003
Date	10/17/2022

The applicant seeks approval from the Commission for a Zoning Map Amendment to change the zoning C-3 (City) to R-5 & C-3 (City) for the parcels listed above on 21.24 acres MOL. This request is accompanied by a concurrent Small Scale Comprehensive Plan amendment CP 2208-002.

Pursuant to Land Development Regulation (LDR) § 3.3(C)(4), staff believes the zoning change should be granted based on the following criteria:

(a) Whether the proposed change is consistent with the comprehensive plan;

The proposed rezoning to R-5 & C-3 is consistent with the proposed Future Land Use Map designation of High Density Residential and General Commercial. This is also consistent with the intent of the Comprehensive Plan as stated in FLU Policy 1.1.4, and Policy 1.2.8. These proposed changes also coincide with Objectives 1.2 and Objective 1.4 of the Future Land Use Element, which is to cultivate a more sustainable community by discouraging urban sprawl through a future land use pattern which promotes orderly, compact development. While continuing to create an environment that fosters, supports, and champions economic growth. As such this change is consistent with the 2050 Comprehensive Plan.

(b) The existing land use pattern of the surrounding area;

The proposed rezoning to R-5 is compatible with the current zoning in this area along E C 462 and N US 301. The property is intended to be used as a high-density residential development and is within range of other properties designated as residential mixed use to the South and West. Whereas the Commercial C-3 zoning would be along N US 301 and is consistent with the other commercial zoning designations along US 301. The proposed development would abide by Policy 1.2.8(a)(e)(i), as the proposed development contributes to a mix of land use, assists in developing a thriving and equitable economy, while preventing the spread of urban

sprawl through compact design.

(c) The possibility of adversely affecting public facilities such as schools, utilities, streets, etc;

Schools: The residential development is proposed to add 68 elementary, middle, and high school students to Wildwood Schools. The school district advises that capacity is available.

Potable Water & Sewer: The subject properties are located within a demand service area according to the 2019 Utility Master Plan. City water and sewer are available to the subject property. The applicant/owner will work with City utilities at the site plan stage to connect to City water and sewer. The proposed development will consist of 240 dwelling units and is estimated to use 72,000 gpd of water, and 60,000 gpd of wastewater.

Streets: Access to the site is proposed via two full access driveways on CR 462, which is maintained by the county, and the other on US 301 which is currently a two-lane divided major arterial roadway that operates at LOS D.

(d) Whether changed or changing conditions make the passage of the proposed amendment necessary;

The surrounding area is a mix of commercial, residential mixed-use, and industrial, which conforms with Objective 1.2 of the 2050 Comprehensive Plan in the Future Land Use Element section. This proposed development fits within the makeup of the existing landscape and promotes further mixed-use development which would combat urban sprawl. The rezoning is necessary to accommodate the proposed use of the property and to bring the property into compliance with the proposed Future Land Use designation.

(e) Whether the proposed change will create or excessively increase traffic congestion or otherwise be a detriment to public safety;

The proposed Future Land Use change to HDR and Commercial is estimated to generate 2,361 new daily trips, of which 133 would occur during the AM peak hour, and 221 trips to occur during the PM peak hour. As the site is located along two major roads, one being a principle arterial road, this development would not contribute an excessive amount of traffic to the roads as to be detrimental to public safety. However, a full traffic impact analysis will need to be conducted for the site plan and be approved by Sumter County.

(f) Whether the proposed change will be a deterrent to the improvement or development of adjacent property;

The proposed rezoning will not be a deterrent to the improvement or development of adjacent properties. Properties along E C 462 & N US 301 are already a mix of residential and Commercial development. While parcels further east along Lee St are zoned Industrial and could be considered the primary deterrent for residential development on the east side of N US 301. Properties that remain in Sumter County's jurisdiction are allowed to develop according to their jurisdiction's future land use and zoning designations.

ZONING DESIGNATION

SURROUNDING PROPERTIES

NORTH	R2M, R6C, & A10C (COUNTY) PEU (CITY)
SOUTH	NMU-7 & PUD (CITY)
EAST	ID, CL, R4C, & CH (COUNTY), C-3 (CITY)
WEST	A10C & RR5C (COUNTY)

If approved, the applicant will be required to submit a site plan to the city prior to development. The site plan will need to follow all requirements as established in the City's Land

Development Regulations, Design District Standards and Planned Development Agreement.

Special Magistrate recommends approval and favorable recommendation of Ordinance Number O2022-93 subject to approval of O2022-92, which establishes a Future Land Use appropriate to the proposed zoning.

A handwritten signature in black ink that reads "Shaun Raja". The signature is written in a cursive, flowing style.

Shaun Raja,
Planner I, Development Services

ORDINANCE NO. O2022-93

AN ORDINANCE OF THE CITY OF WILDWOOD, FLORIDA;
PROPOSING A ZONING MAP AMENDMENT TO THE
OFFICIAL ZONING MAP IN ACCORDANCE WITH
SECTIONS 3.2 AND 3.3 OF THE LAND DEVELOPMENT
REGULATIONS; PROVIDING FOR CODIFICATION;
PROVIDING FOR CONFLICT; PROVIDING FOR
SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE
DATE.

WHEREAS, the City of Wildwood, Florida, is proposing to amend the Official Zoning Map of said City, to include a rezoning of real property described as follows, to-wit:

Parcels D31-016, D31-002, & D31-003
KL Twisted Oaks LLC (Owner)
21.24 Acres +/-

LEGAL DESCRIPTION:

A PORTION OF THE NORTHEAST $\frac{1}{4}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31,
TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA.

DESCRIBED AS FOLLOWS:

PARCEL 1: 70 YARDS OFF SOUTH END OF EAST $\frac{1}{2}$ OF NORTHEAST $\frac{1}{4}$ OF THE
NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST;

AND

PARCEL 2: SOUTH $\frac{3}{4}$ OF THE EAST $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF THE
NORTHEAST $\frac{1}{4}$ OF SECTION 31, TOWNSHIP 18 SOUTH, RANGE 23 EAST, LESS
THE SOUTH 70 YARDS THEREOF, AND LESS THE NORTH 420 FEET THEREOF
AND LESS THE RIGHT-OF-WAY FOR SR No 35;

AND

PARCEL 3: A PART OF THE NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 31,
TOWNSHIP 18 SOUTH, RANGE 23 EAST, SUMTER COUNTY, FLORIDA,
DESCRIBED AS FOLLOWS: FROM THE NORTHWEST CORNER OF THE NORTH $\frac{1}{2}$
OF THE NORTHEAST $\frac{1}{4}$, RUN S00°07'00"W, ALONG THE WEST LINE OF SAID
NORTH $\frac{1}{2}$ OF THE NORTHEAST $\frac{1}{4}$, 33.00 FEET, MORE OR LESS, TO THE SOUTH

RIGHT-OF-WAY OF HIGHWAY NO. 462; RUN THENCE S89°46'50"E, ALONG SAID SOUTH RIGHT-OF-WAY OF HIGHWAY NO. 462 A DISTANCE OF 1354.96 FEET TO THE POINT OF BEGINNING OF THIS DESCRIPTION; FROM SAID POINT OF BEGINNING RUN S00°06'20"W, 1288.47 FEET TO THE SOUTH LINE OF THE NORTH ½ OF THE NORTHEAST ¼ ; RUN THENCE S89°51'00"E, ALONG SAID SOUTH LINE OF NORTH ½ OF THE NORTHEAST ¼, 636.11 FEET TO THE SOUTHEAST CORNER OF THE WEST ¾ OF THE NORTH ½ OF THE NORTHEAST ¼; RUN THENCE N00°06'15"E, ALONG THE EAST LINE OF SAID WEST ¾ OF THE NORTH ½ OF THE NORTHEAST ¼ , 854.00 FEET; THENCE N89°46'50"W, 466.70 FEET; THENCE N00°06'15"E, 433.70 FEET TO THE SOUTH RIGHT-OF-WAY OF HIGHWAY NO. 462; RUN THENCE N89°46'50"W, ALONG SAID RIGHT-OF-WAY OF HIGHWAY NO. 462, A DISTANCE OF 169.37 FEET TO THE POINT OF BEGINNING.

THE ABOVE PARCEL CONTAINS 21.24 ACRES MORE OR LESS.

This property is to be reclassified from C-3 to a combination of R-5 & C-3 containing 21.24 acres, more or less;

AND WHEREAS, the rezoning is consistent with the City's Comprehensive Plan and Land Development Regulations.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the City Commission of the City of Wildwood, Florida, as follows:

SECTION 1. The Official Zoning Map of the City of Wildwood, Florida is hereby amended to include the above-referenced property as indicated above. The amendment to the Official Zoning Map is attached hereto as "Exhibit A" and incorporated herein by reference.

SECTION 2. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

SECTION 3. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by a Court or competent jurisdiction, then said holding shall in no way effect the validity of the remaining portions of said Ordinance.

SECTION 4. This Ordinance shall take effect 31 days after its final reading by the City Commission of the City of Wildwood.

DONE AND ORDAINED this _____ day of _____, 2022, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION
CITY OF WILDWOOD, FLORIDA

Ed Wolf, Mayor

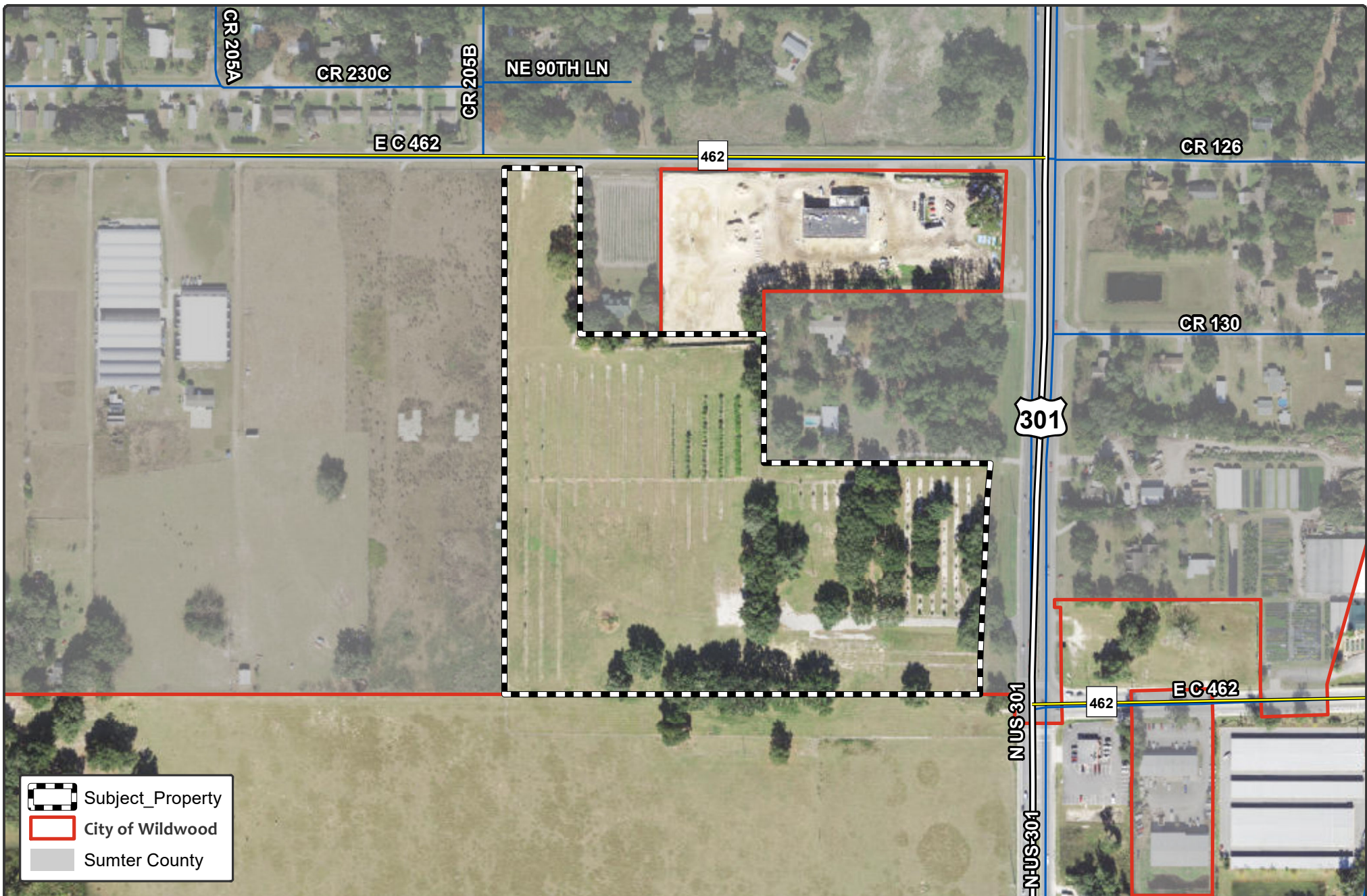
ATTEST: _____
Susan Patterson, City Clerk

First Reading: _____

Second Reading: _____

Approved as to form:

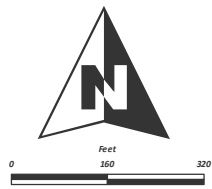
City Attorney



-  Subject_Property
-  City of Wildwood
-  Sumter County



**CITY OF
WILDWOOD**
100 North Main Street
Wildwood, FL 34785
Phone: (352) 330-1330
www.wildwood-fl.gov



CP 2208-002 / RZ 2208-002

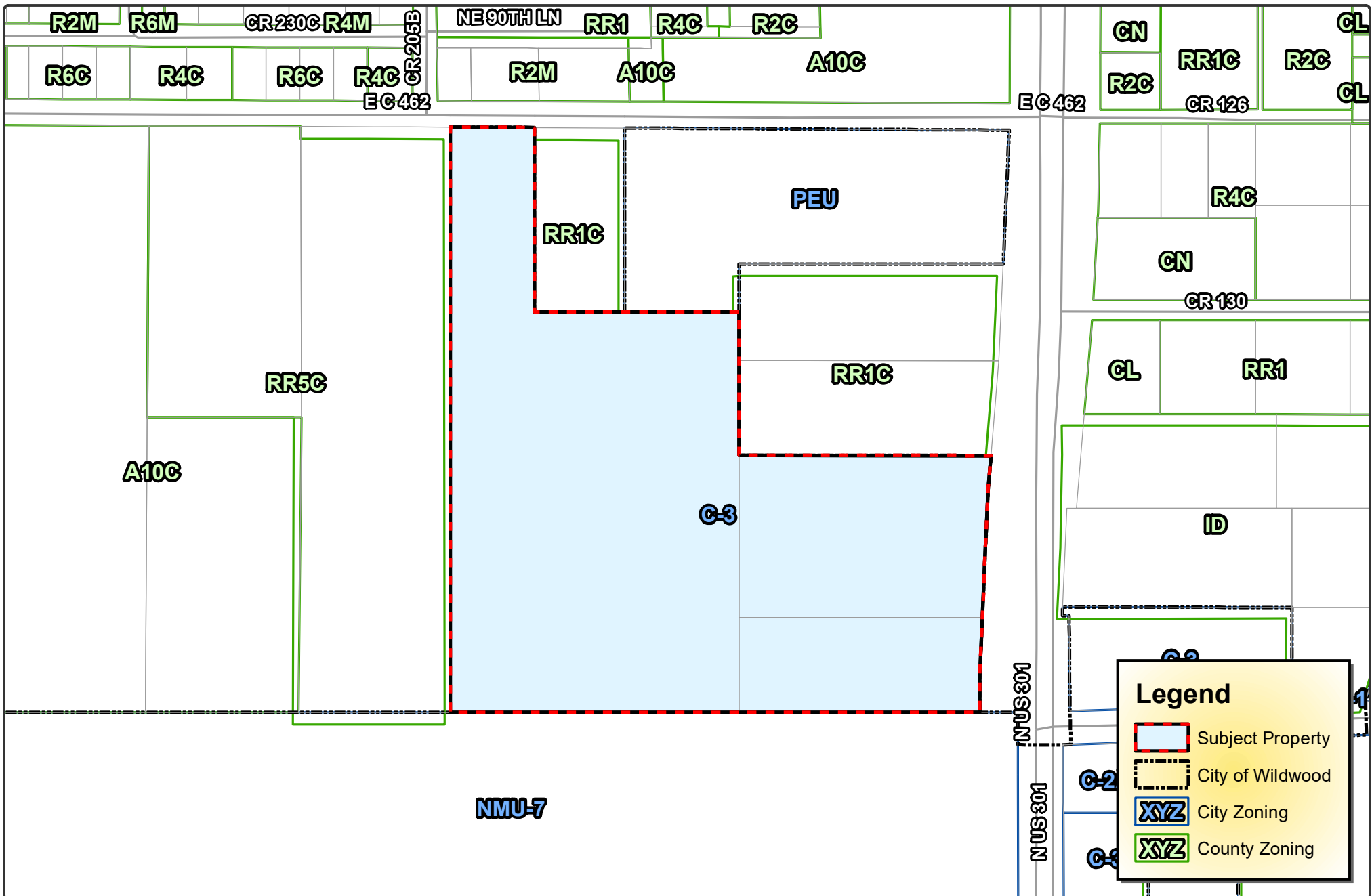
TWISTED OAKS MULTI-FAMILY

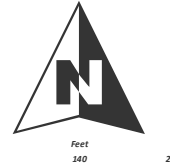
PARCELS D31-002, D31-003, & D31-016

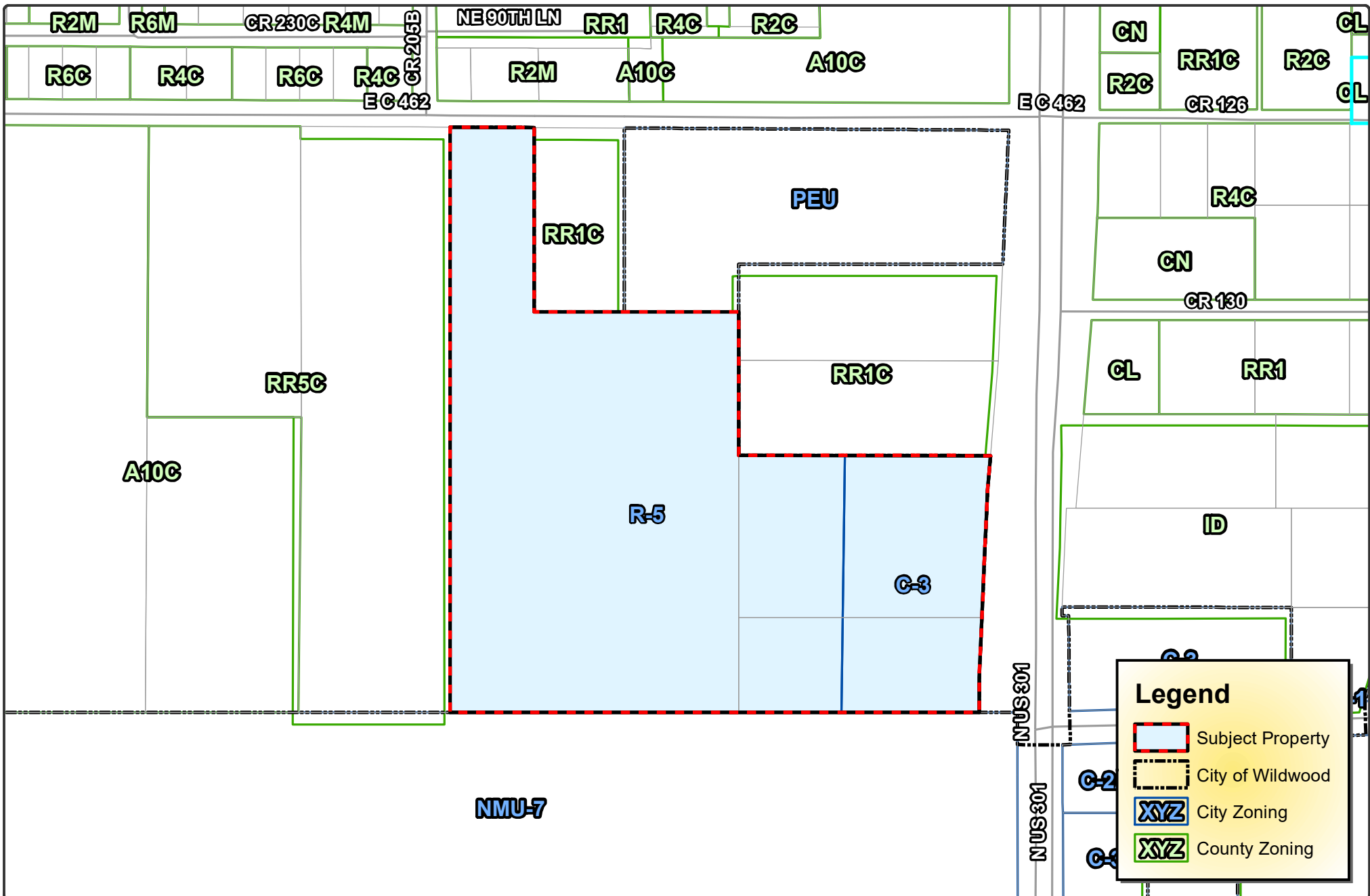
MAP 1B

**LOCATION
MAP**

**OCTOBER
2022**



 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov	 Feet 0 140 280	RZ 2208-002 TWISTED OAKS MULTI-FAMILY PARCELS D31-002, D31-003, & D31-016	MAP 3A CURRENT ZONING OCTOBER 2022
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 WILDWOOD FLORIDA	CITY OF WILDWOOD 100 North Main Street Wildwood, FL 34785 Phone: (352) 330-1330 www.wildwood-fl.gov		RZ 2208-002 TWISTED OAKS MULTI-FAMILY PARCELS D31-002, D31-003, & D31-016	MAP 3B PROPOSED ZONING PENDING COMMISSION APPROVAL OCTOBER 2022
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City of Wildwood, Florida
Planning & Zoning Board/Special Magistrate

The case below was heard on Tuesday, November 1, 2022, by the Special Magistrate. The applicant seeks approval and favorable recommendation from the City of Wildwood Planning and Zoning Board/Special Magistrate for a Zoning Map Amendment to change the zoning district from C-3 (City) to R-5 & C-3 (City) on 21.24 acres MOL.

Case # RZ 2208-002 Twisted Oaks Multi-Family

Applicant KL Twisted Oaks LLC

Owner KL Twisted Oaks LLC

Parcel Number(s) D31-016, D31-002 & D31-003

Under Land Development Regulation (LDR) § 1.7(C), the Planning and Zoning Board/Special Magistrate has a duty to make a recommendation to the City Commission on all proposed Zoning Map amendments.

Based upon the testimony, evidence, and information presented as to the criteria set forth in LDR § 1.7(D), the Special Magistrate recommends approval of the Zoning Map amendment and gives a favorable recommendation of Ordinance O2022-93 to the City Commission for final determination.

Dated: November 1, 2022



Lindsay C.T. Holt
Special Magistrate City of Wildwood

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Update of Travel Policy in Personnel Policy and Procedure Manual**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: November 14, 2022 Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

In recent years it has increasingly become evident that the City's travel policy was in need of an update. Staff reviewed the current policy to look for areas that needed updating and also reviewed the policies of other communities to assist in drafting a new policy. The writing of the new policy resulted in a complete rewrite of the existing policy. The biggest change in the new policy is how meals are handled. In the existing policy, a set per diem is set for each meal and the traveler must pay for the meals themselves, return receipts, and be reimbursed by the City. The new policy allows for the traveler to receive payment for meals upfront and does not require any receipts to be turned in post-travel. One of the problems our travelers have been facing at recent conferences is the cost of meals at and/or near the conference hotels. The current per diem rates do not come close to covering meal expenses incurred at the conference hotel or nearby restaurants. The new policy allows for meal reimbursements based upon location and pursuant to the U.S. General Services Administration allowances. This provides for higher meal allowances for areas that have higher costs. The new policy also provides more detailed information on allowable expenses.

RESOLUTION NO. R2022-30

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA AMENDING POLICY 6.4 "EMPLOYEE TRAVEL AND OTHER OFFICIAL EXPENDITURES COMPENSATION PLAN" OF THE PERSONNEL RULES AND REGULATIONS; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Wildwood has determined there is a need to revise Policy 6.4 "Employee Travel and Other Official Expenditures Compensation Plan" of the Personnel Rules and Regulations for employees of the City of Wildwood, to establish guidelines for expenses incurred while on official travel.

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

1. The City Commission hereby adopts changes to Policy 6.4 "Employee Travel and Other Official Expenditures Compensation Plan" of the Personnel Rules and Regulations as set forth in Attachment A, attached hereto and incorporated herein, establishing guidelines for expenses incurred while on official travel.

2. This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

DONE AND RESOLVED this ____ day of _____, 20____, by the City Commission of the City of Wildwood, Florida.

CITY COMMISSION

CITY OF WILDWOOD, FLORIDA

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

ATTACHMENT A

- ~~A. SUBJECT. Creation of a plan for employees who incur expenditures for travel and other official expenditures.~~
- ~~B. PURPOSE. To provide for reimbursement to employees for official expenditures.~~
- ~~C. POLICY. To promote uniform application of compensation for reimbursement to employees who incur official expenditures.~~
- ~~D. PROCEDURE.~~
- ~~1. The rates of pay do not include allowances for official authorized travel or other expenditures incurred in the conduct of City business, or allowances made to an employee for the official use of his automobile. An employee will be reimbursed for such expenses as established by City policy.~~
 - ~~2. When possible, all travel arrangements shall be planned in advance. Hotel accommodations, tuition, or registration fees shall be pre-arranged and paid by a City credit card upon Department Head approval.~~
 - ~~a. Travel Reimbursement Form—A Travel Reimbursement Form is to be turned in at the end of any city sponsored or related travel. This form will indicate the hotel costs, the meal costs, the mileage, and the tolls (if any). A map showing the distance from 100 N Main Street, Wildwood to the travel location should be attached. A copy of the event program should be attached. All receipts for meals, tolls, hotel costs, etc. should be attached to the form. Department Head should sign the form indicating all receipts, etc. have been attached. The City Manager then will also sign the form.~~
 - ~~b. Hotel~~
 - ~~i. Accommodations at the standard block room rates for single or double occupancy at the hotel hosting the specific event or a hotel equivalent to, if accommodations are not available.~~
 - ~~ii. Tax exempt certificate should be provided to the Hotel upon check-in or before if allowed.~~
 - ~~iii. A City credit card must be used in order to receive tax exemption. Be sure to utilize a City credit card.~~

~~c. — Meals~~

- ~~i. — Meals, not included in the event, will be reimbursed to the employee upon return and submission of receipts with the travel reimbursement form.~~
- ~~ii. — No meals that are included with the event will be reimbursed.~~
- ~~iii. — Meal allowances are as follows:~~
 - ~~A) — Breakfast: (Allowed when travel begins before 6:00 a.m. and extends beyond 8:00 a.m.) \$6.00 plus no more than 15% tip.~~
 - ~~B) — Lunch: (Allowed when travel begins before 11:00 a.m. and extends beyond 2:00 p.m.) \$11.00 plus no more than 15% tip.~~
 - ~~C) — Dinner: (Allowed when travel begins before 6:00 p.m. and extends beyond 8:00 p.m.) \$19.00 plus no more than 15% tip.~~
 - ~~D) — NO ALCHOLIC BEVERAGES are to be submitted for reimbursement. The employee is solely responsible for any alcoholic beverages they purchase.~~
- ~~iv. — Per Diem amount of \$36.00 (plus nor more than 15% tip) may be requested in advance. City Manager must approve. Receipts must be provided on the travel reimbursement form indicating the meal costs. If meals are less than the per diem amount, funds should be submitted with the reimbursement form. Any per diem amount not accounted for by receipt, will be included as income to the employee.~~
- ~~v. — Depending on the location of the conference/event, meal allowances may be increased. City Manager approval in advance of the event is required.~~
- ~~vi. — Tips, if paid, are to be no more than 15%.~~

~~d. — Mileage~~

- i. ~~When available, a city vehicle should be taken for out of town travel. No mileage will be reimbursed if a city vehicle is taken.~~

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- ii. ~~Mileage, at the current Internal Revenue Service mileage reimbursement rate, will be paid from Wildwood City Hall when a personal vehicle is used for travel.~~
- iii. ~~The City will not assume any responsibility for any damages to an employee's vehicle while being used for company business.~~
- iv. ~~Mileage to and from the event should be listed on the travel reimbursement form.~~

e. Tolls

- i. ~~If a city vehicle is used, a City paid transponder should be used to pay any and all tolls on City related travel.~~
- ii. ~~If a personal vehicle is used, the employee will be responsible for paying for tolls and acquiring receipts for those tolls.~~
- iii. ~~Tolls paid should be listed on the travel reimbursement form. Receipts must be attached to the travel reimbursement form.~~

f. Travel with only mileage costs

- i. ~~Mileage log — A Mileage Log Form is to be used and submitted when mileage is the only expenditure associated with the travel. As with the travel reimbursement form, a map showing the distance from 100 N Main Street, Wildwood to the travel location should be attached, if possible. When the mileage log is used for personal vehicle use during regular work hours, a map is not needed.~~

- 3. ~~All travel related forms and receipts should be turned in to Finance as soon as possible after travel is completed.~~

- A. SUBJECT. Creation of a plan for employees who incur expenditures for travel and other official expenditures.
- B. PURPOSE. To establish procedures for travel and related meal expenses applicable to all City of Wildwood employees and those individuals performing authorized travel for official City business.
- C. POLICY. The City will pay or reimburse reasonable and necessary travel expenses that occur while on official City business and shall be consistent within limitations prescribed herein.

D. DEFINITIONS

1. G.S.A. Per Diem Rate: The U.S. General Services Administration reimbursement rates used by federal agencies to reimburse employees for substance expenses incurred while on official travel within the continental U.S.
2. Pre-Approved Travel Authorization Form (PTA): The City of Wildwood's pre-approval travel form template is required for any travel requiring approval by the City Manager or designee.
3. Travel Coordinator: An employee who has been designated within their department and/or division to make travel arrangements on behalf of travelers within their department or division and to ensure travelers within their department or division are apprised of travel policies and procedures.
4. Travel Expense Voucher Form: The City of Wildwood's travel expense voucher form template is required to be submitted following completion of travel, along with all receipts for reimbursable items, before reimbursement is authorized.
5. Traveler: Elected official, employee, advisory board member, volunteer, and anyone else who is authorized to travel on official city business.

E. GENERAL PROVISIONS

Travel Time as Time Worked

Travel time is considered time worked when conducted during a traveler's normal workday or during normal work hours on non-scheduled workdays (weekends).
Travel time that occurs outside of a normal workday or normal work hours on

regularly non-scheduled workdays is not considered payable as time worked.
Department heads are responsible for flexing the schedule of an employee who is traveling to ensure unnecessary overtime is not incurred.

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Reimbursement Upon Termination

All expenses related to training activities, including travel expenses, shall be reimbursed to the City if the employee resigns their position with the City less than one year following said training/travel. Reimbursement will be withheld from the employee's final paycheck if not paid prior to the issuance of the final check.

Travel Cancellation

Any travel accommodations that are cancelled at the request of an employee for reasons other than a death in the family or medical reason will be charged back to the employee if a complete refund cannot be processed. These expenses will be withheld from an employee's check if not reimbursed within 60 days.

Funding Availability

Travel shall only be approved if funds are available within the department's budget and the travel is for a City business purpose.

Extended Travel for Personal Purposes

The City will not reimburse for travel time, meals, mileage, or hotel stays for travel that is extended (either before or after) beyond the normal City business travel when it is for personal reasons. Additionally, if this additional time encroaches into an employee's normal work schedule, the traveler must use vacation accruals for the extra time.

F. TRAVEL COORDINATORS

1. Each department will have a designated travel coordinator. If department size or other factors warrant it, multiple departments may have the same coordinator.
2. The duties of the coordinators are to keep their respective departments apprised of travel ordinances, policies, and procedures; to assist in making travel reservations; to provide checklists for travelers; and answer questions regarding City travel in general and for specific trips. Travel coordinators are not to be designated approvers for travel authorization requests.

3. Travel coordinators will be provided training by Finance/Accounts Payable.

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G. AUTHORIZATION

Authorization of Travel

Only department directors or a designated assistant director in his/her absence can authorize travel. Travel by department directors and all out-of-state travel must be approved by the City Manager or Assistant City Manager. For departments without assistant directors a senior manager or supervisor or another department director can be designated in the absence of the department director. Finance must have notification (email) from the department director stating that they are away from the office and identifying the designee in his/her absence.

H. TRAVEL EXPENSE AUTHORIZATION/RECONCILIATION

Pre-Travel Authorization Form

For any travel that includes overnight stays or prepayment of meal and mileage expenses, a Pre-Travel Authorization Form (PTA) should be completed. The PTA provides a detail of all travel-related expenses. Additional documentation (such as conference agendas, Internet mapping, etc.) will be required to accompany the PTA to justify the travel expenses.

A Pre-Travel Authorization Form should be completed and forwarded by the final approver to Finance/Accounts Payable no later than 10 calendar days prior to the first day of travel for all overnight travel. For travel that could not be anticipated at least 10 calendar days in advance (i.e., police investigations, legal depositions, etc.), the Pre-Travel Authorization Form should be forwarded to Finance/Accounts Payable as soon as possible. When received by Finance/Accounts Payable a minimum of 10 calendar days in advance of travel, a request can be made for a check to be issued for mileage (if eligible) and the meal per diem. If an advance check is issued, it will not be released to the traveler until the Friday before travel.

Failure to obtain approval through the PTA process for a travel request prior to incurring expenses may be cause for disallowing reimbursement unless such travel can be justified on the basis of extenuating circumstances.

I. USE OF CITY CREDIT CARDS

When travel involves an overnight stay the traveler is generally provided with a City credit card upon which the hotel is charged. The City credit card should only be used for the hotel charge and parking fees billed through the hotel. A sales tax exemption certificate

Employee Travel and Other Official Expenditures

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shall accompany the use of a City credit card for hotel expenses within the State of Florida to avoid the payment of sales tax.

Most City departments have a fuel credit card available. Travelers using a City vehicle should check to determine the availability of a fuel credit card for fuel purchases. If a fuel credit card is not available, fuel should be purchased with a personal credit/debit card or cash and a receipt turned in with the travel expense voucher form for reimbursement.

Items that should NOT be charged to a City credit care included but are not limited to:

1. Meals
2. Fuel
3. Hired Transportation
4. Parking fees outside of the hotel
5. All non-reimbursable incidentals (listed in miscellaneous expenses section)

Travelers who make charges on City-issued credit cards for unapproved travel or make unallowable charges as defined by this policy will be required to reimburse the City for those charges. If reimbursement is not made within 60 days, the CFO may direct the deduction of the amount owed to the City from the traveler's next paycheck.

Travel Expense Voucher Form

To obtain reimbursement, a Travel Expense Voucher form, accompanied by the Pre-Travel Authorization form (PTA) with all necessary signatures (i.e., employee, Department Director, and City Manager) and required receipts, excluding meal receipts, shall be submitted to the Finance Department within twenty (20) working days after the employee has returned to work. There will be no reimbursement for items for which no receipt is submitted, with the exception of items where receipts are not customarily given (i.e., parking meter). All Travel Expense Vouchers for Department Directors must be approved by the City Manager.

J. TRANSPORTATION

Mode of Transportation

Travelers are expected to use the mode of transportation that is most advantageous to the City. When flying, the traveler is expected to fly the most economical method available, such as coach, economy, or tourist class, taking all factors into consideration. Airline travel upgrades are the traveler's responsibility. A person traveling by an indirect route for his/her own convenience will bear any extra cost (mileage, meals, etc.).

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Documentation showing the direct route must be included with travel calculations. For travel within the State of Florida, the order of most preferred mode of transportation is:

1. Travelers who have an assigned City vehicle should utilize their city vehicle for transportation.
2. Travelers who do not have an assigned City vehicle should inquire if a City vehicle is available for their travel; if so, the City vehicle should be used.
3. Failing availability of a City vehicle, the traveler may use a personal vehicle.

Whenever more than one person from the City is going to the same conference/training session and an automobile is a suitable means of transportation, those employees should carpool in the minimum number of vehicles required to accommodate the group. When carpooling, the person with a take-home vehicle or receiving a car allowance should be the one driving so that no employee receives mileage reimbursement. No traveler shall be reimbursed for transportation expenses, either mileage or actual, when they are gratuitously transported by another traveler who is entitled to reimbursement for transportation expenses.

For travel outside the State of Florida, use of airfare should be considered. The appropriate mode of transportation is that which costs the least when factoring in mileage, meals, lodging, and time traveling. Flights must be booked at least 14 days prior to ensure the most economical rate. If the employee elects to drive on a long trip where airfare is more economical, no meals or lodging will be reimbursed while en route and mileage reimbursement will be limited to the cost of the most economical round-trip coach class airfare. Also, all travel time to and from the meeting site exceeding flying home time will be treated as employee leave time.

Reimbursement of Transportation Expenses

For travel using a City vehicle, reimbursement is limited to actual expenditures made for gas, oil or other transportation related expenses not furnished by the City and which are supported by paid bills or receipts. The City vehicle should be filled with gas from City pumps before leaving for travel.

Employees using their privately owned vehicle for official unauthorized City business shall be reimbursed for such use at the IRS Standard Mileage Rate. This rate shall be adjusted annually on January 1 in accordance with the IRS Standard Mileage Rate. Internet mapping shall be submitted to document the estimated mileage and for verification of actual mileage. The employee may submit actual mileage should estimate vary from actual; however, actual mileage which significantly exceeds the estimated

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mileage must be justified. Mileage will be based on distance from employee's normal workplace or from their home, whichever is closer to their final travel destination.

K. LODGING

When an employee is attending a conference, the City will reimburse for a room at the designated conference hotel, unless the hosting hotel is already filled, or the traveler wishes to find a convenient nearby location that will result in a savings. Local transportation and parking must be a consideration but will be reimbursed if the City can achieve a savings. Although conference rates are generally offered, employees are encouraged to investigate the availability of discounted or government room rates at the conference hotel.

The City will reimburse for the least expensive room at the conference hotel. If a guest is accompanying an employee, any higher charge for an additional person in the room will be the responsibility of the employee. The City will not reimburse for state or local taxes that are charged for an employee's room in the State of Florida. The traveler will be required to submit the City's sales tax exemption certificate at check-in to avoid paying the sales tax. Sales tax on hotels outside of Florida cannot be avoided.

Hotel expenses for one-day travel that is less than 65 miles from the traveler's normal workplace will not normally be reimbursed or authorized. The Department Director may approve deviation to this policy for their respective employees.

If the employee cannot arrive at the conference or the start of the formal meeting by leaving the morning of the opening conference day, overnight hotel expenses

will be allowed. If an employee can leave home by 6:00 a.m. and arrive at the conference prior to the start (excluding registration period), overnight expenses will not be allowed. When disputed, determination of travel time shall be determined by the Finance Department by using appropriate mileage software and/or other valid information. If an employee cannot return home driving or flying at or before 10:00 p.m., overnight hotel costs may be allowed. An exception may be allowed to grant overnight hotel costs if it is deemed to be in the best interest of the employee's safety and well-being and approved by the Director.

L. MEALS

Meals are paid at the standard GSA per diem rate. Rates depend on location of travel. Travel not involving full days and day trips will receive partial per diem. No one shall be reimbursed for any meal included in the seminar or conference program, or any meal which is otherwise complimentary. Generally, meals included as part of a conference are

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noted in the conference brochure/agenda. The per diem eliminates the need for actual receipts and itemized per meal listings.
www.gsa.gov/portal/category/100120.

1. Meal reimbursement will be based on the time of travel as follows:
 - a. **Breakfast:** Travel must begin before 6 a.m. and extend beyond 8 a.m.
 - b. **Lunch:** Travel must begin before 12 p.m. and extend beyond 2 p.m.
 - c. **Dinner:** Travel must extend beyond 7 p.m.

Incidentals are not paid unless overnight stay is required. For travel involving an overnight stay, \$5 is included for incidentals in the total per diem rate.

No reimbursement will be made for meals purchased while conducting travel or business within the city limits of Wildwood, unless specifically authorized by the Department Director in writing in advance. Authorized local meals must be justified as to their benefit to the City of Wildwood by the Department Director.

Under certain circumstances the City Manager may provide a waiver to the limits on meal reimbursement if justification for said waiver is provided.

M. MISCELLANEOUS EXPENSES

The following miscellaneous expenses of the employee shall be reimbursed when itemized receipts are submitted with the Travel Expense Voucher Form:

1. Lodging shuttles should receive first consideration. A taxi or ride sharing services may be reimbursed only if circumstances warrant and a valid receipt is provided.
2. Tolls and parking fees shall be reimbursed at actual cost with proper receipts.
3. Internet access service charges – The cost of internet access service charges shall be reimbursed only if included as part of the itemized lodging bill and with a proven need for official business purposes.
4. For airline travel, the traveler will be reimbursed for either long-term parking at the airport or taxi/shuttle service to and from the airport with proper receipts.

The following incidental expenses of the employee will not be reimbursed under any circumstance:

- a. Liquor or alcoholic beverages, including hotel mini bar charges
- b. Social conference activities outside of the normal educational programming
- c. Loss from theft
- d. Fines for parking or traffic violations

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- e. Personal entertainment (e.g., video rentals, happy hour)
- f. Expenses of spouse, family or other persons
- g. Snacks, meals or drinks other than what is provided under the per diem, including room service
- h. Laundry or dry-cleaning
- i. The use of personal frequent flier miles
- j. Personal Internet charges
- k. Valet Parking, unless no alternative is available (documentation required)
- l. Upgrades related to airfare, hotel, and rental cars
- m. Mileage or other transportation expenses (taxi/ride-share) for non-conference activities such as site seeing, shopping, etc.
- n. Any other expenses not related to official City business

Effective Date: August 24, 2009

Last Revised: November 14, 2022

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- A. SUBJECT. Creation of a plan for employees who incur expenditures for travel and other official expenditures.
- B. PURPOSE. To establish procedures for travel and related meal expenses applicable to all City of Wildwood employees and those individuals performing authorized travel for official City business.
- C. POLICY. The City will pay or reimburse reasonable and necessary travel expenses that occur while on official City business and shall be consistent within limitations prescribed herein.
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- E. GENERAL PROVISIONS

Travel Time as Time Worked

Travel time is considered time worked when conducted during a traveler's normal workday or during normal work hours on non-scheduled workdays (weekends). Travel time that occurs outside of a normal workday or normal work hours on regularly non-scheduled workdays is not considered payable as time worked. Department heads are responsible for flexing the schedule of an employee who is traveling to ensure unnecessary overtime is not incurred.

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Reimbursement Upon Termination

All expenses related to training activities, including travel expenses, shall be reimbursed to the City if the employee resigns their position with the City less than one year following said training/travel. Reimbursement will be withheld from the employee's final paycheck if not paid prior to the issuance of the final check.

Travel Cancellation

Any travel accommodations that are cancelled at the request of an employee for reasons other than a death in the family or medical reason will be charged back to the employee if a complete refund cannot be processed. These expenses will be withheld from an employee's check if not reimbursed within 60 days.

Funding Availability

Travel shall only be approved if funds are available within the department's budget and the travel is for a City business purpose.

Extended Travel for Personal Purposes

The City will not reimburse for travel time, meals, mileage, or hotel stays for travel that is extended (either before or after) beyond the normal City business travel when it is for personal reasons. Additionally, if this additional time encroaches into an employee's normal work schedule, the traveler must use vacation accruals for the extra time.

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1. Each department will have a designated travel coordinator. If department size or other factors warrant it, multiple departments may have the same coordinator.
2. The duties of the coordinators are to keep their respective departments apprised of travel ordinances, policies, and procedures; to assist in making travel reservations; to provide checklists for travelers; and answer questions regarding City travel in general and for specific trips. Travel coordinators are not to be designated approvers for travel authorization requests.
3. Travel coordinators will be provided training by Finance/Accounts Payable.

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G. AUTHORIZATION

Authorization of Travel

Only department directors or a designated assistant director in his/her absence can authorize travel. Travel by department directors and all out-of-state travel must be approved by the City Manager or Assistant City Manager. For departments without assistant directors a senior manager or supervisor or another department director can be designated in the absence of the department director. Finance must have notification (email) from the department director stating that they are away from the office and identifying the designee in his/her absence.

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Failure to obtain approval through the PTA process for a travel request prior to incurring expenses may be cause for disallowing reimbursement unless such travel can be justified on the basis of extenuating circumstances.

I. USE OF CITY CREDIT CARDS

When travel involves an overnight stay the traveler is generally provided with a City credit card upon which the hotel is charged. The City credit card should only be used for the hotel charge and parking fees billed through the hotel. A sales tax exemption certificate

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Most City departments have a fuel credit card available. Travelers using a City vehicle should check to determine the availability of a fuel credit card for fuel purchases. If a fuel credit card is not available, fuel should be purchased with a personal credit/debit card or cash and a receipt turned in with the travel expense voucher form for reimbursement.

Items that should NOT be charged to a City credit care included but are not limited to:

1. Meals
2. Fuel
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4. Parking fees outside of the hotel
5. All non-reimbursable incidentals (listed in miscellaneous expenses section)

Travelers who make charges on City-issued credit cards for unapproved travel or make unallowable charges as defined by this policy will be required to reimburse the City for those charges. If reimbursement is not made within 60 days, the CFO may direct the deduction of the amount owed to the City from the traveler's next paycheck.

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To obtain reimbursement, a Travel Expense Voucher form, accompanied by the Pre-Travel Authorization form (PTA) with all necessary signatures (i.e., employee, Department Director, and City Manager) and required receipts, excluding meal receipts, shall be submitted to the Finance Department within twenty (20) working days after the employee has returned to work. There will be no reimbursement for items for which no receipt is submitted, with the exception of items where receipts are not customarily given (i.e., parking meter). All Travel Expense Vouchers for Department Directors must be approved by the City Manager.

J. TRANSPORTATION

Mode of Transportation

Travelers are expected to use the mode of transportation that is most advantageous to the City. When flying, the traveler is expected to fly the most economical method available, such as coach, economy, or tourist class, taking all factors into consideration. Airline travel upgrades are the traveler's responsibility. A person traveling by an indirect route for his/her own convenience will bear any extra cost (mileage, meals, etc.).

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Documentation showing the direct route must be included with travel calculations. For travel within the State of Florida, the order of most preferred mode of transportation is:

1. Travelers who have an assigned City vehicle should utilize their city vehicle for transportation.
2. Travelers who do not have an assigned City vehicle should inquire if a City vehicle is available for their travel; if so, the City vehicle should be used.
3. Failing availability of a City vehicle, the traveler may use a personal vehicle.

Whenever more than one person from the City is going to the same conference/training session and an automobile is a suitable means of transportation, those employees should carpool in the minimum number of vehicles required to accommodate the group. When carpooling, the person with a take-home vehicle or receiving a car allowance should be the one driving so that no employee receives mileage reimbursement. No traveler shall be reimbursed for transportation expenses, either mileage or actual, when they are gratuitously transported by another traveler who is entitled to reimbursement for transportation expenses.

For travel outside the State of Florida, use of airfare should be considered. The appropriate mode of transportation is that which costs the least when factoring in mileage, meals, lodging, and time traveling. Flights must be booked at least 14 days prior to ensure the most economical rate. If the employee elects to drive on a long trip where airfare is more economical, no meals or lodging will be reimbursed while en route and mileage reimbursement will be limited to the cost of the most economical round-trip coach class airfare. Also, all travel time to and from the meeting site exceeding flying home time will be treated as employee leave time.

Reimbursement of Transportation Expenses

For travel using a City vehicle, reimbursement is limited to actual expenditures made for gas, oil or other transportation related expenses not furnished by the City and which are supported by paid bills or receipts. The City vehicle should be filled with gas from City pumps before leaving for travel.

Employees using their privately owned vehicle for official unauthorized City business shall be reimbursed for such use at the IRS Standard Mileage Rate. This rate shall be adjusted annually on January 1 in accordance with the IRS Standard Mileage Rate. Internet mapping shall be submitted to document the estimated mileage and for verification of actual mileage. The employee may submit actual mileage should estimate vary from actual; however, actual mileage which significantly exceeds the estimated

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mileage must be justified. Mileage will be based on distance from employee's normal workplace or from their home, whichever is closer to their final travel destination.

K. LODGING

When an employee is attending a conference, the City will reimburse for a room at the designated conference hotel, unless the hosting hotel is already filled, or the traveler wishes to find a convenient nearby location that will result in a savings. Local transportation and parking must be a consideration but will be reimbursed if the City can achieve a savings. Although conference rates are generally offered, employees are encouraged to investigate the availability of discounted or government room rates at the conference hotel.

The City will reimburse for the least expensive room at the conference hotel. If a guest is accompanying an employee, any higher charge for an additional person in the room will be the responsibility of the employee. The City will not reimburse for state or local taxes that are charged for an employee's room in the State of Florida. The traveler will be required to submit the City's sales tax exemption certificate at check-in to avoid paying the sales tax. Sales tax on hotels outside of Florida cannot be avoided.

Hotel expenses for one-day travel that is less than 65 miles from the traveler's normal workplace will not normally be reimbursed or authorized. The Department Director may approve deviation to this policy for their respective employees.

If the employee cannot arrive at the conference or the start of the formal meeting by leaving the morning of the opening conference day, overnight hotel expenses will be allowed. If an employee can leave home by 6:00 a.m. and arrive at the conference prior to the start (excluding registration period), overnight expenses will not be allowed. When disputed, determination of travel time shall be determined by the Finance Department by using appropriate mileage software and/or other valid information. If an employee cannot return home driving or flying at or before 10:00 p.m., overnight hotel costs may be allowed. An exception may be allowed to grant overnight hotel costs if it is deemed to be in the best interest of the employee's safety and well-being and approved by the Director.

L. MEALS

Meals are paid at the standard GSA per diem rate. Rates depend on location of travel. Travel not involving full days and day trips will receive partial per diem. No one shall be reimbursed for any meal included in the seminar or conference program, or any meal which is otherwise complimentary. Generally, meals included as part of a conference are

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HUMAN RESOURCES POLICIES AND PROCEDURES

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noted in the conference brochure/agenda. The per diem eliminates the need for actual receipts and itemized per meal listings. www.gsa.gov/portal/category/100120.

1. Meal reimbursement will be based on the time of travel as follows:
 - a. **Breakfast:** Travel must begin before 6 a.m. and extend beyond 8 a.m.
 - b. **Lunch:** Travel must begin before 12 p.m. and extend beyond 2 p.m.
 - c. **Dinner:** Travel must extend beyond 7 p.m.

Incidentals are not paid unless overnight stay is required. For travel involving an overnight stay, \$5 is included for incidentals in the total per diem rate.

No reimbursement will be made for meals purchased while conducting travel or business within the city limits of Wildwood, unless specifically authorized by the Department Director in writing in advance. Authorized local meals must be justified as to their benefit to the City of Wildwood by the Department Director.

Under certain circumstances the City Manager may provide a waiver to the limits on meal reimbursement if justification for said waiver is provided.

M. MISCELLANEOUS EXPENSES

The following miscellaneous expenses of the employee shall be reimbursed when itemized receipts are submitted with the Travel Expense Voucher Form:

1. Lodging shuttles should receive first consideration. A taxi or ride sharing services may be reimbursed only if circumstances warrant and a valid receipt is provided.
2. Tolls and parking fees shall be reimbursed at actual cost with proper receipts.
3. Internet access service charges – The cost of internet access service charges shall be reimbursed only if included as part of the itemized lodging bill and with a proven need for official business purposes.
4. For airline travel, the traveler will be reimbursed for either long-term parking at the airport or taxi/shuttle service to and from the airport with proper receipts.

The following incidental expenses of the employee will not be reimbursed under any circumstance:

- a. Liquor or alcoholic beverages, including hotel mini bar charges
- b. Social conference activities outside of the normal educational programming
- c. Loss from theft
- d. Fines for parking or traffic violations

CITY OF WILDWOOD
HUMAN RESOURCES POLICIES AND PROCEDURES

Policy 6.4:	Employee Travel and Other Official Expenditures Compensation Plan	Page: 8 of 8
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- e. Personal entertainment (e.g., video rentals, happy hour)
- f. Expenses of spouse, family or other persons
- g. Snacks, meals or drinks other than what is provided under the per diem, including room service
- h. Laundry or dry-cleaning
- i. The use of personal frequent flier miles
- j. Personal Internet charges
- k. Valet Parking, unless no alternative is available (documentation required)
- l. Upgrades related to airfare, hotel, and rental cars
- m. Mileage or other transportation expenses (taxi/ride-share) for non-conference activities such as site seeing, shopping, etc.
- n. Any other expenses not related to official City business

Effective Date: _____XXXXXXXXXX_____

Last Revised: _____XXXXXXXXXX_____

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Surplus of Two Police Vehicles

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

At the October 24, 2022 City Commission meeting, the City Commission agreed to donate two Police vehicles to the Cedar Key Police Department. The two vehicles to be donated are scheduled to be replaced this fiscal year pursuant to Fleet Services Department's vehicle replacement program. The attached resolution designates the vehicles as surplus property which is necessary to facilitate the donation.

RESOLUTION NO. R2022-31

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA DECLARING CERTAIN VEHICLES AS SURPLUS, DETERMINING THAT CERTAIN VEHICLES ARE TO BE DISPOSED OF THROUGH DONATION TO CEDAR KEY, A FLORIDA MUNICIPAL CORPORATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Wildwood is the owner of certain equipment identified by attached Exhibit A, and

WHEREAS, the City Commission of the City of Wildwood has determined that the equipment is surplus because the equipment is no longer of use by or a benefit to the City.

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

1. The property identified in attached Exhibit A is hereby declared surplus.
2. The property shall be donated to Cedar Key, Florida, as a local municipality in need, subsequent to the City's policy.
3. This Resolution shall take effect immediately upon its final adoption by the City Commission of the City of Wildwood, Florida.

DONE AND RESOLVED this _____ day of _____, 20____, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION
CITY OF WILDWOOD, FLORIDA**

Ed Wolf, Mayor

ATTEST: _____
Susan Patterson, City Clerk

Surplus Vehicles City of Wildwood November 2022

VEHICLE #	YEAR	MILEAGE	VEHICLE	VIN#	DEPT
PD9685	2013	101,748	DODGE CHARGER	2C3CDXAG1DH619685	POLICE
PD9686	2013	95,354	DODGE CHARGER	2C3CDXAG3DH619686	POLICE

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Purchase Thirty-Six (36) Tasers for the Police Department in the Amount of \$38,664.00**

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity: Wolver Group, LLC - DBA Phazzer America

Effective Date: 10/18/2022 Termination Date:

Managing Division/Department: Police Department

BUDGET IMPACT: Funds are available in FY23 from PD Capital Improvement-Machinery #001-521-60-6400. This is a budgeted item.

HISTORY/FACTS/ISSUES:

Attached are two quotes for the purchase of thirty-six (36) new tasers to replace the current outdated units that have exceeded their five-year useful life. This equipment will allow the police personnel to provide for the safety and security of the community by providing officers with an alternative to lethal force when making an arrest or defending themselves.

Quotes were received from the following vendors:

- \$111,489.97 Axon Enterprises, Inc.
- \$38,664.00 Wolver Group LLC, DBA Phazzer America

Staff recommends approval of the DBA Phazzer America quote. The Axon Enterprises equipment would exceed the Department's needs because additional equipment would be required to utilize their tasers that are not compatible with the Department's existing tasers.



QUOTE

133 S. US Hwy 17-92 #530697
Debary, FL 32753
(407) 221-5048
wulvergroupllc@gmail.com

INVOICE NO. 100
DATE 4/9/2022
CUSTOMER ID Wildwood Police

TO
Sgt. J. Riley
Wildwood Police Dept.
3939 E. Co Rd 462
Wildwood, FL 34785
(352) 330-1355

SHIP TO
SAME

JOB	PAYMENT TERMS
Phazzer Enforcer Quote	Purchase Order Acceptable

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
PhaZZer Enforcer LE Package - Black	36.00	\$1,165.00	\$41,940.00
Discount (\$1074.00 per unit)		-\$3,276.00	-\$3,276.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL DUE			\$38,664.00

Wulver Group LLC - DBA Phazzer America

THANK YOU FOR YOUR BUSINESS!



Axon Enterprise, Inc.
 17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 VAT: 86-0741227
 Domestic: (800) 978-2737
 International: +1.800.978.2737

Q-356501-44532.634CG

Issued: 12/02/2021



Quote Expiration: 12/22/2021

EST Contract Start Date: 01/15/2022

Account Number: 115277

Payment Terms: N30

Delivery Method: Fedex - Ground

SHIP TO	BILL TO
Business;Delivery;Invoice-100 Huey St 100 Huey St Wildwood, FL 34785-4516 USA	Wildwood Police Dept.-FL 100 Huey St Wildwood, FL 34785-4516 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Christian Gardner Phone: (480) 502-6209 Email: cgardner@axon.com Fax:	James Riley Phone: 352-661-6520 Email: jriley@wildwood-fl.gov Fax:

Program Length	60 Months
TOTAL COST	\$111,489.97
ESTIMATED TOTAL W/ TAX	\$111,489.97

Bundle Savings	\$26,008.10
Additional Savings	\$10,010.00
TOTAL SAVINGS	\$36,018.10

PAYMENT PLAN		
PLAN NAME	INVOICE DATE	AMOUNT DUE
Year 1	Jan, 2022	\$22,298.01
Year 2	Jan, 2023	\$22,297.99
Year 3	Jan, 2024	\$22,297.99
Year 4	Jan, 2025	\$22,297.99
Year 5	Jan, 2026	\$22,297.99

Quote Details

Bundle Summary		
Item	Description	QTY
T7Cert	2021 Taser 7 Certification Bundle	35
DynamicBundle	Dynamic Bundle	1

Bundle: 2021 Taser 7 Certification Bundle Quantity: 35 Start: 1/15/2022 End: 1/14/2027 Total: 110739.97 USD								
Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Holsters	20067	TASER 7 HOLSTER - BLACKHAWK, LEFT HAND	2	\$80.00	17.72%		\$65.82	\$131.65
Holsters	20062	TASER 7 HOLSTER - BLACKHAWK, RIGHT HAND	33	\$80.00	17.72%		\$65.82	\$2,172.15
Handle License	20248	TASER 7 EVIDENCE.COM LICENSE	35	\$5.00	17.72%		\$4.11	\$8,639.22
Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	105	\$38.00	17.72%		\$31.27	\$3,282.90
Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	105	\$38.00	17.72%		\$31.27	\$3,282.90
Handles	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	35	\$1,720.00	34.35%		\$1,129.19	\$39,521.52
Inert Cartridges	22179	TASER 7 INERT CARTRIDGE, STANDOFF (3.5-DEGREE) NS	35	\$49.00	17.72%		\$40.32	\$1,411.07
Inert Cartridges	22181	TASER 7 INERT CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	35	\$49.00	17.72%		\$40.32	\$1,411.07
Admin License	20248	TASER 7 EVIDENCE.COM LICENSE	1	\$5.00	17.72%		\$4.11	\$246.83
Taser 7 Target	80087	TASER 7 TARGET, CONDUCTIVE, PROFESSIONAL (RUGGEDIZED)	1	\$150.00	17.72%		\$123.42	\$123.42
Spare Handles	20008	TASER 7 HANDLE, YLW, HIGH VISIBILITY (GREEN LASER), CLASS 3R	1	\$1,720.00	17.72%		\$1,415.19	\$1,415.19
Taser 7 Target Frame	80090	TARGET FRAME, PROFESSIONAL, 27.5 IN. X 75 IN., TASER 7	1	\$75.00	17.72%		\$61.71	\$61.71
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60

Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22175	TASER 7 LIVE CARTRIDGE, STANDOFF (3.5-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Live Cartridges	22176	TASER 7 LIVE CARTRIDGE, CLOSE QUARTERS (12-DEGREE) NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Batteries	20018	TASER 7 BATTERY PACK, TACTICAL	42	\$86.00	17.72%		\$70.76	\$2,971.89
Training Halt Cartridges	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Halt Cartridges	22177	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, STANDOFF NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Halt Cartridges	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Training Halt Cartridges	22178	TASER 7 HOOK-AND-LOOP TRN (HALT) CARTRIDGE, CLOSE QUART NS	70	\$38.00	17.72%		\$31.27	\$2,188.60
Duty Cartridge Replenishment Program	20246	TASER 7 DUTY CARTRIDGE REPLACEMENT LICENSE	35	\$2.50	17.72%		\$2.06	\$4,319.61
Docks	74200	TASER 7 6-BAY DOCK AND CORE	1	\$1,500.00	17.72%		\$1,234.17	\$1,234.17
Dock Mount	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	1	\$43.90	17.72%		\$36.12	\$36.12
Dock Power Cord	71019	NORTH AMER POWER CORD FOR AB3 8-BAY, AB2 1-BAY / 6-BAY DOCK	1	\$10.45	17.72%		\$8.60	\$8.60
Other	80395	EXT WARRANTY, TASER 7 HANDLE	35	\$6.25	17.72%		\$5.14	\$8,639.22
Other	80395	EXT WARRANTY, TASER 7 HANDLE	1	\$6.25	17.72%		\$5.14	\$246.83
Other	80374	EXT WARRANTY, TASER 7 BATTERY PACK	42	\$0.42	17.72%		\$0.35	\$696.67
Other	80396	EXT WARRANTY, TASER 7 SIX BAY DOCK	1	\$6.25	17.72%		\$5.14	\$246.83

Bundle: Dynamic Bundle Quantity: 1 Start: 1/15/2022 End: 1/14/2027 Total: 750 USD								
Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Other	20050	HOOK-AND-LOOP TRAINING (HALT) SUIT	1	\$750.00	0.00%		\$750.00	\$750.00

INDIVIDUAL ITEMS

Category	Item	Description	QTY	List Price	Discount	Tax	Net Price	Total(USD)
Total:								0

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at www.axon.com/legal/sales-terms-and-conditions), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

12/2/2021

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Wastewater Treatment Plant Pretreatment Sampling in the Amount of \$20,755.00

REQUESTED ACTION: Staff Recommends Approval

CONTRACT: Vendor/Entity: Aqua Pure Water & Sewer Services, LLC

Effective Date: 11/9/2022

Termination Date:

Managing Division/Department: Utility Department / Wastewater Division

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The City's permit with the Florida Department of Environmental Protection for the wastewater treatment facility requires submission of an Industrial Pre-treatment report to maintain regulatory compliance. Completing this report involves extensive sampling of our treatment plants' waste stream. Staff utilized petitioned Aqua Pure Water and Sewer Services, LLC for the sampling services. Aqua Pure has an existing contract with Marion County. This work has already been completed due to time constraints and the Utility Director is requesting approval to pay the attached invoice to Aqua Pure Water & Sewage Services, LLC for the amount of \$20,755.00. Funds can be utilized from account #401-535-30-5270 (Laboratory Samples) with an available balance of \$65,000.00.



Aqua Pure Water & Sewage Service, LLC

3855 E. Silver Springs Blvd., Unit 107, Ocala, Florida 34470

(352) 355-2383

FY23

INVOICE

Invoice Number: 85914
Invoice Date: Oct 31, 2022
Customer ID: Wildwood, City of
Page: 1

Bill To:

City of Wildwood
Attn: Shelley Martin
100 N Main Street
Wildwood, FL 34785

Customer PO	Payment Terms	Due Date
22-00602	Net 30 Days	11/30/22

Quantity	Item	Description	Unit Price	Amount
1.00	LS	Laboratory Services for October, 2022.	20,755.00	20,755.00
1.00	AI	Please See Attached Itemization		
401-535-30-5270				
No water				

Subtotal	20,755.00
Sales Tax	
Total Invoice Amount	20,755.00
Payment/Credit Applied	
TOTAL	20,755.00

Check/Credit Memo No:

AQUA PURE WATER & SEWAGE SERVICE, LLC

Itemization of Invoice Number 85914 for October 2022

Wildwood, City of

Parameter / Description	Quantity	Price	Extended Amount
Purchase Order / Reference Number: 22-00602			
TN - Total Nitrogen (Env)	2 @	\$75.00	\$150.00
TP - Total Phosphorus (Env)	2 @	\$35.00	\$70.00
CBOD	12 @	\$25.00	\$300.00
TSS	29 @	\$17.00	\$493.00
Fecal Coliform	19 @	\$18.00	\$342.00
503 Sludge	1 @	\$275.00	\$275.00
Nitrate as N (Env)	4 @	\$15.00	\$60.00
ARWEA	2 @	\$2,025.00	\$4,050.00
Cryptosporidium & Giardia	1 @	\$1,000.00	\$1,000.00
Sample Collection (Cryptosporidium; Giardia)	1 @	\$175.00	\$175.00
CaCO3 Eq	1 @	\$50.00	\$50.00
Wildwood, City of MW	7 @	\$195.00	\$1,365.00
Wildwood, City of MW Blank	1 @	\$195.00	\$195.00
Wildwood, City of MW Duplicate	1 @	\$195.00	\$195.00
Continental Country Club MW	3 @	\$195.00	\$585.00
Continental Country Club MW Blank	1 @	\$195.00	\$195.00
Continental Country Club MW Duplicate	1 @	\$195.00	\$195.00
1290 Industrial Drive at Wastewater Plant (Transport Service)	17 @	\$30.00	\$510.00
AIPTA - Modified	2 @	\$1,825.00	\$3,650.00
Continental Country Club MW (ARWEA)	2 @	\$2,300.00	\$4,600.00
Continental Country Club MW Duplicate (ARWEA)	1 @	\$2,300.00	\$2,300.00

Invoice Total: \$20,755.00

Extended to the City of Wildwood (as piggy-back agreement) with stipulation in Section 5

Lisa K. Saupp 2/24/2022

AGREEMENT BETWEEN COUNTY AND FIRM

This Agreement Between County and Firm, (this "Agreement") made and entered into by and between Marion County, a political subdivision of the State of Florida, located at 601 SE 25th Ave, Ocala, FL 34471 (hereinafter referred to as "COUNTY") and Aqua Pure Water & Sewage Service, LLC, located at 3855 E Silver Springs Blvd, Unit #107, Ocala, FL 34470, possessing FEIN# 59-2087402 (hereinafter referred to as "FIRM") under seal for the Lab Analysis Services, (hereinafter referred to as the "Project"), and COUNTY and FIRM hereby agreeing as follows:

WITNESSETH:

In consideration of the mutual covenants and promises contained herein, COUNTY and FIRM (singularly referred to as "Party", collectively "Parties") hereto agree as follows:

Section 1 – The Contract Documents. The Contract Documents are defined as this Agreement, the Specifications, the Drawings, all Change Orders and Field Orders issued hereafter, any other amendments hereto executed by the Parties hereafter, together with the following: Marion County Bid #19B-103 - Lab Analysis Services (partial award - Bid Groups 1, 3), the Offer, Project Scope and Specifications, Addenda 1-4 in support of this Bid, and Certificate of Insurance.

Section 2 – Entire Agreement. The Contract Documents form the agreement between Parties for the Project and the FIRM acknowledges receipt of a copy of each and every Contract Document. The Contract Documents represent the entire and integrated agreement between the Parties and supersede prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only in writing. The Contract Documents shall not be construed to create a contractual relationship of any kind between any persons or entities other than COUNTY and FIRM.

Section 3 – Term. This Agreement shall commence July 1, 2019, and will be in effect through June 30, 2022 ("Term"). Pending mutual agreement and Board approval, this Agreement may be renewed for up to two (2) additional terms of three (3) years each, not to exceed a total of nine (9) years. All Work, defined herein, will proceed in a timely manner without delays.

Section 4 – Scope of Services. FIRM shall complete the Work for 19B-103, described as Water and Wastewater sampling, Effluent, Pre-Treatment, Monitoring Wells (Bid Group 1) and Bacteriological Present Absent (Colilert) Method (Bid Group 3) tests per COUNTY's Contract Documents and according to the timeframe herein.

Section 5 – Compensation. COUNTY shall make payment of tests at the rate identified herein (the "Agreement Price"), to FIRM under COUNTY's established procedure, upon completion of the Work. There shall be no provisions for pricing adjustments during the initial term.

BID GROUP ONE		Replaced by Wildwood Quote Structure attached as pages 8-10 (due to Permit Specific Requirements, including frequency, quantity and compliance directives)	UNIT COST
Water Samples			
1	Nitrate-Nitrite		\$ 10.00
2	Thms-Haa5s		\$ 100.00
3	Primary		\$ 200.00
4	Secondary		\$ 175.00
5	Voc		\$ 50.00
6	SOCs		\$ 500.00
7	Xylenes		\$ 25.00
8	Lead and Copper		\$ 15.00
9	Chloride, Sulfate, Total Dissolved Solids		\$ 30.00
10	Asbestos		\$ 25.00

11	Radium 228	\$	50.00
Wastewater Samples			
12	CBOD	\$	15.00
13	TSS	\$	10.00
14	NH3	\$	15.00
Effluent			
15	Fecal	\$	15.00
16	CBOD	\$	15.00
17	TSS	\$	10.00
18	Nitrate	\$	10.00
19	Primary Pollutants	\$	100.00
20	Pathogen Reduction	\$	50.00
21	Primary and Secondary Standards	\$	1,000.00
22	ARWEA	\$	1,750.00
Pre-Treatment			
23	BOD	\$	15.00
24	COD	\$	10.00
25	TSS	\$	10.00
26	TN	\$	30.00
Monitoring Wells			
27	Marion Oaks, 3 wells 1 blank, 1 duplicate	\$	0.00
28	Golden Ocala, 1 well, 1 blank, 1 duplicate	\$	160.00
29	Oak Run, 6 wells 1 blank, 1 duplicate	\$	165.00
30	Silver Springs Regional, 6 wells 1 blank, 1 duplicate	\$	0.00
31	Silver Springs Shores, 5 wells 1 blank, 1 duplicate	\$	175.00
32	Spruce Creek Preserve 3 wells, 1 blank, 1 duplicate	\$	0.00
33	Spruce Creek South 3 wells, 1 blank, 1 duplicate	\$	0.00
34	Stonecrest 3 wells, 1 blank, 1 duplicate	\$	160.00
35	Stonecrest 5 wells, 1 blank, 1 duplicate	\$	160.00
BID GROUP THREE			
37	Bacteriological Present Absent (Colilert) Method	\$	15.00

Replaced by Wildwood Quote
Structure attached as pages
8-10 (due to Permit Specific
Requirements, including
frequency, quantity and
compliance directives)

Section 7 – Assignment. FIRM may not subcontract all or any part of this Agreement without written approval by COUNTY.

Section 8 – Laws, Permits, and Regulations. Prior to the performance of any Work hereunder, FIRM shall obtain and pay for all licenses and permits, as required to perform the Work. FIRM shall at all times comply with all appropriate laws, regulations, and ordinances applicable to the Work provided under this Agreement.

Section 9 – Amendments. This Agreement may only be amended by mutual written agreement of both Parties.

Section 10 – Books and Records. FIRM shall keep records of all transactions, including documentation accurately reflecting the time expended by FIRM and its personnel. COUNTY shall have a right to request records from FIRM, and for those records to be made available within a reasonable timeframe depending on method of acquisition.

Section 11 – Public Records Compliance

A. IF FIRM HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

Public Relations | 601 SE 25th Ave, Ocala, FL 34471

Phone: 352-438-2300 | Fax: 352-438-2309

Email: publicrelations@marioncountyfl.org

B. FIRM shall comply with public records laws, specifically:

- Keep and maintain public records required by COUNTY to perform the Work;
- Upon request from COUNTY's custodian of public records, provide COUNTY with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Term and following completion of this Agreement if FIRM does not transfer the records to COUNTY; and,
- Upon completion of this Agreement, transfer, at no cost, to COUNTY, all public records in possession of FIRM or keep and maintain public records required by COUNTY to perform the Work. If FIRM transfers all public records to COUNTY upon completion of this Agreement, FIRM shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If FIRM keeps and maintains public records upon the completion of this Agreement, FIRM shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to COUNTY, upon request from COUNTY's custodian of public records, in a format that is compatible with the information technology systems of COUNTY.

C. If FIRM fails to provide the public records to COUNTY within a reasonable time, FIRM may be subject to penalties under Section 119.10 Florida Statutes and may be subject to unilateral cancellation of this Agreement by COUNTY.

Section 12 – Indemnification. FIRM shall indemnify and hold harmless COUNTY, its officers, employees and agents from all suits, claims, or actions of every name and description brought against COUNTY based on personal injury, bodily injury (including death) or property damages received or claimed to be received or sustained by any person or persons arising from or in connection with any negligent act or omission of FIRM or its employees, officers, or agents in performing the Work set forth herein. A bond for indemnification may be required.

Section 13 – Insurance. As applicable, during the period of Work, insurance policies shall be with a company or companies authorized to do business in the State of Florida. COUNTY shall be notified if any policy limit has eroded to one half its annual aggregate. FIRM shall provide, within the timeframe noted in the Award Letter, a Certificate of Insurance, issued by a company authorized to do business in the State of Florida and with an A.M. Best Company rating of at least B+. All policies must show "Marion County, a political subdivision of the State of Florida" as an Additional Insured except for the workers compensation policy. The Marion County Procurement Services Director should be shown as the Certificate Holder, and the Certificate should provide for 30-day cancellation notice to the Procurement Director's address, set forth herein, with policies for the following:

- **Business Auto Liability** with combined single limits of not less than \$1,000,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, hired and non-owned automobiles.
- **Worker's Compensation** with statutory limits and employers liability limits of at least \$1,000,000 each accident and \$1,000,000 each employee and \$1,000,000 policy limit for disease.
- **General Liability** with limits of not less than \$1,000,000 per occurrence and \$2,000,000 annual aggregate. The policy must be maintained by FIRM for the duration of the Project. If the policy is written on a claims-made basis, FIRM must maintain the policy a minimum of 5 years following completion of the Project. "Marion County, a political subdivision of the State of Florida" must be shown as Additional Insured.

Section 14 – Independent Contractor. In the performance of this Agreement, FIRM will be acting in the capacity of an "Independent Contractor" and not as an agent, employee, partner, joint venture, or associate of

COUNTY. FIRM shall be solely responsible for the means, methods, techniques, sequences, and procedures utilized by FIRM in the full performance of this Agreement.

Section 15 – Default/Termination. In the event FIRM fails to comply with any of the provisions of this Agreement, COUNTY may terminate this Agreement for cause by first notifying FIRM in writing, specifying the nature of the default and providing FIRM with a reasonable period of time in which to rectify such default. In the event the default is not cured within the time period given, COUNTY thereafter may terminate this Agreement for cause upon written notice to FIRM without prejudice to COUNTY. In the event of termination of this Agreement for cause, COUNTY will then be responsible to compensate FIRM only for those services timely and satisfactorily performed pursuant to this Agreement up to the date of termination. COUNTY may terminate this Agreement without cause providing at least thirty (30) days written notice to FIRM. In the event of termination of this Agreement without cause, COUNTY will compensate FIRM for all services timely and satisfactorily performed pursuant to this Agreement up to and including the date of termination. Notwithstanding any other provision of this Agreement, this Agreement may be terminated if for any reason there are not sufficient appropriated and available monies for the purpose of maintaining COUNTY or other public entity obligations under this Agreement. COUNTY shall have no further obligation to FIRM, other than to pay for services rendered prior to termination.

Section 16 – Damage to Property. FIRM shall be responsible for all material, equipment and supplies sold and delivered to COUNTY under this Agreement and until final inspection of the Work and acceptance thereof by COUNTY. In the event any such material, equipment and supplies are lost, stolen, damaged or destroyed, or COUNTY property, buildings, or equipment is damaged during delivery or unloading, or in the course of the WORK prior to final inspection and acceptance, FIRM shall replace the same or be returned to original state without additional cost to COUNTY, as applicable.

Section 17 – Termination for Loss of Funding/Cancellation for Unappropriated Funds. The obligation of COUNTY for payment to FIRM is limited to the availability of funds appropriated in a current fiscal period, and continuation of this Agreement into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.

Section 18 – Use of Other Contracts. COUNTY reserves the right to utilize any COUNTY contract, State of Florida contract, city or county governmental agencies, school board, community college/state university system, or cooperative bid agreement. COUNTY reserves the right to separately bid any single order or to purchase any item on this Agreement if it is in the best interest of COUNTY.

Section 19 – Employee Eligibility Verification. For those projects funded with State or Federal dollars, COUNTY will adhere to the practices set forth under the e-verification system, which is outlined in the clauses below. Information provided by FIRM is subject to review for the most current version of the State or Federal policies at the time of the award of this Agreement. By previously signing the ITB Acknowledgment and Addenda Certification Form and this Agreement, FIRM has agreed to perform in accordance with these requirements and agrees:

- A. To enroll and participate in the federal E-Verify Program for Employment Verification under the terms provided in the “Memorandum of Understanding” governing the program.
- B. To provide to COUNTY, within thirty (30) days of the effective date of this Agreement, documentation of such enrollment in the form of a copy of the E-Verify “Edit Company Profile” screen, which contains proof of enrollment in the E-Verify Program (this page can be accessed from the “Edit Company Profile” link on the left navigation menu of the E-Verify employer’s homepage).
- C. To require each subcontractor that performs services under this Agreement to enroll and participate in the E-Verify Program within ninety (90) days of the effective date of this Agreement or within ninety (90) days of the effective date of the contract between FIRM and the subcontractor, whichever is later. FIRM shall obtain from the subcontractor(s) a copy of the “Edit

Company Profile" screen indicating enrollment in the E-Verify Program and make such record(s) available to COUNTY upon request.

- D. To maintain records of its participation and compliance with the provisions of the E-Verify program, including participation by its subcontractors as provided above, and to make such records available to COUNTY or other authorized state entity consistent with the terms of the Memorandum of Understanding.
- E. To comply with the terms of this Employment Eligibility Verification provision is made an express condition of this Agreement and COUNTY may treat a failure to comply as a material breach of this Agreement.

Section 20 – Force Majeure. Neither FIRM nor COUNTY shall be considered to be in default in the performance of its obligations under this Agreement, except obligations to make payments with respect to amounts already accrued, to the extent that performance of any such obligations is prevented or delayed by any cause, existing or future, which is beyond the reasonable control and not a result of the fault or negligence of, the affected Party (a "Force Majeure Event"). If a Party is prevented or delayed in the performance of any such obligations by a Force Majeure Event, such Party shall immediately provide notice to the other Party of the circumstances preventing or delaying performance and the expected duration thereof. Such notice shall be confirmed in writing as soon as reasonably possible. The Party so affected by a Force Majeure Event shall endeavor, to the extent reasonable, to remove the obstacles which prevent performance and shall resume performance of its obligations as soon as reasonably practicable. A Force Majeure Event shall include, but not be limited to acts of civil or military authority (including courts or regulatory agencies), acts of God, war, riot, or insurrection, inability to obtain required permits or licenses, hurricanes and severe floods.

Section 21 – Counterparts. Original signatures transmitted and received via facsimile or other electronic transmission of a scanned document, (e.g., PDF or similar format) are true and valid signatures for all purposes hereunder and shall bind the Parties to the same extent as that of an original signature. Any such facsimile or electronic mail transmission shall constitute the final agreement of the Parties and conclusive proof of such agreement. Any such electronic counterpart shall be of sufficient quality to be legible either electronically or when printed as hardcopy. COUNTY shall determine legibility and acceptability for public record purposes. This Agreement may be executed in one or more counterparts, each of which shall for all purposes be deemed to be an original and all of which shall constitute the same instrument.

Section 22 – FIRM Conduct: These Guidelines govern FIRM while doing work on COUNTY property, as well as its employees, agents, consultants, and others on COUNTY property in connection with FIRM's work or at FIRM's express or implied invitation.

- **Courtesy and Respect:** COUNTY is a diverse government institution and it is critical that FIRM and its employees conduct themselves in a manner that is lawful, courteous, businesslike, and respectful of all staff, guests, or visitors.
- **Language and Behavior:** FIRM and its employees cannot engage in behavior that is rude, threatening, or offensive. Use of profane or insulting language is prohibited. Harassment of any type, including sexual harassment is strictly prohibited. Abusive, derogatory, obscene or improper language, gestures, remarks, whistling, cat calls or other disrespectful behavior cannot be tolerated. Roughhousing, fighting, fisticuffs, physical threats, destruction of property, vandalism, littering, or physical abuse of anyone on COUNTY property is not permitted under any circumstance.
- **No Weapons, Alcohol, or Drugs:** The use, possession, distribution, or sale of any weapon, alcohol, illegal drug, or controlled dangerous substance by FIRM or its employees is prohibited. Offenders will be removed from COUNTY property and/or reported to law enforcement.
- **Smoking:** FIRM and its employees are not permitted to smoke in or near any COUNTY buildings.
- **Fraternization:** FIRM and its employees may not fraternize or socialize with COUNTY staff.
- **Appearance:** FIRM and its employees are required to wear appropriate work wear, hard hats and safety footwear, as the case may be, while on the job. Articles of clothing must be neat and tidy in appearance, and cannot display offensive or inappropriate language, symbols or graphics. COUNTY has the right to decide if such clothing is inappropriate.

FIRM is responsible for its employees, agents, consultants and guests. If prohibited conduct does occur, FIRM will take all necessary steps to stop and prevent any future occurrence. Any breach of these conditions will result in the removal of the person responsible from COUNTY property and prohibited actions could result in the immediate termination of any or all of FIRM's contracts with COUNTY.

Section 23 – Authority to Obligate. Each person signing this Agreement on behalf of either Party individually warrants that he or she has full legal power to execute this Agreement on behalf of the Party for whom he or she is signing, and bind and obligate such Party with respect to all provisions contained in this Agreement.

Section 24 – Law, Venue, Waiver of Jury Trial, Attorney's Fees. This Agreement and all the Contract Documents shall be construed according to the laws of Florida and shall not be construed more strictly against one party than against the other because it may have been drafted by one of the parties. In the event of any legal proceeding arising from or related to this Agreement; (1) venue for state or federal legal proceedings shall be in Marion County, Florida, (2) for civil proceedings, the parties consent to trial by the court and waive right to jury trial, (3) the prevailing party shall be entitled to recover all of its costs, including attorney fees.

Section 25 – Scrutinized Companies. Scrutinized Companies Lists: If the Agreement exceeds \$1,000,000.00 in total, not including renewal years, the Firm certifies they are not listed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List created pursuant to Sections 215.473, F.S. and 215.4725, F.S. Pursuant to Sections 287.135(5), F.S. , and 287.135(3), F.S., the Firm agrees County may immediately terminate the Agreement for cause if the Firm is found to have submitted a false certification, or if the Firm is placed on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel during the term of this Agreement.

Section 26 – Notices. Except as otherwise provided herein, all written communication between the parties, including all notices, shall be by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be deemed effective if mailed, when deposited in a United States Postal Service mailbox with postage prepaid and if hand delivered, upon personally handing same to the party to whom the notice of other communication is addressed with signed proof of delivery. If otherwise delivered, notices shall be considered delivered when reflected by an electronic mail read receipt, a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. All parties certify that each has software capable of sending electronic mail read receipts to the other. Any party sending notice by electronic mail acknowledges and accepts the inherent risks that come with same. If notice is delivered in multiple ways, notice shall be considered delivered at the earliest delivery time. CONTRACTOR's and COUNTY's representatives and addresses for notice purposes are:

FIRM: Aqua Pure Water & Sewage Service, LLC
3855 E Silver Springs Blvd, Unit #107, Ocala, FL 34470
CONTACT PERSON: Lisa K Saupp | Phone: 352-355-2383

COUNTY: Marion County Utilities
c/o Marion County, a political subdivision of the State of Florida
601 SE 25th Ave, Ocala, FL 34471

A copy of all notices to COUNTY hereunder shall also be sent to:

Procurement Services Director
Marion County Procurement Services Department
2631 SE 3rd St., Ocala, FL 34471

Alternatively, the parties have elected to receive routine or standard notices by e-mail. COUNTY hereby elects to receive all notices solely by email and designates its email address as procurement@marioncountyfl.org. FIRM agrees to accept notices which do not require physical acceptance and/or signature by e-mail, and has designated the two (2) e-mail addresses to be used in the process of this Agreement: aquapurelisa@gmail.com and aquapurelab@aol.com. aquapurelab@gmail.com

AK

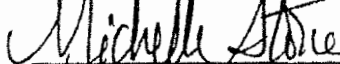
IN WITNESS WHEREOF the Parties have entered into this Agreement, as approved by the Marion County Board of County Commissioners, on the date of the last signature below.

ATTEST:



DAVID R. ELLSPERMANN, DATE
CLERK OF COURT

MARION COUNTY A POLITICAL SUB-
DIVISION OF THE STATE OF FLORIDA



MICHELLE STONE 6/18/19
CHAIRMAN DATE

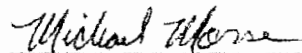
APPROVED AS TO FORM AND LEGAL
SUFFICIENCY



for MATTHEW G. MINTER, DATE
MARION COUNTY ATTORNEY

BCC APPROVED: June 18, 2019
19B-103 | Lab Analysis Services

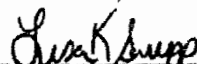
WITNESS:



SIGNATURE
Michael Morse

PRINTED NAME

AQUA PURE WATER & SEWAGE
SERVICE, LLC

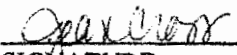


BY: June 18, 2019
DATE
Lisa K. Saupp

PRINTED:
Laboratory Director / Chemist

ITS: (TITLE)

WITNESS:



SIGNATURE
Jean Cross

PRINTED NAME

QuoteReport

QuoteID QuoteDesc

82 Wildwood

Parameter

Category

ParameterPrice

1290 Industrial Drive at Wastewater Plant (Transport Service	t	\$30.00
503 Sludge	e	\$275.00
AIPTA	e	\$1,825.00
Alkalinity (Env)	e	\$25.00
Alkalinity (Pot)	p	\$15.00
Arsenic (Env)	e	\$20.00
ARWEA	e	\$2,025.00
Asbestos (Pot)	p	\$295.00
Barium (Env)	e	\$20.00
BOD	e	\$25.00
CaCO3 Eq	e	\$50.00
Cadmium (Env)	e	\$20.00
CBOD	e	\$25.00
Chlorine Meter Calibration Service	s	\$65.00
Chromium (Env)	e	\$20.00
COD	e	\$40.00
COD, FF	e	\$70.00
COD, Soluble (Lab Filtered)	e	\$55.00
COD, Total	e	\$50.00
Color (Pot)	p	\$15.00
Conductivity (Pot)	p	\$15.00
Continental Country Club MW	e	\$195.00
Continental Country Club MW Blank	e	\$195.00
Continental Country Club MW Duplicate	e	\$195.00

Quoted - Quote Desc

Parameter

Category

Parameter Price

Cryptosporidium & Giardia	e	\$1,000.00
Dalapon (Pot)	p	\$260.00
Fecal Coliform	e	\$18.00
Gross Alpha (Pot)	p	\$55.00
Haloacetic Acids - All 5 (Pot)	p	\$125.00
Holiday Submission (Fecal Coliform)	e	\$35.00
Hydrogen Sulfide (Pot)	p	\$60.00
Inorganics - All Except Asbestos (Pot)	p	\$290.00
Iron (Pot)	p	\$15.00
Lead & Copper	p	\$27.00
Lead (Env)	e	\$20.00
Legionella Bacteria / CDC	p	\$335.00
Manganese (Pot)	p	\$15.00
Mercury (Env)	e	\$35.00
Nitrate (Pot)	p	\$15.00
Nitrate as N (Env)	e	\$15.00
Nitrite (Pot)	p	\$15.00
Orthophosphate (Pot)	p	\$20.00
Percent Solids	e	\$20.00
Radium 228 (Pot)	p	\$75.00
Replaced vault lid at Miona MW	e	\$75.00
Rush (Fe, Mn)	p	\$25.00
Rush (Fe, Mn, O-Po4, Total Hardness, TP)	p	\$35.00
Rush (Fe, Mn, Total Sulfide, O-Po4, Total Hardness, H2S, TO	p	\$50.00
Sample Collection (UCMR4 City of Wildwood)	p	\$260.00
Secondary - All 14 (Pot)	p	\$270.00
Selenium (Env)	e	\$20.00
Silver (Env)	e	\$20.00

Quoted Sample Desc	Parameter	Category	Target Price/Unit
	SOC - All Except Dioxin (Pot)	p	\$675.00
	SOC - Partial Herbicides (Pot)	p	\$225.00
	TDS (Env)	e	\$17.00
	TDS (Pot)	p	\$15.00
	TKN (Env)	e	\$35.00
	TN - Total Nitrogen (Env)	e	\$75.00
	TOC (Pot)	p	\$65.00
	Total Hardness (by calculation) (Pot)	p	\$30.00
	Total Solids (Env)	e	\$20.00
	Total Sulfide (Pot)	p	\$60.00
	TP - Total Phosphorus (Env)	e	\$35.00
	TP - Total Phosphorus (Pot)	p	\$35.00
	Trihalomethanes - All 4 (Pot)	p	\$70.00
	TSS	e	\$17.00
	Turbidity (Pot)	p	\$15.00
	UCMR4 List-DS; HAA5; HAA6Br; HAA9	p	\$190.00
	UCMR4 List-EP; Metals; SVOC; Alcohols; Pesticides & Pest B	p	\$1,100.00
	UCMR4 List-SR; TOC; Br	p	\$110.00
	Volatile Organics - All 21 (Pot)	p	\$125.00
	Volatile Organics - Partial (Pot)	p	\$125.00
	VSS	e	\$25.00
	Wildwood, City of MW	e	\$195.00
	Wildwood, City of MW Blank	e	\$195.00
	Wildwood, City of MW Duplicate	e	\$195.00



**Marion County
Board of County Commissioners**

**MODIFICATION OF AGREEMENT
WITH MARION COUNTY ("COUNTY")**

AGREEMENT NUMBER/TITLE: 19B-103 Lab Analyst Services

MODIFICATION NUMBER: 1 MODIFICATION EFFECTIVE DATE: July 1, 2022

DESCRIPTION OF MODIFICATION:

1. This Agreement is renewed for three years, valid through June 30, 2025.
2. Section 5 of the Agreement is amended to reflect the rates for these services have been increased and are reflected in Exhibit A hereto. There shall be no further pricing adjustments for the duration of this term.
3. All provisions of the Agreement not specifically modified herein shall remain in full force and effect.
4. The Parties acknowledge the Agreement expired June 30, 2022 but in keeping with the practice of the Parties, they have continued under the Agreement and it is their intent with this renewal to formalize that continuation.

NOTE: All provisions of the Agreement not specifically modified herein shall remain in full force and effect.

ISSUED BY: Marion County Board of County Commissioners
Procurement Services
2631 SE Third St.
Ocala, FL 34471

PCA/BUYER: GABRIELLE BELL
E-MAIL: gabrielle.bell@marionfl.org
PHONE: 352-671-8640

FIRM NAME: Aqua Pure Water & Sewage Service, LLC
ADDRESS: 3855 E. Silve Springs Blvd., Unit #107, Ocala FL 34470
ATTN: Lisa K Saupp (aquapurelisa@gmail.com)

INSTRUCTIONS: Please sign Signature Block showing acceptance of the above written modification and return this form to Procurement Services within five (5) days after receipt. Once fully executed, a copy of this modification will be returned to you to be attached to the original agreement.

MARION COUNTY, A POLITICAL SUBDIVISION OF THE
STATE OF FLORIDA

August 2, 2022
DATE
CARL ZALAK, III
CHAIRMAN

ATTEST:
August 2, 2022
DATE
GREGORY C. HARRELL
MARION COUNTY CLERK OF THE COURT

FOR USE AND RELIANCE OF MARION COUNTY ONLY,
APPROVED AS TO FORM AND LEGAL SUFFICIENCY

Matthew G. Minter
MATTHEW G. MINTER
MARION COUNTY ATTORNEY

COMPANY NAME:
Aqua Pure Water & Sewage Service, LLC
Lisa K Saupp August 2, 2022
BY: Lisa K. Saupp, Laboratory Director DATE

PRINTED NAME
Lisa K Saupp

ITS:

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Funding Approval for Stormwater Maintenance and Inspection Services**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The Public Works Administration initiated and developed a preventative maintenance plan for the City's stormwater conveyance system. The initial plan is to begin a multi-year jetting, vactor cleaning, and televising operations for the City's entire storm sewer conveyance system to ensure that the system is structurally sound, the storm drains and lines are in acceptable condition, and damaged systems are programmed for repairs to mitigate further deterioration of the storm sewer system. With this plan, Public Works reached out to Sumter County Public Works to establish a partnership with them on their current Storm Sewer Pipe Repair Assessment contract. Sumter County agreed and included the City's anticipated linear feet in the service contract extension. The Board of Sumter County Commissioners approved and executed the extension on September 20, 2022. The contractor, Flotech, will begin operations of jetting, vactor cleaning, and televising of existing City stormwater conveyance systems.

Further, Flotech may be utilized as needed for the initial and final right-of-way inspections within The Villages development prior to the City's acceptance of maintenance. It is worth noting, the costs associated with the inspections within The Villages development are funded by the developer, and not at the expense of the City.

The City will utilize the Sumter County contract (ITB-035-0-2021/RS) for this project. Staff is requesting the Commission's approval of funding not to exceed \$75,000. The Project was identified and budgeted in the FY23 budget as a multi-year project and will be allocated from 001-541-30-3400.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Amendment #1/Extension #1 of the Sumter County Storm Sewer Pipe Repair Assessment Agreement for ITB 035-0-2021/RS Sumter County Storm Sewer Pipe Repair Assessment Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 9/20/2022

CONTRACT: ☐ N/A

Vendor/Entity: Flotech Environmental, LLC.

Effective Date: 10/26/2021

Termination Date: 10/25/2023

Managing Division / Dept: Transit

BUDGET IMPACT: \$500,000.00 (FY 22/23)

FUNDING SOURCE: General Fund

Type: Annual

EXPENDITURE ACCOUNT: 001-131-538-4600

HISTORY/FACTS/ISSUES:

On October 26, 2021, the BOCC approved the agreement for ITB 035-0-2021/RS Sumter County Storm Sewer Pipe Repair Assessment.

At this time Sumter County Public Works wishes to execute the one year renewal option. In addition, the City of Wildwood has expressed interest in utilizing this agreement for their pipe inspections/repairs. Additionally, due to the current economy, Flotech Environmental, LLC has requested a price increase for nine bid items from the original bid form.

This amendment/extension will extend the agreement for one year, add the additional units to the agreement as requested by the City of Wildwood, and amend the pricing according to the Proposed Line-Item Pricing Increase form that is attached to the Amendment #1/Extension #1.

Attached for BOCC review and approval is the Amendment #1/Extension #1.

Prepared by: Becky Segrest

ProWritingAid Check ☒

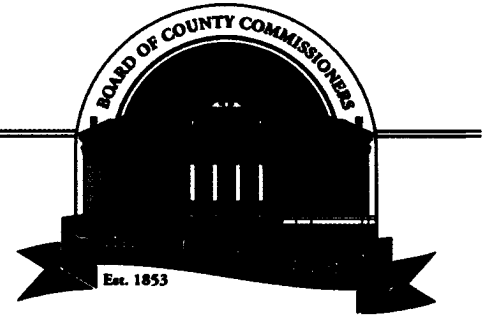
APPROVED

September 20, 2022

Board of County Commissioners

Sumter County, Florida

7375 Powell Road, Suite 200 • Wildwood, FL 34785 • Phone (352) 689-4400 • FAX: (352) 689-4401
Website: <http://sumtercountyfl.gov>



August 27, 2022

Flotech Environmental, LLC
657 South Dr, Suite 401
Miami, FL 33166

To Whom It May Concern:

Enclosed for your signature are two (2) originals of Amendment #1/Extension #1 to the Storm Sewer Pipe Repair Assessment Agreement between Flotech Environmental, LLC and Sumter County approved by the Board of Sumter County Commissioners on September 20, 2022. Please have both originals signed and return one (1) to the Clerk of Courts, Attn: Caroline Alrestimawi, Deputy Clerk, P.O. Box 247, Bushnell, FL 33513 or by express mail to 215 East McCollum Avenue, Room 245, Bushnell, FL 33513.

Thank you for your assistance in this matter. If there are any questions, please do not hesitate to contact our office at (352) 569-6629.

Very truly yours,

BOARD OF SUMTER COUNTY COMMISSIONERS

GLORIA R. HAYWARD
CLERK & AUDITOR

By Caroline Alrestimawi
Caroline Al Restimawi
Deputy Clerk

Enclosures

Roberta Ulrich, Dist 1
Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Doug Gilpin, Dist 2
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Craig Estep, Dist 3
Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Garry Breeden, Dist 4
2nd Vice Chairman
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Donald Wiley, Dist 5
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Bradley S. Arnold,
County Administrator
(352) 689-4400
7375 Powell Road
Wildwood, FL 34785

Gloria R. Hayward, Clerk & Auditor
(352) 569-6600
215 East McCollum Avenue
Bushnell, FL 33513

County Attorney
The Hogan Law Firm
Post Office Box 485
Brooksville, Florida 34605

Amendment #1/Extension #1
Sumter County Storm Sewer Pipe Repair Assessment Agreement

This contract amendment/extension is made and entered into this 20th day of September 2022, between the Board of County Commissioners of Sumter County Florida, 7375 Powell Road, Wildwood, Florida 34785 (Coordinator) and Flotech Environmental, LLC (Vendor), 657 South Drive, Suite 401, Miami, Florida 33166.

WHEREAS, the parties executed an original contract effective October 26, 2021, through ITB 035-0-2021/RS Sumter County Storm Sewer Pipe Repair Assessment;

WHEREAS, the County and the Vendor wish to extend the contract through October 25, 2023 under the renewal option.

WHEREAS, the County and the Vendor wish to amend the contract to revise the bid item pricing for items 1, 3, 5, 6, 7, 11, 12, 15, and 16 as shown on the attached Proposed Pricing Increase form.

WHEREAS, the County wishes to amend the linear foot amounts for bid items 3, 4, 11, 12, 13, 15, and 16.

NOW, THEREFORE, the parties agree as follows:

1. That the certain contract between the parties originally dated October 26, 2021 is hereby extended to October 25, 2023.
2. Bid pricing for bid items 1, 3, 5, 6, 7, 11, 12, 15 and 16 will be revised based on the Proposed Pricing Increase form.
3. Linear foot quantities for bid items 3, 4, 11, 12, 13, 15, and 16 will be revised according to the attached chart.
4. Vendor shall, at all times, comply with the Florida Public Records Law, the Florida Open Meeting Law and all other applicable laws, rules and regulations of the State of Florida.
5. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE FIRMS' DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-689-4400, Sumter County Board of County Commissioners, 7375 Powell Road, Wildwood, Florida 34785 or via email at Records@sumtercountyfl.gov.**
6. Except as expressly modified by Amendment #1/Extension #1, all other terms and conditions of the original Agreement remain in full force and effect for the term of the Agreement.



THIS AGREEMENT is executed the day and year first written above.

[Signature]
Attest: Deputy Clerk

BOARD OF COUNTY COMMISSIONERS,
SUMTER COUNTY, FLORIDA

By: Chairman

Craig A. Tate

Date Signed: 9/20/22

Date Signed: 9/20/22

FLOTECH ENVIRONMENTAL, LLC

By: MNGMBR

JOSE L. FELLI

[Signature]

Witness:

[Signature]
Date Signed: 10/3/2022

Date Signed: 10/3/2022



Proposed Line-Item Pricing Increase

BID FORM			
SUMTER COUNTY STORM WATER PIPE VIDEO INSPECTION AND REPAIR WORK			
BID ITEM NUMBE	ITEM DESCRIPTION	UNIT	Unit Cost
OPTION A			
1	Mobilization	LS	\$ 1,500.00
3	(CCTV) Video inspection (0-36") (Includes dewatering, video Inspection, measurement, reporting and repair recommendation)	LF	\$ 2.00
5	Dewater, Desilt and Remove Debris (0"-24")	LF	\$ 7.00
6	Dewater, Desilt and Remove Debris (25"-36")	LF	\$ 8.00
7	Dewater, Desilt and Remove Debris (37-60")	LF	\$ 9.00
11	Pipe Liner (25-36") (Optional material)	LF	\$ 225.00
12	Pipe Liner (37-48") (Optional material)	LF	\$ 325.00
15	Remove and Replace Pipe (30-42") (Includes MOT, Sheet piling and Shoring, Earthwork, Borrow, Sub-base, Base)	LF	\$ 425.00
16	Remove and Replace Pipe (48-54") (Includes MOT, Sheet piling and Shoring, Earthwork, Borrow, Sub-base, Base)	LF	\$ 600.00

City of Wildwood

Additional linear foot needs per bid item.

Bid Item #	FY 23	FY 24	FY 25
3	142,500	75,000	80,000
4	18,000	10,000	8,000
11	200	200	200
12	200	200	200
13	200	200	200
15	100	100	100
16	100	100	100

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: MLK Splash Pad Pay App # 2 in the Amount of \$65,868.69

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The Dr. Martin Luther King, Jr. Park Splash Pad project was approved by the Commission and awarded to Rep Services Inc. Rep Services is requesting Pay App #2 in the amount of \$65,868.69 for materials and work completed through October 25, 2022. Staff has reviewed Pay App #2 and recommends approval of the request. Funding for the project has been allocated in account 001-572-60-6351.

TO (Contractor): City of Wildwood
100 N Main St
Wildwood, FL 34785-4047

FROM **Rep Services, Inc.**
(Subcontractor): 165 W. Jessup Avenue
Longwood, FL 32750

PROJECT: **MLK Park Splashpad - City of Wildwood**APPLICATION NO: **2**PERIOD TO: **10/25/22**

PURCHASE ORDER NOS: 21-00500 & 21-00714
RSI NO: **18140**

JOB NO: _____

ARCHITECT'S PROJECT NO: _____

Contract For: **MLK Park Splashpad - City of Wildwood**

Change Order Summary			
CO's APPROVED IN PRIOR MONTHS:		ADDITIONS	DEDUCTIONS
CO's APPROVED THIS MONTH			
NUMBER OR DESCRIPTION	DATE APPROVED		
Totals			
Net Change by Change Orders			

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

CONTRACTOR:

By:

Bill Geary, Vice President

10/26/2022State of **FLORIDA** County of **SEMINOLE**

Subscribed and sworn to before me this 26th day of October, 2022

Notary Public:

Nisha Singh

My Commission expires: June 10, 2026



Application is made for payment as shown below in connection with the attached Contract Continuation Sheet.

1. ORIGINAL CONTRACT SUM	307,365.50
2. Net Change by Change Orders	
3. CONTRACT SUM TO DATE (line 1 + 2)	307,365.50
4. TOTAL COMPLETED AND STORED TO DATE (column I on continuation sheet)	304,944.45
5. RETAINAGE 5.00%	
a. % of Completed Work	15,247.22
b. % of Stored Material	
Total Retainage Held	15,247.22
6. TOTAL EARNED LESS RETAINAGE (line 4 less line 5)	289,697.22
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (line 6 from previous Certificate)	223,828.54
8. CURRENT PAYMENT DUE	65,868.69
9. BALANCE TO FINISH, PLUS RETAINAGE (line 3 less line 6)	17,668.28

ARCHITECT'S CERTIFICATE FOR PAYMENT:

AMOUNT CERTIFIED: _____

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief, the Work has progressed as indicated and in accordance with the Contract Documents, and the Contractor is entitled to payment of the current amount due.

ARCHITECT: _____

DATE: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

RSI Project: 18140

PROJECT: MLK Park Splashpad - City of WildwoodFrom: Rep Services, Inc.

PAY APP: 2

A	B	C	D	E	F	G	H	I	J
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	BALANCE TO FINISH (C-G)	RETAIN- AGE (G * 5%)
1	LSI Aquatix	186,203.72	186,203.72			186,203.72	100%		9,310.19
2	Installation of Plumbing and Electrical	24,210.53	12,105.27	9,684.21		21,789.48	90%	2,421.05	1,089.47
3	installation of Slab and Equipment	93,250.00	37,300.00	55,950.00		93,250.00	100%		4,662.50
4	Kay Park Site Furnishings, Freight & Tax	2,502.50		2,502.50		2,502.50	100%		125.13
5	Installation of Kay Park Shower	1,198.75		1,198.75		1,198.75	100%		59.94
6									
7									
8									
9									
10									
11									
	Original Scope Subtotal	307,365.50	235,608.99	69,335.46		304,944.45	99%	2,421.05	15,247.22
CO #									
CO #									
CO #									
CO #									
CO #									
CO #									
CO #									
	Total Change Orders								
	GRAND TOTALS	307,365.50	235,608.99	69,335.46		304,944.45	99%	2,421.05	15,247.22

54,088.24

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Kimley-Horn Work Authorization #42 for Huey Street Drainage and Parking Improvements in the Amount of \$40,900.00**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The City Commission previously authorized Kimley-Horn to complete engineering and design services for Huey Street roadway and drainage improvements. As part of the service, Kimley-Horn was tasked to identify drainage needs and potential drainage retention areas (DRA) for the Huey Street project. They identified several locations for consideration of acquisition. Unfortunately, none of the private locations were obtainable. The study also identified alternate properties that would provide potential space for retention areas. The alternate areas are owned by the Sumter County School Board. Based on the location and ownership, the City Manager contacted the school administration and was able to negotiate a tentative partnership concept that will provide adequate drainage retention areas for the Huey Street project, as well as a school parking area.

Work Authorization No. 42 includes geotechnical services, survey, environmental evaluation, site planning, permitting, bid administration, and construction phase services. The proposed lump sum fee for the identified services is in the amount of \$40,900. Funding for the services has been allocated in account 301-541-60-6308.

WORK AUTHORIZATION NUMBER 42

Describing a specific agreement between Kimley-Horn and Associates, Inc. ("Kimley-Horn"), and the City of Wildwood ("the Client" or "the City") in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 8, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Huey Street Parking and DRA

Client: City of Wildwood

Project Manager: Mohammed Murad. P.E.

Project Understanding:

The City of Wildwood wants to construct a parking lot and a stormwater retention area adjacent to Huey Street, on parcels numbered G06-085 and G06-084. These parcels are currently owned by the Sumter County School Board. The City will be obtaining all required easements and agreements from the property owner to construct this project. This Work Authorization includes the construction plans and specifications, permitting, bid administration, and construction phase services for the parking lot and stormwater retention area.

Scope of Services:

Task 1 – Subsurface Geotechnical Exploration

Kimley-Horn will retain a Geotechnical Engineer as a subconsultant to perform the following services:

- A. Perform 6 auger borings (in total) to a depth of 25 feet below the existing grade at the proposed stormwater pond site.
- B. Collect 3 undisturbed Shelby tube soil samples (in total) from the pond sites to perform soil permeability tests.
- C. Collect 3 soil borings to depths of 6 feet below existing site grade in the proposed parking area.
- D. Provide a summary of findings and recommendations for the site in a geotechnical report.

Task 2 – Boundary and Topographic Survey

Kimley-Horn will retain a Professional Land Surveyor as a subconsultant to perform the following services:

- A. Establish horizontal and vertical points in State Plan Coordinates (Florida West Zone) on NAVD-88 datum.
- B. Produce a boundary and topographic survey for parcels G06-085 and G06-084. Survey will include topography with 100' overlap, 1' contour intervals, and spot elevations, locations of existing improvements and visible utilities, and locations of trees 4" or larger within boundary.

Task 3 – Environmental Evaluation

- A. Kimley-Horn will review readily available GIS databases to determine listed species known in the area or those species that could potentially occur on the project site or immediate vicinity. This will also include a review of the existing land use/land cover as mapped by SWFWMD and the existing soil survey. Following this review, a site visit will be conducted to determine if listed species or their

habitat are located within the project limits. During the site visit, the project area will be evaluated. Habitats will be mapped, including wetlands (if any), within the project limits to determine if the project will have any direct or secondary impacts on wetlands or surface waters. An Environmental Memorandum will be prepared summarizing the results of the database research and the site visit. A location map, soils map, land cover map and species map (if applicable) will be prepared.

- B. This scope excludes detailed listed species surveys. If, during field reconnaissance, it is determined that additional species-specific surveys are required to meet the state and federal survey protocol, the City will be notified and a cost for the additional survey will be prepared.

Task 4 – Conceptual Site Plan

- A. Kimley-Horn will prepare a concept site plan to be reviewed by the Client. Kimley-Horn will revise the conceptual site plan one time following the Client's comments and markups.

Task 5 – Civil Site Design and Permitting

- A. Following the approved conceptual site plan, Kimley-Horn will prepare construction plans and calculations for the proposed improvements. Construction plans will consist of the following sheets:
 - a. Cover Sheet and Vicinity Map
 - b. General Notes Sheet
 - c. Demolition Plan
 - d. Geometry Plan
 - e. Paving, Grading and Drainage Plan
 - f. Construction Details
 - g. Code Minimum Landscape Plan
- B. The site plan will include number and dimensions of the parking spaces, limits of new asphalt required for the proposed parking area, limits of new curb, new sidewalk connections and drainage system.
- C. Kimley-Horn will coordinate with existing utilities within the project limits to determine potential utility conflicts.
- D. Kimley Horn will design a new stormwater retention area and determine the required size and depth to accommodate the new parking lot generated rainfall runoff. The design will also evaluate over-sizing of the retention area to help mitigate for known flooding issues within the contributing drainage basin.
- E. The Engineer will prepare and submit for a "10-2 Self Certification" environmental resource permit with FDEP. The Engineer will submit the required number of plans and supporting documentation to provide a complete permit application. The Engineer will respond to Requests for Additional Information (RAI) and meet with permit reviewers as appropriate. The City will be the applicant and provide signatures and any permitting fees if required.
- F. The Engineer will prepare and submit for site plan permit with the City of Wildwood. The Engineer will submit the required number of plans and supporting documentation to provide a complete permit application. The Engineer will respond to Requests for Additional Information (RAI) and meet with permit reviewers as appropriate. The City will be the applicant and provide signatures and any permitting fees if required.

Task 6 – Bid Administration

- A. Kimley-Horn will prepare bid specifications suitable for solicitation of construction bids and coordinate a public bid advertisement on behalf of the City. Kimley-Horn will respond to RFIs during the bidding process, issue addendums, receive the bids, review them for general conformance with the project specifications, and provide a recommendation of the lowest responsive bidder to the City.

Task 7 – Limited Construction Phase Services

- A. Limited Construction Phase Services - During construction of the Project, Kimley-Horn will provide the construction phase services specifically stated below:

- 1) *Pre-Construction Conference.* Kimley-Horn will attend a Pre-Construction Conference prior to commencement of construction activity.
- 2) *Visits to Site and Observation of Construction.* Kimley-Horn will make visits as directed by Client in order to observe the progress of the work. Such observations will not be exhaustive or extend to every aspect of Contractor's work. Observations will to be limited to spot checking, selective measurement, and similar methods of general observation.

Kimley-Horn will not supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority to stop the Work or have responsibility for the means, methods, techniques, equipment choice and usage, schedules, or procedures of construction selected by Contractor, for safety programs incident to Contractor's work, or for any failure of Contractor to comply with any laws. Kimley-Horn does not guarantee the performance of any Contractor and has no responsibility for Contractor's failure to perform its work in accordance with the Contract Documents.

- 3) *Clarifications and Interpretations.* Kimley-Horn will respond to reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents. Any orders authorizing variations from the Contract Documents will be made by Client.
- 4) *Shop Drawings and Samples.* Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, schedules, or procedures of construction or to related safety programs.
- 5) *Substantial Completion.* Kimley-Horn will, after notice from Contractor that it considers the Work ready for its intended use, in company with Client and Contractor, conduct a site visit to determine if the Work is substantially complete. Work will be considered substantially complete following satisfactory completion of all items with the exception of those identified on a final punch list.
- 6) *Final Notice of Acceptability of the Work.* Kimley-Horn will conduct a final site visit to determine if the completed Work of Contractor is generally in accordance with the Contract Documents and the final punch list so that Kimley-Horn may recommend final payment to Contractor. Accompanying the recommendation for final payment, Kimley-Horn shall also provide a notice that the Work is generally in accordance with the Contract Documents to

the best of Kimley-Horn's knowledge, information, and belief based on the extent of its services and based upon information provided to Kimley-Horn.

- 7) Following completion of all work, and receipt of signed and sealed as-built surveys and testing reports, Kimley-Horn will prepare agency permit certifications for the applicable agencies.

Additional Services if required:

Services requested that are not specifically stated in the scope of work described herein can be provided under a new and separate Work Authorization agreement or can be performed on an hourly basis upon written authorization.

Schedule:

Kimley-Horn will begin services upon receipt of an executed Work Authorization. The above services will be provided as expeditiously as practicable to meet a mutually agreed upon schedule.

Method of Compensation:

Kimley-Horn will perform the Services in Tasks 1 – 6 for a total lump sum fee of \$40,900.00, inclusive of direct expenses. Individual task amounts are informational only.

<i>Task Description</i>	<i>Fees</i>
Task 1 – Subsurface Geotechnical Exploration	Lump Sum, \$4,000.00
Task 2 – Boundary and Topographic Survey	Lump Sum, \$4,000.00
Task 3 – Environmental Evaluation	Lump Sum, \$7,500.00
Task 4 – Conceptual Site Plan	Lump Sum, \$3,900.00
Task 5 – Civil Site Design and Permitting	Lump Sum, \$17,900.00
Task 6 – Bid Administration	Lump Sum, \$3,600.00
Task 7 – Limited Construction Phase Services	Hourly, Not to Exceed \$5,000.00

Kimley-Horn will perform Task 7 on a labor fee plus expense basis with the maximum labor fee of \$5,000.00. Kimley-Horn will not exceed the maximum labor fee without authorization from the Client.

As to hourly tasks, the labor fee will be billed on an hourly basis according to our then-current rates. Direct reimbursable expenses such as express delivery services, fees, air travel, and other direct expenses will be billed at 1.15 times cost. A percentage of labor fee will be added to each invoice to cover certain other expenses as to these tasks such as telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Administrative time related to the project may be billed hourly.

All permitting, application, and similar project fees will be paid directly by the Client. Should the Client request Kimley-Horn to advance any such project fees on the Client's behalf, a separate invoice for such fees, with a fifteen percent (15%) markup, will be immediately issued to and paid by the Client.

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

ACCEPTED:

THE CITY OF WILDWOOD, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Richard V. Busche, P.E.

TITLE: _____

TITLE: Senior Vice President

DATE: _____

DATE: October 27, 2022

G:\New Business\Public Sector\City of Wildwood\2022\WNM\Huey School Parking and Pond\WA 42_Huey School Parking and Pond.docx

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **Kimley Horn Amendment #1 to Work Authorization #18 for Huey St in the Amount of \$39,900.00**

REQUESTED ACTION: Staff recommends approval.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The City retained Kimley-Horn through Work Authorization (WA) No. 18 to complete the engineering services for identified roadway improvements on Barwick Street, St Clair Street, and Huey Street. Based on the initial limited testing, additional geotechnical and engineering services will be required to establish design specifications for full depth reclamation on Huey St.

Kimley-Horn has provided WA Amendment #1 in the amount of \$39,900 to complete additional geotechnical and professional services. The services will consist of additional coring at 18 locations along Huey St, the required laboratory testing to determine the additional materials, asphalt emulsion, and portland additives necessary to develop the specifications for the stabilized base mix design. The funding for the services will be allocated from account 301-541-60-6308.

**AMENDMENT NUMBER 1 TO WA 18
BETWEEN KIMLEY-HORN AND ASSOCIATES, INC.
AND THE CITY OF WILDWOOD**

AMENDMENT NUMBER 1 DATED November 4, 2022, to WA 18 between The City of Wildwood ("the City") and Kimley-Horn and Associates, Inc., ("Kimley-Horn or Consultant") dated April 26, 2021 ("WA") concerning Barwick Street, St. Clair Street, and Huey Street Improvements (the "Project").

Kimley-Horn has entered into the WA with the City for the furnishing of professional services, and the parties now desire to amend the WA.

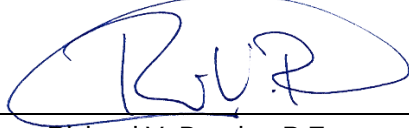
Therefore, it is mutually agreed that the WA is amended to include Additional Services to be performed by Kimley-Horn and provisions for additional compensation by the City to Kimley-Horn, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the WA not inconsistent with this Amendment, all of which are incorporated by reference.

ACCEPTED:

CITY OF WILDWOOD

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____

Richard V. Busche, P.E.

TITLE: _____

TITLE: Sr. Vice President

DATE: _____

DATE: November 4, 2022

G:\New Business\Public Sector\City of Wildwood\2020\Barwick-St. Clair-Huey Design\AMD 1_WA 18_Barwick & St. Clair & Huey Improvements.docx

Consultant shall perform the following Additional Services:

Project Understanding

Kimley-Horn is currently retained by the City for design of improvements along Barwick Street, St. Clair Street, and Huey Street. That work is in progress; however, additional pavement engineering services (specifically for Huey Street) are required, therefore the City and Kimley-Horn are prepared to modify the WA as detailed herein.

Scope of Services**Task 1 – Geotechnical Services**

Kimley-Horn will retain the services of Professional Service Industries, Inc. (PSI) to perform a pavement coring program and develop two full depth reclamation (FDR) mix designs for the rehabilitation of Huey Street between Gamble Street and St. Clair Street. In this regard, the following scope of work will be completed by PSI.

- A. Execute a program of supplemental pavement coring and subsurface exploration. PSI will core and sample the existing flexible pavement and base materials at up to eighteen (18) locations. Supplemental pavement cores will be required to provide minimum laboratory pavement materials to support two FDR mix designs.
- B. After the subgrade is exposed, PSI will perform shallow manual auger boring to a maximum depth of 2 feet below the exposed subgrade elevation to evaluate the subgrade materials.
- C. Evaluate the feasibility of proposing an FDR rehabilitation strategy by using the existing asphalt, base and subgrade materials (if necessary, implementation of virgin materials) in conjunction with mixing asphalt emulsion and Portland cement additive to provide a stabilized base course.
- D. PSI will provide necessary maintenance of traffic with cones and signs.
- E. Laboratory reclaimed materials will be produced by crushing the collected asphalt and base and blending the crushed materials. If required, the collected subgrade materials will also be added to the blended materials.
- F. PSI will conduct a series of laboratory testing procedures on the blended materials, including sieve analysis, bulk density testing, maximum specific gravity, proctor testing, marshall stability testing, moisture sensitivity testing and unconfined compressive strength. A tentative required number of laboratory tests has been estimated by PSI and included within this WA. Depending on the initial test results, the number of tests is subject to change.
- G. The laboratory testing results will be used to prepare mix design recommendations prior to the mixing and placement of the asphalt emulsion and Portland cement for construction of the FDR base course.
- H. PSI will provide recommendations on the type of additives (portland cement, emulsion asphalt, virgin aggregates or a combination if necessary), as well as the optimal proportion of each additive.
- I. The two mix designs will be developed in general accordance with FDOT Specification T332 Full Depth Reclamation (Rev 10-3-18) and PSI recommended criteria.

- J. The results of the subsurface exploration, including PSI's opinions and recommendations and the data on which they are based, will be presented in a written engineering report signed and sealed by a Professional Engineer licensed in the State of Florida.

Kimley Horn will coordinate with the City and PSI on the FDR mix design exploration and provide recommendations on the findings.

Additional Services If Required

Services requested that are not specifically included herein will be provided under a new and separate amendment or can be performed on an hourly basis upon written authorization.

Schedule

Kimley-Horn will provide the above Scope of Services as expeditiously as practicable to meet a mutually agreeable schedule.

Fee and Billing

Kimley-Horn will complete the above scope of services for a lump sum fee of \$39,900, inclusive of expenses.

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Professional Services Agreement with CPH for HVAC Replacement Projects in the Amount of \$44,180.00

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity: CPH
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The City Commission has approved funding in the FY 2023 budget to complete the replacement of the HVAC systems at the Community Center and Public Works. CPH has provided a proposal to complete the MEP design for the replacement of the HVAC systems. The proposal provides for services to design and develop the bid specifications to replace the existing original split HVAC system with an air-cooled chilled water system for the amount of \$37,930. The proposal also includes the services to complete the design and development of the bid specifications for the Public Works HVAC system in the amount of \$6,250. The total fee for both projects is \$44,180. Funding for the Community Center and Public Works Projects has been allocated in accounts 301-575-60-6201 and 301-541-60-6204 respectively.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN
CPH, LLC
AND
CITY OF WILDWOOD
FOR
HVAC REPLACEMENT
IN
WILDWOOD, FLORIDA**



**October 10, 2022
Revised October 13, 2022**

The following scope of services and associated compensation are based on work to be performed by CPH, LLC, herein after called "CPH" for the HVAC Replacement Project, for the City of Wildwood herein after called the "CLIENT". The proposed work is to be performed within the terms and conditions of the current continuing services agreement between CPH and the City of Wildwood, dated April 8, 2019 (extended on March 9, 2022).

PART I

PROJECT DESCRIPTION

The City of Wildwood has engaged CPH to provide MEP services for two existing buildings:

1. Community Center; 6500 CR 139, Wildwood, FL 34785
2. Public Works; 743 Huey St., Wildwood, FL 34785

A summary description of the project and as-built plans were provided by CLIENT on 09/15/2022. CLIENT has asked CPH to provide a proposal for MEP services detailing plans for HVAC replacement and relocation at the Municipal Complex, conversion to chilled water at the Community Center, and replacement of HVAC at the Public Works. CPH has performed a site visit to confirm existing conditions. Upon the signed agreement between CLIENT and CPH, permit plans detailing the above work will be prepared. A detailed description of the proposed Scope Services is provided in Exhibit C of this Agreement.

CLIENT-FURNISHED INFORMATION

It is understood that CPH will perform services under the sole direction of the CLIENT. The CLIENT shall provide CPH with project-related information including, but not limited to, the following:

- CLIENT shall provide any background drawings in electronic format (pdf or dwg) showing the existing floorplan for CPH to use as a reference.

CPH will rely upon the accuracy and completeness of CLIENT-furnished information in connection with the performance of services under this Agreement. CPH will notify CLIENT if information provided is not sufficient. If it is determined CPH must reproduce, organize or spend time amending information provided by CLIENT so that it can be appropriately utilized, an amendment to this contract and additional fee will be required.

CPH will begin performance of the above services upon receipt of the executed contract.

COMPENSATION**Labor**

CPH will perform the Scope of Services contained in this Agreement as identified on each task, either Lump Sum or Hourly. Refer to the Standard Hourly Rate Schedule to be utilized on this project. The following is the breakdown of fees for each task. Tasks that are identified as Hourly have been provided an 'Upset Limit' (USL) budget. The CLIENT will be informed when the services are about to exceed this limit.

Phase Description	Billing Method	Fee
EXHIBIT C – MEP Due Diligence Report		
MEP-1.0 Community Center	Lump Sum	\$ 37,930
MEP-2.0 Public Works	Lump Sum	\$ 6,250

Reimbursable Expenses

The fees are inclusive of sub-consultant services, without increase. Direct expenses are included. For the purposes of this proposal we have included up to an allotment of \$1,000 in direct expenses. If additional moneys are needed, the CLIENT will be notified and CPH will prepare a contract amendment.

CPH, LLC AUTHORIZATION

By: 

Leopoldo J. Ayala, P.E.
Vice President / Associate

Date: 10/14/2022

CLIENT AUTHORIZATION

By: _____
Signature

Printed Name

Title: _____

Date: _____

PART II

EXHIBIT C – CITY OF WILDWOOD SCOPE OF SERVICES

1.0 BASIC SERVICES

MEP-1.0 – Community Center

Permit Plans

CPH shall produce permit plans for removal of Dx split HVAC systems and installation of an air cooled chilled water system.

MEP-2.0 – Public Works

Permit Plans

CPH shall produce permit plans for the replacement of the split coil HVAC system.

JURISDICTIONAL AND UTILITY SUPPLY RESEARCH

CPH shall conduct jurisdictional research for the proposed project site with respect to MEP related items. CPH shall identify building code, design and technical issues that may affect the proposed improvements. It is assumed that CLIENT will provide FM Global or other insurance requirements for the project that have been agreed to by the Owner prior to commencement of design.

CPH shall coordinate with utilities that supply or will supply electrical power, natural gas, water and sewer to the project site to determine availability and appropriateness of supplied utilities, metering requirements, and utility interface requirements as relates to the scope of work.

Upon agreement between CLIENT and CPH, permit plans will be prepared utilizing the agreed method.

2.0 COST AND COMPENSATION

Task #	Task Name	Fee Type	Fee
MEP-1.0	Community Center	Fixed	\$ 37,930.00
MEP-2.0	Public Works	Fixed	\$ 6,250.00

3.0 SERVICES NOT INCLUDED

The following services are not included in this Agreement at this time:

- Any services not specifically described in 1.0 Basic Services.
- Any non-MEP engineering disciplines (civil, structural, etc.) are not included in this proposal.
- Architectural design is not included in this proposal
- Offsite utility extension design is not included in this proposal.
- Alternative Systems/Design Evaluation & Analysis is not included in this proposal.
- Any LEED-related reviews, designs and documentation are excluded from this proposal.
- Permit, plan review or AHJ inspection fees are excluded from this proposal.
- Any design for changes to floorplan or equipment after the commencement of MEP design is excluded from this proposal.
- Construction cost estimates are excluded from this proposal.
- Any telecommunications backbone / “front end” design (including, but not limited to telephone, internet, cable television, etc.), fire alarm or security alarm system main panels, and fire protection (sprinkler riser) design are excluded from this proposal.
- Any arc flash studies are excluded from this proposal.

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Municipal Services Complex Pay App #18 in the Amount of \$132,401.50

REQUESTED ACTION: Staff recommends approval.

CONTRACT: Vendor/Entity:
Effective Date: Termination Date:
Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Scorpio is requesting payment #18 in the amount of \$132,401.50. The payment request is for completed work less retainage through October 31, 2022, for the construction of the Municipal Services Complex. The amount requested has been reviewed and approved by the City's Project Architect.

PAYMENT REQUESTION AND CERTIFICATE

TO OWNER:

City of Wildwood Public Works
743 Huey Street
Wildwood, FL 34785

PROJECT:

Wildwood Municipal Services Building
104 N Warfield Avenue
Wildwood, FL 34785
VIA ARCHITECT/ENGINEER:
The Lunz Group
58 Lake Morton Drive
Lakeland, FL 33801

APPLICATION NO.:

18

PERIOD TO:

October 31, 2022

PROJECT NO.:

21018

CONTRACT DATE:



Scorpio.

FROM CONTRACTOR:

D.E. Scorpio Corporation
3911 W. Newberry Road
Gainesville, FL 32607

REQUEST FOR PAYMENT:

1	ORIGINAL CONTRACT SUM	\$3,637,143.00
2	Net change by Change Orders	\$ 43,813.11
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$3,680,956.11
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$3,408,946.56
5	RETAINAGE:	
a.	5% of Completed Work (Columns D + E on G703)	\$119,610.72
b.	10% of Stored Material (Column F on G703)	
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$119,610.72
6	TOTAL EARNED LESS RETATINAGE (Line 4 less Line 5 Total)	\$3,289,335.84
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$3,156,934.34
8	CURRENT PAYMENT DUE	\$132,401.50
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$391,620.27

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$ 218,198.11	\$ (174,385.00)
Total approved this Month	\$ -	\$ -
TOTALS	\$ 218,198.11	\$ (174,385.00)
NET CHANGES by Change Order		\$ 43,813.11

I hereby certify that the work performed and the materials supplied to date, as shown on the above represent the actual value of the accomplishment under the terms of the Contract (and all authorized changes thereof) between the undersigned and the (owner) relating to the above referenced project. I also certify that the contractor has paid all amounts previously billed and paid by the owner.

CONTRACTOR:

By: 

Date: 10/31/2022

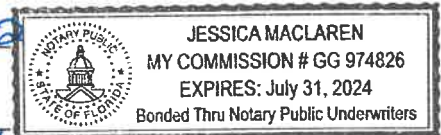
State of: Florida

County of: Alachua

Subscribed and sworn to before
me this 31st day of Oct, 2022

Notary Public:

My Commission expires: 7/31/2024



ARCHITECT'S CERTIFICATE FOR PAYMENT

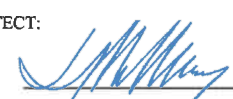
In accordance with the Contract Documents, based on the on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and believe that Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified.

AMOUNT CERTIFIED

\$ 132,401.50

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: 

Date: 11/9/22

ENGINEER:

By: _____

Date: _____

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

18
 10/31/22
 October-2022
 FOR PERIOD THE MONTH OF:

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
	GENERAL CONDITIONS											
01-2000	Lump Sum Staffing & GC's Transfer from Contingency PCCO#004	\$182,417.00 247.50 63,153.90										
	Subtotals		\$245,818.40	\$236,169.47	\$0.00	\$0.00		\$236,169.47	\$236,169.47	96%	\$9,648.93	\$11,808.47
	TRADES											
02-1005	Demolition Transfer from Buyout Savings	46,396.00 7,415.00										
	Subtotals		\$53,811.00	\$53,811.00	\$0.00	\$0.00		\$53,811.00	\$53,811.00	100%	\$0.00	\$0.00
03-1015	Concrete Transfer from Buyout Savings Transfer from Contingency PCCO#001 PCCO#004	145,870.00 71,179.85 9,073.02 11,523.22 37,548.50										
	Subtotals		\$275,194.59	\$274,016.30	\$0.00	\$0.00		\$274,016.30	\$274,016.30	100%	\$1,178.29	\$0.00
04-1075	Masonry Patch & Repair Transfer to Byout Savings	17,855.00 -17,855.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
05-1045	Structural Steel Framing Transfer to Buyout Savings PCCO#004 Transfer from Contingency	62,448.00 8,339.00 2,335.00 1,876.00										
	Subtotals		\$74,998.00	\$74,998.00	\$0.00	\$0.00		\$74,998.00	\$74,998.00	100%	\$0.00	\$0.00
07-1160	Membrane Roofing Transfer from Contingency	0.00 2,440.00										
	Subtotals		\$2,440.00	\$2,440.00	\$0.00	\$0.00		\$2,440.00	\$2,440.00	100%	\$0.00	\$0.00
07-1180	Standing Seam Metal Roofing Transfer from Contingency PCCO#004	6,980.00 7,475.00 3,490.00										
	Subtotals		\$17,945.00	\$10,470.00	\$0.00	\$0.00		\$10,470.00	\$10,470.00	58%	\$7,475.00	\$523.50
08-1005	Doors Frames & Hardware Transfer to Buyout Savings	69,425.00 -12,016.57										
	Subtotals		\$57,408.43	\$56,870.84	\$537.59	\$537.59		\$57,408.43	\$57,408.43	100%	\$0.00	\$2,870.42
08-1185	Overhead Coiling Doors Transfer from Buyout Savings	52,140.00 16,690.00										
	Subtotals		\$68,830.00	\$68,830.00	\$0.00	\$0.00		\$68,830.00	\$68,830.00	100%	\$0.00	\$0.00
08-1250	Storefronts & Curtainwalls Transfer to Buyout Savings PCCO#004	18,600.00 -6,440.00 20,307.50										
	Subtotals		\$32,467.50	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$32,467.50	\$0.00

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

18
 10/31/22
 October-2022
 FOR PERIOD THE MONTH OF:

A	B	C	D	E		F	G			H	I	
				WORK COMPLETED		MATERIALS	TOTAL			BALANCE	RETAINAGE	
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	TO FINISH (G-C)	(IF VARIABLE RATE) 10.00%
09-1010	Metal Studs & Drywall Transfer to Buyout Savings PCCO#001 Transfer from Contingency	140,790.00 24,422.49 2,777.00 7,048.29										
	Subtotals		\$175,037.78	\$172,292.73	\$0.00	\$0.00		\$172,292.73	\$172,292.73	98%	\$2,745.05	\$8,614.64
09-1020	Stucco Transfer from Buyout Savings Transfer from Contingency PCCO#001 PCCO#004	13,000.00 1,588.00 38,588.00 2,850.00 2,500.00										
	Subtotals		\$58,526.00	\$17,438.00	\$0.00	\$0.00		\$17,438.00	\$17,438.00	30%	\$41,088.00	\$871.90
09-1050	Paintings& Coatings Transfer from Buyout Savings Transfer from Contingency	53,800.00 2,400.00 5,720.00										
	Subtotals		\$61,920.00	\$59,310.00	\$0.00	\$0.00		\$59,310.00	\$59,310.00	96%	\$2,610.00	\$2,965.50
09-1095	Acoustical Ceilings Transfer to Buyout Savings	53,200.00 -4,404.00										
	Subtotals		\$48,796.00	\$48,796.00	\$0.00	\$0.00		\$48,796.00	\$48,796.00	100%	\$0.00	\$0.00
09-1120	Flooring Complete Transfer to Buyout Savings Transfer from Contingency	116,135.00 11,409.00 4,641.00										
	Subtotals		\$132,185.00	\$126,055.00	\$6,130.00	\$6,130.00		\$132,185.00	\$132,185.00	100%	\$0.00	\$6,609.25
10-1015	Specialties Package Transfer from Buyout Savings	16,844.00 6,539.00										
	Subtotals		\$23,383.00	\$23,111.00	\$0.00	\$0.00		\$23,111.00	\$23,111.00	99%	\$272.00	\$1,155.55
10-1050	Interior Signage Transfer to Buyout Savings	1,150.00 -49.33										
	Subtotals		\$1,100.67	\$0.00	\$281.90	\$281.90		\$281.90	\$281.90	26%	\$818.77	\$14.10
10-1145	Fire Extinguishers & Cabinets Transfer to Buyout Savings	1,600.00 -1,600.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
10-1180	Awnings & Canopies Transfer from Buyout Savings	26,050.00 1,200.00										
	Subtotals		\$27,250.00	\$26,575.00	\$0.00	\$0.00		\$26,575.00	\$26,575.00	98%	\$675.00	\$1,328.75
12-1080	Casework/Window Treatments Transfer to Buyout Savings PCCO#004	17,175.00 -2,104.00 4,271.00										
	Subtotals		\$19,342.00	\$17,016.67	\$0.00	\$0.00		\$17,016.67	\$17,016.67	88%	\$2,325.33	\$850.83
13-1080	Pre-engineered Metal Buildings Transfer from Buyout Savings	201,703.00 -2,342.18										
	Subtotals		\$199,360.82	\$199,360.82	\$0.00	\$0.00		\$199,360.82	\$199,360.82	100%	\$0.00	\$0.00
22-1005	Plumbing Systems Transfer from Buyout Savings Transfer from Contingency	106,400.00 7,920.14 2,292.69										
	Subtotals		\$116,612.83	\$115,776.70	\$0.00	\$0.00		\$115,776.70	\$115,776.70	99%	\$836.13	\$5,788.84

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

18
 10/31/22
 FOR PERIOD THE MONTH OF: October-2022

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%
23-1010	HVAC Systems Transfer from Contingency Transfer from Buyout Savings	190,850.00 14,471.11 27,520.71										
	Subtotals		\$232,841.82	\$229,934.61	\$0.00	\$0.00		\$229,934.61	\$229,934.61	99%	\$2,907.21	\$11,496.73
26-1010	Secondary Electric System Transfer from Contingency Transfer to Buyout Savings Generator PCCO#004	635,863.00 25,117.63 -16,340.94 -184,898.10 2,701.88										
	Subtotals		\$462,443.47	\$454,969.33	\$0.00	\$0.00		\$454,969.33	\$454,969.33	98%	\$7,474.14	\$22,748.47
28-1020	Fire Detection & Alarm Transfer from Contingency	0.00 408.74										
	Subtotals		\$408.74	\$408.74	\$0.00	\$0.00		\$408.74	\$408.74	100%	\$0.00	\$0.00
27-1010	Data Communications Transfer to Buyout Savings	15,372.00 -15,372.00										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	#DIV/0!	\$0.00	\$0.00
31-1005	Sitework Complete Transfer to Buyout Savings PCCO#001 PCCO#002 PCCO#005 Transfer from Contingency	879,366.00 -116,176.75 48,684.00 25,500.00 19,482.00 19,157.00										
	Subtotals		\$876,012.25	\$753,232.43	\$86,043.15	\$86,043.15	\$0.00	\$839,275.58	\$839,275.58	96%	\$36,736.67	\$41,963.78
32-1095	Chain Length Fence & Gates Transfer from Buyout Savings Transfer from Contingency	17,925.00 24,097.00 14,487.00										
	Subtotals		\$56,509.00	\$56,509.00	\$0.00	\$0.00		\$56,509.00	\$56,509.00	100%	\$0.00	\$0.00
32-1170	Landscape & Irrigation Transfer to Buyout Savings	89,975.00 4,714.86										
	Subtotals		\$94,689.86	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$94,689.86	\$0.00
BOND, INSURANCE, & FEE												
99-1005	Contingency PCCO#001 Transfer to 03.1015 PCCO#001 Transfer to 09.1010 PCCO#001 Transfer to 09.1020 PCCO#001 Transfer to 31.1005 PCCO#002 Transfer to 31.1005 PCCO#004 PCCO#005 Transfer to 03.1015 Transfer to 07.1160 Transfer to 09.1120 Transfer to 23.1010 Transfer to 26.1010 Transfer to 31.1005 Transfer to 09.1010 Transfer to 32.1095	200,000.00 -11,523.22 -2,777.00 -41,438.00 -48,684.00 -25,500.00 75,000.00 -19,482.00 -9,073.02 -9,915.00 -4,641.00 -14,471.11 -32,969.63 -19,157.00 -7,048.29 -14,487.00										

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
 OWNER PROJECT NUMBER:
 DES PROJECT NUMBER: 21018

18
 10/31/22
 FOR PERIOD THE MONTH OF: October-2022

A	B	C	D	E	F	G	H	I				
				WORK COMPLETED								
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	SUBTOTALS	MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	BALANCE TO FINISH (G-C)	RETAINAGE (IF VARIABLE RATE) 10.00%	
	Transfer to 32.1095	-1,876.00										
	Transfer to 09.1050	-5,720.00										
	Transfer to 01.3165	-247.50										
	Transfer to 22.1005	-2,292.69										
	Transfer to 28.1020	-408.74										
	Subtotals		\$3,288.80	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$3,288.80	\$0.00
99-1010	ODP Tax Savings	10,513.10										
	Subtotals		\$10,513.10	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$10,513.10	\$0.00
99-1015	Buyout Savings	0.00										
	Transfer to 02-1005	-8,656.89										
	Transfer to 03-1015	-69,937.96										
	Transfer from 04-1075	17,855.00										
	Transfer to 05-1045	-8,339.00										
	Transfer from 08-1005	10,685.09										
	Transfer to 08-1185	-16,690.00										
	Transfer to 09-1010	-24,422.49										
	Transfer to 09-1020	-1,588.00										
	Transfer to 09-1050	-2,400.00										
	Transfer to 09-1120	-1,792.00										
	Transfer from 09-1120	-8,915.00										
	Transfer to 10-1015	-6,539.00										
	Transfer from 10-1145	1,600.00										
	Transfer to 10-1180	-1,200.00										
	Transfer to 13-1080	2,342.18										
	Transfer to 22-1005	-14,439.14										
	Transfer to 23-1010	-9,528.23										
	Transfer from 26-1010	16,340.94										
	Transfer from 27-1010	15,372.00										
	Transfer from 31-1005	124,028.75										
	Transfer to 32.1095	-24,097.00										
	Transfer to 32-1170	-4,714.86										
	Transfer from 12-1080	2,104.00										
	Transfer from 10-1050	49.33										
	Transfer from 99.1060	9,172.50										
	Transfer from 99.1045	3,309.91										
	Transfer from 99.1025	399.87										
	Subtotals		\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	0%	\$0.00	\$0.00
99-1025	Permit Fees	511.00										
	Transfer to Buyout	-399.87										
	Subtotals		\$111.13	\$111.13	\$0.00	\$0.00		\$111.13	\$111.13	100%	\$0.00	\$0.00
99-1045	Payment & Performance Bond	26,744.00										
	Transfer to Buyout	-3,309.91										
	PCCO#004	1,377.15										
	Subtotals		\$24,811.24	\$24,811.24	\$0.00	\$0.00		\$24,811.24	\$24,811.24	100%	\$0.00	\$0.00
99-1060	Builders Risk Insurance	17,942.00										
	Transfer to Buyout	-9,172.50										
	PCCO#004	616.94										
	Subtotals		\$9,386.44	\$9,386.44	\$0.00	\$0.00		\$9,386.44	\$9,386.44	100%	\$0.00	\$0.00

REQUEST FOR PAYMENT DETAIL



Scorpio.

PROJECT NAME: Wildwood Municipal Services Building
OWNER PROJECT NUMBER:
DES PROJECT NUMBER: 21018

18
10/31/22
October-2022

A	B	C		D	E		F	G			H	I
				WORK COMPLETED			MATERIALS	TOTAL			BALANCE	RETAINAGE
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	SUBTOTALS	FROM PREV APPLICATION (D+E)	THIS PERIOD	SUBTOTALS	PRESENTLY STORED (NOT IN D OR E)	COMPLETED AND STORED TO DATE(D+E+F)	SUBTOTALS	G/C %	TO FINISH (G-C)	(IF VARIABLE RATE) 10.00%
99-1065	General Liability Insurance PCCO#004	23,125.00 790.58										
	Subtotals		\$23,915.58	\$23,915.58	\$0.00	\$0.00		\$23,915.58	\$23,915.58	100%	\$0.00	\$0.00
99-1085	Overhead & Profit (Fee) PCCO#004	189,492.00 4,105.66										
	Subtotals		\$193,597.66	\$174,237.89	\$5,100.00	\$5,100.00		\$179,337.89	\$179,337.89	93%	\$14,259.77	\$0.00
	Total	\$3,680,956.11	\$3,680,956.11	\$3,310,853.92	\$98,092.64	\$98,092.64	\$0.00	\$3,408,946.56	\$3,408,946.56	93%	\$272,009.55	\$119,610.72

APPLICATION

To:

Scorpio Corporation
3911 W. Newberry Road
Gainesville, FL 32607

From Contractor:

Integrated Door Systems, Inc.
1602 E. Alsobrook St
Plant City, FL 33563

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED ☐ REVIEWED W/
COMMENTS ☐ REVISE AND
RESUBMIT

BY RS DATE 08/23/2022

PROJ # 21018 CODE 08.1005 S

CAP702

Page: 1 of 2

Application No.: Application Date: Period To: Contract Date:

5 AUG 4,2022 AUG 31,2022 OCT 6,2021

Project Nos:

Distribution List: ☐ Owner ☐ Construction Mgr
☐ Architect ☐ Field
☐ Contractor ☐ Other

CONTRACT FOR:

Contractor's Application for Payment

Application is made for payment as shown below, with attached Continuation Sheet.

1. Original Contract Amount: \$ 43,036.53
2. Net of Change Orders: \$ 14,371.90
3. Net Amount of Contract: \$ 57,408.43
4. Total Completed & Stored to Date: \$ 57,408.43
5. Retainage Summary:

a. 10.00 % of Completed Work \$ 5,740.87

b. 10.00 % of Stored Material \$ 0.00

Total Retainage: \$ 5,740.87

6. Total Completed Less Retainage: \$ 51,667.56
7. Less Previous Applications: \$ 51,183.73

8. Current Payment Due, This Application: \$ 483.83

9. Contract Balance (Including Retainage): \$ 5,740.87

CHANGE ORDER Activity	Additions	Subtractions
Total previously approved:	14,428.25	-56.35
Total approved this Month:	0.00	0.00
Sub Totals:	14,428.25	-56.35
NET of Change Orders:	14,371.90	

CONTRACTOR'S CERTIFICATION:

The Contractor's signature here certifies that, to the best of their knowledge, this document accurately reflects the work completed in this Application for Payment. The Contractor also certifies that all payments have been made for work on previous Applications for Payment and also that the Current Payment is Due.

(Authorizing Signature)

Integrated Door Systems, Inc.

Date: AUG 4,2022

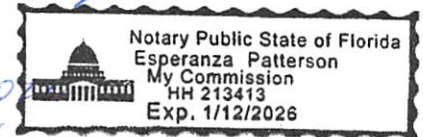
State Authorized: Florida

County of: Hillsborough

Subscribed and sworn to before
me this 4 day of August, 2022

Notary Public:

My Commission expires: 1/12/26



ARCHITECT'S CERTIFICATION:

The Architect's signature here certifies that, based on their own observations, the Contract Documents and the information contained herein, this document accurately reflects the work completed in this Application for Payment. The Architect also certifies the Contractor is entitled to the amount certified for payment.

AMOUNT CERTIFIED:

(Architects Signature) _____ Date: _____

APPLICATION FOR PAYMENT - CONTINUATION SHEET

CAP703

Page 2 of 2 Pages

From:

Integrated Door Systems, Inc.
1602 E. Alsobrook St
Plant City, FL 33563

To:

Scorpio Corporation
3911 W. Newberry Road
Gainesville, FL 32607

Project:

WILDWOOD MUNICIPAL
SERVICE BUILDING
104 North Warfield Ave.
Wildwood, FL 34785

Application No: 5

Application Date: 8/04/2022

Period To: 8/31/2022

Contract Date: 10/06/2021

Architects Project#:

A Item No	B Description of Work	C Contract Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G Total Completed and Stored To Date (D+E+F)	H % (G / C)	I Balance To Finish (C - G)	J Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period					
1	Hollow Metal Frames	4,621.25	4,621.25	0.00	0.00	4,621.25	100	0.00	462.13
2	Hollow Metal Doors	2,504.25	2,504.25	0.00	0.00	2,504.25	100	0.00	250.43
3	Wood Doors	9,285.00	9,285.00	0.00	0.00	9,285.00	100	0.00	928.51
4	Hardware	14,412.28	14,412.28	0.00	0.00	14,412.28	100	0.00	1,441.23
5	Freight	3,378.75	3,378.75	0.00	0.00	3,378.75	100	0.00	337.88
6	Install	8,835.00	8,835.00	0.00	0.00	8,835.00	100	0.00	883.51
7	CO#1 Hollow Metal Frames	3,621.00	3,621.00	0.00	0.00	3,621.00	100	0.00	362.10
8	CO#1 Hollow Metal Doors	1,868.64	1,868.64	0.00	0.00	1,868.64	100	0.00	186.86
9	CO#1 Wood Doors	56.35-	56.35-	0.00	0.00	56.35-	100	0.00	5.64-
10	CO#1 Hardware	4,152.43	4,152.43	0.00	0.00	4,152.43	100	0.00	415.24
11	CO#1 Freight	1,427.41	1,427.41	0.00	0.00	1,427.41	100	0.00	142.74
12	CO#1 Install	1,001.96	1,001.96	0.00	0.00	1,001.96	100	0.00	100.20
13	CO#1 Contract Adjustment	1,819.22	1,819.22	0.00	0.00	1,819.22	100	0.00	181.92
15	CO#2 Hollow Metal Frames	537.59	0.00	537.59	0.00	537.59	100	0.00	53.76
		57,408.43	56,870.84	537.59	0.00	57,408.43	100	0.00	5,740.87

TO CONTRACTOR:

DE Scorpio
3911 W. Newberry Road
Gainesville FL 32607

PROJECT:

Wildwood Municiple Service Building -
(Jobber 40)

APPLICATION NO: 1

Distribution to:

FROM CONTRACTOR: Konchan Polishing
4530 S. Florida Ave
Inverness FL 34450

VIA ARCHITECT:

CONTRACT FOR: Flooring Package

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Document G703, is attached.

- | | |
|---|------------|
| 1. ORIGINAL CONTRACT SUM | \$ 6130.00 |
| 2. Net change by Change Orders | \$ |
| 3. CONTRACT SUM TO DATE (Line 1 + 2) | \$ |
| 4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) | \$ 6130.00 |
| 5. RETAINAGE: | |
| a. 10 % of Completed Work (Column D + E on G703) | \$ 613.00 |
| b. 10 % of Stored Material (Column F on G703) | \$ |
| Total Retainage (Lines 5a + 5b or Total in Column I of G703) | \$ 613.00 |
| 6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) | \$ |
| 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) | \$ |
| 8. CURRENT PAYMENT DUE | \$ 5517.00 |
| 9. BALANCE TO FINISH, INCLUDING RETAIN (Line 3 less Line 6) | \$ 613.00 |

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS		
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW



REVIEWED

REVIEWED W/
COMMENTSREVISE AND
RESUBMIT

BY RS

DATE 10/26/2022

PROJ # 21018

CODE 09.1205 S

payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By:



Date: 10-26-22

State of: Florida

County of:

Subscribed and sworn to before me this day of

Notary Public:

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)
ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE OF PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed certification is attached.
In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 1
APPLICATION DATE:
PERIOD TO:
ARCHITECT'S PROJECT NO:

A	B	C	D	E	F	G		H	I
ITEM NO.	DESCRIPTION OF WORK	SCHEDULED VALUE	WORK COMPLETED		MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%(G ÷ C)	BALANCE TO FINISH (C - G)	RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
	Concrete Polishing	6130.00		6130.00					613.00
									</

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

(Instructions on reverse side)

page 1 of 2 pages

TO CONTRACTOR:
Scorpio.
3911 West Newberry Road
Gainesville, FL 32607

FROM SUBCONTRACTOR:
Vital Signs

PROJECT:
Wildwood Municipal Complex

VIA A/E:
Lunz Group

APPLICATION NO.: **01**
 PERIOD TO: **October 31, 2022**
 PROJECT NO.: **21018**

CONTRACT DATE: **09/15/2021**

Distribution to:
☐ OWNER
☐ ARCHITECT
☒ CONTRACTOR

CONTRACT FOR: Interior Signage

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
 Continuation Sheet, AIA Document G703, is attached.

1	ORIGINAL CONTRACT SUM	\$818.77
2	Net change by Change Orders	\$281.90
3	CONTRACT SUM TO DATE (Line 1 +- 2)	\$1,100.67
4	TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$281.90
5	RETAINAGE:	
a.	10% of Completed Work (Columns D + E on G703)	\$28.19
b.	10% of Stored Material (Column F on G703)	\$0.00
	Total Retainage (Line 5a + 5b or Total in Column I of G703)	\$28.19
6	TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$253.71
7	LESS PREVIOUS CERTIFICATES FOR PAY (Line 6 from prior Certificate)	\$0.00
8	CURRENT PAYMENT DUE	\$253.71
9	BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$846.96

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	\$ 281.90	
NET CHANGES by Change Order		

SCORPIO PAY APP / INVOICE REVIEW

☒ REVIEWED ☐ REVIEWED W/
COMMENTS ☐ REVISE AND
RESUBMIT

BY **RS** DATE **10/20/2022**
 PROJ # **21018** CODE **10.1050 S**

My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By:

Date:

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



AIA DOCUMENT G702 ' APPLICATION AND CERTIFICATE FOR PAYMENT ' 1992 EDITION ' AIA ' ' g1992 ' THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, NW, WASHINGTON, D.C. 20006-5292 ' WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G702-1992

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Vital Signs

OF ORLANDO INC.

2111 S. DIVISION AVE. SUITE A ORLANDO FL. 32805

407-297-0680 fax 407-578-5374

www.vitalsignsorlando.com

Invoice 22-483

CLIENT NAME & ADDRESS		PROJECT NAME & INSTALLATION ADDRESS		
SCORPIO CONSTRUCTION 3911 W. NEWBERRY RD. GAINESVILLE, FL. 32607 ph: 352-363-6070		WILDWOOD MUNICIPAL CONTACT: email: bids@scorpioco.com,		
DATE	PROJECT NAME	P.O. No.	TERMS	INSTALL DATE
9/27/2022	WILDWOOD MUNICIPAL	21018-101050		9/27/2022
QUANTITY	DESCRIPTION	PRICE EACH	AMOUNT	
1	INSTALLATION	100.00	100.00	
4	6" X 8" MAXIMUM OCCUPANCY SIGN '190' *** COLOR: CHINA BLUE WITH WHITE LETTERS*****	42.50	170.00T	
Now accepting Visa, Master Card and American Express!!		Sales Tax (7.0%)	\$11.90	
		Total	\$281.90	
		Payments/Credits	\$0.00	
DATE COMPLETED:	SIGNATURE:	Total Balance	\$281.90	

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE 1 OF 4 PAGES

TO OWNER:
Scorpio

PROJECT:
Wildwood mut services

APPLICATION #: ~~44~~ 13
PERIOD TO: ~~06/01/22~~
PROJECT NOS: 10/31/22

Distribution to:
☐ Owner
☐ Const. Mgr
☐ Architect
☐ Contractor

Gainsville fl
FROM CONTRACTOR:
Downtown Underground Inc

VIA ARCHITECT:

CONTRACT DATE: 06/20/21

belleiview fl

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$	3578	803,603.00
2. Net change by Change Orders	\$	62,922.39	63,207.25
3. CONTRACT SUM TO DATE (Line 1 +/- 2)	\$	866,525.39	866,810.25
4. TOTAL COMPLETED & STORED TO DATE-\$	\$	837,926.09	751,882.94
(Column G on Continuation Sheet)			
5. RETAINAGE:			
a. 10.0% of Completed Work	\$	83,792.61	
(Columns D+E on Continuation Sheet)			
b. 10.0% of Stored Material	\$		
(Column F on Continuation Sheet)			
Total Retainage (Line 5a + 5b or			
Total in Column I of Continuation Sheet	\$	83,792.61	75,188.36
6. TOTAL EARNED LESS RETAINAGE	\$	754,133.48	676,694.58
(Line 4 less Line 5 Total)			
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT			
(Line 6 from prior Certificate)	\$	676,451.63	623,138.89
8. CURRENT PAYMENT DUE	\$	77,681.85	53,555.69
9. BALANCE TO FINISH, INCLUDING RETAINAGE	\$	190,115.67	112,391.91
(Line 3 less Line 6)			

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Demo of pavillion	\$18,225.25	
Total approved this Month	\$44,982.00	
TOTALS	\$63,207.25	
NET CHANGES by Change Order	62,922.39	\$63,207.25

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SCORPIO PAY APP / INVOICE REVIEW

☐ REVIEWED ☒ REVIEWED W/
COMMENTS ☐ REVISE AND
RESUBMIT

BY RS

DATE 10/25/22

PROJ # 21018

CODE 31.1005

CERTIFICATE FOR PAYMENT

In accordance with Contract Documents, based on on-site observations and the data comprising application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner of Contractor under this Contract.

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Wildwood mut services

Page 2 of 4 Pages

APPLICATION NUMBER:

~~-11-~~ 13

APPLICATION DATE:

~~05/23/22~~ 10/20/22

PERIOD TO:

~~1-Jun-22~~ 10/31/22

ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
1	MOBILIZATION	\$ 11,200.00	11,200.00			11,200.00	100%		1,120.00
2	SURVEY FOR SCOPE	\$ 17,360.00	17,360.00			17,360.00	100%		1,736.00
3	SCOPE AS-BUILTS	\$ 8,204.00	1,450.00			1,450.00	18%	6,754.00	145.00
4	SCOPE DENSITY TESTING	\$ 10,194.75	9,975.00	219.75		9,975.00	98%	0.00 -219.75	1019.48
5	SILT FENCE	\$ 4,610.20	4,610.20			4,610.20	100%		461.02
6	INLET PROTECTION	\$ 2,475.00	2,475.00			2,475.00	100%		247.50
7	CONSTRUCTION TRACK IN OUT PAD	\$ 2,255.00	2,255.00			2,255.00	100%		225.50
8	STRIPPING AND SIGNS PER THE PLANS	\$ 4,571.25	3000	0.00 -3,000.00		3,000.00	66%	1,571.25	300.00
9	PARKING STOP BUMPS	\$ 589.38	589.38	0.00 -589.38		589.38	100%	(0.00)	58.94
10	ONSITE EARTHWORK AND STOCK PILE ON	\$ 56,350.00	56,350.00			56,350.00	100%		5,635.00
11	UNDERCUT BUILDING PADS	\$ 17,282.20	17,282.20			17,282.20	100%		1,728.22
12	SITE GRADING	\$ 19,587.38	18,500.00	1087.38		18,500.00	94%	0.00 -1,087.38	1958.74
13	BUILDING PADS	\$ 3,162.50	3,162.50			3,162.50	100%		316.25
14	LIMEROCK 8" PER PLAN	\$ 85,943.30	85,943.30			85,943.30	100%	(0.01)	8,594.33
15	MILLING OF EXISTING ASPHALT	\$ 21,746.50	21,746.50			21,746.50	100%		2,174.65
16	PAVING 1" OF 9.5 ASPHALT	\$ 30,480.75	30,480.75			30,480.75	100%		3,048.08
17	12" SUBGRADE MIN 40 LBR	\$ 18,663.82	18,663.82			18,663.82	100%		1,866.38
18	PRIMECOAT	\$ 5,764.95	5764.95	0.00 -4,314.95		5,764.95	100%		576.50
19	PAVING 1.5" OF 9.5 ASPHALT	\$ 85,699.78	46650	39049.78		46,650.00	54%	0.00 -39,049.78	8569.98
20	D- TRENCH CURB PER THE PLANS	\$ 38,598.60		38,598.60		38,598.60	100	0.00 -38,598.60	3859.86
21	WASH AREA CONCRETE	\$ 18,336.46	18,336.46			18,336.46	100%	0.00	1,833.65
22	SIDEWALK WITH ADA RAMPS	52,624.86	52,624.86			52,624.86	100%	0.00	5,262.49
23	CONCRETE IN PLACE OF PAVERS	2,012.50		2012.50		2012.50	100	0.00 -2,012.50	201.25
24	SOD SLOPES OF POND 1&2 AND TOP	10,238.55	5,250.00			5,250.00	51%	4,988.55	525.00
25	SEED THE STORAGE BUILDING PAD	500.00						500.00	
26									
27									
28									
	SUBTOTALS PAGE 2	528,451.72	385,265.59	48,404.33		433,669.92	82%	94,781.80	43,367.01
		528,451.73	433,669.92	80,968.01		514,637.93	97	13,813.80	51,463.79

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Wildwood mut services

Page 3 of 4 Pages

APPLICATION NUMBER: ~~-11-~~ 13

APPLICATION DATE: ~~-05/23/22-~~ 10/20/22

PERIOD TO: ~~-1-Jun-22-~~ 10/31/22

ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
29	REMOVE WATER MAIN SHOWN	10,029.15	10,029.15			10,029.15	100%		1,002.92
30	REMOVE AND DESPOSE OF FENCE SHOWN	3,729.45	3,729.45			3,729.45	100%		372.95
31	DEMO MASONARY WALL SHOWN	2,587.50	2,587.50			2,587.50	100%		258.75
32	REMOVE STORM DRAINS	3,162.50	3,162.50			3,162.50	100%		316.25
33	SEWER REMOVED AS SHOWN ON THE PLANS	1,955.00	1,955.00			1,955.00	100%		195.50
34	REMOVE TREES SHOWN ON THE PLANS	3,220.00	3,220.00			3,220.00	100%		322.00
35	PLAN SET	3,737.50	3,737.50			3,737.50	100%		373.75
36	REMOVAL OF COOLER / FREEZER	1,725.00		1725.00		1725.00	100	0.00 -1,725.00	172.50
37	TYPE P MANHOLE	7,073.98	7,073.98			7,073.98	100%	0.00	707.40
38	TYPE C INLET W/ 6210 GRATE	4,232.32	4,232.32			4,232.32	100%	0.00	423.23
39	TYPE E INLET W/ 6290 GRATE	17,712.37	17,712.37			17,712.37	100%	(0.00)	1,771.24
40	8" HDPE STORM	3,721.63	3,721.63			3,721.63	100%		372.16
41	12"X12" TEE	2,153.97	2,153.97			2,153.97	100%	0.00	215.40
42	12"X8" TEE	1,911.44	1,911.44			1,911.44	100%	(0.00)	191.14
43	INLINE DRAIN WITH GRATE	4,030.39	4,030.39			4,030.39	100%	0.00	403.04
44	ROOF DRAIN CONNECTIONS	2,857.77	2,857.77			2,857.77	100%	0.00	285.78
45	12" HDPE PIPE	8,372.92	8,372.92			8,372.92	100%		837.29
46	18" RCP PIPE	4,136.55	4,136.55			4,136.55	100%		413.66
47	18" HP PIPE	22,018.36	22,018.36			22,018.36	100%		2,201.84
48	24" HP PIPE	28,932.39	28,932.39			28,932.39	100%		2,893.24
49	12"MITER END SECTION	1,178.75	1,178.75			1,178.75	100%		117.88
50	18" MITER END SECTION	2,934.13	2,934.13			2,934.13	100%	0.00	293.41
51	24" MITER END SECTION	1,724.92	1,724.92			1,724.92	100%	(0.00)	172.49
52	REPLACE CONTROL PANELS	58,747.75	58,747.75			58,747.75	100%		5874.78
53	6" PVC SANITARY	10,207.40	10,207.40			10,207.40	100%		1,020.74
54	6" CLEAN OUT	1,505.30	1,505.30			1,505.30	100%	0.00	150.53
55	CORE LIFTSTATION FOR NEW LINE	1,495.00	1,495.00			1,495.00	100%		149.50
56									
		743,545.18	598,634.03	48,404.33		647,038.36	87%	96,506.82	58,829.10
		743,545.17	647,038.36	82693.01		729,731.37	98	13,813.80	72,973.14

PROJECT:

Wildwood mut services

APPLICATION NUMBER:

APPLICATION DATE:

PERIOD TO:

ARCHITECT'S PROJECT NO:

-11 13

-05/23/22 10/20/22

-1-Jun-22 10/31/22

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D or E)	G		H Balance To Finish (C - G)	I Retainage (If Variable Rate)
			From Previous Application (D + E)	This Period		Total Completed And Stored To Date (D + E + F)	% (G/C)		
57	8"X4" WET TAP AND VALVE	2,873.75	2,873.75			2,873.75	100%	(0.00)	287.38
	3" METER w/ BACKFLOW	\$ 12,299.66	12,299.66			12,299.66	100%	0.00	1,229.97
	3" SERVICE LINE	\$ 2,478.48	2,478.48			2,478.48	100%		247.85
	2" SERVICE LINE	\$ 6,905.75	6,905.75			6,905.75	100%		690.58
	1" SERVICE LINE	\$ 1,524.90	1,524.90			1,524.90	100%		152.49
	IRRIGATION CONECTION POINT	\$ 407.79	407.79			407.79	100%		40.78
	8"X8" WET TAP WITH GATE VALVES	\$ 5,142.26	5,142.26			5,142.26	100%	(0.00)	514.23
	FIRE HYDRANT ASSEMBLY	\$ 8,143.31	8,143.31			8,143.31	100%	0.00	814.33
	8" C900 WATERMAIN	\$ 18,154.36	18,154.36			18,154.36	100%		1,815.44
	TEMPORARY JUMPERS	\$ 2,127.07	2,127.07			2,127.07	100%	0.00	212.71
	Approved change orders								
	demo pavillion	\$ 4,700.00	4,700.00			4,700.00	100%		470.00
	REPLACE CONTROL PANELS	\$ (58,747.75)	(58,747.75)			(58,747.75)			
	#1 additional trees	\$ 3,141.00	3,141.00			3,141.00	100%		314.10
	#2 storm structure changes	4,510.00	4,510.00			4,510.00	100%		451.00
	#3 additional concrete removal	\$ 1,291.00	1,291.00			1,291.00	100%		129.10
	# 8 reroute of watermain	\$ 11,809.00	11,809.00			11,809.00	100%		1,180.90
	Removal of unsuitables \$85.00 per load 375	\$ 31,875.00	31,875.00			31,875.00	100%		3,187.50
	#2 removal of unsuitables 85.00 per load 300	\$ 25,500.00	10,625.00			10,625.00	42%	14,875.00	1,062.50
	Sink hole infill	\$ 5,000.00	5,000.00			5,000.00	100%		500.00
	Forcemain change order	\$ 19,482.00	19,482.00			19,482.00	100%		1,948.20
	added HC parking spot	\$ 992.00	992	992.00		992.00	100%		99.20
	ADDED CURB RETURNS	\$ 7,635.00	4000	3635	4,000.00	7635	52%	0	3,635.00
	ADDED SIDEWALK	2,126.00	2126	2,126.00		2,126.00	100%		212.60
	NORTHSIDE OF BUILDING ROOF DRAINS	3,984.00	3984	3,984.00		3,984.00	100%		398.40
	Deduct removal of cooler/freezer from line 36	(1,725)		(1,725)		(1,725)	100		(172.50)
	Deduct damaged lift station feeder electric/controls	(6,411.86)		(6,411.86)		(6,411.86)	100		(641.19)
	Add roof drain structure replacement	7,852.00		7,852.00		7,852.00	100		785.20
	TEMPORARY JUMPERS	866,899.77	692,376.61	59,506.33		751,882.94	87%	115,016.83	75,188.36
		866,525.39	751,882.94	86043.15		837,926.09		28,599.30	83,792.61

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: Transportation Mitigation Agreement between Turkey Run 2, LLC, referred to as "Turkey Run", the City of Wildwood, Florida, and Sumter County, Florida

REQUESTED ACTION: Staff recommends approval and execution of the attached transportation mitigation agreement.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

The City of Wildwood and Sumter County have reached an agreement with Turkey Run on the required transportation improvements needed to mitigate adverse transportation impacts resulting from the development of the Turkey Run project. Turkey Run agrees to design, construct, inspect and permit, at its own cost, the following transportation improvements:

A. Turn lanes on CR 466A.

1. A 240-foot westbound right-turn lane at site driveway Access Drive 2.
2. A 240-foot westbound right-turn lane at Rio Grande Boulevard.

B. Turn lanes on CR 462.

1. A 185-foot southbound right-turn lane at site driveway Access Drive 1.
2. A 320-foot southbound left-turn lane at CR 462, excluding clearance distance; Turkey Run's proportionate share of the southbound left-turn lane at CR 462 improvement is 20% and Turkey Run shall be entitled to impact fee credits for all costs in excess of such 20% proportionate share excluding any costs associated with right-of-way deed.
3. Improvements to the signalized intersection at CR 466A to accommodate the additional left turn lane; Turkey Run's proportionate share of the improvements to the signalized intersection improvement is 20% and Turkey Run shall be entitled to impact fee credits for all costs in excess of such 20%.

C. Proportionate Share Payment.

1. The parties hereby agree that Turkey Run shall be responsible for twenty-five percent (25%) of the cost for the construction of the traffic signal at Inspiration Drive/Spanish Harbor Drive and CR 462. The total contribution from Turkey Run equates to \$96,960.77, representing its proportionate share payment.

Upon construction of the improvements identified above, receipt of the inspection documentation required in accordance with this agreement, payment of the proportionate share for the Inspiration Drive/Spanish

Harbor signal, and acceptance of the improvements by Sumter County and the City of Wildwood, Turkey Run will have satisfactorily mitigated the adverse transportation impacts associated with the development of the Turkey Run property.

A handwritten signature in black ink that reads "Melanie S. Peavy". The signature is written in a cursive, flowing style.

Melanie Peavy, AICP
Development Services Director

**TRANSPORTATION MITIGATION AGREEMENT
BETWEEN TURKEY RUN DEVELOPMENT, THE CITY OF WILDWOOD AND
SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS**

This **TRANSPORTATION MITIGATION AGREEMENT** ("**Agreement**") is made and entered into by and between Turkey Run, 2 LLC, a Florida limited liability company ("**Turkey Run**"), the **CITY OF WILDWOOD, FLORIDA**, a Florida municipal corporation ("**City**"), and **SUMTER COUNTY**, a political subdivision of the State of Florida ("**County**").

W I T N E S S E T H:

WHEREAS, the Turkey Run development ("**Turkey Run Development**") contains 41.09 acres more or less located in the City of Wildwood, Florida, more particularly described in **Exhibit A**, attached hereto and incorporated herein by reference; and

WHEREAS, a portion of Turkey Run Development has been developed in accordance with Ordinance O2017-72 ("**Planned Development Agreement**") approved by the City at its public hearing on January 22, 2018, as the same may be amended from time to time; and

City and County have agreed to a coordinated approach to transportation planning and other matters of mutual interest within the Joint Planning Area of the City; and

WHEREAS, the Turkey Run Development is situated within the Joint Planning Area of the City; and

WHEREAS, the parties have reached an agreement on the needed transportation improvements with associated right-of-way, as well as a proportionate share payment, to mitigate adverse transportation impacts resulting from the development of the Turkey Run Development; and

WHEREAS, City and County have agreed to accept said proportionate share payment, and needed transportation improvements with associated right-of-way, to be provided by Turkey Run, in satisfaction of certain transportation deficiencies identified herein.

NOW, THEREFORE, for and in consideration of these premises and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties do hereby covenant, stipulate and agree as follows:

1. **Incorporation of Recitals.** The parties hereby acknowledge, represent, and agree that the foregoing recitals are true and correct and are hereby incorporated herein by reference.
2. **Development Program and Traffic Generation.** Through the adoption of the Planned Development Agreement, Turkey Run has obtained development approval to construct a maximum of (i) 325 multi-family residential units, (ii) a 244 room hotel, (iii) 12,000 square feet of medical offices, (iv) 20,000 square feet of strip retail, (v) a 16 vehicle fueling position convenience store/gas station, (vi) a 10,000 square foot auto/parts

store, and (vii) a 4,800 square foot fast food restaurant. The Traffic Impact Study summarized the trip generation for the buildout of the Turkey Run Development and projected the Turkey Run Development to generate 13,819 net new daily trips (excluding pass-by and internal capture) of which 1,061 trips occur during the AM peak hour and 1,101 trips occur during the PM peak hour.

3. Needed Transportation Improvements. As a result of the added trips to the City's and County's transportation network, Turkey Run hereby agrees to design, construct, provide third-party inspection, and warranty deed dedication of needed right-of-ways for the following improvements, as identified on the site plan attached hereto as **Exhibit B, page 2** and incorporated herein:

A. Turn lanes on CR 466A.

1. A 240-foot westbound right-turn lane at site driveway Access Drive 2; and
2. A 240-foot westbound right-turn lane at Rio Grande Boulevard.

The foregoing improvements shall be completed prior to the issuance of a certificate of occupancy for the building improvements to be constructed on Lot 5 depicted on **Exhibit B, page 1**.

B. Turn lanes on CR 462.

1. A 185-foot southbound right-turn lane at site driveway Access Drive 1;
2. A 320-foot southbound left-turn lane at CR 462, excluding clearance distance.

Turkey Run's proportionate share of the southbound left-turn lane at CR 462 improvement is 20% and Turkey Run shall be entitled to impact fee credits for all costs in excess of such 20% proportionate share excluding any costs associated with Right-of-Way deeding; and

3. Improvements to the signalized intersection at CR 466A to accommodate the additional left turn-lane. Turkey Run's proportionate share of the improvements to the signalized intersection improvement is 20% and Turkey Run shall be entitled to impact fee credits for all costs in excess of such 20% proportionate share excluding any costs associated with Right-of-Way deeding.

The foregoing left turn lane improvements and associated signal improvements shall be completed and accepted prior to the issuance of any further certificate of occupancies within the Turkey Run Development.

4. Traffic Signal Proportionate Share Payment. The parties hereby agree that Turkey Run shall be responsible for twenty-five percent (25%) of the cost for the construction of the traffic signal at Inspiration Drive/Spanish Harbor Drive and CR 462. The total contribution from Turkey Run equates to \$96,960.77, representing its proportionate share payment. Such payment shall be made by Turkey Run at or prior to the issuance of the first (1st) building permit for the Turkey Run Development after the date of this Agreement.
5. Satisfaction of Transportation Mitigation. Upon receipt of the proportionate share payment identified in Section 4 of this Agreement and construction of the improvements identified in Section 3 by Turkey Run, as well as acceptance of the same by City or County, City and County agree that Turkey Run will have satisfactorily mitigated any and all adverse transportation impacts associated with development of the Turkey Run Development.

6. Impact Fee Credits. Notwithstanding anything to the contrary herein, Turkey Run or the party making such improvement or contribution shall only be entitled to transportation impact fee credits for all costs associated with the southbound left-turn lane at CR 462 and C 466A, including necessary signal improvements.
7. Remedies. The parties hereto shall have all rights and remedies provided hereunder and under Florida Law with respect to the enforcement of this Agreement and hereby acknowledge and agree that each party hereto shall have the right and remedy to bring an action or actions for specific performance and such other equitable or injunctive relief as appropriate or necessary to enforce this Agreement.
8. Rio Grande Blvd./Inspiration Drive Conveyance. Rio Grande Blvd., which has been previously constructed within the Turkey Run Development, and Inspiration Drive (after construction) will be conveyed by deed to the City and upon such conveyance to the City, the City shall be responsible for the ownership, operation, repair and maintenance of Rio Grande Blvd and Inspiration Drive.
9. Notice of Default. The parties acknowledge and agree that no party shall be considered in default for failure to perform under this Agreement until such party has received written notice specifying the nature of such alleged default or failure to perform. Said party shall have thirty (30) business days to respond to the written notice and shall have ninety (90) days from receipt of said written notice to cure such alleged default, unless said party can demonstrate a good faith effort to cure and the need for additional time to do so.
10. Notices. All notices which are required or permitted under this Agreement shall be given to the parties by certified mail, return receipt requested, overnight delivery service, hand delivery or express courier and shall be effective upon receipt when

delivered to the parties at the addresses set forth below (or such other address as provided by the parties by written notice delivered in accordance with this Section):

For: Sumter County
Attn: Bradley Arnold, County Administrator
7375 Powell Road
Wildwood, FL 34785

With a Copy to:
Jennifer C. Rey Esq.
The Hogan Law Firm, LLC
Post Office Box 485
Brooksville, FL 34601

For: City of Wildwood
Attn: Jason McHugh, City Manager
100 North Main Street
Wildwood, FL 34785

With a Copy to:
Ashley Hunt, Esq.
Hunt Law Firm
601 South 9th Street
Leesburg, FL 34748

For: Turkey Run 2, LLC
Attn: Gregg Zuckerman
145 Lincoln Ave, Suite B
Winter Park, FL 32789

With a Copy to:
Robert T. Rosen, Esq.
Burr & Forman LLP
200 South Orange Avenue, Suite 800
Orlando, FL 32801

11. Amendments. This Agreement may not be modified or amended, or any term or provision hereof waived or discharged except in writing, in recordable form, signed by the parties hereto, or their respective successors and assigns. Any such modification or amendment shall not be effective until recorded in the Public Records of Sumter County, Florida.

12. Assignability. All terms and provisions of this Agreement are binding upon the parties hereto and their respective successors and assigns and all rights, privileges, benefits and burdens created hereunder are covenants running with title to the real property for which the Turkey Run Development approvals were granted, binding upon and inuring to the benefit of Turkey Run, and their respective successors and assigns. Each party hereto acknowledges and agrees that Turkey Run shall have the right to assign its respective rights and obligations under this Agreement to any of its successors in title.
13. Recording. Turkey Run shall record this Agreement in the Public Records of Sumter County at Turkey Run's expense.
14. Effective Date. This Agreement shall become effective upon on the execution by all parties as of the date the last signature is completed.
15. Counterparts. This Agreement may be executed in any number of counterparts, each of which, when executed and delivered, shall be deemed an original, but all counterparts shall together constitute duplicates of one and the same instrument.
16. Term. This Agreement shall automatically terminate at such time as the transportation improvements required by Sections 3 hereof, the proportionate share payment required by Section 4 hereof, and the conveyances required by Section 8 hereof, have been completed and are accepted by the applicable governmental authority. At such time, the parties agree to sign a release of record for this Agreement
17. Severability. If any provision of this Agreement or the application thereof to any person or circumstance shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provisions to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

18. Open Records. IF TURKEY RUN HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO TURKEY RUN'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 352-330-1330, City of Wildwood, 100 N. Main St. Wildwood, Florida 34785 or via email at csmith@wildwood-fl.gov.

IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed in manner and form sufficient to bind them as of the date set forth herein below.

{SIGNATURE PAGE TO FOLLOW}

ATTEST:



By: Caroline A. Pestimauri

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS

Craig A. Estep

By: Craig A. Estep, Chairman

Date Signed: 11/8/22

ATTEST:

CITY OF WILDWOOD

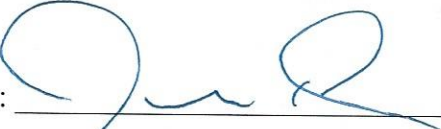
By: _____

City Clerk

By: Ed Wolf, Mayor

Date Signed: _____

ATTEST:

By: 
By: 

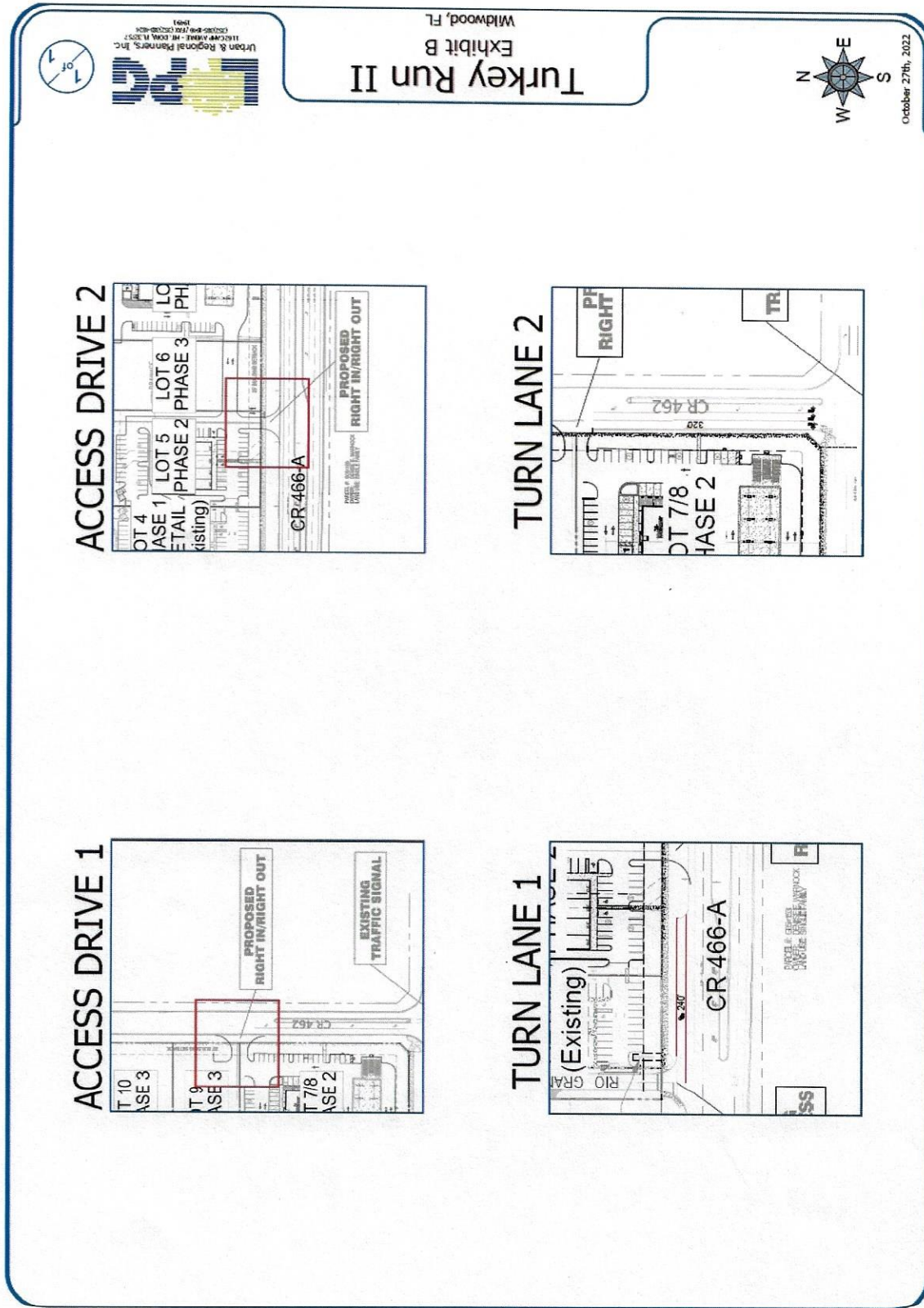
TURKEY RUN 2, LLC, a Florida limited liability company


By: Gregg Zuckerman
Date Signed: 11/8/2022

Exhibit A: Turkey Run Legal Description

Lots 1 through 12, inclusive and Tract "A", Turkey Run, as per plat thereof, recorded in Plat Book 17, Pages 31-31A, Public Records of Sumter County, Florida

Exhibit B, Page 1: Transportation Road Improvements



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48995332 v2

[illegible]

CITY COMMISSION OF THE CITY OF WILDWOOD

EXECUTIVE SUMMARY

SUBJECT: **RFP 2022-12 Classification & Compensation Study Award Approval**

REQUESTED ACTION: Staff requests approval for the City Manager to negotiate a contract with Evergreen Solutions.

CONTRACT: Vendor/Entity: Evergreen Solutions
Effective Date: Termination Date:
Managing Division/Department: Executive

BUDGET IMPACT: Budgeted item in the FY23 budget.

HISTORY/FACTS/ISSUES:

The City recently issued an RFP for services related to a Classification and Compensation study. Three proposals were received and reviewed by the selection committee. The scope of services includes a review of our current classification and compensation structure, a market analysis for wages, and recommendations for classification systems and compensation. The RFP also outlined additional optional services related to job description reviews. Four individuals were on the review committee, including Asst. City Manager/CFO Cassandra Smith, HR/Risk Director Melissa Tuck, HR Generalist Marc Correnti, and UB Supervisor Ryan Smith. The individual ranking sheets as well as a consolidated ranking sheet are included for reference. The results of the ranking put Evergreen Solutions as the top proposal. Staff is requesting that the City Commission authorize the City Manager to enter into negotiations with Evergreen Solutions to conduct the Classification and Compensation Study.

CITY OF WILDWOOD

SELECTION RANKING



Project: RFP #2022-12 Classification and Compensation Study

Notes:	EVALUATORS					
	Cassandra Smith	Melissa Tuck	Marc Correnti	Ryan Smith	Total Points	Ranking
Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.						
APPLICANTS						
Diane Meiller & Associates	74	63	62	60	259	2
Evergreen Solutions	64	68	64	67	263	1
Gallagher Benefit Services	58	52	56	57	223	3

CITY OF WILDWOOD

SELECTION EVALUATION



Project: RFP #2022-12 Classification and Compensation Study

Selection Committee Member Signature:

Cassandra Smith

Notes:	INITIAL RANKING FOR SHORTLIST				
	Methodology: Specific plans or methodology to be used to perform the services. The ability, capacity, and skill of the Vendor to perform the work consistent with the scope of services	Proposals and Experience: The ability, experience, and continuity of the proposed staff to be assigned to the project including the capability of the required staff to perform services needed within the timeframe designated.	Strength of Overall Proposal: Overall proposal submitted specifically addresses the City's request including the basic approach and understanding of the City's objectives.	Price: The ability to provide a cost-efficient service. Cost will not be the sole deciding factor in the selection process but will be considered in the case of the RFP.	Total Points
Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.	40 pts.	30 pts.	20 pts.	10 pts.	
APPLICANTS					
Diane Meiller & Associates	30	22	16	6	74
Evergreen Solutions	29	16	11	8	64
Gallagher Benefit Services	18	25	12	3	58

CITY OF WILDWOOD

SELECTION EVALUATION



Project: RFP #2022-12 Classification and Compensation Study

Selection Committee Member Signature:

Mr. Mack

Notes:	INITIAL RANKING FOR SHORTLIST				
	Methodology: Specific plans or methodology to be used to perform the services. The ability, capacity, and skill of the Vendor to perform the work consistent with the scope of services	Proposals and Experience: The ability, experience, and continuity of the proposed staff to be assigned to the project including the capability of the required staff to perform services needed within the timeframe designated.	Strength of Overall Proposal: Overall proposal submitted specifically addresses the City's request including the basic approach and understanding of the City's objectives.	Price: The ability to provide a cost-efficient service. Cost will not be the sole deciding factor in the selection process but will be considered in the case of the RFP.	Total Points
Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.	40 pts.	30 pts.	20 pts.	10 pts.	
APPLICANTS					
Diane Meiller & Associates	20	20	18	5	63
Evergreen Solutions	30	20	10	8	68
Gallagher Benefit Services	15	25	10	2	52

CITY OF WILDWOOD

SELECTION EVALUATION



Project: RFP #2022-12 Classification and Compensation Study

Selection Committee Member Signature:

Mary Gorenk

Notes:	INITIAL RANKING FOR SHORTLIST				
	Methodology: Specific plans or methodology to be used to perform the services. The ability, capacity, and skill of the Vendor to perform the work consistent with the scope of services	Proposals and Experience: The ability, experience, and continuity of the proposed staff to be assigned to the project including the capability of the required staff to perform services needed within the timeframe designated.	Strength of Overall Proposal: Overall proposal submitted specifically addresses the City's request including the basic approach and understanding of the City's objectives.	Price: The ability to provide a cost-efficient service. Cost will not be the sole deciding factor in the selection process but will be considered in the case of the RFP.	Total Points
Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.	40 pts.	30 pts.	20 pts.	10 pts.	
APPLICANTS					
Diane Meiller & Associates	25	20	10	7	62
Evergreen Solutions	30	15	6	9	64
Gallagher Benefit Services	15	30	10	1	56

CITY OF WILDWOOD

SELECTION EVALUATION



Project: RFP #2022-12 Classification and Compensation Study

Selection Committee Member Signature: _____

Notes:	INITIAL RANKING FOR SHORTLIST				
	Methodology: Specific plans or methodology to be used to perform the services. The ability, capacity, and skill of the Vendor to perform the work consistent with the scope of services	Proposals and Experience: The ability, experience, and continuity of the proposed staff to be assigned to the project including the capability of the required staff to perform services needed within the timeframe designated.	Strength of Overall Proposal: Overall proposal submitted specifically addresses the City's request including the basic approach and understanding of the City's objectives.	Price: The ability to provide a cost-efficient service. Cost will not be the sole deciding factor in the selection process but will be considered in the case of the RFP.	Total Points
Scale: Rate each applicant on the identified points on a scale of 1 (lowest) to the highest.	40 pts.	30 pts.	20 pts.	10 pts.	
APPLICANTS					
Diane Meiller & Associates	25	15	15	5	60
Evergreen Solutions	30	15	14	8	67
Gallagher Benefit Services	20	20	15	2	57

A Proposal to Conduct a Classification and Compensation Study for the City of Wildwood, FL RFP #2022-12

ORIGINAL



Evergreen Solutions, LLC

November 4, 2022

RFP COVER PAGE

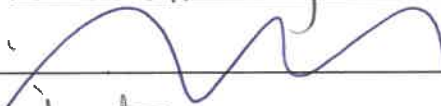
Name of "VENDOR", Entity or Organization: <u>Evergreen Solutions, LLC</u>	
Federal Employer Identification Number (FEIN): <u>20-1833438</u>	
State of Florida License Number (If Applicable): <u>L04000073478</u>	
Name of Contact Person: <u>Dr Jeff Ling</u>	
Title: <u>President</u>	
E-Mail Address: <u>jeff@consultevergreen.com</u>	
Mailing Address: <u>2878 Remington Green Circle</u>	
Street Address (if different):	
City, State, Zip: <u>Tallahassee, FL 32308</u>	
Telephone: <u>850.383.0111</u>	Fax: <u>850.383.1511</u>
Organizational Structure – Please Check One:	
Corporation ☒ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☒ <u>LLC</u>	
If Corporation:	
Date of Incorporation:	State of Incorporation:
States Registered in as Foreign Corporation:	
Authorized Signature:	
Print Name: <u>Dr. Jeff Ling</u>	
Signature: 	
Title: <u>President</u>	
Phone: <u>850.383.0111</u>	
<i>This document must be completed and returned with your Submittal.</i>	

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Section A
Statement of Interest





Evergreen Solutions, LLC

2878 Remington Green Circle - Tallahassee, Florida 32308
850.383.0111 - fax 850.383.1511

November 3, 2022

"STATEMENT OF INTEREST"

City of Wildwood
100 N. Main Street
Wildwood, Florida 34785

To Whom It May Concern:

Evergreen Solutions, LLC is pleased to submit a proposal to conduct a Classification and Compensation Study for the City of Wildwood. Our response is based on our review of your Request for Proposals (RFP #2022-12) our understanding of the Florida labor market, our experience working with hundreds of local governments and other public sector organizations, and our knowledge of best practices in human resources management. **Evergreen is very interested in providing the services being requested by the City of Wildwood as we have conducted more than 1,000 similar studies throughout the country.**

Evergreen was formed in 2004 in Florida to provide an alternative to traditional consulting practices, we provide an innovative and effective option by focusing on clients needing partners and not simply another service provider. As a national firm, Evergreen Solutions continues to grow and our territory now includes clients in 46 states. In the State of Florida, Evergreen has conducted more than 200 classification and/or compensation related studies for local governments and other public sector organizations.

The following is a sample of some of the local government clients that our consultant team has worked with, or is currently on contract to work with, that involved services similar in scope to the services being requested: City of Sunrise; City of Tamarac; City of Hollywood; City of Plantation; City of Delray Beach; City of Deltona; City of Doral; City of North Miami Beach; City of Palm Beach Gardens; City of Parkland; City of Destin; City of Panama City; City of Panama City Beach; City of Pensacola; City of Apalachicola; City of Sopchoppy; City of Alachua; City of Bartow; City of Bunnell; City of Bushnell; City of Cape Coral; City of Clermont; City of Cocoa; City of Coral Springs; City of Dania Beach; City of Daytona Beach; City of Daytona Beach Shores; City of Dunedin; City of Fort Walton Beach; City of Ft. Myers; City of Gainesville; City of Green Cove Springs; City of Groveland; City of High Springs; City of Holly Hill; City of Holmes Beach; City of Homestead; City of Holy Hill; City of Indian Harbour Beach; City of Jacksonville; City of Jacksonville Beach; City of Key West; City of Kissimmee; City of Lake City; City of Largo; City of Maitland; City of Marathon; City of Melbourne; City of Miramar; City of Cooper City; City of New Port Richey; City of New Smyrna Beach; City of North Port; City of Ocala; City of Orange City; City of Orlando; City of Palm Bay; City of Plant City; City of Punta Gorda; City of Sarasota; City of Sebring; City of St. Cloud; City of St. Petersburg; City of Sunny Isles Beach; City of Temple Terrace; City of Venice; City of West Melbourne; City of Winter Park; City of Zephyrhills; Bay County; Santa Rosa County; Okaloosa County; Walton County; Gadsden County; Gulf County; Leon County; Wakulla County; Franklin County; Charlotte County; DeSoto County; Hardee County; Collier County; Highlands County; Sarasota County; Monroe County; Palm Beach County; Miami-Dade County; Pinellas County; Marion County; Manatee County; Martin County; Seminole County; Sumter County; Orange County; Brevard County; Flagler County; Lake County; Alachua County; Hernando County; Osceola County; Citrus County; Miami Shores Village; Village of North Palm Beach; Village of Pinecrest; Village of Islamorada; Town of Lake Park; Town of Jupiter; Town of Cutler Bay; Town of Davie; Town of Longboat Key; Town of Lady Lake; Town of Orange Park, FL; Town of Palm Beach; and many others. A detailed description of the services provided to some of these clients can be found in **Section B** of our proposal.

Evergreen Solutions is able to fully comprehend the challenges and goals of the City of Wildwood because of our vast understanding of local government human resources, and the fact that we possess the necessary experience and qualifications. Our team has significant expertise in conducting classification and

compensation studies for local governments and other public sector organizations, as evidenced in **Section C** of our proposal. Detailed resumes are available upon request.

Some of the human resource services Evergreen Solutions has focused on include: classification and compensation studies; salary and benefits surveys; performance management studies; recruitment, hiring, and retention studies; workload analyses; HR department reviews; organizational assessments; strategic and workforce planning; and staffing studies.

Through our experiences in conducting this wide range of projects, we have gained the knowledge of every aspect of the management and operations involved in local government human resources management. As a result, our team understands how critical a classification and compensation system is to the overall operation of a proficient and progressive municipality. We have developed helpful methods and tools that assist clients in implementing and maintaining our study recommendations.

Evergreen understands that the City of Wildwood is seeking an outside consultant to provide an updated market study of comparable entities, evaluate the current position classification system, and evaluate employee positioning within the existing or recommended salary schedule to make recommendations pertaining to the implementation of the study, employee progression, and policies and procedures related to compensation.

We believe we have designed a comprehensive approach in **Section G** of our proposal that will address the requirements in the City's scope of work of the RFP. Some of the key facets of our approach identified include:

- Major emphasis is placed on communication as the key to a successful study as well as its implementation. Our Team understands that compensation by its very nature creates anxiety in staff and managers alike. In order to ensure a successful study process and "buy-in" at implementation, administrators, department directors, and employees need to be involved in the process. Our communication plan is a critical component of any study and to ensure our clients are informed of statuses or potential challenges, we provide continuous communication through the use of regular meetings and written progress reports.
- Our methodology utilizes the latest technology in order to reduce the cost to our client partners and enhance wider participation by offering of our tools in an electronic format. In essence, every step of the process can be completed on the Web.
- We understand that one size does not fit all. Some consultants provide the same overall solution to every client. We take great pride in providing a variety of alternatives that allow our client partners to select the solution that best meets their business and human capital needs.

As President of Evergreen Solutions, I am authorized to commit our firm contractually to this engagement.

We appreciate this opportunity and commit to you our best effort if selected for this engagement. If you have any questions, please contact me at (850) 383-0111 or via email at jeff@consultevergreen.com.

Sincerely,



Dr. Jeff Ling, President
Evergreen Solutions, LLC

Section B

Vendor Profile



B. *Vendor Profile*

Evergreen Solutions, LLC is well qualified to conduct a Classification and Compensation Study for the City of Wildwood as we have conducted similar services to more than 1,000 public sector organizations throughout the country, including more than 200 within the State of Florida. In this section we provide the history and background of our firm, and a list of similar studies we have conducted or are currently on contract to conduct. **As required, we have attached a copy of our Florida license as well as Form 1 of the RFP.**

B.1 Firm's Background And History

Evergreen Solutions, LLC is a national, multidisciplinary, public sector management consulting firm, which specializes in working with public sector organizations, including hundreds of local governments, across the nation. We provide a unique approach, rather than the “consulting as usual” method, by partnering with our clients to find innovative, real-world solutions to public management.

Evergreen was formed in 2004 in the State of Florida to provide a modern, practical alternative to the typical consulting options. Evergreen is made up of management and human resource professionals as well as strategic partners who came together to form an innovative alternative that places clients and their needs before any individual, model, or corporate goal.

Evergreen’s philosophy is based on an understanding that there is not a “one size that fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations.

Our main focus is on people, management, and technology. This focus allows our team to provide a broad variety of services, including, but not limited to: classification and compensation studies; salary and benefits surveys; performance appraisal reviews; workload analyses; staffing studies; disparity studies; training assessments; and strategic planning.

We invite you to browse our Web site at www.ConsultEvergreen.com or visit us on Facebook at www.facebook.com or LinkedIn at www.linkedin.com for more information about our services, staff, and past experience.



Evergreen Solutions was founded with the intent of offering public sector leaders an alternative to the “business as usual” consulting approach. We assist public sector professionals in exercising control over the inter-related elements that determine success or failure.



We accomplish this by applying a situation-responsive discipline that emphasizes:

- full visibility into the entire organization through research and discovery;
- a spirit of partnership with local government staff and leadership;
- sound recommendations based on best practices and proven methods; and
- a practical go-forward plan that leads to quantifiable results.

Collectively, the members of the Evergreen Solutions Team have:

- extensive experience in conducting classification and compensation studies for local governments and other public sector organizations throughout the country, including many in the State of Florida;
- comprehensive experience in all components vital to the successful completion of this engagement;
- knowledge of relevant Florida statutes and regulations as well as federal regulations;
- objectivity and flexibility due to the fact that we have no vested interests; and
- specialized analytical tools that we bring to this engagement.

Clients nationwide have been successfully implementing recommendations from our team of professional consultants for decades. Evergreen has contracted with public sector, quasi-governmental, and non-profit organizations in 46 states throughout the country, the majority of which have been located in the State of Florida.

Exhibit B-1 includes a list of some of the local governments and other public sector organizations in the State of Florida that Evergreen has worked with, or is currently on contract to work with, in providing work similar in scope to the services being requested. **Note:** Evergreen has also worked with many school districts and institutions of higher education in Florida that are not listed in the exhibit.



Exhibit B-1: Florida Public Sector Clients

City of Alachua	City of St. Petersburg	Flagler County Sheriff's Office
City of Bartow	City of Tallahassee	Lake County Sheriff's Office
City of Bunnell	City of Tamarac	Leon County Sheriff's Office
City of Bushnell	City of Temple Terrace	Manatee County Sheriff's Office
City of Cape Coral	City of Titusville	Monroe County Sheriff's Office
City of Clermont	City of Venice	Nassau County Sheriff's Office
City of Cocoa	City of West Melbourne	Okaloosa County Sheriff's Office
City of Coral Gables	City of Winter Park	Pasco County Sheriff's Office
City of Coral Springs	City of Sunrise	Volusia County Sheriff's Office
City of Dania Beach	City of Zephyrhills	Walton County Sheriff's Office
City of Daytona Beach	Alachua County	Florida Sheriff's Association
City of Daytona Beach Shores	Bay County	Florida Association of Counties
City of Delray Beach	Brevard County	Florida League of Cities
City of Deltona	Charlotte County	FL Association of Court Clerks/Comptrollers
City of Destin	Citrus County	FL Public Human Resource Association
City of Doral	DeSoto County	Board of Bar Examiners
City of Dunedin	Escambia County	The Florida Bar
City of Fort Myers	Flagler County	Hillsborough County Clerk of Court/Comptrollers
City of Fort Walton Beach	Gulf County	Ft. Pierce Utilities Authority
City of Green Cove Springs	Hardee County	Keys Energy Services
City of Groveland	Hernando County	Kissimmee Utility Authority
City of Hallandale Beach	Highlands County	Utilities Commission of New Smyrna Beach
City of High Springs	Lake County	Florida Keys Aqueduct Authority
City of Holly Hill	Leon County	Sarasota Bay Estuary Program
City of Hollywood	Manatee County	Toho Water Authority
City of Holmes Beach	Martin County	Tampa Bay Water
City of Key West	Miami-Dade County	Peace River Manasota Reg. Water Supply Auth.
City of Jacksonville	Miami Shores Village	St. Johns River Water Management District
City of Jacksonville Beach	Monroe County	Southwest Florida Water Management District
City of Kissimmee	Okaloosa County	South Florida Water Management District
City of Lake City	Orange County	Loxahatchee River District
City of Largo	Osceola County	Okaloosa Gas District
City of Maitland	Palm Beach County	Lake Apopka Gas District
City of Marathon	Pinellas County	Solid Waste Authority of Palm Beach County
City of Melbourne	Santa Rosa County	CareerSource Pinellas
City of Miramar	Sarasota County	CareerSource Northeast Florida
City of New Smyrna Beach	Seminole County	Worknet Pinellas
City of North Lauderdale	Wakulla County	Association for Institutional Research
City of North Miami Beach	Town of Belleair	Florida Telecommunications Relay, Inc.
City of North Port	Town of Cutler Bay	Orange County Library System
City of Ocala	Town of Davie	Pinellas Housing Authority
City of Oldsmar	Town of Jupiter	Manatee County Clerk's Office
City of Orange City	Town of Lade Lake	Gadsden County Property Appraiser's Office
City of Orlando	Town of Lake Park	Brevard County Property Appraiser's Office
City of Palm Bay	Town of Longboat Key	Monroe County Property Appraiser's Office
City of Palm Beach Gardens	Town of Medley	Brevard County Tax Collector
City of Panama City	Town of Palm Beach	Flagler County Tax Collector
City of Panama City Beach	Town of Ponce Inlet	Palm Beach County Tax Collector
City of Parkland	Town of Orange Park	Highlands County Clerk of the Circuit Court
City of Pensacola	Village of North Palm Beach	Leon County Clerk of the Circuit Court
City of Plant City	Village of Pinecrest	Health Care District of Palm Beach County
City of Plantation	Alachua County Sheriff's Office	Hillsborough Area Transit Authority
City of Punta Gorda	Bay County Sheriff's Office	Orlando-Orange County Expressway Authority
City of Sarasota	Clay County Sheriff's Office	Sarasota-Manatee County Airport
City of Sebring	Collier County Sheriff's Office	Northwest Florida Beaches International Airport



B.2 Select Relevant Experience

Because Evergreen has conducted hundreds of classification and/or compensation studies throughout the country, we include in this section only a sample of some of our similar local government work in the State of Florida.

Salary and Benefits Survey City of St. Cloud

Evergreen Solutions was retained in 2014 by the City of St. Cloud to conduct a Salary and Benefits Survey. Evergreen's consultants reviewed the effectiveness of the City's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.

Note: Evergreen was previously hired to conduct a Compensation and Classification Study for the City.



Salary Survey and Job Analysis on Selected Positions City of Kissimmee

Evergreen Solutions was hired last year by the City of Kissimmee to conduct a Salary Survey as well as a Job Analysis on selected positions (i.e., Police and Fire). The intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers so that a determination could be made regarding the City's competitive position within the marketplace. **Note:** Evergreen previously conducted a Salary, Benefits, and Classification Study for the City. In addition, Evergreen was recently hired to conduct a comprehensive Classification and Compensation Study.



Classification, Compensation and Other Related Services Study City of Maitland

Evergreen Solutions was retained by the City of Maitland to conduct a comprehensive evaluation of their compensation and classification plans and practices. Employees participated in the project by attending focus groups, participating in interviews, and completing Job Assessment Tool surveys to determine the accuracy and equity of the classification plan. In addition, pay ranges were analyzed in the public and private sector to determine the competitiveness of the City's pay plan for all included jobs. Recommendations were provided to improve the accuracy, fairness and equity of the overall plan.



Classification and Compensation Study City of Winter Park

Evergreen Solutions assisted the City of Winter Park's Human Resources Department with conducting a comprehensive classification and compensation study for all full-time employees. The project centered on providing the City with a revised system that was characterized by internal and external equity. To ensure internal equity, Evergreen utilized its Job Assessment Tool (JAT) and Management Issues Tool (MIT) to properly classify work performed and highlight issues to be addressed by management. Employees at all levels were also provided a forum to voice concerns with the current system through focus groups. Evergreen also selected benchmarks and peer organizations to survey for wages in comparison to the market. This information was combined with the job analysis to provide a comprehensive solution. The recommended solutions were costed out and presented to the City for review.



Human Resource Consulting Services (Compensation Study) City of Orlando

Evergreen was retained by the City of Orlando to provide human resources consulting services by conducting a compensation study. Evergreen reviewed the City's compensation system, selected targets and benchmarks for market comparison, conducted a market survey, and developed strategic positioning recommendations to keep the City's compensation plan competitive.



Compensation Consulting Services City of Orlando

Evergreen was again retained by the City of Orlando to provide compensation consulting services. Evergreen analyzed the current labor market trends in the Orlando metro area, including the pay increases being offered by Disney between now and 2020; collected information from public entities in the Orlando metro area regarding how they were responding to turnover and talent shortages; examined best practices on implementing wage floors to address local market changes; proposed several alternatives to the City to address local market changes, especially those related to the increase in the minimum wage to \$15 per hour by some private organizations; worked with the City HR staff to model and cost different implementation scenarios; and provided a short summary of the analysis and recommendations.



Compensation and Classification Study City of Deltona

Evergreen Solutions was hired by the City of Deltona to conduct a Compensation and Classification Study including all non-sworn positions and provide recommendations for implementation of a revised pay plan. The study included all non-sworn employees and classifications in the City. As part of the study, the Evergreen Solutions Team conducted orientations, focus groups, and interviews with employees and collected Job Assessment Tools (JATs) from employees. Evergreen Solutions consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. A detailed plan was developed to provide the City with specific steps to implement an equitable and competitive compensation plan. Finally, revised class descriptions were developed using information obtained during the JAT process, and training was provided to City staff to maintain the recommended compensation and classification system.



Compensation Study City of Bushnell

Evergreen Solutions was hired by the City of Bushnell, Florida to assist with a city-wide Compensation Study and to make recommendations for the implementation of a revised pay plan. The study included all employees and classifications in the City. As part of the study, the Evergreen Team conducted focus groups and interviews with all employees, and all employees completed Job Assessment Tools (JATs). Evergreen Solutions consultants conducted a comprehensive salary survey of local and regional employers to assess the market competitiveness of the City. Finally, a detailed plan was developed to provide the City with specific steps to implement an equitable and competitive compensation plan.



Compensation, Classification, and Benefits Study City of Palm Beach Gardens

The City of Palm Beach Gardens entered into a contract with Evergreen to conduct a comprehensive Compensation and Classification Study to assess the city's internal and external equity. The City had established track record of regular studies of this nature and seeks up-to-date competitive salary and benefits information from both the private and public sector. A salary survey of peer organizations in the local and regional market, to include benefits and total compensation, was conducted to ascertain the City's relative market position. The City maintained the objective of being among the compensation leaders in Palm Beach County, and regular evaluation of this kind was essential in achieving this progressive goal.



The study included a complete classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. The study concluded with a series of findings and recommendations in a written report that was designed to identify and recommend resolution of any inequities in the system and, if necessary, update the existing classification structure. The City had gone through a considerable reduction in force, which had caused many responsibilities to be shuffled.



Benchmark Compensation Study City of Plantation

Evergreen Solutions was retained by the City of Plantation to conduct a Benchmark Compensation Study and develop a city-wide compensation plan for the City, taking into account internal and external equity. Evergreen developed recommendations and guidelines for the continued administration and maintenance of the compensation structure, including recommendations and guidelines related to how employees will move through the pay structure/system as a result of transfers, promotions, demotions and employees whose base pay is at the maximum of their pay range in their positions; including proposal for the proper mix of pay, how often to adjust pay scales and survey the market, and how to keep the system fair and competitive over time. **Note:** Evergreen was again hired in 2021 to conduct a Job Classification and Compensation Study.



Job Classification and Compensation Study City of Sunrise

Evergreen Solutions was engaged with the City of Sunrise to conduct a Job Classification and Compensation Study of its 1,200 employees. The City is at the geographic center of the tri-county metropolitan area comprised of Miami-Dade, Broward and Palm Beach Counties and has a reputation for strong financial management, aggressive economic development, outstanding police and fire rescue services, leadership on regional issues, and support for its public schools.

Evergreen conducted a comprehensive evaluation of the City's current classification structure and related policies and practices as well as a comparative analysis of position classifications to determine relative work within the organization and for the establishment of appropriate pay grades. Evergreen worked with the City to identify the proposed labor market and benchmark classes and public and private agencies/markets that were similarly situated to the City to include in the salary survey. A comprehensive total compensation and benefits survey was distributed to comparable peers that not only assessed job titles but also accounted for actual corresponding job duties and responsibilities.



Evergreen further conducted interviews with employees in single position classifications, a representative sample of employees in multiple position classifications, and appropriate management personnel in order to validate the information pertaining to job duties. Information was obtained from employees through the distribution of a job assessment tool Evergreen used the information obtained from the JAT to perform a job analysis to verify and validate information with existing job descriptions to determine if classifications were correctly allocated in an organizational hierarchy.

In the end, Evergreen summarized the methodology, techniques, and data used to develop the proposed compensation and classification plan and provided recommendations for a classification and compensation structure that reflected the City's overall classification and compensation strategies. Evergreen further recommended pay grades, grade pricing and salary ranges for all existing and proposed classifications.



Compensation Study City of Hollywood

The City Hollywood retained Evergreen to conduct a compensation study of all non-represented employees and then again for AFSCME employees (i.e., approximately 66 Professional and Supervisory employees in 38 different job classifications). A job-task analysis/job audit was conducted to determine whether classifications were correctly placed in the organizational hierarchy and whether individual job positions were classified correctly. Evergreen reviewed job descriptions using the Job Assessment Tool job valuation methodology and conducted a statistical assessment of current conditions to ensure compliance with federal and state laws including proper designation of classifications as "exempt" vs. "non-exempt".

Evergreen conducted a comprehensive survey to ensure that the City of Hollywood's compensation plan was equitable and competitive in its total compensation package relative to internal factors and external markets (The City's goal was to be in the top 25% in salary). Evergreen's consultants reviewed existing salaries to determine proper placement within proposed classifications, and recommend appropriate "equity adjustments" as needed, based upon the results of the salary survey and the recommended pay plan.

Evergreen concluded the study with recommendations designed to alleviate any strains on the current compensation and classification system. Evergreen further recommended procedures, policies, and methods to maintain an on-going Classification & Compensations Plan that was performance based, fair and competitive. In addition, Evergreen's consultants developed policies and procedures for developing and maintaining a career track/progression/ retention program and reviewed existing performance appraisal system in order to make recommendations to integrate the performance appraisal system with new Classification & Compensation Plan.



Pay and Classification Study City of Doral

Evergreen Solutions was engaged with the City of Doral to conduct a Pay and Classification Study. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, salaries were analyzed in the public and private sector to determine the appropriate salary for all included jobs. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen was previously hired to conduct a Compensation, Classification, and Value Engineering Study.



Compensation Study City of North Miami Beach

Evergreen Solutions was retained by the City of North Miami Beach to conduct a compensation study. Evergreen consultants reviewed pay ranges in the public and private sector to determine the appropriate pay levels for all included jobs (up to 60 benchmarks). Recommendations were provided to improve the fairness and equity within the City. Evergreen provided City staff with the necessary training and materials so that an understanding of the methodology—and how to implement, administer, and maintain the recommended compensation system—was accomplished. **Note:** Evergreen was again hired in 2021 to conduct a Compensation and Classification Study.



Classification and Compensation Study City of Sunny Isles Beach

Evergreen Solutions was retained by the City of Sunny Isles Beach to conduct a classification and compensation study for all its employees. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.



Salary Survey City of Dania Beach

Evergreen Solutions was retained by the City of Dania Beach to conduct a salary survey to compare 40 benchmark positions against municipalities of comparable size within the tri-county area, and to make recommendations to improve the competitiveness of the City in recruiting and retaining qualified staff.



Job Classification and Compensation Study City of Melbourne

Evergreen Solutions was retained by the City of Melbourne to conduct a Job Classification and Compensation Study. Evergreen reviewed the City's salary and benefit structure and assist in updating information on essential job functions, responsibilities, required knowledge, skills and abilities, and physical demands of each position. Evergreen examined all job descriptions to include a review of position FLSA designations; essential functions; minimum qualifications, license requirements, working conditions, etc..., provided recommended updates and/or changes, established criterion for the selection of survey participants with City staff members, prepared a survey to send to the participants, and prepared recommendations based on the results.

Evergreen addressed compression/equity issues between pay grades and classifications and established an equitable classification methodology and salary ranges to provide for the recruitment and retention of qualified staff as well as the equitable relationships of one job to another within the organization. Recommendations were provided to classify/reclassify positions as appropriate. In addition, a recommendation was made for a new compensation plan that is fair and equitable in order to attract, motivate, and retain a quality workforce. Evergreen provided three (3) separate proposed pay plan structures based on salary scales that are 90%, 100% and 110% of the surveyed labor market.



Classification and Compensation Job Classification Analysis City of St. Petersburg

Evergreen Solutions was retained by the City of St. Petersburg to conduct a Job Classification Analysis in order to update and produce approximately 648 legally-compliant job descriptions that would include 6 – 8 core competencies each. Evergreen's consultants: analyzed all city job descriptions, both full-time and part-time positions, and determined the core competencies for each classification; and revised classifications and competencies that formed the foundation of the City's recruitment, learning management, performance management, and succession planning programs.



Evergreen met with HR staff and department heads to discuss roles, competency model options, and project processes and adjusted the competency survey that was used in conjunction with the Job Assessment Tool (JAT) that was administered to a representative sample of the City's 3,150 full- and part-time staff. Evergreen reviewed the work performed by each classification and scored and reviewed supervisory comments for any anomalies or discrepancies discovered. Evergreen created task inventory and job families based on JAT responses and organizational charts and identified the degree of overlap in tasks between jobs in similar job families. From this, Evergreen identified root factors in each task grouping and linked to any underlying behavioral factors.



Pay and Classification Study City of Jacksonville Beach

Evergreen was retained by the City of Jacksonville to conduct a Pay and Classification Study. Evergreen evaluated the current system, collected and reviewed current environment data, and evaluated and built the projected classification plan. Evergreen Identified a list of market survey benchmarks and conduct a market survey. Evergreen provided the City with the external assessment summary, developed strategic positioning recommendations, and developed and submitted draft and final reports and recommendations for compensation administration.



Compensation Study City of Jacksonville

Evergreen Solutions was retained by the City of Jacksonville to conduct a Compensation Study for Forensic Pathologists. Evergreen conducted a market salary and benefits survey with 25 peer organizations in order to produce a pay plan(s) for the positions of District Chief Medical Examiner and Associate Medical Examiner that best met the needs of the City from an external equity standpoint. In conducting the market salary and benefits survey, Evergreen examined the following:

- base salary, bonuses, incentive, etc.;
- health, dental, vision, and life benefits;
- accrued time off;
- holidays;
- retirement plan options;
- estimated future adjustments due to cost of living increases, general wage adjustments, or for any other reason;
- minimum requirements of the positions; and
- cost of living analysis as compared to Jacksonville.

Evergreen provided a final report for the City of Jacksonville's Leadership that included recommendations for employee salary adjustments.



Classification and Compensation Study City of Lake City

Evergreen Solutions was retained by the City of Lake City to conduct a Classification and Compensation Study. Evergreen's consultants reviewed the City's current classification and compensation plan and identified and recommended a consistent and competitive market position that the City could strive to maintain based on a salary survey results from peer organizations. Evergreen recommended an appropriate salary range for each position in the City based on a review and analysis of the classification plan, the compensation survey results, internal relationships, and external and internal equity. Evergreen further provided recommendations for the ongoing internal administration and maintenance of the proposed compensation and classification plan. **Note:** Evergreen also completed a second study in 2019 by updating the City's Compensation Plan.



Compensation Study City of Flagler Beach

Evergreen Solutions is retained by the City of Flagler Beach to conduct a Compensation Study. Evergreen will conduct a salary survey to determine the City's competitiveness in the market. **Note:** This project is nearing completion.



Compensation Study City of Bunnell

Evergreen Solutions was again engaged with the City of Bunnell to conduct a Compensation Study. Evergreen's consultants compared the City to what other local jurisdictions were doing as it related to salary ranges, steps within ranges, and range spreads and made recommendations that will improve the City's position in the market and its ability to recruit and retain qualified employees. **Note:** Evergreen previously conducted a Classification and Compensation Study for the City in 2007.



Compensation Analysis City of Orange City

Evergreen Solutions was engaged with the City of Orange City to conduct a Compensation Analysis. Evergreen's consultants estimated the City's market position, refined pay plan, and slotted incumbents based on data that was collected from the region.



Classification and Compensation Study City of Cocoa

Evergreen Solutions was hired by the City of Cocoa, located in Brevard County, to conduct a Classification and Compensation Study for its 444 employees. Evergreen's consultants performed a comprehensive survey of the City's job classifications, pay structures and benefits and provided recommendations to the City for implementation of the proposed changes in order for the City to maintain internal and external equity.

The City's objectives for the study were: to attract and retain qualified workers who will be paid an equitable salary and benefit package; provide fair salaries for all workers of the City; and provide a salary structure that enables the City to maintain a competitive position with other cities and companies within the same geographic area.

The City's current Pay and Classification Plan consisted of four different classifications:

- General Employees: The current pay structure is set up in pay grades with steps (varying in numbers, up to 16 steps).
- Laborers' International Union of North America (LIUNA): These positions consist of 16 different pay grades with established minimum and maximum pay ranges.
- Coastal Florida Police Benevolent Association (PBA): These positions consist of three (3) different pay grades with established minimum and maximum pay ranges.
- International Association of Firefighters (IAFF): These positions consist of two different pay grades with established minimum and maximum pay ranges.



Classification and Compensation Services City of Dunedin

Evergreen Solutions was engaged with the City of Dunedin to provide and Classification and Compensation Services. Evergreen analyzed each position within the City by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; assessing classifications within positions; and making FLSA determinations. Evergreen presented a proposed classification structure to City management, including a cost analysis for positions that would require adjustments. Evergreen also conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, and actual salaries to ensure that the City's compensation was equitable and competitive relative to internal factors and external markets.



Salary Survey City of Temple Terrace

Evergreen Solutions was retained by the City of Temple Terrace to conduct a Salary Survey. Benchmark positions were selected and compared against market peers to determine equitable pay for City employees. Evergreen's recommendations improved the competitiveness of the City and helped prepare it for future recruitment challenges.



Compensation and Classification Study City of North Port

Evergreen Solutions was retained by the City of North Port to conduct a Compensation and Classification Study by performing a market study to assess the City's existing compensation and classification plan. The goals for the study were to: assess the current compensation and classification structure; identify and address internal compensation inequities and recommend adjustments to job titles to better fit assigned duties where necessary; review job families/hierarchies throughout the organization; support a market-driven compensation plan and system that is designed to incentivize, recognize and retain its employees; recommend changes to pay plan and classification structure; review the total compensation package (salary plus benefits); recommend how to implement tools and techniques to support an ongoing reclassification process that will enable the organization to maintain its competitive place in the market; and provide findings and recommendations in a comprehensive report.



Classification and Compensation Study City of Ft. Myers

Evergreen Solutions was hired the City of Ft. Myers to conduct a Classification and Compensation Study for all employee groups (i.e., Police Union – Sworn only; Fire Union and General Union and Non-bargaining). The study included comprehensive classification analysis using Evergreen Solutions' Job Assessment Tool job valuation methodology in addition to a statistical assessment of current conditions. An evaluation of external equity including a salary survey of competing organizations was also conducted. The project concluded with a series of findings and recommendations designed to identify and recommend resolution of any inequities in the system.



**Classification and Compensation Study
City of Sarasota**

Evergreen Solutions was retained by the City of Sarasota to conduct a classification and compensation analysis of its workforce. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. In addition, pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.

**Employee Compensation Consultant Services
City of Coral Springs**

Evergreen Solutions was engaged with the City of Coral Springs to provide employee compensation consultant services. The purpose and intent of the study was to compare and contrast the City's current salary structure and levels with those of key competing employers and to determine the City's competitive position within the marketplace. Evergreen analyzed each position within the City by conducting interviews and evaluating position descriptions and duties. Evergreen also interviewed department heads and assessed classifications within positions to determine whether classifications need to be revised. Based on the review, Evergreen recommended pay and classification strategies for the City in order to attract and retain talented employees.

**Market Salary Survey
City of Coral Springs**

Evergreen Solutions was again hired by the City of Coral Springs to conduct a market salary survey. The City desired the development of a benchmark survey to evaluate the City's placement within the market, recommendations regarding the City's structure and incumbent pay equity changes where appropriate, and a comprehensive review of all the City's pay related policies and practices and recommendations for management's consideration.



Comprehensive Classification and Compensation Study City of Panama City Beach

Evergreen Solutions was hired by the City of Panama City Beach to conduct a Comprehensive Classification and Compensation Study by reviewing job descriptions, position classification schedules, pay plans, and compensation programs for approximately 255 non-union City employees. Evergreen presented a methodology that accurately and fairly measured compensable factors, allowed proper and equitable cross comparisons of compensable factors for classes, and minimized the appearance of possible prejudices on the part of the City administration.

In the end, Evergreen provided written procedures for maintaining pay plans, reviewed general practices, and made recommendations for improvements to the current classification and compensation structure based upon the results of the market and benefit survey and the classification analysis. Further, Evergreen designed and recommended an implementation plan for the updated compensation strategy with the lowest impact to both the minimum and maximum points of the updated pay plan and the greatest gain to positions that fell outside of the updated and designated range. Evergreen also recommended administrative procedures to maintain fairness and competitiveness of the position classification and compensation plan after implementation and recommended final pay schedules with projected costs based on a range of alternative implementation plans.



Compensation Study City of Panama City Beach

Evergreen Solutions was again hired by the City of Panama City Beach to conduct a Compensation Study. Evergreen collected relevant data; identified up to 15 targets and 30 classifications for a market salary survey; developed and conducted a salary survey and analyzed results; reviewed up to 10 job descriptions for possible reclassification; provided recommendations for updates/changes to the pay plan, including implementation options, based on market survey results; and prepared and deliver a draft and final report. **Note:** Evergreen previously conducted a Classification and Compensation Study for the City.



Comprehensive Classification and Compensation Study City of Panama City

Evergreen was retained by the City of Panama City to conduct a Comprehensive Classification and Compensation Study for 545 non-union positions/employees, including approximately 79 firefighters, 92 police officers, and 5 elected officials in 190 job classifications. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Evergreen reviewed the City's current performance



evaluation system, tools and procedures, and made recommendations for necessary changes to the system. Recommendations were also provided to improve fairness and equity of all jobs within the City. Select City staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system were accomplished. Evergreen made recommendations regarding enhancements to the City's current performance evaluation system and provided the City with a performance evaluation tool.



Salary Survey City of Panama City

Evergreen was again hired by the City of Panama City to conduct a salary survey update. Evergreen collected relevant data; identified classifications for the market salary survey; developed and conducted a salary survey and analyzed results; reviewed select job descriptions for possible reclassification; and provided recommendations for updates/changes to the pay plan, including implementation options, based on market survey results.



Pay and Classification Study City of Fort Walton Beach

Evergreen Solutions was hired by the City of Fort Walton Beach to conduct a Pay and Classification Study for its 320 employees. Evergreen conducted a job-task analysis/job audit of all employee positions to verify and validate information from existing job descriptions and conducted personal interviews with employees, supervisors, and directors to determine whether classifications were correctly placed in organizational hierarchy and if individual positions were classified correctly.

Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, actual salaries, and benefits information to ensure the City of Fort Walton Beach's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets. Evergreen conducted a comparison of existing benefits with market data and comment.

Evergreen recommended and implemented a classification system that could be utilized by City staff at the conclusion of the project. To accomplish this Evergreen's consultants:

- grouped positions based upon duties performed, knowledge, skills and abilities for the position;



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- conducted an analysis that addressed the issue of internal equity;
 - recommended the assignment of each classification to a pay grade;
 - reviewed current job descriptions and revised/updated as necessary;
 - reviewed the City's current assignment of exempt versus non-exempt status as it related to the FLSA and made appropriate recommendations with justification; and
 - provided appropriate adjustments to account for regional cost of living variations.



Classification and Compensation Study Charlotte County

Evergreen Solutions was retained by Charlotte County to conduct a classification and compensation study for approximately 900 full-time and part-time employees in 250 classification specifications. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. A review of all current classification specifications and job descriptions was made to ensure consistency, compliance with current industry best practices as to form, and compliance with applicable provisions of the Fair Labor Standards Act (FLSA), ADA, PERC (Florida Statute 447.203), and other applicable State and federal laws.

A salary survey was conducted within the appropriate public and private job markets to determine current market pay grade assignment and salary structure commensurate with the job assignment. Evergreen offered criteria for a candidate's or an employee's placement within corresponding zones of the pay range. Recommendations were made for resolving pay compression issues that had been created due to 5 – 6 years of wage freezes compounded by ever-increasing market competitiveness. **Note:** Prior to this study, Evergreen was hired by the County to conduct a Market Salary Survey.



Compensation Study Sarasota County

Evergreen Solutions was retained by Sarasota County to conduct a Compensation Study. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Compensation, Classification, and Performance Management Study Manatee County

Evergreen Solutions was hired by Manatee County to assist with a county-wide Compensation and Classification Study. At the time of the study, Manatee County was a growing county with a population of over 300,000 located on the southwestern coast of FL between Pinellas and Sarasota Counties. An appointed County Administrator oversaw 16 departments, with approximately 2,900 employees within approximately 600 classifications and 58 pay ranges/grades.

The study included all employees that serve in capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted in throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. Evergreen Solutions helped the County attain their goal of maintaining a sound process providing a classification and pay structure that is fair, equitable, and systematic with a compensation plan comparable with other governmental jurisdictions and the private sector. In addition, Evergreen reviewed the performance management system in place within the County, and provided recommendations for improvement.

Note: Evergreen completed a market survey and compensation analysis update in 2012 and also conducted a Compensation and Classification study of the Information Technology Services Department in 2014.



Classification and Compensation Study Pinellas County

Evergreen Solutions was retained by Pinellas County to conduct a comprehensive classification and compensation study that included recommendations and suggestions for an implementation and maintenance process that would effectively provide the County with the resources and expertise to further enhance its classification and compensation program. A comprehensive job classification and pay study hadn't been conducted since 2004 so the County believed it was important to invest in a study that would look at both internal and external equity.

The objective of the study was be to have a credible classification and compensation plan that: allows positions performing similar work with similar levels of complexity, responsibility, and knowledge, skills and abilities to be classified appropriately; identifies salaries for assigned duties; outlines promotional opportunities and possible compensation growth; identifies pay differential between individual classifications; and identifies relevant labor markets.



Salary Study Highlands County

Evergreen Solutions was retained by Highlands County to conduct a Salary Study for its workforce. The primary goal of the study was to ensure that the County maintained a sound process that provided a classification and pay structure that was fair, equitable, and systematic with a compensation plan that was comparable with other governmental jurisdictions as well as the private sector. The County desired a pay program that was fair, equitable, and competitive with both public and private employers in the surrounding geographic market area from which the County recruited, and was supportive of the County's compensation philosophy to be competitive with area markets in order to attract, motivate, and retain quality employees.

Evergreen's consultants evaluated current pay grades (i.e., number of pay grades, including additions, deletions, and/or consolidations) and recommended a strategy for improvements. Evergreen further developed a classification system that facilitated ongoing compensation analysis and reporting and was based on similarly-situated employees, similar skills, qualifications, responsibilities, and pay, using job family groupings and EEO job categories that comported with EEOC guidelines for government employers. Evergreen reviewed position titles (including supervisory/management) and recommended a titling structure which defined consistent levels of responsibility across the County.



Classification and Compensation Study Hardee County

Evergreen Solutions was engaged with Hardee County to conduct a Compensation and Classification Study. Evergreen reviewed existing classification plans, conducted a job analysis, performed a custom salary study, prepared pay plan option schedules, and reviewed and revised select job descriptions.



Compensation and Classification Study DeSoto County

Evergreen Solutions was engaged with DeSoto County to conduct a Compensation and Classification Study. Evergreen reviewed existing classification plans, conducted a job analysis, performed a salary study, prepared pay plan option schedules, and reviewed and revised job descriptions.



Classification and Compensation Study Palm Beach County

Evergreen Solutions was retained by Palm Beach County to conduct a Classification and Compensation Study in order to update the current classification and compensation structure. Evergreen performed the following tasks:

- conducted a job analysis across the County to ensure job descriptions matched the duties performed by the employee;
- provided an analysis of all positions— assigning an appropriate salary grade to ensure fairness and equity—and included recommendations for all positions that were found to be above or below the assigned salary grade; and
- conducted a market compensation analysis of salaries and wages of like or similar jobs of comparable Florida public organizations with similar position and organizational characteristics.



Compensation and Classification Study Services Monroe County

Evergreen was retained by Monroe County to conduct a Compensation and Classification Study for 265 non-union employees in 178 classifications as well as 124 union employees in 46 classifications who are represented by the Teamsters bargaining unit. Employees participated in focus groups, interviews, and a job analysis to determine the best classifications for the work performed. Evergreen's consultants compared the County's positions to other similar positions within other County departments to determine the relative value of each position to every other position in the County. Comparisons were made with regard to the actual work being performed and based on the current job description. In addition, positions were compared to other similar positions in other private and public sector organizations throughout the Florida Keys and South Florida. Characteristics such as size of the organization, geographic proximity, economic and budget characteristics, and other appropriate demographic data were taken into consideration when making comparisons. Evergreen's consultants analyzed pay ranges in the public and private sector to determine the appropriate pay and benefit levels for all included jobs.

Recommendations were provided to improve fairness and equity of all jobs within the County. Select County staff were provided the necessary training and materials so that an understanding of the methodology and how to implement, administer, and maintain the recommended total classification and compensation system could be accomplished.



Note: Evergreen was again hired by Monroe County in September of 2016 to implement a minimum Living Wage of \$31,200 year/\$15.00 an hour (This will include determination of issues that may arise with supervisory duties or compression of positions; what needs to be done to fix those issues; cost for County implementation with variable options; and publication of analysis). Evergreen also recently completed a compensation plan update for the County.



Compensation and Classification Study Alachua County

Evergreen Solutions was engaged with Alachua County to conduct a Compensation and Classification Study of jobs under the Board of County Commissioners, the Sheriff, Tax Collector, Property Appraiser, Supervisor of Elections, and the Library District. Specifically, the County desired the following services to be performed by Evergreen:

- develop and administer a job analysis questionnaire for the purpose of having employees state their job duties and qualifications including education, experience, licenses and certificates; working conditions (physical and environmental) and all other pertinent information;
- prepare and present to the Board of County Commissioners a report documenting the results of the job analysis by classification and recommendations concerning a classification structure and pay adjustments;
- allocate each employee with regard to the new classification structure;
- identify benchmark classifications to be used to determine appropriate markets for salary survey purposes, as well as to determine the position of the county with regard to salaries for comparable jobs in appropriate markets;
- administer a salary survey for the purpose of recommending appropriate salaries based on external (market) and internal (equity) considerations;
- recommend a salary structure, including the number of pay grades, and pay ranges;
- recommend salaries for each classification, as well as recommended salaries for each employee;
- provide a classification maintenance plan;



-
-
- provide guidelines and procedures for administering the resulting classification plan to include the following: Initial placement in the salary range and means for movement through the range; and
 - train HR and departmental staff on the methodology and maintenance of the recommended classification and pay plan.



Compensation Study Lake County

Evergreen Solutions was retained by Lake County to conduct and furnish a comprehensive compensation survey for Lake County government itself, and for select positions at Lake Emergency Medical Services, Inc. Evergreen made recommendations for improvements and modifications to the current compensation and overall pay structure, including number of pay grades, and appropriate pay ranges (minimum, maximum, percentage between grades, etc.). The recommendations also included appropriate salary ranges and midpoints for each job classification and recommendations for ranges that lagged, matched, or led the relevant labor market. Evergreen surveyed the relevant labor market for merit pay practices being used and recommended pay administration practices to include consideration of merit pay, alternative reward strategies, including non-monetary rewards and cost savings/efficiency incentives as may be suitable.



Compensation Market Salary Survey Sumter County

Evergreen Solutions was retained by Sumter County to conduct a comprehensive market salary study designed to ascertain the external equity of its compensation plan. The County wanted Evergreen to evaluate its competitiveness with not only the public sector, but the private sector as well. Evergreen employed a methodology that included data from both of these critical markets and took into account the importance of total compensation, including salaries, benefits, and supplements, and provide recommendations for improvements as needed. In addition, Evergreen evaluated the County's classifications to determine whether a functional combination of positions was possible or appropriate, and made administrative recommendations that were designed to assist the County in maintaining the system over time.



Salary and Benefits Review Hernando County

Evergreen Solutions was retained by Hernando County to conduct a Salary and Benefits Review of its workforce. Evergreen's consultants reviewed the effectiveness of the County's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. To accomplish this, Evergreen conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, pay grade factoring system, actual salaries, and benefits (retirement plans, health and dental insurance) information to ensure the County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets for substantially similar classifications.

Evergreen also conducted a job-task analysis/job audit of all 766 employee positions to verify and validate information from existing job descriptions. Personal interviews with employees, supervisors, and directors were conducted to determine whether classifications were correctly placed in organizational hierarchy and whether individual positions were classified correctly.

Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs and recommendations were provided to improve the fairness and equity in the current system.



Compensation Management Services Flagler County

Evergreen Solutions was hired by Flagler County to provide Compensation Management services. Evergreen Solutions performed the following:

- conducted a salary and benefits survey of coastal county peers;
- collected secondary data on the private sector for those classifications that were more impacted by private industry;
- analyzed benefits and quality of life data to estimate total compensation for County classifications;
- developed a new pay plan based on market findings and slotted all included classifications;
- recommended several methods for placing classifications into the new pay plan and estimated the associated cost;
- ensured that the adopted pay plan and placement methodology supported a three-level method of employee increases;
- developed an implementation strategy for enacting the recommended changes to the pay grades and placement;
- provided a written report summarizing the findings and recommendations; and



-
- developed and provided training for a new performance evaluation system.

Note: Evergreen was previously hired by the County to conduct a Job Classification and Pay Study in 2016.



Compensation and Benefits Study Seminole County

Evergreen Solutions was hired by Seminole County to assist with a county-wide Compensation and Benefits Study. The study included employees who served in various capacities for the Board of County Commissioners. As part of the review, orientation sessions, focus groups, and interviews were conducted throughout the county. All employees were asked to complete the Job Assessment Tool (JAT) and job analysis was conducted with the results in order to create a classification plan. A salary survey was issued to local and regional employers to assess competitiveness. Based on the classification and compensation findings, a new pay plan as well as policies and procedures were recommended to the County. **Note:** Evergreen also conducted two other studies for Seminole County (i.e., Compensation and Classification Study and a Performance Evaluation Study).



Compensation Study Osceola County

Evergreen Solutions was retained by Osceola County to review its compensation system and structure for areas of improvement. The Evergreen team examined current pay plan's organization, market responsiveness, and adaptability. A detailed report was prepared to that summarized findings and recommendations for improvement.



Pay and Classification Study Bay County

Evergreen Solutions was engaged with Bay County in 2015 to conduct a Pay and Classification study. A job analysis was conducted using existing job descriptions to determine the best classifications for the work performed. In addition, a salary survey was conducted in the public sector to determine the appropriate pay ranges for 30 benchmarked positions. Recommendations were provided to improve the fairness and equity in the current classification and compensation system. **Note:** Evergreen also previously performed a Pay and Classification Study for the County.



Compensation Study Santa Rosa County

Evergreen Solutions was retained by Santa Rosa County to conduct a Comprehensive Compensation Study. Evergreen performed the following tasks:

- established criteria for the selection of survey participants;
- conducted salary survey prepare an analysis based on the results;
- established equitable salary ranges to provide for the recruitment and retention of qualified staff, equitable relationships of one job to another within the organization, and addressed compression/equity issues between pay grades and classifications;
- evaluated existing compensation policies and proposed any recommended changes; and
- prepared and delivered the final report to the County Commission.

Note: Evergreen was hired again in 2022 to conduct a Compensation Study for the County.



Pay and Classification Study Gulf County

Evergreen Solutions was engaged with Gulf County to conduct a Pay and Classification Study for its workforce. Evergreen analyzed each position within the County by conducting interviews; evaluating employee position descriptions and duties; interviewing department heads; and assessing classifications within positions. In addition, Evergreen reviewed current job descriptions, focusing on the purpose, job scope, essential duties and responsibilities, education/training requirements, physical job requirements, and working conditions, and determined FLSA status (exempt/non-exempt) for positions under federal regulations. Based on this review, Evergreen presented a proposed classification structure to County management, including a cost analysis for positions that required adjustments.

Evergreen also conducted a comprehensive survey of public and private labor market comparables designed to include salary ranges, and actual salaries to ensure that Gulf County's compensation was equitable and competitive in its total compensation package relative to internal factors and external markets.



Compensation and Classification Analysis Village of Pinecrest

Evergreen Solutions was hired by the Village of Pinecrest to conduct Classification Reviews and compensation market analysis utilizing Job Assessment Tool responses and salary survey processes. Evergreen Solutions consultants conducted on-site orientation sessions and focus group meetings where employees were informed of the content of the JAT and coordinated with Village representatives to conduct the JAT in a timely manner. The Village also contributed to a list of benchmark classifications and targeted peer organizations for the external market analysis. At the conclusion of the study the Village was presented with revised and formatted Job Descriptions which reflect up-to-date job tasks and requirements as well as recommendations and implementation strategies for addressing internal and external equity. Each classification was also reviewed for FLSA compliance.



Compensation Study Village of North Palm Beach

Evergreen Solutions was retained to conduct a compensation study for the Village of North Palm Beach. The study included evaluating private and public labor market, and making recommendations to improve competitiveness in alignment with the Village's strategic goals. Evergreen's recommendations improved the competitiveness of the Village and helped prepare it for future recruitment challenges.



Classification, Compensation, and Benefits Study Town of Jupiter

Evergreen Solutions was retained by the Town of Jupiter to conduct a classification, compensation, and benefits study of its workforce. Evergreen's consultants reviewed the effectiveness of the Town's current salary and benefits plan as it related to the market competitiveness for attracting and retaining quality employees. Evergreen conducted a job analysis for ensuring proper classification and internal equity. Employees participated in focus groups, interviews, and a job analysis was conducted to determine the best classifications for the work performed. Pay ranges were analyzed in the public and private sector to determine the appropriate pay levels for all included jobs. Recommendations were provided to improve the fairness and equity in the current system.



Compensation and Classification Study Town of Davie

Evergreen Solutions was engaged with the Town of Davie to conduct a Compensation and Classification Study. Evergreen conducted a comparison analysis of all employees within the Town and analyzed the job tasks for each position surveyed by best match and benchmark pay ranges to local public sector markets. Evergreen conducted a review of job classifications for appropriate internal equity and identify functional overlap and efficiencies in departmental structures and relationships. Evergreen further conducted a job task analysis/job audit of all employee positions to verify and validate information from existing job descriptions and conduct personal interviews with employees, supervisors, and directors, as needed. Evergreen identified and designated all high-risk and/or safety-sensitive classifications and included the appropriate pre-employment screening requirements as mandated by federal, state and local statutes.

Evergreen reviewed existing salaries to determine proper placement within proposed classifications, and recommended appropriate “equity adjustments” as needed. Evergreen determined if classifications were correctly placed in organizational hierarchy and reviewed whether individual positions were classified correctly. In the end, Evergreen provided the Town a recommended classification and compensation structure and a system for maintaining the recommended structure.



Compensation Study Town of Lady Lake

The Town of Lady Lake hired Evergreen Solutions to conduct a Compensation Study. Evergreen’s consultants reviewed and evaluated the Town’s compensation policies and procedures and made an assessment of the current conditions. Further, Evergreen worked with the Town to identify peer organizations to use as targets for a survey of salary and benefits. A Final Report was generated, documenting the previous steps of the study, and presented to the Town Commission. Recommendations were made for continued administration of the new compensation system, and training and guidance was provided to the Human Resources Department staff.



Pay and Classification Study Town of Lake Park

Evergreen Solutions was engaged with the Town of Lake Park to conduct a Pay and Classification Study. Evergreen conducted a classification analysis using Evergreen’s Job Assessment Tool job evaluation methodology in addition to a statistical assessment of current conditions. Evergreen analyzed local market salary data taken from peer organizations to determine the appropriate compensation levels for select positions. Recommendations for adjustments to the compensation and classification plans for Lake Park were made.



State of Florida

Department of State

I certify from the records of this office that EVERGREEN SOLUTIONS, LLC is a limited liability company organized under the laws of the State of Florida, filed on October 8, 2004.

The document number of this limited liability company is L04000073478.

I further certify that said limited liability company has paid all fees due this office through December 31, 2022, that its most recent annual report was filed on January 4, 2022, and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eleventh day of January, 2022*



Laundrea
Secretary of State

Tracking Number: 1599285312CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

FORM 1

"VENDOR" PROFILE

Evergreen Solutions, LLC

Submitted by (Company Name):

Corporation

Partnership

Individual

Joint Venture

Other

Describe:

Florida Contractor License Number:

L0400073478

Expiration Date:

12/31/2022

Office Location:

2878 Remington Green Cir., Tallahassee, FL 32308

Number of people in your organization:

25

Length of time the organization has been doing business under this name in Florida:

18

years

Length of time your organization has provided services to governmental clients:

18

years

Under what other name(s) has your organization operated:

Evergreen Solutions, LLC

Has or is your organization currently involved in any formal court proceedings regarding any of your contracts?

YES

(attach a detailed explanation)

NO

Section C

Team Composition and Resumes



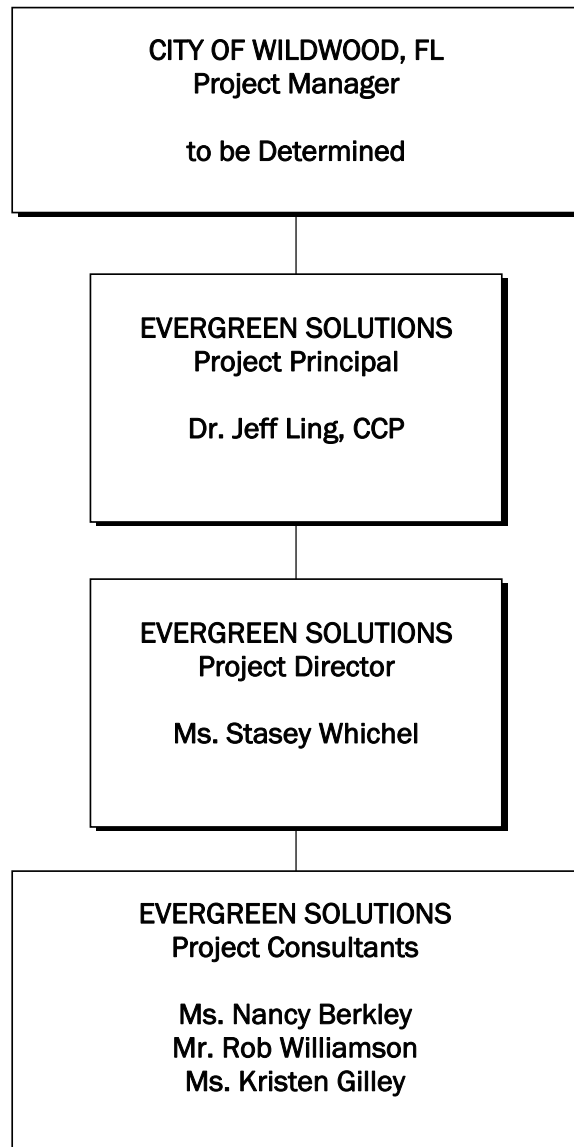
C. *Team Composition and Resumes*

In this section we provide the qualifications of our proposed project team through summary resumes. Detailed resumes are available upon request.

C.1 Proposed Project Team

Exhibit C-1
Proposed Project
Management
Organization and
Personnel
Assignments

Exhibit C-1 reflects our proposed project management and personnel assignments. The structure has been designed to clearly define the roles and responsibilities of each part of the Classification and Compensation Study so that there will be no confusion as to who is responsible for any aspect of this engagement with the City of Wildwood.



City of Wildwood Project Manager. With each project engagement, we work with the client to identify one specific point of contact to serve as a Project Manager. The City's Project Manager (CPM) will be our reference point throughout the engagement. We will take project direction, leadership, and guidance from the CPM and all project deliverables will be filtered through the CPM throughout the duration of the project.

Evergreen Solutions' Project Principal. Our Project Principal will have ultimate accountability for the success of this project. Evergreen Solutions' Project Principal is always a senior leader in our firm, typically the President. The Project Principal will have contractual authority over the contract, and will be our top level of project responsibility.

Evergreen Solutions' Project Director. Evergreen Solutions designates a Project Director for each HR consulting project. The Project Director will work with the Project Principal regarding the scheduling of the project with the City. The Project Director will have the most frequent contact with the City and will assign project activities to the Project Consultants, and will ensure that deliverables are met within specified timelines.

Evergreen Solutions' Project Consultants. Our Project Consultants are a team of consultants who have worked together on numerous projects, and who will provide consulting and analytical work on all project activities. The Project Consultants will review pay plans, collect the data for the salary survey, and prepare draft and final reports.

Consultant Team Members must be thoroughly knowledgeable in the portion of the project they are responsible for, as well as have expertise in the issues that are unique to each individual client. Our firm is proposing an exceptional team of consultants who have worked together on many similar projects. We always make sure each project is sufficiently staffed to handle any additional tasks or unforeseen issues that may arise during the course of the study. The combination of our individual knowledge and skills form a superior team who will be able to competently perform all of the pieces of the Classification and Compensation Study for the City of Wildwood.

C.2 Key Personnel

**Project Principal
Dr. Jeff Ling, CCP**

The following paragraphs provide summary resumes of each team member's qualifications and experience related to his/her role in this engagement.

Dr. Jeff Ling is the President of Evergreen Solutions who has been with the firm since its inception in 2004. He is a Certified Compensation Professional (CCP) who has more than 25 years consulting experience in the following areas: human resources; performance improvement; process analysis; strategic planning; statistical analysis; research methodology; data management; surveys and polling; technology analysis; change management; and risk analysis.

Dr. Ling has planned, organized, and managed studies on human resources assessment, survey analysis, government efficiency, technology planning, information utilization, public opinion, market expansion, and



privatization. Each of these studies dealt with summarizing major alternatives for decision makers and providing viable recommendations. He has consulting experience in public sector Evaluation, research management, efficiency analysis, survey analysis, statistical modeling, and technology planning.

Dr. Ling has worked with a multitude of clients in the capacity of Project Principal. He has worked on hundreds of engagements across the nation and includes work in state and local governments, school districts, institutions of higher education, quasi-governmental agencies, and private industry.

Dr. Ling has been instrumental in creating, reviewing, and evaluating the methodology employed by Evergreen Solutions on all human resource engagements. His background and skill set make him uniquely qualified for assessing organizational critical needs and strategy. He is also an expert in policy development and long-term planning.

A sample of the types of studies Dr. Ling has been involved with include:

- Compensation Philosophy and Classification/Classification– He developed the methodology and techniques for organizations to employ for successful data collection and implementation based on internal and external equity needs. **Note: He has served as Project Principal for more than 1,000 Classification and/or Compensation studies for public sector clients, including over 200 in the State of Florida.**
- Performance Evaluation – He has provided the framework for many organizations transitioning into goal-based performance evaluation systems or fully functional merit-based pay structures. He understands the importance of a well stratified, objective based review process and has been instrumental in assisting a number of large organizations transition from traditional systems into merit-based pay structures with minimal transitional costs and interruption.
- Market Research – He provided the basis for which market research was collected, analyzed, and review. He ensured that data collection procedures and methods were statistically reliable using his knowledge of statistics and overall market research.
- Policy Development – He has a thorough and firm understanding of policy development and has assisted many clients with implementing tailored policies and practices that reflect best practices.

Dr. Ling holds a Doctorate's Degree from Florida State University in Political Science and has taught courses addressing research methodology, statistical analysis, technological innovations, and political economy at various universities.



**Project Director
Ms. Stasey Whichel**

Ms. Stasey Whichel is a Project Manager with over 25 years of experience in education and government. As a former public sector Deputy Director, she demonstrated experience in policy development, strategic planning, human resource management, budgeting, and risk evaluation.

Early in her career, Ms. Whichel worked as a high school math teacher and served as the Secondary Faculty Director and Curriculum Coordinator. She also developed a strategic approach to increasing course offerings, realigned staff resources, and designed survey tools to evaluate current and future needs.

Ms. Whichel acquired public sector experience in project management, conducted programmatic audits and reviews to ensure compliance with state and federal rules and regulations, developed programmatic operating procedures, drafted internal management policies, and identified areas for efficiencies and improvements. She has also conducted reviews of relevant state and federal legislation and drafted bill analysis and agency comments. She led a team through an organizational realignment to better fit contemporary management needs, leveraged outside funding sources, and trained staff members on state and federal programs. As a member of agency leadership, she collaborated on HR policy reviews, conducted salary compensation studies, and developed recommendations for legislative budget issues. She also participated in the development of multi-faceted, long-term strategies designed to achieve agency and division goals, established metrics, and evaluated programmatic performance. She developed survey tools to measure employee satisfaction and identify staff needs and used findings to inform management decisions and created opportunities to improve staff morale. Her HR experience also includes the development of documents related to job advertisements, position descriptions, objective performance expectations, and performance reviews. She is experienced in applicant selection, on-boarding, identifying training requirements, and mentoring staff.

Ms. Whichel possesses expertise in the following areas: conducting organizational studies, evaluating risk, and reviewing operational procedures; providing guidance for change management; developing workflow and process design; identifying specific training needs; on-boarding new staff; conducting classification, compensation, and salary comparison studies; preparing employee surveys and valuations of employee satisfaction; working with leadership to develop or update agency policies, programs, and guidelines; developing Job descriptions and performance management tools; fostering employee communications; and administering contracts, accounting and auditing principles.

Some of the public sector projects that Ms. Whichel has been involved with include: a Classification and Compensation Study for Hardee County, FL; a Compensation Study for Seminole County, FL; a Compensation Study for the City of North Port, FL; Examining Job Descriptions for new Jobs to update Pay Ranges for the Town of Lake Park, FL; a Compensation Study for the City of Bunnell, FL; a Classification and Compensation Study for the Town of Lake Park, FL; a Classification and Compensation Study for the City of Punta Gorda, FL; a Compensation Study for the City of Homestead,



FL; a Classification and Compensation Study for the Barefoot Bay Recreation District, FL; a Compensation Study for the Solid Waste Authority of Palm Beach County, FL; a Compensation Study for the North Collier Fire Control and Rescue District, FL; a Classification and Compensation Study for the Monroe County Property Appraiser, FL; a Compensation Study for the Marion County Hospital District, FL; a District-wide Compensation Study for the School Board of Sarasota County, FL; a Classification and Compensation Study for the City of Palm Bay, FL; a Classification and Compensation Study for Charlotte County, FL; a Compensation Study for Orange County, FL; a Salary Survey/Compensation Review for the Children's Trust of Miami Dade County, FL; a Classification and Compensation Study for Service Management Solutions for Children (SMS) and Partnership for Strong Families (PSF); a Compensation Study and Gender Analysis for the Town of Medley, FL; a Classification and Compensation Study for the Early Learning Coalition of Pinellas County, FL; a Classification and Compensation Study for the City of West Melbourne, FL; a Compensation Study for the City of Griffin, GA; a Classification and Compensation Study for Henry County, GA; a Classification and Compensation Study for Habersham County, GA; a Wage Study for Madison County, GA; a Classification and Compensation Study for the City of Northport, AL; a Compensation Study for Shelby County, AL; a Compensation Study for Daphne Utilities, AL; a Compensation Study for East Orange School District, NJ; a Compensation Study for the Town of Ocean City, MD; a Classification and Compensation Study for Franklin County Public Schools, VA; a Compensation Study for Harrisonburg City Public Schools, VA; a Comprehensive Classification and Compensation Study for Henry County, Henry County Sheriff's Office, Henry County Public Service Authority, and Henry County Public Schools, VA; Comprehensive Classification and Compensation Plan for Dinwiddie County Public Schools, VA; an Updated Solution File for Danville Public Schools, VA; a Classification and Compensation Study for Culpeper County Public Schools, VA; a Classification and Compensation Study for Isle of Wight County, VA; a Classification and Compensation Study for Goochland County, VA; a Compensation Study for New Horizon Regional Education Centers, VA; a Classification and Compensation Study for the Town of Smithfield, VA; a Classification and Compensation Study for Charlottesville City Schools, VA; Compensation Strategy Review and Classification Study for the Town of Clayton, NC; an Organizational/Staffing Study for the Town of Clayton, NC; a Compensation Study for Lincoln County Schools, NC; a Compensation Study for Cabarrus County Schools, NC; a Compensation and Benefits Study for Transylvania County, NC; a Compensation and Benefits Study for the City of Rock Hill, SC; an Employee Compensation and Pay Classification Study for the City of Rock Hill, SC; a Classification and Compensation Study for School District 5 of Lexington and Richland Counties, SC; a Compensation Study for the City of Columbia, SC; a Comprehensive Compensation Study for Fayette County Public Schools, KY; a Compensation Study for the Rutherford County School Board, TN; Classification, Compensation, and Total Staff Rewards Consulting for the School District of Beloit, WI; a Compensation Study for Saint Paul Public Schools, MN; an Operations Review/Efficiency Study for the City of Norwalk and Norwalk Public Schools, CT; a Compensation and Pay Classification Plan



**Project Consultant
Ms. Nancy Berkley**

Study Raytown C-2 School District, MO; a Compensation and Classification Study for the Liberty Public School District #53, MO; a Compensation Study for Kansas City Public Schools, MO; a Classification and Compensation Study for the Blaine County School District No. 61, ID; a Classification and Compensation Study and Staffing Analysis for the City of Harlingen, TX; a Compensation Study for Texas Wesleyan University; and a Classification and Compensation Study for the City of Boulder City, NV.

Ms. Whichel possesses a Bachelor of Science degree in Biology from The Florida State University.

Ms. Nancy Berkley is the Vice President at Evergreen who has been with the firm more than nine years. She has over 30 years human resources experience demonstrating a thorough knowledge of multiple HR disciplines including, recruiting and staffing, workforce planning and retention, on-boarding, compensation and benefits, employee and labor relations, employee leave administration, voluntary and in-voluntary employee separations, performance management, employee surveys, organizational design and development, organization effectiveness, employee learning, training, and development, employee records administration and retention, and awards and recognition programs. She has consistently enhanced organizational capability by integrating HR with strategic business planning, development and assessment. She has provided individualized executive coaching and led HR team development and high-performance teams. She has led corporate change initiatives and built talent-rich organizations by strengthening people and integrating processes and has directed human resources in high-volume, transactional service organizations and high-level, consulting organizations. She has excellent conflict resolution, negotiation, and influencing skills.

Ms. Berkley possesses expertise in the following HR areas:

- Designing and implementing a shared service, centralized virtual staffing organization, increasing efficiency of staffing function for hiring managers.
- Analyzing and responding to employee relation trends—positively influenced work environments reducing employee complaints by ~90 percent.
- Consulting with senior leaders and successfully leading project teams to develop new policies, programs and tools—including total revision and communication of a company's HR policies and practices to be in accordance with state and federal laws;
- Creating HR metrics reviews utilizing business goals and human resources information systems data—set improvement goals and developed action plans for unique business requirements.
- Conceptualizing and implementing complex workforce reduction plans—then redeployed ~50 percent of the affected employees.



- Representing companies in state and federal agency reviews, e.g. Office of Federal Contract Compliance Program (OFCCP) reviews—Equal Employment Opportunity Commission (EEOC) charges, workers compensation charges, and unemployment compensation claims.

Some of the public sector projects in the State of Florida that Ms. Berkley has directed or served on the Evergreen Team include: Classification and Compensation/Benefits Study for the City of Jacksonville Beach; a Salary Survey for the City of Dania Beach; a Classification, Compensation, and Benefits Study for the Town of Jupiter; a Classification and Compensation Study for Jackson County; a Classification and Compensation Study for the Town of Cutler Bay; a Comprehensive Compensation and Classification Study for the City of Panama City; a Comprehensive Compensation and Classification Study for the City of Panama City Beach; a Compensation Plan Update for the City of Panama City Beach; a Classification and Compensation Study for the City of Destin; a Compensation and Classification Study for Alachua County; Job Audits for the City of Gainesville; a Pay and Classification Study for the City of Fort Walton Beach; a Compensation and Classification Study for the City of North Port; a Compensation Study for the Village of North Palm Beach; a Compensation Study for the City of Hollywood; a Compensation Study for Lake County; a Classification, Compensation, and Benefits Study for the Village of Pinecrest; a Pay and Classification Study for Martin County; a Performance Evaluation Study for Lake County; a Compensation and Classification Study for Highlands County; a Compensation Study for the City of Opa-Locka; Compensation and Classification Study Services for Monroe County; Compensation Consulting Services for the Town of Longboat Key; Collection and Analysis of Market Data for the Confidential Office Personnel Association; a Compensation and Classification Study for Miami Shores Village; a Classification and Compensation Study for the City of New Smyrna Beach; a Salary Plan Update for the Flagler County Sheriff's Office; a Classification and Compensation Study for Pasco County Sheriff's Office; a Compensation, Classification, and Benefits Study for the Volusia County Sheriff's Office; a Compensation and Benefits Study for Loxahatchee River District; a Pay and Classification Study for the Peace River Manasota Regional Water Supply District; a Classification and Compensation Study for the Englewood Water District; a Pay Plan, Classification and Compensation Study and Analysis for the Okaloosa Gas District; a Compensation Study for the Brevard County Property Appraiser's Office; a Compensation Study for the Saint Lucie County Property Appraiser's Office; a Salary Survey and Gender Analysis for the Town of Medley; a Classification and Compensation Study Analysis for Marion County; a Job Classification and Compensation Study for the City of Plantation; a Comprehensive Compensation and Benefits Study for the City of Marco Island; a Pay Plan Market Value Study for the Florida Board of Bar Examiners; a Compensation Study for The Florida Bar; an Executive Director Compensation and Benefits Study for The Florida Bar; a Performance Evaluation Review for The Florida Bar; Human Resources Consulting Services for the Orange County Library System; a Position and Compensation Study for the Florida Keys Aqueduct Authority; a Pay and Classification Study for the Florida Keys Aqueduct Authority; FLSA Audits



and Salary Survey for the South Florida Water Management District; a Compensation Analysis for the Florida Telecommunications Relay, Inc.; a Classification and Compensation Study for the City of Sunny Isles Beach; a Classification and Compensation Study for the Pasco County Clerk and Comptroller; a Compensation Study for the City of Indian Harbour Beach; and a Job Classification and Compensation Study for the Utilities Commission, City of New Smyrna Beach.

**Project Consultant
Mr. Rob Williamson**

Mr. Rob Williamson is a Project Manager with Evergreen. He brings more than 20 years of proven leadership experience serving both private and public sector clients. His diverse leadership includes time as a business owner, County Commissioner, CEO of a mid-sized water and wastewater treatment utility, Executive Director of a three-member regional water utility provider, and most recently, Manager of the Florida Association of Counties' 23-county insurance trust.

During his career, Mr. Williamson has served on boards of directors for more than two dozen public, private, civic and charitable organizations. This includes time as Chairman of the Santa Rosa County Board of County Commissioners, RESTORE Council, Tourist Development Council, Florida/Alabama Transportation Planning Organization and as a member of the Florida Gulf Consortium, Florida Association of Counties Executive Board, Leadership Santa Rosa, and the Institute for County Government to name a few. He is also a member of the Florida Rural Water Association.

Mr. Williamson helps organizations create new strategic pathways to solve complex problems. His areas of focus include policy development, strategic planning, change management, government services, transportation planning, master planning, tourism, RESTORE Act implementation and leadership development.

Some of the recent projects that Mr. Williamson has directed or been involved with include: a Classification and Compensation Study for DeSoto County, FL; a Compensation Study for the Lake Apopka Natural Gas District, FL; a Comprehensive Classification and Compensation Study for Citrus County, FL; a Classification and Compensation Study for the City of Apalachicola, FL; a Compensation Study for the City of New Port Richey, FL; a Classification and Compensation Study for the City of Oldsmar, FL; a Compensation Study for the City of Bradenton, FL; a Classification and Compensation Study for the City of Cooper City, FL; a Classification and Compensation Study for the City of Kissimmee, FL; a Classification and Compensation Study for the Manatee County Sheriff's Office, FL; a Compensation Study for the Marion County Property Appraiser, FL; a Classification and Compensation Study for Barrow County, GA; a Classification and Compensation Study and Analysis for Columbus Consolidated Government, GA; a Classification and Compensation Study for the City of Jackson, GA; a Compensation Study for Cherokee County, GA; a Classification and Compensation Study for the City of Johns Creek, GA; a Classification and Compensation Study for the City of Jackson, GA; a Classification and Compensation Study for the City of Calhoun, GA; a Classification and Compensation Study for the City of Hampton, GA; a Classification and Compensation Study for the City of Sylvester, GA; a Compensation Study for Cobb County-Marietta Water Authority, GA; a Classification and Compensation Study and Analysis for Clayton County Water Authority, GA; a Compensation Study for Douglasville-Douglas County



Water and Sewer Authority, GA; a Classification and Compensation Study for the City of Vienna, GA; a Classification and Compensation Study for the City of Auburn, AL; a Compensation and Benefits Study for the City of Mobile, AL; a Classification and Compensation Study for Riviera Utilities, AL; a Classification and Compensation Study for Culpeper County, VA; a Classification and Compensation Study for Dare County, NC; a Compensation Study for North Charleston Sewer District, SC; a Compensation Study for the Town of Central, SC; a Classification and Compensation Study and Analysis for Darlington County, SC; and a Compensation Study for the City of Orangeburg, Department of Public Utilities, SC; a Compensation Study for the Metropolitan St. Louis Water District, MO; a Compensation Study and Analysis for McLean County, IL; a Classification and Compensation Study for the City of Moline, IL; a Comprehensive Total Compensation Study for Cumberland County, PA; a Job Market Survey for New Braunfels Utilities, TX; a Compensation Study for the City of Aransas Pass, TX; and a Classification and Compensation Study for Blanco County, TX.

Mr. Williamson has certifications from the Cambridge Leadership Institute and the Kenan-Flagler Business School Leadership Institute and possesses a Bachelor of Science Degree in Sociology from Florida State University.

Project Consultant
Ms. Kristen Gilley

Ms. Kristen Gilley, CCM, is a Senior Consultant with Evergreen who has more than 14 years' experience in adult learning and K-12 education. She was a Language Arts teacher in Leon County Schools where she received a District rating of Highly Effective and was recognized as a High Impact Teacher by the Florida Department of Education. As a teacher, she supervised interns and practicum university students, developed, implemented, and sponsored multiple extra-curricular activities for students, including the National Junior Honor Society, school spelling bee, and orientation camp for incoming students, and was a business manager for athletic teams.

Ms. Gilley was a Program Specialist for the Florida Department of Education where she oversaw educator retention and development programs, including revisions, marketing, and rule developments for the following: Clinical Education Program Developer Academy, Professional Education Competency Program, and the Title II, Part A: State-Level Equitable Services Program for Non-Profit Private Schools. As a Program Specialist, she managed approximately \$9 million in professional development and recruitment grants and contracts for the Bureau, participated in Professional Development Protocol site visits in order to assist school districts in developing strategic plans for professional learning, and was a member of the Florida Teacher of the Year internal evaluation committee. She was also a volunteer mentor for a middle school in Leon County Schools for two years.

Ms. Gilley's recent projects that she has been involved with include: a Compensation Study for the City of North Port, FL; a Classification and Compensation Study for Hardee County, FL; a Classification and Compensation Study for the Town of Lake Park, FL; a Classification and Compensation Study for the City of Palm Bay, FL; a Compensation Study for Seminole County, FL; a Compensation Study for the City of Bunnell, FL; a Classification and Compensation Study for the City of Punta Gorda, FL; a



Classification and Compensation Study for the City of Coral Gables, FL; a Classification and Compensation Study for the Barefoot Bay Recreation District, FL; a Salary Survey/Compensation Review for the Children's Trust of Miami Dade County, FL; a Compensation Study for a District-wide Compensation Study for the School Board of Sarasota County, FL; a Classification and Compensation Study for Service Management Solutions for Children (SMS) and Partnership for Strong Families (PSF), FL; Classification and Compensation Study for the Early Learning Coalition of Pinellas County, FL; a Classification and Compensation Study for Henry County, GA; a Classification and Compensation Study for the City of Fairburn, GA; a Wage Study for Madison County, GA; a Classification and Compensation Study for the City of Northport, AL; a Compensation and Benefits Study for Daphne Utilities, AL; a Compensation Study for the Town of Ocean City, MD; a Classification and Compensation Study for Charlottesville City Schools, VA; a Classification and Compensation Study for Goochland County, VA; a Classification and Compensation Study for Franklin County Public Schools, VA; a Comprehensive Classification and Compensation Study for Henry County, Henry County Sheriff's Office, Henry County Public Service Authority, and Henry County Public Schools, VA; a Classification and Compensation Study for Culpeper County Public Schools, VA; a Classification and Compensation Study for Isle of Wight County, VA; a Compensation Study for New Horizon Regional Education Centers, VA; a Classification and Compensation Study for the Town of Smithfield, VA; Compensation Strategy Review and Classification Study for the Town of Clayton, NC; a Compensation and Benefits Study for Transylvania County, NC; an Organizational/Staffing Study for the Town of Clayton, NC; a Compensation Study for Lincoln County Schools, NC; an Employee Compensation and Pay Classification Study for the City of Rock Hill, SC; a Classification and Compensation Study for School District 5 of Lexington and Richland Counties, SC; a Compensation Study for the City of Columbia, SC; a Comprehensive Compensation Study for Fayette County Public Schools, KY; a Compensation Study for the Rutherford County School Board, TN; a Compensation Study for Saint Paul Public Schools, MN; a Compensation and Classification Study for the Liberty Public School District #53, MO; and a Compensation Study for Kansas City Public Schools, MO; and a Classification and Compensation Study and Staffing Analysis for the City of Harlingen, TX.

Ms. Gilley has a Master's of Science in Public Administration and Bachelor's Degree in Public Relations from the University of West Florida. In her Master's program, she specialized in leadership in public service and non-profit administration. She received her teaching credentials from the Educator Preparation Institute, Gulf Coast State College, Florida in 2011. She is a Florida Certified Contract Manager (CCM).



Note: A team of experienced analytical and clerical support staff will contribute to this study, as needed.



Section D

Cost



D. Cost

Evergreen Solutions, LLC is pleased to present our proposed cost to conduct a Classification and Compensation Study for the City of Wildwood. We are committed to providing the highest quality consulting services to our client partners for a reasonable price. Our firm is fortunate that our overhead is minimal and our expenses are reasonable so we can pass that cost savings on to our clients.

Our total, not-to-exceed, fixed cost to complete all tasks identified in our detailed work plan in **Section G** of our proposal is **\$27,500**. Our cost is all inclusive, and includes travel costs (meals and lodging), transportation, fringe benefits, indirect costs (overhead), clerical support, and all other out-of-pocket expenses. Our cost includes one onsite visit to the City as most of the work can be performed virtually.

As required in the Request for Proposals, we have provided the following costs for optional services included in the scope of work of the RFP:

- Review existing position descriptions to ensure current and accurate Fair Labor Standards Act (FLSA) exemption status, essential functions, minimum qualifications for education and experience, required knowledge, skills, and abilities, special requirements, and physical and environmental conditions; Update the descriptions as needed. \$12,000
- Ensure position descriptions are in full compliance with all applicable federal, state, and local statutes and regulations, including the FLSA and Americans with Disabilities Act (ADA). \$4,000
- Ensure position descriptions are assigned within the classification system, reflecting equitable placement between various position responsibilities; provide a scoring mechanism for the placement of those positions in the classification system and a recommendation on updates thereafter. \$2,000
- Review existing growth opportunities in certain classifications and make recommendations concerning new growth opportunities. \$1,000

Our preferred payment schedule is as follows:

- 33% - upon completion of Tasks 1 – 2
- 33% - upon completion of Tasks 3 – 4
- 34% - upon completion of Tasks 5 – 8

We are willing to negotiate the time, scope, and cost of the basic tasks, or any other options that the City of Wildwood wishes to identify. Evergreen Solutions federal employer identification number is 20-1833438.



Section E
Illustrative Work



E. Illustrative Work

As required in the Request for Proposals (RFP), we have attached Form 2 of the RFP for five similar projects we have conducted in Florida.



Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> City of Bunnell		<u>Client's Name & Address</u> City of Bunnell 604 E. Moody Blvd. Bunnell, FL 32110
<u>Project Manager:</u> Stacey Whichel		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Shanea Stankiewicz (386) 437-7500 Sstankiewicz@bunnellcity.us
<u>Completion Date (Actual or Estimated):</u> 8/31/2022		
<u>Contractor Fees (In Thousands)</u> \$8,500		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Shanea Stankiewicz (386) 437-7500 Sstankiewicz@bunnellcity.us
<u>Entire Project:</u> \$8,500	<u>Work for which "VENDOR" was/is responsible:</u> \$8,500	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> Evergreen conducted a Completion Study		
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> Evergreen was responsible for the entire project		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> Stacey Whichel - Project Director Kristen Gilley - Project Consultant Team of Analysts		

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> <i>City of Homestead, FL</i>		<u>Client's Name & Address</u> <i>City of Homestead</i> <i>100 Civic Court</i> <i>Homestead, FL 33030</i>
<u>Project Manager:</u> <i>Stacey Whichel</i>		
<u>Completion Date (Actual or Estimated):</u> <i>9/15/2022</i>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> <i>Vivian Manach, Dug HR</i> <i>(305) 224-4465</i> <i>vmanach@cityofhomestead.com</i>
<u>Contractor Fees (In Thousands)</u> <i>\$ 49,500</i>		
<u>Entire Project:</u> <i>\$ 49,500</i>	<u>Work for which "VENDOR" was/is responsible:</u> <i>\$ 49,500</i>	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> <i>Evergreen conducted a Compensation and Benefits Study</i>		
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> <i>Evergreen was solely responsible for the study</i>		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> <i>Stacey Whichel - Project Director</i> <i>Kristen Gully - Project Consultant</i> <i>Team of Analysts</i>		

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> City of Punta Gorda		<u>Client's Name & Address</u> City of Punta Gorda 326 W. Marion Ave Punta Gorda, FL 33950	
<u>Project Manager:</u> Stacey Whichel			
<u>Completion Date (Actual or Estimated):</u> Ongoing but almost complete			
<u>Contractor Fees (In Thousands)</u> \$ 29,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Jeff Payne, HR Mgr (941) 515-3371 jpayne@cityofpuntagordafl.com	
<u>Entire Project:</u> \$ 29,000	<u>Work for which "VENDOR" was/is responsible:</u> \$ 29,000		
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> Evergreen conducted a Classification & Compensation Study			
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> Evergreen was solely responsible for the study			
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> Stacey Whichel - Project Director Kristen Guley - Project Consultant Team of Analysts			

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> <i>City of North Port</i>		<u>Client's Name & Address</u> <i>City of North Port</i> <i>4970 City Hall Blvd.</i> <i>North Port, FL 34286</i>
<u>Project Manager:</u> <i>Stacey Wheelchel</i>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> <i>Yvonne Gibson, HR Coord.</i> <i>(941) 429-7133</i> <i>ygibson@cityofnorthport.com</i>
<u>Completion Date (Actual or Estimated):</u> <i>6/15/2002</i>		
<u>Contractor Fees (In Thousands)</u> <i>\$ 24,000</i>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> <i>Yvonne Gibson, HR Coord.</i> <i>(941) 429-7133</i> <i>ygibson@cityofnorthport.com</i>
<u>Entire Project:</u> <i>\$ 24,000</i>	<u>Work for which "VENDOR" was/is responsible:</u> <i>\$ 24,000</i>	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> <i>Evergreen Conducted a Compensation Study</i>		
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> <i>Evergreen was responsible for the entire study</i>		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> <i>Stacey Wheelchel - Project Director</i> <i>Kristen Gilling - Project Consultant</i> <i>Team of Analysts</i>		

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> <i>DeSoto County</i>		<u>Client's Name & Address</u> <i>DeSoto County</i> <i>201 E. Oak Street</i> <i>Arcadia, FL 34266</i>
<u>Project Manager</u> <i>Rob Williamson</i>		
<u>Completion Date (Actual or Estimated):</u> <i>2/20/2022</i>		
<u>Contractor Fees (In Thousands)</u> <i>\$24,500</i>		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> <i>Latunda Jones, HR Dir.</i> <i>(863) 993-4808</i> <i>L.jones@desotobocc.com</i>
<u>Entire Project:</u> <i>\$24,500</i>	<u>Work for which "VENDOR" was/is responsible:</u> <i>\$24,500</i>	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> <i>Evergreen conducted a Compensation and Classification Study</i>		
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> <i>Evergreen was responsible for the entire project</i>		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> <i>Rob Williamson - Project Director</i> <i>Peter Baekano - Project Consultant</i> <i>Team of Analysts/Support staff</i>		

Section F

References



F. References

As required in the Request for Proposals, we have provided you with the following five references that we feel demonstrate the breadth and quality of the work our team has recently performed as it relates to the services being requested. We invite you to contact our client references as to the quality and timeliness of our consulting projects. Additional references are available upon request.

Compensation Study

City of Bunnell, Florida

Contact Information: Shanea Stankiewicz, (386) 437-7500, sstankiewicz@bunnellcity.us



Compensation and Benefits Study

City of Homestead, Florida

Contact Information: Vivian Manach, Director of Human Resources, (305) 224-4465,
vmanach@cityofhomestead.com



Compensation Study

City of North Port, Florida

Contact Information: Yvonne Gibson, Human Resources Coordinator, (941) 429-7133,
ygibson@cityofnorthport.com



Classification and Compensation Study

City of Palm Bay, Florida

Contact Information: Larry Wojciechowski, Finance Director, (321) 952-3421,
Larry.Wojciechowski@palmbayflorida.org



Classification and Compensation Study

City of Punta Gorda, Florida

Contact Information: Jeff Payne, Human Resources Manager, (941) 575-3371,
jpayne@cityofpuntagordafl.com



Section G

Additional Information



G. *Additional Information*

In this section we provide our overall approach and methodology for conducting the Classification and Compensation Study for the City of Wildwood; a detailed work plan— identifying the tasks, activities, and milestones necessary to accomplish the deliverables included in the scope of work of the Request for Proposals (RFP); a proposed timeline; and our expectations from the City.

G.1 Approach and Methodology

Evergreen Solutions is uniquely qualified to conduct a Classification and Compensation Study for the City of Wildwood as our team includes recognized experts in local government human resources management and understands that there is not a “one size fits all” solution to compensation management. Our approach is built on working collaboratively with all parties to make sound, implementation-focused recommendations.

Specifically, we have developed a methodology that:

- focuses on market competitiveness;
- is based on the organization’s compensation philosophy;
- recognizes that compensation is comprised of more than just base pay levels;
- reflects changes in recent compensation strategies;
- designs custom solutions that take into account the diversity of needs present in the organization and allows you to select the components and options that best meet your overall needs; and
- produces a structure that improves the organization’s ability to recruit, reward, motivate, and retain talent in a competitive environment that includes both public and private sector employers.

We will work closely with the City’s designated Project Manager and the Human Resources Department throughout the process to ensure constant communication of issues, concerns, and potential outcomes. Our consultants work closely with your staff to gain a solid understanding of your current operational realities, challenges, and desired outcomes. Moreover, Evergreen will work with you to balance the needs of the organization and meet its performance goals while carefully managing your resources.

Compensation management has undergone significant transformation in the private sector and over time public sector organizations have mirrored these changes. While compensation once centered on the separate administration of base pay and core benefits, a shift has occurred that has transformed compensation management.



	Progressive organizations now recognize that to effectively recruit, reward, motivate, and retain employees, compensation management requires strategic thinking and planning. Compensation management must support an organization's overall strategic direction. To accomplish this, effective organizations design a compensation philosophy that details where an organization wants to be in relation to the market in key areas. These key areas include cash compensation, benefits, and work/life balance. Compensation is thus a reflection of the organization's philosophy. Evergreen realizes that we will need to tailor our approach to fit the operating, fiscal, and competitive needs of the organization. Recommendations must always reflect competitive needs while supporting the organization's overall mission. Listed below is an overview of the typically recommended approach that Evergreen takes when conducting a study of this nature.
Kick Off Meeting	Evergreen begins each engagement by meeting with our client's leadership team. Frequently, this initial meeting will accomplish several goals, including: • finalizing the project work plan; • identifying milestone and deliverable dates; • gaining insight into the management structure and approach; • collecting compensation and classification data; • identifying additional data needs; and • developing preliminary schedules for subsequent tasks. At this time, we will also request a copy of the employee database that reflects current compensation and classification data.
Communication Plan	Communication is a critical component of any Classification and Compensation Study. Communicating with employees directly and early in the process builds support for the process and the accompanying outcomes. As part of our communication plan, we meet first with key project staff to fully understand the nature and scope of the project. Regular updates are provided to the client's Project Manager and can be posted on the client's intranet site, if available and desired. Additionally, the communication plan for the distribution of the end product, particularly how the results will be distributed to employees, is also critical.
Developing the Compensation Philosophy	An organization's compensation philosophy is designed to support the overall business strategy. It can take many forms, but ultimately the compensation philosophy selected will guide the structure of the overall compensation system. Evergreen will meet with the client's leadership team to ascertain the organization's overall business strategy and document the various alternatives that are available to support that strategy. Based on the client's needs, Evergreen will provide the client with a comprehensive compensation philosophy to guide subsequent decisions. Typically, a consultant can facilitate the process and make recommendations for the compensation philosophy, but the decision will ultimately rest with the organization itself. It is imperative for the client to agree upon a compensation philosophy prior to establishing the remaining components of the compensation system.



Compensation	Our approach to pay plan analysis is based on the belief that compensation should be organization-specific, fair, equitable, and directly tied to strategic goals. To ensure that all these criteria are met, we will conduct an extensive analysis on the relevant labor market, the internal structure and inter-relatedness of jobs within the organization, and the relative worth of jobs within the organization vis-à-vis the compensation philosophy.
Market Survey	A key component of assessing compensation is to consider market position, which is sometimes referred to as external equity or competitiveness. Evergreen's consultants wait until well into the classification analysis to design the market survey to ensure that jobs are understood, anomalies in classification characteristics are documented, and sufficient input has been received. The market survey will obtain standard range information related to minimum, midpoint, and maximum salaries. Data collection will focus on the public sector, but will include information from the private sector where applicable. Further, we will look to include any employers to whom the organization has recently lost employees.
Benchmarks	One of the most important components of the external assessment is in the selection and utilization of benchmark positions for the labor market survey of salary. We will work with the client to identify the appropriate number of benchmark positions to best suit the client's needs in the labor market survey. Based on our experience, we have found that it is simply not practical to survey all positions within the organization—the resulting surveys become too cumbersome for labor market peers to complete, and the response rate on the whole suffers. We ensure, through multiple checks and balances, that the benchmark positions chosen will represent a broad spectrum of positions across the organization, from all job families, pay levels, and functional areas.
Targets	To conduct an external labor market assessment we work with the client to identify the most appropriate targets to survey. Evergreen selects peer organizations based on the local labor competition, regional markets, and class-specific markets. Peer organizations should be those organizations that compete with the client for labor in at least one job family. An appropriate mix of peers in the public and private sectors will be included in the survey, and if necessary, augmented with published secondary data sources. An important factor of our methodology is that the client has the final approval of all aspects of the study. We will not proceed with the analysis unless the client is completely comfortable with the survey targets chosen. Often, there are different factors impacting an organization, such as proximity to a major metropolitan area, technology corridor, or specific market (i.e., military base), that have a direct effect on its ability to recruit and retain employees in specific positions. These factors have to be taken into account when selecting survey targets. Once the targets are selected and approved, the survey instrument is developed and sent to the client for final approval. Subsequent to client approval, the survey is then distributed to the targets in both paper and electronic formats.



**Compensation
Administration
Guidelines**

Evergreen uses a four-fold method of communicating with respondents. Our staff notifies the target group that the survey is being sent or made available, confirms receipt, and encourages participation. Once the data are received, they are cleaned, validated, and summarized. A separate report is issued that shows the results of the salary survey.

In order for clients to maintain the recommended compensation system, Evergreen develops compensation administration guidelines for use by the client after completion of the study. The guidelines will include recommendations on installation and continuing administration of the system. The team first conducts a review of current practices and procedures then assesses their effectiveness, compliance with legal guidelines, and applicability to the recommended system.

Once this review and assessment are complete, revisions to the current practices and/or new guidelines can be recommended, as needed. At a minimum, the recommendations will address areas such as:

- how employees will move through the pay structure/system as a result of transfers, promotions, or demotions;
- how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
- the proper mix of pay;
- how often to adjust pay scales and survey the market;
- timing of implementation; and
- how to keep the system fair and competitive over time.

**System
Maintenance**

Our goal is to produce recommendations that are effective and that can be maintained by our clients. We are strongly committed to providing transparent and replicable solutions. In essence, when we complete our core assignment, our goal is that our client's staff can maintain and update the system on their own. We are readily available to provide assistance, but our goal is to give our clients all the tools and training that are needed. Towards this end we will provide the Human Resources Department with all necessary tools and training to maintain the system over time.

**G.2
Detailed Work
Plan**

Evergreen has provided a detailed work plan to conduct the Classification and Compensation Study for the City of Wildwood in this section. Evergreen understands that the City has 140 full-time employees and 106 unique job descriptions.

Our work plan consists of the following eight tasks:

- Task 1: Project Initiation
- Task 2: Evaluate the Current System



Task 1.0
Project Initiation

- Task 3: Identify List of Market Survey Benchmarks and Approved List of Targets
- Task 4: Conduct a Market Salary Survey and Provide External Assessment Summary
- Task 5: Develop Strategic Positioning Recommendations
- Task 6: Conduct Solution Analysis
- Task 7: Develop and Submit Draft and Final Reports
- Task 8: Develop Recommendations for Compensation Administration

TASK GOALS

- Finalize the project plan with the City.
- Gather all pertinent data.
- Finalize any remaining contractual negotiations.
- Establish an agreeable final time line for overall process, milestones, and deliverables.

TASK ACTIVITIES

- 1.1 Discuss with the City's Project Manager (CPM) and any other key staff the following objectives:
 - understand the objectives for this project, mission and current compensation philosophy (if any);
 - review our proposed methodology, approach, and project work plan to identify any necessary revisions;
 - reach agreement on a process and timeline for the project including all assignments and project milestones/deliverables, beginning and end dates for each phase and additional meetings;
 - establish an agreeable communication schedule.
- 1.2 Identify potential challenges and opportunities for the study. Discuss the strategic direction of the City and some of the short- and long-term priorities. This activity serves as the basis for assessing where the City is going and what type of pay scale will reinforce current and future goals.
- 1.3 Obtain relevant materials from the City, including:
 - related background documents;
 - any previous projects, research, evaluations, or other studies that may be relevant to this project;



**Task 2.0
Evaluate the Current
System**

- organizational charts for the departments and divisions, along with related responsibility descriptions;
- current classification descriptions, salary schedule(s); and
- personnel policies and procedures.

1.4 Review and edit the project work plan and submit a schedule for the completion of each project task.

1.5 Provide regular progress reports to the CPM.

KEY PROJECT MILESTONES

- Comprehensive project management plan
- Comprehensive database of City employees

TASK GOALS

- Conduct a comprehensive preliminary evaluation of the City's current compensation plan.
- Identify the City's compensation philosophy.

TASK ACTIVITIES

- 2.1 Obtain the existing pay structure for the City. Look for potential problems and issues to be resolved. Review related background documents, including the current pay scale.
- 2.2 Determine the strengths and weaknesses of the current pay plan for employees and review current pay grades and identify any pay compression issues that need to be addressed and discuss solutions.
- 2.3 Discuss with the CPM a compensation philosophy of where the City desires to be in the market as it pertains to employee salaries.
- 2.4 Complete an assessment of current conditions that details the pros and cons of the current system for the City as well as highlights areas for potential improvement in the final adopted solution.

KEY PROJECT MILESTONES

- Review of existing compensation plan(s)
- Review related background documents
- Preliminary compensation philosophy
- Assessment of current conditions



**Task 3.0
Identify List of
Market Survey
Benchmarks and
Approved List of
Targets**

TASK GOALS

- Reach an appropriate number and identify the proper benchmark positions for the external labor market salary assessment.
- Identify and develop a comprehensive list of targets for conducting a successful external labor market salary assessment.

TASK ACTIVITIES

- 3.1 Identify the list of classifications to include in the labor market salary survey. **Note:** Evergreen will work with the CPM to select up to 70 classifications to use as benchmarks for the salary survey.
- 3.2 Finalize the list of positions with the CPM.
- 3.3 For each employee group review with the CPM peer organizations to use as targets for the salary survey. **Note:** Evergreen will work with the CPM to select up to 20 targets for the salary survey.
- 3.4 Develop a preliminary list of public and private organizations for the external labor market survey of salary, placing a comparative emphasis on characteristics such as:
 - size of the organization;
 - geographic proximity to the Wildwood area;
 - economic and budget characteristics; and
 - other demographic data.
- 3.5 Develop a list of survey targets by employee group. Develop a system for use of secondary data including potential sources and weighting of secondary data, if necessary.
- 3.6 Review survey methodology with the CPM and refine survey methodology prior to distribution of survey.
- 3.7 After approval of survey methodology, develop contact list of peer organizations and notify peers of impending survey.

KEY PROJECT MILESTONES

- Final list of benchmark positions for the external labor market assessment salary survey
- Initial list of survey peers
- Survey methodology
- Final list of survey organizations and contacts



Task 4.0
Conduct a Market
Salary Survey and
Provide External
Assessment
Summary

TASK GOALS

- Conduct the external labor market salary survey.
- Provide a summary of the salary survey results to the CPM for review.

TASK ACTIVITIES

- 4.1 Prepare a customized, comprehensive external labor market salary survey for the CPM's approval. Discuss questions and categories for the market survey.
- 4.2 Contact the targets for electronic completion of the survey. Provide paper copies by fax, if requested.
- 4.3 Conduct necessary follow-up through e-mails, faxes, and phone calls.
- 4.4 Collect and enter survey results into Evergreen's electronic data analysis tools.
- 4.5 Validate all data submitted.
- 4.6 Develop summary report of external labor market salary assessment.
- 4.7 Submit summary report of external labor market salary assessment results to the CPM.

KEY PROJECT MILESTONES

- Market survey instrument
- Summary report of external labor market assessment results

Task 5.0
Develop Strategic
Positioning
Recommendations

TASK GOALS

- Assess the appropriateness of the City's existing compensation philosophy.
- Develop a plan for all employees, providing issue areas and preliminary recommendations for strategic improvement.

TASK ACTIVITIES

- 5.1 Identify the accepted compensation philosophy and accompanying thresholds.
- 5.2 Using the market salary data collected in **Task 4.0**, and the compensation data reviewed in **Task 2.0**, determine the proper pay ranges for the City's positions.



**Task 6.0
Conduct Solution
Analysis**

- 5.3 Provide a policy recommendation for offer letters based on education and experience for external and internal applicants as well as a recommendation for internal employee reallocation (promotion, transfer, etc.).
- 5.4 Provide a plan to implement the adjustments outlined in Amendment 2 until \$15.00 per hour is reached for the first grade of the salary schedule. The plan will include the cost associated with implementing the September 30, 2026 minimum wage at once, a gradual implementation over a period of time, and the implication to the proposed salary schedule.
- 5.5 Produce a pay plan for the City that best meets its needs from an external equity standpoint.

KEY PROJECT MILESTONES

- Proposed compensation strategic direction, taking into account external equity
- Plan for addressing unique, highly competitive positions

TASK GOALS

- Slot classifications into the revised or new pay scale based on survey results.
- Propose several possible options for implementation.

TASK ACTIVITIES

- 6.1 Use a market-based approach, or other appropriate techniques, to properly slot each classification into the revised or new pay scale.
- 6.2 Place all classifications into pay grades based on **Task Activity 6.1**. Sort alphabetically by job class title, in descending order by range, and by old class title and new class specifications.
- 6.3 Create implementation solutions for consideration that take into account the current compensation philosophy and financial impact, as well as the findings from the compensation analysis. Recommend alternative compensation policy changes.
- 6.4 Determine the best solution to meet the needs of the City in the short- and long-term.
- 6.5 Document the accepted solution.



**Task 7.0
Develop and Submit
Draft and Final
Reports**

KEY PROJECT MILESTONES

- Revised or new pay scale(s)
- Classification assignments by pay grade
- Implementation plan(s)
- Documented final solution

TASK GOALS

- Develop and submit a draft and final report of the Classification and Compensation Study to the City of Wildwood.
- Present the Final Report.

TASK ACTIVITIES

- 7.1 Develop and submit a comprehensive draft report to the CPM that outlines the results of each previous step. The draft report will include an estimate of the cost to implement all recommendations as well as implementation strategies.
- 7.2 Submit the comprehensive draft report to the CPM for review and approval.
- 7.3 Make edits and submit necessary copies of the final report.
- 7.4 Present the final report to the City Commission.
- 7.5 Develop a communication plan for sharing study results with the City's employees.
- 7.6 Develop implementation database to communicate the process and progress of this project to the CPM.
- 7.7 Develop a plan for maintaining recommendations over time.

KEY PROJECT MILESTONES

- Draft and final reports
- Final presentation
- Communication plan
- Implementation and maintenance database



**Task 8.0
Develop
Recommendations
for Compensation
Administration**

TASK GOALS

- Develop recommendations for a maintenance program so administration by City staff may sustain the recommended compensation system/structure.
- Provide training

TASK ACTIVITIES

- 8.1 Develop recommendations and guidelines for continued administration and maintenance of the compensation system, including recommendations and guidelines related to:
- how employees will move through the pay structure/ system as a result of transfers, promotions, or demotions;
 - how to pay employees whose base pay has reached the maximum of their pay range or value of their position;
 - the proper mix of pay;
 - how often to adjust pay scales and survey the market;
 - the timing of implementation; and
 - how to keep the system fair and competitive over time.
- 8.2 Recommend recruitment/retention strategies, where appropriate.
- 8.3 Finalize and present recommendations to the CPM for review.
- 8.4 Provide training to designated staff on the utilization and maintenance of the compensation system.

KEY PROJECT MILESTONES

- Recommendations for compensation administration
- Recommendations for recruitment/retention policies
- FLSA determinations

**G.3
Proposed
Timeline**

Evergreen Solutions possesses the ability, staff, skills, and tools to conduct the Classification and Compensation Study for the City of Wildwood in three months of the project start date and following signing of the contract. This project timeline is based on a tentative start date of December 1, 2022, and a completion date of February 28, 2023.

Our project timeline can be modified in any way to best meet the needs of the City of Wildwood.



G.4 Needs of the City

Evergreen will look to the City's staff for assistance throughout the duration of the project; however, we have found that the most time that we will need staff involvement will occur near the initial commencement of work and will be fairly minimal. Evergreen will request that a Project Manager be designated by the City to serve as our central point of contact. The City's Project Manager (CPM) will have the most frequent interaction and involvement with Evergreen's consultant team.

Some of the functions we anticipate needing assistance from City staff include:

- providing requested data and documents;
- facilitating components of the project communication plan—such as updates of study progress and final study recommendations;
- reviewing interim deliverables and providing feedback; and
- assisting in the resolution of any study issues.

While the initial data collection will represent the majority of the staff time that would be requested by Evergreen Solutions, we anticipate that overall staff time dedicated to the project will be minor—approximately three percent or less of total project hours.

In addition, Evergreen Solutions values feedback and will look to the CPM and other decision makers for guidance at different milestones throughout the project. These milestones will be clearly communicated and agreed upon by Evergreen's Project Director and the CPM.

Based on our experience conducting this type of study, we will request the following types of data and documents to assist our consultant team:

- policies and administrative procedures;
- organizational charts;
- program and compliance reports;
- current pay and classification plan;
- current job descriptions;
- schedule of current salary ranges and pay grades; and
- other documentation that will assist in completing this study.

Evergreen consultants will bring their own computers and cell phones, and we will not require technical expertise from City staff.



Section H

Additional Required Documents



H. Additional Required Documents

As required in the Request for Proposals, we have attached the following forms:

- Proposer's Certification
- Proposal Form
- Statement of Terms and Conditions
- Hold Harmless Agreement
- Drug-Free Workplace Certificate
- Public Entity Crimes Form
- Conflict of Interest Disclosure Form
- Certificate of Insurance
- E-Verify Document



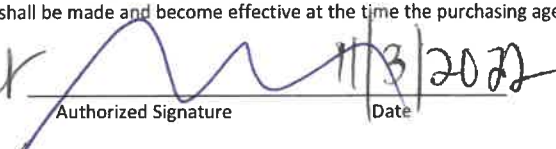
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- Proposer's Certification
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- Public Entity Crimes Form
- Conflict of Interest Disclosure Form
- Certificate of Insurance
- E-Verify Document



PROPOSER'S CERTIFICATION

Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE:	DUE TIME:	RFP # 2022 - 09	
TITLE: Classification & Compensation Study			
VENDOR NAME:		PHONE NUMBER:	
Evergreen Solutions, LLC		850-383-0111	
VENDOR MAILING ADDRESS:		FAX NUMBER:	
2878 Remington Green Cir.		850-383-1511	
CITY/STATE/ZIP:		E-MAIL ADDRESS:	
Tallahassee, FL 32308		jeff@consultevergreen.com	
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."			
Addendum #	Addendum #	Addendum #	Addendum #
10/14/2022			
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, "VENDOR", or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for "CITY", respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to the "CITY" all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the "CITY" discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."			
Dr. Jeff Ling, President Authorized Agent Name, Title (Print)		 Authorized Signature	11/3/2022 Date
<i>This form must be completed and returned with your Submittal</i>			

PROPOSALS FORM FOR CITY OF WILDWOOD



Name of Vendor Submitting Proposals Evergreen Solutions, LLC
Name of Person Submitting Proposals Dr. Jeff Ling

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the "CITY" to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

[Signature]
Signature
11/3/2022
Date

2022-11
RFP Number

[☐] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Statement of Terms and Conditions

20

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposals/Bids on leases of real property to a public entity, may not be awarded or perform work as a "VENDOR", supplier, sub-consultant, or "VENDOR" under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The "VENDOR" shall indemnify and hold harmless the "CITY" and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Proposals, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to csmith@wildwood-fl.gov. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (IBD) must be submitted in writing to the City's Financial Services Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Appointee, or Employee of any of the City's at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith in writing via email to csmith@wildwood-fl.gov before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposals/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each proposer/bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The City and/or his "VENDOR" do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposals/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP's/Bids submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The "CITY" is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, "VENDOR", or person to submit a collusive or sham Proposals in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the City's to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by State law. "VENDORS" or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

CITYSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the "VENDOR" will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The "CITY" will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposers/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

***This document must be completed and returned
with your Submittal***

THE CITY OF WILDWOOD, is a political subdivision of the State of Florida, and reserves the right to cancel this RFP and to reject any and/or all submittals, reserve the right to waive any and all informalities or irregularities, to re-advertise with either the identical or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum terms and Proposals may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City's or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Verison time is hereby established as the Official Time of the City's.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the "VENDOR" name and the words, "Member of the "VENDOR"" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Basis for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the City's intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The "VENDORS" shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the Proposals of the "VENDOR" as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be liable for any costs incurred by Proposers/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the City's representative. All work will proceed in a timely manner without delays. The "VENDOR" shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-Backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the seeking Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the "CITY". These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposers/Bidders are required to use the official RFP/BID FORMS, and all attachments itemized herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposals/bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable.

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The "CITY" is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the "CITY" unless evidenced by a Change Notice issued and signed by the "CITY", or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the "CITY" within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original "CITY" format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED

(Signature and Date)

HOLD HARMLESS AGREEMENT

The "VENDOR" agrees to hold the "CITY" harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use of property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

The "VENDOR" shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The "VENDOR" shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the "CITY" representative requesting the service.

By signature upon this form the "VENDOR" stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Evergreen Solutions, LLC
Vendor-Print Name

Dr. Jeff Ling
Signature

Classification & Compensation Study
Project Name

11/3/2022
Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

DRUG-FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Evergreen Solutions, LLC
(print or type name of vendor)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the "VENDOR"'s policy of maintaining a drug-free working environment, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFP or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFP or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug-free workplace through the implementation of the drug-free workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, "VENDOR" or corporation complies fully with the requirements set forth herein".

[Signature]
Authorized Signature
11/3/2022
Date Signed

State of: FL

County of: Lee

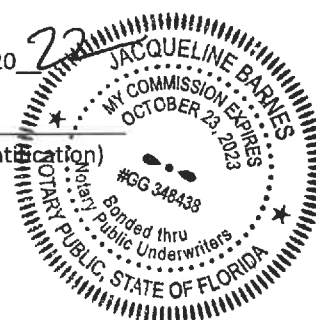
Sworn to and subscribed before me this 3rd day of Nov, 2022

Personally known ☒ or Produced Identification [Signature]
(Specify Type of Identification)

Jacqueline Barnes
Signature of Notary

My Commission Expires 10/23/23

(seal)



This document must be completed and returned with your Submittal

**SWORN STATEMENT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Wildwood
By Dr. Jeff Ling, President
{print individual's name and title}
for Evergreen Solutions LLC
{print name of entity submitting sworn statement}
whose business address is 2878 Remington Green Cir, Tallahassee, FL 32308
and (if applicable) its Federal Employer Identification Number (FEIN) is 201833438 (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders,

employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **{indicate which statement applies.}**

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **{attach a copy of the final order}**

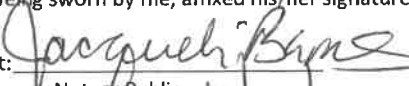
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.


(signature)
11/3/2022
(date)

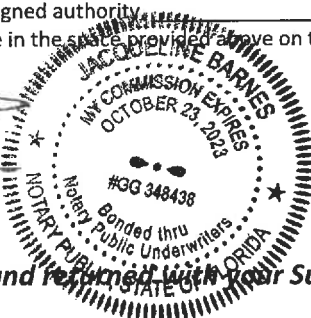
State of FL

County of Leon

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____, who after first being sworn by me, affixed his/her signature in the space provided above on this 3rd day of Nov, 2022

Attest: 
Notary Public
My commission expires: 10/23/23

(Notary Seal)



This document must be completed and returned with your Submittal

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (printed name) Dr. Jeff Ling am the
(title) President and the duly authorized representative of the Vendor of ("VENDOR"
Name) Evergreen Solutions, LLC whose address is
2878 Remington Green Circle, Tallahassee, FL 32308
and that I possess the legal authority to make this affidavit on behalf of myself and the
Vendor for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the Vendor has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid Proposal is made without prior understanding, agreement, or connection with any corporation, Vendor, or person submitting a bid Proposal for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

N/A

Signature: _____

Printed Name: _____

Vendor Name: _____

Date: _____

State of _____

County of _____

Sworn to and subscribed before me this _____ day of _____, 20____

Personally Known ☒

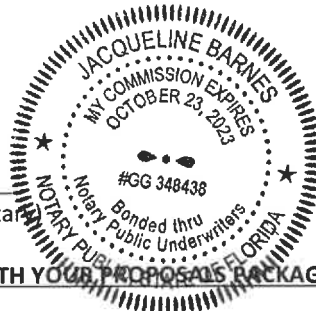
OR Produced Identification ☒

Type of Identification _____

My Commission Expires _____

(Printed, typed, or stamped commissioned name of notary)

THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSALS PACKAGE





EVERSOL-01

MSTOKES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/1/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Florida 1117 Thomasville Road Tallahassee, FL 32303	CONTACT NAME:	PHONE (A/C, No, Ext): (850) 386-1111	FAX (A/C, No): (850) 385-9827
	E-MAIL ADDRESS:		
INSURED Evergreen Solutions, LLC 2878 Remington Green Circle Tallahassee, FL 32308	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Cincinnati Indemnity Company		23280
	INSURER B : Hartford Casualty Insurance Company		29424
	INSURER C : Twin City Fire Insurance Company		29459
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		ENP0586601	8/17/2020	8/17/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY		EBA0586601	8/17/2022	8/17/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$		ENP0586601	8/17/2020	8/17/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	21WECAB8IM0	10/24/2022	10/24/2023	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab		21PG025884622	8/17/2022	8/17/2023	per claim \$ 2,000,000
C	Professional Liab		21PG025884622	8/17/2022	8/17/2023	aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

City of Wildwood
100 N. Main Street
Wildwood, FL 34785

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Immigration Affidavit Certification

This Affidavit is required and should be signed, notarized by an authorized principal of the "VENDOR," and submitted with formal Invitations to Bid (ITBs) and Request for Proposals (RFP) submittals. Further, "VENDORS"/Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the "VENDOR"/s/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the "VENDOR" / Bidder's proposal as nonresponsive.

The "CITY" will not intentionally award City contracts to any "VENDOR" who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

The "CITY" may consider the employment by any "VENDOR" of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the "CITY".

"VENDOR" attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the "VENDOR"/s / Bidder's proposal.

Company Name: Evergreen Solutions, LLC
Print Name: Dr. Jeff Ling Title: President
Signature: [Signature] Date: 11/3/2022

State of IL County of Lea

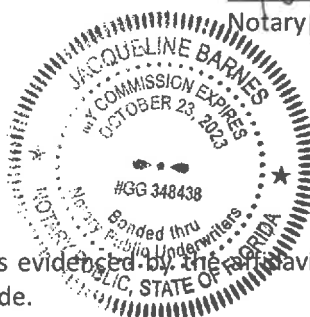
The foregoing instrument was signed and acknowledged before me this 3rd day of Nov

2022 by Jeff Ling who has produced _____ as identification.
(Print or Type Name) (personally known) (Type of Identification and Number)

Jacqueline Barnes
Notary Public Signature

10/23/23
Notary Commission Number/Expiration

Jacqueline Barnes
Printed Name of Notary Public



The signee of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.

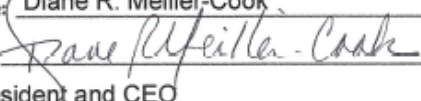


Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

RFP COVER PAGE

Name of "VENDOR", Entity or Organization: Diane Meiller and Associates, Inc.	
Federal Employer Identification Number (FEIN): 204066400	
State of Florida License Number (If Applicable): P06000003013	
Name of Contact Person: Diane R. Meiller-Cook	
Title: President and CEO	
E-Mail Address: dmeiller@meillerassociates.com	
Mailing Address: 4767 New Broad Street	
Street Address (if different):	
City, State, Zip: Orlando, FL 32814	
Telephone: 407-487-1992	Fax:
Organizational Structure – Please Check One:	
Corporation ☒ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☐	
If Corporation:	
Date of Incorporation: 01/04/2006 State of Incorporation: Florida	
States Registered in as Foreign Corporation:	
Authorized Signature:	
Print Name:	Diane R. Meiller-Cook
Signature:	
Title:	President and CEO
Phone:	407-342-3049
This document must be completed and returned with your Submittal.	

PROPOSAL



WILDWOOD
FLORIDA

RFP 2022-12-HR
Classification and Compensation Study
November 3, 2022



Diane Meiller & Associates, Inc.

DM&A Contact:

**Leslie O'Meara, Vice President Human Capital and Organizational
Development**
407-487-1992

lomeara@meillerassociates.com

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Diane Meiller & Associates, Inc.

November 2022

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Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Tab A –Statement of Interest


Diane Meiller & Associates, Inc.

The City of Wildwood
RFP 2022-12

Classification and Compensation Study

November 1, 2022

Dear Selection Committee Members,

Diane R. Meiller-Cook
President, CEO
O 407.487.1992
M 407.342.3049

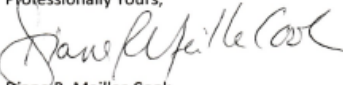
Leslie O'Meara
Vice President, Human Capital &
Organizational Development
Engagement and Project Lead
O 407.487.1992
M 407.342.4668

Diane Meiller and Associates, Incorporated (DM&A) is pleased to submit our qualifications in response to the City of Wildwood, RFP 2022-12 Classification and Compensation Study. It is an honor for DM&A to be considered a strategic compensation partner for Wildwood, Florida. The depth and experience of the proposed team will work to ensure the goals and objectives of this initiative exceed your expectations. Team members include Ralph Parilla, Leslie O'Meara, and Amari Dillard, who have an average of 30+ years of collective experience in Compensation and Organizational Alignment. The engagement would be led by Leslie O'Meara, Vice President of Human Capital, and Organizational Development, with additional oversight by Diane Meiller- Cook, President, and CEO.

For over sixteen years, DM&A has been engaged across industries by state and local municipalities, Fortune 500 firms, medium-sized firms, educational institutions, and others as they implement strategic and operational excellence across the organization. This includes review, revision, restructuring, and recommendations for compensation ranges and job categories. We believe that our blended experience, personalized approach, and commitment to achieving your goals make our firm worthy of consideration to be the partner of choice for this initiative with the City of Wildwood.

The following proposal articulates key relevant experience and qualifications and provides a cost proposal based on our understanding of the level of effort provided by the City of Wildwood. We are confident that our approach, knowledge, quality, and relevance of the deliverables will achieve your intended goals and objectives.

As a Florida-based women-owned consulting firm, it is truly an honor and privilege to present our qualifications to the City of Wildwood for consideration. We extend our sincerest appreciation for your consideration and look forward to a favorable response.

Professionally Yours,

Diane R. Meiller-Cook
President, CEO

4767 New Broad Street, Orlando, FL 32814 | www.meillerassociates.com



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Tab B – Vendor Profile

FORM 1

"VENDOR" PROFILE

Submitted by (Company Name): Diane Meiller and Associates, Inc.

Corporation ☒ Partnership ☐ Individual ☐ Joint Venture ☐

Other ☐ Describe:

Florida Contractor License Number: P06000003013 Expiration Date: 12/31/2022

Office Location: 4767 New Broad Street, Orlando FL 32814

Number of people in your organization: 14

Length of time the organization has been doing business under this name in Florida: 16.5 years

Length of time your organization has provided services to governmental clients: 16.5 years

Under what other name(s) has your organization operated: N/A

Has or is your organization currently involved in any formal court proceedings regarding any of your contracts?

YES ☐ (attach a detailed explanation) ☐ NO ☒

State of Florida Department of State

I certify from the records of this office that DIANE MEILLER AND ASSOCIATES, INCORPORATED is a corporation organized under the laws of the State of Florida, filed on January 6, 2006, effective January 4, 2006.

The document number of this corporation is P06000003013.

I further certify that said corporation has paid all fees due this office through December 31, 2022, that its most recent annual report/uniform business report was filed on January 3, 2022, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Seventeenth day of February,
2022*



Randy R. Lee
Secretary of State

Tracking Number: 4488476157CU

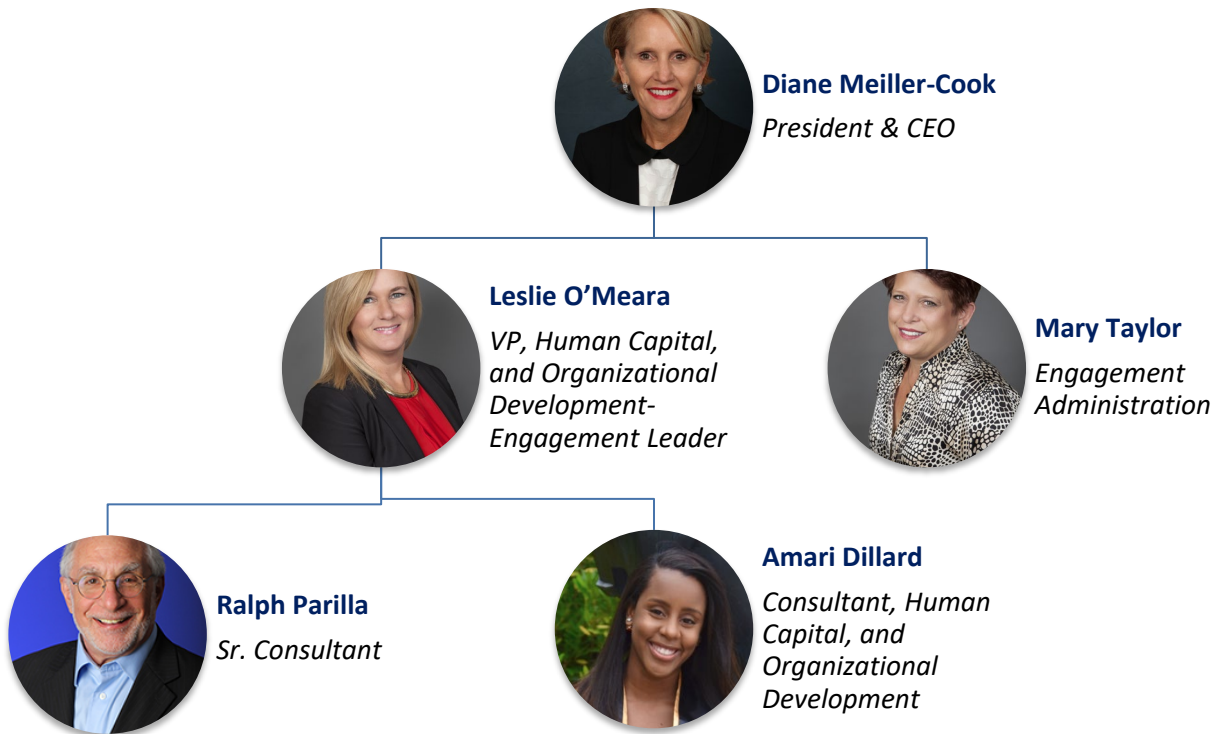
To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>

Tab C-Team Composition and Resumes

Engagement Organizational Hierarchy

As mentioned above, Diane Meiller & Associates is a Performance Excellence consulting firm with deep expertise in Human Capital and Organizational Development, including Compensation Assessments, Job Description creation and revision, and Career Pathing. The City of Wildwood Compensation Study engagement will consist of the organizational structure shown below:



Subcontractors

Our partnership with Ralph Parilla and Associates runs deep, working collaboratively to provide compensation analysis and recommendations for several clients including Seminole County Public Schools, Utilities Commission of City of New Smyrna Beach, Flight Safety International, Dr. Phillips Center for the Arts, and Prospera Inc. (formerly Hispanic Business Initiative Fund) to name a few. Additionally, Ralph Parilla has deep expertise in compensation practices with municipalities including the City of Ocala, Orange County Clerk of Courts, and the Ft. Pierce Utility Commission, where he is retained to provide ongoing compensation analysis for these organizations. See *engagement team biographies below*.



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Contact Information:

Ralph M. Parilla, Jr.
President
Parilla & Associates
PO Box 15670
Plantation, FL 33318
(954) 587-7431 (Office)/ (954) 802-6695 (Cell)

Engagement Management

The consultant team at DM&A is adept at engagement and time management when committed to delivering results for our clients. Each consultant on the City of Wildwood compensation engagement will manage their time and engagement effort through internal project tracking tools to ensure deliverables are produced on schedule and within the agreed upon budget/cost proposal.

Leslie O’Meara, DM&A’s Vice President/Practice Leader for Human Capital, and Organizational Development will collaborate with the team, meeting several times per week, to ensure the project remains on track. In addition, weekly sponsor meetings and Bi-weekly status reports will be developed and delivered to the client executive sponsor to ensure deliverables are achieved in a timely manner.

Diane R. Meiller-Cook

President and CEO, Diane Meiller and Associates, Inc.

A dynamic change leader with specific expertise in global enterprise strategic planning, change management, and corporate organizational realignment, Ms. Meiller-Cook possesses the expertise to collaborate effectively with senior leaders to assess and leverage an organization's human capital resources to optimize its ability to achieve objectives. Ms. Meiller-Cook is a regular presenter on the topics of Change Management, Strategic Planning, Organizational Alignment, and Leadership Optimization.

Ms. Meiller-Cook has over 25 years of experience in multiple industries, specializing in the areas of Business Strategy and Leadership, Marketing and Sales, Human Resources, and Operations Management. Starting her career with Human Resources at IBM in East Fishkill, New York, she was then recruited for Sales and Marketing assignments in Tucson, Boston, and Manhattan, where she received numerous commendations for outstanding performance, including the IBM's Chairman's Award. She joined EDS where she spent five years in the areas of Business and Strategic Planning, Recruiting, Marketing, and Business Development, leading transition efforts because of mergers and acquisitions in new market areas including Geographic Information Systems, Optical Imaging, and Outsourcing services.

Upon relocating to Florida twenty years ago, she ran Branch and Regional Operations in the IT Solutions industry where there was a significant focus on business alignment, after-market acquisition strategy and transition, and corporate-wide client business relationship management with global organizations. After a short engagement with a venture capital organization specializing in offshore SOX compliance services in South America, Ms. Meiller-Cook opened a management consulting company in January 2006, and has since worked with numerous medium and large organizations in Strategic Planning, IT Assessment and Governance, PMO, Business Process Analysis and Improvement, Metrics Based Management and KPI's, Performance Excellence Customer Service Training, Corporate Reorganization and Alignment, and Executive Coaching and IT Project Management and Delivery.



Education, Licenses & Certifications:

- BS, Northeastern University
- Prosci®, Change Management Certified

Professional Affiliations:

- Society for Information Management (SIM)
- Project Management Institute (PMI)

Speaking Engagements:

- Panel Member, CIO Forum
- Panel Member, Young Women's Leadership Symposium
- Hispanic Association of Lockheed Martin
- Orange Appeal Women's Conference
- HD Supply Women's Leadership Group

Specific Areas of Expertise Include:

Organizational Assessment and Alignment: With a professional background in Human Resources and Business Development and Operations, Ms. Meiller-Cook has a long history of aligning organizations to best suit the business's needs. She has effectively identified strengths and gaps in enterprise-level competencies, and crafted leadership development plans with supporting metrics and performance standards to meet the demanding needs of the enterprise in both private and public sector institutions. Examples include Florida Virtual School, Orange County Clerk of Courts, Palm Beach County Clerk of Courts, Reedy Creek Improvement District and Global Personalized Academics.

Strategic Planning: Ms. Meiller-Cook is adept at providing clients with the insight and direction needed to create and implement strategic business plans, both departmentally and enterprise-wide. She has assisted clients in identifying long and short-term business goals and how to effectively meet the needs of a growing organization. Ms. Meiller-Cook has successfully developed strategic plans for Orange County Clerk of Courts, Fulton County Schools, JMHS, Florida Hospital CVI Foundation, and Florida Virtual School.

Concept Development: With a background in marketing and business operations, Ms. Meiller-Cook has assisted Fortune 500 organizations in leading and developing business concepts to enhance and grow their operations. Her expertise in Brand Identification and Marketing, Business Process Analysis and Refinement, PMO development, and Performance Excellence Customer Service has enabled her to evaluate all aspects of an organization's value to define and develop business concepts to ensure competitive edge.

Community Leadership and Mentoring: Ms. Meiller-Cook devotes momentous time leading and contributing to numerous community/charitable organizations. In 2007, she created a mentoring program for teenage girls to teach critical leadership and professional skills combined with the importance of community engagement. The Me and My Community™ program is now a partnership with Orange County Public Schools and Junior Achievement of Central Florida. It is considered by many regional leaders as one of the most effective mentoring programs in Central Florida because the participants receive mentoring in leadership and collaboration from some of Orlando's most prominent female leaders while developing realistic solutions to society's most pressing problems.

Leslie A. O'Meara, SPHR, SHRM-SCP

Practice Leader, Human Capital, and Organizational Development

Ms. Leslie O'Meara leads the Human Capital and Organizational Development practice for DM&A, managing all aspects of related client engagements including project resources and deliverables. She consults with many DM&A clients, providing Human Resources, Organizational Alignment, and Change Management expertise. She recently completed an engagement where she led a Human Resource organizational assessment that provided a gap analysis between current state and a desired future state and made recommendations for industry best practices, including compensation, talent acquisition, and performance management. During this time, she provided interim Human Resource leadership, providing operational HR support to the enterprise. Additionally, she has been engaged to develop revised position descriptions and competency and compensation analysis for several municipalities including Orange County Clerk of Courts, Palm Beach County Clerk and Comptroller's Office, and Reedy Creek Improvement District. Ms. O'Meara has also successfully completed numerous engagements for Florida Virtual School, providing organizational assessments, re-alignments, change management, and process realignment in Human Resources, Information Technology, Community Relations, and Curriculum Development.

Prior to joining DM&A, Ms. O'Meara held positions in Business and Resource Development for a global Information Technology services and solutions company. In addition, she spent several years as a Senior Human Resource Generalist for Office Depot, Inc. headquartered in Sanford, Florida where she was responsible for recruitment, staff augmentation, compensation and s, employee retention, and organizational change management, and staff development for the 400+ employees within the Information Technology division. She began her career in Education, as a full-time teacher for Orange County Public Schools.

Additionally, Ms. O'Meara is actively involved in the Central Florida community as a member of SHRM, and Greater Orlando SHRM. She lends her expertise in recruitment and development by participating at the Co-Chair for the annual Me & My Community™ event which provides mentorship and learning opportunities to young women in the Orange County Public School System.



Leslie O'Meara, SPHR

Practice Leader, Human Capital and Organizational Development

Education, Licenses & Certifications:

- BS, Florida State University
- MSHRM, Nova Southeastern University
- Senior Professional Human Resource Certification (SPHR)

Professional Affiliations:

- SHRM
- Greater Orlando SHRM

Ms. O'Meara earned her undergraduate degree from the Florida State University and her master's degree in Human Resource Management from Nova Southeastern University. Additionally, she is a certified Senior Professional in Human Resources through the Human Resource Certification Institute and is a Senior Certified Professional in Human Resources, designated by SHRM.

Specific Areas of Expertise Include:

Compensation Assessment: Much of Ms. O'Meara's experience includes conducting enterprise and departmental organizational compensation assessments. Using specific techniques including organizational surveys, assessment interviews, focus group sessions, and market-base comparable data research, Ms. O'Meara can determine what knowledge, skills, and experience are needed to create a well-functioning team environment, and aligns compensation plans accordingly.

Organizational Development: Ms. O'Meara has worked in the discipline of Organizational Development for many years with both Office Depot, Inc., and Diane Meiller & Associates. While at Office Depot, Inc. she was responsible for creating a formal succession plan for the supervisory and management teams within the IT division. In addition, she has created training and development plans to ensure success for each team member. She is certified as a Predictive Index® Analyst and has created development plans for each member of the DM&A consulting team to ensure long-term success.

Change Management: Engaged by a large global manufacturing organization, Ms. O'Meara developed and implemented a world-wide change management effort related to the outsourcing of the IT infrastructure organization. She worked closely with branches of the company, located on five continents, ensuring the communication plan was distributed effectively and that buy-in was achieved.

Strategic Planning: Ms. O'Meara has frequently been engaged to work with organizations in mapping out their strategic plans. She recently worked with a public sector organization in defining their long-term strategic planning, delving into each individual department to outline goals and objectives and assign specific priorities and metrics that will ensure proper measurement. She is skilled at creating both operational and enterprise-wide plans, successfully achieving buy-in from the client, and working closely with leadership to ensure effective implementation.

Interim Leadership: Ms. O'Meara recently provided interim HR leadership for a mid- sized financial services company, leading a department of three. Here, she provided daily operational support, including payroll, employee relations, talent management, and recruitment. Additionally, she created policies and procedures, creating formal Standard Operating Procedure documents to be distributed through the enterprise intranet application.

Ralph M. Parilla, Jr.

Senior Consultant, Compensation

Ralph M. Parilla, Jr. specializes in Management Training and Human Resources consulting, including Compensation Analysis, Position Analysis, Job Classification and Core Competency determination. His experience includes several years in Human Resources positions at Motorola and Gould. He also worked as the Southeast Vice President of the Employers Association of Florida.

Mr. Parilla's experience includes fourteen years at Motorola, where he worked in a variety of assignments in divisional, corporate, and international operations. His last two assignments were at the Director level with responsibility for Motorola's Human Resources operations in the Asia/Pacific region, and then in Florida and Puerto Rico.

His experience with Gould (later Encore Computer) included Director level assignments in Compensation, s, Employee Relations, Employment and Recruiting, and EEO.

Since 1986, he has conducted training programs and made convention and seminar presentations for client organizations in a variety of enterprises such as state, county, and municipal government, and numerous industries including computers, machine tools, health care, food service, telecommunications, agriculture, aviation, biological products, country clubs, electronics manufacturing, printing, retail, and construction. These programs have ranged from first level supervisory courses through CEO level seminars.

Consulting assignments include extensive work in Compensation projects such as pay plan design, job evaluation, job descriptions, and salary surveys. Other consulting activities encompass employee relations issues, performance appraisal design, EEO Charge resolution, Human Resources policy and handbook writing, meeting facilitation, and strategic planning.

His involvement in the community includes being on the founding Board of Directors of the Adam Walsh Center. He was the Center's Chairman of the Board from 1982 until the merger with the National Center for Missing and Exploited Children in 1990. Since joining the NCMEC Board, he was an active board member until 2014, chairing several committees and serving on the Board's Executive Committee. He recently served as Chairman of the Board



Ralph M. Parilla, Jr.

Senior Consultant

Education, Licenses & Certifications:

- BS, St. Louis University
- Adjunct Professor, Florida Atlantic University

Professional Affiliations:

- Board Member, Workforce Executive Board (Workforce One)
- Florida State Job Training Coordination Council, Governor appointed
- Adam Walsh Children's Fund, Past National President
- National Center for Missing and Exploited Children, Executive Committee

of Directors. In addition to his work on the NCMEC board, he has been active in workforce development issues for over 30 years. He is the past Chair of the Work Force One Board of Directors. He was also active in the Broward County Crime Stoppers Program, serving as chairperson of the board. He was also a volunteer Suicide Crisis Line Counselor for eight years and was a member of their Board of Directors.

Specific Areas of Expertise Include:

Compensation Analysis: Much of Mr. Parilla's experience has been conducting enterprise and departmental compensation assessments. Using specific techniques including organizational surveys, assessment interviews, and focus group sessions, Mr. Parilla can determine what knowledge, skills, and experience are needed to create effective job descriptions and classifications. He has worked extensively with government agencies within Florida to develop the core competencies need to fully design pay plans, job descriptions and performance appraisal design.

Organizational Development: Mr. Parilla has worked in the discipline of Organizational Development throughout his career with both his own firm and while at Motorola. While at Motorola he was responsible for all HR Operations in Florida, Puerto Rico, and the Asia/Pacific region. He has been involved in creating succession plans for several departments and he has created training and development plans to ensure success for each team member.

Management Training: Mr. Parilla has developed and conducted training programs for several organizations in a variety of enterprises including state, county, and municipal government. He is also an Adjunct Professor at Florida Atlantic University in Boca Raton, Florida where he teaches a variety of Executive Business Courses including Performance Management, Leadership, and Strategic Planning.

Amari Dillard

Consultant, Human Capital, and Organizational Development

Ms. Amari Dillard is a member of DM&A's Human Capital and Organizational development practice for DM&A. As an HR Consultant, she collaborates with clients on various human resource engagements such as compensation, talent acquisition strategy, and process improvement. She recently completed an engagement where she worked in all aspects of onboarding process improvement for large system implementation, ensuring the success of long-term acceptance by the staff. In addition, she has completed an engagement for the City of Wildwood, providing subject matter expertise and change management for implementing their new classification and compensation system.

Before joining DM&A, Ms. Dillard held multiple positions in Talent Acquisition within healthcare for UF Health. During this time, she was responsible for recruitment efforts, contract management, employee retention, compensation and benefits, organizational change management, and staff development for the 3,000+ employees of the hospital. She began her career in healthcare as a full-time patient access specialist.

Ms. Dillard earned her undergraduate degree from the University of Central Florida and her Master of Business Administration degree, with a concentration in Human Resource Management from Saint Leo University.



Amari Dillard

Consultant, Human Capital & Organizational Development

Education, Licenses & Certifications:

- BS, University of Central Florida
- MBA, HRM Concentration, Saint Leo University

Professional Affiliations:

- SHRM
- Greater Orlando SHRM

Specific Areas of Expertise:

Talent Acquisition: Ms. Dillard has been a trusted human resource professional in the healthcare, developing performance excellence-driven cultures for DM&A clients. She has provided HR subject matter and human resource process expertise to the State of Florida clientele for the past year. Over the next six months, she will work closely with the project team to enhance talent acquisition and compensation efforts for multiple engagements. Her understanding of the back-end system enables her to support system administration duties effectively. It helps develop and execute an effective talent acquisition plan to ensure organizational acceptance of new tools and associated processes.



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Onboarding Process and Implementation: Engaged by one of the largest school districts in the country, Ms. Dillard is currently developing and implementing an effective onboarding process effort for the organization. In her previous role, she successfully implemented PeopleSoft to enhance her department's onboarding and human resource processes. In addition, she developed and led recruitment implementation systems for a large hospital in Central Florida. Utilizing communications, tools, talent development management, and training, she helped successfully launch the implementation on time with organizational buy-in at all levels.

Human Resource Process Improvement: Ms. Dillard has been an integral team member in human resource process engagements. She recently completed an engagement where she documented “as-is” and “to-be” process flows, identifying workflow efficiencies and cost reduction in staffing and onboarding. During this engagement, she worked on a process improvement initiative at the school district, where she evaluated the onboarding process and made recommendations for a future state. She helped streamline state reporting processes to enable a more efficient workflow.

Tab D- Cost

Diane Meiller & Associates proposes the following investment schedule for the scope of work of associated tasks required to fill the requirements as outlined in RFP 2022-12 for the City of Wildwood.

Scope	Proposed Cost
<i>(Includes tasks associated with compensation analysis and recommendation)</i>	
Classification and Compensation Study To include: • Review client materials • Conduct benchmark market analysis • Integrate market analysis in the city's pay plan and provide recommendations • Analysis of fiscal impact • Present draft of recommendations • Final presentation to commission • Develop policy recommendations and train existing personnel on utilization <i>(Please reference page eight in RFP 2022-12)</i>	\$41,500
Additional Optional Services	\$15,000
Total	\$56,500



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Tab E-Illustrative Work

Attachment A- City of Ocala

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> City of Ocala, Ocala, FL <u>Project Manager:</u> Chris Watt		<u>Client's Name & Address</u> Chris Watt 110 SE Watula Ave Ocala, FL 34471
Completion Date (Actual or Estimated): 02/2020		
<u>Contractor Fees (In Thousands)</u> \$20,300 and ongoing retainer relationship		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Chris Watt Chief of Staff cwatt@ocalafl.org 352-401-3994
<u>Entire Project:</u> \$ 20,300	<u>Work for which "VENDOR" was/is responsible:</u> \$ 20,300 and ongoing	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) -Compensation and classification study -Compilation of data and formulation of recommendations -Ongoing relationship to perform similar work for new and revised positions		
<u>Nature of "VENDOR"s Responsibility in Project</u> (Please give quantitative indications wherever possible) Full responsibility for engagement which includes review of the organization's current pay and classification structure, market assessment and comparison, recommendations, and presentation of compiled data relevant to the study.		
<u>"VENDOR"s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"s Project</u> Ralph Parilla		



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Attachment B- Utility Commission, City of New Smyrna Beach

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> Utility Commission, City of New Smyrna Beach		<u>Client's Name & Address</u> City of New Smyrna Beach 200 Canal Street P.O.Box 100 New Smyrna Beach, FL 32170
<u>Project Manager:</u> Maureen Lynch		
Completion Date (Actual or Estimated): 02/2022		
Contractor Fees (In Thousands) \$28,000		<u>Client Contact Name, Title, Email Address and Telephone Number.</u> Maureen Lynch Procurement Manager (386) 424.3046 MLYNCH@UCNSB.ORG
Entire Project: \$28,000	Work for which "VENDOR" was/is responsible: \$28,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) To complete a market based compensation analysis based on research of similar organizations in size and scope for comparison. Completed development of compensation ranges of six markets creating a minimum, midpoint, and maximum range structure.		
<u>Nature of "VENDOR"'s Responsibility in Project</u> (Please give quantitative indications wherever possible) Reports included market-based compensation structures using analysis of other organizations.		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> Leslie O'Meara		



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Attachment C- Orange County Clerk of Courts

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> Orange County Clerk of Courts, Orlando, Florida		<u>Client's Name & Address</u> Cathi Balboa 425 N Orange Ave Orlando, FL 32801
<u>Project Manager:</u> Cathi Balboa		
Completion Date (Actual or Estimated): Ongoing Retainer		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Cathi Balboa Chief Administration Officer cathleen.balboa@myorangeclerk.com 407-836-6343
Contractor Fees (In Thousands) \$21,000		
Entire Project: \$ 21,000	Work for which "VENDOR" was/is responsible: \$ 21,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Analyzing the documents, conducting research on assessment tools; applying assessment tools; analyzing the results of the assessment and summarizing findings; developing recommendations and presenting the findings and recommendations		
<u>Nature of "VENDOR's Responsibility in Project</u> (Please give quantitative indications wherever possible) Compensation Assessment and Recommendations		
<u>"VENDOR's Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY's Project</u> Ralph Parilla		



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Attachment D- Seminole County Schools

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> Seminole County Schools, Sanford, FL		<u>Client's Name & Address</u> Serita Beeman 400 E Lake Mary Blvd Sanford, FL 32773
<u>Project Manager:</u> Kim Dove		
Completion Date (Actual or Estimated): 01/2019		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Serita Beeman Superintendent grace_gonzalez@scps.k12.fl.us 407-320-0006
Contractor Fees (In Thousands) \$27,000		
Entire Project: \$ 27,000	Work for which "VENDOR" was/is responsible: \$ 27,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) -Review collected data provided by SCPS -Gather additional information from specified organizations -Gather data for the Central Florida labor market -Complete market analysis -Compare to SCPS Maintenance salary ranges and current compensation to the data obtained		
<u>Nature of "VENDOR"'s Responsibility in Project</u> (Please give quantitative indications wherever possible) Documented analysis of the gathered compensation data and recommended salary structure including banding and / or leveling of the existing department positions.		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> Leslie O'Meara		



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Attachment E- Flight Safety International

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> Flight Safety International Columbus, OH		<u>Client's Name & Address</u> Tina Rourk 4010 Bridgeway Ave Columbus, OH 43219
<u>Project Manager:</u> Tina Rourk		
<u>Completion Date (Actual or Estimated):</u> 12/2022		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Tina Rourk Vice President/ Chief Information Officer tina.rourk@flightsafety.com
<u>Contractor Fees (In Thousands)</u> \$70,000		
<u>Entire Project:</u> \$ 70,000	<u>Work for which "VENDOR" was/is responsible:</u> \$ 70,000	
<u>Scope of Entire Project (Please give quantitative indications wherever possible)</u> -Review market-based compensation assessments -Supplemental compensation benchmarking -Revise IT compensation structures		
<u>Nature of "VENDOR"'s Responsibility in Project (Please give quantitative indications wherever possible)</u> -Completed market-based analysis by role -Benchmarked two for-profit organizations -Developed compensation bands and aligned to current organizational structure		
<u>"VENDOR"'s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"'s Project</u> Leslie O'Meara		



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Tab F-References

The following are professional references who can confirm DM&A/Ralph Parilla's ability to perform the services described in this response:

Utility ¹ Commission of New Smyrna Beach	Utility	Scope: Compensation Assessment & Recommendations	February 2022	Efren Chavez, CFO Phone 386-424-3059 echavez@ucnsb.org
Seminole County Public Schools ²	K-12 Public School District	Scope: Compensation Assessment & Recommendations	October 2018 – January 2019	Serita Beeman, Superintendent Contact: Grace A. Gonzalez Executive Manager, Office of the Superintendent 407-320-0006, Office grace_gonzalez@scps.k12.fl.us
OUC ³	Utility	Scope: Organizational Alignment/Design, Change Management, Communications	2015 to Current	Linda Ferrone, Chief Customer Officer Phone 407.434.2189 lferrone@ouc.com
Flight Safety International ⁴	Aviation	Scope: Compensation Assessment and Career Pathing	2022	Tina Rourk Vice President/ Chief Information Officer tina.rourk@flightsafety.com Donna Lash Vice President of Admin/HR Operations 615-562-8035 donna.lash@flightsafety.com
Orange County Clerk of Courts ⁵ (Work performed by Ralph Parilla & Associates)	Municipal Government	Scope: Compensation Assessment and Recommendations	2019 to Current	Cathi Balboa, Chief Administration Officer (Retired) (407) 836-6343 cathleen.balboa@myorangeclerk.com

¹ Completed by DM&A in partnership with Ralph Parilla & Associates

² Completed by DM&A in partnership with Ralph Parilla & Associates

³ Completed by DM&A

⁴ Completed by DM&A in partnership with Ralph Parilla & Associates

⁵ Completed by Ralph Parilla & Associates/DM&A has completed previous Organizational Alignment engagement

Tab G-Additional Information

DM&A Approach and Methodology

DM&A Methodology

DM&A's methodology on every engagement is framed by leveraging our extensive project management and change management experience. Our team will form a partnership with our contacts at the city and share our project management and change management techniques to ensure on-time delivery of timeline milestones and smooth transitions associated with implementing recommended changes. We anticipate the City's HR resource will spend 20 – 40 hours over the span of this engagement assisting with introductions, scheduling, and providing information regarding current job titles, descriptions, and salary ranges. Additionally, as part of our project management protocol of maintaining timelines, we would request a 48-hour turnaround on requested information.

DM&A understands the City of Wildwood places a high value on performance excellence in Human Capital and Organizational Development and therefore recognizes the importance of refined job descriptions with associated competencies and compensation practices that align with the City's enterprise goals and objectives. An effective approach to this process begins with understanding the current environment, which requires the facilitation of collaborative leadership sessions where there is engagement by each participant to identify and/or validate current job descriptions, competencies, knowledge, and compensation practices that support the organization's mission and goals. DM&A will also assess several organizational components which are essential in the development of revised job descriptions and classification families, including legislative constraints and requirements, organizational needs, and position relevancy to ensure successful adoption and ongoing alignment to talent acquisition and performance management programs. DM&A's strategic approach to accomplishing these initiatives involves five (5) steps: communication, identifying the current state, analyzing the existing roles, responsibilities, and associated salary ranges to identify gaps, developing recommendations for future state job descriptions and compensation structure, and developing a plan for ensuring the maintenance and integrity of the ongoing review and reinforcement in a performance-based, market-driven environment. Details on each of the five (5) steps are outlined below (Figure 1):

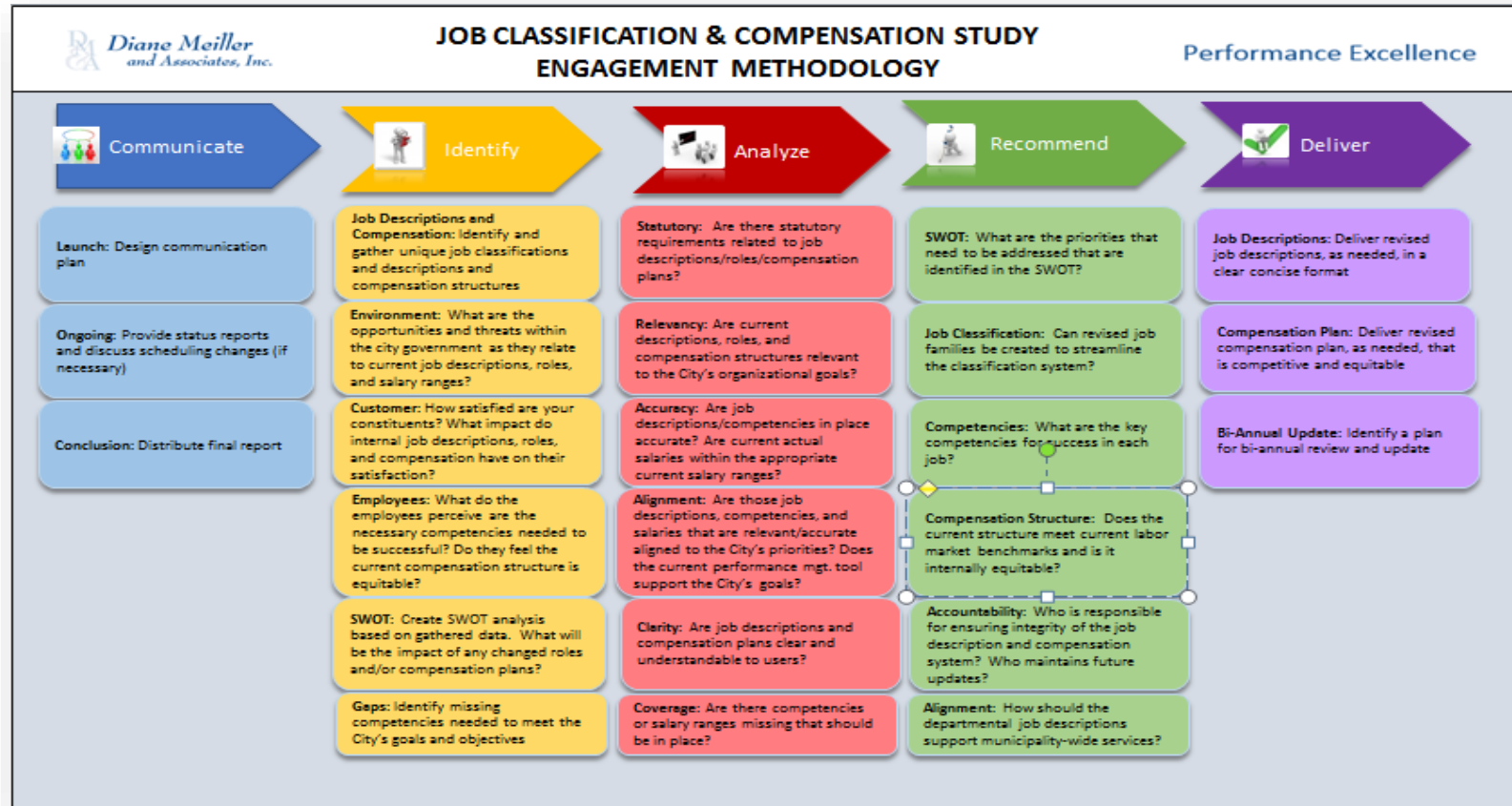


Figure 1: DM&A Job Classification & Compensation Study Engagement Methodology

Communicate

Launch: Design communication plan

Ongoing: Provide status reports and discuss scheduling changes (if necessary)

Conclusion: Distribute final report

Step 1: Communicate

Communication is a paramount component of a successful project and collaborating with stakeholders early and often lays the groundwork for employee engagement and acceptance. DM&A's communication plan is built on four (4) key components: quality of the message, communicating with the appropriate personnel, communicating at the right time and frequency, and using the preferred method of communication. DM&A will conduct a kickoff meeting with the City's designated project manager with the following objectives:

- Establish a schedule which includes key stakeholders, messages, frequency, and preferred method of communication (i.e., email, focus groups, intranet, individual interviews, etc.)
- Agree upon expectations regarding requests for information and follow-up (e.g., send request and one (1) follow-up communication, response within two business days, etc.)
- Collaborate with the assigned project team to finalize the project plan schedule for responsibilities (consultant's and client's), milestones, and deliverables.

As an initial step in kicking off the engagement, the DM&A team will create an announcement for the City's Executive Sponsor to send to the staff and other stakeholders, introducing our team, the project initiative, the engagement process, and expectations throughout the process to ensure successful delivery of desired outcomes.

Ongoing communications will include project status reports and meetings at intervals decided in the kickoff meeting. Status reports will include accomplishments, next steps, milestone and deliverable status, risks and mitigation required to effectively manage the project timeline. During the project status meetings there will be collaborative discussions regarding the progress of the engagement, milestones achieved, potential obstacles, and any needed remediation.

At the conclusion of the engagement, DM&A will provide a report of our findings and recommendations and present these to the executive sponsorship team.

Identify

Job Descriptions and Compensation:

Identify and gather unique job classifications and descriptions and compensation structures

Environment: What are the opportunities and threats within the city government as they relate to current job descriptions, roles, and salary ranges?

Customer: How satisfied are your constituents? What impact do internal job descriptions, roles, and compensation have on their satisfaction?

Employees: What do the employees perceive are the necessary competencies needed to be successful? Do they feel the current compensation structure is equitable?

SWOT: Create SWOT analysis based on gathered data. What will be the impact of any changed roles and/or compensation plans?

Gaps: Identify missing competencies needed to meet the City's goals and objectives

Step 2: Identify

The City of Wildwood has identified a total of 110 full-time equivalent employees, thirty part-time employees, and twenty seasonal employees in approximately fifty-four unique full-time and twenty-nine part-time classifications which cover a variety of job functions and services along with Executive, Managerial, Legal, Technical, and Administrative Support position classifications. These job descriptions will provide DM&A with a starting point to begin identifying those competencies and skills which best support the organization's goals and objectives while meeting these service expectations of the City's constituents.

DM&A will leverage in person interviews with internal department leaders, and gather employee feedback via questionnaire, to determine which job descriptions are accurate, those that need updating, and any that need to be created. Leaders will identify at least fifty roles that are particularly challenging, for which the DM&A team will conduct deeper dives with the associated employees to determine the appropriate and accurate background, education, and experience needed. In the event there is limited data available, DM&A will gather the information through additional focus group sessions, surveys, interview sessions, and other research to ensure a comprehensive effort and understanding of the current state of existing departmental job descriptions and their associated competencies.

DM&A will identify the current salary of each position, the salary range for each position, and current salary ranges for similar positions in the relevant labor market. Additional consideration will be given to any

specific compensation policies the city may have in place that would impact a revised compensation structure.

Analyze

Statutory: Are there statutory requirements related to job descriptions/roles/compensation plans?

Relevancy: Are current descriptions, roles, and compensation structures relevant to the City's organizational goals?

Accuracy: Are job descriptions/competencies in place accurate? Are current actual salaries within the appropriate current salary ranges?

Alignment: Are those job descriptions, competencies, and salaries that are relevant/accurate aligned to the City's priorities? Does the current performance mgt. tool support the City's goals?

Clarity: Are job descriptions and compensation plans clear and understandable to users?

Coverage: Are there competencies or salary ranges missing that should be in place?

Step 3: Analyze

Once the job descriptions, salary ranges, compensation policies, and any associated issues have been identified, the team will conduct a thorough review of departmental roles to determine the relevancy and accuracy as it relates to departmental and organizational mission and services provided. Job descriptions will be reviewed to ensure compliance with EEO, ADA, and FLSA regulation. Individual job role reviews will be conducted to determine if opportunities exist for revision to provide additional alignment in areas like talent management and professional development.

A point factor system will be utilized to develop job classifications. This will provide clear distinction among job levels, promote internal equity, and provide legally defensible classification specifications for EEO, ADA, FLSA, and workers' compensation grievances. The points will be assessed using the following criteria:

- Required knowledge/education/training – essential knowledge/training/certificates preliminary to learning the position
- Necessary experience – length of time of prior experience necessary to perform duties effectively under normal supervision
- Latitude – supervision received
- Accuracy – level of responsibility for preventing errors and seriousness of results of errors
- Contacts with others – duties of meeting, dealing with, or influencing other persons
- Confidentiality – integrity and discretion required in safeguarding confidential data obtained in normal performance of duties
- Mental or visual demand – degree of mental or visual attention required to perform the duties of the position
- Working conditions – surroundings or physical conditions under which the work is performed
- Character of supervision – degree or kind of supervision exercised
- Scope of supervision – size of supervisory responsibility

Once job classifications have been determined, DM&A will analyze current salary ranges as they apply to the classifications. The team will use several resources, in both the private and public sectors, to benchmark the salary



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ranges against comparable organizations within the state of Florida. Additionally, gaps or inequities found between the actual salaries currently being paid and the proposed salary ranges will be identified, followed by an assessment of current compensation policies to ensure alignment with organizational goals and objectives.

DM&A's experience in reviewing enterprise-wide and departmental job descriptions, roles, associated competencies, and compensation includes public and private sector organizations who all share a common goal: increased organizational performance and employee engagement, leading to higher levels of customer service.

The measurable results are demonstrated through:

- Stronger understanding of individual impact on organizational level goals and objectives
- Higher organizational performance levels
- Increased customer service (internal and external)
- Streamlined and effective job descriptions
- Defined roles/responsibilities which align with goals and objectives
- Improved and reinforced performance management
- Increased recognition of employees, and
- Improved employee retention

Recommend

SWOT: What are the priorities that need to be addressed that are identified in the SWOT?

Job Classification: Can revised job families be created to streamline the classification system?

Competencies: What are the key competencies for success in each job?

Compensation Structure: Does the current structure meet current labor market benchmarks and is it internally equitable?

Accountability: Who is responsible for ensuring integrity of the job description and compensation system? Who maintains future updates?

Alignment: How should the departmental job descriptions support municipality-wide services?

Step 4: Recommend

Once the Identification and Analyze phases have been completed, the management consulting team at DM&A will use the gathered documentation, including the results of the SWOT, to recommend which job families can be created to streamline the competency classification system. Where applicable, job descriptions will be revised or created to reflect these revised job classification families.

Our consulting team will recommend utilization of the point factor system when creating new job descriptions and conducting review and revision sessions. This will maintain the hierarchy of the system and ensure relevance and alignment to the changing needs of the City. This recommendation may include identifying an individual or department that will provide ongoing oversight for continuous tracking and measurement to accurately gauge long-term success. Success will also be dependent on clear and concise job descriptions and classifications that are easily accessible and understood by the organization. Looking at the City's current communication channels, a recommendation will be made for the distribution, communication, and maintenance of job descriptions which will ensure buy-in from the organization and help support a performance-based operating model.

DM&A will recommend changes to the compensation structure to ensure an equitable hierarchy and to place the City in a competitive position in the job market. Additionally, recommendations may include alternative solutions to pay issues that may arise from the new salary ranges. Our team will employ our certified Prosci® Change Management expertise in the analysis and implementation of these recommendations.

Deliver

Job Descriptions: Deliver revised job descriptions, as needed, in a clear concise format

Compensation Plan: Deliver revised compensation plan, as needed, that is competitive and equitable

Annual Update: Identify a plan for annual review and update

Step 5: Deliver

The result of steps 1 - 4 in this methodology is the delivery of revised job descriptions grouped into streamlined job classifications with associated competencies and salary ranges. A process will be recommended which will assist the City in maintaining an equitable and relevant hierarchy of classification and compensation.

Proposed Schedule

DM&A has included a sample high-level proposed project plan/timeline on the following page, which is based upon the following assumptions:

- There are approximately 106 unique job positions included in this scope
- Accountability by both DM&A and the City of Wildwood to ensure timely availability and participation in meetings by departmental/leadership resources as needed
- A 48-hour response time for all requested information, data, and input and feedback on deliverables
- DM&A will have timely access to data, systems, and personnel necessary to perform project activities
- Work will be conducted remotely at the DM&A offices. MS Teams or similar application will also be used if virtual meetings are needed. Some meetings/focus groups may be onsite at The City of Wildwood offices, as needed
- The City of Wildwood will provide a single point of contact for all scheduling activities needed for DM&A to perform project activities.
- DM&A will provide bi-weekly project status updates to the City of Wildwood's executive project sponsor.



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City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Task Name			
City of Wildwood Compensation Study			
Approval for Commencement			
Phase I - Identify Job Descriptions/Roles			
- Project Kick-off - Data Gathering through collaborative sessions w/stakeholders, interviews, or review of current documentation - Research relevant job roles, categories, and compensation at like municipalities, organizations - Identify missing job descriptions - Identify job families and current compensation structure			
Phase II - Analyze Job Descriptions and Competency Alignment			
- Statutory: review job descriptions against applicable statutes and regulations - Relevancy: review job descriptions to ensure current relevancy with current business processes, performance excellence - Accuracy: review compensation structure to ensure accuracy - Alignment: review compensation structure to ensure alignment with job categories and performance measurement - Clarity: review job descriptions and compensation structure to ensure clear & understandable; ensure performance standards are clear and measurable - Coverage: ensure compensation structure covers all positions/job categories			
Phase III – Recommendations			
- Revisions/elimination/creation of job descriptions and compensation structure - Create streamline job classification system - Evaluate and recommend compensation management tools/process			
Phase IV – Deliver: Create Final Deliverable and Summary Report			
- Document findings & gaps - Finalize revised/new compensation structure - Document methodology for maintaining the integrity of the proposed compensation structure			



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Engagement Communication and Change Management

The team at DM&A understands the importance of engagement communication and its impact on the organization as the work to assess current roles and associated compensation occurs. As Prosci® certified Change Management Practitioners, we strive to ensure key milestones are consistently shared with executive sponsors through bi-weekly engagement status reports. Additionally, we can develop actionable communication plans and templates to be used to roll-out the recommendations at the end of the engagement, should the City of Wildwood wish to leverage DM&A's expertise at the end of the Compensation study.

An example of a DM&A developed Communication and Change Management plan is shown below:

ID	Change Management Activity	Event Prompting Change Management	Details & Audience			Roles & Responsibilities				Schedule		Feedback	
			Purpose	Key Messages	Audience	Delivery Vehicle	Development	Review	Approval	Delivery	Sched. Start Date	Freq.	Feedback Vehicle
1	Executive Status Update	Regularly scheduled update	Status Update	1. Overall status of the project 2. Project risk mitigation 3. Notable accomplishments/successes	1. Executive Leadership Team 2. CC&B Executive Steering Committee 3. CC&B Working	Report delivered in face-to-face meeting	CC&B Program Director	1. Pete Vestlake 2. Jenise Osani 3. Jerry Sullivan 4. Roseann Harrington	Pete Vestlake	Pete Vestlake	In Progress	Monthly	⬅️ Solicit during meeting
2	Townhall - Kick-off Momentum 2.0	"Reigniting Momentum"	1. Demonstrate Executive Level commitment to the project 2. Demonstrate that the Executives are aware of the challenges 3. Demonstrate that there is a new go forward strategy that the organization is united behind	1. Share reason for Momentum 2. Share status of the project and why the date has moved 3. Share project successes to-date 4. Acknowledge challenges 5. Share executive level commitment 6. Share new plan/commitment for better ongoing communication 7. Allow for Q&A	Commission-wide	Townhall meeting (streamed for resources able to attend remotely and video taped and made available on demand for those not able to attend (i.e. workers in the field))	1. Jenise Osani 2. DM&A	1. CC&B Executive Steering Committee 2. GMCEO	1. CC&B Executive Steering Committee 2. GMCEO	GMCEO	*****	One time	➡️ Post Townhall Survey
3	Townhall Meetings	Major Project Milestones	1. Keep the organization informed on the overall project status 2. Demonstrate Executive Level commitment to the project and communication	1. Share overall project status - on track or not 2. Share new project successes 3. Recognize key individuals tied to those new project successes 4. Share any changes associated with project scope or timeline 5. Share what the team will be focused on over the next month (milestones)	Commission-wide	Townhall meeting (streamed for resources able to attend remotely and recorded and made available on demand for those not able to attend)	1. Jenise Osani 2. DM&A	Roseann Harrington	1. Roseann Harrington 2. Ken Kaonek	GMCEO	Upon Major Milestone Completion	Approximately 4 - 6, dependant on project progress	⬅️ Quarterly Feedback Survey
4	Roundtables	Executive Engagement	Give CC&B project team members a chance to speak with CEO face-to-face	1. Acknowledge current state 2. Share specific challenges identified 3. Reconfirm leadership commitment 4. Emphasize the importance and value of their participation 5. Ask for feedback on issues they see, how OUC leadership could better support the CC&B team	CC&B Project Team	1. Face to face round table discussions with OUC (GMCEO and/or Exec. Committee Leaders (rotation) 2. Groups of 10 to 15 3. Leadership and individual contributors in separate sessions	1. Jenise Osani 2. DM&A (develop talking points and discussion guidelines)	1. Roseann Harrington 2. GMCEO	1. Roseann Harrington 2. GMCEO	GMCEO	11-Sep	Twice a month	⬅️ Readiness Survey
5	Roundtable - follow up	Roundtable Discussion	Demonstrate that the OUC Roundtable Executive heard their feedback and is taking	1. Summarize feedback discussion 2. Identify action items and/or changes based on feedback	CC&B Project Team	1. Email 2. Project web site	1. Jenise Osani 2. Pete Vestlake 3. DM&A	1. Roseann Harrington	1. Roseann Harrington	Jenise Osani	2 business days after Roundtable	After each Roundtable	⬅️ Quarterly Feedback Survey
6	Weekly Project Status Report	Regularly scheduled update	Provide update on project status	1. Project dashboard (color coded red/yellow/green for scope, schedule, budget) 2. Update on project milestones and deliverables 3. Newly identified high impact issues and risks 4. Update on previously identified high impact issues and risks	CC&B Project Team	1. Email 2. Project web site	1. Jenise Osani 2. Pete Vestlake	1. Jenise Osani 2. Pete Vestlake	1. Jenise Osani 2. Pete Vestlake	Pete Vestlake		Weekly	⬅️ Readiness Survey

Exception to Solicitation Terms

DM&A does not have any exceptions to the terms of the solicitation as outlined in the RFP documents.

Previous Experience – Human Capital, Organizational Development, and Compensation

DM&A’s deep passion for performance excellence, involvement in organizational transformation, experience in municipal government consulting, and our expertise in the analysis of roles and responsibilities and the development of pay and structure, job descriptions, and core competency classifications, fully qualifies us to assist the City of Wildwood in their review and development of a total compensation structure that aligns with the roles and core competencies needed for performance excellence. Additionally, our experience as certified enterprise change agents (utilizing Prosci® change management methodology) will ensure positive adoption by internal customers and constituents.

Since 2010, DM&A has been engaged by several local and state agencies, as well as for-profit and non-profit organizations, to provide a variety of human capital assessments and recommendations. These have included organizational alignment, compensation and benefits assessments, policy and procedure recommendations, business process alignment, and talent management strategy development.

Our expertise in compensation analysis has been proven at both public entities and for-profit institutions including City of Ft. Pierce Utilities Division, City of Ocala, Seminole County Public Schools, Dr. Phillips Center for Performing Arts, and Prospera. Each engagement resulted in a successful roll-out due to associated Change Management and communications. Currently, the consulting team of DM&A is engaged to develop and lead the change management effort surrounding two transformational change initiatives at a large Florida public Utility. Our Prosci® certified change management team has developed the change management strategies and is currently implementing the communication and activity plan for a pilot billing program, as well as internal long-term cost optimization activities. DM&A has expertise in:

- Compensation Analysis and Recommendations
- Benefits analysis
- Process re-engineering and documentation (SOPs)
- Associated change management, communications, and training to support the roll-out of new compensation structures and associated policies and procedures
- Facilitation, guidance, and oversight

The table below (Table 1. Types of Service by Client) indicates the DM&A client projects related to the type of service requested in this RFP:



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Service	Organizations for Which the Service was Provided
Compensation Analysis and Recommendations	Utility Commission of New Smyrna Beach City of Ft. Pierce Utilities Commission* City of Ocala* Orange County Clerk of Courts* Seminole County Clerk of Courts & Comptroller* Seminole County Public Schools Dr. Phillips Performing Arts Center Prospera
SOP Review and Revision	InCharge Debt Solutions Reedy Creek Improvement District Seminole County Public Schools Florida Virtual Schools
Transformational Change Management	Orlando Utilities Commission (OUC) Fulton County Schools Seminole County Public Schools Reedy Creek Improvement District Valencia College Dr. Phillips Performing Arts Center Flight Safety International

Table 1. Types of Service by Client (*Engagement led by Ralph Parilla)



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DM&A History

The selection of a trusted business partner is essential when undertaking a large, enterprise-wide initiative that will significantly impact its stakeholders. Diane Meiller and Associates, Incorporated (DM&A) is a highly regarded and widely recognized firm with an innovative and personalized approach in guiding organizations through transformational change from their current state to a defined future state. DM&A, a certified Minority and Women Owned Business Enterprise (MWBE), was established as a Florida Corporation in Orange County, Florida in January 2006 by Diane Meiller-Cook, President, and CEO. Headquartered in Orlando, Florida, DM&A assists institutions across multiple industries, both public and private, by performing thorough and objective assessments of their current processes, tools, and competencies, followed by developing an achievable roadmap to a future state of performance excellence.

Trusted Partner

DM&A has been engaged and re-engaged by numerous commercial (for profit and non-profit) enterprises, as well as many public-sector clients to assess their current state. This includes educational institutions such as Valencia College, Seminole County School District, Florida Virtual School (FLVS), Fulton County Schools, and others. DM&A's responsibility for delivering high value deliverables and services while working collaboratively with the Client ensures a deep level of confidence and trust in our sincere commitment to the client's success. The success of each engagement is built upon a partnership where there is a shared mission and goal by DM&A, leadership, and all other stakeholders.

What makes our team the one that our clients choose over larger firms, is the personalization and customization we bring to every project. Our belief is that every institution possesses its own unique DNA in an industry of shared challenges, regulations, and products/services. Our team possesses the knowledge and skill to appropriately leverage and customize industry best practices associated with methodology, project management and transformational process change to achieve optimal results in each client's organization.

DM&A Practice Areas

DM&A's three primary practices areas are Leadership Strategy and Business Process Optimization, IT Optimization and Planning, and Human Capital and Organizational Development (which includes Organizational Change Management). Each Practice Leader possesses twenty plus years of experience in their respective practice areas and possess the minimal educational requirements of master's degree. Our unique approach of strategically leveraging the competencies and experience within each practice area and a strong commitment to a unified and collaborative partnership with our clients is what drives the success of each engagement.



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Why DM&A

In the Firm Overview, we described WHO DM&A is as a company. We also want to share WHY we exist, and what makes us DISTINCTIVE, RELEVANT, CONSISTENT, and VALUABLE to Volusia County Schools. Additionally, we will describe HOW and WHAT we do and organizations we have worked with on similar efforts. We know how critical the success of this initiative is to The School Board of Seminole County and understand that the outcome of any industry is directly tied to the people responsible for its success. As you evaluate DM&A as your special projects partner, we feel it is beneficial to understand who we are.

Why We Exist

DM&A's purpose is to help organizations transform from their current state to a state of performance excellence through process efficiency, cost-effectiveness, and resource optimization. Beyond our work with clients, DM&A demonstrates a commitment to our community through active participation with several organizations whose focus is in providing opportunities to those who need additional assistance in fulfilling their needs or dreams.

What Makes DM&A Distinctive

DM&A is an accountable and trusted business and community partner who delivers quality and outcomes by leveraging a blend of our team's expertise for each task, phase, and deliverable to provide customized solutions for each client engagement. We employ industry best practice Project/Program Management, assess and document current key strategic and operational processes, look for obvious and opaque gaps, and develop recommendations for improvement. This is the foundation upon which DM&A was founded. Our approach to program/project management is not limited to managing tasks, timelines, and cost, but also mitigation of risk, and the implementation of a sound and executable change management strategy, which both drives and reinforces sustainable change.

What Makes DM&A Relevant

Performance Excellence is relevant to every business, regardless of the type of organization. Every organization's opportunity for success is at its optimal point if it is led, managed, and measured against its mission and goals. DM&A has the experience and expertise to facilitate evolution from a current state to one of performance excellence. Our engagement teams work with stakeholders to identify and develop strategies to leverage client strengths, mitigate external threats, and optimize resources through a competency-based alignment of roles and responsibilities to support the organization's mission and goals.



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What Makes DM&A Consistent

DM&A consistently focuses on our client's goals begins with understanding the current environment. We conduct a comprehensive review of key/core processes, organizational structure and associated responsibilities, goals/objectives and how they are measured. While organizations may share products/services, standards, and even practices, with peers or competitors in an industry or government body, DM&A understands that there are nuances and cultural norms specific to each client. DM&A's consistent approach in collaborating with our clients considers their unique environment as the future state is defined and the roadmap is developed.

Accreditations and Certifications

DM&A is a certified Minority and Women Owned Business Enterprise (MWBE). Additionally, the consultant team possesses the following certifications:

- Prosci© Change Management Certification
- Prosci© Enterprise Change Management Certification
- Six Sigma Black Belt Certified
- Six Sigma Green Belt Certified
- Six Sigma Yellow Belt Certified
- PMP Certification
- ITIL Service Manager Certification
- CISSP Certification
- Business Continuity Certification
- SPHR (Senior Professional Human Resources)
- SHRM S-CP (SHRM Senior Certified Professional)
- Certified CliftonStrengths® Facilitators



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Tab H-Additional Required Documents

Attachment A –Proposer's Certification

PROPOSER'S CERTIFICATION														
Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT												
DUE DATE: 11/4/2022	DUE TIME: 11:00 AM	RFP # 2022 - 08 12												
TITLE: Classification & Compensation Study														
VENDOR NAME: Diane Meiller & Associates, Inc.		PHONE NUMBER: 407-487-1992												
VENDOR MAILING ADDRESS: 4767 New Broad Street		FAX NUMBER: N/A												
CITY/STATE/ZIP: Orlando, FL 32814		E-MAIL ADDRESS: lomeara@meillerassociates.com												
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose." <table border="1"><thead><tr><th>Addendum #</th><th>Addendum #</th><th>Addendum #</th><th>Addendum #</th><th>Addendum #</th></tr></thead><tbody><tr><td>1</td><td></td><td></td><td></td><td></td></tr></tbody></table>					Addendum #	Addendum #	Addendum #	Addendum #	Addendum #	1				
Addendum #	Addendum #	Addendum #	Addendum #	Addendum #										
1														
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, "VENDOR", or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for "CITY", respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to the "CITY" all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the "CITY" discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent." <table border="1"><thead><tr><th>Authorized Agent Name, Title (Print)</th><th>Authorized Signature</th><th>Date</th></tr></thead><tbody><tr><td>Diane Meiller-Cook, Pres/CEO</td><td></td><td>10/24/22</td></tr></tbody></table>					Authorized Agent Name, Title (Print)	Authorized Signature	Date	Diane Meiller-Cook, Pres/CEO		10/24/22				
Authorized Agent Name, Title (Print)	Authorized Signature	Date												
Diane Meiller-Cook, Pres/CEO		10/24/22												
This form must be completed and returned with your Submittal														



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Attachment B –Proposal Form

PROPOSALS FORM FOR CITY OF WILDWOOD

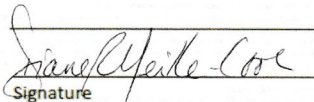


Name of Vendor Submitting Proposals Diane Meiller & Associates, Inc.

Name of Person Submitting Proposals Diane R Meiller Cook, President & CEO

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the "CITY" to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."


Signature

November 3, 2022

Date

2022-12

RFP Number

[☐] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Statement of Terms and Conditions



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Attachment C –Statement of Terms and Conditions

PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposal/Bids on leases of real property to a public entity, may not be awarded or perform work as a "VENDOR," supplier, sub-contractor, or "VENDOR" under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.022, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

INDEMNIFICATION: The "VENDOR" shall indemnify and hold harmless the "CITY" and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submitter for invitation to bid or the Request for Proposal, or Proposal, or information, as applicable, are received at Contracts / Purchasing and the time the City awards the contract, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to csmith@wildwoodfl.gov. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposal (RFP) or Invitation to Bid (IB) must be submitted in writing to the City's Financial Services Manager.

ANTI TRUST LAWS: By submission of a signed RFP or IB, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increases prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Agent, or employee of any of the City's at the time of the RFP or IB, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretations will be made to any vendor as to the meaning of the RFP/IB/IBID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith in writing via email to csmith@wildwoodfl.gov before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/IB/IBID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposal/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/IB/IBID FORMS and each Proposal/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each Proposal/Bidder to verify that he has received all addenda issued before RFP/IB/IBID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/IB/IBID contract are to be considered as approximate only and are to be used solely for the comparison of RFP/IB/IBID's received. The City and/or its "VENDOR" do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP/IB/IBID, will be available for public inspection ten days after opening of the RFP/IB/IBID or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP/IB/IBID submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, concepts, or portions of any RFP/IB/IBID, in its best interest.

TAXES: The "CITY" is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/IB/IBID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, "VENDOR", or person to submit a collusive or sham Proposal in connection with the work for which this RFP/IB/IBID has been submitted; or to refrain from bidding in connection with such work, or have in any manner, directly or indirectly, sought by persons to fix the price or prices in the RFP/IB/IBID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/IB/IBID price or the RFP/IB/IBID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSER RESPONSIBILITY: Invitation by the City's to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by State law. "VENDORS" or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

CITIZENSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/IB/IBID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/IB/IBID will not relieve the Bidder from submitting any required documents with this RFP/IB/IBID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/IB/IBID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the "VENDOR" will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The "CITY" will not be responsible for any mislabeled or misidentified submittals, nor those handed by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposer/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.087 of the Florida Statutes, and any other applicable state law.

This document must be completed and returned with your Submittal

THE CITY OF WILDWOOD: is a political subdivision of the State of Florida, and reserves the right to cancel this RFP and to reject any and/or all submittals, reserve the right to waive any and all informatics or irregularities, to re-advertise with either the identical or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum terms and Proposals may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City's or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/IB/IBID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Verbatim time is hereby established as the Official Time of the City's.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/IB/IBID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "Doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the "VENDOR" name and the words, "Member of the "VENDOR" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/IB/IBID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/IB/IBID must be submitted. The Proposer/Bidder shall state in the RFP/IB/IBID FORMS the name and address of each person interested therein.

Bids for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/IB/IBID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/IB/IBID FORM. In the event that there is a discrepancy on the RFP/IB/IBID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/IB/IBID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP/IB/IBID FORM, tabulation requested by telephone, fax or electronic media will not be accepted.

AWARD OF BIDDING: The contents of the RFP/IB/IBID of the successful proposer/Bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

ADDITIONAL REQUIREMENTS: The "VENDOR" shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the Proposals of the "VENDOR" as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be liable for any costs incurred by Proposer/Bidders prior to issuance of a contract. All costs to create and submit a response to this RFP/IB/IBID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the City's representative. All work will proceed in a timely manner without delay. The "VENDOR" shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Sumter County, Florida, inside delivery unless otherwise specified. ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"): The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy Back on a case-by-case basis. Before a Public Agency is allowed to Piggy Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the working Agency cannot Piggy Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the "CITY". These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.). Proposer/Bidders are required to use the official RFP/IB/IBID FORMS, and all attachments (labeled herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/IB/IBID FORM and/or Exception/Deviation Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposal/Bid. RFP/IB/IBID FORM documents for this project are free of charge and are available on line and are downloadable.

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's name, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/IB/IBID specification for any item(s). IF RFP/IB/IBID's are based on equivalent products, indicate on the RFP/IB/IBID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/IB/IBID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reasons why the proposed equivalent will meet the specifications and not be considered an alternate thereto. Items which do not comply with these requirements are subject to rejection. RFP/IB/IBID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/IB/IBID FORM. The "CITY" is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the "CITY" unless evidenced by a Change Notice issued and signed by the "CITY", or designated representative.

QUANTITIES: The quantities as specified in this RFP/IB/IBID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer's/Bidder's expense. Each sample shall be labeled with the Proposer's/Bidder's name, manufacturer brand name and number, RFP/IB/IBID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the "CITY" within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original "CITY" format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

James Meiller, Corl 11/3/2022
(Signature and Date)



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment D- Hold Harmless Agreement

HOLD HARMLESS AGREEMENT

The "VENDOR" agrees to hold the "CITY" harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use of property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

The "VENDOR" shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

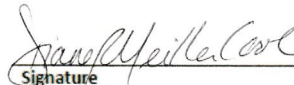
The "VENDOR" shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the "CITY" representative requesting the service.

By signature upon this form the "VENDOR" stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Diane Meiller & Associates, Inc.

Vendor-Print Name


Signature

Classification & Compensation Study

Project Name

November 3, 2022

Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment E- Drug Free Workplace Certificate

DRUG-FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Diane Meiller and Associates, Inc.

(print or type name of vendor)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the "VENDOR"'s policy of maintaining a drug-free working environment, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFP or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFP or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug-free workplace through the implementation of the drug-free workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, "VENDOR" or corporation complies fully with the requirements set forth herein".

Diane Meiller
Authorized Signature
Nov. 2, 2022
Date Signed

State of: Florida

County of: Orange

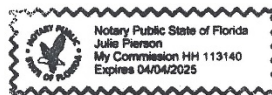
Sworn to and subscribed before me this 2nd day of November, 2022

Personally known ☒ or Produced Identification _____
(Specify Type of Identification)

Signature of Notary [Signature]

My Commission Expires 04/04/2025

(seal)



This document must be completed and returned with your Submittal



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment F- Public Entity Crimes Form

**SWORN STATEMENT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM**
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Wildwood
By Diane R Meiller Cook
(print individual's name and title)
for Diane Meiller and Associates, Inc.
(print name of entity submitting sworn statement)
whose business address is 4767 New Broad Street, Orlando FL 32814
and (if applicable) its Federal Employer Identification Number (FEIN) is 204066400 (If the entity
has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a
violation of any state or federal law by a person with respect to and directly related to the transaction of
business with any public entity or with an agency or political subdivision of any other state or of the United
States, including, but not limited to, any bid or contract for goods or services to be provided to any public
entity or an agency or political subdivision of any other state or of the United States and involving antitrust,
fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means
a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal
or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as
a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and
who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors,
executives, partners, shareholders, employees, members, and agents who are active in the
management of an affiliate. The ownership by one person of shares constituting a controlling interest
in another person, or a pooling of equipment or income among persons when not for fair market value
under an arm's length agreement, shall be a prima facie case that one person controls another person.
A person who knowingly enters into a joint venture with a person who has been convicted of a public
entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural
person or entity organized under the laws of any state or of the United States with the legal power to
enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or
services let by a public entity, or which otherwise transacts or applies to transact business with a public
entity. The term "person" includes those officers, directors, executives, partners, shareholders,



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Diane R. Meiller Cook

(signature)

Oct. 24, 2022

(date)

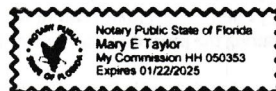
State of FL

County of Orange

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Diane R. Meiller Cook, who after first being sworn by me, affixed his/her signature in the space provided above on this 24th day of October, 2022.

Attest: Mary E Taylor
Notary Public
My commission expires: 1/22/2025

(Notary Seal)



This document must be completed and returned with your Submittal



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment F- Conflict of Interest Disclosure Form

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (printed name) Diane R Meiller Cook am the
(title) President/CEO and the duly authorized representative of the Vendor of ("VENDOR"
Name) Diane Meiller and Associates, Inc. whose address is
4767 New Broad Street, Orlando FL 32814
and that I possess the legal authority to make this affidavit on behalf of myself and the
Vendor for which I am acting; and,

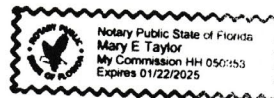
2. Except as listed below, no employee, officer, or agent of the Vendor has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid Proposal is made without prior understanding, agreement, or connection with any corporation, Vendor, or person submitting a bid Proposal for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: Diane R Meiller-Cook
Printed Name: Diane R. Meiller-Cook
Vendor Name: Diane Meiller and Associates, Inc.
Date: Oct. 24, 2022
State of Florida
County of Orange
Sworn to and subscribed before me this 24th day of October 2022
Personally Known ☒
OR Produced Identification ☐ Type of Identification _____
My Commission Expires January 23, 2025

Mary E Taylor
(Printed, typed, or stamped commissioned name of notary)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSALS PACKAGE



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment G- Certificate of Insurability



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

May 19, 2022

For Informational Purposes
4767 NEW BROAD ST
ORLANDO FL 32814-6405

Account Information:

Policy Holder Details :	DIANE MEILLER AND ASSOCIATES INC
-------------------------	-------------------------------------



Contact Us

Need Help?

Start a live chat online or call us at
(866) 467-8730.

We're here weekdays from 8:00 AM to
8:00 PM ET.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team

WLTR005



Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 05/19/2022			
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).							
PRODUCER AUTOMATIC DATA PROCESSING INS AGCY 76250717 71 HANOVER ROAD FLORHAM PARK NJ 07932		CONTACT NAME: PHONE (800) 524-7024 FAX (800) 524-4013 (A/C, No, Ext): E-MAIL ADDRESS:					
INSURED DIANE MEILLER AND ASSOCIATES INC 4767 NEW BROAD ST ORLANDO FL 32814-6405		INSURER(S) AFFORDING COVERAGE NAIC# INSURER A : Hartford Fire and Its P&C Affiliates 00914 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :					
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (EA, SO, or both) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO- JECT ☐ LOC OTHER:						
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS						COMBINED SINGLE LIMIT (EA accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB	☐ OCCUR ☐ CLAIMS- MADE					EACH OCCURRENCE AGGREGATE
	DED ☐ RETENTION \$						
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐	N/A	76 WEG TU7117	08/20/2021	08/20/2022	X PER STATUTE OTH- ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Those usual to the Insured's Operations.							
CERTIFICATE HOLDER For Informational Purposes 4767 NEW BROAD ST ORLANDO FL 32814-6405				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Susan J. Castaneda</i>			
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ACORD 25 (2016/03)

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Diane Meiller & Associates, Inc.

November 2022

City of Wildwood – RFP 2022-12-HR Classification and Compensation Study

Attachment I: E-Verify Document (Immigration Affidavit Certification)

Immigration Affidavit Certification

This Affidavit is required and should be signed, notarized by an authorized principal of the "VENDOR," and submitted with formal Invitations to Bid (ITBs) and Request for Proposals (RFP) submittals. Further, "VENDORS"/Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the "VENDOR"/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the "VENDOR" / Bidder's proposal as nonresponsive.

The "CITY" will not intentionally award City contracts to any "VENDOR" who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

The "CITY" may consider the employment by any "VENDOR" of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the "CITY".

"VENDOR" attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the "VENDOR"/ Bidder's proposal.

Company Name: Diane Meiller and Associates, Inc.

Print Name: Diane R Meiller Cook Title: President/CEO

Signature: *Diane R Meiller Cook* Date: October 24, 2022

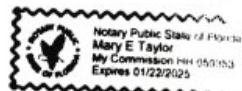
State of Florida County of Orange

The foregoing instrument was signed and acknowledged before me this 24th day of October 2022 by Diane R. Meiller-Cook who has produced personally known as identification.
(Print or Type Name) (Type of Identification and Number)

Mary E Taylor
Notary Public Signature

Mary E. Taylor
Printed Name of Notary Public

Notary Commission Number/Expiration



The signer of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.



Insurance | Risk Management | Consulting

City of Wildwood, FL

Classification and Compensation Study RFP#2022-12

November 4, 2022



Ms. Beverly Moultrie, SPHR, IPMA-SCP
Principal Consultant | Public Sector & Higher Education

Gallagher
Human Resources & Compensation Consulting Practice
1612 Westgate Circle Suite 112
Brentwood, TN 37027

651.234.0855
Beverly_Moultrie@ajg.com
ajg.com/compensation



Gallagher

Insurance | Risk Management | Consulting

RFP COVER PAGE

Name of "VENDOR", Entity or Organization: Gallagher Benefit Services, Inc.	
Federal Employer Identification Number (FEIN): 36-4291971 State of Florida License Number (If Applicable): L039043 Name of Contact Person: Beverly Moultrie Title: Principal Consultant E-Mail Address: Beverly_Moultrie@ajg.com	
Mailing Address: 1612 Westgate Circle Suite 112 Street Address (if different): City, State, Zip: Brentwood, TN 37027 Telephone: 651.234.0855 Fax: 612.339.0919	
Organizational Structure – Please Check One: Corporation ☒ Partnership ☐ Proprietorship ☐ Joint Venture ☐ Other ☐ If Corporation: Date of Incorporation: 1999 State of Incorporation: Delaware States Registered in as Foreign Corporation:	
Authorized Signature: Print Name: <u>Beverly Moultrie</u> Signature: <u>Beverly Moultrie</u> Title: <u>Principal Consultant</u> Phone: <u>651.234.0855</u>	
<i>This document must be completed and returned with your Submittal.</i>	

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STATEMENT OF INTEREST

We appreciate the opportunity to present this proposal regarding services Gallagher's Human Resources & Compensation Consulting practice is able to offer the City of Wildwood (the City). Gallagher is highly capable and qualified to work with the City based on our extensive experience with public sector organizations in Florida and across the country. We would consider it a privilege to serve the City.

We believe we will provide the City with the most diversely experienced project team of any consulting practice in the country, which enhances the solutions and recommendations we will provide on this engagement. The questions and perspective provided by our team ensure we anticipate the many issues the City may face throughout this project, as well as the ongoing management of the new classification and compensation system. Additionally, a number of our team members previously worked in local government environments as CHRO/HR Director so we specifically understand and are sensitive to the dynamics of municipal operations, politics and administration, and bring that unique knowledge, experience, and insight to the project and ongoing relationship.

We will conduct a comprehensive benchmark market analysis of all city positions and integrate the analysis into the City's pay plan. We will ensure that the entire scope of work laid out by the City is adhered to, and our recommendations and findings will integrate the financial impact of the implementation of the recommended pay plan.

We have completed over 500 classification and compensation studies for municipalities in the last ten (10) years. The experience we have gained in conducting these studies will inform our analyses and recommendations to the City.

There are several things that we would like you to know about our experience and qualifications, including:

Our staff has proven themselves as **compensation professionals** not only by experience, but also through the attainment of the CCP (Certified Compensation Professional) designation from *WorldatWork* and/or IPMA-SCP designation from the International Public Management Association, and graduate degrees in Human Resources/Industrial Relations and Public Administration and HRCI/SHRM Certification designations.

Our smaller organizational structure and director interaction allow us to provide the City **senior-level consultants** who have the experience to guide you through this assignment to a successful conclusion.

We have the **technical experience**, as well as sensitivity to the significant impact of compensation decisions to ensure results are appropriate for the City. Much of our work is with public sector organizations, many of which have **similar objectives** to this project.

It is our understanding that the City is seeking a consultant to provide a classification and compensation assessment of selected jobs within the city, review and update the City's compensation philosophy and policies, pay structures and propose updates to support the effective ongoing maintenance and administration of the plan. The classification and compensation study will cover approximately 90 positions, and thus, we have prepared the following response. This proposal will remain in effect for 90 days.

We appreciate having the opportunity to submit this proposal and look forward to assisting the City in conducting this study.

Sincerely,



Beverly L. Moultrie, SPHR, IPMA-SCP
Principal Consultant



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VENDOR PROFILE

FLORIDA DEPARTMENT of FINANCIAL SERVICES

GALLAGHER BENEFIT SERVICES, INC.

TWO PIERCE PLACE
21ST FLOOR
ITASCA IL 60143

Agency License Number L039043

Location Number: 134356

Issued On 11/30/2006

Pursuant To Section 626.0428, Florida Statutes, This Agency Location Shall Be In The Active Full-Time Charge Of A Licensed And Appointed Agent Holding The Required Agent Licenses To Transact The Lines Of Insurance Being Handled At This Location.

Pursuant To Subsection 626.172(4), Florida Statutes, Each Agency Location Must Display The License Prominently In A Manner That Makes It Clearly Visible To Any Customer Or Potential Customer Who Enters The Agency Location.

Jeff Atwater
Chief Financial Officer
State of Florida



Insurance | Risk Management | Consulting

TEAM COMPOSITION AND RESUMES

Arthur J. Gallagher & Co. opened its doors for business in 1927 and is still “growing strong” because of a practiced ability to help clients think ahead. Founded by its namesake who was previously the leading producer for Chicago’s largest insurance brokerage, Gallagher is now one of the world’s largest human capital, insurance brokerage and risk management services firms. Headquartered in Rolling Meadows, IL, we have operations in 33 countries, and extend our client-service capabilities to more than 90 countries through a global network of correspondent brokers and consultants.

Gallagher Benefit Services, Inc., is a wholly owned subsidiary of Arthur J. Gallagher & Company, a publically traded company under the symbol AJG. Gallagher Benefit Services, Inc. was incorporated in 1999 in Delaware. Gallagher Benefit Services, Inc. has approximately 3,300 employees worldwide.

Our firm is organized by nine (9) industry groups, which we call niches. By organizing our resources by industry focus, we assure that our services are provided by personnel who are experts in the industry that they serve. One of our niches is Public Sector. With over 150 consultants, Public Sector is one of Gallagher’s largest industry segments, and is designed to share insight and best practices. High-visibility issues in Public Sector are putting the industry under a microscope. This reality calls for a compensation and benefits program that addresses complex issues, protects your bottom line and positions the City as a leader in the market.

The Gallagher Public Sector Human Resources and Compensation Consulting practice (HRCC) has been in business since 1981, beginning as the public sector compensation consulting practice of Ernst & Young. In January 1995, Ernst & Young elected to withdraw from the public sector marketplace and sold its public sector compensation consulting practice to Fox Lawson & Associates. On October 1, 2009, Arthur J. Gallagher & Company purchased Fox Lawson. We are now a division of Gallagher Benefit Services, Inc.

The ability to deliver comprehensively structured human capital solutions to clients is Gallagher’s signature in the marketplace. At Gallagher, we want to know what makes your organization unique. We listen intently to learn about your culture and priorities, and delve deeply into all the details that matter when balancing human capital needs with your bottom line. This single-minded focus on excellence — characterized by innovation and creativity — is the driving force behind every Gallagher engagement.



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Our public sector consulting practice includes extensive experience in developing and communicating a compensation philosophy, designing and implementing market-aligned pay structures, and developing job evaluation methods to maintain internal equity. We conduct benchmark analyses, including conducting custom tailored salary surveys (if needed), and recommend appropriate administrative and procedural guidelines to maintain the compensation system. We ensure that our clients comply with applicable laws and regulations, such as the Fair Labor Standards Act (FLSA), the Americans with Disabilities Act (ADA), and Equal Employment Opportunity (EEO) standards and have pay systems that are appropriate for their organization and market strategy.

While we have a broad understanding of human resource systems, our practice primarily **specializes in classification and compensation studies.**

Our consultants evaluate and consider each Request for Proposal before determining if we have the capacity to conduct the requested services. We can confirm that we not only have the capacity, but the skills and expertise to successfully deliver the requested services to the City.

Your Gallagher consulting team has years of experience consulting to public sector clients. One of the advantages of Gallagher is that we are a small team-based practice in which all members of the project team are intimately familiar with all activities of the project, while having all of the resources of a major national firm. We will work closely with you to ensure a quality product that fits your needs and culture. Even though we may assign certain personnel to specific tasks or responsibilities in the work plan, all personnel can step in and perform the work that needs to be accomplished regardless of original assignment. Thus, every person has multiple personnel as back up support, and allows us the most flexibility and responsiveness in serving client needs.

In all phases, the Project Manager and Project Director will be actively involved throughout the performance of each task. Our firm's team-based style of management allows our senior level consultants to work directly with our clients. All staff members perform work both at client sites and as part of the analytical team. Each of our team members have extensive experience communicating general and technical information to all levels of employees including councils and boards in a variety of different public sector organizations including cities, counties, educational institutions, states and state and federal agencies across the country.

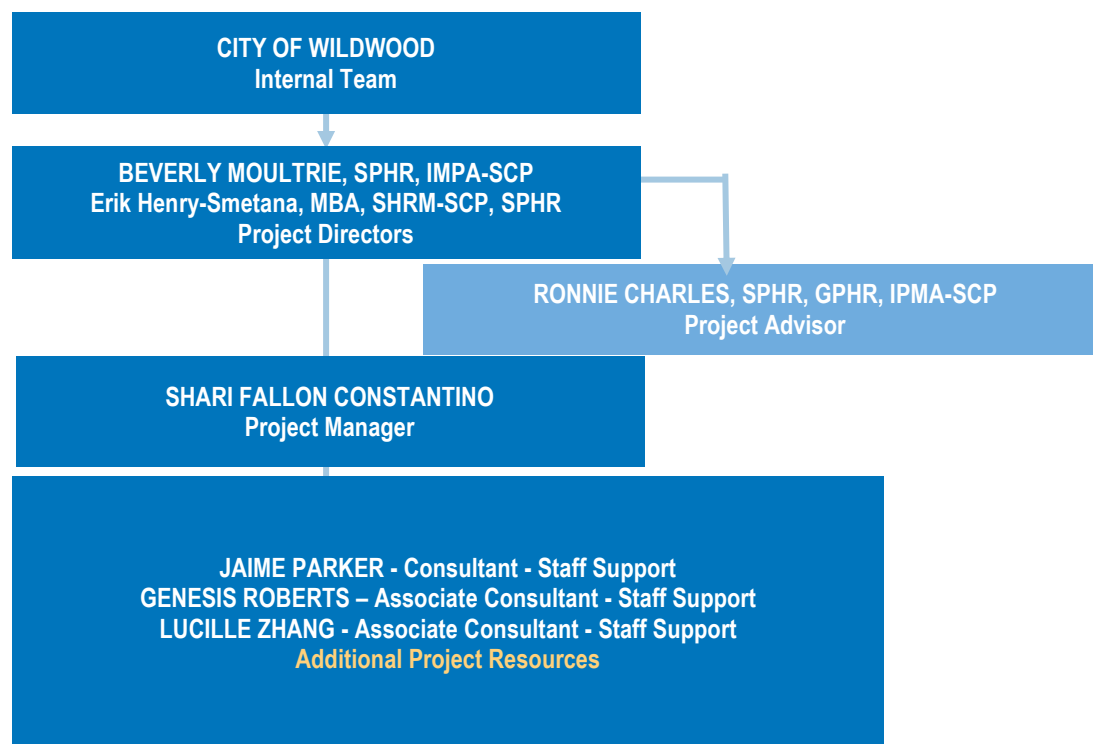
Coordination and Communication

Our firm considers senior management, human resources and general staff engagement essential to project success. We confirm with key stakeholders a communications approach to ensure staff are apprised of all project activities and provide periodic status updates on study progress throughout the engagement. In addition, we provide training to ensure staff awareness on adopted classification and compensation systems, utilization, and long-term maintenance to assist the City following project implementation. During and after projects, we serve as mentors to HR staff and provide work products that fit client needs.

We recommend the following actions to ensure appropriate management and administration of the project from a consulting and City perspective:

- **City Project Manager:** A Project Manager should be appointed to manage the project internally from beginning to end. We also recommend that an administrative support person is also allocated to the project in order to support the Project Manager.
- **Regular Status Meeting and Conference Calls:** Every two weeks, a conference call meeting should be established with the City's Project Manager and the Gallagher Project Manager to discuss the schedule, status and issues regarding the project. We recommend 30 to 60 minutes for this discussion. Gallagher will provide regular written project status updates to the City's Project Manager or his/her designee.
- **Regular Steering Committee and Executive Meetings:** The City should also schedule regular updates and/or meetings of at least monthly to inform the City's project team of the project status and seek direction and input on activities.
- **Regular Employee Communications:** The City should inform employees on a regular basis regarding the status of the project. Some of our clients have created a dedicated email for employee questions that are then answered through an organization's internet and regular newsletter. We also encourage clients to share any communications with us to ensure that a consistent message is sent by all involved in the project. We also provide FAQs to assist the City in addressing any questions.

Gallagher will work with the City on every step of our proposed project plan. We will listen attentively in order to understand the current state and the desired future state of the classification and compensation system. While the City has provided detailed information on the current status, our goal is to discuss these practices and processes in order to fully comprehend how the policies impact the day-to-day operations and long-term effects. We want to make sure that our design approach is appropriate to your needs and fits with the culture and structure of the City, as well as supports the City's mission and strategic objectives.



Personnel Assigned to the Project.

The following members of your project team will serve as the primary points of contact for the City.

PROJECT ADVISOR	PROJECT DIRECTOR	PROJECT MANAGER
National Managing Director: Ronnie Charles, SPHR, GPHR, IPMA-SCP Ronnie_Charles@ajg.com (651) 234-0848 5516 Falmouth Street, Suite 201 Richmond, Virginia 23230	Principal Consultant: Beverly Moultrie, SPHR, IPMA-SCP Beverly_Moultrie@ajg.com (651) 234-0855 1612 Westgate Circle Suite 112 Brentwood, TN 37027 Principal Consultant: Erik Henry-Smetana, MBA, SHRM-SCP, SPHR Erik_HenrySmetana@ajg.com 314.494.4849 5301 Virginia Way Brentwood, TN 37027	Senior Consultant: Shari Fallon Constantino, SHRM-CP Shari_FallonConsantino@ajg.com (612) 339-0919 1612 Westgate Circle Suite 112 Brentwood, TN 37027

Gallagher fosters a commitment of excellence, professionalism, integrity, collaboration, and urgency to each of our clients. With each unique client, Gallagher combines these principles to deliver client services customized, specifically to meet your needs. Your Gallagher consulting team has years of experience consulting to public sector clients, including public employers, with a significantly diverse employee workforce. Each member of Gallagher's public sector compensation consulting practice has achieved one or more of the following certifications and/or degrees:

- Certified Compensation Professional from WorldatWork
- IPMA-SCP from the International Public Management Association for Human Resources
- Master's degree or above, in Human Resources, Business Administration, and/or Organizational Psychology.

BEVERLY MOULTRIE, SPHR, IMPA-SCP

Project Director

Principal Consultant

20 years of experience

Ms. Moultrie serves as a Principal Compensation Consultant with Gallagher's Human Resources and Compensation Consulting practice. In this role, Ms. Moultrie provides high quality consulting services by leading projects specific to client needs and managing relationships between Gallagher experts and clients. Ms. Moultrie has over 20 years of human resources and compensation experience and a wide range of expertise working with large, mid-sized and start-up organizations (both public and private) in manufacturing, government, healthcare, and service environments. Ms. Moultrie is particularly adept at managing complex projects and has led the adoption of employee relation strategies and human resource systems where no prior system existed. Prior to joining the firm, Ms. Moultrie was the Chief Human Resources Officer with the City of Chattanooga where she partnered with Gallagher to lead the successful completion of the compensation study for the civilian and public safety workforce. In addition, she launched the strategic development of the City's equity & inclusion work with the Government Alliance on Race and Equity. Ms. Moultrie has a master's degree in business with an emphasis on organization development and is a certified senior human resource professional.

RONNIE CHARLES, SPHR, GPHR, IPMA-SCP

Project Advisor

National Managing Director

30 years of experience

Mr. Charles is responsible for leading Gallagher's public sector Human Resources & Compensation Consulting practice. Mr. Charles has over 30 years of Public Sector HR experience including Chief Human Resources Officer (CHRO) experience most recently in the City of Baltimore with additional professional stints in the District of Columbia, State of Virginia, and City of Suffolk, Virginia. Mr. Charles has a Bachelor's Degree in Management from Saint Paul's College. Mr. Charles is a member of several professional organizations, including the International Public Management Association for Human Resources (IPMA-HR) and is a past chair of the International IPMA-HR Professional Development Committee. In addition, Mr. Charles is a past Chair of the Human Resources Institute (HRCI). He brings vast experience in domestic U.S., and Global HR compensation practices.

ERIK HENRY-SMETANA, MBA, SHRM-SCP, SPHR

Project Director

Principal Consultant

20 years of experience

Mr. Smetana serves as a Principal Compensation Consultant with Gallagher's Human Resources and Compensation Consulting practice. In this role, Mr. Smetana provides high quality consulting services by leading projects specific to client needs and managing relationships between Gallagher experts and clients. Mr. Smetana's 20-plus year work history has led him to serve in a variety of diverse roles across human resource management, particularly in compensation and benefits, talent management and organizational development, people analytics, and employee relations and policy development. Mr. Smetana has extensive experience in both private and public sectors, working with an eclectic mix of dynamic organizations including Fortune 500 companies across multiple industries, international not-for-profit organizations, membership associations, media outlets (e.g. NPR and NBC affiliates), institutions of higher education and research, and others. Prior to joining Gallagher, he served as the enterprise-wide Deputy CHRO with the University of Missouri System and for Vanderbilt University as the Executive Director of People & Engagement leading, designing, and implementing compensation and people-focused programs and initiatives. Mr. Smetana has a Bachelor's degree in Psychology, an MBA, and Master's degree in Writing.

SHARI FALLON CONSTANTINO, SHRM-CP

Project Manager

Senior Consultant

24 years of experience

Prior to joining Gallagher, Ms. Fallon worked for Cornell University as a Senior Compensation & Workforce Analytics Consultant for 24 years. In her role at Cornell University Ms. Fallon was responsible for providing expertise and consultation to campus constituents and resolving conflicts among functional areas to support best practice standards. She developed and designed the institutional foundation for assessing, delivering and applying workforce planning analytics, advancing HR interests and shared responsibility in the consistency of practice across recruiting, compensation, staffing patterns, performance management, training and transaction processing. Prior to Cornell she worked in Human Resources for Retail and Health organizations. Ms. Fallon has a Bachelor's Degree in Political Science/History from the College of St. Rose in Albany, NY and is certified as a Professional in Human Resource from the Society of Human Resource Management.

JAIME PARKER

Staff Support

Consultant

15 years of experience

Ms. Parker is a Consultant with Gallagher's Human Resources and Compensation Consulting practice. She has 15 years of experience in Higher Education with 7.5 of those years in compensation and organizational effectiveness. Prior to joining Gallagher she worked at Kansas State University in Human Capital Services, and also in the Office of Institutional Effectiveness. Before her career in Higher Education, Ms. Parker worked in the Banking Industry as a Banking Center Manager and Customer Service Manager. Ms. Parker is a graduate of Kansas State University with a bachelor's degree in Accounting.

GENESIS ROBERTS

Staff Support

Associate Consultant

3 years of experience

Ms. Roberts has experience in compensation relationship management for business groups and corporate centers. Additionally, Genesis has extensive experience in the development, analysis, administration and communication of strategically focused compensation programs for global companies. Prior to joining Gallagher, Ms. Roberts was a Data Analytics and Compensation Associate at PGIM Real Estate. Her work experience at PGIM included global compensation management, headcount reporting, talent analytics, compensation forecasting, and budgeting. She is also a US Army veteran. In 2018, Ms. Roberts received her bachelor of Business Administration and Finance from the University of Texas. Then one year later, received her Master in Financial Analysis from Rutgers University in New Jersey.

LUCILLE ZHANG

Staff Support

Associate Consultant

2 years of experience

Ms. Zhang has experience in the areas of compensation, talent management, training, and people analytics. Prior to joining Gallagher Ms. Zhang served as a Compensation Analyst at Novelis, where she provided expertise in the administration and implementation of compensation programs. She also has worked at Willis Towers Watson to support clients across industries on executive compensation. Ms. Zhang earned a Bachelor's Degree in Psychology from Lafayette College and a Master's Degree in Industrial and Organizational Psychology from New York University.

COST

Our fees to conduct the compensation study outlined above (including out-of-pocket expenses) are estimated at \$75,500. The table below outlines the price per phase and optional services.

Phase	Fees
Phase 1: Study Initiation & Strategy Development Includes virtual meeting and ongoing project management meetings throughout. <i>On-site meetings are available at an additional cost</i>	\$10,000
Phase 2: Classification Study <i>Includes training remotely</i> Includes review of current job descriptions, interviews with representative sample of employees, building of classification structure and establishing internal equity.	\$35,000
Phase 3: Compensation Study <i>Includes custom survey, published survey data and training remotely.</i>	\$20,000
Phase 4: Project Finalization, Draft & Final Reports <i>Includes virtual meeting</i>	\$10,500
TOTAL COST (inclusive of all tasks): \$75,500	

*Should the City request Gallagher to update/write job descriptions, those services will be priced separately since we are unable to determine the number that will be required. Pricing would be \$400 per job description and is in addition to the "Total Cost" identified above.

** Should the City wish to have on-site presentation days or meetings, the estimated cost would be \$5,000 per day.

Our study costs are directly derived from estimating the number of hours needed to perform the work and the level of the consultant charged with performing the work. Gallagher typically bills on a monthly basis up to the maximum of each deliverable. Please note, as phases sometimes run concurrently, a phase may not be completed at the time it is billed. All expenses are included in this quote.



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ILLUSTRATIVE WORK\

Form 2

ILLUSTRATIVE WORK

Work by "VENDOR" best illustrates current proposals relevant to the RFP that has been/is being accomplished by personnel that shall be assigned to the "CITY." List no more than five (5) projects.

<u>Project Name & Location</u> Classification and Compensation Study <u>Project Manager:</u> Ronnie Charles		<u>Client's Name & Address</u> 1 County Complex Court, Suite 155 Woodbridge, VA 22192
Completion Date (Actual or Estimated): 2021		
Contractor Fees (In Thousands) \$500,000		<u>Client Contact Name, Title, Email Address and Telephone Number:</u> Angela Poetzman, Project Manager 703-792-6102 Angela.Poetzman@pwccgov.org
Entire Project: \$500,000	Work for which "VENDOR" was/is responsible: \$ 500,000	
<u>Scope of Entire Project</u> (Please give quantitative indications wherever possible) Beginning in 2018, we were engaged to conduct a classification and compensation study addressing approximately 4,800 employees in 600 job classes. The classification stage of the project includes the development of a compensation strategy; job evaluation; analysis of the class system including employee questionnaires, employee interviews and panels; development of a simplified and flexible class structure and employee allocations; the conduct of a compensation study and development of updated pay structures; implementation costing; and best practices guidance.		
<u>Nature of "VENDOR"s Responsibility in Project</u> (Please give quantitative indications wherever possible) The entire project.		
<u>"VENDOR"s Personnel (Name/Project Assignment) That Worked on the Stated Project that Shall Be Assigned to the "CITY"s Project</u> Ronnie Charles		

REFERENCES

We have included a sampling of references that demonstrates our experience in conducting similar engagements for public sector clients. Contact names and phone numbers are listed for each project. These projects are relevant in demonstrating our ability to meet the needs of the City and show considerable experience in developing compensation programs for a variety of organizations. Our references can attest to the timeliness, quality, and responsiveness of the services we provide, as well as our knowledge of legal issues, such as the ADA and FLSA, our understanding of job classifications, and our skill and ability in dealing with public organizations and sensitive personnel issues.

Florida References

FLORIDA STATE COLLEGE, FL: In 2012, we were asked by the College to complete a custom survey for all positions within the College. In 2018, the College requested we return and complete a classification study for over 200 positions, using our proprietary job evaluation methodology. FSCJ has approximately 3,000 employees and 45,000 students. Ms. Judy Robbins, Director Compensation & Benefits, 904-632-3161, jrobbins@fscj.edu, 501 West State Street, Jacksonville, FL 32204.

ST. PETERSBURG COLLEGE, FL: In 2013, we conducted a comprehensive classification and compensation study that included all staff for this large, multi-campus organization. St. Petersburg College has approximately 4,150 employees and 29,200 students. Desiree Worner, Director of Human Resources, 727.302.6823 or Woroner.Desiree@spcollege.edu, 6505 5th Avenue North, St. Petersburg, FL 33710.

BROWARD COUNTY COLLEGE, FL: During 2012 and 2013, we completed an extensive market analysis for this college to identify the discrepancies of their current pay levels with those of the market. We reviewed all job levels including faculty and provided information on pay and benefits levels in the market. BCC has approximately 5,000 employees and 63,000 students. Kim Brodsky, Director of Compensation, 954-201-7815, kbrodsky@broward.edu, 3501 Southwest Davie Road, Davie, FL 33314.

MIAMI-DADE COUNTY, FL: In October of 2002 we were retained to review and revise the County's classification and compensation plans that covered approximately 29,000 employees currently classified into 2,700 distinct job classifications. At that time, the county had a population of approximately 2.3 million constituents. We examined broad banding concepts, method of pay, assessed the competitive market, and provided recommendations to streamline the classification and pay plans, including the cost to migrate from the current plan to the recommended plan.

As part of this study, we conducted a nationwide survey covering 47 executive positions. This project was completed and the final report delivered in September 2003. Mary Lou Rizzo, Director of Employee Relations, 111 Northwest 1st Street; Suite 2020; Miami, FL, 305-375-2670.

ESCAMBIA COUNTY, FL: In 2006, we conducted a full classification and compensation study for this county and the sheriff's office (over 500 classifications). In 2007, we conducted a comprehensive classification and compensation study of all library positions and transitioning those positions into the current county system. Rod Powell, Director of Human Resources now at Augusta-Richmond County, GA, 706-821-2303, 530 Greene Street, Augusta, GA 30901.

Additional References

CITY OF DURHAM, NC: Beginning in 2016 and currently, we are assisting the City in conducting a comprehensive Compensation System Study which provided for the development of a formal compensation philosophy, identified appropriate labor markets and benchmark jobs, recommendations for alternative pay structures, and enterprise wide employee and key stakeholder communication strategies. Alethea Hardy, Human Resources Manager, (919) 560-4214 ext. 23026 or alethea.hardy@durhamnc.gov, 101 City Hall Plaza, Durham, NC 27701.

CITY OF RALEIGH, NC: Between 2015 and 2017, we assisted the City in conducting a comprehensive Compensation System Study which provided for the development of a formal compensation philosophy, identified appropriate labor markets and benchmark jobs, recommendations for alternative pay structures, and enterprise wide employee and key stakeholder communication strategies. Mr. C. Stephen Jones, Jr. MBA, SPHR, former HR Director, 410-704-4053 or CSJones@towson.edu, 222 West Hargett Street, Raleigh, NC 27601.

CITY OF STATEVILLE, NC: Contracted with the City in 2018 to complete a diagnostic assessment of their current classification and compensation systems. Mildred M. Minor, Director of Human Resources, 704-878-3572 or mminor@statesvillenc.net, 301 South Center Street, Statesville, NC 28687.

RAMSEY COUNTY, MN: We are currently working with the County on a comprehensive classification and compensation project encompassing all County operations of approximately 4,000 employees in 600 classifications. We are over 70% complete with the project and anticipate full project completion this summer, however the COVID-19 impact may stall these final steps. Johanna M. Berg, Deputy County Manager, 651.266.2762, johanna.berg@co.ramsey.mn.us, 4000 Metro Square, St. Paul, MN 55101.

CITY OF TACOMA, WA: We are currently engaged with the City in the conduct of a comprehensive classification and compensation study. In 2016, we were retained to assist the City to support reorganization. Additionally, in 2008 we were retained to assist the City in developing a new job classification structure covering all City positions, as well as to develop a new compensation program using data to be collected by another consulting firm. Current study contact: Kari Louie, Sr. Manager Compensation & Benefits, (253) 591-5419, klouie@cityoftacoma.org; 2008 study contact: Joy St. Germaine, former Human Resources Director and current Human Resource Director at City of Bellevue at (425) 452-4581, jstgermain@bellevuewa.gov, 747 Market Street, Tacoma, WA 98402.

STATE OF COLORADO: In 1994, we were retained to conduct an audit of the State's annual salary survey and compensation recommendations for the State Auditor's Office. We were subsequently retained to conduct similar audits in 1995, 1996, and 1997. As part of the 1997 audit, we were asked to conduct a special audit of the State's new pay-for-performance program. The State Auditor, the Legislative Audit Committee, and the affected employee organizations accepted the results of the audit. As part of the 1996 audit, we were asked to perform a special survey for the Utilities Commission. This survey included private and public organizations, and internal relationships to determine the appropriate rate of pay for the position of Utilities Commissioner. In 2009, we were also retained to once again conduct the audit of the State's compensation survey process. Michelle Colin, Audit Manager; 303-869-2823, M.Colin@state.co.us, 633 17th Street, Suite 1200, Denver, CO 80202.

In 2016-17, we contracted with the State Department of Personnel Administration to conduct a total compensation analysis of all classified salary structure positions, which included approximately 30,000 employees. We have worked with the State each year since the original contract to conduct the full study in 2017 and 2019, with maintenance year support in 2018 and upcoming in 202. We collected market data from published survey sources and provided total compensation analysis, including benefit cost sharing between employee and employer, as well as benefit valuation comparisons, to show how the State compared with the local and other State government labor markets. Adrian Leiter, Chief Financial Officer; 303-866-4022, Adrian.Leiter@state.co.us, 1525 Sherman Street, Denver, CO 80203.

Our Public Sector Consulting Practice has assisted numerous organizations in reviewing and revising their classification and compensation systems. We have worked with institutions in Florida and throughout the country. Many of these organizations have included unionized workforces where we have worked with union committees and provided recommendations to unions before the recommendations have gone before the Board.



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Close to 90% of our projects include job or compensation analysis inclusive of positions represented by collective bargaining agreements. In addition, we have been retained by both management and Unions jointly and separately in the conduct of compensation analysis.

It is our practice to include Union representatives in the course of a project. While on many of our projects we are working with management in the understanding of the work and setting up the job family structure, which is management right, we recommend including Union representation in the process through separate discussions and meetings to ensure understanding of the process, and get key information related to the competitive labor market in which they may have detailed information.

Gallagher does not, and will not, use any subcontractors to deliver services to the City. All the consulting analyses and assistance we provide are furnished by staff employed by Gallagher.

ADDITIONAL INFORMATION

Our significant experience has resulted in a comprehensive understanding of the scope of work described by the City. Additionally, we understand the importance of this study as one of many strategies to address current human resources issues and appreciate the delicate nature of public sector spending. The work plan proposed is designed to provide the flexibility necessary to attract, retain, and motivate employees to provide quality services and ensure the system is not an administrative and/or costly burden to the City now or in the future. Below are some key considerations we have in this type of project, followed by our approach to the areas identified by the City, and then our detailed work plan.

- **Employee Involvement.** The study should be introduced to employees so they know what will happen and can ask questions, and then we suggest summarizing the study findings at the end of the project in an open session so they can see the results. Updates throughout the process will go a long way toward acceptance of the results. We believe that if employees know how and why they are compensated the way they are, they will accept the results better than if the system was created without their involvement.
- **Leadership Sponsorship.** Change is complicated! Updating classification and compensation systems requires strong and visible support of an organization's management and governance.
- **Internal Equity.** While market parity is important, most employees want to make sure that they are paid fairly in relation to other employees. We have extensive experience with designing pay systems that take into consideration internal equity and mitigate compression.
- **Project Timing.** Doing it right produces a better study outcome than trying to meet unrealistic deadlines.
- **Data/Exceptions.** Rely on data, but make decisions based on humans. It has been our philosophy that the results and recommendations should be based on verifiable, auditable and valid data. Once the basic structure is in place, adjustments may be needed for special conditions or other factors. However, the classification and compensation systems should be based on verifiable facts and solid professional standards.
- **Communication.** These systems need to be understood. They need to be simple, straightforward and transparent.

- **Pay Compression.** Give adequate attention to implementation costs when employees are placed in the pay ranges and there is potential for creating or increasing pay compression.

Job Description Review - Gallagher will review the City's current job documentation for consistency in format and accuracy in job functions and as a basis for updating the classification structure. We will recommend job families, levels and naming/titling conventions and then allocate the employee(s) based on the job information. We then recommend reviewing these allocations with functional leaders (department heads) to ensure appropriate placement in the updated classification structure. Additionally, we can make recommendations on job description content to ensure compliance with applicable laws and regulations.

Internal Equity - We will work with the City to evaluate each job title with the current job evaluation methodology to determine internal equity. As appropriate, we will present an alternative method for review of internal equity. Our project plan and cost reflect reviewing all the City job titles and ensuring internal consistency and accuracy of job functions. We have significant experience in applying job evaluation methods, but will work the City to ensure our understanding of the method and the jobs. In many cases, we will verify the current evaluations of the City and ask follow-up questions to clarify any questions.

Market Comparison - We will work with the City to identify benchmark job classes for the purposes of competitive market analysis. We recommend that the City collect market data on its job titles to ensure sufficient data and validity of the resulting salary structure. We will survey both current rates of pay, minimum and maximum rates of pay and the employer and employee cost. We will also integrate private sector salary information in the market comparison process from survey sources that represent the local area market.

Salary Structure Development & Implementation Analysis - To develop a reliable salary structure, we integrate market data and custom survey results with the internal equity ratings from job evaluation, so that the structure is internally equitable and externally competitive. In this step, we assign all jobs to the right pay grade and all employees to the right place in the range based on agreed upon criteria. During this phase, we also discuss how pay progression is integrated in a sustainable system that grows with the City and allows for employee development and contribution to goal achievement. Up to three implementation scenarios will be provided to the City. These resulting pay structures and implementation scenarios will be reviewed to ensure a gender and race neutral system.

Final Report - Our final report will be prepared which outlines the process, methods, techniques and findings and recommendations of the study. It will include a financial impact analysis and recommended ways to implement and maintain the system in the future. We will provide the data in a format that can be used to update your HRIS system based on your implementation approach. Finally, we will train the HR staff in the proper procedure and methods to manage and maintain the system. Additionally, we will provide the necessary documentation and other materials so the City will be able to maintain the system independent of the consultant following implementation.

PHASE 1: STUDY INITIATION & STRATEGY DEVELOPMENT

Meeting via telephone/online platform to initiate project and discuss timelines and key deliverables.
 Organization & salary material collected.
 Discussion/review of the strengths and weaknesses of the City's current classification & compensation systems.
 Discussion of the City's current compensation philosophy and supporting strategies.
 Project timetable confirmed.
 Conduct of meetings with HR/leadership/project team at critical intervals to discuss deliverables.
 Employee orientation sessions conducted, if applicable.
Virtual Meetings are included. On-site visits are available at an additional charge to the City.

PHASE 2: CLASSIFICATION STUDY

Review and analysis of *current job descriptions/documentation approved by management* for all employees covered by the study.
 Analyze existing classifications and recommendations on any changes to current classification plan.
 Review and analyze job descriptions/documentation for all employees covered by the study.

- **OPTION 1:** Review and analysis of *current job descriptions/documentation approved by management* for all employees covered by the study.
- **OPTION 2:** Utilize Positions Description Questionnaires (PDQs) that are completed by employees to obtain current job description information (***This option adds additional time to the project timeline as employees will need sufficient time to complete and Gallagher consultants will need sufficient time to review***). This is only used for jobs without updated job descriptions.

Recommend standardized, market oriented, classification and titling conventions for job leveling and career ladders.
 Ensure alignment of education, knowledge, skills and abilities within each classification.

PHASE 2: CLASSIFICATION STUDY

Review exempt and non-exempt classifications to ensure proper Fair Labor Standards Act (FLSA) status.

If applicable, allocate employees to an appropriate job class in the new classification structure.

Conduct interviews by telephone or onsite with a representative sample of employees covered by the study in order to gather additional details of the type and nature of work being performed, as necessary.

Utilize the City's job evaluation methodology or introduce the City to alternate job evaluation tools; provide training for HR and management personnel in the use of the selected job evaluation system, as appropriate.

Development of new or updated job descriptions at additional cost.

PHASE 3: COMPENSATION STUDY

CUSTOM SURVEY

Conduct of meetings with HR/leadership/project team at critical intervals to discuss deliverables.

Labor market confirmed and survey participants identified to gather data from local, state and regional sources.

Benchmark jobs identified and summarized.

Identification of hard to recruit positions and assessment of the relevance of compensation for recruiting.

Custom survey developed and conducted, including collection of specified contracts

INTEGRATE PUBLISHED SURVEY SOURCES

Identify appropriate published survey sources.

Collect market data from published survey sources using data cuts from public, private, local, state and regional sources.

The following activities will be performed on all data:

Comprehensive internal salary relationship analysis of data to ensure the structure is internally equitable and externally competitive.

Competitive analysis of market data (salary and contracts) performed.

Diagnostic review of current salary structures conducted to identify opportunities for simplification, reduction in pay compression.

Recommended pay structure developed or existing structures updated (includes 1 revision if requested).

Internal review conducted and consolidated feedback provided by the City. The City approves the updates to the pay plan(s) and other recommendations and implementation options.

Provide the City with up to three (3) transition options, recommendations and next steps/ongoing maintenance.

PHASE 4: PROJECT FINALIZATION, DRAFT & FINAL REPORTS

Draft and final report and presentations developed including findings, recommendations for proposed pay plan and estimated implementation costs.

Quality assurance reviews conducted.

Finalization of the City's compensation philosophy and supporting strategies alongside compensation study results.

Develop guidelines and policies for ongoing administration of the classification and compensation structure and in compliance with federal, state and local requirements.

Training provided for staff including necessary tools to maintain the system.

Timeline

The following is an estimate to complete each phase by month. We will discuss the details of each phase during Phase I and identify specific deadlines for the project at that time. We will conduct frequent conference calls with the City to ensure the schedule is monitored throughout the project. In today's world, speed is very important. However, given the significance of this project, it is just as important for the City officials, department heads, and employees to have sufficient time to review and approve the recommendations of Gallagher and to ensure proper communications occur. We have prepared a timeline to ensure the City has the work products in an expeditious manner. Our phases run concurrently, in that we do not wait until the full completion of a phase to begin another phase.

We are prepared to commence the work within two weeks of receiving your authorization to proceed.

	PHASE 1	PHASE 2	PHASE 3	PHASE 4
Month	Study Initiation & Strategy Development	Classification Study	Compensation Study	Project Finalization, Draft & Final Reports
1				
2				
3				
4				
5				



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* * * * *

Thank you for this opportunity to offer our services. Please feel free to contact us at any time if you have any questions or require additional information. We look forward to hearing from you soon.

Sincerely,

Beverly Moultrie, SPHR, IMPA-SCP
Principal Consultant

Consulting and insurance brokerage services to be provided by Gallagher Benefit Services, Inc. and/or its affiliate Gallagher Benefit Services (Canada) Group Inc. Gallagher Benefit Services, Inc. is a licensed insurance agency that does business in California as "Gallagher Benefit Services of California Insurance Services" and in Massachusetts as "Gallagher Benefit Insurance Services." Neither Arthur J. Gallagher & Co., nor its affiliates provide accounting, legal or tax advice.



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ADDITIONAL REQUIRED DOCUMENTS

PROPOSER'S CERTIFICATION

Submit To: City of Wildwood 100 N Main Street Wildwood, FL 34785 352-330-1330		CITY OF WILDWOOD REQUEST FOR QUALIFICATION (RFP) CERTIFICATION AND ADDENDA ACKNOWLEDGMENT	
DUE DATE: November 4, 2022		DUE TIME: 11:00am EDT	
RFP # 2022 - 09			
TITLE: Classification & Compensation Study			
VENDOR NAME: Gallagher Benefit Services, Inc.		PHONE NUMBER: 651.234.0855	
VENDOR MAILING ADDRESS: 1612 Westgate Circle Suite 112		FAX NUMBER: 651.339.2569	
CITY/STATE/ZIP: Brentwood, TN 37027		E-MAIL ADDRESS: Beverly_Moultrie@ajg.com	
"I, the undersigned, certify that I have reviewed the addenda listed below (list all addenda received to date). I understand that timely commencement will be considered in award of this RFP and that cancellation of award will be considered if commencement time is not met, and that untimely commencement may be cause for termination of contract. I further certify that the services will meet or exceed the RFP requirements. I, the undersigned, declare that I have carefully examined the RFP, specifications, terms and conditions as applicable for this Request, and that I am thoroughly familiar with all provisions and the quality and type of coverage and services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Offeror and have not colluded with any Offerors or parties to an RFP whatsoever for any fraudulent purpose."			
1 _____ _____ _____ _____			
Addendum #	Addendum #	Addendum #	Addendum #
"I certify that this quote is made without prior understanding, agreement, or connection with any corporation, "VENDOR", or person submitting an RFP for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this response and that the offer is in compliance with all requirements of the RFP, including but not limited to certification requirements. In conducting offers with an agency for "CITY", respondent agrees that if this RFP is accepted, the respondent will convey, sell, assign, or transfer to the "CITY" all rights, title and interest in and to all causes of action it may now or hereafter acquire under the anti-trust laws of the United States for price fixing relating to the particular commodities or services purchased or acquired by the CITY. At the "CITY" discretion, such assignment shall be made and become effective at the time the purchasing agency renders final payment to the respondent."			
Beverly Moultrie, Principal Consultant		November 2, 2022	
Authorized Agent Name, Title (Print)		Authorized Signature	
<i>This form must be completed and returned with your Submittal</i>			



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PROPOSALS FORM FOR CITY OF WILDWOOD



Name of Vendor Submitting Proposals Gallagher Benefit Services, Inc.

Name of Person Submitting Proposals Beverly Moultrie, Principal Consultant

PROPOSER ACKNOWLEDGMENT

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP and Specifications for the work and comments hereto attached. The Vendor proposes and agrees, if this submission is accepted, to contract with the "CITY" to furnish all necessary materials, equipment, labor and services necessary to complete the work covered by the RFP and Contract Documents for this Project. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

Beverly Moultrie, Principal Consultant

Beverly Moultrie
Signature

November 2, 2022
Date

2022-12
RFP Number

[☒] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

This document must be completed and returned with your Submittal

Statement of Terms and Conditions

20



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PUBLIC ENTITY CRIME: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal/Bid on a contract to provide any goods or services to a public entity, for the construction or repair of a public building or public work, may not submit Proposal/Bids on leases of real property to a public entity, may not be awarded or perform work as a "VENDOR", supplier, sub-contractor, or Agent who is also an Officer, Agent, or Employee of any of the City's at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INDEMNIFICATION: The "VENDOR" shall indemnify and hold harmless the "CITY" and their elected officials, employees, agents, representatives, and volunteers from and against any and all claims, damages, losses and expenses, (including legal costs), or liabilities based on third party claims of injury to persons or damage to property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

PROHIBITION OF LOBBYING: During the blackout period which is, the period between the time the submittals for Invitation to Bid or the Request for Proposals, or Proposals, or information, as applicable, are received at Contracts / Purchasing and the time the City award the contract, no proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, any member of the City, or any City employee other than Cassandra Smith in writing via email to csmith@wildwood-fl.gov. Violation of this provision may result in disqualification of violating party. All questions regarding this Request for Proposals (RFP) or Invitation to Bid (ID) must be submitted in writing to the City's Financial Services Manager.

ANTI TRUST LAWS: By submission of a signed RFP or BID, the successful Vendor acknowledges compliance with all antitrust laws of the United States and the State of Florida, in order to protect the public from restraint of trade, which illegally increase prices.

CONFLICT OF INTEREST: The award of the contract hereunder is subject to the provisions of Chapter 112 of the Florida Statutes. Vendors shall disclose the name of any Officer, Director, Partner, Associate, or Agent who is also an Officer, Agent, or Employee of any of the City's at the time of the RFP or BID, or at the time of occurrence of the Conflict of Interest thereafter.

INTERPRETATION, CLARIFICATIONS AND ADDENDA: No oral interpretation will be made to any vendor as to the meaning of the RFP/BID Contract Documents. Any inquiry or request for interpretation received by Cassandra Smith in writing via email to csmith@wildwood-fl.gov before the date listed herein will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal/Pre-Bid Conference, mailed or sent by available or electronic means to all attending prospective Submitters prior to the established RFP/BID opening date. Each Vendor shall acknowledge receipt of such addenda in the space provided. In case any Proposer/Bidder fails to acknowledge receipt of such addenda or addendum, his offer will nevertheless be construed as though it had been received and acknowledged and the submission of his bid will constitute acknowledgment of the receipt of same. All addenda are a part of the RFP/BID FORMS and each Proposer/Bidder will be bound by such addenda, whether or not received by him. It is the responsibility of each Proposer/Bidder to verify that he has received all addenda issued before RFP's/BID's are opened. In the case of unit price items, the quantities of work to be done and materials to be furnished under this RFP/BID Contract are to be considered as approximate only and are to be used solely for the comparison of RFP's/BID's received. The City and/or its "VENDOR" do not expressly or by implication represent that the actual quantities involved will correspond exactly therewith; nor shall the Vendor plead misunderstanding or deception because of such estimate or quantities of work performed or material furnished in accordance with the Specifications and/or Drawings and other Proposal/Bid Documents, and it is understood that the quantities may be increased or diminished as provided herein without in any way invalidating any of the unit or lump sum prices bid.

GOVERNING LAWS AND REGULATIONS: The vendor is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work.

PROPRIETARY/CONFIDENTIAL INFORMATION: Vendors are hereby notified that all information submitted as part of, or in support of RFP's/BID's, will be available for public inspection ten days after opening of the RFP's/BID or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. All RFP's/BID submitted in response to this solicitation become the property of the City. Unless information submitted is proprietary, copy written, trademarked, or patented, the City reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP/BID, in its best interest.

TAXES: The "CITY" is exempt from any taxes imposed by the State and/or Federal Government. Exemption certificates will be provided upon request.

NON-COLLUSION DECLARATION: By signing this RFP/BID, all Vendors shall affirm that they shall not collude, conspire, connive or agree, directly or indirectly, with any other Proposer, "VENDOR", or person to submit a collusive or sham Proposal in connection with the work for which their RFP/BID has been submitted; or to refrain from Bidding in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices in the RFP/BID or of any other Bidder, or to fix any overhead, profit, or cost elements of the RFP/BID price or the RFP/BID price of any other Bidder, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against any other Bidder, or any person interested in the proposed work.

PROPOSOR RESPONSIBILITY: Invitation by the City to vendors is based on the recipient's specific request or as the result of response by the public to the legal advertisements required by State law. "VENDOR" or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind.

CITYSHIP OF SUBMITTALS: All responses, inquiries or correspondence relating to or in reference to this RFP/BID, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the City. Reference to literature submitted with a previous RFP/BID will not relieve the Bidder from including any required documents with this RFP/BID.

EXAMINATION OF BID DOCUMENTS: Each Bidder shall carefully examine the RFP/BID Document to ensure all pages have been received, all drawings and/or Specifications and other applicable documents are included, and shall inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the "VENDOR" will in no way relieve him of the obligations and responsibilities assumed under the Contract.

VENDOR RESPONSIBILITY: Vendors are fully and completely responsible for the labeling, identification and delivery of their submittals. The "CITY" will not be responsible for any mislabeled or misdirected submittals, nor those handled by delivery persons, couriers, or the US Postal Service.

DRUG FREE WORKPLACE: All Proposer/Bidders shall submit the enclosed, duly signed and notarized form entitled "Drug Free Workplace Certificate". The Drug Free Workplace Vendor shall have the burden of demonstrating that his program complies with Section 287.017 of the Florida Statutes, and any other applicable state law.

THE CITY OF WILDWOOD, is a political subdivision of the State of Florida, and reserves the right to cancel this RFP and to reject any and/or all submittals, reserve the right to waive any and all informalities or irregularities, to re-advertise with either the identical or revised specifications, and reserve the right to award contracts and/or in the best interest of the City. Submittals not meeting stated minimum terms and Proposals may be rejected by the City as non-responsive. The City reserves the right to reject any or all submittals without cause. The City reserves the right to reject the submission of any Vendor in arrears or in default upon any debt or contract to the City, or who has failed to perform faithfully any previous contract with the City's or with other governmental agencies.

PUBLIC RECORDS LAW: Correspondence, materials and documents received pursuant to this RFP/BID become public records subject to the provisions of Chapter 119, Florida Statutes.

VERIFICATION OF TIME: Version time is hereby established as the Official Time of the City's.

PREPARATION OF PROPOSALS/BIDS:

Signature of the Bidder: The Bidder must sign the RFP/BID FORMS in the space provided for the signature. If the Proposer/Bidder is an individual, the words "doing business as _____" must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the "VENDOR" name and the words, "Member of the 'VENDOR'" should be written beneath such signature. If the Proposer/Bidder is a corporation, the title of the officer signing the RFP/BID on behalf of the corporation must be stated and evidence of his authority to sign the RFP/BID must be submitted. The Proposer/Bidder shall state in the RFP/BID FORMS the name and address of each person interested therein.

Scale for Bidding: The price proposed for each item shall be on a lump sum or unit price basis according to specifications on the RFP/BID FORM. The proposed prices shall remain unchanged for the duration of the Contract and no claims for cost escalation during the progress of the work will be considered, unless otherwise provided herein.

Total Proposed Price/Total Contract Sum Proposed: If applicable, the total price bid for the work shall be the aggregate of the lump sum prices proposed and/or unit prices multiplied by the appropriate estimated quantities for the individual items and shall be stated in figures in the appropriate place on the RFP/BID FORM. In the event that there is a discrepancy on the RFP/BID FORM due to unit price extensions or additions, the corrected extensions and additions shall be used to determine the project bid amount.

TABULATION: Those wishing to receive an official tabulation of the results of the opening of this RFP/BID are to submit a self-addressed, stamped business size (No. 10) envelope, prominently marked on the front lower left side, with the RFP identification. Tabulation requested by telephone, fax or electronic media will not be accepted.

OBLIGATION OF WINNING BIDDER: The contents of the RFP/BID of the successful proposer/bidder will become contractual obligations if acquisition action ensues. Failure of the successful Proposer/Bidder to accept these obligations in a contract may result in cancellation of the award and such vendor may be removed from future participation.

AWARD OF BID: It is the City's intent to select a vendor within sixty (60) calendar days of the deadline for receipt of Proposals/Bids. However, Proposals/Bids must be firm and valid for award for at least ninety (90) calendar days after the deadline for receipt of the RFP/BID.

ADDITIONAL REQUIREMENTS: The "VENDORS" shall furnish such additional information as the City may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The City reserves the right to make investigations of the Proposals of the "VENDOR" as it deems appropriate.

PREPARATION COSTS: The City shall not be obligated or be liable for any costs incurred by Proposer/Bidders prior to issuance of a contract. All costs to prepare and submit a response to this RFP/BID shall be borne by the Proposer/Bidder.

TIMELINESS: All work will commence upon authorization from the City's representative. All work will proceed in a timely manner without delays. The "VENDOR" shall commence the work UPON RECEIPT OF NOTICE TO PROCEED and/or ORDER PLACED (PURCHASE ORDER PRESENTED), and shall deliver in accordance to the terms and conditions outlined and agreed upon herein.

DELIVERY: All prices shall be FOB Destination, Santa County, Florida, inside delivery unless otherwise specified.

ADDITIONAL SERVICES/PURCHASES BY OTHER PUBLIC AGENCIES ("PIGGY-BACK"):

The Vendor by submitting a Bid acknowledges that other Public Agencies may seek to "Piggy-Back" under the same terms and conditions, during the effective period of any resulting contract - services and/or purchases being offered in this Bid, for the same prices and/or terms proposed. Vendor has the option to agree or disagree to allow contract Piggy-backs on a case-by-case basis. Before a Public Agency is allowed to Piggy-Back any contract, the Agency must first obtain the vendor's approval - without the vendor's approval, the requesting Agency cannot Piggy-Back.

PLANS, FORMS & SPECIFICATIONS: Bid Packages are available from the "CITY". These packages are available for pickup or by mail. If requested to mail, the Proposer/Bidder must supply a courier account number (UPS, FedEx, etc.).

Proposer/Bidders are required to use the official RFP/BID FORMS, and all attachments listed herein, are to be submitted as a single document. Any variation from the minimum specifications must be clearly stated on the RFP/BID FORM and/or Exceptions/Deviations Sheet(s). Only one set of plans, forms, and specifications will be furnished each company or corporation interested in submitting a Proposal/Bid. RFP/BID FORM documents for this project are free of charge and are available on-line and are downloadable.

MANUFACTURER'S NAME AND APPROVED EQUIVALENTS: Any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification are for information and not intended to limit competition unless otherwise indicated. The Proposer/Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the RFP/BID specification for any item(s). If RFP's/BID's are based on equivalent products, indicate on the RFP/BID FORM the manufacturer's product name and literature, and/or complete specifications. Reference to literature submitted with a previous RFP/BID will not satisfy this provision. The Proposer/Bidder shall explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto.

RFP's/BID's which do not comply with these requirements are subject to rejection. RFP's/BID's lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications as listed on the RFP/BID FORM. The "CITY" is to be notified, in writing, of any proposed changes in materials used, manufacturing process, or construction. However, changes shall not be binding upon the "CITY" unless evidenced by a Change Notice issued and signed by the "CITY", or designated representative.

QUANTITIES: The quantities as specified in this RFP/BID are estimates only and are not to be construed as guaranteed minimums.

SAMPLES: Samples of items, when called for, shall be furnished free of expense, and if not destroyed may, upon request, be returned at the Proposer/Bidder's expense. Each sample shall be labeled with the Proposer/Bidder's name, manufacturer brand name and number, RFP/BID number and item reference. Samples of successful Proposer's/Bidder's items may remain on file for the term of the contract. Request for return of samples shall be accompanied by instructions which include shipping authorization and must be received at time of opening. Samples not returned may be disposed of by the "CITY" within a reasonable time as deemed appropriate.

DOCUMENT RE-CREATION: Vendor may choose to re-create any document(s) required for this solicitation, but must do so at his own risk. All required information in the original "CITY" format must be included in any re-created document. Submittals may be deemed non-responsive if required information is not included in any re-created document.

ACKNOWLEDGED:

Beverly Moultrie
(Signature and Date)

November 2, 2022

This document must be completed and returned with your Submittal



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HOLD HARMLESS AGREEMENT

The "VENDOR" agrees to hold the "CITY" harmless against all claims for bodily injury, sickness, disease, death or personal injury or damage to property or loss of use of property arising out of or resulting, in whole or in part, from a negligent act or omission or willful misconduct of "VENDOR" or its employees, Subcontractors, agents or representatives.

The "VENDOR" shall purchase and maintain workers' compensation insurance for all workers' compensation insurance and employers' liability in accordance with Florida Statute Chapter 440.

The "VENDOR" shall also purchase any other coverage required by law for the benefit of employees.

Required insurance shall be documented in Certificates of Insurance and shall be provided to the "CITY" representative requesting the service.

By signature upon this form the "VENDOR" stipulates that he/she agrees to the Hold Harmless Agreement, and to abide by all insurance requirements.

Gallagher Benefit Services, Inc.

Vendor-Print Name

Beverly Moultrie

Signature

Classification and Compensation Study November 2, 2022

Project Name

Date

The effective date of this Hold Harmless Agreement shall be for the duration of this project.

This document must be completed and returned with your Submittal

DRUG-FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that,

Gallagher Benefit Services, Inc.

(print or type name of vendor)

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace named above and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the workplace, the "VENDOR"'s policy of maintaining a drug-free working environment, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under RFP or bid, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under RFP or bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, please or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug-free workplace through the implementation of the drug-free workplace program.
- "As a person authorized to sign this statement, I certify that the above-named business, "VENDOR" or corporation complies fully with the requirements set forth herein".

Beverly Moultrie

Authorized Signature

November 2, 2022

Date Signed

State of: Minnesota

County of: Hennepin

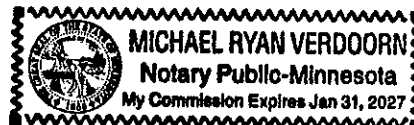
Sworn to and subscribed before me this 2nd day of November, 2022

Personally known X or Produced Identification _____
(Specify Type of Identification)

[Signature]
Signature of Notary

My Commission Expires 1-31-2027

(seal)



This document must be completed and returned with your Submittal

**SWORN STATEMENT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES FORM**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to City of Wildwood

By Beverly Moultrie, Principal Consultant
{print individual's name and title}

for Gallagher Benefit Services, Inc.
{print name of entity submitting sworn statement}

whose business address is 1612 Westgate Circle Suite 112, Brentwood, TN 37027

and (if applicable) its Federal Employer Identification Number (FEIN) is 36-4291971 (If the entity
has no FEIN, include the Social Security Number of the individual signing this sworn
statement: _____.)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
 - c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders,

employees, members, and agents who are active in management of an entity.

- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **{indicate which statement applies.}**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **{attach a copy of the final order}**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Beverly Moultrie

(signature)

November 2, 2022

(date)

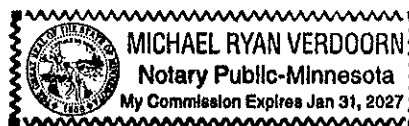
State of Minnesota

County of Hennepin

PERSONALLY APPEARED BEFORE ME, the undersigned authority, Beverly Moultrie, who after first being sworn by me, affixed his/her signature in the space provided above on this 2nd day of November, 2022.

Attest:

[Signature]
Notary Public
My commission expires: 1-31-2027



(Notary Seal)

This document must be completed and returned with your Submittal

Conflict of Interest Disclosure Form

I HEREBY CERTIFY that

2. I (printed name) Beverly Moultrie am the
(title) Principal Consultant and the duly authorized representative of the Vendor of ("VENDOR"
Name) Gallagher Benefit Services, Inc. whose address is
1612 Westgate Circle Suite 112, Brentwood, TN 37027
and that I possess the legal authority to make this affidavit on behalf of myself and the
Vendor for which I am acting; and,

2. Except as listed below, no employee, officer, or agent of the Vendor has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and,

3. This bid Proposal is made without prior understanding, agreement, or connection with any corporation, Vendor, or person submitting a bid Proposal for the same services and is in all respects fair and without collusion or fraud.

EXCEPTIONS (List)

Signature: Beverly Moultrie

Printed Name: Beverly Moultrie

Vendor Name: Gallagher Benefit Services, Inc.

Date: November 2, 2022

State of Minnesota

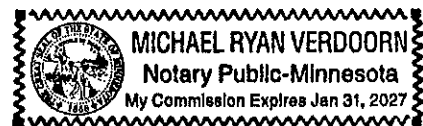
County of Hennepin

Sworn to and subscribed before me this 2nd day of November 2022

Personally Known X
OR Produced Identification _____, Type of Identification _____

My Commission Expires 1-31-2027

Michael Ryan Verdoorn
(Printed, typed, or stamped commissioned name of notary)



THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSALS PACKAGE

FORM 1

"VENDOR" PROFILE

Gallagher Benefit Services, Inc.

Submitted by (Company Name):

Corporation ☒ Partnership Individual Joint Venture

Other Describe:

Florida Contractor License Number: L039043

Expiration Date: N/A Issued on 11/30/2006

Office Location: 1612 Westgate Circle Suite 112, Brentwood, TN 37027

Number of people in your organization: Approximately 3,800

Length of time the organization has been doing business under this name in Florida: 22 years

Length of time your organization has provided services to governmental clients: 40+ years

Under what other name(s) has your organization operated: Fox Lawson

Has or is your organization currently involved in any formal court proceedings regarding any of your contracts?

YES (attach a detailed explanation) X NO

Immigration Affidavit Certification

This Affidavit is required and should be signed, notarized by an authorized principal of the "VENDOR," and submitted with formal Invitations to Bid (ITBs) and Request for Proposals (RFP) submittals. Further, "VENDORS"/Bidders are required to enroll in the E-Verify program, and provide acceptable evidence of their enrollment, at the time of the submission of the "VENDOR"'s/bidder's proposal. Acceptable evidence consists of a copy of the properly completed E-Verify Company Profile page or a copy of the fully executed E-Verify Memorandum of Understanding for the company. Failure to include this Affidavit and acceptable evidence of enrollment in the E-Verify program may deem the "VENDOR" / Bidder's proposal as nonresponsive.

The "CITY" will not intentionally award City contracts to any "VENDOR" who knowingly employs unauthorized alien workers, constituting a violation of the employment provision contained in 8 U.S.C. Section 1324 a(e) Section 274A(e) of the Immigration and Nationality Act ("INA").

The "CITY" may consider the employment by any "VENDOR" of unauthorized aliens a violation of Section 274A (e) of the INA. Such Violation by the recipient of the Employment Provisions contained in Section 274A (e) of the INA shall be grounds for unilateral termination of the contract by the "CITY".

"VENDOR" attests that they are fully compliant with all applicable immigration laws (specifically to the 1986 Immigration Act and subsequent Amendment(s)) and agrees to comply with the provisions of the Memorandum of Understanding with E-Verify and to provide proof of enrollment in The Employment Eligibility Verification System (E-Verify), operated by the Department of Homeland Security in partnership with the Social Security Administration at the time of submission of the "VENDOR"'s / Bidder's proposal.

Company Name: Gallagher Benefit Services, Inc.

Print Name: Beverly Moultrie Title: Principal Consultant

Signature: Beverly Moultrie Date: November 2, 2022

State of Minnesota

County of Hennepin

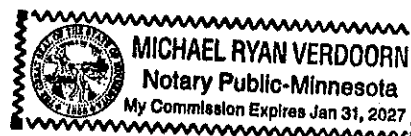
The foregoing instrument was signed and acknowledged before me this 2nd day of November, 2022, by Beverly Moultrie who has produced Drivers License as identification.
(Print or Type Name) (Type of Identification and Number)

Personally Known

[Signature]
Notary Public Signature

31013025 1-31-2027
Notary Commission Number/Expiration

Michael Verdoorn
Printed Name of Notary Public



The signee of this affidavit guarantees, as evidenced by the affidavit required herein, the truth and accuracy of this affidavit to interrogatories hereinafter made.



Gallagher

Insurance | Risk Management | Consulting

EXCEPTIONS TO TERMS AND CONDITIONS

Gallagher is pleased to submit this proposal to the City. While this proposal is not meant to constitute a formal offer, acceptance, or contract, notwithstanding anything to the contrary contained in the proposal, Gallagher is submitting this proposal with the understanding the parties would negotiate and sign a contract containing terms and conditions that are mutually acceptable to both parties.

We require a limitation of liability to be set. We would set this limit at \$1,000,000.



Gallagher

Insurance | Risk Management | Consulting

CITY COMMISSION OF THE CITY OF WILDWOOD
EXECUTIVE SUMMARY

SUBJECT: Promotion of Detective David Clarkson to Detective Sergeant

REQUESTED ACTION: For informational purposes only.

CONTRACT:

Vendor/Entity:

Effective Date:

Termination Date:

Managing Division/Department:

BUDGET IMPACT:

HISTORY/FACTS/ISSUES:

Chief of Police Randy Parmer will announce and congratulate the promotion of Detective Clarkson.