



CITY OF AVON PARK

Highlands County, Florida

CITY COUNCIL REGULAR MEETING

August 8, 2022, 6:00 p.m.

Council Chambers, 123 E. Pine Street, Avon Park, FL

This meeting will be held in person at the above address.

You are welcome to attend via ZOOM, if you wish. To enter this meeting, you must use the ZOOM app and use code 699 454 4458 No Password needed

A. CALL TO ORDER:

1. Invocation
2. Pledge of Allegiance
3. Roll Call

B. CITIZENS/OUTSIDE AGENCIES

4. Avon Park Chamber of Commerce Christmas in the Park- APCC Executive Director, George Karos
5. Avon Park Chamber of Commerce Annual Holiday Christmas Parade- APCC Executive Director, George Karos

C. CONSENT AGENDA:

6. Minutes, July 18, 2022, City Council Special Meeting- City Clerk, Christian Hardman
- Minutes, July 25, 2022, City Council Regular Meeting - City Clerk, Christian Hardman

D. ACTION AGENDA

7. **Public Hearing: Second Reading-** Ordinance 08-2022, Approving the Form of Charter Amendments and Establishing an Election Date for Approval by the Electorate- City Attorney, Jerry Buhr
8. **Public Hearing: Second Reading-** Ordinance 13-2022, Text Amendment to the City's Land Development Code- CFRPC, Jeff Schmucker
9. Resolution No. 2022-18 Preliminary Fire Assessment- Fire Chief, Andy Marcy
10. Agreement with FAM for Payment of Attorney Fees Prior to Grant – City Attorney, Jerry Buhr
11. Engagement of Friedman P.A. as Insurance Coverage Counsel - City Manager, Mark Schrader and City Attorney, Jerry Buhr
12. Accept and Award Contract for Financial Management Software to BS&A (RFP-22-01) – Finance Director, Melody Sauerhafer and Human Resource Director, David Shoup.

E. STAFF UPDATES/ADMINISTRATION

F. ATTORNEY UPDATES

G. COUNCIL DISCUSSION/UPDATES:

H. CITY MANAGER'S REPORT

13. Regular Updates from the City Manager

I. PUBLIC PARTICIPATION

J. ADJOURN

14. The next City Council Regular Meeting is scheduled for Monday, August 22, 2022, at 6:00 p.m.

Any person who might wish to appeal any decision made by the City Council of the City of Avon Park, Highlands County, Florida, in public hearing or meeting is hereby advised that he/she will need a record of the proceedings, and for such purpose, he/she may need to ensure that a verbatim record of the proceedings is made which will include the testimony and evidence upon which such appeal is to be based. Any person with disabilities requiring accommodations in order to participate should contact the City Manager prior to the meeting.

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Avon Park Chamber of Commerce Christmas in the Park

Item No.: B-4

Placed on Agenda by: George Karos, Executive Director
Avon Park Chamber of Commerce

Staff Review: Yes

Attorney Review: N/A

Recommended Motion(s): Approve Avon Park Chamber of Commerce's - Christmas Choir *Concert in the Park*, to be held at Donaldson Park.

Documentation:

- Avon Park Event Request Form

Background:



City of Avon Park

Event Request Form

State Road closure permits require DOT Road Closure Permit form and City Council approval.
State Road closure Permit Application MUST be submitted at least 3 months in advance of the event.
City Road Closures REQUIRE at least 2 months in advance of the event and may require City Council approval.

TO BE COMPLETED & SIGNED BY ORGANIZATION'S REPRESENTATIVE:

Name of Organization: Avon Park Chamber of Commerce Today's Date: 7/5/2022
Organization's Address: 28 E. Main St. City: A.P. State: FL Zip: 33925
Contact Person: S.K. Karus II Phone#: 863-457-3350 Email: member@choccc.net
Name of Event: A.P.C.C. Christmas in the Park
Date(s) 12/12/2022 and Time(s) of Event 6:00 a.m. to 9:30 a.m.
Location of Event: Donaldson Park
(Include overview of map outlining location & layout of event)
Description of Event: The event spotlights local school choirs and musical talents - Christmas themed.
S.K. Karus II George K. Karus II Executive Director 7/5/2022
Signature Print Name Relation to Organization Date
(Verifying information and answers to questions below are correct)

Please answer EACH question to better assist you with planning your event:

Question to be completed by organization/representative	Action Required (completed by City Employee)
Do you need any streets or roadways closed for the event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please obtain the road closure forms from our office)	If "yes", permission will be needed to close roadways. State Road closures require DOT approval. City roads may require City Council approval (SEE REQUIRED NOTICE ABOVE). Police fees, traffic cones fees, and dumpster fees may be required. <input type="checkbox"/> Police Fees _____ per hour per officer (minimum 2 hours) = \$ _____ Total <input type="checkbox"/> Traffic Cones/ MOT: Qty _____ x \$ _____ per City "Block" = _____ Total (This includes delivery, installation and pick-up of cones by City staff. Weekend work may require additional charges. <u>Sponsor needs to stack cones at end of event</u>) <input type="checkbox"/> Dumpster (6 yard): Quantity _____ x \$200 per dumpster = \$ _____ Total
Will you be using a city park to hold your event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, please obtain Pavilion/Park Rental form from our office)	If "yes" Facility availability must be verified and City Council approval may be required. Fees will apply. Park Fees: \$ _____ (Pavilion/Park Rental Form is Required)
Will there be a band, DJ or other music/entertainment at the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, please note: City will need at least 2 weeks notice)	If "yes", a variance for the city's "Noise Ordinance" might be necessary. This should be requested through the City Council. Date approved by CC _____
Do you want to display or hang any banners or signs above the roadway in reference to your event? (If yes, obtain form-3 months adv notice required) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", then approval may be necessary. For banners on state roads, a DOT Banner Request must be completed and approved. Date DOT completed & approved _____
Will you have bounce houses or other activities for children? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note: Policy must be current through event date)	If "yes" you will be required to provide copy of your Event Insurance 2 weeks in advance (\$2 million coverage minimum) and the City of Avon Park needs to be named as "Additional Insured" on your policy.) Date Copy Ins provided _____
Will there be any fireworks or pyrotechnics?(60 days notice required) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", the vendor must be licensed and the safety aspects of the special event need to be coordinated with public safety entities. Date Public Safety approved _____
Will you be selling, serving or distributing alcohol at the event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", the event needs to be licensed through the Division of Alcoholic Beverages and Tobacco (DABT). Licensure information can be obtained at (850) 488-8284. Date copy of license obtained _____
Will people be allowed to consume alcohol while at your event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", in addition to an alcohol license, an "alcohol variance" may have to be granted by the Avon Park City Council. Date variance granted _____
Will food vendors be cooking or serving food at the event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", provide the event coordinator with a copy of DBPR Form HR 5030-034 which outlines food vendor notif & licensure requirements. Date copy of License obtained _____
Does your event necessitate the use or setup of any temporary structures such as tents, canopies, buildings, stages, etc.? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", permits may be necessary and these structures may have to be inspected. Date copy of permit obtained _____ Date structure inspected _____
Is the event "animal related" (animal rides, rodeos, zoos, etc.)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", ensure that safe and appropriate animal handling measures have been put in place. Approval by City Council may be required.

NOTE: You will be contacted by phone with a total amount due (fees will be due immediately after).

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Avon Park Chamber of Commerce Christmas Parade

Item No.: B-5

Placed on Agenda by: George Karos, Executive Director
Avon Park Chamber of Commerce

Staff Review: Yes

Attorney Review: N/A

Recommended Motion(s): Approve Avon Park Chamber of Commerce *Christmas Parade*, which includes the closure of Main Street

Documentation:

- Avon Park Event Request Form
- Road Closure Form and Map

Background:



City of Avon Park

Event Request Form

State Road closure permits require DOT Road Closure Permit form and City Council approval.
State Road closure Permit Application MUST be submitted at least 3 months in advance of the event.
City Road Closures REQUIRE at least 2 months in advance of the event and may require City Council approval.

TO BE COMPLETED & SIGNED BY ORGANIZATION'S REPRESENTATIVE:

Name of Organization: Avon Park Chamber of Commerce Today's Date: 7/5/2022
 Organization's Address: 28 E. Main St. City: A.P. State: FL Zip: 33825
 Contact Person: George K. Karos II Phone#: 863-453-3350 Email: member@chamco.net
 Name of Event: A.P.C.C. Christmas Parade
 Date(s) 11/28/2022 and Time(s) of Event 6:00 a.m. to 8:00 a.m.
 Location of Event: Monday, Nov 28, 2022
 (Include overview of map outlining location & layout of event) Avon Park → Main
Map included
 Description of Event: Annual Holiday Christmas Parade
in Avon Park
 Signature: G.K.K. II Print Name: George K. Karos II Relation to Organization: Executive Director Date: 7/5/2022
 (Verifying information and answers to questions below are correct)

Please answer EACH question to better assist you with planning your event:

Question to be completed by organization/representative	Action Required (completed by City Employee)
Do you need any streets or roadways closed for the event? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (If yes, please obtain the road closure forms from our office)	If "yes", permission will be needed to close roadways. State Road closures require DOT approval. City roads may require City Council approval (SEE REQUIRED NOTICE ABOVE). Police fees, traffic cones fees, and dumpster fees may be required. <input type="checkbox"/> Police Fees _____ per hour per officer (minimum 2 hours) = \$ _____ Total <input type="checkbox"/> Traffic Cones/ MOT: Qty _____ x \$ _____ per City "Block" = _____ Total (This includes delivery, installation and pick-up of cones by City staff. Weekend work may require additional charges. Sponsor needs to stack cones at end of event) <input type="checkbox"/> Dumpster (6 yard): Quantity _____ x \$200 per dumpster = \$ _____ Total
Will you be using a city park to hold your event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please obtain Pavilion/Park Rental form from our office)	If "yes" Facility availability must be verified and City Council approval may be required. Fees will apply. Park Fees: \$ _____ (Pavilion/Park Rental Form is Required)
Will there be a band, DJ or other music/entertainment at the event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please note: City will need at least 2 weeks notice)	If "yes", a variance for the city's "Noise Ordinance" might be necessary. This should be requested through the City Council. Date approved by CC _____
Do you want to display or hang any banners or signs above the roadway in reference to your event? (If yes, obtain form-3 months adv notice required) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", then approval may be necessary. For banners on state roads, a DOT Banner Request must be completed and approved. Date DOT completed & approved _____
Will you have bounce houses or other activities for children? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (Note: Policy must be current through event date)	If "yes" you will be required to provide copy of your Event Insurance 2 weeks in advance (\$2 million coverage minimum) and the City of Avon Park needs to be named as "Additional Insured" on your policy. Date Copy Ins provided _____
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Will people be allowed to consume alcohol while at your event? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", in addition to an alcohol license, an "alcohol variance" may have to be granted by the Avon Park City Council. Date variance granted _____
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Does your event necessitate the use or setup of any temporary structures such as tents, canopies, buildings, stages, etc.? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", permits may be necessary and these structures may have to be inspected. Date copy of permit obtained _____ Date structure inspected _____
Is the event "animal related" (animal rides, rodeos, zoos, etc.)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	If "yes", ensure that safe and appropriate animal handling measures have been put in place. Approval by City Council may be required.

NOTE: You will be contacted by phone with a total amount due (fees will be due immediately after).

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: _____

Permit No. _____

Governmental Entity

Approving Local Government _____ Contact Person _____
 Address _____
 Telephone _____ Email _____

Organization Requesting Special Event

Name of Organization Avon Park Chamber of Commerce Contact Person G. Kares
 Address 28 E. Main St.
 Telephone 863-453-3350 Email members@theapcc.net

Description of Special Event

Event Title Christmas Parade Date of Event 11/28/2022
 Start Time 6 pm End Time 8:00 pm
 Event Route (attach map) _____
 Detour Route (attach map) _____

Law Enforcement Agency Responsible for Traffic Control

Name of Agency Highlands Sheriff's Office - City of Avon Park

US Coast Guard Approval for Controlling Movable BridgeNot Applicable ☐Copy of USCG Approval Letter Attached ☐

Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

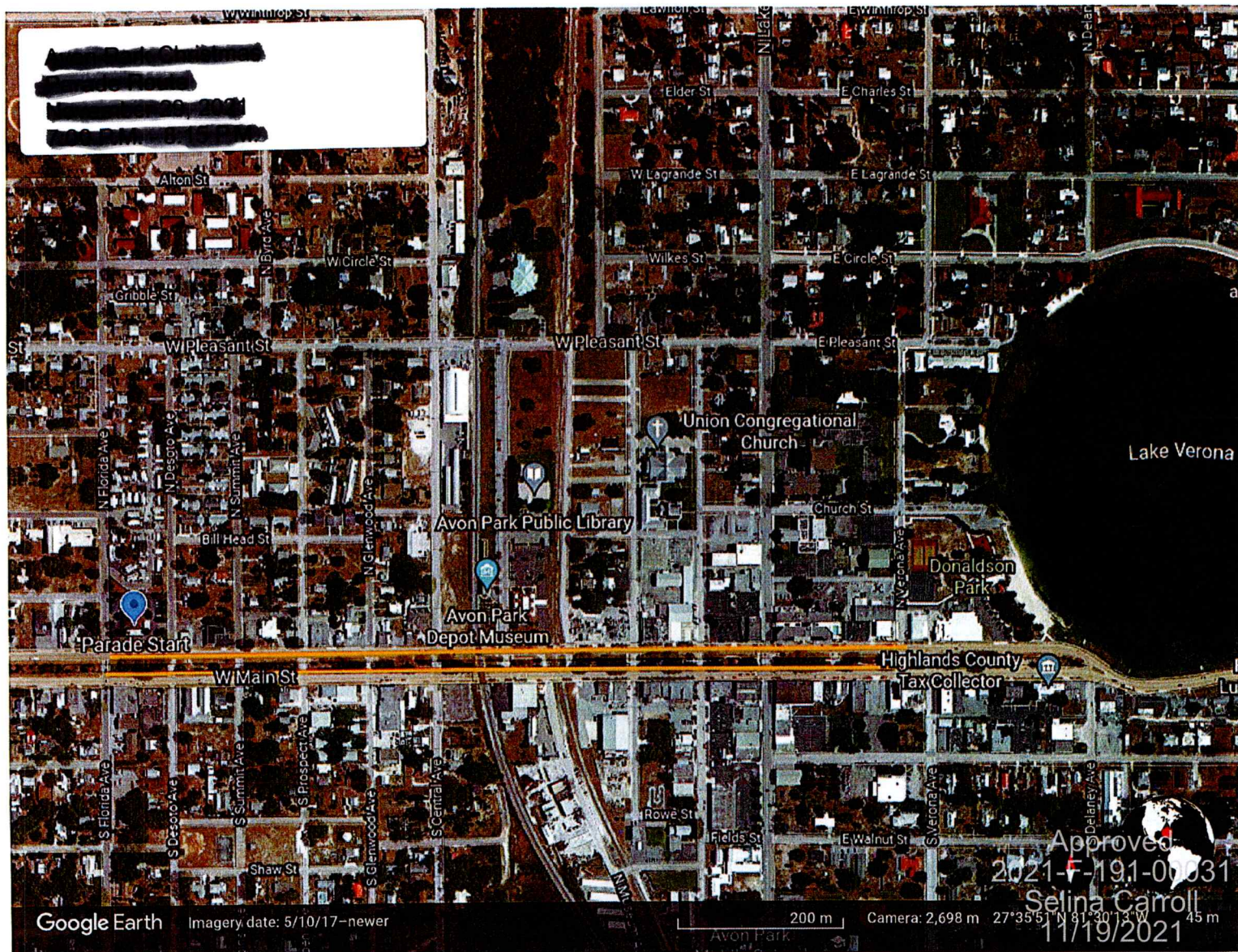
The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator _____ Signature _____ Date _____
 Law Enforcement
 Name/Title _____ Signature _____ Date _____
 Government Official
 Name/Title _____ Signature _____ Date _____

FDOT Special Conditions**FDOT Authorization**

Name/Title _____ Signature _____ Date _____



Agenda Item Summary

Date of Action: August 8, 2022

Subject: Draft Minutes

Item No.: C-6

Placed on Agenda by: City Clerk, Christian Hardman

Staff Review: Yes

Attorney Review:

Recommended Motion(s): Approve Consent Agenda

Documentation:

- Draft Minutes, July 18, 2022, City Council Special Meeting
- Draft Minutes, July 25, 2022, City Council Regular Meeting

Background:



CITY OF AVON PARK
Highlands County, Florida

MINUTES OF THE CITY COUNCIL SPECIAL MEETING
July 18, 2022, at 4:00 p.m.

A. OPENING: CTO – 4:00 PM

1. Invocation: Mayor Anderson
2. Pledge of Allegiance: Mayor Anderson
3. Roll Call: City Clerk, Christian Hardman

COUNCIL MEMBERS PRESENT: Member Brittany McGuire
 Member Shelly Mercure
 Deputy Mayor Jim Barnard
 Mayor Garrett Anderson

COUNCIL MEMBERS ABSENT: Member Berniece Taylor

STAFF PRESENT: City Manager, Mark Schrader
 City Clerk, Christian Hardman
 Finance Director, Melody Sauerhafer
 Human Resources Director, David Shoup
 Utilities Manager, Rick Reed

B. CITIZENS/OUTSIDE AGENCIES:

4. Fiscal Year 2022/2023 DRAFT Water & Wastewater Fund Budget Discussion- Finance Director, Melody Sauerhafer

Finance Director Sauerhafer said there have been no increases in water and wastewater rates since May 2007 and October 2008. The last change was a decrease in the garbage fees in May 2015.

Mayor Anderson asked if we are conducting a rate study. Finance Director Sauerhafer said yes. City Attorney Buhr said he was going to contact Florida Rural Water. She has also reached out to them with no response. Mayor Anderson said once the Council passes the budget, they can enact changes related to the study at a later date, for example, mid-season. Finance Director Sauerhafer agreed.

Deputy Mayor Barnard asked if they would discuss garbage rates. Finance Director Sauerhafer said that discussion will occur during the Sanitation fund, which will most likely be on the next special meeting's agenda.

Finance Director Sauerhafer continued her presentation; she said the revenues for water and wastewater saw a decrease of \$199,040 over last year's revenues.

Mayor Anderson asked what caused the decrease? Finance Director Sauerhafer said last year, the fund was over budgeted. Mayor Anderson said because the audit report is not available yet, we will not know if the city is putting any previous year's funds back into reserves. Finance Director Sauerhafer explained how she calculates the beginning balance. She estimated revenues at the beginning of the year to be around \$9 million.

Mayor Anderson asked if the capacity fees paid by Nucor are in last year's budget or the year prior. Finance Director Sauerhafer said the year before. He asked if she allocated it under impact fees. She said yes, adding impact and capacity fees are the same thing.

Finance Director Sauerhafer said the city has just started billing Nucor monthly. She will come back before the Council to present an updated total because she did not include it. She said Nucor is paying approximately \$4,000 a month.

Finance Director Sauerhafer continued her presentation. When presenting miscellaneous income, Councilmember Mercure asked what these revenues apply to. Finance Director Sauerhafer said it can be anything that does not have a specific line item allocated, for example, insurance reimbursements or funds received from scrapping items.

Finance Director Sauerhafer continued, presenting the Water and wastewater fund expenses. Pertaining to the combined services expenses, operating costs; Mayor Anderson asked why other contractual services decreased by \$75,000. Finance Director Sauerhafer said in part it is because we no longer use Sebring Computers. Engineering services were also over budgeted in the prior year.

Mayor Anderson asked if the engineering services related to Kimley Horn. Finance Director Sauerhafer answered Kimley Horn, Cool and Cobb, and Polston Engineering. Mayor Anderson said he wants to know the total dollar amount for what the city was paying Sebring Computers compared to the new I.T. Administrator's costs. Finance Director Sauerhafer said there is a substantial difference, adding she would get the information.

Councilmember Mercure said there are two-line items for uniforms with one cost at \$10,000 and the other zero. She asked for an explanation for two-line items. Finance Director Sauerhafer explained how both line items had been listed in last year's budget documents. She believed it was a duplication; therefore, she budgeted nothing for the duplicated line item.

Councilmember Mercure asked if the city's services under office supplies would decrease, were we to go paperless. Finance Director Sauerhafer believed it would decrease if the department went paperless. Utilities Manager Reed said the city is required by the Florida Department of Environmental Protection (FDEP) to print hard copies and keep the records.

Councilmember Mercure said her statement was regarding office supplies. Utilities Manager Reed said that the department's monthly reports for lakes and well samples must be kept in hard copy files. Finance Director Sauerhafer said the line item includes more than just paper.

Finance Director Sauerhafer continued her presentation, going over the capital for the 2022-2023 Water and wastewater fund.

Mayor Anderson, asked regarding Lining and Pipe Bursting wastewater lines, if the cost is based on the prior year. Utilities Manager Reed explained how he was unable to do any of this last year. He would like to get some of this work done this year; especially, on the southside. Utilities Manager Reed went over the camera work his department has already completed and spoke about root and water infiltration in the lines.

Discussion continued concerning pipe bursting, the wastewater gravity system, and damages to the city's sewer holes caused by infiltration.

Mayor Anderson asked what the bulk of the water transmission line item is. Utilities Manager Reed said it represents the new lines they will run. The cost for materials has increased this past year almost 50%. Mayor Anderson asked if he is waiting for the Water Master plan. Utilities Manager Reed said correct; adding once he has it, he will go to Polston Engineering for the engineering set. Mayor Anderson asked if he will provide a proposed map to the Council. Utilities Manager Reed said yes.

Utilities Manager Reed said the city must start with transmission and distribution lines because it does the city no good if there is no water to put out there. He discussed the potential ways to complete the installation.

Mayor Anderson asked if the Master plan will explain what the city has and our deficiencies. Utilities Manager Reed said he will give the Master plan to Polston Engineering. From there, they will provide construction sets which he will need in order to know the size of the pipes and the number of hydrants. Without the construction set, it will be hard to estimate a timeline.

Utilities Manager Reed continued going over the remaining capital items he is requesting, explaining the need for each item and how it will benefit the department. He provided additional details on hydro flushers, explaining how the city has a high amount of end points which causes yellow water. The city is required by DEP to flush and keep a running-logbook every month on these end points; there are 40 units. City technicians have to turn the water off when collecting samples. The process takes two to three days; Hydro flushers will automatically turn on and off decreasing the time spent during this process.

Mayor Anderson supported automation, then asked what is the life span for the units. Utilities Manager Reed said the parts are easy to find and repair. He has used hydro flushers for at least 15 years. Mayor Anderson asked if they have to be repaired annually. Utilities Manager Reed said no; adding, we will have to change the battery. Mayor Anderson asked if he will have to spend several days a month to repair them. Utilities Manager Reed said no. He installed units in DeSoto county over 15-years ago that are still in operation.

Deputy Mayor Barnard spoke of yellow water in his home about every three months. He asked if that will eventually go away. Utilities Manager Reed said he would have to look at his neighborhood and where the flushers are located, then explained how the fire department flushes lines when they open hydrants for testing. When they flush the lines, it causes turbidity to come loose in the pipe, causing yellow water. Hydro flushers will keep residual chlorination in the water.

Deputy Mayor Barnard noticed the city replaces vehicles every year, then asked if he has a plan to decrease the number of vehicles replaced. Utilities Manager Reed said he is hoping by next year they will only need one vehicle. After that, the city should be good for at least three years.

Utilities Manager Reed concluded his presentation of capital items with a request for a stump grinder and shredder.

Mayor Anderson asked if it is possible to start an herbicide regime when they cut down trees. Utilities Manager Reed said he has tried that and nothing has worked. He has tried several brands and the only thing that seemed to have an effect is a chemical used on roots to prevent infiltration of the sewer holes.

Mayor Anderson asked if they use the skid steer or chainsaws to cut down trees. Utilities Manager Reed said as of now, a skid steer. They use the mulcher when a tree is large and it can be used safely. Once the city's landfill opens, sanitation is going to require the skid steer, at that location.

Finance Director Sauerhafer continued the presentation, saying the DEO Distribution and Drinking Water Grant will hopefully provide funding by the end of this fiscal year.

Mayor Anderson asked how often the city can apply for the grant. Finance Director Sauerhafer said she will find out. The city is also receiving funding for the Fire Hardening grant.

Mayor Anderson went back to the 5-year Capital Improvement Plan, saying the only additional item was the Vacon Truck. Utilities Manager Reed said he added it because the current truck breaks down a lot. The city has another truck, but it is over 20 years old; they kept it in operation but it is often unreliable. He said next year they need to consider replacing it and using it and the current one for storm water.

Mayor Anderson asked if they use the Vacon truck daily. Utilities Manager Reed said just about every day. The only other additional item he requested is a camera so staff can see what they cleaning. He spoke of a camera crew the subcontracted when they removed sand and grit under Verona Avenue; he is aware of a few breaks and sinkholes in some pipes. As of now, staff has no way of going under to look, which is why he is subcontracting it out to a camera crew. Finance Director Sauerhafer added, the city submitted a 20-year Wastewater plan to Highlands County; additional items included will come before the Council in the future.

Finance Director Sauerhafer went over additional slides presenting net income and loss for the Water and Wastewater fund. With the city's revenues and expenses, there is a net income of approximately \$1.6 million. Once the city takes the return on investment, \$269,000 will be taken out of reserves. To balance the mentioned capital expenses, the city will take \$2.8 million out of reserves.

Finance Director Sauerhafer continued her presentation of the Water and Wastewater fund reserve calculations.

Mayor Anderson asked if the calculations pertained to the entire 5-year Capital Improvement plan. She said no, it applies to the first year. Mayor Anderson said that is unsustainable and asked how it can be fixed. Finance Director Sauerhafer said with the rate study from Florida Rural Water, they may consider increasing rates because there have been no increases in 15 years.

Mayor Anderson said the revenues (as presented) are not broken down based on the monthly billing, so there is no way to identify the impact an increase may have. Finance Director Sauerhafer said she can bring that information to the Council. Mayor Anderson said she will get that information once they complete the study.

Utilities Manager Reed said he would like to increase septage rates from 6 cents to 10 cents; besides an increase in tapping fees. He explained how the city is so far behind on this that it is losing money based on the cost of brass, direction, and labor.

Mayor Anderson asked if these rates will be part of the study. Finance Director Sauerhafer said it can be; the capacity study did not apply to tapping fees.

Councilmember McGuire said it would be nice to see how Avon Park compares to surrounding cities and municipalities. Mayor Anderson said any time the Council is requesting a rate study, they are also wanting to see how Avon Park compares. Utilities Manager Reed said on average other cities are at 10 cents to 12 cents (reference septage rates).

Finance Director Sauerhafer agreed to reach out to City Attorney Buhr to follow up about the rate study. She said he had suggested the city consider hiring a company (if Florida Rural Water can do it in a timely fashion), since Florida Rural Water performs their study pro-bono. She suggested (potentially) using American Rescue Grant towards paying for a study. Mayor Anderson requested it sooner rather than later, then asked Utilities Manager Reed to supply all the information she needs.

Mayor Anderson said taking \$2.6 million out of reserves is unsustainable; it is a problem. The city continues to pull on the return on investment to subsidize the General fund because the city's tax base is not what it should be. He said the city must figure this out sustainably.

Councilmember McGuire wanted to know why the water revenue decreased by \$175,000. Finance Director Sauerhafer believed it is because last year was over budgeted. Mayor Anderson said the audit report is coming out in between two and three future meetings. When that happens, the Council will see the actuals. He asked for the auditors to highlight the decrease in water revenue. Utilities Manager Reed believed the city did not see as many seasonal residents as years prior. Mayor Anderson agreed.

Deputy Mayor Barnard asked if the city will have to pull money from reserves because of the increase for the HCSO contract. Finance Director Sauerhafer said at the July 25th meeting, she will present the General fund reserves. The Council will have to decide on a preliminary millage rate at that time. Mayor Anderson told councilmembers to keep in mind, the preliminary millage rate may go down, but cannot go up.

Deputy Mayor Barnard expressed concern for inflation and its effects on the city, staff, citizens, and taxpayers. He hoped there is a way to make the process easy; he does not want to see a large increase like last year and hoped we can make improvements here and there, instead of all at once.

Finance Director Sauerhafer said she believes the preliminary millage rate should be 5 or above. Right now, the city's millage rate based on the calculations, falls in the negative. She estimated it is over \$500,000 with the \$1.9 million from the return on investment.

Deputy Mayor Barnard said \$500,000 is about the same as the increase for the HCSO contract. Finance Director Sauerhafer said that is correct; adding the city needs to be somewhere between 3.75 mills and 4.25 mills to balance without taking money from reserves. Right now, the city has 4.5 months of reserves; Generally Accepted Accounting Principles (GAAP) recommend having 3.3 months of reserves.

Deputy Mayor Barnard asked if she has any ideas about where the city can decrease expenses. Finance Director Sauerhafer said unfortunately, the city is dealing with the decisions from prior administrations; specifically, the decision to decrease fees as low as they are- besides getting rid of employees and reducing services. In order to get where the city needs to be, they must raise fees and hire more employees.

Mayor Anderson asked if there has been any movement from the storm water assessment; and asked if that had been given to the City Attorney. City Manager Schrader said yes, it was given to City Attorney Buhr, and he will follow up with him.

City Manager Schrader said the city does not have enough people to get the job done. Finance Director Sauerhafer, Utilities Manager Reed, and he, are buried in tasks beyond their positions. He spoke of how Finance Director Sauerhafer does a majority of the work on her own; receiving some help from Danielle Phillips. Utilities Manager Reed does not have enough employees in his department.

City Manager Schrader said if the Council wants to make cuts, they can decide not to fill the requested new 13 positions; however, we cannot keep up with all we have to do. He said David Roberts cannot keep up with all the mowing. Noting that the inmates used to take care of all the mowing on US-27. He said we are doing the best we can, but being honest, we need more city employees. City Manager Schrader said we do not know where we can cut expenses. He spoke of Sebring's salaries and how they increased by 15% from the top to the bottom.

City Manager Schrader said Finance Director Sauerhafer was correct, the past administrations' decision to go from 5 mills down to 0.3 mills hurt the operation. People have to pay for services that they receive. City Manager Schrader spoke of garbage pickup being twice a week; we need more employees in sanitation to keep up with it. If the Council makes cuts, then staff will not get as much done.

City Manager Schrader said there has been no maintenance on city buildings for years. Pertaining to vehicles, staff should be able to provide Council with a 5-year plan (CIP) for vehicles. As of now,

for example, the maintenance tech's vehicle (Mike Stone's assigned truck) is 22 years-old and breaks down regularly. We need the equipment to get the jobs done.

City Manager Schrader said staff is going to request some funding out of the \$700,000 allotted to run lines. We have used some of this the funding (line item) to purchase meters and supplies, since prices have greatly increased. Utilities Manager Reed is also going to ask for \$250,000 to \$275,000 for a track hoe so we will be able to run new water lines. City Manager Schrader said the bottom line, there is nowhere for us to cut.

Utilities Manager Reed said when he arrived, they had 12 vehicles in inventory where the seats were completely ripped with exposed holes showing the springs. Maintenance tech Mike Stone literally was driving around, in his city truck, with books and a pillow on his seat (covering the holes and exposed springs).

City Manager Schrader estimated the City of Sebring has twice the staff as Avon Park. He said when fully staffed, Avon Park has 85 budgeted fulltime employees. Right now, there are only two employees for parks. We are asking for one more, in addition to three more staff members for mowing.

City Manager Schrader spoke of maintenance, saying no work had been done on city buildings for some time. He explained how there should have been a strategic plan for things like city roofs; providing for the city's needs in the next ten-years. He said we have not had enough time to sit down and look at the 5-year Capital Improvement Plan; as we should not just keep putting everything in the next fiscal year. Instead, large needs/purchases should be spread out over the 5-years. Currently, we are having to play catch up.

Deputy Mayor Barnard said he is happy and proud of the city's staff. Employees work well together and have an understanding for the issues of the past. He understands we have to move forward and agreed with City Manager Schrader. Deputy Mayor Barnard said taking the millage up to 5 mills, may seem like a big jump, but the city has to start somewhere. The city cannot afford to continually just fix things; instead, we need to be in front of these things, doing what is best for the city.

Mayor Anderson said it is staff's job to tell the Council what is needed to get the job done right. It's the Council's job to figure out how to fund it in such a way that the community can live with. He said that the Council will never blame staff for telling them what the city needs, so long as staff can answer for why it is needed.

Mayor Anderson said it is the Council's job to make the hard call of, for example, increasing the tax rate and/or fees, etc. He does not think prior administrations have been honest about what it takes to run the city correctly. Mayor Anderson spoke of projects we can live without, for example, skipping mowing on certain areas. However, there are other things out there that are unseen. Every year that goes by, where the city does not spend money for maintenance, leads to future system failures.

Deputy Mayor Barnard suggested adding a backup generator for the community center because it is a great location for an emergency response center during hurricanes and disasters. It offers citizens a place to cool off, charge their phones, or maybe in the future access to Wi-Fi.

Councilmember McGuire asked if grant funding is available for emergency preparedness. Finance Director Sauerhafer said she has requested the second phase of funding for the American Rescue Plan Funds, which should be deposited sometime in July. Out of \$3.6 million awarded to the city, funding has so far been used for: the Headworks project- \$525,000; the Wastewater Master plan- \$84,000; the Water Master plan-\$112,000, and the Street Paving Plan- \$65,000. The remaining balance is almost \$2.5 million.

Mayor Anderson said to use the remaining funds to pay for everything we possibly can. City Manager Schrader said staff at the next meeting, will be presenting a request for all new Dell computers and new servers, and all that comes with them.

Deputy Mayor Barnard said he would like to see a doubling of efforts for street paving throughout the city. He has seen where the streets are deteriorating, pot holes, etc. Mayor Anderson said the last he heard; the things a city can use American Rescue Grant funds has opened up. Finance Director Sauerhafer said we can use it for anything a municipality spends money on.

Mayor Anderson asked that Finance Director Sauerhafer present a plan on what to apply the remaining \$2.49 million to. He asked her to include items from the Water/Wastewater, General, and Sanitation funds.

C. ADJOURN:

5. The Next Special Meeting is Scheduled for Monday, July 25, 2022, at 4:00 p.m.

Meeting adjourned at 4:57 p.m.

ATTEST: CITY OF AVON PARK:

Christian Hardman, City Clerk

Garrett Anderson, Mayor



CITY OF AVON PARK
Highlands County, Florida

MINUTES OF THE CITY COUNCIL REGULAR MEETING
July 25, 2022, at 6:00 p.m.

A. OPENING: CTO – 6:02 PM

1. Invocation: Deputy Mayor, Barnard
2. Pledge of Allegiance: Deputy Mayor, Barnard
3. Roll Call: City Clerk, Christian Hardman

COUNCIL MEMBERS PRESENT: Member Brittany McGuire
 Member Berniece Taylor
 Deputy Mayor Jim Barnard
 Mayor Garrett Anderson

COUNCIL MEMBERS ABSENT: Member Shelly Mercure

STAFF PRESENT: City Attorney, Gerald Buhr
 City Manager, Mark Schrader
 Code Enforcement Supervisor, Randy LaBelle
 Utilities Manager, Rick Reed
 Finance Director, Melody Sauerhafer
 Fire Chief, Andy Marcy
 Human Resources Director, David Shoup

B. CITIZENS/OUTSIDE AGENCIES:

C. CONSENT AGENDA:

4. Minutes, July 11, 2022, City Council Regular Meeting- City Clerk, Christian Hardman
Minutes, July 11, 2022, City Council Special Meeting- City Clerk, Christian Hardman
MOTION, made by Deputy Mayor Barnard and seconded by Councilmember Taylor, to approve agenda item "C-4."

AYE: McGuire, Taylor, Barnard, Anderson

NAY:

Motion Passed: 4-0

D. ACTION AGENDA:

5. First Reading: Ordinance No. 13-2022, Text Amendment to the City's Land Development Code-CFRPC, Dana Riddell

City Attorney Buhr read the short title for Ordinance 13-2022 respectively.

AN ORDINANCE OF THE CITY OF AVON PARK, FLORIDA AMENDING THE AVON PARK UNIFIED LAND DEVELOPMENT CODE, ADDING BUSINESS OWNERS WITHIN THE CITY OF AVON PARK AS ELIGIBLE TO SERVE ON THE PLANNING ZONING BOARD, SPECIFICALLY AMENDING ARTICLE 8, SECTION 8.03.01 PLANNING AND ZONING BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

MOTION, made by Councilmember McGuire and seconded by Deputy Mayor Barnard, to approve agenda item "D-5," Ordinance No. 13-2022, Text Amendment to the City's Land Development Code.

AYE: McGuire, Taylor, Barnard, Anderson

NAY:

Motion Passed: 4-0

6. Resolution 2022-01: Granting a Special Exception to Approval to Establish a Group Home Facility-CFRPC, Dana Riddell

City Attorney Buhr read the short titles of Resolution 2022-01 respectively.

A RESOLUTION OF THE CITY OF AVON PARK, FLORIDA, GRANTING A SPECIAL EXCEPTION APPROVAL TO ESTABLISH A GROUP HOME FACILITY FOR THE PURPOSE OF SERVING HOMELESS PERSONS, ON PROPERTY ZONED R-1A, SINGLE FAMILY RESIDENTIAL, LOCATED AT 303 AND 309 EAST WASHINGTON STREET, AND 923 SOUTH CAROLINA AVENUE, AVON PARK, FLORIDA.

Dana Riddell, CFRPC covered CFRPC's Overview Report in Councilmembers' agenda packets.

Mayor Anderson said regarding Riddell's explanation of the Planning and Zoning Board vote, we consider a 3 to 3 vote a denial. The way she presented the resolution is misleading; therefore, it is not being presented to the Council as a recommendation of approval.

Executive Director Bobbie Smith-Powell of Heads, Hearts & Hands of Heartland went over the services they provide, how she got grant funding through the Homeless Coalition, and her goal to use the facility to assist homeless families. Dr. Powell went over data, statistics, and services offered by Highlands County Shelters (information included in her handout to the Council). She said there is a gap in services available to homeless families with children.

Dr. Powell answered questions from Deputy Mayor Barnard relating to if she housed people at the property last year and if there was authorization to do so. She detailed discussions with the City Manager and CFRPC; she said her understanding was that so long as they used the property for residential purposes and not business, then the facility complied.

Discussion continued regarding neighbor complaints, and the responses received from residents of Washington Street. She went over the complaints and described how she addressed them. She said 2 residents from Washington Street were not in favor. When going door-to-door, she received 28 responses in favor, 4 neutral, and 4 responses not in favor. Deputy Mayor Barnard asked if she could speak to the affidavit received from a Washington Street resident (Connie Williams). Dr. Powell said she had not seen it.

Councilmember Taylor said she assisted Dr. Powell in her efforts and took part in the petition. She thinks it is a great idea and personally knows people who can benefit from these services. When going door-to-door on Washington Street, she received 2 responses that were not in favor; Connie Williams- the mentioned affiant and Mr. Euch- who lives next to the center. Gerald Snell did not provide a definitive answer. All other Washington Street residents were in favor. Deputy Mayor Barnard said Mr. Snell contacted him; he was not in favor.

Dr. Powell answered questions from Deputy Mayor Barnard regarding the reason she would choose a location that does not meet the Unified Land Development Code.

Councilmember McGuire asked who she received the grant from and if they required documentation showing the property's allowable use. Dr. Powell said the Homeless Coalition; the grant was approved, but she had not signed the contract yet. Brenda Gray had asked if she had spoken with the city and her answer was based on her belief that they approved it.

Councilmember McGuire asked the City Manager if he recalled the conversation, he had with Dr. Powell. City Manager Schrader said yes. She told him that she wanted to open a homeless shelter. He told her that a homeless shelter may not go over well in a residential area. She told him it was not a homeless shelter but something else. He noted that he applauds her for wanting to help people, but she has changed the facility's purpose 3 or 4 times now. He said to add to Deputy Mayor Barnard's previous question, Dr. Powell had opened the facility without approval. He found out the facility opened during a phone call between Jeff Schmucker of CFRPC, Code Enforcement Supervisor LaBelle, Dr. Powell, and himself. They informed her the facility could not open and Dr. Powell said she would close it. He said, Code Enforcement Supervisor LaBelle followed up on it. City Manager Schrader spoke of the Planning and Zoning Board's vote; several residents showed up, saying they had issues with people from the facility wandering around.

Riddell said Dr. Powell received an email from CFRPC that may have been misleading. It may have contributed to her assumption that the facility could open. The exact wording was, if they use the home as a house, then they can house homeless persons. Mayor Anderson clarified that the statement applies to a single-family house; there cannot be multiple families there.

Councilmember McGuire asked if families with children are the only guests they will house at the facility and if they must have a child to stay there. She said yes. Regarding guests, they must have a child. The organization has facilities for other types of living situations. Councilmember McGuire asked if there will be mixed families staying in the same room. Dr. Powell said it depends on the family size; a single parent and child may share a room with another single parent and child. The rooms are big enough to hold two bunk beds. Larger families will have their own room.

Donald Simmons of 303 E. Hal McRae Blvd, asked if the Land Development Regulations (LDRs) are in effect for the city and how it got from Code Enforcement to Council. Mayor Anderson explained-

this is a zoning issue. Code Enforcement would only be involved to enforce the zoning. It has gone before the Planning and Zoning Board in an attempt for a special exemption. The attempt failed and is now before the Council. If passed, it would be up to Code Enforcement to make sure the applicants are following the approved rules. The resolution is the applicants attempt to comply with the LDRs. City Attorney Buhr added as of now, it is illegal; for it to be legal, it has to be approved by the Council.

Mr. Simmons answered questions from Deputy Mayor Barnard about whether he overheard any comments from his neighbors concerning this issue.

Councilmember Taylor asked Mr. Simmons if he does not remember her knocking on his door and talking to him about this issue. He said no; what he is referencing is prior to his conversation with her. Councilmember Taylor said they spoke about two different issues; one of which is the group home facility. His wife told her about the improper comments.

Executive Director Brenda Gray of the Heartland Coalition for the Homeless said the organization initially had Dr. Powell as a subcontractor under the grant. The grant terms state they must follow all local, state, and federal guidelines to operate a facility. She did not double check Dr. Powell because she believed the agency was going to follow the rules to include the City Manager's checklist.

Mayor Anderson asked if she questioned the organization specifically about zoning. She said no; she does not monitor subcontractors that closely. Moving forward, she will. She got involved when she learned of the property's non-compliance with the LDRs. After speaking with the City Manager, CFRPC, and Code Enforcement, the Heartland Coalition for the Homeless backed out.

Councilmember McGuire asked if they awarded the grant funds. Ms. Gray said the grant award allows for different line items such as homeless prevention, rapid rehousing, street outreach, and emergency shelters. She shifted the funds from emergency shelter to homeless prevention and rapid rehousing; spending the balance of over \$1 million.

Ms. Gray answered questions from Mayor Anderson regarding how many homeless shelters her organization partners with in the city.

Neville Watt of 310 E. Booker Street, said he does not want the facility to open because he has 13 granddaughters and 10 grandsons.

Councilmember Taylor asked Dr. Powell what part of the LDRS did she not conform to. Dr. Powell said she did not open the facility in total disregard for ordinances or procedures. She met with the City Manager and CFRPC. Dr. Powell agreed she may have interpreted the letter wrong; however, according to the document, so long as they used the facility for residential purposes, she complied. She did not offer any other services on the property and has a different location at Delaney Heights for additional offerings, such as rehousing.

Councilmember Taylor said she had spoken with Dr. Powell before and was told that there were issues with the fire alarm. Mayor Anderson asked Code Enforcement Supervisor LaBelle to explain how the violation occurred. He responded by going over the conversations between himself and Dr. Powell and how he found about the facility opening. He said provided clarification that the-

request would be treated as a special exception; she had to complete the application and pay the fee.

Mayor Anderson said the fire alarm issues etc. are not what brought the issue up; the discussion is zoning. He is not in favor of opening the facility; hearing from immediate neighbors confirms it is not something they want. Councilmember Taylor said the immediate neighbors only represent 2 votes out of the entire street; she asked if that should not be taken into consideration. Councilmember McGuire said there are only 11 residents on the street.

City Attorney Buhr asked if Mayor Anderson is saying that he is listening to resident statements that they dislike it; therefore, it was not approved for that neighborhood. Mayor Anderson said correct. Given the history that it already opened without proper authorization and being in a single-family zone; the location is not being used as a single-family. In his opinion, it is multi-family or more. It does not fit.

Councilmember Taylor disagreed; she said he is looking at one street, Washington Street. There are four or five streets that are involved in this. Mayor Anderson said that is his opinion. She has given her opinion, and he has given his. Councilmember Taylor said they are deciding based on three people on one street; there were 5 or 6 streets that they went door-to-door. There are more opinions of Washington Street, Hal McRae Boulevard, Carolina Avenue, Green Street, and Booker Street.

Councilmember McGuire said Dr. Powell could have gone to Ms. Gray to ask for help in this situation. If anyone was going to know the rules, it would be Ms. Gray because of her service. She was unsure whether Dr. Powell was not forthcoming when she applied for the grant; her concern is that they spent over \$1 million. It would be nice to know that they spent the funds in a way that is going to have the most beneficial impact. She was present at the Planning and Zoning Board meeting and heard several resident concerns. Connie Williams is concerned for the elderly women who live on the street. They feel endangered by the facility.

Councilmember McGuire expressed additional concerns. One application listed nothing regarding using the facility for families and children. According to the affidavit from Ms. Williams, she thought it was going to be for individuals leaving the hospital.

Councilmember McGuire referenced background checks, saying there is no information on the criteria that would disqualify an individual from living at the facility. Some individuals do not want to live in a house with someone who has committed offenses. It is concerning for someone who takes care of small children, besides families sharing rooms. Having families share rooms will open the door to other issues she is not comfortable with.

Councilmember McGuire said the Highlands County Housing office offers a variety of programming including rapid rehousing and foreclosure intervention. The organization has ample funds available and encourages individuals to apply. She asked that anyone in this type of situation reach out to them for help. With that said, regarding the group facility; she does not feel comfortable with it.

Deputy Mayor Barnard agreed, adding he is unsure Dr. Powell is in a position to make the facility work the way it was presented after consideration for resident comments, Connie Williams' affidavit; learning the facility will be working with ex-convicts, and having no confirmation as to-

what services the facility will be used for. Adding to his uncertainty, is the fact that Code-Enforcement had to go out to the facility, after the fact, to find out there are problems. He said the LDRs should stay the way they are.

Motion, made by Mayor Anderson, and seconded by Deputy Mayor Barnard to deny Resolution No. 2022-01.

AYE: McGuire, Barnard, Anderson

NAY: Taylor

Motion Passed: 3-1

City Manager Schrader asked Councilmember Taylor if she had completed the form to abstain from the previous vote. She said she did, but had forgot about it.

City Attorney Buhr asked for the purpose of the abstention. She replied I am related to the applicant. Mayor Anderson said moving forward, she should state it before the vote. The City Clerk said it is, in part, her fault because Councilmember Taylor provided the form before the meeting. City Attorney Buhr said they can renew the motion for a re-vote.

Motion, made by Mayor Anderson, and seconded by Deputy Mayor Barnard to renew the motion to deny Resolution No. 2022-01.

AYE: McGuire, Barnard, Anderson

NAY:

ABSTAIN: Taylor

Motion Passed: 3-0

Motion, made by Mayor Anderson, and seconded by Deputy Mayor Barnard to deny Resolution No. 2022-01.

AYE: McGuire, Barnard, Anderson

NAY:

ABSTAIN: Taylor

Motion Passed: 3-0

Councilmember Taylor abstained because Dr. Bobbie Powell-Smith is her cousin.

7. FAM Reference Paying for City's Outside Council to Start the AIPP Process- City Manager, Mark Schrader and JT Clark, FAM

J.T. Clark of Florida Airport Management (FAM) presented an opportunity to speed up the AIPP application. He went over a GANTT chart (provided to Councilmembers as a separate handout) which they put together in February/March of this year. Other than formatting, they believe the document is at least 85% complete. Mr. Clark said in relation to speeding up the process; if it is a matter of funding, they wanted to know how FAM can take part. After meeting with his board, they agreed to provide a check for \$20,000 (today) as long as the city agrees to certain conditions. FAM accepts the total of \$40,000 and will provide half now. FAM's condition is that a final rough-

draft version is ready by August 8, with a final submittal by August 15. The schedule allows FAM 14-business days to complete the remaining 15% and 21 days for final submittal.

Mayor Anderson asked if the city's outside counsel will complete the application and if they are aware of the mentioned dates. City Manager Schrader said outside counsel will complete the application; they are unaware of the dates Mr. Clark provided. He planned on meeting with them this week. City Manager Schrader had presented this during the regular meeting on July 11th. When Mr. Clark said he would write a check, David Bannard (outside counsel) of Kaplan Kirsch Rockwell said at a bare minimum, fees would cost \$40,000. City Manager Schrader said he knows FAM claims most of the application is complete but it may not be to the standards that outside counsel or Lowell Clary (the consultant) believes it should be to submit. They would be the ones submitting it on behalf of the city.

Mayor Anderson said we need to hear from them if they can get it done in that time frame and asked if there is any way to reach them (now). The city manager agreed. The City Attorney asked if he was on vacation. City Manager Schrader said outside counsel will be on vacation in the next couple of weeks, but the attorney assisting him should be available.

City Attorney Buhr asked will FAM not pay the \$40,000 if they cannot meet the schedule? Mr. Clark said they understand unforeseen circumstances may occur; however, they do not want to this to be pushed off another month(s). City Attorney Buhr understood, adding everything is oral at this point. FAM could argue that the city did not meet the deadline; therefore, FAM will not pay. He is not saying no, but is making them aware of the circumstances. There is nothing to enforce payment, other than not agreeing to any contracts. He is most concern with the fact that outside counsel is on vacation, including the assisting attorney whom emailed him he too will be on vacation around the same time. He said the city needs to make sure outside counsel can meet the deadlines before agreeing to the terms; it also needs to be in writing.

Mayor Anderson said the city is taking the position to move forward with the AIPP process, but the FAA offered a grant. The city applied for the grant, which will help pay for the process. FAM is attempting to speed up the application; to do that, the city would have to spend funds. Since the city did not want to incur more costs, FAM offered to prepay it.

Mr. Clark said that so long as they file the exemptions for the Federal Register, then a federal notice will be issued and a docket number will be assigned. Public comment and the review process can occur. Like a Master plan, just because they award it today- does not mean it is due. FAM needs to assure their shareholders that the process is moving forward. If FAM submits it in 14 days, the earliest they will see it is January 31st.

Discussion continued regarding the recommended exemption length and requirements, details about Mr. Clark's conversation with Kevin Willis, and the completed due diligence items. Mr. Clark said they have already completed the evidence of good title, identification of terms of lease, and financial terms of transaction. Substantial completion has occurred for transfer documentation and FAM has retained Greenberg Traurig to issue the bankruptcy opinion written on behalf of the city.

City Manager Schrader said the timeframes will not work. He then read from an email received from Mr. Bannard stating he will be out of the country August 3rd to the 21st. The email said they may be slightly delayed.

City Manager Schrader said he wants it as bad as FAM does. If the AIPP process was easy, the city would not be one of the first airports to do it, other than the few who have tried. City Attorney-Buhr agreed, adding if the city submits the application, the FAA could agree that it is not sufficient and send it back. The city must consider whether the FAA would deem it a non-submission within the time. Even if Mr. Bannard were to get it done, the city could still be stuck with the fees under this deal.

Mr. Clark answered questions from Deputy Mayor Barnard concerning the GANTT chart. Deputy Mayor Barnard understood the issues, saying this is a partnership. FAM has fulfilled their obligation for over a year; that they are offering \$20,000 in good faith is a good start. He did not know why the city cannot ask outside counsel to move forward as quickly as possible or why \$40,000 is needed up front. He is ready to move forward; \$20,000 is not a reason to hold up the process.

Mayor Anderson said \$40,000 was never requested up front; this is an estimated minimum. The city brought up payment up-front because we do not want to pay for anything until the grant is awarded. Outside counsel will charge the city as they use the time. To submit this before the grant, the city would have to have funding from FAM.

Deputy Mayor Barnard said they should consider how much money it is costing the city not to move forward. The city is spending money to pay FAM. He does not know why we cannot get started if FAM is offering \$20,000 (now) and the remaining balance later. Deputy Mayor Barnard said it is time for the Council to instruct staff to move forward and get it done as quickly as possible. Mayor Anderson said it is prudent to ask outside counsel when it can be done and send the information to FAM.

Discussion continued regarding meeting cancellations, the details of the application, the delays caused by the FAA, the statement of work, outstanding items, and requirements for the application. Relevant to the delays from the FAA, Mayor Anderson asked if the FAA is offering the grant. Mr. Clark said yes, adding it will probably be in October before they do that. Mayor Anderson asked why the same organization that told FAM two weeks, is taking so long to offer the grant. Mr. Clark answered the difference is that one is policy, the other is finance.

Mayor Anderson said if the same organization is holding it up, would they not understand that they are delaying the process? Mr. Clark said it is debatable because FAM does not believe the pending items have to be done. In FAM's opinion, all that is pending to satisfy the application requirements is the cost for outside counsel and consulting fees, besides, one more appraisal. He said a site certification process may satisfy the outstanding deliverables.

Mayor Anderson asked for clarification on his statement that events may overtake it. Mr. Clark said FAM is going through a certification with Duke Energy (Duke). Duke will pay a lot of the outstanding elements during their process. The process has already begun and their goal is to have it completed within 90 days. If the city starts the application, the timing may work out that the outstanding deliverables will be completed. The only outstanding items left will be outside counsel and consulting fees. FAM may also decide to purchase another MAI appraisal or request an exemption.

Discussion continued regarding the challenges FAM is facing and the need to apply to allow the FAA to comment on deficiencies. Relevant to submitting the application, Mayor Anderson said FAM is proposing that the city submit the application even if it is not complete because they know the FAA is going to comment on deficiencies. Mr. Clark said that is correct. City Manager Schrader said outside counsel (and the consultant) disagree with proceeding that way. They would prefer to submit a complete application, rather than risking the FAA kicking it back- knowing they likely will.

Mayor Anderson asked what happens if we submit the application after the 14-day deadline? Would they push it back another quarter? Santiago Fernandez (FAM) said the application is complete. No movement has occurred for six months, except for FAM completing a majority of the application, including the financials and exemptions. All that is left is to submit the application. It needs to be completed in a reasonable amount of time, for example, within a month or 5-weeks.

Mr. Clark said the application does not require the statement of work that is being recommended. To begin the Federal Register and public comment sessions, all it requires is the parties to the transaction and the exemptions. Per the FAA's guidelines, the city has passed that threshold months ago. Mayor Anderson said the city's outside counsel disagrees. The application needs to be 100% complete for submittal; they want to make sure it gets approved. Mr. Clark said they need the parties for the transaction and exemptions to start the timeline. It does not go into the amount of detail that Mr. Clary recommended.

Mayor Anderson asked were the Council to move forward as FAM suggested and get denied; where does that leave the city? He also asked if the FAA rejects the submittal, can they change it in a cost-effective manner? Mr. Clark did not believe they will deny it; however, the city would be given a 30-day window to resubmit. He said FAM would make the corrections as the private operator. Mr. Fernandez reiterated the importance of submitting the exemptions.

Mayor Anderson asked if submitting the exemptions has been presented to outside counsel. City Manager Schrader said yes; outside counsel and the consultant do not believe it is a good idea to just submit the exemptions, we should do it all at once. They believe the exemptions need to be adjusted and worked on; adding, everyone wants to get it done, including outside counsel. When it went from the P3 to the AIPP process, it was brought to Council and a decision was made per the suggestion of the FAA to go with the AIPP process. Noting that it is a benefit to FAM and the city; under the AIPP, FAM can apply for and oversee their own grants.

City Manager Schrader said first thing tomorrow morning, he will get ahold of Mr. Bannard, City Attorney Buhr, and Mr. Clary to see what their availability is to review the deadlines posed by FAM. He assumed they cannot meet FAM's deadlines, because the outside attorney is going on be on vacation. That said, they will not drag this out. It would already have been done, but the funds are the issue. At this point, City Manager Schrader said he feels the direction from Council should be to reach out to Mr. Bannard and Mr. Clary to see if they can do it, and what their timelines are.

Deputy Mayor Barnard said staff are waiting for the Council to give them direction to move forward in a timely fashion; that is all he is asking. City Manager Schrader said there may be some delays, but yes, it has been brought up prior that outside counsel and consultant are dragging their feet; and that is not true, they also want this done because it has dragged on for so long. City Manager Schrader said he is not going to suggest they continue to work without the funds being available. City Attorney Buhr agreed.

Mayor Anderson said at a minimum, they need a response from outside counsel. We need them to tell us how fast they can do it. He agreed with the City Manager on this being the direction to take.

City Manager Schrader said he has been speaking with Bart Vernace, FAA Manager, who assured him that the AIP Due Diligence grant was sent up to D.C. We received an odd email today from Miguel (his subordinate), responding to an email from Melody two months ago. The email said the city still needs to submit items in reference to the grant. Finance Director Sauerhafer will get with Miguel tomorrow, to find out what he is talking about.

City Manager Schrader said as of now, the city is at \$205,000 paid for outside council and consultant. For this reason, Council does not want to move forward with spending more money (waiting on the grant). He noted that FAM owes the city half of this amount. Mr. Clark said they will need to reconcile those when they get to closing, but he thinks they'll find it is not a check from a private operator to the city. At 50/50, FAM's counsel will exceed \$205,000. City Manager Schrader said he is bringing it up because the Council needs to know everything that is going on. City Manager Schrader said he appreciates FAM's drive to get it done, and understands this, adding that they have been great to work with and are doing a good job at the airport.

8. Approve Utility Loan Agreements for 2307 Carpenter Road and 2158 Hartman Road- Finance Director, Melody Sauerhafer

Finance Director Sauerhafer went over the Deferred Payment Plan Lien agreements for 2307 Carpenter Road and 2158 Hartman Road, included in Councilmembers' agenda packets. She said it is staff's recommendation that they approve the Deferred Payment Plan Lien agreements, in the amount of \$1,675.

Motion, made by Mayor Anderson and second by Councilmember McGuire to approve the agenda item "D-8," the Utility Loan Agreements for 2307 Carpenter Road and 2158 Hartman Road.

Deputy Mayor Barnard asked if a payment plan for \$1,675 is acceptable, considering it will take 20 years for repayment. He believed they should make a change. City Attorney Buhr agreed, saying in his opinion 20 years is too long for repayment on a relatively small amount.

Councilmember McGuire asked if they can make changes when the lien agreement already offered is at 240 equal monthly payments. City Attorney Buhr said the code has always provided that the period for repayment is subject to the Council's discretion.

Deputy Mayor Barnard said he does not think they should go over five or ten years. Especially for such a low amount. Mayor Anderson asked why the amount matters, considering it is still the same percentage and they build the agreement off of percentages for that reason. The idea is not to just do one account, but hundreds or thousands of accounts. At 5.5%, they will pay triple or more of what they owed.

Councilmember McGuire said Deputy Mayor Barnard meant there was more of a chance for the account to go delinquent. Mayor Anderson asked if they held the lien against the property itself. Finance Director Sauerhafer said it is.

City Manager Schrader said before he arrived, it was at 240 months or 20 years; there are people who pay it off earlier. Like the Mayor said, the city is making more money. If we want to change it, then there needs to be an ordinance to do so.

Mayor Anderson asked if we set it up in a way that if they sell the home, it must be paid before they vacate the property or does it go with the property? Finance Director Sauerhafer said we place a lien on the property. If they do not pay it, then the next property owner is responsible. City Attorney Buhr said at the closing they will either include the lien as part of the deal, or require that it be paid off as part of the purchase price.

Mayor Anderson asked if the city must make that stipulation or can the city require full payment at the time of transfer. City Attorney Buhr said the city can make it so that it cannot be transferred or assigned; the city can require it to be paid off at the time of transfer but, it requires an ordinance change.

Mayor Anderson said most people will not keep their home for 25 years. Typically, people do not see their mortgage through and sell their house. It is the same for businesses. He agreed that requiring it be paid off before transfer makes sense. As far as the money, the city is getting a return on investment through the interest. He sees it as an investment and a benefit to the homeowner helping them with capacity fees.

Deputy Mayor Barnard asked City Attorney Buhr to explain again why it should be less. City Attorney Buhr said it is a very long time for such a small loan; it is less than a car payment.

Mayor Anderson asked if the Council wanted to make changes. Deputy Mayor Barnard said to make sure it does not transfer over to the next owner. City Attorney Buhr said he can make the change, but it cannot be done right now. Mayor Anderson said the Council can instruct the attorney to write something up for the future. Deputy Mayor Barnard agreed, and there was no opposition. Mayor Anderson asked in relation to the current agreements that they move forward with approval to not hold anyone up.

Motion, made by Deputy Mayor Barnard and second by Councilmember Taylor to approve agenda item "D-8," the Utility Loan Agreements for 2307 Carpenter Road and 2158 Hartman Road.

AYE: McGuire, Taylor, Barnard, Anderson

NAY:

Motion Passed: 4-0

9. Discussion with Possible Decision to Sell (through a Bid) City owned vacant property- City Manager, Mark Schrader

City Manager Schrader said a local businessman approached the city to inquire whether the Council would be interested in selling vacant property at 2925 US-27. The property is actually on Davis Citrus Road. City Manager Schrader went over the purchase history of the property; there is a wastewater effluent line running through the property at the northern section. An easement would need to be granted. The city's codes require that the sale go out for bid and we can go out for an appraisal. He asked the Council if they were interested in selling the property.

Utilities Manager Reed went over why the city purchased the property; explaining the trouble they had with too much water infiltration. He answered questions from City Attorney Buhr about the size of the water main.

Discussion continued about the easement and the need for a survey which can be included in the contract or sale price.

Mayor Anderson said there was no information to explain why the city purchased the property, other than to install the line. The administration at the time was not forthcoming with their plans. City Manager Schrader said they also purchased the smaller parcel in front of the property; the line runs through it. Right now, it is a wooded area.

City Attorney Buhr said if they choose to move forward, then the motion would be to advertise and put the sale out for bid. If they consider it to be a commercial lot, then there are other limitations that would apply.

Mayor Anderson said any city-owned property must have explanations for why it was purchased and why it would be needed. Without a public or utility need, then they should present what we could use it for and what are the benefits for citizens. Should they leave it as a vacant lot, as opposed to building? The complication is that we must conduct the sale publicly through a bid process. It is the same issue as they encountered with the Brickell Building.

Discussion continued regarding the need for a 25-foot easement, setbacks, and the city's purchase of the abutting property used for ponds.

Mayor Anderson asked if Utilities Manager Reed foresees any issue with drainage water. He said no. City Attorney Buhr said the easement wouldn't be a problem unless they tried to put in another waterline. There must be a 10-foot separation between the two pipes. Utilities Manager Reed said with a 25-foot easement, there will not be an issue with running a second line.

Mayor Anderson asked if the Council is interested in selling the property as there is no use for it. Deputy Mayor Barnard said he is up for selling the property at Fair Market Value. Mayor Anderson said that an appraisal would establish Fair Market Value; it would have to be done beforehand. City Attorney Buhr said it would not be published; however, they would keep it in mind regarding rejecting all bids. Mayor Anderson said then the city must spend funds to get an appraisal and minimal attorney's fees. City Attorney Buhr said it would not be that much until the deal is done. Staff would put together the bid package. Berniece Saxon would handle it.

Deputy Mayor Barnard said the appraisal should not cost more than \$1,000. Mayor Anderson and City Attorney Buhr said it probably would because it is a commercial property. There is a restriction under City Code 2-328 that the purchaser of commercial lots or sites must use the purchased property for commercial purposes specified within one year of the date of purchase. If they do not, it would constitute a breach of covenant and the property would revert to the city. It is designed for economic development.

Deputy Mayor Barnard proposed we contact the interested party about the price range they would consider; if it is agreeable, then the city can get its own appraisal. Mayor Anderson believed as a businessperson, they would know the market value. He agreed with the idea.

Deputy Mayor Barnard suggested tabling the decision until they have this information. Mayor Anderson said the Council's intent is to get a survey for Fair Market Value. He asked the City Manager to inquire with the applicant if they will pay such a price. There was no opposition.

10. Approve Purchase of Heavy Equipment for Running New Water Lines-Utilities Manager, Rick Reed

Utilities Manager Reed went over the details of the requested purchase (included in the Council's agenda packets). He summarized last year's discussions about running new water lines and the equipment required to do so. The requested equipment is a skid steer and track hoe.

City Attorney Buhr asked why the city runs water lines; he said his question pertains to the connection process and reimbursement agreements. If the city wants to do that, then he recommends the city implement a main extension fee that will reimburse the city for the cost of running lines. Otherwise, the cost will be incurred by the city's utility customers or taxpayers.

Mayor Anderson went over how the request made it to the Council. The previous council had received requests from quite a few homeowners out in the Avon Park Lakes and other areas. Council wanted to designate \$700,000 to run new water lines; administration also requested 3 new employees. Ultimately, they decided water lines cannot continue to be just arbitrarily ran - the city needed a Master plan. The city received grant funding to get a Master plan. It is almost complete.

City Attorney Buhr said his opinion is that there should be a Main extension fee if the city is going to run lines. Where necessary, we can assign a tax assessment for those areas where it happens frequently. Mayor Anderson asked for clarification about the Main Extension fee. City Attorney Buhr said basically, if a project costs \$1 million, you split the cost among all the people who are using the main, based on hydraulic shares. Mayor Anderson asked if that applies to existing homes. He said yes. City Attorney Buhr said another way to do it is by assessment. Mayor Anderson asked if the assessment would only apply to homes inside the city's boundaries. City Attorney Buhr was not sure; however, Chapter 180 allows the city to serve customers outside of the boundary (unincorporated).

Mayor Anderson said that would be an important distinction because a majority of the properties they are talking about are outside city limits. City Attorney Buhr said that is all the more reason to rethink the code. Mayor Anderson recommended tabling the item until the budget is closer to being completed. There was no opposition. Mayor Anderson asked City Attorney Buhr to confirm if the city can charge an assessment outside the city's boundaries.

11. Approve Ascent Aviation Group, Inc. Invoice for \$47,807.50 for Aviation Fuel- Finance Director, Melody Sauerhafer

Finance Director Sauerhafer presented the invoice for aviation fuel in the amount of \$47,807.50. It is above the City Manager's threshold; therefore, it requires the Council's approval. Mayor Anderson asked if we had already purchased the fuel. She said yes, adding they have delivered it. Deputy Mayor Barnard asked if there has been an increase in the average fuel purchases for the airport. Finance Director Sauerhafer said the price per gallon has increased. Michael Powell (FAM) said yes.

Motion, made by Deputy Mayor Barnard and second by Councilmember Taylor to approve agenda item "D-11," for the amount of \$47,807.50.

AYE: McGuire, Taylor, Barnard, Anderson

NAY:

Motion Passed: 4-0

E. STAFF UPDATES/ADMINISTRATION:

12. Code Enforcement Stats- Code Enforcement Supervisor, Randy LaBelle

Code Enforcement Supervisor LaBelle covered the Code Enforcement Stats in Councilmembers' agenda packets. He answered questions from Mayor Anderson in relation to his totals for the year, are properties being cited more than once, and is the property counted multiple times.

Mayor Anderson said he has seen an improvement around the city. He's glad to see that there is progress. He has heard nothing negative about staff; we must have a decent crew.

Deputy Mayor Barnard asked if he is short on staff. Code Enforcement Supervisor LaBelle said no; they have two officers, one support staff, and himself. City Manager Schrader said he heard from a life-long resident of the city, probably in her 70's, who told him she has never seen the city pick up abandoned grocery carts. She thanked us for picking them up.

F. ATTORNEY UPDATES:

G. COUNCIL DISCUSSION/UPDATES:

H. CITY MANAGER'S REPORT:

13. Regular Updates from the City Manager

City Manager Schrader said Duke is interested in using the city's airport as a staging operation for hurricanes. FAM has been working with them. The city has received an agreement which City Attorney Buhr has reviewed; there are some questions regarding what they will stage there. Utilities Manager Reed has contacted Duke to find out more information and will get with City Attorney Buhr when he gets the information.

City Manager Schrader went over his email from Nancy Dodd (Duke) concerning the airport being chosen for the Duke Energy Site Readiness program. He said Jeff King with the Highlands County Economic Development, confirmed it will not cost the city anything. He then asked FAM to add more to this.

Mike Powell (FAM) went over his conversation with Mr. King to identify partnership opportunities. Mr. Powell also discussed the potential of installing solar panels to go green and get power at the airport for free; there will still be the option to go back on the grid. He also spoke of the site-certification process.

Mr. Clark spoke of a Memorandum of Understanding presented last year in relation to the staging areas. The State DEM would also like to have the same permission granted. It is a good time to get it executed. The state could get cafeterias set up at the staging area.

Mr. Powell concluded with an update on the FDOT annual safety certification at the airport. He extended his gratitude to Utilities Manager Reed and his staff for their help in getting the airport ready for the inspection.

I. PUBLIC PARTICIPATION:

J. ADJOURN:

14. The Next City Council Regular Meeting is Scheduled for Monday, August 8, 2022, at 6:00 p.m.

Meeting adjourned at 8:04 p.m.

ATTEST: CITY OF AVON PARK:

Christian Hardman, City Clerk

Garrett Anderson, Mayor

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Public Hearing: Second Reading- Ordinance 08-2022, Approving the Form of Charter Amendments and Ballots for the Election, Establishing an Election Date for Approval.

Item No.: D-7

Placed on Agenda by: City Attorney, Jerry Buhr

Staff Review: Yes

Attorney Review: Yes

Recommended Motion(s): Approve Second Reading of Ordinance 08-2022

Documentation:

Ordinance 08-2022

Background:

Council approved at first reading on May 23, 2022

ORDINANCE NO. 08-2022

AN ORDINANCE OF THE CITY OF AVON PARK, FLORIDA PROVIDING FOR A TITLE FOR THE ORDINANCE AND THE 2022 CHARTER AMENDMENTS; APPROVING THE FORM OF CHARTER AMENDMENTS; APPROVING THE FORM OF BALLOTS FOR THE ELECTION APPROVING THE 2022 CHARTER AMENDMENTS; ESTABLISHING AN ELECTION DATE FOR APPROVAL OF THE 2022 CHARTER AMENDMENTS BY THE ELECTORATE; PROVIDING FOR SEVERABILITY OF PROVISIONS; PROVIDING FOR CONFLICTS AND PROVIDING AN EFFECTIVE DATE.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AVON PARK, FLORIDA AS FOLLOWS:

SECTION 1. TITLE. This Ordinance shall be referred to as the “2022 Charter Amendment Ordinance”, and the charter approved herein shall be referred to as the “2022 Charter Amendments.”

SECTION 2. ACCEPTANCE OF THE FORM OF CHARTER. The City Council does hereby accept the 2022 Charter Amendments attached hereto as Exhibit “A”.

SECTION 3. 2019 CHARTER APPROVED; SET FOR ELECTION.

Charter approved. The form of the 2022 Charter Amendments as shown on Exhibit “A” are hereby approved for placing in ballots for election as provided by section 166.031 Florida Statutes.

Form of Ballots Approved. The form and text of the ballots to be used for the election to approve the 2022 Charter shown on Exhibit “B” is hereby approved.

Date of Election. The date of the election for the electors of the City to either approve or reject the 2022 Charter Amendments shall be November 8, 2022.

SECTION 4 SEVERABILITY

It is declared to be the intent of the City Council that, if any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held unconstitutional or invalid, the invalidity thereof shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. EFFECTIVE DATE.

This Ordinance shall be effective upon passage.

=====

IN WITNESS WHEREOF, the City of Avon Park, Florida, has duly adopted this Ordinance and caused it to be executed by the officers below as follows:

On the ____ day of _____, 2022 the Ordinance was read for the first time, and the vote was:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Councilperson/Mayor Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson /Deputy Mayor Barnard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson McGuire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson Mercure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson Taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the ____ day of _____, 2022 the Ordinance was read for the second time at a public hearing, and the vote was:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Councilperson/Mayor Anderson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson /Deputy Mayor Barnard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson McGuire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson Mercure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Councilperson Taylor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(Seal)

ATTEST:

CITY OF AVON PARK, FLORIDA

By: _____
Christian Hardman, City Clerk

By: _____
Garrett Anderson, Mayor

APPROVED AS TO FORM:

Gerald Buhr, City Attorney

EXHIBIT "A"

Sec. 2.02. Election and terms.

(a) The mayor- councilmember and other city councilmembers shall be elected for a term of four (4) years or until their successor is duly elected and qualified as hereinafter provided. Except as provided herein, no person shall be elected as mayor- councilmember or as councilmember for more than two (2) consecutive four (4) year terms of that same councilmember or mayor - member office within a twelve (12) year period. Nevertheless, a Mayor or councilmember may submit qualifications for a third consecutive term, and if no other person qualifies running for such mayor or commission seat at the conclusion of that person's second term, the incumbent may serve for an additional four-year term. Additionally, at the conclusion of the 2-terms, a termed-out councilperson may seek the office of mayor and a termed-out mayor may seek the office of councilperson without violating this section, but subject to a new 2-term limit on that different office. The term of any office shall begin on the first regular meeting of the city council following the certification of election results.

(b) Except where a mayor or councilmember has resigned, been removed or been recalled, they shall continue to hold office until his successor is elected and qualified.

~~The regular election of city councilmembers shall be held on the first Tuesday after the first Monday in November of each year in the manner provided in Article IV of this Charter and shall be for a term of three years. No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for councilmembers.~~

Sec. 4.05. Schedule, notice and conduct of elections.

(a) The government of said city shall be vested in a city council including a mayor-councilperson, to be called the "City Council of the City of Avon Park," consisting of five (5) members, elected from the City at large, whose terms of office shall be fixed as hereinafter provided and whose compensation shall be fixed by ordinance and shall not be changed during their terms of office. The term of city councilmembers and mayor-councilperson shall be ~~three (3)~~ four (4) years. Whenever possible, Regular elections shall be held on a date and time coinciding with national elections.

(b) All elections shall be resolved by the ~~highest vote-getters~~ candidates with the greatest number of votes being awarded the seat(s) open for election. No election shall be required to be held if the number of vacancies to be filled at the election is equal to or greater than the number of duly qualified candidates for the open seats.

(c) One (1) ~~member~~ city elector shall be elected as mayor - councilmember at the regular election along with one (1) other councilmember every ~~third~~ fourth year commencing with the election of the mayor's seat and one councilmember seat in November, ~~2013~~ 2022. The remaining three (3) councilmember seats previously elected in November ~~2012~~ 2021 shall be elected every ~~third~~ fourth year commencing with the election of the three (3) councilmember seats at the elections of November, ~~2015~~ 2024. In the event any or all of the three (3) city councilmembers not standing for election during the years when the mayor -councilperson candidate shall be elected should choose to run for said position, then and in that event, they shall submit their resignation from the city council effective not less than ten (10) days prior to the first day of qualifying for the office of mayor-councilperson, and the(ir) seat(s) shall be declared vacant for purposes of the regular election. In the event of such vacancies created by the resign to run requirement above, the vacancy(ies) shall be filled for the period up to the election, by appointment by the remaining member(s) of the Council, and the next highest vote-getter(s) in said election shall occupy said seat(s) for the unexpired portion of their term, with the ~~highest vote-getters~~ candidates receiving the greatest number of votes receiving the seats with the longest remaining terms.

(d) Referendums shall be conducted as provided by state law and city ordinances.

EXHIBIT “B”

BALLOT 1

Amendment to extend councilperson and mayor-councilperson terms from three to four years

The existing City Charter shall be amended as follows:

Charter sections 2.02 and 4.05 are amended to extend councilperson and mayor-councilperson terms from three to four years, and scheduling transition of term extensions.

Shall the above-described amendment be approved?

Yes _____

No _____

BALLOT 2

Amendment to impose term limits of two consecutive terms on councilmembers and mayor-councilmember; grammatical modifications.

The existing City Charter shall be amended as follows:

Charter section 2.02 is amended to impose a consecutive term limit of two consecutive terms on councilmembers and mayor-councilmember. Charter sections 2.02 and 4.05 have been amended to correct grammatical issues.

Shall the above-described amendment be approved?

Yes _____

No _____

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Public Hearing: Second Reading- Ordinance No. 13-2022, Text Amendment to the City's Land Development Code- CFRPC

Item No.: D-8

Placed on Agenda by: CFRPC, Jeff Schmucker

Staff Review: Yes

Attorney Review:

Recommended Motion(s): See CFRPC Overview Report, Page 1- Motion Options

Documentation:

- Ordinance No. 13-2022
- CFRPC Overview Report

Background:

See CFRPC Overview Report

ORDINANCE 13-2022

AN ORDINANCE OF THE CITY OF AVON PARK, FLORIDA, AMENDING THE AVON PARK UNIFIED LAND DEVELOPMENT CODE, ADDING BUSINESS OWNERS WITHIN THE CITY OF AVON PARK AS ELIGIBLE TO SERVE ON THE PLANNING ZONING BOARD, SPECIFICALLY AMENDING ARTICLE 8, SECTION 8.03.01 PLANNING AND ZONING BOARD; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3167(c), Florida Statutes, empowers the City of Avon Park to adopt land development regulations to guide the growth and development of the City; and

WHEREAS, pursuant to Section 166.041(3)(c)2, Florida Statutes, the City Council of the City of Avon Park has held meetings and hearings to amend the Unified Land Development Code as presented in the attached exhibit, such exhibit being Exhibit "A" made a part hereof; and the meetings were advertised and held with due public notice, to obtain public comment; and having considered written and oral comments received during public hearings, find the changes necessary and appropriate to the needs of the City; and

WHEREAS, in exercise of its authority, the City Council of the City of Avon Park has determined it necessary to adopt these amendments, which are shown in Exhibit "A" attached hereto and made a part hereof, to encourage the most appropriate use of land consistent with public interest.

NOW, THEREFORE BE IT ENACTED by the City Council of the City of Avon Park, Florida,

Section 1. Amendments providing regulations for business owners within the city limits of Avon Park to serve on the Planning and Zoning Board, specifically amending Article 8, Section 8.03.01 Planning and Zoning Board, as shown in Exhibit "A" are hereby approved.

Section 2. **Severability:** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.

Section 3. **Codification:** It is the intention of the City Council that the provisions of this Ordinance shall become and be made a part of the Unified Land Development Code of the City of Avon Park; and regardless of whether such inclusion in the Code is accomplished, sections of this Ordinance may be renumbered or relettered and the correction of typographical and/or scrivener's errors which do not affect the intent may be authorized by the City Manager or his or her designee, without need of public hearing, by filing a corrected or recodified copy of same with the City Clerk.

Section 4. **Effective Date:** The effective date of this Ordinance shall be the date of its adoption.

Section 5. A certified copy of this enacting ordinance shall be located in the Office of

the City Clerk of the City of Avon Park. The City Clerk shall also make copies available to the public for a reasonable publication charge.

INTRODUCED AND PASSED on First Reading at the regular meeting of the Avon Park City Council held on the _____ day of _____, 2022.

PASSED AND DULY ADOPTED, on second reading at the meeting of the Avon Park City Council duly assembled on the _____ day of _____, 2022.

CITY OF AVON PARK, FLORIDA

Garrett Anderson, Mayor

ATTEST:

Christian Hardman, City Clerk

Approved as to form:

Gerald T. Buhr, City Attorney

Motion made by _____ **seconded by** _____.

The vote was ____ **for** ____ **against with** ____ **abstentions and** ____ **absent**

EXHIBIT "A"

**PROPOSED TEXT AMENDMENTS
to the City's Land Development Code**

Text shown below as underlined is text to be added.

ARTICLE 8: ADMINISTRATION AND APPROVAL

8.03.01 Planning and Zoning Board

(B) *Appointment of Members*

- (1) The Planning and Zoning Board shall have seven (7) members, and two (2) alternate members to be appointed by the City Council.
- (2) Each member of the Planning and Zoning Board shall reside or be a property or business owner in the City.
- (3) Each member shall be appointed to a three (3) year term. In the event that all members are appointed at the same time, two (2) members shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for a term of three (3) years.
- (4) Each alternate member shall be appointed to a three (3) year term. In the event that both alternates are appointed at the same time, one (1) alternate shall be appointed for a term of one (1) year and one (1) alternate shall be appointed for a term of two (2) years.
- (5) During Planning and Zoning Board meetings, alternate members will be seated with regular members on the dais. The first alternate member will vote only when six or fewer regular members are in attendance at the meeting, and the second alternate member will vote only when five or fewer regular members are in attendance at the meeting. Except for this voting limitation, alternate members are free to ask questions, participate in discussions, and perform other functions in the same manner as regular members.
- (6) The terms of all appointments, except those made to fill vacancies, shall expire on January 1.
- (7) If a position becomes vacant before the end of a term, the City Council shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.

- (8) Members may be removed without notice and without assignment of cause by a majority vote of the City Council.
- (9) At the first meeting held after July 1 of each year, the Board shall elect a Chairman, Vice-Chairman and such other officers as deemed necessary. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (10) The Chairman will establish subcommittees and appoint members as needed to carry out the purposes of the Board.
- (11) Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (12) If any member or alternate member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Council.



**CITY OF AVON PARK
PROPOSED TEXT AMENDMENTS TO THE CITY'S
LAND DEVELOPMENT CODE**

OVERVIEW REPORT

August 8, 2022

TO: City of Avon Park, City Council

FROM: Central Florida Regional Planning Council

SUBJECT: **ORDINANCE 13-2022:**

City-initiated text amendment to the City of Avon Park Land Development Code, specifically amending Section 8.03.01(B)(2), to include that business owners within the City of Avon Park may be appointed to serve as members of the City's Planning and Zoning Board.

HEARING DATES:

- July 12, 2022, 5:30 PM: Planning and Zoning Board (Public Hearing)
- **July 25, 2022, 6:00 PM: City Council (First Reading)**
- August 8, 2022, 6:00 PM: City Council (Second Reading, Public Hearing)

PLANNING AND ZONING BOARD ACTION:

On July 12, 2022, the Planning and Zoning Board held a public hearing and unanimously voted to forward the proposed amendments to the City Council with a recommendation of approval.

CITY COUNCIL ACTION (FIRST READING):

On July 25, 2022, the City Council voted to approve Ordinance 13-2022 on First Reading.

CITY COUNCIL MOTION OPTIONS (SECOND READING):

1. I move the City Council **approve** Ordinance 13-2022.
2. I move the City Council **approve with changes** 13-2022.
3. I move the City Council **deny** Ordinance 13-2022.

BACKGROUND & INTENT:

The City of Avon Park has expressed interest in expanding opportunities for individuals to serve on the City's Planning and Zoning Board. Specifically, the City is interested in providing opportunities to allow "business owners" who own a business within the City of Avon Park to serve on the City's Planning and Zoning Board. Currently, the City's Land Development Code requires that each member of the Planning and Zoning Board reside or be a property owner in the City. This excludes individuals who own a business in the City.

The City's Planning and Zoning serves as the Local Planning Agency for the City of Avon Park. Expansion of membership would allow additional individuals who have an interest in the City to participate in the City's planning and zoning processes as they relate to the functions, duties and powers of the Planning and Zoning Board, as established in Section 8.03.01 of the City's Land Development Code.

PROPOSED TEXT AMENDMENTS to the City's Land Development Code

Text shown below as underlined is text to be added.

ARTICLE 8: ADMINISTRATION AND APPROVAL

8.03.01 Planning and Zoning Board

(B) *Appointment of Members*

- (1) The Planning and Zoning Board shall have seven (7) members, and two (2) alternate members to be appointed by the City Council.
- (2) Each member of the Planning and Zoning Board shall reside or be a property or business owner in the City.
- (3) Each member shall be appointed to a three (3) year term. In the event that all members are appointed at the same time, two (2) members shall be appointed for a term of one (1) year, two (2) members shall be appointed for a term of two (2) years, and three (3) members shall be appointed for a term of three (3) years.
- (4) Each alternate member shall be appointed to a three (3) year term. In the event that both alternates are appointed at the same time, one (1) alternate shall be appointed for a term of one (1) year and one (1) alternate shall be appointed for a term of two (2) years.
- (5) During Planning and Zoning Board meetings, alternate members will be seated with regular members on the dais. The first alternate member will vote only when six or fewer regular members are in attendance at the meeting, and the second alternate member will vote only when five or fewer regular members are in attendance at the meeting. Except for this voting limitation, alternate members are free to ask questions,

participate in discussions, and perform other functions in the same manner as regular members.

- (6) The terms of all appointments, except those made to fill vacancies, shall expire on January 1.
- (7) If a position becomes vacant before the end of a term, the City Council shall appoint a substitute member to fill the vacancy for the duration of the vacated term. A member whose term expires may continue to serve until a successor is appointed and qualified.
- (8) Members may be removed without notice and without assignment of cause by a majority vote of the City Council.
- (9) At the first meeting held after July 1 of each year, the Board shall elect a Chairman, Vice-Chairman and such other officers as deemed necessary. The Chairman, or in his absence the Vice-Chairman, shall preside over all meetings of the Board. Officers shall serve terms of one (1) year.
- (10) The Chairman will establish subcommittees and appoint members as needed to carry out the purposes of the Board.
- (11) Members shall not be compensated, but may be reimbursed for travel and other expenses incurred on Board business.
- (12) If any member or alternate member fails to attend three (3) successive meetings, the Board may declare the member's office vacant and notify the City Council.

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Resolution No. 2022-18 Preliminary Fire Assessment

Item No.: D-9

Placed on Agenda by: Andy Marcy, Fire Chief

Staff Review: Yes

Attorney Review: Christopher Roe, Bryant Miller Olive P.A.

Recommended Motion(s): Discussion with possible Approval of Resolution # 2022-18 *Preliminary Fire Assessment*.

Documentation:

- Copy of Resolution
- Historical Rates FY2011/2012 thru FY 2021/2022
- Comparison Rates Sebring/County/Avon Park

Background:

This is the annual Resolution establishing the proposed assessment for the Fire Rescue Services for Fiscal Year 2022/2023

RESOLUTION NO. 2022-18

A RESOLUTION OF THE CITY OF AVON PARK, FLORIDA, RELATING TO THE PROVISION OF FIRE RESCUE SERVICES, FACILITIES AND PROGRAMS AND THE FUNDING THEREOF THROUGH ANNUAL SPECIAL ASSESSMENTS; ESTABLISHING THE PROPOSED ASSESSMENT RATES FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2022; DIRECTING PREPARATION OF THE ASSESSMENT ROLL FOR SUCH FISCAL YEAR; AUTHORIZING A PUBLIC HEARING AND DIRECTING THE PROVISION OF NOTICE THEREOF; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AVON PARK, FLORIDA:

SECTION 1. AUTHORITY. This resolution is adopted pursuant to the provisions of City Ordinance No. 01-00 (the "Assessment Ordinance"), City Resolution Nos. 15-12 and 15-20 (collectively, the "Initial Assessment Resolution"), sections 166.021, 166.041 and 197.3632, Florida Statutes, and other applicable provisions of law.

SECTION 2. PURPOSE AND DEFINITIONS. This resolution initiates the annual process for updating the Assessment Roll related to Fire Rescue Assessments for the Fiscal Year beginning October 1, 2022 ("Fiscal Year 2022-23"), and constitutes the Preliminary Rate Resolution for such Fiscal Year as contemplated by Section 2.08 of the Assessment Ordinance. All capitalized words and terms not otherwise defined herein shall have the meanings set forth in the Assessment Ordinance and the Initial Assessment Resolution. Unless the context indicates otherwise, words imparting the singular number include the plural number, and vice versa.

SECTION 3. FINDINGS. It is hereby ascertained, determined and declared as follows.

- (A) The legislative findings and determinations set forth in the Assessment Ordinance and the Initial Assessment Resolution are hereby affirmed and incorporated herein by reference.
- (B) The City imposes annual Fire Rescue Assessments to fund a portion of the costs incurred each year in providing fire rescue services throughout the City. The remaining costs are funded by City revenues other than Fire Rescue Assessment proceeds.
- (C) The annual process for administering the Fire Rescue Assessments is described in Section 2.08 of the Assessment Ordinance which requires adoption of a Preliminary Rate Resolution and an Annual Rate Resolution during the City's budget adoption process each Fiscal Year.
- (D) It is hereby ascertained, determined, and declared that each parcel of Assessed Property located within the City will be benefitted by the City's provision of fire rescue services, facilities, and programs in an amount not less than the Fire Re cue Assessment imposed against such parcel, computed in the manner set forth in the Initial Assessment Resolution and this Preliminary Rescue Resolution.
- (E) The Fire Rescue Assessments for Fiscal Year 2022-23 shall be collected pursuant to the Uniform Assessment Collection Act. The City Manager is authorized and directed to take such actions as may be necessary or desirable in furtherance thereof.
- (F) Government Property provides facilities and uses to the community, local constituents and the public in general that serve a legitimate public purpose and provide a public benefit. Therefore, it is fair and reasonable not to impose the Fire Rescue Assessments upon such parcels of Government Property. However, Government Property that is owned by federal government mortgage entities, such as the VA and HUD, due to foreclosures are not serving a governmental

purpose nor providing a public benefit but are instead being held by these federal government mortgage entities in a proprietary capacity. Accordingly, these properties shall not be exempted from the Fire Rescue Assessment.

SECTION 4. APPORTIONMENT METHODOLOGY. The apportionment methodology for computing the annual Fire Rescue Assessments approved and adopted in the Initial Assessment Resolution is hereby ratified and confirmed as the methodology to be utilized in preparing the Assessment Roll for the Fiscal Year commencing October 1, 2022. Such methodology is affirmed and incorporated herein by reference.

SECTION 5. FIRE RESCUE ASSESSED COST; PROPOSED RATES FOR FISCAL YEAR 2022-23.

- (A) The estimated Fire Rescue Assessed Cost for Fiscal Year 2022-23 is approximately \$729,000. The City Manager shall apportion such estimated Fire Rescue Assessed Cost among Assessed Property in the manner set forth in the Initial Assessment Resolution.
- (B) As described in the Initial Assessment Resolution, the Fire Rescue Assessment for each Tax Parcel is based upon each parcel's use category and the number of Dwelling Units for Residential Property and square footage for General Parcels. The following table reflects the proposed Fire Rescue Assessment rate schedule for Fiscal Year 2022-23:

Property Use Category	Assessment Unit	Assessment Rate for FY 2022-23
Residential	Dwelling Unit	\$140.00 per dwelling unit
Commercial	Square Foot	\$ 0.074 per square foot
Industrial Warehouse	Square Foot	\$0.011 per square foot
Government/Institutional	Square Foot	\$0.028 per square foot

- (C) The Initial Assessment Resolution imposed Fire Rescue Assessments to fund fire rescue services and facilities in Fiscal Year 2015-16, approved the assessment rates to be used in preparing the Assessment Roll for such Fiscal Year, and approved the Maximum Assessment Rates which could be used for preparation of the Assessment Roll for subsequent Fiscal Years.
- (D) In accordance with Section 2.05 of the Assessment Ordinance, the City provided mailed notice to affected property owners regarding the public hearing at which City Council would consider adoption of the Initial Assessment Resolution. Such notice specified the purpose of the Fire Rescue Assessments, the assessment rates to be imposed for Fiscal Year 2015-16 and the Maximum Assessment Rates which could be adopted in future Fiscal Years.
- (E) The assessment rates proposed for Fiscal Year 2022-23 hereunder do not exceed the Maximum Assessment Rates set forth in such mailed notices and in the Initial Assessment Resolution.

SECTION 6. ASSESSMENT ROLL.

- (A) The City Manager is hereby directed to prepare, or cause to be prepared, a preliminary Assessment Roll for Fiscal Year 2022-23 based on the proposed Fire Rescue Assessment rate schedule set forth in Section 5 hereof, which shall include all Tax Parcels within the City which are not excluded or exempt from special assessments, consistent with the Assessment Ordinance and the Initial Assessment Resolution. A copy of this Preliminary Rate Resolution, the Assessment Ordinance, the Initial Assessment Resolution and the preliminary Assessment Roll for Fiscal Year 2022-23 shall be maintained on file in the office of the City Manager and open to public inspection.

The foregoing shall not be construed to require that the preliminary Assessment Roll be in printed form if the amount of the Fire Rescue Assessment for each parcel of property can be determined by the use of a computer terminal available to the public.

- (B) It is hereby ascertained, determined, and declared that the method of determining the Fire Rescue Assessments for fire rescue services as set forth in the Initial Assessment Resolution and this Preliminary Rate Resolution is a fair and reasonable method of apportioning the Fire Rescue Assessed Cost among parcels of Assessed Property located within the City.

SECTION 7. AUTHORIZATION OF PUBLIC HEARING. There is hereby established a public hearing to be held at 6:00 p.m. on September 12, 2022, in the Council Chambers, 123 East Pine Street, Avon Park, Florida, at which time the City Council will receive and consider any comments on the Fire Rescue Assessments from the public and affected property owners. Following such public hearing, the City Council will consider adopting an Annual Rate Resolution imposing and setting the final rate of the Fire Rescue Assessments for Fiscal Year 2022-23, in accordance with Section 2.08 of the Assessment Ordinance.

SECTION 8. NOTICE BY PUBLICATION. The City Manager or designee thereof shall publish a notice of the public hearing authorized by Section 7 hereof in the manner and time provided in Section 2.04 of the Assessment Ordinance. The notice shall be published no later than August 23, 2022, in substantially the form attached hereto as Appendix B.

SECTION 9. NOTICE BY MAIL. The City Manager or designee thereof shall also provide notice by first class mail to the Owner of each parcel of Assessed Property in the event circumstances described in Section 2.08(F) of the Assessment Ordinance so require, in substantially the form attached hereto as Appendix A. Such notices shall be mailed no later than August 23, 2022.

SECTION 10. APPLICATION OF ASSESSMENT PROCEEDS. Proceeds derived by the City from the Fire Rescue Assessments will be utilized for the provision of fire rescue services, facilities, and programs. In the event there is any fund balance remaining at the end of the Fiscal Year, such balance shall be carried forward and used only to fund fire rescue services, facilities, and programs.

[Remainder of Page Intentionally Left Blank]

SECTION 11. EFFECTIVE DATE. This Preliminary Rate Resolution shall take effect immediately upon its passage and adoption.

PASSED, ADOPTED AND APPROVED THIS 8TH DAY OF AUGUST, 2022.

Mayor

ATTEST:

City Clerk

APPROVED AS TO FORM
AND CORRECTNESS:

City Attorney

APPENDIX A

FORM OF NOTICE TO BE MAILED

City of Avon Park
110 East Main Street
Avon Park, FL33825

Owner's Name
Address
City, State Zip

Tax Parcel : _____
Parcel Address: _____

*****NOTICE TO PROPERTY OWNER*****

The City of Avon Park imposes annual special assessments to fund a portion of the costs incurred each year in providing fire rescue services throughout the City. The City Council is currently in the process of adopting the fire assessment for the fiscal year commencing October 1, 2022 ("Fiscal Year 2022-23"). The total annual fire rescue assessment revenue to be collected within the City of Avon Park is estimated to be approximately \$729,000 for Fiscal Year 2022-23. The annual fire rescue assessment is based on each parcel's use category, the number of billing units contained therein and the assessment rate. Assessment information for the above parcel is as follows:

Category Type:

Number of Billing Units: _____ [dwelling units/square feet]

Maximum fire rescue assessment rate for Fiscal Year 2022-23: \$ _____ per [dwelling unit/square foot]

Total fire rescue assessment for the above parcel for Fiscal Year 2022-23: \$ _____

The maximum annual fire rescue assessment which may be imposed against the above parcel in future fiscal years without additional notice is \$ ____.

A public hearing will be held at 6:00 p.m. on September 12, 2022, in the City Council Chambers, 123 East Pine Street, Avon Park, Florida for the purpose of receiving public comment on the proposed assessments. You and all other affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If you decide to appeal any decision made by the City Council with respect to any matter considered at the hearing, you will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing special accommodation or an interpreter to participate in this proceeding should contact the City Manager's office at (863) 452-4400, at least three days prior to the date of the hearing.

Unless proper steps are initiated in a court of competent jurisdiction to secure relief within 20 days from the date of City Council action at the above hearing (including the method of apportionment, the rate of assessment and the imposition of assessments), such action shall be the final adjudication of the issues presented.

Copies of the City ordinance and resolutions related to the fire rescue assessment, and the updated assessment roll for Fiscal Year 2022-23, are available for inspection at City Hall, located at 110 E. Main Street, Avon Park, Florida.

Both the fire rescue service non-ad valorem assessment amount shown on this notice and the ad valorem taxes for the above parcel will be collected on the ad valorem tax bill mailed in November of each year that the assessment is imposed. The fire assessment is an annual charge that will continue from year to year. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title.

If there is a mistake on this notice, it will be corrected. If you have any questions regarding your fire rescue assessment, please contact the City Finance Department at (863) 452-4400, Monday through Friday between 9:00 a.m. and 5:00 p.m.

* * * * * SEND NO MONEY NOW - THIS IS NOT A BILL * * * * *

APPENDIX B

NOTICE OF HEARING TO IMPOSE AND PROVIDE FOR COLLECTION OF FIRE RESCUE SPECIAL ASSESSMENTS

[INSERT MAP OF CITY]

The City of Avon Park imposes annual special assessments to fund a portion of the costs incurred each year in providing fire rescue services throughout the City, a map of which appears below. The City Council is currently in the process of adopting the fire assessment for the fiscal year commencing October 1, 2022 ("FY 2022-23"). As part of that process, the City Council will hold a public hearing at 6:00 p.m. on September 12, 2022, in the Council Chambers, 123 East Pine Street, Avon Park, Florida, for the purpose of receiving public comment on the rate of assessment proposed for such fiscal year. All affected property owners have a right to appear at the hearing and to file written objections with the City Council within 20 days of this notice. If a person decides to appeal any decision made by the City Council with respect to any matter considered at the hearing, such person will need a record of the proceedings and may need to ensure that a verbatim record is made, including the testimony and evidence upon which the appeal is to be made. In accordance with the Americans with Disabilities Act, persons needing a special accommodation or an interpreter to participate in this proceeding should contact the City Manager's Office at (863) 452-4400, at least three days prior to the date of the hearing.

The assessment for each parcel of property is based on each parcel's use category and the number of dwelling units for residential property and square footage for non-residential property. The following table reflects the proposed fire rescue assessment rate schedule for FY 2022-23:

Property Use Category	Assessment Unit	Proposed Assessment Rate for FY 2022-23
Residential	Dwelling Unit	\$140.00 per dwelling unit
Commercial	Square Foot	\$0.074 per square foot
Industrial/Warehouse	Square Foot	\$0.011 per square foot
Government/Institutional	Square Foot	\$0.028 per square foot

Copies of the City ordinance and resolutions related to the fire rescue assessment, and the updated assessment roll for the fiscal year beginning October 1, 2022, are available for inspection at City Hall, located at 110 East Main Street, Avon Park, Florida.

The assessments will be collected on the ad valorem tax bill to be mailed in November 2022 by the Highlands County Tax Collector, as authorized by section 197.3632, Florida Statutes. Failure to pay the assessments will cause a tax certificate to be issued against the property which may result in a loss of title. The assessment is an annual charge which will continue from year to year.

If you have any questions, please contact the City Fire Chief at (863) 273-4558, Monday through Friday between 9:00 a.m. and 5:00 p.m.

**CITY COUNCIL
CITY OF AVON PARK, FLORIDA**

	per dwelling unit	Commercial sq/ft	Industrial sq/ft	GOV/institutional sq/ft	Nursing homes	estimated income	amount higher or lower then previous year	amount different then FY 2011-2012
Resolution 11-06 Effective 10/01/2011 for FY 11-12	\$165.00	1,999 or less sqft = \$0.066 greater then 50,000 sqft = \$0.133sq/ft	1,999 or less sqft = \$0.025 Greter then 50,000 sqft = \$0.049 sq/ft	1,999 or less sqft = \$0.089 Greter then 50,000 sqft = \$0.178 sq/ft	1,999 or less sqft = \$0.649 Greter then 50,000 sqft = \$1.299 sq/ft	\$1,066,746.00		Fiscal Year 2011-2012
Resolution 12-11 Effective 10/01/2012 for FY 12-13	\$165.00	1,999 or less sqft = \$0.066 greater then 50,000 sqft = \$0.133sq/ft	1,999 or less sqft = \$0.025 Greter then 50,000 sqft = \$0.049 sq/ft	1,999 or less sqft = \$0.089 Greter then 50,000 sqft = \$0.178 sq/ft	1,999 or less sqft = \$0.649 Greter then 50,000 sqft = \$1.299 sq/ft	\$1,081,112.00	14,366.00	14,366.00
Resolution 13-08 Effective 10/01/2013 for FY 13-14	\$165.00	1,999 or less sqft = \$0.066 greater then 50,000 sqft = \$0.133sq/ft	1,999 or less sqft = \$0.025 Greter then 50,000 sqft = \$0.049 sq/ft	1,999 or less sqft = \$0.089 Greter then 50,000 sqft = \$0.178 sq/ft	1,999 or less sqft = \$0.649 Greter then 50,000 sqft = \$1.299 sq/ft	\$1,075,727.00	5,385.00	8,981.00
Resolution 14-14 Effective 10/01/2014 for FY 14-15	No clear numbers	no clear number	no clear number	no clear number	No clear info	\$878,285.00	197,442.00	188,461.00
Resolution 15-20 Effective 10/01/2015 for FY 15-16	\$140.00	\$0.074	\$0.011	\$0.028	N/A	\$666,713.00	211,572.00	400,033.00
Resolution 16-17 Effective 10/01/2016 for FY 16-17	\$140.00	\$0.093	\$0.014	\$0.035	N/A	\$670,000.00	3,287.00	396,746.00
Resolutin 17-05 Effective 10/01/2017 for FY 17-18	\$80.00	\$0.043	\$0.007	\$0.018	N/A	\$403,000.00	267,000.00	663,746.00
Resolution 18-01 Effective 10/01/2018 for FY 18-19	\$80.00	\$0.043	\$0.007	\$0.018	N/A	\$413,000.00	10,000.00	653,746.00
Resolution 19-14 Effective 10/01/2019 for FY 19-20	\$112.00	\$0.060	\$0.010	\$0.026	N/A	\$571,511.00	158,511.00	495,235.00
Resolution 20-13 Effective 10/01/2020 for FY 20-21	\$112.00	\$0.060	\$0.010	\$0.026	N/A	\$580,000.00	8,489.00	486,746.00
Resolution 2021-07 Effective 10/01/2021 for FY 21-22	\$130.00	\$0.069	\$0.011	\$0.026	N/A	\$674,648.00	94,648.00	392,098.00

	Sebring Current	Sebring probable	County Current	County Probable	Avon Park Current
Residential	\$ 101.00	\$ 115.00	\$ 0.04900	\$ 0.05243	\$ 130.00
Commercial	\$ 0.04	\$ 0.05	\$ 0.07350	\$ 0.07865	\$ 0.069
Industrial / Warehouse	\$ 0.01	\$ 0.02	\$ 0.06738	\$ 0.06738	\$ 0.011
Institutional	\$ 0.05	\$ 0.07	\$ 0.07350	\$ 0.07865	\$ 0.026
Nursing home	\$ 0.33	\$ 0.81	N/A	N/A	N/A
Vacant land	\$ 8.00	\$ 17.00	\$ 26.95095	\$ 26.95095	\$ -

PER Square foot

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Agreement for Payment of Attorney Fees Prior to Grant

Item No.: D-10

Placed on Agenda by: City Attorney, Jerry Buhr

Staff Review: Yes

Attorney Review: City Attorney and outside counsel David Bannard)

Recommended Motion(s): Approve the Agreement, and for Mayor Anderson to sign the AIPP Application when it is completed, to be sent to the FAA.

Documentation:

- Draft Agreement

Background:

AGREEMENT

This agreement is made on August 8, 2022 (hereinafter “Agreement”), between the City of Avon Park, Florida, a Florida municipal corporation, of 110 East Main Street, Avon Park, FL 33825, referred to in this agreement as “City,” and Florida Airport Management, LLC, a limited liability corporation organized and existing under and by virtue of the laws of the State of Florida, having an office at 1535 FL-64 Suite 101, Avon Park, FL 33825450 S. Orange Avenue, Floor 3, Orlando, Florida 32801 referred to in this Agreement as “FAM”. Collectively, City and Operator may be referred to as Parties, and referred to alone as “Party”.

In consideration of the mutual covenants contained in this Agreement, the receipt and sufficiency of which is hereby acknowledged by the Parties, City and FAM agree as follows:

SECTION I. PURPOSE AND INTENT

This Agreement is intended to accommodate the Parties’ interest in expediting the filing of an application and associated information and documents for a federal Airport Investment Partnership Program (“AIPP”) approval by the Federal Aviation Administration (“FAA”) for the development of a long-term AIPP Lease Agreement (“AIPP Agreement”) between the City and FAM. The City has expended very large amounts of municipal funds in the interest of AIPP approval and has recently applied for an AIP Grant (“Grant”) to cover a large portion of the future due diligence expenses, including technical services, legal fees and strategic and financial services expert advice. Unfortunately, that federal Grant approval is still pending, and the date of final approval commencing allowed expenditures on covered technical services, legal fees and financial services expert advice (hereinafter “Work”) is still unknown, and thus, the City has halted all Work. FAM has expressed its strong interest in recommencing such Work and has agreed to pay up to \$40,000 to advance such Work (in addition to other commitments to reimburse the City for costs) if such Work can be completed within 45 days from the execution by the Parties of this Agreement. The City has consulted with its experts and believes that such a deadline is possible, subject to certain caveats and possible events beyond the reasonable control of the City.

SECTION II. COVENANTS OF THE PARTIES

1. The Parties agree that the Purpose and Intent Clause above is a true and accurate statement and is incorporated into the terms of this Agreement.
2. The City agrees that the Work shall recommence immediately after full execution of this Agreement by the Parties and payment by FAM to the City of the sum of Forty Thousand Dollars (\$40,000).
3. The City agrees that it and its experts will use commercially reasonable efforts to file the documents for approval of the AIPP Agreement of which the City and its experts have been made aware by FAA are required for approval as the date of this Agreement, including:
 - a. City survey of Existing Airport Users for long-term AIPP private lease approach
 - b. City staff and legal counsel review of possible FAA/FDOT exemptions and Proposed Request for Exemptions under the AIPP approach in coordination with FAM
 - c. City due diligence to ensure the AIPP application complies with Federal law, FAA regulations and guidelines
 - d. Legal counsel review and citations with City authority to move forward with AIPP application and long-term lease of the City of Avon Park Executive Airport
 - e. Review and summary of Airport Property including limitations on any specific land parcels
 - f. Further development by City staff and advisors on the proposed terms of the Lease from the City to FAM under the AIPP approach in coordination with FAM
 - g. City staff and advisors’ description of any rights, authority, or interests retained by the public sponsor, including reversion of title to facilities in coordination with FAM
 - h. City staff and advisors’ description of financial terms in coordination with FAM
 - i. City staff and advisors review of bankruptcy clauses and provisions to ensure the City of Avon

- j. Park Executive Airport continues in the event of default/bankruptcy by the private team
City staff and advisors review of proposed private team transition plans, operations and maintenance plan and proposed capital plan over next 5-years for the City of Avon Park Executive Airport

with the submission to FAA by September 22, 2022 (hereinafter "Filing Date"), subject to the limitations and caveats provided herein.

4. The Parties agree that the Filing Date will be extended if delayed by any event that is beyond the commercially reasonable control of the City, including without limitation:
 - a. Additional filing requirements imposed by FAA.
 - b. Refusal of response or negative response by more than 35% of Existing Airport Users at the City of Avon Park Executive Airport. AIPP requires that at least 65% of the owners of aircraft based at the airport be consulted. Refusal to respond or negative responses should not prevent submission of this application.
 - c. Refusal or delay of response by FAM to City or FAA inquiries or requests
 - d. Law changes or legal actions are outside the control of the City of Avon Park that prevent the AIPP application process moving forward;
 - e. Non-payment of fees by FAM.
5. In exchange for the City's covenants in 2 & 3 above, FAM agrees to pay City \$40,000 at the execution of this Agreement to recommence the Work.
6. This Agreement, including the attached exhibits, embodies the entire agreement between the City and FAM relating to the subject matter hereof, and supersedes all prior agreements and understandings, written or oral, express or implied, between the City and FAM relating thereto.
7. Force Majeure. Neither Party hereto shall be liable to the other for any failure, delay, or interruption in performing its obligations hereunder to the extent due to acts, events or conditions beyond its control, including, but not limited to, acts of God, severe and unusual weather conditions, nuclear or chemical contamination or emissions (including as applicable associated radiation) or biological contamination (including pandemics or epidemics in the State of Florida, recognized by the World Health Organization or Centers for Disease Control and Prevention or the Florida Department of Health to arise from communicable diseases), shortages of energy or materials, embargoes, riots, rebellions, sabotage, acts of a public enemy, terrorism, war, blockade, insurrection, strikes, boycotts, picketing, slow-downs, work stoppages or other labor actions affecting the rights or obligations of the City or FAM hereunder, their respective contractors or subcontractors, except to the extent that such failure, delay or interruption directly or indirectly results from failure on the part of the City or FAM to use reasonable care to prevent, or make reasonable efforts to cure, such failure, delay or interruption.
8. The terms and conditions of this Agreement are the product of mutual draftsmanship by both Parties, each being represented by counsel, and any ambiguities in this Agreement or any documentation prepared pursuant to it shall not be construed against either of the Parties because of authorship. The Parties acknowledge that all the terms of this Agreement were negotiated at arms' length, and that each Party, being represented by counsel, is acting to protect its, his, her, or their own interest.

IN WITNESS WHEREOF, the Parties herein have hereunto set their hands the day and year set forth on the initial page of this Agreement.

FLORIDA AIRPORT MANAGEMENT, LLC

By: _____
Jonathan T. Clark, Manager, CEO

(Seal)

ATTESTED:

CITY OF AVON PARK, FLORIDA

Christian Hardman, City Clerk

By: _____
Garrett Anderson, Mayor

APPROVED AS TO FORM:

Gerald T. Buhr, City Attorney

Agenda Item Summary

Date of Action: August 8, 2022

Subject: Engagement of Friedman P.A. as Insurance Coverage Counsel

Item No.: D-11

Placed on Agenda by: City Manager, Mark Schrader and City Attorney, Jerry Buhr

Staff Review: Yes

Attorney Review: Yes

Recommended Motion(s): Approve Mayor Anderson to sign engagement letter

Documentation:

- Engagement Letter from Friedman P.A.

Background:

City Attorney Buhr opined the city should engage a law firm that specializes in Insurance Coverage, for when the city attorney believes the city needs insurance coverage advice from a law firm specializing in this area. City Manager Schrader agrees.

FRIEDMAN P.A.
Insurance Coverage Counsel

July 27, 2022

Mr. Mark C. Schrader
City Manager
City of Avon Park
110 East Main Street
Avon Park, FL 33825

Re: Engagement of Friedman P.A. as Insurance Coverage Counsel

Dear Mr. Schrader:

Thank you for selecting Friedman P.A. (the “Firm”) as insurance coverage counsel. The purpose of this Engagement Letter and the attached “Terms and Conditions” is to confirm the scope, terms, and conditions of our representation.

The scope of the Firm’s representation is limited to providing non-litigation insurance coverage advice to the City of Avon Park (the “City”) in connection with the City’s insurance policies and programs, the drafting of contracts and indemnity agreements, and non-litigation analysis and pursuit of insurance claims, as they may arise.

Our only client in this matter will be the City, as it may seek our legal counsel from time to time through you as city attorney. The Firm will not be representing any non-governmental entities, nor any other political subdivisions, entities, districts, or agencies, including but not limited to legislative bodies or utilities, of the City. The Firm will not be representing any other entities or persons in connection with this engagement, including but not limited to trustees, directors, officers, elected officials, or employees of the City.

We are not acting as the City’s insurance broker or agent, nor are we making recommendations to the City regarding its insurance needs. We will only perform those legal services that the City specifically requests and assigns to us. The scope of our representation does not include representing the City in any litigation or regulatory or administrative proceedings. We may agree to further limit or expand the scope of our representation from time to time, provided that we confirm any such changes in writing.

The Firm will charge a reasonable fee for our services rendered on an hourly basis at our standard hourly rates and as further described in the Terms and Conditions. I will be the attorney who has primary responsibility for the management of this engagement. My current hourly rate is \$550. In addition to this fee, the City will be responsible for the Firm’s disbursements and charges incurred in connection with this engagement, as set forth in the attached Terms and Conditions.

Mr. Mark C. Schrader
July 27, 2022
Page 2

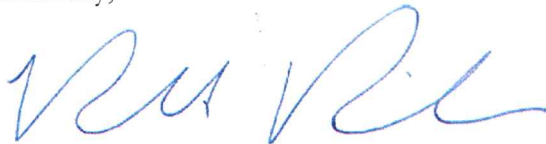
By accepting our services, the City agrees to pay for such services on the terms discussed in this Engagement Letter and in the attached Terms and Conditions. If you do not agree with this arrangement, please notify me immediately, so we can stop all work.

We ask that you please do the following at your earliest convenience:

1. Review this Engagement Letter and the attached "Terms and Conditions" for the terms of our representation; and
2. If this Engagement Letter and the attached "Terms and Conditions" are acceptable, please have this letter signed in the space provided below.

Should you have any questions or concerns about our service, work product, billings, or any other aspect of our engagement, please let me know immediately so that we may address the situation and best respond to your needs. I appreciate your confidence in assigning us this important matter and I look forward to assisting the City.

Sincerely,



Robert H. Friedman, Esq.

Attachment (Standard Terms & Conditions)

I, GARRETT ANDERSON, HAVE REVIEWED AND AGREE TO THE ATTACHED "TERMS AND CONDITIONS" AND THIS ENGAGEMENT LETTER:

Garrett Anderson, Mayor of the City of Avon Park

Date: _____

TERMS AND CONDITIONS

To simplify the language in these "Terms and Conditions," Friedman P.A. is referred to as "we," "our," or "us." The person or entity being provided the legal services is referred to as "you" or "your".

Your Cooperation. You agree to be candid and cooperative with us and to promptly provide us with complete and accurate factual information and all documents and other communications relevant to the subject matter of our representation. You agree to keep us informed of all relevant developments and to cooperate fully with us as we may otherwise reasonably request.

Affiliates. Because of the dynamic and extensive nature of the ownership interests of individuals and companies owning or partially owning or controlling other entities or enterprises, and the challenges that are thereby created with respect to identifying potential conflicts of interests, it is our general policy that, to the extent permitted by the Florida Rules of Professional Conduct and unless you ask us to do otherwise, we do not regard a person, an organization or other legal entity that may be affiliated with you (such as a corporate parent, subsidiary, or other entity in which you have an ownership or other interest) to be a client of the firm unless we have also established an express attorney-client relationship with that other entity through a written agreement.

Delegation of Services. Our goal is to render the best legal services we can in the most efficient and cost-effective manner. Therefore, the attorney in charge of your particular matter may assign different members of our firm to perform various services for you in connection with your matter.

Initial Retainer Deposits. Initial Retainer Deposits will be kept in our non-interest bearing trust account on your behalf during our representation of you. We may withdraw in our discretion funds from this deposit amount to pay any disbursements as incurred and for any fees and services which have not been paid when due. At the termination of our representation in this matter, the deposit will be applied to any outstanding amounts on the final statement. To the extent you owe us money for other matters handled for you, you hereby authorize us to apply any balance to those matters as well. Any remaining balance, after payment of all fees and costs due to us, will be returned to you. Should your initial retainer deposit fall below a level acceptable to us, we may request that you replenish it up to the original amount. We may request an additional retainer deposit in the future, depending upon the level of activity involved with your matter. The Initial Retainer Deposit is not an estimate of our total legal fees or a cap on our legal fees.

Fees; Billable Rates. Unless we agree otherwise in writing as to a specific matter, we will perform our legal services on an hourly rate basis. Our hourly rates take into consideration the individual's professional background and other relevant factors. Our fees may be adjusted by additional amounts to reflect the reasonable value of our services where objectively justified based upon: (a) the unique or unusually complex nature of any particular matter handled, (b) any special expertise required, (c) expedited time constraints and (d) other similar

considerations. Any estimate we provided may also be affected by these same circumstances. Our hourly rates are subject to change from time to time.

Disbursements and Additional Charges. In the case of third-party bills for expenses in excess of \$500, we usually will ask that you pay the vendor directly. We will bill you for disbursements and other services at actual costs to us, including such things as filing fees, witness fees, transcripts, certified mail, expedited mail, messengers, mass mailing, special copying costs, deposition costs, travel costs, arbitrator and mediator fees, computerized database access and usage (e.g., Lexis, Westlaw, PACER, and other databases) and the fees and expenses of experts, if needed. These charges will be included on each invoice. We do not charge for firm overhead, internal support services, telephone calls, incoming or outgoing faxes, or routine printing, photocopying, scanning, or mailing.

Monthly Billing. Except for disbursements paid from any Initial Retainer Deposit, we bill fees, disbursements and other services on a monthly basis and payment is due within 30 days of receipt. If you make no comment about a statement within 30 days of its date, we will assume that you have reviewed it and find it acceptable.

Interest on Late Payments; Collection Expenses. We reserve the right to charge interest at the rate of 12% per year on invoice amounts which are not paid within 30 days of the invoice date. If you fail to pay any amount owing to the firm, you will also be responsible for all collection expenses incurred by us, including costs and a reasonable attorney's fee, whether or not commencement of litigation is required.

No Assignment. Because our relationship with you is personal in nature, it is agreed that our duties to you and your resulting rights or claims shall not be assignable or assigned to another person or entity and, unless we expressly agree otherwise in a writing signed by you and us, no third party shall be or is considered as a beneficiary of our services for you.

Jurisdiction and Venue. You: (a) agree that any suit, action or legal proceeding arising out of or in connection with this agreement may be brought only in a Florida federal district or Florida state court located in Palm Beach County, Florida, (b) consent to the jurisdiction of each such court in any suit, action or proceeding, (c) waive any objection which you may have to the laying of venue of any such suit, action or proceeding in any of such courts, and (d) agree that service of any court paper may be effected upon you by mail or in such other manner as may be provided under applicable laws or court rules in Florida.

E-Mail and Cloud Services. We will use e-mail to communicate with you and other parties in this matter and to transmit and receive documents and other communications. We will also store and transmit information over third-party ("cloud") networks. E-mail and cloud computing is subject to some potentially significant security and confidentiality risks. If you do not wish for us to use e-mail or cloud computing in connection with your matter, please let us know as soon as possible.

Retention and Disposition of Documents. At your written request, following the termination of our engagement and upon our receipt of your payment for all outstanding fees and costs, we will return to you all papers and other property that you provided to us. We may retain

our own files pertaining to this matter. However, we reserve the right, in our sole discretion and without further notice, to destroy or otherwise dispose of documents, data, or other materials related to or generated on account of the representation within a reasonably short time after the termination of our engagement in connection with each and any matter.

Termination. You may terminate our services and representation at any time upon written notice. Likewise, if at any time we find that we are unable to continue representing you, we will notify you in writing. We reserve the right to terminate our representation if payment is not received within 30 days of the date of a statement, and you agree not to contest our withdrawal from any court or administrative proceeding if payment has not been received within 30 days of the date of a statement. Unless otherwise terminated, your engagement of our firm in connection with this matter will terminate upon our sending you our final statement for services rendered in connection with this matter. After termination of our services and representation, we will prepare a final statement. If a final statement is not prepared, this engagement will be deemed terminated if the matter has been inactive and the Firm has had no occasion to perform any legal services in connection with it for a period of one year.

Post-Engagement Matters. You have engaged us to provide legal services in connection with a specific matter. After completion of this matter, changes may occur in applicable laws, regulations, facts or circumstances related to your matter that could impact your future rights and liabilities. Unless you separately engage us after completion of this matter to provide additional advice on issues arising in the future, we will not be responsible for advising you or updating you on such issues and changes in applicable laws, regulations, facts and circumstances.

Statements of Professional Judgment. At the commencement and during the course of our representation, we may express opinions or beliefs concerning this matter, alternative courses of action, or results that might be anticipated. Though we shall endeavor to provide conscientious, competent and diligent services, and at all times seek to achieve results that are just and reasonable, due to the uncertainty of all legal matters, we cannot, and therefore do not, warrant, predict or guarantee results or the final outcome of this matter. The payment of our fees and expenses is not contingent or dependent upon any such successful consummation or result.

Entire Agreement. These Terms and Conditions, the Engagement Letter and any joint representation agreement (if applicable) to which these Terms and Conditions is attached represent the entire agreement between you and us regarding this matter and supersede all other negotiations, understandings and representations (if any) made by and between us. No change or waiver of any of the provisions of this engagement shall be binding on either you or us unless the change is in writing and signed by both you and us.

Agenda Item Summary

Date of Action: August 08, 2022

Subject: Accept and Award Contract for Financial Management Software to BS&A Software (RFP #22-01)

Item No.: D-12

Placed on Agenda by: Melody Sauerhafer, Finance Director, and David Shoup, Human Resources Director

Staff Review: Yes

Attorney Review:

Recommended Motion(s): Accept proposal and award contract to BS&A Software for a Total Cost of \$224,790

Documentation:

- CLOUD RFP Financial Management Software.pdf

Background:

City staff considers it essential to change providers for its Financial Management Software. The City issued a Request for Proposals in April 2022, and two proposals were received: 1) Edmunds GovTech and, 2) BS&A

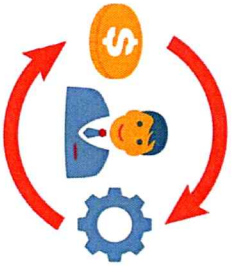
Of the 1104 "Required items" listed in the RFP, Edmunds GovTech responded "No" to 57 items the City deemed required, and BS&A responded "No" to 5 items the City deemed required.

New financial management software is listed in the 5-Year Capital Improvement Plan (CIP), for FY 2022-2023, in the amount of \$176,750. Staff is requesting Council during a budget meeting to increase this amount to \$224,790.

Currently, the City pays NaviLine, the current software vendor, \$57,682 annually for management software service and hosting fees, versus the \$43,655 requested by BS&A.

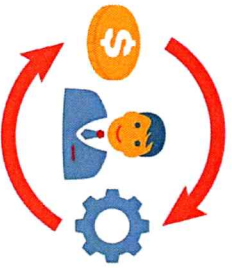
Award Contract for Financial Management Software

Award Contract information presented by Melody Sauerhafer,
Finance Director, and David Shoup, Human Resources Director



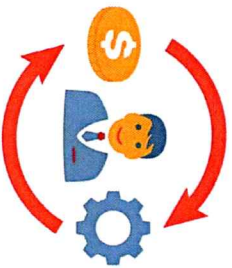
Award Contract for Financial Management Software

- The process to replace the financial software began in June 2020 with the previous Finance Director, Dan Zimolzak.
- During the review process in 2020, three software demos occurred.
- In the fall of 2021, with the new Finance Director, the process of reviewing financial software demos continued
- As of the Spring of 2022, approximately seven companies provided online demos
- At the closing of RFP# 22-01, only two companies provided Proposals, Edmonds GovTech and BS&A



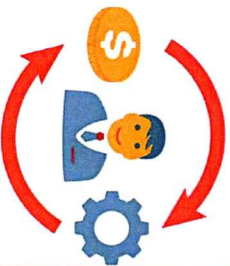
Award Contract for Financial Management Software

	BSA	EGT	
Cost Totals			
Modules			
Data Conversions (BSA /10 years)	\$38,455	\$29,900	
Custom Import	\$52,870	\$86,500	** (3 yrs)
Project Management and Implementation	\$1,500		1500/yr
Planning	\$27,250		\$63,000.00
Implementation and Training	\$57,000		
Post-Go Live Assistance	\$4,000		
Total Proposed	\$181,075	\$116,400	\$179,400
Travel Expenses	\$43,715	\$6,500	



Award Contract for Financial Management Software

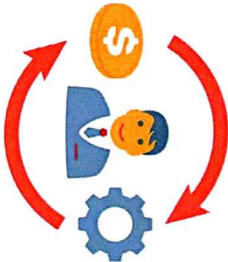
	BSA		EGT		
Financial Management			\$7,000	**	
General Ledger	\$2,925				
Accounts Payable	\$2,495				
Cash Receipting	\$2,495				
Accounts Receivable	\$2,495		\$4,000	**	
Fixed Assets	\$2,495				
Purchase Order	\$2,495				
Utility Billing	\$8,280	\$23,680	\$8,500	**	\$19,500
Personnel Management					
Payroll	\$4,020		\$5,500	**	
Human Resources	\$2,925		\$5,000	**	
		\$6,945			\$10,500
Community Development			\$5,000	**	
Building Department	\$3,835				
Business License	\$2,495				
BS&A Online					
Public Records Search	\$1,500	\$7,830			\$5,000
	BSA		EGT		
Total Annual Service Fees	\$38,455		\$35,000		



Award Contract for Financial Management Software

	BSA	EGT
Total Annual Service Fees	\$38,455	\$35,000
Hosting Fees		
Microsoft Azure are to be billed annually, for all modules included above.	\$5,200	\$7,000
	\$1,655	\$43,655
		\$42,000

The City currently pays in excess of \$ 56,000
for annual service with Naviline



BSA

approximately \$1,000/day

Services include:

Performing final process and procedure review

Configuring custom settings in each module to fit the needs of the customer

Setting up module integration and workflow methods

Onsite verification of converted data for balancing and auditing purposes

Training and Go-Live

Software Setup

Financial Management Modules

Personnel Management Modules

Community Development Modules

Total: 58

58

EgT

Implementation and Training

Training is typically completed remotely, but can also be done on-site, or a combination of both. This training is accomplished through online webinars, and the distribution of support materials, product documentation, and how-to guides. In addition to the end-user training offered during the implementation process, Edmunds GovTech also provides additional educational materials to ensure continued success.

Days: 6

Days: 32

Days: 11

Days: 9

Total: 58

58

- BSA will be providing onsite training up to 62 days
- No timeline for training in person supplied by EGT.



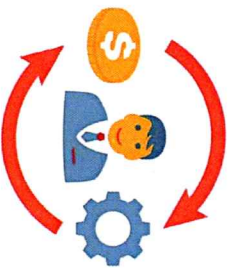
Award Contract for Financial Management Software

BS&A REFERENCES

* Florida only clients

1140 clients

Organization/City/Town	Notes
Crystal River	I really like the software; user friendly; GL/PO/HR/Payroll/Building/Business/Fixed/CE/Receivables; great customer support
Wilton Manors	software works fine; customer service is responsive; biggest issue is training from beginning
Gulf Breeze	easy to learn; very few issues; most responsible software company she's ever dealt with; 10-minute response; updates twice a month (1st & 15th)
Cooner	6+ years; everyone enjoys it on user end; on-premises; customer support outstanding
Bellevue	"#1 BSA fan"; very easy; works very well; very user friendly; support is great;
Palmetto	7-year user; I like it; calling and email support is fast to respond; also recommends invoice cloud
Medley	Pretty happy with it; their support and service stands out; logical layout; recommends cloud version.
Fort Meade	Very reliable; reports in utility billing are intensive;
Alachua	Support is very good; on premises; recommends to go 3x storage as estimated
West Melbourne	Very responsive help line; they've been great; no issues
Jupiter Island	Very happy with software and support
Longboat Key	Their customer service is excellent; responsive; quick response; don't rush onboarding/implementation
Parker	Software is stable; quick response to customer service; good support service
Cape Canaveral	Programs is excellent; they have all modules; customer service is on spot;
Sebring	response is within 15 minutes-
Village Center Community Development District	long process; project team was excellent; no major issues; tech support is great; integrations went well; responsible & reliable support
Sewall's Point	Learning curve with all new employees
Highland Beach, City of Highlands Beach	They're great to work with. Lots of flexibility. Their customer service is excellent
Grant-Valkaria	"The customer service is AMAZING" "15-minute response"



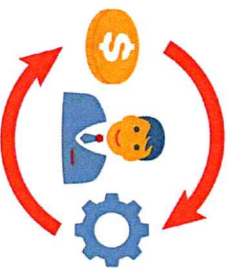
Award Contract for Financial Management Software

EDMONDS GOVTECH REFERENCES

1617 clients

*Florida only clients

Account Name	Email	Sent date	Reply-Comment
Apopka City	✓	7/6	
Archer City	✓	7/6	
Belle Glade City	✓	7/6	
Belle Isle City	✓	7/6	no issues
Bushnell City	✓	7/6	
Chiefland City	✓	7/6	
Crescent City	✓	7/6	
DeBary City	✓	7/6	Premium solution, small java Apps needed, VPN access to connect very slow
Dundee Town	✓	7/6	
Eustis City			The software runs on a standard server platform. Our old software ran on an AS400 which was difficult to use and also required personnel familiar with that hardware
Gilchrist County Clerk of the Court	✓	7/6	n/a - does not use full suite
Holley-Navarre Water System	✓	7/6	n/a - does not use full suite
Labelle City	✓	7/6	n/a - legacy system
Lakeland Area Mass Transit District	✓	7/6	n/a - does not use full suite
Longwood City	✓	7/6	no issues, learning curve, quick response from support
Loxahatchee River District	✓	7/6	n/a - does not use full suite
Macleenny City	✓	7/6	
Minneola City	✓	7/6	
North Springs Improvement District	✓	7/6	n/a - does not use full suite
Peoples Water Service Company	✓	7/6	n/a - does not use full suite
St. Augustine Beach	✓	7/6	does not use GoveTech any longer
Sunny Isles Beach	✓	7/6	
Umatilla City	✓	7/6	
Webster City	✓	7/6	
Welaka Town	✓	7/6	
Wildwood City	✓	7/6	only uses Finance, Billing/Collections modules



Award Contract for Financial Management Software

Section 5- Requirements

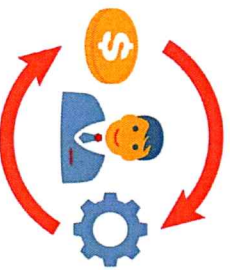
Edmonds
GovTech

BSA

1.00 General Requirements

City Requirements: **R = Required**, V = Very interested, I = Interested

Item#	Feature	RVI	No	No
1.0	General requirements	31	10X	
2.0	General Ledger	159	2X	
	System Setup			
	Project & Grant Accounting			
	Transaction Entry			
	Posting			
	Year-end Processing			
	Reporting			
	Bank Reconciliation		2X	
	Budgeting		1X	
	Dashboard			
3.0	Accounts Payable	69		
	Vendor File:			
	AP Processing:		1X	
	Check Processing:		1X	
	Reports and Forms:			
	Inquiry:			
	P-Card:			
	1099s			
	Dashboard		1X	
4.0	Accounts Receivable	17	2X	
	Dashboard		1X	



Award Contract for Financial Management Software

Section 5- Requirements

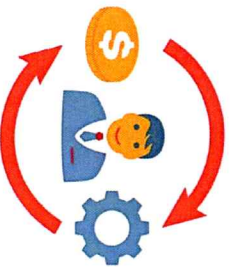
Edmonds
GovTech

BSA

1.00 General Requirements

City Requirements: **R = Required**, **V = Very interested**, **I = Interested**

Item#	Feature	RVI	No	No
5.0	Purchasing	31		
	Vendor File:			
	Interface:			
	Requisition Processing:			
	PO Processing:	2X		
	PO Receiving:			
	Inquiries:			
	Reports:			
	Dashboard	1X		
6.0	Budget	73		
	Payroll Budget	6X		
	Dashboard			
7.0	Cash Receipts	29		
	Closing & Reporting			
8.0	Fixed Assets	102	3X	3X
	Dashboard		1X	1X
9.0	Payroll	263	2X	
	Reporting		5X	
	Employee Self Service		1X	
	Dashboard			
10.0	Human Resources	76	2X	2X
	Dashboard		1X	



Award Contract for Financial Management Software

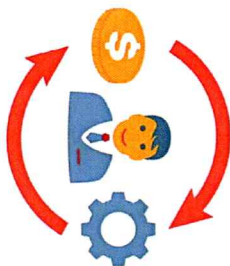
Section 5- Requirements

Edmond S BSA
GovTech

1.00 General Requirements

City Requirements: **R = Required**, V = Very interested, I = Interested

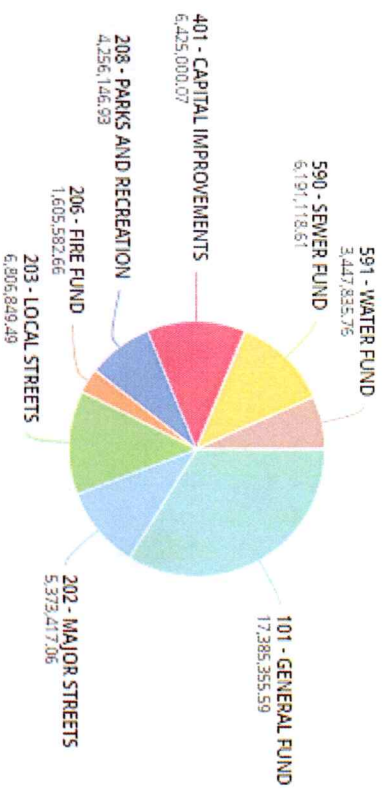
Item #	Feature	RVI	No	No
11.0	Utility Billing	217		
	Penalties:			
	Billing / Invoicing:		5X	
	Database:		3X	
	General:		1X	1X
	Reports:			
	Meter Reading:			
	Online Suite:			
	Deposits:			
	Backflow / Grease Trap Tracking:		2X	
	Work Orders:			
12.0	Business Tax	25		
	Account Management			
	Workflow and Approvals		2X	
	Printing and License Generation			
	License Renewal Management			
	Principal Reporting Requirements			



EXPENDITURES

By Fund

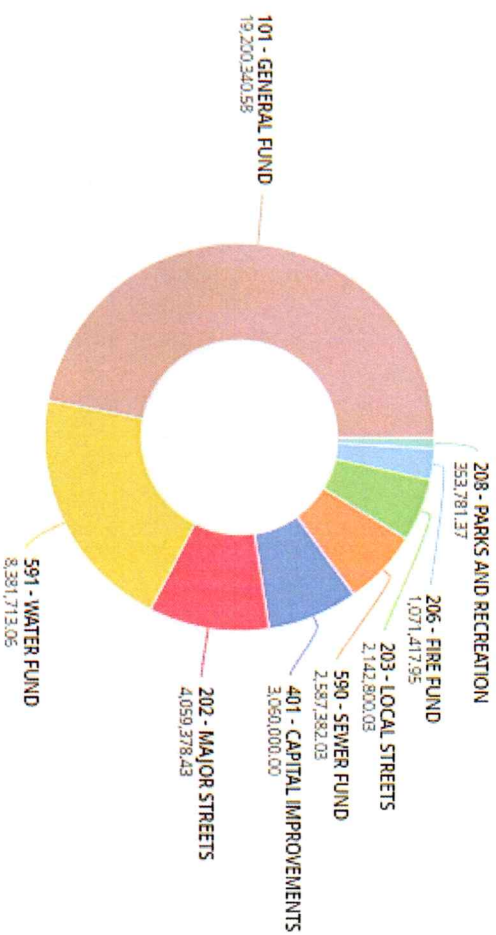
BACK RESET



CASH BALANCES

By Fund

BACK RESET



UB ACCOUNTS WITH CREDIT BALANCES

SORTED BY: PRIMARY CUSTOMER NAME (ASC)

PRIMARY CUSTOMER NAME...	SERVICE ADDRESS	AMOUNT DUE	ACCOUNT NUMBER
BROWN, PETER	1408 PARKWOOD PL	(102.22)	0952
LASHBROOK, JANET	500 SE FOURTH ST	(100.80)	2472

STATUS	LOCATION NUMBER	CYCLE	ROUTE/BOOK
Inactive-Credit	PKWD-001408-0000-00	CC1	F
Inactive-Credit	4THS-000500-0000-10	CC1	F

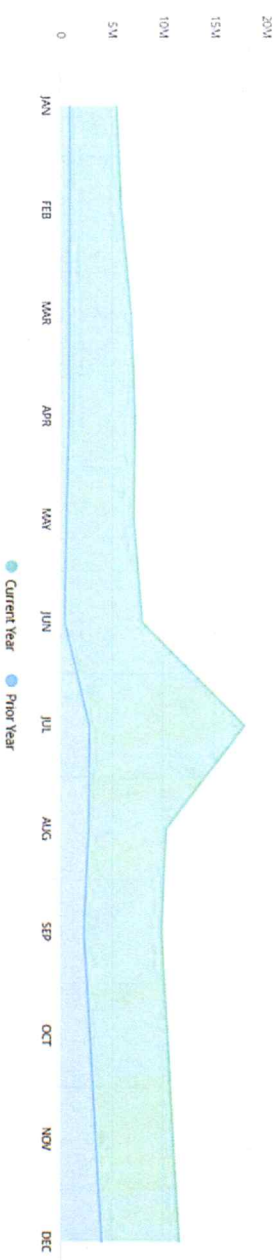
Show Hidden

Financial dashboard

CASH FLOW

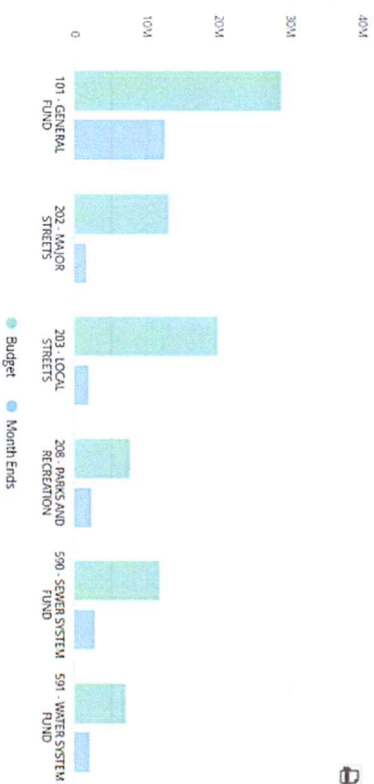
Comparison

← BACK + ↻ RESET



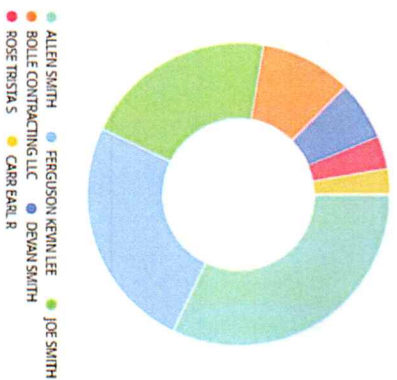
BUDGET VS ACTUAL

← BACK + ↻ RESET



OUTSTANDING RECEIVABLE INVOICES

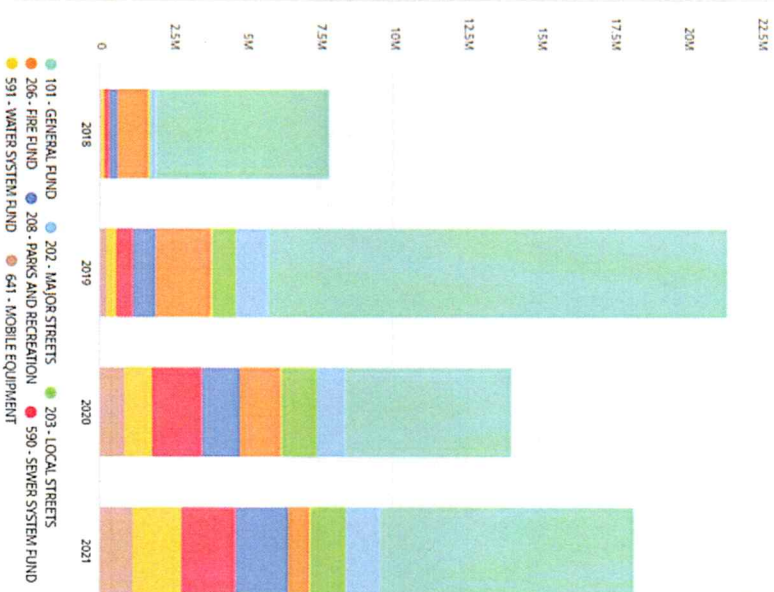
By Year & Account



YEARLY EXPENDITURES

By Fund/Department/Budget Class

← BACK + ↻ RESET



Financial dashboard



INVOICES READY FOR PAYMENT

302,346.49

SORTED BY: DATE ENTERED (DESC) REFERENCE # (DESC)

DATE ENTERED	REFERENCE #	INVOICE #	DESCRIPTION	BANK	VENDOR CODE	VENDOR
01/10/2022 - 12:03 PM	90405	REMIT	Remittance Check	CONSO	FRS	FLORIDA
01/10/2022 - 12:03 PM	90404	REMIT	Remittance Check	CONSO	MIFRU	MICHIGAN
01/10/2022 - 12:03 PM	90400	REMIT	Remittance Check	CONSO	EYEMED	EYEMED
01/10/2022 - 12:03 PM	90389	REMIT	Remittance Check	CONSO	AFIAC	AFIAC
09/30/2021 - 04:31 PM	90378	1301	PAVING AND SEALING POLYETH ST	CONSO	1080	CENTRAL
07/22/2021 - 12:17 PM	90349	3453	MONTHLY PHONE BILL	CONSO	1089	AT&T COM
07/22/2021 - 12:15 PM	90347	43343	SUPPLIES	CONSO	0973	LOWES

1 - 7 of 7 items

INVOICES READY TO POST TO GL

Invoices Total Count

5

Invoices Total Count

SORTED BY: DATE ENTERED (DESC) REFERENCE # (DESC)

DATE ENTERED	REFERENCE #	INVOICE #	DESCRIPTION	BANK	VENDOR CODE	VENDOR
03/09/2022 - 09:55 PM	90442	03/09/2022	FLOWERS FOR THE OFFICE	CONSO	0972	SUNBELLS
03/09/2022 - 03:58 PM	90438	03/09/2022	SUPPLIES	CONSO	2293	HOME DEP
03/09/2022 - 03:53 PM	90430	03/09/2022	MONTHLY PHONE BILL	CONSO	1089	AT&T COM
03/09/2022 - 03:53 PM	90434	03/09/2022	ALTA EQUIP CONTRACT	CONSO	0937	ALTA EQL
03/09/2022 - 03:53 PM	90433	03/09/2022	ALTA EQUIP CONTRACT	CONSO	0937	ALTA EQL

1 - 5 of 5 items

Accounts Payable dashboard

PENDING APPROVAL

10

AWAITING DISTRIBUTIONS

2

RECURRING INVOICES

5

MISSING W9 INFO

60

OPEN CHECK REQUESTS

Requested by Module

Accounts Payable	1
Community Development	6
Utility Billing	3
Total	11

Check Requests Total Count

UNAPPROVED ADJUSTMENTS

4

ACTIVE PAYMENT PLANS

0

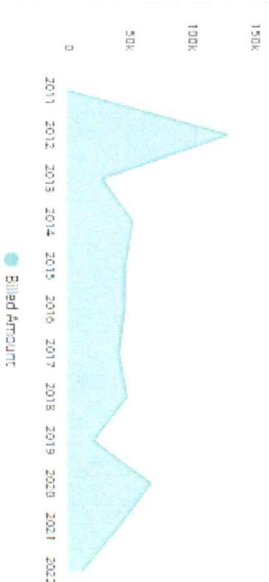
OPEN WORK ORDERS

0
Work Orders Total Count

BILLED AMOUNT BY YEAR

Total Amounts

← BACK → RESET



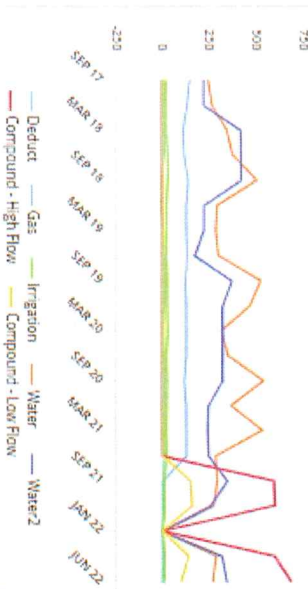
AGED RECEIVABLES AS OF 07/01/2021



BILL ITEM	NON DELINQUENT	< 30 DAYS	30 DAYS	60 DAYS	90 DAYS	180+ DAYS	TOTAL DUE
Compound - High Flow	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compound - Low Flow	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Compound - Sewer	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fireline 1"	0.00	22.08	0.00	0.00	27.22	22.08	72.38
Garbage - 1/2 Crt	0.00	180.06	0.00	0.00	180.06	720.00	1,080.96
Garbage - 5/8 Crt	0.00	18.75	0.00	0.00	22.51	18.75	60.01

METERED USAGE BY SERVICE

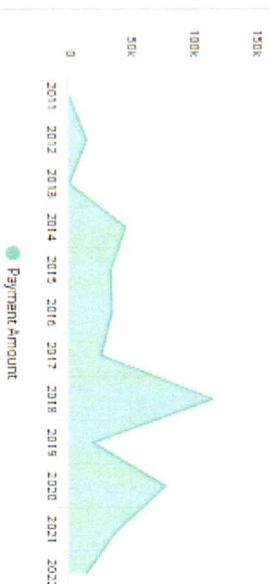
Total Meter Usage:



PAYMENT AMOUNT BY YEAR

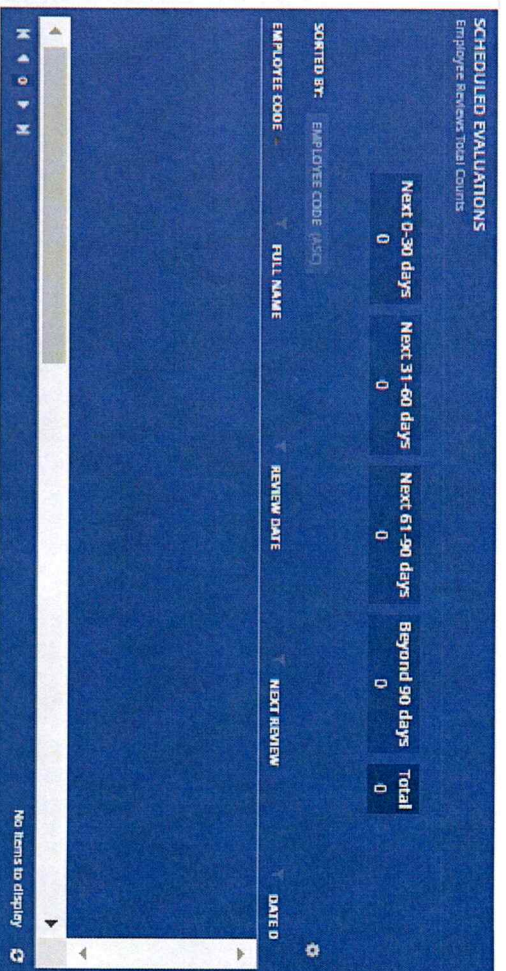
Total Amounts

← BACK → RESET



Utility Billing dashboard





SELF SERVICE REQUESTS

☐ Include Completed and Withdrawn Requests ☐ Use Department Filter

Request Type: ☐ Use Employee filter

Request Start Date: Request:

SELF SERVICE REQUESTS

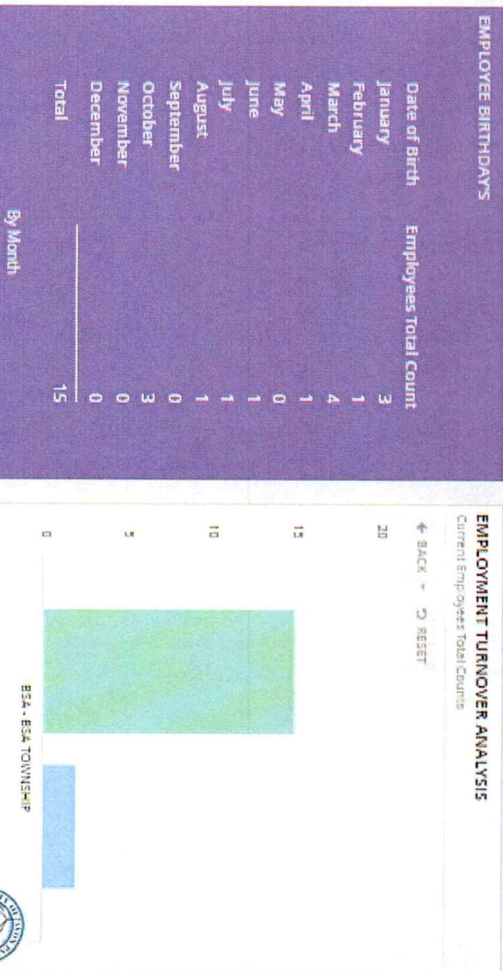
Requests On: 10/09/2021 Status: Pending

ASHLEY, JORDAN A. - 1 Person Info Changes
Request Reason: UPDATE EMAIL ADDRESS
Requested On: 09/27/2021 Status: Pending

JOHNIS, SAMANTHA A. - 1 Person Info Changes
Request Reason: Purchased New House
Requested On: 07/30/2021 Status: Pending

JOSEPH, JOE J. - 1 Personal Info Changes
Request Reason: Purchased and moved to a new home

Human Resources dashboard





G/L Account Maintenance



Add Edit Close Delete Previous Next Detail Balance Help

Account: 30-1010-0100 Year: Current Account Type: Asset

Desc: DUE FROM CENTRAL DEPOSIT.

General Tracking Ids Class Ids

Checking:

Exclude From ViewPoint Dashboard:

	Debit Activity	Credit Activity
July:	750,556.37	695,915.98
Aug:	734,146.84	602,114.10
Sept:	716,359.77	522,458.18
Oct:	738,337.58	766,633.90
Nov:	716,960.04	680,182.34
Dec:	188,306.50	441,738.61
Jan:	1,257,718.25	447,617.09
Feb:	798,698.44	917,048.48
March:	720,571.53	644,282.26
April:	738,189.62	664,482.00
May:		
June:		
Opening Bal:	4,555,530.85	
Current Bal:	5,532,902.85	



[Add](#) [Edit](#) [Close](#) [Delete](#) [Previous](#) [Next](#) [Detail](#) [Letter](#) [View Map](#) [Help](#)

Account Id: 1039000 - 1 Type: R Section: MID

ADDITIONAL PAST DUE

Prop Loc: 123 CRAWFORD ST
Serv Loc: 123 CRAWFORD ST
City Id: PID: 006

Location Id: 72
Primary Property: ☒
Owner: GAMES PROPERTY HOLDINGS LLC
Bill To: GAMES PROPERTY HOLDINGS LLC
Alternate Id: 19702

[General](#) [Additional](#) [Water](#) [Sewer](#) [W/S Meter](#) [Electric](#) [Electric Meter](#) [Trash](#) [Balances](#) [Recent Activity](#) [Credit History](#) [Location Accounts](#) [Notes](#) [Work Orders](#)

Recent Billings:

Service Types	Billing Date	Due Date	Amount Billed	Amount Due	Usage	Principal Balance	Penalty
Wat/Sew	04/01/21	04/30/21	32.25	32.25 W/S:	1690	32.25	0.00
Wat/Sew	03/01/21	03/31/21	32.25	0.00 W/S:	1390	0.00	0.00
Wat/Sew	02/01/21	02/26/21	32.25	0.00 W/S:	1760	0.00	0.00
Wat/Sew	01/04/21	01/29/21	32.25	0.00 W/S:	1530	0.00	0.00
Wat/Sew	12/01/20	12/31/20	32.25	0.00 W/S:	1400	0.00	0.00
Wat/Sew	11/02/20	11/30/20	32.25	0.00 W/S:	1650	0.00	0.00
Wat/Sew	10/01/20	10/30/20	32.25	0.00 W/S:	1240	0.00	0.00
Wat/Sew	09/01/20	09/30/20	32.25	0.00 W/S:	950	0.00	0.00

Recent Payments & Adjustments:

Type	Date	Amount	Info
Payment	04/0...	32.25 CR	3803445001
Payment	03/0...	32.25 CR	3800880194
Payment	02/0...	32.25 CR	3798512913

Current Balances:

Principal: 32.25
Penalty: .00
Total: 32.25
Deposit: .00

Water Cycle: 1 Status: Active Sewer Cycle: 1 Status: Active
Active Date: 10/27/2008 Active Date: 10/27/2008
Electric Cycle: 1 Status: Inactive Trash Cycle: 1 Status: Inactive
Active Date: Active Date:



Add **Edit** **Close** **Delete** **Previous** **Next** **Detail** **Letter** **Help**

Employee Id: Go To:

First Name: Middle Init: Last Name: Suffix:

Main

Street 1: Soc Sec#: Sex: Salutation:

Street 2: Nickname:

City: Former Name:

State: Zip: Badge Num:

Dept: -

Hours Id: Location Id: Attendance Approver:

Position:

Job Title Id: Supervisor: DOP Id:

FLSA Status: FLSA Status Date:

Work Ph: - - - -

Home Ph: - -

Email Addr: ESS Password:

Driv Lic: Lic Exp Date:



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[illegible]

Section 5- Requirements

1.00 General Requirements

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
41	Can processes be scheduled to run in the background or at a later time?	R
42	Can you export report data to CSV file format?	R
43	Does the system provides audit trail history of approvals?	R
44	Does the system have the ability to support a single customer record that is not duplicated within the system?	V
45	Does the system have the ability to support a single address record that is not duplicated within the system?	V
46	Does the system have the ability to provide a user-configurable "management dashboard" which allows users to identify and view key summary performance statistics from various components of the ERP system and drill into them for further detail.	R
47	Can the system store report defaults or settings so they they can be reused easily?	V
48	Does the system support relative dating (today, tomorrow, this month, this year) for reporting and searching?	V
49	Can a user "drill down" to from a summary level screen/online report and inquire on progressively more detailed (i.e., source) transactions.	R
50	Can reports be automatically emailed to users?	R
51	Can user create a favorite list of reports?	V
52	Are generated reports saved on the system for a period of time so they can be accessed again without rerunning?	V
53	Does the system support "fuzzy" search when looking for records?	R
54	Does the system support "fuzzy" search when looking for reports?	V
55	Does the system support "fuzzy" search when looking for menu/navigation items?	V
56	Can users to perform inquiries and searches by any field available for data entry?	R
57	Can users set up common short cuts for frequently performed operations?	V

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YES	NO	10/N 57
	X	
	X	
	X	
	X	
	X	
	X	
	X	

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YES	NO	

Section 5 - Requirements

2.00 General Ledger

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	5/N 107	YES	NO	
General Ledger System Setup								
1	User maintained tables with capability to specify all major system variables (chart of accounts, accounting periods, report definition, processing parameters, etc.)	R		X				
2	System supports required fund accounting to maintain various fund types (e.g., special revenue funds, enterprise funds, fiduciary funds, etc.) and methods of accounting (modified accrual/full accrual).	R						
3	System supports encumbrance-based accounting.	R						
4	Integration level between the G/L and other modules only requiring adjusting journal entries (not transactions) with exceptions to be noted in the <u>Exceptions to Specifications</u> section.	R						
5	Online maintenance of account number components such fund, activity/department, account, sub-account, etc.	R						
6	System should accommodate grouping of activities/departments into major functions (budgetary centers) such as General Government, Public Safety, etc.	R						
7	Allows standard US currency formatting (xxx,xxx,xxx.xx)	R						
8	Allows structuring and organization of multiple activities/departments.	R						
9	Ability to support different fiscal years by fund (not currently used).	I		X				
10	Ability to group account numbers by type or category.	R						
11	Ability to select a range of account numbers for individual account types/categories.	R						
12	Ability to accept an alternative set of account numbers.	R		X				
	The following information is provided in the account master file:							
	• Account type	R						
	• Account number	R						
	• Account description	R						
	• Active or inactive	R						
13	Ability to establish a pooled cash processing fund that automatically generates journal entries for fund cash and equity positions (claim on assets).	R						
14	Ability to set up project and perform project accounting.	R						
14	Ability to restrict project use to certain accounts to prevent errors.	R						
15	Ability to attach miscellaneous information to each general ledger account and subsequently view/inquire it.	R						
16	Ability to add, change, and delete inactive general ledger accounts.	R						
17	Ability to reopen a previously closed period within a year.	R						

2.00 General Ledger

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Item No	Feature	RVI
18	Ability to classify account by: 1. Account types (i.e., Assets, Liabilities, Revenues, Expenditures, Expenses) 2. Object Codes (i.e., Personnel Services, Supplies, Other Charges, Intergovernmental Revenues)	R
19	Ability to inactivate (without deleting) an account, project, or job to prevent use.	R
20	Provides varying levels of read access to G/L system setup, chart of accounts, account inquiry to authorized users.	R
21	Ability to scroll and review on a single screen for all general ledger accounts for which the user has access:	R
	• Account Number	R
	• Total Budget	R
	• Actual Year-to-Date	R
	• Budget Balance	R
22	Ability to select an account number and review the following:	R
	• Account Number	R
	• Account Name	R
	• Account Type	R
	• Original Budget	R
	• Amended Budget	R
	• Actual Year-to-Date	R
	• Unposted Amounts	R
	• Encumbered Amounts	R
	• Total Year-to-Date plus Encumbrances	R
	• Budget Balance	R
	• Detailed Account Transactions	R
	• Budget Notes	R
23	Ability to select a transaction and drill down to the source document (journal entry, check number, purchase order, payroll, cash receipt, invoice, etc.) without having to exiting to a different module or screen.	R
24	Ability to review miscellaneous information on a general ledger account.	R
25	Ability to select a transaction and review the creator's user ID and if modified that user's ID.	R
26	Provides view of all detail transactions regardless of open/closed status of month/year.	R
27	Ability to see offsetting debit(s) or credit(s) for every transaction.	R
28	Ability to reconcile inter-fund receivables and payables and flag inter-fund entries for review.	R
29	Ability to search for inactive accounts and delete as a whole or individually those accounts.	R
30	Ability to inquire on-line any transaction using date range, fiscal year, account number range, transaction type, description, reference document, etc.	R
31	Ability to select an encumbrance and view the original amount, adjustments, liquidations, and remaining balance.	R
Project & Grant Accounting		
32	The system support project accounting.	R

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Section 5 - Requirements

2.00 General Ledger

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	5/N 107	YES	NO
33	The system can track project details including: start date, end date, project #, category, revenue source, notes, comments.	R					
34	All transactions can be associated to a project.	R					
35	If an item is incorrectly coded without a project number, the system can change the original transaction or add a correcting transaction that is linked to the original project.	R					
36	Project budgets can be established.	R					
37	projects can span multiple fiscal years.	R					
38	The system can include project details in standard General Ledger reports.	R					
39	The system includes capabilities for creating a project activity report.	R					
40	The system includes capabilities for creating a project ledger report.	R					
41	The system support grant accounting.	R					
42	The system can track grant details including: start date, end date, grant #, CFDA#, grantor and comments.	R					
43	All transactions can be associated to a grant.	R					
44	If an item is incorrectly coded without a grant number, the system can change the original transaction or add a correcting transaction that is linked to the original grant.	R					
45	Grant budgets can be established.	R					
46	Grants can span multiple fiscal years.	R					
47	The system can include grant details in standard General Ledger reports.	R					
48	The system includes capabilities for creating a grant activity report.	R					
49	The system includes capabilities for creating a grant ledger report.	R					
50	The system includes capabilities for creating a schedule of federal awards report.	V					
Transaction Entry							
51	Transactions may be entered manually, automatically from other modules, or imported from other applications.	R					
52	Ability to copy posted journal entries and modify them prior to posting new transaction.	R					
53	Ability to create recurring journal entries.	R					
54	Ability to enter transactions to multiple open periods/fiscal years while being able to close other periods of any given year to prevent further updating.	R					
55	Ability to enter transactions to projects/grants.	R					
56	Prevention of invalid account number and out of balance transaction entry.	R					
57	Automatic reversal of adjusting entries (when flagged).	R					
58	User-defined data entry process (sequence of fields, inclusion/exclusion of decimal point, default fiscal year etc.) for ease of entry.	R					
59	Ability to distribute interest monthly to each funds claim on pooled cash based on average daily cash balance of fund.	R					
60	Ability to set defaults for a batch of entries that allows for change during input.	R					

Section 5 - Requirements

2.00 General Ledger

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	5/N 107	YES	NO	
61	Ability to view transaction counts and balancing totals during entry that can be used to prevent errors.	R						
62	Ability to enter transaction dates different from system date.	R						
63	Require document transaction name/number for source reference.	R						
64	System provides prompts (drop down menus) during entry for:	R						
	• GL number	R						
	• Project/job number, selected by name	R						
	• Vendor number	R						
	• PO Number	R						
65	Automatic budget verification of transactions entered. System will warn of over-budget condition and either block transaction from being posted, or allow posting of transaction based on user security.	R						
66	Ability to automatically carry forward previous transaction information to next transaction except for dollar amount.	R						
67	Ability to enter transactions in a spreadsheet-like screen being able to view all transaction lines and debits and credits in separate columns as you enter.	R						
68	Ability to record transaction descriptions for each transaction or default to previous transaction description.	R						
69	Ability to import transactions for on-line Tax payment portal	R						
Posting								
70	Are posted transactions identified by sub-system source or type (AP, AR, PR, etc.)?	R						
71	Supports subsystem transaction posting at user-defined intervals during the month including multiple postings in the same day.	R						
72	System prevents invalid account number, fiscal year, period, PO number, vendor number, customer number from being used.	R						
73	Ability to post interfund transactions.	R						
74	Ability to post encumbrance transactions.	R						
75	Ability to select transaction types for posting.	R						
Year-end Processing								
76	Year-end closing procedures provide revenue and expenditure/expense close-out to fund balance or retained earnings and carry forward balance sheet amounts to next fiscal year.	R						
77	Automatic carry-over of project information into next fiscal year within the subsidiary ledger only.	R						
78	Automatically carry forward unliquidated encumbrances to the following fiscal year and add them to the budget.	R						
79	Ability to reroll balances with final close of fiscal year for selected items such as balance sheet accounts and properly reverse original closing entries rolled.	R						
Reporting								
80	Complies with financial accounting and reporting standards set forth by:							

2.00 General Ledger

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Item No	Feature	RVI
	<ul style="list-style-type: none"> GASB (Governmental Accounting Standards Board) 	R
	<ul style="list-style-type: none"> Florida AFR 	R
	<ul style="list-style-type: none"> GAAFR Guidelines 	R
	including, but limited, to the following reports:	R
	<ul style="list-style-type: none"> Statement of Net Assets 	R
	<ul style="list-style-type: none"> Statement of Activities 	R
	<ul style="list-style-type: none"> Governmental Funds - Balance Sheet 	R
	<ul style="list-style-type: none"> Governmental Funds - Statement of Revenue, Expenditures and Changes in Fund Balance 	R
	<ul style="list-style-type: none"> Proprietary Funds - Statement of Net Assets 	R
	<ul style="list-style-type: none"> Proprietary Funds - Statement of Revenues, Expenses, and Changes in Net Assets 	R
	<ul style="list-style-type: none"> Fiduciary Funds - Statement of Net Assets 	R
	<ul style="list-style-type: none"> Fiduciary Funds - Statement of Changes in Net Assets 	R
	<ul style="list-style-type: none"> Component Units - Statement of Net Assets 	R
	<ul style="list-style-type: none"> Component Units - Statement of Activities 	R
	<ul style="list-style-type: none"> Budget Comparison Schedules (Original budget, amended budget, actual and variance) 	R
	<ul style="list-style-type: none"> Combining Schedules of Non-Major Funds 	R
81	Compiles the following accounting reports for any period(s), fiscal year(s), fund(s) or department/activity(s).	R
	<ul style="list-style-type: none"> Trial Balance 	R
	<ul style="list-style-type: none"> Auditor Trial Balance 	R
	<ul style="list-style-type: none"> General Ledger 	R
	<ul style="list-style-type: none"> Balance Sheet 	R
	<ul style="list-style-type: none"> Statement of Revenues, Expenditures (Expenses) and Changes in Fund Balance (Net Assets) 	R
	<ul style="list-style-type: none"> Statement of Cash Flows 	R
	<ul style="list-style-type: none"> Project Statement of Revenues and Expenditures 	R
	<ul style="list-style-type: none"> Project General Ledger 	R
	<ul style="list-style-type: none"> Encumbrance Activity Report 	R
	<ul style="list-style-type: none"> Chart of Accounts 	R
82	Compiles the following budget reports for any period(s), fiscal year(s), fund(s) or department/activity(s):	R
	<ul style="list-style-type: none"> Revenue budget report, including, monthly budget to actual, ytd budget to ytd actual, annual budget, budget variance. 	R
	<ul style="list-style-type: none"> Expenditure budget report, including, monthly budget to actual, ytd budget to ytd actual, encumbrances, annual budget, budget variance. 	R
83	Compiles the following analytical reports for any period(s), fiscal year(s), fund(s), department/activity(s), account(s):	R
	<ul style="list-style-type: none"> Account Activity Listing 	R
	<ul style="list-style-type: none"> Comparative Balance Sheet 	R
	<ul style="list-style-type: none"> Comparative Revenues/Expenditures 	R
	<ul style="list-style-type: none"> Comparative Trial Balance 	R
84	Includes a report writer utility to design and generate ad-hoc financial reports, including ability to save the report for future use and copying reports to use as templates for other reports.	R

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Section 5 - Requirements

2.00 General Ledger

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	5/N 107	YES	NO	
85	Ability to create simple transaction/balance reports based on user-defined filtering (periods, years, transaction types, etc.), grouping, sorting, summary/detail, and totalling options.	R						
86	Ability to save reports in multiple formats including, but limited to: PDF, excel, text, CSV, fixed length, and dbase.	R						
Bank Reconciliation								
87	Ability to clear transactions and perform bank reconciliation.	R						
88	Ability to import a file of cleared checks. Include costs if this requires customization or extra costs.	R						
89	The ability to have an approval workflow tied to journal entries.	R		X				
90	The ability to have an approval workflow tied to budget amendments.	R		X				
Budgeting								
91	Ability to develop budgets at the cost center level (department level)	R						
92	Ability to describe a budget item. An unlimited narrative may be input and printed on the final budget document.	R						
93	Ability to maintain a multiple levels of budget, including requested and adopted.	R						
94	Ability to identify specific budgeted items per account	R						
95	Ability to allow for departmental budget entry in an account listing style.	R						
96	Ability to create visual representations of data for the budget (i.e. charts).	R		X				
97	Ability to implement security related to who has access to budget development and view based on their department and organization.	R						
98	Ability to import off-line developed budget information from Excel into the system.	R						
99	Ability to create a position budget.	R						
100	Ability to have mutple versions of a position budget.	R						
101	The system can create a multi-year budget.	R						
102	The system can track capital projects budgets.	R						
103	Ability to view budget reports on modified and accrual bases of accounting.	R						
104	Ability to report out on all budget line items, with or without narrative, for any version of the budget.	R						
105	System provides dashboard views of budget information, both across all departments and for only one department.	V						
Dashboard								
106	The dashboard solution allows for displaying General Ledger related informaton: Open Journal Entries, Accounts Over Budget, YTD Revenue by Department, ...	R						
107	The dashboard allows for displaying General Ledger related charts and graphs	V						

Section 5 - Requirements

3.00 Accounts Payable

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 79	YES	NO	
Accounts Payable								
Vendor File:								
1	Accounts payable and purchasing share a single global master vendor file.	R						
2	System stores the following fields in the vendor master file.							
	• Vendor name	R						
	• Vendor number	R						
	• Remittance address	R						
	• Purchase order address	R						
	• Bid info address	I						
	• Email address	R						
	• Contact person(s) info	R						
	• Tax ID type (EIN or SSN)	R						
	• Fed. Tax ID or SSN	R						
	• Vendor type (bus., ind., or misc.)	I						
	• Vendor status (active vs inactive)	R						
	• Flag for 1099s	R						
	• EFT info	V						
	• Commodity codes	I						
	• Date of last activity	V						
	• Payments terms and discount info	I						
	• Hold status	I						
3	Additional fields for misc. info/comments as needed	R						
4	Vendor file integrates with building permits file (for bond refund purposes)	V		X				
5	System automatically retrieves vendor info, PO data and status by vendor name and/or PO number	R						
6	System has the inquiry ability to display detailed transactions histories by vendor name/vendor number for current and prior fiscal years	R						
7	System has the ability to attach misc. vendor-related documents to a vendor in the system (e.g., contracts, W9s, insurance certs, etc.)	V						
8	System is able to flag duplicate vendor entry into the system, with an override option	R						
9	System provides tracking of active vs inactive vendors by last transaction date	V						
10	System provides easily viewable remittance addresses of numerous vendors with the same name to aid in selecting the correct one (e.g., State of Michigan)	R						
AP Processing:								
11	System allows unlimited/multiple users simultaneous access to the invoice entry process	R						
12	System has security to restrict individuals' access to various function levels	R						
13	System has security to restrict individuals' access to various account numbers	R						
14	System displays vendor name/number and GL account number description at data entry level	R						
15	System validates availability of funds at data entry	R						
16	System offers the option to turn budget override on and off	R						
17	System provides a hierarchical electronic approval path for payment requests	R						

Section 5 - Requirements

3.00 Accounts Payable

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 79	YES	NO
18	Users can approve invoices on a smart phone or tablet.	R					
19	Users can approve invoices directly by clicking on a link in an email.	V		X			
20	Users can approve invoices directly by clicking on a link in a text message.	V		X			
21	Approvals can be automatically routed to an alternate when someone is away.	V					
22	System allows users to expense to two different fiscal years for purposes of data entry at FYE	R					
23	System allows batch entry of invoices with the ability to associate a batch/group number with an individual	R					
24	Individuals with appropriate authority can edit batches/groups entered other individuals	R					
25	System can match an entered invoice with the associated PO if the invoice is for goods/services that originated from a PO	V					
26	System allows users to enter an invoice for payments that do not originate from a PO	R					
27	System allows for entry of credit memos that will offset future payments	I					
28	System has ability to maintain future-dated entries in an unpaid file until that date is reached	V					
29	System able to automatically distribute invoice payments by specified parameters (e.g., dollar amount, percentage) into multiple accounts	R					
30	System has the ability to enter batch parameters (e.g. pay date) only once for the entire batch	R		X			
31	System has the ability to consolidate multiple invoices from the same vendor onto a single check	R					
32	System has the ability to override check consolidation and produce individual checks payable to the same vendor	R					
33	System provides duplicate payment entry warning/notification	R					
34	System provides discount notice and/or automatic processing of discounts at invoice entry	I					
35	If a payment is < the amount of the outstanding encumbrance, the system lets the user indicate that it's a final payment and automatically liquidate the outstanding encumbrance amounts accordingly	R					
36	Does the system allow freight charges to be entered as a separate line item?	R					
37	System provides automatic removal of associated encumbrances upon processing of invoices	R					
	Accept electronic refund requests from other financial applications						
	• Utility Billing	R					
	• Accounts Receivable	R					
	• Building Department	R					
	• Business Licensing	R					
Check Processing:							
38	System has the ability to enter general invoice description on the remittance advice	V					
39	System allows the entry of general message/info that will print on all remittance advices within a given check run	I					
40	System can produce the following payment types:						

Section 5 - Requirements

3.00 Accounts Payable

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 79	YES	NO	
	• Checks	R						
	• EFTs	V						
41	System automatically emails vendors an electronic remittance advice for all EFT transactions	V						
42	Can system attach an electronic or scanned copy of a check to an electronic invoice?	I						
43	Can the system email an electronic copy of a check to a vendor?	I						
44	System able to print laser MICR checks with signatures on blank stock	R						
45	System able to print multiple check remittance advice fields for large remittances, voiding all but the actual payment check	R						
46	System prints void file copies of all checks	R		X				
47	System will not generate a zero or negative check	R						
48	System provides on-demand check batch processing, with automatic GL updates and liquidation of associated encumbrances	R						
49	System allows manual "emergency" checks to be entered and printed on demand, with automatic GL updates and liquidation of associated encumbrances	R						
50	Provides void check recording and associated reversing entries, with option to return item to payables, reissue check or delete from the payables system	R						
Reports and Forms:								
51	System provides a variety of reports, including:							
52	Edit list for balancing batch totals	R						
53	Check registers, including manual and void checks	R						
54	Vendor activity report, including invoices, payments, encumbrance activity and account and PO numbers	R						
55	Account activity reports for one or more fiscal years	R						
56	Ability to run 1099 report for flagged/coded vendors	R						
57	Ability to print specific IRS 1099 forms	R						
58	Ability to file 1099 data electronically with the IRS	R						
59	Ability to run a subsidiary ledger report for accounts payable in one or more funds as of a specific date	R						
Inquiry:								
60	Ability to query an invoice to determine payment status	R						
61	Ability to query invoices by vendor, account number, purchase order or project	R						
62	Ability to query payment detail to one-time vendors	R						
63	Ability to search for payments by dollar amount of check	V						
P-Card:								
64	System supports P-card use and has the ability to control amounts and usage by agency, commodity and/or individual	I						
65	Ability to download bank statement into system by:							
	• Vendor	I						

Section 5 - Requirements

3.00 Accounts Payable

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
	• Amount	I
	• Individual	I
	• Last 4 of card number	I
66	Ability to group P-card transactions and approve as a batch	I

1099s

67	The vendor file allows for a 1099 payee name and address which is different from the remittance (or PO) name and address	R
68	The system allows individual invoice transactions to be flagged for 1099 purposes	V
69	See above - Must this be done at the time of transaction entry, or can it be done subsequent to check processing?	V
70	The system allows manual changes to 1099 amounts before the print file is created	R
71	Ability to print 1099 forms on laser printer using pre-printed stock, including self-mailers	R
72	Ability to run 1099 report listing all payments to 1099 vendors by date and invoice during the calendar year	R
73	Does the above report exclude all payments/checks that have been voided?	R
74	The system allows users to print a single 1099	R
75	The system maintains a 1099 history by calendar year	R
76	If a TIN is not entered for a 1099-able vendor, will the system leave the TIN box blank when the 1099 is printed?	R
77	Ability to print a final 1099 report that lists each vendor selected to received a 1099 along with all info to be printed on the 1099	R

Dashboard

78	The dashboard solution allows for displaying Accounts Payable related Information: Open Invoices, Top 10 Vendors, Invoices Awaiting Approval, ...	R
79	The dashboard allows for displaying Accounts Payable related charts and graphs	V

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YES	NO	3/N 79
	X	
	X	

YES	NO	

	X	

	X	
	X	

Section 5 - Requirements

4.00 Accounts Receivable

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 21	YES	NO	
Accounts Receivable								
1	Provides interface to Accounting Modules(Cash Receipts, General Ledger)	R						
2	Provide Parcel id# for parcel-related billing, ie Grass, Snow	R						
3	Ability to reprint Invoice	R						
4	Ability to design invoices by type	R		X				
5	Ability to reverse returned checks and charge fee	R						
6	Provide Test print prior to final invoice	R						
7	Ability to automatically add late fees to parking tickets, as well as other invoices	R						
8	Ability to print multiple late notices	R						
9	Ability to print different types of late notices dependant on invoice type	R						
10	Ability to add user defined fields	R		X				
11	Ability to search for invoices by: invoice number, parcel number, property address, customer name user defined fields parking ticket license plate number	R						
12	Allow automatic billings, monthly, and annually	R						
13	Provide a summary statement by customer	V						
14	Ability to accept partial payments	R						
15	Ability to adjust and write off invoices							
16	Ability to bill more than one charge per invoice with different general ledger numbers	R						
17	Provide an aging report	R						
18	Provide a trial balance report by date range entered by user	R						
19	Ability to create an Aged Receivables report.	R						
Dashboard								
20	The dashboard solution allows for displaying Accounts Receivable related Information: Open Invoices, Outstanding Receivables, Receivables by Billing Item, ...	R		X				
21	The dashboard allows for displaying Accounts Receivable related graphs	V		X				

Section 5 - Requirements

5.00 Purchasing

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 46	YES	NO	
Purchasing								
Vendor File:								
1	A single global master vendor file is shared between the a/p and purchasing applications	R						
2	Address fields of at least 30 characters in length	V						
3	Address lines provide for an "Attention" field	V						
4	System provides for separate remit to and/or PO addresses	R						
Interface:								
5	The proposed system provides full interface with the other accounting modules (AP, GL)	R						
Requisition Processing:								
6	The system provides user-defined access restrictions to function levels	R						
7	The system provides user-defined access restrictions to account numbers	R						
8	System provide user-defined budget override capabilities	R						
9	System provides user-defined hierarchical electronic approvals	R						
10	Users can approve PO's on a smart phone or tablet.	R						
11	Users can approve PO's directly by clicking on a link in an email.	V		X				
12	Users can approve PO's directly by clicking on a link in a text message.	V		X			X	
13	Approvals can be automatically routed to an alternate when someone is away.	V						
14	Ability to attach imaged or scanned documents (such as quotes, proposals, etc.) to a requisition in the system	V						
15	System provides automatic budget and/or account validation at req. entry	R						
16	System provides for the entry of price quotes from multiple vendors for a given requisition	R						
17	System provide codes for commonly used info at requisition entry (e.g., ship to location)	R						
18	Requisition process may be by passed with direct entry of POs by users, but with hierarchical electronic approvals	I						
19	System allows for one line item to be expensed to multiple account numbers	R						
20	System provides for automatic percentage or dollar amount distributions for a single line item between multiple account numbers	R						
21	System allows tracking the status of a requisition both before and after approval	R						
22	System allows for misc. requisition comments for justification or clarification purposes	R						
PO Processing:								
23	System allows PO processor to edit or make changes to req. info prior to generating the PO	R						
24	System automatically establishes an encumbrance in the GL upon acceptance/issuance of the PO	R						

Section 5 - Requirements

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5.00 Purchasing

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI	YES	NO	3/N 46	YES	NO	
25	System provides for entry of separate user-defined "ship to" and "bill to" addresses to appear on the PO	V						
26	System provides for emailing or faxing of POs from information contained in the vendor file	R						
PO Receiving:								
27	System allows partial liquidation of a PO (i.e., allow multiple receipts and invoices against a single PO)	R						
28	System allows change orders to be processed against an existing PO	R						
29	Change orders can follow an approval process	R		X				
30	System provides option to indicate "final payment" when a PO is paid in full, including occasions when the final payment differs from the remaining encumbrance amount	R		X				
31	System automatically updates the a/p module upon invoice entry against a PO	R						
32	System allows access to vendor info and invoice history during PO-receiving data entry	V						
33	System provides the ability to cancel/void a PO and automatically reverse the corresponding entries in the other accounting modules	R						
34	System tracks adjustments made to a PO	V						
35	System allows PO processor to make changes to a PO after it has been generated but before payment has been made	V						
36	System allows amount invoiced on a PO to be adjusted	V						
37	Ability to attach imaged or scanned documents (e.g., an invoice) to a PO in the system	V						
Inquiries:								
38	Ability for online inquiry of open and closed POs by:							
	• Vendor	R						
	• User	V						
	• Department	V						
39	PO inquiry provides detail info for that PO, including line item descriptions, account numbers, etc.	R						
Reports:								
40	PO register	R						
41	Open/closed/voided PO report	R						
42	Outstanding POs by user-defined parameters	R						
43	PO receipt report	R						
44	PO encumbrance by PO # or account #	R						
Dashboard								
45	The dashboard solution allows for displaying Purchasing related information: Open PO's, Waiting for Approval, Over Budtet, Change Orders,	R		X				
46	The dashboard allows for displaying PO related graphs	V		X				

Section 5 - Requirements

6.00 Budget

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	6/N 49	YES	NO
Budget							
1	Provides Interface with the following Accounting Modules:	R					
	• General Ledger	R					
	• Purchasing	R					
	• Project/Grant Accounting	R					
	• Payroll/Personnel	R					
2	Allows line item and departmental budgeting.	R					
3	Capable of maintaining prior year's budget for use in developing/preparing new budgets and forms and includes/retains user-specified information.	R					
4	Allows on-line or printed inquiries of requested, recommended, and approved budget information for current, previous,, and user defined future years.	R					
5	Allows modification of preliminary budget amounts and automatic update of department totals.	R					
6	Provides comparison and reporting of actual expenditures and revenue against budgeted amounts throughout the year.	R					
7	Allows tracking and recording of budget modifications/amendments and transfers between accounts with user-defined dollar amounts and references.	R					
8	Provides ability to create projected budgets based on user defined parameters (using %'s, historic data, etc.) and account number ranges.	R		X			
9	Provides on-line budget inquiry of current updated user-defined accounts (revenues, open purchase orders, etc.)	R					
10	Allows user-defined required approvals	R		X			
11	Provides the following budget levels for each budget year:	R					
	• Prior year actual	R					
	• Current year original budget	R					
	• Current year revised budget	R					
	• Projected current year	R					
	• Department requested	R					
	• Manager recommended	R					
	• Commission approved	R					
	• Planned amount for following year	R					
12	Provides tracking of all expenditures to date and a report listing the following:	R					
	• Over/under expenditures	R					
	• Balances	R					
13	Provides Original and Amended Reconciliation Reports.	R					
14	Provides summary totals and reporting at user-defined levels.	R					
15	Provides ability for significant notes to be attached to each budgeted line items for every budget level.	R					
16	Ability to create, remove, and/or inactivate General Ledger accounts in budget preparation with proper authority.	R					
17	Ability to view historical information on removed/deleted accounts.	R					

Section 5 - Requirements

6.00 Budget

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
18	Provides ability to copy, merge or delete entire budget levels or user-defined accounts within a budget level to another budget level with proper authorization.	R
19	Provides on-line projections of second half (six month) current fiscal year budgets.	R
20	Allows line item budget within an activity.	R
21	Provides sequential assignment of item numbers within an account for report and file maintenance use.	R
22	Allows user-defined supporting documentation attached to an account to be tracked throughout the entire budget process.	R
23	Allows specified percent increase to budget by account or commodity.	R
24	Provides the following user-defined inquires/reports/forms:	R
	• Fund and summary line item report by budgetary center	R
	• Budget projection report	R
	• Detailed budget amendments/ adjustments	R
	• Detail or Summary Budget report	R
	• Payroll Projection Report	R
	• Budget Recap report	R
	• Budget Adjustment report	R
	• Summary Budget worksheet	R
	• Overdrawn Expenditures report	R
25	Allows user-defined detail levels for legal budget (appropriations) and administrative control budget.	R
26	Ability to collect capital plan appropriation request information.	R
27	Ability to create project budgets through the capital plan appropriation with information rolling into the Grant/Project Accounting Module.	R
28	Provides user-defined analysis, projection, and modeling functions with storage of results.	R
29	Ability to create "4-Year Comparison" worksheets for each fund and display side by side each other and create total worksheet for all funds.	V
30	Ability to create a 5 year forecast based on user-defined assumptions regarding inflation and personnel benefit costs.	V

Payroll Budget

31	Allows summary personnel cost totals for final budget.	R
32	Ability to process Payroll/Personnel budget based on user-defined criteria.	R
33	Allows allocation of employee/position by user-defined percentage to multiple funds/accounts with separate/multiple account numbers	R
34	Provides report listing budgeted positions, including salary and benefits, properly distributed in the Budget Module.	R
35	Provides on-line table for employee benefit inquiry.	R
36	Ability to perform budget calculations using current payroll data for 2 to 5 years into the future.	R

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YES	NO	6/N 49
	X	
	X	
	X	
	X	

YES	NO	

Section 5 - Requirements

6.00 Budget

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	6/N 49	YES	NO	
37	Ability to manipulate budget payroll data by department:	R						
	• Position Titles	R						
	• Hourly Rate	R						
	• Hourly Rate Progression	R						
	• Vacant Positions (Unfilled)	R						
	• Benefits (Retiree Health Care, Retirement, Medical)	R						
	• Longevity (Runs off of service years using a table of fixed amounts or a percentage of salary)	R						
	• Workers Compensation	R						
	• Medical Status	R						
	• Union- across the board rate increases	R						
	• FICA Taxes	R						
	• Additional amounts for retirement payouts (Sick leave, etc.)	R						
	• Overtime Projections	R						
	• Ability to split employees in more than one department	R						
	• Ability to format payroll budget data in a spreadsheet to send to departments.	R						
38	Ability to provide different payroll scenarios for same budget year (i.e. for wage adjustment expense determination)	R						
39	Ability to lock certain contents of payroll budget worksheet that departments cannot modify.	V						
40	Ability to add notes to changes made to a worksheet.	V						
41	Ability to factor in retirement payout (sick leave, vacation leave, etc.) if employee plans to retire during budget year.	V						
42	Ability to budget Workers Comp expense based on hours worked and account G/L distribution in payroll.	V		X				
43	Ability to provide personnel counts and average budgeted salary for each position in each department.	V						
44	Ability to change payroll position title in budget environment.	V					X	
45	Ability to put notes in payroll system with future time/date stamp (i.e. benefit changes) and ability to run a report on these notes.	V						
46	Ability to factor in budget percentage decrease in pay and non-pay furlough days.	V						
47	Ability to factor in benefit decreases by percentage or dollar amount.	V						
Dashboard								
48	The dashboard solution allows for displaying Budget related information: Budget Year over Year, Accounts Over Budget, Budget Amendments by Department	R						
49	The dashboard allows for displaying Budget related charts and graphs	V						

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Section 5 - Requirements

7.00 Cash Receipts

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI						
Closing & Reporting								
32	Ability to close registers at the end of the day to a holding area until they are later adjusted if necessary, approved, and posted. Summary information is posted to the G/L with drill down capabilities and the detail receipt information is posted to the individual modules.	R						
33	Ability to distinguish among cash, check or credit card payment and to provide separate totals at days end to assist in balancing the drawer.	R						
34	Ability to print deposit ticket with appropriate deposit reconciliation code.	R						
35	Ability to process NSF checks as a reversal to the original revenue posting.	V						
36	Ability to create reports that categorize customer payments by payment method (credit card, checks, and both)	R						
37	Ability to generate reports by user	R						
38	Ability to preview all reports before posting	R						
39	Ability to print data entered in a condensed format (with or without detail)	R						
40	Ability to generate daily posting reports	R						
41	Ability to generate a variety of reports by user or department including but not limited to:	R						
42	List of receipts for daily deposits	R						
43	Cash receipts registers or journals	R						
44	Daily bank deposit reports	R						

Section 5 - Requirements

8.00 Fixed Assets

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	4/N 40	YES	NO	3/N 40
Fixed Assets								
1	Allows information retrieval by any of the following:	R						
	• Asset number	R						
	• Description	R						
	• Type	R						
	• Location	R						
	• Serial Number	R						
	• Tag/reference number	R						
2	Ability to automate listing of pending fixed asset items purchased from capital accounts as base assets or asset improvements.	R		X				
3	Ability to subset information to customize list of items on screen	R		X				
4	Ability to reclassify depreciable assets to a contra expense account during asset entry	R						
5	Provides audit log for any user changes to application	R						
6	Ability to transfer asset improvements to other base assets	R					X	
7	Ability to create base assets from asset improvements	R						
8	Ability to create multiple asset type codes for depreciable and non-depreciable assets:	R						
	• Animal	R						
	• Antiques (non-depreciable)	R						
	• Art & Sculptures (non-depreciable)	R						
	• Buildings & Improvements	R						
	• Construction in Progress (non-depreciable)	R						
	• Land (non depreciable)	R						
	• Land Improvements	R						
	• Infrastructure	R						
	• Machinery & Equipment	R						
9	Ability to classify asset type codes by activity codes:	R						
	• Governmental (including Internal Service Funds)	R						
	• Business-type (Enterprise Funds)	R						
	• Component Unit Funds	R						
10	Ability to categorize asset type codes even further by sub-types:	R						
	• Infrastructure-Right of Way	R						
	• Infrastructure-Alleys	R						
	• Infrastructure-Bridges	R						
	• Infrastructure-Streets	R						
	• Infrastructure-Sidewalks	R						
	• Infrastructure-Streetlights	R						
	• Infrastructure-Streetscapes	R						
	• Infrastructure-Sewer Lines	R						
	• Infrastructure-Water Mains	R						
	• Infrastructure-Golf Watering System	R						
	• Infrastructure-Construction in Progress	R						
	• Machinery & Equipment-General	R						
	• Machinery & Equipment-Office furniture	R						
	• Machinery & Equipment-Computers	R						
	• Machinery & Equipment-Vehicle Leased	R						
	• Machinery & Equipment-Vehicle Pooled	R						
	• Machinery & Equipment-Fire Equip	R						
	• Machinery & Equipment- Parking APS Fund Equip	R						

Section 5 - Requirements

8.00 Fixed Assets

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
	• Machinery & Equipment-Library	R
	• Machinery & Equipment-PSD	R
11	Ability to assign partial account numbers to asset type codes and sub-type codes (saves repetitive key strokes) when adding an asset. Types of account numbers are below:	R
	• Asset account	R
	• Accumulated depreciation account	R
	• Reclassification account	R
	• Depreciation account	R
12	Ability to assign Fund source for each Asset type to further identify asset origination (i.e. Major Streets, Local Streets, Capital Projects, Sewer Fund, etc)	R
13	Ability to automatically assign Asset status codes:	R
	• Active	R
	• Disposed	R
	• Fully Depreciated	R
	• Retired	R
14	Allow User-defined miscellaneous codes for each asset and run reports off those codes (i.e. Insurance reports, etc)	R
15	Ability to add notes to asset and asset disposal reasons	R
16	Ability to distinguish between cost center (depreciation charges) and location of asset	R
17	Ability to copy an asset to create multiple assets	R
18	Ability to calculate depreciation monthly or yearly depending on type of asset.	R
19	Ability to assign partial account numbers (Department cost center and deprec expense element object) to each depreciation expense field and reclassification account.	R
20	Ability to generate period end depreciation reports by asset type, fund source, asset sub-type, cost center, etc)	R
21	Ability to create a fixed asset balance report:	R
	• Beginning Balance	R
	• Acquisitions/Transfers	R
	• Disposals/Transfers	R
	• Ending Balance	R
22	Ability to create a cost depreciation report:	R
	• Beginning Accumulated Depreciation	R
	• Additions to Depreciation expense	R
	• Disposals and adjustments	R
	• Ending Accumulated Depreciation	R
23	Ability to sub-type activity codes:	R
	Governmental activity:	R
	• General government	R
	• Public safety	R
	• Public works	R
	• Economic development	R
	• Recreation and culture	R
	• Internal Service Funds	R
	Business-type activity:	R
	• Water	R
	• Sewer	R
	• Automobile parking system	R
	• Golf courses	I

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Section 5 - Requirements

9.00 Payroll

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	8/N 123	YES	NO
Payroll							
1	Interfaces with user-defined Accounting Modules	R					
2	Allows employee information, thru access or via updating, to be available throughout the system.	R					
3	IRS 941 (FICA, Medicare & federal taxes, gross pay for quarter) hard copy) and per pay.						
4	Provides fiscal calendar year payroll data retrieval.	R					
5	Allows entry of time and general personnel data from remote department level workstations with error editing.	R					
6	Allows review and approval by authorized Payroll Department personnel prior to posting.	R					
7	Allows automatic updating of General Ledger accounts for all payroll periods.	R					
8	Allows special payrolls with appropriate review and approval.	R					
9	Provides simultaneous processing of all payroll classifications(hourly, salaried, etc.)	R					
10	Provides varying pay cycles.	R					
11	Allows exceptions to automatic payrolls.	R					
12	Provides automatic pay period/cycle adjustments for holidays and weekends.	R					
13	Allows pay distribution to unlimited number of accounts with automatic default distribution.	R					
14	Provides user-defined classifications for salary & benefits.	R					
15	Provides multiple pension withholding categories by union code for all employees.	R					
16	Provides exemptions from various withhholdings for specified employees.	R					
17	Provides exemptions for specified employees hired prior to user- defined dates from FICA & Medicare.	R					
18	Allows check voiding at any time along with generating corresponding journal entries.	R					
19	Provides payroll advance/ adjustment process, including gross income and tax withholding adjustments for workers' compensation advances.	R					
20	Allows processing of additional/ other payrolls (may be based on bargaining unit) including the following:	R					
	• Regular earnings	R					
	• Straight overtime	R					
	• Time-and-a-half overtime	R					
	• Double overtime	R					
	• Double time-and-a-half overtime	R					
	• No FICA - regular	R					
	• No FICA - straight overtime	R					
	• No FICA - time-and-a-half overtime	R					
	• No FICA - double overtime	R					
	• No FICA - double time-and-a-half overtime	R					
	• No FICA - no pension earnings	R					
	• Shift Premium	R					
	• No pension earnings	R					
	• Sick pay	R					
	• Sick leave bonus pay - no pension	R					
	• Leave without pay	R					
	• Back pay	R					
	• Out of class pay	R					
	• Out of class pay - straight overtime	R					
	• Out of class pay - time-and-a-half overtime	R					

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9.00 Payroll

Item No	Feature	RVI
	• Overtime Report	R
	• Workers' Compensation Report	R
	• Form 100 Report	R
	• OSHA 200 Report	R
	• Federal Reporting (magnetic tape)	R
	• Vacation/Sick Pay Report	R
	• Employee Personnel History Data	R
	• Sick Leave Utilization Report	R
	• Insurance Plan Report	R
	• Employee Benefit Listing	R
	• Employee Event Listing	R
	• Bargaining Unit Seniority Listing	R
	• Personnel Directory	R
	• Employee Mailing List and Labels	R
	• Payroll Projection Report	R
	• Retirement Report	R
	• Labor Summary Report	R
	• Payroll Detail Report	R
	• Payroll Audit Sheet	R
	• Benefits Summary Reports	R
	• Other user-defined reports	R
73	Provides user-defined data for dependents and beneficiaries	R
74	Allows multiple grandfathered benefit program structures.	R
75	Allows user-defined eligibility rules for benefit packages.	R
76	Provides dependent and beneficiary association with benefits/coverage.	R
77	Provides multiple calculation methods for employer/employee insurance portions of premiums.	R
78	Allows unlimited number of plans for each benefit.	R
79	Allows automatic benefit allocation in proportion with salaries/wages in the General Ledger.	R
80	Allows pre- or post-tax benefit deduction option.	R
81	Allows future effective dates for payroll data.	R
82	Allows income designation and calculation for taxable benefits.	R
83	Allows unlimited flexible spending accounts.	R
84	Provides COBRA administration including notifications, enrollments, correspondence, etc.	R
85	Provides support for unlimited numbers of tax sheltered annuities.	R
86	Provides user-defined budgetary administration including the following:	R
	• Unlimited labor distribution account numbers for each position.	R
	• Salary budget definition for each position.	R
	• Benefit budget definition for each position.	R
	• Benefit allocation based on salary and wage distribution budget	R
	• Multiple calculation methods for vacation position salary and benefit budgets.	R
	• Automatic transaction posting to the General Ledger	R
	• Other user-defined items	R
87	Provides format for printing of laser checks.	R
88	Provides option for automatic signature of checks.	R

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9.00 Payroll

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	8/N 123	YES	NO	
109	Ability to electronically upload Deferred Compensation, Defined Contribution, Retirement Health Savings information to third-party plan provider.	R						
110	Ability to offer ACH transactions to payroll deduction vendors (i.e. union dues, retirement, life insurance, etc.)	R						
111	Ability to download payroll information into Microsoft Office products for reports, letters, etc.	R						
112	Ability to use job costing in the payroll application through hours entry with job cost project number.	R		X				
113	Ability to add text to any manual changes made to the system (i.e. workers comp hours reimbursed, maintenance of employee accrued leave, etc.)	R						
114	Reports can be run anytime for any time period whether bi-weekly, monthly, quarterly, semiannually, annually and are not time and date sensitive.	R						
115	MTD, QTD, FYTD, LTD payroll fields are not wiped out each time a payroll update occurs (i.e., a report can be run FYTD through whatever time period specified.	R						
116	Ability to put reminder notes in payroll system with future time/date stamp (i.e. benefit changes) and ability to run a report on these notes.	V		X				
117	Ability to factor in percentage decreases in salary and non-paid furlough days.	V		X				
118	Provides an on-line portal where employees can view check and pay histories, W-2 Information and general employee data	R						
119	Provides an on-line portal for benefit open enrollment	V						
Employee Self Service								
120	Employee can view direct deposit or check stub history, vacation, sick leave balances, W-2, etc.	R						
121	Employee can update personal information such as email address, emergency contacts or dependents.	R						
Dashboard								
122	The dashboard solution allows for displaying Payroll related information: Wage & Salaries by Department, Open Positions, New Hires, etc.	R		X				
123	The dashboard allows for displaying Payroll related charts and graphs	V		X				

Section 5 - Requirements

10.00 Human Resources

City Requirements: R = Required, V = Very interested, I = Interested

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Item No	Feature	RVI	YES	NO	3/N 27	YES	NO	
Human Resources								
1	Ability to process a personal action request for:	R						
	• Contract Increases	R						
	• Rate Correction	R						
	• Demotion	R						
	• Merit Increases	R						
	• New Hires	R						
	• Position Transfers	R						
	• Promotions	R						
	• Rate Adjustments	R						
	• Rate Progression	R						
	• Termination	R						
	• Retirement	R						
	• Reinstatement	R						
	• Address Changes	R						
2	Ability to furnish employee information by searching:	R						
	• Last Name	R						
	• Social Security Num	R					X	
	• Employee Num	R						
3	Ability to search for employee by an alias	R					X	Can search by first or last name field
4	Ability to view, track & edit personal information for an employee and retired employee:	R						
	• Name	R						
	• Address	R						
	• Phone Number	R						
	• Emergency Contact	R						
	• Marital Status	R						
	• Social Security	R						
	• Gender	R						
	• Dependent Info	R						
	• Hiring/Termination Dates	R						
	• Status Changes	R						
	• Promotions/Demotion with dates	R						
	• Salary/Wage History	R						
	• Position Title	R						
	• Hours Detail	R						
	• Tax Information	R						
5	Ability to track employee education, training, and certifications related to salary increases	R						
6	Ability to generate review listings for monthly salary increases.	R						
7	OSHA Reporting: Ability to add work related injuries/incidents by employee (unlimited # of incidents per employee) and indicate type of incident (injury or illness), date of incident, case number, incident description, incident location, days away from work, restricted days from work. Ability to print OSHA 300 report by calendar year.	R						
8	Ability to generate various reports based on:	R						
	• Seniority Date	R						
	• Hire date and/or year	R						
	• Inactive/active employees	R						
	• bargaining groups	R						
	• full-time or part-time or temporary employees	R						
	• birthdays	R						
	• departments	R						
	• EEO groups	R						

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10.00 Human Resources

Item No	Feature	RVI
	• New hire listing by date or year	R
	• Employee anniversary	R
	• Accrual reports (sick, vacation, personal, etc.)	R
	• Other reports based on user defined criteria	R
9	Ability to track health benefit information by employee, retiree or bargaining group:	V
	• Medical	V
	• Dental	V
	• Vision	V
	• FICA/Medicare	V
	• Retirement	V
	• LT Disability	V
	• Workers Comp	V
	• Life Insurance	V
	• Flexible Spending Enrollment (including payroll deduction)	V
	• HRA Enrollment	V
10	Provides EEO information based on department, wage basis, job classification, occupational group	R
11	Provides applicant tracking and job posting records	V
12	Provides COBRA administration:	V
	• Track enrollments (employees and dependents)	V
	• COBRA payments	V
	• ARRA eligibility	V
	• COBRA expiration	V
12	Provides tracking and reporting for all opt out employees by bargaining group.	V
13	Provides tracking for employees' dependents	V
14	Ability to track and approve vacation, personal, comp, sick time, etc. for non-organized employees.	R
15	Ability to upload documents for a individual employee:	V
	• Performance Reviews	V
	• Disciplinary Action Documents	V
	• Separation Agreements	V
	• Other	V
16	Ability to maintain and track conditions of termination/separation	R
17	Provide attendance tracking as follows:	R
	• Earned/used/unused Vacation	R
	• Earned/used/unused Sick	R
	• Earned/used/unused Personal	R
	• Earned/used/unused Comp Time	R
	• FMLA	R
	• ST Disability	R
	• LT Disability	R
	• Workers Comp	R
	• Other	
18	Allows tracking of workers' compensation claims and status by employee with automatic Payroll updates.	R
19	Allows tracking of user-defined non-employee accident information.	R
20	Provides tracking of health/safety information including the following:	R
	• Environmental Exposure Data	R
	• Physical Exams/Drug Screens	R
	• OSHA reporting	R

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10.00 Human Resources

Item No	Feature	RVI
	• Lost work days	R
	• Handicap work restrictions	R
	• Other user-defined items	R
21	Can create personnel action forms.	R
22	Can route personnel action forms for approval.	R
23	Can track positions, incumbents and vacancies	R
24	Can track employee held assets.	R
25	Provides tracking of employee drug test results.	V

26	The dashboard solution allows for displaying Human Resources related information: Open Personnel Actions, Open Positions, New Hires, On the Job Injuries This Year	R
27	The dashboard allows for displaying Human Resources related charts and graphs	V

YES	NO	3/N 27
	X	
	X	
	X	

[illegible]

Section 5- Requirements Questionnaire

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11.00 Utility Billing

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI	YES	NO	11/N 137	YES	NO
Utility Billing Penalties:							
1	Ability to apply penalties to selected accounts with user defined parameters (i.e. greater than dollar amount).	R					
2	Ability to accommodate penalties as percentage of outstanding amount fees as well as flat fees, along with calculation rules (up to maximum, etc.).	R					
3	Ability to override and/or credit penalty.	R					
4	Ability to have an approval workflow when overriding penalties	V		X			
5	Ability to identify what portion of outstanding balance is penalties.	R					
6	Ability to designate unpaid amounts and penalties on a Final Bill.	R					
Billing/Invoicing:							
7	Ability to produce a one time or recurring invoice.	R					
8	Ability to allow for multiple customer addresses.	R					
9	Ability to allow for pre-payment of invoices.	R					
10	Ability to provide security to let individual users be restricted to certain invoice types or transactions.	R					
11	Ability to establish default account distributions for each receivable.	R		X			
12	Ability to provide automatic booking of accounts receivable as a by-product of customer invoicing/billing	R					
13	Ability to split invoices between multiple funds.	R					
14	Ability to generate account statements for the following:	R					
	• Specific accounts	R					
	• Range of accounts within a department, fund, cycle	R					
	• Range of customers	R					
	• Delinquent accounts	R					
15	Ability to generate consolidated statements for customers with multiple accounts by user-defined criteria.	R					
16	Ability to produce ready-to-mail invoices prepared in accordance with governmental regulations and in the format required by various departments.	R					
17	Ability to produce reconciliation statements showing beginning balance, charges, credits and payments, and a new balance.	R					
18	Ability to print bar coded information on remittance advice.	R					
19	Ability to correct and reprint invoices, with the appropriate security and audit trail.	R					
20	Ability to print individual customer statements on demand and/or automatically print all customer statements during a desired cycle.	R					
21	Ability to suppress statements for specific customers or entire classes of customers.	R					
22	Ability to print comments on both an individual and group basis on the billing documents.	R					
23	Ability to add new services	R					

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Section 5- Requirements Questionnaire

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BSA

11.00 Utility Billing

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI	YES	NO	11/N 137	YES	NO	
Database:								
79	Ability to image and attach related electronic documents.	R						
80	Ability to access the customer master by any portion of the customer name.	R						
81	Ability to access the customer master by any portion of the customer address.	R						
82	Ability to maintain utility account master file information in a relational database, including:	R						
	• User defined account number with ten (10) alphanumeric characters minimum	R		X				
	• Contact phone numbers (with specification - i.e. cell, home, work)	R						
	• E-mail address	R						
	• Cycle/book number (at least 3 digits in length)	R						
	• Lot number	R						
	• Meter Reading Sequence Number (8 digit numeric minimum)	R						
	• Service status (active, inactive, being finalled, write-off, etc.) with balance status if inactive	R						
	• Services (water base fees based on meter size, sewer base fees based on meter size, water consumption, sewer based on water consumption, fireline flat based on fire line size, etc.)	R						
	• Number of Units (stores, apts., etc.)	R						
	• Final notice override	R						
	• Final bill indicator	R						
	• Service Initiation Date (when individual service on an account was started)	R						
	• Customer type (residential, commercial, church, school, hospital, wholesale, government, or others user configurable, etc.)	R						
	• Billing/Consumption/Usage/Adjustment/Collection History	R						
	• Name and Address (both service and billing) following USPS standard	R						
	• EFT Bank, Bank Account & ABA Routing Number	R						
	• EFT Start/Stop Dates	R		X				
	• EFT Bank Account Type	R						
	• Alternate sort identifier	R						
	• Subdivision	R						
	• Tax ID/Parcel Number	R						
	• Amount Due/Received	R						
	• Comments/Notes (UNLIMITED)	R						
	• Meter size	R						
	• Meter type	R						
	• Meter Reader Instructions (32 characters minimum)	R						
	• Meter Number (with ability to assign multiple meters per account)	R						
	• Remote Location Description (unlimited)	R						
	• Meter number of digits (rollover digits)	R						
	• Rate Codes	R						
	• Billing specific comments and notes	R						
	• Alternate and/or seasonal addresses	R						
83	Ability to model and copy account to create new accounts using a template or existing account	R						

Section 5- Requirements Questionnaire

11.00 Utility Billing

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
84	Ability to enter new customer information into the system and pre-print out the application form with entered information for the customer to sign which includes all associated charges	R
85	Ability to perform mass changes to accounts due to the deletion of a cycle, the merging of existing cycles, or moving a sub-segment of a cycle to another, or batch termination of accounts	R
86	Ability to reinstate an inactive account.	R
87	Ability to retain inactive account information, including Meter Box location.	R
88	Ability to change account status to 'off' or inactive, but with past due amount.	R
89	Ability to support integrated data and transaction system: one customer file with related data centralized for all applications needing information access	R
90	Ability to put pre-fill leading zeroes on account numbers	R

General:

91	Ability to generate detail or summary transactions of receivable activity in the general ledger for all original entries, adjustments, penalty and interest assessments, and write-offs in batch process or real time, with appropriate work flow approval.	R
92	Ability to process positive or negative billing adjustments with proper controls and an audit trail.	R
93	Ability to restrict access to add, delete, or modify customer information to users with appropriate security only.	R
94	Ability to prevent (restrict) deletion of customer records with any activity in a user-defined period.	R
95	Ability to respond to upper and lower case letters in a like manner	R
96	Ability to log all communication with customer regarding account (e.g., questions, ticklers, notifications, etc.).	R
97	Ability to assign sequential customer and invoice numbers to ensure duplicates do not occur.	R
98	Ability to archive inactive accounts based on user defined criteria.	R
99	Ability to use alpha or numeric characters for customer numbers.	R
100	Ability to classify customers by user-defined classifications.	R
101	Ability to generate tickler messages for automatic display on specific dates for follow-up with a customer.	R
102	Ability to activate or inactivate customers.	R
103	Ability to provide a method for the organization to recognize intragovernmental transactions.	R
104	Ability to update G/L with journal entries made in utility billing after proper approvals.	R
105	Ability to interface with some or all pertinent modules (i.e. General Ledger, Accounts Receivable) and an office automation suite.	R
106	Ability to view a "Change History" of all records changed with User ID	R

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YES	NO	11/N 137
	X	

YES	NO	

	X	

BSA

Section 5- Requirements Questionnaire

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11.00 Utility Billing

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI	YES	NO	11/N 137	YES	NO	
120	Ability to automatically generate an exception edit list when reads are applied to customer accounts (Meter Not Read Report).	R						
121	Ability to re-sequence routes	R						
122	Ability to auto re-sequence when you add new accounts – i.e. 10 to 15, when you have five new in between and add a "15", it changes 15 to 16 automatically and continues it on down the line for everything after.	R						
Online Suite:								
123	Ability to provide online functionality where customers can access information related to their account.	-						
	• Consumption History	V						
	• Payment History	V						
	• Current Bill	R						
	• Online bill pay	R						
	• General Account information	V						
Deposits:								
124	Ability to apply security deposits to accounts, either after meeting criteria, or when the customer is inactivated from an account.	V						
125	Ability to allow customer deposits to default to a utility determined rate, which can be over-ridden when the deposit is taken	V						
Backflow/Grease Trap Tracking:								
126	Ability to support F(ats)O(ils)G(rease) Program where tracking maintains a history (including violations) of customers and inspection dates, results	R		X				
127	Ability to manage a Cross-Connection Control program that would include tracking of all devices and connections	R		X				
Work Orders:								
128	Ability to provide a central work order function that is interfaced with other modules	R						
129	Ability to interface with calendaring system to properly schedule and assign work orders	R						
130	Ability to maintain a full audit trail of entries and changes to status codes, responders, dates, locations, etc.	R						
131	Ability to define user who initiated action.	R						
132	Ability to utilize a calendar to view service orders for a day, week, or month—define calendar views using specific criteria—drill into specific Service Orders for inquiry or maintenance	R						
133	Ability to track routine account maintenance, such as replacing, connecting, or performing tests on a meter	R						
134	Ability to generate cut-off lists, automatically create service orders, assign on/off fees	R						
135	Ability to process Service Orders for Shut Off, Reads, Reread, Repair, Final and Other	R						
136	Ability to store meter maintenance information.	R						
137	Ability to create user-defined work order types.	R						

Section 5 - Requirements

12.00 Business Tax

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI	EDMONDS GovTech			BSA		
			YES	NO	1/N 32	YES	NO	1/N 32
Business Tax								
1	Ability to track, maintain, search, retrieve and report on key information about business tax receipt applicants / recipients.	R						
2	Ability to attach documents to a business account in the system	R						
3	Ability to track if a business has all the required documentation for its business type.	R						
Account Management								
4	Ability to provide a fee calculation tools that accommodate fees based on a combination of multiple components:	R						
	• Administrative fee (flat fee)	R						
	• Tiered levels	R						
5	Ability to provide configurable business tax receipt fee calculation tools for ownership transfers that accommodate fees based partial year pro-rations, if applicable	R						
6	Ability to provide configurable business tax receipt fee calculation tools that accommodate fees based a various type of calculations: flat fee, fees based on other fees (%) (e.g. applicant after April 1st pay 50% of the full-year fee)	R						
7	Ability to provide configurable business tax receipt late fee calculation tools that accommodate user configurable cap on tax receipt fees	R						
8	Ability to automatically determine fees and expiration dates from license type and fee codes.	R						
9	Ability to exempt a business from a fee & have an exempt flag, even though they are issued a business tax receipt	R						
10	Ability to override fees	R						
11	Ability to reverse payment & apply NSF fee	R						
12	Ability to maintain complete audit trails of receipts, payments, late fees, approvals, denials, etc.	R						
13	Ability to maintain complete audit trail on history of all current and prior owners of a business, adhering to the State of Florida's retention laws.	R						
14	Ability to track past due amounts and penalties including outstanding debt (fees, taxes, etc.).	R						
Workflow and Approvals								
15	Ability to provide a date based notifications.	R		X				
16	Ability to to notify users when a field has changed or is set to a particular value	R		X				
17	Ability to perform one of the following actions:	R					X	
	• Route a business tax application to the Planning & Zoning module for verification of zoning	-						
	• Interface with the Planning & Zoning module to view zoning information and verify that it is correct	-						
Printing and License Generation								
18	Ability to provide for user defined print formats for certificates and renewal forms. Format to be determined by business category.	R						

Section 5 - Requirements

12.00 Business Tax

City Requirements: R = Required, V = Very interested, I = Interested

Item No	Feature	RVI
19	Ability to print certificates, late notices, and renewal notices.	R
20	Ability to include tax identification numbers on business tax receipt certificates. If this number is a Social Security or personal identification numbers, the first five numbers must be masked. If this is a Federal ID number, the entire number must be shown.	R
21	Ability to automatically assign business tax receipt numbers.	R

License Renewal Management

22	Ability to generate renewal notices in mass.	R
23	Ability to print renewal notices in mass.	R
24	Ability to email renewal notices in mass.	V

Principal Reporting Requirements

25	Pending Renewals listing, sorted by category	R
26	Detail / Summary Renewal Fees / Status by business category	R
27	Business by business tax receipt payment status (paid/unpaid), sorted by business category.	R
28	Business Tax Receipt History by address and owners name.	R
29	Mailing Labels for the various address choices (business address vs. mailing address).	V
30	Register of Past Due Renewals by business category.	V
31	Business Tax Receipt Payment report, showing all payments in a date range by business category	R
32	Invoices, Past Due and Penalties Notices for mailing.	R

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YES	NO	1/N 32

BSA

YES	NO	1/N 32

David Shoup

From: Steve Rennell <SRennell@bsasoftware.com>
Sent: Thursday, July 21, 2022 8:36 PM
To: David Shoup
Subject: RE: Updated Costs

Caution: This email was sent from outside the City of Avon Park's organization.

David,

Two things.

First, I can guarantee the pricing through the end of November 31, 2022.

Second, the initial payment for this is \$80,120. It takes us a while to ramp up work on these projects. If you would like, you can approve the agreement any time between now and October and I can delay that first payment until after October 1. That would allow you to get in our queue to start the scheduling process. If you want to wait until sometime after October, that is fine, too.

Steve Rennell
Account Executive
BS&A Software

Mobile: 248-808-7328
srennell@bsasoftware.com
www.bsasoftware.com

From: David Shoup <dshoup@avonpark.city>
Sent: Thursday, July 21, 2022 4:16 PM
To: Steve Rennell <SRennell@bsasoftware.com>
Subject: RE: Updated Costs

Steve,

The question has come up regarding the duration of the quote. This quote would go under the 22-23 Capital Improvement Plan, therefore it would not begin until the new fiscal year starting 10/1/22.

How long is the bid/proposal valid?

Thank you,

David Shoup
Human Resource Director
Risk Manager

Proposal for:
City of Avon Park, Highlands County FL
July 14, 2022
Quoted by: Steve Rennell

Software and Services for BS&A Cloud



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

Cost Summary

Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing. Prices subject to change if the actual count is significantly different than the estimated count.

Cloud Modules

Financial Management

General Ledger	\$2,925
Accounts Payable	\$2,495
Cash Receipting	\$2,495
Accounts Receivable	\$2,495
Fixed Assets	\$2,495
Purchase Order	\$2,495
Utility Billing (approximately 9,200 utility accounts)	\$8,280

Personnel Management

Payroll	\$4,020
Human Resources	\$2,925

Community Development

Building Department	\$3,835
Business License	\$2,495

BS&A Online

Public Records Search + Online Bill Pay With use of integrated Credit Card Processor	\$1,500
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Subtotal	\$38,455
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Data Conversions/Database Setup

Convert existing H.T.E. data to BS&A format:

General Ledger (COA, Balances, Budget, Up to 10 Years Journal Transaction history)	\$3,250
Accounts Payable (Vendors, Up to 10 Year Invoices and Check History)	\$2,775
Purchase Order (Historical completed purchase orders)	\$3,370
Cash Receipting (Receipt items, Up to 10 years receipt history)	\$2,775
Fixed Assets (Asset Information)	\$2,775
Payroll (Database Setup, Employee detail and YTD, Up to 10 years check history)	\$6,715
Utility Billing (Accounts, Services, Deposits, Rates, Meters, Unlimited Years of Service, billing and Payment History)	\$15,600
Building Department (per database)	\$7,245
Business License (per database)	\$3,865

Database Setup:

Accounts Receivable (Setup of Billing Items, Penalties)	\$1,500
Human Resources (Setup of Licenses, Certifications, Benefit Plans, Positions. Not assigned to Employees)	\$3,000

Subtotal **\$52,870**

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500
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Subtotal **\$1,500**

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$27,250



Implementation and Training

- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days:	6		\$6,000
Financial Management Modules	Days:	32		\$32,000
Personnel Management Modules	Days:	10		\$10,000
Community Development Modules	Days:	9		\$9,000
		Total:	57	Subtotal \$57,000

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,000/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Days:	4		\$4,000
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Cost Totals

Not including Annual Service Fees

Modules	\$38,455
Data Conversions/Database Setup	\$52,870
Custom Import	\$1,500
Project Management and Implementation Planning	\$27,250
Implementation and Training	\$57,000
Post-Go Live Assistance	\$4,000

Total Proposed	\$181,075
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<i>Travel Expenses</i>	<i>\$43,715</i>
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<i>Hosting Fees</i>	<i>\$5,200</i>
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Payment Schedule

1st Payment: **\$80,120** to be invoiced upon execution of this agreement.

2nd Payment: **\$43,655** to be invoiced at activation of customer's site.

3rd Payment: **\$106,215** to be invoiced upon completion of training.



Cloud Annual Service Fees

Unlimited support is included in your Annual Service Fee. Service Fees are billed annually. After two (2) years, BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index for All Urban Consumers U.S. city average (CPI-U).

Financial Management	
General Ledger	\$2,925
Accounts Payable	\$2,495
Cash Receipting	\$2,495
Accounts Receivable	\$2,495
Fixed Assets	\$2,495
Purchase Order	\$2,495
Utility Billing	\$8,280
Personnel Management	
Payroll	\$4,020
Human Resources	\$2,925
Community Development	
Building Department	\$3,835
Business License	\$2,495
BS&A Online	
Public Records Search	\$1,500
Total Annual Service Fees	\$38,455

Hosting Fees

Fees relating to the hosting and storage of data through Microsoft Azure are to be billed annually, for all modules included above.

\$5,200



Additional Information

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Cash Receipting Hardware

	Quantity	Cost
Epson THM-6000V Series Receipt Printer*	\$925 x _____ = \$_____	
APG Series 100Cash Drawer**	\$250 x _____ = \$_____	
Honeywell Hyperion 1300g Linear-Imaging Scanner	\$250 x _____ = \$_____	
Credit Card Reader (if using Invoice Cloud)	\$75 x _____ = \$_____	

This will add \$_____ to the Total Proposed.

**IMPORTANT. The receipt printer must be plugged into the USB port on one workstation (not your server). This printer is not to be shared with other workstations. If more than one workstation will be used for receipting, please consider purchasing more than one receipt printer.*

Please provide the number of cash drawers that will be hooked up to the printer_____

Note: The availability, model numbers, and pricing for all third party hardware listed above is subject to availability from the manufacturers. In the event that the listed hardware is no longer available at the time of purchase, a comparable replacement will be available, at the then current cost. Returns require pre-approval, and all purchased equipment must be shipped back to BS&A in its original packaging. Returns are subject to a re-stocking fee of \$50.00.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

___ Classroom training, \$205/person/day

___ On-site training (unlimited attendees), \$1,000/day, travel not included



BS&A Online

Connection Requirements

BS&A Cloud modules require a high-speed internet connection (cable modem or DSL).

Payment Processing Requirements

Acceptance of online payments requires a contract with one of BS&A's approved Online Credit Card Processing companies. Please visit <https://www.bsasoftware.com/solutions/bsaonline/public-records-search/> for information.



Agenda Item Summary

Date of Action: August 8, 2022

Subject: Regular Updates from the City Manager

Item No.: H-13

Placed on Agenda by: City Manager, Mark Schrader

Staff Review: Yes

Attorney Review:

Recommended Motion(s):

Documentation: