

Regular City Commission Meeting Agenda January 9, 2017

Mayor Gib Coerper
Vice Mayor Robert Wilford
Commissioner Gary Hardacre
Commissioner Ben Boukari, Jr.
Commissioner Shirley Green Brown

City Manager Traci L. Gresham
City Attorney Marian Rush

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

Meeting Date: January 9, 2017

Meeting Location: James A. Lewis Commission Chambers, City Hall

CITY COMMISSION MEETING

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

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

**APPROVE READING OF PROPOSED ORDINANCES AND RESOLUTIONS BY
TITLE ONLY**

I. SPECIAL PRESENTATIONS

- A.** Bhaktivedanta Academy Student Art Appreciation
- B.** Fiscal Analysis Report for the Periods Ended October 31 and November 30, 2016

II. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

III. COMMITTEE REPORTS/COMMITTEE APPOINTMENTS/CITY ANNOUNCEMENTS

IV. PUBLIC HEARINGS AND ORDINANCES

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

- A.** Ordinance 17-07; Second and Final Reading: Amending City Code Chapter 14 - Elections

V. AGENDA ITEMS

- A.** Resolution 17-05 Authorizing the use of General Fund - Special Expense Contingency budget in the amount of \$13,823; Transferring \$3,879 to the Alachua Police Department Budget, \$5,845 to the Finance Department budget and increasing by \$4,099 the General Fund-Special Expense transfers out to the Community Redevelopment Agency (CRA); Increasing the Community Redevelopment Agency (CRA) Fund for unanticipated revenue in the amount of \$4,099 as the result of the transfer from the General Fund.
- B.** Authorization for Addition of a Full-Time Equivalent (FTE) Community Redevelopment Agency Coordinator

VI. COMMENTS FROM CITIZENS ON SUBJECTS NOT ON THE AGENDA

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

VII. COMMENTS FROM CITY MANAGER AND CITY ATTORNEY

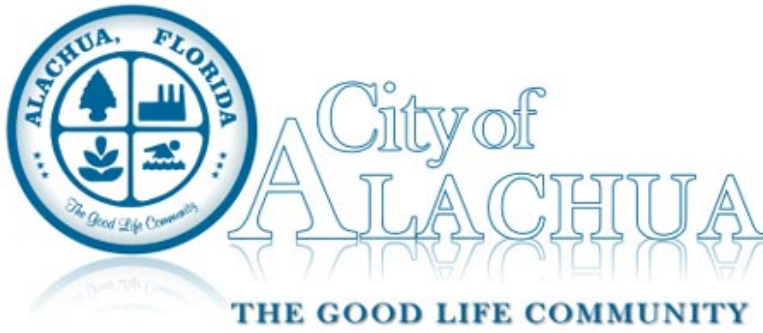
VIII.COMMISSION COMMENTS/DISCUSSION

ADJOURN

CONSENT AGENDA

CONSENT AGENDA ITEMS

- RFB 2017-03 Tree and Vegetation Maintenance of Public Rights of Way
- RFB 2017-04 Vegetation Management & Powerline Tree Trimming



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: Bhaktivedanta Academy Student Art Appreciation

PREPARED BY: Melanie Anne Westmoreland, Assistant Deputy City Clerk

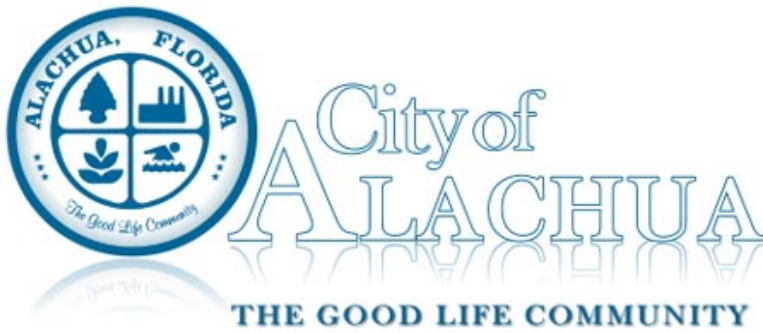
RECOMMENDED ACTION:

Present the certificates of appreciation.

Summary

The City would like to thank Bhaktivedanta Academy students for the contribution of their art for display in the lobby of City Hall this past season. Those students who could be present with their parents are here for the presentation of the Certificates of Appreciation. Bhaktivedanta Academy representative Susan Reed is present to accept the certificates for those participating students who could not be present.

This is the second year Bhaktivedanta Academy has participated in a City Hall Art Exhibit with their students.



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: Fiscal Analysis Report for the Periods Ended October 31 and November 30, 2016

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

RECOMMENDED ACTION:

Receive the presentation.

Summary

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

These reports, where applicable, may identify potential fiscal trends and, if necessary, assist in identifying and evaluating options for any required corrective action.

FINANCIAL IMPACT: No

BUDGETED: No

ATTACHMENTS:

Description

- ▢ 2016 11 30 Presentation
- ▢ Fiscal Analysis Report 20161130
- ▢ Fiscal Analysis Report 20161031

CITY OF ALACHUA



FISCAL ANALYSIS REPORT

FISCAL YEAR 2016/2017
THROUGH NOVEMBER 30, 2016

JANUARY 9, 2017

KEY TERMS



- **Fiscal year: period beginning October 1, 2016 and ending September 30, 2017.**
- **Amended budget: budget including all changes since the beginning of the fiscal year.**
- **Period benchmark: percentage of fiscal year that has transpired - 17%.**
- **Encumbrances: Funds committed for future expenses.**

ALL FUNDS SUMMARY



	FY 16/17 AMENDED BUDGET	PERCENT OF TOTAL BUDGET
GENERAL FUND	12,511,285	25.26%
SPECIAL REVENUE FUNDS	723,252	1.46%
DEBT SERVICE FUND	976,966	1.97%
CAPITAL PROJECTS FUNDS	7,540,163	15.22%
ENTERPRISE FUNDS	21,121,425	42.64%
INTERNAL SERVICE FUNDS	<u>6,665,533</u>	<u>13.45%</u>
	49,538,624	100.00%

GENERAL FUND



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

GENERAL FUND



- **Sources of Funding (25%) –**

- Current Revenues: \$ 1.2M (9%)
- Budgeted Balances: \$ 2.0M (16%)

- **Uses of Funding (23%) –**

- Expenses: \$1.2M (10%)
- Encumbrances: \$1.7M (13%)

SPECIAL REVENUE FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Law Enforcement Training
 - APD Explorers
 - T K Basin
 - Donation
 - Community Redevelopment Agency (CRA)

SPECIAL REVENUE FUNDS



- **Sources of Funding (37%) –**

- Current Revenues: \$ 3K (0%)
- Budgeted Balances: \$ 266K (37%)

- **Uses of Funding (21%) –**

- Expenses: \$ 76K (10%)
- Encumbrances: \$ 76K (11%)

DEBT SERVICE FUND



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

DEBT SERVICE FUND



- **Sources of Funding (26%) –**

- Current Revenues: \$ 0 (0%)
- Budgeted Balances: \$ 258K (26%)

- **Uses of Funding (32%) –**

- Expenses: \$ 311K (32%)
- Encumbrances: \$ 0 (0%)

CAPITAL PROJECTS FUNDS



- **Primary Revenue Source: Intergovernmental Revenue**
- **Programs Funded:**
 - Heritage Oaks
 - San Felasco
 - Project Legacy
 - Municipal Complex
 - CDBG – Neighborhood Revitalization

CAPITAL PROJECTS FUNDS



- **Sources of Funding (61%) –**

- Current Revenues: \$ 3K (0%)
- Budgeted Balances: \$ 4.6M (61%)

- **Uses of Funding (27%) –**

- Expenses: \$ 790K (10%)
- Encumbrances: \$ 1.2M (17%)

ENTERPRISE FUNDS



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

ENTERPRISE FUNDS



- **Sources of Funding (34%) –**

- Current Revenues: \$ 3.0M (14%)
- Budgeted Balances: \$ 4.1M (20%)

- **Uses of Funding (8%) –**

- Expenses: \$ 1.4M (6%)
- Encumbrances: \$ 243K (2%)

INTERNAL SERVICE FUNDS



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

- **Programs Funded:**
 - **Utility Administration**
 - **Utility Billing**
 - **Utility Operations**
 - **Warehouse Operations**
 - **Water Distribution/Collection**
 - **Public Services Operations Center**

INTERNAL SERVICE FUNDS



- **Sources of Funding (67%) –**

- Current Revenues: \$ 0 (0%)
- Balances: \$ 4.5M (67%)

- **Uses of Funding (6%) –**

- Expenses: \$ 311K (5%)
- Encumbrances: \$ 64K (1%)

ALL FUNDS SUMMARY



- **Amended FY 16/17 Budget = \$ 49,538,624**

- **Sources of Funding (40%) –**
 - Current Revenues: \$ 4.2M (8%)
 - Budgeted Balances: \$ 15.7M (32%)

- **Uses of Funding (15%) –**
 - Expenses: \$ 4.1M (7%)
 - Encumbrances: \$ 3.3M (8%)

INVESTMENTS / CASH HOLDINGS



- **Investment portfolio total = \$ 1,538,292.14**
 - State Board of Administration (SBA) = \$ 1.0M
 - Money Market Account = \$ 507K
 - Certificate of Deposit = \$ 30K

- **Cash holdings total = \$ 25,388,785.01**
 - Operating Account = \$14.6M
 - CRA Account = \$ 286K
 - Customer Deposit Accounts = \$ 1.7M
 - Series 2016 Repayment Account = \$ 229K
 - Section 108 Account = \$ 30K
 - SRF Money Market account = \$ 58K
 - Heritage Oaks Account = \$ 358K
 - Series 2016 Projects = \$ 8.1M
 - Other Accounts = \$ 44K

CONCLUSION



- **FY beginning as anticipated**
- **Bulk of tax revenue Dec - Feb**
- **Have deployed new ERP software**
- **Audit final fieldwork performed**



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
NOVEMBER 30, 2016**

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INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

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

Defining Revenue

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

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land.

Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

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

Defining Fund Balance

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

Conclusion

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

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

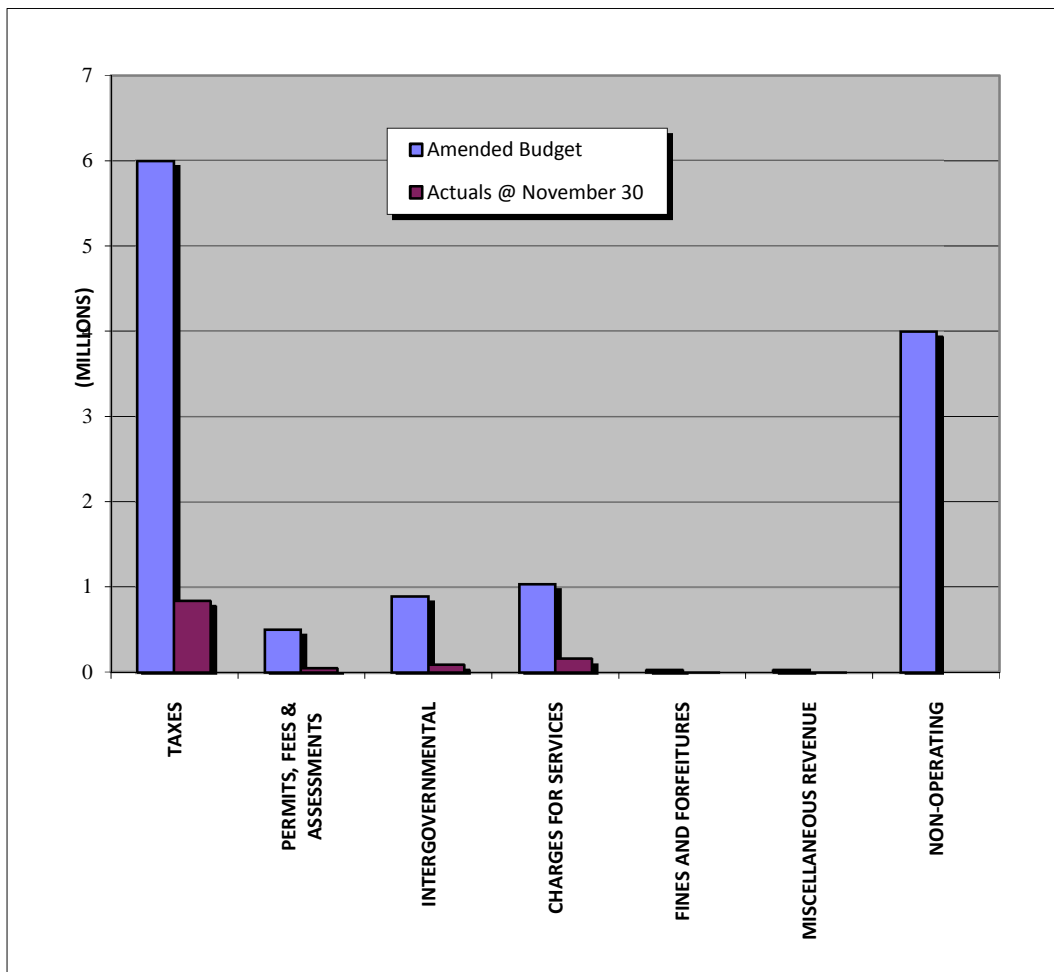
GENERAL FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	841,776	14%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	52,908	11%
INTERGOVERNMENTAL	900,589	900,589	90,934	10%
CHARGES FOR SERVICES	1,039,350	1,039,350	163,755	16%
FINES AND FORFEITURES	32,000	32,000	2,528	8%
MISCELLANEOUS REVENUE	38,000	38,000	4,676	12%
NON-OPERATING	3,999,490	3,999,490	0	0%
	12,511,285	12,511,285	1,156,576	9%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,619,038	750,732	11%
PUBLIC SAFETY	3,684,620	3,683,920	1,187,776	32%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	659,236	99%
TRANSPORTATION	937,010	937,010	168,418	18%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	111,699	18%
	12,511,285	12,511,285	2,877,860	23%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,382,436	815,005	15%
OPERATING EXPENDITURES	3,319,985	3,316,685	1,843,232	56%
CAPITAL OUTLAY	569,792	573,092	186,323	33%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	33,300	71%
NON-OPERATING	3,191,844	3,191,844	0	0%
POWER COSTS	0	0	0	0%
	12,511,285	12,511,285	2,877,860	23%

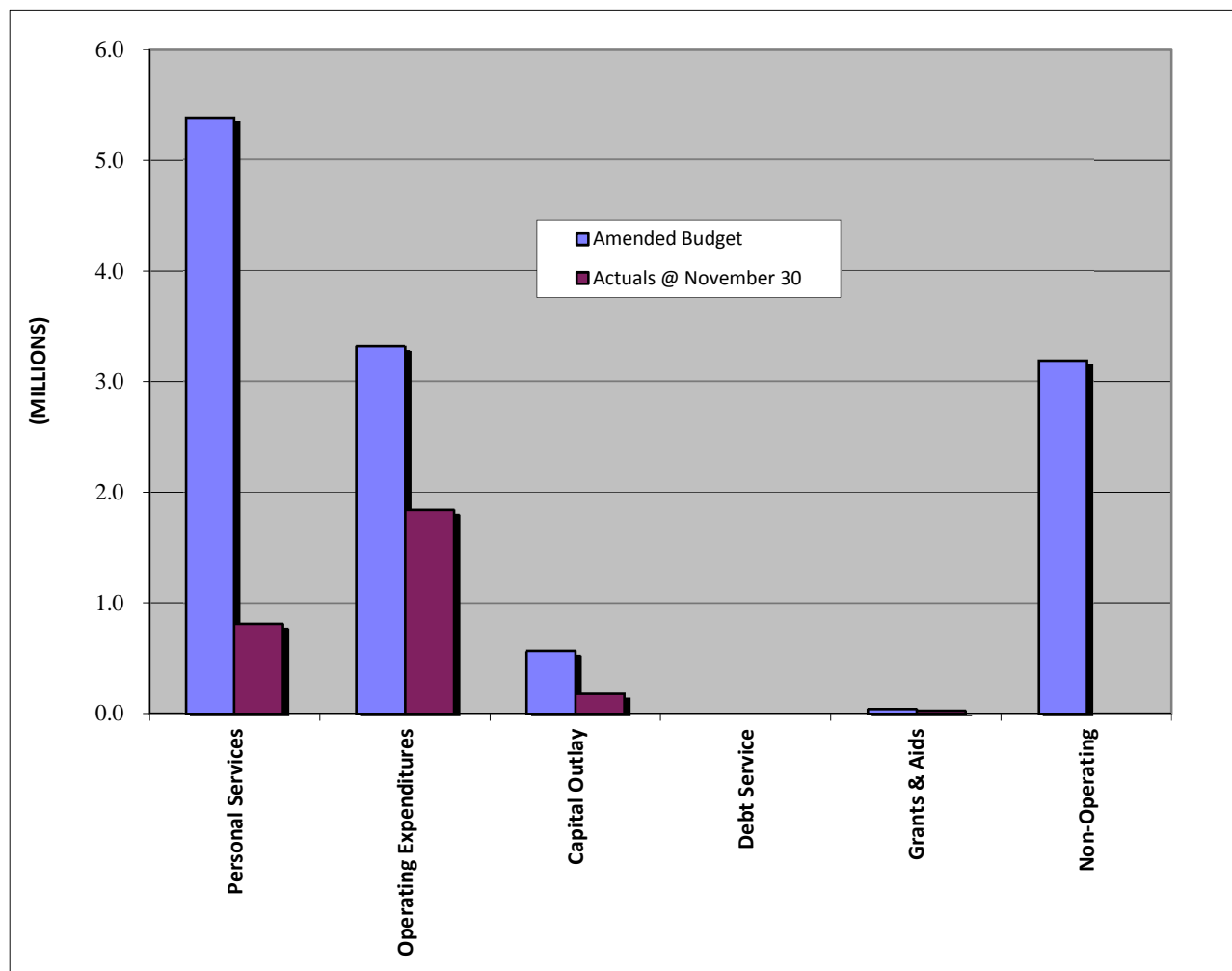
Revenues by Major Category General Fund

As of November 30, 2016, the City of Alachua collected 9% of budgeted General Fund revenues. Tax collections are at 14%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 11%. The Intergovernmental Revenues are at 10%. Charges for Services are at 16%, Fines & Forfeitures are at 8%, Miscellaneous Revenues are at 12% and Non-Operating Revenues are at 0%.



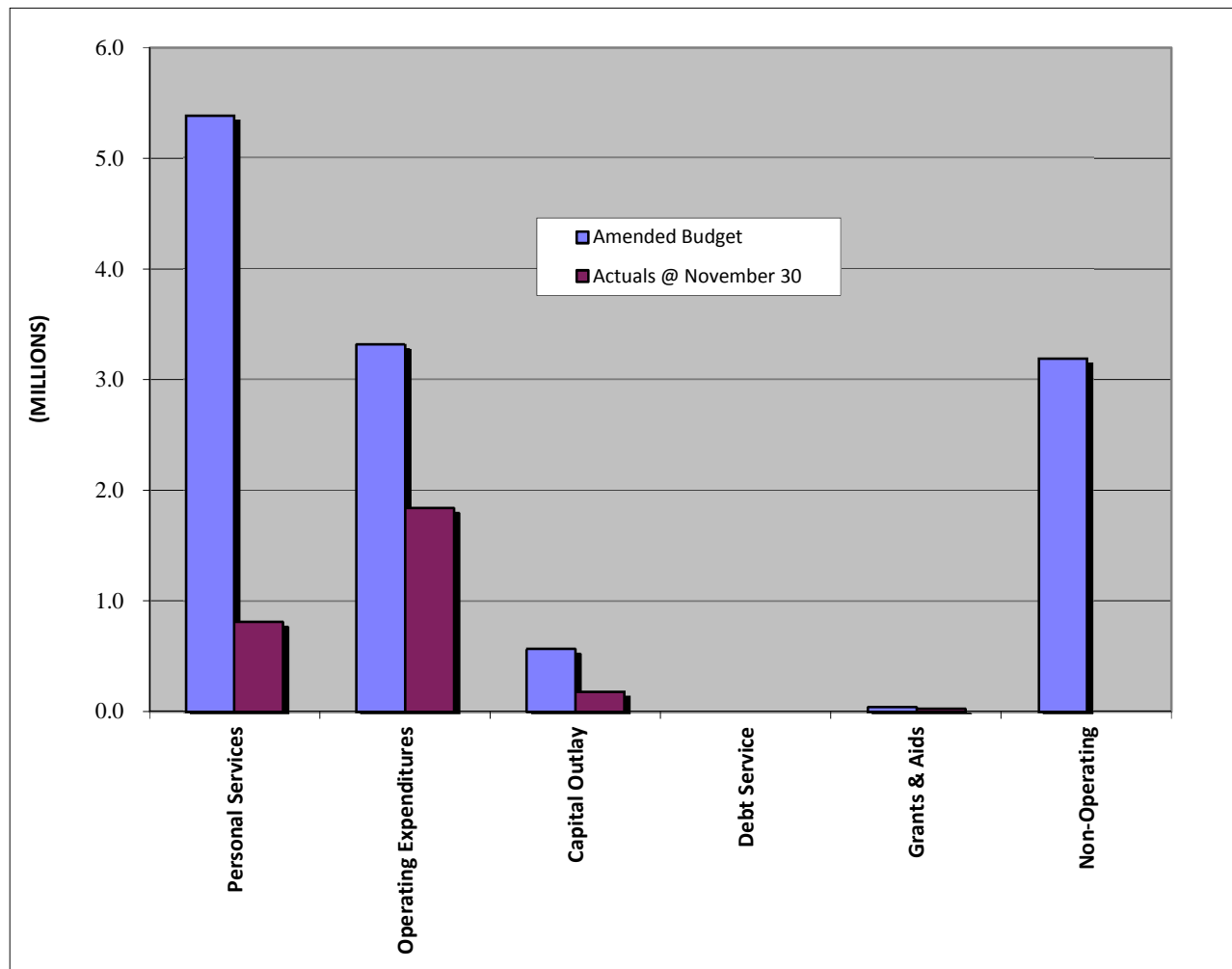
Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 23%. Personal Services are at 15% with Operating Expenditures at 56%. The Capital Outlay category is at 33%, Grants & Aids are 71% and Non-Operating expenditures are at 0%. Encumbrances for legal, fire, and residential waste collection services account for about 46% of the expense line total (aprox. \$1.3M).



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 23%. Personal Services are at 15% with Operating Expenditures at 56%. The Capital Outlay category is at 33%, Grants & Aids are 71% and Non-Operating expenditures are at 0%. Encumbrances for legal, fire, and waste services account for about 46% of the expense line total (aprox. \$1.3M).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	659,436	16%
LOCAL OPTION FUEL TAXES	250,162	250,162	19,632	8%
UTILITY SERVICES TAXES	1,250,000	1,250,000	125,645	10%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	26,573	8%
LOCAL BUSINESS TAXES	47,100	47,100	10,489	22%
SUBTOTAL	5,998,056	5,998,056	841,776	14%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	29,626	14%
FRANCHISE FEES	294,000	294,000	23,282	8%
SUBTOTAL	503,800	503,800	52,908	11%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	90,934	10%
GRANTS	0	0	0	0%
SUBTOTAL	900,589	900,589	90,934	10%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	5,125	5%
PUBLIC SAFETY	86,647	86,647	10,705	12%
PHYSICAL ENVIRONMENT	822,978	822,978	147,374	18%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	550	2%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	163,755	16%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	2,528	8%
OTHER FINES & FORFEITURES	0	0	0	0%
SUBTOTAL	32,000	32,000	2,528	8%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	546	11%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	33,000	4,030	12%
SUBTOTAL	38,000	38,000	4,676	12%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	0	0%
CAPITAL LEASE PROCEEDS	0	0	0	0%
OPERATING TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	0	0%
GENERAL FUND	12,511,285	12,511,285	1,156,576	9%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
CITY COMMISSION						
PERSONAL SERVICES	107,910	18,590	17%	0	0%	17%
OPERATING EXPENDITURES	36,888	5,331	14%	1,103	3%	17%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	23,921	17%	1,103	1%	17%
CITY MANAGER'S OFFICE						
PERSONAL SERVICES	400,329	69,823	17%	0	0%	17%
OPERATING EXPENDITURES	33,106	3,057	9%	617	2%	11%
CAPITAL OUTLAY	0	0	0%	1,236	0%	NA-
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	72,880	17%	1,854	0%	17%
DEPUTY CITY CLERK						
PERSONAL SERVICES	135,446	20,973	15%	0	0%	15%
OPERATING EXPENDITURES	37,295	11,868	32%	2,850	8%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	32,840	19%	2,850	2%	21%
CITY ATTORNEY						
OPERATING EXPENDITURES	171,494	15,305	9%	120,000	70%	79%
TOTAL EXPENDITURES	171,494	15,305	9%	120,000	70%	79%
INFORMATION & TECHNOLOGY SERVICES						
PERSONAL SERVICES	136,034	20,933	15%	0	0%	15%
OPERATING EXPENDITURES	56,262	7,855	14%	514	1%	15%
CAPITAL OUTLAY	20,896	0	0%	5,452	26%	26%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	28,788	14%	5,966	3%	16%
FINANCE						
PERSONAL SERVICES	424,870	55,621	13%	0	0%	13%
OPERATING EXPENDITURES	70,707	17,066	24%	688	1%	25%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	495,577	72,687	15%	688	0%	15%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	29,808	22%	0	0%	22%
OPERATING EXPENDITURES	43,278	7,133	16%	3,317	8%	24%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	36,941	21%	3,317	2%	22%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	325,699	37,426	11%	0	0%	11%
OPERATING EXPENDITURES	120,850	16,428	14%	5,454	5%	18%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	53,854	12%	5,454	1%	13%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	9,615	15%	0	0%	15%
OPERATING EXPENDITURES	6,373	238	4%	0	0%	4%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	9,853	14%	0	0%	14%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	50,270	15%	0	0%	15%
OPERATING EXPENDITURES	127,152	13,076	10%	0	0%	10%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	453,800	63,347	14%	0	0%	14%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	47,216	17%	0	0%	17%
OPERATING EXPENDITURES	55,236	2,075	4%	2,013	4%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	49,292	15%	2,013	1%	15%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	8,700	725	8%	7,975	92%	100%
TOTAL EXPENDITURES	8,700	725	8%	7,975	92%	100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	1,439	1%	2,661	2%	4%
CAPITAL OUTLAY	124,980	0	0%	101,680	81%	81%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,191,844	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,486,186	34,739	1%	104,341	3%	4%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	56,026	8%	603,209	91%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	56,026	8%	603,209	91%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	61,423	16%	0	0%	16%
OPERATING EXPENDITURES	259,185	28,114	11%	63,965	25%	36%
CAPITAL OUTLAY	304,416	10,250	3%	4,666	2%	5%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	937,010	99,788	11%	68,630	7%	18%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	56,044	8%	603,840	86%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	56,044	8%	603,840	86%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	25,472	15%	0	0%	15%
OPERATING EXPENDITURES	31,226	1,022	3%	823	3%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	26,494	13%	823	0%	14%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	290,927	15%	0	0%	15%
OPERATING EXPENDITURES	377,337	65,358	17%	34,653	9%	27%
CAPITAL OUTLAY	117,800	0	0%	63,039	54%	54%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,380,493	356,284	15%	97,692	4%	19%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	40,908	11%	0	0%	11%
OPERATING EXPENDITURES	12,000	836	7%	0	0%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	41,745	11%	0	0%	11%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	2,362	8%	0	0%	8%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	2,362	8%	0	0%	8%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	156	8%	0	0%	8%
TOTAL EXPENDITURES	2,000	156	8%	0	0%	8%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,560	33%	776	16%	50%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,560	33%	776	16%	50%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	36,000	14%	0	0%	14%
OPERATING EXPENDITURES	354,449	35,474	10%	40,225	11%	21%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	71,474	12%	40,225	7%	18%
GENERAL FUND	12,511,285	1,207,103	10%	1,670,757	13%	23%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>CITY COMMISSION</u>						
PERSONAL SERVICES	107,910	18,590	17%	0	0%	17%
OPERATING EXPENDITURES	36,888	5,331	14%	1,103	3%	17%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	23,921	17%	1,103	1%	17%
<u>CITY MANAGER'S OFFICE</u>						
PERSONAL SERVICES	400,329	69,823	17%	0	0%	17%
OPERATING EXPENDITURES	33,106	3,057	9%	617	2%	11%
CAPITAL OUTLAY	0	0	0%	1,236	0%	0%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	72,880	17%	1,854	0%	17%
<u>DEPUTY CITY CLERK</u>						
PERSONAL SERVICES	135,446	20,973	15%	0	0%	15%
OPERATING EXPENDITURES	37,295	11,868	32%	2,850	8%	39%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	32,840	19%	2,850	2%	21%
<u>CITY ATTORNEY</u>						
OPERATING EXPENDITURES	171,494	15,305	9%	120,000	70%	79%
TOTAL EXPENDITURES	171,494	15,305	9%	120,000	70%	79%
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
PERSONAL SERVICES	136,034	20,933	15%	0	0%	15%
OPERATING EXPENDITURES	56,262	7,855	14%	514	1%	15%
CAPITAL OUTLAY	20,896	0	0%	5,452	26%	26%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	28,788	14%	5,966	3%	16%
<u>FINANCE</u>						
PERSONAL SERVICES	424,870	55,621	13%	0	0%	13%
OPERATING EXPENDITURES	70,707	17,066	24%	688	1%	25%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	495,577	72,687	15%	688	0%	15%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	29,808	22%	0	0%	22%
OPERATING EXPENDITURES	43,278	7,133	16%	3,317	8%	24%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	36,941	21%	3,317	2%	22%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	325,699	37,426	11%	0	0%	11%
OPERATING EXPENDITURES	120,850	16,428	14%	5,454	5%	18%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	53,854	12%	5,454	1%	13%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	9,615	15%	0	0%	15%
OPERATING EXPENDITURES	6,373	238	4%	0	0%	4%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	9,853	14%	0	0%	14%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	50,270	15%	0	0%	15%
OPERATING EXPENDITURES	127,152	13,076	10%	0	0%	10%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	453,800	63,347	14%	0	0%	14%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	47,216	17%	0	0%	17%
OPERATING EXPENDITURES	55,236	2,075	4%	2,013	4%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	49,292	15%	2,013	1%	15%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	8,700	725	8%	7,975	92%	100%
TOTAL EXPENDITURES	8,700	725	8%	7,975	92%	100%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	110,734	1,439	1%	2,661	2%	4%
CAPITAL OUTLAY	124,980	0	0%	101,680	81%	81%
GRANTS & AIDS	47,228	33,300	71%	0	0%	71%
NON-OPERATING	3,191,844	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,486,186	34,739	1%	104,341	3%	4%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	56,026	8%	603,209	91%	99%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	56,026	8%	603,209	91%	99%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	61,423	16%	0	0%	16%
OPERATING EXPENDITURES	259,185	28,114	11%	63,965	25%	36%
CAPITAL OUTLAY	304,416	10,250	3%	4,666	2%	5%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	937,010	99,788	11%	68,630	7%	18%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	56,044	8%	603,840	86%	94%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	56,044	8%	603,840	86%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	25,472	15%	0	0%	15%
OPERATING EXPENDITURES	31,226	1,022	3%	823	3%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,008	26,494	13%	823	0%	14%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	290,927	15%	0	0%	15%
OPERATING EXPENDITURES	377,337	65,358	17%	34,653	9%	27%
CAPITAL OUTLAY	117,800	0	0%	63,039	54%	54%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,380,493	356,284	15%	97,692	4%	19%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	40,908	11%	0	0%	11%
OPERATING EXPENDITURES	12,000	836	7%	0	0%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	41,745	11%	0	0%	11%
<u>APD-SCHOOL CROSSING GUARDS</u>						
OPERATING EXPENDITURES	27,789	2,362	8%	0	0%	8%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	2,362	8%	0	0%	8%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	156	8%	0	0%	8%
TOTAL EXPENDITURES	2,000	156	8%	0	0%	8%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	1,560	33%	776	16%	50%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	1,560	33%	776	16%	50%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	36,000	14%	0	0%	14%
OPERATING EXPENDITURES	354,449	35,474	10%	40,225	11%	21%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	71,474	12%	40,225	7%	18%
GENERAL FUND	12,511,285	1,207,103	10%	1,670,757	13%	23%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	6,650	6,650	22	0%
INTERGOVERNMENTAL REVENUE	266,222	266,222	0	0%
CHARGES FOR SERVICES	2,800	2,800	260	9%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	2,435	1217%
NON-OPERATING	447,380	447,380	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>2,717</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	1,323	13%
ECONOMIC ENVIRONMENT	644,560	644,560	147,306	23%
PHYSICAL ENVIRONMENT	17,920	17,920	1,368	8%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	50,254	1,700	3%
	<u>723,252</u>	<u>723,252</u>	<u>151,697</u>	<u>21%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	18,810	0	0%
OPERATING EXPENDITURES	309,062	309,062	69,821	23%
CAPITAL OUTLAY	256,100	256,100	32,237	13%
DEBT SERVICE	99,280	99,280	49,640	50%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	10,000	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>151,697</u>	<u>21%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	22	0%
SUBTOTAL	6,650	6,650	22	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	0	0%
SUBTOTAL	266,222	266,222	0	0%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	260	9%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	260	9%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	35	17%
RENTALS AND LEASES	0	0	800	NA+
CONTRIBUTIONS AND DONATIONS	0	0	1,600	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	2,435	1217%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	181,317	0	0%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	447,380	0	0%
SPECIAL REVENUE FUNDS	723,252	723,252	2,717	0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	1,323	47%	0	0%	47%
TOTAL EXPENDITURES	2,800	1,323	47%	0	0%	47%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	114	1%	1,254	7%	8%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	114	1%	1,254	7%	8%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	51,172	1,700	3%	0	0%	3%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	1,700	3%	0	0%	3%
<u>CRA FUND</u>						
PERSONAL SERVICES	18,810	0	0%	0	0%	0%
OPERATING EXPENDITURES	230,370	20,431	9%	44,999	20%	28%
CAPITAL OUTLAY	256,100	2,299	1%	29,938	12%	13%
DEBT SERVICE	99,280	49,640	50%	0	0%	50%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	10,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	644,560	72,370	11%	74,936	12%	23%
SPECIAL REVENUE FUNDS	723,252	75,507	10%	76,190	11%	21%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

DEBT SERVICE FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	8	NA+
NON-OPERATING	976,966	976,966	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>8</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	310,902	32%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>310,902</u>	<u>32%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	310,902	32%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>310,902</u>	<u>32%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	8	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	8	0%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	0	0%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	0	0%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	0	0%
 DEBT SERVICE FUND	 976,966	 976,966	 8	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	0	0%	0	0%	0%
	750	0	0%	0	0%	0%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	0	0%	0	0%	0%
TOTAL EXPENDITURES	165,643	0	0%	0	0%	0%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	0	0%	0	0%	0%
TOTAL EXPENDITURES	83,333	0	0%	0	0%	0%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	310,902	49%	0	0%	49%
TOTAL EXPENDITURES	633,554	310,902	49%	0	0%	49%
DEBT SERVICE FUND	976,966	310,902	32%	0	0%	32%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	353,545	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	2,573	NA+
NON-OPERATING	7,186,618	7,186,618	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,573</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	333,940	98,635	30%
TRANSPORTATION	353,545	353,545	329,898	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,528,552	1,582,405	24%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,010,938</u>	<u>27%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	11,500	2%
CAPITAL OUTLAY	7,077,963	7,077,963	1,999,438	28%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,010,938</u>	<u>27%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	353,545	353,545	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	2,573	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	2,573	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	0	0%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	0	0%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,540,163	 2,573	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	7,195	3%	91,440	43%	46%
TOTAL EXPENDITURES	333,940	7,195	2%	91,440	27%	30%
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	6,508	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	0	0%	0	0%	0%
<u>MUNICIPAL COMPLEX</u>						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	11,500	3,000	26%	8,500	74%	100%
CAPITAL OUTLAY	342,045	310,898	91%	7,500	2%	93%
TOTAL EXPENDITURES	353,545	313,898	89%	16,000	5%	93%
<u>PROJECT LEGACY</u>						
CAPITAL OUTLAY	6,522,044	468,916	7%	1,113,489	17%	24%
TOTAL EXPENDITURES	6,522,044	468,916	7%	1,113,489	17%	24%
CAPITAL PROJECT FUNDS	7,540,163	790,009	10%	1,220,929	16%	27%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	2,960,327	18%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	45,558	16%
NON-OPERATING	4,134,903	4,134,903	0	0%
	21,121,425	21,121,425	3,005,885	14%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	1,594,063	8%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	21,121,425	21,121,425	1,594,063	8%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	225,190	16%
OPERATING EXPENDITURES	1,467,914	1,467,914	319,290	22%
CAPITAL OUTLAY	3,078,826	3,078,826	117,237	4%
DEBT SERVICE	1,180,911	1,180,911	293,481	25%
NON-OPERATING	4,690,094	4,690,094	0	0%
POWER COSTS	9,277,500	9,277,500	638,866	7%
	21,121,425	21,121,425	1,594,063	8%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	2,331,479	18%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	254,006	17%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	365,131	17%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	9,712	17%
SUBTOTAL	16,710,202	16,710,202	2,960,327	18%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	864	23%
RENTS & ROYALTIES	29,100	29,100	0	0%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	44,693	18%
SUBTOTAL	276,320	276,320	45,558	16%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
ENTERPRISE FUNDS	21,121,425	21,121,425	3,005,885	14%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	137,424	16%	0	0%	16%
OPERATING EXPENDITURES	421,722	56,441	13%	21,031	5%	18%
CAPITAL OUTLAY	1,842,942	483	0%	4,009	0%	0%
DEBT SERVICE	465,770	15,044	3%	0	0%	3%
NON OPERATING	3,420,179	0	0%	0	0%	0%
POWER COSTS	9,277,500	638,866	7%	0	0%	7%
TOTAL EXPENDITURES	16,277,235	848,258	5%	25,040	0%	5%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	33,406	18%	0	0%	18%
OPERATING EXPENDITURES	381,518	48,151	13%	44,453	12%	24%
CAPITAL OUTLAY	745,571	7,192	1%	32,938	4%	5%
DEBT SERVICE	170,850	62,818	37%	0	0%	37%
NON OPERATING	761,668	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,249,387	151,567	7%	77,390	3%	10%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	53,906	14%	0	0%	14%
OPERATING EXPENDITURES	639,364	80,721	13%	68,225	11%	23%
CAPITAL OUTLAY	487,113	0	0%	72,616	15%	15%
DEBT SERVICE	544,291	215,619	40%	0	0%	40%
NON OPERATING	489,122	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,539,680	350,246	14%	140,841	6%	19%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	454	6%	0	0%	6%
OPERATING EXPENDITURES	25,310	268	1%	0	0%	1%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	0	0%	0	0%	0%
TOTAL EXPENDITURES	55,123	721	1%	0	0%	1%
ENTERPRISE FUNDS	21,121,425	1,350,792	6%	243,271	1%	8%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

INTERNAL SERVICE FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	36	NA+
NON-OPERATING	6,665,533	6,665,533	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>36</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,665,533	6,665,533	375,417	6%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>375,417</u>	<u>6%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,414,367	175,527	12%
OPERATING EXPENDITURES	434,168	434,168	84,864	20%
CAPITAL OUTLAY	4,610,303	4,610,303	27,336	1%
DEBT SERVICE	156,695	156,695	87,690	56%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>375,417</u>	<u>6%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016**

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	36	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	NA+
SUBTOTAL	0	0	36	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	0	0%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	0	0%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 36	 0%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016

INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	35,005	15%	0	0%	15%
OPERATING EXPENDITURES	29,880	1,388	5%	0	0%	5%
CAPITAL OUTLAY	20,000	0	0%	19,596	98%	98%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	36,393	13%	19,596	7%	20%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	293,319	41,366	14%	0	0%	14%
OPERATING EXPENDITURES	125,312	31,042	25%	1,606	1%	26%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	72,408	17%	1,606	0%	17%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	66,484	13%	0	0%	13%
OPERATING EXPENDITURES	117,654	10,019	9%	15,372	13%	22%
CAPITAL OUTLAY	29,754	(6,844)	-23%	7,740	26%	3%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	69,660	11%	23,111	4%	14%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	2,118	4%	0	0%	4%
OPERATING EXPENDITURES	17,972	2,553	14%	0	0%	14%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	4,671	7%	0	0%	7%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	4	0%	0	0%	0%
TOTAL EXPENDITURES	30,075	4	0%	0	0%	0%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	30,549	10%	0	0%	10%
OPERATING EXPENDITURES	143,350	2,985	2%	19,899	14%	16%
CAPITAL OUTLAY	60,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	507,586	33,534	7%	19,899	4%	11%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	87,690	56%	0	0%	0%
TOTAL EXPENDITURES	156,695	87,690	56%	0	0%	56%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING NOVEMBER 30, 2016

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	6,844	0%	0	0%	0%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	6,844	0%	0	0%	0%
INTERNAL SERVICE FUND	6,665,533	311,204	5%	64,213	1%	6%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING NOVEMBER 30, 2016**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	841,776	14%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	52,930	10%
INTERGOVERNMENTAL	1,520,356	1,520,356	90,934	6%
CHARGES FOR SERVICES	17,752,352	17,752,352	3,124,342	18%
FINES AND FORFEITURES	32,000	32,000	2,528	8%
MISCELLANEOUS REVENUE	314,520	314,520	55,285	18%
NON-OPERATING	23,410,890	23,410,890	0	0%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>4,167,794</u>	<u>8%</u>

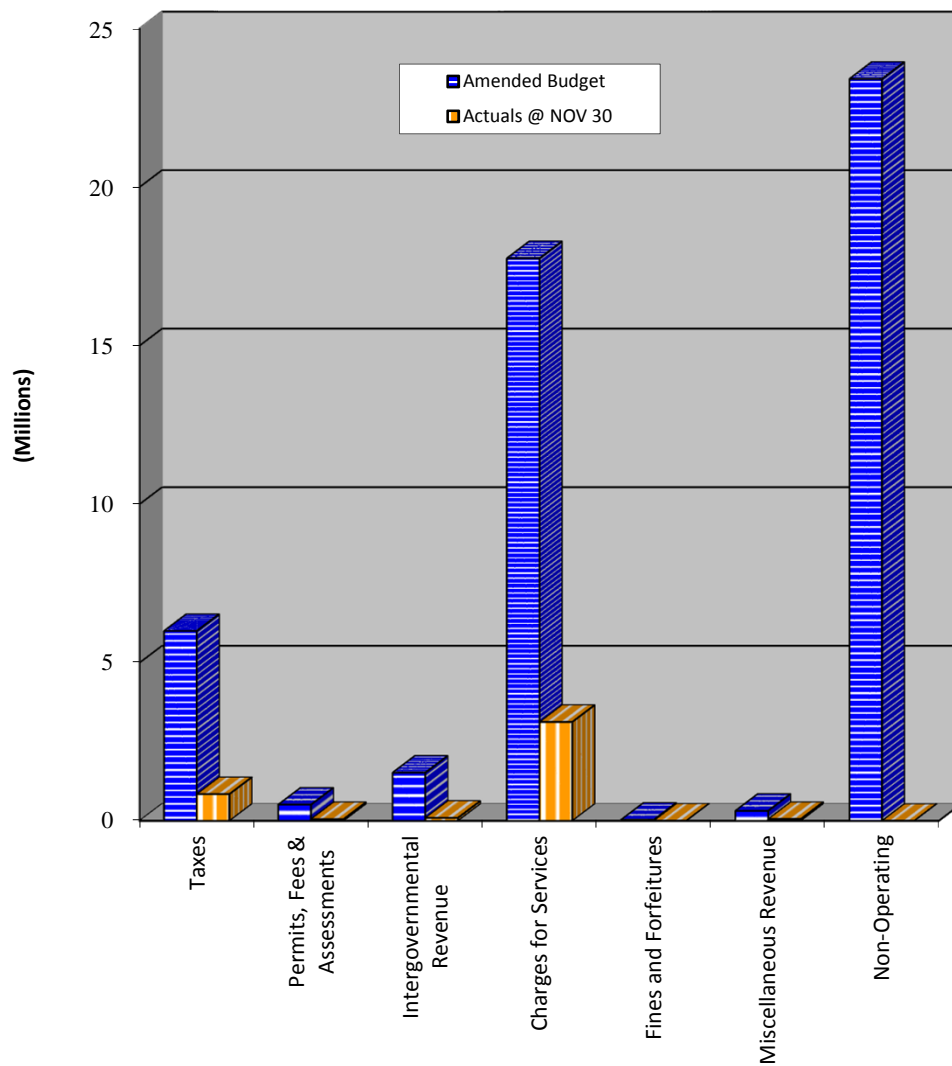
EXPENSES:				
GENERAL GOVERNMENT	14,584,963	14,585,663	1,437,050	10%
PUBLIC SAFETY	3,695,138	3,694,438	1,189,099	32%
ECONOMIC ENVIRONMENT	644,560	644,560	147,306	23%
PHYSICAL ENVIRONMENT	22,139,585	22,139,585	2,353,302	11%
TRANSPORTATION	1,290,555	1,290,555	498,316	39%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,183,823	1,695,803	24%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>7,320,877</u>	<u>15%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,241,793	1,215,721	15%
OPERATING EXPENDITURES	5,993,329	5,990,029	2,328,707	39%
CAPITAL OUTLAY	15,592,984	15,596,284	2,362,570	15%
DEBT SERVICE	2,413,852	2,413,852	741,712	31%
GRANTS & AIDS	77,228	77,228	33,300	43%
NON-OPERATING	7,941,938	7,941,938	0	0%
POWER COSTS	9,277,500	9,277,500	638,866	7%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>7,320,877</u>	<u>15%</u>

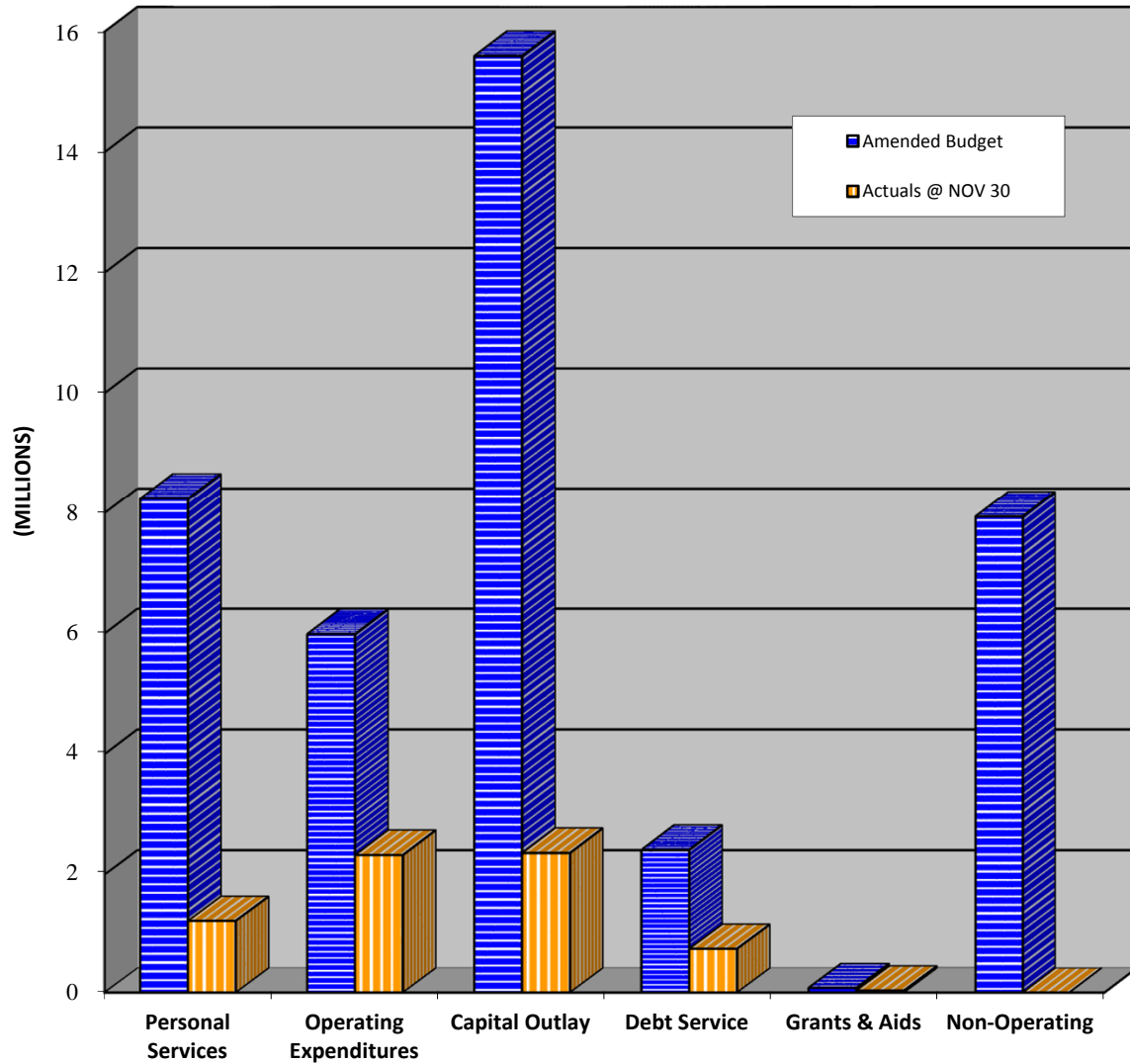
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 8% of budget for the fiscal year. Taxes are at 14% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (10%); Intergovernmental Revenue (6%); Charges for Services (18%); Fines and Forfeitures (8%); Miscellaneous Revenue (18%); and Non-Operating Revenue (0%).



Expenditures by Major Category All City Funds

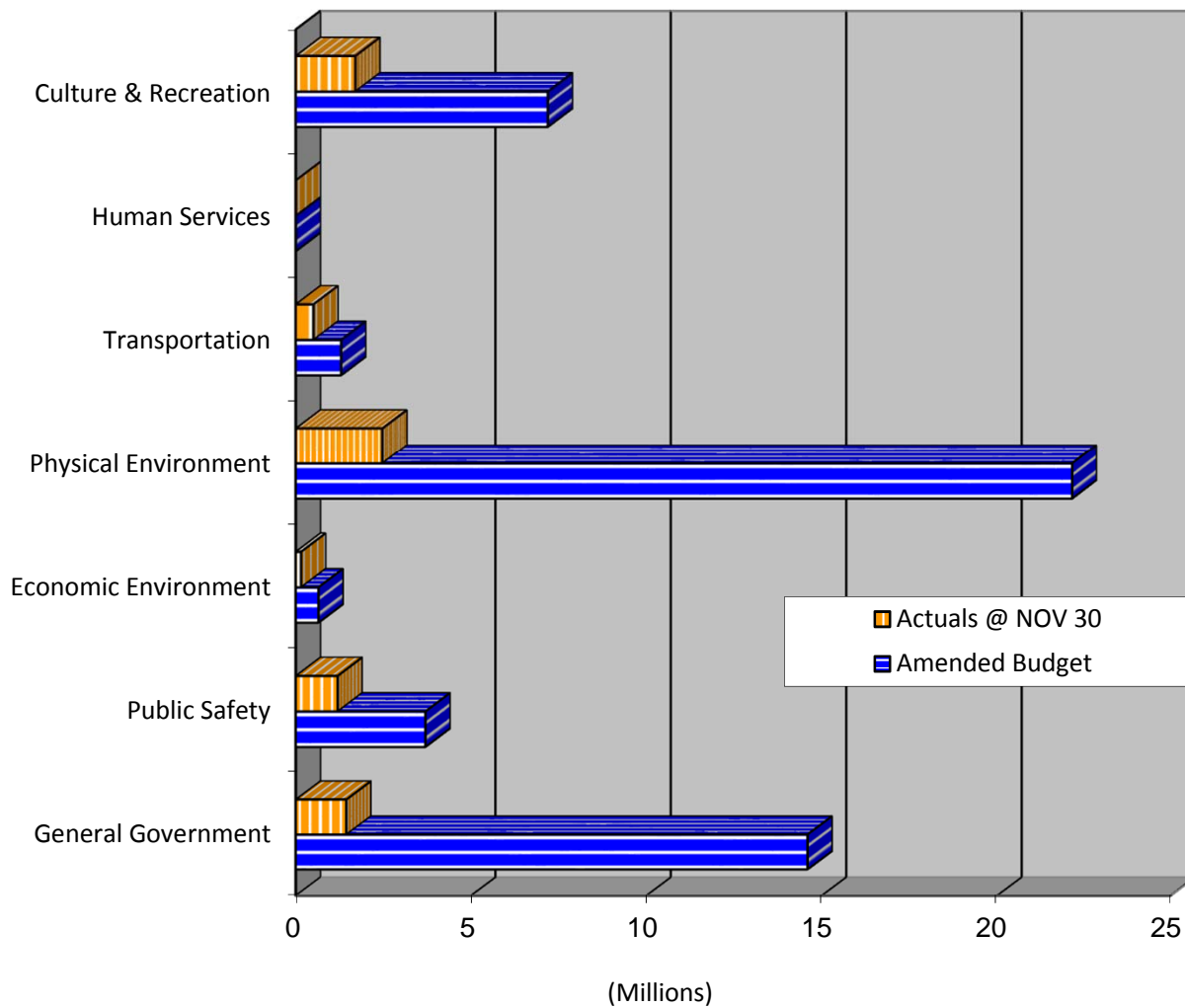
Overall, City expenditures and encumbrances are at 15% of budget for the period. The Personal Services category is at 15% of budget for the fiscal year. The Operating Expenditures category is at 39%, with encumbrances for legal, fire, and residential waste collection services of approximately \$1.3M. Capital Outlay is at 15%, Debt Service is 31%, Grants & Aids is 43% and Non-Operating Expenditures are at 0%. Encumbrances for future expenditures account for 44.4% (aprox. \$3.3M) of the expense line total.



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

Budget Performance by Function All City Funds

Overall, expenditures are at 15% of budget with General Government expenses at 10%, Public Safety at 32%, Economic Environment at 23%, Physical Environment at 11% (Enterprise Funds & residential waste collection services), Transportation at 39%, and Culture & Recreation at 24%.



INVESTMENTS AND CASH

Purpose

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

Investment Objectives

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

Defining Principal

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

Defining of Portfolio

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

Defining Rate of Return on Investment

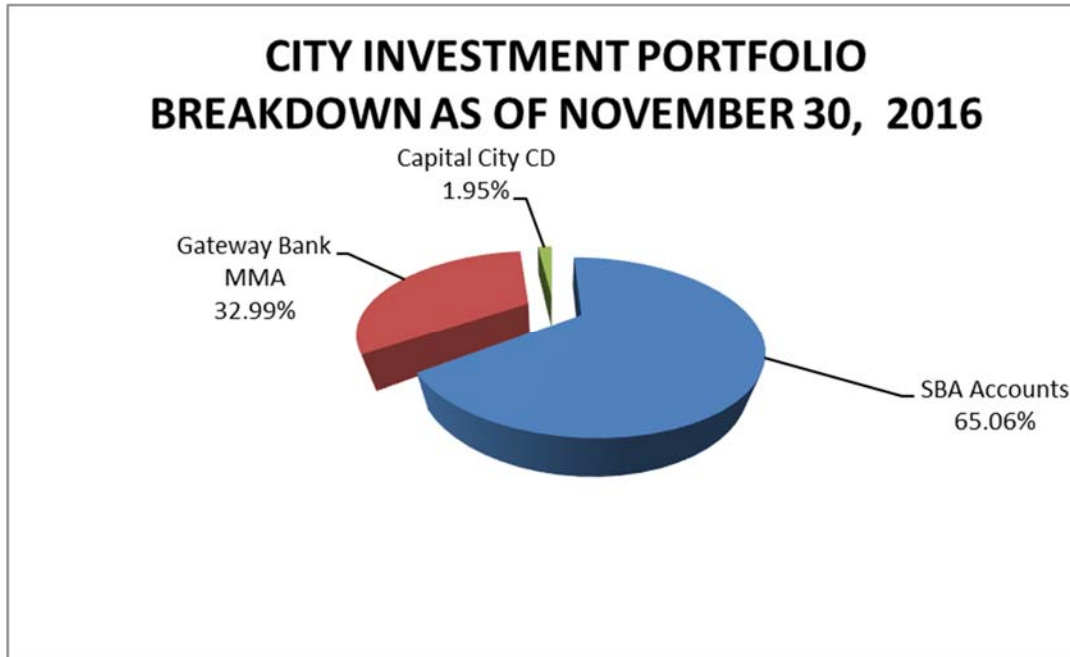
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

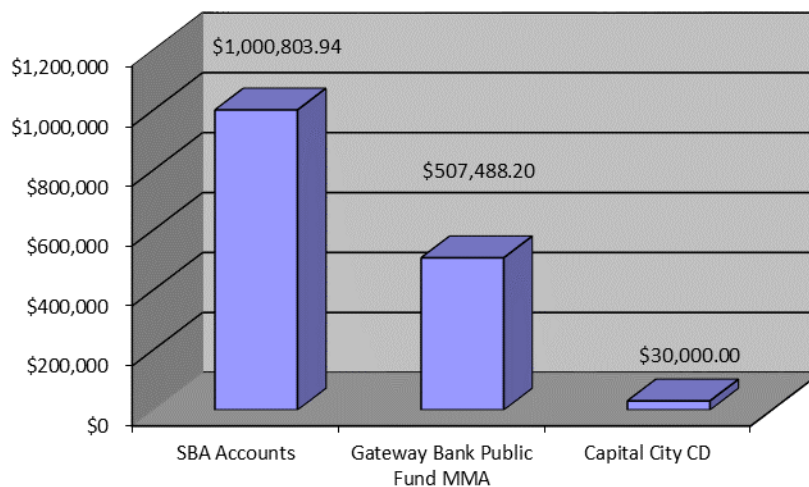
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional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

INVESTMENTS AND CASH

As of November 30, 2016, the City's investment portfolio totaled **\$1,538,292.14**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF NOVEMBER 30, 2016



INVESTMENTS AND CASH

As of November 30, 2016, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$25,388,785.01**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

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

Bank Account	November 30 Balance
Main Operating Account	\$14,642,003.30
Payroll Account	\$10,676.02
CRA Account	\$286,350.74
Police Forfeiture Account	\$26,167.46
Section 108 Account	\$30,398.85
Series 2016 Repayment Account	\$228,626.78
Deposit Account	\$1,656,501.58
Series 2016 Projects	\$8,084,680.21
Explorer Account	\$7,308.94
SRF Repayment Account	\$57,802.11
Heritage Oaks Account	\$358,269.02
TOTAL	<u><u>\$25,388,785.01</u></u>



City of
ALACHUA

THE GOOD LIFE COMMUNITY

**FINANCE DEPARTMENT
FISCAL ANALYSIS
FOR THE PERIOD ENDING
OCTOBER 31, 2016**

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INTRODUCTION TO FISCAL ANALYSIS REPORT

Purpose

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

Defining Revenue

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

Defining Expenditure

Expenditures constitute a use of financial resources. There are three basic types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings and the purchase of land.

Debt is the expense related to principal and interest on long-term bonds and notes issued by the City. Expenditures figures within this report include encumbrances. Encumbrances are expenditure commitments that have not yet been actually incurred.

Defining Expenditure Function

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

Defining Fund Balance

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

Conclusion

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

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

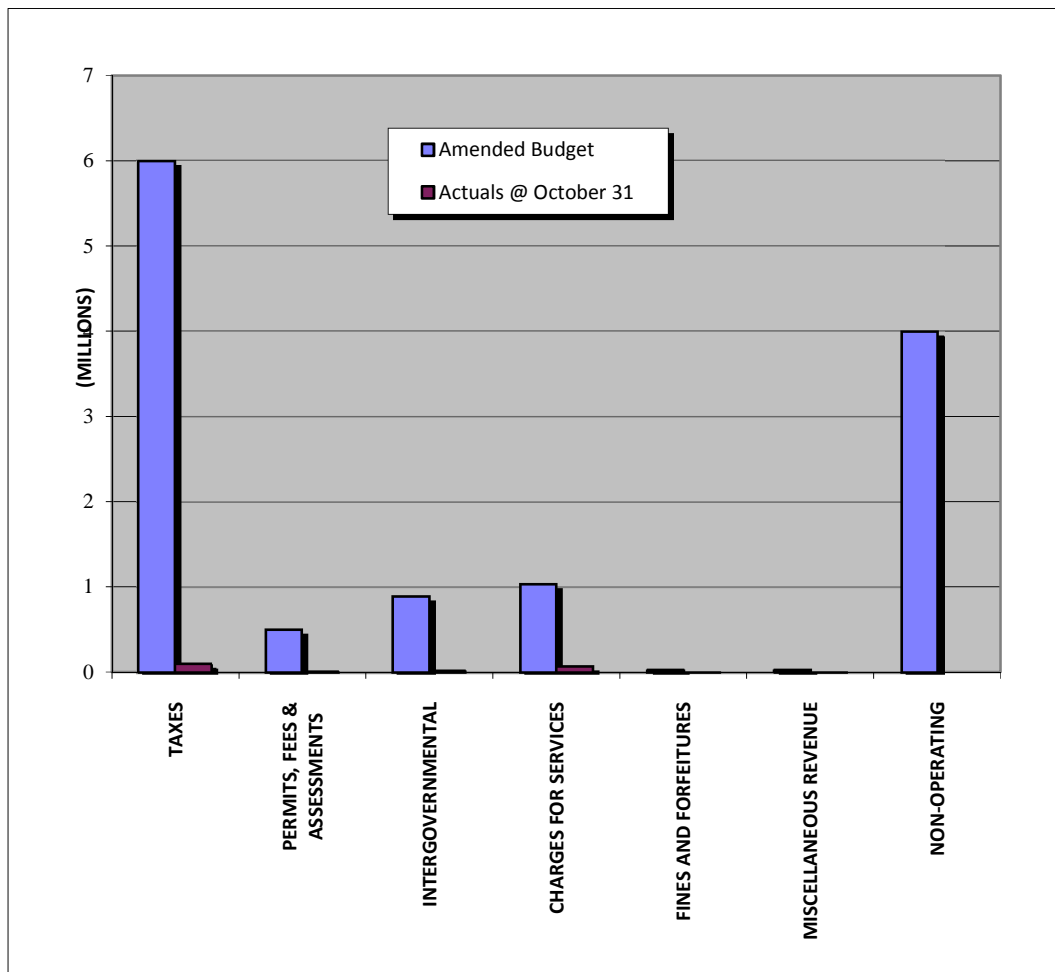
GENERAL FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	102,768	2%
PERMITS, FEES & ASSESSMENTS	503,800	503,800	11,944	2%
INTERGOVERNMENTAL	900,589	900,589	21,304	2%
CHARGES FOR SERVICES	1,039,350	1,039,350	77,392	7%
FINES AND FORFEITURES	32,000	32,000	1,297	4%
MISCELLANEOUS REVENUE	38,000	38,000	2,350	6%
NON-OPERATING	3,999,490	3,999,490	0	0%
	12,511,285	12,511,285	217,056	2%
EXPENSES:				
GENERAL GOVERNMENT	6,618,338	6,618,338	359,972	5%
PUBLIC SAFETY	3,684,620	3,684,620	927,019	25%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	666,300	666,300	0	0%
TRANSPORTATION	937,010	937,010	131,443	14%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	605,017	605,017	56,650	9%
	12,511,285	12,511,285	1,475,084	12%
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	5,382,436	5,382,436	411,702	8%
OPERATING EXPENDITURES	3,319,985	3,319,985	926,786	28%
CAPITAL OUTLAY	569,792	569,792	116,596	20%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	47,228	47,228	20,000	42%
NON-OPERATING	3,191,844	3,191,844	0	0%
POWER COSTS	0	0	0	0%
	12,511,285	12,511,285	1,475,084	12%

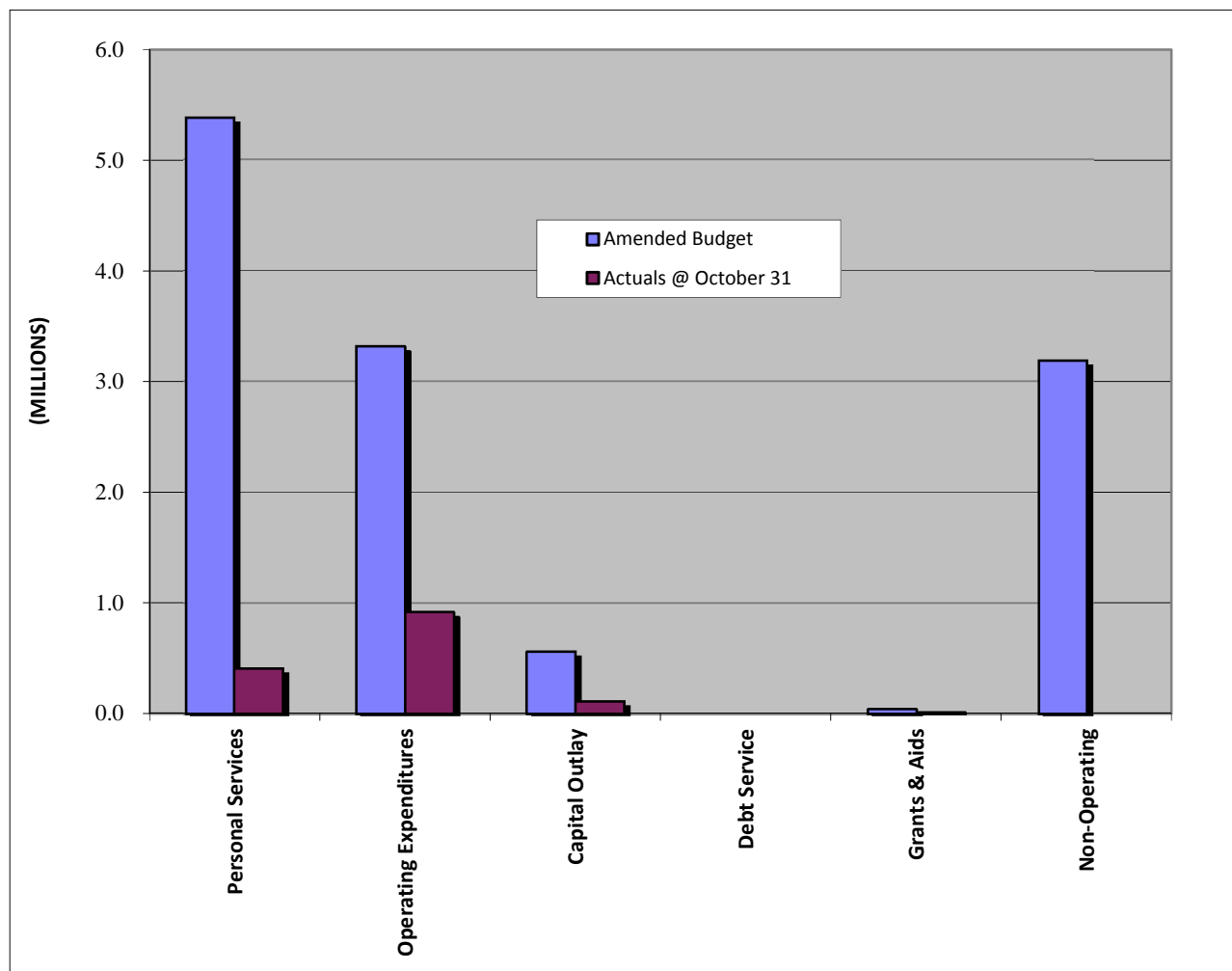
Revenues by Major Category General Fund

As of October 31, 2016, the City of Alachua collected 2% of budgeted General Fund revenues. Tax collections are at 2%. These revenues include property taxes, local option fuel taxes, utility taxes, and communication services taxes and account for \$6.0M, or almost half, of the General Fund annual budgeted revenues. Permits, Fees & Assessments are at 2%. The Intergovernmental Revenues are at 2%. Charges for Services are at 7%, Fines & Forfeitures are at 4%, Miscellaneous Revenues are at 6% and Non-Operating Revenues are at 0%.



Expenditures by Major Category General Fund

Overall, General Fund expenditure categories were at 12%. Personal Services are at 8% with Operating Expenditures at 28%. The Capital Outlay category is at 20%, Grants & Aids are 42% and Non-Operating expenditures are at 0%. Encumbrances for legal, fire, and residential waste collection services account for about 45% of the expense line total (aprox. \$659K).



CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

GENERAL FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>TAXES</u>				
AD VALOREM TAXES	4,101,261	4,101,261	0	0%
LOCAL OPTION FUEL TAXES	250,162	250,162	0	0%
UTILITY SERVICES TAXES	1,250,000	1,250,000	92,650	7%
COMMUNICATIONS SERVICES TAXES	349,533	349,533	0	0%
LOCAL BUSINESS TAXES	47,100	47,100	10,118	21%
SUBTOTAL	5,998,056	5,998,056	102,768	2%
<u>PERMITS, FEES AND ASSESSMENTS</u>				
BUILDING PERMITS	209,800	209,800	11,944	6%
FRANCHISE FEES	294,000	294,000	0	0%
SUBTOTAL	503,800	503,800	11,944	2%
<u>INTERGOVERNMENTAL REVENUE</u>				
STATE-SHARED REVENUES	900,589	900,589	21,304	2%
GRANTS	0	0	0	0%
SUBTOTAL	900,589	900,589	21,304	2%
<u>CHARGES FOR SERVICES</u>				
GENERAL GOVERNMENT	102,725	102,725	3,196	3%
PUBLIC SAFETY	86,647	86,647	640	1%
PHYSICAL ENVIRONMENT	822,978	822,978	73,256	9%
TRANSPORTATION	0	0	0	0%
CULTURE & RECREATION	27,000	27,000	300	1%
OTHER CHARGES FOR SVCS	0	0	0	0%
SUBTOTAL	1,039,350	1,039,350	77,392	7%
<u>FINES & FORFEITURES</u>				
FINES & FORFEITURES	32,000	32,000	1,297	4%
OTHER FINES & FORFEITURES	0	0	0	0%
SUBTOTAL	32,000	32,000	1,297	4%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	5,000	5,000	542	11%
RENTS & ROYALTIES	0	0	100	N/A+
OTHER MISCELLANEOUS REVENUE	33,000	33,000	1,709	5%
SUBTOTAL	38,000	38,000	2,350	6%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	2,000,000	2,000,000	0	0%
CAPITAL LEASE PROCEEDS	0	0	0	0%
OPERATING TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	1,999,490	1,999,490	0	0%
SUBTOTAL	3,999,490	3,999,490	0	0%
GENERAL FUND	12,511,285	12,511,285	217,056	2%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016**

**GENERAL FUND EXPENDITURES
BY MAJOR CATEGORY**

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>CITY COMMISSION</u>						
PERSONAL SERVICES	107,910	10,183	9%	0	0%	9%
OPERATING EXPENDITURES	36,888	3,502	9%	1,103	3%	12%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	144,798	13,684	9%	1,103	1%	10%
<u>CITY MANAGER'S OFFICE</u>						
PERSONAL SERVICES	400,329	34,888	9%	0	0%	9%
OPERATING EXPENDITURES	33,106	2,288	7%	669	2%	9%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
GRANTS & AIDS	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	433,435	37,176	9%	669	0%	9%
<u>DEPUTY CITY CLERK</u>						
PERSONAL SERVICES	135,446	10,653	8%	0	0%	8%
OPERATING EXPENDITURES	37,295	738	2%	3,262	9%	11%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	172,741	11,391	7%	3,262	2%	8%
<u>CITY ATTORNEY</u>						
PERSONAL SERVICES	0	0	0%	0	0%	0%
OPERATING EXPENDITURES	171,494	5,305	3%	0	0%	3%
TOTAL EXPENDITURES	171,494	5,305	3%	0	0%	3%
<u>INFORMATION & TECHNOLOGY SERVICES</u>						
PERSONAL SERVICES	136,034	10,490	8%	0	0%	8%
OPERATING EXPENDITURES	56,262	7,101	13%	566	1%	14%
CAPITAL OUTLAY	20,896	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	213,192	17,591	8%	566	0%	9%
<u>FINANCE</u>						
PERSONAL SERVICES	424,870	27,867	7%	0	0%	7%
OPERATING EXPENDITURES	70,707	7,794	11%	916	1%	12%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	495,577	35,661	7%	916	0%	7%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HUMAN RESOURCES</u>						
PERSONAL SERVICES	136,072	14,881	11%	0	0%	11%
OPERATING EXPENDITURES	43,278	2,348	5%	669	2%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	179,350	17,228	10%	669	0%	10%
<u>FACILITIES MAINTENANCE</u>						
PERSONAL SERVICES	325,699	16,253	5%	0	0%	5%
OPERATING EXPENDITURES	120,850	8,333	7%	0	0%	7%
CAPITAL OUTLAY	5,000	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	451,549	24,586	5%	0	0%	5%
<u>GRANTS & CONTRACTS</u>						
PERSONAL SERVICES	63,661	4,817	8%	0	0%	8%
OPERATING EXPENDITURES	6,373	238	4%	0	0%	4%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	70,034	5,055	7%	0	0%	7%
<u>CP&D-PLANNING & DEVELOPMENT</u>						
PERSONAL SERVICES	326,648	25,103	8%	0	0%	8%
OPERATING EXPENDITURES	127,152	527	0%	7,020	6%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	453,800	25,630	6%	7,020	2%	7%
<u>COMPLIANCE & RISK MANAGEMENT</u>						
PERSONAL SERVICES	282,946	23,238	8%	0	0%	8%
OPERATING EXPENDITURES	55,236	1,688	3%	2,065	4%	7%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	338,182	24,926	7%	2,065	1%	8%
<u>CP&D-BEAUTIFICATION BOARD</u>						
OPERATING EXPENDITURES	8,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	8,000	0	0%	0	0%	0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>SPECIAL EXPENSE</u>						
PERSONAL SERVICES	11,400	0	0%	0	0%	0%
OPERATING EXPENDITURES	114,034	1,129	1%	2,661	2%	3%
CAPITAL OUTLAY	121,680	0	0%	101,680	84%	84%
GRANTS & AIDS	47,228	20,000	42%	0	0%	42%
NON-OPERATING	3,191,844	0	0%	0	0%	0%
TOTAL EXPENDITURES	3,486,186	21,129	1%	104,341	3%	4%
<u>PS-SOLID WASTE DISPOSAL</u>						
OPERATING EXPENDITURES	666,300	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	666,300	0	0%	0	0%	0%
<u>PS-PUBLIC WORKS</u>						
PERSONAL SERVICES	373,409	33,603	9%	0	0%	9%
OPERATING EXPENDITURES	259,185	8,950	3%	73,975	29%	32%
CAPITAL OUTLAY	304,416	6,000	2%	8,916	3%	5%
DEBT SERVICE	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	937,010	48,552	5%	82,890	9%	14%
<u>FIRE RESCUE SERVICES</u>						
OPERATING EXPENDITURES	703,616	517	0%	659,368	94%	94%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	703,616	517	0%	659,368	94%	94%
<u>BUILDING INSPECTIONS</u>						
PERSONAL SERVICES	165,782	12,974	8%	0	0%	8%
OPERATING EXPENDITURES	31,926	641	2%	891	3%	5%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	197,708	13,615	7%	891	0%	7%
<u>APD-PATROL & ADMIN</u>						
PERSONAL SERVICES	1,885,356	147,066	8%	0	0%	8%
OPERATING EXPENDITURES	377,337	46,821	12%	35,436	9%	22%
CAPITAL OUTLAY	117,800	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,380,493	193,887	8%	35,436	1%	10%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

GENERAL FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>APD-COMMUNICATIONS</u>						
PERSONAL SERVICES	356,306	19,838	6%	0	0%	6%
OPERATING EXPENDITURES	12,000	541	5%	0	0%	5%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	368,306	20,379	6%	0	0%	6%
<u>APD-SCHOOL CROSSING GUARDS</u>						
PERSONAL SERVICES	0	0	0%	0	0%	0%
OPERATING EXPENDITURES	27,789	1,300	5%	0	0%	5%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	27,789	1,300	5%	0	0%	5%
<u>APD-EXPLORERS PROGRAM</u>						
OPERATING EXPENDITURES	2,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,000	0	0%	0	0%	0%
<u>APD-RESERVE PROGRAM</u>						
OPERATING EXPENDITURES	4,708	850	18%	776	16%	35%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,708	850	18%	776	16%	35%
<u>PARKS & RECREATION</u>						
PERSONAL SERVICES	250,568	19,850	8%	0	0%	8%
OPERATING EXPENDITURES	354,449	23,800	7%	13,000	4%	10%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	605,017	43,650	7%	13,000	2%	9%
GENERAL FUND	12,511,285	562,114	4%	912,970	7%	12%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016**

SPECIAL REVENUE FUNDS

FUND VARIOUS - SPECIAL REVENUE FUNDS: Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	6,650	6,650	0	0%
INTERGOVERNMENTAL REVENUE	266,222	266,222	0	0%
CHARGES FOR SERVICES	2,800	2,800	132	5%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	200	200	321	161%
NON-OPERATING	447,380	447,380	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>453</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	10,518	10,518	0	0%
ECONOMIC ENVIRONMENT	644,560	644,560	42,697	7%
PHYSICAL ENVIRONMENT	17,920	17,920	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	50,254	50,254	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>42,697</u>	<u>6%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	18,810	18,810	0	0%
OPERATING EXPENDITURES	309,062	309,062	10,461	3%
CAPITAL OUTLAY	256,100	256,100	32,237	13%
DEBT SERVICE	99,280	99,280	0	0%
GRANTS & AIDS	30,000	30,000	0	0%
NON-OPERATING	10,000	10,000	0	0%
	<u>723,252</u>	<u>723,252</u>	<u>42,697</u>	<u>6%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

SPECIAL REVENUE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES AND ASSESSMENTS</u>				
SPECIAL ASSESSMENTS	6,650	6,650	0	0%
SUBTOTAL	6,650	6,650	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	0	0	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
PAYMENTS FROM LOCAL UNITS (FOR CRA)	266,222	266,222	0	0%
SUBTOTAL	266,222	266,222	0	0%
<u>CHARGES FOR SERVICES</u>				
ADDT'L CRT COSTS-\$2 FOR LEO TRAINING	2,800	2,800	132	5%
OTHER MISCELLANEOUS CHARGES	0	0	0	0%
SUBTOTAL	2,800	2,800	132	5%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	200	200	21	11%
RENTALS AND LEASES	0	0	0	0%
CONTRIBUTIONS AND DONATIONS	0	0	300	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	200	200	321	161%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN	181,317	181,317	0	0%
USE OF FUND BALANCE/UNDERCOLLECTION	266,063	266,063	0	0%
SUBTOTAL	447,380	447,380	0	0%
SPECIAL REVENUE FUNDS	723,252	723,252	453	0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

SPECIAL REVENUE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

SPECIAL REVENUE FUND	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ADDT'L COURT COST-\$2 FOR LEO TRAINING FUND</u>						
OPERATING EXPENDITURES	2,800	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,800	0	0%	0	0%	0%
<u>EXPLORER SPECIAL REVENUE FUND</u>						
OPERATING EXPENDITURES	6,800	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,800	0	0%	0	0%	0%
<u>TK BASIN SPECIAL ASSESSMENT</u>						
OPERATING EXPENDITURES	17,920	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	17,920	0	0%	0	0%	0%
<u>DONATION FUND</u>						
OPERATING EXPENDITURES	51,172	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	51,172	0	0%	0	0%	0%
<u>CRA FUND</u>						
PERSONAL SERVICES	18,810	0	0%	0	0%	0%
OPERATING EXPENDITURES	230,370	8,461	4%	2,000	1%	5%
CAPITAL OUTLAY	256,100	0	0%	32,237	13%	13%
DEBT SERVICE	99,280	0	0%	0	0%	0%
AIDS TO PRIVATE ORGANIZATIONS	30,000	0	0%	0	0%	0%
NON OPERATING	10,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	644,560	8,461	1%	34,237	5%	7%
SPECIAL REVENUE FUNDS	723,252	8,461	1%	34,237	5%	6%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

DEBT SERVICE FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	4	NA+
NON-OPERATING	976,966	976,966	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>4</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	976,966	976,966	310,902	32%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>310,902</u>	<u>32%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	0	0	0	0%
CAPITAL OUTLAY	0	0	0	0%
DEBT SERVICE	976,966	976,966	310,902	32%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>976,966</u>	<u>976,966</u>	<u>310,902</u>	<u>32%</u>

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016**

DEBT SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	4	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	4	0%
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	57,975	57,975	0	0%
DEBT PROCEEDS	0	0	0	0%
TRANSFER IN-GF	660,527	660,527	0	0%
FUND BALANCE & UNDER COLLECTION	258,464	258,464	0	0%
SUBTOTAL	976,966	976,966	0	0%
 DEBT SERVICE FUND	 976,966	 976,966	 4	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

DEBT SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEBT OBLIGATION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>OTHER DEBT COSTS</u>						
DEBT SERVICE	750	0	0%	0	0%	0%
	750	0	0%	0	0%	0%
<u>SECTION 108 LOAN</u>						
DEBT SERVICE	165,643	0	0%	0	0%	0%
TOTAL EXPENDITURES	165,643	0	0%	0	0%	0%
<u>CAPITAL LEASE - MOTOROLA</u>						
DEBT SERVICE	93,686	0	0%	0	0%	0%
TOTAL EXPENDITURES	93,686	0	0%	0	0%	0%
<u>ALACHUA COUNTY TDC</u>						
DEBT SERVICE	83,333	0	0%	0	0%	0%
TOTAL EXPENDITURES	83,333	0	0%	0	0%	0%
<u>SERIES 2016 CAPITAL IMPROVEMENT</u>						
DEBT SERVICE	633,554	310,902	49%	0	0%	49%
TOTAL EXPENDITURES	633,554	310,902	49%	0	0%	49%
DEBT SERVICE FUND	976,966	310,902	32%	0	0%	32%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

CAPITAL PROJECTS FUNDS

FUND 3XX - CAPITAL PROJECTS FUNDS: Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities (other than those financed by the Enterprise Funds or Special Assessments).

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	353,545	353,545	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	2,573	NA+
NON-OPERATING	7,186,618	7,186,618	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,573</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	324,126	324,126	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	333,940	333,940	98,635	30%
TRANSPORTATION	353,545	353,545	329,898	93%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	6,528,552	6,528,552	1,582,405	24%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,010,938</u>	<u>27%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	0	0	0	0%
OPERATING EXPENDITURES	462,200	462,200	11,500	2%
CAPITAL OUTLAY	7,077,963	7,077,963	1,999,438	28%
DEBT SERVICE	0	0	0	0%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	0	0	0	0%
POWER COSTS	0	0	0	0%
	<u>7,540,163</u>	<u>7,540,163</u>	<u>2,010,938</u>	<u>27%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

CAPITAL PROJECTS FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
FEDERAL GRANTS	353,545	353,545	0	0%
STATE GRANTS	0	0	0	0%
GRANTS FROM OTHER LOCAL UNITS	0	0	0	0%
SUBTOTAL	353,545	353,545	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST INCOME	0	0	2,573	NA+
OTHER MISCELLANEOUS REVENUE	0	0	0	0%
SUBTOTAL	0	0	2,573	0%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	2,574,126	2,574,126	0	0%
USE OF FUND BALANCE	4,612,492	4,612,492	0	0%
SUBTOTAL	7,186,618	7,186,618	0	0%
 CAPITAL PROJECTS FUNDS	 7,540,163	 7,540,163	 2,573	 0%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

CAPITAL PROJECTS FUNDS EXPENDITURES
 BY MAJOR CATEGORY

CAPITAL PROJECT	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>HERITAGE OAKS</u>						
OPERATING EXPENSES	120,066	0	0%	0	0%	0%
CAPITAL OUTLAY	213,874	4,875	2%	93,760	44%	46%
TOTAL EXPENDITURES	333,940	4,875	1%	93,760	28%	30%
<u>SAN FELASCO CONSERVATION CORRIDOR</u>						
OPERATING EXPENDITURES	6,508	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	6,508	0	0%	0	0%	0%
<u>MUNICIPAL COMPLEX</u>						
OPERATING EXPENDITURES	324,126	0	0%	0	0%	0%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	324,126	0	0%	0	0%	0%
<u>CDBG - NEIGHBORHOOD REVITALIZATION</u>						
OPERATING EXPENDITURES	11,500	0	0%	11,500	100%	100%
CAPITAL OUTLAY	342,045	0	0%	318,398	93%	93%
TOTAL EXPENDITURES	353,545	0	0%	329,898	93%	93%
<u>PROJECT LEGACY</u>						
OPERATING EXPENDITURES	0	0	0%	0	0%	0%
OTHER DEBT COST	0	0	0%	0	0%	0%
CAPITAL OUTLAY	6,522,044	0	0%	1,582,405	24%	24%
TOTAL EXPENDITURES	6,522,044	0	0%	1,582,405	24%	24%
CAPITAL PROJECT FUNDS	7,540,163	4,875	0%	2,006,063	27%	27%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

ENTERPRISE FUNDS

FUND 010, 020, 030, 042 - ENTERPRISE FUNDS: Enterprise funds are used to account for operations that are financed and operated in a manner similar to private business enterprises in which the intent of the governing body is that all costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The City's Electric, Water, Wastewater, and Mosquito Control services reside in Enterprise funds.

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	16,710,202	16,710,202	1,490,288	9%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	276,320	276,320	24,881	9%
NON-OPERATING	4,134,903	4,134,903	0	0%
	21,121,425	21,121,425	1,515,169	7%

EXPENSES:				
GENERAL GOVERNMENT	0	0	0	0%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	21,121,425	21,121,425	607,124	3%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	21,121,425	21,121,425	607,124	3%

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	1,426,180	1,426,180	123,105	9%
OPERATING EXPENDITURES	1,467,914	1,467,914	230,123	16%
CAPITAL OUTLAY	3,078,826	3,078,826	130,784	4%
DEBT SERVICE	1,180,911	1,180,911	123,112	10%
NON-OPERATING	4,690,094	4,690,094	0	0%
POWER COSTS	9,277,500	9,277,500	0	0%
	21,121,425	21,121,425	607,124	3%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

ENTERPRISE FUNDS REVENUE

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	RECEIVED TO DATE FY 16/17	PERCENT COLLECTED
<u>INTERGOVERNMENTAL REVENUE</u>				
GRANTS FROM LOCAL UNITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>CHARGES FOR SERVICES</u>				
PHYSICAL ENVIRONMENT-ELECTRIC	12,964,838	12,964,838	1,188,186	9%
PHYSICAL ENVIRONMENT-WATER	1,487,971	1,487,971	120,388	8%
PHYSICAL ENVIRONMENT-WASTEWATER	2,199,393	2,199,393	176,892	8%
PHYSICAL ENVIRONMENT-MOSQUITO	58,000	58,000	4,821	8%
SUBTOTAL	16,710,202	16,710,202	1,490,288	9%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	3,820	3,820	864	23%
RENTS & ROYALTIES	29,100	29,100	0	0%
OTHER MISCELLANEOUS REVENUE	243,400	243,400	24,016	10%
SUBTOTAL	276,320	276,320	24,881	9%
<u>NON OPERATING</u>				
DEBT PROCEEDS	0	0	0	0%
TRANSFERS IN	0	0	0	0%
FUND BALANCE & UNDER COLLECTION	4,134,903	4,134,903	0	0%
SUBTOTAL	4,134,903	4,134,903	0	0%
ENTERPRISE FUNDS	21,121,425	21,121,425	1,515,169	7%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

ENTERPRISE FUNDS EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>ELECTRIC UTILITY</u>						
PERSONAL SERVICES	849,122	73,511	9%	0	0%	9%
OPERATING EXPENDITURES	421,722	31,419	7%	18,029	4%	12%
CAPITAL OUTLAY	1,842,942	0	0%	4,009	0%	0%
DEBT SERVICE	465,770	15,044	3%	0	0%	3%
NON OPERATING	3,420,179	0	0%	0	0%	0%
POWER COSTS	9,277,500	0	0%	0	0%	0%
TOTAL EXPENDITURES	16,277,235	119,974	1%	22,038	0%	1%
<u>WATER UTILITY</u>						
PERSONAL SERVICES	189,780	21,818	11%	0	0%	11%
OPERATING EXPENDITURES	381,518	33,073	9%	36,484	10%	18%
CAPITAL OUTLAY	745,571	7,192	1%	32,938	4%	5%
DEBT SERVICE	170,850	62,818	37%	0	0%	37%
NON OPERATING	761,668	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,249,387	124,901	6%	69,422	3%	9%
<u>WASTEWATER UTILITY</u>						
PERSONAL SERVICES	379,790	27,322	7%	0	0%	7%
OPERATING EXPENDITURES	639,364	48,961	8%	61,889	10%	17%
CAPITAL OUTLAY	487,113	14,030	3%	72,616	15%	18%
DEBT SERVICE	544,291	45,250	8%	0	0%	8%
NON OPERATING	489,122	0	0%	0	0%	0%
TOTAL EXPENDITURES	2,539,680	135,562	5%	134,506	5%	11%
<u>MOSQUITO CONTROL</u>						
PERSONAL SERVICES	7,488	454	6%	0	0%	6%
OPERATING EXPENDITURES	25,310	268	1%	0	0%	1%
CAPITAL OUTLAY	3,200	0	0%	0	0%	0%
NON OPERATING	19,125	0	0%	0	0%	0%
TOTAL EXPENDITURES	55,123	721	1%	0	0%	1%
ENTERPRISE FUNDS	21,121,425	381,159	2%	225,965	1%	3%

CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016

INTERNAL SERVICE FUND

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

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	0	0	0	0%
PERMITS, FEES & ASSESSMENTS	0	0	0	0%
INTERGOVERNMENTAL REVENUE	0	0	0	0%
CHARGES FOR SERVICES	0	0	0	0%
FINES AND FORFEITURES	0	0	0	0%
MISCELLANEOUS REVENUE	0	0	36	NA+
NON-OPERATING	6,665,533	6,665,533	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>36</u>	<u>0%</u>
EXPENSES:				
GENERAL GOVERNMENT	6,665,533	6,665,533	261,949	4%
PUBLIC SAFETY	0	0	0	0%
ECONOMIC ENVIRONMENT	0	0	0	0%
PHYSICAL ENVIRONMENT	0	0	0	0%
TRANSPORTATION	0	0	0	0%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>261,949</u>	<u>4%</u>
MAJOR EXPENDITURE CATEGORIES:				
PERSONAL SERVICES	1,414,367	1,414,367	87,722	6%
OPERATING EXPENDITURES	434,168	434,168	58,188	13%
CAPITAL OUTLAY	4,610,303	4,610,303	28,350	1%
DEBT SERVICE	156,695	156,695	87,690	56%
GRANTS & AIDS	0	0	0	0%
NON-OPERATING	50,000	50,000	0	0%
POWER COSTS	0	0	0	0%
	<u>6,665,533</u>	<u>6,665,533</u>	<u>261,949</u>	<u>4%</u>

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

INTERNAL SERVICE FUND REVENUES

REVENUE SOURCE	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT COLLECTED
<u>PERMITS, FEES & ASSESSMENTS</u>				
OTHER LICENSES, FEES, AND PERMITS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>INTERGOVERNMENTAL REVENUE</u>				
OTHER FEDERAL GRANTS	0	0	0	0%
SUBTOTAL	0	0	0	0%
<u>MISCELLANEOUS REVENUE</u>				
INTEREST EARNINGS	0	0	36	NA+
RENTS & ROYALTIES	0	0	0	0%
OTHER MISCELLANEOUS REVENUE	0	0	0	NA+
SUBTOTAL	0	0	36	NA+
<u>NON OPERATING</u>				
CONTRIBUTIONS FROM ENTERPRISE	0	0	0	0%
SERIES 2016 DEBT PROCEEDS	0	0	0	0%
INTERFUND TRANSFER	2,202,993	2,202,993	0	0%
FUND BALANCE & UNDER COLLECTION	4,462,540	4,462,540	0	0%
SUBTOTAL	6,665,533	6,665,533	0	0%
 INTERNAL SERVICE FUND	 6,665,533	 6,665,533	 36	 0%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016**

**INTERNAL SERVICE FUND EXPENDITURES
BY MAJOR CATEGORY**

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>FINANCE / UTILITY OPERATIONS</u>						
PERSONAL SERVICES	233,256	17,931	8%	0	0%	8%
OPERATING EXPENDITURES	29,880	492	2%	0	0%	2%
CAPITAL OUTLAY	20,000	0	0%	19,596	98%	98%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	283,136	18,423	7%	19,596	7%	13%
<u>FINANCE / UTILITY BILLING</u>						
PERSONAL SERVICES	293,319	21,146	7%	0	0%	7%
OPERATING EXPENDITURES	125,312	11,442	9%	2,138	2%	11%
CAPITAL OUTLAY	11,875	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	430,506	32,588	8%	2,138	0%	8%
<u>PUBLIC SERVICES / UTILITY ADMINISTRATION</u>						
PERSONAL SERVICES	501,838	35,815	7%	0	0%	7%
OPERATING EXPENDITURES	117,654	3,483	3%	19,213	16%	19%
CAPITAL OUTLAY	29,754	0	0%	8,754	29%	29%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	649,246	39,298	6%	27,966	4%	10%
<u>PUBLIC SERVICES-WAREHOUSE OPERATIONS</u>						
PERSONAL SERVICES	51,643	2,118	4%	0	0%	4%
OPERATING EXPENDITURES	17,972	1,010	6%	0	0%	6%
CAPITAL OUTLAY	0	0	0%	0	0%	0%
NON-OPERATING	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	69,615	3,127	4%	0	0%	4%
<u>ISF - COMPLIANCE AND RISK MANAGEMENT</u>						
PERSONAL SERVICES	30,075	4	0%	0	0%	0%
TOTAL EXPENDITURES	30,075	4	0%	0	0%	0%
<u>PUBLIC SERVICES-WATER DISTRIBUTION/COLLECTION</u>						
PERSONAL SERVICES	304,236	10,708	4%	0	0%	4%
OPERATING EXPENDITURES	143,350	511	0%	19,899	14%	14%
CAPITAL OUTLAY	60,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	507,586	11,219	2%	19,899	4%	6%
<u>DEBT SERVICE FUND - SERIES 2016</u>						
DEBT SERVICE	156,695	87,690	56%	0	0%	0%
TOTAL EXPENDITURES	156,695	87,690	56%	0	0%	56%

CITY OF ALACHUA
 FINANCE DEPARTMENT ANALYSIS
 FOR THE PERIOD ENDING OCTOBER 31, 2016

INTERNAL SERVICE FUND EXPENDITURES
 BY MAJOR CATEGORY

DEPARTMENT/DIVISION	FY 16/17 AMENDED BUDGET	EXPENDED TO DATE	PERCENT EXPENDED TO DATE	ENCUMBERED TO DATE	PERCENT ENCUMBERED TO DATE	PERCENT EXPENDED & ENCUMBERED TO DATE
<u>INTERNAL SERVICE FUND RESERVES</u>						
NON-OPERATING	50,000	0	0%	0	0%	0%
TOTAL EXPENDITURES	50,000	0	0%	0	0%	0%
<u>CP OPS/WAREHOUSE</u>						
CAPITAL OUTLAY	4,488,674	0	0%	0	0%	0%
OTHER DEBT COSTS	0	0	0%	0	0%	0%
TOTAL EXPENDITURES	4,488,674	0	0%	0	0%	0%
INTERNAL SERVICE FUND	6,665,533	192,350	3%	69,599	1%	4%

**CITY OF ALACHUA
FINANCE DEPARTMENT ANALYSIS
FOR THE PERIOD ENDING OCTOBER 31, 2016**

ALL CITY FUNDS

	FY 16/17 APPROVED BUDGET	FY 16/17 AMENDED BUDGET	YEAR TO DATE FY 16/17	PERCENT OF BUDGET COLLECTED OR EXPENDED
REVENUES:				
TAXES	5,998,056	5,998,056	102,768	2%
PERMITS, FEES & ASSESSMENTS	510,450	510,450	11,944	2%
INTERGOVERNMENTAL	1,520,356	1,520,356	21,304	1%
CHARGES FOR SERVICES	17,752,352	17,752,352	1,567,812	9%
FINES AND FORFEITURES	32,000	32,000	1,297	4%
MISCELLANEOUS REVENUE	314,520	314,520	30,165	10%
NON-OPERATING	23,410,890	23,410,890	0	0%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>1,735,291</u>	<u>4%</u>

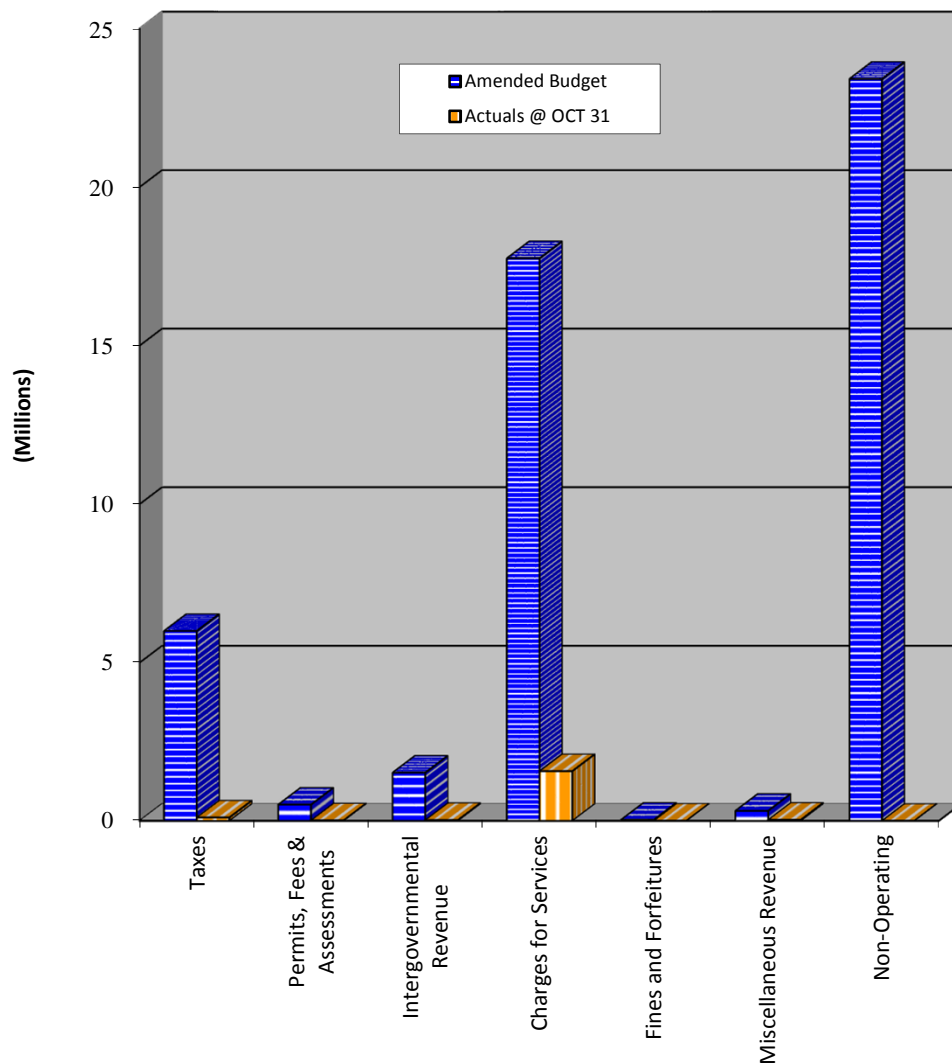
EXPENSES:				
GENERAL GOVERNMENT	14,584,963	14,584,963	932,823	6%
PUBLIC SAFETY	3,695,138	3,695,138	927,019	25%
ECONOMIC ENVIRONMENT	644,560	644,560	42,697	7%
PHYSICAL ENVIRONMENT	22,139,585	22,139,585	705,759	3%
TRANSPORTATION	1,290,555	1,290,555	461,341	36%
HUMAN SERVICES	0	0	0	0%
CULTURE & RECREATION	7,183,823	7,183,823	1,639,055	23%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>4,708,694</u>	<u>10%</u>

MAJOR EXPENDITURE CATEGORIES:

PERSONAL SERVICES	8,241,793	8,241,793	622,529	8%
OPERATING EXPENDITURES	5,993,329	5,993,329	1,237,057	21%
CAPITAL OUTLAY	15,592,984	15,592,984	2,307,403	15%
DEBT SERVICE	2,413,852	2,413,852	521,705	22%
GRANTS & AIDS	77,228	77,228	20,000	26%
NON-OPERATING	7,941,938	7,941,938	0	0%
POWER COSTS	9,277,500	9,277,500	0	0%
	<u>49,538,624</u>	<u>49,538,624</u>	<u>4,708,694</u>	<u>10%</u>

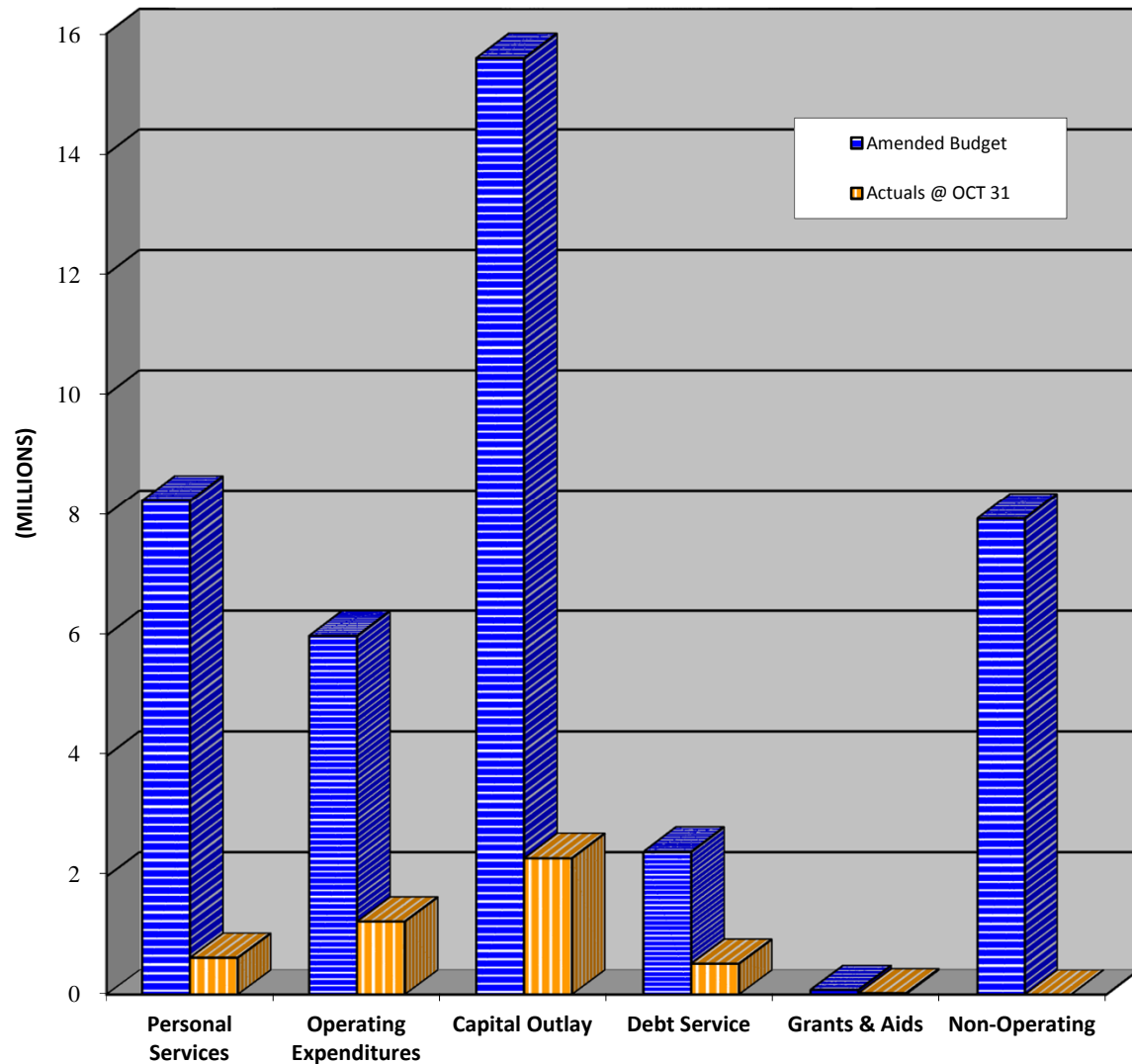
Revenues by Major Category All City Funds

The City of Alachua's overall revenues are at 4% of budget for the fiscal year. Taxes are at 2% of budget. These include ad valorem property taxes and public utility taxes. Other revenue sources are: Permits, Fees and Assessments (2%); Intergovernmental Revenue (1%); Charges for Services (9%); Fines and Forfeitures (4%); Miscellaneous Revenue (10%); and Non-Operating Revenue (0%).



Expenditures by Major Category All City Funds

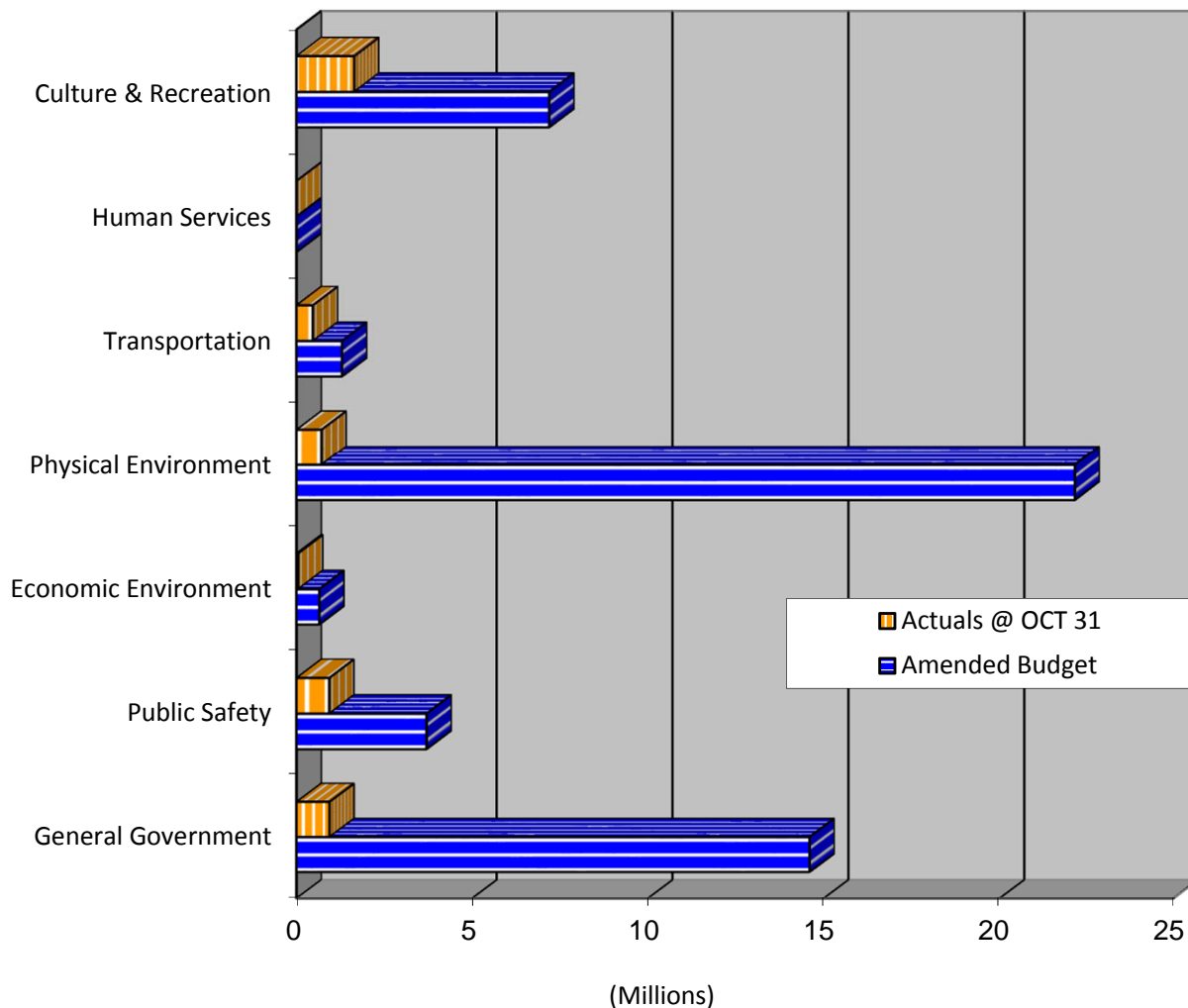
Overall, City expenditures and encumbrances are at 10% of budget for the period. The Personal Services category is at 8% of budget for the fiscal year. The Operating Expenditures category is at 21%, with encumbrances for legal, fire, and residential waste collection services of approximately \$659K. Capital Outlay is at 15%, Debt Service is 22%, Grants & Aids is 26% and Non-Operating Expenditures are at 0%. Encumbrances for future expenditures account for 69% (aprox. \$3.2M) of the expense line total.



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

Budget Performance by Function All City Funds

Overall, expenditures are at 10% of budget with General Government expenses at 6%, Public Safety at 25%, Economic Environment at 7%, Physical Environment at 3% (Enterprise Funds & residential waste collection services), Transportation at 36%, and Culture & Recreation at 23%.



INVESTMENTS AND CASH

Purpose

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

Investment Objectives

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

Defining Principal

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

Defining of Portfolio

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

Defining Rate of Return on Investment

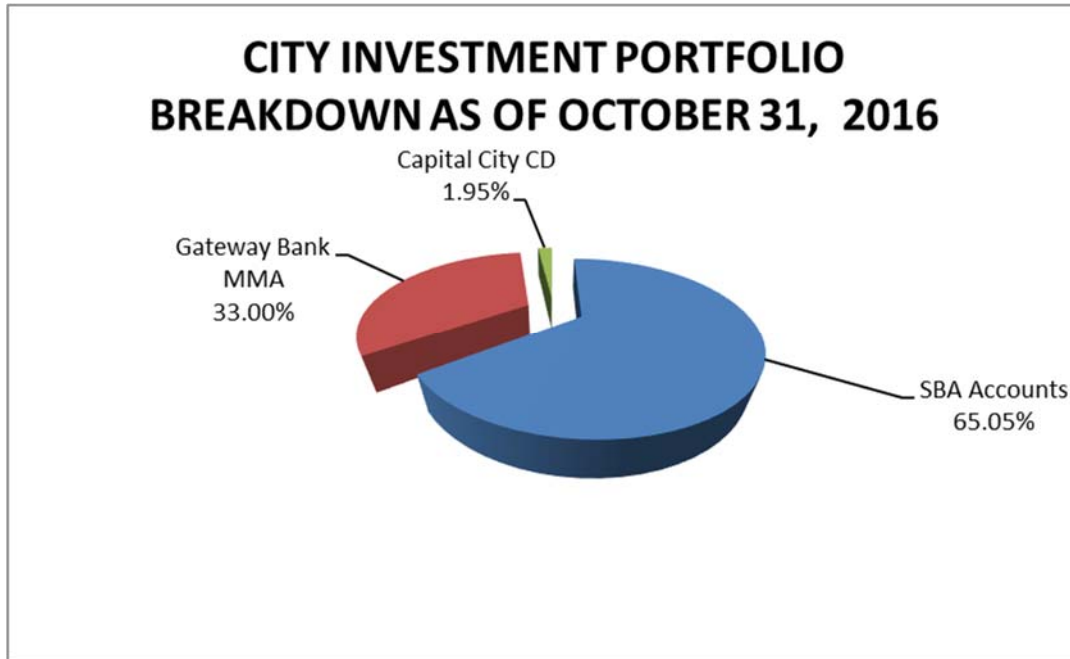
The Rate of Return on Investment refers to the benefits (the profits) to an investor or organization relative to the cost of the initial investment. It is similar to the rate of profit as a measure of profitability.

Conclusion

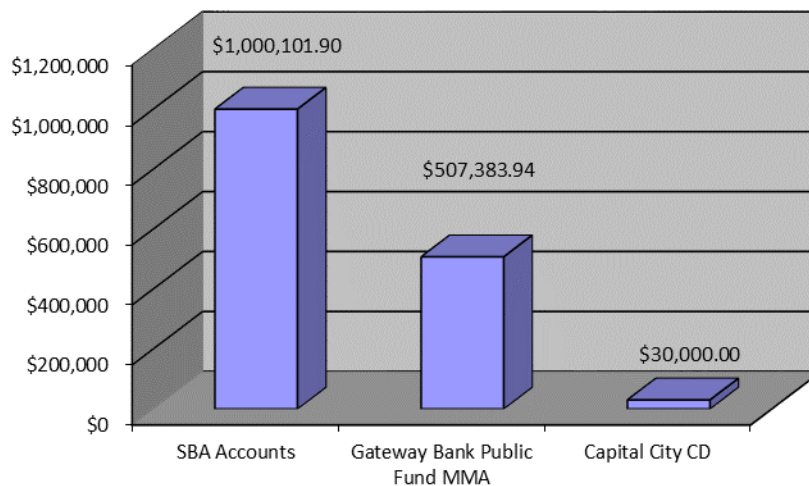
The City's cash and investments are pursuant to Section 218.415, Florida Statutes as well as the City's own adopted Investment Policy. To ensure that the City's funds are effectively managed, the Finance Director and other appropriate staff shall annually complete eight (8) hours of continuing professional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

INVESTMENTS AND CASH

As of October 31, 2016, the City's investment portfolio totaled **\$1,537,485.84**. The portfolio consists of: two State Board of Administration Investment Pool (SBA) accounts, one money market account and a certificate of deposit account. The graphs below illustrate the breakdown, by percentage, of each investment.



INVESTMENTS AS OF OCTOBER 31, 2016



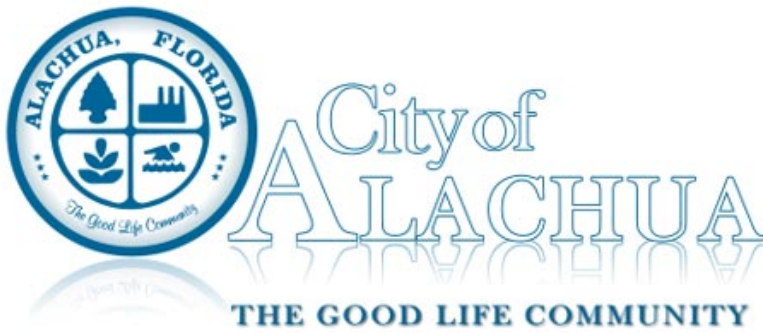
INVESTMENTS AND CASH

As of October 31, 2016, the City had cash holdings in several accounts with Capital City Bank, Gateway Bank and Renasant Bank (formerly Alarion & Heritage) that totaled **\$25,560,010.02**. Each bank account has a specific purpose. The accounts are listed as follows:

- Main Operating account: This account is for the City's daily deposits (utility payments, grant revenue, etc.) and expenses (vendor payments, debt service payments, etc.).
- Payroll account: This account is for payroll-related expenses (salaries payable).
- Community Redevelopment Agency (CRA) account: This account is for deposits and expenses related to CRA activities.
- Police Forfeiture account: This account is for fines and forfeiture funds received by the Alachua Police Department. Expenditures from this account will not be permitted without Commission approval.
- Section 108 account: This account is for the pay-down of the City's Section 108 outstanding debt that was related to infrastructure within the City.
- Series 2016 Repayment: This account contains is intended to be utilized to make the annual Series 2016 Debt payments.
- Restricted Deposit account: This account is for utility customer deposits only.
- Series 2016 Projects: This account is for the proceeds and expenses related to the Series 2016 bonds.
- Explorer account: This account is for deposits and expenses related to Police Explorer activities.
- Heritage Oaks account: This account is for funds related to the completion of improvements to the Heritage Oaks subdivision Phase I.
- SRF Repayment Money Market account: This account is for the repayment of the State Revolving Fund (SRF) loan related to the construction of the waste water facility.

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

Bank Account	October 31 Balance
Main Operating Account	\$14,090,980.37
Payroll Account	\$10,852.82
CRA Account	\$349,115.04
Police Forfeiture Account	\$26,167.46
Section 108 Account	\$29,127.41
Series 2016 Repayment Account	\$228,623.03
Deposit Account	\$1,656,501.58
Series 2016 Projects	\$8,600,957.58
Explorer Account	\$7,308.94
SRF Repayment Account	\$199,786.77
Heritage Oaks Account	\$360,589.02
 TOTAL	 <u><u>\$25,560,010.02</u></u>



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: Ordinance 17-07; Second and Final Reading: Amending City Code Chapter 14 - Elections

PREPARED BY: Alan Henderson, Deputy City Clerk

RECOMMENDED ACTION:

Approve Ordinance 17-07 on second and final reading.

Summary

In an effort to improve the City's election process, staff has prepared revisions to Code of Ordinance Chapter 14. The revisions clarify language and ensure gender neutral references.

ATTACHMENTS:

Description

- ▢ Ordinance 17-07 Clean Copy
- ▢ Ordinance 17-07 with edits
- ▢ Ordinance 17-07 Published Notice
- ▢ Ordinance 17-07 SIGNED

ORDINANCE 17-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES, ELECTIONS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the desire of the City Commission to amend and edit certain portions of Chapter 14, Elections, of the City Code of Ordinances to better reflect the practical uses and processes that are generally employed by the City; and

WHEREAS, it is further desired to adjust or correct inconsistencies and scrivener's errors in the body of the Chapter;

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA.

Section 1. Amendment of Code of Ordinances

Chapter 14, Elections, of the Code of Ordinances is hereby amended as follows:

Chapter 14 - ELECTIONS

Sec. 14-1. - Applicability of general laws of State to City elections.

The general law of the State on the subject of elections shall apply to and govern all City elections insofar as there is no conflict with the provision of this chapter or the provisions of the Charter of the City.

Sec. 14-2. - Time of holding regular elections for City Commissioners.

Regular elections shall be held on the second Tuesday in April of each year for the election of Mayor and City Commissioners whose terms of office expire. In the event no candidate receives a majority (more than 50 percent) of the votes cast in a group or groups, a runoff election shall be held on the third Tuesday following the former election day between the two candidates in such groups receiving the highest number of votes cast. The candidates in each group receiving the highest number of votes cast in such runoff election shall be elected. In case of a tie, the candidate shall be selected for the runoff election in the same manner as provided in the general law.

Sec. 14-3. - Special elections required; proclamation.

(a) Special elections shall be held in the following cases:

- (1) When there has been no choice of any officer who should have been elected at a general election.
- (2) When in the discretion of the City Commission any question affecting the interest of the City shall arise which might make it necessary to submit such question to a vote of the qualified electors of the City.

(b) Such special elections shall be ordered by the City Commission by a resolution which shall include:

- (1) the purpose of the special election;

- (2) officers to be elected, if any;
- (3) question(s) to be called to a vote of the electors, if any;
- (4) any other information deemed appropriate by the City Commission; and,
- (5) direction to the Mayor to issue a proclamation calling such election.

Sec. 14-4. - Vacancies.

Any vacancy in the Commission will be filled according to section 3.07 of the City Charter.

Sec. 14-5. - Mayor to issue proclamation; contents; publication.

At least thirty days prior to any and all elections the Mayor shall issue a proclamation calling the election. Such proclamation shall specify what officers are to be elected, the length of time such officers are to serve, question(s) to be called to a vote of the electors, if any, and the time and place of holding such election. After the conclusion of the qualifying period, such proclamation shall be published once each week for four weeks in a newspaper of general circulation published in the County.

Sec. 14-6. - Qualification of electors.

Every person who is a qualified elector under the laws of the State and who is a permanent resident of the City is eligible to register with the supervisor of elections when the registration books are open. Upon registration, such person shall be a qualified elector of the City.

Sec. 14-7. - Registration officer designated.

The Supervisor of Elections of Alachua County, Florida, hereinafter referred to as "supervisor," is hereby designated as registration officer for the City and shall keep or cause to be kept the City's registration books.

Sec. 14-8. - Qualification of candidates for City Commission.

Any person who is a resident of the City and is a qualified elector therein may become a candidate for the office of Mayor or City Commissioner of the City by taking a written oath before the City Clerk or his designee, that the person possesses the qualifications to become a candidate for such office and designating the group in which the person shall run. As a condition precedent to qualifying the candidate shall pay to the City Clerk the sum of \$25.00 as a qualifying fee or such person shall furnish the Clerk with a petition requesting that such person become a candidate for the Mayor or City Commission. Said petition shall be signed by at least 25 electors of the City, and shall be accompanied by a statement in writing signed by the Alachua County Supervisor of Elections certifying that each of the signatures on such petition has been checked by the Supervisor and that each of the signatures on the petition is that of a qualified elector of the City. The period in which a person may submit the oath and qualifying fee or petition to the City Clerk shall be from noon on the third Tuesday in February prior to the election until noon on fourth Tuesday in February prior to the election.

Sec. 14-9. - Vacancy in candidacy.

- (a) If the withdrawal, death or removal of a qualified candidate following the end of the qualifying period results in only one candidate remaining on the ballot for that office, the remaining candidate shall be declared elected and no election for that office shall be required.
- (b) If the death, withdrawal or removal from the ballot of a qualified candidate following the end of the qualifying period results in no candidates for an office, and more than 21 days remain prior to the date of the election, qualifying shall be reopened to allow candidates to qualify for the election to that office in accordance with the

City Charter and Code. Any candidate wishing to qualify shall file the qualifying statement and petition required by the City Charter, accompanied by such qualifying fees as set by the City Code, no later than noon of the 21st day prior to the date of the election.

- (c) If less than 21 days remain to the election date after the death, withdrawal, or removal from the ballot of the lone qualified candidate for an office, and if a vacancy shall result on the City Commission, the remaining city commissioners shall appoint, on an interim basis, by majority vote a person otherwise qualified to be a city commissioner. The person so appointed shall serve as city commissioner until a special election can be held in order to fill the vacancy for the unexpired portion of the entire term. The special election shall be held not less than 60 days nor more than 90 days following the occurrence of the vacancy.
- (d) If the qualifying period is reopened pursuant to subsection (b) of this section, supplemental absentee ballots reflecting the new candidates who have qualified for that office shall be mailed by the City Clerk as soon as possible to any absentee voter who was provided an absentee ballot. If an absentee voter returns the initial ballot that was mailed, that vote for the office for which qualification was reopened will be null and void, but the votes on all other offices and issues shall be counted.
- (e) The name of any qualified candidate who has withdrawn, died or been removed from the ballot shall not be printed on the ballot. If the ballot cannot be changed, any votes for that candidate shall be null and void.
- (f) A candidate withdrawing or being removed from the ballot after having qualified and paid the qualification fee shall not receive a refund of the qualifying fee.

Sec. 14-10. - Grouping of candidates; runoff elections.

The Commission shall declare each seat to be filled as one of five separate seats numbered 1, 2, 3, 4, 5. Seat 1 is designated as the seat to be held by the Mayor. The candidates shall, at the time of qualifying, designate the seat for which they shall run. The candidate receiving a majority (more than 50 percent) of the votes cast for each seat shall be elected. In the event no candidate receives a majority of votes cast for a seat or seats, a runoff election shall be held on the third Tuesday following the former Election Day between the two candidates for such seat or seats receiving the highest number of votes cast. The candidate receiving the highest number of votes cast in such runoff election shall be elected.

Sec. 14-11. - Appointment of Inspectors and Clerks; opening and closing polls; substitute inspectors and clerks.

The City Clerk or designee shall appoint the necessary clerks and inspectors necessary to conduct the election. If, at the time the polls are to be open, any such inspector or clerk is not present or should refuse to serve, those present may choose from the qualified voters present sufficient persons to complete the number of inspectors or clerks. If none of the inspectors or clerks are present, then the qualified voters present may choose among their number such inspectors and clerks. No elector who cannot read and write the English language shall be appointed or chosen clerk or inspector of any election. Poll workers who have been trained for a City election shall be deemed to have been trained for all runoff elections that may arise from that election.

Sec. 14-12. - Oath of Inspectors and Clerks.

The inspectors and clerks shall take and subscribe an oath or affirmation, which shall be written or printed, to the effect that they will perform the duties of inspectors and clerks of the election according to law and will endeavor to prevent all fraud, deceit or abuse in conducting the same. Such oaths may be taken before an officer authorized to administer oaths, or before either of the persons who are to act as inspectors and clerks; one of them to swear to others and one of the others thus sworn in turn to administer the oath to him/her who has not been sworn. Such oaths shall be returned with the returns of the election to the Mayor.

Sec. 14-13. - Ballots; contents.

The names of all qualified candidates for election to the City Commission shall be placed upon the ballot in alphabetical order according to surnames; provided, no person's name shall be printed on the ballot if that person notifies the City Commission not less than 20 days prior to the election that he/she will not accept the nomination.

In the event that electronic ballot counting machines are not available, or preprinted ballots cannot be delivered in time for the election, or any other such eventuality, the City may conduct its general and runoff elections with paper ballots which shall be tallied by manual count.

Sec. 14-14. - Election officials to maintain order.

The inspectors and clerks shall possess full authority to maintain good order at the polls and to enforce obedience to their lawful commands during an election, the canvass and estimate of the votes.

Sec. 14-15. - Clerks to be Chairpersons of Election Boards; decision of majority to decide questions.

The Clerks at the respective polling places of the election shall be Chairpersons of their boards. In any and all questions that may arise before the Inspectors and Clerks at any polling places of the election, the decision of the majority of them shall decide such questions.

Sec. 14-16. - Board of Canvassers; composition; powers and duties.

The board of canvassers for all elections held for the election of Mayor and City Commissioners and for questions submitted to a vote of the people are as follows: The Mayor, or in his absence, a Commissioner designated by the Mayor who shall serve as chairman of the board of canvassers, the City Clerk and one other elector to be appointed by the Mayor. The chairman of the canvassing board shall have authority to designate an additional elector or electors, to serve as a member of the board of canvassers in the absence of any member of the said board. The board shall meet within 24 hours after the close of the polls to canvass the election returns of the inspectors and clerks of the election and to canvass the absentee electors' ballots, and to declare the election result and certify the election. If, however, there are unresolved provisional ballots, the canvassing board will not certify the election when it canvasses the election returns of the inspectors and clerks of the election and canvasses the absentee ballots. If there are unresolved provisional ballots, the canvassing board will meet again after 5:00 p.m. on the second day after the election at which time the canvassing board shall count the provisional ballots, declare the election results and certify the election. No other board of the City of Alachua shall certify the results of the election. In the event it may be necessary, in order to come to a proper decision, the board shall have the power to examine witnesses and take testimony. The certification of the election shall be forwarded to the City Commission.

Sec. 14-17. - Absentee voting.

Absentee voting shall be conducted as provided for in F.S. ch. 101.

Sec. 14-18. - Early voting.

The City Commission hereby declines to participate in the early voting procedure for its municipal elections.

Section 2. Inclusion of the Code

It is the intention of the City Commission of the City of Alachua, Florida, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Alachua, Florida; that the sections of this ordinance may be renumbered or re-lettered and that the word "ordinance" may be changed to "section", "article" or other appropriate designation to accomplish such intention.

Section 3. Repealing Clause

All ordinances or parts of ordinances in conflict with this ordinance are, to the extent they conflict with this ordinance, repealed.

Section 4. Providing for Severability

It is the declared intent of the Alachua City Commission that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

Section 5. Effective Date

This Ordinance shall be effective upon its passage and adoption on the second and final reading.

PASSED on first reading on the 12th day of December, 2016.

PASSED on second and final reading on the 9th day of January, 2017.

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

Gib Coerper, Mayor
SEAL

ATTEST:

APPROVED AS TO FORM

Traci L. Gresham, City Manager/Clerk

Marian B. Rush, City Attorney

ORDINANCE 17-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES, ELECTIONS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the desire of the City Commission to amend and edit certain portions of Chapter 14, Elections, of the City Code of Ordinances to better reflect the practical uses and processes that are generally employed by the City; and

WHEREAS, it is further desired to adjust or correct inconsistencies and scrivener's errors in the body of the Chapter;

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA.

Section 1. Amendment of Code of Ordinances

Chapter 14, Elections, of the Code of Ordinances is hereby amended as follows:

Chapter 14 - ELECTIONS

Sec. 14-1. - Applicability of general laws of State to City elections.

The general law of the State on the subject of elections shall apply to and govern all City elections insofar as there is no conflict with the provision of this chapter or the provisions of the Charter of the City.

Sec. 14-2. - Time of holding regular elections for City Commissioners.

Regular elections shall be held on the second Tuesday in April of each year for the election of Mayor and City Commissioners whose terms of office expire. In the event no candidate receives a majority (more than 50 percent) of the votes cast in a group or groups, a runoff election shall be held on the third Tuesday following the former election day between the two candidates in such groups receiving the highest number of votes cast. The candidates in each group receiving the highest number of votes cast in such runoff election shall be elected. In case of a tie, the candidate shall be selected for the runoff election in the same manner as provided in the general law.

Sec. 14-3. - Special elections required; proclamation.

(a) Special elections shall be held in the following cases:

- (1) When there has been no choice of any officer who should have been elected at a general election.
- (2) When in the discretion of the City Commission any question affecting the interest of the City shall arise which might make it necessary to submit such question to a vote of the qualified electors of the City.

(b) Such special elections shall be ordered by the City Commission by a resolution ~~which shall include: instructing the Mayor to issue his proclamation calling such election in the same manner and form as provided for in the case of regular elections.~~

(1) the purpose of the special election;

- _____ (2) officers to be elected, if any;
- _____ (3) question(s) to be called to a vote of the electors, if any;
- _____ (4) any other information deemed appropriate by the City Commission; and,
- _____ (5) direction to the Mayor to issue a proclamation calling such election.

Sec. 14-4. - Vacancies.

Any vacancy in the Commission will be filled according to section 3.07 of the City Charter.

Sec. 14-5. - Mayor to issue proclamation; contents; publication.

At least ~~Thirty~~ thirty days prior to any and all elections the Mayor shall issue ~~his~~ a proclamation calling the election. Such proclamation shall specify what officers are to be elected, the length of time such officers are to serve, question(s) to be called to a vote of the electors, if any, and the time and place of holding such election, and the names of inspectors and clerks to serve at the election. ~~After the conclusion of the qualifying period, S~~such proclamation shall be published once each week for four weeks in a newspaper of general circulation published in the County.

Sec. 14-6. - Qualification of electors.

Every person who is a qualified elector under the laws of the State and who is a permanent resident of the City is eligible to register with the supervisor of elections when the registration books are open. Upon registration, such person shall be a qualified elector of the City.

Sec. 14-7. - Registration officer designated.

The Supervisor of Elections of Alachua County, Florida, hereinafter referred to as "supervisor," is hereby designated as registration officer for the City and shall keep or cause to be kept the City's registration books.

Sec. 14-8. - Qualification of candidates for City Commission.

Any person who is a resident of the City and is a qualified elector therein may become a candidate for the office of Mayor or City Commissioner of the City by taking a written oath before the City Clerk or his designee, that the person possesses the qualifications to become a candidate for such office and designating the group in which the person shall run. As a condition precedent to qualifying the candidate shall pay to the City Clerk the sum of \$25.00 as a qualifying fee or such person shall furnish the Clerk with a petition requesting that such person become a candidate for the Mayor or City Commission. Said petition shall be signed by at least 25 electors of the City, and shall be accompanied by a statement in writing signed by the Alachua County Supervisor of Elections certifying that each of the signatures on such petition has been checked by the Supervisor and that each of the signatures on the petition is that of a qualified elector of the City. The period in which a person may submit the oath and qualifying fee or petition to the City Clerk shall be from noon on the ~~53rd day~~ third Tuesday in February prior to the election until noon on the ~~46th day~~ fourth Tuesday in February prior to the election.

Sec. 14-9. - Vacancy in candidacy.

- (a) If the withdrawal, death or removal of a qualified candidate following the end of the qualifying period results in only one candidate remaining on the ballot for that office, the remaining candidate shall be declared elected and no election for that office shall be required.
- (b) If the death, withdrawal or removal from the ballot of a qualified candidate following the end of the qualifying period results in no candidates for an office, and more than 21 days remain prior to the date of the election, qualifying shall be reopened to allow candidates to qualify for the election to that office in accordance with the

City Charter and Code. Any candidate wishing to qualify shall file the qualifying statement and petition required by the City Charter, accompanied by such qualifying fees as set by the City Code, no later than noon of the 21st day prior to the date of the election.

- (c) If less than 21 days remain to the election date after the death, withdrawal, or removal from the ballot of the lone qualified candidate for an office, and if a vacancy shall result on the City Commission, the remaining city commissioners shall appoint, on an interim basis, by majority vote a person otherwise qualified to be a city commissioner. The person so appointed shall serve as city commissioner until a special election can be held in order to fill the vacancy for the unexpired portion of the entire term. The special election shall be held not less than 60 days nor more than 90 days following the occurrence of the vacancy.
- (d) If the qualifying period is reopened pursuant to subsection (b) of this section, supplemental absentee ballots reflecting the new candidates who have qualified for that office ~~only~~ shall be mailed by the City Clerk as soon as possible to any absentee voter who was provided an absentee ballot. If an absentee voter returns the initial ballot ~~he that~~ was mailed, ~~his that~~ vote for the office for which qualification was reopened will be null and void, but ~~his the~~ votes on all other offices and issues shall be counted.
- (e) The name of any qualified candidate who has withdrawn, died or been removed from the ballot shall not be printed on the ballot. If the ballot cannot be changed, any votes for that candidate shall be null and void.
- (f) A candidate withdrawing or being removed from the ballot after having qualified and paid the qualification fee shall not receive a refund of the qualifying fee.

Sec. 14-10. - Grouping of candidates; runoff elections.

The Commission shall declare each seat to be filled as one of five separate ~~groups seats~~ numbered 1, 2, 3, 4, 5. ~~Group~~ (Seat) 1 is designated as the seat to be held by the Mayor. The candidates shall, at the time of qualifying, designate the ~~group in seat for~~ for which they shall run. The candidate receiving a majority (more than 50 percent) of the votes cast ~~in for~~ for each ~~group seat~~ shall be elected. In the event no candidate receives a majority of votes cast ~~in for~~ for a ~~group seat~~ or ~~groups seats~~, a runoff election shall be held on the third Tuesday following the former Election Day between the two candidates ~~in for~~ for such ~~group seat~~ or ~~groups seats~~ receiving the highest number of votes cast. The candidate receiving the highest number of votes cast in such runoff election shall be elected.

Sec. 14-11. - Appointment of Inspectors and Clerks; opening and closing polls; substitute inspectors and clerks.

The ~~Mayor~~ City Clerk or designee shall appoint the necessary clerks and inspectors ~~for the necessary to~~ to conduct of the election. If, at the time the polls are to be open, any such inspector or clerk is not present or should refuse to serve, those present may choose from the qualified voters present sufficient persons to complete the number of inspectors or clerks. If none of the inspectors or clerks are present, then the qualified voters present may choose among their number such inspectors and clerks. No elector who cannot read and write the English language shall be appointed or chosen clerk or inspector of any election. Poll workers who have been trained for a City election shall be deemed to have been trained for all runoff elections that may arise from that election.

Sec. 14-12. - Oath of Inspectors and Clerks.

The inspectors and clerks shall take and subscribe an oath or affirmation, which shall be written or printed, to the effect that they will perform the duties of inspectors and clerks of the election according to law and will endeavor to prevent all fraud, deceit or abuse in conducting the same. Such oaths may be taken before an officer authorized to administer oaths, or before either of the persons who are to act as inspectors and clerks; one of them to swear to others and one of the others thus sworn in turn to administer the oath to him/her who has not been sworn. Such oaths shall be returned with the returns of the election to the Mayor.

Sec. 14-13. - Ballots; contents.

The names of all qualified candidates for election to the City Commission shall be placed upon the ballot in alphabetical order according to surnames; provided, no person's name shall be printed on the ballot if that person notifies the City Commission not less than 20 days prior to the election that he/she will not accept the nomination.

In the event that electronic ballot counting machines are not available, or preprinted ballots cannot be delivered in time for the election, or any other such eventuality, the City may conduct its general and runoff elections with paper ballots which shall be tallied by manual count.

Sec. 14-14. - Election officials to maintain order.

The inspectors and clerks shall possess full authority to maintain good order at the polls and to enforce obedience to their lawful commands during an election, the canvass and estimate of the votes.

Sec. 14-15. - Clerks to be Chairpersons of Election Boards; decision of majority to decide questions.

The Clerks at the respective polling places of the election shall be Chairpersons of their boards. In any and all questions that may arise before the Inspectors and Clerks at any polling places of the election, the decision of the majority of them shall decide such questions.

Sec. 14-16. - Board of Canvassers; composition; powers and duties.

The board of canvassers for all elections held for the election of Mayor and City Commissioners and for questions submitted to a vote of the people are as follows: The Mayor, or in his absence, a Commissioner designated by the Mayor who shall serve as chairman of the board of canvassers, the City Clerk and one other elector to be appointed by the Mayor. The chairman of the canvassing board shall have authority to designate an additional elector or electors, to serve as a member of the board of canvassers in the absence of any member of the said board. The board shall meet within 24 hours after the close of the polls to canvass the election returns of the inspectors and clerks of the election and to canvass the absentee electors' ballots, and to declare the election result and certify the election. If, however, there are unresolved provisional ballots, the canvassing board will not certify the election when it canvasses the election returns of the inspectors and clerks of the election and canvasses the absentee ballots. If there are unresolved provisional ballots, the canvassing board will meet again after 5:00 p.m. on the second day after the election at which time the canvassing board shall count the provisional ballots, declare the election results and certify the election. No other board of the City of Alachua shall certify the results of the election. ~~The certification of the election shall be forwarded to the City Commission.~~ In the event it may be necessary, in order to come to a proper decision, the board shall have the power to examine witnesses and take testimony. The certification of the election shall be forwarded to the City Commission.

Sec. 14-17. - Absentee voting.

Absentee voting shall be conducted as provided for in F.S. ch. 101.

Sec. 14-18. - Early voting.

The City Commission hereby declines to participate in the early voting procedure for its municipal elections.

Section 2. Inclusion of the Code

It is the intention of the City Commission of the City of Alachua, Florida, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Alachua, Florida; that the sections of this ordinance may be renumbered or re-lettered and that the word "ordinance" may be changed to "section", "article" or other appropriate designation to accomplish such intention.

Section 3. Repealing Clause

All ordinances or parts of ordinances in conflict with this ordinance are, to the extent they conflict with this ordinance, repealed.

Section 4. Providing for Severability

It is the declared intent of the Alachua City Commission that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

Section 5. Effective Date

This Ordinance shall be effective upon its passage and adoption on the second and final reading.

PASSED on first reading on the 12th day of December, 2016

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

Gib Coerper, Mayor
SEAL

ATTEST:

APPROVED AS TO FORM

Traci L. Gresham, City Manager/Clerk

Marian B. Rush, City Attorney



City of ALACHUA

PUBLIC NOTICE OF ENACTMENT OF AN ORDINANCE OF THE CITY OF ALACHUA, FLORIDA

Notice is hereby given that the City Commission of the City of Alachua will hold a public hearing on a proposed ordinance. The hearing will be held on January 9, 2017, at 6:00 p.m., in the James A. Lewis Commission Chambers in City Hall, located at 15100 NW 142nd Terrace, Alachua, Florida.

The ordinance title is as follows:

ORDINANCE 17-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES, ELECTIONS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

At the public hearing, all interested parties may appear and be heard with respect to the proposed ordinance. Copies of the proposed ordinance and related materials are available for public inspection at City Hall, 15100 NW 142nd Terrace, on any regular business day between the hours of 7:30 a.m. and 6:00 p.m. Written comments on the proposed ordinance may be sent to the following address: City of Alachua, Deputy City Clerk, P.O. Box 9, Alachua, FL 32616. Notice is given pursuant to Section 286.0105, Florida Statutes, that, in order to appeal any decision made at the public hearing, you will need a record of the proceedings, and that, for such purpose, you may need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans with Disabilities Act, any persons with a disability requiring reasonable accommodation in order to participate in this meeting should call the City Clerk at (386) 418-6100 x 101 at least 48 hours prior to the public hearing.

(Published: Alachua County Today - December 29, 2016)

ORDINANCE 17-07

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA, AMENDING CHAPTER 14 OF THE CODE OF ORDINANCES, ELECTIONS; PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR INCLUSION IN THE CITY CODE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the desire of the City Commission to amend and edit certain portions of Chapter 14, Elections, of the City Code of Ordinances to better reflect the practical uses and processes that are generally employed by the City; and

WHEREAS, it is further desired to adjust or correct inconsistencies and scrivener's errors in the body of the Chapter;

NOW THEREFORE BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF ALACHUA, FLORIDA.

Section 1. Amendment of Code of Ordinances

Chapter 14, Elections, of the Code of Ordinances is hereby amended as follows:

Chapter 14 - ELECTIONS

Sec. 14-1. - Applicability of general laws of State to City elections.

The general law of the State on the subject of elections shall apply to and govern all City elections insofar as there is no conflict with the provision of this chapter or the provisions of the Charter of the City.

Sec. 14-2. - Time of holding regular elections for City Commissioners.

Regular elections shall be held on the second Tuesday in April of each year for the election of Mayor and City Commissioners whose terms of office expire. In the event no candidate receives a majority (more than 50 percent) of the votes cast in a group or groups, a runoff election shall be held on the third Tuesday following the former election day between the two candidates in such groups receiving the highest number of votes cast. The candidates in each group receiving the highest number of votes cast in such runoff election shall be elected. In case of a tie, the candidate shall be selected for the runoff election in the same manner as provided in the general law.

Sec. 14-3. - Special elections required; proclamation.

(a) Special elections shall be held in the following cases:

- (1) When there has been no choice of any officer who should have been elected at a general election.
- (2) When in the discretion of the City Commission any question affecting the interest of the City shall arise which might make it necessary to submit such question to a vote of the qualified electors of the City.

(b) Such special elections shall be ordered by the City Commission by a resolution which shall include:

- (1) the purpose of the special election;

- (2) officers to be elected, if any;
- (3) question(s) to be called to a vote of the electors, if any;
- (4) any other information deemed appropriate by the City Commission; and,
- (5) direction to the Mayor to issue a proclamation calling such election.

Sec. 14-4. - Vacancies.

Any vacancy in the Commission will be filled according to section 3.07 of the City Charter.

Sec. 14-5. - Mayor to issue proclamation; contents; publication.

At least thirty days prior to any and all elections the Mayor shall issue a proclamation calling the election. Such proclamation shall specify what officers are to be elected, the length of time such officers are to serve, question(s) to be called to a vote of the electors, if any, and the time and place of holding such election. After the conclusion of the qualifying period, such proclamation shall be published once each week for four weeks in a newspaper of general circulation published in the County.

Sec. 14-6. - Qualification of electors.

Every person who is a qualified elector under the laws of the State and who is a permanent resident of the City is eligible to register with the supervisor of elections when the registration books are open. Upon registration, such person shall be a qualified elector of the City.

Sec. 14-7. - Registration officer designated.

The Supervisor of Elections of Alachua County, Florida, hereinafter referred to as "supervisor," is hereby designated as registration officer for the City and shall keep or cause to be kept the City's registration books.

Sec. 14-8. - Qualification of candidates for City Commission.

Any person who is a resident of the City and is a qualified elector therein may become a candidate for the office of Mayor or City Commissioner of the City by taking a written oath before the City Clerk or his designee, that the person possesses the qualifications to become a candidate for such office and designating the group in which the person shall run. As a condition precedent to qualifying the candidate shall pay to the City Clerk the sum of \$25.00 as a qualifying fee or such person shall furnish the Clerk with a petition requesting that such person become a candidate for the Mayor or City Commission. Said petition shall be signed by at least 25 electors of the City, and shall be accompanied by a statement in writing signed by the Alachua County Supervisor of Elections certifying that each of the signatures on such petition has been checked by the Supervisor and that each of the signatures on the petition is that of a qualified elector of the City. The period in which a person may submit the oath and qualifying fee or petition to the City Clerk shall be from noon on the third Tuesday in February prior to the election until noon on fourth Tuesday in February prior to the election.

Sec. 14-9. - Vacancy in candidacy.

- (a) If the withdrawal, death or removal of a qualified candidate following the end of the qualifying period results in only one candidate remaining on the ballot for that office, the remaining candidate shall be declared elected and no election for that office shall be required.
- (b) If the death, withdrawal or removal from the ballot of a qualified candidate following the end of the qualifying period results in no candidates for an office, and more than 21 days remain prior to the date of the election, qualifying shall be reopened to allow candidates to qualify for the election to that office in accordance with the

City Charter and Code. Any candidate wishing to qualify shall file the qualifying statement and petition required by the City Charter, accompanied by such qualifying fees as set by the City Code, no later than noon of the 21st day prior to the date of the election.

- (c) If less than 21 days remain to the election date after the death, withdrawal, or removal from the ballot of the lone qualified candidate for an office, and if a vacancy shall result on the City Commission, the remaining city commissioners shall appoint, on an interim basis, by majority vote a person otherwise qualified to be a city commissioner. The person so appointed shall serve as city commissioner until a special election can be held in order to fill the vacancy for the unexpired portion of the entire term. The special election shall be held not less than 60 days nor more than 90 days following the occurrence of the vacancy.
- (d) If the qualifying period is reopened pursuant to subsection (b) of this section, supplemental absentee ballots reflecting the new candidates who have qualified for that office shall be mailed by the City Clerk as soon as possible to any absentee voter who has provided an absentee ballot. If an absentee voter returns the initial ballot that was mailed, that vote for the office for which qualification was reopened will be null and void, but the votes on all other offices and issues shall be counted.
- (e) The name of any qualified candidate who has withdrawn, died or been removed from the ballot shall not be printed on the ballot. If the ballot cannot be changed, any votes for that candidate shall be null and void.
- (f) A candidate withdrawing or being removed from the ballot after having qualified and paid the qualification fee shall not receive a refund of the qualifying fee.

Sec. 14-10. - Grouping of candidates; runoff elections.

The Commission shall declare each seat to be filled as one of five separate seats numbered 1, 2, 3, 4, 5. Seat 1 is designated as the seat to be held by the Mayor. The candidates shall, at the time of qualifying, designate the seat for which they shall run. The candidate receiving a majority (more than 50 percent) of the votes cast for each seat shall be elected. In the event no candidate receives a majority of votes cast for a seat or seats, a runoff election shall be held on the third Tuesday following the former Election Day between the two candidates for such seat or seats receiving the highest number of votes cast. The candidate receiving the highest number of votes cast in such runoff election shall be elected.

Sec. 14-11. - Appointment of Inspectors and Clerks; opening and closing polls; substitute inspectors and clerks.

The City Clerk or designee shall appoint the necessary clerks and inspectors necessary to conduct the election. If, at the time the polls are to be open, any such inspector or clerk is not present or should refuse to serve, those present may choose from the qualified voters present sufficient persons to complete the number of inspectors or clerks. If none of the inspectors or clerks are present, then the qualified voters present may choose among their number such inspectors and clerks. No elector who cannot read and write the English language shall be appointed or chosen clerk or inspector of any election. Poll workers who have been trained for a City election shall be deemed to have been trained for all runoff elections that may arise from that election.

Sec. 14-12. - Oath of Inspectors and Clerks.

The inspectors and clerks shall take and subscribe an oath or affirmation, which shall be written or printed, to the effect that they will perform the duties of inspectors and clerks of the election according to law and will endeavor to prevent all fraud, deceit or abuse in conducting the same. Such oaths may be taken before an officer authorized to administer oaths, or before either of the persons who are to act as inspectors and clerks; one of them to swear to others and one of the others thus sworn in turn to administer the oath to him/her who has not been sworn. Such oaths shall be returned with the returns of the election to the Mayor.

Sec. 14-13. - Ballots; contents.

The names of all qualified candidates for election to the City Commission shall be placed upon the ballot in alphabetical order according to surnames; provided, no person's name shall be printed on the ballot if that person notifies the City Commission not less than 20 days prior to the election that he/she will not accept the nomination.

In the event that electronic ballot counting machines are not available, or preprinted ballots cannot be delivered in time for the election, or any other such eventuality, the City may conduct its general and runoff elections with paper ballots which shall be tallied by manual count.

Sec. 14-14. - Election officials to maintain order.

The inspectors and clerks shall possess full authority to maintain good order at the polls and to enforce obedience to their lawful commands during an election, the canvass and estimate of the votes.

Sec. 14-15. - Clerks to be Chairpersons of Election Boards; decision of majority to decide questions.

The Clerks at the respective polling places of the election shall be Chairpersons of their boards. In any and all questions that may arise before the Inspectors and Clerks at any polling places of the election, the decision of the majority of them shall decide such questions.

Sec. 14-16. - Board of Canvassers; composition; powers and duties.

The board of canvassers for all elections held for the election of Mayor and City Commissioners and for questions submitted to a vote of the people are as follows: The Mayor, or in his absence, a Commissioner designated by the Mayor who shall serve as chairman of the board of canvassers, the City Clerk and one other elector to be appointed by the Mayor. The chairman of the canvassing board shall have authority to designate an additional elector or electors, to serve as a member of the board of canvassers in the absence of any member of the said board. The board shall meet within 24 hours after the close of the polls to canvass the election returns of the inspectors and clerks of the election and to canvass the absentee electors' ballots, and to declare the election result and certify the election. If, however, there are unresolved provisional ballots, the canvassing board will not certify the election when it canvasses the election returns of the inspectors and clerks of the election and canvasses the absentee ballots. If there are unresolved provisional ballots, the canvassing board will meet again after 5:00 p.m. on the second day after the election at which time the canvassing board shall count the provisional ballots, declare the election results and certify the election. No other board of the City of Alachua shall certify the results of the election. In the event it may be necessary, in order to come to a proper decision, the board shall have the power to examine witnesses and take testimony. The certification of the election shall be forwarded to the City Commission.

Sec. 14-17. - Absentee voting.

Absentee voting shall be conducted as provided for in F.S. ch. 101.

Sec. 14-18. - Early voting.

The City Commission hereby declines to participate in the early voting procedure for its municipal elections.

Section 2. Inclusion of the Code

It is the intention of the City Commission of the City of Alachua, Florida, and it is hereby provided that the provisions of this ordinance shall become and be made a part of the Code of Ordinances of the City of Alachua, Florida; that the sections of this ordinance may be renumbered or re-lettered and that the word "ordinance" may be changed to "section", "article" or other appropriate designation to accomplish such intention.

Section 3. Repealing Clause

All ordinances or parts of ordinances in conflict with this ordinance are, to the extent they conflict with this ordinance, repealed.

Section 4. Providing for Severability

It is the declared intent of the Alachua City Commission that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by a court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this ordinance and the remainder of this ordinance, after the exclusion of such part or parts, shall be deemed to be valid.

Section 5. Effective Date

This Ordinance shall be effective upon its passage and adoption on the second and final reading.

PASSED on first reading on the 12th day of December, 2016.

PASSED on second and final reading on the 9th day of January, 2017.

CITY COMMISSION OF THE
CITY OF ALACHUA, FLORIDA

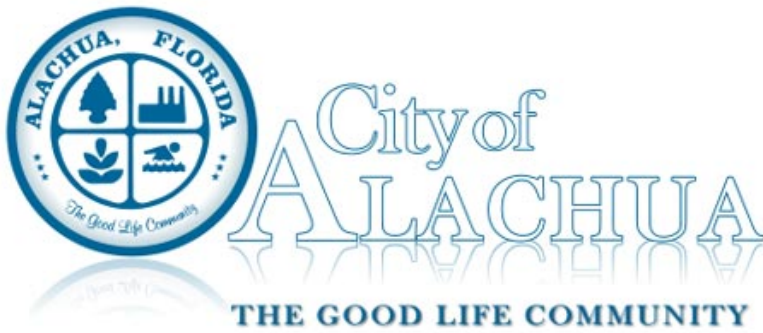

Gib Coerper, Mayor
SEAL

ATTEST:


Traci L. Gresham, City Manager/Clerk

APPROVED AS TO FORM


Marian B. Rush, City Attorney



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: Resolution 17-05 Authorizing the use of General Fund - Special Expense Contingency budget in the amount of \$13,823; Transferring \$3,879 to the Alachua Police Department Budget, \$5,845 to the Finance Department budget and increasing by \$4,099 the General Fund-Special Expense transfers out to the Community Redevelopment Agency (CRA); Increasing the Community Redevelopment Agency (CRA) Fund for unanticipated revenue in the amount of \$4,099 as the result of the transfer from the General Fund.

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

RECOMMENDED ACTION:

Adopt Resolution 17-05.

Summary

The Finance and Administrative Services Department is requesting the appropriation and transfer of General Fund-Special Expense Contingency budget in the amount of **\$13,823** to cover the following budgetary needs:

A) In October 2016, an Alachua Police Department (APD) Traffic Unit motorcycle was involved in an accident and, subsequently, deemed a total loss. Compliance and Risk Management has secured insurance reimbursement in the amount of \$14,621 and, additionally, negotiated a replacement cost of \$18,500 (inclusive of \$2,000 for the mounting of salvageable police emergency unit equipment) from Gainesville Harley Davidson. This price is lower than the State of Florida contract pricing for the equivalent 2017 Harley Davidson model. The difference between the replacement costs and the insurance reimbursement is \$3,879;

B) The City received the final Tax Increment Financing (TIF) calculation relating to the funding of the Community Redevelopment Agency (CRA) Fiscal Year 2016-2017 Budget. This calculation resulted in higher than previously anticipated property values and, hence, requires additional funds to be transferred from the General Fund to the CRA Fund.

The final calculation calls for a transfer in the amount of \$185,416 which is more than the budgeted amount of \$181,317. Therefore, an additional \$4,099 need to be budgeted to be transferred to the CRA Fund; and,

C) In October of the current fiscal year, the City converted to the new BS&A Enterprise Resource Planning (ERP) software platform. At the time, conversion issues limited the availability of training time. Hence, there exists a need for additional post-implementation training to better familiarize staff with the processes and operation of this new software platform. The cost for an additional week of training is \$5,845.

A Resolution and budget amendment are necessary to provide for the use of General Fund contingency and the increase to the CRA Fund.

FINANCIAL IMPACT: Yes

BUDGETED: No

AMOUNT: \$13,823

FUNDING SOURCE: General Fund, Community Redevelopment Trust Fund

ADDITIONAL FINANCIAL INFORMATION: Approval of this item would reduce the General Fund-Special Expense Contingency Budget from \$100,000 to \$86,177.

ATTACHMENTS:

Description

- ▢ Resolution 17-05
- ▢ Exhibit A - Resolution 17-05
- ▢ FMIT Reimbursement
- ▢ TIF Calculation
- ▢ BS&A Proposal

RESOLUTION 17-05

A RESOLUTION OF THE CITY OF ALACHUA, FLORIDA; AUTHORIZING THE USE OF GENERAL FUND - SPECIAL EXPENSE CONTINGENCY BUDGET IN THE AMOUNT OF \$13,823; TRANSFERRING \$3,879 TO THE ALACHUA POLICE DEPARTMENT BUDGET, \$5,845 TO THE FINANCE DEPARTMENT BUDGET AND INCREASING BY \$4,099 THE GENERAL FUND-SPECIAL EXPENSE TRANSFERS OUT TO THE COMMUNITY REDEVELOPMENT AGENCY (CRA); INCREASING THE COMMUNITY REDEVELOPMENT AGENCY (CRA) FUND FOR UNANTICIPATED REVENUE IN THE AMOUNT OF \$4,099 AS THE RESULT OF THE TRANSFER FROM THE GENERAL FUND; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Alachua Commission recognizes that unanticipated budgetary need arise throughout the course of the fiscal year;

WHEREAS, City staff has identified the need for the replacement of an Alachua Police Department motorcycle and additional training related to the newly acquired Enterprise Resource Planning (ERP) software; and,

WHEREAS, additional Tax Increment Financing (TIF) is required to be transferred to the Community Redevelopment Agency (CRA) Fund as a result of higher than anticipated property valuations;

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

- 1.** The Finance and Administrative Services Director is directed to transfer three thousand eight hundred seventy-nine dollars (\$3,879) from the General Fund – Special Expense Contingency budget to the Alachua Police Department budget as reflected in the budget amendment attached hereto as Exhibit A.
- 2.** The Finance and Administrative Services Director is directed to transfer four thousand ninety-nine dollars (\$4,099) from the General Fund – Special Expense Contingency budget to the Community Redevelopment Agency (CRA) Fund budget as reflected in the budget amendment attached hereto as Exhibit A.
- 3.** The Finance and Administrative Services Director is directed to transfer five thousand eight hundred forty-five dollars (\$5,845) from the General Fund – Special Expense Contingency budget to the Finance Department budget as reflected in the budget amendment attached hereto as Exhibit A.

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

DULY ADOPTED in regular session, this 9th day of January, 2017.

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

Gib Coerper, Mayor

SEAL

ATTEST:

Traci L. Gresham, City Manager/Clerk

CITY OF ALACHUA
BUDGET AMENDMENT / BUDGET TRANSFER

CHECK ONE: _____ TRANSFER

 X AMENDMENT

FOR FINANCE USE ONLY	
BA REFERENCE #	BA - _____
BATCH NUMBER	_____
PERIOD/DATE	_____
INITIALS	_____

#	FUND NAME	DEPARTMENT NAME	ACCOUNT NAME	ACCOUNT NUMBER	REVENUES (+/-)	EXPENSES (+/-)
1	General Fund	APD	Capital Outlay	001-521.7100-506.6400		3,879.00
2	General Fund	Special Expense	Contingency	001-590.0400-509.9099		(3,879.00)
3						
4	General Fund	Finance	Training & Education	001-513-0700-503.5500		5,845.00
5	General Fund	Special Expense	Contingency	001-590.0400-509.9099		(5,845.00)
6						
7	General Fund	Special Expense	Transfers Out - T.I.F.	001-590.0400-509.9101		4,099.00
8	General Fund	Special Expense	Contingency	001-590.0400-509.9099		(4,099.00)
9						
10	CRA	CRA	Transfers In - COA T.I.F.	310-000.0405-381.0000	4,099.00	
11	CRA	CRA	Contingency	310-559.0405-509.9099		4,099.00
12						
13						
14						
NOTE: TO INCREASE REVENUE OR EXPENSE = POSITIVE NUMBER, TO DECREASE REVENUE OR EXPENSE = NEGATIVE NUMBER.					AMENDMENT/TRANSFER TOTALS	4,099.00
USE WHOLE DOLLARS ONLY.					COMBINED TOTAL	8,198.00

Purpose: Provide for appropriation of General Fund contingency and increase to CRA Fund per Resolution 17-05.

APPROVED BY: _____
FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR DATE

APPROVED BY: _____
CITY MANAGER DATE

Zimbra

Re: VA2016085783 - DOL: 09/29/2016 - 2013 HD VIN 2608Redacted

From : Grafton Wilson

Wed, Dec 14, 2016 04:01 PM

Subject : Re: VA2016085783 - DOL: 09/29/2016 - 2013 HD VIN 2608 3 attachments**To :** Gladys Alicea**Cc :** Chad Scott
BonettiRobert
Adam Boukari
Donna Smith

Gladys,

Attached is a copy of the signed title (by City of Alachua Purchasing Specialist Donna Smith) (original in the mail to you today) and the Quote from Gainesville Harley Davidson for the total cost of transferring the APD police equipment to the new replacement motorcycle to be acquired by the City of Alachua.

City staff determined the emergency equipment is salvageable and negotiated the set cost for the R&R at \$2,000 that also includes the mounting bar replacement cost and misc costs (new nuts, bolts etc.).

The replacement unit is a 2017 model and is in stock. We will process the paperwork here at the city, cause the transfer of equipment/release of salvage as quickly as possible, and email you when the salvage is ready for pick up.

We confirmed today on the telephone that the City will accept and FMIT will pay the following upon your receipt of the original signed title:

\$13,621.00 ACV of Motorcycle
\$ 2,000.00 R&R of police emergency equipment
\$ (1,000.00) Deductible
\$ 14,621.00 Total Payable to City of Alachua

Thank you

Cap Wilson
City of Alachua

**2016 Tax Increment
Financing District Liability Calculations
City of Alachua-- Redevelopment District**

Tabulated below is a summary of the Tax Increment data relative to the City of Alachua-
Redevelopment District

Assessment Roll Values:

Alachua County

1. Base Year (1987) Assessment Roll	
Taxable Value-Taxable Properties	<u>\$6,295,700</u>
2. Current Year (2016) Assessment Roll	
Taxable Value-Taxable Properties	<u>\$38,879,130</u>
3. Current Year (2016) Incremental Value	
Taxable Properties	<u>\$32,583,430</u>

City of Alachua

1. Base Year (1986) Assessment Roll	
Taxable Value-Taxable Properties	<u>\$6,295,700</u>
2. Current Year (2016) Assessment Roll	
Taxable Value-Taxable Properties	<u>\$38,879,130</u>
3. Current Year (2016) Incremental Value	
Taxable Properties	<u>\$32,583,430</u>

Taxing Authority Liabilities; Calculations:

1. Alachua County @	
8.9290 mills (95%)	<u>\$276,391</u>
2. City of Alachua @	
5.990 mills (95%)	<u>\$185,416</u>
3. Total Trust Fund Potential	<u>\$461,807</u>

Approved By:

 Mayor, 12-19-2016

Signature, Title, and Date

Proposal to...
City of Alachua, Alachua County FL
January 3, 2017
Project Contact: Steve Rennell

Training

Utility Billing .NET
Four days @ \$1,000/day

\$4,000

Travel Expenses

\$1,845

TOTAL, TRAINING AND TRAVEL \$5,845

Signature constitutes an order for products and services as quoted.

Signature

Date

Please complete the following for our records:

Project Contact Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

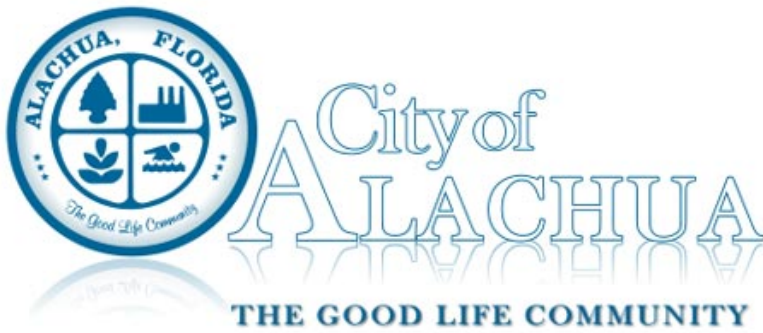
City, State, Zip _____

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

*Questions? Please call Steve Rennell
at the number shown, or email
inquiry@bsasoftware.com*

Prices good for a period of 90 days from date on quote.

City of Alachua, Alachua County FL. January 3, 2017.



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: Authorization for Addition of a Full-Time Equivalent (FTE) Community Redevelopment Agency Coordinator

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

RECOMMENDED ACTION:

Authorize the addition of the CRA Coordinator (1.0 FTE) position.

Summary

On June 29, 2016, the Proposed FY 17 Budget for the Community Redevelopment Agency (CRA) was presented to the Downtown Redevelopment Trust Board (DRTB). Elements of the budget presented, at that time, were intended to satisfy anticipated market study recommendations to be presented by Redevelopment Management Associates (RMA). One market study recommendation was to contract out or hire a CRA Coordinator. City staff included \$60,000 within CRA operating expenses for the CRA Coordinator. The DRTB approved the Proposed FY 17 Budget.

Subsequent to the Budget Public Hearings on September 26, 2016, the City Commission approved the FY 2017 Compensation Plan. This plan included the new classification of CRA Coordinator and established the pay range for the position. The position was not included in the Full-Time Equivalent positions as part of the City's FY 2016-2017 Final Budget.

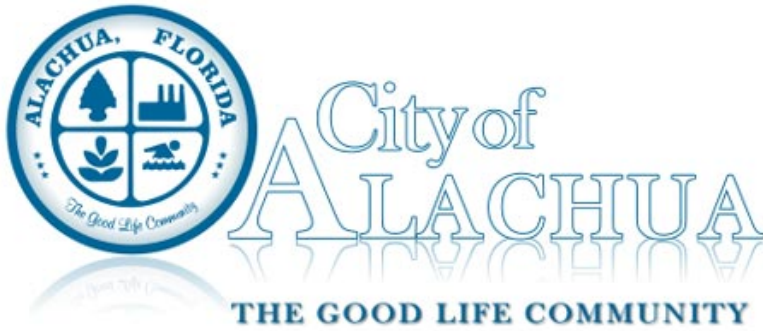
Therefore, City staff requests that the City Commission authorize the CRA Coordinator position. This action would bring to 124.50 the number of authorized FTE positions.

FINANCIAL IMPACT: No

BUDGETED: Yes

AMOUNT: \$59,329

FUNDING SOURCE: Community Redevelopment Trust Fund



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: RFB 2017-03 Tree and Vegetation Maintenance of Public Rights of Way

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- (1) Accept the unit pricing bid from The Davey Tree Expert Company;
 - (2) Authorize the City Manager to enter into a contract with The Davey Tree Expert Company to complete work as needed under the provisions of the contract.
-

Summary

On November 24, 2016, the City solicited formal bids from qualified vendors to furnish labor and equipment to provide Tree and Vegetation Maintenance on approximately fifty-two (52) miles of public rights of way.

The bid request was for unit pricing which included labor and various equipment. The unit pricing is valid thru September 30, 2017, with provisions to extend the contract and unit pricing for two (2) additional years upon agreement between parties.

One (1) vendor, The Davey Tree Expert Company responded to RFB 2017-03. The Davey Tree Expert Company is a responsive and responsible bidder.

Staff recommends to accept the bid from The Davey Tree Expert Company to provide the Tree and Vegetation Maintenance of Public Rights of Way.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: \$20,500.00

FUNDING SOURCE: General Fund, Electric Fund, Community Redevelopment Trust Fund

COMMISSION GOALS:

Community Enhancement, Strengthen Community Services

ATTACHMENTS:

Description

▣ RFB 2017-03 Contract

CONTRACT

THIS CONTRACT made effective the _____ day of _____, 2016 by and between City of Alachua, hereinafter referred to as COA and The Davey Tree Expert Company, hereinafter referred to as CONTRACTOR,

WITNESSETH:

WHEREAS, COA has prepared a Project Scope (and specifications), Exhibit A, General Conditions, Exhibit B, and CONTRACTOR has submitted to COA a bid, Exhibit C, in accordance with the terms of this Contract and the Contract Documents; and

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

ARTICLE I. CONTRACTOR shall furnish the labor, equipment, materials, supplies and or services as specified and required herein; and

ARTICLE II. The work shall be performed by CONTRACTOR in accordance with the Contract Documents and completed as set forth in Article IV; and

ARTICLE III. COA shall pay, upon completion of all work and acceptance by COA, the sum or sums approved in each Work Order as described in Exhibit D plus or minus the dollar amount of any fully executed Change Order Exhibit E.

ARTICLE IV. COA and CONTRACTOR agree time is of the essence in the completion of the project and the deadline for completion is as set forth in each issued Work Order, unless CONTRACTOR obtains a Change Order extending the date. A Change Order extending the date will not be granted unless the reason for extension is outside the reasonable control of CONTRACTOR such as a pervasive shortage of materials or supplies necessary for the work, acts of terrorism or war or extremely unusual and severe weather. The parties agree COA will suffer damages in the event the work is not completed and accepted by the required completion date. Therefore, it is agreed, since the amount of damage from delay is not able to be specifically determined at this point, that a reasonable approximation of damage is \$100.00 per day past the scheduled completion date. The parties agree the \$100.00 amount is not a penalty but is a reasonable approximation of actual damage that will be suffered by COA.

ARTICLE V. CONTRACTOR hereby agrees to indemnify COA for any loss caused directly or indirectly, by CONTRACTOR its subcontractor, agent, employee acting on its behalf or in its stead or caused by any product, service or work supplied pursuant to this contract. CONTRACTOR will continue to maintain its status as and meet requirements of an approved vendor of COA of Alachua during the term of the contract and will provide, before beginning work, a certificate of insurance acceptable to COA reflecting Comprehensive Liability Insurance with Bodily Injury/Property Damage Occurrence Coverage and like Automobile Coverage in the amount of \$1,000,000 per claim and in the aggregate as well as Workers Compensation coverage in accordance with state law.

ARTICLE VI. CONTRACTOR warrants all work, products and services provided directly or indirectly, by CONTRACTOR a subcontractor, agent, employee acting on its behalf or in its stead any product, service or work supplied under the contract will be fit for all purposes intended and consistent with all commercial standards.

ARTICLE VII. Initial Contract Term. This contract term shall be effective as set forth on Page one to and including September 30, 2017, unless extended as set forth in Article VIII.

ARTICLE VIII This contract will be automatically extended under the same terms, conditions and price for two separate and succeeding one year terms, that is, 10-1-17 to 9-30-18 and from 10-1-18 to 9-30-19 unless either party gives "Notice Not To Renew" to the other, pursuant to Article XI, on or before July 30 of any then existing contract year.

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

ARTICLE X. The current version of the COA Purchasing and Sales Policy and Regulations published at http://cityofalachua.com/images/Departments/Admin_Services/Purchasing/Purchasing_Manual_Eff_03-24-14.pdf is herein incorporated by reference and made a part of this contract as if set forth in its entirety.

ARTICLE XI. Notice to the parties shall be perfected by sending an email to COA at dsmith@cityofalachua.org and CONTRACTOR by email at Laura.Wimer@davey.com.

EXECUTION PAGE TO FOLLOW

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

CONTRACTOR: The Davey Tree Expert Company

By: 

Print Name: Brent R. Repenning

Its: Senior Vice President and General Manager
Title

Date: 12-21-16

Signed by CONTRACTOR in the presence of:


Signature

Harry Claypool
Print Name

CITY OF ALACHUA

By: _____
Traci L. Gresham

Its: City Manager

Date: _____

Exhibit A

Page 1 of 2

PROJECT SCOPE

1. GENERAL

Perform all tree and vegetation maintenance, but not mowing, required and specifically directed and approved by the City of Alachua (COA) by individual Work Order for work on the approximately fifty two (52) miles of city owned right of way within the municipal limits for FY 2016/17, 10/01/2016 (or Contract date if later) to 09/30/2017. Work includes, but is not limited to, tree trimming, tree removal, stump grinding, brush clearing, clean up and debris removal. The work transport, and final disposal of all debris is the sole responsibility of Contractor. The Contract calls for per hour rates for specified equipment and operator, labor crew member rates and a set charge for delivery and set up of specific equipment. There will be no mileage or transport charges paid by COA for vehicles, equipment or transport of debris.

2. REQUIREMENTS

(a) Personnel and Equipment

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

(b) Scope Outline

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

3. ADMINISTRATION

1. Work Order/Change Order

Exhibit A

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

4. PROJECT MANAGER

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

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

Exhibit B

Page 1 of 8

GENERAL CONDITIONS

These General Conditions are standard for all City of Alachua (COA) contracts for commodities and/or services. COA may tailor, delete, supersede or modify any of these standard conditions as each transaction demands or requires.

1. Prices and Payment

- 1.1 Prices bid shall be used for payment and these prices shall be deemed to include payment in full for all transportation in delivering all supplies to the point of delivery. All items to be provided under this contract shall not be of such age or so deteriorated as to impair usefulness and must be of the most suitable grade for the purpose intended.
- 1.2 Contractor shall pay for all taxes, licenses, permits and inspections required for the work.

2. Sovereign Immunity

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

3. Jurisdiction, Venue and Application of Florida Law

Jurisdiction and venue for any claim or cause of action arising under the contract, or related to performance thereunder, shall lie in the courts of competent jurisdiction of Alachua County, Florida. All claims or causes of action arising under the contract shall be resolved in accordance with the laws of the State of Florida.

4. Hindrances and Delays

Contractor expressly agrees that, in undertaking to complete the work/services within the time specified, Contractor has made allowances for all hindrances and delays which might usually be expected to occur in performing the work. No claims shall be made by Contractor or his sub-contractors for such hindrances and delays.

- 4.1 If Contractor or his sub-contractors experience hindrances or delays that, in opinion of Contractor, are not usually to be expected in the performance of the work, and which affect the performance of the work, Contractor may request a Change Order for an extension of time. Such hindrances and delays may include, but not be limited to, acts or failure to act by COA or

Exhibit B

Page 2 of 8

other Contractors employed by COA, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

5. Liens

This project is a "public work" under Chapter 255, Florida Statutes. No lien may be filed against COA. Any claimant may apply to COA for a copy of this bid. The claimant shall have a right of action against Contractor for the amount due. Such action shall not involve COA in any expense. COA claims against Contractor are subject to timely prior notice to Contractor.

CONTRACTOR SHALL INSERT THE FOLLOWING PARAGRAPH IN EVERY SUB-CONTRACT HEREUNDER:

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

6. Responsibility for Damage to COA Property

The successful Contractor shall use reasonable care to avoid damaging COA property. If Contractor fails to use reasonable care, Contractor shall replace or repair the damage at no expense to COA.

7. Prohibition of Assignment

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

8. Independent Contractor – Not an Employee of COA

It is understood and agreed that Contractor is an independent Contractor and not an employee of COA. COA will not withhold income taxes, social security or any other sums from the payments made to Contractor. Contractor shall in no way hold Contractor out to any third person as an agent of COA. All Contractors will be solely responsible for all employee or agent wages. All Contractors will be solely responsible for full payment to any outside employment agencies and/or sub-contractors. All persons furnished by Contractor shall be considered solely its employees or agents and Contractor shall be responsible for payment of

Exhibit B
Page 3 of 8

all unemployment, social security and other payroll taxes, including making contributions when required by law.

9. No Waiver of Rights

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

10. Indemnity

After notification and as condition of award, the successful Contractor shall indemnify and save harmless COA and its officials, directors, partners, consultants, agents, and employees from and against all claims, suits, actions, damages, or causes of action including claims for any personal injury, loss of life, or damage to property arising during the terms of the resulting agreement due to the negligence, recklessness, intentional or otherwise wrongful misconduct of Contractor, any sub-contractor, sub-supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, including but not limited to their agents, employees, invitees and all other persons in the performance of the services or delivery of goods for which the resulting agreement was entered into by for and against any orders, judgments or decrees, which may be entered thereto and from and against all costs, attorney fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract, or purchase order shall be deemed to affect the rights, privileges and immunities of COA as set forth in Florida Statute 768.28.

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

Exhibit B

Page 4 of 8

11. Purchase Orders, Work Orders, Change Orders and Termination

11.1 Purchase Orders, Work Orders and Change Orders

Purchase orders (PO), Work Orders and Change Orders are issued electronically and shall be fully effective and legally enforceable. By furnishing any services in response to a PO and authorizing Work Order as modified by Change Order, Contractor agrees to be bound by all the terms and conditions set forth therein and each is an enforceable addition to the Contract Documents.

11.1.1 Purchase Orders

Purchase Orders are issued electronically and may be for a one time order or authorization or to establish a maximum amount for continuing procurements during a COA fiscal year or shorter period.

11.1.2 Work Orders

Work Orders are issued electronically and are required as authorization for each job under a continuing contract with COA, for example, maintenance of a portion of COA right of way, specific tree trimming or maintenance of a specific portion of a COA utility easement. Each requested Scope of Work will be submitted to CONTRACTOR by COA, CONTRACTOR must return assigned and completed Work Order detailing hours of work and other charges as provided in an existing contract, a "not to exceed" price, and completion date. The work Order will be approved, or discussed with CONTRACTOR, and, hopefully, approved. No work, except for single procurements, is authorized without a COA executed Work Order. All described communication will be by email.

11.1.3 Change Orders

A Change Order is required to modify the terms of a PO, a more expansive Contract, or Work Order, including extending the completion date.

11.2 Termination without Cause

The agreement may be terminated by either party, without cause, by delivering written notice of termination ninety (90) days in advance of the stated termination date.

Exhibit B

Page 5 of 8

11.3 Termination for Cause

11.3.1 COA may terminate this Contract Agreement, including the continued performance under the Contract Agreement, for cause. Termination for cause includes, without limitation, any of the following events: (1) any default or breach of the Contract Agreement by Contractor; (2) substandard performance by Contractor and/or the failure by Contractor to comply with any of the conditions and/or specifications set forth in the Contract Documents; (3) unprofessional treatment of COA customers or employees by Contractor, its partners, employees, agents, sub-contractors or anyone for whom Contractor is responsible; failure to meet payroll obligations; and/or (4) wrongful conduct of Contractor, its partners, employees, agents, sub-contractor or anyone for whom Contractor is responsible, including, without limitation, negligence by them in performing under the Contract Agreement.

11.3.2 Should a termination for cause event occur, COA may terminate the Contract Agreement immediately without advance notice or, in COA sole discretion, schedule a meeting with Contractor to address any termination for cause event(s). Should COA decide after the meeting, that it cannot resolve the issues with Contractor, COA may terminate the Contract Agreement immediately.

11.3.3 The Contract Agreement is further subject to immediate termination for severe breach of security or for misappropriation of COA property.

11.3.4 Failure by COA to terminate the Contract Agreement for cause upon the occurrence of a termination for cause event or to schedule a meeting upon such occurrence shall not be deemed a waiver by COA of any of its rights under this section.

12. Contract Documents Not Affected by Oral Agreement

No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in the Contract Documents. All modifications, amendments and/or addenda to the Contract Documents must be made in writing and executed by Contractor and COA in order to be legally enforceable.

13. Contract Documents Defined and Made Binding

All of the RFB procedures, General Conditions, Special Instructions, COA Vendor Requirements, Insurance & Bonding Requirements, and all attached requirements and specifications set forth herein shall, together, form the Contract

Exhibit B

Page 6 of 8

Documents and as such shall be incorporated by reference into and made a part of the Contract executed between COA and Contractor such that all the terms and conditions of the Contract Documents shall be fully binding on each party. By submitting a signed bid in response to this above numbered RFB, Contractor agrees to be bound by any and all terms and conditions of the Contract Documents.

14. Compliance with Laws and Regulations

By its signature on the Contract, Contractor hereby certifies that it is aware of any and all applicable federal, state and local laws, regulations, orders of courts and/or governmental agencies, ordinances and permitting requirements and further certifies that it has taken or will take all actions necessary to ensure full compliance with such requirements, including full compliance by any sub-contractors and/or material suppliers employed by Contractor to perform on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

15. Disposal of Hazardous Waste and Used Materials

All hazardous waste and used materials, such as containers, liquids, rags, filters, and solvents, etc. must be disposed of in accordance with all Federal, State and Local Laws and regulations.

16. Certification of OSHA Compliance and Indemnification

By its signature on the Contract, Contractor hereby certifies that it is aware of any and all applicable federal and state requirements, including those imposed by rules and regulations of relevant governmental authorities, of the Occupational Safety and Health Act and further certifies that it has taken and will take all actions necessary to ensure full compliance with such requirements, including compliance by its employees, sub-contractors and material suppliers (and any person employed by either) for the duration of this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

Exhibit B

Page 7 of 8

17. I-9 Verification Compliance and Indemnification

By its signature on the Contract Agreement, Contractor hereby certifies that it is aware of any and all applicable federal immigration law requirements, including, without limitation, Contractor obligation to properly verify the legal work status of each of its employees by the filing of a complete and accurate Form I-9. Contractor also acknowledges the importance of ensuring that all personnel accessing any of COA property have been properly verified through the I-9 documentation process. Accordingly, Contractor further certifies that it has taken and will take all actions necessary to ensure full compliance with the Form I-9 requirements, and any other applicable immigration law requirements, and shall also ensure the compliance with such requirements by any sub-contractors and material suppliers employed by Contractor on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

18. Bidders Qualifications

Bids are to be considered only from firms which are regularly engaged in the business as described in this bid package; with a record of performance for a minimum of two years, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service. In addition, bidders must provide at least four (4) references (company name, address, and telephone number). Contractor must have a means of daily communication with COA via telephone and/or a facsimile machine or e-mail address.

19. Probationary Period

Contractor is subject to 90 day probationary period effective from date of contract. COA reserves the right to terminate this contract should Contractor not satisfactorily fulfill the probationary period.

20. Public Records

Contractor shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by Contractor in conjunction with this Contract. Specifically, Contractor must:

1. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by Contractor.

Exhibit B

Page 8 of 8

2. Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of Contractor upon termination of the contract. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.

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

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

The Contractor shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the Contractor may have regarding the duty of Contractor to provide Public Records.

21. Right to Audit

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

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

Exhibit C
Page 1 of 2

BID FORM

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work.

Contractor shall provide a BASE BID in the format shown below. This price structure includes all materials, labor & equipment to provide tree trimming, tree removal, ground clearing, stump grinding and cleanup:

Base Bid Format-Vegetation Maintenance

1. Labor Per Crew Member \$ 26.14 Per Hour
2. Bucket Truck & Operator \$ 43.47 Per Hour
2. Bobcat & Operator \$ 69.99 Per Hour
3. Chipper & Operator \$ 42.95 Per Hour
4. Stump Grinder & Operator \$ 20.83 Per Hour
5. Chain Saw & Operator \$ 1.00 Per Hour
6. Notes: Clarify the bid. Item # 1 - Crew member rate is for trimmer. Item #2

-Crew member rate includes equipment and Foreman. Item

#2a (misnumbered in bid) includes equipment and Equipment

Operator. Item# 3 includes equipment and

Equipment operator. Item# 4 includes equipment and Groundman. Item# 5 is equipment only.

- Include Bid Forms & Vendor Application (If Applicable)
- Copy of General Liability Insurance Certificate (\$1,000,000) *
- Copy of Workers Comp/Insurance Coverage Certificate
- Copy of Form W-9
- *City Named "Additional Insured"

Exhibit C

Page 1 of 2

Addenda

Bidder shall indicate the number and date of all addenda received for this bid.

Addenda No.	Date

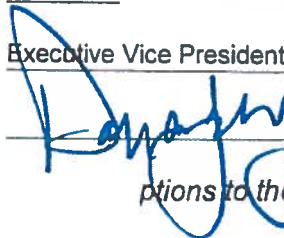
**Authorized
Signature**

Name of Firm: Name
of Authorized
Representative: Title
of Authorized
Representative:
Signature of Authorized
Representative:

The Davey Tree Expert Company

Dan A. Joy

Executive Vice President and General Manager



ptions to the requirements of the Bid

Exhibit D

Page 1 of 2

WORK ORDER

CITY OF ALACHUA
WORK ORDER

WORK ORDER NO.: _____ (For tracking purposes only, to be assigned by
CONSULTANT after execution).

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

PROJECT NAME: _____

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

PROJECT MANAGER: _____

CONSULTANT: _____

CONSULTANT'S ADDRESS: _____

Execution of the Work Order by CITY shall serve as authorization for CONSULTANT to provide for the above project pursuant to that certain Agreement dated _____, 2016, between CITY and CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof as Exhibit A.

ATTACHMENTS (Check all that apply):

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

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

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

METHOD OF COMPENSATION:

- (a) This Work Order is issued on a:
- ☐ Lump Sum Basis
 - ☐ Hourly Rate Basis with a Not-to-Exceed amount
 - ☐ Hourly Rate Basis with a Limitation of Funds amount

Exhibit D

Page 2 of 2

(b) If the compensation is based on a "Lump Sum Basis," CONSULTANT shall perform all work required by this Work Order for the sum of _____ DOLLARS (\$_____). In no event shall CONSULTANT be paid more than the "Lump Sum Fee" Amount.

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, CONSULTANT shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$_____). CONSULTANT compensation shall be based on the actual work required by this Work Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONSULTANT is not authorized to exceed the "Limitation of Funds" amount of _____ DOLLARS (\$_____). Without a Change Order accepted and executed by CITY, Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONSULTANT for the actual work performed under this Work Order.

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

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

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order effective as of the date the last signature is affixed

(CONTRACTOR)

Witness

By: _____

Title: _____

Date: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham City Manager

Date: _____

Exhibit E

Page 1 of 2

CHANGE ORDER

CITY OF ALACHUA
CHANGE ORDER # _____

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

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

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____
Street Address

City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto and as an addendum to the Agreement DATED _____, 2016, between CITY and CONTRACTOR and further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- ☐ DETAILED CHANGED SCOPE OF WORK FOR PROJECT
☐ DRAWINGS/PLANS/SPECIFICATIONS

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

TIME FOR COMPLETION: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR. There is no request or change in time of completion associated with this Change Order.

METHOD OF COMPENSATION:

- (a) This Change Order is issued on a:
☐ Lump Sum Basis
☐ Hourly Rate Basis with a Not-to-Exceed amount
☐ Hourly Rate Basis with a Limitation of Funds amount
☐ Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of Ten thousand four hundred forty two dollars and eighty three cents (\$10,442.83). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

Project :
Change Order # _____

Exhibit E

Page 2 of 2

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding __DOLLARS (\$__) CONTRACTOR'S compensation shall be based on the actual work required by this Change Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONTRACTOR is not authorized to exceed the "Limitation of Funds" amount of __DOLLARS (\$__) without a Change Order accepted and executed by CITY. Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONTRACTOR for the actual work performed under this Change Order.

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

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

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this ____ day of _____, 201__, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: President

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham, City Manager

Project :

Exhibit F

Page 1 of 3

INSURANCE REQUIREMENTS

1. Insurance

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

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

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

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

1.1 Additional Insured

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

Exhibit F

Page 2 of 3

1.2 Waiver of Subrogation

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

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

1.3 Certificates of Insurance

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

1.3.1 The name of the insurer, the effective and termination date, name of the insured Contractor and the policy number.

1.3.2 Statement that the insurer will mail notice to COA at least thirty (30) days prior to any material deviations or cancellations of the policy.

1.3.3 Shall include all deductibles and/or self insurance retentions for each line of insurance coverage.

1.3.4 The Certificate(s) of Insurance shall designate COA as additional insured as follows:

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

2. Workers Compensation and Employers Liability

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

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

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

Exhibit F

Page 3 of 3

3. Comprehensive Automobile Liability

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

3.1 The liability limits shall not be less than:

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

4. Comprehensive General Liability

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

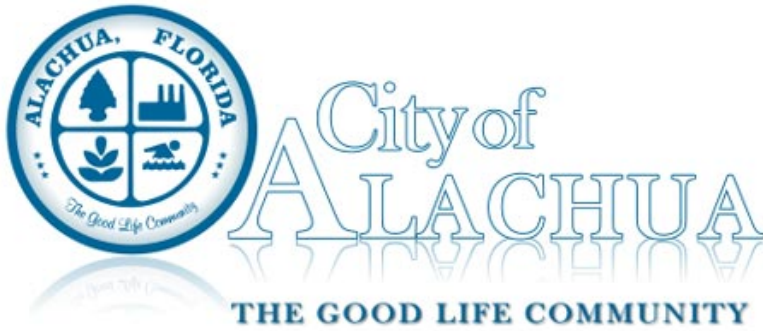
4.1 The liability limits shall not be less than:

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

5. Umbrella Liability Policy

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

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



Commission Agenda Item

MEETING DATE: 1/9/2017

SUBJECT: RFB 2017-04 Vegetation Management & Powerline Tree Trimming

PREPARED BY: Donna Smith, Purchasing Specialist

RECOMMENDED ACTION:

- (1) Accept the unit pricing bid from The Davey Tree Expert Company;
 - (2) Authorize the City Manager to enter into a contract with The Davey Tree Expert Company to complete work as needed under the provisions of the contract.
-

Summary

On November 24, 2016, the City solicited formal bids from qualified vendors to furnish labor and equipment to provide Vegetation Management & Powerline Trimming throughout the City.

The bid request was for unit pricing which included labor and various equipment. The unit pricing is valid through September 30, 2017, with provisions to extend the contract and unit pricing for two (2) additional years upon agreement between parties.

One (1) vendor, The Davey Tree Expert Company responded to RFB 2017-04. The Davey Tree Expert Company is a responsive and responsible bidder.

Staff recommends to accept the bid from The Davey Tree Expert Company to provide the Vegetation Management & Powerline Tree Trimming.

FINANCIAL IMPACT: Yes

BUDGETED: Yes

AMOUNT: \$50,000.00

FUNDING SOURCE: Electric Fund

COMMISSION GOALS:

Community Enhancement, Strengthen Community Services

ATTACHMENTS:

Description

- ▢ RFB 2017-04 Contract

CONTRACT

THIS CONTRACT made effective the _____ day of _____, 2016 by and between City of Alachua, hereinafter referred to as COA and The Davey Tree Expert Company, hereinafter referred to as CONTRACTOR,

WITNESSETH:

WHEREAS, COA has prepared a Project Scope (and specifications), Exhibit A, General Conditions, Exhibit B, and CONTRACTOR has submitted to COA a bid, Exhibit C, in accordance with the terms of this Contract and the Contract Documents; and

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

ARTICLE I. CONTRACTOR shall furnish the labor, equipment, materials, supplies and or services as specified and required herein; and

ARTICLE II. The work shall be performed by CONTRACTOR in accordance with the Contract Documents and completed as set forth in Article IV; and

ARTICLE III. COA shall pay, upon completion of all work and acceptance by COA, the sum or sums approved in each Work Order, Exhibit D, plus or minus the dollar amount of any fully executed Change Order, Exhibit E.

ARTICLE IV. COA and CONTRACTOR agree time is of the essence in the completion of the project and the deadline for completion is as set forth in each issued Work Order, unless CONTRACTOR obtains a Change Order extending the date. A Change Order extending the date will not be granted unless the reason for extension is outside the reasonable control of CONTRACTOR such as a pervasive shortage of materials or supplies necessary for the work, acts of terrorism or war or extremely unusual and severe weather. The parties agree COA will suffer damages in the event the work is not completed and accepted by the required completion date. Therefore, it is agreed, since the amount of damage from delay is not able to be specifically determined at this point, that a reasonable approximation of damage is \$100.00 per day past the scheduled completion date. The parties agree the \$100.00 amount is not a penalty but is a reasonable approximation of actual damage that will be suffered by COA.

ARTICLE V. CONTRACTOR hereby agrees to indemnify COA for any loss caused directly or indirectly, by CONTRACTOR its subcontractor, agent, employee acting on

its behalf or in its stead or caused by any product, service or work supplied pursuant to this contract. CONTRACTOR will continue to maintain its status as and meet requirements of an approved vendor of COA of Alachua during the term of the contract and will provide, before beginning work, a certificate of insurance acceptable to COA reflecting Comprehensive Liability Insurance with Bodily Injury/Property Damage Occurrence Coverage and like Automobile Coverage in the amount of \$1,000,000 per claim and in the aggregate as well as Workers Compensation coverage in accordance with state law. See Exhibit F for complete insurance requirements.

ARTICLE VI. CONTRACTOR warrants all work, products and services provided directly or indirectly, by CONTRACTOR a subcontractor, agent, employee acting on its behalf or in its stead and that any product, service or work supplied under the contract will be fit for all purposes intended and consistent with all commercial standards.

ARTICLE VII. Initial Contract Term. This contract term shall be effective as set forth on Page one to and including September 30, 2017, unless extended as set forth in Article VIII.

ARTICLE VIII This contract will be automatically extended under the same terms, conditions and price for two separate and succeeding one year terms, that is, 10-1-17 to 9-30-18 and from 10-1-18 to 9-30-19 unless either party gives "Notice Not To Renew" to the other, pursuant to Article XI, on or before July 30 of any then existing contract year.

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

ARTICLE X. The current version of the COA Purchasing and Sales Policy and Regulations published at http://cityofalachua.com/images/Departments/Admin_Services/Purchasing/Purchasing_Manual_Eff_03-24-14.pdf is herein incorporated by reference and made a part of this contract as if set forth in its entirety.

ARTICLE XI. Notice to the parties shall be perfected by sending an email to COA at dsmith@cityofalachua.org and CONTRACTOR by email at laura.wimer@davey.com.

EXECUTION PAGE TO FOLLOW

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

CONTRACTOR:

By: _____

Print Name: Brent Repenning

Its Senior Vice President and General Manager
Title

Date: 12-21-14

Signed by CONTRACTOR in the presence of:

Signature _____

Harry Claypool

Print Name

CITY OF ALACHUA

By: _____

Traci L. Gresham

Its: City Manager

Date: _____

Exhibit A

Page 1 of 2

PROJECT SCOPE

1. GENERAL

Perform all vegetation maintenance and powerline tree trimming, but not mowing, required and specifically directed and approved by the City of Alachua by individual Work Order for work for FY 2016/2017 10/01/2016 (or Contract date if later) to 09/30/2017. Work includes, but is not limited to, tree trimming, tree removal, stump grinding, brush clearing, clean up and debris removal to the City designated site at 10199 Cellon Creek Blvd. Bidders are required to establish and disclose equipment owned or leased, number of employees available to perform the work, references and other facts and assurances more fully set forth in the RFB Documents. The Bid Form calls for Crew/Equipment hourly rate. There will be no mileage or transport charges paid by the City for vehicles, equipment or transport of debris.

2. REQUIREMENTS

(a) Personnel and Equipment

- Crew size: (2) minimum with all the necessary tools..
- PPE and proper attire required (OSHA Standards).
- Bucket Truck with locator: (1) 55' Aerial Lift - minimum working height.
- Bucket Truck with locator: (1) 70' Aerial Lift
- Jaraff All-Terrain Tree Trimmer
- Chipper: (1) minimum.

(b) Scope Outline

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

3. ADMINISTRATION

1. Work Order/Change Order

City of Alachua utilizes Work Orders and Change Orders to authorize tree and vegetation maintenance work. Contractor will and must maintain an active email address, continuously updated with COA, and must receive

Exhibit A

Page 2 of 2

an email Work Order to authorize each job. A copy of the authorizing Work Order must be submitted with every invoice.

4. PROJECT MANAGER

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

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

Exhibit B

Page 1 of 8

GENERAL CONDITIONS

These General Conditions are standard for all City of Alachua (COA) contracts for commodities and/or services. COA may tailor, delete, supersede or modify any of these standard conditions as each transaction demands or requires.

1. Prices and Payment

- 1.1 Prices bid shall be used for payment and these prices shall be deemed to include payment in full for all transportation in delivering all supplies to the point of delivery. All items to be provided under this contract shall not be of such age or so deteriorated as to impair usefulness and must be of the most suitable grade for the purpose intended.
- 1.2 Contractor shall pay for all taxes, licenses, permits and inspections required for the work.

2. Sovereign Immunity

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

3. Jurisdiction, Venue and Application of Florida Law

Jurisdiction and venue for any claim or cause of action arising under the contract, or related to performance thereunder, shall lie in the courts of competent jurisdiction of Alachua County, Florida. All claims or causes of action arising under the contract shall be resolved in accordance with the laws of the State of Florida.

4. Hindrances and Delays

Contractor expressly agrees that, in undertaking to complete the work/services within the time specified, Contractor has made allowances for all hindrances and delays which might usually be expected to occur in performing the work. No claims shall be made by Contractor or his sub-contractors for such hindrances and delays.

- 4.1 If Contractor or his sub-contractors experience hindrances or delays that, in opinion of Contractor, are not usually to be expected in the performance of the work, and which affect the performance of the work, Contractor may request a Change Order for an extension of time. Such hindrances and delays may include, but not be limited to, acts or failure to act by COA or

Exhibit B

Page 2 of 8

other Contractors employed by COA, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

5. Liens

This project is a "public work" under Chapter 255, Florida Statutes. No lien may be filed against COA. Any claimant may apply to COA for a copy of this bid. The claimant shall have a right of action against Contractor for the amount due. Such action shall not involve COA in any expense. COA claims against Contractor are subject to timely prior notice to Contractor.

CONTRACTOR SHALL INSERT THE FOLLOWING PARAGRAPH IN EVERY SUB-SUBCONTRACT HEREUNDER:

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

6. Responsibility for Damage to COA Property

The successful Contractor shall use reasonable care to avoid damaging COA property. If Contractor fails to use reasonable care, Contractor shall replace or repair the damage at no expense to COA.

7. Prohibition of Assignment

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

8. Independent Contractor – Not an Employee of COA

It is understood and agreed that Contractor is an independent Contractor and not an employee of COA. COA will not withhold income taxes, social security or any other sums from the payments made to Contractor. Contractor shall in no way hold Contractor out to any third person as an agent of COA. All Contractors will be solely responsible for all employee or agent wages. All Contractors will be solely responsible for full payment to any outside employment agencies and/or sub-contractors. All persons furnished by Contractor shall be considered solely its employees or agents and Contractor shall be responsible for payment of all

Exhibit B
Page 3 of 8

unemployment, social security and other payroll taxes, including making contributions when required by law.

9. No Waiver of Rights

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

10. Indemnity

After notification and as condition of award, the successful Contractor shall indemnify and save harmless COA and its officials, directors, partners, consultants, agents, and employees from and against all claims, suits, actions, damages, or causes of action including claims for any personal injury, loss of life, or damage to property arising during the terms of the resulting agreement due to the negligence, recklessness, intentional or otherwise wrongful misconduct of Contractor, any sub-contractor, sub-supplier, any person or organization directly or indirectly employed by any of them to perform or furnish any of the work or anyone for whose acts any of them may be liable, including but not limited to their agents, employees, invitees and all other persons in the performance of the services or delivery of goods for which the resulting agreement was entered into by for and against any orders, judgments or decrees, which may be entered thereto and from and against all costs, attorney fees, expenses and liabilities incurred in or by reason of the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract, or purchase order shall be deemed to affect the rights, privileges and immunities of COA as set forth in Florida Statute 768.28.

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

Exhibit B

Page 4 of 8

11. Purchase Orders, Work Orders, Change Orders and Termination

11.1 Purchase Orders, Work Orders and Change Orders

Purchase orders (PO), Work Orders and Change Orders are issued electronically and shall be fully effective and legally enforceable. By furnishing any services in response to a PO and authorizing Work Order as modified by Change Order, Contractor agrees to be bound by all the terms and conditions set forth therein and each is an enforceable addition to the Contract Documents.

11.1.1 Purchase Orders

Purchase Orders are issued electronically and may be for a one time order or authorization or to establish a maximum amount for continuing procurements during a COA fiscal year or shorter period.

11.1.2 Work Orders

Work Orders are issued electronically and are required as authorization for each job under a continuing contract with COA, for example, maintenance of a portion of COA right of way, specific tree trimming or maintenance of a specific portion of a COA utility easement. Each requested Scope of Work will be submitted to CONTRACTOR by COA, CONTRACTOR must return assigned and completed Work Order detailing hours of work and other charges as provided in an existing contract, a "not to exceed" price, and completion date. The work Order will be approved, or discussed with CONTRACTOR, and, hopefully, approved. No work, except for single procurements, is authorized without a COA executed Work Order. All described communication will be by email.

11.1.3 Change Orders

A Change Order is required to modify the terms of a PO, a more expansive Contract, or Work Order, including extending the completion date.

11.2 Termination without Cause

The agreement may be terminated by either party, without cause, by delivering written notice of termination ninety (90) days in advance of the stated termination date.

Exhibit B

Page 5 of 8

11.3 Termination for Cause

11.3.1 COA may terminate this Contract Agreement, including the continued performance under the Contract Agreement, for cause. Termination for cause includes, without limitation, any of the following events: (1) any default or breach of the Contract Agreement by Contractor; (2) substandard performance by Contractor and/or the failure by Contractor to comply with any of the conditions and/or specifications set forth in the Contract Documents; (3) unprofessional treatment of COA customers or employees by Contractor, its partners, employees, agents, sub-contractors or anyone for whom Contractor is responsible; failure to meet payroll obligations; and/or (4) wrongful conduct of Contractor, its partners, employees, agents, sub-contractor or anyone for whom Contractor is responsible, including, without limitation, negligence by them in performing under the Contract Agreement.

11.3.2 Should a termination for cause event occur, COA may terminate the Contract Agreement immediately without advance notice or, in COA sole discretion, schedule a meeting with Contractor to address any termination for cause event(s). Should COA decide after the meeting, that it cannot resolve the issues with Contractor, COA may terminate the Contract Agreement immediately.

11.3.3 The Contract Agreement is further subject to immediate termination for severe breach of security or for misappropriation of COA property.

11.3.4 Failure by COA to terminate the Contract Agreement for cause upon the occurrence of a termination for cause event or to schedule a meeting upon such occurrence shall not be deemed a waiver by COA of any of its rights under this section.

12. Contract Documents Not Affected by Oral Agreement

No oral statement of any person shall modify or otherwise affect the terms, conditions or specifications stated in the Contract Documents. All modifications, amendments and/or addenda to the Contract Documents must be made in writing and executed by Contractor and COA in order to be legally enforceable.

13. Contract Documents Defined and Made Binding

All of the RFB procedures, General Conditions, Special Instructions, COA Vendor Requirements, Insurance & Bonding Requirements, and all attached requirements and specifications set forth herein shall, together, form the Contract

Exhibit B

Page 6 of 8

Documents and as such shall be incorporated by reference into and made a part of the Contract executed between COA and Contractor such that all the terms and conditions of the Contract Documents shall be fully binding on each party. By submitting a signed bid in response to this above numbered RFB, Contractor agrees to be bound by any and all terms and conditions of the Contract Documents.

14. Compliance with Laws and Regulations

By its signature on the Contract, Contractor hereby certifies that it is aware of any and all applicable federal, state and local laws, regulations, orders of courts and/or governmental agencies, ordinances and permitting requirements and further certifies that it has taken or will take all actions necessary to ensure full compliance with such requirements, including full compliance by any sub-contractors and/or material suppliers employed by Contractor to perform on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

15. Disposal of Hazardous Waste and Used Materials

All hazardous waste and used materials, such as containers, liquids, rags, filters, and solvents, etc. must be disposed of in accordance with all Federal, State and Local Laws and regulations.

16. Certification of OSHA Compliance and Indemnification

By its signature on the Contract, Contractor hereby certifies that it is aware of any and all applicable federal and state requirements, including those imposed by rules and regulations of relevant governmental authorities, of the Occupational Safety and Health Act and further certifies that it has taken and will take all actions necessary to ensure full compliance with such requirements, including compliance by its employees, sub-contractors and material suppliers (and any person employed by either) for the duration of this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

Exhibit B

Page 7 of 8

17. I-9 Verification Compliance and Indemnification

By its signature on the Contract Agreement, Contractor hereby certifies that it is aware of any and all applicable federal immigration law requirements, including, without limitation, Contractor obligation to properly verify the legal work status of each of its employees by the filing of a complete and accurate Form I-9. Contractor also acknowledges the importance of ensuring that all personnel accessing any of COA property have been properly verified through the I-9 documentation process. Accordingly, Contractor further certifies that it has taken and will take all actions necessary to ensure full compliance with the Form I-9 requirements, and any other applicable immigration law requirements, and shall also ensure the compliance with such requirements by any sub-contractors and material suppliers employed by Contractor on this Contract. Contractor agrees to indemnify and hold COA harmless for any and all claims, losses, penalties, fines and expenses (including, without limitation, any and all reasonable attorney and expert fees) related to Contractor failure, and/or the failure of its sub-contractors and material suppliers, to abide by the terms of this Section.

18. Bidders Qualifications

Bids are to be considered only from firms which are regularly engaged in the business as described in this bid package; with a record of performance for a minimum of two years, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service. In addition, bidders must provide at least four (4) references (company name, address, and telephone number). Contractor must have a means of daily communication with COA via telephone and/or a facsimile machine or e-mail address.

19. Probationary Period

Contractor is subject to 90 day probationary period effective from date of contract. COA reserves the right to terminate this contract should Contractor not satisfactorily fulfill the probationary period.

20. Public Records

Contractor shall allow public access to all documents, papers, letters or other material subject to the provisions of 119, Florida Statute (F.S.) made or received by Contractor in conjunction with this Contract. Specifically, Contractor must:

1. Keep and maintain public records that ordinarily and necessarily would be required by COA in order for COA to perform the services being performed by Contractor.

Exhibit B

Page 8 of 8

2. Provide the public with access to public records on the same terms and conditions that COA would provide the records and at a cost that does not exceed the cost provided in 119, F.S., or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.
4. Meet all requirements for retaining public records or transfer, at no cost to COA, all public records in possession of Contractor upon termination of the contract. All records stored electronically must be provided to COA in a format that is compatible with the information technology systems of COA.

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

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

The Contractor shall contact Deputy City Clerk Alan Henderson, Custodian of City Public Records, at (386) 418-6104 or ahenderson@cityofalachua.com, concerning any questions the Contractor may have regarding the duty of Contractor to provide Public Records.

21. Right to Audit

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

**** END OF SECTION ****

Exhibit C

Page 1 of 2

Provide bid costs for each item listed below. Bidder is directed to include all costs to complete the work in the bids for the items listed. No additional compensation will be provided to complete the work.

Contractor shall provide a BASE BID in the format shown below. This price structure includes all materials, labor & equipment to provide tree trimming, tree removal, ground clearing, stump grinding and cleanup:

Base Bid Format-Vegetation Maintenance

1.	Labor Per Crew Member:	\$ 26.17	Per Hour
2.	Bucket Truck 55' Aerial Lift & Operator	\$ 43.51	Per Hour
3.	Bucket Truck 70' Aerial Lift & Operator	\$ 50.83	Per Hour
4.	Jarraff All-Terrain Tree Trimmer & Operator	\$ 76.73	Per Hour
4.	Chipper & Operator	\$ 24.43	Per Hour

2. Notes: Clarify the bid. Item # 1 - Crew Member rate is for a Trimmer. Item # 2 - Crew Member rate includes equipment and Foreman. Item # 3 includes equipment and Equipment Operator. Item # 4 includes equipment and Equipment Operator. Item # 4a (misnumbered in bid) includes equipment and Groundman.

- Include Bid Forms & Vendor Application (If Applicable)
- Copy of General Liability Insurance Certificate (\$1,000,000) *
- Copy of Workers Comp/Insurance Coverage Certificate
- Copy of Form W-9

*City Named "Additional Insured"

Exhibit C

Page 2 of 2

Addenda

Bidder shall indicate the number and date of all addenda received for this bid.

Addenda No.	Date

Authorized Signature

Name of Firm:

The Davey Tree Expert Company

Name of Authorized

Representative:

Dan A. Joy

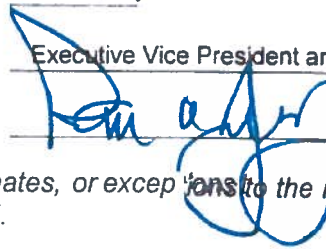
Title of Authorized

Representative:

Executive Vice President and General Manager

Signature of Authorized

Representative:



NOTE: List all substitutions, alternates, or exceptions to the requirements of the Bid Documents in your bid.

Include the following with your bid.

- All forms in the project Bid Documents
- Copy of insurance certificates demonstrating compliance with the Insurance Requirements section of the Bid Documents.
- Copy of Form W-9

Exhibit D

Page 1 of 2

WORK ORDER

CITY OF ALACHUA
WORK ORDER

WORK ORDER NO.: _____ (For tracking purposes only, to be assigned by
CONSULTANT after execution).

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

PROJECT NAME: _____

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

PROJECT MANAGER: _____

CONSULTANT: _____

CONSULTANT'S ADDRESS: _____

Execution of the Work Order by CITY shall serve as authorization for CONSULTANT to provide for the above project pursuant to that certain Agreement dated _____, 2016, between CITY and CONSULTANT and further delineated in the specifications, conditions and requirements stated in the following listed documents which are attached hereto and made a part hereof as Exhibit A.

ATTACHMENTS (Check all that apply):

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

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

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

METHOD OF COMPENSATION:

- (a) This Work Order is issued on a:
 - ☐ Lump Sum Basis
 - ☐ Hourly Rate Basis with a Not-to-Exceed amount
 - ☐ Hourly Rate Basis with a Limitation of Funds amount

Exhibit D

Page 2 of 2

(b) If the compensation is based on a "Lump Sum Basis," CONSULTANT shall perform all work required by this Work Order for the sum of _____ DOLLARS (\$_____). In no event shall CONSULTANT be paid more than the "Lump Sum Fee" Amount.

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, CONSULTANT shall perform all work required by this Work Order for a sum not exceeding _____ DOLLARS (\$_____). CONSULTANT compensation shall be based on the actual work required by this Work Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONSULTANT is not authorized to exceed the "Limitation of Funds" amount of _____ DOLLARS (\$_____). Without a Change Order accepted and executed by CITY, Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONSULTANT for the actual work performed under this Work Order.

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

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

IN WITNESS WHEREOF, the parties hereto have made and executed this Work Order effective as of the date the last signature is affixed.

(CONTRACTOR)

Witness

By: _____

Title: _____

Date: _____

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham City Manager

Date: _____

Exhibit E

Page 1 of 2

CHANGE ORDER

CITY OF ALACHUA
CHANGE ORDER # _____

PURCHASE ORDER NO.: _____

PROJECT NAME: _____

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

PROJECT MANAGER: _____

CONTRACTOR: _____

CONTRACTOR'S ADDRESS: _____

Street Address

City/State/Zip

Execution of this Change Order by CITY shall serve as authorization for the CONTRACTOR to provide additional work and/or to change performance date(s) for the above project, as set out in the changed Scope of Work attached as Exhibit "A" hereto and as an addendum to the Agreement DATED _____, 2016, between CITY and CONTRACTOR and further delineated in the specifications, conditions or requirements stated in the following listed documents which are attached hereto and made a part hereof.

ATTACHMENTS (Check all that apply):

- ☐ DETAILED CHANGED SCOPE OF WORK FOR PROJECT
- ☐ DRAWINGS/PLANS/SPECIFICATIONS

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

TIME FOR COMPLETION: The work authorized by this Change Order shall be commenced upon receipt of an amended Purchase Order by CONTRACTOR. There is no request or change in time of completion associated with this Change Order.

METHOD OF COMPENSATION:

- (a) This Change Order is issued on a:
 - ☐ Lump Sum Basis
 - ☐ Hourly Rate Basis with a Not-to-Exceed amount
 - ☐ Hourly Rate Basis with a Limitation of Funds amount
 - ☐ Limited to change of contract performance date(s)

(b) If the compensation is based on a "Lump Sum Basis," then CONTRACTOR shall perform all work required by this Change Order for the sum of Ten thousand four hundred forty two dollars and eighty three cents (\$10,442.83). In no event shall CONTRACTOR be paid more than the "Lump Sum Fee" Amount.

Project : _____
Change Order # _____

Exhibit E

Page 2 of 2

(c) If the compensation is based on an "Hourly Rate Basis" with a "Not-to-Exceed" Amount, then CONTRACTOR shall perform all work required by this Change Order for a sum not exceeding __DOLLARS (\$__) CONTRACTOR'S compensation shall be based on the actual work required by this Change Order.

(d) If the compensation is based on an "Hourly Rate Basis" with a "Limitation of Funds" Amount, CONTRACTOR is not authorized to exceed the "Limitation of Funds" amount of __DOLLARS(\$__) without a Change Order accepted and executed by CITY. Such approval, if given by CITY, shall indicate a new "Limitation of Funds" amount. CITY shall compensate CONTRACTOR for the actual work performed under this Change Order.

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

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

IN WITNESS WHEREOF, the parties hereto have made and executed this Change Order on this _____ day of _____, 201__, for the purposes stated herein.

(CONTRACTOR)

Witness

By: _____

Title: President

CITY OF ALACHUA, FLORIDA

Witness

By: _____
Traci L. Gresham, City Manager

Project:

Exhibit F

Page 1 of 3

INSURANCE REQUIREMENTS

1. Insurance

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

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

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

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

1.1 Additional Insured

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

Exhibit F

Page 2 of 3

1.2 Waiver of Subrogation

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

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

1.3 Certificates of Insurance

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

1.3.1 The name of the insurer, the effective and termination date, name of the insured Contractor and the policy number.

1.3.2 Statement that the insurer will mail notice to COA at least thirty (30) days prior to any material deviations or cancellations of the policy.

1.3.3 Shall include all deductibles and/or self insurance retentions for each line of insurance coverage.

1.3.4 The Certificate(s) of Insurance shall designate COA as additional insured as follows:

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

2. Workers Compensation and Employers Liability

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

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

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

Exhibit F

Page 3 of 3

3. Comprehensive Automobile Liability

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

3.1 The liability limits shall not be less than:

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

4. Comprehensive General Liability

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

4.1 The liability limits shall not be less than:

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

5. Umbrella Liability Policy

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

**** END OF SECTION ****