



**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**

**Special Meeting**

**August 23, 2023 9:00 AM**

City Hall Commission Chamber

100 N Main Street

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Persons with disabilities or language barriers 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.

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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.

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**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 at 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.)

**3. Presentations and/or Proclamations**

A. *FY 24 THIRD BUDGET PRESENTATION*

B. *WASTE MANAGEMENT CONTRACT EXTENSION PRESENTATION*

4. **Public Hearings - Timed - Legislative**
5. **Public Hearings - Timed - Quasi-Judicial**
6. **Public Forum - 4 minute time limit**
7. **Ordinances First Reading Only (No Vote)**
8. **Resolutions for Approval**
9. **Financial & Contracts & Agreements**
  - A. *DESIGN-BUILD CONTRACT WITH FINROCK FOR DOWNTOWN PARKING GARAGE*
10. **General Items for Consideration/Discussion and Other Business**
11. **Appointments**
12. **City Manager Reports**
13. **Other Department Reports**
14. **Commission Members Reports**
15. **City Attorney Reports**
16. **Adjournment**

**Upcoming Events**

August 26, 2023 - Amnesty Day at Sumter County Public Works from 8am to 2pm

August 26, 2023 - Wild Tots Play Time at Warfield Auditorium from 9am to 11am

August 28, 2023 - City Commission Meeting at City Hall at 7pm

September 9, 2023 - Community Cleanup Event at City Hall at 8:30am

**August 23, 2023 9:00 AM**

**CITY COMMISSION OF THE CITY OF WILDWOOD  
EXECUTIVE SUMMARY**

**SUBJECT:** FY 24 Third Budget Presentation

**REQUESTED ACTION:** For information only.

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

**BUDGET IMPACT:**

**HISTORY/FACTS/ISSUES:**

Assistant CFO Lynzey McClellan will present the draft FY 24 budget book.



# City of Wildwood Fiscal Year 2023-24 Budget



## Proposed Version

Last updated 08/18/23



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# **INTRODUCTION**

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# Transmittal Letter

August 16, 2023

Mayor Ed Wolf  
Mayor Pro Tem Pamala Harrison-Bivins  
Commissioner Joe Elliott  
Commissioner Marcos Flores  
Commissioner Julian Green

## RE: Fiscal Year 2023-2024 Proposed Budget

Dear Mayor, Mayor Pro Tem, and Commissioners:

Attached for your review and consideration is the final proposed budget for FY 2023-2024 (FY 24). The budget was prepared in accordance with the laws of the state and the City Charter and is the culmination of a thorough and collaborative process. This correspondence and supporting documentation are intended to provide a summation of the FY 24 budget, the City's financial condition, and the substantive policy initiatives planned for the upcoming fiscal year. These documents are comprised of the financial, operational, and capital plans of the City and information in support of the same.

The Downtown Master Plan and the FY 2023-2027 Strategic Plan remain the foundations for the initiatives included in this budget. The FY 24 budget provides the financial resources that are necessary to contribute toward the six goals contained within the Strategic Plan:

1. Community Engagement
2. Transportation
3. Affordable Housing
4. Downtown Redevelopment
5. Infrastructure
6. Employee Recruitment/Retainment

## Budget Objectives

The FY 24 budget provides the necessary funding levels needed to maintain high levels of service to our residents and business owners. Management's formulation of the operating and capital budgets is intended to achieve the following objectives:

- Lower the ad valorem tax rate
- Reduce debt in the General Fund
- Investment in critical infrastructure needed to support continued economic growth
- Maintain the targeted operating reserve balance within the General Fund of 25%
- Improve public facilities and services
- Efficiently and effectively manage the City's assets, and
- Implement strategic planning initiatives

## Budget Theme

The cornerstone of the City's continued success is economic development and growth. Cities are influenced by global, national, and regional factors. The preparation of any municipal budget mandates the consideration of economic conditions. Some of the highly publicized principal economic factors include:

- Rising interest rates of over 6% slowing new home purchases and commercial investors
- Rising property insurance rates due to weather disasters, rising building costs, and less competition
- Rate of increase in the Consumer Price Index remains above 4%
- A competitive labor market due to low unemployment rate and reduced labor pool

Despite these unfavorable economic factors that may be negatively affecting other municipalities, the flow of new residents and business into Wildwood is not anticipated to subside in FY 24. According to the U.S. Census Bureau, Florida ranked #1 in domestic migration and #2 in international migration from July 2021-June 2022, as residents flee to

Florida for economic, political, and social reasons. Other studies suggest similar trends have continued as an estimated 900-1,000 people are moving to Florida each day. The large migration into Florida appears to overcompensate for the otherwise troubling economic signals.

### **Economic Growth within The Villages®**

The Villages® development continues to be the main economic driver of our community and will be for the foreseeable future. The Villages® constructed an average of 134 new homes per month from July 1, 2022, to June 30, 2023. This rate of construction was far less than their historical average and was merely due to geography. However, new home construction is expected to rise to baseline levels (300 per month average) during the fiscal year as the developer transitions out of Leesburg and back into Wildwood once again.

Middleton, a family-oriented development offered by The Villages®, is currently selling homes for purchase. There is a buzz in the community hoping for success within this exciting new development. The opening of Middleton coincided with the opening of The Villages® Charter School campus in time for the start of the 2023-2024 school year. The campus includes preschool through twelfth grade, showcases state-of-the-art facilities and amenities, and will certainly do its part to improve the quality of education that is available to our residents.

Although separate from other neighborhoods within The Villages®, Middleton offers a very similar lifestyle. The 8,280 dwelling unit community support district will offer a variety of housing choices geared to meet the area's demand for additional housing. The neighborhoods will be interconnected through a series of roads and multimodal trails, and recreational and commercial uses intended to support the Middleton residents will be readily available like the traditional pattern of development elsewhere within The Villages®. The rate of growth within Middleton is not expected to keep pace with its age-restricted counterpart but will outpace other single-family developments in Wildwood with anticipated sales averaging 40 new homes per month.

The Villages® is underway constructing two (2) new town centers to meet the needs of our future residents. Eastport Town Center is located east of the intersection of Marsh Bend Trail and Central Boulevard while the Middleton Town Center is located south of Central Boulevard near the intersection of Landstone Boulevard. Both town centers will offer similar services and amenities traditionally offered and will bring new investment and economic activity to the City.

### **Demand for Housing and Support Services**

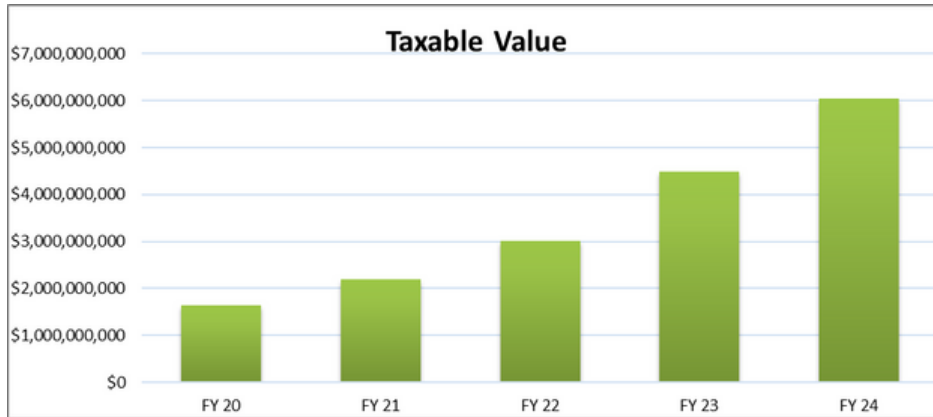
The externalities of The Villages® impact the City in numerous ways, principally the local economy. The City continues to process a high volume of development applications for properties located outside of The Villages®. Trailwinds Village, Beaumont, Wildwood Crossings, and other commercial areas such as the Powell Road, US 301, and SR 44 corridors continue to add new businesses that offer shopping, dining, entertainment, and medical services. However, residential applications remain predominant as the market responds to the increased migration of residents from other states to Florida.

New single-family homes are being built and purchased in Simple Life, Densan Park, Triumph, and Beaumont. Twisted Oaks, the City's largest master-planned community outside of The Villages®, is currently under construction and may be offering new townhomes and single-family homes for purchase before the end of 2024. The City averaged 9 permits for new single-family homes per month from July 1, 2022, to June 30, 2023, for areas outside of The Villages®. This represents a slight downtick in permits from last year and may be a consequence of rising interest rates.

Rising interest rates are certainly fueling the demand for rental products. Four (4) multifamily developments will finalize construction this fiscal year that will supply additional apartments to meet market demands including The Wilds at Trailwinds (Phase 2), Parkview, The Mark at Wildwood, Beaumont Apartments, and The Juliette at Wildwood. Build-For-Rent developments such as Wildwood Cottages, The Villas, The Keys, and Solamar are offering a different rental experience. These community-driven developments typically have higher rents, target long-term renters, and are attractive to those not wanting or able to purchase a home. Each development will have homes available during the fiscal year.

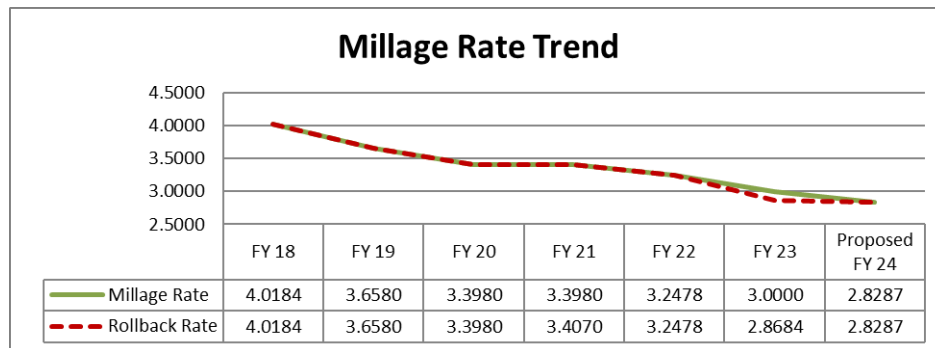
## Ad Valorem and Millage Rate

The pool of new, developed property in the City has fueled substantial gains in taxable values recently. According to the Sumter County Property Appraiser, the taxable value in the City has increased by nearly \$4.4 billion from four years ago. FY 24 will see an increase of over \$1.5 billion from the previous year, and the taxable value of the properties within the City limits is estimated at \$6,039,335,812.



Source: Sumter County Property Appraiser

The largest source of revenue in the General Fund comes from ad valorem taxes that are assessed to real property within the City. The millage rate, the rate of tax per thousand dollars of taxable value, determines the amount of ad valorem taxes that will be generated by the City. The FY 24 budget adopts the rolled-back millage rate of 2.8287 which is a 5.7% decrease from the FY 23 millage rate of 3.0. The abundant growth in Wildwood is powering reduced property taxes. FY 24 will be the sixth straight fiscal year that the City has reduced the millage rate, a welcomed trend for property owners.



The corresponding total of ad valorem taxes collected by the City is forecasted at \$16,400,00 which is an increase of \$3,632,600 from the previous year. The amount of ad valorem taxes the City receives is expected to increase each year as a result of new construction activities, and may afford the City the ability to further reduce the millage rate.

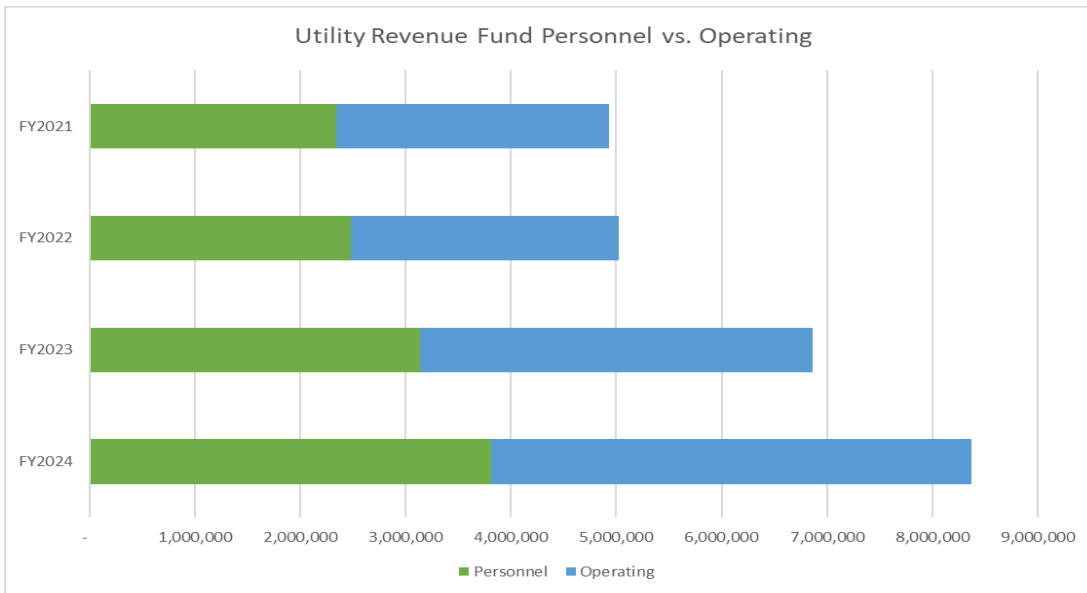
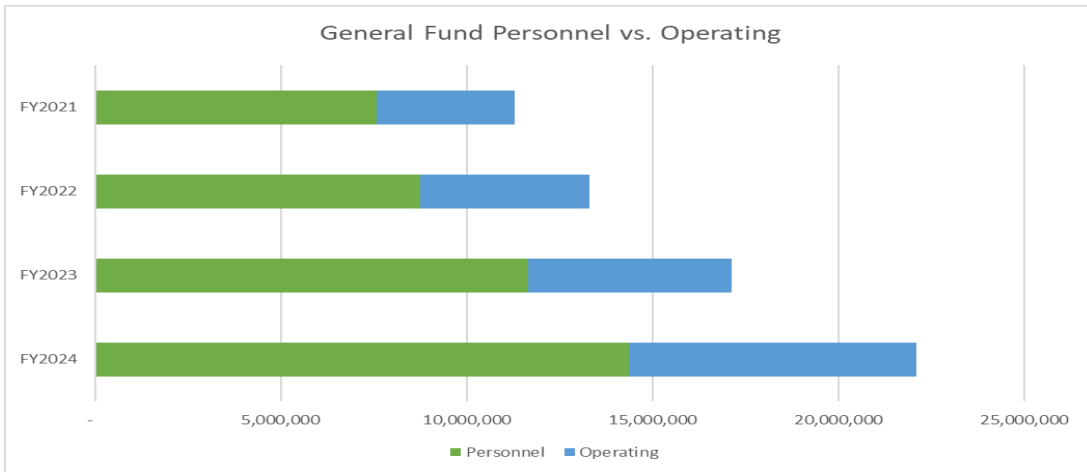
## Notable Expenditures

The following sections highlight certain expenditures contained within the FY 24 budget. The City utilizes a modified zero-based budget. Line items and expenditures must be justifiable to be included within the budget. Special projects and enhancements within the department's budget must contribute toward an established goal identified in the Strategic Plan or set by the Executive Department. The budget is a tool that provides the departments with the resources needed to achieve their established goals and the departments' achievement of the goals aid in the City's performance management activities.

## Personnel Expenses

Operating expenses cover spending for recurring, routine items that are necessary to provide services during the fiscal year. Personnel expenses consist of employee salaries and benefits, account for a significant part of the City's operating expenses, and are often subject to higher scrutiny by residents and customers.

Personnel expenses represent 65% and 46% of the operating expenses within the General Fund and Utility Revenue Fund, respectively, in FY 24. This ratio has remained relatively consistent over the past few fiscal years and lies within the targeted range. Increased operating costs should be expected to increase in time as the demand for City services increases simultaneously with the rapid population growth the City is experiencing.



## Compensation Study

The increasing cost of labor has warranted much discussion as of late. Earlier in the calendar year, the City's Human Resources Department issued a Request for Proposal (RFP) to analyze the City's employee compensation plan and to provide recommendations to ensure the plan is in line with current labor market conditions. The report identified, among other items, that certain job classifications needed to be raised. The recommended modifications to the City's pay grades are scheduled to be implemented, and the increased labor costs have been accounted for and justified in the FY 24 budget documents.

To implement the results of the study, all employees will receive either a cost-of-living adjustment (COLA) of 3% or will have their salary adjusted, consistent with the compensation study, whichever is greater. These changes will become effective on October 1, 2023, to coincide with the start of the new fiscal year. Additionally, the City's Performance Management System, a goal-driven approach to managing an employee's performance, will continue to provide merit increases to those employees that meet established goals.

### Employee Benefits

The City offers comprehensive medical, dental, vision, and life insurance with the City contributing up to \$780 toward employee-only coverage. The City's medical insurance package and rates have increased by 7% from the previous year. However, rates for dental and vision have remained constant from the previous year. Employees can add their spouses and/or children to their plan, but the employee is responsible for the added cost. Because of the burdensome cost, many employees cannot afford to add their families to their health plans.

The labor market in Central Florida remains highly competitive. The ability to retain and attract qualified employees to meet the growing demands for City services remains a strategic goal for the City. The benefits package offered to employees contributes tremendously to achieving that goal. During the upcoming fiscal year, the Human Resources Department will be presenting to the City Commission potential changes to the City's benefits package. The hopes are to provide more flexibility to the employee on the benefits they receive, reduce the costs of adding a spouse or dependent to the plan, and potentially reduce costs to the City in the long term.

### New Positions and Reporting Structure

The FY 24 budget proposes seventeen (17) new positions: nine (9) within the General Fund and eight (8) within the Utility Revenue Fund. There is also a notable change in the Public Works and Utilities Departments. Those departments have been consolidated pursuant to the recommendations of the compensation study. This consolidation will vastly improve efficiencies and resource allocation, help better manage the City's assets, and will enhance employee engagement and satisfaction with improved career advancement opportunities.

POSITION SUMMARY SCHEDULE				
Department/Division	2022-23	2023-24	Net	Description
<b>GENERAL FUND</b>				
Legislative	5.00	5.00	0.00	No change
Executive	5.00	5.00	0.00	No change
Finance	5.00	5.00	0.00	(+1) Procurement Specialist (-1) Payroll Specialist
Development Services	12.00	13.00	1.00	(+1) GIS Specialist
Information Technology	3.00	4.00	1.00	(+1) IT Specialist
Human Resources	2.00	3.00	1.00	(+1) HR Asst
Police	61.00	64.00	3.00	(+1) Records Tech (+1) Captain (+1) Lieutenant
Public Works	25.00	26.00	1.00	(+1) Field Inspector
Fleet Services	5.00	5.00	1.00	(+1) Mechanic
Parks & Recreation (Incl. PT & Seasonal)	14.70	16.70	1.00	(+1) Parks Crew Leader (+1) Irrigation Tech
Community Center	1.00	1.00	0.00	No change
<b>GENERAL FUND TOTAL</b>	<b>138.70</b>	<b>147.70</b>	<b>9.00</b>	
<b>UTILITY REVENUE FUND</b>				
Physical Environment	4.00	4.00	0.00	No change
Water	18.00	18.00	2.00	No change
Wastewater	19.00	23.00	4.00	(+2) Collection Tech, (+2) Distribution Tech (+1) Plant Mechanic (+3) Operators
<b>UTILITY FUND TOTAL</b>	<b>45.00</b>	<b>53.00</b>	<b>8.00</b>	
<b>ALL FUNDS TOTAL</b>	<b>183.70</b>	<b>200.70</b>	<b>17.00</b>	

## Major Capital Projects

With new growth comes the responsibility to provide public services and infrastructure to our bustling community. The FY 24 budget contains the necessary funding to complete ongoing capital projects, as indicated in the Capital Improvement Project Fund. Highlighted major projects include the construction of the Millennium Park Phase 1 and 2 improvements, the design and permitting of the recreation center at Dr. Martin Luther King, Jr. Park, and the construction of the downtown parking garage to advance the Downtown Master Plan. Funding has been allocated for the continuation of longer-term roadway projects, such as the design and permitting of the Clay Drain Road, Huey Street, and Jackson Street improvements.

The FY 24 budget also identifies expenditures associated with the largest capital project in the City's history: the expansion of the City's wastewater treatment facility to 5.5 million gallons per day (MGD) of capacity. The facility expansion is required due to two factors: 1) aging infrastructure within the existing facility that needs renewal and replacement and 2) to increase the capacity of the facility to meet the needs of new development occurring outside of The Villages®. It is worth noting that residents and businesses within The Villages® are not served by the City. Rather, the City has granted franchise agreements to other entities to provide utility services.

The current plans call for the construction of a new 4 MGD water reclamation facility adjacent to the existing facility, and to renovate portions of the existing plant to achieve an additional 1.5 MGD of capacity. The facility will be designed to meet Advance Water Treatment standards established by the Department of Environmental Protection and will require subsequent investments in the City's effluent disposal system. The estimated cost of the improvements has yet to be determined, but initial indications are around \$150 million.

## Water, Wastewater, and Reuse Water Rate Increases

In anticipation of the need to borrow funds for the water reclamation facility project, the City engaged a financial consultant, Stantec, to develop a Revenue Sufficiency Analysis (RSA) to ensure the City's utility rates can support the debt issuance. Stantec's financial model programmed known capital improvement projects, anticipated debt, and projected new customers to determine the adequacy of the current rates.

The RSA recommended the City's water and reuse water rates be adjusted annually in accordance with the rise in the Consumer Price Index of 4.98%, consistent with previous years. However, the RSA stated the wastewater rates must be increased by 20% for the next four fiscal years to meet the required debt service coverage and to support the issuance of new debt. The FY24 budget was prepared with the increased rates pursuant to the RSA. Resolutions will be presented to the Commission for approval ahead of the start of the new fiscal year and will have an effective date of October 1, 2023.

An update to the City's 2019 Master Plan will be completed during the fiscal year to further plan for the Utility Revenue Fund. As additional capital improvement projects are identified in the Master Plan and the water reclamation facility project costs are further defined, a correlating RSA update will be necessary to pinpoint the required rates needed to ensure solvency within the Utility Revenue Fund.

## Debt Service

Whenever possible, the City tries to utilize a "pay as you go" approach to funding capital projects. There are times when the City must borrow money to fund large projects. Due to increased revenues within the General Fund, the City will be able to fund all the capital projects contained within the budget without taking on additional debt.

### General Fund

The General Fund currently has an equipment lease and three (3) revenue debts. FY 24 will reduce the General Fund debt by \$878,955.51. Despite the extended list of projects identified in the Capital Improvement Fund, no new debt is planned in the General Fund for FY 24.

2024 General Fund Loan Payments / Debt Balances			
Funding Source	Original Loan Amount	Total Payment (P&I)	Amount Remaining
Citizen's First Bank - General Fund Project Loan	\$5,423,999.22	\$422,585.76	\$4,183,923.40
Regions - City Hall Refunding	\$1,684,963.52	\$134,427.54	\$687,574.89
BB&T - Police Department Project Loan	\$3,600,000.00	\$291,610.71	\$1,974,689.77
John Deere Financial - 444K Loader	\$141,049.24	\$30,331.50	\$0

Within the Utility Revenue Fund, the City has taken on debt in the past to fund major construction projects that were needed to expand the capacity of the system to reach new customers. The State Revolving Fund (SRF) Program available through the Florida Department of Environmental Protection has funded major projects for the City in the past. The City currently has four (4) outstanding SRF loans. The largest SRF loan was obtained in FY 19 to fund the Oxford Water Treatment Plant. The FY 24 budget allocates \$1,122,341.40 in utility revenue to fund debt payments.

The new debt for the water reclamation facility will include a new SRF loan and a Revenue Bond issuance. The Revenue Bond will fund most of the project but may take up to six (6) months to acquire. A combination of cash reserves and potentially interim financing through a Line of Credit will be utilized while working through the bond process. The FY 24 budget identifies new debt in the amount of \$132,496,642.05, inclusive of a new Vac Truck lease. Subsequent budget amendments will update the figures as project costs, timing, and needed funding are fine-tuned.

2024 Utility Fund Loan Payments / Debt Balances			
Funding Source	Original Loan Amount	Total Payment (P&I)	Amount Remaining
State Revolving Fund Loan - 2009 SRF Loan	\$6,093,968.00	\$379,914.88	\$1,276,068.39
BB&T - Continental Country Club	\$1,668,000.00	\$134,615.04	\$857,698.43
State Revolving Loan - CR209 Design Loan	\$47,639.95	\$5,466.00	\$57,013.00
State Revolving Loan - CR209 Construction Loan	\$1,398,091.43	\$70,118.80	\$979,531.47
Vac Truck Lease	\$379,279.00	\$84,598.67	\$0
Backhoe Loader Lease	\$99,958.05	\$21,598.41	\$40,724.54
Sumter County School Board - Warfield Property Purchase	\$1,700,000.00	\$170,000.00	\$850,000
State Revolving Loan - Oxford WTP	\$4,501,013.00	\$256,029.60	\$3,590,385.10
WWTF Bond*	\$120,000,000.00	\$1,000,000.00	\$119,000,000.00
WWTF SRF Loan*	\$12,000,000.00	\$318,100.00	\$11,681,900.00
Vac Truck Lease*	\$496,642.05	\$114,089.71	\$391,052.02

\*Projected new debt

## End-of-Year Balances

The City finds itself in a strong financial position due to the recent economic growth and conservative budgeting practices. The City's General Fund debt service remains enviable and will be further reduced by the end of the fiscal year through debt service payments. Healthy reserve balances afford the City the financial security to weather any unforeseen circumstances that may arise throughout the year. However, holding on to too much money is a disservice to the taxpayer, and the City should continue its practice of maintaining the appropriate amount of operating reserves.

The projected beginning balance within the General Fund is \$12.0 million. The General Fund will transfer \$15.7 million to the Capital Improvement Fund. Budgeted expenditures are forecasted to exceed revenues due to the large transfer into the Capital Improvement Project Fund. After counting for planned revenues and expenditures, the General Fund balance is forecasted to be \$6.06 million at the end of the year. The projected operating reserves equate to almost three (3) months (26%) of operating expenses. The targeted range for operating reserves in the general fund is 20%-25%.

The Capital Improvement Fund has a projected beginning balance of \$16.6 million. After all projected expenditures and the previously mentioned transfer from the General Fund, the Capital Improvement Fund is anticipated to have an ending balance of \$5.6 million. Projects within the Capital Improvement Fund typically span multiple fiscal years and costs are continuously being adjusted. The mid-year budget report in April will re-evaluate project expenses and the projected fund balance at the end of FY 24.

The high cash reserves within the Utility Revenue Fund that has been building over the last few fiscal years in anticipation of the water reclamation facility project are expected to be depleted to \$4.2 million (41%), which is below the optimal reserve balance of 50%. However, the reduction of the reserve balance is consistent with the financial strategy outlined in the Revenue Sufficiency Analysis.

## Summary

In conclusion, it is believed that this budget, as presented, will advance the goals and initiatives of the Strategic Plan. The resources contained within the budget will allow the City to sustain quality services to the Wildwood community while staging it in a position to respond to emergency situations without jeopardizing the financial viability of the City as a whole.

I would like to give a special thanks to Cassandra Smith and Lynzey McClellan for their efforts in putting together a thorough and transparent budget packet. I would also like to thank all department heads for assisting in the budget process and all the City's employees for their daily work that keeps this City running. This budget would not be possible without their input and hard work. I also would like to thank the Commissioners of the City of Wildwood for their continued leadership and ongoing dedication to the City of Wildwood.

Respectfully,



Jason F. McHugh, CPM, AICP  
City Manager

# History of City

## **General**

The form of government of the City of Wildwood is known as "the Commission-Manager plan." The City Commission makes up the governing body with powers as provided for in the City Charter. The City Commission consists of a Mayor-Commissioner and four Commissioners, who are elected at large to staggered four-year terms. The City Commission has the power to pass ordinances, adopt resolutions, appoint a chief administrative officer known as the City Manager, appoint such officers, boards and commissions by resolution as is provided in the City Charter and to exercise all other powers provided for by the City Charter and federal, state, and local law.

## **Location**

Located in the center of the state, Wildwood is conveniently found near Interstate 75 and Florida's Turnpike. Being within a 90 minute drive to either the Gulf or Atlantic coast, residents are still able to enjoy the beauty and attractions Florida has to offer. The City occupies a land area of 59.85 square miles and has a population estimate of 24,681 according to the Bureau of Economic and Business Research.

## **History**

There are two similar stories that have been told as to how Wildwood got its name. The first is that a work crew and surveyor were running telegraph lines, and during one of their check in times, they were unsure of their location and said that "they were in the wild wood". The second story is Mr. I. E. Barwick was traveling south and came across telegraph lines that needed to be repaired. When he completed the necessary repairs and he called in the information, they asked for his location, to which he responded "I don't know where I am at it's wild country around here. Call me at Wildwood, I guess that would be a good name for it". However the story went, the name stuck and was settled by I.E. Barwick in 1877. The City was later incorporated in 1889.

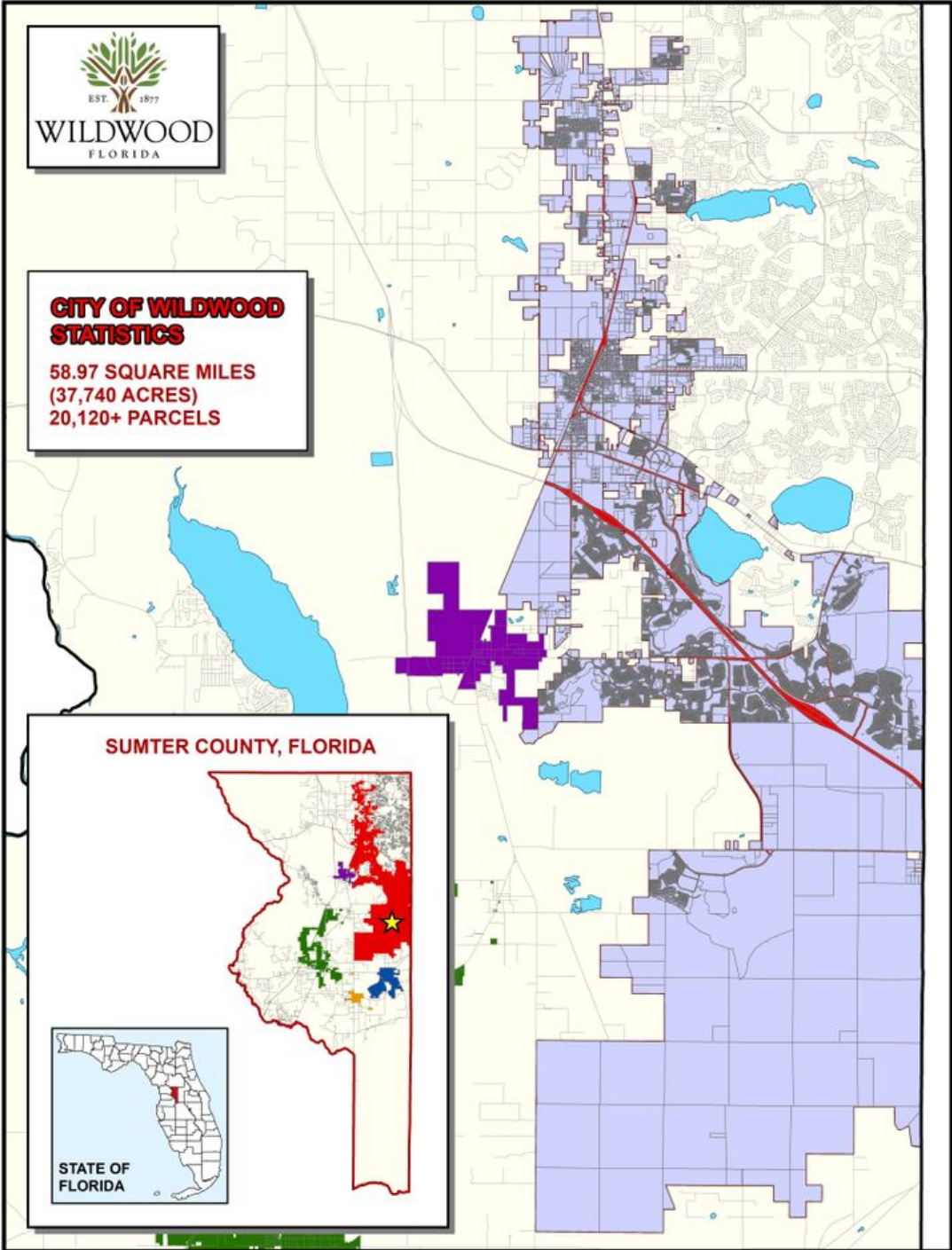
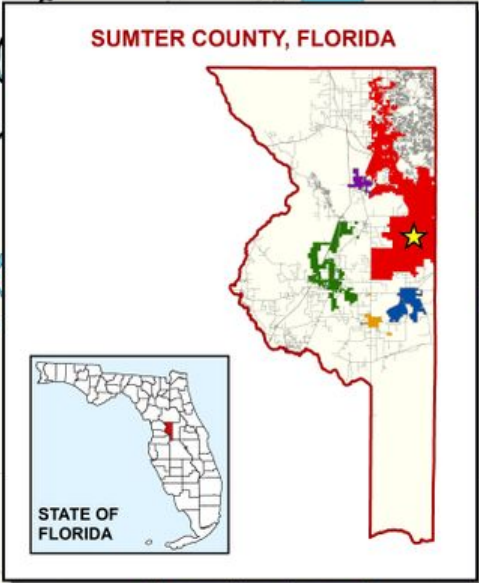
The early settlers of Wildwood farmed, and since they lacked transportation to ship large amounts of crops, the farmers relied on their crops for their own use. In 1882, the Tropical Railroad extended its line south from Ocala into Wildwood. This allowed wood burning engines to come into town to be loaded or unloaded, and then were turned around by a hand cranked turntable.

The first City Hall of Wildwood, also known as the Wigwam, came in 1908. This building was used for multiple things; housing city hall, public meetings and gatherings, recreation hall and an ice rink for the youth. The Wigwam was torn down in 1925, which was when the second known building for City Hall was built.

Wildwood became a main passenger station for the railroad, which helped the city thrive and grow. But when the passenger trains quit coming, Wildwood slowed down. With the recent development of The Villages® and their continued expansion, the city has once again picked up and continues to grow and thrive today.



**CITY OF WILDWOOD  
STATISTICS**  
58.97 SQUARE MILES  
(37,740 ACRES)  
20,120+ PARCELS



# Population Overview



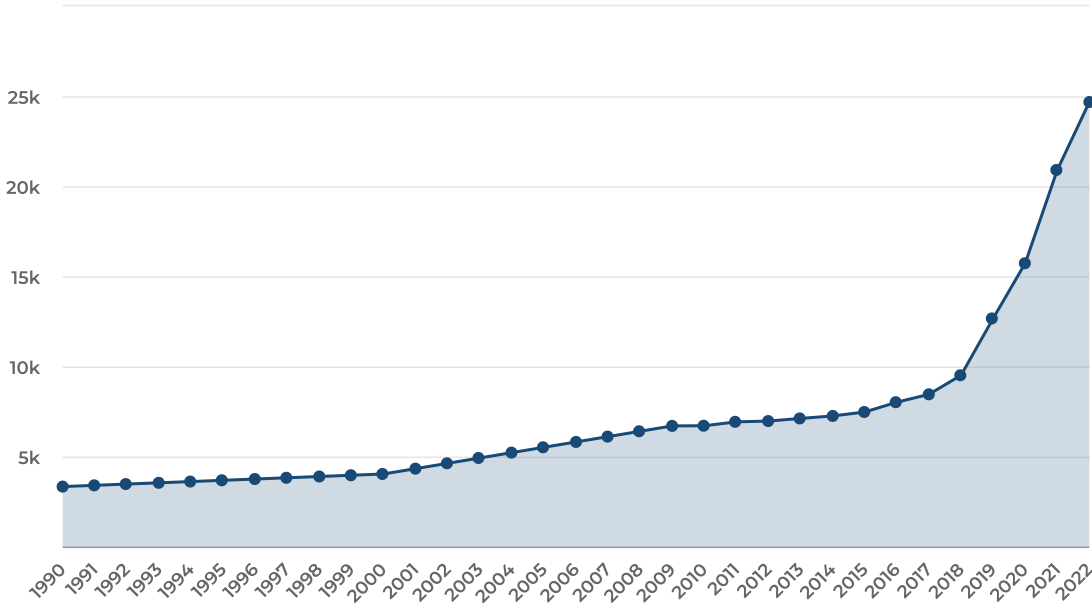
TOTAL POPULATION

**24,681**

▲ 18.0%  
vs. 2021

GROWTH RANK

**1** out of **413**  
Municipalities in Florida



\* Data Source: Client entered data for year 2022



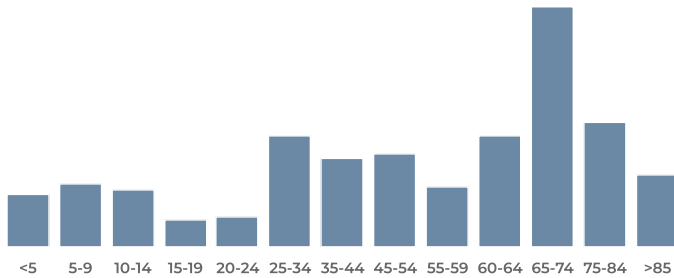
DAYTIME POPULATION

**19,154**

Daytime population represents the effect of persons coming into or leaving a community for work, entertainment, shopping, etc. during the typical workday. An increased daytime population puts greater demand on host community services which directly impacts operational costs.

\* Data Source: American Community Survey 5-year estimates

## POPULATION BY AGE GROUP



Aging affects the needs and lifestyle choices of residents. Municipalities must adjust and plan services accordingly.

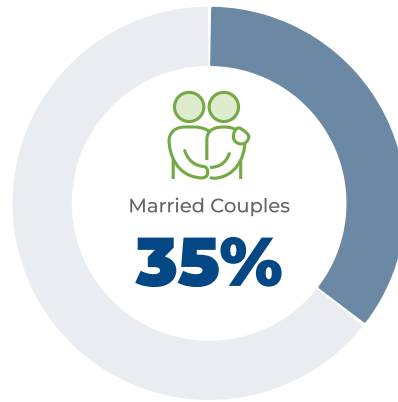
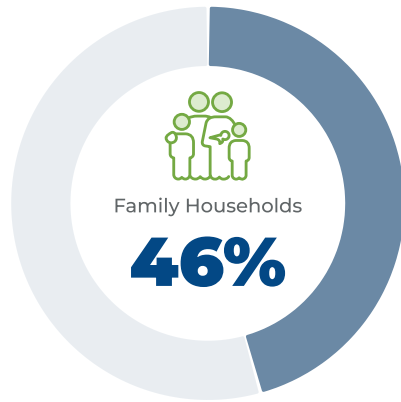
\* Data Source: American Community Survey 5-year estimates

# Household Analysis

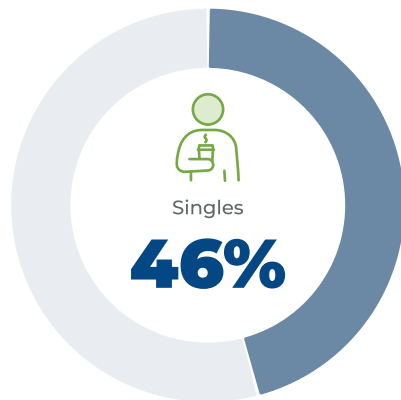
TOTAL HOUSEHOLDS

# 7,347

Municipalities must consider the dynamics of household types to plan for and provide services effectively. Household type also has a general correlation to income levels which affect the municipal tax base.



▼ **24%**  
lower than state average

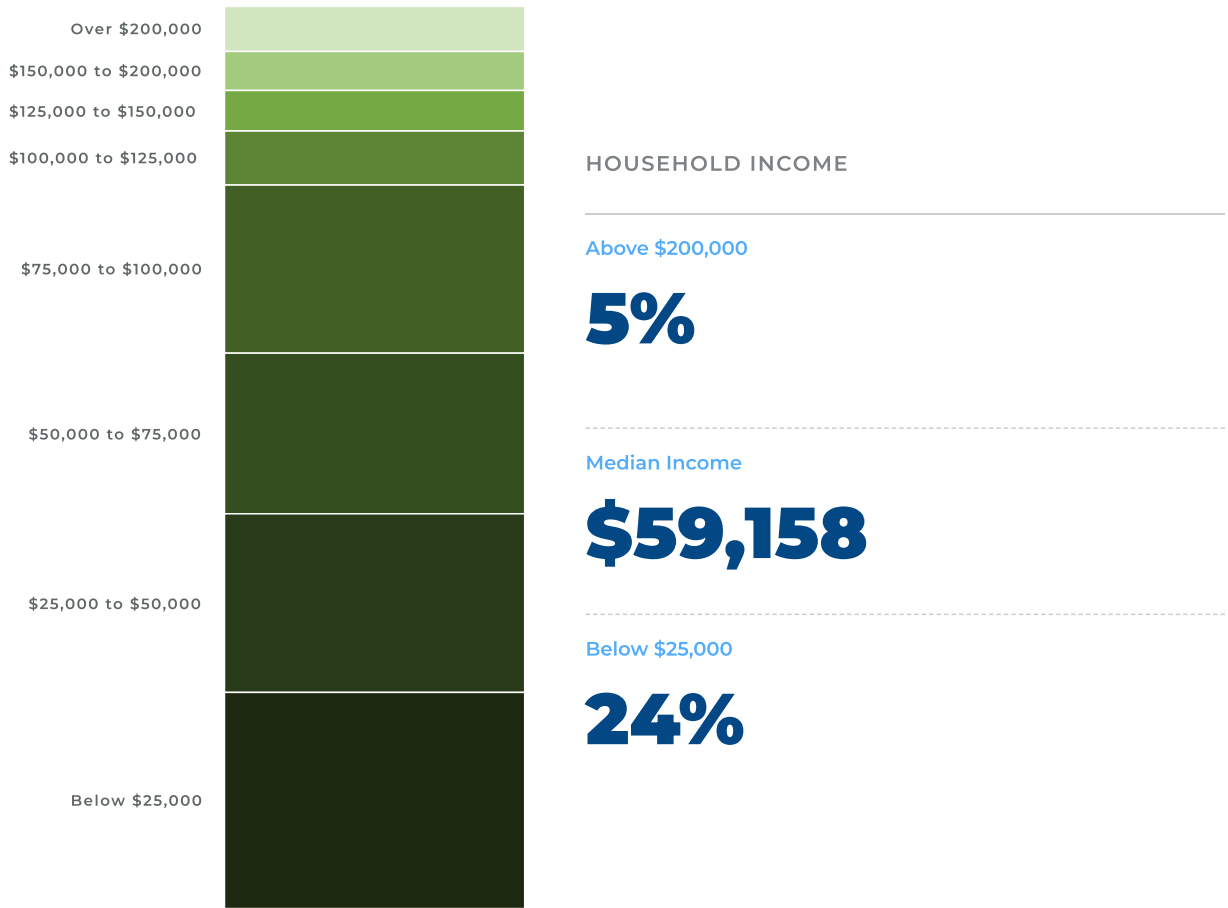


▲ **60%**  
higher than state average

*\* Data Source: American Community Survey 5-year estimates*

# Economic Analysis

Household income is a key data point in evaluating a community's wealth and spending power. Pay levels and earnings typically vary by geographic regions and should be looked at in context of the overall cost of living.



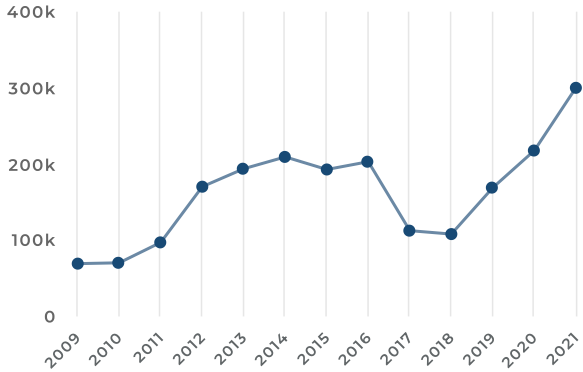
\* Data Source: American Community Survey 5-year estimates

# Housing Overview



2021 MEDIAN HOME VALUE

**\$300,100**



\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME OWNERS VS RENTERS

Wildwood State Avg.



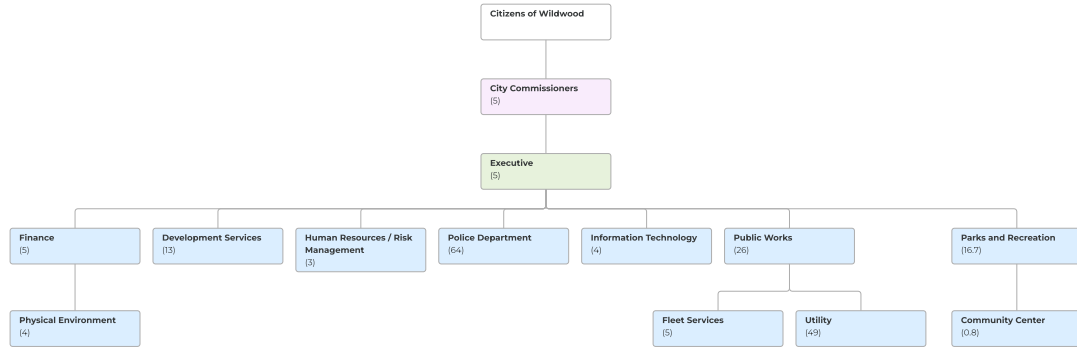
\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

## HOME VALUE DISTRIBUTION



\* Data Source: 2021 US Census Bureau (<http://www.census.gov/data/developers/data-sets.html>), American Community Survey. Home value data includes all types of owner-occupied housing.

# Organization Chart



# Fund Structure

## Fund Overview

To provide proper accountability for the different kinds of resources, the accounting records of the City are organized on the basis of “funds”. A fund is used to maintain control over resources that have been segregated for specific activities or functions. All of the funds of the City can be divided into the following two categories:

### Governmental Funds

The City’s governmental funds are accounted for using the modified accrual accounting. Modified accrual accounting focuses on available cash and other financial assets that can readily be converted to cash. This provides a shorter-term view of the governmental fund’s financial position. The governmental funds can be divided into the two following categories:

**General Fund** – The general fund is used to account for and report all financial resources not accounted for and reported in another fund. The budget for this fund provides for the general governmental operations of the City and maintains working capital necessary for the financial health and stability of the City.

**Other Governmental Funds** – these include special revenue funds such as Greenwood Cemetery Fund, Community Redevelopment Fund, Historical Fund, Parks and Recreation Impact Fees, Law Enforcement Impact Fees, Capital Improvement Fund, and the Law Enforcement Trust Fund.

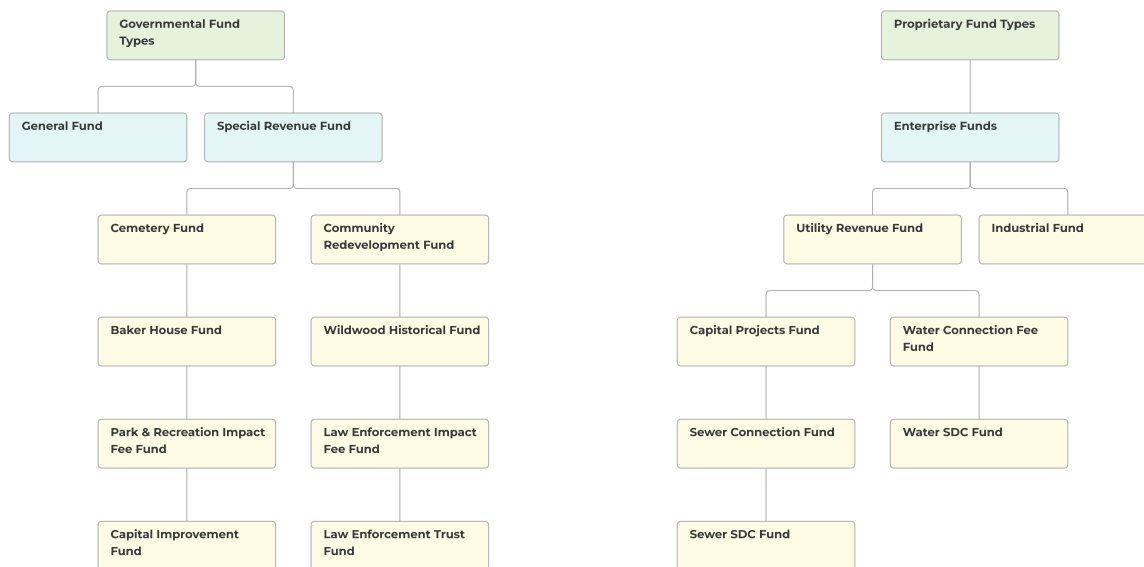
### Proprietary Fund

The City’s proprietary funds are reported using the accrual basis of accounting. The propriety fund can be divided into the two following categories:

**Utility Revenue Fund** – The Utility Revenue Fund is used to account for the activities of the City-owned water and sewer system. The Utility Revenue Fund utilizes a business approach to budgeting, meaning that it shall be self-supporting when possible and minimize losses when break-even is not possible.

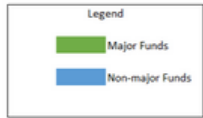
**Other Enterprise Fund** – this fund includes the Wildwood Industrial Park Fund.

All of these funds have appropriations within the City’s budget. As a general rule, any fund that has revenues or expenditures in excess of 10% of the entity’s overall budget is considered a major fund. By this definition the City of Wildwood has two funds that are considered major funds; those two funds are the General Fund and the Utility Revenue Fund.



# Fund Matrix

Department/Division	General	Water/Sewer Fund	Greenwood Cemetery	Community Redevelopment Area	Raker House Fund	Wildwood Historical Association	Park & Recreation Impact Fees	Law Enforcement Impact Fees	Law Enforcement Trust Fund	Capital Improvement Fund	Capital Project Fund	Industrial Park Fund	Water Connection Fee Fund	Wastewater Connection Fee Fund	Wastewater T.E. Fee Fund	Water System Development Charge Fund	Wastewater System Development Charge Fund
Legislative	X																
Executive	X																
City Clerk/Finance	X																
Development Services	X		X														
Information Technology	X																
Human Resources	X																
Police Department	X						X	X									
Public Works	X								X								
Fleet Services	X																
Parks & Recreation	X		X	X	X	X			X								
Community Center	X																
Physical Environment		X															
Water		X								X	X	X				X	
Wastewater		X								X			X	X			X



The Department/Fund Matrix displays the relationship between the City's functional units (department/division), major funds, and non-major funds in aggregate for FY24. As seen above, most departments are funded from the General Fund. However, there are some departments that are funded by other funds as well. Funds are allocated for each department in order to continue operations while maintaining a high quality of service throughout the entire fiscal year. Allocated funds are based on a number of variables including, but not limited to: programs, funding restrictions, staffing, operations, project, and other specific functions within each individuals department.

# **Basis of Budgeting**

## **Basis of Budgeting vs. Basis of Accounting**

The City of Wildwood uses a “cash basis” of budgeting for all fund types, meaning that the budget is based on expected cash receipts and disbursements. This differs from the accounting basis the City uses and presents in the audited financial statements. As mentioned above, Governmental Funds use a modified accrual basis of accounting. In these funds, revenues are accounted for as soon as they are both “measurable” and “available”, while under the budgeting basis they are not recognized until the cash is actually received. Additionally, expenditures such as pension and OPEB and other long term obligations are recorded in the period they are due and payable, but in the budgeting basis they are not recorded until the disbursements are actually made. For the Enterprise Funds common differences between the City’s basis of budgeting and the accounting basis include items such as depreciation and amortization expense which are recorded for accounting purposes but are not budgeted items. Also, receipt of debt proceeds, capital outlays, and debt service principal payments are not reported as revenues/expenditures for accounting purposes but are recorded as such for budgeting purposes.

## **Reporting Entity**

The City of Wildwood is a Florida municipality established under the Laws of Florida, Chapter 9950 (1923). As required by generally accepted accounting principles, the City’s financial statements present the City as a primary government. Component units are entities for which a primary government is considered to be financially accountable or entities that would be misleading to exclude.

Blended component units, although legally separate entities, are in substance part of the City’s operations and, accordingly, data from these units are combined with data of the City. There is one blended component unit included in the City’s reporting entity: the Wildwood Community Redevelopment Agency, a dependent special district established by resolution pursuant to the authority provided in Chapter 163, Florida Statutes. The City Commission serves as the governing board of, and is able to impose its will on, the Redevelopment Agency.

# Financial Policies

## **Financial Planning/Reporting**

The City of Wildwood runs a monthly financial report comparing budgeted revenues and expenditures with actual receipts and expenses. These reports are designed to alert the city management of impending shortfalls in revenues or overruns in expenditures. Additionally, an independent audit is performed annually per the provision of Florida State Law. The financial reports being audited are in accordance with Generally Accepted Accounting Principles (GAAP).

## **Revenue Policy**

- The City will consider establishing user charges and fees at a level closely related to the full cost of providing the services (i.e. direct, indirect and capital costs), taking into consideration similar charges/fees being levied by other organizations.
- The City will seek Federal and State grant and capital improvement funds for projects of benefit to the City and for which funds to cover increased operating expenses are projected to be available.
- The City will avoid the use of one-time revenues for ongoing expenditures. Any such use shall be noted and justified in the budget. One-time revenues should be used to fund one-time expenditures.
- The City will maintain impact fees to help meet projected capital needs and will review those fees on an annual basis.

## **Cash Policy**

- All cash, checks, money orders and cashier's checks will be deposited within twenty-four hours of receipt.
- All checks, money orders, etc. are endorsed with the City's endorsement stamp upon receipt.
- Daily cash reports must be presented to the Finance Department.
- Cash drawers in all locations are counted and balanced daily.
- Cash collection entries are recorded in the appropriate computer application.
- A receipt is provided to every customer.

## **Investment Policy**

The City of Wildwood has not yet adopted its own Investment Policy, therefore it defers to the Florida Statute, Section 218.415.

## **Capital Assets Policy**

Capital assets are recorded at historical cost or estimated historical costs, except for contributed assets, which are recorded at acquisition value of the date of contribution. The City uses a capital threshold of \$30,000 for infrastructure and \$750 for all other classes of capital assets. Depreciation of assets is provided using the straight-line method over the estimated useful lives of the assets, which range as follows:

	Years
Building and improvements	20 – 40
Furniture, equipment, and vehicles	7 – 10
Water and sewer distribution system	20 - 40

For business-type activities, the City's policy is to capitalize construction period interest costs on projects funded specifically through debt financing.

## **General Fund Reserve Policy**

The City of Wildwood will maintain an operating reserve range equal to 20% - 25% of the budgeted operating expenditures in the General Fund. These reserved dollars will be used to support unforeseen emergencies or operating insufficiencies. Management will exercise every mechanism available to avoid

use of the reserve. To the extent the reserve level falls below 20%, a plan will be executed to replenish the reserve at the targeted funding level. Should the reserve level exceed 25%, the excess funds could be transferred to support the City's capital improvement projects.

**Enterprise Fund Reserve Policy**

The City will maintain an operating reserve range equal to 40% - 60% of the budgeted operating expenditures in the Enterprise Fund.

**Debt Policy**

When the City finances capital projects by issuing debt, it will pay back the debt within a period not to exceed the estimated useful life of the project. The City will not use long-term debt for current operations.

# Budget Timeline

## **General**

The City of Wildwood's Fiscal Year begins October 1<sup>st</sup> and ends September 31<sup>st</sup> of every year. The office of the City Manager and the Finance Director are responsible for the development of the annual budget. A balanced budget is presented to the commission for adoption in two public different hearings, and any changes to the budget are made and voted on at these hearings. A balanced budget according to the State budget law is defined as one where expenditures are not in excess of available revenues plus beginning fund balances. The budget process begins as follows:

## **Planning**

The planning process for the budget begins in March, where reports are completed to determine actual revenues and expenditures from the previous year. With these reports, they are compared to previous fiscal years to analyze and forecast the upcoming fiscal year. A budget calendar is then established and distributed to the City Manager, City Commission, and Department Heads.

## **Department Preparation**

Budget worksheets are distributed to each Department Head in April. With these worksheets, departments begin to input their requests along with any capital improvement requests they have. Capital equipment requests are due back to the City Manager by the end of April. Once received, the City Manager can begin coordinating with the Fleet Services Director to determine necessity. The rest of the budget worksheet is due back to the Finance Director by the middle of June.

## **Budget Review**

Once all of the budget worksheets have been received from each Department Head, the City Manager and Finance Director begin to review each department's requests. Meetings are coordinated with each Department Head to discuss their budget requests. After all the meetings are complete, the City Manager and Finance Director begin to draft a balanced budget that will be presented to City Commission in August. A balanced budget is achieved when the amounts available from taxation and other revenue sources, including amounts from the unassigned fund balance, equal the total appropriations for expenditures.

## **City Commission Budget Review**

The first budget workshop is held in July. At this workshop the City Manager presents the proposed balanced budget to the City Commission. The City Commission reviews the tentative budget and provides their feedback. The City Commission sets a tentative millage rate and public hearings are then determined. In the first week of August, the Finance Director notifies the Property Appraiser of the proposed millage rate and date, time and place of the first budget public hearing. The City Manager and Finance Director finalize the budget document and prepare it for adoption by the end of August.

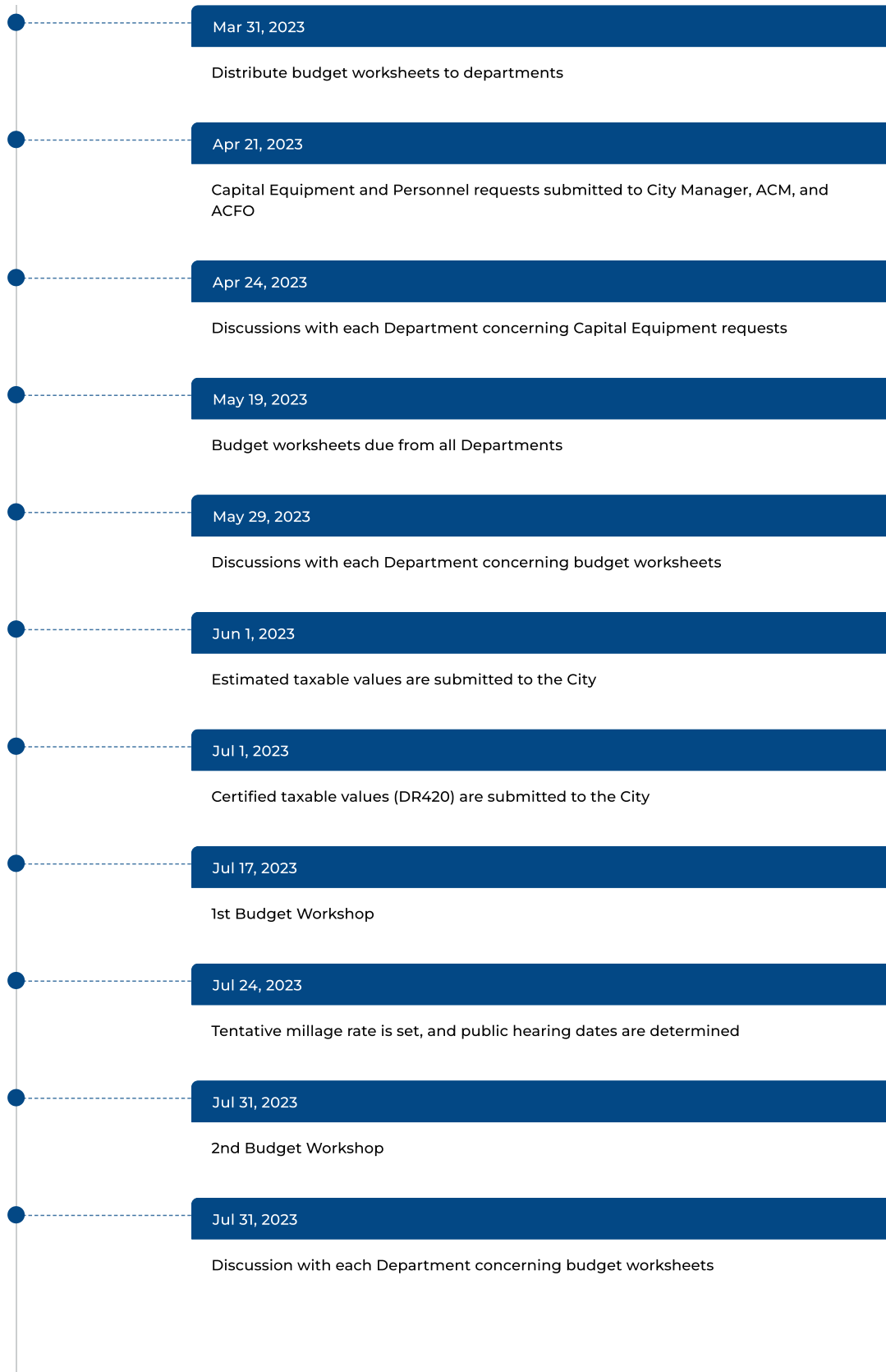
## **Final Review and Budget Adoption**

The first reading and first public hearing on the proposed budget is completed early September. If any comments and/or changes are voted on at this hearing, the City Manager and Finance Director review and make the necessary changes to the budget draft before the second reading and public hearing, which is held at the end of September. At the second reading and public hearing, the adoption of the total budget is voted on by the City Commission.

## **Budget Amendments**

When circumstances change the funding needs, the City Commission may amend the adopted budget, upon recommendation by the City Manager. Similar to the annual budget process, a public hearing is held where the City Manager presents the budget amendment to the City Commission. The City Commission

votes and adopts the budget amendment at this hearing. Once adopted, the Finance Director inputs the necessary changes into the City's financial system.





# Distinguished Budget Award



GOVERNMENT FINANCE OFFICERS ASSOCIATION

## *Distinguished Budget Presentation Award*

PRESENTED TO

**City of Wildwood  
Florida**

For the Fiscal Year Beginning

**October 01, 2022**

*Christopher P. Morrill*

Executive Director

## Millage and Certification of Taxable Value

HISTORY OF AD VALOREM TAXES			
Year	Millage	Description	Ad Valorem Taxes Levied
1987/88	6.623%		\$263,419.00
1988/89	6.378%		\$253,675.00
1989/90	5.799%		\$234,388.00
1990/91	5.658%		\$239,120.00
1991/92	5.658%		\$274,111.00
1992/93	5.658%		\$283,978.00
1993/94	5.658%		\$299,509.00
1994/95	5.658%		\$310,152.00
1995/96	5.658%		\$360,896.00
1996/97	5.558%		\$356,454.00
1997/98	5.558%		\$381,297.00
1998/99	5.558%		\$369,808.00
1999/00	4.790%		\$335,568.00
2000/01	4.790%		\$380,000.00
2001/02	4.790%		\$379,148.00
2002/03	4.790%		\$413,425.00
2003/04	4.790%		\$501,990.00
2004/05	4.790%		\$502,149.00
2005/06	4.790%		\$561,137.00
2006/07	4.790%		\$953,173.00
2007/08	3.910%		\$1,080,631.00
2008/09	4.120%	rolled-back	\$1,172,975.00
2009/10	4.175%	rolled-back	\$1,202,966.00
2010/11	4.2145%	adjusted rolled-back	\$1,211,202.00
2011/12	4.0714%	rolled-back	\$1,508,856.00
2012/13	4.1693%	adjusted rolled-back	\$1,524,459.00
2013/14	4.1044%	rolled-back	\$1,600,910.00
2014/15	4.1044%	2/3 majority vote	\$2,110,435.00
2015/16	4.1044%	2/3 majority vote	\$2,561,812.00
2016/17	4.1044%	2/3 majority vote	\$2,906,685.00
2017/18	4.0184%	rolled-back	\$3,175,632.00
2018/19	3.6580%	rolled-back	\$3,932,647.00
2019/20	3.3980%	rolled-back	\$5,573,752.00
2020/21	3.3980%	< rolled-back	\$7,103,050.00
2021/22	3.2478%	rolled-back	\$9,303,110.00
2022/23	3.0000%	2/3 majority vote	\$12,767,390.00
2023/24	2.8287%	rolled-back	\$16,400,130.00

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# **BUDGET OVERVIEW**

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# Strategic Plan



FY 2023 – 2027  
STRATEGIC PLAN



EST. 1877

WILDWOOD  
FLORIDA

City of Wildwood, Florida Strategic Plan FY 2023 – 2027 | September 26, 2022

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**Employee Recruitment and Retainment.....14**



**A Letter from the City Manager,**

I am pleased to present to you the FY23-FY27 Strategic Plan for the City of Wildwood. This five-year plan is a culmination of a public engagement effort that responds to the input and feedback received from the residents and business owners of our community. It takes a dedicated team of employees to execute this plan. Their input was also included in the process because, quite frankly, the city cannot fulfill our responsibilities to the public without their commitment and loyalty.

The FY23-FY27 Strategic Plan creates Mission and Vision statements, reinforces the City's Core Values, and identifies six goals aimed to improve public facilities and services and the quality of life within our community:

- ✓ Community Engagement
- ✓ Transportation
- ✓ Affordable Housing
- ✓ Downtown Redevelopment
- ✓ Infrastructure
- ✓ Employee Recruitment/Retainment

The goals established within this plan are set by the City Commission, and the action items in support of the goals are the responsibility of the City Manager and department heads. The action items have specific performance measures with attainable deliverable dates. The plan is intended to be aligned with the City's annual budget to ensure adequate resources are allocated to meet the established goals. Progress will be monitored and reported throughout the process, and modifications to the plan may be warranted.

I would like to give credit to my outstanding staff that made this Strategic Plan possible specifically Cassandra Smith, Jessica Barnes, and Linda Piotrowicz. They have really stepped up and worked diligently throughout this arduous process. I would also like to extend my gratitude to our department heads for assisting the Executive Department in the process and all the City's employees for their daily work that keeps this City running. Lastly, I would like to thank the Commissioners of the City of Wildwood for their continued leadership and ongoing dedication to the City of Wildwood.

Respectfully,

Jason McHugh  
City Manager

The City of Wildwood, Florida  
100 North Main Street, Wildwood, Florida 34785  
352.330.1330 | Fax: 352.330.1338 | [www.wildwood-fl.gov](http://www.wildwood-fl.gov)

## Wildwood City Commissioners



Seat 2 Commissioner  
Mayor Pro-tem  
Pamala Harrison-Bivins



Seat 3 Commissioner  
Joe Elliott



Seat 1 Commissioner-  
Mayor  
Ed Wolf



Seat 4 Commissioner  
Marcos Flores



Seat 5 Commissioner  
Julian Green

## Introduction

The City of Wildwood adopted its first strategic plan in 2018 in an effort to implement a more professional approach to planning and budgeting. The original plan created a framework for the allocation of resources for fiscal years 2018-2022. Due to overwhelming progress in the implementation of the strategies outlined in the original document, the plan received one update during the 5-year period it covered. This strategic plan is a new document, drafted after reviewing the successes of the first document, assessing the changes that have come about since the first plan was adopted, and conducting additional outreach activities to ensure there is a clear vision for Wildwood's future.

## Strategic Management Process

A strategic plan is a tool that when properly used provides guidance in reaching a desired outcome. The strategic plan identifies goals that support the desired outcome and provides specific action items to implement a course for goal attainment. However, the strategic plan cannot be viewed as a stand-alone method of achieving desired outcomes. For success, the strategic plan should be viewed as one component of an overall strategic management process.



The strategic management process utilized by the City of Wildwood has six main components. The first step in the process is to develop a vision statement and mission statement. The vision statement describes who/what/where we want to be in the future. The mission statement describes how to reach that vision. The second step in the strategic management process is to conduct a SWOT analysis to identify strengths, weaknesses, opportunities, and threats. The third step in the process is the formulation of the goals outlined in the strategic plan, followed by the fourth step, which is creating strategies, or specific action items, to reach those goals. After completing step four, the basic concepts outlined in the strategic plan have been completed. However, for the strategic planning process to be successful, it is important to follow through with step five, which is strategy implementation, and step six, measure and evaluate the performance of the strategies.

### Step 1: Mission/Vision

For this strategic plan city staff gathered information from several sources. Data from public comment initiatives that were recently conducted were reviewed and analyzed to determine the priorities of Wildwood's residents. In addition to community input, executive staff gathered additional feedback from the City's elected officials and city staff in an effort to develop a well-rounded picture of what Wildwood's future should look like. This information was used to develop the City's vision and mission statements. These statements were thoughtfully considered when developing the strategic plan goals. A brainstorming session with Department Heads also developed a set of Core Values.

### Vision

Wildwood will be a socially cohesive, inclusive community that embraces change while respecting the historic heritage of the city. The city will strive to provide its residents with necessary and desirable services while remaining fiscally responsible.

### Mission

Wildwood is committed to maximizing opportunities to promote the social and economic well-being of its residents and businesses by providing a responsive and fiscally responsible government that values professionalism, teamwork, integrity, innovation, and superior customer service.

### Our Values

- Teamwork and Engagement
- Leadership and Integrity
- Quality, Excellence, and Innovation
- Customer Service
- Passion and Commitment

### Step 2: Analysis

The staff then conducted a SWOT analysis to assess the City's strengths, weaknesses, opportunities, and threats. The information for the SWOT analysis was extracted from the data collected from residents, elected officials, and staff. Gathering this information is helpful in the planning process because it brings focus to maximizing strengths and opportunities while minimizing the impacts of weaknesses and threats.

Wildwood S.W.O.T. Analysis			
Strengths	Weaknesses	Opportunities	Threats
City Leadership	Aesthetics	Downtown Redevelopment	Retaining/Attracting Workforce
Partnership with The Villages	Odor Control (Sewage)	Citizen Participation	Lack of Diversity
Customer Service	Traffic	Business Recruitment	Affordable Housing
Fiscal Management	Wastewater Capacity	Geographic Location	Rapid Growth
Park Space	Community Outreach	Transportation Facilities	School System

### Step 3: Develop Goals

With the future vision established and having developed an understanding of the community's strengths, weaknesses, opportunities, and threats, thoughtful consideration was given to the development of key goals that would complement the vision for the future. The established goals are critical to achieving the ideal future community as described in the vision statement. Goals will develop over time as achievements are recorded and new factors come into play. For this FY23 – FY27 strategic plan, six goals were identified, including Community Engagement, Transportation, Affordable Housing, Downtown Redevelopment, Infrastructure, and Employee Recruitment and Retainment. Key facets of these six goals are critical to the attainment of Wildwood's ideal vision for the future.



### Step 4: Create Strategies

With goals identified, strategies, also known as action items, are developed. These strategies are by nature very detailed. They serve a very specific purpose in contributing to the vision of the future. Ideal strategies have key components; they must be achievable, measurable, and provide benefit upon achievement. For each goal that has been identified, several action items have been established to advance the City's progress toward the vision of the future.

### Step 5: Strategy Implementation

Creating a strategic plan is useless if there is no consideration given to plan implementation. For Wildwood, the implementation of the strategic plan is accomplished through the budget, therefore the strategic planning process is done in conjunction with the budgeting process. As the budget is prepared each year, each department must tie its budget requests to the goals identified in the strategic plan. Utilizing this approach is a commitment by

executive managers to fund the strategies that support the goals of the plan and a method for departments to execute the strategies.

### **Step 6: Measure and Evaluate Performance**

It takes considerable fiscal resources to support the execution of strategic initiatives, therefore it is important to periodically review the successes and failures of implementation. Wildwood's strategic plan identifies key performance indicators (KPI) to assist in the measurement of success. Throughout the year the various departments throughout the city will be asked to review their progress toward strategy implementation. Having specific attainable goals makes this assessment a very straightforward process.



Upper management must also evaluate if the ideal goals are being achieved as strategies are implemented. Measuring and evaluating the performance of the plan may be the final step in the strategic management process, but it is not the end of the process. As conditions change, the goals and/or strategies may need to be changed. Therefore, the strategic management process is never complete and instead is a continual cycle. Wildwood is committed to engaging in the strategic management cycle annually to ensure that the city continues to make progress toward the vision embraced by its community.

### **What's Next**

The following pages provide detail on the goals established through the strategic planning process. As budgets are drafted in the coming years, departments will review these goals and their associated action items and draft budgetary requests that support the strategic initiatives. We are confident that Wildwood's future vision will be realized with the commitment of the City's elected officials and the staff dedicated to enacting these strategic initiatives.

# Wildwood Strategic Plan Goals

## Community Engagement

*Enhance public trust, encourage civic pride, and build cross-community partnerships that enhance the quality of life for Wildwood residents*

## Transportation

*Invest in road and sidewalk infrastructure to provide for connections and future growth*

## Affordable Housing

*Positively impact availability of affordable housing through partnerships and policy development/implementation*

## Downtown Redevelopment

*Revitalize the City's core downtown area to spur investment and redevelopment*

## Infrastructure

*Assess, construct, and maintain the City's municipal infrastructure systems, focusing on water, wastewater, and stormwater systems*

## Employee Recruitment and Retainment

*Provide residents with superior service through the recruitment and retainment of talented and dedicated employees*

*Goal: Enhance public trust, encourage civic pride, and build cross-community partnerships that enhance the quality of life for Wildwood residents*

*It is important residents trust their local government to provide meaningful and fiscally responsible services. Wildwood is committed to fostering trust with residents through the development of communication tools to promote transparency and providing for open lines of communication. Wildwood is also committed to providing spaces where individuals can gather to socialize and build ties throughout the community.*

**Establish Communication Programs to Engage Citizens**

Create and disseminate a Citizens' Newsletter	Establish monthly newsletter in 2023
Update and maintain the Downtown Master Plan website	Complete initial update by early 2023
Create and hold a "Welcome to Wildwood" program to educate citizens	Hold first program in 2023; semi-annually thereafter
Re-establish a Citizen's Advisory Committee	Re-establish in 2024
Expand the City's Community Policing initiatives	Conduct at least two community engagement events per year
Create and disseminate a flyer to educate and support citizens in property code compliance	Begin monthly flyer dissemination in 2023

**Fund and/or Support Quality of Life Projects**

Construct upgrades at Millennium Park	Include minimum of two identified projects in each budget
Support the creation of the Wildwood Business Coalition	Provide space for Coalition to meet and attend all meetings
Design and construct a recreation center at Dr. Martin Luther King, Jr. Park	Begin construction by 2025

Transportation

**Goal: Invest in multi-modal transportation infrastructure to provide for connections and future growth**

**Managing and building the non-regionally significant transportation infrastructure within Wildwood is a critical factor in the growth of the community. Strong connectivity through roads, sidewalks, and other transportation facilities provides a foundation for development and improves mobility choices for Wildwood residents.**

**Develop Initiatives to Promote Safety and Alternative Transportation Opportunities**

Adopt a Bicycle and Pedestrian Master Plan	Adoption of Study by 2025
Adoption of joint City/County transit route expansion plan	Plan adoption by 2024; Implementation by 2026
Ensure traffic lights are installed when traffic warrants are met	Review key intersections annually to determine if warrants are met

**Undertake Roadway Improvements to Meet Traffic Demands and Preserve Infrastructure**

Clay Drain Road Improvements	Complete construction by 2027
Huey Street Road Improvements	Complete construction by 2026
Jackson Street Road Improvements	Complete construction by 2026
Design CR44/Lynum Street corridor and overpass	Corridor approval by 2026
Improve CSX service road near Rutland and Oxford Streets	Complete design in 2024; Construction 2025
Conduct pavement preservation activities	Maintain Pavement Condition Index of 82 on city-wide network

Affordable Housing

*Goal: Positively impact availability of affordable housing through partnerships and policy development/implementation*

***A thriving community must be able to support the needs of its residents. In its quest to provide the ideal live, work, play environment, the City of Wildwood will engage in activities that support the creation of affordable housing within the community so that all individuals have the opportunity to affordably live where they work and play.***

**Partner with Local Organizations to Promote Affordable Housing**

Partner with Sumter County Affordable Housing Advisory Committee	Attend quarterly meetings of Housing Advisory Committee
Co-Host workshop to educate individuals on housing purchase and construction strategies	Partner with Florida Housing Coalition and Sumter County to host workshop in 2023
Develop owner-occupied affordable housing on surplus city property located on Lee Street	Partner with developer or non-profit organization to construct 40 housing units by 2027

**Implement Strategies to Support Affordable Housing**

Mitigate abandoned property code compliance through Code Enforcement foreclosure	Identify and process a minimum of two code compliance foreclosures per year
Create incentivized housing agreement template for affordable housing development	Complete approved agreement template by 2024
Maintain information on available housing opportunities	Post information on website and in flyers beginning in 2023
Revise Land Development Regulations to provide flexibility for affordable housing initiatives	Complete revisions by end of 2023

Downtown Redevelopment

*Goal: Revitalize the City's core downtown area to spur investment and redevelopment*

*Community engagement efforts have identified the Wildwood downtown as an opportunity for increased economic opportunity and quality of life improvement. A Downtown Master Plan was developed to create a path toward creating a unique sense of place that is safely and easily accessible to residents and employees. Wildwood is committed to implementing the vision of the Downtown Master Plan.*

<b>Conduct Planning Initiatives to Support the Downtown Master Plan</b>	
Update Community Redevelopment Plan	Adopt new plan by 2024
Create uniform Downtown Development Standards	Adopt new standards by 2025
Create plan to repurpose Fleet Services property	Complete planning study by 2026
Plan Gamble Street Improvements	Complete planning study by 2027
Initiate plan to implement truck bypass for Highway 301	Begin planning with FDOT and LSMPO by 2027

<b>Engage in Activities that Support the Downtown Master Plan</b>	
Develop current city-owned property for commercial and parking uses	Enter into Public-Private Partnership by 2024 for project development
Downtown Master Plan Implementation	Complete one project per year starting 2024
Acquire properties to support the redevelopment of downtown	Acquire at least one property each year
Construct Highway 301 linear park	Complete construction by 2025
Implement Complete Streets on Highway 301	Construction to begin by 2027

*Goal: Assess, construct, and maintain the City's municipal infrastructure systems, focusing on water, wastewater, and stormwater systems*

***A community's infrastructure is its most valuable asset. Having sufficient infrastructure to service community residents and visitors is vital to providing a high quality of life. Wildwood is dedicated to ensuring the capacity of its infrastructure meets the needs of the community. It is also dedicated to the maintenance of the infrastructure to maximize each system's life cycle.***

**Expand the City's Water, Wastewater, and Stormwater Facilities**

Increase the City's Wastewater Treatment Facility Capacity	Increase capacity to 4.3 MGD by 2025; Increase to 6 MGD by 2030
Construct CR 209 Water Main Extension	Complete all phases by 2027
Construct Millennium Park Reuse Water Line	Complete construction by 2026
Increase City's reuse water capacity	Partner with one developer each year to install reuse water lines
Construct stormwater improvements in accordance with the Pavement Management Plan	Design and/or construct a minimum of one stormwater facility improvement identified in the Watershed Management Plan per year

**Plan for Future Water, Wastewater, and Stormwater Needs**

Adopt Watershed Management Plan	Complete 2023
Adopt Level of Service (LOS) for stormwater management	Complete by 2023
Modify City's Water Use Permit to meet forecasted water demand	Acquire approved WUP by 2025
Update the 2019 Utility Master Plan to forecast future infrastructure needs including reuse water expansion	Complete plan update by 2025
Identify and prioritize replacement of older galvanized and steel water lines to modernize infrastructure	Create replacement plan by 2023

**Perform Maintenance Activities to Preserve/Improve Facilities**

Install odor control equipment at wastewater pump stations and treatment facilities	Install equipment at one facility each year to reduce hydrogen sulfide gases to less than 0.5 PPM
Conduct regular maintenance of wastewater collection infrastructure to reduce inflow and infiltration	Rehab a minimum of 90 manholes each year
Conduct regular maintenance of wastewater collection infrastructure to reduce inflow and infiltration	Slip line a minimum of 5,280 linear feet of sewer line each year
Conduct regular maintenance of water system infrastructure to ensure accurate usage information	Replace a minimum of 500 water meters each year

# Employee Recruitment/Retention

*Goal: Provide residents with superior service through the recruitment and retainment of talented and dedicated employees*

*The quality of a city's workforce can be evaluated by the quality of services residents receive. Wildwood is committed to becoming the most desirable employer in the area so that the best and brightest are anxious to join our team and provide superior service to Wildwood residents and visitors.*

### Evaluate Key Personnel Programs for Optimum Results

Conduct study to evaluate salary levels and classifications	Complete study in 2023; biennially thereafter
Update tuition reimbursement program	Complete update in 2024
Create Career Progression Plans for all departments	Complete Plan for each department by 2024; update annually
Evaluate feasibility of expanding health benefits	Make final determination by 2024

### Provide Funding for and Conduct Employee Development Initiatives

Provide diversified training opportunities	Department Heads to evaluate training opportunities with each staff member annually
Hold employee appreciation events	Hold a minimum of two events each year
Audit Performance Management System for accuracy and improvement	Audit Performance Management System annually to verify accuracy and effectiveness

### Monitor Key Indicators of Employee Satisfaction

Create employee satisfaction survey	Conduct survey annually beginning in 2023
Track employee retention effectiveness	Maintain quarterly vacancy rate of <15%

# **Executive Overview**

## **BUDGET PURPOSE**

The City of Wildwood's budget has been prepared with more than a simple financial guideline in mind. It was prepared in a manner to meet several goals. A major priority of the budget document is to serve as a communication device for the ordinary reader. In addition to the financial spending guidelines put in place for departments, the document provides the reader with in-depth knowledge of the Wildwood community; this allows the reader to have context with which to consider the financial decisions presented within the budget.

Secondly, the budget was drafted with key strategic goals at the forefront. As outlined in the City's Strategic Plan earlier in this document, the City has a number of goals that were created to help it maintain focus on priorities established by the elected officials. All financial decisions outlined within this budget document were based on whether they were in harmony with the established goals contained within the Strategic Plan.

The budget presentation, as a whole, was also developed with operational organization in mind. The budget document is used by a multitude of individuals, not the least of which are internal staff. This document was drafted to provide a concise presentation of individual departmental budgets, as well as an overall presentation for those who desire a more broad view of the City's financial position.

# Consolidated Financial Schedule

## BUDGET SUMMARY CITY OF WILDWOOD - FISCAL YEAR 2023-24

**THE PROPOSED OPERATING BUDGET EXPENDITURES OF THE CITY OF WILDWOOD ARE 26.9% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.**

General Fund 2.8287

	GENERAL FUND	SPECIAL REVENUE FUNDS	ENTERPRISE FUNDS	TOTAL ALL FUNDS
<b>ESTIMATED REVENUES</b>				
Taxes:				
Ad Valorem Taxes <b>Millage per \$1,000 = 2.8287</b>	\$ 16,400,130			\$ 16,400,130
Local Option, Fuel, & Other Taxes	\$ 14,052,200			\$ 14,052,200
Intergovernmental Revenue	\$ 3,723,300	\$ 368,670		\$ 4,091,970
Other Intergovernmental Revenue	\$ -			\$ -
Charges for Services	\$ 841,900		\$ 21,364,350	\$ 22,206,250
Fines & Forfeitures	\$ 32,500	\$ 1,510		\$ 34,010
Miscellaneous Revenue	\$ 211,300	\$ 1,354,100	\$ 51,700	\$ 1,617,100
Loan Proceeds and Other Financing Sources	\$ -	\$ -	\$ 132,000,000	\$ 132,000,000
<b>TOTAL SOURCES</b>	<b>\$ 35,261,330</b>	<b>\$ 1,724,280</b>	<b>\$ 153,416,050</b>	<b>\$ 190,401,660</b>
Transfers In	\$ 422,800	\$ 15,915,690		\$ 16,338,490
Fund Balances/Reserves/Net Assets	\$ 12,000,000	\$ 17,066,935	\$ 22,668,800	\$ 51,735,735
<b>TOTAL REVENUES, TRANSFERS, &amp; BALANCES</b>	<b>\$ 47,684,130</b>	<b>\$ 34,706,905</b>	<b>\$ 176,084,850</b>	<b>\$ 258,475,885</b>
<b>EXPENDITURES</b>				
General Government Services	\$ 3,670,475	\$ 24,430,000		\$ 28,100,475
Public Safety	\$ 8,546,520	\$ 524,000		\$ 9,070,520
Physical Environment		\$ 1,000	\$ 80,979,515	\$ 80,980,515
Transportation	\$ 6,423,810			\$ 6,423,810
Economic Development	\$ 2,328,820	\$ 488,330		\$ 2,817,150
Culture & Recreation	\$ 2,988,390	\$ -		\$ 2,988,390
Debt Service	\$ 848,630		\$ 2,334,270	\$ 3,182,900
<b>Total Expenditures</b>	<b>\$ 24,806,645</b>	<b>\$ 25,443,330</b>	<b>\$ 83,313,785</b>	<b>\$ 133,563,760</b>
Transfers Out	\$ 15,915,690	\$ 412,800	\$ 10,000	\$ 16,338,490
Fund Balances/Reserves/Net Assets	\$ 6,961,795	\$ 8,850,775	\$ 92,761,065	\$ 108,573,635
<b>TOTAL APPROPRIATED EXPENDITURES</b>				
<b>TRANSFERS, RESERVES &amp; BALANCES</b>	<b>\$ 47,684,130</b>	<b>\$ 34,706,905</b>	<b>\$ 176,084,850</b>	<b>\$ 258,475,885</b>

THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGETS ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.

## Revenue Classifications

Pursuant to the uniform classification of accounts prescribed by the State Comptroller's office, governmental fund and proprietary fund revenues are classified as follows:

**Taxes** – Includes property (ad valorem) tax, local option gas tax, public service tax, communication service tax, utility taxes, and franchise fees. The taxes collected by the City are one of the major revenue sources for the General Fund.

**Intergovernmental revenues** – Intergovernmental revenues are those funds received from other governments in the form of shared revenues or grants, or as reimbursements for performance of general government functions and specific services for the paying government. Included in the City's intergovernmental revenues are the Local Government Half-cent Sales Tax, the Municipal Revenue Sharing Program revenue, the Mobile Home License Tax, and the Alcoholic Beverage Tax. The largest source of revenue among these programs is the half-cent sales tax. The program distributes a portion of the State's sales tax revenue to counties and municipalities. The distribution formula is population based. The revenues are to be used for municipal-wide programs or property tax relief and can also be pledged to pay principal and interest on capital project expenses.

**Fines and Forfeitures** – These revenues include court fines and fees, and fees related to code violations. These estimates are developed from historical data trends, which remain relatively constant from year to year.

**Miscellaneous Revenues** – These revenues include a variety of sources including interest on investments, rents, refunds, contributions, and revenues which cannot be recognized in other classifications. The revenues in this category are examined based on economic conditions, and a variety of methods are used to develop good estimates, but by their nature they can vary significantly.

**Charges for Services** – In the General Fund, charges for services primarily include facility rental fees and fees collected from the Development Services Department related to development activity. In the Utility Fund, charges for services primarily include the fees associated with our Water and Wastewater services.

**Other Sources** - These revenues include transfers in, grant or debt issuance sources.

The below chart shows the projected distribution of revenue sources organization wide for the City of Wildwood.

Revenue by Sources - Organization Wide



# Revenues

## Revenue Overview

At the beginning of the budgeting process each year the finance staff takes a comprehensive look at the current revenue trends. With the pace of growth that Wildwood is experiencing it can be difficult to project revenue streams accurately. While the level of ad valorem revenue is relatively stable for the fiscal year, other revenue sources such as franchise fees, public services taxes, and sales taxes can vary widely based upon the level of development throughout the year and upon the current economic climate. As a general policy, the City's revenues are budgeted conservatively to avoid possible short-falls due to unanticipated changes in the economy. Estimated revenues are based upon current trends and expected economic development activity for the next twelve months. The Fiscal Year 2023-2024 General Fund estimated revenue is \$46.78M, which includes \$422.8K in transfers-in from other funds. The Utility Revenue Fund's estimated revenue is \$176.08M. This estimate is much greater than FY23 due to the projected debt issuance of \$132M for the construction of a wastewater treatment plant expansion.

In the General Fund the major sources of revenue include taxes (property tax, utility tax, franchise fees) and intergovernmental income. The largest of these sources is Ad Valorem (property tax). Revenue generated from Ad Valorem tax is based on the millage rate adopted by the City each year. In FY24 the City has adopted a millage rate of 2.8287, which is less than the prior year rate of 3.0. The adopted millage rate is equal to the rolled-back rate. The rolled-back rate is a rate that would generate prior year tax revenues less allowances for new construction, additions, deletions, annexations, and improvements increasing value by at least 100% and tangible personal property value in excess of 115% of the previous year's value. In FY 24, the projected Ad Valorem revenue is \$16.4M, which is a 28.5% increase over the FY23 Ad Valorem revenue.

In addition to increased property tax revenue, Wildwood's growth is driving significant revenue increases in other funding streams as well. Among the other primary revenue sources, the Public Services Tax proceeds are projected to increase 25.7% while Franchise Fees are projected to increase by 42.8% over those budgeted for FY23.

The primary source of revenue for the City's Utility Revenue Fund comes from charges for services. A revenue sufficiency analysis was conducted in conjunction with the development of the FY24 budget to determine the appropriate rates for water and sewer services. The main focus of the sufficiency analysis was to evaluate the Utility Revenue Fund's ability to generate enough revenue through charges for service to meet operational expenses, debt payments, and debt coverage requirements. The City is in the final planning stages for a large wastewater treatment plant expansion project and will be issuing debt in FY24 for the project. The sufficiency analysis indicated that a 20% increase in the wastewater rates would be needed for the next three years in order to support the new debt that would be issued in FY24. Water and reuse water rates will meet the needs of the utility as long as they are increased annually based on the CPI index for water and sewerage maintenance. The FY24 budget incorporates a 4.98% increase in water and water reuse rates, which is equal to the CPI index for water and sewerage maintenance, while the wastewater revenues are budgeted at a 20% increase per the sufficiency analysis. The increase in user fees, in conjunction with the increase in users on the utility system related to growth, is projected to result in an increase of revenues for charges for services of 36.4% in FY24, with total projected revenue in this area of \$12.03M. Combined with impact fees from development, the total charges for services for the Utility Fund are projected to be approximately \$21.36M.

## Expenditure Classifications

Pursuant to the uniform classification of accounts prescribed by the State Comptroller's office, the major governmental fund and proprietary fund expenditures are classified as follows:

**General Government Services** - includes legislative and administrative services provided by the following departments for the benefit of the public and the governmental body as a whole: Legislative, Executive, City Clerk/Finance, Development Services, Information Technology and Human Resources.

**Public Safety** - includes services for the security of persons and property provided by police.

**Physical Environment** - includes expenditures related to the provision of water, wastewater, refuse, and other environmental services. In Wildwood's budget, the term "physical environment" is replaced by "Utilities" or "Utility Revenue Fund".

**Transportation** - includes cost of services for safe and adequate flow of vehicles and pedestrians as reflected in the Public Works and Fleet Services divisions.

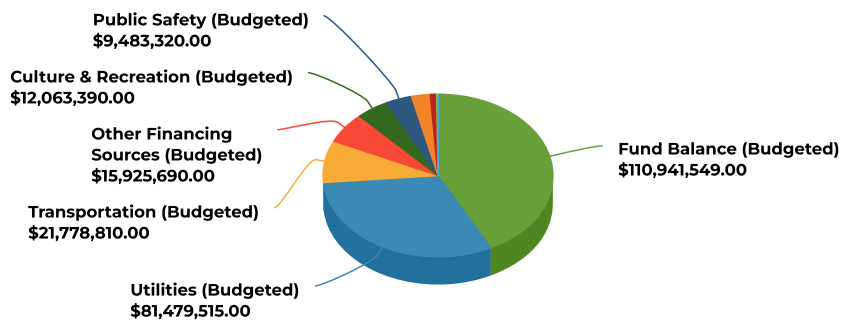
**Culture and Recreation** - includes the cost of providing and maintaining cultural and recreational facilities and activities for the benefit of citizens and visitors, which are provided by the Parks and Recreation and Community Center departments.

**Debt Services** - includes payments made on the City's outstanding debt.

**Other Financing Sources** - includes budgeted transfers between funds.

The following chart shows the budgeted expenditures for FY24 by function. This chart includes a Fund Balance Category, which are funds that are not budgeted to be spent by year-end. The fund balance is comprised of funds set aside for emergencies and funds for capital projects that have not yet been spent.

**Expenditures by Function - City Wide**



## General Fund Expenditures

The General Fund includes expenditures related to Culture & Recreation, Transportation, Public Safety, and General Government Services. In FY24 expenses related to Culture &

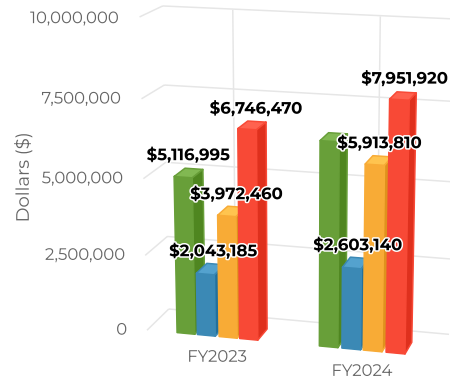
Recreation are budgeted to increase by 27%; the major factors for this increase include the addition of positions to handle facility maintenance activities as well as additional funding for community special events.

The Transportation budget is scheduled to increase 49% over FY23 levels; the main factor in this increase is the placement of the roadway preservation and rehabilitation program within the Public Work's operating budget. Established two years prior, the recent funding of the program had been scheduled within the Capital Project Fund. However, since the program is focused on maintenance, it was determined it should be included in the operating budget.

The Public Safety budget is scheduled to increase by 18%, with the main factor being the addition of three new personnel.

Expenses related to General Government services, which includes areas such as Legislative, Executive, Finance, Development Services, Information Technology, and Human Resources, are budgeted to increase by 27%. Contributing factors to this increase is the addition of three new positions, as well as a significant increase in property and casualty insurance - a factor that is impacting many communities in Florida.

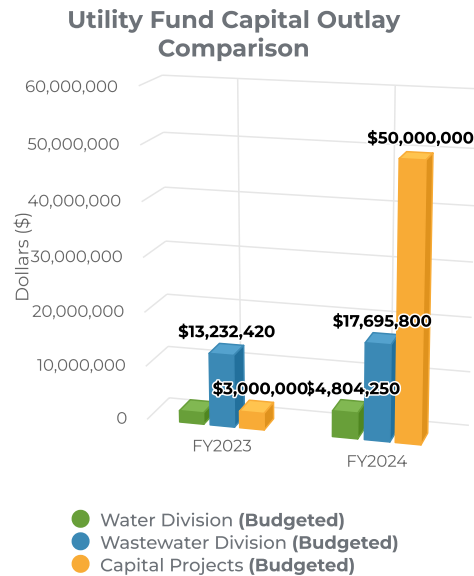
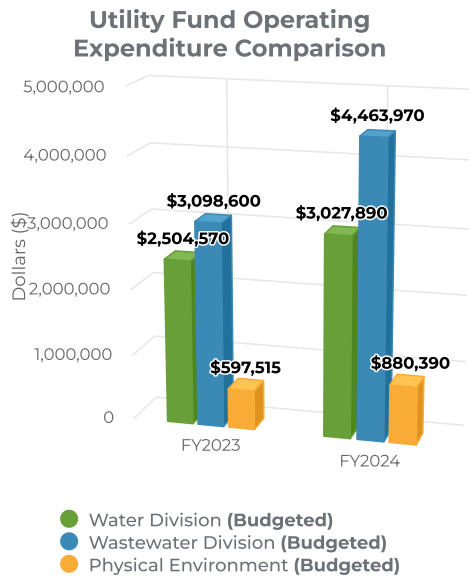
**General Fund Operating Expenditures FY23 vs. FY24**



# Utility Fund Budgeted Expenditures

The City of Wildwood's Utility Fund includes expenditures related to water and wastewater services as well as utility billing services, referred to as physical environment. The City also assesses impact fees related to growth, referred to as water and wastewater "system development charges" (SDC). These fees are used to pay for new infrastructure projects or debt service related to infrastructure projects. In the chart below on the left, the operating expenditures for FY24 are compared to FY23 budgeted expenditures. The expenses of the Physical Environment (Utility Billing) Department are budgeted to increase 42% over the prior year; the primary cause for the increase is related to a significant increase in property and casualty insurance, something that many Florida cities are faced with following catastrophic insurance losses due to hurricanes in the state. The Water Department budget remains fairly stable from the prior year with an overall budgeted increase of 2%. The expenses of the Wastewater Department are budgeted to increase 36%; the primary contributors to that increase are the addition of 8 new staff members needed for increased plant coverage hours and increases in contractual expenses to haul processed wastewater off-site.

The chart below on the right is a comparison of budgeted capital outlay expenses related to the Utility Fund. Various funding sources are used for these projects, including operating revenue, SDC fees, as well as grants and loan proceeds. The significant increase in FY24 in the capital projects category is related to a wastewater treatment plant expansion project that will be ongoing over the next two fiscal years. The project is expected to cost \$150M and should be completed in FY25.



### FUND BALANCE SUMMARY

	Est. Beginning Balance (Operating Revenues) 10/01/2023	Plus: Estimated Revenues	Less: Budgeted Expenditures	Ending Balance (Operating Revenues) 09/30/2024
General Fund	12,000,000	34,784,130	40,722,335	6,061,795
Greenwood Cemetery Fund	62,970	2,900	1,000	64,870
Capital Improvement Fund	13,481,125	16,610,000	24,430,000	5,661,125
Community Redevelopment Area Fund	1,396,500	584,360	488,330	1,492,530
Baker House	18,000	15,100	-	33,100
Wildwood Historical Association	45	-	-	45
Park & Recreation Impact Fees	736,160	226,000	-	962,160
Law Enforcement Impact Fees	1,320,330	1,100,100	936,800	1,483,630
Law Enforcement Trust Fund	51,805	1,510	-	53,315
Utility Revenue Fund	7,600,000	12,415,350	15,724,655	4,290,695
Capital Project Construction Fund	845,000	132,001,000	50,000,000	82,846,000
Wildwood Industrial Park	63,300	100	11,000	52,400
Water Connection Fees	175,000	-	-	175,000
Wastewater Connection Fees	183,800	-	-	183,800
Water System Development Charges Fees	4,301,700	3,019,700	4,032,030	3,289,370
Wastewater System Development Charges Fees	9,500,000	5,979,900	13,556,100	1,923,800
	<b>51,735,735</b>	<b>206,740,150</b>	<b>149,902,250</b>	<b>108,573,635</b>

Fund balance is the excess of assets over liabilities. Fund balance is accumulated when revenues exceed expenditures and is decreased when revenues are less than expenditures. A negative fund balance is often referred to as a deficit.

The Government Finance Officers Association, a body that represents municipal governments throughout the U.S. and beyond, recommends that a city retain a minimum of two months operating budget (16.67%) in reserve to mitigate current and future risks and to ensure stable tax rates. They further state that each entity should assess their financial vulnerabilities such as natural disasters and volatile revenue sources when determining an appropriate level of unrestricted fund balance. Given Wildwood's location in Florida, the City is susceptible to hurricanes on a yearly basis, therefore it has been determined that a slightly higher reserve balance is desirable. The City has determined that the desired reserve level for the General Fund is between 20% - 25% of the fund's operating budget. This fund balance reserve level is not uncommon in other Florida cities. The FY24 budget was drafted keeping fund balance requirements in mind. The projected ending balance of the General Fund is anticipated to be \$6.06M, which equates to 26% of the operating budget, just slightly above the desired reserve level. For the Utility Revenue Fund, the recent revenue sufficiency analysis has identified an ideal reserve level of 50% of the fund's operating budget. The projected ending balance of the Utility Revenue Fund is anticipated to be \$4.29M which equates to 41% of the operating budget. This balance falls short of the ideal 50%, however the significant capital projects are impacting the balance. The reserve balance is expected to recover in the next fiscal year.

The General Fund projected ending balance is shown to be 49% lower than the balance at the beginning of the year; this is because of transfers to the Capital Improvement Fund to finance a number of projects in FY24 and beyond.

The Utility Revenue Fund is showing a decline in fund balance of 43%. This decline is due to construction projects programmed within the budget. Significant fund balance variances can also be seen in the Utility Revenue Impact Fee Funds (Water/Wastewater SDC Funds). The revenues of these funds are held for the purpose of constructing infrastructure projects necessitated by new development. In FY24, there are several infrastructure projects programmed in the impact fee funds, therefore the balances are expected to decline in those funds.

# Priorities & Issues

## PRIORITIES

In FY23 the City drafted a new Strategic Plan that identified priorities that would be supported through the annual budgeting process. As the FY24 budget was developed, the priorities of the strategic plan were used as a guide for funding priorities. All new programs and capital requests must support the goals outlined in the Strategic Plan in order to be included in the budget. The six overarching goals of the Strategic Plan are: Community Engagement, Transportation, Affordable Housing, Downtown Redevelopment, Infrastructure, and Employee Recruitment and Retainment. The City's annual budget is the tool with which these goals are accomplished.

To support community engagement, the FY24 budget includes funding for projects at Millennium Park and the continuing design of a recreation center which are included in the Strategic Plan as part of the goal of supporting quality of life projects. Funding is also included in the budget to continue programs developed in FY23 in support of community engagement including monthly newsletters and a Welcome to Wildwood educational program.

To support the goal of transportation, the FY24 budget includes funding for pavement preservation activities in an effort to minimize the maintenance costs of newly constructed streets as well as design costs for major street improvement projects.

The goal of affordable housing is supported within the budget through funding support of initiatives to work with partnering agencies to provide housing workshops and develop affordable housing on surplus city property.

The downtown redevelopment goal is supported in the FY24 budget by continuing allocation of funding that supports a private-public partnership the City has entered into with a local developer. The funding includes the construction of a new parking garage which will support the development of a new commercial development on Main Street, all included in the partnership between the City and the developer.

The infrastructure goal is an important component of the FY24 budget. The budget includes the construction component of an expansion to the existing wastewater treatment plant. This is the biggest project the City has undertaken, with an initial construction cost estimate that exceeds \$150M. This is a necessary project to meet the wastewater demands of new growth within the community. This is a multi-year project that will be included in future budget years. The budget also includes funding to support ongoing maintenance activities to prevent deterioration of existing infrastructure.

Lastly, to support the strategic goal of employee recruitment and retainment, the budget includes funding the results of a compensation and classification study that was nearing completion as the FY24 budget was being finalized. At the beginning of the fiscal year employees will receive a minimum cost of living adjustment of 3%. However, if the compensation & classification study shows that an employee should have their wages adjusted above that, their salary will be adjusted accordingly. The City will continue its performance management plan, which adjusts employee salaries based upon performance on the staff member's anniversary date. The budget will also fund employee recognition programs.

## ISSUES

There are three main areas that the City is diligently monitoring to assess potential need for change. First is the growth of the City through the continual development of The Villages®, a large retirement community primarily located within Wildwood's city limits. The growth generated by this development, and other associated development, continues to strain city resources. While this budget has been drafted to meet the anticipated needs in the coming fiscal year, management is continually assessing conditions to determine if additional resources need to be allocated for staffing, operational supplies, maintenance and/or construction activities, etc. The pace of growth, plus economic conditions can be extremely dynamic. Therefore, this budget is just a tool with which to work, but can be somewhat dynamic and can be amended mid-year if conditions warrant.

A second issue that is plaguing the City, which is not unique to Wildwood, is the impact of inflation and crippled supply chain resources. The City has many capital projects planned in FY24 and beyond. However, recent experience has shown that the cost of projects can be much higher than anticipated due to the overwhelming availability of work for contractors and the soaring cost of equipment and supplies. All of these issues culminate in the delay of completion of planned projects as well as increased costs in completing them. The City continually monitors the conditions and reassesses project timing to most equitably complete projects within their necessary timeframes.

## Personnel Changes

The City is vitally dependent upon its workforce to accomplish the goals established by elected officials. To make sure that this happens, the City is proud to hire extremely qualified individuals to fill vacant positions. However, with the current labor market being so competitive, the City has had a difficult time recruiting and retaining qualified individuals. In FY23, the City hired Evergreen Solutions, LLC, which is a Human Resources consulting firm, to perform a classification and compensation study. The objective of this study was to review job descriptions to assure they reflected the actual duties of personnel and to conduct a market analysis of peer cities and counties to determine current wage markets. The study began in January 2023, and required meetings in-person with staff, followed by a detailed questionnaire for all staff to fill out that was imperative to Evergreen's study. In August 2023, Evergreen presented the City with initial results of the study and outlined a recommended path for making adjustments to the City's pay plans and placing current staff members within the new pay plan. These recommendations will be implemented at the beginning of FY24.

In addition to the above-mentioned impacts on personnel expenditures, the FY24 budget incorporates seventeen (17) new full-time positions within the City organization.

In the General Fund, the Finance Department will be adding a Procurement Specialist and reclassifying a Payroll Specialist position to the Human Resources Department as a HR Assistant. The Development Services Department will be adding a GIS Specialist, the Information Technology Department will be adding an IT Specialist, the Police Department will be adding a Records Technician, a Captain position and a Lieutenant position, the Public Works Department is adding a new Inspector and the Parks and Recreation Department will be adding a new Parks and Recreation Crew Leader and a new Irrigation Technician. The Utility Revenue Fund is adding eight (8) positions in FY24. The Wastewater Division will be adding (2) Collection Technicians, (2) Distribution Technicians, a new Plant Mechanic and (3) Operators.

Change in Authorized Positions by Fund/Department

POSITION SUMMARY SCHEDULE				
Department/Division	2021-22	2022-23	2023-24	Net
<b>GENERAL FUND</b>				
Legislative	5.00	5.00	5.00	0.00
Executive	4.00	5.00	5.00	0.00
Finance	5.00	5.00	5.00	0.00
Development Services	11.00	12.00	13.00	1.00
Information Technology	2.00	3.00	4.00	1.00
Human Resources	2.00	2.00	3.00	1.00
Police	53.00	61.00	64.00	3.00
Public Works	22.00	25.00	26.00	1.00
Fleet Services	4.00	5.00	5.00	0.00
Parks & Recreation (Incl. PT & Seasonal)	13.70	14.70	16.70	2.00
Community Center	1.00	1.00	1.00	0.00
<b>GENERAL FUND TOTAL</b>	<b>122.70</b>	<b>138.70</b>	<b>147.70</b>	<b>9.00</b>
Physical Environment	4.00	4.00	4.00	0.00
Water	16.00	18.00	18.00	0.00
Wastewater	19.00	23.00	31.00	8.00
<b>UTILITY FUND TOTAL</b>	<b>39.00</b>	<b>45.00</b>	<b>53.00</b>	<b>8.00</b>
<b>ALL FUNDS TOTAL</b>	<b>161.70</b>	<b>183.70</b>	<b>200.70</b>	<b>17.00</b>

Reason for Change

No change  
 No change  
 (+1) Procurement Specialist (-1) Payroll Specialist  
 (+1) GIS Specialist  
 (+1) IT Specialist  
 (+1) HR Asst.  
 (+1) Records Tech (+1) Captain (+1) Lieutenant  
 (+1) Inspector  
 No change  
 (+1) Parks & Recreation Crew Leader (+1) Irrigation Tech  
 No change  
 No change  
 No change  
 (+2) Collection Tech III (+2) Distribution Tech III (+1) Plant Mechanic (+3) Operators

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# **FUND SUMMARIES**

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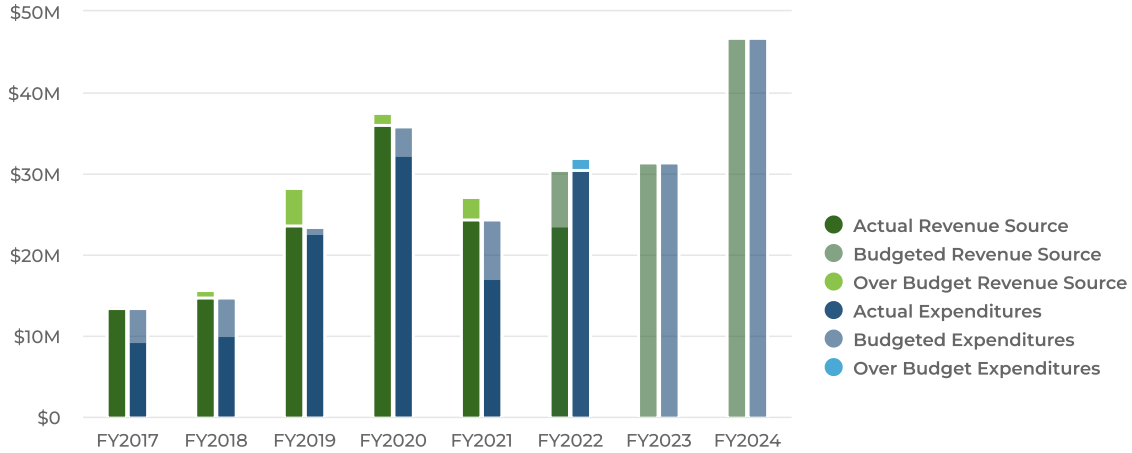


# General Fund

The General Fund of a government unit serves as the primary reporting vehicle for current government operations. The General Fund, by definition, accounts for all current financial resources not required by law or administrative action to be accounted for in another fund. The major sources of revenue for the General Fund include: ad valorem taxes, franchise taxes, utility taxes, and intergovernmental revenues.

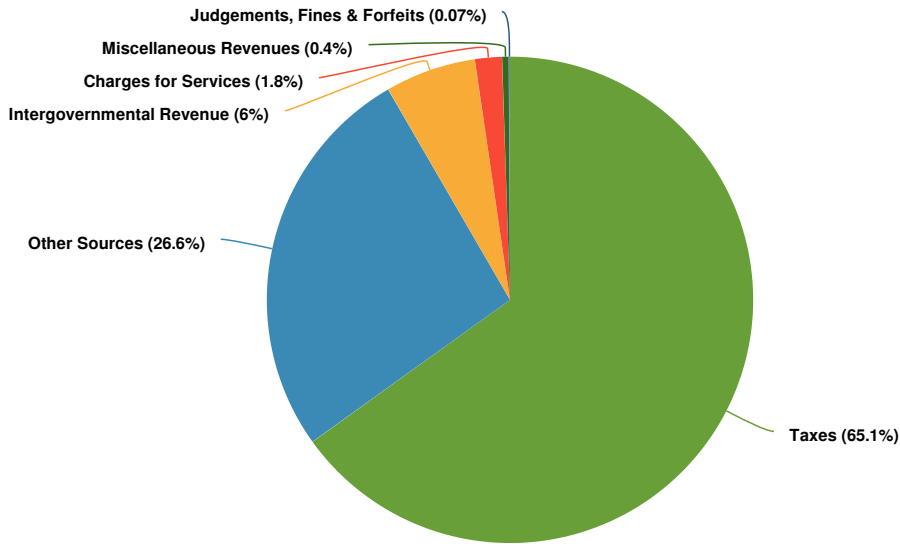
## Summary

The City of Wildwood is projecting \$46.78M of revenue in FY2024, which represents a 48.6% increase over the prior year. Budgeted expenditures are projected to increase by 48.6% or \$15.31M to \$46.78M in FY2024.

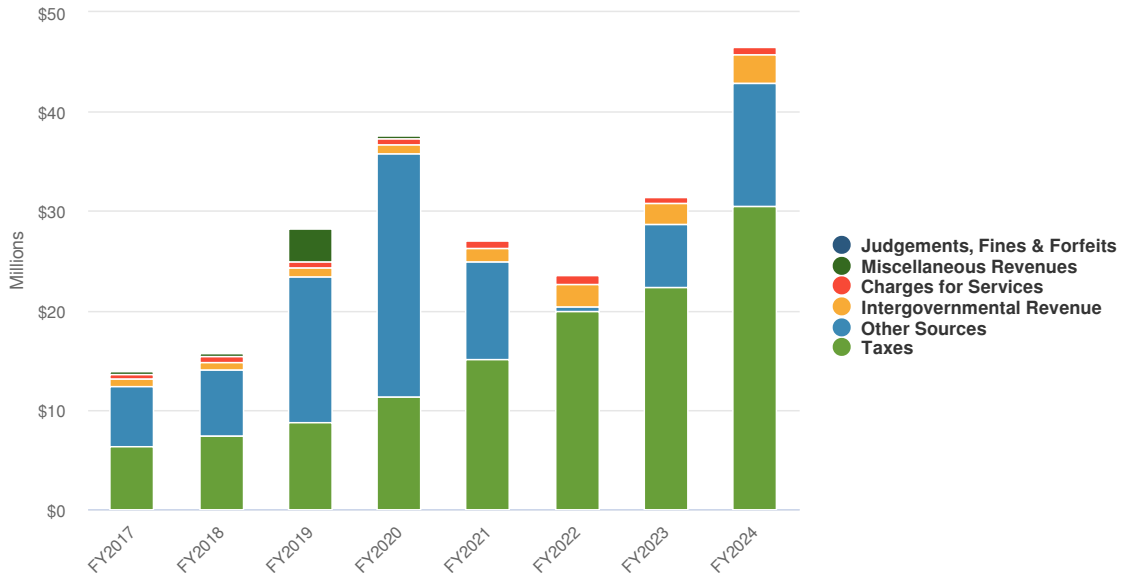


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

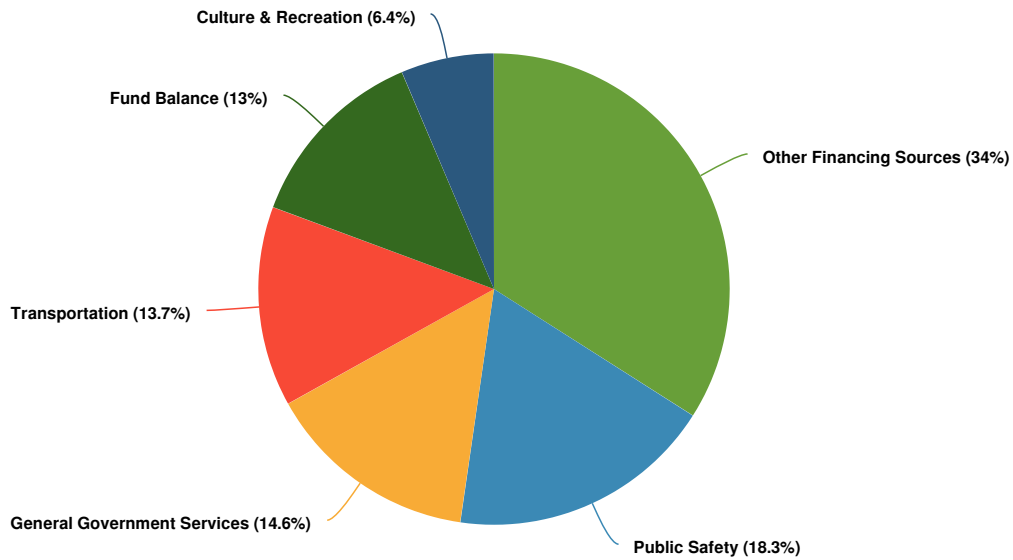


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Taxes	\$19,875,055.72	\$22,523,845.00	\$30,452,330.00	35.9%
Intergovernmental Revenue	\$2,130,945.06	\$2,179,330.00	\$2,823,300.00	29.5%
Charges for Services	\$955,320.71	\$556,800.00	\$841,900.00	51.2%

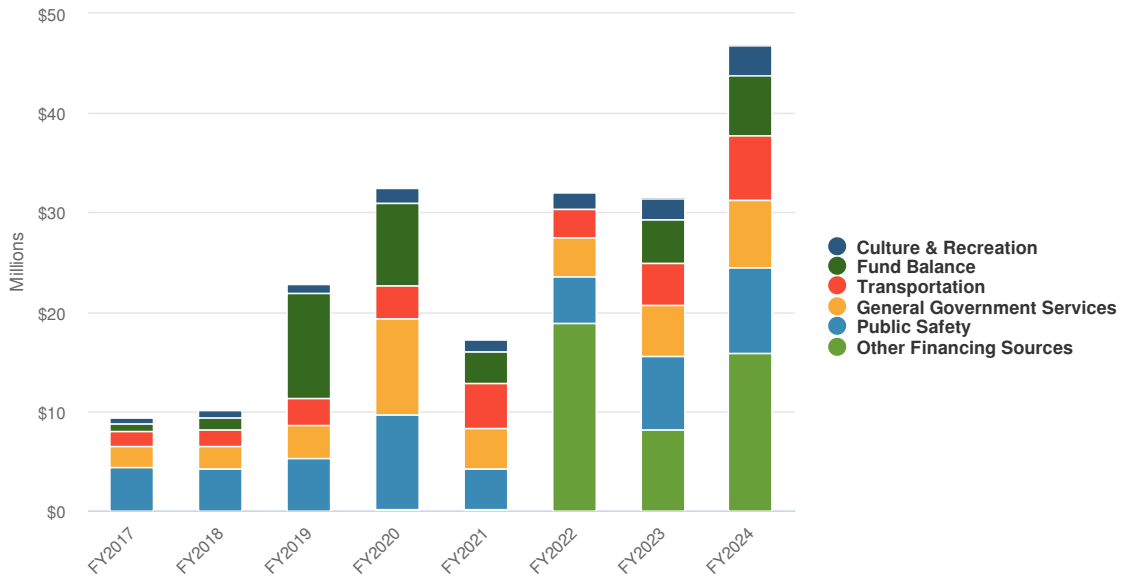
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Judgements, Fines & Forfeits	\$31,977.54	\$22,500.00	\$34,000.00	51.1%
Miscellaneous Revenues	\$204,223.50	\$83,105.00	\$207,300.00	149.4%
Other Sources	\$592,911.39	\$6,228,815.00	\$12,425,300.00	99.5%
<b>Total Revenue Source:</b>	<b>\$23,790,433.92</b>	<b>\$31,594,395.00</b>	<b>\$46,784,130.00</b>	<b>48.6%</b>

## Expenditures by Function

### Budgeted Expenditures by Function



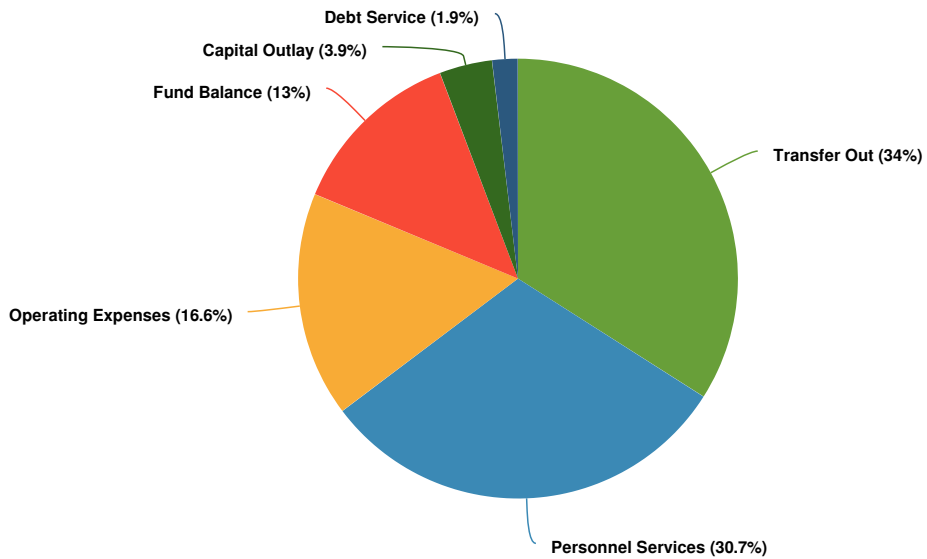
## Budgeted and Historical Expenditures by Function



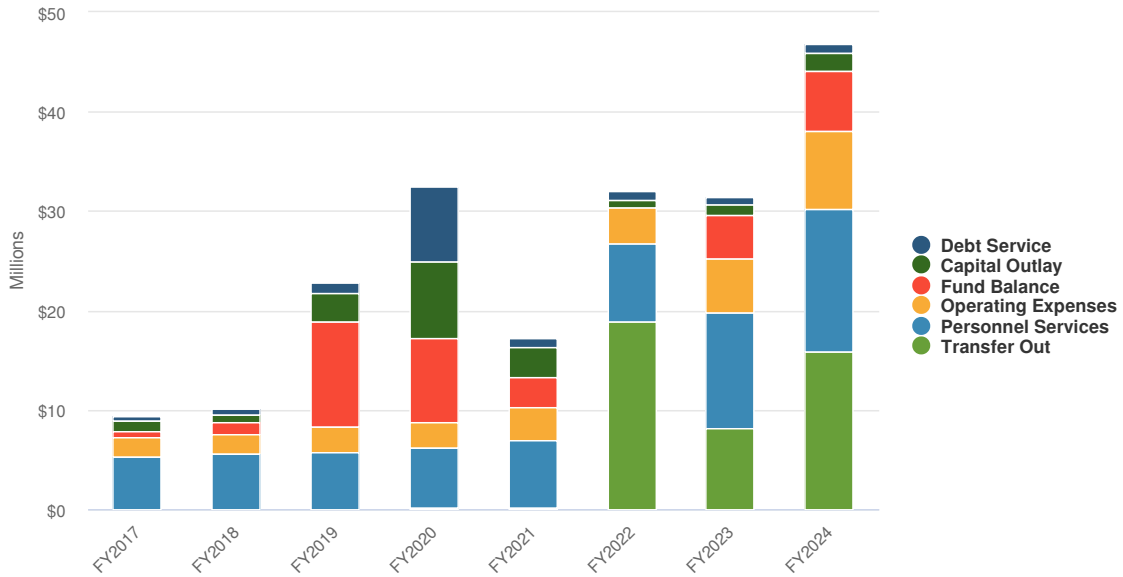
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expenditures				
General Government Services	\$3,982,088.12	\$5,183,755.00	\$6,847,925.00	32.6%
Culture & Recreation	\$1,699,883.54	\$2,408,571.48	\$2,988,390.00	39.2%
Transportation	\$2,861,377.47	\$4,556,248.00	\$6,423,810.00	48.7%
Public Safety	\$4,696,354.13	\$7,289,310.00	\$8,546,520.00	17.2%
Other Financing Sources	\$18,835,870.00	\$10,297,730.00	\$15,915,690.00	94.1%
Fund Balance	\$0.00	\$1,858,780.52	\$6,061,795.00	39.2%
<b>Total Expenditures:</b>	<b>\$32,075,573.26</b>	<b>\$31,594,395.00</b>	<b>\$46,784,130.00</b>	<b>48.6%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



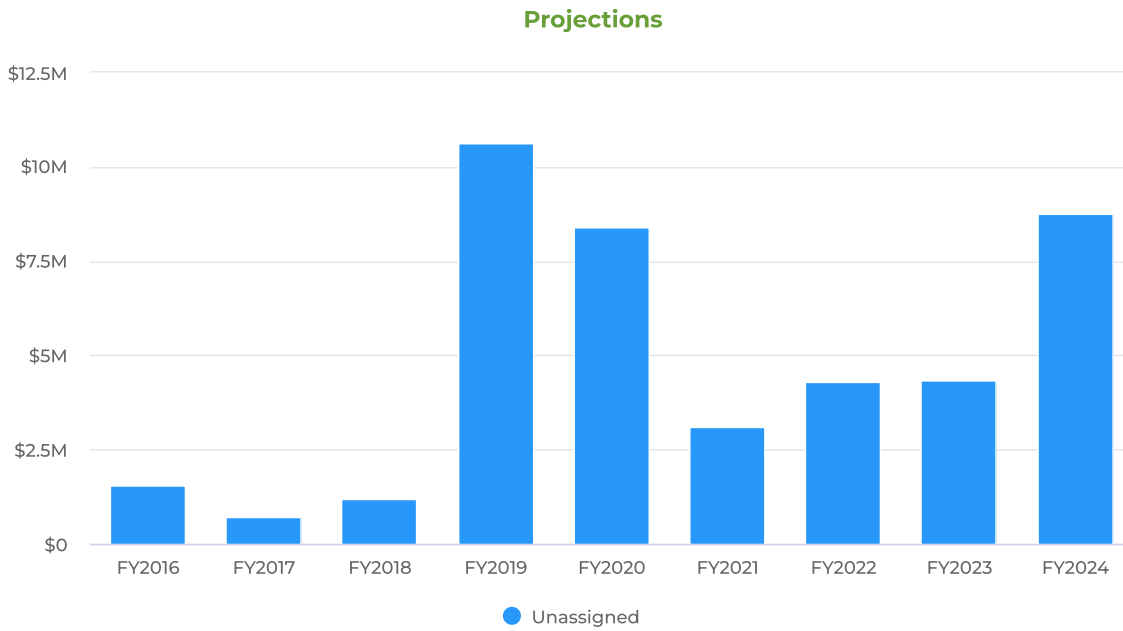
## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Personnel Services	\$7,912,869.65	\$11,661,395.00	\$14,368,040.00	23.7%

Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Operating Expenses	\$3,580,382.73	\$5,475,660.00	\$7,743,775.00	43.9%
Capital Outlay	\$785,741.02	\$1,421,839.48	\$1,815,850.00	74.4%
Debt Service	\$960,709.86	\$878,990.00	\$878,980.00	0%
Transfer Out	\$18,835,870.00	\$10,297,730.00	\$15,915,690.00	94.1%
Fund Balance	\$0.00	\$1,858,780.52	\$6,061,795.00	39.2%
<b>Total Expense Objects:</b>	<b>\$32,075,573.26</b>	<b>\$31,594,395.00</b>	<b>\$46,784,130.00</b>	<b>48.6%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$4,354,650	\$8,768,195	101.4%
<b>Total Fund Balance:</b>	<b>\$4,354,650</b>	<b>\$8,768,195</b>	<b>101.4%</b>

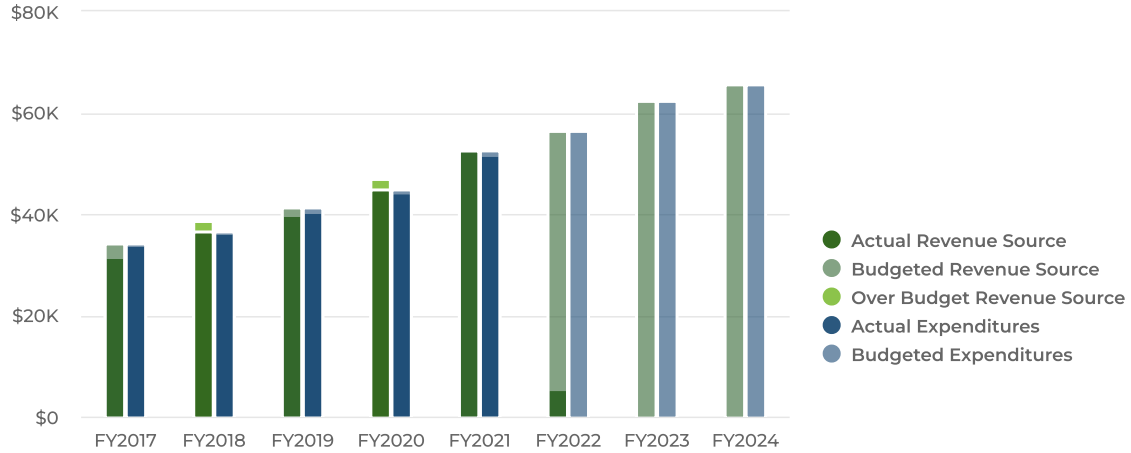


# Greenwood Cemetery Fund

The Greenwood Cemetery was established on January 14, 1897. The City Clerk's department is responsible for purchases and record keeping of the Greenwood Cemetery. A large portion of the revenues are derived from lot sales, along with the annual dues. The annual dues are collected and utilized to help maintain the cemetery.

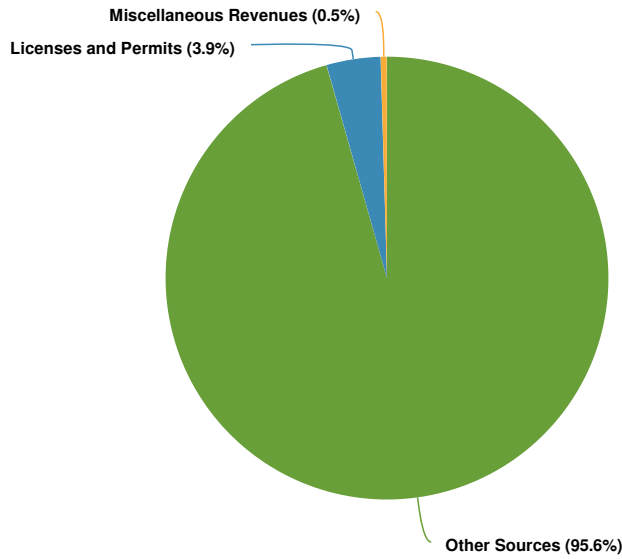
## Summary

The City of Wildwood is projecting \$65.87K of revenue in FY2024, which represents a 5.6% increase over the prior year. Budgeted expenditures are projected to increase by 5.6% or \$3.47K to \$65.87K in FY2024.

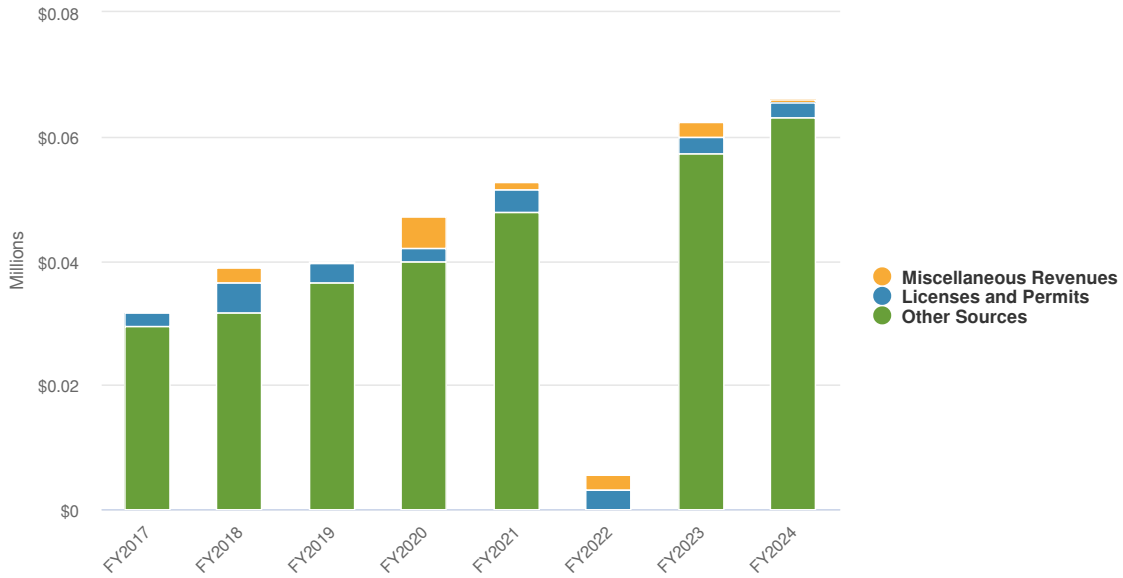


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

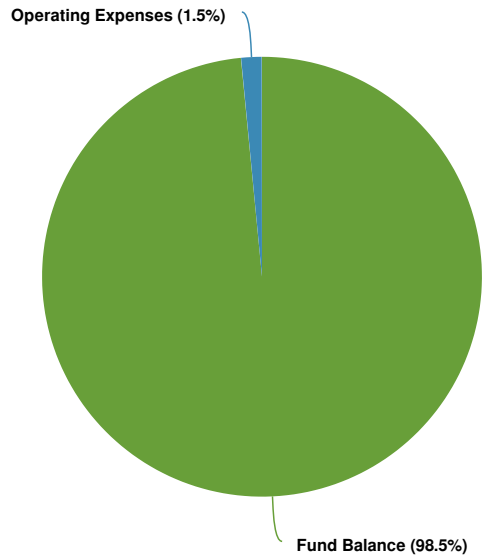


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Miscellaneous Revenues	\$2,621.29	\$2,400.00	\$300.00	-87.5%
Licenses and Permits	\$3,030.00	\$2,600.00	\$2,600.00	0%
Other Sources	\$0.00	\$57,400.00	\$62,970.00	9.7%

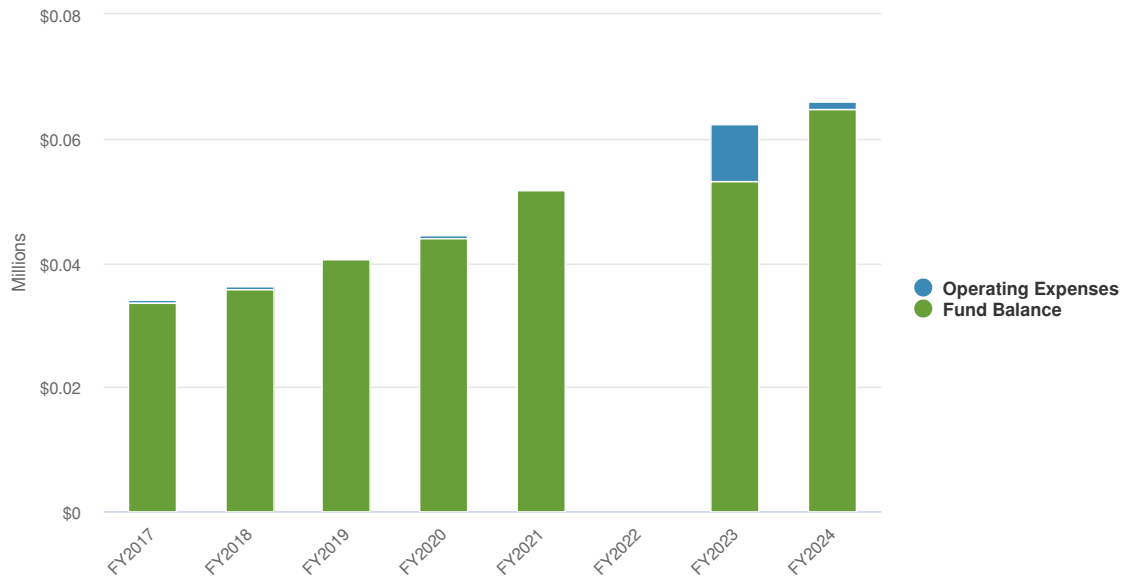
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$5,651.29	\$62,400.00	\$65,870.00	5.6%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

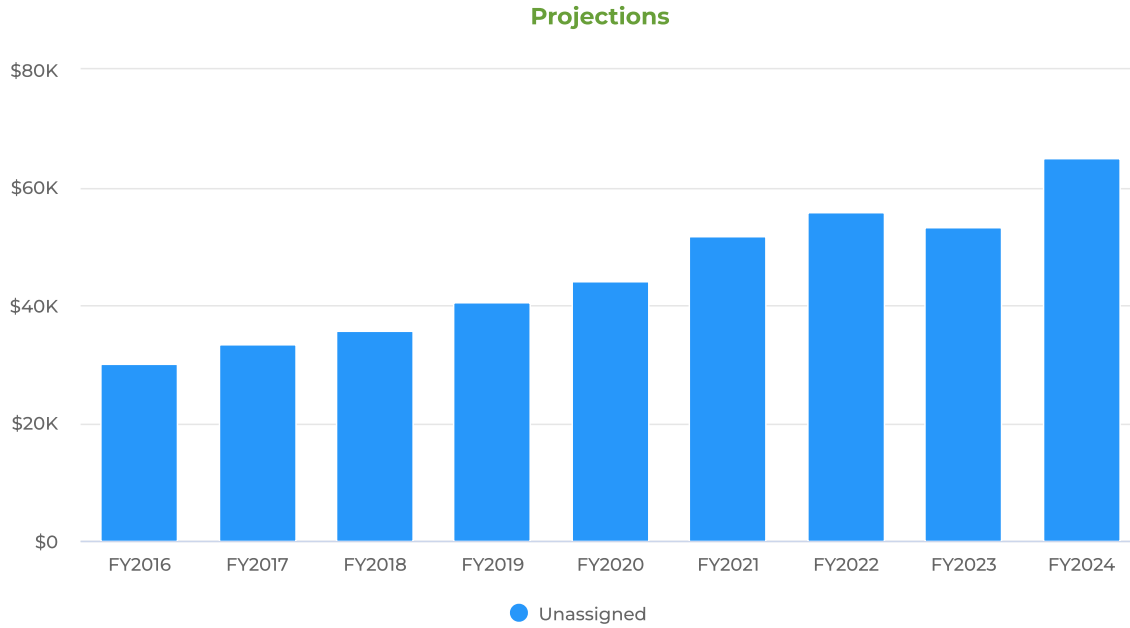


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$61.37	\$9,250.00	\$1,000.00	-89.2%
Fund Balance	\$0.00	\$53,150.00	\$64,870.00	22.1%
<b>Total Expense Objects:</b>	<b>\$61.37</b>	<b>\$62,400.00</b>	<b>\$65,870.00</b>	<b>5.6%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$53,150	\$64,867	22%
<b>Total Fund Balance:</b>	<b>\$53,150</b>	<b>\$64,867</b>	<b>22%</b>

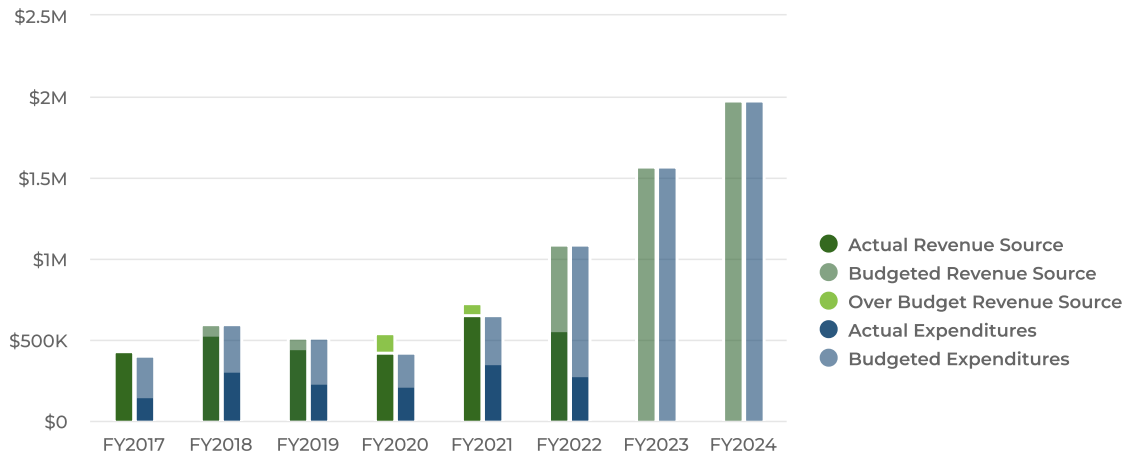


# Community Redevelopment Area Fund

The Community Redevelopment Area (CRA) Fund encompasses two Districts within the corporate limits of Wildwood. The original CRA was approved in 1997 while the second one was approved in 2006. Revenues generated by the CRA districts are restricted to those outlined in the Community Redevelopment Plan and must be located within the boundaries of the CRA. The Wildwood City Commission operates as the Community Redevelopment Agency and approves the budget and expenditures of the CRA.

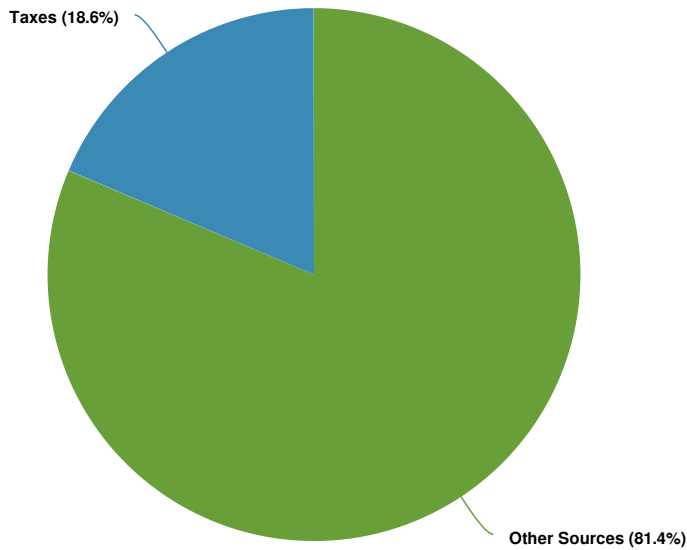
## Summary

The City of Wildwood is projecting \$1.98M of revenue in FY2024, which represents a 25.8% increase over the prior year. Budgeted expenditures are projected to increase by 25.8% or \$406.56K to \$1.98M in FY2024.

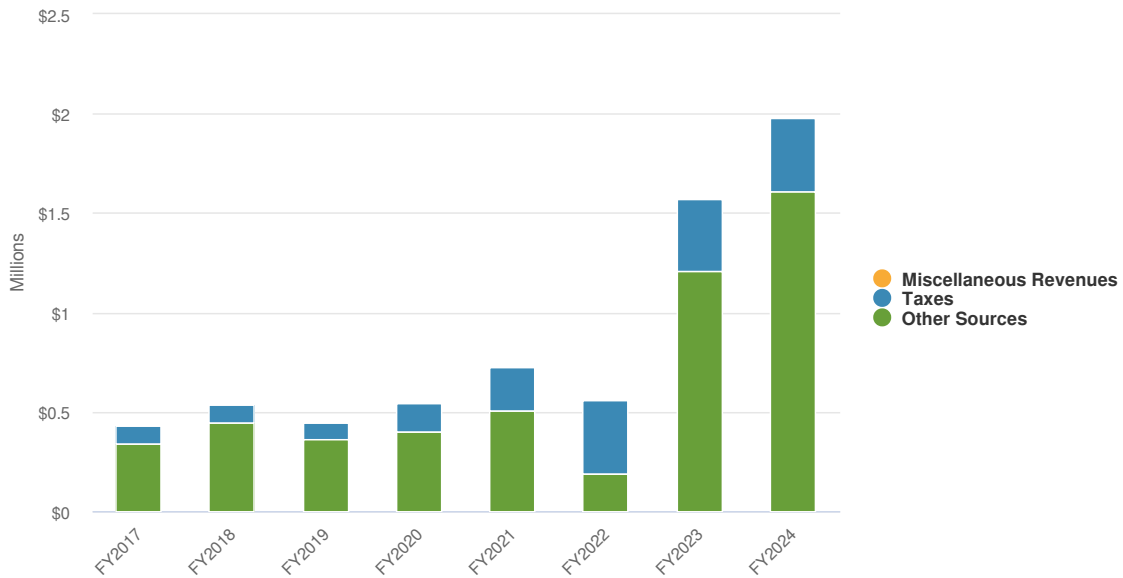


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

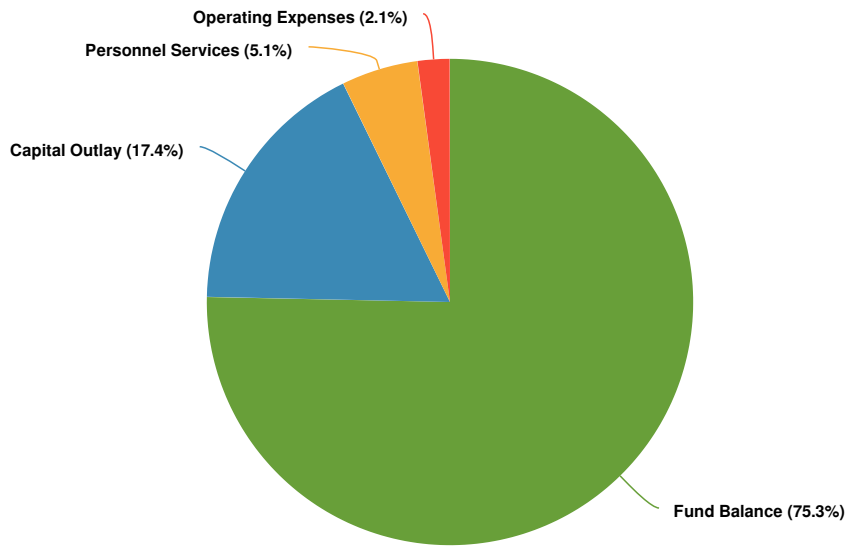


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Taxes	\$369,830.00	\$368,670.00	\$368,670.00	0%
Miscellaneous Revenues	\$8,461.61		\$0.00	0%
Other Sources	\$185,870.00	\$1,205,630.00	\$1,612,190.00	33.7%

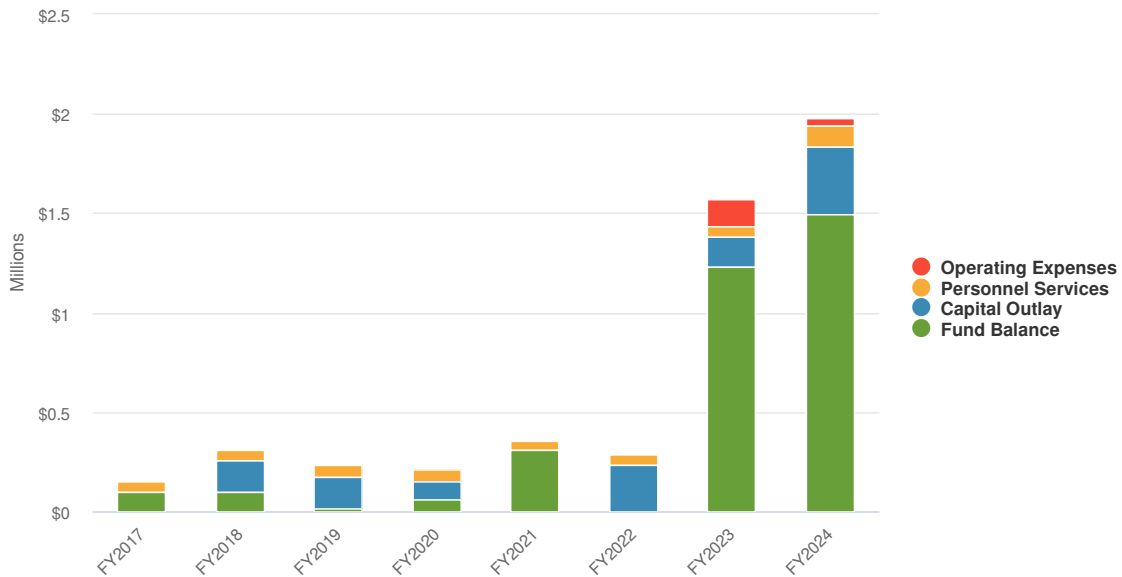
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$564,161.61	\$1,574,300.00	\$1,980,860.00	25.8%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

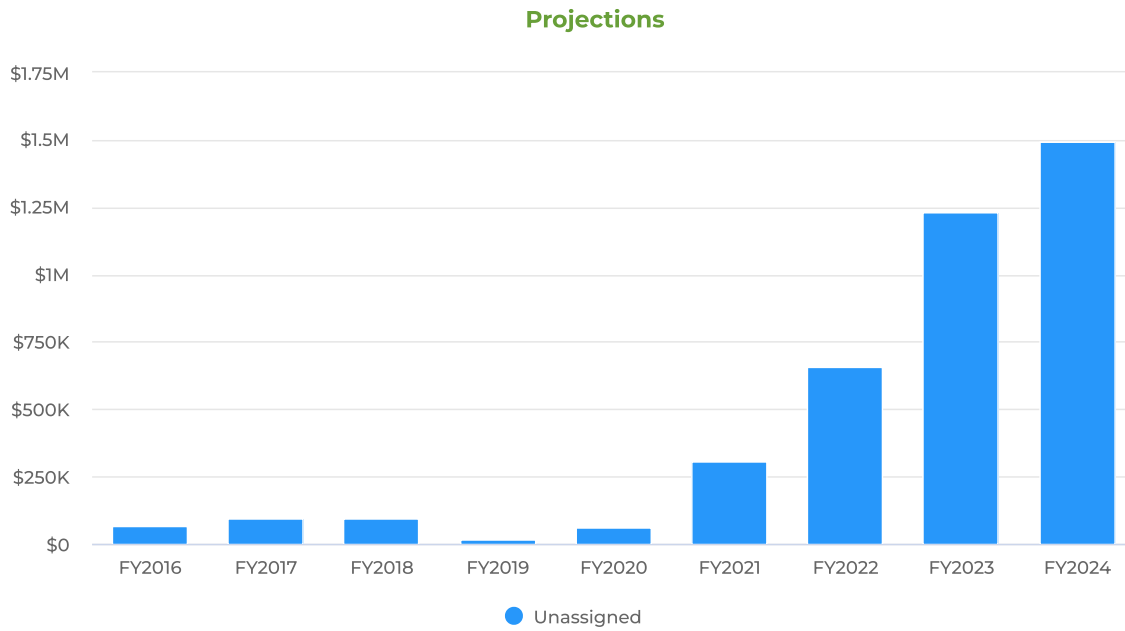


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Personnel Services	\$46,842.70	\$54,070.00	\$100,880.00	86.6%
Operating Expenses	\$7,050.00	\$140,675.00	\$42,450.00	-69.8%
Capital Outlay	\$237,754.77	\$205,925.00	\$345,000.00	130%
Fund Balance	\$0.00	\$1,173,630.00	\$1,492,530.00	21.4%
<b>Total Expense Objects:</b>	<b>\$291,647.47</b>	<b>\$1,574,300.00</b>	<b>\$1,980,860.00</b>	<b>25.8%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$1,229,555	\$1,492,530	21.4%
<b>Total Fund Balance:</b>	<b>\$1,229,555</b>	<b>\$1,492,530</b>	<b>21.4%</b>

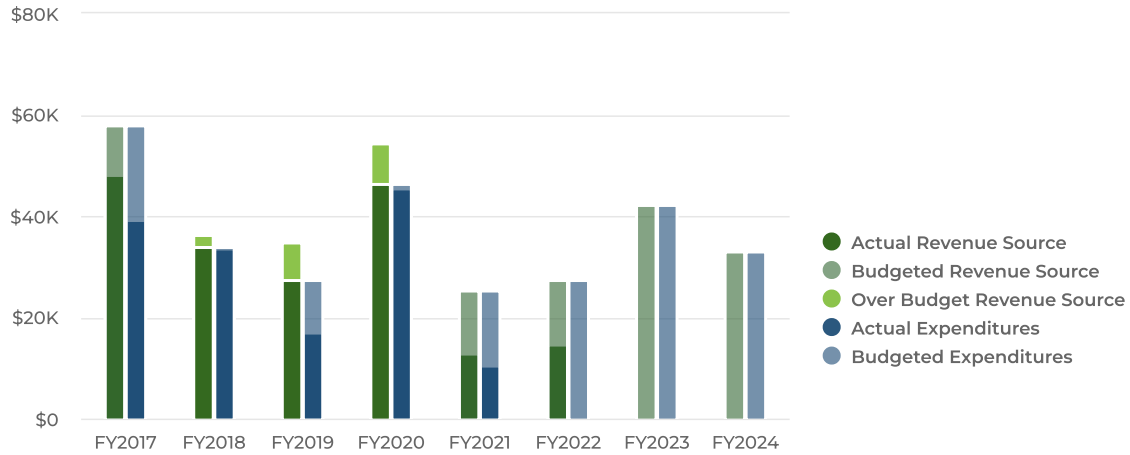


## Baker House Fund

The Baker House Fund was established to track revenues generated from donations dedicated to restoring and maintaining Wildwood's historic rental building, the Baker House. The home was built by Senator David H. Baker around 1886, and was donated to the City of Wildwood in 2012 by the Baker family. Many visitors come and tour the home to see the unique and original craftsmanship the home offers.

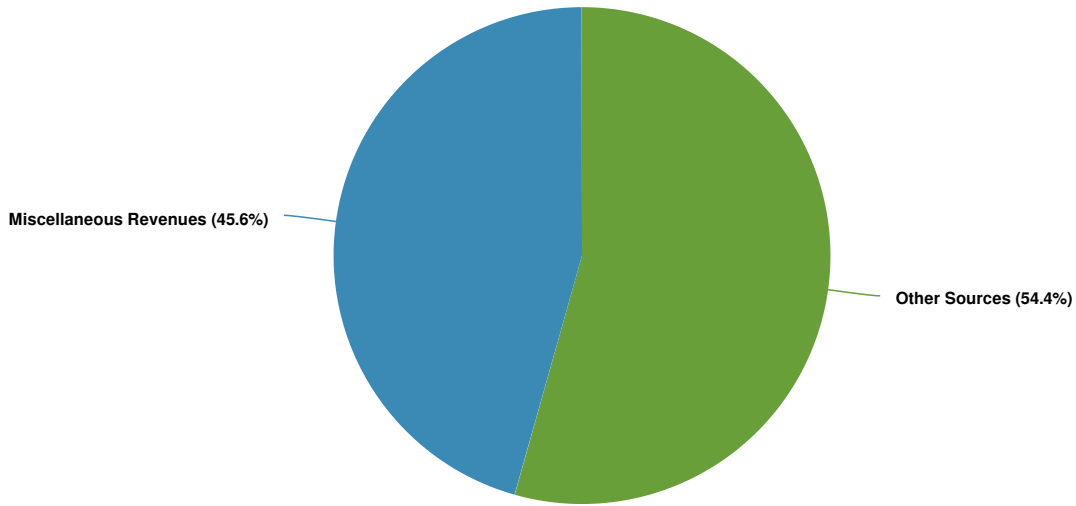
### Summary

The City of Wildwood is projecting \$33.1K of revenue in FY2024, which represents a 22.1% decrease over the prior year. Budgeted expenditures are projected to decrease by 22.1% or \$9.4K to \$33.1K in FY2024.

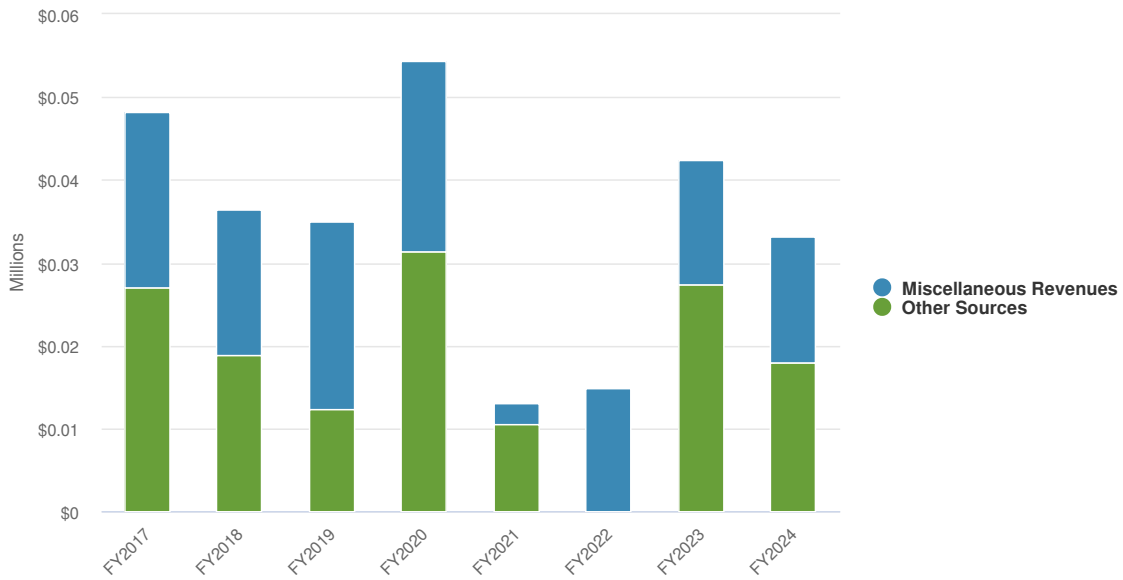


# Revenues by Source

## Projected 2024 Revenues by Source

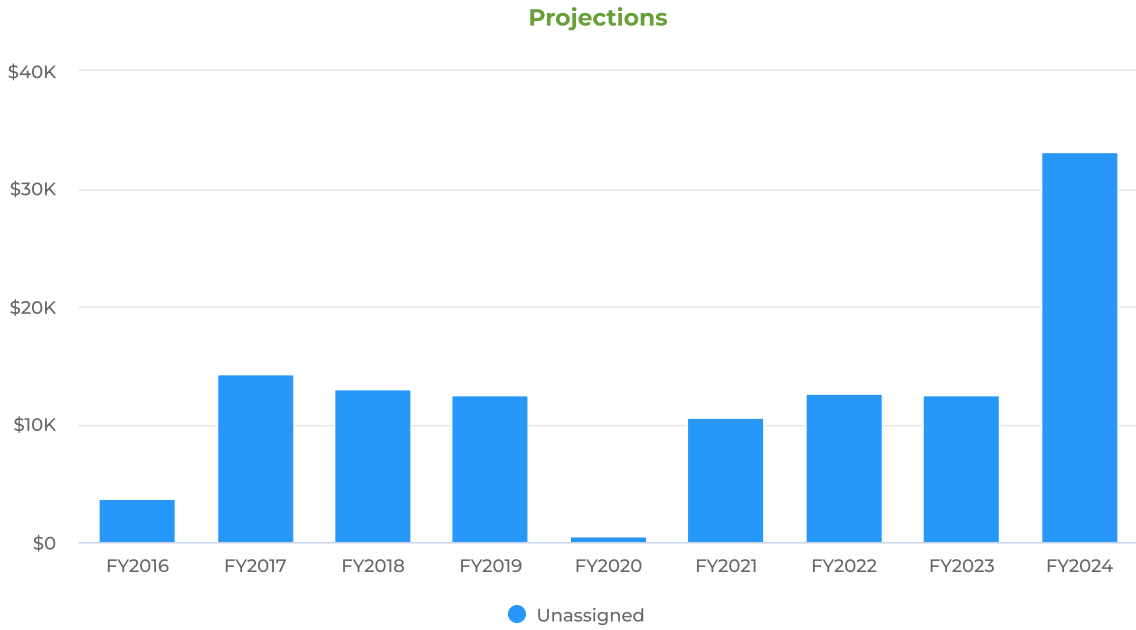


## Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Miscellaneous Revenues	\$14,859.35	\$15,100.00	\$15,100.00	0%
Other Sources	\$0.00	\$27,400.00	\$18,000.00	-34.3%
<b>Total Revenue Source:</b>	<b>\$14,859.35</b>	<b>\$42,500.00</b>	<b>\$33,100.00</b>	<b>-22.1%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$12,500	\$33,097	164.8%
<b>Total Fund Balance:</b>	<b>\$12,500</b>	<b>\$33,097</b>	<b>164.8%</b>

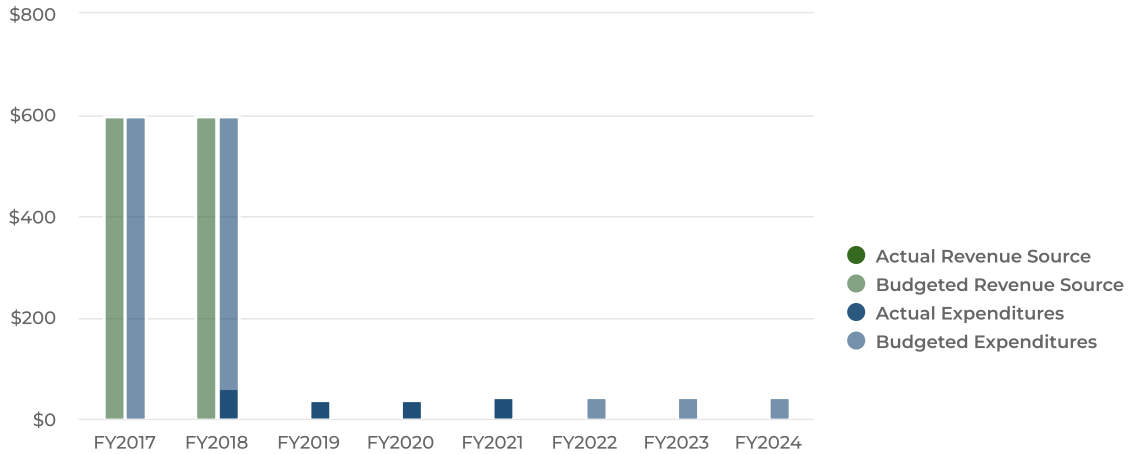


# Wildwood Historical Association Fund

The Wildwood Historical Association Fund was established to track revenues generated from donations dedicated to historical purposes. The Historical Society has since dissolved, so little to none activity is seen in this particular fund which can be seen in the data below.

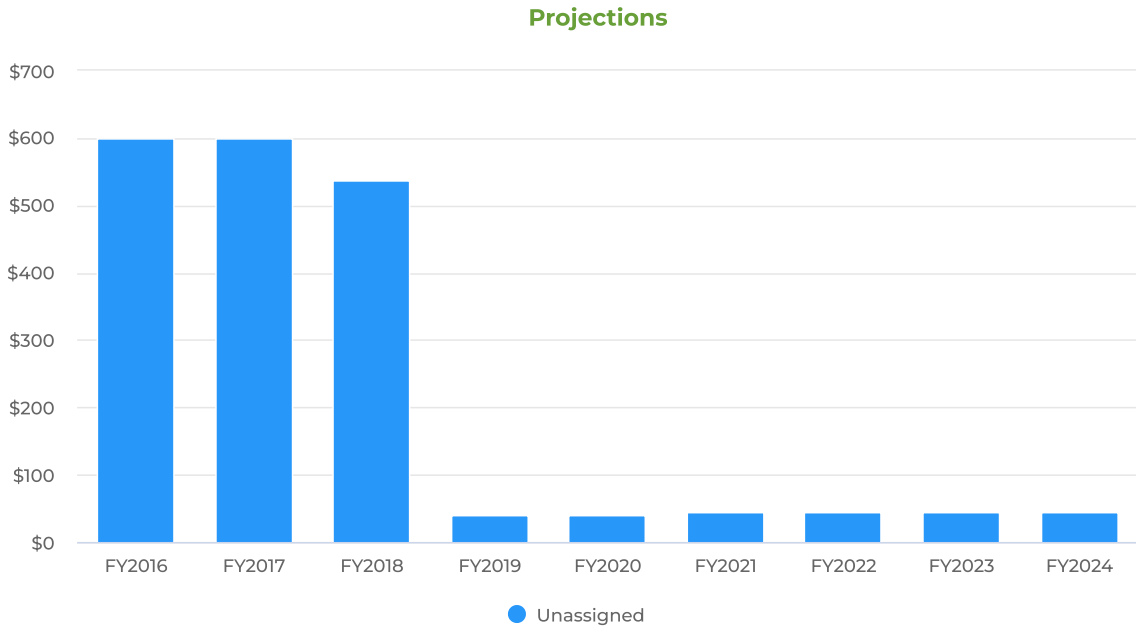
## Summary

The City of Wildwood is projecting N/A of revenue in FY2024, which represents a 0% increase over the prior year. Budgeted expenditures are projected to increase by 0% or N/A to \$45 in FY2024.



## Revenue by Fund

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$45	\$45	0%
<b>Total Fund Balance:</b>	<b>\$45</b>	<b>\$45</b>	<b>0%</b>

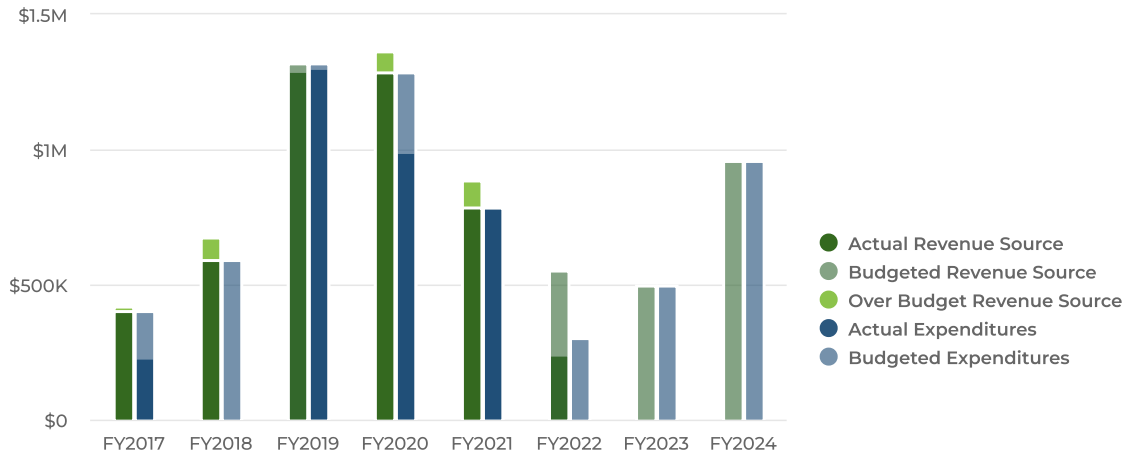


# Parks and Recreation Impact Fee Fund

The City is charged with providing recreation services within its municipal boundaries. Recreation services are a necessary and proper function of the City. For the purpose of helping to pay for a portion of the costs of new or expanded recreation facilities and equipment, impact fees are imposed on new development within the City.

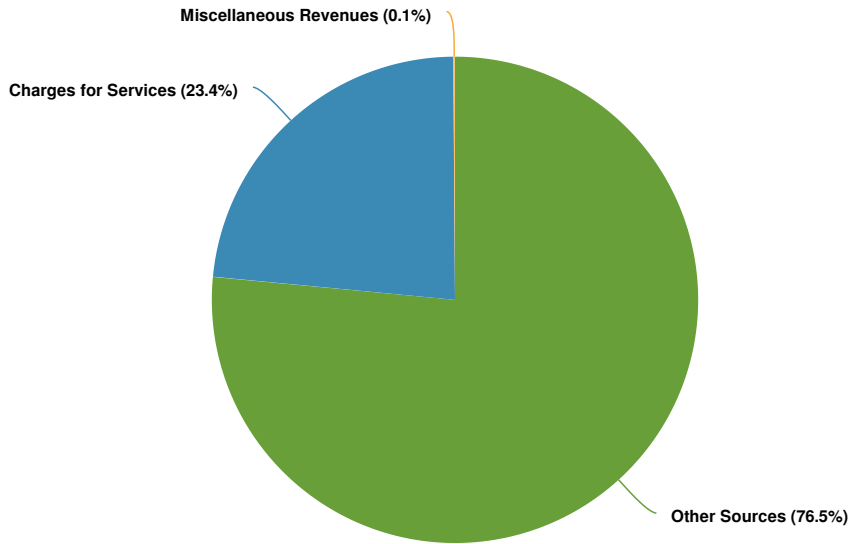
## Summary

The City of Wildwood is projecting \$962.16K of revenue in FY2024, which represents a 92.4% increase over the prior year. Budgeted expenditures are projected to increase by 92.4% or \$462.16K to \$962.16K in FY2024.

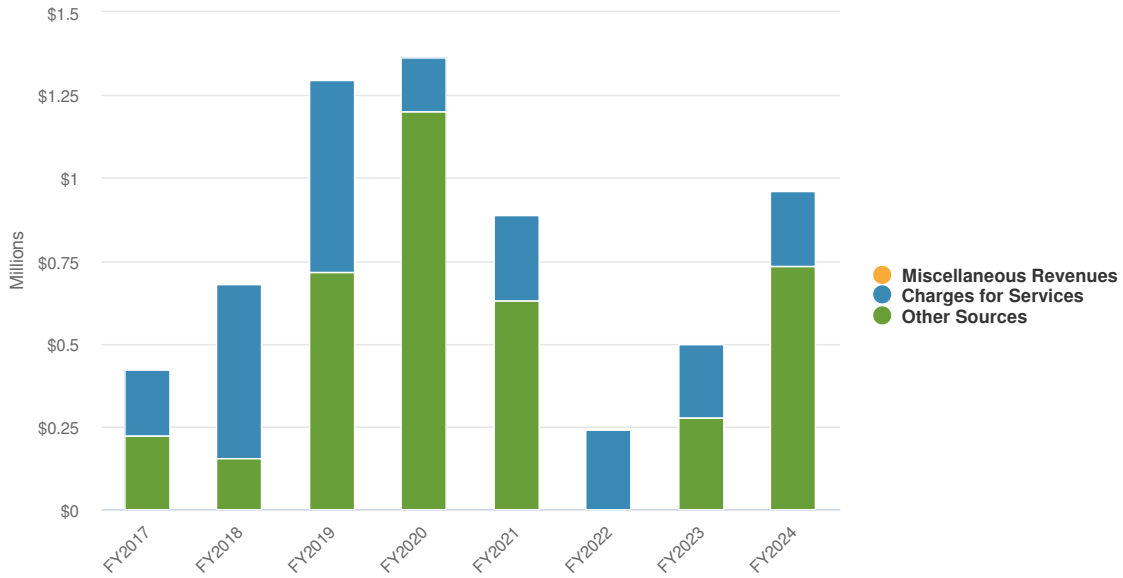


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

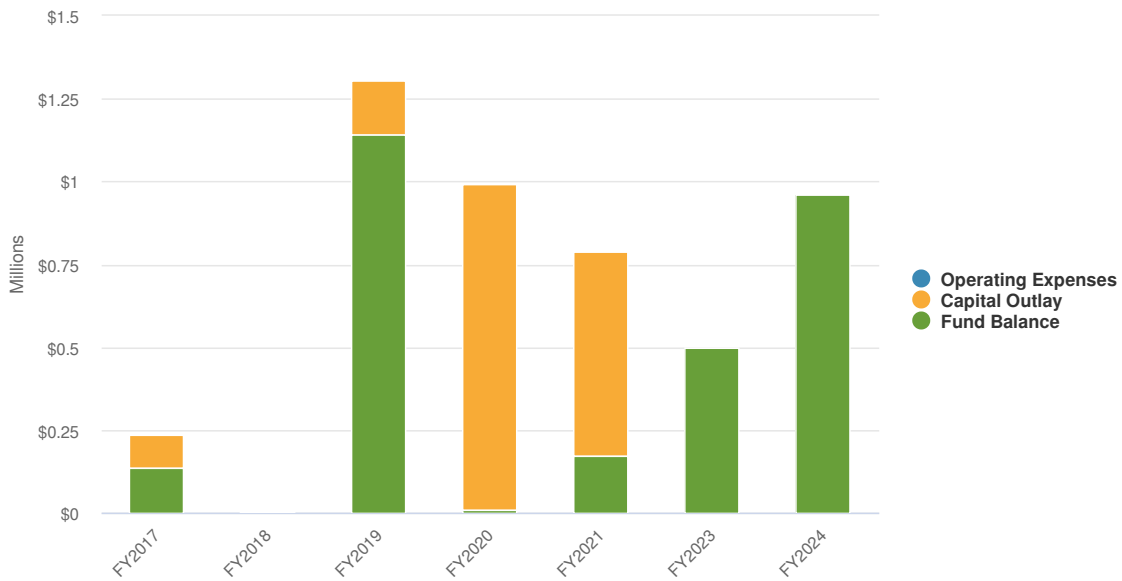


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$241,018.02	\$225,000.00	\$225,000.00	0%
Miscellaneous Revenues	\$2,318.59		\$1,000.00	N/A
Other Sources	\$0.00	\$275,000.00	\$736,160.00	167.7%

Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
<b>Total Revenue Source:</b>	<b>\$243,336.61</b>	<b>\$500,000.00</b>	<b>\$962,160.00</b>	<b>92.4%</b>

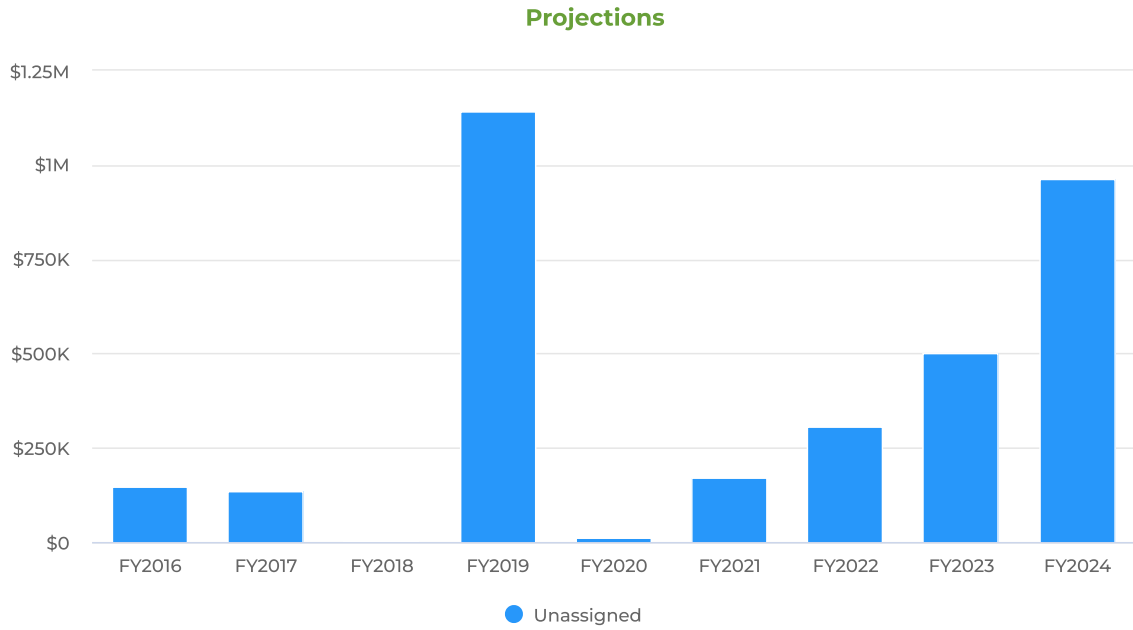
## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Fund Balance	\$0.00	\$500,000.00	\$962,160.00	92.4%
<b>Total Expense Objects:</b>	<b>\$0.00</b>	<b>\$500,000.00</b>	<b>\$962,160.00</b>	<b>92.4%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$500,000	\$962,160	92.4%
<b>Total Fund Balance:</b>	<b>\$500,000</b>	<b>\$962,160</b>	<b>92.4%</b>

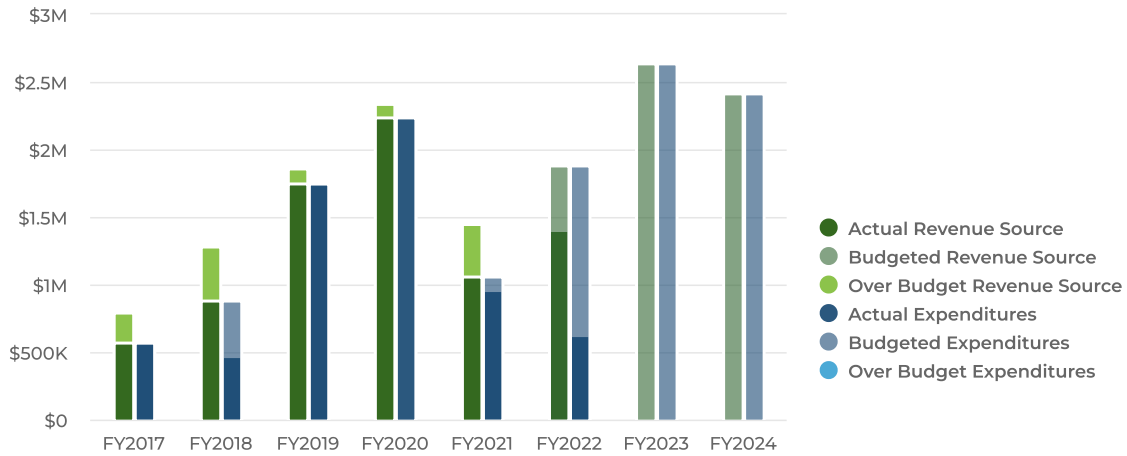


# Law Enforcement Impact Fee Fund

The City is charged with providing law enforcement within its municipal boundaries. Law enforcement is a crucial function in the City. For the purpose of helping to pay for a portion of the costs of new or expanded law enforcement capital facilities and equipment attributed to new development, impact fees are imposed on new development within the City.

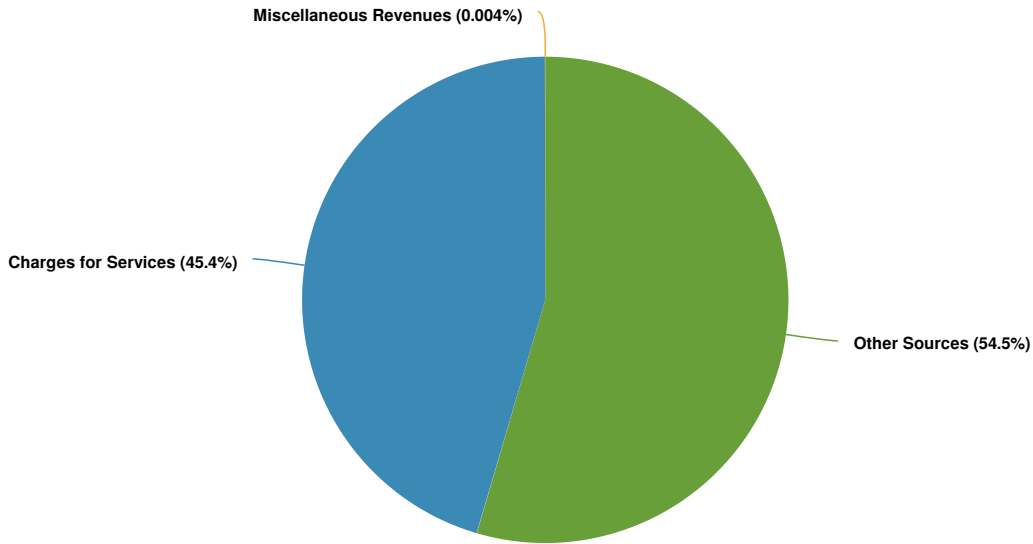
## Summary

The City of Wildwood is projecting \$2.42M of revenue in FY2024, which represents a 8.3% decrease over the prior year. Budgeted expenditures are projected to decrease by 8.3% or \$220.07K to \$2.42M in FY2024.

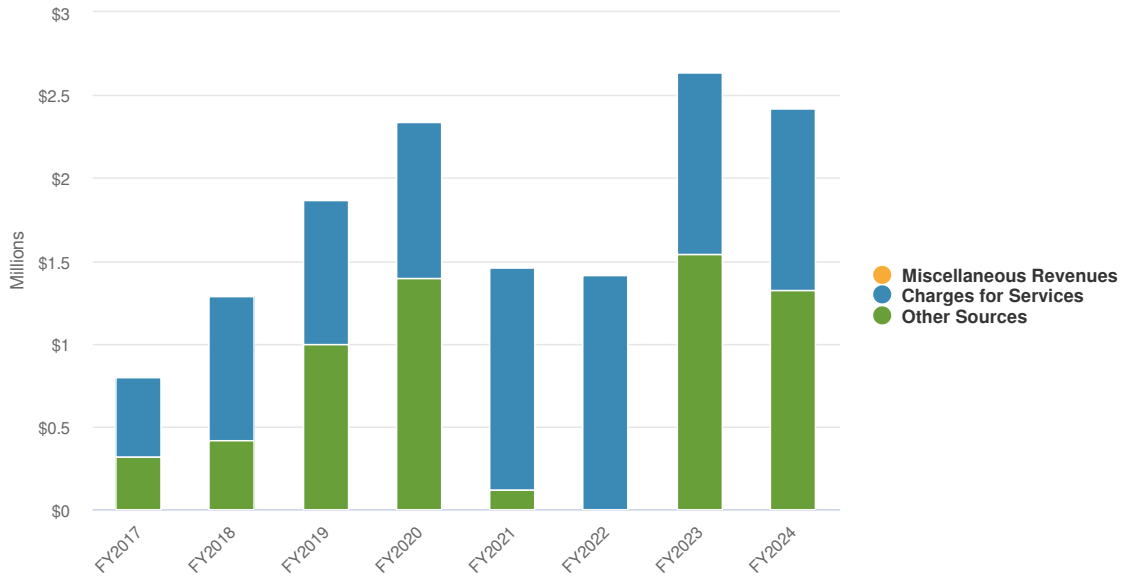


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

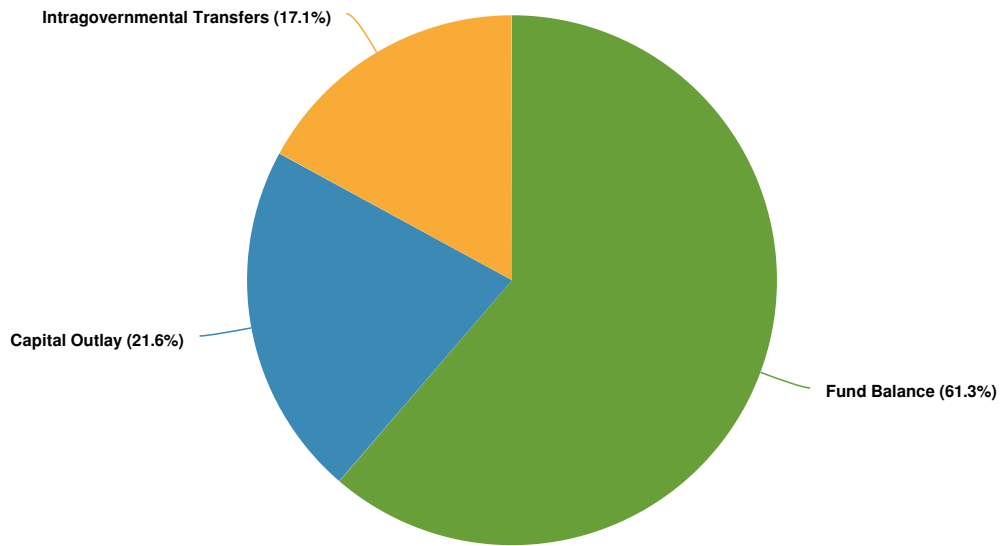


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$1,416,256.93	\$1,100,000.00	\$1,100,000.00	0%
Miscellaneous Revenues	\$153.73		\$100.00	N/A
Other Sources	\$0.00	\$1,540,500.00	\$1,320,330.00	-14.3%

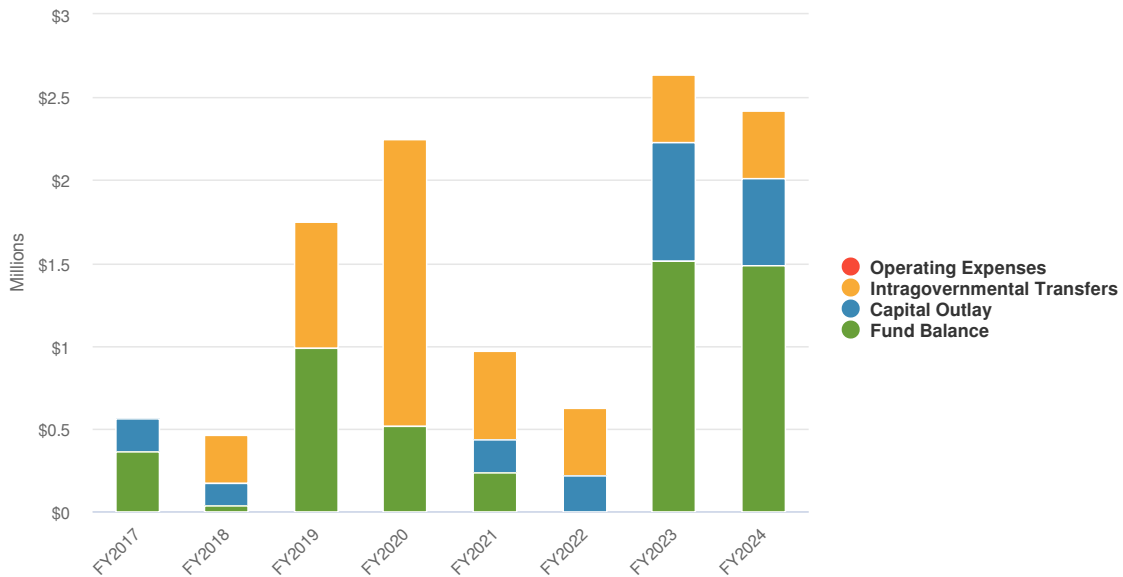
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$1,416,410.66	\$2,640,500.00	\$2,420,430.00	-8.3%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

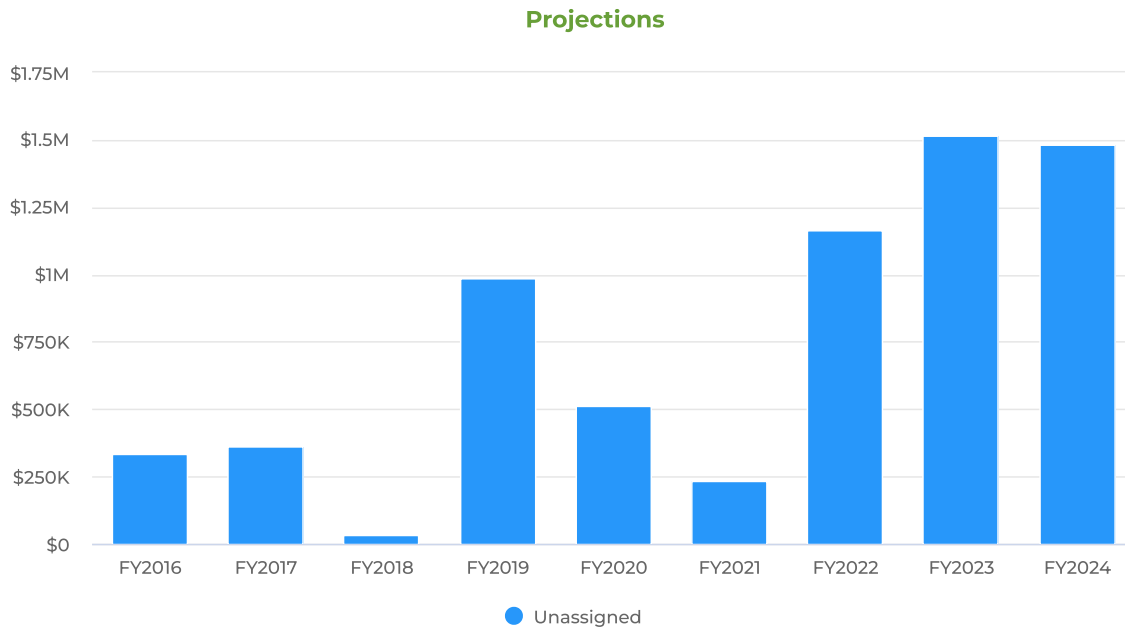


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$389.02		\$0.00	0%
Capital Outlay	\$215,588.32	\$710,400.00	\$524,000.00	-26.2%
Intragovernmental Transfers	\$412,800.00	\$412,800.00	\$412,800.00	0%
Fund Balance	\$0.00	\$1,517,300.00	\$1,483,630.00	-2.2%
<b>Total Expense Objects:</b>	<b>\$628,777.34</b>	<b>\$2,640,500.00</b>	<b>\$2,420,430.00</b>	<b>-8.3%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$1,517,300	\$1,483,630	-2.2%
<b>Total Fund Balance:</b>	<b>\$1,517,300</b>	<b>\$1,483,630</b>	<b>-2.2%</b>

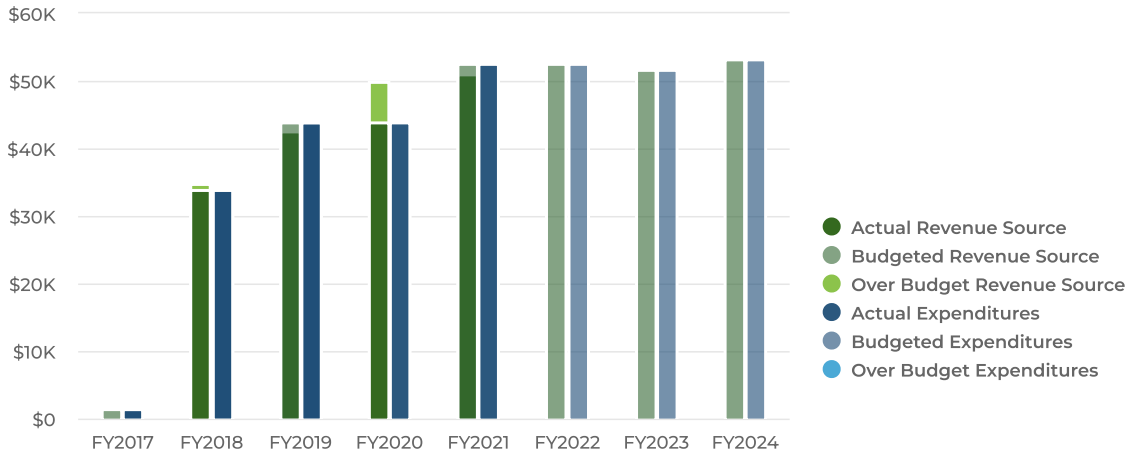


# Law Enforcement Trust Fund

The Law Enforcement Trust Fund is a fund that is the custodian of revenues generated from seizures and forfeitures. Florida Statutes allow law enforcement agencies to seize and forfeit any contraband that have been used in the commission of felonies. This includes vehicles, vessels, aircraft, real property, cash or any other items. The cash or proceeds from a sale of the seized items can be used by the law enforcement agency.

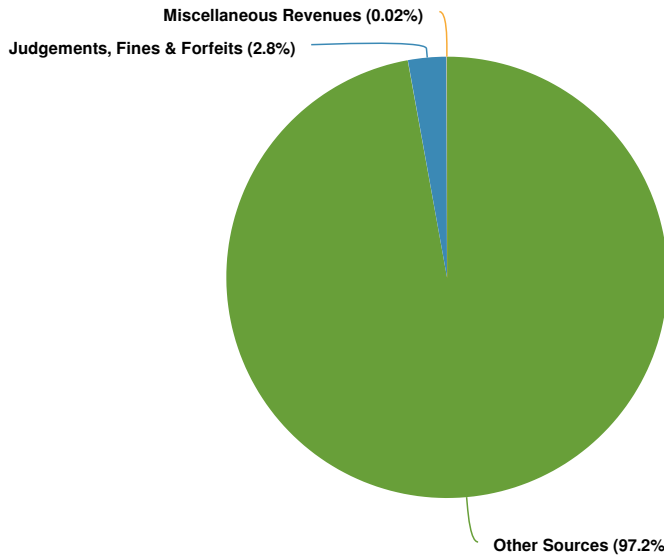
## Summary

The City of Wildwood is projecting \$53.32K of revenue in FY2024, which represents a 3.1% increase over the prior year. Budgeted expenditures are projected to increase by 3.1% or \$1.62K to \$53.32K in FY2024.

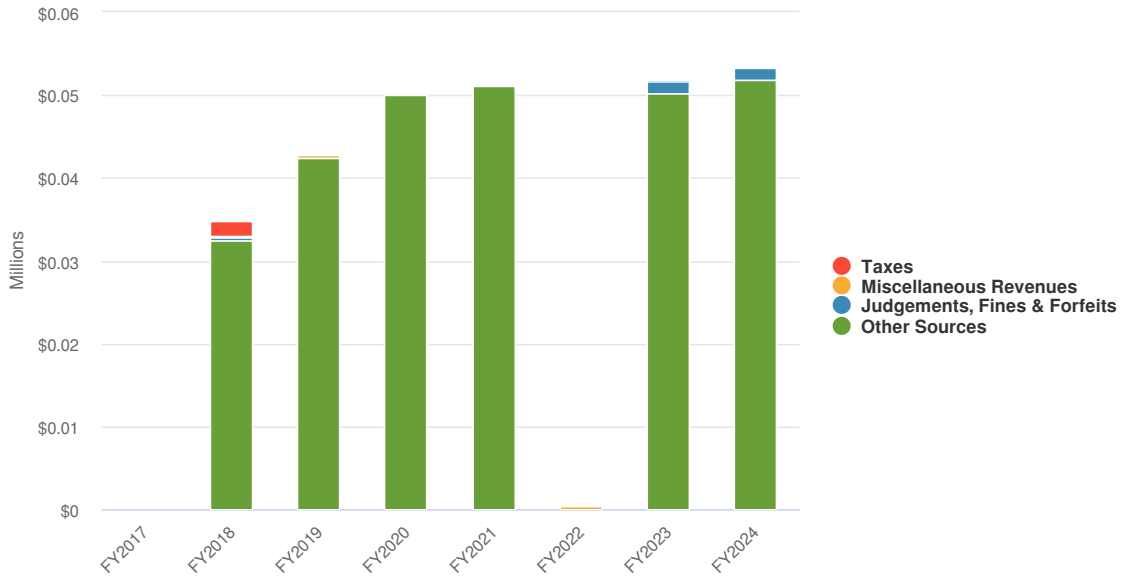


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

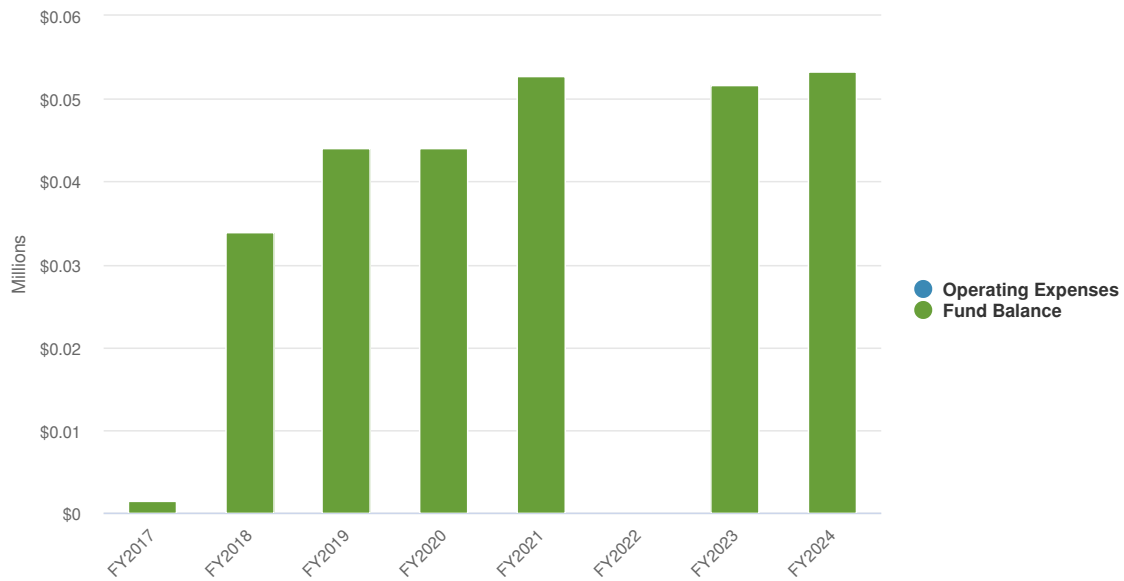


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Judgements, Fines & Forfeits	\$0.00	\$1,500.00	\$1,500.00	0%
Miscellaneous Revenues	\$352.92	\$10.00	\$10.00	0%
Other Sources	\$0.00	\$50,185.00	\$51,805.00	3.2%

Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
<b>Total Revenue Source:</b>	<b>\$352.92</b>	<b>\$51,695.00</b>	<b>\$53,315.00</b>	<b>3.1%</b>

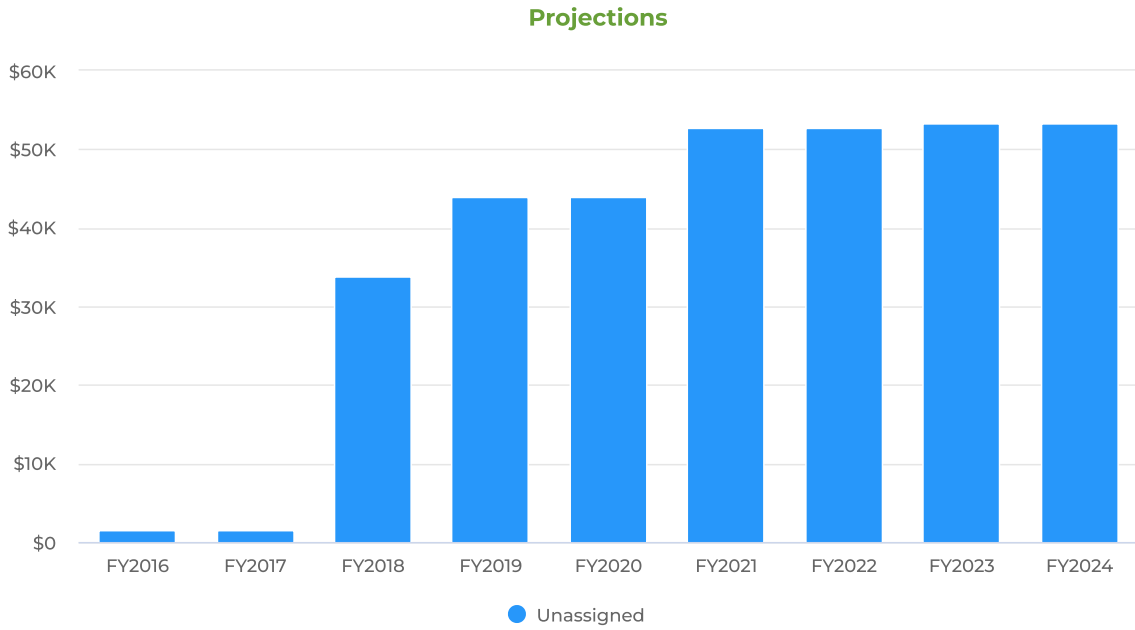
## Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$36.22		\$0.00	0%
Fund Balance	\$0.00	\$51,695.00	\$53,315.00	3.1%
<b>Total Expense Objects:</b>	<b>\$36.22</b>	<b>\$51,695.00</b>	<b>\$53,315.00</b>	<b>3.1%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$53,315	\$53,315	0%
<b>Total Fund Balance:</b>	<b>\$53,315</b>	<b>\$53,315</b>	<b>0%</b>

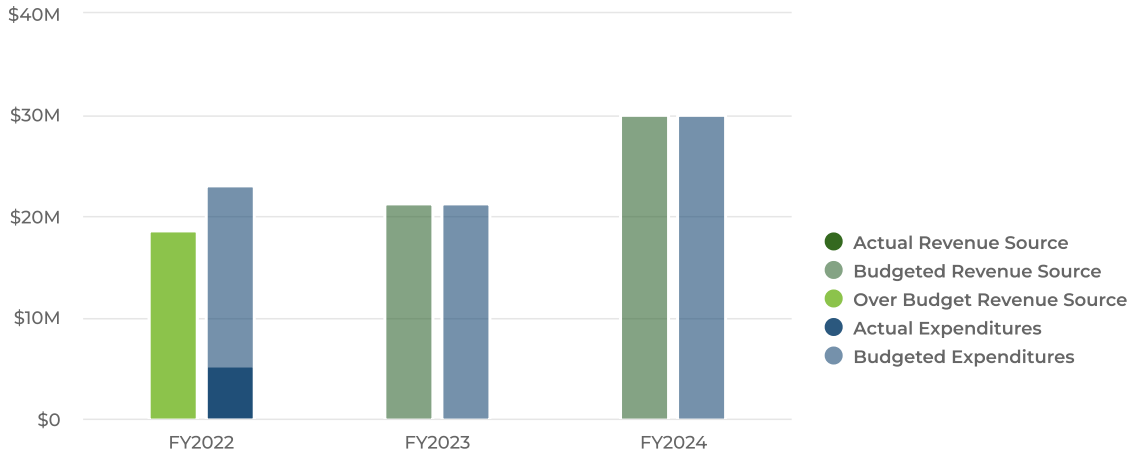


# Capital Improvement Fund

The Capital Improvement Fund is a major fund and is utilized internally to track Governmental Activity expenses related to infrastructure projects. It allows staff to separately track the expenses and isolate them from the general day-to-day operating expenses.

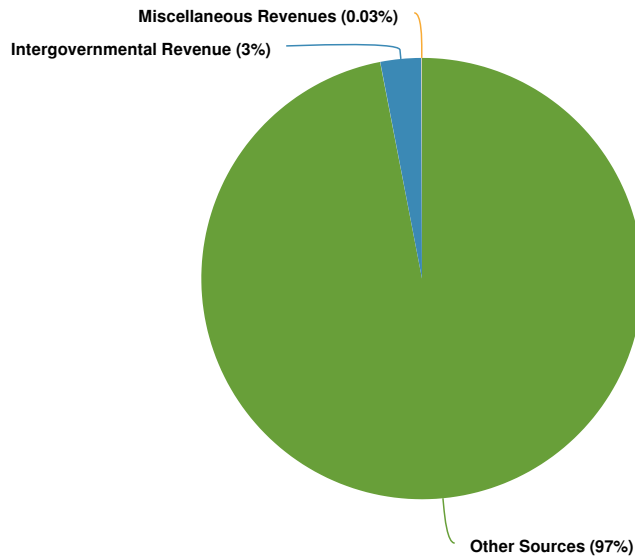
## Summary

The City of Wildwood is projecting \$30.09M of revenue in FY2024, which represents a 40.9% increase over the prior year. Budgeted expenditures are projected to increase by 40.9% or \$8.73M to \$30.09M in FY2024.

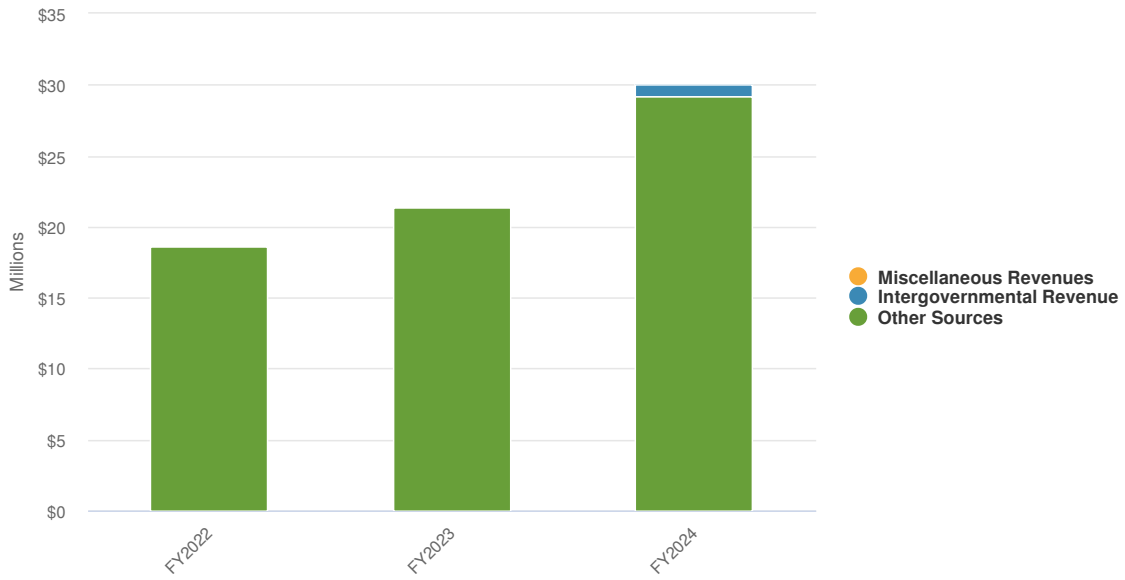


## Revenues by Source

### Projected 2024 Revenues by Source



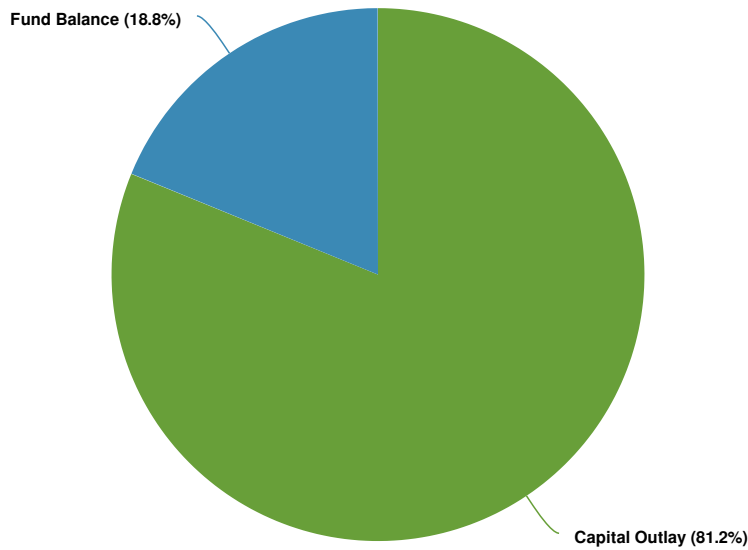
### Budgeted and Historical 2024 Revenues by Source



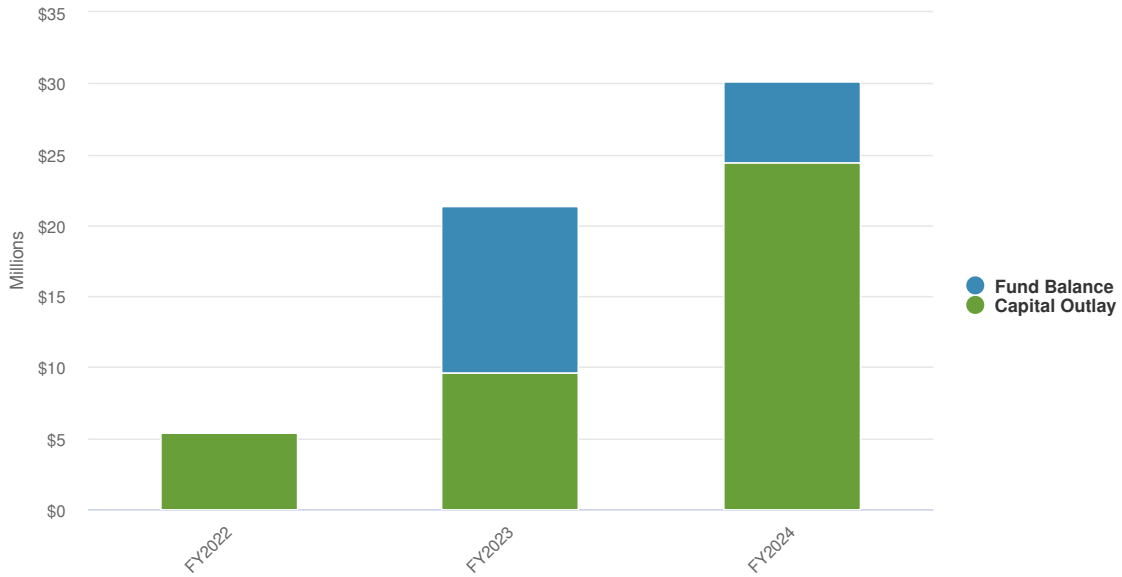
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Intergovernmental Revenue			\$900,000.00	N/A
Miscellaneous Revenues	\$47,173.56	\$100.00	\$10,000.00	9,900%
Other Sources	\$18,650,000.00	\$23,457,100.00	\$29,181,125.00	36.6%
<b>Total Revenue Source:</b>	<b>\$18,697,173.56</b>	<b>\$23,457,200.00</b>	<b>\$30,091,125.00</b>	<b>40.9%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



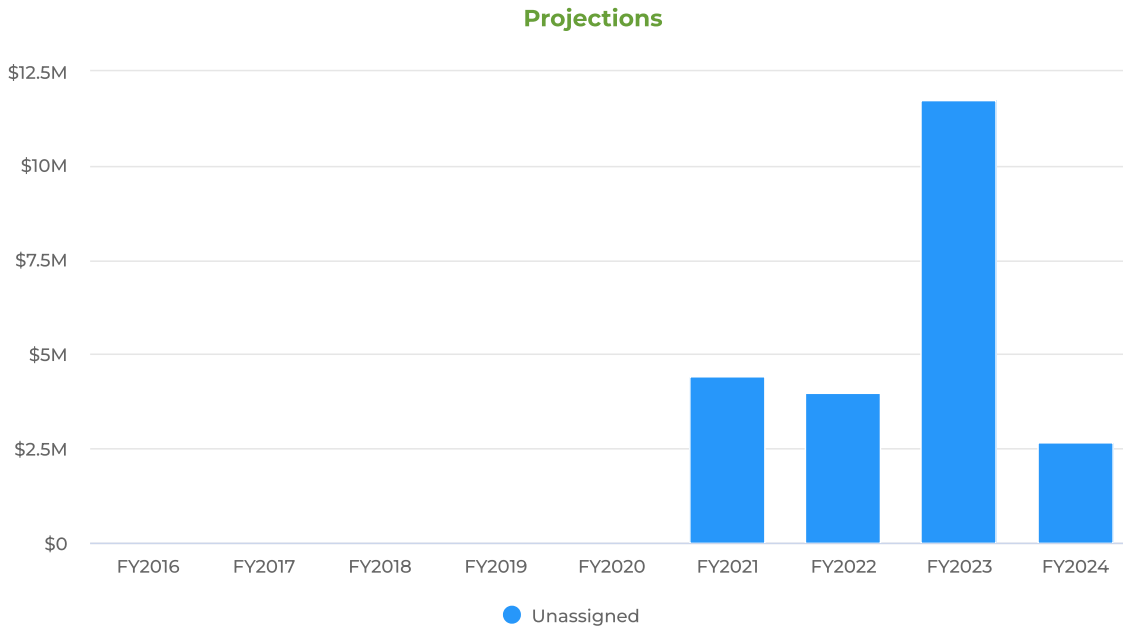
## Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Capital Outlay	\$5,379,153.09	\$11,458,375.67	\$24,430,000.00	154%

Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Fund Balance	\$0.00	\$11,998,824.33	\$5,661,125.00	-51.8%
<b>Total Expense Objects:</b>	<b>\$5,379,153.09</b>	<b>\$23,457,200.00</b>	<b>\$30,091,125.00</b>	<b>40.9%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$11,737,200	\$2,661,125	-77.3%
<b>Total Fund Balance:</b>	<b>\$11,737,200</b>	<b>\$2,661,125</b>	<b>-77.3%</b>

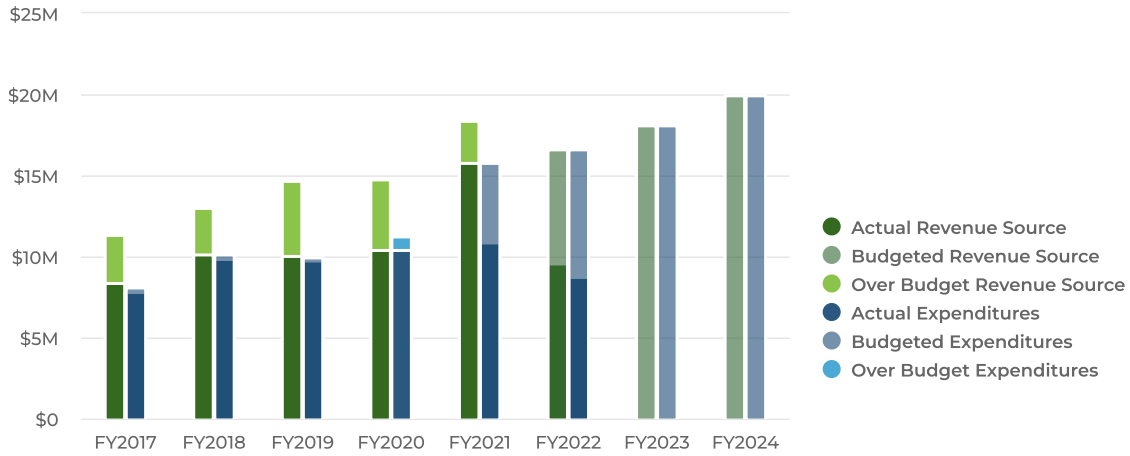


# Utility Revenue Fund

The Utility Revenue Fund is an Enterprise Fund that accounts for costs of collection, treatment and distribution of water, wastewater, and reuse water services. Due to the nature of this fund, and Enterprise funds in general, the major revenue source is charges for services.

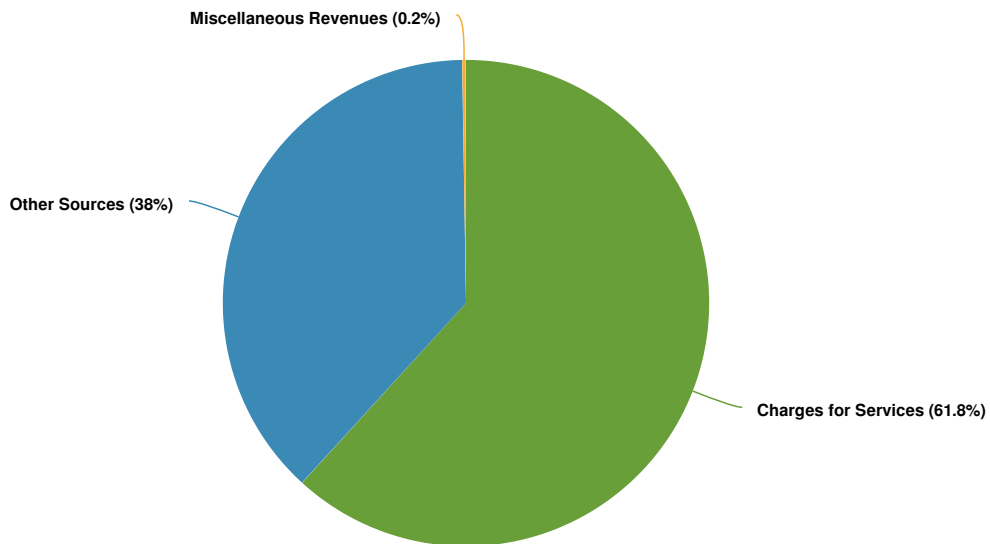
## Summary

The City of Wildwood is projecting \$20.02M of revenue in FY2024, which represents a 10.2% increase over the prior year. Budgeted expenditures are projected to increase by 10.2% or \$1.85M to \$20.02M in FY2024.

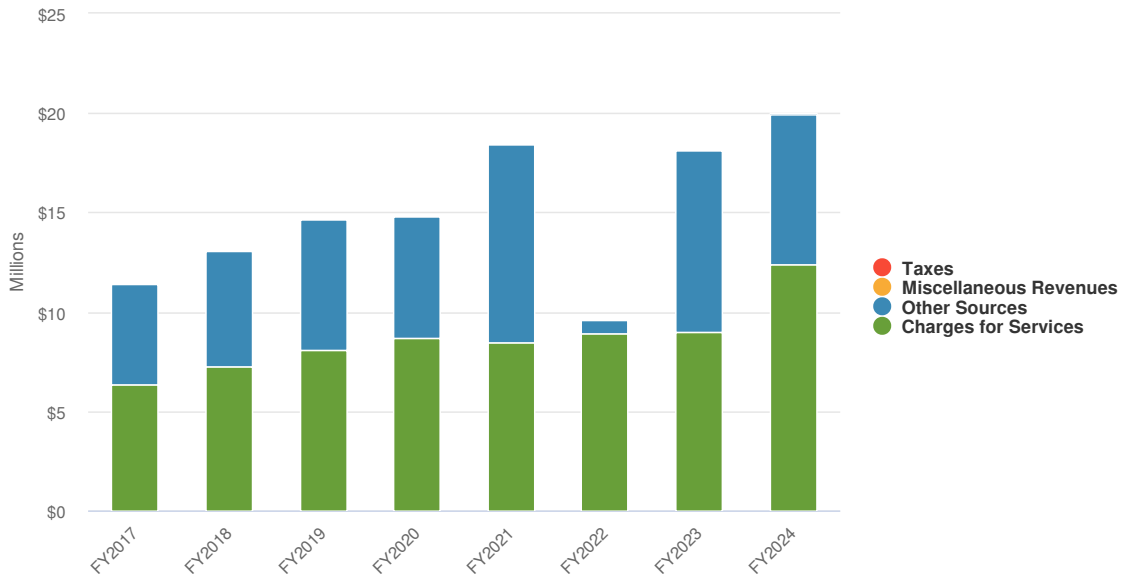


## Revenues by Source

### Projected 2024 Revenues by Source



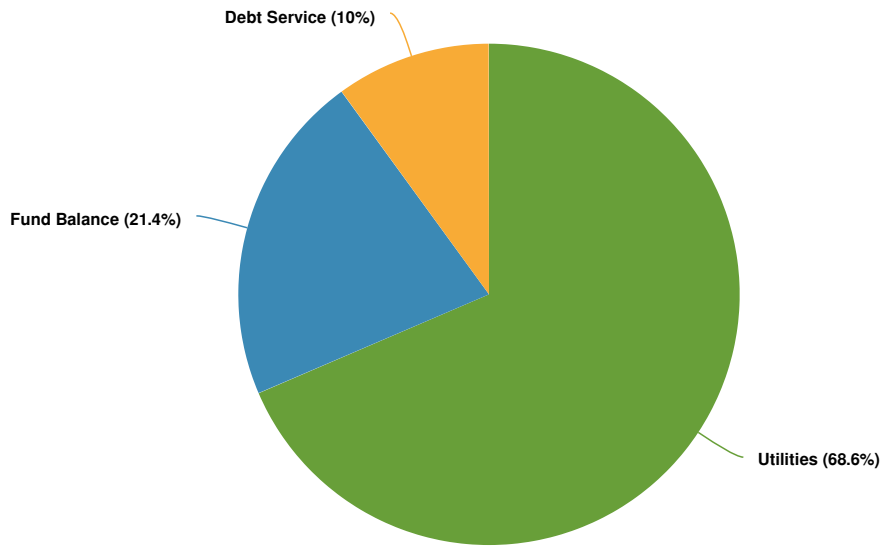
### Budgeted and Historical 2024 Revenues by Source



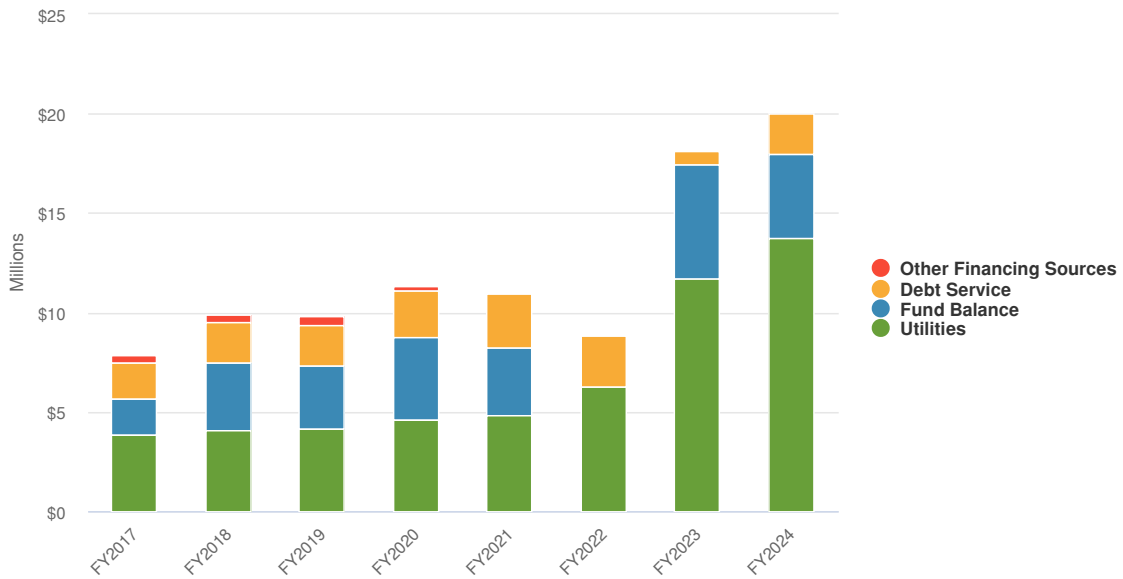
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Taxes	\$13,391.97		\$0.00	0%
Charges for Services	\$8,941,240.55	\$9,067,000.00	\$12,365,350.00	37.6%
Miscellaneous Revenues	\$87,671.83	\$75,000.00	\$50,000.00	900%
Other Sources	\$613,593.94	\$9,185,200.00	\$7,600,000.00	-17.1%
<b>Total Revenue Source:</b>	<b>\$9,655,898.29</b>	<b>\$18,327,200.00</b>	<b>\$20,015,350.00</b>	<b>10.2%</b>

# Expenditures by Function

## Budgeted Expenditures by Function



## Budgeted and Historical Expenditures by Function

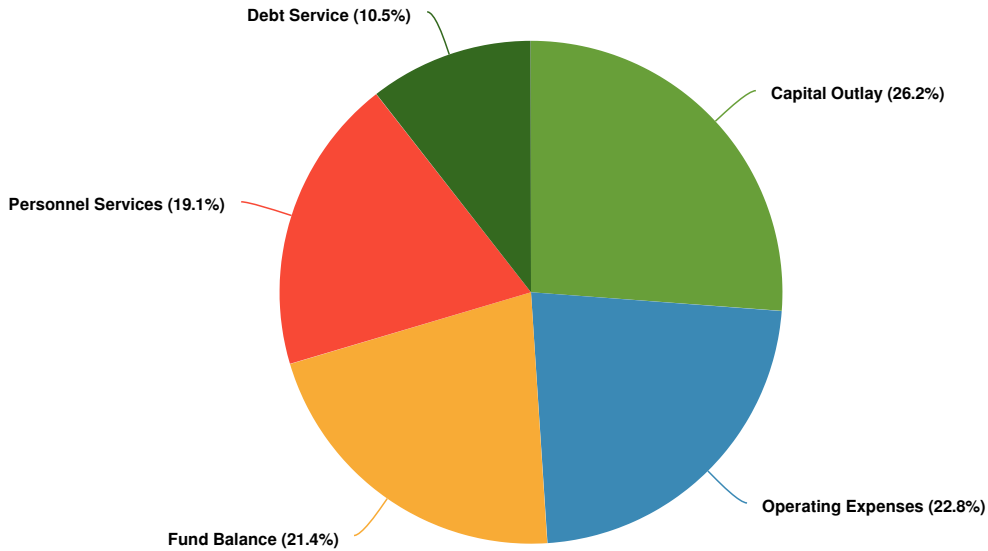


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expenditures				
Utilities	\$6,247,160.75	\$14,065,348.68	\$13,722,015.00	17.4%
Debt Service	\$2,564,454.58	\$684,530.00	\$2,002,640.00	192.6%

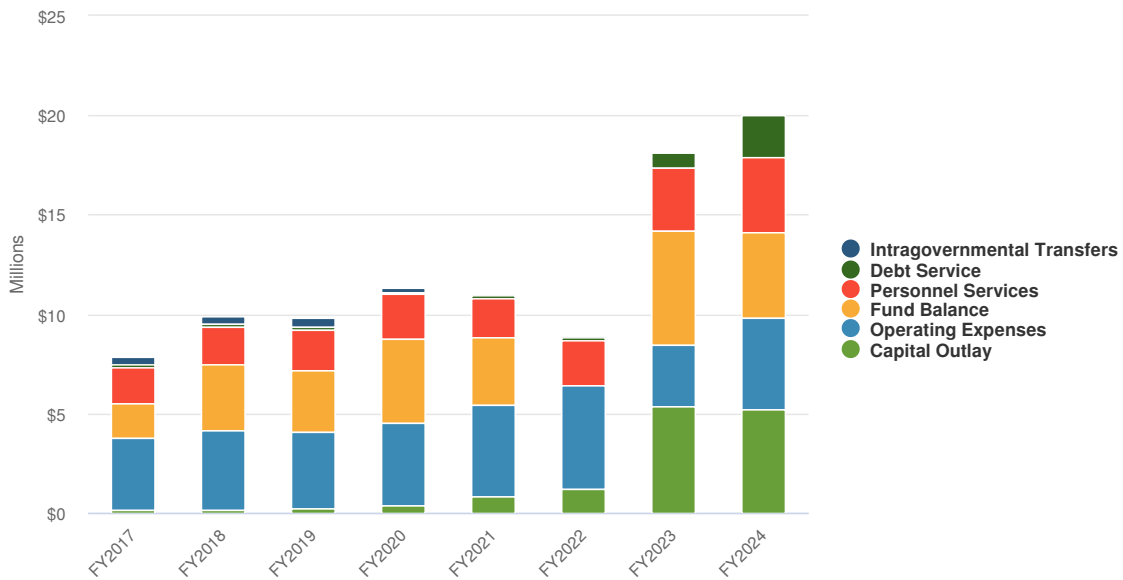
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Fund Balance	\$0.00	\$3,552,121.32	\$4,290,695.00	-25.9%
<b>Total Expenditures:</b>	<b>\$8,811,615.33</b>	<b>\$18,302,000.00</b>	<b>\$20,015,350.00</b>	<b>10.2%</b>

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

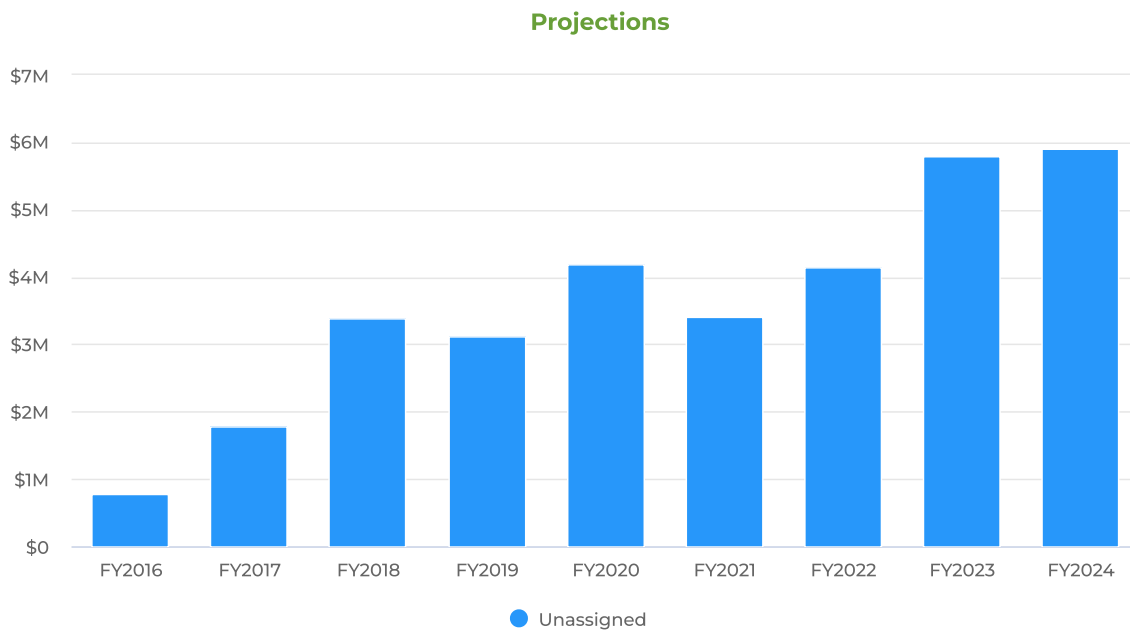


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Personnel Services	\$2,268,147.45	\$3,137,400.00	\$3,814,950.00	21.6%
Operating Expenses	\$5,254,912.04	\$3,722,862.50	\$4,557,300.00	48.8%
Capital Outlay	\$1,197,481.76	\$7,098,876.18	\$5,243,550.00	-2.5%
Debt Service	\$91,074.08	\$790,740.00	\$2,108,855.00	166.7%
Fund Balance	\$0.00	\$3,552,121.32	\$4,290,695.00	-25.9%
<b>Total Expense Objects:</b>	<b>\$8,811,615.33</b>	<b>\$18,302,000.00</b>	<b>\$20,015,350.00</b>	<b>10.2%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$5,791,155	\$5,898,756	1.9%
<b>Total Fund Balance:</b>	<b>\$5,791,155</b>	<b>\$5,898,756</b>	<b>1.9%</b>

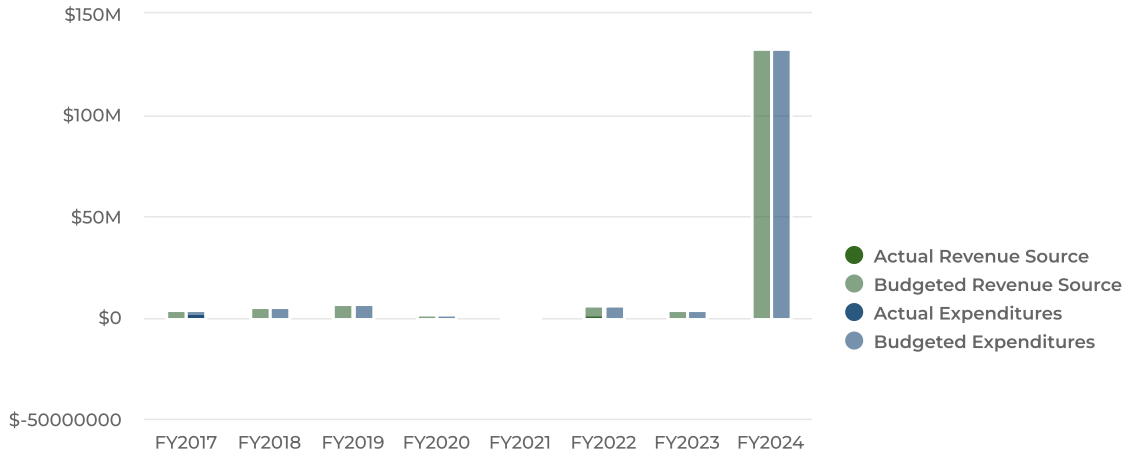


# Utility Capital Projects Fund

The Capital Project Fund is a component of the Utility Revenue Fund. It is utilized internally to track expenses related to utility infrastructure projects. Generally, the projects tracked in this fund are those whose funding sources come from grants and loans. It allows staff to separately track the financing sources and isolate them from the general day-to-day operating revenue.

## Summary

The City of Wildwood is projecting \$132.85M of revenue in FY2024, which represents a % increase over the prior year. Budgeted expenditures are projected to increase by % or \$128.85M to \$132.85M in FY2024.

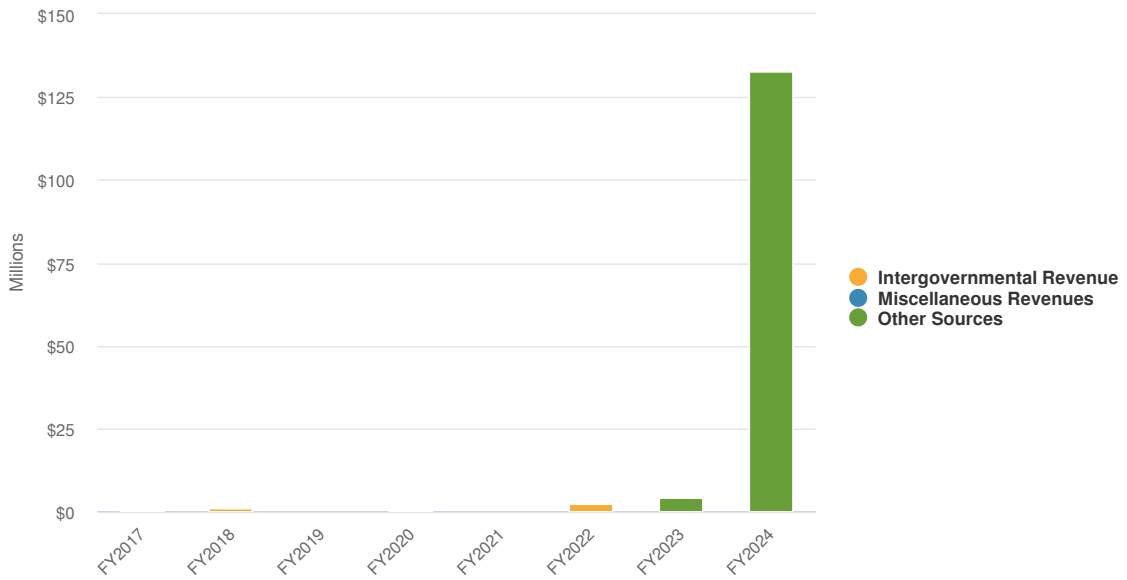


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

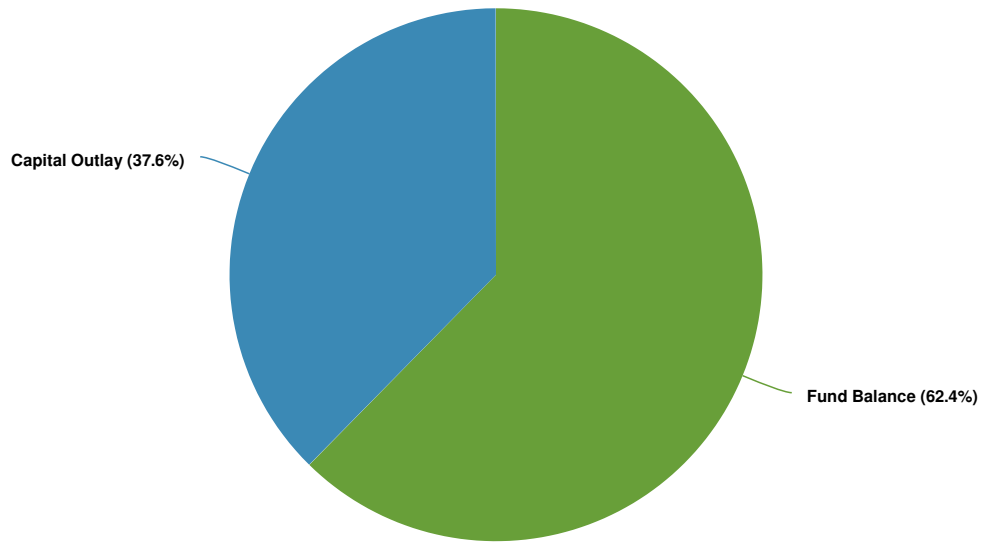


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Intergovernmental Revenue	\$2,019,139.60		\$0.00	0%
Miscellaneous Revenues	\$24,160.51	\$1,000.00	\$1,000.00	0%
Other Sources	\$0.00	\$4,000,000.00	\$132,845,000.00	3,221.1%

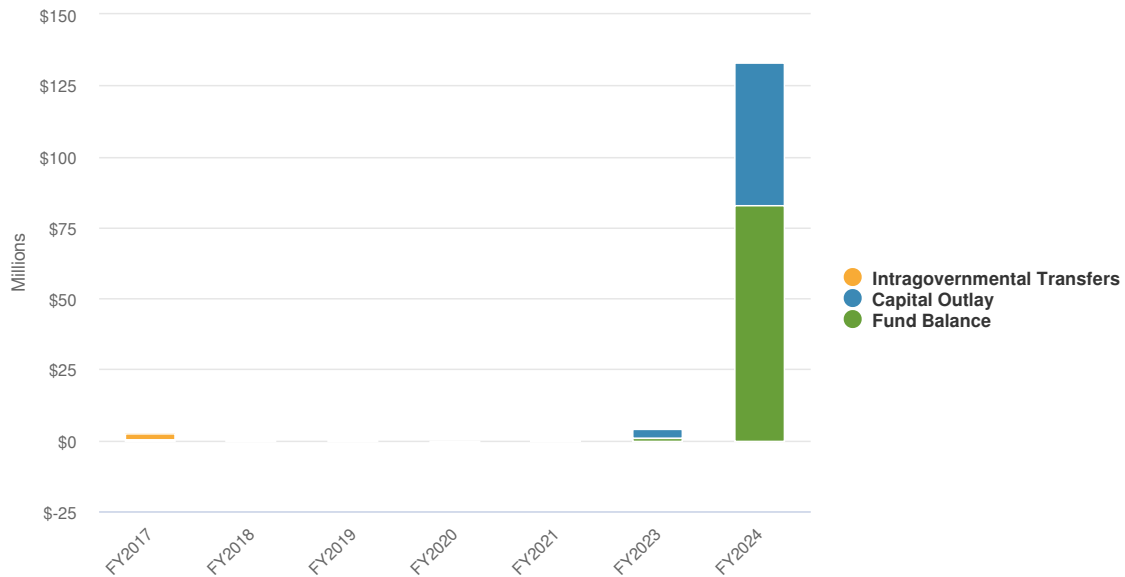
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$2,043,300.11	\$4,001,000.00	\$132,846,000.00	3,220.3%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

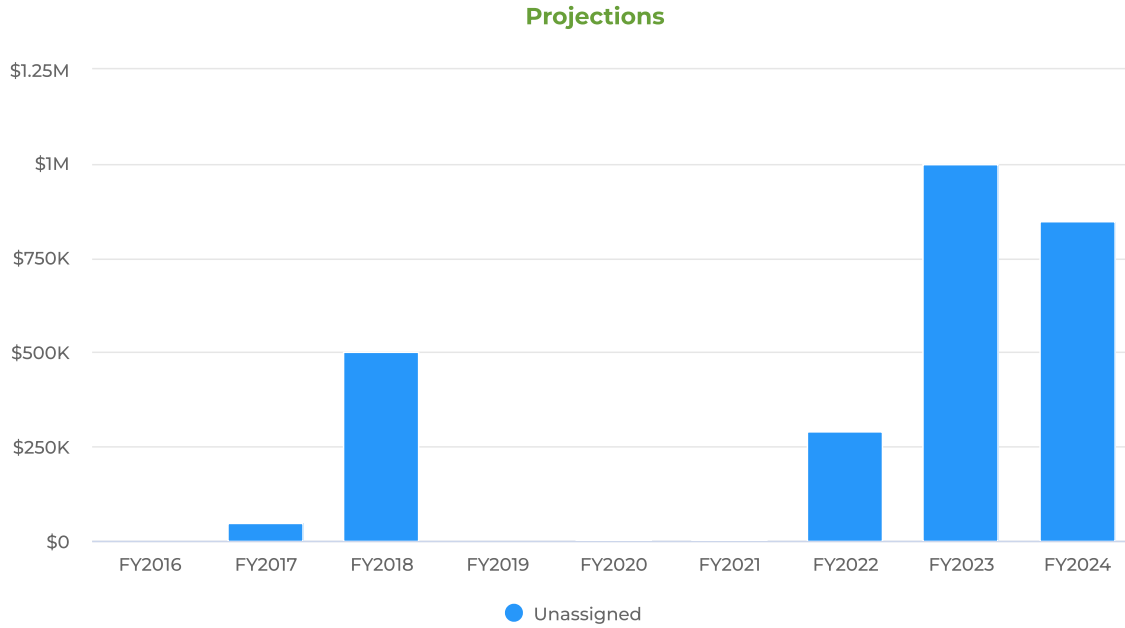


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Capital Outlay	\$0.00	\$3,000,000.00	\$50,000,000.00	1,566.7%
Fund Balance	\$0.00	\$1,001,000.00	\$82,846,000.00	8,176.3%
<b>Total Expense Objects:</b>	<b>\$0.00</b>	<b>\$4,001,000.00</b>	<b>\$132,846,000.00</b>	<b>3,220.3%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$1,001,000	\$846,000	-15.5%
<b>Total Fund Balance:</b>	<b>\$1,001,000</b>	<b>\$846,000</b>	<b>-15.5%</b>

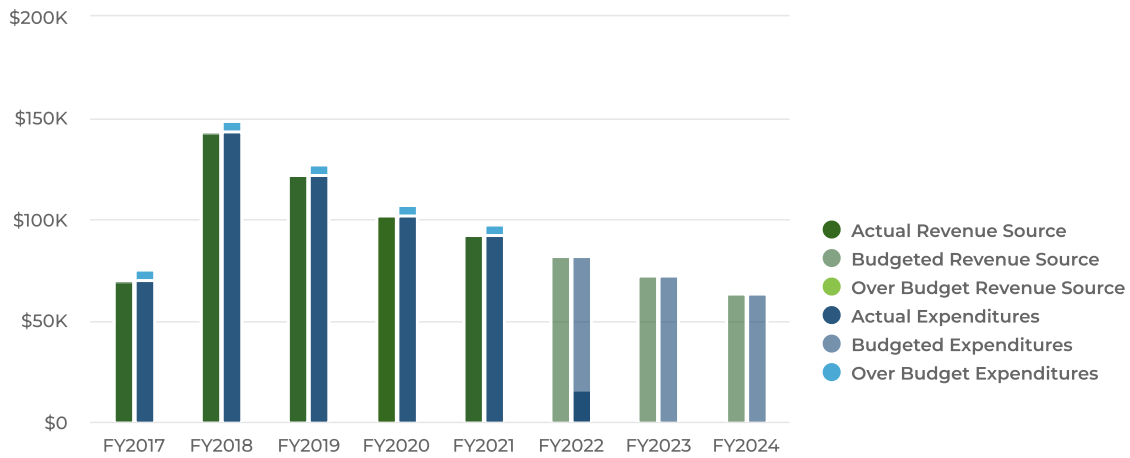


# Industrial Park Fund

The Industrial Park Fund is the accounting mechanism for a past economic development effort by the City of Wildwood. Thirty plus years ago the City became owner of property that was suited for industrial development. Property was sold to prospective developers with specific criteria for business development. This development tool has lied dormant for many years due to the sale of all available property but the fund still holds assets related to the original acquisition and sales.

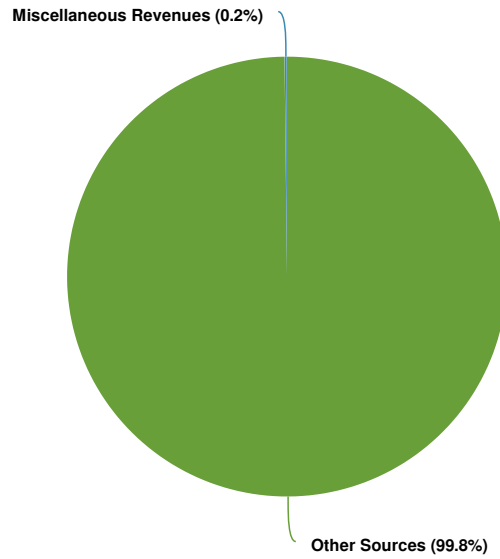
## Summary

The City of Wildwood is projecting \$63.4K of revenue in FY2024, which represents a 12.7% decrease over the prior year. Budgeted expenditures are projected to decrease by 12.7% or \$9.2K to \$63.4K in FY2024.

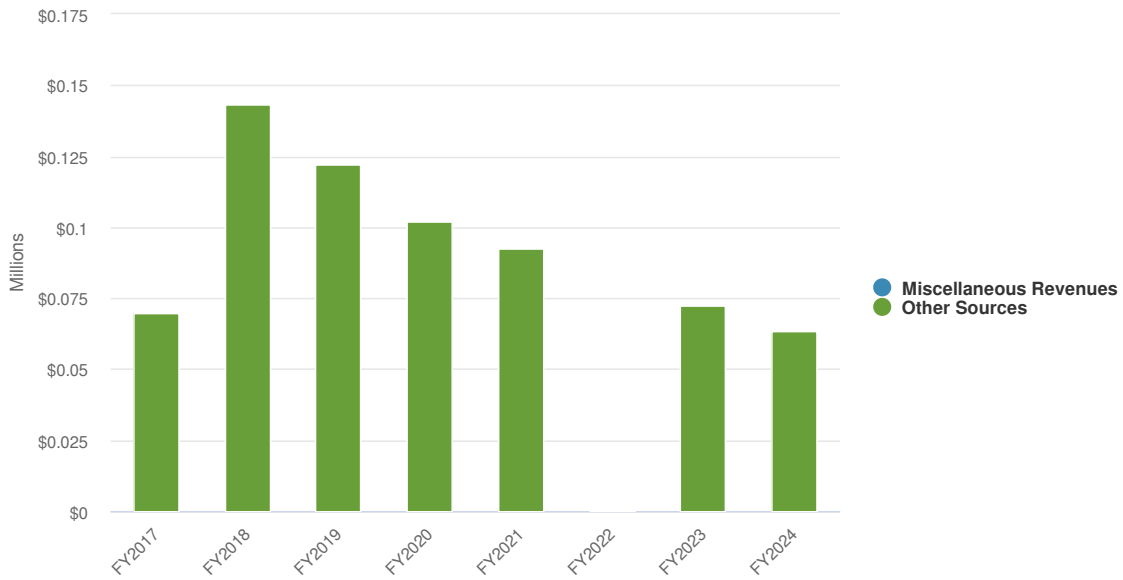


# Revenues by Source

## Projected 2024 Revenues by Source



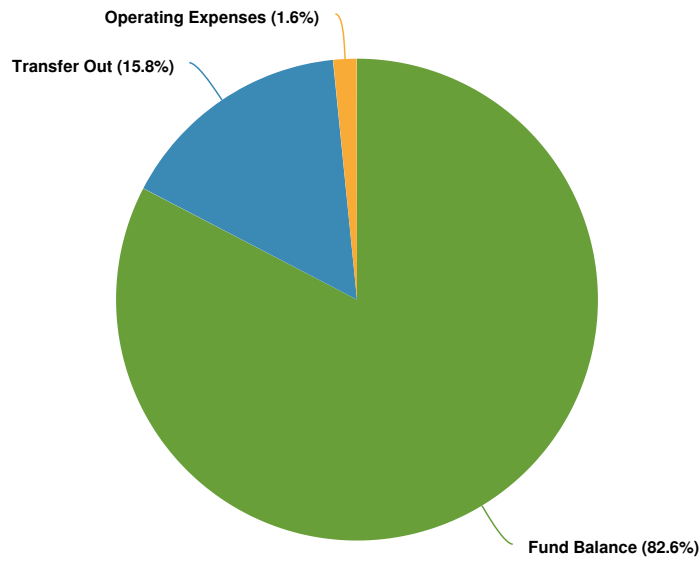
## Budgeted and Historical 2024 Revenues by Source



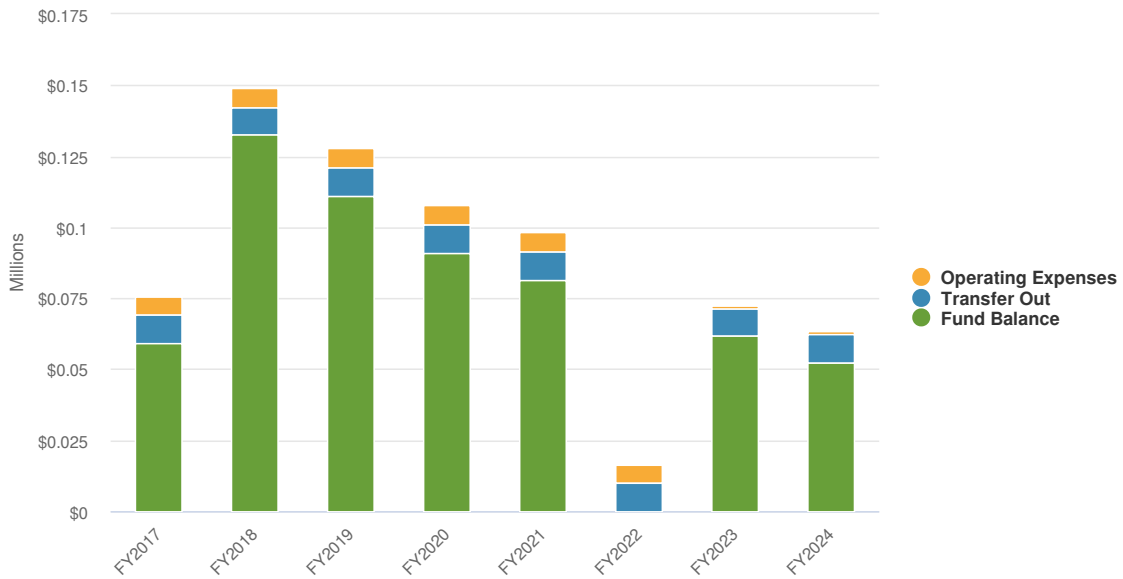
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Miscellaneous Revenues	\$557.21	\$100.00	\$100.00	0%
Other Sources	\$0.00	\$72,500.00	\$63,300.00	-12.7%
<b>Total Revenue Source:</b>	<b>\$557.21</b>	<b>\$72,600.00</b>	<b>\$63,400.00</b>	<b>-12.7%</b>

# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

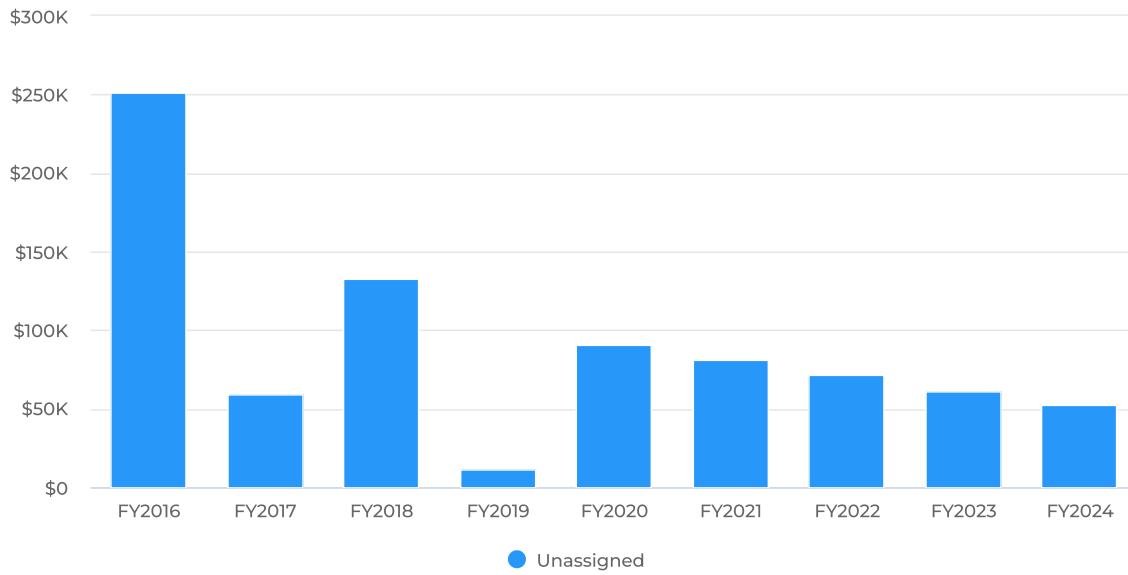


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$6,620.19	\$1,000.00	\$1,000.00	0%

Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Transfer Out	\$10,000.00	\$10,000.00	\$10,000.00	0%
Fund Balance	\$0.00	\$61,600.00	\$52,400.00	-14.9%
<b>Total Expense Objects:</b>	<b>\$16,620.19</b>	<b>\$72,600.00</b>	<b>\$63,400.00</b>	<b>-12.7%</b>

## Fund Balance

### Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$61,600	\$52,400	-14.9%
<b>Total Fund Balance:</b>	<b>\$61,600</b>	<b>\$52,400</b>	<b>-14.9%</b>

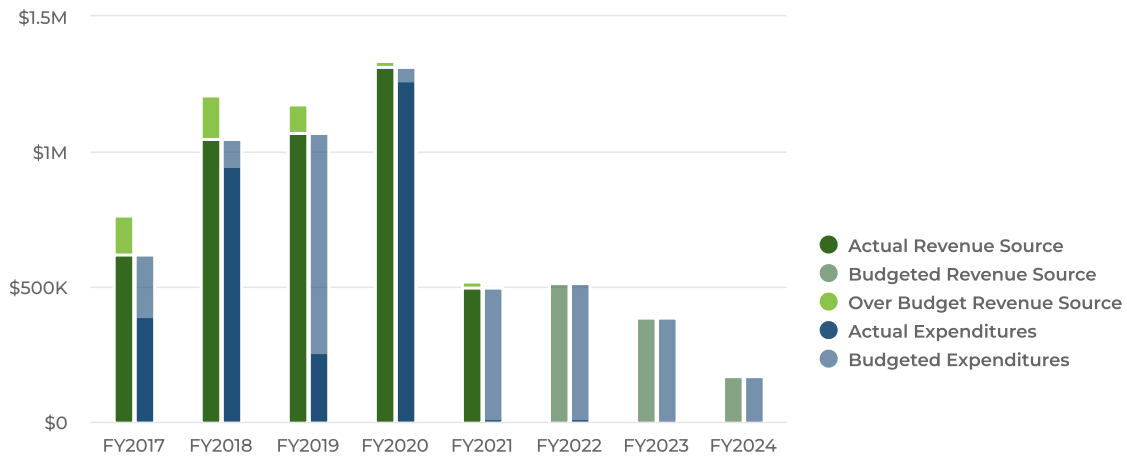


# Water Connection Fee Fund

Capacity fees, referred to as Connection Fees, are assessed against new development in an attempt to cover the costs of providing capital facilities (infrastructure) needed to serve new development. With this mechanism, the development/growth “pays their own way”, which minimizes the extent to which existing customers must bear the cost of new or expanded facilities necessitated by the growth. Outlined in agreements with current developers, the revenues received for these fees can only be used to fund capacity enhancements.

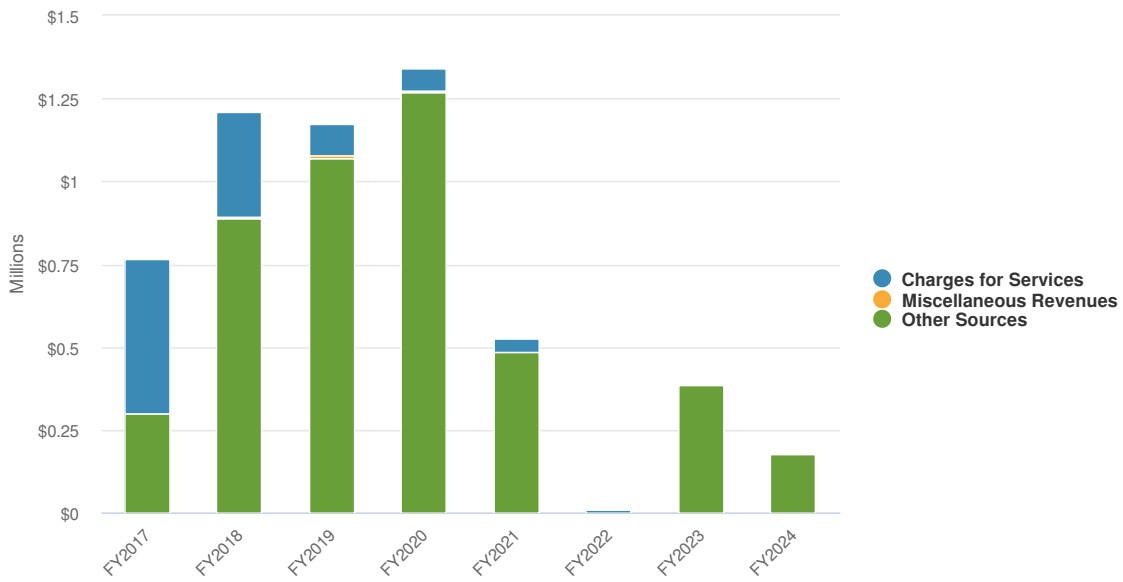
## Summary

The City of Wildwood is projecting \$175K of revenue in FY2024, which represents a 55.2% decrease over the prior year. Budgeted expenditures are projected to decrease by 55.2% or \$215.8K to \$175K in FY2024.



## Revenues by Source

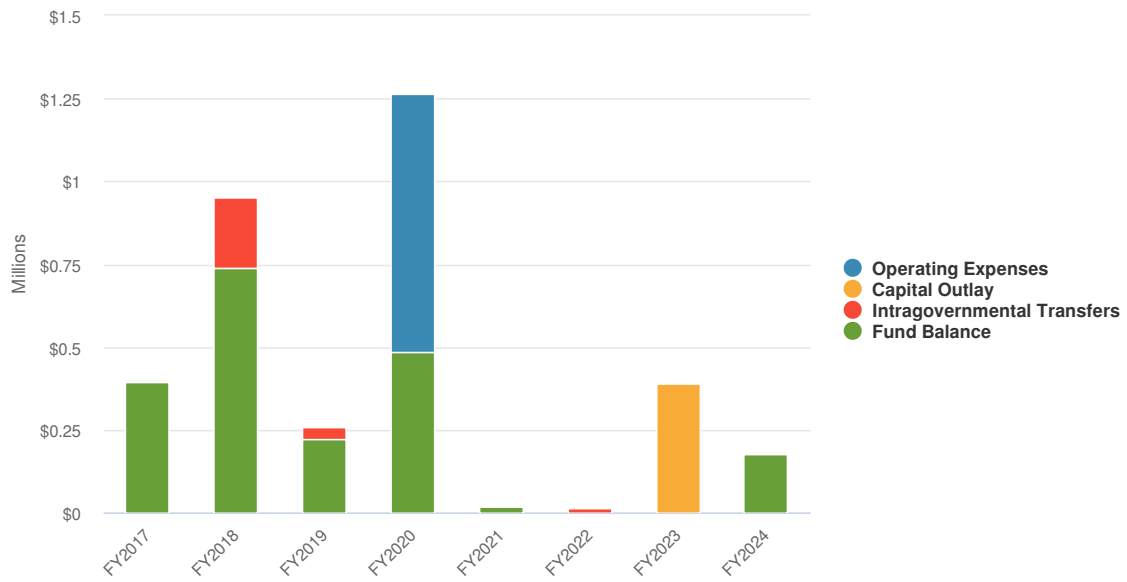
### Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$7,412.21	\$7,000.00	\$0.00	-100%
Miscellaneous Revenues	\$49.41		\$0.00	0%
Other Sources	\$0.00	\$383,800.00	\$175,000.00	-54.4%
<b>Total Revenue Source:</b>	<b>\$7,461.62</b>	<b>\$390,800.00</b>	<b>\$175,000.00</b>	<b>-55.2%</b>

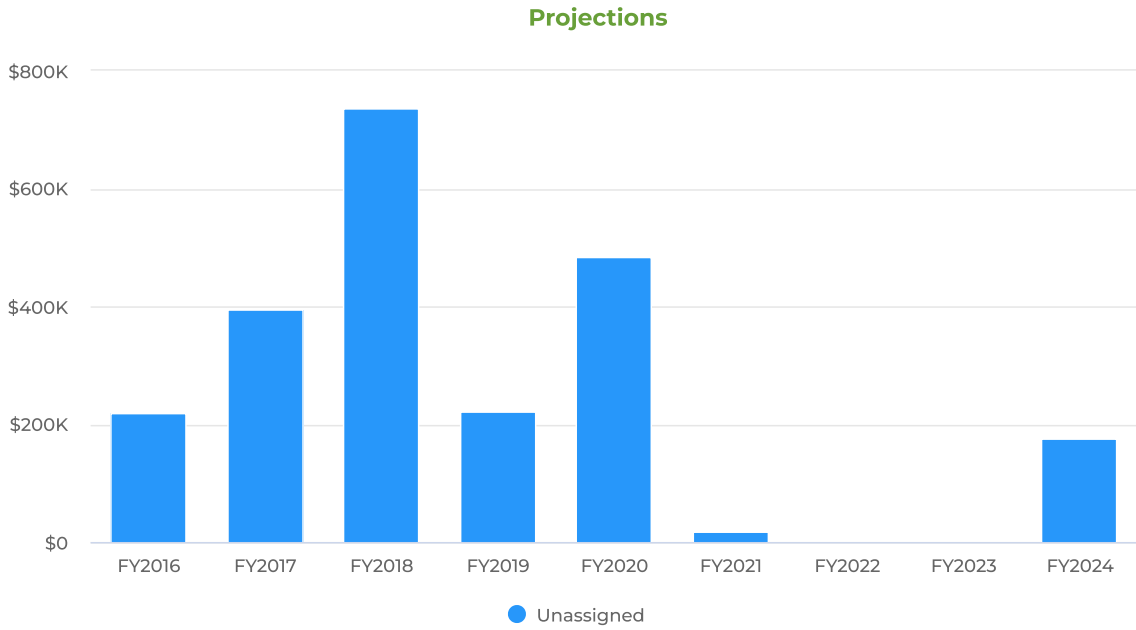
### Expenditures by Expense Type

### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$361.77			N/A
Capital Outlay	\$0.25	\$390,000.00		N/A
Intragovernmental Transfers	\$13,820.00			N/A
Fund Balance	\$0.00	\$800.00	\$175,000.00	21,775%
<b>Total Expense Objects:</b>	<b>\$14,182.02</b>	<b>\$390,800.00</b>	<b>\$175,000.00</b>	<b>-55.2%</b>

# Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$800	\$175,000	%
<b>Total Fund Balance:</b>	<b>\$800</b>	<b>\$175,000</b>	<b>%</b>

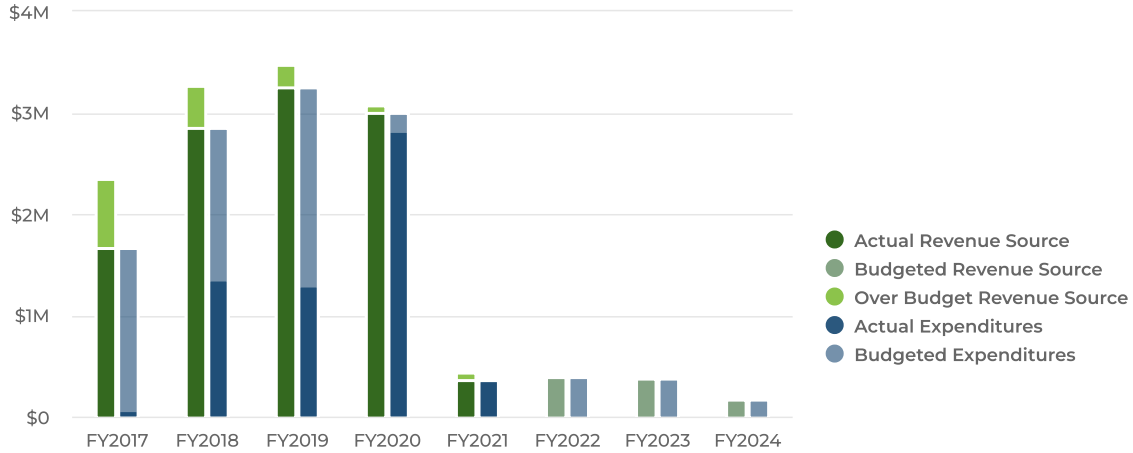


# Wastewater Connection Fee Fund

The Wastewater Connection Fee Fund is similar to the Water Connection Fee Fund, but with the focus on wastewater. These connection fees are assessed against new development in an attempt to cover the costs of providing capital facilities (infrastructure) needed to serve new development. The revenues received from development are used to fund enhancements to the City's wastewater capacity system.

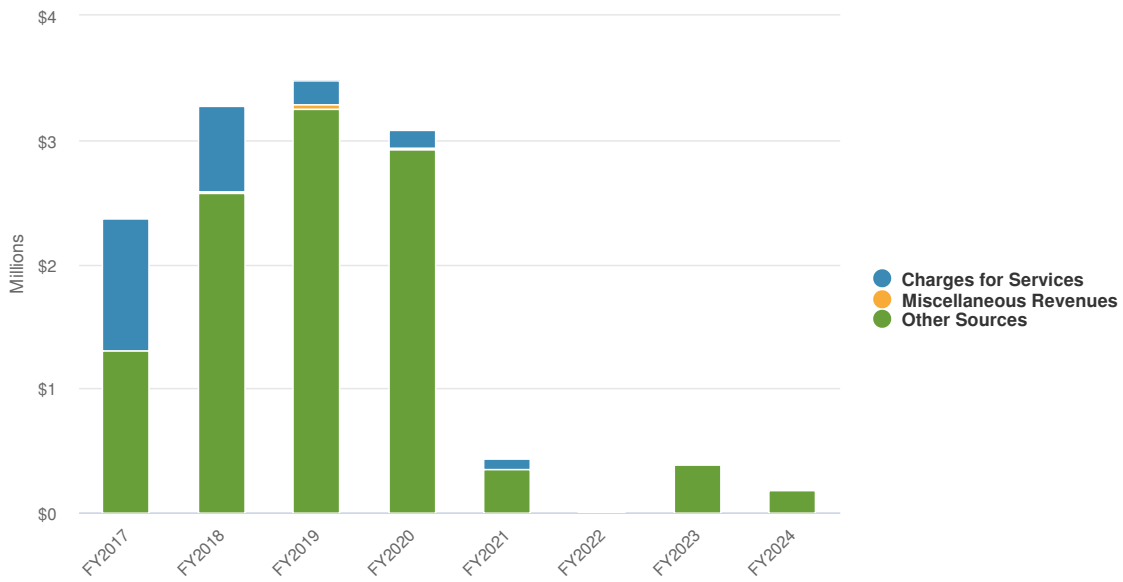
## Summary

The City of Wildwood is projecting \$183.8K of revenue in FY2024, which represents a 52.7% decrease over the prior year. Budgeted expenditures are projected to decrease by 52.7% or \$205.15K to \$183.8K in FY2024.



## Revenues by Source

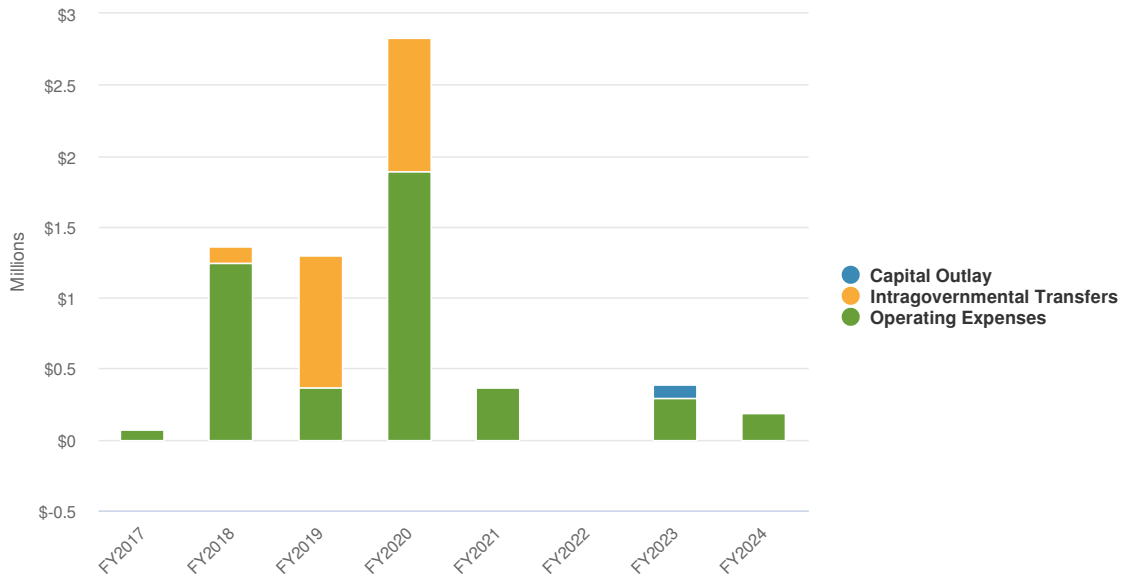
### Budgeted and Historical 2024 Revenues by Source



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$15,731.69	\$5,000.00	\$0.00	-100%
Miscellaneous Revenues	\$38.24		\$0.00	0%
Other Sources	\$0.00	\$383,950.00	\$183,800.00	-52.1%
<b>Total Revenue Source:</b>	<b>\$15,769.93</b>	<b>\$388,950.00</b>	<b>\$183,800.00</b>	<b>-52.7%</b>

### Expenditures by Expense Type

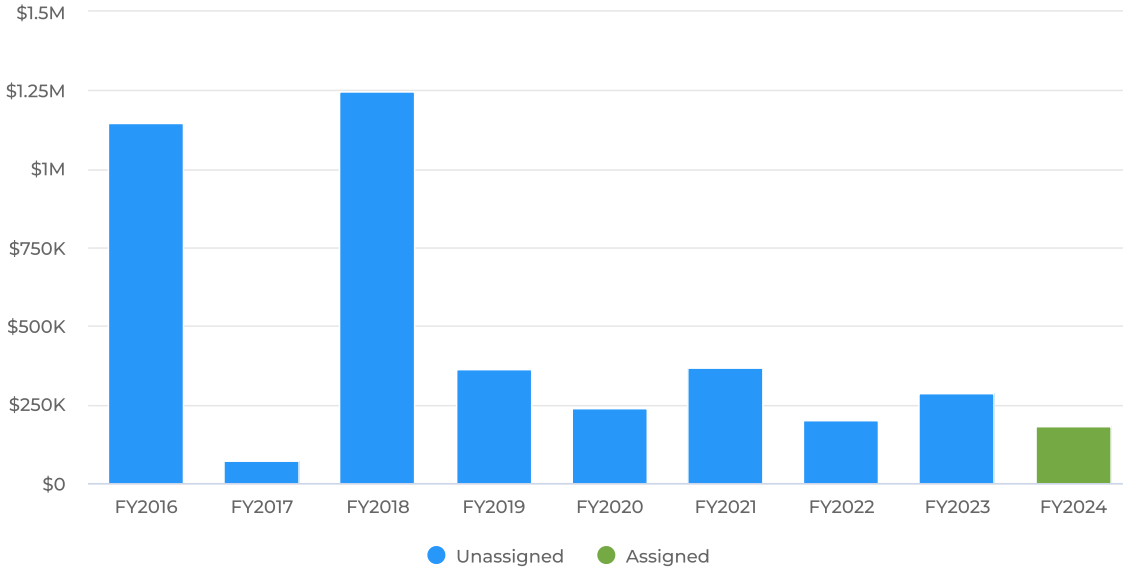
### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$361.20	\$60,360.10	\$183,800.00	-36.4%
Capital Outlay	\$0.00	\$328,589.90	\$0.00	-100%
<b>Total Expense Objects:</b>	<b>\$361.20</b>	<b>\$388,950.00</b>	<b>\$183,800.00</b>	<b>-52.7%</b>

# Fund Balance

## Projections



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$288,950	\$0	-100%
Assigned	\$0	\$183,800	0%
<b>Total Fund Balance:</b>	<b>\$288,950</b>	<b>\$183,800</b>	<b>-36.4%</b>

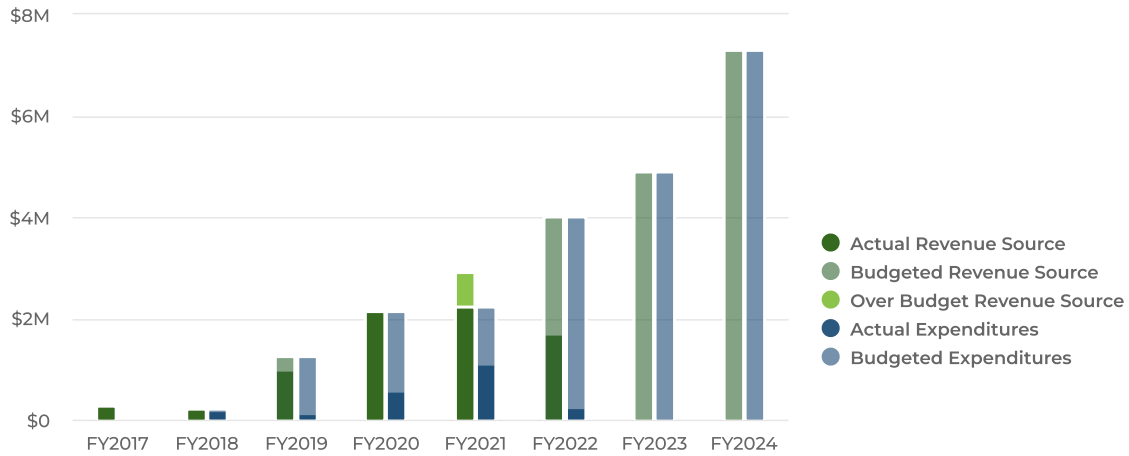


# Water System Development Charge Fund

Water System Development Charge (SDC) fees is a relatively new fund for the City. A resolution was adopted in February of 2017 that combines the Water Connection fee and TIE fees into one fund, simplifying the City's record keeping. New development without a prior Developer's Agreement in place will be assessed System Development Charges as the City continues with its policy of having development pay its own way. The revenues received fund the enhancements of both the capacity and transmission of the water system.

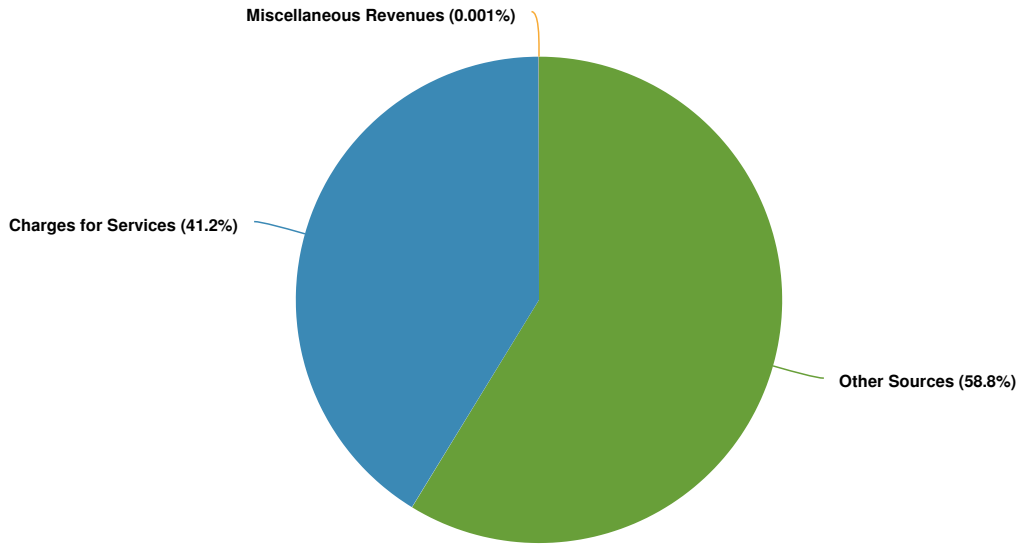
## Summary

The City of Wildwood is projecting \$7.32M of revenue in FY2024, which represents a 48.6% increase over the prior year. Budgeted expenditures are projected to increase by 48.6% or \$2.39M to \$7.32M in FY2024.

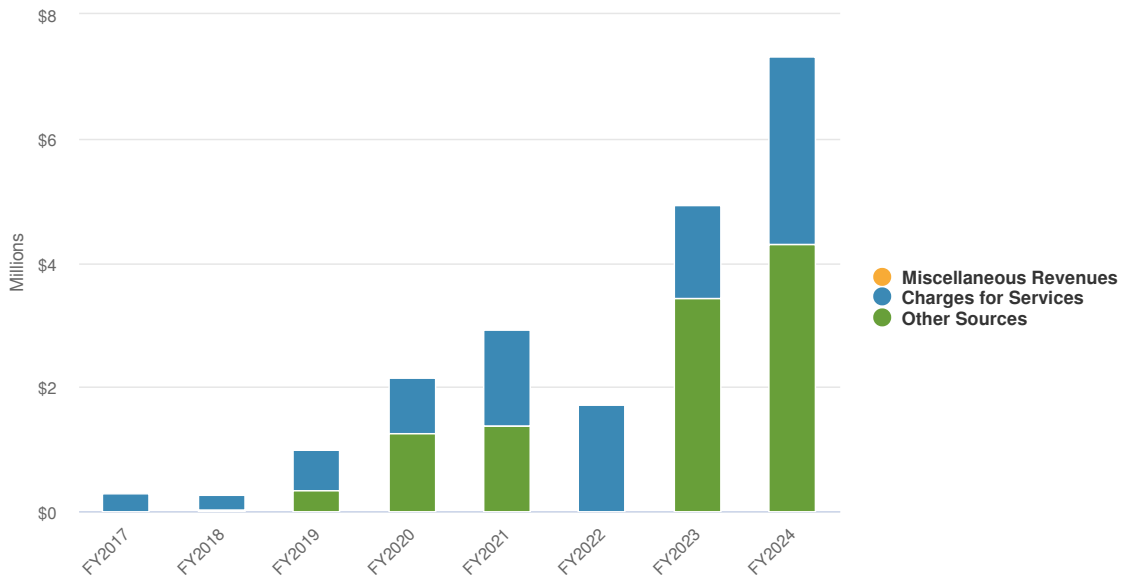


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

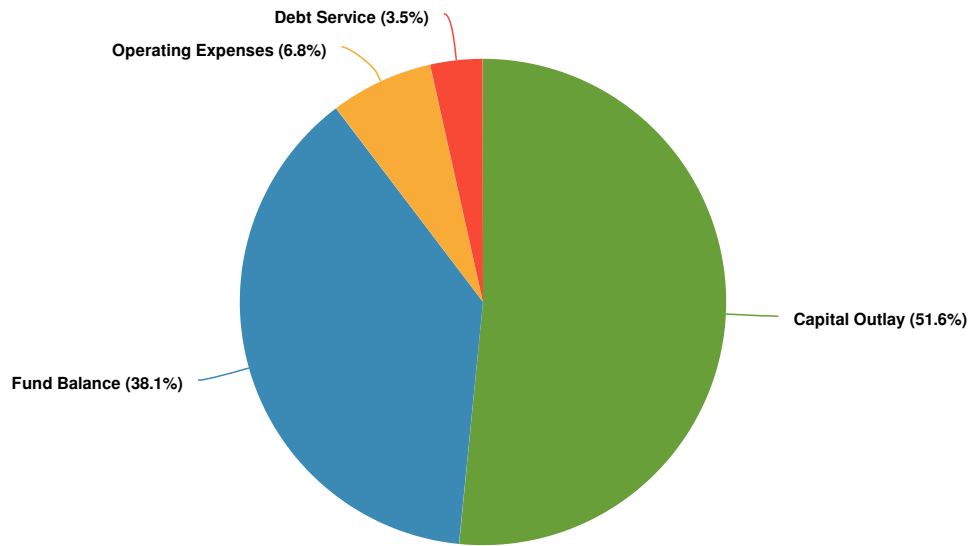


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$1,717,366.25	\$1,500,000.00	\$3,019,600.00	101.3%
Miscellaneous Revenues	\$306.43	\$100.00	\$100.00	0%
Other Sources	\$0.00	\$3,427,000.00	\$4,301,700.00	25.5%

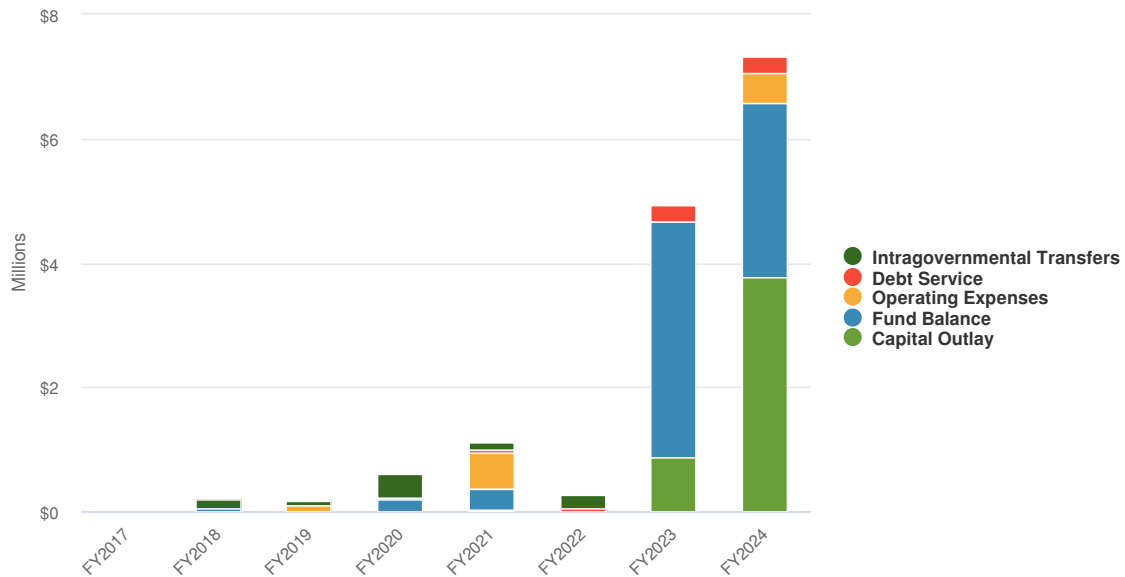
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$1,717,672.68	\$4,927,100.00	\$7,321,400.00	48.6%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

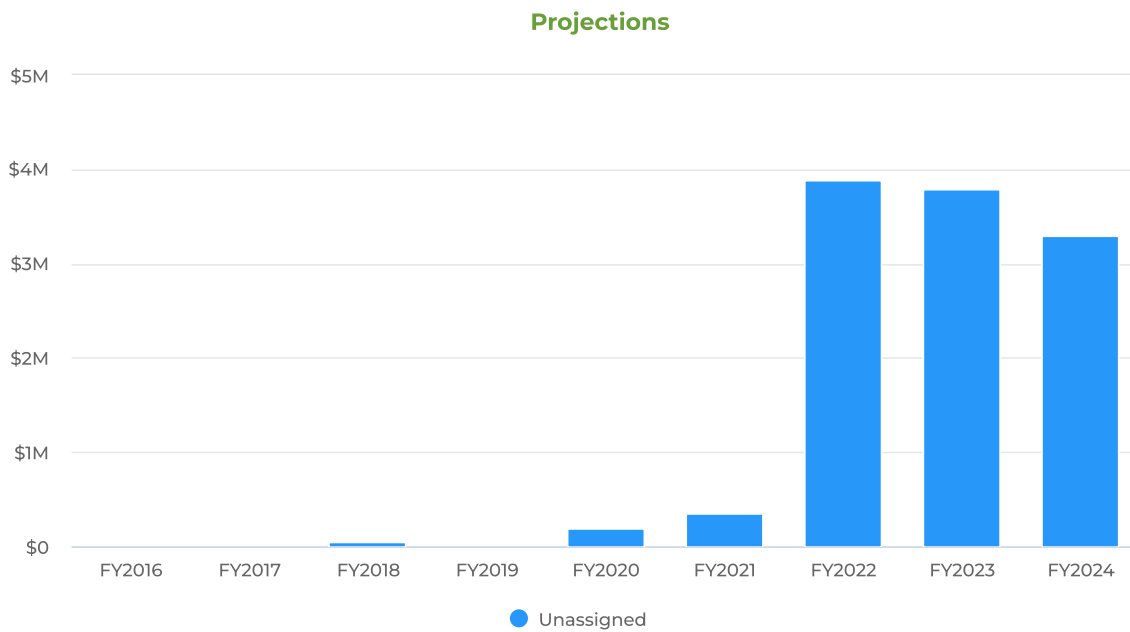


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$378.48		\$500,000.00	N/A
Capital Outlay	\$0.00	\$880,000.00	\$3,776,000.00	329.1%
Debt Service	\$36,949.34	\$256,030.00	\$256,030.00	0%
Intragovernmental Transfers	\$219,080.26		\$0.00	0%
Fund Balance	\$0.00	\$3,791,070.00	\$2,789,370.00	-26.4%
<b>Total Expense Objects:</b>	<b>\$256,408.08</b>	<b>\$4,927,100.00</b>	<b>\$7,321,400.00</b>	<b>48.6%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$3,791,070	\$3,289,370	-13.2%
<b>Total Fund Balance:</b>	<b>\$3,791,070</b>	<b>\$3,289,370</b>	<b>-13.2%</b>

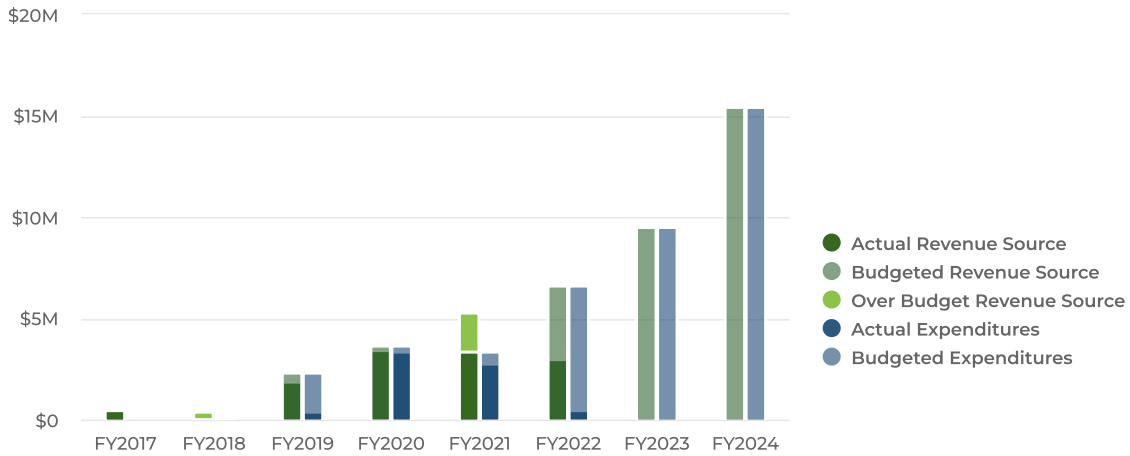


# Wastewater System Development Charge Fund

Wastewater System Development (SDC) Charge fees is a relatively new fund for the City. A resolution was adopted in February of 2017 that combines the Wastewater Connection fee and TIE fees into one fund, simplifying the City’s record keeping. New development without a prior Developer’s Agreement in place will be assessed System Development Charges as the City continues with its policy of having development pay its own way. The revenues received fund the enhancements of both the capacity and transmission of the wastewater system.

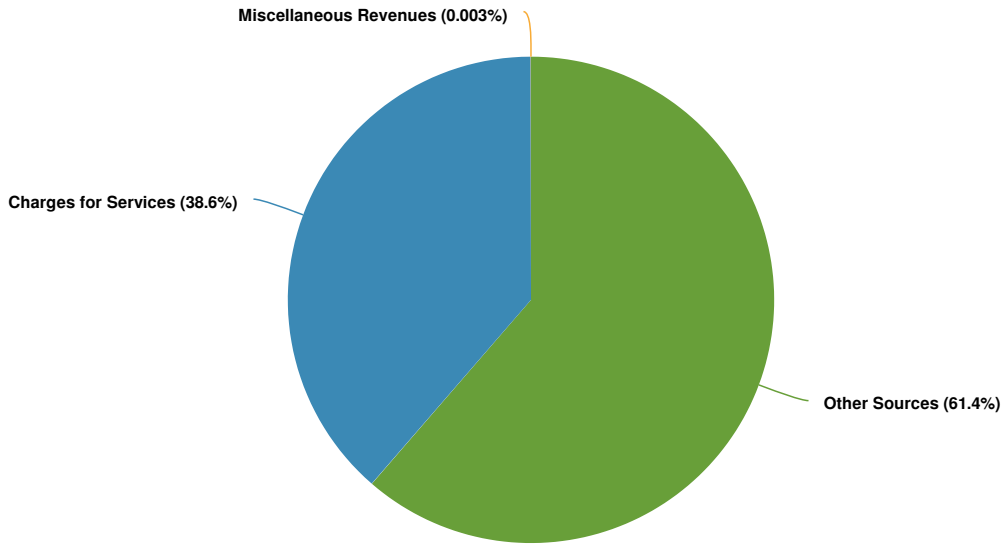
## Summary

The City of Wildwood is projecting \$15.48M of revenue in FY2024, which represents a 62.3% increase over the prior year. Budgeted expenditures are projected to increase by 62.3% or \$5.94M to \$15.48M in FY2024.

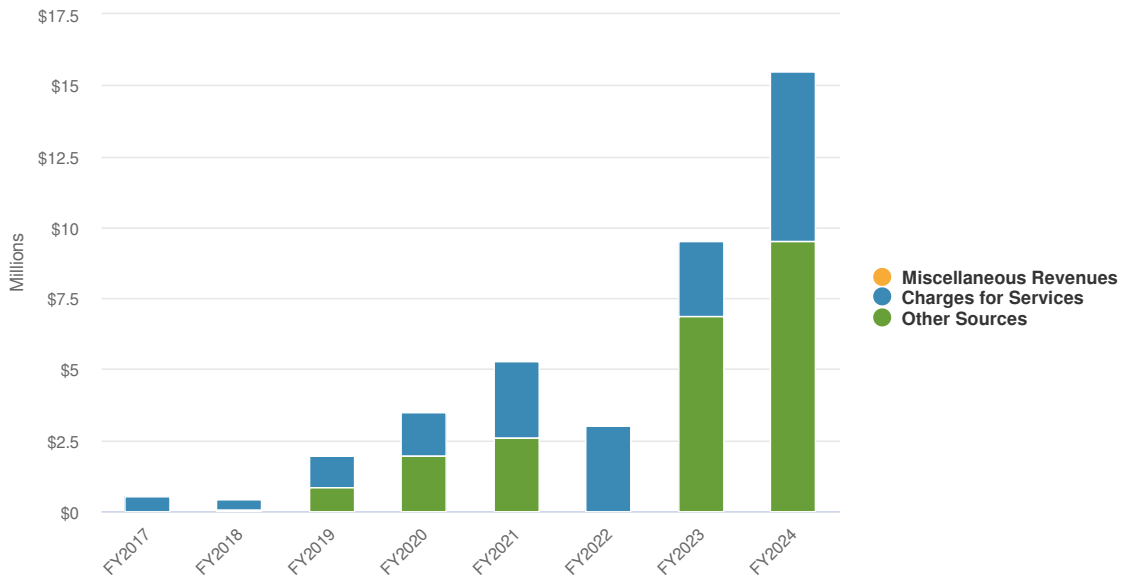


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source

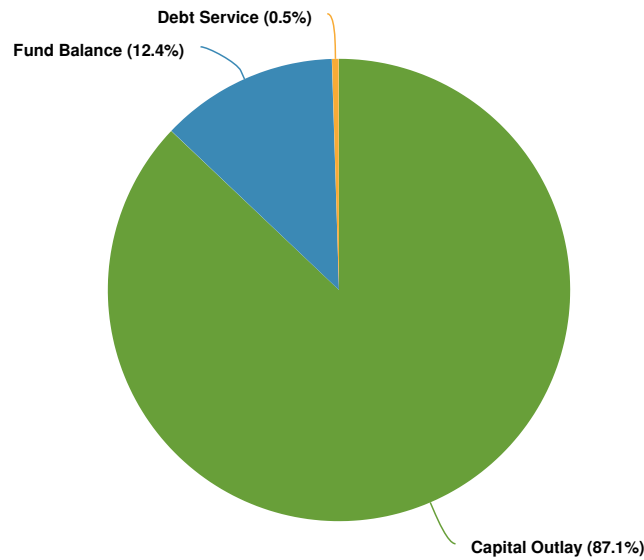


Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Revenue Source				
Charges for Services	\$3,022,260.92	\$2,650,000.00	\$5,979,400.00	125.6%
Miscellaneous Revenues	\$615.64	\$100.00	\$500.00	400%
Other Sources	\$0.00	\$6,890,000.00	\$9,500,000.00	37.9%

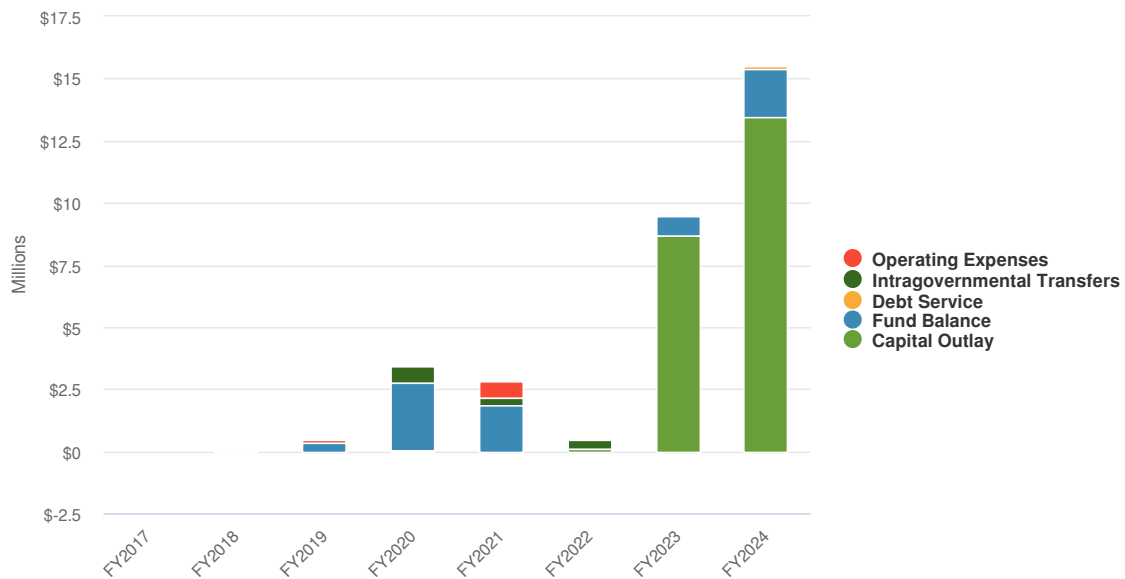
Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Total Revenue Source:	\$3,022,876.56	\$9,540,100.00	\$15,479,900.00	62.3%

## Expenditures by Expense Type

### Budgeted Expenditures by Expense Type

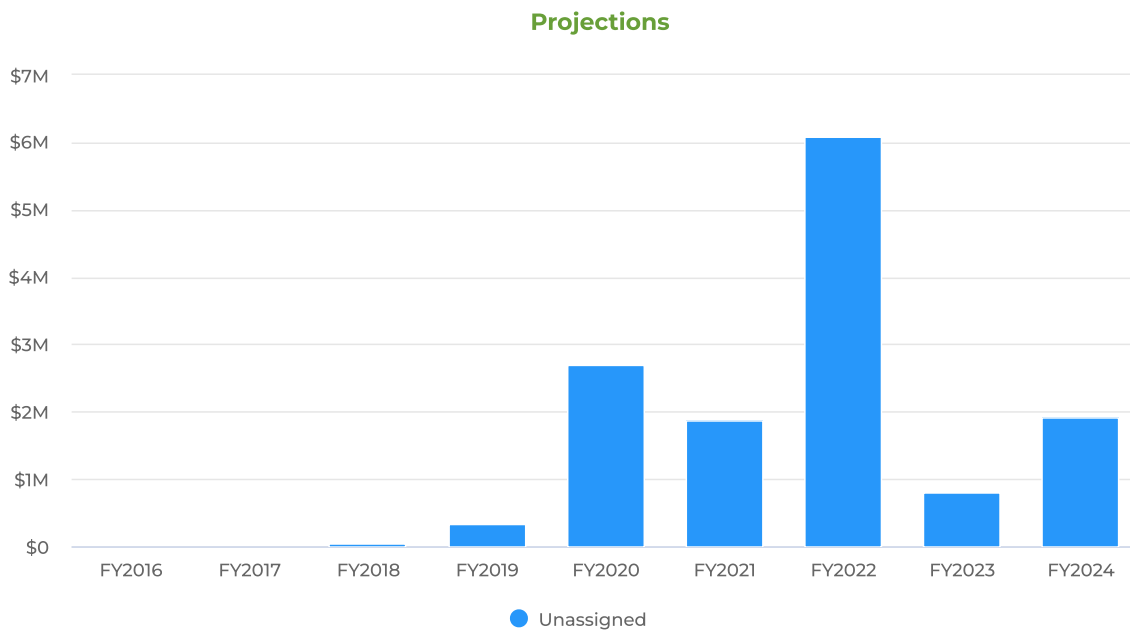


### Budgeted and Historical Expenditures by Expense Type



Name	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)
Expense Objects				
Operating Expenses	\$385.11		\$0.00	0%
Capital Outlay	\$124,293.25	\$8,860,043.75	\$13,480,500.00	55.7%
Debt Service	\$1,498.66	\$75,585.00	\$75,600.00	0%
Intragovernmental Transfers	\$357,517.36		\$0.00	0%
Fund Balance	\$0.00	\$604,471.25	\$1,923,800.00	139.1%
<b>Total Expense Objects:</b>	<b>\$483,694.38</b>	<b>\$9,540,100.00</b>	<b>\$15,479,900.00</b>	<b>62.3%</b>

## Fund Balance



	FY2023	FY2024	% Change
<b>Fund Balance</b>	—	—	
Unassigned	\$804,515	\$1,923,800	139.1%
<b>Total Fund Balance:</b>	<b>\$804,515</b>	<b>\$1,923,800</b>	<b>139.1%</b>

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# **FUNDING SOURCES**

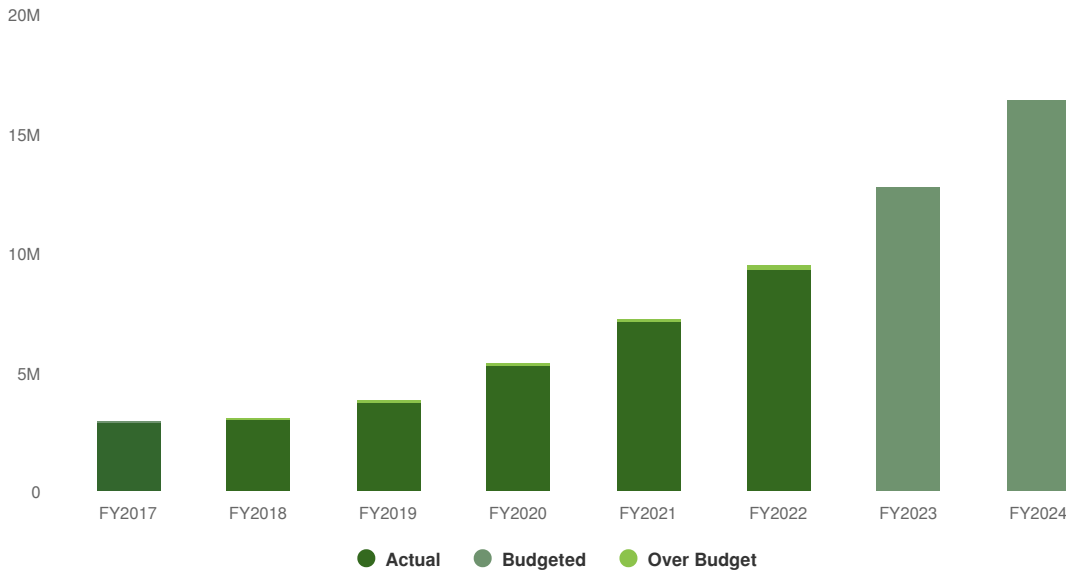
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## Ad Valorem Summary

Ad Valorem is the term used to describe property tax. The City budgets property tax revenue conservatively, budgeting to collect 96% of the projected property tax revenue. In FY24, the City adopted a millage rate of 2.8287. Budgeted ad valorem tax revenues are calculated by multiplying the approved millage rate per \$1,000 of the aggregate assessed property value (as certified by the Property Appraiser) times 96%. Ad Valorem is one of the City's major revenue sources for the General Fund.

**\$16,400,130** **\$3,632,730**  
 (28.45% vs. prior year)

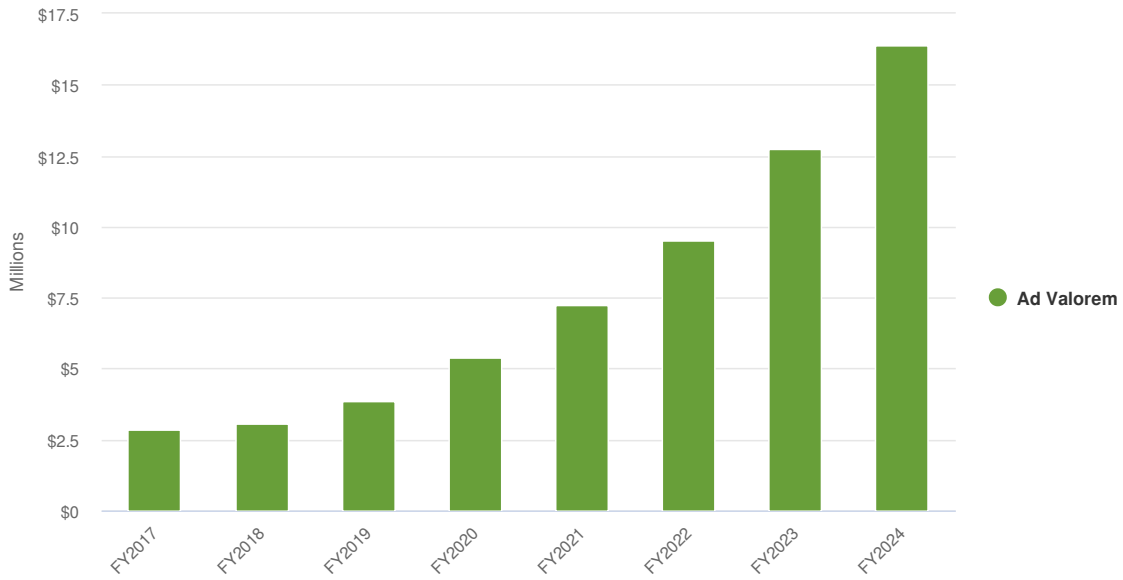
### Ad Valorem Proposed and Historical Budget vs. Actual



## Revenues by Source

In FY24, Ad Valorem budgeted revenue is \$16,400,130, which is 28.5% more than FY23. The increase in ad valorem revenue corresponds to the 28.5% increase in taxable value within the city and not to an increase in tax rates. The FY24 ad valorem tax rate decreased by 6%, going from 3.0 to 2.8287. With the residential and commercial development that is ongoing within The Villages® the City expects to continue to see significant increases in ad valorem revenue.

### Budgeted and Historical 2024 Revenues by Source



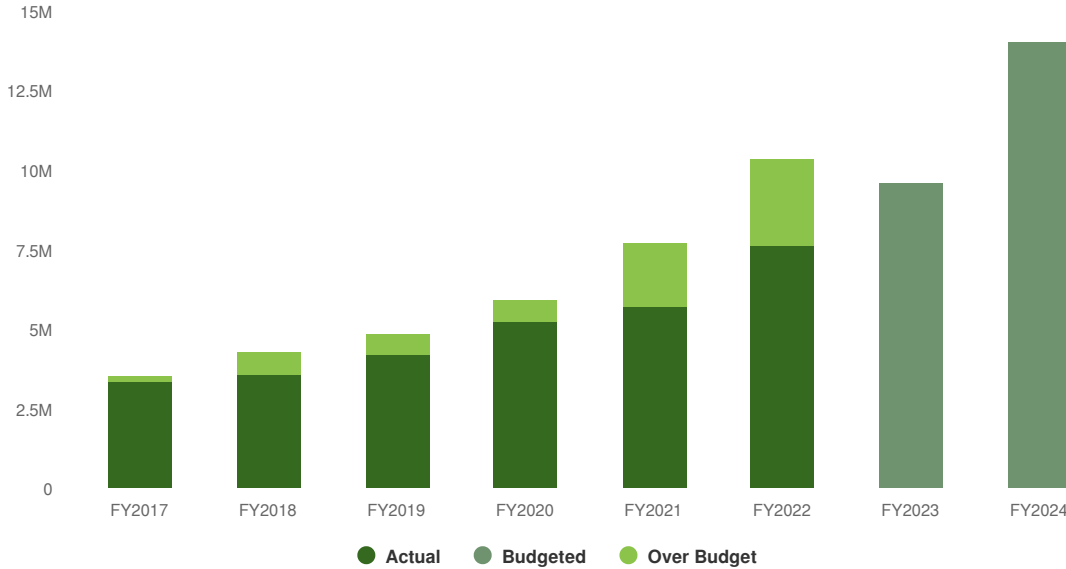
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Taxes</b>						
<b>Ad Valorem</b>						
AD VALOREM TAXES	001-311-1000	\$9,513,015.23	\$12,767,400.00	\$16,400,130.00	28.5%	
<b>Total Ad Valorem:</b>		<b>\$9,513,015.23</b>	<b>\$12,767,400.00</b>	<b>\$16,400,130.00</b>	<b>28.5%</b>	
<b>Total Taxes:</b>		<b>\$9,513,015.23</b>	<b>\$12,767,400.00</b>	<b>\$16,400,130.00</b>	<b>28.5%</b>	
<b>Total Revenue Source:</b>		<b>\$9,513,015.23</b>	<b>\$12,767,400.00</b>	<b>\$16,400,130.00</b>	<b>28.5%</b>	

## Other Taxes Summary

In addition to Ad Valorem taxes, the City receives other types of taxes. These taxes include local option gas tax, public service tax, communication service tax, and franchise fees. The taxes collected by the City are one of the major revenue sources for the General Fund.

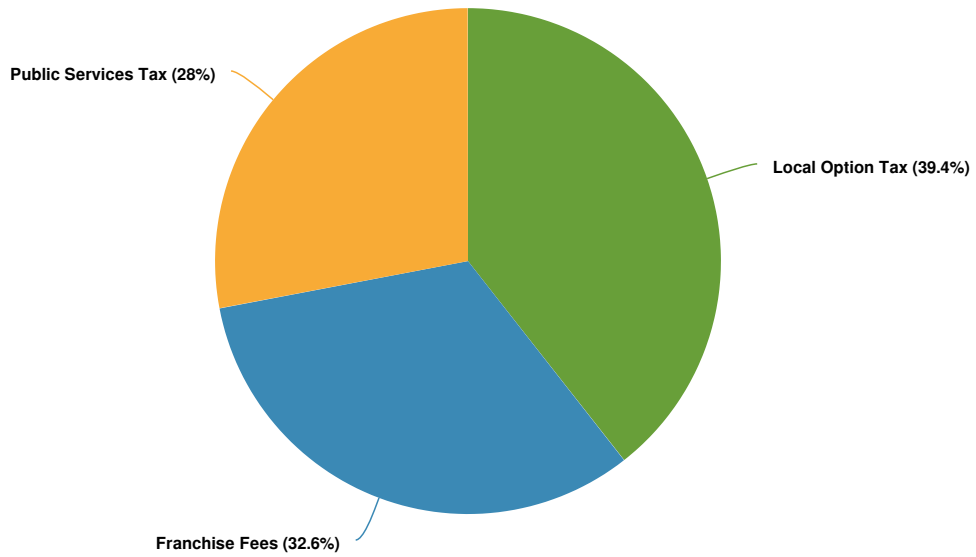
\$14,052,200
\$4,417,360  
(45.85% vs. prior year)

**Other Taxes Proposed and Historical Budget vs. Actual**

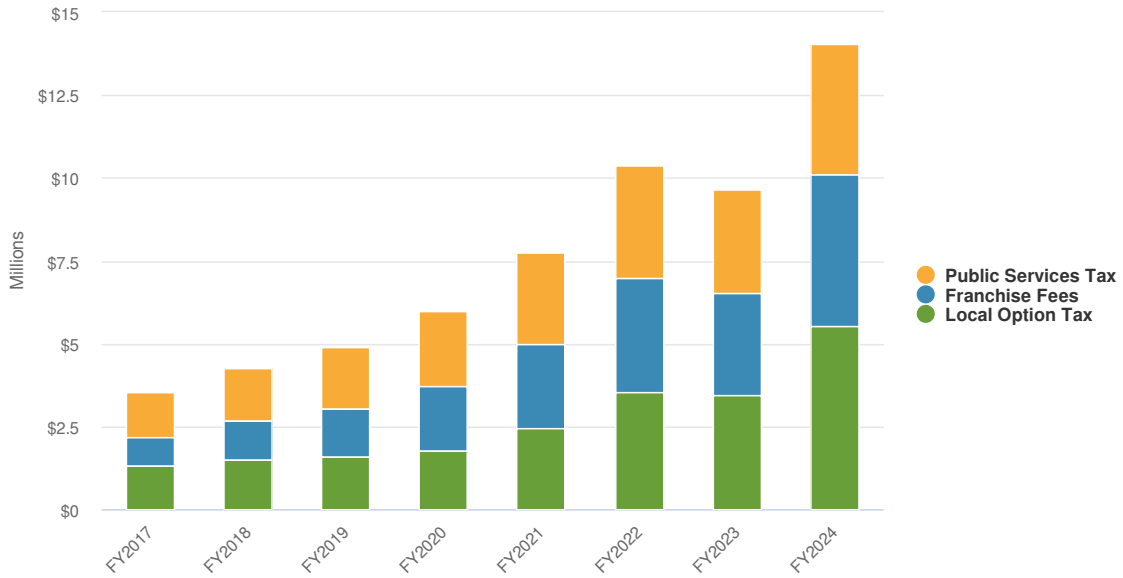


# Revenues by Source

## Projected 2024 Revenues by Source



## Budgeted and Historical 2024 Revenues by Source



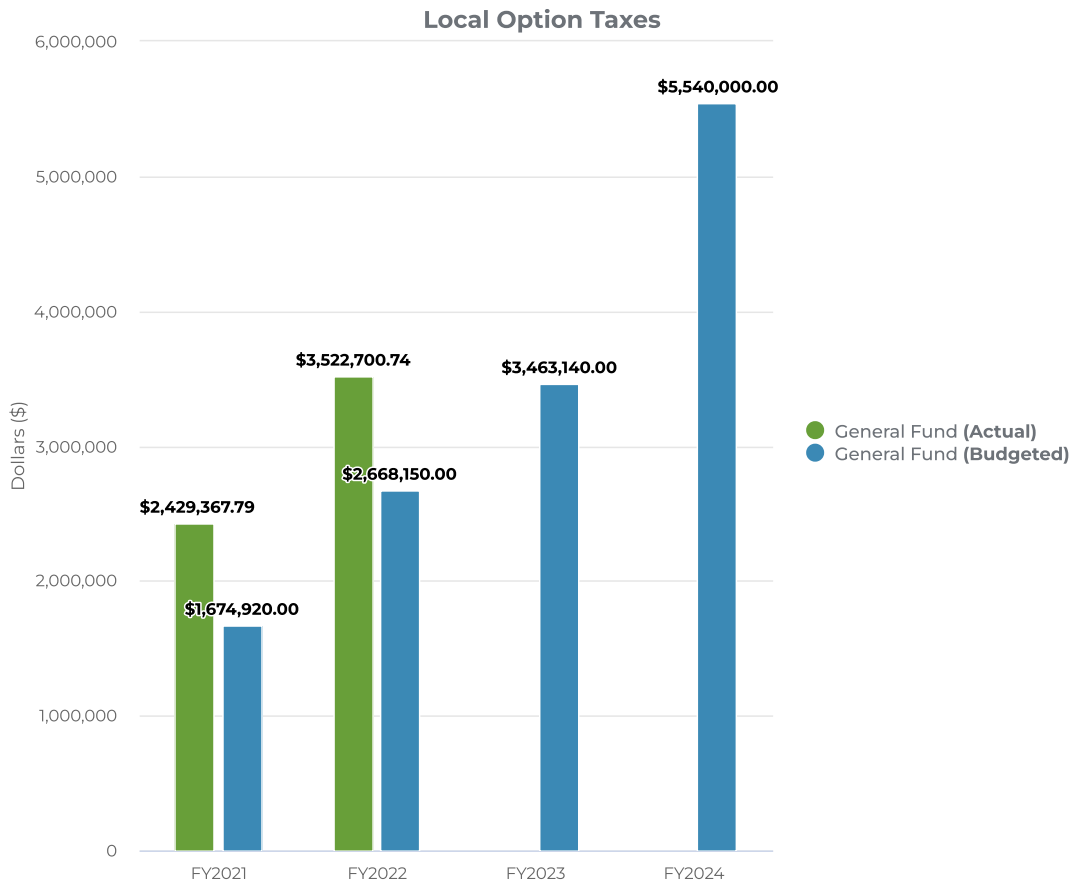
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Taxes</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Local Option Tax</b>						
LOCAL OPTION GAS TAX	001-312-4100	\$521,726.98	\$550,510.00	\$1,125,000.00	104.4%	
DISCRETIONARY/LOCAL GOVT. INFRA	001-312-6000	\$3,000,973.76	\$2,912,630.00	\$4,415,000.00	51.6%	
<b>Total Local Option Tax:</b>		<b>\$3,522,700.74</b>	<b>\$3,463,140.00</b>	<b>\$5,540,000.00</b>	<b>60%</b>	
<b>Franchise Fees</b>						
FRANCHISE TAX-/PROGRESS ENERGY SVCS	001-313-1000	\$914,818.57	\$800,000.00	\$1,050,000.00	31.3%	
FRANCHISE TAX- SECO	001-313-1010	\$1,109,792.58	\$1,071,605.00	\$1,600,000.00	68.4%	
LEESBURG ELECTRIC FRANCHISE FEE	001-313-4080	\$56,759.18	\$35,000.00	\$90,000.00	157.1%	
FRANCHISE TAX- TECO/PEOPLES GAS	001-313-4160	\$252,232.71	\$250,000.00	\$360,000.00	44%	
FENNEY WATER CONS AUTHORITY-UTILITY TAX	001-313-4170	\$53,537.52	\$45,000.00	\$60,000.00	33.3%	
LEESBURG GAS FRANCHISE FEE	001-313-4180	\$50,945.56	\$45,000.00	\$75,000.00	66.7%	
SOUTH SUMTER UTILITY COMPANY FRANCHISE	001-313-4190	\$370,207.76	\$275,000.00	\$450,000.00	63.6%	
FRANCHISE TAX- WASTE MGMNT-REFUSE SVCS	001-313-5000	\$191,455.95	\$190,000.00	\$220,000.00	15.8%	
TRI-COUNTY SANITATION FRANCHISE FEE	001-313-5001	\$239,734.08	\$250,000.00	\$350,000.00	40%	
FRANCHISE FEE - SEWWC	001-313-5003	\$228,541.29	\$245,000.00	\$325,000.00	32.7%	
<b>Total Franchise Fees:</b>		<b>\$3,468,025.20</b>	<b>\$3,206,605.00</b>	<b>\$4,580,000.00</b>	<b>48.5%</b>	
<b>Public Services Tax</b>						
UTILITY TAX-PROGRESS ENERGY SVCS.	001-314-1000	\$800,587.31	\$690,000.00	\$815,000.00	18.1%	
UTILITY TAX-SUMTER ELECTRIC	001-314-1010	\$1,022,299.81	\$930,000.00	\$1,150,000.00	23.7%	
UTILITY TAX-WATER SALES	001-314-3000	\$116,647.62	\$110,000.00	\$115,000.00	4.5%	
THE VILLAGES-5% WATER UTILITY TAX	001-314-3002	\$226,690.03	\$250,000.00	\$250,000.00	0%	
CENTRAL SUMTER UTILITY CO. LLC	001-314-3003	\$112,364.85	\$125,000.00	\$200,000.00	60%	
UTILITY TAX-SUBURBAN PROPANE	001-314-4000	\$14,947.69	\$15,000.00	\$17,000.00	13.3%	
FERRELLGAS LP	001-314-4030	\$1,603.55	\$1,000.00	\$1,500.00	50%	
CIRCLE K STORES	001-314-4040	\$210.93	\$200.00	\$200.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
LEESBURG ELECTRIC UTILITY TAX	001-314-4080	\$42,831.63	\$30,000.00	\$55,000.00	83.3%	
LEESBURG GAS UTILITY TAX	001-314-4081	\$75,244.67	\$60,000.00	\$90,000.00	50%	
INTERCONN RESOURCES LLC	001-314-4100	\$27,549.71	\$30,000.00	\$15,000.00	-50%	
CVS	001-314-4150	\$389.42	\$200.00	\$300.00	50%	
AMERIGAS PROPANE	001-314-4151	\$9,864.39	\$8,000.00	\$9,000.00	12.5%	
LOWE'S PROPANE TAX	001-314-4152	\$2,426.64	\$1,500.00	\$2,500.00	66.7%	
BLOSSMAN COMPANIES PROPANE TAX	001-314-4153			\$300.00	N/A	
TECO-PEOPLES GAS	001-314-4160	\$262,582.16	\$250,000.00	\$360,000.00	44%	
GAS SOUTH UTILITY TAX	001-314-4162	\$335.05	\$300.00	\$400.00	33.3%	
SOUTH SUMTER UTILITY CO UTILITY TAX	001-314-4190	\$148,810.50	\$85,000.00	\$170,000.00	100%	
PUBLIX UTILITY TAX	001-314-4191	\$932.43	\$500.00	\$1,000.00	100%	
STATE COMMUNICATIONS TAX	001-314-9010	\$499,413.36	\$500,000.00	\$680,000.00	36%	
<b>Total Public Services Tax:</b>		<b>\$3,365,731.75</b>	<b>\$3,086,700.00</b>	<b>\$3,932,200.00</b>	<b>27.4%</b>	
<b>Total Taxes:</b>		<b>\$10,356,457.69</b>	<b>\$9,756,445.00</b>	<b>\$14,052,200.00</b>	<b>45.8%</b>	
<b>Total Revenue Source:</b>		<b>\$10,356,457.69</b>	<b>\$9,756,445.00</b>	<b>\$14,052,200.00</b>	<b>45.8%</b>	

## Local Option Taxes

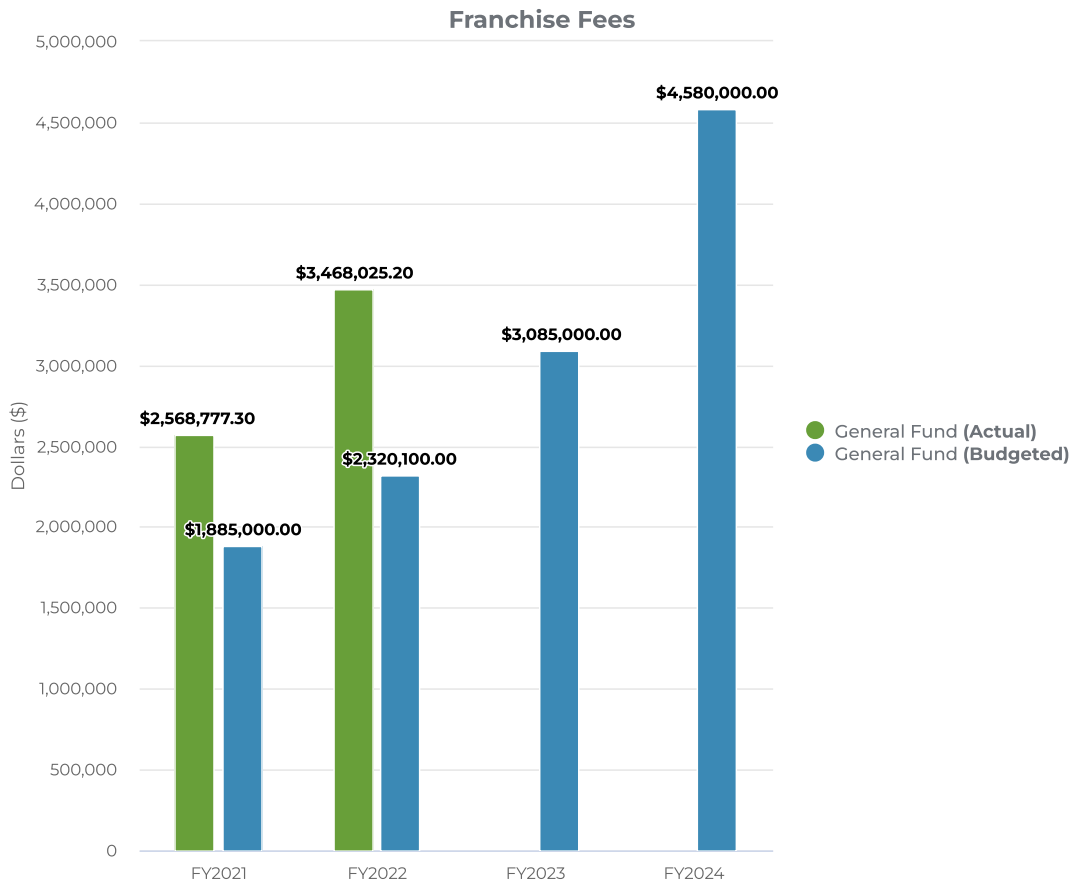
Wildwood, residing within Sumter County, is the recipient of several types of local option tax revenues. Included in this category are the Local Option Fuel Tax, and the Discretionary Sales Surtax. Sumter County levies a tax of six cents per gallon of motor fuel and diesel sold within the county, known as the Local Option Fuel Tax. Utilization of the proceeds of this tax is limited to transportation expenditures for public transportation operations and maintenance; roadway and right-of-way maintenance and equipment and structures used primarily for the storage and maintenance of such equipment; roadway and right-of-way drainage; street lighting installation, operation, maintenance, and repair; traffic signs, traffic engineering, signalization, and pavement markings installation, operation, maintenance, and repair; bridge maintenance and repair; and debt service and current expenditures for transportation capital projects in the foregoing program areas, including construction or reconstruction of roads and sidewalks. Distributions of the revenues of these fuel taxes are pursuant to an Interlocal agreement between the City of Wildwood and Sumter County. In FY 24, it is projected that the total revenues related to Local Option Taxes will increase by approximately 60%.



## Franchise Fees

Franchise fees from water, wastewater, electric and solid waste utilities are included in this category and are estimated based on projections. The level of revenue generated from franchise fees is very similar to that of the public service tax and generally fluctuates at a corresponding rate.

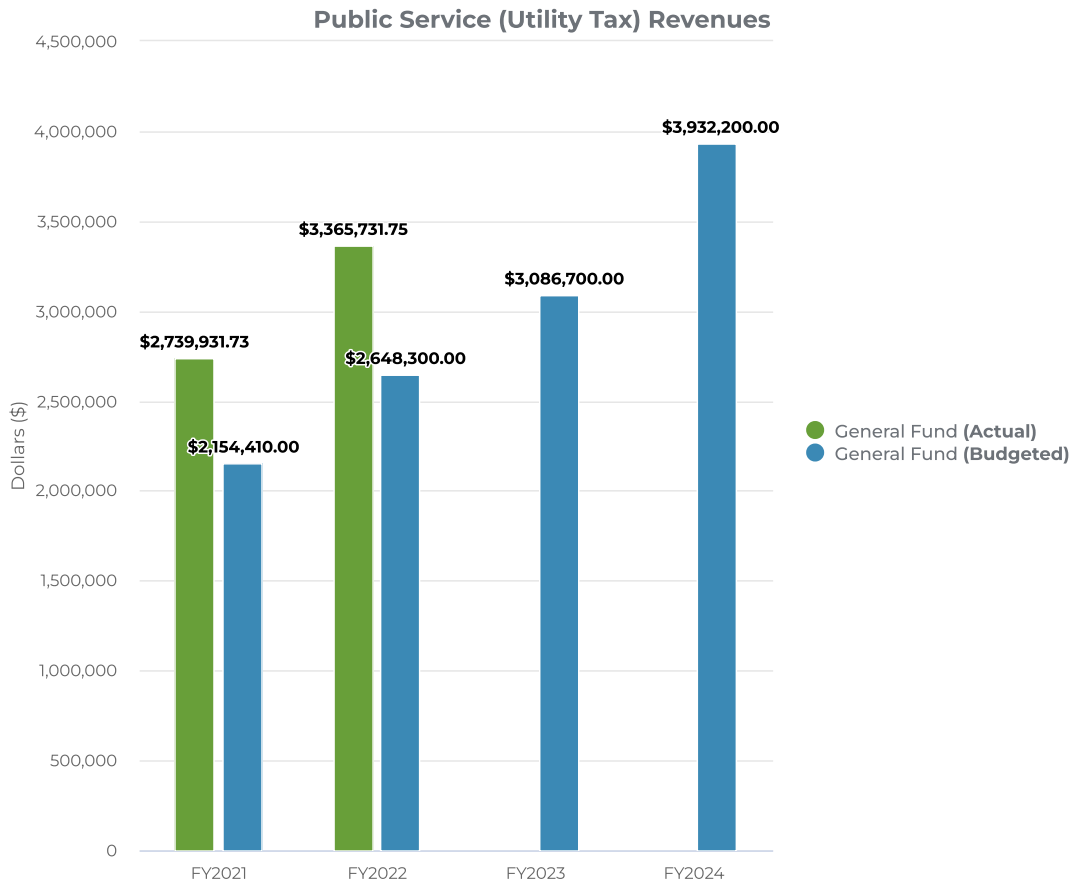
The City has seen a significant increase in public service tax and franchise fee revenue in recent years. The increase is related to the growth within the City, but also is related to relatively new sources. One such newer source is the natural gas tax. While not a new tax, the use of natural gas was relatively scarce within the City until recent years. The new developments are providing natural gas within their areas, thereby creating a new strong revenue stream for the City.



## Public Service Taxes

Pursuant to provisions of Section 166.231 Florida Statute, the City Commission approved a 10% public service tax for electric and natural gas, and a 5% water tax on service sold to customers in the incorporated limits of the City of Wildwood. Referred to as "Utility Tax" within the City's reports, the public service tax revenues were projected based upon historical data and present economic conditions.

Included in the public service tax category is the communications services tax.

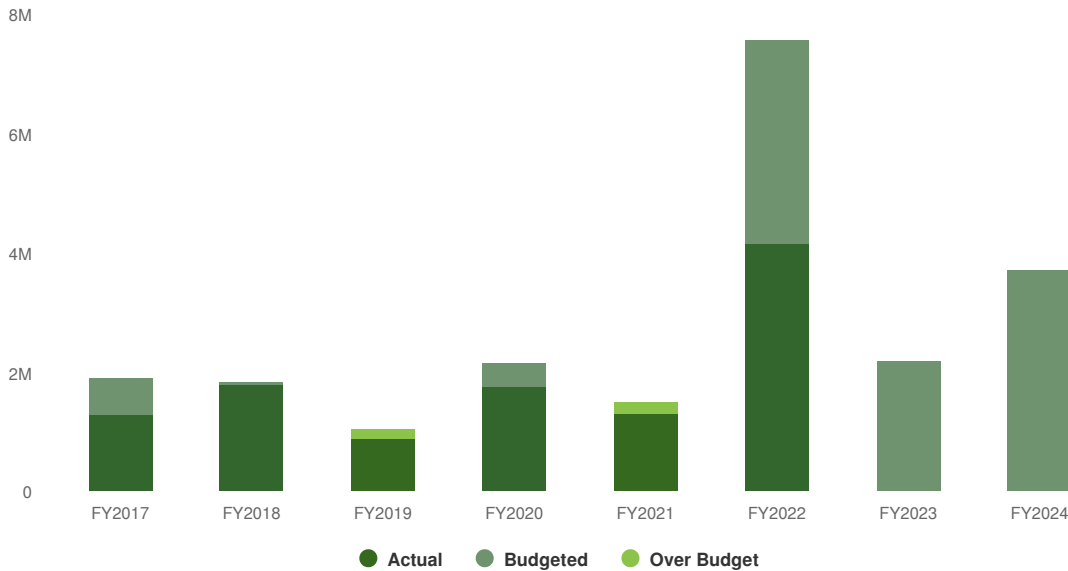


## Intergovernmental Revenue Summary

Intergovernmental revenues are those funds received from other governments in the form of shared revenues or grants, or as reimbursements for performance of general government functions and specific services for the paying government. Included in the City's intergovernmental revenues are the Local Government Half-cent Sales Tax, the Municipal Revenue Sharing Program revenue, the Mobile Home License Tax, and the Alcoholic Beverage Tax.

**\$3,723,300** **\$1,543,970**  
 (70.85% vs. prior year)

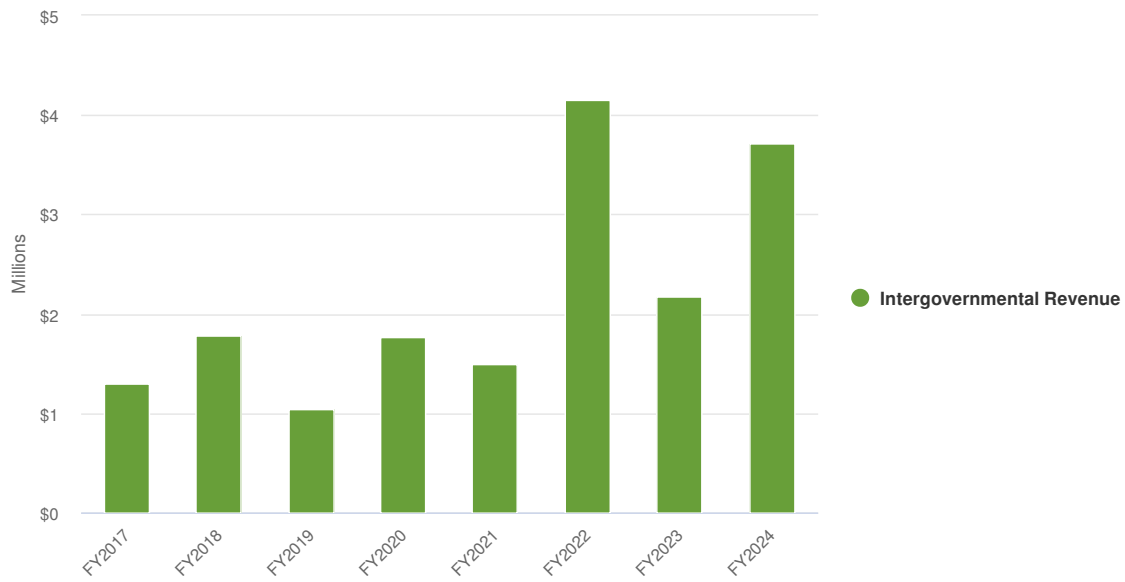
### Intergovernmental Revenue Proposed and Historical Budget vs. Actual



## Revenues by Source

In FY24, the total intergovernmental revenue is projected to increase over the FY23 budgeted revenues by approximately 70%.

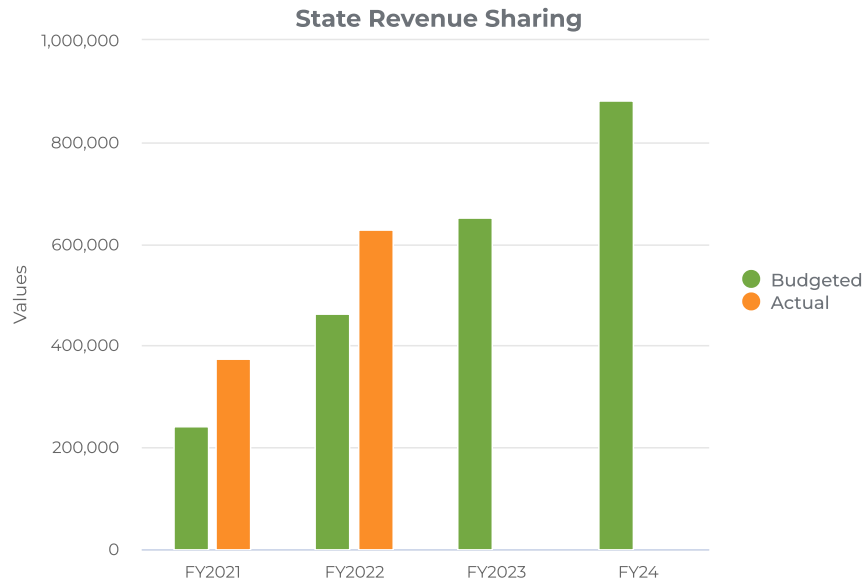
### Budgeted and Historical 2024 Revenues by Source



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Intergovernmental Revenue</b>						
<b>Intergovernmental Revenue</b>						
STATE REVENUE SHARING	001-335-1200	\$628,683.58	\$652,660.00	\$881,300.00	35%	
MOBILE HOME LICENSES	001-335-1400	\$16,437.90	\$10,000.00	\$15,000.00	50%	
STATE BEVERAGE LICENSES	001-335-1600	\$7,462.21	\$8,500.00	\$7,500.00	-11.8%	
1/2 CENT SALES TAX	001-335-1800	\$1,478,361.37	\$1,508,170.00	\$1,919,500.00	27.3%	
STATE GRANT REVENUE	301-334-9000			\$900,000.00	N/A	
FED GRANT - AMERICAN RESCUE PLAN FUNDS	402-331-3100	\$1,822,106.00			N/A	
STATE APPROPRIATION - CR 209 WATER MAIN	402-334-3102	\$197,033.60		\$0.00	0%	
<b>Total Intergovernmental Revenue:</b>		<b>\$4,150,084.66</b>	<b>\$2,179,330.00</b>	<b>\$3,723,300.00</b>	<b>70.8%</b>	
<b>Total Intergovernmental Revenue:</b>		<b>\$4,150,084.66</b>	<b>\$2,179,330.00</b>	<b>\$3,723,300.00</b>	<b>70.8%</b>	
<b>Total Revenue Source:</b>		<b>\$4,150,084.66</b>	<b>\$2,179,330.00</b>	<b>\$3,723,300.00</b>	<b>70.8%</b>	

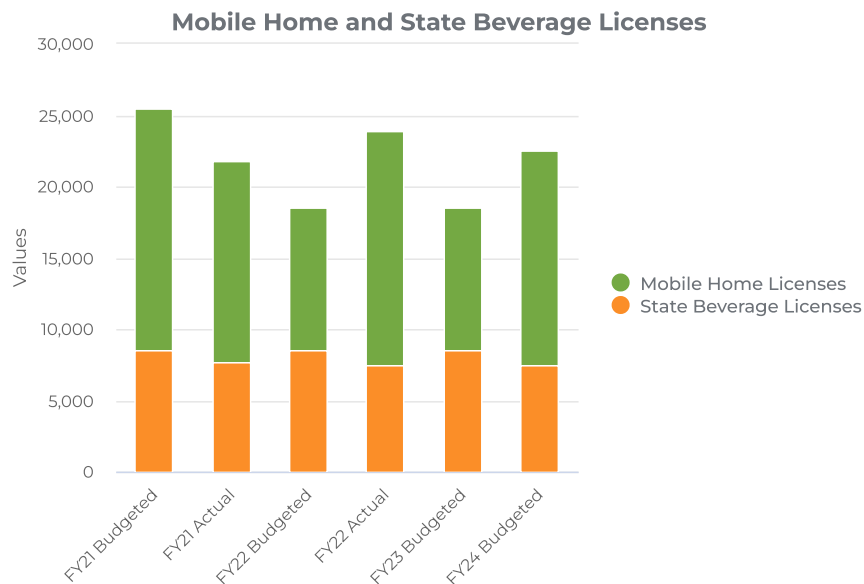
## State Revenue Sharing

The Municipal Revenue Sharing Program also distributes a portion of the State's sales and use tax collections. The distribution formula for the revenues is population based. A portion of the revenue distribution is derived from the municipal fuel tax, therefore the State mandates that a portion of the revenue from the program be dedicated to transportation related activities; **in FY23 that percentage is 13.6%**. The remaining funds can be used for any purpose with the exception that only 50% of the prior year receipts can be pledged to pay principal and interest on bonds or other forms of indebtedness.



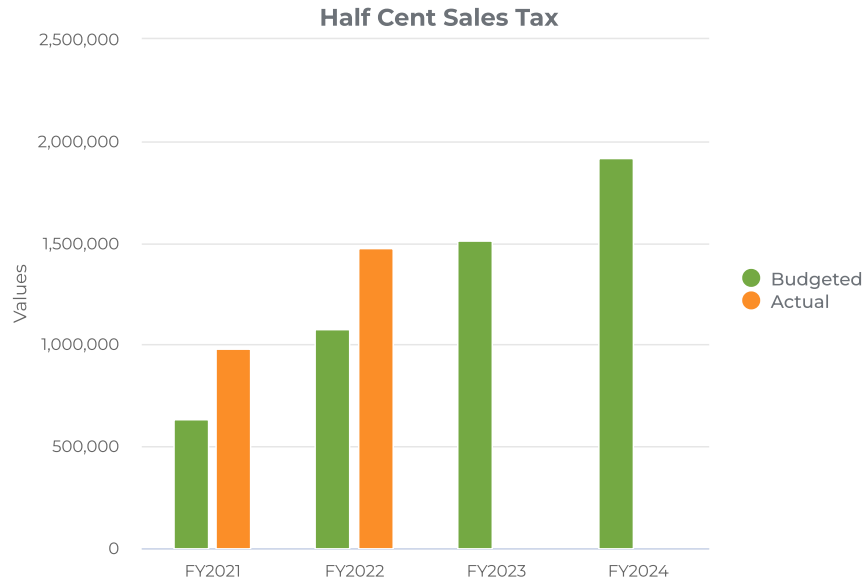
## Mobile Home and State Beverage Licenses

The City also receives a small amount of revenue from the Mobile Home License Tax program and the Alcoholic Beverage Tax. Both taxes are distributed based upon the location of the units within the municipality and the revenues from both sources can be used for any purpose.



## Half Cent Sales Tax

The largest source of revenue among these programs is the half-cent sales tax. The program distributes a portion of the State's sales tax revenue to counties and municipalities. The distribution formula is population based. The revenues are to be used for municipal-wide programs or property tax relief and can also be pledged to pay principal and interest on capital project expenses.

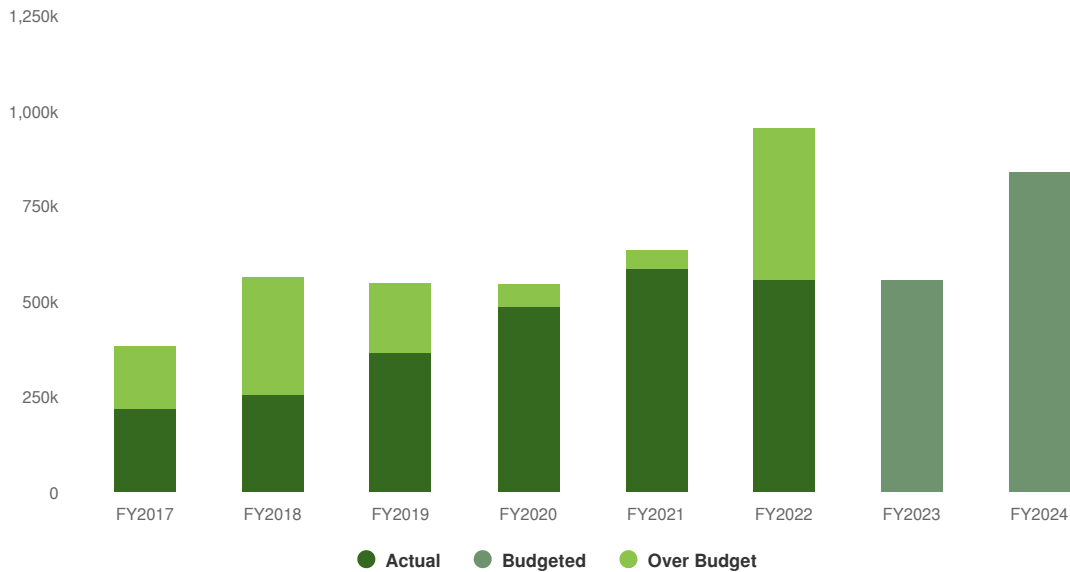


## Charges For Services General Fund Summary

In the General Fund, charges for services primarily include facility rental fees and fees collected from the Development Services Department related to development activity.

**\$841,900** **\$285,100**  
 (51.20% vs. prior year)

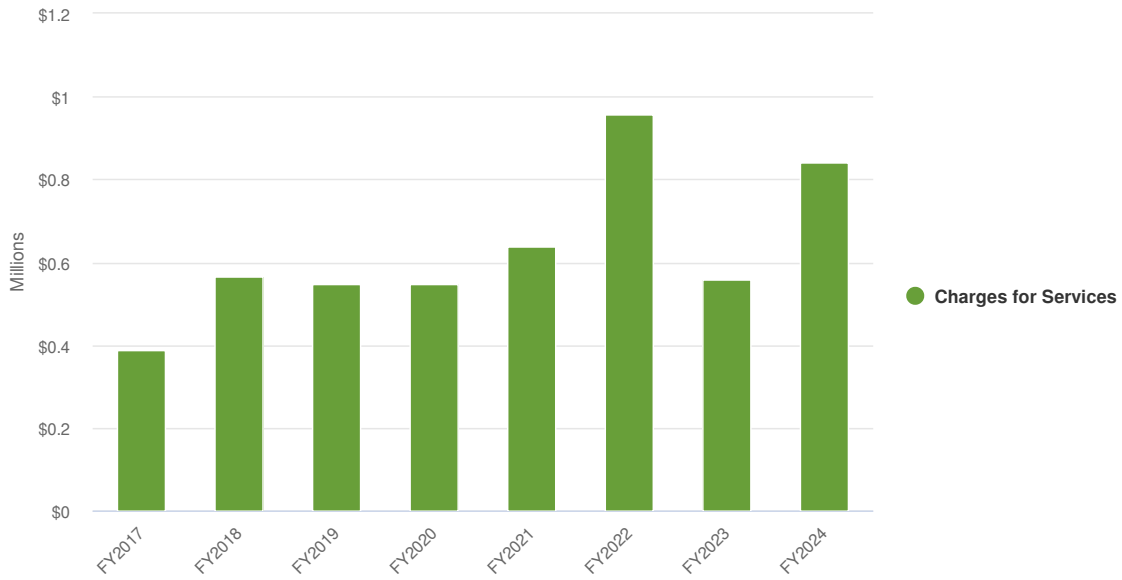
### Charges For Services General Fund Proposed and Historical Budget vs. Actual



In FY24, budgeted revenue generated from Charges for Services is \$841,900, which equates to 1.8% of the projected revenue in the General Fund. The actual revenue generated in this area can vary widely based on the level of development activity in any given year. In the chart shown above, FY17, FY18 and FY19 were extremely heavy development years, which can be seen in the higher numbers for those years.

## Revenues by Source

### Budgeted and Historical 2024 Revenues by Source



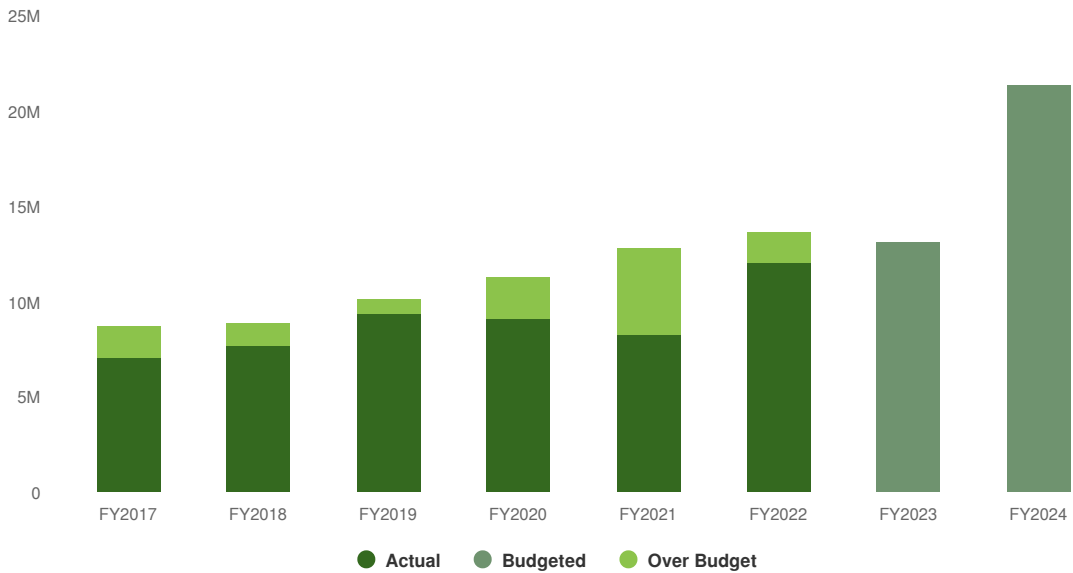
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Charges for Services</b>						
<b>Charges for Services</b>						
COMMUNITY DEVELOPMENT SERVICES	001-341-2006	\$844,761.41	\$500,000.00	\$759,000.00	51.8%	
TREE MITIGATION PERMITS	001-341-2010	\$25,584.00		\$500.00	N/A	
BUILDING RENTAL-WILDWOOD COMMUNITY CENTE	001-347-5300	\$75,282.78	\$50,000.00	\$70,000.00	40%	
COMMUNITY CENTER STAFF FEES	001-347-5304	-\$150.00	\$100.00	\$0.00	-100%	
BUILDING RENTAL-OXFORD COMMUNITY CENTER	001-347-5305	\$7,747.58	\$5,000.00	\$10,000.00	100%	
BUILDING RENTAL-MLK JR COMMUNITY CENTER	001-347-5306	\$1,693.87	\$1,500.00	\$1,500.00	0%	
OUTDOOR BUILDING RENTALS	001-347-5307	\$46.10	\$100.00	\$100.00	0%	
OPEN SPACE RENTALS	001-347-5308	\$354.97	\$100.00	\$800.00	700%	
<b>Total Charges for Services:</b>		<b>\$955,320.71</b>	<b>\$556,800.00</b>	<b>\$841,900.00</b>	<b>51.2%</b>	
<b>Total Charges for Services:</b>		<b>\$955,320.71</b>	<b>\$556,800.00</b>	<b>\$841,900.00</b>	<b>51.2%</b>	
<b>Total Revenue Source:</b>		<b>\$955,320.71</b>	<b>\$556,800.00</b>	<b>\$841,900.00</b>	<b>51.2%</b>	

## Charges For Services Utility Fund Summary

Charges for services in the Utility Fund primarily include the fees associated with our Water and Wastewater services. This is the major source of revenue for the Utility Fund, and fully supports all functions in our Water and Wastewater Divisions. Typically, the utility rates are adjusted each year in accordance with the Consumer Price Index (CPI), specifically for the water and wastewater maintenance index. In FY23, a Utility Revenue Sufficiency Analysis was completed in conjunction with the new Wastewater Treatment Plant design. The analysis outlined a temporary need for a rate increase for the next three years to cover our new debt services for the new Wastewater Treatment Plant and our current debt obligations. In FY24, the water service rate will increase by 4%, which is in accordance with the CPI, and the wastewater service rate will increase by 20%. This averages out to an approximate overall service rate increase of 15% for FY24.

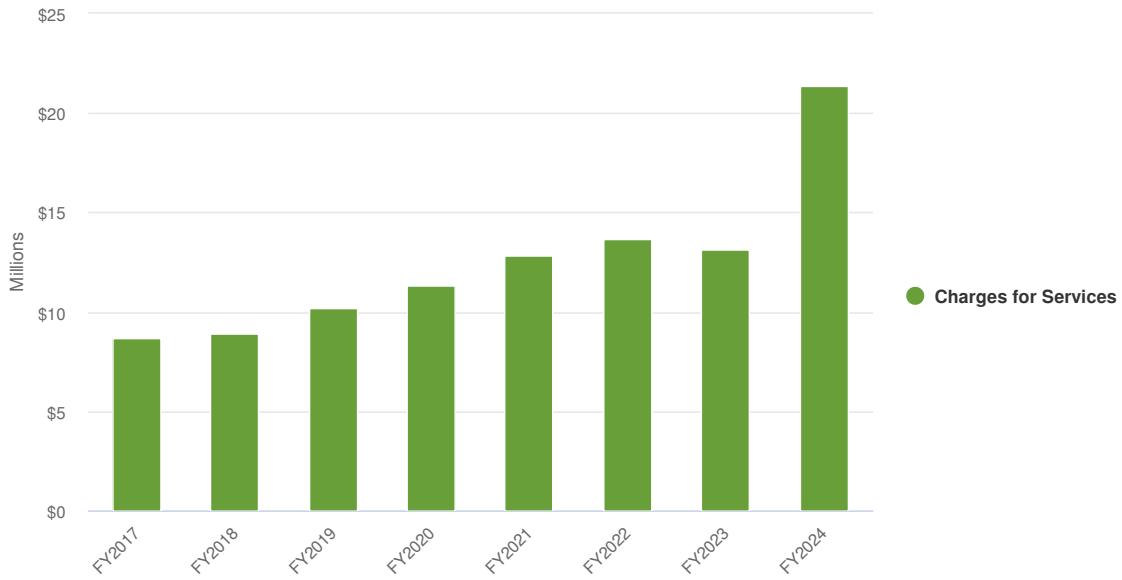
**\$21,364,350** **\$8,215,350**  
 (62.48% vs. prior year)

Charges For Services Utility Fund Proposed and Historical Budget vs. Actual



## Revenues by Source

### Budgeted and Historical 2024 Revenues by Source



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Charges for Services</b>						
<b>Charges for Services</b>						
WATER SALES-OPERATING INCOME	401-343-3100	\$3,134,128.65	\$3,210,000.00	\$4,016,300.00	25.1%	
WATER- METER INSTALLATIONS	401-343-3500	\$140,063.34	\$180,000.00	\$263,000.00	163%	
WATER- OTHER (ON/OFF FEES)	401-343-3510	\$37,125.00	\$30,000.00	\$30,000.00	0%	
WATER INCOME-OTHER	401-343-3520	\$14,266.69	\$10,000.00	\$10,000.00	0%	
WATER UTILITY TAX	401-343-3550	-\$273.60		\$0.00	0%	
RE-ROUTE FEE	401-343-4151	-\$28.75		\$0.00	0%	
SEWER OPERATING INCOME-BILLINGS	401-343-5100	\$4,708,612.04	\$4,710,000.00	\$7,100,600.00	50.8%	
SEWER OTHER MISC	401-343-5510	\$0.00	\$12,000.00	\$12,000.00	0%	
LAND LEASE-TURTLE MOUNT(TOWER)	401-343-5511	\$15,795.50	\$15,000.00	\$15,000.00	0%	
TSS/COD WASTEWATER FEES	401-343-5520	\$783,061.15	\$800,000.00	\$800,000.00	0%	
REUSE WATER OPERATIONS	401-343-6100	\$108,490.53	\$100,000.00	\$118,450.00	18.5%	

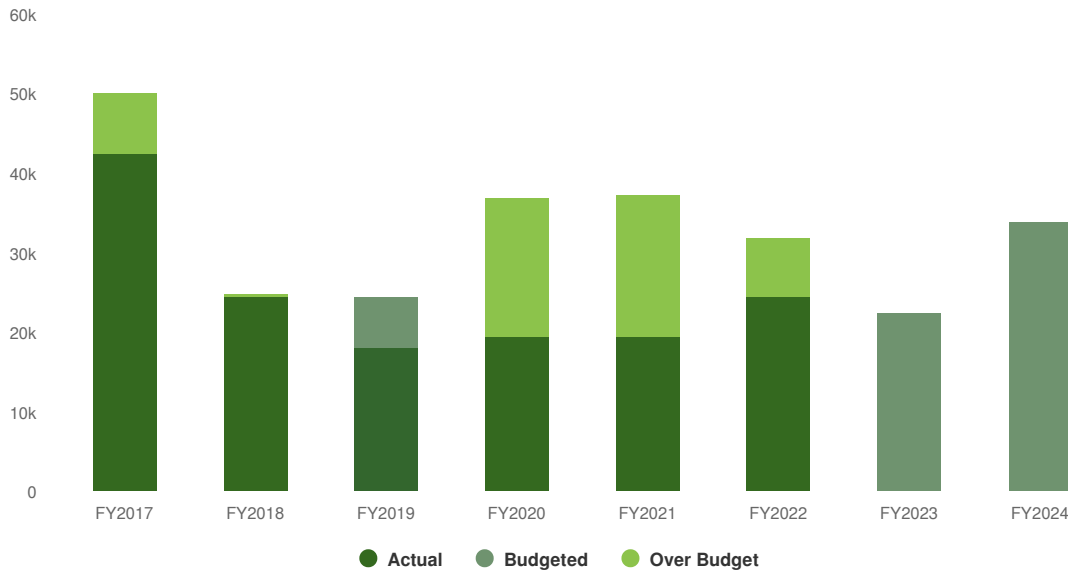
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
WATER SYSTEM CONNECTION FEES	404-343-3501	\$7,412.21	\$7,000.00	\$0.00	-100%	
SEWER TAP CONNECTION FEES	406-343-5500	\$15,731.69	\$5,000.00	\$0.00	-100%	
WATER SDC FEES	408-343-3560	\$1,717,366.25	\$1,500,000.00	\$3,019,600.00	101.3%	
WASTEWATER SDC FEES	409-343-5560	\$3,022,260.92	\$2,650,000.00	\$5,979,400.00	125.6%	
<b>Total Charges for Services:</b>		<b>\$13,704,011.62</b>	<b>\$13,229,000.00</b>	<b>\$21,364,350.00</b>	<b>62.5%</b>	
<b>Total Charges for Services:</b>		<b>\$13,704,011.62</b>	<b>\$13,229,000.00</b>	<b>\$21,364,350.00</b>	<b>62.5%</b>	
<b>Total Revenue Source:</b>		<b>\$13,704,011.62</b>	<b>\$13,229,000.00</b>	<b>\$21,364,350.00</b>	<b>62.5%</b>	

## Fines and Forfeitures Summary

These revenues include court fines and fees, and fees related to code violations. These estimates are developed from historical data trends, which remain relatively constant from year to year. The total budgeted in revenue from these sources in FY24 equals \$34,000 which equates to less than 1% of the General Fund revenues.

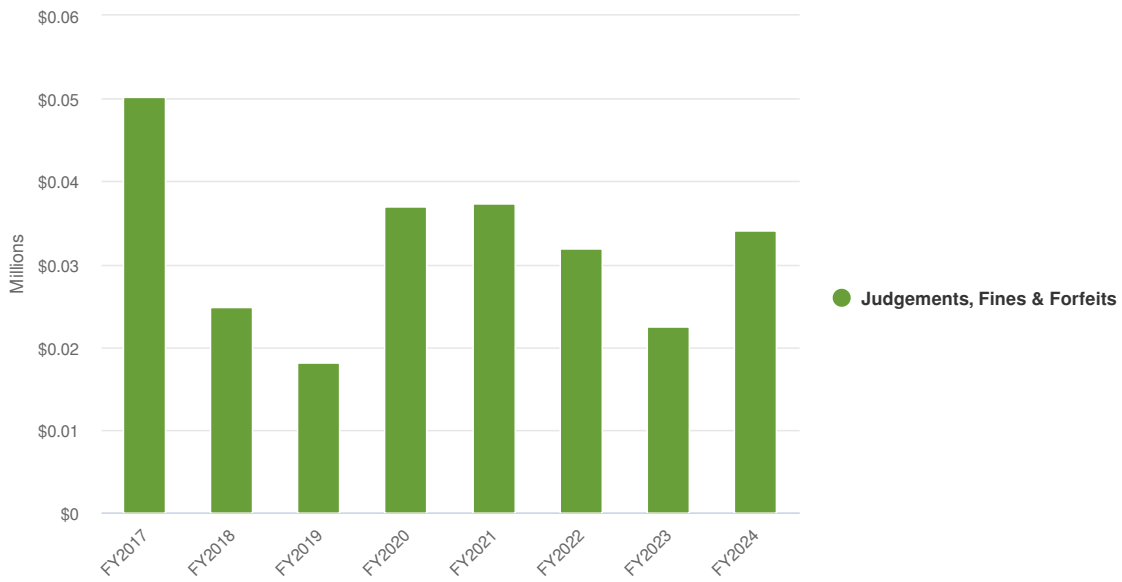
\$34,000    \$11,500  
 (51.11% vs. prior year)

### Fines and Forfeitures Proposed and Historical Budget vs. Actual



## Revenues by Source

### Budgeted and Historical 2024 Revenues by Source



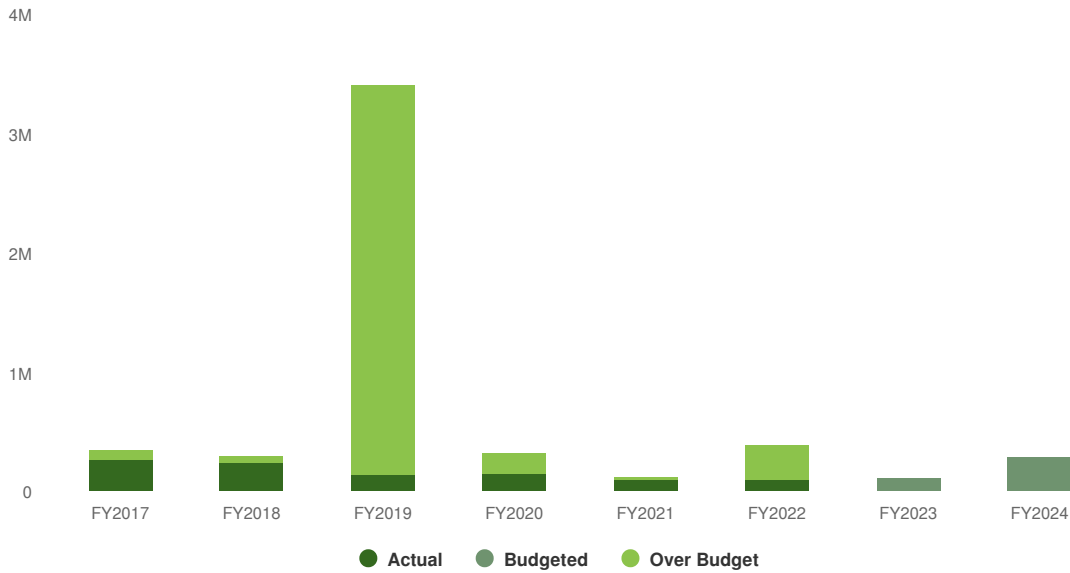
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Revenue Source</b>						
<b>Judgements, Fines &amp; Forfeits</b>						
<b>Judgements, Fines &amp; Forfeits</b>						
FINES	001-350-1000	\$27,251.97	\$20,000.00	\$30,000.00	50%	
CODE ENFORCEMENT	001-351-1002	\$1,825.29	\$1,000.00	\$1,500.00	50%	
POLICE-2ND DOLLAR FUND	001-351-3000	\$2,900.28	\$1,500.00	\$2,500.00	66.7%	
<b>Total Judgements, Fines &amp; Forfeits:</b>		<b>\$31,977.54</b>	<b>\$22,500.00</b>	<b>\$34,000.00</b>	<b>51.1%</b>	
<b>Total Judgements, Fines &amp; Forfeits:</b>		<b>\$31,977.54</b>	<b>\$22,500.00</b>	<b>\$34,000.00</b>	<b>51.1%</b>	
<b>Total Revenue Source:</b>		<b>\$31,977.54</b>	<b>\$22,500.00</b>	<b>\$34,000.00</b>	<b>51.1%</b>	

## Miscellaneous Revenues Summary

These revenues include a variety of sources including interest on investments, rents, refunds, contributions, and revenues which cannot be recognized in other classifications. The revenues in this category are examined based on economic conditions, and a variety of methods are used to develop good estimates, but by their nature they can vary significantly. Projections of interest income are based on estimates of the amount that is expected to be available for investment, coupled with an expected short-term interest rate.

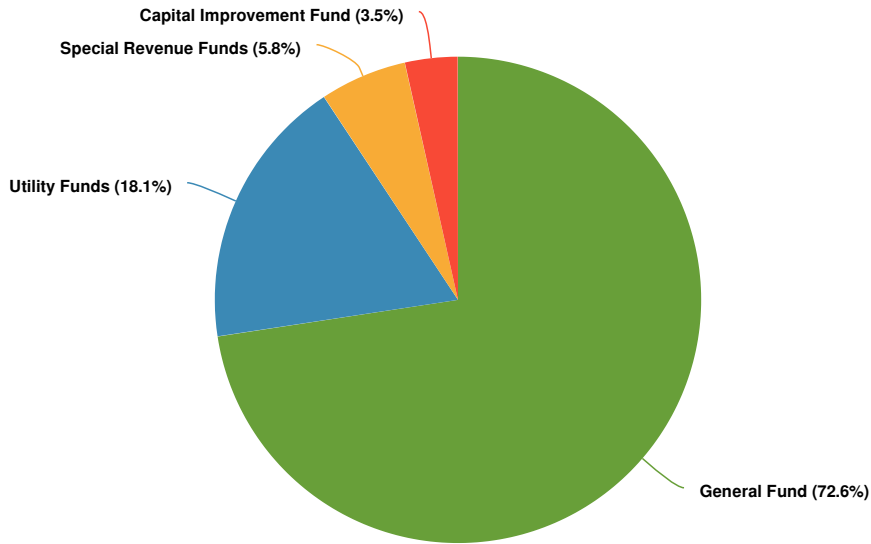
**\$285,510** **\$178,495**  
 (166.79% vs. prior year)

### Miscellaneous Revenues Proposed and Historical Budget vs. Actual

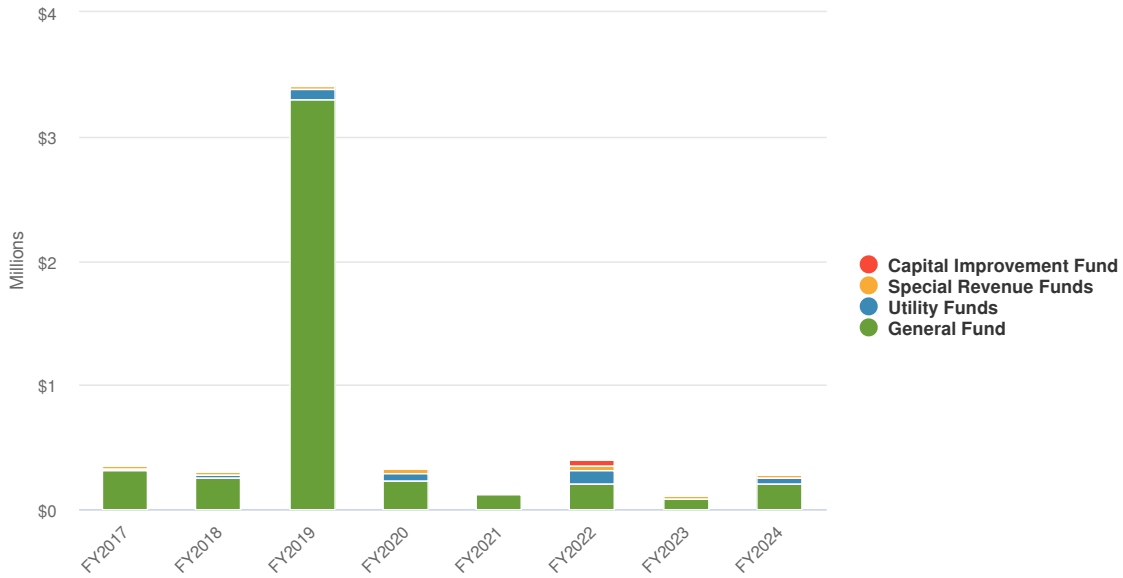


# Revenue by Fund

## 2024 Revenue by Fund



## Budgeted and Historical 2024 Revenue by Fund



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>General Fund</b>						
Miscellaneous Revenues						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
OTHER MISCELLANEOUS REVENUE	001-369-0000	\$6,413.14	\$10,000.00	\$10,000.00	0%	
STATE HIGHWAY LIGHTING AGREEMENT	001-369-0010	\$17,247.78	\$17,765.00	\$18,300.00	3%	
FDOT HIGHWAY MAINTENANCE AGREEMENT	001-369-0012	\$15,500.08	\$13,440.00	\$15,000.00	11.6%	
AUCTION PROCEEDS	001-369-0050	\$9,972.00	\$10,000.00	\$10,000.00	0%	
SPONSORSHIPS	001-369-0052	\$1,265.00	\$1,000.00	\$0.00	-100%	
DONATIONS	001-369-0058	\$17,515.70		\$0.00	0%	
MULTI-PURPOSE FIELD RENTAL	001-369-0075	\$0.00	\$100.00	\$0.00	-100%	
BASEBALL FIELD RENTAL	001-369-0076	\$3,329.84	\$1,000.00	\$3,000.00	200%	
FIELD PREPARATION FEES	001-369-0078	\$345.00	\$100.00	\$500.00	400%	
PROGRAM REGISTRATION FEES	001-369-0792	\$29,002.57	\$15,000.00	\$30,000.00	100%	
CONCESSION / VENDOR FEES	001-369-0794	\$100.00	\$100.00	\$0.00	-100%	
SPECIAL EVENT REGISTRATION FEES	001-369-0796	\$1,330.00	\$1,500.00	\$5,000.00	233.3%	
POLICE DEPT MISCELLANEOUS REVENUE	001-369-2100	\$4,794.00	\$1,500.00	\$3,500.00	133.3%	
MISCELLANEOUS POLICE DONATIONS	001-369-3700	\$0.00	\$100.00	\$0.00	-100%	
FUEL TAX REFUND	001-369-4000	\$11,470.88	\$6,500.00	\$12,000.00	84.6%	
INTEREST EARNINGS	001-361-0000	\$85,937.51	\$5,000.00	\$100,000.00	1,900%	
<b>Total Miscellaneous Revenues:</b>		<b>\$204,223.50</b>	<b>\$83,105.00</b>	<b>\$207,300.00</b>	<b>149.4%</b>	
<b>Total General Fund:</b>		<b>\$204,223.50</b>	<b>\$83,105.00</b>	<b>\$207,300.00</b>	<b>149.4%</b>	
<b>Special Revenue Funds</b>						
<b>Greenwood Cemetery Fund</b>						
<b>Miscellaneous Revenues</b>						
OTHER MISCELLANEOUS REVENUE	101-369-0000	\$0.00	\$100.00	\$100.00	0%	
INTEREST EARNED	101-361-1350	\$521.29	\$200.00	\$200.00	0%	
CEMETERY LOT SALES	101-364-1000	\$2,100.00	\$2,100.00	\$0.00	-100%	
<b>Total Miscellaneous Revenues:</b>		<b>\$2,621.29</b>	<b>\$2,400.00</b>	<b>\$300.00</b>	<b>-87.5%</b>	
<b>Total Greenwood Cemetery Fund:</b>		<b>\$2,621.29</b>	<b>\$2,400.00</b>	<b>\$300.00</b>	<b>-87.5%</b>	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Community Redevelopment Area Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	104-361-0000	\$8,461.61		\$0.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$8,461.61</b>		<b>\$0.00</b>	<b>0%</b>	
<b>Total Community Redevelopment Area Fund:</b>		<b>\$8,461.61</b>		<b>\$0.00</b>	<b>0%</b>	
<b>Baker House Fund</b>						
<b>Miscellaneous Revenues</b>						
DONATIONS	105-369-0058	\$14,697.00	\$15,000.00	\$15,000.00	0%	
INTEREST	105-361-0000	\$162.35	\$100.00	\$100.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$14,859.35</b>	<b>\$15,100.00</b>	<b>\$15,100.00</b>	<b>0%</b>	
<b>Total Baker House Fund:</b>		<b>\$14,859.35</b>	<b>\$15,100.00</b>	<b>\$15,100.00</b>	<b>0%</b>	
<b>Parks and Recreation Impact Fee Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	107-361-0000	\$2,318.59		\$1,000.00	N/A	
<b>Total Miscellaneous Revenues:</b>		<b>\$2,318.59</b>		<b>\$1,000.00</b>	<b>N/A</b>	
<b>Total Parks and Recreation Impact Fee Fund:</b>		<b>\$2,318.59</b>		<b>\$1,000.00</b>	<b>N/A</b>	
<b>Law Enforcement Impact Fee Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	108-361-0000	\$153.73		\$100.00	N/A	
<b>Total Miscellaneous Revenues:</b>		<b>\$153.73</b>		<b>\$100.00</b>	<b>N/A</b>	
<b>Total Law Enforcement Impact Fee Fund:</b>		<b>\$153.73</b>		<b>\$100.00</b>	<b>N/A</b>	
<b>Law Enforcement Trust Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	601-361-0000	\$352.92	\$10.00	\$10.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$352.92</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>0%</b>	
<b>Total Law Enforcement Trust Fund:</b>		<b>\$352.92</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>0%</b>	
<b>Total Special Revenue Funds:</b>		<b>\$28,767.49</b>	<b>\$17,510.00</b>	<b>\$16,510.00</b>	<b>-5.7%</b>	
<b>Capital Improvement Fund</b>						
<b>Miscellaneous Revenues</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
INTEREST	301-361-0000	\$77,499.22	\$100.00	\$10,000.00	9,900%	
GAIN OR LOSS ON INVESTMENT	301-361-4000	-\$30,325.66			N/A	
<b>Total Miscellaneous Revenues:</b>		<b>\$47,173.56</b>	<b>\$100.00</b>	<b>\$10,000.00</b>	<b>9,900%</b>	
<b>Total Capital Improvement Fund:</b>		<b>\$47,173.56</b>	<b>\$100.00</b>	<b>\$10,000.00</b>	<b>9,900%</b>	
<b>Utility Funds</b>						
<b>Utility Revenue Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST EARNINGS	401-361-0000	\$87,671.83	\$75,000.00	\$50,000.00	900%	
<b>Total Miscellaneous Revenues:</b>		<b>\$87,671.83</b>	<b>\$75,000.00</b>	<b>\$50,000.00</b>	<b>900%</b>	
<b>Total Utility Revenue Fund:</b>		<b>\$87,671.83</b>	<b>\$75,000.00</b>	<b>\$50,000.00</b>	<b>900%</b>	
<b>Industrial Park Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST EARNINGS	403-361-0000	\$557.21	\$100.00	\$100.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$557.21</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0%</b>	
<b>Total Industrial Park Fund:</b>		<b>\$557.21</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0%</b>	
<b>Utility Capital Projects Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	402-361-0000	\$24,160.51	\$1,000.00	\$1,000.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$24,160.51</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>0%</b>	
<b>Total Utility Capital Projects Fund:</b>		<b>\$24,160.51</b>	<b>\$1,000.00</b>	<b>\$1,000.00</b>	<b>0%</b>	
<b>Water Connection Fee Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	404-361-0000	\$49.41		\$0.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$49.41</b>		<b>\$0.00</b>	<b>0%</b>	
<b>Total Water Connection Fee Fund:</b>		<b>\$49.41</b>		<b>\$0.00</b>	<b>0%</b>	
<b>Wastewater Connection Fee Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST	406-361-0000	\$38.24		\$0.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$38.24</b>		<b>\$0.00</b>	<b>0%</b>	
<b>Total Wastewater Connection Fee Fund:</b>		<b>\$38.24</b>		<b>\$0.00</b>	<b>0%</b>	

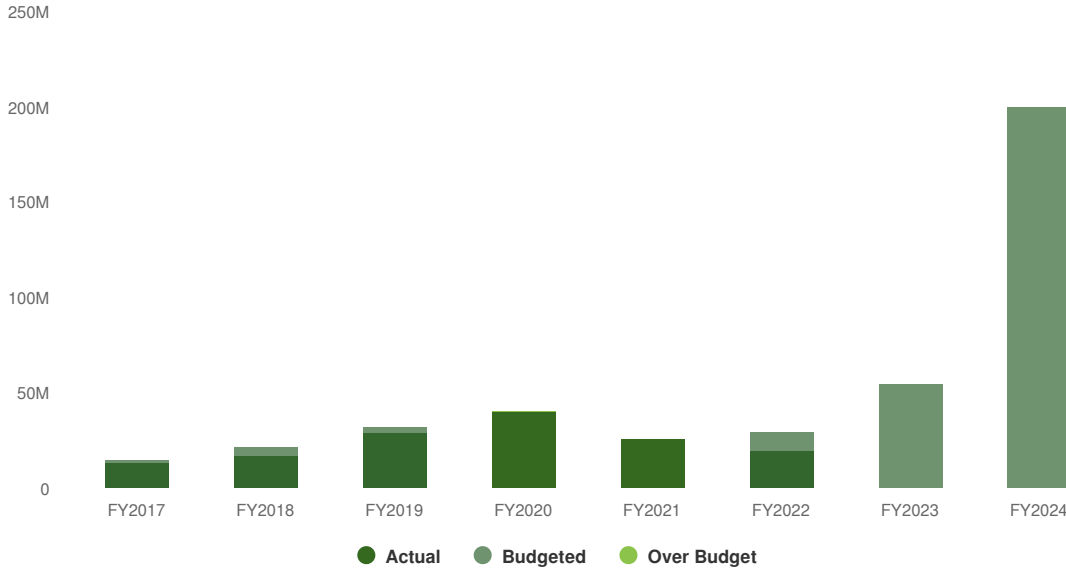
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Water System Development Charge Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST EARNED	408-361-0000	\$306.43	\$100.00	\$100.00	0%	
<b>Total Miscellaneous Revenues:</b>		<b>\$306.43</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0%</b>	
<b>Total Water System Development Charge Fund:</b>		<b>\$306.43</b>	<b>\$100.00</b>	<b>\$100.00</b>	<b>0%</b>	
<b>Wastewater System Development Charge Fund</b>						
<b>Miscellaneous Revenues</b>						
INTEREST EARNED	409-361-0000	\$615.64	\$100.00	\$500.00	400%	
<b>Total Miscellaneous Revenues:</b>		<b>\$615.64</b>	<b>\$100.00</b>	<b>\$500.00</b>	<b>400%</b>	
<b>Total Wastewater System Development Charge Fund:</b>		<b>\$615.64</b>	<b>\$100.00</b>	<b>\$500.00</b>	<b>400%</b>	
<b>Total Utility Funds:</b>		<b>\$113,399.27</b>	<b>\$76,300.00</b>	<b>\$51,700.00</b>	<b>720.6%</b>	
<b>Total:</b>		<b>\$393,563.82</b>	<b>\$177,015.00</b>	<b>\$285,510.00</b>	<b>166.8%</b>	

## Other Sources Summary

Other sources include operating transfers and other funding sources for capital improvements or purchases.

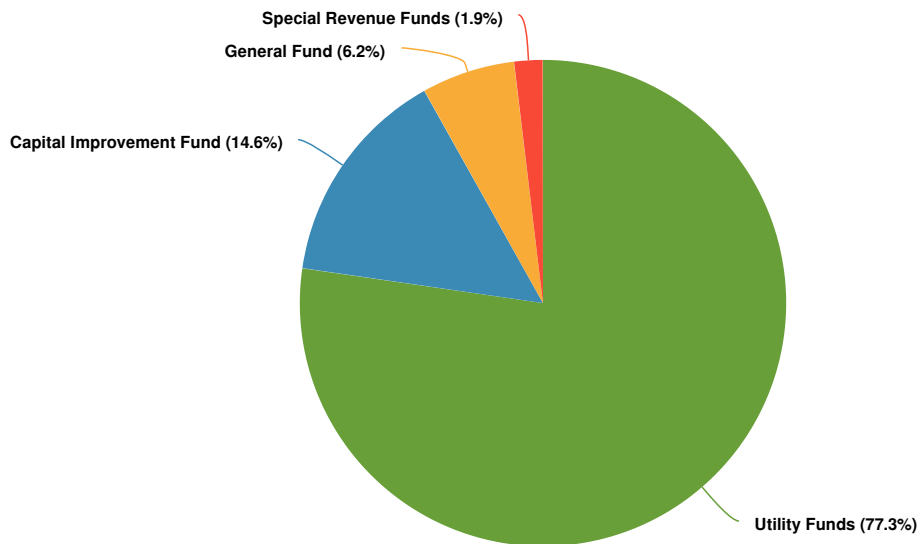
**\$200,076,680** **\$145,007,400**  
 (263.32% vs. prior year)

### Other Sources Proposed and Historical Budget vs. Actual

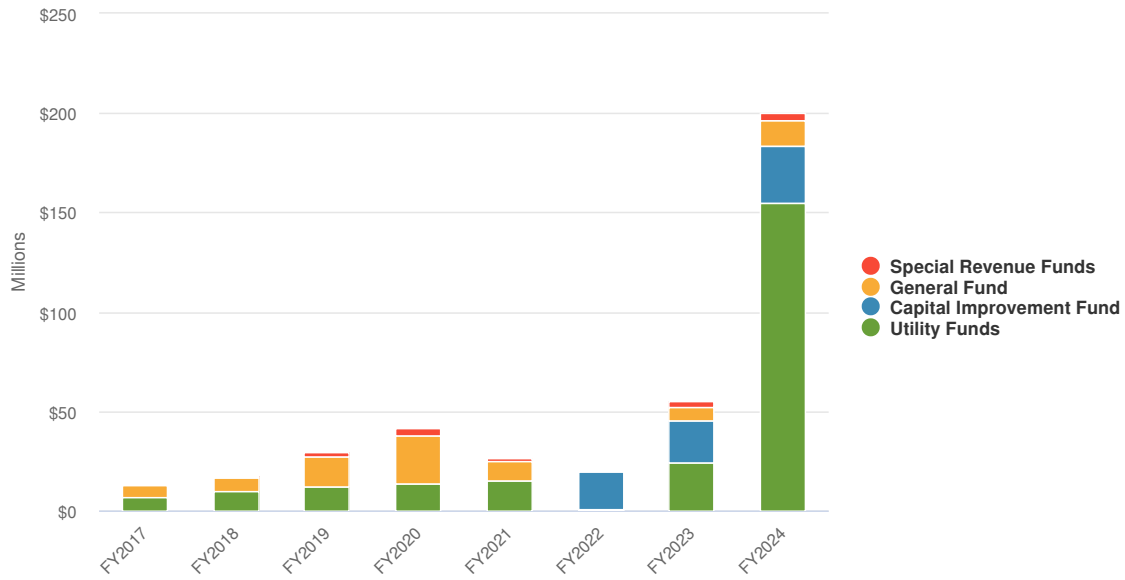


## Revenue by Fund

### 2024 Revenue by Fund



### Budgeted and Historical 2024 Revenue by Fund



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>General Fund</b>						
<b>Other Sources</b>						
MISC. GRANTS/VESTS	001-369-3748	\$2,325.00		\$2,500.00	N/A	
OTHR FINANCING SOURCE-INSURANCE PROCEEDS	001-380-1000	\$67,736.50		\$0.00	0%	
OTHER FINANCING SOURCE-COUNTY REIMBURSE	001-380-1001	\$90,804.00		\$0.00	0%	
NON-OPERATIONAL CASH FORWARD-GEN FUND	001-389-5000	\$0.00	\$5,806,015.00	\$12,000,000.00	106.7%	
CANCEL PRIOR YEAR EXPENSE	001-393-0000	\$9,245.89			N/A	
TRANSFER FROM INDUSTRIAL PARK	001-382-1010	\$10,000.00	\$10,000.00	\$10,000.00	0%	
TRANSFER FROM LAW ENFORCEMENT IMP FEES	001-382-1013	\$412,800.00	\$412,800.00	\$412,800.00	0%	
<b>Total Other Sources:</b>		<b>\$592,911.39</b>	<b>\$6,228,815.00</b>	<b>\$12,425,300.00</b>	<b>99.5%</b>	
<b>Total General Fund:</b>		<b>\$592,911.39</b>	<b>\$6,228,815.00</b>	<b>\$12,425,300.00</b>	<b>99.5%</b>	
<b>Special Revenue Funds</b>						
<b>Greenwood Cemetery Fund</b>						
<b>Other Sources</b>						
NON-OPER/ CEMETERY RESERVES FORWARD	101-389-5000	\$0.00	\$57,400.00	\$62,970.00	9.7%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$57,400.00</b>	<b>\$62,970.00</b>	<b>9.7%</b>	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Total Greenwood Cemetery Fund:</b>		<b>\$0.00</b>	<b>\$57,400.00</b>	<b>\$62,970.00</b>	<b>9.7%</b>	
<b>Community Redevelopment Area Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - CRA DISTRICT	104-389-5006	\$0.00	\$1,007,900.00	\$1,396,500.00	38.6%	
TRANSFER FROM GENERAL	104-382-0010	\$185,870.00	\$197,730.00	\$215,690.00	9.1%	
<b>Total Other Sources:</b>		<b>\$185,870.00</b>	<b>\$1,205,630.00</b>	<b>\$1,612,190.00</b>	<b>33.7%</b>	
<b>Total Community Redevelopment Area Fund:</b>		<b>\$185,870.00</b>	<b>\$1,205,630.00</b>	<b>\$1,612,190.00</b>	<b>33.7%</b>	
<b>Baker House Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - BAKER HOUSE	105-389-5010	\$0.00	\$27,400.00	\$18,000.00	-34.3%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$27,400.00</b>	<b>\$18,000.00</b>	<b>-34.3%</b>	
<b>Total Baker House Fund:</b>		<b>\$0.00</b>	<b>\$27,400.00</b>	<b>\$18,000.00</b>	<b>-34.3%</b>	
<b>Parks and Recreation Impact Fee Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - P & R IMPACT FEE	107-389-5004	\$0.00	\$275,000.00	\$736,160.00	167.7%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$275,000.00</b>	<b>\$736,160.00</b>	<b>167.7%</b>	
<b>Total Parks and Recreation Impact Fee Fund:</b>		<b>\$0.00</b>	<b>\$275,000.00</b>	<b>\$736,160.00</b>	<b>167.7%</b>	
<b>Law Enforcement Impact Fee Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - POLICE IMPACT FEE	108-389-5002	\$0.00	\$1,540,500.00	\$1,320,330.00	-14.3%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$1,540,500.00</b>	<b>\$1,320,330.00</b>	<b>-14.3%</b>	
<b>Total Law Enforcement Impact Fee Fund:</b>		<b>\$0.00</b>	<b>\$1,540,500.00</b>	<b>\$1,320,330.00</b>	<b>-14.3%</b>	
<b>Law Enforcement Trust Fund</b>						
<b>Other Sources</b>						
NON-OPERATIONAL- CASH FORWARD	601-389-5000	\$0.00	\$50,185.00	\$51,805.00	3.2%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$50,185.00</b>	<b>\$51,805.00</b>	<b>3.2%</b>	
<b>Total Law Enforcement Trust Fund:</b>		<b>\$0.00</b>	<b>\$50,185.00</b>	<b>\$51,805.00</b>	<b>3.2%</b>	
<b>Total Special Revenue Funds:</b>		<b>\$185,870.00</b>	<b>\$3,156,115.00</b>	<b>\$3,801,455.00</b>	<b>20.4%</b>	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Capital Improvement Fund</b>						
<b>Other Sources</b>						
NON-OPERATIONAL CASH FORWARD-CAP.IMPR	301-389-5000	\$0.00	\$13,357,100.00	\$13,481,125.00	0.9%	
TRANSFER FROM GENERAL FUND	301-382-0010	\$18,650,000.00	\$10,100,000.00	\$15,700,000.00	96.3%	
<b>Total Other Sources:</b>		<b>\$18,650,000.00</b>	<b>\$23,457,100.00</b>	<b>\$29,181,125.00</b>	<b>36.6%</b>	
<b>Total Capital Improvement Fund:</b>		<b>\$18,650,000.00</b>	<b>\$23,457,100.00</b>	<b>\$29,181,125.00</b>	<b>36.6%</b>	
<b>Utility Funds</b>						
<b>Utility Revenue Fund</b>						
<b>Other Sources</b>						
OTHR FINANCING SOURCE-INSURANCE PROCEEDS	401-380-1000	\$23,186.50	\$15,200.00		N/A	
Non-Operational-Cash Forward-W/S	401-389-5000	\$0.00	\$9,170,000.00	\$7,600,000.00	-17.1%	
CANCEL PRIOR YEAR EXPENSE	401-393-0000	-\$10.18			N/A	
TRANSFER FROM WATER CONNECTION FEE FUND	401-381-1008	\$13,820.00		\$0.00	0%	
TRANSFER FROM WATER SDC FUND	401-381-1011	\$219,080.26		\$0.00	0%	
TRANSFER FROM SEWER SDC FUND	401-381-1014	\$357,517.36		\$0.00	0%	
<b>Total Other Sources:</b>		<b>\$613,593.94</b>	<b>\$9,185,200.00</b>	<b>\$7,600,000.00</b>	<b>-17.1%</b>	
<b>Total Utility Revenue Fund:</b>		<b>\$613,593.94</b>	<b>\$9,185,200.00</b>	<b>\$7,600,000.00</b>	<b>-17.1%</b>	
<b>Industrial Park Fund</b>						
<b>Other Sources</b>						
NON-OPERATIONAL-CASH FORWARD	403-389-5000	\$0.00	\$72,500.00	\$63,300.00	-12.7%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$72,500.00</b>	<b>\$63,300.00</b>	<b>-12.7%</b>	
<b>Total Industrial Park Fund:</b>		<b>\$0.00</b>	<b>\$72,500.00</b>	<b>\$63,300.00</b>	<b>-12.7%</b>	
<b>Utility Capital Projects Fund</b>						
<b>Other Sources</b>						
CASH FORWARD	402-389-5000	\$0.00	\$4,000,000.00	\$845,000.00	-78.9%	
LOAN PROCEEDS	402-389-9001	\$0.00		\$132,000,000.00	N/A	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$4,000,000.00</b>	<b>\$132,845,000.00</b>	<b>3,221.1%</b>	
<b>Total Utility Capital Projects Fund:</b>		<b>\$0.00</b>	<b>\$4,000,000.00</b>	<b>\$132,845,000.00</b>	<b>3,221.1%</b>	
<b>Water Connection Fee Fund</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Other Sources</b>						
CASH FORWARD - WATER CONNECTIONS	404-389-5002	\$0.00	\$383,800.00	\$175,000.00	-54.4%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$383,800.00</b>	<b>\$175,000.00</b>	<b>-54.4%</b>	
<b>Total Water Connection Fee Fund:</b>		<b>\$0.00</b>	<b>\$383,800.00</b>	<b>\$175,000.00</b>	<b>-54.4%</b>	
<b>Wastewater Connection Fee Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - WASTEWATER CONNECTION FEE	406-389-5006	\$0.00	\$383,950.00	\$183,800.00	-52.1%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$383,950.00</b>	<b>\$183,800.00</b>	<b>-52.1%</b>	
<b>Total Wastewater Connection Fee Fund:</b>		<b>\$0.00</b>	<b>\$383,950.00</b>	<b>\$183,800.00</b>	<b>-52.1%</b>	
<b>Water System Development Charge Fund</b>						
<b>Other Sources</b>						
CASH FORWARD - WATER SDC	408-389-5012	\$0.00	\$3,427,000.00	\$4,301,700.00	25.5%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$3,427,000.00</b>	<b>\$4,301,700.00</b>	<b>25.5%</b>	
<b>Total Water System Development Charge Fund:</b>		<b>\$0.00</b>	<b>\$3,427,000.00</b>	<b>\$4,301,700.00</b>	<b>25.5%</b>	
<b>Wastewater System Development Charge Fund</b>						
<b>Other Sources</b>						
CASH FORWARD	409-389-5013	\$0.00	\$6,890,000.00	\$9,500,000.00	37.9%	
<b>Total Other Sources:</b>		<b>\$0.00</b>	<b>\$6,890,000.00</b>	<b>\$9,500,000.00</b>	<b>37.9%</b>	
<b>Total Wastewater System Development Charge Fund:</b>		<b>\$0.00</b>	<b>\$6,890,000.00</b>	<b>\$9,500,000.00</b>	<b>37.9%</b>	
<b>Total Utility Funds:</b>		<b>\$613,593.94</b>	<b>\$24,342,450.00</b>	<b>\$154,668,800.00</b>	<b>535.8%</b>	
<b>Total:</b>		<b>\$20,042,375.33</b>	<b>\$57,184,480.00</b>	<b>\$200,076,680.00</b>	<b>263.3%</b>	

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# DEPARTMENTS

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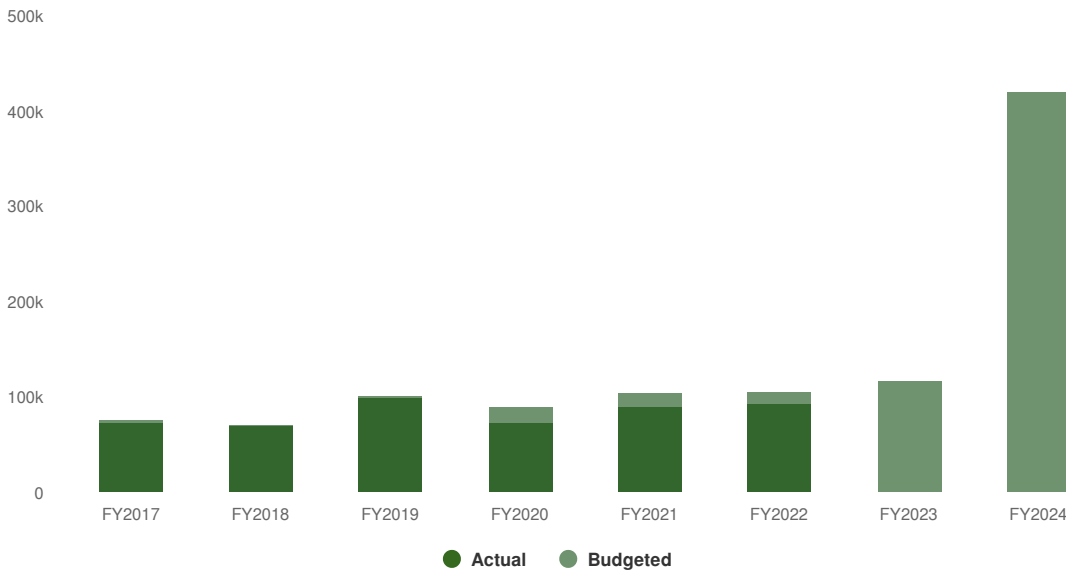
# Legislative

The Legislative Department is made up of one (1) Mayor-Commissioner and four (4) City Commissioners, all elected at-large to four-year terms. The Legislative Department has all powers of the City of Wildwood except as otherwise provided by the City's Charter or by the Constitution or Statutes of the State of Florida. Among those powers, they have the power to pass ordinances, resolutions, enter contracts, and appoint officers, boards and commissions. The City Commission appoints the City Manager and work closely together to ensure that the City's goals, established in the adopted strategic plan, are being obtained.

## Expenditures Summary

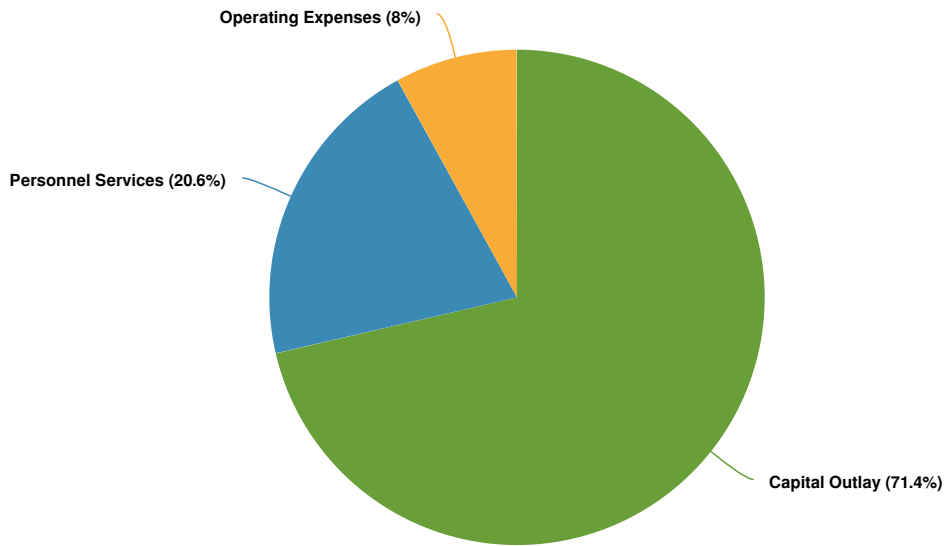
**\$420,310** **\$304,300**  
(262.30% vs. prior year)

Legislative Proposed and Historical Budget vs. Actual

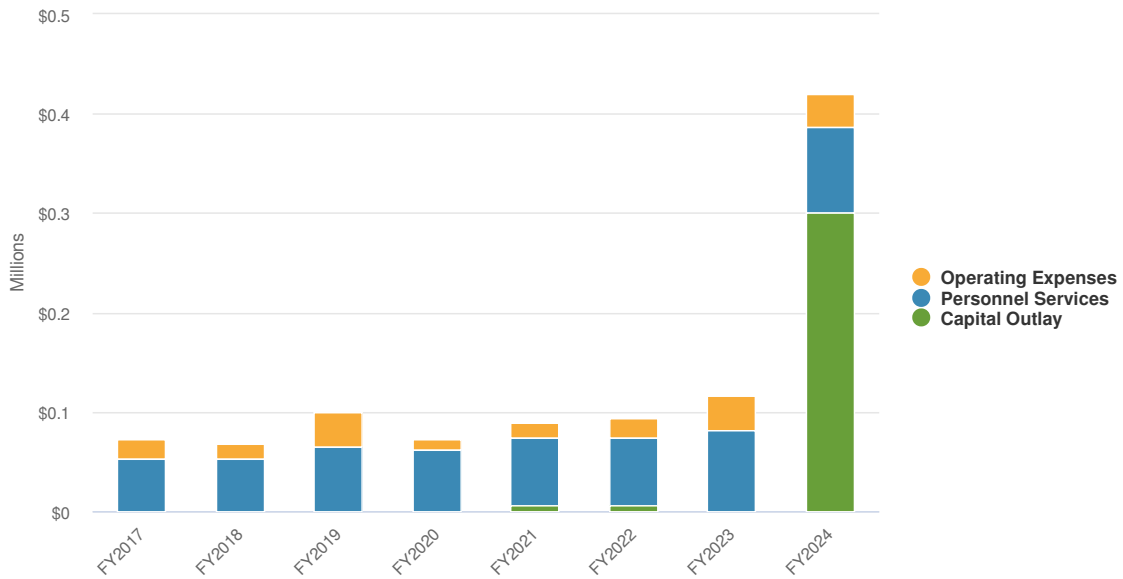


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



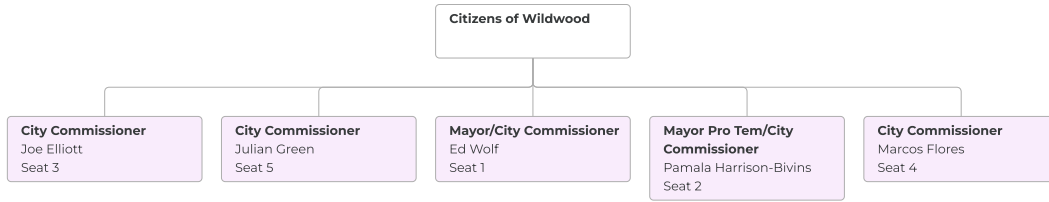
## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Salaries and Wages</b>						
SALARIES	001-511-10-1200	\$42,528.84	\$48,910.00	\$51,690.00	5.7%	
<b>Total Salaries and Wages:</b>		<b>\$42,528.84</b>	<b>\$48,910.00</b>	<b>\$51,690.00</b>	<b>5.7%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-511-10-2100	\$3,253.32	\$3,750.00	\$3,960.00	5.6%	
RETIREMENT	001-511-10-2200	\$22,461.75	\$27,880.00	\$30,340.00	8.8%	
LIFE & HEALTH INSURANCE	001-511-10-2300	\$285.00	\$350.00	\$450.00	28.6%	
WORKERS COMPENSATION INSURANCE	001-511-10-2600	\$133.96	\$150.00	\$250.00	66.7%	
<b>Total Other Employment Benefits:</b>		<b>\$26,134.03</b>	<b>\$32,130.00</b>	<b>\$35,000.00</b>	<b>8.9%</b>	
<b>Total Personnel Services:</b>		<b>\$68,662.87</b>	<b>\$81,040.00</b>	<b>\$86,690.00</b>	<b>7%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-511-30-3100	\$2,200.00	\$6,000.00	\$6,000.00	0%	
TRAVEL & PER DIEM	001-511-30-4000	\$6,205.44	\$7,000.00	\$7,000.00	0%	
TELEPHONE EXPENSE	001-511-30-4100	\$1,196.00	\$2,000.00	\$2,000.00	0%	
IT LICENSING / EQUIPMENT	001-511-30-4110	\$4,807.20	\$8,470.00	\$5,970.00	-29.5%	
REPAIR & MAINTENANCE	001-511-30-4600	\$0.00	\$500.00	\$500.00	0%	
MISC. EXPENSE & OTHER CURRENT	001-511-30-4900	\$66.37	\$2,500.00	\$2,500.00	0%	
OFFICE SUPPLIES	001-511-30-5100	\$39.00	\$150.00	\$150.00	0%	
OPERATING SUPPLIES	001-511-30-5200	\$98.66	\$400.00	\$400.00	0%	
SUBSCRIPTIONS/DUES	001-511-30-5400	\$2,680.00	\$5,300.00	\$6,300.00	18.9%	
TRAINING	001-511-30-5500	\$1,650.00	\$2,650.00	\$2,800.00	5.7%	
<b>Total Operating Expenses:</b>		<b>\$18,942.67</b>	<b>\$34,970.00</b>	<b>\$33,620.00</b>	<b>-3.9%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-BUILDINGS	001-511-60-6200	\$0.00		\$300,000.00	N/A	
CAPITAL IMPROVEMENT-OTHER	001-511-60-6300	\$5,698.00		\$0.00	0%	
<b>Total Capital Outlay:</b>		<b>\$5,698.00</b>		<b>\$300,000.00</b>	<b>N/A</b>	
<b>Total Expense Objects:</b>		<b>\$93,303.54</b>	<b>\$116,010.00</b>	<b>\$420,310.00</b>	<b>262.3%</b>	

# Organizational Chart



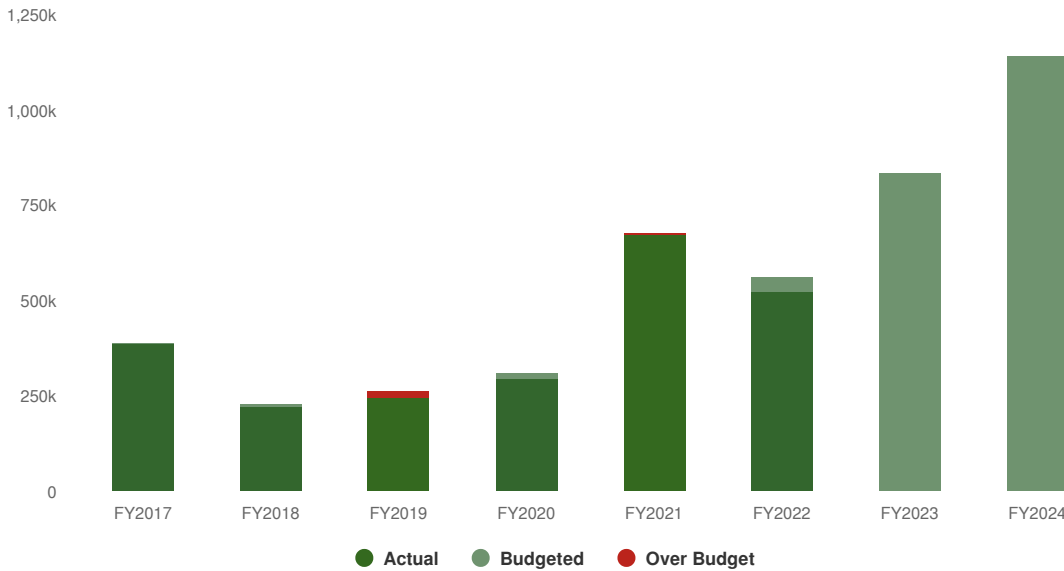
# Executive

The Executive Department consists of the City Manager and administrative support staff. The City Manager is the Chief Administrative Officer of the City. The responsibilities of the City Manager are established in the City Charter. The duties of the City Manager include but are not limited to; carrying out the actions of the City Commission, preparing the City's annual operating and capital budgets, informing the City Commission of the City's financial condition and future needs of the City, overseeing all departments and divisions of the City, appointing or removing all subordinate officers and employees, and ensuring the laws, ordinances, contracts, and policies of the City are adhered to.

## Expenditures Summary

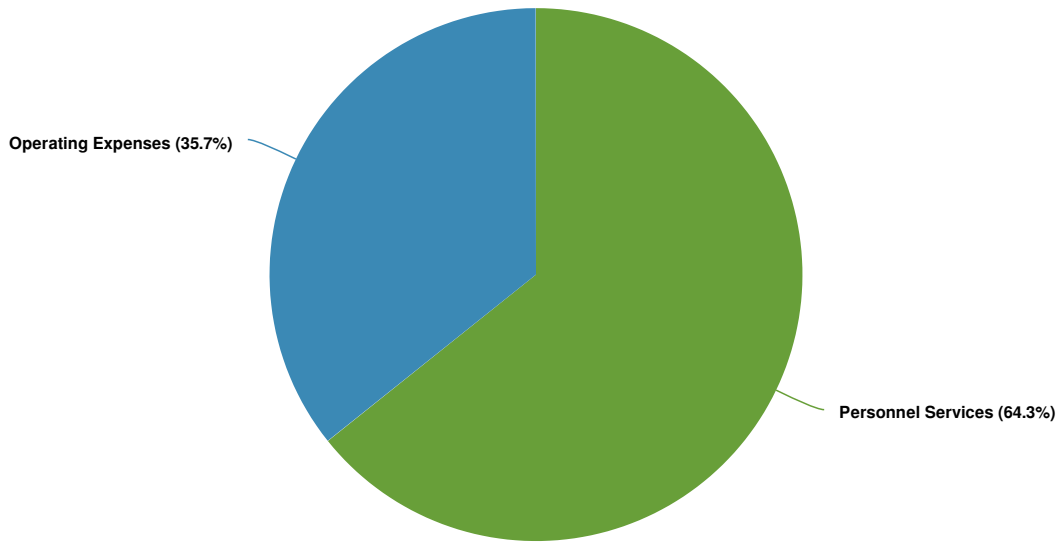
**\$1,141,420** **\$307,340**  
(36.85% vs. prior year)

Executive Proposed and Historical Budget vs. Actual

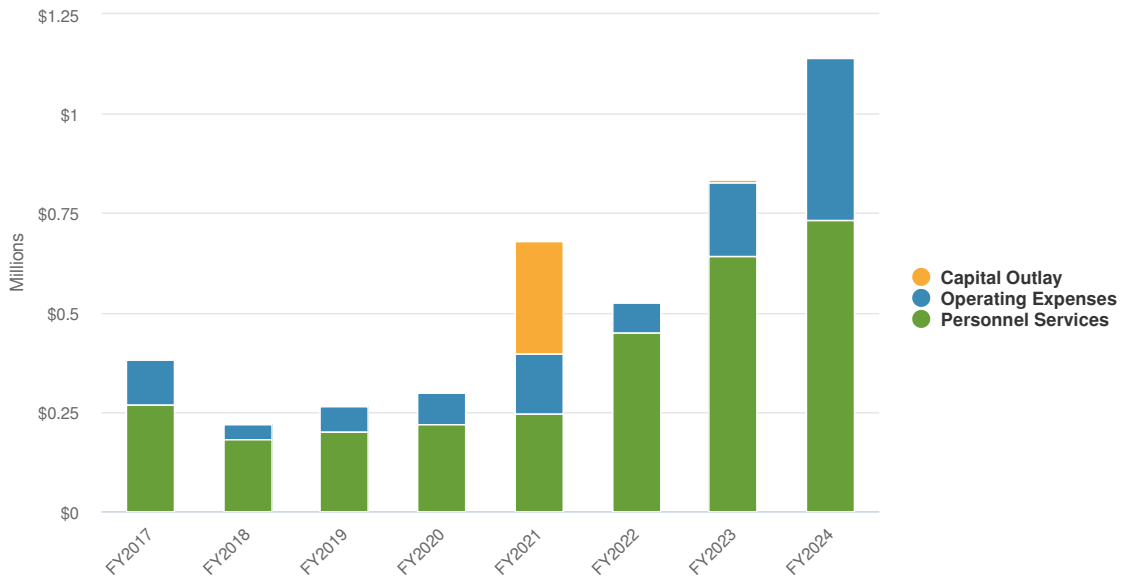


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

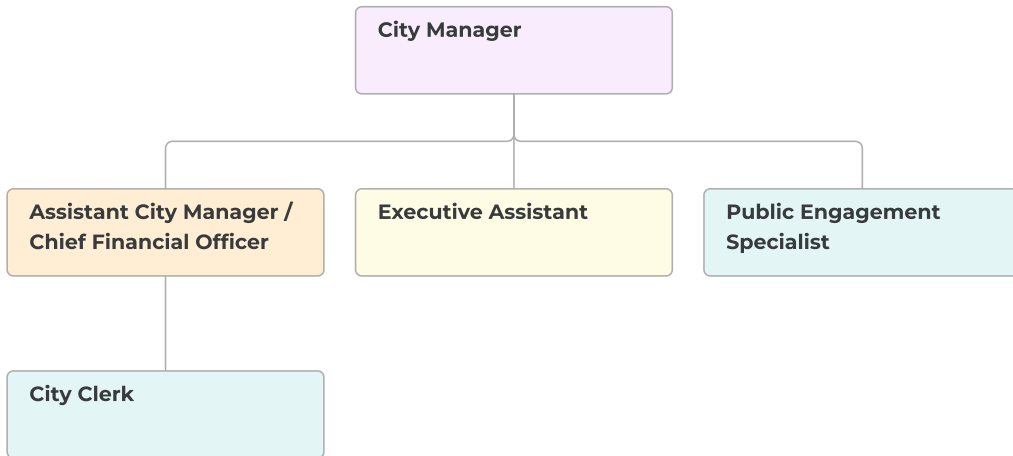


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-512-10-1200	\$283,686.15	\$448,710.00	\$509,290.00	13.5%	
OVERTIME	001-512-10-1300	\$69.81		\$0.00	0%	
SICK LEAVE	001-512-10-1500	\$6,172.52		\$0.00	0%	
VACATION PAY	001-512-10-1600	\$12,418.17		\$0.00	0%	
HOLIDAY PAY	001-512-10-1800	\$12,853.78		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$315,200.43</b>	<b>\$448,710.00</b>	<b>\$509,290.00</b>	<b>13.5%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-512-10-2100	\$24,024.10	\$34,330.00	\$38,970.00	13.5%	
RETIREMENT	001-512-10-2200	\$84,211.65	\$110,900.00	\$138,110.00	24.5%	
LIFE & HEALTH INSURANCE	001-512-10-2300	\$24,071.20	\$46,800.00	\$46,800.00	0%	
WORKERS COMPENSATION INSURANCE	001-512-10-2600	\$446.58	\$500.00	\$500.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$132,753.53</b>	<b>\$192,530.00</b>	<b>\$224,380.00</b>	<b>16.5%</b>	
<b>Total Personnel Services:</b>		<b>\$447,953.96</b>	<b>\$641,240.00</b>	<b>\$733,670.00</b>	<b>14.4%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-512-30-3100	\$53,952.16	\$125,000.00	\$318,200.00	154.6%	
Clothing and Uniforms	001-512-30-3450	\$0.00	\$500.00	\$750.00	50%	
TRAVEL & PER DIEM	001-512-30-4000	\$7,309.05	\$10,600.00	\$10,600.00	0%	
TELEPHONE EXPENSE	001-512-30-4100	\$2,788.94	\$4,500.00	\$5,000.00	11.1%	
IT LICENSING / EQUIPMENT	001-512-30-4110	\$2,890.83	\$11,840.00	\$23,150.00	95.5%	
Advertising/Recording Expense	001-512-30-4150	\$0.00	\$4,000.00	\$4,000.00	0%	
POSTAGE/TRANSPORTATION FEES	001-512-30-4200	\$7.29	\$500.00	\$1,000.00	100%	
REPAIR & MAINTENANCE	001-512-30-4600	\$946.22	\$5,800.00	\$5,800.00	0%	
MISC. EXPENSE & OTHER CURRENT	001-512-30-4900	\$501.71	\$1,000.00	\$2,500.00	150%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
OFFICE SUPPLIES	001-512-30-5100	\$338.18	\$2,000.00	\$2,000.00	0%	
OPERATING SUPPLIES	001-512-30-5200	\$593.17	\$7,250.00	\$18,750.00	158.6%	
SUBSCRIPTIONS/DUES	001-512-30-5400	\$3,846.24	\$5,650.00	\$6,300.00	11.5%	
TRAINING	001-512-30-5500	\$2,137.51	\$9,000.00	\$9,700.00	7.8%	
<b>Total Operating Expenses:</b>		<b>\$75,311.30</b>	<b>\$187,640.00</b>	<b>\$407,750.00</b>	<b>117.3%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-MACHINERY	001-512-60-6400	\$0.00	\$5,200.00	\$0.00	-100%	Printer
<b>Total Capital Outlay:</b>		<b>\$0.00</b>	<b>\$5,200.00</b>	<b>\$0.00</b>	<b>-100%</b>	
<b>Total Expense Objects:</b>		<b>\$523,265.26</b>	<b>\$834,080.00</b>	<b>\$1,141,420.00</b>	<b>36.8%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY24 Target
Increase public awareness and promote the successes of the City by disseminating a Citizens' Newsletter to City residents and businesses <i>(Strategic Plan Reference – Community Engagement)</i> .	# of times newsletter is disseminated	4	4	10	12

## Performance Measurement #2

Goal	Measurement	FY23 Target	FY24 Target	FY25 Target
Create and hold "Community Chat with a Commissioner" events to increase citizen engagement <i>(Strategic Plan Reference – Community Engagement)</i> .	# of times event is held	0	5	10

## Performance Measurement #3

Goal	Measurement	FY22 Actual	FY23 Target	FY24 Target
Successfully manage the design and construction of the City's parking garage in accordance with the Downtown Master Plan <i>(Strategic Plan Reference – Downtown Redevelopment)</i> .	Construction progress	0%	25%	100%

### Goal #1

Work with Department Heads to advance the goals and initiatives contained within the 2023 – 2027 Strategic Plan *(Strategic Plan References – Community Engagement; Transportation; Affordable Housing; Downtown Redevelopment; Infrastructure; Employee Recruitment and Retainment)*.

### Goal #2

Carry out the projects identified within the Capital Improvement Fund to position the City's infrastructure to meet the growing needs of our community *(Strategic Plan References – Transportation; Downtown Redevelopment; Infrastructure)*.

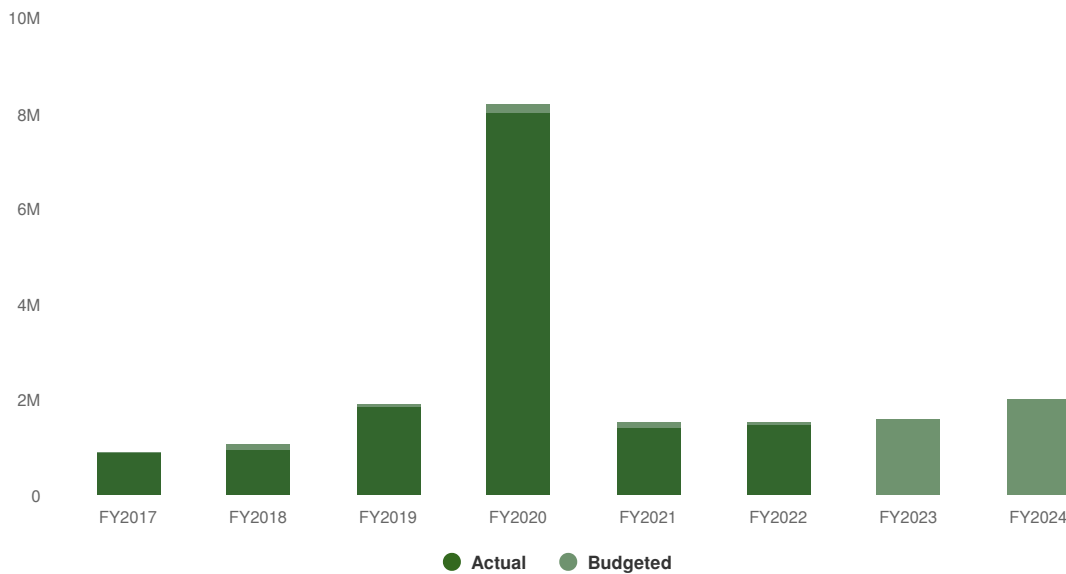
# Finance

The Finance Department is responsible for all accounting duties of the City, such as fixed assets, accounts payable, accounts receivable, payroll and disseminating the City's financial statements. In addition, the Finance Department provides assistance to the City's external auditing firm, oversees the investment of City funds and is responsible for debt administration. The department is also responsible for the preparation of the City's annual budget and provides support in developing the five-year Capital Improvement Plan.

## Expenditures Summary

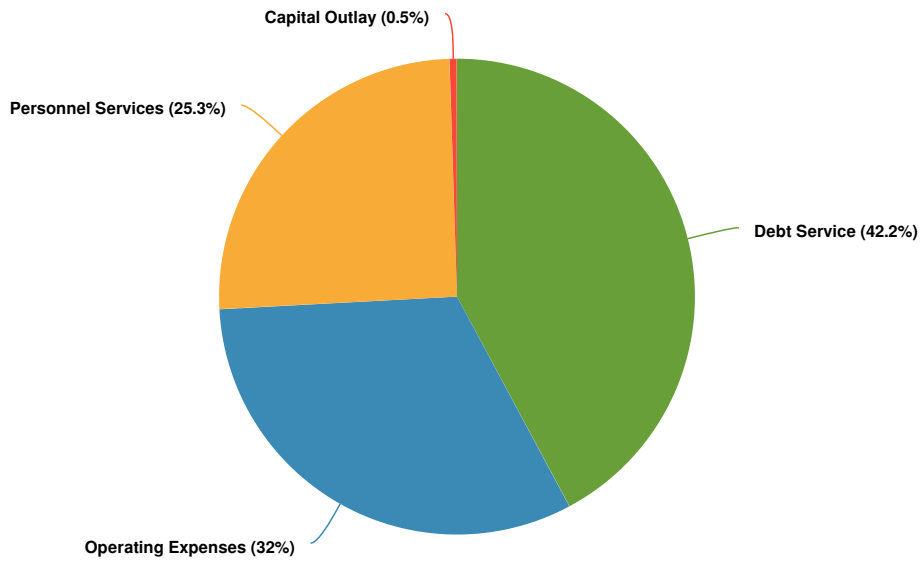
**\$2,012,410** **\$416,735**  
(26.12% vs. prior year)

Finance Proposed and Historical Budget vs. Actual

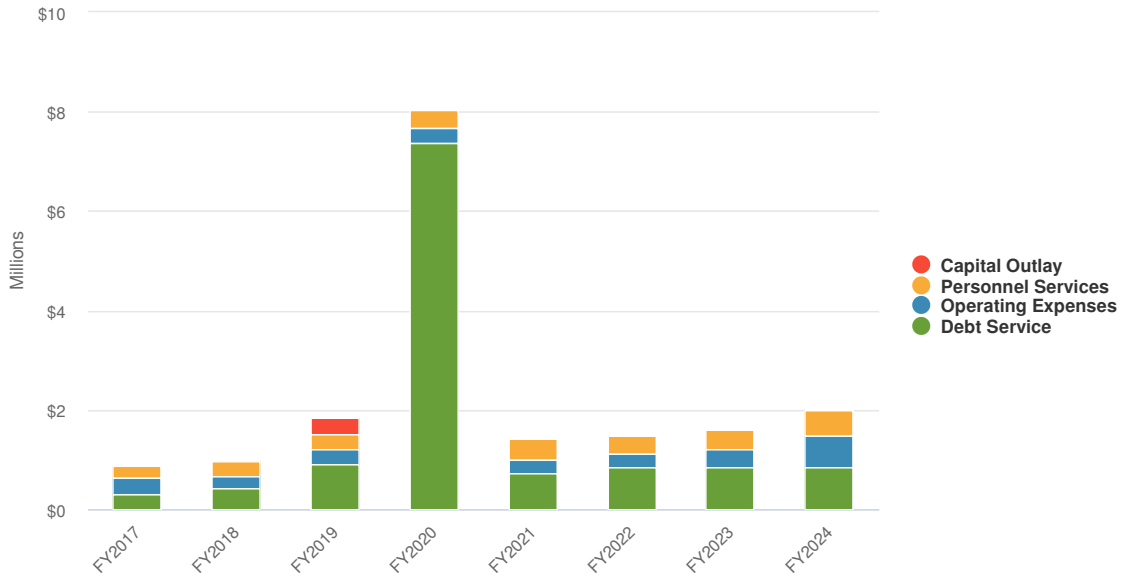


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

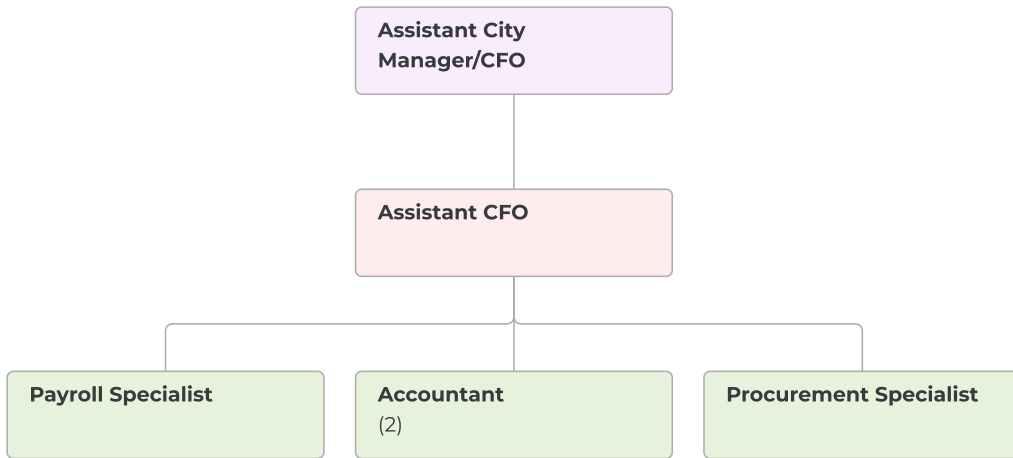


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-513-10-1200	\$221,653.11	\$283,920.00	\$382,120.00	34.6%	
OVERTIME	001-513-10-1300	\$24.88	\$500.00	\$500.00	0%	
SICK LEAVE	001-513-10-1500	\$6,549.71		\$0.00	0%	
VACATION PAY	001-513-10-1600	\$16,092.88		\$0.00	0%	
HOLIDAY PAY	001-513-10-1800	\$10,401.00		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$254,721.58</b>	<b>\$284,420.00</b>	<b>\$382,620.00</b>	<b>34.5%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-513-10-2100	\$19,486.82	\$21,760.00	\$29,280.00	34.6%	
RETIREMENT	001-513-10-2200	\$32,712.84	\$37,280.00	\$49,760.00	33.5%	
BENEFIT ADMIN FEES	001-513-10-2210	\$54.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-513-10-2300	\$35,524.88	\$46,800.00	\$46,800.00	0%	
UNEMPLOYMENT COMPENSATION	001-513-10-2500	\$0.00	\$500.00	\$500.00	0%	
WORKERS COMPENSATION INSURANCE	001-513-10-2600	\$893.14	\$1,000.00	\$1,000.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$88,671.68</b>	<b>\$107,340.00</b>	<b>\$127,340.00</b>	<b>18.6%</b>	
<b>Total Personnel Services:</b>		<b>\$343,393.26</b>	<b>\$391,760.00</b>	<b>\$509,960.00</b>	<b>30.2%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-513-30-3100	\$13,361.60	\$17,750.00	\$13,390.00	-24.6%	
ACCOUNTING/AUDITING FEE	001-513-30-3200	\$18,500.00	\$19,250.00	\$24,000.00	24.7%	
OTHER CONTRACTUAL SERVICES	001-513-30-3400	\$2,720.05	\$14,800.00	\$17,210.00	16.3%	
TRAVEL & PER DIEM	001-513-30-4000	\$0.00	\$2,000.00	\$3,350.00	67.5%	
TELEPHONE EXPENSE	001-513-30-4100	\$3,480.22	\$6,300.00	\$7,510.00	19.2%	
IT LICENSING / EQUIPMENT	001-513-30-4110	\$32,428.68	\$37,540.00	\$71,720.00	91%	
ADVERTISING/RECORDING EXPENSE	001-513-30-4150	\$2,857.35	\$1,580.00	\$1,580.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
POSTAGE/TRANSPORTATION FEES	001-513-30-4200	\$5,000.62	\$3,150.00	\$7,880.00	150.2%	
UTILITIES EXPENSE	001-513-30-4300	\$18,321.51	\$27,300.00	\$27,300.00	0%	
RENTAL & LEASING	001-513-30-4400	\$2,995.45	\$3,900.00	\$3,940.00	1%	
GENERAL INSURANCE	001-513-30-4500	\$149,199.14	\$190,000.00	\$400,000.00	135.3%	
REPAIR & MAINTENANCE	001-513-30-4600	\$12,369.37	\$22,470.00	\$33,060.00	47.1%	
MISC. EXPENSE & OTHER CURRENT	001-513-30-4900	\$5,655.83	\$6,000.00	\$6,000.00	0%	
ELECTION EXPENSES	001-513-30-4910	\$0.00	\$500.00	\$500.00	0%	
OFFICE SUPPLIES	001-513-30-5100	\$4,216.10	\$3,600.00	\$6,830.00	89.7%	
OPERATING SUPPLIES	001-513-30-5200	\$7,147.80	\$7,050.00	\$7,930.00	12.5%	
SUBSCRIPTIONS/DUES	001-513-30-5400	\$432.50	\$1,180.00	\$2,090.00	77.1%	
TRAINING	001-513-30-5500	\$1,818.00	\$3,360.00	\$9,530.00	183.6%	
<b>Total Operating Expenses:</b>		<b>\$280,504.22</b>	<b>\$367,730.00</b>	<b>\$643,820.00</b>	<b>85.1%</b>	
<b>Capital Outlay</b>						
CAPITAL IMPROVEMENT-OTHER	001-513-60-6300	\$0.00	\$7,560.00	\$0.00	-100%	Cameras
CAP. IMPROVEMENT-MACHINERY	001-513-60-6400	\$0.00		\$10,000.00	N/A	
<b>Total Capital Outlay:</b>		<b>\$0.00</b>	<b>\$7,560.00</b>	<b>\$10,000.00</b>	<b>32.3%</b>	
<b>Debt Service</b>						
DEBT SERVICE/CITY HALL-PRINCIPAL	001-513-70-7100	\$109,873.75	\$112,595.00	\$115,381.00	2.5%	
DEBT SERVICE/CITY HALL-INTEREST	001-513-70-7200	\$24,553.79	\$21,835.00	\$19,049.00	-12.8%	
DEBT SERVICE/POLICE STATION-PRINCIPAL	001-513-70-7500	\$223,552.49	\$229,425.00	\$235,452.00	2.6%	
DEBT SERVICE/POLICE STATION-INTEREST	001-513-70-7550	\$68,058.21	\$62,185.00	\$56,158.00	-9.7%	
DEBT SERV/2018 GEN FUND PROJ LOAN-PRINCP	001-513-70-7600	\$327,167.69	\$333,315.00	\$339,580.00	1.9%	
DEBT SERV/2018 GEN FUND PROJ LOAN-INTRST	001-513-70-7650	\$95,401.31	\$89,270.00	\$83,010.00	-7%	
<b>Total Debt Service:</b>		<b>\$848,607.24</b>	<b>\$848,625.00</b>	<b>\$848,630.00</b>	<b>0%</b>	
<b>Total Expense Objects:</b>		<b>\$1,472,504.72</b>	<b>\$1,615,675.00</b>	<b>\$2,012,410.00</b>	<b>26.1%</b>	

# Organizational Chart



## Performance Measurement #1

Goal	Measure	FY21 Actual	FY22 Actual	FY23 Target
Produce a budget that attains GFOA Distinguished Budget Award to inform residents and businesses of the City's activities <i>(Strategic Plan Reference – Community Engagement)</i> .	Ratio of year applied/year received award	1:1	1:1	1:1



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**City of Wildwood  
Florida**

For the Fiscal Year Beginning

**October 01, 2022**

*Christopher P. Morill*  
Executive Director

## Performance Measurement #2

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY24 Target
Complete external audit process with an unmodified audit opinion by June 30th	# of audit findings	No Findings	No Findings	No Findings	No Findings

## Performance Measurement #3

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Budget	FY24 Proposed Budget
Ensure that the Capital Improvement Fund has sufficient resources each fiscal year to support the projects included in the Capital Improvement Element of the City's Comprehensive Plan ( <i>Strategic Plan References – Transportation, Downtown Redevelopment, Infrastructure</i> ).	Ending fund balance >\$1,000	Establishment of Fund	\$11,885,100.00	11,998,824.00	2,661,125.00

### Goal #1

Create separate fund for renewal and replacement expenditures and determine adequate funding level for annual maintenance activities (*Strategic Plan Reference – Infrastructure*).

### Goal #2

Ensure all phases of the Wastewater Treatment Facility (WWTF) improvements have sufficient funding (*Strategic Plan Reference – Infrastructure*).

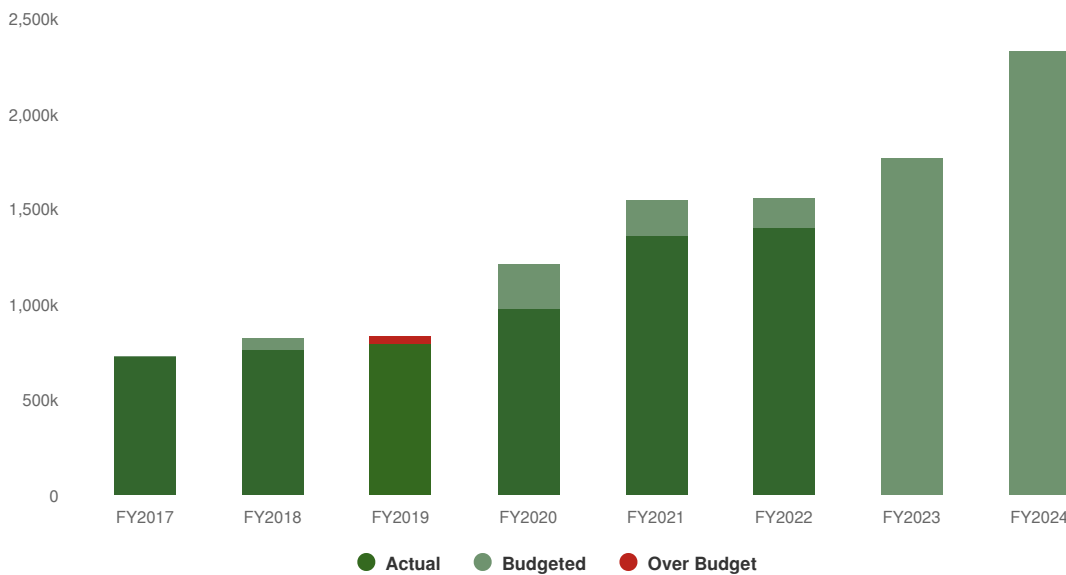
## Development Services

The Development Services Department is responsible for the Planning, Zoning, GIS and Code Enforcement functions within the City. The Department is the primary contact for citizens and developers seeking information on properties and development/redevelopment of properties within the City. Over the last year, the Development Services Department has assisted developers in bringing new businesses into the City that support the City's growth and has assisted City residents with a variety of concerns. Development Services also manages the Community Redevelopment Area, works with Sumter County on development initiatives and conducts public meetings. Being engaged in public outreach and fostering relationships with the community, the Department manages programs such as the Unity Enhancement and Redevelopment Action Plan and workshops to keep the citizens informed.

### Expenditures Summary

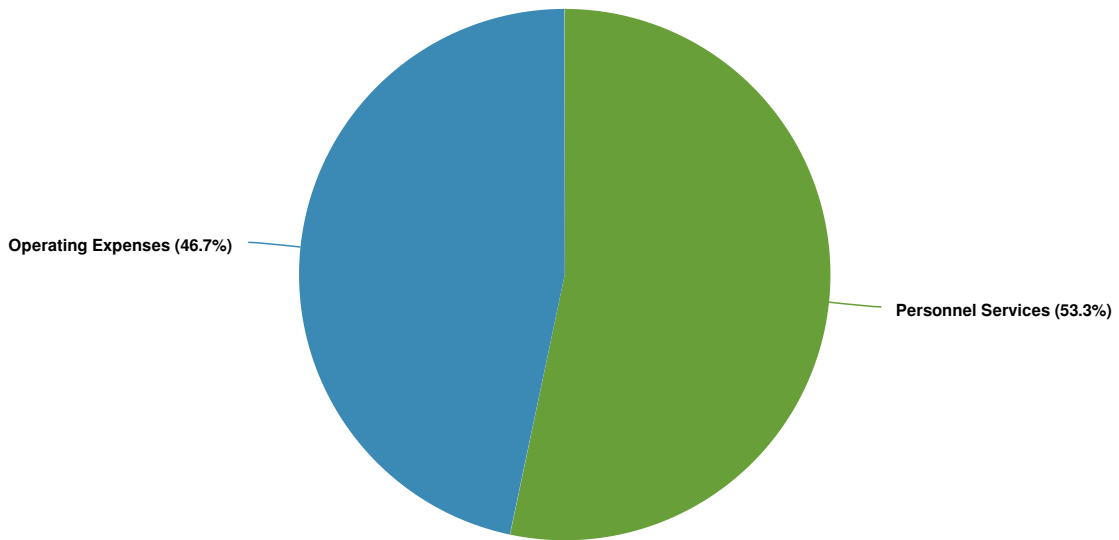
\$2,328,820
\$558,250  
(31.53% vs. prior year)

**Development Services Proposed and Historical Budget vs. Actual**

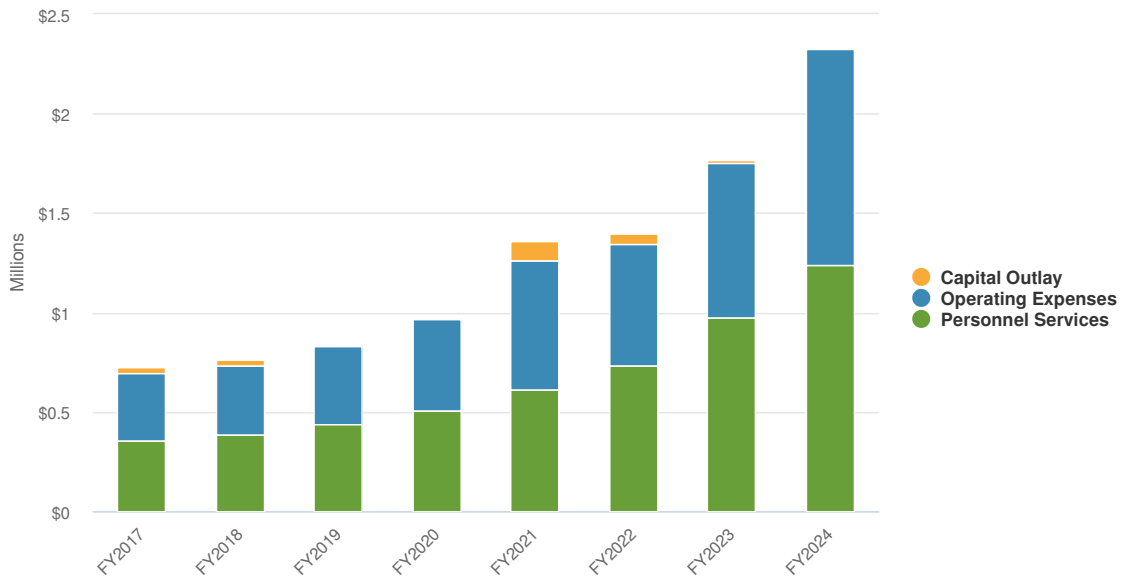


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

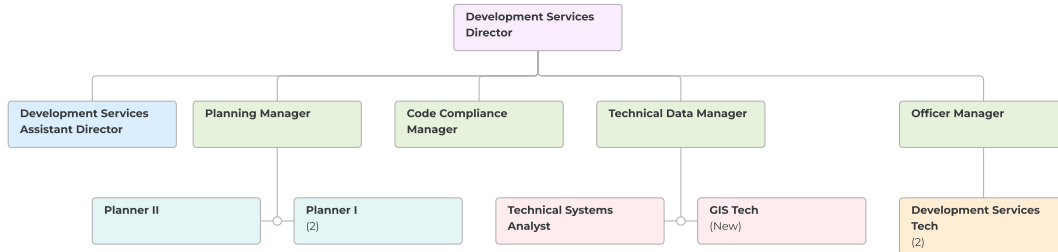


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-516-10-1200	\$477,983.17	\$707,050.00	\$907,790.00	28.4%	
OVERTIME	001-516-10-1300	\$1,684.41	\$1,000.00	\$1,000.00	0%	
SICK LEAVE	001-516-10-1500	\$10,237.69		\$0.00	0%	
VACATION PAY	001-516-10-1600	\$29,637.20		\$0.00	0%	
HOLIDAY PAY	001-516-10-1800	\$19,472.89		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$539,015.36</b>	<b>\$708,050.00</b>	<b>\$908,790.00</b>	<b>28.4%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-516-10-2100	\$41,234.27	\$54,170.00	\$69,530.00	28.4%	
RETIREMENT	001-516-10-2200	\$77,619.65	\$105,520.00	\$154,060.00	46%	
BENEFIT ADMIN FEES	001-516-10-2210	\$211.50		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-516-10-2300	\$70,554.20	\$107,640.00	\$107,640.00	0%	
WORKERS COMPENSATION INSURANCE	001-516-10-2600	\$1,339.72	\$1,500.00	\$1,500.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$190,959.34</b>	<b>\$268,830.00</b>	<b>\$332,730.00</b>	<b>23.8%</b>	
<b>Total Personnel Services:</b>		<b>\$729,974.70</b>	<b>\$976,880.00</b>	<b>\$1,241,520.00</b>	<b>27.1%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-516-30-3100	\$502,781.20	\$525,000.00	\$795,000.00	51.4%	
OTHER CONTRACTUAL SERVICES	001-516-30-3400	\$1,361.24	\$14,500.00	\$1,000.00	-93.1%	
CLOTHING AND UNIFORMS	001-516-30-3450	\$981.46	\$2,000.00	\$2,150.00	7.5%	
TRAVEL & PER DIEM	001-516-30-4000	\$4,014.91	\$24,650.00	\$14,980.00	-39.2%	
TELEPHONE EXPENSE	001-516-30-4100	\$9,092.98	\$8,000.00	\$8,000.00	0%	
IT LICENSING / EQUIPMENT	001-516-30-4110	\$15,689.09	\$55,100.00	\$111,810.00	102.9%	
ADVERTISING/RECORDING EXPENSE	001-516-30-4150	\$33,762.20	\$25,000.00	\$35,200.00	40.8%	
POSTAGE/TRANSPORTATION FEES	001-516-30-4200	\$1,849.68	\$8,000.00	\$2,000.00	-75%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
REPAIR & MAINTENANCE	001-516-30-4600	\$3,417.08	\$6,000.00	\$2,500.00	-58.3%	
MISC. EXPENSE & OTHER CURRENT	001-516-30-4900	\$273.06	\$10,000.00	\$5,000.00	-50%	
CODE ENFORCEMENT	001-516-30-4950	\$2,738.41	\$51,500.00	\$58,500.00	13.6%	
OFFICE SUPPLIES	001-516-30-5100	\$2,250.71	\$10,000.00	\$10,000.00	0%	
OPERATING SUPPLIES	001-516-30-5200	\$15,236.35	\$10,000.00	\$10,000.00	0%	
FUEL EXPENSE	001-516-30-5250	\$1,957.56	\$2,500.00	\$1,800.00	-28%	
SUBSCRIPTIONS/DUES	001-516-30-5400	\$2,383.95	\$3,980.00	\$5,180.00	30.2%	
TRAINING	001-516-30-5500	\$7,497.85	\$19,460.00	\$24,180.00	24.3%	
LICENSING	001-516-30-5550	\$10,961.10		\$0.00	0%	
<b>Total Operating Expenses:</b>		<b>\$616,248.83</b>	<b>\$775,690.00</b>	<b>\$1,087,300.00</b>	<b>40.2%</b>	
<b>Capital Outlay</b>						
CAPITAL IMPROVEMENT-OTHER	001-516-60-6300	\$0.00	\$18,000.00	\$0.00	-100%	Cubicles
JPA COMP PLAN AMENDMENTS	001-516-60-6330	\$15,033.63		\$0.00	0%	
CAPITAL IMPROV.-MACHINERY/EQUIPMENT	001-516-60-6400	\$39,090.00		\$0.00	0%	
<b>Total Capital Outlay:</b>		<b>\$54,123.63</b>	<b>\$18,000.00</b>	<b>\$0.00</b>	<b>-100%</b>	
<b>Total Expense Objects:</b>		<b>\$1,400,347.16</b>	<b>\$1,770,570.00</b>	<b>\$2,328,820.00</b>	<b>31.5%</b>	

# Organizational Chart



## Goal #1

Revise the Land Development Regulations to implement the new statutory regulations to encourage flexibility for affordable housing initiatives in accordance with the Live Local Act (*Strategic Plan Reference – Affordable Housing*).



## Goal #2

Revise the Land Development Regulations in support of the Downtown Master Plan to create Downtown Development Standards to facilitate orderly growth within the Downtown (*Strategic Plan Reference – Downtown Redevelopment*).

### PLANS & RENDERINGS

The Garage



### **Goal #3**

Coordinate with FDOT on US 301/Main Street drainage projects (*Strategic Plan Reference – Infrastructure*).



### **Goal #4**

Create progression plans for advancement for divisions within the department (*Strategic Plan Reference – Employee Recruitment and Retainment*).

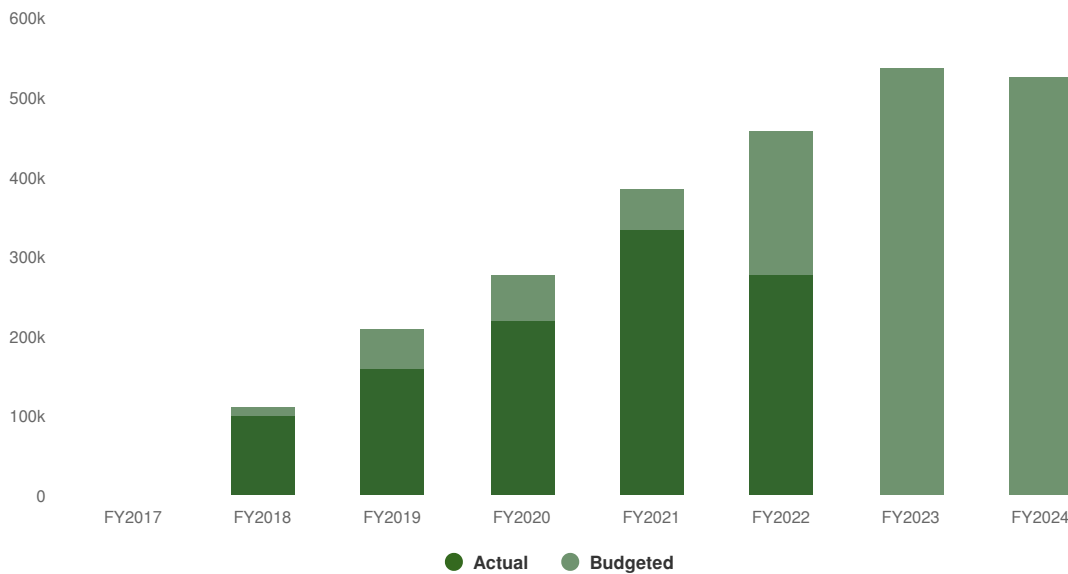
# Information Technology

The Information Technology Department supports every other department's end user's needs – both human and electronic. Not only is support provided for computers, mobile devices, and networking, training and education are also provided on technology setup and proper use. The department is continuously researching, testing, and evaluating new solutions, in cooperation with the using departments, to ensure the City's goals and objectives are met.

## Expenditures Summary

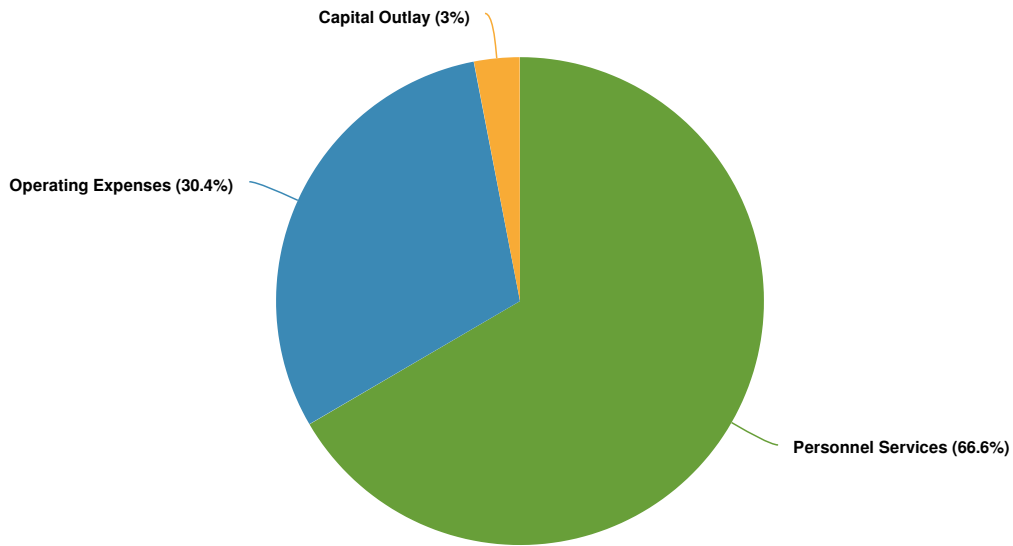
**\$527,035** **-\$10,945**  
(-2.03% vs. prior year)

Information Technology Proposed and Historical Budget vs. Actual

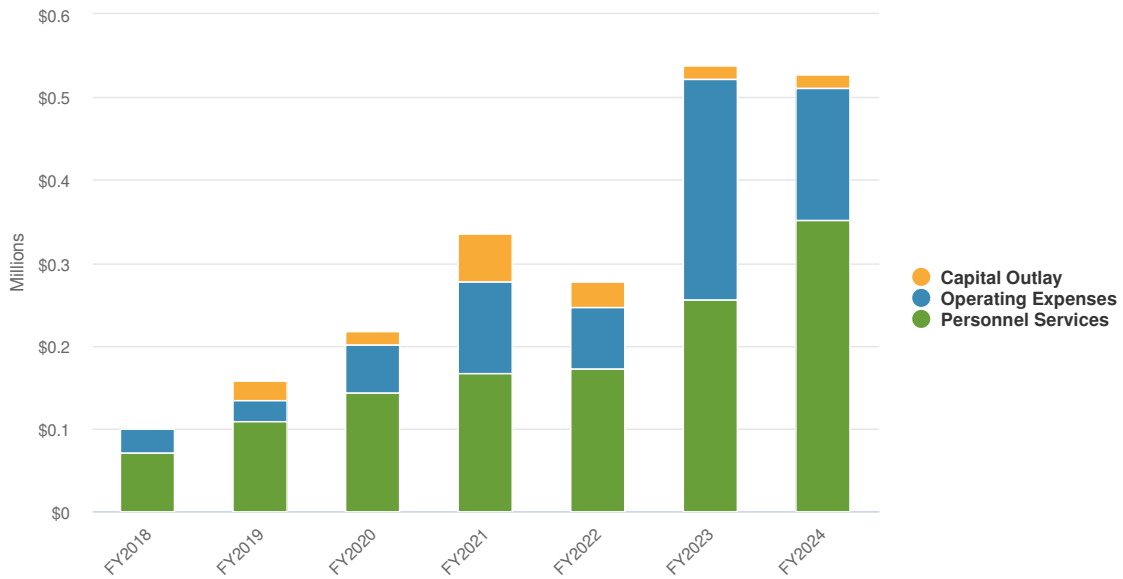


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

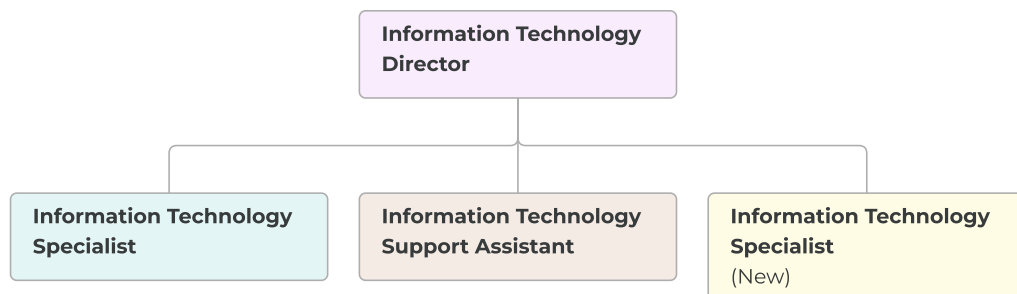


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-518-10-1200	\$112,674.55	\$190,330.00	\$258,440.00	35.8%	
OVERTIME	001-518-10-1300	\$41.47		\$0.00	0%	
SICK LEAVE	001-518-10-1500	\$6,520.75		\$0.00	0%	
VACATION PAY	001-518-10-1600	\$6,969.13		\$0.00	0%	
HOLIDAY PAY	001-518-10-1800	\$5,224.00		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$131,429.90</b>	<b>\$190,330.00</b>	<b>\$258,440.00</b>	<b>35.8%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-518-10-2100	\$10,054.87	\$14,570.00	\$19,780.00	35.8%	
RETIREMENT	001-518-10-2200	\$14,627.63	\$22,670.00	\$35,080.00	54.7%	
BENEFIT ADMIN FEES	001-518-10-2210	\$54.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-518-10-2300	\$15,172.20	\$28,080.00	\$37,440.00	33.3%	
WORKERS COMPENSATION INSURANCE	001-518-10-2600	\$178.65	\$200.00	\$200.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$40,087.35</b>	<b>\$65,520.00</b>	<b>\$92,500.00</b>	<b>41.2%</b>	
<b>Total Personnel Services:</b>		<b>\$171,517.25</b>	<b>\$255,850.00</b>	<b>\$350,940.00</b>	<b>37.2%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-518-30-3100	\$375.00	\$145,320.00	\$45,320.00	-68.8%	
OTHER CONTRACTUAL SERVICES	001-518-30-3400	\$988.66	\$15,160.00	\$15,000.00	-1.1%	
TRAVEL & PER DIEM	001-518-30-4000	\$0.00	\$7,500.00	\$7,500.00	0%	
TELEPHONE EXPENSE	001-518-30-4100	\$5,873.59	\$5,000.00	\$7,500.00	50%	
IT LICENSING / EQUIPMENT	001-518-30-4110	\$8,595.85	\$21,700.00	\$14,400.00	-33.6%	
POSTAGE/TRANSPORTATION FEES	001-518-30-4200	\$8.26	\$250.00	\$250.00	0%	
UTILITIES EXPENSE	001-518-30-4300	\$1,758.96	\$2,300.00	\$2,300.00	0%	
RENTAL & LEASING	001-518-30-4400	\$0.00	\$500.00	\$500.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
REPAIR & MAINTENANCE	001-518-30-4600	\$75.01	\$4,000.00	\$2,000.00	-50%	
MISC. EXPENSE & OTHER CURRENT	001-518-30-4900	\$0.00	\$8,000.00	\$1,000.00	-87.5%	
OFFICE SUPPLIES	001-518-30-5100	\$203.59	\$900.00	\$1,200.00	33.3%	
OPERATING SUPPLIES	001-518-30-5200	\$7,769.60	\$15,000.00	\$5,000.00	-66.7%	
SUBSCRIPTIONS/DUES	001-518-30-5400	\$355.00	\$2,500.00	\$2,500.00	0%	
TRAINING	001-518-30-5500	\$1,552.98	\$8,000.00	\$12,000.00	50%	
LICENSING	001-518-30-5550	\$47,110.77	\$30,000.00	\$43,625.00	45.4%	
<b>Total Operating Expenses:</b>		<b>\$74,667.27</b>	<b>\$266,130.00</b>	<b>\$160,095.00</b>	<b>-39.8%</b>	
<b>Capital Outlay</b>						
CAPITAL IMPROVEMENT-OTHER	001-518-60-6300	\$13,771.91		\$0.00	0%	
CAP. IMPROVEMENTS-MACHINERY/EQUIP	001-518-60-6400	\$17,215.00	\$16,000.00	\$16,000.00	0%	Additional IT equipment
<b>Total Capital Outlay:</b>		<b>\$30,986.91</b>	<b>\$16,000.00</b>	<b>\$16,000.00</b>	<b>0%</b>	
<b>Total Expense Objects:</b>		<b>\$277,171.43</b>	<b>\$537,980.00</b>	<b>\$527,035.00</b>	<b>-2%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target
Support IT users within the City Organization <i>(Strategic Plan Reference – Employee Recruitment/Retention)</i> .	Average response time	45 Mins or less	>45 Mins	>30 Mins

### Goal #1

Coordinate IT equipment inventory and replacement via the annual budget process *(Strategic Plan References – Infrastructure, Employee Recruitment/Retention)*.

### Goal #2

Implement a new Training and Professional Development Platform with Human Resources *(Strategic Plan References – Infrastructure, Employee Recruitment/Retention)*.

### Goal #3

Collaborate with Human Resources to expand general IT training and department-specific IT training via a Training and Professional Development Platform *(Strategic Plan Reference – Employee Recruitment/Retention)*.

### Goal #4

Facilitate the move of the IT Department from the City Hall Annex to the Municipal Services Complex. *(Strategic Plan Reference – Infrastructure)*.

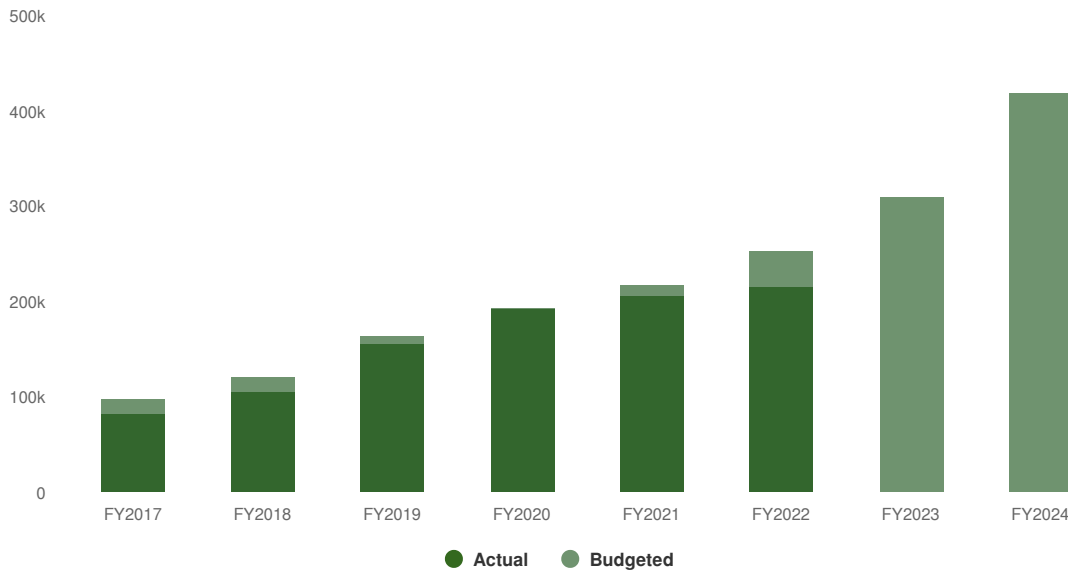
# Human Resource

The Human Resources/Risk Management Department is responsible for recruitment, onboarding, training, benefits and insurance, salary compensation, workers compensation, HR policy and procedures, employee safety, and asset risk management. The HR/Risk Management team ensures the City is compliant with applicable State and Federal regulations, as well as providing a safe and healthy working environment for City employees.

## Expenditures Summary

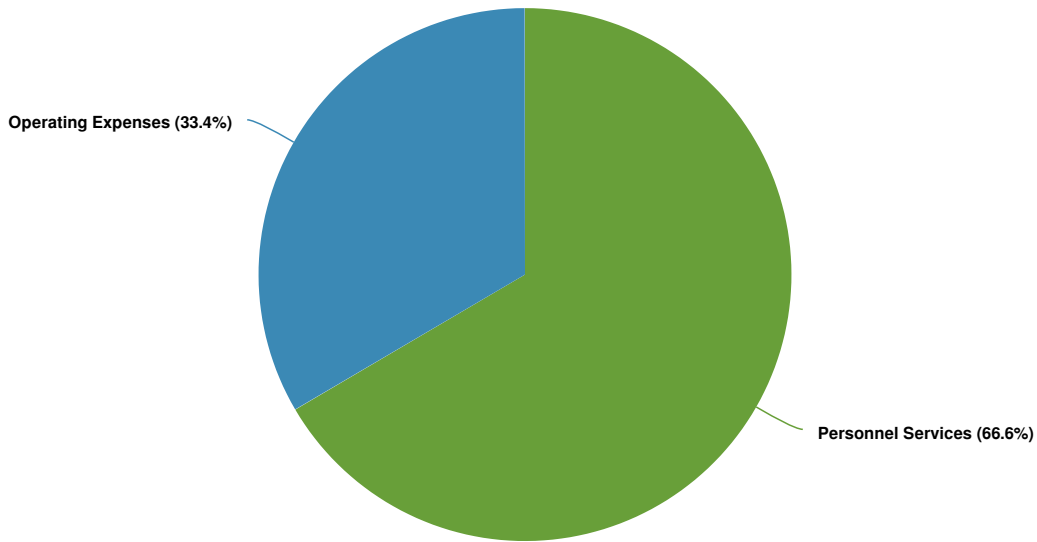
**\$417,930** **\$108,490**  
(35.06% vs. prior year)

Human Resource Proposed and Historical Budget vs. Actual

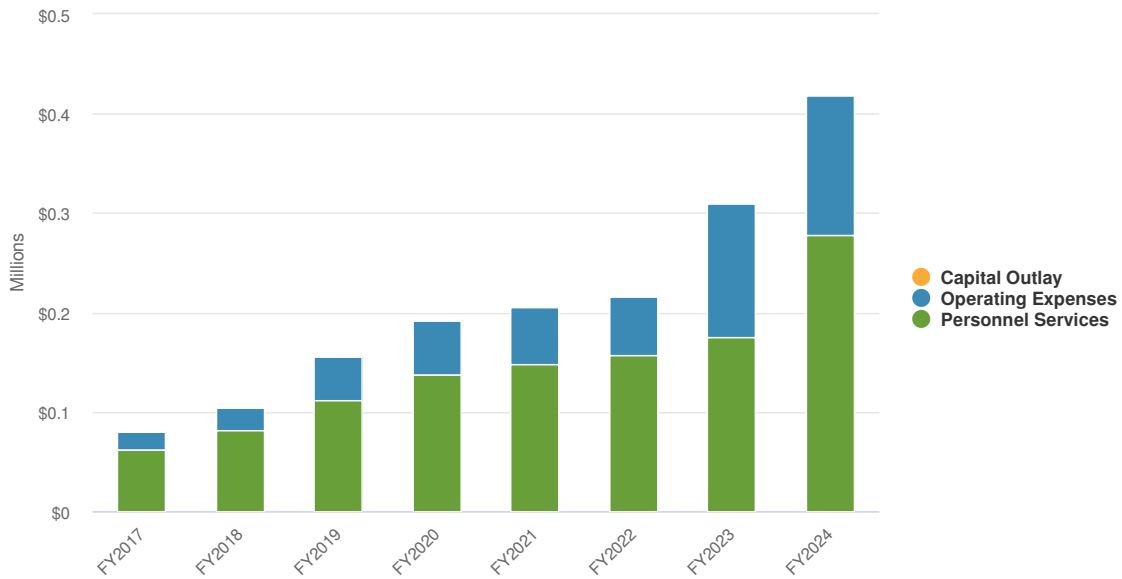


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

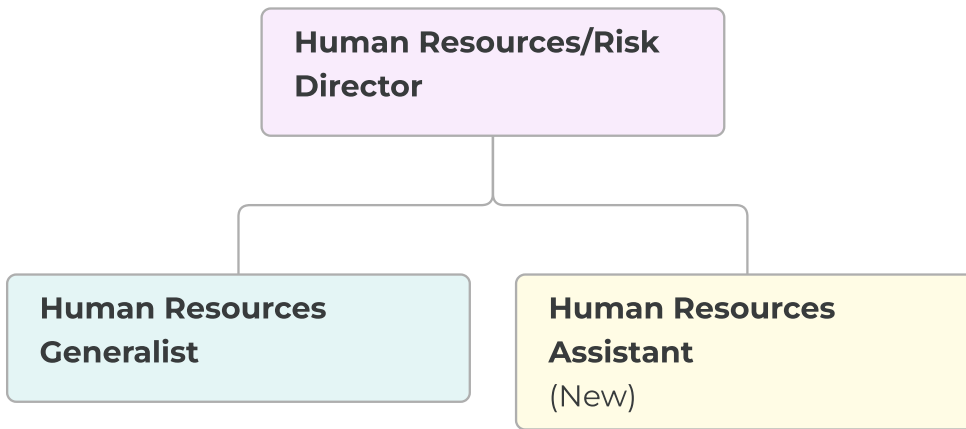


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-519-10-1200	\$106,595.87	\$130,420.00	\$206,190.00	58.1%	
OVERTIME	001-519-10-1300	\$298.61		\$0.00	0%	
SICK LEAVE	001-519-10-1500	\$2,327.18		\$0.00	0%	
VACATION PAY	001-519-10-1600	\$5,570.61		\$0.00	0%	
HOLIDAY PAY	001-519-10-1800	\$4,608.81		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$119,401.08</b>	<b>\$130,420.00</b>	<b>\$206,190.00</b>	<b>58.1%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-519-10-2100	\$9,134.78	\$9,980.00	\$15,780.00	58.1%	
RETIREMENT	001-519-10-2200	\$13,266.32	\$15,540.00	\$27,980.00	80.1%	
BENEFIT ADMIN FEES	001-519-10-2210	\$54.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-519-10-2300	\$15,291.36	\$18,720.00	\$28,080.00	50%	
WORKERS COMPENSATION INSURANCE	001-519-10-2600	\$98.26	\$110.00	\$110.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$37,844.72</b>	<b>\$44,350.00</b>	<b>\$71,950.00</b>	<b>62.2%</b>	
<b>Total Personnel Services:</b>		<b>\$157,245.80</b>	<b>\$174,770.00</b>	<b>\$278,140.00</b>	<b>59.1%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-519-30-3100	\$2,216.00	\$60,000.00	\$27,200.00	-54.7%	Pay Classification Study
OTHER CONTRACTUAL SERVICES	001-519-30-3400	\$863.04	\$6,400.00	\$6,400.00	0%	
TRAVEL & PER DIEM	001-519-30-4000	\$3,484.89	\$4,800.00	\$5,500.00	14.6%	
TELEPHONE EXPENSE	001-519-30-4100	\$5,005.64	\$4,750.00	\$4,750.00	0%	
IT LICENSING / EQUIPMENT	001-519-30-4110	\$19,496.92	\$20,530.00	\$45,880.00	123.5%	
ADVERTISING/RECRUITING	001-519-30-4150	\$4,730.00	\$4,700.00	\$7,200.00	26.3%	
POSTAGE/TRANSPORTATION FEES	001-519-30-4200	\$176.50	\$500.00	\$500.00	0%	
UTILITIES EXPENSE	001-519-30-4300	\$2,073.75	\$2,300.00	\$2,300.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
RENTAL & LEASING	001-519-30-4400	\$10.40	\$60.00	\$60.00	0%	
REPAIR & MAINTENANCE	001-519-30-4600	\$2,925.88	\$3,000.00	\$3,500.00	16.7%	
EMPLOYEE PROGRAMS	001-519-30-4800	\$6,724.51	\$8,000.00	\$13,200.00	65%	
MISC. EXPENSE & OTHER CURRENT	001-519-30-4900	\$519.40	\$1,000.00	\$1,000.00	0%	
OFFICE SUPPLIES	001-519-30-5100	\$1,076.85	\$2,900.00	\$2,900.00	0%	
OPERATING SUPPLIES	001-519-30-5200	\$1,034.38	\$2,800.00	\$5,300.00	89.3%	
FUEL EXPENSE	001-519-30-5250	\$533.82	\$700.00	\$600.00	-14.3%	
SUBSCRIPTIONS/DUES	001-519-30-5400	\$1,023.24	\$2,380.00	\$1,600.00	15.9%	
TRAINING	001-519-30-5500	\$4,574.94	\$4,850.00	\$5,450.00	12.4%	
STAFF TRAINING PROGRAMS	001-519-30-5501	\$1,780.05	\$5,000.00	\$6,450.00	29%	
<b>Total Operating Expenses:</b>		<b>\$58,250.21</b>	<b>\$134,670.00</b>	<b>\$139,790.00</b>	<b>3.8%</b>	
<b>Total Expense Objects:</b>		<b>\$215,496.01</b>	<b>\$309,440.00</b>	<b>\$417,930.00</b>	<b>35.1%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY24 Target
Hold six leadership and professional development trainings <i>(Strategic Plan Reference – Employee Recruitment and Retainment).</i>	# of trainings	2	6	6	6

## Performance Measurement #2

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY24 Target
Hold two employee appreciation events <i>(Strategic Plan Reference – Employee Recruitment and Retainment).</i>	# of events	2	2	2	2

### Goal #1

Coordinate with the Executive Department and evaluate current employee benefits package to ensure the City's benefits remain competitive in the marketplace *(Strategic Plan Reference – Employee Recruitment and Retainment).*



### Goal #2

Implement and maintain the new strategic Compensation Plan per consultant's recommendations and training *(Strategic Plan Reference - Employee Recruitment and Retainment).*



### Goal #3

Conduct an employee survey to determine the specific desires to expand the City's employee benefits package (*Strategic Plan Reference – Employee Recruitment and Retainment*).



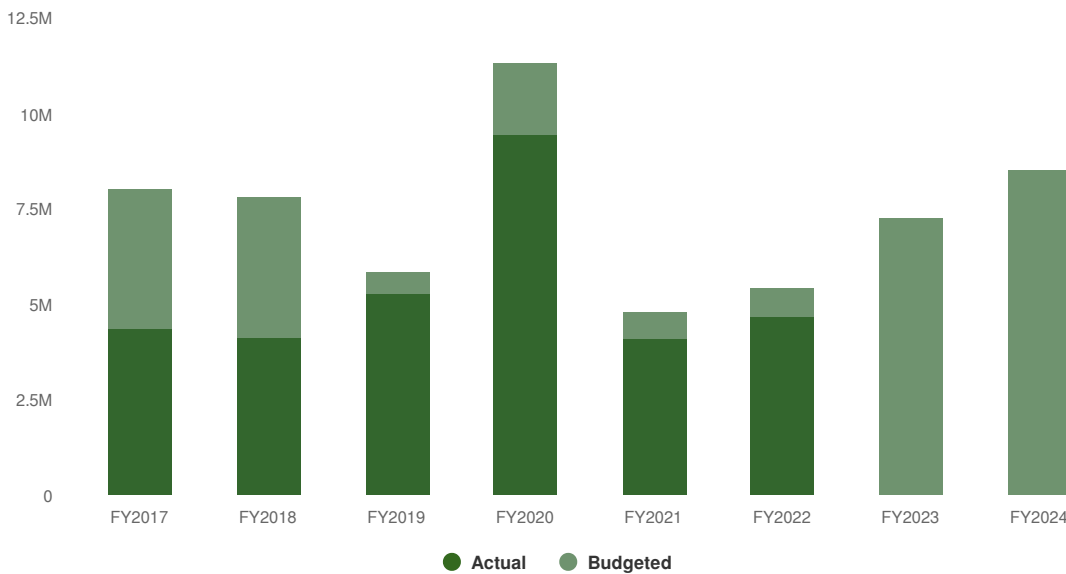
# Police Department

The mission of the Wildwood Police Department is to safeguard the lives and property of the citizens of this community, preserve the peace, and prevent crime and disorder while constantly guarding the liberties as prescribed by law. In order to accomplish this mission, the department will maintain a well-trained and proactive patrol force, a highly skilled and experienced investigative division, and a community policing philosophy that will develop a strong partnership with the citizens and businesses of Wildwood.

## Expenditures Summary

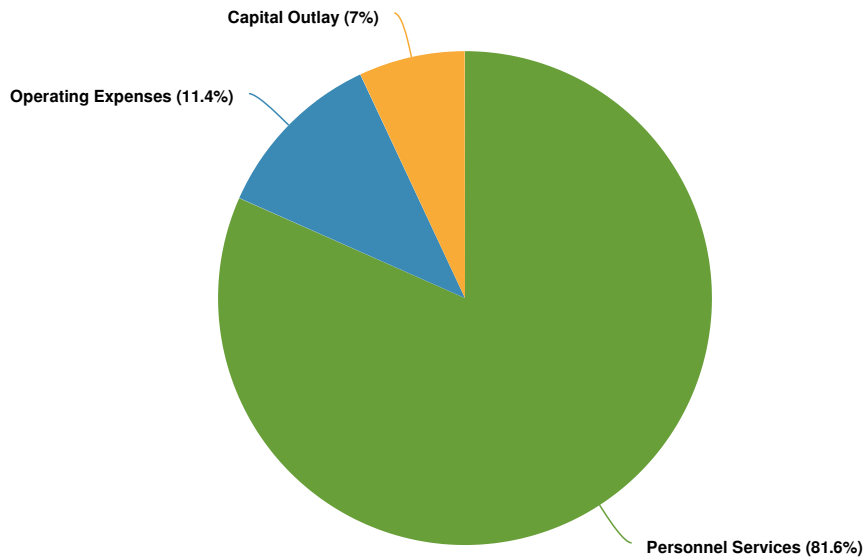
**\$8,546,520** **\$1,257,210**  
(17.25% vs. prior year)

Police Department Proposed and Historical Budget vs. Actual

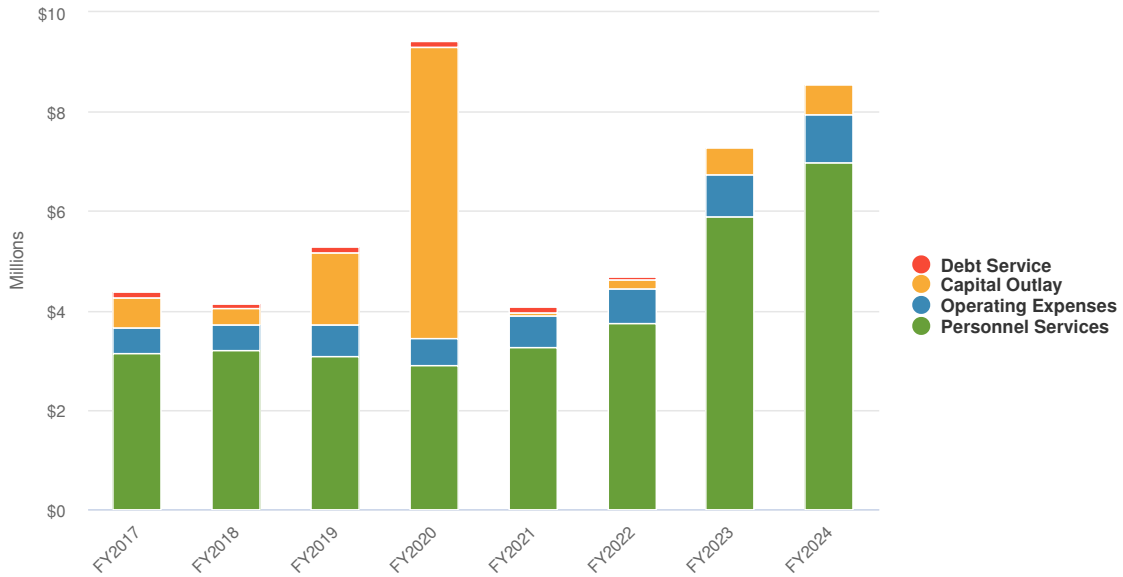


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



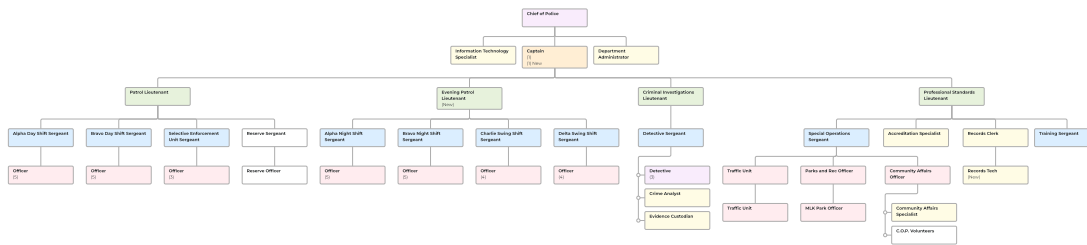
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-521-10-1200	\$2,027,045.38	\$3,539,580.00	\$4,137,570.00	16.9%	
UNIFORM ALLOWANCE	001-521-10-1220	\$13,980.00	\$14,820.00	\$14,820.00	0%	
ON CALL	001-521-10-1250	\$7,050.00	\$10,400.00	\$10,400.00	0%	
SHIFT DIFFERENTIAL	001-521-10-1260	\$14,061.06	\$20,080.00	\$20,080.00	0%	
OVERTIME	001-521-10-1300	\$117,487.00	\$157,000.00	\$157,000.00	0%	
SICK LEAVE	001-521-10-1500	\$72,320.99		\$0.00	0%	
VACATION PAY	001-521-10-1600	\$101,695.36		\$0.00	0%	
HOLIDAY PAY	001-521-10-1800	\$83,822.11		\$0.00	0%	
HOLIDAY PREMIUM	001-521-10-1820	\$73,753.36	\$82,000.00	\$82,000.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$2,511,215.26</b>	<b>\$3,823,880.00</b>	<b>\$4,421,870.00</b>	<b>15.6%</b>	
<b>Other Employment Benefits</b>						
INCENTIVE PAY	001-521-10-1700	\$20,290.00	\$56,000.00	\$56,000.00	0%	
FICA EXPENSE	001-521-10-2100	\$194,120.65	\$295,680.00	\$341,430.00	15.5%	
RETIREMENT	001-521-10-2200	\$629,058.51	\$1,103,850.00	\$1,508,280.00	36.6%	
BENEFIT ADMIN FEES	001-521-10-2210	\$243.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-521-10-2300	\$317,222.69	\$547,560.00	\$575,640.00	5.1%	
UNEMPLOYMENT COMP. REIMBURSEMENT	001-521-10-2500	\$2,817.24		\$0.00	0%	
WORKERS COMPENSATION INSURANCE	001-521-10-2600	\$58,053.22	\$65,000.00	\$75,000.00	15.4%	
<b>Total Other Employment Benefits:</b>		<b>\$1,221,805.31</b>	<b>\$2,068,090.00</b>	<b>\$2,556,350.00</b>	<b>23.6%</b>	
<b>Total Personnel Services:</b>		<b>\$3,733,020.57</b>	<b>\$5,891,970.00</b>	<b>\$6,978,220.00</b>	<b>18.4%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-521-30-3100	\$10,888.21	\$48,000.00	\$52,000.00	8.3%	
OTHER CONTRACTUAL SERVICES	001-521-30-3400	\$12,915.35	\$26,800.00	\$61,500.00	129.5%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
CLOTHING AND UNIFORMS	001-521-30-3450	\$10,568.31	\$12,000.00	\$15,000.00	25%	
INVESTIGATIONS	001-521-30-3500	\$7,924.44	\$15,000.00	\$17,000.00	13.3%	
TRAVEL & PER DIEM	001-521-30-4000	\$4,507.60	\$9,000.00	\$12,000.00	33.3%	
TELEPHONE EXPENSE	001-521-30-4100	\$63,838.47	\$80,000.00	\$82,000.00	2.5%	
IT LICENSING / EQUIPMENT	001-521-30-4110	\$231,419.52	\$191,600.00	\$268,200.00	40%	
POSTAGE/TRANSPORTATION FEES	001-521-30-4200	\$288.24	\$3,000.00	\$3,000.00	0%	
UTILITIES EXPENSE	001-521-30-4300	\$61,711.43	\$54,000.00	\$54,000.00	0%	
RENTAL & LEASING	001-521-30-4400	\$2,115.43	\$10,500.00	\$10,500.00	0%	
REPAIR & MAINTENANCE	001-521-30-4600	\$56,916.32	\$70,000.00	\$75,000.00	7.1%	
MISC. EXPENSE & OTHER CURRENT	001-521-30-4900	-\$876.65	\$4,000.00	\$4,000.00	0%	
BOOT ALLOWANCE	001-521-30-4960	\$2,127.90	\$4,600.00	\$6,500.00	41.3%	
OFFICE SUPPLIES	001-521-30-5100	\$773.09	\$5,000.00	\$5,000.00	0%	
OPERATING SUPPLIES	001-521-30-5200	\$57,147.52	\$83,000.00	\$85,000.00	2.4%	
FUEL EXPENSE	001-521-30-5250	\$161,988.94	\$195,000.00	\$180,000.00	-7.7%	
SUBSCRIPTIONS/DUES	001-521-30-5400	\$1,343.48	\$3,000.00	\$3,000.00	0%	
TRAINING	001-521-30-5500	\$30,853.06	\$40,000.00	\$40,000.00	0%	
<b>Total Operating Expenses:</b>		<b>\$716,450.66</b>	<b>\$854,500.00</b>	<b>\$973,700.00</b>	<b>13.9%</b>	
<b>Capital Outlay</b>						
CAPITAL IMPROVEMENT-OTHER	001-521-60-6300	\$0.00	\$320,000.00	\$40,000.00	-87.5%	
CAP. IMPROVEMENT-MACHINERY	001-521-60-6400	\$185,188.49	\$222,840.00	\$554,600.00	148.9%	
<b>Total Capital Outlay:</b>		<b>\$185,188.49</b>	<b>\$542,840.00</b>	<b>\$594,600.00</b>	<b>9.5%</b>	
<b>Debt Service</b>						
2018 POLICE CARS CAP LEASE-PRINCIPAL	001-521-70-7100	\$57,524.09		\$0.00	0%	
2018 POLICE CARS CAP LEASE-INTEREST	001-521-70-7200	\$4,170.32		\$0.00	0%	
<b>Total Debt Service:</b>		<b>\$61,694.41</b>		<b>\$0.00</b>	<b>0%</b>	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Total Expense Objects:</b>		<b>\$4,696,354.13</b>	<b>\$7,289,310.00</b>	<b>\$8,546,520.00</b>	<b>17.2%</b>	

## Organizational Chart



### Goal #1

Achieve re-accreditation as determined by the Florida Law Enforcement Accreditation Commission (*Strategic Plan Reference – Community Engagement*).



### Goal #2

Maintain a vacancy rate of less than 10% for sworn and non-sworn personnel (*Strategic Plan Reference – Employee Recruitment and Retainment*).



### Performance Measurement #1

Goal	Measurement	FY22 Actual	FY23 Target	FY23 Actual	FY24 Target
Conduct community policing initiatives by collaborating with businesses and the community to strengthen relationships and increase trust <i>(Strategic Plan Reference – Community Engagement).</i>	# of community-related events held	25	30	30	40

### Performance Measurement #2

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY24 Target
Continue to conduct quarterly officer recognition awards as well as an “Officer of the Year” award <i>(Strategic Plan Reference – Employee Recruitment and Retainment).</i>	# of awards given	5	6	5	5

### Performance Measurement #3

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Target	FY23 Actual	FY24 Target
Continue to provide training related to Cultural Diversity and De-escalation Techniques <i>(Strategic Plan Reference – Employee Recruitment and Retainment).</i>	# of trainings held	53	75	82	82	90

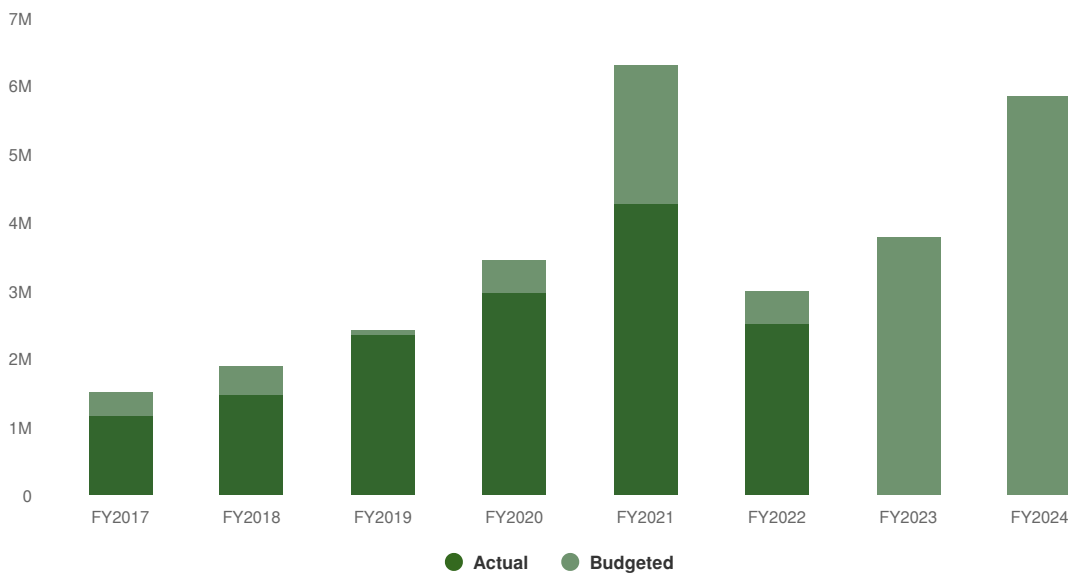
# Public Works

The Public Works Department is responsible for the operational management of City streets, right of ways (ROW), stormwater, public facilities, and utility properties. The dedicated and diverse Public Works staff support these core functions through operational monitoring and maintenance of functions, such as pothole repairs, street sign repairs, pavement markings, roadway shoulder maintenance, sidewalk repairs, street lights, ROW mowing, tree canopy maintenance, and stormwater operations. The Public Works staff also supports the maintenance of all facilities to ensure that patrons and employees are provided safe, comfortable and accessible public spaces. The Public Works Department is also an essential first responder for emergency management services including storm preparedness and disaster recovery operations.

## Expenditures Summary

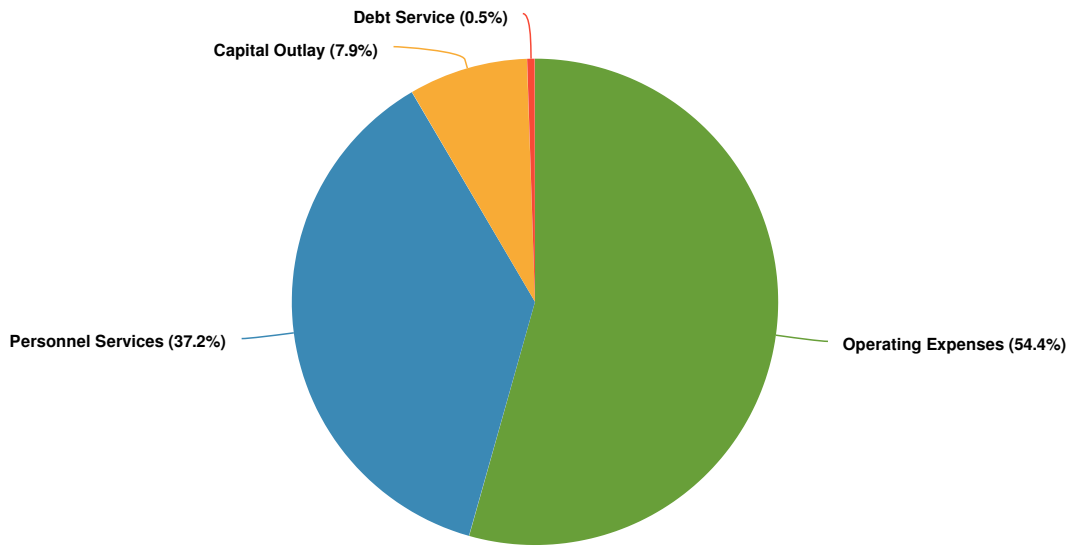
**\$5,863,580** **\$2,077,580**  
(54.88% vs. prior year)

Public Works Proposed and Historical Budget vs. Actual

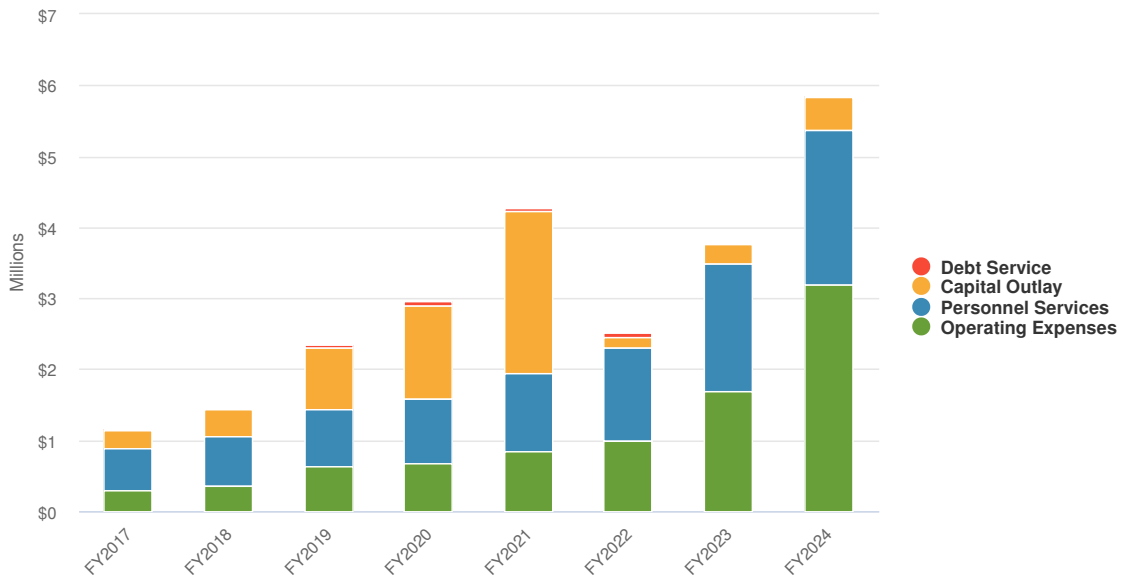


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



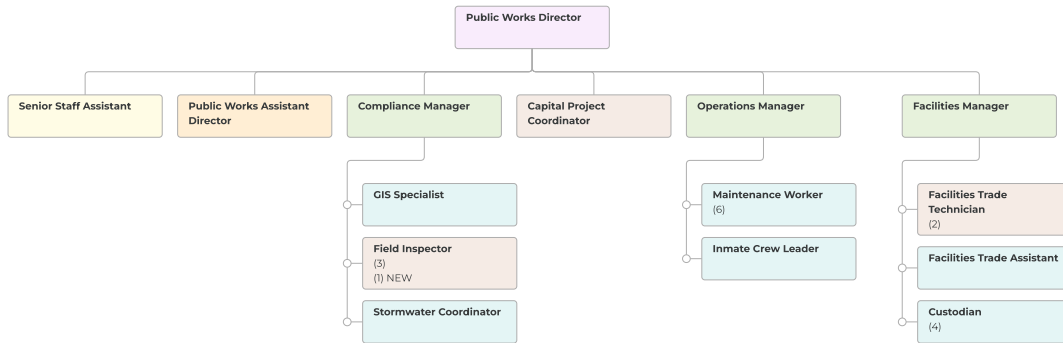
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-541-10-1200	\$823,617.11	\$1,256,900.00	\$1,538,070.00	22.4%	
ON CALL	001-541-10-1250	\$3,900.00	\$3,900.00	\$3,900.00	0%	
OVERTIME	001-541-10-1300	\$12,544.80	\$12,000.00	\$12,000.00	0%	
SICK LEAVE	001-541-10-1500	\$39,374.25		\$0.00	0%	
VACATION PAY	001-541-10-1600	\$45,392.03		\$0.00	0%	
HOLIDAY PAY	001-541-10-1800	\$35,068.54		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$959,896.73</b>	<b>\$1,272,800.00</b>	<b>\$1,553,970.00</b>	<b>22.1%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-541-10-2100	\$73,460.10	\$97,370.00	\$118,880.00	22.1%	
RETIREMENT	001-541-10-2200	\$112,253.47	\$172,760.00	\$236,570.00	36.9%	
BENEFIT ADMIN FEES	001-541-10-2210	\$27.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	001-541-10-2300	\$137,294.00	\$234,000.00	\$243,360.00	4%	
UNEMPLOYMENT COMPENSATION	001-541-10-2500	\$0.00	\$2,000.00	\$2,000.00	0%	
WORKERS COMPENSATION INSURANCE	001-541-10-2600	\$17,862.46	\$20,000.00	\$25,000.00	25%	
<b>Total Other Employment Benefits:</b>		<b>\$340,897.03</b>	<b>\$526,130.00</b>	<b>\$625,810.00</b>	<b>18.9%</b>	
<b>Total Personnel Services:</b>		<b>\$1,300,793.76</b>	<b>\$1,798,930.00</b>	<b>\$2,179,780.00</b>	<b>21.2%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-541-30-3100	\$93,620.80	\$211,580.00	\$449,500.00	127%	
OTHER CONTRACTUAL SERVICES	001-541-30-3400	\$100,675.83	\$433,100.00	\$350,100.00	-7.4%	
RIGHT-OF-WAY MAINTENANCE	001-541-30-3440	\$108,099.00	\$265,000.00	\$395,000.00	49.1%	
CLOTHING AND UNIFORMS	001-541-30-3450	\$8,393.87	\$8,000.00	\$8,000.00	0%	
TRAVEL & PER DIEM	001-541-30-4000	\$591.73	\$5,500.00	\$5,500.00	0%	
TELEPHONE EXPENSE	001-541-30-4100	\$17,623.27	\$24,600.00	\$24,600.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
IT LICENSING / EQUIPMENT	001-541-30-4110	\$29,537.40	\$80,400.00	\$83,100.00	3.4%	
POSTAGE/TRANSPORTATION FEES	001-541-30-4200	\$49.14	\$100.00	\$150.00	50%	
UTILITIES EXPENSE	001-541-30-4300	\$24,202.35	\$23,200.00	\$23,200.00	0%	
VILLAGES STREET LIGHTING	001-541-30-4350	\$446,207.51	\$470,000.00	\$600,000.00	27.7%	
RENTAL & LEASING	001-541-30-4400	\$1,685.87	\$7,575.00	\$7,580.00	0.1%	
REPAIR & MAINTENANCE	001-541-30-4600	\$32,147.82	\$51,200.00	\$51,500.00	0.6%	
REPAIR & MAINTENANCE - BUILDINGS	001-541-30-4601	\$11,562.67	\$25,000.00	\$35,000.00	40%	
PAVEMENT PRESERVATION/REHABILITATION	001-541-30-4603			\$1,000,000.00	N/A	
MISC. EXPENSE & OTHER CURRENT	001-541-30-4900	\$18.92	\$3,000.00	\$3,000.00	0%	
LANDFILL DISPOSAL FEES	001-541-30-4940	\$2,446.05	\$5,000.00	\$6,000.00	20%	
BOOT ALLOWANCE	001-541-30-4960	\$2,493.28	\$4,025.00	\$4,200.00	4.3%	
OFFICE SUPPLIES	001-541-30-5100	\$2,389.14	\$3,000.00	\$3,000.00	0%	
OPERATING SUPPLIES	001-541-30-5200	\$59,736.59	\$70,000.00	\$70,000.00	0%	
FUEL EXPENSE	001-541-30-5250	\$38,832.19	\$45,000.00	\$35,000.00	-22.2%	
SUBSCRIPTIONS/DUES	001-541-30-5400	\$1,349.87	\$9,225.00	\$11,940.00	29.4%	
TRAINING	001-541-30-5500	\$13,759.37	\$19,080.00	\$22,080.00	15.7%	
<b>Total Operating Expenses:</b>		<b>\$995,422.67</b>	<b>\$1,763,585.00</b>	<b>\$3,188,450.00</b>	<b>88.1%</b>	
<b>Capital Outlay</b>						
CITY HALL / ANNEX REHAB	001-541-60-6115	\$60,663.05	\$50,000.00	\$50,000.00	0%	
CAP. IMPROVEMENT-BUILDINGS	001-541-60-6200	\$0.00		\$150,000.00	N/A	
PUBLIC WORKS BUILDING	001-541-60-6210	\$0.00	\$9,700.00	\$0.00	-100%	Access Control
CAPITAL IMPROVEMENT-OTHER	001-541-60-6300	\$0.00		\$75,000.00	N/A	
CAP. IMPROVEMENT-MACHINERY	001-541-60-6400	\$106,377.50	\$369,608.00	\$190,000.00	-5.9%	
<b>Total Capital Outlay:</b>		<b>\$167,040.55</b>	<b>\$429,308.00</b>	<b>\$465,000.00</b>	<b>77.7%</b>	
<b>Debt Service</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
PRINCIPAL-EQUIPMENT LEASE	001-541-60-6681	\$46,316.72	\$28,200.00	\$29,240.00	3.7%	
INTEREST-EQUIPMENT LEASE	001-541-60-6691	\$4,091.49	\$2,165.00	\$1,110.00	-48.7%	
<b>Total Debt Service:</b>		<b>\$50,408.21</b>	<b>\$30,365.00</b>	<b>\$30,350.00</b>	<b>0%</b>	
<b>Total Expense Objects:</b>		<b>\$2,513,665.19</b>	<b>\$4,022,188.00</b>	<b>\$5,863,580.00</b>	<b>54.9%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target
Complete Engineering Design Specifications for the Clay Drain Road and Signature Drive roadway improvements <i>(Strategic Plan Reference – Transportation)</i> .	% Complete	30%	60%	90%	100%

## Performance Measurement #2

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target
Complete the design and permitting activities for Huey Street roadway improvements <i>(Strategic Plan Reference – Transportation)</i> .	% Complete	25%	75%	100%

## Performance Measurement #3

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target
Complete the design and permitting activities for the Jackson Street roadway rehabilitation <i>(Strategic Plan Reference – Transportation)</i> .	% Complete	10%	75%	100%

### Goal #1

Conduct a workshop presentation to the City Commission for stormwater project planning and prioritization *(Strategic Plan Reference – Infrastructure)*.



### Goal #2

Complete at least one stormwater facility improvement project *(Strategic Plan Reference – Infrastructure)*.



### Goal #3

Complete year three (3) documentation and submittal for the NPDES MS4 permit *(Strategic Plan Reference – Infrastructure)*.



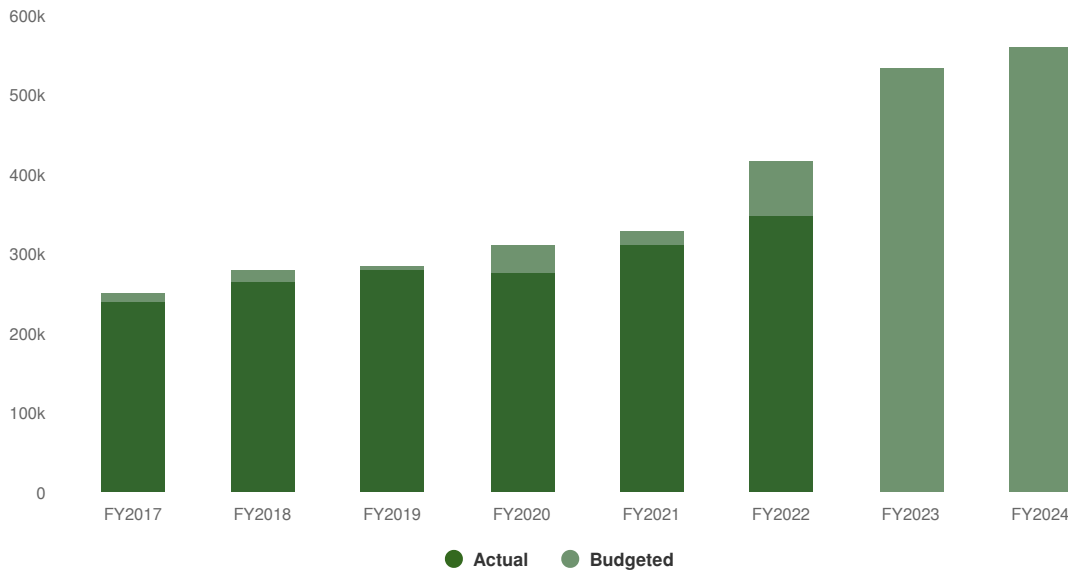
# Fleet Services

The Fleet Services Department is responsible for the repair and maintenance of all City vehicles and equipment as well as keeping records of such repairs. The department also manages the purchasing of City vehicles and equipment. Fleet Services maintains the emergency generators and schedules the quarterly maintenance for the generators to ensure efficient operation in the case of an emergency. The department is also responsible for the purchase of fuel and maintenance of all fuel equipment.

## Expenditures Summary

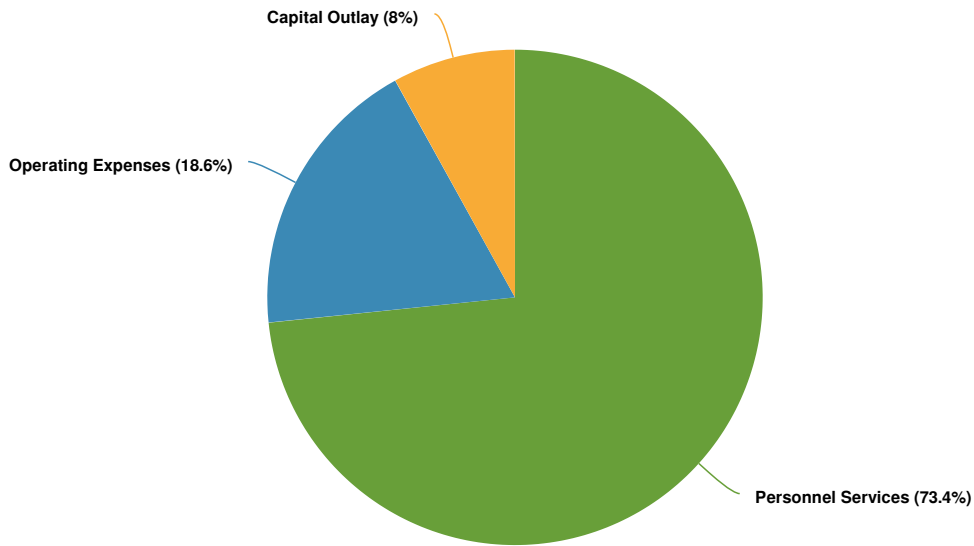
**\$560,230** **\$26,170**  
(4.90% vs. prior year)

Fleet Services Proposed and Historical Budget vs. Actual

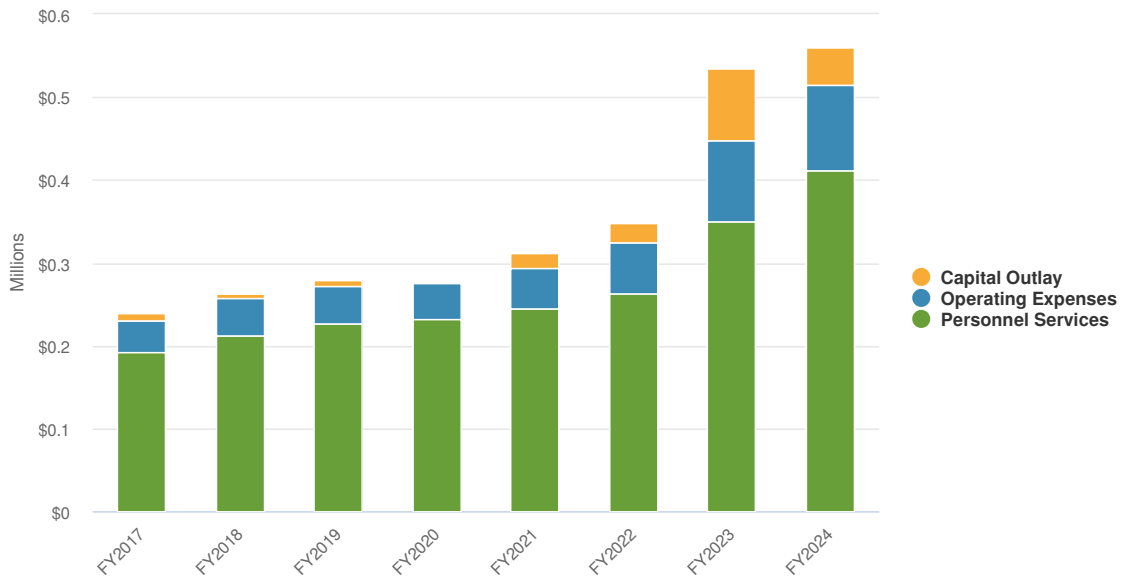


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

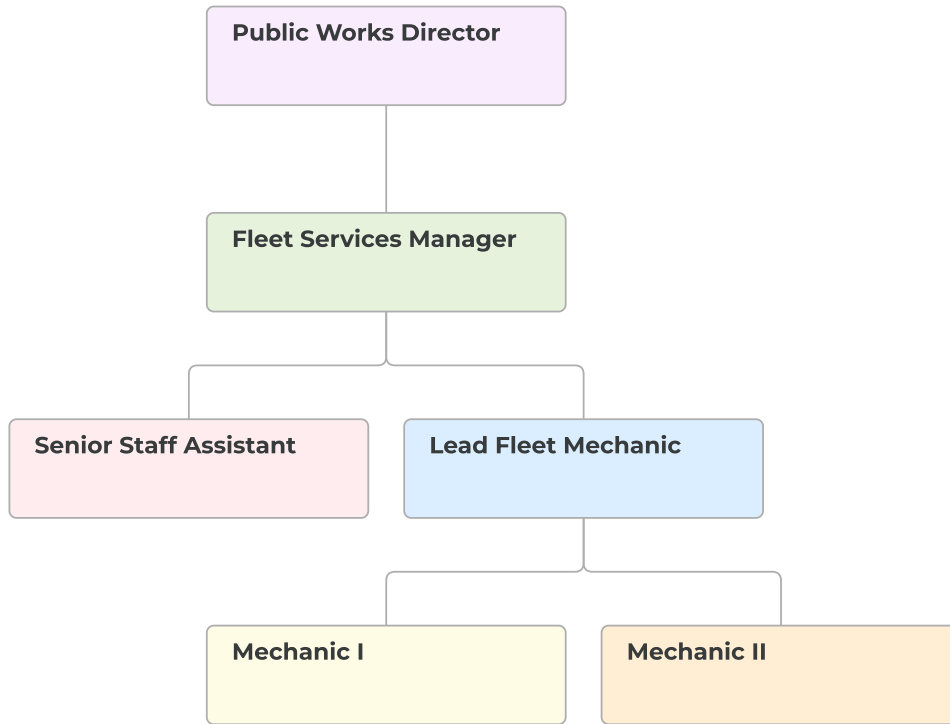


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
Expense Objects						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-549-10-1200	\$165,584.51	\$245,440.00	\$292,280.00	19.1%	
SPECIAL PAY	001-549-10-1210	\$0.00	\$1,500.00	\$0.00	0%	
OVERTIME	001-549-10-1300	\$0.00		\$1,500.00	0%	
SICK LEAVE	001-549-10-1500	\$3,984.32		\$0.00	0%	
VACATION PAY	001-549-10-1600	\$12,787.72		\$0.00	0%	
HOLIDAY PAY	001-549-10-1800	\$7,001.01		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$189,357.56</b>	<b>\$246,940.00</b>	<b>\$293,780.00</b>	<b>19%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-549-10-2100	\$14,485.54	\$18,900.00	\$22,480.00	18.9%	
RETIREMENT	001-549-10-2200	\$21,027.95	\$29,420.00	\$39,870.00	35.5%	
LIFE & HEALTH INSURANCE	001-549-10-2300	\$30,260.16	\$46,800.00	\$46,800.00	0%	
WORKERS COMPENSATION INSURANCE	001-549-10-2600	\$6,966.43	\$7,800.00	\$8,200.00	5.1%	
<b>Total Other Employment Benefits:</b>		<b>\$72,740.08</b>	<b>\$102,920.00</b>	<b>\$117,350.00</b>	<b>14%</b>	
<b>Total Personnel Services:</b>		<b>\$262,097.64</b>	<b>\$349,860.00</b>	<b>\$411,130.00</b>	<b>17.5%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-549-30-3100	\$0.00	\$500.00	\$500.00	0%	
OTHER CONTRACTUAL SERVICES	001-549-30-3400	\$220.00	\$2,800.00	\$8,000.00	185.7%	
CLOTHING AND UNIFORMS	001-549-30-3450	\$2,338.53	\$3,500.00	\$1,500.00	-57.1%	
TRAVEL & PER DIEM	001-549-30-4000	\$70.90	\$100.00	\$100.00	0%	
TELEPHONE EXPENSE	001-549-30-4100	\$2,354.52	\$3,500.00	\$3,500.00	0%	
IT LICENSING / EQUIPMENT	001-549-30-4110	\$15,463.45	\$31,500.00	\$31,500.00	0%	
POSTAGE/TRANSPORTATION FEES	001-549-30-4200	\$0.00	\$100.00	\$100.00	0%	
UTILITIES EXPENSE	001-549-30-4300	\$4,388.52	\$5,000.00	\$7,000.00	40%	
RENTAL & LEASING	001-549-30-4400	\$1,580.89	\$2,500.00	\$2,500.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
REPAIR & MAINTENANCE	001-549-30-4600	\$2,896.45	\$5,000.00	\$5,000.00	0%	
MISC. EXPENSE & OTHER CURRENT	001-549-30-4900	\$0.00	\$100.00	\$100.00	0%	
BOOT ALLOWANCE	001-549-30-4960	\$235.37	\$700.00	\$700.00	0%	
OFFICE SUPPLIES	001-549-30-5100	\$645.01	\$1,500.00	\$1,500.00	0%	
OPERATING SUPPLIES	001-549-30-5200	\$26,334.32	\$35,000.00	\$35,000.00	0%	
FUEL EXPENSE	001-549-30-5250	\$3,990.54	\$3,500.00	\$3,600.00	2.9%	
SUBSCRIPTIONS/DUES	001-549-30-5400	\$1,069.99	\$500.00	\$500.00	0%	
TRAINING	001-549-30-5500	\$400.00	\$2,500.00	\$3,000.00	20%	
<b>Total Operating Expenses:</b>		<b>\$61,988.49</b>	<b>\$98,300.00</b>	<b>\$104,100.00</b>	<b>5.9%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENTS-MACHINERY/EQUIP	001-549-60-6400	\$23,626.15	\$85,900.00	\$45,000.00	-47.6%	
<b>Total Capital Outlay:</b>		<b>\$23,626.15</b>	<b>\$85,900.00</b>	<b>\$45,000.00</b>	<b>-47.6%</b>	
<b>Total Expense Objects:</b>		<b>\$347,712.28</b>	<b>\$534,060.00</b>	<b>\$560,230.00</b>	<b>4.9%</b>	

# Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY22 Actual	FY23 Target	FY24 Target
Convert the entire City fleet (except Police Department) to a universal GPS tracking system to promote safer driving habits ( <i>Strategic Plan References - Infrastructure; Employee Recruitment and Retainment</i> )	# of Vehicles in System	0	53	84

## Performance Measurement #2

Goal	Measurement	FY22 Actual	FY23 Target	FY24 Target
Meet the City's tire replacement program of 100% in-house for FY24 ( <i>Strategic Plan Reference - Infrastructure</i> )	% of tires replaced	0%	80%	100%

## Goal #1

Continue maintaining the City's fleet with the highest quality workmanship possible and in the most fiscally responsible way (*Strategic Plan References – Infrastructure; Employee Recruitment and Retainment*).



## Goal #2

Continue to implement the Vehicle Replacement Program (*Strategic Plan References - Infrastructure; Employee Recruitment and Retainment*).



## Goal #3

Fully convert to new fuel tank system and decommission existing fuel tanks by November 1, 2023 (*Strategic Plan Reference - Infrastructure*).

## Goal #4

Develop a plan to streamline the purchase of fleet equipment during the budget process (*Strategic Plan Reference - Infrastructure*).

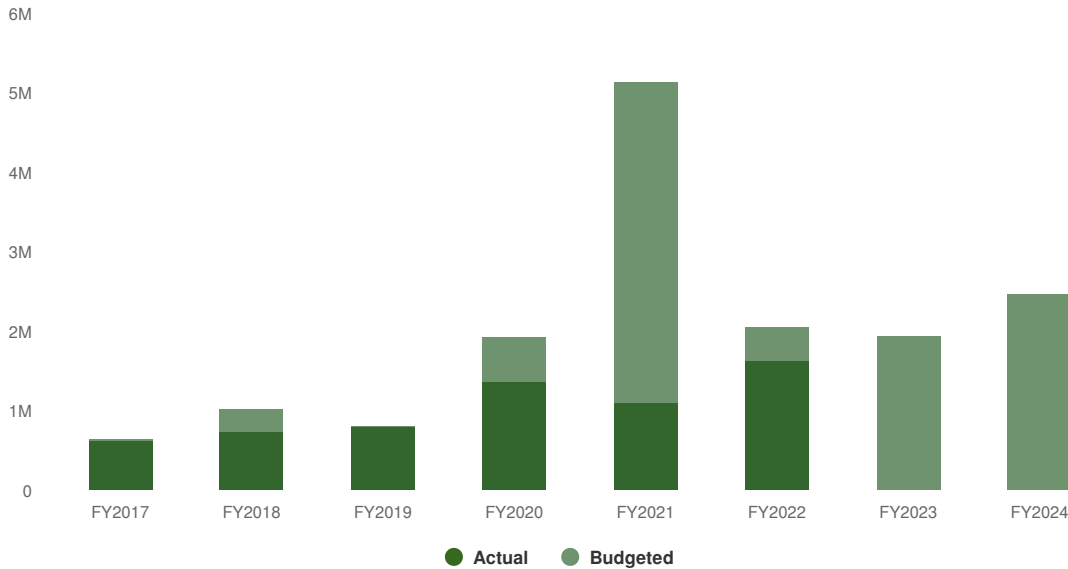
# Parks and Recreation

The Parks & Recreation Department is responsible for providing exceptional parks, diverse recreational and leisure opportunities, and high-quality facilities. The department oversees and maintains a total of 8 parks, 3 community centers, a historical building, a cemetery, and various beautification projects around the City. The parks and facilities feature amenities to suit all interests including athletic fields and courts; arts, performance and event spaces; fitness and wellness opportunities; boat ramp and waterfront areas; dog park and open spaces; and playgrounds and picnic shelters.

## Expenditures Summary

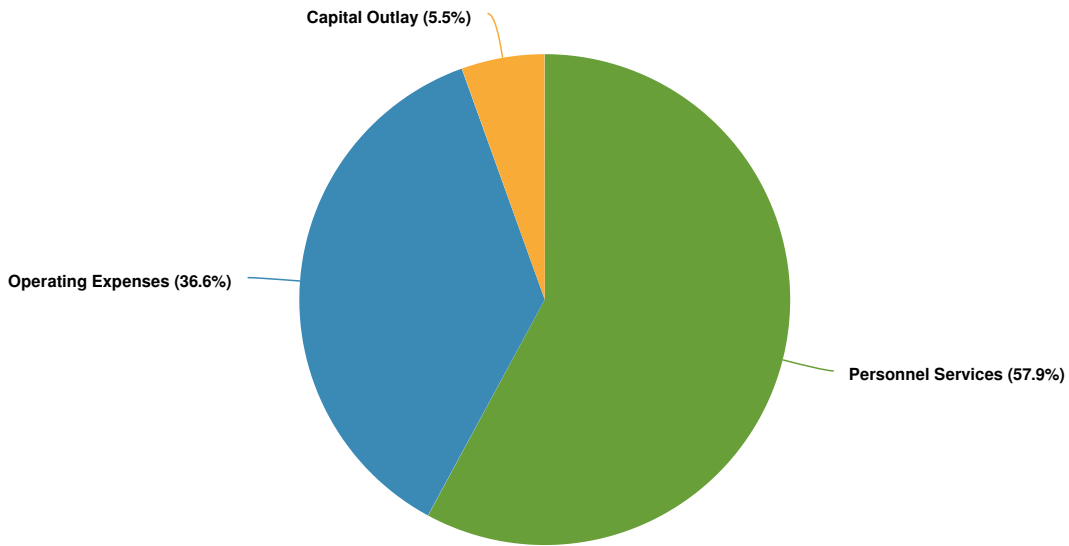
**\$2,465,950** **\$516,395**  
 (26.49% vs. prior year)

Parks and Recreation Proposed and Historical Budget vs. Actual

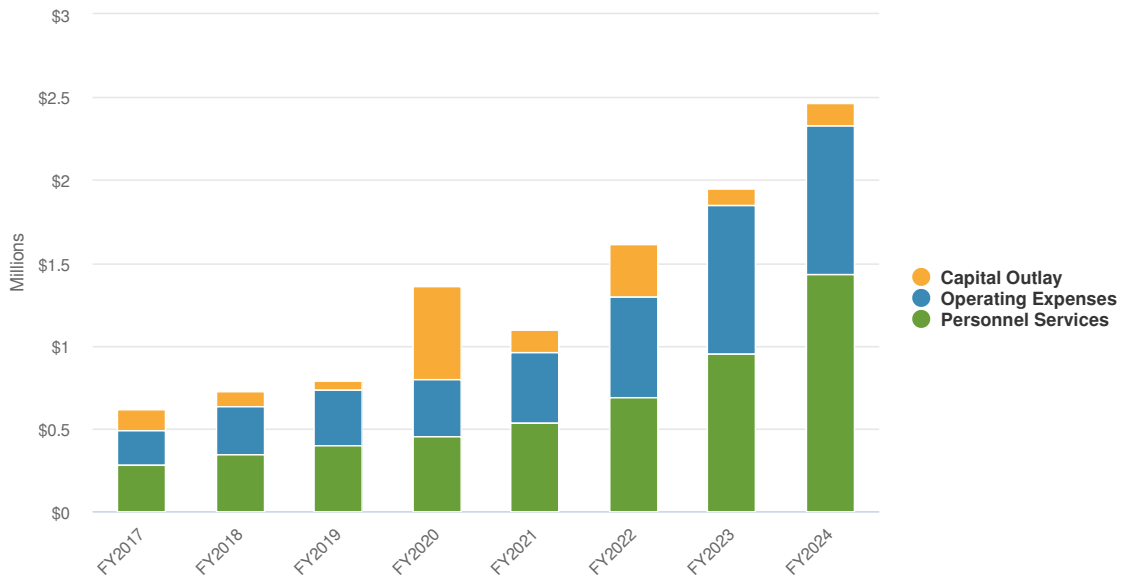


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



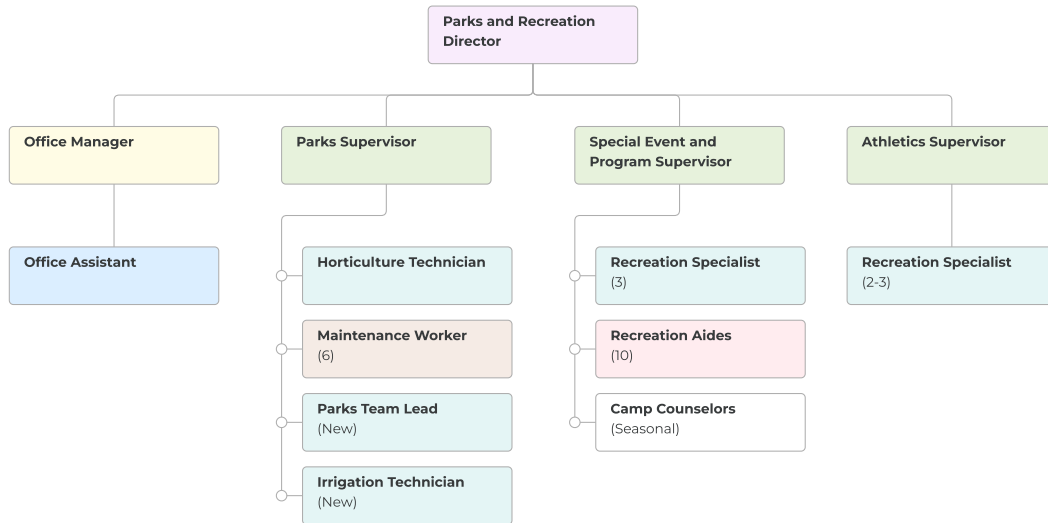
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	001-572-10-1200	\$438,703.66	\$711,530.00	\$1,027,940.00	52.1%	
ON CALL	001-572-10-1250	\$3,900.00	\$3,500.00	\$3,500.00	0%	
OVERTIME	001-572-10-1300	\$11,767.52	\$2,000.00	\$2,000.00	0%	
SICK LEAVE	001-572-10-1500	\$15,073.16		\$0.00	0%	
VACATION PAY	001-572-10-1600	\$21,229.69		\$0.00	0%	
HOLIDAY PAY	001-572-10-1800	\$16,704.26		\$0.00	0%	
HOLIDAY PREMIUM	001-572-10-1820	\$166.00		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$507,544.29</b>	<b>\$717,030.00</b>	<b>\$1,033,440.00</b>	<b>51.7%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-572-10-2100	\$38,827.68	\$54,860.00	\$79,060.00	51.7%	
RETIREMENT	001-572-10-2200	\$54,034.36	\$85,405.00	\$140,240.00	72.9%	
LIFE & HEALTH INSURANCE	001-572-10-2300	\$78,852.42	\$131,040.00	\$168,480.00	28.6%	
UNEMPLOYMENT COMPENSATION	001-572-10-2500	\$37.41		\$0.00	0%	
WORKERS COMPENSATION INSURANCE	001-572-10-2600	\$5,358.78	\$6,000.00	\$6,500.00	8.3%	
<b>Total Other Employment Benefits:</b>		<b>\$177,110.65</b>	<b>\$277,305.00</b>	<b>\$394,280.00</b>	<b>45.9%</b>	
<b>Total Personnel Services:</b>		<b>\$684,654.94</b>	<b>\$994,335.00</b>	<b>\$1,427,720.00</b>	<b>50.1%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-572-30-3100	\$20,650.50	\$15,750.00	\$14,000.00	0%	
OTHER CONTRACTUAL SERVICES	001-572-30-3400	\$96,812.20	\$131,900.00	\$159,200.00	20.7%	
CLOTHING AND UNIFORMS	001-572-30-3450	\$3,842.07	\$7,550.00	\$8,250.00	9.3%	
TRAVEL & PER DIEM	001-572-30-4000	\$1,012.59	\$3,900.00	\$4,550.00	16.7%	
TELEPHONE EXPENSE	001-572-30-4100	\$19,695.91	\$18,000.00	\$14,600.00	-18.9%	
IT LICENSING / EQUIPMENT	001-572-30-4110	\$28,329.62	\$38,500.00	\$53,720.00	54.4%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
ADVERTISING AND PROMOTIONS	001-572-30-4150	\$23,045.57	\$34,000.00	\$25,000.00	78.6%	
POSTAGE/TRANSPORTATION FEES	001-572-30-4200	\$31.27	\$200.00	\$200.00	0%	
UTILITIES EXPENSE	001-572-30-4300	\$16,082.05	\$25,100.00	\$35,000.00	39.4%	
RENTAL & LEASING	001-572-30-4400	\$4,148.21	\$6,900.00	\$6,900.00	0%	
REPAIR & MAINTENANCE	001-572-30-4600	\$38,063.27	\$103,620.00	\$48,650.00	-60.6%	Baseball complex light upgrade (15K)
REPAIR & MAINTENANCE - BUILDINGS	001-572-30-4601	\$2,955.18	\$38,500.00	\$36,000.00	-6.5%	Parks and Recreation Breakroom
BAKER HOUSE MAINTENANCE	001-572-30-4610	\$2,506.91	\$10,000.00	\$15,000.00	50%	
BAKER HOUSE OPERATIONS-OTHER MISC.	001-572-30-4620	\$6,702.16	\$7,070.00	\$5,720.00	-19.1%	
BAKER HOUSE SPECIAL EVENTS	001-572-30-4630	\$7,474.65	\$10,000.00	\$15,000.00	50%	
MISC. EXPENSE & OTHER CURRENT	001-572-30-4900	\$777.87	\$5,000.00	\$5,000.00	0%	
SPECIAL EVENTS	001-572-30-4910	\$123,526.80	\$118,500.00	\$165,800.00	39.9%	
PROGRAMS, ACTIVITIES & LEAGUES	001-572-30-4915	\$76,459.67	\$110,100.00	\$104,400.00	-5.2%	
SUMMER RECREATION PROGRAM	001-572-30-4920	\$15,547.80	\$42,500.00	\$48,000.00	12.9%	
BOOT ALLOWANCE	001-572-30-4960	\$1,122.58	\$1,575.00	\$1,580.00	0.3%	
OFFICE SUPPLIES	001-572-30-5100	\$2,015.73	\$2,000.00	\$4,500.00	125%	
OPERATING SUPPLIES	001-572-30-5200	\$71,356.54	\$95,600.00	\$81,500.00	-14.7%	
FUEL EXPENSE	001-572-30-5250	\$25,357.37	\$30,000.00	\$25,000.00	-16.7%	
LANDSCAPING	001-572-30-5280	\$18,306.97	\$30,000.00	\$15,000.00	-50%	
SUBSCRIPTIONS/DUES	001-572-30-5400	\$410.10	\$2,610.00	\$3,210.00	23%	
TRAINING	001-572-30-5500	\$4,105.00	\$10,600.00	\$7,200.00	-32.1%	
<b>Total Operating Expenses:</b>		<b>\$610,338.59</b>	<b>\$899,475.00</b>	<b>\$902,980.00</b>	<b>1%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-BUILDINGS	001-572-60-6200	\$0.00	\$39,100.00	\$14,500.00	-62.9%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
CAPITAL IMPROVEMENT-OTHER	001-572-60-6300	\$18,647.65	\$25,000.00	\$13,000.00	-48%	
MLK PARK PROJECT	001-572-60-6351	\$224,643.64	\$103,240.96	\$0.00	0%	
CAP. IMPROVEMENT-MACHINERY	001-572-60-6400	\$75,786.00	\$149,690.52	\$107,750.00	169.4%	
<b>Total Capital Outlay:</b>		<b>\$319,077.29</b>	<b>\$317,031.48</b>	<b>\$135,250.00</b>	<b>29.9%</b>	
<b>Total Expense Objects:</b>		<b>\$1,614,070.82</b>	<b>\$2,210,841.48</b>	<b>\$2,465,950.00</b>	<b>26.5%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY23 Actual	FY24 Target	FY25 Target
Coordinate with Public Works Director to complete permitting and construction of Millennium Park Phase 1 and Phase 2 Improvements <i>(Strategic Plan Reference – Community Engagement).</i>	% Construction Complete	0%	50%	100%

## Performance Measurement #2

Goal	Measurement	FY23 Actual	FY24 Target
Increase the reach and following of the City's Parks and Recreation social media platforms ( <i>Strategic Plan References – Community Engagement</i> ).	# of Followers	2,800	4,000

### Goal #1

Design, permit, and construct the dock improvements at Lake Deaton Park (*Strategic Plan References – Community Engagement*).



### Goal #2

Expand the toddler and special needs programming for recreation events (*Strategic Plan References – Community Engagement*).



### Goal #3

Design and construct improvements to Bark Park. (*Strategic Plan References – Community Engagement*).



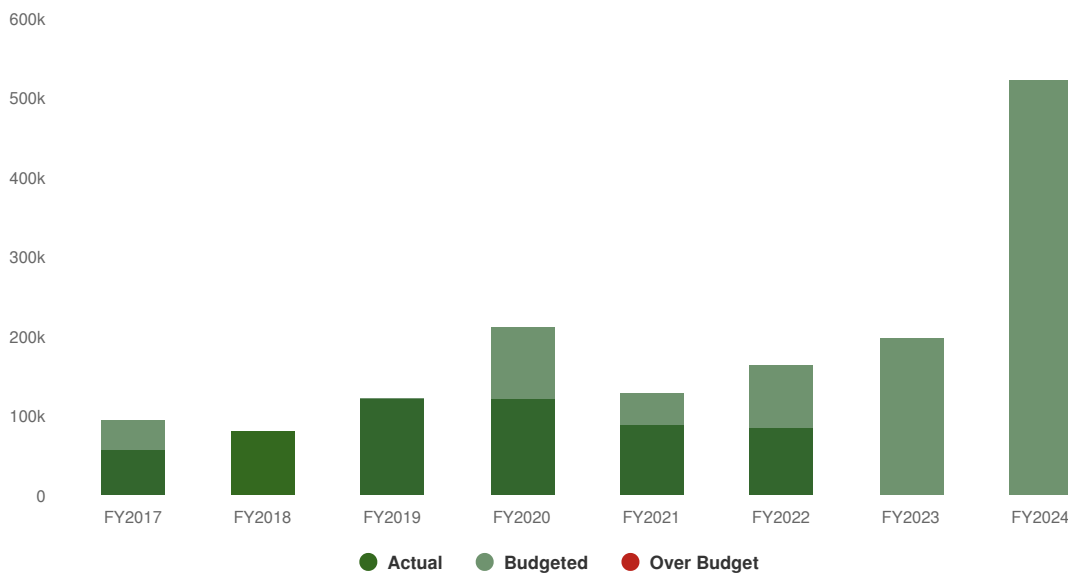
# Community Center

The Community Center is an extension of the Parks & Recreation Department. It is comprised of 3 community centers; Martin Luther King Jr., Oxford Community Center, and Wildwood Community Center. All the Community Centers are rented to the public on a first come, first served basis. The Community Centers offer an assortment of rooms to accommodate a variety of meetings and serves as a location for weddings, parties, dances, plays and banquets. Amenities at some of the centers include kitchens or service areas as well as A/V hookups. All centers have tables and chairs available for a variety of seating configurations. The Community Centers are host to a variety of programs and classes like Tai-Chi, Dance, Painting, Zumba, Yoga and Chair Yoga to name a few.

## Expenditures Summary

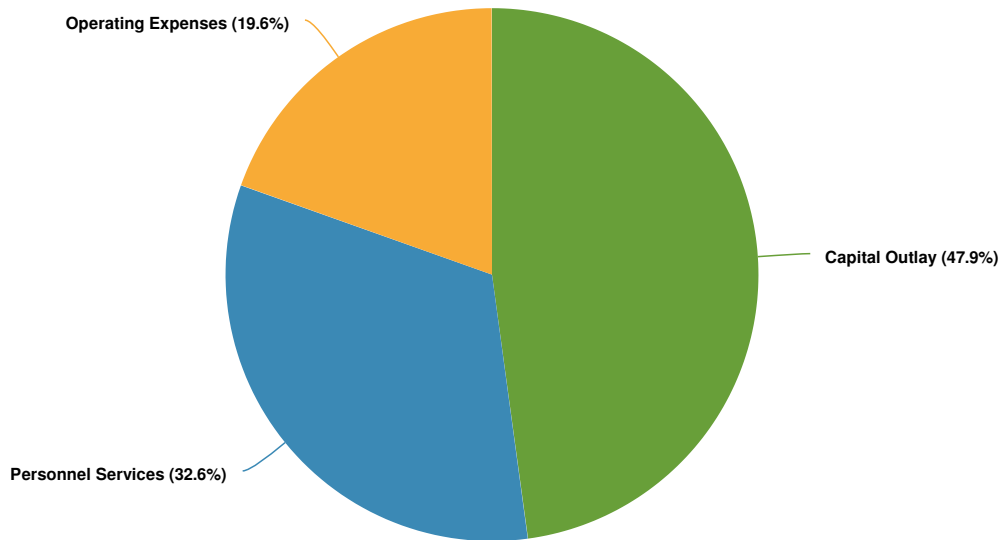
**\$522,440** **\$324,710**  
 (164.22% vs. prior year)

Community Center Proposed and Historical Budget vs. Actual

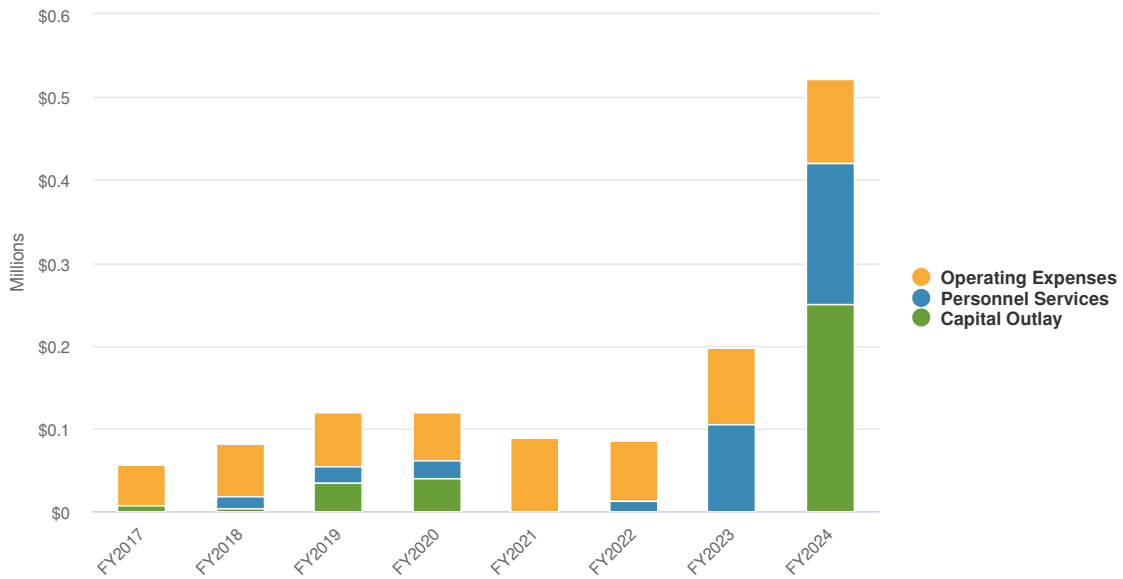


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



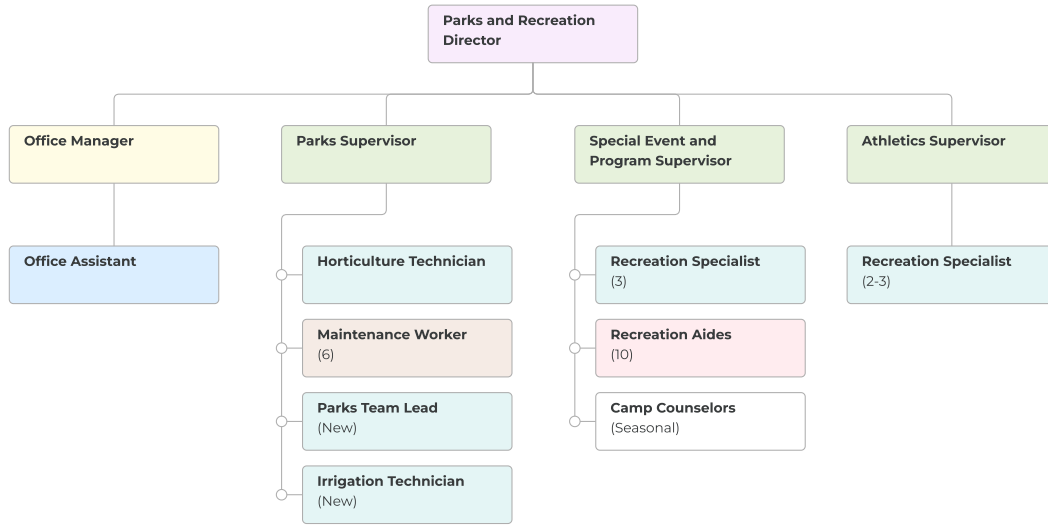
## Budgeted and Historical Expenditures by Expense Type



Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Salaries and Wages</b>						
SALARIES	001-575-10-1200	\$11,311.43	\$87,450.00	\$140,290.00	60.4%	
OVERTIME	001-575-10-1300	\$55.69		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$11,367.12</b>	<b>\$87,450.00</b>	<b>\$140,290.00</b>	<b>60.4%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	001-575-10-2100	\$869.65	\$6,690.00	\$10,740.00	60.5%	
RETIREMENT	001-575-10-2200	\$1,318.13	\$10,420.00	\$19,040.00	82.7%	
LIFE & HEALTH INSURANCE	001-575-10-2300	\$0.00	\$200.00	\$200.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$2,187.78</b>	<b>\$17,310.00</b>	<b>\$29,980.00</b>	<b>73.2%</b>	
<b>Total Personnel Services:</b>		<b>\$13,554.90</b>	<b>\$104,760.00</b>	<b>\$170,270.00</b>	<b>62.5%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	001-575-30-3100	\$849.85	\$3,000.00	\$3,000.00	0%	
OTHER CONTRACTUAL SERVICES	001-575-30-3400	\$1,134.70	\$8,440.00	\$8,440.00	0%	
CLOTHING AND UNIFORMS	001-575-30-3450	\$220.48	\$1,200.00	\$1,200.00	0%	
TELEPHONE EXPENSE	001-575-30-4100	\$2,835.02	\$6,680.00	\$6,680.00	0%	
POSTAGE/TRANSPORTATION FEES	001-575-30-4200	\$17.07	\$250.00	\$250.00	0%	
UTILITIES EXPENSE	001-575-30-4300	\$45,205.90	\$24,800.00	\$40,000.00	61.3%	
RENTAL & LEASING	001-575-30-4400	\$1,912.19	\$2,600.00	\$1,600.00	-38.5%	
REPAIR & MAINTENANCE	001-575-30-4600	\$12,029.48	\$30,000.00	\$30,000.00	0%	
OFFICE SUPPLIES	001-575-30-5100	\$425.01	\$1,000.00	\$1,000.00	0%	
OPERATING SUPPLIES	001-575-30-5200	\$7,528.12	\$15,000.00	\$10,000.00	-33.3%	
SUBSCRIPTIONS/DUES	001-575-30-5400	\$100.00		\$0.00	0%	
<b>Total Operating Expenses:</b>		<b>\$72,257.82</b>	<b>\$92,970.00</b>	<b>\$102,170.00</b>	<b>9.9%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-BUILDINGS	001-575-60-6200	\$0.00		\$250,000.00	N/A	
<b>Total Capital Outlay:</b>		<b>\$0.00</b>		<b>\$250,000.00</b>	<b>N/A</b>	
<b>Total Expense Objects:</b>		<b>\$85,812.72</b>	<b>\$197,730.00</b>	<b>\$522,440.00</b>	<b>164.2%</b>	

# Organizational Chart



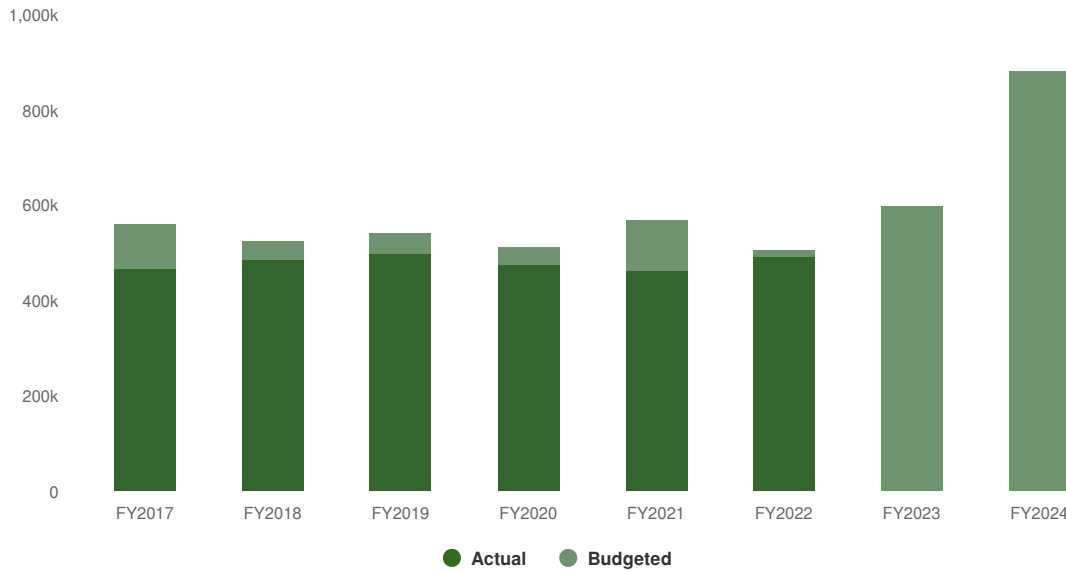
# Physical Environment

The Physical Environment Department is responsible for all operations related to meter reading, billing, and collection for the City's utility services. As the primary point of contact for the City of Wildwood, the Department provides prompt, courteous, and efficient support to customers with concerns regarding water, wastewater, and/or refuse services, ensuring all matters are resolved to the customers' satisfaction in a timely manner. Physical Environment coordinates with other City departments for establishing utility service(s) for new construction/development, while ensuring compliance with all organizational policies and City ordinances.

## Expenditures Summary

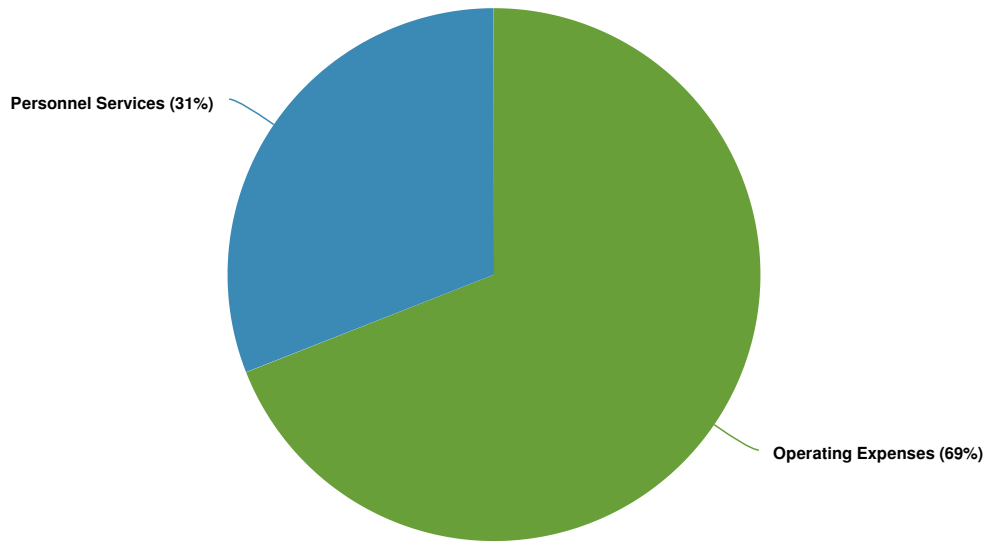
**\$880,390** **\$282,875**  
(47.34% vs. prior year)

Physical Environment Proposed and Historical Budget vs. Actual

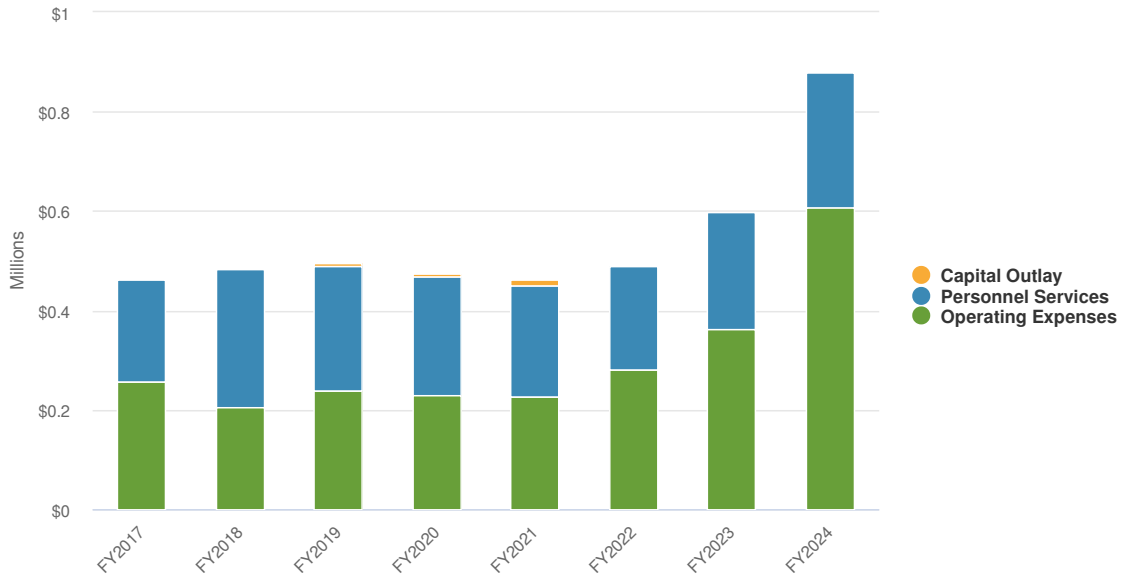


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type

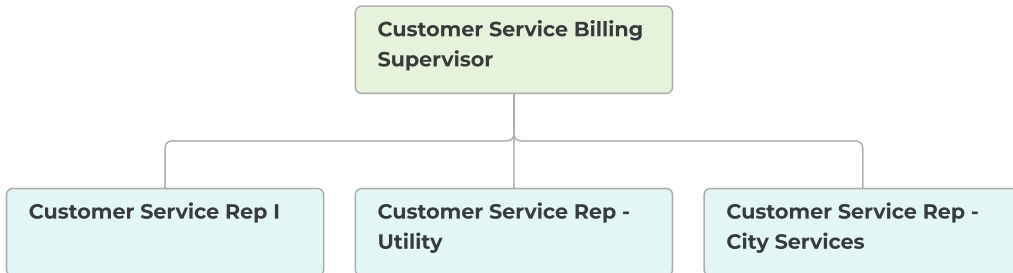


Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
Expense Objects						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	401-530-10-1200	\$129,571.91	\$162,800.00	\$191,040.00	17.3%	
OVERTIME	401-530-10-1300	\$0.00	\$1,000.00	\$1,000.00	0%	
SICK LEAVE	401-530-10-1500	\$6,659.06		\$0.00	0%	
VACATION PAY	401-530-10-1600	\$7,634.30		\$0.00	0%	
HOLIDAY PAY	401-530-10-1800	\$5,638.77		\$0.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$149,504.04</b>	<b>\$163,800.00</b>	<b>\$192,040.00</b>	<b>17.2%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	401-530-10-2100	\$11,417.42	\$12,540.00	\$14,700.00	17.2%	
RETIREMENT	401-530-10-2200	\$16,612.60	\$19,350.00	\$25,880.00	33.7%	
BENEFIT ADMIN FEES	401-530-10-2210	\$54.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	401-530-10-2300	\$30,150.00	\$37,440.00	\$37,440.00	0%	
UNEMPLOYMENT COMPENSATION	401-530-10-2500	\$0.00	\$1,500.00	\$1,500.00	0%	
WORKERS COMPENSATION INSURANCE	401-530-10-2600	\$893.14	\$1,000.00	\$1,000.00	0%	
<b>Total Other Employment Benefits:</b>		<b>\$59,127.16</b>	<b>\$71,830.00</b>	<b>\$80,520.00</b>	<b>12.1%</b>	
<b>Total Personnel Services:</b>		<b>\$208,631.20</b>	<b>\$235,630.00</b>	<b>\$272,560.00</b>	<b>15.7%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	401-530-30-3100	\$772.50	\$4,125.00	\$3,000.00	-27.3%	
ACCOUNTING & AUDITING FEES	401-530-30-3200	\$18,500.00	\$19,250.00	\$24,000.00	24.7%	
OTHER CONTRACTUAL SERVICES	401-530-30-3400	\$14,475.67	\$32,410.00	\$34,950.00	7.8%	
TRAVEL & PER DIEM	401-530-30-4000	\$0.00	\$1,000.00	\$500.00	-50%	
TELEPHONE EXPENSE	401-530-30-4100	\$4,717.93	\$5,250.00	\$5,000.00	-4.8%	
IT LICENSING / EQUIPMENT	401-530-30-4110	\$17,010.09	\$25,300.00	\$37,730.00	49.1%	
POSTAGE/TRANSPORTATION FEES	401-530-30-4200	\$26,543.62	\$33,000.00	\$32,800.00	-0.6%	
UTILITIES EXPENSE	401-530-30-4300	\$17,714.36	\$25,000.00	\$20,000.00	-20%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
RENTAL & LEASING	401-530-30-4400	\$2,995.44	\$3,200.00	\$3,650.00	265%	
GENERAL INSURANCE	401-530-30-4500	\$145,449.13	\$190,000.00	\$400,000.00	135.3%	
REPAIR & MAINTENANCE	401-530-30-4600	\$9,145.94	\$21,000.00	\$23,700.00	12.9%	
MISC. EXPENSE & OTHER CURRENT	401-530-30-4900	\$16,173.73	\$12,300.00	\$14,500.00	0%	
OFFICE SUPPLIES	401-530-30-5100	\$887.68	\$2,000.00	\$1,000.00	-50%	
OPERATING SUPPLIES	401-530-30-5200	\$4,677.81	\$5,600.00	\$5,500.00	-1.8%	
SUBSCRIPTIONS/DUES	401-530-30-5400	\$37.50	\$450.00	\$500.00	11.1%	
TRAINING	401-530-30-5500	\$2,808.00	\$2,000.00	\$1,000.00	-50%	
<b>Total Operating Expenses:</b>		<b>\$281,909.40</b>	<b>\$381,885.00</b>	<b>\$607,830.00</b>	<b>68%</b>	
<b>Total Expense Objects:</b>		<b>\$490,540.60</b>	<b>\$617,515.00</b>	<b>\$880,390.00</b>	<b>47.3%</b>	

## Organizational Chart



## Goal #1

Enhance customer communication by creating a department calendar on the City website for important dates and information related to utilities (*Strategic Plan Reference – Community Engagement*).

## **Goal #2**

Develop and promote a “green” billing initiative to promote enrollment in EZ Pay automatic draft and email bill delivery (*Strategic Plan References – Community Engagement*).

## **Goal #3**

Initiate a customer satisfaction survey campaign to gather feedback and insights from customers (*Strategic Plan Reference – Community Engagement*).

## **Goal #4**

Develop and launch a comprehensive water conservation information program aimed at promoting sustainable water usage practices within the community, including informational brochure, additional webpage content, and public meeting (*Strategic Plan References – Community Engagement; Infrastructure*).

## **Goal #5**

Implement a cross-training initiative among department staff to foster collaboration and reinforcement of service delivery (*Strategic Plan Reference – Employee Recruitment and Retainment*).

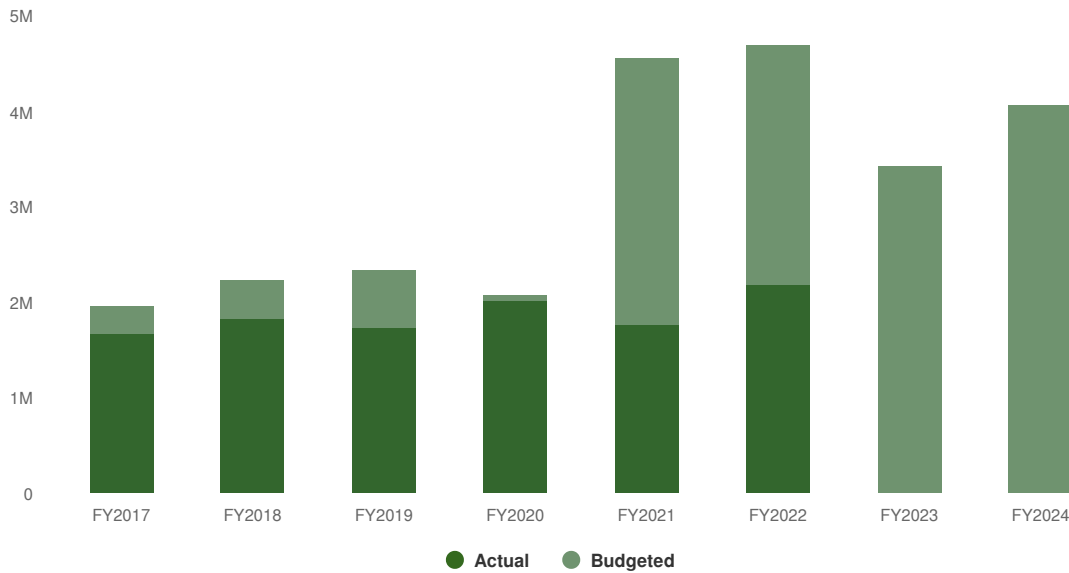
# Water Division

The Utility Department Water Division maintains the City's water operations in accordance with federal, state, and local regulations. Responsibilities include collecting samples for testing, locating, maintaining, repairing and installing infrastructure; inspecting, installing, and changing water meters; and inspecting, maintaining valves and fire hydrants.

## Expenditures Summary

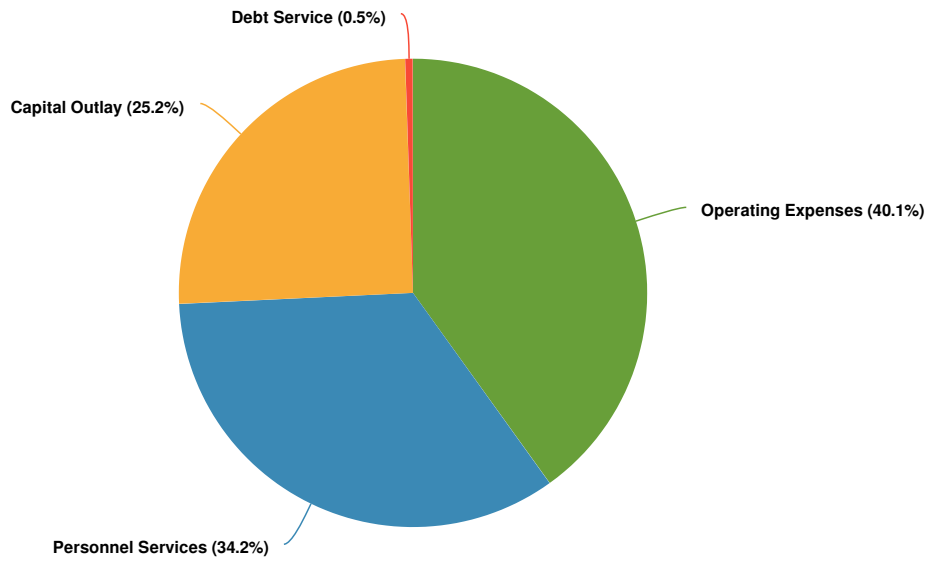
**\$4,077,750** **\$644,575**  
(18.77% vs. prior year)

Water Division Proposed and Historical Budget vs. Actual

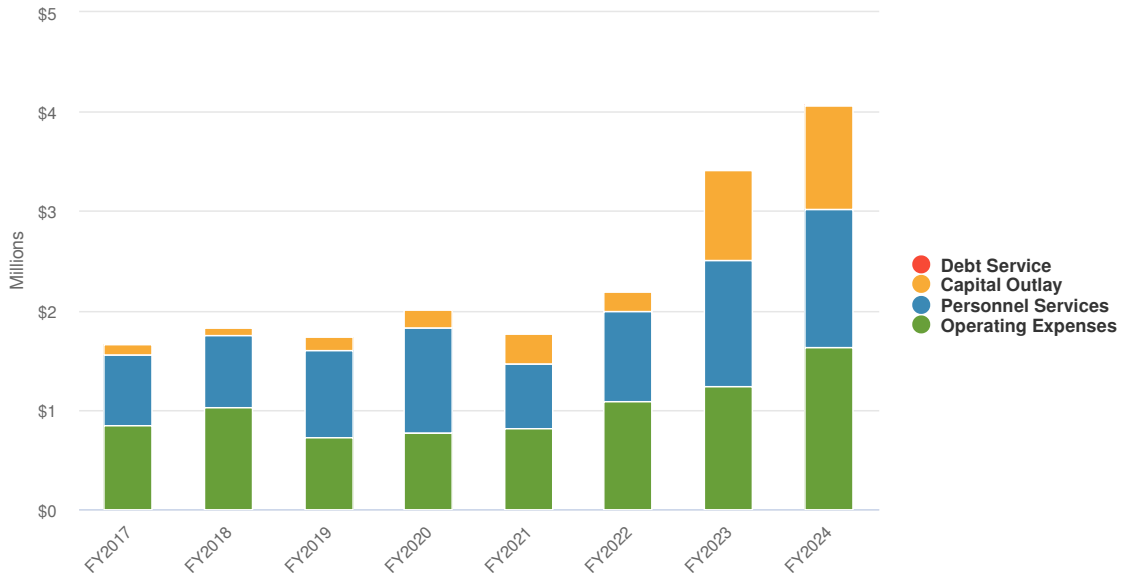


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



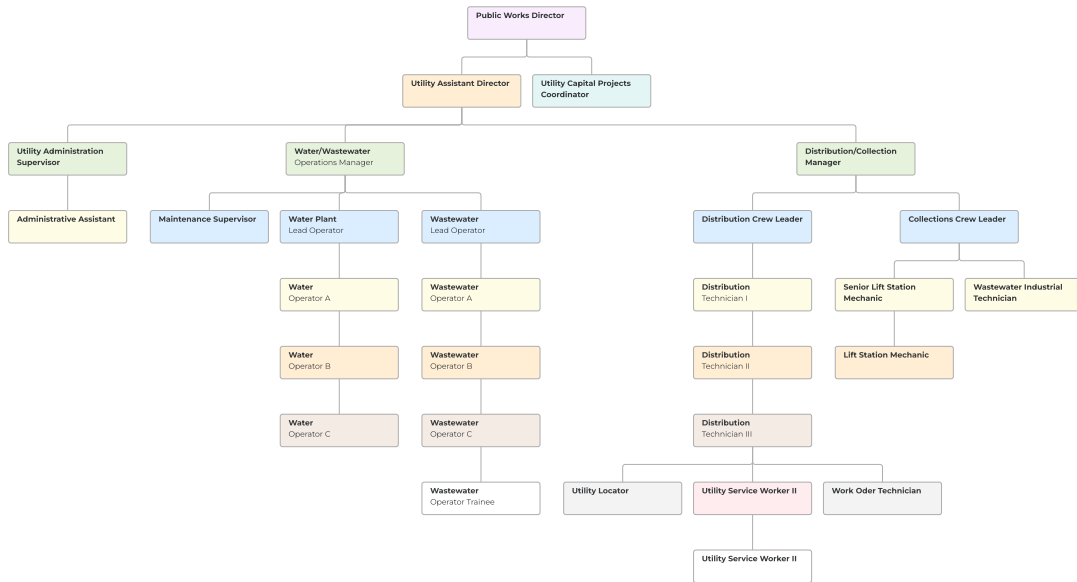
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	401-533-10-1200	\$578,503.25	\$873,990.00	\$967,250.00	10.7%	
ON CALL	401-533-10-1250	\$7,950.00	\$7,800.00	\$7,800.00	0%	
OVERTIME	401-533-10-1300	\$10,948.00	\$15,000.00	\$15,000.00	0%	
SICK LEAVE	401-533-10-1500	\$19,901.90		\$0.00	0%	
VACATION PAY	401-533-10-1600	\$27,997.90		\$0.00	0%	
HOLIDAY PAY	401-533-10-1800	\$23,228.01		\$0.00	0%	
HOLIDAY PREMIUM	401-533-10-1820	\$3,128.30	\$5,000.00	\$5,000.00	0%	
<b>Total Salaries and Wages:</b>		<b>\$671,657.36</b>	<b>\$901,790.00</b>	<b>\$995,050.00</b>	<b>10.3%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	401-533-10-2100	\$51,381.52	\$68,990.00	\$76,130.00	10.3%	
RETIREMENT	401-533-10-2200	\$74,766.51	\$107,410.00	\$135,030.00	25.7%	
BENEFIT ADMIN FEES	401-533-10-2210	\$189.00		\$0.00	0%	
LIFE & HEALTH INSURANCE	401-533-10-2300	\$90,475.94	\$168,480.00	\$168,480.00	0%	
UNEMPLOYMENT COMPENSATION	401-533-10-2500	\$0.00	\$2,500.00	\$2,500.00	0%	
WORKERS COMPENSATION INSURANCE	401-533-10-2600	\$13,396.92	\$15,000.00	\$16,000.00	6.7%	
<b>Total Other Employment Benefits:</b>		<b>\$230,209.89</b>	<b>\$362,380.00</b>	<b>\$398,140.00</b>	<b>9.9%</b>	
<b>Total Personnel Services:</b>		<b>\$901,867.25</b>	<b>\$1,264,170.00</b>	<b>\$1,393,190.00</b>	<b>10.2%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	401-533-30-3100	\$62,113.51	\$61,890.00	\$60,000.00	0%	
OTHER CONTRACTUAL SERVICES	401-533-30-3400	\$50,109.22	\$180,000.00	\$349,000.00	93.9%	
CLOTHING AND UNIFORMS	401-533-30-3450	\$5,029.71	\$9,000.00	\$9,000.00	0%	
TRAVEL & PER DIEM	401-533-30-4000	\$3,402.39	\$4,500.00	\$8,000.00	77.8%	
TELEPHONE EXPENSE	401-533-30-4100	\$26,647.03	\$38,600.00	\$38,600.00	0%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
IT LICENSING / EQUIPMENT	401-533-30-4110	\$14,033.94	\$64,200.00	\$83,500.00	42%	
POSTAGE/TRANSPORTATION FEES	401-533-30-4200	\$2,045.46	\$2,500.00	\$3,500.00	40%	
UTILITIES EXPENSE	401-533-30-4300	\$151,616.77	\$130,000.00	\$185,000.00	42.3%	
RENTAL & LEASING	401-533-30-4400	\$8,001.54	\$9,000.00	\$9,000.00	0%	
REPAIR & MAINTENANCE	401-533-30-4600	\$162,692.01	\$150,000.00	\$130,000.00	-13.3%	
MISC. EXPENSE & OTHER CURRENT	401-533-30-4900	\$0.00	\$5,000.00	\$5,000.00	0%	
BOOT ALLOWANCE	401-533-30-4960	\$1,024.79	\$2,400.00	\$3,000.00	25%	
OFFICE SUPPLIES	401-533-30-5100	\$3,980.89	\$4,000.00	\$6,500.00	62.5%	
OPERATING SUPPLIES	401-533-30-5200	\$319,165.14	\$250,000.00	\$125,000.00	-50%	
WATER METERS	401-533-30-5220		\$460,000.00	\$263,000.00	N/A	
FUEL EXPENSE	401-533-30-5250	\$49,450.92	\$45,000.00	\$45,000.00	0%	
CHEMICALS	401-533-30-5260	\$205,896.28	\$225,000.00	\$250,000.00	11.1%	
LABORATORY SAMPLES	401-533-30-5270	\$14,140.00	\$50,000.00	\$45,000.00	-10%	
SUBSCRIPTIONS/DUES	401-533-30-5400	\$5,264.00	\$9,000.00	\$9,000.00	0%	
TRAINING	401-533-30-5500	\$4,644.09	\$7,600.00	\$7,600.00	0%	
<b>Total Operating Expenses:</b>		<b>\$1,089,257.69</b>	<b>\$1,707,690.00</b>	<b>\$1,634,700.00</b>	<b>31.8%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-BUILDINGS	401-533-60-6200	\$4.00	\$25,334.00	\$0.00	0%	
CAPITAL IMPROVEMENT-OTHER	401-533-60-6300	\$33,999.55	\$123,000.00	\$87,750.00	-15.6%	
METER CHANGE OUT PROGRAM	401-533-60-6301	\$18,396.00	\$206,600.00	\$137,500.00	10%	
LOOP/UPGRADE WATER MAINS	401-533-60-6350	\$122,750.39	\$350,000.00	\$550,000.00	10%	
CAP. IMPROVEMENT-MACHINERY	401-533-60-6400	\$15,939.00	\$178,000.00	\$253,000.00	42.1%	
CR 209 WATER MAIN EXTENSION	401-533-70-7319	\$3,543.84	\$540,213.81	\$0.00	0%	
<b>Total Capital Outlay:</b>		<b>\$194,632.78</b>	<b>\$1,423,147.81</b>	<b>\$1,028,250.00</b>	<b>13.4%</b>	
<b>Debt Service</b>						

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
LEASE PURCHASE PRINCIPAL PMT	401-533-60-6681	\$0.00	\$18,450.00	\$18,450.00	0%	
LEASE PURCHASE INTEREST PMT	401-533-60-6691	\$0.00	\$3,155.00	\$3,160.00	0.2%	
<b>Total Debt Service:</b>		<b>\$0.00</b>	<b>\$21,605.00</b>	<b>\$21,610.00</b>	<b>0%</b>	
<b>Total Expense Objects:</b>		<b>\$2,185,757.72</b>	<b>\$4,416,612.81</b>	<b>\$4,077,750.00</b>	<b>18.8%</b>	

## Organizational Chart



### Goal #1

Finalize the CR 501 Water Treatment Plant iron filtration and water treatment plant upgrades *(Strategic Plan Reference – Infrastructure)*.



### Goal #2

Provide professional development opportunities for staff including training, mentoring, and certification advancement *(Strategic Plan References – Infrastructure; Employee Recruitment and Retainment)*.

## Performance Measurement #1

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Target
Provide clean, safe drinking water to the City's customers by achieving 100% regulatory compliance with SWFWMD and FDEP throughout the year through efficient operations of the water treatment plant facilities and proper reporting ( <i>Strategic Plan Reference – Infrastructure</i> ).	Regulatory Compliance	75%	75%	100%	100%

## Performance Measurement #2

Goal	Measurement	FY21 Actual	FY22 Actual	FY23 Actual	FY24 Target
Responsibly manage the City's groundwater resources by reducing annual water loss of less than 10% within the water system to comply with SWFWMD's requirements ( <i>Strategic Plan Reference – Infrastructure</i> ).	% of Water Loss Within the System	8.77%	12.52%	16.25%	10%

## Performance Measurement #3

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target
Continue meter change-out program by replacing and testing the next phase of meters to improve accuracy ( <i>Strategic Plan Reference – Infrastructure</i> ).	# of Water Meters Installed	428	428	420

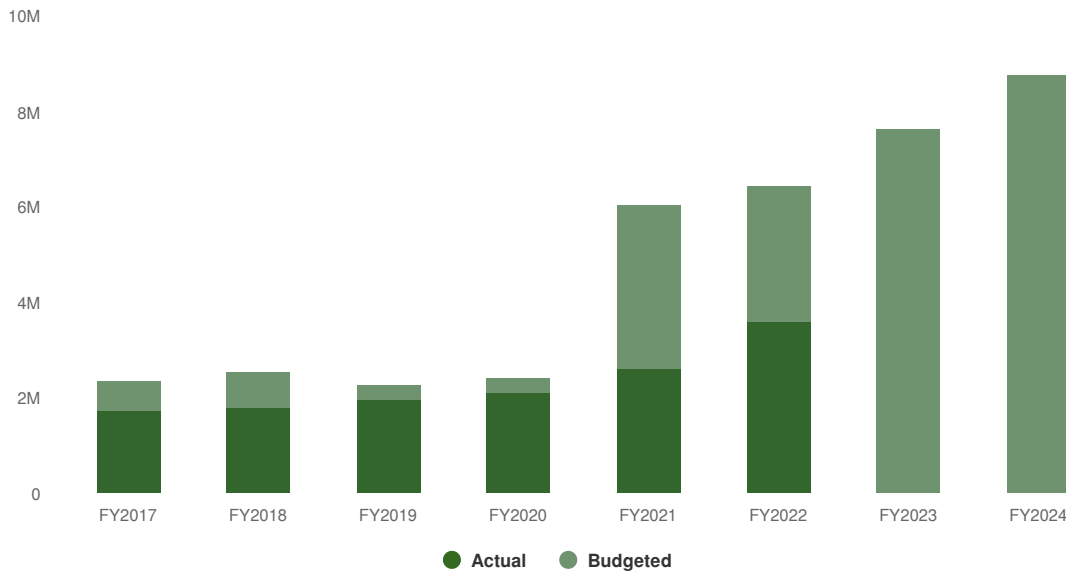
# Wastewater Division

The Utility Department Wastewater Division maintains the City's wastewater in accordance with federal, state, and local regulations. Responsibilities include testing, locating, maintaining, repairing, and installing infrastructure; and cleaning sanitary wastewater lines and maintaining efficient operations of the wastewater treatment facilities.

## Expenditures Summary

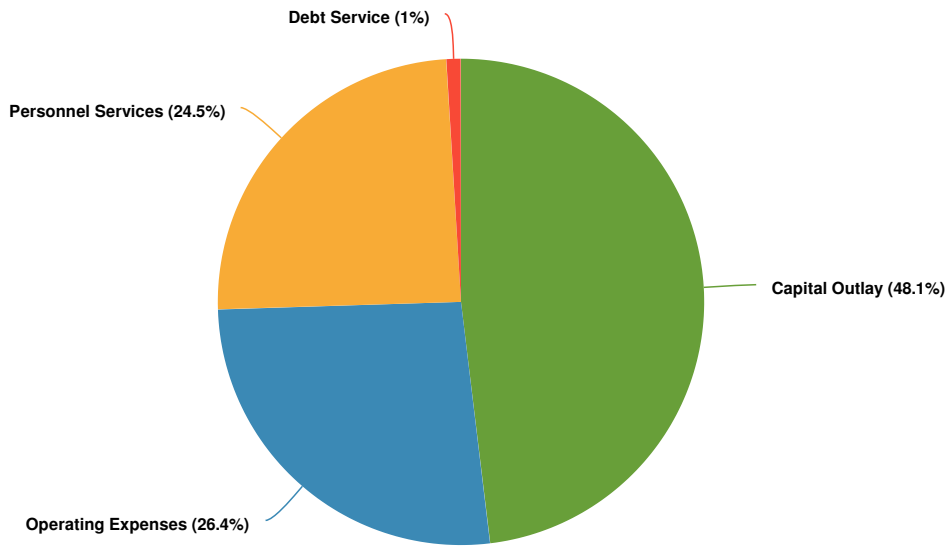
**\$8,763,875** **\$1,108,250**  
(14.48% vs. prior year)

Wastewater Division Proposed and Historical Budget vs. Actual

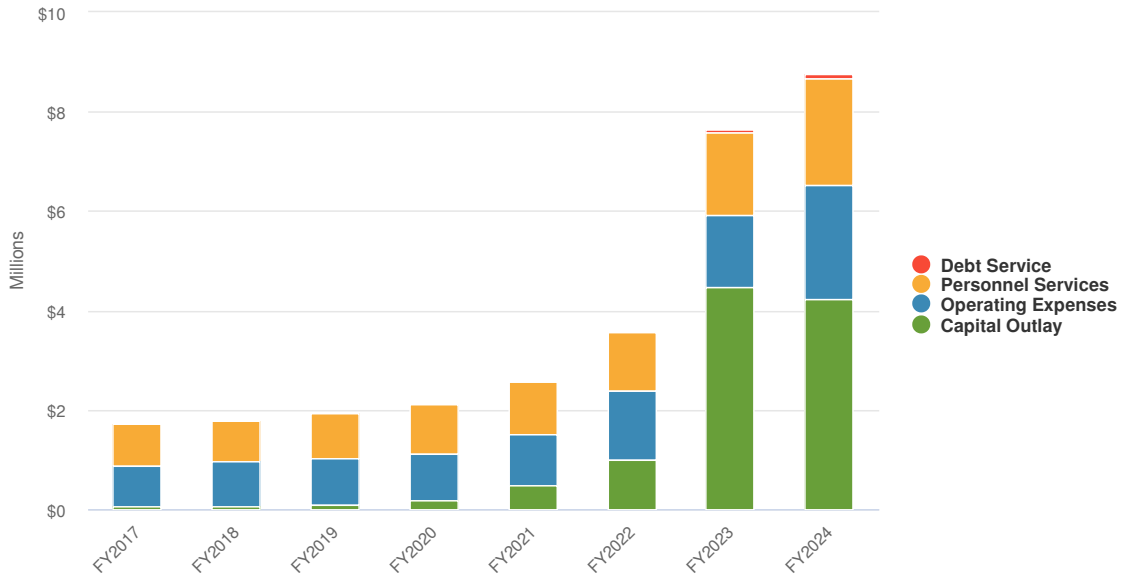


# Expenditures by Expense Type

## Budgeted Expenditures by Expense Type



## Budgeted and Historical Expenditures by Expense Type



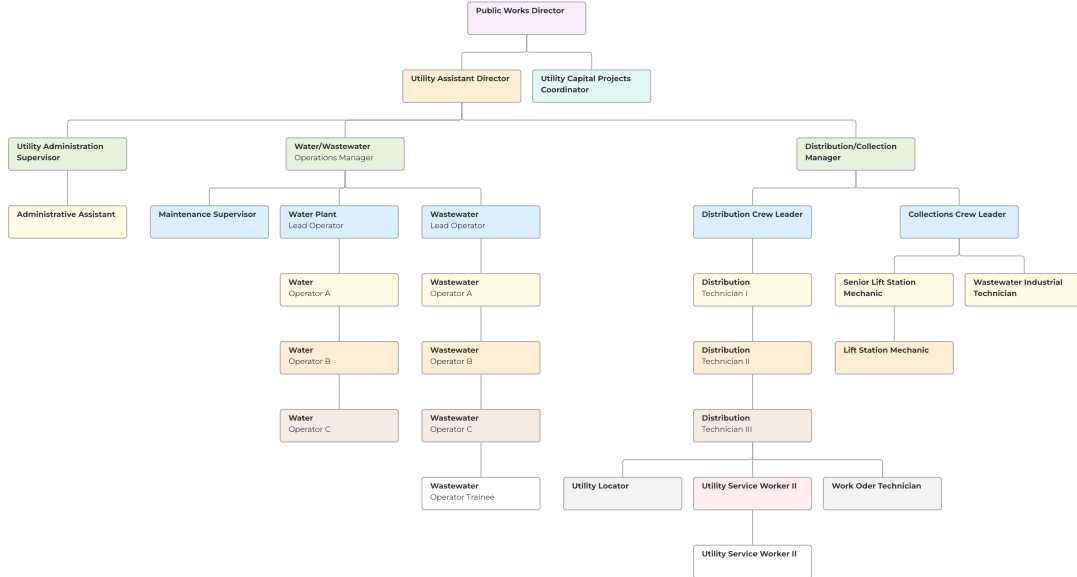
Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
<b>Expense Objects</b>						
<b>Personnel Services</b>						
<b>Salaries and Wages</b>						
SALARIES	401-535-10-1200	\$698,401.38	\$1,126,740.00	\$1,454,140.00	29.1%	
ON CALL	401-535-10-1250	\$11,325.00	\$11,700.00	\$19,500.00	66.7%	
OVERTIME	401-535-10-1300	\$11,504.15	\$15,000.00	\$19,500.00	30%	
SICK LEAVE	401-535-10-1500	\$41,969.86		\$0.00	0%	
VACATION PAY	401-535-10-1600	\$47,271.59		\$0.00	0%	
HOLIDAY PAY	401-535-10-1800	\$28,565.32		\$0.00	0%	
HOLIDAY PREMIUM	401-535-10-1820	\$7,594.27	\$9,000.00	\$12,000.00	33.3%	
<b>Total Salaries and Wages:</b>		<b>\$846,631.57</b>	<b>\$1,162,440.00</b>	<b>\$1,505,140.00</b>	<b>29.5%</b>	
<b>Other Employment Benefits</b>						
FICA EXPENSE	401-535-10-2100	\$65,544.19	\$88,930.00	\$115,150.00	29.5%	
RETIREMENT	401-535-10-2200	\$97,095.04	\$138,450.00	\$204,250.00	47.5%	
BENEFIT ADMIN FEES	401-535-10-2210	\$184.50		\$0.00	0%	
LIFE & HEALTH INSURANCE	401-535-10-2300	\$121,399.96	\$215,280.00	\$290,160.00	34.8%	
UNEMPLOYMENT COMPENSATION	401-535-10-2500	\$0.00	\$2,500.00	\$2,500.00	0%	
WORKERS COMPENSATION INSURANCE	401-535-10-2600	\$26,793.74	\$30,000.00	\$32,000.00	6.7%	
<b>Total Other Employment Benefits:</b>		<b>\$311,017.43</b>	<b>\$475,160.00</b>	<b>\$644,060.00</b>	<b>35.5%</b>	
<b>Total Personnel Services:</b>		<b>\$1,157,649.00</b>	<b>\$1,637,600.00</b>	<b>\$2,149,200.00</b>	<b>31.2%</b>	
<b>Operating Expenses</b>						
PROFESSIONAL SERVICES	401-535-30-3100	\$85,900.40	\$82,087.50	\$75,000.00	0%	
OTHER CONTRACTUAL SERVICES	401-535-30-3400	\$70,454.05	\$175,000.00	\$408,000.00	133.1%	
CLOTHING AND UNIFORMS	401-535-30-3450	\$7,867.83	\$11,000.00	\$10,000.00	-9.1%	
TRAVEL & PER DIEM	401-535-30-4000	-\$998.89	\$4,500.00	\$4,500.00	0%	
TELEPHONE EXPENSE	401-535-30-4100	\$13,811.03	\$15,000.00	\$20,000.00	33.3%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
IT LICENSING / EQUIPMENT	401-535-30-4110	\$24,462.53	\$57,900.00	\$87,170.00	50.6%	
POSTAGE/TRANSPORTATION FEES	401-535-30-4200	\$416.05	\$1,500.00	\$2,000.00	33.3%	
UTILITIES EXPENSE	401-535-30-4300	\$340,898.82	\$270,000.00	\$400,000.00	48.1%	
RENTAL & LEASING	401-535-30-4400	\$2,594.22	\$2,000.00	\$3,000.00	50%	
REPAIR & MAINTENANCE	401-535-30-4600	\$382,839.96	\$360,200.00	\$470,000.00	70.9%	
MISC. EXPENSE & OTHER CURRENT	401-535-30-4900	\$1,740.11	\$5,000.00	\$3,000.00	-40%	
LANDFILL DISPOSAL FEES	401-535-30-4940	\$88,413.44	\$115,000.00	\$180,000.00	56.5%	
BOOT ALLOWANCE	401-535-30-4960	\$1,179.46	\$3,500.00	\$5,000.00	42.9%	
OFFICE SUPPLIES	401-535-30-5100	\$3,766.83	\$4,000.00	\$5,500.00	37.5%	
OPERATING SUPPLIES	401-535-30-5200	\$190,152.02	\$200,000.00	\$300,000.00	50%	
FUEL EXPENSE	401-535-30-5250	\$40,619.27	\$50,000.00	\$65,000.00	30%	
CHEMICALS	401-535-30-5260	\$96,327.40	\$200,000.00	\$200,000.00	66.7%	
LABORATORY SAMPLES	401-535-30-5270	\$45,002.42	\$65,000.00	\$65,000.00	0%	
SUBSCRIPTIONS/DUES	401-535-30-5400	\$370.00	\$4,000.00	\$4,000.00	0%	
TRAINING	401-535-30-5500	\$1,440.00	\$7,600.00	\$7,600.00	0%	
<b>Total Operating Expenses:</b>		<b>\$1,397,256.95</b>	<b>\$1,633,287.50</b>	<b>\$2,314,770.00</b>	<b>58.4%</b>	
<b>Capital Outlay</b>						
CAP. IMPROVEMENT-BUILDINGS	401-535-60-6200	\$6,830.00	\$30,000.00	\$0.00	-100%	
LIFT STATION UPGRADES	401-535-60-6250	\$261,846.00	\$576,420.00	\$500,000.00	-13.3%	
CAPITAL IMPROVEMENT-OTHER	401-535-60-6300	\$193,432.00	\$227,000.00	\$40,000.00	-82.4%	
MILLENNIUM PARK PROJECT	401-535-60-6310	\$0.00	\$243,100.00	\$0.00	-100%	
CR 209 LS Upgrades	401-535-60-6330			\$725,000.00	N/A	
GRAVITY SYSTEM RENEWAL & REPLACEMENT	401-535-60-6340	\$0.00		\$346,500.00	N/A	
CAP. IMPROVEMENT-MACHINERY	401-535-60-6400	\$4,324.00	\$1,036,207.00	\$753,800.00	2%	
SEWER SYSTEM RENEWAL AND REPLACEMENT	401-535-60-6610	\$400,175.10	\$374,700.00	\$550,000.00	74.6%	

Name	Account ID	FY2022 Actual	FY2023 Adopted Budget	FY2024 Budgeted	FY2023 Proposed Budget vs. FY2024 Budgeted (% Change)	Notes
SR 44 FM / CCC DECOMMISSIONING	401-535-60-6770	\$136,242.25	\$2,500,000.00	\$1,300,000.00	-48%	
BUENA VISTA FORCEMAIN	401-535-70-7302	\$0.00	\$350,000.00	\$0.00	0%	
WILDWOOD ESTATES LS	401-535-70-7303	-\$0.37	\$338,301.37	\$0.00	0%	
<b>Total Capital Outlay:</b>		<b>\$1,002,848.98</b>	<b>\$5,675,728.37</b>	<b>\$4,215,300.00</b>	<b>-5.7%</b>	
<b>Debt Service</b>						
LEASE PURCHASE PRINCIPAL PMT	401-535-60-6681	\$0.00	\$75,620.00	\$79,985.00	5.8%	
LEASE PURCHASE INTEREST PMT	401-535-60-6691	\$13,107.50	\$8,985.00	\$4,620.00	-48.6%	
<b>Total Debt Service:</b>		<b>\$13,107.50</b>	<b>\$84,605.00</b>	<b>\$84,605.00</b>	<b>0%</b>	
<b>Total Expense Objects:</b>		<b>\$3,570,862.43</b>	<b>\$9,031,220.87</b>	<b>\$8,763,875.00</b>	<b>14.5%</b>	

## Organizational Chart



## Performance Measurement #1

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target
Repair and replace at least 90 sewer manholes impacted by H <sub>2</sub> S gas deterioration <i>(Strategic Plan Reference – Infrastructure).</i>	Manholes Repaired	75	123	90

## Performance Measurement #2

Goal	Measurement	FY22 Actual	FY23 Actual	FY24 Target	FY25 Target	FY26 Target
Oversee the design and construction of the Wastewater Treatment Facility expansion to 5.5 million gallons per day of treatment capacity <i>(Strategic Plan Reference – Infrastructure).</i>	Design Progress	0%	25%	100%		
Oversee the design and construction of the Wastewater Treatment Facility expansion to 5.5 million gallons per day of treatment capacity <i>(Strategic Plan Reference – Infrastructure).</i>	Construction Progress	0%	5%	25%	75%	100%

### Goal #1

Maintain 100% regulatory compliance with FDEP throughout the year at both wastewater treatment facilities by fine-tuning plant operations, utilizing new and upgraded process control equipment, improving operator training and job knowledge, and improving work performance standards *(Strategic Plan Reference – Infrastructure).*

### Goal #2

Provide professional development opportunities for staff including training, mentoring, and certification advancement *(Strategic Plan References – Infrastructure; Employee Recruitment and Retainment).*

### **Goal #3**

Complete the installation of the odor removal unit at the Oxford Oaks lift station to reduce the amount of hydrogen sulfide gases to less <5.0ppm for 365 days of the year. (*Strategic Plan Reference – Infrastructure*).

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# **CAPITAL IMPROVEMENTS**

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Capital projects are a significant component of the City's FY24 budget. For capital budgeting purposes, any horizontal infrastructure project exceeding \$50,000 and all new vertical infrastructure (buildings) are included in the capital budget. There is \$97.7 million programmed for capital projects in FY24. The funding sources vary, but most importantly, with the exception of the wastewater treatment plant, none of the funding will come from debt issuance.

The projects programmed in the FY24 budget were developed from a variety of sources. In prior years the City had completed a variety of needs assessments and planning documents, including a Utility Master Plan, a Park & Recreation needs assessment, a Downtown Revitalization Plan, and a Strategic Plan. The capital projects included in the FY 24 budget were identified by one of these planning documents.

There are a number of funding sources for the capital projects. For general governmental projects the funding primarily comes from transfers from the General Fund. The projects are accounted for in the Capital Improvement Project Fund.


The City assesses impact fees on development to fund projects necessitated by growth. Impact fees are collected for park & recreation, law enforcement, and water and wastewater needs. In FY24, all projects related to growth will be funded by impact fees with the exception of a large wastewater treatment plant expansion which will be substantially funded through loans.

Many times the completion of a capital project will result in additional ongoing costs, such as increased personnel costs or operating costs, such as utilities, maintenance, etc. It is important when planning capital projects to understand and plan for the resulting ongoing costs. For the FY24 budgeted capital projects, the ongoing operational impact for the majority of the projects is relatively small because they are horizontal infrastructure that will not need any maintenance for several years. However, two major projects are anticipated to have significant ongoing operational expense. The Recreation Center at MLK Jr. park will have ongoing personnel and operating costs of approximately \$1.2M per year. These expenses will be programmed into future Park & Recreation Department budgets. The wastewater treatment plant expansion will have ongoing personnel and operating expenditures of approximately \$350K per year. These expenses will be programmed into future wastewater operating budgets. The following pages provide a closer look at the significant (greater than \$500 thousand) non-recurring capital projects, showing their funding source and any ongoing operational costs that will accompany the project.

FY24 CAPITAL PROJECT BUDGET		
FUND/DEPARTMENT	PROJECT DESCRIPTION	FY24
<b>Capital Improvement Project Fund</b>		
<b>Project Expenditures</b>		
Administrative	Downtown Master Plan Projects Including:	
	Parking Garage Construction	\$ 7,600,000
Public Works	Watershed Master Plan Implementation Projects	\$ 620,000
Public Works	Clay Drain Road	\$ 250,000
Public Works	Oak Grove Village Drainage Improvements	\$ 900,000
Public Works	Barwick Street Rehabilitation	\$ 1,680,000
Public Works	CSX Service Road Improvements	\$ 50,000
Public Works	Huey Street	\$ 1,500,000
Public Works	St. Clair Street	\$ 250,000
Public Works	Broken Oak Drive	\$ 400,000
Public Works	Jackson Street Improvements	\$ 2,000,000
Public Works	Public Works Building HVAC Improvements	\$ 80,000
Public Works	Municipal Services Complex Entrance Gate	\$ 25,000
Parks and Recreation	Millennium Park Improvements Construction	\$ 7,500,000
Parks and Recreation	Lake Deaton Park Dock Improvements	\$ 115,000
Parks and Recreation	Lake Deaton Pavilions	\$ 200,000
Parks and Recreation	Oxford Park Improvements	\$ 150,000
Parks and Recreation	Dog Park Improvements	\$ 60,000
Parks and Recreation	Community Center HVAC Upgrades	\$ 400,000
Parks and Recreation	Recreation Center at MLK Park Design	\$ 650,000
<b>Total Capital Improvement Fund:</b>		<b>\$ 24,430,000</b>
<b>Park &amp; Recreation Impact Fee Fund</b>		
<b>Project Expenditures</b>		
Parks and Recreation	Equipment for New Employees	\$ 85,000
Parks and Recreation	Recreation Center at MLK Park Design	\$ 325,000
<b>Total Park &amp; Recreation Impact Fee Fund:</b>		<b>\$ 410,000</b>
<b>Law Enforcement Impact Fee Fund</b>		
<b>Project Expenditures</b>		
Police	The Villages Substation	\$ 400,000
Police	Capital Equipment	\$ 100,000
Police	Equipment for New Officers	\$ 314,000
Police	Debt Service Transfer - PD Building	\$ 412,800
<b>Total Law Enforcement Impact Fee Fund:</b>		<b>\$ 1,226,800</b>
<b>Utility Revenue Fund</b>		
<b>Project Expenditures</b>		
Water	Water Line Upgrades	\$ 550,000
Water	Annual Meter Change Out Program	\$ 137,500
Wastewater	Gravity Collection System Renewal Program	\$ 346,500
Wastewater	Sewer System Renewal & Replacement	\$ 500,000
Wastewater	Continental Decommissioning/SR 44 FM Phase III	\$ 1,300,000
Wastewater	Lift Station Upgrades	\$ 500,000
Wastewater	CR 209 Lift Station Upgrades	\$ 725,000
<b>Total Utility Revenue Fund (for Capital Projects):</b>		<b>\$ 4,059,000</b>
<b>Capital Improvement (Grant) Fund</b>		
<b>Project Expenditures</b>		
Wastewater	WWTF Upgrades	\$ 50,000,000
<b>Total Capital Improvement (Grant) Fund:</b>		<b>\$ 50,000,000</b>
<b>Water SDC Fund</b>		
<b>Project Expenditures</b>		
Water	CR 501 WTP Project	\$ 1,075,000
Water	CR 501 Iron Filtration Plant Upgrades	\$ 2,000,000
Water	Ashley Water Treatment Plant Upgrades	\$ 470,000
Water	Oxford WTP Phosphate Injection	\$ 156,000
Water	Water Use Permit Modification	\$ 75,000
Water	Debt Service	\$ 236,030
<b>Total Water SDC Fund:</b>		<b>\$ 4,032,030</b>
<b>Wastewater SDC Fund</b>		
<b>Project Expenditures</b>		
Wastewater	Wastewater Treatment Facility Upgrades	\$ 10,000,000
Wastewater	Chitty Chitty Bridge Utility Line Crossing	\$ 480,500
Wastewater	Huey Street Sanitary Sewer Reroute	\$ 3,000,000
Wastewater	Millennium Park Reuse Line Project	\$ 75,600
Wastewater	Debt Service	\$ 75,600
<b>Total Wastewater SDC Fund:</b>		<b>\$ 13,556,100</b>


# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Watershed Master Plan- Peters and Orange St							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Project will upgrade the existing stormwater lift station including adding additional compensatory storage in the corner in Orange Street in an effort to improve the stormwater conveyance system, which will include new stormwater pipe and structures.					<b>Insert Picture</b>		
<b>Analysis of Need</b>	This area is prone to flooding during heavy rain events. Upgrading of stormwater lift station and adding compensatory storage will alleviate flooding issues.							
<b>Ongoing Operating Costs</b>	A new lift station will increase the City's ability to pump heavy stormwater events more efficiently. The project will also provide a dedicated on-site generator that ensures critical back-up if power is out. The proposed lift station will decrease the general maintenance and operational costs associated with the current stormwater lift station.							
<b>Strategic Goal</b>	Meets Strategic Goal for Infrastructure to "Design and construct one stormwater improvement..." Meets Strategic Goal for Infrastructure to "Design and construct one stormwater improvement..."							
	<b>Fiscal Year</b>							
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering				50,000.00				
Construction					500,000.00			
Property Acquisition				100,000.00				
Equipment								
<b>Total</b>	\$ -	\$ -	\$ -	\$ 150,000.00	\$ 500,000.00	\$ -	\$ -	\$ 650,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								
Debt Service								
Personnel/Operations								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Watershed Master Plan- Stanley Ave and Magnolia St							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Project will include adding additional compensatory storage at the corner of Stanley Avenue and Knight Avenue in an effort to improve the stormwater conveyance system, which will include new stormwater pipe, structures and incorporating ditch swales.					<b>Insert Picture</b>		
<b>Analysis of Need</b>	This area is prone to flooding during heavy rain events. Upgrading of stormwater conveyance system and adding compensatory storage will alleviate flooding issues.							
<b>Ongoing Operating Costs</b>	A new lift station will increase the City's ability to pump heavy stormwater events more efficiently. The project will also provide a dedicated on-site generator that ensures critical back-up if power is out. The proposed lift station will decrease the general maintenance and operational costs associated with the current stormwater lift station.							
<b>Strategic Goal</b>	Meets Strategic Goal for Infrastructure to "Design and construct one stormwater improvement..."							
	<b>Fiscal Year</b>							
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering				100,000.00				
Construction					1,000,000.00			
Property Acquisition				100,000.00				
Equipment								
<b>Total</b>	\$ -	\$ -	\$ -	\$ 200,000.00	\$ 1,000,000.00	\$ -	\$ -	\$ 1,200,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								
Debt Service								
Personnel/Operations								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b> Watershed Master Plan- Missouri Ave and N. Oldwire Rd	
<b>Department:</b> Public Works	
<b>Project Description</b>	Project will upgrade the existing stormwater lift station including adding additional compensatory storage at the corner of Old Wire Road and Missouri Avenue and improve the stormwater conveyance system, which will include new stormwater pipe and structures.
<b>Analysis of Need</b>	This area is prone to flooding during heavy rain events. Upgrading of stormwater lift station and adding compensatory storage will alleviate flooding issues.
<b>Ongoing Operating Costs</b>	A new lift station will increase the City's ability to pump heavy stormwater events more efficiently. The project will also provide a dedicated on-site generator that ensures critical back-up if power is out. The proposed lift station will decrease the general maintenance and operational costs associated with the current stormwater lift station.
<b>Strategic Goal</b>	Meets Strategic Goal for Infrastructure to "Design and construct one stormwater improvement..."
<b>Fiscal Year</b>	
	Estimated Reserves    2022    2023    2024    2025    2026    Beyond    Total
<b>Estimated Cost</b>	
Design / Engineering	100,000.00
Construction	1,000,000.00
Property Acquisition	100,000.00
Equipment	
<b>Total</b>	\$ - \$ - \$ - \$ 200,000.00 \$ 1,000,000.00 \$ - \$ - \$ 1,200,000.00
<b>Revenue Sources</b>	
Fund Balance	
Intergovernmental	
Grant	
Debt Proceeds	
Other	
<b>Total</b>	\$ - \$ - \$ - \$ - \$ - \$ - \$ -
<b>Fund Operating Impact</b>	
Capital Costs	
Debt Service	
Personnel/Operations	
<b>Total</b>	\$ - \$ - \$ - \$ - \$ - \$ - \$ -



# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b> Clay Drain Rd Drainage and Roadway Improvements	
<b>Department:</b> Public Works	
<b>Project Description</b>	Clay Drain Road and Signature Drive construction will consist of improvements of the roadway condition, stormwater improvements and intersection upgrades at Signature Drive and SR 44.
<b>Analysis of Need</b>	
<b>Ongoing Operating Costs</b>	The Clay Drain rehabilitation project will improve the failing condition of the water and sanitary sewer infrastructure along with the collector roadway segment. Ongoing cost will be associated with pavement rejuvenation treatments on Huey St at 1, 6, and 11 years.
<b>Strategic Goal</b>	Meets Strategic Plan addressing Transportation & Infrastructure improvements for Claydrain Rd Roadway Improvements
<b>Fiscal Year</b>	
	Estimated Reserves    2022    2023    2024    2025    2026    Beyond    Total
<b>Estimated Cost</b>	
Design / Engineering	373,000.00
Construction	50,000.00
Property Acquisition	6,000,000.00
Equipment	1,200,000.00
<b>Total</b>	\$ - \$ 373,000.00 \$ - \$ 1,200,000.00 \$ 6,050,000.00 \$ - \$ - \$ 7,623,000.00
<b>Revenue Sources</b>	
Fund Balance	
Intergovernmental	
Grant	
Debt Proceeds	
Other	
<b>Total</b>	\$ - \$ - \$ - \$ - \$ - \$ - \$ -
<b>Fund Operating Impact</b>	
Capital Costs	
Debt Service	
Personnel/Operations	
<b>Total</b>	\$ - \$ - \$ - \$ - \$ - \$ - \$ -




# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Oak Grove Village Lift Station							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Project will relocate existing stormwater lift station to a new location owned by the City to improve the stormwater infrastructure and system to Oak Grove Village.						<b>Insert Picture</b>	
<b>Analysis of Need</b>	Oak Grove Village is in a low lying area that requires a lift station to pump down stormwater. The existing pump station is located on private property with antiquated equipment and structure and is often time difficult to access and maintain.							
<b>Ongoing Operating Costs</b>	A new lift station will increase the City's ability to pump heavy stormwater events more efficiently. The project will also provide a dedicated on-site generator that ensures critical back-up power if electrical supply goes out. The proposed lift station will decrease the general maintenance and operational costs associated with the current stormwater lift station.							
<b>Strategic Goal</b>	Meets Strategic Goal for infrastructure to "Design and construct one stormwater improvement...."							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering			100,000.00					
Construction				900,000.00				
Equipment								
<b>Total</b>	\$ -	\$ -	\$ 100,000.00	\$ 900,000.00	\$ -	\$ -	\$ -	\$ 1,000,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								-
Debt Service								-
Personnel/Operations								-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Barwick Drainage and Roadway Improvements							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Rehabilitate Barwick Drive from N. Warfield Avenue to N St. Claire Street. The rehabilitation will include addressing the utilities and failing pavement structure, construction of curbing and/or swales with expanded stormwater infrastructure and ponds.	<b>Insert Picture</b>						
<b>Analysis of Need</b>	The pavement and stormwater conditions with the ROW of Barwick Drive were identified in the FY 22 CIP plan. Anticipated bid procurement and construction scheduled for FY 24.							
<b>Ongoing Operating Costs</b>	The Barwick Drive rehabilitation project will improve the failing condition of the water and sanitary sewer infrastructure along with the collector roadway segment. Ongoing cost will be associated with pavement rejuvenation treatments on Barwick Drive at 1, 6, and 11 years.							
<b>Strategic Goal</b>	Meets Strategic Plan addressing Transportation & Infrastructure improvements for Barwick St Roadway Improvements							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering			100,000.00	100,000.00				
Construction				1,500,000.00				
Property Acquisition				80,000.00				
Equipment								
<b>Total</b>	\$ -	\$ -	\$ 100,000.00	\$ 1,680,000.00	\$ -	\$ -	\$ -	\$ 1,780,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								-
Debt Service								-
Personnel/Operations								-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Huey St Drainage and Roadway Improvements							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Rehabilitate Huey Street from St. Claire Street to Gamble Street. The rehabilitation will include addressing utility improvements, failing pavement structure, construction of curbing or ditch swales and stormwater expansion and improvements.						Insert Picture	
<b>Analysis of Need</b>	The pavement and stormwater conditions with the ROW of Huey Street have been identified in the FY 22 CIP plan. Anticipated bid procurement and construction scheduled for FY 24.							
<b>Ongoing Operating Costs</b>	The Huey Street rehabilitation project will improve the failing condition of the water and sanitary sewer infrastructure along with the collector roadway segment. Ongoing cost will be associated with pavement rejuvenation treatments on Huey St. at 1, 6, and 11 years.							
<b>Strategic Goal</b>	Meets Strategic Plan addressing Transportation & Infrastructure improvements for Huey St Roadway Improvements							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering			150,000.00					
Construction				1,500,000.00				
Property Acquisition								
Equipment								
<b>Total</b>	\$ -	\$ -	\$ 150,000.00	\$ 1,500,000.00	\$ -	\$ -	\$ -	\$ 1,650,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								-
Debt Service								-
Personnel/Operations								-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -


# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request


<b>Project Description:</b>	Broken Oak Dr Drainage and Roadway Improvements							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Rehabilitate Broken Oak Drive from termination of new pavement west of Powell Road to N. St. Claire Street. The rehabilitation project will include addressing the failing pavement structure, construction of curbing and/or ditch swales, establishment of one way traffic from Woodlane Avenue to St. Claire Street and installation of reuse infrastructure.						<b>Insert Picture</b>	
								
<b>Analysis of Need</b>	The pavement, traffic direction, and stormwater conditions within the ROW of Broken Oak Drive have been identified in the FY 22 CIP plan. Anticipated bid procurement and construction scheduled for FY 24.							
<b>Ongoing Operating Costs</b>	The Broken Oak Drive rehabilitation project will improve the failing condition roadway conditions, new one-way traffic pattern, and improve stormwater. Ongoing cost will be associated with pavement rejuvenation treatments on Broken Oak Drive at 1, 5, and 11 years.							
<b>Strategic Goal</b>	Meets Strategic Plan addressing Transportation & Infrastructure improvements for Broken Oak Dr Roadway Improvements							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering			100,000.00					
Construction				400,000.00				
Equipment								
<b>Total</b>	\$ -	\$ -	\$ 100,000.00	\$ 400,000.00	\$ -	\$ -	\$ -	\$ 500,000.00
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								-
Debt Service								-
Personnel/Operations								-
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request


<b>Project Description:</b>	Jackson St Drainage and Roadway Improvements							
<b>Department:</b>	Public Works							
<b>Project Description</b>	Rehabilitate Jackson Street from Kilgore Street to Clark Street (approximately 3,500 linear feet). The rehabilitation will include addressing the deteriorating pavement structure, constructing roadway lighting improvements and replacement of existing 2-inch watermain and 8-inch gravity sanitary sewer. Project cost identified in FY 24 are for construction costs and project management by engineers.						<b>Insert Picture</b> 	
<b>Analysis of Need</b>								
<b>Ongoing Operating Costs</b>	The Jackson St. rehabilitation project will improve the failing condition of the water and sanitary sewer infrastructure along with the collector roadway segment. Ongoing cost will be associated with pavement rejuvenation treatments on Jackson Street at 1, 6, and 11 years.							
<b>Strategic Goal</b>	Meets Strategic Plan addressing Transportation & Infrastructure improvements for Jackson St Roadway Improvements							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering		126,500.00	30,000.00					
Construction				2,000,000.00				
Equipment								
<b>Total</b>	\$ -	\$ 126,500.00	\$ 30,000.00	\$ 2,000,000.00	\$ -	\$ -	\$ -	\$ -
<b>Revenue Sources</b>								
Fund Balance								
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Fund Operating Impact</b>								
Capital Costs								
Debt Service								
Personnel/Operations								
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

# Major Non-Recurring Project - Capital Improvement Fund

<b>Project Description:</b>	Millennium Park Phase 3&2							
<b>Department:</b>	Parks & Recreation							
<b>Project Description</b>	Adding over 200 parking spaces to accommodate current and future activities in the park. Rehabilitation and improvement of two full-sized softball fields, two full-sized soccer/football fields, tennis/pickleball courts, an outdoor covered basketball facility, and additional concession stand. All of these will have lights and seating accommodations.						<b>Insert Picture</b> 	
<b>Analysis of Need</b>	The City's growing athletic and special event programs need more space for activities and room for more children and families to participate. Adds revenue for more field usage and tournament options for outside organizations.							
<b>Ongoing Operating Costs</b>	Normal groundskeeping and landscape maintenance, lighting upkeep and field lining, irrigation for all the fields.							
<b>Strategic Goal</b>	Strategic Goal 2: Modernize and improve City infrastructure to meet the growing needs of our community.							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering								
Construction				7,500,000.00	3,400,000.00			10,900,000.00
Equipment								
<b>Total</b>	\$ -	\$ -	\$ -	\$ 7,500,000.00	\$ 3,400,000.00	\$ -	\$ -	\$ 10,900,000.00
<b>Revenue Sources</b>								
Fund Balance				7,500,000.00	3,400,000.00			10,900,000.00
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ -	\$ -	\$ 7,500,000.00	\$ 3,400,000.00	\$ -	\$ -	\$ 10,900,000.00
<b>Fund Operating Impact</b>								
Capital Costs								
Debt Service								
Personnel/Operations					3,500.00	4,000.00	4,500.00	12,000.00
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ 3,500.00	\$ 4,000.00	\$ 4,500.00	\$ 12,000.00

# Major Non-Recurring Project - Capital Improvement Fund

## Capital Expenditure Detail Request

<b>Project Description:</b> Recreation Center at Martin Luther King Jr. Park																																																																																																																																																	
<b>Department:</b> Park & Recreation																																																																																																																																																	
<b>Project Description</b>	Construction of a 31,000 sq. ft. recreation facility at MLK Jr. park. The facility will include two basketball courts, an indoor walking track, banquet space, a senior room, a teen room, a study room, and gathering spaces.																																																																																																																																																
	Insert Picture																																																																																																																																																
																																																																																																																																																	
<b>Analysis of Need</b>	This project has been included in the CIP plan since FY21. The facility will provide needed space for P&R programming, such as courts for basketball, volleyball, and pickleball. It also will provide additional banquet space, which is in high demand within the community.																																																																																																																																																
<b>Ongoing Operating Costs</b>	The facility will have ongoing operating costs such as staffing, utilities, maintenance, insurance, etc. These costs will be programmed into future P&R budgets.																																																																																																																																																
<b>Strategic Goal</b>																																																																																																																																																	
<b>Fiscal Year</b>																																																																																																																																																	
	<table border="1"> <thead> <tr> <th>Estimated Reserves</th> <th>2022</th> <th>2023</th> <th>2024</th> <th>2025</th> <th>2026</th> <th>Beyond</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td colspan="8"><b>Estimated Cost</b></td> </tr> <tr> <td>Design / Engineering</td> <td></td> <td>400,000.00</td> <td>650,000.00</td> <td></td> <td></td> <td></td> <td>1,050,000.00</td> </tr> <tr> <td>Construction</td> <td></td> <td></td> <td></td> <td>5,000,000.00</td> <td>7,000,000.00</td> <td></td> <td>12,000,000.00</td> </tr> <tr> <td>Equipment</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td><b>Total</b></td> <td>\$ -</td> <td>\$ -</td> <td>\$ 400,000.00</td> <td>\$ 650,000.00</td> <td>\$ 5,000,000.00</td> <td>\$ 7,000,000.00</td> <td>\$ -</td> </tr> <tr> <td colspan="8"><b>Revenue Sources</b></td> </tr> <tr> <td>Fund Balance</td> <td></td> <td>400,000.00</td> <td>650,000.00</td> <td>5,000,000.00</td> <td>7,000,000.00</td> <td></td> <td>13,050,000.00</td> </tr> <tr> <td>Intergovernmental</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Grant</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Debt Proceeds</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Other</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td><b>Total</b></td> <td>\$ -</td> <td>\$ -</td> <td>\$ 400,000.00</td> <td>\$ 650,000.00</td> <td>\$ 5,000,000.00</td> <td>\$ 7,000,000.00</td> <td>\$ -</td> </tr> <tr> <td colspan="8"><b>Fund Operating Impact</b></td> </tr> <tr> <td>Capital Costs</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Debt Service</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>-</td> </tr> <tr> <td>Personnel/Operations</td> <td></td> <td></td> <td></td> <td></td> <td>1,200,000.00</td> <td>1,200,000.00</td> <td>2,400,000.00</td> </tr> <tr> <td><b>Total</b></td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ -</td> <td>\$ 1,200,000.00</td> <td>\$ 1,200,000.00</td> </tr> </tbody> </table>	Estimated Reserves	2022	2023	2024	2025	2026	Beyond	Total	<b>Estimated Cost</b>								Design / Engineering		400,000.00	650,000.00				1,050,000.00	Construction				5,000,000.00	7,000,000.00		12,000,000.00	Equipment							-	<b>Total</b>	\$ -	\$ -	\$ 400,000.00	\$ 650,000.00	\$ 5,000,000.00	\$ 7,000,000.00	\$ -	<b>Revenue Sources</b>								Fund Balance		400,000.00	650,000.00	5,000,000.00	7,000,000.00		13,050,000.00	Intergovernmental							-	Grant							-	Debt Proceeds							-	Other							-	<b>Total</b>	\$ -	\$ -	\$ 400,000.00	\$ 650,000.00	\$ 5,000,000.00	\$ 7,000,000.00	\$ -	<b>Fund Operating Impact</b>								Capital Costs							-	Debt Service							-	Personnel/Operations					1,200,000.00	1,200,000.00	2,400,000.00	<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	\$ 1,200,000.00
Estimated Reserves	2022	2023	2024	2025	2026	Beyond	Total																																																																																																																																										
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Intergovernmental							-																																																																																																																																										
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<b>Total</b>	\$ -	\$ -	\$ 400,000.00	\$ 650,000.00	\$ 5,000,000.00	\$ 7,000,000.00	\$ -																																																																																																																																										
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Personnel/Operations					1,200,000.00	1,200,000.00	2,400,000.00																																																																																																																																										
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,200,000.00	\$ 1,200,000.00																																																																																																																																										

# Major Non-Recurring Project - Utility Operating Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Continental Country Club Wastewater Treatment Plant Decommissioning/SR 44 Forcemain							
<b>Department:</b>	Wastewater							
<b>Project Description</b>	Project includes the decommissioning of the wastewater treatment plant located within the Continental Country Club and constructing a forcemain from the Continental Country Club master lift station to the City's water reclamation facility. Design and engineering were completed in prior year.						Insert Picture	
<b>Analysis of Need</b>	This project was identified in the 2019 Utility Master Plan, which indicated the project was needed to meet the three-year wastewater system demands.							
<b>Ongoing Operating Costs</b>	None							
<b>Strategic Goal</b>	Meets Strategic Planning Goal "Infrastructure".							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering		136,000.00	50,000.00					186,000.00
Construction				1,300,000.00				1,300,000.00
Equipment								
<b>Total</b>	\$ -	\$ 136,000.00	\$ 50,000.00	\$ 1,300,000.00	\$ -	\$ -	\$ -	\$ 1,486,000.00
<b>Revenue Sources</b>								
Fund Balance		136,000.00	50,000.00	1,300,000.00				1,486,000.00
Intergovernmental								
Grant								
Debt Proceeds								
Other								
<b>Total</b>	\$ -	\$ 136,000.00	\$ 50,000.00	\$ 1,300,000.00	\$ -	\$ -	\$ -	\$ 1,486,000.00
<b>Fund Operating Impact</b>								
Capital Costs		136,000.00	50,000.00	1,300,000.00				1,486,000.00
Debt Service								
Personnel/Operations								
<b>Total</b>	\$ -	\$ 136,000.00	\$ 50,000.00	\$ 1,300,000.00	\$ -	\$ -	\$ -	\$ 1,486,000.00

# Major Non-Recurring Project - Utility Capital Project Fund

<b>Project Description:</b>	WWTF Upgrades							
<b>Department:</b>	Wastewater							
<b>Project Description</b>	Multi-year project to increase the City's wastewater capacity. The FY24 expenditure will begin the work to expand the facility's capacity. The construction period is expected to go through FY25.						Insert Picture	
<b>Analysis of Need</b>	Project was identified in the Utility Master Plan as necessary to meet future wastewater demand.							
<b>Ongoing Operating Costs</b>	Completion of this project will result in additional operating expenses related to treatment.							
<b>Strategic Goal</b>	Meets Strategic Planning Goal "Infrastructure - Increase the City's Wastewater Treatment Facility Capacity".							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering	\$	750,000	950,000					\$ 1,700,000
Construction	\$	3,000,000	40,000,000	63,000,000	37,000,000			\$ 143,000,000
Equipment								\$ -
<b>Total</b>	\$ -	\$ 3,750,000	\$ 40,950,000	\$ 63,000,000	\$ 37,000,000	\$ -	\$ -	\$ 144,700,000
<b>Revenue Sources</b>								
Fund Balance	\$	3,750,000	8,000,000					\$ 11,750,000
Intergovernmental								\$ -
Grant								\$ -
Debt Proceeds			32,950,000	63,000,000	37,000,000			\$ 132,950,000
Other								\$ -
<b>Total</b>	\$ -	\$ 3,750,000	\$ 40,950,000	\$ 63,000,000	\$ 37,000,000	\$ -	\$ -	\$ 144,700,000
<b>Fund Operating Impact</b>								
Capital Costs	\$	3,750,000	8,000,000					\$ 11,750,000
Debt Service								\$ -
Personnel/Operations			360,000	360,000	360,000	360,000		\$ 1,440,000
<b>Total</b>	\$ -	\$ 3,750,000	\$ 8,360,000	\$ 360,000	\$ 360,000	\$ 360,000	\$ -	\$ 13,190,000

# Major Non-Recurring Project - Wastewater SDC Fund

## Capital Expenditure Detail Request

<b>Project Description:</b>	Millenium Park Reclaim Water Main Extension							
<b>Department:</b>	Wastewater							
<b>Project Description</b>	Project consists of extending existing 10-inch reclaim water main to the City's Millennium Park.						Insert Picture	
<b>Analysis of Need</b>	Identified in the 2019 Utility Master Plan to expand reclaim water service to the City's park and also expand the City's ability to provide reclaimed water to customers.							
<b>Ongoing Operating Costs</b>	None							
<b>Strategic Goal</b>	Meets Strategic Planning Goal "Infrastructure".							
<b>Fiscal Year</b>								
	<b>Estimated Reserves</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>	<b>2026</b>	<b>Beyond</b>	<b>Total</b>
<b>Estimated Cost</b>								
Design / Engineering		50,000.00	50,000.00					100,000.00
Construction			100,000.00	3,000,000.00				3,100,000.00
Equipment								-
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200,000.00</b>
<b>Revenue Sources</b>								
Fund Balance		50,000.00	150,000.00					200,000.00
Intergovernmental Grant								-
Debt Proceeds								-
Other				3,000,000.00				3,000,000.00
<b>Total</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ 150,000.00</b>	<b>\$ 3,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,200,000.00</b>
<b>Fund Operating Impact</b>								
Capital Costs		3,000,000.00						3,000,000.00
Debt Service								-
Personnel/Operations								-
<b>Total</b>	<b>\$ -</b>	<b>\$ 3,000,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 3,000,000.00</b>

# Capital Project Planning

The City has undergone an internal analysis of the future needs within the City. It is very important to perform this analysis to estimate future expenditures and possible funding sources. The table below is a snapshot of capital projects the City is anticipating in the following five years. Estimating the cost and funding sources of projects scheduled for later years on the table can be difficult. Therefore, the City is committed to demonstrating full funding of projects through FY25; projects after that may not currently be fully funded, but as time passes they will be evaluated for more accurate costs, reassessment of the need, and if still deemed necessary, funding sources will be identified.

FY24 - FY28 CAPITAL PROJECT FUNDING PLAN							
FUND/DEPARTMENT	PROJECT DESCRIPTION	FY24	FY25	FY26	FY27	FY28	5-Yr Total
<b>Capital Improvement Project Fund</b>							
Beginning Balance		\$ 11,300,000	\$ 3,730,000	\$ 3,656,000	\$ (2,493,000)	\$ 3,558,000	
Revenue							
Taxes (Transfer from General Fund)		\$ 15,700,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 10,000,000	\$ 55,810,000
Interest Revenue		\$ 10,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Grant Revenue		\$ 1,150,000					
<b>Total Funding Sources</b>		<b>\$ 28,160,000</b>	<b>\$ 13,731,000</b>	<b>\$ 13,657,000</b>	<b>\$ 7,508,000</b>	<b>\$ 13,559,000</b>	
<b>Project Expenditures</b>							
Administrative	Downtown Master Plan Projects Including:						\$ -
Administrative	Parking Garage Construction	\$ 7,600,000					\$ 7,600,000
Administrative	City Hall Courtyard Rehab		\$ 50,000	\$ 150,000	\$ 100,000		\$ 300,000
Administrative	US 301 Linear Park			\$ 50,000	\$ 50,000		\$ 100,000
Administrative	Property Acquisitions		\$ 250,000	\$ 250,000	\$ 250,000		\$ 750,000
Administrative	CR 44A/Lynum Corridor Expansion and Crossing		\$ 75,000	\$ 200,000	\$ 200,000		\$ 475,000
Administrative	US 301 Complete Streets Landscaping Improvements			\$ 1,000,000	\$ 1,000,000		\$ 2,000,000
Administrative	Gamble Street Improvements				\$ 100,000		\$ 100,000
Public Works	Pavement Preservation Plan		\$ 500,000	\$ 500,000	\$ 500,000		\$ 1,500,000
Public Works	Watershed Master Plan Implementation Projects	\$ 620,000	\$ 500,000	\$ 500,000	\$ 1,750,000	\$ 8,000,000	\$ 11,370,000
Public Works	Clay Drain Road	\$ 250,000	\$ 1,250,000	\$ 6,500,000			\$ 8,000,000
Public Works	Oak Grove Village Drainage Improvements	\$ 900,000					\$ 900,000
Public Works	Barwick Street Rehabilitation	\$ 1,680,000					\$ 1,680,000
Public Works	CSX Service Road Improvements	\$ 50,000	\$ 200,000				\$ 250,000
Public Works	Huey Street	\$ 1,500,000					\$ 1,500,000
Public Works	St. Clair Street	\$ 250,000	\$ 250,000				\$ 500,000
Public Works	Broken Oak Drive	\$ 400,000					\$ 400,000
Public Works	Jackson Street Improvements	\$ 2,000,000					\$ 2,000,000
Public Works	Public Works Building HVAC Improvements	\$ 80,000					\$ 80,000
Public Works	Municipal Services Complex Entrance Gate	\$ 25,000					\$ 25,000
Parks and Recreation	Millennium Park Improvements Construction	\$ 7,500,000	\$ 1,500,000				\$ 9,000,000
Parks and Recreation	Lake Deaton Park Dock Improvements	\$ 115,000					\$ 115,000
Parks and Recreation	Lake Deaton Pavilions	\$ 200,000					\$ 200,000
Parks and Recreation	Oxford Park Improvements	\$ 150,000	\$ 500,000				\$ 650,000
Parks and Recreation	Dog Park Improvements	\$ 60,000					\$ 60,000
Parks and Recreation	Community Center HVAC Upgrades	\$ 400,000					\$ 400,000
Parks and Recreation	Recreation Center at MLK Park Design	\$ 650,000					\$ 650,000
Parks and Recreation	Recreation Center at MLK Park Construction		\$ 5,000,000	\$ 7,000,000			\$ 12,000,000
<b>Total Project Expenditures:</b>		<b>\$ 24,430,000</b>	<b>\$ 10,075,000</b>	<b>\$ 16,150,000</b>	<b>\$ 3,950,000</b>	<b>\$ 8,000,000</b>	<b>\$ 62,605,000</b>
<b>End Balance - Capital Improvement Fund</b>		<b>\$ 3,730,000</b>	<b>\$ 3,656,000</b>	<b>\$ (2,493,000)</b>	<b>\$ 3,558,000</b>	<b>\$ 5,559,000</b>	

FY24 - FY28 CAPITAL PROJECT FUNDING PLAN							
FUND/DEPARTMENT	PROJECT DESCRIPTION	FY24	FY25	FY26	FY27	FY28	5-Yr Total
<b>Park &amp; Recreation Impact Fee Fund</b>							
Beginning Balance		\$ 558,400	\$ 388,400	\$ 594,400	\$ 498,400	\$ (316,600)	
Revenue							
Impact Fees		\$ 240,000	\$ 241,000	\$ 244,000	\$ 250,000	\$ 250,001	\$ 1,215,000
<b>Total Funding Sources</b>		<b>\$ 798,400</b>	<b>\$ 629,400</b>	<b>\$ 838,400</b>	<b>\$ 748,400</b>	<b>\$ (66,599)</b>	<b>\$ 3,573,000</b>
<b>Project Expenditures</b>							
Parks and Recreation	Equipment for New Employees	\$ 85,000	\$ 35,000	\$ 40,000	\$ 45,000		\$ 205,000
Parks and Recreation	Recreation Center at MLK Park Design	\$ 325,000					\$ 325,000
Parks and Recreation	Millennium Park Pavilions			\$ 200,000			\$ 200,000
Parks and Recreation	Millennium Park Amphitheatre				\$ 320,000		\$ 320,000
Parks and Recreation	Lynum Street Park			\$ 100,000	\$ 700,000		\$ 800,000
<b>Total Project Expenditures</b>		<b>\$ 410,000</b>	<b>\$ 35,000</b>	<b>\$ 340,000</b>	<b>\$ 1,065,000</b>	<b>\$ -</b>	<b>\$ 1,850,000</b>
<b>End Balance - Park &amp; Recreation Impact Fee Fund:</b>		<b>\$ 388,400</b>	<b>\$ 594,400</b>	<b>\$ 498,400</b>	<b>\$ (316,600)</b>	<b>\$ (66,599)</b>	
<b>Law Enforcement Impact Fee Fund</b>							
Beginning Balance		\$ 1,517,300	\$ 1,470,500	\$ 24,250	\$ (1,613,550)	\$ (1,261,350)	
Revenue							
Impact Fees		\$ 1,180,000	\$ 1,240,000	\$ 1,300,000	\$ 1,350,000	\$ 1,350,001	\$ 6,420,001
<b>Total Funding Sources</b>		<b>\$ 2,697,300</b>	<b>\$ 2,710,500</b>	<b>\$ 1,324,250</b>	<b>\$ (263,550)</b>	<b>\$ 88,651</b>	<b>\$ 6,557,151</b>
<b>Project Expenditures</b>							
Police	The Villages Substation	\$ 400,000	\$ 1,800,000	\$ 2,000,000			\$ 4,200,000
Police	Capital Equipment	\$ 100,000	\$ 150,000	\$ 175,000	\$ 200,000		\$ 625,000
Police	Equipment for New Officers	\$ 314,000	\$ 323,450	\$ 350,000	\$ 385,000		\$ 1,372,450
Police	Debt Service Transfer - PD Building	\$ 412,800	\$ 412,800	\$ 412,800	\$ 412,800		\$ 1,651,200
<b>Total Project Expenditures</b>		<b>\$ 1,226,800</b>	<b>\$ 2,686,250</b>	<b>\$ 2,937,800</b>	<b>\$ 997,800</b>	<b>\$ -</b>	<b>\$ 7,848,650</b>
<b>End Balance - Law Enforcement Impact Fee Fund:</b>		<b>\$ 1,470,500</b>	<b>\$ 24,250</b>	<b>\$ (1,613,550)</b>	<b>\$ (1,261,350)</b>	<b>\$ 88,651</b>	

FY24 - FY28 CAPITAL PROJECT FUNDING PLAN							
FUND/DEPARTMENT	PROJECT DESCRIPTION	FY24	FY25	FY26	FY27	FY28	5-Yr Total
<b>Utility Revenue Fund</b>							
Beginning Balance (for Capital Projects)							
Revenue							
Utility Revenues		\$ 4,059,000	\$ 2,237,400	\$ 2,573,010	\$ 2,958,962	\$ 3,402,806	\$ 15,231,177
<b>Total Funding Sources</b>		\$ 4,059,000	\$ 2,237,400	\$ 2,573,010	\$ 2,958,962	\$ 3,402,806	\$ 15,231,177
<b>Project Expenditures</b>							
Water	Water Line Upgrades	\$ 550,000	\$ 605,000	\$ 695,750	\$ 800,113	\$ 920,129	\$ 3,570,992
Water	Annual Meter Change Out Program	\$ 137,500	\$ 151,250	\$ 173,938	\$ 200,028	\$ 230,032	\$ 892,748
Wastewater	Gravity Collection System Renewal Program	\$ 346,500	\$ 381,150	\$ 438,323	\$ 504,071	\$ 579,682	\$ 2,249,725
Wastewater	Sewer System Renewal & Replacement	\$ 500,000	\$ 550,000	\$ 632,500	\$ 727,375	\$ 836,481	\$ 3,246,356
Wastewater	Continental Decommissioning/SR 44 FM Phase III	\$ 1,300,000	\$ -	\$ -	\$ -	\$ -	\$ 1,300,000
Wastewater	Lift Station Upgrades	\$ 500,000	\$ 550,000	\$ 632,500	\$ 727,375	\$ 836,481	\$ 3,246,356
Wastewater	CR 209 Lift Station Upgrades	\$ 725,000	\$ -	\$ -	\$ -	\$ -	\$ 725,000
<b>Total Project Expenditures:</b>		\$ 4,059,000	\$ 2,237,400	\$ 2,573,010	\$ 2,958,962	\$ 3,402,806	\$ 15,231,177
<b>End Balance Utility Revenue Fund (for Capital Projects):</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Improvement (Grant) Fund</b>							
Beginning Balance							
		\$ 845,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ -
Revenue							
Revenue Bonds		\$ 28,000,000	\$ 51,000,000	\$ 25,000,000			\$ 104,000,000
Grant Funds							\$ -
State Appropriations							\$ -
SRF Revolving Loan Fund Proceeds		\$ 12,000,000	\$ 12,000,000	\$ 12,000,000			\$ 36,000,000
<b>Total Funding Sources</b>		\$ 40,845,000	\$ 63,845,000	\$ 37,845,000	\$ 845,000	\$ 845,000	\$ 144,225,000
<b>Project Expenditures</b>							
Wastewater	WWTF Upgrades	\$ 40,000,000	\$ 63,000,000	\$ 37,000,000			\$ 140,000,000
<b>Total Project Expenditures:</b>		\$ 40,000,000	\$ 63,000,000	\$ 37,000,000	\$ -	\$ -	\$ 140,000,000
<b>End Balance - Capital Improvement (Grant) Fund:</b>							
		\$ 845,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ 845,000	\$ -
<b>Water Connection Fee Fund</b>							
Beginning Balance							
		\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue							
Connection Fees							\$ -
<b>Total Funding Sources</b>		\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
<b>Project Expenditures</b>							
Water	Ashley Water Treatment Plant Construction	\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
<b>Total Project Expenditures:</b>		\$ 175,000	\$ -	\$ -	\$ -	\$ -	\$ 175,000
<b>End Balance - Water Connection Fee Fund:</b>							
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

FY24 - FY28 CAPITAL PROJECT FUNDING PLAN							
FUND/DEPARTMENT	PROJECT DESCRIPTION	FY24	FY25	FY26	FY27	FY28	5-Yr Total
<b>Water SDC Fund</b>							
Beginning Balance							
		\$ 4,301,700	\$ 3,289,270	\$ 6,470,420	\$ 8,007,970	\$ 7,963,120	\$ -
Revenue							
SDC Revenue		\$ 3,019,600	\$ 3,437,200	\$ 1,793,600	\$ 211,200	\$ 320,800	\$ 8,782,400
<b>Total Funding Sources</b>		\$ 7,321,300	\$ 6,726,470	\$ 8,264,020	\$ 8,219,170	\$ 8,283,920	\$ 8,782,400
<b>Project Expenditures</b>							
Water	CR 501 WTP Project	\$ 1,075,000					\$ 1,075,000
Water	CR 501 Iron Filtration Plant Upgrades	\$ 2,000,000					\$ 2,000,000
Water	Ashley Water Treatment Plant Upgrades	\$ 470,000					\$ 470,000
Water	Oxford WTP Phosphate Injection	\$ 156,000					\$ 156,000
Water	Water Use Permit Modification	\$ 75,000					\$ 75,000
Water	Debt Service	\$ 256,030	\$ 256,050	\$ 256,050	\$ 256,050		\$ 1,024,180
<b>Total Project Expenditures:</b>		\$ 4,032,030	\$ 256,050	\$ 256,050	\$ 256,050	\$ -	\$ 4,800,180
<b>End Balance - Water SDC Fund:</b>							
		\$ 3,289,270	\$ 6,470,420	\$ 8,007,970	\$ 7,963,120	\$ 8,283,920	\$ -
<b>Wastewater Connection Fee Fund</b>							
Beginning Balance							
		\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ -
Revenue							
Connection Fees							\$ -
<b>Total Funding Sources</b>		\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ 919,000
<b>Project Expenditures</b>							
Wastewater							\$ -
<b>Total Project Expenditures:</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>End Balance - Wastewater Connection Fee Fund:</b>							
		\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ 183,800	\$ -
<b>Wastewater SDC Fund</b>							
Beginning Balance							
		\$ 9,500,000	\$ 1,923,300	\$ 6,011,900	\$ 9,430,700	\$ 9,771,400	\$ -
Revenue							
SDC Revenue		\$ 5,979,400	\$ 6,664,200	\$ 3,494,400	\$ 416,300	\$ 630,700	\$ 17,185,000
<b>Total Funding Sources</b>		\$ 15,479,400	\$ 8,587,500	\$ 9,506,300	\$ 9,847,000	\$ 10,402,100	\$ 58,822,300
<b>Project Expenditures</b>							
Wastewater	Wastewater Treatment Facility Upgrades	\$ 10,000,000	\$ 2,500,000				\$ 12,500,000
Wastewater	Chitty Chitty Bridge Utility Line Crossing						\$ -
Wastewater	Huey Street Sanitary Sewer Reroute	\$ 480,500					\$ 480,500
Wastewater	Millenium Park Reuse Line Project	\$ 3,000,000					\$ 3,000,000
Wastewater	Debt Service	\$ 75,600	\$ 75,600	\$ 75,600	\$ 75,600	\$ 75,600	\$ 378,000
<b>Total Project Expenditures:</b>		\$ 13,556,100	\$ 2,575,600	\$ 75,600	\$ 75,600	\$ 75,600	\$ 16,358,500
<b>End Balance - Wastewater SDC Fund:</b>							
		\$ 1,923,300	\$ 6,011,900	\$ 9,430,700	\$ 9,771,400	\$ 10,326,500	\$ -

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# DEBT

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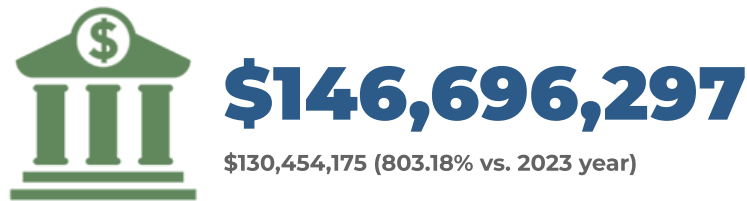
## Government-wide Debt Overview

The City tries to utilize a “pay as you go” approach for funding capital projects and equipment purchases; however there are times when due to the amount of the expenditure the city must incur debt to finance a project or piece of equipment.

There are many options available to the City for borrowing funds to complete capital projects. One form of debt is General Obligation Bonds/Notes (GO Debt). GO Debt is debt that is backed by the full faith and credit of the City. Ad Valorem taxes can be levied to pay the debt service on GO Debt. The Florida Constitution requires that GO Debt be approved by vote of the electorate prior to issuance. The City of Wildwood currently has no General Obligation Debt.

A second form of debt available to the City is Revenue Bonds/Notes. Revenue Debt is debt that is secured solely through specific non-ad valorem revenues. In the case of Revenue Debt issued for utility infrastructure, the debt is secured with the revenues generated by the Utility System.

The State of Florida does not impose debt limitations on municipalities. In addition, the City's charter does not impose any limitations on debt and the City Commission has not adopted a debt management policy. When considering the issuance of debt, the City evaluates current and projected revenue sources to determine the financial viability of making payment on future debt service requirements. In the FY24 budget, all Debt Service coverage and requirements on all outstanding bonds have been met or exceeded in accordance with the bond resolutions.



The City of Wildwood has the following Revenue Debt outstanding in the General Fund:

City Hall Refunding – The Regions Bank loan retired the then outstanding USDA loans. The original loans were issued for the construction of City Hall. The loan has a fifteen-year term and is secured by the half-cent sales tax.

Police Headquarters – BB&T Bank loan was issued to provide funds for the construction of the new Wildwood Police Station Headquarters. The loan has a fifteen-year term and is secured with half-cent sales tax and communication service taxes.

Capital Improvement Revenue Loan, Series 2020 – In 2020, the City refunded its 2018 Citizens First Bank Loan, securing a lower interest rate while also refunding \$1.2M in early repayment. The loan provided additional funding needed for the construction of the Wildwood Police Station Headquarters as well as other general fund projects. These projects included repair/replacement of the City Hall roof, renovation of the City Hall Annex, renovations at the Warfield Complex, and the Martin Luther King, Jr. park improvements. The loan has a fourteen-year term and is secured by public service tax revenues.

In the Utility Revenue Fund, the following revenue debt is outstanding:

SRF #3 – The SRF loan was issued to provide funds for the expansion of the wastewater treatment plant. The loan has a twenty-year term and is secured by utility revenues.

Utility Revenue Bond, Series 2016 – The BB&T loan provided funding for the purchase of utility infrastructure at the Continental Country Club. The loan has a fifteen-year term and is secured by utility revenues.

State Revolving Fund (SRF) Loan WW600200 – The SRF loan was issued to provide funds for the design of the CR 209 Force main. The loan has a twenty-year term and is secured by utility revenues.

State Revolving Fund (SRF) Loan WW600201– The SRF loan provided funds for the construction of the CR 209 Force main project. The loan has a twenty-year term and is secured by utility revenues.

State Revolving Fund (SRF) Loan DW600231– The SRF loan was issued to provide funds for the construction of the Oxford Water Treatment Plant. The loan has a twenty-year term and is secured by utility revenues.

The City also utilizes Capital Equipment Leases to fund the purchase of equipment. This allows the City to purchase needed equipment and spread the cost out over several years.

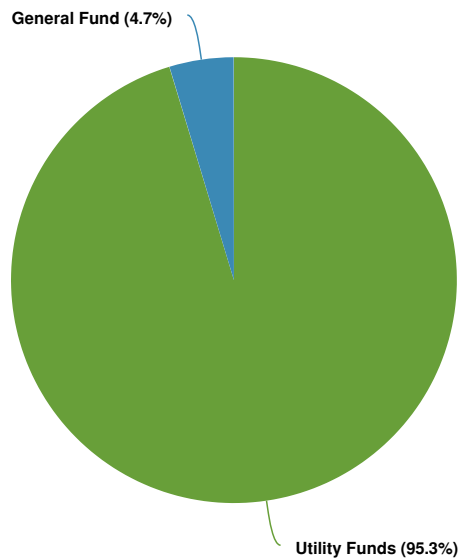
The following Capital Equipment Leases outstanding in FY24:

Loader Capital Equipment Lease – John Deere Financial Lease was issued in FY20 to furnish funds for the purchase of a loader for the Public Works Department. The lease is a five-year term and is secured with general fund revenues.

Backhoe Capital Equipment Lease - John Deere Financial Lease was issued in FY21 to furnish funds for the purchase of a backhoe for the Utility Department. The lease is a five-year term and is secured by the utility revenue fund.

Vac Truck Equipment Lease - KS State Bank issued a lease in FY20 to furnish funds for the purchase of a Vac Truck for the Utility Department. The lease is a five-year term and is secured by the utility revenue fund.

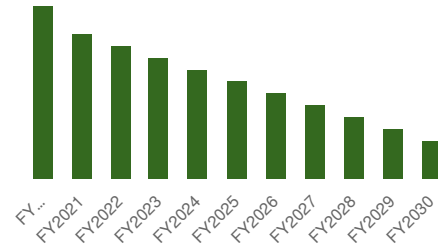
### Debt by Fund



	FY2023	FY2024	% Change
<b>All Funds</b>	<b>Actual</b>	<b>Actual</b>	
General Fund	\$7,565,829	\$6,846,188	-9.5%
Utility Funds	\$8,676,293	\$139,850,109	%
<b>Total All Funds:</b>	<b>\$16,242,123</b>	<b>\$146,696,297</b>	<b>803.2%</b>

## General Fund

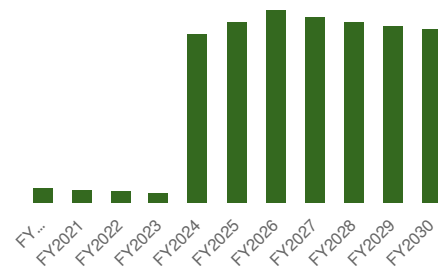
In FY24, the city is not issuing any new debt and is budgeting to reduce the total general fund debt by \$878,955.



	FY2023	FY2024	% Change
<b>General Fund</b>	<b>Actual</b>	<b>Actual</b>	
General Fund	\$7,565,829	\$6,846,188	-9.5%
<b>Total General Fund:</b>	<b>\$7,565,829</b>	<b>\$6,846,188</b>	<b>-9.5%</b>

## Utility Funds

In FY24, the City will be issuing new debt for the new Wastewater Treatment Facility that is being constructed. A combination of Bonds and State Revenue Fund (SRF) Loans will be obtained to support the construction costs of the new facility. \$12 million dollars of SRF loans will be acquired each year, for a maximum of three years, adding \$36 million dollars to the Utility Fund's debt by FY26.



In addition to loans, a new capital equipment lease will also be issued in FY24. This lease will be for a second Vac Truck for the Utility Department.

	FY2023	FY2024	% Change
<b>Utility Funds</b>	<b>Actual</b>	<b>Actual</b>	
Utility Revenue Fund	\$3,752,129	\$123,223,180	%
Utility Capital Projects Fund	\$0	\$12,000,000	0%
Water System Development Charge Fund	\$3,813,347	\$3,590,385	-5.8%
Wastewater System Development Charge Fund	\$1,110,818	\$1,036,544	-6.7%
<b>Total Utility Funds:</b>	<b>\$8,676,293</b>	<b>\$139,850,109</b>	<b>%</b>

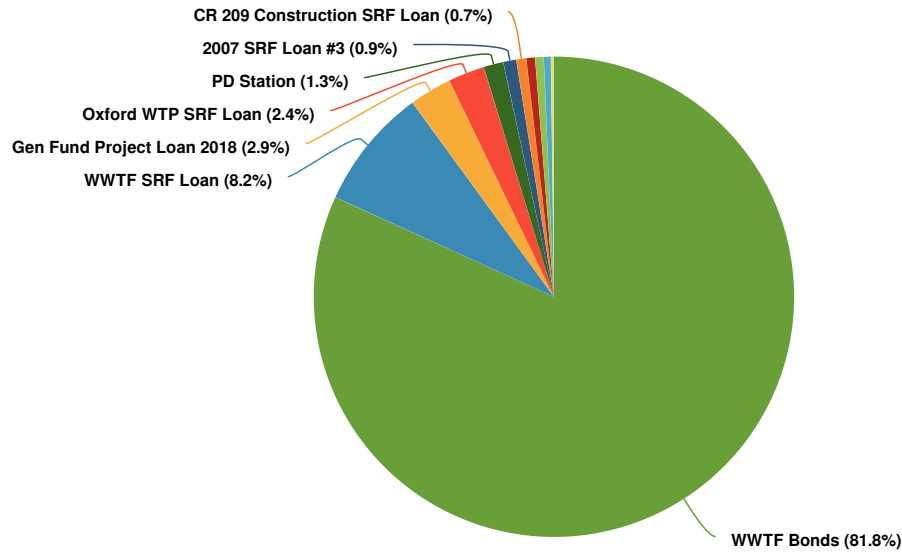
## Debt Snapshot



**\$146,696,297**

\$130,454,175 (803.18% vs. 2023 year)

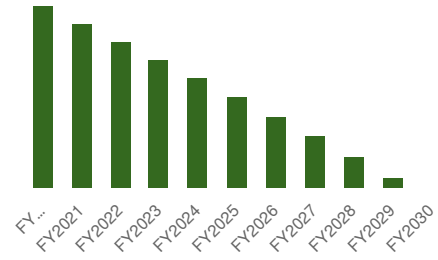
### Debt by Type



	FY2023	FY2024	% Change
<b>Debt</b>	<b>Actual</b>	<b>Actual</b>	
City Hall	\$802,955	\$687,575	-14.4%
PD Station	\$2,210,142	\$1,974,690	-10.7%
Gen Fund Project Loan 2018	\$4,523,500	\$4,183,923	-7.5%
Police Vehicles	\$0	\$0	0%
Equipment Leases	\$169,128	\$239,413	41.6%
2007 SRF Loan #3	\$1,624,004	\$1,276,068	-21.4%
Refunding & Project Loan	\$0	\$0	0%
Continental Country Club BB&T	\$968,230	\$857,698	-11.4%
Lease Purchase-Sumter Co. Schools	\$1,020,000	\$850,000	-16.7%
Oxford WTP SRF Loan	\$3,813,347	\$3,590,385	-5.8%
CR 209 Forcemain SRF Planning & Design	\$61,477	\$57,013	-7.3%
CR 209 Construction SRF Loan	\$1,049,341	\$979,531	-6.7%
WWTF Bonds	\$0	\$120,000,000	0%
WWTF SRF Loan	\$0	\$12,000,000	0%
<b>Total Debt:</b>	<b>\$16,242,123</b>	<b>\$146,696,297</b>	<b>803.2%</b>

## City Hall

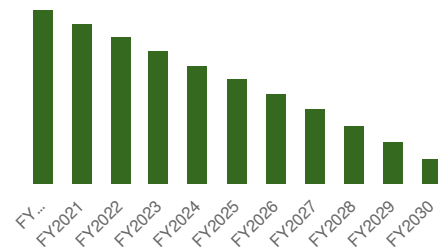
The Regions Bank loan retired the then outstanding USDA loans. The original loans were issued for the construction of City Hall. The loan has a fifteen-year term and is secured by the half-cent sales tax.



	FY2023	FY2024	% Change
<b>City Hall</b>	<b>Actual</b>	<b>Actual</b>	
City Hall	\$802,955	\$687,575	-14.4%
<b>Total City Hall:</b>	<b>\$802,955</b>	<b>\$687,575</b>	<b>-14.4%</b>

## PD Station

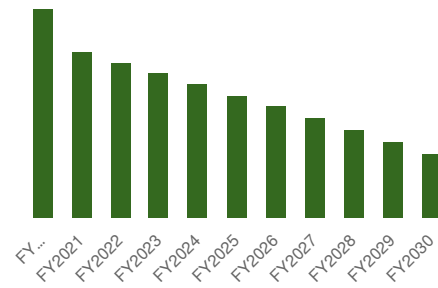
BB&T Bank loan was issued to provide funds for the construction of the new Wildwood Police Station Headquarters. The loan has a fifteen-year term and is secured with half-cent sales tax and communication service taxes.



	FY2023	FY2024	% Change
<b>PD Station</b>	<b>Actual</b>	<b>Actual</b>	
PD Station	\$2,210,142	\$1,974,690	-10.7%
<b>Total PD Station:</b>	<b>\$2,210,142</b>	<b>\$1,974,690</b>	<b>-10.7%</b>

## Gen Fund Project Loan 2018

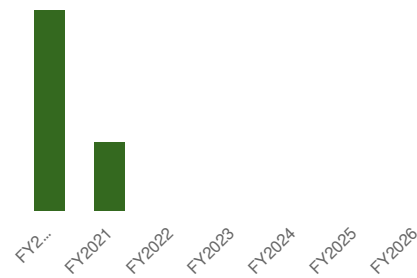
In 2020, the City refunded its 2018 Citizens First Bank Loan, securing a lower interest rate while also refunding \$1.2M in early repayment. The loan provided additional funding needed for the construction of the Wildwood Police Station Headquarters as well as other general fund projects. These projects included repair/replacement of the City Hall roof, renovation of the City Hall Annex, renovations at the Warfield Complex, and the Martin Luther King, Jr. park improvements. The loan has a fourteen-year term and is secured by public service tax revenues.



	FY2023	FY2024	% Change
<b>Gen Fund Project Loan 2018</b>	<b>Actual</b>	<b>Actual</b>	
Gen Fund Project Loan 2018	\$4,523,500	\$4,183,923	-7.5%
<b>Total Gen Fund Project Loan 2018:</b>	<b>\$4,523,500</b>	<b>\$4,183,923</b>	<b>-7.5%</b>

## Police Vehicles

A Ford Motor Credit Lease agreement was issued in 2018 to provide funds to purchase 5 new police cars. The lease was a four-year term and was secured with general fund revenues.



	FY2023	FY2024	% Change
<b>Police Vehicles</b>	<b>Actual</b>	<b>Actual</b>	
Police Vehicles	\$0	\$0	0%
<b>Total Police Vehicles:</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

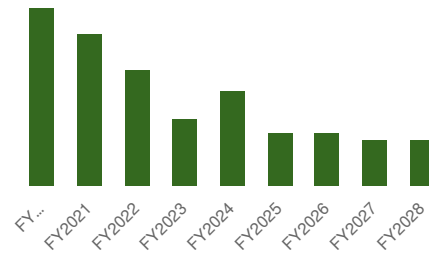
## Equipment Leases

Both the general fund and the utility fund utilize equipment leases. John Deere Financial Lease was issued in FY20 to furnish funds for the purchase of a loader for the Public Works Department. The lease is a five-year term and is secured with general fund revenues.

John Deere Financial Lease was issued in FY21 to furnish funds for the purchase of a backhoe for the Utility Department. The lease is a five-year term and is secured by the utility revenue fund.

KS State Bank issued a lease in FY20 to furnish funds for the purchase of a Vac Truck for the Utility Department. The lease is a five-year term and is secured by the utility revenue fund.

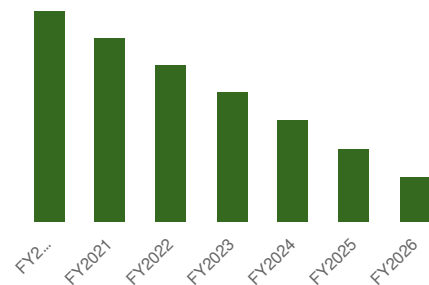
Vision Financial Group is a new lease to be issued in FY24 which will furnish funds for the purchase of a second Vac Truck for the Utility Department. The lease is a five-year term and is secured by the utility revenue fund.



	FY2023	FY2024	% Change
<b>Equipment Leases</b>	<b>Actual</b>	<b>Actual</b>	
Equipment Leases	\$169,128	\$239,413	41.6%
<b>Total Equipment Leases:</b>	<b>\$169,128</b>	<b>\$239,413</b>	<b>41.6%</b>

## 2007 SRF Loan #3

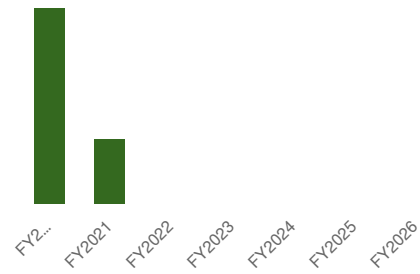
The SRF loan was issued to provide funds for the expansion of the wastewater treatment plant. The loan has a twenty-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>2007 SRF Loan #3</b>	<b>Actual</b>	<b>Actual</b>	
2007 SRF Loan #3	\$1,624,004	\$1,276,068	-21.4%
<b>Total 2007 SRF Loan #3:</b>	<b>\$1,624,004</b>	<b>\$1,276,068</b>	<b>-21.4%</b>

## Refunding & Project Loan

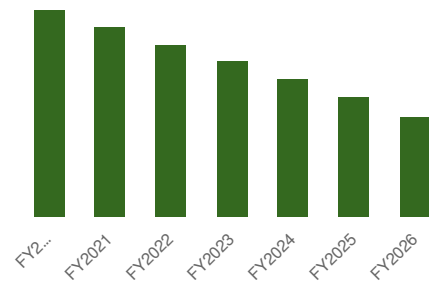
In FY22 the City retired the 2014 Refunding & Project loan held by U.S. Bank. This loan retired the then outstanding SRF Water and Sewer Loans and also provided additional funding for various utility projects.



	FY2023	FY2024	% Change
<b>Refunding &amp; Project Loan</b>	<b>Actual</b>	<b>Actual</b>	
Refunding & Project Loan	\$0	\$0	0%
<b>Total Refunding &amp; Project Loan:</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>

## Continental Country Club BB&T

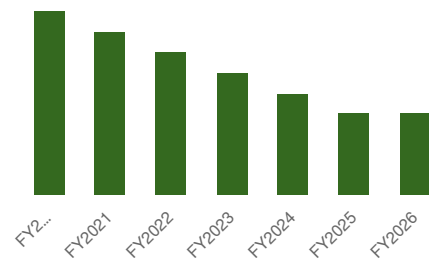
The BB&T loan provided funding for the purchase of utility infrastructure at the Continental Country Club. The loan has a fifteen-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>Continental Country Club BB&amp;T</b>	<b>Actual</b>	<b>Actual</b>	
Continental Country Club BB&T	\$968,230	\$857,698	-11.4%
<b>Total Continental Country Club BB&amp;T:</b>	<b>\$968,230</b>	<b>\$857,698</b>	<b>-11.4%</b>

## Lease Purchase-Sumter Co. Schools

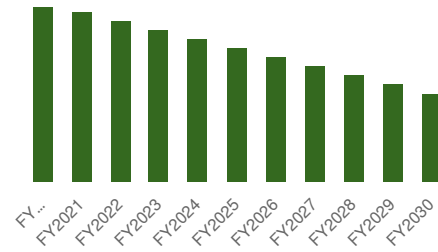
In FY20, the City entered into a building lease agreement with the Sumter County School Board. This building, also known as the new Municipal Service Complex, has a ten-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>Lease Purchase-Sumter Co. Schools</b>	<b>Actual</b>	<b>Actual</b>	
Lease Purchase-Sumter Co. Schools	\$1,020,000	\$850,000	-16.7%
<b>Total Lease Purchase-Sumter Co. Schools:</b>	<b>\$1,020,000</b>	<b>\$850,000</b>	<b>-16.7%</b>

## Oxford WTP SRF Loan

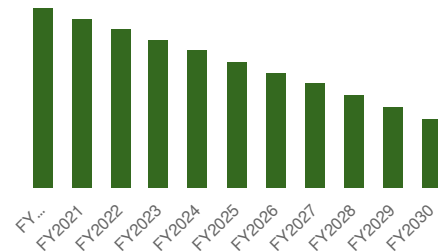
The SRF loan was issued to provide funds for the construction of the Oxford Water Treatment Plant. The loan has a twenty-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>Oxford WTP SRF Loan</b>	<b>Actual</b>	<b>Actual</b>	
Oxford WTP SRF Loan	\$3,813,347	\$3,590,385	-5.8%
<b>Total Oxford WTP SRF Loan:</b>	<b>\$3,813,347</b>	<b>\$3,590,385</b>	<b>-5.8%</b>

## CR 209 Forcemain SRF Planning & Design

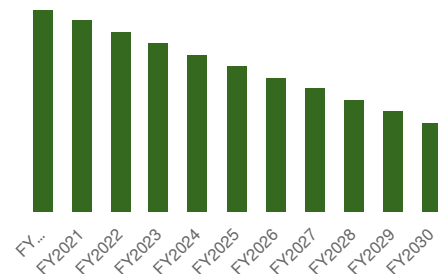
The SRF loan was issued to provide funds for the design of the CR 209 Force main. The loan has a twenty-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>CR 209 Forcemain SRF Planning &amp; Design</b>	<b>Actual</b>	<b>Actual</b>	
CR 209 Forcemain SRF Planning & Design	\$61,477	\$57,013	-7.3%
<b>Total CR 209 Forcemain SRF Planning &amp; Design:</b>	<b>\$61,477</b>	<b>\$57,013</b>	<b>-7.3%</b>

## CR 209 Construction SRF Loan

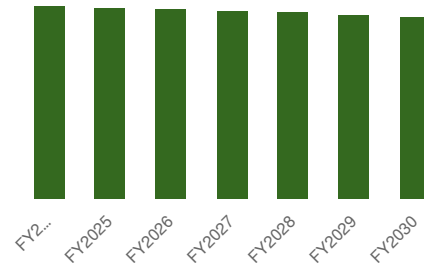
The SRF loan provided funds for the construction of the CR 209 Force main project. The loan has a twenty-year term and is secured by utility revenues.



	FY2023	FY2024	% Change
<b>CR 209 Construction SRF Loan</b>	<b>Actual</b>	<b>Actual</b>	
CR 209 Construction SRF Loan	\$1,049,341	\$979,531	-6.7%
<b>Total CR 209 Construction SRF Loan:</b>	<b>\$1,049,341</b>	<b>\$979,531</b>	<b>-6.7%</b>

## WWTF Bonds

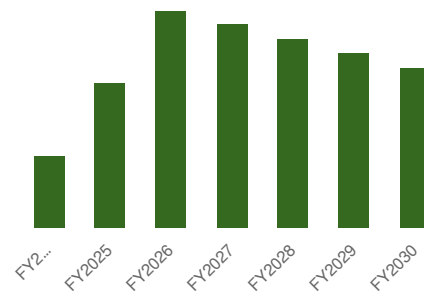
Bonds will be issued in FY24 to support the project costs of the new Wastewater Treatment Facility (WWTF). Roughly \$1 million will be issued in the first year of the project. With inflation and market uncertainties, at the time of the FY24 budget draft, was too early to determine if more bonds will have to be issued in future years or not.



	FY2024	FY2030
<b>WWTF Bonds</b>	<b>Actual</b>	<b>Actual</b>
WWTF Bonds	\$120,000,000	\$114,000,000
<b>Total WWTF Bonds:</b>	<b>\$120,000,000</b>	<b>\$114,000,000</b>

## WWTF SRF Loan

State Revolving Fund (SRF) Loan will also be issued in FY24 in support of the new Wastewater Treatment Facility (WWTF). A maximum of \$12 million is allowed to be borrowed each year from the state. So, the City will look to borrow \$12 million of SRF loans for the next three years to help fund the new facility.



	FY2024	FY2030
<b>WWTF SRF Loan</b>	<b>Actual</b>	<b>Actual</b>
WWTF SRF Loan	\$12,000,000	\$26,704,057
<b>Total WWTF SRF Loan:</b>	<b>\$12,000,000</b>	<b>\$26,704,057</b>

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# **APPENDIX**

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# Glossary

**Abatement:** A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed by a governmental unit. Granted only on application of the person seeking the abatement and only by the committing governmental unit.

**Accounting System:** The total structure of records and procedures that identify record, classify, and report information on the financial position and operations of a governmental unit or any of its funds, account groups, and organizational components.

**Accrued Interest:** The amount of interest that has accumulated on the debt since the date of the last interest payment, and on the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

**Amortization:** The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

**Appropriation:** A legal authorization from the community's legislative body to expend money and incur obligations for specific public purposes. An appropriation is usually limited in amount and as to the time period within which it may be expended.

**Arbitrage:** As applied to municipal debt, the investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

**Assessed Valuation:** A value assigned to real estate or other property by a government as the basis for levying taxes.

**Audit:** An examination of a community's financial systems, procedures, and data by a certified public accountant (independent auditor), and a report on the fairness of financial statements and on local compliance with statutes and regulations. The audit serves as a valuable management tool in evaluating the fiscal performance of a community.

**Audit Report:** Prepared by an independent auditor, an audit report includes: (a) a statement of the scope of the audit; (b) explanatory comments as to application of auditing procedures; (c) findings and opinions. It is almost always accompanied by a management letter which contains supplementary comments and recommendations.

**Available Funds:** Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other one-time costs.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or governmental unit at a specified date.

**Betterments (Special Assessments):** Whenever a specific area of a community receives benefit from a public improvement (e.g., water, sewer, sidewalk, etc.), special property taxes may be assessed to reimburse the governmental entity for all or part of the costs it incurred. Each parcel receiving benefit from the improvement is assessed for its proportionate share of the cost of such improvements. The proportionate share may be paid in full or the property owner may request that the assessors apportion the betterment over 20 years. Over the life of the betterment, one year's apportionment along with one year's committed interest computed from October 1 to October 1 is added to the tax bill until the betterment has been paid.

**Bond:** A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

**Bond and Interest Record:** (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

**Bonds Authorized and Unissued:** Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by the community's legislative body to be removed from community's books.

**Bond Issue:** Generally, the sale of a certain number of bonds at one time by a governmental unit.

**Bond Rating (Municipal):** A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

**Budget:** A plan for allocating resources to support particular services, purposes and functions over a specified period of time. (See Performance Budget, Program Budget)

**Capital Assets:** All real and tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

**Capital Budget:** An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

**Cash:** Currency, coin, checks, postal and express money orders and bankers' drafts on hand or on deposit with an official or agent designated as custodian of cash and bank deposits.

**Cash Management:** The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short- term borrowing and investment of idle cash.

**Certificate of Deposit (CD):** A bank deposit evidenced by a negotiable or non-negotiable instrument, which provides on its face that the amount of such deposit plus a specified interest payable to a bearer or to any specified person on a certain specified date, at the expiration of a certain specified time, or upon notice in writing.

**Classification of Real Property:** Assessors are required to classify all real property according to use into one of four classes: residential, open space, commercial, and industrial. Having classified its real properties, local officials are permitted to determine locally, within limitations established by statute and the Commissioner of Revenue, what percentage of the tax burden is to be borne by each class of real property and by personal property owners.

**Collective Bargaining:** The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

**Consumer Price Index:** The statistical measure of changes, if any, in the overall price level of consumer goods and services. The index is often called the "cost-of-living index."

**Cost-Benefit Analysis:** A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

**Debt Burden:** The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

**Debt Service:** The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

**Encumbrance:** A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that are chargeable to, but not yet paid from, a specific appropriation account.

**Enterprise Funds:** An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the

"surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services.

**Equalized Valuations (EQVs):** The determination of the full and fair cash value of all property in the community that is subject to local taxation.

**Estimated Receipts:** A term that typically refers to anticipated local revenues often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

**Exemptions:** A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

**Expenditure:** An outlay of money made by municipalities to provide the programs and services within their approved budget.

**Fiduciary Funds:** Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

**Fixed Assets:** Long-lived, assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

**Fixed Costs:** Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

**Float:** The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

**Full Faith and Credit:** A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

**Fund:** An accounting entity with a self-balancing set of accounts that are segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions, or limitations.

**Fund Accounting:** Organizing financial records into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

**GASB 34:** A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

**GASB 45:** This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

**General Fund:** The fund used to account for most financial resources and activities governed by the normal appropriation process.

**General Obligation Bonds:** Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

**Governing Body:** A board, committee, commission, or other executive or policymaking body of a municipality or school district.

**Indirect Cost:** Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

**Interest:** Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

**Interest Rate:** The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

**Investments:** Securities and real estate held for the production of income in the form of interest, dividends, rentals or lease payments. The term does not include fixed assets used in governmental operations.

**Line Item Budget:** A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

**Local Aid:** Revenue allocated by the state or counties to municipalities and school districts.

**Maturity Date:** The date that the principal of a bond becomes due and payable in full.

**Municipal(s):** (As used in the bond trade) "Municipal" refers to any state or subordinate governmental unit. "Municipals" (i.e., municipal bonds) include not only the bonds of all political subdivisions, such as cities, towns, school districts, special districts, counties but also bonds of the state and agencies of the state.

**Note:** A short-term loan, typically with a maturity date of a year or less.

**Objects of Expenditures:** A classification of expenditures that is used for coding any department disbursement, such as "personal services," "expenses," or "capital outlay."

**Official Statement:** A document prepared for potential investors that contains information about a prospective bond or note issue and the issuer. The official statement is typically published with the notice of sale. It is sometimes called an offering circular or prospectus.

**Operating Budget:** A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

**Overlapping Debt:** A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

**Performance Budget:** A budget that stresses output both in terms of economy and efficiency.

**Principal:** The face amount of a bond, exclusive of accrued interest.

**Program:** A combination of activities to accomplish an end.

**Program Budget:** A budget that relates expenditures to the programs they fund. The emphasis of a program budget is on output.

**Purchased Services:** The cost of services that are provided by a vendor.

**Refunding of Debt:** Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

**Reserve Fund:** An amount set aside annually within the budget of a town to provide a funding source for extraordinary or unforeseen expenditures.

**Revaluation:** The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of

the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information.

**Revenue Anticipation Note (RAN):** A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations.

**Revenue Bond:** A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

**Revolving Fund:** Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

**Sale of Real Estate Fund:** A fund established to account for the proceeds of the sale of municipal real estate other than proceeds acquired through tax title foreclosure.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose.

**Surplus Revenue:** The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

**Tax Rate:** The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

**Tax Title Foreclosure:** The procedure initiated by a municipality to obtain legal title to real property already in tax title and on which property taxes are overdue.

**Trust Fund:** In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by the community's legislative body. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

**Uncollected Funds:** Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

**Undesignated Fund Balance:** Monies in the various government funds as of the end of the fiscal year that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

**Unreserved Fund Balance (Surplus Revenue Account):** The amount by which cash, accounts receivable, and other assets exceed liabilities and restricted reserves. It is akin to a "stockholders' equity" account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as "accounts receivable" may be taxes receivable and uncollected. (See Free Cash)

**Valuation (100 Percent):** The legal requirement that a community's assessed value on property must reflect its market, or full and fair cash value.

## Executive Department

### FY 23-24 Goals

**Directors:** Jason McHugh and Cassandra Smith

**Department Goals to Achieve:**

- 1) Work with Department Heads to advance the goals and initiatives contained within the 2023 – 2027 Strategic Plan (*Strategic Plan Reference – Goal 1; Goal 2; Goal 3; Goal 4; Goal 5; Goal 6*).
- 2) Carry out the projects identified within the Capital Improvement Fund to position the City’s infrastructure to meet the growing needs of our community (*Strategic Plan Reference – Goal 2; Goal 4; Goal 5*).
- 3) Increase public awareness and promote the successes of the City by disseminating a Citizens’ Newsletter to City residents and businesses (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement – Number of times the newsletter is disseminated – FY 21: 4; FY 22: 4; FY 23: 10; FY 24: 12 (Target)
  - b. Performance Measurement – Increase online subscriptions by 15% – FY 22: 207; FY 23: 295; FY 24: 340 (Target)
- 4) Create and hold “Community Chat with a Commissioner” events to increase citizen engagement (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement – Number of times “Community Chat with a Commissioner” is held – FY 23: 0; FY 24: 5; FY 25: 10 (Targets)
- 5) Create and hold a “Welcome to Wildwood” program to increase citizen awareness (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement – Number of times “Welcome to Wildwood” is held – FY 22: 0; FY 23: 2; FY 24: 2 (Targets)
- 6) Disseminate timely news releases about significant City programming and milestones (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement – Number of releases issued – FY 22: 3; FY 23: 18; FY 24: 20 (Target)
- 7) Maintain effective communication with the City Commission on pertinent matters (*Strategic Plan Reference – Goal 1*).
- 8) Successfully manage the design and construction of the City’s parking garage in accordance with the Downtown Master Plan (*Strategic Plan Reference – Goal 4*).
  - a. Performance Measurement – Construction progress – FY 23: 25%; FY 24: 100%
- 9) Update and codify the City’s Code of Ordinances to modernize the City’s regulations.
  - a. Performance Measurement – Update Progress – FY 23: 10%; FY 24: 75%; FY 25: 100%

10) Procure and implement new public records tracking software to streamline and catalog public records requests (*Strategic Plan Reference – Goal 1*).

a. Performance Measurement – Implement new software by April 1, 2024

## Development Services Department

### FY 23/24 Goals

**Director:** Melanie Peavy

**Department Goals to Achieve:**

- 1) Maintain an inventory of available affordable housing options within the City (*Strategic Plan Reference – Goal 3*).
  - a. Performance Measurement – Issuance of bi-annual report to City Commission and the public
  - b. Update surplus properties list to determine the feasibility of development properties available for affordable housing
- 2) Partner with Sumter County Affordable Housing Committee and explore grant funding opportunities for affordable housing (*Strategic Plan Reference – Goal 3*).
  - a. Performance Measurement – Represent city as a voting member and attend quarterly AHAC meetings
  - b. Performance Measurement – Identify and implement new techniques to attract affordable housing
- 3) Revise the Land Development Regulations to implement the new statutory regulations to encourage flexibility for affordable housing initiatives in accordance with the Live Local Act (*Strategic Plan Reference – Goal 3*).
  - a. Performance Measurement – City Commission adoption of Ordinance revising the Land Development Regulations by December 30, 2023
- 4) Revise the Land Development Regulations in support of the Downtown Master Plan to create Downtown Development Standards to facilitate orderly growth within the Downtown (*Strategic Plan Reference – Goal 4*).
  - a. Performance Measurement – City Commission adoption of Ordinance updating Downtown Development Standards by June 30, 2024
- 5) Issue an RFP to partner with a non-profit organization to construct affordable housing units on the City's surplus property on Lee Street (*Strategic Plan Reference – Goal 3*).
  - a. Performance Measurement – Issue RFP by December 30, 2023
  - b. Performance Measurement – Finalize contract in FY 24
- 6) Coordinate with FDOT on US 301/Main Street drainage projects (*Strategic Plan Reference – Goal 5*).

- a. Performance Measurement – Meeting with FDOT bi-annually to identify and coordinate drainage issues in state-owned rights-of-way
  
- 7) Identify available properties suitable for city infrastructure, drainage projects, and recreation projects in the Downtown in accordance with the Downtown Master Plan (*Strategic Plan Reference – Goal 4*).
  - a. Performance Measurement – Map available properties and determine the feasibility.
  
- 8) Coordinate with a contracted planning consultant to conduct real estate market analysis for housing needs (*Strategic Plan Reference – Goal 3*).
  - a. Performance Measurement – Present analysis to Commission and public by April 1, 2024
  
- 9) Coordinate with FDOT on Complete Streets Design in accordance with Downtown Master Plan (*Strategic Plan Reference – Goal 4*).
  - a. Performance Measurement – Attend meetings and act as city liaison through design
  - b. Coordinate with planning consultant on acquisition and design of Huey Street and US 301/Main Street intersection in conjunction with FDOT and CSX
  
- 10) Create progression plans for advancement for divisions within the department (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Coordinate with Human Resources to create tech (GIS/IT) progression plan for advancement and submit recommendations to the City Manager by April 1, 2024.

## IT Department

### FY 23-24 Goals

**Director:** Paul Ketz

#### **Department Goals to Achieve:**

- 1) Support IT users within the City Organization (*Strategic Plan Reference – Employee Recruitment/Retainment*).
  - a. Performance Measurement – Average response time on IT Support Tickets: FY 22: 45 minutes or less; FY 23: 45 minutes or less; FY 24: 30 minutes or less (Target)
- 2) Coordinate IT equipment inventory and replacement via the annual budget process (*Strategic Plan References – Infrastructure, Employee Recruitment/Retainment*).
  - a. Performance Measurement – Provide annual IT Inventory report with recommended equipment purchases to the City Manager by April 1, 2024.
- 3) Implement a new Training and Professional Development Platform with Human Resources (*Strategic Plan References – Infrastructure, Employee Recruitment/Retainment*).
  - a. Performance Measurement – Purchase and implement the new Training and Professional Development Platform by April 1, 2024.
- 4) Collaborate with Human Resources to expand general IT training and department-specific IT training via a Training and Professional Development Platform (*Strategic Plan Reference – Employee Recruitment/Retainment*).
  - a. Performance Measurement – Create two training courses for each department by September 30, 2024.
- 5) Facilitate the move of the IT Department from the City Hall Annex to the Municipal Services Complex. (*Strategic Plan Reference – Infrastructure*).
  - a. Performance Measurement – Move operations to the Municipal Services Complex by July 1, 2024.

## Human Resources

### FY 23-24 Goals

**Director:** Melissa Tuck

**Department Goals to Achieve:**

- 1) Implement and maintain the new strategic Compensation Plan per consultant's recommendations and training (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Recommend any changes to the Pay Scales to the City Manager by June 1<sup>st</sup> 2024.
- 2) Coordinate with the Executive Department and evaluate current employee benefits package to ensure the City's benefits remain competitive in the marketplace (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Present the recommendations to the City Commission by July 31, 2024.
- 3) Conduct an employee survey to determine the specific desires to expand the City's employee benefits package (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Conduct survey and submit report to the City Manager by January 1, 2024
- 4) Continue to update the Personnel Policies and Procedures Manual to ensure compliance with the City's Strategic Plan Goals, public policy, and state and federal law (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Additional policies and updated HR procedures by June 1, 2024.
- 5) Hold six leadership and professional development trainings (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Number of trainings – FY 21: 2; FY 22: 6; FY 23: 6; FY 24: 6 (Target)
- 6) Hold two employee appreciation events (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Number of employee events – FY 21: 2; FY 22: 2; FY 23: 2; FY 24: 2 (Target)
- 7) Coordinate with Department Heads to identify and hold department-specific training events (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Identify at least one training event per Department (Target)

- 8) Audit and update the City's Performance Management process and system to verify accuracy, effectiveness, and equity (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Revised procedure to City Manager by April 1, 2024.
  
- 9) Implementation of new Learning Management System to increase opportunities for promotion, employee development, and employee progression plan (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Implementation of LMS by January 1, 2024.
  
- 10) Implement a new Training and Professional Development Platform with IT Department (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Purchase and implement the new Training and Professional Development Platform by April 1, 2024.

## Public Works Department

### FY 23-24 Goals

**Director:** Jeremy Hockenbury

**Department Goals to Achieve:**

- 1) Complete the FY 24 planned pavement preservation and resurfacing projects (*Strategic Plan Reference – Goal 2*).
  - a. Performance Measurement – Establish required funding levels and programs to achieve an average network pavement condition index (PCI) of 82.
    - i. FY 24 – Re-solicit and select an engineering firm for pavement management services
    - ii. FY 24 – Complete an updated network pavement assessment to establish an updated network PCI
    - iii. FY 24 – Update the program with new PCI data to establish required funding levels for a five-year pavement management plan.
    - iv. FY 24 – Complete new modeling to establish funding levels to obtain an average network PCI of 82 (or equivalent conditions)
  - b. Performance Measurement – Expend \$1,000,000 in FY 24 on pavement improvement activities consistent with the Pavement Management Plan
  
- 2) Conduct a workshop presentation to the City Commission for stormwater project planning and prioritization (*Strategic Plan Reference – Goal 5*).
  - a. Performance Measurement – Complete Presentation by January 1, 2024
  
- 3) Complete at least one stormwater facility improvement project (*Strategic Plan Reference – Goal 5*).
  - a. Performance Measurement – Projects completed (design or constructed) – FY21: 0; FY22: 1; FY 23: 2 (Target)
  
- 4) Continue City Hall interior and exterior improvements (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – FY 24; Complete Utility Billing Office Rehab & Finance Offices/ Hallway Rehab by September 30, 2024
  
- 5) Complete year three (3) documentation and submittal for the NPDES MS4 permit (*Strategic Plan Reference – Goal 5*).
  - a. Performance Measurement – Successfully completed documentation and submittal of permit requirements – FY21: 0; FY22: Year 1; FY 23: Year 2; FY 24: Year 3

- 6) Complete Engineering Design Specifications for the Clay Drain Road and Signature Drive roadway improvements (*Strategic Plan Reference – Goal 2*).
  - a. Performance Measurement – Percentage complete – FY22: 30%; FY 23: 60%; FY 24: 90% (Target); FY 25: 100% (Target)
  
- 7) Complete the design and permitting activities for Huey Street roadway improvements (*Strategic Plan Reference – Goal 2*).
  - a. Performance Measurement – Percentage complete – FY 22: 25%; FY 23: 75%; FY 24: 100% (Target)
  
- 8) Complete the design and permitting activities for the Jackson Street roadway rehabilitation (*Strategic Plan Reference – Goal 2*).
  - a. Performance Measurement – Percentage complete – FY 22: 10%; FY 23: 75%; FY 24: 100% (Target)

## Fleet Services Department

### FY 23-24 Goals

**Director:** Steve Watson

**Department Goals to Achieve:**

- 1) Continue to implement the Vehicle Replacement Program (*Strategic Plan Reference – Goal 5; Goal 6*)
  - a. Performance Measurement – Vehicle Replacement Report provided to the City Manager by April 1, 2024
- 2) Convert the entire City fleet (except Police Department) to a universal GPS tracking system to promote safer driving habits (*Strategic Plan Reference Goal 5; Goal 6*)
  - a. Performance Measurement – Number of vehicles on universal tracking system: FY23: 53; FY24: 84 (Target)
- 3) Continue maintaining the City’s fleet with the highest quality workmanship possible and in the most fiscally responsible way (*Strategic Plan Reference – Goal 5; Goal 6*)
- 4) Meet the City’s tire replacement program of 100% in-house for FY24 (*Strategic Plan Reference Goal 5*)
  - a. Performance Measurement - Percentage of tires replaced in-house FY23: 80%; FY24: 100% (Target)
  - b. Performance Measurement – Submit a detailed report showing the amount of tires purchased, repaired, or replaced and their cost to Department Heads and the City Manager by April 1, 2024.
- 5) Develop a plan to streamline the purchase of fleet equipment during the budget process (*Strategic Plan Reference Goal 5*)
  - a. Performance Measurement – Provide a Capital Equipment Purchasing Report showing each department’s need and reason for purchase to the City Manager by May 1, 2024
- 6) Fully convert to new fuel tank system and decommission existing fuel tanks by November 1, 2023 (*Strategic Plan Reference Goal 5*)
  - a. Performance Measurement - Have existing tanks pumped and cleaned according to FDEP regulations, then attempt to sell on Public Auction Website by January 1, 2024

## Parks and Recreation Department

### FY 23-24 Goals

**Director:** Amanda Salazar

**Department Goals to Achieve:**

- 1) Design and construct improvements to Bark Park. *(Strategic Plan References – Goal 1)*
  - a. Performance Measurement – Project completion of fencing, grass, benches, and amenities by June 2024 (100%)
- 2) Coordinate with the Public Works and Development Services directors for adequate parks signage and rules at every park/amenity.
  - a. Performance Measurement – Every park is to have a completed sign by September 2024
- 3) Coordinate with Public Works Director to complete permitting and construction of Millennium Park Phase 1 and Phase 2 Improvements *(Strategic Plan Reference – Goal 1)*.
  - a. Performance Measurement – Construction percentage complete – FY 24: 50%, FY 25: 100%
- 4) Design, permit, and construct the dock improvements at Lake Deaton Park *(Strategic Plan Reference – Goal 1)*. Adding boat ramp improvements.
  - a. Performance Measurement – Construction percentage complete – FY 24: 100%
- 5) Increase the reach and following of the City’s Parks and Recreation social media platforms *(Strategic Plan References – Goal 1)*
  - a. Performance Measurement – Number of followers on social media platforms (quarterly average) – FY 24: 4,000 (Target)
- 6) Create and disperse an annual Needs Assessment *(Strategic Plan Reference – Goal 1)*.
  - a. Performance Measurement – Report summarizing the finds of the survey due to City Manager in April 2024
- 7) Expand the toddler and special needs programming for recreation events.
  - a. Performance Measurement – 1 event or program per quarter.
- 8) Coordinate with Public Works director to find grant funding and plans for Lake Deaton Park Nature Trail.
  - a. Performance Measurement – Grant(s) applied for and develop master plan by Fall 2024.

# Physical Environment Department

## FY 23-24 Goals

**Manager: Ryan Smith**

***Department Goals to Achieve:***

- 1) Enhance customer communication by creating a department calendar on the City website for important dates and information related to utilities (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement - Launch by April 1, 2024.
- 2) Develop and promote a “green” billing initiative to promote enrollment in EZ Pay automatic draft and email bill delivery (*Strategic Plan Reference – Goal 1 & 5*).
  - a. Performance Measurement - Develop by March 1, 2024
- 3) Initiate a customer satisfaction survey campaign to gather feedback and insights from customers (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement - Distribute by February 1, 2024.
- 4) Develop and launch a comprehensive water conservation information program aimed at promoting sustainable water usage practices within the community, including informational brochure, additional webpage content, and public meeting (*Strategic Plan Reference – Goals 1 & 5*).
  - a. Performance Measurement - Develop by May 1, 2024.
- 5) Implement a cross-training initiative among department staff to foster collaboration and reinforcement of service delivery (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Implement by December 1, 2023.
- 6) Enhance customer communication by creating a department calendar on the City website for important dates and information related to utilities (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement - Launch by April 1, 2024.
- 7) Develop and promote a “green” billing initiative to promote enrollment in EZ Pay automatic draft and email bill delivery (*Strategic Plan Reference – Goal 1 & 5*).
  - a. Performance Measurement - Develop by March 1, 2024
- 8) Initiate a customer satisfaction survey campaign to gather feedback and insights from customers (*Strategic Plan Reference – Goal 1*).
  - a. Performance Measurement - Distribute by February 1, 2024.

- 9) Develop and launch a comprehensive water conservation information program aimed at promoting sustainable water usage practices within the community, including informational brochure, additional webpage content, and public meeting (*Strategic Plan Reference – Goals 1 & 5*).
  - a. Performance Measurement - Develop by May 1, 2024.
  
- 10) Implement a cross-training initiative among department staff to foster collaboration and reinforcement of service delivery (*Strategic Plan Reference – Goal 6*).
  - a. Performance Measurement – Implement by December 1, 2023.

**CITY COMMISSION OF THE CITY OF WILDWOOD**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Waste Management Contract Extension Presentation

**REQUESTED ACTION:** For information only. Action items will be brought to the Commission at a later date.

**CONTRACT:** Vendor/Entity: Waste Management  
Effective Date: Termination Date:  
Managing Division/Department:

**BUDGET IMPACT:** None.

**HISTORY/FACTS/ISSUES:**

The City currently has a contract with Waste Management to provide refuse services for properties within the City limits, with few exceptions. The contract is set to expire on September 30, 2024. Doug McCoy, Senior District Manager for Waste Management, will present a brief update on the pending contract renewal and associated rate adjustments.

Future action items will be brought to the City Commission when warranted.

# WM Proposal for Collection Agreement Renewal



# Current Residential Collection Services In The City

- **Unlimited** once per week 2-cart collection of garbage/yard waste, including all materials outside of carts and bulky waste (Furniture, appliances etc.)

**10/1/23 monthly base rate for services: \$19.98 per month**

**Collection renewal rate effective 10/1/24: \$21.25 per month**

*Since inception of contract in 2010, the residential rate has increased an average of 1.8% per year.*

- Term of renewal contract is 5 years with additional 5-year renewal terms upon mutual consent of both parties. Annual CPI-No less than 2%, no greater than 6%. All other terms unchanged.



# Current Commercial/Roll off Business Collection Services In The City

Services from **\*\*1 collection per week** to 6 collections per week with container sizes of 2,4,6 and 8 cubic yard steel containers. Roll off services as needed.

Current commercial collection/disposal base rate:	\$4.03 per cubic yard
Commercial Collection renewal base rate effective 10/1/23:	\$4.73 per cubic yard
Commercial Collection renewal base rate effective 10/1/24:	\$5.53 per cubic yard
Commercial Collection renewal base rate effective 10/1/25:	\$6.33 per cubic yard

**\*\* New frequency of service to reduce costs to small businesses.**

Current Roll off collection base rate:	\$332.16 avg. per haul plus disposal
Roll off Collection renewal base rate effective 10/1/24:	\$340.80 avg. per haul plus disposal

*Since inception of contract in 2010. the commercial rate has increased an average of 1.1% per year.*



**RESOLUTION NO. R2023-12**

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WILDWOOD, FLORIDA PROVIDING FOR DECREASES TO THE SOLID WASTE USER CHARGE; RESCINDING RESOLUTION NO. R2023-4; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City has contracted with Waste Management to provide for solid waste disposal service; and,

WHEREAS, the contract provides that Waste Management can request a semi-annual rate adjustment based on fuel costs; and,

WHEREAS, the City of Wildwood is the authority who sets the price for solid waste disposal services; and,

WHEREAS, Waste Management has requested that the current fuel surcharge be removed from the billing charge for solid waste disposal service.

NOW THEREFORE, BE IT RESOLVED, by the City Commission of the City of Wildwood, Florida:


SECTION 1. The rate for solid waste user charges shall be revised as indicated in Exhibit "A".

SECTION 2. These rates and charges supersede any previous rates established by the City Commission of the City of Wildwood, Florida.

SECTION 3. With the passage of the Resolution the new rates will become effective as of the billing cycle for the month of July 2023.

**DONE AND RESOLVED** this 26<sup>th</sup> day of June, 2023, by the City Commission of the City of Wildwood, Florida.

**CITY COMMISSION  
CITY OF WILDWOOD, FLORIDA**

  
\_\_\_\_\_  
Ed Wolf, Mayor

ATTEST.   
\_\_\_\_\_  
Susan Patterson, City Clerk

**Exhibit "A"**

**City of Wildwood Rates Effective 7/01/23 through 9/31/23**

<b>Container Size (Dumpster)</b>	<b>Extra Dump</b>	<b>2 Dumps Per week</b>	<b>3 Dumps Per week</b>	<b>4 Dumps Per week</b>	<b>5 Dumps Per week</b>	<b>6 Dumps Per week</b>
2 cubic yds	\$9.05	\$69.67	\$104.51	\$139.35	\$174.19	\$209.02
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$9.05</b>	<b>\$69.67</b>	<b>\$104.51</b>	<b>\$139.35</b>	<b>\$174.19</b>	<b>\$209.02</b>
4 cubic yds	\$16.99	\$136.58	\$204.86	\$273.15	\$341.44	\$409.73
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$16.99</b>	<b>\$136.58</b>	<b>\$204.86</b>	<b>\$273.15</b>	<b>\$341.44</b>	<b>\$409.73</b>
6 cubic yds	\$24.92	\$201.22	\$301.84	\$402.45	\$503.06	\$603.68
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$24.92</b>	<b>\$201.22</b>	<b>\$301.84</b>	<b>\$402.45</b>	<b>\$503.06</b>	<b>\$603.68</b>
8 cubic yds	\$31.57	\$256.51	\$384.77	\$513.03	\$641.28	\$769.55
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$31.57</b>	<b>\$256.51</b>	<b>\$384.77</b>	<b>\$513.03</b>	<b>\$641.29</b>	<b>\$769.55</b>

<b>Service Type</b>	<b>1st Cart Monthly</b>	<b>Limb Debris Pickup/Disposal</b>	<b>Monthly Fee</b>	<b>2nd Cart Monthly</b>	<b>3rd Cart Monthly</b>
Residential/ Inside City	\$16.28	\$3.08	\$19.36	\$11.57	\$11.57
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$16.28</b>	<b>\$3.08</b>	<b>\$19.36</b>	<b>\$11.57</b>	<b>\$11.57</b>
Residential/ Outside City	\$24.54	NA	\$24.54	\$14.83	\$14.83
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$24.54</b>	<b>\$0.00</b>	<b>\$24.54</b>	<b>\$14.83</b>	<b>\$14.83</b>
Commercial/ Inside City	\$25.08	\$ 8.09	\$25.08	\$11.57	\$11.57
Fuel Surcharge	\$0.00	per CY	+\$8.18 per CY	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$25.08</b>	<b>\$8.09</b>	<b>\$25.08</b>	<b>\$11.57</b>	<b>\$11.57</b>
Commercial/ Outside City	\$31.22	\$10.19	\$31.22	\$14.83	\$14.83
Fuel Surcharge	\$0.00	per CY	+\$10.28 per CY	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$31.22</b>	<b>\$10.19</b>	<b>\$31.22</b>	<b>\$14.83</b>	<b>\$14.83</b>

Note: Minimum Commercial Dumpster Service is 2X/Week

# 2023 Residential Curbside and Commercial Dumpster Collection Rates

## Exclusive Franchised Residential Collection Rates

Community	Rate Billed/Month	Garbage/Week	Claw Truck Included	Collect Waste outside Cart Included
Minneola	\$23.41	1	No	No
Ocala	\$26.18	1	No	No
Mount Dora	\$20.22	1	Yes	Yes
Tavares	\$25.79	2	Yes	No
Villages	\$23.71	2	No	N/A
Clermont	\$23.08	1	No	No
Fruitland Park	\$31.80	2	Yes	Yes
Lake County-2024	\$28.75	1	No	No
Wildwood	2023 Rate \$19.98	1	Yes	Yes
	2024 Rate \$21.25	1	Yes	Yes

## Exclusive Franchised Commercial Dumpster Collection Rates

Ocala	\$ 7.77 per cubic yard
Mount Dora	\$ 9.39 per cubic yard
Tavares	\$ 9.66 per cubic yard
Villages	\$ 6.84 per cubic yard
Eustis	\$ 9.38 per cubic yard
Fruitland Park	\$ 9.27 per cubic yard
Wildwood	Current Rate \$3.93 per cubic yard
	10/1/23 \$4.73 per cubic yard
	10/1/24 \$5.53 per cubic yard
	10/1/25 \$6.33 per cubic yard

**Exhibit "A"**

**City of Wildwood Rates Effective 10/01/24 through 12/31/24**

Container Size (Dumpster)	Extra Dump	1 Dumps Per week	2 Dumps Per week	3 Dumps Per week	4 Dumps Per week	5 Dumps Per week	6 Dumps Per week
2 cubic yds	\$31.99	\$47.92	\$95.85	\$143.77	\$191.69	\$239.61	\$287.54
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$31.99</b>	<b>\$47.92</b>	<b>\$95.85</b>	<b>\$143.77</b>	<b>\$191.69</b>	<b>\$239.61</b>	<b>\$287.54</b>
3 cubic yds	\$47.98	\$71.88	\$143.77	\$215.65	\$287.54	\$359.42	\$431.31
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$47.98</b>	<b>\$71.88</b>	<b>\$143.77</b>	<b>\$215.65</b>	<b>\$287.54</b>	<b>\$359.42</b>	<b>\$431.31</b>
4 cubic yds	\$63.97	\$95.85	\$191.69	\$287.54	\$383.38	\$479.23	\$575.08
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$63.97</b>	<b>\$95.85</b>	<b>\$191.69</b>	<b>\$287.54</b>	<b>\$383.38</b>	<b>\$479.23</b>	<b>\$575.08</b>
6 cubic yds	\$95.95	\$143.77	\$287.54	\$431.31	\$575.08	\$718.84	\$862.61
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$95.95</b>	<b>\$143.77</b>	<b>\$287.54</b>	<b>\$431.31</b>	<b>\$575.08</b>	<b>\$718.84</b>	<b>\$862.61</b>
8 cubic yds	\$127.94	\$191.69	\$383.38	\$575.08	\$766.77	\$958.46	\$1,150.15
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$127.94</b>	<b>\$191.69</b>	<b>\$383.38</b>	<b>\$575.08</b>	<b>\$766.77</b>	<b>\$958.47</b>	<b>\$1,150.15</b>

Container Size Roll-Offs	Per Pull Charges on Open Top Containers			
		Fuel Surcharge	Total Rate	
20 yd	\$ 242.20	\$ -	\$ 242.20	plus tipping fees
30 yd	\$ 263.64	\$ -	\$ 263.64	plus tipping fees
40 yd	\$ 285.08	\$ -	\$ 285.08	plus tipping fees

Compactor Size Rolloff	Per Pull Charges			
		Fuel Surcharge	Total Rate	
20 yd	\$ 349.38	\$ -	\$ 349.38	plus tipping fees
30 yd	\$ 420.79	\$ -	\$ 420.79	plus tipping fees
35 yd	\$ 470.79	\$ -	\$ 470.79	plus tipping fees
40 yd	\$ 527.94	\$ -	\$ 527.94	plus tipping fees

Service Type	1st Cart Monthly	Limb Debris Pickup/Disposal	Monthly Fee	2nd Cart Monthly	3rd Cart Monthly
Residential/ Inside City	\$18.17	\$3.08	\$21.25	\$12.59	\$12.59
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$18.17</b>	<b>\$3.08</b>	<b>\$21.25</b>	<b>\$12.59</b>	<b>\$12.59</b>
Residential/ Outside City	\$26.89	NA	\$26.89	\$16.19	\$16.19
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$26.89</b>	<b>\$0.00</b>	<b>\$26.89</b>	<b>\$16.19</b>	<b>\$16.19</b>
Commercial/ Inside City	\$27.58	\$ 8.88 per CY	\$27.58 +\$8.88 per CY	\$12.59	\$12.59
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$27.58</b>	<b>\$8.88</b>	<b>\$27.58</b>	<b>\$12.59</b>	<b>\$12.59</b>
Commercial/ Outside City	\$34.34	\$11.19 per CY	\$34.34 +\$11.19 per CY	\$16.19	\$16.19
Fuel Surcharge	\$0.00		\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$34.34</b>	<b>\$11.19</b>	<b>\$34.34</b>	<b>\$16.19</b>	<b>\$16.19</b>

Note: Minimum Commercial Dumpster Service is 2X/Week

**Exhibit "A"**

**City of Wildwood Rates Effective 10/01/25 through 12/31/25**

<b>Container Size (Dumpster)</b>	<b>Extra Dump</b>	<b>1 Dumps Per week</b>	<b>2 Dumps Per week</b>	<b>3 Dumps Per week</b>	<b>4 Dumps Per week</b>	<b>5 Dumps Per week</b>	<b>6 Dumps Per week</b>
2 cubic yds	\$36.62	\$54.86	\$109.71	\$164.57	\$219.42	\$274.28	\$329.13
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$36.62</b>	<b>\$54.86</b>	<b>\$109.71</b>	<b>\$164.57</b>	<b>\$219.42</b>	<b>\$274.28</b>	<b>\$329.13</b>
3 cubic yds	\$54.92	\$82.28	\$164.57	\$246.85	\$329.13	\$411.42	\$493.70
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$54.92</b>	<b>\$82.28</b>	<b>\$164.57</b>	<b>\$246.85</b>	<b>\$329.13</b>	<b>\$411.42</b>	<b>\$493.70</b>
4 cubic yds	\$73.23	\$109.71	\$219.42	\$329.13	\$438.85	\$548.56	\$658.27
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$73.23</b>	<b>\$109.71</b>	<b>\$219.42</b>	<b>\$329.13</b>	<b>\$438.85</b>	<b>\$548.56</b>	<b>\$658.27</b>
6 cubic yds	\$109.85	\$164.57	\$329.13	\$493.70	\$658.27	\$822.84	\$987.40
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$109.85</b>	<b>\$164.57</b>	<b>\$329.13</b>	<b>\$493.70</b>	<b>\$658.27</b>	<b>\$822.84</b>	<b>\$987.40</b>
8 cubic yds	\$146.47	\$219.42	\$438.85	\$658.27	\$877.69	\$1,097.12	\$1,316.54
Fuel Surcharge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Rate</b>	<b>\$146.47</b>	<b>\$219.42</b>	<b>\$438.85</b>	<b>\$658.27</b>	<b>\$877.69</b>	<b>\$1,097.13</b>	<b>\$1,316.54</b>

# Waste Management Increased Cost Examples

## March 2021 to March 2022

- WM Driver/Tech wages have increased 25% year over year to recruit/remain competitive and to maintain a high level of reliable service.
- Fuel costs/lubes/ hydraulic oil have increased 62% year over year.
- Front load steel containers have increased 88% year over year.
- Steel plate required for repairs of containers/trucks increased 225% year over year.
- Plastic 65-gallon carts have increased 51% year over year.
- Collection vehicles have increased 30% year over year.

**CITY COMMISSION OF THE CITY OF WILDWOOD**  
**EXECUTIVE SUMMARY**

**SUBJECT:** Design-Build Contract with FINFROCK for Downtown Parking Garage

**REQUESTED ACTION:** City Manager Recommends Approval

**CONTRACT:** Vendor/Entity: FINFROCK  
Effective Date: 08/23/2023 Termination Date:  
Managing Division/Department: Executive

**BUDGET IMPACT:** Project is funded in the Capital Improvement Fund for FY 23 and FY 24

**HISTORY/FACTS/ISSUES:**

In March of 2023, the City Commission approved multiple agreements with G3 Development to memorialize the sale and redevelopment of city-owned commercial parcels and the development of a parking garage in place of the existing parking lot adjacent to the Bargains and Blessings thrift store. Those agreements contemplated the approval of a design-build contract to finalize the construction process for the parking garage.

The attached design-build contract and corresponding exhibits have been negotiated by the City Manager and reviewed by the City Attorney. The contract with FINFROCK meets the intent and requirements of the Downtown Redevelopment Agreement with G3 Development. The total lump-sum contract price with FINFROCK is set at \$6,631,382.10 and includes a 5% contingency that may be utilized during the construction process. The start of construction is currently scheduled for March 24, 2024, and is anticipated to be finalized on October 24, 2024.

**DBIA**



**DESIGN-BUILD**  
INSTITUTE OF AMERICA

## Modified Form of Agreement Between Owner and Design-Builder – Lump Sum

*This document has important legal consequences. Consultation with  
an attorney is recommended with respect to its completion or modification.*

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This **AGREEMENT** is made as of the \_\_\_\_\_ day of August, 2023, by and between the following parties, for services in connection with the Project identified below.

**OWNER:**

City of Wildwood,  
100 North Main Street  
Wildwood, FL 34785  
352-330-1330

**DESIGN-BUILDER:**

Finrock Construction, LLC  
2400 Apopka Blvd.  
Apopka, FL 32703  
407-293-4000

**PROJECT:**

Wildwood Parking Garage  
Oxford St. and Main Street  
Wildwood, Florida 34785  
Parcel No. G06L074

In consideration of the mutual covenants and obligations contained herein, Owner and Design-Builder agree as set forth herein.

**Article 1**  
**Scope of Work**

**1.1** Design-Builder shall perform design and construction services, and provide all material, equipment, tools and labor, necessary to complete the Work described in the attached Scope of Work.

**1.2** Design-Builder's design and construction services shall not include those matters set forth in the GIA Consultants Agreement included herein as Exhibit K.

**Article 2**  
**Contract Documents**

**2.1** The Contract Documents are comprised of the following:

- .1** All written modifications, amendments and change orders to this Agreement issued in accordance with DBIA Document No. 535, *Modified Form of General Conditions of Contract Between Owner and Design-Builder (2010 Edition)* ("General Conditions of Contract");
- .2** This Agreement, including all exhibits and attachments, executed by Owner and Design-Builder;
- .3** Written Supplementary Conditions, if any, to the General Conditions of Contract;
- .4** The General Conditions of Contract;
- .5** Construction Documents prepared and approved in accordance with Section 2.4 of the General Conditions of Contract;
- .6** The following other documents, if any:

- Exhibit A: Summary of Work
- Exhibit A.1: Schematic Documents
- Exhibit A.2: Civil Drawings
- Exhibit B: Schedule of Values
- Exhibit C: Design-Builder's Permit list
- Exhibit D: Project Schedule
- Exhibit E: Insurance Certificate
- Exhibit F: Owner's Geotechnical Report
- Exhibit G: Logistics Plan
- Exhibit H: Payment Applications
- Exhibit I: Florida Statutory Lien Waivers
- Exhibit J: Schedule of Allowances
- Exhibit K: GIA Consultants Agreement.
- Exhibit L: Inclement Weather Exhibit

## Article 3

### Interpretation and Intent

**3.1** The Contract Documents are intended to permit the parties to complete the Work and all obligations required by the Contract Documents within the Contract Time(s) for the Contract Price. The Contract Documents are intended to be complementary and interpreted in harmony so as to avoid conflict, with words and phrases interpreted in a manner consistent with construction and design industry standards. In the event inconsistencies, conflicts, or ambiguities between or among the Contract Documents are discovered after execution of the Agreement, Design-Builder and Owner shall attempt to resolve any ambiguity, conflict, or inconsistency informally, recognizing that the Contract Documents shall take precedence in the order in which they are listed in Section 2.1 hereof.

**3.2** If an informal resolution cannot be achieved under Section 3.1, the Owner's instructions to the Design-Builder shall be the final interpretation of the requirements of the Contract Documents, subject to Design-Builder's right(s) to file a Claim(s). Provided, however, that Design-Builder shall have final interpretation of the schematic documents, civil drawings or any other documents under which the Architect of Record would be responsible for any design related Errors or Omissions,

**3.3** Terms, words, and phrases used in the Contract Documents, including this Agreement, shall have the meanings given them in the General Conditions of Contract.

**3.4** The Contract Documents form the entire agreement between Owner and Design-Builder and by incorporation herein are as fully binding on the parties as if repeated herein. No oral representations or other agreements have been made by the parties except as specifically stated in the Contract Documents.

**3.5** No document, drawing, specification or other information, whether it be referenced, incorporated or otherwise acknowledged is a Design-Build Document or binding upon the Design-Builder unless and to the extent such document, specification of other information is physically attached hereto as an exhibit. In the event inconsistencies, conflicts, or ambiguities between or among the Contract Documents are discovered after execution of the Agreement, Design-Builder and Owner shall attempt to resolve any ambiguity, conflict, or inconsistency informally, recognizing that the Contract Documents shall take precedence in the order in which they are listed hereinabove.

## Article 4

### Ownership of Work Product

**4.1** **Work Product.** All drawings, specifications and other documents and electronic data, including such documents identified in the General Conditions of Contract, furnished by Design-Builder to Owner under this Agreement ("Work Product") are deemed to be instruments of service and Design-Builder shall retain the ownership and property interests therein, including but not limited to any intellectual property rights, copyrights and/or patents, subject to the provisions set forth in Sections 4.2 through 4.5 below.

**4.2** The Owner shall be permitted to retain copies, including digital and reproducible copies, of Work Product for information and reference in connection with the Owner's use and occupancy of the Project upon payment of the Contract Amount. Owner shall have an irrevocable, paid-up, and perpetual non-exclusive license and right, which shall survive the termination of this Agreement, to use the Work Product, including the originals thereof, and the ideas and designs contained therein, for any purpose

related to the construction, maintenance or use of the Project and for informational purposes for any future project by the Owner, regardless of whether Design-Builder remains as the Design-Builder, has resigned, this Agreement has been terminated, Design-Builder's scope of work has been modified, or the Work herein has been completed. If this Agreement is terminated, Design-Builder hereby consents to the employment by Owner of a substitute design-builder/architect/engineer to complete the services under this Agreement, conditioned on Owner's express understanding that its use of the Work Product is at Owner's sole risk and without liability or legal exposure to Design-Builder or anyone working by or through Design-Builder, including Design Consultants of any tier (collectively the "Indemnified Parties"), and on the Owner's obligation to provide the indemnity set forth in Section 4.5 below.").

**4.3 Owner's Perpetual Non-Exclusive License upon Owner's Termination for Convenience or Design-Builder's Election to Terminate.** If Owner terminates this Agreement or the Project for its convenience as set forth in Article 8 hereof, or if Design-Builder elects to terminate this Agreement in accordance with Section 11.4 of the General Conditions of Contract, Design-Builder shall, upon Owner's payment in full of the amounts due Design-Builder under the Contract Documents, grant Owner a perpetual non-exclusive license to use the Work Product to complete the Project and subsequently occupy the Project, and Owner shall thereafter have the same rights as set forth in Section 4.2 above, conditioned on the following:

**4.3.1** Use of the Work Product is at Owner's sole risk without liability or legal exposure to any Indemnified Party and on the Owner's obligation to provide the indemnity set forth in Section 4.5 below; and

**4.3.2** Owner agrees to pay Design-Builder the additional sum of Two Hundred and Fifty Thousand Dollars (\$250,000) as compensation for the right to use the Work Product in accordance with Section 4.2 if Owner resumes the Project through its employees, agents, or third parties.

**4.4 Owner's Perpetual Non-Exclusive License upon Design-Builder's Default.** If this Agreement is terminated due to Design-Builder's default pursuant to Section 11.2 of the General Conditions of Contract and (i) it is determined that Design-Builder was in default and (ii) Owner has fully satisfied all of its obligations under the Contract Documents, Design-Builder shall grant Owner a perpetual non-exclusive license to use the Work Product in connection with Owner's completion and occupancy of the Project, and Owner shall thereafter have the same rights as set forth in Section 4.2 above. This perpetual non-exclusive license is conditioned on Owner's express understanding that its use of the Work Product is at Owner's sole risk and without liability or legal exposure to any Indemnified Party.

**4.5 Changes in the Work.** If Owner elects to proceed with a change to the Work in accordance with Article 9 of the General Conditions wherein Work Product of Design-Builder is built by others, Design-Builder shall grant Owner a perpetual non-exclusive license to use the Work Product in connection with the Project, conditioned on Owner's express understanding that such use is at Owner's sole risk without liability or legal exposure to any Indemnified Party herein.

**4.6 Owner's Indemnification for Use of Work Product.** If Owner uses the Work Product under any of the circumstances identified in this Article 4, To the extent permitted by Florida law and without waiving any

statutory and constitutional sovereign immunity protections, Owner shall , defend, indemnify and hold harmless the Indemnified Parties from and against any and all claims, damages, liabilities, losses and expenses, including attorneys' fees, through any appeals, arising out of or resulting from the use of the Work Product subject to applicable law including Section 768.28, Florida Statutes..

**4.7 "Of Record" Status.** Unless otherwise noted in this Agreement, Design-Builder and Design-Builder's lower-tiered entities shall not be obligated to engage or perform as Architect-of-Record, Engineer-of-Record or other "of-Record" status except when Design-Builder performs the Work.

## Article 5

### **Contract Time**

**5.1 Date of Commencement.** The Work shall immediately commence in accordance with the Project Schedule, upon contract execution. The Work shall commence immediately after Design-Builder's receipt of a notice to proceed from Owner, unless the parties mutually agree otherwise in writing. Owner shall provide Design-Builder with such notice to proceed no later than the date referenced in the Project Schedule. Should Owner fail to provide the requisite notice to proceed by the date referenced in the Project Schedule, Design-Builder and Owner shall mutually agree upon a change in the contract price and time.

#### **5.2 Substantial Completion and Final Completion**

**5.2.1** Substantial Completion of the entire Work shall be achieved no later than the date shown on the Project Schedule attached hereto as Exhibit "D" ("Scheduled Substantial Completion Date").

**5.2.2** Owner milestone dates are indicated in the section referencing Owner requirements

**5.2.3** Final Completion of the Work or identified portions of the Work shall be achieved as expeditiously as reasonably practicable.

**5.2.4** All of the dates set forth in this Article 5 (collectively the "Contract Time(s)") shall be subject to adjustment in accordance with the General Conditions of Contract.

**5.3 Time is of the Essence.** Owner and Design-Builder mutually agree that time is of the essence with respect to the dates and times set forth in the Contract Documents.

**5.4 Liquidated Damages.** Design-Builder understands that if Substantial Completion is not attained by the Scheduled Substantial Completion Date, Owner will suffer damages which are difficult to determine and accurately specify. Due to the fact that such damages are difficult to determine or accurately specify, Design-Builder agrees that if Substantial Completion is not attained by thirty (30) days after the Scheduled Substantial Completion Date (the "LD Date"), Designer-Builder shall pay Owner One Thousand Dollars (\$1,000.00) per day as liquidated damages for each day that Substantial Completion extends beyond the LD Date. The liquidated damages provided herein shall not be construed as a penalty and shall be in lieu of all liability for any and all extra costs, losses, expenses, claims, penalties and any other damages, whether special or consequential, and of whatsoever nature incurred by Owner which are occasioned by any delay in achieving Substantial Completion.

## Article 6

### **Contract Price**

**6.1 Contract Price.** Owner shall pay Design-Builder in accordance with Article 6 of the General Conditions of Contract the Lump Sum Cost of six million, three hundred and fifteen thousand, six hundred and two and 00/100 Dollars (\$6,315,602.00) ("Contract Price"), subject to adjustments made in accordance with the General Conditions of Contract. Unless otherwise provided in the Contract Documents, the Contract Price is deemed to include all sales, use, consumer and other taxes mandated by applicable Legal Requirements.

**6.2 Markups for Changes.** If the Contract Price requires an adjustment due to changes in the Work, and the cost of such changes is determined under Sections 9.4.1.3 or 9.4.1.4 of the General Conditions of Contract, the following markups shall be allowed on such changes: Ten percent (10%)

**6.3 Solicitation of Bids.**

1. Design-Builder shall exercise reasonable efforts to endeavor to solicit three (3) bids for all scopes of work in excess of Fifty Thousand Dollars (\$50,000.00) completed by unrelated entity(ies) and not identified in Section 9.2.3 and 9.2.4 hereinbelow and contracted directly by Design-Builder.
2. Design-Builder shall not replace an approved Subcontractor except upon good cause shown.
3. Design-Builder shall provide a bid tabulation to the Owner, along with Design-Builder's recommendation (which may or may not be the lowest priced bid provided).
4. Owner shall review all bids and respond to Design-Builder within ten (10) business days of receipt of such bids. Failure to respond shall be Owner's confirmation of no objection of such recommended bid.
5. Should Owner disapprove Design-Builder's recommended responsive bid, and such disapproval result in an increase in Contract Price and/or Contract Time, Design-Builder shall be afforded a mutually agreeable change order for the cost and/or time associated with the retention of the Owner-required bid.
6. Design-Builder is permitted to subcontract to the individuals or entities contemplated in Sections 9.2.3 and 9.2.4 hereinbelow; any bidding, pre-qualification or approval requirements are deemed satisfied.
7. Design-Builder shall not be required to engage in any subcontractor or vendor to which Design-Builder has made reasonable objection.

**6.4 Contingency.** Design-Builder is carrying a contingency of three hundred and fifteen thousand, seven hundred and eighty and 10/100 Dollars (\$315,780.10) (Calculated as five percent (5%) of the initial Contract Price) for unforeseen expenses and costs ("Owner's Contingency"). There shall be no shared savings on Owner's Contingency, and Owner's Contingency is not contained within the Contract Price. Notwithstanding the foregoing, Design-Builder does not assert that Owner's Contingency is sufficient to cover all of Owner's liability associated with such expenses and costs.

**6.5 Contract Value.** The Contract Value shall be defined as the Contract Price and the Owner's Contingency. For the sake of clarity, the Contract Value is six million, six hundred and thirty-one thousand, three hundred and eighty-two and 10/100 Dollars (\$6,631,382.10).

## Article 7

### Procedure for Payment

**7.1 Progress Payments**

**7.1.1** Design-Builder shall submit to Owner on the twenty-fifth (25<sup>th</sup>) day of each month, projected through the end of the month, beginning with the first month after the Date of Commencement, Design-Builder's Application for Payment in accordance with Article 6 of the General Conditions of Contract. Owner shall

have seven (7) business days to review. Owner may request reasonably required additional documentation from the Design-Builder prior to payment of any Invoice. Owner may disallow and deduct any cost for which proper documentation is not provided and provide revision suggestions or requests to Design-Builder regarding such Application for Payment. Should Owner provide no revision suggestions or requests, such Application for Payment shall be deemed acceptable.

**7.1.2** Owner shall make payment within thirty (30) days after Owner's receipt of each complete and proper Application for Payment in accordance with Article 6 of the General Conditions of Contract, but in each case less the total of payments previously made, and less amounts properly withheld under Section 6.3 of the General Conditions of Contract. Exhibit H (Design Builder's application for payment) will be used for payment applications.

7.1.4 Each application for payment shall be accompanied by waiver(s) of right to claim against the bond in accordance with Section 255.05, Florida Statutes, from Design-Builder showing that all materials, labor, equipment and other bills associated with that portion of the Work payment is being requested or have been paid in full through the period of time covered by the previous application for payment paid by the Owner, unless the Design-Builder's surety provides the Owner with written consent for all progress payments under the Contract Documents. The Owner shall not be required to make payment until and unless these waivers are furnished by the Design-Builder, and all such waiver(s) shall be strictly contingent upon Owner's payment to the Design-Builder.

## **7.2 Retainage on Progress Payments**

**7.2.1** Owner will retain five percent (5%) of each Application for Payment. Owner will also reasonably consider reducing retainage for Subcontractors completing their work early in the Project. 5% retainage will be held on all change orders regardless of when such change orders are executed or performed.

**7.2.2** Within 20 business days after the punch list (identified in Section 6.6 of the General Conditions of Contract) is created or Owner has failed to provide such punch list within the timeline identified in the General Conditions, the Owner shall release the remaining contract balance that includes all retainage previously withheld, less an amount equal to one hundred fifty percent (150%) of the estimated cost to complete the items on the list. The Owner shall not be obligated to make payment for amounts that are the subject of a good faith dispute or a claim brought pursuant to Section 255.05, Florida Statutes. Once all items on the punch list have been completed, the Design-Builder may request the remaining retainage from the Owner. In cases of a dispute as to completion of an item on the punch list, the Owner may withhold an amount not to exceed one hundred and ten percent (110%) of the total cost to complete disputed items.

**7.3 Final Payment.** Design-Builder shall submit its Final Application for Payment to Owner in accordance with Section 6.7 of the General Conditions of Contract. Owner shall make payment on Design-Builder's Final Application for Payment within thirty (30) days after Owner's receipt of the Final Application for Payment, provided that Design-Builder has satisfied the requirements for final payment set forth in Section 6.7.2 of the General Conditions of Contract.

**7.4 Interest.** Payments due and unpaid by Owner to Design-Builder, whether progress payments or final payment, shall bear interest commencing on the date payment is due at the rate of five percent (5%) per annum.

**7.5 Record Keeping and Finance Controls.** With respect to changes in the Work performed on a cost basis by Design-Builder pursuant to the Contract Documents, Design-Builder shall keep full and detailed accounts and exercise such controls as may be necessary for proper financial management, using accounting and control systems in accordance with generally accepted accounting principles and as may be provided in the Contract Documents. During the performance of the Work and for a period of three (3) years after Final Payment, Owner and Owner's accountants shall be afforded access from time to time,

upon reasonable notice, to Design-Builder's records, books, correspondence, receipts, subcontracts, purchase orders, vouchers, memoranda and other data relating to changes in the Work performed on a cost basis in accordance with the Contract Documents, all of which Design-Builder shall preserve for a period of three (3) years after Final Payment. Such inspection shall take place at Design-Builder's offices during normal business hours unless another location and time is agreed to by the parties.

## Article 8

### **Termination for Convenience**

**8.1** Upon seven (7) days' written notice to Design-Builder, Owner may, for its convenience and without cause, elect to terminate this Agreement. In such event, Owner shall pay Design-Builder for the following:

- .1 Owner shall reimburse the Design-Builder for any unpaid Work executed and cost or expense in connection with the Work, plus the reasonable costs and expenses attributable to such termination, including demobilization costs and amounts due in settlement of terminated contracts with Subcontractors and Design Consultants, plus the fair and reasonable sums for overhead and profit for the preceding items, plus that part of the unpaid balance of the Work executed in an amount as will increase the payment on account of its fee to a sum which bears the same ratio to the Work performed at the time of termination bears to the Contract Price, if established, otherwise to the Owner's Construction Budget. The Owner shall also pay to the Design-Builder fair compensation, either by purchase or rental at the election of the Owner, for any equipment retained. In case of such termination of Agreement the Owner shall further assume and become liable for obligations, commitments and unsettled contractual claims that the Design-Builder has previously undertaken or incurred in good faith in connection with said Work. The Design-Builder shall, as a condition of receiving the payments referred to in this Article 8, execute and deliver all such papers and take all such steps including the legal assignment of its contractual rights, as the Owner may require for the purpose of fully vesting in it the rights and benefits of the Design-Builder under such obligations or commitments.
- .2 After the establishment of the Contract Price, if the final cost estimates or lack of legislative funding make the Project no longer feasible from the standpoint of the Owner, the Owner may terminate this Agreement and pay the Design-Builder its proportionate fee due in accordance with the Contract Price plus any costs incurred for the Work.
- .3 Any termination by Owner for cause, which is later determined to be invalid, shall be considered a termination by Owner for convenience.

**8.2** If Owner terminates this Agreement pursuant to Section 8.1 above and proceeds to design and construct the Project through its employees, agents or third parties, Owner's rights to use the Work Product shall be as set forth in Section 4.3 hereof. Such rights may not be transferred or assigned to others without Design-Builder's express written consent and such third parties' agreement to the terms of Article \_\_\_ of the General Conditions of the Contract.

## Article 9

## Representatives of the Parties

### 9.1 Owner's Representatives

**9.1.1** Owner designates the individual listed below as its Senior Representative ("Owner's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.2.3 of the General Conditions of Contract:

Jason McHugh, City Manager  
City of Wildwood  
100 North Main Street  
Wildwood, Florida 34845  
[jmchugh@wildwood-fl.gov](mailto:jmchugh@wildwood-fl.gov)  
352-330-1330

**9.1.2** Owner designates the individual listed below as its Owner's Representative, which individual has the authority and responsibility set forth in Section 3.4 of the General Conditions of Contract:

Sidney K. (Ket) West II, AIA NCARB, Principal Architect  
CPH, LLC  
500 West Fulton Street  
Sanford, Florida 32771  
kwest@cphcorp.com  
407.322.6841 - Ext.1166

### 9.2 Design-Builder's Representatives

**9.2.1** Design-Builder designates the individual listed below as its Senior Representative ("Design-Builder's Senior Representative"), which individual has the authority and responsibility for avoiding and resolving disputes under Section 10.2.3 of the General Conditions of Contract:

**M. Stan Jones**  
**c/o Finrock Construction, LLC**  
**2400 Apopka Blvd.**  
**Apopka, FL 32703**  
**407.293.4000**  
**SJones@Finrock.com**

**9.2.2** Design-Builder designates the individual listed below as its Design-Builder's Representative, which individual has the authority and responsibility set forth in Section 2.1.1 of the General Conditions of Contract:

**Kathryn Maluda**  
**c/o Finrock Construction, LLC**  
**2400 Apopka Blvd.**  
**Apopka, FL 32703**  
**407.293.4000**  
**KMaluda@Finrock.com**

9.2.3 Design-Builder identifies the following design Architect of Record and/or Engineers of Record for the project which is/are hereby approved by Owner, and any bidding, pre-qualification or approval process is deemed satisfied.

9.2.3.1            Finfrock Design, LLC  
                      Tharp Plumbing Systems Inc  
                      Hank Lowry Electric, Inc  
                      Wayne Automatic Fire Sprinklers, Inc.  
                      Kalos Services

9.2.4 Design-Builder will utilize the following major subcontractors for the project, which are hereby approved by Owner, and any bidding, pre-qualification or approval process is deemed satisfied:

9.2.4.1            Finfrock Construction, LLC  
                      Finfrock Design, LLC  
                      Finfrock Industries, LLC  
                      Toronto, LLC  
                      Finfrock Transportation, LLC  
                      Velco Construction, LLC  
                      Greco Architectural Metal Products  
                      Sundance Architectural Products  
                      J.L.K Constructors  
                      Perma-Stripe of Florida, Inc.  
                      Kone Inc.  
                      Wayne Automatic Fire Sprinklers, Inc.  
                      Tharp Plumbing Systems Inc  
                      Kalos Services  
                      Hank Lowry Electric, Inc

## Article 10

### **Bonds and Insurance**

**10.1 Insurance.** Design-Builder and Owner shall procure the insurance coverages set forth in the Insurance Exhibit attached hereto and in accordance with Article 5 of the General Conditions of Contract.

**10.2 Bonds and Other Performance Security.** Design-Builder shall provide the following performance bond and labor and material payment bond or other performance security: 100% Payment and Performance Bonds

10.2.1 The Design-Builder shall furnish a performance bond and a payment bond each in an amount at least equal to the total price of all construction contracts, as security for the faithful performance and payment of all of the Design-Builder's construction obligations under the Agreement. These bonds shall remain in effect until the date when final payment on the construction contracts becomes due, except as provided otherwise by Laws or Regulations, or by specific provisions of the Agreement.

All bonds shall be in compliance with, and in the form prescribed by, Section 255.05, Florida

Statutes. The bonds shall be executed by such sureties as are named in "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (as amended and supplemented) by the Financial Management Service, Surety Bond Branch, U.S. Department of the Treasury. A bond signed by an agent or attorney-in-fact must be accompanied by a certified copy of that individual's authority to bind the surety. The evidence of authority shall show that it is effective on the date the agent or attorney-in-fact signed the accompanying bond.

10.2.2 The Design-Builder shall obtain the required bonds from surety companies that are duly licensed or authorized in the jurisdiction in which the Project is located to issue bonds in the required amounts.

10.2.3 If the surety on a bond furnished is declared bankrupt or becomes insolvent, or its right to do business is terminated in any state or jurisdiction where any part of the Work is located, or the surety ceases to meet the requirements above, then the Design-Builder or Constructor shall promptly notify Owner and shall, within 30 days after the event giving rise to such notification, provide another bond and surety, both of which shall comply with the bond and surety requirements above.

Upon request, Owner shall provide a copy of the payment bond to any Constructor or other person or entity claiming to have furnished labor or materials used in the performance of the construction work.

10.2.4 In accordance with the provisions of Section 255.05, Florida Statutes, the Design-Builder or Constructor shall provide to Owner, a Public Construction Bond, providing for the full performance provisions and full labor and material payment provisions, each in an amount not less than the Guaranteed Maximum Price for all individual Projects over Two Hundred Thousand Dollars (\$200,000). All bonds shall identify the City of Wildwood, Sumter County, Florida as owner and shall identify the specific project for which the bond is submitted. All bonds shall be signed or countersigned by a Florida licensed resident agent per Section 624.425, Florida Statutes. The agent signing the bond must hold a current Power of Attorney from the surety company issuing the bond. A copy of such Power of Attorney must be attached to the bond and shall contain no restrictions preventing payment and should specify the city and state where the agent is located. Electronic execution of the bonds is acceptable.

To be acceptable to Owner as Surety for the Public Construction Bond a Surety Company shall comply with the following:

- (a) The Surety Company shall have a currently valid Certificate of Authority, issued by the State of Florida, Department of Insurance, authorizing it to write surety bonds in the State of Florida.
- (b) The Surety Company shall have currently valid Certificate of Authority issued by the United States Department of Treasury under Sections 9304 to 9308 of Title 31 of the United States Code.
- (c) The Surety Company shall be in full compliance with the provisions of the Florida Insurance Code.
- (d) The Surety Company shall have at least twice the minimum surplus and capital required by the Florida Insurance Code at the time the invitation to bid is issued.
- (e) If the Agreement Award Amount exceeds \$500,000.00, the Surety Company shall also comply with the following:

The Surety Company shall have at least the following minimum ratings in the latest issue of Best's Key Rating Guide:

CONTRACT AMOUNT			POLICY HOLDER'S RATING	REQUIRED FINANCIAL RATING
\$500,000	to	1,000,000	A	I
1,000,000	to	2,000,000	A	II
2,000,000	to	5,000,000	A	III
5,000,000	to	10,000,000	A	IV
10,000,000	to	25,000,000	A	V
25,000,000	to	50,000,000	A	VI
50,000,000	to	100,000,000	A	VII

i. The Surety Company shall not expose itself to any loss on any one risk in an amount exceeding ten (10) percent of its surplus to policyholders, provided:

1. Any risk or portion of any risk being reinsured shall be deducted in determining the limitation of the risk as prescribed in this section. These minimum requirements shall apply to the reinsuring carrier providing authorization or approval by the State of Florida Department of Insurance to do business in this state.

2. In the case of the surety insurance company, in addition to the deduction for reinsurance, the amount assumed by any co-surety, the value of any security, deposited, pledged or held subject to the consent of the surety and for the protection of the surety shall be deducted.

## Article 11

### Other Provisions

**11.1** Other provisions, if any, are as follows:

**11.2** Design-Builder Not Agent of Owner. The Design-Builder is not authorized to act as Owner's agent hereunder and shall have no authority, expressed or implied, to act for or bind Owner hereunder, either in Design-Builder's relations with its subcontractors at all tiers or in any other manner whatsoever except as elsewhere provided for in this agreement.

**11.3** GOVERNING LAW. This Agreement is governed by and will be interpreted and enforced under the laws of the State of Florida. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may be entitled to under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

**11.4** Owner Direct Purchase. The Owner may elect to buy Project goods and services directly from providers to realize sales tax savings in accordance with section 212.08(6), Florida Statutes, and rule 12A-1.094, Florida Administrative Code. The Design-Builder shall reasonably cooperate with the Owner in this regard by, for example, providing information for the preparation of purchase orders, monitoring deliveries, and approving invoices. The Design-Builder shall also flow down the contract terms relating to

owner-direct purchases to its subcontractors. The Development budget shall be adjusted to account for any such direct expenditures by the Owner and credited to reflect the amount of tax savings. Before final payment, a final reconciliation of the Owner's direct purchases against the Development Budget will be performed, and the Design-Builder will prepare any related deductive change orders for the Owner's review and execution. Any Owner direct purchases shall be identified the schedule of values. Design-Builder will not have any obligation to Owner with respect to any sales tax obligation incurred as a result of or attributable to this Provision. Owner agrees and understands that it is solely responsible for payment of any local or state taxes assessed in relation to this provision, including, without limitation, Design-Builder's costs and expenses and any administrative fine or penalty, regardless of whether it is assessed against Owner or Design-Builder. Owner further agrees to bear the costs associated with any administrative audit, Florida Department of Revenue action or other legal proceeding related to any audit or assessment resulting from an owner direct purchase. Including, without limitation, Design-Builder's costs and expenses related thereto; Design-Builder shall be required to comply with Owner's purchasing requirements to the extent the same are attached as an exhibit hereto.

11.5 In executing this Agreement, Owner and Design-Builder each individually represents that it has the necessary financial resources to fulfill its obligations under this Agreement, and each has the necessary corporate approvals to execute this Agreement, and perform the services described herein.

11.6 Design-Builder agrees to comply with the provisions of Section 448.095, Fla. Stat. (2023), "Employment Eligibility," as amended from time to time. This includes, but is not limited to, utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit to Design-Builder attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Design-Builder agrees to maintain a copy of such affidavit for the duration of this Agreement. A knowing violation of Section 448.095 will result in the termination of this Agreement as provided in Section 448.095, Fla. Stat. (2023), as amended; and Design-Builder will not be awarded a public contract for at least one (1) year after the date on which the Agreement was terminated. Design-Builder will also be liable for any additional costs to City incurred as a result of the termination of this Agreement in accordance with this section.

## **PURSUANT TO SECTION 558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

**OWNER:**

Mayor \_\_\_\_\_

(Title)

City of Wildwood

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

Ed Wolf

(Printed Name)

**DESIGN-BUILDER:**

FINFROCK CONSTRUCTION, LLC

\_\_\_\_\_  
(Signature)

Daniel L. Helmick, Jr.  
(Printed Name)

Executive Vice President  
(Title)

Date: \_\_\_\_\_



# Wildwood Garage

## Summary of Work

### Project 22-2015

#### Wildwood, FL

July 31st, 2023





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## Section One OVERVIEW/SCOPE OF WORK



### OVERVIEW

FINFROCK is pleased to provide a proposal for design-build services for a project in Wildwood, Florida. This Summary of Work describes the program, design, construction, limitations, and exclusions of the proposal.

This proposal has been priced in today's dollars and is based on one continuous construction activity with no phasing of activities. A start date will need to be mutually agreed upon between the parties.

The Owner's Program includes a ground plus three elevated deck garage, complete with site work.

### BRIEF SCOPE OF WORK

FINFROCK will provide the following:

1. Professional services including Architecture, Structural Engineering, and General Contracting of the garage.
2. Complete garage with approximately 126 stalls
3. FINFROCK will complete the site work. (currently included as an allowance pending final design)



## Section Two STRUCTURE



1. Ground plus three elevated decks of parking.
2. Two stairs and one elevator serve this structure.
3. Exterior elevations consist of wall panels with punched openings, spandrels, and shear walls.
4. Floor system is comprised of precast concrete double tees.
5. Foundations are spread footings bearing on virgin soils with a bearing capacity of 4,000 psf, which has been confirmed by UES geotechnical report.



*Section Three*  
**CODE RESEARCH**

Building codes are not project specific and must be interpreted by each city, county, or other jurisdiction in which the project resides. The jurisdiction does not interpret code until permit documents are submitted. Our preliminary code review indicates the following:

1. The Authority Having Jurisdiction (AHJ) is Wildwood, FL
2. Construction Type IIA
3. Fire sprinklers are not required as this garage is open and separated from other structures by 20 ft. in accordance with FBC 903.2.11.3.
4. The structure is over three stories and therefore, requires standpipes in accordance with NFPA 13.2.2.2.
5. NFPA 101 section 42.8.3.4.1.2 states: "Open parking structures shall not be required to have a fire alarm system."
6. Per Exception 5 of FBC 715.1, fire resistant joints shall not be required in floors and ramps of open or enclosed parking garages.
7. For open garage where other occupants do not use the elevators and stair, rated joints of elevator walls are not required per FBC 712.1.10.2

**In the event the Authority Having Jurisdiction requires something other than what is anticipated here, the Owner will incur additional costs.**



*Section Four*  
**BUDGET**

**BUDGET**

See Exhibit B: Schedule of Values

**ALLOWANCES**

See Exhibit J: Schedule of Allowances



*Section Five*  
**PROJECT DESCRIPTION**

**PROJECT SOFT COSTS BY OWNER**

**BY OWNER**

1. Building permit and impact fees.
2. Tree, wetland and other environmental mitigation and impact fees.
3. Geotechnical explorations and reports
4. Property surveys.
5. Material and structural inspections in accordance with the AHJ and Engineer of Record to include:
  - a. Construction material testing
  - b. Geotechnical inspections
6. Civil and landscaping design fees
7. Re-occurring fees for elevators, fire alarm systems, car chargers and the like

**DIVISION 1: GENERAL CONDITIONS**

**BY FINFROCK**

1. Builder's risk and deductibles
2. Jobsite requirement such as construction trailer, safety rails, temporary water, etc.
2. Stormwater Pollution Prevention program.
3. Design and administration, including:
  - a. Architectural
  - b. Structural
  - c. Cladding
  - d. Specialty engineering, (e.g. curtain walls)
  - e. Mechanical
  - f. Electrical
  - g. Plumbing
  - h. Fire Protection
8. Site cleanup.
9. Equipment and tools.
10. Supervisory and administrative personnel.

11. Chain link construction site fencing with a solid color windscreen for FINFROCK activities.

## **DIVISION 2: EXISTING CONDITIONS - ALLOWANCE**

### **BY OWNER**

1. Project soils investigation, reporting, recommendations, material testing.

### **BY FINFROCK**

1. Protect roadway.
2. Offsite construction employee parking.
3. Offsite precast trailer storage
4. Silt and temporary site fencing.
5. Demolition of asphalt, trees, curbing, and landscaping.
6. Demolition of storm, water, and sanitary lines
7. Removal and storage of site lighting.
8. Relocation of existing overhead power lines

## **DIVISION 3: CAST-IN-PLACE CONCRETE**

### **SPREAD FOOTINGS**

1. Design based on 4,000 psf soils pressure.
2. Provide 110 lbs. of reinforcing per cu.yd. of concrete.
3. Top of perimeter foundations are 24 in. below finished floor except at stormwater vault.
4. Top of interior foundations are 42 in. below finished floor except at stormwater vault.
5. Excavation by FINFROCK concrete subcontractor.
6. Concrete is 4,000 psi.

**SLAB ON GRADE**

1. 5 in. (non-structural) slab on grade inside the structure footprint:
  - a. Include thickened slab at edge of slab where located at an entrance, exit or elsewhere vehicles will be loading the edge, at fencing locations, and CMU walls.
  - b. Include slab up to retaining wall at ramp.
  - c. Include saw cutting 12 ft. on center.
  - d. Expansion and/or control joints shall not be caulked except at structural slabs or at enclosed spaces that receive vapor barriers
  - e. Include fiber-mesh.
  - f. Include termite protection.
  - g. No vapor barrier required for exposed concrete finishes in garage spaces.
  - h. Slab on grade at dead space under the ramp up to retaining wall.

**OTHER SCOPE BY FINFROCK**

1. Wheel stops are included at the first floor where a car could drive out of garage footprint.

**DIVISION 3: STRUCTURAL PRECAST CONCRETE**

1. Columns and interior column walls along ramps.
2. Elevator walls and roof.
3. Columns, spandrels, and walls at elevated structure.
4. Elevator lobby overhang.
5. Inverted Tee beams.
6. Fully pre-topped 12 ft wide double tees, no washes needed, designed to support a 3,000 lb. wheel load and 40 PSF live load to support passenger vehicles only. The structure has not been designed to accommodate heavier vehicles or stored materials, however, for additional costs, higher point loads may be accommodated.
7. Signed and sealed bracing plans
8. Overhead chord and end connections locations to avoid pockets on the top side
9. Corbels, not ledges on spandrels to avoid bird perches
10. Curbs at ramps.
11. Erection of precast items listed above.



#### **DIVISION 4: MASONRY**

1. Cast stone at base of stair towers.
2. No. 5 reinforcing with grout at each corner and 48 in. on center.
3. Horizontal joint reinforcing every other course and epoxy reinforcing into adjacent precast as shown.
4. Neatly cut top course around precast structure, allow  $\frac{3}{4}$  in. gap and seal with fire safing on both sides.
5. Close up elevator frames to precast with 8 in. reinforced block. Provide a parged finish to mimic precast/stucco finish.

#### **GARAGE**

1. Electric room
2. Low voltage room

#### **DIVISION 5: METALS**

1. Power coated aluminum bands
2. Powder coated aluminum canopies
3. Powder coated aluminum stair railings with perf at exterior face
4. Powder coated grills in window openings.
5. Elevator pit ladder and hoist beam each elevator pit.
6. Vinyl coated black chain-link fencing on pipe at interior column wall openings at ramp.
7. Vinyl coated black chain-link fencing under ramp to prevent access into the stormwater vault.

#### **DIVISION 6: WOOD WORK**

1. None

#### **DIVISION 7: CAULKING, COATINGS**

1. Place Cetco Voltex on bottom and sides of elevator shafts. Wrap adjacent foundation as required to maintain complete wrap.
2. Install fillet joint at each stair railing post for positive drainage away from post.
3. Per Exception 5 of FBC 714.1, fire resistant joints shall not be required in floors and ramps of open or enclosed parking garages.

4. According to IBC, open garages do not require rated sealants at stairs.
5. Deck joints above mechanical and electrical rooms are two-hour rated.
6. Caulking is an extended life Dow silicone product (10-year warranty) at all areas except exterior panels. Typical exterior precast joints will receive text coating on urethane.
7. Provide Neogard Auto-Gard liquid applied membrane over:
  - a. Electrical room
  - b. Low voltage room
8. Provide Neogard Peda-Gard over stairs and elevator shaft/lobby.

### **DIVISION 8: STOREFRONT, DOORS, AND HARDWARE**

1. Glass and glazing
  - a. Elevator lobby roof level
    - i. Two or three-sided, (see design) 9 ft tall in non-insulated with Low E, non-impact storefront with door, push bar, closure.
2. Provide doors, frames and hardware at electrical room and low voltage room that carry appropriate NOAs and/or Florida product approvals with the following:
  - a. Hagar or equal grade 1 mortised locksets with removable cores, one bit keying
  - b. Hagar or equal grade 1 8800 exit devices at stair exits
  - c. Hagar or equal grade 1 door closers 351
  - d. Hagar or equal hinges stainless steel
  - e. Rockwood or equal flush bolts, door stops, wall bumpers, and kick plates
  - f. Pemko or equal thresholds, weather-stripping, and smoke and fire gasketing
  - g. No wire glass vision lights

**DIVISION 9: INTERIOR FINISHES**

Item	Location	Material	Finish	Notes
Garage interior	Ceiling	Precast walls	Unpainted	
	Floor	Precast walls	Unpainted	
	Walls	Precast walls	Unpainted	
	Lite walls	Precast walls	Unpainted	
Stairs	Interior walls	Precast walls	Painted	Flat Finish
Elevator lobbies	Ceiling	Precast	Unpainted	
	Floor	Precast	Unpainted	
	Walls	Precast walls	Painted	
Light fixtures	Covered deck	Varies	Powder coat or baked enamel	White
Light poles	All	Aluminum	Powder coat	White
Doors/frames	All	Hollow metal	Primed and painted	
Stair rails	All	Aluminum	Powder coat	Standard colors
Stall	All	Painted	4 in. white on 6 in. black	
Non stall	All	Painted	4 in. white on black at perimeter and field at 36 in. on center	Diagonal, see photo

**DIVISION 9: EXTERIOR FINISHES**

1. Caulking is an extended life Dow silicone product at all areas except exterior panels. Typical exterior precast joints to receive urethane.
2. Painted precast at all non-brick exterior walls (two standard earth-tone colors). Excessive cut-ins are not included in this price. Detailed exteriors need to be developed and priced if desired.
3. Thin brick cast into precast concrete. Finfrock to provide samples for owner selection.
4. Pricing based on renderings/elevations included in contract as Exhibit A.1

**DIVISION 10: SPECIALTIES**

1. Code-required and basic way-finding signage
2. Vehicular entrances:
  - a. 12 in. tall by 5 ft. long wall mounted sign with reflective vinyl graphics on one side and 8 in. by 7 ft. PVC clearance bar with reflective vinyl graphics suspended underneath.
3. Stair and room signage:
  - a. 1/8 in. thick polymer sign, equal to Romark, with 1/32 in. raised graphics and Braille or as required by code. Color coded by level. Wall mounted, sized as required by code.
4. Other miscellaneous interior signs:
  - a. 12 in. tall, long powder coated aluminum hanging sign with reflective vinyl graphics. Locate signs to provide directions to exit from each level.
  - b. Color coded level indicators at columns: 30 in. square color coded at columns on ends of lite walls each level with 26 in. tall digit indicating level.
5. Monumental parking signs on east and north elevations
6. Black fabric awnings as shown on elevations.

**DIVISION 11: EQUIPMENT**

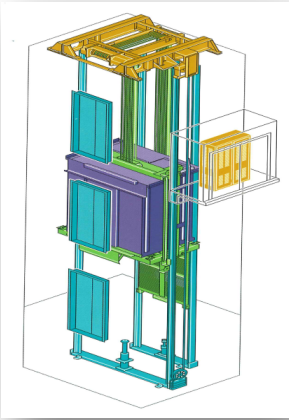
1. None

**DIVISION 12: FURNISHINGS**

1. None

**DIVISION 13: SPECIAL CONSTRUCTION**

1. None



## DIVISION 14: ELEVATORS

### BY OWNER

1. Early release of construction funds during Design Phase to be used as Deposits to release production of elevators/escalators.

### BY FINFROCK

1. One machine-room-less 2500 lb. 150 fpm elevator.
2. Elevator to have:
  - a. Standard stainless-steel finishes.
  - b. Stainless paneled ceilings with downlights.
  - c. Battery lowering in the event of power failure
  - d. Stainless steel frames and doors at each level.
  - e. Hall lanterns each level, showing the direction of car travel only.
  - f. Rubber flooring equal to Roppe, medium gray color.
  - g. Twelve-month maintenance and warranty period.

## DIVISION 21: FIRE SUPPRESSION

1. Engineering and permitting fees.
2. Provide a complete standpipe system.
3. Provide fire extinguishers sized and located per maximum travel distances as required by NFPA #10, latest edition. The fire extinguishers shall be located within aluminum finish cabinets with lockable doors equipped with breakaway panels. Include the cost of signage.
4. Provide a wall mounted chrome fire department connection and a yard type fire department connection 60 linear feet away from the garage, along a major vehicular path.



## DIVISION 22: PLUMBING SYSTEMS

1. Engineering and permitting fees.
2. See Clarifications for tie-ins to site utilities.
3. All tie-ins by FINFROCK plumbing subcontractor.
4. Low points located at CL B.
5. Locate keyed hose bibs end of lite walls, each level, at CL 2 and CL 4.

Storm Drain Schedule	
Location	Type/Description
Ground floor	Area drains
Covered levels	Slot drains, 4 ft. at each side of low point
Top level	Trench drain, length as required at each side of low point
Bottom of uppermost ramp	Trench drain, 4 ft. at each side of low point
Mid ramp of uppermost ramp	Trench drain, 4 ft. on one side of the ramp

6. If not located at lite walls, core drill pipe penetrations in deck .
7. Domestic water pipe to be CPVC.
8. Provide sump pumps for elevator shaft
9. Stormwater vault located beneath ramp

### **DIVISION 23: HVAC SYSTEMS**

1. Engineering and permitting fees
2. Provide conditioned air for:
  - a. Roof level elevator lobby.
  - b. Electric room
  - c. Low Voltage room

### **DIVISION 26: ELECTRICAL**

1. Engineering and permitting fees.
2. See Clarifications for tie-ins to site utilities.
3. Temporary power to trailer and pad.
4. 480V electric service.
5. Main service, disconnects, meter bases, grounding, feeders, panels, transformers, breakers, switches, and time clocks.
6. Use weatherproof boxes whenever subject to rain.
7. Deck lighting:
  - a. Control perimeter fixtures with timer and photo-cell.
  - b. Provide motion detector at each fixture for garages that are not exposed to sunlight.
  - c. The basis of design is one of the following fixtures:
    - i. ECO lighting



- ii. Cooper Top Tier LED
  - iii. Lithonia DSXPG LED
  - iv. Lithonia PGX LED
  - v. Phillips Guardco SVPG LED
- d. Provide 4.5 foot-candle average and 2.0 foot-candle minimum horizontal luminance for all ramps and drive aisles. Max/Min ratio shall not exceed 6.0.
  - e. Provide 2.0 foot-candle average & 1.0 foot-candle minimum horizontal luminance for all parking bays. Max/Min ratio shall not exceed 6.0.
  - f. Emergency lighting: Provide batteries or inverters
  - g. Provide minimum horizontal luminance for all entries and exits (during daylight hours only) of 20.0 foot-candle or 10 times the calculated average for parking bays, whichever is greater. Provide 3.0 foot-candle average & 2.0 foot-candle minimum during nighttime hours. Consideration of daylight contribution shall be permitted for this calculation. Area of increased luminance shall be 66 ft. long by 50 ft. wide, measured from the shadow line at the portal.
  - h. Light loss factor shall be per AHJ
  - i. Reflectivity shall be not more than 20% for floor. 0% for ceilings and walls.
8. Stair lighting:
- a. The basis of design is LED fixtures from the same manufacturer as garage fixture. Meet IES and local codes. Lighting should be such that there are no dark spaces. Provide LED wall packs at stair towers to illuminate exit doors at ground floor.
9. Roof lighting:
- a. The basis of design is LED fixtures (standard gray, unless specified otherwise,) from same manufacturer as garage fixture with 0.5 foot-candle minimum from 16 ft. to 20 ft. steel poles with 2, 3, or 4 head configuration.
10. Other lighting:
- a. Illuminate exterior doors and their pathways away from building.
  - b. Exit lights to meet requirements by the AHJ, but no less than sufficient quantity and location to allow at least one exit light, less than 75 ft. away, to be seen from any and all drive isles.
  - c. Appropriate fluorescent fixtures for task lighting at mechanical/electrical/fire pump, and other miscellaneous rooms.
  - d. Four additional deck fixtures and one quad receptacle under ramp in the dead space.
11. Meet or exceed all local jurisdiction lighting requirements.

12. Two 4 in. Tele/data conduits from 5 ft. outside of building footprint to electric room and plywood tele-board and quad receptacle.
13. Power to elevators.
14. Power to mechanical systems described in Division 23.
15. Power and empty conduits for equipment described in Division 11.
16. Power receptacle for each stair on each floor.
17. Power receptacles for mechanical, elevator, electrical, fire pump, generator, tele/data, and other miscellaneous rooms. Coordinate size and locations.

### **DIVISION 27: COMMUNICATIONS**

1. None

### **DIVISION 28: ELECTRONIC SAFETY AND SECURITY**

1. Provide fire alarm monitoring of elevator systems.

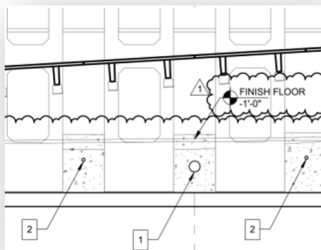
### **DIVISION 31: EARTH WORK - ALLOWANCE**

#### **BY OWNER**

1. None

#### **BY FINFROCK**

1. Compacted and tested building pad and grading of site.
2. Certified gridline intersections located near the four corners of the garage and benchmark elevation.



### **DIVISION 31.1: STORM VAULT**

#### **BY OWNER**

1. Vault engineering

#### **BY FINFROCK**

1. Preliminary area is 1,152 sf
2. Preliminary depth is 2' below nominal finished floor.
3. Precast and cip structure on 4 sides

4. 3" of 57 stone bottom
5. Galvanized ladder for access

### **DIVISION 32: EXTERIOR IMPROVEMENTS - ALLOWANCE**

#### **BY OWNER**

1. None

#### **BY FINFROCK**

1. One new entrance into garage
2. Repairs to existing sidewalks at roadway
3. Curbing, paving, striping and signage
4. Reinstallation of existing site lighting
5. Landscaping consists of ground cover with trees with ten less than 2 caliper
6. Irrigation to tie into domestic line

#### **NOT ANTICIPATED**

1. New curbs and sidewalk at roadway
2. New parallel parking at roadway
3. New site lighting
4. Brick pavers
5. Work west of property line
6. Dumpster enclosures, and bike racks
7. Retaining walls outside the footprint of the building
8. Benches, trash containers, tree grates, and porte-cocheres

### **DIVISION 33: UTILITIES - ALLOWANCE**

#### **BY OWNER**

1. Hidden conditions
2. Account setup and point of service locations for electric, phone, data, and gas lines.

#### **BY FINFROCK**

1. Domestic water tied into line adjacent to roadway
2. Use existing power line

3. Telephone sleeves to 5 ft out

**NOT ANTICIPATED**

1. Offsite work
2. Oil sand separators
3. Fire lines
4. Sanitary lines



## Section Six CLARIFICATIONS

1. Notwithstanding anything contained herein or elsewhere to the contrary, including but not limited to the agreement between the parties and any exhibits contained therein, should any inconsistency, conflict or dispute arise between this Clarification Section and any such other document, then Clarification Section shall govern.
2. The FINFROCK precast structure will be constructed with tolerances in accordance with PCI Handbook 7th edition section 13.3 which includes special attention to exterior walls, floor levels, door openings and expansion joint widths that are shared with other structures. Similarly, we ask that adjacent structures also pay special attention to tolerances at these shared areas. Failure to maintain planned dimensions could result in additional work on FINFROCK's part and additional costs to the Owner.
3. Site work is included as an allowance pending final design. In the event final site work costs exceed the allowance, a change order will be issued to the Owner to reimburse FINFROCK the amount exceeded. Likewise, in the event final site work costs fall short of the allowance, a change order will be issued to the Owner to reimburse the Owner any remaining amounts of the allowance.
4. Utilities are to be coordinated
5. Sales and use taxes are included in compliance with a lump sum real property contract. If you plan on implementing an Owner Direct Purchase Program, we can provide you with approximate Sales and Use Tax savings. Precast concrete is a product manufactured specifically for this project. As a manufacturer, we pay a use tax on the direct raw materials such as sand, cement, and reinforcing steel and on the direct labor and labor related overhead which makes up only a portion of the total precast concrete cost. Engineering, concrete mixing plant, casting tables, cranes, indirect labor, hauling and erection all add to the total cost of the product. As such, we will only be able to provide a tax savings on the use tax we would ordinarily pay for these certain direct costs. For more information please see the applicable sections of Florida Administrative Code Sections 12A-1.051 and 12A-1.043. Anything to the contrary notwithstanding, if any taxing entity should require or attempt to require tax (use, sales or otherwise) beyond as contemplated herein, by accepting this Scope of Work, you hereby agree to indemnify, defend and hold us harmless against any such claim or expenditure related to such requirement or attempted requirement, including the payment of such taxes and any and all legal fees (pre-litigation, post-litigation, during litigation and any collection costs). This requirement is hereby made a part of the Prime Contract by reference.
6. The Owner will provide and the Design-Builder is entitled to reply on geotechnical studies in developing the foundation design for

maximum benefit to the Owner. These geotechnical studies may consist of Standard Penetration Tests, Pressure Probes, Ground Penetrating Radar, mass excavations, Pile Driving Tests and others. The type, depth and frequency of test is ultimately up to the Geotechnical Engineer. Finfrock can assist in reviewing the exploration plan prior to execution by providing a proable foundation plan, loads and settlement criteria. Additional borings and testing may be required depending on type and consistency of soils discovered. Please contact your Finfrock Representative for more information on this important matter.

7. The Owner will provide, and the Design-BUILDER is entitled to rely on, surveys describing the property for use during design and construction, including existing service and utility lines, geotechnical studies describing subsurface conditions, temporary and permanent easements, zoning and other requirements and encumbrances affecting land use; and, to the extent available, as-built and record drawings of any existing structures at the Site; and, to the extent available, environmental studies, reports and impact statements describing the environmental conditions, including hazardous conditions, in existence at the site.
8. Due to the unpredictable nature of the project subsurface conditions (including the potential for localized subsurface voids), and in an attempt to minimize overall costs to the project, we have included in our proposal limited pile lengths and grout. We will track actual linear footage of piles and grout used, via delivery tickets, and issue a Change Order for reimbursement for additional linear footage and grout if used.
9. In the event the Buyer requires participation in an Owner or Contractor Controlled Insurance Program or any other similar insurance program, FINFROCK will only provide credits for insurance premiums matching those actually received for such a program.
10. Construction materials for work to be performed by others shall not be stored in or conveyed through the garage without written approval by FINFROCK.
11. Storing of heavy vehicles and/or materials in the garage may void the warranty and may result in additional costs to inspect and repair the structure, rails, doors, etc.
12. Any additional costs due to cleaning, restriping, or repair of the garage in any way due to use of the garage by others before FINFROCK completion and turnover will be an additional cost to the Owner.
13. To the extent any warranty is provided in excess of one (1) year, it is understood that the bonds provided (if any) are not applicable to any duration in excess of one (1) year.





## Section Seven EXCLUSIONS

1. Notwithstanding anything contained herein or elsewhere to the contrary, including but not limited to the agreement between the parties and any exhibits contained therein, should any inconsistency, conflict or dispute arise between this Exclusion Section and any such other document, then Exclusion Section shall govern.
2. Building permit, impact fees and environmental fees.
3. Localized zoning, architectural review boards, planning boards, historical districts, neighborhood planning board requirements, and campus specifications.
4. Primary and secondary conduits/conductors and transformers beyond those called out for in clarifications.
5. Geotechnical reporting and inspections.
6. Additional time and costs due to buried debris, deleterious soils, sink holes, settlement, shifting, heaving or other soil anomalies irrespective if these conditions are hidden or unique to this project.
7. Testing of materials. Be advised that the geotechnical report may restrict who may be hired for geotechnical observations and materials testing.
8. FF&E other than specifically included in above narrative.
9. Tele/data wire to structure and final location.
10. Fire alarm monitoring and proprietary fire alarm panels.
11. Elevator monitoring.
12. Offsite utilities
13. Finishes at the elevator lobbies beyond painted precast walls.
14. LEED design and construction.
15. Davis-Bacon or prevailing wages.
16. Chain link or security fencing for site once complete.
17. Provision for expansion of size and foundations for future phases.
18. Grade spandrels.
19. Fire sprinklers, the structure has standpipes.
20. Fire pump.
21. Fire alarm systems.
22. Fire alarm voice evacuation.
23. Security, panic buttons, cameras, monitors, and recording devices.
24. Emergency generator.
25. Speed bumps

26. Fee collection systems.
27. Access control systems, perimeter fencing.
28. Security design and construction other than specifically called for above.
29. Factory Mutual Insurance Requirements
30. Emergency Responder communication devices
31. Public Safety DAS/BDA cabling and devices.
32. Police inspection items such as safety mirrors
33. Design, inspections, or schedule attainment for any work by others, including schedule and TCO/CO attainment for FINFROCK work due to delay in work by others

## WILDWOOD PARKING GARAGE

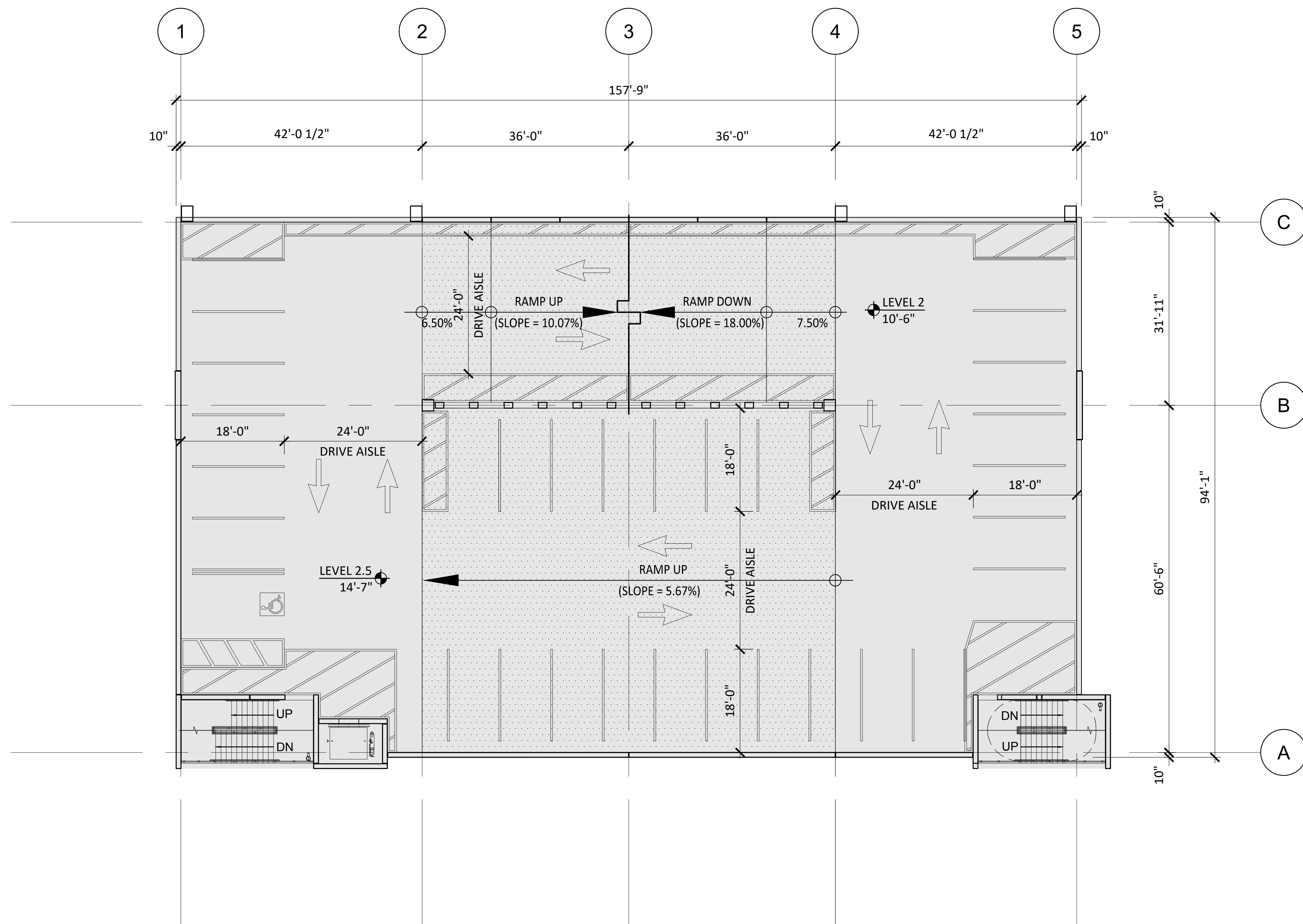
CONCEPTUAL PACKAGE  
Wildwood, Florida  
2023-04-28







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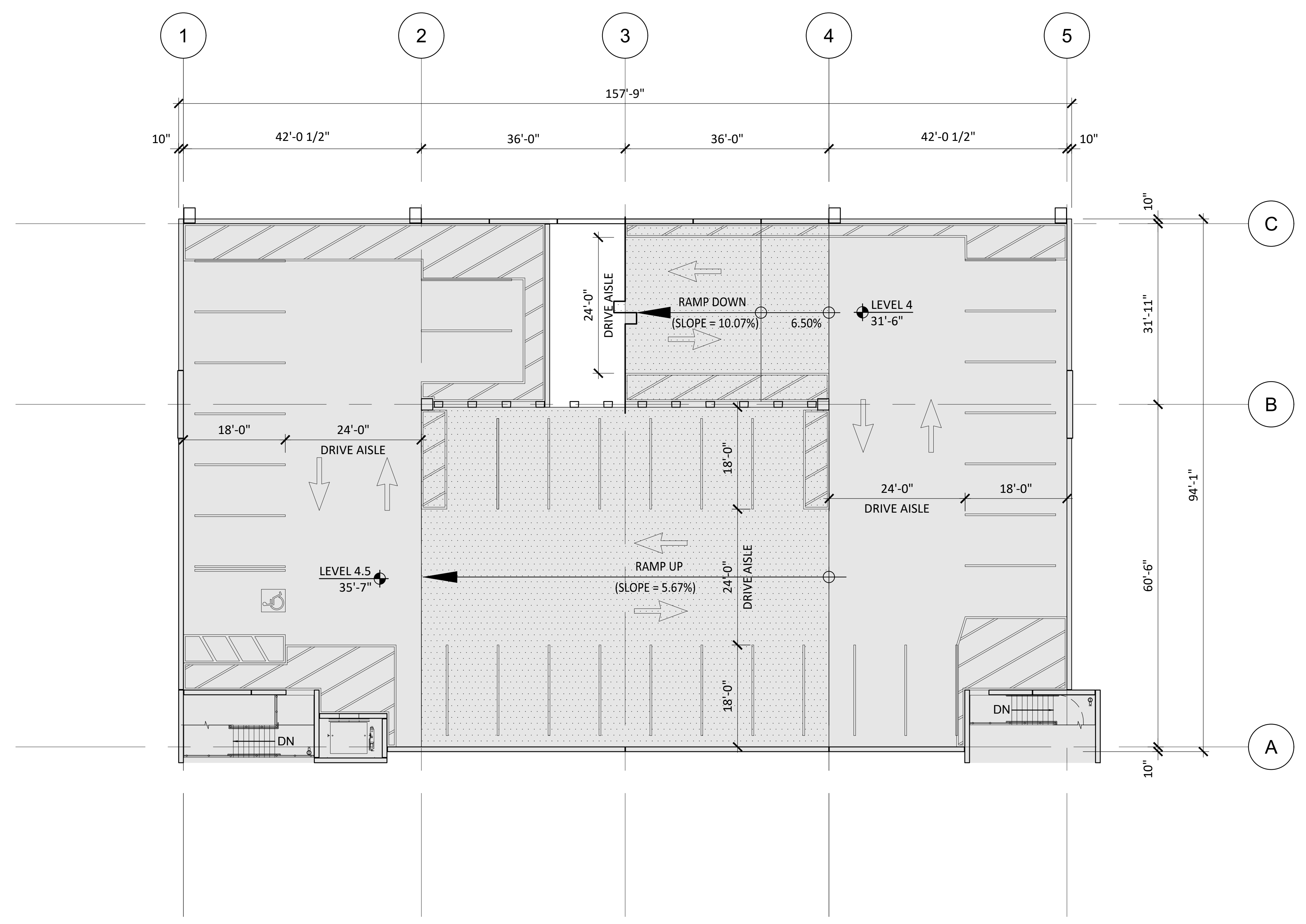
**LEVEL 2 FLOOR PLAN**  
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**LEVEL 4 FLOOR PLAN**  
 WILDWOOD PARKING GARAGE  
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## Wildwood Garage

### Exhibit B - Schedule of Values

Finrock Project 22-2015 2023.07.13

Description	TOTAL
DIVISION 1 - GENERAL REQUIREMENTS	\$340,729
DIVISION 2 - EXISTING CONDITIONS	\$160,000
DIVISION 3 - CONCRETE	\$3,484,333
DIVISION 4 - MASONRY	\$78,498
DIVISION 5 - METALS	\$389,755
DIVISION 6 - WOOD & PLASTICS	\$0
DIVISION 7 - THERMAL & MOISTURE PROTECTION	\$107,312
DIVISION 8 - DOORS & WINDOWS	\$18,400
DIVISION 9 - FINISHES	\$77,137
DIVISION 10 - SPECIALTIES	\$90,939
DIVISION 11 - EQUIPMENT	\$0
DIVISION 12 - FURNISHINGS	\$9,000
DIVISION 13 - SPECIAL CONSTRUCTION	\$0
DIVISION 14 - CONVEYING SYSTEMS	\$129,000
DIVISION 21 - FIRE PREVENTION	\$44,000
DIVISION 22 - PLUMBING	\$96,004
DIVISION 23 - HVAC	\$11,000
DIVISION 26- ELECTRICAL	\$269,386
DIVISION 27 - COMMUNICATIONS	\$0
DIVISION 28 - ELECTRONIC SAFETY AND SECURITY	\$4,461
DIVISION 31 - EARTHWORK	\$42,241
DIVISION 32- SURFACE IMPROVEMENTS	\$220,000
DIVISION 33 - UTILITIES	\$120,000
SUBTOTAL	\$5,692,194
BUILDER'S RISK	\$20,000
DESIGN FEES	\$269,000
BOND	\$18,628
GENERAL CONTRACTOR'S FEE	\$315,780
DESIGN BUILD TOTAL	\$6,315,602



## **DESIGN-BUILDER'S PERMIT LIST**

### **COSTS NOT INCLUDED IN THE PRICE AND ARE BY OWNER :**

1. Building permit\*\*
2. All impact fees
3. All environmental fees
4. All mitigation fees
5. All zoning fees
6. All off-site road and signal improvement permits.
7. Site work permits, including:
  - a. National Pollutant Discharge Eliminations System (NPDES) permit for construction activities, if applicable, from the Environmental Protection Agency
  - b. Domestic water (drinking & fire) and sanitary sewer permits from Florida Department of Environmental Protection, Sumpter County and other agencies having jurisdiction
  - c. Storm water permits from Southwest Florida Water Management District and other agencies having jurisdiction

\*\*Although Design-Builder is not responsible for paying for this item, Design-Builder is responsible for obtaining this permit.

### **COSTS INCLUDED IN THE PRICE AND ARE BY DESIGN BUILDER :**

Subtrade Permits for Design-Builder's Scope of Work



Client#: 1559798

**ACORD**<sup>TM</sup>

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
12/29/2021

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 any rights to the certificate holder in lieu of such endorsement(s).


<b>PRODUCER</b> McGriff Insurance Services PO Box 4927 333 S Garland Ave 16th Fl Orlando, FL 32802-4927	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): <b>407 691-9600</b>		FAX (A/C, No): <b>888-635-4183</b>
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Finrock Holdings, Inc Finrock Construction, LLC* 2400 Apopka Blvd Apopka, FL 32703	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A : Greenwich Insurance Company		<b>22322</b>
	INSURER B : XL Specialty Insurance Company		<b>37885</b>
	INSURER C : Amerisure Insurance Company		<b>19488</b>
	INSURER D :		
	INSURER E :		
INSURER F :			

**COVERAGES**                      **CERTIFICATE NUMBER: 22/23 Mstr BAIWSP**                      **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
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>BI/PD Ded:\$100,000</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		<input checked="" type="checkbox"/>	<b>CGD7422083</b>	<b>01/01/2022</b>	<b>01/01/2023</b>	EACH OCCURRENCE    \$ <b>2,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence)    \$ <b>300,000</b> MED EXP (Any one person)    \$ <b>10,000</b> PERSONAL & ADV INJURY    \$ <b>1,000,000</b> GENERAL AGGREGATE    \$ <b>4,000,000</b> PRODUCTS - COMP/OP AGG    \$ <b>4,000,000</b> \$
<b>A</b>	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		<input checked="" type="checkbox"/>	<b>CAH740965704</b>	<b>01/01/2022</b>	<b>01/01/2023</b>	COMBINED SINGLE LIMIT (Ea accident)    \$ <b>2,000,000</b> BODILY INJURY (Per person)    \$ BODILY INJURY (Per accident)    \$ PROPERTY DAMAGE (Per accident)    \$ \$
<b>B</b>	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>			<b>US00082024LI</b>	<b>01/01/2022</b>	<b>01/01/2023</b>	EACH OCCURRENCE    \$ <b>10,000,000</b> AGGREGATE    \$ <b>10,000,000</b> \$
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?    Y/N (Mandatory in NH) <input checked="" type="checkbox"/> N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below		<input checked="" type="checkbox"/>	<b>WC210718204</b>	<b>01/01/2022</b>	<b>01/01/2023</b>	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT    \$ <b>1,000,000</b> E.L. DISEASE - EA EMPLOYEE    \$ <b>1,000,000</b> E.L. DISEASE - POLICY LIMIT    \$ <b>1,000,000</b>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**\*Named Insured Continued: Finrock Architecture and Engineering, Inc; Finrock Architecture and Engineering, LLC; Finrock DC, Inc; Finrock Design, LLC; Finrock Design-Manufacture-Construct, LLC; Finrock Enterprises, LLC; Finrock Financial, LLC; Finrock Industries, LLC; Finrock Industries South Florida, LLC; Finrock Properties, LLC; Finrock Properties South Florida, LLC; Finrock South Florida, LLC; Finrock Technologies, LLC; Finrock Transportation, LLC; Toronto, LLC; Structure Works, LLC; and (See Attached Descriptions)**

<b>CERTIFICATE HOLDER</b> Proof of Insurance - OFFICE COPY FOR INFORMATIONAL PURPOSES ONLY -, XX	<b>CANCELLATION</b> 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 
---	--

**DESCRIPTIONS (Continued from Page 1)**

**Finrock Development, LLC.**

**General Liability:** Additional Insured including completed operations is granted with if required by written contract or agreement per Additional Insured (Blanket) Form Endorsement CG2038 12/19 and CG2040 12/19.

**Primary and Non-Contributory** is granted if required by written contract per Primary Insurance Clause Endorsement XIL424 06/05. Waiver of Subrogation status is granted if required by written contract per Waiver of Transfer of Rights Endorsement CG2404 02/19.

**Automobile Liability:** Additional Insured status is granted if required by written contract per Automatic Additional Insured's Endorsement XIC411 10/13. Primary and Non-Contributory is granted with if required by written contract per CA0449 11/16. Waiver of Subrogation status is granted if required by written contract per Waiver of Transfer of Rights of Recovery Against Others To Us Endorsement CA0444 10/13.

**Workers' Compensation:** Waiver of Subrogation is granted if required by written contract per Waiver of Our Right to Recover from Others Endorsement form WC000313 04/84.

**Umbrella Policy:** Follow form over General Liability, Auto Liability and Employers Liability.



**REPORT OF GEOTECHNICAL  
CONSULTING SERVICES**

**City of Wildwood Parking Garage  
US HWY 301 – Tax Parcel: G06L074  
Wildwood, Sumter County, Florida**

**UES Project No. 0230.2300041.0000  
UES Report No. 2017225**

**Prepared for:**

G3 Development on behalf of the City of Wildwood  
639 North Alexander Street  
Mount Dora, FL 32757  
(352) 516-2244

**Prepared by:**

Universal Engineering Sciences, LLC  
4475 SW 35<sup>th</sup> Terrace  
Gainesville, Florida 32608  
(352) 372-3392

May 16, 2023

May 16, 2023

G3 Development on behalf of the City of Wildwood  
639 North Alexander Street  
Mount Dora, FL 32757

Attention: Mr. Gerard G. Guenther, Jr.  
Managing Member

Reference: **Report of Geotechnical Consulting Services**  
City of Wildwood Parking Garage  
US HWY 301 – Tax Parcel: G06L074  
Wildwood, Sumter County, Florida  
UES Project No: 0230.2300041.0000 UES Report No: 2017225

Dear Mr. Guenther:

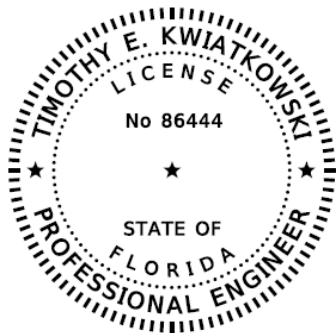
Universal Engineering Sciences, LLC (UES) has completed the geotechnical exploration program for the subject project in Wildwood, Florida in accordance with the authorized scope of services as summarized in UES Proposal No. 2011064v2, dated April 6, 2023.

This Report presents the results of our field subsurface exploration and recommendations for geotechnical site preparation, and foundation design and construction.

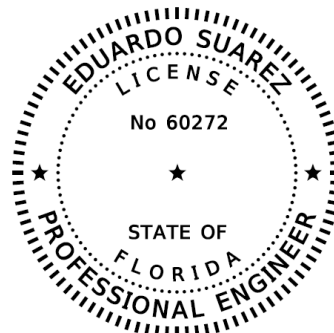
We appreciate the opportunity to have assisted you on this project and look forward to a continued association. Please do not hesitate to contact our office if you should have any questions, or to assist your office with the remaining phases of project design and construction.

Respectfully submitted,

**UNIVERSAL ENGINEERING SCIENCES, LLC**  
Certificate of Authorization 549



Timothy E. Kwiatkowski, P.E.  
Project Geotechnical Engineer  
Florida P.E. No. 86444



Eduardo Suarez, P.E.  
Senior Geotechnical Engineer  
Florida P.E. No. 60272

This item has been electronically signed and sealed by Eduardo Suarez, PE on the date adjacent to the seal using Digital Signature.  
Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

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## EXECUTIVE SUMMARY

**We have prepared this executive summary as a general overview. Please refer to, and rely on, the full report for information about findings, recommendations, and other considerations.**

### Project Location and Description

The subject property is located along US Highway 301 at Tax Parcel: G06L074 in Wildwood, Sumter County, Florida. The locations for the proposed structures are currently occupied by asphalt parking areas, which we understand will be demolished prior to construction of the parking garage. Our office was provided with Project Description, Architectural Plans, and Renderings, by Finrock Design, LLC. Current plans include the construction of a three-story concrete parking garage.

### Soil and Groundwater Conditions

The soil test borings generally encountered medium dense to dense sand to sand with silt or clay [SP/SP-SM/SP-SC] to depths of 4 to 18 feet, followed by interbedded layers of clayey sand [SC] to clay [CH] to depths of 20 to 30 feet. Below the clayey soils, the soil test borings generally encountered limestone to the boring termination depths of 60 feet below grades. It should be noted that a petroleum odor was noticed in some of the recovered soil samples in boring B-4. Groundwater levels were generally encountered at depths of 18 to 20 feet at the time of our exploration. As an exception, soil boring B-5 encountered a transient perched water level at a depth of 6 feet.

Weight-of-hammer conditions and blow counts less than 2 were noted from about 23.5 to 25 feet in soil borings B-1, B-3, and B-5, and from 13.5 to 15 feet in boring B-4. Drilling fluid losses were observed in most soil borings from depths of 22 to 27 feet below existing grades. The drilling fluid losses occurred at the soil/limestone interface indicating porous limestone.

### Groundwater Considerations

Groundwater levels and seasonal high groundwater levels may be affected by the proposed construction which will modify the surface and subsurface hydrology. We found shallow deposits of clayey sands and sandy clays across the site during our site exploration. Due to the poor permeability characteristics of these clayey soils, these soils tend to act as an aquiclude (a sediment through which groundwater cannot pass) to the natural infiltration of the rainwater. Therefore, rainfall will most likely temporarily perch on top of these relatively impermeable soils causing isolated areas with temporary groundwater levels significantly higher during periods of heavy or extended rainfall.

Perched groundwater levels can generally be expected to occur at the ground surface to about 2 feet above the top of hydraulically restrictive soils, where present, if the groundwater level is unable to drain and/or percolate into a more pervious layer. It should be noted that undercutting of the hydraulically restrictive materials will impact the depth of the perched water level. The potential for groundwater to perch will be directly related to rainfall and irrigation, as well as site grading. The potential for transient perched groundwater levels should be considered during the design of the site grades and during construction.

## Foundation Design

Our office was supplied with structural loading information. We understand that maximum column loads of 395 kips, maximum shearwall loads of 500 kips, and maximum continuous wall footings will contain 15 kips per linear foot (klf).

If the anticipated total and differential settlements, estimated for column loads less than 395 kips, do not exceed the tolerable limits for shallow foundation, a conventional shallow foundation system may be used for support of the proposed building construction on this project with the understanding that some aesthetic cracking and other minor architectural type nuisance issues may occur during the useful life of the structure. Following completion of the recommended geotechnical site preparation and building pad preparation activities, the proposed building may be supported on a shallow foundation system designed with a maximum average soil bearing pressure of 4,000 pounds per square foot (psf).

In order to minimize the potential for differential and total settlement, and increase the available soil's bearing capacity, the relative density of the underlying loose/soft soil zones may be improved below foundation bearing elevation by using a Rammed-Aggregate/Vibro-Aggregate Pier systems. This Aggregate Pier system could reinforce loose sand, soft clay and mixed soil layers. The resulting pier may significantly increase the allowable bearing capacity of the soils (on the order of more than 5,000 psf) and reduce the potential for settlement.

**1.0 INTRODUCTION**

**1.1 GENERAL**

In this report, we present the results of the subsurface exploration of the site for the proposed parking garage in Wildwood, Florida. We have divided this report into the following sections:

- SCOPE OF SERVICES - Defines what we did
- FINDINGS - Describes what we encountered
- RECOMMENDATIONS - Describes what we encourage you to do
- LIMITATIONS - Describes the restrictions inherent in this report
- APPENDICES - Presents support materials referenced in this report

**2.0 SCOPE OF SERVICES**

**2.1 PROJECT DESCRIPTION**

The subject property is located along US Highway 301 at Tax Parcel: G06L074 in Wildwood, Sumter County, Florida. The locations for the proposed structures are currently occupied by asphalt parking areas, which we understand will be demolished prior to construction of the parking garage. Our office was provided with Project Description, Architectural Plans, and Renderings, by Finrock Design, LLC. Current plans include the construction of a three-story concrete parking garage.

**2.2 STRUCTURAL CONDITIONS**

Estimated foundation type and loading addressed in this report have been specified by Finrock Design, LLC, and are summarized in Table 1.

<b>Table 1 – DESCRIPTION OF STRUCTURES</b>	
<b>Structure</b>	<b>Estimated Maximum Foundation Loading</b>
Parking Garage	Maximum Column Load: 395 kips Shear Wall – Gravity loads: 500 kips/Wall Load Bearing Walls: 15 kips/ft

Our office was not provided with Foundation Plans or any other construction-related information other than that discussed herein. If our understandings and assumptions of project issues are incorrect our conclusions and recommendations will not be considered valid until we have had the opportunity to review all pertinent issues. The above constitutes all of the project information provided to our office at the time of this report preparation.

**2.3 PURPOSE**

The purposes of this exploration were:

- To explore the prevailing site subsurface conditions within the proposed parking garage areas,
- To perform a series of laboratory tests on selected subsurface soil specimens, recovered from the field exploration program to assist with engineering soil classifications,

- To evaluate the subsurface response to anticipated structural loadings and discuss the groundwater table characteristics,
- To evaluate and discuss geotechnical issues deemed relevant to the proposed on-site building construction,
- To prepare foundation design and construction recommendations.

This report presents an evaluation of site conditions on the basis of traditional geotechnical procedures for site characterization. The recovered samples were not examined, either visually or analytically, for chemical composition or environmental hazards. Universal Engineering Sciences would be pleased to perform these services, if you desire.

By contract, our exploration was confined to the zone of soil likely to be stressed by the proposed construction. Our work did not address the potential for surface expression of deep geological conditions. This evaluation requires a more extensive range of field services than performed in this study. We will be pleased to conduct an exploration to evaluate the probable effect of the regional geology upon the proposed construction, if you desire.

## **2.4 FIELD EXPLORATION**

The field geotechnical testing activities were started on April 24, 2023 and were completed on April 26, 2023. Field testing for this portion of the geotechnical study included five (5) soil test borings to a depth of 60 feet below the ground surface within the limits of the proposed parking garage footprint, and two (2) Cone Penetrometer Test (CPT) soundings to a depth of 33 feet. The actual test locations shown are approximate and were staked in the field by UES personnel using existing landmarks and site features. All boreholes were grouted/backfilled upon field work completion. The soil test boring locations have been presented on the attached Boring Location Plan.

Representative portions of the subsurface soil samples recovered were transported to our Gainesville soils laboratory. The soil samples were visually classified by an experienced geotechnical engineer. It should be noted that soil conditions might vary between soil test boring locations, and between the subsurface soil strata interfaces which have been shown on the Boring Logs. The soil test boring data reflects information from the specific test locations only. Due to the weathered condition of the upper limestone stratum, obtaining rock core samples was not attainable.

### **2.4.1 Standard Penetration Test (SPT) Borings**

Penetration tests were performed in accordance with ASTM Procedure D-1586, *Penetration Test and Split-Barrel Sampling of Soils*. This test procedure generally involved driving a 1.4-inch I.D. split-tube sampler into the soil profile in six inch increments for a minimum distance of 18 inches using a 140-pound hammer free-falling 30 inches. The total number of blows required to drive the sampler the second and third 6-inch increments is designated as the N-value, and provides an indication of in-place soil strength, density, and consistency.

### **2.4.2 Cone Penetration Test (CPT) Soundings**

A CPT sounding is made by pushing a small probe into the ground. Typically, a 3.6-centimeter-diameter probe (cone) is pushed into the ground. The cone is advanced downward at a constant velocity of 2 centimeters per second, using hydraulic rams that apply the full weight of the CPT truck to push the probe rods to depth. In typical CPT soundings, the resistance to penetration is measured. Continuous measurements are made of the resistance to penetration of the tip and

the frictional sliding resistance of the sleeve of the cone. The penetration resistance, which is digitized at 5-centimeter depth intervals, permits detailed inferences about stratigraphy and lithology. Soil type is inferred from a chart that compares these two measurements with the known physical properties of various soils.

## **2.5 LABORATORY TESTING**

### **2.5.1 Visual Classification**

The soil samples recovered from the soil test borings were returned to our laboratory where an engineer visually reviewed the field descriptions in accordance with ASTM D-2488. We then selected representative soil samples for laboratory testing. Using the results of the laboratory tests, our visual examination, and our review of the field boring logs we classified the soil borings in accordance with the current Unified Soil Classification System (USCS).

### **2.5.2 Index Testing**

Laboratory testing was performed on selected samples of the soils encountered in the field exploration to better define soil composition and properties. Testing was performed in accordance to ASTM procedures and included Percent Passing No. 200 Sieve (ASTM D-1140), Atterberg Limits (ASTM D-4318), and Natural Moisture Content (ASTM D-2216). The test results have been presented on the attached Boring Logs.

## **3.0 FINDINGS**

### **3.1 REGIONAL GEOLOGY**

The general geology of Sumter County is characterized by a surface veneer of Pleistocene and Pliocene sands and sandy clays overlying the Miocene age Hawthorn Group. The Hawthorn Group includes a highly variable mixture of interbedded quartz sands, clays, carbonates, pebbles and grains occurring in thickness of up to 150 feet. The surface of the upper Floridan Aquifer in the general project site area is estimated in the elevation range of +40 to +50 feet, NGVD.

### **3.2 KARST TOPOGRAPHY**

About 10% of the earth's land (and 15% of the United States) crust is composed of, or underlain by, soluble limestone. When limestone interacts with underground water, over time, the water dissolves the limestone to form karst topography, a mix of caves, underground channels, and rough and undulating ground surfaces. The underground water of karst topography carves channels and caves that become susceptible to collapse from the surface. When enough limestone is eroded from underground, a sinkhole may develop. Sinkholes can range in size and depth from a few feet to over 300 feet. The topography of North Central Florida is characteristic of karst terrain, with sinkholes caused by natural climatic variability, as well as, man-made activities, such as, the drop in groundwater levels from well pumping.

### **3.3 GENERAL AREA SOIL INFORMATION**

The United States Department of Agriculture (USDA) *Soil Survey of Sumter County, Florida* describes the near-surface soil profile in the general project area as Urban Land. Urban Land indicates that between 30 and 45 percent of the area is made up of sidewalks, driveways, and existing buildings.

### **3.4 SURFACE CONDITIONS**

UES engineering personnel visited the project site prior to and during the performance of the field portions of this geotechnical study. The proposed construction area consisted of paved parking areas. Surface organic soils, surface debris, unusual ground depressions, or rock outcroppings were not observed on the project site. Several monitoring wells were observed on the project site at the time of our exploration.

### **3.5 SUBSURFACE CONDITIONS**

The soil test borings performed beneath the proposed structure were reviewed to evaluate the subsurface soil strata lateral continuity and uniformity, both parameters that would have an impact in foundation system selection and performance. Soil classifications and descriptions for this geotechnical study have been based both on the results of the laboratory soil testing programs and on visual examinations of soil specimens by the Geotechnical Engineer. The subsurface soil conditions encountered in the soil test borings have been summarized in the attached Boring Logs and described below.

The soil test borings generally encountered medium dense to dense sand to sand with silt or clay [SP/SP-SM/SP-SC] to depths of 4 to 18 feet, followed by interbedded layers of clayey sand [SC] to clay [CH] to depths of 20 to 30 feet. Below the clayey soils, the soil test borings generally encountered limestone to the boring termination depths of 60 feet below grades. Groundwater levels were generally encountered at depths of 18 to 20 feet at the time of our exploration. As an exception, soil boring B-5 encountered a transient perched water level at a depth of 6 feet.

It should be noted that a petroleum odor was noticed in some of the recovered soil samples in boring B-4.

Weight-of-hammer conditions and blow counts less than 2 were noted from about 23.5 to 25 feet in soil borings B-1, B-3, and B-5, and from 13.5 to 15 feet in boring B-4. Drilling fluid losses were observed in most soil borings from depths of 22 to 27 feet below existing grades. The drilling fluid losses occurred at the soil/limestone interface indicating porous limestone.

### **3.6 GROUNDWATER DEPTH**

Groundwater levels were generally encountered at depths of 18 to 20 feet at the time of our explorations. As an exception, soil boring B-5 encountered a transient perched water level at a depth of 6 feet. It should be noted that the groundwater levels may not have been fully stabilized in the boreholes when the readings were recorded upon boring completion.

Based upon our review of regional hydrogeology and the Sumter County Soil Survey, we estimate the normal seasonal high groundwater level will be at depths of more than 6 feet below the ground surface at the boring locations; however, stormwater can perch on top of clayey sands when sandy soils are observed at the surface.

### **3.7 LABORATORY TESTING**

The soil samples recovered from the previous and recent field exploration program were placed in plastic containers and returned to our soils laboratory, where the Geotechnical Engineer visually examined and classified the samples. Laboratory soil tests are performed to aid in the classification of the soils, and to help in the evaluation of engineering characteristics of the soils. Representative soil samples were selected for percent fines determination, moisture content,

and Atterberg Limits testing. The test results have been presented on the attached Boring Logs and summarized in **Appendix B**.

### **3.7.1 Percent Passing No. 200 Sieve**

Certain recovered soil samples were selected to determine the percentage of fines. In these tests the soil samples were dried and washed over a U.S. No. 200 mesh sieve. The percent of soil by weight passing the sieve was the percentage of fines or portion of the sample in the silt and clay size range. The tests were conducted in accordance with ASTM Procedure D-1140, *Standard Test Methods for Amount of Material in Soils finer than the No. 200 Sieve*.

### **3.7.2 Atterberg Limits**

Certain recovered soil samples were selected for Atterberg Limits testing to evaluate the soil plasticity characteristics. The soil's Plasticity Index (PI) was the range of moisture content over which the soil deforms as a plastic material. It was bracketed by the Liquid Limit (LL) and the Plastic Limit (PL). The LL was the moisture content at which the soil will flow as a heavy viscous fluid. The PL was the lowest moisture content at which the soil is sufficiently plastic so as to be manually rolled into a 1/8-inch diameter thread. These tests were conducted in accordance with ASTM Procedure D-4318, *Standard Test Methods for LL, PL and PI of Soils*.

### **3.7.3 Moisture Content**

Certain recovered soil samples were selected to determine their moisture content. The moisture content was the ratio expressed as a percentage of the weight of water in a given mass of soil to the weight of the solid particles. These tests were conducted in accordance with ASTM Procedure D-2216, *Standard Test Method for Laboratory Determination of Water (Moisture) Content of Soil and Rock*.

## **4.0 RECOMMENDATIONS**

In this section of the report, we present our recommendations for building foundation design, site preparation, and construction related services. The following recommendations are made based upon a review of the attached soil test data, and our understanding of the proposed information provided and cited herein.

### **4.1 FOUNDATION SYSTEM EVALUATION**

In general, a **shallow foundation system** is first considered on a project due to its relative cost effectiveness. The shallow foundation system is initially evaluated for technical feasibility. Factors such as unsuitable bearing soils, unusually heavy structural loads, uplift requirements, lateral loads, limitations on allowable total and differential settlements, among others, are considered in the initial evaluation process.

The shallow subsurface profile on a project site will have immediate and long-term effects on the performance of a shallow foundation system. Depending on the type of shallow foundation considered for a structure, that is, individual footings or wall footings or mat foundation, the depth of significant stress influence associated with the same foundation system varies. The depth of significant stress influence is defined as that zone below the foundation bearing elevation where applied surface/structural loads will result in sufficient vertical stress increase in the soil mass to cause settlement or consolidation of the soil mass.

Recommendations for foundation design are dependent on the amount of total settlement and, more importantly differential settlement between various structural elements, which can be

tolerated by the structures. Total and/or differential settlements beyond specified tolerable limits often dictate the use of **deep foundation systems**, or appropriate deep subsurface improvement techniques in order to support the structures on a shallow foundation system.

A geotechnical consideration for the design and construction of shallow foundation systems on this project site is the presence of very loose sands below the previously compacted surficial soils.

Our local experience has found that clay layers are often laterally discontinuous, which make it more difficult to ascertain their presence on a given project parcel with a few soil test borings. Near-surface active clay soils which change volume; i.e., shrink and swell, with variations in moisture content have the potential to impact foundation performance. As such, both natural variations, such as rainfall, and man-made variations, such as landscape details and irrigation habits, can affect the upward and downward movement of these clays and consequent emulation of this movement by ground supported improvements. If encountered, these shallow deposits of clay soils must be addressed through site grading, over-excavation and replacement, site drainage and stiffened foundation.

The available data suggests that conventional concrete slab-on-grade (grade slab or ground floor slab) construction on this project is technically feasible. A concrete grade slab differs from a concrete structural slab in that the former fully relies on the underlying soils for structural support. The base soils beneath the slab-on-grade must be carefully selected and compacted to provide uniform and solid support beneath the slab section.

The sand-clay mixtures and clayey sand soils may require stringent moisture control during compaction, particularly during rainy periods. Footings that are excavated through the upper layer of compacted sand fill soils into the native clayey sands should be visually inspected and tested to verify the in-place density and condition of the subgrade bearing soils.

#### **4.2 GROUNDWATER CONSIDERATIONS**

The groundwater level will fluctuate seasonally depending upon local rainfall. The rainy seasons in North Central Florida are normally between June and September and December and February. Based upon our review of regional hydrogeology and the Sumter County Soil Survey, we estimate the normal seasonal high groundwater level will be more than 6 feet below the ground surface in the general area of the project site; however, stormwater can perch on top of clayey sands when sandy soils are present at the surface. The perched groundwater will be a transient condition, directly related to rainfall and site grading.

It should be noted that the normal estimated seasonal high water levels do not provide any assurance that groundwater levels will not exceed these estimated levels during any given year in the future. Should the impediments to surface water drainage be present, or should rainfall intensity and duration, or total rainfall quantities, exceed the normally anticipated rainfall quantities, groundwater levels might once again exceed our seasonal high estimates. We recommend positive drainage be established and maintained on the site during construction. We further recommend permanent measures be constructed to maintain positive drainage from the site throughout the life of the project.

#### **4.3 CONVENTIONAL SHALLOW BUILDING FOUNDATION**

Considering the estimated structural loading conditions and a shallow foundation system bearing directly on prepared granular soils, and following industry standard recommended geotechnical site preparation activities, for columns loads not exceeding 395 kips, we estimate

total settlements of less than 1½ inches. Differential settlements should be anticipated between columns.

If the anticipated total and differential settlements do not exceed the tolerable limits for shallow foundation, a conventional shallow foundation system may be used for support of the proposed building construction on this project with the understanding that some aesthetic cracking and other minor architectural type nuisance issues may occur during the useful life of the structure. Provided the site preparation and earthwork construction recommendations outlined in Section 4.5 of this report are performed, the following parameters may be used for foundation design.

#### **4.3.1 Bearing Pressure**

The net maximum allowable soil bearing pressure for use in shallow foundation design should not exceed 4,000 psf. Net bearing pressure is defined as the soil bearing pressure at the foundation bearing level in excess of the natural overburden pressure at that level. The foundations should be designed based on the maximum load which could be imposed by all loading conditions.

#### **4.3.2 Foundation Size**

The minimum widths recommended for any isolated column footings and continuous wall footings are 24 inches. Even though the maximum allowable soil bearing pressure may not be achieved, these width recommendations should control the minimum size of the foundations.

#### **4.3.3 Bearing Depth**

The foundations should bear at a depth of at least 30 inches below the finished grades to provide confinement to the bearing level soils. It is recommended that stormwater be diverted away from the building exteriors to reduce the possibility of erosion beneath the exterior footings.

#### **4.3.4 Bearing Material**

The foundations may bear in either the compacted suitable existing soils or compacted structural fill. The bearing level soils, after compaction, should exhibit densities equivalent to at least 95 percent of the modified Proctor maximum dry density (ASTM D-1557) to a depth of at least **two feet** below the foundation bearing level.

#### **4.3.5 Settlement Estimates**

Post-construction settlement of the structure(s) will be influenced by several interrelated factors, such as (1) subsurface stratification and strength/compressibility characteristics; (2) footing size, bearing level, applied loads, and resulting bearing pressures beneath the foundations; and (3) site preparation and earthwork construction techniques used by the Contractor. Our settlement estimates for the structure are based on the use of site preparation/earthwork construction techniques as recommended in Section 4.5 of this report. Any deviation from these recommendations could result in an increase in the estimated post-construction settlement of the structure(s).

Using the recommended maximum allowable bearing pressure, assumed maximum structural loads of 395 kips, and the field and laboratory test data which we have correlated into the strength and compressibility characteristics of the subsurface soils, we estimate the total settlements of the structure to be 1½ inches or less, and differential settlement of less than ¾ inch.

#### **4.3.6 Ground Floor Slab**

The floor slab can be constructed as a reinforced slab-on-grade provided the subgrade and subsequent lifts of structural backfill are compacted and tested in accordance with the recommendations included in this report. Conventional floor slabs may be supported upon the compacted fill and should be structurally isolated from other foundation elements or adequately reinforced to prevent distress due to differential movements.

The ground floor slab can be constructed as a concrete element as reported by ACI-360 design as a slab post-tensioned for crack control (sometimes known as type II unstiffened), or a welded wire mesh reinforced slab member using a modulus of subgrade reaction (K) of 100 pci provided the subgrade materials are compacted as outlined in Section 4.3.7.

If required, the floor slab bearing soils may be covered with an impervious membrane to reduce moisture entry and floor dampness. UES recommends the use of a vapor barrier which covers the bearing soils beneath ground supported floor slabs in accordance with Florida Building Code (FBC) requirements.

#### **4.3.7 Shallow Foundation Site preparation**

We recommend normal, good practice site preparation procedures. These procedures include: stripping the site of existing construction (footings, utilities, etc) vegetation and topsoil, compacting the subgrade and placing necessary fill or backfill to grade with engineered fill. The structural borings indicated that clayey soils (fill) were present to depths of less than 10 feet below existing grades beneath the building footprint. We recommend that all slab subgrade and footing excavations be augered/probed to confirm the suitability of the bearing soils. A more detailed synopsis of this work is as follows:

1. Prior to construction, the location of any existing underground utility lines within the construction area should be established. Provisions should then be made to relocate interfering utilities to appropriate locations. It should be noted that if underground pipes are not properly removed or plugged, they may serve as conduits for subsurface erosion which may subsequently lead to excessive settlement of the overlying structure(s).
2. If required, perform remedial dewatering prior to any earthwork operations. Dewatering operations scheduled immediately adjacent to existing structural footings should be carefully evaluated for possible impacts to the existing foundation systems. Dewatering systems should not be decommissioned until the excavation is backfilled two feet above the groundwater level at the time of construction. Further, the site should always be graded to prohibit ponding of stormwater runoff. Dewatering means and methods are the sole responsibility of the Contractor.
3. Strip/demolish the proposed construction limits of all grass, roots, topsoil, asphaltic concrete, concrete and other deleterious materials within 5 feet beyond the perimeter of the proposed structure(s). Demolition should include complete removal of all above and below grade foundations and other improvements. Expect typical stripping at this site to depths of 6 to 12 inches. Deeper clearing and grubbing depths may be encountered in heavily vegetated areas. Also all utilities, foundation and other below grade structures should be removed and the excavation backfilled as described herein.
4. Site preparation may includes backfilling some existing stormwater management areas, drainage areas. The contractor should have these areas drained prior to work commencing. All material cleared, de-mucked and grubbed from the basin(s) should be

disposed. If necessary, a layer of bi-axial geotextile should be placed over the excavated subgrade for constructability purposes to allow for a platform to start placing the backfill. Backfill and fill should be placed in uniform 8- to 10-inch loose lifts, and each lift should be compacted to a minimum density of 95 percent of the modified Proctor maximum dry density. Backfill material shall consist of an engineered fill material. Allow the backfill to consolidate under the weight of the fill material.

5. We recommend that existing structures in close proximity to the proposed building addition should be monitored for cracks or signs of distress during adjacent new excavation and building construction operations.
6. Following demolition/site clearing, grubbing and rough grading, the same project areas should be proof-rolled using a large, fully loaded rubber-tired vehicle (dump truck) or similar equipment. Proof-rolling will help locate any surficial zones of especially loose or soft or unsuitable soils not encountered in the soil test borings, and should help provide more uniformity in the sandy subsurface soil profile. Unusual or unanticipated conditions identified during this process must be immediately brought to the attention of the UES Geotechnical Engineer. Field density testing is not required during proof-rolling operations. Proof-rolling operations should be observed by a representative of UES.
7. Weak subgrade soils identified during proof-rolling operations shall be excavated and removed from the site, and replaced with granular fill soils. We recommend that the bottom of all footings be probed to confirm the suitability of the bearing soils. Granular soils used for this purpose should meet the material and placement specifications outlined below.
8. Proof-rolling operations should be followed by subgrade compaction operations. Compaction operations should be implemented with a compactor of appropriate size. Subgrade compaction operations should be run until an in-place soil density of 95 percent of the Modified Proctor maximum dry density (ASTM D-1557) is achieved to a depth of 2 feet below the final subgrade, or foundation bearing elevations, whichever is greater. If necessary to achieve the recommended soil compaction at depth, the entire project area may be undercut, the exposed subgrade soils compacted, and then the areas backfilled using 6-inch lifts to final subgrade elevation.
9. Compaction operations should extend to the limits of the cleared/grubbed project areas. Compaction of the existing, near-surface soils will provide for uniformity of foundation/slab settlements and improve the soils' bearing capacity conditions. Typically, the soils should exhibit moisture contents within  $\pm 2$  percent of the modified Proctor optimum moisture content during compaction. A minimum of eight (8) complete coverages (in perpendicular directions) should be made in the building area with the roller to improve the uniformity and increase the density of the underlying sandy soils. It should be anticipated that moisture will need to be added to the subgrade in order to achieve the required compaction.
10. Should the bearing level soils experience pumping and soil strength loss during the compaction operations, compaction work should be immediately terminated and (1) the disturbed soils removed and backfilled with dry structural fill soils which are then compacted, or (2) the excess pore pressures within the disturbed soils allowed to dissipate before recompacting.
11. Care should be exercised to avoid damaging any nearby structures while the compaction operation is underway. Prior to commencing compaction, occupants of adjacent structures should be notified and the existing conditions of the structures be

documented with photographs and survey (if deemed necessary). Compaction should cease if deemed detrimental to adjacent structures. Universal Engineering Sciences can provide vibration monitoring services to help document and evaluate the effects of the surface compaction operation on existing structures. In the absence of vibration monitoring it is recommended the vibratory roller remain a minimum of 50 feet from existing structures. Within this zone, use of a vibratory roller operating in the static mode is recommended.

12. Place fill material, as required. Offsite fill (import) shall consist of sand with less than 10 percent soil fines. Place fill in uniform 10- to 12-inch loose lifts and compact each lift to a minimum density of 95 percent of the modified Proctor maximum dry density (ASTM D1557). Verification testing should be performed prior to the next lift being placed.
13. In the building areas, test all footing cuts for compaction to a depth of two feet and probe footing to confirm suitability of bearing soils. We recommend you test every column footing, and conduct one test for every 100 lineal feet of wall footing.
14. If difficult compaction conditions are encountered during the site work operations, the compaction efforts shall stop and a qualified representative of G3 Development's testing agency shall be consulted for recommendations
15. If site preparation is performed during the rainy season (June through September, reference historic data and Climatic Atlas of the United States), special care shall be taken to maintain positive drainage from the building pad areas to drains or ditches around the site. Unexpected wet periods can also occur in Florida during the "dry" season. Such events can raise water levels above seasonal highs without the associated high temperatures to evaporate ponded water. Therefore, the Contractor shall practice wet weather means and methods for earthwork during the "dry" season as well. Groundwater and surface water control, use of granular fill material and aeration are the normal means to accommodate wet weather construction. All fill materials that are excavated from below the water level shall be stockpiled and/or spread out for a sufficiently long period to allow drainage.

#### **4.4 SHALLOW FOUNDATION USING VIBRO-REPLACEMENT OR VIBRO-COMPACTION**

In order to minimize the potential for differential and total settlement, and increase the available soil's bearing capacity, the relative density of the underlying loose/soft soil zones may be improved below foundation bearing elevation by using a Rammed-Aggregate/Vibro-Aggregate Pier systems. This Aggregate Pier system could reinforce loose sand, soft clay and mixed soil layers. The resulting pier may significantly increase the allowable bearing capacity of the soils (on the order of more than 5,000 psf) and reduce the potential for settlement.

#### **4.5 FILL SUITABILITY**

The recovered soil samples were classified using visual and textural means, and limited laboratory testing. We offer below *preliminary guidelines* for the use of on-site soils, as fill material for the project.

Soil materials excavated and classified as fine sands to sand with silt and sand with clay (SP, SP-SM, SP-SC), with typically 12% fines or less (silt/clay fraction), may be considered suitable for use as utility trench backfill, as well as building pad and pavement subgrade structural fill, provided the materials are properly dried, placed, and compacted.

Soil materials excavated and classified as silty fine sands [SM], with typically 12% to 25% fines, may also be considered suitable for use as utility trench backfill, as well as building pad and pavement subgrade structural fill, after significant drying and some mixing with the fine sand material described above. Proper placement, proof rolling and compaction must also be performed.

Soil materials excavated and classified as clayey sand, silt or clay (SC, ML, MH, CL, and CH) and any organic-laden soils (5% or greater organics by weight) should not be reused as fill beneath buildings or pavement sections. These materials could be used in green areas, if applicable and in non-structural applications where excessive ground subsidence will not create functional or aesthetic problems. It should be noted that silt and clay materials will retain water and if used near the final grade may become saturated and soft for a significant period of time following a rain event.

Soil borings for a typical geotechnical report are widely spaced and generally not sufficient for reliably detecting the presence of isolated, anomalous surface or subsurface conditions, or reliably estimating unsuitable or suitable material quantities. Accordingly, UES does not recommend relying on our boring information to negate presence of anomalous materials or for estimation of material quantities unless our contracted services **specifically** include sufficient exploration for such purpose(s) and within the report we so state that the level of exploration provided should be sufficient to detect such anomalous conditions or estimate such quantities. Therefore, UES will not be responsible for any extrapolation or use of our data by others beyond the purpose(s) for which it is applicable or intended.

#### **4.6 CONSTRUCTION RELATED SERVICES**

We recommend the Owner retain Universal Engineering Sciences to perform construction materials tests and observations on this project. Field tests and observations include verification of foundation subgrades by performing quality assurance tests on the placement of compacted structural fill. We can also provide concrete testing and general construction observation services.

The geotechnical engineering design does not end with the advertisement of the construction documents. The design is an on-going process throughout construction. Because of our familiarity with the site conditions and the intent of the engineering design, we are most qualified to address problems that might arise during construction in a timely and cost-effective manner.

#### **5.0 REPORT LIMITATIONS**

This Report has been prepared for the exclusive use of the G3 Development on behalf of the City of Wildwood, and other members of the Design/Construction Team for the specific project discussed in this Report. This Report has been prepared in accordance with generally accepted local geotechnical engineering practices; no other warranty is expressed or implied.

During the early stages of most construction projects, geotechnical issues not addressed in this report may arise. Because of the natural limitations inherent in working with the subsurface, it is not possible for a geotechnical engineer to predict and address all possible problems. A Geoprofessional Business Association (GBA), "Important Information About Your Geotechnical Engineering Report" appears in **Appendix C**, and will help explain the nature of geotechnical issues. Further, we present documents in Appendix C: Constraints and Restrictions, to bring to your attention the potential concerns and the basic limitations of a typical geotechnical report.

## APPENDIX A

**Boring Location Plan**

**Boring Logs**

**CPT Logs**

**Key to Boring Logs**



**LEGEND**

 BORING LOCATION

NOTE: ALL SOIL TEST BORING LOCATIONS SHOWN ARE APPROXIMATE.



0230.2300041-A



**WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA**

**BORING LOCATION PLAN**

DRAWN BY: KD	DATE: 5/4/23	CHECKED BY: ES	DATE: 5/4/23
SCALE: 1"=80'	PROJECT NO: 0230.2300041.0000	REPORT NO: 2017225	PAGE NO: A - 1



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-2

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-1**  
SECTION: TOWNSHIP:

SHEET: **1 of 2**  
RANGE:

CLIENT: G3 DEVELOPMENT  
LOCATION: SEE BORING LOCATION PLAN  
REMARKS:

G.S. ELEVATION (ft):  
WATER TABLE (ft): 20  
DATE OF READING: 4/24/23  
EST. W.S.W.T. (ft):  
DATE STARTED: 4/24/23  
DATE FINISHED: 4/24/23  
DRILLED BY: K.R. / J.B.  
TYPE OF SAMPLING: ASTM D-1586

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE GPJ GAINESVILLE TEMPLATE GDT 5/15/23

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
0						1" Asphaltic Concrete						
1						7" Crushed Limerock Base						
2	X	9-13-11	24			Medium dense light orange, brown fine silty SAND [SM]	15	9				
3	X											
4	X	8-9-19	28			Medium dense to very dense light brown fine SAND, with silt [SP-SM]						
5	X											
6	X	24-30-31	61									
7	X	34-29-35	64									
8	X	34-42-40	82									
9	X											
10	X	47-50/5"	50/5"									
11												
12												
13												
14	X					Very dense gray, brown fine SAND, with silt [SP-SM]						
15	X	45-50/5"	50/5"									
16												
17												
18												
19	X					Very loose gray, brown silty clayey SAND [SM-SC]						
20	X	1-2-1	3	▼								
21												
22												
23												
24	X					Very loose light brown clayey SAND [SC], with limestone fragments						
25	X	1/12"-1	1				26	48				
26						100% Loss of drilling fluid circulation at 26'						
27												
28												
29	X					LIMESTONE						
30	X	7-10-17	27									
31												
32												



UNIVERSAL ENGINEERING SCIENCES  
BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-3

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-1**  
SECTION: TOWNSHIP:

SHEET: **2 of 2**  
RANGE:

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
32												
33												
34	X				[Brick Pattern]							
35	X	16-9-9	18									
36												
37												
38												
39	X				[Brick Pattern]							
40	X	10-7-19	26									
41												
42												
43												
44	X				[Brick Pattern]							
45	X	18-12-12	24									
46												
47												
48												
49	X				[Brick Pattern]							
50	X	7-10-12	22									
51												
52												
53												
54	X				[Brick Pattern]							
55	X	12-15-14	29									
56												
57												
58												
59	X				[Brick Pattern]							
60	X	13-15-17	32									
						Boring Terminated at 60'						

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE.GDT 5/15/23



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000
REPORT NO.: 2017225
PAGE: A-4

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-2**  
SECTION: TOWNSHIP:

SHEET: **1 of 2**  
RANGE:

CLIENT: G3 DEVELOPMENT  
LOCATION: SEE BORING LOCATION PLAN  
REMARKS:

G.S. ELEVATION (ft):  
WATER TABLE (ft): 20  
DATE OF READING: 4/24/23  
EST. W.S.W.T. (ft):

DATE STARTED: 4/24/23  
DATE FINISHED: 4/24/23  
DRILLED BY: K.R. / J.B.  
TYPE OF SAMPLING: ASTM D-1586

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE.GDT 5/15/23

DEPTH (FT.)	SAMPLER	BLOWS PER 6" INCREMENT	N VALUE	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
0						1/2" Asphaltic Concrete						
1						7" Crushed Limerock Base						
2		8-7-8	15			Medium dense light orange, brown fine silty SAND [SM]						
3												
4		9-8-8	16									
5		7-8-10	18				14	9				
6						Dense to medium dense light orange, brown fine SAND, with clay [SP-SC]						
7		17-16-16	32									
8		16-15-16	31									
9		15-15-7	22									
10						Loose to dense orange, brown fine silty clayey SAND [SM-SC]						
11												
12												
13						LIMESTONE						
14												
15		3-3-3	6									
16						100% Loss of drilling fluid circulation at 27'						
17												
18												
19						LIMESTONE						
20		3-18-14	32	▼								
21												
22						LIMESTONE						
23												
24												
25		4-5-7	12									
26						100% Loss of drilling fluid circulation at 27'						
27												
28												
29						LIMESTONE						
30		11-9-9	18									
31												
32												



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-5

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-2**  
SECTION: TOWNSHIP:

SHEET: **2 of 2**  
RANGE:

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)	
									LL	PI			
32													
33													
34	X												
35		13-8-10	18										
36													
37													
38													
39	X												
40		18-18-20	38										
41													
42													
43													
44	X												
45		10-11-11	22										
46													
47													
48													
49	X												
50		8-7-9	16										
51													
52													
53													
54	X												
55		14-9-15	24										
56													
57													
58													
59	X												
60		18-17-12	29			Boring Terminated at 60'							

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE GPJ GAINESVILLE TEMPLATE.GDT 5/15/23



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-6

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-3** SHEET: **1 of 2**  
SECTION: TOWNSHIP: RANGE:

CLIENT: G3 DEVELOPMENT  
LOCATION: SEE BORING LOCATION PLAN  
REMARKS:

G.S. ELEVATION (ft): DATE STARTED: 4/25/23  
WATER TABLE (ft): 20 DATE FINISHED: 4/25/23  
DATE OF READING: 4/25/23 DRILLED BY: K.R. / J.B.  
EST. W.S.W.T. (ft): TYPE OF SAMPLING: ASTM D-1586

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
0						1 1/2" Asphaltic Concrete						
1						7" Crushed Limerock Base						
2		7-6-7	13			Medium dense to loose light brown fine silty SAND [SM]						
3												
4		4-5-4	9									
5		3-5-7	12			Medium dense orange gray and brown clayey SAND [SC]						
6							30	17				
7		8-12-16	28									
8		14-14-16	30									
9		14-15-15	30									
10												
11												
12						Loose gray, brown very clayey SAND [SC]						
13												
14												
15		3-3-4	7									
16												
17												
18						Loose brown fine SAND, with clay [SP-SC]						
19												
20		3-2-2	4	▼			6	33				
21												
22												
23						Very soft gray sandy CLAY [CL], with limestone fragments						
24												
25		1/12"-1	1									
26						LIMESTONE						
27												
28												
29												
30		13-9-9	18									
31												
32												

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE.GDT 5/15/23



UNIVERSAL ENGINEERING SCIENCES  
BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-7

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-3**  
SECTION:

TOWNSHIP:

SHEET: **2 of 2**  
RANGE:

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
32												
33												
34	X											
35		8-10-25	35									
36												
37												
38												
39	X											
40		15-15-14	29									
41												
42												
43												
44	X											
45		13-7-18	25									
46												
47												
48												
49	X											
50		9-6-9	15									
51												
52												
53												
54	X											
55		14-7-10	17									
56												
57												
58												
59	X											
60		12-11-19	30			Boring Terminated at 60'						

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ\_GAINESVILLE TEMPLATE.GDT\_5/15/23



UNIVERSAL ENGINEERING SCIENCES  
BORING LOG

PROJECT NO.:	0230.2300041.0000
REPORT NO.:	2017225
PAGE:	A-8

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-4** SHEET: **1 of 2**  
SECTION: TOWNSHIP: RANGE:

CLIENT: G3 DEVELOPMENT  
LOCATION: SEE BORING LOCATION PLAN  
REMARKS:

G.S. ELEVATION (ft): DATE STARTED: 4/25/23  
WATER TABLE (ft): 18 DATE FINISHED: 4/25/23  
DATE OF READING: 4/25/23 DRILLED BY: K.R. / J.B.  
EST. W.S.W.T. (ft): TYPE OF SAMPLING: ASTM D-1586

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE.GDT 5/15/23

DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N VALUE	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
0						1 1/2" Asphaltic Concrete						
1						6" Crushed Limerock Base						
2		9-9-8	17			Medium dense to loose light orange, brown silty SAND [SM]						
3												
4		8-8-10	18									
5		7-7-6	13									
6												
7		5-3-3	6			Loose to medium dense brown fine SAND, with clay [SP-SC]						
8		4-3-4	7									
9		4-4-4	8									
10												
11												
12												
13												
14						Very loose to loose light gray silty clayey SAND [SM-SC], with strong petroleum odor						
15		1/18"	1/18"				31	27				
16												
17												
18												
19												
20		1-1-3	4									
21												
22						100% Loss of drilling fluid circulation at 22'						
23												
24						Firm gray sandy CLAY [CL]						
25		2-2-2	4									
26												
27												
28						LIMESTONE						
29												
30		7-5-5	10									
31												
32												



UNIVERSAL ENGINEERING SCIENCES  
BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-9

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-4**  
SECTION: TOWNSHIP:

SHEET: **2 of 2**  
RANGE:

DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
32												
33												
34	X											
35		7-9-10	19									
36												
37												
38												
39	X											
40		9-12-17	29									
41												
42												
43												
44	X											
45		13-15-12	27									
46												
47												
48												
49	X											
50		13-10-12	22									
51												
52												
53												
54	X											
55		14-17-16	33									
56												
57												
58												
59												
60						Boring Terminated at 60'						

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE GDT 5/15/23



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-10

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-5**  
SECTION:

SHEET: **1 of 2**  
RANGE:

CLIENT: G3 DEVELOPMENT  
LOCATION: SEE BORING LOCATION PLAN  
REMARKS: PERCHED WATER TABLE AT 6'

G.S. ELEVATION (ft):  
WATER TABLE (ft): 19  
DATE OF READING: 4/25/23  
EST. W.S.W.T. (ft):  
DATE STARTED: 4/25/23  
DATE FINISHED: 4/25/23  
DRILLED BY: K.R. / J.B.  
TYPE OF SAMPLING: ASTM D-1586

DEPTH (FT.)	SAMPLE	BLOWS PER 6" INCREMENT	N VALUE	W.T.	SYMBOL	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)
									LL	PI		
0												
1						Medium dense dark brown fine SAND, with silt [SP-SM]						
2		9-9-8	17									
3												
4		8-7-7	14			Medium dense light brown fine SAND [SP]						
5							5	18				
6		7-7-7	14									
7		7-7-5	12			Medium dense to loose gray, brown clayey SAND [SC]	28	18				
8		8-8-13	21									
9												
10		12-12-12	24									
11												
12												
13												
14												
15		4-4-5	9									
16												
17												
18												
19												
20		1-1-4	5			Firm to very soft gray sandy CLAY [CL]						
21												
22												
23												
24												
25		1/12"	1/12"									
26						LIMESTONE						
27												
28												
29												
30		6-13-9	22									
31												
32												

NEW LOG BORING LOG WILDWOOD PARKING GARAGE GPJ GAINESVILLE TEMPLATE GDT 5/15/23



# UNIVERSAL ENGINEERING SCIENCES BORING LOG

PROJECT NO.: 0230.2300041.0000

REPORT NO.: 2017225

PAGE: A-11

PROJECT: WILDWOOD PARKING GARAGE  
NWC OF NORTH MAIN STREET AND OXFORD STREET  
WILDWOOD, FLORIDA

BORING DESIGNATION: **B-5**  
SECTION: TOWNSHIP:

SHEET: **2 of 2**  
RANGE:

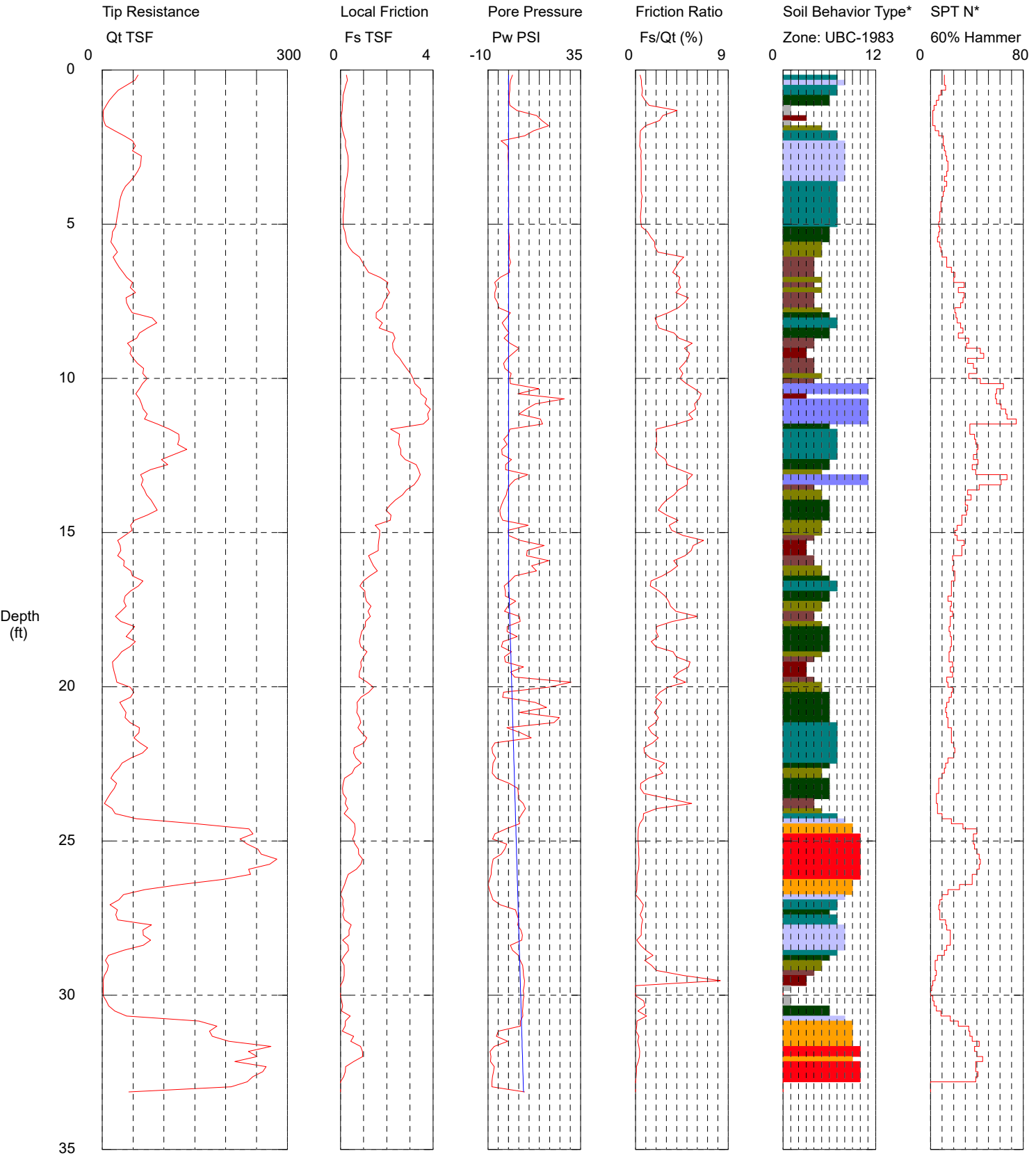
DEPTH (FT.)	S A M P L E	BLOWS PER 6" INCREMENT	N VALUE	W.T.	S Y M B O L	DESCRIPTION	-200 (%)	MC (%)	ATTERBERG LIMITS		K (FT./DAY)	ORGANIC CONTENT (%)	
									LL	PI			
32													
33													
34	X												
35		13-10-10	20										
36													
37													
38													
39	X												
40		11-9-14	23										
41													
42													
43													
44	X												
45		6-7-9	16										
46													
47													
48													
49	X												
50		8-14-9	23										
51													
52													
53													
54	X												
55		4-5-7	12										
56													
57													
58													
59	X												
60		10-15-10	25			Boring Terminated at 60'							

NEW LOGO BORING LOG WILDWOOD PARKING GARAGE.GPJ GAINESVILLE TEMPLATE.GDT 5/15/23

# WILDWOOD PARKING GARAGE

Operator: Kyle Reeves  
 Sounding: B-4/C-1  
 Cone Used: DDG1345  
 GPS Data: NO GPS

CPT Date/Time: 4/27/2023 3:51:32 PM  
 Location: Sumter County  
 Job Number: 0230.2300041.0000



Maximum Depth = 33.14 feet

Depth Increment = 0.164 feet

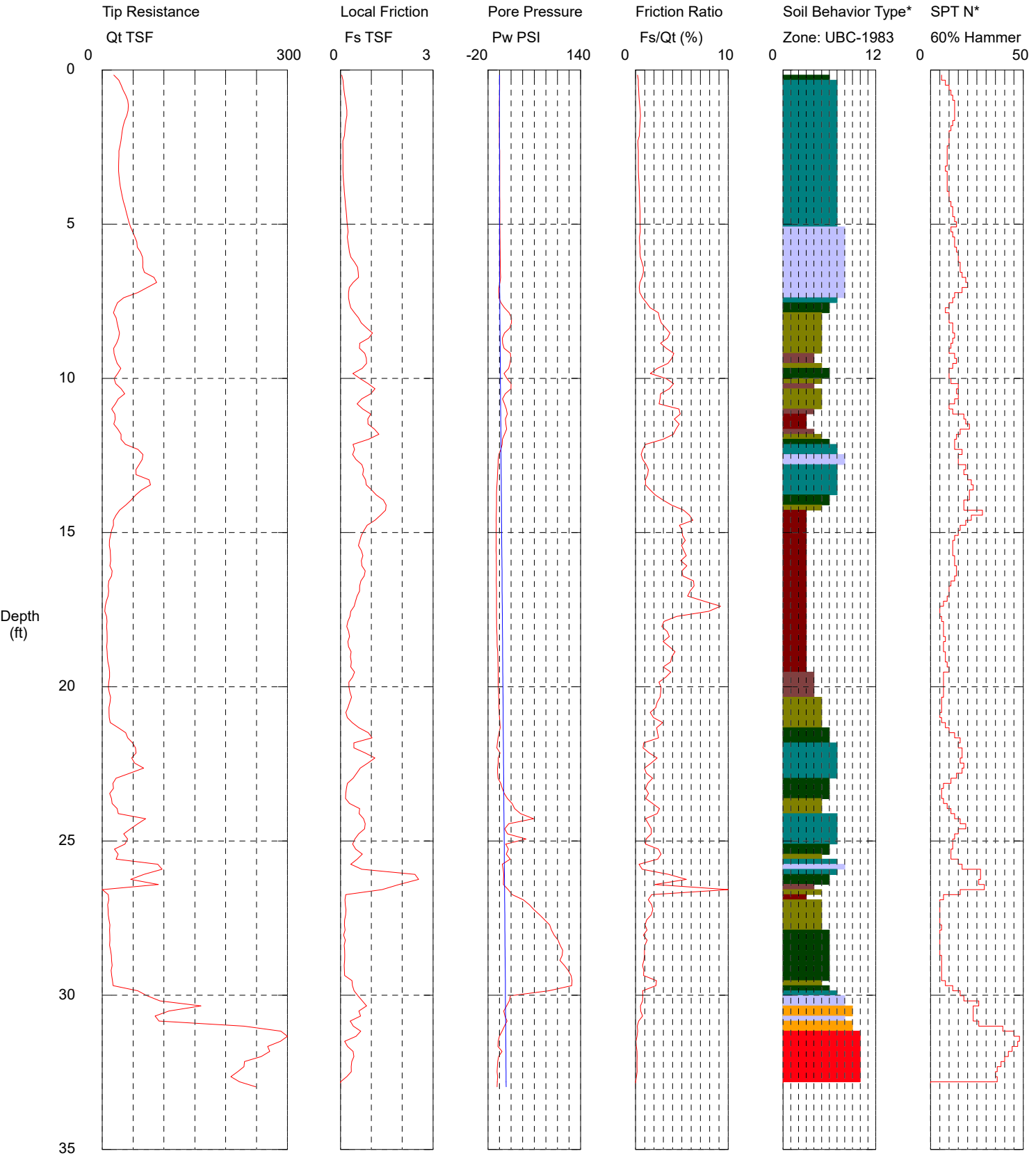
- |  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>1 sensitive fine grained</li> <li>2 organic material</li> <li>3 clay</li> </ul> | <ul style="list-style-type: none"> <li>4 silty clay to clay</li> <li>5 clayey silt to silty clay</li> <li>6 sandy silt to clayey silt</li> </ul> | <ul style="list-style-type: none"> <li>7 silty sand to sandy silt</li> <li>8 sand to silty sand</li> <li>9 sand</li> </ul> | <ul style="list-style-type: none"> <li>10 gravelly sand to sand</li> <li>11 very stiff fine grained (*)</li> <li>12 sand to clayey sand (*)</li> </ul> |
|--|--|--|--|

\*Soil behavior type and SPT based on data from UBC-1983

# WILDWOOD PARKING GARAGE

Operator: Kyle Reeves  
 Sounding: C-2  
 Cone Used: DDG1345  
 GPS Data: NO GPS

CPT Date/Time: 4/27/2023 12:49:47 PM  
 Location: Sumter County  
 Job Number: 0230.2300041.0000



Maximum Depth = 32.97 feet

Depth Increment = 0.164 feet

- |  |  |  |  |
|--|--|--|--|
| <ul style="list-style-type: none"> <li>1 sensitive fine grained</li> <li>2 organic material</li> <li>3 clay</li> </ul> | <ul style="list-style-type: none"> <li>4 silty clay to clay</li> <li>5 clayey silt to silty clay</li> <li>6 sandy silt to clayey silt</li> </ul> | <ul style="list-style-type: none"> <li>7 silty sand to sandy silt</li> <li>8 sand to silty sand</li> <li>9 sand</li> </ul> | <ul style="list-style-type: none"> <li>10 gravelly sand to sand</li> <li>11 very stiff fine grained (*)</li> <li>12 sand to clayey sand (*)</li> </ul> |
|--|--|--|--|

\*Soil behavior type and SPT based on data from UBC-1983



# KEY TO BORING LOGS

SYMBOLS	
22	Number of Blows of a 140-lb Weight Falling 30 in. Required to Drive Standard Spoon One Foot
WOR	Weight of Drill Rods
S	Thin-Wall Shelby Tube Undisturbed Sampler Used
90% Rec.	Percent Core Recovery from Rock Core-Drilling Operations
■	Sample Taken at this Level
□	Sample Not Taken at this Level
—	Change in Soil Strata
▽	Free Ground Water Level
▽	Seasonal High Ground Water Level

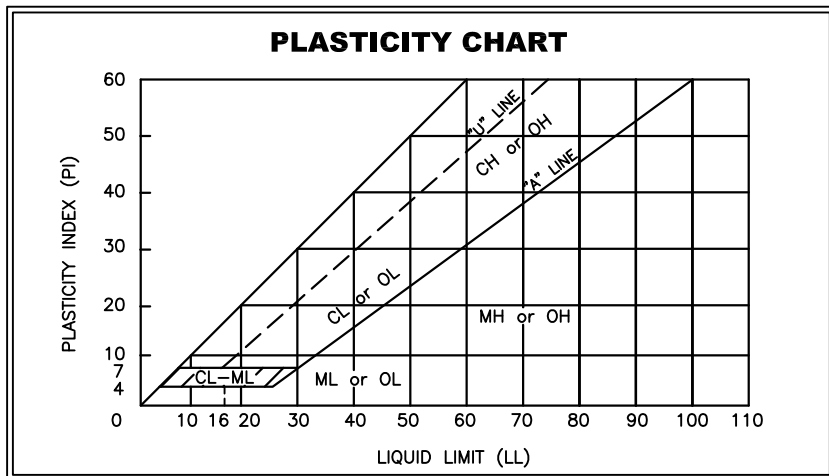
UNIFIED CLASSIFICATION SYSTEM				
MAJOR DIVISIONS		GROUP SYMBOLS	TYPICAL NAMES	
COARSE-GRAINED SOILS	GRAVELS 50% or more of coarse fraction retained on No. 200 sieve	CLEAN GRAVELS	GW	Well-graded gravels and gravel-sand mixtures, little or no fines
		GRAVELS WITH FINES	GP	Poorly graded gravels and gravel-sand mixtures, little or no fines
		CLEAN SANDS	GM	Silty gravels, gravel-sand-silt mixtures
		SANDS WITH FINES	GC	Clayey gravels, gravel-sand-clay mixtures
	SANDS More than 50% of coarse fraction passes No. 4 sieve	CLEAN SANDS	SW	Well-graded sands and gravelly sands, little or no fines
		SANDS WITH FINES	SP	Poorly graded sands and gravelly sands, little or no fines
FINE-GRAINED SOILS	SILTS AND CLAYS Liquid limit 50% or less		SM	Silty sands, sand-silt mixtures
			SC	Clayey sands, sand-clay mixtures
			ML	Inorganic silts, very fine sands, rock flour, silty or clayey fine sands
	SILTS AND CLAYS Liquid limit greater than 50%		CL	Inorganic clays of low to medium plasticity, gravelly clays, sandy clays silty clays, lean clays
			OL	Organic silts and organic silty clays of low plasticity
			MH	Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts
	CH	Inorganic clays or high plasticity, fat clays		
	OH	Organic clays of medium to high plasticity		
Highly organic Soils		PT	Peat, muck and other highly organic soils	

\* Based on the material passing the 3-in. (75mm) sieve.

GRANULAR MATERIALS		
	Safety Hammer SPT N (Blows/Ft.)	Automatic Hammer SPT N (Blows/Ft.)
Very Loose	Less than 4	Less than 3
Loose	4-10	3-8
Medium Dense	10-30	8-24
Dense	30-50	24-40
Very Dense	>50	>40

COHESIVE MATERIALS		
	Safety Hammer SPT N (Blows/Ft.)	Automatic Hammer SPT N (Blows/Ft.)
Very Soft	Less than 2	Less than 1
Soft	2-4	1-3
Firm	4-8	3-6
Stiff	8-15	6-12
Very Stiff	15-30	12-24
Hard	>30	>24



## APPENDIX B

### **Summary of Laboratory Test Results**



## SUMMARY OF LABORATORY RESULTS

PROJECT: Wildwood Parking Garage

REPORT: 2017225

CLIENT: G3 Development on behalf of The City of  
Wildwood

May 12, 2023

BORING NO.	SAMPLE DEPTH (FT)	SOIL DESCRIPTION	SAMPLE TYPE*	NATURAL MOISTURE (%)	ATTERBERG LIMITS		PERMEABILITY (ft/day)	ORGANIC CONTENT (%)	SIEVE ANALYSIS (% PASSING)						AASHTO SOIL CLASSIFICATION	UNIFIED SOIL CLASSIFICATION
					LIQUID LIMIT (%)	PLASTICITY INDEX (%)			No. 4	No. 10	No. 40	No. 60	No. 100	No. 200		
B-1	1.5	Light Orange/Brown Silty Sand	SS	9										15		SM
B-1	24	Light Brown Clayey Sand	SS	48										28		SC
B-2	4.5	Light Orange/Brown Silty Sand	SS	9										14		SM
B-3	4.5	Orange/Gray/Brown Clayey Sand	SS	17										30		SC
B-3	19	Brown Sand, with clay	SS	33										6		SP-SC
B-4	14	Light Gray Silty-Clayey Sand	SS	27										31		SM-SC
B-5	4.5	Light Brown Sand	SS	18										5		SP
B-5	6	Gray/Brown Clayey Sand	SS	18										28		SC

\*SS=Sample Spoon  
A=Auger

## APPENDIX C

### **Important Information About Your Geotechnical Engineering Report Constraint and Restrictions**

# Important Information about This Geotechnical-Engineering Report

Subsurface problems are a principal cause of construction delays, cost overruns, claims, and disputes.

While you cannot eliminate all such risks, you can manage them. The following information is provided to help.

**The Geoprofessional Business Association (GBA) has prepared this advisory to help you – assumedly a client representative – interpret and apply this geotechnical-engineering report as effectively as possible. In that way, clients can benefit from a lowered exposure to the subsurface problems that, for decades, have been a principal cause of construction delays, cost overruns, claims, and disputes. If you have questions or want more information about any of the issues discussed below, contact your GBA-member geotechnical engineer. Active involvement in the Geoprofessional Business Association exposes geotechnical engineers to a wide array of risk-confrontation techniques that can be of genuine benefit for everyone involved with a construction project.**

## Geotechnical-Engineering Services Are Performed for Specific Purposes, Persons, and Projects

Geotechnical engineers structure their services to meet the specific needs of their clients. A geotechnical-engineering study conducted for a given civil engineer will not likely meet the needs of a civil-works constructor or even a different civil engineer. Because each geotechnical-engineering study is unique, each geotechnical-engineering report is unique, prepared *solely* for the client. *Those who rely on a geotechnical-engineering report prepared for a different client can be seriously misled.* No one except authorized client representatives should rely on this geotechnical-engineering report without first conferring with the geotechnical engineer who prepared it. *And no one – not even you – should apply this report for any purpose or project except the one originally contemplated.*

## Read this Report in Full

Costly problems have occurred because those relying on a geotechnical-engineering report did not read it *in its entirety*. Do not rely on an executive summary. Do not read selected elements only. *Read this report in full.*

## You Need to Inform Your Geotechnical Engineer about Change

Your geotechnical engineer considered unique, project-specific factors when designing the study behind this report and developing the confirmation-dependent recommendations the report conveys. A few typical factors include:

- the client's goals, objectives, budget, schedule, and risk-management preferences;
- the general nature of the structure involved, its size, configuration, and performance criteria;
- the structure's location and orientation on the site; and
- other planned or existing site improvements, such as retaining walls, access roads, parking lots, and underground utilities.

Typical changes that could erode the reliability of this report include those that affect:

- the site's size or shape;
- the function of the proposed structure, as when it's changed from a parking garage to an office building, or from a light-industrial plant to a refrigerated warehouse;
- the elevation, configuration, location, orientation, or weight of the proposed structure;
- the composition of the design team; or
- project ownership.

As a general rule, *always* inform your geotechnical engineer of project changes – even minor ones – and request an assessment of their impact. *The geotechnical engineer who prepared this report cannot accept responsibility or liability for problems that arise because the geotechnical engineer was not informed about developments the engineer otherwise would have considered.*

## This Report May Not Be Reliable

*Do not rely on this report* if your geotechnical engineer prepared it:

- for a different client;
- for a different project;
- for a different site (that may or may not include all or a portion of the original site); or
- before important events occurred at the site or adjacent to it; e.g., man-made events like construction or environmental remediation, or natural events like floods, droughts, earthquakes, or groundwater fluctuations.

Note, too, that it could be unwise to rely on a geotechnical-engineering report whose reliability may have been affected by the passage of time, because of factors like changed subsurface conditions; new or modified codes, standards, or regulations; or new techniques or tools. *If your geotechnical engineer has not indicated an “apply-by” date on the report, ask what it should be, and, in general, if you are the least bit uncertain about the continued reliability of this report, contact your geotechnical engineer before applying it.* A minor amount of additional testing or analysis – if any is required at all – could prevent major problems.

## Most of the “Findings” Related in This Report Are Professional Opinions

Before construction begins, geotechnical engineers explore a site's subsurface through various sampling and testing procedures. *Geotechnical engineers can observe actual subsurface conditions only at those specific locations where sampling and testing were performed.* The data derived from that sampling and testing were reviewed by your geotechnical engineer, who then applied professional judgment to form opinions about subsurface conditions throughout the site. Actual sitewide-subsurface conditions may differ – maybe significantly – from those indicated in this report. Confront that risk by retaining your geotechnical engineer to serve on the design team from project start to project finish, so the individual can provide informed guidance quickly, whenever needed.

### This Report's Recommendations Are Confirmation-Dependent

The recommendations included in this report – including any options or alternatives – are confirmation-dependent. In other words, *they are not final*, because the geotechnical engineer who developed them relied heavily on judgment and opinion to do so. Your geotechnical engineer can finalize the recommendations *only after observing actual subsurface conditions* revealed during construction. If through observation your geotechnical engineer confirms that the conditions assumed to exist actually do exist, the recommendations can be relied upon, assuming no other changes have occurred. *The geotechnical engineer who prepared this report cannot assume responsibility or liability for confirmation-dependent recommendations if you fail to retain that engineer to perform construction observation.*

### This Report Could Be Misinterpreted

Other design professionals' misinterpretation of geotechnical-engineering reports has resulted in costly problems. Confront that risk by having your geotechnical engineer serve as a full-time member of the design team, to:

- confer with other design-team members,
- help develop specifications,
- review pertinent elements of other design professionals' plans and specifications, and
- be on hand quickly whenever geotechnical-engineering guidance is needed.

You should also confront the risk of constructors misinterpreting this report. Do so by retaining your geotechnical engineer to participate in prebid and preconstruction conferences and to perform construction observation.

### Give Constructors a Complete Report and Guidance

Some owners and design professionals mistakenly believe they can shift unanticipated-subsurface-conditions liability to constructors by limiting the information they provide for bid preparation. To help prevent the costly, contentious problems this practice has caused, include the complete geotechnical-engineering report, along with any attachments or appendices, with your contract documents, *but be certain to note conspicuously that you've included the material for informational purposes only*. To avoid misunderstanding, you may also want to note that "informational purposes" means constructors have no right to rely on the interpretations, opinions, conclusions, or recommendations in the report, but they may rely on the factual data relative to the specific times, locations, and depths/elevations referenced. Be certain that constructors know they may learn about specific project requirements, including options selected from the report, *only* from the design drawings and specifications. Remind constructors that they may

perform their own studies if they want to, and *be sure to allow enough time* to permit them to do so. Only then might you be in a position to give constructors the information available to you, while requiring them to at least share some of the financial responsibilities stemming from unanticipated conditions. Conducting prebid and preconstruction conferences can also be valuable in this respect.

### Read Responsibility Provisions Closely

Some client representatives, design professionals, and constructors do not realize that geotechnical engineering is far less exact than other engineering disciplines. That lack of understanding has nurtured unrealistic expectations that have resulted in disappointments, delays, cost overruns, claims, and disputes. To confront that risk, geotechnical engineers commonly include explanatory provisions in their reports. Sometimes labeled "limitations," many of these provisions indicate where geotechnical engineers' responsibilities begin and end, to help others recognize their own responsibilities and risks. *Read these provisions closely*. Ask questions. Your geotechnical engineer should respond fully and frankly.

### Geoenvironmental Concerns Are Not Covered

The personnel, equipment, and techniques used to perform an environmental study – e.g., a "phase-one" or "phase-two" environmental site assessment – differ significantly from those used to perform a geotechnical-engineering study. For that reason, a geotechnical-engineering report does not usually relate any environmental findings, conclusions, or recommendations; e.g., about the likelihood of encountering underground storage tanks or regulated contaminants. *Unanticipated subsurface environmental problems have led to project failures*. If you have not yet obtained your own environmental information, ask your geotechnical consultant for risk-management guidance. As a general rule, *do not rely on an environmental report prepared for a different client, site, or project, or that is more than six months old*.

### Obtain Professional Assistance to Deal with Moisture Infiltration and Mold

While your geotechnical engineer may have addressed groundwater, water infiltration, or similar issues in this report, none of the engineer's services were designed, conducted, or intended to prevent uncontrolled migration of moisture – including water vapor – from the soil through building slabs and walls and into the building interior, where it can cause mold growth and material-performance deficiencies. Accordingly, *proper implementation of the geotechnical engineer's recommendations will not of itself be sufficient to prevent moisture infiltration*. Confront the risk of moisture infiltration by including building-envelope or mold specialists on the design team. *Geotechnical engineers are not building-envelope or mold specialists*.



Telephone: 301/565-2733

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# CONSTRAINTS & RESTRICTIONS

The intent of this document is to bring to your attention the potential concerns and the basic limitations of a typical geotechnical report.

## WARRANTY

Universal Engineering Sciences has prepared this report for our client for his exclusive use, in accordance with generally accepted soil and foundation engineering practices, and makes no other warranty either expressed or implied as to the professional advice provided in the report.

## UNANTICIPATED SOIL CONDITIONS

The analysis and recommendations submitted in this report are based upon the data obtained from soil borings performed at the locations indicated on the Boring Location Plan. This report does not reflect any variations which may occur between these borings.

The nature and extent of variations between borings may not become known until excavation begins. If variations appear, we may have to re-evaluate our recommendations after performing on-site observations and noting the characteristics of any variations.

## CHANGED CONDITIONS

We recommend that the specifications for the project require that the contractor immediately notify Universal Engineering Sciences, as well as the owner, when subsurface conditions are encountered that are different from those present in this report.

No claim by the contractor for any conditions differing from those anticipated in the plans, specifications, and those found in this report, should be allowed unless the contractor notifies the owner and Universal Engineering Sciences of such changed conditions. Further, we recommend that all foundation work and site improvements be observed by a representative of Universal Engineering Sciences to monitor field conditions and changes, to verify design assumptions and to evaluate and recommend any appropriate modifications to this report.

## MISINTERPRETATION OF SOIL ENGINEERING REPORT

Universal Engineering Sciences is responsible for the conclusions and opinions contained within this report based upon the data relating only to the specific project and location discussed herein. If the conclusions or recommendations based upon the data presented are made by others, those conclusions or recommendations are not the responsibility of Universal Engineering Sciences.

## CHANGED STRUCTURE OR LOCATION

This report was prepared in order to aid in the evaluation of this project and to assist the architect or engineer in the design of this project. If any changes in the design or location of the structure as outlined in this report are planned, or if any structures are included or added that are not discussed in the report, the conclusions and recommendations contained in this report shall not be considered valid unless the changes are reviewed and the conclusions modified or approved by Universal Engineering Sciences.

## USE OF REPORT BY BIDDERS

Bidders who are examining the report prior to submission of a bid are cautioned that this report was prepared as an aid to the designers of the project and it may affect actual construction operations.

Bidders are urged to make their own soil borings, test pits, test caissons or other investigations to determine those conditions that may affect construction operations. Universal Engineering Sciences cannot be responsible for any interpretations made from this report or the attached boring logs with regard to their adequacy in reflecting subsurface conditions which will affect construction operations.

## STRATA CHANGES

Strata changes are indicated by a definite line on the boring logs which accompany this report. However, the actual change in the ground may be more gradual. Where changes occur between soil samples, the location of the change must necessarily be estimated using all available information and may not be shown at the exact depth.

## OBSERVATIONS DURING DRILLING

Attempts are made to detect and/or identify occurrences during drilling and sampling, such as: water level, boulders, zones of lost circulation, relative ease or resistance to drilling progress, unusual sample recovery, variation of driving resistance, obstructions, etc.; however, lack of mention does not preclude their presence.

## WATER LEVELS

Water level readings have been made in the drill holes during drilling and they indicate normally occurring conditions. Water levels may not have been stabilized at the last reading. This data has been reviewed and interpretations made in this report. However, it must be noted that fluctuations in the level of the groundwater may occur due to variations in rainfall, temperature, tides, and other factors not evident at the time measurements were made and reported. Since the probability of such variations is anticipated, design drawings and specifications should accommodate such possibilities and construction planning should be based upon such assumptions of variations.

## LOCATION OF BURIED OBJECTS

All users of this report are cautioned that there was no requirement for Universal Engineering Sciences to attempt to locate any man-made buried objects during the course of this exploration and that no attempt was made by Universal Engineering Sciences to locate any such buried objects. Universal Engineering Sciences cannot be responsible for any buried man-made objects which are subsequently encountered during construction that are not discussed within the text of this report.

## TIME

This report reflects the soil conditions at the time of exploration. If the report is not used in a reasonable amount of time, significant changes to the site may occur and additional reviews may be required.



**SECTION 1: RESPONSIBILITIES** 1.1 *Universal Engineering Sciences, LLC*, and its subsidiaries and affiliated companies ("UES"), is responsible for providing the services described under the Scope of Services. The term "UES" as used herein includes all of UES's agents, employees, professional staff, and subcontractors. 1.2 The Client or a duly authorized representative is responsible for providing UES with a clear understanding of the project nature and scope. The Client shall supply UES with sufficient and adequate information, including, but not limited to, maps, site plans, reports, surveys, plans and specifications, and designs, to allow UES to properly complete the specified services. The Client shall also communicate changes in the nature and scope of the project as soon as possible during performance of the work so that the changes can be incorporated into the work product. 1.3 The Client acknowledges that UES's responsibilities in providing the services described under the Scope of Services section is limited to those services described therein, and the Client hereby assumes any collateral or affiliated duties necessitated by or for those services. Such duties may include, but are not limited to, reporting requirements imposed by any third party such as federal, state, or local entities, the provision of any required notices to any third party, or the securing of necessary permits or permissions from any third parties required for UES's provision of the services so described, unless otherwise agreed upon by both parties in writing.

**SECTION 2: STANDARD OF CARE** 2.1 Services performed by UES under this Agreement will be conducted in a manner consistent with the level of care and skill ordinarily exercised by members of UES's profession practicing contemporaneously under similar conditions in the locality of the project. No other warranty, express or implied, is made. 2.2 Execution of this document by UES is not a representation that UES has visited the site, become generally familiar with local conditions under which the work is to be performed, or correlated personal observations with the requirements of the Scope of Services. It is the Client's responsibility to provide UES with all information necessary for UES to provide the services described under the Scope of Services, and the Client assumes all liability for information not provided to UES that may affect the quality or sufficiency of the services so described.

**SECTION 3: SITE ACCESS AND SITE CONDITIONS** 3.1 Client will grant or obtain free access to the site for all equipment and personnel necessary for UES to perform the work set forth in this Agreement. The Client will notify any possessors of the project site that Client has granted UES free access to the site. UES will take reasonable precautions to minimize damage to the site, but it is understood by Client that, in the normal course of work, some damage may occur, and the correction of such damage is not part of this Agreement unless so specified in the Scope of Services. 3.2 The Client is responsible for the accuracy of locations for all subterranean structures and utilities. UES will take reasonable precautions to avoid known subterranean structures, and the Client waives any claim against UES, and agrees to defend, indemnify, and hold UES harmless from any claim or liability for injury or loss, including costs of defense, arising from damage done to subterranean structures and utilities not identified or accurately located. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

**SECTION 4: BILLING AND PAYMENT** 4.1 UES will submit invoices to Client monthly or upon completion of services. Invoices will show charges for different personnel and expense classifications. 4.2 Payment is due 30 days after presentation of invoice and is past due 31 days from invoice date. Client agrees to pay a finance charge of one and one-half percent (1 ½ %) per month, or the maximum rate allowed by law, on past due accounts. 4.3 If UES incurs any expenses to collect overdue billings on invoices, the sums paid by UES for reasonable attorneys' fees, court costs, UES's time, UES's expenses, and interest will be due and owing by the Client.

**SECTION 5: OWNERSHIP AND USE OF DOCUMENTS** 5.1 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, as instruments of service, shall remain the property of UES. Neither Client nor any other entity shall change or modify UES's instruments of service. 5.2 Client agrees that all reports and other work furnished to the Client or his agents, which are not paid for, will be returned upon demand and will not be used by the Client for any purpose. 5.3 UES will retain all pertinent records relating to the services performed for a period of five years following submission of the report or completion of the Scope of Services, during which period the records will be made available to the Client in a reasonable time and manner. 5.4 All reports, boring logs, field data, field notes, laboratory test data, calculations, estimates, and other documents prepared by UES, are prepared for the sole and exclusive use of Client, and may not be given to any other entity, or used or relied upon by any other entity, without the express written consent of UES. Client is the only entity to which UES owes any duty or duties, in contract or tort, pursuant to or under this Agreement.

**SECTION 6: DISCOVERY OF UNANTICIPATED HAZARDOUS MATERIALS** 6.1 Client represents that a reasonable effort has been made to inform UES of known or suspected hazardous materials on or near the project site. 6.2 Under this agreement, the term hazardous materials include hazardous materials, hazardous wastes, hazardous substances (40 CFR 261.31, 261.32, 261.33), petroleum products, polychlorinated biphenyls, asbestos, and any other material defined by the U.S. EPA as a hazardous material. 6.3 Hazardous materials may exist at a site where there is no reason to believe they are present. The discovery of unanticipated hazardous materials constitutes a changed condition mandating a renegotiation of the scope of work. The discovery of unanticipated hazardous materials may make it necessary for UES to take immediate measures to protect health and safety. Client agrees to compensate UES for any equipment decontamination or other costs incident to the discovery of unanticipated hazardous materials. 6.4 UES will notify Client when unanticipated hazardous materials or suspected hazardous materials are encountered. Client will make any disclosures required by law to the appropriate governing agencies. Client will hold UES harmless for all consequences of disclosures made by UES which are required by governing law. In the event the project site is not owned by Client, Client it is the Client's responsibility to inform the property owner of the discovery of unanticipated hazardous materials or suspected hazardous materials. 6.5 Notwithstanding any other provision of the Agreement, Client waives any claim against UES, and to the maximum extent permitted by law, agrees to defend, indemnify, and save UES harmless from any claim, liability, and/or defense costs for injury or loss arising from UES's discovery of unanticipated hazardous materials or suspected hazardous materials including any costs created by delay of the project and any cost associated with possible reduction of the property's value. Client will be responsible for ultimate disposal of any samples secured by UES which are found to be contaminated.

**SECTION 7: RISK ALLOCATION** 7.1 Client agrees that UES's liability for any damage on account of any breach of contract, error, omission, or professional negligence will be limited to a sum not to exceed \$50,000 or UES's fee, whichever is greater. If Client prefers to have higher limits on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$1,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$400.00, whichever is greater. If Client prefers a \$2,000,000.00 limit on contractual or professional liability, UES agrees to increase the limits up to a maximum of \$2,000,000.00 upon Client's written request at the time of accepting UES's proposal provided that Client agrees to pay an additional consideration of four percent of the total fee, or \$800.00, whichever is greater. The additional charge for the higher liability limits is because of the greater risk assumed and is not strictly a charge for additional professional liability insurance. 7.2 Client shall not be liable to UES and UES shall not be liable to Client for any incidental, special, or consequential damages (including lost profits, loss of use, and lost savings) incurred by either party due to the fault of the other, regardless of the nature of the fault, or whether it was committed by Client or UES, their employees, agents, or subcontractors; or whether such liability arises in breach of contract or warranty, tort (including negligence), statutory, or any other cause of action. 7.3 As used in this Agreement, the terms "claim" or "claims" mean any claim in contract, tort, or statute alleging negligence, errors, omissions, strict liability, statutory liability, breach of contract, breach of warranty, negligent misrepresentation, or any other act giving rise to liability.

**SECTION 8: INSURANCE** 8.1 UES represents it and its agents, staff and consultants employed by UES, is and are protected by worker's compensation insurance and that UES has such coverage under public liability and property damage insurance policies which UES deems to be adequate. Certificates for all such policies of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, UES agrees to indemnify and save Client harmless from and against loss, damage, or liability arising from negligent acts by UES, its agents, staff, and consultants employed by it. UES shall not be responsible for any loss, damage or liability beyond the amounts, limits, and conditions of such insurance or the limits described in Section 7, whichever is less. The Client agrees to defend, indemnify, and save UES harmless for loss, damage or liability arising from acts by Client, Client's agents, staff, and others employed by Client. 8.2 Under no circumstances will UES indemnify Client from or for Client's own actions, negligence, or breaches of contract. 8.3

To the extent damages are covered by property insurance, Client and UES waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance.

**SECTION 9: DISPUTE RESOLUTION** **9.1** All claims, disputes, and other matters in controversy between UES and Client arising out of or in any way related to this Agreement will be submitted to mediation or non-binding arbitration, before and as a condition precedent to other remedies provided by law. **9.2** If a dispute arises and that dispute is not resolved by mediation or non-binding arbitration, then: (a) the claim will be brought in the state or federal courts having jurisdiction where the UES office which provided the service is located; and (b) the prevailing party will be entitled to recovery of all reasonable costs incurred, including staff time, court costs, attorneys' fees, expert witness fees, and other claim related expenses.

**SECTION 10: TERMINATION** **10.1** This agreement may be terminated by either party upon seven (7) days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or in the case of a force majeure event such as terrorism, act of war, public health or other emergency. Such termination shall not be effective if such substantial failure or force majeure has been remedied before expiration of the period specified in the written notice. In the event of termination, UES shall be paid for services performed to the termination notice date plus reasonable termination expenses. **10.2** In the event of termination, or suspension for more than three (3) months, prior to completion of all reports contemplated by the Agreement, UES may complete such analyses and records as are necessary to complete its files and may also complete a report on the services performed to the date of notice of termination or suspension. The expense of termination or suspension shall include all direct costs of UES in completing such analyses, records, and reports.

**SECTION 11: REVIEWS, INSPECTIONS, TESTING, AND OBSERVATIONS** **11.1** Plan review, private provider inspections, and building inspections are performed for the purpose of observing compliance with applicable building codes. Threshold inspections are performed for the purpose of observing compliance with an approved threshold inspection plan. Construction materials testing ("CMT") is performed to document compliance of certain materials or components with applicable testing standards. UES's performance of plan reviews, private provider inspections, building inspections, threshold inspections, or CMT, or UES's presence on the site of Client's project while performing any of the foregoing activities, is not a representation or warranty by UES that Client's project is free of errors in either design or construction. **11.2** If UES is retained to provide construction monitoring or observation, UES will report to Client any observed work which, in UES's opinion, does not conform to the plans and specifications provided to UES. UES shall have no authority to reject or terminate the work of any agent or contractor of Client. No action, statements, or communications of UES, or UES's site representative, can be construed as modifying any agreement between Client and others. UES's performance of construction monitoring or observation is not a representation or warranty by UES that Client's project is free of errors in either design or construction. **11.3** Neither the activities of UES pursuant to this Agreement, nor the presence of UES or its employees, representatives, or subcontractors on the project site, shall be construed to impose upon UES any responsibility for means or methods of work performance, superintendence, sequencing of construction, or safety conditions at the project site. Client acknowledges that Client or its contractor is solely responsible for project jobsite safety. **11.4** Client is responsible for scheduling all inspections and CMT activities of UES. All testing and inspection services will be performed on a will-call basis. UES will not be responsible for tests and inspections that are not performed due to Client's failure to schedule UES's services on the project, or for any claims or damages arising from tests and inspections that are not scheduled or performed.

**SECTION 12: ENVIRONMENTAL ASSESSMENTS** Client acknowledges that an Environmental Site Assessment ("ESA") is conducted solely to permit UES to render a professional opinion about the likelihood or extent of regulated contaminants being present on, in, or beneath the site in question at the time services were conducted. No matter how thorough an ESA study may be, findings derived from the study are limited and UES cannot know or state for a fact that a site is unaffected by reportable quantities of regulated contaminants as a result of conducting the ESA study. Even if UES states that reportable quantities of regulated contaminants are not present, Client still bears the risk that such contaminants may be present or may migrate to the site after the ESA study is complete.

**SECTION 13: SUBSURFACE EXPLORATIONS** **13.1** Client acknowledges that subsurface conditions may vary from those observed at locations where borings, surveys, samples, or other explorations are made, and that site conditions may change with time. Data, interpretations, and recommendations by UES will be based solely on information available to UES at the time of service. UES is responsible for those data, interpretations, and recommendations, but will not be responsible for other parties' interpretations or use of the information developed or provided by UES. **13.2** Subsurface explorations may result in unavoidable cross-contamination of certain subsurface areas, as when a probe or boring device moves through a contaminated zone and links it to an aquifer, underground stream, or other hydrous body not previously contaminated. UES is unable to eliminate totally cross-contamination risk despite use of due care. Since subsurface explorations may be an essential element of UES's services indicated herein, Client shall, to the fullest extent permitted by law, waive any claim against UES, and indemnify, defend, and hold UES harmless from any claim or liability for injury or loss arising from cross-contamination allegedly caused by UES's subsurface explorations. In addition, Client agrees to compensate UES for any time spent or expenses incurred by UES in defense of any such claim with compensation to be based upon UES's prevailing fee schedule and expense reimbursement policy.

**SECTION 14: SOLICITATION OF EMPLOYEES** Client agrees not to hire UES's employees except through UES. In the event Client hires a UES employee within one year following any project through which Client had contact with said employee, Client shall pay UES an amount equal to one-half of the employee's annualized salary, as liquidated damages, without UES waiving other remedies it may have.

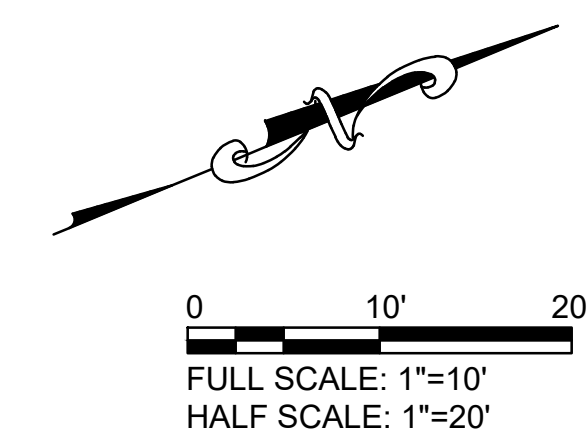
**SECTION 15: ASSIGNS** Neither Client nor UES may delegate, assign, sublet, or transfer its duties or interest in this Agreement without the written consent of the other party.

**SECTION 16: GOVERNING LAW AND SURVIVAL** **16.1** This Agreement shall be governed by and construed in accordance with the laws of the jurisdiction in which the UES office performing the services hereunder is located. **16.2** In any of the provisions of this Agreement are held illegal, invalid, or unenforceable, the enforceability of the remaining provisions will not be impaired and will survive. Limitations of liability and indemnities will survive termination of this agreement for any cause.

**SECTION 17: INTEGRATION CLAUSE** **17.1** This Agreement represents and contains the entire and only agreement and understanding among the parties with respect to the subject matter of this Agreement, and supersedes any and all prior and contemporaneous oral and written agreements, understandings, representations, inducements, promises, warranties, and conditions among the parties. No agreement, understanding, representation, inducement, promise, warranty, or condition of any kind with respect to the subject matter of this Agreement shall be relied upon by the parties unless expressly incorporated herein. **17.2** This Agreement may not be amended or modified except by an agreement in writing signed by the party against whom the enforcement of any modification or amendment is sought.

**SECTION 18: WAIVER OF JURY TRIAL** Both Client and UES waive trial by jury in any action arising out of or related to this Agreement.

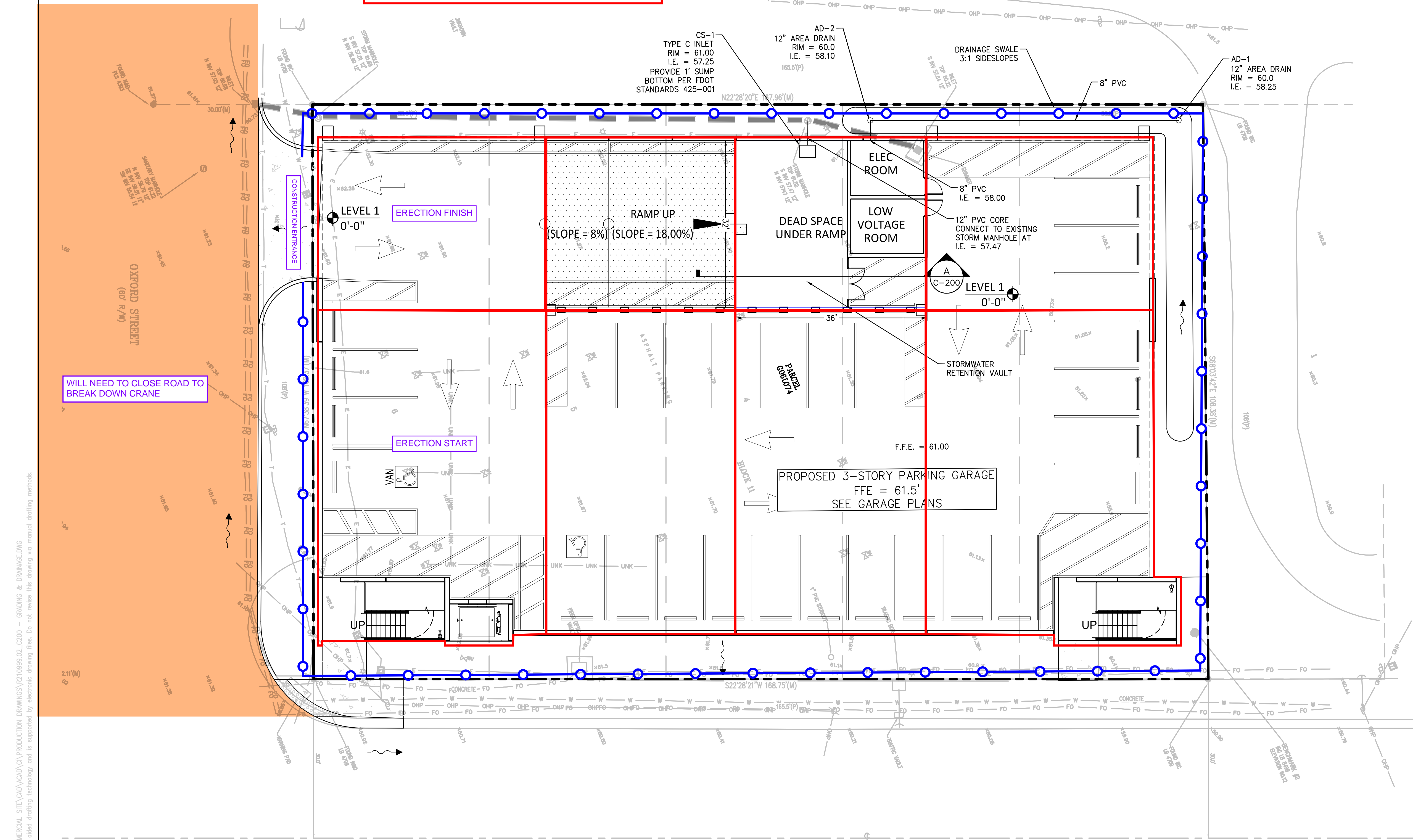
**SECTION 19: INDIVIDUAL LIABILITY PURSUANT TO FLORIDA STAT. 558.0035, AN INDIVIDUAL EMPLOYEE OR AGENT OF UES MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**



**FINROCK TRAILER AND  
SUBCONTRACTOR PARKING  
WILL BE LOCATED OFFSITE**

**PRECAST LAYDOWN AREA  
LOCATED OFFSITE**

WILL NEED TO CLOSE ROAD TO  
BREAK DOWN CRANE



US HIGHWAY 301  
(STATE ROAD NO. 35)  
(AKA MAIN STREET, AKA  
SUMTerville STREET)

CENTERLINE OF SURVEY  
RIGHT-OF-WAY MAP 18010-2502  
(STATE ROAD NO. 35 - U.S. 301)

Z:\2021\1210999.02 - WILDWOOD COMMERCIAL SITE\CAO\ACAO\PRODUCTION DRAWINGS\1210999.02\_C200 - GRADING & DRAINAGE.DWG  
This drawing was produced with computer aided drafting technology and is supported by electronic drawing files. Do not revise this drawing via manual drafting methods.



**Requisition**  
v.1.0.1

TO OWNER: PROJECT: APPLICATION NO: 001  
 PERIOD TO:  
 PROJECT NOS:  
 CONTRACT DATE:

FROM CONTRACTOR: Finfrock Construction, LLC. VIA ARCHITECT:  
 2400 Apopka Blvd  
 Apopka, FL 32703

CONTRACT FOR:

**CONTRACTOR'S APPLICATION FOR PAYMENT**

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

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

- 1. ORIGINAL CONTRACT SUM..... \$0.00
- 2. Net change by Change Order..... \$0.00
- 3. CONTRACT SUM TO DATE..... \$0.00
- 4. TOTAL COMPLETED & STORED TO DATE..... \$0.00
- 5. RETAINAGE:
  - a. Completed Work \$0.00
  - b. Stored Material \$0.00
  - Total Retainage..... \$0.00
- 6. TOTAL EARNED LESS RETAINAGE..... \$0.00
- 7. LESS PREVIOUS CERTIFICATES FOR PAYMENT..... \$0.00
- 8. CURRENT PAYMENT DUE..... \$0.00
- 9. BALANCE TO FINISH, INCLUDING RETAINAGE..... \$0.00

CONTRACTOR: \_\_\_\_\_ Date: \_\_\_\_\_  
 By: \_\_\_\_\_ State of: FL  
 County of: \_\_\_\_\_  
 Subscribed and sworn to before me this: \_\_\_\_\_ day of \_\_\_\_\_  
 Notary Public: \_\_\_\_\_  
 My Commission expires: \_\_\_\_\_

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$0	\$0
Total approved this month	\$0	\$0
<b>TOTALS</b>	<b>\$0</b>	<b>\$0</b>
<b>NET CHANGES by Change Order</b>	<b>\$0</b>	<b>\$0</b>

# CONTINUATION SHEET



APPLICATION AND CERTIFICATE 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:  
 APPLICATION DATE:  
 PERIOD TO:  
 ARCHITECT'S PROJECT NO:

A Item No.	B Description of Work	C Scheduled Value	D Work Completed		E This Period	F Materials Stored		G Curr Stored (Not in D or E)	H Total Completed & Stored to Date (D+E+F+G)	I Balance to Finish (C-H)	J Retainage
			From Prev/Material Installed	From Prev (Not in D or E)		From Prev (Not in D or E)	% (H / C)				

**WAIVER AND RELEASE OF LIEN UPON PROGRESS PAYMENT**

The undersigned lienor, in consideration of the sum of \$ \_\_\_\_\_, hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished through (Release Date) to \_\_\_\_\_ on the job of \_\_\_\_\_, *Owner*, to the following property:

*Project Name*  
*Project Address*  
*Project Address*

This Waiver and Release may be executed by copied, scanned or other electronic means, which shall be deemed, and as enforceable as, an original signature.

This waiver and release does not cover any retention or labor, services or materials furnished after the date specified above.

Dated: \_\_\_\_\_, 20 \_\_\_\_

**LIENOR:**

**Company Name**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**WAIVER AND RELEASE OF LIEN UPON FINAL PAYMENT**

The undersigned lienor, in consideration of the sum of \$ \_\_\_\_\_, hereby waives and releases its lien and right to claim a lien for labor, services or materials furnished to \_\_\_\_\_ on the job of \_\_\_\_\_, *Owner*, to the following property:

*Project Name*  
*Project Address*  
*Project Address*

This Waiver and Release may be executed by copied, scanned or other electronic means, which shall be deemed, and as enforceable as, an original signature.

This waiver and release does not cover any retention or labor, services or materials furnished after the date specified above.

Dated: \_\_\_\_\_, 20\_\_\_\_

**LIENOR:**

**Company Name**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

**Wildwood Garage**  
**Exhibit J - Schedule of Allowances**  
 Finfrook Project 22-2015 2023.07.13

Description	Site Work Allowance	
	Qty.	\$
DIVISION 1 - GENERAL REQUIREMENTS		\$0
DIVISION 2 - EXISTING CONDITIONS		\$160,000
DIVISION 3 - CONCRETE		\$0
DIVISION 4 - MASONRY		\$0
DIVISION 5 - METALS		\$0
DIVISION 6 - WOOD & PLASTICS		\$0
DIVISION 7 - THERMAL & MOISTURE PROTECTION		\$0
DIVISION 8 - DOORS & WINDOWS		\$0
DIVISION 9 - FINISHES		\$0
DIVISION 10 - SPECIALTIES		\$0
DIVISION 11 - EQUIPMENT		\$0
DIVISION 12 - FURNISHINGS		\$0
DIVISION 13 - SPECIAL CONSTRUCTION		\$0
DIVISION 14 - CONVEYING SYSTEMS		\$0
DIVISION 21 - FIRE PREVENTION		\$0
DIVISION 22 - PLUMBING		\$0
DIVISION 23 - HVAC		\$0
DIVISION 26- ELECTRICAL		\$0
DIVISION 27 - COMMUNICATIONS		\$0
DIVISION 28 - ELECTRONIC SAFETY AND SECURITY		\$0
DIVISION 31 - EARTHWORK		\$30,000
DIVISION 32- SURFACE IMPROVEMENTS		\$220,000
DIVISION 33 - UTILITIES		\$120,000
<b>SUBTOTAL</b>		<b>\$530,000</b>
BUILDER'S RISK		\$0
DESIGN FEES		\$0
BOND		\$1,651
GENERAL CONTRACTOR'S FEE		\$27,982
<b>DESIGN BUILD TOTAL</b>		<b>\$559,632</b>



Orlando Office  
618 East South Street  
Suite 700  
Orlando, Florida 32801

T 407.423.8398  
F 407.843.1070

April 5, 2023

Project R210999.02

Mr. Jason F. McHugh, CPM, AICP  
City Manager  
City of Wildwood  
100 N. Main Street  
Wildwood, Florida 34785

c/o G3 Development  
310 North Baker Street  
Mount Dora, Florida 32757

**Proposal for Professional Services  
Wildwood Railyard Garage  
Wildwood, Florida**

Dear Mr. Guenther:

GAI Consultants, Inc. (GAI) is submitting this proposal for design services for the Wildwood Railyard and associated garage structure to G3 Development on behalf of the City of Wildwood (Client) for professional services described below in the Scope of Services for the project stated above.

**Project Understanding**

The Project is located in Wildwood, Florida across from the Wildwood City Hall. There are two project sites: one for the Railyard Restaurant and Bar, and a second for a public parking garage. Both sites front U.S. 301 and the CSX rail line to the rear. The Client wishes to develop a restaurant and bar venue with an outdoor entertainment area suitable for small gatherings and live entertainment. The parking structure site currently serves as surface parking for public use. The restaurant site currently has a two-story brick and stucco structure that will be demolished to make room for the new venue. The design will accommodate a coffee house drive-through/pick up window, service and delivery area to the rear, and limited parking with access from U.S. 301. Rutland Street is to the rear of the property. This street may need realignment or may need to be abandoned to accommodate the final design. This will be determined during the Conceptual Design phase of the project.

We anticipate the following permits will be needed for this project:

- City of Wildwood Site Plan Approval
- Southwest Florida Water Management District Environmental Resource Permit
- FDOT Driveway Access Permit

**Base Data**

The Client will provide GAI with the following data (bulleted below) that will be incorporated into the development of base plans prior to beginning design work. GAI will rely on all information supplied by the Client as accurate and correct. Additional work required due to inaccurate, incorrect, or incomplete information supplied by the Client will be completed as an Additional Service.

- Boundary and Topographic Survey including utilities and trees
- Geotechnical subsurface exploration and recovery analysis (if required)
- Architectural plans
- Mechanical, electrical, and plumbing plans

- Utility locates

## Scope of Services

Based on our understanding of the project requirements/criteria provided to date by the Client, GAI will perform the following described Scope of Services:

### 1.0 Concept Plan

- 1.1 GAI will attend a kick-off meeting with the Client and the design team and attend one additional team meeting to provide support on Civil Engineering, Landscape Architecture, and Site Design related issues/items for a one-hour time allotment.
- 1.2 GAI will provide an exhibit with a bullet list of scope items for Geotechnical Subsurface Exploration needs.
- 1.3 Using the Client supplied survey, GAI will prepare a Concept Plan sufficient to demonstrate size, type, and location of site elements. Drawing will be provided in AutoCAD and PDF. The drawing will show the site plan layout of the site elements for review by the Client, and for review meetings with the City of Wildwood and other regulatory agencies if needed. The drawing shall include the following elements:
  - Ingress/egress locations (vehicular)
  - Pedestrian/vehicular areas and surface parking
  - Service/loading area
  - Dumpster enclosure
  - General surface water flow patterns
  - Stormwater management areas
  - Proposed outdoor seating area
  - Truck turning study.
  - Hardscape Plans
  - Landscape Plans
- 1.4 GAI will provide the concept plan to the Client for review and prepare one revision based on comments for the Client's approval.

### 2.0 Construction Documents and Permitting

- 2.1 GAI will attend one (1) pre-application meeting with City staff to present the selected concept plan and specifically discuss the site access/civil engineering issues.
- 2.2 Based upon comments received from the City at the pre-application meeting, GAI will revise the site plan if necessary and will submit the required plans to receive site plan approval. The required plans are included in the list of plans indicated in the following section 2.3. Should architectural changes to the building be proposed, certain architectural plans will need to be included with the site plan approval application. Architectural plans are to be prepared by others and are not included in this scope of services.
- 2.3 Based upon the approved concept plan, GAI will provide the required Engineering Design/Calculations, CAD generated Construction Drawings, and Specifications in the form of notes on plans related to the site civil engineering and landscape architecture including:
  - Earthwork and grading
  - On-site stormwater drainage systems
  - Horizontal and vertical control
  - Vehicular pavement areas

- On-site pavement markings and traffic signage
- Standard concrete sidewalks, driveways, and curbs
- Dumpster enclosure

The following plan sheets are anticipated:

- Civil Engineering:
  - Cover Sheet
  - General Notes
  - Demolition Plan with SWPPP Notes and Details
  - Site Plan
  - Grading and Drainage Plan
  - Utility Plans (water and sewer including grease trap)
  - Construction Details
- Landscape Architecture:
  - Hardscape Plans
  - Hardscape Notes, Details, and Finish Schedule
  - Site Landscape Plan, Notes, and Details
  - Irrigation Plan, Notes, and Details

2.4 GAI will prepare calculations, design, and a report of the stormwater collection system for the City of Wildwood and the Southwest Florida Water Management District (SWFWMD).

2.5 GAI will prepare and submit the SWFWMD Environmental Resource Permit (ERP) for review and processing.

*Note: Assumes up to one (1) revision and re-submittal to SWFWMD for permitting/approvals and processing, with additional City meetings and re-submittals being invoiced as an additional service on an hourly basis according to our standard hourly rates.*

2.6 GAI will provide plans and calculations to the Contractor for the submittal of the Site Construction Permit to the City of Wildwood for the on-site improvements.

*Note: Assumes up to two (2) revisions and re-submittals to the City of Wildwood for permitting/approvals and processing, with additional City meetings and re-submittals being invoiced as an additional service on an hourly basis according to our standard hourly rates.*

2.7 GAI will attend up to one (1), one hour meeting with the City of Wildwood Departments in assisting the City with questions from the permit review process.

2.8 GAI will attend a pre-application meeting with the FDOT maintenance office to review the proposed project and FDOT permitting needs.

2.9 GAI will prepare an application package for an FDOT Driveway Access Permit to address work within to the FDOT Right-of-Way and any sidewalk improvements.

*Note: Assumes up to two (2) revisions and re-submittals to FDOT for permitting/approvals and processing, with additional meetings and re-submittals being invoiced as an additional service on an hourly basis according to our standard hourly rates.*

*This scope anticipates the use of the FDOT standard index for Maintenance of Traffic (MOT). If a site-specific MOT plan is required for a permit, it will be considered an additional service.*

2.10 GAI will finalize the plans and provide an electronic set of conformed construction drawings for use by the Client and Contractor.

### **3.0 Bid & Construction Phase Assistance**

This scope assumes that a General Contractor (GC) has been selected and the contract documents will be bid to Subcontractors.

- 3.1 GAI will assist the Client in the bidding process by preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to all prospective subcontract bidders in the form of addenda.
- 3.2 GAI shall consider minor requests for substitutions, if the Bidding Documents permit substitutions, and shall prepare and distribute minor addenda identifying approved substitutions to the Client for distribution to all prospective bidders.
- 3.3 Attend a team preconstruction meeting and one (1) additional supplemental team meeting.
- 3.4 Coordinate scope of services for the civil construction related testing services and review the civil related testing reports for project compliance.
- 3.5 Review and process shop drawings for project compliance.
- 3.6 GAI will visit the site at appropriate times/intervals to observe and become familiar with the progress and quality of the civil components of work completed to determine if the work is generally being performed in accordance with the Civil Construction Documents. However, GAI will not be required to make exhaustive or continuous on-site inspections/observations to check the quality or quantity of work. GAI shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor's rights and responsibilities under the contract documents.
- 3.7 Provide up to six (6) site visits required for observing project conformance to the civil and landscape related contract documents and ultimately providing certifications to regulatory agencies including a "Substantial Completion" and a "Final Completion" site visit with punch lists.
- 3.8 Respond to up to six (6) RFI's by the Contractor.
- 3.9 Review inspection and TV reports and logs provided by the Contractor for the civil related components, i.e., water, sewer, storm sewer, etc.
- 3.10 Based on the above noted site observations, reviewed reports, and supporting data provided by the Contractor, submit a "letter of General Compliance" for the civil related components of construction to the City of Wildwood required for project Certificate of Occupancy (C/O), if required.

### **Schedule**

GAI will begin work upon receipt of a copy of this Proposal executed and authorized below. GAI will endeavor to complete its Scope of Services and deliver the project deliverables per the project schedule, subject to excused delay occasioned by factors beyond GAI's reasonable control.

### **Compensation**

Compensation for services rendered by GAI will be in accordance with the rates agreed to and incorporated into the Agreement between GAI and the Client, unless a different basis of compensation is attached hereto as Exhibit B, in which case Exhibit B shall govern the compensation to be paid by the Client to GAI for the services performed under this Proposal. GAI proposes to complete this work on a lump sum and hourly basis not to exceed the estimated costs provided in Table 1 (Estimated Cost Summary) without prior Client approval.

### **Payment**

Unless otherwise specified in the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A, GAI will prepare invoices monthly and payment will be due within thirty (30) days of the date of the invoice. All other payment terms will be in accordance with Exhibit A.

## Reimbursable Expenses

Reimbursable expenses may include in house and out of house projected costs required to perform and deliver design documents, Permit Phase services, and Construction Phase services such as postage, courier services, overnight deliveries and mileage. General reproduction will be provided by the Client for progress printing and permit submittals. Reimbursable Expenses are estimated at \$750.

Reimbursable expenses will be invoiced separately on an actual cost basis.

## Services Not Included

The proposed scope of services and cost(s) assume the following items are excluded from this scope of services:

- Permitting associated with CSX Railroad
- Gas, Telecommunication, Telephone, and Electric System Design (coordination of these efforts for civil related items only)
- Geotechnical Engineering
- Structural Engineering Design
- Public Involvement Coordination for notification of commencement of construction, flyers, and utility outage reports, traffic rerouting reports, etc.
- Design, Documentation, Permitting, and Construction of Off-site Improvements
- Electrical Engineering
- Architectural Design

## Additional Services

Any services not specifically provided for in the above scope will be considered additional services. Proposals for these additional services can be provided by GAI at the request of the Client. Additional services we can provide include, but are not limited to, the following:

- Survey services
- Geotechnical Engineering services
- Subsurface Utility Engineering (SUE)
- Cost Estimates
- Renderings
- Permit Application Fees (unless specifically noted otherwise)
- Traffic Studies/Analysis or Coordination of their scope of services
- Environmental Assessments/Resolutions or Mitigation or other services related to identification, testing, and remediation of contaminated soils or groundwater
- The MOT Design and Permitting shall be provided by a licensed Professional Engineer as a requirement of the selected Contractor's scope of work. MOT Design and Permitting for Contractor phasing/logistics will be considered an additional service and is not included in this scope of service
- NPDES NOI Permitting - not anticipated for this project site (under 1 acre)

## Assumptions and Understandings

GAI's Scope of Services, Schedule, and Compensation as set forth above have been prepared on the basis of the following assumptions and understandings:

1. Access to the project site(s) or other land upon which GAI is to conduct any field work will be available to GAI personnel in a timely manner.
2. All exploration locations will be marked and cleared by the Client for the existence of buried utility/piping structures.

3. Client has provided all its requirements for GAI's scope of services and all criteria and/or specifications that GAI should utilize at the time this Proposal is authorized. This includes any requirement for any statement of professional opinion or certification.
4. Client has provided all available information pertinent to GAI's scope of services, including previous reports/drawings; utility information; topo information, etc. at the time this Proposal is authorized. Unless otherwise noted, GAI may rely upon such information.
5. Client will give GAI prompt notice whenever it observes or otherwise becomes aware of any development that affects the scope or timing of GAI's performance.
6. Client will examine and provide comments and/or decisions with respect to any GAI interim or final deliverables within a period mutually agreed upon.
7. Any of Client's other Consultant(s)/Contractor(s) will cooperate and coordinate with GAI in a timely and efficient manner.
8. GAI's proposed compensation and schedule are based on receipt of authorization to proceed within thirty (30) calendar days of the date of this Proposal. GAI reserves the right to adjust its compensation if authorization to proceed is not received within thirty (30) calendar days.
9. In the event of any claim, suit or dispute between Owner and Consultant, Owner agrees to only pursue recovery from Consultant and will not seek recovery from, pursue or file any claim, or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, or employee of Consultant.
10. **PERSONAL LIABILITY OF PERSONNEL DISCLAIMER – PURSUANT TO FLORIDA STATUTE 558.0035, TO THE FULLEST EXTENT PERMITTED BY LAW, OWNER AGREES THAT PURSUANT TO SECTION C AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD LIABLE FOR NEGLIGENCE.**

Please do not hesitate to contact me at 407.222.9583 if you have any questions or wish to discuss this Proposal. If this Proposal is acceptable, please sign where indicated below and return one copy for our file. This also will serve as authorization for GAI to proceed. GAI's performance of the Scope of Services will be governed by the GAI Standard Terms and Conditions for Professional Services, attached hereto as Exhibit A and incorporated herein by reference.

REQUESTED AND AUTHORIZED BY:

Sincerely,  
**GAI Consultants, Inc.**

**City of Wildwood**

BY: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Keith Oropeza, PLA, ASLA  
Landscape Architecture Director

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Frank Bellomo, PLA, ASLA  
Senior Director of Landscape Architecture

FB:KO/cl

Attachments: Table 1 – Estimated Cost Summary  
Exhibit A – GAI Standard Terms and Conditions for Professional  
Exhibit B – 2023 Community Development Florida Rate Schedule

**Table 1**  
**Estimated Cost Summary**  
**Proposal**  
**Wildwood Restaurant**  
**Wildwood, Florida**  
G3 Development

<b>Task</b>	<b>Method of Payment</b>		<b>Fee – Garage Site</b>
1: Concept Plan	Lump Sum		\$10,800
2: Construction Documents and Permitting	Lump Sum		\$30,600
3: Bid & Construction Phase Assistance	Hourly Not to Exceed		\$9,300
<b>Totals</b>			<b>\$50,700</b>
<i>*Fees are based on performing services on both project sites concurrently. If performed separately, additional fees will be incurred.</i>			

**EXHIBIT A**  
**GAI Standard Terms and Conditions for Professional Services**

**EXHIBIT A**  
**GAI Consultants, Inc.**  
**Standard Terms and Conditions**  
**For Professional Services**

1. Scope of Services and Extent of Agreement - GAI shall perform the Services as described in GAI's Proposal to which these Terms and Conditions are attached for the specified Project, incorporated herein by reference.

No modification or changes to these Terms and Conditions may be made except by written instrument signed by the parties. CLIENT acknowledges that he/she/it has read these Terms and Conditions, understands them, agrees to be bound by them, and further agrees that they are the complete and exclusive statement of the AGREEMENT between the parties, superseding all proposals, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.

2. Compensation – GAI hereby agrees to accept and CLIENT agrees to pay the compensation on either a time (hourly) and expense basis in accordance with GAI's rates in effect at the time of performance, or lump sum basis as set forth in GAI's Proposal to perform the Services.

If GAI's services are performed on an HOURLY BASIS, GAI will be paid for all time rendered to the project, including project scoping by professional, technical, and clerical personnel in accordance with the attached Hourly Rate Schedule. Time required for personnel of GAI to travel between GAI's office and the Site (or any other destination applicable to the project) is charged in accordance with the rates shown in the attached Hourly Rate Schedule. If overtime for non-exempt personnel (as defined by statute) is required, the overtime rate charged will be 1.50 times the invoice rate shown on the attached Hourly Rate Schedule.

3. Invoicing/Payment

- A. GAI will submit invoices periodically, but not more frequently than every two weeks, for Project services performed during the period or upon completion of the Project, whichever is earlier.
- B. Invoices are due and payable in U.S. dollars within 30 days from date of invoice. All charges not paid within 30 days are subject to a service charge of 1-1/2 percent per month or a fraction thereof, plus all costs and expenses of collection, including without limitation, attorneys' fees. In addition to the foregoing, should CLIENT fail to pay any invoice within 45 days of the invoice date, GAI may, in its sole discretion, upon 3 days written notice to CLIENT, stop work and recover from CLIENT payment for all services performed prior to the work stoppage, plus all amounts for interest, penalties and attorney's fees that may be recoverable under applicable law, including without limitation, prompt payment and/or lien laws. GAI will resume performance once CLIENT pays all outstanding amounts due plus any advance payment(s) or other security in GAI's sole discretion deemed necessary by GAI.
- C. CLIENT will be invoiced for external expenses, such as travel, lodging, sub-contracted services, etc., at direct cost plus a 10% handling and administrative fee.
- D. Payments shall include the GAI invoice number and be mailed to 385 East Waterfront Drive, Homestead, PA, 15120, to the attention of Accounts Receivable.

4. Changes – CLIENT and GAI may make additions to the scope of work by written Change Order. CLIENT may omit work previously ordered by written instructions to GAI. The provisions of these Terms and Conditions, with appropriate changes in GAI's Compensation and Project Schedule, shall apply to all additions and omissions.

5. CLIENT Responsibilities – CLIENT represents, with the intent that GAI rely thereon, that it has sufficient financial resources to pay GAI as agreed to in these Terms and Conditions and, as applicable and necessary for GAI to perform its services, CLIENT will:

- A. Provide all criteria and full information as to its requirements for GAI's services, including design or study objectives, constraints,

third party certification requirement(s), standards or budget limitation(s).

- B. Assist GAI by placing at its disposal all available information pertinent to the Project and/or GAI's services including the actual or suspected presence of hazardous waste, materials or conditions at or beneath the Project site, record ("As-Built") drawings, surveys, previous reports, exploration logs of adjacent structures and any other data relative to the Project. Unless otherwise noted, GAI may rely upon such information.
  - C. Upon identification by GAI and approval by CLIENT of the necessity and scope of information required, furnish GAI with data, reports, surveys, and other materials and information required for this Project, all of which GAI may rely upon in performing its services, except those included in GAI's scope of services.
  - D. Guarantee access to the property and make all provisions for GAI to enter upon public and private lands and clear all exploration location(s) for buried utilities/piping/structures as required for GAI to perform its services under these Terms and Conditions.
  - E. Examine all studies, reports, sketches, opinions of the construction costs, specifications, drawings, proposals and other documents presented by GAI to CLIENT and promptly render in writing the decisions pertaining thereto within a period mutually agreed upon.
  - F. Designate in writing a person to act as CLIENT'S representative with respect to the services to be rendered under these Terms and Conditions. Such person shall have complete authority to transmit instructions, receive information, interpret and define CLIENT's policies and decisions with respect to materials, equipment, elements and systems pertinent to GAI's services.
  - G. Give prompt written notice to GAI whenever CLIENT observes or otherwise becomes aware of any development that affects the scope or timing of GAI'S services, or any defect in the Project or work of Contractor(s).
  - H. Furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
  - I. Furnish such legal and insurance counseling services as CLIENT may require for the Project.
6. Schedule/Delays – GAI shall commence performance upon receipt of the CLIENT's written authorization to proceed and shall perform its professional services in accordance with the schedule set forth in its Proposal, provided however, the performance of these Terms and Conditions, except for the CLIENT's payment of money for services already rendered, shall be excused in the event performance of these Terms and Conditions is prevented or delays are occasioned by factors beyond GAI's control, or by factors which could not reasonably have been foreseen at the time this Exhibit A was prepared and executed. The delayed party's performance shall be extended by the period of delay plus a reasonable period to restart operations.
  7. Document Ownership, and Reuse
    - A. All reports, drawings, specifications, manuals, learning and audio/visual materials, boring logs, field data, laboratory test data, calculations, estimates, and other documents (collectively "Work Product") prepared by GAI are instruments of service shall remain the property of GAI. Unless otherwise notified by CLIENT, GAI will retain all pertinent records relating to the Services performed for a period of two (2) years following submission of the report, design documents or other project deliverables, during which period the records will be made available at GAI's office to the CLIENT at reasonable times.

**EXHIBIT A**  
**GAI Consultants, Inc.**  
**Standard Terms and Conditions**  
**For Professional Services**

- B. Any reuse of the Work Product described above without written verification or adaptation by GAI, as appropriate, for the specific purpose intended, will be at CLIENT's sole risk and without liability or legal exposure to GAI. CLIENT shall indemnify and hold harmless GAI from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting there from. Any future verification or adaptation of such Work Product will entitle GAI to further compensation at rates to be agreed upon by CLIENT and GAI.
- C. Unless specified otherwise in GAI's Proposal, GAI will dispose of all materials and samples obtained in the investigation portion of the project 90 days after completion of the report. Further storage or transfer of samples will be made at CLIENT's expense.
- D. CLIENT recognizes that site conditions where samples and data are gathered do vary with time and that particularly subsurface conditions may differ from those encountered at the time and location where explorations or investigations are made and, therefore, the data, interpretations, and recommendations of GAI are based solely on the information available at the time of the investigation. GAI shall not be responsible for the interpretation by others of the information it develops.
8. Standard of Performance – GAI will perform its Services with that level of care and skill ordinarily exercised by other professionals practicing in the same discipline(s), under similar circumstances and at the time and place where the Services are performed, and makes no warranty, express or implied, including the implied by law warranties of MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
9. Insurance
- A. GAI shall procure and maintain such insurance as is required by law as of the date first written above and during the performance of the Agreement, and subject to the terms and conditions of the policies, keep in force the following insurance:  
Worker's Compensation Insurance with other State's endorsement, including Employer's Liability Insurance for its employees in the amount of \$500,000; Comprehensive General Liability Insurance, including Protective and Completed Operations, covering bodily injuries with limits of \$1,000,000 per occurrence, and property damage with limits of \$1,000,000 per occurrence; Comprehensive Automobile Liability Insurance, including operation of owned, non-owned and hired automobiles, with combined single limits for bodily injury and property damage of \$1,000,000 per occurrence; Excess Umbrella Liability Insurance with limits of \$1,000,000 in the aggregate.
- B. If CLIENT requires additional types or amounts of insurance coverage, GAI, if specifically directed by CLIENT, will purchase additional insurance (if procurable) at CLIENT's expense; but GAI shall not be responsible for property damage from any cause, including fire and explosion, beyond the amounts and coverage of GAI's insurance specified above.
- C. CLIENT will require that any Contractor(s) performing work in connection with GAI's Services will name GAI as an additional insured on their insurance policies. In addition, in any hold-harmless agreements between CLIENT or Owner and any contractor who may perform work in connection with any professional services rendered by GAI, CLIENT will require such contractor(s) to defend and indemnify GAI against third party suits.
- D. It is agreed that GAI shall have no responsibility: 1) To supervise, manage, direct, or control CLIENT or its Contractors', subcontractors' or their employees; 2) For any of CLIENT's or its contractors, subcontractors or agents or any of their employees' safety practices, policies, or compliance with applicable Federal, State and/or local safety and health laws, rules or regulations; 3) For the adequacy of their means, methods, techniques, sequencing or procedures of performing their services or work; or 4) For defects in their work.
10. Indemnity – Subject to the Limitation(s) of Liability provision(s) below in Articles 11 and 12, GAI agrees to indemnify and hold harmless CLIENT, and its officers, directors, and employees from and against any and all claims, suits, liability, damages, injunctive or equitable relief, expenses including reasonable attorneys' fees, or other loss (collectively "Losses") to the extent caused by GAI's negligent performance of Services under these Terms and Conditions.
11. Limitation of Liability – In the event of any loss, damage, claim or expense to CLIENT resulting from GAI's performance or non-performance of the professional services authorized under these Terms and Conditions, GAI's liability whether based on any legal theory of contract, tort including negligence, strict liability or otherwise under these Terms and Conditions for professional acts, errors, or omissions shall be limited to the extent any such claims, damages, losses or expenses result from the negligent act, errors or omissions of GAI or its employees occurring during performance under these Terms and Conditions. The total cumulative liability of GAI arising out of professional acts, errors, or omissions shall not exceed the greater of \$50,000 or two times the total compensation GAI receives from CLIENT under these Terms and Conditions. GAI's aggregate liability for all other acts, errors, or omissions shall be limited to the coverage and amounts of insurance specified in Article 9, above. The limitations stated above shall not apply to the extent any damages are proximately caused by the willful misconduct of GAI and its employees.
12. Disclaimer of Consequential Damages – Notwithstanding anything to the contrary in these Terms and Conditions, neither party shall have any liability to the other party for indirect, consequential or special damages including, but not limited to, liability or damages for delays of any nature, loss of anticipated revenues or profits, increased cost of operations or costs of shutdown or startup whether such damages are based on contract, tort including negligence, strict liability or otherwise.
13. Probable Construction Cost Estimates – Where applicable, statements concerning probable construction cost and detailed cost estimates prepared by GAI represent its judgment as a professional familiar with the construction industry. It is recognized, however, that neither GAI nor CLIENT has any control over the cost of labor, materials or equipment, over the contractors' methods of determining bid prices, or over competitive bidding or market conditions. Accordingly, GAI cannot and does not guarantee that bids, proposals, or actual costs will not vary from any statement of probable construction cost or other cost estimate prepared by it.
14. Confidentiality/Non-Disclosure – GAI shall not disclose, or permit disclosure of any information developed in connection with its performance under these Terms and Conditions or received from CLIENT or the PROJECT OWNER, or their affiliates, subcontractors, or agents designated by CLIENT as confidential, except to GAI's employees and subcontractors who need such information in order to properly execute the services of these Terms and Conditions, and shall require any such of its employees and subcontractors and their employees not to disclose or permit disclosure of any of such information, without the prior written consent of CLIENT. The foregoing shall not prohibit GAI from disclosing information in response to any Federal, State or local government directive or judicial order, but in the event GAI receives or is threatened with such an order or has actual knowledge that such an order may be sought or be forthcoming, GAI shall immediately notify CLIENT and assist CLIENT in CLIENT's undertaking such lawful measures as it may desire to resist the issuance, enforcement and effect of such an order. GAI's obligation to resist such an order and assist CLIENT and the PROJECT OWNER is contingent upon GAI receiving further compensation for such assistance plus all costs and expenses, including without limitation reasonable attorney's fees, incurred by GAI.

**EXHIBIT A**  
**GAI Consultants, Inc.**  
**Standard Terms and Conditions**  
**For Professional Services**

15. Certifications – GAI shall not be required to execute any certification with regard to work performed, tested, and/or observed under these Terms and Conditions unless:

- A. GAI concludes that it has performed, tested and/or observed sufficient work to provide a sufficient basis for it to issue the certification; and
- B. GAI believes that the work performed, tested or observed meets the certification criteria; and
- C. GAI gave its written approval of the certification's exact form before executing these Terms and Conditions.

Any certification by GAI shall be interpreted and construed as an expression of professional opinion based upon the Services performed by GAI, and does not constitute a warranty or guaranty, either expressed or implied.

16. Miscellaneous Terms of Agreement

- A. These Terms and Conditions shall be subject to, interpreted, and enforced according to the laws of the Commonwealth of Pennsylvania without giving effect to its conflict of law principles. If any part of these Terms and Conditions shall be held illegal, unenforceable, void, or voidable by any court of competent jurisdiction, each of the remainder of the provisions shall nevertheless remain in full force and effect and shall in no way be affected, impaired, or invalidated.
- B. Neither the CLIENT nor GAI may delegate, assign, sublet, or transfer their duties or interest as described in these Terms and Conditions and GAI's Proposal without the written consent of the other party. Both parties relinquish the power to assign and any attempted assignment by either party or by operation of law shall be null and void.
- C. These Terms and Conditions shall be binding upon the parties hereto, their heirs, executors, administrators, successors, and assignees. In the event that a dispute should arise relating to the performance of the Services to be provided under these Terms and Conditions and GAI's Proposal, and should that dispute result in litigation, it is agreed that each party shall bear its own litigation expenses, including staff time, court costs, attorneys' fees, and other claim-related expenses.
- D. CLIENT shall not assert any claim or suit against GAI after expiration of a Limitation Period, defined as the shorter of (a) three (3) years from substantial completion of the particular GAI service(s) out of which the claim, damage or suit arose, or (b) the time period of any statute of limitation or repose provided by law.

In the event of any claim, suit or dispute between CLIENT and GAI, CLIENT agrees to only pursue recovery from GAI and will not to seek recovery from, pursue or file any claim or suit, whether based on contract, tort including negligence, strict liability or otherwise against any director, officer, or employee of GAI.

- E. No modification or changes in the terms of this Agreement may be made except by written instrument signed by the parties. CLIENT acknowledges that they have read this AGREEMENT, understands it, agrees to be bound by its terms, and further agrees that it is the complete and exclusive statement of the AGREEMENT between the parties superseding all work orders, oral or written understandings, or other prior agreements other than those above referred to and all other communications between the parties relating to the subject matter thereof.
- F. Either the CLIENT or GAI may terminate or suspend performance of these Terms and Conditions without cause upon thirty (30) days written notice delivered or mailed to the other party.
  - (1) In the event of material breach of these Terms and Conditions, the party not breaching the AGREEMENT may terminate it upon ten (10) days written notice delivered or

mailed to the other party, which termination notice shall state the basis for the termination. The AGREEMENT shall not be terminated for cause if the breaching party cures or commences to cure the breach within the ten day period.

- (2) In the event of the termination, other than caused by a material breach of these Terms and Conditions by GAI, CLIENT shall pay GAI for the Services performed prior to the termination notice date, and for any necessary services and expenses incurred in connection with termination of the project, including but not limited to, the costs of completing analysis, records and reports necessary to document job status at the time of termination and costs associated with termination or subcontractor and/or subconsultant contracts. Such compensation shall be based upon the schedule of fees used by GAI.
- (3) In the event CLIENT delays providing written authorization to proceed within 45 days of the date of GAI's Proposal or suspends GAI's performance for 45 days or more after authorization has been given, GAI reserves the right, in its sole discretion, to revise its cost, compensation and/or hourly rates to its then current rates prior to resuming performance under these Terms and Conditions.
- G. All notices required to be sent hereunder shall be either hand delivered, with signed receipt of such hand delivery, or sent by certified mail, return receipt requested.
- H. The paragraph headings in these Terms and Conditions are for convenience of reference only and shall not be deemed to alter or affect the provisions hereof.
- I. Unless expressly stated to the contrary, the professional services to be provided by GAI do not include meetings and consultations in anticipation of litigation or arbitration or attendance as an expert witness in any deposition, hearing, or arbitration. If requested, these services will be provided by an amendment to these Terms and Conditions, setting forth the terms and rates of compensation to be received by GAI.
- J. Nothing herein shall be construed to give any rights or benefits hereunder to anyone other than CLIENT, the PROJECT OWNER if different than CLIENT and GAI.
- K. GAI is an Equal Opportunity Employer. GAI complies with the Office of Federal Contract Compliance Programs Affirmative Action Programs as outlined in 41 CFR 60-1.4(a)(b), 41 CFR 60-250.5(a)(b), and 41 CFR 60-741.5(a)(b).

END OF TERMS AND CONDITIONS

**EXHIBIT B**  
**2023 Community Development Florida Rate Schedule**

## 2023 Community Development Rate Schedule

Professionals include Economists, Planners, Designers, Landscape Architects, and Engineers.

Any changes in hourly rates to reflect increases in cost of living, taxes, benefits, etc. will take effect on January 1, 2024. Rates in the below table are "loaded" hourly rates and include all overhead, costs, and benefits per hourly unit rate.

Labor Classification	Invoice Rate
CSG Senior Director / VP	\$325.00
CSG Senior Director	\$265.00
CSG Director	\$235.00
CSG Senior Manager / Asst. Director	\$215.00
CSG Economic and Real Estate Advisory Services Director	\$195.00
CSG Manager	\$185.00
CSG Assistant Manager	\$165.00
CSG Senior Project Professional	\$145.00
CSG Project Professional	\$130.00
CSG Senior Professional	\$115.00
CSG Professional	\$110.00
CSG Senior Technician	\$95.00
CSG Technician 2	\$85.00
CSG Technician 1	\$65.00
Environmental Manager	\$175.00
Project Environmental Specialist	\$105.00
Expert Witness	\$350.00
Principal	\$345.00
Technical/Professional 30	\$330.00
Technical/Professional 29	\$315.00
Technical/Professional 28	\$305.00
Technical/Professional 27	\$295.00
Technical/Professional 26	\$280.00
Technical/Professional 25	\$275.00
Technical/Professional 24	\$265.00
Technical/Professional 23	\$250.00
Technical/Professional 22	\$235.00
Technical/Professional 21	\$225.00
Technical/Professional 20	\$215.00
Technical/Professional 19	\$210.00
Technical/Professional 18	\$200.00
Technical/Professional 17	\$190.00
Technical/Professional 16	\$185.00
Technical/Professional 15	\$175.00
Technical/Professional 14	\$170.00
Technical/Professional 13	\$160.00
Technical/Professional 12	\$150.00
Technical/Professional 11	\$140.00
Technical/Professional 10	\$135.00
Technical/Professional 09	\$130.00
Technical/Professional 08	\$120.00
Technical/Professional 07	\$110.00
Technical/Professional 06	\$105.00
Technical/Professional 05	\$100.00
Technical/Professional 04	\$95.00
Technical/Professional 03	\$90.00
Technical/Professional 02	\$85.00
Technical/Professional 01	\$80.00
Technical/Support 2	\$80.00
Technical/Support 1	\$65.00

**EXHIBIT L**  
**NOAA HISTORICAL PRECIPITATION AVERAGES**

Normal Inclement Weather is defined as the average number of days in each month where precipitation, including snow and rainfall, of 0.25" (one quarter of an inch) or greater is to be expected based on historical averages for the last 5 years preceding the Contract Effective Date at the station nearest to the Project as shown in the NOAA database as listed below.

January	2 days
February	2 days
March	2 days
April	4 days
May	3 days
June	7 days
July	9 days
August	9 days
September	5 days
October	3 days
November	3 days
December	3 days

**DBIA**



**DESIGN-BUILD**  
INSTITUTE OF AMERICA

# Modified Form of General Conditions of Contract Between Owner and Design-Builder

*This document has important legal consequences. Consultation with  
an attorney is recommended with respect to its completion or modification.*

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## **Article 1** **General**

### **1.1 Mutual Obligations**

**1.1.1** Owner and Design-Builder commit at all times to cooperate fully with each other, and proceed on the basis of trust and good faith, to permit each party to realize the benefits afforded under the Contract Documents pursuant to applicable law.

### **1.2 Basic Definitions**

**1.2.1** *Agreement* refers to the executed contract between Owner and Design-Builder under [DBIA Document No. 525, *Modified Form of Agreement Between Owner and Design-Builder - Lump Sum* (2010 Edition)]

**1.2.2** *Day* or *Days* shall mean calendar days unless otherwise specifically noted in the Contract Documents.

**1.2.3** *Design Consultant* is a qualified, licensed design professional who is not an employee of Design-Builder, but is retained by Design-Builder, or employed or retained by anyone under contract with Design-Builder or Subcontractor, to furnish design services required under the Contract Documents. A *Design Sub-Consultant* is a qualified, licensed design professional who is not an employee of the Design Consultant, but is retained by the Design Consultant or employed or retained by anyone under contract to Design Consultant to furnish design services required under the Contract Documents.

**1.2.4** *Hazardous Conditions* are any materials, wastes, substances and chemicals deemed to be hazardous under applicable Legal Requirements, or the handling, storage, remediation, or disposal of which are regulated by applicable Legal Requirements.

**1.2.5** *General Conditions of Contract* refer to this DBIA Document No. 535, *Modified Form of General Conditions of Contract Between Owner and Design-Builder* (2010 Edition).

**1.2.6** *Legal Requirements* are all applicable federal, state and local laws, codes, ordinances, rules, regulations, orders and decrees of any government or quasi-government entity having jurisdiction over the Project or Site, the practices involved in the Project or Site, or any Work.

**1.2.7** *Site* is the land or premises on which the Project is located.

**1.2.8** *Subcontractor* is any person or entity retained by Design-Builder as an independent contractor to perform a portion of the Work and shall include materialmen and suppliers.

**1.2.9** *Sub-Subcontractor* is any person or entity retained by a Subcontractor as an independent contractor to perform any portion of a Subcontractor's Work and shall include materialmen and suppliers.

**1.2.10** *Substantial Completion* is the date on which the Work, or an agreed upon portion of the Work, is sufficiently complete so that Owner can occupy and use the Project or a portion thereof for its intended purposes.

**1.2.11** *Work* is comprised of all Design-Builder's design, construction and other services required by the Contract Documents, including procuring and furnishing all materials, equipment, services and labor reasonably inferable from the Contract Documents.

## Article 2 **Design-Builder's Services and Responsibilities**

### **2.1 General Services**

**2.1.1** Design-Builder's Representative shall be reasonably available to Owner and shall have the necessary expertise and experience required to supervise the Work. Design-Builder's Representative shall communicate regularly with Owner and shall be vested with the authority to act on behalf of Design-Builder. Design-Builder's Representative may be replaced only with the mutual agreement of Owner and Design-Builder.

**2.1.2** Project Status Meetings - Design-Builder's Representative shall be reasonably available to hold meetings with the Owner every two weeks to provide for an easy flowing project.

**2.1.3** Design-Builder shall provide Owner with a monthly status report detailing the progress of the Work, including whether (i) the Work is proceeding according to Schedule, (ii) discrepancies, conflicts, or ambiguities exist in the Contract Documents that require resolution, (iii) health and safety issues exist in connection with the Work, and (iv) other items require resolution so as not to jeopardize Design-Builder's ability to complete the Work for the Contract Price and within the Contract Time(s).

**2.1.4** Design-Builder shall prepare and submit, at least three (3) days prior to the meeting contemplated by Section 2.1.4 hereof, a schedule for the execution of the Work for Owner's review and response. The Schedule shall indicate the dates for the start and completion of the various stages of Work, including the dates when Owner information and approvals are required to enable Design-Builder to achieve the Contract Time(s). The Schedule shall be revised as required by conditions and progress of the Work, but such revisions shall not relieve Design-Builder of its obligations to complete the Work within the Contract Time(s), as such dates may be adjusted in accordance with the Contract Documents. Owner's review of and response to the Schedule shall not be construed as relieving Design-Builder of its complete and exclusive control over the means, methods, sequences and techniques for executing the Work.

**2.1.5** The parties will meet prior to jobsite mobilization to discuss issues affecting the administration of the Work and to implement the necessary procedures, including those relating to submittals and payment, to facilitate the ability of the parties to perform their obligations under the Contract Documents.

### **2.2 Design Professional Services**

**2.2.1** Design-Builder shall, consistent with applicable state licensing laws, provide through qualified, licensed design professionals employed by Design-Builder, or procured from qualified, independent licensed Design Consultants, the necessary design services, including architectural, engineering (if any, other than those engineering services described on Exhibit L: GIA Consultants Agreement), and other design professional services, for the preparation of the required drawings, specifications and other design submittals to permit Design-Builder to complete the Work consistent with the Contract Documents. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Design Consultant.

### **2.3 Standard of Care for Design Professional Services**

**2.3.1** The standard of care for all design professional services performed to execute the Work shall be the care and skill ordinarily used by members of the design profession practicing under similar conditions at the same time and locality of the Project.

### **2.4 Design Development Services**

**2.4.1** Design-Builder and Owner shall, consistent with any applicable provision of the Contract Documents, agree upon any interim design submissions that Owner may wish to review, which interim

design submissions may include design criteria, drawings, diagrams and specifications setting forth the Project requirements. Such submission shall be in compliance with the date(s) shown in the Project Schedule and shall be referred to herein as "Construction Documents."

**2.4.2** Owner's review and approval of interim design submissions and the Construction Documents is for the purpose of mutually establishing a conformed set of Contract Documents compatible with the requirements of the Work. Neither Owner's review nor approval of any interim design submissions and Construction Documents shall be deemed to transfer any design liability from Design-Builder to Owner.

**2.4.3** To the extent not prohibited by the Contract Documents or Legal Requirements, Design-Builder may prepare interim design submissions and Construction Documents for a portion of the Work to permit construction to proceed on that portion of the Work prior to completion of the Construction Documents for the entire Work.

## **2.5 Legal Requirements**

**2.5.1** Design-Builder shall perform the Work in accordance with all Legal Requirements and shall provide all notices applicable to the Work as required by the Legal Requirements.

**2.5.2** The Contract Price and/or Contract Time(s) shall be adjusted to compensate Design-Builder for the effects of a substantial change in the Legal Requirements enacted after the date of the Agreement affecting the performance of the Work. Such effects may include, without limitation, revisions Design-Builder is required to make to the Construction Documents because of changes in Legal Requirements.

## **2.6 Government Approvals and Permits**

**2.6.1** Design-Builder shall be responsible for the permits enumerated in Exhibit "C." Owner shall be responsible for any and all other requisite approvals or permits.

**2.6.2** Upon Owner's written request, Design-Builder shall provide reasonable assistance to Owner in obtaining those permits, approvals and licenses that are Owner's responsibility. Design-Builder at its own option can pay for permits for Owner, in such case; Design-Builder will submit an application for payment separate from its monthly application. Payment for such invoice shall be due 30 days after its submission. Interest on unpaid balances shall be accrued per the interest provisions of the main body of the contract (DBIA Document 525).

## **2.7 Design-Builder's Construction Phase Services**

**2.7.1** Unless otherwise provided in the Contract Documents to be the responsibility of Owner or a separate contractor, Design-Builder shall provide through itself or Subcontractors the necessary supervision, labor, inspection, testing, start-up, material, equipment, machinery, temporary utilities and other temporary facilities to permit Design-Builder to complete construction of the Project consistent with the Contract Documents.

**2.7.2** Design-Builder shall perform all construction activities efficiently and with the requisite expertise, skill and competence to satisfy the requirements of the Contract Documents. Design-Builder shall at all times exercise complete and exclusive control over the means, methods, sequences and techniques of construction.

**2.7.3** Design-Builder shall employ only Subcontractors who are duly licensed and qualified to perform the Work consistent with the Contract Documents. Owner may reasonably object to Design-Builder's selection of any Subcontractor, provided that the Contract Price and/or Contract Time(s) shall be adjusted to the extent that Owner's decision impacts Design-Builder's cost and/or time of performance. Subcontractors shall be in compliance with Section 13.17-13.20, if applicable.

**2.7.4** Design-Builder assumes responsibility to Owner for the proper performance of the Work of Subcontractors and any acts and omissions in connection with such performance. Nothing in the Contract Documents is intended or deemed to create any legal or contractual relationship between Owner and any Subcontractor or Sub-Subcontractor, including but not limited to any third-party beneficiary rights.

**2.7.5** Design-Builder shall coordinate the activities of all Subcontractors. If Owner performs other work on the Project or at the Site with separate contractors under Owner's control, Design-Builder agrees to reasonably cooperate and coordinate its activities with those of such separate contractors so that the Project can be completed in an orderly and coordinated manner without unreasonable disruption.

**2.7.6** Design-Builder shall keep the Site reasonably free from debris, trash and construction wastes to permit Design-Builder to perform its construction services efficiently, safely and without interfering with the use of adjacent land areas. Upon Substantial Completion of the Work, or a portion of the Work, Design-Builder shall remove all debris, trash, construction wastes, materials, equipment, machinery and tools arising from the Work or applicable portions thereof to permit Owner to occupy the Project or a portion of the Project for its intended use.

## **2.8 Design-Builder's Responsibility for Project Safety**

**2.8.1** Design-Builder recognizes the importance of performing the Work in a safe manner so as to prevent damage, injury or loss to (i) all individuals at the Site, whether working or visiting, (ii) the Work, including materials and equipment incorporated into the Work or stored on-Site or off-Site, and (iii) all other property at the Site or adjacent thereto. Design-Builder assumes responsibility for implementing and monitoring all safety precautions and programs related to the performance of the Work. Design-Builder shall, prior to commencing construction, designate a Safety Representative with the necessary qualifications and experience to supervise the implementation and monitoring of all safety precautions and programs related to the Work. Unless otherwise required by the Contract Documents, Design-Builder's Safety Representative shall be an individual stationed at the Site who may have responsibilities on the Project in addition to safety. The Safety Representative shall make routine daily inspections of the Site and shall hold weekly safety meetings with Design-Builder's personnel, Subcontractors and others as applicable.

**2.8.2** Design-Builder and Subcontractors shall comply with all Legal Requirements relating to safety, as well as any Owner-specific safety requirements set forth in the Contract Documents, provided that such Owner-specific requirements do not violate any applicable Legal Requirement. Design-Builder will immediately report in writing any safety-related injury, loss, damage or accident arising from the Work to Owner's Representative and, to the extent mandated by Legal Requirements, to all government or quasi-government authorities having jurisdiction over safety-related matters involving the Project or the Work.

**2.8.3** Design-Builder's responsibility for safety under this Section 2.8 is not intended in any way to relieve Subcontractors and Sub-Subcontractors of their own contractual and legal obligations and responsibility for (i) complying with all Legal Requirements, including those related to health and safety matters, and (ii) taking all necessary measures to implement and monitor all safety precautions and programs to guard against injury, losses, damages or accidents resulting from their performance of the Work.

## **2.9 Design-Builder's Warranty**

**2.9.1** Design-Builder warrants to Owner that the construction, including all materials and equipment furnished as part of the construction, shall be new unless otherwise specified in the Contract Documents, of good quality, in conformance with the Contract Documents and free of defects in materials and workmanship. Design-Builder's warranty obligation excludes defects caused by abuse, alterations, or failure to maintain the Work by persons other than Design-Builder or anyone for whose acts Design-Builder may be liable. Nothing in this warranty is intended to limit any manufacturer's warranty which provides

Owner with greater warranty rights than set forth in this Section 2.9 or the Contract Documents. Design-Builder will provide Owner with all manufacturers' warranties upon Substantial Completion.

## **2.10 Correction of Defective Work**

**2.10.1** Design-Builder agrees to correct any Work that is found to not be in conformance with the Contract Documents, including that part of the Work subject to Section 2.9 hereof, within a period of one (1) year from the date of Substantial Completion of the Work or any portion of the Work, or within such longer period to the extent required by the Contract Documents. In the event of such warranty period exceeding one (1) year in duration, and to the extent such one (1) year warranty is covered under any payment and/or performance bond, it is understood that any period in excess of one (1) year shall not be covered under any payment and/or performance bond. Such duty to correct Work shall not extend to any consumable, maintenance or landscaping item, scope or material.

**2.10.2** Design-Builder shall, within seven (7) days of receipt of written notice from Owner that the Work is not in conformance with the Contract Documents, take meaningful steps to commence correction of such nonconforming Work, including the correction, removal or replacement of the nonconforming Work and any damage caused to other parts of the Work affected by the nonconforming Work, provided that such correction, removal or replacement is practicable. If Design-Builder fails to commence the necessary steps within such seven (7) day period, Owner, in addition to any other remedies provided under the Contract Documents, may provide Design-Builder with written notice that Owner will commence correction of such nonconforming Work with its own forces. If Owner does perform such corrective Work, Design-Builder shall be responsible for all reasonable costs incurred by Owner in performing such correction. If the nonconforming Work creates an emergency requiring an immediate response, the seven (7) day periods identified herein shall be deemed inapplicable.

**2.10.3** The one year period referenced in Section 2.10.1 above applies only to Design-Builder's obligation to correct nonconforming Work and is not intended to constitute a period of limitations for any other rights or remedies Owner may have regarding Design-Builder's other obligations under the Contract Documents.

## **Article 3**

### **Owner's Services and Responsibilities**

#### **3.1 Duty to Cooperate**

**3.1.1** Owner shall, throughout the performance of the Work, cooperate with Design-Builder and perform its responsibilities, obligations and services in a timely manner to facilitate Design-Builder's timely and efficient performance of the Work and so as not to delay or interfere with Design-Builder's performance of its obligations under the Contract Documents.

**3.1.2** Owner shall provide timely reviews and approvals of interim design submissions and Construction Documents consistent with the turnaround times set forth in Design-Builder's Schedule.

- .1** Owner agrees to approve or respond to all construction document submittals within one week of receipt. Any comments or changes to the proposed construction documents shall be noted thereon and the documents shall be considered approved as noted.

#### **3.2 Furnishing of Services and Information**

**3.2.1** Unless expressly stated to the contrary in the Contract Documents, Owner shall provide, at its own cost and expense, for Design-Builder's information and use the following, all of which Design-Builder is entitled to rely upon in performing the Work:

- .1 Surveys describing the property, boundaries, topography and reference points for use during construction, including existing service and utility lines;
- .2 Geotechnical studies describing subsurface conditions, and other surveys describing other latent or concealed physical conditions at the Site;
- .3 Temporary and permanent easements, zoning and other requirements and encumbrances affecting land use, or necessary to permit the proper design and construction of the Project and enable Design-Builder to perform the Work;
- .4 A legal description of the Site;
- .5 To the extent available, as-built and record drawings of any existing structures at the Site; and
- .6 To the extent available, environmental studies, reports and impact statements describing the environmental conditions, including Hazardous Conditions, in existence at the Site.
- .7 Civil and Utility designs describing the proposed surface and subsurface improvements including utility lines and their tie-in locations.

**3.2.2** Owner represents that the items furnished in Sections 3.2.1.1-7 are accurate and contemporaneous. and assumes the legal responsibility and risk associated with any errors, omission or inaccuracies therein.

**3.2.3** Owner is responsible for securing and executing all necessary agreements with adjacent land or property owners that are necessary to enable Design-Builder to perform the Work. Owner is further responsible for all costs, including attorneys' fees, incurred in securing any such necessary agreements.

**3.2.4** Owner shall deliver to Design-Builder a properly compacted building pad or vacated parking site as detailed in Summary of Work, attached as Exhibit "A" to the agreement, for the Project no later than the milestone date shown on Project Schedule, attached as Exhibit "D" to the agreement. Owner acknowledges that delivery of the pad on the aforesaid date is on the critical path of Design-Builder's Schedule and, as such, Design-Builder shall be entitled to a negotiated time extension (but in no event shall this extension be less than a day-for-day) to the completion of the Project for each day Owner delays in delivering the aforesaid pad.

**3.2.5** The Owner shall furnish the services of geotechnical engineers or other consultants for investigation of subsurface, air and water conditions when such services are reasonably necessary to properly carry out the design services furnished by the Design-Builder. Such services may include, but are not limited to, test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, ground corrosion and resistivity tests, and necessary operations for anticipating subsoil conditions. The services of geotechnical engineer(s) or other consultants shall include preparation and submission of all appropriate reports and professional recommendations, including, without limitation, the approval, by Owner's geotechnical engineer, of any ground improvement program proposed by Design-Builder. Design-Builder may, but shall not be required to, request any specific or supplementary services, beyond those contemplated herein, and Owner shall furnish such services. Without limiting the foregoing, it is understood and agreed by Owner and Design-Builder that Owner remains exclusively liable and responsible for any subsurface and/or geotechnical defects, whether or not Design-Builder engages in soil improvements.

### **3.3 Financial Information**

**3.3.1** At Design-Builder's request, Owner shall promptly furnish reasonable evidence satisfactory to Design-Builder that Owner has adequate funds available and committed to fulfill all of Owner's contractual obligations under the Contract Documents. If Owner fails to furnish such financial information in a timely

manner, Design-Builder may stop Work under Section 11.3 hereof or exercise any other right permitted under the Contract Documents. Design-Builder reserves the right to require Owner to place funds in escrow as security for the completion of the Work. For purposes of this Agreement, provision of the Owner's budget showing allocation of sufficient funds shall be deemed reasonable evidence satisfactory to Design-Builder.

**3.3.2** Design-Builder shall cooperate with the reasonable requirements of Owner's lenders or other financial sources. Notwithstanding the preceding sentence, after execution of the Agreement Design-Builder shall have no obligation to execute for Owner or Owner's lenders or other financial sources any documents or agreements that require Design-Builder to assume obligations or responsibilities greater than those existing obligations Design-Builder has under the Contract Documents.

### **3.4 Owner's Representative**

**3.4.1** Owner's Representative shall be responsible for providing Owner-supplied information and approvals in a timely manner to permit Design-Builder to fulfill its obligations under the Contract Documents. Owner's Representative shall also provide Design-Builder with prompt notice if it observes any failure on the part of Design-Builder to fulfill its contractual obligations, including any errors, omissions or defects in the performance of the Work. Owner's Representative shall communicate regularly with Design-Builder and shall be vested with the authority to act on behalf of Owner.

### **3.5 Government Approvals and Permits**

**3.5.1** Owner shall obtain and pay for all necessary permits, approvals, licenses, government charges and inspection fees except for set forth in the Design-Builder's Permit List attached as Exhibit "C" to the Agreement.

**3.5.2** Owner shall provide reasonable assistance to Design-Builder in obtaining those permits, approvals and licenses that are Design-Builder's responsibility.

### **3.6 Owner's Separate Contractors**

**3.6.1** Owner is responsible for all work performed on the Project or at the Site by separate contractors under Owner's control. Owner shall contractually require its separate contractors to cooperate with, and coordinate their activities so as not to interfere with Design-Builder in order to enable Design-Builder to timely complete the Work consistent with the Contract Documents.

**3.6.2** Design-Builder shall be entitled to a reasonable time extension (but in no event shall this extension be less than a day-for-day), should Owner's other contractors fail to complete all work surrounding the Design-Builder's Project to allow for a timely receipt of the Certificate of Occupancy is denied due to the action or inactions of others.

## **Article 4**

### **Hazardous Conditions and Differing Site Conditions**

#### **4.1 Hazardous Conditions**

**4.1.1** The Owner has disclosed to the Design-Builder in writing the presence of all known and suspected Constituents of Concern located at or near the Parking Site, including type, quantity, and location.

**.2** The Owner represents to the Design-Builder that to the best of its knowledge no Hazardous Condition, other than those disclosed in writing to the Design-Builder, exist at the Site.

- .3 If the Design-Builder encounters or learns of an undisclosed Hazardous Condition at the Site, then the Design-Builder shall notify (1) the Owner and (2) appropriate governmental officials if the Design-Builder reasonably concludes that doing so is required by applicable Laws or Regulations.
- .4 The Owner shall be responsible for taking appropriate action to remediate, remove, or manage all known Hazardous Condition at the Site prior to the Effective Date, and for all related costs and expenses. The Design-Builder and the Owner shall work together to minimize the impact on the Work of the Hazardous Condition
- .5 Prior to the execution of this Agreement, Owner has disclosed to Design-Builder all known Hazardous Conditions. Design-Builder acknowledges that Owner has not undertaken any special investigation of the Site with respect to the proposed Project. Design-Builder further acknowledges that there are currently monitoring wells at the Site and that the Owner has been informed by FDEP that there are no present remediation requirements. It is further understood that presently Owner has no actual knowledge of any prohibitions with respect to development of the Project. In the event that during the construction process, any further environmental concerns are discovered, Owner and Design-Builder shall work together to determine if remediation is needed and determine if Owner is willing to undertake such expense.
- .6 The Design-Builder and the Owner shall determine the appropriate action to take in response to any Hazardous Condition discovered after the Effective Date, and that the Owner was unaware of and did not suspect to be at the Site. The Design-Builder and the Owner shall work together to develop a solution that will have a minimal impact upon the Project, with the allocation of costs to be equitably allocated based upon the specific facts and circumstances concerning the presence of the Hazardous Condition, responsibility for acquisition and investigation of the Site, and other relevant factors. If the parties cannot jointly agree on an appropriate action to take, the parties may pursue their rights under Article 10 hereto.

**4.1.2** Unless otherwise expressly provided in the Contract Documents to be part of the Work, Design-Builder is not responsible for any Hazardous Conditions encountered at the Site

**4.1.3** Design-Builder shall be obligated to resume Work at the affected area of the Project only after Owner's expert provides it with written certification that (i) the Hazardous Conditions have been removed or rendered harmless and (ii) all necessary approvals have been obtained from all government and quasi-government entities having jurisdiction over the Project or Site.

**4.1.5** Design-Builder will be entitled, in accordance with these General Conditions of Contract, to an adjustment in its Contract Price and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance have been adversely impacted by the presence of Hazardous Conditions. Owner assumes any and all claims, losses, damages, liabilities and expenses associated with existing Hazardous Conditions at the Site.

**4.1.6** Notwithstanding the preceding provisions of this Section 4.1, Owner is not responsible for Hazardous Conditions introduced to the Site by Design-Builder, Subcontractors or anyone for whose acts they may be liable.

## **4.2 Differing Site Conditions**

**4.2.1** Concealed or latent physical conditions or subsurface conditions at the Site that (i) materially differ from the conditions indicated in the Contract Documents or (ii) are of an unusual nature, differing materially from the conditions ordinarily encountered and generally recognized as inherent in the Work or (iii) differ from the boring logs, geotechnical report or any summarization in any of them or similar documentation or professional opinion are collectively referred to herein as "Differing Site Conditions." If Design-Builder encounters a Differing Site Condition, Design-Builder will be entitled to a reasonable adjustment in the Contract Price and/or Contract Time(s) to the extent Design-Builder's cost and/or time of performance are adversely impacted by the Differing Site Condition. Notwithstanding anything to the contrary, Owner hereby assumes all risk and liability associated with subsurface conditions.

**4.2.2** Upon encountering a Differing Site Condition, Design-Builder shall provide prompt written notice to Owner of such condition, which notice shall not be later than fourteen (14) days after the longer of (i) the schedule and cost impact of such condition if known or (ii) such condition has been recognized. Design-Builder shall, to the extent reasonably possible, provide such notice before the Differing Site Condition has been substantially disturbed or altered.

## **Article 5**

### **Insurance and Bonds**

#### **5.1 Design-Builder's Insurance Requirements**

**5.1.1** Design-Builder shall provide Owner with insurance with an insurer rated "A- VIII" or greater rating by the A. M. Best Company with the following minimum terms, or its equivalent:

**5.1.1.1 Commercial General Liability** – on an occurrence basis and which MUST include Contractual Liability with limits of:

- General Aggregate
  - \$2,000,000
- Product and Completed Operations Aggregate
  - \$2,000,000
- Personal and Advertising Injury
  - \$1,000,000
- Each Occurrence
  - \$1,000,000
- Damage to Premises Rented to You
  - \$100,000
- Medical Expenses – One Person
  - \$5,000

The coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Independent Consultants, Broad Form Property Damage, X-C-U Coverage, Contractual Liability or Cross Liability.

**5.1.1.2 Commercial Automobile Liability** – on an occurrence basis covering owned, non-owned and hired vehicles with limits of:

- Bodily Injury and Property Damage
  - \$1,000,000

**5.1.1.3 Excess/Umbrella Liability** – with coverage as least as broad as the underlying policies and limits of:

- Each Occurrence
  - \$10,000,000
- General Aggregate

- o \$10,000,000
- Products/Completed Operations Aggregate
  - o \$10,000,000

**5.1.1.4 Worker's Compensation and Employers Liability** – with limits of:

- Workers' Compensation
  - o Statutory
- Employer's Liability
  - o Bodily Injury by Accident – Each Accident           \$1,000,000
  - o Bodily Injury by Disease – Policy Limit               \$1,000,000
  - o Bodily Injury by Disease – Each Employee           \$1,000,000

**5.1.1.5 Design-Builder's Professional Liability and Pollution Coverage** - providing coverage for a wrongful act in the rendering or failure to render professional services and/or covered operations performed for others which result in a pollution condition:

- Each Claim Limit                               \$5,000,000
- Policy Term Aggregate                       \$5,000,000

**5.1.1.6 Business Personal Property of Others**

- Each Occurrence                               \$1,000,000

**5.1.1.7 Builder's Risk Coverage** – Design-Builder, shall take out and maintain through Final Completion of the Project (at which time Owner's full property insurance shall cover all such risks) a special form "Builder's Risk Policy" completed value form as a cost of the Project, issued to provide coverage on an "all risk" basis including the perils of fire and extended coverage, theft, vandalism, malicious mischief, collapse, flood, earthquake, wind, debris removal and other perils or causes of loss as called for in the Contract Documents. This coverage shall not be lapsed or canceled because of partial occupancy by the Owner prior to final acceptance of the Project. The total deductible for the Builder's Risk Policy shall not exceed ten thousand dollars (\$10,000.00).

**5.1.1.7 Description of operations/ locations/ vehicles/ exclusions added by endorsement/ special provisions**

**5.1.1.8** Owner shall be named on a primary and non-contributory basis as an Additional Insured with regard to General Liability (including Completed-Operations) and Auto Liability. Any Excess or Umbrella insurance will be Follow Form. Waiver of subrogation applies to General Liability and Workers' Compensation in favor of Owner.

**5.1.1.9** Upon request, a certificate of insurance will be provided along with copies of any applicable endorsements shown above including, but not limited to the policy's additional insured endorsement forms.

**5.1.2** Design-Builder's liability insurance set forth in Sections 5.1.1.1 through 5.1.1.7 above shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build delivery of the Project.

**5.1.3** To the extent Owner requires Design-Builder or any Design Consultant to provide professional liability insurance for claims arising from the negligent performance of design services by Design-Builder or the Design Consultant, the coverage limits, duration and other specifics of such insurance shall be as set forth in the Agreement. Any professional liability shall specifically delete any design-build or similar exclusions that could compromise coverages because of the design-build delivery of the Project. Such policies shall be provided prior to the commencement of any design services herein.

**5.1.4** Prior to commencing any construction services herein, Design-Builder shall provide Owner with certificates evidencing that (i) all insurance obligations required by the Contract Documents are in full force and in effect and will remain in effect for the duration required by the Contract Documents and (ii) no insurance coverage will be canceled unless at least thirty (30) days prior written notice is given to Owner.

## **5.2 Owner's Liability Insurance**

**5.2.1** Owner shall procure and maintain from insurance companies authorized to do business in the state in which the Project is located such liability insurance to protect Owner from claims which may arise from the performance of Owner's obligations under the Contract Documents or Owner's conduct during the course of the Project.

## **5.5 Bonds and Other Performance Security**

**5.5.1** If Owner requires Design-Builder to obtain performance and labor and material payment bonds, or other forms of performance security, the amount, form and other conditions of such security shall be as set forth in the Agreement.

# **Article 6** **Payment**

## **6.1 Schedule of Values**

**6.1.1** The Schedule of Values, Exhibit "B" will (i) subdivide the Work into its respective parts; (ii) include values for all items comprising the Work and (iii) serve as the basis for monthly progress payments made to Design-Builder throughout the Work.

## **6.2 Monthly Progress Payments**

**6.2.1** On or before the date established in the Agreement, Design-Builder shall submit for Owner's review and approval its Application for Payment requesting payment for all Work performed as of the date of the Application for Payment. The Application for Payment shall be accompanied by all supporting documentation required by the Contract Documents and/or established at the meeting required by Section 2.1.4 hereof.

**6.2.2** The Application for Payment may request payment for equipment and materials not yet incorporated into the Project, provided that (i) Such equipment and materials are suitably stored at either the Site or another acceptable location, (ii) the equipment and materials are suitably insured and (iii) upon payment, Owner will receive the equipment and materials free and clear of all liens and encumbrances.

- .1** Design-Builder shall be entitled to receive payments for materials and equipment delivered and suitably stored at the site and precast concrete components stored at Prestressed Concrete Suppliers Manufacturing facilities for subsequent incorporation in to the Work. Payment for materials and equipment stored on or off the site shall be conditioned upon compliance with all reasonable procedures necessary to establish Owner's title to such materials and equipment, or otherwise protect Owner's interest therein. Design-Builder shall maintain insurance to protect the Business Personal Property of Others with limits of One Million Dollars (\$1,000,000.00).
- .2** Design-Builder shall be entitled to receive payment for early procurement of materials, deposits on materials, and materials and equipment suitably stored off the site at a mutually

acceptable location, with the Owner's prior approval (which shall not be unreasonably withheld). Owner agrees to assume the risk of any potential delays to the project schedule and increases in the contract price due to Owner lack of approval.

**6.2.3** The Application for Payment shall constitute Design-Builder's representation that the Work has been performed consistent with the Contract Documents, has progressed to the point indicated in the Application for Payment, and that title to all Work performed will pass to Owner free and clear of all claims, liens, encumbrances, and security interests upon Design-Builder's receipt of payment.

### **6.3 Withholding of Payments**

**6.3.1** On or before the date established in the Agreement, Owner shall pay Design-Builder all amounts properly due. If Owner determines that Design-Builder is not entitled to all or part of an Application for Payment, it will notify Design-Builder in writing at least seven (7) days prior to the date payment is due. The notice shall indicate the specific amounts Owner intends to withhold, the reasons and contractual basis for the withholding, and the specific measures Design-Builder must take to rectify Owner's concerns. Design-Builder and Owner shall attempt to resolve Owner's concerns prior to the date payment is due. If the parties cannot resolve such concerns, Design-Builder may pursue its rights under the Contract Documents, including those under Article 10 hereof.

**6.3.2** Notwithstanding anything to the contrary in the Contract Documents, Owner shall pay Design-Builder all undisputed amounts in an Application for Payment within the times required by the Agreement.

### **6.4 Right to Stop Work and Interest**

**6.4.1** If Owner fails to pay timely Design-Builder any amount that becomes due, Design-Builder, in addition to all other remedies provided in the Contract Documents, may stop Work pursuant to Section 11.3 hereof. All payments due and unpaid shall bear interest at the rate set forth in the Agreement.

### **6.5 Design-Builder's Payment Obligations**

**6.5.1** Design-Builder will pay Design Consultants and Subcontractors, in accordance with its contractual obligations to such parties, all the amounts Design-Builder has received from Owner on account of their work. Design-Builder will impose similar requirements on Design Consultants and Subcontractors to pay those parties with whom they have contracted. Design-Builder will indemnify and defend Owner against any claims for payment and mechanic's liens as set forth in Section 7.3 hereof.

### **6.6 Substantial Completion**

**6.6.1** Design-Builder shall notify Owner when it believes the Work, or to the extent permitted in the Contract Documents, a portion of the Work, is substantially complete. Within seven (7) days of Owner's receipt of Design-Builder's notice, Owner and Design-Builder shall jointly inspect such Work to verify that it is substantially complete in accordance with the requirements of the Contract Documents. If such Work is substantially complete, Owner shall, within fourteen (14) days of receipt of the Notice of Substantial Completion, prepare and issue a Certificate of Substantial Completion that will set forth (i) the date of Substantial Completion of the Work or portion thereof, (ii) the remaining items of Work that have to be completed before final payment, (iii) provisions (to the extent not already provided in the Contract Documents) establishing Owner's and Design-Builder's responsibility for the Project's security, maintenance, utilities and insurance pending final payment and (iv) an acknowledgment that warranties commence to run on the date of Substantial Completion, except as may otherwise be noted in the Certificate of Substantial Completion. If Owner does not believe such work is substantially complete, Owner shall, within fourteen (14) days from the date of receipt of the notice, provide Design-Builder a punch list of items required, in Owner's opinion, to meet substantial completion.

**6.6.2** Upon Substantial Completion of the entire Work or, if applicable, any portion of the Work, Owner shall release to Design-Builder all retained amounts relating, as applicable, to the entire Work or completed portion of the Work, less an amount equal to the reasonable value of all remaining or incomplete items of Work as noted in the Certificate of Substantial Completion.

**6.6.3** Owner, at its option, may use a portion of the Work which has been determined to be substantially complete, provided, however, that (i) a Certificate of Substantial Completion has been issued for the portion of Work addressing the items set forth in Section 6.6.1 above, (ii) Design-Builder and Owner have obtained the consent of their sureties and insurers, and to the extent applicable, the appropriate government authorities having jurisdiction over the Project, and (iii) Owner and Design-Builder agree that Owner's use or occupancy will not interfere with Design-Builder's completion of the remaining Work.

**6.6.4** . If the Owner fails to develop the punch list in the time specified, the Design-Builder shall provide written notice of the Owner's failure to do so and the Owner shall have five (5) business days from the date of receipt of the notice to provide the punch list.

**6.6.5** The Owner's failure to provide a punch list of work specifying those items which need to be corrected or completed to achieve substantial completion, excluding latent defects, within five (5) business days of Owner's receipt of Design-Builder's notification under Section 6.6.4 shall conclusively constitute an acceptance of the Project as substantially complete.

**6.6.6** Design-Builder's Notice of Substantial Completion shall be in writing and shall state that Owner has fourteen (14) days to inspect the improvements and provide Design-Builder a punch list.

## **6.7 Final Payment**

**6.7.1** After receipt of a Final Application for Payment from Design-Builder, Owner shall make final payment by the time required in the Agreement, provided that Design-Builder has completed all of the Work in conformance with the Contract Documents.

**6.7.2** At the time of submission of its Final Application for Payment, Design-Builder shall provide the following information, all contingent upon receipt of final payment:

- .1 an affidavit in the form of Contractor's Final Affidavit as required by Florida Statute 713.06(3)(d)(.1);
- .2 a general release executed by Design-Builder waiving, upon receipt of final payment by Design-Builder, all claims, except those claims previously made in writing to Owner and remaining unsettled at the time of final payment;
- .3 consent of Design-Builder's surety, if any, to final payment;
- .4 all operating manuals, warranties and other deliverables required by the Contract Documents;
- .5 certificates of insurance confirming that required coverages will remain in effect consistent with the requirements of the Contract Documents; and
- .6 F.S. 255.05 waivers from all Constructors, or a duly executed copy of the surety's consent to final payment and such other documentation that may be required by the Contract Documents or the City.

For purposes of this paragraph, acceptance by City shall include acceptance by the City Commission and authorization to render such final payment, subject to the time mechanism contemplated in Section 6.7.1 hereinabove.

**6.7.3** Upon making final payment, Owner waives all claims against Design-Builder except claims relating to (i) Design-Builder's failure to satisfy its payment obligations, if such failure affects Owner's interests, (ii) Design-Builder's failure to complete the Work consistent with the Contract Documents, including defects appearing after Substantial Completion and (iii) the terms of any special warranties required by the Contract Documents.

## **Article 7**

### **Indemnification**

#### **7.1 Patent and Copyright Infringement**

**7.1.1** Design-Builder shall defend any action or proceeding brought against Owner based on any claim that the Work, or any part thereof, or the operation or use of the Work or any part thereof, constitutes infringement of any United States patent or copyright, now or hereafter issued. Owner shall give prompt written notice to Design-Builder of any such action or proceeding and will reasonably provide authority, information and assistance in the defense of same. Design-Builder shall indemnify and hold harmless Owner from and against all damages and costs, including but not limited to attorneys' fees and expenses awarded against Owner or Design-Builder in any such action or proceeding. Design-Builder agrees to keep Owner informed of all developments in the defense of such actions.

**7.1.2** If Owner is enjoined from the operation or use of the Work, or any part thereof, as the result of any patent or copyright suit, claim, or proceeding, Design-Builder shall at its sole expense take reasonable steps to procure the right to operate or use the Work. If Design-Builder cannot so procure such right within a reasonable time, Design-Builder shall promptly, at Design-Builder's option and at Design-Builder's expense, (i) modify the Work so as to avoid infringement of any such patent or copyright or (ii) replace said Work with Work that does not infringe or violate any such patent or copyright.

**7.1.3** Sections 7.1.1 and 7.1.2 above shall not be applicable to any suit, claim or proceeding based on infringement or violation of a patent or copyright (i) relating solely to a particular process or product of a particular manufacturer specified by Owner and not offered or recommended by Design-Builder to Owner or (ii) arising from modifications to the Work by Owner or its agents after acceptance of the Work. If the suit, claim or proceeding is based upon events set forth in the preceding sentence, Owner shall, to the extent permitted by Florida law and without waiving any statutory and constitutional sovereign immunity protections, defend, indemnify and hold harmless Design-Builder to the same extent Design-Builder is obligated to defend, indemnify and hold harmless Owner in Section 7.1.1 above.

**7.1.4** The obligations set forth in this Section 7.1 shall constitute the sole agreement between the parties relating to liability for infringement of violation of any patent or copyright.

#### **7.2 Payment Claim Indemnification**

**7.3.1** Provided that Owner is not in breach of its contractual obligation to make payments to Design-Builder for the Work, Design-Builder shall indemnify, defend and hold harmless Owner from any claims or liens brought against Owner or against the Project as a result of the failure of Design-Builder, or those for whose acts it is responsible, to pay for any services, materials, labor, equipment, taxes or other items or obligations furnished or incurred for or in connection with the Work. Design-Builder's indemnification requirements shall be limited to those funds actually received by Design-Builder from Owner for the Work. If Design-Builder fails to do so, Owner will have the right to discharge the claim or lien and hold Design-Builder liable for costs and expenses incurred, including attorneys' fees.

## **7.4 Design-Builder's General Indemnification**

**7.4.1** Design-Builder, to the fullest extent permitted by law, shall indemnify, hold harmless and defend Owner, its officers, directors, employees and agents from and against claims, losses, damages, liabilities, including attorneys' fees and expenses, through all appeals, for bodily injury, sickness or death, and property damage or destruction (other than to the Work itself) to the extent resulting from the negligent acts or omissions of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable.

**7.4.2** If an employee of Design-Builder, Design Consultants, Subcontractors, anyone employed directly or indirectly by any of them or anyone for whose acts any of them may be liable has a claim against Owner, its officers, directors, employees, or agents, Design-Builder's indemnity obligation set forth in Section 7.4.1 above shall not be limited by any limitation on the amount of damages, compensation or benefits payable by or for Design-Builder, Design Consultants, Subcontractors, or other entity under any employee benefit acts, including workers' compensation or disability acts.

## **Article 8** **Time**

### **8.1 Obligation to Achieve the Contract Times**

**8.1.1** Design-Builder agrees that it will commence performance of the Work and achieve the Contract Time(s) in accordance with Article 5 of the Agreement.

### **8.2 Delays to the Work**

**8.2.1** If Design-Builder is delayed in the performance of the Work due to acts, omissions, conditions, events, or circumstances beyond its control or those for whom Design-Builder is responsible, the Contract Time(s) for performance shall be extended by Change Order to a mutually agreeable duration. By way of example, events that will entitle Design-Builder to an extension of the Contract Time(s) include acts or omissions of Owner or anyone under Owner's control (including separate contractors), changes in the Work, Differing Site Conditions, unreasonable delay in action or approval from any authority having jurisdiction, unreasonable delay in any utility provider, Hazardous Conditions, pandemics, epidemics, wars, floods, labor disputes, unusual delay in transportation, epidemics abroad, earthquakes, adverse weather conditions making work impracticable or abnormally hazardous, and other acts of God or force majeure events.

**8.2.2** In addition to Design-Builder's right to a time extension for those events set forth in Section 8.2.1 above, Design-Builder shall also be entitled to an appropriate adjustment of the Contract Price provided, however, that the Contract Price shall not be adjusted for those events set forth in Section 8.2.1 above that are beyond the control of both Design-Builder and Owner. Notwithstanding the foregoing, and as a matter of clarification, nothing in this Section 8.2.2 shall limit Design-Builder's recovery or coverage in any insurance policy, including without limitation Builder's Risk. Furthermore, should Design-Builder be delayed in the Work for any reason, Design-Builder shall be afforded a mutually agreeable change order for an increase to the Contract Price associated with such delay, to the extent such delay causes an increase in Design-Builder's costs.

**8.2.3** Design-Builder has accounted for a certain number of days for inclement weather. Inclement weather, as used herein, shall be deemed those days where a cumulative precipitation in excess of 0.25" has accumulated in one twenty-four (24) hour period, and any drying or flooding time resulting thereby. Should Design-Builder be delayed due to inclement weather in excess of those days identified in the Inclement Weather Exhibit, Design-Builder shall be afforded a mutually agreeable change order in no less than a day-for-day basis.

**Article 9**  
**Changes to the  
Contract Price and Time**

**9.1 Change Orders**

**9.1.1** A Change Order is a written instrument issued after execution of the Agreement signed by Owner and Design-Builder, stating their agreement upon all of the following:

- .1 The scope of the change in the Work;
- .2 The amount of the adjustment to the Contract Price; and
- .3 The extent of the adjustment to the Contract Time(s).

**9.1.2** All changes in the Work authorized by applicable Change Order shall be performed under the applicable conditions of the Contract Documents. Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for such changes.

**9.1.3** If Owner requests a proposal for a change in the Work from Design-Builder and subsequently elects not to proceed with the change, a Change Order shall be issued to reimburse Design-Builder for reasonable costs incurred for estimating services, design services and services involved in the preparation of proposed revisions to the Contract Documents. Such costs shall be due at the time of the following progress payment.

**9.2 Work Change Directives**

**9.2.1** A Work Change Directive is a written order prepared and signed by Owner, directing a change in the Work prior to agreement on an adjustment in the Contract Price and/or the Contract Time(s).

**9.2.2** Owner and Design-Builder shall negotiate in good faith and as expeditiously as possible the appropriate adjustments for the Work Change Directive. Upon reaching an agreement, the parties shall prepare and execute an appropriate Change Order reflecting the terms of the agreement.

**9.3 Minor Changes in the Work**

**9.3.1** Minor changes in the Work do not involve an adjustment in the Contract Price and/or Contract Time(s) and do not materially and adversely affect the Work, including the design, quality, performance and workmanship required by the Contract Documents. Design-Builder may make minor changes in the Work consistent with the intent of the Contract Documents, provided, however that Design-Builder shall promptly inform Owner, in writing, of any such changes and record such changes on the documents maintained by Design-Builder.

**9.4 Contract Price Adjustments**

**9.4.1** The increase or decrease in Contract Price resulting from a change in the Work shall be determined by one or more of the following methods:

- .1 A mutually accepted, lump sum, properly itemized and supported by sufficient substantiating data to permit evaluation by Owner;
- .2 Costs, fees and any other markups set forth in the Agreement; and

- .3 If an increase or decrease cannot be agreed to as set forth in items .1 and .2 above and Owner issues a Work Change Directive, the cost of the change of the Work shall be determined by the reasonable expense and savings in the performance of the Work resulting from the change, including a reasonable overhead and profit, as may be set forth in the Agreement. If the net result of both additions and deletions to the Work is an increase in the Contract Price, overhead and profit shall be calculated on the basis of the net increase to the Contract Price. If the net result of both additions and deletions to the Work is a decrease in the Contract Price, there shall be no overhead or profit adjustment to the Contract Price. Design-Builder shall maintain a documented, itemized accounting evidencing the expenses and savings associated with such changes.

**9.4.2** If Owner and Design-Builder disagree upon whether Design-Builder is entitled to be paid for any services required by Owner, or if there are any other disagreements over the scope of Work or proposed changes to the Work, Owner and Design-Builder shall resolve the disagreement pursuant to Article 10 hereof. As part of the negotiation process, Design-Builder shall furnish Owner with a good faith estimate of the costs to perform the disputed services in accordance with Owner's interpretations. If the parties are unable to agree, after attempting to resolve the disagreement pursuant to Article 10 hereof, and Owner expects Design-Builder to perform the services in accordance with Owner's interpretations, Design-Builder shall proceed to perform the disputed services, conditioned upon Owner issuing a written order to Design-Builder (i) directing Design-Builder to proceed and (ii) specifying Owner's interpretation of the services that are to be performed. If this occurs, Design-Builder shall be entitled to submit in its Applications for Payment an amount equal to fifty percent (50%) of its reasonable estimated direct cost to perform the services, and Owner agrees to pay such amounts, with the express understanding that (i) such payment by Owner does not prejudice Owner's right to argue that it has no responsibility to pay for such services and (ii) receipt of such payment by Design-Builder does not prejudice Design-Builder's right to seek full payment of the disputed services if Owner's order is deemed to be a change to the Work.

**9.4.3** Design-Builder shall be entitled to a markup of Design-Builder's Fee in the amount of ten percent (10%) for any additive Change Orders and/or Change Directives. In the event Owner elects to utilize any owner-direct purchase of materials or equipment, Design-Builder's Fee shall not be reduced by any such election or utilization.

## **9.5 Emergencies**

**9.5.1** In any emergency affecting the safety of persons and/or property, Design-Builder shall act, at its discretion, to prevent threatened damage, injury or loss. Any change in the Contract Price and/or Contract Time(s) on account of emergency work shall be determined as provided in this Article 9.

## **Article 10**

### **Contract Adjustments and Disputes**

#### **10.1 Requests for Contract Adjustments and Relief**

**10.1.1** If either Design-Builder or Owner believes that it is entitled to relief against the other for any event arising out of or related to the Work or Project, such party shall provide written notice to the other party of the basis for its claim for relief. Such notice shall, if possible, be made prior to incurring any cost or expense and in accordance with any specific notice requirements contained in applicable sections of these General Conditions of Contract. In the absence of any specific notice requirement, written notice shall be given within a reasonable time, not to exceed twenty-one (21) days, after the occurrence giving rise to the claim for relief or after the claiming party reasonably should have recognized the event or condition giving rise to the request, whichever is later. Such notice shall include sufficient information to advise the other party of

the circumstances giving rise to the claim for relief, the specific contractual adjustment or relief requested and the basis of such request.

## **10.2 Dispute Avoidance and Resolution**

**10.2.1** The parties are fully committed to working with each other throughout the Project and agree to communicate regularly with each other at all times so as to avoid or minimize disputes or disagreements. If disputes or disagreements do arise, Design-Builder and Owner each commit to resolving such disputes or disagreements in an amicable, professional and expeditious manner so as to avoid unnecessary losses, delays and disruptions to the Work.

**10.2.2** Design-Builder and Owner will first attempt to resolve disputes or disagreements at the field level through discussions between Design-Builder's Representative and Owner's Representative.

**10.2.3** If a dispute or disagreement cannot be resolved through Design-Builder's Representative and Owner's Representative, Design-Builder's Senior Representative and Owner's Senior Representative, upon the request of either party, shall meet as soon as conveniently possible, but in no case later than thirty (30) days after such a request is made, to attempt to resolve such dispute or disagreement. Prior to any meetings between the Senior Representatives, the parties will exchange relevant information that will assist the parties in resolving their dispute or disagreement.

**10.2.4** It is the intent of the parties that after compliance with all preceding contract provisions that all unresolved disputes of any kind relating to the agreement to include performance, termination, payment or any other subject shall be so resolved as now stated to the exclusion of any other form of dispute resolution or litigation. It is the intent of the parties that pre judgment interest, punitive damages, cost, and attorney's fees are not available remedies and are excluded from and will not be the subject of dispute resolution. Except as otherwise provided by the termination provisions of the agreement, the parties shall continue with the performance of the contract during any dispute resolution proceedings. Payment for continued contract work shall not be withheld during this process.

**10.2.5** The parties will conduct non-binding mediation using a jointly-selected certified mediator in Sumter County, within ten (10) days' notice of mediation or as scheduled by the mediator in any dispute. Any mediation arising out of or relating to the agreement may include by consolidation, joinder or any other manner, any other parties to include subcontractors performing Work on the project who are the subject of a claim or dispute substantially involving a common question of fact or law, or whose presence is required if complete relief is to be accorded in the mediation. The parties shall pay equally the costs and fees of the mediator.

**10.2.6** Should the dispute not be settled at mediation, each party shall have the right to pursue all legal remedies arising out of this contract in the Circuit Court In and For Sumter County, Florida.

**10.2.7** The prevailing party in any action to enforce this Agreement shall be entitled to recover all costs it incurs, whether considered recoverable costs or not, pursuant to the applicable Rules of Court, including but not limited to its attorney's fees, whether at trial, mediation or appeal. THE PARTIES HEREBY WAIVE TRIAL BY JURY.

**10.2.8** Notwithstanding Section 10.2.5, above, in the event an action is filed the parties agree to mediate this dispute with a mutually agreed upon mediator within 60 days of service of the Defendant's Answer. All discovery permitted by the applicable court rules shall be stayed pending completion of mediation. Should any party fail to voluntarily participate in mediation of the dispute, the other party shall be entitled to an Order from the Court compelling attendance at the mediation and shall in such event be entitled to recover the attorney's fees and cost incurred in the enforcement of this provision. Nothing contained herein shall prevent either party from seeking injunctive or similar relief.

### **10.3 Duty to Continue Performance**

**10.3.1** Unless provided to the contrary in the Contract Documents, Design-Builder shall continue to perform the Work and Owner shall continue to satisfy its payment obligations to Design-Builder, pending the final resolution of any dispute or disagreement between Design-Builder and Owner.

### **10.4 CONSEQUENTIAL DAMAGES**

#### **10.4.1**

The Owner waives claims against the Design-Builder, and the Design-Builder waives claims against the Owner, for the following damages, to the extent caused by the Design-Builder's or Owner's breach of this Agreement and regardless of whether any of these damages would be classified as consequential, special, direct, indirect, incidental, or otherwise:

- .1 lost profits;
- .2 loss of business;
- .3 Owner's expenses of relocating and operating out of temporary facilities during repair;
- .4 Owner's increased transportation costs from shipping product to and from alternative locations during repair;
- .5 loss of financing;
- .6 loss of goodwill;
- .7 loss of reputation;
- .8 loss of contracts because of delayed opening; and
- .9 all other consequential, special, indirect or incidental damages

**10.4.2** Exceptions. This waiver does not apply to claims under the following:

- .1 any indemnity clauses in the Agreement to the extent that Owner or Design-Builder to the extent that such indemnity would be overridden by the application of this waiver.
- .2 damages resulting from misuse of Work Product under Article 4 of the Agreement to the extent that they involve consequential damages and Design-Builder has no adequate remedy due misuse of Work Product by Owner, subject to any statutory and constitutional sovereign immunity protections.

**10.4.3** The damages waiver set forth in Section 10.4.1 above is not intended to affect the payment of liquidated damages, if any, set forth in Article 5 of the Agreement, which both parties recognize has been established, in part, to reimburse Owner for some damages that might otherwise be deemed to be consequential.

## **Article 11** **Stop Work and Termination for Cause**

### **11.1 Owner's Right to Stop Work**

**11.1.1** Owner may, without cause and for its convenience, order Design-Builder in writing to stop and suspend the Work. Such suspension shall not exceed sixty (60) consecutive days or aggregate more than ninety (90) days during the duration of the Project.

**11.1.2** Design-Builder is entitled to seek a reasonable adjustment of the Contract Price and/or Contract Time(s) if its cost or time to perform the Work has been adversely impacted in a substantial way by any suspension of stoppage of work by Owner.

### **11.2 Owner's Right to Perform and Terminate for Cause**

**11.2.1** If Design-Builder persistently fails to (i) provide a sufficient number of skilled workers, (ii) supply the materials required by the Contract Documents, (iii) comply with applicable Legal Requirements, (iv) timely pay, without cause, Design Consultants or Subcontractors, (v) prosecute the Work with promptness and diligence to ensure that the Work is completed by the Contract Time(s), as such times may be adjusted pursuant to the Contract Documents, or (vi) perform material obligations under the Contract Documents, then Owner, in addition to any other rights and remedies provided in the Contract Documents or by law, shall have the rights set forth in Sections 11.2.2 and 11.2.3 below.

**11.2.2** Upon the occurrence of an event set forth in Section 11.2.1 above, Owner may provide written notice to Design-Builder that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) business days of Design-Builder's receipt of such notice. If Design-Builder fails to cure, or reasonably commence to cure, such problem, then Owner may give a second written notice to Design-Builder of its intent to terminate within an additional seven (7) business day period. If Design-Builder, within such second seven (7) business day period, fails to cure, or reasonably commence to cure, such problem, then Owner may declare the Agreement terminated for default by providing written notice to Design-Builder of such declaration.

**11.2.3** Upon declaring the Agreement terminated pursuant to Section 11.2.2 above, Owner may enter upon the premises and take possession, for the purpose of completing the Work, of all materials, scaffolds, tools, appliances and other items thereon, which have been purchased or provided for the performance of the Work, all of which Design-Builder hereby transfers, assigns and sets over to Owner for such purpose, and to employ any person or persons to complete the Work and provide all of the required labor, services, materials and other items. In the event of such termination, Design-Builder shall not be entitled to receive any further payments under the Contract Documents until the Work shall be finally completed in accordance with the Contract Documents. At such time, if the unpaid balance of the Contract Price exceeds the cost and expense incurred by Owner in completing the Work, such excess shall be paid by Owner to Design-Builder. If Owner's cost and expense of completing the Work exceeds the unpaid balance of the Contract Price, then Design-Builder shall be obligated to pay the difference to Owner. Such costs and expense shall include not only the cost of completing the Work, but also losses, damages, costs and expense, including attorneys' fees and expenses, incurred by Owner in connection with the re-procurement and defense of claims arising from Design-Builder's default, subject to the waiver of consequential damages set forth in Section 10.4 hereof.

**11.2.4** If Owner improperly terminates the Agreement for cause, the termination for cause will be converted to a termination for convenience in accordance with the provisions of Article 8 of the Agreement.

### **11.3 Design-Builder's Right to Stop Work**

**11.3.1** Design-Builder may, in addition to any other rights afforded under the Contract Documents or at law, stop the Work for the following reasons:

- .1 Owner's failure to pay amounts properly due under Design-Builder's Application for Payment, or
- .2 Owner's failure to provide financial assurances as required under Section 3.3 hereof.

**11.3.2** Should any of the events set forth in Section 11.3.1 above occur, Design-Builder has the right to provide Owner with written notice that Design-Builder will stop the Work unless said event is cured within seven (7) days from Owner's receipt of Design-Builder's notice. If Owner does not cure the problem within such seven (7) day period, Design-Builder may stop the Work. In such case, Design-Builder shall be entitled to make a claim for adjustment to the Contract Price and Contract Time(s) to the extent it has been adversely impacted by such stoppage.

## **11.4 Design-Builder's Right to Terminate for Cause**

**11.4.1** Design-Builder, in addition to any other rights and remedies provided in the Contract Documents or by law, may terminate the Agreement for cause for the following reasons:

- .1 The Work has been stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, because of court order, any government authority having jurisdiction over the Work, or orders by Owner under Section 11.1.1 hereof, provided that such stoppages are not due to the acts or omissions of Design-Builder or anyone for whose acts Design-Builder may be responsible.
- .2 Owner's failure to provide Design-Builder with any information, permits or approvals that are Owner's responsibility under the Contract Documents which result in the Work being stopped for sixty (60) consecutive days, or more than ninety (90) days during the duration of the Project, even though Owner has not ordered Design-Builder in writing to stop and suspend the Work pursuant to Section 11.1.1 hereof.
- .3 Owner's failure to cure the problems set forth in Section 11.3.1 above after Design-Builder has stopped the Work.

**11.4.2** Upon the occurrence of an event set forth in Section 11.4.1 above, Design-Builder may provide written notice to Owner that it intends to terminate the Agreement unless the problem cited is cured, or commenced to be cured, within seven (7) days of Owner's receipt of such notice. If Owner fails to cure, or reasonably commence to cure, such problem, then Design-Builder may give a second written notice to Owner of its intent to terminate within an additional seven (7) day period. If Owner, within such second seven (7) day period, fails to cure, or reasonably commence to cure, such problem, then Design-Builder may declare the Agreement terminated for default by providing written notice to Owner of such declaration. In such case, Design-Builder shall be entitled to recover in the same manner as if Owner had terminated the Agreement for its convenience under Article 8 of the Agreement.

## **11.5 Bankruptcy of Owner or Design-Builder**

**11.5.1** If either Owner or Design-Builder institutes or has instituted against it a case under the United States Bankruptcy Code (such party being referred to as the "Bankrupt Party"), such event may impair or frustrate the Bankrupt Party's ability to perform its obligations under the Contract Documents. Accordingly, should such event occur:

- .1 The Bankrupt Party, its trustee or other successor, shall furnish, upon request of the non-Bankrupt Party, adequate assurance of the ability of the Bankrupt Party to perform all future material obligations under the Contract Documents, which assurances shall be provided within ten (10) days after receiving notice of the request; and
- .2 The Bankrupt Party shall file an appropriate action within the bankruptcy court to seek assumption or rejection of the Agreement within sixty (60) days of the institution of the bankruptcy filing and shall diligently prosecute such action.

If the Bankrupt Party fails to comply with its foregoing obligations, the non-Bankrupt Party shall be entitled to request the bankruptcy court to reject the Agreement, declare the Agreement terminated and pursue any other recourse available to the non-Bankrupt Party under this Article 11.

**11.5.2** The rights and remedies under Section 11.5.1 above shall not be deemed to limit the ability of the non-Bankrupt Party to seek any other rights and remedies provided by the Contract Documents or by law, including its ability to seek relief from any automatic stays under the United States Bankruptcy Code or the right of Design-Builder to stop Work under any applicable provision of these General Conditions of Contract.

## **Article 12** **Electronic Data**

### **12.1 Electronic Data.**

**12.1.1** The parties recognize that Contract Documents, including drawings, specifications and three-dimensional modeling (such as Building Information Models) and other Work Product may be transmitted among Owner, Design-Builder and others in electronic media as an alternative to paper hard copies (collectively "Electronic Data").

## **Article 13**

### **Miscellaneous**

#### **13.1 Assignment**

**13.1.1** Neither Design-Builder nor Owner shall, without the written consent of the other assign, transfer or sublet this Agreement, any portion or part of the Work or the obligations required by the Contract Documents. Such prohibition shall not serve to limit Design-Builder's ability to freely subcontract all or a portion of the Work. This agreement shall be binding upon Owner and Design-Builder and their respective heirs, successors, executors and administrators. In the event Owner assigns this Agreement to a Lender providing primary financing on the Project, such Lender shall provide evidence of financial assurances prior to such contemplated assignment. Design-Builder hereby consents to the assignment of this Agreement from Owner to the Lender providing primary financing on the Project contingent upon such Lender assuming all rights and obligations of Other and evidencing sufficient financial ability to comply with all of the obligations contained herein.

#### **13.2 Successorship**

**13.2.1** Design-Builder and Owner intend that the provisions of the Contract Documents are binding upon the parties, their employees, agents, heirs, successors and assigns.

#### **13.3 Governing Law**

**13.3.1** The Agreement and all Contract Documents shall be governed by the laws of the State of Florida, without giving effect to its conflict of law principles.

#### **13.4 Severability**

**13.4.1** If any provision or any part of a provision of the Contract Documents shall be finally determined to be superseded, invalid, illegal, or otherwise unenforceable pursuant to any applicable Legal Requirements, such determination shall not impair or otherwise affect the validity, legality, or enforceability of the remaining provision or parts of the provision of the Contract Documents, which shall remain in full force and effect as if the unenforceable provision or part were deleted. Furthermore, such superseded, invalid, illegal or otherwise unenforceable or invalid portion of the Contract Documents shall be automatically revised to comply with the fullest extent permitted by such applicable Legal Requirements, the parties intending for the terms of the Contract Documents to remain fully enforceable.

#### **13.5 No Waiver**

**13.5.1** The failure of either Design-Builder or Owner to insist, in any one or more instances, on the performance of any of the obligations required by the other under the Contract Documents shall not be construed as a waiver or relinquishment of such obligation or right with respect to future performance.

#### **13.6 Headings**

**13.6.1** The headings used in these General Conditions of Contract or any other Contract Document, are for ease of reference only and shall not in any way be construed to limit or alter the meaning of any provision.

### **13.7 Notice**

**13.7.1** Whenever the Contract Documents require that notice be provided to the other party, notice will be deemed to have been validly given (i) if delivered in person to the individual intended to receive such notice, (ii) four (4) days after being sent by registered or certified mail, postage prepaid to the address indicated in the Agreement or (iii) if transmitted by facsimile or via electronic mail, by the time stated in a machine generated confirmation that notice was received at the facsimile number of the intended recipient or by the time stated in a receipt generated confirmation of delivery by such electronic mail protocol or program.

### **13.8 Amendments**

**13.8.1** The Contract Documents may not be changed, altered, or amended in any way except in writing signed by a duly authorized representative of each party.

### **13.9 Performance of Other Work of Owner**

**13.9.1** Owner reserves the right to perform by itself or let other contractors in connection with the work for its overall project. Design-Builder shall afford reasonable opportunity for the introduction and storage of materials in the execution of work by Owner or others, and shall properly connect and coordinate its work with the work of Owner or other so as not to impede the work or other crafts of Owner's operations. If any part of Design-Builder's work depends upon the work of Owner or others, Design-Builder shall examine the work and shall report to the Owner any defects in such work which is patent that renders it unsuitable for the proper execution of Design-Builder's work. Unless said defects are open, obvious and patent, Design-Builder shall be entitled to rely upon the work of others as fit and proper for the reception of Design-Builder's work, and Design-Builder's performance of its work shall not constitute a waiver of any claims except as to patent defects which could have been ascertained by a prior examination of the work.

### **13.10 Allowances**

**13.10.1** Owner and Design-Builder agree that the contract sum and schedule may include allowances for work that is not yet fully quantified, designed or selected. Design-Builder shall report on the status of each allowance as part of the monthly report.

**13.10.2** If the final cost of the work associated with the allowance exceeds the allowed cost for such work, the contract sum shall be increased accordingly, including without limitation, additional Design Fees, Design-Builder's overhead, Design-Builder Fees and Bond.

**13.10.3** If the final cost of the Work associated with the allowance is less than the allowed cost for such work, the Contract Sum shall be reduced accordingly, by the allowance amount not used for that item.

**13.10.4** If the duration of the work associated with the allowance exceeds the duration shown on the Project Schedule and the Design-Builder can reasonably show that the durations of the work associated with the allowance extended the Project schedule or path thereto, the contract time shall be adjusted accordingly.

**13.10.5** Any increase or decrease to the contract sum, or adjustments to the contract time, shall be done through a timely Change Order made in accordance with Article 9

**13.11** In order to ensure completion of the Project, Design-Builder is authorized to proceed with the production of precast concrete materials and the ordering of all materials necessary to commence construction of the improvements on and to continue the unimpeded production of the building components prior to receipt of the applicable permit(s) required by Exhibit "C." In the event Design-Builder, through no material fault of its own, is unable to obtain the necessary permits to construct the Project, (1) Design-Builder shall attempt to return all unused materials and, if successful, Owner agrees to pay the cost of shipping, handling and restocking associated therewith; and (2) in the event said materials are specially

manufactured for Owner's Project or are unable to be returned, Owner agrees to pay Design-Builder the cost, plus a reasonable overhead and profit for said materials.

**13.12** Owner and Design-Builder acknowledge that Design-Builder cannot commence the construction of the Work until such time that Design-Builder has obtained a building permit for the Project. The Project Schedule contains an allowed time for approval of permit documents. It is understood and agreed that time required to obtain a building permit can substantially vary from that shown. A mutually agreeable extension of time shall be granted to Design-Builder if the building permit is received after the date shown on the Project Schedule through no material fault of Design-Builder. Owner is responsible for obtaining all site approvals, development approvals, and all other approvals or permits from any other state, local, municipal, or federal agency required to review and approve all or any portion of the Project. Owner shall insure that all of said approvals are received on or before the milestone date shown on the Project Schedule. In the event Owner's failure to obtain all approvals or permits necessary as a precondition to issuance of the building permit for the Project, and Design-Builder is unable to commence construction on the mobilization date shown on the Project Schedule, as a result thereof, Design-Builder shall be entitled to a mutually agreeable extension of time.

**13.13** Owner grants Design-Builder the right to summarize, display or otherwise incorporate Project information on its web site, in its publications, or in other displays for marketing purposes, provided that Design-Builder does not assert any claim of copyright over Project information not belonging to Design-Builder. Owner grants Design-Builder the right to incorporate jobsite signage for the Project, which shall be permitted to include Design-Builder's name and information.

**13.14 ANY CLAIMS FOR CONSTRUCTION DEFECTS ARE SUBJECT TO THE NOTICE AND CURE PROVISIONS OF CHAPTER 558, FLORIDA STATUTES**

**13.15 PURSUANT TO THIS SECTION 558.0035, FLORIDA STATUTES, AN INDIVIDUAL EMPLOYEE OR AGENT MAY NOT BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.**

13.16. Section 1610. Public Entity Crime Information Statement.

"A person or affiliate who has been placed on the convicts vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform Work as a Construction Manager, contractor, supplier, subcontractor, or consultant 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 thirty-six (36) months from the date of being placed on the convicted vendor list."

Pursuant to Section 287.132 and 287.133 Florida Statutes, the Owner, as a public entity, may not transact any business in excess of the threshold amount set forth in Section 287.017, Florida Statutes, with any person or affiliate on the convicted Contractor list for the time periods specified unless such person has been removed from the list pursuant to law. Design-Builder shall take all commercially reasonable measures to ensure that none of Design-Builder's contractors, subcontractors, suppliers, utility companies, testing firms, and equipment rental companies, or the like run afoul of these requirements.

### 13.17 Scrutinized Company List.

Florida Statutes, Sections 287.135, prohibits Florida municipalities from contracting with companies, for goods or services over \$1,000,000, that are on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, engaged in any Business operations with Cuba or Syria, or which are on the list of Scrutinized Companies that Boycott Israel. The list of Scrutinized Companies is created pursuant to Section 215.473, Florida Statutes. A copy of the current list of Scrutinized Companies can be found at the following link:

[https://www.sbafla.com/fsb/Portals/FSB/Content/Performance/Quarterly/2019\\_01\\_29\\_Web\\_Update\\_PFIA\\_Prohibited\\_List.pdf?ver=2019-01-29-130702-420](https://www.sbafla.com/fsb/Portals/FSB/Content/Performance/Quarterly/2019_01_29_Web_Update_PFIA_Prohibited_List.pdf?ver=2019-01-29-130702-420)

### 13.19 Discrimination Provision

The Design-Builder will not discriminate on the basis of race, color, religion, sex, age, national origin, place of birth, or marital status, or against any qualified individual with disabilities, in its employment practices. The Construction Manager recognizes that sexual harassment constitutes discrimination on the basis of sex and violates this Rule, the Owner of Wildwood will not tolerate such conduct.

### 13.20 Public Records.

(a) Any document submitted to the Owner may be a public record and is open for inspection or copying by any person or entity. "Public records" are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency per Section 119.011(12), Florida Statutes. Any public record is subject to inspection and copying unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law.

(b) In accordance with Section 119.0701, Florida Statutes, the Design-Builder, when acting on behalf of the Owner, as provided under Section 119.011(2), Florida Statutes, shall keep and maintain public records as required by law and retain them as provided by the General Record Schedule established by the Department of State. Upon request from the Owner's custodian of public records, provide the Owner with a copy of the requested records or allow the records to be inspected or copied within a reasonable time unless exempted under Chapter 119, Florida Statutes, or as otherwise provided by law. Additionally, the Design-Builder shall provide the public records at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.

(c) The Design-Builder shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements, including materials exempt from disclosure pursuant to Section 119.071(3)(b)(1), Florida Statutes, are not disclosed except as authorized by law for the duration of this Agreement and following completion of this Agreement if the Design-Builder does not transfer the records to the Owner. Upon the completion of the Agreement, the Design-Builder shall transfer, at no cost, to the Owner all public records in the possession of the Design-Builder and shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the Owner, upon request from the Owner's custodian of Public records, in a format that is compatible with the information technology system of the Owner.

(d) **IF THE DESIGN-BUILDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE DESIGN-BUILDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE OWNER REPRESENTATIVE AT E-MAIL: [jmchugh@wildwood-fl.gov](mailto:jmchugh@wildwood-fl.gov); PHONE NUMBER: 352-330-1330; ADDRESS: 100 N. Main Street, Wildwood, FL 34785.**

(e) Subject to any statutory requirements, the Design-Builder shall maintain the confidentiality of all financial and other operational information relating to the Project, except to the extent that: (i) disclosure is required by law; (ii) disclosure is required for any filing or application in connection with a permit, certificate of occupancy, license or franchise; or (iii) such confidential information needs to be provided to any other consultant or professional being engaged by or on behalf of the Owner.

13.21 Notwithstanding the provisions of this Agreement, any Agreement by Owner to defend, indemnify, and hold Design-Builder harmless shall in no way be deemed to be a comprehensive waiver of the Owner's statutory and constitutional sovereign immunity and any deemed waiver of the Owner's sovereign immunity under this Agreement shall be limited to the plain terms of this Agreement. Furthermore, any waiver of Owner's sovereign immunity shall not be broadly construed so as to inure to the benefit of any third party, including, but not limited to, any other person, business or public entity.