CITY OF GREEN COVE SPRINGS
CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, JUNE 06, 2023 – 7:00 PM

Anyone wishing to address the city council regarding any topic on this agenda is requested to complete a card available at the city clerk's desk. Speakers are respectfully requested to limit their comments to three (3) minutes.

The city council prohibits the use of cell phones and other electronic devices which emit an audible sound during all meetings with the exception of law enforcement, fire and rescue or health care providers on call. Persons in violation may be requested to leave the meeting

AGENDA

Invocation & Pledge of Allegiance to the Flag - **Pastor John Sanders, The Vineyard**

Roll Call

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

AWARDS & RECOGNITION

1. Recognition - Matt Johnson, Mayor - 2022 - 2023 - ***Mayor Butler***

PRESENTATIONS

2. FMPA - June 2023 ***Bob Page***

PUBLIC HEARINGS

3. First reading of Ordinance O-18-2023 which amends the residential solid waste monthly rates for City provided services from $19.00 to $19.95 monthly and for governmental, industrial commercial and the like noncontainerized services from $25.75 to $27.04 effective October 1, 2023. ***Mike Null***

4. First reading of Ordinance No. O-19-2023 which increases the base charge and usage charge for the City Stormwater utility. ***Mike Null***

5. Second and Final Reading of Ordinance O-11-2023, Transportation Mobility Fee Ordinance. ***Michael Daniels***

6. Second and final reading of Ordinance O-15-2023, the CRA Trust Fund. ***Michael Daniels***

7. First reading of Ordinance O-17-2023 for parcel # 016450-001-01 for approximately 1.33 acres located on the northwest corner of US Highway 17 and SR 16 requesting a Zoning Amendment From: Residential High Density, R-3 To: C-2, General Commercial ***Michael Daniels***

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

8. City Council approval of Contract Modification #3 for Williams Industrial Services, LLC, in the amount of $22,880.66, for the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420. ***Scott Schultz***
9. City Council approval of Emergency Home Energy Assistance Program (EHEAP) Vendor Payment Agreement with Northeast Florida Community Action Agency, Inc (NFCAA). ***Erin West***
10. City Council approval to purchase Overhead Wire Pulling Equipment from Sherman & Reilly for $238,379.01. we are purchasing this equipment on a piggyback contract form City of Tallahassee. ***Andy Yeager***
11. City Council approval of submittal to FDEP the updated (adding Reynolds Improvements) Drinking Water Request for Inclusion (RFI) for design services for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Water Facilities Plan for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Drinking Water Business Plan and the Drinking Water Facility Plan Review Checklist. ***Scott Schultz***
12. City Council approval of Resolution R-09-2023 approving the Water Facilities Plan which includes the addition of Magnolia Point Reclaimed Water System. ***Scott Schultz***
13. City Council approval of the 3/21/2023 and 4/4/2023 Regular Session Minutes. ***Erin West***
14. City Council approval to hire Davey Tree to use a Mechanical tree trimmer and mulcher to trim ride-of ways for the price of $43,086.60. ***Andy Yeager***
15. City Council Approval to withdraw award of the West St project, Bid 2023-06, to EltonAlan, Inc. and reject all bids. ***Mike Null***

COUNCIL BUSINESS

16. Approve Dedication of Ownership by City of that certain alley described generally as the east 16.0 feet of Lot 2, Block 4, City of Green Cove Springs, Clay County, Florida, according to plat thereof recorded in plat book 2, page 1, of the public records of said county (hereinafter "Alley"). ***L. J. Arnold III***
17. Award of Bid RFP LC No 2023-05 for the completion of a Downtown Form Based Code. ***Michael Daniels***
18. City Manager & City Attorney Reports / Correspondence
19. City Council Reports / Correspondence

Adjournment

The City Council meets the first and third Tuesday of each month beginning at 7:00 p.m., unless otherwise scheduled. Meetings are held in City Hall at 321 Walnut Street. Video and audio recordings of the meetings are available in the City Clerk's Office upon request.

City may take action on any matter during this meeting, including items that are not set forth within this agenda.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The Meetings are usually recorded, but are not transcribed verbatim for the minutes. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, if available, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based. The City is not responsible if the in-house recording is incomplete for any reason.

ADA NOTICE

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

PUBLIC PARTICIPATION:

Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such exchanges before a vote is taken.

FMPA Monthly Report

June 2023

Rate Call

The average price of natural gas for the month was $2.54. Daily natural gas prices have fluctuated in the $2.10-2.70 range over the last month. It's anticipated pricing will remain in this range for the near future.

Natural gas accounted for 80% of the generation mix. Coal was 12% and nuclear was 5%. Solar generation was 1%.

The peak for the month was 4 April at 5PM.

Board of Directors

The Board approved the Solar Project III. It will be a 300 MW (four sites) Power Purchase Agreement with Origis Energy as the provider. Green Cove Springs will participate in the project as a member of the All Requirements Project (ARP) and receive approximately 1.4MW

The sole Information item was an update on the Finance Committee activities.

Executive Committee

The ARP Executive Committee approved the Solar Project III, the Agency General Budget and the appointment of Jacob Williams and Richard Popp as representatives to the Public Gas Partnership (PGP).

Information items included price stability funds, KUA TARP (Total ARP) update, Integrated Resource Plan (IRP) Phase II update, Orlando Co-Gen pipeline capacity, Rate Protection Account disposition, ARP Working Capital Deposits and Finance Committee update.

Energy Resources

Shorting the Grid: The Hidden Fragility of Our Electric Grid by Meredith Angwin

cowboystatedaily.com

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** June 6, 2023

FROM: L. J. Arnold III, City Attorney

SUBJECT: Approve on first reading Ordinance O-18-2023 which amends the residential solid waste monthly rates for City provided services from $19.00 to $19.95 monthly and for governmental, industrial commercial and the like noncontainerized services from $25.75 to $27.04 effective October 1, 2023.

BACKGROUND

The City has not increased solid waste rates in several years and needs additional funds to support its solid waste utility. The suggested rate changes are an increase of five (5) percent over current rates.

FISCAL IMPACT

The funds received by the City for this proposed increase will obviously reflect a five (5) percent increase.

RECOMMENDATION

Approve Ordinance No. O-18-2023 as to form only on first reading.

ORDINANCE NO. O-18-2023

AN ORDINANCE OF THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA INCREASING RESIDENTIAL GARBAGE AND TRASH COLLECTION RATE FROM $19.00 TO $19.95 MONTHLY; AMENDING CITY CODE SECTION 66-7 (1) RESIDENTIAL (COLLECTION RATES AND CHARGES); INCREASING NONCONTAINERIZED COMMERCIAL, INDUSTRIAL, GOVERNMENTAL AND THE LIKE FROM $25.75 TO 27.04 MONTHLY; AMENDING CITY CODE SECTION 66-7(2); PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that a $ .95 upward adjustment in monthly residential garbage and trash collection is necessary and reasonable to fund the solid waste utility; and

WHEREAS, the City Council has determined that an upward adjustment from 25.75 to 27.04 monthly for noncontainerized commercial, industrial, governmental and the like is reasonable and necessary to fund the solid waste utility.

NOW THEREFORE, BE IT ENACTED by the City Council of the City of Green Cove Springs as follows:

SECTION 1. City Code Section 66-7 Collection rates and charges, Subsection (1), shall be amended to read as follows:

(1) *For residential*, one garbage can (unless otherwise approved by the city) with two pickups per week for each family unit, residence or apartment and one yard waste, not to exceed 20 plastic bags plus a three-foot by three-foot by six- foot stack of tree limbs per pickup per week, monthly charge: ~~$19.00~~ $19.95.

SECTION 2. Section 66-7(2) of the City Code is hereby amended to read as follows:

(2) For noncontainerized commercial, industrial, governmental, and the like, up to two garbage cans, with two pickups per week as approved by the director of public works in section 66-2, monthly charge: $~~25.75~~ $27.04.

SECTION 3. CODIFICATION. It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance shall become and be made part of the Code of the City of Green Cove Springs as amended; that the sections of this ordinance may be renumbered or relettered to accomplish such intention; and that the word "ordinance" may be changed to "section" or other appropriate word.

SECTION 4. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 5. SEVERABILITY. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 6. EFFECTIVE DATE. This Ordinance shall become effective October 1, 2023.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, ON THIS 6TH^{h} DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, THIS 20TH DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

APPROVED AS TO FORM:

_____
L. J. Arnold, III, City Attorney

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** June 6, 2023

FROM: L. J. Arnold III, City Attorney

SUBJECT: Approve on first reading as to form only City Ordinance No. O-19-2023 which increases the base charge and usage charge for the City stormwater utility.

BACKGROUND

The City created a stormwater utility in 2012 with a base charge per tax parcel. Then a usage charge was added based upon a formula set forth in 2020 per Ordinance No. O-01-2020. The City needs to increase the base charge and usage charge to reduce the shortfall in revenues it receives to operate this utility. The increase to the base charge will be from $3.50 to $6.00 and the usage charge will increase from $10.42 to $12.50 monthly per ESU.

FISCAL IMPACT

The City will receive an increase in revenues from the base charge and user fees of approximately 25% annually.

RECOMMENDATION

Approve Ordinance No. O-19-2023 as to form only on first reading.

ORDINANCE NO. O-19-2023

AN ORDINANCE OF THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA INCREASING THE BASE CHARGE RATE FOR THE STORMWATER UTILITY FROM $3.50 TO $6.00 MONTHLY PER PARCEL AND THE USAGE CHARGE FROM $10.42 TO $12.50 MONTHLY PER ESU; AMENDING CITY CODE SECTION 70-7 (C) AND SECTION 70-8(C); PROVIDING FOR CODIFICATION, REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City Council has determined that an increase in the base charge and usage charge for the stormwater utility is reasonable and necessary to protect the health, safety and welfare of the general public, and to offset the reasonable costs associated with the operation and maintenance of its stormwater utility system.

NOW THEREFORE, BE IT ENACTED by the City Council of the City of Green Cove Springs as follows:

SECTION 1. City Code Section 70-7 Base Charge, Subsection (c), shall be amended to read as follows:

> (c) For government property within the incorporated area of the city, the monthly base charge shall be ~~$3.50~~ $6.00 for each tax parcel of developed property and undeveloped property. The city manager or his or her designee will prepare a list of all tax parcels within the city. The monthly base charge may be amended from time to time by ordinance.

SECTION 2. The base charge for all non-governmental property shall be amended to the $6.00 charge per month as provided in Article VII, Chapter 78 of the City Code.

SECTION 3. Section 70-8 Usage Charge, Subsection (c) of the City Code shall be amended to read as follows:

> (c) Effective on October 1, 2020 and thereafter, for government property within the incorporated area of the city, the monthly usage charge shall be ~~$10.42~~ $12.50 per ESU. The city manager or his or her designee will prepare a list of all tax parcels within the city. The monthly usage charge may be amended from time to time by ordinance.

SECTION 4. The usage charge for all non-governmental property shall be amended to the $12.50 level per month as provided in Article VII, Chapter 78 of the City Code.

SECTION 5. CODIFICATION. It is the intention of the City Council, and it is hereby ordained that the provisions of this ordinance shall become and be made part of the Code of the City of Green Cove Springs as amended; that the sections of this

ordinance may be renumbered or relettered to accomplish such intention; and that the word "ordinance" may be changed to "section" or other appropriate word.

SECTION 6. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7. SEVERABILITY. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

SECTION 8. EFFECTIVE DATE. This Ordinance shall become effective October 1, 2023.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, ON THIS 6TH DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, THIS 20TH DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

APPROVED AS TO FORM:

_____
L. J. Arnold, III, City Attorney

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** June 6, 2023

FROM: Michael Daniels, Development Services Director

SUBJECT: Second and Final Reading of Ordinance O-11-2023, Transportation Mobility Fee Ordinance

BACKGROUND

At present, the City manages traditional transportation concurrency carried out through traffic impact analyses. Development applicants generating 40 or more net new peak hour trips must complete a traffic study to determine the impact of their development on area roadways and identify improvements necessary to mitigate that impact. Traffic studies, on average, take approximately six months to complete, which can slow the process of development approval and may prove to be a hindrance to medium-sized development. While this system does intend to support multimodality, the mitigation generally supports vehicles more than other modes of transportation and generally, due to the proportional share requirements, the necessary funding to enact needed improvements is not provided.

In order to continue to manage the impacts of development and move toward a more multimodal transportation system, the City has hired Gannett Fleming to conduct a transportation mobility study to define the need for additional transportation investment, specifically multimodal, document the standards of service and rational for additional capacity and ensure that there is a rational nexus between the payees of the mobility fee and the beneficiaries. The plan was brought to the Planning and Zoning Commission at the February, 2023 meeting. In addition, in order to ensure that any change to the Concurrency Management requirements are consistent with the City's Comprehensive Plan, staff has proposed policy amendments to the Comprehensive Plan which was transmitted to the state after Council approval on April 4, 2023. The State has reviewed the Comprehensive Plan amendments and has determined that the proposed amendment do not adversely important state resources. The adoption of the Comprehensive Plan amendment is scheduled to be heard at the June 20th City Council meeting.

The final step in creating a mobility fee is to adopt an Ordinance amendment to the City's Concurrency Management Chapter whereby we would remove the traditional concurrency requirements with a mobility fee payment for new and expanding development projects. The Mobility Fee Ordinance consists of revisions to the existing Concurrency Management Requirements and the additions of Division 1. Mobility Fee Ordinance and sections 105-7 to 105-31, which includes:

Sec. 105-7.	DEFINITIONS
Sec. 105-8.	RULES OF CONSTRUCTION
Sec. 105-9.	FINDINGS
Sec. 105-10.	ADOPTION OF MOBILITY FEE STUDY
Sec. 105-11.	IMPOSITION
Sec. 105-12.	CALCULATION OF MOBILITY FEE
Sec. 105-13.	ALTERNATIVE MOBILITY FEE CALCULATION
Sec. 105-14.	PAYMENT
Sec. 105-15	USE OF MOBILITY FEE PROCEEDS
Sec. 105-16.	EXEMPTIONS
Sec. 105-17.	AFFORDABLE AND WORKFORCE HOUSING MOBILITY FEE DEFERRAL CREDITS
Sec. 105-18.	ECONOMIC DEVELOPMENT MITIGATION PROGRAM
Sec. 105-19.	CHANGES IN SIZE AND USE
Sec. 105-20.	DEVELOPER CONTRIBUTION CREDIT
Sec. 105-21.	APPLICABILITY
Sec. 105-22.	ALTERNATIVE COLLECTION METHOD
Sec. 105-23.	REVIEW HEARINGS
Sec. 105-24.	REVIEW REQUIREMENT
Sec. 105-25.	PERIODIC MOBILITY FEE RATE ADJUSTMENT
Sec. 105-26.	DECLARATION OF EXCLUSION FROM ADMINISTRATIVE PROCEDURES ACT
Sec. 105-27.	ACCOUNTING AND REPORTING OF MOBILITY FEE
Sec. 105-28.	NOTICE OF MOBILITY FEE RATES
Sec. 105-29.	SEVERABILITY
Sec. 105-30.	EFFECTIVE DATE
Sec. 105-31.	MOBILITY FEE RATE SCHEDULE

The Planning and Zoning Commission unanimously approved the Mobility Fee Ordinance on April 25, 2023.

Staff is recommending approval of the City of Green Cove Springs Mobility Fee Ordinance

RECOMMENDED MOTION

Recommend approval of final reading of Ordinance O-11-2023 regarding the City's Mobility Fee Ordinance.

ORDINANCE NO. O-11-2023

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CHAPTER 105 OF THE CITY CODE; AMENDING CHAPTER 105, SEC. 105-2 TO ADD TRANSPORTATION LEVEL OF SERVICE BASED ON PERSON MILES CAPACITY; DELETING CHAPTER 105, SEC. 105-5 AND RENUMBERING SUBSEQUENT SECTIONS ACCORDINGLY; AMENDING CHAPTER 105, SEC. 105-6 REGARDING TRANSPORTATION LEVEL OF SERVICE STANDARDS; ADDING DIVISION 1 MOBILITY FEE ORDINANCE AND SECTIONS 105-7 ~ 105-32 PROVIDING DEFINITIONS, RULES OF CONSTRUCTION, AND FINDINGS; ADOPTING THE MOBILITY FEE STUDY; PROVIDING FOR MUNICIPAL PARTICIPATION; IMPOSING MOBILITY FEES ON NEW CONSTRUCTION; PROVIDING FOR CALCULATION AND ALTERNATIVE CALCULATION PROCEDURES FOR MOBILITY FEES; PROVIDING FOR PAYMENT; PROVIDING FOR THE USE OF MOBILITY FEE PROCEEDS; PROVIDING FOR EXEMPTIONS; PROVIDING FOR AFFORDABLE AND WORKFORCE HOUSING MOBILITY FEE DEFERRAL; PROVIDING FOR AN ECONOMIC DEVELOPMENT MITIGATION PROGRAM; PROVIDING FOR CHANGES IN SIZE AND USE; PROVIDING FOR DEVELOPER CONTRIBUTION CREDIT; PROVIDING FOR APPLICABILITY; PROVIDING FOR AN ALTERNATIVE COLLECTION METHOD; PROVIDING FOR REVIEW HEARINGS; PROVIDING A REVIEW REQUIREMENT; PROVIDING FOR PERIODIC MOBILITY FEE RATE ADJUSTMENT; PROVIDING FOR A DECLARATION OF EXCLUSION FROM ADMINISTRATIVE PROCEDURES ACT; PROVIDING FOR ACCOUNTING AND REPORTING OF MOBILITY FEES; PROVIDING FOR NOTICE OF MOBILITY FEE RATES; PROVIDING FOR CONFLICTS, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

NOW THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:

Section 1. That Chapter 105, Section 105-2 (c) be added as follows: Sec. 105-2. Adopted levels of service shall not be degraded.

(a) *General rule.* All applications for development orders shall demonstrate that the proposed development does not degrade the adopted levels of service in the city comprehensive plan and/or any interlocal agreement with the county concerning such services.

(b) *Exception.* Notwithstanding the provisions of subsection (a) of this section, the prescribed levels of service may be degraded during the actual construction of new facilities if, upon completion of the new facilities, the prescribed levels of service will be met.

(c) Transportation standard of service shall be defined in person miles capacity (PMC). The Mobility Fee shifts away from a Level of Service (LOS) defined by average travel speed

(average delay per vehicle) toward a supply and accessibility based multimodal transportation system. The Florida Q/LOS Handbook shall be used to monitor multimodal level of service to inform future investment priorities and change investments accordingly to maintain a diverse, accessible, and multimodal suite of travel options at each update interval to the Mobility Fee.

Section 2. That Chapter 105, Section 105-5. Proportionate fair-share program shall be deleted as follows:

~~**Sec. 105-5. Proportionate fair-share program.**~~

~~(a) *Purpose and intent.* The purpose of this section is to establish a method whereby the impacts of development on transportation facilities can be mitigated by the cooperative efforts of the public and private sectors, to be known as the proportionate fair-share program.~~

~~(b) *Applicability.* The proportionate fair-share program shall apply to all developments for which the applicant has been notified of a lack of capacity to satisfy transportation concurrency on a transportation facility, including transportation facilities maintained by the state department of transportation (FDOT), or another jurisdiction that are relied upon for concurrency determinations. The proportionate fair-share program does not apply to developments of regional impact (DRIs) using proportionate fair-share under F.S. § 163.3180(12), or to developments exempted from concurrency.~~

~~(c) *General requirements.*~~

~~(1) An applicant may choose to satisfy the transportation concurrency requirements by making a proportionate fair-share contribution, pursuant to the following requirements:~~

~~a. The proposed development is consistent with the comprehensive plan and applicable land development regulations.~~

~~b. The five-year schedule of capital improvements adopted in the capital improvements element (CIE) includes a transportation improvement or transportation improvements that, upon completion, will provide the needed traffic capacity. The provisions of subsection (c)(2) of this section may apply if projects needed to satisfy concurrency are not presently contained within the local government CIE.~~

~~(2) The city may choose to allow an applicant to satisfy transportation concurrency through the proportionate fair-share program by contributing to an improvement that, upon completion, will satisfy the needed traffic capacity, but is not contained in the five-year schedule of capital improvements in the CIE, where the following apply:~~

~~a. The city adopts, by resolution or ordinance, a commitment to add the improvement to the five-year schedule of capital improvements in the CIE no later than the next regularly scheduled update. To qualify for consideration under this section, the proposed improvement must be determined to be financially feasible pursuant to F.S. § 163.3180(16)(b)1, consistent with the comprehensive plan, and in compliance with the provisions of this chapter. Financial feasibility for this section means that additional contributions, payments or funding sources are reasonably anticipated during a period not to exceed ten years to fully mitigate the impacts on the transportation facilities.~~

~~b. If the funds allocated for the five-year schedule of capital improvements in the CIE are insufficient to fully fund construction of a transportation improvement required by the CMS, the city may still enter into a binding proportionate fair-share agreement with the applicant authorizing construction of that amount of development on which the proportionate fair-share is~~

calculated if the proportionate fair-share amount in such agreement is sufficient to pay for one or more improvements which will, in the opinion of the governmental entity maintaining the transportation facilities, significantly benefit the impacted transportation system. The improvements funded by the proportionate fair-share component must be adopted into the five-year capital improvements schedule of the comprehensive plan at the next annual capital improvements element update.

(3) Any improvement project proposed to meet the developer's fair-share obligation must meet the design standards of the city for locally maintained roadways and those of the FDOT for the state highway system.

(d) *Intergovernmental coordination.* Pursuant to policies in the intergovernmental coordination element of the comprehensive plan and applicable policies in the regional policy plan adopted by the Northeast Florida Regional Council, the city shall coordinate with affected jurisdictions, including FDOT, regarding mitigation to impacted facilities not under the jurisdiction of the local government receiving the application for proportionate fair-share mitigation. An interlocal agreement may be established with other affected jurisdictions for this purpose.

(e) *Application process.*

(1) Upon notification of a lack of capacity to satisfy transportation concurrency, the applicant shall also be notified in writing of the opportunity to satisfy transportation concurrency through the proportionate fair-share program.

(2) Prior to submitting an application for a proportionate fair-share agreement, a pre-application meeting shall be held to discuss eligibility, application submittal requirements, potential mitigation options, and related issues. If the impacted facility is on the strategic intermodal system (SIS), then the FDOT will be notified and invited to participate in the pre-application meeting.

(3) Eligible applicants shall submit an application to the city that includes an application fee of $400.00 and the following:

a. Name, address and phone number of owner, developer and agent;

b. Property location, including parcel identification numbers;

c. Legal description and survey of property;

d. Project description, including type, intensity and amount of development;

e. Phasing schedule, if applicable;

f. Description of requested proportionate fair-share mitigation method; and

g. Copy of concurrency application.

(4) The city shall review the application and certify that the application is sufficient. If an application is determined to be insufficient, incomplete or inconsistent with the general requirements of the proportionate fair-share program, then the applicant will be notified in writing of the reasons for such deficiencies. The applicant shall have 30 days from the receipt of the written notification to correct the deficiencies. The city may, in its discretion, grant an extension of time not to exceed 60 days to cure such deficiencies, provided that the applicant has shown good cause for the extension and has taken reasonable steps to affect a cure. If the applicant does not provide the information within 30 days or does not request an extension, the application shall be closed.

(5) Pursuant to F.S. § 163.3180(16)(e), proposed proportionate fair-share mitigation for development impacts to facilities on the SIS requires the concurrency of the FDOT. The applicant shall submit evidence of an agreement between the applicant and the FDOT for inclusion in the proportionate fair-share agreement.

(6) When an application is deemed sufficient, the applicant shall be advised in writing, and a proposed proportionate fair-share obligation and binding agreement will be prepared by the city. The agreement shall be delivered to the appropriate parties for review, including a copy to the FDOT for any proposed proportionate fair-share mitigation on a SIS facility.

(7) The city shall notify the applicant regarding the date of the city council meeting when the agreement will be considered for final approval. No proportionate fair-share agreement will be effective until approved by the city council.

(f) *Determining proportionate fair-share obligation.*

(1) Proportionate fair-share mitigation for concurrency impacts may include private funds, contributions of land, and construction and contribution of facilities.

(2) A development shall not be required to pay more than its proportionate fair-share. The fair market value of the proportionate fair-share mitigation for the impacted facilities shall not differ, regardless of the method of mitigation.

(3) The methodology used to calculate an applicant's proportionate fair-share obligation shall be as provided for in F.S. § 163.3180(12), as follows:

a. The cumulative number of trips from the proposed development expected to reach roadways during peak hours from the complete build-out of a project or phase being approved, divided by the change in the peak hour maximum service volume (MSV) of roadways resulting from construction of an improvement necessary to maintain the adopted LOS, multiplied by the construction cost, at the time of developer payment, of the improvement necessary to maintain the adopted LOS; or

b. Proportionate Fair-Share = $[[(Development trips)/(SV increase)] \times Cost]$

Where:

Development trips = Those trips from the development or phase of development under review that are assigned to roadway segment "I" and have triggered a deficiency;

SV increase = Service volume increase provided by the eligible improvement to roadway segment "I" per section E;

Cost = Adjusted cost of the improvement to segment "I." Cost shall include all improvements and associated costs, such as design, right-of-way acquisition, planning, engineering, inspection, and physical development costs directly associated with construction at the anticipated cost in the year it will be incurred.

(4) For the purposes of determining proportionate fair-share obligations, the city shall determine improvement costs based upon the actual cost of the improvement as obtained from the CIE, the MPO/TIP or the FDOT work program. Where such information is not available, improvement cost shall be determined using one of the following methods:

a. An analysis by the city of costs by cross-section type that incorporates data from recent projects and is updated annually and approved by the city council; or

b. The most recent issue of FDOT transportation costs, as adjusted based upon the type of cross-section (urban or rural); locally available data from recent projects on acquisition, drainage and utility costs; and significant changes in the cost of materials due to unforeseeable events. Cost estimates for state road improvements not included in the adopted FDOT work program shall be determined using this method in coordination with the FDOT district.

(5) If the city has accepted an improvement project proposed by the applicant, then the value of the improvement shall be determined using one of the methods provided in this section.

(6) If the city has accepted right-of-way dedication for the proportionate fair-share payment, credit for the dedication of the nonsite-related right-of-way shall be valued on the date of the dedication at 100 percent of the most recent assessed value by the county property appraiser or, at the option of the applicant, by fair market value established by an independent appraisal conducted by an appraiser that is a member of the appraisal institute (MAI) and approved by the city and at no expense to the city. The applicant shall supply a drawing and legal description of the land and a certificate of title or title search of the land to the city at no expense to the city. If the estimated value of the right-of-way dedication proposed by the applicant is less than the city estimated total proportionate fair-share obligation for that development, then the applicant must also pay the difference. Prior to purchase or acquisition of any real estate or acceptance of donations of real estate intended to be used for the proportionate fair-share, public or private partners should contact the FDOT for essential information about compliance with federal law and regulations.

(g) *Proportionate fair-share agreements.*

(1) Upon execution of a proportionate fair-share agreement, the applicant shall receive a city letter or certificate of concurrency approval. Should the applicant fail to apply for a development permit within 12 months of the execution of the agreement, then the agreement shall be considered null and void, and the applicant shall be required to reapply.

(2) Payment of the proportionate fair-share contribution is due in full prior to the issuance of the final development order or recording of the final plat and shall be nonrefundable. If the payment is submitted more than 12 months from the date of execution of the agreement, then the proportionate fair-share cost shall be recalculated at the time of payment based on the best estimate of the construction cost of the required improvement at the time of payment, and adjusted accordingly.

(3) All developer improvements authorized under this section must be completed prior to issuance of a development permit, or as otherwise established in a binding agreement that is accompanied by a security instrument that is sufficient to ensure the completion of all required improvements. It is the intent of this section that any required improvements be completed before issuance of building permits or certificates of occupancy.

(4) Dedication of necessary rights-of-way for facility improvements pursuant to a proportionate fair-share agreement must be completed prior to issuance of the final development order or recording of the final plat.

(5) Any requested change to a development project subsequent to a development order may be subject to additional proportionate fair-share contributions to the extent the change would generate additional traffic that would require mitigation.

(6) Applicants may submit a letter to withdraw from the proportionate fair-share agreement at any time prior to the execution of the agreement. The application fee and any associated advertising costs to the city will be nonrefundable.

(h) *Appropriation of fair-share revenues.*

(1) Proportionate fair-share revenues shall be placed in the appropriate project account for the funding of scheduled improvements in the city CIE, or as otherwise established in the terms of the proportionate fair-share agreement. At the discretion of the city, proportionate fair-share revenues may be used for operational improvements prior to construction of the capacity project from which the proportionate fair-share revenues were derived. Proportionate fair-share revenues may also be used as the 50 percent local match for funding under the FDOT Transportation Regional Incentive Program (TRIP).

(2) In the event a scheduled facility improvement is removed from the CIE, then the revenues collected for its construction may be applied toward the construction of another improvement within that same corridor or sector that would mitigate the impacts of development.

~~(3) Where an impacted regional facility has been designated as a regionally significant transportation facility in an adopted regional transportation plan as provided in F.S. § 339.155, the city may coordinate with other impacted jurisdictions and agencies to apply proportionate fair-share contributions and public contributions to seek funding for improving the impacted regional facility under the FDOT TRIP. Such coordination shall be ratified by the city through an interlocal agreement that establishes a procedure for earmarking of the developer contributions for this purpose.~~

~~(Code 2001, § 94-5; Ord. No. O-01-2000, § 4.00.05, 6-6-2000; Ord. No. O-18-2007, § 1, 8-7-2007; Ord. No. O-08-2011, § 4, 12-6-2011)~~

Section 3. That Chapter 105, Section 105-6. Adopted Levels of Service shall be amended as follows:

Sec. 105-6. Adopted levels of service.

(a) *Potable water.* Development activity shall not be approved unless there is sufficient available capacity to sustain the following levels of service for potable water as established in the potable water sub-element of the city comprehensive plan:

Type of Use	LOS (Average Flow)
Residential	150 gallons per person per day
All other land uses	Estimated use based on multiples of 150 gallons per person per day

(b) *Wastewater.* Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for wastewater treatment as established in the sanitary sewer sub-element of the city comprehensive plan:

Type of Use	LOS (Average Flow)
Residential	120 gallons per person per day
All other land uses	Estimated use based on multiples of 120 gallons per person per day

(c) *Transportation system.*

(1) *Level of service.* Development activities <u>shall be approved so that they align with the land use forecasts used at the time that the Mobility Fee was established. If so, the burden of the additional users associated with the land development have been accounted for in the multimodal transportation investments that comprise the mobility fee. If the land use development proposal is outside the forecast (either by type of land use or scale of land use change) than that land use development shall be required to have a third party traffic and mobility study performed to identify if additional multimodal investments may be necessary above and beyond those identified for funding by the mobility plan. A fees per user (trip or person miles traveled) shall be set based the costs to deliver the necessary system investments.</u>

(d) *Drainage system.* Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for the drainage system as established in the drainage sub-element of the city comprehensive plan:

Type of Use	LOS
Minor internal facilities	10-year return period storm/24-hour duration
Storage basins	25-year return period storm for peak flow attenuation/24-hour duration
Major drainage facilities; minimum floor elevations	100-year return period storm/24-hour duration
Water quality	Water quality standards for all development and redevelopment shall be in accordance with those standards set forth in F.A.C. chs. 40C-42 and 60. Stormwater discharge facilities must be designed so as not to degrade the receiving water body below the minimum conditions necessary to ensure the suitability of water for the designated use of its classification as established in F.A.C. ch. 17-302.

(e) *Solid waste.* Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for the solid waste as established in the solid waste sub-element of the city comprehensive plan:

Type of Use	LOS
Residential	8.0 pounds per person per day
Commercial	Estimated by user based on 8.0 pounds per person per day

(f) *Recreation.* Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for the recreational facilities as established in the recreation and open space element of the city comprehensive plan:

Type of Use	LOS
Recreation/open space	5 acres per 1,000 population

Section 4. That Chapter 105, Division 1, Section 105-7 ~ 105-31. Mobility Fee Ordinance be added as follows:

Division 1. - MOBILITY FEE ORDINANCE

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Sec. 105-7. DEFINITIONS. When used in this Ordinance, the following terms shall have the following meanings, unless the context otherwise clearly requires:

"**Access Improvements**" shall mean adjacent improvements designed and constructed to provide safe and adequate ingress and egress from New Construction, which include, but are not limited to, rights-of-way, easements, paving of adjacent or connecting roadways, turn lanes, deceleration and acceleration lanes, intersection upgrades, traffic control devices, signage and markings, sidewalks, multi-use paths, bike lanes, and drainage systems and utilities.

"**Accessory Building or Structure**" shall mean a detached, subordinate building, meeting all property development regulations, the use of which is clearly incidental and related to the use of the principal Building or use of land, and which is located on the same lot as that of the principal Building or vacant land use.

"**Affordable Housing**" shall mean a Dwelling Unit which is offered for sale or rent to Low-Income Persons or Very-Low-Income Persons and which monthly rent or monthly mortgage payments, including taxes, insurance and utilities, do not exceed 30 percent of that amount which represents the percentage of the median adjusted gross income for Low-Income Persons and Very-Low-Income Persons.

"**Alternative Mobility Fee**" shall mean any alternative fee calculated by an Applicant and approved by the Mobility Fee Coordinator pursuant to Section 105-13.

"**Apartment**" shall mean a rental Dwelling Unit located within the same Building as other Dwelling Units.

"**Applicant**" shall mean the person who requests Electrical Power Clearance, an exemption, a deferral, an expansion, or a credit as the case may be and the context requires.

"**Building**" shall mean any structure, either temporary or permanent, having a roof impervious to weather and used or built for the support, shelter, or enclosure of persons, animals, chattels, or property of any kind. This term shall include tents, trailers, mobile homes, or any vehicles serving in any way the function of a building. This term shall not include temporary construction sheds or trailers erected to assist in construction and maintained during the term of a Building Permit.

"**Building Permit**" shall mean an official document or certificate issues by the City, under the authority of ordinance or law, authorizing the construction or siting of any building. "Building Permit" shall also include move-on permits or other development approvals for those structures or Buildings, such as a mobile home, that do not require a Building Permit in order to be constructed or occupied.

"**Certificate of Occupancy**" shall mean the document issued by the City under the authority of ordinance or law that indicates the completion of a Building erected in accordance with plans approved by the building department, and final inspection having been performed, thereby allowing the building to be occupied. "Certificate of Occupancy" shall also include move-on permits or other development approvals for those structures or Buildings, such as a mobile home, that do not require a Building Permit in order to be constructed or occupied.

"**City Transportation System**" shall mean the street system within the City as defined in section 334.03(3), Florida Statutes, or its statutory successor in function. Including those within the State Highway System, associated bike lanes, sidewalks, transit facilities and other multimodal facilities for non-vehicular modes of transportation.

"**Council**" shall mean the City Council of Green Cove Springs, Florida.

"**Comprehensive Plan**" shall mean the City of Green Cove Springs Comprehensive Plan adopted and amended pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act as contained in Part II, Chapter 163, Florida Statutes, or its statutory successor in function.

"**Condominium**" shall mean a single-family or time-sharing ownership unit that has at least one other similar unit within the same building structure. The term Condominium includes all fee simple or titled multi-unit structures, including townhouses and duplexes.

"**City**" shall mean City of Green Cove Springs, Florida, a political subdivision of the State of Florida.

"**City Engineer**" shall mean the Person appointed by the City Manager to serve as its engineer or the designee of such Person, in accordance with Section 336.03, Florida Statutes, or its statutory successor in function.

"**City Manager**" shall mean the chief administrative officer of the City, appointed by the Council, or the designee of such Person.

"**Designated Mobility Improvement**" shall mean a specific capital improvement that adds capacity to the City Transportation System to accommodate the mobility demands from New Construction and is listed for improvement in the Capital Improvement Element of the Comprehensive Plan, as identified in the Mobility Fee Study or subsequently added to the City's Capital Improvement Element.

"**DRI Developer**" shall mean a developer of a Development of Regional Impact ("DRI") under section 380.06, Florida Statutes.

"**Dwelling Unit**" shall mean a Building, or portion thereof, designed for residential occupancy, consisting of one or more rooms which are arranged, designed or used as living quarters for one or more persons.

"**Electrical Power Clearance**" shall mean the establishment of a permanent electrical power service to New Construction. A request for Electrical Power Clearance shall be initiated by the Applicant's request for an Equipment Check Inspection from the City for the New Construction. If the New Construction passes the inspection, the City will notify the appropriate power company that electrical service may be established.

"**Encumbered**" shall mean monies committed by contract or purchase order in a manner that obligates the City to expend the encumbered amount for the delivery of goods, the completion of services, and the conveyance of right-of-way by a vendor, supplier, contract or owner.

"**External Trip**" shall mean any Trip which either has its origins from or its destination to the New Construction and which impacts the City Transportation System.

"**Government Buildings or Facilities**" shall mean property owned by the United States of America or any agency thereof, a sovereign state or nation, the State of Florida or any agency thereof, a county, a city, a special district, a school district.

"**Initial Purchaser**" shall mean the initial Owner-occupant of Residential Construction subject to an Affordable Housing deferral pursuant to Section 105-17.

"**Low-Income Persons**" shall mean one or more natural persons, the total adjusted gross household income of which does not exceed 80% of the median adjusted gross income for households within the Jacksonville, Florida metropolitan statistical area covering the City, adjusted by family size and adjusted annually, as reported by the U.S. Department of Housing and Urban Development or its governmental successor in function.

"**Mixed Use New Construction**" shall mean New Construction in which more than one Mobility Fee Land Use Category is contemplated with each Category constituting a separate and identifiable enterprise not subordinate to or dependent on other enterprises with the New Construction.

"**Mobile Home**" shall mean any vehicle without independent motive power which is designed for housing accommodations and transportation over the highways on a chassis under carriage, which is an integral part thereof, but does not include travel trailers or recreational units as defined by Section 320.01, Florida Statutes. This definition shall include: (1) any unit which meets the criteria above and is certified by the Department of Safety and Motor Vehicles as meeting requirements of (USAS) A-119.2 as prescribed in Chapter 320, Florida Statutes; and (2) manufactured homes designed to be used as Dwelling Units, as defined in Chapter 553, Florida Statutes, or its statutory successor in function.

"**Mobility Fee**" shall mean the Mobility Fee imposed by the City pursuant to Section 105-10, and set forth in Section 105-31 or, if applicable, the Alternative Mobility Fee, pursuant to Section 105-12.

"**Mobility Fee Coordinator**" shall mean the Director of the City of Green Cove Springs Development Services Department or his or her designee.

"**Mobility Fee Land Use Category**" shall mean those categories of land use incorporated in the Mobility Fee Rate Schedule adopted in the Mobility Fee Study.

"**Mobility Fee Rate**" shall mean a Mobility Fee imposed for a particular New Construction under the applicable Mobile Fee Land Use Category established in the schedules included in the Mobility Fee Study.

"**Mobility Fee Study**" shall mean the City of Green Cove Springs Mobility Fee Study adopted pursuant to Section 105-10, as amended and supplemented pursuant to Section 105-24.

"**New Construction**" shall mean land construction designed or intended to permit a use of the land which will contain more Dwelling Units, Buildings or floor space than the existing use of land, or to otherwise change the use of the land in a manner that increases the generation of vehicular or non-vehicular traffic or the number of External Trips.

"**New Net Trip**" shall mean the average daily External Trips after accounting for "pass-by trips". This is often referred to as a primary trip, which a stop at the location is the primary reason for the trip.

"**Off-Site Improvements**" shall mean road improvements located outside of the boundaries of a New Construction which are required to serve External Trips, but not including Access Improvements.

"**Ordinance**" shall mean this City of Green Cove Springs Mobility Fee Ordinance.

"**Owner**" shall mean the Person holding legal title to the real property containing the New Construction.

"Pass-by Trip" is made as an intermediate stop on the way from an origin to a primary trip destination without a route diversion. Pass-by trips are attracted from traffic passing the site on an adjacent street or roadway that offers direct access to the generator (origin or destination).

"**Person**" shall mean any individual, corporation, governmental agency, business trust, estate, trust, partnership, association, property owners' association, two (2) or more persons having a joint or common interest, governmental agency, or other legal entity.

"Person Miles Traveled (PMT)" is a standard measure of mobility that combines both the number and length of trips that is mode neutral.

"**Qualified Target Industry Business**" shall mean a new or expanding business in the City that has a positive economic and fiscal impact on the City and meets the definitional requirements of Section 288.106, Florida Statutes, or its statutory successor in function, for a Qualified Target Industry Business.

"**Residential**" shall mean Apartments, Condominiums, Single-Family Detached Houses, duplexes, and mobile homes.

"**School**" shall mean a Building, including ancillary facilities, designed to house an organization of students for educational purposes at elementary, middle, or high school levels, including public schools authorized under the rules of the State Board of Education and private schools serving the same student grade level populations, but not including any facilities for post high school educational instruction and not including any Day Care Center.

"**Single-Family Detached House**" shall mean a home on an individual lot.

"**Square Footage**" shall mean the gross area measured in square feet from the exterior faces of exterior walls or other exterior boundaries of the Building, including all floors and mezzanines within said Building, but excluding areas within the interior of the Building which are utilized for parking.

"**State Highway System**" shall mean the road system of the State of Florida that lies within the City, as defined in Section 334.03(24), Florida Statutes, or its statutory successor in function.

"**Target CRA Businesses**" shall include the following new or expanded uses within the Community Redevelopment Area (CRA):

- Restaurant (applicable ITE Land Use Codes: 930-Fast Casual Restaurant, 931-Fine Dining Restaurant, 932-High Turnover (sit-down) Restaurant)

- Brewpub (applicable ITE Land Use Codes: 970-Wine Tasting Room, 971-Brewery Tap Room, 975-Drinking Place)
- Hotel (applicable ITE Land Use Codes: 310-Hotel, 311-All Suites Hotel, 312-Business Hotel)

"**Trip**" shall mean a one-way movement of vehicular travel from an origin (one trip end) to a destination (the other trip end). The word Trip shall have the meaning which it has in commonly accepted traffic engineering practice.

"**Trip Generation or Trip Generator Rate**" shall mean the maximum average new daily trip generation rates for the applicable Trip Generation Land Use Category defined by the current version of the Institute of Transportation Engineers Trip Generation, and adjusted by the Mobility Fee Study.

"**Trip Generation Land Use Category (LUC)**" shall mean the trip characteristics studies within the 11th edition of the Institute of Transportation Engineers Trip Generation, published by the Institute of Transportation Engineers (ITE), as the same may be updated from time to time, when used in calculation of any update or revision of the Mobility Fee Study pursuant to Section 3.09.

"**Very-Low-Income Persons**" shall mean one or more natural persons, the total adjusted gross household income of which does not exceed 50% of the median adjusted gross income for households within the Jacksonville, Florida metropolitan statistical area covering the City, adjusted by family size and adjusted annually, as reported by the U.S. Department of Housing and Urban Development or its governmental successor in function.

Sec. 105-8. RULES OF CONSTRUCTION. For the purposes of administration and enforcement of this Ordinance, unless otherwise stated in this section, the following rules of construction shall apply:

A. The word "shall" is always mandatory and not discretionary; the word "may" is discretionary.

B. Words used in the present tense shall include the future and words in the singular shall include the plural and the plural the singular, unless the context clearly indicates the contrary.

C. Unless the context clearly indicates the contrary, where a regulation involves two (2) or more items, conditions, provisions, or events connected by the conjunction "and," "or" or "either…or" the conjunction shall be interpreted as follows:

(1) *And* indicates that all the connected terms, conditions, provisions or events shall apply.

(2) *Or* indicates that the connected terms, conditions, provisions or events may apply singly or in any combination.

(3) *Either…or* indicates that the connected terms, conditions, provisions or events shall apply singly but not in combination.

D. The word "includes" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.

Sec. 105-9. FINDINGS. It is hereby ascertained, determined and declared:

A. Pursuant to Article VIII, section 1(g), Florida Constitution, sections 166.021 and 166.041, Florida Statutes, and other applicable provisions of law, the Council has all powers of local self-government to perform functions, except when prohibited by law, and such power may be exercised by the enactment of legislation in the form of City ordinances.

B. The City Council has determined that the multimodal ground transportation system benefits all residents, employees, and visitors in Green Cove Springs. The size and configuration of the multimodal transportation system is suitable for one transportation mobility fee district.

C. Growth contemplated in the Comprehensive Plan and Mobility Fee Study will require improvements and additions to the City Transportation System to accommodate the additional users generated by such growth in order to mitigate and maintain the existing multimodal level of service.

D. Future growth, as represented by New Construction, should assist in mitigating its impacts by contributing its fair share to the cost of improvements and additions to the City Transportation System that are required to accommodate the growth in multimodal traffic, both vehicular and non-vehicular, generated by such growth.

E. Imposition of a Mobility Fee to require New Construction to contribute its fair share to the cost of required vehicular and multimodal additions is an integral and vital element of the regulatory plan of growth management incorporated in the Comprehensive Plan and Mobility Fee Study.

F. The imposition of a Mobility Fee is to provide a source of revenue to fund the construction or improvement of the City Transportation System, including both vehicular and multimodal improvements, that are necessitated by growth as delineated in the capital improvement element of the Comprehensive Plan, Downtown Master Plan, and the Mobility Fee Study.

G. The Designated Mobility Improvements identified in the Mobility Fee Study include roadway capacity improvements, multimodal bicycle and pedestrian improvements,

sidewalks, shared use and multiuse paths, transit stops and mobility hubs, as well as intersection improvements to improve overall efficiency of the City Transportation System.

H. The Mobility Fee Study uses "person miles travelled" (PMT) as the basis for calculating the Mobility Fee. Although the Designated Mobility Improvements include multimodal improvements, those improvements are a vital and necessary part of the City's future transportation system and have been identified to increase connectivity by providing alternatives to vehicular transportation, thereby reducing the number of single-occupant vehicles, and providing a more efficient use of space and travel efficiency on the City Transportation System. The Northeast Regional Planning Model, V.2., developed by the North Florida Transportation Planning Organization, used to estimate the PMTs used in the Mobility Fee Study, incorporates the impact of these existing and future multimodal elements when determining the PMT used in the calculation of the Mobility Fee.

I. The Designated Mobility Improvements to the City Transportation System and the allocation of projected costs between those improvements and additions necessary to serve existing development and those improvements and additions required to accommodate the growth represented by New Construction, as presented in the Mobility Fee study, are proportional and reasonably connected to, and have a rational nexus with the expenditures of the Mobility Fee funds collected and the benefits accruing to the New Construction, and are hereby approved and adopted by the City. Such projections are hereby found to be in conformity with the Comprehensive Plan.

J. Transportation planning is an evolving process and the Designated Mobility Improvements to the City Transportation System identified upon the date of the adoption of this Ordinance constitute projections of growth patterns and transportation improvements and additions based upon present knowledge and judgment. Therefore, in recognition of changing

growth patterns and the dynamic nature of population and employment growth, it is the intent of the Council that the Designated Mobility Improvements to the City Transportation System be reviewed and adjusted periodically, pursuant to Section 105-24, to ensure that Mobility Fees are imposed equitably and lawfully and are utilized effectively based upon actual and anticipated traffic conditions at the time of their imposition.

K. The purpose of this Ordinance is to regulate the development of land within the City by requiring payment of Mobility Fees by New Construction and to provide for the cost of the Designated Mobility Improvements to the City Transportation System which are required to accommodate such growth. This Ordinance shall not be construed to permit the collection of Mobility Fees in excess of the amount reasonably anticipated to offset the demand on the City Transportation System generated by such New Construction.

L. The Mobility Fee Study, Mobility Fee, and this Ordinance are based on the most recent and localized data and comply with the goals, objectives and policies of the Comprehensive Plan, specifically the Transportation Element Policies; and the Capital Improvements Element Policies and are consistent with Florida law.

M. Chapter 420, Florida Statutes, the Florida Legislature directly recognizes the critical shortage of Affordable Housing in the State of Florida for very low to moderate income families, the problems associated with rising housing costs in the State, and the lack of available housing programs to address these needs. In recognition of these problems and the State's encouragement to local governments to work in partnership with the State and private sector to solve these housing problems, the City finds a need for local programs to stimulate and provide for the development of Affordable Housing for Low and Very-Low Income Persons.

N. The Council desires to provide financial incentives to develop and provide Affordable Housing within the City to Low, and Very Low Income Persons. Persons who desire to live and to work in the City may have access to housing, and thus to offset the negative consequences of the shortage of such housing.

O. To accomplish this objective the City Council finds that it is fair and reasonable to provide for deferral of Mobility Fees for Affordable Housing to reduce the burden of Mobility Fees on Low and Very-Low Income Persons and encourage the development of Affordable Housing in the City.

P. Because the imposition of the Mobility Fees herein may place the City in a non-competitive position with other local governments that have chosen not to impose mobility fees and thus hinder efforts by the City and the community to (1) encourage economic development opportunities within the City, (2) create permanent employment expansion opportunities for the City's citizens and (3) encourage new or expanded businesses within the City to help reverse the daily commute out of the City, there is hereby created an Economic Development Mobility Fee Mitigation Program for certain Non-Residential New Construction, Qualified Target Industry Businesses, and the Target Industry Businesses within the CRA to mitigate any real or perceived disadvantage occurring from the imposition of the Mobility Fees.

Sec. 105-10. ADOPTION OF MOBILITY FEE STUDY. The City Council hereby adopts and incorporates by reference, the study entitled "City of Green Cove Springs Mobility Fee Study," dated as of April, 2023, particularly the assumptions, conclusions and findings in such study as to the allocation of anticipated costs of Designated Mobility Improvements to the City Transportation System between those costs required to accommodate existing traffic and those costs required to accommodate traffic generated by growth and those assumptions, conclusions

and findings in such study as to the determination of anticipated costs of additions to the City Transportation System required to accommodate growth.

ARTICLE II

MOBILITY FEES

Sec. 105-11. IMPOSITION.

A. All New Construction occurring within the area of the City shall pay the applicable Mobility Fee established in this Ordinance. The City Council hereby establishes one (1) Mobility District that encompasses the corporate boundary of the City of Green Cove Springs.

B. The City Council hereby adopts the formulae for calculation and the schedules of Mobility Fees as included in the Mobility Fee Study.

Sec. 105-12. CALCULATION OF MOBILITY FEE.

A. Upon receipt of a complete application for a Building Permit, the Mobility Fee Coordinator shall calculate the applicable Mobility Fee, incorporating any applicable credits. If a person has received a credit pursuant to this Ordinance, that credit shall be subtracted from the otherwise applicable Mobility Fee, if such credit applies. A person may request at any time a nonbinding estimate of the Mobility Fee due for a particular development; however, such estimate is subject to change when a complete application for a Building Permit or other development permit is made.

B. The Mobility Fee shall be calculated by using (1) the Mobility Fee Rate Schedule adopted in the Mobility Fee Study in Appendix A and set forth in Section 105-31 herein,, or (2) an Alternative Trip Generation Study approved in accordance with Section 105-13 herein. The Mobility Fees in the Mobility Fee Rate Schedule have been calculated using the formulae presented in the Mobility Fee Study. The dollar amount of a Mobility Fee required to be paid by

each land use in in the Mobility Fee Rate Schedule shall be multiplied by the number of units in the development seeking a Building Permit for such land use.

C. Land uses that are not specifically listed in the Mobility Fee Rate Schedule shall be assigned the trip generation rate of the most similar land use listed in the most recent edition of the Institute of Transportation Engineers, Trip Generation, as provided for in the Mobility Fee Study.

D. In the event New Construction involves 'spec' construction, the Mobility Fee shall be calculated on the basis of the land use for the finished space. The Mobility Fee for spec construction occupied upon completion of construction shall be paid in the following manner: An initial payment shall be due at the time the Applicant requests Electrical Power Clearance for the shell building and shall be in the amount attributable to the most applicable land use category and associated Mobility Fee Rate Schedules set forth in the Mobility Fee Study. If the land uses at the time of Interior Permits are issued generate more trips than the initial assumed set of land uses then the balance of the Mobility Fee shall be paid upon the Applicant's request for the Interior Permits.

E. In the event a New Construction involves a Mixed Use New Construction, the Mobility Fee Coordinator shall calculate the Mobility Fee based upon the number of New Net Trips to be generated by each separate Mobility Fee Land Use Category included in the proposed Mixed Use New Construction.

Sec. 105-13. ALTERNATIVE MOBILITY FEE CALCULATION.

A. In the event an Applicant believes that the impact to the City Transportation System necessitated by its New Construction is less than the New Trips that are assumed under the applicable Mobility Fee Land Use Category adopted in the Mobility Fee Study, such Applicant may, prior to requesting Electrical Power Clearance for such New Construction, file with the Mobility Fee Coordinator an Alternative Mobility Fee calculation that seeks to establish an

alternative number of New Net Trips using the methodology contained in the Mobility Fee Study adopted in Section 105-10. The Mobility Fee Coordinator shall review the alternative calculations of the New Net Trips and make a determination within thirty (30) days of submittal as to whether such calculation complies with the requirements of this Section.

B. For purposes of any Alternative Mobility Fee calculation, the New Construction shall be presumed to have the maximum impact on the City Transportation system for the Trip Generation Land Use Category.

C. The Alternative Mobility Fee calculation of New Net Person Miles Traveled shall be based on data, information or assumptions contained in this Ordinance and the Mobility Fee Study or an independent source, provided that:

(1) The independent source is a generally accepted standard source of transportation engineering or planning information, or

(2) The independent source is a local study supported by data adequate for the conclusions contained in such study performed by a professional engineer pursuant to a generally accepted methodology of transportation planning or engineering.

(3) If, during its approval process, a previously approved New Construction project containing the same proposed uses submitted a trip characteristic study substantially consistent with the criteria required by this Section, and if such study is determined by the Mobility Fee Coordinator to be current, the trip characteristics of such previously approved New Construction shall be presumed to be as described in the prior study. In such circumstances, an Alternative Mobility Fee shall be established reflecting the trip characteristics described in the prior study. There shall be a rebuttable presumption that a trip characteristic study conducted more

than three (3) years earlier is invalid. A traffic impact study conducted more than seven years earlier is invalid and will not be considered.

(4) It is acknowledged that the Mobility Fee Rates are based upon the applicable Trip Generation Rates for the Trip Generation Land Use Categories corresponding to the Mobility Fee Land Use Categories set forth in the Mobility Fee Study. In recognition of such acknowledgment, the Trip Generation Rates for the Trip Generation Land Use Categories shall be considered an independent source for the purpose of an Alternative Mobile Fee calculation without the necessity of a study as required by Subsections C(1) and C(2) of this Section.

D. If the Mobility Fee Coordinator determines that the data, information, and assumptions utilized by the Applicant comply with the requirements of this Section and that the calculation of the Alternative Mobility Fee number of Person Miles Traveled was by a generally accepted methodology, then the Alternative Mobility Fee shall be paid in lieu of the fee set forth in Sections 105.11 and 105.12 of this Section.

E. If the Mobility Fee Coordinator determines that the data, information and assumptions utilized by the Applicant to compute an alternative number of Person Miles Traveled using the methodology contained in the Mobility Fee Study do not comply with the requirements of this Section, then the Mobility Fee Coordinator shall provide to the Applicant by certified mail, return receipt requested, written notification of the rejection of the Alternative Mobility Fee and the reasons therefore, including notification that the Mobility Fee imposed in Section 105-11 and 105-12, as applicable, shall be paid in accord with the provisions of this Ordinance.

F. An Applicant who submits a proposed Alternative Mobility Fee pursuant to this Section, and desires to secure Electrical Power Clearance prior to the resolution of a pending

Alternative Mobility Fee shall pay the applicable Mobility Fee at the time said Applicant requests Electrical Power Clearance. Said payment shall be deemed paid "under protest" and shall not be construed as a waiver of any rights. Any difference in the amount of the Mobility Fee after resolution of the pending Alternative Mobility Fee shall be refunded to the Applicant or Owner.

G. The Council shall require that the applicant pay the costs of outside third-party experts for the review of the Alternative Mobility calculation to cover the City's costs incurred in processing and reviewing any Alternative Mobility Fee applications, including fees incurred for review of any applications by third party experts.

Sec. 105-14. PAYMENT.

A. The City will provide the amount of the Mobility Fee due for the requested New Construction at the time a Building Permit is issued for said construction.

B. Except as otherwise provided in this Ordinance, an Applicant shall pay the Mobility fee to the City at the time of requesting Electrical Power Clearance for New Construction.

C. The obligation for payment of the Mobility Fee and any credits related thereto shall run with the land.

D. The payment of the Mobility Fee shall be in addition to any other fees, charges or assessments of the City which are due in order to secure Electrical Power Clearance for the New Construction.

E. A mobility fee collected under this Ordinance may be considered for refund to the payor by the Mobility Fee Coordinator if the request is made within sixty (60) days of payment, if the payment was made in error, and if the funds have not been expended or encumbered. A request must include a notarized sworn statement that the requestor mad the payment and the reason the payment was made in error along with a copy of the dated receipt issued for payment of the fee.

The decision on a request for a refund is within the sole discretion of the Mobility Fee Coordinator and is final. The City shall retain 2% of any Mobility fee with respect to which a refund is made hereunder as a charge to offset its administrative costs. Credits applied in lieu of payment of Mobility Fees shall not be eligible for a refund under this section.

Sec. 105-15. USE OF MOBILITY FEE PROCEEDS.

A. The City Council hereby establishes one (1) trust account for the Mobility Fee, which shall be maintained separate and apart from all other accounts of the City.

B. All Mobility Fees and all interest which may accrue thereon shall be used solely to provide for the growth contemplated in the Comprehensive Plan and the Mobility Fee Study in the form of Designated Mobility Improvements to the City Transportation System which when completed will serve to accommodate the additional users and transportation demand generated by such growth and maintain existing levels of service within the City.

C. Mobility Fee funds shall not be used for any expenditure that would be classified as a transportation operation and maintenance expense. The monies deposited into the Mobility Fee Trust Account shall be used solely for the purpose of constructing or improving the Designated Mobility Improvements to the City Transportation System, as these improvements may be amended from time to time, including, but not limited to:

(1) design, engineering and construction plan preparation;

(2) permitting;

(3) right-of-way acquisition, including any costs of acquisition or condemnation;

(4) construction of new through lanes;

(5) construction of new turn lanes;

(6) construction of new bridges;

(7) construction of new drainage facilities in conjunction with new roadway construction;

(8) purchase and installation of traffic signals;

(9) construction of new curbs, medians and shoulders and associated costs for curb work, utility corridors, and elements associated in a street right of way which may be affected by the project so long as these costs do not represent a significant portion of the overall costs;

(10) construction of new shared use and multi-use paths, bike lanes, sidewalks and other bicycle and pedestrian improvements;

(11) construction of new transit facilities and mobility hubs;

(12) relocating utilities to accommodate new roadway construction;

(13) construction management and inspection, including multimodal mobility hub buildings and structures and initial asset capitalization of microtransit, shared use mobility and micromobility solutions;

(14) surveying and soils and material testing;

(15) repayment of monies transferred or borrowed from any budgetary fund of the City which were used to fund any growth impacted construction or improvements as herein defined;

(16) payment of principal and interest, necessary reserves and costs of issuance under any bonds or other indebtedness issued by the City to provide funds to construct or acquire growth impacted capital transportation improvements on the City Transportation System; and

(17) transportation planning, development and engineering including an annual analysis of the City roadway network.

Any monies on deposit which are not immediately necessary for expenditure shall be invested by the City. All income derived from such investments shall be deposited in the Mobility Fee Trust Account and used as provided herein.

G. The City Council hereby adopts a $100 Administrative fee to cover the City's costs for processing mobility fee applications.

H. The Mobility Fees collected pursuant to this Ordinance may be returned to the then current Owner of the property on behalf of which such fee was paid if such fees have not been expended or encumbered prior to the end of the fiscal year immediately following the eighth anniversary of the date upon which such fees were paid. Refunds shall be made only in accordance with the following procedure:

(1) The then current Owner shall petition the City for the refund within 180 days following the eighth anniversary date on which the Mobility Fees Fee was paid.

(2) The petition for refund shall be submitted to the Mobility Fee Coordinator and City Manager by regular and certified mail and shall contain:

(a) A notarized sworn statement that the petitioner is the current Owner of the property on behalf of which the Mobility Fees Fee was paid;

(b) A copy of the dated receipt issued for payment of such fee or such other record as would indicate payment of such fee;

(c) A certified copy of the latest recorded deed; and,

(d) A copy of the most recent ad valorem tax bill.

(3) Within ninety days from the date of receipt of a petition for refund, the Mobility Fee Coordinator will advise the Owner of the status of the Mobility Fee requested for

refund, and if such Mobility Fee has not been spent or Encumbered within the applicable time period, then it shall be returned to the Petitioner subject to the extension described in 105-15H(4). For the purposes of this Section, fees collected shall be deemed to be spent or Encumbered on the basis of the first fee in shall be the first fee out.

(4) The City may, by resolution, extend for up to 3 years the date by which the funds must be refunded. Such an extension, shall be made upon a finding that within the three-year period, improvements are scheduled to be constructed that are reasonably attributable to the Owner's land development activity and that the fees for which the time of refund is extended shall be spent for those capital improvements. The City may adopt a resolution extending the date by which the funds must be refunded at any time, up to 270 days after the eighth anniversary date on which the mobility fee was paid.

(5) Any application submitted after the 180 day period provided in 105-15H(1) shall not be accepted and the Applicant shall have no further right to a refund of Mobility Fees.

Sec. 105-16. EXEMPTIONS.

A. Subject to the Changes of Size and Use provisions in Section 105-19 herein, the following shall be exempted from payment of the Mobility Fee:

(1) Alterations, expansion, or replacement of an existing Dwelling Unit which does not result in any additional Dwelling Units or increase the number of families for which such Dwelling Unit is arranged, designed or intended to accommodate for the purpose of providing living quarters.

(2) Subject to Section 105-19A, the alteration or expansion of a Building if the Building use upon completion does not increase the number of External Trips under the applicable Mobility Fee Rate which were initially attributed to the Building.

(3) The replacement of a Dwelling Unit, Mobile Home, Building or an Accessory Building or Structure if the replacement Dwelling Unit, Mobile Home, Building or Accessory Building or Structure does not result in a land use generating greater External trips under the applicable Mobile Fee Rate. In the event of a replacement of the primary Building, the existing and replacement structures must be located on the same lot and the electrical Power Clearance for such replacement must occur within five (5) years of the date the previous Building was previously occupied.

(4) The issuance of a tie-down permit on a Mobile Home on which applicable Mobility Fees have previously been paid for the lot upon which the Mobile Home is to be situated. The Electrical Power Clearance must be secured for the replacement Mobile Home within five (5) years of the date the previous Mobile Home was occupied.

(5) Government Buildings or Facilities and Schools. The City is ultimately responsible for funding all Designated Mobility Improvements for which Mobility Fee payments will be collected including any shortfalls. The cumulative number of trips and resulting PMT from any City, County or State proposed development or School Board school facility development will be analyzed and included in the modeled capacity available. Neither the City, County or School Board will be required to pay Mobility Fees in order to proceed with their respective proposed development. However, any Mobility Fee exemption issued for a Government Building or Facilities or School shall expire if an alteration causes the Government Building or Facility or

School facility to no longer be a government Building. The Mobility Fee for other land uses shall not be increased as a result of this exemption for government facilities.

Sec. 105-17. AFFORDABLE HOUSING MOBILITY FEE DEFERRAL.

A. Pursuant to the requirements established in this Section, the City shall defer the payment of the Mobility Fees for any new Owner-occupied Residential Construction which qualifies as Affordable Housing as defined herein.

B. Any Applicant seeking an Affordable Housing deferral for proposed Residential New Construction shall file with the Mobility Fee Coordinator an Application for Deferral, prior to requesting Electrical Power Clearance for the proposed Residential New Construction. The Application for Deferral shall contain the following:

(1) The name and address of the Initial Purchaser;

(2) The legal description of the residential New Construction;

(3) The proposed selling price of the residential New Construction;

(4) Evidence that the Residential New Construction shall be occupied by Very Low-Income Persons and Low-Income Persons, as certified by the Mobility Fee Coordinator; and

(5) Evidence that the residential New Construction is funded by a governmental affordable housing program, if applicable.

C. If the proposed residential New Construction meets the requirements for an Affordable Housing Deferral as set forth in this Section, the City Manager shall be authorized to enter into an Affordable Housing Mobility Fee Deferral Agreement (the "Deferral Agreement") with the developer or the Initial Purchaser, as applicable. The Deferral Agreement shall be accepted by the City in lieu of prompt payment of the Mobility Fees that would otherwise be due

and payable but for the Agreement. The Deferral Agreement shall provide for, at a minimum, the following, and shall further include such provisions deemed necessary by the Council to effectuate the provisions of this Section:

(1) The deferred Mobility Fees shall be a lien on the New Construction for the duration of the deferral period established pursuant to this Section. The lien may be foreclosed upon in the event of noncompliance with the requirements of the Deferral Agreement. The lien shall terminate upon the expiration of a deferral period or upon payment of the lien following a sale or transfer of the New Construction as provided herein. Such termination of the lien shall be evidenced by the recording of a release or satisfaction of lien in the public records of the County. Such release shall be recorded upon payment in full.

(2) Neither the deferred Mobility Fees nor the Deferral Agreement shall be transferred, assigned, credited or otherwise conveyed from the Residential New Construction. The deferral of Mobility Fees and the Deferral Agreement shall run with the land.

(3) In the event the Owner is in default under the Deferral Agreement, and the default is not cured within 30 days after written notice is provided to the Owner, the Council may at its sole option collect the Mobility Fee amounts in default or bring a civil action to enforce the Deferral Agreement or declare that the deferred Mobility Fees are then in default and immediately due and payable. The Council shall be entitled to recover all fees and costs, including attorney's fees and costs, incurred by the City in enforcing the Deferral Agreement plus interest at the then maximum statutory rate for judgments calculated on a calendar day basis until paid. In the event the City initially funded the deferred Mobility Fee for the Residential New Construction from other available City revenues, the deferred Mobility Fees collected upon a breach of the Deferral Agreement will be used to repay such City funds.

(4) The Deferral Agreement shall be binding upon the developer and Initial Purchaser's successors and assigns, as applicable.

(5) The Deferral Agreement shall be recorded in the official records of the County at the owner’s expense.

D. To qualify for a deferral under this Section, Owner-occupied residential New Construction must meet all of the following criteria:

(1) The Initial Purchaser(s) or anticipated Initial Purchaser(s) must qualify as Very-Low Income Persons or Low-Income Persons, as defined herein, at the time of execution by the City of the Deferral Agreement.

(2) The purchase price of the residential New Construction, shall not exceed 30 percent of the amount which represents the percentage of the median annual gross income for the applicable household category and the standards set forth for Very Low, and Low Income persons for the Jacksonville, Florida metropolitan statistical area covering the City as reported by the U.S. Department of Housing and Urban Development or its governmental successor in function

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(3) The residential New Construction shall qualify as "Owner-occupied" if:

(a) a written affirmation from the developer to the City guarantees that the requisite Affordable Housing units will be constructed; and

(b) the affirmation is in effect on the date of execution of the Deferral Agreement by the City; and

(c) within six months from the date of Electrical Power Clearance or the execution of the affirmation, whichever is later, any option to purchase is exercised and the qualified Initial Purchaser takes ownership of the residential New Construction. If the

qualified Initial Purchaser fails to purchase the residential New Construction within the six-month period, then the deferred Mobility Fees are considered in default as of the date that the Mobility Fees would have been due without the deferral and the Applicant shall pay all of the Mobility Fees that would have been assessed but for the deferral.

(4) The residential New Construction must be the homestead of the Initial Purchaser(s). The Initial Purchaser(s) of the residential New Construction must be at least 18 years of age and must be either citizen(s) of the United States or be a legal alien who permanently resides in the United States. Proof of United States Citizenship or permanent legal residency must be established to the City's sole satisfaction. The residential New Construction must be granted a homestead exemption pursuant to Chapter 196, Florida Statutes, within one year after the initial purchase of the residential New Construction.

(5) No more than 30 Mobility Fee Deferral Agreements are permitted at any single time for an individual developer, or for any developments that are under common ownership; provided, however, that a developer may apply to the Council for approval to exceed this cap on deferrals for projects that will increase the availability of Affordable Housing within the City. For purposes of this subsection, "common ownership" means ownership by the same person, corporation, firm, entity, partnership, or unincorporated association; or ownership by different corporations, firms, partnerships, entities, or unincorporated associations, in which a stockbroker, partner, or associate, or a member of his family owns an interest in each corporation, firm, partnership, entity, or unincorporated association.

E. All Mobility Fees deferred at the time Electrical Power Clearance was issued shall become due and payable upon the first occurrence of any sale or transfer of the residential New

Construction if such sale or transfer occurs within eight years of the date of Electrical Power Clearance for the residential New Construction.

(1) All such deferred Mobility Fees shall be immediately paid in full to the City not later than the closing date of the sale or the effective date of the transfer.

(2) Repayment shall include any accrued interest. Interest shall be computed at the prevailing prime interest rate established for commercial lenders within the City not to exceed the maximum rate of interest permitted by law.

(3) If the household income of the Initial Purchaser rises above the levels for Very Low-Income or Low Income Persons, as defined herein, the Initial Purchaser shall maintain the deferral for the duration of their ownership of the residential New Construction. If, at the point of land sale or transfer, the household income of the Initial Purchaser exceeds that set out in the Deferral Agreement, the appropriate Mobility Fee will become due.

(4) The deferred Mobility Fees shall be forgiven upon the eighth anniversary of the date of Electrical Power Clearance if the Initial Purchaser does not sell or transfer the property within such deferral period.

F. The amount of the Mobility Fees shall not be increased to replace any revenue lost due to any deferral approved pursuant to this Section.

Sec. 105-18. ECONOMIC DEVELOPMENT MITIGATION PROGRAM.

A. Because the imposition of the Mobility Fees herein may place the City in a non-competitive position with other local governments that have chosen not to impose road impact fees or other programs to provide needed transportation improvements to serve future growth, and thus hinder efforts by the City and the community to (1) encourage economic development opportunities within the City; (2) create permanent employment expansion opportunities for the

City's citizens; and (3) encourage new or expanded businesses within the City to help reverse the daily commute out of the City, there is hereby created an Economic Development Mobility Fee Mitigation Program for certain land uses to mitigate any real or perceived disadvantage occurring from the imposition of the Mobility Fees.

B. The City has developed a CRA District within the city boundary. The CRA may contribute funds to offset and reduce the net mobility fee assessed to specific land uses and New Construction within specific areas of the city or for specific land use types. CRA Targeted Businesses as defined in Section 105-7 would be eligible for up to a 50% discount (CRA contribution) in mobility fee payments within the CRA.

Sec. 105-19. CHANGES OF SIZE AND USE. A Mobility Fee shall be imposed for the alteration, expansion or replacement of a Building or Dwelling Unit or the construction of an Accessory Building or Structure if the alteration, expansion or replacement of the Building or Dwelling Unit or the construction of an Accessory Building or Structure results in a land use determined to generate greater External Trips than the present use under the applicable Mobility Fee Rate, and shall be calculated as provided herein:

A. If the Building or Dwelling Unit was continuously vacant and only generating a de minimis number of External Trips for at least five (5) years prior to the date of Electrical Power Clearance for the alteration, expansion or replacement of said Building or Dwelling Unit, then this Section 105-19 shall not apply and the New Construction shall pay the Mobility Fee established in Section 105-11.

B. If Subsection A. of this Section 105-19 is not applicable, then the Mobility Fee shall be calculated as follows:

(1) If the Mobility Fee is calculated on land use and not square footage, the Mobility Fee imposed shall be the Mobility Fee due under the applicable Mobility Fee Rate for the Mobility Fee Land Use Category resulting from the alteration, expansion or replacement, less the Mobility Fee that would be imposed under the applicable Mobility Fee Rate for the Mobility Fee Land Use Category prior to the alteration, expansion or replacement.

(2) If the Mobility Fee is calculated on the basis of square footage and the Square Footage of a Building is increased, the Mobility Fee Rate for the increased Square Footage represented by the New Construction shall be at the Mobility Fee Rate applicable to New Construction with Square Footage resulting from the alteration, expansion or replacement, less the Mobility Fee that would be imposed under the applicable Square Footage prior to the alteration, expansion or replacement.

(3) The Mobility Fee imposed for any Accessory Building or Structure shall be that applicable under the Mobility Fee Rate for the land use for the primary Building.

(4) The Mobility Fee applicable to occupied spec construction and the finished spec space shall be determined pursuant to Section 105-12D herein.

Sec. 105-20. DEVELOPER CONTRIBUTION CREDIT.

A. Subject to the terms and conditions of this Section 105-20, a credit shall be granted against the Mobility Fees imposed by this Ordinance for the construction of all or any portion of a Designated Mobility Improvement or for the donation of land or contribution of funds for a Designated Mobility Improvement made pursuant to a development order or voluntarily in connection with New Construction. The donation, contribution or construction shall only provide improvements or additions to Designated Mobility Improvements which are required to accommodate growth as projected in the Mobility Fee Study. No credit shall be given for the

construction of Access Improvements. Further, no credit shall be given for the donation of land or construction of a capital improvement unless such property is conveyed, in fee simple to the City without remuneration. Such conveyance and construction shall be subject to the approval of the Mobility Fee Coordinator and the following standards:

(1) Any land to be conveyed shall be suitable as right-of-way for the contemplated Designated Mobility Improvement;

(2) Any monetary contribution shall be used in accord with Section 105-15 herein for capital improvements and additions to a Designated Mobility Improvement;

(3) Any improvements to be constructed shall be an integral part of the contemplated Designated Mobility Improvement, shall improve the function thereof, and shall exclude Access Improvements;

(4) Any road right of way or land required to be dedicated to the City as a condition of development approval shall be dedicated by plat or deed no later than the time at which Mobility Fees are required to be paid under this Ordinance. The portion of the fee represented by a credit for construction shall be deemed paid when the construction is completed and accepted by the City for maintenance or when adequate security for the completion of the construction has been provided.

(5) The design and/or construction of a Designated Mobility Improvement shall be performed by professionals who are qualified under Florida law and the City Code to perform such work.

B. Prior to requesting Electrical Power Clearance, the Applicant shall submit to the Mobility Fee Coordinator a proposed plan for donation, contribution or construction. The proposed plan shall include:

(1) a designation of the New Construction for which the plan is being submitted;

(2) a legal description of any land proposed to be donated and a written appraisal prepared in conformity with subsection D. of this section;

(3) the amount and source of any monetary contribution;

(4) a list of any contemplated improvements to Designated Mobility Improvements;

(5) a proposed time schedule for completion of the proposed plan.

C. The Mobility Fee Coordinator shall review the proposed plan and determine:

(1) If such proposed plan is in conformity with contemplated capital improvements for and additions to Designated Mobility Improvements;

(2) If the proposed donation, contribution or construction by the Applicant is consistent with the public interest; and

(3) If the proposed time schedule for the conveyance of land, contribution of funds or construction is consistent with the City's capital improvement program for the Designated Mobility Improvements;

(4) Upon approval of a proposed plan, the Mobility Fee Coordinator shall determine the amount of credit based upon the standards contained in Subsection D. of this Section and shall approve the timetable for completion of the plan. The Mobility Fee Coordinator shall issue a decision within forty-five days after the filing of the completed proposed plan.

D. The amount of developer credit to be applied to the Mobility Fee shall be:

(1) The value of constructing an improvement to a Designated Mobility Improvement as estimated in the Mobility Fee Study and which formed the basis of the fee. The

successful completion of the project shall comply with Transportation Design Standards accepted by the City Engineer.

(2) The amount of any monetary contribution for a Designated Mobility Improvement.

(3) The value of donated land (when not part of an above Designated Mobility Improvement) based upon a written appraisal of fair market value by an M.A.I. Appraiser who was selected and paid for by the Applicant, and who used generally accepted appraisal techniques. If the appraisal does not conform to the requirements of this Ordinance and any applicable administrative regulations, the appraisal shall be corrected and resubmitted. In the event the Mobility Fee Coordinator accepts the methodology of the appraisal but disagrees with the appraised value, the Mobility Fee Coordinator may engage another M.A.I. Appraiser at the City's expense, and the value shall be an amount equal to the average of the two appraisals. If either party does not accept the average of the two appraisals, a third appraisal shall be obtained, with the cost of said third appraisal being shared equally by the City and the Owner or Applicant. The third appraiser shall be selected by the first two appraisers and the third appraisal shall be binding on the parties.

E. If a proposed plan is approved for an infrastructure credit by the Mobility Fee Coordinator, the Applicant or Owner and the Council shall enter into a Credit Agreement which shall provide for the parties' obligations and responsibilities, including, but not limited to:

(1) The timing of actions to be taken by the Applicant and the obligations and responsibilities of the Applicant, including, but not limited to, the construction standards and requirements to be complied with;

(2) The obligations and responsibilities of the City, including, but not limited to, inspection of the project;

(3) The amount of the credit as determined in accordance with Subsection D. of this section; and

(4) If required, provisions for a payment bond or an irrevocable letter of credit to be posted with the City, in an amount representing the difference between the Mobility Fee obligation and the amount of any credit from donated land.

F. A credit for a monetary contribution or a land donation shall be granted at such time as the City is in receipt of the full amount of the monetary contribution and/or the donated land has been conveyed to the City, and a Credit Agreement is approved and executed by both the Council and the Applicant or Owner. A credit for a land donation in conjunction with construction of a Designated Mobility Improvement, or portion thereof, shall be available after a Credit Agreement is approved and executed by both the Council and the Applicant or Owner, and upon dedication and acceptance by the Council of the donated land, up to the value of the donated land. A credit for the construction of the Designated Mobility Improvement shall be available once the improvement is completed, dedicated to, and accepted by the City. In the alternative, following the dedication and acceptance of the donated land for a Designated Mobility Improvement, the Applicant or Owner may access the credit for the construction of the Designated Mobility Improvement early by posting a payment bond or irrevocable letter of credit with the City in an amount representing the difference between the Mobility Fee obligation and the value of the donated land. Provided, however, that in the event the Applicant or Owner fails to convey the land to be donated or fails to convey the completed Designated Mobility Improvement or such property or improvement is not ultimately accepted by the City in accordance with the terms of the Credit

Agreement, then the credit shall be revoked and all Mobility Fees shall immediately become due and payable and collected in any manner authorized by law. The administration of said credits shall be the responsibility of the Mobility Fee Coordinator. Mobility Fee credits available for use as provided for in this subsection which are in excess of those required to satisfy the Mobility Fee obligation generated by the New Construction may be transferred in accord with the provisions of Section 163.31801, Florida Statutes, as amended.

H. All construction cost estimates shall be based upon and all construction plans and specifications shall be in conformity with the road construction standards of the City or the Florida Department of Transportation as deemed appropriate by the City Engineer. All plans and specifications shall be approved by the City Engineer prior to commencement of construction. For construction projects within City-owned right-of-way, the requirements set forth in Sections 101-327 through 101-331 of the City of Green Cove Springs Code, state law and city ordinance bidding requirements and construction bonding requirements shall be deemed to apply to such construction only to the extent required by law.

I. Any Applicant who submits a proposed plan pursuant to this Section and who desires Electrical Power Clearance prior to the resolution of a pending credit shall pay the applicable Mobility Fee at the time of requesting Electrical Power Clearance. Said payment shall be deemed paid "under protest" and shall not be construed as a waiver of any review rights. Any difference shall be refunded to the Applicant or Owner upon the execution of a Credit Agreement.

J. Nothing contained herein shall be construed to qualify the conveyance of land which is required as right-of-way for the construction of Access Improvements for a developer contribution credit.

Sec. 105-21. APPLICABILITY. This Ordinance and the obligations herein for the payment of the Mobility Fee shall apply to all New Construction that requests an Electrical Power Clearance on or after the effective date of this Ordinance, as provided in Section 105-30.

Sec. 105-22. ALTERNATIVE COLLECTION METHOD. In the event that an equipment check inspection for Electrical Power Clearance is granted in error by reason of the failure to collect the applicable Mobility Fee, then prompt demand for payment of the Mobility Fee shall be made to the Building Permit holder of the New Construction, and no final inspection shall be made or certificate of occupancy issued until payment of the Mobility Fee has been received. In the event that an Equipment Check Inspection for Electrical Power Clearance is performed in error by reason of the failure to collect the applicable Mobility Fee, and the New Construction has been completed and final authorization for occupancy has been granted, then prompt demand for payment of the Mobility Fee shall be made to the Owner of New Construction for which the Building Permit was issued, and such Mobility Fee shall be subject to collection in any manner authorized by law.

Sec. 105-23. REVIEW HEARINGS.

A. An Applicant or Owner who is required to pay a Mobility Fee shall have the right to request a review hearing.

B. Such hearing shall be limited to the review of the following:

(1) The application or calculation of the Mobility Fee under Sections 105-11 and 105-12 of this Ordinance.

(2) The rejection of the Alternative Mobility Fee calculation pursuant to Section 105-9.

(3) The denial or partial denial of a credit pursuant to Section 105-20.

(4) The denial of an Affordable Housing Mobility Fee Deferral pursuant to Section 105-17.

(5) The denial or partial denial of an Economic Development Mobility Fee Mitigation waiver pursuant to Section 105-18.

C. Such hearing shall be requested by the Applicant or Owner in writing within thirty (30) days of the following dates:

(1) The issuance of a Building Permit which shall contain the amount of the Mobility Fee that is due for the New Construction;

(2) A negative determination in writing on a proposed Individual or Alternative Mobility Fee pursuant to Sections 105-12 and 105-13, respectively; credit pursuant to Section 105-20; Mobility Fee deferral pursuant to Section 105-17; or Mobility Fee mitigation pursuant to Section 105-18.

(3) Failure to request a hearing within the time provided shall be deemed a waiver of such right.

D. The request for hearing shall be filed in writing with the Mobility Fee Coordinator with copy to the City Manager and shall contain the following:

(1) The name and address of the Applicant or Owner;

(2) The legal description of the property in question;

(3) If issued, the date the Building Permit was issued.

(4) A brief description of the nature of the construction being undertaken;

(5) If paid, the date the Mobility Fee was paid; and

(6) A statement of the reasons why the Applicant or Owner is requesting the hearing.

E. Upon receipt of such request, the Mobility Fee Coordinator shall schedule a hearing before the City Manager called for the purpose of conducting the hearing and shall provide the Applicant and/or Owner written notice of the time and place of the hearing. Such hearing shall be held within sixty (60) days of the date the request for hearing was filed.

F. Such hearing shall be before the City Manager and shall be conducted in a manner designed to obtain all information and evidence relevant to the requested hearing. Formal rules of civil procedure and evidence shall not be applicable; however, the hearing shall be conducted in a fair and impartial manner with each party having an opportunity to be heard and to present information and evidence.

G. Any Applicant who requests a hearing pursuant to this Section who desires Electrical Power Clearance prior to the hearing shall pay the applicable Mobility Fee pursuant to Section 105-11 or Section 105-12, as applicable, at the time of requesting Electrical Power Clearance. Said payment shall be deemed paid "under protest" and shall not be construed as a waiver of any review rights.

H. An Applicant may request a hearing under this Section without paying the applicable Mobility Fee, but Electrical Power Clearance shall not be granted until such Mobility Fee is paid in the amount initially calculated, or the amount approved upon completion of the review provided in this Section.

Sec. 105-24. REVIEW REQUIREMENT. This Ordinance and the Mobility Fee Study shall be reviewed by the City Council at least every five (5) years and not sooner than every four (4) years. The initial and each review thereafter shall consider new estimates of population and other socioeconomic data, changes in construction, land acquisition and related costs, and adjustments to the assumptions, conclusions or findings set forth in the Mobility Fee Study adopted

by Section 105-10. Each review shall additionally consider changes in right-of-way acquisition and related costs and changes in Trip Generation rates, External Trip lengths, traffic volume counts, and a review of the administrative fees authorized herein. The purpose of this review is to evaluate and revise the Mobility Fee, if necessary, to ensure that they do not exceed the reasonable anticipated costs associated with the improvements and additions necessary to offset the demand generated by the New Construction on the City Transportation System. In the event the review of the Ordinance required by this Section alters or changes the assumptions, conclusions and findings of the studies adopted by reference in Section 105-10, revises or changes the Designated Mobility Improvements, or alters or changes the amount or classification of the Mobility Fee, the Mobility Fee Study adopted by reference in Section 105-10 shall be amended and updated to reflect the assumptions, conclusions and findings of such reviews and Section 105-10 shall be amended to adopt by reference such updates studies.

Sec. 105-25. PERIODIC MOBILITY FEE RATE ADJUSTMENT.

A. Beginning on October 1, 2024, and on each October 1 thereafter, the Council shall escalate the base Mobility Fees by a percent change for the previous Fiscal Year using available data from the Florida Department of Transportation Construction Cost Indictor Reports.

B. Provided, however, that in the event the Mobility Fee Coordinator determines that this annual rate adjustment of the Mobility Fees will cause New Construction to pay more than its fair share of the cost of the Designated Mobility Improvements to the City Transportation System that are necessary to accommodate the traffic generated by such growth, said automatic rate adjustment will be decreased accordingly.

C. The adjusted Mobility Fees must be noticed in conformance with Section 105-28 prior to going into effect if the adjustment results in an increased Mobility Fee.

Sec. 105-26. DECLARATION OF EXCLUSION FROM ADMINISTRATIVE PROCEDURES ACT.

Nothing contained in this Ordinance shall be construed or interpreted to include the City in the definition of Agency as contained in Section 120.52, Florida Statutes, or to otherwise subject the City to the application of the Administrative Procedures Act, Chapter 120, Florida Statutes. This declaration of intent and exclusion shall apply to all proceedings taken as a result of or pursuant to this Ordinance, including specifically, but not limited to, a determination of an Alternative Fee Calculation pursuant to Section 105-13, developer credit hearings pursuant to Section 105-20, and review hearings under Section 105-23.

Sec. 105-27. ACCOUNTING AND REPORTING OF MOBILITY FEE. The revenues realized from Mobility Fees imposed pursuant to this Ordinance shall be identified in the City's budget as a separate trust fund account required by Section 163.31801(4)(b), Florida Statutes (2022) as amended. The City shall maintain adequate records to justify all expenditures from the Mobility Fee trust fund and any accounts established within such trust fund. The City shall prepare an annual report reflecting the collection and expenditures during the previous year of the Mobility Fees imposed pursuant to this Ordinance.

Sec. 105-28. NOTICE OF MOBILITY FEE RATES. Upon adoption of this Ordinance or any amendment hereto imposing new or revised Mobility Fee rates or revising the land use categories for any Mobility Fee, the Mobility Fee Coordinator shall publish a notice once in a newspaper of general circulation within the City which notice shall include: (1) a brief and general description of the affected Mobility Fee, (2) a description of the geographic area (City limits) in which the Mobility Fee will be collected; (3) the Mobility Fee Rates to be imposed for

each land use category; and (4) the date of implementation of the Mobility Fee Rates set forth in the notice, which date shall not be earlier than ninety (90) days after the date of publication of the notice.

Sec. 105-29 Mobility Fee Rate Schedule

Land Use Code	Land Use Categories	Land Use Categories	Unit of measure	Base Impact fee per unit
220	*Residential*	Multiple Family (low rise)	dwelling	$ 2,981
221	*Residential*	Multiple Family (mid-rise)	dwelling	$ 2,008
251	*Residential*	Senior Adult Housing - detached and independent	dwelling/bed	$ 1,906
253	*Residential*	Assisted Living/Congregate Care Facility	dwelling	$ 977
210.3	*Residential*	Single Family (less than 1,500 sqft)	dwelling	$ 2,946
210	*Residential*	Single Family (1,500 sqft to 2,499 sqft)	dwelling	$ 3,693
210.4	*Residential*	Single Family (> 2,499 sqft)	dwelling	$ 4,171
240	*Residential*	Mobile Home	dwelling	$ 3,149
255	*Residential*	Continuing Care Retirement Community	occupied units	$ 1,092
260	*Residential*	Recreational Home/Vehicle	dwelling	$ 1,570
110	*Industrial*	Light Industry (110)	ksq ft of GFA	$ 2,154
150	*Industrial*	Warehouse	ksq ft of GFA	$ 756
151	*Industrial*	Mini-Warehouse	ksq ft of GFA	$ 641
140	*Industrial*	Manufacturing	ksq ft of GFA	$ 2,101
565	*Commercial – Services*	Day Care	ksq ft of GFA	$ 21,062
492	*Commercial – Services*	Health Club / Fitness	ksq ft of GFA	$ 579
310	*Commercial – Services*	Hotel	rooms	$ 3,534
320	*Commercial – Services*	Motel	rooms	$ 1,482
312	*Commercial – Services*	Business Hotel	rooms	$ 1,778
947	*Commercial – Services*	Carwash (self wash)	wash stall	$ 16,719
948	*Commercial – Services*	Carwash (automated wash)	wash stall	$ 11,997
420	*Commercial – Retail*	Marina	berth	$ 1,066
850	*Commercial – Retail*	Supermarket	ksq ft of GFA	$ 26,563
815	*Commercial – Retail*	Free Standing Retail Store	ksq ft of GFA	$ 17,631
816	*Commercial – Retail*	Hardware / Paint Store	ksq ft of GFA	$ 2,641
817	*Commercial – Retail*	Nursery (Garden Center)	ksq ft of GFA	$ 22,289
818	*Commercial – Retail*	Nursery (Wholesale)	ksq ft of GFA	$ 14,292
880	*Commercial – Retail*	Pharmacy/Drugstore w/o Drive Thru	ksq ft of GFA	$ 18,726
881	*Commercial – Retail*	Pharmacy/Drugstore with Drive Thru	ksq ft of GFA	$ 22,534
820	*Commercial – Retail*	Shopping Center (>150k)	ksq ft of GFA	$ 10,804

Land Use Code	Land Use Categories	Land Use Categories	Unit of measure	Base Impact fee per unit
821	*Commercial – Retail*	Shopping Plaza (40-150k)	ksq ft of GFA	$ 19,710
822	*Commercial – Retail*	Strip Retail Plaza (<40k)	ksq ft of GFA	$ 15,895
850	*Commercial – Retail*	Supermarket	ksq ft of GFA	$ 26,563
814	*Commercial – Retail*	Variety Store	ksq ft of GFA	$ 18,583
857	*Commercial – Retail*	Discount Club	ksq ft of GFA	$ 15,587
863	*Commercial – Retail*	Electronics Superstore	ksq ft of GFA	$ 11,983
849	*Commercial – Retail*	Tire Superstore	ksq ft of GFA	$ 6,487
890	*Commercial – Retail*	Furniture Store	ksq ft of GFA	$ 2,786
931	*Quality Restaurant*	High-Turnover (sit-down) restaurant	ksq ft of GFA	$ 19,140
932	*Commercial – Restaurant*	High-Turnover (sit-down) restaurant	ksq ft of GFA	$ 19,140
710	*Commercial – Office*	General Office Building	ksq ft of GFA	$ 4,794
760	*Commercial – Office*	Research & Development Center	ksq ft of GFA	$ 4,901
550	*Institutional*	University / College / Jr College	students	$ 599
520	*Institutional*	School, K-12	students	$ 1,411
536	*Institutional*	Private School, K-12	students	$ 818
411	*Institutional*	Park	acre	$ 293
610	*Institutional*	Hospital	ksq ft of GFA	$ 4,763
620	*Institutional*	Nursing home	ksq ft of GFA	$ 2,985
560	*Institutional*	Place of worship	ksq ft of GFA	$ 3,361

Section 5. Conflicts. If any portion of this Ordinance is in conflict with any other ordinance, then the provisions of this Ordinance shall govern.

Section 6. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 7. Effective Date.

This Ordinance and the obligations herein for the payment of Mobility Fees shall apply to all New Construction that submits a building permit application on or after the effective date of the ordinance pursuant to the notice requirements set forth in Section 105-28,

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON THIS 16th DAY OF MAY 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE CITY OFGREEN COVE SPRINGS, FLORIDA, THIS 6TH DAY OF JUNE 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

APPROVED AS TO FORM ONLY:

_____
L.J. Arnold, III, City Attorney

ATTEST:

By: _____

Gannett Fleming

RSG

City of Green Cove Springs Mobility Fee Report

April 2023

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1.0 Introduction

The Comprehensive Plan and Downtown Master Plan for the City of Green Cove Springs has envisaged a local transportation system that provides travel options, choices of different travel modes, developing an efficient, cost effective and adaptable system to address the future land use and demographic changes. This study creates a Mobility Fee that provides a local funding mechanism to address the additional burden on the transportation system associated with the future residents, jobs, and visitors.

The City has traditionally managed the impacts of land use development through transportation concurrency. This system has limited the opportunities to provide multimodal and long-term solutions that address the burden of growth and realize the vision set out in the Comprehensive Plan.

A Mobility Fee provides an alternative to concurrency to assess the fair and proportional cost of additional transportation capacity on new land use development. The Florida Constitution grants local governments broad home rule authority to establish assessments and fees. Impact fees and mobility fees are examples of these home rule revenue sources. These fees are a type of land use regulation that local governments use to generate revenue to construct additional mobility capacity to meet the needs associated with increases in travel demand from new land use development.

The Mobility Fee will provide more predictable outcomes for both the City and the land use development applicants using a creating a consistent process connected to the trip generation and size of the land development.

The Mobility Fee will support the City by directing funds to improve multimodal transportation capacity through additional walking and biking facilities, vehicular intersection improvements, and transit mobility hubs.

This report provides the background to support the change from concurrency, the forecast amount of land use growth and development, the types of transportation investments, and the derivation of the base Mobility Fee.

1.1 Methodology

Overview

The methodology for the Green Cove Springs Mobility Fee follows a 'needs-based' also known as a 'plan-based' approach by identifying the future transportation capacity necessary to mitigate the impacts of additional users generated by future land use development on the existing standards of service that users experience. Based on the data developed in the Northeast Florida Regional Planning Model (NERPM), the City is expected to increase the number of households by 251% and the amount of employment by 133%. The City of Green Cove Springs is forecast to grow faster than the north Florida region, which is expected to see a 68% increase in households and employment by 2045.

A plan-based approach develops a forecast of future demand and identifies and evaluates what capacity is needed to meet the needs of that growth. A proportionate share of the cost of

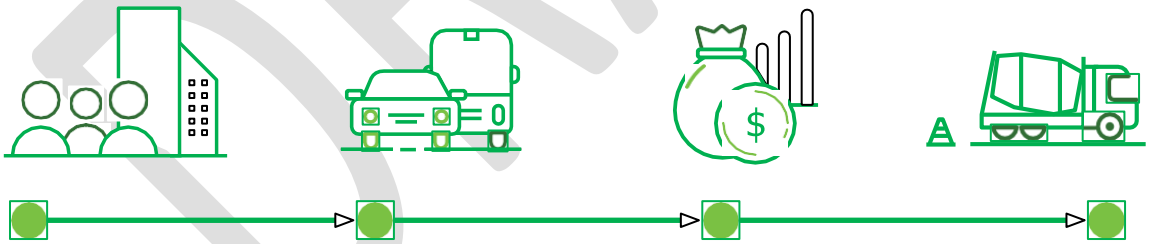
providing that capacity is then allocated to land use changes which create additional transportation demand.

Mobility plans and the subsequent fees that support the capital items are multimodal in nature. The future vision for the City of Green Cove Springs accounts for multimodal integration by supporting a mix of modal options that can meet various travel demands and can allow individuals to use the mode that meets their needs for the specific trip. Diverse land uses, multimodal travel options, and connectivity provide users with choices.

To develop such a fee, the future land use and resulting traffic volume forecasts were reviewed using the latest Northeast Florida Regional Planning Model – Activity Based_v2 (here after referred to as the NERPM). The NERPM model was used by the North Florida Transportation Planning Organization (TPO) for the Year 2045 Long Range Transportation Plan (LRTP). Using the NERPM, allowed for the analysis of travel behavior and complex land use interactions, as well as the analysis of how City of Green Cove Springs interacts with the rest of the TPO area. Using the model, provides the clear connection, or nexus, for imposing mobility fees.

The Mobility Fee develops a list of transportation capacity improvements that are necessary by 2045 to meet the mobility needs of the future users forecast to be added to Green Cove Springs over the next 22 years. The additional capacity is necessary to mitigate the adverse effects that these users will impose on the existing users of the transportation system. The plan presents a multimodal vision that will create additional capacity across various travel modes to provide users alternatives to the private vehicle including transit, walking and biking, golf carts, and future shared travel modes such as e-bikes, scooters, and micro transit.

Figure 1: Mobility Fee Concept



In general terms, more people create more trips. To accommodate those trips, new capacity is needed which can be funded through mobility fees.

General Methodology

The steps included in this Mobility Fee include:

- Land use planning
- Forecast demand
- Identification of transportation capacity and construction costs

- Calculation of base mobility fee as a cost per unit of demand
- Development of the net mobility fee after accounting for credits

Land Use Planning

The Mobility Plan uses the best available information on expected changes in land use within Green Cove Springs and within the overall North Florida TPO region, which covers a six-county area (Baker, Clay, Duval, Nassau, Putnam, and Saint Johns counties). Initial estimates for the changes were obtained through the NERPM travel model. The NERPM covers the six-county North Florida TPO area and has a base year 2015 and horizon year 2045 and was used in the LRTP Year 2045 update.

Changes in the Comprehensive Plan in both the Land Use and Transportation Elements are proposed as part of the Mobility Plan to align the documents with the change in the regulatory framework associated with replacing concurrency with the Mobility Fee.

A review of the land use changes within the NERPM indicated that minor revisions were necessary to reflect the more recent changes in expected land use development. These changes were integrated into the travel model, which was then run to inform the future changes in traffic generation and travel flow through the City and beyond.

A review of the volume-to-capacity of the vehicular network was used to inform where spot improvements to intersections or to roadway segments in the corridors could improve vehicular operations. The travel model was used particularly to inform trip lengths as well as vehicle and person miles of travel. Person miles of travel is used as the basis for the Mobility Fee.

Forecast Demand

The forecast demand was developed using the NERPM. The development of the LRTP is a federal requirement and is a process that is conducted every five years. The City of Green Cove Springs is located within Clay County. Clay County, as a member of the North Florida TPO, developed and/or reviewed the socioeconomic data and projects that are part of the LRTP process for the Clay County area, which includes the municipalities of the City of Green Cove Springs, City of Keystone Heights, Town of Orange Park and the Town of Penny Farms. As stated above, the socioeconomic data and the projects were developed for the years 2015 and 2045. The type of socioeconomic data used in the NERPM, are the number of households, number of persons in the household, school enrollment, and number of employees, among others.

The NERPM model is validated for the year 2015 and forecasted for the year 2045 by assigning the trips people make to different destinations within the study area. The forecasted growth is used in the mobility fee study. This growth is measured in miles traveled, average trip lengths, and by the congestion on the transportation network.

The miles traveled can be expressed in vehicle miles traveled (VMT) or person miles traveled (PMT). Since the City of Green Cove Springs mobility fee study is a multimodal study, and therefore includes pedestrian, bicycle, and transit facilities as well as roadways, the miles traveled are expressed in PMT.

Forecast changes, and in particular growth patterns in population, employment, and the related change in the number and distribution of the trips associated with these socioeconomic inputs were analyzed in the NERPM. The changes in the number of PMT are a direct result of the changes in the land use patterns. The changes in the PMT is the unit of growth used in the Mobility Fee.

Identification of Transportation Capacity and Construction Costs

A comprehensive and collaborative process with many stakeholders from the City of Green Cove Springs and Clay County was used to identify the suite of multimodal transportation improvements to meet the needs of the community over the next two decades. The plan incorporated previous planning efforts including the TPO's Trails and Paths plan, JTA's and Clay County Transit's plans, the Green Cove Springs' Downtown Master Plan, the US Route 17 Corridor Study, and the Green Cove Springs' Comprehensive Plan. Attention to creating practical alternatives to driving was made by filling in gaps in the sidewalk and bikeway network and by creating off-street paths for safe and efficient multimodal travel. Specific intersections as well as key vehicular corridors were identified for vehicle capacity enhancements.

The costs of the projects are estimated in current year dollars based on the Florida Department of Transportation (FDOT) Construction Costs for applicable facility types and adjustments were made based on more recent actual costs for construction projects in Green Cove Springs.

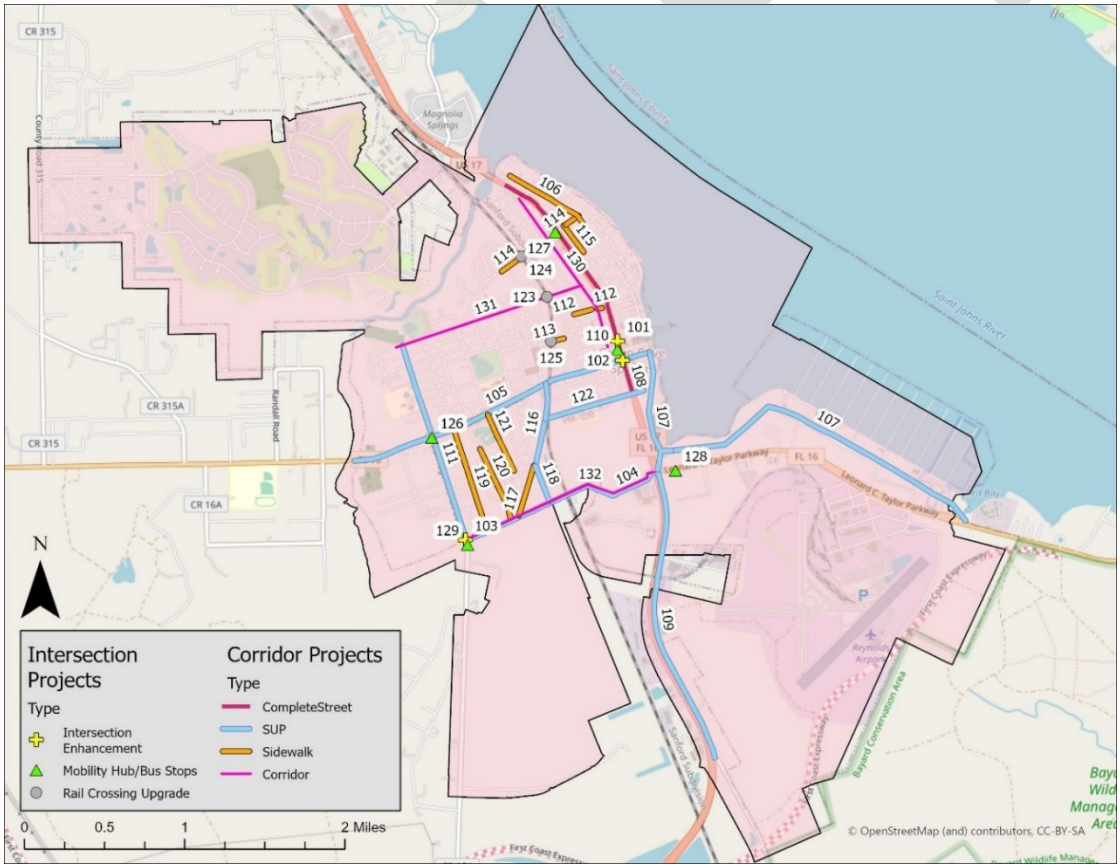


Figure 2: Identified Mobility Projects

Calculation of the Base Mobility Fee as a Cost per unit of Demand

The total cost of the mobility fee projects is divided by the total change in daily PMT within Green Cove Springs. The basis of a dollar cost per person capacity is then assessed based on the amount of travel demand generated by any specific land use change. The fee is proportional to the transportation intensity of the land use.

Table 1: Cost per PMT

Total Cost of new Capacity	$16,529,280
Cost for External (EE) Share of Capacity	$2,293,001
Cost for Local Share of Capacity	$14,236,279
Local PMT (non-EE)	85,621
Cost per PMT	$166.27

Development of the Net Mobility Fee

The net mobility fee accounts for credits which offset the chance that someone pays twice for the same capacity being funded by the mobility fee. This occurs since the cost per PMT is calculated by dividing the cost over the total change in PMT by 2045 where some of that PMT is unrelated to land use changes in Green Cove Springs (e.g., external traffic).

The portion of the project cost attributed to these users requires funding by non-mobility fees such as revenue from the ad valorem property tax. A mobility fee payee requires credit to offset the amount of non-mobility fee revenue that the land use would generate that would go toward bridging that funding gap associated with external traffic.

1.2 Summary of the Data Collected and Used

In close coordination with the Green Cove Springs staff, several documents were reviewed, and a variety of data sources analyzed. The documents that were reviewed and analyzed for the study were:

- US Route 17 Corridor Study
- NFTPO Trails and Paths
- Downtown Master Plan
- Clay County Mobility Plan and Fee
- Inventory of sidewalks and bikeways
- Inventory of transit infrastructure and route coverage

The review and analysis ensured that all projects were properly identified, prioritized, and costed out for inclusion in the mobility fee calculation.

1.3 Basis for a Mobility Plan

The Comprehensive Plan and Downtown Master Plan for the City of Green Cove Springs have envisaged a local transportation system that provides travel options, choice of different travel modes, to develop an efficient, cost effective and adaptable system to address future land use and demographic changes. This study creates a Mobility Fee that provides a local funding mechanism to address the additional burden on the transportation system associated with the future residents, jobs, and visitors.

The City has traditionally managed the impacts of land use development through transportation concurrency. This system has limited the opportunities to provide multimodal and long-term solutions that address the burden of growth and realize the vision set out in the Comprehensive Plan.

A Mobility Fee provides an alternative to concurrency to assess the fair and proportional cost of additional transportation capacity on new land use development. The Florida Constitution grants local governments broad home rule authority to establish assessments and fees. Impact fees and mobility fees are examples of these home rule revenue sources. These fees are a type of land use regulation that local governments use to generate revenue to construct additional mobility capacity to meet the needs associated with increases in travel demand from new land use development.

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This report provides the background to support the change from concurrency. It outlines the forecast amount of land use growth and development, the types of transportation investments, and the derivation of the base Mobility Fee.

A mobility fee system collects revenues from the land use changes which are expected to impact the transportation system and would benefit from the proposed suite of transportation capacity enhancements. This relationship between those who generate the need for the projects and need to benefit, is known as the "dual rational nexus". The costs of the projects have been equally shared among all growth in demand, which treats all land uses equally with those generating a higher degree of impact on the system paying a higher share and those with less impact paying less.

Mobility plans and the related fee remains consistent with impact fees in the design and management of, as set out in Florida Statute 163.31801 and Florida Statute 163.3180 Section (5)(i). Plans also need to consider the following tools and techniques for complying with Section (5)(f), which states:

1. Adoption of long-term strategies to facilitate development patterns that support multimodal solutions, including urban design, and appropriate land use mixes, including intensity and density.

2. Adoption of an area wide level of service not dependent on any single road segment function.
3. Exempting or discounting impacts of locally desired development, such as development in urban areas, redevelopment, job creation, and mixed use on the transportation system.
4. Assigning secondary priority to vehicle mobility and primary priority to ensuring a safe, comfortable, and attractive pedestrian environment, with convenient interconnection to transit.
5. Establishing multimodal level of service standards that rely primarily on nonvehicular modes of transportation where existing or planned community design will provide adequate level of mobility.
6. Reducing impact fees or local access fees to promote development within urban areas, multimodal transportation districts, and a balance of mixed-use development in certain areas or districts, or for affordable or workforce housing.

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2.0 Land Use

2.1 Assessment Framework

The purpose of this review is to assess land use planning by the City of Green Cove Springs and to identify potential changes to improve support for adoption and implementation of a multi-mobility fee. Two Future Land Use Element reports were reviewed: the data and analysis report, which describes current conditions and local concerns, and the policy report, which establishes policies for the city's land development code (LDC).

As shown in Figure 3, the City of Green Cove Springs occupies 7.5 square miles of land in Clay County, Florida, about 35 miles south of downtown Jacksonville and 27 miles northwest of St. Augustine. US 17 and SR 16 provide major highway access to the City.

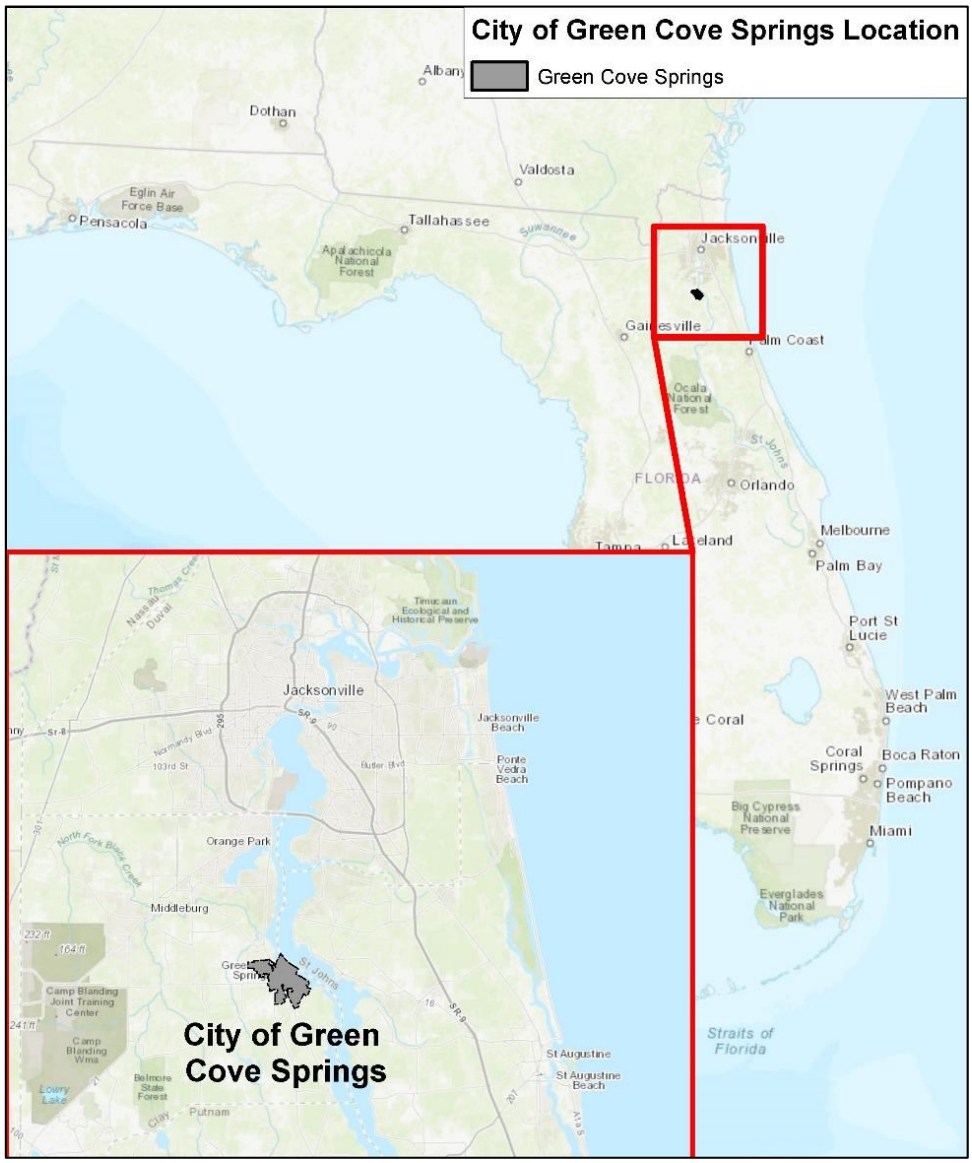


Figure 3: Location of the City of Green Cove Springs

Since its settlement in the early 1800s, the City has developed (or incorporated by annexation) four distinct areas:

1. Historic downtown and surrounding neighborhoods between Green Cove Avenue and Governors Creek. This central area comprises small lots organized by a gridded street network and occupied by varied community and economic uses. This area includes the Green Cove Springs historic district, which is listed on the National Register of Historic Places. This area is approximately 2.5 square miles.
2. Gustafson Farm and adjacent City property along South Oakridge Avenue. This area is approximately 1.1 square miles of agricultural land and woodlands and is largely undeveloped.
3. Reynolds (Industrial) Park, on the former Navy Yard site, and adjacent industrial development. This area is approximately 2.8 square miles. The area was redeveloped following the closure of the Navy Yard in 1961; portions are used for seafood processing, aviation technologies, railcar repair, pipe manufacturing and distribution, boat storage and manufacturing, and a private airport. A large portion is planned for mixed use redevelopment.
4. Magnolia Point. Magnolia Point is a 966-lot residential community, golf course and country club. Magnolia West is an adjoining 535-unit residential community. This area totals approximately 2.0 square miles and is fully developed.

The City's 2045 Comprehensive Plan was prepared in 2021. The plan acknowledges population growth from 6,908 in 2010 to 9,786 in 2020—an increase of 2,878—and anticipates additional community and economic development upon completion of the First Coast Expressway (SR 23), which will pass through the southern portion of Green Cove Springs. While a portion of the development increase may result from annexation of developed properties, new development and redevelopment are expected to generate increased demand on public infrastructure and services.

2.2 Recommendations

Land Use Element

Future Land Use Element: Data and Analysis Report

The data and analysis report presents information on current land use composition, projected population, related analysis of historic resources, natural resources, public facilities and services, including potential annexation areas, and community character. Key points of this research and analysis relevant to multi-mobility are listed below.

1. **Current Land Use Composition.** A significant portion of Green Cove Springs has not been intensively developed. (An exact acreage or percentage cannot be determined since the 2021 data and maps do not clearly reflect the annexation of the Gustafson Farm property in late 2021.) Prior activity on portions of the Gustafson Farm property, noted as 1,108 acres across two parcels, and the Reynolds (Industrial) Park, noted as more than 1,700 acres, has changed and more intensive redevelopment and transportation infrastructure has been envisioned.

2. **Projected Population.** The resident population is projected to increase from 9,786 in 2020 to 18,768 in 2045, an increase of 8,982 residents or 92 percent. This growth is expected as a result of planned development and potential annexations of existing nearby development:
   - Ayrshire, a planned residential community, is expected to develop up to 2,100 units, and house up to 5,153 residents, through 2040 on a portion of Gustafson's Farm property. The property was annexed by the City in 2021.
   - Redevelopment of the Reynolds (Industrial) Park has been outlined but no timeline has been established.
   - St. Johns Landing, a 392-unit multi-family apartment complex north of the City along US 17 housing 962 residents, is expected to be annexed by 2025.
3. **Community Character.** This section discusses land use in relation to location and access.
4. **Parking.** Current parking is perceived as inadequate for traditional downtown businesses and modern community and private events that draw people to downtown venues in large numbers.
5. **Gateway Corridors.** Suburban development patterns that cater to motorized access and visibility, particularly along US 17 and SR 16, were viewed as a threat to community character.
6. **Reynolds Park.** Redevelopment of Reynolds Park is envisioned to include multi-modal connection(s) to downtown.
7. **Waterfront access.** While there are approximately four miles of waterfront in the City, few locations allow public access. There is interest in connecting existing public access points via trails.
8. **Future Land Use.** Six Future Land Use Categories are characterized and mapped. Four of these promote a combination of residential, employment, and leisure/entertainment uses, which could be developed in walkable, bikeable, or transit served patterns.

Future Land Use Element: Policy Report

This portion of the review focuses on the policies of the Future Land Use Element of the 2045 Comprehensive Plan that support, hinder, or may have opportunity to enhance multi-mobility.

OBJECTIVE 1.1. Future Land Use Map

New development and redevelopment activities shall be directed in appropriate areas of the City as depicted on the Future Land Use Map (FLUM).
Policy 1.1.1. The following Future Land Use categories (FLUC), along with their intended uses, densities, and intensities, are established as follows (FAR only applies to non-residential uses):

a. Neighborhood (NBD):
b. Downtown (DT)
c. Mixed Use (MU)
d. Mixed-Use Reynolds Park (MURP)
e. Industrial (IND)
f. Public (PUB)

- This policy defines six broad future land use categories, four of which would allow for a combination of residential, employment, and leisure/entertainment uses. Such uses are regular origins and destinations for residents and could be interconnected and accessed by pedestrians, bicyclists, and transit riders where facilities are available. The Industrial and

Public categories do not include residential uses; however, workers, customers, and visitors may choose or rely on non-motorized modes to reach these destinations.

OBJECTIVE 1.2. Sustainability

The City shall strive to cultivate a sustainable land use pattern by preventing the proliferation of urban sprawl, ensuring the efficient provision of services, and implementing smart growth principles.

Policy 1.2.3. The City shall promote more compact and energy resource efficient residential development where the location and surrounding infrastructure supports multiple modes of transportation.

- This policy mentions "multiple modes of transportation" indicates that vehicular travel will not be the sole mode of transportation. No revision needed.

Policy 1.2.11. The City shall consider establishing a system of development incentives in the Land Development Code to encourage the provision of affordable housing, vertical mixed-use, green building and sustainable construction, dedication of public spaces (e.g., plaza, square) above and beyond what is already required, structure parking, pedestrian and bicycle facilities, transit amenities where transit service is provided, and other development features/treatments that would benefit the community.

- Regarding transportation options, this policy lacks a mention of pedestrian and bicycle facilities, which are both affordable and energy efficient means of travel with direct health and economic benefits to the individual traveler and broader transportation and environmental benefits to the traveling public at large. The addition of pedestrian, bicycle and transit facilities would strengthen this policy.

OBJECTIVE 1.3. Character & Compatibility

Future development and redevelopment projects shall protect the City's unique character, historic neighborhoods, and high quality of life.

Policy 1.3.2. The City shall establish locational criteria in the LDC for future rezoning of sites to higher density and/or intensity districts. The following principles shall be considered:

c. High density residential uses should generally be located in areas that have adequate multimodal access and proximity to service uses.

- Regarding transportation access, this policy only mentions vehicular access. High-density residential uses may include both market-rate housing and subsidized housing, which is targeted to low-income households. Pedestrian, bicycle and transit access is equally important for households looking for an urban lifestyle as well as households with limited economic means. A revision of "adequate vehicular access" to "multimodal access" would strengthen this policy.

Policy 1.3.3. As the City continues to grow, its LDC shall be updated to incorporate urban design principles, such as:

a. Form-based code regulations for the downtown and surrounding areas;

b. Smaller building setbacks and lot sizes;

c. Green infrastructure;

d. A reduction and relocation of vehicular parking spaces and areas to the rear or side of structures where appropriate, and

e. Multimodal facilities, i.e., pedestrian, bicycle and transit facilities and amenities, which include street trees, street furniture, bicycle racks, and bicycle repair stations, and transit shelters where transit service is provided.

- This policy fails to mention multimodal transportation options along its urban design principles. The addition of pedestrian, bicycle and transit facilities and amenities, such as street trees, street furniture, bicycle racks and repair stations, would strengthen this policy.

Policy 1.3.7. The City shall amend its LDC to provide additional design and compatibility requirements that address human scale and non-motorized multimodal access for developments located along major roadway corridors.

- This policy lacks definition of "design and compatibility requirements" though this may be understood locally. Specification of human-scale design to both structures and spaces would strengthen this policy in line with the city's desires to retain and promote its historic small city character.

Policy 1.3.9. The City shall seek to develop a signage and wayfinding master plan for motorists and non-motorized travelers to enhance the navigability, branding, and aesthetic character of the City.
Policy 1.3.10. The City shall work with FDOT and the North Florida TPO to improve the image of the US 17 and SR 16 corridors by adding landscaping, banners, and other elements that would help create a sense of place and portray the historic character and human-scale of the city for visitors.

- These two policies fall short by not defining the audience for signage and wayfinding (Policy 1.3.9) and community image along the US 17 and SR 16 corridors (Policy 1.3.10). The reader and implementor of Policy 1.3.9 may presume that motorists are the intended audience and large-scale signage readable at long distances could result. Adding "for motorists and non-motorized travelers" to the end of the policy would direct the plan to address both audiences. For Policy 1.3.10, adding "and portray the historic character and human-scale of the city for visitors" would help to welcome non-motorized travelers.

OBJECTIVE 1.6. Redevelopment and Renewal: The City shall continue to redevelop and invest in blighted areas of the City.
Policy 1.6.2. The City shall develop a master plan for the Downtown to update the overall vision for the area and address the following topics at a minimum: Economic vitality, multimodal access/connectivity to other parts of the City, balanced land use composition, vehicular and bicycle parking, streetscape design, urban form, public gathering spaces, and the identification of a pilot project.

- This policy broadly mentions access/connectivity and parking as topics for the downtown master plan. These topics are too often viewed from the perspective of motorized

travelers. Revisions to "multimodal access/connectivity" and "vehicular and bicycle parking" would strengthen this policy.

Policy 1.6.3. The City will assess Walnut Street and identify changes to make it safer and more attractive for all travelers.

- This policy should specify a "for whom" audience. Safety and attractiveness may be concerns for motorists, for non-motorists, or for all travelers.

Policy 1.6.7. The City shall assess the current demand and availability of public and private parking spaces in the downtown area and plan for vehicular and bicycle adequate for future redevelopment activities.

- Like Policy 1.6.2., this policy could be strengthened by incorporating a reference to vehicular and bicycle parking, such as "assess the current demand and availability of public and private parking spaces in the downtown area and plan for vehicular and bicycle parking adequate for future development conditions.

Policy 1.6.8. The City shall develop a neighborhood plan that addresses land use and multimodal access for the Martin Luther King, Jr. Avenue corridor.

- This policy falls short in defining what the neighborhood plan should address, as Policy 1.6.2 above defines for the downtown. If pedestrian, bicycle, and/or transit concerns exist, these should be identified.

OBJECTIVE 1.7. MURP-Designated Lands: Understanding the scale, economic importance and redevelopment potential of the Reynolds Park property, the City shall establish a framework for the redevelopment of MURP lands into a livable and sustainable community.
Policy 1.7.1. The City shall seek to develop a Small Area Plan (SAP) for all MURP-designated lands to establish a clear development path that implements the following planning and design principles:

c. Cultivate a multi-modal transportation network which supports pedestrian, bicycle, and vehicular travel to achieve high levels of safety and security, connectivity, and comfort between adjacent and nearby uses, character areas, and other FLU designations.

- This policy calls for "a multi-modal transportation network" and identifies key factors, such as safety and connectivity. Security and comfort are additional factors that make a network convenient and useable.

Policy 1.7.6. Development within the MURP FLUC shall include a Multi-Purpose Trail (MPT) system and other non-motorized access to provide connectivity within the development and to surrounding areas. The MPT shall consist of an eight-foot-wide paved surface and, if located along a street, shall be setback a minimum of 15 feet from the outside travel lane. The non-motorized connections shall include sidewalks, bicycle trails/lanes, and pedestrian connections and are not required to meet the MPT width or setback criteria. The MPT system shall consist of five primary connections as show in in the diagram below:

a. State Road (SR) 16 and US 17 MPTs. Prior to the approval of the first rezoning for the MURP category, a 20-foot-wide strip of land contiguous to the northern or southern rights of way of SR 16 of SR 16 and the eastern edge of US 17 shall be dedicated to the City for the construction

of trails by the City.

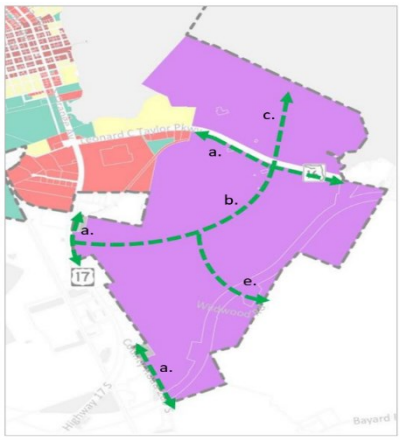
b. SR 16 to US 17 MPT. A MPT connecting SR 16 to US 17 (16/17 MPT) shall be built by the developer concurrent with the construction of the internal road system. The MPT shall be in lieu of a sidewalk on that portion of the internal road system along which it is located.

c. MPT to the Waterfront. A MPT or non-motorized connection shall be constructed by the developer between SR 16 and the waterfront concurrent with the provision of public Waterfront Access pursuant to Policy 1.7.7. The connection may be located adjacent to or within an internal road system right of way, within the Open Space System (OSS), or within a development character area.

d. County Road 209 MPT - Concurrent with the first development plan approval for a project that abuts County Road (CR) 209, a strip of land 20 feet in width and parallel to the easterly right of way of CR 209 shall be dedicated to the City for the purpose of the construction of a MPT by the City.

e. Access to lands south of the FCE and Bayard Conservation Area - If vehicular access is granted by FDOT to the parcels located southerly of the FCE, a MPT shall be constructed by the developer to connect the lands located north of the FCE to the southerly parcels. The required separation specified above between a MPT and the travel lane may be reduced within the limits of the right-of-way of the FCE and to provide transition approaching said right-of-way.

Primary Connections of a Multi-Purpose Trail System for Reynolds Park



a. MTPs along State Road (SR) 16 and US 17.
b. MPT connecting SR 16 to US 17 (16/17 MPT).
c. MPT to the Waterfront.
d. MPT along County Road 209 (not shown).
e. Access to lands south of the FCE and Bayard Conservation Area.

- The small graphic that accompanies this policy is not referenced, not titled, and not clearly labeled. A title such as "Primary Connections of a Multi-Purpose Trail System for Reynolds Park" is suggested. Labeling the dashed lines presenting the desired connections would improve clarity between the text and the graphic. These dashed lines and labels could also be added to the Future Transportation Map if trails are indeed considered an element of the City's multi-modal network.

Transportation Element

GCS Mobility Plan – Comprehensive Plan, Transportation Element Update

- Objective 2.1. Multi-Modal System

Policy 2.1.1. The City shall institute a program of protection and acquisition of right-of-way for the major roadway network, to ensure continuity of the system and the protection of existing and future roadway network from development or encroachments, while being cognizant of protecting private property rights. Right-of-way acquisitions needed for road improvements shall be kept to a minimum.

Policy 2.1.2. The City shall enhance the feasibility of transit and multimodal transportation by implementing higher densities and mixed-use as shown in the Future Land Use Map.

Policy 2.1.3. New and improved streets within the City shall be designed and operated to enable safe access for all users, including pedestrians, bicyclists, freight, motorists and transit, and other transportation options.

Policy 2.1.4. The City shall establish a Complete Streets design guidebook and corridor prioritization plan to implement these policies.

Policy 2.1.5. The City shall continue to coordinate with the North Florida Transportation Planning Organization (TPO), FDOT and Clay County to implement projects supporting multi-modal transportation options in accordance with the Complete Streets guidebook.

Policy 2.1.6. The City shall initiate coordination with the TPO, FDOT and Clay County to implement Complete Streets concepts along SR 16/Idlewild Avenue/Ferris Street. Other streets that should be considered for Complete Street designs include Oakridge Ave., Green Cove Ave, Palmetto Ave., and other local collectors.

Policy 2.1.9. Minimum right-of-way width standards shall be maintained in the land development code (LDC) for future new segments of the roadway network:

Policy 2.1.10. The City shall consider the following speed and multi-modal safety management strategies when designing or approving new roadways or modifying existing roads in the City:

a. *Enclosure*: Framing the road with street trees, buildings, on-street parking.
b. *Engagement*: Connecting the driver with the surrounding environment using tools such as on-
   street parking, narrower lanes, architectural details, and pedestrian or bicyclist activity.
c. *Deflection*: Creating vertical or horizontal shifts incorporating round-abouts, splitter medians, raised intersections, raised and or mid-block crosswalks, or similar designs.

Policy 2.1.11. Roadway improvement projects shall be evaluated, ranked, and added to the Five-Year Schedule of Capital Improvements based on the criteria established in Policy 8.1.3 in the Capital Improvements Element where applicable.

- Objective 2.2. Safe and Convenient

Policy 2.2.1. The City shall strive to reduce the number of traffic crashes and eliminate fatalities and serious injuries (FDOT's Vision Zero).

Policy 2.2.2. Intersections shall improve safety and ease of multimodal use by limiting the pedestrian crossing width; use of adequate lighting; adequate timing for traffic signals; and the provision of facilities for persons with disabilities.

Policy 2.2.3. Traffic operation improvements such as traffic signals, turn lanes, service roads, signing, and pavement marking shall be undertaken when warranted to improve the safety and efficiency of the existing roadway network for all transportation modes.

Policy 2.2.4. Where applicable, the City shall consider traffic signal enhancements such as Lead Pedestrian Interval (LPI), Rectangular Rapid Flashing Beacons (RRFB), and pedestrian hybrid signals such as a High-Intensity Activated Crosswalk beacon (HAWK) signals.
Policy 2.2.5. Crash records shall be investigated on a regular basis to determine whether improvements to the roadway network are warranted to relieve high crash conditions and cooperate with the FDOT on high crash locations on state highways.
Policy 2.2.6. The LDC shall require that all new roadways and access driveways intersecting with existing roadways shall provide a clear zone where no objects will impair the sight of multi-modal transportation at said intersections.
Policy 2.2.7. The City shall continue to pave, maintain, and resurface its roads to ensure safe conditions for multi-modal options including bicycles. The paving of unpaved streets shall be done according to priority of need. Complete Streets designs shall be considered as part of repaving and resurfacing projects, where feasible.

- Objective 2.3. System Performance

Policy 2.3.1. The City shall rely on level of service (LOS) standards adopted in the Capital Improvements Element to ensure that acceptable multimodal traffic conditions are maintained.
Policy 2.3.2. Using information from FDOT and Clay County, the City shall monitor the multimodal travel demand and Q/LOS conditions for the transportation system. The current Florida DOT Q/LOS Handbook shall be used to develop a baseline and monitor conditions over time. The multimodal system of performance will inform future investment priorities within the Mobility Fee program.
Policy 2.3.3. The City shall coordinate with FDOT and the North Florida TPO to utilize Intelligent
Transportation Systems (ITS) tools and strategies to improve mobility.
Policy 2.3.4. The LDC shall establish a connectivity index standard (number of street links divided by the number of nodes or link ends) for residential developments.
Policy 2.3.6. The City shall encourage local traffic to use alternate routes to alleviate traffic along the major thoroughfares.
Policy 2.3.7. The City shall continue to coordinate with the North Florida TPO and FDOT on a traffic flow management system (signal synchronization) for all signalization along US 17 and SR 16.
Policy 2.3.8. The City shall prioritize mobility projects that encourage people to walk, bicycle, use new mobility technology and ride public transit in lieu of adding capacity to roadways.

- Objective 2.4. Pedestrian and Bicycle System Safety

Policy 2.4.1. The City's LDC shall contain standards for the construction of multi-modal transportation facilities.
Policy 2.4.2. The LDC shall require the development of multi-use trails, where appropriate.
Policy 2.4.3. The City shall review development for consistency with the standards in the LDC to assure that adequate provisions exist for multi-modal transportation options, including pedestrians and bicycles.

Policy 2.4.4. The City shall coordinate with Clay County and the FDOT to incorporate pedestrian walkways and bicycle paths, or multi-use trails, in conjunction with road improvements.
Policy 2.4.5. The City shall continue to enforce all applicable bicycling laws. The City shall update the Green Cove Springs Trails Master Plan to address both sidewalks and trails, identify sidewalk gaps along major roadways, and establish main routes through the City, especially leading to the waterfront.
Policy 2.4.6. The Master Plan shall inventory existing crosswalks at signalized intersections and shall identify recommended locations for multi-modal transportation crossings and additional pedestrian crossings.
Policy 2.4.7. The City shall seek funds and grant opportunities and private/public partnerships to further the implementation of the Trails Master Plan.

- Objective 2.5. Development Design

Policy 2.5.1. A program shall be instituted in connection with development approvals for the dedication, preservation, or other protection of right-of-way for the existing and future major roadway network as defined in the Functional Classification Map.
Policy 2.5.2. The City shall maintain in the LDC minimum standards for the design and construction of transportation facilities.
Policy 2.5.3. The City shall review development applications to confirm the types and mix of uses and the resulting number of trip ends produced by the land use change. The latest version of Trip Generation Manual published by the Institute of Transportation Engineers (ITE) shall be used to determine the number of trips that the proposed development will produce or attract.
Policy 2.5.4. A Mobility Fee is assessed on the net additional new trips produced by the land use development. The Mobility Fee will be used to fund the necessary multimodal infrastructure improvements to accommodate future land use development based on the land use forecasts available at the time that the Mobility Fee was instituted.
Policy 2.5.5. In partnership with FDOT and Clay County requirements, the LDC shall require future developments to provide true multi-modal transit connectivity (as opposed to just "entrances" to the developments), internally and to surrounding areas, to provide multiple alternative access/exit points to/from the development.
Policy 2.5.6. The LDC shall require developments that locate on a principal or minor arterial to:

a. Provide adequate and safe entrance intersection(s) including turn lanes, acceleration/deceleration lanes, signalization, signage, and pavement marking as appropriate; and

b. Prevent the creation of hazardous traffic conditions, such as excessive curb cuts which may interfere with the function of the roadway.

Policy 2.5.7. The City shall require new subdivisions to provide "stub-outs" to adjoining undeveloped lands to promote road connectivity, and to connect to existing roadways that are "stubbed-out" at their boundaries.

Policy 2.5.8. The LDC shall require new developments to share access with existing development wherever physically possible, consistent with FDOT access management policies.
Policy 2.5.9. The LDC shall contain provisions for on- site parking for motorized and non-motorized vehicles, internal automobile circulation, circulation of motorized and non-motorized vehicles, bicycle use, golf carts, pedestrian movement, multi-use trails, and other features to minimize utilization of the major roadway network and provide facilities for multiple transportation options.

- Objective 2.6. Coordination with Other Entities

Policy 2.6.1. The City shall coordinate roadway improvements with Clay County and the Florida Department of Transportation to ensure effective application of available revenue.
Policy 2.6.2. The City shall review the traffic circulation plan and programs of Clay County, as they are amended in the future, for compatibility with this element.
Policy 2.6.3. The City shall attend workshops and periodic meetings with FDOT to coordinate with the Florida Department of Transportation Five-Year Transportation Plan.
Policy 2.6.4. The City shall provide Clay County information received in review of traffic studies performed within the City and shall request that Clay County provide the City with information obtained in their major traffic studies.
Policy 2.6.5. The City shall participate on the committees of the North Florida TPO.
Policy 2.6.6. The City shall work with the North Florida TPO, Clay County, and other applicable agencies to expand public transportation to residents of Green Cove Springs.
Policy 2.6.7. The City shall consider working with FDOT and CSX Railroad for the establishment of a "Quiet Zone" in Green Cove Springs.
Policy 2.6.8. The City shall work with North Florida TPO, Clay County, and the FDOT to promote light rail for residents of Green Cove Springs.

Capital Improvement Element

- Objective 8.3. Level of Service (LOS) Standards

Policy 8.3.1. The City shall require that public facilities meet or exceed the following Level of Service Standards.
[note: The table should be revised to remove the ROADS LOS Standards. The change to the Mobility Fee system eliminates the LOS criteria that defines concurrency. The Policy can remain intact given the reference to additional public facilities other than roads.]
Policy 8.3.2. The City shall annually review the adopted Level of Service Standards to determine their adequacy to meet public needs and to determine cost feasibility and budget implications.

3.0 Travel Demand

The NERPM is an activity-based model that allows for a detailed analysis of travel patterns. The model estimates pedestrian, bicycle, transit, and vehicular trips by a geographical area referred to as a traffic analysis zone (TAZ). The socioeconomic data is developed at a smaller geographically area, a subset of the TAZ, referred to as a micro analysis zone (MAZ). The model uses MAZs as well as TAZs to develop the land use data. The type of data used in the NERPM are number of households, population, school enrollment, and number of employees. Based on the American Community Survey (ASC) and the household surveys, the model also uses data associated with household characteristics such as income, number of workers, automobile availability, etc.

3.1 Overview

The socioeconomic data was summarized and reviewed within the municipality of the City of Green Cove Springs. Minor changes were made to the placement of households and employment in the year 2045 database, based on more recent information.

Across the City of Green Cove Springs, a significant amount of new growth and land use development is forecast. Over 6,700 new homes and 7,900 new jobs are expected by 2045. The City of Green Cove Springs is growing faster than the region as a whole, which expects to increase households and jobs by 68%.

Table 2 shows the city-wide changes in households and employment over the study period.

Table 2: Green Cove Springs Population and Employment Growth

Data	2015	2045	% Change
Households	2,688	9,424	251%
Employment	5,965	13,904	133%

Source: NERPM-AB_v2

Other important input variables to the NERPM are the different networks. The NERPM has transit and highway networks for the years 2015 and 2045. These networks simulate the transit service and the roadway system that was in place in 2015 and that is expected to be in place by the year 2045. The 2045 network is developed as part of the LRTP process and is referred to as the adopted Year 2045 Cost Feasible network.

Both the base year network and the future year network were reviewed to ensure that loadings points were correctly placed and that the roadway system was reflected with enough detail. The year 2045 network was updated to better reflect the travel patterns expected in 2045.

Accurately reflecting the networks and socioeconomic data is important to obtain the correct travel patterns within City of Green Cove Springs. Using the NERPM provides the clear connection, or nexus, for imposing mobility fees. Comprehensive use of the NERPM enables a stronger nexus between land use changes within City of Green Cove Springs and the necessary transportation infrastructure enabling mobility in the region.

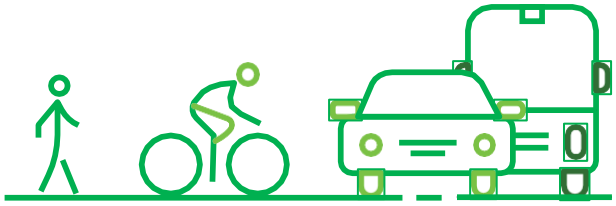
The Mobility Fee is designated for the entire city. The size of Green Cove Springs is appropriate for a single zone, meaning that the same mobility fee is charged throughout the City.

3.2 VMT and PMT

The length and the number of trips traveled within a mobility fee district is an important part of the Mobility Fee calculation. The NERPM allows for the tracing of all the trips on each of the network links. As such, every TAZ was identified within Green Cove Springs as was every link within the network. Tracing all the trips by origin and destination, allowed for the calculation of the trip length and the miles traveled associated with the land uses in the City.

As stated earlier, the model provides information regarding the VMT and the PMT. VMT are strictly associated with the automobile trips. One vehicle trip can be one person trip, if only the driver is in the vehicle. If there are two persons in the vehicle, then they represent two person trips but still one vehicle trip.

For example: One 10 mile car trip has 2 people in it. This trip creates 20 PMT and 10 VMT.



Person Miles Traveled (PMT)

Vehicle Miles Traveled (VMT)

The City of Green Cove Springs multimodal mobility fee study includes all modes of transportation and for that reason, it uses the PMT rather than the VMT. The relationship between the two is shown in

Table 3 and used in the mobility fee calculation. Since PMT accounts for the occupancy of any vehicle and the number of active modal trips (walking and biking), PMT is higher than the VMT produced by the same analysis.

Table 3 shows the amount of VMT and PMT generated in the 2015 base year and the 2045 future year.

Table 3: Green Cove Springs VMT and PMT Relationship

Miles Traveled Distribution	Green Cove Springs
2015 VMT	139,582
2045 VMT	366,661
Difference VMT	**227,079**
2015 PMT	192,845

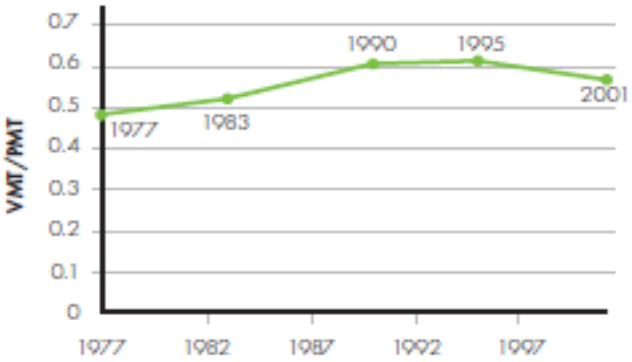
2045 PMT	482,551
Difference PMT	**289,705**

PMT is a standard measure of mobility that combines both the number and length of trips and is mode neutral. Because PMT accounts for all mobility regardless of mode it provides an assessment of the level of multimodal demand generated by the land use growth. Mobility fees are designed to fund a diverse set of travel options to provide users options as well as provide funding for high-capacity efficient modes such as walking, biking, and transit.

PMT is an available output from the NERPM by combining the estimates related to the occupancy of the vehicles on the network, the number of transit trips, and the number of walking and biking trips. The travel model is sensitive to the density, diversity, and accessibility so that areas more conducive to walking and biking will realize a higher active mode share.

Citywide in 2045 the amount of PMT to VMT is 1.32. This factor will be used in the mobility fee to convert the VMT generated by any land use to PMT. This VMT to PMT includes all the City and State roads within Green Cove Springs.

The Center for Urban Transportation Research, University of South Florida (CUTR) analyzed historical National Household Travel Survey data to show the relationship of VMT to PMT over time[1]. The Green Cove Springs data suggests that there is a closer relationship, with a VMT to PMT factor of 0.76. Likely due to the high single vehicle mode share related to the density and size of the City. The CUTR analysis is visualized in Figure 4.



Source: CUTR Florida

Figure 4: Historical National VMT/PMT Relationship

3.3 Network Performance

In simulating the highway network in the NERPM, each roadway is represented by a link. Several characteristics are associated with each of the links, such as the type of roadway facility, number of lanes, and the area type the link is located in. The combination of these characteristics allows for the calculation of the speed and capacity of the roadway. The trips generated by the

[1] https://www.cutr.usf.edu/oldpubs/The%20Case%20for%20Moderate%20Growth%20in%20VMT-%202006%20Final.pdf

socioeconomic data in the model, are assigned to the network. Once the trips are assigned, the model is run until an equilibrium in the assignment is reached. The volume on the assigned network together with the capacity provides information related to the volume capacity ratio on each link. This ratio allows to determine the amount of congestion on the roadway. When the capacity is equal to the volume, the volume capacity ratio is one (1), which in real life would result in standstill. In a travel demand model, such as the NERPM we are estimating the demand of the land use and the model allows for an "over-assignment" which shows the total need of the travelers.

The NERPM was run for the year 2015 and for the year 2045 to analyze the increase in congestion. The plots in Figure 5 and Figure 6 show the level of congestion in the year 2015 and the year 2045 networks. In comparing the volume capacity plots the amount of congestion increases significantly in 2045. The orange links are nearing capacity, while the red, magenta, and black links are functioning over capacity. The future plots include the new facilities that will be constructed bythe 2045.

3.4 Travel Characteristics

The NERPM is a sophisticated tool that can be used to evaluate the travel characteristics of trips in City of Green Cove Springs. Analyzing the trip patterns on the different roadways within the City of Green Cove Springs informs us about the degree to which the land use changes within the mobility fee districts affect the capacity and operations of the transportation network.

Trip Lengths

Based on the socioeconomic data in the model, trips are made from an origin to a destination. For example, a typical trip in the model is a trip that starts at the home and goes to work, referred to as a home-based work trip. The model has a variety of different trip purposes that it assigns to the networks. There are eleven trip purposes in the NERPM, other examples of trip purposes are home-based shop, home-based school, etc.

A trip starts in a particular TAZ and ends in a specific TAZ. The model keeps track of all the starting and ending points of all the trips that take place during an average day.

For this study, all TAZs within the City were identified to ensure that only the trips that use the City of Green Cove Springs portion of the networks are included in the fee calculation. Trips are analyzed in three categories:

- Start and end within the City of Green Cove Springs - Internal- Internal [II] trips
- Start or end inside the City of Green Cove Springs - External-Internal [EI] or Internal-External [IE] trips
- Drive through the City of Green Cove Springs without stopping – External-External [EE] trips

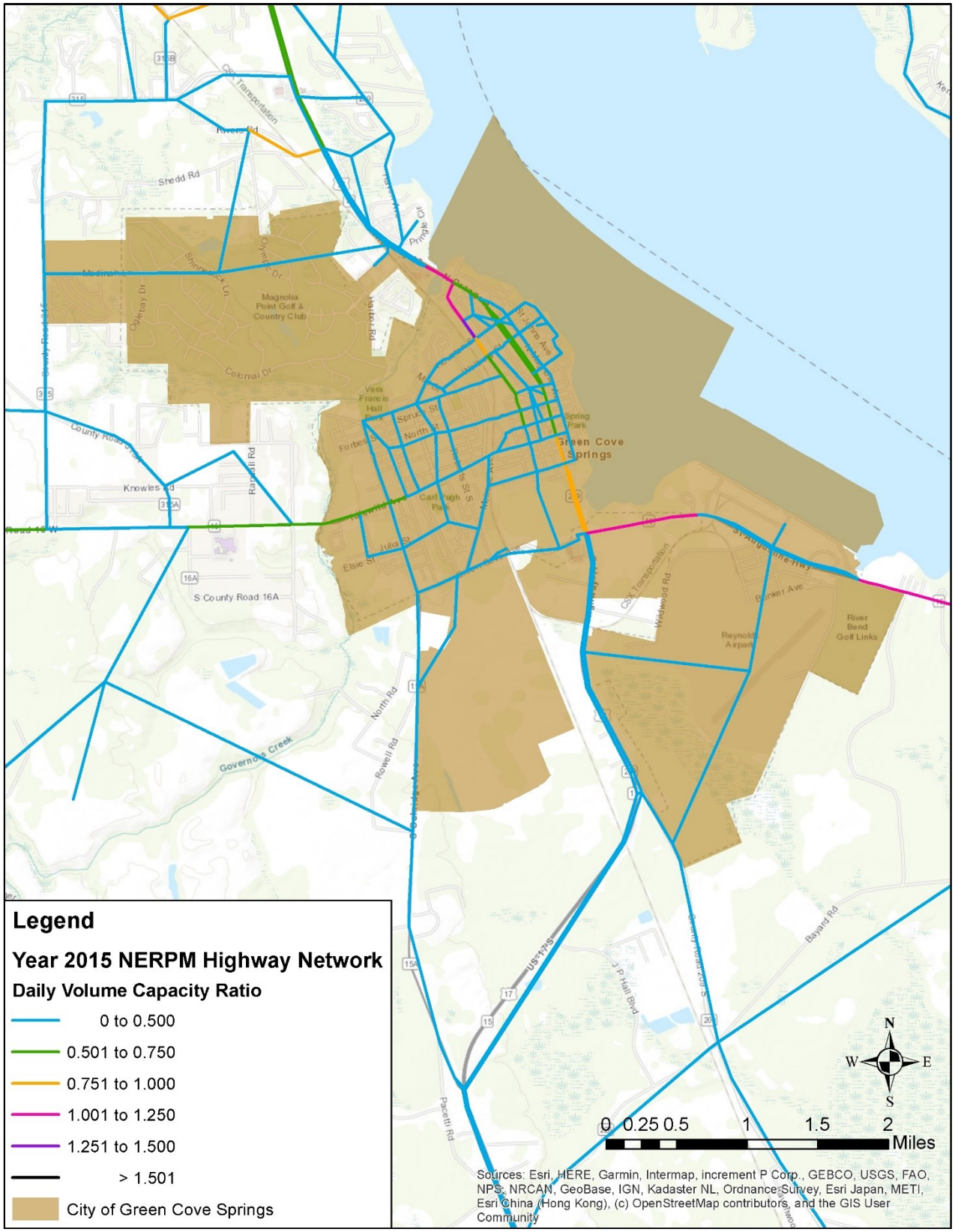


Figure 5: Year 2015 Green Cove Springs Roadway Volume Capacity Plot

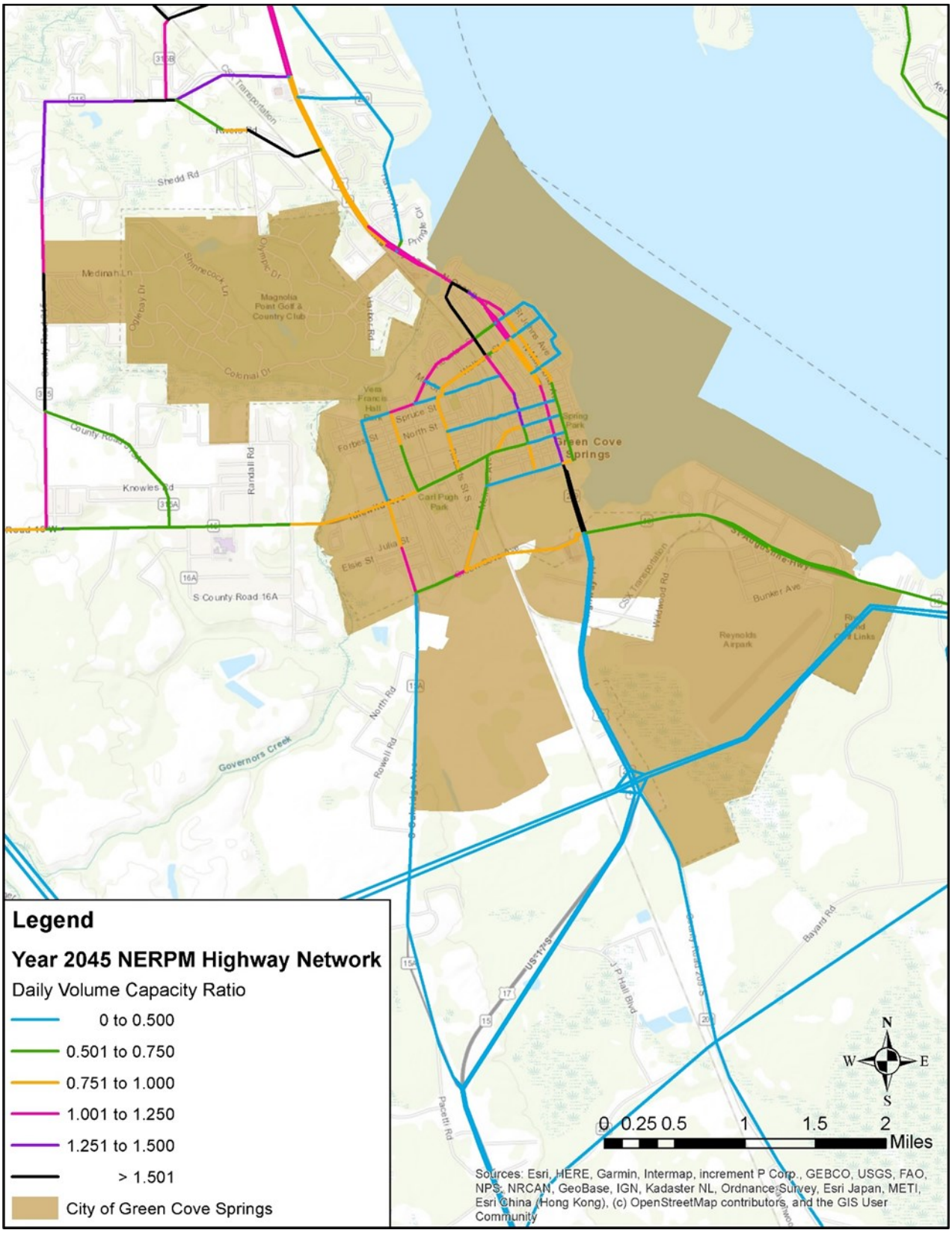


Figure 6: Year 2045 Green Cove Springs Roadway Volume Capacity Plot

This is an important concept because we cannot assess the mobility fee to trips that drive through Green Cove Springs in the calculations. After all, if the trip does not stop in Green Cove Springs, then it is not linked to the land uses in the City.

The model tracks which TAZs and roadway links that are within which city. This allows for keeping track of the origin and destination of the trip, but also of the path the trip travels on. Using this set-up allows for the calculation of the vehicle and person miles traveled by the trips that either originate or have a destination within the City.

The trip lengths used in the Mobility Fee are generally short, given the small physical size of the City itself. Only the length of the trip that occurs within the City is subject to the Mobility Fee. The trip length of 2.29 miles, as shown in Table 4 per average trip is used in the calculation of the base Mobility Fee. Table 5 shows the analysis results for person trip lengths by trip purpose that were collected as part of the 2017 Household Travel Survey conducted by the North Florida TPO[2] . This data included observations from 550,389 households across the TPO region.

Table 4: Person Trip Length in Green Cove Springs

Mobility Fee Area	Average Person Trip Length (miles)
Green Cove Springs	2.29

Source: NERPM-AB_v2

Table 5: Household Travel Survey Trip Lengths (2017 NFTPO)

Destination Purpose	Person Trips by Any Mode	
	Trip Count (n)	Mean Trip Length (Miles)
Activity at home	8,769	9.62
Work/work-related	3,782	18.7
Attending my school/class	1,047	7.19
Shopping/errands/appointments	4.319	7.18
Eat at restaurant/bar/get take-out	1,664	7.07
Recreation/entertainment	2,019	12.76

Source: NFTPO Travel Survey data

The second source of data comparison was the 2017 National Household Travel Survey Data. The vehicle trip length was compared with the NERPM results (which are longer than person trips because walking and biking trips are often shorter than vehicle trips). This survey was conducted throughout the nation and provides a national average as another benchmark against the data

[2] http://northfloridatpo.com/images/uploads/NorthFloridaHTS_FinalReport_07122018.pdf

used. Table 6 lists the results of the National HTS trip lengths by trip purposes.

Table 6: 2017 National HTS Trip Lengths by Trip Purpose

Trip Purpose Summary	Vehicle Trip Length	
	Sample Size	Mean Trip Length (miles)
Home	205,743	9.93
Work	92,392	11.98
School/Daycare/Religious activity	16,288	9.11
Medical/Dental services	11,568	10.14
Shopping/Errands	134,048	7.08
Social/Recreational	52,877	12.6
Transport someone	44,991	7.25
Meals	43,347	7.49
Something else	10,045	11.95
All	**611,299**	**9.55**

Source: Tabulation created on the NHTS website at https://nhts.ornl.gov

Double Counting Factor

The double counting factor accounts for the differences between PMT that remains internal to the City and PMT that has only one end of the trip within the City. The City of Green Cove Springs naturally lends itself to few trips that have both ends of the trip within the city limits, even in the future with the significant expected increase in land use intensity.

The travel demand modeling for the City indicates that approximately 24% of the PMT is associated with trips that have both an origin and a destination in Green Cove Springs. The double counting factor is derived to discount the fee to account for the chance that a Mobility Fee is assessed on the land uses for each end of this trip. Simply put, only half of the internal-to-internal PMT will be assessed.

All other PMT associated with land use in the City, as it has the other end of the trip somewhere outside of Green Cove Springs will be assessed for the length of the trip within the City boundary. The double counting factor is a weighted factor based on the amount of PMT that remains internal versus the share that is associated with trips outside of the City. The final double counting factor is then 88% which is (100%-(24%/2) = 88%).

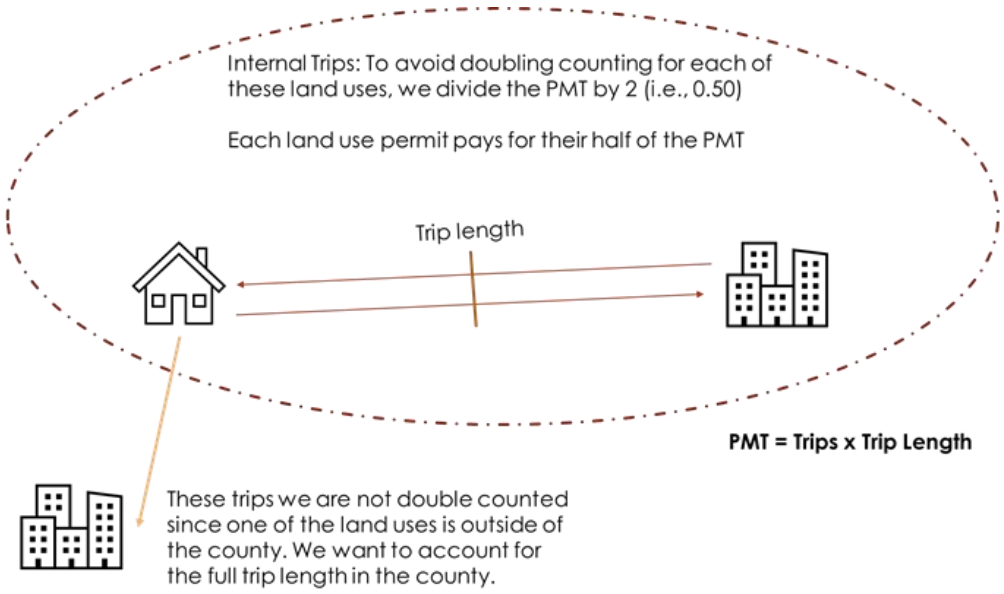


Figure 7: Double Counting Factor

Trip Rates

The daily trips rates for the land uses of interest to the City of Green Cove Springs are included in Table 7. The residential land uses for single family detached dwelling units uses an adjusted trip rate based on national and Florida specific income and size characteristics. See Appendix B for more information.

These trip rates are provided on a daily basis to correspond to the network analysis that uses a daily demand and capacity. These rates are derived from the 11th edition of Trip Generation by the Institute of Transportation Engineers (ITE) and are intended to represent vehicle trips.

Pass-by percentages by percentages apply to some land use categories to account for the portion of trips which are already on the network. Instead of being new trips added to the system, these are existing users who are expected to utilize the site but do not require additional capacity to the system. For example, a gasoline service station is estimated to have a 55% pass-by rate. Out of the 265 daily vehicle trips per fueling pump, 120 of those are new to the network.

It is expected that the City will update the land uses and the trip generation rates as new information becomes available.

Table 7: ITE Trip Generation Rates (Daily by Land Use)

Land Use Code	Land Use Categories	Land Use Categories	Unit of Measure	Daily Vehicle Trips/ Unit [B]	[pass-by]	New Trips [D]	New Daily trips/ unit	Avg. Trip Length [C]	Double Counting Factor [E]	PMT Factor	Total Eligible PMT	Base Impact Fee per Unit
220	*Residential*	Multiple Family (low rise)	dwelling	6.74	0%	100%	6.74	2.29	0.88	1.32	17.93	$ 2,981
221	*Residential*	Multiple Family (mid-rise)	dwelling	4.54	0%	100%	4.54	2.29	0.88	1.32	12.08	$ 2,008
251	*Residential*	Senior Adult Housing - detached and independent	dwelling/bed	4.31	0%	100%	4.31	2.29	0.88	1.32	11.46	$ 1,906
253	*Residential*	Assisted Living/Congregate Care Facility	dwelling	2.21	0%	100%	2.21	2.29	0.88	1.32	5.88	$ 977
210.1	*Residential*	Single Family (less than 1,500 sqft) & Very Low Income	dwelling	2.94	0%	100%	2.94	2.29	0.88	1.32	7.82	$ 1,300
210.2	*Residential*	Single Family (less than 1,500 sqft) & Low Income	dwelling	4.42	0%	100%	4.42	2.29	0.88	1.32	11.75	$ 1,953
210.3	*Residential*	Single Family (less than 1,500 sqft)	dwelling	6.66	0%	100%	6.66	2.29	0.88	1.32	17.72	$ 2,946
210	*Residential*	Single Family (1,500 sqft to 2,499 sqft)	dwelling	8.35	0%	100%	8.35	2.29	0.88	1.32	22.21	$ 3,693
210.4	*Residential*	Single Family (> 2,499 sqft)	dwelling	9.43	0%	100%	9.43	2.29	0.88	1.32	25.08	$ 4,171
240	*Residential*	Mobile Home	dwelling	7.12	0%	100%	7.12	2.29	0.88	1.32	18.94	$ 3,149
255	*Residential*	Continuing Care Retirement Community	occupied units	2.47	0%	100%	2.47	2.29	0.88	1.32	6.57	$ 1,092
260	*Residential*	Recreational Home/Vehicle	dwelling	3.55	0%	100%	3.55	2.29	0.88	1.32	9.44	$ 1,570
110	*Industrial*	Light Industry (110)	ksq ft of GFA	4.87	0%	100%	4.87	2.29	0.88	1.32	12.95	$ 2,154
150	*Industrial*	Warehouse	ksq ft of GFA	1.71	0%	100%	1.71	2.29	0.88	1.32	4.55	$ 756
151	*Industrial*	Mini-Warehouse	ksq ft of GFA	1.45	0%	100%	1.45	2.29	0.88	1.32	3.86	$ 641
140	*Industrial*	Manufacturing	ksq ft of GFA	4.75	0%	100%	4.75	2.29	0.88	1.32	12.64	$ 2,101
911	*Commercial – Services*	Bank - walk in bank	ksq ft of GFA	101.08	20%	80%	80.87	2.29	0.88	1.32	215.11	$ 35,767
565	*Commercial – Services*	Day Care	ksq ft of GFA	47.62	0%	100%	47.62	2.29	0.88	1.32	126.67	$ 21,062
492	*Commercial – Services*	Health Club / Fitness	ksq ft of GFA	1.31	0%	100%	1.31	2.29	0.88	1.32	3.48	$ 579
310	*Commercial – Services*	Hotel	rooms	7.99	0%	100%	7.99	2.29	0.88	1.32	21.25	$ 3,534
320	*Commercial – Services*	Motel	rooms	3.35	0%	100%	3.35	2.29	0.88	1.32	8.91	$ 1,482
312	*Commercial – Services*	Business Hotel	rooms	4.02	0%	100%	4.02	2.29	0.88	1.32	10.69	$ 1,778
945.1	*Commercial – Services*	Service Station (2-4k sq ft)/ Gasoline Sales with Convenience Market	veh fuel pos	265.12	55%	45%	119.30	2.29	0.88	1.32	317.36	$ 52,767
945.2	*Commercial – Services*	Service Station (5.5k-10k sq ft)/ Gasoline Sales with Convenience Market	veh fuel pos	345.75	55%	45%	155.59	2.29	0.88	1.32	413.87	$ 68,815
947	*Commercial – Services*	Carwash (self wash)	wash stall	108.00	65%	35%	37.80	2.29	0.88	1.32	100.55	$ 16,719
948	*Commercial – Services*	Carwash (automated wash)	wash stall	77.50	65%	35%	27.13	2.29	0.88	1.32	72.15	$ 11,997
445	*Commercial – Services*	Movie Theater/Event Hall	ksq ft of GFA	78.09	0%	100%	78.09	2.29	0.88	1.32	207.72	$ 34,538
420	*Commercial – Retail*	Marina	berth	2.41	0%	100%	2.41	2.29	0.88	1.32	6.41	$ 1,066
850	*Commercial – Retail*	Supermarket	ksq ft of GFA	93.84	36%	64%	60.06	2.29	0.88	1.32	159.76	$ 26,563
851	*Commercial – Retail*	Convenience Market (pass by mix of 851 & 853)	ksq ft of GFA	762.28	55%	45%	343.03	2.29	0.88	1.32	912.47	$ 151,717
815	*Commercial – Retail*	Free Standing Retail Store	ksq ft of GFA	53.87	26%	74%	39.86	2.29	0.88	1.32	106.04	$ 17,631
816	*Commercial – Retail*	Hardware / Paint Store	ksq ft of GFA	8.07	26%	74%	5.97	2.29	0.88	1.32	15.89	$ 2,641
817	*Commercial – Retail*	Nursery (Garden Center)	ksq ft of GFA	68.10	26%	74%	50.39	2.29	0.88	1.32	134.05	$ 22,289
818	*Commercial – Retail*	Nursery (Wholesale)	ksq ft of GFA	43.67	26%	74%	32.31	2.29	0.88	1.32	85.96	$ 14,292
880	*Commercial – Retail*	Pharmacy/Drugstore w/o Drive Thru	ksq ft of GFA	90.08	53%	47%	42.34	2.29	0.88	1.32	112.62	$ 18,726
881	*Commercial – Retail*	Pharmacy/Drugstore with Drive Thru	ksq ft of GFA	108.40	53%	47%	50.95	2.29	0.88	1.32	135.52	$ 22,534
820	*Commercial – Retail*	Shopping Center (>150k)	ksq ft of GFA	37.01	34%	66%	24.43	2.29	0.88	1.32	64.98	$ 10,804
821	*Commercial – Retail*	Shopping Plaza (40-150k), no supermarket	ksq ft of GFA	67.52	34%	66%	44.56	2.29	0.88	1.32	118.54	$ 19,710
822	*Commercial – Retail*	Strip Retail Plaza (<40k)	ksq ft of GFA	54.45	34%	66%	35.94	2.29	0.88	1.32	95.59	$ 15,895
850	*Commercial – Retail*	Supermarket	ksq ft of GFA	93.84	36%	64%	60.06	2.29	0.88	1.32	159.76	$ 26,563
814	*Commercial – Retail*	Variety Store	ksq ft of GFA	63.66	34%	66%	42.02	2.29	0.88	1.32	111.76	$ 18,583
857	*Commercial – Retail*	Discount Club	ksq ft of GFA	42.46	17%	83%	35.24	2.29	0.88	1.32	93.75	$ 15,587
863	*Commercial – Retail*	Electronics Superstore	ksq ft of GFA	41.05	34%	66%	27.09	2.29	0.88	1.32	72.07	$ 11,983
849	*Commercial – Retail*	Tire Superstore	ksq ft of GFA	20.37	28%	72%	14.67	2.29	0.88	1.32	39.01	$ 6,487
890	*Commercial – Retail*	Furniture Store	ksq ft of GFA	6.30	0%	100%	6.30	2.29	0.88	1.32	16.76	$ 2,786
932	*Commercial – Restaurant*	High-Turnover (sit-down) restaurant	ksq ft of GFA	107.20	44%	56%	60.03	2.29	0.88	1.32	159.69	$ 26,552
934	*Commercial – Restaurant*	Quick Service Restaurant (Drive- Though)	ksq ft of GFA	467.48	49%	51%	238.41	2.29	0.88	1.32	634.20	$ 105,449
710	*Commercial – Office*	General Office Building	ksq ft of GFA	10.84	0%	100%	10.84	2.29	0.88	1.32	28.84	$ 4,794
720	*Commercial – Office*	Medical Office / Clinic	ksq ft of GFA	36.00	0%	100%	36.00	2.29	0.88	1.32	95.76	$ 15,922
760	*Commercial – Office*	Research & Development Center	ksq ft of GFA	11.08	0%	100%	11.08	2.29	0.88	1.32	29.47	$ 4,901
550	*Institutional*	University / College / Jr College	students	1.36	0%	100%	1.36	2.29	0.88	1.32	3.60	$ 599
520	*Institutional*	School, K-12	students	3.19	0%	100%	3.19	2.29	0.88	1.32	8.49	$ 1,411
536	*Institutional*	Private School, K-12	students	1.85	0%	100%	1.85	2.29	0.88	1.32	4.92	$ 818
411	*Institutional*	Park	acre	0.78	15%	85%	0.66	2.29	0.88	1.32	1.76	$ 293
610	*Institutional*	Hospital	ksq ft of GFA	10.77	0%	100%	10.77	2.29	0.88	1.32	28.65	$ 4,763
620	*Institutional*	Nursing home	ksq ft of GFA	6.75	0%	100%	6.75	2.29	0.88	1.32	17.96	$ 2,985
560	*Institutional*	Place of worship	ksq ft of GFA	7.60	0%	100%	7.60	2.29	0.88	1.32	20.22	$ 3,361

Mode Share

The NERPM provides information regarding the modal use for each of the trips made. The actual mode choice is depended on a variety of factors. Factors such as transit service levels, accessibility, density and diversity are important in the mode choice decision. Table 8 shows the mode choice by percentage and total number for the years 2015 and 2045.

Table 8: Travel Model Share by Year

Area	TRIP MODES	Number	Percent	Number	Percent
City of Green Cove Springs	Walk	3,617	9.50%	8,659	10.70%
	Bike	649	1.70%	1,431	1.80%
	Transit	11	0.10%	208	0.30%
	Auto	33,610	88.70%	70,453	87.20%

4.0 Transportation Improvements

4.1 Background

The City of Green Cove Springs has undertaken extensive planning efforts over the past several years including an extensive corridor study for US Route 17 and the Downtown Master Plan.

These plans support a multimodal vision for the City providing residents and visitors convenient, safe, and accessible ways to travel by a variety of modes. The vision includes an outer grid of off-street 8' paths, completing sidewalks within the existing street grid, creating a context sensitive streetscape downtown, paths that connect the City to Clay County and additional transit and mobility hubs.

The rapid growth and intensity of land use change in Green Cove Springs will be supported by the multimodal investments with additional roadway capacity at specific intersections.

4.2 Needs and Priority Lists

The travel modeling provides insight into the ability of the overall roadway network in the City to accommodate the future travel demands. Although limitations exist given the significant regional scale of the model relative to the scale of the City, it is obvious which streets may experience the higher levels of demand in the future. The forecast volume-to-capacity of the network is used as a guide to inform where spot intersection improvements may be helpful in the future to improve safety and efficiency.

4.3 Transportation Network Improvements

Roadway Corridors

The future travel demand in Green Cove as estimated using the NERPM travel model indicated vehicle travel would likely experience additional congestion along US route 17 as well as the key routes into and around the downtown. The following roads are identified for future capacity improvements to improve safety and operations as demand increases associated with land use development within Green Cove Springs. The capacity improvements could include intersection turn lanes, roundabouts or signalization. Green Cove Avenue and Cooks Lane would be improved by widening and enhancing the multimodal capacity of the important east-west link in the southern part of the City.

- Palmetto Avenue
- Martin Luther King Jr. Boulevard
- Green Cove Avenue and Cooks Lane

Orange Avenue (US Route 17) was the focus of a corridor study within Green Cove Springs. The corridor study, completed in June 2021, identified alternative cross sections with medians, narrower lanes, and improved multimodal capacity. The vision for the corridor was further defined through the 2022 Downtown Master Plan process that several alternative corridor reconfigurations to slow vehicle traffic, improve multimodal access through wider sidewalks, and

improved intersection controls for walking, biking, and golf carts. The complete street vision for Orange Avenue is shown in Figure 8 and Figure 9.

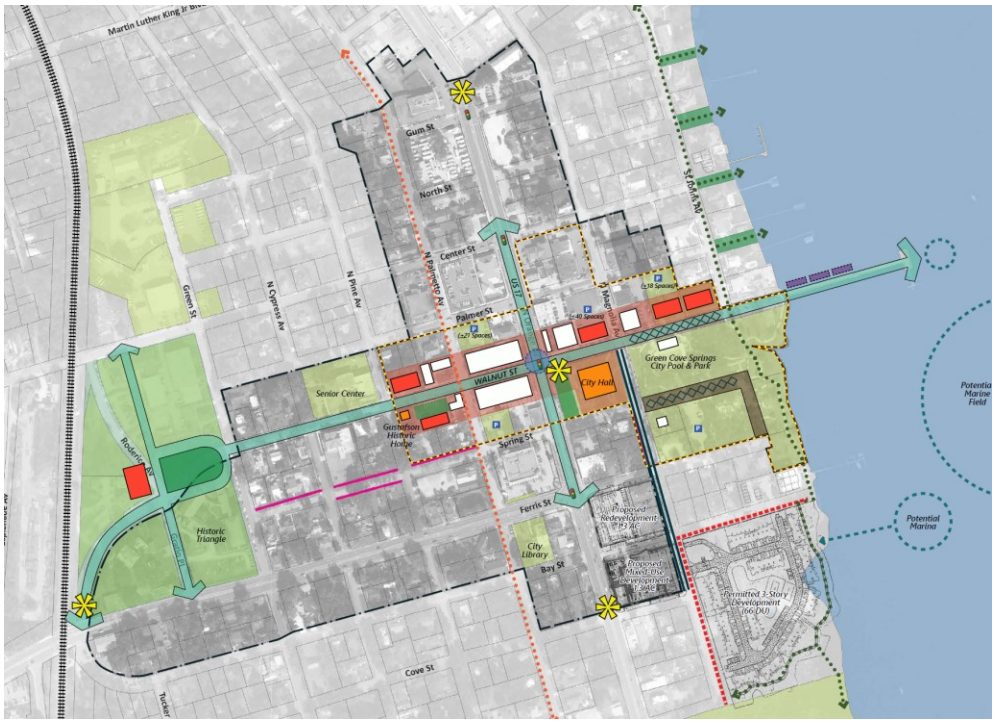


Figure 8: Orange Avenue Improvements (source: Downtown Master Plan)

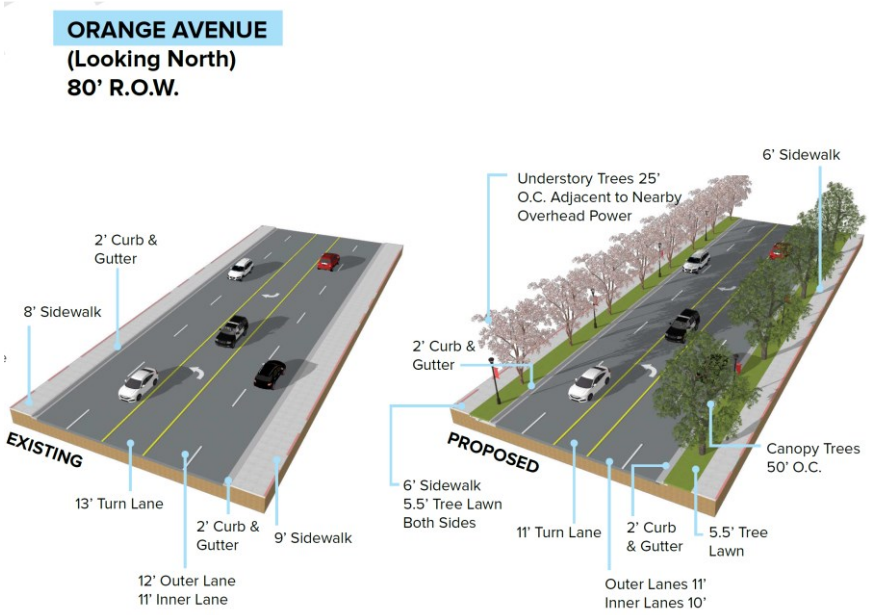


Figure 9: Orange Ave Cross Section (source: Downtown Master Plan)

Figure 10: Visual of US 17 Improvements (Source: Downtown Master Plan)

Active Travel Network

Green Cove Springs' growth is anticipated to occur within downtown, the Community Redevelopment Agency (CRA) district, areas in the southern part of the City and the Reynolds Park area to southeast. The intensification expected in the downtown area support greater ability for residents and visitors to complete their trip by non-car means by offering wide sidewalks, bike lanes, and facilities for golf carts.

Connecting areas of growth by bike lanes and paths will provide travel options. Additional walking and biking infrastructure will create greater network connectivity and provide safe and efficient options to travel. The recent demand in e-bikes and the associated increase in average miles traveled reinforces that these facilities may increase in demand and provide an active alternative way to travel.[3] Providing choices in the transportation system is essential for a more equitable and efficient transportation system. By enabling individuals to choose the mode of travel that is best for that trip, it can spread the demand across the system and improve overall system utilization.

The projects have been identified as those addressing a transportation need, helping meet those mobility needs of future residents, employees, and visitors.

[3] Research published in 2018 states that e-bikes are being used approx. 50% of total trips for commuting or errands, with most of that substituting from the private automobile. Average trip lengths of 9.3 miles by automobile were observed shifting to e-bikes. Source: MacArthur, John, Christopher Cherry, Michael Harpool and Daniel Scheppke. A North American Survey of Electric Bicycle Owners. NITC-RR-1041. Portland, OR: Transportation Research and Education Center (TREC), 2018.

Transit Improvements

Downtown Mobility Hub

Green Cove Springs will consider mobility hubs as a key tool towards network connectivity goals. Mobility hubs are infrastructure designed to support and facilitate multimodal transportation use. These facilities are defined by their intent and structure to aggregate mobility options in one place, allowing individuals greater travel choices and ease of transfer amongst different travel modes.

Mobility hub design focuses on transit, shared-use mobility, and active transportation. Hubs often endeavor to address the "first mile/last mile" issue whereby access to transit and other longer-distance mode usage is stifled by insufficient supportive options to easily reach those modes. While each mobility hub may take on unique form based upon location and context, these hubs tend to support connection between at least a few of the following specific transportation modes:

- Public transportation: stops/stations for trains, buses, vans, and micro transit.
- Transportation Network Companies (TNCs): pick up/ drop off zones for ride-hail providers.
- Carshare: parking and charging stations for carshare vehicles, including electric vehicles.
- Bicycles and scooters: parking, storage, charging stations, and designated paths for personal bicycles, bikeshare, and e-scooters.
- Pedestrian: paths and spaces to pass through as well as rest for those walking or rolling with assistive devices.

In addition to facilitating traveler choice and transfers between these modes, mobility hubs provide a flexible physical space that can support other associated uses:

- Deliveries: a parking location for food or goods delivery vehicles to limit stops/congestion in travel lanes and improve curb management.
- Retail options: collocated stores, food stands, and other businesses which provide value to individuals passing through the space.
- Park features: park amenities which make these hubs more enjoyable places to wait or linger between travel and other activities.

The downtown mobility hub is anticipated to be downtown Green Cove between Ferris Street and Walnut Street on the west side of Orange Avenue. This hub is anticipated to serve as the key downtown hub to the Clay County Transit which can connect to regional routes run by the Jacksonville Transportation Authority (JTA). The hub can be scaled based on the amount of funding available and constraints of the site. It is anticipated that the site will serve as an enhanced transit stop, providing information to visitors to Green Cove Springs, provide parking for micromobility including e-scooters, bikes, and golf carts. The hub would operate as a community destination and connect the transit system with first/ last mile services.

Transit Stops

Enhanced transit stops are expected where existing and future local bus service are likely to provide residents access to jobs and services throughout the region. Four locations have been identified during this plan development, however, they will be confirmed during any final planning process.

- Oakridge Avenue / State Route 16

- US 17 / Houston Street
- US 17 / Reynolds Park
- Oakridge Avenue / Green Cove Avenue

4.4 Network Standards of Service & Improvements

The NERPM evaluates how future users associated with land use changes in the region travel on the roadway network as well as the non-motorized, active mode network. The travel model assigns the traffic flow to the network which can be evaluated for how much the demand compares to the capacity of the system. This specific metric, volume-to-capacity (V/C) is the most common metric used in Florida. Section 3.0 includes plots of the network showing the V/C ratios in color bands. Multimodal Mobility Fees moves beyond the vehicular based V/C ratio system to account for total person miles of travel and person miles of capacity. The shift away from a simple V/C ratio approach for vehicles to one that recognizes multimodal trip making can be defined in person miles capacity (PMC).

The Mobility Fee shifts away from a Level of Service (LOS) defined by travel speed (average delay per vehicle) toward a supply and accessibility based multimodal transportation system. The provision for high quality walking, biking, and transit capacity to support multimodal demand is set out in the Florida DOT Q/LOS Handbook. The handbook informs how quality affects the experience for non-vehicular modes as it relates to the design of that facility or the frequency of transit service.

The Florida Q/LOS Handbook shall be used to monitor multimodal level of service to inform future investment priorities and change investments accordingly to maintain a diverse, accessible, and multimodal suite of travel options at each update interval to the Mobility Fee.

This Mobility Plan and the projects within it start to develop a true multimodal system and the performance for each mode can be tracked over time to inform where and what future investments may be necessary to meet future travel demand. As stated in the Comprehensive Plan, building capacity for non-auto means should be the first priority before widening roads for additional cars. The size of Green Cove Springs can support many trips to be made by non-auto means if safe, efficient, and high-quality non-auto infrastructure is available.

Table 9 shows the existing miles of different infrastructure types and approximate daily capacity for each mode of travel. The number of users in the city is also used to represent the person demand for travel. This is represented as the resident population plus half of any employed persons in the city. The total person miles capacity is the result of the daily person capacity multiplied by the miles of capacity. All of the capacity here excludes private facilities.

The existing transportation system currently has an estimated 181 daily person miles of capacity. The number in isolation has not much value. However, it can show the amount of total transportation capacity available for travel within the City across all modes and is used to compare how that service standard may change as new users are added associated with land use development.

Table 9: Existing Transportation Person Miles Capacity

Infrastructure Type	Daily Capacity at Service Standard Target	Existing Miles (2020)
Off-Road Shared Use Path (8')	9,000	2
Bike lanes and cycleways (on road bike facilities)	8,000	2.4
Footway (5 to 6 foot sidewalks)	980	28
Roads (1 direction lane miles)	11,700	144.4
Daily Person Miles Capacity		**1,755,251**
Users (resident population + 1/2 jobs) in Green Cove		9,674
Person Miles Capacity per User (Capacity / Users)		**181**

Table 10: Current Capacity and Service Standards

Infrastructure Type	Daily Capacity at Service Standard Target	Existing Miles (2020)	Mobility Fee Miles / Proposed Nodes	Total Future Miles or Nodes of Capacity by 2045
Off-Road Shared Use Path (8')	9,000	2	9.4	11.4
Bike lanes and cycleways (on road bike facilities)	8,000	2.4	0	2.4
Footway (5 to 6 foot sidewalks)	980	28	2.8	30.8
Roads (1 direction lane miles)	11,700	144.4	0	144.4
Transit Stops	3,000.00		5	5
Intersection Upgrades	5,000.00		3	3
Corridor (Mix of Green Cove Ave & Orange Ave)	10,000.00		7	7

Mobility fees must comply with basic legal fundamentals such as ensuring that the new users of the system do not pay for more than their impacts. This is interpreted as that the standards of the service do not improve in the future beyond what is experienced today. The analysis shows that in the absence of the additional transportation capacity, the person miles of capacity standard drops from 181 to 68. With the Mobility Fee projects, capacity per user drops from 181 to 75. The significant growth in users anticipated within Green Cove Springs (more than doubling by 2045) is the major driver behind this change.

Table 11: Existing and Future Person Miles Capacity

Existing	Daily Person Miles Capacity (existing)	1,755,251
	Existing Users (resident population + 1/2 jobs) in Green Cove springs	9,674
	Existing Person Miles Capacity per User (Capacity / Users)	181
	Future Users	**25,735**
Future	Existing Person Miles Capacity per User with no expansion (Capacity / Users)	68
	Daily Person Miles Capacity (Future with Mobility Fee Projects)	1,942,284
	Future Person Miles Capacity per User with Mobility Fee Projects (Capacity / Users)	75

This method also converts all modes to one common person miles of capacity. In practice, it is true that not all trips can be made by all modes. However, the principle within the Mobility Fee concept is to provide the multimodal capacity to provide choice and allow the user to use the most appropriate and convenient mode for that trip. As congestion increases for one mode, e.g., cars and roads, it may be faster and more convenient to travel via e-bike. Transit can offer higher capacity vehicles and through dedicated lanes or signal preemption can bypass vehicle queues and reduce travel time.

The significant reduction in person miles of capacity in this analysis suggests that as growth continues in Green Cove Springs the existing system will provide ample capacity to accommodate growth and travel will need to become more diverse in the modes used. In summary, the existing system provides a high level of service (using capacity per user) to the existing users (residents and visitors). Maintaining the high level of service, particularly in terms of roadway lane miles, is unrealistic given the cost burden.

Table 12: Unit Cost per Mile per Infrastructure Type

Infrastructure Type	Existing Miles	Approx Unit Cost (2023$)[4]	Value of Existing System
8' SUP (off road shared use path)	2.0	$500k	$1 million
Cycleway (on-road bike facilities)	2.4	$900k	$2.2 million

[4] Unit costs are derived using FDOT unit costs for facilities. Increased by 45% to represent recent price increases, local conditions and the 2022-2023 cost estimate for the Palmetto Shared Use Path.

If the current value per user is the cost of offering the same transportation service to future users, the cost of delivering that infrastructure would be over $355 million (16,062 new users forecast between 2015 and 2045).

4.5 Mobility Fee Projects

The projects show in Figure 11 and listed in Table 13 were identified for the Mobility Fee project list.

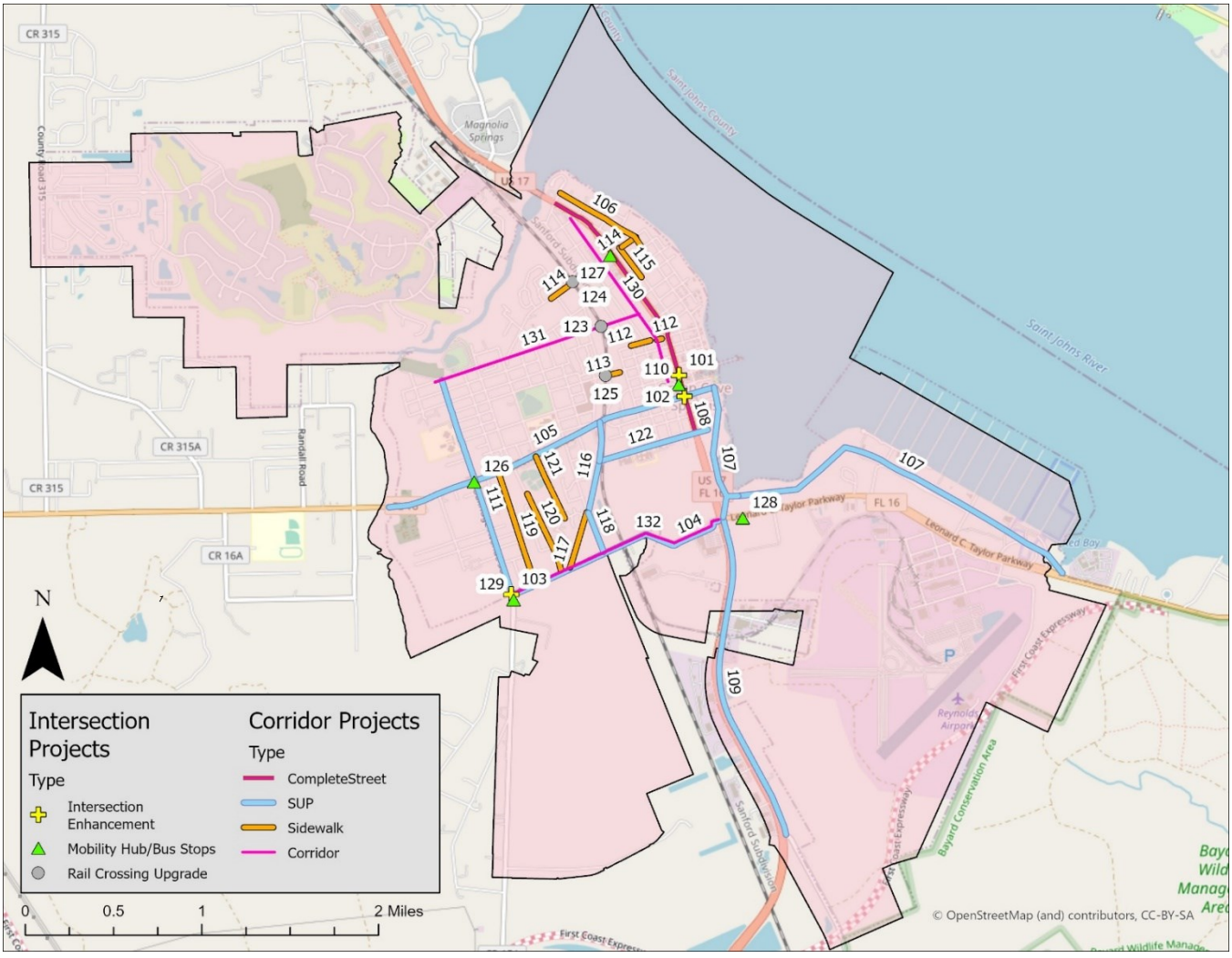


Figure 11: Mobility Fee Projects (2045 Planning Horizon)

Cost of Mobility Fee Projects

A total of $16.5 million of new transportation capacity will expand the person miles of capacity within Green Cove Springs by 2045. These projects will expand capacity for several modes of travel throughout the city to provide choices beyond the private car for residents, employed persons, and visitors to the city.

Table 13: Mobility Fee Projects

Project ID	Location	Improvement
101	US 17/Walnut Steet	Multimodal Intersection Enhancements
102	US 17/SR 16 (Ferris St.)	Multimodal Intersection Enhancements
103	Green Cove Ave and Oakridge Ave	Intersection / Vehicular Capacity Improvements
104	Green Cove Ave	Trail Project
105	SR 16 West	Trail Project connection to Clay-Duval Trail
106	St Johns Ave Sidewalks	Sidewalk Project
107	SR 16/US 17	Trail Project
108	US 17	Reconstruct Cross Section. Local Contribution (PD&E)
109	US 17 Corridor: South side path project	Palatka-GCS Trail
110	Mobility Hub - multimodal downtown. Bus Stop	Mobility Hub and Bus Stop
111	Oakridge Ave	SUP connection to Green Cove Ave
112	Gum St	Gum St 6' sidewalk improvements
113	Center St	Center St 6' sidewalk improvements
114	Houston St	Houston St 6' sidewalk improvements
115	Magnolia Ave North	Magnolia Ave North 6' sidewalk improvements
116	Melrose Ave	6' sidewalk
117	Melrose Ave	8' SUP addition
118	Roberts St South	8' SUP addition
119	Highland Ave South	Highland St 6' sidewalk addition
120	Vermont St	Vermont St 6' sidewalk addition
121	West St	West St 6' sidewalk addition
122	Oak St	8' SUP addition
123	MLK JR Blvd - Rail crossing	Pedestrian Crossing upgrade
124	Houston St	Pedestrian Crossing upgrade
125	Center St	Pedestrian Crossing upgrade
126	Oakridge Ave / SR 16	Bus stop. Shelter. Amenities, etc.
127	US 17 / Houston St.	Bus stop. Shelter. Amenities, etc.
128	US 17 / Reynolds Park Bus Stop	Bus stop. Shelter. Amenities, etc.
129	Oakridge - Green Cove Ave	Bus stop. Shelter. Amenities, etc.
130	Palmetto Intersection Improvements	Roundabouts, turn lanes, or signalization
131	Martin Luther King Jr Blvd Improvements	Roundabouts, turn lanes, or signalization
132	Green Cove Avenue / Cooks Lane	Roadway lanes, intersections

5.0 Mobility Fees

The base mobility fee for a land use change is derived by accounting for the quantity of travel generated by the land use change (number of trips and the lengths of the trips) and the cost of providing the additional transportation capacity. The base fee is before any credits or other fee reductions are made.

The base mobility fee formula is shown below:

Base Mobility Fee =
PMT Generated by Land Use
x Cost of Infrastructure per PMT

5.1 PMT Generated by Land Use

The fee is assessed on the quantity of travel, measured with PMT, that impacts the transportation systems within the City of Green Cove Springs. To estimate the quantity of PMT that impacts the transportation system the following factors are considered:

PMT Generated by Land Use =
[A] * [B] * [C] * [D] * [E]

[A] Vehicle Trip Rate

The daily trip rate per unit of development (residential units, beds, or square feet) as determined by the 11th Edition of ITE's Trip Generation. Some land uses included in the schedule in Section 8.0 have been adapted to fit specific goals such as income sensitivity for housing or where two land uses have been averaged together.

[B] Trip Length

The weighted average trip length for trips within Green Cove Springs is calculated using the NERPM activity-based model at 2.29 miles. These trips include those that start and end in the City as well as those which have either a start or an end in Green Cove Springs.

[C] % New Trips

This factor is obtained through ITE's Trip Generation and accounts for the portion of trips which may enter and exit the project but were previously already on the network (i.e., pass-by trips). For example, residential uses generate 100% new trips while fuel stations may generate only 50% new trips.

[D] Double Counting Factor

The double counting factor of 88% accounts for the differences between PMT that remains

internal to the City and PMT that has one end of the trip within the City.

[E] VMT to PMT Factor

This factor (1.32) converts the estimated VMT from the land use change to PMT. See Section 3.0 for more information.

5.2 Cost of Infrastructure per PMT

The Mobility Fee projects are analyzed for their likelihood to serve local users versus users which may be passing through the City. Given the location of the City and the Shands Bridge there is a sizeable amount of 'through traffic', however, that will change in the future with the First Coast Expressway. As such, the share of users benefiting and generating the demand for the Mobility Fee projects varies within the City, with some locations having more through traffic than others.

Table 14 below shows the mobility fee projects and the share of local traffic (all modes). It is important to consider that only traffic associated with local land use development is eligible to be assessed a mobility fee. Therefore, only the Local Cost in

Table 14 is able to be funded through Mobility Fees. The difference between the Total Project Cost and the Local Cost must be funded with non-mobility fee dollars.

Table 14: Local Cost vs Total Project Cost of Mobility Fee Projects

Project ID	Location	Improvement	Total Project Cost	Mobility Fee Cost	Percent Local Traffic	Local Cost
101	US 17/Walnut Steet	Multimodal Intersection Enhancements	$300,000	$300,000	40%	$120,000
102	US 17/SR 16 (Ferris St.)	Multimodal Intersection Enhancements	$800,000	$800,000	40%	$320,000
103	Green Cove Ave and Oakridge Ave	Intersection / Vehicular Capacity Improvements	$1,500,000	$1,500,000	50%	$750,000
104	Green Cove Ave	Trail Project	$423,672	$423,672	95%	$402,489
105	SR 16 West	Trail Project connection to Clay-Duval Trail	$642,975	$642,975	95%	$610,826
106	St Johns Ave Sidewalks	Sidewalk Project	$128,581	$128,581	100%	$128,581
107	SR 16/US 17	Trail Project	$981,951	$981,951	95%	$932,854
108	US 17	Reconstruct Cross Section. Local Contribution (PD&E)	$400,000	$400,000	100%	$400,000
109	US 17 Corridor: South side path project	Palatka-GCS Trail	$611,424	$611,424	95%	$580,853
110	Mobility Hub - multimodal downtown. Bus Stop	Mobility Hub and Bus Stop	$200,000	$200,000	100%	$200,000
111	Oakridge Ave	SUP connection to Green Cove Ave	$90,678	$90,678	100%	$90,678
112	Gum St	Gum St 6' sidewalk improvements	$32,033	$32,033	100%	$32,033
113	Center St	Center St 6' sidewalk improvements	$15,796	$15,796	100%	$15,796
114	Houston St	Houston St 6' sidewalk improvements	$84,965	$84,965	100%	$84,965
115	Magnolia Ave North	Magnolia Ave North 6' sidewalk improvements	$47,148	$47,148	100%	$47,148
116	Melrose Ave	6' sidewalk	$169,658	$169,658	100%	$169,658
117	Melrose Ave	8' SUP addition	$73,633	$73,633	100%	$73,633
118	Roberts St South	8' SUP addition	$76,940	$76,940	100%	$76,940
119	Highland Ave South	Highland St 6' sidewalk addition	$147,149	$147,149	100%	$147,149
120	Vermont St	Vermont St 6' sidewalk addition	$106,988	$106,988	100%	$106,988
121	West St	West St 6' sidewalk addition	$87,363	$87,363	100%	$87,363
122	Oak St	8' SUP addition	$208,326	$208,326	100%	$208,326
123	MLK JR Blvd - Rail crossing	Pedestrian Crossing upgrade	$200,000	$200,000	100%	$200,000
124	Houston St	Pedestrian Crossing upgrade	$200,000	$200,000	100%	$200,000
125	Center St	Pedestrian Crossing upgrade	$200,000	$200,000	100%	$200,000
126	Oakridge Ave / SR 16	Bus stop. Shelter. Amenities, etc.	$75,000	$75,000	100%	$75,000
127	US 17 / Houston St	Bus stop. Shelter. Amenities, etc.	$75,000	$75,000	100%	$75,000
128	US 17 / Reynolds Park Bus Stop	Bus stop. Shelter. Amenities, etc.	$75,000	$75,000	100%	$75,000
129	Oakridge - Green Cove Ave	Bus stop. Shelter. Amenities, etc.	$75,000	$75,000	100%	$75,000
130	Palmetto Intersection Improvements	Roundabouts, turn lanes, or signalization	$4,000,000	$4,000,000	100%	$4,000,000
131	Martin Luther King Jr Blvd Improvements	Roundabouts, turn lanes, or signalization	$3,000,000	$3,000,000	100%	$3,000,000
132	Green Cove Avenue / Cooks Lane	Roadway lanes, intersections	$1,500,000	$1,500,000	50%	$750,000

Table 15 shows the cost per PMT calculation accounting for the total project cost, the local project cost, and the difference which must be funded with other funds. The non-local share,

shown in the table below as the 'cost for external capacity', is based on the estimated traffic flow through the city that didn't have a start or stop of the trip within the city. The Cost per PMT used in the mobility fee is obtained by dividing the local cost by the growth in local PMT.

Table 15: Cost per PMT

Total Cost of new Capacity	$16,529,280
Cost for External (EE) Share of Capacity	$2,293,001
Cost for Local Share of Capacity	$14,236,279
Local PMT (non-EE)	85,621
Cost per PMT	**$166.27**

5.3 Base Mobility Fee

The base mobility fee is derived by calculating the PMT for each land development proposal and assessing the cost per PMT (Table 15).

The base mobility fee per land use type is shown below for three sample land uses: Single Family Detached (LUC 210), a 10,000 square foot general office building, and a 10,000 square foot general shopping plaza. The base mobility fee is the multiplication of the factors and the cost per PMT. The mobility fee for the 10,000 square foot building is calculated by determining the base mobility fee per 1,000 square feet and then multiplying this by 10 (A*B*C*D*E*PMT Fee * 10).

Table 16: Sample Base Mobility Fee Calculations

Land Use	PMT Fee	Trip Rate	Trip Length	New Trips	PMT Factor	Double Counting Factor	Base mobility Fee
Residential (Single Family Detached between 1500 sq. ft and 2500 sq. ft) (ITE LUC: 210)	$166	8.35	2.29	100%	1.32	0.88	$3,693
General Office 10,000 Square Feet (ITE LUC: 710)	$166	10.84	2.29	100%	1.32	0.88	$47,944
Shopping Plaza 10,000 Square Feet (ITE LUC: 822)	$166	54.45	2.29	74%	1.32	0.88	$178,212

6.0 Credits

Mobility fee credits are developed to mitigate and offset the chance that a land use development would contribute twice to the same capacity being funded through the payment of a mobility fee.

The landowners or applicants of a land use change that is subject to a Mobility Fee contribute other funds through fuel taxes and other taxes as well as direct contributions, either monetary or in kind. Credits address these contributions and reduce the mobility fee liability associated with any land use change accordingly.

The following types of credits are applicable for Green Cove Springs:

- Developer Contribution Credits
- Revenue Credits

6.1 Developer Contribution Credits

Mobility Fee credits for contributions made by those either donating land or constructing improvements identified in this mobility plan and included in setting the Mobility Fee. The credit is limited by the lesser of either the value of the Mobility Fee liability or the cost of the Mobility Fee improvement, as identified in this study.

6.2 Revenue Credits

Revenue credits account for revenues obtained from both the Mobility Fee and other revenues that the City will use to complete the Mobility Fee projects. Specifically, the share of the project costs associated with the external (non-local) traffic will need to be paid for by non-mobility fee funds. The anticipated source of funds will be the general fund using funds from the local ad valorem tax that will be redirected to fund this portion of the mobility fee projects.

The non-local share of $2,293,001 per Table 17 could be called on at any point before 2045. Therefore, dividing the total by 23 years produces an annual amount of $99,696 that may be needed from the ad valorem tax source (shown in column [b]. This amount of funding as a portion of the overall city tax base is expected to decrease as additional development occurs in the City and the overall property valuation increases. Therefore, the annual millage rate shows a real decline on a per annual basis, shown in column [c].

The credit is a reduction of the base Mobility Fee calculated when the fee is paid. The credit represents a net present value at the time of development based on the future stream of ad valorem tax payments which may contribute to the same mobility fee projects which are paid for through the base Mobility Fee. Therefore, the credit offsets the non-local share of the mobility fee project for any development assessed a Mobility Fee. The net present value of the discounted stream of tax payments is shown in the column [d] of the table based on the year of development. The revenue credit inputs and look up table by year of development is shown in Table 17.

The table includes the inputs:

- Base municipal assessed value
- Assumed annualized growth in taxable property values and a discount rate

Table 17: Revenue Credit Lookup Table

$556,461,965	2021 Municipal Assessed Value (excluding govt buildings)
5.00%	City Appraised Property Values will continue to grow annually at this rate
3.00%	Discount Rate
23	Years for funding non-mobility eligible infrastructure (2045-2022)
$2,293,001	Cost of Capacity not eligible for mobility fee funding
$99,695.70	Per year capacity funding through property taxes (=$2.29 million / 23)

Building Year	Annual Expense	Millage Rate Needed (per assessment)	Net Present Value of Discounted Stream of Taxes (millage rate)
[a]	[b]	[c]	[d]
2023	$99,696	0.170629	$1.84
2024	$99,696	0.162503	$1.72
2025	$99,696	0.154765	$1.61
2026	$99,696	0.147395	$1.50
2027	$99,696	0.140377	$1.40
2028	$99,696	0.133692	$1.30
2029	$99,696	0.127326	$1.21
2030	$99,696	0.121263	$1.12
2031	$99,696	0.115488	$1.03
2032	$99,696	0.109989	$0.94
2033	$99,696	0.104751	$0.86
2034	$99,696	0.099763	$0.78
2035	$99,696	0.095012	$0.71
2036	$99,696	0.090488	$0.63
2037	$99,696	0.086179	$0.56
2038	$99,696	0.082075	$0.49
2039	$99,696	0.078167	$0.43
2040	$99,696	0.074445	$0.36
2041	$99,696	0.070900	$0.30
2042	$99,696	0.067524	$0.23
2043	$99,696	0.064308	$0.17
2044	$99,696	0.061246	$0.11
2045	$99,696	0.058329	$0.06

Process for Calculating the Revenue Credit

The following steps are used to calculate the revenue credit.

1) Determine the year of development. When will the construction permits be provided to the land use project.

2) Identify the future assessed value of the project.

3) Assess the net present value of the discounted stream of taxes. Use the assessed value divided by 1,000 and multiply that result by the discounted value in column [d] for the year of development.

7.0 Net Mobility Fees

The net mobility fees are set by land use type. The net mobility fees are calculated by starting with the base Mobility Fee and subtracting the revenue credit based on the value of the property and the year of development.

The net mobility fee formula is shown below:

Net Mobility Fee =
Base Mobility Fee — Credits

Three examples are included in the table below.

Table 18: Net Mobility Fee Calculation

Land Use	Base mobility Fee [a]	Estimated Assessed Value [b]	NPV Millage Rate (Permits in 2023) [c]	Mobility Fee Credit [(Assessed value / 1000) * NPV Millage Rate] [d]	Net Mobility Fee (Base Fee - Credits) [e]
Residential (Single Family Detached btwn 1500 sq. ft and 2500 sq. ft)	$3,693	$350,000	$1.84	$642	$3,051
General Office 10,000 Square Feet	$47,944	$1,725,000	$1.84	$3,166	$44,778
Shopping Plaza 10,000 Square Feet	$158,946	$1,500,000	$1.84	$2,753	$156,193

8.0 Mobility Fee Schedule and Application

The Green Cove Springs Mobility Fee is assessed on land uses given the trip rates as determined by the ITE Trip Generation and other characteristics developed within this study, such as trip length, and person miles travel relative to vehicle miles, and the cost per PMT. Appendix A includes the mobility fee schedule.

8.1 Inter-Jurisdictional Fee Issues

The travel demand modeling and assessment of the future conditions include an analysis of the entire North Florida TPO region. By modeling for the entire region, the effects and changes of the land use developments within Green Cove Springs are included, as well as how growth in Clay County and other surrounding counties affect travel and network performance within the City. Through this inter- regional modeling there is confidence in the degree to which land use changes in Green Cove Springs affect the larger transportation system and how through traffic changes in the future with the First Coast Expressway.

Although it is likely that travel demand associated with land use development within Green Cove Springs will impact Clay County roadways, and vice-versa, there is a jurisdictional divide in the analysis that treats the County as an external jurisdiction. The opposite relationship is true as well, with travel associated with land use development within the County likely to travel on facilities owned and maintained by the City. This jurisdictional divide allows any municipality to develop mobility fees (or impact fees) of their own and apply them to the transportation demand associated with land use changes within the municipality. The Green Cove Springs Mobility Fee is designed to assess the fees only the portion of travel within the City by travel model results for travel changes on city roads but also by using the trip length which considers the length of travel within the City boundary.

The fee does not consider inter-jurisdictional revenue sharing or what the degree of sharing looks like. However, this could be done in the future using data from the travel model if Green Cove Springs and Clay County would like to pursue this option.

9.0 Legal Application of Mobility Fees

9.1 Overview

Florida has been a legal pioneer in the development and application of impact fees since the 1980's. Driven primarily through case law the tools and methods were developed by precedence. In 2006 the Florida Legislature adopted the "Impact Fee Act" that codified many of these concepts. One of these was the determination that impact fees must comply with a "dual rational nexus" test that requires:

- 1st (Need): A reasonable connection between the anticipated need for transportation system improvements and the growth generated by new development.
- 2nd (Benefit): A reasonable connection between the expenditure of fees collected and the benefit to the development. Other guiding principles established over time that should be considered when designing any impact fee (or mobility fee) include:
    - Impact fees should not exceed the cost of the planning and delivering the specific necessary facilities.
    - Fees should be proportional to the demand generated by the development.
    - New development should not be required to pay for a higher level of service than what existing users experience.
    - New development should not have to pay twice for the same capacity through impact fees and through other taxes or fees.

9.2 Legal History

Legislation passed in 1985 required all governments in Florida to develop and adopt Comprehensive Plans to guide future land use and infrastructure development. The language included a provision requiring that adequate facilities must be provided "concurrent" with new growth and development. As a tool of 'police power', concurrency was adopted as a measure to maintain the standards of service for existing users as new users were added to the system. During the 1990's and 2000's there were numerous issues raised with concurrency – namely greenfield development and 'sprawl' because of using available capacity. The costs of widening, both in terms of dollars and social impacts, became obvious in many urbanized areas.

The House Bill 227 passed in 2009 amended the F.S. 163.31801 to include "the government has the burden of proving by a preponderance of the evidence that the imposition or amount of the fee or credit meets the requirements of state legal precedent and this section. The court may not use a deferential standard for the benefit of the government."

State Bill 360 passed in 2009 amended F.S. 163.31801 to remove the necessary 90 days before an effective date when fees are to decrease, be suspended, or be eliminated. State Bill 360, also known as the Florida Community Renewal Act, instructed the Florida Departments of Community Affairs and Transportation to evaluate and consider the implementation of a mobility fee system to replace the existing concurrency system.

House Bill 7207 passed in 2011 adopting the "Community Planning Act" that abolished transportation concurrency, eliminating the Department of Community Affairs, and placed restrictions on local governments ability to implement transportation concurrency. House Bill 319 passed in 2013 introduced changes to F.S. 163.3180 - Concurrency that encouraged local

governments to adopt alternative mobility systems, such as mobility fees, and included the six tools and techniques for developing an alternative mobility system. Under House Bill 319 a mobility fee system must also comply with F.S. 163.31801 governing impact fees.

House Bill 207 passed in 2019 amended the 163.31801 "Impact Fee Act" to clarify language on the timing of the collection of fees, requirements on administrative costs, and added text specifying how bonded projects or previously approved projects must be reasonably connected to or have a rational nexus with the increased impact generated by new development. House Bill 7103 passed in 2019 amended the 163.31801 "Impact Fee Act" to specify how credits will be carried forward and value match the full benefit of the intensity or density of the credit when it was first established. The bill also specified that if the local government offers an exception or waiver for affordable housing, it is not required to use any revenues to offset the impact.

House Bill 337 passed in 2021 amended Section 163.31801 to include several provisions important for the design of this fee and future updates. Specifically, no more than 25% increase from a current impact fee rate, no increase more than once every 4 years, fees could be increased beyond that rate given public workshops documenting the 'extraordinary circumstances' that would warrant a rate increase beyond these limits, and annual financial reporting requirements.

Key Principles

A onetime transportation system charge on new development that allows local governments to assess the proportionate cost of transportation improvements needed to serve the demand generated by development projects.

Mobility Fee vs. Tax

- A mobility fee is a regulatory tool available to local governments to protect the public's experience and use of infrastructure in the face of additional users and burden posed by new development.
- Mobility fees have a designated source of funding to address a specific set of needs, whereas taxes have broad discretion on their application once they are collected.
- Mobility fees must have a rational nexus between the cost levied and the impact caused by the new development. Additionally, the benefits of the infrastructure must convey a proportional benefit to the new development.

9.3 Legal Compliance

The Florida Impact Fee Act F.S. 163.31801 and its complementary statute on concurrency, 163.3180 provide the primary legal guidance regarding the design and requirements of the mobility fee. Specifically:

- Green Cove Springs has developed an ordinance to adopt the Mobility Fee. The ordinance governs the collection, accounting, credits, and the expenditure of funds.
- The Mobility Fee system is proportional and reasonably connected to benefits and impact generated by new land use development. This system complies with the "dual rational nexus" test by:

- The need for the additional transportation capacity is documented by previous studies and evaluation which the City has conducted over the past decade. In the absence of additional capacity, the anticipated land use and development would cause increased burden and deteriorate the standard of service for existing users. The City is investing in building a more diverse and dense land use base which supports active travel as well as providing improved access to the public transit system.
- The benefit of the transportation capacity improvements accrues to those paying for the projects by creating multimodal travel options for existing and future residents and visitors to take the mode that is most convenient for them. This increases total capacity within the ground transportation system within the City, creating benefits for those who are assessed a Mobility Fee.
- The Mobility Fee calculation is based on the most recent and localized data. The current regional travel model used in the North Florida region was used to analyze the effects of land use development on the transportation system. The land use data within the City is based on the current anticipated changes anticipated and are incorporated into the regional travel model. Trip lengths have been obtained through the use of the travel model and align with the size of the Green Cove Springs boundary.
- The projects to be funded through the mobility plan have been identified as necessary capacity to manage and facilitate safe and efficient mobility for the City residents, employees, and visitors. Several stakeholder meetings were held to identify and plan for the best strategies to increase multimodal capacity to meet the future travel demands of the anticipated land use development. The travel model and the district wide service standards validate that the projects will partially mitigate the impacts that new development will place on the transportation system.
- Credits have been designed to offset the chance for new development to contribute twice to the same transportation capacity funded by different revenue sources. Specifically, revenue credits have been designed to offset ad valorem revenues which may be used to fund non-local shares of the mobility fee projects.

Mobility plans and the related fee structure that underpins it is compliant with Florida Statute 163.3180 Section (5)(i). The mobility plan considers the following tools and techniques for complying with Section (5)(f). Specifically:

- The future land use element and mobility plan support greater density and intensity of land use. The mobility plan can continue to adapt the trip length, the share of multimodal trips and ratio of PMT vs VMT, and the suite of projects to support these long-term strategies.
- Adoption of an area wide level of service is not dependent on any single road segment function. The evaluation of a City service standard reflects the demands and capacity of the City acknowledging that as route choice and travel options increase, greater system utilization can occur, reducing the effect on one road accommodating all the demand. The mobility sets a total person miles capacity (PMC). The travel model identifies the growth in person miles travel over time associated with local and use development. Periodic local studies can monitor the PMC and attempt to derive a PMT based on multimodal traffic counts.

- Green Cove Springs seeks to encourage downtown redevelopment through the application of local funds to reduce the Mobility Fee assessed for specific land uses within parts of the City. The revenues used for these discounts occur after a net fee has been calculated and do not increase the mobility fee for others and therefore is not explicitly accounted for in the mobility plan.
- Sensitivity to the income characteristics and the size of the single-family dwelling units is included by comparing average incomes and the size of homes in Green Cove Springs with national averages. Reduced trip generation rates are observed for households with lower income and smaller square footages. The City ordinance may also take further steps to waive the Mobility Fee requirement for eligible households based on income criteria.

Appendix A
Fee Schedule

MOBILITY FEE RATE SCHEDULE

Land Use Code	Land Use Categories	Land Use Categories	Unit of measure	daily trips	pass by	new trips	new trips/unit	avg trip length	double counting factor	PMT factor	Total Eligible PMT	Base Impact fee per unit
220	*Residential*	Multiple Family (low rise)	dwelling	6.74	0%	100%	6.74	2.29	0.88	1.32	17.93	$ 2,981
221	*Residential*	Multiple Family (mid-rise)	dwelling	4.54	0%	100%	4.54	2.29	0.88	1.32	12.08	$ 2,008
251	*Residential*	Senior Adult Housing - detached and independent	dwelling/bed	4.31	0%	100%	4.31	2.29	0.88	1.32	11.46	$ 1,906
253	*Residential*	Assisted Living/Congregate Care Facility	dwelling	2.21	0%	100%	2.21	2.29	0.88	1.32	5.88	$ 977
210.3	*Residential*	Single Family (less than 1,500 sqft)	dwelling	6.66	0%	100%	6.66	2.29	0.88	1.32	17.72	$ 2,946
210	*Residential*	Single Family (1,500 sqft to 2,499 sqft)	dwelling	8.35	0%	100%	8.35	2.29	0.88	1.32	22.21	$ 3,693
210.4	*Residential*	Single Family (> 2,499 sqft)	dwelling	9.43	0%	100%	9.43	2.29	0.88	1.32	25.08	$ 4,171
240	*Residential*	Mobile Home	dwelling	7.12	0%	100%	7.12	2.29	0.88	1.32	18.94	$ 3,149
255	*Residential*	Continuing Care Retirement Community	occupied units	2.47	0%	100%	2.47	2.29	0.88	1.32	6.57	$ 1,092
260	*Residential*	Recreational Home/Vehicle	dwelling	3.55	0%	100%	3.55	2.29	0.88	1.32	9.44	$ 1,570
110	*Industrial*	Light Industry (110)	ksq ft of GFA	4.87	0%	100%	4.87	2.29	0.88	1.32	12.95	$ 2,154
150	*Industrial*	Warehouse	ksq ft of GFA	1.71	0%	100%	1.71	2.29	0.88	1.32	4.55	$ 756
151	*Industrial*	Mini-Warehouse	ksq ft of GFA	1.45	0%	100%	1.45	2.29	0.88	1.32	3.86	$ 641
140	*Industrial*	Manufacturing	ksq ft of GFA	4.75	0%	100%	4.75	2.29	0.88	1.32	12.64	$ 2,101
565	*Commercial – Services*	Day Care	ksq ft of GFA	47.62	0%	100%	47.62	2.29	0.88	1.32	126.67	$ 21,062
492	*Commercial – Services*	Health Club / Fitness	ksq ft of GFA	1.31	0%	100%	1.31	2.29	0.88	1.32	3.48	$ 579
310	*Commercial – Services*	Hotel	rooms	7.99	0%	100%	7.99	2.29	0.88	1.32	21.25	$ 3,534
320	*Commercial – Services*	Motel	rooms	3.35	0%	100%	3.35	2.29	0.88	1.32	8.91	$ 1,482
312	*Commercial – Services*	Business Hotel	rooms	4.02	0%	100%	4.02	2.29	0.88	1.32	10.69	$ 1,778
947	*Commercial – Services*	Carwash (self wash)	wash stall	108.00	65%	35%	37.80	2.29	0.88	1.32	100.55	$ 16,719
948	*Commercial – Services*	Carwash (automated wash)	wash stall	77.50	65%	35%	27.13	2.29	0.88	1.32	72.15	$ 11,997
420	*Commercial – Retail*	Marina	berth	2.41	0%	100%	2.41	2.29	0.88	1.32	6.41	$ 1,066
850	*Commercial – Retail*	Supermarket	ksq ft of GFA	93.84	36%	64%	60.06	2.29	0.88	1.32	159.76	$ 26,563
815	*Commercial – Retail*	Free Standing Retail Store	ksq ft of GFA	53.87	26%	74%	39.86	2.29	0.88	1.32	106.04	$ 17,631
816	*Commercial – Retail*	Hardware / Paint Store	ksq ft of GFA	8.07	26%	74%	5.97	2.29	0.88	1.32	15.89	$ 2,641
817	*Commercial – Retail*	Nursery (Garden Center)	ksq ft of GFA	68.10	26%	74%	50.39	2.29	0.88	1.32	134.05	$ 22,289
818	*Commercial – Retail*	Nursery (Wholesale)	ksq ft of GFA	43.67	26%	74%	32.31	2.29	0.88	1.32	85.96	$ 14,292
880	*Commercial – Retail*	Pharmacy/Drugstore w/o Drive Thru	ksq ft of GFA	90.08	53%	47%	42.34	2.29	0.88	1.32	112.62	$ 18,726
881	*Commercial – Retail*	Pharmacy/Drugstore with Drive Thru	ksq ft of GFA	108.40	53%	47%	50.95	2.29	0.88	1.32	135.52	$ 22,534
820	*Commercial – Retail*	Shopping Center (>150k)	ksq ft of GFA	37.01	34%	66%	24.43	2.29	0.88	1.32	64.98	$ 10,804
821	*Commercial – Retail*	Shopping Plaza (40-150k)	ksq ft of GFA	67.52	34%	66%	44.56	2.29	0.88	1.32	118.54	$ 19,710

Appendix B
Trip Rates

Residential Trip Rate Derivation

The income and size based residential trip rates remain consistent with the 2017 Road Impact Fee Update Study prepared by Tindale Oliver for Clay County. The narrative, methodology and tables are included here to record this process. It is determined that these assumptions remain valid for use within the mobility fee study for Green Cove Springs.

Single Family Residential Trip Generation Rate Tiering

As part of this study, the single family residential trip generation rate tiering was included to reflect a three-tier analysis to ensure equity by the size of a home. To facilitate this, an analysis was completed on the comparative relationship between housing size and household travel behavior. This analysis utilized data from the 2009 National Household Travel Survey (NHTS) and the 2015 American Housing Survey (AHS) to examine overall trip-making characteristics of households in the United States.

Table A-2 presents the trip characteristics being utilized in the proposed roadway impact fee schedule for the single family (detached) land use. The 2009 NHTS database was used to assess average annual household vehicle miles of travel for various annual household income levels. In addition, the 2015 AHS database was used to compare median annual family/household incomes with housing unit size. It is important to recognize that the use of the income variable in each of these databases is completed simply to provide a convenient

linking mechanism between household VMT from the NHTS and housing unit size from the AHS.

Table A-2
Calculated Single Family Trip Characteristics

Calculated Values Excluding Tiering	Trip Rate	Assessable Trip Length	Daily VMT
Single Family (Detached)	7.81	6.62	51.70

Source: Florida Studies for LUC 210 included in this Appendix (Page A-5)

The results of the NHTS and AHS analyses are included in Tables A-3 and A-4. First, the data shown in Table A-3 presents the average income in the U.S. for families/households living in the three housing tiers. As shown, the average income for housing units between 1,500 and 2,499 square feet in size ($70,371) is higher than the overall average income for the U.S. ($63,584). Table A-4 presents the median household income levels for low and very low income levels in Clay County. These levels were used to create additional trip generation rate tiers for smaller homes (less than 1,500 sq ft).

Table A-3
Annual Income by Housing Size

2015 AHS Average Income Data by Housing Size (Single Family, detached)	Annual Income[1]
Less than 1,500 sf	$48,880
1,500 to 2,499 sf	$70,371
2,500 sf or more	$87,897
Average of All Houses	$63,584

Source: American Housing Survey for the United State in 2013
1) Weighted average of annual income for each tier

Table A-4
Annual Income by Housing Size

Clay County SHIP Definitions	
Median Income	$64,400
Low Income[1]	$51,500
Very Low Income[2]	$32,200

Source: Florida Housing Finance Corporation, 2016 Income Limits; SHIP (4 person household)
1) Defined as 80% of the median income
2) Defined as 50% of the median income

To calculate a corresponding trip rate for the new tiers it was necessary to rely on comparative ratios. As an example, consider the $44,880 annual income category. First, it was determined that the average annual household VMT for this income level is 20,736 miles. This figure was then compared to the overall average annual VMT per household in the U.S. and normalized to the average of the $63,584 (24,496 miles) category to derive a ratio of 0.798, as shown in Table A-5.

Table A-5
NHTS Annual VMT by Income Category

2009 NHTS Travel Data by Annual HH Income	Annual VMT/HH	Days	Daily VMT	Ratio to Mean	Normalized to 1.061
Average of $16,100	9,145	365	25.05	0.373	0.352
Average of $25,750	13,748	365	37.67	0.561	0.529
Average of $48,880	20,736	365	56.81	0.847	0.798
Total (All Homes)	24,496	365	67.11	1.000	
Average of $70,371	25,995	365	71.22	1.061	1.000
Average of $87,897	29,347	365	80.40	1.198	1.129

Source: 2009 National Household Travel Survey Database, Federal Highway Administration

Table A-6
Trip Generation Rate by Single Family Land Use Tier

Estimation of Trip Rate by Tier	Trip Rate[1]	Assessable Trip Length[2]	Daily VMT[3]	Ratio to Mean[4]
Single Family (Detached)				
Less than 1,500 sf & Very Low Income	**2.75**	6.62	18.20	0.352
Less than 1,500 sf & Low Income	**4.13**	6.62	27.35	0.529
Less than 1,500 sf	**6.23**	6.62	41.26	0.798
1,500 to 2,499 sf	**7.81**	6.62	51.70	1.000
2,500 sf or larger	**8.82**	6.62	58.37	1.129

1) Daily VMT (Item 3) divided by assessable trip length (Item 2) for each tiered single family land use category
2) Source: Table A-2
3) Ratio to mean (Item 4) multiplied by total daily VMT for the 1,500 to 2,499 sf tier for each tiered single family land use category
4) Source: Table A-5

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Green Cove Springs Mobility Fee Report

Developed by:

Gannett Fleming

RSG

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** June 6, 2023

FROM: Michael Daniels, AICP, Planning & Zoning Director

SUBJECT: Second and final reading of Ordinance O-15-2023, the CRA Trust Fund. ***Michael Daniels***

BACKGROUND

After approval of a community redevelopment plan, there may be established for each community redevelopment agency created under s. 163.356 a redevelopment trust fund. Funds allocated to and deposited into this fund shall be used by the agency to finance or refinance any community redevelopment it undertakes pursuant to the approved community redevelopment plan. No community redevelopment agency may receive or spend any increment revenues pursuant to this section unless and until the governing body has, by ordinance, created the trust fund and provided for the funding of the redevelopment trust fund until the time certain set forth in the community redevelopment plan as required by s. 163.362(10). Such ordinance may be adopted only after the governing body has approved a community redevelopment plan.

FISCAL IMPACT

An estimated $10 to $36 Million could be generated within the proposed Community Redevelopment Area.

RECOMMENDATION

Staff recommends approval of Ordinance O-15-2023, CRA Trust Fund

RECOMMENDED MOTION:

Motion to approve final reading of Ordinance O-15-2023, CRA Trust Fund

ORDINANCE NO. O-15-2023

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ESTABLISHING A REDEVELOPMENT TRUST FUND; PROVIDING FOR THE FUNDING OF A REDEVELOPMENT TRUST FUND FOR COMMUNITY REDEVELOPMENT WITHIN THE GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AREA; PROVIDING FOR ADMINISTRATION OF THE REDEVELOPMENT TRUST FUND; DETERMINING THE INCREMENT REVENUE TO BE DEPOSITED IN THE REDEVELOPMENT TRUST FUND; ESTABLISHING THE BASE YEAR FOR DETERMINING ASSESSED VALUES OF PROPERTY IN THE COMMUNITY REDEVELOPMENT AREA FOR INCREMENT REVENUE PURPOSES; PROVIDING FOR THE ANNUAL APPROPRIATIONS OF THE INCREMENT REVENUE BY TAXING AUTHORITIES IN THE COMMUNITY REDEVELOPMENT AREA; APPOINTING THE GOVERNING BODY OF THE GREEN COVE SPRINGS COMMUNITY REDEVELOPMENT AGENCY AS THE TRUSTEE OF THE REDEVELOPMENT TRUST FUND; AND PROVIDING FOR CONFLICTS, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

WHEREAS, the Community Redevelopment Act of 1969 as codified in Part III of Chapter 163, Florida Statutes, the Redevelopment Act ("Act"), empowers counties and municipalities to undertake community redevelopment in order to eliminate, remedy or prevent slums and blighted areas and to provide affordable housing; and

WHEREAS, Clay County, Florida ("County") has adopted a home rule charter and it is necessary for the City Council of the City of Green Cove Springs ("City") to obtain a delegation of the powers conferred upon the County by the Redevelopment Act, so that the City may exercise the authority and powers conferred by such act within the community redevelopment area ("Redevelopment Area") in the City; and

WHEREAS, on April 19, 2022, the City adopted Resolution No. R-03-2022 by which the City (1) ascertained, determined and declared a Finding of Necessity as required by law and determined that the Redevelopment Area (as defined therein) constituted a "blighted area" as defined in Section 163.340(8), Florida Statutes; (2) expressed the desire for the creation of a community redevelopment agency ("Agency"), pursuant to Section 163.356, Florida Statutes to promote and encourage rehabilitation, conservation and redevelopment within the Redevelopment Area; and (3) either in the Resolution or otherwise sought approval from Clay County that the Redevelopment Area meets the criteria described in Section 163.340(8) and 163.355, Florida Statutes and requested delegation of authority from the County to create a community redevelopment agency, adopt a community redevelopment plan and establish a redevelopment trust fund; and

WHEREAS, on August 9, 2022, the County found and determined that the establishment of a community redevelopment agency and the establishment of the Redevelopment Area would serve a public purpose and would be consistent with the goals, objectives and policies of the Clay County Comprehensive Plan, and would otherwise be consistent with the controlling provisions of State law. Pursuant to Section 163.410, Florida Statutes, the County adopted Resolution No. 2021-2022-56 which delegated to the City the limited power to the create a community redevelopment agency and to prepare and adopt a redevelopment plan to be reviewed and approved by the City and the County; and

WHEREAS, on November 29, 2022, the City Planning and Zoning Commission, as the Local Planning Agency, unanimously approved a redevelopment plan; and

WHEREAS, on January 12, 2023, the Community Redevelopment Agency approved the redevelopment plan dated January 11, 2023 and attached hereto as Exhibit A (the

"Redevelopment Plan") and recommended the Redevelopment Plan be approved by the City Council; and

WHEREAS, on April 25, 2023 Clay County adopted Resolution 2022/2023-39 approving the Redevelopment Plan and, an Interlocal Agreement, attached hereto as Exhibit B, by and among the County, the City and the Agency, which sets the rates for the increment ad valorem contributions. With this Resolution, the County has now found and determined that the establishment of the Redevelopment Area will serve a public purpose and is consistent with the goals, objectives and policies of the Clay County Comprehensive Plan, and will otherwise be consistent with the controlling provisions of State law. Pursuant to Section 163.410, Florida Statutes, the County has delegated to the City, as set forth in Section 3 of the Interlocal Agreement, such authority, rights, and responsibilities conferred upon the County pursuant to Part III, Chapter 163, Florida Statutes to adopt the Redevelopment Plan and establish a redevelopment trust fund, with certain limitations thereon; and

WHEREAS, on May 16, 2023, following a noticed public hearing, the City adopted the Redevelopment Plan and approved the Interlocal Agreement pursuant to Resolution No. R-06-2023; and

WHEREAS, in order to plan and implement the Redevelopment Plan within the Redevelopment Area, it is necessary that a redevelopment trust fund be established and created for said area as provided in Section 163.387, Florida Statutes; and

WHEREAS, notice of the City Council's intention to create a redevelopment trust fund has been published in a local newspaper of general circulation and mailed to all "taxing authorities" in accordance with Section 163.346, Florida Statutes; and

WHEREAS, this ordinance was read by title at two public meetings held on May 16,

2023 and on June 6, 2023 in front of City Council, and additionally, a properly noticed public hearing regarding this Ordinance was held on June 6, 2023.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, as follows:

Section 1. The foregoing recitals are incorporated as part of this Ordinance by reference.

Section 2. The City Council has the authority to adopt this Ordinance pursuant to Article VII of the Constitution of the State of Florida and Chapters 163 and 166, Florida Statutes, and the delegation of authority granted by Clay County pursuant to Resolution 2022/2023-39.

Section 3. There is hereby established and created, in accordance with the provisions of the Act and the Interlocal Agreement, a Community Redevelopment Trust Fund ("Trust Fund") for the Redevelopment Area, which Trust Fund shall be utilized and expended for the purposes of and in accordance with the Redevelopment Plan, including any amendments or modifications thereto, including any "community redevelopment" as that term is defined in Section 163.340(9), Florida Statutes, under the Plan and as consistent with the Interlocal Agreement.

Section 4. The monies to be allocated to and deposited into the Trust Fund shall be used to finance "community redevelopment" in accordance with the Redevelopment Plan within the Redevelopment Area according to increment revenues attributed to the Redevelopment Area, which shall be appropriated by the Agency. The Agency shall utilize the funds and revenues paid into and earned by the Trust Fund for community redevelopment purposes as provided in the Redevelopment Plan and as permitted by law and the Interlocal Agreement. The Trust Fund shall exist for the duration of the "community redevelopment" undertaken by the Agency pursuant to the Redevelopment Plan to the extent permitted by the Act and the Interlocal Agreement as stated in the Redevelopment Plan. Monies shall be held in the Trust Fund by the City, for and on behalf of the Agency, and disbursed from the Trust Fund as provided by the Agency.

Section 5. There shall be paid into the Trust Fund each year beginning in October, 2024 but no later than January 1, 2025, and annually thereafter through and including October, 2053 by each of the "taxing authorities" (City of Green Cove Springs and Clay County), as that term is defined in Section 163.340(24) Florida Statutes levying the amounts of ad valorem taxes in the Redevelopment Area as calculated in accordance with Section 7 of this Ordinance, the Interlocal Agreement and Section 163.387(1)(a) of the Act, based on the base year established in Section 6 of this Ordinance (such annual sum being hereinafter referred to as the "tax increment").

Section 6. The most recent assessment roll used in connection with the taxation of

property prior to the effective date of this Ordinance shall be the preliminary assessment roll of taxable real property in Clay County, Florida, prepared by the Property Appraiser of Clay County, Florida, and certified pursuant to Section 193.122, Florida Statutes reflecting valuation of real property for purposes of ad valorem taxation as of January 1, 2023("base year value") and all deposits into the Trust Fund shall be in the amount of tax increment calculated as provided in Section 7 hereof based upon the increases in valuation of taxable real property in the Area, prepared by the Property Appraiser of Clay County, Florida, filed with the Department of Revenue pursuant to Section 193.1142, Florida Statutes.

Section 7. The annual funding of the Trust Fund shall be in an amount not less than that tax increment from the City and County in connection with the undertaking and carrying out of community redevelopment. Such increment shall be determined annually as set forth below:

(a) City of Green Cove Springs shall appropriate and deposit ninety-five percent (95%) of an amount based on the calculation of increment using the City's millage in the applicable year into the Trust Fund in accordance with the Act.

(b) Clay County shall appropriate and deposit ninety percent (90%) of the tax increment funds as defined in Section 4.B.(3) of the Interlocal Agreement and derived from the Redevelopment Area in the applicable year into the Trust Fund for years one through twenty (through and including October, 2043). For years twenty-one through thirty (October, 2044 through and including October, 2053), the County shall appropriate and deposit eighty percent (80%) of the tax increment funds as defined in the Interlocal Agreement from the Redevelopment Area in the applicable year into the Trust Fund.

Section 8. The taxing authorities shall annually appropriate to and cause to be deposited in the Trust Fund the tax increment revenue determined pursuant to the Act and Section 7 of this Ordinance at the beginning of each fiscal year thereof as provided in the Act. The obligation of each taxing authority to annually appropriate the tax increment for deposit in the Trust Fund shall commence immediately upon the effective date of this Ordinance and continue to the extent permitted by the Act and the Interlocal Agreement so long as any indebtedness pledging "tax increment revenue" is to be paid and so long as the Redevelopment Plan is in effect.

Section 9. The Trust Fund shall be maintained as a separate trust fund by the City so that the Trust Fund may be promptly and effectively administered and utilized expeditiously and without undue delay for its statutory purpose pursuant to the Redevelopment Plan.

Section 10. The governing body of the Agency shall be the trustee of the Trust Fund and shall be responsible for the receipt, custody, disbursement, accountability, management, investment and proper application of all monies paid into the Trust Fund.

Section 11. The Agency shall provide for an audit of the Trust Fund each fiscal year

and a report of such audit to be prepared by an independent certified public accountant or firm in accordance with the Act. Such report shall describe the amount and source of deposits into, and the amount and purpose of withdrawals from, the Trust Fund during such fiscal year and the amount of principal and interest paid during such year on any indebtedness to which increment revenues are pledged and the remaining amount of the indebtedness. The Agency shall provide by registered mail a copy of the report to each applicable taxing authority. The Agency shall also comply with all applicable provisions of Chapter 189.016, Florida Statutes.

Section 12. The issuance of revenue bonds, notes or other obligations shall not create a pledge of the faith and credit of the County or City, but shall be payable solely from the increment revenues deposited in the Trust Fund together with any other non ad valorem revenues of the City or Agency as provided in the Plan.

Section 13. The City Clerk of the City is hereby authorized and directed to send a certified copy of this Ordinance to each of the taxing authorities and to the Property Appraiser of Clay County, Florida.

Section 14. Conflict.

(a) All Ordinances or parts of Ordinances insofar as they are inconsistent or in conflict with the provisions of this Ordinance are hereby repealed to the extent of any conflict.

(b) In the event of conflict between this Ordinance, the Act or the Interlocal Agreement, the provisions of the Interlocal Agreement shall control.

Section 15. Severability. If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect any other provision or application of this Ordinance which can be given effect without the invalid provision or application.

Section 16. Effective Date. This Ordinance shall take effect immediately upon its final adoption by the City Council.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, ON THIS 16th DAY OF MAY, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

By: _____

Constance W. Butler, Mayor

ATTEST: _____
Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA, THIS 6th DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

By: _____
Constance W. Butler, Mayor

ATTEST: _____
Erin West, City Clerk

APPROVED AS TO FORM:

_____
L. J. Arnold III, City Attorney

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** June 6, 2023

FROM: Michael Daniels, Planning and Zoning Director

SUBJECT: First reading of Ordinance O-17-2023 for parcel # 016450-001-01 for approximately 1.33 acres located on the northwest corner of US Highway 17 and SR 16 requesting a

Zoning Amendment From: Residential High Density, R-3

To: C-2, General Commercial

PROPERTY DESCRIPTION

APPLICANT: Kimley-Horn and Assoc. Inc. **OWNER:** Brightwork Real Estate

PROPERTY LOCATION: Northwest corner of US Highway 17 and SR 16

PARCEL NUMBER: Parcel #016450-001-01

FILE NUMBER: ZON-23-004

CURRENT ZONING: Residential High Density, R-3, Commercial & C-2 General Commercial

FUTURE LAND USE DESIGNATION: Mixed Use

SURROUNDING LAND USE

NORTH: **FLU**: Mixed Use
Z: Recreation and Conservation (RC)
Use: Undeveloped

SOUTH: **FLU**: Industrial
Z: C-2 General Commercial
Use: Shopping Center

EAST: **FLU**: Mixed Use, Public
Z: C-2 General Commercial, RC
Use: Convenience Store/Gas Station/Undeveloped

WEST: **FLU**: Industrial (County)
Z: C-2 General Commercial
Use: Undeveloped

BACKGROUND

PROPERTY DESCRIPTION:

The applicant, Mark Shelton, with Kimley-Horn and Assoc, has submitted a rezoning request for 1.33 acres to rezone a portion of the subject property from R-3, High Density Residential to C-2, General Business. The property is north of the Cove Shopping Center and west of the Speedway Service Station. The remaining adjacent properties are undeveloped. as shown on the description sketch, the western 20 feet of the property includes an easement to the City as set forth in 1983 (Ordinance O-6-83). The intent behind the easement was initially for City utility maintenance. The property is located within the AE FEMA Flood zone and is within a Freshwater Forested Shrub wetland.

The site is located within the City's Water, and Sewer Service Boundaries. It will be served by the City's utilities and sanitation services.

Compatibility

The Subject Property is located adjacent to predominantly commercial uses to the south and east and undeveloped property to the north and west. The easement on the western portion of the property is not needed for the City's utility maintenance but will be required to be constructed as the continuation of the Palmetto trail project from the northern edge of the property to Green Cove Avenue as part of the Site Development process. Due to the existence of wetlands on the property, a wetland delineation map shall be required to ensure that any existing wetlands are preserved. Because the property is located within the

AE FEMA floodzone, they will be required to comply with all requirements of the City's floodzone ordinance as well as applicable requirements from State and Federal Agencies.

The C-2 General Business Zoning district is a commercial zoning district which is intended for intensive uses that generate high traffic volumes. The subject property is located on US 17 which is a 4-lane principal arterial roadway and has a Future Land Use Designation of Mixed Use which is compatible with the C-2 Zoning District.

Intent of Existing Zoning District

Heavy Industrial (County)

All land designated as Zone IB is subject to the regulations of this Section and Sec. 20.3-10. Such areas are established in order to provide adequate areas for activities of a heavy industrial nature. A site plan conforming to the requirements of this chapter shall be submitted to the Planning and Zoning Department for administrative review and approval prior to obtaining a building permit for all uses within this District.

Intent of Proposed Zoning District

The commercial high intensity (CHI), C-2 general commercial zoning category district is intended for intensive commercial uses which generally require a conspicuous and accessible location convenient to streets carrying large volumes of traffic.

STAFF RECOMMENDATION

Staff recommends approval of the rezoning request to C-2, General Business.

RECOMMENDED MOTIONS:

Rezoning

Motion to recommend approval of first reading of Ordinance O-17-2023 for form and legality, to amend the zoning of the property described therein from Residential High Density, R-3 to C-2, General Commercial.

GREEN COVE SPRINGS C-STORE
REZONING APPLICATION

Exhibit A	Application
Attachment 1	Statement of Proposed Change
Attachment 1A	Current Zoning Map
Attachment 1B	Proposed Zoning Map
Attachment 2	Aerial Map
Attachment 3	Plat of the property
Attachment 4	Legal Description
Attachment 5	Survey
Attachment 6	Proof of Ownership

EXHIBIT A

APPLICATION

FOR OFFICE USE ONLY

P Z File #_____

Application Fee:_____

Filing Date: _____Acceptance Date:_____

Review Date: SRDT_____ P & Z _____ CC _____

Rezoning Application

A. PROJECT

1. Project Name: Green Cove Springs C-Store
2. Address of Subject Property: Intersection of S US Hwy 17 & Cooks Lane, Green Cove Springs, FL 32043
3. Parcel ID Number(s): 38-06-26-016450-001-01
4. Existing Use of Property: Vacant
5. Future Land Use Map Designation : Mixed-Use
6. Existing Zoning Designation: R3
7. Proposed Zoning Designation: C2
8. Acreage: 1.33 +/-

B. APPLICANT

1. Applicant's Status ☐Owner (title holder) ☑Agent
2. Name of Applicant(s) or Contact Person(s): Mark Shelton, AICP Title:_____

   Company (if applicable): Kimley-Horn and Associates, Inc.

   Mailing address: 12740 Gran Bay Parkway West, Ste. 2350

   City: Jacksonville State: Florida ZIP: 32258

   Telephone: (904) 828 3900 FAX: (___)_____ e-mail: mark.shelton@kimley-horn.com

3. If the applicant is agent for the property owner*

   Name of Owner (titleholder):): Brightwork Real Estate, Inc.

   Mailing address: 3708 West Swann Ave., Ste. 200

   City: Tampa State: Florida ZIP: 33609

   Telephone: (___)_____ FAX: (___)_____ e-mail:_____

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ADDITIONAL INFORMATION

1. Is there any additional contact for sale of, or options to purchase, the subject property?

☐Yes ☑No If yes, list names of all parties involved:

If yes, is the contract/option contingent or absolute?

☐Contingent ☐Absolute

D. ATTACHMENTS

1. Statement of proposed change, including a map showing the proposed zoning change and zoning designations on surrounding properties
2. A current aerial map (Maybe obtained from the Clay County Property Appraiser.)
3. Plat of the property (Maybe obtained from the Clay County Property Appraiser.)
4. Legal description with tax parcel number.
5. Boundary survey
6. Warranty Deed or the other proof of ownership
7. Fee.

    a. $750 plus $20 per acre over 5

    b. All applications are subject 10% administrative fee and must pay the cost of postage, signs, advertisements and the fee for any outside consultants.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees necessary for technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

All 7 attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Mark Shelton, Senior Planner
Typed or printed name and title of applicant

3/29/23
Date

Signature of Co-applicant

Please see attached property owner affidavit.
Typed or printed name of co-applicant

Date

State of FLORIDA County of DUVAL

The foregoing application is acknowledged before me this 29th day of MARCH, 2023, by MARK SHELTON, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL

DENISE MARIE HENKES
MY COMMISSION # HH 294116
EXPIRES: July 27, 2026

Signature of Notary Public, State of FLORIDA

Denise Marie Henkes

PROPERTY OWNER AFFIDAVIT

Owner Name: Brightwork Real Estate, Inc.	
Address: 3708 West Swann Ave., Ste. 200	Phone:
Agent Name: Kimley-Horn and Associates, Inc.	
Address: 12740 Gran Bay Parkway West, Ste 2350	Phone: 904-828-3900
Parcel No.: 38-06-26-016450-001-01	
Requested Action: Authorization to submit entitlement applications on behalf of the property owner.	

I hereby certify that:

I am the property owner of record. I authorize the above listed agent to act on my behalf for the purposes of this application.

Property owner signature: _____

Printed name: T. Austin Simmons, Vice President of Brightwork Real Estate, Inc.

Date: 3/28/23

The foregoing affidavit is acknowledged before me this 28th day of March, 2023 by T. Austin Simmons, who is/are personally known to me, or who has/have produced _____ as identification.

NOTARY SEAL
Notary Public State of Florida
Christina E Serra
My Commission HH 340703
Expires 12/12/2026

Signature of Notary Public, State of FL

Detail by Entity Name

Florida Profit Corporation
BRIGHTWORK REAL ESTATE, INC.

Filing Information

Document Number	P08000021298
FEI/EIN Number	26-2092430
Date Filed	02/26/2008
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	11/07/2008
Event Effective Date	NONE

Principal Address

3708 WEST SWANN AVENUE
SUITE 200
TAMPA, FL 33609

Changed: 04/28/2009

Mailing Address

3708 WEST SWANN AVENUE
SUITE 200
TAMPA, FL 33609

Changed: 04/28/2009

Registered Agent Name & Address

SIMMONS, TIMOTHY A
3708 W. SWANN AVENUE, SUITE 200
TAMPA, FL 33609

Name Changed: 06/20/2014

Address Changed: 06/20/2014

Officer/Director Detail

Name & Address

Title P

DOUGLAS, BRADFORD G
3708 WEST SWANN AVENUE - SUITE 200
TAMPA, FL 33609

Title VPS

HILSMAN, HENRY
3708 WEST SWANN AVENUE - SUITE 200
TAMPA, FL 33609

Title VPT

SIMMONS, T. AUSTIN
3708 WEST SWANN AVENUE - SUITE 200
TAMPA, FL 33609

Annual Reports

Report Year	Filed Date
2020	02/18/2020
2021	02/04/2021
2022	03/09/2022

Document Images

03/09/2022 -- ANNUAL REPORT	View image in PDF format
02/04/2021 -- ANNUAL REPORT	View image in PDF format
02/18/2020 -- ANNUAL REPORT	View image in PDF format
03/11/2019 -- ANNUAL REPORT	View image in PDF format
03/16/2018 -- ANNUAL REPORT	View image in PDF format
03/15/2017 -- ANNUAL REPORT	View image in PDF format
03/28/2016 -- ANNUAL REPORT	View image in PDF format
03/19/2015 -- ANNUAL REPORT	View image in PDF format
06/20/2014 -- Reg. Agent Change	View image in PDF format
02/18/2014 -- ANNUAL REPORT	View image in PDF format
03/21/2013 -- ANNUAL REPORT	View image in PDF format
04/10/2012 -- ANNUAL REPORT	View image in PDF format
04/19/2011 -- ANNUAL REPORT	View image in PDF format
04/09/2010 -- ANNUAL REPORT	View image in PDF format
04/28/2009 -- ANNUAL REPORT	View image in PDF format
11/07/2008 -- Amendment	View image in PDF format
03/20/2008 -- Amendment and Name Change	View image in PDF format
02/27/2008 -- Domestic Profit	View image in PDF format

ATTACHMENT 1

STATEMENT OF PROPOSED CHANGE

Statement of Proposed Change

This application requests the rezoning of a 1.33 acres (Parcel ID 38-06-26-016450-001-01) located at the intersection of US Hwy 17 and Cooks Lane (US Hwy 16) in Green Cove Springs, FL 32043. This rezoning application is required to rezone the subject Parcel from Residential High Density (R-3) to Commercial High Intensive (C-2) general commercial.

The subject parcel contains two separate zoning districts. A portion of this parcel is zoned C-2 and the other portion is zoned R-3. The portion that is C-2 is not large enough to be split off and developed into a parcel on its own. In addition, the R-3 portion is not large enough to support a high-density residential use such as multi-family apartments, therefore continuing with these two separate zoning districts is not practical or feasible. Also, The R-3 zoning district is incompatible with the location. It is common planning practice for parcels located at the intersection of two state roads (major collectors) to be zoned for commercial use. The requested rezoning will combine the two separate zoning districts into one commercial zoning district for the entire parcel. This rezoning will not have a negative impact on the adjacent property owners as the majority of the surrounding property to the northwest is zoned for recreation.

It is the intent of the applicant to impact the least amount of wetlands on site as possible. The Applicant is also working with FDOT to ensure that the least amount of wetlands are impacted for the driveway access along SR17. The Applicant has also agreed to allow the proposed bike trail to the north to continue through the subject parcel down to Cooks Lane for future improvements.

The requested rezoning meets the following City of Green Cove Springs 2045 Comprehensive Plan objectives and policies:

Objective 1.1. Future Land Use Map. New development and redevelopment activities shall be directed in appropriate areas of the City as depicted on the Future Land Use Map (FLUM).

The proposed rezoning is at the intersection of US 16 and US 17, a prime location for commercial uses. Currently the property is vacant and has a future land use designation of mixed-use. This rezoning request is appropriate for the subject location.

Future Land Use Policy 1.1.1. The following Future Land Use categories (FLUC), along with their intended uses, densities, and intensities, are established as follows (FAR only applies to non-residential uses):

> Mixed Use (MU): This FLUC encompasses lands along major transportation corridors and is intended to accommodate primarily nonresidential uses including light and heavy commercial uses, lodging, and professional offices, interspersed with medium density residential uses and public/semi-public facilities.

The subject parcel has a future land use designation of mixed-use and is located at a state road intersection. Therefore, the C-2 zoning designation is a more appropriate zoning designation for the mixed-use FLUC that is intended for non-residential uses. As such, the proposed rezoning meets the intent of this comprehensive plan policy.

Future Land Use Objective 1.2. Sustainability. The City shall strive to cultivate a sustainable land use pattern by preventing the proliferation of urban sprawl, ensuring the efficient provision of services, and implementing smart growth principles.

The proposed rezoning implements smart growth principles by requesting commercial zoning along a state road intersection. Therefore, the proposed rezoning is currently serviced by existing infrastructure and services and fulfills this comprehensive plan objective. Further, the proposed zoning is compatible with the surrounding uses, appropriate in this location, and is infill development in a location serviced by existing infrastructure.

Future Land Use Policy 1.3.2. The City shall establish locational criteria in the LDC for future rezoning of sites to higher density and/or intensity districts. The following principles shall be considered:

a. Compatibility means that different land uses can coexist in relative proximity to each other provided that a use is not impacted directly or indirectly by another use.

   The requested rezoning is compatible with the proposed location as it is located at the intersection of US-16 and US-17, and there is an existing Speedway gas station directly across US-17. Additionally, the adjacent property to the northwest is zoned for recreation.

b. Increases in density and intensity must generally occur in a gradual fashion, avoiding abrupt transitions.

   The proposed rezoning fronts the intersection of two state roads and therefore is an appropriate location for the intensity of commercial high intensive (C-2) general commercial zoning. This zoning designation is intended to front high volume roads such as US-16 and US-17. Additionally, part of the subject parcel is already zoned C-2, and this application is requesting to bring the entire parcel into the C-2 zoning district.

c. High density residential uses should generally be located in areas that have adequate vehicular access and proximity to service uses.

   The requested rezoning is not for high density residential use.

d. Spot zoning should be avoided. Spot zoning refers to changing the zoning designation of a small parcel of land for a designation totally different from that of the surrounding area for the benefit of the owner of such property and to the detriment of other owners.

   The requested rezoning would bring the entire parcel (Parcel ID 38-06-26-016450-001-01) into the C-2 zoning district, therefore remedying the inconsistent parcel zoning.

ATTACHMENT 1A

CURRENT ZONING MAP

GREEN COVE SPRINGS C-STORE

CURRENT ZONING MAP

Legend
Project Site

N

Kimley»Horn
Expect More. Experience Better.

ATTACHMENT 1B

PROPOSED ZONING MAP

GREEN COVE SPRINGS C-STORE

PROPOSED ZONING MAP

Legend
Project Site

N

Kimley»Horn
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ATTACHMENT 2

AERIAL MAP

GREEN COVE SPRINGS C-STORE

AERIAL MAP

Legend
Project Site

N

Kimley»Horn
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ATTACHMENT 3

PLAT OF THE PROPERTY

GREEN COVE SPRINGS C-STORE

PROPERTY APPRAISER'S PLAT MAP

Legend
Project Site

N

Kimley»Horn
Expect More. Experience Better.

ATTACHMENT 4

LEGAL DESCRIPTION

Description Sketch
(Not A Survey)

REZONING PARCEL

A parcel of land lying in Section 38, Township 6 South, Range 26, Clay County, Florida, and being more particularly described as follows:

COMMENCE at the Intersection of the Northwesterly Right-of-way line of State Road 16 and the Southwesterly Right-of-way line of State Road 15 (U.S. Highway 17); thence run N 15°56'32" W along said Southwesterly Right-of-way line of State Road 15, a distance of 143.24 feet to the POINT OF BEGINNING; thence departing said Southwesterly Right-of-way line, run S 73°50'33" W, a distance of 235.08 feet; thence N 14°29'51" W, a distance of 89.83 feet; thence N 14°29'51" W, a distance of 121.79 feet; thence N 66°12'16" E, a distance of 30.36 feet; thence N 66°10'11" E, a distance of 169.13 feet; thence N 74°43'31" E, a distance of 0.17 feet; thence N 66°15'51" E, a distance of 54.35 feet; thence S 15°46'46" E, a distance of 148.15 feet; thence S 15°46'37" E, a distance of 97.18 feet; thence S 73°50'33" W, a distance of 21.18 feet to the POINT OF BEGINNING.

Containing 1.331 acres, more or less.

NOTES:
1) The bearings shown hereon are based on the Southwesterly Right-of-way line of State Road 15 (U.S. 17), having a Grid bearing of N 15°56'32" W. The Grid bearings shown hereon refer to the State Plane Coordinate System, North American Datum of 1983 (NAD 83-2007 Adjustment) for the East Zone of Florida.

SEE SHEET 1 FOR DESCRIPTION
SEE SHEET 2 FOR SKETCH

JOB #: BISHOP PROPERTY - REZONING PARCEL
DRAWN: MRC DATE: 03/27/2023 CHECKED: JDF
Prepared For: BRIGHTWORK REAL ESTATE

Central Florida
528 Northlake Blvd, Suite 1040
Altamonte Springs, Florida 32701
Phone: (321) 270-0440
www.geopointsurvey.com
Licensed Business No.: LB 7768

GeoPoint Surveying

Judd French **LS7095**

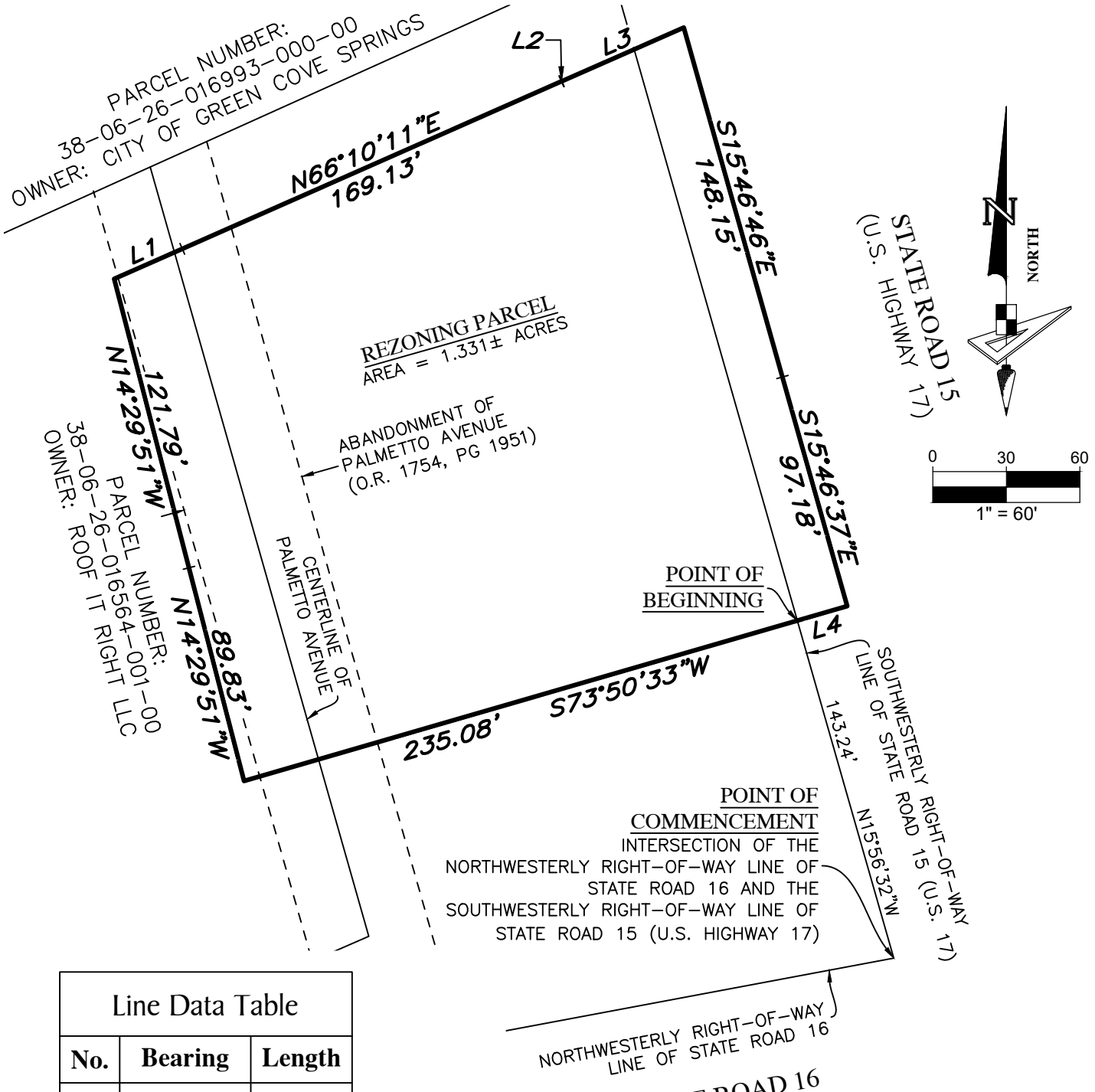
FILE PATH: BISHOPPORPERTY-REZONINGPARCEL-SOD.DWG LAST SAVED BY: MATTCHEPO

ATTACHMENT 5

SURVEY

Description Sketch

(Not A Survey)



Line Data Table		
No.	**Bearing**	**Length**
L1	N66°12'16"E	30.36'
L2	N74°43'31"E	0.17'
L3	N66°15'51"E	54.35'
L4	S73°50'33"W	21.18'

NOTE:
SEE SHEET 1 FOR DESCRIPTION
SEE SHEET 2 FOR SKETCH

See Sheet 1 for Signature & Revisions

Central Florida
528 Northlake Blvd, Suite 1040
Altamonte Springs, Florida 32701
Phone: (321) 270-0440
www.geopointsurvey.com
Licensed Business No.: LB 7768

GeoPoint
Surveyi

FILE PATH: BISHOPPORPERTY-REZONINGPARCEL-SOD.DWG LAST SAVED BY: MATTCHEPO

ATTACHMENT 6

PROOF OF OWNERSHIP

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AGREEMENT FOR SALE AND PURCHASE

This is an Agreement ("Agreement"), dated as of the date specified below, by and between LYMAN HALL ("Seller"), and BRIGHTWORK ACQUISITIONS, LLC, a Florida limited liability company ("Buyer").

1. Sale of Property. Seller agrees to sell to Buyer and Buyer agrees to purchase from Seller upon the terms and conditions set forth below, certain land in Clay County, Florida, (the "Real Property"), described on Exhibit A attached hereto together with all improvements located thereon and to the extent assignable, all tenements, hereditaments and appurtenances thereto and all development and other rights related to the Real Property, including without limitation:

(i) all agreements, leases, contracts, covenants, easements and restrictions related to or benefiting the Real Property and any and all rights of Seller thereunder, including development rights, air rights, water and well rights, density (lot coverage) rights, and drainage rights;

(ii) all approvals, permits, and applications with or from governmental authorities related to or benefiting the Real Property; and

(iii) all documents and work product of all professionals in connection with the Real Property, including all environmental studies and water samplings, all soil or engineering tests, and all construction, engineering, architectural, landscaping, and other plans, drawings, specifications, surveys, maps, site plans, plats, and other graphics related to development of the Real Property.

All of the foregoing are hereinafter collectively referred to as the "Property."

2. Purchase Price. Subject to the adjustments permitted or required pursuant to this Agreement, Buyer shall pay to Seller a total purchase price of $[redacted] for the Property. The purchase price shall be payable at Closing by wire transfer, cashier's or official check.

3. Earnest Money Deposit. Within five (5) business days after the execution of this Agreement by Buyer and Seller, Buyer shall deposit with "Escrow Agent" (defined in ¶ 16 below) the sum of [redacted] The above deposit, together with any additional deposits are hereinafter referred to as the "Deposit." The Deposit shall be placed in a non-interest bearing trust account and shall be held in escrow until:

(i) the Deposit is returned to Buyer pursuant to the provisions of this Agreement;

(ii) the Deposit is delivered to Seller pursuant to the provisions of this Agreement; or

(iii) Closing, in which case the Deposit shall be applied towards the Purchase Price for the Property.

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4. Feasibility Study Period. Buyer shall at all reasonable times from the Effective Date of this Agreement until Closing (or until this Agreement is terminated prior to Closing), have access to the Property for itself, its agents and contractors for the purpose of conducting all such inspections, environmental reports, surveys, soil tests, drainage and percolation tests, and general collection of engineering data, as Buyer may deem necessary. Buyer shall have 90 days from the Effective Date (the "Feasibility Study Period") to evaluate the feasibility of Buyer's purchase and ultimate development of the Property. Within ten (10) days after the Effective Date, Seller shall deliver to Buyer copies of all materials identified in ¶ 1. The Feasibility Study Period shall be extended one day for each day that the materials identified in ¶ 1 are not delivered as required. If, on or before the expiration of the Feasibility Study Period, Buyer notifies Seller that Buyer has determined, at Buyer's option and in Buyer's sole, absolute and complete discretion, that its purchase and ultimate development of the Property, for any reason whatsoever (regardless of the results of such inspections, tests, etc.), is not feasible and that Buyer therefore desires to terminate this Agreement, the Deposit shall be returned to Buyer, this Agreement shall terminate, and Buyer and Seller shall be relieved of any further liability or obligation hereunder except for the Inspection Indemnity described in ¶ 22 and the Broker Indemnity described in ¶ 26 below.

5. Permit Contingency Period. Buyer shall have from the expiration of the Feasibility Study period as defined in ¶ 4 hereof, 150 days (the "Permit Contingency Period") to secure all necessary government approvals including but not limited to all building permits, demolition permits, site plan approvals for Buyers intended use and development (the "Permits"). Any and all deposits shall be "at risk" subject only to receipt of all necessary government approvals and building permits. If during the Permit Contingency Period Buyer notifies Seller that it is unable to obtain Permits after reasonable diligence and Buyer therefore desires to terminate this Agreement, the Deposit shall be returned to Buyer after any and all work product regarding this site is turned over to the Seller after which this Agreement shall terminate, and Buyer and Seller shall be relieved of any further liability or obligation hereunder except for the Inspection Indemnity described in ¶ 22 and the Broker Indemnity described in ¶ 26 below.

6. Closing. Closing shall take place at a location as Buyer and Seller agree, on the date which is the earlier of 30 days after (a) the end of the Permit Contingency Period or (b) Buyer's receipt of the Permits, unless otherwise extended by the provisions of this Agreement or otherwise mutually agreed upon between the Buyer and Seller in writing, at which time Escrow Agent shall accept tender of the deed for recording and tender of the Purchase Price balance for delivery to Seller.

7. Deed / Closing Documents. Seller shall convey marketable fee simple title to the Property to or at the direction of Buyer by special warranty deed free and clear of all liens and encumbrances, except as hereinafter provided. At Closing, Seller shall deliver to Buyer and Escrow Agent its affidavit in form sufficient for the purpose of deleting the standard exceptions for construction liens and claims of parties in possession from the title policy hereinafter described and all other documents reasonably necessary to effectuate this Agreement.

8. Intentionally Deleted.

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9. Title Insurance. Not more than 10 days after the Effective Date, Seller shall deliver to Buyer a written commitment issued by a nationally recognized title insurance underwriter reasonably acceptable to Buyer (the "Company") binding the Company to insure marketable title to the Property in Buyer subject only to exceptions of record by its Extended Owners Title Insurance Policy, upon recording of the Special Warranty Deed (the "Title Binder"). The Title Binder shall be accompanied by legible copies of all exceptions noted on Schedule B of the Title Binder.

10. Survey. Buyer may, at Buyer's expense, obtain a current survey of the Property (the "Survey") prepared and certified by a registered Florida land surveyor. If the Survey identifies any issues unacceptable to Buyer, in its sole discretion, such defect shall be treated in the same manner as a title defect under ¶ 11 below.

11. Defects in Title. Buyer shall notify Seller of any objections to title revealed in the Title Binder or Survey within 30 days after receipt of each. If Buyer fails to so notify Seller in writing of its objections to title to the Property, title to the Property shall be deemed to have been approved by Buyer. Seller shall have a period of 30 days after receipt of notice of any defect to cure the same. If the Seller is unable or unwilling to cure any title defect within such period, Buyer may at its option: (i) terminate this Agreement, or (ii) accept a conveyance of title to the Property in its existing condition without reduction of the Purchase Price. If Buyer elects to terminate this Agreement, the Deposit shall be returned to the Buyer and thereafter the parties shall have no further rights or obligations hereunder or to each other except as set forth in ¶ 4.

12. Closing Costs.

(a) Buyer shall pay the following costs and expenses in connection with the Closing:

(i) the cost of the Survey and all other costs of Buyer's investigation.

(b) Seller shall pay the following costs and expenses in connection with the Closing:

(i) all recording fees and documentary stamps required by law to be affixed to the Special Warranty Deed;

(ii) the premium payable for the Title Binder and owner's policy issued pursuant thereto.

Each party shall pay their own attorneys' fees and costs.

(c) Taxes and assessments for the Real Property only (specifically excluding any and all tangible and intangible personal property taxes and assessments, for which the Seller shall be solely responsible) for the year of the Closing shall be pro-rated to the date of Closing. If the Closing occurs before the tax rate is fixed for the then current year, the apportionment of taxes shall be upon the basis of the tax rate of the preceding year applied to the latest

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assessed valuation. Any difference between such estimated amount and the final amount will be paid to the applicable party within thirty (30) days after the tax bill is tendered.

13. Seller's Representations and Additional Covenants. Seller represents, warrants, and agrees that each of the following is true and correct on the date of this Agreement and shall be true and correct on the date of Closing, and it shall be a condition of Buyer's obligation to close the purchase of the Property that each of the following is true and correct on the date of Closing:

(a) Seller is authorized to execute the Agreement and to fulfill its obligations under the Agreement.

(b) Seller has no knowledge of any pending or threatened condemnation or similar proceeding or assessments affecting the Property or any portion thereof, nor has Seller knowledge that any such action is presently contemplated.

(c) There are no contracts, leases or other agreements of any nature with any party that will be binding on the Property or the Buyer after Closing.

(d) Seller has no knowledge of any action by adjacent landowners, or natural or artificial conditions upon the Property, that would prevent, limit, impede, or render materially more costly Buyer's use of the Property.

(e) Seller has no knowledge of any legal actions, suits, or other legal or administrative proceedings, pending or threatened, against the Property, and Seller has no knowledge of any facts that might result in any such action, suit or other proceedings.

(f) Seller has no knowledge of any significant adverse fact or condition relating to the Property that has not been specifically disclosed by Seller to Buyer.

(g) Seller has no knowledge of any uncured violations of federal, state, or municipal laws, ordinances, orders, regulations or requirements affecting any portion of the Property.

(h) Seller has no knowledge of any episode of environmental discharge or spill with respect to the Property or any lands abutting the Property.

(i) Seller's has no knowledge of any claims of any additional third parties affecting the use, title, occupancy or development of the Property.

(j) As of the Closing Date, Seller shall cause to be paid all services, materials, and labor furnished with respect to the Property prior to the Closing date, and that to Seller's best knowledge there are no mechanics', materialmens' or professional services liens (or rights to claim any such liens) against the Real Property that have not been disclosed in writing by Seller to Buyer.

(k) Except for those items to be prorated as hereinafter set forth, Seller shall be solely liable for the payment of all costs and expenses, liabilities, obligations, and claims

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arising out of Seller's ownership and operation of the Property prior to Closing; and Seller hereby agrees to defend, indemnify and hold Buyer harmless therefrom.

(l) That Seller has no notice or any knowledge of any actual or threatened settlement, earth movement, termite infestation or other damage affecting the Property, or any reduction or curtailment of any utility service now available to the Property.

(m) That the representations, warranties, indemnities, and covenants contained in this Article shall survive the Closing date and run in favor of and benefit Buyer and its successors and assigns. Seller hereby indemnifies and holds Buyer harmless from any losses, costs, expenses, obligations and attorneys' fees incurred should a claim, demand, action or cause of action be instituted, made or taken resulting from a breach of the representations or warranties contained in this Article, and these indemnities shall survive the Closing date.

For the purpose of this paragraph, "knowledge" is deemed to be the actual present knowledge of the Seller's majority owner (or the principals thereof), without investigation. The representations, warranties and agreements set forth in this paragraph shall survive Closing.

14. Default. Failure of either party to perform its obligations under this Agreement after five (5) days written notice and opportunity to cure shall be a default hereunder.

(a) If the sale and purchase of the Property is not closed because of default of the Buyer, and if Seller is not in default under this Agreement, the Deposit shall be delivered to the Seller, and this shall be Seller's sole remedies for Buyer's default hereunder (except for Buyer's obligations under the Inspection Indemnity described in ¶ 22 and Broker Indemnity described in ¶ 26 below), it being understood and agreed that Seller's damages in the event of Buyer's default cannot be ascertained with reasonable certainty at this time.

(b) If the sale and purchase of the Property is not closed because of default of the Seller and if Buyer is not in default under this Agreement, at the option of Buyer, (i) the Deposit shall be returned to the Buyer upon demand, or (ii) Buyer may seek to enforce specific performance of Seller's obligations hereunder, together with actual out-of-pocket expenses arising out of Seller's default, and these shall be Buyer's sole remedies for Seller's default hereunder.

15. Escrow Agent. In the event of doubt as to its duties or liabilities under this provision of this Agreement, Escrow Agent may, in its sole discretion, continue to hold the Deposit until the parties mutually agree to the disbursement thereof, or until a judgment of a court of competent jurisdiction shall determine the rights of the parties thereto, or it may deposit all the monies then held pursuant to this Agreement with the Clerk of the Court for Clay County, Florida, and upon notifying all parties concerned by such action, all liability on the part of the Escrow Agent shall fully terminate except to the extent of accounting for any monies theretofore delivered out of the escrow. In the event of any suit between Buyer and Seller wherein Escrow Agent is made a party by virtue of acting as such Escrow Agent hereunder, or in the event of any suit wherein Escrow Agent interpleads the subject matter of this escrow, Escrow Agent shall be entitled to recover reasonable attorneys' fees and costs incurred, said fees and costs to be charged and assessed as court costs in favor of the

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prevailing party. All parties agree that Escrow Agent shall not be liable to any party or person whomsoever for misdeliver to Buyer or Seller of monies subject to this escrow, unless such misdeliver shall be due to willful breach of this Agreement or gross negligence on the part of Escrow Agent.

16. Notices. Any notice required or permitted to be given by the terms of this Agreement or under any applicable law by either party shall be in writing and shall be delivered by one or more of the following methods (i) hand delivered (ii) certified or registered mail, postage prepaid, return receipt requested, (iii) overnight delivery with receipted service or (iv) electronic mail (email). Such written notice shall be addressed as follows:

As to Buyer:	Brightwork Acquisitions, LLC c/o Brightwork Real Estate, Inc. Attn: T. Austin Simmons 3708 W. Swann Avenue Tampa, FL 33609 Email: asimmons@brightworkre.com
As to Seller:	Lyman Hall 1414 Kumquat Lane St Johns, FL 32259 Phone: 904-759-7417 Email: Lymanhall10@gmail.com
With copies to:	
As to Escrow Agent:	Brooks, Sheppard & Rocha, PLLC Attn: Michael R. Rocha, Esquire 400 N. Tampa Street, Suite 1910 Tampa, FL 33602 Phone: (813) 543-5900 Fax: (813) 543-5901 Email: mrocha@bsrfirm.com

Any party may, by subsequent written notice, designate a different address or party for receiving notice. Notice shall be deemed to have been given when made as required above and actually delivered or when delivery is made and refused.

17. Attorneys' Fees. In the event it becomes necessary for either party to enforce the terms of this Agreement, the prevailing party shall be entitled, in addition to such damages or other relief as may be granted, to recover reasonable attorneys' fees and costs, such attorneys' fees to include those incurred on any appeal.

18. Condemnation. Should any governmental entity having the power of condemnation initiate eminent domain proceedings prior to the time of Closing hereunder to condemn any portion of or any interest in the Real Property, Buyer, at its sole option, may elect to:

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(a) Terminate Buyer's obligation to purchase the Property by giving written notice to Seller within ten (10) days after notification and receive back the Deposit; or

(b) Complete the purchase of the Property in accordance with the terms of this Agreement without diminution of the purchase price or change of the terms hereof, in which event at Closing Seller shall assign to Buyer all sums to be awarded or to be awarded in connection with said condemnation; Seller shall not negotiate a settlement of any pending or threatened eminent domain proceeding without the prior written consent of the Buyer.

19. Further Assurances. From and after the Closing date, each party, upon demand, will execute and deliver any and all written further assurances that are necessary to evidence, complete, perfect, or any combination thereof, the transactions contemplated by this Agreement, so long as no further assurance operates to impose any new or additional liability upon any party. Seller shall cooperate with Buyer, and execute such consents and approvals as may be necessary, in Buyer's efforts to obtain such permitting, approvals, variances, waivers, use permits and zoning reclassification as Buyer may deem reasonably necessary for Buyer's intended development of the Property. The parties will so perform all other acts that are necessary for any such purpose, so long as no new or additional liabilities are incurred that are not contemplated by this Agreement.

20. Effective Date. The "Effective Date" as used herein shall be the date on which the last of the Buyer and the Seller signs this Agreement.

21. Miscellaneous. This Agreement may be modified only by an instrument in writing signed by both parties. This Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective successors and assigns. The waiver of any breach of any term or condition hereof shall not be deemed a waiver of any other or subsequent breach, whether of like or of different nature. The captions contained herein are not part of this Agreement, are only for the convenience of the parties and do not modify, amplify or give full notice of any of the terms, covenants and conditions of any articles, paragraph, clause or provisions of this Agreement. This agreement shall be interpreted and construed in accordance with the laws of the State of Florida. The invalidity or unenforceability of any provision hereof shall not affect the validity or enforceability of the remainder of this Agreement. Whenever used herein, the singular form shall include the plural and vice versa, and the use of any gender shall include all genders, as appropriate.

22. Inspection Indemnity. Notwithstanding anything contained in this Agreement, Buyer shall (i) promptly pay or cause to be removed any liens filed against the Property as a result of any actions taken by or on behalf of Buyer; (ii) promptly repair and restore the Property to substantially the same condition existing immediately prior to the conduct of Buyers entry thereon; and (iii) shall indemnify, defend and hold Seller harmless from and against all claims, damages or losses incurred to the Property or anyone on the Property as a result of the actions taken by Buyer, any of its agents, representatives or contractors, or any person performing the feasibility activity or other activities on Buyer's behalf; these obligations collectively are referred to herein as the "Inspection Indemnity." The terms of this Inspection Indemnity shall survive any termination of this Agreement.

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23. Disclaimer. Except as otherwise expressly provided in this Agreement, Buyer acknowledges that it has examined the Property and is buying the Property "As Is," without warranty or representation of any kind whatsoever, express or implied, including, without limitation, any implied warranty of fitness of the Property for a particular purpose, whether by Seller, or by an agent, broker, employee or other representative of Seller. All understandings and agreements heretofore between the parties are hereby merged in this Agreement, which alone shall fully and completely express the parties' agreement. Buyer acknowledges that it shall have had by Closing an adequate opportunity to inspect the Property and to make such legal, factual and other inquiries and investigations as Buyer deems necessary, desirable or appropriate with respect to the Property.

24. Recording This Agreement. Buyer shall not record this Agreement or any memorandum thereof. In the event that Buyer shall breach this paragraph, Seller shall have the right to terminate this Agreement.

25. Entire Agreement. This Agreement and the exhibits attached hereto contain the entire Agreement between the parties. There are no promises, agreements, conditions, undertakings, warranties or representations, oral, written, express or implied, between the parties other than as herein set forth.

26. Brokerage. Buyer and Seller each represent and warrant to the other that with the exception of Jason Ryals with Colliers representing the Buyer, whose fee of 2.5% and Exit Magnolia Point Realty representing the Seller whose fee is 2.5% of the aggregate Purchase Price shall be paid by Seller pursuant to separate agreement, neither has had any dealings with any person, firm, broker or finder in connection with the negotiations of this Agreement and/or the consummation of the purchase and sale contemplated hereby and no broker or other person, firm or entity is entitled to any commission or finder's fee in connection with this transaction. Buyer and Seller do each hereby indemnify, defend, protect and hold the other harmless from and against any costs, expenses or liabilities for compensation, commission or charge which may be claimed by any broker, finder or other similar party by reason of any actions of the indemnifying party, and these obligations are referred to herein collectively as the "Broker Indemnity."

27. Assignment. Buyer may assign or transfer any of its rights under this Agreement upon written notice to Seller.

28. Intentionally Deleted.

29. Time is of the Essence. Time is of the essence with respect to this Agreement. Whenever any time period is to be computed hereunder, the day from which the period shall run is not to be included, and any period ending on a Saturday, Sunday or legal holiday will be extended to the next business day.

30. Like Kind Exchange. Buyer or Seller may elect to acquire or sell the Property in a manner which will qualify for treatment as a like kind exchange under Section 1031 of the Internal Revenue Code. In the event either party makes such an election, the other party will cooperate in any reasonable manner and at no expense to the other party to allow the exchanging party to effect such an exchange; provided, however, that in no event shall

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(i) either party be required to take title to any other property to facilitate the tax free exchange, or (ii) the exchange activity delay the Closing. It is understood and agreed that if either party elects to effect such an exchange, funds will be transferred to a qualified "Exchange Agent" as designated by the exchanging party.

31. Radon Disclosure. Radon is a naturally occurring radio active gas that when accumulated in a building in sufficient quantities may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon or radon testing may be obtained from your County Public Health unit.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed by their duly authorized officers on the date(s) set forth below.

SELLER:

By: Lyman Hall dotloop verified 08/19/22 2:56 PM EDT 1UWG-GPY3-KEE3-WGQV

Name: Lyman Hall

Dated: _____

BUYER:

BRIGHTWORK ACQUISITIONS, LLC, a Florida limited liability company

By: BRIGHTWORK REAL ESTATE, INC., a Florida corporation, as Manager

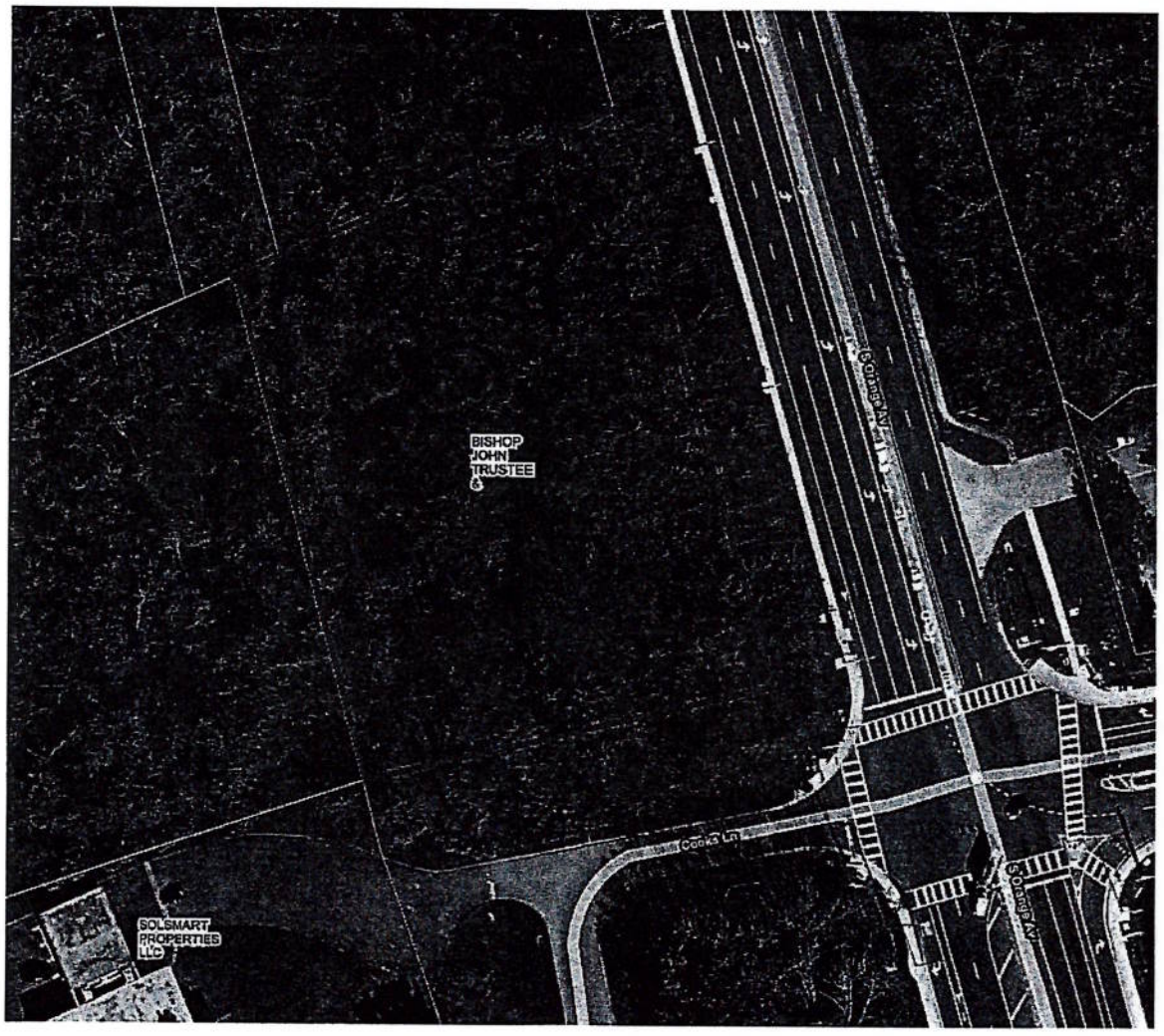
By: _____
T. Austin Simmons, Vice President

Dated: 8/18/22

dotloop signature verification: dtlp.us/vnVf-flLv-rhML

EXHIBIT A

Parcel ID: 38-06-26-016450-001-01



ATTACHMENT 5

SURVEY

ORDINANCE NO. O-17-2023

AN ORDINANCE OF THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA REZONING ±1.33 ACRES OF PROPERTY LOCATED AT US HIGHWAY 17 & COOKS LANE, IDENTIFIED AS TAX ID NUMBER 016450-001-01, MORE PARTICULARLY DESCRIBED BY EXHIBIT "A", FROM RESIDENTIAL HIGH DENSITY, R-3 TO COMMERCIAL HIGH INTENSIVE LAND USE, C-2 GENERAL COMMERCIAL ZONING; PROVIDING FOR REPEALER, SEVERABILITY AND SETTING AN EFFECTIVE DATE.

RECITALS

WHEREAS, the City has received a request to rezone the subject parcel from Residential High Density (R-3) to Commercial High Intensive Land Use, C-2 General Commercial; and

WHEREAS, the proposed C-2, General Commercial Rezoning request is compatible with the existing Future Land Use Designation of Mixed Use, and

WHEREAS, the City has the authority pursuant to its home rule and other statutory powers to rezone properties within the City; and

WHEREAS, a duly advertised public hearing was conducted on the proposed rezoning on May 23, 2023 by the Planning and Zoning Board, sitting as the Local Planning Agency (LPA) and the LPA reviewed and considered comments received during the public hearing concerning the application and made its recommendation for approval to the City Council; and,

WHEREAS, the City Council considered the recommendations of the LPA at a duly advertised public hearing on June 6 and June 20, 2023 and provided for and received public participation; and,

WHEREAS, the City Council has determined and found said application for the amendment, to be consistent with the City of Green Cove Springs Comprehensive Plan and Land Development Regulations; and,

WHEREAS, for reasons set forth in this Ordinance that is hereby adopted and incorporated as findings of fact, that the Green Cove Springs City Council finds and declares that the enactment of this amendment is in the furtherance of the public health, safety, morals, order, comfort, convenience, appearance, prosperity, or general welfare.

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF GREEN COVE SPRINGS, FLORIDA AS FOLLOWS:

Section 1. Zoning Map Amended. The Zoning Map is hereby amended for the following property from Residential High Density (R-3) to Commercial High Intensive Land Use, C-2 General Commercial.

Tax Parcel Number 38-06-26-016450-001-01 in accordance with the legal description found in Exhibit "A" and map found in Exhibit "B" attached hereto.

Section 2. Ordinance to be Construed Liberally. This ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed to be in the best interest of the public health, safety and welfare of the citizens and residents of Green Cove Springs, Florida.

Section 3. Repealing Clause. All ordinance or parts of ordinances in conflict herewith are, to the extent of the conflict, hereby repealed.

Section 4. Severability. It is the declared intent of the City Council of the City of Green Cove Springs that, if any section, sentence, clause, phrase, or provision of this ordinance is for any reason held or declared to be unconstitutional, void, or inoperative by any court or agency of competent jurisdiction, such holding of invalidity or unconstitutionality shall not affect the remaining provisions of this ordinance, and the remainder of the ordinance after the exclusions of such part or parts shall be deemed to be valid.

Section 5. Effective Date. The effective date of this plan amendment, if the amendment is not timely challenged, shall be 31 days after the state land planning agency notifies the City that the plan amendment package is complete in accordance with Chapter 163.3184 F.S. If timely challenged, this amendment shall become effective on the date the state land planning agency, or the Administrative Council enters a final order determining this adopted amendment to be in compliance in accordance with Chapter 163.3184 F.S. No development orders, development permits, or land uses dependent on this amendment may be issued or commenced before this plan amendment has become effective.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON THIS 6th DAY OF JUNE 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

Constance W. Butler, Mayor

ATTEST:

Erin West, City Clerk

PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, THIS 20TH DAY OF JUNE 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

Constance W. Butler, Mayor

ATTEST:

Erin West, City Clerk

APPROVED AS TO FORM:

L. J. Arnold, III, City Attorney

EXHIBIT A

Description Sketch
(Not A Survey)

REZONING PARCEL

A parcel of land lying in Section 38, Township 6 South, Range 26, Clay County, Florida, and being more particularly described as follows:

COMMENCE at the Intersection of the Northwesterly Right-of-way line of State Road 16 and the Southwesterly Right-of-way line of State Road 15 (U.S. Highway 17); thence run N 15°56'32" W along said Southwesterly Right-of-way line of State Road 15, a distance of 143.24 feet to the POINT OF BEGINNING; thence departing said Southwesterly Right-of-way line, run S 73°50'33" W, a distance of 235.08 feet; thence N 14°29'51" W, a distance of 89.83 feet; thence N 14°29'51" W, a distance of 121.79 feet; thence N 66°12'16" E, a distance of 30.36 feet; thence N 66°10'11" E, a distance of 169.13 feet; thence N 74°43'31" E, a distance of 0.17 feet; thence N 66°15'51" E, a distance of 54.35 feet; thence S 15°46'46" E, a distance of 148.15 feet; thence S 15°46'37" E, a distance of 97.18 feet; thence S 73°50'33" W, a distance of 21.18 feet to the POINT OF BEGINNING.

Containing 1.331 acres, more or less.

NOTES:
1) The bearings shown hereon are based on the Southwesterly Right-of-way line of State Road 15 (U.S. 17), having a Grid bearing of N 15°56'32" W. The Grid bearings shown hereon refer to the State Plane Coordinate System, North American Datum of 1983 (NAD 83-2007 Adjustment) for the East Zone of Florida.

SEE SHEET 1 FOR DESCRIPTION
SEE SHEET 2 FOR SKETCH

JOB #: BISHOP PROPERTY - REZONING PARCEL
DRAWN: MRC DATE: 03/27/2023 CHECKED: JDF
Prepared For: BRIGHTWORK REAL ESTATE

Central Florida
528 Northlake Blvd, Suite 1040
Altamonte Springs, Florida 32701
Phone: (321) 270-0440
www.geopointsurvey.com
Licensed Business No.: LB 7768

GeoPoint Surveying

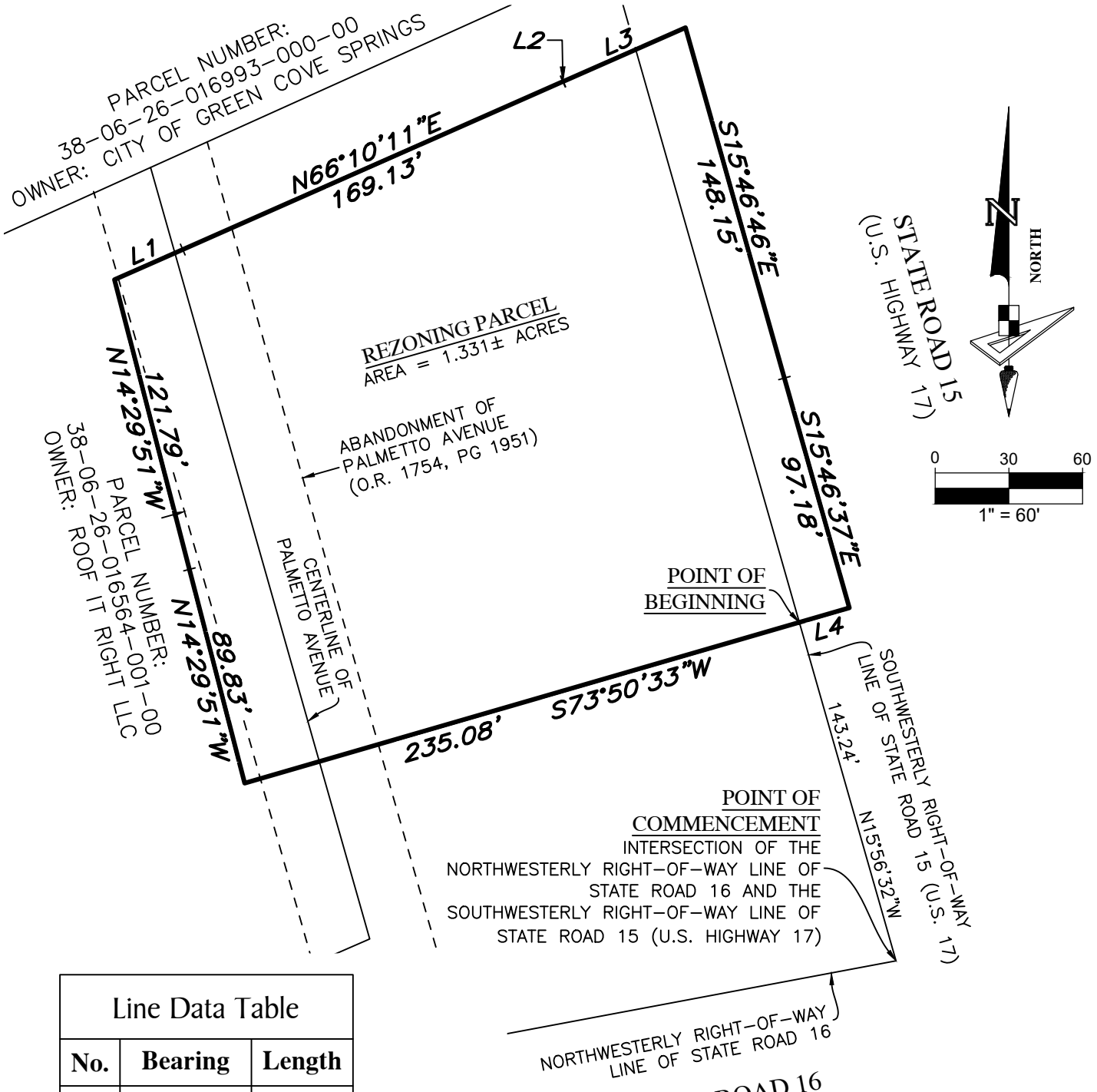
Judd French LS7095

FILE PATH: BISHOPPORPERTY-REZONINGPARCEL-SOD.DWG LAST SAVED BY: MATTCHEPO

EXHIBIT B

Description Sketch

(Not A Survey)



Line Data Table		
No.	**Bearing**	**Length**
L1	N66°12'16"E	30.36'
L2	N74°43'31"E	0.17'
L3	N66°15'51"E	54.35'
L4	S73°50'33"W	21.18'

NOTE:
SEE SHEET 1 FOR DESCRIPTION
SEE SHEET 2 FOR SKETCH

See Sheet 1 for Signature & Revisions

Central Florida
528 Northlake Blvd, Suite 1040
Altamonte Springs, Florida 32701
Phone: (321) 270-0440
www.geopointsurvey.com
Licensed Business No.: LB 7768

GeoPoint
Surveyi

FILE PATH: BISHOPPORPERTY-REZONINGPARCEL-SOD.DWG LAST SAVED BY: MATTCHEPO

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** June 6, 2023

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council approval of Contract Modification #3 for Williams Industrial Services, LLC, in the amount of $22,880.66, for the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420

BACKGROUND

The design of the new advanced wastewater treatment facility had piping to allow the next treatment unit to be connected to existing infrastructure. The piping would be on the side of the newly paved road which would require cutting the new road to connect the piping. This change order is to extend the piping, before the road is paved, to avoid cutting the new road.

FISCAL IMPACT

$22,880.66 **from** the Wastewater CIP Budget

RECOMMENDATION

Approve Contract Modification #3 for Williams Industrial Services, LLC, in the amount of $22,880.66, for the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420

CONTRACT MODIFICATION NO. 3

PROJECT: DEP SRF Harbor Road WRF Expansion, Phase 2

DATE OF ISSUANCE: May 11, 2023 EFFECTIVE DATE: May 16, 2023

OWNER: City of Green Cove Springs, Florida OWNER'S PO NO.: 2723038

CONTRACTOR: Williams Industrial Services, LLC.

ENGINEER: Mittauer & Associates, Inc. ENGINEER'S PROJECT NO.: 8905-56-1

You are directed to make the following changes in the Contract Documents.

- Extension of piping for future connection under Phase 2 and 3. Piping was extended from the Claifier Splitter Box under the roadway so the activated sludge piping from Oxidation Ditch No. 2 and No. 3 will not require removal of the roadway during construction.

TOTAL = $22,880.66

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price $15,426,644.33	Original Contract Times Substantial Completion: 570 days Ready for final payment: 600 days
Net changes from previous Change Orders No. 0 to No. 2 $103,847.68	Net changes from previous Change Orders No. 0 to No. 2 138 days
Contract Price prior to this Change Order $15,530,492.01	Contract Times prior to this Change Order Substantial Completion: 708 days Ready for final payment: 738 days
Net **Increase** of this Change Order $22,880.66	Net _____ of this Change Order 0 days
Contract Price with all approved Change Orders $15,553,372.67	Contract Times with all approved Change Orders Substantial Completion: 708 days (03/01/23) Ready for final payment: 738 days (03/31/23) *Project is currently over the contract time. The Owner is monitoring liquidated damages.*

APPROVED:

By: _____
Owner (Authorized Signature)

Date: 5-11-23

ACCEPTED:

By: _____
Contractor (Authorized Signature)

Date: _____

Williams Industrial Services, LLC
591 Pickettville Rd
Jacksonville, FL 32220
Office: (904)696-9994
Fax: (904)696-9997

March 31, 2023

To: GCS/ Mittauer
Attn: Jason Shepler
Ref: GCS Harbor Road WRF Project CO

Mr. Shepler

Williams Industrial Services would like to submit the following change order request for the scope of work as described below.

Scope:

1. Provide labor, material, and equipment to perform associated work for Williams Industrial Services summary below:
    i. We are submitting this change order to cover the costs for extending the piping from the Splitter box structure, across the driveway for the future phase 3 project.
    ii. All material supplied will be AIS compliant.

Please see the below cost break down:

- Labor: $2,655.03
- Material / Subcontractor: $20,225.63
- Equipment: $0.00
- **Total Cost: $22,880.66**

Should you have any questions or comments please do not hesitate in contacting me.

Alvin Young
Project Manager

Williams Industrial Services Group, LLC
591 Pickettville Road · Jacksonville, FL 32220
o: 904-696-9994 · m: 912-506-3885
adyoung@wisgrp.com · www.wisgrp.com

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** June 6, 2023

FROM: Erin West

SUBJECT: City Council approval of Emergency Home Energy Assistance Program (EHEAP) Vendor Payment Agreement with Northeast Florida Community Action Agency, Inc (NFCAA). ***Erin West***

BACKGROUND

This agreement will allow Northeast Florida Community Action Agency, Inc to continue making emergency energy payments on behalf of eligible households.

FISCAL IMPACT

RECOMMENDATION

City Council approval of EHEAP Vendor Payment Agreement with Northeast Florida Community Action Agency, Inc.

Northeast Florida COMMUNITY ACTION AGENCY
Eliminating Poverty. Promoting Self-Sufficiency.

www.nfcaa.org

LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM

VENDOR PAYMENT AGREEMENT

BETWEEN

NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC (NFCAA)

AND

CITY OF GREEN COVE SPRINGS

Agreement Period: April 1, 2023 thru March 31, 2028

A. The undersigned home energy vendor hereby agrees to meet the following conditions in order to receive vendor payments for the home energy assistance and crisis assistance categories of the Low-Income Home Energy Assistance Program (LIHEAP).

1. That eligible households will only be charged through the company's normal billing process, the actual unpaid difference between the vendor payment made through the program and actual remaining unpaid cost of home energy.

2. That household receiving assistance under the program will not be treated adversely because of receipt of this assistance.

3. That eligible households on whose behalf of a vendor payment is received, either in the cost goods supplied or in the services provided, will not be discriminated against.

4. That when the benefit to the client does not pay the complete charges owed by client, that client is responsible for the remaining owed balance.

5. That only energy related elements of the utility bill is to be paid. No water or sewage may be paid.

6. That the Agency will not pay for charges that result from illegal activities such as a bad check or meter tampering. That those charges are the responsibility of the customer.

7. That when LIHEAP payments made to the vendor cannot be applied to the customer's account the funds will be returned to the Agency within 30-45 calendar days of a refundable activity (account closure, overpayment, etc.).

8. That the vendor, unless a municipal provider, must be in "active" status within the State of Florida.

9. The vendor will provide a list of authorized representatives to resolve an energy crisis. Representatives will provide current account information to include, amount owed and amount necessary to resolve the crisis situation.

10. The energy vendor is aware that as long as signed Authorization to Release of General and/or Confidential information for LIHEAP data forms are collected and available, the energy vendor will provide requested customer data to DEO.

11. Any funds which resulted in a customer credit or refund shall be returned to the Northeast Florida community Action Agency, Inc. (NFCAA).

12. The vendor will provide quarterly documentation that LIHEAP benefits were delivered (Approval date, Amount Paid and Payment Date (vendor received check).

Northeast Florida COMMUNITY ACTION AGENCY
Eliminating Poverty. Promoting Self-Sufficiency.
www.nfcaa.org

B. The Agency, Northeast Florida Community Action Agency, Inc. (NFCAA)

1. The Agency agrees to provide the vendor a list of authorized representatives to resolve crisis situations and make a payment commitment on behalf of the agency.

2. The Agency will make energy payments directly to the vendor on behalf of the eligible customer. Payments for multiple customers will be submitted with a Payment Listing Report reflecting customer name, account number and payment amount. Payments will be made via an Agency check.

3. The Agency will make payment to the vendor within 45 days of Agency's commitment.

4. The Agency will collect signed authorization for Release of General and/or Confidential Information for LIHEAP data from each eligible applicant and ensure the signed releases are available for inspection by the energy vendor.

C. Both parties mutually agree on customer confidentiality regarding sharing of customer information with a third party.

VENDOR

City of Green Cove Springs
Company

321 Walnut Street
Street Address or Post Office Box

Green Cove Springs, FL 32043
City/State/Zip Code

904-297-7047 ewest@greencovesprings.com
Area Code & Phone Number / Fax / Email Address

Constance W. Butler, Mayor Date

AGENCY

Karen Marino, Interim Executive Director Date

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Counsel Regular Session **MEETING DATE:** June 06,2023

FROM: Andy Yeager, Electric Director

SUBJECT: City Counsel approval to purchase Overhead Wire Pulling Equipment from Sherman & Reilly for $238,379.01. we are purchasing this equipment on a piggyback contract form City of Tallahassee.

BACKGROUND

The Electric Department currently has no Overhead Wire Pulling Equipment. As of right now we use a procedure where we deenergize the old wire and take it down and then pull in the new wire. This causes the customers to have a long outage. With the purchase of pulling equipment, we will be able to keep the old wire energized while safely pulling in the new wire and in turn cause shorter outages and be safer for the employees at the same time.

FISCAL IMPACT

With the current procedure we use, it causes our customers to have long outages which in turn hits our revenue. The purchase of the new equipment would help us cut down the outage times when we are doing these type jobs and, we will be able to do more work in-house instead of hiring a contractor to come in and preform these type of jobs. Account # 401-3031-5006400 this was budgeted on the 2022/2023 budget for $250,000.00

RECOMMENDATION

Recommendation for approval to purchase Overhead Wire Pulling Equipment from Sherman & Reilly for $238,379.01. we are purchasing this equipment on a piggyback contract form City of Tallahassee.

SHERMAN+REILLY

Quote: 10804

ANDY YEAGER
GREEN COVE SPRINGS ELECTRIC
CITY OF GREEN COVE SPRINGS
1289 HARBOR RD
GREEN COVE SPRINGS FL 32043

FormAddress-EmailURI:	sales@sherman-reilly.com
Date:	May 24, 2023
Your Reference:	PLW-200X; BWT-1424
Valid To:	Jul 9, 2023
Request Date:	Oct 30, 2023
Customer Number:	1009360
Contact:	6830 JOHN CARTER & ASSOCIATES, INC.
E-Mail:	sales@sherman-reilly.com

Dear Sir or Madam,
Thank you for your interest. We offer the following items:

Line	Product	Description	Quantity	Net Price	Net Value
10	720001	PLW-200X;W/ROPE+GRIP+SWVL; PAINT	1 Each	176,984.05 USD / 1 Each	176,984.05 USD
	List Price		186,299.00 USD / 1 Each		186,299.00 USD
	Product Discount (%)		-5.00 %		-9,314.95 USD
	PLW-200X-T TURRET MOUNTED HYDRAULIC POWERED 4-DRUM PILOT LINE WINDER. PULL RATING OF 2,000 LBS. ON TOP OF EACH DRUM WITH 6,000' OF 7/16" PE-12 ROPE. UNIT IS POWERED BY A DIESEL ENGINE. FEATURES INCLUDE: SAFE ZONE CAB™ (HALF-CAB WITH OPERATOR PROTECTIVE SCREEN AND COMPLETE CONTROL FROM CONTROL PANEL INSIDE CAB), LOW FATIGUE ADJUSTABLE SEAT, WITH SWIVEL FITTINGS ALLOW 360 DEGREE ROTATION OF THE TURRET, AND HAS FIVE (5) HYDRAULIC JACKS. 7 PIN TRAILER PLUG. UNIT IS PAINTED S+R WHITE. FURNISHED WITH FOUR (4) REELS OF 7/16" X 6,000' PE-12 PULLING ROPE AND FOUR (4) VINYL DRUM COVERS.				
20	623647	BWT-1424-RC; FINAL ASSY; 3MJ	1 Each	57,188.10 USD / 1 Each	57,188.10 USD
	List Price		60,198.00 USD / 1 Each		60,198.00 USD
	Product Discount (%)		-5.00 %		-3,009.90 USD

Total Item Net Value	234,172.15 USD
Shipping and Handling	3,036.00 USD
Other Surcharge2	1,170.86 USD
Total	**238,379.01 USD**

Payment Terms: 30 days net
Incoterms: FOB Origin, -

Sherman & Reilly, Inc.
400 West 33rd Street
Chattanooga, TN 37410 USA
www.sherman-reilly.com

SHERMAN+REILLY

Quote: 10804

Quote Number: 10804

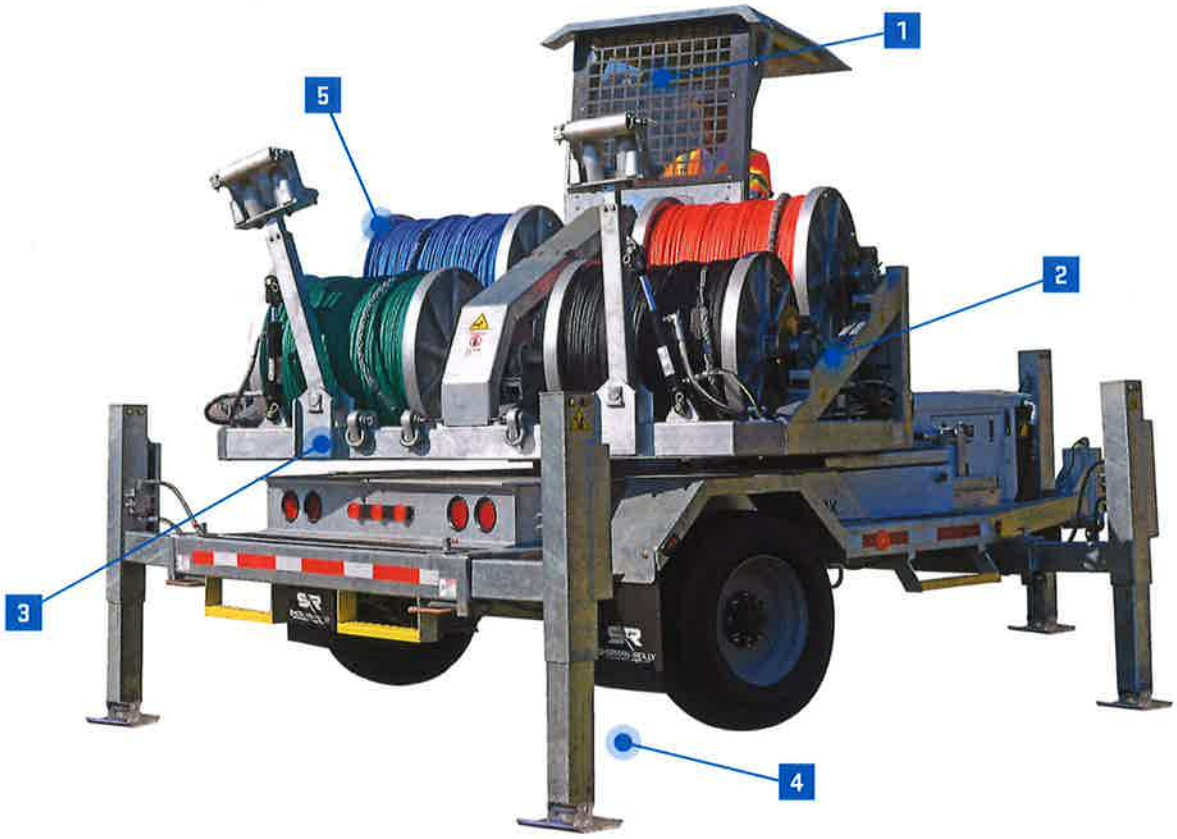
*This quote is consistent with the City of Tallahassee Agreement No. 5069.
*Other Surcharge 2 listed on quote is a transaction fee required when Tallahassee contract is utilized by others.

SHIPPING AND HANDLING IS ESTIMATE ONLY. RATE SUBJECT TO CHANGE.

Sherman & Reilly, Inc.
400 West 33rd Street
Chattanooga, TN 37410 USA
www.sherman-reilly.com

PLW-200X PILOT LINE WINDER

2,000 LBS. FOUR DRUM TURRET PILOT LINE WINDER



1. Ergonomic operator's station with intuitive controls
2. Braking system with electric over hydraulic activation
3. Tie off points rotate with turret for ease of use
4. Adjustable leveling jacks
5. 6,000 ft. capacity for 7/16 in. rope

FEATURES

- 2,000 lbs. pulling capacity
- Equipped with CANbus technology and real-time self-diagnostics
- 360° continuous turret rotation for flexibility on the jobsite

PLW-200X PILOT LINE WINDER

2,000 LBS. FOUR DRUM TURRET PILOT LINE WI

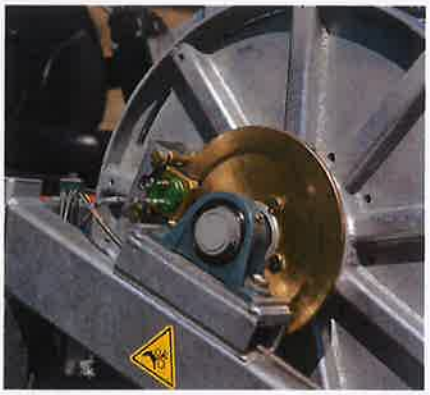
Sherman-Reilly.com

SPECIFICATIONS

Pulling Capacity Max:	2,000 lbs. (Rated at top of drum)
Max Line Speed:	4.0 mph top of drum
Payout Break:	Hydraulic disc-caliper, electronically over hydraulic with finite PSI control
Turret Rotation:	360°, continuous
Reel Capacity:	6,000 ft. of 7/16" PE-12 rope
Drive System:	Hydraulic motor, chain and sprocket
Engine:	Tier 4 Diesel, 49 peak Hp, water cooled
Fuel Capacity:	13 Gallon
Hydraulic Fluid:	ISO Grade 32
Hydraulic Reservoir:	25 Gallon
Levelwind:	Hydraulically controlled, joystick controlled (2)
Operator's Safety Enclosure:	Safe-Zone® Cab, Open/Half cab, turret mounted
Frame Construction:	Steel tubing, continuous weld
Length: (Overall, Nom.)	16 ft., 11 in.
Width: (Overall, Nom.)	8 ft., 1 in.
Height: (Overall, Nom.)	9 ft., 7 in.
Weight*:	11,990 lbs.
GVWR:	12,500 lbs.
Suspension:	Leaf-spring
Axle Configuration:	Single
Wheel Configuration & Tires:	235/75R 17.5
Brakes: (Trailer)	Electric, with break-away switch
Towing Attachment:	3 in. pintle eye, with two safety chains and hooks
Tie Downs:	5/8 in. dia. Steel D-Rings (4)
Front/Nose Jack:	Hydraulic with galvanized shoe (1)
Stabilizing Jacks:	Hydraulic with galvanized shoe (4)
Electrical System:	12 VDC
Battery:	12 Volt, group 27
Lights / Navigation:	US DOT LED, 12 VDC
Grounding:	3/4 in. dia. Copper-clad steel loops (4)
Wheel Chocks:	Standard
Fire Extinguisher:	ABC
Color:	S+R White
Drum Covers:	Vinyl
Grips and Swivels:	1038 Kellems grip and B-40 Swivel

OPTIONS

Solar Battery Charger
Galvanized Finish Available



Braking system with electric over hydraulic activation

Ergonomic operator's station

Ergonomic operator's station

*Subject to change

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BWT-1424H HERITAGE TENSIONER

4,000 LBS. TENSIONING CAPACITY

1. Safe-Zone® enclosure with OcuView™.
2. 8,000 lbs. Reel Stand Capacity.
3. Removable Bullwheel Liners.
4. All stringing operations controlled from the safety of the Safe-Zone® enclosure.

FEATURES

- Supports IEEE 524 requirements for conductors that range from 4/0 AWG to 795 kcmil.
- 4,000 lbs. tensioning capacity.

SPECIFICATIONS

TENSIONER	
Tensioning Capacity:	4,000 lbs.
Max. Line Speed:	4 mph.
Bullwheel Size/Count/Grooves:	42 in./ 2 / 5 groove
Bullwheel Diameter at Bottom of Groove:	40.73 in.
Groove Radius / Depth:	0.6 in. / 0.6 in.
Groove Lining Material:	Replaceable - Cast Urethane
Tension Brake:	Aluminum bronze, 27.75 in.
Tension Brake Control:	Hydraulic
Fairlead:	Supports LH and RH Lay
REEL CARRIER	
Max. Reel Diameter:	84 in.
Max. Reel Width:	52 in.
Max. Reel Weight:	8,000 lbs. Static and Dynamic
Payout Brake:	16 in. caliper disc
Payout Brake Control:	Hydraulic
TRAILER	
Operator's Safety Enclosure:	Safe-Zone open air cab
Frame Construction:	Steel tubing, continuous-weld
Length x Width x Height (ft.)	20.42 ft. L x 8.31 ft. W x 9.31 ft. H (overall, nom.)
Weight, (nom.)	5,600 lb (unloaded)*
GVWR:	14,000 lb*
Suspension:	Leaf spring
Axle Configuration:	6,500 lbs. per axle (2 total)*
Wheel Configuration and Tires:	ST235/80R16E, 3,417 lb @ 80 psi
Brakes, Trailer:	Electric brakes standard
Towing Attachment:	3 in. adjustable pintle eye
Safety Chains:	2 ea., with hooks
Front/Nose Jacks:	Manual two-speed crank jack on nose
Corner Stability Jacks:	Drop & pin style manual jacks on rear
Electrical System:	Split 12 VDC
Battery:	12V
Lights/Navigation:	12V, LED, US DOT– approved
Grounding (1):	Single, rear
Deck Cover:	Non-slip surface
Wheel Chocks	Standard
Fire Extinguisher:	ABC
Color:	S+R white

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STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** February 21, 2023

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council approval of submittal to FDEP the updated (adding Reynolds Improvements) Drinking Water Request for Inclusion (RFI) for design services for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Water Facilities Plan for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Drinking Water Business Plan and the Drinking Water Facility Plan Review Checklist.

BACKGROUND

In preparation for compliance with the Surface Water Discharge Elimination Act (Senate Bill 64), and certain improvements needed at the Reynolds Water Treatment Plant, staff has prepared the above referenced documents for submittal to FDEP to receive a loan / grant (hopefully) combination to design the improvements. This will prepare the projects for actual construction associated financing.

FISCAL IMPACT

Estimated Fiscal Impact will be $1,800,000.00. All efforts (grants, etc.) will be taken to minimize financial impact

RECOMMENDATION

Approve the submittal to FDEP the updated Drinking Water Request for Inclusion (RFI) for design services for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Water Facilities Plan for Magnolia Point Reclaimed Water System & Reynolds Water System Improvements, the Drinking Water Business Plan and the Drinking Water Facility Plan Review Checklist.

Florida Department of Environmental Protection

REQUEST FOR INCLUSION ON THE DRINKING WATER PRIORITY LIST

Drinking Water State Revolving Fund Program
Douglas Building, 3900 Commonwealth Blvd, Tallahassee, Florida 32399-3000

The information in this Request for Inclusion (RFI) application is used to determine project eligibility and priority scoring. The priority score is used to rank projects for placement on the State Revolving Fund (SRF) priority list. Only projects placed on the fundable portion of the priority list receive consideration for a loan. Please note that costs incurred before the adoption of the project on the fundable or waiting portion of the priority list are not eligible for reimbursement.

1. Applicant's Name and Address.

Project Sponsor: City of Green Cove Springs Contact Person: Scott Schultz Title: Water Utilities Director

321 Walnut Street
(street address)

Green Cove Springs | Clay | 32043
(city) | (county) | (zip code)

(904) 219 -7540 | | sschultz@greencovesprings.com
(telephone) | (ext.) | (e-mail)

Contact Person Address (if different): _____
(street address) (city) (state) (zip code)

2. Name and Address of Applicant's Consultant (if any).

Firm: _____ Contact Person: _____ Title: _____

_____
(street address)

_____ _____
(city) (zip code)

_____ _____ _____
(telephone) (ext.) (e-mail)

3. Type of Loan Requested in this Application. (select only one loan category and project type)

Planning Loan ☐	Design Loan ☒	Planning and Design Loan ☐	Construction Loan ☐

Project Type: Design/Bid/Build ☒ Design/Build (D/B) ☐ Construction Manager at Risk (CMR) ☐

Note: Procurement of professional services must meet the requirements of the Consultants' Competitive Negotiation Act, Section 287.055, F.S.

Eligibility for a Loan. In order to be considered for a priority listing, the following conditions must be met:

- The respondent to this solicitation must qualify as a "project sponsor" as defined in subsection 62-552.200(27), F.A.C.
- The minimum construction loan amount is $75,000.
- The project sponsor must agree to submit biddable plans and specifications within 1-year after execution of the loan agreement to qualify for a combined planning and design loan.

- The project is part of a public water system as defined in subsection 62-552.200(28), F.A.C., and may include drin supply, storage, transmission, treatment, disinfection, distribution, residuals management, and appurtenant facilities.

4. **Median Household Income, Population and Principal Forgiveness Percentage (PF%).** (complete a. through e. below)
   a. Median household income (MHI): $59,200 (current U.S. Census data or verifiable estimates)
   b. State median household income (SMHI): $61,777 (current U.S. Census data)
   c. Population (P) served 11,210 = number of service connections 4484 times 2.5 persons per connection to include proposed connections.
   d. Is the project sponsor applying for a planning and/or design loan with principal forgiveness? Yes ☒ No ☐. If yes, then PF is 50%. *Only a sponsor that qualifies as a financially disadvantaged small community is eligible for a planning/ design loan with PF.*
   e. Is the project sponsor applying for a construction loan with principal forgiveness? Yes ☐ No ☒. If yes, then PF% is calculated using the formula: *PF% = 1760/9 – 160 x (MHI/SMHI) – 7/4500 x P.*

   Calculate PF% for a construction loan using the above formula: _____ (minimum 20% and maximum 90%).
   If the sponsor is connecting a financially disadvantaged small community as defined below, a maximum 50% PF is available.

Please note that the calculated PF% is an estimate and the actual percentage will be determined by the Department. The amount of loan available with principal forgiveness for a project is dependent upon the amount of funds allocated for the fiscal year.

Eligibility for a loan with principal forgiveness. In order to be considered for a loan with principal forgiveness, the following conditions must be met:

- The project sponsor must qualify as a financially disadvantaged small community public water system as defined in Rule 62-552.200, F.A.C., unless the sponsor is specifically exempted from this requirement.
- The median household income (MHI) of the sponsor's service area must be less than the state median household income (SMHI) as reported from the current U.S. Census data or from verifiable estimates, unless the sponsor is specifically exempted from this requirement.
- The population (P) of the sponsor's service area must be less than 10,000 (to include the population from the project's proposed future connections), unless the sponsor is specifically exempted from this requirement.
- The project sponsor is allowed only one open loan with principal forgiveness. A loan is deemed open until the final disbursement of the project has been paid by the department.
- A project sponsor is eligible for a construction loan with principal forgiveness (maximum 50%) if connecting a community with less than 250 residential wells; an existing public water system with less than 250 service connections; or a separate, non-interconnected public water system owned by the sponsor. The project area must qualify as a financially disadvantaged small community.
- A financially disadvantaged community with a population of 10,000 or more is eligible for a construction loan with 20% principal forgiveness if dollars are available after funding all eligible financially disadvantaged small communities.
- A project sponsor that is a for-profit entity is not eligible for principal forgiveness.
- A construction project for a financially disadvantaged small community that uses a Construction Manager at Risk delivery method is ineligible for principal forgiveness.

5. **Interest Rate Percentage.**

The interest rate for a loan with the Department is determined using the following formula:

% of MR = 40 x (MHI/SMHI) + 15 % of MR = Percentage of Market Rate.

Calculate and enter the % of MR below:

% of MR for a loan: $53 (35% ≤ % of MR ≤ 75%)

Please note that the calculated % of MR is an estimate and the actual interest rate will be determined by the Department. The interest rate for a loan shall not be less than 0.2 percent.

6. **Base Priority Score.** Each project shall receive a base priority score (BPS) dependent on the weighted average of its components. The BPS shall be determined using the below formula where CPS means the component priority score and CCC means component construction cost.

$$BPS = [CPS_1 \times CCC_1 + \ldots + CPS_n \times CCC_n]/\text{Total Construction Cost}$$

Select each component and component score in Table 1 below that apply to the project, enter the estimated construction costs, and calculate the base priority score.

- Component priority scores that are based on contaminant levels must be justified by sample analytical data (see exception in notes at bottom of Table 1). The date of sample collection must be less than 24-months from the submittal date of the Request for Inclusion.

REQUEST FOR INCLUSION ON THE DRINKING WATER PRIORITY LIST

- The project sponsor must provide documentation demonstrating that contaminant levels (e.g. disinfection byproduc be reduced by adjusting system operations, if applicable.
- A compliance-1 category component score of 400 points, if selected in Table 1, must be supported by documentation demonstrating the need for the project; otherwise, a component score of 300 points shall be assigned.

Table 1

Project Component (*select all components that apply*)	**Component Priority Score**	**Component Construction Cost**
Acute Public Health Risk ☐ **1a.** E-Coli or Fecal Coliform Exceed MCL (62-550.310(5), F.A.C.) ☐ **1b.** Nitrate, Nitrite, or Total Nitrogen Exceed MCL (62-550.310(1), F.A.C., Table 1) ☐ **1c.** Lead or Copper Exceed Action Level (62-550.800, F.A.C) ☐ **1d.** Surface Water Filtration/Disinfection Noncompliance (62-550.817(2), F.A.C.)	800 points ☐	_____
Potential Acute Public Health Risk ☐ **2a.** Nitrate, Nitrite, or Total Nitrogen 50% of MCL (62-550.310(1), F.A.C., Table 1) ☐ **2b.** Microbiologicals Exceed MCL (62-550.310(5), F.A.C.) ☐ **2c.** Surface Water Enhanced Filtration/Disinfection Noncompliance (62-550.817(3), F.A.C.) ☐ **2d.** State Health Certification of Acute Health Risk, Unregulated Microbiological Contaminant ☐ **2e.** Violation of Disinfection Requirements (62-555.320(12), F.A.C.)	700 points ☒	_____
Chronic Public Health Risk ☐ **3a.** Inorganic/Organic Contaminant Exceed MCL (62-550.310(1) & (4), F.A.C., Tables 1,4,5) ☐ **3b.** Disinfection Byproducts Exceed MCL (62-550.310(3), F.A.C., Table 3) ☐ **3c.** Radionuclides Exceed MCL (62-550.310(6), F.A.C)	600 points ☐	_____
Potential Chronic Public Health Risk ☐ **4a.** Inorganic/Organic Contaminant 50% of MCL (62-550.310(1) & (4), F.A.C., Tables 1,4,5) ☐ **4b.** Disinfection Byproducts 80% of MCL (62-550.310(3), F.A.C., Table 3) ☐ **4c.** State Health Certification of Chronic Health Risk, Unregulated Chemical Contaminant	500 points ☐	_____
Compliance-1 Projects (*documentation must be attached or default to Compliance-2 score*) ☒ **5a.** Infrastructure upgrades to facilities undersized, exceed useful life, or with equipment failures ☐ **5b.** Insufficient water supply source, treatment capacity, or storage ☐ **5c.** Water distribution system pressure less than 20 psi ☐ **5d.** Eliminate dead ends and provide adequate looping in a distribution system ☐ **5e.** Replace distribution mains to correct continual leaks, pipe breaks, and water outages ☐ **5f.** New water system or extension of existing system to replace contaminated or low yield wells ☐ **5g.** Lack of significant safety measures (e.g. chemical containment) ☐ **5h.** Secondary Contaminant MCL Exceedance (62-550.320, F.A.C.) ☐ **5i.** Drinking water supply project as defined in 403.8532(9)(a), F.S.	400 points ☒	_____
Compliance-2 Projects ☐ **6a.** Treatment, Storage, Power, and Distribution Requirements (62-555.320, F.A.C) ☐ **6b.** Minimum Required Number of Wells (62-555.315(2), F.A.C) ☐ **6c.** Well Set-back and Construction Requirements (62-555.312 and 62-555.315, F.A.C) ☐ **6d.** Cross-Connection Control Requirements (62-555.360, F.A.C) ☐ **6e.** Physical Security Project Documented in a Vulnerability Analysis ☐ **6f.** Consolidation or regionalization of public water systems ☐ **6g.** Water or Energy Conservation Project	300 points ☐	_____
☐ **7. All Other Projects** (*including land or public water system acquisition projects*)	100 points ☒	_____

Note: Item 2d. and 4c. of Table 1 requires a State Health Officer to complete the form "Certification of a Public Health Risk". If 50% or more of wells meet contaminant levels from Table 1 above, then select the appropriate health risk category in Table 1. Flooded wells and wells under the direct influence of surface water are considered an unregulated microbiological potential acute public health risk and require documentation of occurrence in lieu of sampling data.

7. **Affordability Score.** The extent of affordability existing in a small community to be served by the project shall be reflected in the priority score. Points shall be awarded based upon two affordability criteria: median household income (MHI) and population (P) served. These points are to be added to the base priority score. Calculate the affordability score using the following formulas:

Affordability Score = (MHI Score + Population Score)

MHI Score = 100 x (1.00 – MHI/SMHI), zero ≤ MHI score ≤ 75, rounded to nearest whole number

REQUEST FOR INCLUSION ON THE DRINKING WATER PRIORITY LIST

*Population Score = 50.0 - (P/200), p*opulation score ≥ zero, rounded to nearest whole number

8. **Water Conservation Score.** A project sponsor with a qualifying water conservation project is eligible to receive an additional 100 points added to their base priority score if the sponsor provides a water conservation plan in accordance with EPA's Water Conservation Plan Guidelines document number EPA-832-D-98-001, August 6, 1998.

9. **Total Priority Score.** Total priority score equals the base priority score plus the affordability score. (complete a. through d. below)

a.	Base priority score:	1200 points.
b.	Affordability score:	12 points (> zero).
c.	Water Conservation score:	0 points.
d.	Total priority score:	1212 points (sum of items a. and c.)

10. **Estimated Project Cost.** (complete a. through i. below)
(enter $0 if activity is not applicable)

Project Activity	*Cost*
a. Planning.	$0
b. Design (not applicable if a D/B project).	$1,500,000
c. Eligible land (necessary land divided by total land times purchase price).	$0
d. Constr., equip., material, demo. & related procurement (include design if D/B project).	$0
e. Construction contingency (10% of 'd', only applicable for Design/Bid/Build projects).	$0
f. Technical services during construction and after bid opening.	$0
g. Asset management plan per 62-552.700(7), F.A.C.	$0
h. *Total project costs* (sum of a. through g.).	$1,500,000
i. *Loan amount requested* by the sponsor in this RFI (assume no principal forgiveness).	$1,500,000

List all funding sources (including grants for this project): No additional funding sources

11. **Project Schedule.** (complete a. through d. below)

Project Activity	*(M/D/YY)*
a. Submit planning documents.	2/21/23
b. Submit design/bid documents or RFQ/RFP for CMR & D/B projects.	2/1/24
c. Start construction.	10/1/24
d. Complete construction.	9/30/30

12. **Project Information.** Provide the following information, if applicable.
(select all items below that are attached to this RFI)

- ☒ Project description, location with lat/long (degrees), water system PWS ID, and project need *(this is a required attachment)*.
- ☒ Map of city and county limits, existing and proposed service area, and project area *(this is a required attachment)*.
- ☐ Lab data, lab data with operational records, or substantiated documentation in lieu of lab data for public health risk projects.
- ☐ Certification of a Public Health Risk form completed by a State Health Officer.
- ☒ Supporting documentation for projects identified under the Compliance-1 project categories from Table 1 above.
- ☐ Project schedule showing plans and specs completion within 1-year of the execution date of a planning/design loan.
- ☐ Supporting documentation if MHI not taken from current U.S. Census data.
- ☐ Water Conservation Plan in accordance with EPA guidelines.

13. **Certification by an Authorized Representative.** I certify that this form and attachments have been completed by me or at my direction and that the information presented herein is, to the best of my knowledge, accurate and true.

Scott W. Schultz	2/21/2023	sschultz@greencovesprings.com
(signature)	(date)	(e-mail)
Scott W. Schultz	Utility Director	
(print name)	(print title)	

499-5

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REGULATORY
INFORMATION MGT.

Attachment B

City of Green Cove Springs
Misc. Small Projects (CUP)
M&A Project 8905-19-1

Water Conservation Plan Form for Public Supply - SJRWMD CUP Forms

Water Conservation Plan Form
Public Supply

DRAFT
6/2004

GENERAL INFORMATION

Applicant Name: City of Green Cove Springs

Project Name: CUP 5-YR Compliance

CUP Number: 2-019-499-5

Date Plan Submitted: September ____, 2011

Agent's Name: Mittauer & Associates, Inc.
(Attn: Jason Shepler, P.E.)

Section 12.2.5 of the Applicant's Handbook States:

All permit applicants for a public supply-type water use who satisfy the following water conservation requirements at the time of permit application are deemed to meet the criterion in 10.3(3).

(a) An audit of the amount of water used in the applicant's production and treatment facilities, transmission lines and distribution system using the District's Water Audit Form No. 40C-22-0590-3(see Appendix C-3) must be submitted. The audit shall include all existing production, treatment and distribution systems accessible to the applicant. The audit period must include at least 12 consecutive months within the three year period preceding the application submittal.

(b) An applicant is required to perform a meter survey and to correct the water audit to account for meter error if the initial unaccounted for water is 10% or greater based on the results of the initial water audit. The purpose of this survey is to determine a potential correction factor for metered water use by testing a representative sample of meters of various ages. The survey also helps to determine the appropriateness of a meter change-out program. As part of the survey, the applicant must randomly test 5% or 100 meters, whichever is less. The sampling must be of meters representing an even distribution of type and age or cumulative lifetime flow. A documented meter change-out program that can provide an

estimate o the overall meter accuracy may be substituted for this requirement.

(c) An applicant whose water audit as required under paragraph 12.2.5.1(a) shows greater than 10% unaccounted for water use must complete the leak detection evaluation portion of Form 40C-22-0590-3. Based upon this evaluation, an applicant may choose to implement a leak detection program immediately or develop an alternative plan of corrective action to address water use accountability and submit a new water audit to the District within two years. If the subsequent audit shows greater than 10% unaccounted for water, the applicant must implement a leak detection and repair program within one year unless the applicant demonstrates that implementation is not economically feasible. In all cases, the evaluation and the repair program may be designed by the applicant to first address the areas which are most suspect for major leaks. The evaluation and repair program may be terminated when the permittee demonstrates that its unaccounted for water loss no longer exceeds 10%.

(d) Implementation within the first year after permit issuance of a meter replacement program will be required for those applicants whose small and medium meter survey indicates that a group or type of meters in not 95% accurate. Permittees will be required to replace meters which have been in operation for 15 years or longer or have a cumulative lifetime flow exceeding the maximum lifetime operational flow specified by the manufacturer, unless a comparison of meter survey information to meter manufacturer specifications indicates a decreased accuracy of the meters. An alternative meter replacement schedule shall be approved by the District upon a showing by the applicant that the meter manufacturer specifications predict a different lifetime or gallonage capacity or based upon the results of a meter survey performed by the applicant.

(e) A customer and employee water conservation education program, which included all the elements listed below, as no's. 1 through 9 must be implemented. The frequency and extent to which each of the elements must be implemented will depend upon the size of the applicant's utility, the financial means of the applicant, the degree to which excess water use is identified as a problem, the particular types of uses which are identified as responsible for the excess water use and any other relevant factors. Implementation of these may be achieved through collaboration with other entities, including the District.

1. Televise water conservation public service announcements.

2. Provide water conservation videos to local schools and community organizations.

3. Construct, maintain and publicize water efficient landscape demonstration projects.

4. Provide water conservation exhibits in public places such as trade shows, festivals, shopping malls, utility offices and government buildings.

5. Provide/sponsor water conservation speakers to local schools and community organizations.

6. Provide water conservation articles and/or reports to local new media.

7. Display water conservation posters and distribute literature.

8. Provide landscape irrigation audits and irrigation system operating instructions to local small businesses and residents.

9. Establish a water audit customer assistance program which addresses both indoor and outdoor water use.

(f) The applicant must submit a written proposal and implement a water conservation promoting rate structure unless the applicant demonstrates that the cost of implementing such a rate structure is not justified because it will have little or no effect on reducing water use. In the event that the applicant has a water conservation promoting rate structure in effect, the applicant must submit a written assessment of whether the existing rate structure would be more effective in promoting water conservation if it were modified, and if so, describe and implement the needed changes. Upon request, the District will assist the applicant by providing available demographic data, computer models and literature. In evaluating whether a proposed rate structure promotes water conservation, the District will consider customer demographics, the potential for effectiveness, the appropriateness to the applicant's particular circumstances and other relevant factors. Those permittees required to implement a water conservation rate structure must provide written reminder notices to their customers at least twice a year of the financial incentive to conserve water in order that the rate structure does not lose its effectiveness.

(g) When an applicant operates a reclaimed water system and requests a back-up water source to meet peak demands for reclaimed water, the applicant must submit a management plan designed to minimize the need for augmentation. In developing this plan, the applicant must consider:

1. creation of additional storage,
2. use of lower quality water sources for back-up,
3. pressure reduction,
4. designation of primary and secondary customers,
5. financial incentives for voluntary use reductions,
6. reclaimed water interconnects with adjacent communities,
7. peak demand irrigation restrictions,

8. providing customers with written information supporting the need to conservatively use reclaimed water, and
9. any other measures identified by the District.

The plan must include an explanation of how the above nine items were considered by the applicant.

(h) When an audit and/or other available information indicates that there is a need for additional water conservation measures in order to reduce a project's water use to a level consistent with projects of a similar type, or when an audit and/or other information indicates that additional significant water conservation savings can be achieved by implementing additional measures other specific measures will be require by the District, to the extent feasible, as a condition of the permit. Additional water conservation measures include those listed in Appendix I.

In evaluating each proposed water conservation plan, the District will consider:

- The specific proposed use relative to other similar uses
- Available technology
- Economic feasibility

Section I – WATER AUDIT

New Applicants:
An audit must be conducted within two years after permit issuance.

New applicants are defined as new facilities and does not include existing violations or late renewals which are reclassified as "new uses".

Renewing, Existing Violations and Expired Applicants:
An audit must be conducted as part of the CUP application process.

Purpose:
To help focus water conservation efforts via determination of system efficiency and identification of sources of water and revenue loss.

Required Information in Water Audit:

- Water audit component summary
- Unaccounted for water determination
- Leak detection cost feasibility
- Corrective active plan

WATER AUDIT COMPONENT SUMMARY

The following guidelines are designed to assist the applicant in collecting sufficient data necessary to conduct the required water audit. Each of the following components must be summarized unless it was submitted as part of the Consumptive Use Permit application. These summaries will allow you to accurately complete the Unaccounted For Water Worksheet and the Leak Detection Evaluation Worksheet.

Information to Summarize

- Water production/service summary (daily and monthly figures)
- Water use records for the past 12 months (review residential and commercial meter sale on a monthly basis). Submit a summary of this information if available.
- Sources of water (wells, surface water, purchased potable water, reclaimed water)
- Location, type and size of production facility meters
- Accounting and meter reading processes that may provide for inconsistencies in commercial and residential sales records (i.e. frequency of readings and noted calibration errors).
- Records from metered services (i.e. construction, street cleaning, line flushing, etc.).

UNACCOUNTED FOR WATER WORKSHEET

Answer the following questions:		Million gallons per year (mgy)
1.	What is the total volume of water entering the distribution system?	456.16 (Average from 2006 through 2009)
2.	What is the total volume of water sold and or metered in the distribution system?	433.68 (Average from 2006 through 2009)
3.	What is the amount of unaccounted for water? *(line 1 minus line 2)*	22.47 (Average from 2006 through 2009)
4.	What is the estimated volume of water for each unmetered water use listed below?	
a.	Firefighting	
b.	Sewer flushing	
c.	Main flushing	
d.	Street cleaning	
e.	Construction use	
f.	Public use (schools, irrigation, municipal buildings)	
g.	Other (explain)	

Provide an explanation of how each unmetered water use was calculated.

Total was calculated based on comparison of metered use vs. raw water metered production.

Answer the following questions.		Million gallons per year (mgy)
5.	Total amount of unmetered water use *(add lines a – g)*	
6.	Actual unaccounted for water in system *(line 3 minus line 5)*	22.47
7.	System unaccounted for water percentage *(line 6 divided by line 1 x 100)*	4.9%

LEAK DETECTION EVALUATION WORKSHEET

NOT REQUIRED, LOSS LESS THAN 10%

To demonstrate the cost effectiveness of a leak detection and repair program, complete the following worksheet. Refer to the question numbers on the Unaccounted for Water Worksheet (UAW).

		Amount	Units
1.	Total annual unaccounted for water in system *(line 6 UAW)*		mgy
2.	Estimated amount of total due to leakage *(SJRWMD typically estimates 50% of unaccounted for water)*		mgy
3.	Estimated recoverable leakage *(typically 80% of line 2 UAW)*		mgy
4.	Purchase cost of water per year (if applicable)	$	per/ 1000 gallons
5.	Cost of chemicals for treatment per year	$	per/1000 gallons
6.	Cost of electricity for pumpage per year	$	per/1000 gallons
7.	Total production cost per year *(add lines 4 – 6 from this worksheet)*	$	per/1000 gallons
8.	Average production cost per 1,000 gallons *(line 7 divided by line 1 UAW x 1000)*	$	dollars
9.	One-year benefit from recovered leakage *(line 8 x line 3, divided by 1000)*	$	dollars
10.	Total benefits from recovered leakage over two years *(line 9 x 2)*	$	dollars
11.	Estimated cost of leak detection	$	dollars
12.	Estimated time for cost recovery		years

Provide an explanation justifying the estimate cost for leak detection.

The following are examples of system improvements that could form a comprehensive corrective action plan:

- Update utility master plan
- Update water distribution maps
- Repeat audit annually
- Computerize billing and accounting system
- Account for fie, street and sewer unmetered uses
- Annually test and calibrate all production meters
- Annually test all large meters
- Standardize meter reading cycle
- Remove meters not in use
- Establish water main replacement program
- Begin comprehensive leak detection and repair program
- Require contractors to inform utility and meter water used
- Complete system-wide metering
- Review line maintenance procedures

If it is necessary and cost effective, propose an implementation schedule for a leak detection, repair and corrective action program.

Section II –
TECHNOLOGICAL, PROCEDURAL AND/OR PROGRAMMATIC IMPROVEMENTS MANAGEMENT

Water Treatment Plant Technologies:

1. Describe water conservation measures used during your water treatment process. Include a flow chart if helpful.

All water is processed except the water stream required for Chlorine Residual Monitoring.

Water Use Monitoring:

1. Are your production wells currently equipped with individual meters?

YES ☑ NO ☐

If yes,

What type of meters are used?

- ☑ Totalizing in-line flow meter
- ☐ Pump hour meter
- ☐ Other (explain) _____

How often are your meters calibrated? Annually

If no,

What type of meter(s) will be installed to meet District monitoring requirements?

2. Are all service connections including residential, commercial, industrial and other users currently equipped with individual meters?

YES ☑ NO ☐

If no,

Propose an implementation and calibration schedule for placing individual meters on all service connections.

3. Are there any master meters on your system?

YES ☒ NO ☐

If yes,
Propose an implementation schedule which will prohibit new master meters.

Master Meter Locations are currently limited to: Governor's Landing (32 Units); Magnolia Shopping Center (4 Units with 9 Meters); Hoyt House (8 Units)

New Master Meters are not allowed based on City Policy.

Propose an implementation schedule which will supply sub-meters to master metered customers.

Given the limited number of existing Master Meters and total use, it is not cost effective to remove and replumb these locations. New Master Meters are not permissible.

4. Provide the current number of service connections for residential, commercial (includes apartments, schools, hospitals etc.), industrial and irrigation uses.

Use	Current Number of Service Connections
Residential	2,778
Commercial	418
Industrial	(included in Commercial)
Irrigation	658

Includes two (2) Master Meters for Apt. Complex

5. Do you supply water to any customers who purchase more than 100,000 gallons per day on an average annual basis?

YES ☐ NO ☒

If yes,

Provide the names and water use volume for customers that purchase more than 100,000 gallons per day of water.

Customer	Amount of Water Purchased (mgd)

6. Describe any other water conservation practices you have undertaken or plan to undertake to conserve water at your water treatment plant (i.e. vehicle/equipment washing with reclaimed water).

_____

_____

_____

_____

Indoor Water Conservation Programs for Customers:

1. Do you provide indoor water audits for your customers?

Residential	YES ☐	NO ☒
Commercial	YES ☐	NO ☒
Industrial	YES ☐	NO ☒

If yes,

Describe the type of audit and procedure for conducting the audit.

_____

How many audits are conducted per year? _____

Assess the success of this program by estimating how much water has been saved.

If no,

Propose an implementation schedule for an indoor audit program or provide an explanation of why this type of program cannot be undertaken.

The City does provide water conservation leaflets with tips for Customers. In addition, the City was part of the SJRWMD on-going water conservation program.

Residential Plumbing Retrofitting Programs:

1. Do you provide water conservation plumbing retrofitting devices and/or kits to your residential customers?

YES ☐ NO ■

If yes,

Describe the devices and/or contents of the kits and the cost to you and/or the customer.

Describe the methods(s) used to distribute the devices and kits.

What percentage of customers have been impacted by this program? _____%

Assess the success of this program by estimating how much water has been saved.

If no,

Propose an implementation schedule for an indoor retrofitting program or provide an explanation of why this type of program cannot be undertaken.

Given the City's average household use (<90 gpcd) and limited budget, the need and cost-benefit of such a program is not justified.

Non-residential Retrofitting Programs:

1. Describe involvement your facility has had in retrofitting non-residential plumbing or equipment for large volume users of water (i.e. industries, institutions, commercial entities).

Not Applicable

New Construction Programs:

1. Do you have new construction incentives for water conservation?

YES ☐ NO ■

If yes,

Describe these incentive programs (for example, rebates for builders or homeowners who equip houses or other structures with ultra low volume plumbing fixtures, variable or sliding hookup fees favoring those who have

ultra low volume plumbing fixtures, favorable water pricing structure for customers equipped with water efficient plumbing.)

If no,

Propose an implementation schedule for new construction water conservation incentives or provide an explanation of why this type of program cannot be undertaken.

The City continues to pursue grant-funded programs to assist with these and other water conservation measures.

Other Indoor Conservation Programs for Customers:

Describe any other indoor conservation programs you have implemented.

Not Applicable

Outdoor Water Conservation Programs for Customers:

1. Do you provide outdoor water audits for your customers?

Residential	YES ☐	NO ■
Commercial	YES ☐	NO ■
Industrial	YES ☐	NO ■
Irrigation	YES ☐	NO ■

If yes,

Describe the type of audit and procedure for conducting the audit.

How many audits are conducted per year? _____

Assess the success of this program by estimating how much water has been saved.

If no,

Propose an implementation schedule for an indoor audit program or provide an explanation of why this type of program cannot be undertaken.

The City continues to pursue grant-funded programs to assist with these and other water conservation measures.

Water Efficient Landscaping:

1. Do you provide information on water efficient landscaping (xeriscape, Florida Friendly or Waterwise) to customers?

   YES ☒ NO ☐

2. Have you sponsored a water conservation demonstration garden or landscape plot(s)?

   YES ☐ NO ☒

3. Do you have a rebate or other incentive program to encourage the use of water conservation landscaping for new construction?

   YES ☐ NO ☒

If no to any of the above questions,

Propose an implementation schedule for providing information on water efficient landscaping or provide an explanation of why this program cannot be undertaken.

The City continues to pursue grant-funded programs to assist with these and other water conservation measures.

4. Describe any other activities you have implemented relative to water efficient landscaping (i.e. soil moisture monitoring and rainfall shut-off device distribution program).

The City maintains information related to irrigation and landscaping at City Hall, and also includes information related to this and related issues within monthly utility bills.

Note: Information on plants that require less irrigation (xeriscape, Florida friendly and Waterwise) is available on the District's web site at www.sjrwmd.com. Follow the link for Water Restrictions/Water Conservation.

Water conservation literature is available, at no cost, from the District's Office of Communications.

Other Outdoor Conservation Programs for Customers:

Describe any other outdoor conservation programs you have implemented (i.e. recirculating stormwater for aesthetic uses)

Rate Structure:

1. Attach a copy of your water and sewer rate structure.

2. Water type of water rate structure do you currently utilize?

   ☐ Flat rate
   ☐ Decreasing rate
   ☒ Inclined rate
   ☐ Combination (explain) _____

   ☐ Variable for seasonal demand (explain) _____

   ☐ Other (explain _____

3. What type of sewer rate structure do you currently utilize?

   ☐ Flat rate
   ☐ Decreasing rate
   ☒ Inclined rate
   ☐ Combination (explain) _____

   ☐ Variable for seasonal demand (explain) _____

   ☐ Other (explain _____

4. Does your rate structure encourage water conservation?

   YES ☒ NO ☐

   If yes,
   Explain how your rate structure encourages water conservation.

   Higher use equates to larger billing amounts thus encouraging water conservation to minimize cost of water use.

   If no,
   Propose a water conservation rate structure and an implementation schedule for the rate structure or provide an explanation why this program cannot be implemented. The rate structure should include at least one of the following: increasing block rates, seasonal rates, quantity based surcharges and/or time of day pricing.

Ordinance Development:

1. Are you a publicly owned and operated utility?

YES ☒ NO ☐

If yes,
Answer the following water conservation ordinance related questions:

(a) Do you have an ordinance requiring the installation of ultra-low flow plumbing fixtures in all new construction, such that plumbing fixtures are installed to comply with the following maximum flow volumes at 80 psi?

≤ 1.6 gallon per flush (gpf) toilets
≤ 1.0 gpf urinals
≤ 2.5 gallons per minute (gpm) showerheads
≤ 2.5 gpm kitchen faucets
≤ 2.0 gpm bathroom faucets

YES ☐ NO ☒

If yes,
What is the ordinance citation? _____

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.
The City continues to pursue grant-funded programs to assist with these and other water conservation measures.

(b) Have you adopted a water conservation based rate structure?

YES ☒ NO ☐

If yes,
What is the ordinance citation? Ordinance O-02-2010

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

(c) Have you adopted an ordinance prohibiting master meters on new service connections?

YES ☐ NO ☒

If yes,
What is the ordinance citation? _____

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

Not allowed by City Policy

(d) In areas that are prone to freezing temperatures, have you adopted an ordinance prohibiting the use of water to freeze protect pipes and bibs?

YES ☐ NO ☐

If yes,
What is the ordinance citation? _____

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

_____

_____

_____

_____

_____

(e) Have you adopted an ordinance prohibiting the wasteful use of water?

YES ☐ NO ☒

If yes,
What is the ordinance citation? _____

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

_____

The City's recent action on Water & Sewer Rates have created a tiered rate structure

encouraging water conservation.

_____

_____

_____

(f) Have you adopted an ordinance requiring the installation, where practical, of a dual piping system to provide reclaimed water in new construction?

YES ☒ NO ☐

If yes,
What is the ordinance citation? O-16-2009

If no,
Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

_____

2. Where the local government operating the public water supply utility, pursuant to section 125.568 or 166.048, F.S., determines that water efficient landscaping (xeriscape, Florida Friendly, Waterwise) would be of significant benefit as a water conservation measure relative to the cost of water efficient landscape implementation, the local government operating the public water supply utility is required to adopt a water efficient landscape ordinance meeting the requirements of section 373.185(2)(a)-(f), F.S.

   In the event such a water efficient landscape ordinance is proposed for adoption, the permit applicant must submit the draft ordinance to the District for determination of compliance with section 373.185(2)(a)-(f), F.S. If the cost/benefit analysis has not been done, the applicant may utilize the District's Guide for Local Governments Water Efficient Landscaping (xeriscape) ordinance economic feasibility analysis.

   Has a water efficient (xeriscape, Florida Friendly, Waterwise) landscaping ordinance been adopted?

   YES ☐ NO ■

   If yes,
   What is the ordinance citation? _____

   If no,
   Provide a schedule for adoption or provide an explanation of why it cannot be undertaken.

Section III – LOWEST QUALITY WATER SOURCE

1. Are you currently a purveyor of reclaimed water?

YES ■ NO ☐

If yes,

(a) Provide the name and amount of reclaimed water delivered to each reclaimed water customer.

Customer	Amount of Reclaimed Water (mgd)
Magnolia Point	0.19 ± (Average)

(b) Provide the name of each wastewater treatment plant that supplies reclaimed water, the current amount of reclaimed water produced and the projected amount of reclaimed water produced. See Letter Response (Comment No. 4 and No. 5)

Wastewater Treatment Plant	Reclaimed Water currently produced (mgd)	Reclaimed water in 5-years (mgd)	Reclaimed water in 10-years (mgd)
Harbor Road WWTP	0.50 ±		
South WWTP	0.20 ±		

(c) Do you recycle treatment process discharge water or stormwater for on-site landscape irrigation or for any other purpose?

YES ■ NO ☐

If yes,
Describe the use.

The City currently has an in-plant reuse pump station/system at their Harbor Road WWTP.

(d) Attach a map of the reclaimed water service area showing distribution lines (existing and proposed) and the name, addresses and quantities used by each existing reuse customer. Not Applicable

If no,

(a) Provide a timeframe for completion of an analysis of the economic, environmental and technical feasibility of reusing reclaimed water, recycling water on-site, utilizing the lowest acceptable quality water for the intended purpose and providing reclaimed water or stormwater for end-use.

Consumptive Use Permit applicants are required to utilize the Guidelines for Preparation of Reuse Feasibility Studies published by the Department of Environmental Regulation in November 1991 and Guideline for Preparation of Reuse Feasibility Studies published by the Department of Environmental Protection in November 1996.

Section IV – CUSTOMER AND EMPLOYEE EDUCATION

Attach examples of water conservation information you provide to customers.

Using the appropriate letter, indicate which of the following player education and employee awareness activities are currently being implemented and which you plan to implement and when.

(C) Currently implemented (P) Proposed to be implemented

C or P	Activity	Date activity was implemented or is proposed to be implemented
C	Using bill or mail stuffers to provide water conservation tips and information to customers.	On-going - Start Date Unknown
	Using special mailings to provide water conservation tips and information to customers.	
C	Providing specific water conservation literature or other information for different customer categories.	On-going - Start Date Unknown
C	Using other means of advertising (radio, TV public service announcements, billboards, newspaper or magazine ads) to encourage water conservation among customers.	City part of SJRWMD Water Conservation Campaign
C	Providing water conservation material to schools.	On-going - Start Date Unknown
C	Conducting public tours of your facilities.	Provided as requested
P	Operating information booths, which include water conservation literature, at special events.	1st time @ Annual Memorial Day Parade
	Seeking employees' ideas for water conservation using contests, suggestion boxes or other incentives.	
	Installing signs in restrooms encouraging water conservation.	
	Publishing and distributing water conservation tips and information through company newsletters, bulletin boards or employee paychecks.	
	Appointing an employee water conservation coordinator to design and implement your internal water conservation plan.	
	Private utility providing information for applicable local water conservation ordinances.	
	Conducting other public education and employee awareness activities (explain) _____ _____	

2. Of the education and awareness programs you have implemented, which have been particularly effective?

3. Of the education and awareness programs you have implemented, which have not been effective? Why?

Section V – PLAN IMPLEMENTATION SCHEDULE SUMMARY

In this section please summarize the Water Conservation Plan that you have prepared using this form and be sure to apply an implementation schedule for each activity or action you have indicated will occur within your requested CUP duration. Water conservation activities must span the duration of the permit.

Activity	Proposed Date of Implementation

RECEIVED
SEP 28 2011
JACKSONVILLE SC

Note: A progress report is required to be submitted at the time specified in permit conditions (typically midpoint of permit duration) to address the implementation of the activities.

Upon approval of the 5-YR Compliance Report, the document will be executed.

Please keep a copy of this plan for your records.

Please sign and date this plan:

_____
Signature

_____
Date

_____
Phone Number

Drinking Water Facility Plan Review Checklist

The basis for this checklist is Section 62-552.700 F.A.C. of the DW Rule. The questions below are used to verify that the planning requirements of the rule have been met. Complete the questions by checking the appropriate response and providing the requested information.

SECTION I - GENERAL

1) Project Sponsor: DW 100102 - City of Green Cove Springs
Is this a review of an amended facilities plan? Yes ☑ No ☐ Date of original FP: 7/30/2019

2) List below the title, date and author of all major reports, sources of information, documents, and correspondence that comprise the complete planning document. These documents may be referenced by section or page number on the Source/Comment line in subsequent questions.

Water System Master Plan in July 2018 ("2018 Water Master Plan"), Reclaimed Water System Master Plan in 2016 ("2016 Reclaimed Water Master Plan"), and a Technical Memorandum on Surface Water Discharge Elimination Plan in 2021 ("2021 SW Discharge Elimination Plan"). Page ES1 in Report (Page 6 / 68 of pdf).

3) Is there sufficient illustrative/descriptive detail of the project to identify project location and existing and proposed service areas (with map of service area/city/county boundaries)? Yes ☑ No ☐
Source/Comment:

Yes, shown in Figure II-1 (Page 12/68 of pdf) and Figure II-2 (Page 13/68 of pdf).

4) Is a description of the existing water system and its performance provided? Yes ☑ No ☐
Source/Comment:

Two Water Treatment Facilities, distribution system piping, and three elevated storage tanks. Generally well performing, some pressure issues. Pages 4 - 18 in Report (Pages 11 - 25 / 68 of pdf).

5) Briefly describe the major components of the proposed project.

Reclaimed water system improvements include construction of reject storage system, retrofit Magnolia Point Development with public-access reuse, and connected of reclaimed water system with CCUA. Water system improvements include construction of jockey pumps, high service pumps, and a ground storage tank. Pages 46 - 54 in Report (Pages 56 - 61 / 68 of pdf).

6) Provide justification/need for project, list environmental and economic impacts, and give benefits of the project.

Reclaimed water improvements are required to provide necessary water pressures in Magnolia Point, eliminate wastewater effluent nutrient loading to the St. Johns River Outfall, and become compliant with Senate Bill 64. Water system improvements are required to be able to support future development in the Reynolds Park Area and replace aging infrastructure. Pages 46 - 54 in Report (Pages 56 - 61 / 68 of pdf). Page 58 - 61 in Report (Pages 65 - 68 / 68 of pdf).

7) Are there any problems with the existing water system regarding water quality, public health, system pressure, capacity, or other problems? Yes ☑ No ☐ (review recent DW sanitary survey)
Source/Comment:

Low pressure complaints during irrigation cycles. Temporarily mitigated by interconnect with Clay County Utility Authority (CCUA). Page 7 in Report (Page 14 / 68 of pdf).

8) Is a projection of population and water demand (minimum 20-years) and present and historic water usage given? Yes ☑ No ☐
Source/Comment:
Analysis was completed through the year 2050 with population projection of 12,460 and medium-demand water use projection of 1.98 MGD-AADF. Page 19 - 27 in Report (Page 26 - 34/ 68 of pdf). Page 39 - 45 in Report (Page 46 - 52 / 68 of pdf).

9) Is there a description of the O&M program and the managerial & technical capacity of the existing water system? Yes ☑ No ☐ (also view the business plan for a managerial/technical summary)
Source/Comment:
O&M considerations generally include labor, utilities, office/lab supplies, general repairs and maintenance, and miscellaneous other activities as shown in Table IV - 1, Page 28 in Report (Page 35 / 68 of pdf).

10) List any interest rate adjustments [per 62-552.300(6)(c), F.A.C.] that the project sponsor may qualify.
Source/Comment:
Project would incorporate AIS & Davis-Bacon criteria and asset-management criteria. The project will remove potable water from irrigation systems and replace with reclaimed water thus increasing public water supply capabilities.

SECTION II - COST COMPARISON AND SELECTED ALTERNATIVE

1) Do the planning documents discuss the factors affecting the decision-making process that led to the "selected alternative" with a comprehensive rationale for the selection? Yes ☑ No ☐
Source/Comment:
Economic impact, long-term planning goals, and regulatory compliance were the factors used to select the best alternatives. Page 55 - 57 in Report (Pages 62 - 64/ 68 of pdf).

2) Is a cost comparison of at least three alternatives documented? Yes ☑ No ☐
Source/Comment:
Among the three project types (reclaimed improvements, effluent disposal, and water improvements) there were a total of 10 project alternatives considered on a financial basis. Pages 46 - 54 in Report (Pages 56 - 61 / 68 of pdf).

3) Is a project cost breakdown given for each alternative with a total cost that reflects the project data used in the cost comparison? Yes ☑ No ☐
Source/Comment:
Yes, Pages 46 - 54 in Report (Pages 56 - 61 / 68 of pdf).

4) Does the planning document include a description of the selected/recommended alternative and associated appurtenances, the estimated capital costs, the estimated operation/maintenance costs, and the repair/replacement costs (if applicable)? Yes ☑ No ☐
Source/Comment:
Yes, Page 55 - 57 in Report (Pages 62 - 64/ 68 of pdf).

5) If this project involves more than one phase, are detailed capital costs and total project costs presented for each phase? Yes ☐ No ☐ N/A ☑
Source/Comment:

SECTION III - ENVIRONMENTAL REVIEW

An environmental review is required for each project to be funded. This review includes the preparation and publication of an Environmental Information Document (EID) by FDEP staff.

1) Check below the type of EID issued for this project and provide the publication date.
FFONSI ☐ FCEN ☐ FEIS/FROD ☐ FRAN ☐ Publication Date: _____

2) If a FCEN was issued, check the below categorical exclusion criterion that applies. N/A ☑
☐ Rehabilitation of existing facilities or replacement of structures, wells, water mains, or equipment.

- ☐ Facilities that will not result in more than a 50% increase of existing public water system capacity and there is no acquisition of land other than easements and rights-of-way where streets have been established, underground utilities installed, building sites excavated, or where such lands have otherwise been disturbed from their natural condition.
- ☐ Facilities for the disinfection of public water supplies.
- ☐ Back-up supply wells where, after disinfection, existing water quality meets drinking water standards and there is no acquisition of land.
- ☐ Facilities that will result solely in the provision of adequate public water system pressure.

3) Does the planning document include a list from the U.S. Fish &Wildlife Service of threatened, endangered, proposed, and candidate species and their designated critical habitats that may be present in the project area? Yes ☐ No ☐ N/A ☑
Source/Comment:
See attached environmental figures. This project will be in the right of way of a well established residential neighborhood or within an existing water treatment plant.

4) Does the project require U.S. Fish & Wildlife review; and, if so, have comments been issued?
Yes ☐ No ☑
Source/Comment:
This project will be in the right of way of a well established residential neighborhood or within an existing water treatment plant. See attached environmental figures.

5) Will the proposed project have any significant adverse effects upon flora/fauna, threatened/endangered plant/animal species, surface water bodies, groundwater, prime agricultural lands, wetlands, undisturbed natural areas, archaeological/historical sites, floodplains, or air quality? Yes ☐ No ☑
Source/Comment:
This project will be in the right of way of a well established residential neighborhood or within an existing water treatment plant. See attached environmental figures.

6) Will the proposed project have any significant adverse human health/environmental impact on minority/low-income communities? Yes ☐ No ☑
Source/Comment:
This project will be in the right of way of a well established residential neighborhood or within an existing water treatment plant. See attached environmental figures.

7) List any significant adverse environmental impacts and what project components will mitigate such impacts? N/A ☑
Source/Comment:
This project will eliminate the use of potable water for irrigation in a neighborhood with large lots, a community association with strict landscape requirements, and significant usage of irrigation.

8) Has the project received a State Clearinghouse review/approval? Yes ☐ No ☐
Source/Comment: https://floridadep.gov/oip/oip/content/clearinghouse
This project modifies the approach that was outlined in previously approved Project # 100102 (Bonaventure Water Treatment Plant Improvements).

9) If the project involves source water protection/capacity development, has approval by the FDEP Source/Drinking Water Program been obtained? Yes ☐ No ☐ N/A ☑
Source/Comment:

SECTION IV - PUBLIC PARTICIPATION

1) Was a public meeting held to explain details of the project and its financial impact to affected parties; and was the public able to participate in evaluating project alternatives? Yes ☑ No ☐
Source/Comment:
There have been public meetings for both the previously approved Project # 100102 and the Surface Water Discharge Elimination Plan.

2) Date of Public Meeting: 11/2/21 & 6/6/2023

3) Have copies of the public notice and public meeting minutes been provided? Yes ☑ No ☐
Source/Comment:
See Item No. 24 of attached meeting minutes.

SECTION V - FINANCIAL FEASIBILITY

1) Did the project sponsor provide a completed financial business plan (including technical/managerial sections) signed by the chief financial officer or the authorized representative? Yes ☑ No ☐
Source/Comment:
Updated Business Plan Enclosed.

2) Do the planning documents include a proposed system of charges/rates/fees and other collections that generate revenues to be dedicated to loan repayment (e.g. user charge rates)? Yes ☑ No ☐
Source/Comment:
Water, Wastewater and Reclaimed Rate Studies have been completed to address the project debt service.

3) Does the financial information demonstrate the project sponsor's ability to repay the loan including a 1.15 coverage factor and sufficient collateral if other than a government agency? Yes ☑ No ☐
Source/Comment:
See attached business plan.

SECTION VI - SCHEDULE

1) Do the planning documents include a schedule to implement the proposed project? Yes ☑ No ☐
Source/Comment:
The Surface Water discharge Elimination Plan has a set date for compliance of 2032

2) If the planning period exceeds 5 years, has project phasing been considered; and if so, has an implementation schedule been presented for each phase of the planning period? Yes ☐ No ☐
Source/Comment: N/A ☑
Intent is to have all improvements in service within the next 5 years.

SECTION VII - PROJECT AUTHORIZATION

1) Do the planning documents include an adopted resolution or other action establishing a commitment to implement the planning recommendations, and was the public meeting held before the resolution was adopted? Yes ☑ No ☐ Date of resolution/action: 11/2/21
Source/Comment:
City Council Regular Session, Council Business

SECTION VIII - IMPLEMENTATION

1) Is there anything about the proposed project that appears questionable from an engineering, environmental or financial perspective; and therefore, requires resolution? Yes ☐ No ☑
Source/Comment:

2) List any proposed service agreements or local contracts (e.g. county, city, private entity) necessary to implement the selected alternative. Describe the status of each agreement/contract. N/A ☑
Source/Comment:

3) List any DEP permits (other than a construction permit) needed to implement the selected plan.
N/A ☐
Source/Comment:
Water Treatment Plant Permit Modification.

4) Does the project require approval by the Public Service Commission for a rate increase or expansion of the service area? Yes ☐ No ☐ N/A ☑
Source/Comment:

SECTION IX - PLANNING DOCUMENT COMPLETION

1) Is the planning document signed and sealed by a professional engineer? Yes ☑ No ☐
2) Has the FEID been mailed to the appropriate parties? Yes ☐ No ☐
3) Have the following action/approval/acceptance dates been entered into the SRF database?

State Clearinghouse:	Yes ☐	No ☐	
Financial Business Plan:	Yes ☐	No ☐	
Public Meeting Date:	Yes ☐	No ☐	
Adopted Resolution/Action Date:	Yes ☐	No ☐	
EID Publication Date:	Yes ☐	No ☐	
Facilities Plan Acceptance Date:	Yes ☐	No ☐	
FDEP District Office:	Yes ☐	No ☐	
FDEP Source/Drinking Water Program:	Yes ☐	No ☐	N/A ☑
U. S. Fish & Wildlife:	Yes ☐	No ☐	N/A ☑
USDA Natural Resources Conservation:	Yes ☐	No ☐	N/A ☑
Corps of Engineers:	Yes ☐	No ☐	N/A ☑

4) Is the planning document approval letter included with this checklist? Yes ☐ No ☐

ACCEPTANCE:

Project Manager: _____ _____
Effective Date

Program Administrator: _____

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session **MEETING DATE:** June 6, 2023

FROM: Scott Schultz, Asst. Water Utilities Director

SUBJECT: City Council adoption of Resolution R-09-2023 approving the Water Facilities Plan which includes the addition of Magnolia Point Reclaimed Water System

BACKGROUND

In preparation for compliance with the Surface Water Discharge Elimination Act (Senate Bill 64), and certain improvements needed at the Reynolds Water Treatment Plant, staff has prepared the above referenced documents for submittal to FDEP to receive a loan / grant (hopefully) combination to design the improvements. This will prepare the projects for actual construction associated financing.

FISCAL IMPACT

No specific impact by approving the Water Facilities Plan.

RECOMMENDATION

Adopt Resolution R-09-2023 approving the Water Facilities Plan

RESOLUTION NO. R-09-2023

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ADOPTING A WATER FACILITY PLAN FOR THE IMPLEMENTATION OF WATER SYSTEM IMPROVEMENTS THROUGH THE FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION (FDEP) STATE REVOLVING FUND (SRF).

WHEREAS, on April 2, 2019, at Second and Final Reading and Public Hearing, the City Council adopted Ordinance O-07-2019 authorizing the City to borrow up to $18,000,000.00 for capital improvements to the City's water system; and

WHEREAS, on February 21, 2023, the City Council approved of, and authorized the Mayor to execute associated documents for a Request For Inclusion (RFI) to the Florida Department of Environmental Protection (FDEP), Drinking Water State Revolving Fund (SRF) for the design of capital improvements to the City's Water System; and

WHEREAS, Florida Statutes provide for loans to local government agencies to finance the construction of water facilities; and Florida Administrative Code requires the formal authorization by City Council to formally adopt a water facility plan (hereafter "Facility Plan") outlining necessary water facility improvement to comply with State of Florida funding requirements; and

WHEREAS, formal adoption of the proposed Facility Plan is required for the City of Green Cove Springs to participate in the State Revolving Loan Fund Program; and

WHEREAS, the City Council of the City of Green Cove Springs, Florida agrees with the findings and summary of necessary improvements as outlined in the Facility Plan, which was drafted based on findings and recommendations from the City's Water System Master Plan for the purpose of designing and constructing: finished water storage expansion at the Harbor Road Water Treatment Facility, improvements to the Reynolds Water Treatment Facility, replacement of aging asbestos-cement piping, distribution system pressure improvements at different locations in the City via improvements at the City's Bonaventure Water Treatment Facility and/or piping improvements within Magnolia Point, and other improvements identified in the City's Water Facilities Plan;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AS FOLLOWS:

SECTION 1. The City Council of the City of Green Cove Springs, Florida formally approves and adopts the City of Green Cove Springs Facility Plan as written and presented to the City Council on this date which includes information that was previously presented to the City at City Council Meetings of June 19, 2018, March 5, 2019, June 18, 2019, and funding implications memorialized as part of Ordinance O-07-2019.

SECTION 2. The City Manager is hereby designated as the authorized representative to provide the assurances and commitments that will be required by the Facility Plan.

SECTION 3. The Mayor is hereby designated as the authorized representative to execute the Facility Plan which will become the foundation of all activities related to the water facility plan.

DONE AND RESOLVED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, IN REGULAR SESSION, THIS 6TH DAY OF JUNE, 2023.

CITY OF GREEN COVE SPRINGS, FLORIDA

_____
Constance W. Butler, Mayor

ATTEST:

_____
Erin West, City Clerk

APPROVED AS TO FORM:

_____
L. J. Arnold, III, City Attorney

WATER FACILITIES PLAN

for

SRF MAGNOLIA POINT RECLAIMED WATER SYSTEM

& REYNOLDS WATER SYSTEM IMPROVEMENTS

CITY OF GREEN COVE SPRINGS, FLORIDA

DW 100102

Prepared by:

MITTAUER & ASSOCIATES, INC.
CONSULTING ENGINEERS
Orange Park, Florida
Project No. 8905-61-1
May 2023

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EXECUTIVE SUMMARY

The City completed a Water System Master Plan in July 2018 ('2018 Water Master Plan"), Reclaimed Water System Master Plan in 2016 ("2016 Reclaimed Water Master Plan"), and a Technical Memorandum on Surface Water Discharge Elimination Plan in 2021 ("2021 SW Discharge Elimination Plan"), which reviewed and provided direction related to the City's water, wastewater and reclaimed water treatment infrastructure. The enclosed Water Facilities Plan ("Plan") provides a similar comprehensive review of the City's utility infrastructure in attempts to define a detailed surface water elimination plan with focus on replacement of potable water use with reclaimed water for non-essential purposes. As well as traditional water system improvements to address aging infrastructure.

As documented further herein, the Plan outlines and provides detailed support for the following approach:

Reclaimed Water System Improvements

- Maximizing reclaimed water supply and use within the City Limits and Utility Service Area including consideration of supplying neighboring utilities, such as Clay County Utility Authority (CCUA), with surplus reclaimed water.

  - The above approach provides the additional benefit of minimizing withdrawals from the Floridan Aquifer for non-essential water demands.

- Expand reclaimed water storage capacity by 1.24 million gallons (MG) via a second ground storage tank (GST No. 2).

- Extend reclaimed water distribution piping into the Magnolia Point development to replace existing residential potable water irrigation systems with reclaimed water. This improvement is anticipated to increase reclaimed water demands by approximately 0.50 million gallons per day (MGD) on an annual average daily flow (AADF) basis.

- Continue coordination with CCUA to determine reclaimed water interconnection possibilities, capacities, and locations.

- Evaluate enhancements to the City's reclaimed water operating protocol related to times when the system does not meet public-access reclaimed water quality requirements.

Water System Improvements

- Construct Ground Storage Tank No.3 and complete high service pump upgrades for the Reynolds Water Treatment Facility.

The enclosed Plan reviewed the following areas:

- Existing System Capabilities (**Section II**);
- Growth Review and Population Projections (**Section III**);
- Operation and Maintenance Program (**Section IV**)
- Regulatory and Policy Considerations (**Section V**);
- Projected Demands through the Planning Period (**Section VI**);
- Development of Alternatives (**Section VII**);
- Selected Plan (**Section VIII**); and
- Environmental Considerations (**Section IX**).

The enclosed Plan is submitted to the SRF Program to support the design Requests for Inclusion (RFI).

I. INTRODUCTION

A. OBJECTIVE

The City of Green Cove Springs ("City") authorized the preparation of this report to:

1. Further develop the approach outlined in the surface water elimination plan with focus on replacement of potable water use with reclaimed water for non-essential purposes.

2. Provide recommendations for Reynolds Water Treatment Facility improvements.

3. Review environmental and growth related issues as it relates to the North Florida Regional Water Supply findings and recommendations; and

4. Provide specific utility system improvements to be funded through the FDEP SRF Program.

The City's Utility Service Area extends beyond the municipal limits. Since 2015, the City has been experiencing growth within its corporate limits as well as areas outside of these limits within the Utility Service Area. To address these growth needs, the City completed regional studies, master planning efforts, and coordination with developers related to their water, wastewater, and reclaimed water infrastructure requirements.

One large variable in the City's planning horizon is related to a Future Land Use Amendment that was completed in 2010. The amendment covered a 2,000+ acre parcel of land (i.e., "Reynolds Parcel") that will be a major factor in the City's long-term growth driving future potable water demands and fire suppression requirements. Accordingly, the City desires to appropriately plan for its infrastructure needs in order to identify the most logical and practical means of accommodating the growth and demands placed on the City's water systems. The Reynolds Parcel future development is further explored in **Section III.B.**

This translates into developing an implementable capital improvement plan based on projected demands that will take into account the following:

1. Reclaimed Water Service Areas;

2. The “Planning Period” which will be through the Year 2040;

3. Reynolds Water Treatment and the City’s overall Wastewater Treatment capabilities and capacities of the existing infrastructure;

4. Conservation projections and influence of reclaimed water delivery alternatives through the Planning Period;

5. Regional options related to infrastructure connections; and

6. The influence of current and pending regulatory requirements for the design, permitting, construction, operation and maintenance of infrastructure improvements.

The objective of this Water Facilities Plan (“Plan”) is to develop a capital improvement approach that will accommodate the above elements. The Plan will identify proposed projects, an implementation schedule, and review necessary capital needs to implement the proposed alternative(s).

B. GENERAL APPROACH

This Plan will utilize a number of documents that have been previously published and reviewed by the City including, but not limited to:

1. 2040 Comprehensive Plan
2. Reynolds FLUM Amendment materials
3. FDOT First Coast Expressway Plans
4. 2015 Wastewater System Master Plan
5. 2016 Reclaimed Water System Master Plan
6. Utility & Service Area Build-out Study (Fleet & Assoc. 2006)
7. North Florida Regional Water Supply Plan
8. 2021 Surface Water Discharge Elimination Plan

In concert, these materials, along with other traditional planning references, will be utilized to determine wastewater treatment capabilities and reclaimed water demands to minimize the use of potable water for non-essential purposes. These system components are reviewed and discussed in **Section II**. **Section III** provides an aggregate growth review from various sources to be utilized in developing future water demands. **Section IV** reviews the operation and maintenance requirements. **Section V** reviews the regulatory implications on the future design and operation of the Wastewater/Reclaimed System, while **Section VI** will expand upon the previous sections and determine time lines on proposed growth with associated reclaimed water demands. Implications of the proposed demands on future Utility System expansion are reviewed in **Section VI**. **Section VII** includes budgetary cost estimates for designing, permitting, and constructing various Water System Alternatives. An implementation schedule and a capital improvement plan is summarized in **Section VIII**. Environmental considerations are reiewed and discussed in **Section IX**.

II. EXISTING UTILITY SYSTEM

The City is located on the St. Johns River in Clay County, Florida, and lies at the crossroads of State Road 16 and U.S. Highway 17, approximately 30 miles south of the City of Jacksonville, Florida. The U.S. 2010 Census listed the City's population at 6,908 persons, the 2020 Census listed the population at 9,786 and the University of Florida Bureau of Economic and Business Research's ("BEBR") Year 2021 estimate is 9,959 persons. From 2010 to 2020, the population growth was approximately 4.2% per year, while the more recent trend is approximately 1.8% per year (2020 to 2021). These population figures are limited to the City's corporate limits. The City also serves customers outside of the City Limits within unincorporated areas of Clay County. Electric, water, and wastewater services are provided by the City and the electric service area varies from the water and sewer service area limits. The City also implemented a Reclaimed Water Service Area (RWSA) in 2015/2016 that focuses on future growth areas as well as existing locations within the City that have more significant irrigation demands. The RWSA is located within the City's existing Utility Service Area, but is a subset of the overall area whose limits will be reviewed in more detail throughout the Plan. The water service area ("Service Area") encompasses approximately 6.77 square miles. The City limits and Service Area boundaries differ from one another, and the respective limits are shown in **Figure II-1**. The sub-areas within the overall service area boundaries are presented in this figure; however, a more in-depth discussion for these sub-areas is provided in **Section II.C.** The RWSA is illustrated in **Figure II-2.**

The City's owns and operates a Water System that interconnects two water treatment facilities, Reynolds Water Treatment Facility (RWTF) and Harbor Road Water Treatment Facility (HRWTF), through distribution system piping and three elevated storage tanks.

A. WATER SYSTEM

The City owns and operates two (2) permitted Water Treatment Facilities ("WTF"). The Harbor Road WTF ("HRWTF") generally serves Magnolia Point and elevated areas along Randall Road to SR 16 at Clay High School, while the Reynolds WTF ("RWTF") is located toward the south end of the City and serves the majority of the core city and customers to the north.

The two WTFs are interconnected via distribution piping that is connected to three separate elevated storage tanks (EST). The HRWTF is isolated from the distribution system and ESTs via two hydraulic control valve stations that ensure

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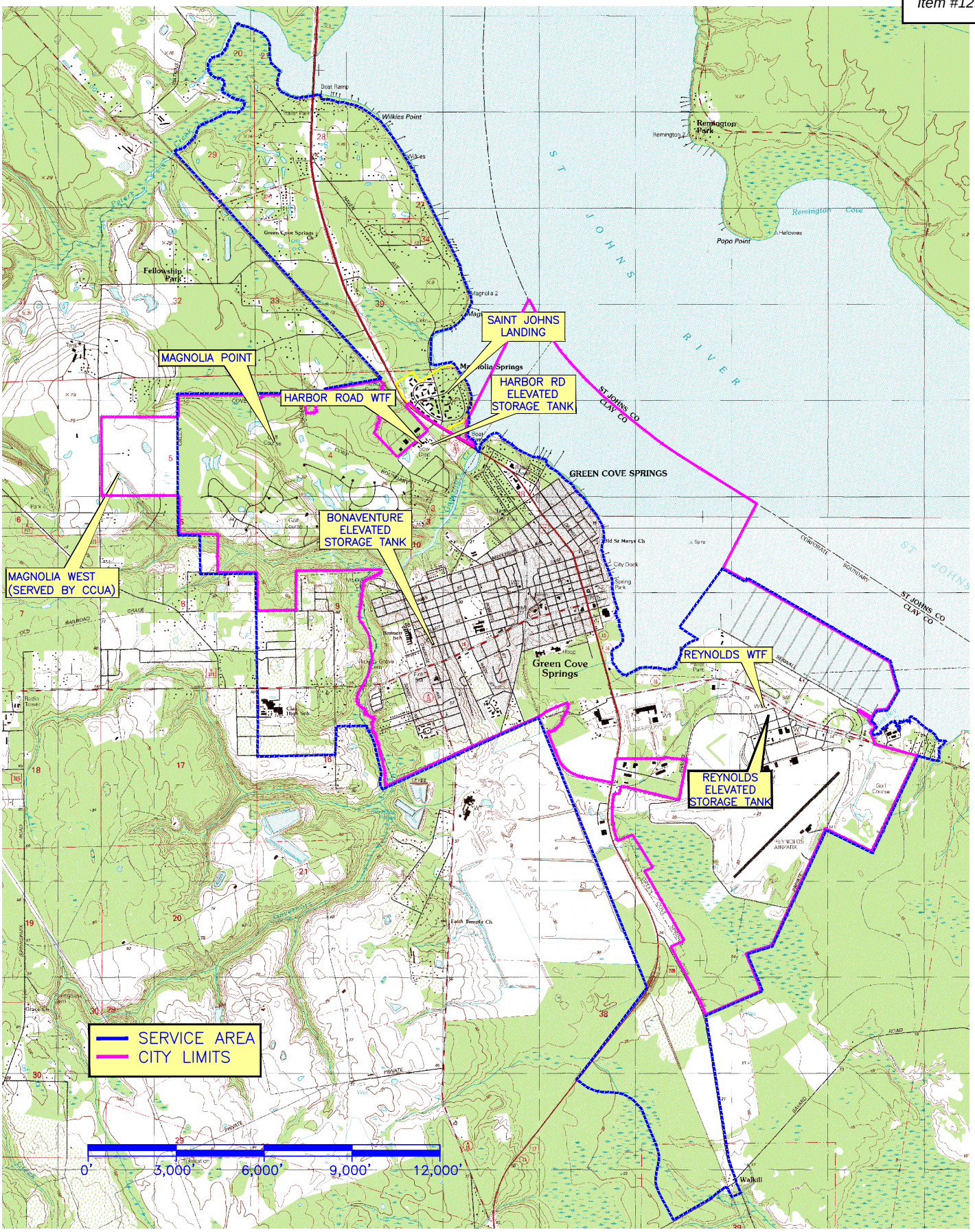

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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
Overall Service Area Map
Clay County, Florida

FIGURE

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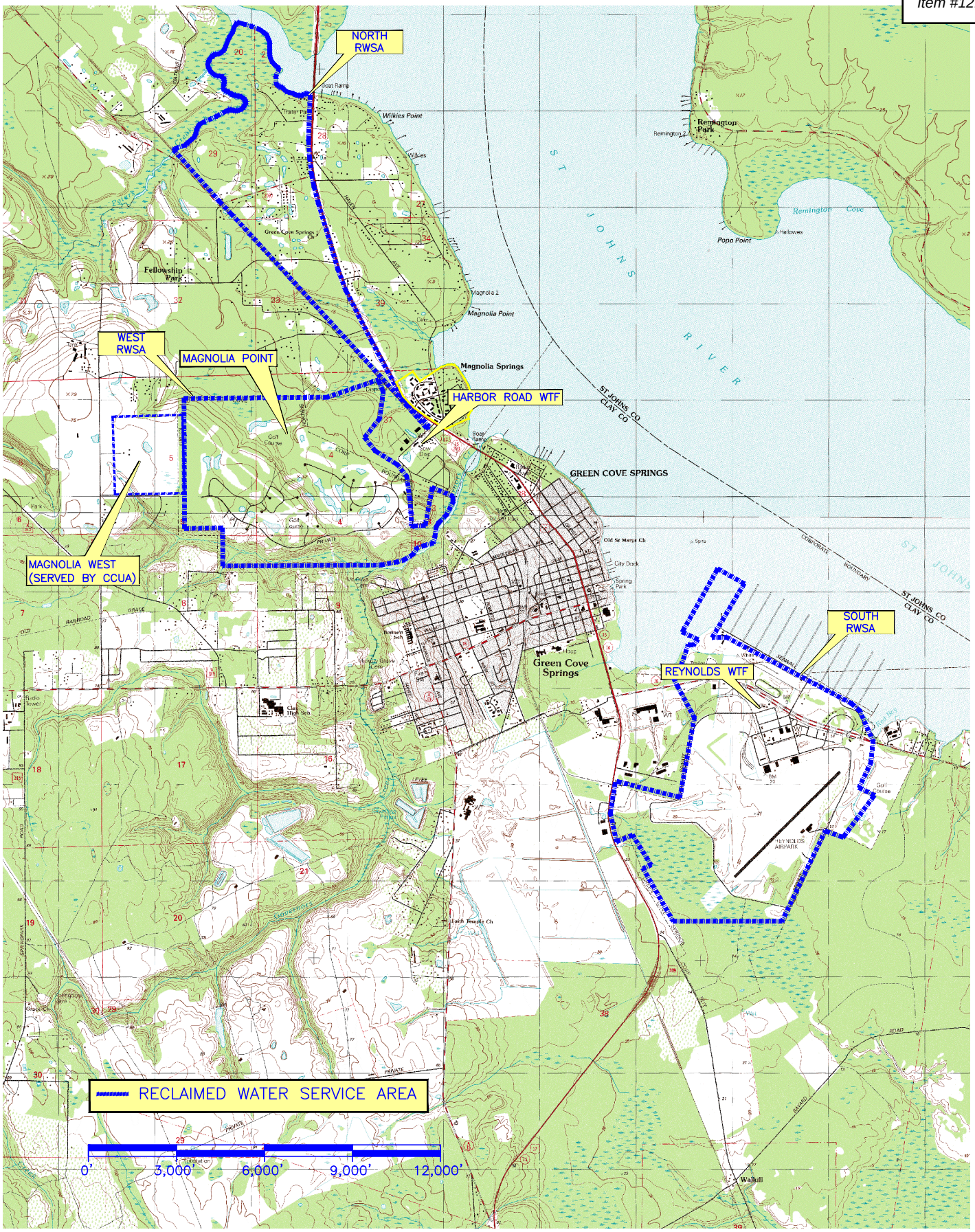

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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
Reclaimed Water Service Area
Clay County, Florida

FIGURE

high-pressure service to the elevated regions of Magnolia Point and Randall Road is maintained, but also allow the HRWTF to pump finished water to the larger distribution system when the control valves are open.

The three ESTs are the Harbor Road EST (200,000 gal), Reynolds EST (250,000 gal), and Bonaventure EST (75,000 gal). Each EST was constructed at different elevations, which complicates operations.

The HRWTF has the following critical components:

- Two production wells (Well No. 1 - 1,600 gpm and Well No. 2 - 2,000 gpm); three high service pumps (HS Pump 1 thru 3 - 1,200 gpm/pump); two jockey pumps (Pump 1 & 2 - 400 gpm/pump); and two ground storage tanks (200,000 gallons/each).

- The HRWTF Firm Capacity is limited on a: maximum daily flow (MDF) basis of 1.36 MGD (GST volume limiting); and peak hourly flow basis (PHF) of 1,667 gpm (GST limiting). An additional GST is needed at the Harbor Road site based on current peak hourly flow demands.

- The maximum daily flow peaking factor is approximately 2.10, and current peak hour flows can approach or exceed 2,000 gpm (2.88 MGD-PHF).

- As Magnolia Point has built-out, irrigation demands can lead to reduced service pressures. The City has begun to address this dynamic by coordinating with CCUA to complete an interconnect with CCUA's Peter's Creek WTF Service Area at the westerly boundary of Magnolia Point and Magnolia West at Medinah Lane.

Table II-1 summarizes the HRWTF facility components:

TABLE II-1 HARBOR ROAD WTF COMPONENT SUMMARY	
Unit	**Description**
Well No. 1[a] SJRWMD ID = HR-1 (Raw Water Pump)	Well Total Depth: 1,148' (bls) Well Casing Diameter: 16" Well Casing Depth: 750' (bls) Well Capacity: 1,600 gpm (2.30 MGD) Well Motor Size: 40 Hp
Well No. 2[a] SJRWMD ID = HR-7 (Raw Water Pump)	Well Total Depth: 1,000' (bls) Well Casing Diameter: 16" Well Surface Casing Depth: 360' (bls) Well Capacity: 2,000 gpm (2.88 MGD) Well Motor Size: 60 Hp
Jockey Pump No. 1 & No. 2	Capacity: 400 gpm @ 165' TDH (71 psig) Operating Range: Motor Size: 30 Hp
High Service Pumps No. 1 thru No. 3	Capacity: 1,200 gpm @ 165' TDH (71 psig) Motor Size: 75 Hp
Chlorination System	Chlorine Analyzer Two 550 Gallon HDPE Double-Walled Hypochlorite Storage Tanks Two Hypochlorite Chemical Metering Pumps for Well No. 1 and Two Hypochlorite Chemical Metering Pumps for Well No. 2
Instrumentation & Control System	Magnolia Point High Pressure Indicator HR EST Pressure Indicator One (1) 16-inch Turbine Finished Water Meter Data Flow System (DFS) SCADA Control Hydraulic Control Valves
Auxiliary Power System	300 kW Auxiliary Generator with 48 hour Steel Diesel Fuel Tank capacity for Generator
HR GST No. 1 (Finished Water Storage)	200,000 gallon Pre-Stressed Concrete Storage Tank 2,600 gpm Cascade Aerator Finished Floor Elevation (FFE) = 21.30' High Water Level (HWL) = 34.88'
HR GST No. 2 (Finished Water Storage)	200,000 gallon Pre-Stressed Concrete Storage Tank 2,600 gpm Cascade Aerator FFE = 21.30' HWL = 34.88'

TABLE II-1 HARBOR ROAD WTF COMPONENT SUMMARY	
Unit	**Description**
HR EST (Finished Water Storage)	200,000 gallon Steel Elevated Storage Tank Grade Elevation = 23.5' Bottom Bowl Elevation = 119.3' (41.5 psi) High Water Elevation = 147.3' (53.6 psi)
FDEP Permitted Capacity	2.304 MGD (MDF)
Operating Category & Class	5C (see category and class rating requirements in Rule 62-699.310(2)(e), F.A.C.)

a: Bonaventure EST has an out-of-service well (HR-4) that is a 10" production well with 425' of casing and 65' total depth.

Items associated with the RWTF include the following:

- Three production wells (Well No. 1 - 520 gpm, Well No. 2 - 400 gpm, and Well No. 3 - 575 gpm); three high service pumps (HS Pump 1 thru 3 - 400 gpm/pump); and two ground storage tanks (200,000 gallons/each). All three wells are dated with limited capacities. A new, larger production well should be considered to replace one of the smaller production wells.

- The RWTF Firm Capacity is limited on a: maximum daily flow (MDF) basis of 1.15 MGD (HS Pumping capacity limiting); and peak hourly flow basis (PHF) of 1,200 gpm (HS Pumping capacity limiting). As additional customers come online, modifications to the HS Pumping Capacity will be one the first improvements required to ensure sufficient firm capacity.

- The maximum daily flow peaking factor is approximately 1.5, and current peak hour flows can approach or exceed 800 gpm.

- The reduction of peaks at the RWTF in comparison to the HRWTF is due to the amount of elevated storage on the Reynolds 'side' of the distribution system. This value would drastically change if the ESTs were removed from service and the City relied on ground storage for system reliability.

Table II-2 summarizes the RWTF facility components

TABLE II-2 REYNOLDS WTF COMPONENT SUMMARY	
Unit	**Description**
Well No. 1 SJRWMD ID = RS-1 (Raw Water Pump)	Well Capacity: 520 gpm (0.75 MGD) Well Motor Size: 10 Hp *Existing well construction information is not available*
Well No. 2 SJRWMD ID = RS-2 (Raw Water Pump)	Well Capacity: 400 gpm (0.58 MGD) Well Motor Size: 7.5 Hp *Existing well construction information is not available*
Well No. 3 SJRWMD ID = RS-3 (Raw Water Pump)	Well Capacity: 575 gpm (0.83 MGD) Well Motor Size: 7.5 Hp *Existing well construction information is not available*
High Service Pumps No. 1 thru No. 3	Capacity: 400 gpm @ 153‘ TDH (66 psig) Motor Size: 40 Hp
Chlorination System	Hypochlorite Metering System
Instrumentation & Control System	One (1) 8-inch Turbine Finished Water Meter One (1) Chlorine Residual Analyzer One (1) True line Chart Recorder Radio Telemetry/Control with WTF No. 2 and WTF No. 3 and Total DFS SCADA System
Auxiliary Power System	250 kW Auxiliary Generator with (48 hour) Steel Diesel Fuel Tank for Generator
Reynolds GST No. 1 (Finished Water Storage)	200,000 gallon Poured-in-Place Concrete Storage Tank with Cascade Aerator
Reynolds GST No. 2 (Finished Water Storage)	200,000 gallon Poured-in-Place Concrete Storage Tank with Cascade Aerator
Reynolds EST (Finished Water Storage)	250,000 gallon Steel Elevated Storage Tank [Operable Volume = 200,000 gallon] Grade Elevation = 13.8' Bottom Bowl Elevation = 138.8' (54.1 psi) High Water Elevation = 157.5' (62.2 psi)
FDEP Permitted Capacity	1.728 MGD (MDF)
Operating Category & Class	5C (see category and class rating requirements in Rule 62-699.310(2)(e), F.A.C.)

The original construction date for the facility is not known. The wellfield is adjacent to the old Navy base and airfield, and the well construction likely does not meet current requirements for a potable water supply well per Chapter 62-532, F.A.C. The wells operate based on the ground storage tank level, and the high-service pumps operate based on the Reynolds EST levels. Variable frequency drives control the speed of the high-service pumps to efficiently meet the system demands.

FDEP reviews the City's Water System in its entirety since the different components are interconnected. However, the RWTF would not provide sufficient service pressure should the HRWTF come offline, but the HRWTF could back-up the RWTF. A 'fill line' from the distribution system to the HRWTF ground storage tanks is proposed to address this redundancy issue should Harbor Road have issues with both of its wells.

The Total Firm Capacity of the City's Water System is 4.032 MGD which is based on a Maximum Daily Flow (MDF) basis. The Maximum Daily Flow basis is typically 2.0 times the annual average daily flow (AADF). On an annual daily flow (AADF) basis, the FDEP limit is approximately 2.016 MGD (4.032 MGD/2). The limiting components of the aggregate firm capacity are the production well capacity and storage capacity for a 1,000 gpm fire flow demand.

The City's current aggregate MDF is approximately 2.19 MGD or 54% of the system's rated capacity. The City's FY 2022 AADF was approximately 1.25 MGD.

The City's other limiting permit basis is through the St. Johns River Water Management District (SJRWMD), which regulates groundwater allocations. The City's Consumptive Use Permit (CUP) expires in 2024 and has different annual average allocations for water use per calendar year. The current permitted annual average withdrawals are presented in **Table II-3**.

TABLE II-3 2018 THROUGH 2024 SJRWMD CUP ALLOCATIONS	
Year	**CUP Allocation (MGD-AADF)[a]**
2018	1.453[b]
2019	1.569
2020	1.694
2021	1.831
2022	1.940
2023	2.056
2024	2.135

a: CUP allocations expire in 2024.
b: 2017 AADF Demand = 1.15 MG

The City's Distribution System was reviewed, and the following items were noted:

- The Bonaventure Elevated Storage Tank (EST) is the smallest EST and provides a relatively small pressure band from 33 to 41 pounds per square inch (psig) versus the Harbor Road and Reynolds ESTs that provide a 41 to 54 psig and 54 to 62 psig band, respectively.

- The City has an existing interconnect with St. Johns Landing, and has delivered service to the development when their water system is offline for maintenance. Regardless of an annexation process, St. Johns Landing may request dedicated service from the City at some future date. The Plan anticipates their existing facility components would be removed or placed out of service by the development. The current demand from that system is approximately 90,000 gpd (ADF), which would be added to the City's overall demands should dedicated service be provided to St. John's Landing.

- In 2017/2018, the City completed an interconnect with CCUA to serve elevated portions of Magnolia Point along the westerly limits of the development that abut Magnolia West. The total investment in the connection was approximately $75,000. The connection has assisted increasing service pressures to the system, and the City will need to consider

enhancing that connection to serve additional customers or implement a different approach via the City's infrastructure.

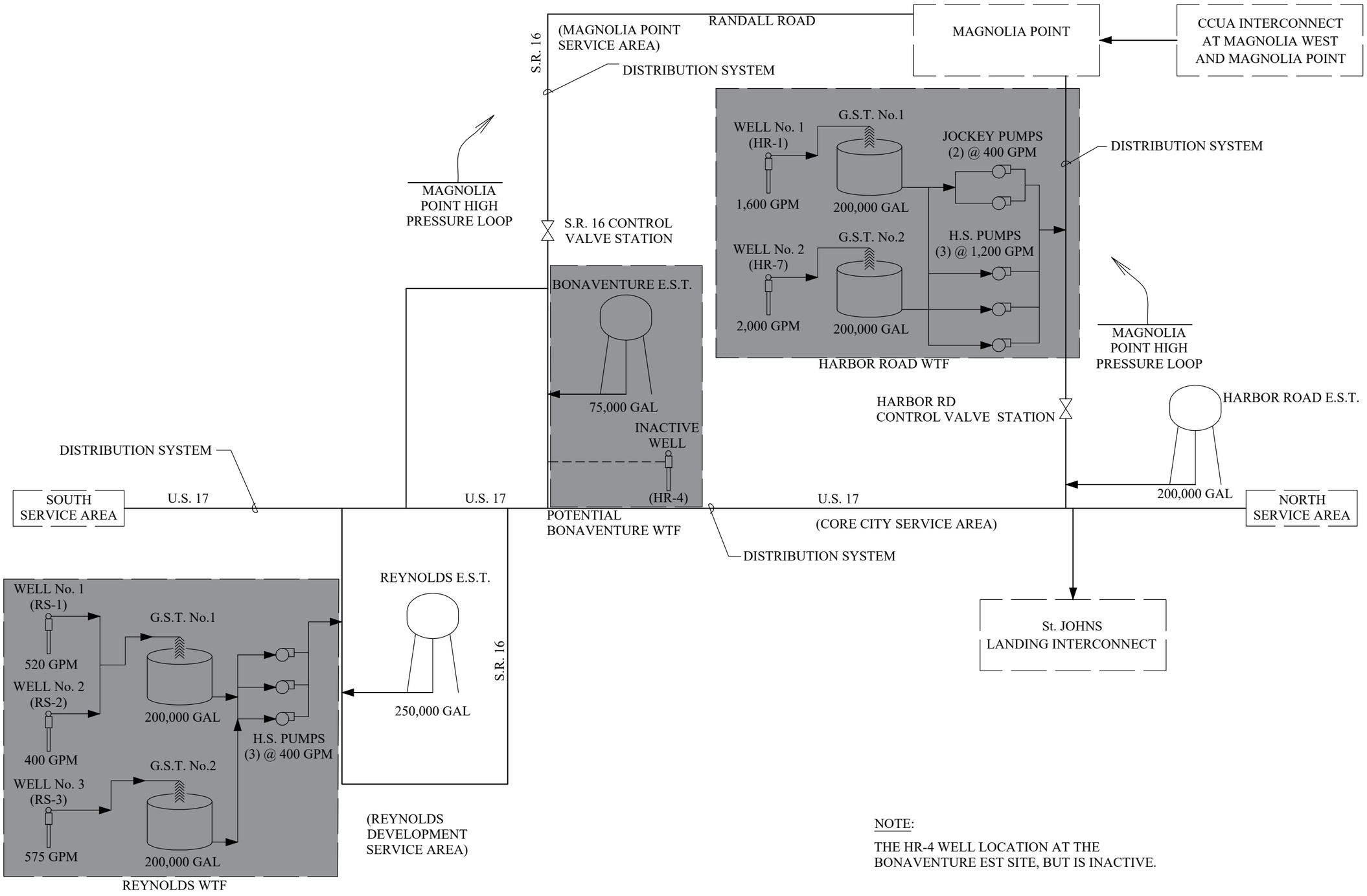
These various systems are depicted in the diagram provided as **Figure II-3**.

B. WASTEWATER SYSTEM

The City of Green Cove Springs ("City") currently operates the Harbor Road Wastewater Treatment Facility ("HRWWTF"), NPDES Facility ID FL0020915, and the South Wastewater Treatment Facility ("SWWTF"), NPDES Facility ID FL0030210, with permitted surface water discharges to the St. Johns River (Class III Fresh Waters, WBID #2213l). **Figure II-4** shows the locations of permitted surface water discharges for the HRWWTF. **Figure II-5** illustrate the SWWTF outfall location. The HRWWTF is currently undergoing expansion resulting in a 1.25 million gallon per day (MGD) advanced wastewater treatment (AWT) Water Reclamation Facility (WRF). Once the improvements are complete, the SWWTF may be deactivated and all flow directed to the Harbor Road Water Reclamation Facility ("HRWRF"). Pending future development needs, the SWWTF may be reactivated to serve currently unknown users.

Surface Water Discharge Point D-001 (HRWRF) is located near the City's existing boat ramp at Govenors Creek and US 17. The St. Johns River outfall was constructed with the 1971 WWTF, and the design was based on a 15" VCP from the treatment facility and transitions to 16" Ductile Iron Pipe (DIP) in the river. The gravity pipeline extends approximately 140 feet in length from the shoreline and discharges at a depth of approximately four (4) feet (coordinates are approximately latitude 30°00'50"N, longitude 81°41'20"W).

The City operates a permitted public-access reclaimed water system ("reuse system"), R-001. Per the City's Reuse Operating Protocol, the reuse system is the primary means of effluent disposal, with the surface water discharge available for wet weather conditions or circumstances when the treatment system does not meet public-access requirements.



NOTE:

THE HR-4 WELL LOCATION AT THE BONAVENTURE EST SITE, BUT IS INACTIVE.

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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
Water System Schematic Layout
Clay County, Florida

FIGURE II-3

SCALE: 1" =

N

15" GRAVITY SEWER

15" GRAVITY SEWER

140'

16" GRAVITY SEWER

Enterprise Way

Virgils Way

HARBOR ROAD
WASTEWATER TREATMENT
PLANT

Magnolia
Layne

EXISTING 16" DUCTILE IRON
HRWWTP ST. JOHNS RIVER
OUTFALL (GRAVITY OUTFALL)
INV. EL. = (–)2.80'(±)
(SEE NOTE 2)

Governor's Creek

Magnolia Point
Golfside Villas U2

Magnolia Point
Golfside Villas U5

EXISTING 10"PVC
MAGNOLIA POINT
BULK RECLAIMED
WATER TRANSMISSION
MAIN (PRESSURE
OUTFALL)

Magnolia Point
Golfside Villas U1

SEE NOTE 1

Magnolia Pt. Blvd

Gator Bay Rd.

Governors Creek Drive

Muirfield Dr.

Cove
Subdivision

Magnolia Point
Phase 1

EXISTING STORMWATER
MANAGEMENT SYSTEM

NOTES:
1. SUBDIVISION LAYOUT BASED ON CITY FILES.
2. INFORMATION BASED ON SMITH & GILLESPIE 1971 RECORD DRAWINGS.

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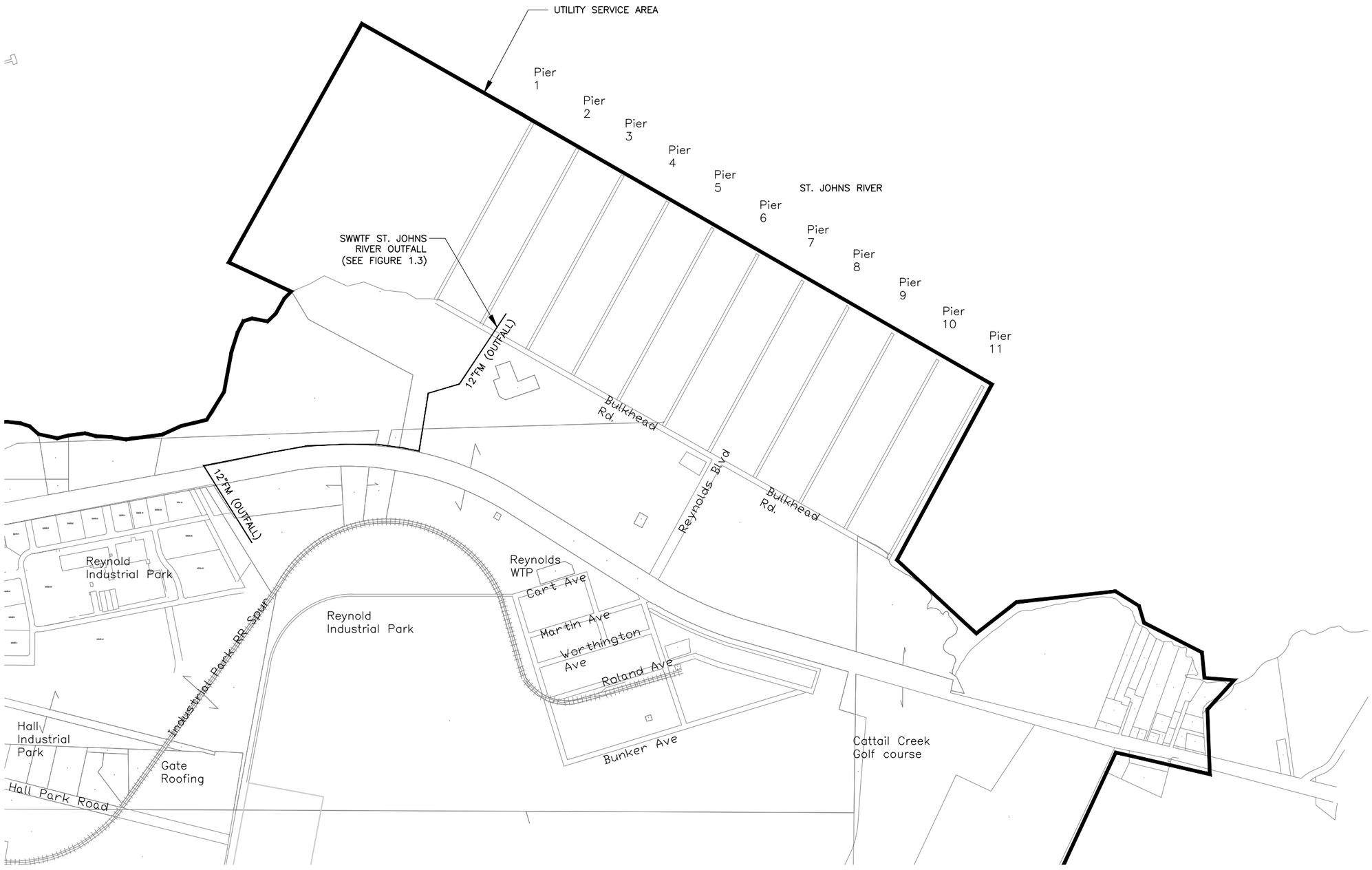
CITY OF GREEN COVE SPRINGS
Water Facilities Plan
HRWWTF Existing Outfall Locations
Clay County, Florida

FIGURE
II-4

SCALE: 1" = 1



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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
SWWTF Existing Outfall Location
Clay County, Florida

FIGURE II-5

The current HRWRF permitted capacities are as follows:

- Treatment: 0.75 MGD on an annual average daily flow (AADF) with current nutrient removal requirements that limit treatment capacity to 0.65 MGD AADF.
- Reuse: 0.75 MGD AADF.
- Surface Water Discharge: 0.65 MGD AADF.

The SWWTF Surface Discharge Point (D-001) is located near Reynolds Park and is a pressurized force main. The outfall was constructed in 1991/1992 with the original

SWWTF as a 14" outfall. The force main extends approximately 122 feet in length from the shoreline and discharges at a depth of approximately three (3) feet (coordinates are approximately latitude 29°59'27"N, longitude 81°39'34"W).

The current SWWTF permitted capacities are as follows:

- Treatment: 0.50 MGD on an AADF with current nutrient removal requirements that limit treatment capacity to 0.35 MGD AADF.
- Reuse: 0.5 MGD AADF (no current end users, not in service).
- Surface Water Discharge: 0.35 MGD, AADF (interim permitted), 0.5 MGD (ultimate permitted).

1. **Aggregate Total Maximum Daily Load (TMDL):** The HRWWTF and SWWTF interim capacities are limited to 0.65 MGD (AADF) and 0.35 MGD (AADF), respectively, to ensure compliance with the City of Green Cove Springs Aggregate Permit (FL0635618) for Total Nitrogen ("TN") and Total Phosphorus ("TP"). The limited capacities were the projected limitations to meet the City's annual limits for TN and TP that are 17,055.5 and 4,244.2 pounds per year (ppy), respectively.

C. RECLAIMED WATER SYSTEM

Both WRFs have capabilities to produce public-access reclaimed water ("reuse"), but only the HRWRF has a bulk-use customer located at the Magnolia Point Golf

Course. The HWRF has the following treatment system components that allow for reclaimed water production:

- Disk Filter;
- High-Level Disinfection Equipment;
- Effluent Monitoring Equipment; and
- Reclaimed Water Deliver (“Reuse”) Pumps.

In 2020, the HRWRF completed construction which included construction of a reuse water storage tank and increase to reclaimed water pumping capacity.

The 2020 reclaimed water system added:

- Two (2) 75-Hp split-case, pressure-controlled pumps each with a hydraulic capacity of 1,400 gallons per minute (gpm).

- A 10,000-gallon hydropneumatic tank.

- A 1.24 million gallon (MG) reclaimed water ground storage tank with provisions for additional storage capacity.

Current HRWRF components under construction will complete the upstream treatment infrastructure that will be tied into the 2020 reclaimed water system improvements outlined above.

III. GROWTH REVIEW AND PROJECTIONS

A. OVERVIEW

The City's overall Service Area is mostly developed with scattered vacant parcels, including some large tracts of land, throughout the Service Area that could be developed. With the exception of the Reynolds Park property in the southern portion of the City and Magnolia Point/Magnolia West in the northern portion of the City, the majority of the land in the City Limits is platted into small parcels (≤ ½ Ac), and the majority of these platted parcels are proposed for 'in-fill' residential development. Larger platted parcels exist in the area north of the City Limits to Black Creek and are anticipated to be future residential developments. The City has developed a '2040 Urban Boundary Plan' that delineated a *potential* future service area. The current City limits and existing Water and Sewer Service Area are shown within the 2040 Urban Boundary on **Figure III-1**. As the City considers potable water needs into 2040, the anticipated build-out of the City's service area and transition to reclaimed water for irrigation needs to be considered.

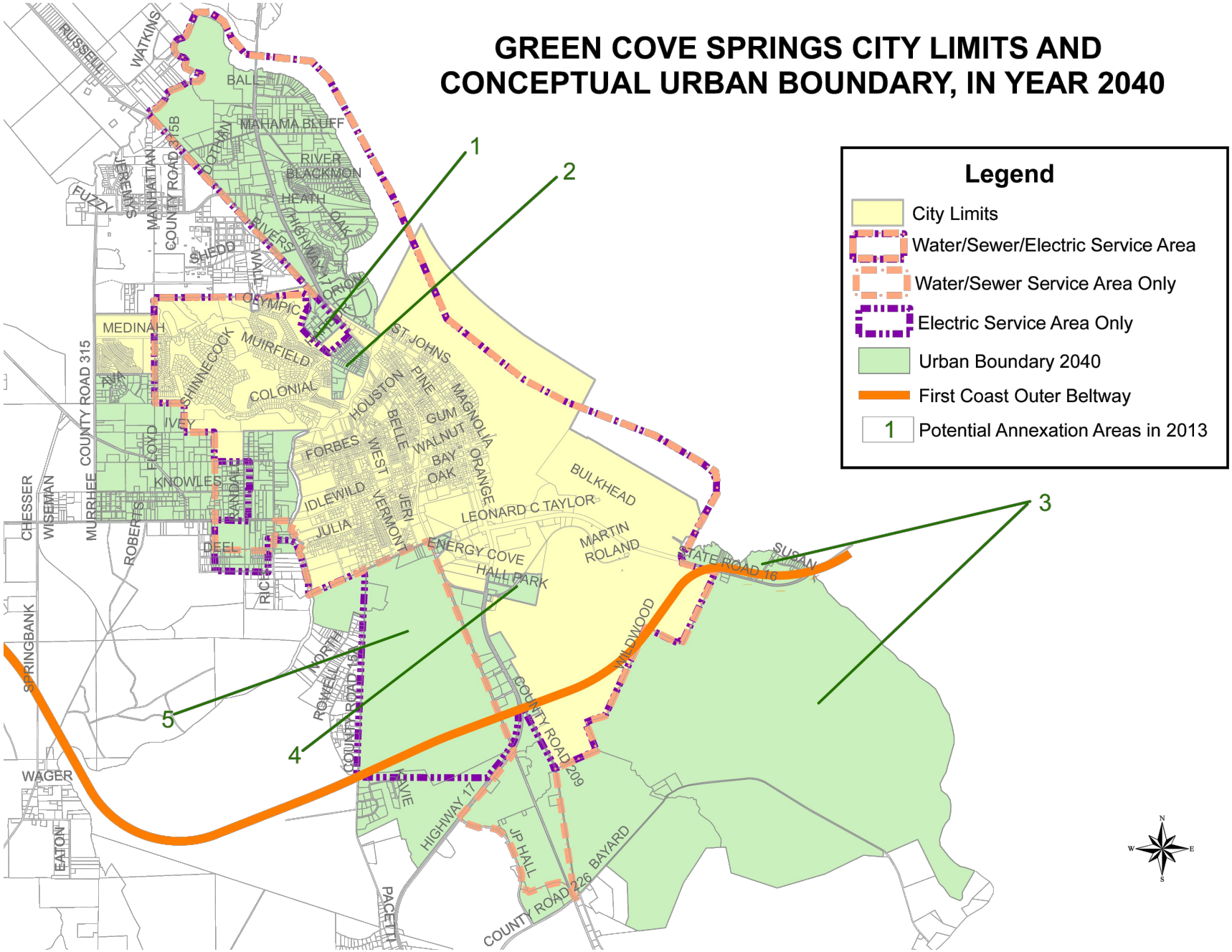
Section VI will review reclaimed water demands based upon population projections, and this section will focus on various dynamics that will affect population growth within and around the City. In particular, the following resources will be reviewed, discussed, and analyzed regarding population growth potential and projections within the City's 2040 Urban Boundary:

- Reynolds Future Land Use Map (FLUM) Amendment
- University of Florida Bureau of Economic and Business Research (BEBR) Population Projections

B. REYNOLDS FLUM AMENDMENT

In 2009, Clay Port, Inc. submitted an application to amend the City's Comprehensive Plan and associated future land use map to promote the redevelopment of Reynolds Park ("Reynolds"). Clay Port submitted the text and map amendment to the City for review and approval, and subsequently to the Department of Community Affairs (DCA) [now the Department of Economic Opportunity (DEO)] and other reviewing agencies. The Reynolds Property is

GREEN COVE SPRINGS CITY LIMITS AND CONCEPTUAL URBAN BOUNDARY, IN YEAR 2040



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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
2040 Urban Boundary
Clay County, Florida

FIGURE
III–1

located on U.S. 17 and State Road 16 in the City of Green Cove Springs and contains five (5) City parcels within the larger boundary of the Reynolds Property. **Figure III-2** depicts the limits of Clay Port's ownership and defines the land that is called "Reynolds" throughout the remainder of the Plan.

The purpose of the "Amendment" was to revise the Future Land Use designation of the Reynold's parcel through amendment of the future Land Use Element to allow redevelopment under a mixed-use land use designation. The amendment also changed the land use category for five (5) parcels of land owned by the City of Green Cove Springs. The Amendment changed the Reynold's land use categories from Residential Medium Density, Commercial Medium Intensity, Commercial High Intensity, Conservation, and Industrial to land use categories of Reynolds Park Mixed Use Redevelopment District (MU-RP) and Conservation. In sum, the proposed changes:

- Added a new land use category to the City's Future Land Use Element;
- Amended the Future Land Use Map to change the land use on 1,600 acres owned by Clay Port to MU-RP category and retain the Conservation designation on 142 acres;
- Amended the adopted Future Land Use Map to change the land use on 1.5 acres of land owned by the City to the MU-RP category;
- Amended the Future Transportation Map to reflect the alignment of the First Coast Expressway;
- Added a policy to the Future Land Use Element that addresses the location of existing wellheads within the City; and
- Amended the adopted Existing and Future Recreation map to delete the Reynolds Golf Course.

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CITY OF GREEN COVE SPRINGS
Water Facilities Plan
Reynolds Property Map
Clay County, Florida

FIGURE III-2

The MU-RP land use category provided flexibility to redevelop the land under several scenarios via the establishment of minimum and maximum development entitlements. The maximum percentage of developable land in the residential, commercial, or industrial/offices uses sets up the potential for the following three (3) different development scenarios under the MU-RP category:

1. 'Maximum Residential': 65% Residential (834 acres/3,920 ERUs)
   18% Commercial (231 acres/4.0 million SF)
   12% Industrial (154 acres/3.3 million SF)
   3% Office (38 acres/0.8 million SF)
   2% Institutional (26 acres/0.2 million SF)

2. 'Maximum Commercial': 50% Residential (641 acres/3,014 ERUs)
   33% Commercial (423 acres/7.3 million SF)
   12% Industrial (154 acres/3.3 million SF)
   3% Office (38 acres/0.8 million SF)
   2% Institutional (26 acres/0.2 million SF)

3. 'Maximum Industrial': 30% Residential (385 acres/1,809 ERUs)
   23% Commercial (295 acres/5.1 million SF)
   36% Industrial (462 acres/10.0 million SF)
   9% Office (115 acres/2.5 million SF)
   2% Institutional (26 acres/0.2 million SF)

As discussed further in the Plan, the redevelopment of the Reynolds area is the most dynamic variable in the City's long-term water service needs. The timing associated with the redevelopment is difficult to estimate, but the City will need to make long-term provisions to service this corridor. Some near-term objectives are discussed in **Section III** and long-term flow projections are reviewed in **Section VI**.

C. GREEN COVE SPRINGS BUILD-OUT STUDY

The Build-Out Study prepared by Fleet & Associates in 2006 noted that many parcels in the Service Area are underdeveloped and can be developed with higher densities and intensities than currently exist. This work preceded the Reynolds FLUM Amendment but is still applicable since the FLUM Amendment kept the intensities and densities less than, or equal to, what was available under the previous land use categories.

For purposes of this Plan, the summary findings will be presented and discussed.

The Build-Out Study conclusions related to maximum build-out potential is summarized in **Table III-1**.

TABLE III-1

SUMMARY OF SERVICE AREA DEVELOPMENT POTENTIAL

Area/Project	Dwelling Units (Ea)	Office Space (SF)	Commercial Space (SF)	Hotel Rooms (Ea)	Restaurants (seats)
Vacant Parcels over 2 Acres	1,040	-	-	-	-
Vacant Parcels under 2 Acres	669	-	-	-	-
Underdeveloped Parcels over 2 Acres	1,332	-	-	-	-
Magnolia Point Phase 7 & 8	222				
Reynolds[a]	3,600	50,000	250,000	1,200	-
JM/Huntley	400	360,000	-	60	50
Governors Point PUD	49	-	-	-	-
Pyramid Property	90	-	-	-	-
St. Johns Landing	800	-	-	-	-
Total	**8,202**	**410,000**	**250,000**	**1260**	**50**

a: Since publication of the Build-out Study, the Reynolds FLUM Amendment was completed and reviewed maximum 'entitlements' per land use designations that differed from this projection.

The Reynolds FLUM Amendment discussed in **Section III.B.** reviewed the existing land use designations along with the proposed mixed-use options at their maximum intensities and densities. Those values are provided in comparison to the Build-Out Study in **Table III-2**.

TABLE III-2

REYNOLDS DEVELOPMENT POTENTIAL COMPARISON

Reynolds Review Basis	Dwelling Units (Ea)	Office Space (SF)	Commercial Space (SF)	Hotel Rooms[a] (Ea)	Institutional (SF)	Industrial (SF)
Build-out Study	3,600	50,000	250,000	1,200	-	-
FLUM Amendment Max Residential	3,920	800,000	4,000,000	1,500	200,000	3,300,000
FLUM Amendment Max Commercial	3,014	800,000	7,300,000	1,500	200,000	3,300,000
FLUM Amendment Max Industrial	1,809	2,500,000	5,100,000	1,500	200,000	10,000,000

a: Within the Reynolds FLUM Amendment, the materials reference 'time-share' units.

This data, along with the different development potentials for Reynolds, is further summarized and expanded in the context of potential impacts to the City's existing and proposed reclaimed water infrastructure within **Section VI**.

D. BEBR POPULATION PROJECTIONS

The year 2010 census counts for each were 190,865 and 6,908, respectively. The year 2020 census counts for Clay County and Green Cove Springs were 218,245 (+14.3% change or 1.4% per year) and 9,786 persons (+41.7% change or 4.2% per year), respectively. The 2023 University of Florida's Bureau of Economic and Business Research (BEBR) population projections for Clay County are provided in **Table III-3**. The percentage growth between each 5-year period is shown for a low-growth, medium-growth, and high-growth projection as well as an annualized value for average growth per year.

TABLE III-3 2025 THROUGH 2050 CLAY COUNTY POPULATION PROJECTIONS[b]						
Year	Low Growth		Medium Growth		High Growth	
	(Pop)	5-yr | Avg/yr (% Δ)	(Pop)	5-yr | Avg/yr (% Δ)	(Pop)	5-yr | Avg/yr (% Δ)
2020[a]	209,500	------	223,400	-----	235,000	-----
2025	221,200	5.6% | 0.9%	235,400	5.4% | 1.1%	249,500	6.2% | 1.2%
2030	224,800	1.6% | 0.7%	249,800	6.1% | 1.2%	274,800	10.1% | 2.0%
2035	225,500	0.3% | 0.5%	261,400	4.6% | 0.9%	297,400	8.2% | 1.6%
2040	223,700	-0.8% | -0.2%	270,300	3.4% | 0.7%	316,900	6.6% | 1.3%
2045	220,800	-1.3% | -0.3%	277,700	2.7% | 0.5%	334,700	5.6% | 1.1%
2050	217,800	-1.4% | -0.3%	284,700	2.5% | 0.5%	351,600	5.0% | 1.0%

a: 2020 BEBR Projections by County for 2020-2045 (Bulletin 177)
b: 2023 BEBR Projections by County for 2025-2050 (Bulletin 195)

As shown in the **Table III-3**, the percentage growth decreases for each of the three options as one approaches the 'out' years, but sustains some larger growth through the near-term periods. For purposes of this analysis, the 'medium-growth' projections will be utilized for the City.

For purposes of this analysis, the estimated population being served by the City's water system will be maintained at 9,786 persons in 2020. Applying the 'Medium-Growth' and 'High-Growth' criteria, the following population estimates are calculated for the City as shown in **Table III-4**.

TABLE III-4 2016 THROUGH 2045 CITY SERVICE AREA POPULATION PROJECTIONS		
Year	Medium Growth (% Δ)[a]	Medium Growth Population (capita)
2020	-	9,786
2025	5.4%	10,314
2030	6.1%	10,944
2035	4.6%	11,447
2040	3.4%	11,836
2045	2.7%	12,156
2050	2.5%	12,460

a: Noted percentage changes are over a five-year period and are not annualized values.

The previous population projections (medium-projection) will be maintained to determine water flow demands per year within **Section V**. However, the analysis will also review possible development scenarios which could modify and increase time lines for infrastructure construction.

For analysis purposes, the City's Service Area population projections are converted to single-family dwelling unit counts based on an estimated density of 2.2 capita per unit. The result of this calculation is provided in **Table III-5**.

TABLE III-5
2018 THROUGH 2045 DWELLING UNIT PROJECTIONS

Year	Service Area Projection	
	(Capita)	(ERU)[a]
2020	9,786	4,448
2025	10,314	4,688
2030	10,944	4,974
2035	11,447	5,203
2040	11,836	5,380
2045	12,156	5,525
2050	12,460	5,664

a: ERU = 2.2 capita/unit.

As noted in **Table III-1**, the Build-Out Study anticipates that the development and redevelopment potential of the entire Service Area results in approximately 8,200 units.

These projections will be further expanded upon in **Section VI**.

IV. OPERATION AND MAINTENANCE CONSIDERATIONS

The cost associated with operation of reclaimed water system are currently recorded as part of the Wastewater Fund and are not tracked separately. However, if the City were to create a separate fund for the reclaimed water system, expenditures that should be included are summarized as follows:

1. Operation & Maintenance (O&M) Costs
2. Debt Service Related to Capital Improvements
3. Reserve
4. Non-financed Capital Improvements
5. Inter-fund Transfers

An estimation of the O&M costs related to the Reclaimed Water System are provided in **Table IV-1**.

TABLE IV-1
ESTIMATED ANNUAL OPERATING O&M BUDGET FOR EXISTING RECLAIMED WATER SYSTEM

Item	Average
Labor, Taxes & Fringes	$15,000
Utilities - Electric	$7,500
Utilities - Water, Sewer	$0
Professional Fees	$1,000
Office & Lab Expenses/Supplies	$10,000
Gas & Oil	$0
Repairs & Maintenance	$5,000
Safety Equip./Uniforms	$500
Contract Analysis & Testing	$10,000
Travel/Books/Prof. Development	$500
Insurance	$1,500
Communication, Freight & Postage	$500
Other Charges - Claim	$0
Other expenses (Lake Maintenance)	$15,000
TOTAL	**$66,500**

V. REGULATORY AND POLICY CONSIDERATIONS

A. OVERVIEW

The most dynamic regulatory areas which could impact the City's water system infrastructure planning are related to alternative water supply needs/demands (non-potable irrigation), groundwater allocation, restrictions, and water conservation requirements. Each of these topics are discussed in further detail in relation to the following areas:

- SJRWMD Regional Review and City's CUP;
- Water Conservation;
- Reclaimed Water Use; and
- Regional Interconnects.

B. SJRWMD REGIONAL STUDIES AND CITY'S CUP | WATER CONSERVATION

Within this subsection, a brief discussion of some larger regional work within Northeast Florida will be reviewed and summarized as it applies to the City's long-term planning as well as the City's requirements within their Consumptive Use Permit ("CUP").

1. **Regional Studies:** The City is currently part of the North Florida Regional Water Supply Partnership. This partnership is a result a joint agreement between the St. Johns River Water Management District ("SJRWMD"), Suwannee River Water Management District ("SRWMD"), and FDEP. Collectively, these entities have created a water supply planning area that extends west to Suwannee and Gilchrist Counties; south to Alachua, Putnam, and Flagler Counties; north to the state line; and east to the Atlantic Ocean. Work is primarily focused on water supply planning which includes, but is not limited to, groundwater modeling, springs protection, minimum flows and levels, water quality in surface water bodies, wetland protection, water conservation opportunities, water supply development, etc. On January 17, 2017, the SJRWMD approved the North Florida Regional Water Supply Plan (NFRWSP). The applicable findings for the City are outlined as follows:

    - The Districts determined fresh groundwater alone cannot supply the projected 117 million gallons per day increase in water demand during

the 20-year planning horizon without causing unacceptable impacts to water resources.

- One of the major highlights is focus on conservation. The NFRWSP illustrates water conservation efforts which could potentially reduce the projected 2035 water demand by as much as 54 million gallons per day (MGD). This represents 46% of the projected 117 MGD increase in demand over the 20-year planning horizon.

    - Project options range from aquifer recharge, rehydration of wetlands and potable reuse, to alternative water supply sources like reclaimed and stormwater.

- Total water demand in the NFRWSP area is anticipated to increase from 551 million gallons per day (MGD) in 2010 to 667 MGD in 2035 (21%). Public supply represents the largest demand in the NFRWSP area (38%), followed by agriculture (23%) and CII/MD (20%).

- The Districts' total population for the NFRWSP area is expected to increase by 676,000 people (35%, to approximately 2.63 million people) by 2035 (approximately 2% per year growth projection).

- From 2010 to 2015, reclaimed water flow in the NFRWSP area as increased by almost 20 MGD, or 15%, and the beneficial use of reclaimed water has increased by almost 5 MGD or 12%.

- Average public water supply use has decreased by 5%, resulting in a reduction of gross per capita from 138 gpcd to 130 gcpd.

- The FDEP has a statewide reuse utilization goal of 75% (FDEP, 2003).

- The NFRWSP estimates approximately 84 gpcd of average wastewater generation to local WWTFs.

- Analyses indicated that the adopted MFLs for lakes Brooklyn (Clay County), Cowpen (Putnam County), and Geneva (Clay County) are not met under existing conditions. However, MFLs for these waterbodies were developed and adopted in the 1990s using methods that current

science indicates are not applicable to sandhill lakes with extremely high ranges of stage fluctuation. As such, re-evaluation of these MFLs is in progress so that the revised MFLs reflect current methods and the best available science. The Lake Cowpen Notice of Proposed Rule was approved for publication in December 2016; Lakes Brooklyn and Geneva are scheduled for 2017.

- The wetland assessment identified 20,175 acres at a moderate or high potential for adverse change based on 2035 conditions within the NFRWSP area.

    - Conservation strategies included: Tiered public supply billing rates; Implementation of landscape irrigation restrictions; Landscape and irrigation design codes; Outreach and Education; Water use audits for residential customers; Enhanced meter reading technology; and Water conservation rebate programs.

2. **City's Consumptive Use Permit (CUP) | Water Conservation:** The City's CUP primarily defines how much groundwater the City can pump from the aquifer to supply the needs of the City's Service Area. A number of technical aspects go into the review and approval of a CUP application that are beyond the scope of this Study. However, one (1) relevant issue is related to reclaimed water use and how it relates to decreasing potable water use for irrigation purposes. The City completed a 'five-year compliance review' with the SJRWMD in January 2012. This review included a number of items associated with the City's water system but also included discussion related to water conservation and reuse projections. The items to note, as they relate to the sewer/reuse system, include the following:

    - Permit Expiration Date is July 13, 2024. City is currently preparing a renewal application.

    - The permittee must continue implementation of the water conservation program measures and schedule as referenced in the Water Conservation Plan submitted to the District on September 28, 2011, for permit duration.

- If at any time within permit duration it becomes practical, economically feasible, and permissible under applicable state and federal statutes or regulations promulgated thereunder, *the District may require the permittee to become a reclaimed water purveyor* or increase the availability of reclaimed water for use at a permissible application site.

- The permittee must conduct a detailed water audit every 3 years and submit it to the District by January 31 of 2015, 2018, and 2021. All water uses given in the audit must be for the previous calendar year and documentation provided on how the amounts were metered or determined. If the water audit shows that the system losses and unaccounted for water utility uses exceed 10%, a leak detection and repair program must be implemented. This review will include considerations of 'potable irrigation' use that may lead to reclaimed water supply considerations.

- The lowest quality water sources, such as reclaimed water and surface/storm water, must be used as an irrigation source when available pursuant to District rules and applicable state law and deemed feasible by the District.

The majority of the potable irrigation demand is located within Magnolia Point, which may be a future reclaimed water expansion project option as explored within **Section VI**.

The following table provides a high-level review of water consumption changes between 2011, 2015, and 2017 for 3/4" connections, which are the largest connection category accounting for over 75% of the City's total demand.

TABLE V-1

TOTAL 3/4" METERED WATER USE SUMMARY FOR 2011, 2015, AND 2017 (Includes Irrigation Meters)

Year	Number of 3/4" Connections	Average Use per Connection (gallons per month-AADF)
2011	2,422	5,712
2015	2,594	5,758
2017	2,992	5,615

If the irrigation meters are separated from the totals, the water use for those higher water users as summarized in **Table V-2**

TABLE V-2

3/4" IRRIGATION WATER METER USE SUMMARY FOR 2011, 2015, AND 2017 (3/4" Irrigation Meters Only)

Year	Number of 3/4" Irrigation Connections	Average Use per Connection (gallons per month-AADF)
2011	437	15,398
2015	438	11,073
2017	491	12,700

As shown in **Table IV-2**, the water use since the tiered rate structure (2015 and 2017) were 28% and 17.5% less than the irrigation demands in 2011. Increasing irrigation consumption cost per thousand gallons of water for the higher tiers of consumption will result in additional conservation, which may be required in the future to reduce non-essential water use.

C. RECLAIMED WATER USE CONSIDERATIONS

The City completed a Reclaimed Water System Master Plan in 2016. The findings from the Plan are summarized as follows:

- Providing reclaimed water to the Magnolia Point Golf Course is a critical component of the City's wastewater/reclaimed water infrastructure. The reclaimed water use at this location allows the City to remain in compliance with the current TMDL restrictions. Without this reclaimed water demand, the City would have difficulty meeting their Total Phosphorus loading requirements and Total Nitrogen would be near the compliance limit.

- A range of 0.15 to 0.20 MGD (ADF) was utilized within the Plan for future system modification considerations.

- The existing WRFs do not currently have sufficient provisions to supply reclaimed water to residential customers. If one of the WRFs were to provide service to residential customers for irrigation, then storage tank(s), high service pumping units, hydropneumatic tank(s), and controls will be

required. In addition, a separate billing system with consideration of a separate utility fund would need to be addressed before such a system could be made operational.

- The City's 2016 Wastewater System Master Plan defined wastewater projections through 2040. Based on a constant 0.20 MGD reclaimed water demand from the Magnolia Point Golf Course, **Table V-3** summarizes the anticipated reclaimed water supply availability through 2040.

TABLE V-3

2015 THROUGH 2040 SUMMARY OF W&S SERVICE AREA WASTEWATER PROJECTIONS & RECLAIMED WATER SUPPLY

Year	W&S Service Area Wastewater Demand (MGD-AADF)	Mag Pt GC Reclaimed Irrigation Demand (MGD-AADF)	Reclaimed Water Supply (MGD-AADF)
2015	0.712	0.200	0.512
2020	0.796	0.200	0.596
2025	0.878	0.200	0.678
2030	0.963	0.200	0.763
2035	1.046	0.200	0.846
2040	1.129	0.200	0.929

In the near-term, the City has considered reclaimed water service to the following developments/project areas that were considered in this section:

- Reynolds Park [Future Land Use Map (FLUM) Amendment area];
- Edgewater Landing;
- Black Creek Marina;
- Magnolia Point Phase 8; and
- Existing Magnolia Point residential development areas.

The estimated reclaimed water demands for each location are summarized in **Table V-4**.

TABLE V-4

CONCEPTUAL DEVELOPMENT
RECLAIMED WATER DEMAND PROJECTION SUMMARY

Location	Units (ERU)	Average Daily Irrigation Demand (MGD-ADF)	Max. Month Irrigation Demand (MGD)	Peak Hour Irrigation Demand (gpm)
Reynolds Park (Min)	1,080	0.540	2.160	3,750
Reynolds Park (Max)	2,340	1.170	4.680	8,125
Edgewater Landing	190	0.095	0.380	660
Black Creek Marina	75	0.038	0.152	265
Mag Pt Phase 8	121	0.061	0.244	450
Existing Magnolia	715	0.358	1.432	2,500

It is anticipated that the City will experience additional pressures to create a reclaimed water system, if not already in operation, when the City's current CUP expires and requires an updated application. The SJRWMD will likely desire consideration of mechanisms to reduce non-essential potable water demands (i.e., irrigation) through extension/expansion of reclaimed water systems. Creation and operation of a reclaimed water system will assist in mitigating these pressures.

As a result of the review, the City adopted Reclaimed Water Service Areas (RWSA) as follows:

- North RWSA bound by Harbor Road to the South, US 17 to the east, Black Creek to the north, and the City's Utility Service Area to the west (generally the railroad). Service into CCUA territory can be considered on a case-by-case basis, and the enclosed Plan does contemplate service to Traceland.

- West RWSA bound by the limits of Magnolia Point Phase 8 and those lots within Magnolia Point that may abut the final reclaimed water transmission main location.

- The City also committed to construct the reclaimed water delivery system components to begin retail service to the North RWSA, which included a reclaimed water ground storage tank and high service pumping system.

Figure V-1 defines these areas and associated reclaimed water demands.

D. REGIONAL INTERCONNECTS

The City currently has interconnects with CCUA and St. Johns Landing. As portions of the City's Service Area grow and extend further to the service area boundaries, additional interconnects may be necessary to economially provide service to customers. In addition, extension and interconnection of reclaimed water distribution systems will be critical to assist in decreasing potable water demands.

E. SUMMARY

The City must continue to monitor their tiered rate structure to determine if modifications are warranted to further reduce non-essential water use to reasonable levels. In addition, expansion of the City's reclaimed water distribution system will be necessary to reduce non-essential water demands. Both of these management components will likely be required to assist the City's efforts to meet their long-term water allocations from the SJRWMD. The City's permit renewal in 2024 will begin to further define groundwater limitations and the District's requirements as it relates to non-essential water use.

SCALE: 1" = 1

N

EDGEWATER LANDING
ADF = 0.095 MGD
MAX. MONTH = 0.380 MGD
PEAK HOUR = 660 gpm

BLACK CREEK VILLAGE
ADF = 0.038 MGD
MAX. MONTH = 0.152 MGD
PEAK HOUR = 265 gpm

NORTH RWSA

MAGNOLIA POINT PHASE 8
ADF = 0.061 MGD
MAX. MONTH = 0.244 MGD
PEAK HOUR = 450 gpm

WEST RWSA

MAGNOLIA WEST
(CCUA TERRITORY)

MAGNOLIA POINT GOLF COURSE
ADF = 0.15 TO 0.20 MGD
MAX. MONTH = 0.40 MGD

MAGNOLIA POINT
ADF = 0.350 MGD
MAX. MONTH = 1.432 MGD
PEAK HOUR = 2,500 gpm

CCUA
PETER'S
CREEK WTP

LEGEND
- RECLAIMED WATER SERVICE AREA (RWSA)
- EXISTING RECLAIMED WATER MAIN (RWM)

RUSSELL ROAD
BLACK CREEK
GIRL SCOUT CAMP
BLACK CREEK VILLAGE
EDGEWATER LANDING
12"RWM
C.R. 209
CSX
C.R. 315
ST. JOHNS RIVER
U.S. 17
HRWRF
GOVERNORS CREEK
ROSEMARY HILL RD

MITTAUER & ASSOCIATES, INC.
CONSULTING ENGINEERS
580-1 Wells Road, Orange Park, Florida 32073
Tel. (904) 278-0030 Fax. (904) 278-0840 Florida RY No. 6569

CITY OF GREEN COVE SPRINGS
Water Facilities Plan
North & West Reclaimed Water Service Area (RWSA)
Clay County, Florida

FIGURE V-1

VI. PROJECTED RECLAIMED WATER DEMANDS

A. OVERVIEW

Section III developed various background information related to growth variables that are anticipated to affect the City within the current Planning Period. Redevelopment of Reynolds, the construction of the First Coast Expressway, and associated regional growth within the County are major variables that will impact the City's infrastructure needs. This information should be compared against population projections that will provide annual 'demand' curves based on historical information and potential population growth. The Reynolds Redevelopment, for example, presents a significant 'supply' of housing, industrial uses, commercial uses, etc., but these components will not develop until 'demand' for the products are anticipated. Accordingly, **Section III** concluded with a review of the UF BEBR estimates for population growth utilizing the 'Medium-Growth' curves as the basis of estimates going forward. The information presented in **Section III** will be developed into flow demands herein that will provide a basis for subsequent infrastructure planning.

B. BUILD-OUT STUDY: MAXIMUM WATER DEMANDS | RECLAIMED WATER SUPPLY

The dwelling unit flow basis is a planning value and will likely project a larger demand than will be realized as development occurs. The industry continues to move into a 'water conservation' mindset where more low-flow fixtures are used in homes which results in lower water demands. Further, the City is already developing their Reclaimed Water infrastructure allowing capabilities to serve developments with reclaimed water, in lieu of potable water, for non-essential irrigation demands. This will not only conserve groundwater supplies, but will also reduce peak hourly demands in the potable water delivery systems.

In **Section III**, the level of service for water based on Clay County's and the City's Comprehensive Plan were respectively 311 gpd/ERU and 150 gpcd. The City's Ordinance defines an ERU as 350 gpd resulting in a household density of 2.33 persons (350 gpd/150 gpcd).

The HRWTF and RWTF are interconnected, and the HRWTF feeds the 'larger' distribution system through the control valve located at the Harbor Road site.

However, the HRWTF primarily serves the Magnolia Point development which is built out. The amount of flow that is delivered from the HRWTF is master metered for both Magnolia Point and City Distribution System. However, flow to the City's distribution system is not sub-metered. Therefore, demands from both facilities will be aggregated to determined current per capita demands.

Based on meter records for 2017, the weighted average use per residential connection type and size is summarized as follows:

- 3/4" Residential = 200 gpd/ERU [2,837 Connections Total]
- 1" Residential = 180 gpd/ERU [257 Connections Total]
- 3/4" Residential Irr. = 373 gpd/ERU [569 Connections Total]
- 1" Residential Irr. = 467 gpd/ERU [30 Connections Total]

The 'Residential Irr.' meters are largely located within Magnolia Point.

FDEP recommends a planning value of 100 gpcd, but irrigation demands can increase these values based on non-potable demands. A traditional household density is 2.4 capita per household.

As illustrated from the 2017 water use records and estimated population density, irrigation demand is a significant driver related to water use. A home with a separate 3/4" irrigation meter likely has an average water demand of nearly 573 gpd or 230 gpcd, while a home without irrigation has a demand of approximately 80 gpcd. Thus, homes using potable water for irrigation are expected to use approximately 65% more water than a home that is only using potable water for essential uses.

In order to provide a review of potential demand variations, the following projections will be utilized within the Plan:

- 'Low-Demand' Projection: 250 gpd/ERU (100 gpcd * 2.5 capita/unit)
- 'Medium-Demand' Projection: 350 gpd/ERU (City Ordinance)
- 'High-Demand' Projection: 575 gpd/ERU (230 gpcd * 2.5 capita/unit)

Based on meter records for 2017, the weighted average use per residential connection type and size is summarized as follows:

- 3/4" Residential = 200 gpd/ERU [2,837 Connections Total]
- 1" Residential = 180 gpd/ERU [257 Connections Total]
- 3/4" Residential Irr. = 373 gpd/ERU [569 Connections Total]
- 1" Residential Irr. = 467 gpd/ERU [30 Connections Total]

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- 'High-Demand' Projection: 575 gpd/ERU (230 gpcd * 2.5 capita/unit)

Table III-1 summarized the Build-Out Study's projection for maximum development within the City's Service Area. Those values will now be converted into water demand projections. The demand projections will be based on the following planning values:

- Dwelling Unit (ERU) = See above for low, medium, and high basis;
- Office Space = 0.15 gpd/SF (Rule 64E-6.008, F.A.C.);
- Commercial Space = 0.15 gpd/SF (Rule 64E-6.008, F.A.C.);
- Industrial Space = 0.14 gpd/SF (Rule 64E-6.008, F.A.C.);
- Hotel = 100 gpd/room (Rule 64E-6.008, F.A.C.); and
- Restaurant = 20 gpd/seat (Rule 64E-6.008, F.A.C.).

Utilizing the above and the build-out summary provided in **Table III-1**, the 'build-out' water demand calculations are summarized in **Table VI-1**.

TABLE VI-1
SUMMARY OF ANTICIPATED WATER BUILD-OUT DEMANDS

Item	Units	Quantity	Water Demand (gpd)		
			Low	Medium	High
Residential Units	Ea	8,930	2,232,500	3,125,500	5,134,750
Office Space	SF	410,000	61,500	61,500	61,500
Commercial Space	SF	250,000	37,500	37,500	37,500
Hotel	Rm	1,260	126,000	126,000	126,000
Restaurant	Seat	50	1,000	1,000	1,000
Exist. Water Service Area Demand[a]	-	-	1,158,000	1,158,000	1,158,000
Total -			**3,616,500**	**4,509,500**	**6,518,750**

a: It is anticipated that existing services would be redeveloped, thus there is some inherent overlap in the water values. However, given the status of the proposed developments and the time horizon for potential developments, the overlap is not considered significant in the context of this study.

As noted in **Section III**, the Reynolds build-out variables differ when comparing the Build-Out Study and the FLUM Amendment Materials. A summary of the total water demand for each condition is summarized in **Table VI-2**.

TABLE VI-2
COMPARISON OF REYNOLDS BUILD-OUT DEMAND POTENTIALS

Scenario	Water Demand (gpd)		
	Low	Medium	High
Build-Out Study	1,065,000	1,425,000	2,235,000
FLUM Amendment-Max Residential	2,389,400	2,781,200	3,662,900
FLUM Amendment-Max Commercial	2,666,200	2,967,600	3,645,800
FLUM Amendment-Max Industrial	3,219,600	3,400,500	3,807,400

When the Medium Water Demand values are averaged, the resulting Reynolds projection is approximately 3.05 MGD (AADF) which is 1.625 MGD (AADF) greater than the Build-Out Study projection. However, the FLUM Amendment

assumes 100% utilization of available densities and intensities which is unlikely. For purposes of this Plan, a 70% effective value will be utilized based on the average Medium Water Demand projection. Therefore, the Reynolds 'build-out' demand will be capped at 2.135 MGD-AADF (3.05 MGD * 0.70).

Table VI-1 identified a potential water build-out demand range between 3.6 and 6.5 MGD (AADF) with 4.51 MGD (AADF) being the 'medium' projection. The 4.51 MGD demand included a less dense/intense Reynolds build-out. The difference between the Reynolds Projection is 0.71 MGD-AADF (2.135 MGD - 1.425 MGD). As a result, the build-out demand could approach a maximum of approximately 5,200,000 gpd-AADF (4.5 MGD + 0.70 MGD) with a maximum daily flow of 10.4 MGD (MDF).

The City's 2015 Wastewater Master Plan estimated a build-out demand of approximately 3.5 MGD (AADF). Due to non-essential uses, water demands will exceed wastewater production as long as infiltration and inflow into the sewer system is not excessive. The City's current wastewater flows are approximately 0.75 MGD (AADF) total resulting in a water production to wastewater treatment ratio of 1.54 (1.158 MGD/0.75 MGD). If this ratio was maintained, the anticipated build-out capacity needs for the water system would be 5.4 MGD (AADF) [3.5 MGD * 1.54].

For purposes of the Study, a build-out demand of 5.2 MGD (AADF) and 10.4 MGD (MDF) will be utilized. This demand is not expected by 2040, and further considerations of demands within the current planning period will be reviewed further herein.

C. WATER DEMANDS THROUGH THE PLANNING PERIOD

The Build-Out Study and the aforementioned analysis allows the City to determine the ultimate build-out of the Service Area. However, the study did not place a time line on the anticipated demand/flow per year. In order to review the potential pace of development within the Service Area and associated needs for infrastructure construction, previous growth projections will be reviewed to determine flow rates through the Year 2040. The ultimate water demand will be a direct function of the development rate (which is a function of the prevailing market for commercial, office, and recreational developments) along with potential migration of persons to the City from other areas. In addition, water conservation measures and expansion of reclaimed water service will also affect

long-term water demands by decreasing the non-essential water demands that drive large portions of potential demands. Therefore, the actual demand time lines, or demand needs, could vary drastically if the market conditions, or non-essential watering needs, were to significantly change.

Within the enclosed flow projections, specifically within Reynolds, some consideration was given to actual time lines the City should expect before one of the larger developments is in a position to begin construction. The total entitlement process would likely take two (2) to four (4) years before the necessary approvals (re-zoning approval, site planning, engineering design, and permits) are "in-hand" for construction of these projects. Actual construction of the required infrastructure to serve the development(s) would likely take a minimum of two (2) years before the first unit was on-line for service. Therefore, the total time frame would extend over three (3) to five (5) years if no issues are encountered during the process.

The following analysis takes the above discussion into further consideration and applies these concepts to each Service Area. The flow projections displayed in **Table VI-3** are based on the Medium-Growth Population Projections presented in **Section III**.

TABLE VI-3

2020 THROUGH 2050 SERVICE AREA WATER PROJECTIONS

Year	Medium Growth Population (capita | ERUs)	Low-Demand Projection (MGD-AADF)	Medium-Demand Projection (MGD-AADF)	High-Demand Projection (MGD-AADF)
2020	9,876 | 4,448	1.11	1.56	2.56
2025	10,314 | 4,688	1.17	1.64	2.70
2030	10,944 | 4,974	1.24	1.74	2.86
2035	11,447 | 5,203	1.30	1.82	2.99
2040	11,836 | 5,380	1.35	1.88	3.09
2045	12,156 | 5,525	1.38	1.93	3.18
2050	12,460 | 5,664	1.42	1.98	3.26

Pending actual population growth rates, future water demands per ERU are anticipated to be less than the Medium Demand projections due to reductions from water conservation measures as well as expansion of the City's reclaimed water system. However, for purposes of this Plan, the Medium-Growth Population Projections presented in **Table VI-3** will be utilized going forward to determine capital expenditures associated with the Water System improvements/modifications.

Table VI-4 illustrates the projected demands with the City's current CUP allocations. As shown in the table, the CUP allocations exceed the projected values, so reallocation of the supply may occur when the permit is renewed.

TABLE VI-4
2020 THROUGH 2040 SERVICE AREA WATER PROJECTIONS

Year	Medium Growth Population (capita | ERUs)	Medium-Demand Projection (MGD-AADF) | (MGD-MDF[b])	Current CUP Allocations (MGD-AADF)
2020	9,876 | 4,448	1.56 | 3.12	2.135[a]
2025	10,314 | 4,688	1.64 | 3.28	2.135[a]
2030	10,944 | 4,974	1.74 | 3.48	2.135[a]
2035	11,447 | 5,203	1.82 | 3.64	2.135[a]
2040	11,836 | 5,380	1.88 | 3.76	2.135[a]
2045	12,156 | 5,525	1.93 | 3.86	2.135[a]
2050	12,460 | 5,664	1.98 | 3.96	2.135[a]

a: The City's existing CUP expires in 2024. The listed groundwater allocations project the 2024 demand forward. It is likely the allocations will be reduced when the permit is renewed.
b: MDF was assumed to be 2x AADF.

VII. DEVELOPMENT OF ALTERNATIVES

Based on the reuse water demands and influent flow projections for the HRWRF, the following alternatives were evaluated to eliminate non-beneficial surface water discharges by 2032.

A. RECLAIMED WATER ALTERNATIVES

1. **Reject Water Storage Expansion:** Current operating conditions include disposal of reject water via surface water discharge. The modifications to the HRWRF will allow for the existing package WWTF to be converted to a reject storage tank. The modified tank would provide up to 580,000 gallons of reject storage, which will address current influent flows but will not meet FDEP's rule requirement for one day's storage at the HRWRF permitted capacity.

   This improvement would allow for near-term storage and subsequent recirculation of reject water to enhance elimination of surface water discharge.

   The estimated conceptual capital cost for the improvements is $1,900,000.

2. **Reclaimed Water Storage Expansion:** The HRWRF Improvements include a 1.24-MG reclaimed water ground storage tank with provisions for additional storage capacity. Since the permitted capacity of the HRWRF following the expansion will be 1.25 MGD, the ground storage tank would provide one (1) day of storage. To eliminate surface water discharge, the reuse water storage capacity at the HRWRF could be increased.

   An identical 1.24-MG reclaimed water ground storage tank would increase the reclaimed water storage to two (2) days. The estimated capital cost for the improvements is $4,500,000.

3. **Reuse Water Distribution System Expansion:** Increasing the availability of reuse water within the City's Water & Sewer Service Area will help eliminate surface water discharge. The potential reuse service areas within the city are the following:

   - North Reclaimed Water Service Area (RWSA);
   - West RWSA; and
   - South RWSA.

All reuse customers are listed in **Table VII-1** with further analysis herein.

TABLE VII-1
ALL CURRENT AND POTENTIAL REUSE WATER CUSTOMERS

Customer	Connections	Reuse Demand (MGD-AADF)	Service Area	Existing Reuse Customer (Y/N)	Permitted (Y/N)	Developed (Y/N)
Magnolia Point Golf Course	N/A	0.36	West	Y	Y	Y
Edgewater Landing	98	0.030	North	N	Y	Y
Black Creek Village	83	0.016	North	N	Y	Y
Magnolia Point Phase 8	121[a]	0.061[2]	West	N	N	N
Magnolia Point - Retrofit	715[b]	0.43[2]	West	N	N	Y
Reynolds Park - Future Development (Min)[1]	1,080	0.54	South	N	N	N
Reynolds Park - Future Development (Max)[2]	2,340	1.17	South	N	N	N

a Estimated minimum and maximum of future irrigation connections are based on total acreage. Actual future parcel use is unknown.
b Estimated demand, actual number of connections may be greater.

4. **Current Permitted Customers:** Reclaimed water service to current permitted customers is planned to begin when HRWRF AWT improvements are complete. The reuse water distribution systems within each development have already been designed, permitted, and constructed by the developers. Edgewater Landing and Black Creek Village are currently developed with irrigation demands serviced via potable water. Both developments are part of the North RWSA and will be served by an existing 12-inch reclaimed water main.

5. **Magnolia Point Phase 8**: The Magnolia Point Phase 8 development includes a reuse water distribution system that is currently served via potable water. The City's reclaimed water distribution system would require extension to Phase 8. The estimated capital cost for reclaimed water main extension is $3,350,000.

6. **Magnolia Point Retrofit:** The Magnolia Point development irrigation demand is currently serviced via potable water. There is no existing reuse water distribution system. In order to service the existing Phases 1 through 8 development areas, a reclaimed water distribution system with 16-inch reuse water main header from the HRWRF is proposed. The estimated capital cost for the reclaimed water main and distribution system retrofit is $9,150,000.

7. **Future Reynolds Park Development:** The Reynolds property is located on U.S. 17 and State Road 16 in the City of Green Cove Springs and contains five (5) City parcels within the larger boundary of the Reynolds property. The land use of each parcel is categorized as 'Reynolds Park Mixed Use Redevelopment District and Conservation'. The property is adjacent to the First Coast Expressway Project. The timing associated with redevelopment is unknown, so all demand projections are estimated.

   In order to serve the future Reynolds Park development with reuse water, the following infrastructure improvements were conceptualized:

   - Construct a 16-inch reuse water main from the HRWRF to the SWWTF;
   - Convert the existing 0.56MG treatment tank at the SWWTF to a ground storage tank with aluminum cover;
   - Convert the existing 0.16 MG redundant clarifier at the SWWTF to a ground storage tank with aluminum cover;
   - Construct a new 1.24 MG reuse water ground storage tank; and
   - Modifications to existing reclaimed water delivery system to provide public-access reclaimed water delivery capabilities including, but not limited to: piping modifications, pump modifications, hydropneumatic tank improvements, control enhancements, and other miscellaneous electrical improvements.

   The estimated capital cost for the Reynolds Park infrastructure is $10,000,000.

8. **CCUA Distribution System Interconnect:** A reuse water interconnect with the CCUA service area adjacent to Magnolia Point Phase 8 could be constructed. This connection point could receive up to 1.24 MGD from the HRWRF, so pipe sizes in the CCUA service area would need to be capable of handling large flows for this option to be feasible.

This alternative could be extended from either the Phase 8 or Magnolia Point reclaimed water distribution system extension alternatives.

9. **CCUA RWTP Interconnect:** As another alternative, the City could extend bulk-reclaimed-water transmission mains to CCUA reclaimed water storage or treatment facilities. CCUA has several main potential connection points which are:

   - Peter's Creek Reclaimed Water Treatment Plant (RWTP);
   - Governor's Creek RWTP; or
   - Mid-Clay RWTP.

   The distance between HRWRF and the Mid-Clay RWTP is over nine (9) miles. The Peter's Creek RWTP and Governor's Creek RWTP are located closer to the HRWRF, but neither CCUA RWTP has been constructed at this time. Each of these locations are awaiting new development before they will move into design, permitting, and construction.

   The Peter's Creek RWTP will be located approximately 9,000 lineal feet from the limits of the Phase 8 development. From the HRWRF, a 22,600 lineal foot reuse along CR 315 could be constructed to interconnect the City's and CCUA's reuse water infrastructure.

   The anticipated locations for the Governor's Creek RWTP are approximately 25,000 to 30,000 feet away from the SWWTF. In order to interconnect the HRWRF with the Governor's Creek RWTP, a greater length of piping along with more pumping systems would need to be constructed with respect to the possible Peter's Creek RWTP interconnect.

   Given CCUA's current demands and available infrastructure, this option is not a near-term solution since CCUA does not have the demand for additional reclaimed water supplies. However, this option could prove viable in the future as both CCUA and the City grow their reuse infrastructure footprints.

B. EFFLUENT DISPOSAL ALTERNATIVES

The City has also explored other effluent disposal options to eliminate surface water discharge.

1. **Sprayfields:** For this option, the treated effluent would be pumped to a location where a fixed-head or center-pivot style irrigation system is available to deliver the reclaimed water in accordance with FDEP requirements. The main driver related to this disposal option is the underlying hydraulic conductivity of the soils since it defines how much area is required to irrigate the effluent flows. FDEP typically defines an initial 'maximum' sprayfield capacity of two (2) inches per week. As discussed further herein, the soils within this region are not highly 'conductive' and could result in hydraulic capacity being limited to values less than two (2) inches per week. Confirmation of a 'reasonable' application rate via a geotechnical exploration would be prudent if a sprayfield system were selected as an effluent disposal solution.

   The sprayfield land area requirements become excessive as effluent flow rates increase. The sprayfield option could be an interim step until enough public-access reclaimed water customers become available to eliminate surface water discharge. The 2015 estimated capital cost for the sprayfields was $6,976,000 and was based on a regional WRF located approximately 1.5 miles from the sprayfield site. The estimate did not include property acquisition costs, nor any environmental costs that could be encountered for land development. Based on the current market conditions, property acquisition costs, and location of the regional facility at the Harbor Road site, the conceptual costs to acquire, develop, and deliver effluent to an offsite sprayfield would likely exceed $22,000,000.

2. **Constructed Wetlands:** Many of the lands near the SWWTF are low lying areas that contain wetlands or are adjacent to wetland areas. While these areas are unsuitable for sprayfield development, they could be utilized for the option of constructing wetlands for effluent disposal.

   Through an analysis, it was determined that the required land area would be limited based on hydraulic loading and Total Nitrogen ("TN") loading (at a concentration of 3.0 mg/l). At 1.00 MGD AADF of permitted capacity, it is

anticipated 50 acres of land would be needed just for effluent disposal needs without the WWTP site, buffers, construction tie-ins, etc. The wetland system would be developed with 40% of the land area as lined wetland cells and 60% as unlined. Additional site specific, water balance, nutrient loading, etc. analyses would need to be done to determine final treatment aspects, but the aforementioned review provides an overall land area basis. The 2015 estimated capital cost for the constructed wetlands is $7,039,000. Similar to sprayfield option, the conceptual costs to acquire, construct, and deliver effluent to an offsite constructed wetland would likely exceed $25,000,000.

3. **Rapid Infiltration Basins:** Due to the site limitations (i.e., general poor soils) determined during analysis of the sprayfield and wetland disposal options, rapid infiltration basins (RIBs) were assumed to have similar limitations. Compared to the aforementioned options, RIBs can reduce land area needs, since application rates can be permitted as high as three (3) inches per day (21 inches per week) or higher. However, RIBs also require site specific geotechnical testing and modeling/analysis. Given the parcel findings, the RIB disposal option was not considered feasible at this time. The only parcels that may provide some capabilities for RIB disposal are located outside of the City's Service Area along SR 16 heading west toward Penney Farms. In this area, the topographic elevations climb and soils improve.

4. **Deep Well Injection:** Many neighboring utilities are considering deep well injection as an option to alleviate surface water outfalls. Deep well injection involves disposal of treated effluent underground without causing or allowing movement of fluid into an underground source of drinking water (USDW). The USDW for the City of Green Cove Springs is the Upper Floridan Aquifer (UFA), located approximately 400 feet below land surface (bls) and extends over 1,000 feet (bls).

   Deep injection well would require construction of an FDEP Class I well. The following summary is from the FDEP website:

   > "There are more than 180 active Class I wells in Florida. The majority of the Class I injection facilities in Florida dispose of non-hazardous, secondary-treated effluent from domestic wastewater treatment plants. At locations where hydrogeologic conditions are suitable and where

other disposal methods are not possible or may cause contamination, subsurface injection below all USDWs is considered a viable and lawful disposal method. There are favorable hydrogeologic conditions in Florida where the underground formations have the natural ability to accept and confine the waste. See an illustration of a Class I municipal well.

The injection wells are required to be constructed, maintained and operated so that the injected fluid remains in the injection zone, and the unapproved interchange of water between aquifers is prohibited. Class I injection wells are monitored so that if migration of injection fluids were to occur it would be detected before reaching the USDW. Permitting for these wells is done in our Tallahassee office. Testing is conducted on all Class I injection wells at a minimum of every five years to determine that the well structure has integrity."

At this time, a permitted, operating Class I injection well for municipal wastewater does not exist in Northeast Florida. Various test wells and preliminary engineering is occurring, but a permitted system is not available for review at this time. Preliminary conversations with a professional geologist working in Clay, Nassau, Duval, and St. Johns Counties has indicated areas west of the St. Johns River have been difficult to locate a suitable injection zone. If the City were to consider this approach, conversations with FDEP and the SJRWMD along with a professional geologist will be required to develop a preliminary approach for review and approval by the regulatory agencies. Test wells would be required to determine if an injection zone could be found with the associated depth. Capital estimating could be provided once the above preliminary efforts were completed to define the work effort. However, it is anticipated the project would be in excess of $5,000,000.

C. REYNOLDS WATER TREATMENT FACILITY IMPROVEMENTS

1. **Jockey and High Service Pumps:** It is recommended to increase the high service pump capacity to meet future demand needs. Given the unknown time frame related to the Reynolds Redevelopment, the improvements may be able to be delayed until the City begins to see the demand based on development plans and/or changes in the distribution system. The inclusion

of the St. Johns Landing development onto the City's distribution system could affect the need, but can be mitigated from additional flow from the HRWRF.

Pending development needs, the recommended approach is to construct two jockey pumps (250 gpm) and three high service pumps (1,000 gpm). This would correspond to a firm capacity of 2,000 gpm and a total capacity of 3,000 gpm. The anticipated project cost for this alternative is $1,200,000.

2. **Ground Storage Tank:** A 200,000 gallon pre-stressed ground storage tank is proposed with a conventional-top-mounted-tray-aerator. The proposed tank would be placed near the existing improvements with associated piping and instrumentation improvements. The anticipated project cost for this alternative is $1,380,000.

VIII. THE SELECTED PLAN

The following section summarizes the selected alternatives and implementation schedule for the elimination of surface water discharge by 2032.

A. RECLAIMED WATER ALTERNATIVES

The City will be moving forward with the following improvements:

- Construction of Reject Storage System;
- Retrofit the Magnolia Point Development with a public-access reclaimed water distribution system for irrigation; and
- Connection of reclaimed water distribution system with CCUA.

It is anticipated additional growth within and around the City will require additional reclaimed water for irrigation needs. These locations are not known, but the City will continue to maximize this potential and coordinate with CCUA to ensure reclaimed water delivery is maximized between neighboring utilities.

The extension of reclaimed water distribution systems into Magnolia Point and future developments provides the City with the following benefits:

- Reclaimed water is a commodity and provides a revenue stream in comparison to other effluent disposal options that have no revenue capabilities;
- Maximizing reclaimed water use decreasing use of the Floridan Aquifer, thus limiting withdrawals for non-essential water use;
- Extending reclaimed water infrastructure into Magnolia Point enhances opportunities to create interconnects with the CCUA reclaimed water infrastructure; and
- Serving irrigation demands from the reclaimed water system will 'offload' large hydraulic peak demands from the potable water system allowing for more consistent service pressures.

TABLE VIII-1 REUSE WATER INFRASTRUCTURE EXPANSION COSTS			
Service Area	**Customer(s)**	**Capital Cost**	**Reuse Demand (MGD ADF)[a]**
North	Edgewater Landing; Black Creek Village	Complete	0.046
West	Magnolia Point - Retrofit with Magnolia Point Phase 8	$9,150,000	0.420
CCUA Interconnect	CCUA	N/A	N/A
		Total	**0.470**

a: The CCUA interconnect costs and capacity are unknown at this time.

The City intends to maximize reuse disposal options since they include revenue streams in comparison to the Treated Effluent Disposal options outlined in the next subsection.

B. EFFLUENT DISPOSAL ALTERNATIVES

TABLE VIII-2 EFFLUENT DISPOSAL EXPANSION ESTIMATED COSTS			
Disposal Option	**Capacity (MGD-ADF)**	**Capital Cost[a]**	**Notes**
Sprayfields	1.25	> $22,000,000 (320 Ac)	Large parcel needs. Would increase O&M Costs. No offsetting revenue. Suitable locations are distant from the Harbor Road AWT WRF.
Constructed Wetlands	1.25	> $25,000,000 (75 Ac)	Wetland would require an outfall. Would increase O&M Costs. No offsetting revenue. Suitable locations are distant from the Harbor Road AWT WRF.
Rapid Infiltration Basins	0	N/A	Not viable option due to limiting soils within region.
Deep Well Injection	1.5	> $5,000,000	Test well required to determine feasibility and capital needs.

a: Capital estimated were reviewed during 2015 master planning efforts, but were based on a regional WRF located near the effluent disposal location. 2021 costs are listed based on existing market conditions.

C. REYNOLDS WATER TREATMENT FACILITIES IMPROVEMENTS

The City will be moving forward with the following improvements:

- Construction of jockey and high service pumps; and
- Construction of ground storage tank.

The total estimated cost for these improvements is $2,580,000.

IX. ENVIRONMENTAL IMPACTS

A. DESCRIPTION OF PLANNING AREA

1. **Planning Area:** The "Planning Area" is generally the City's Harbor Road Treatment Facility, Magnolia Point Development, and Reynolds Water Treatment Facility. The City is located on the St. Johns River in Clay County, Florida, and lies at the crossroads of State Road 16 and U.S. Highway 17, approximately 30 miles south of the City of Jacksonville, Florida. The U.S. 2010 Census listed the City's population at 6,908 persons, the 2020 Census counted 9,959 persons, and the University of Florida Bureau of Economic and Business Research's ("BEBR") Year 2020 estimate is approximately 9,796 persons. From 2010 to 2020, the population growth was approximately 4.2% per year. Electric, water, and wastewater services are provided by the City and the electric service area varies from the water and sewer service area limits. The water service area ("Service Area") encompasses approximately 6.77 square miles. The City limits and Service Area boundaries differ from one another, and the respective limits are shown in **Figure II-1**.

2. **Climate:** The Planning Area is characterized by long, warm humid summers and mild, dry winters. The average high temperature in the summer is 92 degrees F, and the average low temperature in the winter is 47 degrees F. The annual average temperature is approximately 70 degrees F. The rainy season lasts from June through the September. On average, the City receives 52 inches per year.

3. **Topography and Drainage:** The Planning Area is generally contained within the United States Geological Survey ("USGS") Topographical Map entitled City of Green Cove Springs Quadrangle. Elevations vary between 5 and 65 feet. In general, the City drains to the St. Johns River via Governor's Creek, Peter's Creek, Black Creek, and various wetland sloughs.

4. **Geology, Soils, and Physiography:** The scope of work associated with the selected alternative is limited to areas within established right of ways as well as an existing treatment plant sites. Therefore, no important farmlands or formally classified lands nor will any existing classified lands be affected by this project.

5. **Environmentally Sensitive Areas or Features:**

   a. **Wetlands:** A formal wetland delineation has not been conducted in the project areas as part of this report. Information about wetlands has been obtained from the Natural Resources Conservation Service ("NRCS") maps. However, wetland impacts are not anticipated as a result of the project's construction since all work will occur in existing established right of ways and within existing, developed treatment facility sites. Should a wetland feature encroach the work area, a trenchless construction technique will be utilized to ensure wetland impacts do not occur. Therefore, no existing wetlands will be affected by this project.

   b. **Plant and Animal Communities (Endangered Species):** The proposed project is not expected to have any adverse effects to these species or their habitats as improvements will occur within previously developed sites or established road right of ways.

6. **Floodplain:** Structures such as pump stations, control buildings and above ground pipes are located in areas outside the 100-year and the 500-year floodplains. Floodplains will not be affected by the proposed project.

7. **Air Quality:** Construction activities of the proposed project will have no significant effect on air quality except for intermittent, short-term emissions from vehicles during construction. Proposed construction activities would increase fugitive dust and vehicles emissions. Specifically, excavation, grading, and vehicular traffic at the project site may generate temporary increases in emissions. Construction of the proposed project is anticipated to last twelve (12) to eighteen (18) months. For operational air emissions impacts, some objectionable odors from the plant are anticipated. However, the intensity of the odors should not increase as the plant is sufficiently permitted to handle additional flow.

B. SOCIO-ECONOMIC CONDITIONS

1. **Population:** The proposed project will serve existing and future City residents and water/sewer customers. The improvements will ensure the City can maintain their adopted level of water service to existing and future customers while also remaining compliant with FDEP requirements.

Systemwide improvements are accomplished via the projects, and do not focus on a particular area of the City. Improvement will have a proportional influence on rate payers.

2. **Land Use and Development:** The proposed project will be constructed within existing City property as well as established right-of-ways or utility easements. No people or housing would be displaced by the proposed project. No land use or zoning changes are required for the project's completion.

C. WATER QUALITY

Two aquifer systems underlie the project's service area. These are the surficial aquifer system and the underlying Floridan aquifer system. The surficial aquifer system is unconfined, and its upper surface is the water table. It ranges from 10 to 400 feet in thickness. This aquifer is largely recharged through rainfall which usually causes the water table to fluctuate with the rate of precipitation. The Floridan aquifer system is confined and comprised of thousands of feet of Eocene marine limestone, including the Ocala Group. It is the principal source of drinking water in the area. This aquifer system is recharged by the percolation of rainfall through the permeable surficial sands in other areas of the State. Water quality degradation resulting from temporary construction activities will be minimized through the use of turbidity control measures by the contractor as approved by the St. Johns River Water Management District (SJRWMD) and/or FDEP, which have rules in place to control quality of runoff.

Attachment A

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project 8905-61-1

FY 2022 to 2023 Operating Budget

CITY OF GREEN COVE SPRINGS

FISCAL YEAR 2022/2023 APPROVED BUDGET

Prepared by:

The City of Green Cove Springs Staff:

Steve Kennedy, City Manager
Mike Null, Asst. City Manager / Public Works Director
Marlena Guthrie, CPA, Finance Director
Lolita Lockett, Accounting Manager
Kim Thomas, Executive Assistant

A very special "THANK YOU" to all City Staff for their assistance and dedication!

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CITY OF GREEN COVE SPRINGS GOVERNMENT

GENERAL INFORMATION

The City of Green Cove Springs is geographically located in Northeast Florida. The City's boundaries encompass 8 square miles. The latest estimate of the City's population is 9,959.

FIVE-MEMBER CITY COUNCIL

The City of Green Cove Springs, a political subdivision of the State of Florida, is guided by an elected five-member City Council. Council Members are elected in non-partisan elections to represent the entire City. The City Council performs legislative functions of government by developing policy for the management of the City of Green Cove Springs. The City Manager, a professional appointed by the Council, and the City Manager's staff are responsible for implementation of those policies. The City Attorney and City Clerk are also appointed by the City Council.

ROLE OF THE CITY MANAGER

The City Manager is an appointed official who is responsible for carrying out all decisions, policies, ordinances, and motions of the City Council.

The Departments under the City Manager are responsible for providing road maintenance, parks and recreation, development services, law enforcement services, and utility services. Offices that provide support services (human resources), finance, and information technology are also under the direction of the City Manager.

These services are grouped into the following Departments: City Council, City Clerk, City Manager, Human Resources, Augusta Savage Arts & Community Center, Finance, Information Technology, General Services, City Attorney, Development Services, Code Enforcement, Police, Public Works, Right-of-Way Maintenance, Parks & Recreation, Parks & Recreation Programming, Equipment Maintenance, Building Fund, Special Law Enforcement Trust Fund, Electric, Water, Wastewater, Reclaimed Water, Solid Waste, Customer Service, and Stormwater. Support Staff for these Departments report to the City Manager.

CITY OF GREEN COVE SPRINGS

MAYOR AND CITY COUNCIL

Matt Johnson, Mayor
Constance Butler, Vice Mayor
Edward Gaw, Council Member
Steven Kelley, Council Member
Thomas Smith, Council Member

CITY ADMINISTRATION

CHARTER OFFICERS

Steve Kennedy, City Manager
L. J. Arnold, III, City Attorney
Erin West, City Clerk

DEPARTMENT DIRECTORS

Marlena Guthrie, CPA, Finance Director
Dee Jones, Human Resources Director
John Guzman, Police Chief
Mike Null, Assistant City Manager / Public Works Director
Michael Daniels, Planning and Zoning Director
James A. Yeager, Electric Director

INTRODUCTION

This document represents the approved financial budget for FY 2022/2023 for the City of Green Cove Springs. The document is divided into seven (7) Sections: Section One – Budget Summary, Section Two – Fund Summaries, Section Three – Department Summaries, Section Four – Capital Improvement Program, Section Five – Debt Service, Section Six – Glossary of Key Terms, and Section Seven – Fiscal Policies.

Section One – Budget Summary contains information about the process of adopting the budget, graphs and information about revenue sources, summary tables of the department budget, a description and summary of the City's interfund transfers, and a summary of funded full-time equivalent positions.

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

Section Three – Department Summaries include mission statements and summary budgets for each City Department.

Section Four – Capital Improvement Program (CIP) includes a listing of the Capital Improvement Projects for FY 2022/2023 through FY 2026/2027.

Section Five – Debt Service includes information about the City's outstanding debt obligations.

Section Six – Glossary of Key Terms includes a listing of various budget document terms.

Section Seven – Fiscal Policies includes fiscal policies for the City.

Persons interested in reviewing any materials or documents comprising the FY 2022/2023 proposed budget at any level are encouraged to contact the City of Green Cove Springs Finance Department at (904) 297-7500. The Finance Department's location and mailing address is 321 Walnut Street, Green Cove Springs, FL 32043.

SECTION ONE

BUDGET SUMMARY

INTRODUCTION TO CITY BUDGETING

Defining a City Budget

A City Budget is a plan for using City government's financial resources. The budget estimates proposed spending for a given period and estimates the proposed means of paying for them. Two components of a budget are the revenue or sources and the expenditure or uses.

Defining Revenue

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

Defining Expenditure

Expenditure is a use of financial resources. There are three types of expenditures: operating, capital and debt. Operating expenditures include the day-to-day expenses such as salaries, supplies, utilities, and equipment purchases. Capital expenditures include construction of roads, parks, buildings, and the purchase of land. Debt is the expense related to principal and interest on long-term bonds and notes issued by the City.

Defining Fund Balance

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

Defining Fund Accounting

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

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

THE BUDGET PROCESS

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

The budget process began with a review and consideration of comments from the prior year budget process. This led to the budget "kick-off" meeting in April 2022 with Department Directors. Directions for the budget process were provided and written budget instructions were distributed. Departments were instructed to prepare budgets using a "continuation" funding level. "Continuation" level funding is the level of funding needed to provide the same level of service in the next fiscal year as was provided in the current fiscal year.

The City Manager formally presented the Proposed Budgets in July 2022. The Council and public review, changes, and formal adoption lasts through late September.

This includes workshops with the Council to discuss the operating budget and the capital improvement budget.

The proposed millage rates for FY 2022/2023 will be set on July 19, 2022. The proposed millage rates are used by the Property Appraiser to prepare Truth-in-Millage or "TRIM" notices which will be distributed in mid-August. TRIM notices advise County taxpayers of how tax rates proposed by all local taxing authorities combines with current information on assessed value of real property and how it will affect the taxes on each taxed parcel of land. The TRIM notice also serves as the official notification of the time and place of the first public hearing for adoption of tentative millage rates and budget by each taxing authority.

State law requires two public budget hearings. The first public budget hearing will be held on September 6, 2022. After hearing public testimony, the Council will adopt tentative millage rates and a proposed FY 2022/2023 budget. The second public hearing will be held on September 20, 2022. The hearing will be advertised by a published notice and a published breakdown of the millage rates and budget. Like the first public hearing, the Council will hear public testimony prior to adopting the final millage rates and the final budget.

BUDGET PROCESS HIGHLIGHTS

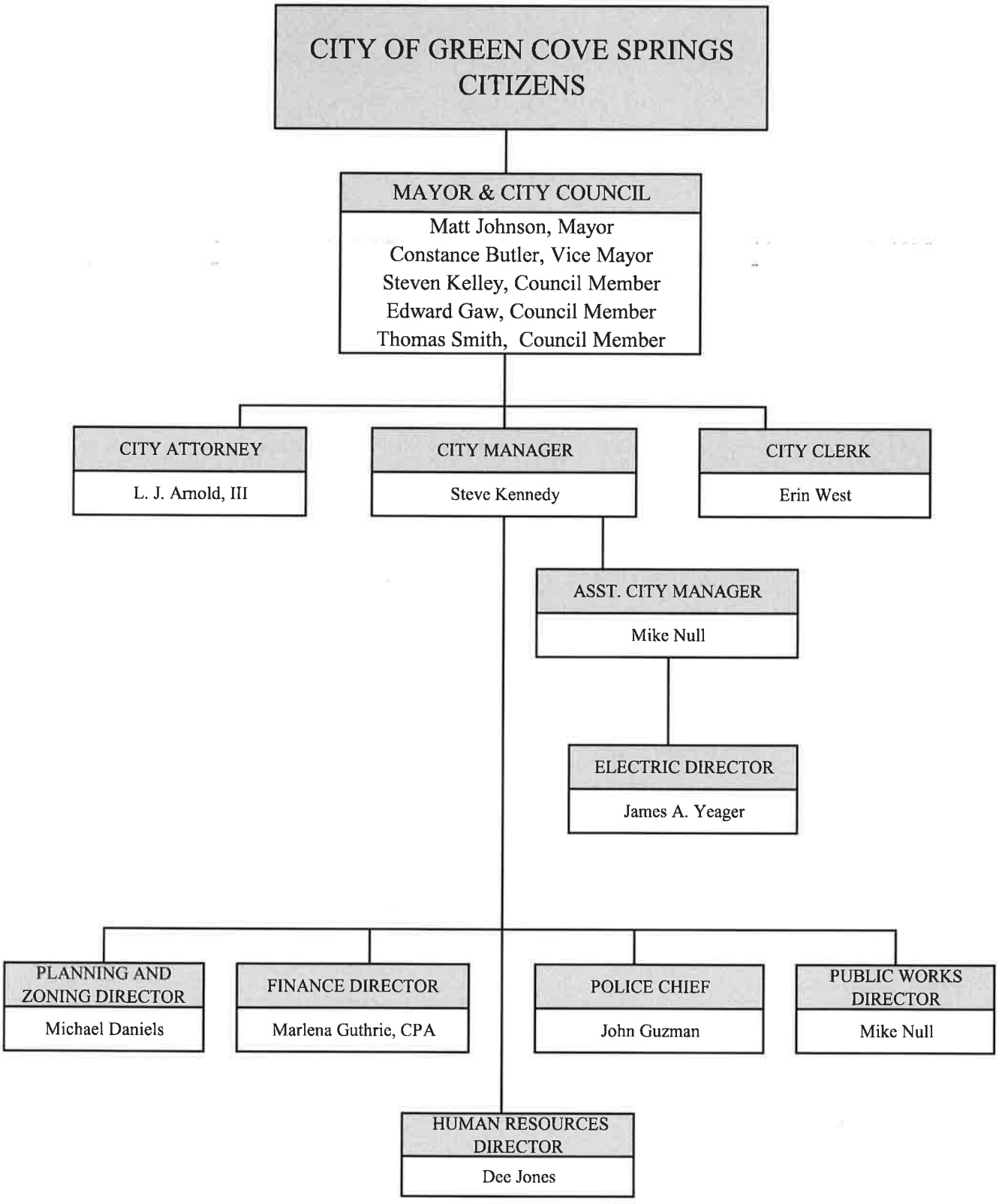
Preparation	**April 5**	Budget Kickoff Meeting
	May 10	Budget Submission due from Departments
Review	**May-July**	Finance Department, Assistant City Manager, City Manager and Department Directors review budgets
	July 1	Official preliminary taxable values provided by Property Appraiser's Office
Adoption	**July – August**	Workshops are held on the Operating and Capital Improvement Budgets, to set millage rates and discuss any budget issues
	July 14	City Manager presents proposed budgets to Council
	July 5	Council establishes Public Hearing dates for the adoption of the Budget
	September 6	First Public Hearing to Adopt Tentative Millage Rates for 2022/2023 and Budget (required by State Law)
	September 20	Second Public Hearing to Adopt Final Millage Rates for 2022/2023 Tax Roll and the FY 2022/2023 Budget (required by State Law)

CITY OF GREEN COVE SPRINGS FY 2023 BUDGET CALENDAR			
DATE(S)		**ACTIVITY**	**PARTICIPANTS**
		APRIL 2022	
T	**5**	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts
		MAY 2022	
T	**10**	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts
		JUNE 2022	
M-TH	**6-9**	City Manager meets with individual dept heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts
M-W	**13-30**	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
		JULY 2022	
F	**1**	Receive DR420 from Property Appraiser	Finance
		Contact School Board, & BOCC for hearing dates (TBD)	Finance Director
M-TH	**4-14**	Finalize Budget & CIP	City Manager, Finance Director
TH	**14**	City Manager submits Operating Budget & Final CIP to Council	City Manager
T	**19**	Council establishes tentative millage rate and sets dates for public hearings.	
		AUGUST 2022	
M	**1**	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
TH	**4**	8 AM Budget Workshop for Outside Agencies, Health Insurance Plan and All Utility Enterprise Funds & associated CIP, General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund, Spring Park Capital Improvement Fund, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund	Council, City Manager, Depts
T	**9**	8 AM Budget Workshop - Review/Complete any unfinished Budget Issues	Council, City Manager, Depts
M	**15**	Estimated Date: Notice of Proposed Millage Rates mailed to taxpyayers by County	Council, City Manager, Depts
TH	**25**	Tentative Budget put on website to announce public hearing dates	Finance

CITY OF GREEN COVE SPRINGS FY 2023 BUDGET CALENDAR

		SEPTEMBER 2022	
T	**6**	**Tentative budget, millage and CIP hearings/ adoption**	**Council, City Manager, Depts**
		1st reading of Resolution to pass Millage, Budget and CIP Cannot be held sooner than 10 days after notices mailed by appraiser	
F	**9**	Send ads to newspaper for advertising in Clay Today newspaper-final budget & millage hearings/adoption on 9/20/22. Send Budget Summary & Notice of Tax Increase/ Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
TH	**15**	Ad appears in Clay Today for final hearing on budget & millage	Clay Today
T	**20**	**Final Hearing on budget, millage, CIP & adoption of all**	**Council, City Manager, Depts**
		Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad 2nd and Final hearing on Ordinance to adopt Millage, Budget and CIP.	
W	**21**	Fax & mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
F	**23**	Certify adopted millage to Property Appraiser, Tax Collector & DOR (within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council	Finance Director
		OCTOBER 2022	
M	**3**	Put final Budget on website	Finance
M	**3**	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
T	**4**	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director

CITY OF GREEN COVE SPRINGS GOVERNMENT



SUMMARY INFORMATION

The approved budget for FY 2022/2023 decreased $667,991 from the FY 2021/2022 approved budget.

The Operating Budget

Expenditures

The major component of the budget is the operating budget, which is the portion that pays for the day-to-day services. The operating budget is composed of five types of expenditures: personal services, operating expenses, capital outlay, debt service and grants and aids.

Personal Services reflects salaries of elected officials, salaried and hourly employees, and temporary employees. It includes overtime pay, mandatory contributions to the Florida Retirement System, social security and Medicare Taxes and employee health insurance, and life insurance premiums.

Operating Expense reflects costs of supplies, utilities, fuel, rent, professional service contracts, etc. Increases in this area reflect mostly adjustments for materials, supplies, fuel, and other operating costs.

Capital Outlay reflects costs of equipment, fleet, data processing and other equipment. The changes in this category represent mainly equipment and vehicles necessary to replace an aging fleet and equipment in various City Departments.

Debt Service reflects legally obligated payments (principal and interest), reserves, and debt administration costs on outstanding borrowings of the City.

Grants and Aids reflect amounts appropriated to regional governments, agencies, or other not-for-profit organizations and businesses to support programs or activities provided by those organizations that provide benefit to the City.

Revenues

Property Taxes – Overall, the City's taxable value increased by $76.0 million or 13.65% from FY 2021/2022. The City also experienced a 2.55% increase in tangible personal property values from FY 2021/2022.

Other Taxes – As we emerge from the Coronavirus Pandemic, there are increases in other tax revenue which includes increased receipts from existing taxes, which include the Infrastructure Surtax, Telecommunications Taxes, Gas Taxes, and Sales Taxes.

Charges for Services – The charges and fees associated with the operations of the City's utility system are $22.5 million or $2.9 million more than FY 2021/2022.

Licenses and Permits – The City Council authorizes the collection of Building Permit Fees that are used as an offset for the cost of building inspection operations.

Additional detailed information on City revenues and millage rates can be found in the "Major City Revenues" section.

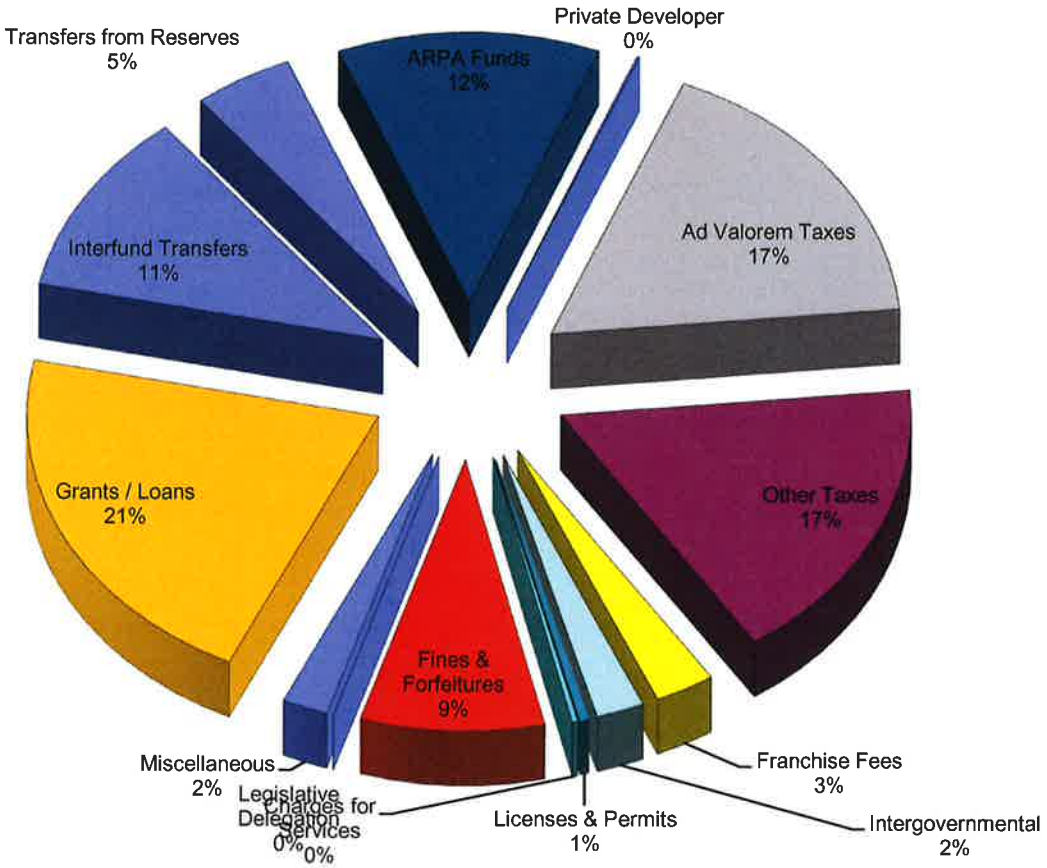
GENERAL FUND BUDGET SOURCES AND USES

Sources	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
Use of Fund Balance	$ -	$ -	$ -	$ -
Revenue:				
Ad Valorem Taxes	1,766,498	1,915,494	2,072,264	2,760,168
Other Taxes (Local, State, Utility)	2,538,966	2,754,066	2,294,463	2,735,155
Franchise Fees	7,992	7,049	401,077	435,075
Grants / Loans	6,917	236,107	2,461,000	3,392,632
Licenses & Permits	42,630	39,093	50,000	70,000
Development Services	28,857	34,997	40,000	40,000
Intergovernmental	394,734	939,018	348,088	348,088
Physical Environment	107,078	109,003	74,839	81,219
Recreational Events	30,641	42,363	66,000	73,000
Police Revenue	1,061,659	1,077,416	1,385,033	1,346,377
Interest	32,162	2,534	3,000	5,000
Surplus Sales	6,973	43,212	155,000	30,000
Private Developer	-	-	15,000	18,000
Legislative Delegation	600,000	-	300,000	-
ARPA Funds	-	-	2,147,911	1,922,822
Miscellaneous	83,049	76,198	127,380	146,509
Total Revenue	6,708,156	7,276,550	11,941,055	13,404,045
Transfers-In	1,836,331	1,686,331	1,756,465	1,756,465
Other Non-Revenues - Reserves	-	-	325,440	729,135
	1,836,331	1,686,331	2,081,905	2,485,600
TOTAL SOURCES	**$ 8,544,487**	**$ 8,962,881**	**$ 14,022,960**	**$ 15,889,645**

Uses	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
Operating Budget				
Personnel Services	4,637,320	4,752,709	5,018,930	6,141,272
Operating Expenses	1,680,270	2,140,554	2,302,463	2,422,628
Capital Outlay	2,562,221	1,895,461	4,312,859	6,804,996
Contingency	-	-	2,147,911	28,670
Total Operating Budget	8,879,811	8,788,724	13,782,163	15,397,566
Grants & Aids	-	-	-	-
Transfers to Other Funds	241,390	241,635	240,797	492,079
Other Uses				
Contributions to Reserves				
TOTAL USES	**$ 9,121,201**	**$ 9,030,359**	**$ 14,022,960**	**$ 15,889,645**

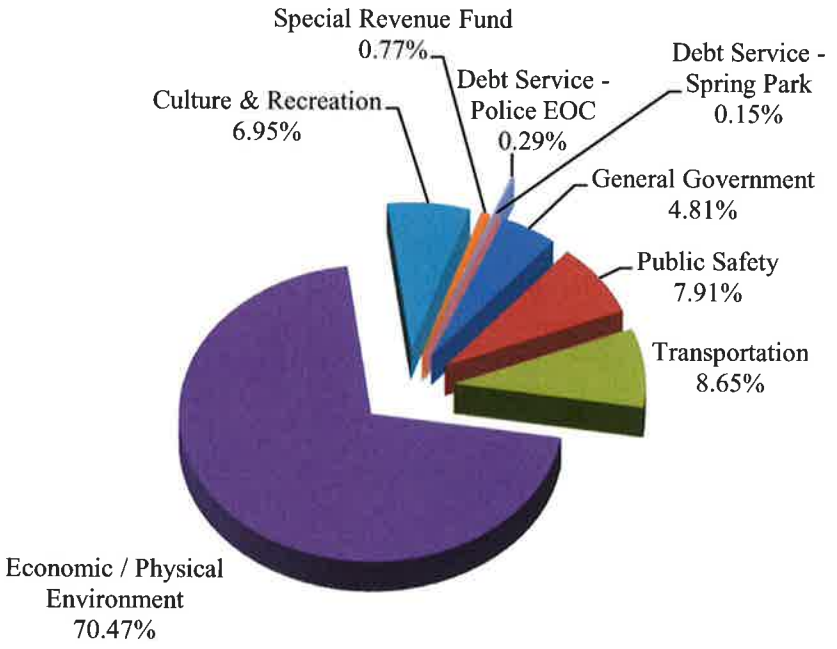
GENERAL FUND BUDGET REVENUES BY SOURCE

Ad Valorem Taxes	$	2,760,168
Other Taxes	$	2,735,155
Franchise Fees	$	435,075
Intergovernmental	$	348,088
Licenses & Permits	$	70,000
Charges for Services	$	40,000
Fines & Forfeitures	$	1,346,377
Legislative Delegation	$	-
Miscellaneous	$	335,728
Grants / Loans	$	3,392,632
Interfund Transfers	$	1,756,465
Transfers from Reserves	$	729,135
ARPA Funds	$	1,922,822
Private Developer	$	18,000
TOTAL	**$**	**15,889,645**



BUDGET USES BY FUNCTION - ALL FUNDS

General Government	$	2,652,992
Public Safety		4,360,819
Transportation		4,772,403
Economic / Physical Environment		38,872,987
Culture & Recreation		3,831,785
Special Revenue Fund		426,825
Debt Service - Police EOC		160,438
Debt Service - Spring Park		81,445
TOTAL	**$**	**55,159,694**



BUDGET BY FUNCTION - ALL FUNDS

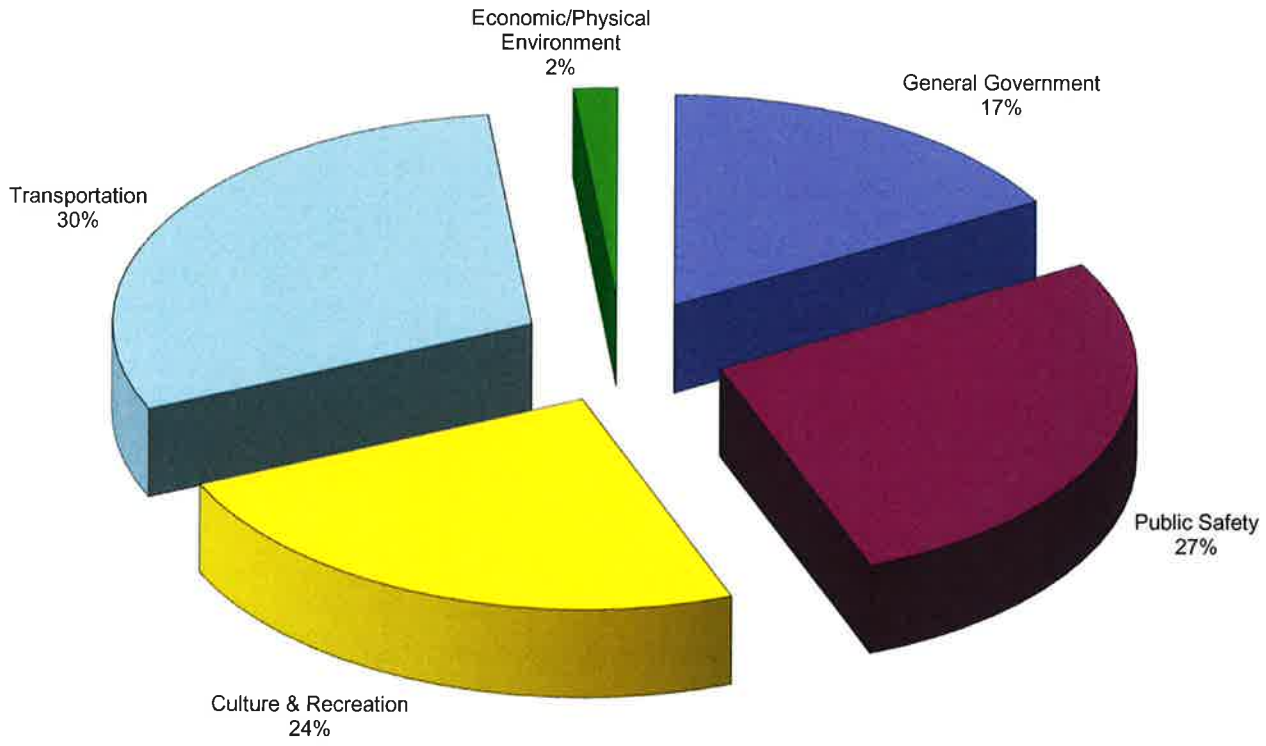
	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
General Fund				
Legislative	$ 55,065	$ 60,670	$ 83,516	$ 66,364
City Clerk	127,973	131,697	160,560	182,732
City Manager	339,074	362,860	371,833	400,153
Human Resources	217,322	255,132	276,792	350,729
Finance	320,280	339,926	353,190	401,618
Information Technology	198,179	188,570	245,488	232,457
General Services	641,104	458,846	2,514,311	785,385
City Attorney	109,165	104,463	142,943	233,554
Development Services	118,968	289,808	245,053	271,646
Code Enforcement	64,821	65,504	76,168	107,139
Police Department	3,347,796	3,546,549	3,704,547	4,253,680
Public Works	1,696,943	641,516	2,580,000	4,208,493
Right-of-Way Maintenance	227,941	288,834	269,492	339,525
Equipment Maintenance	158,951	172,658	193,190	224,385
Subtotal	7,623,582	6,907,033	11,217,083	12,057,860
Physical Environment				
Electric Utility Services	13,753,405	17,327,335	16,040,576	19,735,772
Water Utility Services	2,660,758	3,360,699	3,385,989	2,882,120
Wastewater Utility Services	7,271,739	6,296,039	16,457,745	8,694,491
Solid Waste Services	633,260	1,038,614	698,546	1,123,699
Stormwater Services	208,260	299,131	1,628,818	1,175,697
Customer Service	493,619	464,258	454,252	648,203
Reclaimed Water	60,610	60,609	0	986,000
Subtotal	25,081,651	28,846,685	38,665,926	35,245,982
Special Revenues				
Special Law Enforcement Trust Fund	16,501	12,648	20,000	20,000
Building Fund	338,889	375,204	364,638	406,825
Disaster Fund	0	0	0	0
Subtotal	355,390	387,852	384,638	426,825
Culture & Recreation				
Parks & Recreation	1,016,259	728,524	1,073,988	2,308,734
Parks & Recreation Programming	87,761	60,171	72,000	84,000
Augusta Savage Arts & Community Center	393,599	1,334,631	1,659,889	1,439,051
Subtotal	1,497,619	2,123,326	2,805,877	3,831,785

BUDGET BY FUNCTION - ALL FUNDS

	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
Capital Improvement - Police EOC	159,602	160,254	159,867	160,438
Capital Improvement - Spring Park	81,788	81,381	80,930	81,445
Subtotal	241,390	241,635	240,797	241,883
Other Uses				
Interfund Transfers - All Utilities:				
Electric - 1,395,739	1,477,274	1,344,434	1,327,524	1,395,739
Water - 375,013	304,697	304,697	340,111	375,013
Wastewater -1,434,869	373,940	373,940	409,208	1,434,869
Solid Waste - 149,738	133,918	133,918	133,874	149,738
Contingency - All Utilities:				
Electric - 0	0	0	0	0
Water - 0	0	0	0	0
Wastewater -0	0	0	302,647	0
Solid Waste - 0	0	0	0	0
Subtotal	2,289,829	2,156,989	2,513,364	3,355,359
Grand Total	**$ 37,089,461**	**$ 40,663,520**	**$ 55,827,685**	**$ 55,159,694**

BUDGET USES BY FUNCTION - GENERAL FUND

General Government	$	2,652,992
Public Safety		4,360,819
Culture & Recreation		3,831,785
Transportation		4,772,403
Economic/Physical Environment		271,646
TOTAL	**$**	**15,889,645**



BUDGET BY FUNCTION - GENERAL FUND

	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
General Government				
Legislative	$ 55,065	$ 60,670	$ 83,516	$ 66,364
Executive	467,047	494,557	532,393	582,885
Financial & Administrative	518,459	528,496	598,678	634,075
Human Resources	217,322	255,132	276,792	350,729
Legal Counsel	109,165	104,463	142,943	233,554
Other General Government	641,104	458,846	366,400	756,715
Subtotal	2,008,162	1,902,164	2,000,722	2,624,322
Public Safety				
Law Enforcement	3,347,796	3,546,549	3,704,547	4,253,680
Code Enforcement	64,821	65,504	76,168	107,139
Subtotal	3,412,617	3,612,053	3,780,715	4,360,819
Transportation				
Road & Street Facilities	1,696,943	641,516	2,580,000	4,208,493
Right-of-Way Maintenance	227,941	288,834	269,492	339,525
Equipment Maintenance	158,951	172,658	193,190	224,385
Subtotal	2,083,835	1,103,008	3,042,682	4,772,403
Economic / Physical Environment				
Development Services	118,968	289,808	245,053	271,646
Subtotal	118,968	289,808	245,053	271,646
Culture & Recreation				
Parks and Recreation	1,104,020	788,695	1,145,988	2,392,734
Augusta Savage Arts & Community Center	393,599	1,334,631	1,659,889	1,439,051
Subtotal	1,497,619	2,123,326	2,805,877	3,831,785
Other Uses				
Contribution to Fund Balance			-	-
Contingency			2,147,911	28,670
Subtotal	-	-	2,147,911	28,670
Grand Total	**$ 9,121,201**	**$ 9,030,359**	**$ 14,022,960**	**$ 15,889,645**

BUDGET BY FUNCTION - SPECIAL REVENUE FUND

	FY 20 Actual	FY 21 Actual	FY 22 Approved	FY 23 Approved
Special Revenue Fund				
Building Fund	$ 338,889	$ 375,204	$ 364,638	$ 406,825
Special Law Enforcement Trust Fund	16,501	12,648	20,000	20,000
Police Debt Service Fund	159,602	160,254	159,867	160,438
Spring Park Debt Service Fund	81,788	81,381	80,930	81,445
Disaster Fund	0	0	0	0
Subtotal	596,780	629,487	625,435	668,708
Grand Total	**$ 596,780**	**$ 629,487**	**$ 625,435**	**$ 668,708**

MAJOR REVENUE SOURCES

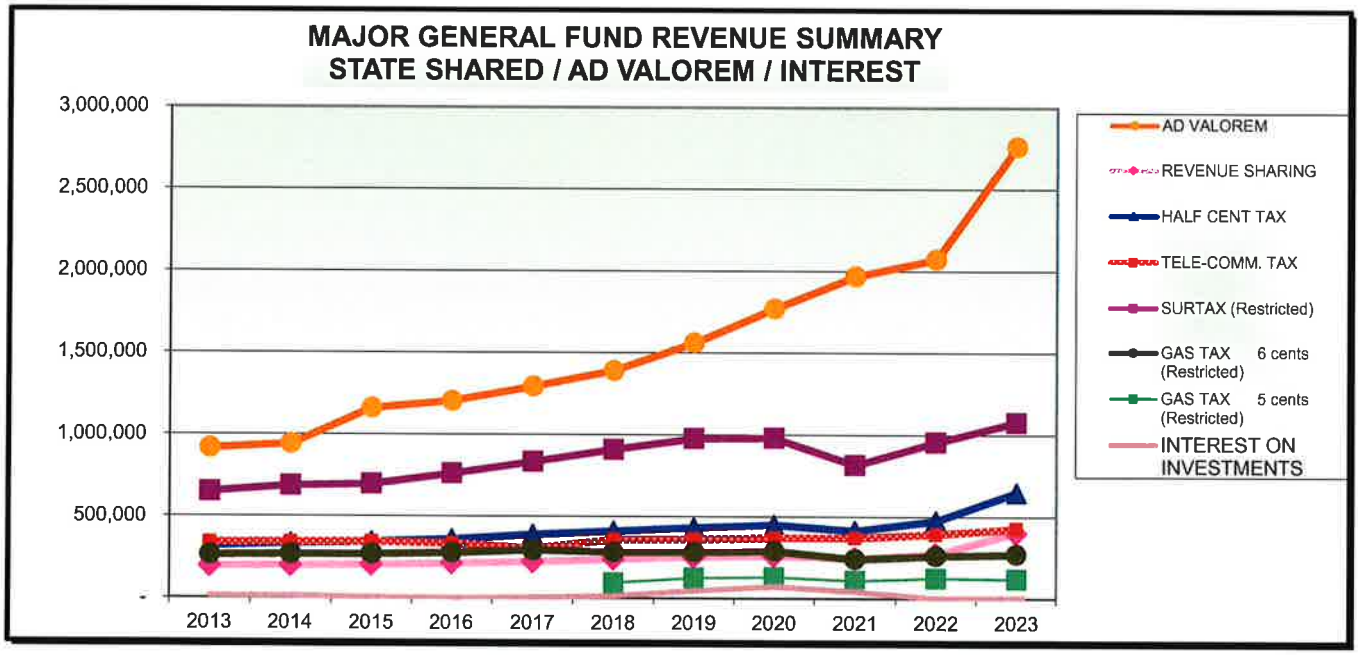
The City of Green Cove Springs relies on a variety of revenue sources to finance operations and construction activities. These sources include taxes, charges for services, fines, and intergovernmental funding. A number of factors influence revenues; changes in County-wide and City population, changes in a specific service population, increases or decreases in real disposable income, and inflation. One or more of these factors impact most revenues both directly and indirectly.

Estimates of revenues for budgetary purposes are gathered from several sources. Operating Departments provide estimates of revenue from charges for services, State and Federal grants, licenses and permits, and fines. The State Department of Revenue provides estimates of revenues from the Local Government Half-Cent Sales Tax, Infrastructure Surtax, Telecommunications Public Service Tax, various State collected gasoline taxes and the State Revenue Sharing Program. Ad valorem taxes are estimated from taxable property values provided by the Property Appraiser on July 1st of each year in conjunction with estimated millage rates.

This section discusses major revenues and how they have changed over time.

MAJOR REVENUE SOURCES

	3111000	3351200	3351800	3132200	3126000	3122100	3122101	3612000 & 3611000	
	AD VALOREM	REVENUE SHARING	HALF CENT TAX	TELE-COMM. TAX	SURTAX (Restricted)	GAS TAX 6 cents (Restricted)	GAS TAX 5 cents (Restricted)	INTEREST ON INVESTMENTS	TOTAL
2013	914,266	194,905	316,329	340,000	648,079	262,257		13,000	2,688,836
2014	939,869	196,864	333,702	341,000	685,079	266,489		12,850	2,775,853
2015	1,158,260	202,495	343,562	344,000	695,000	266,714		4,100	3,014,131
2016	1,202,677	211,249	358,328	333,214	759,017	277,120		1,200	3,142,805
2017	1,292,493	222,110	387,687	305,121	833,059	293,131		5,000	3,338,601
2018	1,389,599	238,669	410,299	359,397	908,244	281,236	94,000	14,545	3,695,989
2019	1,558,835	252,715	431,587	361,392	975,334	282,581	125,256	48,000	4,035,700
2020	1,769,122	260,000	450,000	370,000	980,000	290,000	130,000	74,000	4,323,122
2021	1,968,056	244,549	413,168	370,000	814,357	240,666	108,603	45,000	4,204,399
2022	2,072,264	273,311	475,117	393,077	954,786	260,272	124,177	3,000	4,556,004
2023	2,760,168	401,209	646,460	427,075	1,074,266	270,000	120,000	5,000	5,704,178
TOTAL	17,025,609	2,698,076	4,566,239	3,944,276	9,327,221	2,990,466	702,036	225,695	41,479,618



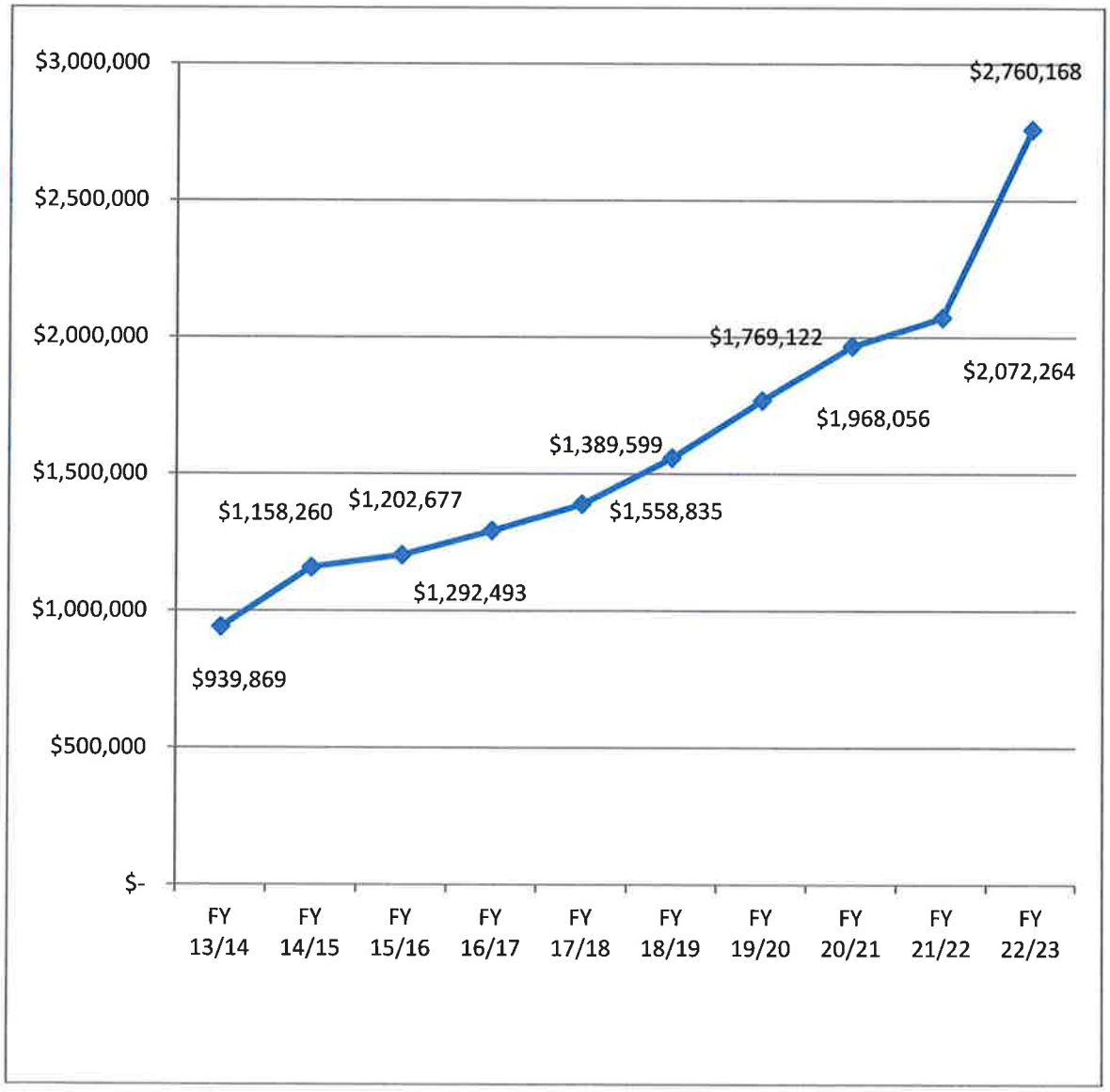
AD VALOREM PROPERTY TAX

General Fund Ad Valorem Property Taxes are derived from all non-exempt real and personal property located within the City of Green Cove Springs. General Fund Ad Valorem Taxes are used to provide primary support for City-wide programs such as administrative services, law enforcement, park services, election services, and growth management services.

Actual tax collections in FY 2021 were 97% of the amount budgeted in the General Fund.

For FY 2022/2023, 97% of projected collections are budgeted.

PROPERTY TAX COLLECTIONS



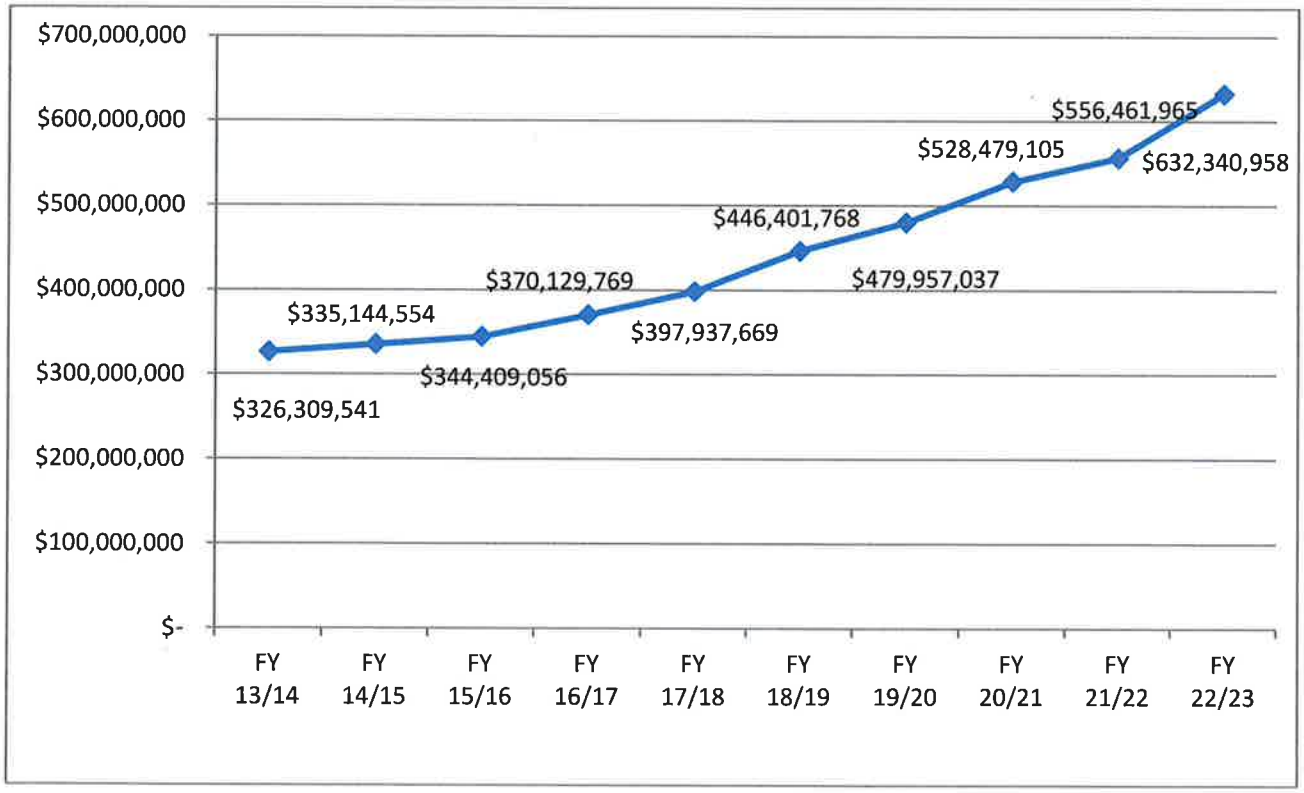
PROPERTY VALUES

The City of Green Cove Springs' tax base had previously declined over four (4) years from FY 09/10 to FY 12/13. This was largely a result of the downturn in the economy, the declining value of real property, and the passing of Amendment One which puts restrictions on the amount of millage to be assessed. The City of Green Cove Springs' tax base has increased since FY 12/13 mainly due to an increase in the millage rate, increasing value of real property and new construction. For FY 2022/2023, the General Fund millage rate is approved at 4.5000 mills.

Millage Rate History

FY 1991 – 2006	2.611
FY 2007	2.6
FY 2008 – 2012	2.57
FY 2013 - 2014	2.9821
FY 2015-2019	3.6000
FY 2020-2022	3.8000
FY 2023 Approved	4.5000

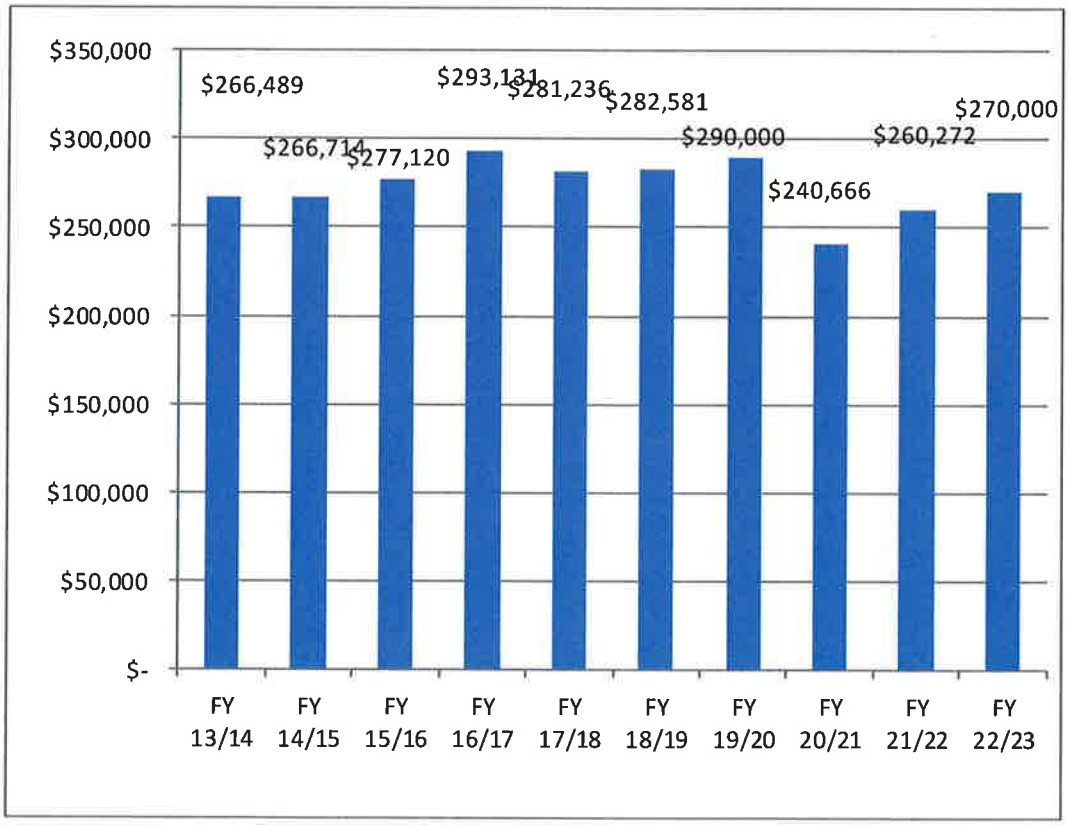
Property Values



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a six-cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on September 1, 1989. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 81.41% and Green Cove Springs 5.15%. The Local Option Fuel Tax will sunset on December 31, 2041. This tax supports the City of Green Cove Springs' right-of-way maintenance, and road and street services such as paving and sidewalk improvements.

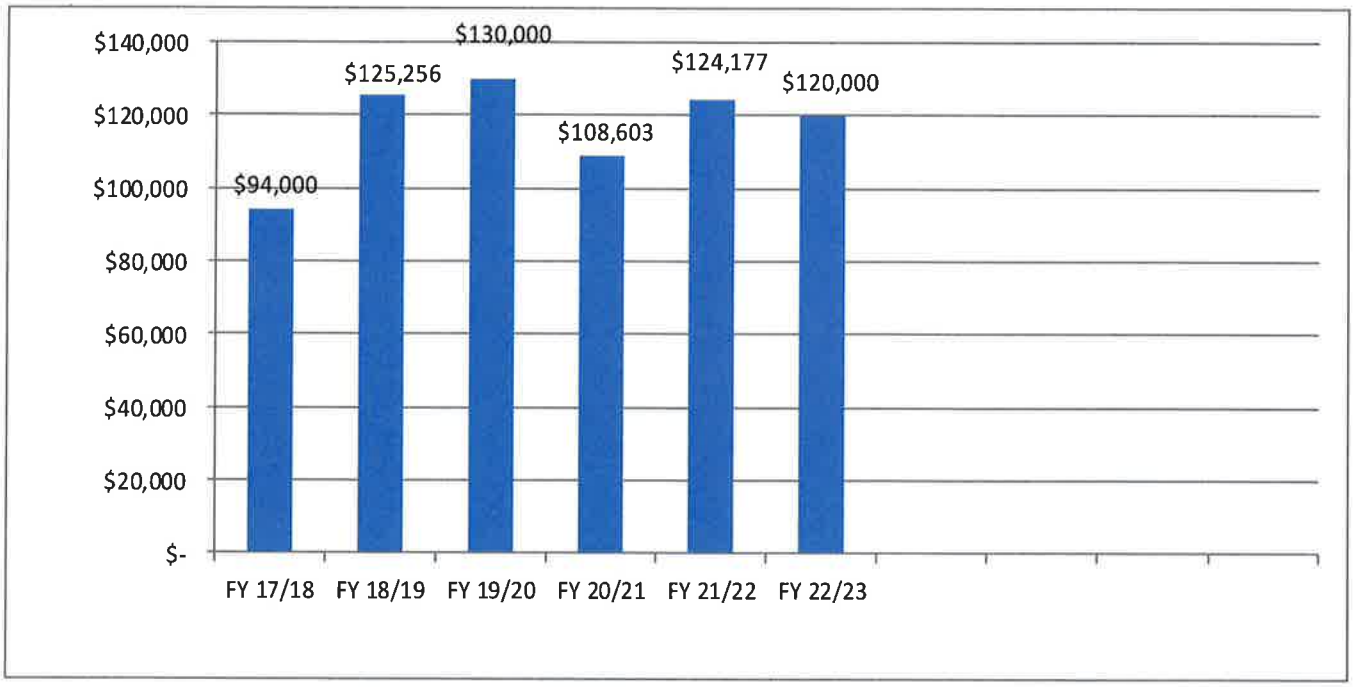
LOCAL OPTION FUEL TAX



LOCAL OPTION FUEL TAX

The Local Option Fuel tax is a five-cent tax imposed by Clay County on every gallon of fuel sold at the retail level. The tax became effective on January 1, 2018. The State collects the Local Option Fuel Tax and distributes it as follows: Clay County 82.96% and Green Cove Springs 3.43%. The Local Option Fuel Tax will sunset on December 31, 2041. Revenue from the gas tax can only be used for road work, specifically work that would increase capacity for roads.

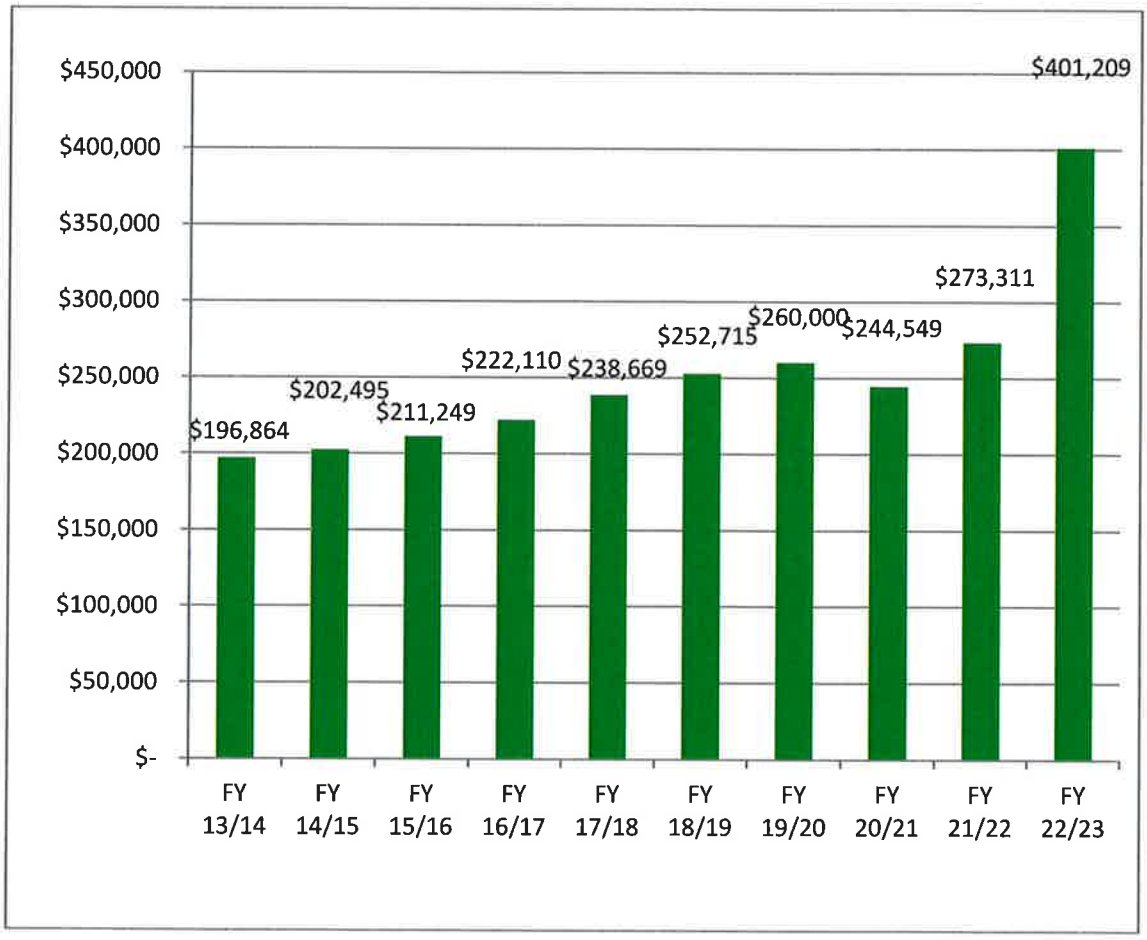
LOCAL OPTION FUEL TAX



STATE REVENUE SHARING

State Shared Revenues include the State Revenue Sharing Program that consists of Sales Taxes, Municipal Fuel Taxes, and State Alternative Fuel User Decal Fees. In FY 2022/2023, the City of Green Cove Springs' State Revenue Sharing is budgeted at $401,209. This amount is $125,888 more than the prior year's collection of $275,321. The FY 2022/2023 budget of $401,209 is $127,898 more than the prior year's approved budget of $273,311 and is based on projections from the State of Florida.

STATE REVENUE SHARING



TELECOMMUNICATIONS TAX

The Communications Services Tax Simplification Law was enacted to restructure taxes on telecommunications, cable, direct-to-home satellite, and related services that existed prior to October 1, 2001. The definition of communications services encompasses voice, data, audio, video, or any other information or signals, including cable services that are transmitted by any medium. The law replaced and consolidated seven (7) different State and Local taxes or fees with a single tax comprised of two (2) centrally administered parts: a state communications tax and a local communications tax. The tax is imposed on retail sales of communications services which originate and terminate in the State or originate or terminate in the State and are billed to an address within the State. Tax proceeds are transferred to county and municipal governments, the Public Education Capital Outlay and Debt Service Trust Fund, and the State's General Revenue Fund.

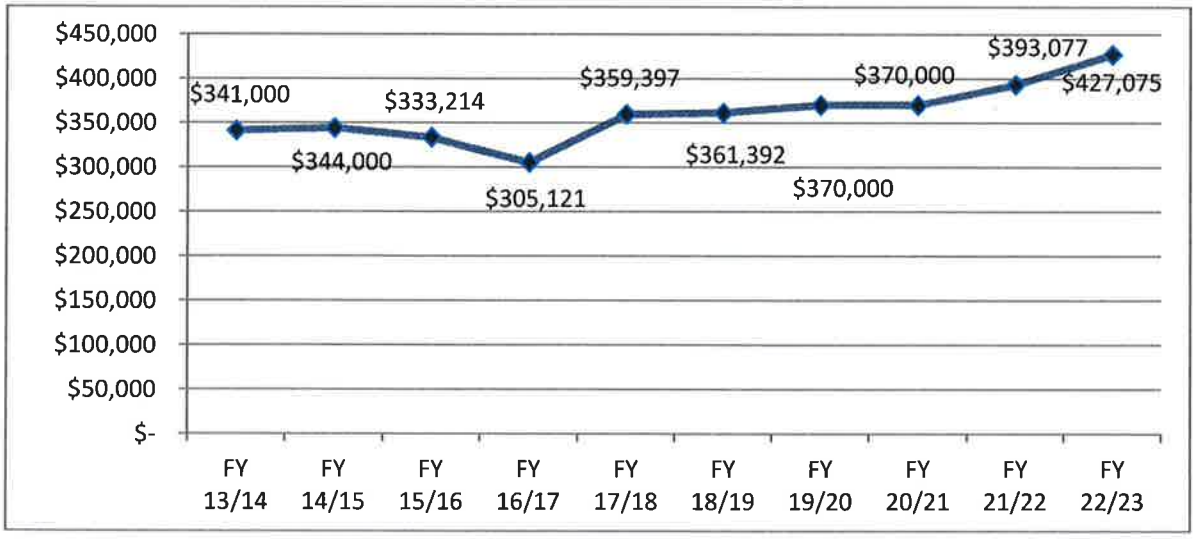
State Communications Services Tax

The amount of tax revenues available for distribution to local governments is dependent on each jurisdiction's local communications service tax rate. The tax revenues, less the DOR's administrative cost deduction, are distributed monthly to the appropriate jurisdictions. The proceeds of taxes imposed pursuant to Section 202.19(5), F.S., shall be distributed in the same manner as the local option sales taxes. The revenue per State estimates for FY 2022/2023 for the City of Green Cove Springs is $427,075 which is $37,075 more than the amount budgeted for FY 2021/2022. The City's Telecommunications Tax rate is 5.22.

Authorized Uses

The revenues derived from the local communications services tax may be used for any public purpose, including the pledge of such revenues for the repayment of current or future bonded indebtedness. Revenue raised by a tax imposed pursuant to Section 202.19(5), F.S., shall be used for the same purposes as the underlying Local Option Sales Tax imposed by the County or School Board pursuant to Section 202.055, F.S.

TELECOMMUNICATIONS TAX



LOCAL GOVERNMENT HALF CENT SALES TAX

This revenue program's primary purpose is to provide relief from ad valorem and utility taxes in addition to providing revenues for local programs. Revenues are used to support City-wide services. In FY 2022/2023, Local Government Half Cent Sales Tax collections are estimated at $646,460 or $171,343 more than the State estimates for FY 2021/2022

LOCAL GOVERNMENT HALF CENT SALES TAX

DISCRETIONARY SURTAX

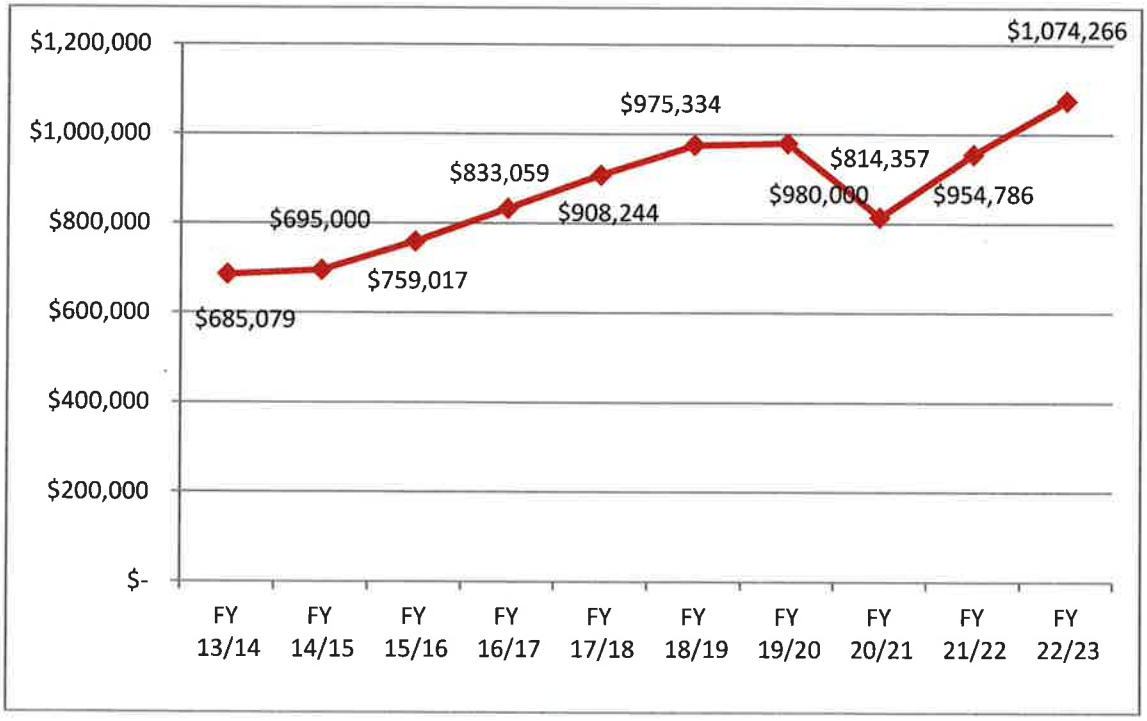
The Local Government Infrastructure Surtax shall be levied at the rate of 0.5 or 1 percent pursuant to an Ordinance enacted by a majority vote of the County's governing body and approved by voters in a county-wide referendum. Generally, the proceeds must be expended to finance, plan, and construct infrastructure, to acquire land for public recreation, conservation, or protection of natural resources, or to finance the closure of local government-owned solid waste landfills that have been closed or are required to be closed by order of the Department of Environmental Protection (DEP). This levy shall be approved pursuant to an Ordinance enacted by a majority of the members of the County's governing body and approved by voters in a county-wide referendum. In lieu of action by the County's governing body, municipalities representing a majority of the County's population may initiate the surtax through the adoption of uniform Resolutions calling for a county-wide referendum on the issue. If the proposal to levy the surtax is approved by a majority of the electors, the levy shall take effect. The levy may only be extended by voter approval in a county-wide referendum. The levy that was set to expire on December 31, 2019, was extended by voter approval in a county-wide referendum. The extension becomes effective on January 1, 2020, and expires on December 31, 2039.

The surtax proceeds and any accrued interest shall be expended for the following purposes:

1. To finance, plan, and construct infrastructure.
2. To acquire land for public recreation, conservation, or protection of natural resources.
3. To finance the closure of county of municipal-owned solid waste landfills that have been closed or are required to be closed by order of the DEP. Any use of the proceeds or interest for purposes of landfill closures before July 1, 1993, is ratified.

The City's revenues from Surtax for FY 2022/2023 are estimated by the State to be $1,074,266 or $119,480 more than estimated for FY 2021/2022.

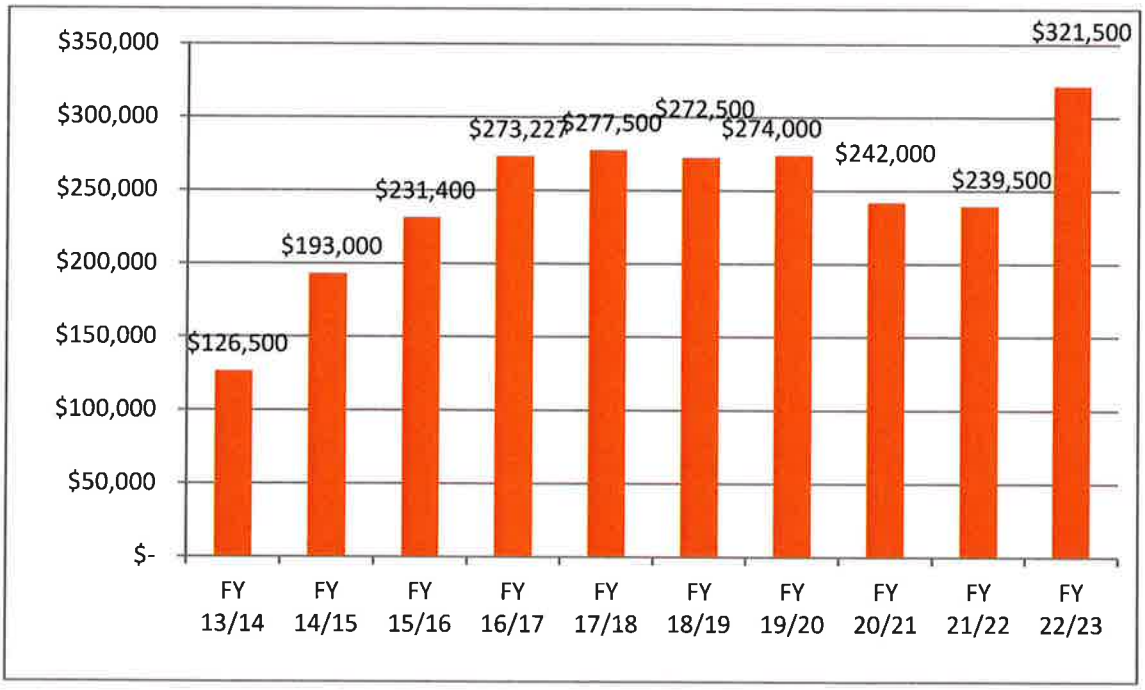
DISCRETIONARY SURTAX



BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS

Building Permits, Inspections, and Plan Reviews revenues are collected primarily from the issuance of building permits, building inspections, and development review fees. In FY 22/23, collections for permits and plan reviews are estimated to be $321,500. The FY 22/23 budget of $321,500 is based on projections of anticipated building activity.

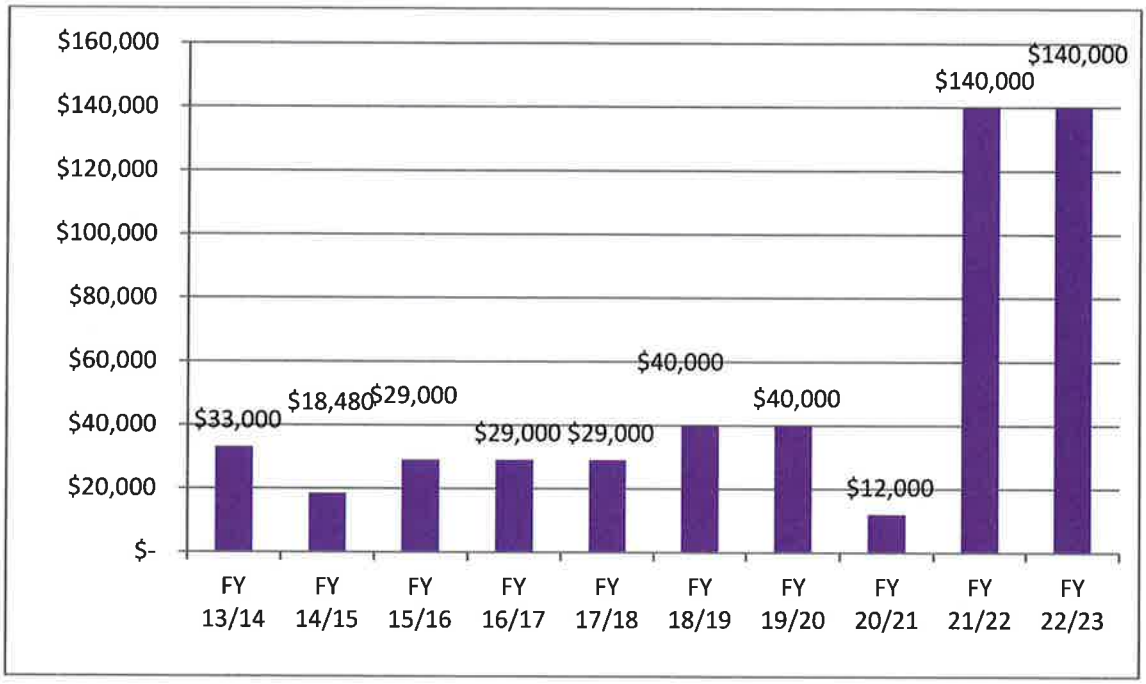
BUILDING PERMITS, INSPECTIONS, AND PLAN REVIEWS



FINES AND FORFEITURES

Fines and Forfeitures are collected from the fees and penalties that are imposed for statutory offenses, violation of City Ordinances, and imposed court costs. In FY 21/22, actual collections of fines and forfeitures were estimated to be $140,000. This amount is $104,216 more than the FY 20/21 collections of $35,784. The FY 22/23 budget of $140,000 is the same amount as the FY 21/22 budget of $140,000 and is based on historical analysis of prior year collections, the addition of a canine unit and the addition of 2 new Police Officer positions.

FINES AND FORFEITURES

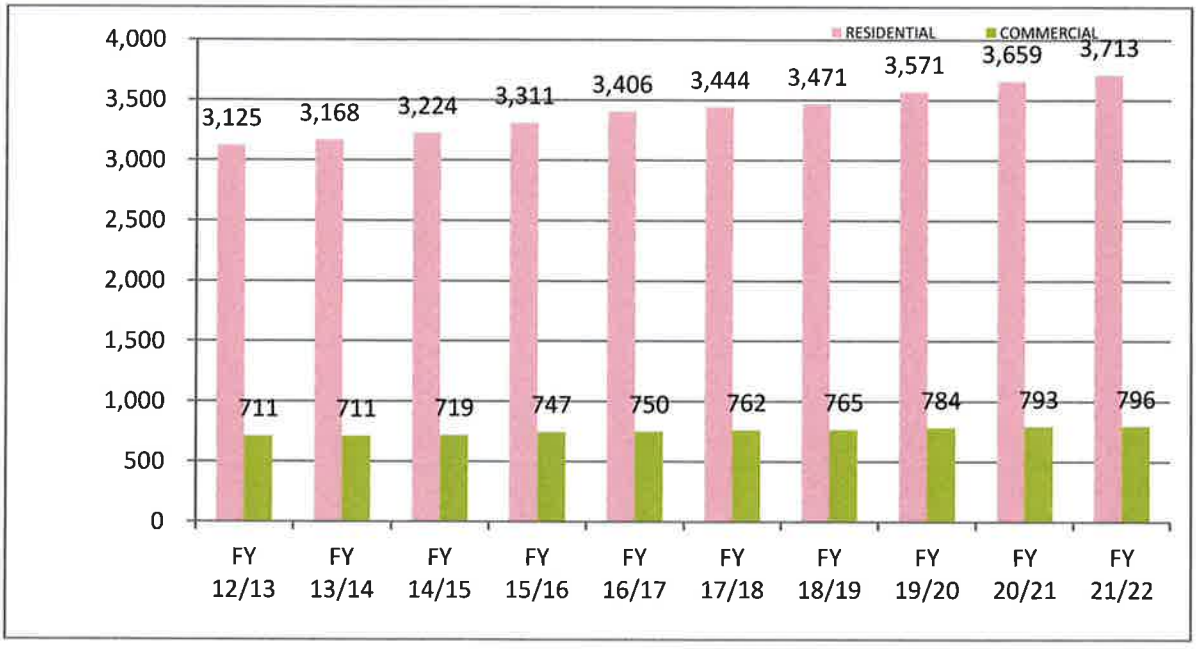


ELECTRIC CUSTOMERS

On February 12, 1985, the City, along with several other municipalities (the project participants), entered into separate agreements with the Florida Municipal Power Agency (FMPA) whereby FMPA agreed to sell and deliver to the project participants, and the project participants agreed to purchase and receive from FMPA, all electric capacity and energy which the project participants shall require (except St. Lucie) for the operation of their municipal electric systems. The City has given FMPA notice pursuant to Section 2 of the All-Requirements Power Supply Contract that the term of their contract will not automatically renew each year after the initial contract term. The term of the contract is now fixed and will terminate on October 1, 2037.

Power rates are determined by the Board, subject to approval of the project participants, but must be sufficient to meet FMPA's revenue requirements. Charges to the City are payable solely from utility revenues and in no way can FMPA compel the City to exercise its taxing power. Total costs under this contract during 2021 were approximately $7.7 million per audited financial statements. The costs for both the FMPA and St. Lucie Project for 2021 were $8.5 million.

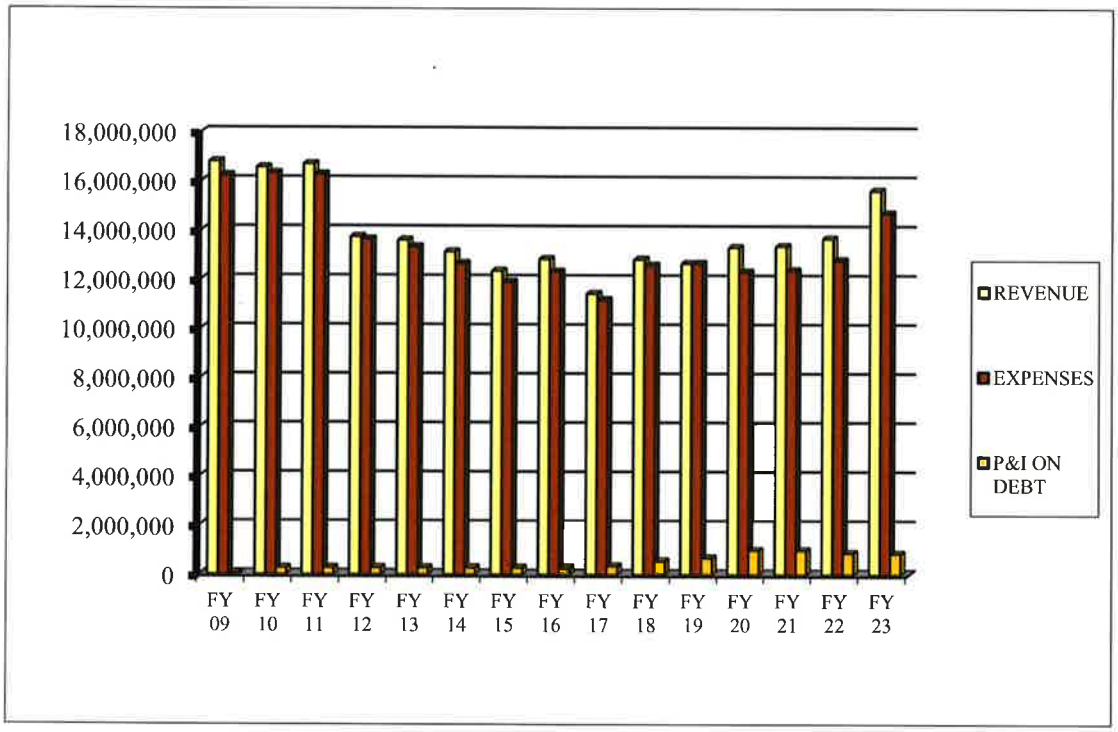
ELECTRIC CUSTOMERS



ELECTRIC REVENUE, EXPENSES & P & I ON DEBT

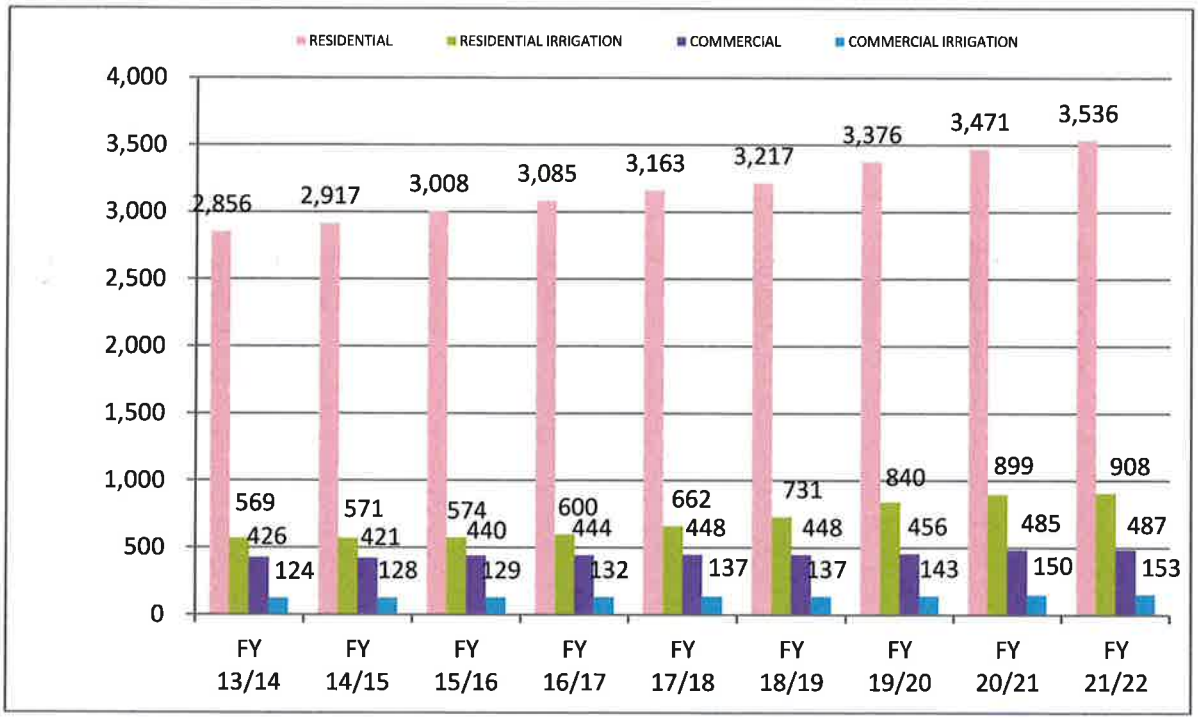
FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT	
FY 09	16,810,030	16,243,500	71,539	*Paid off Debt*
FY 10	16,571,183	16,343,466	275,233	
FY 11	16,709,904	16,288,587	275,233	
FY 12	13,745,440	13,655,334	275,232	
FY 13	13,615,200	13,339,369	275,231	
FY 14	13,142,000	12,669,843	277,157	
FY 15	12,364,970	11,917,812	277,158	
FY 16	12,845,100	12,345,201	275,232	
FY 17	11,440,139	11,192,547	338,592	
FY 18	12,827,473	12,595,104	554,897	
FY 19	12,664,467	12,670,616	684,381	
FY 20	13,319,338	12,330,474	988,864	
FY 21	13,370,601	12,382,350	988,251	
FY 22	13,679,231	12,798,190	881,041	
FY 23	$ 15,627,835	$ 14,700,211	$ 853,400	

Includes Transfers Out
Does not include Capital Expenses



WATER CUSTOMERS

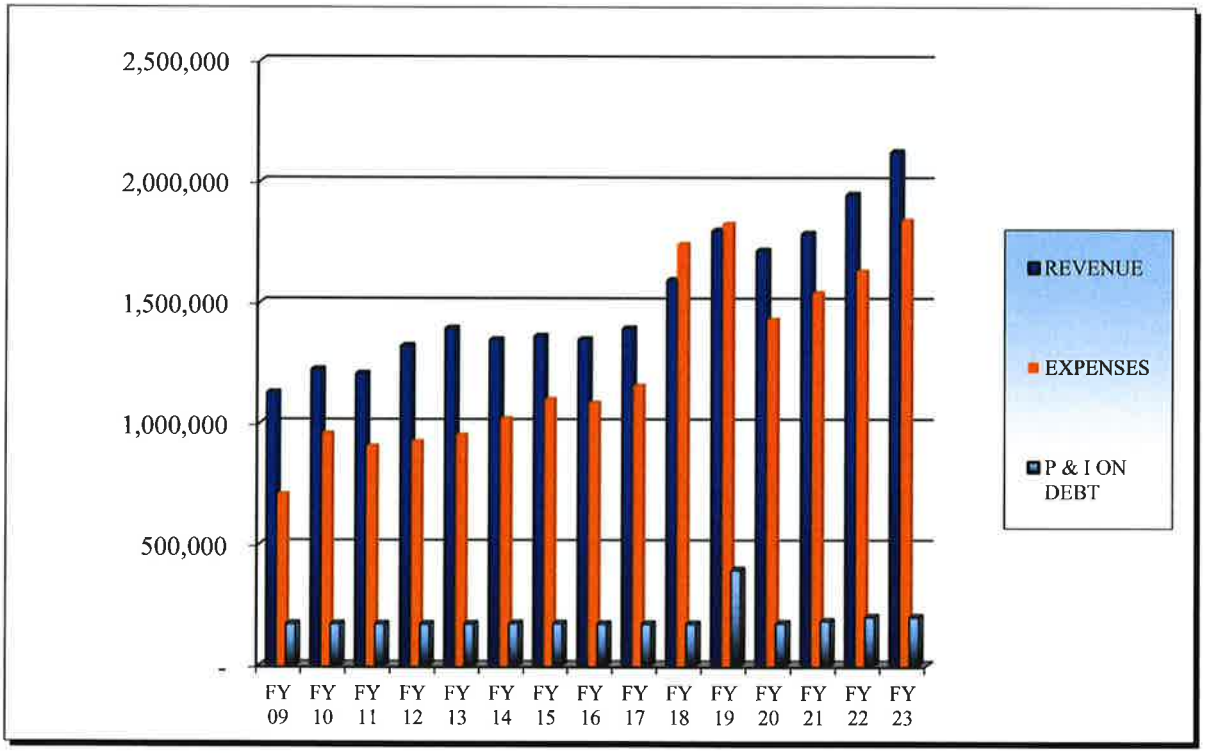
WATER CUSTOMERS



WATER REVENUE, EXPENSES, P & I ON DEBT

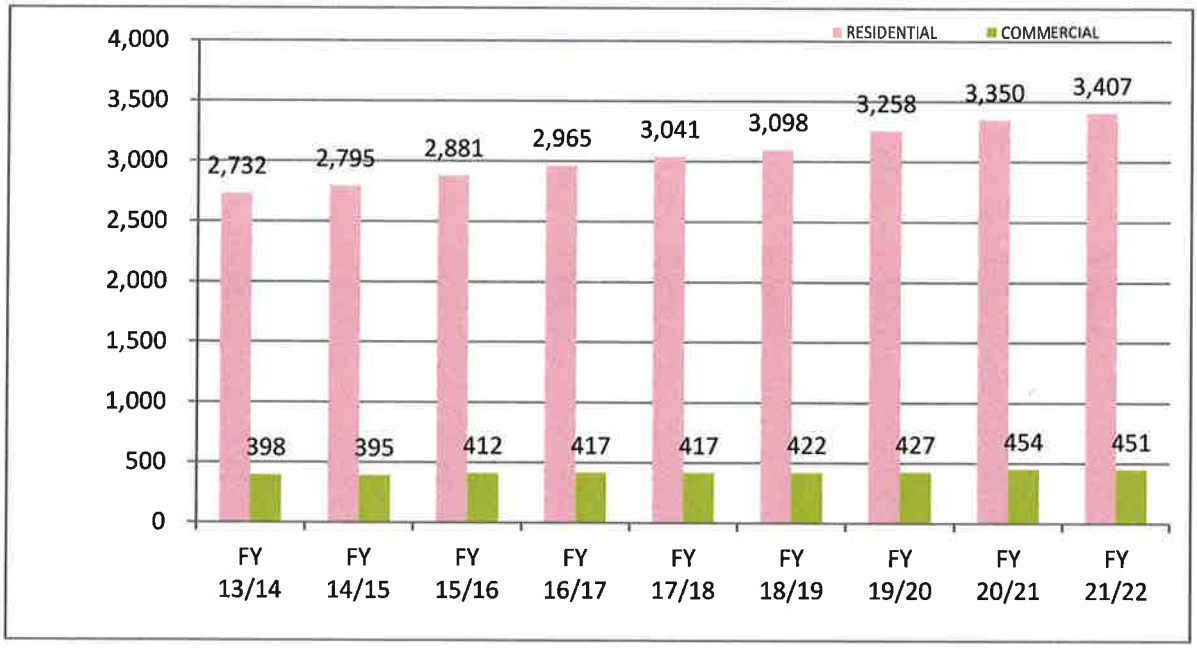
FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 09	1,127,232	706,922	172,505
FY 10	1,224,124	959,502	172,496
FY 11	1,205,798	905,869	172,496
FY 12	1,321,840	925,393	172,497
FY 13	1,393,550	952,054	172,496
FY 14	1,346,050	1,021,003	174,047
FY 15	1,360,625	1,099,378	174,047
FY 16	1,347,200	1,085,504	172,496
FY 17	1,393,152	1,155,656	172,496
FY 18	1,592,363	1,741,536	172,496
FY 19	1,797,026	1,825,725	395,765
FY 20	1,715,177	1,430,177	175,000
FY 21	1,784,292	1,539,915	184,377
FY 22	1,946,100	1,629,975	201,125
FY 23	$ 2,122,133	$ 1,840,820	$ 201,313

Includes Transfers Out
Does not include Capital Expenses



WASTEWATER CUSTOMERS

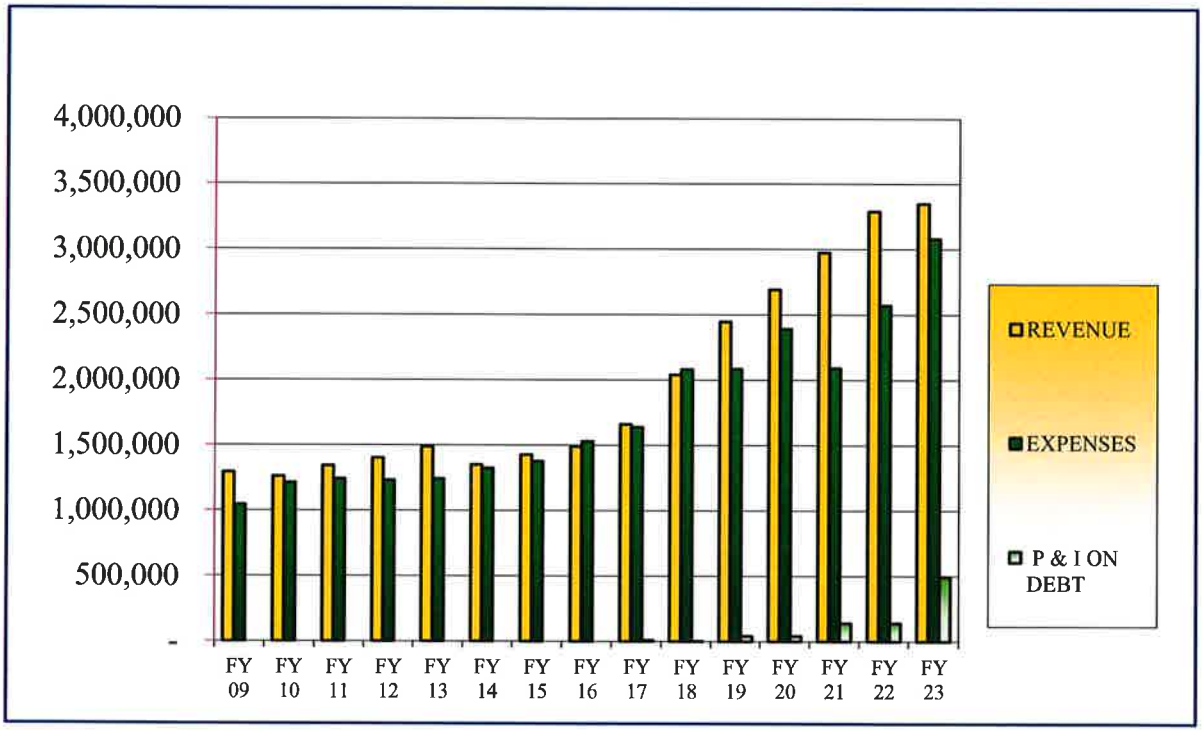
WASTEWATER CUSTOMERS



WASTEWATER REVENUE, EXPENSES, P & I ON DEBT

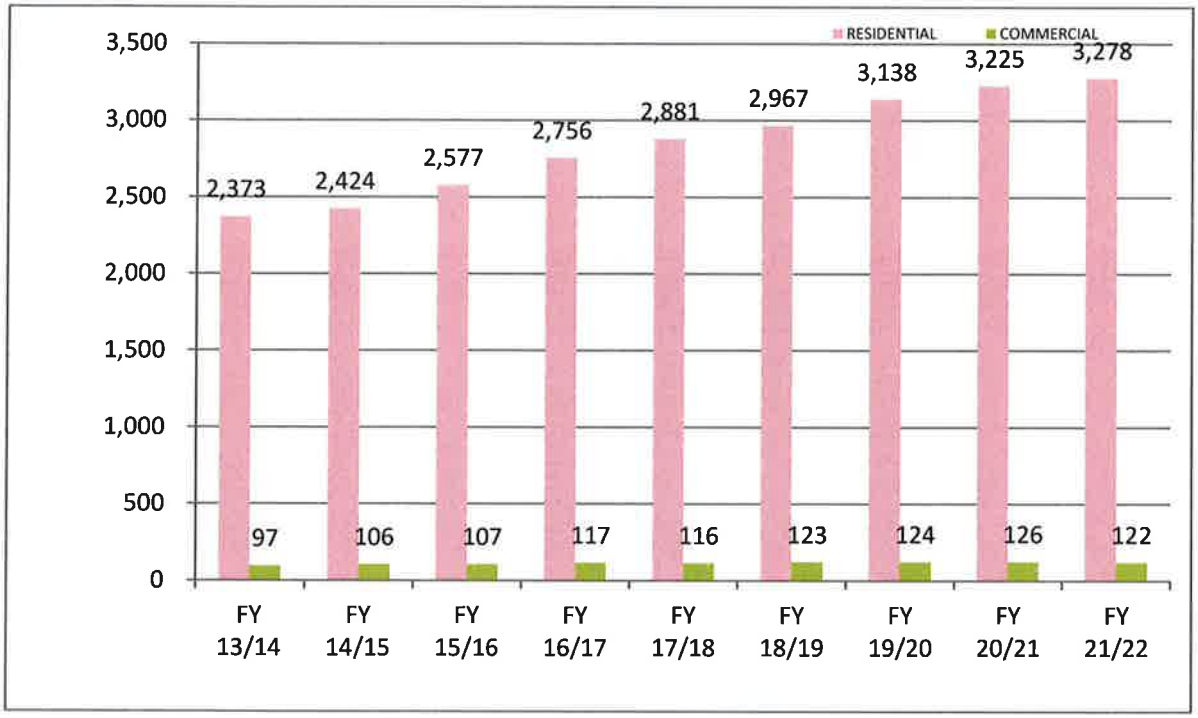
FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 09	1,291,336	1,044,476	-
FY 10	1,261,019	1,212,867	-
FY 11	1,342,439	1,240,939	-
FY 12	1,400,700	1,231,900	-
FY 13	1,487,200	1,242,200	-
FY 14	1,348,000	1,324,000	-
FY 15	1,426,480	1,376,705	-
FY 16	1,488,400	1,528,780	-
FY 17	1,659,689	1,638,149	11,540
FY 18	2,039,089	2,081,062	2,894
FY 19	2,443,572	2,083,248	43,036
FY 20	2,691,199	2,392,404	43,795
FY 21	2,974,603	2,091,451	142,454
FY 22	3,289,600	2,572,147	142,453
FY 23	$ 3,347,614	$ 3,080,972	$ 494,888

Includes Transfers Out
Does not include Capital Expenses



SOLID WASTE CUSTOMERS

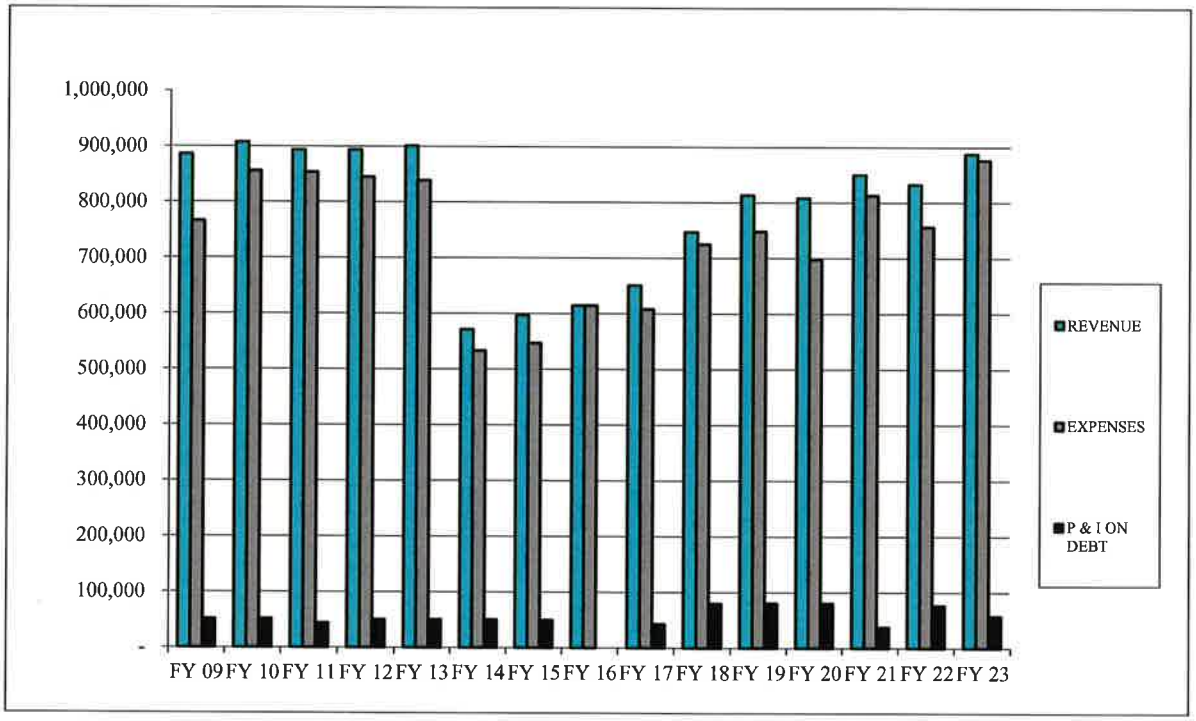
SOLID WASTE CUSTOMERS



SOLID WASTE REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P & I ON DEBT
FY 09	886,073	766,379	51,500
FY 10	907,358	855,850	51,500
FY 11	893,550	853,532	43,980
FY 12	893,850	844,547	50,103
FY 13	901,150	838,911	50,104
FY 14	571,000	532,896	50,104
FY 15	596,554	546,835	49,719
FY 16	614,660	614,660	-
FY 17	651,210	608,431	42,779
FY 18	747,256	725,205	79,835
FY 19	813,320	748,472	79,932
FY 20	808,320	698,117	80,203
FY 21	850,120	812,697	37,423
FY 22	832,420	756,532	75,888
FY 23	$ 887,650	$ 876,260	$ 57,177

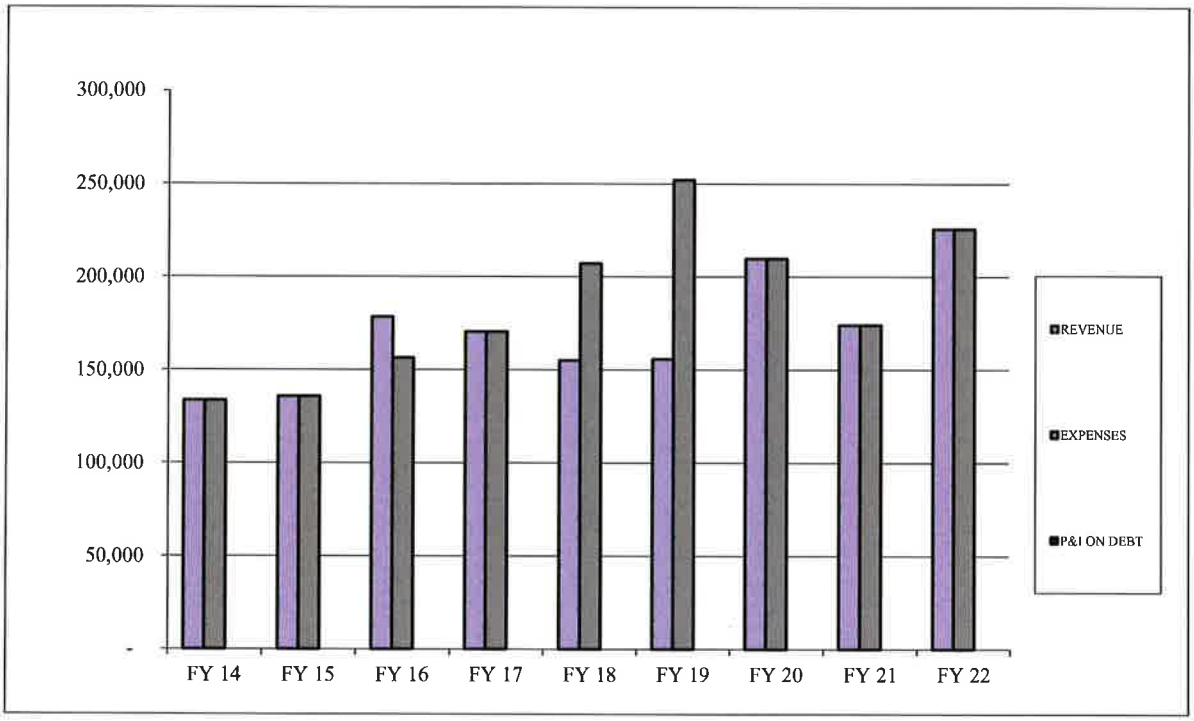
Includes Transfers Out
Does not include Capital Expenses



STORMWATER REVENUE, EXPENSES, P & I ON DEBT

FISCAL YEAR	REVENUE	EXPENSES	P&I ON DEBT
FY 14	133,550	133,550	
FY 15	135,656	135,656	
FY 16	178,410	156,410	
FY 17	170,472	170,472	
FY 18	155,024	207,182	
FY 19	155,672	251,974	
FY 20	209,822	209,822	
FY 21	174,150	174,150	
FY 22	$ 225,697	$ 225,697	$ -

Does not include Capital Expenses / Grants



FULL-TIME EQUIVALENT POSITIONS SUMMARY

DEPARTMENT NAME	APPROVED FY 18/19	APPROVED FY 19/20	APPROVED FY 20/21	APPROVED FY 21/22	APPROVED FY 22/23
GENERAL FUND					
City Council	6.00	5.00	5.00	5.00	5.00
City Clerk	1.00	1.00	1.00	1.00	1.00
City Manager	2.00	3.00	3.00	3.00	3.00
Human Resources	2.00	2.00	2.00	2.00	4.25
Augusta Savage	0.00	0.00	0.00	0.00	1.50
Finance	3.50	3.50	3.50	3.50	3.50
Information Technology	1.00	1.00	1.00	2.00	2.00
Development Services	1.50	1.50	1.00	1.00	2.00
Code Enforcement	1.00	1.00	1.00	1.00	1.00
Police	30.00	34.00	35.00	37.00	39.00
Public Works	6.00	6.00	4.50	4.50	7.00
Right-of-Way Maintenance	2.00	2.00	2.00	2.00	6.00
Parks	3.00	4.00	4.00	5.00	6.50
Parks & Recreation -Programming	1.00	1.00	0.00	0.00	0.00
Equipment Maintenance	3.00	3.00	3.00	3.00	3.00
BUILDING	3.50	3.50	2.00	2.00	2.00
ELECTRIC (1)	2.02	10.02	10.02	10.02	11.52
WATER	7.82	8.32	8.32	8.32	8.32
WASTEWATER	7.82	8.32	8.32	8.32	8.32
SOLID WASTE	7.34	8.34	7.84	7.84	7.84
CUSTOMER SERVICE	6.50	6.50	6.50	6.50	8.00
STORMWATER	2.00	2.00	2.00	2.00	2.00
TOTALS	**100.00**	**115.00**	**111.00**	**115.00**	**132.75**

(1) Electric Services contracted out to Hooper Corporation for FY 17, FY 18 and FY 19.

PERSONNEL OVERVIEW DETAIL
FY 2022-2023

DEPARTMENT	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
CITY COUNCIL										
City Council	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00	5.00	0.00
Public Information Officer	1.00		0.00		0.00		0.00		0.00	
TOTAL	**6.00**	**0.00**	**5.00**	**0.00**	**5.00**	**0.00**	**5.00**	**0.00**	**5.00**	**0.00**
CITY CLERK										
City Clerk	1.00		1.00		1.00		1.00		1.00	
TOTAL	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**
CITY MANAGER										
City Manager	1.00		1.00		1.00		1.00		1.00	
Public Information Officer	0.00		1.00		1.00		1.00		1.00	
Executive Assistant	1.00		1.00		1.00		1.00		1.00	
TOTAL	**2.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**
HUMAN RESOURCES										
Human Resources Director	1.00		1.00		1.00		1.00		1.00	
Human Resources Specialist	0.00		0.00		0.00		0.00		0.00	0.63
HR Generalist	1.00		1.00		1.00		1.00		1.00	
Benefits & Retirement Coord.	0.00		0.00		0.00		0.00		1.00	
Human Resources Assistant	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.63
TOTAL	**2.00**	**1.00**	**2.00**	**1.00**	**2.00**	**1.00**	**2.00**	**1.00**	**3.00**	**1.25**
AUGUSTA SAVAGE										
Recreation Supervisor	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.50
Recreation Leader	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.50
Recreation Aide	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	0.50
TOTAL	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**1.50**
FINANCE										
Finance Director	1.00		1.00		1.00		1.00		1.00	
Accounting Manager	0.00		0.00		0.00		0.25		0.25	
Assistant Finance Director	0.25		0.25		0.25		0.00		0.00	
Financial Management Analyst	1.00		1.00		1.00		1.00		1.00	
Accounts Payable Clerk	1.00		1.00		1.00		1.00		1.00	
Customer Service Manager	0.25		0.25		0.25		0.25		0.25	
TOTAL	**3.50**	**0.00**	**3.50**	**0.00**	**3.50**	**0.00**	**3.50**	**0.00**	**3.50**	**0.00**
INFORMATION TECH.										
IS Technician	0.00		0.00	1.00	0.00	1.00	1.00		1.00	
Network Administrator	1.00		1.00		1.00		1.00		1.00	
TOTAL	**1.00**	**0.00**	**1.00**	**1.00**	**1.00**	**1.00**	**2.00**	**0.00**	**2.00**	**0.00**
DEVELOPMENT SERVICES										
Development Services Director	0.50		0.50		0.00		0.00		0.50	
Planning & Zoning Director	0.00		0.50		0.50		0.50		0.00	
Principal Planner	0.50		0.00		0.00		0.00		0.00	
Planning Technician	0.50		0.50		0.50		0.50		0.00	
Planner I	0.00		0.00		0.00		0.00		1.00	
Development Servicec Rep.	0.00		0.00		0.00		0.00		0.50	
TOTAL	**1.50**	**0.00**	**1.50**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**	**2.00**	**0.00**
CODE ENFORCEMENT										
Code Enforcement Officer	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00	1.00	0.00
TOTAL	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**	**1.00**	**0.00**

PERSONNEL OVERVIEW DETAIL
FY 2022-2023

DEPARTMENT	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
POLICE										
Police Chief	1.00		1.00		1.00		1.00		1.00	
Asst. Police Chief	0.00		0.00		0.00		0.00		0.00	
Commander	2.00		2.00		2.00		2.00		2.00	
Sergeant	4.00		4.00		4.00		4.00		5.00	
Police Officer	13.00		13.00		13.00		15.00		15.00	
COPS Grant	1.00		1.00		1.00		1.00		2.00	
School Resource Officer (SRO)	2.00		2.00		2.00		2.00		2.00	
Communications Officer	4.00		5.00		4.00		4.00		4.00	
Communications Officer (CCSB)	0.00		4.00		4.00		4.00		4.00	
Communications Supervisor	1.00		0.00		1.00		1.00		1.00	
Senior Police Secretary	2.00		1.00		1.00		1.00		1.00	
Police Records Technician	0.00		1.00		1.00		1.00		1.00	
Evidence Clerk	0.00		0.00		1.00		1.00		1.00	
Part-Time Personnel	0.00	12.00	0.00	12.00	0.00	11.00	0.00	11.00	0.00	11.00
TOTAL	**30.00**	**12.00**	**34.00**	**12.00**	**35.00**	**11.00**	**37.00**	**11.00**	**39.00**	**11.00**
PUBLIC WORKS										
Ass't. City Mgr./Pub. Wks. Dir.	0.00		0.00		0.00		0.00		0.00	
Asst. Public Works Director	1.00		1.00		0.50		0.50		0.50	
Public Works Field Supervisor	0.00		0.00		0.00		0.00		1.00	
Crew Leader	1.00		1.00		1.00		1.00		1.00	
Laborer II	1.00		1.00		1.00		1.00		1.00	
Laborer I	3.00		3.00		2.00	3.00	2.00		2.00	
Custodian							0.00	3.00	0.00	1.50
Engineering Technician	0.00		0.00		0.00		0.00		0.00	
Capital Projects Manager	0.00		0.00		0.00		0.00		0.00	
TOTAL	**6.00**	**0.00**	**6.00**	**0.00**	**4.50**	**3.00**	**4.50**	**3.00**	**5.50**	**1.50**
RIGHT-OF-WAY MAINT.										
Crew Leader	1.00		1.00		1.00		1.00		1.00	
Groundskeeper I	1.00		1.00		1.00		1.00		5.00	
TOTAL	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**	**6.00**	**0.00**
PARKS										
Trades Specialist	1.00		1.00		1.00		1.00		2.00	
Groundskeeper II	1.00		1.00		1.00		1.00		1.00	
Groundskeeper I	1.00	1.00	2.00	1.00	2.00	1.00	3.00	1.00	3.00	0.50
TOTAL	**3.00**	**1.00**	**4.00**	**1.00**	**4.00**	**1.00**	**5.00**	**1.00**	**6.00**	**0.50**
PARKS & REC. PROGRAM										
Director of Parks & Rec.	1.00		1.00		0.00		0.00		0.00	
Pool Manager-Seasonal	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Asst. Pool Manager-Seasonal	0.00	2.00	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00
Life Guards-Seasonal	0.00	8.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL	**1.00**	**11.00**	**1.00**	**11.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
EQUIPMENT MAINT.										
Mechanic II	1.00		1.00		1.00		0.00		0.00	
Mechanic I	1.00		1.00		1.00		0.00		0.00	
Mechanic							2.00		2.00	
Vehicle/Equipment Maint. Coor.	1.00		1.00		1.00		1.00		1.00	
TOTAL	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**	**3.00**	**0.00**

PERSONNEL OVERVIEW DETAIL
FY 2022-2023

DEPARTMENT	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
BUILDING										
Development Services Director	0.50		0.50		0.00		0.00		0.50	
Planning & Zoning Director	0.00		0.50		0.50		0.50		0.00	
Development Servicec Rep.	0.00		0.00		0.00		0.00		0.50	
Principal Planner	0.50		0.00		0.00		0.00		0.00	
Building Official	1.00		1.00		0.00		0.00		0.00	
Planning Technician	0.50		0.50		0.50		0.50		0.00	
Building Inspector I	0.00	1.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Building Assistant	1.00		1.00		1.00		1.00		1.00	
TOTAL	**3.50**	**1.00**	**3.50**	**1.00**	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**
ELECTRIC										
Director of Electric Utility	0.00		1.00		1.00		1.00		1.00	
Ass't. City Mgr./Pub. Wks. Dir.	0.34		0.34		0.34		0.34		0.34	
Electric Superintendent	0.00		1.00		1.00		1.00		1.00	
Line Crew Leader	0.00		0.00		2.00		0.00		0.00	
Lineman	0.00		4.00		2.00		4.00		5.00	
Apprentice Lineman	0.00		1.00		1.00		2.00		2.00	
Electric Dist. Serviceman	0.00		1.00		1.00		0.00		0.00	
Administrative Assistant	1.00		1.00		1.00		1.00		1.00	
Engineering Technician	0.34		0.34		0.34		0.34		0.34	
Utility Line Locator	0.34		0.34		0.34		0.34		0.34	
Engineer							0.00	0.50	0.00	0.50
TOTAL	**2.02**	**0.00**	**10.02**	**0.00**	**10.02**	**0.00**	**10.02**	**0.50**	**11.02**	**0.50**
WATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.00		0.00		0.00		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	1.50	1.00	1.50	0.50	2.00	0.50	2.00	0.50	2.00	
Utility Plant Operator I	0.00		0.50		1.00		1.00		1.00	
Utility Plant Operator Trainee	1.00		1.00		0.00		0.00		0.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.33		0.33		0.33		0.33		0.33	
Utility Line Locator	0.33		0.33		0.33		0.33		0.33	
Water Facilities Mechanic	0.50		0.50		0.50		0.50		0.50	
PW Admin. Coordinator	0.33		0.33		0.33		0.33		0.33	
TOTAL	**7.82**	**1.00**	**8.32**	**0.50**	**8.32**	**0.50**	**8.32**	**0.50**	**8.32**	**0.00**

PERSONNEL OVERVIEW DETAIL
FY 2022-2023

DEPARTMENT	FY 2018-2019		FY 2019-2020		FY 2020-2021		FY 2021-2022		FY 2022-2023	
	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T	# F/T	#P/T
WASTEWATER										
Ass't. City Mgr./Pub. Wks. Dir.	0.33		0.33		0.33		0.33		0.33	
Public Works Director	0.00		0.00		0.00		0.00		0.00	
Asst Public Works Director	0.00		0.00		0.00		0.00		0.00	
Ass't. Water Ut. Director	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator III	0.50		0.50		0.50		0.50		0.50	
Utility Plant Operator II	1.50	1.00	1.50	0.50	2.00	0.50	2.00	0.50	2.00	
Utility Plant Operator I	0.00		0.50		1.00		1.00		1.00	
Utility Plant Operator Trainee	1.00		1.00		0.00		0.00		0.00	
Utility Line Supervisor	0.50		0.50		0.50		0.50		0.50	
Utility Line Mechanic	1.50		1.50		1.50		1.50		1.50	
Utility Maint. Worker	0.50		0.50		0.50		0.50		0.50	
Engineering Technician	0.33		0.33		0.33		0.33		0.33	
Utility Line Locator	0.33		0.33		0.33		0.33		0.33	
Water Facilities Mechanic	0.50		0.50		0.50		0.50		0.50	
PW Admin. Coordinator	0.33		0.33		0.33		0.33		0.33	
TOTAL	**7.82**	**1.00**	**8.32**	**0.50**	**8.32**	**0.50**	**8.32**	**0.50**	**8.32**	**0.00**
SOLID WASTE										
Public Works Field Supervisor	1.00		1.00		0.00		0.00		0.00	
Asst. Public Works Director	0.00		0.00		0.50		0.50		0.50	
Crew Leader	1.00		1.00		1.00		1.00		1.00	
Refuse Driver	5.00		6.00		6.00		5.00		5.00	
Refuse Collector							1.00		1.00	
PW Admin. Coordinator	0.34		0.34		0.34		0.34		0.34	
TOTAL	**7.34**	**0.00**	**8.34**	**0.00**	**7.84**	**0.00**	**7.84**	**0.00**	**7.84**	**0.00**
CUSTOMER SERVICE										
Assistant Finance Director	0.75		0.75		0.75		0.00		0.00	
Accounting Manager	0.00		0.00		0.00		0.75		0.75	
Meter Reader	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	0.50
Utility Billing Manager	1.00		1.00		1.00		1.00		1.00	
P/T Utility Billing Specialist	0.00		0.00		0.00		0.00		0.00	0.50
Procurement/Warehouse Spc.	1.00		1.00		1.00		1.00		1.00	
P/T Warehouse Worker	0.00		0.00		0.00		0.00		0.00	0.50
Customer Service Manager	0.75		0.75		0.75		0.75		0.75	
Customer Service Rep.	2.00		2.00		2.00		2.00		2.00	
TOTAL	**6.50**	**1.00**	**6.50**	**1.00**	**6.50**	**1.00**	**6.50**	**1.00**	**6.50**	**1.50**
STORMWATER										
Laborer I	2.00		2.00		2.00		2.00		2.00	
TOTAL	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**	**2.00**	**0.00**
GRAND TOTAL	**100**	**32**	**115**	**32**	**111**	**22**	**115**	**21.50**	**126**	**17.75**

CITY OF GREEN COVE SPRINGS
PERSONNEL OVERVIEW SUMMARY
FY 2022-23

DEPARTMENT	FY 2018-19		FY 2019-20		FY 2020-21		FY 2021-22		FY 2022-23	
	FT	PT	FT	PT	FT	PT	FT	PT	FT	PT
GENERAL FUND										
City Council	6.00		5.00		5.00		5.00		5.00	
City Clerk	1.00		1.00		1.00		1.00		1.00	
City Manager	2.00		3.00		3.00		3.00		3.00	
Human Resources	2.00	1.00	2.00	1.00	2.00	1.00	2.00	1.00	3.00	1.25
Augusta Savage	0.00	3.00	0.00	3.00	0.00	3.00	0.00	3.00	0.00	1.50
Finance	3.50		3.50		3.50		3.50		3.50	
Information Tech.	1.00		1.00	1.00	1.00	1.00	2.00		2.00	
Development Svcs.	1.50		1.50		1.00		1.00		2.00	
Code Enforcement	1.00		1.00		1.00		1.00		1.00	
Police	30.00	12.00	34.00	12.00	35.00	11.00	37.00	11.00	39.00	11.00
Public Works	6.00		6.00		4.50	3	4.50	3	5.50	1.5
Right-of-Way Maint.	2.00		2.00		2.00		2.00		6.00	
Parks	3.00		4.00	1.00	4.00	1.00	5.00	1.00	6.00	0.50
		1								
Parks Programming	1	11	1	11	0	0	0	0	0	0
Equipment Maint.	3.00		3.00		3.00		3.00		3.00	
BUILDING FUND										
Building	3.50	1	3.50	1	2.00	0	2.00	0	2.00	0
UTILITY FUNDS										
Electric	2.02		10.02		10.02		10.02	0.50	11.02	0.50
Water	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50	8.32	0.00
Wastewater	7.82	1.00	8.32	0.50	8.32	0.50	8.32	0.50	8.32	0.00
Solid Waste	7.34		8.34		7.84		7.84		7.84	
Customer Service	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.00	6.50	1.50
Stormwater	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00	2.00	0.00
Grand Total	**100.00**	32.00	**115.00**	32.00	**111.00**	22.00	**115.00**	21.50	**126.00**	17.75

DEBT SERVICE BUDGET SUMMARY

PROJECT	FINAL PAYMENT DATE	INTEREST RATE	PRINCIPAL INTEREST DUE DATE	ANNUAL DEBT SERVICE	PRINCIPAL BALANCE @ 09/30/22	PRINCIPAL BALANCE @ 09/30/23
Construction Fund:						
Capital Projects-Police/EOC	07/01/26	1.63%	Semi-annual (Jan & Jul)	160,438	617,000	466,000
Capital Projects-Spring Park	07/01/31	2.25%	Semi-annual (Jan & Jul)	81,445	659,000	592,000
Electric: (05/03/18)						
Capital Projects	07/01/33	1.712%	Semi-annual (Jan & Jul)	853,400	8,493,000	7,785,000
St. Lucie Project				786,132	1,480,887	* *Note 2*
All Requirements	City opted out - Termination Date 10/01/37				7,743,653	**Note 1*
Total Electric				1,639,532	17,717,540	
Water:						
Capital Projects	04/01/29	2.63%	Semi-annual (Apr & Oct)	174,983	1,102,000	956,000
Capital Projects-Design	08/15/32	1.71%	Semi-annual (Feb & Aug)	26,330	218,773	196,087
Wastewater:						
Capital Projects-Pre-Const.	09/15/36	2.29%	Semi-Annual (Mar & Sept)	2,855	34,026	31,938
Capital Projects-Design	11/15/38	0.66%	Semi-Annual (May & Nov)	40,941	639,039	602,255
Capital Projects-Construction	12/15/40	0.59%	Semi-Annual (June & Dec)	98,658	1,682,443	1,593,581
Capital Projects-Construction	08/15/43	0.00%	Semi-Annual (Feb & Aug)	704,870	13,733,665	13,381,230
Solid Waste:						
(2) Garbage Trucks	10/2025	3.25%	Semi-Annual (Apr & Oct)	57,176	191,071	138,058
Total all Utility Funds				**$ 2,745,345**	**$ 35,318,557**	

**Note 1* The annual debt service on the All Requirements Project is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

**Note 2* The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2022/2023 is estimated at $786,132.

ESTIMATION OF CITY'S ENDING FUND BALANCE

The City's estimation of ending fund balance can be looked at as its financial position on September 30, 2022. The City maintains an annual appropriated balance at a level sufficient to maintain adequate cash flow and to eliminate the need for short-term borrowing, separate from the reserve for contingency. The total unappropriated fund balance for the City is $14,135,027 in estimated reserves. This estimated amount is available for appropriation in FY 2023

A factor that should be reviewed when estimating the City's financial position on September 30, 2023, is to project how much of the funds appropriated in the approved budget will be spent, based on past experience and current trends. Any remaining (unspent) funds or excess revenues will create an ending fund balance.

APPROVED BUDGET FUND BALANCE SUMMARY

Fund Title	Estimated Beginning Fund Balance 09/30/21	Operating Revenues/ Sources 09/30/22	Operating Expenditures/ Uses 09/30/22	Estimated Ending Fund Balance
General Fund	$ 1,572,596	$ 8,603,296	$ 8,323,053	$ 1,852,839
Subtotal General Fund	**$ 1,572,596**	**$ 8,603,296**	**$ 8,323,053**	**$ 1,852,839**
Disaster Fund	$ (88,207)	$ -	$ -	$ (88,207)
Subtotal General Fund	**$ (88,207)**	**$ -**	**$ -**	**$ (88,207)**
Special Revenue Funds				
Special Law Enforcement Trust Fund	$ 25,614	$ -	$ -	$ 25,614
Building Fund	$ 536,525	$ 219,500	$ 363,444	$ 392,581
Subtotal Special Revenue Funds	**$ 562,139**	**$ 219,500**	**$ 363,444**	**$ 418,195**
Capital Projects Funds - Police EOC	$ 27,166	$ 159,867	$ 159,867	$ 27,166
Capital Projects Funds - Spring Park	$ 604,828	$ 80,930	$ 80,930	$ 604,828
Subtotal Capital Projects Funds	**$ 631,994**	**$ 240,797**	**$ 240,797**	**$ 631,994**
Enterprise Funds				
Electric Utility	$ 9,466,794	$ 13,016,100	$ 14,998,900	$ 7,483,994
Water Utility	$ 1,238,658	$ 1,946,100	$ 1,851,224	$ 1,333,534
Wastewater Utility	$ 196,341	$ 3,393,464	$ 1,913,845	$ 1,675,960
Solid Waste Utility	$ 201,651	$ 832,420	$ 825,369	$ 208,702
Customer Service	$ (14,506)	$ 454,252	$ 452,298	$ (12,552)
Stormwater	$ 367,567	$ 180,887	$ 166,831	$ 381,623
Subtotal Enterprise Funds	**$ 11,456,505**	**$ 19,823,223**	**$ 20,208,467**	**$ 11,071,261**
Total	**$ 14,135,027**	**$ 28,886,816**	**$ 29,135,761**	**$ 13,886,082**

INTERFUND TRANSFER OVERVIEW

A transfer in or transfer out is the transfer of revenue from one government unit to another or from one fund to another.

Other significant transfers are from the Electric, Water, Wastewater and Solid Waste Utility Funds to the General Fund to help support government functions. The Electric, Water, Wastewater and Solid Waste Utility Funds also transfer funds to the General Fund to offset millage rates.

Also, each Utility Fund transfers funds into the Customer Service Fund for the operations of the Utility Operations, Utility Billing and Warehouse Operation Divisions.

INTERFUND TRANSFERS SUMMARY

	TRANSFERS OUT	AMOUNT		TRANSFERS IN	AMOUNT
401	ELECTRIC	$ 1,395,739	001	GENERAL FUND	$ 282,195
			001	GENERAL FUND	850,000
			405	CUSTOMER SERVICE	263,544
402	WATER	375,013	001	GENERAL FUND	140,176
			001	GENERAL FUND	100,000
			405	CUSTOMER SERVICE	134,837
403	WASTEWATER	1,434,869	001	GENERAL FUND	160,645
			001	GENERAL FUND	135,000
			405	CUSTOMER SERVICE	153,224
			407	RECLAIMED WATER	986,000
404	SOLID WASTE	149,738	001	GENERAL FUND	68,449
			001	GENERAL FUND	20,000
			405	CUSTOMER SERVICE	61,289
001	GENERAL FUND	50,000	406	STORMWATER FUND	50,000
001	GENERAL FUND	160,438	300	DEBT SERVICE FUND - POLICE EOC	160,438
001	GENERAL FUND	81,445	310	DEBT SERVICE FUND - SPRING PARK	81,445
001	GENERAL FUND	200,196	102	BUILDING FUND	17,783
			401	ELECTRIC FUND	55,435
			402	WATER FUND	27,014
			403	WASTEWATER FUND	27,014
			404	SOLID WASTE FUND	32,630
			405	CUSTOMER SERVICE	35,309
			406	STORMWATER FUND	5,011
TOTAL TRANSFERS		$ 3,847,438			$ 3,847,438

Total transfers to the General Fund are budgeted to be $1,756,465 for FY 2022.

Total transfers to Customer Service are budgeted to be $612,894 for FY 2022.

ECONOMIC INDICATORS

THE CITY

Green Cove Springs is located in Clay County along the St. Johns River and was incorporated on November 2, 1874. During the 1850s, the City population was 1,500. It is now estimated to be 9,959.

FORM OF GOVERNMENT

The City has a charter government structure approved by referendum of the electors pursuant to the Constitution and laws of the State of Florida. The City operates under the Council / Manager Form of government with a Council comprised of five (5) elected members.

ECONOMIC CONDITION AND OUTLOOK

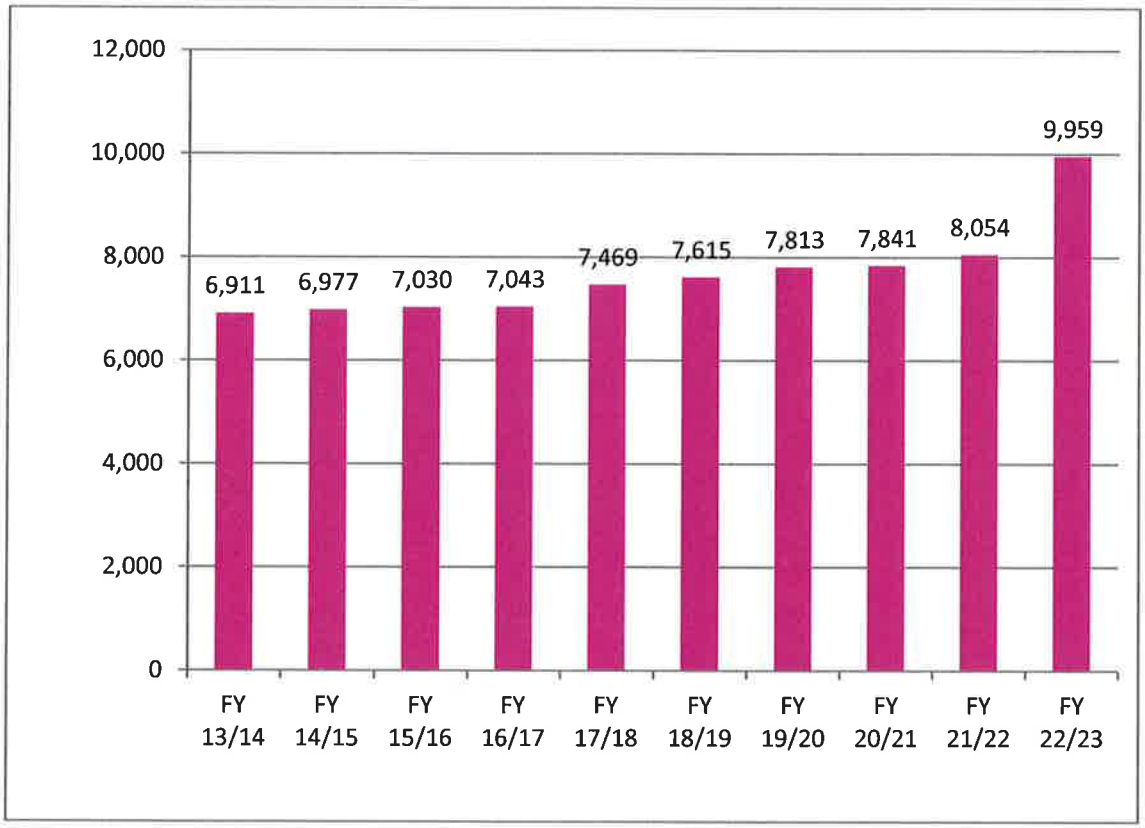
The City of Green Cove Springs is located in Clay County and falls within the Jacksonville Metropolitan Statistical Area (MSA). The local economy is tied to nearby military facilities, service industries, shopping centers, retirement homes, as well as farming. The area offers great opportunities for economic development as evidenced by industrial parks located both north and south of Green Cove Springs.

The total market value of properties located within the City of Green Cove Springs increased more than 69% since 2015 (annual average of 8.25%), adding 8.35% in 2021. The total taxable value of the City of Green Cove Springs has increased more than 62% since 2015 (annual average of 7.45%), adding 5.57% in 2021, and represents 63.73 percent of its market value. (Source: Clay County Property Appraiser 2021 Annual Report)

DEMOGRAPHIC & ECONOMIC INFORMATION

It is necessary to look at the City in the context of its environment to understand the City's financial position. The next several pages contain graphs and discussion about the City's economic and demographic environment.

CITY POPULATION

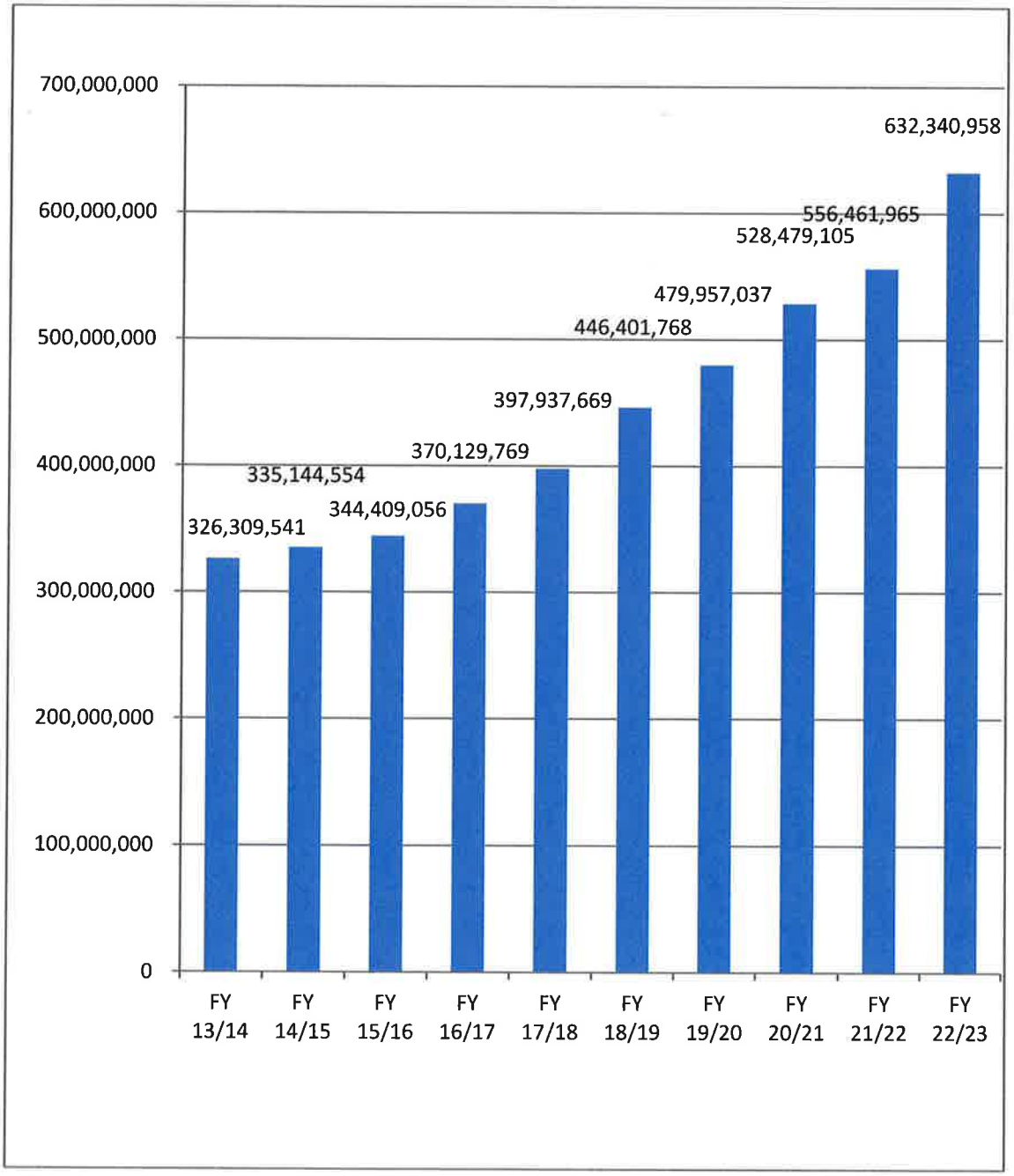


The City of Green Cove Springs' population has been growing at a rate of 44.10%. This is an increase from FY 13/14 to FY 22/23 of 3,048 persons or an average of 304.8 persons per year over a 10-year period. Per State of Florida estimates, the population for FY 2022/2023 is 9,959.

DEMOGRAPHIC & ECONOMIC INFORMATION

The graph showing "Total Taxable Value" reflects a declining total taxable value from 2012 to 2013 but from 2014 to current the trend is showing an increase. The total taxable value increased for FY 2022/2023 by $76.0 million from FY 2021/2022.

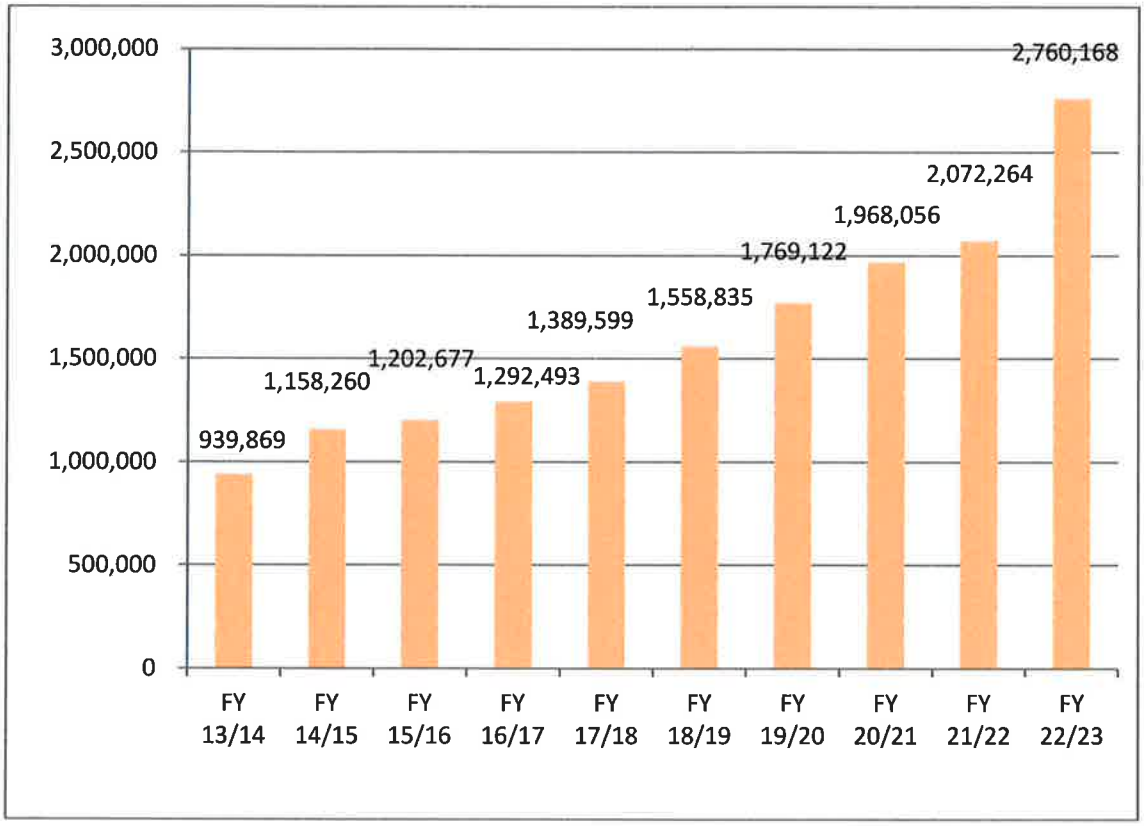
TOTAL TAXABLE VALUE



DEMOGRAPHIC & ECONOMIC INFORMATION

Property tax is a crucial revenue source to consider when evaluating financial condition. It is one of the City's largest revenue sources. Property taxes are used to fund services such as law enforcement, recreation, development services, and other general government activities. The City experienced an increase in revenue from fiscal years 2014 to 2022 due to increased valuations. A millage rate of 3.8000 in 2022 generated approximately $2,072,264 with an estimate of 98% collections budgeted. A millage rate of 4.5000 in 2023 will generate $2,760,168 with an estimate of 97% collections.

PROPERTY TAX REVENUE CONSTANT VALUE

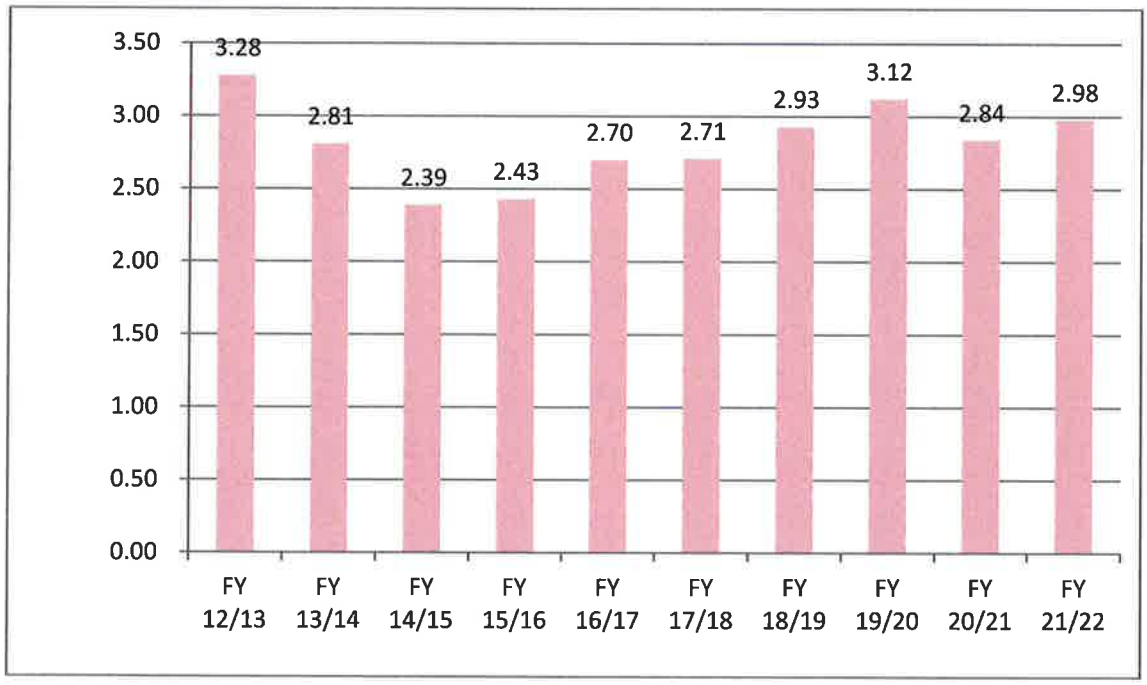


Source: Clay County Property Appraiser

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita revenue illustrates revenue changes relative to population changes. As the population increases, an assumption can be made that the need for services would increase proportionately and, therefore, the level of per capita revenue should remain at least constant in real terms. If per capita revenue is decreasing, it would be expected that the City would not be able to maintain existing service levels unless it were to find new revenue sources or financial savings, assuming cost of service correlates to population.

OPERATING REVENUE PER CAPITA



Sources: FY 13-FY 21 Annual Financial Statements, US Labor Statistics for All Urban consumers, FL 22 figures are unaudited.

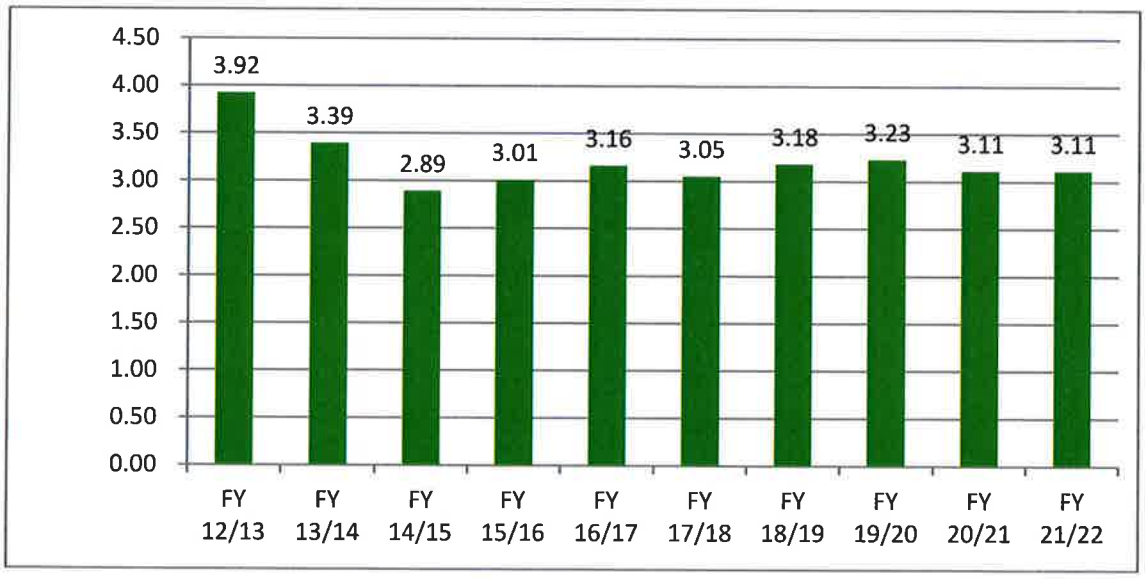
Calculation: Operating Revenue / CPI / Population

CPI for FY 2022 is an average through May 2022. Operating Revenue does not include transfers in from other funds, restricted reserves, or grant revenue. Operating Revenues are amounts budgeted for each fiscal year.

DEMOGRAPHIC & ECONOMIC INFORMATION

Per capita expenditures reflect changes in expenditures relative to changes in population. Increasing per capita expenditures may indicate that the cost of providing services is outstripping the City's ability to pay, especially if spending is increasing faster than the City's property, sales, or other relevant tax base. If the increase in spending is greater than what would be expected from continued inflation and cannot be explained by the addition of new services, it can be an indicator of declining productivity. The City's expenditures per capita (does not include utility operations) trended downward from 2013-2015. The expenditures per capita increased to 3.01 from 2.89 in FY 2015/2016. The expenditures per capita remained the same from 3.11 to 3.11 in FY 2021/2022.

EXPENDITURES PER CAPITA



Sources: FY 2013-2022 Budgets, US Labor Statistics for All Urban Consumers

Sources: Local Government Financial Information Handbook – FY 2013-2021

Calculation: Operating Expenditures / CPI / Population

FY 2022 figures are unaudited.

Excludes Grant and Capital Outlay Expenses

SECTION TWO

FUND SUMMARIES

BUDGET BY FUND

This section provides an overview of the City budget at the fund level. It includes budget amounts for FY 21/22. Also, there is a brief description based on budgeting and accounting used by the City of Green Cove Springs. The schedules that follow provide, by fund, a three-year comparison of revenues and appropriations according to classifications set by the State of Florida. Each schedule presents actual budgets for FY 19/20 and FY 20/21, approved budgets for FY 21/22, and approved budgets for FY 22/23.

BASIS OF ACCOUNTING AND BUDGETING

Because the revenue and expenditure estimates contained in the Approved Fiscal Year 2022/2023 Budget are based on GAAP, it is important that the reader have an overview of accounting principles as they relate to the estimates. The following is a brief review of the measurement focus and basis of accounting; the two principles which most directly affect those estimates.

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

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

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

FUND ACCOUNTING

All Fund Types: **FY 2023 -- $ 55,159,694**

THE FUND STRUCTURE AND GOVERNMENTAL ACCOUNTING AND BUDGETING

The City of Green Cove Springs developed the revenue and expenditure estimates contained in the Approved Fiscal Year 2022/2023 Budget in a manner that follows Generally Accepted Accounting Principles (GAAP). The Budget is organized based on funds, each of which is considered a separate budgetary and accounting entity. Government resources are allocated to, and accounted for, in individual funds based upon the purposes for which they are to be spent and how spending activities are controlled. The purposes of the Council's various funds and account group are as follows:

GOVERNMENTAL FUNDS

General Fund: **FY 2023 -- $ 15,889,645**

The General Fund is the general operating fund for the Council. It is used to account for all financial resources, except for those required to be accounted for separately. These resources provide funding for programs such as General Government Administration, Capital Improvement Projects, Law Enforcement, Public Works, Parks and Recreation and Development Services, etc. to all the residents of the City of Green Cove Springs.

Special Revenue Funds: **FY 2023 -- $ 426,825**

Special Revenue Funds are used to account for the proceeds of specific revenue sources that are designated for specified purposes or are restricted in use. Special Revenue Funds include the Building Fund and Special Law Enforcement Trust Fund.

Debt Service Funds – Police EOC & Spring Park: **FY 2023 -- $ 241,883**

Capital Project Funds are used to account for financial resources to be used for the acquisition, construction, or improvement of major capital facilities and associated debt service.

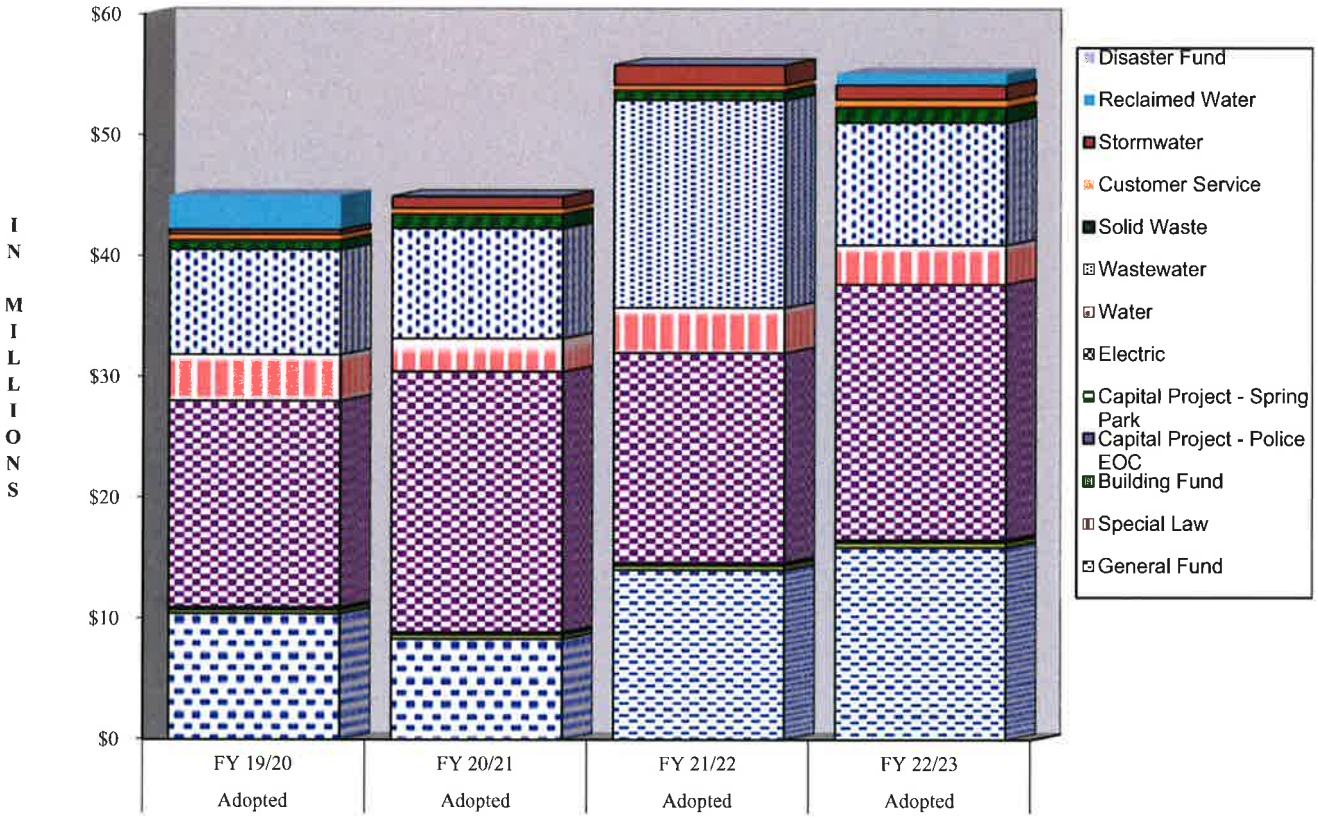
PROPRIETARY FUNDS

Enterprise Funds: **FY 2023 -- $ 38,601,341**

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

BUDGET BY FUND TYPE

	Adopted FY 19/20	Adopted FY 20/21	Adopted FY 21/22	Adopted FY 22/23
General Fund	$ 10,401,719	$ 8,320,183	$ 14,022,960	$ 15,889,645
Special Law Enforcement Trust	20,000	20,000	20,000	20,000
Building Fund	311,941	330,748	364,638	406,825
Debt Service Fund - Police EOC	159,602	160,254	159,867	160,438
Debt Service Fund - Spring Park	81,788	81,381	80,930	81,445
Electric	17,064,338	21,555,601	17,368,100	21,131,511
Water	3,815,177	2,734,292	3,726,100	3,257,133
Wastewater	8,661,199	9,102,930	17,169,600	10,129,360
Solid Waste	808,320	1,190,120	832,420	1,273,437
Customer Service	488,497	470,658	454,252	648,203
Stormwater	359,822	974,150	1,628,818	1,175,697
Reclaimed Water	2,860,000	-	-	986,000
Disaster Fund	-	-	-	-
Total	$ 45,032,403	$ 44,940,317	$ 55,827,685	$ 55,159,694



GENERAL FUND (001)

SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Use of Fund Balance				
Revenue:				
Ad Valorem Taxes	$ 1,766,498	$ 1,915,494	$ 2,072,264	$ 2,760,168
Other Taxes (Local, State, Utility)	2,538,966	2,754,066	2,294,463	2,735,155
Franchise Fees	7,992	7,049	401,077	435,075
Grants / Loans	6,917	236,107	2,461,000	3,392,632
Licenses & Permits	42,630	39,093	50,000	70,000
Development Services - P&Z Fees	28,857	34,997	40,000	40,000
Interlocal	394,734	939,018	348,088	348,088
Physical Environment	107,078	109,003	74,839	81,219
Recreational Events	30,641	42,363	66,000	73,000
Police Revenue	1,061,659	1,077,416	1,385,033	1,346,377
Interest	32,162	2,534	3,000	5,000
Surplus Sales	6,973	43,212	155,000	30,000
Private Developer	-	-	15,000	18,000
Legislative Delegation	600,000	-	300,000	-
ARPA Funds	-	-	2,147,911	1,922,822
Miscellaneous	83,049	76,198	127,380	146,509
Total Revenue	6,708,156	7,276,550	11,941,055	13,404,045
Transfers-In	1,836,331	1,686,331	1,756,465	1,756,465
Other Non-Revenues - Reserves	-	-	325,440	729,135
	1,836,331	1,686,331	2,081,905	2,485,600
TOTAL SOURCES	**$ 8,544,487**	**$ 8,962,881**	**$ 14,022,960**	**$ 15,889,645**

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Expenditures:				
City Council (1111)				
Personal Services	49,795	49,936	50,746	52,484
Operating Expenses	5,270	10,734	32,770	13,880
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 55,065	$ 60,670	$ 83,516	$ 66,364
City Clerk (1211)				
Personal Services	102,581	107,629	108,329	123,046
Operating Expenses	25,392	24,068	50,731	58,486
Capital Outlay	0	0	1,500	1,200
TOTAL EXPENDITURES	$ 127,973	$ 131,697	$ 160,560	$ 182,732
City Manager (1212)				
Personal Services	324,352	341,955	348,026	376,007
Operating Expenses	14,722	20,905	23,807	24,146
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 339,074	$ 362,860	$ 371,833	$ 400,153
Human Resources (1213)				
Personal Services	189,596	226,094	237,533	284,572
Operating Expenses	27,726	29,038	39,259	66,157
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 217,322	$ 255,132	$ 276,792	$ 350,729

GENERAL FUND (001)

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Augusta Savage (1214)				
Personal Services	50,030	50,768	55,673	67,120
Operating Expenses	24,464	53,794	63,216	71,931
Capital Outlay	319,105	1,230,069	1,541,000	1,300,000
TOTAL EXPENDITURES	$ 393,599	$ 1,334,631	$ 1,659,889	$ 1,439,051
Finance (1313)				
Personal Services	285,793	298,937	310,062	356,029
Operating Expenses	34,487	40,989	43,128	45,589
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 320,280	$ 339,926	$ 353,190	$ 401,618
Information Technology (1314)				
Personal Services	113,170	138,585	153,950	185,799
Operating Expenses	39,468	41,136	41,538	46,658
Capital Outlay	45,541	8,849	50,000	0
TOTAL EXPENDITURES	$ 198,179	$ 188,570	$ 245,488	$ 232,457
General Services (1319)				
Personal Services	0	0	0	0
Operating Expenses	250,728	421,468	351,400	406,519
Capital Outlay	390,376	37,378	15,000	150,000
Contingency	0	0	2,147,911	28,670
Transfers-Utilities,Customer Service & Bldg. Dept.	0	0	0	200,196
TOTAL EXPENDITURES	$ 641,104	$ 458,846	$ 2,514,311	$ 785,385
City Attorney (1414)				
Personal Services	93,133	86,854	111,884	116,489
Operating Expenses	16,032	17,609	31,059	117,065
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 109,165	$ 104,463	$ 142,943	$ 233,554
Development Services (1515)				
Personal Services	88,345	94,617	94,464	104,230
Operating Expenses	30,623	155,191	150,589	157,416
Capital Outlay	0	40,000	0	10,000
TOTAL EXPENDITURES	$ 118,968	$ 289,808	$ 245,053	$ 271,646
Code Enforcement (1517)				
Personal Services	60,584	62,344	62,306	73,256
Operating Expenses	4,237	3,160	13,862	33,883
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 64,821	$ 65,504	$ 76,168	$ 107,139

GENERAL FUND (001)

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Police (2021)				
Personal Services	2,444,201	2,475,704	2,631,267	3,061,519
Operating Expenses	599,246	689,091	750,054	759,427
Capital Outlay	144,747	221,500	163,359	272,296
Transfer to Police Construction Fund	159,602	160,254	159,867	160,438
Loan	0	0	0	0
TOTAL EXPENDITURES	$ 3,347,796	$ 3,546,549	$ 3,704,547	$ 4,253,680
Public Works (3052)				
Personal Services	362,030	333,291	330,191	499,716
Operating Expenses	269,601	251,251	293,809	308,777
Capital Outlay	1,065,312	56,974	1,956,000	3,350,000
Transfer to Stormwater Fund	0	0	0	50,000
TOTAL EXPENDITURES	$ 1,696,943	$ 641,516	$ 2,580,000	$ 4,208,493
Right-of-Way Maintenance (3053)				
Personal Services	93,553	96,460	100,132	303,065
Operating Expenses	134,388	171,646	169,360	22,960
Capital Outlay	0	20,728	0	13,500
TOTAL EXPENDITURES	$ 227,941	$ 288,834	$ 269,492	$ 339,525
Parks & Recreation (3072)				
Personal Services	206,162	230,276	256,908	338,132
Operating Expenses	131,169	136,904	150,150	181,157
Capital Outlay	597,140	279,963	586,000	1,708,000
Transfer to Spring Park Capital Project Fund	81,788	81,381	80,930	81,445
TOTAL EXPENDITURES	$ 1,016,259	$ 728,524	$ 1,073,988	$ 2,308,734
Parks & Recreation Programming (3073)				
Personal Services	27,171	0	0	0
Operating Expenses	60,590	60,171	72,000	84,000
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 87,761	$ 60,171	72,000	84,000
Equipment Maintenance (3090)				
Personal Services	146,824	159,259	167,459	199,808
Operating Expenses	12,127	13,399	25,731	24,577
Capital Outlay	0	0	0	0
TOTAL EXPENDITURES	$ 158,951	$ 172,658	193,190	224,385
TOTAL GF OPERATING SUMMARY				
PERSONAL SERVICES	4,637,320	4,752,709	5,018,930	6,141,272
OPERATING EXPENSES	1,680,270	2,140,554	2,302,463	2,422,628
CAPITAL OUTLAY	2,562,221	1,895,461	4,312,859	6,804,996
CONTINGENCY	0	0	2,147,911	28,670
GRANTS/LOANS/TRANSFERS	0	0	0	50,000
TRANSFER TO SPRING PARK FUND	81,788	81,381	80,930	81,445
TRANSFER TO POLICE CONSTRUCTION	159,602	160,254	159,867	160,438
TRANSFER TO UTIL, CUST SRV, & BLDG FUND	0	0	0	200,196
TOTAL EXPENDITURES	$ 9,121,201	$ 9,030,359	$ 14,022,960	$ 15,889,645

BUILDING FUND (102)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
PERMITS, INSPECTIONS, PLAN REVIEWS	$ 388,587	$ 205,019	$ 199,500	$ 314,500
CHARGES FOR SERVICES	16,513	8,487	40,000	7,000
TRANSFERS IN	0	0	125,138	85,325
TOTAL OPERATING	405,100	213,506	364,638	406,825
TOTAL REVENUE	**$ 405,100**	**$ 213,506**	**$ 364,638**	**$ 406,825**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 133,238	$ 135,826	$ 140,019	$ 176,598
OPERATING EXPENSES	192,951	193,127	224,619	228,227
TO BE APPROPRIATED	0	0	0	0
DEPRECIATION	0	0	0	0
CAPITAL OUTLAY	12,700	46,251	0	2,000
TOTAL OPERATING	338,889	375,204	364,638	406,825
TOTAL EXPENDITURES	**$ 338,889**	**$ 375,204**	**$ 364,638**	**$ 406,825**

SPECIAL LAW ENFORCEMENT TRUST (104)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 0	$ 0	$ 0	$ 0
TOTAL OPERATING	0	0	0	0
NON-OPERATING REVENUE:				
FROM FUND BALANCE	16,501	12,648	20,000	20,000
MISCELLANEOUS	0	0	0	0
TOTAL NON-OPERATING	16,501	12,648	20,000	20,000
TOTAL REVENUE	**$ 16,501**	**$ 12,648**	**$ 20,000**	**$ 20,000**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
OPERATING EXPENSES	16,501	12,648	20,000	20,000
CAPITAL OUTLAY	0	0	0	0
TRANSFERS	$ 0	0	0	0
TOTAL OPERATING	16,501	12,648	20,000	20,000
NON-OPERATING EXPENDITURES::				
OPERATING TRANSFERS OUT				
OTHER NON-OPERATING EXPENDITURES				
RESERVES				
TOTAL NON-OPERATING				
TOTAL EXPENDITURES	**$ 16,501**	**$ 12,648**	**$ 20,000**	**$ 20,000**

ELECTRIC UTILITY (401)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 11,940,842	$ 13,592,770	$ 12,974,600	$ 15,524,900
TOTAL OPERATING	11,940,842	13,592,770	12,974,600	15,524,900
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	0	0	35,000	41,000
RESERVES / TRANSFERS / GRANT	0	3,624,644	2,969,263	2,559,111
LOAN PROCEEDS	959,925	0	1,382,737	3,000,000
INTEREST	40,865	5,566	6,500	6,500
TOTAL NON-OPERATING	1,000,790	3,630,210	4,393,500	5,606,611
TOTAL REVENUE	**$ 12,941,632**	**$ 17,222,980**	**$ 17,368,100**	**$ 21,131,511**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 892,469	$ 942,182	$ 1,201,967	$ 1,519,519
OPERATING EXPENSES	9,075,640	9,398,325	10,268,699	11,784,953
CAPITAL OUTLAY	2,048,578	5,117,594	3,688,869	5,577,900
TOTAL OPERATING	12,016,687	15,458,101	15,159,535	18,882,372
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	1,477,274	1,344,434	1,327,524	1,395,739
TO BE APPROPRIATED / CONT. TO RESERVES	889,196	920,442	0	0
DEBT SERVICE	847,522	948,792	881,041	853,400
TOTAL NON-OPERATING	3,213,992	3,213,668	2,208,565	2,249,139
TOTAL EXPENDITURES	**$ 15,230,679**	**$ 18,671,769**	**$ 17,368,100**	**$ 21,131,511**

WATER UTILITY (402)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 2,146,587	$ 2,047,760	$ 1,914,000	$ 2,086,319
TOTAL OPERATING	2,146,587	2,047,760	1,914,000	2,086,319
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	1,150	578	5,800	52,500
TRANSFERS FROM RESERVE FUNDS/GEN FUND	60,150	77,670	55,000	82,014
INTEREST	8,145	1,097	1,300	1,300
LOAN PROCEEDS	0	0	1,750,000	1,035,000
TOTAL NON-OPERATING	69,445	79,345	1,812,100	1,170,814
TOTAL REVENUE	**$ 2,216,032**	**$ 2,127,105**	**$ 3,726,100**	**$ 3,257,133**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 676,681	$ 665,685	$ 727,302	$ 859,528
OPERATING EXPENSES	521,785	508,136	503,025	606,279
CAPITAL OUTLAY	807,605	1,459,620	1,895,000	1,215,000
TOTAL OPERATING	2,006,071	2,633,441	3,125,327	2,680,807
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	304,697	304,697	340,111	375,013
DEBT SERVICE	155,950	172,989	201,125	201,313
TO BE APPROPRIATED	0	0	0	0
CONTRIBUTION TO DEPRECIATION RESERVE	498,737	554,269	59,537	0
TOTAL NON-OPERATING	959,384	1,031,955	600,773	576,326
TOTAL EXPENDITURES	**$ 2,965,455**	**$ 3,665,396**	**$ 3,726,100**	**$ 3,257,133**

WASTEWATER UTILITY (403)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 2,869,310	$ 3,257,478	$ 3,238,600	$ 3,339,600
TOTAL OPERATING	2,869,310	3,257,478	3,238,600	3,339,600
NON-OPERATING REVENUE:				
OTHER REVENUE	0	795,820	256,136	0
RESERVES	70,000	138,000	173,864	1,939,246
TRANSFERS IN FROM GEN FUND	0	0	0	27,014
INTEREST	5,449	742	1,000	1,000
LOAN PROCEEDS	3,918,411	3,882,933	13,500,000	4,822,500
TOTAL NON-OPERATING	3,993,860	4,817,495	13,931,000	6,789,760
TOTAL REVENUE	**$ 6,863,170**	**$ 8,074,973**	**$ 17,169,600**	**$ 10,129,360**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 707,847	678,354	$ 727,302	$ 859,528
OPERATING EXPENSES	599,509	611,205	639,188	786,575
CAPITAL OUTLAY	5,345,171	4,088,068	14,455,000	6,553,500
DEBT SERVICE	56,232	268,416	142,453	494,888
TOTAL OPERATING	6,708,759	5,646,043	15,963,943	8,694,491
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	373,940	373,940	409,208	1,434,869
TO BE APPROPRIATED	0	0	302,647	0
CONTRIBUTION TO RETAINED EARNINGS	0	0	300,000	0
CONTRIBUTION TO DEPRECIATION RESERVE	562,980	649,996	193,802	0
TOTAL NON-OPERATING	936,920	1,023,936	1,205,657	1,434,869
TOTAL EXPENDITURES	**$ 7,645,679**	**$ 6,669,979**	**$ 17,169,600**	**$ 10,129,360**

SOLID WASTE UTILITY (404)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 809,565	$ 889,171	$ 829,620	$ 846,620
TOTAL OPERATING	809,565	889,171	829,620	846,620
NON-OPERATING REVENUE:				
NON-OPERATING REVENUE	3,814	520	2,800	8,400
RESERVES	0	0	0	45,787
TRANSFERS IN FROM GEN FUND	0	0	0	32,630
LOAN PROCEEDS	0	0	0	340,000
TOTAL NON-OPERATING	3,814	520	2,800	426,817
TOTAL REVENUE	**$ 813,379**	**$ 889,691**	**$ 832,420**	**$ 1,273,437**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 294,002	$ 447,409	$ 438,447	$ 565,358
OPERATING EXPENSES	114,442	112,735	134,887	160,064
CAPITAL OUTLAY	22,874	255,600	0	340,000
TOTAL OPERATING	431,318	815,744	573,334	1,065,422
NON-OPERATING EXPENDITURES:				
OPERATING TRANSFERS OUT	133,918	133,918	133,874	149,738
OTHER NON-OPERATING EXPENDITURES	1,006	1,067	1,100	1,100
TO BE APPROPRIATED	0	0	0	0
CONTRIBUTION TO DEPRECIATION RESERVE	121,241	127,501	48,224	0
DEBT SERVICE	79,695	94,302	75,888	57,177
TOTAL NON-OPERATING	335,860	356,788	259,086	208,015
TOTAL EXPENDITURES	**$ 767,178**	**$ 1,172,532**	**$ 832,420**	**$ 1,273,437**

CUSTOMER SERVICE (405)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$	$	$	$
TOTAL OPERATING	0	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	453,497	470,658	454,252	648,203
RESERVES/SALES OF SURPLUS	0	0	0	0
TOTAL NON-OPERATING	453,497	470,658	454,252	648,203
TOTAL REVENUE	**$ 453,497**	**$ 470,658**	**$ 454,252**	**$ 648,203**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 361,002	$ 355,503	$ 389,231	$ 574,620
OPERATING EXPENSES	54,370	60,555	65,021	73,583
TRANSFERS OUT	40,000	40,000	0	0
DEPRECIATION	5,549	8,200	0	0
CAPITAL OUTLAY	32,698	0	0	0
TOTAL OPERATING	493,619	464,258	454,252	648,203
TOTAL EXPENDITURES	**$ 493,619**	**$ 464,258**	**$ 454,252**	**$ 648,203**

STORMWATER (406)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 158,421	$ 670,525	$ 686,150	$ 721,150
TOTAL OPERATING	158,421	670,525	686,150	721,150
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	229,237	135,797
RESERVES/LOAN	0	0	380,000	0
GRANTS	0	0	333,431	318,750
TOTAL NON-OPERATING	0	0	942,668	454,547
TOTAL REVENUE	**$ 158,421**	**$ 670,525**	**$ 1,628,818**	**$ 1,175,697**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 67,739	$ 96,662	$ 98,888	$ 118,698
OPERATING EXPENSES	51,525	49,302	81,499	106,999
CAPITAL OUTLAY	0	63,641	1,448,431	950,000
TOTAL OPERATING	119,264	209,605	1,628,818	1,175,697
NON-OPERATING EXPENDITURES:				
CONTRIBUTION TO DEPRECIATION RESERVE	88,996	89,526	0	0
TOTAL NON-OPERATING	88,996	89,526	0	0
TOTAL EXPENDITURES	**$ 208,260**	**$ 299,131**	**$ 1,628,818**	**$ 1,175,697**

RECLAIMED WATER (407)

REVENUE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Proposed FY 22/23
OPERATING REVENUE:				
OPERATING REVENUE	$ 0	$ 0	$ 0	$ 0
TOTAL OPERATING	0	0	0	0
NON-OPERATING REVENUE:				
TRANSFERS IN	0	0	0	986,000
RESERVES	0	0	0	0
GRANTS	0	0	0	0
TOTAL NON-OPERATING	0	0	0	986,000
TOTAL REVENUE	**$ 0**	**$ 0**	**$ 0**	**$ 986,000**

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Proposed FY 22/23
OPERATING EXPENDITURES:				
PERSONAL SERVICES	$ 0	$ 0	$ 0	$ 0
OPERATING EXPENSES	0	0	0	0
CAPITAL OUTLAY	0	0	0	986,000
TOTAL OPERATING	0	0	0	986,000
NON-OPERATING EXPENDITURES:				
CONTRIBUTION TO DEPRECIATION RESERVE	60,610	60,609	0	0
TOTAL NON-OPERATING	60,610	60,609	0	0
TOTAL EXPENDITURES	**$ 60,610**	**$ 60,609**	**$ 0**	**$ 986,000**

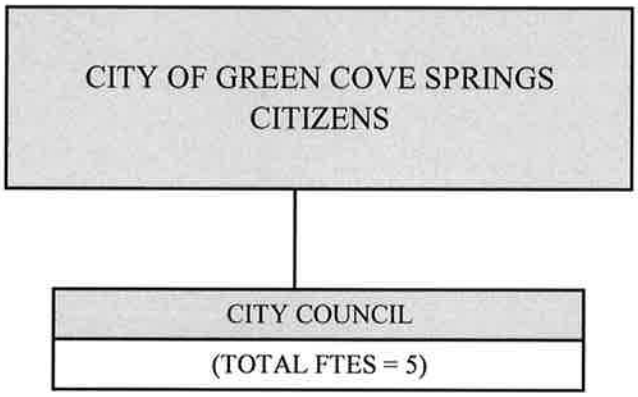
SECTION THREE

DEPARTMENT SUMMARIES

DEPARTMENT SUMMARIES

The Department Summaries in this section include mission statements and summary budgets for each individual Department and various other organizations funded by the City of Green Cove Springs City Council.

CITY COUNCIL
(001-1111)



CITY COUNCIL
(001-1111)

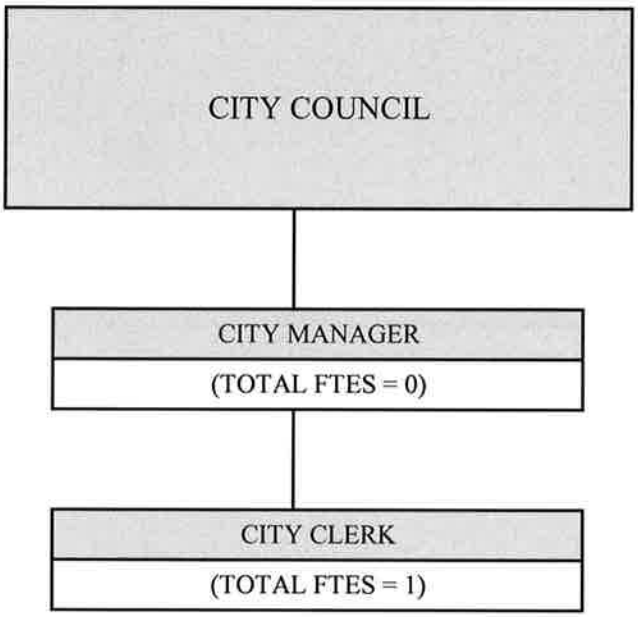
Mission of Department:

All powers of the City shall be vested in the City Council except as otherwise provided by law or by the Charter. As the City's governing body, the City Council exercises legislative authority through the enactment of Ordinances and Resolutions. The City Council is responsible for the formulation of public policy, and sets guidelines for and adopts the annual operating and capital improvement budgets.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
City Council				
Personal Services	49,795	49,936	50,746	52,484
Operating Expenditures	5,270	10,734	32,770	13,880
Capital Outlay				
Totals	$ 55,065	$ 60,670	$ 83,516	$ 66,364
Grand Total	**$ 55,065**	**$ 60,670**	**$ 83,516**	**$ 66,364**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	55,065	60,670	83,516	66,364
Grand Total	**$ 55,065**	**$ 60,670**	**$ 83,516**	**$ 66,364**

CITY CLERK
(001-1211)



CITY CLERK
(001-1211)

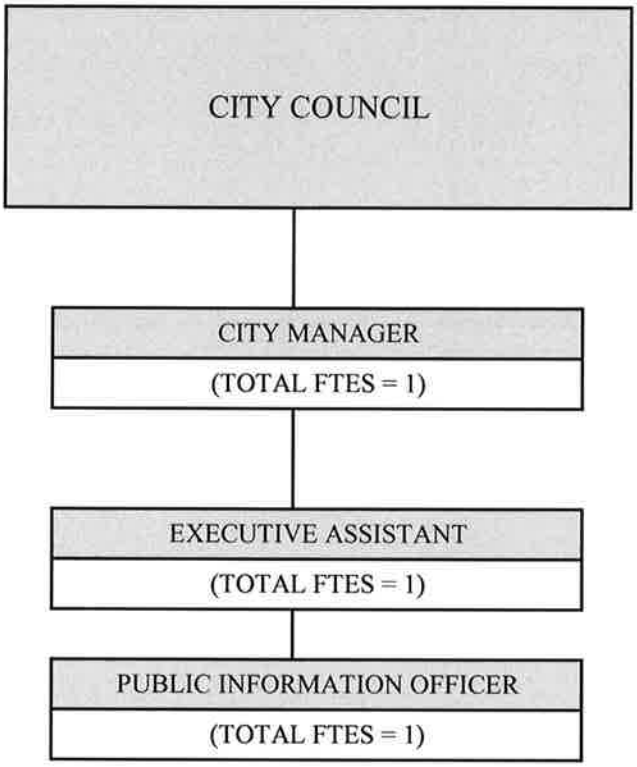
Mission of Department:

The City Clerk collects, manages and disseminates information produced and used by the City; maintains and archives the official records of City business; prepares and manages the agenda and minutes for City Council meetings; and efficiently meets all statutory obligations with respect to public records retention and legislative actions of the City of Green Cove Springs.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
City Clerk				
Personal Services	102,581	107,629	108,329	123,046
Operating Expenditures	25,392	24,068	50,731	58,486
Capital Outlay			1,500	1,200
Totals	127,973	131,697	160,560	182,732
Grand Total	**$ 127,973**	**$ 131,697**	**$ 160,560**	**$ 182,732**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	127,973	131,697	160,560	182,732
Grand Total	**$ 127,973**	**$ 131,697**	**$ 160,560**	**$ 182,732**

CITY MANAGER
(001-1212)



CITY MANAGER
(001-1212)

Mission of Department:

The City Manager is appointed by the City Council and serves at the pleasure of the Council. As the Chief Administrative Officer for the City of Green Cove Springs, the City Manager is responsible for the administration of all City affairs, personnel, and departments, as well as the execution of the City Council's 2025 Vision Plan and its Goals. The City Manager's Office oversees all general government programs and services, as well as enterprise operations for six municipal utilities (electric, water, sewer, reclaimed water, stormwater, and solid waste). The City Manager ensures that City laws, ordinances, resolutions, and policies are followed; attends all Council meetings; prepares the Annual City Budget and Capital Improvement Plan; and performs other duties as assigned by the City Council.

The future plan for Green Cove Springs is best conveyed by its Mission Statement which states simply that ***"Tomorrow's Vision" will create a plan that will define our unique identity, assure quality of life, and make Green Cove Springs a premier 21st century city that reflects our traditional values, natural features, and historic characteristics."***

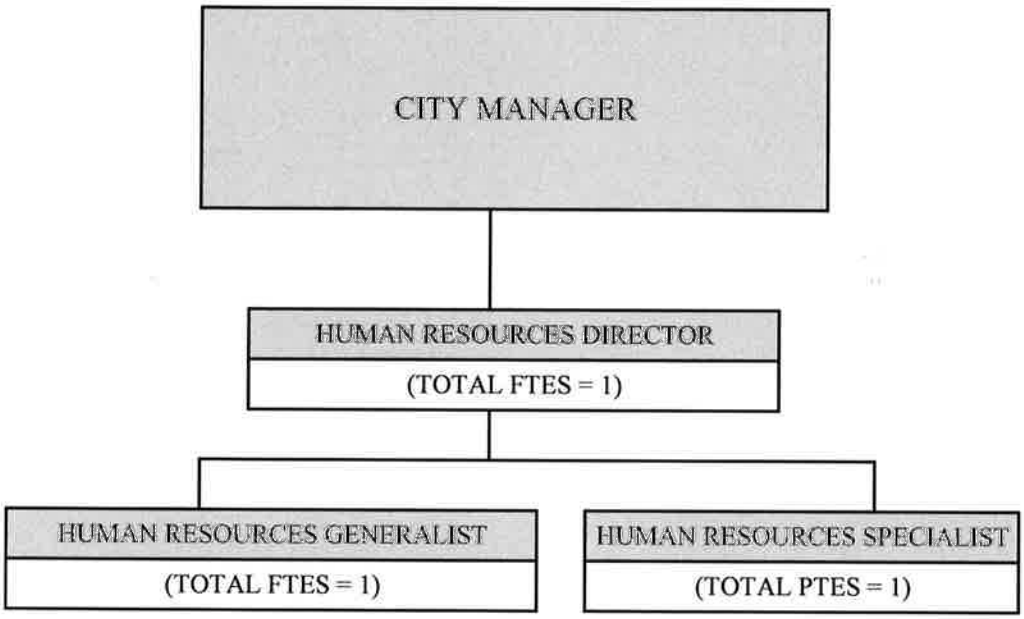
The Mission of the City Manager's Office is to:

- Execute City Council policy to achieve goals and objectives.
- Serve the public in a professional and responsive manner with the highest standard of ethics and superior customer service.
- Represent the City in relations with the public, the media and other governmental entities.
- Demonstrate leadership to promote teamwork amongst all employees.
- Foster a positive business climate conducive to attracting and retaining development and redevelopment throughout the City including public/private partnerships to leverage resources.
- Present a balanced Annual Budget and Capital Improvement Plan (CIP) using realistic revenue and sustainable expense estimates to ensure fiscal stability.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
City Manager				
Personal Services	324,352	341,955	348,026	376,007
Operating Expenditures	14,722	20,905	23,807	24,146
Capital Outlay				
Totals	$ 339,074	$ 362,860	$ 371,833	$ 400,153
Grand Total	**$ 339,074**	**$ 362,860**	**$ 371,833**	**$ 400,153**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	339,074	362,860	371,833	400,153
Grand Total	**$ 339,074**	**$ 362,860**	**$ 371,833**	**$ 400,153**

HUMAN RESOURCES
(001-1213)



HUMAN RESOURCES
(001-1213)

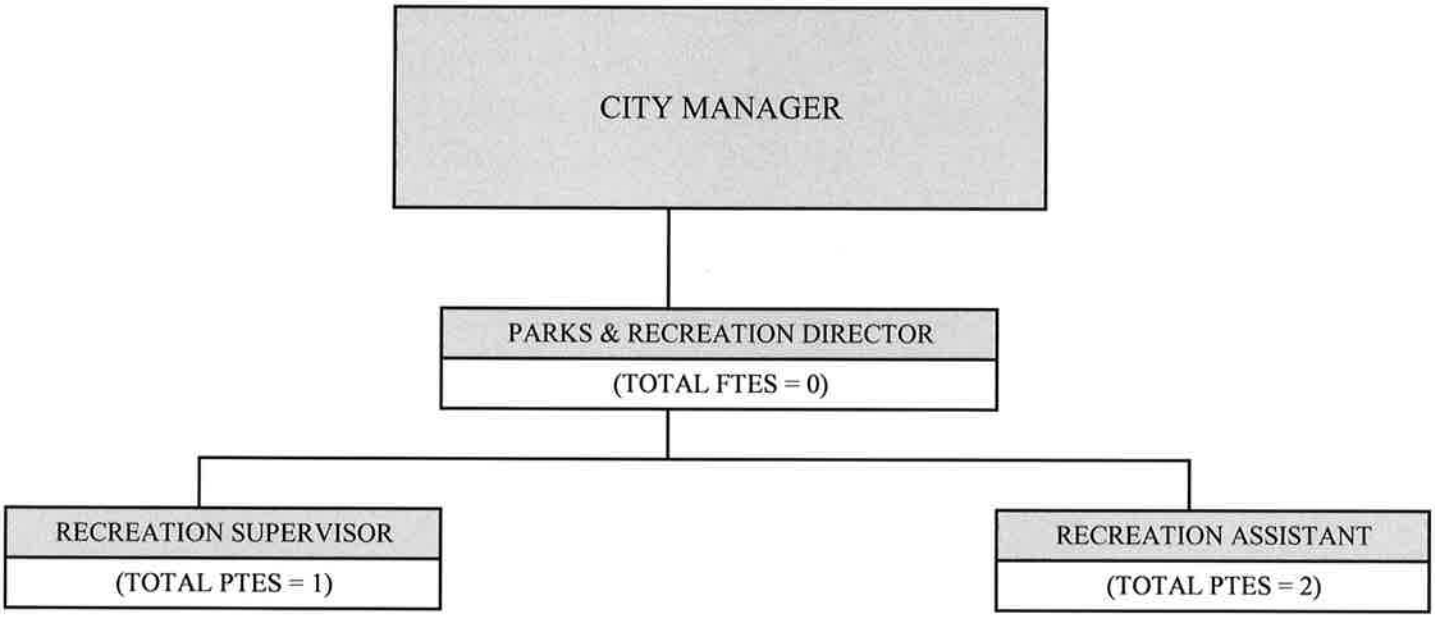
Mission of Department:

Responsible for the administration of the City's Personnel Policies and Procedures; advising management in all areas of human resources administration including employee health and morale. Serves as ADA Coordinator, Safety Coordinator and administers Drug-Free Workplace Program. Maintains City Human Resources Records and recruits highly qualified employees. Administers City's insurance programs and benefit plans.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Human Resources				
Personal Services	189,596	226,094	237,533	284,572
Operating Expenditures	27,726	29,038	39,259	66,157
Capital Outlay				
Totals	$ 217,322	$ 255,132	$ 276,792	$ 350,729
Grand Total	**$ 217,322**	**$ 255,132**	**$ 276,792**	**$ 350,729**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	217,322	255,132	276,792	350,729
Grand Total	**$ 217,322**	**$ 255,132**	**$ 276,792**	**$ 350,729**

AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)



AUGUSTA SAVAGE ARTS & COMMUNITY CENTER
(001-1214)

Mission of Department:

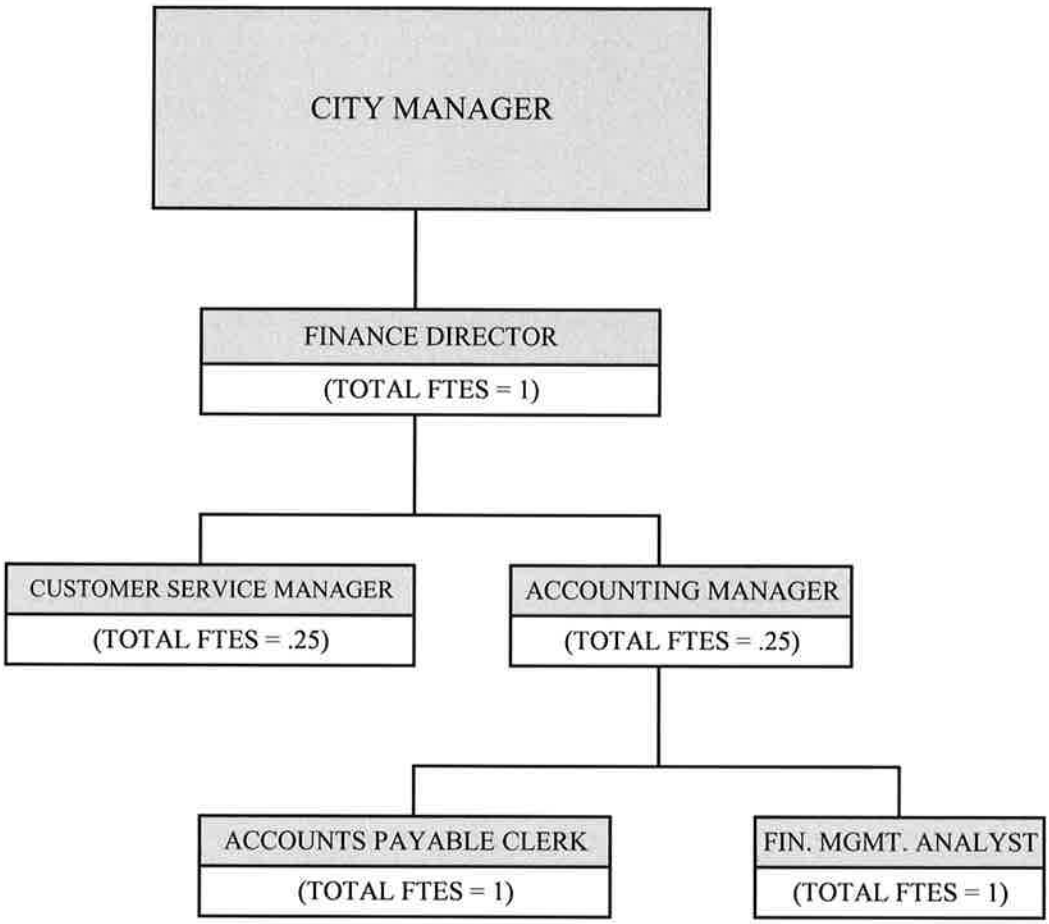
To enrich the quality of life for the community by providing activities and events that promote education, health, wellness, and the arts. To preserve local history through the Arts and Education. The Green Cove Springs Parks and Recreation Department oversees the following programs at the Thomas Hogans Memorial Gym:

-- Nutrition and Wellness Programs
-- Math, Science, and Reading Enrichment Summer Camp
-- Community Youth Activities
-- Adult Education Programs
-- Mentoring Programs
-- Collaboration with other Community Organizations

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Augusta Savage Arts & Community Center				
Personal Services	50,030	50,768	55,673	67,120
Operating Expenditures	24,464	53,794	63,216	71,931
Capital Outlay	319,105	1,230,069	1,541,000	1,300,000
Totals	$ 393,599	$ 1,334,631	$ 1,659,889	$ 1,439,051
Grand Total	**$ 393,599**	**$ 1,334,631**	**$ 1,659,889**	**$ 1,439,051**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	74,494	104,562	118,889	139,051
Surtax	319,105	1,230,069	225,000	0
Grant-FRDAP/BOCC-Interlocal			1,316,000	1,300,000
Grand Total	**$ 393,599**	**$ 1,334,631**	**$ 1,659,889**	**$ 1,439,051**

FINANCE
(001-1313)



FINANCE
(001-1313)

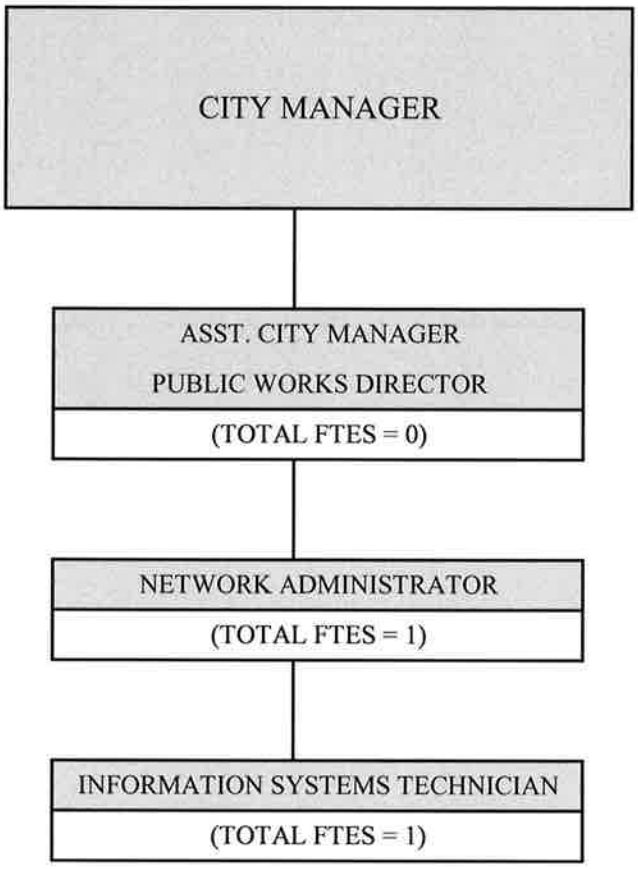
Mission of Department:

The Finance Department is responsible for management of the City's cash and investments; disbursement of city checks and administration of city debt (bonds), collection and recording of city receipts and banking relations. The Department is also responsible for preparation of financial reports and all related reports including the preparation of the annual report to the State Department of Banking and Finance and annual audit. The Department prepares all financial reports and tax returns and administers the Annual Operating Budget and Five Year Capital Improvement Plan.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Finance				
Personal Services	285,793	298,937	310,062	356,029
Operating Expenditures	34,487	40,989	43,128	45,589
Capital Outlay				
Grants & Aids				
Totals	$ 320,280	$ 339,926	$ 353,190	$ 401,618
Grand Total	**$ 320,280**	**$ 339,926**	**$ 353,190**	**$ 401,618**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	320,280	339,926	353,190	401,618
Depreciation Reserve	0	0	0	0
Grand Total	**$ 320,280**	**$ 339,926**	**$ 353,190**	**$ 401,618**

INFORMATION TECHNOLOGY
(001 - 1314)



INFORMATION TECHNOLOGY
(001-1314)

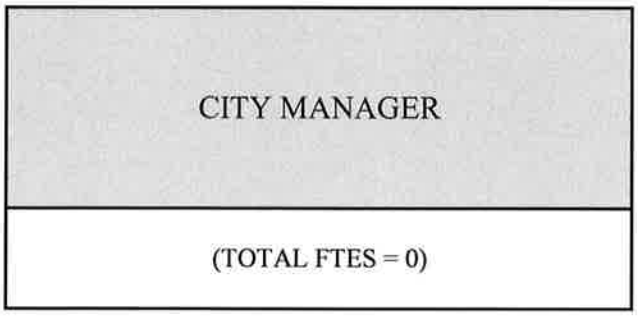
Mission of Department:

To provide support services to City government for computer hardware, software, networks, and telecommunications using current technology.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Information Technology				
Personal Services	113,170	138,585	153,950	185,799
Operating Expenditures	39,468	41,136	41,538	46,658
Capital Outlay	45,541	8,849	50,000	0
Totals	$ 198,179	$ 188,570	$ 245,488	$ 232,457
Grand Total	**$ 198,179**	**$ 188,570**	**$ 245,488**	**$ 232,457**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	152,638	179,721	245,488	232,457
Depreciation Reserve	45,541			
Grand Total	**$ 198,179**	**$ 188,570**	**$ 245,488**	**$ 232,457**

GENERAL SERVICES
(001-1319)



GENERAL SERVICES
(001-1319)

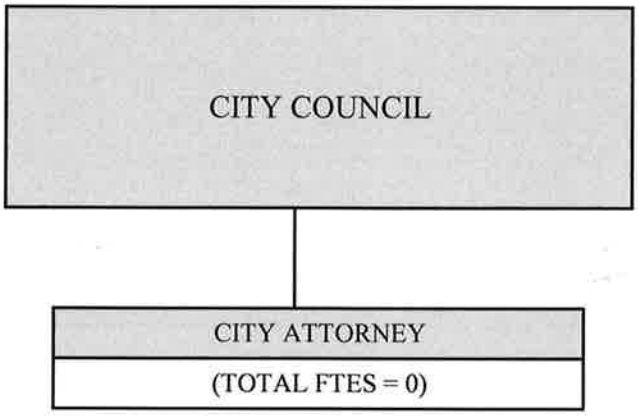
Mission of Department:

The General Services Department consists of expenses that are not department specific and includes the expenses relative to operation, maintenance, and general office expenditures for City Hall. Most of the insurance, excluding Workers Compensation and Police Liability, is reflected in the General Services Department. It also includes non-operating accounts such as Contingency and Contribution to Fund Balance for the General Fund.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Services				
Workers Compensation	0	0	0	0
Pay for Performance	0	0	0	0
Operating Expenditures	250,728	421,468	351,400	406,519
Capital Outlay	390,376	37,378	15,000	150,000
Contingency	0	0	2,147,911	28,670
Contributions to Reserves	0	0	0	0
Transfers-Utilities,Customer Service & Bldg. Dept.	0	0	0	200,196
Totals	$ 641,104	$ 458,846	$ 2,514,311	$ 785,385
Grand Total	**$ 641,104**	**$ 458,846**	**$ 2,514,311**	**$ 785,385**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	641,104	458,846	2,499,311	435,189
Grants	0	0	0	64,132
Surtax / Depreciation Reserves/ARPA Funds	0	0	15,000	286,064
Grand Total	**$ 641,104**	**$ 458,846**	**$ 2,514,311**	**$ 785,385**

CITY ATTORNEY
(001-1414)



CITY ATTORNEY
(001-1414)

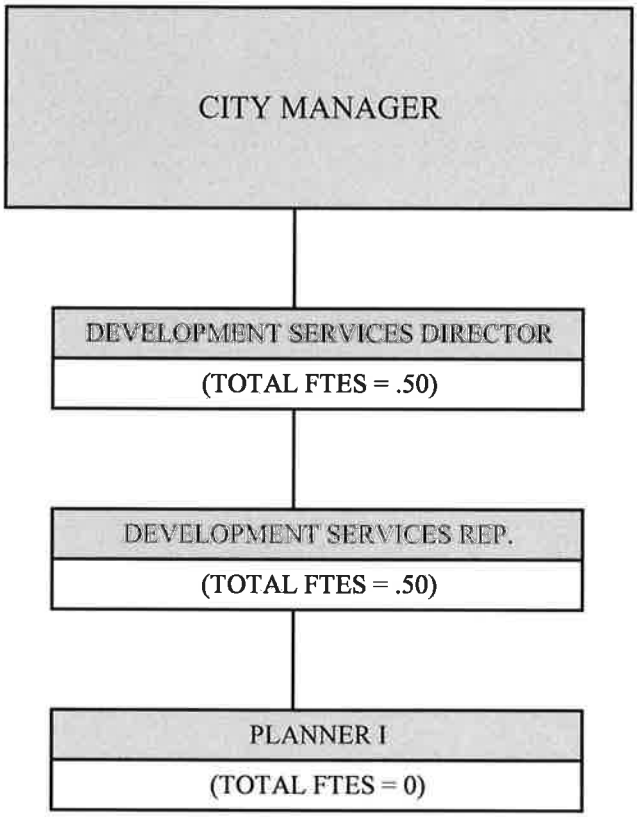
Mission of Department:

The City Attorney provides sound legal and related legal services to the City Council, City Manager and all other boards, commissions, departments and employees of the City; ensures that the City follows its Charter, the City Code, and Laws of the State of Florida. The office prosecutes and defends suits for and on behalf of the City and prepares or reviews all bonds, contracts and other legal instruments of concern to the City and assists in retaining outside legal assistance as needed. The City Attorney also routinely responds to citizen inquires and appears at many civil, charitable and governmental functions representing the City.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
City Attorney				
Personal Services	93,133	86,854	111,884	116,489
Operating Expenditures	16,032	17,609	31,059	117,065
Totals	$ 109,165	$ 104,463	$ 142,943	$ 233,554
Grand Total	**$ 109,165**	**$ 104,463**	**$ 142,943**	**$ 233,554**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	109,165	104,463	142,943	233,554
Grand Total	**$ 109,165**	**$ 104,463**	**$ 142,943**	**$ 233,554**

DEVELOPMENT SERVICES
(001-1515)



DEVELOPMENT SERVICES
(001-1515)

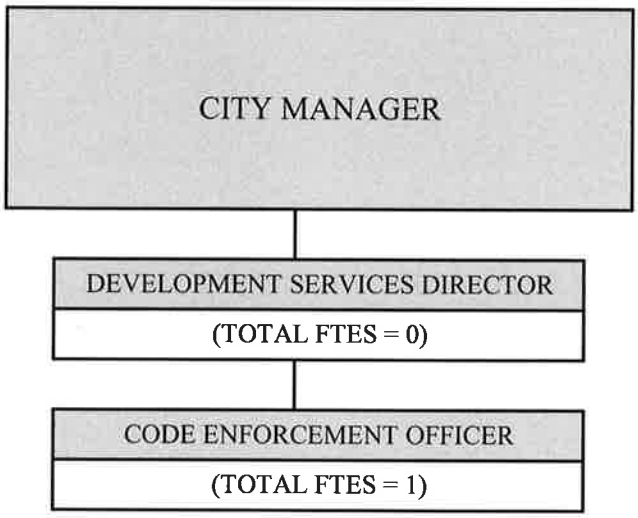
Mission of Department:

The Development Services Department promotes the quality of life while protecting the health, safety, and welfare of City residents through comprehensive planning and development review programs. These include activities and functions such as site plan review and compliance with land development regulations, redevelopment initiatives, grant administration and visioning.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Development Services				
Personal Services	88,345	94,617	94,464	104,230
Operating Expenditures	30,623	155,191	150,589	157,416
Capital Outlay	0	40,000	0	10,000
Totals	$ 118,968	$ 289,808	$ 245,053	$ 271,646
Grand Total	**$ 118,968**	**$ 289,808**	**$ 245,053**	**$ 271,646**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	118,968	289,808	245,053	271,646
Grand Total	**$ 118,968**	**$ 289,808**	**$ 245,053**	**$ 271,646**

CODE ENFORCEMENT
(001-1517)



CODE ENFORCEMENT
(001-1517)

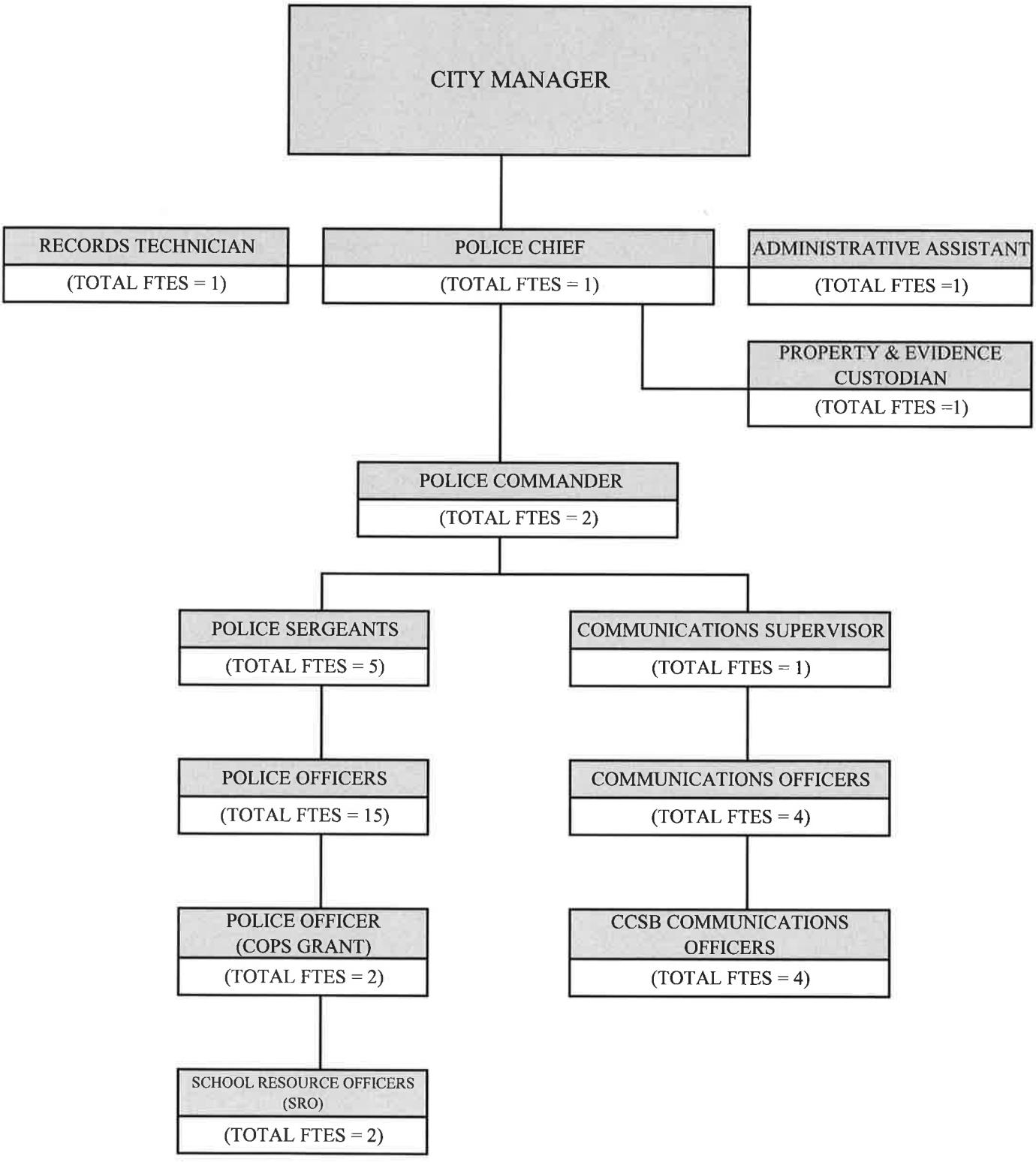
Mission of Department:

To promote Community awareness of, and encourage voluntary compliance with Municipal Codes to protect the public health, safety and welfare of Green Cove Springs businesses and residents.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Code Enforcement				
Personal Services	60,584	62,344	62,306	73,256
Operating Expenditures	4,237	3,160	13,862	33,883
Capital Outlay	0	0	0	0
Totals	$ 64,821	$ 65,504	$ 76,168	$ 107,139
Grand Total	**$ 64,821**	**$ 65,504**	**$ 76,168**	**$ 107,139**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	64,821	65,504	76,168	107,139
Red Light Camera	0	0	0	0
Depreciation Reserve	0	0	0	0
Grand Total	**$ 64,821**	**$ 65,504**	**$ 76,168**	**$ 107,139**

POLICE
(001-2021)



POLICE
(001-2021)

Motto: To protect with courage and serve with respect.

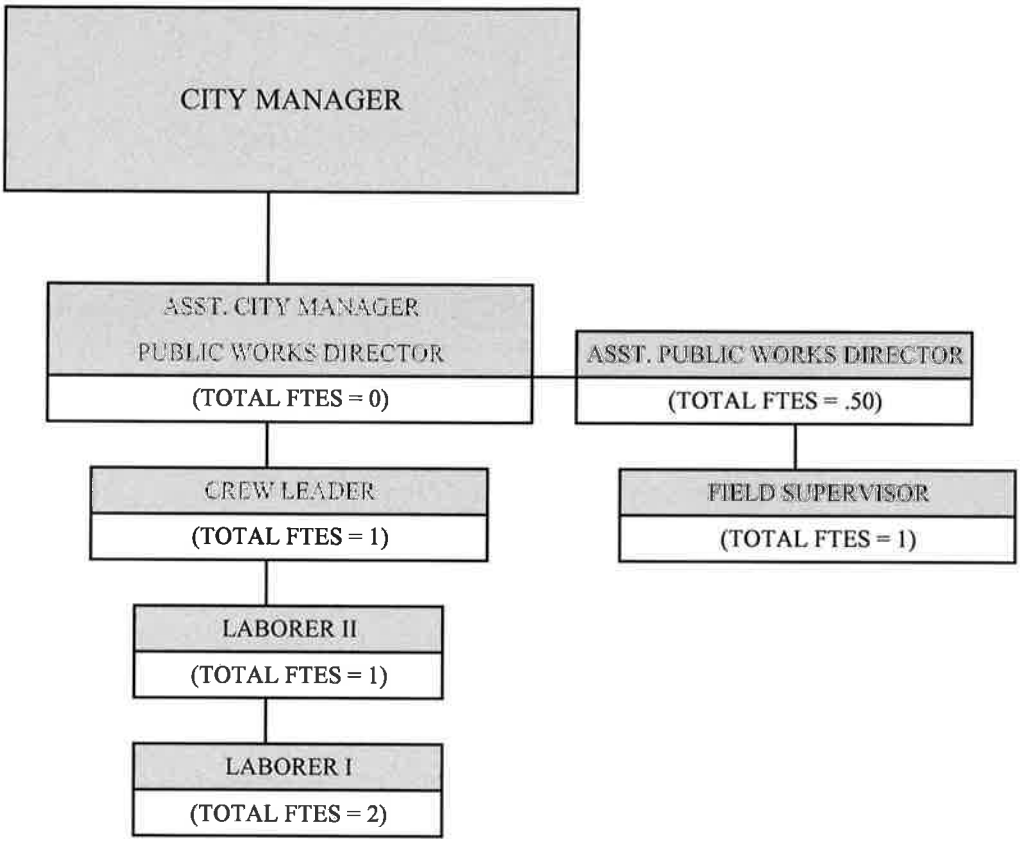
Mission of Department:

The Green Cove Springs Cove Springs Police Department is dedicated to partnering with our community in order to improve the quality of life of our citizens and visitors. We strive to continually enhance our community relations.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Police				
Personal Services	2,134,996	2,169,247	2,244,659	2,747,350
Dispatch Personal Services	301,808	295,536	374,603	299,160
Crossing Guards	7,397	10,921	12,005	15,009
Operating Expenditures	599,246	689,091	750,054	759,427
Capital Outlay	144,747	221,500	163,359	272,296
Grants & Aids				
Totals	$ 3,188,194	$ 3,386,295	$ 3,544,680	$ 4,093,242
Transfers				
Police Capital Debt Service Fund	159,602	160,254	159,867	160,438
Totals	$ 159,602	$ 160,254	$ 159,867	$ 160,438
Grand Total	**$ 3,347,796**	**$ 3,546,549**	**$ 3,704,547**	**$ 4,253,680**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	2,469,746	2,668,499	2,373,089	3,153,680
Red Light Camera	752,412	752,412	1,168,099	1,100,000
Grants / Loans / Intergovernmental	0	0	0	0
Depreciation Reserves / Reserves	0	0	0	0
Surtax	98,582	98,582	137,919	0
Forfeiture Funds	27,056	27,056	25,440	0
Grand Total	**$ 3,347,796**	**$ 3,546,549**	**$ 3,704,547**	**$ 4,253,680**

PUBLIC WORKS
(001-3052)



PUBLIC WORKS
(001-3052)

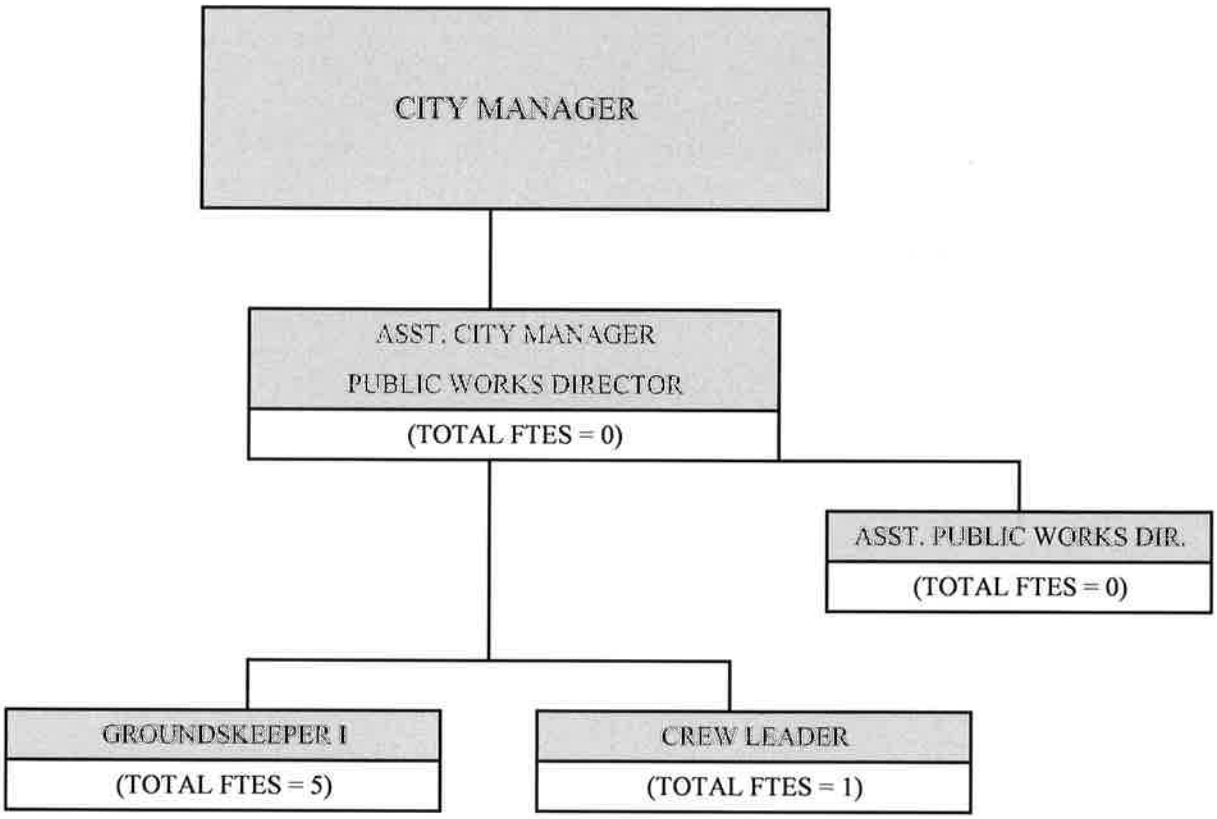
Mission of Department:

To provide quality, cost effective maintenance, repair, and expansion of the City's infrastructure for the public health, safety and welfare in the areas of Streets, Traffic Control Systems (including street signs), Facilities Maintenance, and Stormwater. To provide professional management of the Water, Wastewater, Solid Waste, Parks, Right-of-Way Maintenance, and Equipment Maintenance Departments which have their own budgets.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Public Works				
Personal Services	362,030	333,291	330,191	499,716
Operating Expenditures	269,601	251,251	293,809	308,777
Capital Outlay	1,065,312	56,974	1,956,000	3,350,000
Totals	$ 1,696,943	$ 641,516	$ 2,580,000	$ 4,158,493
Transfers				
Stormwater Fund	0	0	0	50,000
Totals	$ -	$ -	$ -	$ 50,000
Grand Total	**$ 1,696,943**	**$ 641,516**	**$ 2,580,000**	**$ 4,208,493**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	631,631	584,542	829,000	808,493
Surtax / Gas Tax / Dep. Reserves, Grants	1,065,312	56,974	1,751,000	3,400,000
Loan (To Be Secured)	0	0	0	0
Grand Total	**$ 1,696,943**	**$ 641,516**	**$ 2,580,000**	**$ 4,208,493**

RIGHT-OF-WAY MAINTENANCE
(001-3053)



RIGHT-OF-WAY MAINTENANCE
(001-3053)

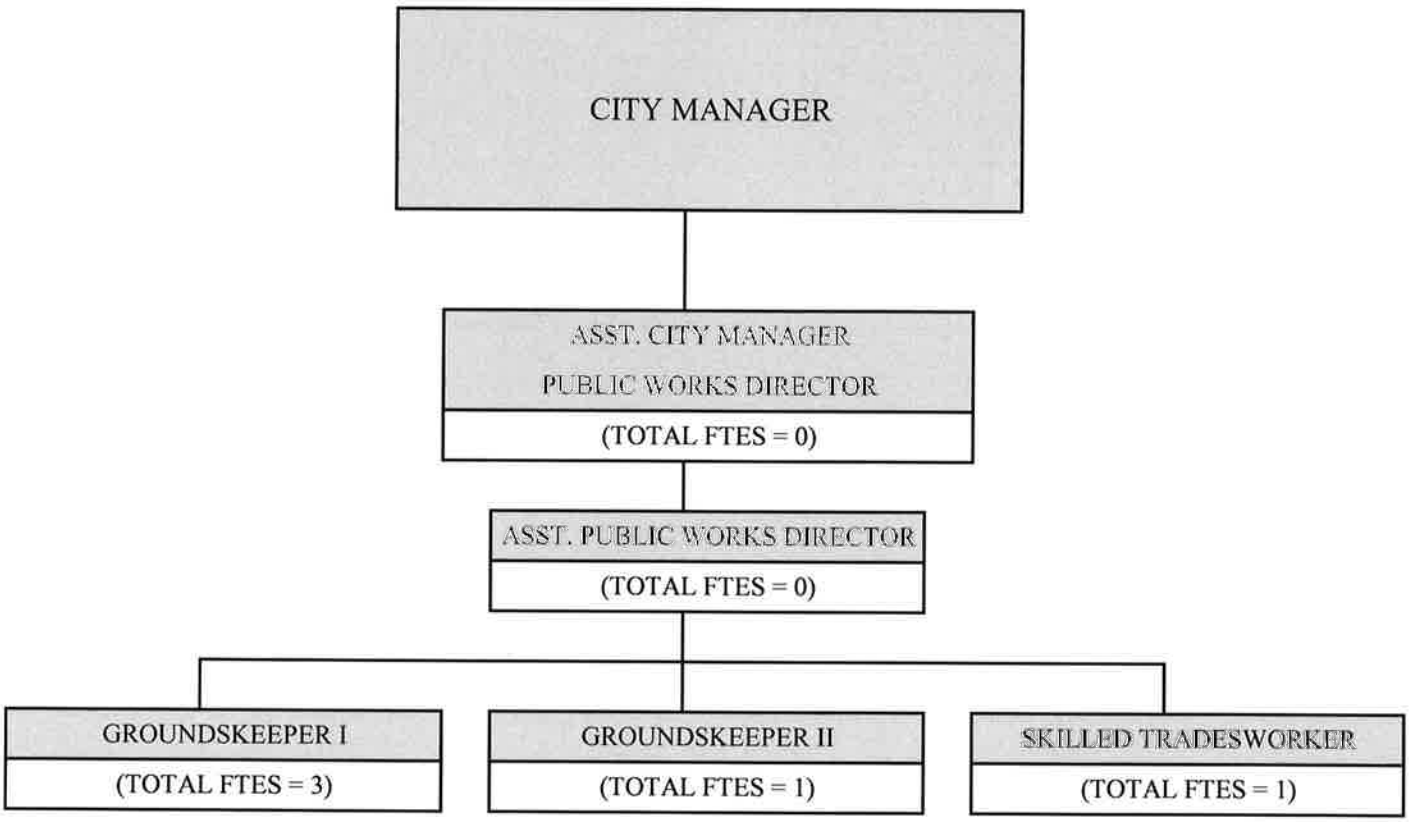
Mission of Department:

To maintain all right-of-ways within the City limits in a safe, quality, and cost effective manner that promotes pride in the community and contributes positively to the quality of life for all uses of our right-of-ways.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Right-of-Way Maintenance				
Personal Services	93,553	96,460	100,132	303,065
Operating Expenditures	134,388	171,646	169,360	22,960
Capital Outlay	0	20,728	0	13,500
Totals	$ 227,941	$ 288,834	$ 269,492	$ 339,525
Grand Total	**$ 227,941**	**$ 288,834**	**$ 269,492**	**$ 339,525**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	227,941	288,834	269,492	339,525
Gas Tax	0	0	0	0
Depreciation Reserve	0	0	0	0
Grand Total	**$ 227,941**	**$ 288,834**	**$ 269,492**	**$ 339,525**

PARKS
(001-3072)



PARKS
(001-3072)

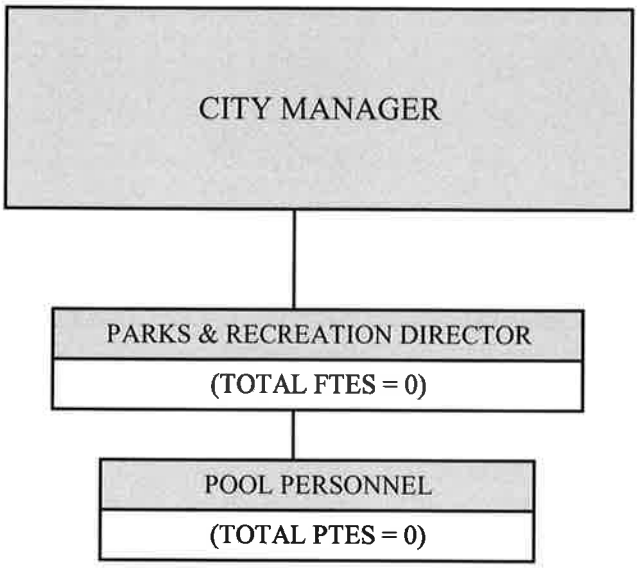
Mission of Department:

To maintain the City Parks, recreational facilities, and swimming pool in a manner that promotes citizen pride in the City and contributes positively to the quality of life for all users of these facilities.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Parks & Recreation				
Personal Services	206,162	230,276	256,908	338,132
Operating Expenditures	131,169	136,904	150,150	181,157
Capital Outlay	597,140	279,963	586,000	1,708,000
Transfers-Spring Park Debt Service Fund	81,788	81,381	80,930	81,445
Totals	$ 1,016,259	$ 728,524	$ 1,073,988	$ 2,308,734
Grand Total	**$ 1,016,259**	**$ 728,524**	**$ 1,073,988**	**$ 2,308,734**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	419,119	448,561	510,988	600,734
Surtax / Reserves / Grants	597,140	279,963	348,000	1,690,000
Private Developer			215,000	18,000
Grand Total	**$ 1,016,259**	**$ 728,524**	**$ 1,073,988**	**$ 2,308,734**

PARKS & RECREATION PROGRAMMING
(001-3073)



PARKS & RECREATION PROGRAMMING
(001-3073)

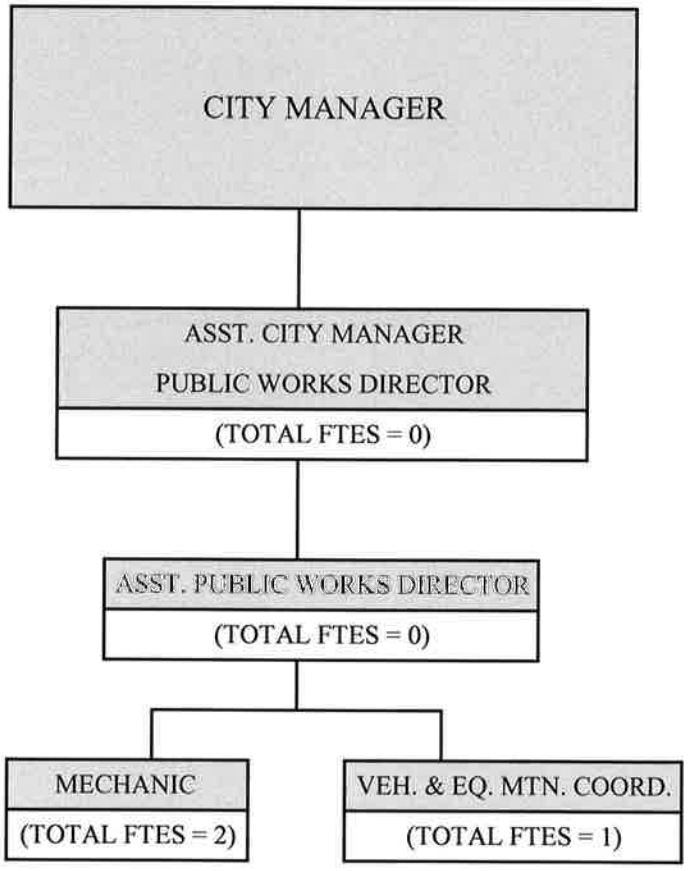
Mission of Department:

The Parks and Recreation Programming mission is to provide a variety of recreation, education and human health programs, that contribute to the well-being of the citizens of Green Cove Springs. Also, to provide safe and well maintained parks and offer affordable programs for the community.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Parks & Recreation				
Personal Services	27,171	0	0	0
Operating Expenditures	60,590	60,171	72,000	84,000
Capital Outlay			0	0
Transfers-Spring Park Capital Project Fund			0	0
Totals	$ 87,761	$ 60,171	$ 72,000	$ 84,000
Grand Total	**$ 87,761**	**$ 60,171**	**$ 72,000**	**$ 84,000**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	87,761	60,171	72,000	84,000
Surtax / Reserves / Grants		0	0	0
Private Developer				
Grand Total	**$ 87,761**	**$ 60,171**	**$ 72,000**	**$ 84,000**

EQUIPMENT MAINTENANCE
(001-3090)



EQUIPMENT MAINTENANCE
(001-3090)

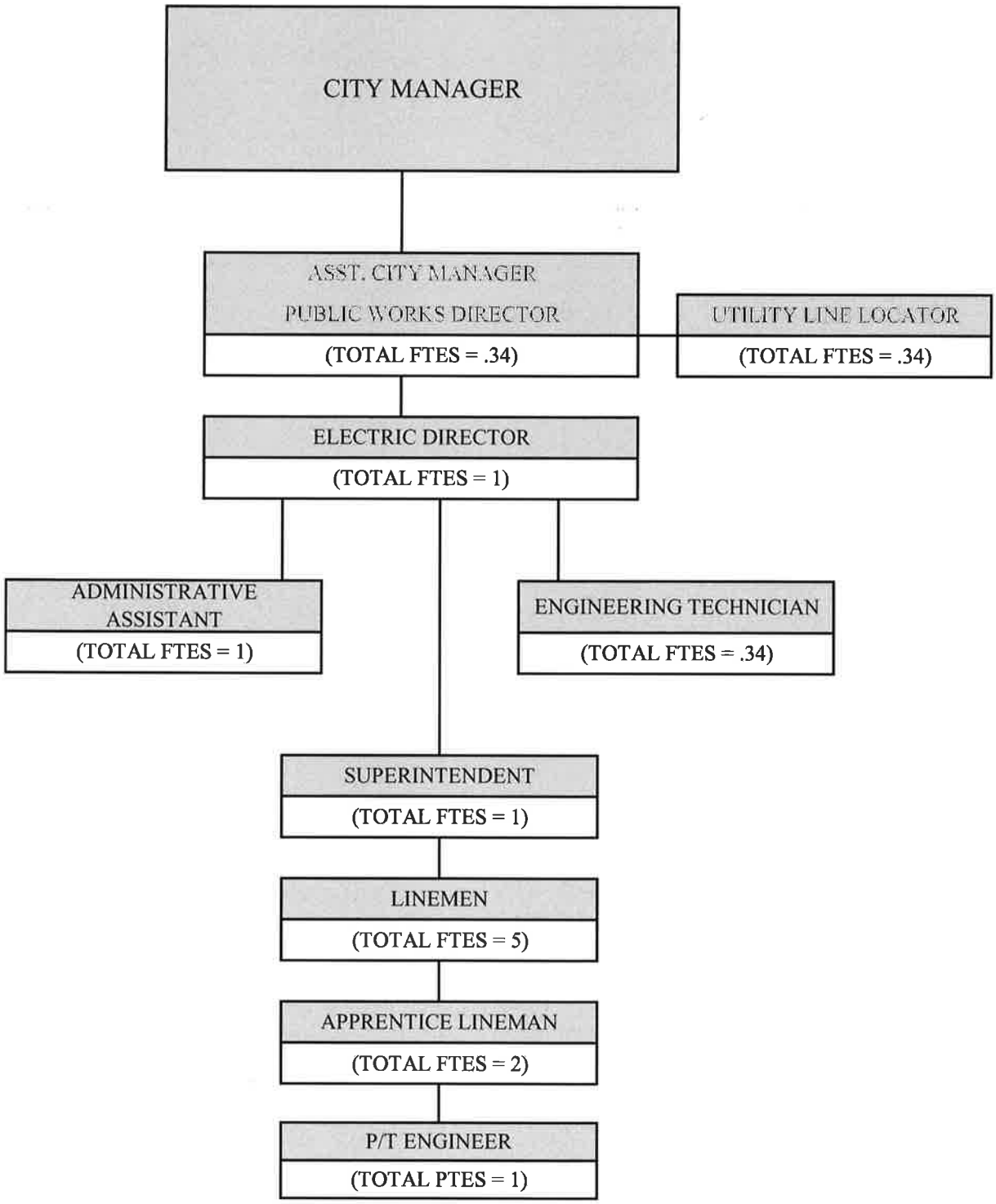
Mission of Department:

To provide comprehensive maintenance to all City vehicles, equipment and emergency stand-by power generators ensuring that they are readily available and safe for daily operations and emergency response.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Equipment Maintenance				
Personal Services	146,824	159,259	167,459	199,808
Operating Expenditures	12,127	13,399	25,731	24,577
Capital Outlay	0	0	0	0
Totals	$ 158,951	$ 172,658	$ 193,190	$ 224,385
Grand Total	**$ 158,951**	**$ 172,658**	**$ 193,190**	**$ 224,385**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	158,951	172,658	193,190	224,385
Reserves	0	0	0	0
Grand Total	**$ 158,951**	**$ 172,658**	**$ 193,190**	**$ 224,385**

ELECTRIC
(401-3031)



ELECTRIC
(401-3031 & 3032)

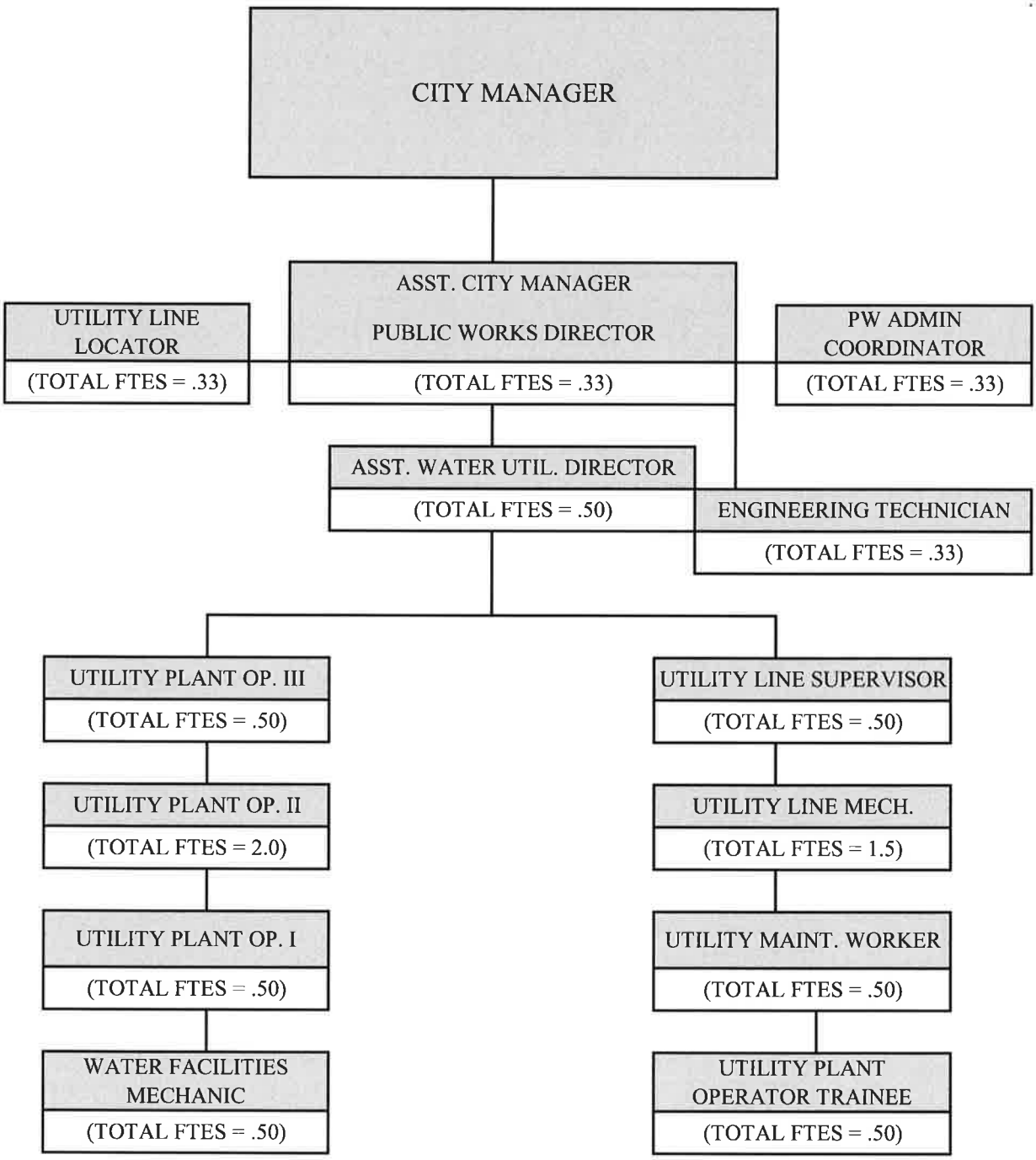
Mission of Department:

To provide safe and reliable electric service to the citizens and customers of Green Cove Springs at the lowest cost possible consistent with sound business practices.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Electric				
Personal Services	892,469	942,182	1,201,967	1,519,519
Purchase of Energy (All Requirements & St. Lucie)	8,055,934	8,504,175	9,231,688	10,786,132
Operating Expenditures	1,019,706	894,150	1,037,011	998,821
Capital Outlay	2,048,578	5,117,594	3,688,869	5,577,900
Debt Service	847,522	948,792	881,041	853,400
Transfers	1,477,274	1,344,434	1,327,524	1,395,739
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserves	889,196	920,442	0	0
Contribution to Retained Earnings				
Totals	$ 15,230,679	$ 18,671,769	$ 17,368,100	$ 21,131,511
Grand Total	**$ 15,230,679**	**$ 18,671,769**	**$ 17,368,100**	**$ 21,131,511**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	11,940,842	13,592,770	12,974,600	15,524,900
Reserves	0	3,624,644	2,169,263	2,503,676
Interest	40,865	5,566	6,500	6,500
Other	0	0	35,000	41,000
Loan Proceeds	959,925	0	1,382,737	3,000,000
Grant	0	0	800,000	0
Transfers In From General Fund-ARPA Funds	0	0	0	55,435
Grand Total	**$ 12,941,632**	**$ 17,222,980**	**$ 17,368,100**	**$ 21,131,511**

WATER
(402-3033)



WATER
(402-3033)

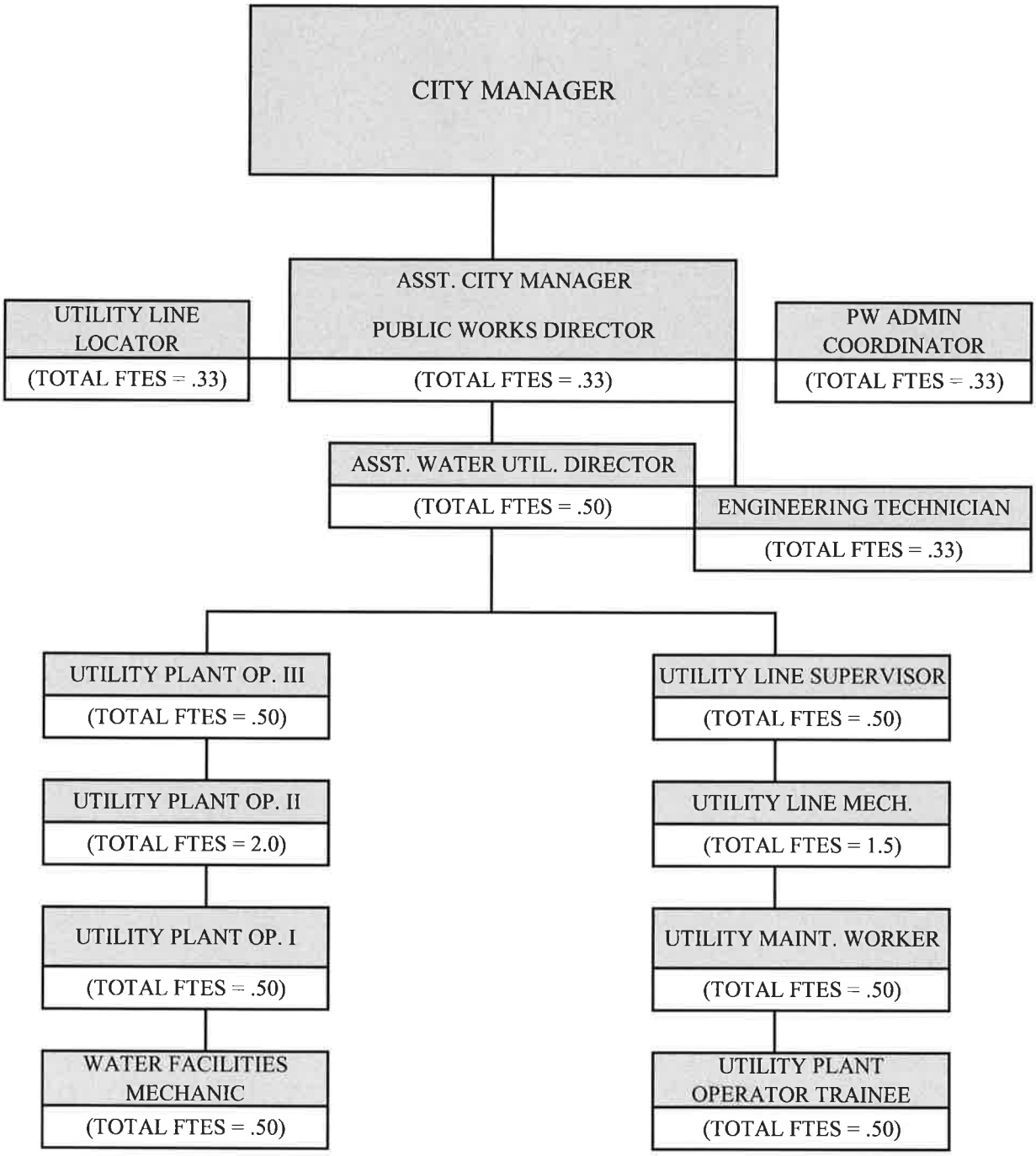
Mission of Department:

To provide the citizens of Green Cove Springs with a safe and dependable supply of drinking water that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Water				
Personal Services	676,681	665,685	727,302	859,528
Operating Expenditures	521,785	508,136	503,025	606,279
Capital Outlay	807,605	1,459,620	1,895,000	1,215,000
Debt Service	155,950	172,989	201,125	201,313
Transfers	304,697	304,697	340,111	375,013
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserve	498,737	554,269	59,537	0
Totals	$ 2,965,455	$ 3,665,396	$ 3,726,100	$ 3,257,133
Grand Total	**$ 2,965,455**	**$ 3,665,396**	**$ 3,726,100**	**$ 3,257,133**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	2,146,587	2,047,760	1,914,000	2,086,319
Reserves	60,150	77,670	55,000	55,000
Interest	8,145	1,097	1,300	1,300
Other	1,150	578	5,800	52,500
Loan (To Be Secured)	0	0	1,750,000	1,035,000
Transfers In From General Fund-ARPA Funds	0	0	0	27,014
Grand Total	**$ 2,216,032**	**$ 2,127,105**	**$ 3,726,100**	**$ 3,257,133**

WASTEWATER
(403-3035)



WASTEWATER
(403-3035)

Mission of Department:

To provide the citizens of Green Cove Springs with a safe and reliable wastewater service that meets or exceeds all regulatory requirements in a cost effective manner within the resources available.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Wastewater				
Personal Services	707,847	678,354	727,302	859,528
Operating Expenditures	599,509	611,205	639,188	786,575
Capital Outlay	5,345,171	4,088,068	14,455,000	6,553,500
Debt Service	56,232	268,416	142,453	494,888
Transfers	373,940	373,940	409,208	1,434,869
To Be Appropriated	0	0	302,647	0
Contribution to Depreciation Reserve	562,980	649,996	193,802	0
Contribution to Retained Earnings	0	0	300,000	0
Totals	$ 7,645,679	$ 6,669,979	$ 17,169,600	$ 10,129,360
Grand Total	**$ 7,645,679**	**$ 6,669,979**	**$ 17,169,600**	**$ 10,129,360**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	2,869,310	3,257,478	3,238,600	3,339,600
Reserves	70,000	138,000	173,864	1,939,246
Interest	5,449	742	1,000	1,000
Grant - SJRWMD	0	795,820	256,136	0
Loan (AWWTP)	3,918,411	3,882,933	13,500,000	4,822,500
Transfers In From General Fund-ARPA Funds	0	0	0	27,014
Grand Total	**$ 6,863,170**	**$ 8,074,973**	**$ 17,169,600**	**$ 10,129,360**

RECLAIMED WATER
(407-3039)

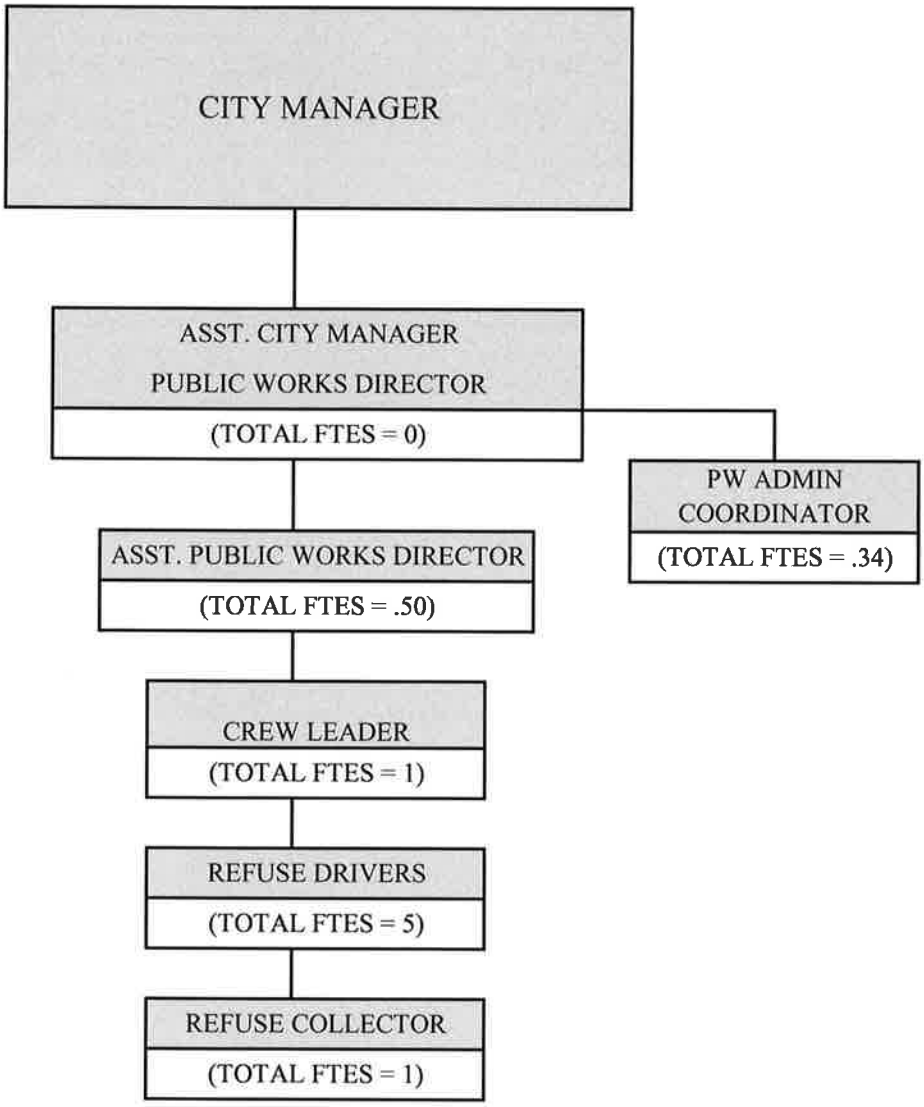
Mission of Department:

The Mission of the Reclaimed Water Division of the City of Green Cove Springs Water Department is to encourage and expand the use of reclaimed water to reduce withdrawals from the Florida Aquifer and reduce nutrient discharges to the St. Johns River and its tributaries.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Reclaimed Water				
Personal Services	0	0	0	0
Operating Expenditures	0	0	0	0
Capital Outlay	0	0	0	986,000
Debt Service	0	0	0	0
Transfers	0	0	0	0
To Be Appropriated	0	0	0	0
Contribution to Depreciation Reserve	60,610	60,609	0	0
Contribution to Retained Earnings	0	0	0	0
Totals	$ 60,610	$ 60,609	$ -	$ 986,000
Grand Total	**$ 60,610**	**$ 60,609**	**$ -**	**$ 986,000**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	0	0	0	0
Reserves	0	0	0	0
Interest	0	0	0	0
Other	0	0	0	0
Loan	0	0	0	0
Transfers	0	0	0	986,000
Grand Total	**$ -**	**$ -**	**$ -**	**$ 986,000**

SOLID WASTE
(404-3034)



SOLID WASTE
(404-3034)

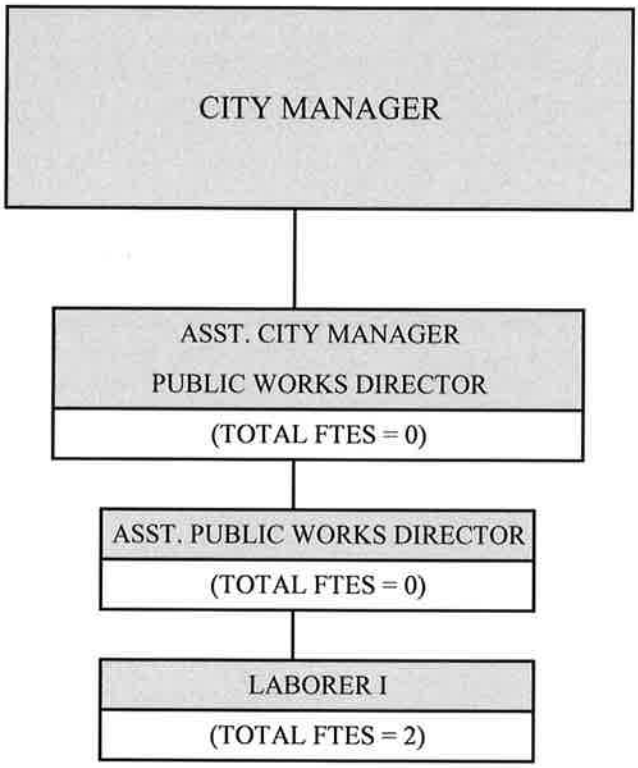
Mission of Department:

To provide the citizens of Green Cove Springs with superior, friendly, personalized solid waste collection services including recycling, yard trash, garbage, tires, white goods, and miscellaneous household items utilizing a combination of contract services and City crews.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Solid Waste				
Personal Services	294,002	447,409	438,447	565,358
Operating Expenditures	114,442	112,735	134,887	160,064
Capital Outlay	22,874	255,600	0	340,000
Debt Service	79,695	94,302	75,888	57,177
Transfers	133,918	133,918	133,874	149,738
Non-Operating Expenses	1,006	1,067	1,100	1,100
Contingency	0	0	0	0
Contribution to Depreciation Reserve	121,241	127,501	48,224	0
Totals	$ 767,178	$ 1,172,532	$ 832,420	$ 1,273,437
Grand Total	**$ 767,178**	**$ 1,172,532**	**$ 832,420**	**$ 1,273,437**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	809,565	889,171	829,620	846,620
Transfers In From General Fund-ARPA Funds	0	0	0	32,630
Loans	0	0	0	340,000
Sale of Surplus	0	0	0	0
Reserves	0	0	0	45,787
Other	3,814	520	2,800	8,400
Grand Total	**$ 813,379**	**$ 889,691**	**$ 832,420**	**$ 1,273,437**

STORMWATER
(406-3036)



STORMWATER
(406-3036)

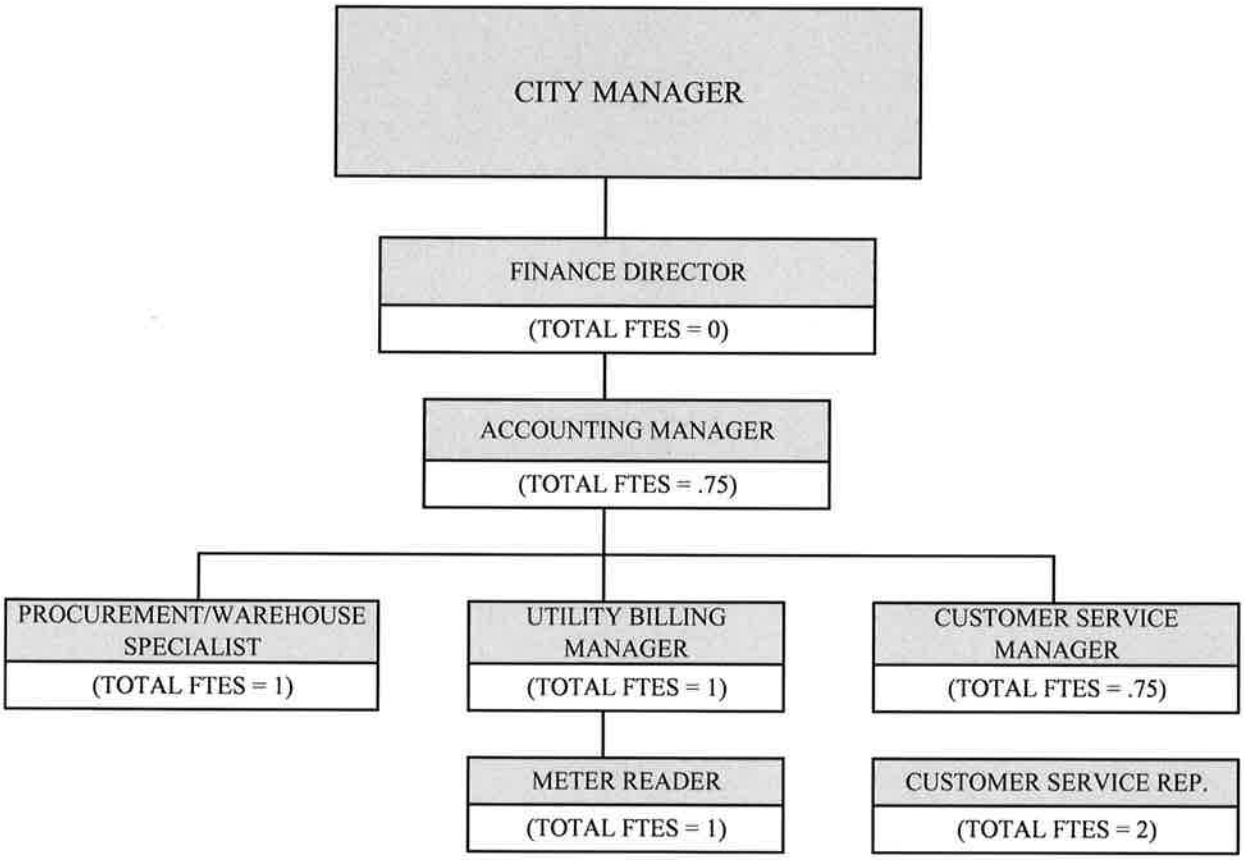
Mission of Department:

To provide quality, cost effective maintenance, repair and expansion of the City's stormwater infrastructure to protect the public health, safety, welfare and property of the citizens of Green Cove Springs. To improve flood protection, water quality, and groundwater recharge through education, coordination and management of stormwater systems.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Stormwater				
Personal Services	67,739	96,662	98,888	118,698
Operating Expenditures	51,525	49,302	81,499	106,999
Capital Outlay	0	63,641	1,448,431	950,000
Contribution to Depreciation Reserves	88,996	89,526	0	0
Totals	$ 208,260	$ 299,131	$ 1,628,818	$ 1,175,697
Grand Total	**$ 208,260**	**$ 299,131**	**$ 1,628,818**	**$ 1,175,697**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Operating Revenue	158,421	670,525	686,150	721,150
Grants	0	0	333,431	318,750
Transfers In	0	0	229,237	135,797
Loan			380,000	0
Grand Total	**$ 158,421**	**$ 670,525**	**$ 1,628,818**	**$ 1,175,697**

CUSTOMER SERVICE
(405-3038)



CUSTOMER SERVICE
(405-3038)

Mission of Department:

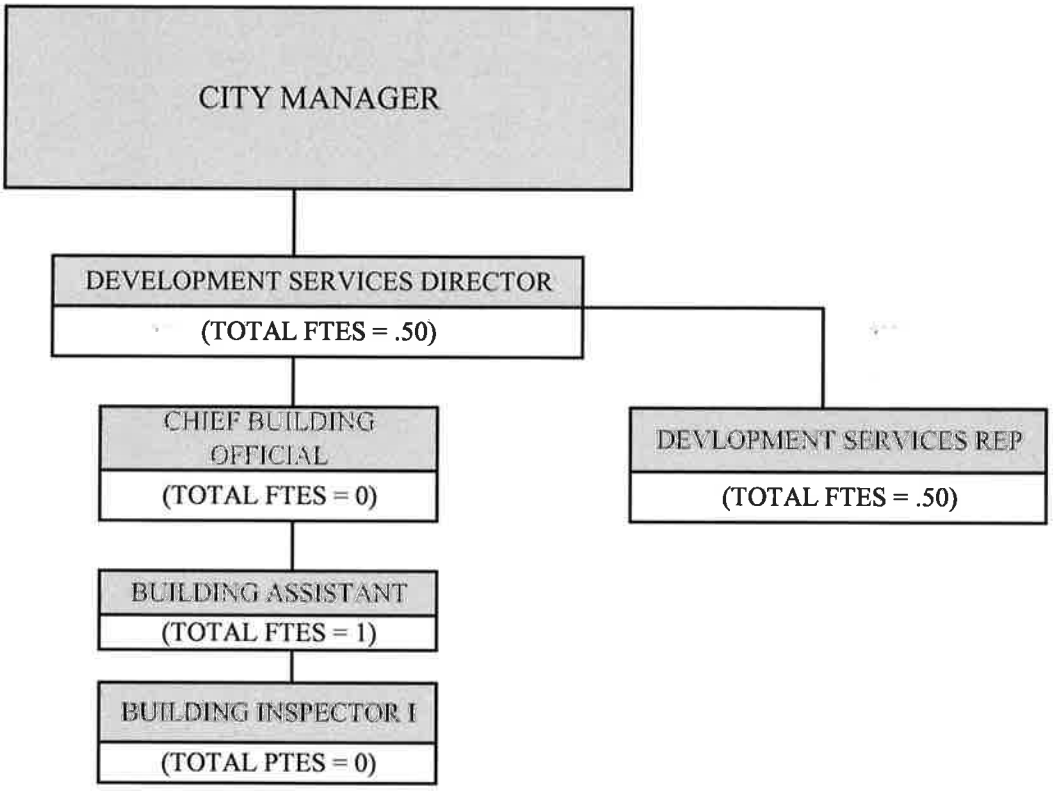
The Customer Service Department is responsible for the reading of electric and water meters and the billing of electric, water, wastewater, stormwater, and solid waste services. Meters are read and billed in three (3) cycles with the bill printing performed by an outside vendor. The Warehouse is also a part of Customer Service maintaining materials and supplies in the warehouse to a level that meets the needs of the City. Warehouse Staff also purchases fuel, maintains fuel levels, and performs routine maintenance of fuel pumps and tanks.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Customer Service				
Personal Services	361,002	355,503	389,231	574,620
Operating Expenditures	54,370	60,555	65,021	73,583
Capital Outlay	32,698	0	0	0
Depreciation	5,549	8,200	0	0
Transfers	40,000	40,000	0	0
Totals	$ 493,619	$ 464,258	$ 454,252	$ 648,203
Grand Total	**$ 493,619**	**$ 464,258**	**$ 454,252**	**$ 648,203**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Transfers In	453,497	470,658	454,252	648,203
Reserves/Depreciation	0	0	0	0
Grand Total	**$ 453,497**	**$ 470,658**	**$ 454,252**	**$ 648,203**

SPECIAL REVENUE FUNDS

BUILDING FUND
(102)



BUILDING FUND
(102)

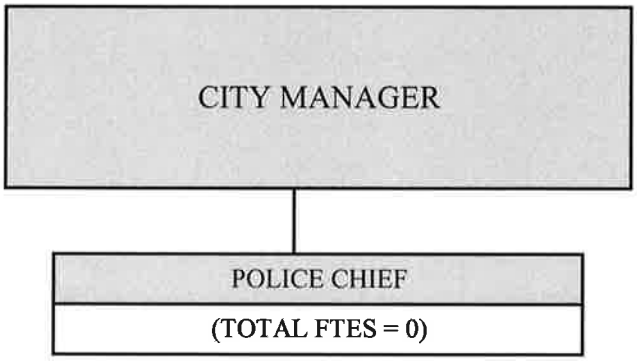
Mission of Department:

To ensure development proposals comply with building codes and ordinances, regulations and standards set forth by the Florida Building Code by reviewing building plans, issuing permits, and performing inspections at the various stages of construction.

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Building Fund				
Personal Services	133,238	135,826	140,019	176,598
Operating Expenditures	192,951	193,127	224,619	228,227
Contingency	0	0	0	0
Capital Outlay	12,700	46,251	0	2,000
Depreciation	0	0	0	0
To Be Appropriated	0	0	0	0
Totals	$ 338,889	$ 375,204	$ 364,638	$ 406,825
Grand Total	**$ 338,889**	**$ 375,204**	**$ 364,638**	**$ 406,825**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
General Fund	0	0	0	0
Building Permits / Inspections	376,337	193,994	189,500	304,500
Plan Reviews	12,250	11,025	10,000	10,000
School Impact Fees / Surcharges / License Fees	16,513	8,487	40,000	7,000
Transfers In	0	0	125,138	85,325
Grand Total	**$ 405,100**	**$ 213,506**	**$ 364,638**	**$ 406,825**

SPECIAL LAW ENFORCEMENT TRUST
(104)



SPECIAL LAW ENFORCEMENT TRUST
(104)

EXPENDITURES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Special Law Enforcement Trust				
Operating Expenditures	16,501	12,648	20,000	20,000
Capital Outlay	0	0	0	0
Transfers				
Totals	$ 16,501	$ 12,648	$ 20,000	$ 20,000
Grand Total	**$ 16,501**	**$ 12,648**	**$ 20,000**	**$ 20,000**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Fines & Forfeitures	-	0	0	0
From Fund Balance	16,501	12,648	20,000	20,000
Miscellaneous	0	0	0	0
Grand Total	**$ 16,501**	**$ 12,648**	**$ 20,000**	**$ 20,000**

DEBT SERVICE FUND - POLICE EMERGENCY OPERATIONS CENTER (300)

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Expenditure				
Capital Outlay	0	0	0	0
Debt Service	159,602	160,254	159,867	160,438
Totals	$ 159,602	$ 160,254	$ 159,867	$ 160,438
Grand Total	**$ 159,602**	**$ 160,254**	**$ 159,867**	**$ 160,438**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Transfers In - Other	159,602	160,254	159,867	160,438
Grants	0	0	0	0
Fines & Forfeitures	0	0	0	0
Loan Proceeds	0	0	0	0
Transfers In - Surtax	0	0	0	0
Grand Total	**$ 159,602**	**$ 160,254**	**$ 159,867**	**$ 160,438**

DEBT SERVICE FUND - SPRING PARK
(310)

EXPENDITURE	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Expenditure				
Capital Outlay	0	0	0	0
Debt Service	81,788	81,381	80,930	81,445
Operating Expenditures	0	0	0	0
Totals	$ 81,788	$ 81,381	$ 80,930	$ 81,445
Grand Total	**$ 81,788**	**$ 81,381**	**$ 80,930**	**$ 81,445**

FUNDING SOURCES	Actual FY 19/20	Actual FY 20/21	Approved FY 21/22	Approved FY 22/23
Transfers In - Surtax Reserves/Loan/Other	81,788	81,381	80,930	81,445
BOCC Interlocal Agreement	0	0	0	0
Grants/Legislative Delegation	0	0	0	0
Grand Total	**$ 81,788**	**$ 81,381**	**$ 80,930**	**$ 81,445**

SECTION FOUR CAPITAL IMPROVEMENT PROGRAM (CIP)

SECTION 4 - CIP INFORMATION IS PROVIDED IN A SEPARATE NOTEBOOK

SECTION FIVE

DEBT SERVICE

DEBT SERVICE OVERVIEW

Municipalities in Florida are authorized by State Statutes (Sec. 166.111, F.S.) to borrow money, contract loans, and issue bonds (the term "bonds" is defined to include bonds, indentures, notes, certificates of indebtedness, mortgage certificates, or other obligations or evidences of indebtedness of any type or character) from time to time to finance the undertaking of any capital or other project for the purposes permitted by the State Constitution and may pledge the funds, credit, property, and taxing power of the municipality for the payment of such bonds.

The City of Green Cove Springs has been conservative toward debt. At the end of Fiscal Year 2022, the City had a total outstanding long-term debt (excluding St. Lucie and All Requirements debt to FMPA) of $27,370,017.

Listed below is a summary of the City's Long-Term Debt on September 30, 2022.

Description	Interest Rate	Principal Balance	Final Maturity Date
Electric:			
Capital Projects	1.712%	$ 8,493,000	07/01/33
St. Lucie Project (Note 1)		$ 1,480,887	
All Requirements (Note 2)		$ 7,743,653	
Water:			
Capital Projects	2.63%	$ 1,102,000	04/01/29
Capital Projects-Design	1.71%	$ 218,773	08/15/32
Wastewater:			
Capital Projects-Pre-Const.	2.29%	$ 34,026	09/15/36
Capital Projects-Design	.66%	$ 639,039	11/15/38
Capital Projects-Construction	.59%	$ 1,682,443	06/15/40
Capital Projects-Construction	0.00%	$ 13,733,665	08/15/43
Solid Waste:			
Garbage Trucks – 2	3.25%	$ 191,071	10/22/25
Construction Fund:			
Police Facility / EOC	1.63%	$ 617,000	07/01/26
Spring Park	2.25%	$ 659,000	07/01/31

Note 1: The annual debt service is paid out of the total cost each month. These costs include purchased power as well as debt service. The annual payment for 2023 is estimated at $786,132.

Note 2: The annual debt service on the All Requirements is made through the formula for computing purchase power annually and not budgeted as a separate line item. The principal balance is estimated as of this date.

CURRENT DEBT OBLIGATIONS

Construction Fund:

Police Facility / EOC
Spring Park

Electric Capital Projects:

Magnolia Point 3rd Feed
Roberts Avenue Rebuild
Pole Inspection/Replacement Program
Fuse Coordination
Chapman Substation Maintenance
Magnolia Point UG Cable Sectionalizing/Testing and Replacement
Ground Resistance Measuring
Ground Resistance Remediation
Oak Street CSX Railroad Crossing
Conductor Replacement – Various
LED Program
North Substation Equipment Replacement and Upgrade
South Substation Equipment Replacement and Upgrade
Harbor Road Substation Equipment Replacement and Upgrade
Core City 23kV Conversion

Water Capital Projects:

Reynolds Park Water Distribution System Improvements
FDEP SRF Design of Capital Improvements to the City's Water System

Wastewater Capital Projects:

FDEP SRF Pre-Construction Phase Wastewater System Improvements
FDEP SRF Design Phase Wastewater System Improvements
FDEP SRF Wastewater Treatment Facility Construction
FDEP SRF Wastewater Treatment Facility Construction Phase II

Solid Waste Capital Projects:

Two (2) 2021 Freightliner Garbage Trucks

SECTION SIX

GLOSSARY OF KEY TERMS

GLOSSARY OF KEY TERMS

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

ADOPTED BUDGET is the financial plan for the fiscal year beginning October 1. Florida Statutes require the City Council to approve this budget at the second of two (2) public hearings.

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

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

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

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

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

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

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

CAPITAL OUTLAY or CAPITAL EQUIPMENT is an item such as office furniture, fleet equipment, data processing equipment or other equipment with a unit cost of $1,000 or more.

CAPITAL PROJECT is any improvement or acquisition of major facilities with a useful life of at least five (5) years such as roads, bridges, buildings, or land.

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

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

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

DEFICIT is the excess of expenditures or expenses over resources.

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

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

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

GLOSSARY OF KEY TERMS

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

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

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

FULL-TIME EQUIVALENT is one (1) position funded for a full year. For example, a permanent employee funded and paid for 40 hours/week and 52 weeks/year or two (2) employees funded and paid for 20 hours/week and 52 weeks/year would be equal to one (1) Full-Time Equivalent.

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

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

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

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

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

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

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

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

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

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

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

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

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

GLOSSARY OF KEY TERMS

MAJOR ACCOUNT CODE is a broad designation for more specific line item accounts. The City of Green Cove Springs adopts its budget within six (6) major account codes: Personal Services, Operating Expenses, Grants and Aids, Debt Service, Non-Operating and Capital Outlay.

MIL is a monetary measure equating to 0.001 of a dollar. When referring to the AD VALOREM TAX it means that a 1-mil tax is one dollar ($1.00) of tax on $1,000 of taxable value.

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

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

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

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

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

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

PROPERTY TAX is another term for Ad Valorem Tax. See definition for AD VALOREM TAX.

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

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

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

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

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

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

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

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

SURPLUS is an excess of resources over expenditures or expenses.

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

TAX RATE is the amount of tax stated in terms of a unit of the tax base. For example, 4.000 mils yields four dollars ($4.00) per $1,000 of taxable value.

GLOSSARY OF KEY TERMS

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

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

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

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

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

SECTION SEVEN

FISCAL POLICIES

CITY OF GREEN COVE SPRINGS
FISCAL POLICIES

The City Manager has the responsibility for all financial planning for the City of Green Cove Springs including operating, capital and debt services budgets, debt management, annual audit, TRIM compliance, and the allocation of resources to facilitate accomplishing Council goals to which these duties have been delegated to the Finance Department. To execute these responsibilities and to maintain sound financial management practices, it is important to have fiscal policies and related procedures that complement the statutory requirements and professional standards, which establish local governments' financial framework.

POLICIES AND GUIDELINES

I. DEBT MANAGEMENT POLICIES

Debt management policies are intended to provide a Comprehensive and viable debt management policy which recognizes the capital improvement needs of the City. Before issuing any new debt, the City will consider the following factors:

- Global, national and local financial environment
- Current interest rates
- Expected interest rate changes
- Robustness of local and broad economy
- Cash position
- Current debt position
- Availability of funds to repay
- Flexibility to cover future needs
- Urgency of current capital needs

II. LIMITATIONS ON INDEBTEDNESS

The City will maintain a conservative debt position based on the criteria listed above. Pay-as-you-go and replacement programs will be utilized whenever feasible to avoid financing costs. Debt will be issued only if the benefits outweigh the costs of the debt.

III. PURPOSE OF THE DEBT MANAGEMENT POLICY

The purpose of this policy is to establish guidance for the issuance and management of the debt of the City of Green Cove Springs, Florida (hereinafter referred to as the "City"). Debt includes short-term and long- term obligations issued by the City and any associated financial entities. The policy includes, but is not limited to, traditional financial vehicles such as General Obligation Bonds, Revenue Bonds, Special Tax Bonds and short-term notes. This policy is designed to:

- Set forth a liability management structure to facilitate the sound and efficient management of City debt, addressing both practical aspects of liability management and philosophical aspects.
- Provide guidelines that control the overall debt management process so that all liabilities are managed in accordance with stated objectives.
- Encourage and require communication between staff and the City Council and the City's advisors (legal and financial).
- Develop formalized criteria for evaluating and establishing the basis for comparing actual performance results achieved by debt management.
- Perform analysis to determine the best financing sources and methods to ensure the best interest rates and payback methods/periods are obtained for the City.

CITY OF GREEN COVE SPRINGS
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IV. SCOPE AND AUTHORITY

The City's Finance Director on behalf of the City Manager shall be responsible for the implementation of the policies set forth in this Debt Management Policy (the "Policy").

The Policy should be reviewed and revised every three (3) years, or sooner due to the evolution of the financial markets.

V. PERMISSIBLE DEBT

Debt is an integral part of the City's ongoing financial management program. Both short-term and long-term debt help the City accomplish its core goals. While the City rarely uses short-term debt it can be a tool to facilitate the match of revenues and expenses.

A. Short-Term Debt and Interim Debt

The City may issue obligations with a maturity of not more than one year ("Notes") to fund anticipated short –term cash flow needs due to the timing of the receipts of the annual current year ad valorem tax collections from the County Tax Collector and other revenues. The principal of the Notes and the interest thereon will be payable from and secured by a pledge of such ad valorem taxes and other revenues as may be appropriate. Short-term debt may also be issued to finance projects or portions of projects for which the City ultimately intends to issue long-term debt. Short-term and/or interim financing shall not exceed 10% of outstanding long-term debt, unless there is a situation that needs immediate attention in order to address an emergency or to allow for significant cost savings. Under certain other circumstances, short-term obligations may be warranted upon the recommendation of the City Manager.

Interim financing may be appropriate when long-term interest rates are expected to decline in the future. In addition, some forms of short-term obligations can be obtained quicker than long-term obligations and thus can be used in urgent situations until long-term financing can be obtained. Short-term obligations include:

1. Line of Credit-The City may establish a tax-exempt line of credit with a financial institution or other provider. Draws shall be made on the line of credit when the need for financing is so urgent that time does not permit the issuance of long-term debt or the need for financing is so small that the total cost of issuance of long-term debt would be prohibitive.

2. Pooled Financing-If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or organizations on either a long-term or short-term basis.

3. Interfund Borrowing-Interfund borrowing, a short-term cash lending from one fund to another fund, shall be discouraged. However, the use of this type of interim financing may be considered if it is in the City's best interests to do so as determined by the City Manager.

4. Bridge Financing-Should the City desire to issue bonds for large capital projects, the City can, upon passage of an intent-to-issue resolution, use non-restricted reserve funds as bridge financing to pay a portion of project costs that will then be paid back with bond proceeds. This type of financing will be reviewed by Bond Counsel to ensure the City is in compliance with applicable federal tax rules.

5. Other types-The City may consider the use of Tax Anticipation Notes, Bond Anticipation Notes, Revenue Anticipation Notes, or other such structured borrowings if it is in the best financial interests of the City to do so.

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Unless the City's desire is to issue taxable obligations, the City will comply with Internal Revenue Code (the "Code") requirements prior to and subsequent to the issuance of the Notes in order that the interest on the Notes not be included in gross income for federal income tax purposes and that the proceeds are spent in a manner consistent with exceptions to the Code.

B. Long-Term Debt

The City will not issue long-term debt obligations or use long term debt proceeds to finance current operations (except when using excess proceeds to make debt service/lease payments as provided for in the financing documents). For purposes of this Policy, long-term debt includes bonds, leases and other similar obligations.

The City may utilize long-term debt for the acquisition, construction or renovation of facilities or the acquisition of equipment that cannot be funded from current revenue sources or in such cases where it is more equitable to finance the facility or equipment over its useful life. The City may also issue long-term debt to refund all or a portion of its outstanding debt subject to limitations detailed in this Policy.

When debt is used to finance capital improvements, the financing term will be for a period not to exceed the useful life of the facilities or equipment, but never greater than forty (40) years unless there are compelling factors which make it necessary to extend the period beyond this point.

VI. MEASURES OF DEBT LEVELS AND DEBT ISSUANCE LIMITS

A. Short-Term Debt

The City will not exceed the maximum allowable issuance size, if any, as determined by regulations governing the federal taxability of interest earned by holders of such debt.

B. Long-Term Debt

1. **For General Obligation Bonds**
   The measure shall be the outstanding debt-to-taxable property ratio and shall not exceed (5%).

2. **For Revenue Bonds-Enterprise or Proprietary Fund**
   Each enterprise or proprietary revenue is unique and debt levels will be driven by rating and bond insurer requirements for debt service coverage, reserve requirements and rate covenants.

   Additionally, the City will comply with the various Florida statutory requirements, and take into account other factors suggested or required by the credit rating agencies and/or bond insurers when preparing its capital budget and each specific plan of finance.

3. **Master Lease Agreements**
   The City may enter into a lease agreement with a provider or bank to lease equipment. The terms of the lease should coincide with the life of the equipment to be leased and a tax-exempt rate shall be sought. The City will strive to obtain the lowest rate possible using competitive bidding or current market analysis.

4. **Pooled Financing**
   If it is financially or strategically beneficial, the City may participate in debt pools with other entities and low-interest loans from state agencies or other organizations on either a long-term or short-term basis.

CITY OF GREEN COVE SPRINGS
FISCAL POLICIES

VII. SELECTING DEBT SALE METHODS

There are three (3) ways the City may sell bonds: competitive (public) sale, negotiated sale and private placement. The City, as a matter of policy, shall seek to issue its debt obligations in a negotiated sale unless it is determined by the City Manager that such a sale method would not produce the best results for the City.

City and its Financial Advisor will determine whether the sale of long-term debt shall be sold via competitive sale or negotiated sale after considering such factors as the size, complexity of the offering, market conditions and timing of the transaction.

A. **Negotiated Sale-** Bonds may be sold through an exclusive arrangement between the City and an underwriter or underwriting syndicate. At the end of successful negotiations, the issue is awarded to the underwriters. This method offers flexibility for the City. In a negotiated sale, the underwriter shall be selected through the Request for Proposal (RFP) process. The criteria used to select an underwriter in a negotiated sale should include, but not be limited to the following: overall experience, marketing philosophy, capability, previous experience, underwriter's discount, and expenses.

B. **Competitive Sale**-When determined appropriate by the Finance Director, the City may sell its debt obligations in which any interested underwriter is invited to submit a proposal to purchase an issue of bonds. The bonds are awarded to the underwriter presenting the best bid according to stipulated criteria set forth in the notice of sale. The criteria used to select an underwriter in a competitive sale shall be the true interest costs.

C. **Private Placement**-When determined appropriate by the Finance Director, the City may elect to sell its debt obligations through a private placement or limited public offering. Selection of a placement agent shall be selected through the Request for Proposal (RFP) process.

VIII. FINANCING STRUCTURE

The financing structure-consisting of principal amortization, call provisions, coupons/yields, credit enhancement- will be developed for each financing after considering relevant market conditions and then current practices. Each structure will be developed to provide the lowest long-term effective financing cost while providing the greatest flexibility to extract additional value as market conditions change over time.

A. Amortization Structure

Principal should be structured to provide level debt service payments for the life of the transaction. "Wrapped debt service" and "bullet maturities" may be appropriated for certain financings, but should only be employed when deemed necessary.

B. Issuing Variable Rate Debt

The City may issue variable rate obligations in amounts and in proportion to its fixed rate debt that the City and its Financial Advisor determine are appropriate to achieve the City's goals.

C. Credit Ratings

The credit review process incorporates both quantitative analysis (fund balance, debt levels, and wealth levels) and qualitative factors (management experience, political climate and policies /procedures). As a result, credit ratings provide an indication of both the short-term and long-term financial health of the City. Higher credit ratings also result in reduced borrowing costs and decreased cost of bond insurance.

CITY OF GREEN COVE SPRINGS
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The City will exercise prudence and diligence in preparing its budget and managing its finances to maintain credit ratings consistent with Florida local governments of similar size and demographic makeup.

D. Credit Enhancements

Credit enhancements (insurance, letters of credit, etc.) will be used only in those instances where the anticipated present value savings in terms of reduced interest expense exceeds the cost of the credit enhancement.

E. Investing Debt Proceeds

Safety of capital is regarded as the highest priority in handling of investment of debt proceeds. All other investment objectives are secondary to the safety of capital. City staff will develop investment strategies that are consistent with the investment policy and provide the maximum return while complying with the Code. Specifically, City staff and the Financial Advisor will attempt to structure investments that allow the City to meet exceptions to the rebate requirements in the Code.

Debt proceeds are only to be invested in permitted investments, as defined in financing agreements, escrow agreements, resolutions, law and the City's written Investment Policy. Neither the City nor any other person under its control or direction will make any investment of bond proceeds in any manner that would cause the bonds to be deemed private activity bonds or arbitrage bonds by the Internal Revenue Service. The City will comply with all federal tax arbitrage regulations.

IX. DEBT REFUNDING

The City will monitor outstanding debt in relation to existing conditions in the debt market and may refund any outstanding debt when sufficient cost savings can be realized.

X. COMPLIANCE AND REPORTING

A. Disclosure Policy

The City will provide full and fair disclosure in connection with the initial sale and distribution of its publicly marketed debt instruments and to provide ongoing secondary market information, in compliance with the requirements of applicable federal and state securities laws, rules and regulations, including Securities and Exchange Commission Rule 15c2-12.

B. Budget Debt Service Payments

Annually the City Manager will include in the proposed budget presented to the City Council for its consideration and approval the amounts necessary to make the required debt service payments during the fiscal year.

C. Compliance with Financing Covenants, Federal and State Law

The City shall comply with all covenants and requirements of financing resolutions, and State and Federal laws authorizing and governing the issuance and administration of debt obligations.

D. Bond Yield Arbitrage Monitoring

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the applicable laws.

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Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, arbitrage calculations will be performed by qualified arbitrage professionals in strict adherence to applicable laws and regulations. These calculations will be done in accordance with required Internal Revenue Service reporting dates, which are five (5) years after the delivery date of each issue, and each fifth year thereafter until the bonds have been matured, redeemed early or retired.

Arbitrage rebate costs shall be charged as negative interest revenue to the funds in which the related obligation proceeds were originally deposited.

XI. ASSEMBLING A FINANCING TEAM

A Financing Team will be assembled to provide professional services that are required to develop and implement the City's debt program with the goal of continuity, quality service and competitive prices.

Bond Counsel-The City Attorney, with input from the Finance Director, shall select Bond Counsel. The Bond Counsel's role is to prepare or review and advise the issuer regarding authorizing resolutions or ordinances, trust indentures, official statements, validation proceedings and litigation.

Underwriters-The City may solicit proposals for underwriting services for all debt issued in a negotiated or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

Financial Advisor- The City may solicit proposals for financial advisory services for all debt issued in a negotiated, competitive or private placement sale. The solicitation process used for these services shall comply fully with City Purchasing Procedures.

City Staff-The City Manager shall appoint the Finance Director and any other City staff members deemed appropriate to coordinate the efforts of the hired consultants and the City. The City Attorney shall supervise all counsel as necessary, as well as provide any other legal services required for issuance of debt.

XII. BUDGET ADOPTION PROCESS AND REQUIREMENTS

An annual budget shall be prepared, approved and adopted for each fiscal year. The budget controls the levy of taxes and expenditure of money for all City purposes. The budget shall be conducted in accordance with Chapters 166, 200 and 218 of the Florida Statutes, as amended.

By July 1, the Property Appraiser must certify the (initial) taxable value of property within each taxing district.

Within 35 days of either July 1, or the date the Property Appraiser certifies the taxable value of property, whichever is later, the City Council must set proposed millage rates. At that time, a date, time and place is set for a public hearing on the proposed budget and millage rates.

Within 65 to 80 days of July 1, or the date the Property Appraiser certifies the taxable value, the City Council must hold a public hearing, after 5:00 p.m., to hear public testimony and to adopt a proposed budget and proposed millage rates. The percentage increase in the proposed millage rate over the roll-back rate and the specific purpose for which ad valorem tax revenues are being increased must be discussed in a public hearing. The City Council may amend the proposed budget as it deems necessary, adopt the amended proposed budget, recompute its proposed millage rate and publicly announce the percent, if any, by which the recomputed proposed millage exceeds the roll-back rate. A date, time and place for a second public hearing is set at this hearing, also to be held after 5:00 p.m. The City may not hold its hearings at the same time as the School Board or County Commission holds their hearings.

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Within fifteen (15) days after the first public hearing, the City must publish two adjacent budget ads in a newspaper of the general circulation in the County. One advertisement notifies the City residents of the City Council's intent to finally adopt millage rates and a budget, identifying any increase in property taxes. The second advertisement summarizes the proposed budget, showing for each budget and for the total of all budgets, the proposed millage rates, balances, reserves, and major revenues and expenditures classifications. Specific size, placement, and working requirements apply as set forth in Chapter 200.065(2) (g) of the Florida Statutes, as amended.

Within two to five days after the advertisements are published, a second public hearing is held to hear public testimony and to adopt a final budget and final millage rates. If, for any reason, the adoption of the final budget is delayed beyond the start of the next fiscal year, the City Council can expend moneys as outlined in Chapter 200.065(2) (g) of the Florida Statutes, as amended. Fax and mail precertification form DR487V, along with resolution to Department of Revenue.

Copies of the completed resolutions adopting the final millage are forwarded to the Property Appraiser and the Tax Collector by the City Manager within approximately 100 days of certification of preliminary taxable value by the Property Appraiser.

Within thirty (30) days following adoption of a resolution establishing a property tax levy, the City Council shall certify to the Florida Department of Revenue compliance with the provisions of Chapter 200 of the Florida Statutes, as amended. This includes a statement of compliance, a copy of the adopted millage resolution, a copy of the budget advertisements, including proof of publication and a copy of the Certification of Taxable Value form. Include Forms 487, DR422 and DR420-MM in the TRIM package to Department of Revenue.

Upon final adoption of the budget, the budget shall regulate the expenditures of the City and the budget shall not be amended, except as provided for in Chapter 166, Florida Statutes, as amended, unless otherwise specified in the City's Charter.

XIII. BUDGETARY REPORTING

The City will establish and maintain a system of budgetary and financial reporting to:

1. Maintain accounting and reporting practices in conformance with the Uniform Accounting System of the State of Florida and Generally Accepted Accounting Principles (GAAP).

2. Maintain budget and financial reporting system records on a basis consistent with the accepted standards for local government accounting according to Governmental Accounting and Financial Reporting (GAFR), the National Council on Governmental Accounting (NCGA), the Governmental Accounting Standards Board (GASB), and in compliance with Florida Statutes, Chapters 129 and 200, as amended.

3. Maintain a system of quarterly reporting to the City Council by the Finance Department on the operating condition of the City, and, where applicable, identify potential trends and, if necessary, recommend options for corrective action.

BUDGET AMENDMENTS

The City will establish and maintain practices for the administration and amendment of the annual budget per Article I, Chapter 5.09 of the City Charter.

CITY OF GREEN COVE SPRINGS
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Section 5.09 Amendments after adoption.

A. *Supplemental Appropriations.* If during the fiscal year, the city manager certifies that there are available for appropriation unanticipated (i.e. grants) revenues in excess of those estimated in the budget, the council by resolution may make supplemental appropriations for the year up to the amount of such excess.

B. *Emergency Appropriations.* To meet a public emergency affecting life, health, property or the public peace, the council may make emergency appropriations. Such appropriations may be made by emergency ordinance in accordance with the provisions of section 2.14. To the extent that there are no available unappropriated revenues to meet such appropriations, the council may, by such emergency ordinance, authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes, and the renewals of any fiscal year shall be paid not later than the last day of the fiscal year.

C. *Reduction of Appropriations.* If at any time during the fiscal year, it appears probable to the city manager that the revenues available will be insufficient to meet the amount appropriated, a report in writing to the council shall be done without delay, indicating the estimated amount of the deficit, any remedial action taken and a recommendation as to any other steps to be taken. The council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose, it may, by resolution, reduce one (1) or more appropriations.

D. *Transfer of Appropriations.* The council may, by resolution, provide that at any time during the fiscal year, the city manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency to another.

E. *Limitations: Effective Date.* No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

XIV. AUDITS

An annual audit will be performed by an independent public accounting firm in accordance with Florida Statute and the City Charter, with an audit opinion to be included in the City's Audited Financial Report.

XV FUND BALANCE POLICY

Definitions:

A. ***Fund Balance***-As defined by the Governmental Accounting, Auditing and Financial Reporting of the Government Finance Officers Association, "The difference between assets and liabilities reported in a governmental Fund." Fund Balance is referred to as net assets in an enterprise fund.

B. ***Non-Spendable Fund Balance***-The portion of fund balance that cannot be spent because of form or because it must be maintained intact.

C. ***Restricted Fund Balance***-The portion of fund balance with limitations imposed by creditors, grantors, laws, regulations, or enabling legislation.

D. ***Committed Fund Balance***-The portion of fund balance that can be used only for the specific purposes determined by a formal action of the City Council, the City's highest decision making authority. Commitments may be changed or lifted only by the City Council taking the same formal action that imposed the original constraint.

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E. ***Assigned Fund Balance***-The residual fund balance of all governmental funds except the General Fund. In the General Fund, it is the amounts intended to be used for specific purposes, but do not meet the criteria for restricted or committed. Intent is stipulated by the City Council or official to whom that authority has been given by the City Council.

F. ***Unassigned Fund Balance***-The residual portion of fund balance for the General Fund. Represents available financial resources which have not been obligated to a specific purpose.

G. ***Unrestricted Fund Balance***-The total *committed fund balance, assigned fund balance, and unassigned fund balance.*

H. ***Net Assets-****T*he difference between fund assets and fund liabilities in an enterprise fund.

I. ***Restricted Net Assets***-Restricted net assets are equivalent to restricted fund balance. The amounts are legally restricted and are not available for appropriation or expense.

J. ***Net Assets Invested in Capital Assets, Net of Related Debt****:* This represents capital and intangible assets less accumulated depreciation/amortization less outstanding debt that are attributable to acquisition, construction or improvements of those assets.

K. ***Unrestricted Net Assets-***Unrestricted net assets in the enterprise funds are roughly equivalent to unassigned fund balance in governmental funds. It is calculated as total net assets less restricted assets less invested in capital assets, net of related debt.

L. ***Shortfall-***The amount by which the required unassigned fund balance reserve falls short of the amount required.

M. ***Expenditures-***Expenditures-are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.

N. ***Operating Expenses***-Operating expenses are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenditures, debt service, and transfers to other funds.

Unassigned fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
- Funding for unexpected increases in the cost of providing existing levels of service.
- Temporary and nonrecurring funding for unanticipated projects.
- Funding of a local match for public or private grants.
- Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
- Funding to accommodate unanticipated program mandates from other governmental bodies.
- Funding for emergencies, whether economic, natural disaster or act of war.

1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.

2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).

CITY OF GREEN COVE SPRINGS
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3. The Surtax restricted reserve account should always maintain a minimum of $400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an unassigned fund balance reserve equal to the following:

A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a "contribution to fund balance".

D. Utilization of surplus reserves-In the event that the unassigned fund balance exceeds the minimum requirements; the excess may be utilized for any lawful purpose approved by City `Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other onetime costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a "Catastrophic Fund" to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.

E. The City shall reduce the committed amounts first, followed by the assigned amounts, and then the unassigned amounts.

Total fund balance must be classified into one of the five possible categories at the end of the fiscal year. It will be determined what funds should be reported as nonspendable. For all but the General Fund, the remaining amounts must be allocated to restricted, committed or assigned by reviewing the constraints placed on available resources and by applying the order of spending policy. For the General Fund, unassigned fund balance is the residual classification after amounts have been classified as nonspendable, restricted, committed or assigned.

The fund balance classifications are possible classifications; however the City may or may not use all classifications. The City shall determine which of the five component of fund balance should be used in financial reporting for the City.

CITY OF GREEN COVE SPRINGS
FISCAL POLICIES

The City's budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

Undesignated fund balance represents available financial resources which have not been obligated to a specific purpose and are established to provide for the following:

- Funding for authorized mid-year increases that will provide for a level of service that was not anticipated during the budget process.
- Funding for unexpected increases in the cost of providing existing levels of service.
- Temporary and nonrecurring funding for unanticipated projects.
- Funding of a local match for public or private grants.
- Funding to off-set losses in revenue caused by actions of other governmental bodies and/or unanticipated economic downturns.
- Funding to accommodate unanticipated program mandates from other governmental bodies.
- Funding for emergencies, whether economic, natural disaster or act of war.

1. Use of these reserves requests must be approved by the City Council. Such requests will be evaluated to insure consistency with other City policy; the urgency of the request; the scope of services to be provided; the short and long-term fiscal impact of the request; a review of alternative methods of funding or providing the services; a review for duplication of services with other agencies; a review of efforts to secure non-City funding; a discussion of why funding was not sought during the normal budget cycle; and a review of the impact of not funding or delaying funding to the next fiscal year.

2. A reserve for contingency will be calculated and established by the Finance Department for each operating fund in an amount not greater than 10% of the total operating budget and in accordance with Florida Statutes 129.01(2) (c).

3. The Surtax restricted reserve account should always maintain a minimum of $400,000 cash unless authorized by Council to go below this minimum.

There is hereby created in the general fund and utility fund (Electric, Water, Wastewater, Solid Waste, and Customer Service) an undesignated fund balance reserve equal to the following:

A. General Fund-In the general fund, there shall be created a reservation of fund balance equal to 30 days of the current fiscal year operating budget for the fund, excluding capital outlay, transfers out, and/or debt service. For the purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

B. Utility Fund (electric, water, wastewater, solid waste, and customer service)-In each of the utility funds now or hereafter created by the Council, there shall be a reservation of fund balance of at least 90 days of the current fiscal year budget for that fund, excluding capital outlay, transfers out, and/or debt service. For purposes of this calculation, the current fiscal year budget shall be the budget as originally adopted by Resolution in September. This reserve shall be in addition to all other reserves set aside for specific expenditures or for debt service.

CITY OF GREEN COVE SPRINGS
FISCAL POLICIES

C. Shortfall-If it is determined there is a shortfall (an amount below the lower limit of the fund balance range for any fund), the fund shall be brought up to the minimum limits by adding a designated amount to the budget to cover the deficiency over a period not to exceed five (5) years. This may be accomplished by reducing expenditures and/or increasing revenues to restore the minimum requirements. This shall be known as a "contribution to fund balance".

D. Utilization of surplus reserves-In the event that the undesignated fund balance exceeds the minimum requirements, the excess may be utilized for any lawful purpose approved by City Council. It is recommended that the first priority be given to utilizing the excess within the fund in which it was generated. In order to minimize the long term effect of such use, the excess, shall be appropriated to fund one time expenditures or expenses which do not result in recurring operating costs, or other one time costs including the establishment of or increase in legitimate reservations or designations of fund balance in other funds. The funds may also be used to establish and maintain a "Catastrophic Fund" to help supplement insurance/FEMA reimbursements for damages that occur due to catastrophic events such as hurricanes, fires, tornadoes, floods, and other major damages.

The City's budget will be amended at such time as the City Council authorizes the use of reserves. All requests for the use of any reserves shall be accompanied by information prepared by the Finance Department showing the year-to-date activity of the reserve account as well as the current account balance and the net effect on the account balance.

XVI. CAPITAL MANAGEMENT POLICIES

Capital Management Policies are intended to provide parameters and guidance for the management, monitoring, assessment and evaluation of the Capital Improvement Program. The Capital Improvement Program (CIP) shall consist of projects/equipment with a cost estimate of at least $25,000 and an asset life of at least five (5) years. A CIP project, under this definition, is intended to include those projects that involve a new purchase of capital outlay, infrastructure, any new construction or renovation of City infrastructure, or equipment.

1. Annually, a five-year Capital Improvement Program (CIP) will be developed. The CIP will be consistent with and implement the Capital Improvement Element (CIE) of the City's Comprehensive Plan. The CIE established Level of Service Standards for facilities required by law to address the impacts of development, level of service guidelines for other public facilities, and priorities for capital improvement projects.

2. Annual updates of the CIP shall be coordinated through Finance.

3. The Capital Improvement Plan will include, in addition to current maintenance expenditures, adequate funding to support repair and replacement of deteriorating infrastructure and to avoid any significant unfunded liability.

4. Ensure that debt financings are planned and the details are incorporated in the Capital Improvement Program. Proposed capital projects will be reviewed by a cross-departmental team regarding accurate costing (design, capital, and operating) estimates.

5. The City will make all capital improvement expenditures in accordance with the Capital Improvement Program (CIP).

6. The first year of the 5-Year Capital Improvement Program will be used as a basis for formal fiscal year appropriations during the annual budget process. Appropriations approved in prior years for which expenditures have not been incurred nor projects completed, will be reevaluated and incorporated into appropriations for the new fiscal year.

CITY OF GREEN COVE SPRINGS
FISCAL POLICIES

XVII. INVESTMENT POLICY

The City has adopted a separate Investment Policy in accordance with State Law and was approved by Council in April 2006. The Investment Policy was revised in 2016 which the Council approved in March 2016.

XVIII. INTERFUND TRANSFERS

The City adopted a policy (Resolution R-17-95) on September 5, 1995 regarding interfund transfers because historically the General Fund depended, in part, on transfers from its Utility Fund (or Utilities Funds) to support current service levels. Furthermore, the City was advised that its credit standing may be enhanced by establishing a formula for transferring funds from the Utility Fund to the General Fund. A formula was established upon recommendation from various auditing firms, Florida Municipal Electric Association, Florida Municipal Power Agency, and other highly regarded organizations with which the City was familiar.

The transfer formula to the General Fund was established at ten percent (10%) of the prior fiscal year's combined electric, water, and wastewater revenues as stated in the City's annual audited financial report. Effective with the adoption of Resolution R-18-2014 on September 16, 2014 the change in the transfer formula to the General Fund will take effect on October 1, 2014. The transfer formula to the General Fund is established at thirteen percent (13%) of the prior fiscal year's combined electric, water and wastewater revenues as stated in the City's annual audited financial report. This amount shall be transferred from the Utility Fund to the General Fund. However, in any fiscal year where such amount is not required to support the current service levels in the General Fund, a lesser amount may be transferred.

The City shall also transfer from the Solid Waste Fund to the General Fund using the same formula as used for the Utilities Funds.

XIX. PENSION MANAGEMENT

The City has a Police Pension Board comprised of five members (2 residents, 2 police officers and 1 member elected by the other 4) that make decisions about the activities of the Pension Fund. The Florida Municipal Pension Trust Fund at the Florida League of Cities administers funds in the "Green Cove Springs Police Pension Plan" and reports directly to the Pension Board. The Board has outside legal counsel that advises the Board on legal issues.

XX. ANNUAL REVIEW

Compliance with the provisions of this policy shall be reviewed as part of the annual budget process.

CITY OF GREEN COVE SPRINGS

FISCAL YEAR 2022/2023

BUDGET INSTRUCTION MANUAL

Prepared by: Finance Department
April 5, 2022

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INTRODUCTION

This budget instruction manual marks the "kick-off "of the FY 2022/2023 budget process. This year's budget process will be impacted by the actions of the Florida Legislature and the country's current economic conditions. It is anticipated that several revenue sources (Discretionary Sales Tax, Half-Cent Sales Tax, Municipal Revenue Sharing, Building Permits, certain Charges for Services, and Property Taxes, etc.) may increase slightly or remain the same for the upcoming year.

Included in this packet are the tools to help you create your budget submittal package. Deadlines will be strictly adhered to. The Finance Department will be available to address any questions or concerns you may have throughout this process.

Respectfully,

Steve Kennedy
City Manager

ANNUAL BUDGETING PROCESS

SECTION 1: INSTRUCTIONS:

Chapters 166 and 200 of the Florida Statutes require that all municipalities prepare an annual budget. The City Charter requires the City Manager to submit the Capital Improvement Plan (CIP) and the Operating Budget on or before the 1st day of August. The Statutes detail actions and many of the other functions of the budget preparation process. This section will offer instruction, guidance, and information for the preparation of the Fiscal Year 2023 budget.

Each individual departmental budget can be broken down into several various categories of expenditure. They include:

- **Personal Services** – salaries, fringe benefits (insurance, retirement), overtime, vacation payouts, longevity, vehicle allowances, phone stipends, etc.
- **Operating Expenses** – professional services, travel, office supplies, rentals, communication expenses, etc.
- **Capital Outlay** – furniture, machinery, equipment, and vehicles, capital improvements, etc.

The Finance Department has prepared a packet of budget materials for each department of the City. This packet will include the following materials:

- Tentative Budget Calendar
- Budget Worksheet Forms (this is where you will input your FY 2022/2023 budget figures along with your comments).
- Position Control Report (PCR)
- Capital Improvements Worksheets – Five (5) year schedule

All CIP forms and budget worksheet forms will be distributed electronically to you. It is our hope that this packet will make budgeting a meaningful and efficient process. Any suggestions that you feel will improve this process should be forwarded to the Finance Department.

SECTION 2: HIGHLIGHTS:

The Capital Improvement Worksheets and Operating Budget Worksheets **IN TOTAL** are due back to the Finance Department by Tuesday, **May 10, 2022**. Partial submittals will not be accepted. NO EXCEPTIONS. It is imperative that requests be done in a timely fashion. No extensions will be granted. Plan Accordingly.

Personal Services will be completed by the Finance Department and captured on the PCR, a copy for your department is included in your packet.

The employer costs have not yet been adjusted to reflect the estimated pension rates as predicted by the State of Florida, insurance provider and federal government. These rates will change during the budget process.

Vacant positions are budgeted at the base rate of the salary schedule and the employer costs are calculated upon this compensation.

SECTION 3: TENTATIVE BUDGET CALENDAR:

CITY OF GREEN COVE SPRINGS TENTATIVE BUDGET CALENDAR FY 2022-2023

CITY OF GREEN COVE SPRINGS FY 2021 BUDGET CALENDAR			
DATE(S)		**ACTIVITY**	**PARTICIPANTS**
		APRIL 2022	
T	**5**	Budget kick-off meeting - distribute Operating Budget & CIP Worksheets	City Manager, Finance, Depts.
		MAY 2022	
T	**10**	Dept. heads submit Operating Budgets and Capital Improvement Worksheets to Finance	Finance, Depts.
		JUNE 2022	
M-TH	**6-9**	City Manager meets with individual dept. heads to review Operating Budgets and Capital Improvement Worksheets	City Manager, Finance, Depts.
M-W	**13-30**	City Manager & Finance prepare Operating and Capital Improvement Budgets	City Manager, Finance
		JULY 2022	
F	**1**	Receive DR420 from Property Appraiser	Finance
		Contact School Board, & BOCC for hearing dates (TBD)	Finance Director
M-TH	**4-14**	Finalize Budget & CIP	City Manager, Finance Director
T	**5**	Council establishes firm workshop dates and hearing dates.	Council
TH	**14**	City Manager submits Operating Budget & Final CIP to Council	City Manager
T	**19**	Council establishes tentative millage rate and sets dates for public hearings.	

		AUGUST 2022	
M	**1**	Finance certifies millage rate to tax appraiser & 1st hearing date to adopt tentative budget, millage & CIP - due within 35 days of certification. Send DR420 & MMP to Appraiser & Tax Collector	Finance Director
TH	**4**	8 AM Budget Workshop for Outside Agencies, Health Insurance Plan and All Utility Enterprise Funds & associated CIP, General Fund Revenues and Expenditures & associated CIP, Police Building Capital Improvement Fund, Spring Park Capital Improvement Fund, Building Special Revenue Fund & associated CIP, and Special Law Enforcement Trust Fund	Council, City Manager, Depts.
T	**9**	8 AM Budget Workshop – Review/Complete any unfinished Budget Issues.	Council, City Manager, Depts.
M	**15**	Estimated Date: Notice of Proposed Millage Rates mailed to taxpayers by County.	
TH	**25**	Tentative Budget put on website to announce public hearing dates	Finance
		SEPTEMBER 2022 (TBD)	
TBD		**Tentative budget, millage, and CIP hearings/ adoption**	**Council, City Manager, Depts.**
TBD		1st reading of Resolution to pass Budget, Millage and CIP Cannot be held sooner than 10 days after notices mailed by appraiser Send ads to newspaper for advertising in Clay Today-final budget & millage hearings/adoption on TBD. Send Budget Summary & Notice of Tax Increase/ Decrease (Make sure proper summary is used due to whether rolled back rate & millage are equal). Clay Today uses a Thursday date	Finance Director
TBD		Ad appears in Clay Today for final hearing on budget & millage and CIP	Clay Today
TBD		**Final Hearing on budget, millage, CIP & adoption of all** Must be within 15 days after tentative adoption- must be at least 2 but not greater than 5 days after the ad	**Council, City Manager, Depts.**

TBD	Mail Precertification to DOR Form 487V along with millage resolutions	Finance Director
TBD	Certify adopted millage to Property Appraiser, Tax Collector & DOR (Within 3 days of final hearing) (Send resolution on millage only) Send to DOR as well. Receipt of Resolution is official notification of millage approved by Council.	Finance Director
TBD	Post final adopted Budget on website within 30 days of adoption	Finance/IT
TBD	Complete & certify DR - 422 on E-Trim to Property Appraiser, Tax Collector, & DOR Must be within 3 days of receipt of form from Property Appraiser. Send form 487V to DOR - include DR420 MM in TRIM package	Finance Director
	OCTOBER 2022 (TBD)	
TBD	Certify compliance with SS 200.065 & SS 200.068 to DOR within 30 days of final adoption. Send Form 487, Cover Sheet, DR422 & 487V to DOR - include DR 420-MM in TRIM package.	Finance Director

SECTION 4-BUDGET PREPARATION INSTRUCTIONS:

Personal Services

Reclassification or new positions:

Any request for a new classification or an additional position for FY 2022/2023 may be considered. The wage and benefit study released in 2020 was fully implemented in fiscal year 2020/2021.

Please review the PCR very carefully and verify the number of positions by classification and benefits. The PCR at this date does not have final health insurance, worker's compensation, and pension costs. Pursuant to Council directive, the PCR excludes any adjustments for either a Cost-of-Living or Merit Increase. These items will be adjusted later in the budget process as directed by Council.

Operating Expenditures

The totals submitted with your completed FY 2022/2023 budget package should not be more than the FY 2021/2022 Budget. Any increase must be separately justified on the "Budget Worksheet Forms". Line items for utilities, debt service, bad debts, cost allocations, etc. will be adjusted by the Finance Department. Departments will be notified when adjustments are made.

Please use the "Budget Worksheet" Forms to list the details and amounts for each individual account number. Write any significant notes under the comment's column including requests for increases.

Capital Projects

The beginning total for Capital Outlay items is zero for all departments. Any balance remaining on an unfinished Capital Project will not be automatically carried forward.

Figures from last year's capital projects have been brought forward, however since priorities can change, please modify the approved CIP for FY 22 through FY 26 by reprioritizing the projects currently budgeted in year one to outer years or vice versa. This would involve decreasing funds from budgeted projects and moving those funds to previously unfunded or new projects. New projects that require additional funding from a source other than a previously accepted project will be considered during the budget process.

Please prioritize your year 2022/2023 Capital items on the "Capital Projects Priority" form. If you know the funding source for the project, please list the source in the "Funding Source" column. Finance will work with you to determine the availability of funds for projects.

The City Manager, with input from Departments, will then review your prioritized Capital Project requests by utilizing the following criteria:

A. Mandate by law or government agency including Comp Plan Concurrency.

B. Minimizes potential liability to the City for health, safety, and welfare issues.

C. Supports the goals as outlined by the Council.

D. Addresses potential degradation of service.

The adopted CIP for FY 2022-2026 with a new column for FY 2026/2027 will be provided to you electronically for your information. Please submit these forms back to Finance electronically. Information from these forms will be submitted for discussion and review by the City Manager. At that point, priorities for requests will be assigned for recommendation to the City Council.

Please return the Five-Year Capital Project Sheets to the Finance Department no later than **Tuesday, May 10, 2022**.

If you have questions regarding the forms or instructions, please contact the Finance Department at ext. 3309. Your participation is greatly appreciated.

CITY OF GREEN COVE SPRINGS, FLORIDA
STAFF REPORT
FOR MEETING OF MAY 11, 2018

SUBJECT: City Council Review of the Community Visioning Plan.

BACKGROUND:

The City held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, Director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session. Approximately 75 people attended the session. Ms. Crotty prepared the attached report on the Visioning Session that was presented to the Council at their April 17th meeting. The report contains the comments generated in response to the questions related to the "Community Treasure and Values" and for the "Vision 2025". The comments related to "Community Treasure and Values" and for the "Vision 2025" were each grouped into 7 areas. The report also included conclusions that were supported by many of the participants.

At the April 17th meeting, the Council decided to hold a workshop to discuss the Visioning Report and to prioritize the areas identified for the "Vision 2025". Those areas in alphabetical order are :

Appearance/Beautification
Development/Redevelopment
Economic Development
Education
Government Services/Operations
Infrastructure
Quality of life

Staff has prepared a summary sheet for the Council to prioritize the areas. The summary sheet also includes the concluding statements by area that were included in the Visioning Report. Staff also attached the comments generated by participants at the March 3rd Visioning Session for each area, documents from previous vision sessions, and the CRA plan prepared by the University of Florida.

The City Council needs to prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

FISCAL IMPACT/FUNDING SOURCE: None

RECOMMENDATION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

MOTION: Prioritize the "Vision 2025" areas and direct staff to develop implementation measures to achieve the desired vision for the City.

Created/Initiated By: Janis Fleet, Principal Planner on 05/07/2018 11:58 AM
Final Approval By: Danielle J. Judd, City Manager on 05/07/2018 02:28: PM

COMMUNITY VISIONING
CITY OF GREEN COVE SPRINGS

MARCH 3, 2018

Facilitated by
Marilyn E. Crotty
Institute of Government
University of Central Florida

INTRODUCTION

The City of Green Cove Springs held a community visioning workshop on March 3, 2018. Ms. Marilyn Crotty, director of the Florida Institute of Government at the University of Central Florida, designed and facilitated the session.

Green Cove Springs residents, businesses, organizations, and other stakeholders were invited to the workshop to share their hopes and dreams for the future of the city. Approximately 75 people attended the session. While the Mayor, members of the City Council, and staff were present at the workshop, their role was to observe and listen to the ideas generated by the participants.

The attendees were assigned to small groups in which they responded to questions posed by the facilitator. This report is a summary of the ideas that were generated with special attention to the emerging consensus on issues that became apparent at the workshop.

This information will be shared with the City Council as they plan for the future of the city.

COMMUNITY TREASURES AND VALUES

The participants were asked to identify the treasures and values of the City of Green Cove Springs…the things that they love about the city and want to see continued, protected or improved. These might be physical places or intangibles like community character. There were ten small discussion groups with about 7 or 8 people in each group. The responses have been grouped into seven categories (environmental, city facilities/infrastructure, qualities/characteristics, community assets, events/activities, government services, values) with the number in front of the item indicating the number of groups (10 groups total) that included this issue on their lists. A complete list of each small group's comments is included in Appendix A of this report.

PART I – Treasures and Values

What are the treasures and values of Green Cove Springs…the things (whether physical places, or intangibles like community character) you love about the city and want to see continued, protected or improved? What would you want to ensure is preserved as Green Cove Springs plans for the future?

Environmental

(4) Trees
(1) Weather – 3 seasons
(1) Nature
(1) Conservation area

City Facilities/Infrastructure

(5) Brick streets
(2) Trails and trail plans
(2) Senior Center
(1) Courthouse
(1) Jail
(1) County administration building
(1) DMV
(1) Fire Station
(1) Clay transit hub
(1) Town Center
(1) Gateway corridor
(1) Four Parks
    (1) Vera Francis Park
(1) Augusta Savage Community Center

Qualities and Characteristics

(6) Historic feeling
(5) Small town – quaint, cozy
(3) Walkability
(3) Sense of community – relationships
(2) Home town feel
(2) Small businesses – no chains
(1) Potential for growth
(1) Tourism
(1) Diversity
(1) Security in schools
(1) Single family and older homes
(1) Close to big stores
(1) Congruency – feel, look, mood
(1) Old Florida style of architectural design
(1) Character
(1) Greatest generation
(1) Charm

Community Assets

(10) River – waterfront
(9) Spring Park
(3) Bed and breakfast
(3) Public access to river
(3) Museums
(3) Historical triangle
(2) Historic buildings
(2) Clay Theater
(2) Schools
(2) Governors Creek
(1) Clay Port area
(1) Fairgrounds
(1) Churches
(1) Golf course
(1) Industrial Park
(1) Airport
(1) Charitable organizations – VFW, Elks, etc.
(1) Cemetery
(1) Antique shops
(1) Walnut St.
(1) Railroad
(1) Like Avondale

Events/Activities

(4) Festivals/Events
- Arts & Crafts Festival
- Riverfest
- CalaVida
- Christmas on Walnut
- Christmas parade
- Soul Food Festival
- Clay County Fair
- Antique Car Show

(2) Kayaking and boating
(1) Fishing

Government Services and Personnel

(5) Police Department
(1) Waste/sanitation crew
(1) Easy access to city staff – responsive
(1) City electric value
(1) VA representative
(1) Code Enforcement
(1) Supervisor of Elections
(1) City Council
(1) Customer focus
(1) Professional services
(1) Well run

Values

(2) Family oriented
(1) Spirituality
(1) Community service and caring
(1) Protection
(1) Trust

VISION 2025

The second task assigned to the small groups was to discuss the City of Green Cove Springs seven years from now. What will the city be like? What does it look like? What is it like to live here, work here, retire here? What kinds of economic activity take place here? The participants were invited to share their hopes and dreams for the future of the city. The responses have been organized into seven categories (appearance/beautification, quality of life, economic development, development/redevelopment, education, government services/operations, and infrastructure) combining information from all the groups. The number in front of the item indicates the number of groups at the workshop (total of 8) that included this issue on their lists. A separate listing of the responses from each group is found in Appendix B.

Appearance/Beautification

(2) Remove "trashy" look Hwy 17
(1) US 17 and Walnut St. beautification
(1) Maintaining city look when beltway comes in
(1) Treescape plan – beauty and safety
(1) Cleaner – streetscape, medians improved
(1) Remove shuttle fuel tank
(1) Improve face structure of buildings – Walnut St.
(1) Reclaim brick roads
(1) Uniform architecture
(1) Incentives to add landscaping barriers

Quality of Life

(3) Family friendly activities
Children's activities
(3) River life – boating, canoeing, kayaking
River Access
Canoe and kayak slide – City Park and Governor's Creek
(2) Activities to stay alive
Increase opportunities for seniors
(2) Community involved in decisions
Community involvement in completing tasks – getting things done
(1) Keep small town feel
(1) Improvements in outdoor activities
(1) Noise restrictions – trucks
(1) Historic area preserved
(1) Preserve architecture
(1) Keep next generation here

Economic Development

(6) Restaurants – walking distance, open at night
(4) Grocery store – Trader Joes, Whole Foods, Fresh Market
(4) Employment opportunities
    Job opportunities for college students
    Generation friendly jobs
    Good paying jobs
(3) Retail shops – Vibrant shops, a Mt. Dora North
(2) Hotel
(1) Center of attraction for families to come
(1) Movies
(1) Port
(1) Riverfront condos
(1) Commercial building on SR16
(1) Light industrial on SR16
(1) Water taxi – port and pier
(1) Train stop – Amtrak, light rail Jacksonville
(1) Local taxi service
(1) Marketing – promoting Green Cove Springs
(1) Industry - $50,000
(1) Tours
(1) Pedestrian tourism
(1) Young adult entertainment
(1) Cafes, like Avondale

Development/Redevelopment

(3) Parking accessibility
(3) Annexation
    At least to service area
(2) Redevelop Reynolds Park
(1) Affordable housing
(1) Better retirement facilities
(1) Development on Hwy 17
(1) More freedom of development/bigger/less restrictions
(1) Blend new buildings with old
(1) Canvas canopies
(1) Historic fixtures
(1) Redevelopment of west side Green Cove Springs – upgrade housing
(1) Less strip malls
(1) Waterfront development for recreation, banquet hall
(1) Zoning that makes sense – restrict certain businesses
(1) Managed growth
(1) No Blanding Blvd.

Education

(1) Opportunities for young minds
(1) Better schools
(1) Schools teaching to the whole person and management
(1) Community involvement in schools

Government Services/Operations

(2) Improved parks/playgrounds
    Make each park unique in its own way
(2) Multi modal transportation hub – improve ride choice
(1) Consolidate transportation items
(1) Self driving transit – trams
(1) Traffic control – traffic lights, speed bumps
(1) Traffic diversion from Hwy 17
(1) Lower electric rate
(1) Have County maintain/upgrade their buildings
(1) City communication strategy, surveys

Infrastructure

(3) Underground utilities
    Different electric company
(2) Pedestrian bridge over Hwy 17
(2) Internet
    City-wide WiFi
    Outstanding social media to attract more people
(1) Drainage
(1) Improved infrastructure
(1) City pier improvement
(1) More sidewalks
(1) Grove St. opened for canoe access to river
(1) Fix the dock
(1) Waterfront benches at end of streets
(1) Trails – proposed; master trail plan

CONCLUSIONS

The community visioning workshop was well attended with a mix of participants who were fairly new to the city along with long-time residents. However, one common characteristic was evident and that was the love the residents of Green Cove Springs have for the city and their optimism to see it continue as a wonderful place to live in the future.

There was no shortage of ideas generated and as the City Council plans for the future, it is important that the Council keeps in mind the identified treasures and values that the residents would like to see continued or improved upon. There was broad agreement upon the following:

- The river is a major asset that must be preserved with access available for water-centric activities;
- City parks are highly valued, particularly Spring Park;
- The historic nature of the city, brick streets, and the quaint environment are treasured;
- Residents love the small town feel of Green Cove Springs, its walkability, and sense of community;
- Events and festivals play a major role in the city; and,
- A safe city with the security of having a police department is important.

While numerous suggestions were made for projects and programs to be initiated to create a desired future for the city, there was not a great deal of consensus on what that should consist of. It is clear however that the following issues were supported by many of the people in attendance at the workshop:

- Efforts to cleanup and beautify the city should happen;
- Anything that enhances and maintains a high quality of life for the residents would be welcomed;
- There is a need for economic development, particularly a desire for more options in the city for shopping, restaurants, grocery stores, hotels, and entertainment;
- Job development, for all ages, is seen as essential;
- There is an acceptance that growth will occur, but it should be managed to maintain the historic nature of the city and its small town, family-friendly culture;
- Housing variety and upgrades are important;
- There is a need for transportation alternatives; and,
- The city should invest in technology, particularly WiFi for all residents.

The City of Green Cove Springs is poised to embrace a future that maintains the qualities that have drawn people to the community in the past and that will ensure it is a city that provides new opportunities for the people who choose to call this home.

APPENDIX A

The treasures and values identified by participants who attended the Community Visioning workshop held on March 3, 2018:

Table #1
Security in Green Cove schools
Love as small town
Keep/save historical feeling of town
Waterfront attractions
Our big treasure – Spring Park
Potential of growth
Family oriented
Waste/sanitation crew (pick up route crew)
City's own police department
Easy accessibility to the City staff

Table #2
Spring park/pool
Historic buildings/day theatre
Arts and craft festival
Tourism/small town feel
Bicyclist/Bed and Breakfast
River/Riverfront
Public access to river
Clay Port area
Museums/historic triangle military
Diversity/people
City electric value
Small businesses

Table #3
Maintain the character of the older parts of the city
Balance of use of the riverfront
Public access
Preserve single family and older homes
Cautious with multi-family or condos
The City Police Department is an asset
Ambiance: trees, brick roads, each home unique
Citizen inclusion/involvement
City festivals/events
County seat of government

Table #4

The river is a value
Water attractive
Kayaking and boating
Only Clay County non-boating access
Brick streets (historic appearance)
Walkability
County seat
Court house
Jail
County administration
DMV
Police Department
Fire station
Veteran's administration representative
Trails and trail plan
Tree city
New pool and Spring Park renovation
Historical triangle
Proximity Fairgrounds
Florida weather (3 seasons)
Market in the park
Events
River fest
CalaVida
Christmas on Walnut and Christmas Parade
Soul Food Festival
Clay County Fair
Antique car show
River cruise stop
Senior Center
Clay Transit hub
Churches
Schools
Governors Creek
Charitable organizations
VFW, Elks, FOE, Food Pantry, Etc.
Nana's, Rotary, VIA
Nature
Recreation
Spirituality
Governance (law, order)
Town Center
Sense of Community
Community service and caring
Museums
Military History

Cemetery in St. Johns Landing
Improved Code Enforcement
Police presence
Commercial building cleanup
M Law building, Walgreens, CVS
Sup Elections
Gateway Corridor

Table #5
Treasure – City Park, spring, boat slips, fishing
Military museum
Old court house and jail
The river
Bed and Breakfast
Having 4 parks – enhance 3 parks
Augusta Savage Community Center
We are the County seat
Walking trails/nature
Festivals
Historic History – small town values

Table #6
River
City dock and harbor
Green Cove History
Brick Street (Walnut St.)
Spring Park and Pool
Small town feel (people and property)
Governor's Creek Boat Ramp (County property)
Close to big stores in Fleming Island so Green Cove can keep quaint shops with the small town feel

Table #7
Historical homes (many…)
Trees/replanting/replacement
  Regulation?
  Protection
Cobblestone – streets
Congruency – feel/look/mood
Antique shops
Rx
Park
River
Railroad
Courthouse
Military history
River Park Inn
Character
Greatest generation
Trust/family

Table #8
Sidewalk (walkability)
History
Charm
Hometown feel
Park (Spring Park/Pool)
Council
Access to the River!

Table #9
Police response
Customer focus
Professional services
Well run town (won't survive without growth 25,000+)
Quiet/cozy
Good schools
Close community
River (capitalize on the resource)
Walkability (golf carts) (but heavy traffic is a problem)
Hometown non-chain restaurants
Spring and new pool
History
Technology (energy cove court)

Table #10

Spring Park – river, trees, pier
Brick streets
Small town feel
Walnut Street
Like Avondale
Increase local owned café, shops
Less franchise
Golf course – River Bend
Industrial Park
Airport
Historical Triangle
Historical society
Senior Center
Conservation area
Recreation, fishing, boating, trails
Police Department
Relationship with community, seniors, children
Vera Francis Park
Land north of Elks Club potential park
Clay Theatre
Old Florida style
Architectural design

APPENDIX B

VISION 2025

Vision for the City of Green Cove Springs in 2025 as described by the small discussion groups on March 3, 2018. Because some attendees left before these discussions, the groups were consolidated into 8 tables for this portion of the agenda. Items highlighted with an asterisk in front of them are the priorities each group designated for the future.

Table #1

*In 2025, outstanding social media/internet presences to attract more people
*Improved infrastructure
  Underground electricity/different electric company
  Drainage
  Lower electricity rate
*Center of attraction for families to come
  Family friendly activities
  Improved parks/playgrounds
  Movies
  Sports organizations
  Employment opportunities
  Affordable housing
Opportunities for young minds
Increase opportunities for seniors
  Better retirement facilities
  Activities to stay active

Table #2

*Keep small town feel, with commercial enhancements, walkable
*River life – boating, canoeing, kayaking
*US 17 and Walnut Street beautification
  Pedestrian bridge over US17
  Legal golf cart community
Evening businesses
Restaurants
Mount Dora North shops/restaurants/pubs
Parking accessibility
City wide Wi-Fi/residents
Improvements on outdoor activities – biking, hiking, nature walks
City pier improvement
Children's recreation
All ages activities

Table #3

*Annexation to at least service area
*Maintaining city look when beltway comes in (core)
*Development (planned) on Hwy 17
Have county maintain/upgrade their buildings
Allow out city more freedom of development/bigger/less restriction

Table #4

*Port
- River front condos with marina
- Commercial building on #16
- Light industry in south of #16
- Water taxi between port and City pier
- Remove shuttle fuel tank
- River access

*Core city
- Vibrant shops (no vacancy)
- Canvas canopies
- Adequate parking
- Eateries within walking distance, especially evening dining
- Blend new building with old structures
- Trader Joes (Whole Foods, others)
- Remove "trashy" look of Highway 17

*Consolidate transportation items
- Local taxi service
- Self-driving transit for residents (maybe tram)
- Multi-modal transport hub
- Train stop in GCS (not only Amtrak, Light Rail Jax)
- Improve ride choice

Keep trees (treescape plan, beauty and safety as focal point)
Underground electric
Cleaner (streetscape, row/medians improved)
Historic fixtures
Adequate street lighting in business area and residential area
Traffic diversions from Highway17
Redevelop Westside of GCS. (Upgrade housing stock)
Develop local good paying jobs
Senior housing (carriage house concert)
Annex to service area boundaries

Table # 5

*Job opportunities for college students
*Marketing (promoting schools) (what GCS has to offer)
*Grocery Store, hotel, 5 Star restaurant
Industry ($50,000)
US17
Augusta Savage Center (service center stores)
Cove Life – marketing
Tours (for cruises that come in)
Improve face structure of buildings – Walnut St.
Keep next generation here
Children have no place to go, community center, arcade, keep off streets, move structure
Why should people retire here? + Community center, hospital
Economics in GCS with Beltway coming in
More businesses needed
Tax deduction for businesses
Luring businesses into the City

Table #6

*Canoe and kayak slide at City Park and Governor's Creek also
*Reclaimed brick roads – remove the asphalt
*Electric utilities underground
Less strip malls
Uniform architecture
Better schools
Young adult entertainment options
More restaurants (not chains) (open for dinner)
More sidewalks (walkable sidewalks)
Grove Street opened up for canoe access to the river
Pedestrian bridge crossing, Hwy 17 large enough for bicycles (located in the Core area)
Reynolds Port Development – docks, pier
Traffic control – speeding (traffic light at McDonalds) (speed bumps Magnolia Ave)
Noise restriction for trucks
City incentives to businesses to add landscaping buffers along Magnolia Ave.
Zoning that makes sense – restrict certain businesses (certain commercial areas)
Preserved plans for the future
Small town feel
City bypass to relieve Hwy 17 traffic (part of vision for the future)
Maintain proper buffers for property values

Table #9

*Lodging – limited place to stay once you are here
*Community involved in solutions
*Entertainment lacks opportunities, waterfront development for recreation, banquet hall
Fix the dock (enhancements)
Functional Golf Cart Community
Schools teaching to the whole person and management
Waterfront benches at the end of streets
More restaurants
City communication strategy including survey strategy
Make each park unique in its own way
Community involvement in schools
Redevelop Reynolds Park
Community involvement completing tasks getting things done
Grocery store
Retail stores
Annexation
Fresh Markets

Table #10

*Managed Growth
*Historic area – preserved
  Central business district – defined
*Trails – proposed
  Master trails plan
  Parking
Grocery store – small mom and pop
Pedestrian Tourism
  Walnut Street
  Pedestrian only – bridge 17 across
  Cafés, Avondale
Pier – enlarge, improve, more slips
Walking to Walnut
Historic garage – 3 stories
Preserve architecture
  Rebuild similar design
Jobs – industry
Generation friendly jobs
Restaurants
No Blanding Blvd

Attachment B

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

FY 2021 Audit

CITY OF GREEN COVE SPRINGS, FLORIDA
FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

CITY COUNCIL

Edward Gaw, Mayor
Matt Johnson, Vice Mayor
Connie Butler
Van Royal
Steven Kelley

CITY MANAGER

Steve Kennedy

CITY CLERK

Erin West

FINANCE DIRECTOR

Marlena Guthrie

CITY OF GREEN COVE SPRINGS, FLORIDA
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JAMESMOORE

INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor, City Council, and City Manager,
City of Green Cove Springs, Florida:

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Green Cove Springs, Florida (the City), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The City's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City, as of September 30, 2021, and the respective changes in financial position and, where applicable, cash flows thereof, and the budgetary comparison for the General Fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and required supplementary information, as listed in the table of contents, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's financial statements as a whole. The introductory section, combining and individual nonmajor fund financial statements, budgetary comparison schedules, statistical section, and schedule of expenditures of federal awards and state financial assistance, as required by the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and Section 215.97, Florida Statutes, *Florida Single Audit Act*, are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The combining and individual nonmajor fund financial statements, budgetary comparison schedules, and schedule of expenditures of federal awards and state financial assistance are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 27, 2022, on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

James Moore & Co., P.L.

Daytona Beach, Florida
April 27, 2022

CITY OF GREEN COVE SPRINGS, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS

The City of Green Cove Springs' (the City) Management's Discussion and Analysis (MD&A) is designed to (a) assist the reader in focusing on significant financial issues, (b) provide an overview of the City's financial activity, (c) identify changes in the City's financial position (its ability to address the next and subsequent year challenges), (d) identify any material deviations from the financial plan (the approved budget), and (e) identify individual fund issues or concerns.

Since the MD&A is designed to focus on the current year's activities, resulting changes, and currently known facts, please read it in conjunction with the City's financial statements.

HIGHLIGHTS

Financial Highlights

- The City's assets exceeded its liabilities at September 30, 2021, by $67 million. Unrestricted net position was $7.8 million at September 30, 2021.
- The City's net position increased by $7,732,375 or 13.05%. The governmental net position increased $865,421 or 3.25% and the business-type net position increased by $6,866,954 or 21.05%.
- The business-type activities revenues, including capital grants and investment revenue, increased by $7,227,538 or 39.80% and the net results from activities increased by $6,623,799 or 2724%.
- The governmental net position increased due to an increase in property taxes and state shared revenues.
- The business-type net position increased due to an increase in electric charges, wastewater grants and contributions, solid waste charges and stormwater fees. FY 21 was the first year to implement stormwater user fees. FY 21 also included $2.3 million in State Revolving Funds for construction of the Wastewater Treatment Plant.

City Highlights

- The City spent approximately $1.9 million on capital improvements, of which $376K was for the AMIKIDS Buildout and $344K was for the Augusta Savage Mentoring Center. The City also purchased approximately $26K in computer equipment for the various General Fund departments. $593K was spent on Augusta Savage Food Pantry & Projects, $37K was spent on City Hall improvements, $40K was spent on sidewalks and sign replacements throughout the City, $46K was spent on Building Permit Software. $205K was spent replacing vehicles and equipment within the Police Department. $197K was spent on park improvements and equipment. $21K was spent on Public Works Equipment.
- During this fiscal year, the Electric Department spent $260K on materials and poles. $102K was spent on the First Coast Expressway. $296K was spent on Electric Magnolia Point 3rd Feeder. $3.8 million was spent on Electric Chapman Station Upgrade and Chapman 3rd Feed and Transformer. $222K was spent on a new Electric Bucket Truck.
- The Water Department spent $736K on Reynolds System Improvements during the fiscal year. $427K was spent on Water Line Extensions and Replacements. $292K was spent on CR 209 Force Main Extension and $4K for water equipment.
- The Wastewater Department expended $2.9 million for the Wastewater Treatment Plant. $42K for a new Ford F-250 Truck. $158K was spent on Reynolds System Improvements and $162K was spent to rehab sewer lines. $867K was spent on Wastewater Repairs, Line Extensions and Equipment.

City Highlights ***(Concluded)***

- The Stormwater Department expended $64K to Rehab West Street.
- The Solid Waste Department expended $256K for 2 new 2021 Heil Trash Trucks.

Overview of Financial Statements

The MD&A is intended to serve as an introduction to the City's Basic Financial Statements. The City's Basic Financial Statements consist of three components: (1) Government-wide Financial Statements; (2) Fund Balance Statements; and (3) Notes to Financial Statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide Financial Statements

The *government-wide financial statements* are designed to provide readers with a broad overview of the City's finances, in a timely manner similar to a private-sector business.

The focus of the *Statement of Net Position (the "Unrestricted Net Position")* is designed to be similar to a bottom line for the City and its governmental and business-type activities. This statement combines and consolidates the governmental fund's current financial resources, short-term spendable resources with capital assets, and long-term obligations. Over time, increases and decreases in net position may serve as a useful indicator of whether the financial position of the City is improving or deteriorating.

The *Statement of Activities* presents information showing how the City's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused sick leave.) This statement is intended to summarize and simplify the user's analysis of the cost of various governmental services and/or subsidy to various business-type activities.

Both the government-wide financial statements distinguish functions of the City that are principally supported by taxes and intergovernmental revenues *(governmental activities)* from other functions that are intended to recover all or a significant portion of their costs through user fees and charges *(business-type activities).* The governmental activities of the City include general government, public safety, physical environment, transportation, economic environment and culture, and recreation. The business-type activities include electric, water, wastewater, stormwater, and solid waste collection. The business-type activities reflect private sector type operations where the fee for service typically covers all or most of the cost of operation including depreciation.

Fund Financial Statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The City, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the City can be divided into three (3) categories: governmental funds, proprietary funds, and fiduciary funds.

Fund Financial Statements ***(Concluded)***

Governmental funds [(1)]***—****Governmental funds* are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's *near-term* financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's *near-term* financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds* and *governmental activities*.

Proprietary funds**—**The City maintains five (5) *proprietary funds*. These funds and one Internal Service Fund "Customer Service" are used to report the same functions presented as *business-type activities* in the government-wide financial statements. The City accounts for five (5) activities in the enterprise funds: electric power distribution, water, wastewater, stormwater, and solid waste collection.

Proprietary funds provide the same type of information as the government-wide financial statements, only in more detail. The proprietary fund financial statements provide separate information for the five (5) utility funds, which are considered to be major funds of the City.

Fiduciary funds**—**Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the City's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds.

Notes to the Financial Statements**—**The notes provide additional information that is essential to a full understanding of the data provided in the government-wide fund financial statements. The Notes to the Financial Statements can be found on pages 28 through 54 of this report.

Government-wide Financial Analysis**—**Net position may serve over time as a useful indicator of a government's financial position. In the case of the City, assets exceeded liabilities by $67 million which reflects an increase of $7.7M at the close of the fiscal year ended September 30, 2021. A portion of the City's net position, $6,888,269, represents resources that are subject to external restrictions on how they may be used. Governmental activities had $4,451,195 in restricted net position and the business-type activities had $2,437,074 in restricted net position at September 30, 2021.

(1) *Traditional users of governmental financial statements will find the Fund Financial Statements presentation more familiar. The focus is now on Major funds, rather than fund type.*

GOVERNMENT-WIDE STATEMENT

Statement of Net Position

The following reflects the condensed Statement of Net Position compared to the prior year.

Statement of Net Position
As of September 30, 2021 (In 000s)

	Governmental Activities		Business-type Activities		Total Primary Government		Total % Change
	2020	2021	2020	2021	2020	2021	
Current and Other Assets	$ 4,331	$ 7,620	$ 19,074	$ 18,840	$ 23,405	$ 26,460	13.05%
Capital Assets	27,868	28,169	32,785	41,331	60,653	69,500	14.59%
Total Assets	$ 32,199	$ 35,789	$ 51,859	$ 60,171	$ 84,058	$ 95,960	14.16%
Deferred Outflows	$ 1,795	$ 1,416	$ 593	$ 488	$ 2,388	$ 1,904	-20.27%
Current Liabilities	$ 1,002	$ 3,156	$ 7,762	$ 4,463	$ 8,764	$ 7,619	-13.06%
Long-term Liabilities	5,316	3,196	11,970	15,810	17,286	19,006	9.95%
Total Liabilities	$ 6,318	$ 6,352	$ 19,732	$ 20,273	$ 26,050	$ 26,625	2.21%
Deferred Inflows	$ 1,060	$ 3,372	$ 98	$ 897	$ 1,158	$ 4,269	268.65%
Net Position:							
Net Investment in Capital Assets	$ 26,169	$ 26,680	$ 18,070	$ 25,595	$ 44,239	$ 52,275	18.16%
Restricted	2,886	4,451	2,624	2,437	5,510	6,888	25.00%
Unrestricted	(2,439)	(3,650)	11,928	11,457	9,489	7,807	-17.73%
Total Net Position	$ 26,616	$ 27,481	$ 32,622	$ 39,489	$ 59,238	$ 66,970	13.05%

Normal Impacts

There are six (6) basic (normal) transactions that will affect the comparability of the Statement of Net Position summary presentation.

Net Results of Activities—which will impact (increase/decrease) current assets and unrestricted net position.

Borrowing for Capital—which will increase current assets and long-term debt.

Spending Borrowed Proceeds on New Capital—which will reduce current assets and increase capital assets.

Normal Impacts ***(Concluded)***

Spending of Non-Borrowed Current Assets on New Capital—which will: (a) reduce current assets and increase capital assets; and (b) reduce unrestricted net position and increase net investment in capital assets.

Principal Payment on Debt—which will: (a) reduce current assets and reduce long-term debt; and (b) reduce unrestricted net position and increase net investment in capital assets.

Reduction of Capital Assets through Depreciation—which will reduce capital assets and net investment in capital assets.

Current Year Impacts

ARPA—The City received its first installment of ARPA Funds, which increased governmental activities unearned revenue, a current liability, by $2,147,911.

Statement of Activities

The following schedule compares the revenues and expenses for the current and previous fiscal year.

Change in Net Position
As of September 30, 2021 (In 000s)

	Governmental Activities		Business-type Activities		Total Primary Government		Total % Change
	2020	2021	2020	2021	2020	2021	
REVENUES							
Charges for Services	$ 1,413	$ 1,360	$17,765	$20,288	$ 19,178	21,648	12.9%
Operating Grants and Contributions	1,697	878	0	0	1,697	878	-48.3%
Capital Grants and Contributions	601	530	210	5,008	811	5,538	582.9%
General Revenues:							
Property Taxes	1,766	1,915	0	0	1,766	1,915	8.4%
State Revenue Sharing	238	275	0	0	238	275	15.6%
Sales and Use Tax	446	503	0	0	446	503	12.8%
Discretionary Sales Surtax	908	1,034	0	0	908	1,034	13.9%
Investment Income	32	2	58	8	90	10	-88.9%
Business and Utility Taxes	621	606	0	0	621	606	-2.4%
Sale of Fixed Assets	0	0	0	0	0	0	0.00%
Other General Revenues	550	522	127	83	677	605	-10.6%
Total Revenues	$ 8,272	$ 7,625	$18,160	$25,387	$ 26,432	$ 33,012	24.9%

	Governmental Activities		Business-type Activities		Total Primary Government		Total % Change
	2020	2021	2020	2021	2020	2021	
EXPENSES							
Governmental Activities:							
General Government	$ 1,796	$ 2,038	$ 0	$ 0	$ 1,796	$ 2,038	13.47%
Public Safety	3,750	2,956	0	0	3,750	2,956	-21.17%
Transportation	1,394	1,448	0	0	1,394	1,448	3.87%
Physical Environment	133	263	0	0	133	263	97.74%
Culture and Recreation	984	1,058	0	0	984	1,058	7.52%
Interest on Long-term Debt	34	31	0	0	34	31	-8.82%
Business-type Activities:							
Electric	0	0	11,916	12,023	11,916	12,023	.90%
Water	0	0	1,885	2,002	1,885	2,002	6.21%
Wastewater	0	0	2,160	2,411	2,160	2,411	11.62%
Stormwater	0	0	198	236	198	236	19.19%
Solid Waste	0	0	572	814	573	814	42.06%
Total Expenses	$ 8,091	$ 7,794	$16,731	$17,486	$ 24,822	$ 25,280	1.85%
Excess of Revenues Over Expenses	$ 180	$ (169)	$ 1,429	$ 7,901	$ 1,609	$ 7,732	380.6%
Transfers	1,185	1,035	(1,185)	(1,035)	0	0	
NET INCREASE	$ 1,365	$ 866	$ 244	$ 6,866	$ 1,609	$ 7,732	380.6%

Normal Impacts

There are nine (9) basic impacts on revenues and expenses as reflected below.

Revenues

Economic Condition—which can reflect a declining, stable, or growing economic environment and has a substantial impact on ad valorem, sales, gas, or other tax revenue as well as public spending habits for building permits and utility user fees.

Increase/Decrease in Council-approved rates—while certain tax rates are set by statute, the City Council has significant authority to impose and periodically increase/decrease rates (electric, water, wastewater, stormwater, solid waste, permitting, impact fee, recreation user fees, etc.)

Normal Impacts ***(Concluded)***

Revenues ***(Concluded)***

Changing Patterns in Intergovernmental and Grant Revenue— (both recurring and nonrecurring) certain recurring rates (state revenue sharing, grants, etc.) may experience significant changes periodically while nonrecurring (or one-time) grants are less predictable and often distorting in their impact on year-to-year comparisons.

Contribution from the Electric, Water, Sewer, and Solid Waste Funds—the City owns and operates the Electric, Water, Wastewater, and Solid Waste Utility systems and provides administrative and support services for these utilities. In return, the City receives payments from the utilities. Therefore, the ongoing competitiveness and vitality of the utilities are important to the City's well-being.

Market Impacts on Investment Income—due to varying maturities on the City's investments and the varying nature of the market in general, the City investment income may fluctuate from year to year. During 2021, investment income decreased 89% due to market conditions.

Expenses

Introduction of New Programs—within the functional expense categories (General Government, Public Safety, and Transportation) individual programs may be added or deleted to meet changing community needs.

Authorized Personnel—changes in service demand may cause the Council to increase/decrease authorized staffing. Staffing costs (salary and related benefits) represent 18% of the City's total net operating budget.

Personnel Costs (cost of living, merit, and market adjustment)—the ability to attract and retain human and intellectual resources requires the City to strive to approach a competitive salary range position in the marketplace. A classification and compensation study was completed for the City by Evergreen Solutions, LLC. It was presented and received by the Council on September 15, 2020. Implementation of the classification and compensation study began in fiscal year 2021 and full implementation was accomplished during fiscal year 2022.

Inflation—the City is a major consumer of certain commodities such as chemicals, supplies, fuels, and parts. Some functions may experience unusual commodity-specific increases.

Current Year Impacts

Revenues

The City's property tax revenue increased by 8.44% for fiscal year 2021. The City's millage rate for this fiscal year is 3.80 mils. The passing of Amendment 1, Property Tax Reform, limits governments in their ability to collect additional ad valorem tax.

In government activities, total revenues decreased primarily due to an increase in property taxes and state shared revenues, offset by a more significant decrease in grants, primarily COVID-19 and Spring Park Pier grant in FY 20. General fund revenues, including transfers-in, increased from the previous year with an overall increase of 2.54%.

Current Year Impacts *(Concluded)*

Revenues *(Concluded)*

Interest revenues are decreasing due to decreasing market rates.

The business-type activities (Proprietary Fund) revenues increased by approximately 39.80%, due mainly to an increase in electric charges, solid waste charges, wastewater capital grants and stormwater fees. FY 21 was the first year to implement Stormwater user fees.

Expenses

The Governmental activities expenses decreased by approximately 3.67%, primarily due to a decrease in public safety expenses.

The primary increase in the business-type activities is a result of an increase in electric power & depreciation expense. The business-type activities expenses, excluding transfers, increased by 4.50%.

Proprietary Funds

The Utility Fund accounting for the Electric, Water, Wastewater, Stormwater, Solid Waste, internal service fund activities had an increase in net position of $6,866,954. Operating revenues increased by $2,523,092 and operating expenses increased by $405,801. Utility fund operating expenses (excluding depreciation) increased by 2.86%.

Budgetary Highlights

The most significant budget adjustments were as follows:

General Fund

- The budget in total was increased by $3,789,957. $535,200 was for the remaining COVID-19 public health emergency and CARES ACT reimbursements for Public Safety salaries and benefits and the Augusta Savage Mentoring Center. $308,251 was for increased state revenues. $403,487 was for fund balance transfers due to carry over of CARES ACT projects. $142,603 was for increased public safety fines, RLC citations and Federal Forfeiture funds. $186,265 was for a GIS project grant and adjusted FEMA payment for COVID-19 expenditures. $2,147,911 was also budgeted for ARPA Funds Tranche #1.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

As of year-end, the City had $69,499,809 invested in a variety of capital assets, as reflected in the following schedule, which represents a net increase (addition, deductions, and depreciation) of $8,846,338 or 14.58% from the end of last year. Capital Asset Activity is further outlined in the Notes to Financial Statements, Note No. 6.

Net of Depreciation
(In 000s)

	Governmental Activities		Business-type Activities		Total Primary Government	
	2020	2021	2020	2021	2020	2021
Land and Land Rights	$ 8,063	$ 8,063	$ 227	$ 227	$ 8,290	$ 8,290
Construction in Progress	273	376	8,262	12,058	8,535	12,434
Buildings and Plants	12,390	13,543	50,694	56,068	63,084	69,611
Improvements Other than Buildings	7,997	8,254	0	0	7,997	8,254
Equipment	3,496	3,695	0	0	3,496	3,695
Infrastructure	9,823	9,858	10,136	11,775	19,959	21,633
Less: Accumulated Depreciation	(14,174)	(15,620)	(36,534)	(38,797)	(50,708)	(54,417)
Total	$ 27,868	$ 28,169	$ 32,785	$ 41,331	$ 60,653	$ 69,500

The following reconciliation summarizes the change in Capital Assets.

Change in Capital Assets
(In 000s)

	Governmental Activities		Business-type Activities		Total Primary Government	
	2020	2021	2020	2021	2020	2021
Beginning Balance, Net	$ 26,711	$ 27,868	$ 26,734	$ 32,785	$ 53,445	$ 60,653
Additions	2,966	2,267	8,278	10,985	11,244	13,252
Retirement Other	(418)	(520)	(1)	(176)	(419)	(696)
Depreciation	(1,391)	(1,446)	(2,226)	(2,263)	(3,617)	(3,709)
Ending Balance, Net	$ 27,868	$ 28,169	$ 32,785	$ 41,331	$ 60,653	$ 69,500

CITY OF GREEN COVE SPRINGS, FLORIDA
MANAGEMENT'S DISCUSSION AND ANALYSIS
(Continued)

Capital Assets ***(Concluded)***

This year's major additions were:

Governmental Activities:	***In (000s)***
AMIKIDS Buildout	$ 376
City Hall Improvements	37
Augusta Savage Mentoring Center	344
Police Vehicles	205
Parks Improvements	187
Building Permit Software	46
Augusta Savage Food Pantry & Projects	593
Sign Replacements & Sidewalk Repairs	40
Computer Equipment	26
Parks Mower	10
Public Works Equipment	21
Business-type Activities:	
Electric Materials and Poles	260
Electric First Coast Expressway	102
Electric Chapman 3rd Feed and Transformer	551
Electric Bucket Truck	222
Electric Chapman Station Upgrade	3,245
Electric Magnolia Point 3rd Feeder	296
Electric UG Cable Sectionalizing/Replacement	235
Water Reynolds System Improvements	736
Water Line Extensions & Replacements	427
Water New Meter Installation	292
Water Equipment	4
Water CR 209 Force Main Extension	292
Wastewater Treatment Plant	2,859
Wastewater Repairs	453
Wastewater Ford F-250 Truck	42
Wastewater Rehab Sewer Lines	162
Wastewater Line Extensions	257
Wastewater Equipment	157
Wastewater System Improvements	158
Solid Waste 2-2021 Heil Trash Trucks	256
Stormwater West Street Rehab	64

Debt Outstanding

As of year-end, the City had the following debt. The City Debt is further outlined in the Notes to the Financial Statements, Note No. 7.

Outstanding Debt, at Year-end
(In 000s)

	Totals	
	2020	**2021**
Governmental:		
Compensated Absences	$ 510	$ 519
Total OPEB Liability	378	386
Sales Tax Revenue Note		
Series 2016A	911	765
Series 2016B	788	724
Net Pension Liability	3,092	1,171
Sub-Total – Governmental	5,679	3,565
Business-type:		
Utility Notes	14,574	15,736
Equipment Notes	141	0
Compensated Absences	492	413
Total OPEB Liability	169	174
Net Pension Liability	1,602	663
Sub-Total – Business-Type	16,978	16,986
Total	$ 22,657	$ 20,551

ECONOMIC FACTORS

The State of Florida, by Constitution, does not have a state personal income tax and, therefore, the state operates primarily using sales, gasoline, and corporate income taxes. Local governments primarily rely on property and a limited array of permitted other taxes (sales, gasoline, utilities services, local business, etc.) and franchise fees for their governmental activities. There are a limited number of state-shared revenues and recurring and nonrecurring (one-time) grants from both the state and federal governments.

For the business-type and certain governmental activities, the user (of services) pays a related fee (or charge) associated therewith.

FINANCIAL CONTACT

The City's financial statements are designed to present users (citizens, taxpayers, customers, investors, and creditors) with a general overview of the City's finances and to demonstrate the City's accountability. If you have any questions about the report or need additional financial information, contact the City's Finance Director at City Hall at 321 Walnut Street, Green Cove Springs, Florida 32043, telephone (904) 297-7500.

BASIC FINANCIAL STATEMENTS

These basic financial statements contain Government-wide Financial Statements, Fund Financial Statements and Notes to the Financial Statements.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF NET POSITION
SEPTEMBER 30, 2021

	Governmental Activities	Business-type Activities	Total
ASSETS			
Equity in pooled cash	$ 2,776,387	$ 9,370,667	$ 12,147,054
Investments	1,629,783	4,725,533	6,355,316
Receivables, net	20,005	2,117,632	2,137,637
Internal balances	(149,469)	149,469	-
Due from other governments	786,892	1,087,936	1,874,828
Inventories	75,291	969,446	1,044,737
Prepaids	191,999	-	191,999
Restricted assets:			
Equity in pooled cash	127,640	48,048	175,688
Investments	-	370,858	370,858
Net pension asset	2,161,613	-	2,161,613
Capital assets:			
Capital assets, not being depreciated	8,438,813	12,285,154	20,723,967
Other capital assets, net of depreciation	19,729,971	29,045,871	48,775,842
Total assets	$ 35,788,925	$ 60,170,614	$ 95,959,539
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions	$ 1,416,533	$ 487,683	$ 1,904,216
LIABILITIES			
Accounts payable and accrued liabilities	$ 632,095	$ 2,192,228	$ 2,824,323
Customer deposits	-	848,003	848,003
Unearned revenue	2,147,911	184,201	2,332,112
Accrued interest payable	7,376	61,779	69,155
Noncurrent liabilities:			
Due within one year:			
Bonds, notes, and capital leases payable	213,000	1,052,538	1,265,538
Compensated absences	155,574	124,109	279,683
Due in more than one year:			
Bonds, notes, and capital leases payable	1,276,000	14,683,168	15,959,168
Compensated absences	363,005	289,585	652,590
Total OPEB liability	386,384	174,402	560,786
Net pension liability	1,170,578	662,638	1,833,216
Total liabilities	$ 6,351,923	$ 20,272,651	$ 26,624,574
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions	$ 3,372,104	$ 896,748	$ 4,268,852
NET POSITION			
Net investment in capital assets	$ 26,679,784	$ 25,595,319	$ 52,275,103
Restricted for:			
Public safety	92,878	-	92,878
Pensions	2,161,613	-	2,161,613
Debt service	53,000	357,282	410,282
Building department	536,525	-	536,525
Capital projects - infrastructure surtax	932,262	-	932,262
Capital projects - transportation only	440,043	-	440,043
Transportation - operations and capital	234,874	-	234,874
System Improvements	-	2,079,792	2,079,792
Unrestricted	(3,649,548)	11,456,505	7,806,957
Total net position	$ 27,481,431	$ 39,488,898	$ 66,970,329

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Functions/Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expense) Revenue and Changes in Net Position: Governmental Activities	Net (Expense) Revenue and Changes in Net Position: Business-type Activities	Net (Expense) Revenue and Changes in Net Position: Total
Governmental activities:							
General government	$ 2,037,635	$ 89,229	$ -	$ -	$ (1,948,406)	$ -	$ (1,948,406)
Public safety	2,956,507	1,183,766	403,874	-	(1,368,867)	-	(1,368,867)
Transportation	1,448,097	-	473,897	-	(974,200)	-	(974,200)
Physical environment	263,067	-	-	-	(263,067)	-	(263,067)
Culture and recreation	1,058,161	86,674	-	530,107	(441,380)	-	(441,380)
Interest on long-term debt	30,866	-	-	-	(30,866)	-	(30,866)
Total governmental activities	7,794,333	1,359,669	877,771	530,107	(5,026,786)	-	(5,026,786)
Business-type activities:							
Electric	12,023,042	13,500,261	-	16,131	-	1,493,350	1,493,350
Water	2,001,672	1,948,330	-	174,744	-	121,402	121,402
Sewer	2,410,961	3,252,842	-	4,816,753	-	5,658,634	5,658,634
Solid Waste	814,207	916,426	-	-	-	102,219	102,219
Stormwater	235,632	670,525	-	-	-	434,893	434,893
Total business-type activities	17,485,514	20,288,384	-	5,007,628	-	7,810,498	7,810,498
Total primary government	$ 25,279,847	$ 21,648,053	$ 877,771	$ 5,537,735	(5,026,786)	7,810,498	2,783,712
General revenues:							
Property taxes					1,915,494	-	1,915,494
Sales taxes					1,536,667	-	1,536,667
Public service taxes					387,699	-	387,699
Other taxes					32,212	-	32,212
Franchise and utility taxes					185,752	-	185,752
State revenue sharing					275,321	-	275,321
Other intergovernmental revenues					477,299	-	477,299
Investment earnings					2,534	7,924	10,458
Miscellaneous revenues					44,363	83,398	127,761
Transfers					1,034,866	(1,034,866)	-
Total general revenues and transfers					5,892,207	(943,544)	4,948,663
Change in net position					865,421	6,866,954	7,732,375
Net position - beginning					26,616,010	32,621,944	59,237,954
Net position - ending					$ 27,481,431	$ 39,488,898	$ 66,970,329

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
BALANCE SHEET
GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

	General	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Equity in pooled cash and investments	$ 3,225,876	$ 1,307,934	$ 4,533,810
Accounts receivable, net	20,005	-	20,005
Due from other governments	725,617	61,275	786,892
Inventories	75,291	-	75,291
Prepaid items	191,999	-	191,999
Total assets	$ 4,238,788	$ 1,369,209	$ 5,607,997
LIABILITIES			
Accounts payable and accrued liabilities	$ 518,281	$ 113,814	$ 632,095
Unearned revenue	2,147,911	-	2,147,911
Due to other funds	-	149,469	149,469
Total liabilities	2,666,192	263,283	2,929,475
FUND BALANCES			
Nonspendable:			
Inventories	75,291	-	75,291
Prepaid items	191,999	-	191,999
Restricted for:			
Public safety	67,264	25,614	92,878
Debt service	60,376	-	60,376
Building department	-	536,525	536,525
Capital projects - infrastructure surtax	932,262	-	932,262
Capital projects - transportation only	440,043	-	440,043
Transportation - operations and capital	234,874	-	234,874
Assigned to:			
Capital improvements	-	631,994	631,994
Unassigned	(429,513)	(88,207)	(517,720)
Total fund balances	1,572,596	1,105,926	2,678,522
Total liabilities and fund balances	$ 4,238,788	$ 1,369,209	$ 5,607,997

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
RECONCILIATION OF THE BALANCE SHEET OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF NET POSITION
SEPTEMBER 30, 2021

Fund balances - total governmental funds		$ 2,678,522
Amounts reported for governmental activities in the statement of activities are different because:		
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds		
Total governmental capital assets	43,789,050	
Less: accumulated depreciation	(15,620,266)	28,168,784
On the governmental fund statements, a net pension liability is not recorded until an amount is due and payable and the pension plan's fiduciary net position is not sufficient for payment of those benefits (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's net pension (liability) asset of the defined benefit pension plans is reported as a noncurrent (liability) asset. Additionally, deferred outflows and deferred inflows related to pensions are also reported.		
Net pension liability	(1,170,578)	
Net pension asset	2,161,613	
Deferred outflows related to pensions	1,416,533	
Deferred inflows related to pensions	(3,372,104)	(964,536)
On the governmental fund statements, total OPEB liability is not recorded unless an amount is due and payable (no such liability exists at the end of the current fiscal year). On the Statement of Net Position, the City's total OPEB liability is reported as a noncurrent liability.		
Total OPEB liability		(386,384)
Long-term liabilities, including bonds payable and notes payable, are not due and payable in the current period and, therefore, are not reported in the funds. These liabilities, deferred outflows, and other debt-related deferred charges consist of the following:		
Bonds and notes payable	(1,489,000)	
Accrued interest payable	(7,376)	
Compensated absences	(518,579)	(2,014,955)
Net position of governmental activities		$ 27,481,431

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	General	Nonmajor Governmental Funds	Total Governmental Funds
Revenues			
Taxes	$ 3,913,035	$ -	$ 3,913,035
Permits and fees	7,049	213,506	220,555
Intergovernmental	2,247,880	-	2,247,880
Charges for services	803,872	-	803,872
Fines and forfeitures	1,068,890	-	1,068,890
Investment income	2,534	-	2,534
Miscellaneous	49,587	-	49,587
	8,092,847	213,506	8,306,353
Expenditures			
Current:			
General government	1,859,590	328,954	2,188,544
Public safety	3,230,302	12,648	3,242,950
Transportation	1,025,304	-	1,025,304
Physical environment	246,155	-	246,155
Culture and recreation	531,913	-	531,913
Capital outlay	1,895,462	46,250	1,941,712
Debt service:			
Principal retirement	-	210,000	210,000
Interest and fiscal charges	-	31,635	31,635
Total expenditures	8,788,726	629,487	9,418,213
Excess (deficiency) of revenues over expenditures	(695,879)	(415,981)	(1,111,860)
Other financing sources (uses)			
Transfers in	1,034,866	241,635	1,276,501
Transfers out	(241,635)	-	(241,635)
Total other financing sources (uses)	793,231	241,635	1,034,866
Net change in fund balances	97,352	(174,346)	(76,994)
Fund balances, beginning of year	1,475,244	1,280,272	2,755,516
Fund balances, end of year	$ 1,572,596	$ 1,105,926	$ 2,678,522

The accompanying notes to financial statements are an integral part of this statement

CITY OF GREEN COVE SPRINGS, FLORIDA
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS
TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Net change in fund balances - total governmental funds	$	(76,994)
Differences in amounts reported for governmental activities in the statement of activities are:		
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is depreciated over their estimated useful lives.		
Capital outlay expenditures		1,941,712
Depreciation expense		(1,623,715)
Bond and loan proceeds are reported as financing sources in the governmental funds. However, the issuance of debt is reported as long-term debt payable in the statement of net position. Repayment of bond and note principal is an expenditure in the governmental funds, but the repayment of debt principal reduces long-term liabilities in the statement of net position. These amounts are as follows:		
Principal repayment of general long-term debt		210,000
Governmental funds report contributions to defined benefit pension plans as expenditures. However, in the Statement of Activities, the amount contributed to defined benefit pension plans reduces future net pension liability (asset). Also included in pension/OPEB expense in the Statement of activities are amounts required to be amortized.		
Change in net pension liability (asset) and deferred inflows/outflows related to pensions		447,583
Change in total OPEB liability		(8,344)
The net effect of various miscellaneous transactions involving capital assets (e.g. sales, trade-ins, donations, CIP project abandoned) is to decrease net position.		(17,317)
Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available financial resources. In the statement of activities, however, which is presented on the accrual basis, expenses and liabilities are reported regardless of when financial resources are available. In addition, interest on long-term debt is not recognized under the modified accrual basis of accounting until due, rather than as it accrues. These adjustments are as follows:		
Change in accrued interest on long-term debt		769
Change in compensated absences liability		(8,273)
Change in net position of governmental activities	$	865,421

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE
BUDGET AND ACTUAL - GENERAL FUND
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Budgeted Amounts			Variance with Final Budget - Positive (Negative)
	Original	Final	Actual	
REVENUES				
Taxes	$ 3,729,682	$ 3,920,325	$ 3,913,035	$ (7,290)
Permits and fees	7,000	7,000	7,049	49
Intergovernmental	1,675,459	4,683,183	2,247,880	(2,435,303)
Charges for services	823,705	835,705	803,872	(31,833)
Fines and forfeitures	947,740	1,090,343	1,068,890	(21,453)
Investment income	45,000	45,000	2,534	(42,466)
Miscellaneous	31,000	64,500	49,587	(14,913)
Total revenues	7,259,586	10,646,056	8,092,847	(2,553,209)
EXPENDITURES				
Current:				
General government	1,672,502	4,072,934	1,859,590	2,213,344
Public safety	3,166,972	3,166,972	3,230,302	(63,330)
Transportation	1,073,515	1,073,515	1,025,304	48,211
Physical environment	190,227	295,652	246,155	49,497
Culture and recreation	524,282	575,282	531,913	43,369
Capital outlay	1,451,050	2,684,150	1,895,462	788,688
Total expenditures	8,078,548	11,868,505	8,788,726	3,079,779
Excess (deficiency) of revenues over (under) expenditures	(818,962)	(1,222,449)	(695,879)	526,570
Other financing sources (uses)				
Transfers in	1,034,866	1,034,866	1,034,866	-
Transfers out	(241,635)	(241,635)	(241,635)	-
Total other financing sources (uses)	793,231	793,231	793,231	-
Net change in fund balances	(25,731)	(429,218)	97,352	526,570
Fund balances, beginning of year	1,475,244	1,475,244	1,475,244	-
Fund balances, end of year	$ 1,449,513	$ 1,046,026	$ 1,572,596	$ 526,570

The accompanying notes to financial statements are an integral part of this statement

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF NET POSITION
PROPRIETARY FUNDS
SEPTEMBER 30, 2021

	Business-type Activities - Enterprise Funds						
	Major Funds				Nonmajor Fund		Business-type Activities - Internal Service Funds
	Electric Utility	Water Utility	Sewer Utility	Solid Waste Utility	Stormwater Utility	Total	
ASSETS							
Current assets:							
Equity in pooled cash	$ 5,379,058	$ 1,885,399	$ 1,124,021	$ 398,702	$ 402,327	$ 9,189,507	$ 181,160
Investments	4,501,223	224,310	-	-	-	4,725,533	-
Restricted cash	-	-	48,048	-	-	48,048	-
Restricted investments	271,666	99,192	-	-	-	370,858	-
Accounts receivable, net	1,539,472	165,784	309,130	70,696	32,550	2,117,632	-
Due from other governments	-	-	1,087,936	-	-	1,087,936	-
Inventories	881,171	84,520	3,741	14	-	969,446	-
Due from other funds	149,469	-	-	-	-	149,469	-
Total current assets	12,722,059	2,459,205	2,572,876	469,412	434,877	18,658,429	181,160
Noncurrent assets:							
Capital assets:							
Nondepreciable capital assets	1,050,040	440,020	10,795,094	-	-	12,285,154	-
Depreciable capital assets, net	14,405,281	7,064,864	6,545,209	395,175	572,798	28,983,327	62,544
Total noncurrent assets	15,455,321	7,504,884	17,340,303	395,175	572,798	41,268,481	62,544
Total assets	$ 28,177,380	$ 9,964,089	$ 19,913,179	$ 864,587	$1,007,675	$ 59,926,910	$ 243,704
DEFERRED OUTFLOWS OF RESOURCES							
Deferred outflows related to pensions	$ 166,543	$ 97,858	$ 100,418	$ 57,543	$ 10,632	$ 432,994	$ 54,689
LIABILITIES							
Current liabilities:							
Accounts payable and accrued liabilities	$ 1,471,584	$ 49,173	$ 650,334	$ 8,923	$ 3,363	$ 2,183,377	$ 8,851
Deposits	665,659	78,567	61,032	42,745	-	848,003	-
Unearned revenue	184,201	-	-	-	-	184,201	-
Compensated absences	16,413	37,511	37,511	14,361	8,834	114,630	9,479
Payable from restricted assets:							
Current maturities on long-term debt	723,471	159,616	126,922	42,529	-	1,052,538	-
Accrued interest payable	39,657	16,816	5,151	155	-	61,779	-
Total current liabilities	3,100,985	341,683	880,950	108,713	12,197	4,444,528	18,330
Noncurrent liabilities:							
Bonds and notes payable, net	8,493,000	1,320,773	4,685,005	184,390	-	14,683,168	-
Compensated absences	38,298	87,524	87,524	33,510	20,613	267,469	22,116
Total OPEB liability	8,352	39,322	38,940	41,613	11,136	139,363	35,039
Net pension liability	226,290	132,966	136,441	78,187	14,446	588,330	74,308
Total noncurrent liabilities	8,765,940	1,580,585	4,947,910	337,700	46,195	15,678,330	131,463
Total liabilities	$ 11,866,925	$ 1,922,268	$ 5,828,860	$ 446,413	$ 58,392	$ 20,122,858	$ 149,793
DEFERRED INFLOWS OF RESOURCES							
Deferred inflows related to pensions	$ 306,238	$ 179,943	$ 184,645	$ 105,810	$ 19,550	$ 796,186	$ 100,562
NET POSITION							
Net investment in capital assets	$ 6,238,850	$ 6,024,495	$ 12,528,376	$ 168,256	$ 572,798	$ 25,532,775	$ 62,544
Restricted for debt service	232,009	82,376	42,897	-	-	357,282	-
Restricted for system improvements	233,107	614,207	1,232,478	-	-	2,079,792	-
Unrestricted	9,466,794	1,238,658	196,341	201,651	367,567	11,471,011	(14,506)
Total net position	$ 16,170,760	$ 7,959,736	$ 14,000,092	$ 369,907	$ 940,365	39,440,860	$ 48,038
Cumulative adjustment to reflect consolidation of internal service fund activities related to enterprise funds over time						48,038	
Net position, business-type activities						$ 39,488,898	

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF REVENUE, EXPENSES, AND CHANGES IN NET POSITION
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Business-type Activities - Enterprise Funds						
	Major Funds				Nonmajor Fund		Business-type Activities - Internal Service Funds
	Electric Utility	Water Utility	Sewer Utility	Solid Waste Utility	Stormwater Utility	Total	
Operating revenues							
Charges for services	$ 13,349,040	$ 1,936,261	$ 3,232,602	$ 812,631	$ 670,525	$ 20,001,059	$ 470,658
Other revenues	151,221	12,069	20,240	103,795	-	287,325	-
Total operating revenues	13,500,261	1,948,330	3,252,842	916,426	670,525	20,288,384	470,658
Operating expenses							
Electric power expense	8,504,175	-	-	-	-	8,504,175	-
Personnel services	943,805	666,803	679,471	448,130	96,804	2,835,013	356,211
Billing and administrative	494,434	239,831	273,940	113,918	-	1,122,123	-
Contractual services	191,757	29,744	50,529	12,595	12,036	296,661	34,384
Utilities	9,097	149,293	168,245	7,687	-	334,322	-
Repairs and Maintenance	57,630	211,636	161,180	29,130	24,362	483,938	9,629
Materials and supplies	580,599	91,263	226,613	57,402	12,905	968,782	15,441
Insurance	32,222	23,844	-	5,924	-	61,990	1,100
Depreciation	920,442	554,269	710,606	127,500	89,525	2,402,342	8,200
Total operating expenses	11,734,161	1,966,683	2,270,584	802,286	235,632	17,009,346	424,965
Operating income (loss)	1,766,100	(18,353)	982,258	114,140	434,893	3,279,038	45,693
Nonoperating revenues (expenses)							
Interest earnings	5,566	1,097	742	519	-	7,924	-
Miscellaneous	65,449	578	-	(28,322)	-	37,705	-
Interest expense	(288,881)	(34,989)	(140,377)	(11,921)	-	(476,168)	-
Total nonoperating revenues (expenses)	(217,866)	(33,314)	(139,635)	(39,724)	-	(430,539)	-
Income (loss) before contributions and transfers	1,548,234	(51,667)	842,623	74,416	434,893	2,848,499	45,693
Capital contributions	16,131	77,670	138,000	-	-	231,801	-
Capital grants	-	97,074	4,678,753	-	-	4,775,827	-
Transfers out	(850,000)	(64,866)	(100,000)	(20,000)	-	(1,034,866)	-
Change in net position	714,365	58,211	5,559,376	54,416	434,893	6,821,261	45,693
Net position, beginning of year	15,456,395	7,901,525	8,440,716	315,491	505,472	32,619,599	2,345
Net position, end of year	$ 16,170,760	$ 7,959,736	$ 14,000,092	$ 369,907	$ 940,365	$ 39,440,860	$ 48,038
Change in enterprise fund's net position						$ 6,821,261	
Adjustment to reflect consolidation of internal service fund activities related to enterprise funds						45,693	
Change in net position of business-type activities						$ 6,866,954	

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF CASH FLOWS
PROPRIETARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Business-type Activities - Enterprise Funds						
	Major Funds				Nonmajor Fund		Business-type Activities - Internal Service Funds
	Electric Utility	Water Utility	Sewer Utility	Solid Waste Utility	Stormwater Utility	Total	
Cash flows from operating activities							
Cash received from customers	$ 13,150,743	$ 2,023,971	$ 2,169,385	$ 920,424	$ 638,385	$ 18,902,908	$ 470,658
Cash paid to employees	(1,451,882)	(967,630)	(1,021,255)	(533,935)	(77,624)	(4,052,326)	(369,248)
Cash paid to suppliers	(9,145,822)	(527,727)	258,694	(125,327)	(48,685)	(9,588,867)	(70,255)
Net cash provided by (used in) operating activities	2,553,039	528,614	1,406,824	261,162	512,076	5,261,715	31,155
Cash flows from noncapital financing activities							
Transfers to other funds	(850,000)	(64,866)	(100,000)	(20,000)	-	(1,034,866)	-
Interfund loans	737,767	-	-	-	(46,108)	691,659	-
Net cash provided by (used in) noncapital financing activities	(112,233)	(64,866)	(100,000)	(20,000)	(46,108)	(343,207)	-
Cash flows from capital and related financing activities							
Capital contributions	-	77,670	138,000	-	-	215,670	-
Acquisition and construction of capital assets	(5,101,462)	(1,459,620)	(4,088,068)	(255,600)	(63,641)	(10,968,391)	-
Capital grants	-	80,532	4,094,327	-	-	4,174,859	-
Other receipts	65,449	578	-	-	-	66,027	-
Principal payments of long-term debt	(7,273,268)	(138,000)	(4,012,890)	(82,380)	-	(11,506,538)	-
Proceeds from issuance of long-term debt	9,791,000	156,951	2,323,165	255,600	-	12,526,716	-
Interest paid	(304,621)	(34,989)	(142,782)	(12,219)	-	(494,611)	-
Net cash provided by (used in) capital and related financing activities	(2,822,902)	(1,316,878)	(1,688,248)	(94,599)	(63,641)	(5,986,268)	-
Cash flows from investing activities							
Interest received	5,566	1,097	742	519	-	7,924	-
Purchases of investments	(7,421)	(503)	-	-	-	(7,924)	-
Net cash provided by (used in) investing activities	(1,855)	594	742	519	-	-	-
Net change in cash and cash equivalents	(383,951)	(852,536)	(380,682)	147,082	402,327	(1,067,760)	31,155
Cash and cash equivalents, beginning of year	5,763,009	2,737,935	1,552,751	251,620	-	10,305,315	150,005
Cash and cash equivalents, end of year	$ 5,379,058	$ 1,885,399	$ 1,172,069	$ 398,702	$ 402,327	$ 9,237,555	$ 181,160
Cash and cash equivalents classified as:							
Unrestricted	$ 5,379,058	$ 1,885,399	$ 1,124,021	$ 398,702	$ 402,327	$ 9,189,507	$ 181,160
Restricted	-	-	48,048	-	-	48,048	-
Total cash and cash equivalents	$ 5,379,058	$ 1,885,399	$ 1,172,069	$ 398,702	$ 402,327	$ 9,237,555	$ 181,160
Reconciliation of operating income (loss) to net cash provided by (used in) operating activities:							
Operating income (loss)	$ 1,766,100	$ (18,353)	$ 982,258	$ 114,140	$ 434,893	$ 3,279,038	$ 45,693
Adjustments to reconcile net operating income (loss) to net cash provided by (used in) operating activities:							
Depreciation	920,442	554,269	710,606	127,500	89,525	2,402,342	8,200
Changes in assets and liabilities:							-
Accounts receivable	(178,404)	(4,550)	(3,396)	(2,502)	(32,140)	(220,992)	-
Due from other governments	-	63,375	(1,087,936)	-	-	(1,024,561)	-
Inventories	(227,521)	(11,941)	(880)	(14)	-	(240,356)	-
Accounts payable and accrued liabilities	457,179	(10,006)	866,141	(12,575)	618	1,301,357	(9,701)
Deposits	23,423	-	7,875	6,500	-	37,798	-
Unearned revenue	(194,537)	16,816	-	-	-	(177,721)	-
Compensated absences	9,491	(49,390)	(49,390)	8,047	254	(80,988)	3,149
Net pension liability	(24,756)	(12,723)	(19,571)	19,344	18,784	(18,922)	(16,894)
Total OPEB liability	1,622	1,117	1,117	722	142	4,720	708
Net cash provided by (used in) operating activities	$ 2,553,039	$ 528,614	$ 1,406,824	$ 261,162	$ 512,076	$ 5,261,715	$ 31,155

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF FIDUCIARY NET POSITION
FIDUCIARY FUNDS
SEPTEMBER 30, 2021

	Pension Trust Fund
ASSETS	
Cash and cash equivalents with trustee	$ 25,021
Investments, at fair value:	
Pooled Funds – Broad Market HQ	1,280,371
Pooled Funds – Core Plus Fixed Income	1,305,152
Pooled Funds – Equities	4,923,723
Pooled Funds – Core Real Estate	693,878
Total investments	8,203,124
Total assets	$ 8,228,145
NET POSITION	
Restricted for pensions	$ 8,228,145

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
STATEMENT OF CHANGES IN FIDUCIARY NET POSITION
FIDUCIARY FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Police Pension Trust Fund
Additions	
Contributions:	
Employer	$ 194,908
Members	13,046
State	103,024
Total contributions	310,978
Investment Income:	
Net appreciation (depreciation) in fair value of investments	1,308,368
Less: investment management fee	(14,288)
Net investment income (loss)	1,294,080
Total additions	1,605,058
Deductions	
Member benefits	60,588
Administration fees	16,302
Total deductions	76,890
Change in net position	1,528,168
Net position restricted for pensions, beginning of year	6,699,977
Net position restricted for pensions, end of year	$ 8,228,145

The accompanying notes to financial statements are an integral part of this statement.

CITY OF GREEN COVE SPRINGS, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

(1) **Summary of Significant Accounting Policies:**

The financial statements of the City of Green Cove Springs, Florida (the City), have been prepared in conformance with accounting principles generally accepted in the United States of America as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted body for promulgating governmental accounting and financial reporting principles. The following is a summary of the City's significant accounting policies:

(a) **Reporting entity**—The City which is located in northeast Florida, is a political subdivision of the State of Florida and was established in 1911 by Chapter 6350, Laws of Florida. The City is governed by a five-member City Council and provides utility services (electric, water, sewer, stormwater, and refuse collection), as well as public safety, road and street maintenance, parks, recreation, and general administrative services.

As required by U.S. generally accepted accounting principles, the accompanying financial statements present the City as a primary government. Component units, if any, would also be presented. Component units are entities for which a primary government is considered to be financially accountable. The City has no component units.

(b) **Basis of presentation**—The financial statements of the City have been prepared in accordance with generally accepted accounting principles (GAAP) as applicable to governmental units. The Governmental Accounting Standards Board (GASB) is the standard-setting body for governmental accounting and financial reporting principles. The more significant of the City's accounting policies are hereafter described.

(c) **Government-wide financial statements—**The government-wide financial statements (i.e., the statement of net position and the statement of activities) report information on all of the nonfiduciary activities of the City. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges to external parties.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include: a) charges for services that are directly related to a given function; and b) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes and other revenues not properly included among program revenues are reported instead as general revenues.

(d) **Fund financial statements**—Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements, but all nonmajor funds are aggregated and displayed in a single column.

The governmental fund financial statements include reconciliations with brief explanations to better identify the relationship between the government-wide statements and the statements for the governmental funds.

The City reports the following major governmental funds:

*General Fun*d—the primary operating fund, used to account for all activities except those required to be accounted for in another fund.

(1) **Summary of Significant Accounting Policies:** (Continued)

The City reports the following enterprise funds:

Electric Utility Fund—a major enterprise fund, used to account for the activities of the City's electric utility.

Water Utility Fund—a major enterprise fund, used to account for the activities of the City's water utility.

Sewer Utility Fund—a major enterprise fund, used to account for the activities of the City's wastewater utility.

Solid Waste Utility Fund—a major enterprise fund, used to account for the activities of the City's sanitation utility.

Stormwater Utility Fund—a nonmajor enterprise fund, used to account for the activities of the City's storm water utility.

The City reports the following fiduciary fund:

Pension Trust Fund—to account for activities of the City's police officers' pension plan.

In addition, the government reports the following types of nonmajor funds:

Special Revenue Funds—to account for the proceeds of specific revenue sources that are legally restricted or committed to expenditures for specified purpose.

Capital Project Funds—to account for the costs of constructing public buildings and renovations.

Internal Service Fund—to account for customer services provided to the proprietary funds.

(e) **Measurement focus, basis of accounting, and financial statement presentation**—The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as are the proprietary fund and fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows.

Governmental funds are accounted for using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they become measurable and available as net current assets. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal year. Taxes and certain intergovernmental revenues constitute the most significant sources of revenue considered susceptible to accrual. In governmental funds, expenditures are generally recognized when the related liability is incurred. However, debt service expenditures, pension expenditures, other postretirement benefit expenditures, and expenditures related to compensated absences, claims, and judgments, are recorded only when payment is due.

Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

CITY OF GREEN COVE SPRINGS, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

(1) **Summary of Significant Accounting Policies:** (Continued)

(f) **Fund balance**—Fund balance classifications are comprised of a hierarchy based primarily on the extent to which the City is bound to honor constraints on the specific purpose for which amounts in the funds can be spent. Fund balance is reported in five components: nonspendable, restricted, committed, assigned, and unassigned:

Nonspendable—this component of fund balance consists of amounts that cannot be spent because: (a) they are not expected to be converted to cash; or (b) they are legally or contractually required to remain intact. Examples of this classification are prepaid items, inventories, and principal (corpus) of an endowment fund. On the governmental funds balance sheet, the inventory balance reported is offset by a nonspendable fund balance classification, which indicates it does not constitute "available spendable resources" even though it is a component of net current assets.

Restricted—this component of fund balance consists of amounts that are constrained either: (a) externally by third parties (creditors, grantors, contributors, or laws or regulations of other governments); or (b) by law through constitutional provisions or enabling legislation.

Committed—this component of fund balance consists of amounts that can only be used for the specific purposes determined by a formal action of the City Council's highest level of decision-making authority (i.e., by ordinance). These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use by taking the same type of action employed to constrain those amounts.

Assigned—this component of fund balance consists of amounts that are constrained by a less-than-formal action of the organization's governing authority, or by an individual or body to whom the governing authority has delegated this responsibility. The City Council has not formally delegated this authority. In addition, residual balances in capital projects and debt service funds are considered assigned for the general purpose of the respective fund.

Unassigned—this classification is used for: (a) deficit unrestricted fund balances in any governmental fund; or (b) fund balances within the general fund that are not restricted, committed, or assigned.

The City's fiscal policy establishes a reservation of fund balance equal to 90 days for utility funds and 30 days for the general fund of the current fiscal year operating budget.

(g) **Fund balance flow assumption**—When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed. When unrestricted resources (committed, assigned, and unassigned) are available for use in any governmental fund, it is the City's policy to use committed resources first, then assigned, and then unassigned, as needed.

(h) **Deposits and investments**—For purpose of the statement of cash flows, the City considers all highly liquid investments with an original maturity of three months or less when purchased to be cash equivalents. Investments are reported at fair value based on quoted market prices, except for the City's investments in the Florida PRIME portion of the State Investment Pool, which are reported at amortized cost, and certificates of deposit, which are reported at cost, which approximates fair value.

CITY OF GREEN COVE SPRINGS, FLORIDA
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2021

(1) **Summary of Significant Accounting Policies:** (Continued)

(i) **Accounts receivable**—Receivables are stated at net realizable value, reduced by an allowance for uncollectable accounts, where appropriate, which is based upon management's analysis of historical trends. Utility operating sales are generally recognized on the basis of cycle billings rendered monthly. Unbilled accounts receivable are accrued by the City at September 30th, to recognize the sales revenues earned between the last meter reading and bill dates in mid-September through the end of the fiscal year.

(j) **Inventories**—Governmental fund inventories are reported at cost, first-in, first-out (FIFO) under the consumption method. Inventories of the enterprise fund are valued at the lower of cost or market as determined by the average unit cost method.

(k) **Capital assets—**Capital assets are recorded at historical cost or estimated historical cost, except for contributed assets, which are recorded at acquisition value at the date of contribution. The City uses a capitalization threshold of $1,000 for all classes of capital assets. Depreciation of capital assets is provided using the straight-line method over the estimated useful lives of the assets, which range as follows:

Assets	Years
Water and Wastewater Treatment Plant	20 – 30
Water and Wastewater Pumping and Collecting Plant	20 – 30
General Plant and Equipment	10 – 20
Buildings	30
Improvements Other than Buildings	10 - 30
Machinery and equipment	5 - 35
Infrastructure	20 - 50

(l) **Claims and judgments**—For governmental funds, a fund liability is reported to account for the portion of the liability that will be liquidated with expendable available financial resources. The liability is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements.

(m) **Compensated absences**—The City's policy is to allow limited vesting of employee vacation pay and accumulated sick leave. A liability for accrued compensated absences of employees of the governmental funds has been accrued. Since this liability will not be liquidated with expendable available financial resources, the liability has not been reported in the governmental funds. A liability for compensated absences is accrued when incurred in the government-wide, proprietary, and fiduciary fund financial statements. In prior years, compensated absences liabilities associated with governmental funds were liquidated by the General Fund which incurred the liabilities.

(n) **Deferred inflows and outflows of resources**—In addition to assets, the statement of financial position will, if required, report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. Currently, the only item in this category is deferred amounts related to pension, as discussed further in Note (8).

(1) **Summary of Significant Accounting Policies:** (Continued)

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position or fund balance that applies to future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. Currently, the only item in this category is deferred inflows of resources related to pensions, as discussed further in Note (8).

(o) **Property taxes**—The Clay County Tax Collector bills and collects property taxes for the City. At September 30, 2021, the property taxes receivable were not material.

Details of the City's tax calendar are presented below:

Lien Date	January 1
Levy Date	October 1
Discount Period	November through February
No Discount Period	March
Delinquent Date	April 1

(p) **Budgetary information**—Annual budgets are adopted for all funds of the City except for the Pension Trust fund that are effectively controlled through governing agreement and related City ordinances. The annual operating budgets are prepared on a basis consistent with accounting principles generally accepted in the United States of America. Annual budget appropriations lapse at the end of each fiscal year.

Encumbrance accounting is employed in governmental funds. Encumbrances represent open purchase orders and other commitments for goods/services that are not yet received and are recorded to reserve that portion of the applicable appropriation. Encumbrances are recognized as expenditures in the period in which the actual goods/services are received and a liability is incurred. Encumbrances outstanding at year-end are canceled and re-appropriated in the succeeding year's budget; such amounts, if material, are disclosed in the notes as commitments.

Prior to the first day of August of each year, the City Manager prepares a recommended budget for the next succeeding fiscal year and submits it to the City Council. The recommended budget includes proposed expenditures and the source of receipts to finance them. City Council holds a minimum of two public hearings on the proposed budget and adopts the official annual budget of the City, by ordinance, prior to September 30.

The budget, as adopted, may only be amended through formal approval by City Council. The level at which expenditures may not legally exceed budget at the fund level. The City Manager may transfer budgeted amounts within and between departments of the City without formal approval by City Council.

(q) **Operating revenues and expenses**—Enterprise funds distinguish operating revenues and expenses from nonoperating items. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with an enterprise fund's principal ongoing operations. Operating expenses for enterprise funds include the cost of sales and services, administrative expenses, and depreciation on capital assets. All revenues and expenses not meeting this definition are reported as nonoperating revenues and expenses.

(1) **Summary of Significant Accounting Policies:** (Continued)

(r) **Restricted net position**—In the accompanying government-wide and proprietary funds' statements of net position, restricted net position is subject to restrictions beyond the City's control. The restriction is either externally imposed (for instance, by creditors, grantors, contributors, or laws/regulations of other governments) or is imposed by law through constitutional provisions or enabling legislation. When both restricted and unrestricted resources are available for use, it is the City's policy to use restricted resources first, then unrestricted resources as they are needed.

(s) **Use of estimates**—The preparation of financial statements in accordance with generally accepted accounting principles in the United States of America requires management to make various estimates. Actual results could differ from those estimates.

(2) **Reconciliation of Government-Wide and Fund Financial Statement:**

(a) Explanation of certain differences between the governmental fund balance sheet and the government-wide statement of net position—Following the governmental fund balance sheet is a reconciliation between fund balance – total governmental funds and net position – governmental activities as reported in the government-wide statement of net position. A detailed explanation of these differences is provided in this reconciliation.

(b) Explanations of certain differences between the governmental fund statement of revenues, expenditures, and changes in fund balances and the government-wide statement of activities—Following the governmental fund statement of revenues, expenditures, and changes in fund balances, there is a reconciliation between net changes in fund balances - total governmental funds and changes in net position of governmental activities as reported in the government-wide statement of activities. A detailed explanation of these differences is provided in this reconciliation.

(3) **Deposits and Investments:**

(a) **Deposits**—All of the City's deposits are held in qualified public depositories pursuant to Chapter 280, Florida Statutes and, accordingly, are entirely insured by Federal Depository Insurance or collateralized pursuant to the *Florida Security for Public Deposits Act*.

(b) **Investments**—The general investments are governed by the City's Investment Policy and by Florida Statutes. The City's investment policy authorizes investments in the Florida Local Government Surplus Funds Trust Fund, U.S. government securities, U.S. government agencies, federal instrumentalities, interest-bearing time deposits, saving accounts, state/local government debt, money market mutual funds, and intergovernmental investment pools.

The City invests temporarily idle resources in Certificates of Deposit and the Local Government Investment Pool (State Pool). The State Pool is administered by the Florida Prime Investment Pool, who provides regulatory oversight. Florida Prime Investment Pool (Florida PRIME) is similar to money market funds in which units are owned in the fund rather than the underlying investments. These investments are reported at amortized cost and meet the requirements of GASB Statement No. 31, as amended by GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, which establishes criteria for an external investment pool to qualify for making the election to measure all of its investments at amortized cost for financial reporting purposes. There is no limitation or restrictions on withdrawals from Florida PRIME; although in the occurrence of an event that has a material impact on liquidity or operations of the trust fund, the funds' executive director may limit contributions to or withdrawals from the trust fund for a period of 48 hours.

(3) **Deposits and Investments:** (Continued)

The City is exposed to the following risks associated with its non-pension investment portfolio:

Credit risk—The risk that an issuer or other counterparty to an investment will not fulfill its obligations. Investment in state or local government debt must be rated at least AA by Moody's or Standard & Poor's.

Interest rate risk—The risk that changes in interest rates will adversely affect the fair value of an investment. The City limits its investments to maturities of less than five years.

The City's investment policy does not formally address the risks noted above.

The City's investments consisted of the following at September 30, 2021:

Investment Type	Amount	Weighted Average Maturity	Credit Risk
Florida PRIME	$ 6,726,174	64 days	AAAm(S&P)

Police Officers' Retirement Trust Fund Investment Portfolio

The Police Officers' Retirement Trust Fund (the Plan) has adopted an investment policy which authorizes the pension manager to invest in equities, fixed income investments, money market funds, and pooled funds.

The Plan is subject to using fair value measurement guidelines established by GASB Statement No. 72. These guidelines recognize a three-tiered fair value hierarchy, as follows:

- *Level 1:* Quoted prices for identical investments in active markets;
- *Level 2:* Observable inputs other than quoted market prices; and,
- *Level 3:* Unobservable inputs.

The following chart shows the Municipal Police Officers' Retirement Trust Fund cash and investment accounts by investment portfolios and their respective maturities (in years) and fair value measurement levels:

Investment Type	Carrying Value	Weighted Average Maturity (years)	Credit Rating (Fitch)	Fair Value Hierarchy Classification
Pooled Funds –Broad Market HQ	$ 1,280,371	6.30	AAf/S4	Level 2
Pooled Funds – Core Plus Fixed Income	1,305,152	8.21	NR	Level 3
Pooled Funds – Equities	4,923,234	N/A	NR	Level 2
Pooled Funds – Core Real Estate	693,878	N/A	NR	Level 3
Cash	25,021	N/A	NR	N/A
Total Portfolio	$ 8,228,145			

(3) **Deposits and Investments:** (Continued)

Interest Rate Risk: Interest rate risk is the risk that changes in interest rates will adversely affect the fair value of investments. Generally, the longer the time to maturity, the greater the exposure to interest rate risk. The established performance objectives of the Pension Plan require investment maturities to provide sufficient liquidity to pay obligations as they become due. At September 30, 2021, all investments were held in cash or other assets that could be liquidated at any time.

Credit Risk: Credit risk is the risk that a debt issuer or other counter-party to an investment will not fulfill its obligations. The Pension Plan utilizes portfolio diversification in order to limit investments to the highest rated securities as rated by nationally recognized rating agencies. All investments are rated within the investment policy guidelines at September 30, 2021.

Concentration of Credit Risk: Concentration of credit risk is the risk of loss attributed to the magnitude of an investment in a single issuer. The Police Pension trust fund policy does not allow more than five (5) percent of its assets in the common stock, capital stock, or convertible securities of any one issuing company. At September 30, 2021, the investment portfolios met these limitations.

Custodial Credit Risk: Custodial credit risk is the risk that the City may not recover cash and investments held by another party in the event of financial failure. Custodial credit risk is limited since investments are held in independent custodial safekeeping accounts or mutual funds.

Foreign Currency Risk: Foreign currency risk is the risk that changes in exchange rates will adversely affect the fair value of an investment. At September 30, 2021, the investment portfolio had no foreign investments.

(4) **Interfund Balances and Transfers:**

The outstanding balances between funds result mainly from the time lag between the dates reimbursable expenditures occur, when transactions are recorded in the accounting system, and when payments between funds are made. Individual fund interfund receivables and payables was comprised of amount due to the electric fund of $149,469 from the disaster fund.

The following is a summary of interfund transfers made during the 2021 fiscal year:

Fund	Transfers In	Transfers Out
General Fund	$ 1,034,866	$ (241,635)
Nonmajor Governmental Funds	241,635	-
Electric Fund	-	(850,000)
Water Fund	-	(64,866)
Sewer Fund	-	(100,000)
Solid Waste Fund	-	(20,000)
Totals	$ 1,276,501	$ (1,276,501)

The interfund transfers resulted from the normal course of operations. Transfers to the nonmajor governmental funds were for the wastewater treatment expansion project. Transfers from the utility funds were made for the services provided to such funds by the general fund.

(5) **Receivables:**

Receivables as of year-end include the applicable allowances for uncollectible accounts. The allowance for uncollectible accounts in the electric, water, and sewer utility fund was $80,000, $19,866, and $13,419, respectively. No other funds had an allowance for uncollectible accounts recorded at September 30, 2021.

(6) **Capital Assets:**

Capital asset activity for the fiscal year ended September 30, 2021, is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental activities:				
Capital assets, not being depreciated –				
Land	$ 8,062,781	$ -	$ -	$ 8,062,781
Construction in progress	272,718	376,032	(272,718)	376,032
Total capital assets, not being depreciated	8,335,499	376,032	(272,718)	8,438,813
Capital assets, being depreciated –				
Buildings	12,390,692	1,209,650	(56,754)	13,543,588
Improvements	7,997,183	256,924	-	8,254,107
Machinery and equipment	3,496,187	389,626	(191,208)	3,694,605
Infrastructure	9,822,947	34,990	-	9,857,937
Total capital assets, being depreciated	33,707,009	1,891,190	(247,962)	35,350,237
Less accumulated depreciation for–				
Total accumulated depreciation	(14,174,404)	(1,623,715)	177,853	(15,620,266)
Total capital assets, being depreciated, net	19,532,605	267,475	(70,109)	19,729,971
Governmental activities capital assets, net	$ 27,868,104	$ 643,507	$ (342,827)	$ 28,168,784
Business-type activities:				
Capital assets, not being depreciated –				
Land	$ 227,136	$ -	$ -	$ 227,136
Construction in progress	8,261,695	3,796,323	-	12,058,018
Total capital assets, not being depreciated	8,488,831	3,796,323	-	12,285,154
Capital assets, being depreciated –				
Electric Transmission and Distribution Plant	23,451,669	3,845,752	-	27,297,421
Water/Wastewater Treatment Plant	9,544,942	-	(3,623)	9,541,319
Water/Wastewater Pumping and Collection Plant	17,697,817	1,531,063	-	19,228,880
General Plant and Equipment	10,136,109	1,811,384	(172,001)	11,775,492
Total capital assets, being depreciated	60,830,537	7,188,199	(175,624)	67,843,112
Less accumulated depreciation for –				
Total accumulated depreciation	(36,534,001)	(2,410,542)	147,302	(38,797,241)
Total capital assets, being depreciated, net	24,296,536	4,777,657	(28,322)	29,045,871
Business-type activities capital assets, net	$ 32,785,367	$ 8,573,980	$ (28,322)	$ 41,331,025

(6) **Capital Assets:** (Continued)

Depreciation expense was charged to functions/programs as follows:

Governmental activities:	
General governmental	$ 470,794
Public safety	189,054
Transportation	422,098
Physical environment	16,217
Culture and recreation	525,552
Total depreciation expense - governmental activities	$ 1,623,715
Business-type activities:	
Electric	$ 920,442
Water	554,269
Sewer	710,606
Solid Waste	127,500
Internal Service	8,200
Stormwater	89,525
Total depreciation expense - business-type activities	$ 2,410,542

(7) **Long-Term Obligations:**

Long-term liability activity for the year ended September 30, 2021, was as follows:

	Beginning Balance	Additions	Deletions	Ending Balance	Due Within One Year
Governmental activities:					
Bonds and notes payable:					
Sales Tax Revenue Note					
Series 2016A	$ 911,000	$ -	$ (146,000)	$ 765,000	$ 148,000
Series 2016B	788,000	-	(64,000)	724,000	65,000
Total bonds and notes payable	1,699,000	-	(210,000)	1,489,000	213,000
Compensated absences	510,306	408,098	(399,825)	518,579	155,574
Governmental activities – Total long-term liabilities	$ 2,209,306	$ 408,098	$ (609,825)	$ 2,007,579	$ 368,574
Business-type activities:					
Bonds and notes payable	$ 14,715,528	$ 12,526,716	$ (11,506,538)	$ 15,735,706	$ 1,052,538
Compensated absences	491,533	154,139	(231,978)	413,694	124,109
Business-type activities – Total long-term liabilities	$ 15,207,061	$ 12,680,855	$ (11,738,516)	$ 16,149,400	$ 1,176,647

CITY OF GREEN COVE SPRINGS, FLORIDA
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SEPTEMBER 30, 2021

(7) **Long-Term Obligations:** (Continued)

Bonds and notes payable in the City's business-type activities at September 30, 2021, were comprised of the following obligations:

$236,389 - 2020 Drinking Water SRF Loan, for improvements to the City's water system. The loan is payable in semi-annual installments of $10,030 (including interest of 1.71%) through July 15, 2031. This loan is payable from and secured by the net revenues of the City's water utility system.	$ 236,389
$1,500,000- 2019 Water System Revenue Note, for improvements to the City's water system. The loan is payable in increasing semi-annual installments (including interest of 2.63%) through April 1, 2029. This loan is payable from and secured by the net revenues of the City's water utility system.	1,244,000
$5,745,419 - 2019 Wastewater SRF Loan, for improvements to the City's wastewater system. The loan is payable in increasing semi-annual installments of $43,329 and a $4,013,219 grant recognized in the year ended September 30, 2020 (including interest of 0.59%) through June 15, 2040. This loan is payable from and secured by the net revenues of the City's wastewater utility system.	1,770,783
$9,791,000 - 2021 Electric Utility Revenue Note, for improvements to the City's electrical distribution system. The note is payable in annual installments of $853,699 (including interest of 1.71% due semi-annually) through July 1, 2033. This note is payable from and secured by the net revenues of the City's electric utility system.	9,190,000
$44,006 - 2016 Wastewater SRF Loan, for improvements to the City's wastewater system. The loan is payable in semi-annual installments of $1,427 (including interest of 2.29%) through September 15, 2036. This loan is payable from and secured by the net revenues of the City's wastewater utility system.	36,066
$719,185 - 2017 Wastewater SRF Loan, for improvements to the City's wastewater system. The loan is payable in semi-annual installments of $20,470 (including interest of 0.66%) through May 15, 2039. This loan is payable from and secured by the net revenues of the City's wastewater utility system.	681,913
$7,547,165 - 2020 Wastewater SRF Loan, for improvements to the City's wastewater system. The loan is payable in semi-annual installments of $194,679 (including interest of 0.00%) beginning on August 15, 2023 until all amounts due have been fully paid. This loan is payable from and secured by the net revenues of the City's wastewater utility system.	2,323,165
$343,475 - 2016 Note for financed equipment purchases. Payable in monthly installments of $2,346 (including interest of 3.40-3.45%) beginning March 1, 2016 through February 1, 2022.	26,471
$150,911 - 2017 Note for financed equipment purchases. Payable in semiannual installments of $18,712 (including interest of 4.50%) beginning July 24, 2017 through January 24, 2022.	18,300
$255,600 - 2021 Note for financed equipment purchases. Payable in semiannual installments of $28,588 (including interest of 3.25%) beginning April 22, 2021 through October 22, 2025.	208,619
Total bonds and notes payable – business-type activities	$ 15,735,706

(7) **Long-Term Obligations:** (Continued)

Bonds and notes payable in the City's governmental activities at September 30, 2021, were comprised of the following obligations:

$1,470,000 - Refunding Revenue Note, Series 2016A, refunded Sales Tax Revenue Note, Series 2013, which was issued for the construction of the City's new police station and emergency operations center. The note is payable in semi-annual installments of $80,513 (including interest of 1.63%) beginning January 1, 2017 through July 1, 2026. This note is payable from and secured solely by Sales Tax Revenue and Communication Service Tax Revenue. The approximate amount of this pledge is equal to the remaining principal and interest payments.	$ 765,000
$1,030,000 - Revenue Note, Series 2016B, for the construction of the City's Spring Park Project. The note is payable in semi-annual installments of $40,103 (including interest of 2.25%) beginning January 1, 2017 through July 1, 2031. This note is payable from and secured solely by Sales Tax Revenue and Communication Service Tax Revenue. The approximate amount of this pledge is equal to the remaining principal and interest payments.	724,000
Total bonds and notes payable – governmental activities	$ 1,489,000

The annual requirements to amortize notes payable as of September 30, 2021, are as follows:

Governmental Activities

Year Ending September 30,	Principal	Interest	Total
2022	$ 213,000	$ 27,796	$ 240,796
2023	218,000	23,883	241,883
2024	221,000	19,906	240,906
2025	225,000	15,870	240,870
2026	230,000	11,742	241,742
2027-2031	382,000	24,019	406,019
Total	$ 1,489,000	$ 123,216	$ 1,612,216

Business-type Activities

Year Ending September 30,	Principal	Interest	Total
2022	$ 1,052,538	$ 230,741	$ 1,283,280
2023	1,249,084	195,036	1,444,120
2024	1,462,081	176,020	1,638,102
2025	1,482,498	156,622	1,639,120
2026	1,474,437	136,792	1,611,229
2027-2031	6,168,702	410,682	6,579,384
2032-2036	2,349,241	60,280	2,409,521
2037-2040	497,125	5,876	503,001
Total	$15,735,706	$ 1,372,049	$ 17,107,757

(8) Employees' Retirement Plans and Other-Postemployment Benefits:

A. Florida Retirement System

Plan Description and Administration

The City participates in the Florida Retirement System (FRS), a multiple-employer, cost sharing defined public employee retirement system which covers all of the City's full-time employees, with the exception of police officers. The System is a noncontributory retirement plan, administered by the State of Florida, Department of Administration, Division of Retirement to provide retirement and survivor benefits to participating public employees. Provisions relating to the FRS are established by Chapters 121 and 122, Florida Statutes; Chapter 112, Part IV, Florida Statutes; Chapter 238, Florida Statutes; and FRS Rules, Chapter 60S, Florida Administrative Code; wherein eligibility, contributions, and benefits are defined and described in detail. The FRS is a single retirement system administered by the Department of Management Services, Division of Retirement, and consists of two cost-sharing, multiple-employer retirement plans and other nonintegrated programs. These include a defined-benefit pension plan (Plan), with a Deferred Retirement Option Program (DROP), and a defined-contribution plan, referred to as the FRS Investment Plan (Investment Plan).

In addition, all regular employees of the entity are eligible to enroll as members of the Retiree Health Insurance Subsidy (HIS) Program. The HIS is a cost-sharing, multiple-employer defined benefit pension plan established and administered in accordance with section 112.363, Florida Statutes. The benefit is a monthly payment to assist retirees of the state-administered retirement systems in paying their health insurance costs. For the fiscal year ended September 30, 2021, eligible retirees and beneficiaries receive a monthly HIS payment equal to the number of years of service credited at retirement multiplied by $5. The minimum payment is $30 and the maximum payment is $150 per month, pursuant to section 112.363, Florida Statutes. To be eligible to receive a HIS benefit, a retiree under one of the state-administered retirement systems must provide proof of eligible health insurance coverage, which can include Medicare.

Benefits Provided and Employees Covered

Employees enrolled in the Plan prior to July 1, 2011, vest at six years of creditable service and employees enrolled in the Plan on or after July 1, 2011, vest at eight years of creditable service. All vested members, enrolled prior to July 1, 2011, are eligible for normal retirement benefits at age 62 or at any age after 30 years of service. All members enrolled in the Plan on or after July 1, 2011, once vested, are eligible for normal retirement benefits at age 65 or any time after 33 years of creditable service. Members of both Plans may include up to four years of credit for military service toward creditable service. The Plan also includes an early retirement provision; however, there is a benefit reduction for each year a member retires before his or her normal retirement date. The Plan provides retirement, disability, death benefits, and annual cost-of-living adjustments. Benefits under the Plan are computed on the basis of age and/or years of service, average final compensation, and service credit. Credit for each year of service is expressed as a percentage of the average final compensation. For members initially enrolled before July 1, 2011, the average final compensation is the average of the five highest fiscal years' earnings; for members initially enrolled on or after July 1, 2011, the average final compensation is the average of the eight highest fiscal years' earnings. The total percentage value of the benefit received is determined by calculating the total value of all service, which is based on the retirement plan and/or class to which the member belonged when the service credit was earned.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

DROP, subject to provisions of Section 121.091, Florida Statutes, permits employees eligible for normal retirement under the Plan to defer receipt of monthly benefit payments while continuing employment with an FRS employer. An employee may participate in DROP for a period not to exceed 60 months after electing to participate, except that certain instructional personnel may participate for up to 96 months. During the period of DROP participation, deferred monthly benefits are held in the FRS Trust Fund and accrue interest.

Employees may elect to participate in the Investment Plan in lieu of the FRS defined-benefit plan. Employer and employee contributions are defined by law, but the ultimate benefit depends in part on the performance of investment funds. The Investment Plan is funded by employer and employee contributions that are based on salary and membership class (Regular, DROP, etc.). Contributions are directed to individual member accounts, and the individual members allocate contributions and account balances among various approved investment choices. Employees in the Investment Plan vest at one year of service.

Financial Statements

Financial statements and other supplementary information of the FRS are included in the State's Comprehensive Annual Financial Report, which is available from the Florida Department of Financial Services, Bureau of Financial Reporting Statewide Financial Reporting Section by mail at 200 E. Gaines Street, Tallahassee, Florida 32399-0364; by telephone at (850) 413-5511; or at the Department's Web site (www.myfloridacfo.com). An annual report on the FRS, which includes its financial statements, required supplementary information, actuarial report, and other relevant information, is available from:

Florida Department of Management Services
Division of Retirement, Research and Education Services
P.O. Box 9000
Tallahassee, FL 32315-9000
850-488-5706 or toll free at 877-377-1737

Contributions

The City participates in certain classes of FRS membership. Each class has descriptions and contribution rates in effect at September 30, 2021, as follows (contribution rates are in agreement with the actuarially determined rates):

FRS Membership Plan & Class	Employee Contribution Rate	Employer Contribution Rate
Regular Class	3.00%	10.82%
Elected Officials	3.00%	51.42%
Senior Management	3.00%	29.01%

Current-year employer HIS contributions were made at a rate of 1.66% of covered payroll.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

For the plan year ended June 30, 2021, actual contributions made for employees participating in FRS and HIS were as follows:

Entity Contributions – FRS	$ 329,653
Entity Contributions – HIS	56,523
Employee Contributions – FRS	102,151

Net Pension Liability, Pension Expense, and Deferred Outflows and Inflows of Resources Related to Pensions

At September 30, 2021, the City reported a liability of $1,833,216 for its proportionate share of the net pension liability, $653,657 related to FRS and $1,179,559 to HIS. The net pension liability was measured as of June 30, 2021, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of that date. The City's proportion of the net pension liability was based on a projection of the City's long-term share of contributions to the pension plan relative to the projected contributions of all participating governmental entities, as actuarially determined. At June 30, 2021 and June 30, 2020, the City's FRS proportion was 0.008653284% and 0.008169725% respectively. At June 30, 2021 and June 30, 2020, the City's HIS proportion was 0.009616089% and 0.009446086%, respectively. For the year ended September 30, 2021, the City's recognized pension expense of $50,033 from FRS and $111,598 from HIS, for a grand total of $161,631.

Deferred outflows/inflows related to pensions:

At September 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	FRS		HIS	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 112,038	$ -	$ 39,471	$ (494)
Changes of assumptions	447,265	-	92,687	(48,601)
Net difference between projected and actual investment earnings	-	(2,280,446)	1,230	-
Change in City's proportionate share	342,146	(113,991)	173,179	(37,362)
Contributions subsequent to measurement date	121,942	-	19,240	-
	$ 1,023,391	$ (2,394,437)	$ 325,807	$ (86,457)

The above amounts for deferred outflows of resources for contributions related to pensions resulting from City contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended September 30, 2021. Other amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

	FRS	HIS	Total
2022	$ (262,168)	$ 52,196	$ (209,972)
2023	(300,646)	28,106	(272,540)
2024	(412,224)	47,511	(364,713)
2025	(540,228)	48,546	(491,682)
2026	22,278	36,207	58,485
Thereafter	-	7,544	7,544
Total	$ (1,492,988)	$ 220,110	$ (1,272,878)

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

The actuarial assumptions for both defined benefit plans are reviewed annually by the Florida Retirement System Actuarial Assumptions Conference. The FRS has a valuation performed annually. The HIS Program has a valuation performed biennially that is updated for GASB reporting in the year a valuation is not performed. The most recent experience study for the FRS was completed in 2019 for the period July 1, 2003, through June 30, 2018. Because HIS is funded on a pay-as-you-go basis, no experience study has been completed.

The total pension liability for each of the defined benefit plans was determined by an actuarial valuation, using the entry age normal actuarial cost method. Inflation increases for both plans is assumed at 2.40%. Payroll growth, including inflation, for both plans is assumed at 3.25%. Both the discount rate and the long-term expected rate of return used for FRS investments is 6.80%. The plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the discount rate for calculating the total pension liability is equal to the long-term expected rate of return. Because HIS Program uses a pay-as-you-go funding structure, a municipal bond rate of 2.16% was used to determine the total pension for the program. This rate decreased from the prior year rate, which was 2.21%. Mortality assumptions for both plans were based on the PUB-2010 base table varies by member category and sex, projected generationally with Scale MP-2018 details.

Long-term expected rate of return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in October 2021, the FRS Actuarial Assumptions conference reviewed long-term assumptions developed by both Milliman's capital market assumptions team and by a capital market assumptions team from Aon Hewitt Investment Consulting, which consults to the Florida State Board of Administration. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the long-term target asset allocation. The allocation policy's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes an adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

Asset Class	Target Allocation	Annual Arithmetic Expected Rate of Return
Cash	1.0%	2.1%
Fixed income	20.0%	3.8%
Global equities	54.2%	8.2%
Real estate	10.3%	7.1%
Private equity	10.8%	11.7%
Strategic investments	3.7%	5.7%
Total	100.0%	

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the proportionate shares of the FRS and HIS net pension liability (asset) of the City calculated using the current discount rates, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

Plan	Current Discount Rate	NPL with 1% Decrease	NPL at Current Discount Rate	NPL with 1% Increase
FRS	6.80%	$ 2,923,199	$ 653,657	$ (1,243,425)
HIS	2.16%	1,363,683	1,179,559	1,028,708

B. Retirement Plan for the Police Officers of the City of Green Cove Springs (The Plan)

Plan Description and Administration

The City maintains one separate single-employer defined benefit pension plan for full-time police officers, which is maintained as the Pension Trust Fund and included as part of the City's reporting entity. Funds are held for the Plan in the Florida Municipal Pension Trust Fund (FMPTF), administered by the Florida League of Cities. The assets of the Plan are invested together with the assets of other pension plans. The program was established for the purpose of collectively managing individually designed pension plans of participating investment and administrative services for eligible governmental agencies in Florida. The City has established a Board of Trustees, which is solely responsible for administration of the Plan. The Board of Trustees is comprised of two Council appointees; two members of the department elected by the membership; one member elected by the other four members and appointed by the Council. The Board of Trustees establishes and may amend provisions of the Plan related to participant eligibility, contribution requirements, vesting, and benefit provisions. However, these plan provisions are subject to minimum requirements established in Chapters 112 and 185, Florida Statutes. The Plan does not issue a stand-alone financial report.

Benefits Provided and Employees Covered

The Plan provides retirement, disability and death benefits to plan participants and beneficiaries. No cost of living adjustments are provided to retirees and beneficiaries. The Plan's Board of Trustees has contracted with an actuary to provide an actuarial valuation of each plan as of October 1 of every other year. Current membership in the Plan was composed of the following at October 1, 2021:

Inactive participants	20
Active participants	22
Retired participants	3
Total current membership	45

Employees vest with 100% full benefits after 6 years of service. Employees are eligible for normal retirement after attaining age 55 with 6 years of credited service, or 25 years of credited service, regardless of age. The Plan also provides for disability, retirement, and death benefits with eligibility and benefit provisions as described in the authorizing ordinance. Benefits at normal retirement are equal to 3.00% of average earnings (average of the highest five years of pensionable wages out of the last 10 years) time years of service. The minimum benefit for duty disability is 65% of final average compensation. The minimum benefit for nonduty disability is 25% of final average compensation.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

Financial Statements

The financial statements of the Plan are prepared using the accrual basis of accounting. Plan member contributions are recognized in the period in which the contributions are due. The government's contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. All Plan investments are reported at fair value. Separate financial statements have not been prepared for the Plan.

Contributions

The participant contribution rates for the Plan are established by and may be amended by the City Council. Employees covered under the Plan are required to make contributions of 1% of their compensation. The City's annual required contribution for the current year was determined as part of the October 1, 2020 actuarial valuations. The City is required under the Florida Protection of Public Employee Retirement Benefits Act to contribute a payment which represents annual normal cost plus amortization of the unfunded actuarial accrued liability over various periods as prescribed by law. The City's contributions (and if applicable, any liquidations of a net pension liability) to the Plan are funded by the General Fund.

The State of Florida also makes contributions to the Plan in accordance with Chapter 185 of the Florida Statutes as amended by the State Legislature. The City's actual annual contribution for the plan is determined by subtracting estimated employee contributions and actual State of Florida contributions from the total annual required contribution as determined by the actuary.

Contributions to the Plan for the year ended September 30, 2021, were as follows:

Employee contributions	$ 13,046
City contributions	194,908
State contributions	103,024
Total contributions	$ 310,978

Investment Policy

See Note (3) for additional discussion of the investment policies for the Plan.

Net Pension Liability (Asset)

The components of the net pension liability (asset) for the Plan at September 30, 2021, was as follows:

Total pension liability	$ 6,066,532
Plan fiduciary net position	(8,228,145)
Net pension liability (asset)	$ (2,161,613)
Plan fiduciary net position as percentage of total pension liability	135.63%

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

The total pension liability (asset) was determined by an actuarial valuation as of October 1, 2020, with a measurement date of September 30, 2021, using the following actuarial assumptions to all measurement periods.

Inflation	2.62%
Salary increases	4.00%
Investment rate of return	7.00%

Mortality rates for the Plan were based on the RP-2000 Blue Collar Mortality Table with full generational improvements in mortality using Scale BB.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expenses and inflation) are developed for each major asset class. These ranges are combined to produce the long term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation.

Best estimates of arithmetic real rates of return for each major class included in the pension plan's target asset allocation as of September 30, 2021, are summarized in the following table:

Asset Class	Target Allocation	Long-Term Arithmetic Expected Rate of Return
Core Bonds	15.0%	1.60%
Core Plus	15.0%	2.10%
Large Cap Equity	25.0%	4.60%
Small Cap Equity	14.0%	5.50%
Foreign Equity	21.0%	6.70%
Core Real Estate	10.0%	5.00%
Total	100.00%	4.28%

Discount rate:

The discount rate used to measure the total pension liability for the pension plan was 7.00%. The projection of cash flows used to determine the discount rate assumed the plan member contributions will be made at the current contribution rate and that City contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

Changes in net pension liability (asset):

Changes in the plan's net pension liability (asset) were as follows:

	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a – b)
Beginning Balance	$ 5,754,884	$ 6,699,977	$ (945,093)
Changes for year:			
Service cost	371,283	-	371,283
Expected investment growth	426,875	476,561	(49,686)
Unexpected investment growth	-	831,807	(831,807)
Demographic experience	(314,632)	-	(314,632)
Contributions – employer/state	-	297,932	(297,932)
Contributions – employee	-	13,046	(13,046)
Benefit payments, including refunds	(60,588)	(60,588)	-
Assumption changes	(111,290)	-	(111,290)
Administrative expenses	-	(30,590)	30,590
Net changes	311,648	1,528,168	(1,216,520)
Ending Balance	$ 6,066,532	$ 8,228,145	$ (2,161,613)

Sensitivity of the net pension liability to changes in the discount rate:

The following presents the net pension liability (asset) of the City calculated using the current discount rate of 7.00%, as well as what the City's net pension liability (asset) would be if it were calculated using a discount rate that is 1% lower or 1% higher than the current rate:

City's Net Pension Liability (Asset)	1% Decrease 6.00%	Current Discount Rate 7.00%	1% Increase 8.00%
Municipal Police Officers' Retirement Trust Fund	(1,123,891)	(2,161,613)	(2,995,257)

Money-weighted rate of return:

For the year ended September 30, 2021, the annual money-weighted rate of return on Plan investments, net of pension plan investment expense was as follows:

Annual money-weighted rate of return	17.53%

The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

Pension Expense and Deferred Outflows and Inflows of Resources Related to Pensions

At September 30, 2021, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ 101,802	$ (1,068,770)
Changes of assumptions	453,217	(99,513)
Net different between projected and actual investment earnings	-	(619,675)
	$ 555,019	$ (1,787,958)

Amounts reported as deferred outflows and deferred inflows of resources related to pensions being amortized for a period of greater than one year will be recognized in pension expense in succeeding years as follows:

	Police
2022	$ (192,940)
2023	(189,086)
2024	(206,247)
2025	(211,350)
2026	(44,984)
Thereafter	(388,332)
Total	$ (1,232,939)

For the year ended September 30, 2021, the City recognized pension expense related to the Police, FRS and HIS plans as follows:

Plan	Pension Expense
Police	$ 94,578
FRS	50,033
HIS	111,598
Total	$ 256,209

C. Other Post-Employment Benefits (OPEB)

The City of Green Cove Springs, Florida Post-Employment Benefits Plan is a single-employer healthcare plan administered by the City. Pursuant to Section 112.0801, Florida Statutes, the City is required to permit participation in the Plan to retirees and their eligible dependents at a cost to the retiree that is no greater than the cost at which coverage is available for active employees. Eligible individuals include all regular employees of the City who retire from active service under one of the pension plans sponsored by

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

the City. Under certain conditions, eligible individuals also include spouses and dependent children. The Plan does not issue a publicly available financial report.

The City's OPEB cost is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of the GASB Codification. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost each year and amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed thirty years.

Plan Membership—At October 1, 2019, the date of the latest actuarial valuation, plan participation consisted of the following:

Active Employees	94
Inactive Employees	5
	99

Total OPEB Liability—The City's total OPEB liability of $560,786 was measured as of September 30, 2021, and was determined by an actuarial valuation as of that date utilizing the Alternative Measurement Method for small plans as permitted under GASB 75.

Actuarial Assumptions and Other Inputs—The total OPEB liability in the September 30, 2021 actuarial valuation was determined using the following actuarial assumptions and other inputs, applied to all periods in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	2.50%
Discount rate	2.43%
Initial Trend Rate	7.50%
Ultimate Trend Rate	4.00%
Years to Ultimate	55

Given the City's decision not to fund the program, all future benefit payments were discounted using a high-quality municipal bond rate of 2.43%. The high-quality municipal bond rate was based on the measurement date of the S&P Municipal Bond 20 Year High Grade Rate Index as published by S&P Dow Jones Indices. The S&P Municipal 20 Year High Grade Rate Index consists of bonds in the S&P Municipal Bond Index with a maturity of 20 years. Eligible bonds must be rated at least AA by Standard and Poor's Ratings Services, Aa2 by Moody's or AA by Fitch. If there are multiple ratings, the lowest rating is used. For all lives, mortality rates were based on the RP-2000 Combined Healthy Mortality Tables projected to the valuation date using Projection Scale AA.

(8) **Employees' Retirement Plans and Other-Postemployment Benefits:** (Continued)

Changes in the total OPEB liability for the fiscal year ended September 30, 2021, were as follows:

Balance at September 30, 2020	$	547,014
Changes for a year:		
Service cost		56,633
Interest		12,530
Differences between expected and actual experience		-
Changes of assumptions		(18,956)
Benefit payments		(36,435)
Net changes		13,772
Balance at September 30, 2021	$	560,786

Sensitivity of the total OPEB liability to changes in the discount rate:

The following presents the total OPEB liability of the City calculated using the discount rate of 2.43%, as well as what the City's total OPEB liability would be if it were calculated using a discount rate that is 1% lower (1.43%) or 1% higher (3.43%) than the current rate:

	1% Decrease	Current Discount Rate	1% Increase
Total OPEB Liability	$ 630,299	$ 560,786	$ 501,926

Sensitivity of the total OPEB liability to changes in the healthcare cost trend rate:

The following presents the total OPEB liability of the City as well as what the City's total OPEB liability would be if it were calculated using healthcare cost trend rates that are 1% lower (3.00%-6.50%) or 1% higher (5.00%-8.50%) than the current healthcare cost trend rates (4.00%-7.50%):

	1% Decrease	Current Trend Rates	1% Increase
Total OPEB Liability	$ 485,567	$ 560,786	$ 652,393

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended September 30, 2021, the City recognized OPEB expense of $51,757. At September 30, 2021 , the City reported no deferred outflows of resources and no deferred inflows of resources related to OPEB. Under GASB 75 as it applies to plans that qualify for the Alternative Measurement Method, changes in the Total OPEB Liability are not permitted to be included in deferred outflows of resources or deferred inflows of resources related to OPEB. These changes will be immediately recognized through OPEB Expense.

(9) **Self-Insurance Program:**

The City is exposed to risks for losses related to health and other medical benefits it provides to its employees. A self-insurance program was created October 1, 2020 to handle these risks. The Self Insurance was established to account for medical insurance claims of City employees and their covered dependents. Commercial insurance for specific loss claims in excess of $75,000 is provided by Gerber Life Insurance at an aggregate monthly factor per participating employee based on their election. The City has a minimum aggregate deductible of approximately $915,000 and a maximum aggregate benefit of $1,000,000 in excess of the minimum aggregate deductible. The City has contracted with various agencies to perform certain administrative functions, such as monitoring, reviewing, and paying claims. All claims are handled by Preferred Benefit Administrators, the third-party administrator. All funds of the City which carry employees participate in the program and make payments to the General Fund based on estimates of the amounts needed to pay prior and current year claims, claims reserves, and administrative costs. A liability for claims is reported if it is probable that a liability has occurred and the amount is estimable. As of September 30, 2021, the City reported a liability of $34,870 in the general fund to account for Incurred but Not Reported Claims (IBNR).

Changes in the claims liability amount for the year-ended September 30, 2021 were:

Unpaid claims, beginning of fiscal year	$ -
Incurred (closed) claims (including IBNRs)	1,329,649
Claim payments	(1,294,779)
Unpaid claims, end of fiscal year	$ 34,870

(10) **Power Supply Agreements:**

General

The City currently purchases all of its power requirements from the Florida Municipal Power Agency (FMPA) under an "All Requirements Contracts" (see below). FMPA, a legal entity organized in 1978 and existing under the laws of the State of Florida, as of September 30, 2021, FMPA has 31 members, including the City. One of FMPA's responsibilities is to develop electric projects and offer participation therein to its members. Its members individually determine in which project or projects they wish to participate. FMPA is governed by a Board of Directors on which the City is represented. The City, by agreement, has no equity interest in any of the assets owned by FMPA, or any obligation for liabilities of the Agency. FMPA does not constitute a joint venture nor does it meet the criteria for inclusion in the City's reporting entity.

(10) **Power Supply Agreements:** (Continued)

St. Lucie Project

In May 1983, FMPA issued $290,000,000 St. Lucie Project Revenue Bonds, Series 1983 (Series 1983) in order to purchase an 8.806% undivided ownership interest in Florida Power and Light Company's (FP&L) St. Lucie Unit No. 2. In March 1986, FMPA issued $284,810,000 in St. Lucie Project Refunding Revenue Bonds, Series 1986, to advance refund $250,910,000 of the outstanding Series 1983 bonds in a legal defeasance of that portion of the Series 1983 bonds. In July 1992, FMPA issued $326,090,000 St. Lucie Project Refunding Revenue Bonds, Series 1992 (Series 1992), to advance refund in the prior two issues. In 2000 and 2002, FMPA issued two additional refunding bonds to partially refund the 1992 issue. In addition, FMPA has issued several additional bonds. The 2000 and 2002 bonds were variable rate bonds and were retired in December 2018. The 2009A bonds were retired in October, 2019. On September 1, 2021, the St. Lucie Project issued the 2021A bonds with a face amount of $14.8 million at a premium and used the $18.6 million along with other project funds to refund the St. 2011B bonds with a face value of $24.3 million and pay closing costs. At September 30, 2021, the total outstanding amount related to the St. Lucie Project is $84,285,000. The City is contingently liable for 1.757% of the total amount of outstanding debt, (approximately $1,480,887) at September 30, 2021. Pursuant to a power sales contract and a project support contract with FMPA, the City acquired an entitlement share of 1.757% (approximately 1.241MW) of FMPA's 8.806% interest in St. Lucie No. 2. Payments are required by the City whether or not the St. Lucie Project is operable or operating, and are due each month based upon a budget prepared by FMPA, adjusted annually. Total costs under this contract during 2021 were $760,522.

All Requirements Power Supply Agreement

On February 12, 1985, the City, along with several other municipalities (the project participants), entered into separate agreements with FMPA, whereby FMPA agreed to sell and deliver to the project participants, and the project participants agreed to purchase and receive from FMPA, all electric capacity and energy which the project participants shall require (excluding St. Lucie) for the operation of their municipal electric systems. The City has given FMPA notice pursuant to Section 2 of the All-Requirements Power Supply Contract that the term of their contract will not renew automatically each year after the initial contract term. The term of the contract is now fixed and will terminate on October 1, 2037. Effective December 31, 2014, the City has issued a Contract Rate of Delivery (CROD) notice to FMPA. This notice will fix capacity of power being provided by FMPA to the City within a five-year time frame. The fixed capacity was placed into effect January 1, 2020, and will be determined by measurement of the peak demand of the City during the 12 months preceding the date one month prior to the effective date of CROD.

FMPA and the City entered into a Supplemental Power and Ancillary Services agreement on May 21, 2019. The City desired to limit the impacts of CROD to the City's operations and costs, while continuing to have the ability to make use of available ARP rate discount riders should significance load(s) materialize, consistent with the terms of this agreement. The City and FMPA discussed the possibility of Executive Committee action to extend the availability of the Load Attraction Incentive Rate so it is available to be utilized by the City for the entire term of this agreement. FMPA and the City entered into this agreement for FMPA to provide supplemental power and ancillary services to the City, in accordance with the terms of this agreement, in place of a CROD Responsibility Agreement which would otherwise be required.

(10) **Power Supply Agreements:** (Continued)

Power rates are determined by the Board, subject to the approval of the project participants, but must be sufficient to meet FMPA's revenue requirements. Charges to the City are payable solely from utility revenues and in no way can FMPA compel the City to exercise its taxing power. Total costs under this contract during 2021 were $7,743,653.

(11) **Contingencies:**

Amounts received or receivable from grantor agencies in current and prior years are subject to audit and adjustment by grantor agencies, principally the federal and state governments. Any disallowed claims, including amounts already collected, may constitute, a liability of the applicable fund(s). The amount, if any, of expenditures which may be disallowed by the grantor cannot be determined at this time although the City expects such amounts, if any, to be immaterial.

The City is involved in various legal proceedings incidental to the conduct of its affairs. It is the City's policy to accrue for amounts related to these legal matters if it is possible that a liability has been incurred and an amount is reasonably estimable. At September 30, 2021, no amounts have been accrued.

On March 17, 2009, the City entered into an agreement with the Florida Communities Trust (FCT), an agency within the State of Florida Department of Economic Opportunity, formerly the Department of Community Affairs, which imposes several terms and conditions with regards to land acquired through a grant from FCT. The City has committed to maintaining the land perpetually as well to making certain improvements which include, but are not limited to, providing recreational facilities including a skateboard park, swimming pool, dog park, tennis, racquetball and shuffleboard courts, and baseball and soccer fields, planting native vegetation throughout a significant portion of the land, and developing stormwater facilities to improve the quality of surface waters. In addition, a staffed recreation center is to be developed on the project site to provide year-round education classes or programs.

(12) **Uncertainty:**

Subsequent to September 30, 2021, local, U.S., and world governments have encouraged self-isolation to curtail the spread of the global pandemic, coronavirus disease (COVID-19), by imposing limitations on travel and size and duration of group meetings. Most industries are experiencing disruption to business operations and the impact of reduced consumer spending. There is unprecedented uncertainty surrounding the duration of the pandemic, its potential economic ramifications, and any government actions to mitigate them. Accordingly, while management cannot quantify the financial and other impact to the Company as of April 27, 2022, management believes that an impact on the City's financial position and results of future operations is reasonably possible.

(13) **Recent Accounting Pronouncements:**

The Governmental Accounting Standards Board (GASB) has issued several pronouncements that have effective dates that may impact future financial statements. Listed below are pronouncements with required implementation dates effective for fiscal years subsequent to September 30, 2021, that have not yet been implemented. Management has not currently determined what, if any, impact implementation of the following will have on the City's financial statements:

(a) GASB issued Statement No. 87, *Leases*, in June 2017. GASB 87 increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. The provisions in GASB 87 are effective for periods beginning after June 15, 2021.

(b) GASB issued Statement No. 96, *Subscription-Based Information Technology Arrangements*, in May 2020. provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users (governments). This Statement (1) defines a SBITA; (2) establishes that a SBITA results in a right-to-use subscription asset—an intangible asset—and a corresponding subscription liability; (3) provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and (4) requires note disclosures regarding a SBITA. To the extent relevant, the standards for SBITAs are based on the standards established in Statement No. 87, Leases, as amended. The provisions in GASB 96 are effective for periods beginning after June 15, 2022.

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF CHANGES IN TOTAL OPEB LIABILITY AND RELATED RATIOS
LAST 10 FISCAL YEARS
(UNAUDITED)

	2021	2020	2019	2018
Total OPEB Liability				
Service cost	$ 56,633	$ 52,822	$ 35,852	$ 37,406
Interest	12,530	19,054	21,485	19,120
Differences Between Expected and Actual Experience	-	(47,916)	-	-
Changes of assumptions	(18,956)	14,787	31,216	(27,170)
Benefit payments	(36,436)	(37,802)	(40,776)	(37,495)
Net change in total OPEB liability	13,771	945	47,777	(8,139)
Total OPEB liability – beginning	547,014	546,069	498,292	506,431
Total OPEB liability – ending	$ 560,785	$ 547,014	$ 546,069	$ 498,292
Covered employee payroll	$ 4,205,268	$ 4,102,700	$ 3,399,116	$ 3,316,211
Total OPEB liability as a percentage of covered employee payroll	13.34%	13.33%	16.07%	15.03%

Valuation date: 10/01/2019

Covered Payroll:
Covered payroll is projected to the measurement date based on actual covered payroll as of the valuation date using applicable salary increase assumptions.

Changes of assumptions:
Changes of assumptions and other changes reflect the effects of changes in the discount rate each period. The following are the discount rates used in each period:

2021	2.43%
2020	2.14%
2019	3.58%
2018	4.18%
2017	3.64%

Also reflected as assumption changes are updated mortality rates, updated health care costs and premiums, and updated health care cost trend rates.

Benefit Payments:
The plan sponsor did not provide actual net benefits paid by the Plan for the fiscal year ending on September 30, 2021. Expected net benefit payments produced by the valuation model for the same period are shown in the table above.

Note - Additional years' information will be displayed as it becomes available to present 10 years.

City of Green Cove Springs, Florida
Required Supplementary Information (unaudited)
Schedules of changes in Net Pension Liability and Related Ratios - Police Officers' Pension Plan

Reporting Period Ending	**9/30/2021**	**9/30/2020**	**9/30/2019**	**9/30/2018**	**9/30/2017**	**9/30/2016**	**9/30/2015**
Measurement Date	**9/30/2021**	**9/30/2020**	**9/30/2019**	**9/30/2018**	**9/30/2017**	**9/30/2016**	**9/30/2015**
Total pension liability							
Service cost	$ 371,283	$ 383,393	$ 300,036	$ 299,380	$ 219,094	$ 219,094	$ 150,177
Interest	426,875	433,108	390,380	311,403	274,502	215,822	216,948
Differences between expected and actual experience	(314,632)	(844,678)	-	-	-	(136,512)	(18,269)
Demographic experience				183,242	-	-	-
Benefit payments	(60,588)	(49,044)	(36,019)	(19,638)	(41,910)	(19,062)	(18,780)
Assumption changes	(111,290)			228,664	-	557,241	-
Net change in total pension liability	311,648	(77,221)	654,397	1,003,051	451,686	836,583	330,076
Total pension liability, beginning	5,754,884	5,832,105	5,177,708	4,174,657	3,722,971	2,886,388	2,556,312
Total pension liability, ending (a)	$ 6,066,532	$5,754,884	$5,832,105	$5,177,708	$4,174,657	$3,722,971	$2,886,388
Plan Fiduciary net position							-
Contributions--employer	$ 162,106	$ 233,214	$ 236,391	$ 199,431	$ 181,998	$ 141,437	$ 130,301
Contributions – state	135,826	120,254	121,585	102,575	93,609	85,340	73,815
Contributions--employee	13,046	12,201	11,902	10,065	10,155	8,475	8,100
Net investment income (loss)	1,308,368	405,005	302,608	362,248	545,018	291,007	(4,872)
Benefit payments, including refunds of contributions	(60,588)	(49,044)	(36,019)	(19,638)	(19,348)	(19,062)	(18,780)
Administrative expense	(30,590)	(31,894)	(21,148)	(30,900)	(15,546)	(27,174)	(16,444)
Net change in plan fiduciary net position	1,528,168	689,736	615,319	623,781	795,886	480,023	172,120
Plan fiduciary net position, beginning	6,699,977	6,010,241	5,394,922	4,771,141	3,975,255	3,495,232	3,323,112
Plan fiduciary net position, ending (b)	$ 8,228,145	$6,699,977	$6,010,241	$5,394,922	$4,771,141	$3,975,255	$3,495,232
Net pension liability (asset) – ending (a) - (b)	$(2,161,613)	$ (945,093)	$ (178,136)	$ (217,214)	$ (596,484)	$ (252,284)	$ (608,844)
Plan fiduciary net position as a percentage of the total pension liability	135.63%	116.42%	103.05%	104.20%	114.29%	106.78%	121.09%
Covered payroll	$ 1,244,041	$1,257,127	$1,014,137	$1,014,137	$1,015,500	$ 795,911	$ 744,678
Net pension liability (asset) as a percentage of payroll	-173.76%	-75.18%	-17.57%	-21.42%	-58.74%	-31.70%	-81.76%
Annual Money-Weighted Rate of Return	17.53%	6.37%	5.45%	7.39%	13.29%	8.11%	-0.14%

Note - Additional years' information will be displayed as it becomes available to present 10 years.

City of Green Cove Springs, Florida
Required Supplementary Information (unaudited)
Schedules of Police Officers' Pension Plan Contributions

Fiscal Year	Actuarially Determined Contribution (ADC)	Contributions in Relation to ADC	Contribution Deficiency (Excess)	Covered Payroll	Contributions as Percentage of Covered Payroll
2021	$ 260,971	$ 297,932	$ (36,961)	$ 1,244,041	23.95%
2020	303,449	353,468	(50,019)	1,257,127	28.12%
2019	357,671	357,976	(305)	1,014,137	35.30%
2018	302,438	302,006	432	1,014,137	29.78%
2017	276,728	275,607	1,121	1,015,500	27.14%
2016	230,927	226,777	4,150	795,911	28.49%
2015	203,387	203,965	(578)	744,678	27.39%
2014	188,250	193,375	(5,125)	693,444	27.89%
2013	231,594	231,594	-	706,372	32.79%
2012	218,682	218,682	-	719,300	30.40%

Notes to Schedule:
Valuation Date: 10/1/2020

Methods and assumptions used to determine contribution rates:

Funding Method:	Aggregate Method (Level Percentage)
Amortization Method:	Level Percentage
Remaining Amortization Period:	30 years
Asset Valuation Method	Market value
Inflation:	2.77% per year
Salary Increases:	4.00% per year
Interest Rate:	7.00% per year
Cost-of-living Adjustments:	1.50%
Retirement Age:	Normal: Age 55 with 6 years of service or any age with 25 years of service
Mortality:	Sex-distinct rates set forth in the RP-2000 Blue Collar Mortality Table with full generational improvements in mortality using Scale BB
Changes:	No assumptions were changed since the prior measurement date.

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF PROPORTIONATE SHARE OF NET PENSION LIABILITY
(UNAUDITED)

	As of the Plan Year Ended June 30,						
	2021	**2020**	**2019**	**2018**	**2017**	**2016**	**2015**
Florida Retirement System (FRS)							
Proportion of the net pension liability (NPL)	0.008653284%	0.008169725%	0.007082278%	0.007796896%	0.007345438%	0.008451778%	0.007974291%
Proportionate share of the NPL	$ 653,657	$ 3,540,879	$ 2,439,038	$ 2,348,466	$ 2,172,731	$ 2,134,081	$ 1,029,986
Covered payroll	3,405,027	3,279,119	2,781,866	2,563,966	2,330,206	2,484,644	2,386,450
Proportionate share of the NPL as a percentage of covered payroll	19.20%	107.98%	87.68%	91.60%	93.24%	85.89%	43.16%
Plan fiduciary net position as a percentage of the total pension liability	96.40%	78.85%	82.61%	84.26%	83.89%	84.88%	92.00%
Health Insurance Subsidy Program (HIS)							
Proportion of the net pension liability (NPL)	0.009616089%	0.009446086%	0.008316186%	0.007848355%	0.007194699%	0.008436522%	0.007652351%
Proportionate share of the NPL	$ 1,179,558	$ 1,153,352	$ 930,498	$ 830,679	$ 769,290	$ 983,242	$ 780,419
Covered payroll	3,405,027	3,279,119	2,781,866	2,563,966	2,330,206	2,484,644	2,386,450
Proportionate share of the NPL as a percentage of covered payroll	34.64%	35.17%	33.45%	32.40%	33.01%	39.57%	32.70%
Plan fiduciary net position as a percentage of the total pension liability	3.56%	3.00%	2.63%	2.15%	1.64%	0.97%	0.50%

***** GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF CONTRIBUTIONS
(UNAUDITED)

	For the year ended September 30,						
	2021	**2020**	**2020**	**2019**	**2018**	**2017**	**2016**
Florida Retirement System (FRS)							
Contractually required contribution	$ 378,964	$ 271,444	$ 219,602	$ 222,205	$ 207,762	$ 206,110	$ 194,420
Contributions in relation to the contractually required contribution	378,964	271,444	219,602	222,205	207,762	206,110	206,890
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ (12,470)
Covered payroll	$ 3,777,880	$ 3,279,119	$ 2,781,866	$ 2,563,966	$ 2,330,206	$ 2,484,644	$ 2,386,450
Contributions as a percentage of covered payroll	10.03%	8.28%	7.89%	8.67%	8.92%	8.30%	8.15%
Health Insurance Subsidy Program (HIS)							
Contractually required contribution	$ 62,713	$ 54,433	$ 46,179	$ 42,562	$ 38,681	$ 43,243	$ 29,252
Contributions in relation to the contractually required contribution	62,713	54,433	46,179	42,562	38,681	43,243	32,711
Contribution deficiency (excess)	$ -	$ -	$ -	$ -	$ -	$ -	$ (3,459)
Covered payroll	$ 3,777,880	$ 3,279,119	$ 2,781,866	$ 2,563,966	$ 2,330,206	$ 2,484,644	$ 2,386,450
Contributions as a percentage of covered payroll	1.66%	1.66%	1.66%	1.66%	1.66%	1.74%	1.23%

***** GASB 68 requires information for 10 years. However, until a full 10-year trend is compiled, information is presented for only those years for which information is available.

SUPPORTING SCHEDULES

Financial schedules are presented to provide greater detailed information than reported in the preceding financial statements. This information, in many cases, has been spread throughout the report and is brought together here for greater clarity. Financial schedules are not necessary for fair presentation in accordance with generally accepted accounting principles.

CITY OF GREEN COVE SPRINGS, FLORIDA
COMBINING BALANCE SHEET
NONMAJOR GOVERNMENTAL FUNDS
SEPTEMBER 30, 2021

	Special Revenue Funds			Capital Project Funds		
	Disaster Fund	Building Permit Fund	Special Law Enforcement Fund	General Capital Improvement Fund	Spring Park Capital Improvement Fund	Total Nonmajor Governmental Funds
ASSETS						
Equity in pooled cash and investments	$ -	$ 580,326	$ 25,614	$ 27,166	$ 674,828	$ 1,307,934
Due from other governments	61,275	-	-	-	-	61,275
Total assets	$ 61,275	$ 580,326	$ 25,614	$ 27,166	$ 674,828	$ 1,369,209
LIABILITIES						
Accounts payable and accrued liabilities	$ 13	$ 43,801	$ -	$ -	$ 70,000	$ 113,814
Due to other funds	149,469	-	-	-	-	149,469
Total liabilities	149,482	43,801	-	-	70,000	263,283
FUND BALANCES						
Restricted for:						
Public safety	-	-	25,614	-	-	25,614
Building department	-	536,525	-	-	-	536,525
Assigned to:						
Capital improvements	-	-	-	27,166	604,828	631,994
Unassigned	(88,207)	-	-	-	-	(88,207)
Total fund balances (deficit)	(88,207)	536,525	25,614	27,166	604,828	1,105,926
Total liabilities and fund balances (deficit)	$ 61,275	$ 580,326	$ 25,614	$ 27,166	$ 674,828	$ 1,369,209

CITY OF GREEN COVE SPRINGS, FLORIDA
COMBINING STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCE (DEFICIT)
NONMAJOR GOVERNMENTAL FUNDS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

	Special Revenue Funds			Capital Project Fund	Capital Project Fund	
	Disaster Fund	Building Permit Fund	Special Law Enforcement Fund	General Capital Improvement Fund	Spring Park Capital Improvement Fund	Total Nonmajor Governmental Funds
REVENUES						
Permits and fees	$ -	$ 213,506	$ -	$ -	$ -	$ 213,506
Total revenues	-	213,506	-	-	-	213,506
EXPENDITURES						
Current:						
General government	-	328,954	-	-	-	328,954
Public safety	-	-	12,648	-	-	12,648
Capital outlay	-	46,250	-	-	-	46,250
Debt service:						
Principal retirement	-	-	-	146,000	64,000	210,000
Interest and fiscal charges	-	-	-	14,254	17,381	31,635
Total expenditures	-	375,204	12,648	160,254	81,381	629,487
Excess (deficiency) of revenues over expenditures	-	(161,698)	(12,648)	(160,254)	(81,381)	(415,981)
Other financing sources (uses)						
Transfers in	-	-	-	160,254	81,381	241,635
Total other financing sources (uses)	-	-	-	160,254	81,381	241,635
Net change in fund balances (deficit)	-	(161,698)	(12,648)	-	-	(174,346)
Fund balances (deficit), beginning of year	(88,207)	698,223	38,262	27,166	604,828	1,280,272
Fund balances (deficit), end of year	$ (88,207)	$ 536,525	$ 25,614	$ 27,166	$ 604,828	$ 1,105,926

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS AND STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Federal/ State Agency Pass-Through Entity Federal Program/ State Project	Assistance Listing/ CSFA Number	Contract/Grant Number	Expenditures
FEDERAL AGENCY			
Department of Justice			
Direct:			
Edward Byrne Memorial Justice Assistance Grant (JAG) Program	16.738	2021-JAGD-CLAY-1-4R-041	$ 1,672
COVID-19 - 2020 Coronavirus Emergency Supplemental Funding Program	16.034	2020-CESF-CLAY-1-C9-083	48,929
Total Department of Justice			**50,601**
Department of Transportation			
Direct:			
Florida Department of Transportation Local Agency Program	20.205	D218-078-B	664
Total Department of Transportation and Highway Planning and Construction Cluster			**664**
Department of Treasury			
Passed through the County of Clay:			
COVID-19 - Coronavirus Relief Fund - Public Safety Salaries	21.019	Interlocal Agreement	335,144
Total U.S. Department of Treasury			**335,144**
Environmental Protection Agency			
Passed through State of Florida, Department of Environmental Protection:			
Capitalization Grants for Drinking Water State Revolving Fund - Loan	66.468	DW 100102	155,062
Capitalization Grants for Drinking Water State Revolving Fund - Grant	66.468	DW 100102	98,963
Total Environmental Protection Agency and Drinking Water State Revolving Fund Cluster			**254,025**
Department of the Interior			
Passed through State of Florida, Department of Environmental Protection:			
Land and Water Conservation Fund Program (Grant No. LW681)	15.916	Project No. 12-00681	160,721
Total Department of the Interior			**160,721**
Department of Homeland Security			
Passed through State of Florida, Division of Emergency Management:			
Hazard Mitigation Grant Program-Generator Project for 17 Lift Stations	97.039	FEMA-DR-4337-FL	333,578
Hazard Mitigation Grant Program-Generator Project For Lift Station #3	97.039	FEMA-DR-4337-FL	23,007
Hazard Mitigation Grant Program-Generator Project For Lift Station #6	97.039	FEMA-DR-4337-FL	23,846
Total Department of Homeland Security			**380,431**
TOTAL EXPENDITURES OF FEDERAL AWARDS			**$ 1,181,586**
STATE AGENCY			
Florida Department of Environmental Protection			
Direct:			
Wastewater Treatment Facility Construction	37.077	WW100420/SG100421	$ 2,323,165
SJRWMD Cost-Share Funding Program	37.066	Contract No. 36028	285,103
Small Community Wastewater Facility Grant	37.075	WW100402/SG100403	4,013,219
Total Florida Department of Environmental Protection			**6,621,487**
Florida Department of Economic Opportunity			
Direct:			
Growth Management Implementation	40.024	P0402	40,000
TOTAL EXPENDITURES OF STATE FINANCIAL ASSISTANCE			**$ 6,661,487**

The accompanying notes to the schedule of expenditures of federal awards and state financial assistance are an integral part of this schedule.

CITY OF GREEN COVE SPRINGS, FLORIDA
NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
AND STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED SEPTEMBER 30, 2021

(1) **Basis of Presentation:**

The accompanying schedule of expenditures of federal awards and state financial assistance includes the federal grant awards and state financial assistance activity of the City of Green Cove Springs, Florida (the City), and is presented on the modified accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and Section 215.97, Florida Statutes. Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

(2) **Summary of Significant Accounting Policies:**

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement. Pass-through entity identifying numbers are presented where available.

(3) **De Minimis Indirect Cost Rate Election:**

The City has elected not to use the 10 percent de minimis indirect cost rate as allowed under Uniform Guidance.

(4) **Subrecipients:**

During the year ended September 30, 2021, the City provided no federal awards to subrecipients.

(5) **Contingency:**

Project expenditures are subject to audit and adjustment. If any expenditures were to be disallowed by the grantor agency as a result of such an audit, any claim for reimbursement to the grantor agency would become a liability of the City. In the opinion of management, all project expenditures included on the accompanying schedule are in compliance with the terms of the project agreements and applicable federal and state laws and regulations.

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

A. **Summary of Auditors' Results:**

Financial Statements:

Type of audit report issued on the financial statements: Unmodified

Internal control over financial reporting:

Material weakness(es) identified? ____ yes __X__ no

Significant deficiency(ies) identified? __X__ yes ____ none reported

Noncompliance material to financial statements noted? ____ yes __X__ no

Federal Awards:

Internal control over major Federal programs:

Material weakness(es) identified? ____ yes __X__ no

Significant deficiency(ies) identified? ____ yes __X__ none reported

Type of auditors' report issued on compliance for major Federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? ____ yes __X__ none reported

Identification of major Federal programs:

Assistance Listing Number	Program Name
21.019	Coronavirus Relief Fund
97.039	Hazard Mitigation Program (HMGP)

Dollar threshold used to distinguish between type A and type B Federal programs: $750,000

Auditee qualified as low-risk auditee? ____ yes __X__ no

State Financial Assistance:

Internal control over major State projects:

Material weakness(es) identified? ____ yes __X__ no

Significant deficiency(ies) identified? ____ yes __X__ none reported

Type of auditors' report issued on compliance for major State projects: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Chapter 10.550? ____ yes __X__ none reported

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Dollar threshold used to distinguish between Type A and Type B State projects: $750,000

Identification of major State projects:

CSFA Number	Project Name
37.077	Wastewater Treatment Facility Construction
37.075	Small Community Wastewater Facility Grant

B. **Financial Statement Findings:**

2021-001 Self-Insurance Program

Condition: The self-insurance general ledger accounts required adjustments in order to be in compliance with generally accepted accounting principles in the United States of America. Additionally, we noted the City did not have formalized internal controls designed and implemented for recording participant health insurance elections.

Criteria: Balances and transactions are to be reconciled to supporting documentation obtained from a Third-Party Administrator (TPA) in order ensure accurate and complete self-insurance activity is reported, including claims incurred before the City's fiscal year-end but not recorded (IBNR). Internal controls are designed to safeguard assets and help prevent or detect losses from employee dishonesty or error.

Cause: Being the initial year of the self-insurance program, the City's Human Resource (HR) and Accounting departments were still learning about self-insurance programs, and developing best practices regarding reconciliations and internal controls for personnel documentation. Because these processes were not fully implemented, and the same individual in the HR department was entering participant elections and submitting payroll, misstatements could occur.

Effect: Understatement of liabilities and expenditure/expense account balances at the City's fiscal year-end if audit adjustments of approximately $182,000 had not been proposed. Improper participant elections could be submitted.

Recommendation: We recommend the City obtain the necessary support from the TPA to ensure accurate and complete self-insurance activity is reported, including IBNR. We also recommend the City establish formalized internal controls which are designed and implemented to ensure proper recording of participant health insurance elections and proper segregation of duties over self-insurance processes.

2021-002 Building Department Software Implementation and Segregation of Duties

Condition: We noted a lack of segregation of duties within the City's Building Department related to the following:

(a) The Planning and Zoning Director, Planning Technician, and Building Assistant had unlimited rights and access to the software system, including the ability to create new users and change system access levels of existing users, create and edit new customers, and amend rates.

(b) Multiple deletions/voided transactions related to building permits for which supporting documentation was unavailable.

(c) During our transaction testing related to building permit and cash receipts, we noted the City could not provide a listing of open transactions within SmartGov for which a payment was initiated online by the customer but not completed.

(d) While account reconciliations were being performed when importing the SmartGov data into the City's financial accounting software, there was no documentation of the preparation or review of those reconciliations.

Criteria: Internal controls are designed to safeguard assets and help prevent or detect losses from employee dishonesty or error. A fundamental concept in a good system of internal control is the segregation of duties. The basic premise is that no one employee should have access to both physical assets and the related accounting records or to all phases of a transaction. An ideal system of internal controls would segregate cash collections from posting of accounting records.

Cause: Being the initial year using the City's standalone building department software, the City's building department was still learning about the new software, and developing best practices regarding internal controls over the new software. The size of the City's building department staff precludes certain preferred internal controls, including the individual responsible for performing reconciliations not having access to cash collections.

Effect: Errors or material misstatements in the financial statements, or misappropriation of assets may exist and not be detected.

Recommendation: We recommend the following:

(a) To establish stronger overall controls and limit the potential for unauthorized changes, full access should be given to only one key user and access for other users be limited areas needed to perform their job responsibilities.

(b) Implement an approval process for all deletions/voids before they can be made. Additionally, maintain documentation for the reason the deletion/void was made along with the necessary approval.

(c) Implement auditable record keeping for all transactions processed through SmartGov software to ensure completeness. Open transactions in the software should be removed/voided if the transaction is not expected to be completed.

(d) Implement controls for importing financial data from SmartGov into the City's financial accounting software. The preparer should document his/her preparation (Bldg. Dept.) and the reviewer should document his/her review of any account reconciliations (Financial Analyst). This could be accomplished with a sign-off on the reconciliation and journal entry listing prior to posting transactions to the general ledger.

2021-003 Revenue and Expenditure/Expense Adjustments

Condition: We proposed and management recorded two adjustments related to revenue and expenditure/expense accounts in order to be in compliance with generally accepted accounting principles in the United States of America. Approximately $130,000 was to properly record interest, loan fees and grant revenue, and related expenses were added to the Schedule of Federal Awards (SEFA). Approximately $136,000 was to properly record the State pension contribution in the general fund.

Criteria: All balances should be reconciled to supporting documentation and reconciled with the general ledger.

CITY OF GREEN COVE SPRINGS, FLORIDA
SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED SEPTEMBER 30, 2021

Cause: Due to not properly reconciling supporting documentation to the general ledger account balances.

Effect: Misstatements of the general ledger account balances at year-end if the audit adjustments had not been proposed. Additionally, the expenses on the Schedule of Federal Awards (SEFA) would have been inaccurately reported.

Recommendation: While the City is performing reconciliations of all transactions, both monthly to ensure completeness and accuracy, as well as at year-end to reconcile all account balances to the supporting documentation, certain items did not agree to supporting documentation provided by the third parties. We recommend the City contact these third parties and obtain disaggregated information to ensure the City's general leger agrees to the detailed data maintained by third parties.

C. **Federal Programs and State Financial Assistance Projects Findings and Questioned Costs:**

No findings and questioned costs were noted.

D. **Summary Schedule of Prior Audit Findings:**

No Summary Schedule of Prior Audit Findings is required because there were no prior audit findings related to Federal programs or State projects.

E. **Corrective Action Plan:**

See Management's Response to Findings and Recommendations, as listed in the table of contents.

JAMESMOORE

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND STATE PROJECT AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE AND CHAPTER 10.550, RULES OF THE AUDITOR GENERAL

To the Honorable Mayor, City Council, and City Manager,
City of Green Cove Springs, Florida:

Report on Compliance for Each Major Federal Program and State Project

We have audited the City of Green Cove Springs, Florida's (the City) compliance with the types of compliance requirements described in the *OMB Compliance Supplement,* and the requirements described in the Department of Financial Services' *State Projects Compliance Supplement,* that could have a direct and material effect on each of the City's major federal programs and state projects for the year ended September 30, 2021. The City's major federal programs and state projects are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with Federal and State statutes, regulations, and the terms and conditions of its federal awards and state projects applicable to its federal programs and state projects.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the City's major federal programs and state projects based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. *Code of Federal Regulations*, Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General. Those standards, the Uniform Guidance, and Chapter 10.550, Rules of the Auditor General, require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program or state project occurred. An audit includes examining, on a test basis, evidence about the City's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program and state project. However, our audit does not provide a legal determination of the City's compliance.

Opinion on Each Major Federal Program and Major State Project

In our opinion, the City complied, in all material respects, with the requirements referred to above that could have a direct and material effect on each of its major federal programs and state projects for the year ended September 30, 2021.

Report on Internal Control over Compliance

Management of the City is responsible for establishing and maintaining effective internal control over compliance with the requirements of laws, regulations, contracts, and grants applicable to federal programs and state projects. In planning and performing our audit, we considered the City's internal control over compliance with the types of requirements that could have a direct and material effect on each major Federal program or State project to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and state project and to test and report on internal control over compliance in accordance with the Uniform Guidance and Chapter 10.550, Rules of the Auditor General, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the City's internal control over compliance.

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a Federal program or State project on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program or state project will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or as combination of deficiencies, in internal control over compliance with the type of compliance requirement of a federal program or state project that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and results of that testing based on the requirements of the Uniform Guidance and Chapter 10.550, Rules of the Auditor General. Accordingly, this report is not suitable for any other purpose.

James Moore & Co., P.L.

Daytona Beach, Florida
April 27, 2022

JAMESMOORE

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Honorable Mayor, City Council, and City Manager,
City of Green Cove Springs, Florida:

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the City of Green Cove Springs, Florida (the City), as of and for the year ended September 30, 2021, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 27, 2022.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. Given these limitations, during our audit we did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses. We did identify three deficiencies in internal control (2021-001, 2021-002, 2021-003), described in the accompanying schedule of findings and questioned costs, that we consider to be significant deficiencies.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

City of Green Cove Springs, Florida's Response to Findings

The City's response to the findings identified in our audit is described in the accompanying Management's Response to Findings and Recommendations section, as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

James Moore & Co., P.L.

Daytona Beach, Florida
April 27, 2022

JAMESMOORE

INDEPENDENT AUDITORS' MANAGEMENT LETTER REQUIRED BY CHAPTER 10.550, RULES OF THE STATE OF FLORIDA OFFICE OF THE AUDITOR GENERAL

To the Honorable Mayor, City Council, and City Manager,
City of Green Cove Springs, Florida:

Report on the Financial Statements

We have audited the basic financial statements of City of Green Cove Springs, Florida (the City), as of and for the fiscal year ended September 30, 2021, and have issued our report thereon dated April 27, 2022.

Auditors' Responsibility

We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the audit requirements of Title 2 U.S. Code of Federal Regulations, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance); and Chapter 10.550, Rules of the Auditor General.

Other Reporting Requirements

We have issued our Independent Auditors' Report on Internal Control over Financial Reporting and Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*; Independent Auditors' Report on Compliance for Each Major Federal Program and State Project and Report on Internal Control over Compliance in Accordance with the Uniform Guidance and Chapter 10.550; schedule of findings and questioned costs; and Independent Accountants' Report on an examination conducted in accordance with *AICPA Professional Standards*, AT-C Section 315, regarding compliance requirements in accordance with Chapter 10.550, Rules of the Auditor General. Disclosures in those reports and schedule, which are dated April 27, 2022, should be considered in conjunction with this management letter.

Prior Audit Findings

Section 10.554(1)(i)1., Rules of the Auditor General, requires that we determine whether or not corrective actions have been taken to address findings and recommendations made in the preceding annual financial audit report. We noted no prior year recommendations.

Official Title and Legal Authority

Section 10.554(1)(i)4., Rules of the Auditor General, requires that the name or official title and legal authority for the primary government and each component unit of the reporting entity be disclosed in this management letter, unless disclosed in the notes to the financial statements. The legal authority for the primary government and component units of the reporting entity is disclosed in Note 1 of the basic financial statements.

Financial Condition and Management

Sections 10.554(1)(i)5.a. and 10.556(7), Rules of the Auditor General, require us to apply appropriate procedures and report the results of our determination as to whether or not the City has met one or more of the conditions described in Section 218.503(1), Florida Statutes, and identification of the specific

conditions met. In connection with our audit, we determined that the City, did not meet any of the conditions described in Section 218.503(1), Florida Statutes.

Pursuant to Sections 10.554(1)(i)5.b. and 10.556(8), Rules of the Auditor General, we applied financial condition assessment procedures. It is management's responsibility to monitor the City's financial condition, and our financial condition assessment was based in part on representations made by management and the review of financial information provided by same.

Section 10.554(1)(i)2., Rules of the Auditor General, requires us to address in the management letter any recommendations to improve financial management. In connection with our audit, see the following recommendations.

> **2021-004 Pension Census Data:** During our police pension data testing, we noted that 4 of 32 hire dates and 1 of 32 birth dates were incorrectly reported for participant data submitted to the actuary. We recommend a formal review process be implemented and performed by the City to ensure actuaries are provided with accurate and complete information.

Special District Component Units

Section 10.554(1)(i)5.c., Rules of the Auditor General, requires, if appropriate, that we communicate the failure of a special district that is a component unit of a county, municipality, or special district, to provide the financial information necessary for proper reporting of the component unit within the audited financial statements of the county, municipality, or special district in accordance with Section 218.39(3)(b), Florida Statutes. In connection with our audit, we did not note any special district component units; therefore, we did note any such component units that failed to provide the necessary information, nor is any specific special district information required to be reported.

Additional Matters

Section 10.554(1)(i)3., Rules of the Auditor General, requires us to address noncompliance with provisions of contracts or grant agreements, or abuse, that have occurred, or are likely to have occurred, that have an effect on the financial statements that is less than material but which warrants the attention of those charged with governance. In connection with our audit, we did not have any such findings.

City of Green Cove Springs, Florida's Response to Findings

The City's response to the findings identified in our audit is described in the accompanying Management's Response to Findings and Recommendations section, as listed in the table of contents. The City's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Letter

Our management letter is intended solely for the information and use of the Legislative Auditing Committee, members of the Florida Senate and Florida House of Representatives, the Florida Auditor General, Federal and other granting agencies, City Council, management, others within the City, and pass-through entities and is not intended to be and should not be used by anyone other than these specified parties.

James Moore & Co., P.L.

Daytona Beach, Florida
April 27, 2022

JAMESMOORE

INDEPENDENT ACCOUNTANTS' EXAMINATION REPORT

To the Honorable Mayor, City Council, and City Manager,
City of Green Cove Springs, Florida:

We have examined the City of Green Cove Springs, Florida's (the City) compliance with Section 218.415, Florida Statutes, *Local Government Investment Policies,* for the year ended September 30, 2021. Management is responsible for the City's compliance with those requirements. Our responsibility is to express an opinion on the City's compliance based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether the City complied with Section 218.415, Florida Statutes, *Local Government Investment Policies,* for the year ended September 30, 2021, in all material respects. An examination involves performing procedures to obtain evidence about the City's compliance with those requirements. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of risks of material noncompliance with those requirements, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the City of Green Cove Springs, Florida complied, in all material respects, with the aforementioned requirements for the year ended September 30, 2021.

James Moore & Co., P.L.

Daytona Beach, Florida
April 27, 2022

City of
Green Cove Springs

City of Green Cove Springs
Phone: (904) 297-7500

321 Walnut Street
Fax: (904) 284-2718

Green Cove Springs, Florida 32043
www.greencovesprings.com

April 27, 2022

Honorable Sherrill F. Norman, CPA
Auditor General
Claude Pepper Building
Suite G74
111 West Madison Street
Tallahassee, FL 32399-1450

Dear Ms. Norman:

Pursuant to the provisions of Section 218.39(6) Florida Statutes, the following are the responses to the audit of the City of Green Cove Springs conducted by James Moore & Co., P.L., CPAs for the period October 1, 2020 to September 30, 2021.

2021-001 Self-Insurance Program:

Auditor's Comment:

The self-insurance general ledger accounts required adjustments in order to be in compliance with generally accepted accounting principles in the United States of America. Additionally, we noted the City did not have formalized internal controls designed and implemented for recording participant health insurance elections.

Management's Response:

The City implemented a Self-Insurance Program at the beginning of FY 21. As with any new program implementation, there was a learning curve for staff involved with the implementation and reconciliation. City staff encountered new supporting documentation and has worked to develop reconciliations and internal controls for personnel documentation. The reporting from the Third-Party Administrator was new and the City's Finance Department had to learn what support was needed from the Third-Party Administrator to ensure accurate and complete self-insurance activity reporting. The City will be able to obtain the necessary support from the Third-Party Administrator in time for FY 22 reporting to ensure accurate and complete self-insurance activity is reported including IBNR.

The Human Resources Department's procedures and internal controls are currently under evaluation for potential opportunities for improvements, streamlining of all procedures, reviewing internal controls, and

identifying gaps. Along with revising and/or developing processes, Human Resources staff positions are being evaluated, staff responsibilities are under review and will be redefined according to Department needs, titles, and HR staff qualifications to improve the Department's overall efficiencies, while reducing the Departments error rate by providing a workflow that will allow the HR staff to focus on a specific area of Human Resources.

The City's self-insurance program was implemented October 1, 2020 and is causing a shift in the Human Resources Department internal controls and processes due to the required maintenance that comes with being a self-insured employer. The health insurance processes in the HR Department are being adjusted to incorporate the needs and requirements of a self-insured medical program.

The Human Resources Department will develop a benefits census to track all employees, elections, changes, dependents, etc., and will be updated in-house and on-going. Currently, employees enroll for health insurance on-line through an Employee Self Service on-line portal. An HR employee then manually enters the payroll deductions into the HR/Payroll module. The benefits census will be in addition to the on-line portal for employees and will be updated according to elections made by employees.

The Human Resources Department is reducing manual data entry, to the extent as possible, by utilizing the payroll software reporting and exporting capabilities and implement software that reduces the amount of manual entry conducted by HR staff; consequently, reducing human error rate.

2021-002 Building Department Software Implementation and Segregation of Duties:

Auditor's Comment:

We noted a lack of segregation of duties within the City's Building Department related to the following:

(a) The Planning and Zoning Director, Planning Technician, and Building Assistant had unlimited rights and access to the software system, including the ability to create new users and change system access levels of existing users, create, and edit new customers, and amend rates.

(b) Multiple deletions/voided transactions related to building permits for which supporting documentation was unavailable.

(c) During our transaction testing related to building permit and cash receipts, we noted the City could not provide a listing of open transactions within Smart Gov for which a payment was initiated online by the customer but not completed.

(d) While account reconciliations were being performed when importing the Smart Gov data into the City's financial accounting software, there was no documentation of the preparation or review of those reconciliations.

Management's Response:

The Building Department Software system has been updated to only have the Building Assistant with unlimited rights and access to the software system. All other users have limited access to areas required to perform their job responsibilities.

The Smart Gov system went live in April 2021. During the first two months incorrect permits were deleted typically when an application was applied for on the Public Portal that was outside the City limits or if there were duplicate applications. Since June 28, 2021, staff hasn't deleted records. When cancellations are created, notes are attached in the notes field, identifying the reason for the cancelled records. As an additional control, the Director now reviews all records to be cancelled and attaches their approval/denial in the notes field.

Due to the City's public portal, there are instances where applicants will submit transactions for payment that are not completed. When these instances occur, the record is automatically sent to the "pending transactions" table where it will remain pending in perpetuity. On a monthly basis, staff will update these pending transactions to cancelled based on documentation as to the reason the transaction will not be completed.

The Building Department documents all daily transactions with a daily log, identifying the total funds received, fund type and payment type which is signed off on by the Development Services Department. The financial data imported from Smart Gov is then checked against the daily log by the Financial Analyst. In addition, on a monthly basis, the Building Department, as part of their Council monthly report compares the revenue received in Smart Gov with the financial data in ADG.

2021-003 Revenue and Expenditure/Expense Adjustments

We proposed and management recorded two adjustments related to revenue and expenditure/expense accounts in order to be in compliance with generally accepted accounting principles in the United States of America. Approximately $130,000 was to properly record interest, loan fees and grant revenue, and related expenses were added to the Schedule of Federal Awards (SEFA). Approximately $136,000 was to properly record the State pension contribution in the general fund.

Management's Response:

The City does reconcile transactions monthly to ensure completeness and accuracy, as well as reconciling all account balances at year-end to the supporting documentation. The $130,000 involved an SRF Loan/Grant forgiveness Amendment which the supporting documentation crossed two fiscal years and there was some confusion regarding the proper accounting for the grant revenue, interest, and loan fees once Amendment 1 was received. The $136,000 relates to the annual state pension contribution that is usually received during the month of August. The $136,000 didn't get recorded because the check does not get deposited into the City's bank account but is sent to the State to be deposited into the City's Police Pension Fund. The City will continue to reconcile transactions monthly to ensure completeness and accuracy, as well as reconcile all account balances at year-end to the supporting documentation.

2021-004 Pension Census Data:

During our police pension data testing, we noted that 4 of 32 hire dates and 1 of 32 birth dates were incorrectly reported for participant data submitted to the actuary. We recommend a formal review process be implemented and performed by the City to ensure actuaries are provided with accurate and complete information.

Management's Response:

The Human Resources Department's procedures and internal controls are currently under evaluation for potential opportunities for improvements, streamlining of all procedures, reviewing internal controls, and identifying gaps. Along with revising and/or developing processes, Human Resources staff positions are being evaluated, staff responsibilities are under review and will be redefined according to Department needs, titles, and HR staff qualifications to improve the Department's overall efficiencies, while reducing the Departments error rate by providing a workflow that will allow the HR staff to focus on a specific area of Human Resources.

The Human Resources Department is reducing manual data entry, to the extent as possible, by utilizing the payroll software reporting and exporting capabilities and implement software that reduces the amount of manual entry conducted by HR staff; consequently, reducing human error rate.

Census data and contributions are submitted at the completion of bi-weekly payroll processing. The process for retrieving census data has been updated to be less manual. The data is now retrieved from the HR/Payroll software by utilizing the systems reporting capabilities and export the information into an excel format to submit to the Florida League of Cities. As part of the stream-lining process, the Human Resources Director, continues to explore areas of opportunity to implement automated.

Respectfully submitted,

L. Steve Kennedy
City Manager

City of Green Cove Springs

City of Green Cove Springs
Phone: (904) 297-7500
321 Walnut Street
Fax: (904) 284-2718
Green Cove Springs, Florida 32043
www.greencovesprings.com

AFFIDAVIT

BEFORE ME, the undersigned authority, personally appeared, Marlena S. Guthrie, who being duly sworn, deposes and says on oath that:

1. I am the Chief Financial Officer of the City of Green Cove Springs which is a local governmental entity of the State of Florida;

2. The City of Green Cove Springs adopted Ordinance Nos. O-01-2009 and O-18-2016 implementing an impact fee; and

3. The City of Green Cove Springs has complied and, as of the date of this Affidavit, remains in compliance with Section 163.31801, Florida Statutes.

FURTHER AFFIANT SAYETH NAUGHT.

Marlena S. Guthrie
Marlena S. Guthrie, Finance Director

STATE OF FLORIDA
COUNTY OF CLAY

SWORN TO AND SUBSCRIBED before me this 2nd day of MARCH, 2022.

Kimberly J Thomas
NOTARY PUBLIC
Print Name Kimberly J. Thomas

Personally known X or ~~produced identification~~ N/A

~~Type of identification~~ produced: N/A

My Commission Expires:

NOV. 21, 2025

KIMBERLY J THOMAS
Notary Public - State of Florida
Commission # HH 157719
My Comm. Expires Nov 21, 2025
Bonded through National Notary Assn.

Attachment C

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

FY 2023 to 2027 CIP

CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN
FY 2022/2023 - FY 2026/2027

CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2022/2023 THROUGH FY 2026/2027

CITY COUNCIL

Matt Johnson, Mayor

Constance Butler, Vice Mayor

Steven Kelley, Council Member

Thomas Smith, Council Member

Edward Gaw, Council Member

CITY ADMINISTRATION

Steve Kennedy, City Manager

Mike Null, Assistant City Manager / Public Works Director

Marlena Guthrie, CPA, Finance Director

CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2022/2023 THROUGH FY 2026/2027

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CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2022/2023 THROUGH FY 2026/2027

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CITY OF GREEN COVE SPRINGS
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2022/2023 THROUGH FY 2026/2027

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CAPITAL IMPROVEMENT PROGRAM OVERVIEW

This Capital Improvement Program (CIP) provides for the acquisition, reconstruction, initial features and equipment of facilities and any related costs for land acquisition, land improvements, design, and engineering. Examples of Capital Improvements include construction of new facilities, expansion of existing facilities, rehabilitation of roads, construction of sidewalks, and beautification of parks. The summary is organized by activity and by type of project. Within each subsection, there is a summary of funding sources and additional cost associated with the project.

FUNDING SOURCE CODES:

ARPA	American Rescue Plan Act
BOCC	Board of County Commissioners
CIT	Capital Improvement Trust
CITR	Capital Improvement Trust Reserve
DR	Depreciation Reserve
FCT	Florida Communities Trust Grant
FCTR	Florida Communities Trust Reserve
FDOT	Florida Department of Transportation Grant
FRDAP	Florida Recreation Development Assistance Program
FFTR	Federal Forfeiture Funds Transfer
G	Grants
G/LD	Grants / Legislative Delegation
GT	Gas Tax - Current
GTR	Gas Tax Reserve
5 Cent GT	5 Cent Gas Tax - Current
IK	In-Kind
LD	Legislative Delegation
L	Loan (To Be Secured)
PD	Private Developer
R	Revenue
RE	Reimbursable from Customer
REYPK	Preparation for Reynolds Industrial Park
ST	Surtax – Current
STR	Surtax Reserve
STWB	Stormwater Base Fees
STWU	Stormwater Usage Fees
TF	Trust Fund/Reserves
TR	Transfers
UCASH	Unrestricted Cash

CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN

FY 2022/2023 THROUGH FY 2026/2027

GENERAL FUND

FY 2022/23 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	CITY CLERK - 1211									
6400	Equipment							1,200		$ 1,200
	Total City Clerk	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,200	$ -	$ 1,200
	AUGUSTA SAVAGE - 1214									
6326	Cafeteria Building Interior						1,300,000			$ 1,300,000
	Total Augusta Savage	$ -	$ -	$ -	$ -	$ -	$ 1,300,000	$ -	$ -	$ 1,300,000
	GENERAL SERVICES - 1319									
6220	Install new City Hall Generator		85,868				64,132			$ 150,000
	Total General Services	$ -	$ 85,868	$ -	$ -	$ -	$ 64,132	$ -	$ -	$ 150,000
	DEVELOPMENT SERVICES - 1515									
6500	Capital Outlay - Wayfinding Plan						10,000			$ 10,000
	Total Development Services	$ -	$ -	$ -	$ -	$ -	$ 10,000	$ -	$ -	$ 10,000
	POLICE - 2021									
6400	Equipment							131,857		$ 131,857
6431	Police Cars & Equipment for Vehicles							140,439		$ 140,439
	Total Police	$ -	$ -	$ -	$ -	$ -	$ -	$ 272,296	$ -	$ 272,296

FY 2022/23 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	PUBLIC WORKS - 3052									
6200	PW New Shop, Parking Lot, Equip Storage Area	1,074,266	435,734							$ 1,510,000
6304	Pavement Markings			5,000						$ 5,000
6370	Resurfacing - Asphalt Overlay			200,000						$ 200,000
6370	Walnut St. Paving & Drainage						400,000	1,050,000		$ 1,450,000
6495	Sidewalks that are a safety hazard			35,000						$ 35,000
6493	Sign Program			30,000						$ 30,000
6380	Dirt to Pave Program out of Road Segment Analysis (5 Cent GT) (Foster Ln, Olive Circle and MLK) - Design & Permitting for MLK			120,000						$ 120,000
	Total Public Works	**$ 1,074,266**	**$ 435,734**	**$ 390,000**	**$ -**	**$ -**	**$ 400,000**	**$ 1,050,000**	**$ -**	**$ 3,350,000**
	RIGHT OF WAY MAINTENANCE - 3053									
6400	Equipment							13,500		$ 13,500
	Total Right of Way Maintenance	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 13,500**	**$ -**	**$ 13,500**

FY 2022/23 GENERAL FUND PROJECT FUNDING SOURCES										
ACCT. #	PROJECT	CURRENT SURTAX	SURTAX RESERVE	GAS TAX	GAS TAX RESERVE	LOAN	GRANTS	OTHER	CAPITAL DEPREC RESERVE	TOTAL
	PARKS - 3072									
6300	Spring Park Flag Pole (80 Ft.)							18,000		$ 18,000
	New roof on Gazebo		30,000							$ 30,000
	VFH Park Phase VI (FRDAP 75%)		37,500				112,500			$ 150,000
	Softball Field Lighting						250,000			$ 250,000
	ASF Park Phase I (FRDAP 100%)						50,000			$ 50,000
6400	Equipment - Small Equipment							10,000		$ 10,000
6430	Palmetto Trail - FDOT LAP Grant						1,200,000			$ 1,200,000
	Total Parks	**$ -**	**$ 67,500**	**$ -**	**$ -**	**$ -**	**$ 1,612,500**	**$ 28,000**	**$ -**	**$ 1,708,000**
	GENERAL FUND TOTAL	**$ 1,074,266**	**$ 589,102**	**$ 390,000**	**$ -**	**$ -**	**$ 3,386,632**	**$ 1,364,996**	**$ -**	**$ 6,804,996**

FY 2022/23 ESTIMATED RESERVE ACCOUNT BALANCES GENERAL					
GENERAL FUND	**GAS TAX RESERVE**	**SURTAX RESERVE**	**5 CENT GAS TAX RESERVE**		**TOTAL**
Balance 05/31/22	251,470	1,687,755	497,552		**2,436,777**
To Be Used Remainder of FY 2022	(233,533)	(530,619)	-		**(764,152)**
Estimated Revenues 06/01/22 thru 09/30/22	123,063	520,000	57,509		**700,572**
Estimated Balance 09/30/22	**$ 141,000**	**$ 1,677,136**	**$ 555,061**		**$ 2,373,197**
Estimated Revenue FY 2023	270,000	1,074,266	120,000		**1,464,266**
SUBJECT TO APPROPRIATIONS FY 2023	411,000	2,751,402	675,061		**3,837,463**
Budgeted Projects FY 2023	(270,000)	(1,663,368)	(120,000)		**(2,053,368)**
Transfers - Stormwater	-	-	-		**-**
Budgeted Expenses FY 2023	(140,033)	-	-		**(140,033)**
Estimated Balances 09/30/23	**$ 967**	**$ 1,088,034**	**$ 555,061**		**$ 1,644,062**

001 - 1211 CITY CLERK			FY 2022/2023 THRU FY 2026/2027 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
	Revenue	R	1,200				
	Total Revenue & Other Sources		**$ 1,200**	**$ -**	**$ -**	**$ -**	**$ -**
	Expenditures & Other Uses:						
6400	Equipment						
	Dell Latitude 3420 - Thomas Smith	R	1,200				
	Total Expenditures & Other Uses		**$ 1,200**	**$ -**	**$ -**	**$ -**	**$ -**

001 - 1214 AUGUSTA SAVAGE ARTS & COMMUNITY CENTER	FY 2022/2023 THRU FY 2026/2027 CAPITAL IMPROVEMENT PROGRAM						
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3126000	Surtax - Current	ST			350,000	275,000	
3832236	Grant	G	1,300,000				
3832238	Grant - Legislative Delegation	G/LD		220,000			
3124000	Interlocal - Clay County	BOCC					
3832101	Surtax - Reserve	STR					
	Total Revenues & Other Sources		**$ 1,300,000**	**$ 220,000**	**$ 350,000**	**$ 275,000**	**$ -**
	Expenditures & Other Uses:						
6326	Improvements:						
	Classroom Interiors - Headstart	ST				275,000	
	Cafeteria Building Interior (CDBG-CV Grant)	G/LD	1,300,000				
	Cafeteria Exterior	ST			150,000		
	Gym Exterior	ST			200,000		
	Gym 1,200 sq ft addition - storage / concession	G/LD		220,000			
	New Basketball Goals/Retractable	ST					
	Total Expenditures & Other Uses		**$ 1,300,000**	**$ 220,000**	**$ 350,000**	**$ 275,000**	**$ -**

001 - 1214 AUGUSTA SAVAGE ARTS & COMMUNITY CENTER			FY 2022/2023 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6326	Cafeteria building interior	G	1,300,000	Restore the interior of the building and kitchen
	TOTAL			$ 1,300,000	

001 - 1314 INFORMATION TECHNOLOGY		FY 2022/2023 THRU FY 2026/2027 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
	Revenue	R		90,000	45,000	45,000	45,000
3832104	Depreciation Reserve	DR					
	Total Revenue & Other Sources		$ -	$ 90,000	$ 45,000	$ 45,000	$ 45,000
	Expenditures & Other Uses:						
6400	Equipment	R					
	Network Refresh			45,000			
	New Cargo Van for IT			45,000			
	PC Refresh				45,000		
	IoT Refresh (WiFi, Smart TV's, Dispatch)					45,000	
	Fiber Refresh						45,000
	Total Expenditures & Other Uses		$ -	$ 90,000	$ 45,000	$ 45,000	$ 45,000

001 - 1319 GENERAL SERVICES		FY 2022/2023 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3832104	Depreciation Reserve	DR					
3832236	HMGP-Covid 19 Grant	G	64,132				
3832101	Surtax Reserve	STR	85,868				
3126000	Surtax - Current	ST		500,000	800,000		
	Total Revenues & Other Sources		**$ 150,000**	**$ 500,000**	**$ 800,000**	**$ -**	**$ -**
	Expenditures & Other Uses:						
6220	Building Improvements						
	Finish N/S Wing Upper Floor City Hall	ST		500,000	800,000		
	Install new City Hall Generator (Carryover $15K Surtax from FY 22)	STR/G	150,000				
	Total Expenditures & Other Uses		**$ 150,000**	**$ 500,000**	**$ 800,000**	**$ -**	**$ -**

001 - 1515 DEVELOPMENT SERVICES		FY 2022/2023 THRU FY 2026/2027 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3832236	Grants	G	10,000	1,100,000	1,000,000	500,000	1,200,000
	Total Revenue & Other Sources		**$ 10,000**	**$ 1,100,000**	**$ 1,000,000**	**$ 500,000**	**$ 1,200,000**
	Expenditures & Other Uses:						
6500	Capital Outlay						
	Wayfinding Plan	G	10,000				
	Rivers House Restoration	G		100,000			
	Downtown Parking (Walnut/Spring Street), Festival Parking on Magnolia Avenue	G		1,000,000	1,000,000		
	Magnolia Avenue Festival Street	G				500,000	
	City Hall Park and Removal of Park Roadways	G					1,200,000
	Total Expenditures & Other Uses		**$ 10,000**	**$ 1,100,000**	**$ 1,000,000**	**$ 500,000**	**$ 1,200,000**

001 - 2021 POLICE		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3831000	Federal Forfeiture Funds Transfer	FFTR					
3832101	Surtax - Reserve	STR		210,000	150,000	150,000	150,000
3832500	ARPA Funds Transfer	ARPA	272,296				
	Revenue	R		91,571	79,131	79,131	79,131
	Total Revenues & Other Sources		**$ 272,296**	**$ 301,571**	**$ 229,131**	**$ 229,131**	**$ 229,131**
	Expenditures & Other Uses:						
6220	Building Improvements - New Fence	STR		60,000			
6400	Taser less than lethal Electronic Control Weapon $12,440 per year for the next three years. This contract is at 0% interest and includes a complete warranty for all units for the full 5 years.	ARPA	12,440	12,440			
6400	23 Body Cameras ($133,515) (5 year payment plan)	ARPA	26,703	26,703	26,703	26,703	26,703
6400	18 Car Cameras ($224,640) (5 year payment plan)	ARPA	44,928	44,928	44,928	44,928	44,928
6400	18 Radars	ARPA	36,036				
6400	3 Flock Safety Cameras/LPRs ($2,500 each camera per year; $350 one-time fee for each camera)	ARPA	8,550	7,500	7,500	7,500	7,500
6400	1 Dell Rugged Laptop	ARPA	3,200				
6431	1 "Ghost" Traffic Ford SUV ($49,044); 1 Ford Patrol SUV ($54,636); 1 Unmarked Ford SUV for Sgt. ($36,759)	ARPA	140,439	150,000	150,000	150,000	150,000
	Total Expenditures & Other Uses		**$ 272,296**	**$ 301,571**	**$ 229,131**	**$ 229,131**	**$ 229,131**

001 - 3052 PUBLIC WORKS		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
	Unfunded			1,000,000	500,000	500,000	500,000
3126000	Surtax - Current	ST	1,074,266				
	Revenue	R		205,000			
3122100	Gas Tax - Current	GT	270,000	270,000	270,000	270,000	270,000
3832102	Gas Tax Reserve	GTR					
3832101	Surtax Reserve	STR	435,734				
3832500	ARPA Funds Transfer	ARPA	1,050,000				
3832236	Grants	G	400,000				
38321XX	5 Cent Gas Tax Reserve	5 CENT GTR					
3122110	5 Cent Gas Tax	5 CENT GT	120,000	420,000	120,000	120,000	120,000
	Total Revenues & Other Sources		**$ 3,350,000**	**$ 1,895,000**	**$ 890,000**	**$ 890,000**	**$ 890,000**
	Expenditures & Other Uses:						
6200	Buildings: PW New Compound Construction (New Shop, Parking Lot, Equipment Storage Area)	ST/UNFUNDED	1,510,000	1,000,000	500,000	500,000	500,000
6300	Improvements at PW - Other than Buildings:	R	-				
6304	Pavement Marking	GT	5,000	5,000	5,000	5,000	5,000

001 - 3052 PUBLIC WORKS			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Streets:						
6370	Street Paving						
	Resurfacing - Asphalt Overlay	GT	200,000		200,000		200,000
	Brick Street Repairs	GT		200,000		200,000	
	Walnut St. Paving & Drainage ($400K FDEP Grant, $1,050,000 ARPA Funds)	G/ARPA	1,450,000				
6495	Sidewalk Program: *Various Streets*						
	Repairs to sidewalks that are a safety hazard	GT	35,000	35,000	35,000	35,000	35,000
6431/6400	Vehicles/Large Equipment						
6400	Replace #211 - Crew Cab 2009 F250 Utility Body	R		45,000			
6431	Replace #203 - 2007 Chevrolet Trail Blazer	R		30,000			
	Replace #202D - John Deere 544 Front End Loader	R		130,000			
6493	Sign Replacement Program	GT	30,000	30,000	30,000	30,000	30,000
6380	Dirt to Pave Program out of Road Segment Analysis (Foster Ln, Olive Circle and MLK)-Design & Permitting for MLK	5 Cent GT	120,000	420,000	120,000	120,000	120,000
	Total Expenditures & Other Uses		**$ 3,350,000**	**$ 1,895,000**	**$ 890,000**	**$ 890,000**	**$ 890,000**

001 - 3052 PUBLIC WORKS			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6200	Buildings: Public Works Compound	ST/STR	1,510,000	Phase 2 of Construction, Shop and Large Equipment Shed
2	6370	Street Paving	G/ARPA	1,450,000	Walnut Street Improvements
3	6495	Sidewalk Program: Various Streets	GT	35,000	Preventive Maintenance
4	6493	Sign Program	GT	30,000	Sign Replacement Program
5	6370	Street Paving	GT	200,000	Asphalt Street Resurfacing
6	6380	Dirt to Pave Program	5 Cent GT	120,000	Design and Permitting of MLK from Oakridge Ave to Kirk St.
7	6304	Pavement Marking	GT	5,000	Preventive Maintenance
		TOTAL		**$ 3,350,000**	

001 - 3053 RIGHT OF WAY MAINTENANCE		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
	Revenue	R	13,500	81,500			13,500
3832104	Depreciation Reserve	DR					
	Total Revenue & Other Sources		**$ 13,500**	**$ 81,500**	**$ -**	**$ -**	**$ 13,500**
	Expenditures & Other Uses:						
6400	Equipment						
	Replace #618 - 2009 Scag Mower, 61 in.	R	13,500				
	Replace #622 - 2012 Scag Mower, 61 in.	R		13,500			
	Replace #610 - 2007 Ford F-150	R		30,000			
	Add Truck - 2023 F150 Crew Cab	R		38,000			
	Replace #627 - 2018 Scag Mower, 61 in.	R					13,500
	Total Expenditures & Other Uses		**$ 13,500**	**$ 81,500**	**$ -**	**$ -**	**$ 13,500**

001 - 3053 RIGHT OF WAY MAINTENANCE			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6400	Replace #618 - 2009 Scag Mower, 61 in.	R	13,500	Exceeded life expectancy
	TOTAL			$ 13,500	

001 - 3072 PARKS			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER		FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3832238	Grant - Legislative Delegation	LD					
38322XX	FDOT Grant	FDOT	1,200,000			2,000,000	
	Revenue	R	10,000	18,500	10,000	5,000	10,000
3832236	FRDAP Grant	FRDAP	162,500	112,500	162,500	112,500	162,500
3832236	Grant	G	250,000	500,000			
3832101	Surtax - Reserve	STR	67,500				
3126000	Surtax - Current	ST		37,500	37,500	37,500	37,500
3832239	Private Developer	PD	18,000				
	Total Revenues & Other Sources		**$ 1,708,000**	**$ 668,500**	**$ 210,000**	**$ 2,155,000**	**$ 210,000**
	Expenditures & Other Uses:						
	Improvements:						
	Spring Park						
6300	Spring Park Flag Pole (80 Ft.)	PD	18,000				
6300	New roof on Gazebo	STR	30,000				
6300	Finishing City Pier Extension	G/ST		500,000			

001 - 3072 PARKS			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER		FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Vera Francis Hall Park						
6300	VFH Park Phase VI - (FRDAP 75%) ($112,500 Grant)	FRDAP/STR	150,000				
	VFH Park Phase VII - (FRDAP 100%)	FRDAP			50,000		
	CDBG Improvements	G					
	Softball Field Lighting	G	250,000				
	Augusta Savage Friendship Park (Tot Lot)						
6300	ASF Park Phase I - (FRDAP 100%)	FRDAP	50,000				
	ASF Park Phase II - (FRDAP 100%)	FRDAP					50,000
6300	**Gustafsons Regional Park**						
	Park Improvements - (FRDAP 75%) ($112,500 Grant)	FRDAP/ST		150,000	150,000	150,000	150,000
	Swimming Pool Facility	PPP				2,000,000	
	Equipment						
6400	Replace #610 - 2010, Scag Mower, 61 in.	R	-				
6400	Small Equipment, Weed Eaters, Blowers, Chain Saws	R	10,000	5,000	10,000	5,000	10,000
6400	Replace #623 - 2013 Scag Mower, 61 in.	R		13,500			
6430	**Palmetto Trail - FDOT LAP Grant**	FDOT	1,200,000				
	Total Expenditures & Other Uses		**$ 1,708,000**	**$ 668,500**	**$ 210,000**	**$ 2,155,000**	**$ 210,000**

001 - 3072 PARKS			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6300	New roof on Gazebo in Spring Park	STR	30,000	Roof needs to be replaced (Very faded with rusted holes)
2	6400	Small Equipment, Weed Eaters, Blowers, Chain Saws	R	10,000	Replace old tools and equipment
3	6300	VFH Park Phase VI - (FRDAP 75% = $112,500)	FRDAP/STR	150,000	Rehab Trails and Pavilions
4	6300	Softball Field Lighting	G	250,000	Lights for VFH Ball Field
5	6300	ASF Park Phase I (FRDAP 100%)	FRDAP	50,000	Upgrades to ASF Park (Tot Lot)
6	6300	Spring Park 80 ft. Flag Pole	PD	18,000	Display large US Flag
7	6430	Palmetto Trail	FDOT	1,200,000	FDOT LAP Grant Project
		TOTAL		**$ 1,708,000**	

CITY OF GREEN COVE SPRINGS
FIVE YEAR
CAPITAL IMPROVEMENT PLAN

FY 2022/2023 THROUGH FY 2026/2027

UTILITY FUND

FY 2022/23 UTILITY FUND PROJECT FUNDING SOURCES									
ACCT #	PROJECT	LOAN PROCEEDS	REVENUE	GRANTS	REIMB.	OTHER	ELECTRIC CAP FEE W/WW TRUST FUND	DEPRECIATION RESERVE	TOTAL
	ELECTRIC - 401-3031								
6201	Electric Operations Renovations-Structure	3,000,000							3,000,000
6301	Magnolia Ave. North Feed					200,000			200,000
6400	Equipment					350,000			350,000
6400	Equipment - Tablets							7,900	7,900
6400	Equipment - New Remote Read Electric Meters & Installation							700,000	700,000
6404	Vehicles							370,000	370,000
65XX	UG Reliability (loop feed)					75,000			75,000
6550	Reynolds Industrial Park					50,000			50,000
6511	LED Conversion of Street Lights					75,000			75,000
6515	Convert north end of town to 23k voltage					350,000			350,000
6519	Designated System Neutral					150,000			150,000
6990	System Materials (build transformer inventory)							250,000	250,000
	Total Electric	**$ 3,000,000**	**$ -**	**$ -**	**$ -**	**$ 1,250,000**	**$ -**	**$ 1,327,900**	**$ 5,577,900**
	WATER - 402-3033								
6200	CUP Planning		50,000						50,000
6391	Water Line Replacement		20,000						20,000
6393	Replace Valves		10,000						10,000
6395	New Meters to Install (reimbursable)				20,000				20,000
6396	Line Extensions (reimbursable)				30,000				30,000
6406	CR 209/Russell Road Utility Relocations	485,000							485,000
64XX	CR 315 Utility Relocations	450,000							450,000
64XX	Reynolds/South Service Territory Water System Improvements	100,000							100,000
6406	Reynolds High Service Pump Improvements & Fire Protection Improvements Design FY 23					50,000			50,000
	Total Water	**$ 1,035,000**	**$ 80,000**	**$ -**	**$ 50,000**	**$ 50,000**	**$ -**	**$ -**	**$ 1,215,000**
	WASTEWATER - 403-3035								
6406	CR 209/Russell Road Utility Relocations	485,000							485,000
6300	Structural R&R - stop-gap repairs only as needed		25,000						25,000
6301	WW Collection System-Line Extensions (reimbursable)				20,000				20,000

FY 2022/23 UTILITY FUND PROJECT FUNDING SOURCES									
ACCT #	PROJECT	LOAN PROCEEDS	REVENUE	GRANTS	REIMB.	OTHER	ELECTRIC CAP FEE W/WW TRUST FUND	DEPRECIATION RESERVE	TOTAL
6302	Lift Station Improvements		200,000						200,000
6401	Equipment/Vehicles		110,000					600,000	710,000
6304	Manhole Rehab		30,000						30,000
6317	Rehab Sewer Lines		126,000						126,000
6317	Scioto Court Gravity Replacement						70,000		70,000
6400	Equipment/Plant&Lift Station Repair		50,000						50,000
64XX	Reynolds/South Service Territory Force Main Extension	100,000							100,000
64XX	CR 315 Utility Relocations	237,500							237,500
6500	Consolidated Advanced WW Treatment Plant Construction, Design and LS Rehab	4,000,000					500,000		4,500,000
	Total Wastewater	**$ 4,822,500**	**$ 541,000**	**$ -**	**$ 20,000**	**$ -**	**$ 570,000**	**$ 600,000**	**$ 6,553,500**
	SOLID WASTE - 404-3034								
6431	Equipment/Vehicle							340,000	340,000
	Total Solid Waste	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 340,000**	**$ 340,000**
	STORMWATER - 406-3036								
6307	Park Street (75/25 Grant)		106,250	318,750					425,000
6307	Julia St. Stormwater - Design		400,000						400,000
6307	Clay St. Storm Basin - Design FY 23					50,000			50,000
6307	Esplanade Ave. Stormwater - Design FY 23					40,000			40,000
6307	Magnolia Ave. - Design FY 23		3,750			31,250			35,000
	Total Stormwater	**$ -**	**$ 510,000**	**$ 318,750**	**$ -**	**$ 121,250**	**$ -**	**$ -**	**$ 950,000**
	RECLAIMED WATER - 407-3039								
6994	Reclaimed Water System - Design, Permitting, and Construction RW Main for Magnolia Point					986,000			986,000
	Total Reclaimed Water	**$ -**	**$ -**	**$ -**	**$ -**	**$ 986,000**	**$ -**	**$ -**	**$ 986,000**
	UTILITY FUND TOTAL	**$ 8,857,500**	**$ 1,131,000**	**$ 318,750**	**$ 70,000**	**$ 2,407,250**	**$ 570,000**	**$ 2,267,900**	**$ 15,622,400**

FY 2022/23 ESTIMATED RESERVE ACCOUNT BALANCES UTILITY FUND

UTILITY FUND	ELECTRIC DEPRECIATION	WATER DEPRECIATION	WASTEWATER DEPRECIATION	SOLID WASTE DEPRECIATION	CUSTOMER SERVICE DEPRECIATION	WATER IMPROVEMENT TRUST	WASTEWATER IMPROVEMENT TRUST	TOTAL
Balance 05/31/22	1,342,494	364,102	740,538	307,199	84,658	647,017	1,288,829	**4,774,837**
To Be Used Remainder of FY 2022	(210,186)	-	-	-	(6,459)	-	(103,864)	**(320,509)**
Estimated Revenues 06/01/22 thru 09/30/22	246,069	55,583	176,646	25,805	-	23,420	119,864	**647,387**
Estimated Balances 09/30/22	**$ 1,378,377**	**$ 419,685**	**$ 917,184**	**$ 333,004**	**$ 78,199**	**$ 670,437**	**$ 1,304,829**	**5,101,715**
Estimated Revenue FY 2023	-	65,898	-	-	-	55,000	-	**120,898**
SUBJECT TO APPROPRIATIONS FY 2023	**1,378,377**	**485,583**	**917,184**	**333,004**	**78,199**	**725,437**	**1,304,829**	**5,222,613**
Budgeted Projects FY 2023	(1,327,900)	-	(600,000)	(324,010)	-	-	(570,000)	**(2,821,910)**
Estimated Balances 09/30/23	**$ 50,477**	**$ 485,583**	**$ 317,184**	**$ 8,994**	**$ 78,199**	**$ 725,437**	**$ 734,829**	**2,400,703**

401 - 3031 ELECTRIC			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3431540	Revenue	R					
3435551	Reimbursable	RE					
3810010	Unrestricted Cash	UCASH	1,250,000	775,000	675,000	425,000	
3849993	Depreciation Reserve	DR	1,327,900	400,000	200,000	200,000	
3849994	Loan	L	3,000,000	2,000,000			
	Total Revenues & Other Sources		**$ 5,577,900**	**$ 3,175,000**	**$ 875,000**	**$ 625,000**	**$ -**
	Expenditures and Other Uses:						
6201	**Electric Operations Renovations**						
	New Building for Electric Department	L	3,000,000				
6301	**Extend New Lines**						
6515	Convert north end of town to 23k voltage	UCASH	350,000	350,000	300,000	300,000	
6301	Magnolia Ave. North Feed	UCASH	200,000	200,000			
6400	**Equipment**	UCASH	350,000				
	Tablets	DR	7,900				
	New Remote Read Electric Meters & Installation	DR	700,000				
6500	**Capital Outlay - Electric**						
	Replace transformer #2 at Chapman Substation	L		2,000,000			
	Reconductoring Hall Park Rd. for loop feed to Reynolds Park and decaying lines	UCASH					
	URD System Conductor Replacement Project	UCASH		150,000	100,000		
	URD System Fusing Project	UCASH		75,000	75,000		
	Magnolia Ave District Project	UCASH		75,000	75,000	75,000	

401 - 3031 ELECTRIC			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
6404	**Vehicles**	DR	370,000				
6550	**Reynolds Industrial Park**	UCASH	50,000	50,000	50,000	50,000	
6519	**Designated System Neutral**	UCASH	150,000				
6990	**System Materials**	DR	250,000	200,000	200,000	200,000	
6511	**LED Lighting Conversion**	UCASH	75,000				
65XX	**UG Reliability (loop feed)**	UCASH	75,000	75,000	75,000		
	Total Expenditures & Other Uses		$ 5,577,900	$ 3,175,000	$ 875,000	$ 625,000	$ -

401 - 3031 ELECTRIC			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6201	New Building for Electric Department	L	3,000,000	New Building and Land due to lack of space with Water Treatment Plant Expansion with more expansion to come.
2	6515	Voltage Conversion on North End of Town	UCASH	350,000	Convert north end of town to 23k for reliability and growth
3	65XX	UG Reliability (loop feed)	UCASH	75,000	Install UG loop feeds for better reliability
4	6404	Vehicles	DR	370,000	Replace aging bucket truck #401
5	6400	Equipment	UCASH	350,000	Purchase rugged forklift and wire pulling equipment (currently do not have these pieces of equipment)
6	6400	Remote Read Electric Meters & Installation	DR	700,000	Allow the City to remotely turn off and on meters and help with outages.
7	6301	Magnolia North Feed	UCASH	200,000	Feeder tie to get wire off US17
8	6550	Reynolds Industrial Park	UCASH	50,000	Material for projects in Reynolds Park
9	6519	Designated System Neutral	UCASH	150,000	Help with reliability issues in OH designs
10	6990	System Materials	DR	250,000	O & M Materials
11	6511	LED Lighting Conversion	UCASH	75,000	Replacing old type streetlights with LED technology
12	6400	Tablets	DR	7,900	Tablets for tracking work orders
		TOTAL		**5,577,900**	

402-3033 WATER			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3435551	Reimbursable	RE	50,000	30,000	30,000	40,000	40,000
3849993	Depreciation Reserve	DR		50,000			
	Revenue	R	80,000	30,000	30,000	40,000	40,000
3433540	Trust Fund/Reserves	TF			500,000		
3832239	Private Developer	PD	50,000	700,000			10,000
3849994	Loan (To be Secured) - SRF	L	1,035,000	1,400,000	2,920,000		2,000,000
	Total Revenues & Other Sources		**$ 1,215,000**	**$ 2,210,000**	**$ 3,480,000**	**$ 80,000**	**$ 2,090,000**
	Expenditures & Other Uses:						
6200	CUP Planning: Reynolds development could affect timing. Requirement by SJRWMD to conduct water system modeling could affect cost. - Expires 2024	R	50,000				
6391	Loop Energy Cove Court (will let development of parcel or Master Plan drive easement obtainment) ($10K)	PD					10,000
6393	Replace Valves	R	10,000	10,000	10,000	10,000	10,000
6394	Meter Replacement (Program Complete. Next Generation to follow)	R		20,000	20,000	30,000	30,000
6395	New Meters Install	RE	20,000	20,000	20,000	20,000	20,000
6350	New Meter Reading Infrastructure & Software	R					

402-3033 WATER			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Water Line Replacements/Upgrades						
6391	Water Line Replacement	R	20,000				
6396	Line Extensions	RE	30,000	10,000	10,000	20,000	20,000
	Water Main - Governors Creek (part of consolidated AWWTP) ($360,000 beyond FY 27)	L					
	Magnolia Point Culdesacs 2" Water Main Upgrades. 17 culdesacs, 4/year, $75,000.00 each. ($1,275,000 total) Cancelled due to SB 64/Magnolia Point Reclaimed Water System (See WW/RW CIP)	L					
6405	City-Wide Water Distribution System Upgrade: Elimination of AC water mains and other upgrades ($6,620,000 beyond FY 27)	L					
6406	CR 209/Russell Road Utility Relocations. County expansion of road. Unclear if relocation is necessary. Total for both water & sewer is $970,000.	L	485,000				
64XX	CR 315 Utility Relocations - County expansion of road, **Relocation is required.** Both water & sewer total $687,500	L	450,000				
64XX	Reynolds/South Service Territory Water System Improvements - Design FY 23, Construction FY 24 & 25. Developer contribution expected.	L/G	100,000	1,000,000	1,320,000		
6400	**Equipment/Vehicles**						
	Replace Truck #804-2009 F150 Pickup	DR		50,000			

402-3033 WATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
6403	**Treatment Plants**						
	Bonaventure Water Plant (new facility to improve pressure/flow to Magnolia Point) Cancelled due to SB 64-Magnolia Point Reclaimed Water System (See WW/RW CIP)						
	HRWTP GST #3 Design & Construction Timing still under consideration and could change	L		400,000	600,000		
	Reynolds Plant upgrade - One (1) - 16" well Design & Construction Reynolds development could change timing. ($2,000,000 beyond FY 26)	L					2,000,000
	Reynolds High Service Pump Improvements & Fire Protection Improvements Design FY 23. Phase I (high service pumps) FY 24, Phase II ReyWTP GST #3 FY 25. Reynolds development could change timing.	PD	50,000	700,000			
	ReyWTP GST #3 been in CIP for several years, Fire Protection above necessitates expediting. Reynolds development could change timing.	L			1,000,000		
	ReyWTP & HRWTP Ground Storage Tank Rehabilitation Reynolds development could change timing	TF			500,000		
	Total Expenditures & Other Uses		**$ 1,215,000**	**$ 2,210,000**	**$ 3,480,000**	**$ 80,000**	**$ 2,090,000**

402 - 3033 WATER			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6406	C.R. 209 S. Water & Sewer Force Main Extension	L	485,000	CR 209/Russell Road Utility Relocations - Water Portion. County expansion of road. Unclear if relocation is necessary. Total for both water & sewer is $970,000.
2	64XX	C.R. 315 Utility Relocations	L	450,000	CR 315 Utility Relocations - County expansion of road, **Relocation is required.** Both water & sewer total $687,500
3	6403	Water Treatment Plant	PD	50,000	Reynolds High Service Pump Improvements & Fire Protection Improvements - Design - Reynolds development could change timing.
4	6200	Building Improvement	R	50,000	CUP Planning: Reynolds development could affect timing. Requirement by SJRWMD to conduct water system modeling could affect cost. - Expires 2024
5	64XX	Reynolds/South Service Improvements	L/G	100,000	Reynolds/South Service Territory Water System Improvements - Design FY 23, Construction FY 24 & 25. Developer contribution expected.
6	6393	Replace Valves	R	10,000	
7	6395	New Meters Install	RE	20,000	
8	6391	Water Line Replacement	R	20,000	
9	6396	Line Extensions	RE	30,000	
		TOTAL		**$ 1,215,000**	

403-3035 WASTEWATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3435551	Reimbursable	RE	20,000	20,000	20,000	20,000	20,000
	Revenue	R	541,000	365,000	425,000	445,000	495,000
3849994	Loan - AWWTP	L	4,822,500	4,351,875	1,052,155	3,101,250	3,000,000
3849993	Depreciation Reserve	DR	600,000				
3910010	Trust Fund/Reserves	TF	570,000				
3343500	Grant - FEMA/HMGP	G					
	Total Revenues & Other Sources		**$ 6,553,500**	**$ 4,736,875**	**$ 1,497,155**	**$ 3,566,250**	**$ 3,515,000**
	Expenditures & Other Uses:						
	Improvements other than Buildings:						
6300	Structural R & R	R	25,000	25,000	25,000	25,000	25,000
	WW Collection System						
6301	Line Extensions (reimbursable)	RE	20,000	20,000	20,000	20,000	20,000
6302	**Lift Station Rehab** (Re-pipe 3 per year)	R	200,000	200,000	250,000	250,000	300,000
6304	Manhole Rehab (120 locations per SSES)	R	30,000	30,000	30,000	35,000	35,000
	Rehab Sewer Lines (Routine)						
6317	Rehab sewer Lines -- Routine	R	40,000	40,000	40,000	50,000	50,000
6317	**Rehab Sewer Lines (AWWTP)** Updated per SSES. Decision as to project by project or major initiative						
	Rehab 1,125 LF 18" VC Sewer Line ($151,875)	L/G		151,875			
	Rehab 600 LF 18" VC Sewer Line ($100,000) Houston Trunk - possible carryover	R	66,000				
	Rehab 660 LF 15" VC Sewer Line ($71,280)	L/G			71,280		
	Rehab 750 LF 12" VC Sewer Line ($70,875)	L/G			70,875		

403-3035 WASTEWATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Rehab 250 LF 12" VC Sewer Line ($101,250)	L/G				101,250	
	Rehab 650 LF 10" VC Sewer Line ($60,750)	L/G					
	Rehab 900 LF 10" VC Sewer Line ($303,750)	L/G					
	Rehab (pipe burst) 1,300 LF 10" VC Sewer Line ($175,000)	L/G					
	Rehab 24,200 LF 8" VC Sewer Line ($1,306,800)	L/G					
	Rehab 7,500 LF 8" VC Sewer Line to SWWTP<--Not part of SSES ($405,000)	L/G					
	Point Repairs (30 locations per SSES/various sz) ($607,500)	R	20,000	20,000	20,000	25,000	25,000
	Scioto Court Gravity Replacement - Carryover	TF	70,000				
6406	CR 209/Russell Road Utility Relocations. County expansion of road. Unclear if relocation is necessary. Total for both water & sewer is $970,000.	L	485,000				
64XX	Reynolds/South Service Territory Force Main Extension - Design FY 23, Construction FY 24 & 25.	L/G	100,000	700,000	710,000		
64XX	CR 315 Utility Relocations - County expansion of road, **Relocation is required.** Both water & sewer total $687,500	L	237,500				
6350	**New Meter Reading Infrastructure & Software**	R					
	Equipment -- Plant & Lift Station Repair						
6400	Small Equipment (Plants, Line Maintenance)	R	50,000	50,000	60,000	60,000	60,000
6401	**Equipment/Vehicles**						
	Replace Truck #954-2003 Dodge 100	R	50,000				
	Trailer mounted Centrifuge for sludge processing	DR	600,000				
	Skid Steer for HRWWTF Vac-Con Pad	R	60,000				

403-3035 WASTEWATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
6500	**TREATMENT PLANTS & LIFT STATIONS**						
	Consolidated Advanced WW Treatment Plant (AWWTP)						
	Phase II Consolidated AWWTP Construction and Construction Management (AWT Improvements) Carryover, projected completion Dec. 22/Jan. 23	L/G	3,000,000				
	Phase III Consolidated AWWTP Construction and Construction Management (SWWTF Decomissioning and PS 2/4 16" FM)	L/G	1,000,000	3,500,000			
	Consolidated AWWTP Phase IV (second 1.25 MGD plant at Harbor Road) Engineering, Design, & Permitting (engineering, design & permitting 80% complete)	L/G			200,000		
	Consolidated AWWTP Phase IV Construction	L/G				3,000,000	3,000,000
	Conversion of LS 318 to gravity	TF	500,000				
	Total Expenditures & Other Uses		**$ 6,553,500**	**$ 4,736,875**	**$ 1,497,155**	**$ 3,566,250**	**$ 3,515,000**

403 - 3035 WASTEWATER			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6500	Phase II Consolidated AWWTP Construction and Construction Management (AWT Improvements) Carryover, projected completion Dec. 22/Jan. 23	L/G	3,000,000	
2	6500	Phase III Consolidated AWWTP Construction and Construction Management (SWWTF Decomissioning and PS 2/4 16" FM) Rapid growth in South Service Territory requires expediting project.	L/G	1,000,000	
3	6406	CR 209/Russell Road Utility Relocations. County expansion of road. Unclear if relocation is necessary. Total for both water & sewer is $970,000.	L	485,000	
4	64XX	CR 315 Utility Relocations - County expansion of road, **Relocation is required.** Both water & sewer total $687,500	L	237,500	
5	64XX	Reynolds/South Service Territory Force Main Extension - Design FY 23, Construction FY 24 & 25.	L/G	100,000	
6	6401	Skid Steer for HRWWTF Vac-Con Pad	R	60,000	
7	6302	Life Station Rehab (Re-pipe 3 per year)	R	200,000	
8	6401	Replace Truck #954-2003 Dodge 100	R	50,000	
9	6304	Manhole Rehab (120 locations per SSES)	R	30,000	
10	6401	Trailer mounted Centrifuge for sludge processing	DR	600,000	
11	6400	Small Equipment (Plants, Line Maintenance)	R	50,000	
12	6317	Rehab 600 LF 18" VC Sewer Line ($100,000) Houston Trunk - possible carryover	R	66,000	
13	6317	Scioto Court Gravity Replacement - Carryover	TF	70,000	
14	6317	Point Repairs (30 locations per SSES/various sz) ($607,500)	R	20,000	
15	6300	Structural R & R	R	25,000	
16	6301	Line Extensions (reimbursable)	RE	20,000	
17	6317	Rehab sewer Lines -- Routine	R	40,000	
18	6500	Conversion of LS 318 to gravity	TF	500,000	
		TOTAL		**$ 6,553,500**	

404 - 3034	SOLID WASTE		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3895000	Depreciation Revenue	DR	340,000			390,000	
3849994	Loan (To be Secured)	L		190,000	195,000		165,000
3434300	Revenue	R					
	Total Revenues & Other Sources		**$ 340,000**	**$ 190,000**	**$ 195,000**	**$ 390,000**	**$ 165,000**
	Expenditures & Other Uses:						
6431	Equipment / Vehicles						
	Replace #702 2006 Claw Truck	DR	160,000				
	Replace #709 Recycle Truck 2018 Freightliner M210	L		190,000			
	Replace #701 Garbage Truck 2017, Freightliner	DR	180,000				
	Add one new Garbage Truck for growth	L			195,000		
	Replace #712 Garbage Truck 2021, Freightliner	DR				195,000	
	Replace #713 Garbage Truck 2021, Freightliner	DR				195,000	
	Replace #720 - 2015 Claw Truck Freightliner	L					165,000
	Total Expenditures & Other Uses		**$ 340,000**	**$ 190,000**	**$ 195,000**	**$ 390,000**	**$ 165,000**

404 - 3034 SOLID WASTE			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6431	Vehicles - Replace #702 - 2006 Claw Truck	DR	160,000	Exceeded life expectancy
2	6431	Vehicles - Replace #701 - 2017 Freightliner Garbage Truck	DR	180,000	Exceeded life expectancy
		TOTAL		**$ 340,000**	

406 - 3036 STORMWATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3431100	Stormwater Usage Fees	STWU	510,000	800,000	1,005,000	1,150,000	1,200,000
3699320	Grants (CDBG)	G		133,000			
3699301	Transfer in from General Fund (ARPA Funds)	TR	50,000	500,000			
3810000	Transfer in from Fund Balance	TR	71,250				
3832238	Legislative Delegation	LD	318,750				
3849994	Loan (To be Secured)	L					
	Total Revenues & Other Sources		**$ 950,000**	**$ 1,433,000**	**$ 1,005,000**	**$ 1,150,000**	**$ 1,200,000**
	Expenditures & Others Uses:						
	Stormwater						
6307	Stormwater Improvements						
	Julia Street (Design FY 22, Construction FY 23) ($400K STWU)	STWU/G	400,000	133,000			
	Park Street (75/25 Grant) (LD $318,750; STWU $106,250)	STWU/LD	425,000				
	Clay St. Storm Basin (Design FY 23, Const FY 24) (ARPA Funded)	TR	50,000	500,000			
	Ferris St. Storm Basin	STWU			275,000		
	Esplanade Ave. Stormwater (Design FY 23, Const FY 24)	TR	40,000	200,000			
	Roberts St.	STWU			400,000		
	407 Highland Ave. (Design FY 24, Const FY 26)	STWU		100,000		700,000	
	Cove Subdivision Pipe Lining Project	STWU					1,200,000
	Oakridge Ave from North St to MLK	STWU			250,000		
	Property Purchases	STWU				50,000	

406 - 3036 STORMWATER		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECTS	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Vermont Ave S - Pipe Ditch	STWU			80,000		
	Magnolia Ave (Design FY 23, Const FY 24) ($31,250 TR)	STWU/TR	35,000	500,000			
	Walnut St and Vermont Ave (Design & Construction)	STWU				400,000	
6431	Replacement of #200 2008 Vac-Con Truck	L					
	Total Expenditures & Other Uses		**$ 950,000**	**$ 1,433,000**	**$ 1,005,000**	**$ 1,150,000**	**$ 1,200,000**

406 - 3036 STORMWATER			FY 2022/23 CIP PROJECT PRIORITY		
RANK	ACCOUNT NUMBER	ACCOUNT NAME	FUNDING SOURCE	AMOUNT	BRIEF EXPLANATION
1	6307	Stormwater Improvements - Julia St. Construction	STWU/G	400,000	Construction
2	6307	Stormwater Improvements - Clay St. Storm Basin	TR	50,000	Construction Design
3	6307	Stormwater Improvements - Esplanade Avenue	TR	40,000	Construction Design
4	6307	Stormwater Improvements - Magnolia Avenue	STWU/TR	35,000	Construction Design
5	6307	Stormwater Improvements - Park Street	STWU/LD	425,000	
		TOTAL		**$ 950,000**	

407 - 3039 RECLAIMED WATER			FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM				
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3832101	Transfers in from Wastewater	TR	986,000	1,000,000	1,000,000	1,000,000	
3849994	Loan (To Be Secured)	L					5,000,000
	Total Revenues & Other Sources		$ 986,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 5,000,000
6994	**Reclaimed Water System**						
	Design, Permitting, and Construction RW Main for Magnolia Point	TR	986,000				
	Construction of Phase I, Mag. Point RW System ("Red 9")	TR		1,000,000			
	Phase II Mag. Point RW System	TR					5,000,000
	Construction & Construction Management HR AWWTP (Phase IV) Reclaimed Water Service System	TR			1,000,000	1,000,000	
	Total Expenditures & Other Uses		$ 986,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 5,000,000

102 - 1516 BUILDING DEPARTMENT		FY 2022/23 THRU FY 2026/27 CAPITAL IMPROVEMENT PROGRAM					
ACCOUNT NUMBER	PROJECT	FUNDING SOURCE	22/23	23/24	24/25	25/26	26/27
	Revenues & Other Sources:						
3810000	Transfer in From Fund Balance	TR	2,000				
	Total Revenues & Other Sources		$ 2,000	$ -	$ -	$ -	$ -
	Expenditures & Other Uses:						
6220	Building Improvements	TR	2,000				
	Media Display for Conference Room						
	Total Expenditures & Other Uses		$ 2,000	$ -	$ -	$ -	$ -

CITY OF GREEN COVE SPRINGS

GENERAL FUND EQUIPMENT LIST

City Green Cove Springs Fleet

Grouped By Department

Code Enforcement

502	Escape 502	Ford Escape	35,893

Units: 1

City Green Cove Springs Fleet

Grouped By Department

Police Dept

114		Car 114	Chevrolet Impala	129,192
123		Car 123	Chevrolet Camero	74,700
125		Car 125	Chevrolet Master Deluxe	36,375
139		Car 139	Chevrolet Impala	89,522
140		Car 140	Chevrolet Impala	70,908
141		Car 141	Chevrolet Impala	93,955
142		Boat 142	Cobia 18.6	879
143		Car 143	Chevrolet Impala	88,979
144		Car 144	Ford Taurus	117,503
146		Car 146	Chevrolet Impala	65,494
147		Car 147	Chevrolet Impala	76,511
148		Tahoe 148	Chevrolet Tahoe	241,388
149		Explorer 149	Ford Explorer	79,119
150		Explorer 150	Ford Explorer	87,020
151		Explorer 151	Ford Explorer	60,678
152		Explorer 152	Ford Explorer	63,617
153		Car 153	Ford Taurus Sedan	48,666
154		Escalade 154	Cadillac C10706	101,917
156		Golf Cart 156	Ezgo TXT	0
157		Golf Cart 157	Ezgo TXT Gas	0
159		Car 159	Ford Taurus	27,449
160		Car 160	Ford Fusion	52,790
161		Car 161	Ford Fusion	35,206
162		Car 162	Ford Fusion	42,250
163		Car 163	Ford Interceptor	50,896
164		Explorer 164	Ford Explorer	32,091
165		Explorer 165	Ford Explorer	46,383
166		Explorer 166	Ford Explorer	36,903
167		Explorer 167	Ford Expolrer	24,141
168		Explorer 168	Ford Explorer	28,728
169		Explorer 169	Ford Explorer	23,601
170		Tahoe 170	Chevrolet Tahoe	103,394
171	6/21/2022	Explorer 171	Ford Explorer	16,284

City Green Cove Springs Fleet

Grouped By Department

Police Dept

175		Car 175	Ford Fusion	22,504
176		Explorer 176	Ford Explorer	11,850
177		Explorer 177	Ford Explorer	11,602
178	on order	Explorer 178	Ford Explorer	0
179		Tahoe 179	Chevrolet Tahoe K-9 Unit	22
180		Van 180	Honda Odyssey EXL	28,877

Units: **39**

City Green Cove Springs Fleet

Grouped By Department

Public Works

201D	Flat Dump Bed 201D	Ford F450 Dump Truck	23,443
202D	Front End Loader 202D	John Deer 544J	5,968
203	Trail Blazer 203	Chevrolet Trail Blazer	59,098
204D	Dump Truck 204D	Sterling 255 HP SLT7500 Cac	35,866
210	Pickup 210	Ford F-150 4x4	52,590
211	Pickup Crew Cab 211	Ford F-250 Utility Body	42,444
215B	John Boat 215B	Generation III 1032B	0
216	Expedition 216	Ford Expedition 119 XL 4x2	16,086
217D	Pickup 217D	Ford F-450 4x2 165	15,011
221E	Fire Truck E221	Dodge	64,288
282D	Grader Cat 112f 282D	Catepillar	0
289	Roller AR 13	Multiquip AR-13 G	2,262

Units: **12**

City Green Cove Springs Fleet

Grouped By Department

ROW Maintenance

610	Pickup 610	Ford F-150	52,052
616M	Mower 616M	Scag STT617-27KA	2,050
618M	Mower 618M	Scag STT61V-27KA	2,039
622M	Mower 622M	Scag Turf Tiger 27hp 61in STT	1,486
624D	Tractor Kubota 624D	Kubota/ w Bat Wig M8560HD	642
626	Pickup 626	Ford F150	18,952
627M	Mower 627M	Scag STT11-1V-25-KA	552
628M	Mower 628M	Scag Turf Tiger SMT-61V-BV	597
631M	Mower 631M	Scag Turf Tiger STT11-61V-2(	16
698	Utility Cart 698	John Deere Gator 4x2	1,279
699M	Mower 699M Bat Wing	Land Pride RC4015	160

Units: **11**

City Green Cove Springs Fleet

Grouped By Department

Parks

611	Pickup 611	Ford F-150	39,731
621M	Mower 621M	Scag/Kaw Scag 61in 27hp S1	1,697
623M	Mower 623M	Scag Turf Tiger STT61V-750K	1,969
629	Pickup 629	Ford XL 150	7,145
630M	Mower 630M	Scag Turf Tiger STT11-61V-2E	0
633	Pickup 633	Ford F250 4 X 2	1,677
634M	Mower 634	Scag Turf Tiger II STT11-61V-	1
694D	Bush Hog	John Deere DE19766	1,007
697	Utility Cart 697	John Deere Gator 4x2	1,585

Units: **9**

City Green Cove Springs Fleet

Grouped By Department

Equip Maint

301D	Pickup 301D	Ford 250 Utility Body	36.554
529	Forklift 529	Daewoo	2.461

Units: **2**

City Green Cove Springs Fleet

Grouped By Department

Information Technology

509	Pickup 509	Chevrolet Silverado 1500	224.844

Units: 1

City Green Cove Springs Fleet

Grouped By Department

Eqp Code Building	Equipment Name	Make / Model	Current Odometer
500	Pickup 500	Ford 150	22,961
Units:	**1**		

CITY OF GREEN COVE SPRINGS

UTILITY FUND EQUIPMENT LIST

City Green Cove Springs Fleet

Grouped By Department

Electric

401D	BucketTruck 401D	Sterling Acterra	48,738
402	Explorer 402	Ford 4 x 2	95,264
403	Pickup 403	Ford 150 4 x 4	85,870
404D	Digger Truck 404D	International 4300	13,805
405D	Bucket Truck 405D	International Bucket 4300	35,602
406	Pickup 406 was 600 Transfer to El	Dodge Ram 1500	53,158
408D	Bucket Truck 408D	Freightliner M2-106	14,352
411	Pickup 411 was 274 transfer 12-21-2	Ford F-350 XL Utility Body	52,600
416D	Excavator Mini 416D was 800D	John Deere 35D	2,754
417D	417D Bucket Truck	Freightliner AA55E	3,515
421	Pickup 421	Ford 150 4x4	2,450
435D	Digger Truck 435D	Chevrolet C8500	19,644

Units: **12**

City Green Cove Springs Fleet

Grouped By Department

Water

804	Pickup 804	Ford F-150	74,777
806D	Excavator 806D	Caterpillar 303.5	662
807	Car 807 was 116 transfer 3/19/18	Chevrolet Impala	84,223
808	Car 808 was 120 3/15/2020	Chevrolet Impala	115,789
809	Pickup 809	Ford F250 4x2 X2AH	7,640

Units: **5**

City Green Cove Springs Fleet

Grouped By Department

Waste Water

901M	Mower 901M was 606	Scag SMT-61A	2,150
904	Pickup 904	Ford F-150	66,194
905D	Pickup 905D	Ford F450 with 4000lb crane	39,125
906D	Dump Truck 906 was 276D	Ford LN8000	45,117
907D	VacCon 907D	Freightliner Chassis	4,924
909M	Mower 909M was 608M transfer to V	Scag STT61V-27KA(FD75OD-I	1,258
911	Pickup 911	Ford 350 Crew Cab 4 x4	13,761
912	Van 912	Ford Connect	12,870
952	Pickup 952	Ford F-150	74,890
954	Pickup 954	Dodge Ram 1500	47,391
955	Pickup 955	Ford F-150	81,245

Units: **11**

City Green Cove Springs Fleet

Grouped By Department

Solid Waste

700	Pickup 700	Ford 150	73,682
701D	Garbage Truck 701D	Freightliner 108SD	37,769
702D	Claw Truck 702D	Sterling 24 cubic yd bed Acte	84,266
709D	Recycling Truck 709D	Freightliner M2106	22,880
710D	Claw Truck 710D	Freightliner M2106	25,817
711	Pickup 711	Ford 150	5,892
712D	Garbage Truck 712D	Freightliner M2-106	13,899
713D	Garbage Truck 713D	Freightliner M2-106	11,910
720D	Claw Truck 720D	Freightliner TL3 Lightling Loa	47,780

Units: **9**

City Green Cove Springs Fleet

Grouped By Department

Customer Services

207	Van 207	Ford E-250	28,990
505	Car 505	Dodge Caliber 07	81,543
506	Pickup 506	Nissan Frontier	74,748
507	Pickup 507	Nissan Frontier	32,332
508	Forklift	Toyota 8FGU25	115

Units: **5**

City Green Cove Springs Fleet

Grouped By Department

Stormwater Utility

200D	Vac Con 200D	Sterling L8511	44,510
209D	Sweeper 209D	Elgin Pelican Series NP	7,131
223D	Dump Truck 223D	Freightliner M2106	8,056
224D	Tractor Kubota 224D	Kubota R530R43 R5511-107	1,275
228	Pickup 228	Ford F-150 XL	13,888
231D	Excavator - 231	John Deere 60G	1
290D	Excavator Tractor 290D	John Deere 50D D	2,297
632	Utility Cart 632	John Deere Gator HPX615E	89

Units: **8**

Attachment D

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

September 2019 Water Period Billing Worksheet

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consu	Charges	Fuel_Adj C	Demand U	Demand C	Taxes
Detail Option / Service: WA, Dates From: 10/01/18 To: 10/31/18 / Based on: Posted Date													
C/I	WA	0	75	1	1	1	-	-	11.25	-	-	-	1.13
C/I	WA	0	75	3	1	1	11,130.00	11,130.00	30.30	-	-	-	3.03
C/I	WA	3	75	1	34	34	264,330.00	7,774.00	714.77	-	-	-	63.45
C/I	WA	3	75	2	35	35	245,380.00	7,011.00	454.22	-	-	-	30.03
C/I	WA	3	75	3	165	165	827,700.00	5,016.00	3,398.94	-	-	-	307.66
C/I	WA	3	100	1	4	4	52,600.00	13,150.00	175.39	-	-	-	11.34
C/I	WA	3	100	2	1	1	3,500.00	3,500.00	24.35	-	-	-	-
C/I	WA	3	100	3	26	26	843,060.00	32,425.00	1,167.93	-	-	-	112.29
C/I	WA	3	150	1	8	8	245,100.00	30,638.00	690.56	-	-	-	69.06
C/I	WA	3	150	2	3	3	20,680.00	6,893.00	113.51	-	-	-	3.91
C/I	WA	3	150	3	20	20	199,500.00	9,975.00	891.50	-	-	-	53.90
C/I	WA	3	150	4	2	2	7,500.00	3,750.00	64.77	-	-	-	-
C/I	WA	3	200	1	6	6	19,000.00	3,167.00	169.88	-	-	-	8.31
C/I	WA	3	200	2	7	7	64,000.00	9,143.00	329.16	-	-	-	19.80
C/I	WA	3	200	3	36	36	93,300.00	2,592.00	1,174.52	-	-	-	37.55
C/I	WA	3	200	4	1	1	500.00	500.00	34.83	-	-	-	-
C/I	WA	3	300	1	2	2	72,600.00	36,300.00	429.39	-	-	-	-
C/I	WA	3	300	2	6	6	463,000.00	77,167.00	1,299.09	-	-	-	123.69
C/I	WA	3	300	3	4	4	290,100.00	72,525.00	1,250.42	-	-	-	118.24
C/I	WA	3	400	2	1	1	52,000.00	52,000.00	647.57	-	-	-	64.76
C/I	WA	3	400	3	2	2	343,000.00	171,500.00	1,251.25	-	-	-	-
C/I	WA	3	600	3	1	1	183,000.00	183,000.00	1,702.41	-	-	-	-
C/I	WA	18	75	1	1	1	18,400.00	18,400.00	44.29	-	-	-	4.43
C/I	WA	32	75	2	1	1	67,490.00	67,490.00	-	-	-	-	-
C/I	WA	TOTAL			368	368	4,386,870.00	825,046.00	16,070.30	-	-	-	1,032.58
C/O	WA	2	75	1	2	2	185,900.00	92,950.00	57.85	-	-	-	-
C/O	WA	2	75	2	32	32	221,410.00	6,919.00	629.48	-	-	-	-
C/O	WA	2	75	3	6	6	126,920.00	21,153.00	124.30	-	-	-	-
C/O	WA	2	100	1	1	1	490.00	490.00	23.28	-	-	-	-
C/O	WA	2	100	2	17	17	204,990.00	12,058.00	888.17	-	-	-	3.52
C/O	WA	2	100	3	3	3	27,400.00	9,133.00	132.61	-	-	-	-
C/O	WA	2	150	2	6	6	147,300.00	24,550.00	557.33	-	-	-	-
C/O	WA	2	150	3	1	1	42,900.00	42,900.00	138.62	-	-	-	-
C/O	WA	2	200	2	8	8	149,600.00	18,700.00	709.67	-	-	-	-
C/O	WA	2	200	3	7	7	211,700.00	30,243.00	836.42	-	-	-	-
C/O	WA	2	300	2	1	1	26,700.00	26,700.00	533.17	-	-	-	-
C/O	WA	2	300	3	1	1	12,600.00	12,600.00	225.19	-	-	-	-

C/O	WA	2	400	1	1	1	86,000.00	86,000.00	884.68	-	-	-	-
C/O	WA	2	400	3	2	2	420,600.00	210,300.00	1,654.52	-	-	-	-
C/O	WA	TOTAL			88	88	1,864,510.00	594,696.00	7,395.29	-	-	-	3.52
CCUA	WA	9	100	2	1	1	-	-	16.71	-	-	-	-
CCUA	WA	9	200	2	2	2	58,000.00	29,000.00	182.39	-	-	-	-
CCUA	WA	TOTAL			3	3	58,000.00	29,000.00	199.10	-	-	-	-
CITY	WA	3	200	4	2	2	6,000.00	3,000.00	77.30	-	-	-	-
CITY	WA	10	75	4	3	3	7,290.00	2,430.00	50.94	-	-	-	-
CITY	WA	10	200	4	3	3	25,000.00	8,333.00	148.42	-	-	-	-
CITY	WA	TOTAL			8	8	38,290.00	13,763.00	276.66	-	-	-	-
R/I	WA	0	75	1	929	929	5,468,870.00	5,887.00	18,657.30	-	-	-	1,864.17
R/I	WA	0	75	2	861	861	3,922,370.00	4,556.00	15,158.07	-	-	-	1,488.19
R/I	WA	0	75	3	818	818	4,929,659.00	6,026.00	16,701.18	-	-	-	1,667.43
R/I	WA	0	75	A	1	1	-	-	-	-	-	-	-
R/I	WA	0	100	1	32	32	138,770.00	4,337.00	691.07	-	-	-	69.20
R/I	WA	0	100	2	26	26	151,740.00	5,836.00	657.62	-	-	-	65.85
R/I	WA	0	100	3	194	194	1,034,850.00	5,334.00	4,744.34	-	-	-	475.00
R/I	WA	0	150	1	1	1	250.00	250.00	24.37	-	-	-	2.44
R/I	WA	0	150	3	1	1	1,300.00	1,300.00	24.95	-	-	-	-
R/I	WA	TOTAL			2863	2863	15,647,809.00	33,526.00	56,658.90	-	-	-	5,632.28
R/O	WA	0	75	1	6	6	14,890.00	2,482.00	85.92	-	-	-	8.58
R/O	WA	0	75	3	1	1	28,330.00	28,330.00	65.12	-	-	-	6.51
R/O	WA	1	75	1	159	159	979,520.00	6,161.00	4,080.51	-	-	-	97.11
R/O	WA	1	75	2	153	153	979,090.00	6,399.00	3,963.98	-	-	-	3.10
R/O	WA	1	100	1	3	3	22,300.00	7,433.00	107.00	-	-	-	-
R/O	WA	1	100	2	1	1	4,440.00	4,440.00	27.85	-	-	-	-
R/O	WA	TOTAL			323	323	2,028,570.00	55,245.00	8,330.38	-	-	-	115.30
Totals					**3653**	**3653**	**24,024,049.00**	**1,551,276.00**	**88,930.63**	-	-	-	**6,783.68**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 11/01/18 To: 11/30/18 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	13,010.00	13,010.00	34.24	0.00	0.00	0.00	3.42
C/I	WA	3	75	1	31	31	221,610.00	7,149.00	600.50	0.00	0.00	0.00	52.02
C/I	WA	3	75	2	34	34	260,210.00	7,653.00	455.42	0.00	0.00	0.00	30.13
C/I	WA	3	75	3	161	161	783,320.00	4,865.00	3,265.25	0.00	0.00	0.00	290.07
C/I	WA	3	100	1	4	4	60,280.00	15,070.00	192.11	0.00	0.00	0.00	12.59
C/I	WA	3	100	2	1	1	3,720.00	3,720.00	24.35	0.00	0.00	0.00	0.00
C/I	WA	3	100	3	26	26	858,320.00	33,012.00	1,240.06	0.00	0.00	0.00	119.71
C/I	WA	3	150	1	8	8	252,300.00	31,538.00	706.57	0.00	0.00	0.00	70.67
C/I	WA	3	150	2	3	3	11,180.00	3,727.00	94.29	0.00	0.00	0.00	3.72
C/I	WA	3	150	3	22	22	261,900.00	11,905.00	1,041.22	0.00	0.00	0.00	68.90
C/I	WA	3	150	4	3	3	7,500.00	2,500.00	62.86	0.00	0.00	0.00	0.00
C/I	WA	3	200	1	4	4	20,800.00	5,200.00	175.61	0.00	0.00	0.00	8.88
C/I	WA	3	200	2	8	8	67,200.00	8,400.00	333.10	0.00	0.00	0.00	20.00
C/I	WA	3	200	3	30	30	542,000.00	18,067.00	2,102.06	0.00	0.00	0.00	132.61
C/I	WA	3	200	4	1	1	400.00	400.00	34.83	0.00	0.00	0.00	0.00
C/I	WA	3	300	1	2	2	72,000.00	36,000.00	441.93	0.00	0.00	0.00	0.00
C/I	WA	3	300	2	4	4	488,500.00	122,125.00	1,446.21	0.00	0.00	0.00	135.80
C/I	WA	3	300	3	1	1	12,800.00	12,800.00	70.03	0.00	0.00	0.00	0.00
C/I	WA	3	400	2	1	1	52,000.00	52,000.00	653.84	0.00	0.00	0.00	65.38
C/I	WA	3	400	3	2	2	331,800.00	165,900.00	1,205.27	0.00	0.00	0.00	0.00
C/I	WA	3	600	3	1	1	154,000.00	154,000.00	1,600.00	0.00	0.00	0.00	0.00
C/I	WA	18	75	1	1	1	20,700.00	20,700.00	48.40	0.00	0.00	0.00	4.84
C/I	WA	32	75	2	1	1	88,760.00	88,760.00	0.00	0.00	0.00	0.00	0.00
C/I	**WA**	**TOTAL**	**4450**	**52**	**350**	**350**	**4,584,310.00**	**818,501.00**	**15,828.15**	**0.00**	**0.00**	**0.00**	**1,018.74**
C/O	WA	2	75	1	2	2	256,880.00	128,440.00	60.38	0.00	0.00	0.00	0.00
C/O	WA	2	75	2	31	31	190,200.00	6,135.00	601.05	0.00	0.00	0.00	0.00
C/O	WA	2	75	3	6	6	132,920.00	22,153.00	134.96	0.00	0.00	0.00	0.00
C/O	WA	2	100	1	1	1	550.00	550.00	23.28	0.00	0.00	0.00	0.00
C/O	WA	2	100	2	17	17	191,880.00	11,287.00	853.41	0.00	0.00	0.00	3.28
C/O	WA	2	100	3	3	3	35,430.00	11,810.00	153.47	0.00	0.00	0.00	0.00
C/O	WA	2	150	2	6	6	145,800.00	24,300.00	555.57	0.00	0.00	0.00	0.00
C/O	WA	2	150	3	1	1	50,000.00	50,000.00	156.89	0.00	0.00	0.00	0.00
C/O	WA	2	200	2	8	8	144,800.00	18,100.00	701.62	0.00	0.00	0.00	0.00
C/O	WA	2	200	3	8	8	141,700.00	17,713.00	658.48	0.00	0.00	0.00	0.00
C/O	WA	2	300	2	1	1	24,300.00	24,300.00	457.48	0.00	0.00	0.00	0.00

C/O	WA	2	300	3	1	1	9,200.00	9,200.00	196.48	0.00	0.00	0.00	0.00
C/O	WA	2	400	1	1	1	92,000.00	92,000.00	1,085.65	0.00	0.00	0.00	0.00
C/O	WA	2	400	3	2	2	421,600.00	210,800.00	1,683.23	0.00	0.00	0.00	0.00
C/O	**WA**	**TOTAL**	**2625**	**31**	**88**	**88**	**1,837,260.00**	**626,788.00**	**7,321.95**	**0.00**	**0.00**	**0.00**	**3.28**
CCUA	WA	9	100	2	1	1	0.00	0.00	16.71	0.00	0.00	0.00	0.00
CCUA	WA	9	200	2	2	2	104,000.00	52,000.00	278.83	0.00	0.00	0.00	0.00
CCUA	**WA**	**TOTAL**	**300**	**4**	**3**	**3**	**104,000.00**	**52,000.00**	**295.54**	**0.00**	**0.00**	**0.00**	**0.00**
CITY	WA	3	200	4	2	2	5,400.00	2,700.00	77.30	0.00	0.00	0.00	0.00
CITY	WA	10	75	4	3	3	8,030.00	2,677.00	52.85	0.00	0.00	0.00	0.00
CITY	WA	10	200	4	3	3	39,400.00	13,133.00	179.00	0.00	0.00	0.00	0.00
CITY	**WA**	**TOTAL**	**475**	**12**	**8**	**8**	**52,830.00**	**18,510.00**	**309.15**	**0.00**	**0.00**	**0.00**	**0.00**
R/I	WA	0	75	1	916	916	5,642,420.00	6,160.00	18,834.72	0.00	0.00	0.00	1,881.75
R/I	WA	0	75	2	862	862	3,849,520.00	4,466.00	14,979.35	0.00	0.00	0.00	1,468.63
R/I	WA	0	75	3	809	809	4,520,042.00	5,587.00	15,787.36	0.00	0.00	0.00	1,575.58
R/I	WA	0	100	1	30	30	186,900.00	6,230.00	791.73	0.00	0.00	0.00	79.25
R/I	WA	0	100	2	26	26	119,640.00	4,602.00	596.15	0.00	0.00	0.00	59.70
R/I	WA	0	100	3	194	194	967,340.00	4,986.00	4,557.09	0.00	0.00	0.00	456.31
R/I	WA	0	150	1	1	1	260.00	260.00	24.37	0.00	0.00	0.00	2.44
R/I	WA	0	150	3	1	1	1,100.00	1,100.00	24.95	0.00	0.00	0.00	0.00
R/I	**WA**	**TOTAL**	**825**	**16**	**2839**	**2839**	**15,287,222.00**	**33,391.00**	**55,595.72**	**0.00**	**0.00**	**0.00**	**5,523.66**
R/O	WA	0	75	1	6	6	12,660.00	2,110.00	84.01	0.00	0.00	0.00	8.39
R/O	WA	0	75	3	1	1	20,640.00	20,640.00	48.40	0.00	0.00	0.00	4.84
R/O	WA	1	75	1	160	160	906,860.00	5,668.00	3,955.62	0.00	0.00	0.00	97.96
R/O	WA	1	75	2	154	154	909,238.00	5,904.00	3,796.40	0.00	0.00	0.00	3.10
R/O	WA	1	100	1	3	3	24,230.00	8,077.00	111.78	0.00	0.00	0.00	0.00
R/O	WA	1	100	2	1	1	4,430.00	4,430.00	27.85	0.00	0.00	0.00	0.00
R/O	**WA**	**TOTAL**	**500**	**10**	**325**	**325**	**1,878,058.00**	**46,829.00**	**8,024.06**	**0.00**	**0.00**	**0.00**	**114.29**
Totals			**9175**	**125**	**3613**	**3613**	23,743,680.00	1,596,019.00	87,374.57	0.00	0.00	0.00	6,659.97

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 12/01/18 To: 12/31/18 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	1,830.00	1,830.00	12.41	0.00	0.00	0.00	1.24
C/I	WA	3	75	1	33	33	193,800.00	5,873.00	605.94	0.00	0.00	0.00	52.44
C/I	WA	3	75	2	32	32	211,770.00	6,618.00	427.69	0.00	0.00	0.00	27.56
C/I	WA	3	75	3	162	162	520,950.00	3,216.00	2,769.71	0.00	0.00	0.00	247.61
C/I	WA	3	100	1	4	4	44,530.00	11,133.00	158.95	0.00	0.00	0.00	11.13
C/I	WA	3	100	2	1	1	2,950.00	2,950.00	22.44	0.00	0.00	0.00	0.00
C/I	WA	3	100	3	27	27	884,510.00	32,760.00	1,252.46	0.00	0.00	0.00	120.55
C/I	WA	3	150	1	8	8	243,300.00	30,413.00	690.69	0.00	0.00	0.00	69.07
C/I	WA	3	150	2	3	3	10,000.00	3,333.00	92.38	0.00	0.00	0.00	3.91
C/I	WA	3	150	3	21	21	294,900.00	14,043.00	1,106.61	0.00	0.00	0.00	73.77
C/I	WA	3	150	4	2	2	8,000.00	4,000.00	64.77	0.00	0.00	0.00	0.00
C/I	WA	3	200	1	4	4	19,400.00	4,850.00	171.79	0.00	0.00	0.00	8.50
C/I	WA	3	200	2	6	6	72,400.00	12,067.00	346.06	0.00	0.00	0.00	21.87
C/I	WA	3	200	3	30	30	460,600.00	15,353.00	1,948.87	0.00	0.00	0.00	121.24
C/I	WA	3	200	4	1	1	400.00	400.00	34.83	0.00	0.00	0.00	0.00
C/I	WA	3	300	1	4	4	81,300.00	20,325.00	395.95	0.00	0.00	0.00	0.00
C/I	WA	3	300	2	4	4	520,000.00	130,000.00	1,500.55	0.00	0.00	0.00	141.02
C/I	WA	3	300	3	1	1	10,500.00	10,500.00	66.09	0.00	0.00	0.00	0.00
C/I	WA	3	400	2	1	1	49,000.00	49,000.00	576.51	0.00	0.00	0.00	57.65
C/I	WA	3	400	3	2	2	282,700.00	141,350.00	1,071.51	0.00	0.00	0.00	0.00
C/I	WA	3	600	3	1	1	174,000.00	174,000.00	1,687.78	0.00	0.00	0.00	0.00
C/I	WA	18	75	1	1	1	19,200.00	19,200.00	46.31	0.00	0.00	0.00	4.63
C/I	WA	32	75	2	1	1	87,170.00	87,170.00	0.00	0.00	0.00	0.00	0.00
C/I	**WA**	**TOTAL**			**350**	**350**	**4,193,210.00**	**780,384.00**	**15,050.30**	**0.00**	**0.00**	**0.00**	**962.19**
C/O	WA	2	75	1	2	2	302,560.00	151,280.00	52.79	0.00	0.00	0.00	0.00
C/O	WA	2	75	2	31	31	225,460.00	7,273.00	658.83	0.00	0.00	0.00	0.00
C/O	WA	2	75	3	6	6	134,320.00	22,387.00	114.08	0.00	0.00	0.00	0.00
C/O	WA	2	100	1	1	1	900.00	900.00	23.28	0.00	0.00	0.00	0.00
C/O	WA	2	100	2	18	18	192,680.00	10,704.00	849.14	0.00	0.00	0.00	3.05
C/O	WA	2	100	3	3	3	48,370.00	16,123.00	185.67	0.00	0.00	0.00	0.00
C/O	WA	2	150	2	6	6	147,100.00	24,517.00	555.35	0.00	0.00	0.00	0.00
C/O	WA	2	150	3	1	1	31,100.00	31,100.00	109.91	0.00	0.00	0.00	0.00
C/O	WA	2	200	2	8	8	142,000.00	17,750.00	696.99	0.00	0.00	0.00	0.00
C/O	WA	2	200	3	7	7	103,400.00	14,771.00	554.96	0.00	0.00	0.00	0.00
C/O	WA	2	300	2	1	1	26,700.00	26,700.00	499.24	0.00	0.00	0.00	0.00
C/O	WA	2	300	3	1	1	8,400.00	8,400.00	183.43	0.00	0.00	0.00	0.00

C/O	WA	2	400	1	1	1	77,000.00	77,000.00	1,174.39	0.00	0.00	0.00	0.00
C/O	WA	2	400	3	2	2	468,400.00	234,200.00	1,839.83	0.00	0.00	0.00	0.00
C/O	**WA**	**TOTAL**			**88**	**88**	**1,908,390.00**	**643,105.00**	**7,497.89**	**0.00**	**0.00**	**0.00**	**3.05**
CCUA	WA	9	100	2	1	1	0.00	0.00	16.71	0.00	0.00	0.00	0.00
CCUA	WA	9	200	2	2	2	56,000.00	28,000.00	179.05	0.00	0.00	0.00	0.00
CCUA	**WA**	**TOTAL**			**3**	**3**	**56,000.00**	**28,000.00**	**195.76**	**0.00**	**0.00**	**0.00**	**0.00**
CITY	WA	3	200	4	2	2	2,500.00	1,250.00	71.57	0.00	0.00	0.00	0.00
CITY	WA	10	75	4	3	3	10,820.00	3,607.00	58.58	0.00	0.00	0.00	0.00
CITY	WA	10	200	4	3	3	53,200.00	17,733.00	208.80	0.00	0.00	0.00	0.00
CITY	**WA**	**TOTAL**			**8**	**8**	**66,520.00**	**22,590.00**	**338.95**	**0.00**	**0.00**	**0.00**	**0.00**
R/I	WA	0	75	1	930	930	4,976,120.00	5,351.00	17,745.13	0.00	0.00	0.00	1,772.76
R/I	WA	0	75	2	846	846	3,590,590.00	4,244.00	14,413.99	0.00	0.00	0.00	1,415.67
R/I	WA	0	75	3	815	815	3,731,328.00	4,578.00	14,312.26	0.00	0.00	0.00	1,426.20
R/I	WA	0	100	1	30	30	155,690.00	5,190.00	730.31	0.00	0.00	0.00	73.12
R/I	WA	0	100	2	27	27	124,210.00	4,600.00	604.82	0.00	0.00	0.00	60.56
R/I	WA	0	100	3	194	194	787,740.00	4,061.00	4,233.38	0.00	0.00	0.00	423.92
R/I	WA	0	150	1	1	1	290.00	290.00	24.37	0.00	0.00	0.00	2.44
R/I	WA	0	150	3	1	1	4,400.00	4,400.00	29.35	0.00	0.00	0.00	0.00
R/I	**WA**	**TOTAL**			**2844**	**2844**	**13,370,368.00**	**32,714.00**	**52,093.61**	**0.00**	**0.00**	**0.00**	**5,174.67**
R/O	WA	0	75	1	6	6	13,050.00	2,175.00	82.10	0.00	0.00	0.00	8.20
R/O	WA	0	75	3	1	1	28,380.00	28,380.00	65.12	0.00	0.00	0.00	6.51
R/O	WA	1	75	1	165	165	768,550.00	4,658.00	3,658.04	0.00	0.00	0.00	92.92
R/O	WA	1	75	2	153	153	791,874.00	5,176.00	3,521.17	0.00	0.00	0.00	3.10
R/O	WA	1	100	1	3	3	19,910.00	6,637.00	102.15	0.00	0.00	0.00	0.00
R/O	WA	1	100	2	1	1	4,980.00	4,980.00	27.85	0.00	0.00	0.00	0.00
R/O	**WA**	**TOTAL**			**329**	**329**	**1,626,744.00**	**52,006.00**	**7,456.43**	**0.00**	**0.00**	**0.00**	**110.73**
Totals					**3622**	**3622**	**$ 21,221,232.00**	**$ 1,558,799.00**	**$ 82,632.94**	**$ -**	**$ -**	**$ -**	**$ 6,250.64**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 01/01/19 To: 01/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	2,350.00	2,350.00	13.39	-	-	-	1.34
C/I	WA	3	75	1	30	30	179,430.00	5,981.00	614.76	-	-	-	54.52
C/I	WA	3	75	2	32	32	199,250.00	6,227.00	460.45	-	-	-	29.56
C/I	WA	3	75	3	163	163	630,370.00	3,867.00	3,075.71	-	-	-	275.06
C/I	WA	3	100	1	4	4	52,780.00	13,195.00	180.69	-	-	-	11.90
C/I	WA	3	100	2	1	1	3,530.00	3,530.00	25.09	-	-	-	-
C/I	WA	3	100	3	26	26	1,100,560.00	42,329.00	1,455.21	-	-	-	140.72
C/I	WA	3	150	1	8	8	276,800.00	34,600.00	783.57	-	-	-	78.38
C/I	WA	3	150	2	3	3	9,230.00	3,077.00	95.17	-	-	-	3.83
C/I	WA	3	150	3	21	21	285,600.00	13,600.00	1,121.50	-	-	-	68.49
C/I	WA	3	150	4	2	2	6,600.00	3,300.00	62.79	-	-	-	-
C/I	WA	3	200	1	4	4	26,100.00	6,525.00	190.80	-	-	-	8.95
C/I	WA	3	200	2	6	6	74,300.00	12,383.00	357.39	-	-	-	22.02
C/I	WA	3	200	3	30	30	509,300.00	16,977.00	2,094.88	-	-	-	121.83
C/I	WA	3	200	4	1	1	500.00	500.00	35.88	-	-	-	-
C/I	WA	3	300	1	2	2	53,300.00	26,650.00	310.84	-	-	-	-
C/I	WA	3	300	2	4	4	433,700.00	108,425.00	1,382.58	-	-	-	132.44
C/I	WA	3	300	3	1	1	11,500.00	11,500.00	70.13	-	-	-	-
C/I	WA	3	400	2	1	1	49,000.00	49,000.00	580.47	-	-	-	58.05
C/I	WA	3	400	3	2	2	307,400.00	153,700.00	1,173.84	-	-	-	-
C/I	WA	3	600	3	1	1	249,000.00	249,000.00	2,201.14	-	-	-	-
C/I	WA	18	75	1	1	1	43,700.00	43,700.00	99.33	-	-	-	9.93
C/I	WA	32	75	2	1	1	114,830.00	114,830.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**345**	**345**	**4,619,130.00**	**925,246.00**	**16,385.61**	**-**	**-**	**-**	**1,017.02**
C/O	WA	2	75	1	2	2	388,300.00	194,150.00	62.19	-	-	-	-
C/O	WA	2	75	2	32	32	192,450.00	6,014.00	636.74	-	-	-	-
C/O	WA	2	75	3	6	6	148,620.00	24,770.00	88.29	-	-	-	-
C/O	WA	2	100	1	1	1	900.00	900.00	23.97	-	-	-	-
C/O	WA	2	100	2	17	17	197,240.00	11,602.00	893.01	-	-	-	3.14
C/O	WA	2	100	3	3	3	54,020.00	18,007.00	209.14	-	-	-	-
C/O	WA	2	150	2	6	6	145,100.00	24,183.00	565.32	-	-	-	-
C/O	WA	2	150	3	1	1	61,100.00	61,100.00	193.91	-	-	-	-
C/O	WA	2	200	2	8	8	154,200.00	19,275.00	747.23	-	-	-	-
C/O	WA	2	200	3	7	7	130,200.00	18,600.00	649.27	-	-	-	-
C/O	WA	2	300	2	1	1	30,100.00	30,100.00	479.48	-	-	-	-
C/O	WA	2	300	3	1	1	12,600.00	12,600.00	237.38	-	-	-	-

C/O	WA	2	400	1	1	1	61,000.00	61,000.00	1,390.42	-	-	-	-
C/O	WA	2	400	3	2	2	631,400.00	315,700.00	2,363.89	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**2,207,230.00**	**798,001.00**	**8,540.24**	**-**	**-**	**-**	**3.14**
CCUA	WA	9	100	2	1	1	-	-	17.21	-	-	-	-
CCUA	WA	9	200	2	2	2	41,000.00	20,500.00	152.50	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**41,000.00**	**20,500.00**	**169.71**	**-**	**-**	**-**	**-**
CITY	WA	3	200	4	2	2	11,100.00	5,550.00	91.46	-	-	-	-
CITY	WA	10	75	4	3	3	67,050.00	22,350.00	177.14	-	-	-	-
CITY	WA	10	200	4	3	3	20,200.00	6,733.00	145.07	-	-	-	-
CITY	**WA**	**TOTAL**			**8**	**8**	**98,350.00**	**34,633.00**	**413.67**	**-**	**-**	**-**	**-**
R/I	WA	0	75	1	928	928	4,519,310.00	4,870.00	17,123.86	-	-	-	1,711.62
R/I	WA	0	75	2	843	843	3,983,060.00	4,725.00	15,621.18	-	-	-	1,535.93
R/I	WA	0	75	3	818	818	4,225,197.00	5,165.00	15,643.32	-	-	-	1,562.34
R/I	WA	0	100	1	31	31	126,520.00	4,081.00	687.30	-	-	-	68.76
R/I	WA	0	100	2	26	26	118,920.00	4,574.00	607.38	-	-	-	60.75
R/I	WA	0	100	3	195	195	973,610.00	4,993.00	4,719.17	-	-	-	472.09
R/I	WA	0	150	1	1	1	2,980.00	2,980.00	26.30	-	-	-	2.63
R/I	WA	0	150	3	1	1	1,400.00	1,400.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2843**	**2843**	**13,950,997.00**	**32,788.00**	**54,454.21**	**-**	**-**	**-**	**5,414.12**
R/O	WA	0	75	1	6	6	17,010.00	2,835.00	94.53	-	-	-	9.46
R/O	WA	0	75	3	1	1	27,310.00	27,310.00	64.93	-	-	-	6.49
R/O	WA	1	75	1	165	165	776,770.00	4,708.00	3,734.30	-	-	-	96.40
R/O	WA	1	75	2	153	153	818,052.00	5,347.00	3,644.36	-	-	-	3.19
R/O	WA	1	100	1	3	3	31,650.00	10,550.00	134.05	-	-	-	-
R/O	WA	1	100	2	1	1	4,990.00	4,990.00	28.68	-	-	-	-
R/O	**WA**	**TOTAL**			**329**	**329**	**1,675,782.00**	**55,740.00**	**7,700.85**	**-**	**-**	**-**	**115.54**
Totals					**3616**	**3616**	**22,592,489.00**	**6,248.00**	**87,664.29**	**-**	**-**	**-**	**6,549.82**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 02/01/19 To: 02/28/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	11,430.00	11,430.00	31.24	-	-	-	3.12
C/I	WA	3	75	1	31	31	190,890.00	6,158.00	607.07	-	-	-	52.49
C/I	WA	3	75	2	33	33	176,470.00	5,348.00	528.24	-	-	-	36.54
C/I	WA	3	75	3	165	165	595,990.00	3,612.00	3,115.66	-	-	-	278.69
C/I	WA	3	100	1	4	4	45,610.00	11,403.00	165.82	-	-	-	10.41
C/I	WA	3	100	2	1	1	2,320.00	2,320.00	23.12	-	-	-	-
C/I	WA	3	100	3	27	27	1,044,510.00	38,686.00	1,470.67	-	-	-	142.46
C/I	WA	3	150	1	8	8	242,300.00	30,288.00	708.44	-	-	-	70.86
C/I	WA	3	150	2	3	3	26,760.00	8,920.00	132.38	-	-	-	7.55
C/I	WA	3	150	3	22	22	252,800.00	11,491.00	1,052.49	-	-	-	64.83
C/I	WA	3	150	4	2	2	9,100.00	4,550.00	68.70	-	-	-	-
C/I	WA	3	200	1	4	4	33,600.00	8,400.00	206.97	-	-	-	9.14
C/I	WA	3	200	2	6	6	70,000.00	11,667.00	352.02	-	-	-	21.68
C/I	WA	3	200	3	31	31	438,450.00	14,144.00	1,949.47	-	-	-	122.32
C/I	WA	3	200	4	1	1	200.00	200.00	35.88	-	-	-	-
C/I	WA	3	300	1	2	2	70,900.00	35,450.00	394.69	-	-	-	-
C/I	WA	3	300	2	4	4	443,600.00	110,900.00	1,319.98	-	-	-	125.99
C/I	WA	3	300	3	1	1	13,500.00	13,500.00	74.19	-	-	-	-
C/I	WA	3	400	2	2	2	113,100.00	56,550.00	612.72	-	-	-	61.27
C/I	WA	3	400	3	2	2	425,000.00	212,500.00	1,418.94	-	-	-	-
C/I	WA	3	600	3	1	1	267,000.00	267,000.00	2,095.79	-	-	-	-
C/I	WA	18	75	1	1	1	38,100.00	38,100.00	88.58	-	-	-	8.86
C/I	WA	32	75	2	1	1	75,990.00	75,990.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**353**	**353**	**4,587,620.00**	**978,607.00**	**16,453.06**	**-**	**-**	**-**	**1,016.21**
C/O	WA	2	75	1	2	2	151,170.00	75,585.00	51.79	-	-	-	-
C/O	WA	2	75	2	32	32	209,150.00	6,536.00	703.86	-	-	-	-
C/O	WA	2	75	3	6	6	137,430.00	22,905.00	90.75	-	-	-	-
C/O	WA	2	100	1	1	1	770.00	770.00	23.97	-	-	-	-
C/O	WA	2	100	2	17	17	216,960.00	12,762.00	941.93	-	-	-	2.89
C/O	WA	2	100	3	3	3	38,150.00	12,717.00	164.50	-	-	-	-
C/O	WA	2	150	2	6	6	153,400.00	25,567.00	588.92	-	-	-	-
C/O	WA	2	150	3	1	1	24,400.00	24,400.00	94.38	-	-	-	-
C/O	WA	2	200	2	8	8	186,600.00	23,325.00	833.57	-	-	-	-
C/O	WA	2	200	3	7	7	135,400.00	19,343.00	657.80	-	-	-	-
C/O	WA	2	300	2	1	1	31,600.00	31,600.00	468.72	-	-	-	-
C/O	WA	2	300	3	1	1	10,600.00	10,600.00	226.62	-	-	-	-

C/O	WA	2	400	1	1	1	81,000.00	81,000.00	814.76	-	-	-	-
C/O	WA	2	400	3	2	2	610,300.00	305,150.00	2,283.19	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**1,986,930.00**	**652,260.00**	**7,944.76**	**-**	**-**	**-**	**2.89**
CCUA	WA	9	100	2	1	1	-	-	17.21	-	-	-	-
CCUA	WA	9	200	2	2	2	36,000.00	18,000.00	141.39	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**36,000.00**	**18,000.00**	**158.60**	**-**	**-**	**-**	**-**
CITY	WA	3	200	4	2	2	2,900.00	1,450.00	73.73	-	-	-	-
CITY	WA	10	75	4	3	3	7,820.00	2,607.00	52.50	-	-	-	-
CITY	WA	10	200	4	3	3	25,300.00	8,433.00	153.01	-	-	-	-
CITY	**WA**	**TOTAL**			**8**	**8**	**36,020.00**	**12,490.00**	**279.24**	**-**	**-**	**-**	**-**
R/I	WA	0	75	1	916	916	4,207,830.00	4,594.00	16,547.98	-	-	-	1,654.00
R/I	WA	0	75	2	847	847	3,792,070.00	4,477.00	15,361.36	-	-	-	1,508.89
R/I	WA	0	75	3	819	819	3,963,971.00	4,840.00	15,159.39	-	-	-	1,515.34
R/I	WA	0	100	1	30	30	106,570.00	3,552.00	640.96	-	-	-	64.12
R/I	WA	0	100	2	28	28	107,590.00	3,843.00	585.05	-	-	-	58.52
R/I	WA	0	100	3	194	194	889,110.00	4,583.00	4,572.78	-	-	-	457.51
R/I	WA	0	150	1	1	1	2,500.00	2,500.00	26.30	-	-	-	2.63
R/I	WA	0	150	3	1	1	1,300.00	1,300.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2836**	**2836**	**13,070,941.00**	**29,689.00**	**52,919.52**	**-**	**-**	**-**	**5,261.01**
R/O	WA	0	75	1	6	6	18,470.00	3,078.00	94.53	-	-	-	9.46
R/O	WA	0	75	3	1	1	14,880.00	14,880.00	37.33	-	-	-	3.73
R/O	WA	1	75	1	164	164	703,120.00	4,287.00	3,539.62	-	-	-	104.89
R/O	WA	1	75	2	153	153	765,492.00	5,003.00	3,548.26	-	-	-	3.19
R/O	WA	1	100	1	3	3	68,110.00	22,703.00	234.04	-	-	-	-
R/O	WA	1	100	2	1	1	4,320.00	4,320.00	28.68	-	-	-	-
R/O	**WA**	**TOTAL**			**328**	**328**	**1,574,392.00**	**54,271.00**	**7,482.46**	**-**	**-**	**-**	**121.27**
Totals					**3616**	**3616**	**21,291,903.00**	**1,745,317.00**	**85,237.64**	**-**	**-**	**-**	**6,401.38**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 03/01/19 To: 03/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,300.00	9,300.00	27.18	-	-	-	2.72
C/I	WA	3	75	1	31	31	215,320.00	6,946.00	660.63	-	-	-	54.99
C/I	WA	3	75	2	33	33	171,800.00	5,206.00	572.91	-	-	-	40.41
C/I	WA	3	75	3	164	164	609,580.00	3,717.00	3,062.64	-	-	-	268.01
C/I	WA	3	100	1	4	4	42,780.00	10,695.00	159.51	-	-	-	10.62
C/I	WA	3	100	2	1	1	2,510.00	2,510.00	23.12	-	-	-	-
C/I	WA	3	100	3	26	26	859,350.00	33,052.00	1,242.81	-	-	-	119.50
C/I	WA	3	150	1	8	8	301,900.00	37,738.00	833.62	-	-	-	83.39
C/I	WA	3	150	2	3	3	15,750.00	5,250.00	107.05	-	-	-	4.62
C/I	WA	3	150	3	21	21	223,500.00	10,643.00	987.14	-	-	-	59.48
C/I	WA	3	150	4	2	2	6,400.00	3,200.00	62.79	-	-	-	-
C/I	WA	3	200	1	4	4	21,900.00	5,475.00	180.95	-	-	-	9.34
C/I	WA	3	200	2	6	6	71,000.00	11,833.00	351.72	-	-	-	21.65
C/I	WA	3	200	3	30	30	394,990.00	13,166.00	1,860.87	-	-	-	124.67
C/I	WA	3	200	4	1	1	4,600.00	4,600.00	43.76	-	-	-	-
C/I	WA	3	300	1	2	2	69,100.00	34,550.00	388.24	-	-	-	-
C/I	WA	3	300	2	4	4	435,100.00	108,775.00	1,283.47	-	-	-	122.52
C/I	WA	3	300	3	1	1	10,800.00	10,800.00	68.10	-	-	-	-
C/I	WA	3	400	2	1	1	138,300.00	138,300.00	610.57	-	-	-	61.06
C/I	WA	3	400	3	2	2	304,100.00	152,050.00	1,158.79	-	-	-	-
C/I	WA	3	600	3	1	1	204,000.00	204,000.00	1,790.49	-	-	-	-
C/I	WA	18	75	1	1	1	29,100.00	29,100.00	69.23	-	-	-	6.92
C/I	WA	32	75	2	1	1	68,110.00	68,110.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**348**	**348**	**$ 4,209,290.00**	**$ 909,016.00**	**$ 15,545.59**	**$ -**	**$ -**	**$ -**	**$ 989.90**
C/O	WA	2	75	1	2	2	162,290.00	81,145.00	49.25	-	-	-	-
C/O	WA	2	75	2	32	32	135,890.00	4,247.00	630.71	-	-	-	-
C/O	WA	2	75	3	6	6	84,030.00	14,005.00	83.15	-	-	-	-
C/O	WA	2	100	1	1	1	1,120.00	1,120.00	26.43	-	-	-	-
C/O	WA	2	100	2	17	17	188,230.00	11,072.00	864.65	-	-	-	2.89
C/O	WA	2	100	3	3	3	12,970.00	4,323.00	98.97	-	-	-	-
C/O	WA	2	150	2	6	6	151,600.00	25,267.00	583.09	-	-	-	-
C/O	WA	2	150	3	1	1	26,700.00	26,700.00	99.76	-	-	-	-
C/O	WA	2	200	2	8	8	168,900.00	21,113.00	785.53	-	-	-	-
C/O	WA	2	200	3	7	7	112,500.00	16,071.00	597.93	-	-	-	-
C/O	WA	2	300	2	1	1	24,900.00	24,900.00	320.77	-	-	-	-
C/O	WA	2	300	3	1	1	8,700.00	8,700.00	194.34	-	-	-	-
C/O	WA	2	400	1	1	1	90,000.00	90,000.00	873.94	-	-	-	87.39
C/O	WA	2	400	3	2	2	433,500.00	216,750.00	1,696.77	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 1,601,330.00**	**$ 18,197.00**	**$ 6,905.29**	**$ -**	**$ -**	**$ -**	**$ 90.28**

CCUA	WA	9	100	2	1	1	15,000.00	15,000.00	47.06	-	-	-	-
CCUA	WA	9	200	2	2	2	32,000.00	16,000.00	132.97	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 47,000.00**	**$ 15,667.00**	**$ 180.03**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	3,500.00	1,750.00	75.70	-	-	-	-
CITY	WA	10	75	4	4	4	10,210.00	2,553.00	75.89	-	-	-	-
CITY	WA	10	200	4	3	3	29,100.00	9,700.00	163.32	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 42,810.00**	**$ 4,757.00**	**$ 314.91**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	919	919	4,227,960.00	4,601.00	16,618.20	-	-	-	1,661.07
R/I	WA	0	75	2	856	856	3,493,130.00	4,081.00	14,859.95	-	-	-	1,459.77
R/I	WA	0	75	3	811	811	3,694,361.00	4,555.00	14,634.92	-	-	-	1,462.79
R/I	WA	0	100	1	31	31	105,950.00	3,418.00	653.66	-	-	-	65.38
R/I	WA	0	100	2	27	27	93,220.00	3,453.00	561.04	-	-	-	56.11
R/I	WA	0	100	3	195	195	868,240.00	4,453.00	4,540.79	-	-	-	454.21
R/I	WA	0	150	1	1	1	2,250.00	2,250.00	26.30	-	-	-	2.63
R/I	WA	0	150	3	1	1	900.00	900.00	25.10	-	-	-	-
R/I	**WA**	**TOTAL**			**2841**	**2841**	**$ 12,486,011.00**	**$ 27,711.00**	**$ 51,919.96**	**$ -**	**$ -**	**$ -**	**$ 5,161.96**
R/O	WA	0	75	1	6	6	16,120.00	2,687.00	92.08	-	-	-	9.21
R/O	WA	0	75	3	1	1	33,030.00	33,030.00	77.83	-	-	-	7.78
R/O	WA	1	75	1	179	179	687,720.00	3,842.00	3,729.58	-	-	-	124.55
R/O	WA	1	75	2	152	152	748,611.00	4,925.00	3,515.87	-	-	-	3.12
R/O	WA	1	100	1	3	3	32,510.00	10,837.00	136.97	-	-	-	-
R/O	WA	1	100	2	1	1	3,940.00	3,940.00	26.22	-	-	-	-
R/O	**WA**	**TOTAL**			**342**	**342**	**$ 1,521,931.00**	**$ 59,261.00**	**$ 7,578.55**	**$ -**	**$ -**	**$ -**	**$ 144.66**
Totals					**3631**	**3631**	**$ 19,908,372.00**	**$ 1,034,609.00**	**$ 82,444.33**	**$ -**	**$ -**	**$ -**	**$ 6,386.80**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 04/01/19 To: 04/30/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,870.00	9,870.00	27.18	-	-	-	2.72
C/I	WA	3	75	1	28	28	199,140.00	7,112.00	609.33	-	-	-	53.99
C/I	WA	3	75	2	36	36	102,910.00	2,859.00	522.57	-	-	-	33.84
C/I	WA	3	75	3	162	162	560,300.00	3,459.00	2,987.14	-	-	-	264.22
C/I	WA	3	100	1	4	4	53,120.00	13,280.00	180.87	-	-	-	11.70
C/I	WA	3	100	2	1	1	5,100.00	5,100.00	29.03	-	-	-	-
C/I	WA	3	100	3	26	26	883,570.00	33,983.00	1,324.68	-	-	-	127.49
C/I	WA	3	150	1	8	8	259,600.00	32,450.00	740.96	-	-	-	74.11
C/I	WA	3	150	2	3	3	20,790.00	6,930.00	119.33	-	-	-	5.85
C/I	WA	3	150	3	22	22	266,800.00	12,127.00	1,077.98	-	-	-	68.74
C/I	WA	3	150	4	2	2	7,300.00	3,650.00	64.76	-	-	-	-
C/I	WA	3	200	1	2	2	20,000.00	10,000.00	109.82	-	-	-	7.00
C/I	WA	3	200	2	8	8	92,800.00	11,600.00	469.69	-	-	-	28.09
C/I	WA	3	200	3	31	31	649,680.00	20,957.00	2,401.11	-	-	-	145.51
C/I	WA	3	200	4	1	1	200.00	200.00	35.88	-	-	-	-
C/I	WA	3	300	1	2	2	60,800.00	30,400.00	349.54	-	-	-	-
C/I	WA	3	300	2	4	4	437,500.00	109,375.00	1,298.81	-	-	-	124.45
C/I	WA	3	300	3	2	2	13,400.00	6,700.00	106.59	-	-	-	3.44
C/I	WA	3	400	2	1	1	175,700.00	175,700.00	636.37	-	-	-	63.64
C/I	WA	3	400	3	2	2	326,600.00	163,300.00	1,199.64	-	-	-	-
C/I	WA	3	600	3	1	1	235,000.00	235,000.00	1,827.04	-	-	-	-
C/I	WA	18	75	1	1	1	27,200.00	27,200.00	64.93	-	-	-	6.49
C/I	WA	32	75	2	1	1	73,800.00	73,800.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**349**	**349**	**$ 4,481,180.00**	**$ 995,052.00**	**$ 16,183.25**	**$ -**	**$ -**	**$ -**	**$ 1,021.28**
C/O	WA	2	75	1	2	2	121,010.00	60,505.00	46.71	-	-	-	-
C/O	WA	2	75	2	32	32	135,710.00	4,241.00	633.85	-	-	-	-
C/O	WA	2	75	3	6	6	217,970.00	36,328.00	83.15	-	-	-	-
C/O	WA	2	100	1	1	1	1,590.00	1,590.00	26.43	-	-	-	-
C/O	WA	2	100	2	17	17	185,090.00	10,888.00	854.02	-	-	-	2.89
C/O	WA	2	100	3	3	3	48,210.00	16,070.00	190.42	-	-	-	-
C/O	WA	2	150	2	6	6	134,300.00	22,383.00	538.88	-	-	-	-
C/O	WA	2	150	3	1	1	36,000.00	36,000.00	123.97	-	-	-	-
C/O	WA	2	200	2	8	8	187,100.00	23,388.00	833.34	-	-	-	-
C/O	WA	2	200	3	7	7	164,500.00	23,500.00	737.22	-	-	-	-
C/O	WA	2	300	2	1	1	26,100.00	26,100.00	334.22	-	-	-	-
C/O	WA	2	300	3	1	1	9,700.00	9,700.00	199.72	-	-	-	-
C/O	WA	2	400	1	1	1	56,000.00	56,000.00	672.19	-	-	-	67.22
C/O	WA	2	400	3	2	2	542,600.00	271,300.00	2,350.44	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 1,865,880.00**	**$ 597,993.00**	**$ 7,624.56**	**$ -**	**$ -**	**$ -**	**$ 70.11**

CCUA	WA	9	100	2	1	1	20,000.00	20,000.00	57.46	-	-	-	-
CCUA	WA	9	200	2	2	2	84,000.00	42,000.00	244.23	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 104,000.00**	**$ 62,000.00**	**$ 301.69**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	11,600.00	5,800.00	91.46	-	-	-	-
CITY	WA	10	75	4	4	4	8,330.00	2,083.00	66.06	-	-	-	-
CITY	WA	10	200	4	3	3	45,200.00	15,067.00	195.18	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 65,130.00**	**$ 22,950.00**	**$ 352.70**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	733	733	4,900,650.00	6,686.00	16,272.70	-	-	-	1,626.40
R/I	WA	0	75	2	1037	1037	4,682,410.00	4,515.00	18,834.86	-	-	-	1,857.00
R/I	WA	0	75	3	810	810	4,688,607.00	5,788.00	16,613.28	-	-	-	1,660.57
R/I	WA	0	100	1	30	30	143,650.00	4,788.00	712.56	-	-	-	71.29
R/I	WA	0	100	2	26	26	158,200.00	6,085.00	689.80	-	-	-	68.99
R/I	WA	0	100	3	198	198	1,061,890.00	5,363.00	4,927.33	-	-	-	492.86
R/I	WA	0	150	1	1	1	2,020.00	2,020.00	26.30	-	-	-	2.63
R/I	WA	0	150	3	1	1	1,100.00	1,100.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2836**	**2836**	**$ 15,638,527.00**	**$ 36,345.00**	**$ 58,102.53**	**$ -**	**$ -**	**$ -**	**$ 5,779.74**
R/O	WA	0	75	1	6	6	16,560.00	2,760.00	89.66	-	-	-	8.97
R/O	WA	0	75	3	1	1	24,000.00	24,000.00	56.33	-	-	-	5.63
R/O	WA	1	75	1	190	190	808,392.00	4,255.00	4,205.89	-	-	-	136.83
R/O	WA	1	75	2	151	151	941,224.00	6,233.00	3,992.44	-	-	-	3.19
R/O	WA	1	100	1	3	3	24,900.00	8,300.00	115.96	-	-	-	-
R/O	WA	1	100	2	1	1	4,550.00	4,550.00	28.68	-	-	-	-
R/O	**WA**	**TOTAL**			**352**	**352**	**$ 1,819,626.00**	**$ 50,098.00**	**$ 8,488.96**	**$ -**	**$ -**	**$ -**	**$ 154.62**
Totals					**3637**	**3637**	**$ 23,974,343.00**	**$ 1,764,438.00**	**$ 91,053.69**	**$ -**	**$ -**	**$ -**	**$ 7,025.75**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 05/01/19 To: 05/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,730.00	10,730.00	29.21	-	-	-	2.92
C/I	WA	3	75	1	28	28	249,520.00	8,911.00	691.26	-	-	-	62.94
C/I	WA	3	75	2	37	37	84,550.00	2,285.00	515.07	-	-	-	31.51
C/I	WA	3	75	3	165	165	776,630.00	4,707.00	3,424.03	-	-	-	303.36
C/I	WA	3	100	1	3	3	31,950.00	10,650.00	121.08	-	-	-	12.11
C/I	WA	3	100	2	2	2	29,570.00	14,785.00	97.60	-	-	-	-
C/I	WA	3	100	3	26	26	970,420.00	37,324.00	1,420.46	-	-	-	137.06
C/I	WA	3	150	1	9	9	323,100.00	35,900.00	904.40	-	-	-	90.45
C/I	WA	3	150	2	2	2	7,180.00	3,590.00	64.76	-	-	-	-
C/I	WA	3	150	3	22	22	257,100.00	11,686.00	1,058.82	-	-	-	68.64
C/I	WA	3	150	4	2	2	8,900.00	4,450.00	66.73	-	-	-	-
C/I	WA	3	200	1	2	2	36,700.00	18,350.00	145.87	-	-	-	14.59
C/I	WA	3	200	2	8	8	57,200.00	7,150.00	391.81	-	-	-	15.53
C/I	WA	3	200	3	31	31	718,410.00	23,175.00	2,549.70	-	-	-	130.11
C/I	WA	3	200	4	1	1	7,000.00	7,000.00	47.70	-	-	-	-
C/I	WA	3	300	1	2	2	74,400.00	37,200.00	403.29	-	-	-	-
C/I	WA	3	300	2	4	4	775,500.00	193,875.00	2,042.53	-	-	-	198.63
C/I	WA	3	300	3	2	2	15,400.00	7,700.00	653.29	-	-	-	57.50
C/I	WA	3	400	2	1	1	256,800.00	256,800.00	776.12	-	-	-	77.61
C/I	WA	3	400	3	2	2	326,500.00	163,250.00	1,216.84	-	-	-	-
C/I	WA	3	600	3	1	1	301,000.00	301,000.00	2,057.09	-	-	-	-
C/I	WA	18	75	1	1	1	30,400.00	30,400.00	71.38	-	-	-	7.14
C/I	WA	32	75	2	1	1	78,420.00	78,420.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**353**	**353**	**$ 5,427,380.00**	**$ 1,269,338.00**	**$ 18,749.04**	**$ -**	**$ -**	**$ -**	**$ 1,210.10**
C/O	WA	2	75	1	34	34	306,670.00	9,020.00	680.05	-	-	-	-
C/O	WA	2	75	3	6	6	247,340.00	41,223.00	98.69	-	-	-	-
C/O	WA	2	100	1	18	18	149,780.00	8,321.00	789.42	-	-	-	3.14
C/O	WA	2	100	3	3	3	162,310.00	54,103.00	497.08	-	-	-	-
C/O	WA	2	150	1	6	6	115,200.00	19,200.00	489.48	-	-	-	-
C/O	WA	2	150	3	1	1	33,300.00	33,300.00	118.59	-	-	-	-
C/O	WA	2	200	1	8	8	125,000.00	15,625.00	668.09	-	-	-	-
C/O	WA	2	200	3	8	8	201,000.00	25,125.00	837.50	-	-	-	-
C/O	WA	2	300	1	1	1	26,200.00	26,200.00	283.11	-	-	-	-
C/O	WA	2	300	3	1	1	10,300.00	10,300.00	213.17	-	-	-	-
C/O	WA	2	400	1	1	1	88,000.00	88,000.00	943.88	-	-	-	94.39
C/O	WA	2	400	3	2	2	626,700.00	313,350.00	2,624.82	-	-	-	-
C/O	**WA**	**TOTAL**			**89**	**89**	**$ 2,091,800.00**	**$ 643,767.00**	**$ 8,243.88**	**$ -**	**$ -**	**$ -**	**$ 97.53**
CCUA	WA	9	100	1	1	1	21,000.00	21,000.00	59.61	-	-	-	-

CCUA	WA	9	200	1	2	2	42,000.00	21,000.00	154.11	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 63,000.00**	**$ 42,000.00**	**$ 213.72**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	14,400.00	7,200.00	97.37	-	-	-	-
CITY	WA	10	75	4	4	4	18,920.00	4,730.00	86.28	-	-	-	-
CITY	WA	10	200	4	3	3	47,600.00	15,867.00	200.21	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 80,920.00**	**$ 27,797.00**	**$ 383.86**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	696	696	6,090,690.00	8,751.00	18,454.26	-	-	-	1,815.83
R/I	WA	0	75	2	1096	1096	5,303,110.00	4,839.00	20,374.58	-	-	-	2,036.76
R/I	WA	0	75	3	807	807	5,334,695.00	6,611.00	17,877.17	-	-	-	1,787.09
R/I	WA	0	100	1	55	55	330,040.00	6,001.00	1,442.84	-	-	-	144.35
R/I	WA	0	100	2	2	2	11,060.00	5,530.00	51.21	-	-	-	5.12
R/I	WA	0	100	3	194	194	1,119,900.00	5,773.00	5,040.20	-	-	-	504.17
R/I	WA	0	150	1	1	1	2,680.00	2,680.00	26.30	-	-	-	2.63
R/I	WA	0	150	3	1	1	1,700.00	1,700.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2852**	**2852**	**$ 18,193,875.00**	**$ 41,885.00**	**$ 63,292.26**	**$ -**	**$ -**	**$ -**	**$ 6,295.95**
R/O	WA	0	75	1	6	6	19,610.00	3,268.00	95.67	-	-	-	9.58
R/O	WA	0	75	3	1	1	27,100.00	27,100.00	64.93	-	-	-	6.49
R/O	WA	1	75	1	256	256	1,229,267.00	4,802.00	5,901.11	-	-	-	128.29
R/O	WA	1	75	2	100	100	894,250.00	8,943.00	3,291.98	-	-	-	-
R/O	WA	1	100	1	4	4	26,600.00	6,650.00	137.02	-	-	-	-
R/O	**WA**	**TOTAL**			**367**	**367**	**$ 2,196,827.00**	**$ 50,763.00**	**$ 9,490.71**	**$ -**	**$ -**	**$ -**	**$ 144.36**
Totals					**3673**	**3673**	**$ 28,053,802.00**	**$ 2,075,550.00**	**$ 100,373.47**	**$ -**	**$ -**	**$ -**	**$ 7,747.94**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 06/01/19 To: 06/30/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	12,050.00	12,050.00	33.27	-	-	-	3.33
C/I	WA	3	75	1	11	11	170,870.00	15,534.00	494.63	-	-	-	45.40
C/I	WA	3	75	2	56	56	231,380.00	4,132.00	869.50	-	-	-	63.63
C/I	WA	3	75	3	160	160	925,820.00	5,786.00	3,714.18	-	-	-	332.58
C/I	WA	3	100	1	2	2	28,030.00	14,015.00	93.48	-	-	-	9.35
C/I	WA	3	100	2	3	3	24,640.00	8,213.00	106.03	-	-	-	1.92
C/I	WA	3	100	3	27	27	993,010.00	36,778.00	1,401.41	-	-	-	134.76
C/I	WA	3	150	1	9	9	268,800.00	29,867.00	787.11	-	-	-	78.72
C/I	WA	3	150	2	2	2	6,420.00	3,210.00	64.76	-	-	-	-
C/I	WA	3	150	3	21	21	268,900.00	12,805.00	1,083.15	-	-	-	70.87
C/I	WA	3	150	4	2	2	11,100.00	5,550.00	72.64	-	-	-	-
C/I	WA	3	200	1	2	2	51,100.00	25,550.00	175.97	-	-	-	17.60
C/I	WA	3	200	2	8	8	55,800.00	6,975.00	385.78	-	-	-	14.53
C/I	WA	3	200	3	30	30	691,760.00	23,059.00	2,499.75	-	-	-	136.95
C/I	WA	3	200	4	1	1	38,400.00	38,400.00	115.01	-	-	-	-
C/I	WA	3	300	2	6	6	352,400.00	58,733.00	1,418.40	-	-	-	90.73
C/I	WA	3	300	3	1	1	16,100.00	16,100.00	80.38	-	-	-	-
C/I	WA	3	400	2	1	1	245,100.00	245,100.00	715.92	-	-	-	71.59
C/I	WA	3	400	3	2	2	300,300.00	150,150.00	1,143.74	-	-	-	-
C/I	WA	3	600	3	1	1	358,000.00	358,000.00	2,250.59	-	-	-	-
C/I	WA	18	75	1	1	1	24,200.00	24,200.00	58.48	-	-	-	5.85
C/I	WA	32	75	2	1	1	80,020.00	80,020.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**348**	**348**	**$ 5,154,200.00**	**$ 1,174,227.00**	**$ 17,564.18**	**$ -**	**$ -**	**$ -**	**$ 1,077.81**
C/O	WA	2	75	1	31	31	151,210.00	4,878.00	619.74	-	-	-	-
C/O	WA	2	75	2	2	2	244,870.00	122,435.00	62.19	-	-	-	-
C/O	WA	2	75	3	6	6	162,740.00	27,123.00	95.95	-	-	-	-
C/O	WA	2	100	1	19	19	191,290.00	10,068.00	918.34	-	-	-	4.12
C/O	WA	2	100	3	3	3	112,590.00	37,530.00	362.35	-	-	-	-
C/O	WA	2	150	1	6	6	134,300.00	22,383.00	535.35	-	-	-	-
C/O	WA	2	150	3	1	1	52,500.00	52,500.00	169.70	-	-	-	-
C/O	WA	2	200	1	8	8	239,800.00	29,975.00	968.29	-	-	-	-
C/O	WA	2	200	3	7	7	240,800.00	34,400.00	941.71	-	-	-	-
C/O	WA	2	300	1	1	1	62,200.00	62,200.00	466.03	-	-	-	-
C/O	WA	2	300	3	1	1	11,500.00	11,500.00	261.59	-	-	-	-
C/O	WA	2	400	2	1	1	100,000.00	100,000.00	1,107.97	-	-	-	110.80
C/O	WA	2	400	3	2	2	624,200.00	312,100.00	2,347.75	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 2,328,000.00**	**$ 827,092.00**	**$ 8,856.96**	**$ -**	**$ -**	**$ -**	**$ 114.92**
CCUA	WA	9	100	1	1	1	19,000.00	19,000.00	55.38	-	-	-	-

CCUA	WA	9	200	1	2	2	37,000.00	18,500.00	143.54	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 56,000.00**	**$ 37,500.00**	**$ 198.92**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	72,400.00	36,200.00	221.30	-	-	-	-
CITY	WA	10	75	4	4	4	10,430.00	2,608.00	70.00	-	-	-	-
CITY	WA	10	200	4	3	3	123,600.00	41,200.00	363.90	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 206,430.00**	**$ 80,008.00**	**$ 655.20**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	743	743	10,381,093.00	13,972.00	27,567.01	-	-	-	2,756.89
R/I	WA	0	75	2	1296	1296	7,576,510.00	5,846.00	26,768.21	-	-	-	2,641.25
R/I	WA	0	75	3	548	548	2,560,624.00	4,673.00	10,002.31	-	-	-	999.40
R/I	WA	0	100	1	247	247	1,301,100.00	5,268.00	6,171.57	-	-	-	617.29
R/I	WA	0	100	2	3	3	18,200.00	6,067.00	78.70	-	-	-	7.87
R/I	WA	0	100	3	2	2	8,260.00	4,130.00	43.93	-	-	-	4.39
R/I	WA	0	150	1	1	1	17,510.00	17,510.00	56.48	-	-	-	5.65
R/I	WA	0	150	3	1	1	1,300.00	1,300.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2841**	**2841**	**$ 21,864,597.00**	**$ 58,766.00**	**$ 70,713.91**	**$ -**	**$ -**	**$ -**	**$ 7,032.74**
R/O	WA	0	75	1	9	9	42,190.00	4,688.00	161.95	-	-	-	15.63
R/O	WA	1	75	1	209	209	1,521,069.00	7,278.00	6,162.25	-	-	-	145.06
R/O	WA	1	75	2	154	154	1,576,280.00	10,236.00	5,614.27	-	-	-	2.17
R/O	WA	1	100	1	2	2	15,980.00	7,990.00	74.74	-	-	-	-
R/O	WA	1	100	2	2	2	24,550.00	12,275.00	95.59	-	-	-	-
R/O	**WA**	**TOTAL**			**376**	**376**	**$ 3,180,069.00**	**$ 42,467.00**	**$ 12,108.80**	**$ -**	**$ -**	**$ -**	**$ 162.86**
Totals					**3665**	**3665**	**$ 32,789,296.00**	**$ 2,220,060.00**	**$ 110,097.97**	**$ -**	**$ -**	**$ -**	**$ 8,388.33**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 07/01/19 To: 07/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,650.00	10,650.00	29.21	-	-	-	2.92
C/I	WA	3	75	1	11	11	174,650.00	15,877.00	504.85	-	-	-	46.42
C/I	WA	3	75	2	55	55	216,060.00	3,928.00	990.40	-	-	-	77.92
C/I	WA	3	75	3	162	162	726,940.00	4,487.00	3,343.13	-	-	-	298.28
C/I	WA	3	100	1	2	2	24,600.00	12,300.00	84.88	-	-	-	8.49
C/I	WA	3	100	2	5	5	37,130.00	7,426.00	131.83	-	-	-	1.92
C/I	WA	3	100	3	26	26	872,650.00	33,563.00	1,305.94	-	-	-	125.60
C/I	WA	3	150	1	9	9	252,800.00	28,089.00	751.27	-	-	-	75.15
C/I	WA	3	150	2	2	2	6,410.00	3,205.00	64.76	-	-	-	-
C/I	WA	3	150	3	21	21	228,000.00	10,857.00	997.18	-	-	-	66.16
C/I	WA	3	150	4	2	2	7,800.00	3,900.00	66.73	-	-	-	-
C/I	WA	3	200	1	2	2	41,200.00	20,600.00	154.65	-	-	-	15.47
C/I	WA	3	200	2	8	8	74,800.00	9,350.00	431.06	-	-	-	14.93
C/I	WA	3	200	3	31	31	481,380.00	15,528.00	2,044.61	-	-	-	116.75
C/I	WA	3	200	4	1	1	400.00	400.00	35.88	-	-	-	-
C/I	WA	3	300	2	6	6	826,900.00	137,817.00	2,265.86	-	-	-	199.08
C/I	WA	3	300	3	2	2	17,900.00	8,950.00	125.52	-	-	-	4.72
C/I	WA	3	400	2	1	1	267,300.00	267,300.00	758.92	-	-	-	75.89
C/I	WA	3	400	3	2	2	419,400.00	209,700.00	1,371.64	-	-	-	-
C/I	WA	3	600	3	1	1	350,000.00	350,000.00	2,063.54	-	-	-	-
C/I	WA	18	75	1	1	1	21,600.00	21,600.00	52.03	-	-	-	5.20
C/I	WA	32	75	2	1	1	67,390.00	67,390.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**352**	**352**	**$ 5,125,960.00**	**$ 1,242,917.00**	**$ 17,573.89**	**$ -**	**$ -**	**$ -**	**$ 1,134.90**
C/O	WA	2	75	1	31	31	129,970.00	4,193.00	673.42	-	-	-	-
C/O	WA	2	75	2	2	2	124,140.00	62,070.00	51.79	-	-	-	-
C/O	WA	2	75	3	6	6	153,230.00	25,538.00	88.29	-	-	-	-
C/O	WA	2	100	1	18	18	142,440.00	7,913.00	756.81	-	-	-	3.87
C/O	WA	2	100	3	3	3	70,060.00	23,353.00	246.68	-	-	-	-
C/O	WA	2	150	1	6	6	116,200.00	19,367.00	492.06	-	-	-	-
C/O	WA	2	150	3	1	1	55,900.00	55,900.00	177.77	-	-	-	-
C/O	WA	2	200	1	8	8	147,300.00	18,413.00	725.61	-	-	-	-
C/O	WA	2	200	3	7	7	216,500.00	30,929.00	873.86	-	-	-	-
C/O	WA	2	300	1	1	1	50,100.00	50,100.00	320.77	-	-	-	-
C/O	WA	2	300	3	1	1	11,200.00	11,200.00	213.17	-	-	-	-
C/O	WA	2	400	2	1	1	5,000.00	5,000.00	537.69	-	-	-	53.77
C/O	WA	2	400	3	2	2	693,300.00	346,650.00	2,560.26	-	-	-	-
C/O	**WA**	**TOTAL**			**87**	**87**	**$ 1,915,340.00**	**$ 660,626.00**	**$ 7,718.18**	**$ -**	**$ -**	**$ -**	**$ 57.64**
CCUA	WA	9	100	1	1	1	18,000.00	18,000.00	53.30	-	-	-	-

CCUA	WA	9	200	1	2	2	38,000.00	19,000.00	145.87	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 56,000.00**	**$ 37,000.00**	**$ 199.17**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	73,200.00	36,600.00	225.06	-	-	-	-
CITY	WA	10	75	4	4	4	10,260.00	2,565.00	71.97	-	-	-	-
CITY	WA	10	200	4	3	3	54,600.00	18,200.00	215.83	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 138,060.00**	**$ 57,365.00**	**$ 512.86**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	756	756	7,764,775.00	10,271.00	22,312.35	-	-	-	2,202.49
R/I	WA	0	75	2	1312	1312	5,468,030.00	4,168.00	22,591.36	-	-	-	2,258.71
R/I	WA	0	75	3	550	550	1,940,302.00	3,528.00	8,836.95	-	-	-	882.85
R/I	WA	0	100	1	249	249	1,126,940.00	4,526.00	5,840.54	-	-	-	584.19
R/I	WA	0	100	2	3	3	7,780.00	2,593.00	58.40	-	-	-	5.84
R/I	WA	0	150	1	1	1	790.00	790.00	25.10	-	-	-	2.51
R/I	WA	0	150	3	1	1	1,800.00	1,800.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2872**	**2872**	**$ 16,310,417.00**	**$ 5,679.00**	**$ 59,690.40**	**$ -**	**$ -**	**$ -**	**$ 5,936.59**
R/O	WA	0	75	1	8	8	36,750.00	4,594.00	140.71	-	-	-	12.59
R/O	WA	1	75	1	214	214	1,079,771.00	5,046.00	5,168.22	-	-	-	131.66
R/O	WA	1	75	2	154	154	1,024,450.00	6,652.00	4,200.28	-	-	-	2.17
R/O	WA	1	100	1	2	2	12,790.00	6,395.00	67.20	-	-	-	-
R/O	WA	1	100	2	2	2	7,960.00	3,980.00	56.61	-	-	-	-
R/O	**WA**	**TOTAL**			**380**	**380**	**$ 2,161,721.00**	**$ 5,689.00**	**$ 9,633.02**	**$ -**	**$ -**	**$ -**	**$ 146.42**
Totals					**3703**	**3703**	**$ 25,707,498.00**	**$ 2,009,276.00**	**$ 95,327.52**	**$ -**	**$ -**	**$ -**	**$ 7,275.55**

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
C/I	WA	0	75	3	1	1	13,100.00	13,100.00	35.30	-	-	-	3.53
C/I	WA	3	75	1	11	11	228,730.00	20,794.00	617.84	-	-	-	57.72
C/I	WA	3	75	2	56	56	283,520.00	5,063.00	1,123.16	-	-	-	90.19
C/I	WA	3	75	3	166	166	780,540.00	4,702.00	3,380.68	-	-	-	303.99
C/I	WA	3	100	1	2	2	31,210.00	15,605.00	99.75	-	-	-	9.98
C/I	WA	3	100	2	3	3	38,440.00	12,813.00	134.16	-	-	-	1.92
C/I	WA	3	100	3	26	26	936,950.00	36,037.00	1,373.50	-	-	-	132.18
C/I	WA	3	150	1	9	9	320,900.00	35,656.00	899.38	-	-	-	89.96
C/I	WA	3	150	2	2	2	7,900.00	3,950.00	66.73	-	-	-	-
C/I	WA	3	150	3	21	21	257,000.00	12,238.00	1,059.81	-	-	-	70.14
C/I	WA	3	150	4	2	2	9,400.00	4,700.00	70.67	-	-	-	-
C/I	WA	3	200	1	2	2	45,000.00	22,500.00	163.25	-	-	-	16.33
C/I	WA	3	200	2	9	9	48,600.00	5,400.00	377.78	-	-	-	13.52
C/I	WA	3	200	3	30	30	550,500.00	18,350.00	2,192.24	-	-	-	121.02
C/I	WA	3	200	4	1	1	900.00	900.00	35.88	-	-	-	-
C/I	WA	3	300	2	6	6	337,200.00	56,200.00	1,126.11	-	-	-	82.77
C/I	WA	3	300	3	1	1	18,500.00	18,500.00	84.54	-	-	-	-
C/I	WA	3	400	2	1	1	241,300.00	241,300.00	703.02	-	-	-	70.30
C/I	WA	3	400	3	2	2	773,300.00	386,650.00	2,227.34	-	-	-	-
C/I	WA	3	600	3	1	1	493,000.00	493,000.00	2,446.24	-	-	-	-
C/I	WA	18	75	1	1	1	27,000.00	27,000.00	62.78	-	-	-	6.28
C/I	WA	32	75	2	1	1	23,980.00	23,980.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**354**	**354**	**$ 5,466,970.00**	**$ 1,458,438.00**	**$ 18,280.16**	**$ -**	**$ -**	**$ -**	**$ 1,069.83**
C/O	WA	2	75	1	31	31	132,270.00	4,267.00	724.23	-	-	-	-
C/O	WA	2	75	2	2	2	219,730.00	109,865.00	59.59	-	-	-	-
C/O	WA	2	75	3	7	7	234,330.00	33,476.00	95.95	-	-	-	-
C/O	WA	2	100	1	18	18	210,030.00	11,668.00	953.42	-	-	-	2.64
C/O	WA	2	100	3	3	3	39,720.00	13,240.00	166.73	-	-	-	-
C/O	WA	2	150	1	6	6	120,500.00	20,083.00	503.28	-	-	-	-
C/O	WA	2	150	3	1	1	55,100.00	55,100.00	177.77	-	-	-	-
C/O	WA	2	200	1	8	8	158,900.00	19,863.00	755.13	-	-	-	-
C/O	WA	2	200	3	7	7	207,700.00	29,671.00	850.21	-	-	-	-
C/O	WA	2	300	1	1	1	83,700.00	83,700.00	369.19	-	-	-	-
C/O	WA	2	300	3	1	1	14,300.00	14,300.00	229.31	-	-	-	-
C/O	WA	2	400	2	1	1	14,000.00	14,000.00	812.07	-	-	-	81.21
C/O	WA	2	400	3	3	3	211,500.00	70,500.00	1,470.81	-	-	-	-
C/O	**WA**	**TOTAL**			**89**	**89**	**$ 1,701,780.00**	**$ 479,733.00**	**$ 7,167.69**	**$ -**	**$ -**	**$ -**	**$ 83.85**
CCUA	WA	9	100	1	1	1	20,000.00	20,000.00	57.46	-	-	-	-
CCUA	WA	9	200	1	2	2	61,000.00	30,500.00	195.14	-	-	-	-

CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 81,000.00**	**$ 50,500.00**	**$ 252.60**	**$ -**	**$ -**	**$ -**	**$ -**	
CITY	WA	3	200	4	2	2	51,300.00	25,650.00	178.30	-	-	-	-	
CITY	WA	10	75	4	4	4	14,100.00	3,525.00	77.94	-	-	-	-	
CITY	WA	10	200	4	3	3	86,300.00	28,767.00	281.84	-	-	-	-	
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 151,700.00**	**$ 57,942.00**	**$ 538.08**	**$ -**	**$ -**	**$ -**	**$ -**	
R/I	WA	0	75	1	753	753	8,774,368.00	11,653.00	24,339.42	-	-	-	2,401.75	
R/I	WA	0	75	2	1321	1321	5,865,170.00	4,440.00	23,427.89	-	-	-	2,342.28	
R/I	WA	0	75	3	561	561	2,399,247.00	4,277.00	9,648.02	-	-	-	963.99	
R/I	WA	0	75 M		1	1	13,050.00	13,050.00	40.01	-	-	-	4.00	
R/I	WA	0	100	1	249	249	1,384,430.00	5,560.00	6,320.34	-	-	-	632.26	
R/I	WA	0	100	2	3	3	9,640.00	3,213.00	60.97	-	-	-	6.10	
R/I	WA	0	150	1	1	1	750.00	750.00	25.10	-	-	-	2.51	
R/I	WA	0	150	3	1	1	1,400.00	1,400.00	25.70	-	-	-	-	
R/I	**WA**	**TOTAL**			**2890**	**2890**	**$ 18,448,055.00**	**$ 44,343.00**	**$ 63,887.45**	**$ -**	**$ -**	**$ -**	**$ 6,352.89**	
R/O	WA	0	75	1	8	8	51,020.00	6,378.00	172.61	-	-	-	15.60	
R/O	WA	1	75	1	218	218	1,243,894.00	5,706.00	5,612.66	-	-	-	135.01	
R/O	WA	1	75	2	156	156	1,023,140.00	6,559.00	4,208.81	-	-	-	2.17	
R/O	WA	1	100	1	2	2	13,690.00	6,845.00	67.20	-	-	-	-	
R/O	WA	1	100	2	2	2	7,030.00	3,515.00	54.15	-	-	-	-	
R/O	**WA**	**TOTAL**			**386**	**386**	**$ 2,338,774.00**	**$ 29,003.00**	**$ 10,115.43**	**$ -**	**$ -**	**$ -**	**$ 152.78**	
Totals					**3731**	**3731**	**$ 28,188,279.00**	**$ 2,119,959.00**	**$ 100,241.41**	**$ -**	**$ -**	**$ -**	**$ 7,659.35**	

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 09/01/19 To: 09/30/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	11,550.00	11,550.00	31.24	-	-	-	3.12
C/I	WA	3	75	1	11	11	134,690.00	12,245.00	415.05	-	-	-	37.44
C/I	WA	3	75	2	55	55	207,340.00	3,770.00	898.58	-	-	-	68.96
C/I	WA	3	75	3	163	163	680,360.00	4,174.00	3,197.86	-	-	-	289.43
C/I	WA	3	100	1	2	2	26,000.00	13,000.00	89.18	-	-	-	8.92
C/I	WA	3	100	2	3	3	42,030.00	14,010.00	141.38	-	-	-	1.92
C/I	WA	3	100	3	26	26	922,570.00	35,483.00	1,601.88	-	-	-	155.00
C/I	WA	3	150	1	9	9	261,800.00	29,089.00	773.07	-	-	-	77.32
C/I	WA	3	150	2	2	2	4,360.00	2,180.00	60.82	-	-	-	-
C/I	WA	3	150	3	21	21	210,300.00	10,014.00	966.06	-	-	-	62.80
C/I	WA	3	150	4	2	2	8,100.00	4,050.00	66.73	-	-	-	-
C/I	WA	3	200	1	2	2	49,300.00	24,650.00	170.03	-	-	-	17.00
C/I	WA	3	200	2	8	8	48,600.00	6,075.00	374.02	-	-	-	15.14
C/I	WA	3	200	3	30	30	551,390.00	18,380.00	2,196.36	-	-	-	126.58
C/I	WA	3	200	4	1	1	900.00	900.00	35.88	-	-	-	-
C/I	WA	3	300	2	6	6	684,200.00	114,033.00	1,876.32	-	-	-	147.68
C/I	WA	3	300	3	1	1	13,800.00	13,800.00	74.19	-	-	-	-
C/I	WA	3	400	2	1	1	280,800.00	280,800.00	793.32	-	-	-	79.33
C/I	WA	3	400	3	2	2	427,900.00	213,950.00	1,451.19	-	-	-	-
C/I	WA	3	600	3	1	1	428,000.00	428,000.00	2,044.19	-	-	-	-
C/I	WA	18	75	1	1	1	24,100.00	24,100.00	58.48	-	-	-	5.85
C/I	WA	32	75	2	1	1	100.00	100.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**349**	**349**	**$ 5,018,190.00**	**$ 1,264,353.00**	**$ 17,315.83**	**$ -**	**$ -**	**$ -**	**$ 1,096.49**
C/O	WA	2	75	1	31	31	92,670.00	2,989.00	680.18	-	-	-	-
C/O	WA	2	75	2	2	2	211,320.00	105,660.00	54.39	-	-	-	-
C/O	WA	2	75	3	6	6	473,090.00	78,848.00	98.55	-	-	-	-
C/O	WA	2	100	1	18	18	185,440.00	10,302.00	879.46	-	-	-	3.14
C/O	WA	2	100	3	3	3	32,570.00	10,857.00	151.45	-	-	-	-
C/O	WA	2	150	1	6	6	93,300.00	15,550.00	431.34	-	-	-	-
C/O	WA	2	150	3	1	1	62,100.00	62,100.00	196.60	-	-	-	-
C/O	WA	2	200	1	8	8	143,700.00	17,963.00	720.05	-	-	-	-
C/O	WA	2	200	3	7	7	208,100.00	29,729.00	855.59	-	-	-	-
C/O	WA	2	300	1	1	1	94,300.00	94,300.00	339.60	-	-	-	-
C/O	WA	2	300	3	1	1	13,700.00	13,700.00	221.24	-	-	-	-
C/O	WA	2	400	2	1	1	76,000.00	76,000.00	962.71	-	-	-	96.27
C/O	WA	2	400	3	2	2	477,400.00	238,700.00	2,829.26	-	-	-	-
C/O	**WA**	**TOTAL**			**87**	**87**	**$ 2,163,690.00**	**$ 756,698.00**	**$ 8,420.42**	**$ -**	**$ -**	**$ -**	**$ 99.41**
CCUA	WA	9	100	1	1	1	9,000.00	9,000.00	34.94	-	-	-	-

CCUA	WA	9	200	1	2	2	47,000.00	23,500.00	165.22	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 56,000.00**	**$ 32,500.00**	**$ 200.16**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	4,200.00	2,100.00	77.67	-	-	-	-
CITY	WA	10	75	4	4	4	8,900.00	2,225.00	66.06	-	-	-	-
CITY	WA	10	200	4	3	3	69,300.00	23,100.00	245.21	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 82,400.00**	**$ 27,425.00**	**$ 388.94**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	753	753	6,414,674.00	8,519.00	19,555.98	-	-	-	1,927.99
R/I	WA	0	75	2	1315	1315	5,241,300.00	3,986.00	22,217.88	-	-	-	2,221.16
R/I	WA	0	75	3	551	551	1,928,843.00	3,501.00	8,795.10	-	-	-	878.78
R/I	WA	0	100	1	248	248	1,080,440.00	4,357.00	5,742.25	-	-	-	574.39
R/I	WA	0	100	2	3	3	11,320.00	3,773.00	66.28	-	-	-	6.63
R/I	WA	0	150	1	1	1	640.00	640.00	25.10	-	-	-	2.51
R/I	WA	0	150	3	1	1	1,400.00	1,400.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2872**	**2872**	**$ 14,678,617.00**	**$ 26,176.00**	**$ 56,428.29**	**$ -**	**$ -**	**$ -**	**$ 5,611.46**
R/O	WA	0	75	1	8	8	51,490.00	6,436.00	175.90	-	-	-	15.87
R/O	WA	1	75	1	217	217	944,425.00	4,352.00	4,860.03	-	-	-	121.47
R/O	WA	1	75	2	153	153	952,990.00	6,229.00	4,046.06	-	-	-	1.67
R/O	WA	1	100	1	2	2	13,710.00	6,855.00	69.74	-	-	-	-
R/O	WA	1	100	2	2	2	5,420.00	2,710.00	51.69	-	-	-	-
R/O	**WA**	**TOTAL**			**382**	**382**	**$ 1,968,035.00**	**$ 26,582.00**	**$ 9,203.42**	**$ -**	**$ -**	**$ -**	**$ 139.01**
Totals					3702	3702	$ 23,966,932.00	$ 2,133,734.00	$ 91,957.06	$ -	$ -	$ -	$ 6,946.37

Attachment E

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

Copy of Sep 2020 Water Period Billing

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 10/01/19 To: 10/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,980.00	10,980.00	29.21	-	-	-	2.92
C/I	WA	3	75	1	11	11	107,860.00	9,805.00	351.91	-	-	-	31.12
C/I	WA	3	75	2	57	57	286,730.00	5,030.00	817.14	-	-	-	58.59
C/I	WA	3	75	3	164	164	601,270.00	3,666.00	3,027.62	-	-	-	271.84
C/I	WA	3	100	1	2	2	29,320.00	14,660.00	95.63	-	-	-	9.56
C/I	WA	3	100	2	3	3	40,590.00	13,530.00	138.28	-	-	-	1.92
C/I	WA	3	100	3	26	26	1,078,010.00	41,462.00	1,568.86	-	-	-	151.92
C/I	WA	3	150	1	9	9	292,500.00	32,500.00	833.64	-	-	-	83.38
C/I	WA	3	150	2	2	2	3,970.00	1,985.00	58.85	-	-	-	-
C/I	WA	3	150	3	29	29	271,200.00	9,352.00	1,090.81	-	-	-	71.73
C/I	WA	3	150	4	2	2	9,400.00	4,700.00	70.67	-	-	-	-
C/I	WA	3	200	1	2	2	64,800.00	32,400.00	205.17	-	-	-	20.52
C/I	WA	3	200	2	8	8	68,400.00	8,550.00	409.54	-	-	-	14.53
C/I	WA	3	200	3	30	30	508,090.00	16,936.00	2,102.47	-	-	-	114.42
C/I	WA	3	200	4	1	1	1,300.00	1,300.00	37.85	-	-	-	-
C/I	WA	3	300	2	6	6	816,400.00	136,067.00	2,385.62	-	-	-	194.76
C/I	WA	3	300	3	1	1	22,900.00	22,900.00	93.07	-	-	-	-
C/I	WA	3	400	2	1	1	140,900.00	140,900.00	668.62	-	-	-	66.86
C/I	WA	3	400	3	2	2	381,600.00	190,800.00	1,358.74	-	-	-	-
C/I	WA	3	600	3	1	1	727,000.00	727,000.00	3,061.14	-	-	-	-
C/I	WA	18	75	1	1	1	26,800.00	26,800.00	62.78	-	-	-	6.28
C/I	WA	32	75	2	1	1	72,280.00	72,280.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**360**	**360**	**$ 5,562,300.00**	**$ 1,523,603.00**	**$ 18,467.62**	**$ -**	**$ -**	**$ -**	**$ 1,100.35**
C/O	WA	2	75	1	31	31	92,500.00	2,984.00	684.10	-	-	-	-
C/O	WA	2	75	2	2	2	141,050.00	70,525.00	49.25	-	-	-	-
C/O	WA	2	75	3	6	6	515,220.00	85,870.00	203.60	-	-	-	-
C/O	WA	2	100	1	18	18	210,320.00	11,684.00	945.25	-	-	-	2.89
C/O	WA	2	100	3	3	3	32,030.00	10,677.00	149.50	-	-	-	-
C/O	WA	2	150	1	6	6	102,900.00	17,150.00	457.78	-	-	-	-
C/O	WA	2	150	3	1	1	54,500.00	54,500.00	175.08	-	-	-	-
C/O	WA	2	200	1	8	8	224,700.00	28,088.00	930.67	-	-	-	-
C/O	WA	2	200	3	7	7	205,300.00	29,329.00	843.22	-	-	-	-
C/O	WA	2	300	1	1	1	95,400.00	95,400.00	342.29	-	-	-	-
C/O	WA	2	300	3	1	1	15,600.00	15,600.00	223.93	-	-	-	-
C/O	WA	2	400	2	1	1	87,000.00	87,000.00	806.69	-	-	-	80.67
C/O	WA	2	400	3	2	2	492,400.00	246,200.00	2,883.06	-	-	-	-
C/O	**WA**	**TOTAL**			**87**	**87**	**$ 2,268,920.00**	**$ 755,007.00**	**$ 8,694.42**	**$ -**	**$ -**	**$ -**	**$ 83.56**
CCUA	WA	9	100	1	1	1	1,000.00	1,000.00	19.18	-	-	-	-

CCUA	WA	9	200	1	2	2	57,000.00	28,500.00	186.90	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 58,000.00**	**$ 29,500.00**	**$ 206.08**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	3,300.00	1,650.00	75.70	-	-	-	-
CITY	WA	10	75	4	4	4	19,000.00	4,750.00	86.06	-	-	-	-
CITY	WA	10	200	4	3	3	36,400.00	12,133.00	177.34	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 58,700.00**	**$ 18,533.00**	**$ 339.10**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	756	756	9,583,398.00	12,676.00	26,172.79	-	-	-	2,588.98
R/I	WA	0	75	2	1310	1310	5,279,240.00	4,030.00	22,216.74	-	-	-	2,221.14
R/I	WA	0	75	3	562	562	2,051,945.00	3,651.00	9,142.57	-	-	-	913.52
R/I	WA	0	100	1	252	252	1,442,170.00	5,723.00	6,444.95	-	-	-	644.73
R/I	WA	0	100	2	3	3	11,870.00	3,957.00	66.88	-	-	-	6.69
R/I	WA	0	150	1	1	1	780.00	780.00	25.10	-	-	-	2.51
R/I	WA	0	150	3	2	2	1,500.00	750.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2886**	**2886**	**$ 18,370,903.00**	**$ 31,567.00**	**$ 64,094.73**	**$ -**	**$ -**	**$ -**	**$ 6,377.57**
R/O	WA	0	75	1	8	8	60,120.00	7,515.00	188.62	-	-	-	17.13
R/O	WA	1	75	1	226	226	1,249,097.00	5,527.00	5,710.47	-	-	-	131.21
R/O	WA	1	75	2	155	155	1,008,090.00	6,504.00	4,190.70	-	-	-	1.67
R/O	WA	1	100	1	2	2	14,170.00	7,085.00	69.74	-	-	-	-
R/O	WA	1	100	2	2	2	8,740.00	4,370.00	58.32	-	-	-	-
R/O	**WA**	**TOTAL**			**393**	**393**	**$ 2,340,217.00**	**$ 31,001.00**	**$ 10,217.85**	**$ -**	**$ -**	**$ -**	**$ 150.01**
Totals					**3738**	**3738**	**$ 28,659,040.00**	**$ 2,389,211.00**	**$ 102,019.80**	**$ -**	**$ -**	**$ -**	**$ 7,711.49**

459	459	7947920	2326643	27707.22	0	0	0	1183.91
3279	3279	20711120	62568	74312.58	0	0	0	6527.58

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 11/01/19 To: 11/30/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,830.00	10,830.00	29.21	-	-	-	2.92
C/I	WA	3	75	1	12	12	133,780.00	11,148.00	430.70	-	-	-	38.82
C/I	WA	3	75	2	55	55	349,190.00	6,349.00	881.23	-	-	-	65.42
C/I	WA	3	75	3	167	167	691,350.00	4,140.00	3,222.20	-	-	-	291.89
C/I	WA	3	100	1	2	2	31,450.00	15,725.00	99.93	-	-	-	9.99
C/I	WA	3	100	2	3	3	35,470.00	11,823.00	127.53	-	-	-	1.92
C/I	WA	3	100	3	26	26	976,900.00	37,573.00	1,867.69	-	-	-	180.20
C/I	WA	3	150	1	10	10	263,100.00	26,310.00	782.14	-	-	-	78.22
C/I	WA	3	150	2	2	2	4,320.00	2,160.00	60.82	-	-	-	-
C/I	WA	3	150	3	21	21	195,100.00	9,290.00	928.70	-	-	-	59.61
C/I	WA	3	150	4	2	2	11,200.00	5,600.00	72.64	-	-	-	-
C/I	WA	3	200	1	2	2	44,200.00	22,100.00	160.92	-	-	-	16.10
C/I	WA	3	200	2	8	8	59,900.00	7,488.00	396.25	-	-	-	14.72
C/I	WA	3	200	3	31	31	482,990.00	15,580.00	2,053.92	-	-	-	117.89
C/I	WA	3	200	4	1	1	1,000.00	1,000.00	35.88	-	-	-	-
C/I	WA	3	300	2	6	6	767,500.00	127,917.00	2,316.64	-	-	-	185.09
C/I	WA	3	300	3	1	1	13,400.00	13,400.00	74.19	-	-	-	-
C/I	WA	3	400	2	1	1	125,200.00	125,200.00	675.07	-	-	-	67.51
C/I	WA	3	400	3	2	2	270,900.00	135,450.00	1,102.89	-	-	-	-
C/I	WA	3	600	3	1	1	429,000.00	429,000.00	1,897.99	-	-	-	-
C/I	WA	18	75	1	1	1	27,900.00	27,900.00	64.93	-	-	-	6.49
C/I	WA	32	75	2	1	1	72,280.00	72,280.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**356**	**356**	**$ 4,996,960.00**	**$ 1,118,263.00**	**$ 17,281.47**	**$ -**	**$ -**	**$ -**	**$ 1,136.79**
C/O	WA	2	75	1	31	31	64,920.00	2,094.00	606.98	-	-	-	-
C/O	WA	2	75	2	2	2	193,470.00	96,735.00	59.59	-	-	-	-
C/O	WA	2	75	3	6	6	486,980.00	81,163.00	295.06	-	-	-	-
C/O	WA	2	100	1	18	18	192,720.00	10,707.00	908.18	-	-	-	2.89
C/O	WA	2	100	3	3	3	41,700.00	13,900.00	172.79	-	-	-	-
C/O	WA	2	150	1	6	6	105,600.00	17,600.00	464.47	-	-	-	-
C/O	WA	2	150	3	1	1	35,800.00	35,800.00	123.97	-	-	-	-
C/O	WA	2	200	1	8	8	156,900.00	19,613.00	749.66	-	-	-	-
C/O	WA	2	200	3	7	7	131,700.00	18,814.00	651.10	-	-	-	-
C/O	WA	2	300	1	1	1	109,000.00	109,000.00	374.57	-	-	-	-
C/O	WA	2	300	3	1	1	17,700.00	17,700.00	223.93	-	-	-	-
C/O	WA	2	400	2	1	1	92,000.00	92,000.00	951.95	-	-	-	95.20
C/O	WA	2	400	3	2	2	469,000.00	234,500.00	2,657.10	-	-	-	-
C/O	**WA**	**TOTAL**			**87**	**87**	**$ 2,097,490.00**	**$ 749,626.00**	**$ 8,239.35**	**$ -**	**$ -**	**$ -**	**$ 98.09**
CCUA	WA	9	100	1	1	1	27,000.00	27,000.00	72.51	-	-	-	-

CCUA	WA	9	200	1	2	2	41,000.00	20,500.00	152.14	-	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 68,000.00**	**$ 47,500.00**	**$ 224.65**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	17,100.00	8,550.00	103.34	-	-	-	-	-
CITY	WA	10	75	4	4	4	20,000.00	5,000.00	88.25	-	-	-	-	-
CITY	WA	10	200	4	3	3	38,100.00	12,700.00	181.74	-	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 75,200.00**	**$ 26,250.00**	**$ 373.33**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	754	754	7,200,065.00	9,549.00	21,180.40	-	-	-	-	2,091.62
R/I	WA	0	75	2	1315	1315	5,162,930.00	3,926.00	22,004.98	-	-	-	-	2,199.94
R/I	WA	0	75	3	555	555	2,157,304.00	3,887.00	9,214.21	-	-	-	-	920.75
R/I	WA	0	100	1	247	247	1,262,510.00	5,111.00	6,088.90	-	-	-	-	609.07
R/I	WA	0	100	2	3	3	12,010.00	4,003.00	64.91	-	-	-	-	6.49
R/I	WA	0	150	1	1	1	750.00	750.00	25.10	-	-	-	-	2.51
R/I	WA	0	150	3	1	1	1,000.00	1,000.00	25.10	-	-	-	-	-
R/I	**WA**	**TOTAL**			**2876**	**2876**	**$ 15,796,569.00**	**$ 28,226.00**	**$ 58,603.60**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,830.38**
R/O	WA	0	75	1	9	9	38,580.00	4,287.00	153.12	-	-	-	-	13.79
R/O	WA	1	75	1	231	231	1,031,679.00	4,466.00	5,320.13	-	-	-	-	121.73
R/O	WA	1	75	2	153	153	899,580.00	5,880.00	3,907.57	-	-	-	-	1.67
R/O	WA	1	100	1	2	2	12,890.00	6,445.00	67.20	-	-	-	-	-
R/O	WA	1	100	2	2	2	6,820.00	3,410.00	54.15	-	-	-	-	-
R/O	**WA**	**TOTAL**			**397**	**397**	**$ 1,989,549.00**	**$ 24,488.00**	**$ 9,502.17**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 137.19**
Totals					**3728**	**3728**	**$ 25,023,768.00**	**$ 1,994,353.00**	**$ 94,224.57**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 7,202.45**

455	455	7237650	1941639	26118.8	0	0	0	1234.88
3273	3273	17786118	52714	68105.77	0	0	0	5967.57

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 12/01/19 To: 12/31/19 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	8,530.00	8,530.00	25.21	-	-	-	2.52
C/I	WA	3	75	1	12	12	53,340.00	4,445.00	257.18	-	-	-	21.66
C/I	WA	3	75	2	57	57	279,600.00	4,905.00	789.50	-	-	-	58.57
C/I	WA	3	75	3	160	160	572,720.00	3,580.00	3,019.96	-	-	-	272.36
C/I	WA	3	100	1	2	2	28,700.00	14,350.00	95.63	-	-	-	9.56
C/I	WA	3	100	2	3	3	28,830.00	9,610.00	114.63	-	-	-	1.92
C/I	WA	3	100	3	28	28	862,460.00	30,802.00	1,572.37	-	-	-	152.64
C/I	WA	3	150	1	9	9	227,800.00	25,311.00	693.74	-	-	-	69.39
C/I	WA	3	150	2	2	2	9,870.00	4,935.00	70.67	-	-	-	-
C/I	WA	3	150	3	21	21	177,500.00	8,452.00	891.91	-	-	-	56.86
C/I	WA	3	150	4	2	2	25,700.00	12,850.00	101.97	-	-	-	-
C/I	WA	3	200	1	2	2	37,600.00	18,800.00	146.05	-	-	-	14.61
C/I	WA	3	200	2	8	8	41,800.00	5,225.00	360.05	-	-	-	14.13
C/I	WA	3	200	3	30	30	440,250.00	14,675.00	1,966.65	-	-	-	109.48
C/I	WA	3	200	4	1	1	400.00	400.00	35.88	-	-	-	-
C/I	WA	3	300	2	9	9	585,000.00	65,000.00	22,922.60	-	-	-	2,256.83
C/I	WA	3	300	3	2	2	128,400.00	64,200.00	434.62	-	-	-	36.04
C/I	WA	3	400	2	1	1	129,700.00	129,700.00	718.07	-	-	-	71.81
C/I	WA	3	400	3	2	2	240,100.00	120,050.00	1,001.84	-	-	-	-
C/I	WA	3	600	3	1	1	443,000.00	443,000.00	1,986.14	-	-	-	-
C/I	WA	18	75	1	1	1	24,200.00	24,200.00	58.48	-	-	-	5.85
C/I	WA	32	75	2	1	1	9,879,480.00	9,879,480.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**355**	**355**	**$ 14,224,980.00**	**$ 10,892,500.00**	**$ 37,263.15**	**$ -**	**$ -**	**$ -**	**$ 3,154.23**
C/O	WA	2	75	1	31	31	90,880.00	2,932.00	692.06	-	-	-	-
C/O	WA	2	75	2	2	2	136,700.00	68,350.00	46.71	-	-	-	-
C/O	WA	2	75	3	6	6	460,130.00	76,688.00	362.31	-	-	-	-
C/O	WA	2	100	1	18	18	154,200.00	8,567.00	804.42	-	-	-	2.64
C/O	WA	2	100	3	3	3	17,640.00	5,880.00	111.27	-	-	-	-
C/O	WA	2	150	1	6	6	111,800.00	18,633.00	479.76	-	-	-	-
C/O	WA	2	150	3	1	1	39,400.00	39,400.00	134.73	-	-	-	-
C/O	WA	2	200	1	8	8	156,700.00	19,588.00	752.67	-	-	-	-
C/O	WA	2	200	3	7	7	96,800.00	13,829.00	555.36	-	-	-	-
C/O	WA	2	300	1	1	1	99,500.00	99,500.00	331.53	-	-	-	-
C/O	WA	2	300	3	1	1	15,000.00	15,000.00	197.03	-	-	-	-
C/O	WA	2	400	2	1	1	64,000.00	64,000.00	734.06	-	-	-	73.41
C/O	WA	2	400	3	2	2	427,500.00	213,750.00	2,425.76	-	-	-	-
C/O	**WA**	**TOTAL**			**87**	**87**	**$ 1,870,250.00**	**$ 646,117.00**	**$ 7,627.67**	**$ -**	**$ -**	**$ -**	**$ 76.05**
CCUA	WA	9	100	1	1	1	2,000.00	2,000.00	21.15	-	-	-	-

CCUA	WA	9	200	1	2	2	27,000.00	13,500.00	122.22	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 29,000.00**	**$ 15,500.00**	**$ 143.37**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	8,700.00	4,350.00	85.55	-	-	-	-
CITY	WA	10	75	4	4	4	20,110.00	5,028.00	87.73	-	-	-	-
CITY	WA	10	200	4	3	3	23,000.00	7,667.00	149.01	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 51,810.00**	**$ 17,045.00**	**$ 322.29**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	756	756	5,810,296.00	7,686.00	18,290.55	-	-	-	1,801.24
R/I	WA	0	75	2	1311	1311	4,288,280.00	3,271.00	20,411.34	-	-	-	2,040.89
R/I	WA	0	75	3	551	551	1,735,674.00	3,150.00	8,466.55	-	-	-	845.98
R/I	WA	0	100	1	247	247	1,155,000.00	4,676.00	5,866.44	-	-	-	586.87
R/I	WA	0	100	2	3	3	11,170.00	3,723.00	64.91	-	-	-	6.50
R/I	WA	0	150	1	1	1	690.00	690.00	25.10	-	-	-	2.51
R/I	WA	0	150	3	1	1	1,200.00	1,200.00	25.70	-	-	-	-
R/I	**WA**	**TOTAL**			**2870**	**2870**	**$ 13,002,310.00**	**$ 24,396.00**	**$ 53,150.59**	**$ -**	**$ -**	**$ -**	**$ 5,283.99**
R/O	WA	0	75	1	8	8	42,240.00	5,280.00	146.89	-	-	-	13.15
R/O	WA	1	75	1	236	236	987,471.00	4,184.00	5,248.99	-	-	-	127.02
R/O	WA	1	75	2	154	154	772,990.00	5,019.00	3,590.88	-	-	-	1.92
R/O	WA	1	100	1	3	3	13,480.00	4,493.00	87.66	-	-	-	-
R/O	WA	1	100	2	2	2	6,080.00	3,040.00	51.69	-	-	-	-
R/O	**WA**	**TOTAL**			**403**	**403**	**$ 1,822,261.00**	**$ 22,016.00**	**$ 9,126.11**	**$ -**	**$ -**	**$ -**	**$ 142.09**
Totals					**3727**	**3727**	**$ 31,000,611.00**	**$ 11,617,574.00**	**$ 107,633.18**	**$ -**	**$ -**	**$ -**	**$ 8,656.36**

454	454	16176040	11571162	45356.48	0	0	0	3230.28
3273	3273	14824571	46412	62276.7	0	0	0	5426.08

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 01/01/20 To: 01/31/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,990.00	9,990.00	28.01	-	-	-	2.80
C/I	WA	3	75	1	12	12	63,820.00	5,318.00	285.44	-	-	-	23.96
C/I	WA	3	75	2	54	54	263,540.00	4,880.00	829.57	-	-	-	61.18
C/I	WA	3	75	3	161	161	853,320.00	5,300.00	3,716.49	-	-	-	331.36
C/I	WA	3	100	1	2	2	32,940.00	16,470.00	107.31	-	-	-	10.73
C/I	WA	3	100	2	3	3	30,570.00	10,190.00	122.47	-	-	-	1.98
C/I	WA	3	100	3	29	29	1,020,970.00	35,206.00	1,776.54	-	-	-	172.90
C/I	WA	3	150	1	9	9	302,500.00	33,611.00	884.09	-	-	-	88.41
C/I	WA	3	150	2	2	2	7,670.00	3,835.00	66.72	-	-	-	-
C/I	WA	3	150	3	21	21	223,100.00	10,624.00	1,015.60	-	-	-	69.47
C/I	WA	3	150	4	2	2	10,100.00	5,050.00	72.81	-	-	-	-
C/I	WA	3	200	1	2	2	42,900.00	21,450.00	161.42	-	-	-	16.15
C/I	WA	3	200	2	8	8	51,800.00	6,475.00	391.45	-	-	-	15.38
C/I	WA	3	200	3	31	31	567,180.00	18,296.00	2,298.10	-	-	-	123.32
C/I	WA	3	200	4	1	1	600.00	600.00	36.96	-	-	-	-
C/I	WA	3	300	2	6	6	599,300.00	99,883.00	1,991.65	-	-	-	165.11
C/I	WA	3	300	3	1	1	15,400.00	15,400.00	80.65	-	-	-	-
C/I	WA	3	400	2	1	1	187,000.00	187,000.00	796.03	-	-	-	79.60
C/I	WA	3	400	3	2	2	233,400.00	116,700.00	988.73	-	-	-	-
C/I	WA	3	600	3	1	1	599,000.00	599,000.00	2,601.49	-	-	-	-
C/I	WA	18	75	1	1	1	22,000.00	22,000.00	53.58	-	-	-	5.36
C/I	WA	32	75	2	1	1	97,660.00	97,660.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**351**	**351**	**$ 5,234,760.00**	**$ 1,324,938.00**	**$ 18,305.11**	**$ -**	**$ -**	**$ -**	**$ 1,167.71**
C/O	WA	2	75	1	32	32	77,460.00	2,421.00	693.29	-	-	-	-
C/O	WA	2	75	2	2	2	104,400.00	52,200.00	53.38	-	-	-	-
C/O	WA	2	75	3	6	6	591,170.00	98,528.00	534.82	-	-	-	-
C/O	WA	2	100	1	18	18	171,690.00	9,538.00	871.85	-	-	-	2.72
C/O	WA	2	100	3	3	3	18,540.00	6,180.00	117.28	-	-	-	-
C/O	WA	2	150	1	6	6	94,300.00	15,717.00	446.14	-	-	-	-
C/O	WA	2	150	3	1	1	63,000.00	63,000.00	202.08	-	-	-	-
C/O	WA	2	200	1	9	9	173,300.00	19,256.00	818.64	-	-	-	-
C/O	WA	2	200	3	7	7	126,900.00	18,129.00	656.35	-	-	-	-
C/O	WA	2	300	1	1	1	102,600.00	102,600.00	340.63	-	-	-	-
C/O	WA	2	300	3	1	1	19,000.00	19,000.00	257.83	-	-	-	-
C/O	WA	2	400	2	1	1	42,000.00	42,000.00	602.52	-	-	-	60.25
C/O	WA	2	400	3	2	2	656,100.00	328,050.00	3,277.80	-	-	-	-
C/O	**WA**	**TOTAL**			**89**	**89**	**$ 2,240,460.00**	**$ 776,619.00**	**$ 8,872.61**	**$ -**	**$ -**	**$ -**	**$ 62.97**
CCUA	WA	9	100	1	1	1	-	-	17.73	-	-	-	-

CCUA	WA	9	200	1	2	2	29,000.00	14,500.00	130.48	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 29,000.00**	**$ 14,500.00**	**$ 148.21**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	11,800.00	5,900.00	94.22	-	-	-	-
CITY	WA	10	75	4	4	4	19,070.00	4,768.00	90.63	-	-	-	-
CITY	WA	10	200	4	3	3	24,500.00	8,167.00	157.57	-	-	-	-
CITY	**WA**	**TOTAL**			**9**	**9**	**$ 55,370.00**	**$ 18,835.00**	**$ 342.42**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	747	747	5,789,289.00	7,750.00	18,729.55	-	-	-	1,841.87
R/I	WA	0	75	2	1312	1312	4,983,850.00	3,799.00	22,370.90	-	-	-	2,236.72
R/I	WA	0	75	3	552	552	2,037,272.00	3,691.00	9,279.39	-	-	-	927.25
R/I	WA	0	100	1	249	249	1,261,640.00	5,067.00	6,226.84	-	-	-	622.95
R/I	WA	0	100	2	3	3	11,350.00	3,783.00	64.86	-	-	-	6.49
R/I	WA	0	150	1	1	1	3,440.00	3,440.00	29.13	-	-	-	2.91
R/I	WA	0	150	3	1	1	1,500.00	1,500.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2865**	**2865**	**$ 14,088,341.00**	**$ 29,030.00**	**$ 56,727.15**	**$ -**	**$ -**	**$ -**	**$ 5,638.19**
R/O	WA	0	75	1	8	8	44,710.00	5,589.00	161.33	-	-	-	14.56
R/O	WA	1	75	1	243	243	1,066,563.00	4,389.00	5,613.07	-	-	-	136.96
R/O	WA	1	75	2	153	153	850,520.00	5,559.00	3,909.99	-	-	-	1.65
R/O	WA	1	100	1	3	3	19,700.00	6,567.00	107.21	-	-	-	-
R/O	WA	1	100	2	2	2	8,050.00	4,025.00	58.38	-	-	-	-
R/O	**WA**	**TOTAL**			**409**	**409**	**$ 1,989,543.00**	**$ 26,129.00**	**$ 9,849.98**	**$ -**	**$ -**	**$ -**	**$ 153.17**
Totals					**3726**	**3726**	**$ 23,637,474.00**	**$ 2,190,051.00**	**$ 94,245.48**	**$ -**	**$ -**	**$ -**	**$ 7,022.04**

452	452	7559590	2134892	27668.35	0	0	0	1230.68
3274	3274	16077884	55159	66577.13	0	0	0	5791.36

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 02/01/20 To: 02/29/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,160.00	9,160.00	28.01	-	-	-	2.80
C/I	WA	3	75	1	12	12	47,150.00	3,929.00	250.23	-	-	-	20.02
C/I	WA	3	75	2	54	54	216,000.00	4,000.00	862.26	-	-	-	60.36
C/I	WA	3	75	3	159	159	767,760.00	4,829.00	3,477.27	-	-	-	311.71
C/I	WA	3	100	1	2	2	32,160.00	16,080.00	105.10	-	-	-	10.51
C/I	WA	3	100	2	3	3	37,440.00	12,480.00	135.91	-	-	-	1.98
C/I	WA	3	100	3	27	27	840,900.00	31,144.00	1,758.29	-	-	-	171.09
C/I	WA	3	150	1	9	9	266,500.00	29,611.00	803.50	-	-	-	80.35
C/I	WA	3	150	2	2	2	5,330.00	2,665.00	62.66	-	-	-	-
C/I	WA	3	150	3	21	21	197,600.00	9,410.00	961.01	-	-	-	63.12
C/I	WA	3	150	4	2	2	11,800.00	5,900.00	74.90	-	-	-	-
C/I	WA	3	200	1	2	2	48,300.00	24,150.00	174.14	-	-	-	17.41
C/I	WA	3	200	2	8	8	53,900.00	6,738.00	397.42	-	-	-	15.57
C/I	WA	3	200	3	30	30	477,260.00	15,909.00	2,108.05	-	-	-	123.12
C/I	WA	3	200	4	1	1	600.00	600.00	36.96	-	-	-	-
C/I	WA	3	300	2	6	6	590,600.00	98,433.00	1,952.22	-	-	-	148.38
C/I	WA	3	300	3	2	2	14,300.00	7,150.00	349.09	-	-	-	27.27
C/I	WA	3	400	2	1	1	248,700.00	248,700.00	769.51	-	-	-	76.95
C/I	WA	3	400	3	2	2	260,700.00	130,350.00	1,097.02	-	-	-	-
C/I	WA	3	600	3	1	1	415,000.00	415,000.00	1,819.15	-	-	-	-
C/I	WA	18	75	1	1	1	41,200.00	41,200.00	97.78	-	-	-	9.78
C/I	WA	32	75	2	1	1	85,380.00	85,380.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**347**	**347**	**$ 4,667,740.00**	**$ 1,202,818.00**	**$ 17,320.48**	**$ -**	**$ -**	**$ -**	**$ 1,140.42**
C/O	WA	2	75	1	32	32	73,610.00	2,300.00	694.95	-	-	-	-
C/O	WA	2	75	2	2	2	176,840.00	88,420.00	53.38	-	-	-	-
C/O	WA	2	75	3	6	6	453,080.00	75,513.00	388.54	-	-	-	-
C/O	WA	2	100	1	18	18	227,410.00	12,634.00	1,022.10	-	-	-	2.72
C/O	WA	2	100	3	3	3	18,150.00	6,050.00	117.28	-	-	-	-
C/O	WA	2	150	1	6	6	104,600.00	17,433.00	475.62	-	-	-	-
C/O	WA	2	150	3	1	1	63,300.00	63,300.00	204.84	-	-	-	-
C/O	WA	2	200	1	8	8	177,800.00	22,225.00	829.28	-	-	-	-
C/O	WA	2	200	3	7	7	117,800.00	16,829.00	626.13	-	-	-	-
C/O	WA	2	300	1	1	1	130,200.00	130,200.00	417.91	-	-	-	-
C/O	WA	2	300	3	1	1	14,500.00	14,500.00	210.91	-	-	-	-
C/O	WA	2	400	2	1	1	124,000.00	124,000.00	1,024.80	-	-	-	102.48
C/O	WA	2	400	3	2	2	559,500.00	279,750.00	2,811.36	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 2,240,790.00**	**$ 853,154.00**	**$ 8,877.10**	**$ -**	**$ -**	**$ -**	**$ 105.20**
CCUA	WA	9	100	1	1	1	-	-	17.73	-	-	-	-

CCUA	WA	9	200	1	2	2	28,000.00	14,000.00	128.27	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 28,000.00**	**$ 14,000.00**	**$ 146.00**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	64,600.00	32,300.00	209.86	-	-	-	-
CITY	WA	10	75	2	1	1	1,980.00	1,980.00	16.00	-	-	-	-
CITY	WA	10	75	4	4	4	35,980.00	8,995.00	129.94	-	-	-	-
CITY	WA	10	200	2	1	1	-	-	-	-	-	-	-
CITY	WA	10	200	4	3	3	83,000.00	27,667.00	284.80	-	-	-	-
CITY	**WA**	**TOTAL**			**11**	**11**	**$ 185,560.00**	**$ 70,942.00**	**$ 640.60**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	755	755	5,326,492.00	7,055.00	17,895.90	-	-	-	1,762.07
R/I	WA	0	75	2	1324	1324	4,794,930.00	3,622.00	22,034.28	-	-	-	2,203.48
R/I	WA	0	75	3	554	554	1,882,331.00	3,398.00	9,018.34	-	-	-	899.66
R/I	WA	0	100	1	247	247	1,122,650.00	4,545.00	5,943.62	-	-	-	594.69
R/I	WA	0	100	2	3	3	9,380.00	3,127.00	64.86	-	-	-	6.49
R/I	WA	0	150	1	1	1	2,890.00	2,890.00	27.10	-	-	-	2.71
R/I	WA	0	150	3	1	1	1,100.00	1,100.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2885**	**2885**	**$ 13,139,773.00**	**$ 25,737.00**	**$ 55,010.58**	**$ -**	**$ -**	**$ -**	**$ 5,469.10**
R/O	WA	0	75	1	8	8	42,610.00	5,326.00	155.47	-	-	-	13.76
R/O	WA	1	75	1	248	248	985,434.00	3,974.00	5,468.31	-	-	-	130.74
R/O	WA	1	75	2	154	154	785,270.00	5,099.00	3,737.51	-	-	-	1.65
R/O	WA	1	100	1	3	3	15,770.00	5,257.00	97.48	-	-	-	-
R/O	WA	1	100	2	2	2	8,280.00	4,140.00	58.38	-	-	-	-
R/O	**WA**	**TOTAL**			**415**	**415**	**$ 1,837,364.00**	**$ 23,796.00**	**$ 9,517.15**	**$ -**	**$ -**	**$ -**	**$ 146.15**
Totals					**3749**	**3749**	**$ 22,099,227.00**	**$ 2,190,447.00**	**$ 91,511.91**	**$ -**	**$ -**	**$ -**	**$ 6,860.87**

449	449	7122090	2140914	26984.18	0	0	0	1245.62
3300	3300	14977137	49533	64527.73	0	0	0	5615.25

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 03/01/20 To: 03/31/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	11,030.00	11,030.00	32.19	-	-	-	3.22
C/I	WA	3	75	1	12	12	56,200.00	4,683.00	270.35	-	-	-	22.24
C/I	WA	3	75	2	54	54	201,790.00	3,737.00	858.23	-	-	-	59.89
C/I	WA	3	75	3	161	161	706,160.00	4,386.00	3,322.28	-	-	-	303.67
C/I	WA	3	100	1	2	2	34,890.00	17,445.00	111.73	-	-	-	11.17
C/I	WA	3	100	2	3	3	36,780.00	12,260.00	133.70	-	-	-	1.98
C/I	WA	3	100	3	27	27	1,094,210.00	40,526.00	2,012.63	-	-	-	196.13
C/I	WA	3	150	1	9	9	344,300.00	38,256.00	973.66	-	-	-	97.37
C/I	WA	3	150	2	2	2	7,090.00	3,545.00	66.72	-	-	-	-
C/I	WA	3	150	3	22	22	262,000.00	11,909.00	1,124.80	-	-	-	74.53
C/I	WA	3	150	4	2	2	12,000.00	6,000.00	74.90	-	-	-	-
C/I	WA	3	200	1	2	2	43,200.00	21,600.00	164.35	-	-	-	16.43
C/I	WA	3	200	2	8	8	51,700.00	6,463.00	391.45	-	-	-	15.59
C/I	WA	3	200	3	31	31	524,110.00	16,907.00	2,198.19	-	-	-	135.31
C/I	WA	3	200	4	1	1	700.00	700.00	36.96	-	-	-	-
C/I	WA	3	300	2	6	6	668,800.00	111,467.00	2,150.23	-	-	-	166.65
C/I	WA	3	300	3	2	2	19,400.00	9,700.00	96.02	-	-	-	0.68
C/I	WA	3	400	2	1	1	434,900.00	434,900.00	1,151.84	-	-	-	115.18
C/I	WA	3	400	3	2	2	339,400.00	169,700.00	1,295.92	-	-	-	-
C/I	WA	3	600	3	1	1	723,000.00	723,000.00	2,820.28	-	-	-	-
C/I	WA	18	75	1	1	1	22,400.00	22,400.00	55.79	-	-	-	5.58
C/I	WA	32	75	2	1	1	92,330.00	92,330.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**351**	**351**	**$ 5,686,390.00**	**$ 1,762,944.00**	**$ 19,342.22**	**$ -**	**$ -**	**$ -**	**$ 1,225.62**
C/O	WA	2	75	1	33	33	153,750.00	4,659.00	705.86	-	-	-	-
C/O	WA	2	75	2	2	2	150,190.00	75,095.00	53.38	-	-	-	-
C/O	WA	2	75	3	6	6	467,520.00	77,920.00	261.36	-	-	-	-
C/O	WA	2	100	1	18	18	214,890.00	11,938.00	990.28	-	-	-	2.72
C/O	WA	2	100	3	3	3	25,210.00	8,403.00	135.06	-	-	-	-
C/O	WA	2	150	1	6	6	97,200.00	16,200.00	451.22	-	-	-	-
C/O	WA	2	150	3	1	1	61,400.00	61,400.00	199.32	-	-	-	-
C/O	WA	2	200	1	8	8	163,000.00	20,375.00	791.41	-	-	-	-
C/O	WA	2	200	3	8	8	133,900.00	16,738.00	673.39	-	-	-	-
C/O	WA	2	300	1	1	1	126,500.00	126,500.00	613.87	-	-	-	-
C/O	WA	2	300	3	1	1	27,800.00	27,800.00	359.95	-	-	-	-
C/O	WA	2	400	2	1	1	94,000.00	94,000.00	870.24	-	-	-	87.02
C/O	WA	2	400	3	2	2	520,800.00	260,400.00	2,761.68	-	-	-	-
C/O	**WA**	**TOTAL**			**90**	**90**	**$ 2,236,160.00**	**$ 24,846.00**	**$ 8,867.02**	**$ -**	**$ -**	**$ -**	**$ 89.74**
CCUA	WA	9	100	1	1	1	-	-	17.73	-	-	-	-

CCUA	WA	9	200	1	2	2	38,000.00	19,000.00	150.19	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 38,000.00**	**$ 19,000.00**	**$ 167.92**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	66,200.00	33,100.00	214.28	-	-	-	-
CITY	WA	10	75	4	5	5	17,190.00	3,438.00	102.35	-	-	-	-
CITY	WA	10	200	4	3	3	81,000.00	27,000.00	280.74	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 164,390.00**	**$ 63,538.00**	**$ 597.37**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	752	752	5,709,536.00	7,592.00	18,604.49	-	-	-	1,833.51
R/I	WA	0	75	2	1332	1332	5,048,740.00	3,790.00	22,563.58	-	-	-	2,256.30
R/I	WA	0	75	3	563	563	2,115,691.00	3,758.00	9,411.70	-	-	-	939.25
R/I	WA	0	100	1	247	247	1,118,950.00	4,530.00	5,921.54	-	-	-	592.46
R/I	WA	0	100	2	3	3	10,100.00	3,367.00	62.83	-	-	-	6.29
R/I	WA	0	150	1	2	2	2,860.00	1,430.00	27.10	-	-	-	2.71
R/I	WA	0	150	3	1	1	1,500.00	1,500.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2900**	**2900**	**$ 14,007,377.00**	**$ 25,967.00**	**$ 56,617.72**	**$ -**	**$ -**	**$ -**	**$ 5,630.52**
R/O	WA	0	75	1	8	8	38,550.00	4,819.00	144.97	-	-	-	12.72
R/O	WA	1	75	1	265	265	1,018,897.00	3,845.00	5,744.97	-	-	-	128.18
R/O	WA	1	75	2	154	154	890,160.00	5,780.00	4,021.92	-	-	-	1.73
R/O	WA	1	100	1	5	5	20,000.00	4,000.00	144.97	-	-	-	-
R/O	WA	1	100	2	2	2	9,230.00	4,615.00	60.92	-	-	-	-
R/O	**WA**	**TOTAL**			**434**	**434**	**$ 1,976,837.00**	**$ 23,059.00**	**$ 10,117.75**	**$ -**	**$ -**	**$ -**	**$ 142.63**
Totals					**3788**	**3788**	**$ 24,109,154.00**	**$ 1,919,354.00**	**$ 95,710.00**	**$ -**	**$ -**	**$ -**	**$ 7,088.51**

454	454	8124940	1870328	28974.53	0	0	0	1315.36
3334	3334	15984214	49026	66735.47	0	0	0	5773.15

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 04/01/20 To: 04/30/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,640.00	9,640.00	28.01	-	-	-	2.80
C/I	WA	3	75	1	12	12	39,700.00	3,308.00	232.66	-	-	-	19.06
C/I	WA	3	75	2	54	54	227,540.00	4,214.00	829.70	-	-	-	61.80
C/I	WA	3	75	3	160	160	528,140.00	3,301.00	3,085.41	-	-	-	281.48
C/I	WA	3	100	1	2	2	20,620.00	10,310.00	78.72	-	-	-	7.87
C/I	WA	3	100	2	3	3	27,270.00	9,090.00	113.99	-	-	-	1.98
C/I	WA	3	100	3	27	27	841,250.00	31,157.00	1,612.44	-	-	-	156.51
C/I	WA	3	150	1	9	9	222,000.00	24,667.00	707.66	-	-	-	70.78
C/I	WA	3	150	2	2	2	2,460.00	1,230.00	56.57	-	-	-	-
C/I	WA	3	150	3	22	22	186,900.00	8,495.00	964.71	-	-	-	67.67
C/I	WA	3	150	4	2	2	4,800.00	2,400.00	62.66	-	-	-	-
C/I	WA	3	200	1	2	2	53,500.00	26,750.00	186.86	-	-	-	18.68
C/I	WA	3	200	2	8	8	43,700.00	5,463.00	375.03	-	-	-	14.75
C/I	WA	3	200	3	30	30	491,380.00	16,379.00	2,128.95	-	-	-	129.84
C/I	WA	3	200	4	1	1	800.00	800.00	36.96	-	-	-	-
C/I	WA	3	300	2	6	6	597,200.00	99,533.00	1,874.80	-	-	-	161.76
C/I	WA	3	300	3	1	1	6,500.00	6,500.00	61.97	-	-	-	-
C/I	WA	3	400	2	1	1	327,600.00	327,600.00	1,127.53	-	-	-	112.75
C/I	WA	3	400	3	2	2	136,000.00	68,000.00	712.30	-	-	-	-
C/I	WA	3	600	3	1	1	588,000.00	588,000.00	2,365.02	-	-	-	-
C/I	WA	18	75	1	1	1	19,400.00	19,400.00	49.16	-	-	-	4.92
C/I	WA	32	75	2	1	1	93,960.00	93,960.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**348**	**348**	**$ 4,468,360.00**	**$ 1,360,197.00**	**$ 16,691.11**	**$ -**	**$ -**	**$ -**	**$ 1,112.65**
C/O	WA	2	75	1	32	32	142,480.00	4,453.00	678.47	-	-	-	-
C/O	WA	2	75	2	2	2	77,150.00	38,575.00	48.16	-	-	-	-
C/O	WA	2	75	3	6	6	370,120.00	61,687.00	140.36	-	-	-	-
C/O	WA	2	100	1	18	18	231,020.00	12,834.00	1,034.99	-	-	-	2.47
C/O	WA	2	100	3	3	3	24,120.00	8,040.00	130.19	-	-	-	-
C/O	WA	2	150	1	6	6	88,800.00	14,800.00	431.46	-	-	-	-
C/O	WA	2	150	3	1	1	54,800.00	54,800.00	180.00	-	-	-	-
C/O	WA	2	200	1	8	8	227,300.00	28,413.00	961.50	-	-	-	-
C/O	WA	2	200	3	7	7	151,100.00	21,586.00	720.65	-	-	-	-
C/O	WA	2	300	1	1	1	83,700.00	83,700.00	497.95	-	-	-	-
C/O	WA	2	300	3	1	1	27,400.00	27,400.00	343.39	-	-	-	-
C/O	WA	2	400	2	1	1	10,000.00	10,000.00	442.44	-	-	-	44.24
C/O	WA	2	400	3	2	2	321,400.00	160,700.00	2,074.44	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 1,809,390.00**	**$ 526,988.00**	**$ 7,684.00**	**$ -**	**$ -**	**$ -**	**$ 46.71**
CCUA	WA	9	100	1	1	1	16,000.00	16,000.00	50.62	-	-	-	-

CCUA	WA	9	200	1	2	2	39,000.00	19,500.00	152.40	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 55,000.00**	**$ 35,500.00**	**$ 203.02**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	49,500.00	24,750.00	176.71	-	-	-	-
CITY	WA	10	75	4	5	5	58,680.00	11,736.00	188.94	-	-	-	-
CITY	WA	10	200	4	3	3	28,900.00	9,633.00	166.54	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 137,080.00**	**$ 46,119.00**	**$ 532.19**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	753	753	9,663,930.00	12,834.00	27,004.08	-	-	-	2,669.83
R/I	WA	0	75	2	1324	1324	6,142,220.00	4,639.00	24,741.76	-	-	-	2,474.11
R/I	WA	0	75	3	555	555	2,237,559.00	4,032.00	9,695.17	-	-	-	967.62
R/I	WA	0	100	1	247	247	1,749,840.00	7,084.00	7,227.88	-	-	-	723.04
R/I	WA	0	100	2	3	3	9,700.00	3,233.00	62.83	-	-	-	6.28
R/I	WA	0	150	1	1	1	3,670.00	3,670.00	29.13	-	-	-	2.91
R/I	WA	0	150	3	1	1	1,300.00	1,300.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2884**	**2884**	**$ 19,808,219.00**	**$ 36,792.00**	**$ 68,787.33**	**$ -**	**$ -**	**$ -**	**$ 6,843.79**
R/O	WA	0	75	1	8	8	65,020.00	8,128.00	206.25	-	-	-	18.64
R/O	WA	1	75	1	277	277	1,592,495.00	5,749.00	7,370.33	-	-	-	142.14
R/O	WA	1	75	2	158	158	1,124,770.00	7,119.00	4,613.66	-	-	-	2.00
R/O	WA	1	100	1	4	4	16,390.00	4,098.00	107.44	-	-	-	-
R/O	WA	1	100	2	2	2	22,980.00	11,490.00	97.97	-	-	-	-
R/O	**WA**	**TOTAL**			**449**	**449**	**$ 2,821,655.00**	**$ 36,584.00**	**$ 12,395.65**	**$ -**	**$ -**	**$ -**	**$ 162.78**
Totals					3782	3782	$ 29,099,704.00	$ 2,042,180.00	$ 106,293.30	$ -	$ -	$ -	$ 8,165.93

449	449	6469830	1968804	25110.32	0	0	0	1159.36
3333	3333	22629874	73376	81182.98	0	0	0	7006.57

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 05/01/20 To: 05/31/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,830.00	10,830.00	30.10	-	-	-	3.01
C/I	WA	3	75	1	12	12	117,520.00	9,793.00	403.79	-	-	-	34.16
C/I	WA	3	75	2	54	54	377,030.00	6,982.00	786.39	-	-	-	57.24
C/I	WA	3	75	3	159	159	533,060.00	3,353.00	3,076.75	-	-	-	279.19
C/I	WA	3	100	1	2	2	27,720.00	13,860.00	96.08	-	-	-	9.61
C/I	WA	3	100	2	3	3	10,700.00	3,567.00	77.55	-	-	-	1.98
C/I	WA	3	100	3	27	27	876,910.00	32,478.00	1,595.62	-	-	-	155.03
C/I	WA	3	150	1	9	9	249,200.00	27,689.00	770.56	-	-	-	77.05
C/I	WA	3	150	2	2	2	1,540.00	770.00	54.54	-	-	-	-
C/I	WA	3	150	3	22	22	161,100.00	7,323.00	912.98	-	-	-	62.08
C/I	WA	3	150	4	2	2	3,100.00	1,550.00	58.60	-	-	-	-
C/I	WA	3	200	1	2	2	38,800.00	19,400.00	154.79	-	-	-	15.48
C/I	WA	3	200	2	8	8	41,700.00	5,213.00	373.06	-	-	-	14.97
C/I	WA	3	200	3	30	30	440,990.00	14,700.00	2,011.67	-	-	-	123.26
C/I	WA	3	200	4	1	1	400.00	400.00	36.96	-	-	-	-
C/I	WA	3	300	2	6	6	593,700.00	98,950.00	1,898.29	-	-	-	167.53
C/I	WA	3	300	3	2	2	2,489,800.00	1,244,900.00	6,164.78	-	-	-	610.08
C/I	WA	3	400	2	1	1	218,900.00	218,900.00	1,260.13	-	-	-	126.01
C/I	WA	3	400	3	2	2	152,800.00	76,400.00	754.11	-	-	-	-
C/I	WA	3	600	3	1	1	723,000.00	723,000.00	2,749.56	-	-	-	-
C/I	WA	18	75	1	1	1	22,700.00	22,700.00	55.79	-	-	-	5.58
C/I	WA	32	75	2	1	1	103,100.00	103,100.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**348**	**348**	**$ 7,194,600.00**	**$ 2,645,858.00**	**$ 23,322.10**	**$ -**	**$ -**	**$ -**	**$ 1,742.26**
C/O	WA	2	75	1	32	32	141,380.00	4,418.00	671.53	-	-	-	-
C/O	WA	2	75	2	2	2	24,710.00	12,355.00	42.94	-	-	-	-
C/O	WA	2	75	3	6	6	319,010.00	53,168.00	85.71	-	-	-	-
C/O	WA	2	100	1	18	18	186,510.00	10,362.00	905.59	-	-	-	2.72
C/O	WA	2	100	3	3	3	22,830.00	7,610.00	130.12	-	-	-	-
C/O	WA	2	150	1	6	6	80,000.00	13,333.00	408.82	-	-	-	-
C/O	WA	2	150	3	1	1	44,600.00	44,600.00	152.40	-	-	-	-
C/O	WA	2	200	1	8	8	175,800.00	21,975.00	823.13	-	-	-	-
C/O	WA	2	200	3	7	7	127,400.00	18,200.00	656.74	-	-	-	-
C/O	WA	2	300	1	1	1	86,800.00	86,800.00	506.23	-	-	-	-
C/O	WA	2	300	3	1	1	26,500.00	26,500.00	346.15	-	-	-	-
C/O	WA	2	400	2	1	1	8,000.00	8,000.00	298.92	-	-	-	29.89
C/O	WA	2	400	3	2	2	329,700.00	164,850.00	2,008.20	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 1,573,240.00**	**$ 472,171.00**	**$ 7,036.48**	**$ -**	**$ -**	**$ -**	**$ 32.61**
CCUA	WA	9	100	1	1	1	19,000.00	19,000.00	57.04	-	-	-	-

CCUA	WA		9	200	1	2	2	40,000.00	20,000.00	154.61	-	-	-	-
CCUA	**WA**	**TOTAL**				**3**	**3**	**$ 59,000.00**	**$ 39,000.00**	**$ 211.65**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA		3	200	4	2	2	63,400.00	31,700.00	209.86	-	-	-	-
CITY	WA		10	75	4	5	5	9,170.00	1,834.00	80.00	-	-	-	-
CITY	WA		10	200	4	3	3	22,300.00	7,433.00	153.57	-	-	-	-
CITY	**WA**	**TOTAL**				**10**	**10**	**$ 94,870.00**	**$ 40,967.00**	**$ 443.43**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA		0	75	1	764	764	7,799,240.00	10,208.00	23,003.81	-	-	-	2,266.13
R/I	WA		0	75	2	1334	1334	5,804,586.00	4,351.00	24,175.98	-	-	-	2,417.51
R/I	WA		0	75	3	556	556	2,421,783.00	4,356.00	10,127.00	-	-	-	1,010.79
R/I	WA		0	100	1	251	251	1,319,760.00	5,258.00	6,370.46	-	-	-	637.35
R/I	WA		0	100	2	3	3	11,980.00	3,993.00	68.92	-	-	-	6.90
R/I	WA		0	150	1	1	1	2,420.00	2,420.00	27.10	-	-	-	2.71
R/I	WA		0	150	3	1	1	1,300.00	1,300.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**				**2910**	**2910**	**$ 17,361,069.00**	**$ 31,886.00**	**$ 63,799.75**	**$ -**	**$ -**	**$ -**	**$ 6,341.39**
R/O	WA		0	75	1	8	8	44,440.00	5,555.00	161.45	-	-	-	14.37
R/O	WA		1	75	1	290	290	1,370,804.00	4,727.00	6,983.49	-	-	-	130.74
R/O	WA		1	75	2	153	153	1,042,063.00	6,811.00	4,396.07	-	-	-	1.33
R/O	WA		1	100	1	4	4	15,620.00	3,905.00	120.42	-	-	-	-
R/O	WA		1	100	2	2	2	11,210.00	5,605.00	68.61	-	-	-	-
R/O	**WA**	**TOTAL**				**457**	**457**	**$ 2,484,137.00**	**$ 26,603.00**	**$ 11,730.04**	**$ -**	**$ -**	**$ -**	**$ 146.44**
Totals						**3816**	**3816**	**$ 28,766,916.00**	**$ 3,256,485.00**	**$ 106,543.45**	**$ -**	**$ -**	**$ -**	**$ 8,262.70**

449	449	8921710	3197996	31013.66	0	0	0	1774.87
3367	3367	19845206	58489	75529.79	0	0	0	6487.83

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 06/01/20 To: 06/30/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	10,100.00	10,100.00	30.10	-	-	-	3.01
C/I	WA	3	75	1	12	12	138,850.00	11,571.00	453.66	-	-	-	39.34
C/I	WA	3	75	2	54	54	418,450.00	7,749.00	819.23	-	-	-	60.55
C/I	WA	3	75	3	161	161	524,730.00	3,259.00	3,077.31	-	-	-	278.24
C/I	WA	3	100	1	2	2	29,750.00	14,875.00	100.68	-	-	-	10.07
C/I	WA	3	100	2	3	3	17,080.00	5,693.00	90.14	-	-	-	1.98
C/I	WA	3	100	3	27	27	847,340.00	31,383.00	1,628.15	-	-	-	158.07
C/I	WA	3	150	1	9	9	295,800.00	32,867.00	870.09	-	-	-	86.99
C/I	WA	3	150	2	2	2	3,970.00	1,985.00	60.63	-	-	-	-
C/I	WA	3	150	3	22	22	186,700.00	8,486.00	964.94	-	-	-	66.85
C/I	WA	3	150	4	2	2	3,400.00	1,700.00	60.63	-	-	-	-
C/I	WA	3	200	1	2	2	111,200.00	55,600.00	313.91	-	-	-	31.40
C/I	WA	3	200	2	8	8	40,600.00	5,075.00	368.82	-	-	-	14.54
C/I	WA	3	200	3	30	30	536,190.00	17,873.00	2,227.00	-	-	-	140.71
C/I	WA	3	200	4	1	1	3,700.00	3,700.00	43.05	-	-	-	-
C/I	WA	3	300	2	6	6	609,000.00	101,500.00	2,017.27	-	-	-	177.71
C/I	WA	3	300	3	2	2	6,900.00	3,450.00	754.49	-	-	-	69.25
C/I	WA	3	400	2	1	1	166,300.00	166,300.00	1,143.00	-	-	-	114.30
C/I	WA	3	400	3	2	2	192,700.00	96,350.00	852.66	-	-	-	-
C/I	WA	3	600	3	1	1	668,000.00	668,000.00	2,526.35	-	-	-	-
C/I	WA	18	75	1	1	1	27,100.00	27,100.00	66.84	-	-	-	6.68
C/I	WA	32	75	2	1	1	120,810.00	120,810.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**350**	**350**	**$ 4,958,670.00**	**$ 1,395,426.00**	**$ 18,468.95**	**$ -**	**$ -**	**$ -**	**$ 1,259.69**
C/O	WA	2	75	1	34	34	145,510.00	4,280.00	703.34	-	-	-	-
C/O	WA	2	75	2	2	2	36,590.00	18,295.00	50.77	-	-	-	-
C/O	WA	2	75	3	6	6	296,110.00	49,352.00	72.73	-	-	-	-
C/O	WA	2	100	1	19	19	185,220.00	9,748.00	908.34	-	-	-	3.49
C/O	WA	2	100	3	3	3	22,400.00	7,467.00	130.12	-	-	-	-
C/O	WA	2	150	1	6	6	65,800.00	10,967.00	366.32	-	-	-	-
C/O	WA	2	150	3	1	1	30,000.00	30,000.00	111.00	-	-	-	-
C/O	WA	2	200	1	8	8	246,600.00	30,825.00	1,017.79	-	-	-	-
C/O	WA	2	200	3	7	7	164,800.00	23,543.00	761.91	-	-	-	-
C/O	WA	2	300	1	1	1	87,700.00	87,700.00	508.99	-	-	-	-
C/O	WA	2	300	3	1	1	17,500.00	17,500.00	266.11	-	-	-	-
C/O	WA	2	400	2	1	1	3,000.00	3,000.00	307.20	-	-	-	30.72
C/O	WA	2	400	3	2	2	384,800.00	192,400.00	2,162.76	-	-	-	-
C/O	**WA**	**TOTAL**			**91**	**91**	**$ 1,686,030.00**	**$ 485,077.00**	**$ 7,367.38**	**$ -**	**$ -**	**$ -**	**$ 34.21**
CCUA	WA	9	100	1	1	1	14,000.00	14,000.00	46.39	-	-	-	-

CCUA	WA	9	200	1	2	2	37,000.00	18,500.00	147.62	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 51,000.00**	**$ 32,500.00**	**$ 194.01**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	41,400.00	20,700.00	161.24	-	-	-	-
CITY	WA	10	75	4	5	5	22,290.00	4,458.00	110.51	-	-	-	-
CITY	WA	10	200	4	3	3	21,900.00	7,300.00	151.48	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 85,590.00**	**$ 32,458.00**	**$ 423.23**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	760	760	10,471,741.00	13,779.00	28,780.00	-	-	-	2,845.07
R/I	WA	0	75	2	1341	1341	6,066,930.00	4,524.00	24,638.42	-	-	-	2,463.71
R/I	WA	0	75	3	559	559	2,195,013.00	3,927.00	9,657.26	-	-	-	965.05
R/I	WA	0	100	1	247	247	1,675,040.00	6,782.00	7,059.92	-	-	-	706.32
R/I	WA	0	100	2	3	3	14,270.00	4,757.00	72.36	-	-	-	7.24
R/I	WA	0	150	1	1	1	8,170.00	8,170.00	39.28	-	-	-	3.93
R/I	WA	0	150	3	1	1	1,500.00	1,500.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2912**	**2912**	**$ 20,432,664.00**	**$ 43,439.00**	**$ 70,273.72**	**$ -**	**$ -**	**$ -**	**$ 6,991.32**
R/O	WA	0	75	1	8	8	66,580.00	8,323.00	205.77	-	-	-	17.98
R/O	WA	1	75	1	297	297	1,709,202.00	5,755.00	7,865.45	-	-	-	146.40
R/O	WA	1	75	2	153	153	1,133,600.00	7,409.00	4,648.77	-	-	-	1.98
R/O	WA	1	100	1	4	4	17,370.00	4,343.00	123.03	-	-	-	-
R/O	WA	1	100	2	2	2	16,930.00	8,465.00	81.73	-	-	-	-
R/O	**WA**	**TOTAL**			**464**	**464**	**$ 2,943,682.00**	**$ 34,295.00**	**$ 12,924.75**	**$ -**	**$ -**	**$ -**	**$ 166.36**
Totals					3830	3830	$ 30,157,636.00	$ 2,023,195.00	$ 109,652.04	$ -	$ -	$ -	$ 8,451.58

454	454	6781290	1945461	26453.57	0	0	0	1293.9
3376	3376	23376346	77734	83198.47	0	0	0	7157.68

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 07/01/20 To: 07/31/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	13,390.00	13,390.00	36.37	-	-	-	3.64
C/I	WA	3	75	1	15	15	57,430.00	3,829.00	295.97	-	-	-	24.80
C/I	WA	3	75	2	55	55	396,140.00	7,203.00	845.30	-	-	-	62.67
C/I	WA	3	75	3	163	163	737,470.00	4,524.00	3,522.54	-	-	-	318.98
C/I	WA	3	100	1	2	2	24,370.00	12,185.00	87.24	-	-	-	8.73
C/I	WA	3	100	2	3	3	20,450.00	6,817.00	98.70	-	-	-	1.98
C/I	WA	3	100	3	29	29	909,820.00	31,373.00	1,777.88	-	-	-	173.06
C/I	WA	3	150	1	9	9	316,800.00	35,200.00	916.00	-	-	-	91.59
C/I	WA	3	150	2	2	2	3,850.00	1,925.00	60.63	-	-	-	-
C/I	WA	3	150	3	22	22	237,500.00	10,795.00	1,068.62	-	-	-	74.96
C/I	WA	3	150	4	2	2	4,500.00	2,250.00	60.63	-	-	-	-
C/I	WA	3	200	1	2	2	49,900.00	24,950.00	176.71	-	-	-	17.67
C/I	WA	3	200	2	8	8	50,100.00	6,263.00	389.54	-	-	-	15.16
C/I	WA	3	200	3	31	31	388,190.00	12,522.00	1,944.55	-	-	-	129.60
C/I	WA	3	200	4	1	1	8,300.00	8,300.00	53.20	-	-	-	-
C/I	WA	3	300	2	6	6	552,700.00	92,117.00	1,885.03	-	-	-	162.94
C/I	WA	3	300	3	2	2	24,100.00	12,050.00	208.88	-	-	-	14.49
C/I	WA	3	400	2	1	1	134,800.00	134,800.00	1,052.39	-	-	-	105.24
C/I	WA	3	400	3	2	2	147,200.00	73,600.00	742.34	-	-	-	-
C/I	WA	3	600	3	1	1	748,000.00	748,000.00	2,696.52	-	-	-	-
C/I	WA	18	75	1	1	1	25,100.00	25,100.00	62.42	-	-	-	6.24
C/I	WA	32	75	2	1	1	138,120.00	138,120.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**359**	**359**	**$ 4,988,230.00**	**$ 1,405,313.00**	**$ 17,981.46**	**$ -**	**$ -**	**$ -**	**$ 1,211.75**
C/O	WA	2	75	1	33	33	104,350.00	3,162.00	748.45	-	-	-	-
C/O	WA	2	75	2	2	2	46,370.00	23,185.00	50.77	-	-	-	-
C/O	WA	2	75	3	6	6	327,930.00	54,655.00	77.88	-	-	-	-
C/O	WA	2	100	1	18	18	169,730.00	9,429.00	869.60	-	-	-	3.49
C/O	WA	2	100	3	3	3	25,640.00	8,547.00	135.27	-	-	-	-
C/O	WA	2	150	1	6	6	91,100.00	15,183.00	433.18	-	-	-	-
C/O	WA	2	150	3	1	1	33,300.00	33,300.00	122.04	-	-	-	-
C/O	WA	2	200	1	8	8	188,700.00	23,588.00	855.91	-	-	-	-
C/O	WA	2	200	3	7	7	218,200.00	31,171.00	905.72	-	-	-	-
C/O	WA	2	300	1	1	1	71,900.00	71,900.00	266.11	-	-	-	-
C/O	WA	2	300	3	1	1	25,300.00	25,300.00	296.47	-	-	-	-
C/O	WA	2	400	2	1	1	3,000.00	3,000.00	334.80	-	-	-	33.48
C/O	WA	2	400	3	2	2	439,600.00	219,800.00	2,391.84	-	-	-	-
C/O	**WA**	**TOTAL**			**89**	**89**	**$ 1,745,120.00**	**$ 522,220.00**	**$ 7,488.04**	**$ -**	**$ -**	**$ -**	**$ 36.97**
CCUA	WA	9	100	1	1	1	22,000.00	22,000.00	63.60	-	-	-	-

CCUA	WA	9	200	1	2	2	34,000.00	17,000.00	141.17	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 56,000.00**	**$ 39,000.00**	**$ 204.77**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	17,400.00	8,700.00	106.58	-	-	-	-
CITY	WA	10	75	4	5	5	23,670.00	4,734.00	110.51	-	-	-	-
CITY	WA	10	200	4	3	3	33,700.00	11,233.00	176.25	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 74,770.00**	**$ 24,667.00**	**$ 393.34**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	758	758	8,358,984.00	11,028.00	24,258.23	-	-	-	2,391.32
R/I	WA	0	75	2	1339	1339	5,832,420.00	4,356.00	24,195.02	-	-	-	2,419.27
R/I	WA	0	75	3	564	564	2,449,380.00	4,343.00	10,211.57	-	-	-	1,020.45
R/I	WA	0	100	1	248	248	1,309,590.00	5,281.00	6,356.62	-	-	-	635.89
R/I	WA	0	100	2	4	4	14,410.00	3,603.00	83.06	-	-	-	8.31
R/I	WA	0	150	1	1	1	1,190.00	1,190.00	26.48	-	-	-	2.65
R/I	WA	0	150	3	1	1	1,400.00	1,400.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2915**	**2915**	**$ 17,967,374.00**	**$ 31,201.00**	**$ 65,157.46**	**$ -**	**$ -**	**$ -**	**$ 6,477.89**
R/O	WA	0	75	1	8	8	58,710.00	7,339.00	192.04	-	-	-	17.82
R/O	WA	1	75	1	301	301	1,388,959.00	4,614.00	7,008.62	-	-	-	136.75
R/O	WA	1	75	2	155	155	1,072,950.00	6,922.00	4,488.74	-	-	-	3.77
R/O	WA	1	100	1	4	4	15,660.00	3,915.00	120.42	-	-	-	-
R/O	WA	1	100	2	2	2	6,810.00	3,405.00	55.84	-	-	-	-
R/O	WA	1	150	2	1	1	3,900.00	3,900.00	31.55	-	-	-	-
R/O	**WA**	**TOTAL**			**471**	**471**	**$ 2,546,989.00**	**$ 30,095.00**	**$ 11,897.21**	**$ -**	**$ -**	**$ -**	**$ 158.34**
Totals					**3847**	**3847**	**$ 27,378,483.00**	**$ 2,052,496.00**	**$ 103,122.28**	**$ -**	**$ -**	**$ -**	**$ 7,884.95**

461	461	6864120	1991200	26067.61	0	0	0	1248.72
3386	3386	20514363	61296	77054.67	0	0	0	6636.23

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: MC, Dates From: 08/01/20 To: 08/31/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	9,090.00	9,090.00	28.01	-	-	-	2.80
C/I	WA	3	75	1	13	13	50,620.00	3,894.00	267.20	-	-	-	22.13
C/I	WA	3	75	2	53	53	251,860.00	4,752.00	774.39	-	-	-	57.28
C/I	WA	3	75	3	162	162	606,430.00	3,743.00	3,237.61	-	-	-	293.13
C/I	WA	3	100	1	2	2	27,680.00	13,840.00	96.08	-	-	-	9.61
C/I	WA	3	100	2	3	3	25,940.00	8,647.00	109.75	-	-	-	1.98
C/I	WA	3	100	3	28	28	890,340.00	31,798.00	1,746.31	-	-	-	169.49
C/I	WA	3	150	1	9	9	260,300.00	28,922.00	792.78	-	-	-	79.28
C/I	WA	3	150	2	2	2	11,940.00	5,970.00	74.90	-	-	-	-
C/I	WA	3	150	3	22	22	310,100.00	14,095.00	1,233.12	-	-	-	89.70
C/I	WA	3	150	4	2	2	5,300.00	2,650.00	62.66	-	-	-	-
C/I	WA	3	200	1	2	2	48,600.00	24,300.00	176.71	-	-	-	17.67
C/I	WA	3	200	2	8	8	39,500.00	4,938.00	368.88	-	-	-	14.75
C/I	WA	3	200	3	31	31	585,580.00	18,890.00	2,370.18	-	-	-	153.85
C/I	WA	3	200	4	1	1	3,400.00	3,400.00	43.05	-	-	-	-
C/I	WA	3	300	2	6	6	597,100.00	99,517.00	1,841.55	-	-	-	154.08
C/I	WA	3	300	3	2	2	8,600.00	4,300.00	99.40	-	-	-	3.34
C/I	WA	3	400	2	1	1	112,700.00	112,700.00	692.16	-	-	-	69.22
C/I	WA	3	400	3	2	2	193,500.00	96,750.00	858.41	-	-	-	-
C/I	WA	3	600	3	1	1	899,000.00	899,000.00	3,019.18	-	-	-	-
C/I	WA	18	75	1	1	1	24,200.00	24,200.00	60.21	-	-	-	6.02
C/I	WA	32	75	2	2	2	56,720.00	28,360.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**354**	**354**	**$ 5,018,500.00**	**$ 1,443,756.00**	**$ 17,952.54**	**$ -**	**$ -**	**$ -**	**$ 1,144.33**
C/O	WA	2	75	1	32	32	88,020.00	2,751.00	704.82	-	-	-	-
C/O	WA	2	75	2	2	2	48,720.00	24,360.00	48.16	-	-	-	-
C/O	WA	2	75	3	6	6	353,570.00	58,928.00	75.27	-	-	-	-
C/O	WA	2	100	1	18	18	192,180.00	10,677.00	920.57	-	-	-	3.99
C/O	WA	2	100	3	3	3	25,340.00	8,447.00	135.27	-	-	-	-
C/O	WA	2	150	1	6	6	130,700.00	21,783.00	545.13	-	-	-	-
C/O	WA	2	150	3	1	1	32,400.00	32,400.00	119.28	-	-	-	-
C/O	WA	2	200	1	8	8	193,600.00	24,200.00	867.51	-	-	-	-
C/O	WA	2	200	3	7	7	207,300.00	29,614.00	871.42	-	-	-	-
C/O	WA	2	300	1	1	1	72,900.00	72,900.00	285.43	-	-	-	-
C/O	WA	2	300	3	1	1	22,300.00	22,300.00	216.43	-	-	-	-
C/O	WA	2	400	2	1	1	5,000.00	5,000.00	348.60	-	-	-	34.86
C/O	WA	2	400	3	2	2	584,500.00	292,250.00	2,938.32	-	-	-	-
C/O	**WA**	**TOTAL**			**88**	**88**	**$ 1,956,530.00**	**$ 605,610.00**	**$ 8,076.21**	**$ -**	**$ -**	**$ -**	**$ 38.85**
CCUA	WA	9	100	1	1	1	-	-	17.73	-	-	-	-

CCUA	WA	9	200	1	2	2	21,000.00	10,500.00	113.52	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 21,000.00**	**$ 10,500.00**	**$ 131.25**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	70,600.00	35,300.00	223.30	-	-	-	-
CITY	WA	10	75	4	5	5	38,280.00	7,656.00	144.50	-	-	-	-
CITY	WA	10	200	4	3	3	39,900.00	13,300.00	189.23	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 148,780.00**	**$ 56,256.00**	**$ 557.03**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	758	758	8,455,964.00	11,156.00	24,513.40	-	-	-	2,421.95
R/I	WA	0	75	2	1338	1338	5,601,390.00	4,186.00	23,768.50	-	-	-	2,375.50
R/I	WA	0	75	3	566	566	2,642,021.00	4,668.00	10,606.56	-	-	-	1,060.02
R/I	WA	0	75 M		1	1	3,150.00	3,150.00	15.83	-	-	-	1.58
R/I	WA	0	100	1	252	252	1,300,450.00	5,161.00	6,410.21	-	-	-	641.32
R/I	WA	0	100	2	3	3	14,330.00	4,777.00	74.39	-	-	-	7.44
R/I	WA	0	150	1	1	1	630.00	630.00	25.86	-	-	-	2.59
R/I	WA	0	150	3	1	1	1,300.00	1,300.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2920**	**2920**	**$ 18,019,235.00**	**$ 35,028.00**	**$ 65,441.23**	**$ -**	**$ -**	**$ -**	**$ 6,510.40**
R/O	WA	0	75	1	8	8	48,200.00	6,025.00	170.22	-	-	-	15.71
R/O	WA	1	75	1	305	305	1,486,392.00	4,873.00	7,240.61	-	-	-	131.24
R/O	WA	1	75	2	152	152	1,091,920.00	7,184.00	4,525.28	-	-	-	2.24
R/O	WA	1	100	1	4	4	17,590.00	4,398.00	126.31	-	-	-	-
R/O	WA	1	100	2	2	2	8,100.00	4,050.00	60.92	-	-	-	-
R/O	WA	1	150	2	1	1	4,900.00	4,900.00	31.55	-	-	-	-
R/O	**WA**	**TOTAL**			**472**	**472**	**$ 2,657,102.00**	**$ 31,430.00**	**$ 12,154.89**	**$ -**	**$ -**	**$ -**	**$ 149.19**
Totals					3847	3847	$ 27,821,147.00	$ 2,182,580.00	$ 104,313.15	$ -	$ -	$ -	$ 7,842.77

455	455	7144810	2116122	26717.03	0	0	0	1183.18
3392	3392	20676337	66458	77596.12	0	0	0	6659.59

User Type	SVC	Rate Type	Size	CY	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
Detail Option / Service: WA, Dates From: 09/01/20 To: 09/30/20 / Based on: Posted Date													
C/I	WA	0	75	3	1	1	2,040.00	2,040.00	13.80	-	-	-	1.38
C/I	WA	3	75	1	13	13	66,700.00	5,131.00	307.14	-	-	-	26.53
C/I	WA	3	75	2	53	53	477,500.00	9,009.00	958.71	-	-	-	61.53
C/I	WA	3	75	3	161	161	600,360.00	3,729.00	3,156.76	-	-	-	284.52
C/I	WA	3	100	1	2	2	32,800.00	16,400.00	107.13	-	-	-	10.72
C/I	WA	3	100	2	3	3	29,990.00	9,997.00	118.59	-	-	-	1.98
C/I	WA	3	100	3	27	27	824,010.00	30,519.00	1,740.54	-	-	-	169.11
C/I	WA	3	150	1	9	9	305,100.00	33,900.00	892.47	-	-	-	89.26
C/I	WA	3	150	2	2	2	4,460.00	2,230.00	60.63	-	-	-	-
C/I	WA	3	150	3	22	22	353,300.00	16,059.00	1,324.59	-	-	-	84.01
C/I	WA	3	150	4	2	2	4,800.00	2,400.00	62.66	-	-	-	-
C/I	WA	3	200	1	2	2	42,900.00	21,450.00	163.45	-	-	-	16.35
C/I	WA	3	200	2	8	8	51,500.00	6,438.00	391.51	-	-	-	15.37
C/I	WA	3	200	3	33	33	393,820.00	11,934.00	1,948.70	-	-	-	122.67
C/I	WA	3	200	4	1	1	20,200.00	20,200.00	78.59	-	-	-	-
C/I	WA	3	300	2	6	6	620,300.00	103,383.00	2,052.99	-	-	-	163.53
C/I	WA	3	300	3	2	2	9,200.00	4,600.00	115.82	-	-	-	4.78
C/I	WA	3	400	2	1	1	137,900.00	137,900.00	979.46	-	-	-	97.95
C/I	WA	3	400	3	2	2	250,300.00	125,150.00	1,052.82	-	-	-	-
C/I	WA	3	600	3	1	1	670,000.00	670,000.00	2,367.23	-	-	-	-
C/I	WA	18	75	1	1	1	29,300.00	29,300.00	71.26	-	-	-	7.13
C/I	WA	32	75	2	1	1	92,520.00	92,520.00	-	-	-	-	-
C/I	**WA**	**TOTAL**			**353**	**353**	**$ 5,019,000.00**	**$ 1,354,289.00**	**$ 17,964.85**	**$ -**	**$ -**	**$ -**	**$ 1,156.82**
C/O	WA	2	75	1	32	32	90,590.00	2,831.00	718.23	-	-	-	-
C/O	WA	2	75	2	2	2	103,030.00	51,515.00	48.16	-	-	-	-
C/O	WA	2	75	3	6	6	380,850.00	63,475.00	75.27	-	-	-	-
C/O	WA	2	100	1	19	19	183,260.00	9,645.00	899.88	-	-	-	3.99
C/O	WA	2	100	3	3	3	36,490.00	12,163.00	162.83	-	-	-	-
C/O	WA	2	150	1	6	6	134,600.00	22,433.00	556.83	-	-	-	-
C/O	WA	2	150	3	1	1	28,900.00	28,900.00	108.24	-	-	-	-
C/O	WA	2	200	1	8	8	156,800.00	19,600.00	771.72	-	-	-	-
C/O	WA	2	200	3	7	7	173,300.00	24,757.00	783.91	-	-	-	-
C/O	WA	2	300	1	1	1	76,100.00	76,100.00	293.71	-	-	-	-
C/O	WA	2	300	3	1	1	32,900.00	32,900.00	324.07	-	-	-	-
C/O	WA	2	400	2	1	1	48,000.00	48,000.00	619.08	-	-	-	61.91
C/O	WA	2	400	3	2	2	528,300.00	264,150.00	2,778.24	-	-	-	-
C/O	**WA**	**TOTAL**			**89**	**89**	**$ 1,973,120.00**	**$ 656,469.00**	**$ 8,140.17**	**$ -**	**$ -**	**$ -**	**$ 65.90**
CCUA	WA	9	100	1	1	1	-	-	17.73	-	-	-	-

CCUA	WA	9	200	1	2	2	41,000.00	20,500.00	155.68	-	-	-	-
CCUA	**WA**	**TOTAL**			**3**	**3**	**$ 41,000.00**	**$ 20,500.00**	**$ 173.41**	**$ -**	**$ -**	**$ -**	**$ -**
CITY	WA	3	200	4	2	2	38,900.00	19,450.00	154.79	-	-	-	-
CITY	WA	10	75	4	5	5	44,780.00	8,956.00	157.81	-	-	-	-
CITY	WA	10	200	4	3	3	40,900.00	13,633.00	194.19	-	-	-	-
CITY	**WA**	**TOTAL**			**10**	**10**	**$ 124,580.00**	**$ 42,039.00**	**$ 506.79**	**$ -**	**$ -**	**$ -**	**$ -**
R/I	WA	0	75	1	759	759	6,271,218.00	8,262.00	19,803.02	-	-	-	1,933.86
R/I	WA	0	75	2	1343	1343	5,571,530.00	4,149.00	23,706.92	-	-	-	2,369.71
R/I	WA	0	75	3	558	558	2,130,507.00	3,818.00	9,535.79	-	-	-	952.91
R/I	WA	0	75 M		1	1	4,610.00	4,610.00	17.86	-	-	-	1.79
R/I	WA	0	100	1	254	254	1,134,890.00	4,468.00	6,010.12	-	-	-	601.35
R/I	WA	0	100	2	3	3	14,660.00	4,887.00	74.39	-	-	-	7.44
R/I	WA	0	150	1	1	1	1,450.00	1,450.00	26.48	-	-	-	2.65
R/I	WA	0	150	3	1	1	1,400.00	1,400.00	26.48	-	-	-	-
R/I	**WA**	**TOTAL**			**2920**	**2920**	**$ 15,130,265.00**	**$ 33,044.00**	**$ 59,201.06**	**$ -**	**$ -**	**$ -**	**$ 5,869.71**
R/O	WA	0	75	1	8	8	44,530.00	5,566.00	159.02	-	-	-	14.59
R/O	WA	1	75	1	302	302	1,391,552.00	4,608.00	7,044.73	-	-	-	134.68
R/O	WA	1	75	2	152	152	917,180.00	6,034.00	4,076.06	-	-	-	2.24
R/O	WA	1	100	1	4	4	21,220.00	5,305.00	124.45	-	-	-	-
R/O	WA	1	100	2	2	2	6,830.00	3,415.00	55.84	-	-	-	-
R/O	WA	1	150	2	1	1	6,800.00	6,800.00	31.55	-	-	-	-
R/O	**WA**	**TOTAL**			**469**	**469**	**$ 2,388,112.00**	**$ 31,728.00**	**$ 11,491.65**	**$ -**	**$ -**	**$ -**	**$ 151.51**
Totals					**3844**	**3844**	**$ 24,676,077.00**	**$ 2,138,069.00**	**$ 97,477.93**	**$ -**	**$ -**	**$ -**	**$ 7,243.94**

455	455	7157700	2073297	26785.22	0	0	0	1222.72
3389	3389	17518377	64772	70692.71	0	0	0	6021.22

Attachment F

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

21-22 Water Period Billing Worksheets

COMMERCIAL

	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
January	452	452	7,559,590	2,134,892	27,668	-	-	-	1,231
Febrary	449	449	7,122,090	2,140,914	26,984	-	-	-	1,246
March	454	454	8,124,940	1,870,328	28,975	-	-	-	1,315
April	449	449	6,469,830	1,968,804	25,110	-	-	-	1,159
May	449	449	8,921,710	3,197,996	31,014	-	-	-	1,775
June	454	454	6,781,290	1,945,461	26,454	-	-	-	1,294
July	461	461	6,864,120	1,991,200	26,068	-	-	-	1,249
August	455	455	7,144,810	2,116,122	26,717	-	-	-	1,183
September	455	455	7,157,700	2,073,297	26,785	-	-	-	1,223
October	459	459	7,947,920	2,326,643	27,707	-	-	-	1,184
November	455	455	7,237,650	1,941,639	26,119	-	-	-	1,235
December	454	454	16,176,040	11,571,162	45,356	-	-	-	3,230
Average	454	454	8,125,641	2,939,872	28,746	-	-	-	1,444
Total			97,507,690	35,278,458	344,957	-	-	-	17,323

RESIDENTIAL

	Serv Billed	Metered	Consumption	Average Consump	Charges	Fuel_Adj Charges	Demand Usage	Demand Charges	Taxes
January	3,274	3,274	16,077,884	55,159	66,577	-	-	-	5,791
Febrary	3,300	3,300	14,977,137	49,533	64,528	-	-	-	5,615
March	3,334	3,334	15,984,214	49,026	66,735	-	-	-	5,773
April	3,333	3,333	22,629,874	73,376	81,183	-	-	-	7,007
May	3,367	3,367	19,845,206	58,489	75,530	-	-	-	6,488
June	3,376	3,376	23,376,346	77,734	83,198	-	-	-	7,158
July	3,386	3,386	20,514,363	61,296	77,055	-	-	-	6,636
August	3,392	3,392	20,676,337	66,458	77,596	-	-	-	6,660
September	3,389	3,389	17,518,377	64,772	70,693	-	-	-	6,021
October	3,279	3,279	20,711,120	62,568	74,313	-	-	-	6,528
November	3,273	3,273	17,786,118	52,714	68,106	-	-	-	5,968
December	3,273	3,273	14,824,571	46,412	62,277	-	-	-	5,426
Average	3,331	3,331	18,743,462	59,795	72,316	-	-	-	6,256
Total			224,921,547	717,537	867,790	-	-	-	75,070

Attachment G

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

SS 2024 Operating Budget

	GL ACCOUNT NUMBER	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL YEAR TO DATE 2/28/23	FY 2023 PROJECTIONS AT 9/30/23	FY 2023 ADOPTED BUDGET	DEPT HD FY 2024	CITY MGR APPROVAL FY 2024	COMMENTS
WATER FUND									
WATER SALES	402-3433000	1,774,650	1,904,535	606,005	1,453,249	1,903,319			Includes 6% Water Rate Increase
WATER TAPS	402-3433510	82,097	32,700	6,750	16,187	100,000			
WATER DEPT SERVICES	402-3433520	5,121	4,403	30	72	6,000			
WATER IMPROVEMENT TRUST	402-3433540	77,670	44,225	22,215	53,273	55,000			
DEVELOPER'S AGREEMENT	402-3433541	14,875	13,701	-	-	-			
INTEREST FSBA	402-3433610	1,097	6,005	10,812	25,927	1,300			
EXTENSION REIMBURSEMENT	402-3435551	46,650	10,750	4,500	10,791	50,000			Ties to CIP
SALE OF SURPLUS	402-3651000	578	1,431	-	-	1,000			
FIRE PROTECTION AVAIL CHG	402-3651200	14,788	15,900	4,800	11,511	15,000			
BAD DEBTS COLLECTED	402-3699150	437	-	-	-	500			
MISC INCOME	402-3699200	572	2,494	677	1,624	1,000			
MISCELLANEOUS-LATE FEES	402-3699300	11,497	11,726	4,513	10,822	12,000			
DEPRECIATION RES TRANSFER	402-3849993	-	-	-	-	-			Ties to CIP
TRANSFERS IN FROM RETAINED EARNINGS	402-3910000	-	-	-	-	-			Ties to CIP
PRIVATE DEVELOPER	402-3832239	-	-	-	-	50,000			Ties to CIP
LOAN PROCEEDS	402-3849994	97,074	-	-	-	1,035,000			Ties to CIP
SUBTOTAL REVENUE		**2,127,105**	**2,047,870**	**660,301**	**1,583,457**	**3,230,119**	-	-	
EXPENDITURES									
PERSONAL SERVICES									
WATER PLANT - SALARIES	402-3033-5001200	410,825	423,734	212,014	508,426	582,714	600,000		2 new operators, 1 new mechanic, 2 new trainees towards end of year.
WATER PLANT - PART TIME SALARIES	402-3033-5001300	3,136	3,752	-	-	15,000	15,000		
WATER PLANT - OVERTIME	402-3033-5001400	38,127	41,967	18,064	43,319	29,700	60,000		Covering many activities on overtime, overall budgetary savings
WATER PLANT - STANDBY	402-3033-5001510	8,278	10,679	4,090	9,808	12,000	20,000		
WATER PLANT - FICA	402-3033-5002100	36,400	35,684	17,339	41,580	39,744	50,000		
WATER PLANT - RETIREMENT	402-3033-5002200	47,864	49,107	25,295	60,659	55,587	60,000		
WATER PLANT - RETIREMENT - NATIONWIDE	402-3033-5002230	3,920	4,214	2,208	5,295	3,971	6,000		
WATER PLANT - LIFE/HEALTH INSURANCE	402-3033-5002300	94,698	84,418	32,620	78,226	96,403	80,000		
WATER PLANT - WORKERS COMPENSATION	402-3033-5002400	16,895	23,471	12,205	29,267	24,409	35,000		
WATER PLANT - WELLNESS PROGRAM PREMIUM CREDIT	402-3033-5005402	-	-	-	-	-			
TOTAL PERSONAL SERVICES		**660,142**	**677,027**	**323,834**	**776,580**	**859,528**	**926,000**	-	
OPERATING EXPENSES									
WATER PLANT - PROFESSIONAL SERVICE	402-3033-5003100	10,497	10,842	1,943	4,659	10,000	10,000		
WATER PLANT - MAINT SUPPORT/SOFTWARE	402-3033-5003102	2,683	4,512	1,156	2,771	4,000	4,000		Office 365 Licenses, Adobe Acrobat, AutoCad,ArcGIS,AppRiver
WATER PLANT - CONTRACT SERVICES	402-3033-5003103	-	-	-	-	-			
WATER PLANT - AUDITING	402-3033-5003200	6,000	6,000	-	-	6,000	6,000		No control over this expense. Annual Audit
WATER PLANT - ELEVATED TANK MAINTENANCE	402-3033-5003401	40,441	52,588	20,923	50,176	50,000	55,000		
WATER PLANT - LABORATORY SERVICES	402-3033-5003402	1,540	2,309	522	1,252	4,000	4,000		
WATER PLANT - TEMP LABOR	402-3033-5003423	10,565	8,049	1,050	2,518	10,000	10,000		
WATER PLANT - TRAVEL & PER DIEM	402-3033-5004000	490	85	-	-	500	500		
WATER PLANT - COMMUNICATION	402-3033-5004100	6,729	9,991	3,190	7,651	6,000	6,000		
WATER PLANT - POSTAGE/FREIGHT	402-3033-5004110	211	1,146	223	535	700	700		

WATER PLANT - UTILITIES-ELECTRIC	402-3033-5004300	68,140	95,379	27,754	66,556	100,000	100,000	
WATER PLANT - UTILITIES - WATER/SEWER	402-3033-5004320	151	151	51	123	200	200	
WATER PLANT - UTILITIES - WATER (CCUA)	402-3033-5004321	79,689	125,814	76,692	200,000	120,000	200,000	
WATER PLANT - STORMWATER FEES	402-3033-5004330	1,313	1,460	516	1,237	1,500	1,500	
WATER PLANT - INSURANCE	402-3033-5004500	23,844	24,360	12,281	29,451	25,870	30,000	No control over this expense
WATER PLANT - EQUIPMENT MAINTENANCE	402-3033-5004610	4,457	2,964	2,418	5,799	5,000	6,000	
WATER PLANT - LINE MAINTENANCE	402-3033-5004613	117,042	82,336	13,888	33,304	70,000	70,000	
WATER PLANT - HYDRANT MAINTENANCE	402-3033-5004615	12,976	19,251	165	396	10,000	10,000	Install/repair hydrants near end fiscal year
WATER PLANT - PLANT MAINTENANCE	402-3033-5004616	32,200	26,099	2,771	6,645	35,000	35,000	Minimizing repairs waiting on new plant
WATER PLANT - VEHICLE MAINTENANCE	402-3033-5004620	2,352	2,550	1,238	2,968	3,000	3,000	
WATER PLANT - BUILDING MAINTENANCE	402-3033-5004640	2,168	2,068	295	707	2,500	2,500	
WATER PLANT - ADVERTISING	402-3033-5004910	971	971	253	607	500	500	
WATER PLANT - OFFICE SUPPLIES	402-3033-5005100	893	811	-	-	900	500	
WATER PLANT - OPERATING SUPPLIES	402-3033-5005200	20,173	23,740	14,647	35,125	30,000	30,000	
WATER PLANT - CHEMICALS	402-3033-5005211	33,394	32,986	13,141	31,514	70,000	50,000	
WATER PLANT - LABORATORY SUPPLIES	402-3033-5005212	3,850	2,815	-	-	6,000	6,000	
WATER PLANT - DONATIONS	402-3033-5005215	5,000	5,000	5,000	11,990	5,000	5,000	No control over this expense -- EDC Donation
WATER PLANT - UNIFORMS	402-3033-5005220	3,172	3,246	597	1,432	2,000	-	Moved to personal services
WATER PLANT - VEHICLE FUEL	402-3033-5005230	11,956	19,045	4,909	11,773	20,000	20,000	Now have full crews & vehicles
WATER PLANT - BOOKS,PUB, SUB & MEMBERSHIPS	402-3033-5005400	252	654	331	794	1,000	1,000	
WATER PLANT - PROFESSIONAL DEVELOPMENT	402-3033-5005410	2,100	1,885	1,141	2,736	3,000	3,000	
WATER PLANT - WELLNESS MEMBERSHIP	402-3033-5005401	280	360	90	216	360	360	Health Club Memberships
WATER PLANT - EAP PROGRAM	402-3033-5005403	249	-	-	-	249	250	
WATER PLANT - DEPRECIATION	402-3033-5005900	554,269	697,067	-	-	-		
TOTAL OPERATING EXPENSES		**1,060,048**	**1,266,534**	**207,186**	**512,935**	**603,279**	**671,010**	-
CAPITAL OUTLAY								
WATER PLANT - BUILDING IMPROVEMENT	402-3033-5006200	-	-	2,189		50,000	50,000	
WATER PLANT - WATER LINE REPLACEMENT	402-3033-5006391	-	-	-		20,000	20,000	
WATER PLANT - NEW/REPLACE VALVES	402-3033-5006393	-	-	-		10,000	10,000	
WATER PLANT - METER REPLACEMENT	402-3033-5006394	-	-	-		-		
WATER PLANT - NEW METERS INSTALLED	402-3033-5006395	-	-	1,533		20,000	20,000	
WATER PLANT - LINE EXTENSIONS	402-3033-5006396	-	-	-		30,000	10,000	
WATER PLANT - Asphalt Cut city-Wide Replacement							20,000	
WATER PLANT - NEW METER READING INFRASTRUCTURE & SOFTWARE	402-3033-5006350	-	-	-		-		
WATER PLANT - EQUIPMENT/VEHICLES	402-3033-5006400	-	-	40,341		-	50,000	
WATER PLANT - TREATMENT PLANT	402-3033-5006403	-	-	22,217		50,000		
WATER PLANT - REYNOLDS WATER SYS IMPROVE	402-3033-5006405	-	-	-		-	281,500	
WATER PLANT - C.R. 315 UTILITY RELOCATIONS	402-3033-50064XX	-	-	-		-	450,000	
WATER PLANT - REYNOLDS/SOUTH SERVICE IMPR.	402-3033-50064XX	-	-	-		-	250,000	
WATER PLANT - C.R. 209 S. WATER & SEWER FORCE	402-3033-5006406	-	-	-		485,000	485,000	
WATER PLANT - C.R. 209 S. to BAYARD ROAD	402-3033-6406						600,000	
TOTAL CAPITAL OUTLAY		-	-	**66,280**	-	**665,000**	**2,246,500**	-
DEBT SERVICE								
WATER PLANT - PRINCIPAL ON DEBT-BOND	402-3033-5007100	-	-	-		168,686		Series 2019 Water Loan & SRF Loan DW 100102
WATER PLANT - INTEREST ON DEBT-BOND	402-3033-5007230	34,989	40,322	14,481		32,627		Series 2019 Water Loan
TOTAL DEBT SERVICE		**34,989**	**40,322**	**14,481**	-	**201,313**	-	-
NON-OPERATING EXPENSES								
WATER PLANT - BAD DEBTS EXPENSE	402-3033-5008000	2,357	1,686	-		3,000		
WATER PLANT - TO BE APPROPRIATED	402-3033-5009992	-	-	-		-		

TOTAL NON-OPERATING EXPENSES		**2,357**	**1,686**	**-**	**-**	**3,000**	**-**	**-**	
TRANSFERS									
WATER PLANT - COST RECOVERY & ALLOCATION	402-3033-5009990	140,176	140,176	58,407		140,176			Based on Cost Allocation Study
WATER PLANT - CUSTOMER SVC ALLOCATION	402-3033-5009993	90,969	99,935	56,182		134,837			Based on Cost Allocation Study
WATER - CUSTOMER SVC DEFICIT REPAYMENT	402-3033-5009995	8,686	-	-		-			Per Audited Financial Statements at 9/30/16, the Customer Service Fund had a deficit balance of $160,786 owed from the Major Utility Funds. The City needs to have a plan in place to repay the deficit balance. (Balance was repaid in FY 21)
WATER PLANT - TRANSFER TO GENERAL FUND	402-3033-5009994	64,866	100,000	41,667		100,000			PILOT
TOTAL TRANSFERS		**304,697**	**340,111**	**156,255**	**-**	**375,013**	**-**	**-**	
CAPITAL EXPENDITURES		**-**	**-**	**66,280**	**-**	**665,000**	**2,246,500**	**-**	
TOTAL EXPENDITURES WITHOUT CAPITAL		**2,062,234**	**2,325,679**	**701,756**	**1,289,515**	**2,042,133**	**1,597,010**	**-**	
TOTAL EXPENDITURES		**2,062,234**	**2,325,679**	**768,036**	**1,289,515**	**2,707,133**	**3,843,510**	**-**	
TOTAL DEPARTMENT EXPENSES		**2,062,234**	**2,325,679**	**768,036**	**1,289,515**	**2,707,133**	**3,843,510**	**-**	
PROFIT/(LOSS)		**64,871**	**(277,810)**	**(107,734)**	**293,942**	**522,986**	**(3,843,510)**	**-**	

Attachment H

Water Facilities Plan
SRF Magnolia Point Reclaimed Water System & Reynolds Water System Improvements
City of Green Cove Springs, Florida
Mittauer & Associates, Inc. Project No. 8905-61-1

User Charge Ordinance

Sec. 90-409. Water and wastewater improvement trust fund.

The city council has determined, by virtue of the increasing demand for city water and wastewater collection services, that there should be a wastewater and water improvement trust fund charge for allowing capital improvements to such systems, based upon the extent and nature of the anticipated expansions to the system as they relate to the future customers thereof. The city council has made a determination that the charges set forth in this section will be fair and equitable to both the present customers of the city wastewater collection system and the future customers thereof, as well as to the present and future customers of the water system of the city.

(1) *Improvement trust fund charges adopted.*

a. Charges are hereby imposed upon all new connections or additions to existing connections, to the wastewater collection system and the water system of the city, in the amounts set forth in this section. All charges for connections resulting from new construction shall be due and payable at the time of issuance by the city building department of any building permit for such construction, and no permit shall be issued until such charges for such connection shall have been paid in full, unless provided otherwise in this article. In the case of additions to a building presently connected to the systems, the improvement trust fund charge shall be paid prior to the issuance of a building permit for the construction of such additions, unless otherwise provided in this article. Notwithstanding the foregoing to the contrary, and because the city is required to reserve capacity to serve, all charges hereunder for platted subdivisions in the city's service area shall be due within 30 days from the date of platting or approval of state permits for installation of the water and wastewater system, whichever is later.

b. Any planned unit development or subdivision which has heretofore received a legally binding commitment from the city on or before January 1, 2001, to reserve capacity for water and wastewater shall not be required to pay such charges earlier than the issuance of the building permit.

(2) *Equivalent resident unit (ERU).* Equivalent resident unit (ERU) is the base unit for assessment of improvement trust fund charges determined to produce estimated use factors of, as they apply to wastewater collections 300 gallons per day wastewater, with wastewater strength in BOD less than 200 parts per million by weight and in suspended solids less than 200 parts per million by weight, and shall include a single-family residence of conventional construction, a mobile home, a single-family unit a multiple-family dwelling, or a single-family rental unit.

(3) *Residential improvement trust fund charges.* Residential charges shall be as follows:

a. Wastewater trust fund charge of: $2,000.00 per equivalent residential unit.

b. A potable water charge of: $1,000.00 per equivalent residential unit.

c. An irrigation water charge of $215.00 per equivalent residential unit.

(4) *Nonresidential, commercial and industrial wastewater and water improvement trust fund charges.* For purposes of calculating and imposing, the water and wastewater improvement trust fund charges to connections other than those hereinafter specified shall be as follows:

a. *Commercial charges.*

Establishment	Unit	ERU Factor
Commercial		
Auditorium/meeting rooms	Per seat	0.019
Barber/beauty shop	Per opr. seat	0.340

Airports, bus terminals, train stations, port and dock facilities, bathroom waste only	Per passenger	0.01
	Add per employee per eight-hour shift	0.04
Factories exclusive of industrial wastes gallons per employee per eight-hour shift	No showers provided	0.04
	Showers provided	0.07
Food service		
Restaurant/cafeteria	Per seat	0.113
Restaurant (24 hours)	Per seat	0.189
Restaurant (fast food)	Per seat	0.057
Bar/cocktail lounge	Per seat	0.075
Office building (not including food service and retail space)	Per 100 sq. ft.	0.038
Service station	Per bay	1.132
Add	Per wash bay	3.663
Add	Per toilet	1.132
Theater	Per seat	0.012
Dinner theater	Per seat	0.075
Trailer park (overnight)	Per space	0.377
Dentist office	Per dentist	0.943
	Per wet chair	0.755
Doctor office	Per doctor	0.943
Church	Per seat	0.011
Schools (middle and high)	Per student	0.075
Schools (elementary, day care and nursery)	Per student	0.028
Schools (boarding)	Per student	0.472
Laundry (self-service)	Per machine	1.510
Retail store w/self-service gas pumps (add remaining fixture)	Per restroom	1.500
(without pumps use fixture units)		
Automotive repair and maintenance stores	Per bay	0.500
Hotels and motels	Regular per room	0.29
	Resort hotels, camps, cottages per room	0.57
	Add for establishments with self-service laundry facilities per machine	2.14
Marinas	Per boat slip	0.04
Mobile home park	Per single-wide mobile home space, less than four single-wide spaces connected to a shared onsite system	0.71
	Per single-wide mobile home space, four or more single-wide spaces are connected to a shared onsite system	0.64
	Per double-wide mobile home space, less than four double-wide mobile home spaces connected to a shared onsite system	0.86

	Per double-wide mobile home space, four or more double-wide mobile home spaces connected to a shared onsite system	0.79
Stores	Per bathroom	0.57
Veterinary clinic per practitioner	Add per employee per eight hour shift	0.04
	Add per kennel, stall or cage	0.06
Warehouse	Add per employee per eight hour shift	0.04
	Add per loading bay	0.29
	Self-storage, per unit (up to 200 units) add for each two units or fraction thereof for over 200 units and shall be in addition to employees, offices or living quarters flow rates	0.003

1. The total equivalent residential unit value for an establishment shall be calculated by multiplying the ERU factor listed above by the number of units, and shall be rounded up to the nearest 0.5 ERU factor.
2. One equivalent residential unit (ERU) shall, for the purpose of this section, have an assigned value of 1.00. For water service capacity, one ERU is hereby established and determined to be equal to a flow of 350 gallons per day, average annual basis. For wastewater service capacity, one ERU is hereby established and determined to be equal to a flow of 300 gallons per day, average annual basis.
3. For all establishments or use types not listed in subsection (4)a of this section, the equivalent residential unit factor shall be calculated by dividing the projected water flow in gallons per day (GPD) for the establishment, use type, or improvement thereto by the number of GPD assigned to one ERC, 350 gallons per day. The projected water flow shall be supplied by the owner and wastewater system improvements trust fund charge shall be calculated by multiplying the equivalent residential unit factor as determined by this method times the total water and wastewater system improvements trust fund charge for one residential unit.

b. *Industrial wastewater improvement trust fund charge.*

1. *Wastewater improvement trust fund charge.*

Trust Fund Charge Strength Formula = QE/300 × (SS + BOD)/400 × $2,000.00

Where:

QE = Estimated quantity of water in gallons per day

S/S = Suspended solids in parts per million

BOD = Biochemical oxygen demand in parts per million

Estimates as to water use shall be made by the city manager in consultation with the city building inspector, and the strength factor used for calculation of the wastewater improvement trust fund charge shall be the quotient of strength of discharge from the connection in question, divided by the strength of discharge of an equivalent residential unit, as set forth above, provided that the multiplier shall not be less than one, in any case.

2. *Adjustment for over- or under-estimated water usage.* In the event the actual quantity of water used is ten percent greater than the estimated quantity, after three months of metered data from normal operations is available, the user shall pay the city an additional water and/or wastewater trust fund charge, calculated using the difference between the actual usage and the estimated usage. Should the actual quantity of water used be ten percent or less than the estimated quantity, after three months of metered data from normal operations is available, the city shall refund to the user the difference calculated between the estimated quantity and actual quantity of water used. The term "normal operation" is defined as the quantity of water/wastewater flow within ten percent of the flow as stated by the applicant on its most recent application, wherein the applicant has reached the design capacity of his operation.

(5) *Addition to an existing building.* When application is made for a building permit to construct any addition or modification, which will increase demand for wastewater collection services or water services, to a building or structure already connected to the city wastewater and water systems, or either of them, improvement trust fund charges as set forth in this section for such additions or modifications shall be paid prior to issuance of a building permit for its construction. The improvement trust fund charges shall be calculated, assessed and payable in accordance with the formula set forth in the schedule in this section.

(6) *Changes or modifications in operations.* Any user of the city's water/wastewater system who changes or modifies operations which will increase usage of water service and/or wastewater collection service by ten percent or greater than the original application made to the city, as set forth in subsection (5) of this section and specified as normal operation usage, shall make application to the city, on appropriate forms, prior to commencing such increased usage. Improvement trust fund charges, applicable to the increased usage, as set forth in this section, shall be calculated, assessed and payable when application is made and approved for such increased usage.

(7) *Wastewater and water improvement trust fund charge revenue restrictions.* A trust fund is hereby established for the wastewater improvement trust fund charge and the water improvement trust fund charge as a capital improvement account for the expansion of each of such city systems. All improvement trust fund charges collected hereunder shall be deposited in such funds, as set forth above and held in separate accounts to be used only for the purpose of expanding the city's wastewater or water system, as the case may be. Funds may be disbursed from these trust funds only upon authorization of the city council, upon determination by the city council that the proposed expenditures are for the expansion of the system within the intent and meaning of the laws of the state. Notwithstanding this provision, revenues of the water and wastewater improvement trust funds may be pledged for borrowing for purposes of wastewater and water system expansion, in the same manner as any other source of revenue.

(Code 2001, § 78-341; Ord. No. O-07-2000, § 1(23-241), 6-6-2000; Ord. No. O-13-2001, art. I, 8-21-2001; Ord. No. O-11-2006, §§ 1, 2, 2-21-2006; Ord. No. O-23-2006, §§ 1—4, 8-1-2006; Ord. No. O-01-2009, § 1, 2-17-2009)

CITY OF GREEN COVE SPRINGS
CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, MARCH 21, 2023 – 7:00 PM

MINUTES

Invocation & Pledge of Allegiance to the Flag - **Pastor Phil Jacobs, An ACT! Ministry**

Roll Call
COUNCIL MEMBERS PRESENT: Mayor Matt Johnson, Vice Mayor Connie Butler, Council Member Ed Gaw, Council Member Steven Kelley, Council Member Thomas Smith

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Kimberly Thomas, Executive Assistant

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.
No comments

AWARDS & RECOGNITION

1. City Council to present a Plaque and Proclamation in Honor of Service provided by Antal Molnar who designed and constructed the Foot Bridge over Spring Run
   Mayor Johnson reads a proclamation about Antal Molnar and presents it to Mr. Molnar's daughter, Monica Padgett.
   Assistant Public Works Director shows the plaque to Ms. Padgett and advises it will be installed by the foot bridge.

PUBLIC HEARINGS

2. Final Reading of Ordinance O-21-2022, for the Creation of the Low Density Residential, R-1A Zoning District. ***Michael Daniels***
   Assistant City Manager Mike Null reads Ordinance No. O-21-2022, by title.
   Development Services Director Michael Daniels presents on O-21-2022 and O-22-2022.
   Mayor Johnson opens the public hearing.
   Van Royal 3688 LaCost Ct. GCS speaks positively about this item and the value it will bring to the community.
   Following no further public comment, Mayor Johnson closes the public hearing.
   Council Member Gaw speaks of the concern of parking and the amount residents will have at their residence.
   Mr. Daniels advises this could allow up to 3 parking spots.

   Motion to approve the second and final reading of Ordinance No. O-21-2022 amending City Code Chapter 117, Article I, Sec. 117-3 and Sec. 117-6 and Article II Division 3.
   Motion made by Council Member Kelley, Seconded by Vice Mayor Butler.
   Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

3. Final Reading of Ordinance O-22-2022, regarding a City initiated Zoning Amendment from R-1 and Institutional to R-1A Single Family Residential for 184 residential parcels. ***Michael Daniels***
   Assistant City Manager Mike Null reads Ordinance No. O-22-2022, by title.
   Mayor Johnson opens the public hearing.
   Following no public comment, Mayor Johnson closes the public hearing.

   Motion to approve the second and final reading of Ordinance No. O-22-2022 to amend the Zoning of the property described therein from Residential Low Density Land Use, R-1 to Residential Low Density Land Use R-1A.
   Motion made by Council Member Kelley, Seconded by Council Member Smith.
   Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

4. Final Reading of Ordinance O-1-2023, Hall Property Annexation Application for approximately 3.44 acres located on South US Highway 17 and CR 209. ***Michael Daniels***
   Assistant City Manager Mike Null reads Ordinance No. O-01-2023, by title.
   Development Services Director Michael Daniels advises his presentation is for items 4 through 12.
   Mayor Johnson opens the public hearing.
   Mark Scrubby speaks on behalf of the Hall family and advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
   Virigina Hall 2321 Egremont Dr. Orange Park expresses her excitement on annexing into the City.
   Susan Fraiser speaks on behalf of the Hall family concerning the annexation and rezoning. She advises she refers to the remarks on the application and her remarks from the March 7, 2023, meeting are being restated.
   Following no further public comment, Mayor Johnson closes the public hearing.
   Council Member Gaw asks Mr. Daniels if he received any comments from any adjacent landowners concerning the annexation.
   Mr. Daniels advises no comments from the adjacent landowners but during Planning & Zoning some concerns were expressed by a citizen about only 3 acres being in the electric service area.
   Vice Mayor Butler questions about the meeting with the County.
   Mr. Daniels advises it was an informal meeting about any concerns the County may have.
   City Manager Steve Kennedy advises it was discussed that future meetings would be held to keep everyone informed.

   Motion to approve the second and final reading of Ordinance O-01-2023, to approve the voluntary annexation of 3.44 acres located on CR 209 (a portion of parcel #016499-007-00).
   Motion made by Council Member Smith, Seconded by Council Member Kelley.
   Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

5. Final Reading of Ordinance O-2-2023, Hall Property, located on CR 209 requesting a Small Scale Future Land Use Amendment From: Industrial (County) To: Mixed Use ***Michael Daniels***
   Assistant City Manager Mike Null reads Ordinance No. O-02-2023, by title.
   Mayor Johnson opens the public hearing.
   Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.

Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.
Virginia Hall speaks and is excited to see this as the new face of Green Cove from the southside.

Motion to approve the second and final reading of Ordinance O-02-2023, to amend the Future Land Use of the property described therein from Industrial (County) to Mixed Use.
Motion made by Vice Mayor Butler, Seconded by Council Member Kelley.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

6. Final Reading of Ordinance O-3-2023, Hall Property, located on CR 209 requesting a Zoning Amendment From: Light Industrial (County) To: C-2, General Commercial. ***Michael Daniels***
Assistant City Manager Mike Null reads Ordinance No. O-03-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-03-2023, to amend the Zoning of the property described therein from Light Industrial to C-2 General Commercial.
Motion made by Council Member Kelley, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

7. Final Reading of Ordinance O-4-2023, Hall Property Annexation Application for approximately 28.81 acres located on South US Highway 17 and CR 209. ***Michael Daniels***
Assistant City Manager Mike Null reads Ordinance No. O-04-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-04-2023, to approve the voluntary annexation of 28.81acres located on CR 209 (a portion of parcel #016513-000-00).
Motion made by Vice Mayor Butler, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

8. Final Reading of Ordinance O-5-2023, Hall Property Future Land Use Application for approximately 28.81 acres located on South US Highway 17 and CR 209 Small Scale Future Land Use Amendment From: Industrial (County) To: Mixed Use. ***Michael Daniels***
Assistant City Manager Mike Null reads Ordinance No. O-05-2023, by title.
Mayor Johnson opens the public hearing.

Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-05-2023, to amend the Future Land Use of the property described therein from Industrial (County) to Mixed Use.
Motion made by Council Member Smith, Seconded by Council Member Kelley.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

9. Final Reading of Ordinance O-6-2023, Hall Property Zoning Application for approximately 28.81 acres located on South US Highway 17 and CR 209 requesting a Zoning Amendment From: Heavy Industrial (County) To: C-2, General Commercial. ***Michael Daniels***
City Attorney Arnold reads Ordinance No. O-06-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-06-2023, to amend the Zoning of the property described therein from Heavy (County) to C-2, General Commercial.
Motion made by Vice Mayor Butler, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

10. Final Reading of Ordinance O-7-2023, Hall Property Annexation Application for approximately 39.23 acres located on South US Highway 17 and CR 209. ***Michael Daniels***
City Attorney Arnold Mike Null reads Ordinance No. O-07-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-07-2023, to approve the voluntary annexation of 39.23 acres located on CR 209 (parcel #016513-013-00).
Motion made by Vice Mayor Butler, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

11. Final Reading of Ordinance O-8-2023, Hall Property Future Land Use Application for approximately 39.23 acres located on CR 209 Small Scale Future Land Use Amendment From: Industrial (County) To: Mixed Use. ***Michael Daniels***

City Attorney Arnold reads Ordinance No. O-08-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-08-2023, to amend the Future Land Use of the property described therein from Industrial (County) to Mixed Use.
Motion made by Council Member Smith, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

12. Final Reading of Ordinance O-9-2023, Hall Property Zoning Application for approximately 39.23 acres located on South US Highway 17 and CR 209 Zoning Amendment From: Heavy Industrial (County) To: C-2, General Commercial. ***Michael Daniels***
City Attorney Arnold reads Ordinance No. O-09-2023, by title.
Mayor Johnson opens the public hearing.
Mark Scrubby advises he refers to the remarks on the application and his remarks from the March 7, 2023, meeting are being restated.
Susan Fraiser advises she refers to the remarks on the application and her remarks from the March 7, 2023 are being restated.
Following no further public comment, Mayor Johnson closes the public hearing.

Motion to approve the second and final reading of Ordinance O-09-2023, to amend the Zoning of the property described therein from Heavy Industrial (County) to C-2, General Commercial.
Motion made by Council Member Kelley, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

Virigina Hall thanks the Council for approving the application and they look forward to working with the City in the future.

13. Final Reading of Ordinance O-10-2023, Adding Convenience Stores with gas pumps as a permitted use in the C-2 Zoning District. ***Michael Daniels***
City Attorney Arnold reads Ordinance No. O-10-2023, by title.
Development Services Director Michael Daniels presents the ordinance.
Mayor Johnson opens the public hearing.
Following no public comment, Mayor Johnson closes the public hearing.
Council Member Gaw questions incentives and motivations for also including charging stations.
Mr. Daniels advises the state prevents cities from requiring gas stations put in charging stations, but he has looked at ordinances that you could require developments to include charging stations if they have so many parking spaces. More research needs to be completed.
Joe Sobotta 212 North St. GCS believes the future is electric vehicles and charging stations need to be considered now so that streets do not need torn up in the future.
Council discussion followed concerning charging stations.

Motion to approve the second and final reading of Ordinance No. O-10-2023 amending City Code Chapter 117, Sec. 117-3 and Section 117-253(2).
Motion made by Council Member Kelley, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Vice Mayor Butler pulled item 14, Council Member Gaw pulled item 18, and Council Member Kelley pulled item 21.

Motion to approve Consent Agenda items 14 through 26 minus 14, 18, and 21.
Motion made by Council Member Kelley, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

14. City Council approval of pay requests #6, 7, and 8 in the amounts of $69,337.50, $7,775.00, and $4,940.06 respectively to WGI, Inc. for the Walnut St. Design Project. This leaves a balance of $2,941.87 in the task order for $256,790. ***Mike Null***
    Vice Mayor Butler thanks Mike Null and all the staff for the hard work and saving some money.

    Motion to approve Consent Agenda item 14.
    Motion made by Vice Mayor Butler, Seconded by Council Member Smith.
    Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

15. City Council approval of the Water Conservation Month Proclamation. ***Erin West***

16. City Council approval of the National Public Safety Telecommunicators Week Proclamation. ***Erin West***

17. City Council review and approval of a temporary street closure for a portion of Walnut Street abutting School Board property for their Vietnam Veterans Ceremony. ***Michael Daniels***

18. City Council review and approval of a temporary street closure for a portion of Palmer Street between Magnolia Avenue and the Corner Pocket Driveway for a Special Event Fundraiser. ***Michael Daniels***
    Council Member Gaw asks Ms. Cheryl Starnes to speak about the special event.
    Ms. Starnes advises this started as a small event and has grown to be a big event for Danni Lynn. She discusses the details of the event.

    Motion to approve Consent Agenda item 18.

Motion made by Council Member Gaw, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

19. City Council approval to purchase 3-Phase electric transformers in the amount of $213,260.00 from Gresco for project and inventory use. ***Scott Schultz***

20. City Council approval of Award of Bid # 2023-01, Public Works Compound Phase #2, to Thomas May Construction in the amount of $725,450.00. ***Steve Thomas***

21. City Council approval of agreement between the City and the Clay County Girl's Basketball Academy (CCGBA). ***Kimberly Thomas***
Council Member Kelley just wanted to verify there would be no conflicts with others using the court.
City Manager Steve Kennedy advises some days were adjusted but there were no conflicts with the courts.

Motion to approve Consent Agenda item 21.
Motion made by Council Member Kelley, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

22. City Council approval of an Award Agreement with FDLE. ***John Guzman***

23. City Council approval of City Hall A/C air duct cleaning. ***Steve Thomas***

24. City Council approval of Pay Application #6 from EltonAlan, Inc. for construction of the Palmetto Trail Project in the amount of $114,181.80 from the amended contract amount of $1,545,008.00, leaving a balance of $804,377.39. ***Mike Null***

25. City Council approval of Change Order #2 to EltonAlan, Inc. for construction of the Palmetto Trail Project in the additive amount of $1,328.05 and 12 days contract time. ***Mike Null***

26. City Council approval of Resolution No. R-02-2023, amending the personnel policy manual, designating June 19th as a holiday. ***Dee Jones***

COUNCIL BUSINESS

27. Discussion on the Rivers House. ***Steve Kennedy***

City Manager Steve Kennedy advises before starting the Rivers House discussion he wants to update on the pickleball courts. Mr. Kennedy updates the Council on the pickleball courts and advises the interlocal agreement is complete. He would like to get approval so the project can get started.

Emergency motion to approve the first amendment to the interlocal agreement and moving forward with the pickleball courts.
Motion made by Council Member Smith, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

City Manager Steve Kennedy gives the Council an update on possible suggestions for the Rivers House and suggests getting three or four items to move forward with on looking at costs.
Kevin Hurley 10 St. Johns Ave. GCS advises the CAC has suggested an eatery, a gallery or multi-use.
Council Member Gaw questions the process for an old home.
Mr. Hurley advises the biggest part will be working around any contaminants on the property.
Council Member Kelley speaks about the projects and looking at prices.
Discussion followed concerning projects and costs.
Helena Cormier 3829 Woodbridge Crossing Ct. GCS suggests asking someone with a historic home about the process of changes and upkeep.
Mr. Kennedy asks for direction from the Council and advises an RFI can be submitted to find more information.
Further discussion on projects, costs, bids, and community input.

Motion for staff to move forward gathering data for pricing and use.
Motion made by Council Member Smith, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

Joe Sobotta 212 North St. GCS speaks concerning the Rivers House and the projects.

28. City Manager & City Attorney Reports / Correspondence
    The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

29. City Council Reports / Correspondence
    The City Council made comments regarding various city activities, events, operations, and projects.

Adjournment
There being no further business to come before the City Council, the meeting was adjourned at 9:50 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Daniel M. Johnson, Mayor

Attest:

Erin West, City Clerk

CITY OF GREEN COVE SPRINGS
CITY COUNCIL REGULAR SESSION

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, APRIL 04, 2023 – 7:00 PM

MINUTES

Invocation & Pledge of Allegiance to the Flag - **Chaplain Joseph Williams, CCSO**

Roll Call
COUNCIL MEMBERS PRESENT: Mayor Matt Johnson, Vice Mayor Connie Butler, Council Member Ed Gaw, Council Member Steven Kelley, Council Member Thomas Smith

STAFF MEMBERS PRESENT: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Mike Null, Assistant City Manager, Erin West, City Clerk

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

1. Joe Sobotta 212 North St. GCS speaks to the Council concerning the email he sent concerning the Rivers House and the meeting he had with the City Manager and Assistant City Manager.
2. Rick Ott 1110 St. Johns Ave. GCS speaks to the Council about being on the CAC, the abandoned boats and working with the City with removal of the boats.
3. Felicia Hampshire 508 Franklin St. GCS thanks the Council for allowing the use of the Mentoring Center for the projects with the kids. Easter baskets were a success, and they are already working on ideas for Mother's Day and Father's Day. Cheryl Starnes advises a summer event is also being worked on with more information to come.
4. Cheryl Starnes 3714 Glynn Cottage Ct. GCS thank you to the City and everyone for the help with the Danni Lynn Benefit over the weekend. Over $6000 was raised for the family.

AWARDS & RECOGNITION

1. Proclamation - Public Safety Telecommunicators Week
   Mayor Johnson reads the proclamation and presents it to Communications Supervisor, Brandi Acres.

2. Proclamation - Water Conservation Month
   Mayor Johnson reads the proclamation and presents it to Doug Conkey with the St. Johns River Water Management District.

PRESENTATIONS

3. FMPA - April 2023 ***Bob Page***
   Mr. Bob Page presents the April FMPA report.

PUBLIC HEARINGS

4. First Reading of Ordinance O-13-2023 and Transmittal Hearing to amend the Comprehensive Plan to incorporate Multimodal and Mobility Fee Policies. ***Michael Daniels***
   City Attorney Arnold reads Ordinance No. O-13-2023, by title.

Development Services Director, Michael Daniels presents on the ordinance.
Mayor Johnson opens the public hearing.
Following no public comment, Mayor Johnson closes the public hearing.

Motion to approve Ordinance O-13-2023 and Transmittal Hearing to amend the Comprehensive Plan to incorporate Multimodal and Mobility Fee Policies.
Motion made by Council Member Kelley, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

5. Resolution R-03-2023, the CRA Redevelopment Plan. ***Michael Daniels***
Development Services Director, Michael Daniels presents on the CRA Redevelopment Plan.
Mayor Johnson opens the public hearing.
Following no public comment, Mayor Johnson closes the public hearing.
Council discussion followed concerning the current plan and the future plans.

Motion to approve Resolution R-2023-03, CRA Redevelopment Plan.
Motion made by Vice Mayor Butler, Seconded by Council Member Smith.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

CONSENT AGENDA

All matters under the consent agenda are considered to be routine by the city council and will be enacted by one motion in the form listed below. There will be no separate discussion on these items. If discussion is desired, that item will be removed from the consent agenda and will be considered separately. Backup documentation and staff recommendations have been previously submitted to the city council on these items.

Council Member Gaw pulled item 9.

Motion to approve Consent Agenda items 6 through 13 minus item 9.
Motion made by Council Member Smith, Seconded by Vice Mayor Butler.
Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

6. City Council approval of task order in the amount of $76,600 to CHW for design of the Clay St drainage project. ***Steve Thomas***

7. City Council approval of and authorization for the Mayor to execute, Disbursement Request # 19, which includes Contractor's Pay Request #18 for Williams Industrial Services, LLC, in the amount of $650,991.25, and Mittauer Invoice #23107 in the amount of $25,750.00 for a total of $676,741.25 for the Florida Department of Environmental Protection (FDEP), State Revolving Fund (SRF), Harbor Road Water Reclamation Facility (WRF) Expansion, Phase 2, SRF Agreement No. WW1000420. After disbursement to Williams & Mittauer, and receipt of return checks, this Disbursement Request returns funds to the Wastewater CIP Budget. ***Scott Schultz***

8. City Council approval of a Professional Engineering Services Agreement with Mittauer & Associates in the amount of $47,000.00 for renewal of the St. Johns River Water Management District (SJRWMD) Consumptive Use Permit (CUP) which expires in 2024. ***Scott Schultz***

9. City Council approval of a Site Development Plan for the Development of Pickleball Courts at the southwest corner of Forbes Street between Lemon Street and Belle Avenue. ***Michael Daniels***
   Council Member Gaw asked Ms. Glee Glisson to speak about the pickleball program in Green Cove Springs.
   Ms. Glisson speaks about the program and expresses gratitude for the new courts.

   Motion to approve Consent Agenda item 9.
   Motion made by Council Member Gaw, Seconded by Council Member Smith.
   Voting Yea: Mayor Johnson, Vice Mayor Butler, Council Member Gaw, Council Member Kelley, Council Member Smith

10. City Council approval of Resolution No. R-04-2023, opposing HB1131 and SB1380. ***Mike Null***

11. City Council approval of 1/17/2023 Regular Session and 2/7/2023 Special Session Minutes. ***Erin West***

12. City Council approval of the CRA Interlocal Agreement. ***Michael Daniels***

13. City Council authorization for Mayor to sign Clay County CDBG Urban Requalification Letter choosing the option to remain a non-participating city and retain the ability to apply to the State of Florida Small Cities program for CDBG funds. ***Mike Null***

COUNCIL BUSINESS

14. City Manager & City Attorney Reports / Correspondence
    The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

15. City Council Reports / Correspondence
    The City Council made comments regarding various city activities, events, operations, and projects.

Adjournment
There being no further business to come before the City Council, the meeting was adjourned at 8:41 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Daniel M. Johnson, Mayor

Attest:

Erin West, City Clerk

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Council Meeting **MEETING DATE:** June 06,2023

FROM: Andy Yeager, Electric Director

SUBJECT: City Counsel approval to hire Davey Tree to use a Mechanical tree trimmer and mulcher to trim ride-of ways for the price of $43,086.60

BACKGROUND

To bring better service to our city especially during storm season. The Electric Department would like to contract a Mechanical Trimmer and mulching mower to trim trees that we cannot get to with a regular tree trimming bucket on our ride-of-ways. The contractor would be the same as our current tree contractor (Davey Tree)

FISCAL IMPACT

During storm season and afternoon thunderstorms trees near the power lines are our biggest concern. By using this mechanical trimmer and mulching mower we can cut limbs back away from the power lines, and in turn it will keep from them blowing into our lines during the storm and causing outages. Account number 401-3031-5003410 and this was budgeted for 50,000.00 in the 2022/2023 budget

RECOMMENDATION

Recommend for approval to hire Davey Tree to use a Mechanical tree trimmer and mulcher to trim ride-of ways for the price of $43,086.60

DAVEY
Proven Solutions for a Growing World

DATE 5/31/2023

The City of Green Cove Springs

Attn: Andy Yeager

EMAIL: jyeager@greencovesprings.com

RE: BID DESCRIPTION

Mr. Yeager,

The Davey Tree Expert Company appreciates the opportunity to provide pricing for the Line Clearance Project.

Mechanical trimmer and mowing package option 1 total price for three (3) weeks

$43,086.60

The Davey Tree Expert Company has been around since 1880, providing distribution and utility line clearance to investor-owned utilities, cooperative utilities, and municipalities since 1921. Today, we have expanded our Utilities Solutions to include additional services of asset management, vegetations management consulting services and reliability service in addition to our line clearance capabilities. Our Company is 100% employee-owned and with that, our clients receive the pride in execution of our team members. In order to provide the best client experience, we believe in providing the highest quality of work through safe and efficient practices.

We hope that we have provided you with a view of the services and culture our team can provide to your partners. Should you need anything further, please do not hesitate to reach out to me directly at PHONE NUMBER.

Sincerely,

YOUR NAME

TITLE

The Davey Tree Expert Company

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council Regular Session. **MEETING DATE:** June 6, 2023

FROM: Mike Null, Asst. City Manager

SUBJECT: City Council Approval to withdraw award of the West St project, Bid 2023-06, to EltonAlan, Inc. and reject all bids. ***Mike Null***

BACKGROUND

City staff accepted bids for the West St CDBG drainage improvements on April 10, 2023 and we received (2) bids. One was from EltonAlan @ a Cost of $ 2,176,936.00 as low bid and we received a bid from DB Civil Construction, LLC @ a cost of $2,699,650.00 and these bids came in more than budgeted cost of $1,018,000.00.

At the May 16, 2023 City Council meeting, Council followed the recommendation of the design engineer as well as city staff and awarded the bid to EltonAlan, Inc. Since then, EltonAlan has informed the city that they need to withdraw their bid because their pipe subcontractor will be unable to perform the project and they cannot find another sub within their bid budget. Staff failed to require a bid bond for this project, so we have no recourse.

During this process some items were raised that could use some clarification on the bid documents. Staff is working with the engineer to update the bid plans to help clarify these items. The plan is to have these plans updated then approved by DEO (due to the CDBG funding component) and back out to bid within two months. It may also work out that the sidewalk project portion of the CDBG grant will be designed by then and we can bid them both as the same project and gain some economies of scale. The new bid will include a bid bond security.

FISCAL IMPACT

N/A

RECOMMENDATION

Approve the withdrawal of award of the West St project, Bid 2023-06, to EltonAlan, Inc. and reject all bids**.**

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Regular Session **MEETING DATE:** June 6, 2023

FROM: L. J. Arnold III, City Attorney

SUBJECT: Approve Dedication of Ownership by City of that certain alley described generally as the east 16.0 feet of Lot 2, Block 4, City of Green Cove Springs, Clay County, Florida, according to plat thereof recorded in plat book 2, page 1, of the public records of said county (hereinafter "Alley").

BACKGROUND

The City has constructed and maintained the Alley for at least the past ten (10) years and pursuant to Section 95.361(1) or (2), Florida Statutes, attached, has become the owner thereof. The filing of the map entitled Dedication of Ownership is prima facie evidence of such ownership. Section 334.03(22), Florida Statutes, attached, defines the term "road" to include alleys. Because the City is about to improve Walnut Street and this Alley, the City needs to have complete control and ownership of the Alley. Mike Null requested the City Attorney to review this matter and to clear up any possible issues regarding ownership of the Alley.

FISCAL IMPACT

N/A

RECOMMENDATION

Approve the execution and recordation of the "Dedication of Ownership" to ensure the City has total control and ownership of the Alley.

DEDICATION OF OWNERSHIP

Dedication of Ownership of road/alley to City of Green Cove Springs, Florida (hereafter "City") pursuant to section 95.361 (1) or (2) , Florida Statutes as follows:

The filing of this map in the office of the Clerk of the Circuit Court of Clay County, Florida is evidence that the road/alley (as defined in Section 334.03(22), Florida Statutes) shown thereon has vested all right, title, easement and appurtenances in and to the road in the City of Green Cove Springs, a Florida Municipal Corporation, as duly certified by the Mayor and Clerk of the City and shall be prima facie evidence of ownership by the City.

CITY OF GREEN COVE SPRINGS

Attest: _____
Erin West, Clerk

By: _____
Constance W. Butler, Mayor

STATE OF FLORIDA
COUNTY OF CLAY

The foregoing instrument was acknowledged before me this _____ day of May, 2023, by Constance W. Butler, Mayor, ___ who is personally known to me or ___ who produced _____as identification.

Document prepared by and return:
L. J. Arnold III, City Attorney
P.O. Box 1570
Green Cove Springs, FL 32043

_____
Notary Public

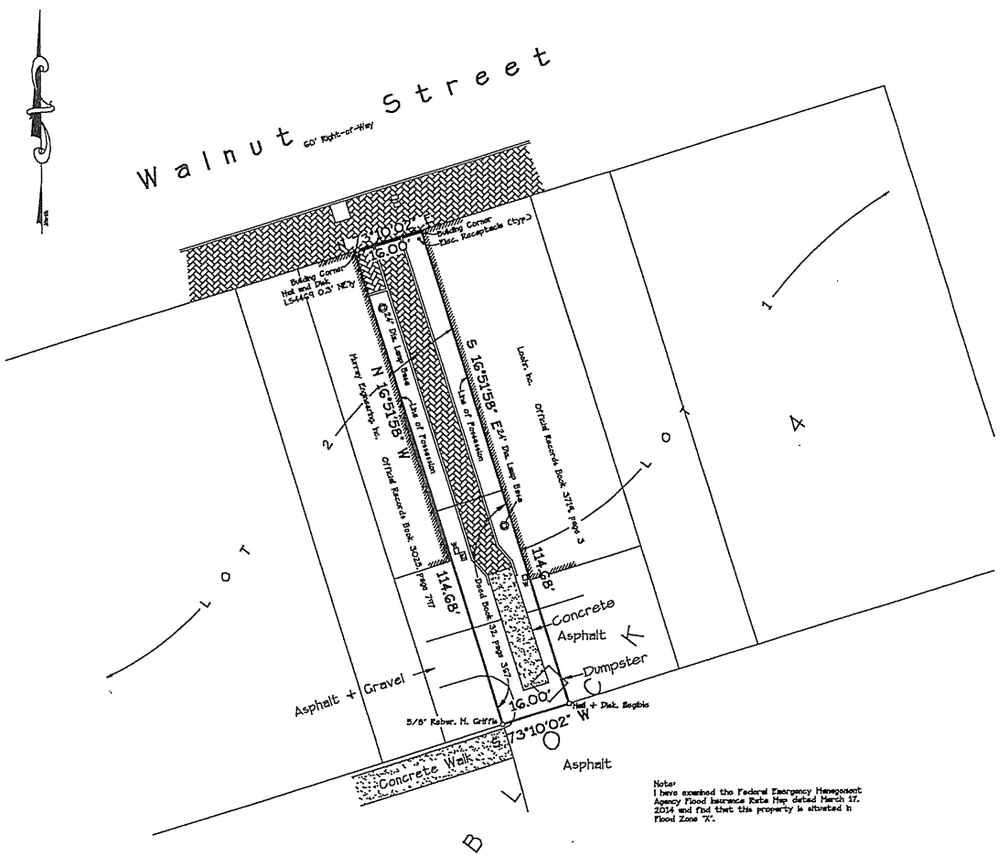
MAP SHOWING BOUNDARY SURVEY OF

The East 16.0 feet of Lot 2, Block 4, City of Green Cove Springs, Clay County, Florida, according to plat thereof recorded in Plat Book 2, page 1 of the public records of said county.

Certified to: The City of Green Cove Springs

Scale 1" = 20'

Date of survey: May 16, 2023



GENERAL NOTES

1. Bearings shown hereon are based on the record bearing of N 73°10'02" E for the south line of Walnut Street.
2. This survey was based on deeds of record and was not abstracted for easements, covenants or restrictions, title, overlaps, or other matters of record, or matters unrecorded by this surveyor.
3. Underground utilities serving or crossing this property have not been located or shown.
4. This survey depicts visible improvements only; no underground improvements or footings were located.

LEGEND

- Found Concrete Monument
- Found Iron Pipe or Nail & Disk
- Set 1/2" Iron Pipe (LB 1381)
- —X— Fence
- —P— Powerline/Pole and Anchor
- —T— Telephone Line
- —C— Cable T/V Line
- AC Concrete Air Conditioner Pad
- EP Concrete Elec. Transformer Pad

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

Harold T. Elland
License No. LS 2518

Elland & Associates, Inc.
Professional Surveyors & Mappers
Certificate of Authorization No. LB 1381
615 Blanding Boulevard
Orange Park, Florida 32065
Telephone 904-272-1000

FF No. 28:538 Field Book No. TDS-34 Job No. 44264-B

STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** June 6, 2023

FROM: Michael Daniels, AICP, Planning & Zoning Director

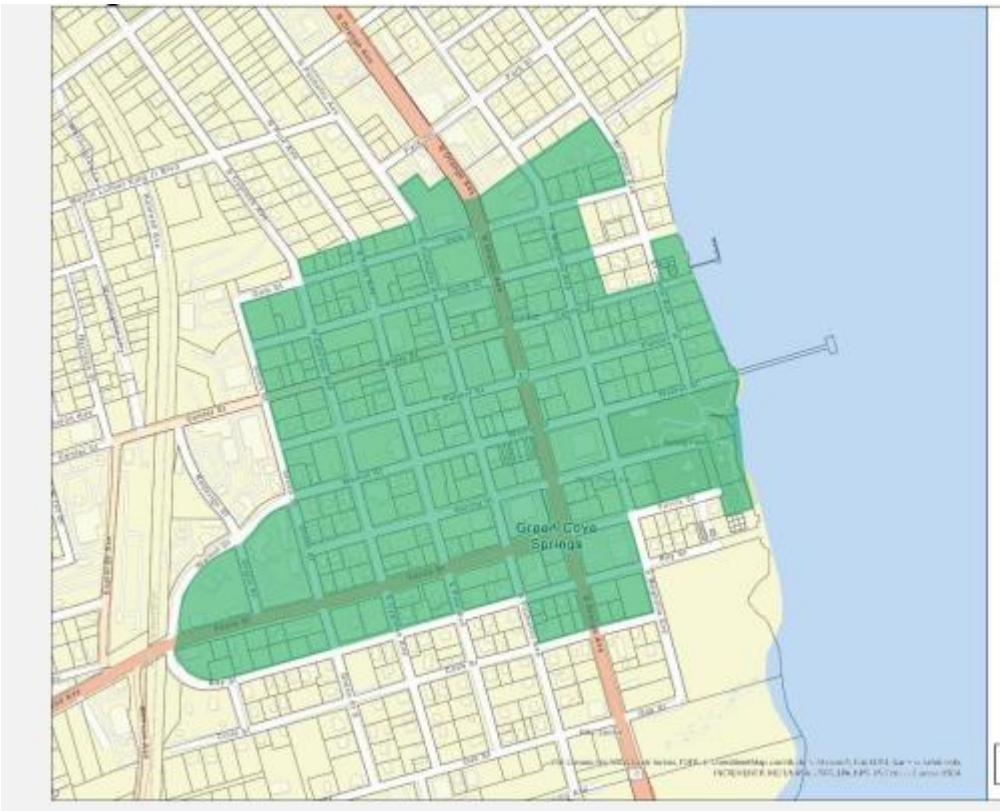
SUBJECT: Award of Bid RFP LC No 2023-05 for the completion of a Downtown Form Based Code ***Michael Daniels***

BACKGROUND

The City executed a Request for Proposals (RFP) March, 2023 for the completion of a Downtown Form Based Code--see Study Area in Figure 1. The intent behind the plan is establish regulations in the downtown area based upon existing downtown street and block pattersn and establishing standards for promoting development with a variety of uses, appropriate design, and public benefit. Further the intent is to enable the implementation of the following principles:

- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
- Achieve high-quality private and public spaces with form-based standards rather than regulations based principally on uses.
- Provide updated downtown sign regulations.

Figure 1: Project Study Area



Bid LC 2023-05 was opened on April 4, 2023, and there were four qualified bidders who responded to this project. A selection committee was organized to review each proposal. The Selection Committee included City Manager Steve Kennedy, Assistant City Manager Mike Null, Vice Mayor Steven Kelley, Planning Commissioner Josh Danley and Development Services Director Michael Daniels.

Bidders included: Amarach Planning Services, Inspire Placemaking Collective Inc., Chen Moore and Associates, and ZoneCo LLC/JB Pro. The Selection Committee met on May 9th to discuss the bids. All four committee members ranked Inspire Placemaking Collective Inc. as the top bidder. The proposed Professional Service Agreement, which includes the bid from Inspire, as Exhibit A, is included in the packet as well as the bids from the other three firms. The results of the bid rankings are provided in table 1 below.

Table 1. Ranking of Bidders

	Mike Daniels	**Mike Null**	**Steve Kennedy**	**Steven Kelly**
1	Inspire	Inspire	Inspire	Inspire
2	CMA	CMA	CMA	CMA
3	ZoneCo	ZoneCo	ZoneCo	ZoneCo
4	Amarach	Amarach	Amarach	Amarach

FISCAL IMPACT

The funds for this project ($125,000) will be paid out of the General Fund for FY 22/23 & FY 23/24.

RECOMMENDATION

Staff recommends the award of Bid LC 2023-05 to Inspire Placemaking Collective, Inc.

PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF GREEN COVE SPRINGS AND

THIS AGREEMENT is awarded and entered into this_____day of_____, **2023** between the CITY of Green Cove Springs, a political subdivision of the STATE OF FLORIDA hereinafter referred to as the "CITY" and Inspire Placemaking Collective, Inc.. 4767 New Broad Street, Orlando, FL 32814, a Florida Corporation, hereinafter referred to as the "CONTRACTOR".

WITNESSETH

WHEREAS, the CITY desires to obtain the professional services of said CONTRACTOR to provide and perform services as further described hereinafter as Form Based Code Preparation Services and

WHEREAS, the CONTRACTOR hereby certifies that they have been granted and possesses all necessary, valid, current licenses/certifications to do business in the State of Florida and in the CITY of Green Cove Springs, Florida, issued by the respective State Boards and Government Agencies responsible for regulating and licensing the services to be provided and performed by the CONTRACTOR pursuant to this Agreement; and

WHEREAS, the CONTRACTOR has reviewed the professional services required pursuant to this Agreement and is qualified, willing and able to provide and perform all such professional services in accordance with the provisions, conditions and terms hereinafter set forth; and

WHEREAS, all parties hereto agree with all terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants, terms and provisions contained herein, the parties hereto agree that with the mutual acceptance of this Agreement as indicated hereinafter by the execution of this Agreement by both parties that a Contract shall exist between both parties consisting of:

ARTICLE 1.00 - DEFINITIONS
The following are definitions for the terms associated with this Agreement and are provided to establish a common understanding, between the parties, regarding the intended usage, application, and interpretation of same.

1.01 **AGREEMENT** - As it relates to the requirement of the work contemplated herein, this Agreement shall include **Exhibit A** and any documentation by reference, and shall constitute the entire agreement or understandings, written or oral, relating to the matters set forth herein. Any prior Agreements entered into by the parties hereto, for other services shall not be affected by this Agreement nor shall they have any affect, whatsoever, on this agreement.

1.02 **AMENDMENTS** - Any additions, modifications or alterations made to this agreement. All amendments shall be made in accordance with Article 23.00.

1.03 **"CONTRACTOR"** the individual or firm offering professional services, who has executed this Agreement, and who is legally obligated, responsible, and liable for providing and performing any and all services as required under the covenants, terms and provisions contained herein and any and all Amendments hereto. Any reference hereinafter made to the CONTRACTOR shall also include any employees of the CONTRACTOR, and any SUB-CONTRACTORs or employees thereof, who are engaged by the CONTRACTOR for the purpose of performing professional services pursuant to this Agreement.

1.04 **"CITY"** a political subdivision of the State of Florida, and any official and/or employees thereof, who shall be duly authorized to act on the CITY'S behalf, relative to this Agreement.

1.05 **"PARTIES"** CITY and the CONTRACTOR as defined hereinabove.

1.06 **"PROFESSIONAL SERVICES"** all services, work, materials and other professional, technical and administrative activities as set forth in **Exhibit A**, which are necessary to be provided and performed by the CONTRACTOR and its employees, and any and all sub-consultants and sub-CONTRACTORs the CONTRACTOR may engage to provide, perform and complete the services required pursuant to the covenants, terms and provisions contained herein.

1.07 **"PROJECT MANAGER"** the CITY's Development Services Director or designee. The PROJECT MANAGER shall be responsible for acting on behalf of the CITY to administer, coordinate, interpret and otherwise manage the contractual provisions and requirements as set forth in this Agreement, or any AMENDMENT(S) hereto. The PROJECT MANAGER shall also serve and act on behalf of the CITY, to provide direct contact and communication between the CITY and the CONTRACTOR, providing information, assistance, guidance, coordination, review, approval and acceptance of the professional services, work and materials to be provided and performed by the CONTRACTOR, pursuant to this agreement, and any Amendment(s) hereto. The PROJECT MANAGER shall also review and approve any and all requests, submitted by the CONTRACTOR, for payment of services performed, pursuant to this Agreement.

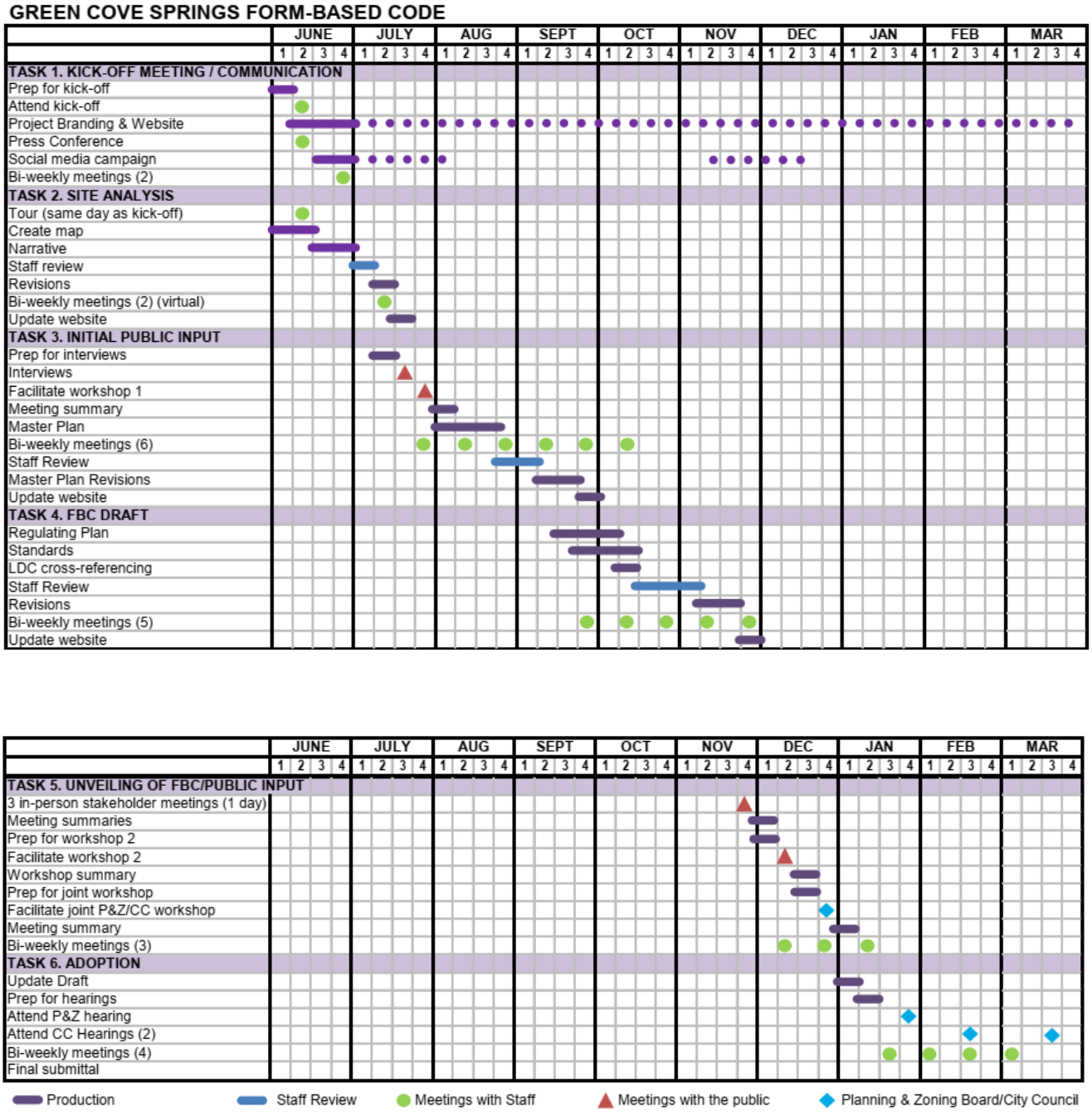
1.08 **"SUB-CONTRACTOR"** any individual or firm who offers professional services to the CONTRACTOR, to assist providing and performing the professional services, work and materials for which the CONTRACTOR is contractually obligated, responsible and liable to provide and perform under this Agreement. The CITY shall not be a party to, held responsible or liable for, or assume any obligation whatsoever for any provision under any Agreement entered by the CONTRACTOR and any and all SUB-CONTRACTORS.

1.09 **ADDITIONAL DEFINITIONS - RESERVED**

ARTICLE 2.00 - SCOPE OF PROFESSIONAL SERVICES

The CONTRACTOR agrees to provide to the CITY the services identified in **Exhibit A** under the price schedule contained therein and under the established timeline below:

Project Timeline



ARTICLE 3.00 - TERM
The Agreement Term shall commence upon execution of this agreement and shall end on December 31, 2024.

ARTICLE 4.00 FUNDING
This Agreement or any amendments hereto shall be subject to annual funding availability within the City's budget.

ARTICLE 5.00 - OBLIGATIONS OF THE Contractor
The obligations of the CONTRACTOR, with respect to the services provided herein, shall include, but not be limited to, the following:

5.01 LICENSES
The CONTRACTOR agrees to obtain and maintain, throughout the term of this Agreement, and any extensions hereof, all licenses/certifications as required to do business in the State of Florida and the CITY of Green Cove Springs, including, but not limited to, licenses required by any State Boards, or other governmental agencies, responsible for regulating and licensing the professional services provided and performed by the CONTRACTOR pursuant to this Agreement.

5.02 PERSONNEL
(l) Qualified Personnel - The CONTRACTOR agrees to employ and/or retain only qualified personnel where, under Florida law, requires a license, certificate of authorization, or other form of legal entitlement, to practice such services.
(2) CONTRACTOR's Project Manager - The CONTRACTOR agrees to employ and designate, a qualified professional to serve as its Project Manager. The CONTRACTOR's Project Manager shall be authorized to act on behalf of the CONTRACTOR with respect to directing, coordinating and administering all aspects of the professional services to be provided and performed, pursuant to this Agreement, and/or any Amendment(s) hereto. The CONTRACTOR'S Project Manager shall have full authority to bind and obligate the CONTRACTOR on any matter arising under this Agreement or any Amendment(s) hereto, except upon express written agreement of the CITY. The CONTRACTOR agrees that its Project Manager shall devote whatever time is required to satisfactorily manage the professional services performed by the CONTRACTOR, throughout the entire term of this Agreement and any extension hereof. The person or individual selected, by the CONTRACTOR, to serve as its Project Manager is subject to prior approval and acceptance of the CITY.
(3) Sub-CONTRACTORs – If the CONTRACTOR utilizes SUBCONTRACTORs to assist in providing and performing the professional services, CONTRACTOR will solicit and consider Minority-Owned Businesses.

5.03 STANDARDS OF PROFESSIONAL SERVICE
The CONTRACTOR agrees to provide and perform the professional services set forth in this Agreement, or any Amendments hereto, in accordance with generally accepted standards of professional practice and in accordance with the laws, statutes, ordinances, codes, rules, regulations and policies, of any governmental agencies which may regulate, or have jurisdiction over the professional services to be provided and/or performed by the CONTRACTOR, pursuant to this Agreement.

5.04 INDEMNIFICATION
(l) The CONTRACTOR shall be, liable for any and all damages, losses, and expenses incurred by the CITY caused by the errors, omissions, negligence, or delay(s) of the CONTRACTOR or by any sub-consultant(s) and/or SUBCONTRACTOR(s) engaged by the CONTRACTOR in providing, performing and furnishing services, work and materials pursuant to this Agreement.

(2) The CONTRACTOR shall be liable and agrees to be liable for and shall indemnify, defend and hold the CITY harmless for any and all claims, suits, judgments or damages, losses and

expenses including court costs, expert witness and professional consultation services, and attorneys' fees arising out of the CONTRACTOR'S errors, omissions, negligence, or delay(s), or those of any and all sub-consultants and/or SUBCONTRACTORs engaged by the CONTRACTOR during the providing, performing and furnishing of services, work and materials pursuant to this Agreement and any and all Amendments thereto.

5.05 NOT TO DIVULGE CERTAIN INFORMATION

During the term of this Agreement and forever thereafter and except for the provisions of paragraphs 17 and 18 below, the CONTRACTOR agrees not to divulge, furnish or make available, to any third party, without the express written permission of the CITY, any non-public information, where such information has not been properly subpoenaed, concerning the services rendered by the CONTRACTOR.

ARTICLE 6.00 - OBLIGATIONS OF THE CITY

6.01 AVAILABILITY OF CITY INFORMATION

At the CONTRACTOR'S request to the PROJECT MANAGER, the CITY agrees to make available all pertinent information, known by the CITY to be available, to assist the CONTRACTOR in providing and performing the professional services required herein. Such information may include, but not be limited to, customer billing information, consumption records, other related data. The CONTRACTOR shall be entitled to reasonably rely on the accuracy and completeness of such information.

6.02 AVAILABILITY OF CITY'S DESIGNATED REPRESENTATIVES

The CITY agrees that the PROJECT MANAGER shall be available within a reasonable period, with reasonable prior notice, given by the CONTRACTOR, to meet and/or consult with the CONTRACTOR on matters pertaining to the professional services to be provided hereunder. The CITY further agrees that the PROJECT MANAGER shall respond, within a reasonable period, to written requests submitted by the CONTRACTOR.

ARTICLE 7.00 - COMPENSATION AND METHOD OF PAYMENT

7.01 COMPENSATION AND METHOD OF PAYMENT

For the professional services performed by the CONTRACTOR, pursuant to this agreement, the CITY hereby agrees to pay the CONTRACTOR per the pricing schedule shown in **Exhibit A.** The Contractor shall be allowed one approved draw per month during the term of the contract. Payments are net 30 per State quick pay rules.

7.02 PAYMENT WHEN SERVICES ARE TERMINATED

(l) In the event of termination of this Agreement by the CITY and not due to the fault of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for: (l) all services performed prior to the effective date of termination; and (2) shall pay the costs of such as set forth in Section 7.01 of this agreement.

(2) In the event of termination of this Agreement, due to the fault of the CONTRACTOR or at the written request of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for: (l) all services completed prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY; and (2) shall pay the costs of such as set forth in Section 7.01 of this agreement. Any such payments shall be subject to a set-off, for any damages incurred by the CITY, resulting from delays occasioned by the termination.

7.03 PAYMENT WHEN SERVICES ARE SUSPENDED

In the event the CITY suspends the professional services required to be performed, by the CONTRACTOR, pursuant to this Agreement, the CITY shall compensate the CONTRACTOR for all services performed prior to the effective date of suspension and shall pay the costs thereto as set forth in Section 7.01 of this agreement.

ARTICLE 8.00 - TIME AND SCHEDULE OF PERFORMANCE

8.01 TIMELY ACCOMPLISHMENT OF SERVICES

The timely and expeditious completion, by the CONTRACTOR, of all professional services provided under this Agreement, or any Amendments hereto is expected. The CONTRACTOR agrees to employ an adequate number of personnel throughout the period of this Agreement, and any extension hereof, so that all professional services to be provided, pursuant to this Agreement, or any Amendments hereto will be provided, performed and completed in a timely and expeditious manner. Time of completion agreed to for this project is March 31, 2024.

Should the CONTRACTOR not be able to complete the services for a project in accordance with the Scope of Services and Schedule agreed to in **Exhibit A**, the CONTRACTOR shall provide the PROJECT MANAGER a revised schedule and narrative indicating the reasons for the delay within a reasonable period of time prior to the expiration date of the original schedule. The PROJECT MANAGER shall review this information and either approve the revised schedule as submitted or provide a written response indicating the deficiencies in the schedule. Once the revised schedule has been approved by the PROJECT MANAGER, it shall then become the schedule for the project. Requests for changes to **Exhibit A** that are denied by the PROJECT MANAGER shall be further reviewed as proposed contract Amendments pursuant to Article 23.00.

8.02 FAILURE TO PERFORM IN A TIMELY MANNER

Should the CONTRACTOR fail to commence, provide, and/or perform any of the professional services required, pursuant to this Agreement, in a timely, continuous, diligent, professional and expeditious manner, the CITY may consider such failure as justifiable cause to terminate this Agreement.

ARTICLE 9.00 - CONFLICT OF INTEREST

The CONTRACTOR represents that it presently has no interest and shall acquire no interest, either directly or indirectly, which would conflict in any manner with the performance of services required hereunder. The CONTRACTOR further agrees that no person having any such conflict of interest shall be employed or engaged by the CONTRACTOR for performance hereunder.

If the CONTRACTOR, for itself and on behalf of its SUBCONTRACTORs, is about to engage in the representation of another client, who it in good faith believes could result in a conflict of interest with the services being rendered pursuant to this Agreement, then the CONTRACTOR shall promptly bring such potential conflict of interest to the CITY'S attention in writing. The CITY will decide in a timely manner. Upon determination that there is a conflict of interest, the CITY will submit written notice of same to the CONTRACTOR and the CONTRACTOR shall decline the new representation. If the CITY determines that there is not any such conflict, then the CITY shall give its written consent to such representation. If CONTRACTOR accepts such a representation without obtaining the CITY'S prior written consent, and if the CITY subsequently determines that there is a conflict of interest, the CONTRACTOR agrees to promptly terminate such new representation. CONTRACTOR shall require each sub-CONTRACTOR to comply with the provisions of this Section. Should the CONTRACTOR fail to advise or notify the CITY, as provided herein above, of representation, which may, or does, result in a conflict of interest, or should the CONTRACTOR fail to discontinue such representation where a conflict is determined to exist, the CITY may consider such failure as justifiable cause to terminate this Agreement.

ARTICLE 10.00 - ASSIGNMENT/TRANSFER

Any assignments or transfer of rights, benefits or obligations hereunder shall only be allowed if approved as an amendment pursuant to Article 23.00.

ARTICLE 11.00 - APPLICABLE LAW/VENUE

This Agreement shall be governed by the ordinances of the CITY of Green Cove Springs, the laws, rules, and regulations of the State of Florida, procedural and substantive, and applicable federal statutes, rules and regulations. The venue for any and all litigation, arising under this Agreement, shall lie in Clay County, Florida.

ARTICLE 12.00 - WAIVER OF BREACH

Waiver by the CITY, of a breach of any provision of this Agreement, by the CONTRACTOR, shall not be deemed to be a waiver of any other breach and shall not be construed to be a modification of the terms of this Agreement.

12.01 JURY TRIAL WAIVER

Each Party waives the right to trail by jury on any issues or suits arising hereunder.

ARTICLE 13.00 - INSURANCE COVERAGES

13.01 GENERAL REQUIREMENTS

The CONTRACTOR shall purchase and maintain such insurance meeting the requirements of the CITY of Green Cove Springs and as will protect it from claims set forth below which may arise out of or result from the CONTRACTOR'S execution of the WORK, whether such execution be by themselves or by any SUBCONTRACTOR or by anyone directly or indirectly employed by any of them, or by anyone for whose acts may be liable:

Claims under workmen's compensation, disability benefit and other similar employee benefit acts.

Claims for damages because of bodily injury, occupational sickness or disease, or death of his employees.

Claims for damages because of bodily injury, sickness or disease, or death of any person other than his employees.

Claims for damages insured by usual personal injury liability coverage which are sustained (1) by any person as a result of an offense directly or indirectly related to the employment of such person by the CONTRACTOR or (2) by any other person; and

Claims for damages because of injury to or destruction to tangible property, including loss of use resulting there from.

Certificates of Insurance acceptable to the OWNER shall be filed with the OWNER prior to commencement of the WORK. These Certificates shall contain a provision that coverages afforded under the policies will not be cancelled unless at least thirty (30) days prior WRITTEN NOTICE has been given to the OWNER.

The CONTACTOR shall procure and maintain, at his own expense, during the CONTRACT TIME, liability insurance as hereinafter specified.

CONTRACTOR'S General Public Liability and Property Damage Insurance including vehicle coverage issued to the CONTRACTOR and protecting him from all claims for personal injury, including death, and all claims for destruction of or damage to property, arising out of or in connection with any operations under the CONTRACT DOCUMENTS, whether such operations be by himself or by any SUBCONTRACTOR under him, or anyone directly or indirectly employed by the CONTRACTOR or by a SUBCONTRACTOR under him. Upon award, the bidder shall

provide a certificate of insurance providing at least thirty (30) calendar days guaranteed written notice of cancellation and the CITY listed as an additionally insured with the following minimums:

Workmen's Comprehensive: meeting State Statutes
Product Liability: $ 100,000 single/$ 500,000 aggregate
General Liability: $ 100,000 single/$ 500,000 aggregate
Commercial General Liability: $ 1,000,000 combined single limit
Automobile Liability: $ 500,000 combined single limit
Owned
Hired
Non-owned
Current Form/Comprehensive Form
Premises Operations
Explosion and Collapse Hazard
Underground Hazard
Products/Completed Operations Hazard
Contractual Insurance
Broad Form Property Damage
Independent CONTRACTORs

The CONTRACTOR shall acquire and maintain, if applicable, Fire and Extended Coverage insurance upon the PROJECT to the full insurable value thereof for the benefit of the CITY, the CONTRACTOR, and SUBCONTRACTORS as their may appear. This provision shall in no way release the CONTRACTOR or CONTRACTOR'S surety from obligations under the CONTRACT DOCUMENT to fully complete the PROJECT.

The CONTRACTOR shall procure and maintain at his own expense, during the CONTRACT TIME, in accordance with the provisions of the laws of the state in which the work is performed, Workmen's Compensation Insurance, including occupational disease provision, for all of his employees at the site of the PROJECT and in case any work is sublet, the CONTRACTOR shall require such SUBCONTRACTOR similarity to provide Workmen's Compensation Insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the CONTRACTOR. In case any class of employees engaged in hazardous work under this contract at the site of the PROJECT is not protected under Workmen's Compensation statute, the CONTRACTOR shall provide, and shall cause each SUBCONTRACTOR to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

Insurance for WORK to be performed. Unless specifically authorized by the CITY, the amount of such insurance shall not be less than the CONTRACT PRICE totaled in the BID. The policy shall cover not less than the losses due to fire, explosion, hail, lightning, vandalism, malicious, mischief, wind, collapse, riot, aircraft, and smoke during the CONTRACT TIME, and until the WORK is accepted by the CITY. The policy shall name as the insured the CONTRACTOR, the ENGINEER, and the CITY.

The CITY shall be specifically included as an additional insured. This does not pertain to workers compensation.

All certificates of insurance must be on file with, and approved by, the CITY before the commencement of any work activities.

ARTICLE 14.00 - DUTIES AND OBLIGATIONS IMPOSED ON THE CONTRACTOR

The duties and obligations imposed on the CONTRACTOR, and the rights and remedies available hereunder shall be in addition to, and not a limitation on, any such duties and obligations or rights and remedies otherwise imposed or available by law or statute.

ARTICLE 15.00 - REPRESENTATION OF THE CITY

The CONTRACTOR, in performing the professional services required pursuant to this Agreement, or any Amendments hereto, shall only represent the CITY in the manner, and to the extent, as specifically set forth in this Agreement or any Amendments hereto.

The CITY will neither assume nor accept any obligation, commitment, responsibility or liability, which may result from a representation by the CONTRACTOR, which is not specifically provided for and or authorized by this agreement or any Amendments hereto.

ARTICLE 16.00 - MAINTENANCE OF RECORDS

The CONTRACTOR shall maintain adequate records and supporting documentation, applicable to all services, work, information, expenses, costs, invoices and materials, provided and performed, pursuant to the requirements of this Agreement. Said records and documentation shall be retained by the CONTRACTOR for a minimum of five (5) years from the date of natural expiration or termination of this Agreement.

The CITY and its authorized agents shall, after providing reasonable notice, have the right to audit, inspect and copy all such records and documentation, as often as the CITY deems necessary during the term of this Agreement, and during the five (5), year period thereafter, as required above, provided that such activity is conducted during normal business hours and at the expense of the CITY.

ARTICLE 17.00 - RESERVED

ARTICLE 18.00 – PUBLIC RECORDS REQUIREMENTS

Notwithstanding any provision in this agreement to the contrary, the following public records requirements shall apply:

The CONTRACTOR, or provider of services hereunder, shall allow public access to all documents, papers, letters, or other material subject othe provisions of Chapter 119, Florida Statutes, made or received by the CONTRACTOR in conjunction with this Contract. Specifically, the CONTRACTOR must:

(1) Keep and maintain public records that ordinarily and necessarily would be required by the CITY in order to perform the services being performed by the CONTRACTOR.
(2) Provide the public with access to public records on the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
(3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
(4) Meet all requirements for retaining public records and transfer at no cost to the CITY for all public records in possession of the CONTRACTOR upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the CITY in a format that is compatible with the information technology systems of the CITY.
The City's point of contact for all Public Records requests is Erin West, City Clerk, ewest@greencovesprings.com.

The CONTRACTOR shall promptly provide the CITY with a copy of any request to inspect or copy public records in possession of the CONTRACTOR and shall promptly provide the CITY a copy of the CONTRACTOR's response to each such request. Failure to grant such public access will be grounds for immediate termination of this Contract by the CITY.

THIS ARTICLE WILL BE DEEMED TO APPLY TO ALL SERVICE CONTRACTS UNLESS THE CONTRACTOR CAN DEMONSTRATE BY CLEAR AND CONVINCING EVIDENCE THAT IT IS NOT ACTING ON BEHALF OF THE CITY UNDER FLORIDA LAW.

ARTICLE 19.00 - HEADINGS

The HEADINGS of any Articles, Sections, and/or Attachments, to this Agreement, are for convenience only and shall not be deemed to expand, limit or change any of the provisions contained herein.

ARTICLE 20.00 - RESERVED

ARTICLE 21.00 - NOTICE AND ADDRESS OF RECORD

21.01 NOTICE BY CONTRACTOR TO CITY

All notice to the CITY, pursuant to this Agreement, shall be made in writing and shall be delivered through the United States Postal Service, first class mail, postage prepaid and addressed to the following, CITY, address of record:

The City of Green Cove Springs
City Hall Development Services Department –Attn:
Lyndie Knowles 321 Walnut Street
Green Cove Springs, Florida 32043

21.02 NOTICES BY CITY TO CONTRACTOR

All notices to be given to the CONTRACTOR, pursuant to this agreement, shall be made in writing and shall be delivered through the United States Postal Service, first class mail, postage prepaid and addressed to the following, CONTRACTOR'S address of record: 4767 New Broad Street, Orlando, FL 32814, Attn: Patricia Tyjeski

21.03 CHANGE OF ADDRESS OF RECORD

Either party may change its address of record, at any time, by written notice to the other party given in accordance with the requirements as set forth in Article 20.01, above.

ARTICLE 22.00 - TERMINATION

22.01 GENERAL PROVISIONS

This Agreement may be terminated by the CITY or the CONTRACTOR, with or without cause by giving thirty (30) days written notice to the other party as required in Article 20.00 above.

22.02 TERMINATION DUE TO BANKRUPTCY OR INSOLVENCY

If the CONTRACTOR is adjudged bankrupt or insolvent, if it makes a general assignment for the benefit of its creditors, if a trustee or receiver is appointed for the CONTRACTOR or for any of its property or if it files a petition to take advantage of any debtor's act or to reorganize under bankruptcy or other similar laws the CITY may, without prejudice to any other right or remedy, and after giving the CONTRACTOR written notice, terminate this Agreement.

22.03 CONTRACTOR TO DELIVER MATERIAL

Upon termination for any reason, the CONTRACTOR shall promptly deliver to the CITY all documents or papers, which the CITY has exclusive rights, by virtue of this Agreement or any other services performed by the CONTRACTOR on behalf of the CITY.

ARTICLE 23.00 - AMENDMENTS

The covenants, terms, and provisions contained herein may be amended, altered and/or modified upon express written consent of the parties hereto. In the event of conflicts between the covenants, terms, and/or provisions hereof, and any amendment(s) hereto, the latest executed Amendment(s) shall take precedent.

ARTICLE 24.00 ADMINISTRATIVE PROVISIONS

In the event the CITY issues a purchase order, memorandum, letter, or other instruments addressing the professional services, to be provided and performed pursuant to this Agreement, it is hereby specifically agreed and understood that such purchase order, memorandum, letter or other instruments are for the CITY'S internal control purposes only, and any and all terms, provisions, and conditions contained therein, shall in no way modify the covenants, terms and provisions of this Agreement, or any amendments hereto, and shall have no force or effect hereon.

ARTICLE 25.00 - ACCEPTANCE

Acceptance of this Agreement shall be indicated by the signature of the duly authorized representative of the parties hereto, in the space provided, and be attested to as indicated hereafter.

IN WITNESS WHEREOF, the parties hereto, by their duly authorized representatives, have executed this Agreement effective this_____day of_____, 2023

By: _____
Constance W. Butler, Mayor

By: _____
Steve Kennedy, City Manager

ATTEST: _____
Erin West, CITY CLERK

Approved as to form only:

_____
L.J. Arnold III, CITY ATTORNEY

CONTRACTOR –

By: _____
George Kramer, Principal-in-Charge

_____
Witness as to CONTRACTOR

EXHIBITS

City of

GREEN COVE SPRINGS

Downtown Form-Based Code | RFP #2023-05

April 4th, 2023

Inspire

PLACEMAKING COLLECTIVE

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Inspire
PLACEMAKING COLLECTIVE

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PLACEMAKING COLLECTIVE

01

Cover Letter

April 4, 2023
City of Green Cove Springs
Attn: Lilly Delvecchio, Development Services Director
321 Walnut Street,
Green Cove Springs, FL 32043

Re: RFP #:2023-05 Downtown Form-Based Code

Dear Members of the Selection Committee,

Clay County has experienced significant growth over the past twenty years and more development is on the horizon. Despite the many new homes and commercial buildings that have been constructed, the character of Green Cove Springs remains unique within the region. Downtown planning efforts have embraced the history and charm of this riverfront city and a form-based code was a recommendation in the recently adopted Downtown Master Plan. This effort is the next step in plan implementation and will help advance the revitalization of Downtown Green Cove Springs by providing a framework for future redevelopment in keeping with the City's character.

Inspire Placemaking Collective, Inc. (Inspire) was founded in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions which have been in operation for more than 20 years. With a team of ten planners that possess more than 150 years of collective experience, Inspire offers a traditional city planning practice, with a depth and breadth, that is unique within today's marketplace.

Our practice focus includes comprehensive planning, land development code updates, form-based codes, design guidelines, redevelopment, economic development, historic preservation, and small area studies. We have assisted numerous cities and counties with the preparation of streamlined, user-friendly land use plans, comprehensive plans, land development regulations, form-based codes, design standards, and technical manuals. Our current and previous clients range from rural counties to fast-growing urban communities.

Our work is rooted in a commitment to Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces. We think beyond project site boundaries and plan for the people and experiences of the larger place and community. ***Inspire is committed to creating great places, safe streets and thriving communities.***

Thank you for this opportunity to present our qualifications for your consideration. We hope to have the opportunity to expand upon our ideas and experience through the interview process.

Sincerely,
Inspire Placemaking Collective, Inc.

Patricia Tyjeski, AICP
Project Manager
Ptyjeski@inspireplacemaking.com

George Kramer, AICP
President/Authorized Representative
Gkramer@inspireplacemaking.com

Inspire
PLACEMAKING COLLECTIVE

02

Description of Approach

Approach

As noted in the cover letter, our work is rooted in a commitment to Placemaking, a design perspective that recognizes the relationship between transportation, private development, and civic spaces. We plan for the people and experiences of the larger place and community. ***We are committed to creating great places, safe streets, and thriving communities.*** Helping our clients develop form-based codes allows us to fulfill that commitment.

Our proposed scope of work for this project, included in **Tab 5,** is similar to those used in past projects; however, we recognize that each community is different with their own set of challenges and preferences. While some communities prefer in-person public engagement, others rely heavier on virtual meetings. Some prefer individual stakeholder interviews, yet others are comfortable with focus group sessions. The formatting of the document also varies. Some communities stay true to the Smart Code formatting, while others prefer a format that is easier to understand by all code users. In the many years we have been offering planning services, we have learned that we can offer advice on how to carry out a project, but it is ultimately up to the jurisdiction to decide its final form. Based on our understanding of the City's desires, we have tailored the approach considering the following:

Project Branding & Website – We believe that this exercise is necessary to attract and engage the public in the process of writing the code. Branding the project is a great way to ensure consistency of the messaging and work product. We used this technique before with the City of Green Cove Springs and achieved great attendance at workshops.

Site Analysis/Framework Map – We have included in our scope the creation of a framework map depicting existing conditions. This is not something we typically include, but considering the size of the Green Cove Springs downtown, and the work we already did as part of the Downtown Master Plan, we feel this map will serve as a good base to depict proposed changes in urban form.

Workshop vs. Charrette – We recognize the value of facilitating charrettes for design projects. Decisions can be made quickly and presented to the public within a very short timeframe. When writing code, however, we prefer to allow ample time to assess the input received, apply our professional expertise, have a dialouge with staff, and decide the next steps in the process. Developing a regulating plan means deciding the zoning regulations that would be applicable to each site. It is a decision that should be analyzed site-by-site. For this project, we are proposing to hold an interactive workshop to educate the audience on form-based codes, and then obtain input on where the different types of development should go. Based on the input received, we will develop recommendations to be presented to staff for consensus before proceeding to draft the code.

Integration with the LDC – Many communities have commissioned the preparation of form-based codes that result in stand-alone documents that do not communicate with the rest of the Land Development Code. We are committed to ensuring a thorough integration so that sign regulations, landscaping regulations, and all other applicable development regulations are coordinated with the rest of the code to avoid conflicts and unnecessary repetition.

A code grounded in reality - We have prepared numerous updates and rewrites of LDCs, form-based codes, design guidelines, historic district standards, and technical manuals. However, our experience with codes goes beyond that. We have performed development review services for numerous clients over the years. We have been fortunate to review development applications for compliance with a code we wrote, but many times we are asked to review applications against codes that are complicated or subjective. Most planning consultants have experience writing codes but have not had the opportunity to enforce the regulations they created. They have not been around when staff is trying to make sense of the provisions, trying to explain the regulations to a citizen, or reviewing a set of plans for conformance to the adopted provisions. We have.

Private vs. Public Realm – Many codes establish build-to-lines that have put the buildings so close to the street that there is no room for public realm improvements. While property lines along the public right-of-way cannot be changed, there are tools that can be used to ensure the street is redesigned to allow for wider sidewalks, furnishing/landscape zones, and even some room for outdoor dining. We have coordinated in the past with FDOT to inform the jurisdiction on possible agreements that may be utilized to position the public sidewalks on easements so that a furnishing/landscape zone can be located between the sidewalk and the travel lanes. One of the main differences between a form-based code and a traditional code is that the FBC must coordinate the design of the private site with the design of the street in front of it to ensure it is successful.

Balancing narrative and graphics - Graphic-based codes can be very appealing to the eye but need to be balanced with legally defensible narratives that do not leave any room for mistakes or inconsistent application. We ensure that our codes are user-friendly, not only for the designers, but also for the regular citizens who are trying to understand what is allowed in their own neighborhoods. Our team focuses on creating regulations that are easy to understand, enforceable, implementable, and legally defensible.

City's Commitment to enforcing the FBC – As consultants, we write the form-based codes, but it is the jurisdiction's responsibility to address the day-to-day inquiries from developers. Having an easy to understand code is the first step on making those conversations successful. But there will always be push back from the development community used to implementing suburban codes. Sometimes even new commissioners may question the practice. We created form-based regulations for the City of Gulf Breeze in 2006 and have been helping the City implement them through development review services. Even though we sometimes get push back from developers insisting that the standards make their developments unfeasible, the City continues to be firm and applies the regulations consistently.

Public Input - Our most recent experience with form-based regulations includes the work we did for the cities of **Gainesville** (Downtown and major corridors) and **Kissimmee** (Downtown and Vine Street corridor). The latter included a public engagement plan similar to the one we are proposing for the City of Green Cove Springs. The adoption was smooth, and the code was uploaded to Municode shortly after. The Gainesville project scope included a decent number of public meetings. However, the Council decided to hold more meetings with the City residents. Staff held over 200 meetings with the public before the code was adopted. We believe the number of meetings originally included in the scope were adequate but respect the City's position in wanting to hold additional meetings. Both codes are being successfully implemented. **Tab 4** includes a series of project sheets describing many other form-based regulations we have prepared in the past.

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03

Team Expertise/Project Qualifications & Experience

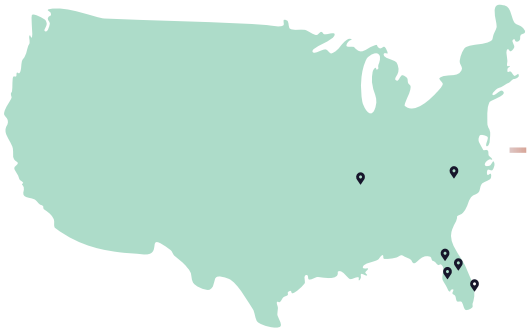
Firm Profile/Structure/Location

Firm's Legal Name:
Inspire Placemaking Collective, Inc. *(Formerly part of S&ME, Inc.)*

Inspire Corporate Headquarters/Primary Office Location:
4767 New Broad Street, Orlando, FL 32814

Company History, Length of Existence, & Business Structure:
Inspire is a newly formed company, comprised of an established planning and landscape architecture practice that has been in operation since 1999. Inspire was established in 2022 as a formal spin-off of S&ME, Inc.'s planning and landscape architecture divisions. This purchase provided a legal transition of personnel, projects, and portfolio to Inspire. Inspire offers a robust planning team with more than 150 years of collective experience. The skills and experience of our team is both broad and deep, providing our clients access to a traditional city planning practice that is unique in today's marketplace.

Type of Ownership & Number of Personnel:
Corporation | 20 Employees



OFFICE LOCATIONS IN:
FLORIDA, NORTH CAROLINA, AND TENNESSEE

FLORIDA OFFICE LOCATIONS IN:
ORLANDO (Corporate HQ), TAMPA, GAINESVILLE, AND FORT LAUDERDALE

Qualification Summary

Inspire includes thirteen (13) planners with more than 150 years of collective experience. Our team has developed a specific practice area focused on traditional planning, including Land Development Codes, Comprehensive Planning, Redevelopment, Economic Development, Historic Preservation, and Small Area Studies.

57
Comprehensive Planning projects

49
Land Development Code Projects

54
Community Redevelopment Agency Clients

7
Active Development Review Clients

Inspire offers the best team and experience to help the City create a form-based code for downtown Green Cove Springs. We have an interdisciplinary team with extensive experience writing policy and regulations. ***We have prepared numerous updates and rewrites of LDCs, form-based codes, design guidelines, historic district standards, and technical manuals.*** In addition to writing traditional and form-based regulations, we have performed development review services for numerous clients over the years. This experience has set us apart from our competitors as it allows us to know what works and what doesn't when it comes to code writing.

Project Examples

In the past five years, we have developed form-based regulations for the cities of **Kissimmee, Orlando,** and **St. Augustine.** The work for the City of Kissimmee included the rewrite of the Land Development Code and the development of a form-based code for the **Downtown and Vine Street corridor.** They have a traditional, historic downtown with a mixture of commercial, office, institutional, and residential uses. Some of the single-family homes have transitioned to office use, maintaining their small scale, historic character. They also have a waterfront and several public uses, including the County administrative building, within their Downtown. The form-based code area also includes the major transportation/commercial corridor in the City – Vine Street, which was the original location of the hotels and motels catering to the Disney World visitors.

We also developed form-based regulations for the **Orlando South of Downtown (SoDo) area.** This area is home to the Orlando Health campus and has been growing and transforming into a livable and vibrant neighborhood. The main challenge drafting the regulations was addressing the transition from a very urban, high intensity corridor (Orange Avenue) to the historic single-family neighborhood flanking the corridor on the east.

More recently, we developed form-based standards for the **City of St. Augustine's entry corridors** (Anastasia Boulevard, San Marco Avenue, and King Street). These three corridors lead visitors into the City's historic core but feature a variety of architectural styles and settings. **Tab 4** contains project sheets with more details demonstrating our experience preparing form-based codes.

Principal-in-Charge and Project Manager

The **Principal-in-Charge** and **Project Manager** proposed for this project, **George Kramer** and **Pat Tyjeski,** respectively, are very familiar with the City of Green Cove Springs, having been involved in the update of the Comprehensive Plan, the development of the Downtown Master Plan, and the Walnut Street redesign. They also worked in the same capacity on the development of the Kissimmee Form-Based Code project, adopted in 2020.

George has over 22 years of experience serving both public and private sector clients in strategic planning efforts with a focus on implementation. He has served as Principal-in-Charge for numerous projects completed by our team. Pat has over 35 years of experience working with public sector clients. She has managed the development of numerous planning studies, including land development regulations (traditional and form-based), comprehensive plans (rewrites and updates), and has experience in historic preservation serving as the Historic Preservation Officer for two jurisdictions. Pat managed the successful update of the City's Future Land Use and Transportation Elements and will be the first point of contact for the City.

Personnel Roles

Tab 7 contains the resumes for all the team members proposed for this project. The following are their proposed roles on this project:

George Kramer, AICP, Principal-in-Charge, will ensure the team has adequate staffing resources to complete the project and oversee the QA/QC process.

Pat Tyjeski, AICP, Project Manager, will lead the visioning exercise and the development of the form-based code. She will also lead the public engagement activities.

Leslie Del Monte, NCARB, Senior Urban Designer, will provide her expertise in the development of the form-based code, particularly in the areas of urban design and public realm improvements.

Nick Hill, AICP, Planner/GIS Support, will assist with mapping/GIS activities.

Katie Martin, AICP, and **Gaby Castro, AICP, Planners/Regulation,** will assist in the preparation of regulations and public engagement activities.

Em Schaefer, Creative Director/Project Branding, will assist creating the project brand to foster interest in the community.

Claudia Sicilia, Urban Designer/3D Visualization Specialist, will help create graphics for the public engagement activities and the form-based code.

Kyle Peterson, Landscape Designer/Public Realm, will help wit the visioning exercise and public realm standards.

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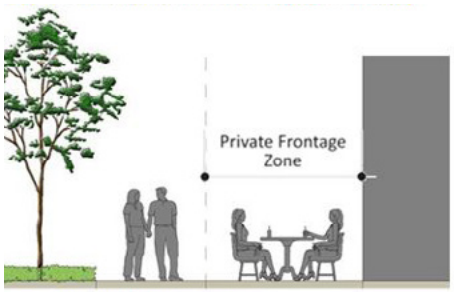
04

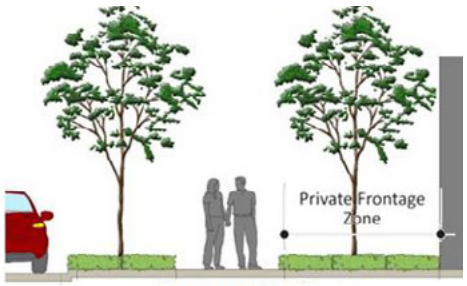
Comparable Projects

Land Development Code Update & Form-Based Code

KISSIMMEE, FL



Used for Outdoor Seating



Used to Buffer Residential Uses

DATES
2017 - 2020 | Status: Adopted

OWNER
City of Kissimmee, FL
Craig Holland, AICP,
Development Services Director
101 Church Street, Kissimmee, FL 34741
T: 407.518.2148
E: Cholland@kissimmee.org

SIZE/SCALE OF GEOGRAPHIC AREA
- LDC: Citywide, 79K pop.
- FBC: Downtown and commercial corridor

TYPE OF CODE
- LDC and Form-Based Code

TYPE OF DEVELOPMENT
- Infill

Inspire was tasked with the update of Kissimmee's Land Development Code, which incorporated form-based code regulations for the downtown area and Vine Street corridor. The form-based code and other LDC revisions established a framework for the City to facilitate infill and redevelopment, implemented past studies and plans for the downtown and surrounding areas, enabled better and safer development patterns (thereby improving the quality of the built environment), and gave citizens, developers, builders, and property owners predictable standards.

OVERVIEW

- Full update of the entire LDC
- Assessed physical characteristics and policy and regulations applicable to the downtown and Vine Street corridor
- Form-Based Code for downtown and Vine Street Corridor
- **Facilitated public workshops**

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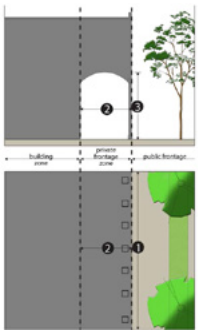
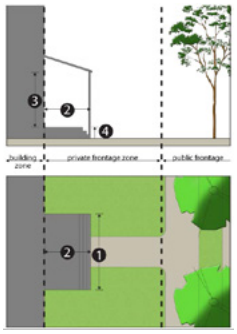
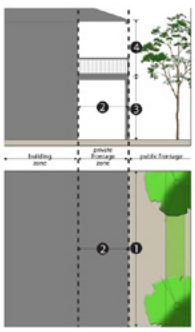
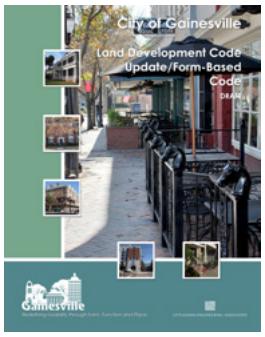
Land Development Code Update & Form-Based Code

GAINESVILLE, FL









DATES
2012 - 2013 | Status: Adopted

CLIENT
City of Gainesville, FL
Scott Wright, Planner III,
Department of Transportation
306 Northeast 6th Avenue,
Thomas Center B, Gainesville,
FL 32601
T: 352.393.8423
E: Wrightsa@gainesvillefl.gov

SIZE/SCALE OF GEOGRAPHIC AREA
- LDC: Citywide, 140K pop.
- FBC: Downtown and surrounding areas

TYPE OF CODE
- LDC and form-based code

TYPE OF DEVELOPMENT
- Infill

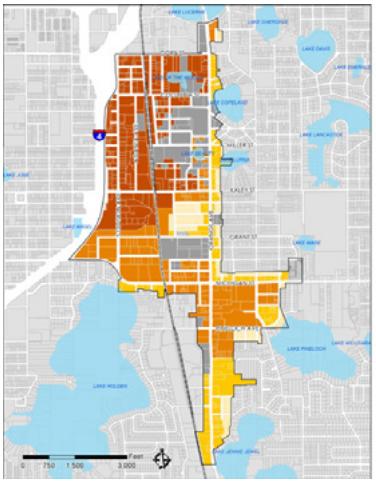
Inspire updated the City's Land Development Code (LDC) to incorporate form-based code principles for the downtown and surrounding area and to improve code organization, streamline regulations, and reduce the number of special zoning and overlay districts. The form-based code was completed with strict adherence to the community vision which centered on the Comprehensive Plan Update, community-driven priorities, and existing neighborhood characteristics. The form-based code and LDC revisions established a framework for the City to enable better development patterns, improve the quality of the built environment, foster pedestrian-friendly development and redevelopment, and gave citizens, developers, builders, and property owners predictable standards by which to design and build.

OVERVIEW

- Assessed physical characteristics and policy and regulations applicable to the downtown and surrounding areas
- Updated the LDC
- Developed a form-based code for downtown and surrounding areas.
- **Facilitated interviews with stakeholders and held public workshops**

DSNID Development Standards

ORLANDO, FL



DATES
2017 – 2018 | Status: Adopted

OWNER
City of Orlando, FL, Martin Hudson, Project Manager
400 South Orange Avenue, Orlando, FL 32802
T: 407.246.3242
E: Martin.hudson@cityoforlando,net

SIZE/SCALE OF GEOGRAPHIC AREA
- Neighborhood Improvement District (720 acres)

TYPE OF CODE
- Form-based code

TYPE OF DEVELOPMENT
- Infill

Through our continuing services contract with the City of Orlando, Inspire was selected to help reaffirm and realize the community vision for the Downtown South Neighborhood Improvement District (DSNID), which is located immediately south of Downtown Orlando. Inspire prepared the form-based standards for development and redevelopment in the DSNID to implement the vision for the area, which was a vibrant redevelopment district to be realized by leveraging the economic forces of both the Orlando Health Medical Campus and proximity to Downtown as well as the accessibility provided by SunRail. The district includes a wide variety of uses: residential, commercial, industrial, and medical (due to the hospital located in the district).

OVERVIEW

- The DSNID is a 720-acre Taxing District that was created in 2011 to support quality redevelopment
- **Facilitated public workshops**

Land Development Code Update

MANATEE COUNTY, FL

DATES
2011 – 2016 | Status: Adopted

CLIENT
Manatee County, FL
Robert Wenzel, Development Services Division Manager
1112 Manatee Avenue West,
Bradenton, FL 34205
T: 941.748.4501 Ext. 6845
E: Robert.wenzel@mymanatee.org

SIZE/SCALE OF GEOGRAPHIC AREA
- Six major transportation corridors

TYPE OF CODE
- Form-based code

TYPE OF DEVELOPMENT
- Infill

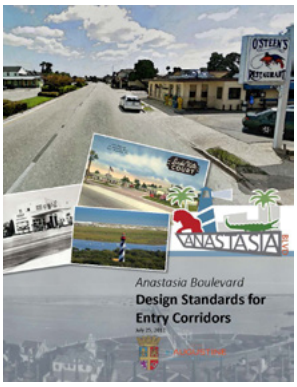
Inspire updated the County's Land Development Code. The first phase consisted of reorganizing the code to ensure ease of use, eliminating repetitive language, eliminating internal inconsistencies, and incorporating regulations related to practices that have been in place but never codified. The second phase included an assessment of the major commercial corridors within the urban core area and developing form-based regulations to improve opportunities for quality development and allow the County to realize its vision of a revitalized urban area. **This project received the 2017 Outstanding Long Range Study/Plan Award from the Florida Planning and Zoning Association (FPZA).**

OVERVIEW

- Completed assessment and proposed changes to the Comprehensive Plan and LDC
- Developed form-based regulations to encourage compact, mixed-use, quality growth along major corridors
- **Facilitated public workshops**

Gateway Corridor Design Standards

ST. AUGUSTINE, FL



DATES
2016 - 2018 | Status: Adopted

OWNER
City of St. Augustine, FL
Jeremy Marquis, RLA, Marquis Latimer + Halback, Inc.
34 Cordova Street, Suite A, St. Augustine, FL 32084
T: 904.825.6747
E: Jeremy@halback.com

SIZE/SCALE OF GEOGRAPHIC AREA
- 4.6 Miles (All 3 Corridors Togehter)

TYPE OF CODE
- Form-based code

TYPE OF DEVELOPMENT
- Infill

Inspire teamed up with a local landscape architect to prepare standards and graphics for site design, building form, architecture, landscaping, signs, and development review for the main entry corridors to the City: Anastasia Boulevard, San Marco Avenue, and King Street. Unlike the Spanish-influenced character west of the river, the Anastasia corridor reflects a post-World War II era (automobile-oriented) development, which includes Mid-Century Modern and Masonry Vernacular architecture.

OVERVIEW

- Developed standards to ensure the preservation and celebration of the unique architecture in each district
- Drafted standards for infill and redevelopment for the various segments along San Marco Avenue and King Street, which mark the entrances to the historic core from the north and the west
- **Facilitated public workshops**

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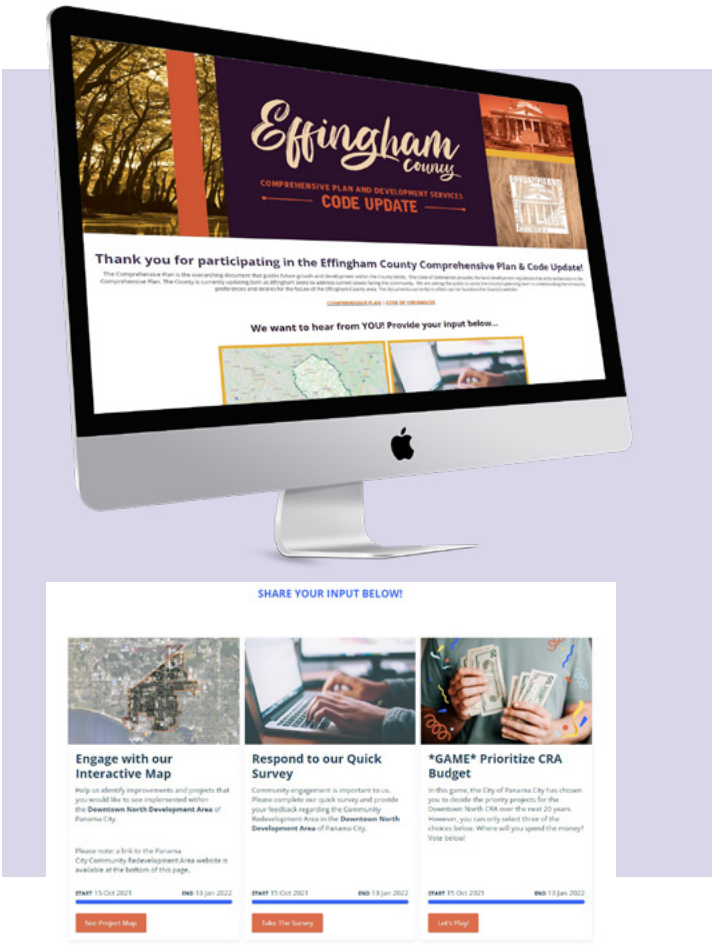
05

Scope of Services

Scope of Services



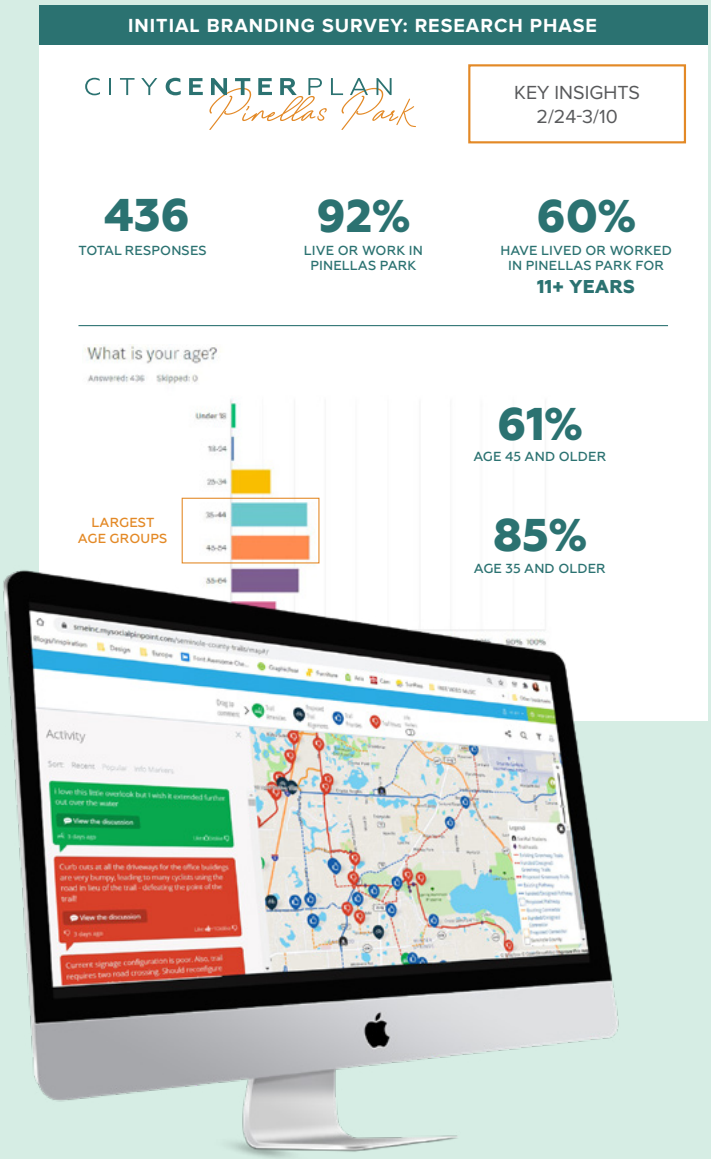
Inspire provides a truly customized approach to each project, especially land development regulations (LDR) and form-based code (FBC) projects. The Smart Code and previously created FBCs are great examples to learn from and provide a foundation of what the client may prefer. Our code development method is tried and true, as evidenced by the numerous successful LDR/FBC projects that have been adopted. Prior to crafting any regulations, we conduct a thorough assessment of the study area and existing code provisions to understand what is practical and how the regulations can be implemented within the community context. Having assisted the City in preparing the Downtown Master Plan and portions of the Comprehensive Plan, we have keen insights of the community that provide our team with a significant advantage in preparing the FBC. The RFP provides a thorough and well-thought out scope of services. Our proposed approach is expressed chronologically, with additional details, as described below:

Task 1. Kick-off Meeting/Communications

The Inspire team will facilitate an ***in-person kick-off meeting*** with City Staff. During the meeting, we will discuss the scope, schedule, data requests, the public involvement plan, expectations, and desired final product. Stakeholders will be identified and contact information provided to Inspire. We will also determine the best time for holding biweekly, virtual progress meetings with City staff.

Inspire will set up a ***project website*** using the Social Pinpoint platform. We will develop project branding and templates for use throughout the project. This website will provide a means for two-way communication, offering the ability to download information and documents as well as solicit and retain public input virtually through state-of-the art interactive maps and exhibits. This Social Pinpoint website will be accessed directly through the City's website as the public is already familiar with using this method for gaining access and communication on City events.

The Consultant will participate in a ***press conference*** with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken. To increase public awareness about the project, the Inspire team can also provide City staff with a ***social media*** campaign template with all the tools, guidance, and expertise needed to develop and maintain a social media campaign for the project across each of the City's preferred social media platforms. As part of this effort, Inspire will provide a recommended posting schedule, branded and formatted images designed for posting on social media (including 5 header images, 5 post images, and 5 profile images), and assistance in drafting the messaging for each post.



Task 2. Site Analysis

Inspire will prepare an assessment of the form-based code area. We will visit the area and review existing land uses, physical attributes, environmental resources, and overall characteristics. We will catalog right-of-way widths, pavement widths, sidewalk widths, architectural character, building height, density and intensity, building materials, streetscape amenities, building height to right-of-width ratio, urban form, and historical context.

A framework map depicting existing conditions and report summarizing the findings and providing preliminary recommendations will be submitted to staff for review. We will utilize one of the bi-weekly progress meetings to go over the map, report and recommendations with City Staff.

Task 3. Initial Public Input

Once the assessment is revised to address staff comments, Inspire will set aside a full day to conduct ***in-person stakeholder interviews*** at City Hall or at a venue proposed by City Staff. The purpose of the interviews is to gather input from individuals in the community who are either familiar with or deeply involved in the development industry (real estate agents, developers, designers, land use attorneys), who can help us disseminate information about the project (homeowners associations or church leaders), local business owners and residents within the form-based code area, and those involved in the development review process (City Staff, appointed and elected officials). Depending on the number of stakeholders identified by staff, these may be individual or small group meetings.

Walnut Street - Green Cove Springs, FL

Shortly after the interviews are completed, Inspire proposes to facilitate a public workshop (#1) to ***introduce*** the project, ***educate*** the public on form-based code principles, present the ***findings*** of the assessment, and obtain initial ***input*** on the ***desired vision*** for downtown. Topics discussed will not only include the type of development envisioned, but also the design of the public realm.

There will be multiple hands-on exercises for participants to get familiar with form-based code topics and to help the team understand the community's preferences. Through a basemap exercise, we will ask participants to share where and what type of development parameters (height, volume, public realm, site orientation, parking, etc.) they prefer within the study area. This can be accomplished through a number of engagement techniques, such as visual preference, volume/building block exercise, case study review. After the workshop, Inspire will prepare a meeting summary listing the major issues raised and describing the vision/master plan ideas received. The summary will be presented to staff at one of the bi-weekly virtual meetings.

Task 4. Form-Based Code Draft #1

The first draft will incorporate the input received from staff, stakeholders, and the public. It will include a regulating plan based on the master plan, building form standards, street standards (plan and section), landscaping and sign standards, use regulations as needed, descriptive building types, and other elements needed. The new form-based code will be designed to be integrated into the Land Development Code. Therefore, we will ensure potential inconsistencies with other chapters are addressed, and cross-references are added/updated. This draft will be submitted to staff for review prior to unveiling it to the public. One set of revisions based on staff's comments will be performed, before it is posted on the website for public review.

Task 5. Unveiling of the Form-Based Code/Public Input

Inspire will facilitate three (3) in-person meetings (on a single day) with the ***stakeholders*** to present the regulating plan (master plan) and form-based regulations draft and obtain input. Subsequent to these meetings, we will facilitate a ***public workshop*** (#2) to do the same. There will be stations set up where participants can review, with the help of facilitators, different aspects of the code. We will develop 3D images depicting "before and after" scenarios to help visualize potential change. As part of this task, we also propose to present the draft at a ***joint workshop*** with the Planning & Zoning Board and City Council.

These graphics helped us depict the transformation from suburban design to urban form in the City of Oldsmar.

Task 6. Adoption/Final Deliverable

Based on the input received and direction provided by City Staff, Inspire will update the draft form-based code. This draft will be submitted to staff for review prior to releasing it to the public or distributing it to the Planning & Zoning Board for a hearing. One set of revisions based on staff's comments will be performed, before it is posted or distributed.

Inspire will present the proposed form-based code to the Planning & Zoning Board at a hearing. Based on the direction provided, we will update the draft and submit it to staff for distribution to the City Council. We will attend and present the code before the City Council at two (2) hearings.

Upon adoption, Inspire will submit to staff the Word files, GIS shapefiles, and graphics developed as part of the code.

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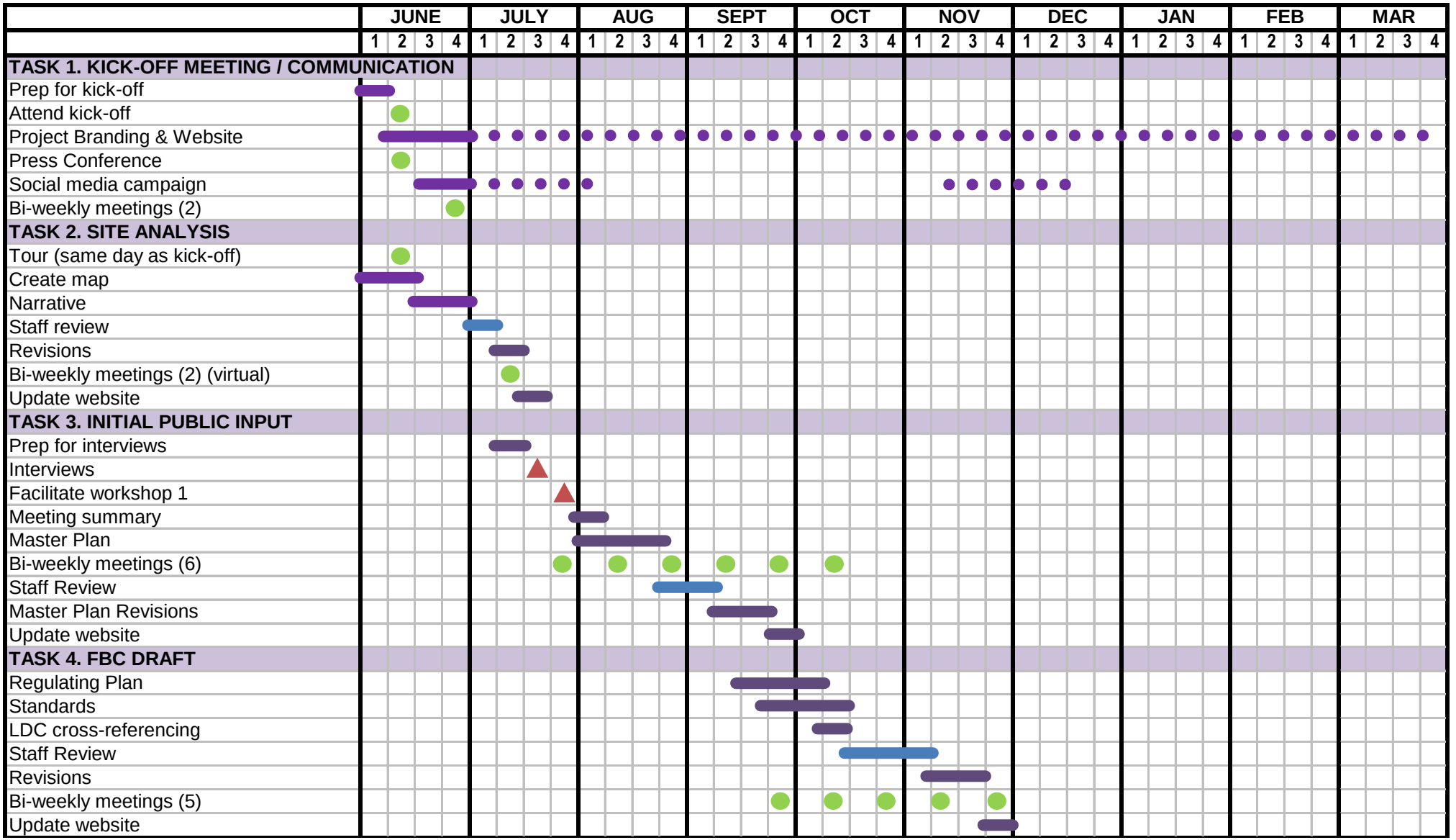
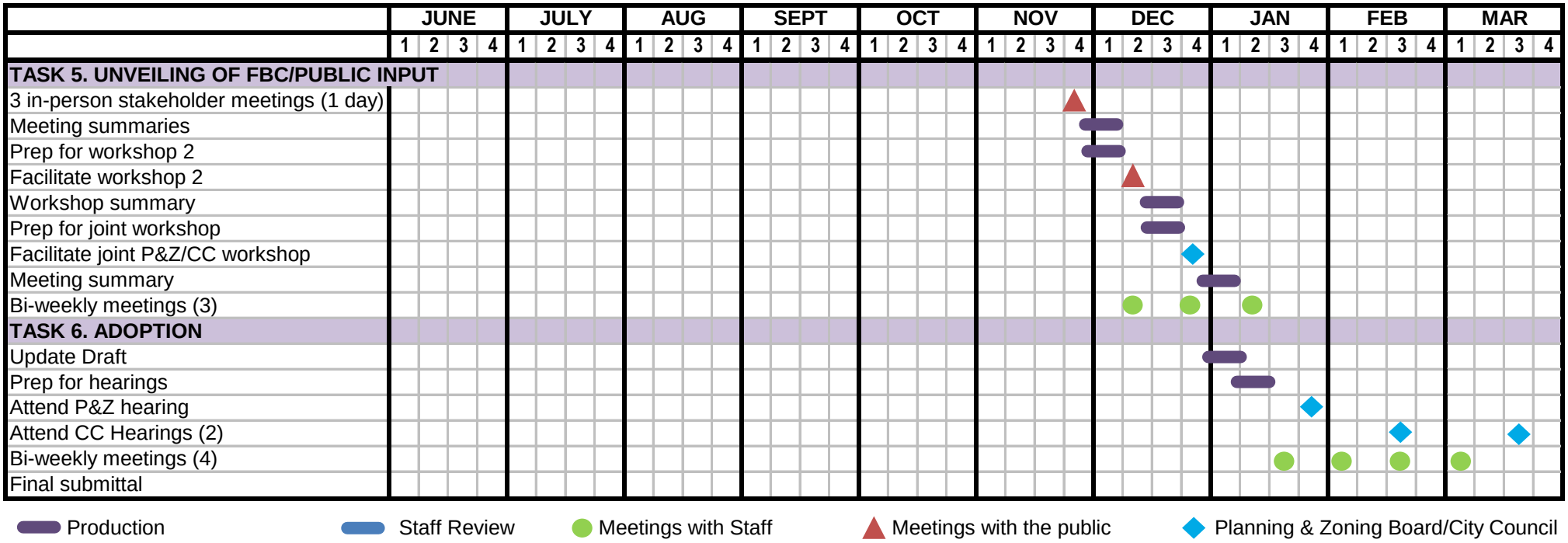
06

Schedule

GREEN COVE SPRINGS FORM-BASED CODE




JUNE
JULY
AUG
SEPT
OCT
NOV
DEC
JAN
FEB
MAR
1 2 3 4
TASK 5. UNVEILING OF FBC/PUBLIC INPUT
3 in-person stakeholder meetings (1 day)
Meeting summaries
Prep for workshop 2
Facilitate workshop 2
Workshop summary
Prep for joint workshop
Facilitate joint P&Z/CC workshop
Meeting summary
Bi-weekly meetings (3)
TASK 6. ADOPTION
Update Draft
Prep for hearings
Attend P&Z hearing
Attend CC Hearings (2)
Bi-weekly meetings (4)
Final submittal
Production
Staff Review
Meetings with Staff
Meetings with the public
Planning & Zoning Board/City Council

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07

Key Personnel

Organizational Chart

Patricia Tyjeski, AICP
Project Manager

George Kramer, AICP
Principal-in-Charge

REGULATIONS

Leslie A. Del Monte, NCARB
Senior Urban Designer

Nick Hill, AICP
Planner/GIS Support

Katie Martin, AICP
Planner/Regulations

Gabriela Castro, AICP
Planner/Regulations

GRAPHICS

Em Schaefer
Creative Director/Project Branding

Claudia Sicilia
Urban Designer/3D Visualization Specialist

Kyle Peterson
Landscape Designer/Public Realm

Patricia Tyjeski

AICP

PROJECT MANAGER

35 Years of Experience

AICP #069120

Orlando, FL

PROFILE

Pat has extensive experience with long range comprehensive planning, land development regulations, zoning, historic preservation, and development review. Over the course of her career, Pat has worked with over 30 jurisdictions on numerous comprehensive planning projects.

EDUCATION

- Master of Regional Planning, Cornell University, Ithaca, NY, 1988
- Bachelor of Architecture, Universidad Javeriana, Bogotá, Colombia, 1985

SKILLS

- Comprehensive Planning
- Land Development Regulations
- Historic Preservation
- Development Review
- Community Engagement

EXPERIENCE

Land Development Code Update & Form-Based Code
Project Manager | Kissimmee, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for Downtown and the US 92 corridor to foster redevelopment and infill.

- Performed a complete reorganization of the code, created tables of uses and dimensional standards, eliminated internal inconsistencies
- Incorporated form-based code regulations for the downtown and Vine Street corridor
- Facilitated public workshops/presented the project at public hearings

Form-Based Code
Project Manager | Gainesville, FL

A comprehensive evaluation and assessment of the adopted Code followed by a full rewrite to provide clarity and consistency, and the development of a form-based code for the downtown/surrounding areas.

- Performed a complete reorganization of the code, created tables of uses and dimensional standards, and eliminated internal inconsistencies
- Developed form-based code regulations to provide a framework to enable better development patterns; foster pedestrian-friendly development; and give citizens, developers, builders, and property owners predictable standards

DSND Design Standards
Project Manager | Orlando, FL

Preparation of development standards for the DSNID to implement the vision for the district - a vibrant redevelopment district to be realized by leveraging the economic forces of both the Orlando Health Medical campus and proximity to Downtown and the accessibility of the SunRail.

- Managed the preparation of development standards

George Kramer

AICP

PRINCIPAL-IN-CHARGE

22 Years of Experience

AICP #020533

Orlando, FL

PROFILE

Strategy and implementation are at the forefront of George's approach to planning. He possesses a keen understanding of technical, administrative, and political issues and specializes in the successful execution of complex projects. George is committed to an ***interdisciplinary*** approach to Placemaking that emphasizes collaboration across professional disciplines to deliver innovation and value to clients.

EDUCATION

- Master of Urban & Regional Planning, University of Florida, Gainesville, FL, 2007
- Bachelor of Political Science, University of Florida, Gainesville, FL, 1999

SKILLS

- Strategic Master Planning
- Comprehensive Planning
- Land Use Entitlements
- Redevelopment Planning
- Complete Streets/Multi-Modal Transportation

EXPERIENCE

Downtown Master Plan
Principal-in-Charge/Project Lead | Green Cove Springs, FL

A community vision, master plan, and phased implementation strategy for revitalization that is centered on the development of a waterfront catalyst-site.

- Developed a visual plan tailored for the general public that included a compelling narrative and clear action items
- Identified a catalyst redevelopment site and provided a strategic phasing plan for capital projects

Downtown Master Plan
Principal-in-Charge/Project Lead | Fort Pierce, FL

A community vision, master plan, and phased implementation strategy for revitalization that is centered on a re-imagined waterfront.

- Developed redevelopment strategy to create a new waterfront district in Downtown
- Facilitated public workshops and meetings during a 4-day design charrette

Complete King Street Master Plan
Principal-in-Charge/Project Lead | St. Augustine, FL

An integrated land use and transportation plan for this 1-mile corridor which serves as the primary gateway into the City.

- Facilitated multiple public workshops
- Led street section design efforts to advance a more walkable, "Best Mile Florida"

Leslie A. Del Monte

NCARB

SENIOR URBAN DESIGNER

21 Years of Experience

NCARB #308593

Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

Leslie Del Monte has over 20 years of experience in both architectural and planning projects. Her planning experience includes small-and-large-scale master/comprehensive planning, urban design, downtown visioning, redevelopment planning, historic district inception/protection, analysis, development, and writing land use, zoning, architectural/design standards, and sustainable initiatives.

EDUCATION

- Master of Architecture, University of Florida, Gainesville FL, 2004
- Bachelor of Design in Architecture, University of Florida, Gainesville FL, 2002

SKILLS

- Comprehensive Planning
- Land Development Code Writing
- Development Review
- Redevelopment Planning
- GIS Analysis
- Visioning
- Land Use Entitlements
- Community Engagement

EXPERIENCE

Visualization & Form-Based Regulation Services

Senior Planner | Clearwater, FL

Multi-day design charrette with community and stakeholder involvement to visualize change along the MLK Jr. Avenue Corridor and provide recommendations to City staff on proposed code amendments and form-based regulations.

- Hosted a multi-day design charette with City staff, community/ neighborhood groups, and developers to visualize change and develop a common understanding for potential commercial or mixed-use redevelopment projects
- Worked with County and City officials to host a workshop to visualize change and develop a common understanding for potential development projects
- Prepared maps, diagrams, and other graphic information to support the intent

Visualization & Form-Based Regulation Services

Senior Planner | Oldsmar, FL

Visualization and form-based regulation services to envision change along the Tampa Road Corridor and provide recommendations to City staff on proposed code amendments and form-based regulations.

- Worked with County and City officials to host workshops/charrettes to visualize change and develop a common understanding for potential development projects under two new land use categories
- Prepared maps, diagrams, and other graphic information to support the intent; prepared and presented the potential vision

Plan Z for Miami-Rickenbacker Bikeways Concept Plan

Senior Urban Designer/Planner | Miami, FL

A Plan to turn Rickenbacker Causeway into a scenic road, incorporating alternative roadway design standards and expanding bicycle, pedestrian, and park facilities.

Nick Hill

AICP

PLANNER/GIS SUPPORT

5 Years of Experience

AICP #33455

Orlando, FL

PROFILE

Nick is well-versed in the field of contemporary urban/regional planning. His professional experience includes updating comprehensive plans/community redevelopment plans, performing development review applications for municipalities, and facilitating entitlement research, land use/rezoning amendments, special use permits, and variance requests. Nick is also a highly skilled GIS technician.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2019
- Bachelor of Science in Public Administration, University of Central Florida, Orlando, FL, 2015

SKILLS

- Comprehensive Planning
- Redevelopment Planning
- Master Planning
- Land Use Entitlements
- Development Review
- Geographic Information Systems
- Community Engagement

EXPERIENCE

Downtown Master Plan

Deputy Project Manager | Green Cove Springs, F

A community vision, master plan and phased implementation strategy for revitalization that is centered on the development of a waterfront catalyst-site.

- Planned, coordinated, and facilitated various public engagement events for the project, which included a five-day charrette featuring three (3) public workshops
- Drafted the contents of the Plan, including the identification of key projects and programming
- Assisted in all branding efforts related to the project and the greater Downtown area

Comprehensive Plan Visioning

Project Planner | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process for the 16th largest city in Florida.

- Assisted in the facilitation of various stakeholder meetings and public workshops
- Managed online discussions and surveys using the Social Pinpoint platform

Complete King Street Master Plan

Project Planner | St. Augustine, FL

An integrated land use and transportation plan for this 1-mile corridor which serves as the primary gateway into the City.

- Assisted with drafting the existing conditions report by conducting an extensive desktop analysis of the study area using a suite of GIS software and a comprehensive review of the City's current planning documents
- Supported the project team's online and in-person engagement

Katie Martin

AICP

PLANNER/REGULATIONS

3 Years of Experience

AICP #34287

Raleigh, NC

PROFILE

Katie is passionate about sustainability, resiliency, walkability, and community development. She thrives working with data and much of her work revolves around geospatial analysis, report creation, writing, and editing. Her experience with crafting comprehensive plans, adaptation action plans, and sustainability plans demonstrates her focus on the environmental well-being of communities.

EDUCATION

- Master of City & Regional Planning, Georgia Institute of Technology, Atlanta, GA, 2020
- Master of Science in Public Policy, Georgia Institute of Technology, Atlanta, GA 2020
- Bachelor of Science in Earth & Environmental Science, Mercer University, Macon, GA, 2012

SKILLS

- Community Engagement
- Geographic Information Systems (GIS)
- Data & Analysis
- Redevelopment Planning
- Resiliency & Adaptation Planning
- Adobe Creative Suite (InDesign, Illustrator)
- Writing & Editing

EXPERIENCE

Municipal Zoning

Planner | Hardeeville, SC

Updated the zoning code including uses, regulations, and design requirements with a focus on public engagement.

- Updated future land use categories and created mapping assets based upon needs of the County
- Assisted in the land development code update
- Assisted with socioeconomic analysis, land use analysis, and report development
- Assisted in the creation of a form-based code for the downtown and major corridors

Community Redevelopment Plan Update

Planner | Palatka, FL

A place-based redevelopment strategy that includes targeted infrastructure and mobility improvements to leverage the City's rich character and waterfront location.

- Performed geospatial analysis using ArcGIS Pro
- Assisted with report revisions, editing, and report development

Franklin Street Historic Preservation Plan & Action Plan

Planner | Tampa, FL

Historic Preservation Plan for Historic Franklin Street.

- Researched current preservation efforts
- Created maps using ArcGIS Pro
- Assisted in report development

Gabriela Castro

AICP

PLANNER/REGULATIONS

7 Years of Experience

AICP #030965

Orlando, FL

PROFILE

Gabriela has experience in reviewing development applications for municipalities. In her professional experience she has reviewed various types of development applications from site work to entitlement work. She has had to create reports and explain these reports in front of various agencies and boards. Additionally, Gaby has experience in technical writing and public speaking.

EDUCATION

- Master of Arts in Urban & Regional Planning, University of Florida, Gainesville, FL, 2015
- Bachelor of Science in Sustainability and the Built Environment, University of Florida, Gainesville, FL, 2014

SKILLS

- Development Review
- Community Engagement

EXPERIENCE

Collier County Development Review
Senior Planner | Naples, FL

As a part of the Development Review division, reviewed various projects in Collier County on a daily basis.

- Reviewed land development applications, including preliminary subdivision plats, site plans, construction plans, final plats, and lot splits to Collier County Land Development Code
- Conducted pre-application meetings with agents and various other Collier County Development Review agencies

Development Review
Project Planner | Minneola, FL

Participate in the review of development applications as part of On-Call Planning Consulting Services Agreement with the City of Minneola.

- Review land development applications, including preliminary subdivision plats, site plans, construction plans, final plats, and variances for consistency with adopted regulations and prior approvals
- Attend pre-application and DRC meetings

Adjunct Planning Services
Project Planner | Lake County, FL

Participate in the review of development applications as part of On-Call Planning Consulting Services Agreement with the Lake County.

- Reviewed land development applications, including site plans, subdivision plats, and other types of development applications

Em Schaefer

CREATIVE DIRECTOR/ PROJECT BRANDING

11 Years of Experience
AIGA Board Member
Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

Em adds creative insight to projects through branding, visual communications, marketing, community engagement, wayfinding, and illustration. Her vast experience using various media to tell compelling brand stories elevates client work across private/public sectors. She provides direction on the creative process of municipal branding and ensures we engage with the communities we serve through exciting/expressive ways.

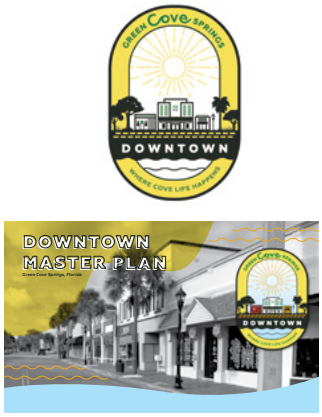
EDUCATION

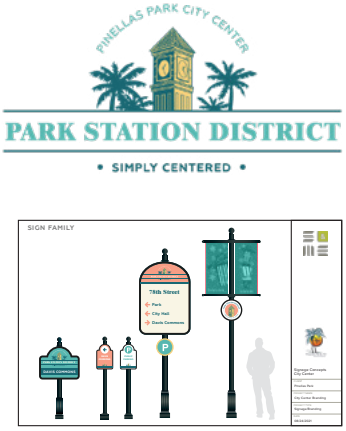
- Master of Science in Digital Marketing, University College Dublin Michael Smurfit Business School, Dublin, Ireland, 2019
- Bachelor of Arts in Visual Communications, Ball State University, Muncie, IN, 2012

SKILLS

- Brand Positioning
- Community Engagement
- Website Design
- Logos/Branding
- Marketing Collateral
- Social Media Design & Strategy
- Infographics
- Video/Motion Graphics
- Adobe Create Suite (Illustrator, Photoshop, InDesign, After Effects, Premiere Pro)
- Signage/Wayfinding/ Environmental Graphics
- Sketching & Illustrations

EXPERIENCE





Downtown Master Plan

Senior Graphic Designer | Green Cove Springs, FL

- Managed and designed unique project logo/branding for the Downtown
- Created interactive project website and creative marketing collateral for workshops
- Established signage concepts and style guide to help the City launch the new brand

Downtown Master Plan

Senior Graphic Designer | Fort Pierce, FL

- Managed and designed unique project logo/branding for the Downtown
- Created interactive project website and creative marketing collateral for workshops

Municipal Branding

Senior Graphic Designer | Pinellas Park, FL

- Managed and designed unique logo and branding for the City Center
- Created interactive project website and creative marketing collateral for workshops
- Engaged with key stakeholders and utilized data to inform design direction
- Established signage concepts, style guide, social media assets, and more to help the City launch the new brand

Claudia Sicilia

URBAN DESIGNER/3D VISUALIZATION SPECIALIST

17 Years of Experience

Lumion, Civil3D, SketchUp, ArcGIS

Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

Claudia has 17 years of experience helping Clients envision robust design projects as reality through technical drawings and detailed 3-D visualization renderings. She provides a creative perspective with a technical foundation and her extensive background in CAD aids in the implementation of the team's design concepts.

EDUCATION

- Bachelor of Architecture, Jose Maria Vargas University, Caracas, Venezuela, 2004
- Associate of Science Degree in Computer Drafting and Design, Florida Technical College, Orlando, FL, 2006

SKILLS

- AutoCAD Civil3D
- Lumion Mock-ups and Fly-through Videos
- SketchUp Community Engagement
- Bilingual (Spanish)
- ArcGIS
- Photoshop Rendering

EXPERIENCE

Complete King Street Master Plan
Visualization Specialist | St. Augustine, FL
- Created Lumion model to showcase design details in 3D

Park Avenue Streetscape
Visualization Specialist | Lake Wales, FL
- Created Lumion modeling to exhibit the streetscape and pedestrian walkway improvements proposed along Park Avenue

Downtown Master Plan
Design & CADD Support | Fort Pierce, FL
- Assisted with concept development
- Assisted with construction documents preparation
- Created Lumion model to showcase design details in 3D

City Center Plan
Visualization Specialist | Pinellas Park, FL
- Created Lumion model to showcase design details in 3D

Downtown Master Plan
Visualization Specialist | Green Cove Springs, FL
- Created Lumion model to showcase design details in 3D

Kyle Peterson

LANDSCAPE DESIGNER/ PUBLIC REALM

2 Years of Experience

Master of Landscape Architecture

Orlando, FL

Inspire PLACEMAKING COLLECTIVE

PROFILE

Kyle's graduate study has expanded his experience in designing for regional and local impacts that are grounded in a foundation of thorough research and site analysis of cultural, environmental, and economic histories. He approaches new projects with intention and attention to serve the local communities who will be impacted.

EDUCATION

- Master of Landscape Architecture, University of Florida, Gainesville, FL, 2022
- Bachelor of Business Management, University of North Florida, Jacksonville, FL, 2015

SKILLS

- Translating Research into Design Framework
- Regional and Local Master Planning
- Multi-scaled Interventions
- Design Details

EXPERIENCE

Comprehensive Plan Visioning
Landscape Designer | Palm Bay, FL

Established Palm Bay Vision 2040 through a robust and inclusive public engagement process for the 16th largest city in Florida.

- Examined the existing streetscape conditions of multiple community identified roadways
- Organized a presentation graphic board for community members to identify and communicate preferences

1st Street Streetscape
Planting Designer | Lake Wales, FL

Master planning and construction documents for a complete street conversion in Downtown that was identified as an initial catalytic project for revitalization.

- Assigned plant species to planting beds using AutoCAD LandFX
- Organized plant ID tags for construction documentation

West Lakes Partnership Neighborhood Gateways
Lead Designer | Orlando, FL

Designed a landscape-based gateway, grounded by the community culture, to emphasize a transition into the West Lakes Communities that can be replicated to reflect the nuanced characteristics of each neighborhood.

- Designed/developed a landscape/hardscape plan that can be adapted to reflect multiple neighborhood identities
- Developed construction level documents

Downtown Master Plan
Landscape Designer | Fort Pierce, FL

A community vision, master plan, and phased implementation strategy for revitalization that is centered on a re-imagined waterfront.

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08

Sample Code Document

Sample Code Document

We have selected two samples to feature our work developing form-based codes (FBC): The City of Gainesville FBC and the City of Kissimmee Downtown and Vine Street FBC. Note that when the Gainesville document was prepared, we were part of Littlejohn Engineering. Inspire Placemaking Collective acquired S&ME's Planning practice in 2022, and S&ME acquired Littlejohn Engineering in 2015. Pat Tyjeski, the proposed Project Manager, managed the preparation of both documents featured.

The **Kissimmee Form-Based Code** can be found in Municode (Chapter 14-5: Downtown And Vine Street Form-Based Code). It was adopted on August 4, 2020, and has not been amended. An example of a recent project meeting the form-based code is the Chase Bank located at 1401 North Main Street (see image below). It is located on Highway 192, a very high traffic FDOT highway. The building was placed up to the street with parking in the rear and adequate fenestration and façade ornamentation was provided as required by code. No other developments have been built under the new code. The draft code we prepared can be found at this link: https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:72b5c07c-d0d2-40de-8a5a-5d5793092a3c

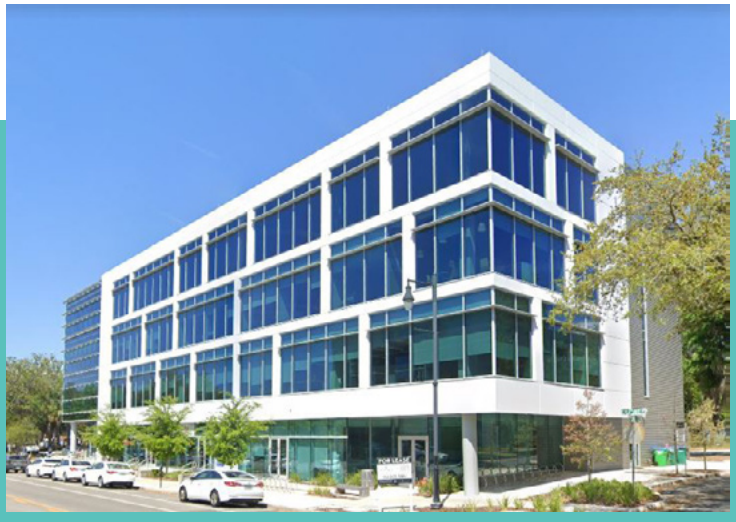
The link to Municode is as follows:
https://library.municode.com/fl/kissimmee/codes/code_of_ordinances?nodeId=PTIIILADECO_CH14-5DOVISTFOSECO

The **Gainesville Form-Based Code** was developed by our team working closely with City Staff between 2012 and 2013. Just before the adoption hearings, the City Council decided to hold additional meetings with the public to ensure they were satisfied with the proposed draft. City staff facilitated approximately 200 meetings with various groups and adopted the code in 2016. During this time, the City also amended the Comprehensive Plan to facilitate the adoption of the transect map as proposed (the future land use categories in place when the FBC was developed did not support the proposed densities/intensities). The draft code we proposed can be found at this link: https://acrobat.adobe.com/id/urn:aaid:sc:VA6C2:bade9799-399c-4bd4-96ea-2915dc466a63

The current version of the code (Article IV, Division 2) can be found in Municode at the following link: https://library.municode.com/fl/gainesville/codes/code_of_ordinances?nodeId=PTIICOOR_CH30LADECO_ARTIVZO_DIV2TR

The Gainesville code has now been in place for 7 years. Amendments have occurred, but the framework and standards that we proposed have not changed substantially. The names of the transect zones changed, some graphics added, and there was some reorganization. One of the earliest examples of implementation is the Publix Super Market At University Village Market (203 NW 13th Street). It developed without the need for PD rezoning as it met the standards of the newly adopted form-based code. It was built up to the street with parking in the rear, the facades contain adequate fenestration, and the main entrance faces the street. Another example is the mixed-use building at 800 SW 2nd Avenue. It houses a coffee shop, a bank, and offices.

Left: Publix Super Market At University Village Market
Below: Downtown Mixed-Use Building



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09

Cost

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Cost

TASKS	COST
Task 1: Kick-off Meeting/Communication	$10,054
Task 2: Site Analysis	$20,341
Task 3: Initial Public Input	$28,548
Task 4: Form-Based Code Draft	$31,645
Task 5: Unveiling of Form-Based Code/Public Input	$21,386
Task 6: Adoption	$13,026
TOTAL	**$125,000**

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PLACEMAKING COLLECTIVE

10

References

References

1 City of Kissimmee

Contact Name
Craig Holland, AICP, Development Services Director

Address
101 Church Street, Kissimmee, FL 34741

Phone/Email
T: 407.518.2148
E: Cholland@kissimmee.org

2 City of Melbourne

Contact Name
Cindy Dittmer, Community Development Director

Address
900 East Strawbridge Avenue, Melbourne, FL 32901

Phone/Email
T: 321.953.6209
E: Cynthia.dittmer@mlbfl.org

3 City of Gainesville

Contact Name
Scott Wright, Planner III, Department of Transportation

Address
306 Northeast 6th Avenue, Thomas Center B, Gainesville, FL 32601

Phone/Email
T: 352.393.8423
E: Wrightsa@gainesvillefl.gov

4 City of Orlando

Contact Name
Elisabeth Dang, AICP, City Planning Division Manager/Planning Official

Address
400 South Orange Avenue, Orlando, FL 32801

Phone/Email
T: 407.246.3408
E: Elisabeth.dang@orlando.gov

5 Manatee County

Contact Name
Robert Wenzel, Development Services Division Manager

Address
1112 Manatee Avenue West, Bradenton, FL 34205

Phone/Email
T: 941.748.4501 Ext. 6845
E: Robert.wenzel@mymanatee.org

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11

Required Forms

Public Entity Crimes

PUBLIC ENTITY CRIMES REQUIREMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to the City of Green Cove Springs
(print name of the public entity)

by George Kramer, AICP, President
(print individual's name and title)

for Inspire Placemaking Collective, Inc.
(print name of entity submitting sworn statement)

whose business address is

4767 New Broad Street, Orlando, FL 32814

and (if applicable) its Federal Employer Identification Number (FEIN) is:

92-1495717

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g),

Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the

United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b),
Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate"
includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market
value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
d. Based on information and belief, the statement which I have marked below is true
in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged

with

and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in

the management of the entity, or an affiliate of the entity has been charged with and

convicted of a public entity crime subsequent to July 1, 1989. However, there has

been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the**

final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn to an subscribed before me this 22 day of March, 2023

Personally known _____

OR produced identification FLDL K656337730 80

_____
Notary Public - State of Florida

JANELL KERR
Notary Public-State of Florida
Commission # HH 246130
My Commission Expires
February 25, 2026

_____ My commission expires_____
(Type of identification)

_____
(Printed typed or stamped commissioned name of notary public)

Notary requirement fulfilled on page 17.

Drug Free Workplace

DRUG-FREE WORKPLACE COMPLIANCE FORM

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Inspire Placemaking Collective, Inc. (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that,

Inspire Placemaking Collective, Inc. (name of business), fully complies / does not comply with the above requirements.

3/21/23

Vendor/Contractor Signature Date

Standard Addendum to All City Contracts & Agreements

STANDARD ADDENDUM
TO ALL
CITY CONTRACTS AND AGREEMENTS

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.

2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.

3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.

4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at $0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses

reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.

9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.

10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.

11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CITY OF GREEN COVE SPRINGS
CONTRACTOR/FIRM/INDIVIDUAL

By:_____
Daniel M. Johnson, Mayor

By: _____
Name:_____ Title:_____

ATTEST:

By:_____
Erin West, City Clerk

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 2 Addendums to the original RFP.

Company Representative Signature

Addendum

City of Green Cove Springs Florida

Phone: (904) 297-7500 | 321 Walnut Street | www.greencovesprings.com
Fax: (904) 284-4849 | Green Cove Springs, FL 32043 | Florida Relay - Dial 7-1-1

3/14/23 Addendum 1: LC 2023-05, RFP for the Downtown Form Based Code

Question:

1. Can we submit our sample code documents as a link or digitally on a USB stick?

Answer: Yes, the sample code documents can be submitted as a link or digitally on a USB stick

Question:

2. Can the City please confirm how they'd like the outline of the RFP responses to be organized? Page 8 of the RFP, under *Format for Submittals,* displays an outline following four categories (Description of Approach, Team Expertise, Comparable Projects, Sample Code Document). However, page 9 of the RFP, under *Submittal Requirements*, displays an outline following seven categories (Cover Letter, Scope of Services, Schedule, Key Personnel, Project Qualifications and Experience, Cost, References)

Answer: Combine "Format for Submittals with Submittal Requirements addressing the following submittal requirements in this order:

1. Cover Letter
2. Description of Approach
3. Team Expertise/Project Qualifications and Experience
4. Comparable Projects
5. Scope of Services
6. Schedule
7. Key Personnel
8. Sample Code Document
9. Cost
10. References

Addendum 2

Section 5 (Scope of Services) vs. Section 2 (Description of the Approach)

The Description of Approach would provide a general understanding/narrative of how the Consultant has approached developing a FBC in other communities. What is the Consultants overall philosophy on FBC's, what are the key elements, how do you address public involvement, lessons learned from previous projects etc.

The Scope of Services is a detailed breakdown of each step that you would undertake for the Green Cove Springs FBC. Taking into account the location, size of the City, size of the Central Business District, character of the community, timelines etc.

BID RFQ 2023-05
FORM BASED CODE
TABULATION SHEET

	Steve Kennedy	Steven Kelley	Mike Null	Mike Daniels	TOTALS
Inspire	81	96	91	86	354
CMA	78	90	90	75	333
Zone Co	70	80	66	72	288
Amarach	59	79	65	61	264

A selection committee meeting was held on May 9th. The top choice for the selection committee was Inspire Placemaking Collective, Inc. The bid will be taken to City Council for approval on June 6th.

BID RFQ 2023-05
FORM BASED CODE
TABULATION SHEET

	S. Kennedy	S. Kelley	M. Null	M. Daniels	TOTALS
Inspire	81	96	91	86	354
CMA	78	90	90	75	333
Zone Co	70	80	66	72	288
Amarach	59	79	65	61	264

City of Green Cove Springs

Downtown Form-Based Code

AMARACH
PLANNING SERVICES

www.amarachps.com
(313) 403-6024

AMARACH
PLANNING SERVICES

www.amarachps.com
dboston@amarachps.com
(313) 403-6024

155 NE 52nd Avenue
Ocala, FL 34470

City of Green Cove Springs
Attn: Lilly Delvecchio
321 Walnut Street, Green Cove Springs, FL 32043
Re: Downtown Form-Based Code

Dear Ms. Delvecchio and selection committee members,

Thank you for the opportunity to submit this proposal to develop a form-based code for your downtown. My name is Dr. David Boston. I am an urban planner and market analyst with considerable experience writing and implementing development ordinances, .

I believe I have a unique set of skills and experience that is perfectly suited for leading the effort in developing a form-based code for downtown Green Cove Springs. While I have not completed a large number of form-based codes, the form-based code that I wrote and implemented for the City of Ocala was similar in structure to what you are looking for, it covers an area similar to downtown Green Cove Springs, and Ocala's downtown faces a lot of the same challenges and opportunities as Green Cove Springs.

I have worked many years as a planner in Florida. I am familiar with how comprehensive plans and zoning regulations are related to one another in this State, and I am familiar with the State's legal requirements for local land use and zoning. I have extensively studied a variety of form-based code examples and structures from the FBCI, and I am familiar with best practices. I am also a skilled market analyst and researcher who is familiar with the realities of real estate development, which will help ground the form-based code in reality and allow the code to be successful in achieving the City's goals for its downtown. I am very proficient in GIS and Adobe suite products, so I can design the diagrams and maps that will be used in the code myself.

Though I have been busy with market analysis contracts for public and private clients, I have never led a project that made me feel as fulfilled and excited as leading the development of Ocala's form-based code. If you select Amarach Planning Services to develop the form-based code for downtown Green Cove Springs, this will be my passion project. I expect to wrap up my current contracts in May, and I would absolutely love for this to be my next project. Let me help you make the future of your downtown much, much brighter. It would truly be my honor and pleasure.

I've enclosed more detail on my proposed approach, schedule, and budget in the following proposal and I hope to begin working with you very soon.

Thank you for your consideration,

David Boston

David Boston, Ph.D., AICP
Owner of Amarach Planning Services

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Section I:
Description of Approach

Project Overview

The City of Green Cove Springs is seeking to complete a form-based code for its downtown to create an exceptional pedestrian-oriented public realm, a strong sense of spatial enclosure on downtown streets and public spaces, promote building quality and form, and achieve high-quality private and public downtown spaces. If the City is absolutely committed to these goals, they can certainly be achieved with the right consultant leading a well-designed process.

Developing a form-based code that can be implemented and is successful in achieving the City's goals requires a well-balanced combination of technical expertise and collaboration with the public. To achieve that balance, Dr. Boston is proposing an approach that includes public collaboration every step of the way from the beginning to the end of the process. When the public is truly engaged, the form-based code is more likely to capture their vision. This allows the dual benefit of (1) a better form-based code, and (2) greater support from City residents and other stakeholders. More support means more momentum, and more momentum means more transformative, catalytic downtown development.

The approach for this project is covered in more detail in the Scope of Services provided later in this proposal, and can be summarized by the categories of tasks below:

1. Initial review and analysis
2. First round of public engagement
3. Drafting the form-based code
4. Second round of public engagement
5. Third round of public engagement
6. Approval process

Amarach Planning Services will meet bi-weekly with City staff and monthly with a project steering committee to review progress and collect important feedback throughout the duration of the project.

Section II:
Consultant Experience and Qualifications

Organizational Description

Amarach Planning Services is a niche, single-person consulting firm recently founded by Dr. David Boston in January 2022 that provides planning services for long-range planning and market studies analyzing development potential. The firm's office is located in Ocala, Florida.

Amarach is the Irish language word for "tomorrow." The Irish is a reference to Dr. Boston's heritage, honoring the past while looking towards the future. It is also a reference to the Khalil Gibran poem, "On Children," which talks about how our children "dwell in the house of tomorrow." Dr. Boston founded this company and chose the name while on paternity leave, taking care of his newborn daughter. It is important to him that someday she has her "house of tomorrow" in a safe, equitable, sustainable, and inclusive community. Amarach's mission is to help you build those communities.

Project Lead

David Boston, Ph.D., AICP

Dr. Boston is an urban planner, market analyst, and researcher with over a decade of professional experience in community and economic development planning. He has been professionally certified with the American Institute of Certified Planners since January 2015, and is also an active member of the Urban Land Institute.

Dr. Boston received a Master's and a Ph.D. in urban and regional planning and design from the University of Maryland, College Park. His specializations are in community and economic development, housing, and public policy, including writing and implementing form-based codes and other development regulations. He understands the realities of real estate development, and has consulted with both government agencies and private developers to help them identify market opportunities and plan for development that is both feasible and needed in the community. He is a Florida native and is familiar with State legal requirements that affect local land use and zoning regulations.

Dr. Boston was the project lead for drafting and implementing the form-based code for the City of Ocala following the departure of Mike Daniels in 2016. Dr. Boston's process for completing the Ocala Form-Based Code is described in more detail in the Comparable Projects section of this proposal.

Public perception, the existing regulatory structure, and market realities can all stall or sabotage the implementation of a form-based code if they are not understood and responsibly accounted for. Dr. Boston has the perfect blend of expertise and experience to overcome these challenges and ensure that the City of Green Cove Springs gets a downtown form-based code that they are proud of, that is supported by residents and business owners, and that can be realistically implemented to achieve the City's goals.

Qualifications

This section includes relevant professional certification, educational verification documents, and a résumé for Dr. David Boston.

AICP Certificate

This certificate hereby qualifies

David Boston

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 027443

Joel Albizo, FASAE, CAE
Chief Executive Director

Mitchell J. Silver, FAICP
President

American Institute of Certified Planners
Creating Great Communities for All

Verify: https://www.credly.com/go/oIGGSYtn

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DegreeVerify Certificate

Transaction ID#:	294953926	**Date Requested:**	02/22/2023 15:04 EST
Requested By:	DAVID BOSTON	**Date Notified:**	02/22/2023 15:04 EST
Status:	Confirmed		
Fee:	$12.50		

INFORMATION YOU PROVIDED

Subject Name: **DAVID** (First Name) **BOSTON** (Middle Name / LastName)

Date of Birth: **09/01/1987** (mm/dd/yyyy)

School Name: **UNIVERSITY OF MARYLAND, COLLEGE PARK**

Degree Award Year: **2020**

Attempt To: **Verify a degree**

INFORMATION VERIFIED

Name On School's Records:	**DAVID LESLIE BOSTON**
Date Awarded:	**05/22/2020**
Degree Title:	**DOCTOR OF PHILOSOPHY**
Official Name of School:	**UNIVERSITY OF MARYLAND**
School Division:	**GRADUATE SCHOOL**
Major Course(s) of Study:	**URBAN & REGIONAL PLANNING & DESIGN**
(and NCES CIP Code, if available):	**040301**
Dates of Attendance:	**08/30/2010 to 05/22/2020**

INFORMATION VERIFIED

Name On School's Records:	**DAVID LESLIE BOSTON**
Date Awarded:	**05/20/2012**
Degree Title:	**MASTER OF COMMUNITY PLANNING**

Disclaimer *- All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.*

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DegreeVerify Certificate

Official Name of School:	**UNIVERSITY OF MARYLAND, COLLEGE PARK**
School Division:	**GRADUATE SCHOOL**
Major Course(s) of Study:	**COMMUNITY PLANNING**
(and NCES CIP Code, if available):	**451201**
Dates of Attendance:	**08/30/2010 to 05/20/2012**

Disclaimer *- All information verified was obtained directly and exclusively from the individual's educational institution. The Clearinghouse disclaims any responsibility or liability for errors or omissions, including direct, indirect, incidental, special or consequential damages based in contract, tort or any other cause of action, resulting from the use of information supplied by the educational institution and provided by the Clearinghouse. The Clearinghouse also does not verify the accuracy or correctness of any information provided by the requestor.*

Do Not Distribute *- This certificate and the information therein is governed by the Verification Services Terms, which you agreed to when you requested this verification. Neither the certificate nor its contents may be disclosed or shared with any other parties unless the disclosure is to the entity or individual on whose behalf the verification was requested, or to the student or certificate holder whose enrollment, degree, or certification was verified.*

David Boston, Ph.D., AICP

Owner, Amarach Planning Services

PROFILE

David is an experienced market analyst, urban planner, and researcher skilled in community and economic development, housing market analysis, fiscal impact / feasibility studies, GIS analysis, comprehensive planning, web app development, transit planning, mobile workforce management, planning process systemization, placemaking, development & subdivision review, site planning, form-based codes, community outreach, public speaking, and planning technology.

Research interests include community & economic development strategies; housing policy; spatial analysis & GIS techniques; poverty alleviation; disparate opportunities of place; economic impacts of mega-events and major political initiatives; planning in areas of violent conflict; and homelessness.

CONTACT

PHONE:
(313)403-6024

WEBSITE:
https://www.amarachps.com/

EMAIL:
dboston@amarachps.com

EDUCATION

University of Maryland, College Park
Ph.D. in Urban and Regional Planning and Design – February 2020
Master of Community Planning – May 2012

University of North Florida
Bachelor of Arts, Political Science – May 2010

WORK EXPERIENCE

Amarach Planning Services, Owner
February 2022 – Present
Conduct long-range planning and market studies for urban planning and real estate development professionals who want a detailed analysis of community, housing, and commercial trends in an area.

City of Ocala, FL, Chief Planning Official
March 2016 – February 2022
Managed the City's Planning Division and SunTran bus service. Responsible for long-range planning, development, GIS management, interagency coordination, code updates, contract negotiation and evaluation, community meetings, and other public engagement.

Maryland-National Capital Park & Planning Commission, Senior Planner
June 2012 – March 2016
Responsible for long-range planning, process improvement, outreach to community stakeholders, and development review.

RECOGNITION

Planning Peeps Top Urban Planners Under 40 – 2019
University of Maryland Samuel J. Lefrak Award – 2012

SKILLS

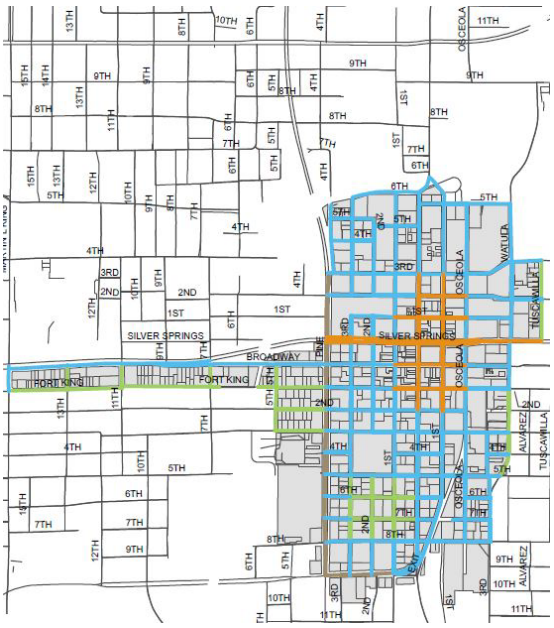
Housing market analysis & needs assessments
Commercial & industrial market analysis
Community & economic development
Statistical analysis (SPSS & Excel)
Community & comprehensive planning
Homelessness research
Development & zoning entitlement processes
GIS analysis (ArcGIS Online; ArcMap; ArcGIS Pro)
Public outreach & speaking
Policy analysis and evaluation
Technical: Microsoft office; ArcGIS; web design; Adobe suite; SPSS

Section III:
Comparable Projects

Ocala Form-Based Code

A major focus of the City of Ocala's 2035 Vision Plan, adopted in 2010, was to create a dynamic, mixed-use, pedestrian-oriented downtown through the development of a form-based code. Like many places, downtown Ocala lost a lot of its charm due to the proliferation of suburban development and zoning standards. Over decades, many of the historic buildings were replaced by suburban-style development and surface parking lots, producing a built environment that was neither urban or suburban, but rather an unappealing mix of the two. The necessity of developing a form-based code was reiterated in the City's Comprehensive Plan the following year. The City hired a consultant to undertake the effort, and they drafted a document, but the consultants never achieved consensus on several important issues, and the code was not adopted. After the consultants were no longer involved in the project, several years went by and momentum for the project slowed to a near halt.

When Dr. Boston took over management of the process in 2016, the public engagement process needed to be restarted to regain momentum and excitement for the project. The document produced by the consultants was thrown out, and the project started again from the ground up. Dr. Boston wrote the regulating language of the code, led an extensive public outreach campaign at the beginning and throughout the duration of the project to guide the code and gather feedback on draft regulations, conducted development testing on the code, wrote associated ordinances amending related portions of the City's existing regulations, wrote new sign and landscaping regulations for the downtown, created the relevant maps, and presented the final version of the form-based code to many stakeholder groups, including City Council. The form-based code was adopted in 2018, and Dr. Boston wrote several amendments to the code between 2018 and 2021. He also trained Planning staff to review development proposals within the regulated area.



The Ocala form-based code is organized around four street types, and provides regulations based on the City's historical street and block patterns. The design regulations are the result of extensive outreach to the general public, a series of focus group meetings, and feedback from elected officials. These design regulations capture the best historical qualities of downtown Ocala's character and that brand of Southern charm that is unique to small town Florida. The code replaced Ocala's B-3 zoning districts that covered the downtown. It is a mandatory code with a process for adjustments. It is freestanding within the land development regulations, but with associated amendments integrated into the existing code.

Section IV:
Scope of Services

Scope of Services

Amarach Planning Services will create and implement a form-based code for downtown Green Cove Springs using the following scope of services.

Task 0: Kickoff meeting – The project will begin with an in-person or virtual kickoff meeting between Dr. Boston and City of Green Cove Springs staff to discuss points of contact, the project schedule, bi-weekly check-in meetings, and any data or other information that staff can send or otherwise make available. Dr. Boston will prepare an agenda for the meeting and take notes.

Initial Review and Analysis

Task 1.1: Review foundational planning documents – Dr. Boston will familiarize himself with the City's existing code and foundational planning documents, such as the 2045 Comprehensive Plan, the 2022 Downtown Master Plan, the 2022 Downtown Parking Study, and the other nine documents listed in the City's RFP.

Task 1.2: Site analysis – Staff will take Dr. Boston on a walking tour of the downtown project area and point out the downtown's current strengths, weaknesses, opportunities, and threats and discuss how they envision a form-based code improving places on the tour. Dr. Boston will take notes and photograph existing conditions so they can be referenced during meetings or in the code. After the tour, he will travel back to the project area and walk to any areas that were not yet visited and document them with photographs and notes over the course of one or two days.

Task 1.3: Interview stakeholders –Dr. Boston will conduct twelve hours of phone interviews with stakeholders who are already involved in the planning process, such as City staff, elected officials, board and committee members, and other engaged citizens identified by staff. The purpose of these interviews will be to discuss their expectations for the form-based code and to collect early thoughts on issues that they consider priorities. These interviews can be relatively fluid and tailored to the background and interests of the interviewee.

First Round of Public Engagement

Task 2.1: Engage the press: Dr. Boston will draft a press release and participate in a press conference to introduce the project to the public and inform people how they can get involved.

Task 2.2: Update the City website: Dr. Boston will draft materials that can be posted to the website to introduce the project and inform residents of how they can get involved. The website and press release should include information for the first public workshops.

Task 2.3: Form a steering committee: If there is an existing committee that will serve as the steering committee for this project, such as a Vision Plan steering committee, then staff will provide contact information for committee members to Dr. Boston. He will send an introductory email to the steering committee members and attend their next scheduled meeting to introduce himself to members and discuss the project process and the steering committee's role in guiding the project and providing important feedback as the project progresses. If an existing committee does not exist, then Dr. Boston will form a steering committee of volunteers who attend the first public workshops. Dr. Boston will meet with the steering committee monthly to provide updates and get valuable direction and feedback.

Task 2.4: Generate necessary background maps: Using information and GIS data obtained from staff, Dr. Boston will generate background maps that can be used in the form-based code and for public engagement activities.

Task 2.5: Prepare for and hold the first public workshops: Dr. Boston will conduct two workshops on back-to-back days to introduce the public to the form-based code project and to expand engagement to include new stakeholders who are not already involved in the planning process. In these workshops, Dr. Boston will explain what a form-based code is, what the benefits are, and begin to collect valuable feedback about peoples' goals for the project and for the downtown. Dr. Boston will facilitate the workshops to get useful feedback most effectively by answering questions, redirecting conversations as needed, and through a combination of structured and open-format activities to gather as much information as possible. Dr. Boston will provide maps, photographs of relevant downtown sites, diagrams, design options, and other useful meeting materials to spur conversations. All stakeholders, including the press and elected officials, should be encouraged to attend.

Task 2.6: Form focus groups: In addition to the bi-weekly progress meetings with staff, Dr. Boston will also meet regularly with a collection of focus groups that will be formed from volunteers during the first round of public workshops. Focus groups will be designed to provide direction and feedback for important elements of the form-based code. Dr. Boston will have focus group options prepared for the public workshops, which could be based on professional backgrounds (such as a development finance, real estate lawyers, or architecture focus group), or based on interests (such as urban landscaping, signage, or street design). Based on participant interests, Dr. Boston will create three to five focus groups from the volunteers and arrange times to meet with them virtually as needed.

Drafting the Form-Based Code

Task 3.1: Create a first draft of the form-based code: Dr. Boston will create the first draft of the form-based code, including an overview, regulating plan, building form standards, public realm standards, landscape standards, use regulations as necessary, and signage and lighting standards. The first draft will incorporate all feedback received from stakeholders in previous tasks.

Task 3.2: Draft accompanying ordinance: Dr. Boston will also comprehensively review the City's existing code and draft a related ordinance to accompany the form-based code that amends the existing code as necessary to integrate the new form-based code sections.

Task 3.3: Staff review of the first draft: Dr. Boston will send a digital copy of the first draft of the form-based code and the ordinance of related changes to the existing code to staff for their review and incorporate any initial staff edits prior to distributing the draft to the public for review and feedback.

Second Round of Public Engagement

Task 4.1: Online engagement: Dr. Boston will create a GIS-based ArcGIS web app with a map of the form-based code boundary, street type designations and descriptions, and other spatially-relevant elements of the draft form-based code with commenting enabled to allow people to view and make comments on the maps. A link to the web app can be included in emails of the first draft and posted on the City website. The first draft of the document could also be posted on the website in a way that allows us to collect comments (such as Adobe Document Cloud) at the City's discretion.

Task 4.2: Distribute the draft and meet with stakeholders: Dr. Boston will provide a second press release and materials to City staff to update the website with the first draft of the form-based code and an associated explanation of its contents. He will meet with the steering committee and focus groups to explain the contents of the draft code and how to review it, and then distribute the draft to steering committee and focus group members for their review and feedback. Steering committee members will be expected to provide comprehensive reviews and focus group members will only be expected to provide targeted feedback based on their focus, but they will be welcome to branch out and conduct a more comprehensive review as well.

Task 4.3: Prepare for and hold second round of public workshops: Dr. Boston will conduct a second round of two public workshops on back-to-back days to gather important feedback from the community regarding the first draft of the form-based code. The room will be set up in open house format with many displays and interactive boards to inform people of the form-based code regulations and collect feedback in an unstructured way. Dr. Boston will also provide an engaging and interactive presentation starting half an hour into the meeting time to collect structured feedback. The benefit of providing a mix of structured and unstructured feedback opportunities is that we give people with different personalities a chance to participate. Some participants prefer a structured, public format to give their feedback, and other participants may not feel comfortable giving their feedback in such a public manner. By doing both structured feedback and an open house format, we give both types of participants an opportunity to engage with the project in a way that feels meaningful to them.

Task 4.4: Present first draft: Dr. Boston will present the first draft of the form-based code to a joint gathering of municipal boards and committees for a special workshop to collect feedback. This should be scheduled after the second round of public workshops so that Dr. Boston can also summarize and discuss feedback from the public.

Task 4.5: Revise the form-based code: Dr. Boston will revise the form-based code and related ordinance in coordination with staff to incorporate feedback received from all stakeholders.

Third Round of Public Engagement

Task 5.1: Update online engagement: Dr. Boston will update the GIS-based ArcGIS web app with any necessary updates that result from the revisions made to the form-based code. If comments were collected on the first draft of the document, then an updated version of the revised form-based code document will also be uploaded with comments enabled to collect additional public feedback.

Task 5.2: Distribute the revised draft and meet with stakeholders: Dr. Boston will provide a third press release and content to update the City website. Links will be added or updated as necessary. Dr. Boston will meet with steering committee and focus group members to discuss revisions that were made to the code within the group's scope, and to distribute the revised version to members for their review and feedback.

Task 5.3: Prepare and hold third round of workshops: Dr. Boston will conduct a third and final round of public workshops. These workshops will be very similar in structure to the second round of public workshops, except that there will be a focus on the feedback received on the first draft and the revisions that were made to incorporate that feedback.

Task 5.4: Present revised draft: Dr. Boston will present the revised draft of the form-based code to a joint gathering of municipal boards and committees for a special workshop to collect any additional feedback. This should be scheduled after the third round of public workshops so that Dr. Boston can also summarize and discuss feedback from the public.

Task 5.5: Prepare the hearing materials: In consultation with staff, Dr. Boston will incorporate feedback from all stakeholders to create the hearing version of the form-based code. He will also prepare an ordinance for adoption of the code and make any necessary revisions to the related ordinance amending other sections of the existing code.

Approval Process

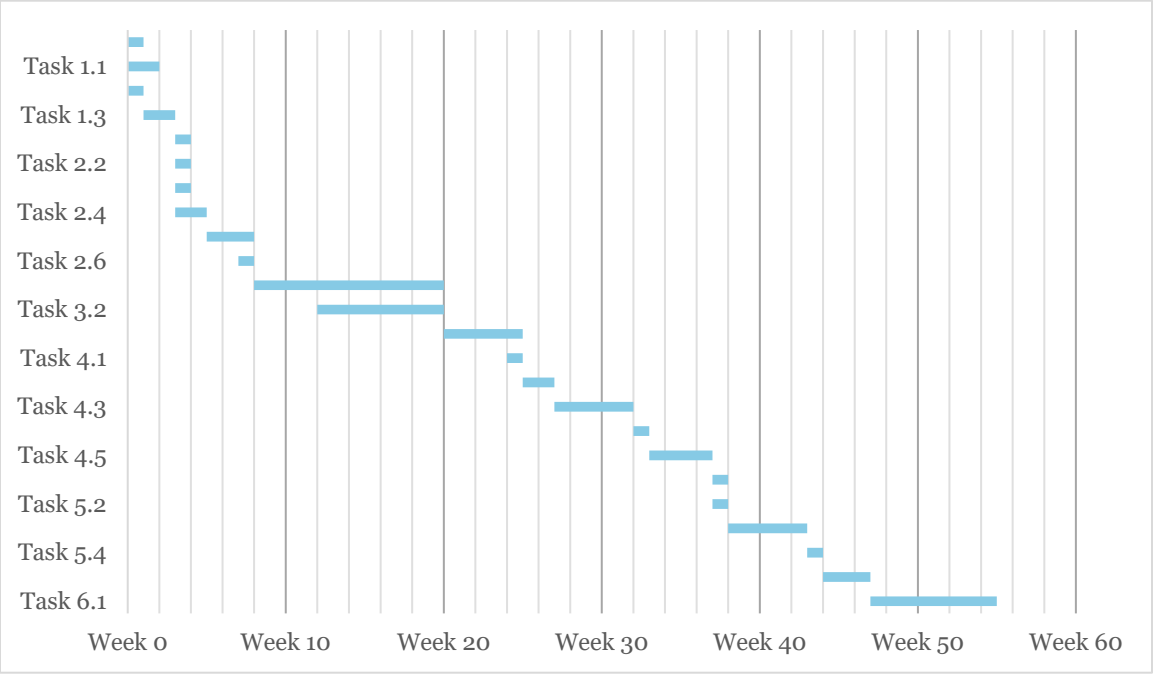
Task 6.1: Formal hearings: Dr. Boston will present the form-based code for adoption at a Planning and Zoning Commission meeting and City Council meeting. If the item is tabled for revisions, Dr. Boston will make all necessary revisions in close coordination with staff until the form-based code is adopted.

Section V:
Schedule

Schedule

Using the project process laid out in the Scope of Services, the estimated project timeline is provided below in the form of a Gantt chart outlining weeks spent on each Task starting on June 5th. Below the Gantt chart is a list of estimated key meeting and deliverable dates. The project is expected to take roughly one year to complete.

Figure 1: Project timeline Gantt chart



Key deliverable and meeting dates are proposed below.

- **June 5, 2023:** Kickoff meeting with staff
- **July 26-27, 2023:** First round of public workshops
- **October 23, 2023:** First draft of form-based code submitted for review
- **January 10-11, 2024:** Second round of public workshops
- **January 17, 2024:** First joint municipal committee workshop for first draft
- **March 26-27, 2024:** Third round of public workshops
- **April 3, 2024:** Second joint municipal committee workshop for revised draft
- **May 2024:** Start the public hearing process
- **June 2024:** Estimated adoption of the form-based code

Section VI:
Sample Code Document

Ocala Form-Based Code

The latest amended version of the City of Ocala form-based code is included on the USB stick associated with this proposal, per the first question and answer of Addendum 1 of the City's RFP. Dr. David Boston was the project lead for creating the original version of Ocala's form-based code, and each of the subsequent amendments.

Section VII:
Cost

Budget

The following budget includes the cost per hour and estimated billable hours for each project Task.

Table 1: Proposed project budget

Project task	Cost per hour	Estimated billable hours	Total cost
Task 0	$100	4	$400
Task 1.1	$100	32	$3,200
Task 1.2	$100	12	$1,200
Task 1.3	$100	12	$1,200
Task 2.1	$100	4	$400
Task 2.2	$100	8	$800
Task 2.3	$100	2	$200
Task 2.4	$100	16	$1,600
Task 2.5	$100	48	$4,800
Task 2.6	$100	2	$200
Task 3.1	$100	180	$18,000
Task 3.2	$100	100	$10,000
Task 3.3	$100	60	$6,000
Task 4.1	$100	16	$1,600
Task 4.2	$100	20	$2,000
Task 4.3	$100	80	$8,000
Task 4.4	$100	12	$1,200
Task 4.5	$100	60	$6,000
Task 5.1	$100	4	$400
Task 5.2	$100	16	$1,600
Task 5.3	$100	60	$6,000
Task 5.4	$100	12	$1,200
Task 5.5	$100	40	$4,000
Task 6.1	$100	40	$4,000
Meeting materials			$10,000
Total price			**$94,000**
Contingency			$5,000
Total + contingency			**$99,000**

The final estimated base cost for this project is **$94,000**, plus a recommended $5,000 contingency in case City staff would like the flexibility to add additional tasks as the project progresses. The proposed total plus the recommended contingency is **$99,000**.

Thank you for your review and consideration, and I hope to work with you soon! Please contact Dr. Boston with any questions.

Section VIII: References

References

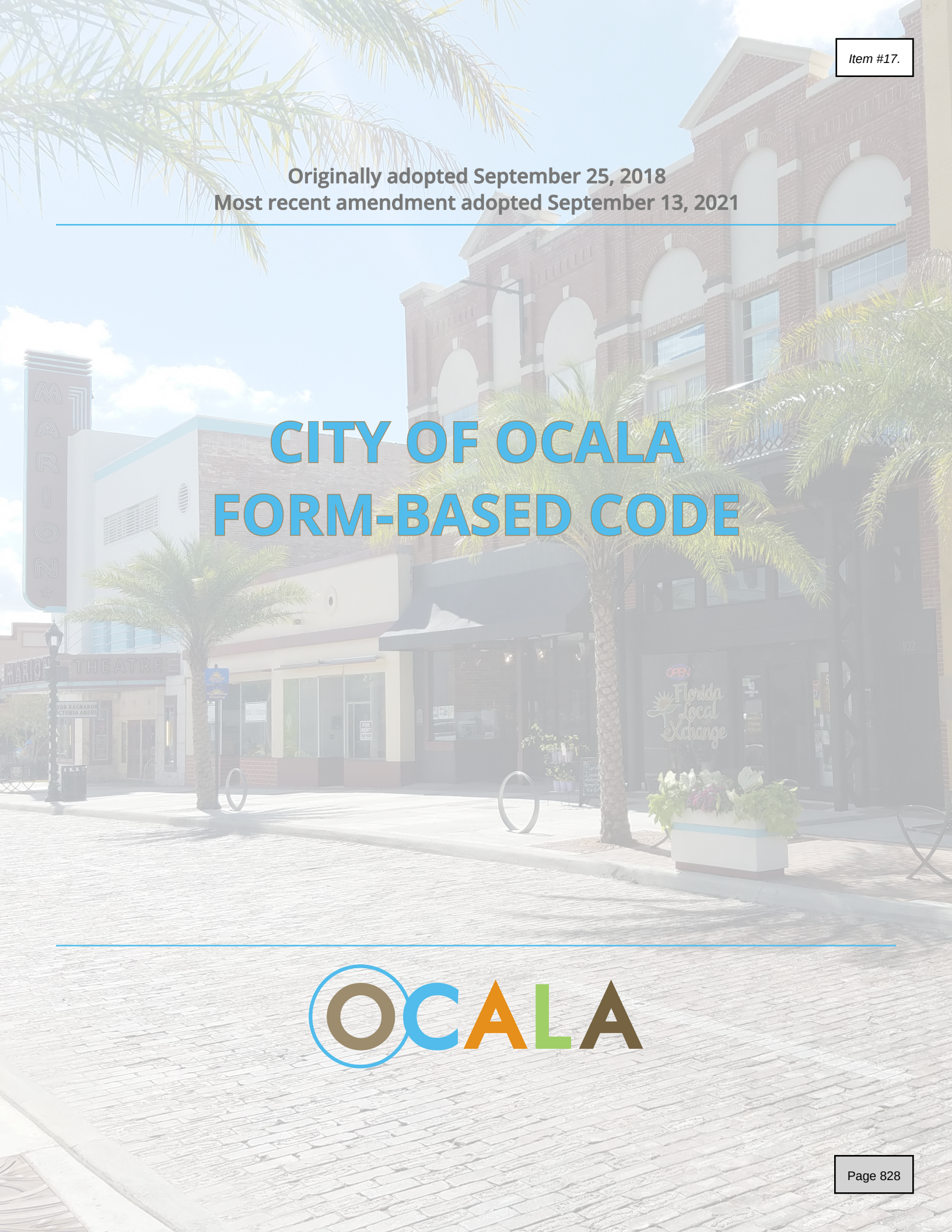
Below are references for projects that Amarach Planning Services has most recently completed related contracts with, which also includes the reference for the comparable code included as an example in this proposal (City of Ocala).

Name of project: Planning assistance contract for the City of Ocala, FL (also the reference for the form-based code completed for the City of Ocala, which was done as an employee)
Location: Ocala, FL
Service date range: March 2022 – February 2023
Name of contact person: Tye Chighizola, AICP
Contact person title: Growth Management Department Director
Telephone: (352) 629-8490
Email: tchighizola@ocalafl.org

Name of project: Housing Market Study and Housing Element Update
Location: Town of Woodside, CA
Service date range: August 2022 – September 2022
Name of contact person: Jackie Young
Contact person title: Planning Director
Telephone: (650) 851-6790
Email: jyoung@woodsidetown.org

Name of project: Housing Market Study for Palm Beach County
Location: Palm Beach County, FL
Service date range: September 2022 – October 2022
Name of contact person: Laurie Harari
Contact person title: Planner
Telephone: (561) 233-5300
Email: lharari@pbcgov.org

Name of project: Commercial & Industrial Market Study for the St. Andrews CRA
Location: City of Panama City, FL
Service date range: August 2022 – September 2022
Name of contact person: Michael Johnson
Contact person title: Director, Community Development Department
Telephone: (850) 872-7230
Email: mjohnson@panamacity.gov



Originally adopted September 25, 2018
Most recent amendment adopted September 13, 2021

CITY OF OCALA FORM-BASED CODE

OCALA

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SUBDIVISION 1: GENERAL PROVISIONS

SEC. 122-951 TITLE

This division shall be titled "THE CITY OF OCALA FORM-BASED CODE" and may be referred to as the "Form-based Code" or the "FBC".

SEC. 122-952 PURPOSE AND INTENT

This division comprises the City's FBC regulations which implement the City's Comprehensive Plan through the establishment of certain regulations, including standards, and procedures for reviewing and approving development within a large portion of the High Intensity/Central Core, also known as Central Core (CC). This is enacted to ensure consistency with the Comprehensive Plan, protect and preserve the public health, safety, and general welfare, and to assist in the orderly and controlled growth and development of the City.

It is the primary intent of these FBC regulations to establish an efficient, effective, and equitable regulatory and procedural code relating to the use of land and development within a large portion of the CC. The foundation for this primary intent is the community-driven 2035 Vision Plan. This Vision is to create a dynamic, mixed use downtown using pedestrian-oriented design principles.

It is also the intent of this division to reinforce the importance and the unique character of the City's CC to provide regulations organized around the City's historic street and block patterns and establishing standards for promoting development with a variety of uses, appropriate design, and public benefit. Further, the intent and purpose of this division is to enable the implementation of the following principles:

- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
- Achieve high-quality private and public spaces with form-based standards rather than regulations based principally on uses.

SEC. 122-953 DEFINITIONS

For the purposes of this division, the following words, terms, and phrases, when used in this division, shall have the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

Affordable housing: See section 106-102 of this code.

Arcade: A covered pedestrian space defined by a series of arches supported by columns, piers, or pillars, either freestanding and projected outward from a building facade or incorporated into the ground level of a building with upper levels extending to the outer face of the arcade.

Awning: A retractable or permanently affixed device on a storefront or over a building entrance or window that provides shelter from light or the elements.

Balcony: Any platform that projects from the wall of a building and is surrounded by a railing, balustrade, or parapet.

Block: The aggregate of private lots, passages, lanes and alleys, circumscribed by streets.

Build-to-line: The line on which a facade of the building must be placed.

Build-to-zone: The area in which a facade of the building must be placed.

Building base: The base of the building which clearly defines the realm of the public space, providing it with the necessary spatial enclosure. The base of the building is also the device that effectively engages the pedestrian, defining the character and quality of a street or public space. It also houses the uses with the most intensity and varies depending on the overall building height.

Building body: The building body is the portion of a multi-story building above the building base and below the building cap.

Building cap: The area above the eave or before the parapet line.

Building disposition / placement: The relative disposition of a building on its lot as regulated by specific parameters such as build-to-lines and setbacks.

Building facades: The exterior walls of a building that occur along a lot frontage on a public street or park that define the public realm.

Building frontage: The width of a building in relationship to the width of the lot abutting a street.

Building front: A building facade oriented towards a street.

Building height: The vertical extent of a building measured in stories, not including a raised basement or a habitable attic. Height limits do not apply to masts, belfries, clock towers, chimney flues, water tanks, elevator bulkheads and similar structures. When measured in feet, building height shall be measured from the average grade of the street to the highest horizontal component, such as a roof ridge.

Canopy: A horizontal structure designed to shelter persons or activities from the elements attached permanently to a building and extending outward over the storefront and the sidewalk.

Colonnade: A covered pedestrian space defined by a combination of columns placed at regular intervals, and arranged with regard to their structural or ornamental relationship to the building, usually attached to the side of a structure, or freestanding between structures as in a breezeway condition.

Corridor: A lineal geographic system incorporating transportation and/or greenway trajectories.

Downtown Design Guidelines: Policies for streetscape improvements in the public realm to be adopted by the city subsequent to the adoption of this division. Prior to such policies being adopted by the city, references to the Downtown Design Guidelines in this division shall not apply.

Drive-thru Facility: An accessory facility at which customers are served while sitting in a vehicle, typically associated with restaurants, banks, and pharmacies.

Elevation: The exterior walls of a building not along a frontage.

Encroachment: A building element that is attached to a building volume and is permitted to exist within a yard, front setback or side street setback. Typical building elements for encroachment include balconies, porches, arcades, and other architectural elements that are intended to bring the public realm closer to the building.

Fenestration: The design, arrangement, and placement of windows and doors within the overall composition of a building facade.

Finished ceiling: The horizontal overhead interior surface concealing either the floor of a story above or the roof structure.

Finished floor: The horizontal plane where the floor of any story is established, and this shall include the finished floor elevation on the first story of any building.

Gallery: A roofed promenade that extends along one or more facades of a building, projecting outward from the face of the building, either cantilevered from the facade or supported by columns, such as a colonnade, or by arches, such as an arcade.

Marquee: A structure that projects over the sidewalk from a building façade. Marquees are typically located at the entrance to a hotel or theater and may incorporate signage including the name of the establishment.

Parapet: A barrier that extends above the building roofline. Parapets may be used to screen building mechanical equipment or for decorative purposes.

Parking placement: Refers broadly to the designated area within a lot or parcel where off-street parking is allowed.

Parking structure: A building containing two or more stories of parking.

Pedestrian realm: The area between the building front and the face of curb or street t is occupied by pedestrian activity, including but not limited to outdoor cafes, plazas, and courtyards.

Podium top: This is the area above the base of a multi-story building when the body of the building is set back enough to create a noticeable change from the base to the body. This area on the roof of the base is sometimes used as open or green space.

Porch: An extension of the primary building façade and entrance typically elevated from the ground and commonly used on residential buildings.

Principal building entry: The most prominent pedestrian access into a structure.

Public art: The creative application of skill and taste by artists to production of permanent tangible objects in the public view, including but not limited to paintings, carvings, collages, sculptures, frescos, mosaics, site specific installations, mobiles, statues, engravings, murals, and bas-reliefs. This definition shall not include reproductions of original art work, art objects which are mass produced, works that are ornamental or functional elements of architecture or landscape design, architectural rehabilitation, or historical preservation.

Public building entry: Means of ingress and egress for pedestrians not restricted to employees.

Public realm: Areas owned or maintained by the City including parks, parking lots and garages, plazas, alleys, and public rights-of-way.

Regulating Map: Defines the street types and area in which the Form-based Code applies.

Storefront: The ground floor front and sides of a building (typically commercial or mixed use building) facing a street, usually containing display windows.

Stoop: An exterior flight of stairs with a platform leading to an entrance door some distance above the street.

Story: A habitable level within a building.

Streetscape: The hardscape, landscape, and all appurtenances within the public realm.

Street wall: A 36 to 42 inch masonry wall of a same or similar material to the building facade that separates the pedestrian realm from private property on portions of a build-to-line or build-to-zone that do not include a building.

Transition area: The area between the building base and building cap on single-story buildings, expressed using architectural features on the building facade.

Transition line: The line between the building base and building body or between the building body and building cap, expressed using architectural features on the building facade.

Transparency: The degree to which a building uses an opening or glass as a primary building material in the composition of the building facade. Areas covered by film, tinting, or similar material on windows or otherwise transparent surfaces shall not be considered transparent, except as expressly provided in this division.

SEC. 122-954 REGULATING MAP

The Regulating Map designates property to be included within the FBC district. The intensity of development and permitted land uses will be directed by the Regulating Map. This map establishes a hierarchy of development intensity by street type. Development intensity and permitted land uses are determined by the property's street type frontages. The street type standards found in subdivision 3 shall be used to direct development on the property. If property within the FBC district only has frontage on a street or streets without a street type designation, then the Regulating Map may be administratively amended by the Planning Director only to apply a street type designation to a street without an existing street type designation.

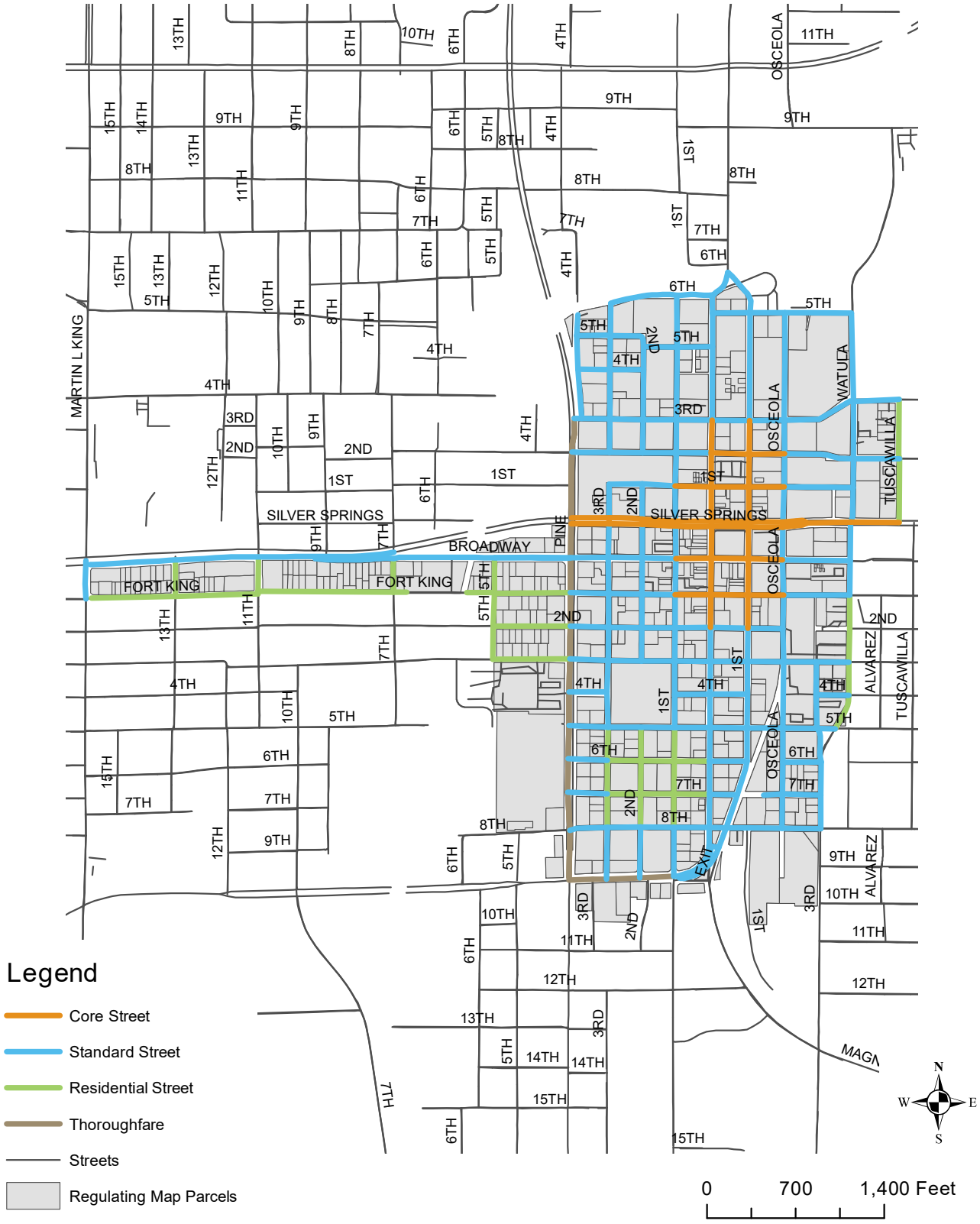
SEC. 122-955 STREET HIERARCHY

If a property has multiple street frontages, the development standards for each street type shall govern development standards for that street frontage. In cases of irreconcilable conflict between the requirements of multiple street types, the street hierarchy in the following table shall govern the standards set forth on lots that front multiple street types. Core Street regulations shall take priority, followed by Standard, Residential, and Thoroughfare.

Table 1.1: Street Hierarchy

Street type	Prioritization order
Core	1
Standard	2
Residential	3
Thoroughfare	4

Figure 1.1: City of Ocala Form-based Code Regulating Map



SUBDIVISION 2: POLICIES & PROCEDURES

SEC. 122-956 APPLICABILITY

The provisions of this Form-based Code shall apply to all development on property included in the FBC district. No development shall be undertaken without prior approval and the issuance of the appropriate development order or permit pursuant to the applicable provisions of these Form-based Code regulations and the Land Development Code, except as provided herein.

- The provisions of this division, when in conflict, shall take precedence over those of other provisions of chapters 110, 118, and other provisions of 122 of this code. Other provisions of this code shall apply for development standards not covered in this division.
- In cases of conflict, the text shall take precedence over graphics.
- These regulations are intended for new development, expansion, and exterior remodeling. Existing structures and uses are allowed to continue and normal repair and maintenance is encouraged.

(a) New Buildings

All new buildings on parcels in the FBC district shall be subject to the requirements of this division, except that accessory structures less than 40% of the total square footage of the primary building shall not increase the degree of nonconformity through form or use and shall be located in the rear or side yards to the greatest extent possible.

(b) Building Expansion

(1) Any building expansion greater than a 40% increase in the square footage of the existing building shall be subject to the requirements of the form-based code.

(2) Any expansion to a nonconforming building that is equal to or less than 40% of the total square footage of the building shall not increase the degree of nonconformity through form or use.

(c) Changes or Expansions of Use

Any changes or expansions of use shall conform to the use table in subdivision 3 of this division.

(d) New or Refaced Signs

Any new or refaced signs shall conform to the sign requirements of subdivision 4 of this division.

(e) Historic Preservation

(1) No work requiring a certificate of appropriateness as defined in chapter 94 of this code shall take place in the FBC district until the Ocala Historic Preservation Advisory Board issues a certificate of appropriateness for such work.

(2) The planning director may waive provisions of this division for work in any portio the FBC district that is subject to chapter 94 if the Ocala Historic Preservation Advisory Board determines that the criteria of subsection 94-82(g) can not be met unless such waiver is granted.

SEC. 122-957 DEVELOPMENT APPROVAL AND SITE PLAN PROCESS

(a) The applicant shall schedule a mandatory pre-application meeting through the planning department.

(b) Subsequently, development approval and site plan review and approval process shall be subject to the provisions listed in this division and article IV of this chapter.

SEC. 122-958 ADJUSTMENTS

Within the FBC district, some sites may be difficult to develop in strict compliance with these regulations. The adjustment review process provides a mechanism by which the regulations of this division may be modified if the proposed development continues to meet the intent of this division. The adjustment process serves the same purpose as a variance in other districts, and therefore modification of zoning requirements by variance shall be prohibited in the FBC district.

(a) Eligible Adjustments

Unless listed in subsection (b) below, an adjustment may be requested for any regulation in subdivisions 3 and 4 of the this division, permitted the adjustment criteria and intent of this division are met.

(b) Ineligible Adjustments

No adjustment shall be granted for the following items:

(1) Permitted Uses - subdivision 3

(2) Parking placement - subdivision 3, Core Streets only

(3) Building placement - subdivision 3, Core Street adjustments greater than 10% only

(4) Drive-thru lane or facility adjacent and parallel to a core or residential street

(c) Adjustment Process

(1) The applicant shall schedule a mandatory pre-application meeting as a part of the site plan approval process. Pursuant to the pre-application meeting, the applicant shall submit an adjustment request to the planning department.

(2) An application for an adjustment shall be accompanied by documentation that establishes how the applicant meets the adjustment criteria in this section and the intent of this division, and the adjustment shall be reviewed as part of the site plan review process.

(3) The decision of the planning director may be appealed per the provisions of section 122-221.

(4) In granting any adjustment, the adjustment is deemed unique and shall apply only to the site plan application with which it is associated, and shall not carry or set a precedent for future development applications.

(d) Adjustment criteria

An adjustment may be granted if the request meets all of the following conditions.

(1) That granting the adjustment will not materially or adversely affect adjacent land uses, surrounding neighborhoods, or otherwise be detrimental to the public welfare;

(2) That granting the adjustment will not have an adverse impact on the urban form and/or the street-space;

(3) That granting the adjustment is consistent with the purpose and intent of this division;

(4) That the appropriate number of adjustment points have been generated by other aspects of the proposal located on the same site.

(e) Adjustment Points

An applicant can only earn adjustment points through proposals that go beyond the minimum requirements of this division to provide some sort of community benefit. An applicant can only spend adjustment points when seeking adjustments from certain requirements of this division. The following two tables lay out how adjustment points can be earned and spent. If phasing is proposed, adjustment points may not be spent in an earlier phase than they are earned.

The accrual of points for an item listed in Table 2.1 is prohibited if provision of the item acts against the intent of this division. Adjustment points may be earned or spent in ways not specified in the following tables according to the following criteria.

(1) The planning director may not award more than three points total for miscellaneous adjustments. These adjustment points shall be reserved for elements of a proposed development which meet the intent of this division, exceed the minimum requirements of this division, and provide a community benefit.

(2) An applicant may request an adjustment of any standard in this division not listed in Table 2.2 below, and not listed as an ineligible adjustment by subsection (b) above. The planning director shall determine if the request meets the criteria of subsection (d) above and shall determine the appropriate number of points that the applicant shall spend for any adjustment granted. The number of points shall be comparable to other adjustments listed in Table 2.2.

(3) The planning director may allow for prohibited signage, building materials, or colors without charging adjustment points if the signage, building materials, or colors are deemed to be of equal or higher quality than what is permitted by this division, and the requirements of subsection 122-958(d) above are met.

Table 2.1: Earning Adjustment Points	
Category	**Points**
Art	
Creative incorporation of public murals or art on one street frontage	1
Creative incorporation of public murals or art on two street frontages	2
Creative incorporation of public murals or art on three or more street frontages	3
Public Space	
Public seating area or plaza provided on one street frontage	1
Public seating area or plaza provided on two street frontages	2
Public seating area or plaza provided on three or more street frontages	3
Transparency	
At least 5% over the minimum transparency requirement provided	1
At least 10% over the minimum transparency requirement provided	2
Building Height	
More than the minimum required number of stories provided	2
Off-site Improvements	
Off-site improvements identified in the Downtown Design Guidelines provided on one street frontage	2
Off-site improvements identified in the Downtown Design Guidelines provided on two street frontages	4
Off-site improvements identified in the Downtown Design Guidelines provided on three or more street frontages	6
U.S. Green Building Council LEED Certification	
LEED Silver certified building proposed	6
LEED Gold certified building proposed	8
LEED Platinum certified building proposed	10
Affordable Housing	
At least 20% of proposed residential units are affordable housing units, as defined in subdivision 1 of this division.	5
Public Structured Parking	
At least two decks	6
At least three decks	8
At least four decks	10
Vehicular Access	
Cross access easement provided, eliminating the need for additional curb cuts	2
Elimination of driveway(s) from a Core street	4
Elimination of driveway(s) from a street other than Core	2
Miscellaneous Adjustment	
Miscellaneous adjustment points per sec. 122-958(e)(1) above.	1-3

Table 2.2: Spending Adjustment Points Category	Points
Building Placement (percentage of BTL, BTZ, or setback defined by building)	
<10% adjustment	4
10-25% adjustment	7
Building Height	
2 stories on a Core street or less than 12' floor-to-ceiling height	5
1 story on a Core street	10
Parking	
Parking fronts a higher-tiered street (except Core)	6
Any other parking adjustment	5
Massing (building return or podium top setback)	
<10% adjustment	4
10-25% adjustment	6
Transparency	
<10% adjustment	1
10-25% adjustment	3
Drive-thru Facilities	
Addition or activation of a drive-thru facility on the interior of a site	10

(f) Adjustments for the Preservation of Trees

An applicant may receive an additional adjustment made necessary by modifications required to preserve high quality trees if the adjustment meets the purpose and intent of the FBC. An application for an adjustment shall demonstrate all of the following three (3) requirements:

(1) The adjustment is for the purpose of preserving a tree or trees that are of high quality and are deemed to be able to thrive in an urban environment as documented in writing by a certified arborist or equivalent horticultural professional;

(2) The applicant cannot design and locate the proposed structure or infrastructure improvements to preserve the trees and also comply with all provisions of the FBC, without causing the applicant undue hardship; and,

(3) Considering the shape and dimensions of the real property, the location of existing structures and infrastructure improvements, and the size, age, health, and species of trees sought to be protected, it is not feasible to transplant the trees to another location on the site.

SEC. 122-959 INCENTIVES

The City provides development incentives within the FBC district:

(a) Exemption from traffic study requirements provided in the City of Ocala Traffic Impact Analysis Guidelines.*

(b) Expedited building permitting. Building permits shall be reviewed within 10 working days of receipt of a complete application.*

(c) 25% reduction of site plan and subdivision application fees.*

(d) Regional stormwater management facilities, where available.

(e) On-site parking requirements may be waived.

(f) Business development grants, where available.

(g) In the High Intensity / Central Core land use classification, density / intensity is measured using the floor area ratio (FAR) for both residential and nonresidential uses.

*Preferred building placement and height requirements listed in sections 122-961 and 122-962 shall be met for incentives to apply.

SUBDIVISION 3: DEVELOPMENT STANDARDS

SEC. 122-960 STREET TYPES

The Form-based Code regulates new development and redevelopment within the area designated on the Regulating Map in subdivision 1 of this division. These regulations are based primarily upon development form in lieu of conventional zoning classifications. While uses are still regulated, the form of development on private property shall create the proper orientation for pedestrians within the public realm.

The "public realm" is considered the land within the right-of-way of the FBC streets including sidewalks, landscaping, travel lanes, and on-street parking. The proper form of development has a "build-to line" mandating the location of the building façade. The build-to line for the building façade of new development and qualifying redevelopment creates a specific location for the building façade in relation to the streets. This specific location is required to create a "pedestrian realm" between the edge of the street and building façade. The pedestrian realm includes the sidewalk and amenities such as street trees, benches, street lights, and other street furniture that create a safe and comfortable pedestrian environment.

The Regulating Map identifies the four street types in the FBC. Each street type provides for different development forms and intensities. The Regulating Map identifies the street type(s) for all FBC parcels, which establishes the development standards for that parcel.

Figure 3.1: Historical graphic of downtown Ocala

(a) Core Street

The purpose of a Core Street is to create a dense, fully mixed use city center with a vibrant street life and a pedestrian oriented public realm with a variety of amenities. It is to be the most intense urban pattern in the City. Each building and development should contribute to the ability for this district to have a mix of uses, be aesthetically attractive and provide an accessible environment. New development and qualifying redevelopment should provide a variety of uses mixed horizontally and vertically. Housing types associated with this category are found in multi-story residential and mixed used buildings where dwelling units are located above street level commercial uses.

Figure 3.2: Core street design

Building architecture should be complementary to best examples of historic buildings in downtown Ocala. Buildings are located close to the street with wide sidewalks established between the street and buildings. Buildings will create a defining street wall and have their main entrances oriented to the Core Street.

(b) Residential Street

Residential Streets are mixed use, primarily residential in character supporting a vibrant street life and a pedestrian oriented public realm. Each building and development should contribute to the ability for this street to be an aesthetically attractive and safe environment for residents to live, work, or socialize.

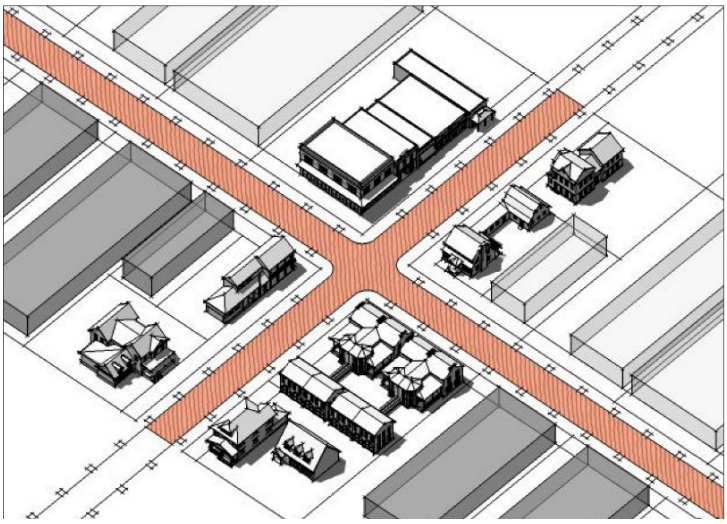


Figure 3.3: Residential street design

Development shall emphasize an urban building and site design that is compatible with residential uses. Buildings should be located with their main entrances oriented to the street.

Housing types associated with this category are primarily single family detached, attached, multi-family apartment homes and live work units. Nonresidential development shall be built to a pedestrian scale and compatible with surrounding residential development.

(c) Standard Street

Standard Streets are mixed use streets with a vibrant street life and a pedestrian oriented public realm with a variety of amenities such as gathering areas and wide sidewalks. Development shall emphasize urban building design with minimal setbacks. Each building and development should contribute to the ability for this district to have a mix of uses, be aesthetically pleasing and accessible for multiple transportation modes.

Gathering areas such as plazas, and civic areas should be provided to encourage pedestrian and commercial activity at street level. Shade for pedestrians should be provided through street trees and building design. Parking typically occurs in structured parking and surface parking.

Housing types associated with this category are predominately attached dwelling units in multifamily buildings and mixed used buildings where dwelling units are located above street level commercial uses.

(d) Thoroughfare

Thoroughfares are existing large arterial roadways that provide a balance between multimodal connectivity and vehicular traffic. They are mixed use but are characterized primarily by commercial uses with safe and convenient vehicle access.

Development shall emphasize urban building design with moderate setbacks. Each development should initially or eventually contribute to the ability for this district to accommodate a variety of uses, be aesthetically pleasing and accessible for multiple transportation modes.

Figure 3.4: Standard or Thoroughfare street design

Gathering areas should be provided to encourage pedestrian and commercial activity at street level. Shade for pedestrians should be provided through street trees and building design. Wide sidewalks shall be provided. Parking typically occurs in structured parking and surface parking.

SEC. 122-961 BUILDING PLACEMENT

Table 3.1: Building Placement	Core	Standard	Residential	Thoroughfare
Build-to line (BTL)*	11′ from face of curb	11′ from face of curb	N/A	N/A
Build-to zone (BTZ)	N/A	N/A	N/A	0′ - 54′ from public realm
Preferred build-to zone (BTZ)**	N/A	N/A	N/A	0 - 10′ from public realm
BTL or BTZ defined by a building	80%	50%	N/A	50%
Internal side & rear setback	N/A	N/A	5′ minimum from property line	N/A
Single-family street setback	N/A	N/A	20′ maximum from public realm	N/A
Multi-family or non-residential street setback	N/A	N/A	10′ maximum from public realm	N/A

***If the build-to-line would fall within the public right-of-way, then the build-to-line is instead the front property line.

**Certain incentives identified in section 122-959 apply when preferred standards are met.

Figure 3.5: Street wall example

Figure 3.6: Pedestrian realm example

(a) Remaining frontage on the BTL or BTZ shall be screened with a street wall unless utilized for gathering areas and/or access points.

(b) Street walls must be 36 to 42 inch tall masonry walls of the same or a similar material to the building façade.

(c) Maximum front setbacks may be exceeded if 100% of the additional setback is dedicated to the pedestrian realm.

(d) The BTL or BTZ may be adjusted if 100% of the area between the building front and public realm is dedicated to the pedestrian realm.

(e) The pedestrian realm may also be used to satisfy building frontage requirements when the pedestrian realm extends uninterrupted from the street frontage in question to the rear property line.

SEC. 122-962 BUILDING HEIGHT

Table 3.2: Building Height	Core	Standard	Residential	Thoroughfare
Main building(s) minimum	3 stories	N/A	N/A	N/A
Main building(s) preferred minimum*	N/A	2 stories or 30'	N/A	2 stories or 30'
Main building(s) maximum	8 stories	8 stories	4 stories or 45'	8 stories
*Certain incentives identified in section 122-959 apply when preferred standards are met.				

(a) Ground floor finished ceilings shall be a minimum of 12 feet above the finished floor.

SEC. 122-963 PARKING

(a) The following parking requirements apply, and all other off-street parking requirements are stipulated in sections 122-1003, 122-1005 through 122-1009, and 122-1015.

(b) Development on Core Streets are not required to provide on-site parking. and are exempt from the requirements of sections 122-1001, 122-1002, 122-1004, and 122-1010.

(c) Requirements for on-site parking in sections 122-1001, 122-1002, 122-1004, and 122-1010 may be waived or reduced on any street type at the Planning Director's discretion if a plan showing how parking needs will be satisfied is reviewed and approved by the Planning Director.

(d) Uses with frontage on Core, Standard, or Residential Streets shall only have off-street surface parking at the rear or side of the building.

(e) Parking access shall be placed on the lower order street or alley where possible.

(f) Maximum allowed access width is 24 feet, measured at the BTL or beginning of the BTZ so as to exclude the apron.

SEC. 122-964 LANDSCAPING AND OPEN SPACE

(a) Landscape buffering less intense uses on Core, Standard, or Thoroughfare streets shall not be required.

(b) Landscape buffering less intense uses on Residential Streets and on properties abutting the FBC district shall be required as set forth in section 122-260 of the City LDC.

SEC. 122-965 USE TABLE

All uses will be considered permitted unless specifically identified in the table below. If a use is not defined in section 122-3, the use will be considered prohibited until such time a definition is created and adopted into code. Empty cells signify a permitted use. Cells containing a "Pr" signify a prohibited use. Cells containing an "SE" signify a use permitted by special exception. Uses permitted only when certain conditions are met are indicated in cells containing a "C" and a number, which are listed in the use conditions table below, following the prohibited, conditional, and special exception use table. Uses in bold type are categories that include multiple defined uses per section 122-3. If an individual use type is treated differently than its associated use category, then the regulation specific to the use type prevails.

In the case of a property fronting two street types, the less restrictive street governs, except on a Core Street, where the Core Street regulations always apply (e.g., on a Thoroughfare-Standard corner, if a use is permitted on Thoroughfares and prohibited on Standard streets, the use would be permitted; on a Thoroughfare-Core corner, if a use is permitted on Thoroughfares and prohibited on Core streets, the use would be prohibited).

Table 3.3: Prohibited and Conditional Use Table	Core	Standard	Residential	Thoroughfare
Residential uses				
Accessory dwelling/guesthouse	Pr	C1	C1	Pr
Mobile home	Pr	Pr	Pr	Pr
Rooming / boarding house	Pr	Pr	Pr	Pr
Single-family dwelling	Pr			Pr
Two-family residential	Pr			Pr
Retail uses				
Electronic cigarette / vaporizer store	Pr	Pr	Pr	Pr
Pawn shop	C2	C2	Pr	C2
Pharmacy	C3	C3	Pr	C3
Vehicular sales	Pr	Pr	Pr	Pr
Service uses				
Adult use establishment	Pr	Pr	Pr	Pr
Agricultural uses	Pr	Pr	Pr	Pr
Bail bonds agency	Pr	Pr	Pr	Pr
Check cashing establishment	Pr	Pr	Pr	Pr
Drive-in or drive-through restaurant	Pr	C4	Pr	C4
Emergency shelter	Pr	C6	C6	C6
Radio/TV broadcasting facility	C5	C5	C5	C5
Self-service station	Pr	Pr	Pr	C6
Tattoo or body piercing	Pr	Pr	Pr	Pr
Tourist camp or park	Pr	Pr	Pr	Pr
Vehicular services	Pr	Pr	Pr	C7
Education / Recreation / Social uses				
Recreational uses with an outdoor component	C6	C6	C6	C6
Health care uses				
Assisted living facility	C8			
Hospital	Pr	C6	Pr	C6
Transitional/recovery facility	Pr	Pr	Pr	Pr
Industrial uses				
High-impact industrial uses	Pr	C9	Pr	C9
Low-impact industrial uses	Pr	C6	Pr	C6
Microbrewery / microdistillery			Pr	

Empty: Permitted Pr: Prohibited C: Conditional

Table 3.4: Use Conditions	
C1	• Accessory dwellings only permitted on lots with an occupied single-family dwelling. • Maximum of one accessory dwelling per lot. • Accessory dwelling must be located in the rear yard. • The accessory dwelling shall not be taller or have a larger footprint than the principal single-family dwelling.
C2	Pawn shops are prohibited, except that pawn shops legally existing on September 25, 2018 are permitted and shall not be considered nonconforming.
C3	Pharmacies are subject to the requirements of section 122-1227.
C4	Service drives shall be located in the rear or internal side yard.
C5	Transmitters are prohibited.
C6	• Proposals that generate more than 100 gross PM peak hour trips per day must be taken to the Planning & Zoning Commission and City Council as a public hearing for approval. • The planning director may determine that an application must be taken to the Planning & Zoning Commission and City Council as a public hearing for approval if the use is thought to significantly impact the surrounding community. • For self-service stations, canopies covering fueling stations must be attached to the primary building and match the design of the primary building facade.
C7	Garage/bay doors shall be located on the rear or internal side of the building.
C8	Use is not permitted on the first story of a building.
C9	No new high-impact industrial uses may be established on a property after being rezoned to the form-based code district. Applications for expansions of existing high-impact industrial uses must be taken to the Planning & Zoning Commission and City Council as a public hearing for approval.

SEC. 122-966 PUBLIC REALM DESIGN

Public realm design requirements for specific street segments shall be determined by the City of Ocala's Downtown Design Guidelines. The following figures are for illustrative purposes only, except for the requirements found in the public realm requirements table, which are mandated as part of this division.

Figure 3.7: Core Street Section (50’ ROW)

Figure 3.8: Core Street Perspective (50’ ROW)

Figure 3.9: Core Street Section (SR 40, 90’ ROW)

Figure 3.10: Core Street Perspective (SR 40, 90’ ROW)

Figure 3.11: Standard Street Section (50’ ROW)

Figure 3.12: Standard Street Perspective (50’ ROW)

Figure 3.13: Residential Street Section (50’ ROW)

Figure 3.14: Residential Street Perspective (50’ ROW)

Figure 3.15: Thoroughfare Section (100’ ROW)

Figure 3.16: Thoroughfare Perspective (100’ ROW)

Table 3.5: Public Realm Requirements

	Core, Standard, and Residential	Thoroughfares
Trees, Lights, & Street Furniture	Trees, lights, and street furniture shall be specified by the Downtown Design Guidelines. Improvements in concert with the Downtown Design Guidelines shall be required or eligible for adjustment points in accordance with this division.	
Sidewalks	Continuous sidewalks are required along the street front. Sidewalk / public realm width shall be 11 feet minimum from face of curb to face of building.	Continuous sidewalks are required along the street front. Sidewalk / public realm width shall be 13 feet minimum from face of curb to face of building.
Sidewalk Cafes*	Businesses may receive a permit to use sidewalks adjoining and abutting them for sidewalk cafes, provided that a minimum of five feet of the width within the public realm remains unobstructed, nothing is permanently affixed to the sidewalk, and the sidewalk is kept clean.	
Sidewalk Sales*	Businesses may receive a permit to use sidewalks adjoining and abutting them for temporary outdoor sales, provided that outdoor sales abut the building and a minimum of five feet from the face of curb to the outdoor sales area remains unobstructed, nothing is permanently affixed to the sidewalk, materials are brought inside at the end of each business day, and the sidewalk is kept clean.	
Miscellaneous	Ground floor finish level above sidewalk: 6" maximum above sidewalk.	
	Principal building entry will be at grade.	
	Upper floor units located in the main building shall be accessed by a common entry along the front street.	
	Street display and outside restaurant seating are subject to City licensing and pedestrian handicapped accessibility requirements.	
	Along Osceola Avenue, no door swing radii, street furniture, outdoor sales, or hindrances of any type may extend into the public right-of-way.	

***** Prior to the issuance of a permit for a sidewalk cafe or sidewalk sales, an applicant shall furnish the building official with a signed statement that the permittee shall hold harmless the city, its officers and employees and shall indemnify the city, its officers and employees for any claims for damages to property or injury to persons which may be occasioned by any activity carried on under the terms of the permit. The permittee shall furnish and maintain such public liability, food products liability, and property damage liability from all claims and damage to property or bodily injury, including death, which may arise from operations under the permit or in connection therewith. Such insurance shall provide coverage of not less than $1,000,000.00 for bodily injury, property damage, or any claims or injuries arising from the sale or use of alcoholic beverages on the premises, respectively per occurrence. Such insurance shall be without prejudice to coverage otherwise existing therein and shall name as additional insureds the city, its officers and employees, and shall further provide that the policy shall not terminate or be cancelled prior to the completion of the permit period without 45 days' written notice to the building official at the address shown in the permit.

SUBDIVISION 4: DESIGN STANDARDS

SEC. 122-967 BUILDING ARCHITECTURE

It is the intent of these Design Standards to foster creative building solutions while maintaining consistent design quality, guiding the overall appearance of buildings and promoting compatible building elements and facades. These Design Standards describe building design elements that have the greatest impact on the Public Realm in such a way as to provide for the public health, safety, and welfare in a high-quality pedestrian environment. The Design Standards do not dictate any specific architectural style, but are intended to allow for a rich variety in architectural design inspired by the historic precedents that already exist in the City and the Central Florida region. These Design Standards are not intended to be overly prescriptive nor overly restrictive of creative expression.

Buildings in the Central Core have historically served a variety of tenants and uses. Building design and construction shall support building longevity and future uses by using simple building forms with clear delineations between floor levels, proportions of openings and greater transparency through the use of larger storefront openings at the ground level.

Street facades shall include key architectural elements that maintain both pedestrian scale and interest. Architectural details and facade articulation shall include recesses for outdoor dining areas; display and/or public art integrated with the building design; canopies, awning, arcades, galleries, balconies, porches, stoops, and other architectural projections; and other architectural elements to create visual interest.

As these Design Standards promote an improved Public Realm and as the primary intent of this Form-based Code is to implement the Ocala 2035 Vision Plan, which included placemaking of the downtown for pedestrian activity, these Standards provide the template for appropriate development in the CC. Further, these Standards provide additional requirements beyond those in subdivision 3.

Articulation gives emphasis to architectural elements, such as windows, balconies, entries, etc., that create a complementary pattern or rhythm, dividing large buildings into smaller identifiable pieces.

(a) Building Massing and Articulation

(1) Overall building mass shall be divided into distinct façade elements separated by recesses, changes in materials, structural elements or sub-divided into individual facades.

(2) Horizontal elements, including building cornices, sill heights, floor levels, moldings and windows shall be aligned.

(3) The Transition Line from Building Base to Building Body, from Building Body to Building Cap, or the Transition Area from Building Base to Building Cap on single-story buildings shall be expressed using architectural features on the building facade.

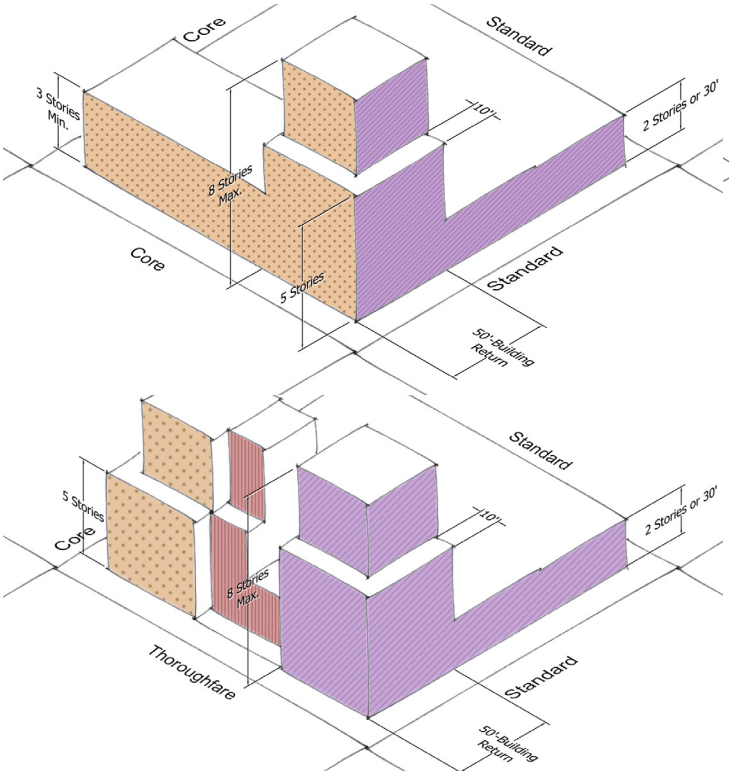


Figure 4.1: Corner development examples

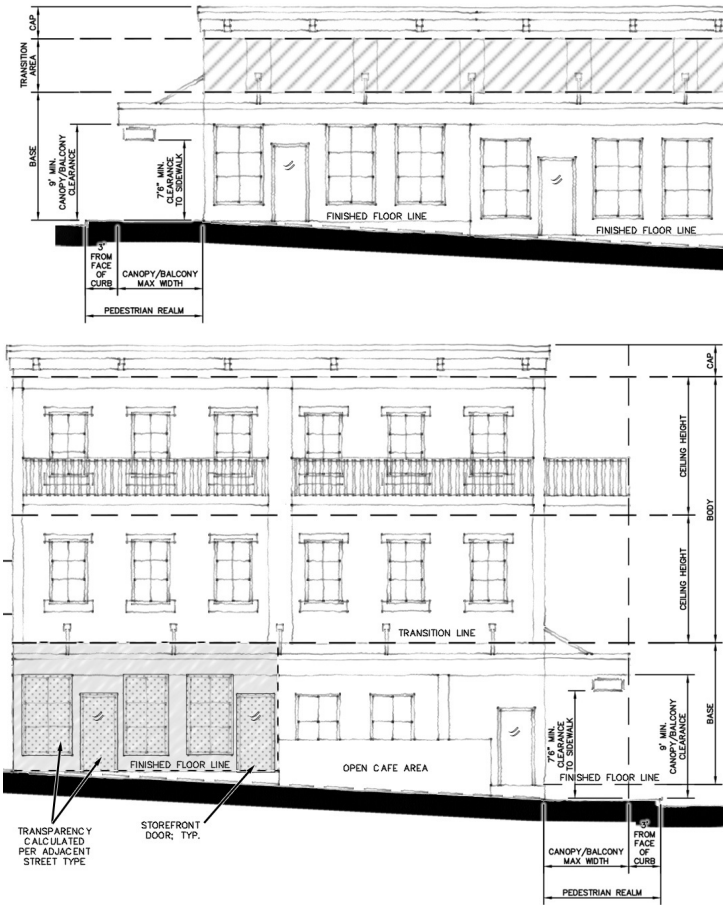


Figure 4.2: Massing and facade diagrams

(4) Buildings on corners fronting two different street types may maintain a form that reflects the requirements of the higher priority street type, as defined by section 122-955, for a maximum building return of 50′ from the corner of the building. After 50′, the building form must meet the requirements of the street it is fronting.

(5) For buildings over five stories tall, the building shall be set back for the full width of the facade at some point above the second story and below the sixth story. The distance of the setback may vary, but shall be a minimum of 10′.

(6) Podium tops, if any, should be designed to provide usable open space.

(7) "Terminated Vista" is a site located at the end or axial conclusion of a street or pedestrian path. These buildings or portions of building frontages located at Terminated Vistas shall provide additional architectural design detailing.

(8) The floor plate of any floor may not be larger than the floor below.

(9) The cap may not include habitable space.

(b) Doors, Windows, Recesses, and Openings

(1) All building elevations that front on a street shall be considered primary facades. Corner or through lots shall have multiple primary facades.

(2) Each primary façade, except for non-commercial uses, must have a public building entry located on that façade. Buildings with facades on multiple street types must have a principal building entry on the higher order street(s), as set forth in section 122-955. For corner lots, a public building entry may be placed at an angle facing the intersection of the two streets instead of having a separate public building entry facing each street.

Figure 4.3: Storefront with high transparency

(3) All areas of the pedestrian realm and areas within recesses in a primary facade shall be well-lit.

(4) All glass on a building's base shall be clear and non-reflective, except in a case that translucent windows are provided to acquire LEED certification or in the case of non-commercial uses.

(5) All window openings in brick construction shall have a sill at their base.

(6) The bottom of windows shall be no more than 3 feet above the finished floor and minimum required transparency is measured from the bottom of windows to the transition line or area.

(7) In the case of a primary facade with openings instead of windows, the openings shall count towards the facade's transparency requirement. The wall behind such openings, separating the covered area from the enclosed building, shall be subject to reduced transparency requirements.

Table 4.1: Minimum Transparency Required

	Core	Standard	Residential	Thoroughfare
Base	70%	40%	20%	40%
Base (behind openings)	50%	40%	20%	40%
Base (residential uses)	30%	20%	20%	20%
Body	30%	20%	10%	20%

(c) Roofs and Eaves

(1) Roofs

a) Roofs shall have a pitch between 5:12 and 12:12.

b) Flat roofs or roofs with a pitch below 5:12 shall include a parapet above a roof facing any public frontage. The parapet wall shall be a minimum of 24 inches high (measured above the roof).

c) Shed roofs shall be used for accessory structures when they are attached to a principal building and shall have a slope between 4:12 and 6:12.

d) Porch roofs and roofs over other building elements such as bay windows, balconies, and exterior utility closets or mechanical rooms that are attached to principal buildings shall have a pitch of between 3:12 and 4:12.

Figure 4.4: Building with gallery

(2) Skylights

Skylights shall be flat in profile and shall not be visible from public spaces.

(3) Gutters

Gutters are allowed providing they match the architectural style of the building.

(4) Eaves

Eaves, when used, shall overhang vertical building walls a minimum distance of 12".

Figure 4.5: Marquee example

(d) Galleries

(1) Minimum gallery depth shall be 10 feet, as measured from the face of the building to the outside column face.

(2) Minimum vertical underside clearance shall be 9'.

(3) Galleries may encroach within the public realm, but shall not extend closer than three feet from the face of curb and shall leave a minimum of eight feet for pedestrians to pass on at least one side of columns, piers, or arches.

(4) Galleries shall only be one story in height and may have flat or pitched roofs, up to 8:12.

(e) Awnings and Marquees

Figure 4.6: Awnings with breaks

(1) Minimum awning or marquee depth shall be 3' (measured perpendicular to the wall face).

(2) Minimum underside clearance shall be 9'.

(3) Awnings shall be continuous above openings below.

(4) Breaks in awnings shall coincide with breaks in shopfront openings below.

(5) Awnings and marquees may encroach into the public realm, but shall not extend closer than three feet from the face of curb.

(6) Awnings shall be made of durable material and may be either fixed or retractable.

(7) High-gloss, plasticized materials are not permitted.

(8) Awnings shall not be backlit.

(f) Balconies

(1) Balconies may encroach into the public realm, but shall not extend closer than three feet from the face of curb.

(2) The minimum vertical underside clearance of a balcony is 9'.

(3) Balconies in the front of a building may not have screens.

(4) Balconies shall match the architecture of the building using similar details and materials.

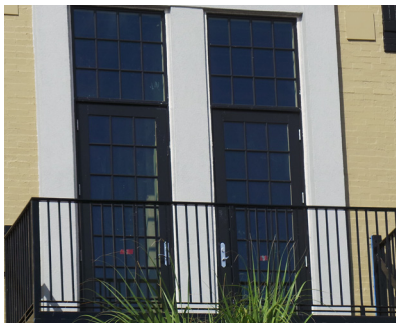


Figure 4.7: Balcony example

(g) Porches

(1) The minimum porch depth shall be 8' (measured from face of building to outside of column face).

(2) Porches shall be covered, and the minimum underside clearance shall be 9'.

(3) Porches shall match the architectural style of the building, using similar details and materials.

(4) Front and side porches may be screened; however, if screened, all architectural features (columns, railings, etc.) must occur on the outside of the screen facing a street or public space.

(5) Porches may not extend into the public realm.

Figure 4.8: Porch example

(h) Stoops

(1) The minimum stoop depth shall be 4' (measured perpendicular to the wall face).

(2) Stoops may not extend into the public realm.

(3) Stoops shall match the architectural style of the building, using similar details and materials.

Figure 4.9: Stoop example

(i) Brick and Masonry Detailing

(1) Headers

a) All openings in brick construction shall be spanned by a header.

b) Acceptable header forms shall be the lintel, arch, and jack arch.

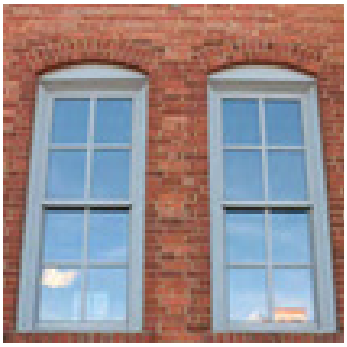


Figure 4.10: Sills

Figure 4.11: Cornice

Figure 4.12: Columns

Figure 4.13: Prohibited materials and color

c) Headers may comprise a variety of materials including brick, stone, cast and metal.

d) Headers shall be a minimum of four (4) inches in height and slightly wider than the opening they span.

(2) Sills

a) Sills shall be generally rectangular in form and shall be sloped slightly away from the window opening to shed water.

b) Sills may comprise a variety of materials including: brick, stone, cast stone, and terracotta.

c) Sills shall be slightly wider than the window opening.

(3) Cornices

a) A cornice shall be composed of brick, stone, cast stone, or wood.

b) A cornice shall provide a shadow line and may be simple or ornate in construction.

(j) Columns

(1) Columns shall be arranged such that they appear to support the weight of the structure above.

(2) Openings created between columns shall always be vertically proportioned.

(3) Columns shall always support a visible structural spanning element, such as a beam or arch.

(4) The outside edge of the beam or arch shall align with the neck of the column, not the edge of the column capital.

(k) Building Materials and Colors

(1) Scored stucco, metal, Styrofoam, and other foam-based products are prohibited on building exteriors. Predominant exterior building materials shall be compatible with materials used by surrounding properties, including but not limited to brick, wood, sandstone, and other types of stone and textured concrete masonry units.

(2) Facade colors shall be low reflectance, subtle, neutral, or earth tone colors. The use of high intensity colors, metallic colors, black or fluorescent colors shall be prohibited unless determined to be consistent with surrounding development and the intent of this division. Building trim and accent areas may feature brighter colors, including primary colors.

(l) Drive-thru Facilities

(1) Drive-thru facilities may only be located on the interior of a site or to the side or rear of the principal building.

(2) No drive-thru facility is permitted adjacent to a parallel street.

(3) No drive-thru facility is permitted within 50 feet of a ground floor residential use measured from the residential lot line to the closest point of the drive-thru lane.

(l) Utilitarian functions and Storage

Items such as outdoor storage, delivery and loading operations, HVAC equipment, trash compacting and collection, backflow preventers, meters and other utility and service functions shall be incorporated into the overall design of the building(s) and the landscaping. The visual and acoustic impacts of these functions, along with all wall or ground mounted mechanical, electrical, and communications equipment shall be out of view from adjacent properties and public streets, and screening materials and landscape screens shall be architecturally compatible with and not inferior to the principal materials of the building.

Outdoor storage shall only be permitted as an accessory use and shall be prohibited on properties fronting any street type other than a Standard Street. Outdoor storage areas shall only be permitted in the interior side or rear yards.

Figure 4.14: Screening utilitarian items

(m) Drive-thru Facilities

(1) Drive-thru facilities may only be located on the interior of a site or to the side or rear of the principal building.

(2) No drive-thru facility is permitted adjacent to a parallel street.

(3) No drive-thru facility is permitted within 50 feet of a ground floor residential use measured from the residential lot line to the closest point of the drive-thru lane.

SEC. 122-968 PUBLIC ART

(a) A no-fee permit is required for any public art, as defined in this division.

(b) Public art shall be submitted, reviewed, and completed in accordance with the City's public art policy.

(c) No part of the public art shall advertise, specifically identify, or include a business, service, or product.

(d) To the extent feasible, the public art shall be vandal and graffiti resistant.

(e) All public art is subject to the discretionary review of the Ocala Municipal Arts Commission, which will make a recommendation to the planning department as part of the permit review process.

Figure 4.15: Public art

Figure 4.16: Prohibited signs

SEC. 122-969 SIGNAGE

(a) Applicability

No sign may be erected, altered, refurbished, or otherwise modified within the FBC district except in accordance with the requirements of this section. Requirements not specifically addressed in this section are subject to the signage requirements set forth in chapter 110. Signage in a historic district is subject to the requirements of section 110-160.

(b) Sign Permit Required

Except as specifically excluded, it is unlawful for any person to post, display, substantially change, or erect a sign or advertising device in the City without first having obtained a sign permit.

(c) Exempt Signs

The following types of signs are exempt from the requirements of this division, and do not require a sign permit.

(1) Sign exemptions listed in subsections 110-6(2), (5-7), (11-16), and (19-20)

(2) Street address identification, except in the case that the address is incorporated into the name of a business and/or serving to advertise the business

(3) Business or home occupation identification nameplates, limited to one per business, within two feet from the main entrance, and limited to one square foot in size

(4) Refacing a panel of a legally nonconforming multitenant sign due to a change of occupancy

(d) Prohibited Signs

The following types of signs or advertising devices are prohibited.

(1) Any sign which constitutes a traffic hazard or a detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination

(2) Signs which move or give the appearance of moving, including banners, pennants, streamers, string pennants, balloons and all other signs which flutter, undulate, swing, oscillate, rotate, or otherwise move by natural or artificial means

(3) Signs attached to or painted on vehicles which are not regularly used by the advertised business and are obviously parked in such a way as to advertise to the passing motorist or pedestrian.

(4) Roof signs that are constructed or maintained upon the roof of any building or any wall sign extending more than thirty-six (36) inches above the roof line or parapet wall of a building

(5) Signs made of combustible materials that are attached to fire escapes or firefighting equipment.

(6) Feather or sail flag signs

(7) Can, cabinet, or message board signs

(8) Pole signs

(9) Signs attached to trees or utility poles

(10) Painted or vinyl wrap signs

(e) Permitted Signage

The total allowable signage is two square feet per linear foot of building frontage occupied by the entity utilizing signage up to a maximum of the totals included in Table 4.2 below. For entities that front multiple streets, the total allowable signage shall be calculated separately for each frontage.

Table 4.2: Signage Maximums Permitted by Street Type, in Square Feet

	Core	Standard	Residential	Thoroughfare
Total	**100**	**100**	**72**	**150**
Awning	50	50	18	50
Hanging / Projecting	18	18	18	18
Marquee	50	50	18	50
Monument	Pr*	32	Pr*	128
Sidewalk	8	8	8	8
Wall	50	50	18	50
Window	25% of window	25% of window	25% of window	25% of window
Pr*: Prohibited				

(f) Awning Signs

Table 4.3: Awning Signs

Description		
A sign where graphics or symbols are painted, sewn, or otherwise adhered to the awning material as an integrated part of the awning.		
Standards		
An awning sign cannot extend outside the awning.		
Only awnings over ground story doors or windows may contain signs.		
An awning sign may only be externally illuminated.		
A sign may be on either the front or side valance. Signs are not allowed on the sloping face of the awning.		

Dimensions		
Sign area maximum: See section 122-969(e)		**A**
Height (maximum)	**2'**	**B**
Number of signs		
A maximum of one awning sign is allowed per awning.		

(g) Hanging & Projecting Signs

Table 4.4: Hanging & Projecting Signs

Description		
A small sign that hangs from a bracket or projects from the building.		
Standards		
A hanging or projecting sign must be located at least 2'6" from the storefront edge and side property line.		
The bracket must be an integral part of the sign design.		
A hanging or projecting sign must be located below the window sills of the second story on a multi-story building or below the roof line on a single-story building.		
A hanging or projecting sign may only be externally illuminated.		
Hanging or projecting signs may be attached beneath an awning, canopy, arcade or colonnade and shall maintain a clear height of 7'6" above the sidewalk.		
Dimensions		
Sign area maximum (in square feet)	**9**	**A**
Height (maximum)	**3'**	**B**
Projection width (maximum)	**3'**	**D**
Depth (maximum)	**6"**	**E**
Clear height above sidewalk (minimum)	**7'6"**	**F**
Number of signs		
Maximum of two hanging or projecting signs per establishment per street frontage.		

(h) Marquee Signs

Table 4.5: Marquee Signs

Description	Dimensions		
A sign permanently attached to or forming a marquee.	Sign area maximum (in square feet)	**32**	
Standards	Height (maximum)	**16’**	**A**
A marquee sign may be erected on a building corner when the building corner adjoins the intersection of two streets.	Spacing from building facade (maximum)	**4’**	**B**
	Projection width (maximum)	**6’**	**C**
A maximum of 40% of a marquee sign may extend above the top of the building.	Marquee depth (maximum)	**1’**	**D**
	Clear height above sidewalk (minimum)	**7’6”**	**E**
A marquee sign may not be located above the window sills of the fourth story.	**Number of signs**		
	Maximum of one of each orientation (vertical / horizontal) per establishment per street frontage.		
A marquee sign may be externally or internally illuminated.	A marquee sign must be at least 25 feet from any other marquee sign of the same orientation (vertical / horizontal).		

(i) Monument Signs

Table 4.6: Monument Signs

Description	Dimensions		
A permanently affixed sign which is wholly independent of a building for support attached to two posts or along its entire width to a continuous pedestal.	Sign area maximum: See section 122-969(e)		A
	Height on Thoroughfares (maximum)	12’	B
	Height on Standard Streets (maximum)	7’	
	Pedestal height (min / max)	2’/5’	C
Standards	**Number of signs**		
Monument signs must display the street address of the property. Where multiple addresses exist with the same street frontage, the highest and lowest street address numbers must be identified. Numbers must be a minimum of 8 inches in height and be visible from both directions of travel.	Only one monument sign is allowed per street frontage, except that one additional sign is allowed for properties with 1,000 feet or more of street frontage, provided all signs are conforming.		
A monument sign must be set back at least 15 feet from a side lot line.	Where more than one monument sign is allowed on a property, signs along the same street frontage must be spaced a minimum of 500 feet apart.		
A monument sign may only be externally illuminated.			
Monument signs shall match the style of their associated building.			

(j) Sidewalk Signs

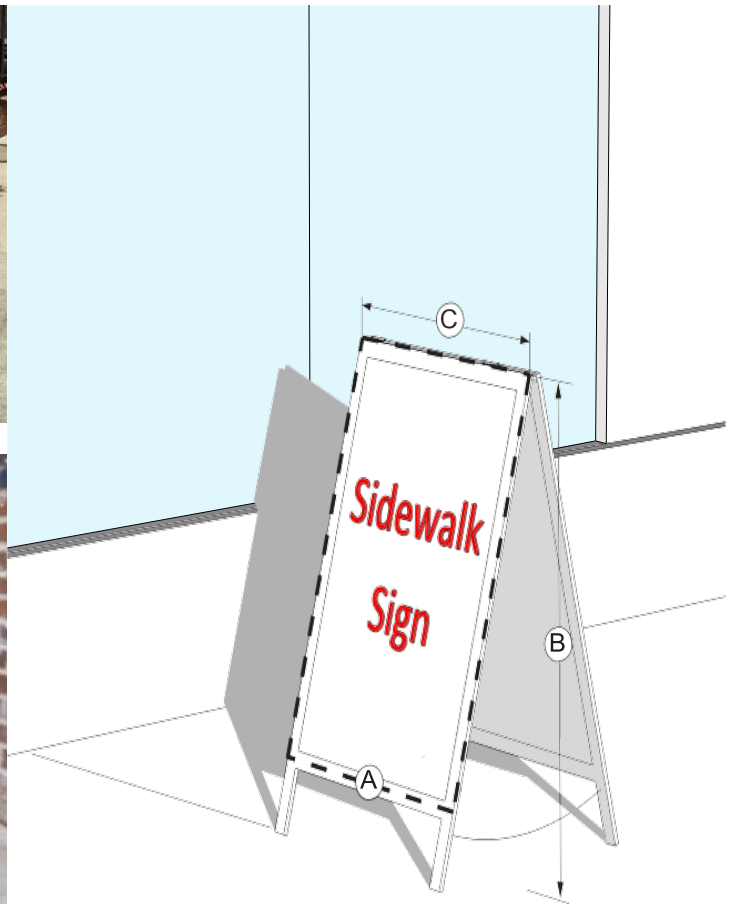


Table 4.7: Sidewalk Signs

Description	Dimensions		
A movable sign not secured or attached to the ground or surface upon which it is located.	Sign area maximum (in square feet)	**8**	**A**
Standards	Height (maximum)	**4'**	**B**
Sidewalk signs must be removed and placed indoors at the close of business each day.	Width (maximum)	**2'**	**C**
Sidewalk signs cannot obstruct vehicular, bicycle, or pedestrian traffic or visibility and must comply with ADA clearance and accessibility.	**Number of signs**		
	Each ground floor tenant can have one sidewalk sign located adjacent to the primary facade with the principal customer entrance, or up to 8 feet from that facade.		
	A sidewalk sign must be located at least 25 feet from any other sidewalk sign.		

(k) Wall Signs

Table 4.8: Wall Signs

Description		
A pin-letter or channel-letter sign applied to or mounted to the wall or surface of a building or structure.		
Standards		
No portion of a wall sign may extend above the roof line.		
Wall signs are permitted within the area between the second story floor line and the first story ceiling or between the third story floor line and the second story ceiling, within a horizontal band not to exceed two and a half feet in height.		
Company logos or names shall not be larger than a rectangle of eight square feet.		
A wall sign may be externally or internally illuminated.		
A wall sign may not cover windows or architectural details.		
Raceways must be transparent or match the color of the building facade.		
Directory signage		
Businesses without a wall sign may have directory signage adjacent to a public entry on a single directory sign per street frontage not to exceed eight square feet.		
Dimensions		
Sign area maximum: See section 122-969(e)		
Height (maximum)	**2'6"**	**A**
Projection from building facade (maximum)	**12"**	**B**
Raceway height (maximum)	**20% of letters**	**C**
Number of signs		
Maximum of one wall sign per establishment per street frontage, plus one corner sign, if applicable.		
Building identification signs		
Maximum of one building identification sign per street frontage subject to wall sign standards, except that the maximum letter height shall be 4' when above the fifth story, the location may be anywhere below the building cap, and there is a maximum area of 100 square feet.		

(I) Window Signs

Table 4.9: Window Signs

Description	Restrictions
An on-premises wall sign that is etched into, attached to, or painted on the window and is legible from outside the window.	Advertising oriented towards the public realm from the inside of a building through a window is prohibited except as permitted per the regulations governing window signs.
Standards	
Window signs are permitted on all street types, and shall not exceed 25% of a given window area.	
Window signage is not permitted on non-frontage windows or on windows above the first story.	
Both text and graphic elements are counted towards the window sign area, and are measured by drawing a rectangle around the elements.	

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steven Kelley Date: 5/8/23

Name of Firm: Amarach Planning

- Technical approach to the project.

  0-10 points 8

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 8

- Previous experience, and successful record with similar projects.

  0-10 points 9

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 8

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 8

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 8

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 10

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 8

Total Score 79

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steve Kennedy Date: 5/8/23

Name of Firm: Amorach Planning Services no Compliance Documents

- Technical approach to the project.

  0-10 points 7

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 7

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 5

- Previous experience, and successful record with similar projects.

  0-10 points 5

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 6

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 6

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 8

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 7

Total Score 59

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Null Date: 5/8/23

Name of Firm: Amarach

- Technical approach to the project.

  0-10 points 8

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 11

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects. 1-man show

  0-15 points 5

- Previous experience, and successful record with similar projects. Sample- Ocala only 1 code

  0-10 points 5

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 8

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 8

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload. 55 weeks

  0-10 points 5

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 10 * 94k / 99k + Cont.

- Knowledge of the City of Green Cove Springs and its challenges and opportunities. Ocala

  0-10 points 5

Total Score 65

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Mike D Date: _____

Name of Firm: Amarach

- Technical approach to the project.

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 5

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 5

- Previous experience, and successful record with similar projects.

  0-10 points 5

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 6

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 10

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 6

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 10

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 4

Total Score 61

RFP No. 2023-05
The Downtown Form Based Code for the City of Green Cove Springs

Contact: Nilsa Zacarias, AICP

Project Manager
Telephone: +1 (904) 398-8636
Fax: +1 (904) 398-2968
nzacarias@chenmoore.com

Office Location
3970 Hendricks Avenue
Jacksonville, FL 32207

chen moore and associates

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1. Cover Letter

3970 Hendricks Avenue
Jacksonville, FL 32207
Office: +1 (904) 398-8636

chen moore and associates

1. Cover Letter

April 4, 2023

City of Green Cove Springs
Financial Services Department
Lilly Delvecchio, Development Services Director
City Hall Office
321 Walnut Street
Green Cove Springs, FL 32043

Re: Consultant for "RFP No. 2023-2023-05 Downtown Form Based Code for the City of Green Cove Springs."

Dear Selection Committee,

In 2005, the City Council of Green Cove Springs adopted a plan for its future and referenced it as "Tomorrow's Vision" consisting of a Mission Statement devoted to *"Create a plan that will define our unique identity, assure quality of life and make Green Cove Springs a premier 21st-century city that reflects our traditional values, natural features and historic characteristics."* This dedicated commitment is reflected in the vibrant community life, and its continuous goal to provide a sustainable city that a embraces quality of life for its residents and economic development for its business community.

Chen Moore and Associates, Inc. (CMA) is grateful for the opportunity to submit our response for preparing the Downtown Form Based Code for the City's Downtown Central Business District. CMA is an awarded multi-disciplinary consulting firm founded in 1986 with 117 employees that provides outstanding urban planners, landscape architecture, environmental, civil engineering, transportation engineering, electrical engineering and construction management services to local governments in Florida.

CMA is proposing a high-level proficient Team including AICP planners, PLA landscape architects, urban designers, certified arborists, environmental scientist, and P.E. engineers experienced in Form Based Code, Florida Statutes and the City of Green Cove Springs existing zoning code. The CMA Team has the credentials to provide land planning, urban design, public meeting facilitation, landscape architecture, environmental, transportation, drainage, water, and wastewater engineering services. With unparalleled technical analysis, writing skills, and graphic design capabilities (CAD renderings and GIS mapping), the CMA Team is positioned to deliver a successful and meaningful Downtown Form Based Code to the City of Green Cove Springs.

The CMA Team has a clear understanding of the goals and objectives, and it is ready to develop a Downtown Form Based Code through a collaborative effort that engages the community and stakeholders participation, and best known practices that will be delivered by CMA professional team. The Downtown Form Based Code prepared by CMA will reflect the City's commitment to enhance the quality of life of its residents and support the business community. The CMA Team will prepare regulations based upon the City's street and block patterns and establish standards for promoting development with a variety of uses, appropriate design, and public benefit; by adopting the implementation of the following principles:

- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
- Achieve high-quality private and public spaces with form-based standards rather than regulations based principally on uses.
- Provide updated downtown sign regulations

Communication is paramount to deliver a successful Downtown Form Based Code, it is a critical component of the management methodology. We are proposing a weekly meeting with the City Staff to coordinate, discuss and monitor current and upcoming tasks. CMA is appointing Nilsa Zacarias, AICP, as the project manager. Ms. Zacarias has more than 24 years of professional experience, and will maintain a fluid communication with the City Staff and the CMA Team to ensure compliance with the scope, timeline, and budget. **A Weekly Monitoring Report (WMR) will be submitted to the Planning Director.** As presented on the Qualifications and Experience sections, the CMA Team has the credentials to furnish and provide to the City of Green Cove Springs all required services included on the subject Scope of Service. As indicated on the evaluations provided by current clients, CMA professionals have a track record of going above and beyond to ensure that **services are delivered on time and on budget.**

The CMA Team is best qualified to develop the Downtown Form Based Code because of our professional commitment to prepare a Code based on the active stakeholders engagement and the City's 2025 Vision that will guide future developments and provide flexibility to accommodate changing uses and trends. The CMA Team will ensure a successful outcome by providing the following qualifications further detailed in this proposal:

- **KNOWLEDGE** of the existing zoning code of the City of Green Cove Springs
- **EXPERTISE** in Form Base Code
- **EXPERIENCED AND QUALIFIED TEAM** - AICP Certified Planners, PLA Landscape Architects, and P.E Engineers
- **PROVEN RECORD OF OUTSTANDING SERVICE** - Compliance with Time and Budget Requirements.
- **GRAPHIC RESOURCE CAPABILITIES** - Advanced GIS and Computer Graphics.
- **EFFECTIVE PUBLIC COMMUNICATION** – Charrettes, Workshops, Presentations to Residents, City Council, and Boards

The CMA Team understands the scope of work and is committed to meeting all the specified requirements outlined in the RFP document, including all insurances. We will be honored to provide services to the City of Green Cove Springs and work with the City Staff. *Thank you for the opportunity.*

Respectfully submitted,

Cristobal Betancourt PLA, AICP

Vice President of Landscape Architecture/Planning

CHEN MOORE AND ASSOCIATES

2. Description of Approach

2. DESCRIPTION OF APPROACH

Founded in 1986, **Chen Moore and Associates, Inc. (CMA),** an awarded multi-disciplinary consulting firm specializes in planning and irrigation, landscape architecture, environmental, civil engineering, water resources, water and sewer, electrical engineering, transportation, and construction engineering services. **With the recent addition of NZ Consultants during the 4th quarter of 2022,** expanding CMA's planning services division and increasing the firm's statewide team to 117 employees. CMA has the financial capability to perform the scope of work required for this contract. The firm commits to providing responsive quality services while meeting the schedules and specific project needs of our clients. The firm has its headquarters in Fort Lauderdale. CMA has regional offices in and Jacksonville, Miami, West Palm Beach, Orlando (Maitland), with additional offices in Jupiter, Port St. Lucie, Sarasota (Nokomis), Gainesville, and Tampa.

CMA's key services groups include Planning, Civil Engineering (water/sewer, roadway/highway, stormwater, general civil), Electrical Engineering, Landscape Architecture, Environmental, and Construction Administration. CMA's key market groups are as follows: Water and Sewer; Transportation; Water Resources; Parks and Recreation; Energy and Land Development. **CMA employs 117 full time staff, including 39 registered professional engineers, 7 registered landscape architects, 4 AICP certified planners, 2 certified arborists, and a certified irrigation designer.** With our highly experienced technical design staff, the CMA team has the capabilities to address the smallest to the most challenging tasks required for many types of public, semi-public and private sector projects.

The Planning Services delivered by the CMA Team will reflect the City of Green Cove Springs commitment to maintain and enhance the quality of life of its residents and support its business community. CMA understands the City's challenges and vision, and it will ensure that the planning consulting services are based on in-depth analysis of existing conditions, trends; and, federal, state and local regulations. Per the 2020 US Census, the City's key demographics are as follows:

Population: 9,786

Land Area: 7.53 sq. miles

Owner-Occupied Housing Unit Rate: 78.3%

Median Value of Housing Unit: $192,600

Median Household Income: $59,200

CMA is proposing a high-level proficient Team including AICP planners, PLA landscape architects, urban designers, certified arborists, environmental scientist, and P.E. engineers experienced in Form Based Code, Florida Statutes and the City of Green Cove Springs existing zoning code. The CMA Team has the credentials to provide land planning, urban design, public meeting facilitation, landscape architecture, environmental, transportation, drainage, water, and wastewater engineering services. With unparalleled technical analysis, writing skills, and graphic design capabilities (CAD renderings and GIS mapping), the CMA Team is positioned to deliver a successful and meaningful Downtown Form Based Code to the City of Green Cove Springs.

The CMA Team has a clear understanding of the goals and objectives, and it is ready to develop a **Downtown Form Based Code** through a collaborative effort that engages the community and stakeholders participation, and best known practices that will be delivered by CMA professional team. The Downtown Form Based Code prepared by CMA will reflect the City's commitment to enhance the quality of life of its residents and support the business community. The CMA Team will prepare regulations based upon the City's street and block patterns and establish standards for promoting development with a variety of uses, appropriate design, and public benefit; by adopting the implementation of the following principles and tasks:

- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
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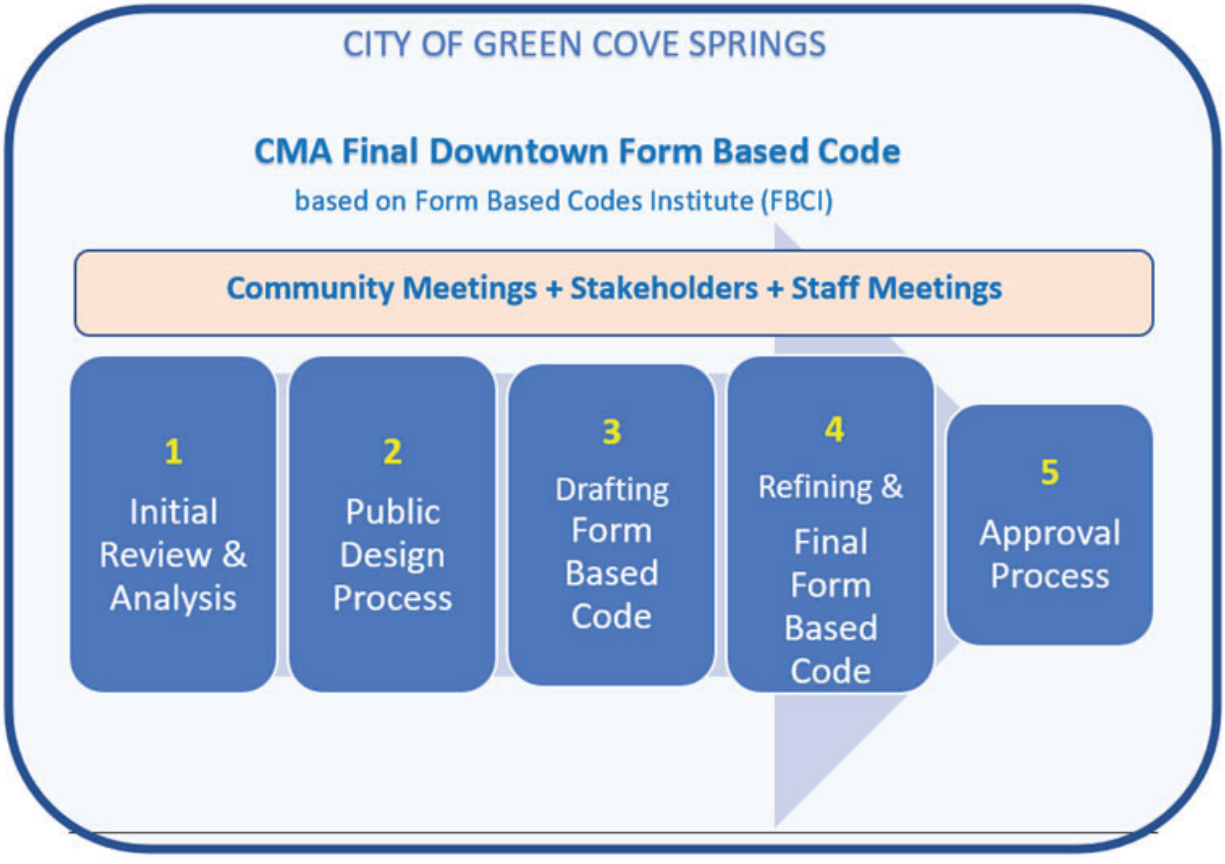
- Provide updated downtown sign regulations

Communication is paramount to deliver a successful Downton Form Based Code, it is a critical component of the management methodology. We are proposing a weekly meeting with the City Staff to coordinate, discuss and monitor current and upcoming tasks. CMA is appointing Nilsa Zacarias, AICP, as the project manager. Ms. Zacarias has more than 24 years of professional experience, and will maintain a fluid communication with the City Staff and the CMA Team to ensure compliance with the scope, timeline, and budget. **A Weekly Monitoring Report (WMR) will be submitted to the Planning Director.** As presented on the Qualifications and Experience sections, the CMA Team has the credentials to furnish and provide to the City of Green Cove Springs all required services included on the subject Scope of Service. As indicated on the evaluations provided by current clients, CMA professionals have a track record of going above and beyond to ensure that **services are delivered on time and on budget.**

The **CMA Team** will prepare the Downtown Form Based Code for the Central Business District of the City of Green Cove Springs **based on the definition and evaluation criteria established by the Form-Base Codes Institute (FBCI),** the goal is to replace the present zoning code for the subject district. The proposed Scope of Work includes the following tasks:



1. INITIAL REVIEW AND ANALYSIS

The **CMA Team** will conduct an in-depth review and analysis of the existing conditions of the Central Business District and the City's demographics, current challenges and trends. This phase will include the following tasks:

a. Interviews. The **CMA Team** will interview appropriate stakeholders involved with the project. These interviews will include groups and individuals including elected officials, nonprofit organization leaders, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff.

b. Site Analysis. The **CMA Team** will become familiar with the physical details of the Central Business District and the historic patterns of urbanism and architecture in the surrounding region.

c. Media coverage. The **CMA Team** will participate in a press conference with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken.

d. Website. The **CMA Team** will provide information for Green Cove Spring's website. As officials deem appropriate, the **CMA Team** will provide materials including text, photographs, maps, renderings, and other images for the web site. This material will describe the Consultant's credentials and help explain the project's process.

2. PUBLIC DESIGN PROCESS

a. Generate necessary background maps. Green Cove Springs will provide all necessary base map information as needed by the **CMA Team**

These documents will be used to produce the maps that will be used during the preparation of the form-based code.

b. Public Workshop and/or Design Charrette. The **CMA Team** will organize and lead design workshops or a full planning charrette to engage the community, gather ideas and goals, and formulate implementation strategies. The **CMA Team** will tailor the workshop or charrette to obtain maximum community input so as to produce the best possible master plan on which to base the new code. *The charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews.* While the end result will be new land development regulations, the public process will include discussions of alternatives for street design, street connectivity, and town planning strategies that create vital town centers, corridors, and livable neighborhoods. At the conclusion of the workshop(s), the Consultant will present the work generated to-date. Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians.

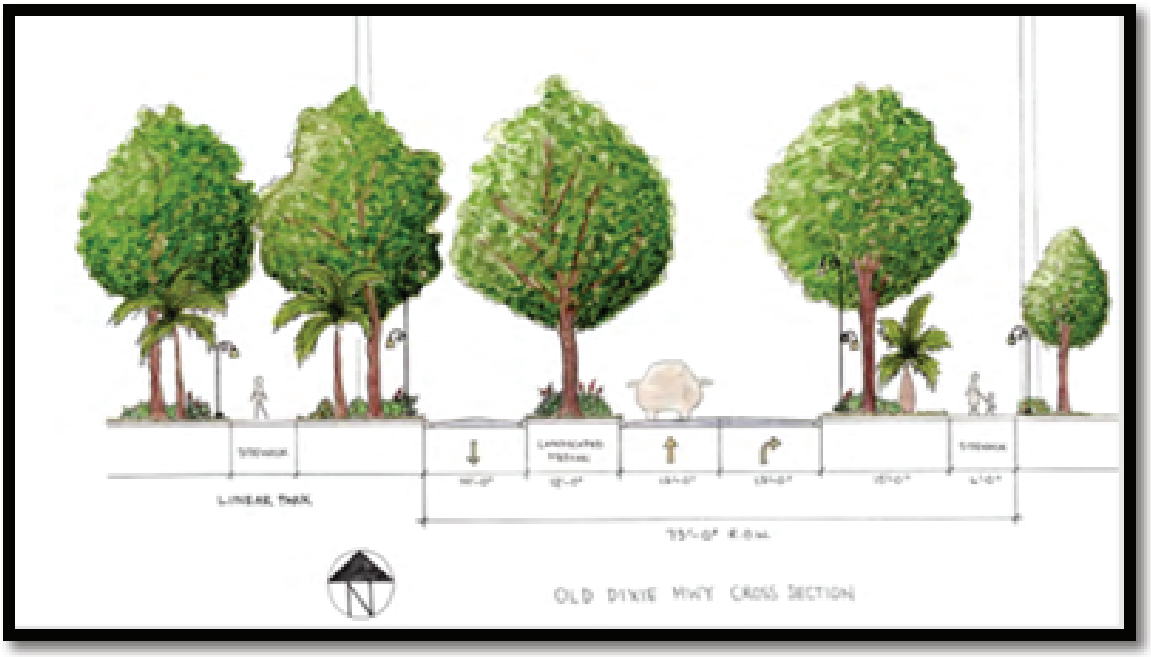
3. DRAFTING THE FORM-BASED CODE

a. Design Parameters for the Form-Based Code. The **CMA Team** will prepare a new code that will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types (optional), and other elements needed to implement the principles of functional and vital urbanism and practical management of growth. CMA Team will develop a document based on the definition and evaluation criteria established by the Form-Base Codes Institute (FBCI) and it will include the following sections:

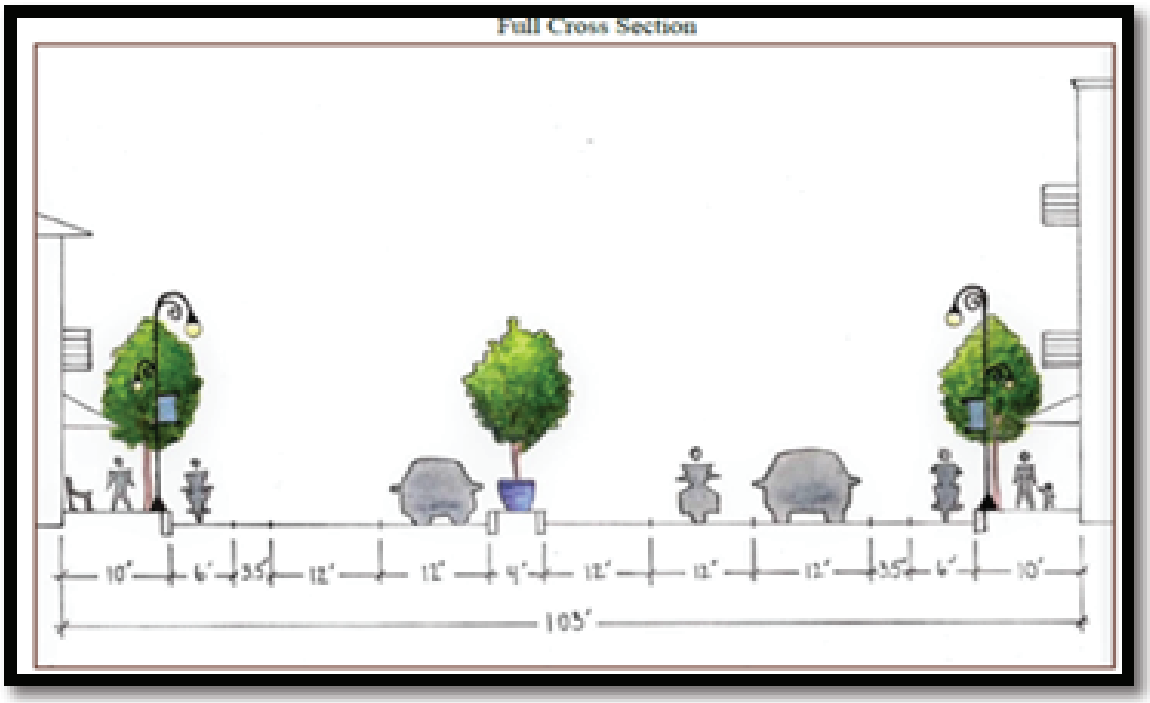
- ***Overview,*** including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- ***Regulating Plan*** (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as "build-to-lines" or "required building lines" and building type or form designations.
- ***Building Form Standards*** governing basic building form, placement, transparency, signage and

fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.

- ***Public Space/Street Standards*** defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
- ***Landscape Standards*** defining the general types and locations of trees to be planted.
- ***Signage and lighting standards*** defining the appropriate type and amount of signage and lighting.



b.



Integration of the Form-Based Code. The **CMA Team** will integrate the new form-based code into the City's existing regulatory framework (zoning and land development regulations) in a manner that;

- ensures procedural consistency
- complies with state and local legal requirements
- provides clarity as to applicability of existing regulations; and,
- maximizes the effectiveness of the code

4. REFINING THE FORM-BASED CODE

a. Presentation of First Draft. The **CMA Team** will present the first draft of the form-based code for the purpose of gathering comments. Copies of the first draft shall be in digital form and posted on the website. The presentation may be made to a special audience of neighborhood residents or stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by [municipality].

b. Presentation of the Second Draft. After making revisions in response to comments on the first draft, the **CMA Team** will present the second draft of the form based code at a another meeting convened by City staff.

c. Meetings with Stakeholders. The **CMA Team** will attend and participate in up to 3 additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

The **CMA Team** is proposing a weekly meeting with the City Staff to coordinate, discuss and monitor current and upcoming tasks. **A Weekly Monitoring Report (WMR) will be submitted to the Planning Director.** As indicated on the evaluations provided by current clients, CMA professionals have a track record of going above and beyond to ensure that **services are delivered on time and on budget.**

5. APPROVAL PROCESS

a. Public Hearing Presentations. The **CMA Team** will have one design charette / public workshop for the general public and make formal presentations to the Planning and Zoning Commission and the City Council.

b. Additional Revisions. The **CMA Team** will be responsible for two rounds of revisions that may become necessary between presentations. The **CMA Team** will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses

The **CMA Team** is best qualified to develop the Downtown Form Based Code because of our professional commitment to prepare a Code based on the active stakeholders engagement and the City's 2025 Vision that will guide future developments and provide flexibility to accommodate changing uses and trends. The **CMA Team** will ensure a successful outcome by providing the following qualifications further detailed in this proposal:

- **KNOWLEDGE** of the existing zoning code of the City of Green Cove Springs
- **EXPERTISE** in Form Base Code
- **EXPERIENCED AND QUALIFIED TEAM** - AICP Certified Planners, PLA Landscape Architects, and P.E Engineers
- **PROVEN RECORD OF OUTSTANDING SERVICE -** Compliance with Time and Budget Requirements.
- **GRAPHIC RESOURCE CAPABILITIES -** Advanced GIS and Computer Graphics.
- **EFFECTIVE PUBLIC COMMUNICATION** – Charrettes, Workshops, Presentations to Residents, City Council, and Boards

The **CMA Team** understands the scope of work and is committed to meeting all the specified requirements outlined in the RFP document, including all insurances. We will be honored to provide services to the City of Green Cove Springs and work with the City Staff.

3. Team Expertise/Project Qualifications and Experience

3. TEAM EXPERTISE/PROJECT QUALIFICATIONS AND EXPERIENCE

Founded in 1986, Chen Moore and Associates (CMA) specializes in planning and irrigation, landscape architecture, environmental, civil engineering, water resources, water and sewer, electrical engineering, transportation, and construction engineering services. With the recent addition of Fred Wilson and Associates (opened in 1962) during the 3rd quarter of 2021, the combined firm has now officially been in business for over sixty (60) years. The firm commits to providing responsive quality services while meeting the schedules and specific project needs of our clients. The firm has its headquarters in Fort Lauderdale. CMA has regional offices in Miami, West Palm Beach, Orlando (Maitland), and Jacksonville, with additional offices in Port St. Lucie, Sarasota (Nokomis), Gainesville, Tampa, and Atlanta, GA. The firm commits to providing responsive quality services while meeting the schedules and specific project needs of our clients.

CMA's key services groups include Civil Engineering (water/sewer, roadway/highway, stormwater, general civil), Electrical Engineering, Landscape Architecture & Planning, and Construction Administration.

CMA's key market groups are as follows: Water and Sewer; Transportation; Water Resources; Parks and Recreation; Energy and Land Development.

CMA employs 117 full time staff, including 39 registered professional engineers, 7 registered landscape architects, 4 certified planners and a certified irrigation designer. With our highly experienced technical design staff, the CMA team has the capabilities to address the smallest to the most challenging planning, landscape architecture, civil, environmental and transportation engineering, and construction administration tasks required for many types of public, semi-public and private sector projects. The City can be assured that the CMA team can handle all components of the projects performed under this contract.

Principal office location that will service this contract:

3970 Hendricks Avenue

Jacksonville, FL 32207

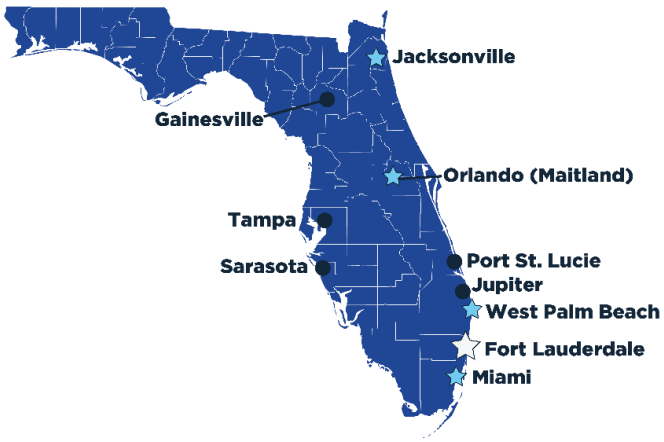
Phone: (904) 398-8636; Fax: (904) 398-2968

Primary Contact/Project Manager:

Nilsa Zarcarias, AICP

nzarcarias@chenmoore.com

www.chenmoore.com



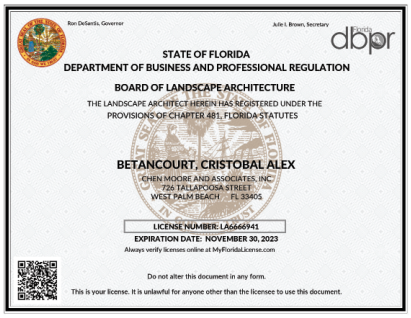
Owners and Principals		
Name	Title	Address
Peter Moore, P.E., F.ASCE, FACEC	President	500 W Cypress Creek Road, Suite 630, Fort Lauderdale, FL 33309
Jose L. Acosta, P.E., F.ASCE	Executive Vice President	3150 SW 38th Ave, Suite 950 Miami, FL 33146
Jason McClair, P.E., CFM, LEED AP	Senior Vice President	500 W Cypress Creek Road, Suite 630, Fort Lauderdale, FL 33309
Safiya Brea, P.E., LEED AP	Principal Engineer/Secretary/ Fort Lauderdale Office Leader	500 W Cypress Creek Road, Suite 630, Fort Lauderdale, FL 33309
Suzanne Dombrowski, P.E., ENV SP	Principal Engineer/West Palm Beach Office Leader	500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401
Gregory Mendez, P.E.	Principal Engineer/Miami Branch Office Leader	3150 SW 38th Ave, Suite 950 Miami, FL 33146
Daniel Davila, P.E.	Principal Engineer	500 W Cypress Creek Road, Suite 630, Fort Lauderdale, FL 33309
Cristobal Betancourt, RLA	Vice President of Landscape Architecture/Planning	500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401
Brent Whitfield, P.E., ENV SP	Principal Engineer	500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401
Jennifer Smith, P.E.	Principal Engineer	500 W Cypress Creek Road, Suite 630, Fort Lauderdale, FL 33309
Eric Harrison, RLA	Principal Landscape Architect	500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401
Patrick Kamrajh, P.E.	Principal Engineer	3150 SW 38th Ave, Suite 950 Miami, FL 33146
Bradley Wilson, P.E.	Principal Engineer/Jacksonville Office Leader	3970 Hendricks Avenue, Jacksonville, FL 32207
Thomas Gardner, P.E.	Principal Engineer	3970 Hendricks Avenue, Jacksonville, FL 32207
Robert Best, P.E.	Principal Engineer	341 North Maitland Avenue, Suite 346, Maitland, FL 32751

Resumes

CMA has assembled a team of professionals and technicians with experience and expertise in the areas required to meet the goals and objectives of the City of Green Cove Springs. We have all the professionals needed to provide a wide range of technical services to the City. For detailed information please refer to our team's resumes at the end of this section.

Principal-in-Charge, Urban Planner & Landscape Architect

Cristobal "Cris" Betancourt, PLA, AICP is CMA's Vice President of Landscape Architecture and Planning. He has experience providing planning and landscape architecture design solutions for public and private sector clients. His team provides a full range of services starting with due diligence and master planning culminating in detailed site design. He is well versed in the use of low-impact development techniques specifically applied to site planning, has knowledge of local municipal codes, and is proficient in Florida's plant palette, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. Mr. Betancourt leads multi-discipline teams for parks and recreation facilities throughout Florida, providing design, permitting, and construction observation services for many types of improvements, including athletic fields; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; and irrigation. ***Mr. Betancourt will serve as Principal-in-Charge, Urban Designer & Landscape Architect for this contract. Office Location: 500 Australian Avenue South, Suite 850, West Palm Beach, FL 33401***



Ron DeSantis, Governor — Julie I. Brown, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF LANDSCAPE ARCHITECTURE
THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BETANCOURT, CRISTOBAL ALEX
CHEN MOORE AND ASSOCIATES, INC.
726 TALLAPOOSA STREET
WEST PALM BEACH FL 33405

LICENSE NUMBER: LA6666941
EXPIRATION DATE: NOVEMBER 30, 2023
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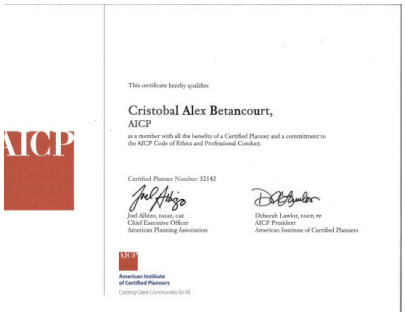


This certificate hereby qualifies
Cristobal Alex Betancourt,
AICP
as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.
Certified Planner Number: 32142
Joel Albizo, FAICP, CAE
Chief Executive Officer
American Planning Association
Deborah Lawlor, FAICP, PP
AICP President
American Institute of Certified Planners
American Institute of Certified Planners
Creating Great Communities for All

Project Manager, Urban Planner & Architectural Designer

Nilsa Zacarias, AICP AICP is CMA's Principal Planner. She is a nationally and internationally recognized professional and Fulbright Scholar with over 25 years of experience working on challenging and complex planning initiatives including Form Based Code, Comprehensive Planning, Public Engagement, Land Development Regulations, Annexations, Corridor and Neighborhood Plans. She has an in-depth knowledge of Florida Statutes and required process to transmit and adopt a Comprehensive Plan. ***Ms. Zacarias will serve as Project Manager, Urban Planner and Architectural Designer for this contract. Office Location: 1851 W. Indiantown Road, Suite 100, Jupiter, FL 33458***

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Nilsa Cristina Zacarias

as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

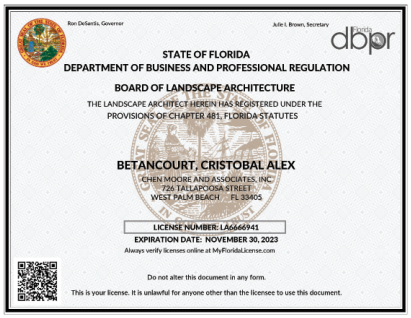
Certified Planner Number: 022455

February 14, 2008

PRESIDENT — EXECUTIVE DIRECTOR

Licenses and Certifications

Please note that Cristobal Betancourt, PLA, AICP and Peter Moore, P.E., F.ASCE, FACEC certify the firm for landscape architecture and engineering respectively.


Ron DeSantis, Governor — Julie I. Brown, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

BETANCOURT, CRISTOBAL ALEX
CHEN MOORE AND ASSOCIATES, INC.
726 TALLAPOOSA STREET
WEST PALM BEACH FL 33405

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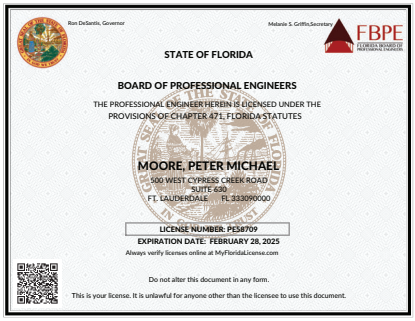
Ron DeSantis, Governor — Melanie S. Griffin, Secretary — FBPE

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

THE PROFESSIONAL ENGINEER HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

MOORE, PETER MICHAEL
500 WEST CYPRESS CREEK ROAD
SUITE 630
FT. LAUDERDALE FL 333090000

LICENSE NUMBER: PE58709
EXPIRATION DATE: FEBRUARY 28, 2025
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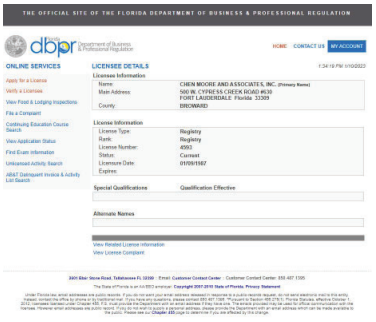
THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION

dbpr Department of Business & Professional Regulation

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ONLINE SERVICES

LICENSEE DETAILS

Licensee Information

Name: CHEN MOORE AND ASSOCIATES, INC. (Primary Name)
Main Address: 500 W. CYPRESS CREEK ROAD #630 FORT LAUDERDALE Florida 33309
County: BROWARD

License Information

License Type: Registry
Rank: Registry
License Number: 4993
Status: Current
Licensure Date: 01/09/1987
Expires:

Special Qualifications: Qualification Effective

Alternate Names

View Related License Information
View License Complaint

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

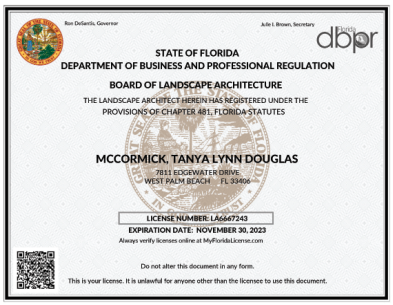
Nilsa Cristina Zacarias

as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

Certified Planner Number: 022455

February 14, 2008

PRESIDENT — EXECUTIVE DIRECTOR


Ron DeSantis, Governor — Julie I. Brown, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

MCCORMICK, TANYA LYNN DOUGLAS
7811 EDGEWATER DRIVE
WEST PALM BEACH FL 33406

LICENSE NUMBER: LA6667243
EXPIRATION DATE: NOVEMBER 30, 2023
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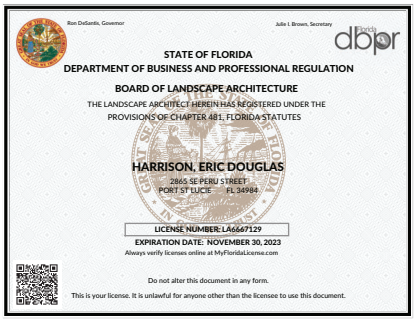
Ron DeSantis, Governor — Julie I. Brown, Secretary — dbpr

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

HARRISON, ERIC DOUGLAS
2865 SE PERU STREET
PORT ST LUCIE FL 34984

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State of Florida
Department of State

I certify from the records of this office that CHEN MOORE AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on November 7, 1986.

The document number of this corporation is J41454.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on January 8, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

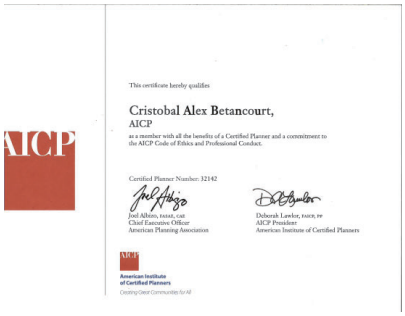
Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Eighth day of January, 2023

Secretary of State

Tracking Number: 9659426566CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication


AICP

This certificate hereby qualifies

Cristobal Alex Betancourt,
AICP

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 32142

Chief Executive Officer
American Planning Association

AICP President
American Institute of Certified Planners

American Institute of Certified Planners

AICP

This certificate hereby qualifies

Osniel Leon, AICP

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 33736

Chief Executive Director

President

American Institute of Certified Planners

Cristobal Betancourt, PLA, AICP
Principal-in-Charge, Urban Designer & Landscape Architect

Hire Date
02/14/2011
Years with other firms: 16

Title: Vice President of Landscape Architecture/ Planning

Education
Bachelor of Science, Landscape Architecture, Cornell University, 1995
Master of Science, Urban Design, Royal Danish Academy of Fine Arts, School of Architecture, 1996

Registration
Registered Landscape Architect, Florida, LA6666941, 2008
Registered Landscape Architect, New Jersey, AA000949, 2006
Registered Landscape Architect, New York, 001959, 2005

Professional Affiliations
American Planning Association
American Society of Landscape Architects
Florida Recreation and Park Association
National Recreation and Park Association
Urban Land Institute

Certifications
American Institute of Certified Planners
Council of Landscape Architectural Registration Board

Mr. Betancourt is CMA's Vice President of Landscape Architecture and Planning. He has experience providing planning and landscape architecture design solutions for public and private sector clients. His team provides a full range of services starting with due diligence and master planning culminating in detailed site design. He is well versed in the use of low-impact development techniques specifically applied to site planning, has knowledge of local municipal codes, and is proficient in Florida's plant palette, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. Mr. Betancourt leads multi-discipline teams for parks and recreation facilities throughout Florida, providing design, permitting, and construction observation services for many types of improvements, including athletic fields; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; and irrigation.

Currie Park - Architectural and Engineering Services (20862.006) - POs 2211441 / 2212682. City of West Palm Beach. The CMA team provided professional services to the West Palm Beach CRA during Phase I of the project which included Information Gathering, Public Engagement, Visioning and Master Planning. The Scope of Services provided in this document constitute a continuation of the redevelopment of Currie Park and consist of the Phase II services – construction documentation, permitting, and construction administration services. Phase II services shall be provided to the City of West Palm Beach. The City desires for the park to become a high-quality public space that becomes an economic catalyst for Northwood/ Pleasant City CRA and the City at large. During Phase I of the project, the CMA team performed thorough site investigation; executed a robust public engagement program; developed a master plan for the park; provided cost estimating; provided a strategic funding plan; and provided case studies for governance, operations, and maintenance of the park. Phase II Design will be based on the approved master plan and available project funding, which includes $8 million from the City of West Palm Beach Parks and Recreation Bond and $16.74 million awarded from the Florida Department of Opportunity. The Consultant team has identified an additional $11.42 million in grants during Phase I of the project. The Consultant team, with Owner approval, has already applied for $1.5 million of these opportunities. Optional services in this contract will pursue application of up to ten (10) additional grants. The approach to the construction documents will be additive with base bid documents supported by the confirmed funding and add alternates designs included as additional grants are awarded.

Martin Cty Parks & Recreation Master Plan. Martin County Board of County Commissioners. CMA was a subconsultant to GreenPlay, LLC for the development of Martin County's Parks and Recreation Master Plan. Our firm provided a complete update of the Comprehensive Master Plan with a focus on examining the positive economic impacts that parks and recreation services bring to their communities. Our scope of work involved providing Facility Inventories and Assessment, Community Needs Assessment, Visioning Workshops, Vision and Implementation Strategies, Draft and Final Master Plans. CMA used cutting edge Geographic Information Systems (GIS) technology in the form of ESRI Collector Software to completely catalog the Client's existing Parks and Recreation Assets. CMA also utilized MindMixer (now MySidewalk) Software, an on line town hall, for follow up data gathering and public input after in person focus group sessions.

Nilsa Zacarias, AICP Project Manager, Urban Planner and Architectural Designer

Hire Date
07/27/2009
Years with other firms: N/A
Title: Director of Planning
Education
Master of Science, Master of Community and Regional Planning Minor in Housing, Iowa State University,
Fulbright Scholar,
Bachelor of Architecture, Catholic University Asuncion, Paraguay
Professional Affiliations
CTM, Toastmasters International
Fulbright Alumni Association
Historical Preservation Board, Town of Jupiter
Palm Beach Planning Congress
Planning & Zoning Commission, Town of Jupiter
Certifications
Certified Planner by the American Institute of Certified Planners (AICP)
Presentations at Conferences
Urban Planning and Public Participation. Lecture at the Catholic University, Paraguay, South America, March 2022
Our Cities Post Pandemic Reality: How Land Use and Design Are Defining Our "New Normal." American Planning Association Florida Chapter Conference (FAPA), Miami, Florida – September 2021
The Critical Role of Land Use Compatibility: Amazon Distribution Center in Village of Golf. Planning Challenges Seminar. The Palm Beach County Planning Congress, July 2021

Nilsa Zacarias, AICP is CMA's Principal Planner. She is a nationally and internationally recognized professional and Fulbright Scholar with over 25 years of experience working on challenging and complex planning initiatives including Form Based Code, Comprehensive Planning, Public Engagement, Land Development Regulations, Annexations, Corridor and Neighborhood Plans. She has an in-depth knowledge of Florida Statutes and required process to transmit and adopt a Comprehensive Plan.

Form Based Code, Visioning, Master Plans, Charrettes and Neighborhood Plans

- Village of Tequesta: Form Based Code for the Beach Road Corridor including design guidelines and public participation
- Lake Worth Beach: Form Based Code, 3D Renderings and planning analysis of the downtown area; prepare 18 Neighborhood Plans
- City of Westlake: Form Based Code for the Downtown area; Visioning and Public Participation, and Code writing for the neighborhoods (this is a new City, incorporated in 2016)
- City of North Bay Village: Form Based Code, City Wide Charrette Master Plan, and Kennedy Causeway Corridor Plan
- Visioning for Comprehensive Plans: Tequesta, Westlake, Mangonia Park, City of Sebastian, City of Vero Beach
- Village of Tequesta: Design Charrettes, Workshops, Kiosks and Visioning for the Parks Master Plan

Land Development Regulations, Zoning Code Revisions

- Town of Palm Beach, Zoning Code Reviews and Graphics
- Village of Tequesta, In-depth review of LDRs, council workshops, Design Guidelines for R-3 zoning district; and Zoning Code Amendments
- City of Lake Worth Beach, LDRs Graphic Interpretation and Public Forums
- City of Westlake, new LDRs, new City in Palm Beach County incorporated in 2016
- Town of Sewall's Point, Sign Code Review and Amendment
- Town of Melbourne Beach, LDRs reviews and Code Updates
- Town of Mangonia Park, Code Analysis, Workshop with Council and Code Updates
- City of North Bay Village, Mixed-Use District/ Kennedy Causeway Code Amendments
- Town of Manalapan, Zoning Administrator: Code Review and Updates

Comprehensive Plan Amendments & Evaluation Appraisal Reviews (EAR)

- Town of Lake Park, EAR-based Comprehensive Plan Update (on-going)
- Town of Manalapan, EAR-based Comprehensive Plan Update (on-going)
- Town of Mangonia Park, EAR-based Comprehensive Plan Update
- City of Lake Worth Beach, EAR-based Comprehensive Plan Update; FLUM and Rezoning analysis, staff report and LOS analysis
- City of Westlake, Comprehensive Plan, new City in Palm Beach County
- City of Vero Beach, EAR-based Comprehensive Plan Update
- Village of Tequesta, EAR-based Comprehensive Plan Update
- City of Delray Beach, EAR-base Comprehensive Plan Update: NZC prepared Healthy Communities Element
- City of Palm Beach Gardens, EAR-base Comprehensive Plan Amendments
- City of Sebastian, EAR-base Comprehensive Plan Update: NZC prepared Green Economic Development and facilitated public outreach
- Town of Juno Beach, EAR-base Comprehensive Plan Amendments

Osniel Leon, AICP
Senior Planner & Urban Designer

Hire Date
10/21/2021
Years with other firms: N/A

Title: Senior Planner

Education
Bachelor of Science, Urban and Regional Planning, Florida Atlantic University, 0

Professional Affiliations
American Planning Association

Congress for the New Urbanism

Palm Beach Planning Congress

Certifications
Certified Planner by the American Institute of Certified Planners (AICP)

Mr. Leon has more than 10 years of combined experience in the areas of form based code, land use, zoning, platting, and development regulations.

Form Based Code, Visioning, Master Plans, Charrettes and Neighborhood Plans

- Village of Tequesta: Form Based Code for the Beach Road Corridor including design guidelines and public participation
- Lake Worth Beach: Form Based Code, LDRs, Regulations, 3D Renderings and planning analysis of the downtown area; prepare 18 Neighborhood Plans
- City of Westlake: Form Based Code for the Downtown area; Visioning and Public Participation, and Code writing for the neighborhoods (this is a new City, incorporated in 2016)

City of Westlake Visioning & New Land Development Regulations. City of Westlake. CMA was contracted by the City to provide general planning and zoning services. The consulting contract includes long range and current planning projects.

Researching, Identifying, and Recommending Amendments to the Comprehensive Plan

- Small and Large Scale

Reviewing and Amending Land Development Regulations

- In-depth Analysis
- Write Code Text

Reviewing and processing Site Plan and Variance Applications
Conducting Development Review Committee Meetings
Preparing Staff Reports and Presentations

- Municipal Council
- Local Planning and Zoning Review Board

Code Compliance

- Conducting Site Inspections
- Receiving and Processing Complaints
- Preparing and Presenting Code Cases

Resilience Support for LUPA Application for Regional Activities Center (RAC) - City of Dania Beach - PO 2023-00000177. City of Dania Beach. The City of Dania Beach is coordinating with Broward County for an amendment of the Dania Beach Regional Activities Center (RAC) zoning area. CMA, with our subconsultant Brizaga, will provide the support and development of resilience-related strategy and policies, as needed for the approval of the development of the RAC.

Town of Mangonia Park Visioning, Comprehensive Plan, & Land Development Regulations. Town of Mangonia Park. CMA was contracted by the Town of Mangonia Park to update their comprehensive plan. Florida Statutes require that each local government within the state must prepare, adopt, and submit an Evaluation and Appraisal Review of its comprehensive plan at least every seven years. This EAR based amendment should address changes in the state requirements and changes to local conditions since the last update of the comprehensive plan. In 2020, the Mangonia Park comprehensive plan prepared by the CMA planning team was adopted.

The CMA planning team prepared the EAR based (Evaluation and Appraisal Review) Comprehensive Plan Amendment for the Town of Mangonia Park. The Comprehensive Plan consists of the following elements:

- Introduction and Administration
- Future Land Use
- Transportation
- Housing
- Utilities

Lance Lilly
Senior Planner & Urban Designer

Hire Date
09/28/2016
Years with other firms: N/A

Title: Senior Planner

Education
Master of Science, Master of Urban and Regional Planning, Florida Atlantic University, 0

Professional Affiliations
Palm Beach Planning Congress

Lance Lilly is completing his fifth year in public sector land planning and project management in South Florida. As Planner for the Village of Tequesta, Mr. Lilly has experience in form Based Code, comprehensive planning, zoning review and site plan development review in municipal planning. Mr. Lilly has represented the Community Development Department at public hearings.

Form Based Code, Visioning, Master Plans, Charrettes and Neighborhood Plans

- Village of Tequesta: Form Based Code for the Beach Road Corridor including design guidelines and public participation
- Lake Worth Beach: Form Based Code, 3D Renderings and planning analysis of the downtown area; prepare 18 Neighborhood Plans
- City of Westlake: Form Based Code for the Downtown area; Visioning and Public Participation, and Code writing for the neighborhoods (this is a new City, incorporated in 2016)

Village of Tequesta Visioning & Comprehensive Plan Update. Village of Tequesta. In April 2018, the Village of Tequesta Council adopted the fully updated EAR-based Comprehensive Plan. The CMA planning team revised and updated each element to be in compliance with Florida Statutes and provide a sustainable community. The State of Florida (Department of Economic Opportunity) found the subject plan in compliance with Florida Statutes. The Comprehensive Plan addressed Senate Bill 1040 Peril of Flood that applies to Coastal Communities.

A City's Land Development Regulations (LDRs) are the most important part of the land planning and regulation effort. LDRs are a community's legislative instrument for preventing harm, protecting property values, preventing negative aesthetic impact, protecting and promoting public welfare, and promoting economic growth. Updates become necessary to accommodate changes in boundaries, land uses, legal constraints, and shifting political priorities. The CMA planning team has amended the Village of Tequesta's LDRs to introduce "place of assembly" use, introduce "rehabilitation facility" as a special exception use, and provide regulations for outdoor seating at restaurants. The CMA planning team prepared the EAR-based (Evaluation and Appraisal Report) Comprehensive Plan Amendment for the Village of Tequesta. The Comprehensive Plan encompasses the following elements:

- Future Land Use
- Transportation
- Housing
- Utilities
- Conservation
- Recreation & Open Space
- Intergovernmental Coordination
- Coastal Management
- Capital Improvement

Currie Park - Architectural and Engineering Services (20862.006) - POs 2211441 / 2212682. City of West Palm Beach. The CMA team provided professional services to the West Palm Beach CRA during Phase I of the project which included Information Gathering, Public Engagement, Visioning and Master Planning. The Scope of Services provided in this document constitute a continuation of the redevelopment of Currie Park and consist of the Phase II services – construction documentation, permitting, and construction administration services. Phase II services shall be provided to the City of West Palm Beach. The City desires for the park to become a high-quality public space that becomes an economic catalyst for Northwood/ Pleasant City CRA and the City at large.

Sara Benbasat
Planner & Urban Designer

Hire Date
08/16/2021
Years with other firms: N/A

Title: Associate Planner

Education
Bachelor of Science,
Bachelor of Urban Design,
Florida Atlantic University, 0

Professional Affiliations
Palm Beach Planning Congress

As an Urban Designer, Sara Benbasat has experience with form based code, site plan development review in municipal planning. Ms. Benbasat also has contributed to staff reports, project proposals, conceptual renderings, and company marketing.

Master Planning
Village of Tequesta

- Parks Master Plan – extensive public outreach initiative and park designs
- Form Based Code for Commercial Corridor Master Plan Charrette – part of Treasure Coast Regional Planning Council Team
- Form Based Code and Design Guidelines for the R-3 Beach Road Corridor and Public Workshops

Review & Permitting
City of Westlake
Conducts zoning review of single-family residential applications and creates presentations for city staff, residents, and city council.

Village of Tequesta
Participated in site plan and zoning review of residential and commercial permitting applications, site plan modifications, and variance applications, including the following development reviews:

- Mastroianni Office Building Special Exception Use & Site Plan Review
- St. Jude Cross Special Exception Use & Site Plan Modification
- 9-Story Residential Condominium Building "SeaGlass" Site Plan Modification

City of Lake Worth Beach
Conducted historic preservation review of residential applications.

Graphics
Ms. Benbasat has experience with site analysis, hand-drawn renderings, and digital graphics. Ms. Benbasat's creative graphic and design capabilities are key components for design charrettes, vision master plans, and overall neighborhood participation initiatives. She is proficient in Sketch-up, AutoCAD, and Adobe software. She has provided conceptual renderings for the following projects:

- Tequesta Master Parks Plan Report
- Tequesta Commercial Corridor Charrette
- Tequesta US Highway 1 Corridor Master Plan Proposal

CSA-05 Torry Island Force Main Improvements R2020-1891 - WUD-21-063. Palm Beach County. CMA shall provide design and permitting for the installation of approximately 9,000 linear feet of 6-inch force main along South Florida Water Management District (SFWMD) canals and private property from Torry Island to connect to the existing 10-inch force main. The project will require coordination with large land owners for continued agricultural operations. It will also require regulatory coordination with SFWMD, United States Army Corps of Engineers, and the Palm Beach County Health Department. The work will be performed on an accelerated schedule to replace the existing pipe that is in poor condition.

Eric Harrison, PLA
Principal Landscape Architect

Hire Date
01/31/2013
Years with other firms: 10

Title: Principal Landscape Architect

Education
Bachelor of Science, Landscape Architecture, University of Florida, 2002
Associate of Arts, Palm Beach Community College, 1996

Registration
Registered Landscape Architect, Florida, LA6667129, 2012

Professional Affiliations
American Society of Landscape Architects

International Society of Arboriculture

Mr. Harrison is a principal landscape architect for CMA's landscape architecture team. He is proficient in Florida's plant palette, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. Mr. Harrison is well versed in the use of low-impact development techniques specifically applied to site planning, and has extensive experience with parks and recreation facilities throughout Florida for public and private sector clients, providing design, permitting, and construction observation services for many types of improvements, including urban landscapes; public spaces; corporate campuses; industrial and educational facilities; athletic fields; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; and irrigation.

Currie Park - Architectural and Engineering Services (20862.006) - POs 2211441 / 2212682. City of West Palm Beach. The CMA team provided professional services to the West Palm Beach CRA during Phase I of the project which included Information Gathering, Public Engagement, Visioning and Master Planning. The Scope of Services provided in this document constitute a continuation of the redevelopment of Currie Park and consist of the Phase II services – construction documentation, permitting, and construction administration services. Phase II services shall be provided to the City of West Palm Beach. The City desires for the park to become a high-quality public space that becomes an economic catalyst for Northwood/ Pleasant City CRA and the City at large. During Phase I of the project, the CMA team performed thorough site investigation; executed a robust public engagement program; developed a master plan for the park; provided cost estimating; provided a strategic funding plan; and provided case studies for governance, operations, and maintenance of the park. Phase II Design will be based on the approved master plan and available project funding, which includes $8 million from the City of West Palm Beach Parks and Recreation Bond and $16.74 million awarded from the Florida Department of Opportunity. The Consultant team has identified an additional $11.42 million in grants during Phase I of the project. The Consultant team, with Owner approval, has already applied for $1.5 million of these opportunities. Optional services in this contract will pursue application of up to ten (10) additional grants. The approach to the construction documents will be additive with base bid documents supported by the confirmed funding and add alternates designs included as additional grants are awarded.

Downtown Coral Springs Streetscaping. City of Coral Springs. CMA was contracted by the City of Coral Springs to assist the Coral Springs CRA in the planning, design, permitting, and construction support of various streetscaping improvements in Downtown Coral Springs. As the prime consultants, CMA provided civil engineering, landscape architecture, environmental permitting, and construction engineering and inspection services for the project. The project included implementing Complete Street concepts for NW 31st Court, NW 94th Avenue, and NW 32nd Street. Additionally, CMA implemented the culverting of the canal along NW 31st court to provide space for a linear park, called the "Art Walk", which is an important pedestrian connection between the downtown pathways project and The Walk development. Finally, the project included the implementation of turn lanes along Sample Road, median improvements in Sample Road, and minor improvements to adjacent alleyways and pedestrian pathways.

Tanya McCormick, PLA, AICP
Senior Landscape Architect

Hire Date
10/29/2018
Years with other firms: 11

Title: Senior Landscape Architect

Education
Bachelor of Science, Landscape Architecture, University of Florida, 2009

Registration
Registered Landscape Architect, Florida, LA6667243, 2015

Professional Affiliations
American Planning Association

American Society of Landscape Architects

Certifications
AICP Certified Planner

Ms. McCormick is a senior landscape architect and planner for CMA's planning and landscape architecture team. She has experience providing planning and landscape architecture designs for public and private sector clients. Ms. McCormick is well versed in the use of low-impact development techniques specifically applied to site planning, has a knowledge of local municipal codes applying knowledge of land development regulations governing planning in the State of Florida, and is proficient in Florida's plant palette and Florida-Friendly Landscaping™, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. She has a knowledge of landscape maintenance, arboriculture, and how maintenance impacts and effects a landscape installation over time. Ms. McCormick has worked on various parks and recreation facilities throughout Florida, providing planning, design, permitting, and construction observation services for many types of improvements, including athletic fields; public housing design; streetscapes and ROW; City and County-wide analysis and inventory services; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; irrigation; and master planning services. She has also worked with private developers and clients providing design services for commercial and retail developments, corporate offices, private healthcare facilities, private education institutions, and community planning and large scale residential and streetscape developments.

Westlake City Engineering Services. City of Westlake. CMA is providing engineering and landscape architecture services for the City of Westlake. The scope includes review of permit applications; review of plans for the development within the entire city limits; coordination with the City's planner; coordination with the City's staff members; and coordination with Seminole Improvement District whose jurisdictional boundary coincides with the City.

CM-S02: Land Development Details Development – Stormwater and Planning - Village RFQ 2019R-001. Village of Palm Springs. The Village has requested the development of standard details and notes to cover paving, grading, and drainage related infrastructure. These details would be used to assist outside designers and standardize the Village's infrastructure. Additional details are proposed to support the Village's land development code with respect to work in the right of way, landscape requirements, and parking. This project will involve preparing typical details in 8.5" x 11" format. For the purposes of the proposal, it is assumed that up to 39 details will be prepared. The number of details is based on a short review of commonly used details at similar municipalities in South Florida. A short list of some potential details includes but are not limited to: Stormwater, pollution prevention, roadway details, land development.

Cooper City Landscape Master Plan - PO 2022-8134. City of Cooper City. Preparation of Landscape Master Plan for the public spaces of the City of Cooper City, FL - CMA shall work with the City to identify the public spaces and ROWs and work with City, stakeholders and engage with the public to receive input on the desired aesthetic for the community. CMA shall prepare a master plan for the City to be used as a design guidelines manual for how to move forward to create a unified and identifiable aesthetic to be applied throughout the City.

McKenna Page
CAD and GIS Planner

Hire Date
07/11/2022
Years with other firms: N/A

Title: Associate Planner

Education
Bachelor of Arts, Urban and Regional Planning, Florida Atlantic University, 2022

As a GIS and CAD Designer, McKenna has experience with form based code, site plan development review in municipal planning.

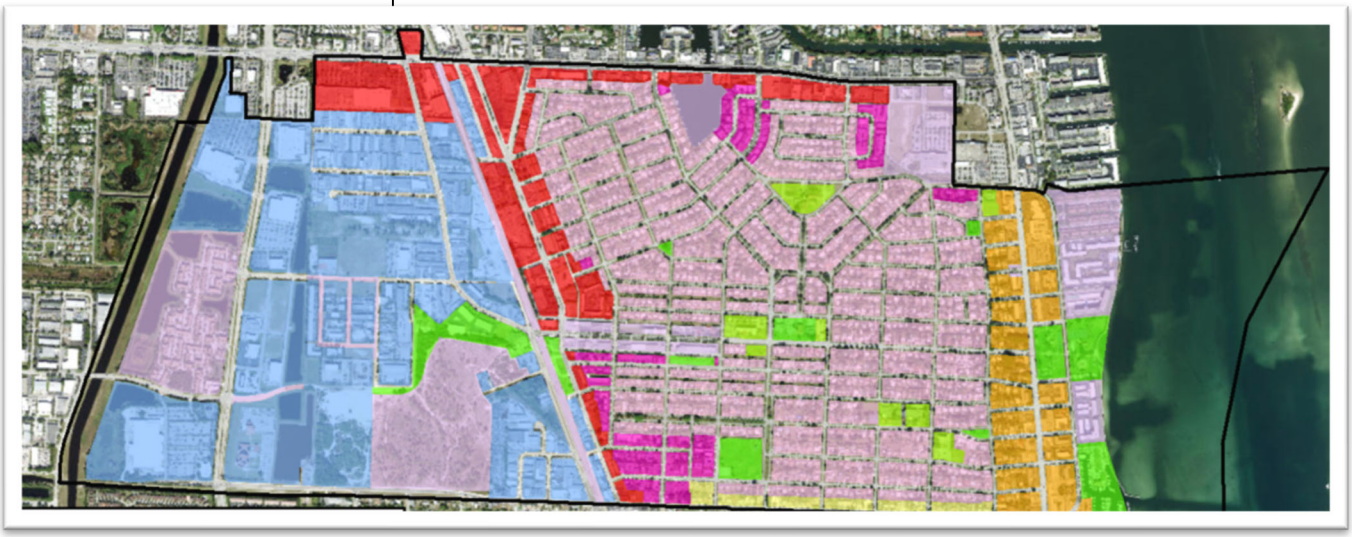
Village of Tequesta
Beach Road Form Based Code and Design Guidelines
Conducted existing conditions analysis and R-3 zoning district code research. Prepared Power-Point presentations for workshop with residents. Participated in an interview with the Assistant Chief of Police about corridor safety.
Development Review and Permitting
Assisted in the site plan review process for proposed Savoy building.

Town of Manalapan
Prepared GIS Map series for the Comprehensive Plan.

Town of Lake Park
Conducted history and demographic research, and GIS maps for Town of Lake Park Comprehensive Plan Evaluation and Appraisal Review (EAR).

Graphics
Ms. Page is proficient in the use of multiple programs including Sketchup, GIS, and AutoCAD. Ms. Page's skill with these programs is an important communication tool for design charrettes, neighborhood participation initiatives and visioning plans.

GIS Mapping
Town of Palm Beach Building Height Definition Map



4. Comparable Projects

4. COMPARABLE PROJECTS

City of Lake Worth Beach LDRs, Form Based Code, and 3D Renderings for the Downtown Lake Worth Beach, Florida

Project Start/End Dates

2018 - 2019

Fee

$130,000

Client

City of Lake Worth Beach

William Waters, Community Sustainability Director
1900 2nd Ave N

Lake Worth, FL 33461

(561) 586-1634

wwaters@lakeworthbeachfl.gov

Role

Prime

Key Personnel

Nilsa Zarcarias, AICP

The City of Lake Worth Beach purpose was to maintain their historical character, small city charm, and attract development to invest in their Downtown The CMA planning team prepared a 3D renderings, architectural sections and Code to support a pedestrian oriented city and vibrant public open spaces.

The CMA planning team supplied high-impact graphics, data and analysis, GIS mapping, and presentation materials to attract investment into the City. CMA's campaign included site maps showing possible development scenarios; architectural 3-D illustrations portraying site design options, building elevations, and street views. This outreach initiative included public engaging forums with the community, developers, and potential investors.

Village of Tequesta LDRs Amendments, Form Based Code and Design guidelines, Beach Road Corridor
Tequesta, Florida

Project Start/End Dates

2018

Fee

$45,000

Client

Village of Tequesta
Jeremy Allen, Village Manager
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0465

Role

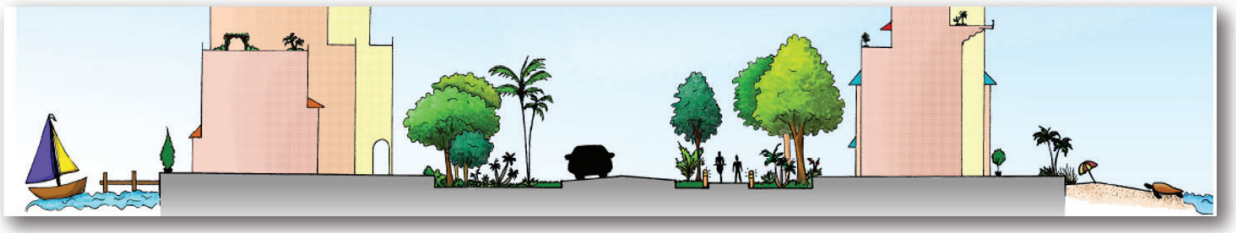
Prime

Key Personnel

Nilsa Zarcarias, AICP
Lance Lilly
Sara Benbasat
McKenna Page

The Village of Tequesta Beach Road corridor has experienced redevelopment in recent years due to the increasing demand in the real estate market. This has triggered planning challenges such as zoning regulations, architectural design, streetscape considerations and others.

The CMA Team lead design workshops to listen to residents and plan for the future. The vision for the district is to maintain and enhance the dialogue between the built environment, the natural surroundings and its historical context. The CMA Team prepared Form Based Code and Design Guidelines that will strive to maintain and enhance the small village's way of life, urban character and scenic charm. The proposed Code encourage urban forms that provide human scale, and allow for an enriching and cohesive pedestrian experience throughout the Corridor.



5. Scope of Services

5. SCOPE OF SERVICES

Its natural beauty sets the City of Green Cove Springs apart from other municipalities in the region. The Downtown area is evolving and has experienced redevelopment in recent years due to the increasing demand in the real estate market. This has triggered planning challenges such as zoning regulations, architectural design, streetscape considerations and others. The vision for the Downtown district is to maintain and enhance the dialogue between the built environment, the natural surroundings and its historical context. **The CMA Team will prepared a Downtown Form Based Code that will strive to maintain and enhance Green Cove Springs's small city way of life, urban character and scenic charm. The proposed Code will encourage urban forms that provide human scale, and allow for an enriching and cohesive pedestrian experience throughout the Downtown.**

CMA is proposing a high-level proficient Team including AICP planners, PLA landscape architects, urban designers, certified arborists, environmental scientist, and P.E. engineers experienced in Form Based Code, Florida Statutes and the City of Green Cove Springs existing zoning code. The CMA Team has the credentials to provide land planning, urban design, public meeting facilitation, landscape architecture, environmental, transportation, drainage, water, and wastewater engineering services. With unparalleled technical analysis, writing skills, and graphic design capabilities (CAD renderings and GIS mapping), the CMA Team is positioned to deliver a successful and meaningful Downtown Form Based Code to the City of Green Cove Springs.

The CMA Team has a clear understanding of the goals and objectives, and it is ready to develop a **Downtown Form Based Code** through a collaborative effort that engages the community and stakeholders participation, and best known practices that will be delivered by CMA professional team. The Downtown Form Based Code prepared by CMA will reflect the City's commitment to enhance the quality of life of its residents and support the business community. The CMA Team will prepare regulations based upon the City's street and block patterns and establish standards for promoting development with a variety of uses, appropriate design, and public benefit; by adopting the implementation of the following principles and tasks:

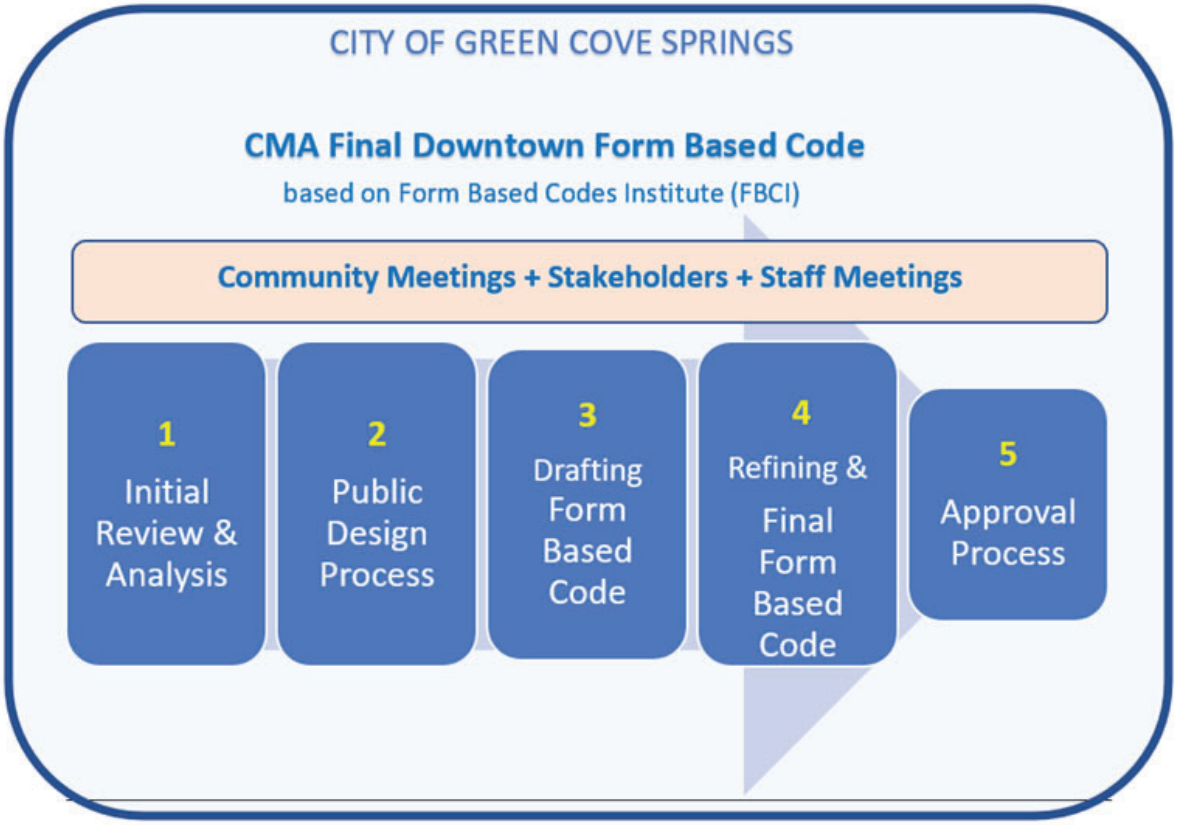
- Create an exceptional pedestrian-oriented public realm where city streets, sidewalks, parks, and plazas are safe, comfortable, attractive, and accessible places.
- Create a strong sense of spatial enclosure through the placement and arrangement of buildings, sidewalks, hardscape, and landscape.
- Promote building quality and form through building placement, building material, architecture, articulation, fenestration, and transparency.
- Achieve high-quality private and public spaces with form-based standards rather than regulations based principally on uses.
- Provide updated downtown sign regulations

Communication is paramount to deliver a successful Downton Form Based Code, it is a critical component of the management methodology. We are proposing a weekly meeting with the City Staff to coordinate, discuss and monitor current and upcoming tasks. CMA is appointing Nilsa Zacarias, AICP, as the project manager. Ms. Zacarias has more than 24 years of professional experience, and will maintain a fluid communication with the City Staff and the CMA Team to ensure compliance with the scope, timeline, and budget. **A Weekly Monitoring Report (WMR) will be submitted to the Planning Director.** As presented on the Qualifications and Experience sections, the CMA Team has the credentials to furnish and provide to the City of Green Cove Springs all required services included on the subject Scope of Service. As indicated on the evaluations provided by current clients, CMA professionals have a track record of going above and beyond to ensure that **services are delivered on time and on budget.**

The CMA Team will prepare the Downtown Form Based Code for the Central Business District of the City of Green Cove Springs **based on the definition and evaluation criteria established by the Form-Base Codes Institute (FBCI),** the goal is to replace the present zoning code for the subject district. The proposed Scope of Work includes the following tasks:

1. INITIAL REVIEW AND ANALYSIS

The **CMA Team** will conduct an in-depth review and analysis of the existing conditions of the Central Business District and the City's demographics, current challenges and trends. This phase will include the following tasks:



a. Interviews. The **CMA Team** will interview appropriate stakeholders involved with the project. These interviews will include groups and individuals including elected officials, nonprofit organization leaders, property owners, neighborhood representatives, local design professionals, developers, business organizations, and municipal staff.

b. Site Analysis. The**CMA Team** will become familiar with the physical details of the Central Business District and the historic patterns of urbanism and architecture in the surrounding region.

Its natural beauty sets the City of Green Cove Springs apart from other municipalities in the region. The Downtown area is evolving and has experienced redevelopment in recent years due to the increasing demand in the real estate market. This has triggered planning challenges such as zoning regulations, architectural design, streetscape considerations and others. **The vision for the Downtown district is to maintain and enhance the dialogue between the built environment, the natural surroundings and its historical context.**

c. Media coverage. The **CMA Team** will participate in a press conference with local officials and draft a press release to inform the local citizenry about the planning efforts to be undertaken.

d. Website. The **CMA Team**will provide information for Green Cove Spring's website. As officials deem appropriate, the **CMA Team** will provide materials including text, photographs, maps, renderings, and other images for the web site. This material will describe the Consultant's credentials and help explain the project's process.

The CMA Team will review the following City documents during the planning process.

- 2045 Comprehensive Plan. The current plan was adopted in 2005 and amended in 2021 as part of the Evaluation and Appraisal Report and other Future Land Use Amendments.
- 2022 Downtown Master Plan
- 2022 Downtown Parking Study
- Clay County Utility Authority and the City of Green Cove Springs Interlocal Water and Water Territorial Agreement 1998
- City of Green Cove Springs Capital Improvements Plan 2022-23 to 2027-28
- North Florida TPO Transportation Improvement Plan 2022-23 to 2027-28
- Interlocal Agreement for Coordinated Planning, Public Educational Facility Siting and Review and School Concurrency in Clay County, 2006
- 2012 Stormwater Master Plan
- 2015 Waster Master Plan
- 2018 Water Master Plan
- 2016 Reclaimed Water Master Plan
- 2022 North Florida TPO US 17 Corridor Study

2. PUBLIC DESIGN PROCESS

a. Generate necessary background maps. Green Cove Springs will provide all necessary base map information as needed by the **CMA Team**

These documents will be used to produce the maps that will be used during the preparation of the form-based code.

b. Public Workshop and/or Design Charrette. The **CMA Team** will organize and lead design workshops or a full planning charrette to engage the community, gather ideas and goals, and formulate implementation strategies. The **CMA Team** will tailor the workshop or charrette to obtain maximum community input so as to produce the best possible master plan on which to base the new code. *The charrette format will also take into consideration the findings of the initial site analysis, input from staff, and information obtained at previous meetings, workshops, and interviews.* While the end result will be new land development regulations, the public process will include discussions of alternatives for street design, street connectivity, and town planning strategies that create vital town centers, corridors, and livable neighborhoods. At the conclusion of the workshop(s), the Consultant will present the work generated to-date.

Plans, renderings, and initial coding ideas that reflect ideas articulated in the workshops will be publicly presented and further feedback solicited from the community. It is essential that local government officials attend this presentation along with citizens, stakeholders and technicians.

Public involvement and community outreach are the building blocks of preparing a Downtown Based Code, and it should be incorporated into all steps of preparing the draft and the final version of the proposed document. Strategies will be coordinated with City Staff including, following initiatives proposed by the CMA Team:

- **Poster with QR Code** (branding and promoting the update of the Plan)
- **Charrette and workshops** at City Hall; One-on-One meetings with key stakeholders
- **Kiosks** at regular City events to reach out residents where they usually gather (For example, green market, 4th of July celebration, etc.)
- **Survey:** paper copy and digital using *QR Code to allow replying survey from mobile phone*
- **City's Website and Social Media Communication**

3. DRAFTING THE FORM-BASED CODE

a. Design Parameters for the Form-Based Code. The **CMA Team** will prepare a new code that will regulate development to ensure high-quality public spaces defined by a variety of building types and uses including housing, retail, and office space. The new code will incorporate a regulating plan, building form standards, street standards (plan and section), use regulations as needed, descriptive building or lot types (optional), and other elements needed to implement the principles of functional and vital urbanism and practical management of growth.

CMA Team will develop a document **based on the definition and evaluation criteria established by the Form-Base Codes Institute (FBCI)** and it will include the following sections:

- *Overview,* including definitions, principles, and intent; and explanation of the regulations and process in clear user-friendly language.
- *Regulating Plan* (a schematic representation of the master plan) illustrating the location of streets, blocks, public spaces (such as greens, squares, and parks), and other special features. Regulating plans may also include aspects of Building Form Standards such as "build-to-lines" or "required building lines" and building type or form designations.
- *Building Form Standards* governing basic building form, placement, transparency, signage and fundamental urban elements to ensure that all buildings complement neighboring structures and the street. These standards should be based upon study of building types appropriate for the region, climate, and neighborhood vitality.
- *Public Space/Street Standards* defining design attributes and geometries that balance the needs of motorists, pedestrians, bicyclists, and transit riders while promoting a vital public realm. These standards should include design specifications for sidewalks, travel lane widths, parking, curb geometry, trees, and lighting.
- *Landscape Standards* defining the general types and locations of trees to be planted.
- *Signage and lighting standards* defining the appropriate type and amount of signage and lighting.

The following urban design principles will be incorporated into the Downtown Form Based Code:

I. BUILDING DESIGN

The design of a building accounts for the scale and aesthetics of a development while ensuring its compatibility with its surroundings. Building design encompasses design elements that should create a well-proportioned and unified urban form, by incorporating elements such as massing, articulations, and step-backs to provide aesthetics, movement, cohesiveness, and human scale.

II. SITE PLANNING

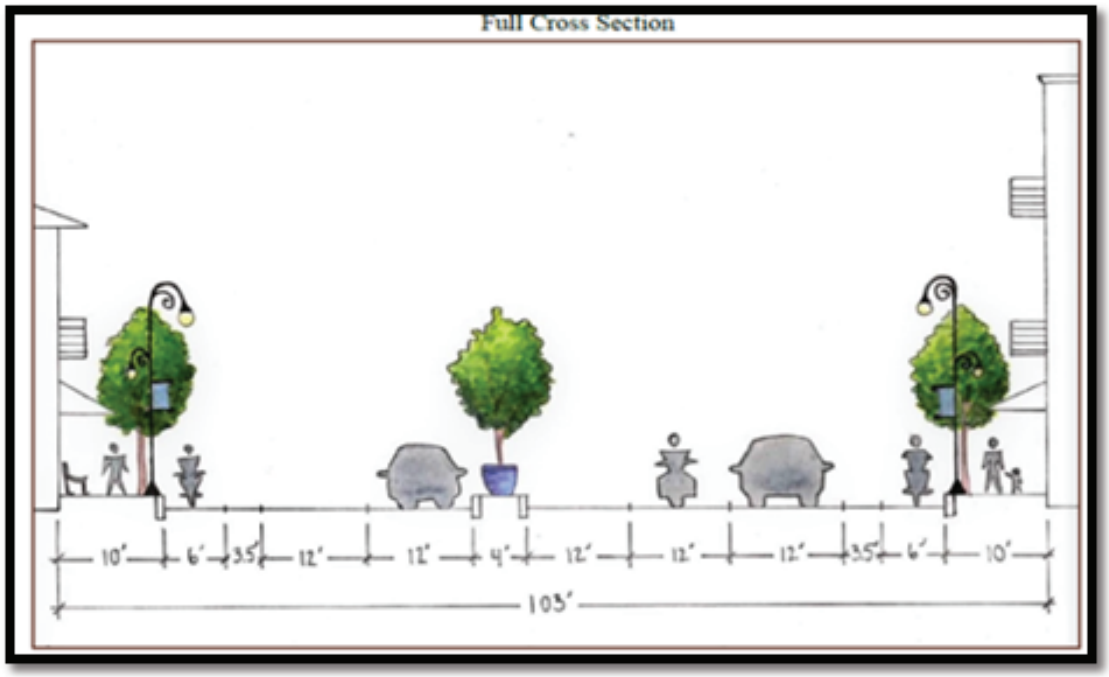
The design and planning of a site is paramount. The location of buildings, landscaping, parking areas, lighting, driveways, and recreational facilities are key elements to site planning. Site design should provide a compatible and harmonious relationship between a proposed development, zoning code requirements, and the built and natural environment. Designs should provide adequate drainage and reduce stormwater runoff from the proposed development.

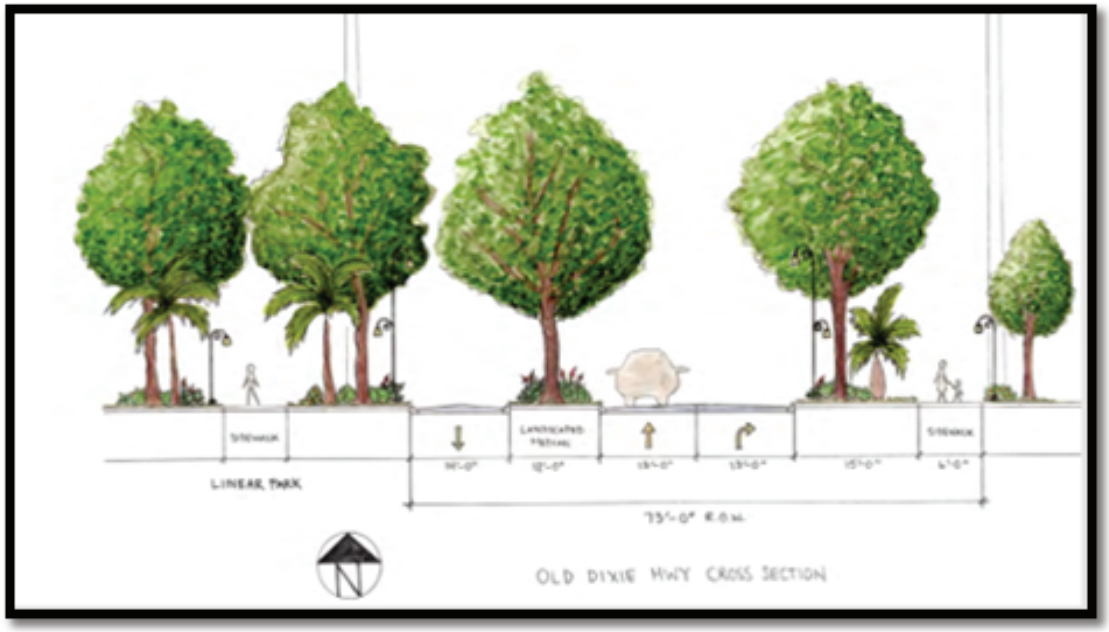
III. LANDSCAPING

Landscape design not only beautifies a site but also creates enjoyable and inviting spaces that complement the building and its surroundings. Landscaping can be utilized to soften the building massing, around the foundation of buildings, within parking lots and right of ways, and to create a buffer between properties. Also, landscaping can enhance the architecture of a building by creating green roofs and green walls. Landscaping is essential to increasing the presence of urban forestry and cooling islands that reduce urban heat.

IV. PUBLIC STREETSCAPE

Streetscape design is vital for the aesthetics of a corridor and urban character. It refers to the natural and built fabric of the street, and defines the quality of the street and its visual effect. The concept recognizes that a street is a public place where people are able to engage in various activities, and is not only access to other places, but also an experience within a space. Streetscape design provides balance between the built environment, the road, and surrounding nature.





b. Integration of the Form-Based Code. The **CMA Team** will integrate the new form-based code into the City's existing regulatory framework (zoning and land development regulations) in a manner that;

- ensures procedural consistency
- complies with state and local legal requirements
- provides clarity as to applicability of existing regulations; and,
- maximizes the effectiveness of the code

4. REFINING THE FORM-BASED CODE

a. Presentation of First Draft. The **CMA Team** will present the first draft of the form-based code for the purpose of gathering comments. Copies of the first draft shall be in digital form and posted on the website. The presentation may be made to a special audience of neighborhood residents or stakeholders, or may be presented before a joint gathering of municipal boards and committees, as determined by [municipality].

b. Presentation of the Second Draft. After making revisions in response to comments on the first draft, the **CMA Team** will present the second draft of the form based code at a another meeting convened by City staff.

c. Meetings with Stakeholders. The **CMA Team** will attend and participate in up to 3 additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

The **CMA Team** is proposing a weekly meeting with the City Staff to coordinate, discuss and monitor current and upcoming tasks. **A Weekly Monitoring Report (WMR) will be submitted to the Planning Director.** As indicated on the evaluations provided by current clients, CMA professionals have a track record of going above and beyond to ensure that **services are delivered on time and on budget.**

5. APPROVAL PROCESS

a. Public Hearing Presentations. The **CMA Team** will have one design charette / public workshop for the general public and make formal presentations to the Planning and Zoning Commission and the City Council.

b. Additional Revisions. The **CMA Team** will be responsible for two rounds of revisions that may become necessary between presentations. The **CMA Team** will be responsible for collecting comments, questions, and suggestions for these refinements from various sources and consolidating them into a series of action items for revision or responses.

The **CMA Team** is best qualified to develop the Downtown Form Based Code because of our professional commitment to prepare a Code based on the active stakeholders engagement and the City's 2025 Vision that will guide future developments and provide flexibility to accommodate changing uses and trends. The **CMA Team** will ensure a successful outcome by providing the following qualifications further detailed in this proposal:

- **KNOWLEDGE** of the existing zoning code of the City of Green Cove Springs
- **EXPERTISE** in Form Base Code
- **EXPERIENCED AND QUALIFIED TEAM** - AICP Certified Planners, PLA Landscape Architects, and P.E Engineers
- **PROVEN RECORD OF OUTSTANDING SERVICE** - Compliance with Time and Budget Requirements.
- **GRAPHIC RESOURCE CAPABILITIES** - Advanced GIS and Computer Graphics.
- **EFFECTIVE PUBLIC COMMUNICATION** – Charrettes, Workshops, Presentations to Residents, City Council, and Boards

The **CMA Team** understands the scope of work and is committed to meeting all the specified requirements outlined in the RFP document, including all insurances. We will be honored to provide services to the City of Green Cove Springs and work with the City Staff.

6. Schedule

6. SCHEDULE

Green Cove Springs - Downtown Form Based Code

CMA TEAM Project Timeline

Tasks	Month					
	1	2	3	4	5	6
Task 1 - Initial Review and Analysis						
a. Interviews						
b. Site Analysis						
c. Media Coverage						
d. Website						
Task 2 - Public Design Process						
a. Generate necessary background maps						
b. Public Workshop and/or Design Charrette *(also, kiosks at City's events to reach out the community)*						
Task 3 - Drafting the Form-Based Code						
a. Design Parameters for the Form-Based Code						
• Overview						
• Regulating Plan						
• Building Form Standards						
• Public Space/Street Standards						
• Landscape Standards						
• Signage and Lighting Standards						
b. Integration of the Form-Based Code						
Task 4 - Refining the Form-Based Code						
a. Presentation of First Draft						
b. Presentation of the Second Draft						
c. Meetings with Stakeholders						
Task 5 - Approval Process						
a. Public Hearing Presentations						
b. Additional Revisions						
• Public Workshop/Design Charette						
• Planning and Zoning Commission						
• City Council						

Note: The CMA Team will adjust the project timeline as necessary in coordination with City Staff

7. Key Personnel

7. KEY PERSONNEL

CMA is proposing a high-level proficient team including AICP planners and PLA landscape architects. The CMA Team has the credentials to provide land planning, urban design, public meeting facilitation, landscape architecture services. With unparalleled technical analysis, writing skills, and graphic design capabilities (CAD renderings and GIS mapping), the CMA Team is positioned to deliver a successful and meaningful Downtown Form Based Code to the city of Green Cove Springs.

Cristobal "Cris" Betancourt, PLA, AICP is CMA's Vice President of Landscape Architecture and Planning. He has experience providing planning and landscape architecture design solutions for public and private sector clients. His team provides a full range of services starting with due diligence and master planning culminating in detailed site design. He is well versed in the use of low-impact development techniques specifically applied to site planning, has knowledge of local municipal codes, and is proficient in Florida's plant palette, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. Mr. Betancourt leads multi-discipline teams for parks and recreation facilities throughout Florida, providing design, permitting, and construction observation services for many types of improvements, including athletic fields; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; and irrigation. ***Mr. Betancourt will serve as Principal-in-Charge, Urban Designer & Landscape Architect for this contract.***

Nilsa Zacarias, AICP AICP is CMA's Principal Planner. She is a nationally and internationally recognized professional and Fulbright Scholar with over 25 years of experience working on challenging and complex planning initiatives including Form Based Code, Comprehensive Planning, Public Engagement, Land Development Regulations, Annexations, Corridor and Neighborhood Plans. She has an in-depth knowledge of Florida Statutes and required process to transmit and adopt a Comprehensive Plan. ***Ms. Zacarias will serve as Project Manager, Urban Planner and Architectural Designer for this contract.***

Osniel Leon, AICP has more than 10 years of combined experience in the areas of form based code, land use, zoning, platting, and development regulations.. ***Mr. Leon will serve as Senior Planner and Urban Designer for this contract, providing planning, comprehensive planning and land development regulation services as needed.***

Lance Lilly is completing his fifth year in public sector land planning and project management in South Florida. As Planner for the Village of Tequesta, Mr. Lilly has experience in form Based Code, comprehensive planning, zoning review and site plan development review in municipal planning. Mr. Lilly has represented the Community Development Department at public hearings. ***Mr. Lilly will serve as Senior Planner and Urban Designer for this contract, providing planning and land development regulation services as needed.***

Sara Benbasat, as an Urban Designer, has experience with form based code, site plan development review in municipal planning. Ms. Benbasat also has contributed to staff reports, project proposals, conceptual renderings, and company marketing. ***Ms. Benbasat will serve as Planner & Urban Designer for this contract, providing historic preservation services as needed.***

Tanya McCormick, PLA/Landscape Architecture is a senior landscape architect and planner for CMA's planning and landscape architecture team. She has experience providing planning and landscape architecture designs for public and private sector clients. Ms. McCormick is well versed in the use of low-impact development techniques specifically applied to site planning, has a knowledge of local municipal codes applying knowledge of land development regulations governing planning in the State of Florida, and is proficient in Florida's plant palette and Florida-Friendly Landscaping™, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. She has a knowledge of landscape maintenance, arboriculture, and how maintenance impacts and effects a landscape installation over time. Ms. McCormick has worked on various parks and recreation facilities throughout Florida, providing planning, design, permitting, and construction observation services for many types of improvements, including athletic fields; public housing design; streetscapes and ROW; City and County-wide analysis and inventory services; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; irrigation; and master planning services. She has also worked with private developers and clients providing design services for commercial and retail developments, corporate offices, private healthcare facilities, private education institutions, and community planning and large scale residential and streetscape developments. ***Ms. McCormick will serve as Senior Landscape Architect for this contract, providing landscape architecture services as needed.***

Eric Harrison, PLA/Landscape Architecture is a principal landscape architect for CMA's landscape architecture team. He is proficient in Florida's plant palette, local environmental conditions, and site-specific microclimates used to prepare aesthetic and functioning landscape designs. Mr. Harrison is well versed in the use of low-impact development techniques specifically applied to site planning, and has extensive experience with parks and recreation facilities throughout Florida for public and private sector clients, providing design, permitting, and construction observation services for many types of improvements, including urban landscapes; public spaces; corporate campuses; industrial and educational facilities; athletic fields; pedestrian, bicycle, and equestrian trails; site amenities; playgrounds; boating and aquatic facilities; themed wayfinding; amphitheaters; landscape; hardscape; and irrigation. ***Mr. Harrison will serve as Principal Landscape Architect for this contract, providing landscape architecture services as needed.***

McKenna Page as a GIS and CAD Designer, has experience with form based code, site plan development review in municipal planning. ***Ms. Page will serve as CAD and GIS Planner for this contract, providing planning, and comprehensive planning services as needed.***

Organizational Chart

Principal-in-Charge, Urban Designer & Landscape Architect
Cristobal Betancourt, PLA, AICP

Project Manager, Urban Planner & Architectural Designer
Nilsa Zacarias, AICP

Support Staff/Subconsultants

Senior Planners & Urban Designers
Osniel Leon, AICP
Lance Lilly

Planner & Urban Designer
Sara Benbasat

Landscape Architecture
Tanya McCormick, PLA, AICP
Eric Harrison, PLA

CAD & GIS Planner
McKenna Page

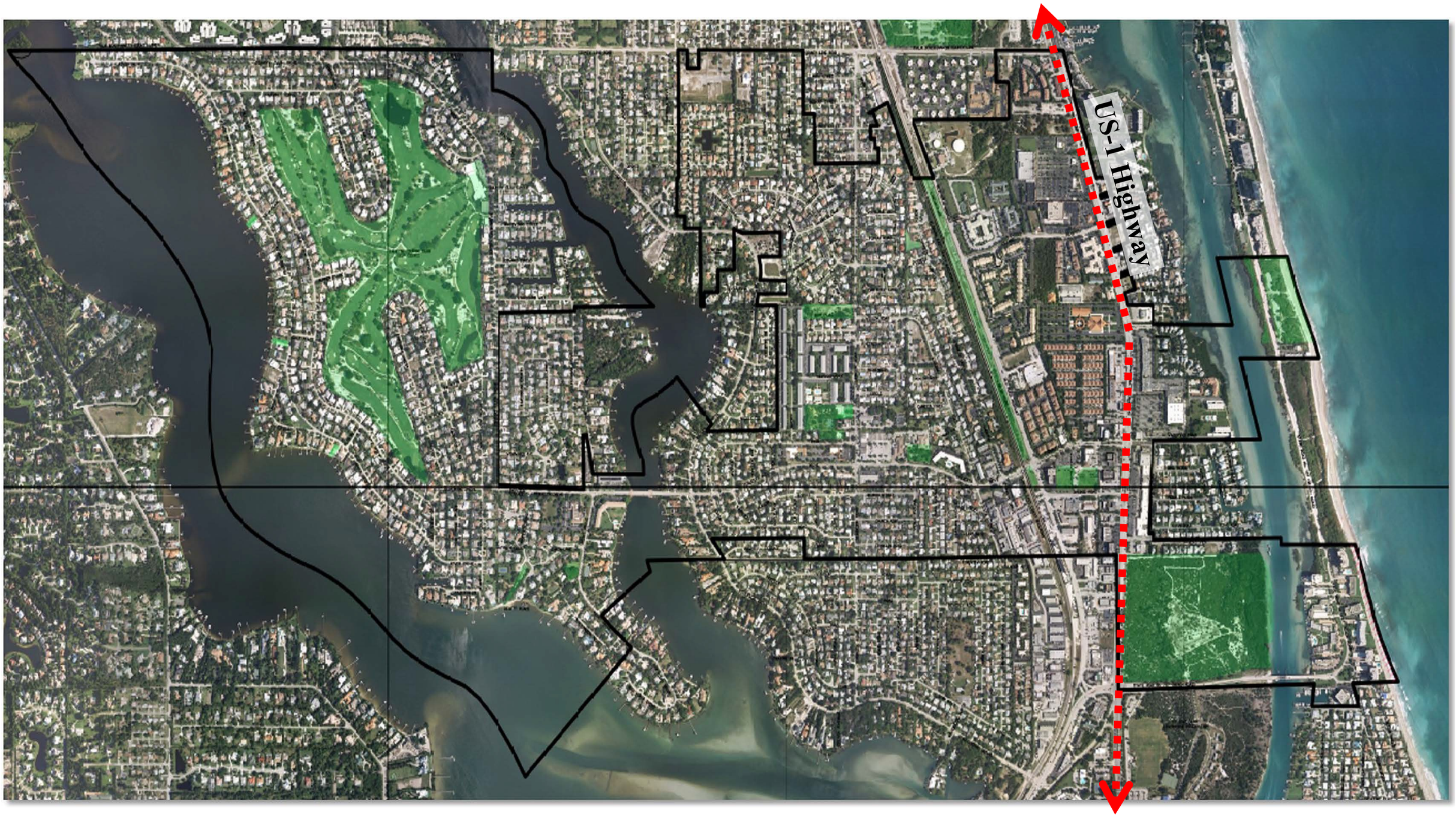
8. Sample Code Document

8. SAMPLE CODE DOCUMENT

Village of Tequesta
US Highway One Corridor Master Plan

4.22.21

Imagining Our Corridor

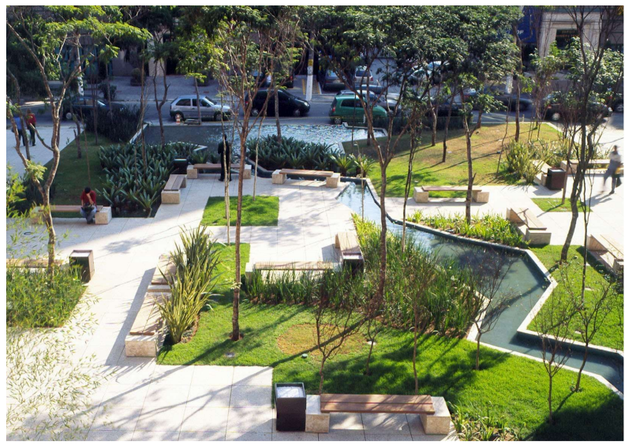

US-1 Highway

Village of Tequesta - US Highway One Master Plan

Imagining Our Corridor

What is there now:

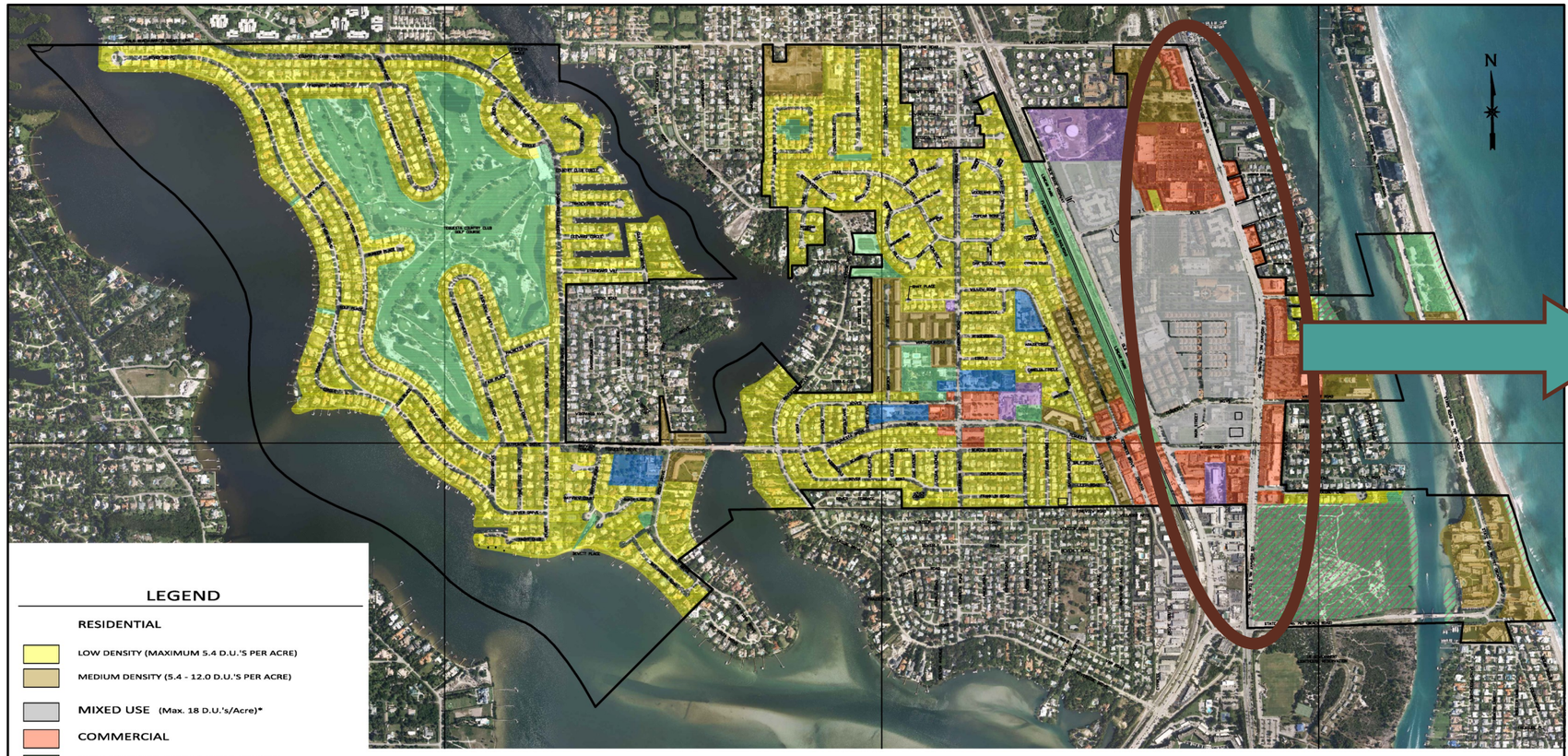
What could be there:



Future Land Use

Along the US Highway One Corridor the Future Land Uses Map includes the following designations:

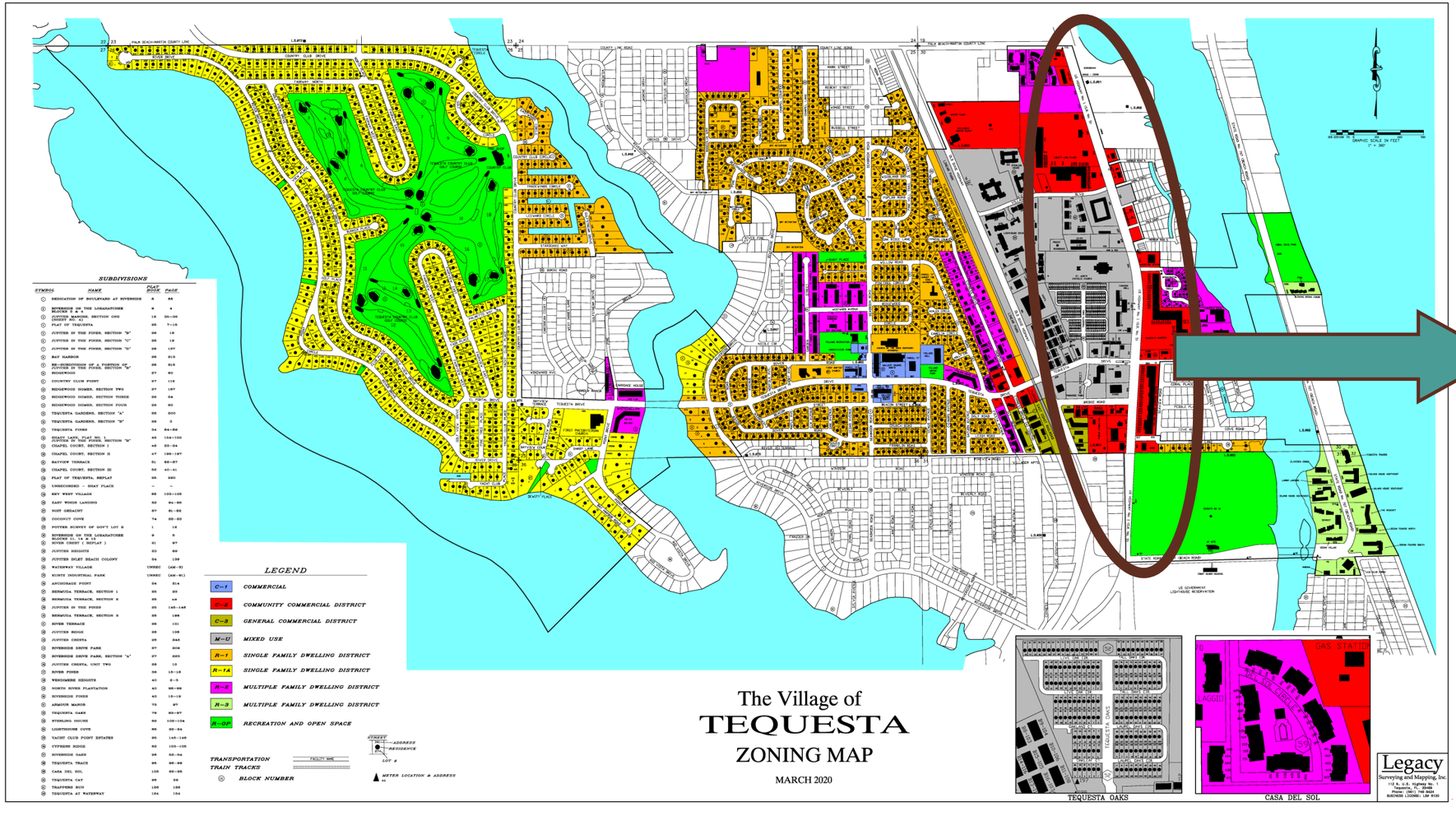
- Commercial
- Medium Density
- Mixed Use
- Conservation

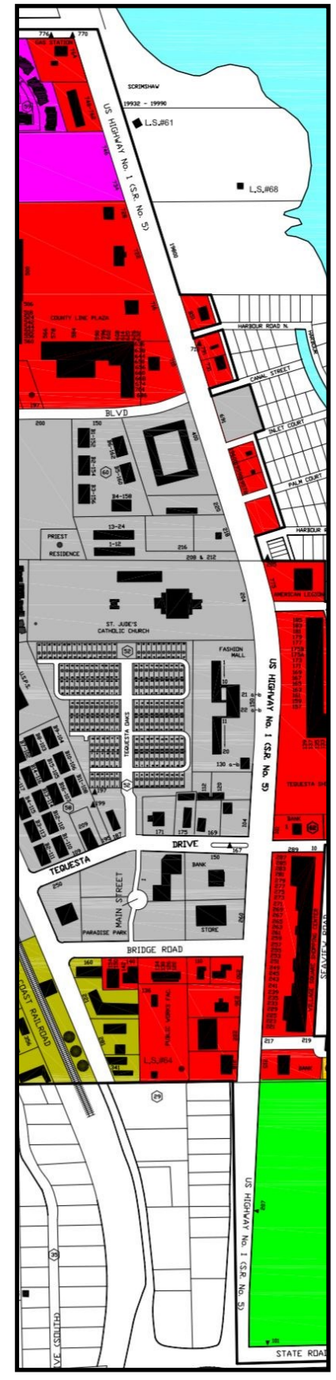


Zoning

Along the US Highway One Corridor the Zoning Map include the following districts:

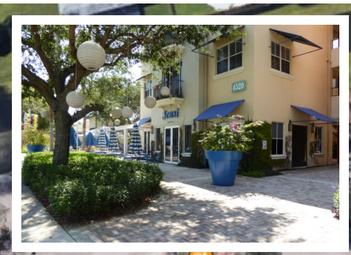
- C-2 - Community Commercial District
- R-2 - Multiple Family Dwelling District
- M-2 - Mixed Use
- R-OP - Recreation and Open Space





Visual Preference Example

Sidewalk Connectivity



Landscaping

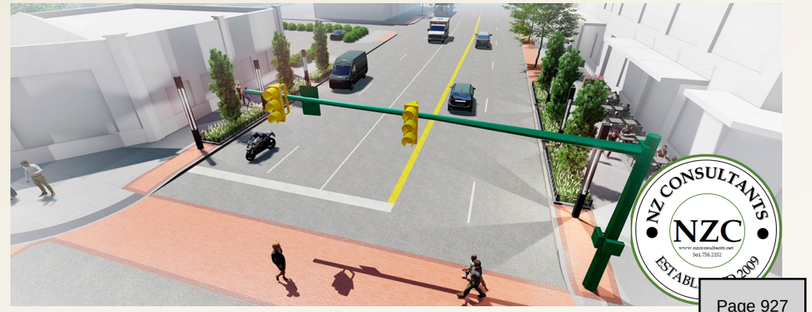
Public Art

Overall Aesthetic

Pedestrian Lighting

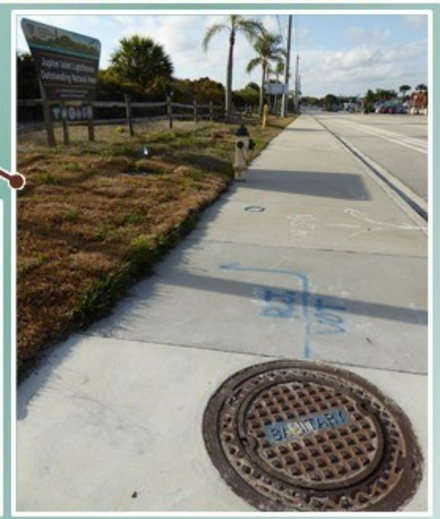
Visual Preferences

- 8 to 10 ft sidewalks
- Sidewalk lighting
- Connectivity
- Landscaping
- Building Aesthetics



Village of Tequesta U.S. Highway One - *Imagining Our Corridor*

Village of Tequesta U.S. Highway One Corridor Existing Conditions



Preliminary Constraints Analysis

A detailed review of existing constraints will be analyzed to provide meaningful solutions based on attainable codes and policies. The analysis will include the following key urban components of the US Hwy One corridor:

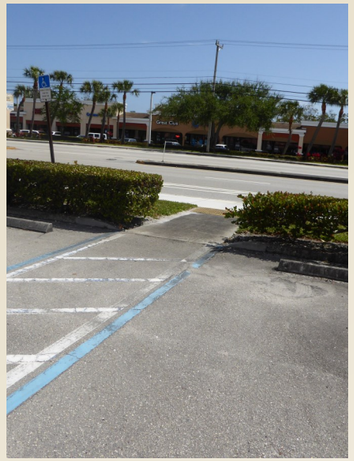
- Identity and Urban Character of the Corridor
- Accessibility to All Residents
- Relationship between Buildings and the Corridor.
- Zoning Code Constraints
- Pedestrian Mobility : Sidewalk Width and Lighting
- Landscaping and Signage
- Corridor and Building Aesthetics
- Traffic and Engineering

Preliminary Opportunities Analysis

US Hwy One is a vibrant corridor that serves as the main gateway to the Village. This planning and design charrette will highlight its potential and provide a road map for the future by listening to its leaders, staff, residents and business community.

Key Opportunities:

- Location: Closed to Intracoastal and Ocean
- Redevelopment of Parcels
- Complete Street Implementation
- Mixed Use Zoning and Land Use



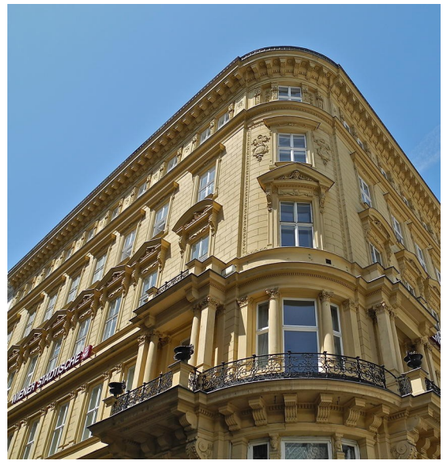
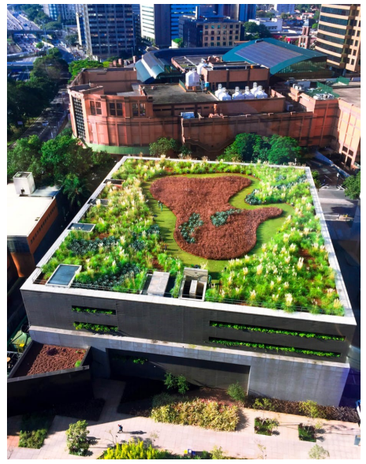
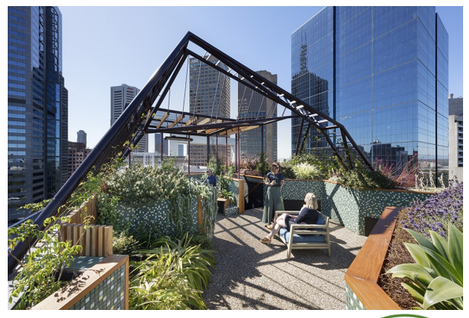
Listening to the Community

The goal is to have a meaningful discussion about the future of the US Hwy One corridor. The NZC Team will guide this effort into a cohesive and comprehensive design via an **interactive charrette** process with the Tequesta community.

Imagining Our Corridor will be a dynamic, collaborative and open participation process that will take place over consecutive days. The NZC approach will bring the community together to envision a road map for the future of the US Hwy One. Participants will have the opportunity to raise their preference and express their opinion by attending in person and online.

The NZC Team working along with the Village Staff will create a "buzz" in the community to maximize participation.

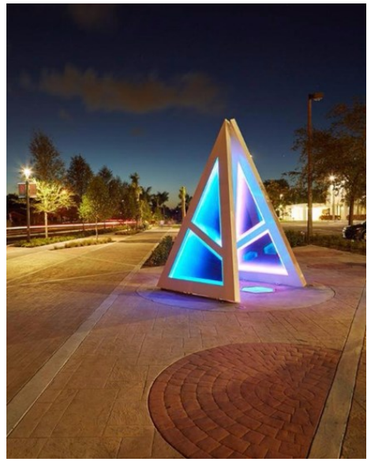
Visual Preference Surveys

Modern	Mediterranean	Classical	Coastal Contemporary	Green Roofs
				
				

Art in Public Places

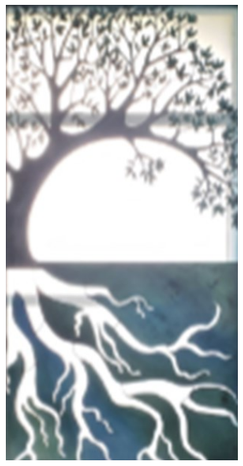
Palm Beach Gardens

Coral Springs



Coral Gables

Lakeland

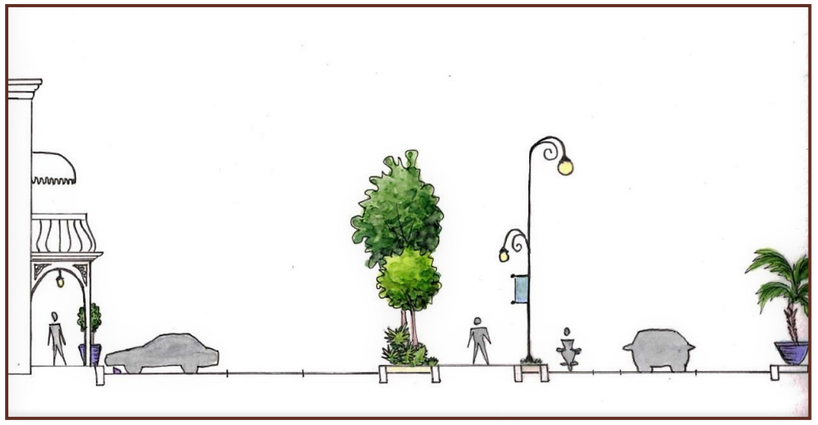


West Palm Beach

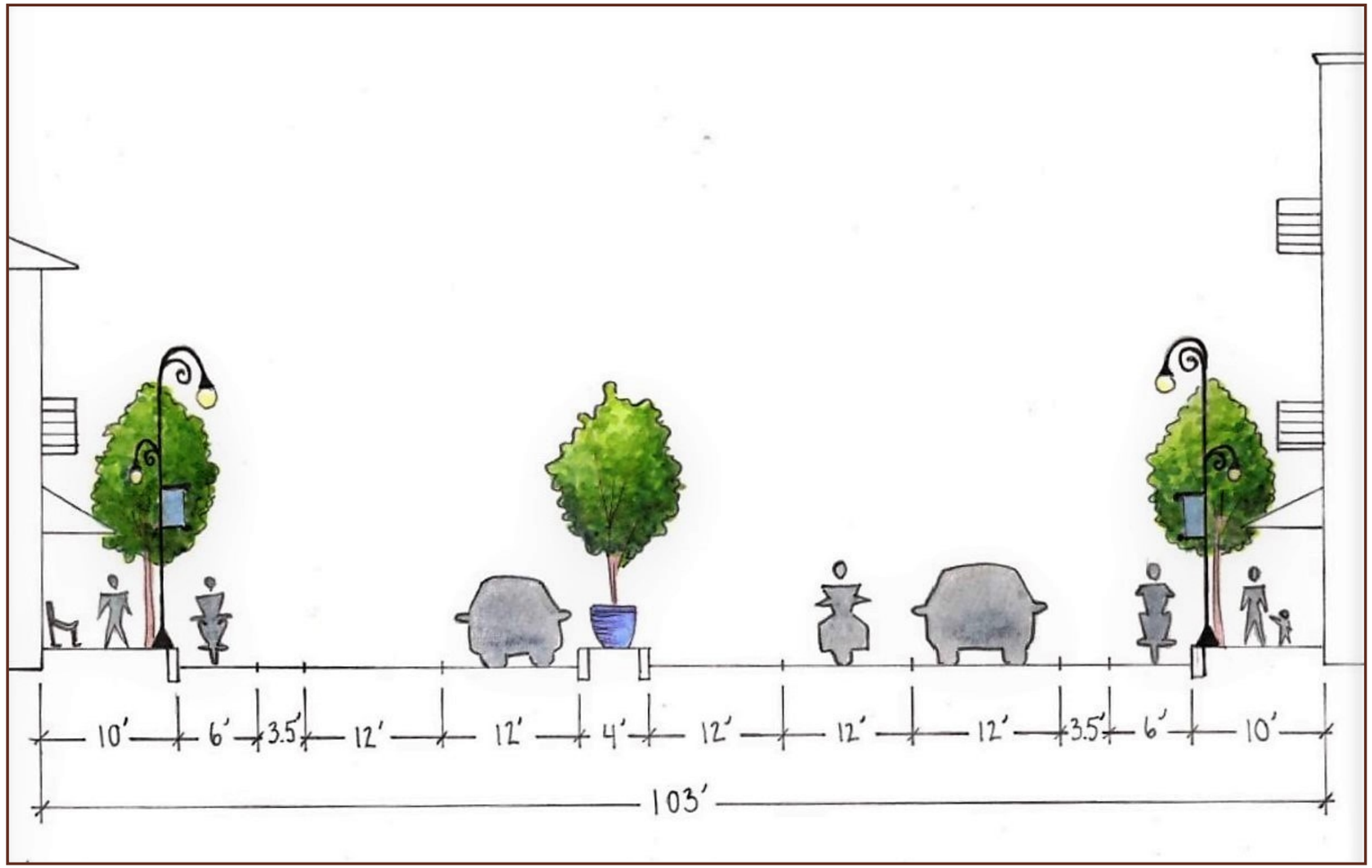
Street Cross Sections

These images demonstrate the various ways buildings and landscaping can relate to US Hwy One.

Half Section Options

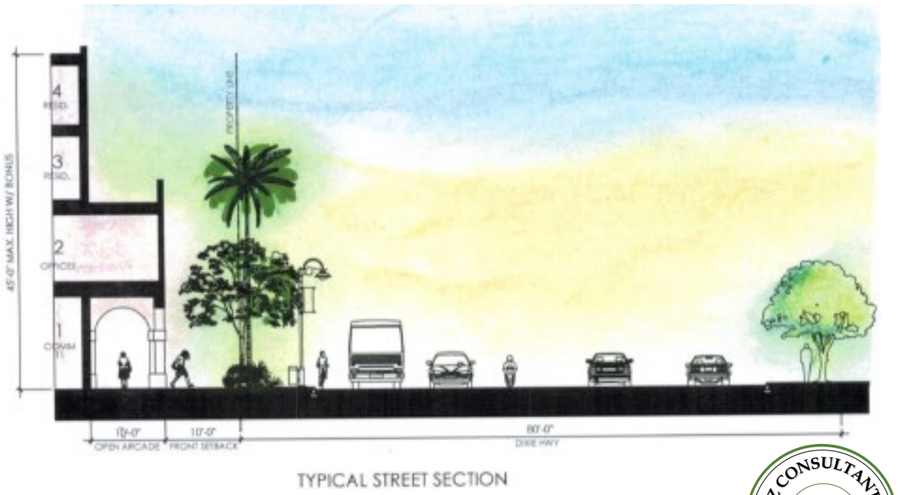


Full Cross Section



NZC Team Graphic Capabilities

TYPICAL STREET SECTION



TYPICAL STREET SECTION

The Team

The Palm Beach Post
REAL NEWS STARTS HERE

Founder of NZC has designed sites all over Palm Beach County

By Susan Salisbury Special to The Palm Beach Post
Posted Jun 3, 2019 at 10:58 PM
Updated Jun 5, 2019 at 5:16 PM

"Land planning is about people," says Nilsa Zacarias of NZ Consultants, Inc.

Nilsa Zacarias started her planning firm NZ Consultants, 10 years ago this July in the dining room of her Jupiter home.

The Paraguay native now employs eight team members of a planning and design firm that has had a hand in notable projects in Tequesta, Westlake, Lake Worth Beach, Manalapan, Delray Beach, Mangonia Park, North Palm Beach, Sebastian, Vero Beach and other communities.

Zacarias is also the city planner and community development director for Tequesta and city planner for Westlake, the county's newest city.

In 2017, Minto began building one- and two-story homes in what is expected to be a city of 4,500 homes and 2.1 million square feet of non-residential development.

"How many times can a planner say, "I was part of the team that started a new city?" That's a tremendous achievement and challenge," Zacarias said.

Zacarias often sends clothing and donations to help children living in poverty in Paraguay.

"Someday, I will establish a foundation to help these children," she said.

Name: Nilsa Cristina Zacarias

Age: 56

Job title: Founder and Principal of NZ Consultants, Inc.

Hometown and where you live now: I was born in Asuncion, Paraguay. Jupiter has been my home for 12 years. Great town to live, work and play!

Family: I have a bright and beautiful 15-year-old daughter, Nicole. She plays in the Jupiter High marching band. I am a proud mom.

Education: After earning a bachelor's degree in architecture in Paraguay, I was awarded a Fulbright scholarship for a master's degree in community and regional planning at Iowa State University. I am a certified planner by the American Institute of Certified Planners (AICP).

Career: Before coming to the United States, I worked on a community-based project in rural towns in Paraguay to identify and improve people's homes. Family members asked me: "Why is an architect spending her time in these rural towns?" I knew back then that I wanted to serve to improve the quality of life of residents. Over the years, I worked in architecture and urban planning, including consulting companies and local government. This experience made it possible to fully understand how urban development works and, most importantly, what is critical for applicants and local governments. I've been honored to serve on the planning and zoning board in Jupiter, and as the 2016 president of the Palm Beach County Planning Congress.

About your company: NZC provides planning services to local governments and private sector clients: Long Range Plans; Comprehensive Plans and Master Plans; Neighborhood Plans; Community Outreach; Processing Development Applications; and 3D CAD Renderings and GIS Mapping. NZC's core value is defined in one word: People. NZC truly cares about people — my team members and clients. I am committed to the success of my team members and clients. We are humbled and deeply grateful for our clients' trust.

First paying job and what you learned from it: My first paying job at the Alternative Technology Center of the Catholic University in Paraguay taught me to follow my gut instinct and passion. I started at an assistantship to earn credits for my architecture degree. I was hired after graduation for a community-based project to improve rural homes. When I applied for a Fulbright scholarship, the selection committee focused on this project during my interview. I won the scholarship. That first job changed my life.

First break in business: My first client, Frank Lazzara, hired me in 2009 to apply for a variance from the Village of Wellington. It was a difficult application since the Village was recommending denial. I prepared a very detailed application, and I was successful. The variance was granted retroactively. This application was challenging and rewarding at the same time.

How your business has changed: NZC started in 2009 during the Great Recession. Land development was drastically down. Government employees were losing their jobs. Municipal projects were being delayed and canceled. To provide essential services, local governments decided it was cost-effective to hire consultants, who do not require benefits and are paid hourly. NZC adapted to this new government financial reality. As the economy grew, NZC also grew.

Best business book (or any leadership book) that you have read: "Becoming of Leader of Character" by Gen. James L. Anderson and Dave Anderson. This book focuses on the values of a leader, and why courage and humility are keys to leading by example. It is not about talking. It is about doing the right thing.

Best piece of business advice you have received: My father's life is my example to follow. He overcame poverty in Paraguay by putting himself through university to become an accountant. He later became a lawyer. Then, he started a successful chain of bookstores. That business provided for his family and allowed me to study architecture. I got my drive and hard-working ethics from my father. My mother shaped my life by showing me how important is to serve and help others.

What you tell young people about your business: Young professionals need to embrace that land planning is about people. It is about the people that will live, work or play in those places that we plan and design. The most important questions that young planners need to ask themselves are: "How is this project going to impact the people who will live and work in this development?" and "What is the impact to the surrounding community?" Mentoring is an important part of hiring young people. I want to be more than a boss, I want to be their mentor and help them grow as professionals. Part of mentoring is stressing how important it is to treat others like you would like to be treated. That applies to work and to our lives.

Many successful people learn from failure. Do you have a failure you can share and what you learned from it? When I realized that NZC was not being awarded contracts, I went to the municipality and asked to see the winning proposal. I learned so much from doing this. I fixed my proposals. NZC started being selected for projects. The key is to be humble. And recognize that we need to change and improve. We all make mistakes. My motto is: "Own your mistake. Fix it. Learn from it. Do not repeat it."

What do you see ahead for Palm Beach County? Growth in Palm Beach County will take many shapes and forms. Some established communities are renewing, recharging and rebranding. Others are evolving from retirement centers to the perfect place to raise a family. Large development initiatives will continue. New cities, such as Westlake, will be also part of the new urban landscape.

Power lunch spot: I eat most of my lunches at the office or with my colleagues at "working lunches." At NZC, we enjoy food, and it's common to have pizza parties or go out to celebrate birthdays. We also enjoy happy hours in local restaurants.

Where would we find you when you are not at the office? You can find me walking at the beach. It is a great feeling to see the endless ocean. I love traveling and exploring new places. I have visited Egypt, Europe and South America. I have also traveled to many places in this amazing country that I call home. You can also find me in my garage, filling boxes with used toys and clothing that I collect and mail to Paraguay's children. I have been doing this for many years. After I retire, I would like to formally have a foundation to help the children and elderly in need.

Favorite app: I am very active on LinkedIn. It allows me to post development news and professional articles. I also keep up with state-of-the art urban planning trends and challenges.

What is the most important trait you look for when hiring? I trust my intuition. I ask myself three key questions: "Has this person the capacity to learn and listen?" "How will she/he contribute to the NZC team?" And most importantly, "Will she/he provide the best possible service to NZC clients?" I only hire professionals I can trust. I do not have time to babysit. I hire smart people so they can give me their opinion. Land planning is a tight community in South Florida. We know each other. Word of mouth goes a long way. Resumes, not so much. You got to be good.

VILLAGE OF TEQUESTA

BEACH ROAD CORRIDOR DESIGN GUIDELINES

NOVEMBER 17, 2022

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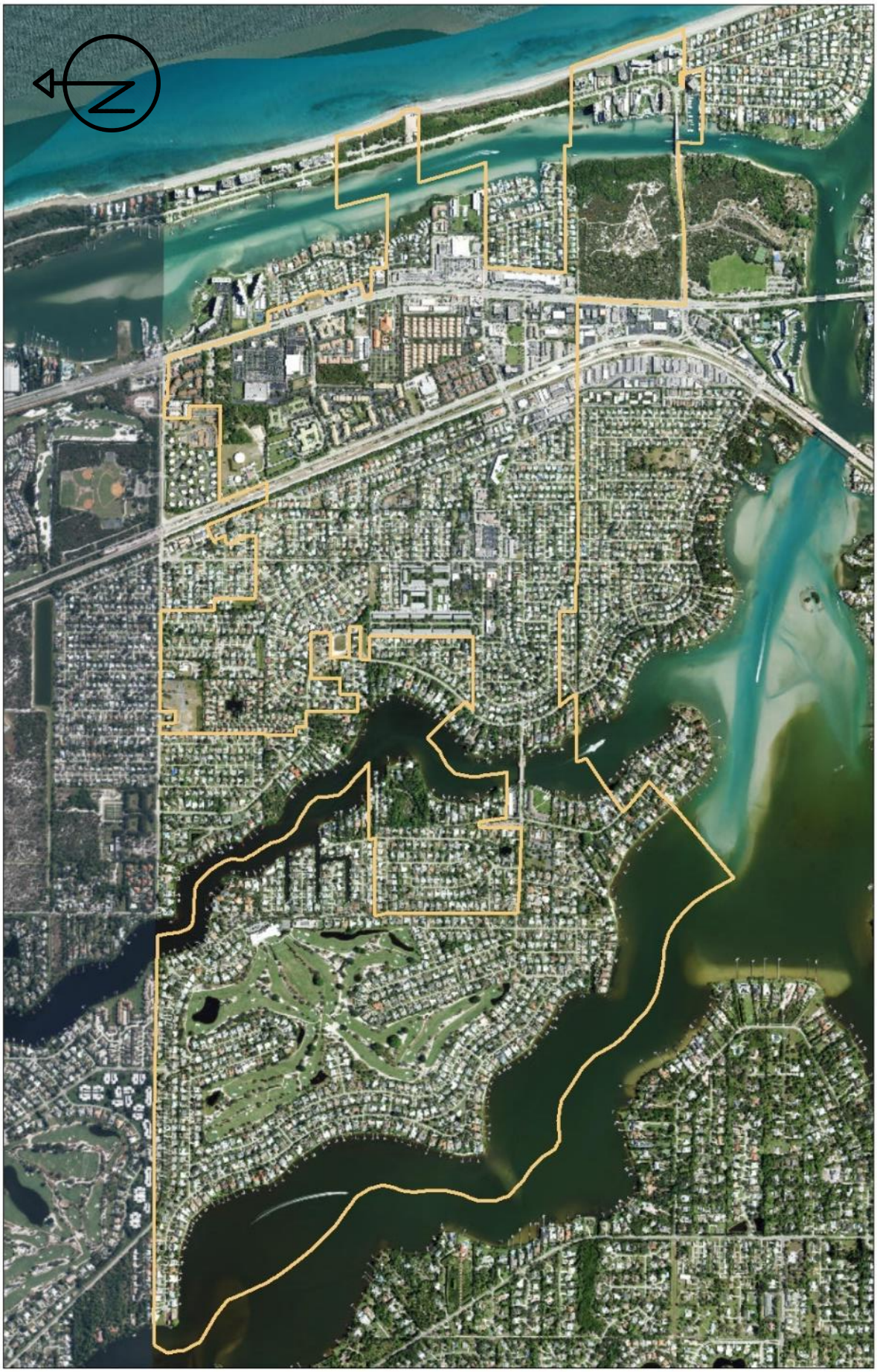


INTRODUCTION

Background

Its natural beauty sets the Village of Tequesta apart from other municipalities in the region. Tequesta is located in the northern portion of Palm Beach County along the County's eastern seaboard. Incorporated in 1957, the Village encompasses 2.3 square miles, bounded by Martin County to the north; the Town of Jupiter, Town of Jupiter Inlet County, unincorporated Palm Beach County, and the Loxahatchee River to the south; the Atlantic Ocean, incorporated Palm Beach County, and the intracoastal waterway to the east, and; the northwest fork of the Loxahatchee River to the west.

The Village of Tequesta's boundaries within Jupiter Island include panoramic views and beaches that attract local residents as well as tourists. As shown on the map below, Beach Road is the main corridor serving this area, connecting Coral Cove Park and a number of multifamily buildings located on the barrier island.

The Beach Road corridor is evolving and has experienced redevelopment in recent years due to the increasing demand in the real estate market. This has triggered planning challenges such as zoning regulations, architectural design, and environmental concerns. The vision for the Beach Road corridor district is to maintain and enhance the dialogue between the built environment and its natural surroundings.

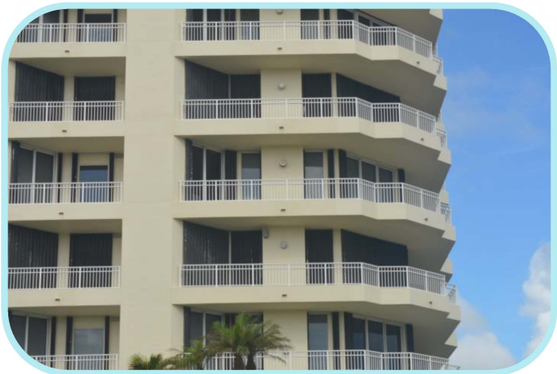
Beach Road is currently home to thirteen (13) multi-family residential buildings. Most were built during the 1960s, 1970s, and 1980s. One building is currently under construction. The ages of the buildings within the corridor are as follows:

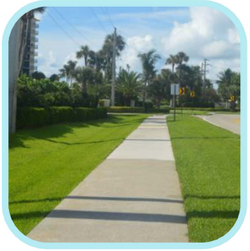
- 4 built in the 1960s (E, G, H, and I)
- 6 built in the 1970s (B, C, D, F, J, and K)
- 1 built in the 1980s (A)
- 1 built in the 1990s (L)
- M (Sea Glass) currently under construction

These 13 condominiums have different heights, and the number of stories range from 3 to 11 stories as follows:

- 4 buildings – 11 stories (B, C, K, L)
- 2 buildings – 9 stories (J, M)
- 3 buildings – 6 stories (A, D, E)
- 2 buildings – 4 stories (G, I)
- 2 buildings – 3 stories (F, H)

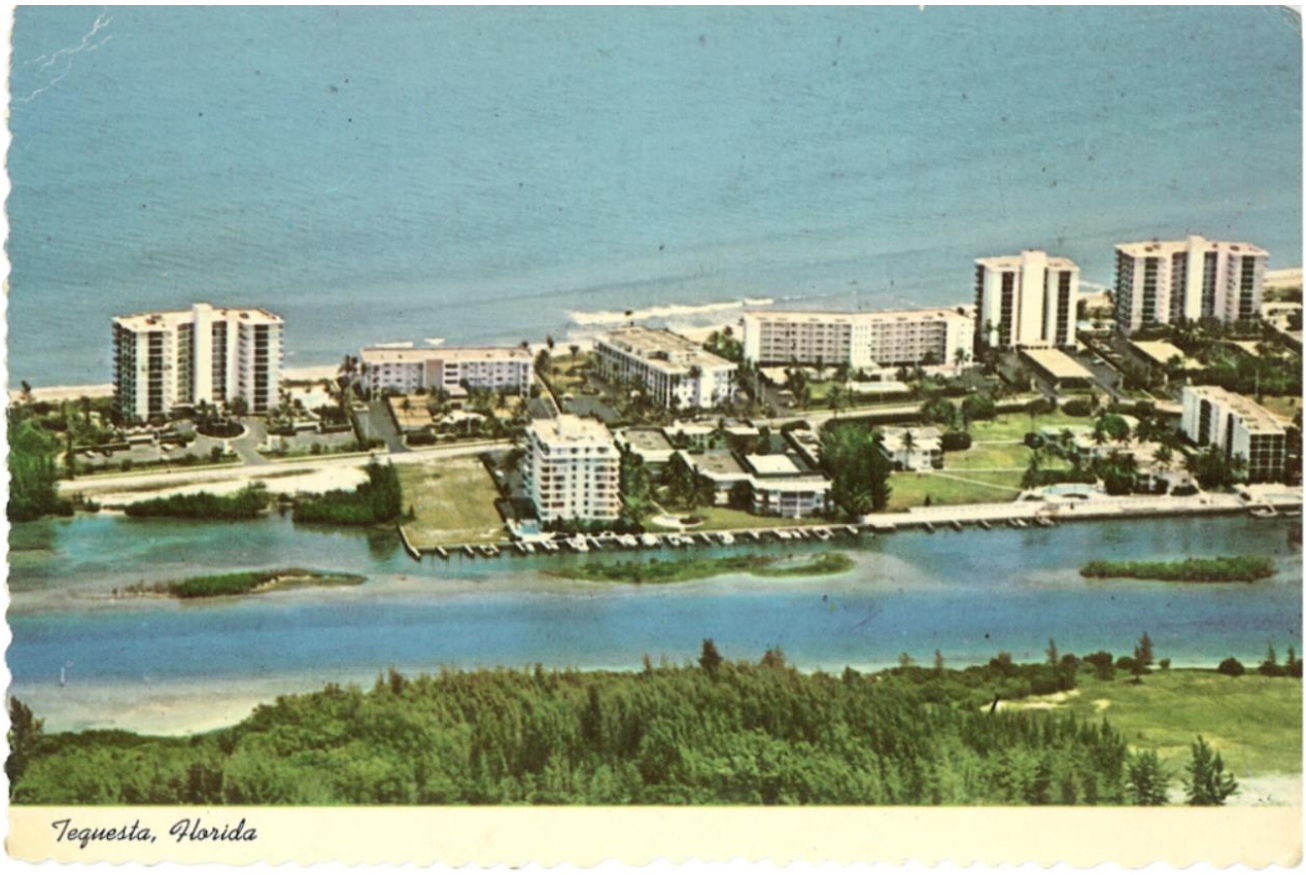
Existing Conditions





Purpose

The Design Guidelines strive to maintain and enhance Tequesta's small village way of life, urban character and scenic charm. These guidelines encourage urban forms that provide human scale, and allow for an enriching and cohesive pedestrian experience throughout the corridor.



Beach Road Corridor in 1977.[1]

The Design Guidelines presented in this document will assist in preserving the identity of Beach Road, and will offer flexible guidelines to support development that does not compromise the existing character of the corridor while encouraging a high level of design and creativity.

The Design Guidelines provide a framework for the Village and developers to collaborate toward achieving high standards and harmony between the built and natural environment. As a complement to the zoning requirements, these Design Guidelines offer a flexible a tool that will encourage new development to be compatible with existing surroundings.

Beach Road is a residential corridor, and the proposed buildings must reflect this residential character and avoid the aesthetics common to commercial corridors characterized by the presence of hotels. Since the Beach Road Corridor is in a redevelopment phase, the intent of this document is to provide Design Guidelines to prevent an urban form characterized by block, monotonous buildings as shown in the photo below.

Building massing not recommended through these Design Guidelines. Photo from Panama City Beach, Florida.[2]

<u>The Design Guidelines have five principal objectives:</u>

1. *To support development that is consistent with the Village's vision.*
2. *To encourage site planning and architectural design that will enhance the character of the Beach Road Corridor.*
3. *To ensure compatibility between the built and natural environment.*
4. *To provide flexibility and cohesiveness in the design and planning of new development.*
5. *To communicate to developers the Villages aesthetic goals clearly and early in the design phase.*

How to Use the Design Guidelines?

The Village will apply these Design Guidelines in reviewing individual development projects. The guidelines shall be utilized with the following considerations:

1. **Each project is unique and will pose unique design challenges. Through the site plan review process, the applicant will receive design comments based on these guidelines.**

2. **The illustrations presented in this document represent design principles and are not meant to be for literal interpretation.**

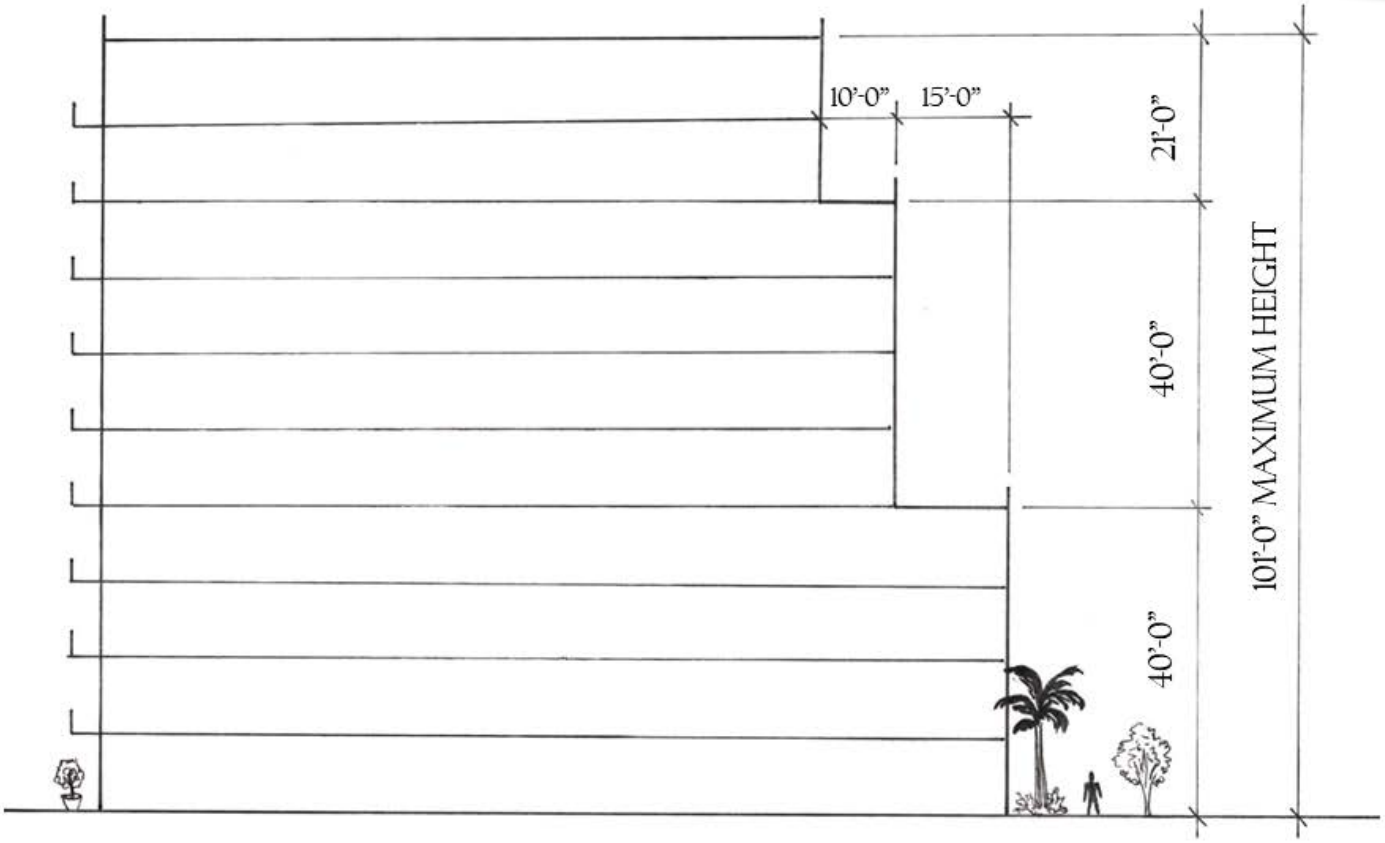
3. **The checklist is a summary of the design principles that shall be included in the proposed development. The checklist and design guidelines shall be used concurrently; the checklist is not a substitute for the guidelines.**

Future Land Use and Zoning Regulations

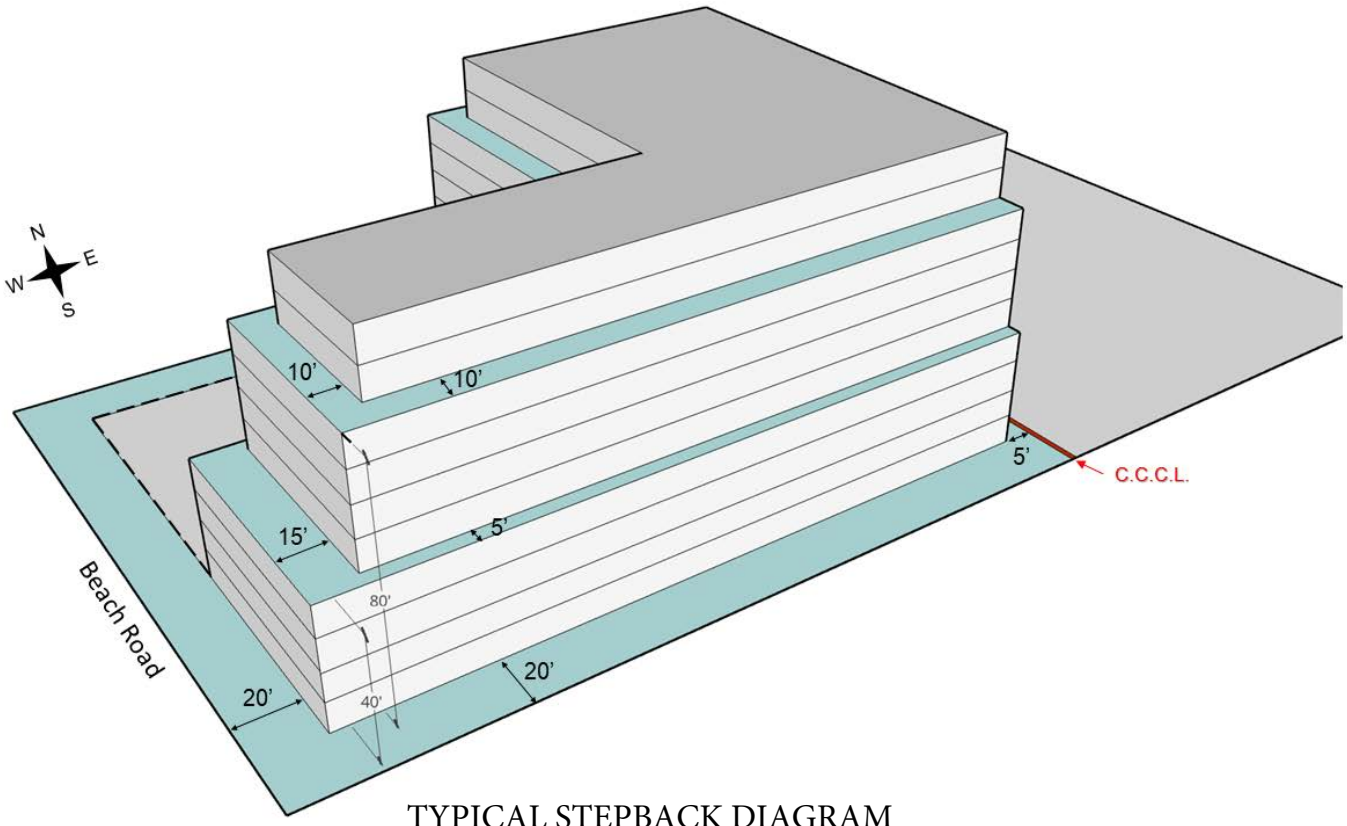
The Beach Road Corridor has a land use designation of Residential Medium Density allowing up to a maximum density of 12 dwelling units per acre. The subject corridor is located in the R-3 Zoning District, which has the following site requirements:

- *Height:* 11 stories/101 ft. measured from the average height of the crest of the sand dune line, for main building or structure east of Beach Road, and measured from grade west of Beach Road.
  2 stories/20 ft. for any accessory building or structure.
- *Lot coverage:* 35%
- *Open space:* 30%

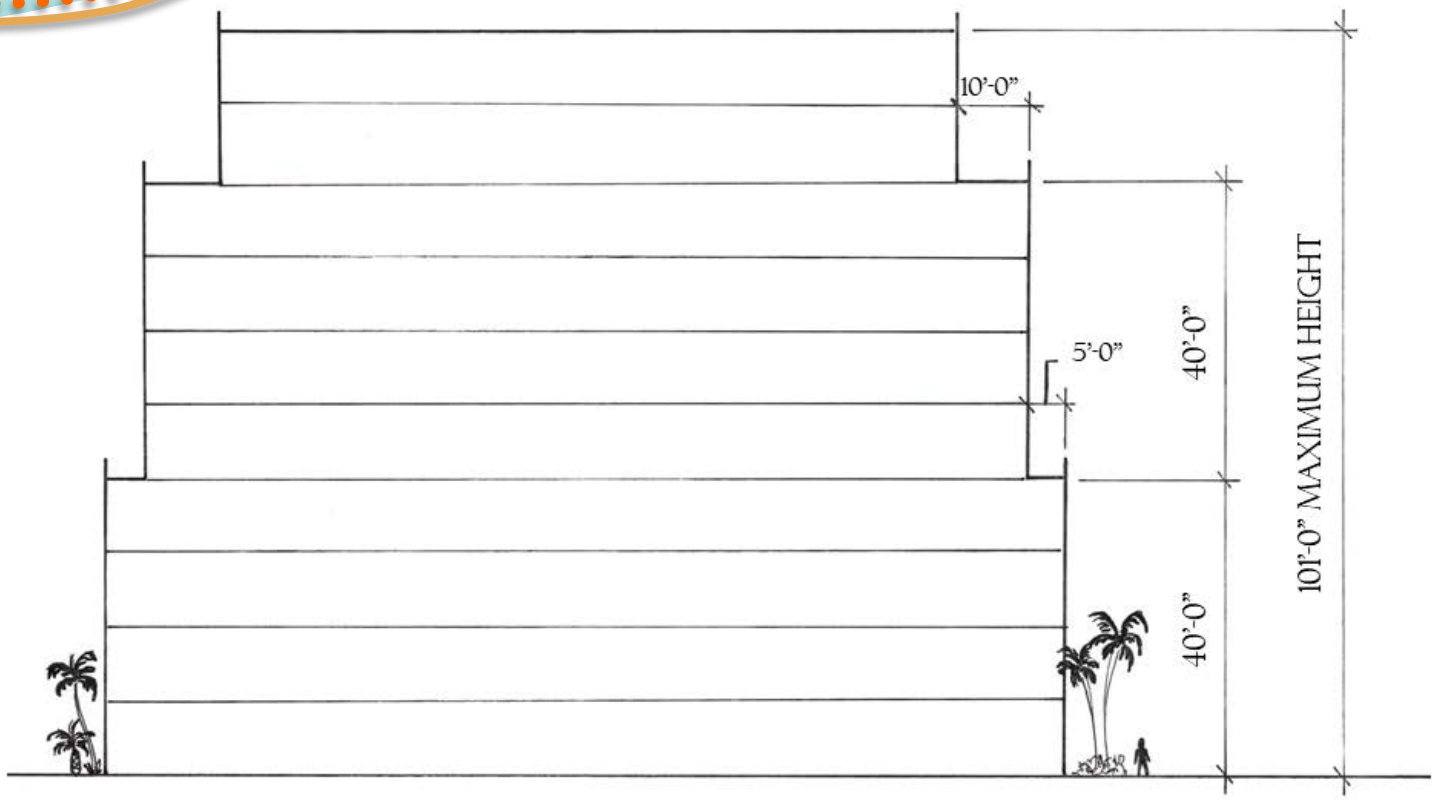
In terms of setbacks, all developments within the Beach Road Corridor must comply with Village Code Section 78-143. Please note, Section 78-175 also includes language pertaining to the subject design guidelines.



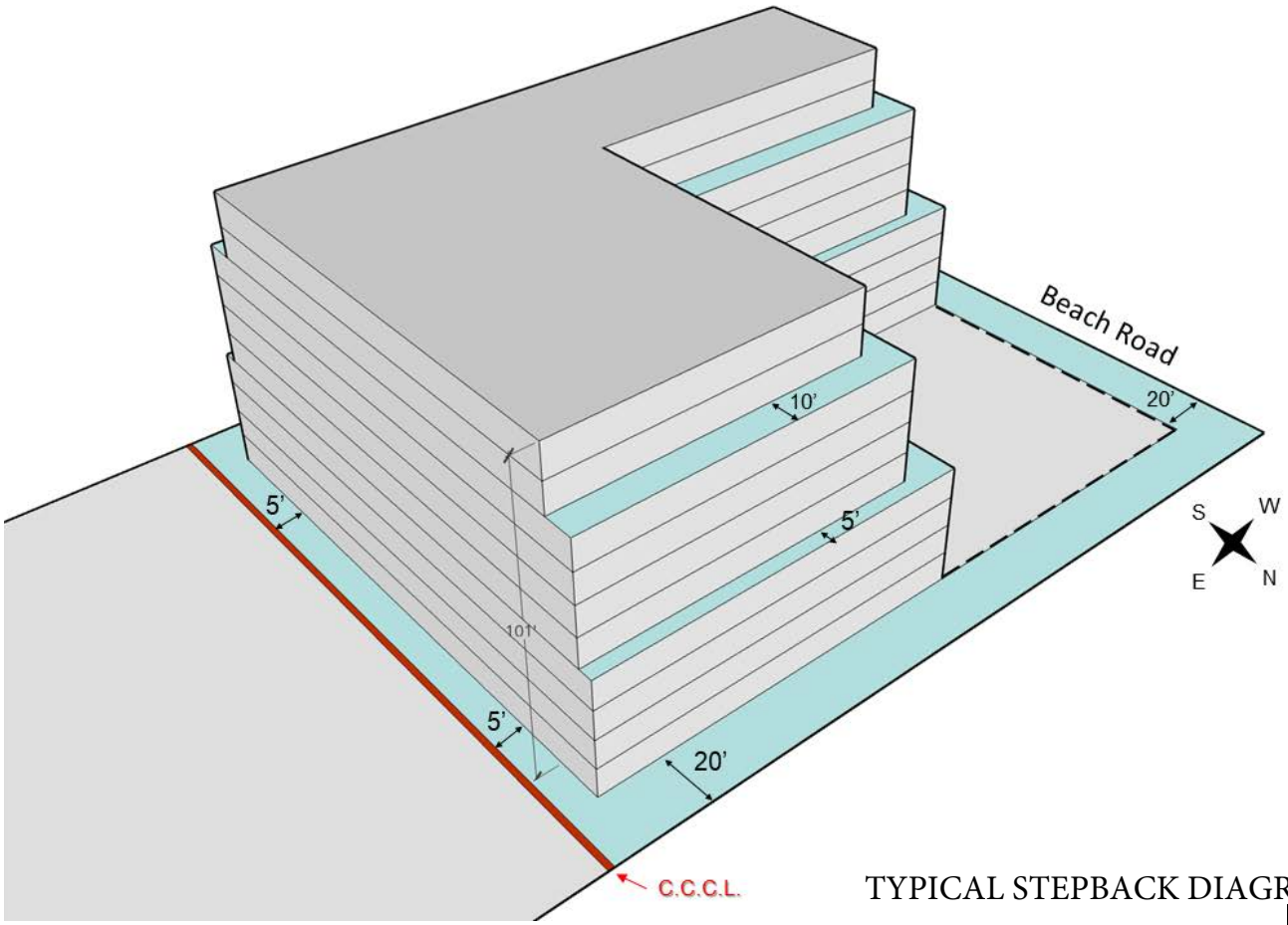
TYPICAL BUILDING SECTION
FRONT BUILDING STEPBACKS



TYPICAL STEPBACK DIAGRAM

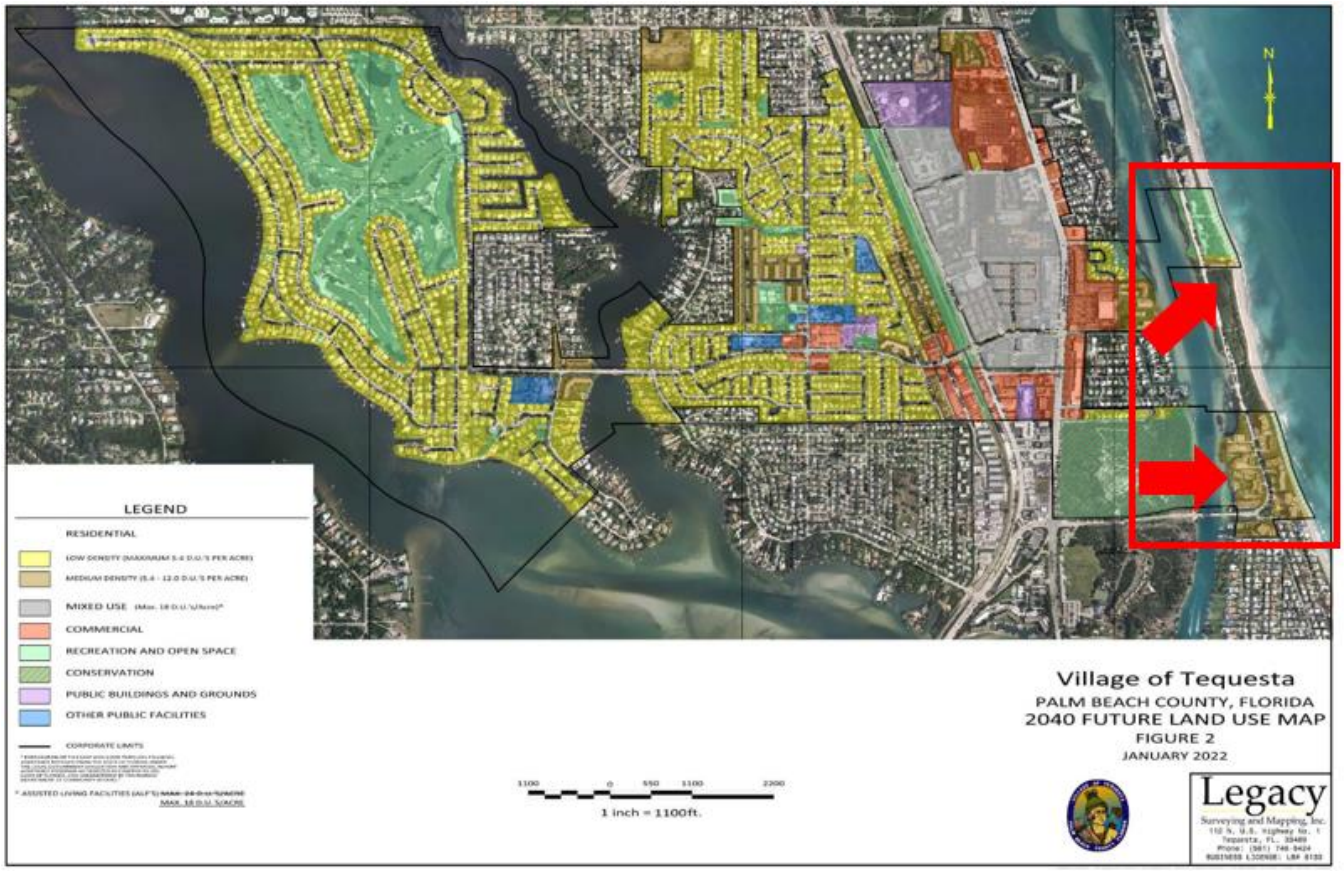


TYPICAL BUILDING SECTION
SIDE BUILDING STEPBACKS

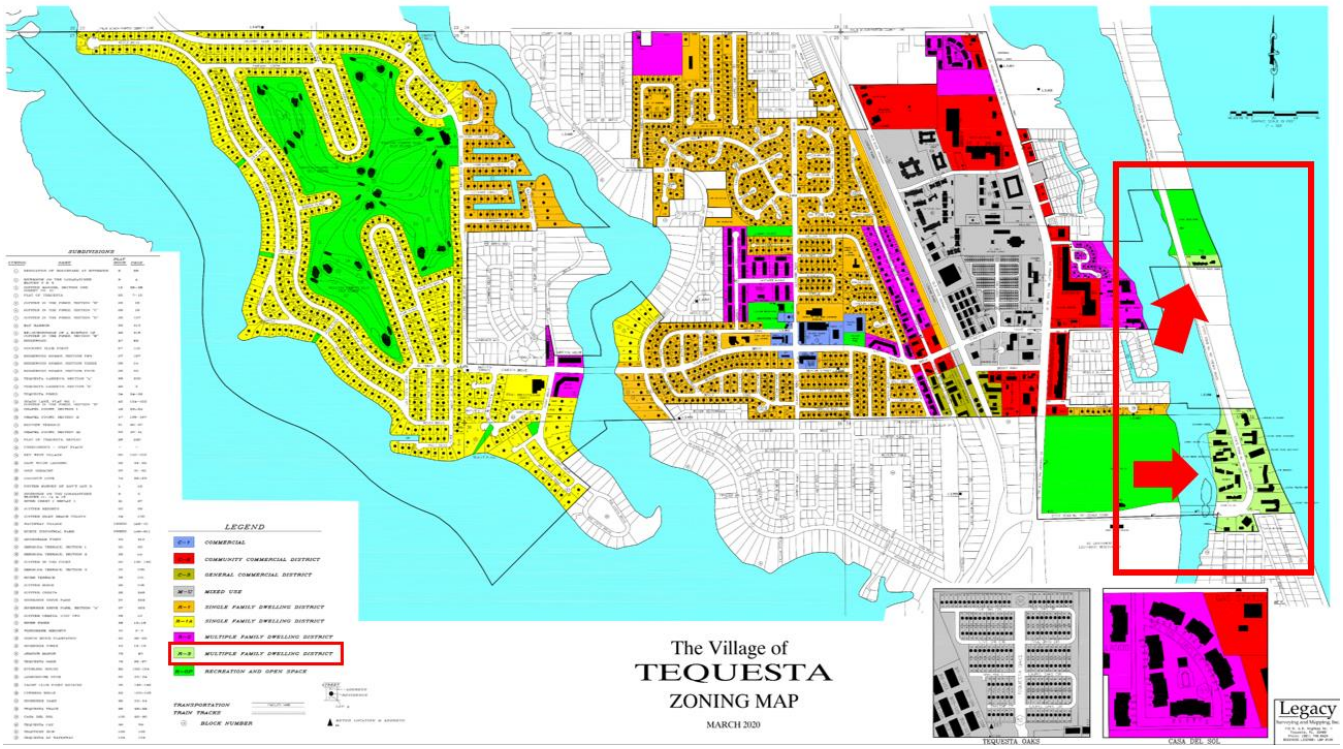


TYPICAL STEPBACK DIAGRAM

Future Land Use Map



Zoning Map



Community Participation and Feedback

During the process of creating the Design Guidelines, the Department of Community Development held public workshops in order to have an open dialogue between the Beach Road residents and the Village.

June 29, 2022 - Public Workshop

This initial workshop was well attended and provided the opportunity to listen to the residents' vision, concerns, and ideas for the corridor. At this workshop, Village Staff made a PowerPoint presentation illustrating the existing conditions and preliminary ideas for the design and character of the corridor (see link to June 29th presentation or Appendix E). It was apparent that the residents cared about the natural beauty of the corridor, its safety, and accessibility to the beach. The following is a summary of the residents' desires and concerns for Beach Road:

- Improving the safety of the corridor (parking, speeding, etc.)
- Enhancing architectural aesthetic building (heights, sizes, and shapes)
- Ongoing construction operation and disruptions
- Adding landscaping and buffers
- Being respectful of the residential character of the corridor

The feedback received from residents shaped the content of this R-3 Design Guidelines.

October 3, 2022 - Public Workshop

Following the June 29th meeting, Village Staff prepared these Design Guidelines and a list of proposed code modifications. On October 3, 2022, the Village of Tequesta held a second workshop with residents of the Beach Road Corridor and the Village Council. The purpose was to present the draft document and receive feedback from the Village Council and residents. At this workshop, Village Staff made a PowerPoint presentation illustrating key sections of the Design Guidelines and the proposed code modifications (see link to October 3rd presentation or Appendix E).

These Design Guidelines are based on the following urban design principles:

I. BUILDING DESIGN

The design of a building accounts for the scale and aesthetics of a development while ensuring its compatibility with its surroundings. Building design encompasses design elements that should create a well-proportioned and unified urban form, by incorporating elements such as massing, articulations, and step-backs to provide aesthetics, movement, cohesiveness, and human scale.

II. SITE PLANNING

The design and planning of a site is paramount. The location of buildings, landscaping, parking areas, lighting, driveways, and recreational facilities are key elements to site planning. Site design should provide a compatible and harmonious relationship between a proposed development, zoning code requirements, and the built and natural environment. Designs should provide adequate drainage and reduce stormwater runoff from the proposed development.

III. LANDSCAPING

Landscape design not only beautifies a site but also creates enjoyable and inviting spaces that complement the building and its surroundings. Landscaping can be utilized to soften the building massing, around the foundation of buildings, within parking lots and right of ways, and to create a buffer between properties. Also, landscaping can enhance the architecture of a building by creating green roofs and green walls. Landscaping is essential to increasing the presence of urban forestry and cooling islands that reduce urban heat.

IV. PUBLIC STREETSCAPE

Streetscape design is vital for the aesthetics of a corridor and urban character. It refers to the natural and built fabric of the street, and defines the quality of the street and its visual effect. The concept recognizes that a street is a public place where people are able to engage in various activities, and is not only access to other places, but also an experience within a space. Streetscape design provides balance between the built environment, the road, and surrounding nature.

I. BUILDING DESIGN

The way a building is designed defines the urban character of a community. Successful building design provides attention to building fenestration, adequate setbacks, building orientation, proportions, scale, and various façade treatments. These elements, accompanied by diverse textures, materials, and colors, provide harmony and compatibility with surrounding buildings, the streetscape, and the natural environment. **Buildings for the Beach Road Corridor should be designed individually to promote creativity and uniqueness, and look-alike buildings are highly discouraged.**

The use of architectural elements such as building massing, variety of windows/balconies, and appropriate vegetation can enhance the presence and visual interest of a building.[3, 4, & 5]

Proposed building designs for the Beach Road Corridor shall incorporate the following architectural elements:

Height and Massing

The height of a building in relation to its overall configuration or massing is one of the more significant factors in determining the impact a building will have on its surrounding environment. From a design perspective, it is important to ensure that height and massing are considered together to arrive at a high-quality, well-proportioned building form.

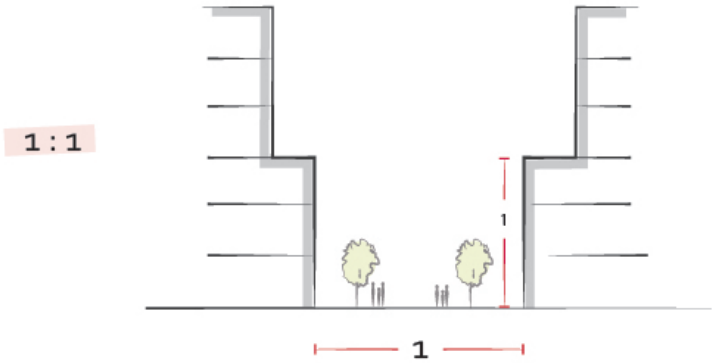
Well-proportioned buildings demonstrating massing in relation to height.[6 & 7]

Height

The combination of building height and form are key design elements for providing proper scale and massing which influences the sense of space and pedestrian comfort. The height and massing of a development contribute to a built form of high standard that is designed to respond to its context.

The following should be considered regarding the building height for buildings located within the Beach Road Corridor:

- The permitted zoning maximum height;
- the urban character;
- the immediate streetscape characteristics;
- height of surrounding/adjacent buildings;
- strategic panoramic views of the Intracoastal and the Ocean; and,
- the relationship of height to frontage width and building depth.



Suggested ratio between building height and distance between buildings.[8]

Building Massing

Building massing refers to the overall configuration of the building. The way a building is arranged on its site is particularly important for larger buildings. Building massing provides a structure with a particular shape, size, and form in relation to the surrounding areas and the road. It helps create a sense of the space, around a building and also provides a defined character for the building. The following should be considered regarding building massing for buildings located within the Beach Road Corridor:

- Site size, geometry, topography, and configuration in relation to adjacent Intracoastal and Beach areas;
- Dividing a large form into smaller forms to minimize visual impact and minimize box/ rectangular forms;
- Organizing the building's mass to express different vertical elements (e.g. a 'base' and a 'top');
- Using horizontal emphasis on tall buildings and vertical emphasis on wide buildings to balance the overall size;
- Breaking down the mass of the building by:
  - recessing and projecting elements to avoid flat monotonous facades;
  - set back upper levels to achieve an appropriate height-to-width ratio;
  - expressing different internal functions such as vertical circulation or entry;
  - differentiating individual apartments to achieve identity and personalization.

For taller and larger buildings:

- Use transitional volumes to help integrate a development where the adjacent built environment is of a lesser scale.
- Set back the upper floors or use a podium form to prevent visual dominance at the street edge.
- Divide the overall massing or break up overly large forms. Where appropriate, a large building should be able to be read as a series of discrete forms. This reduces visual dominance and creates aesthetic interest.
- Create variation along the facade of long buildings, potentially stepping volumes forward or backwards, to create visual rhythm.

Building massing demonstrating division of volumes and visual rhythm.[9]

Step-backs

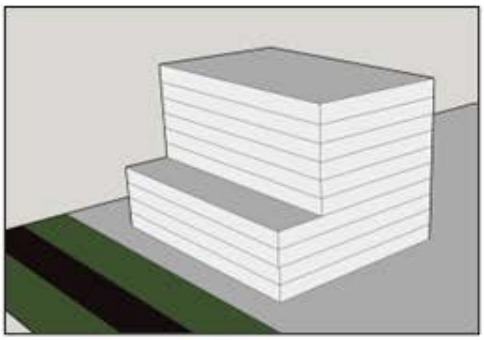
Building step-backs are architectural design elements that are applied to the upper-stories of a development. Step-backs add interest to a building, provide human scale, and create interaction with the street. A step-back requires that any portion of a building above a certain height recedes further towards the center of the property. Building design setbacks and step-backs provide the following benefits:

- Diversity in building height form, and placement
- Opportunity for adding landscaping and open spaces
- Creating human scale by proportionate height and massing
- Increasing views of surrounding areas

Example of building step-backs with views to the beach and interaction with the street.[10, 11, 12 & 13]

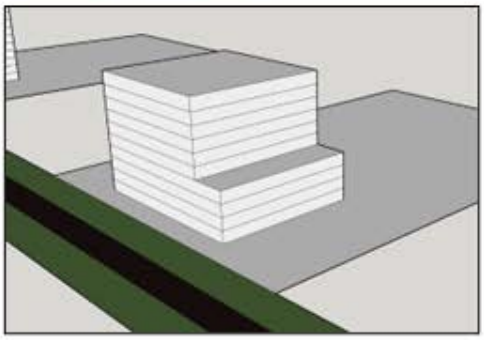
Front Stepback

Reduces building height along the right of way, which creates a more human scale



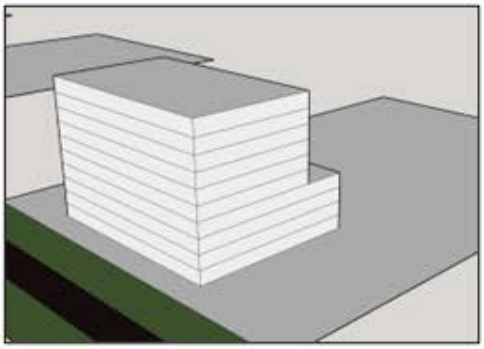
Side Stepback

Reduces building height along the side property lines of a site, providing new view corridors



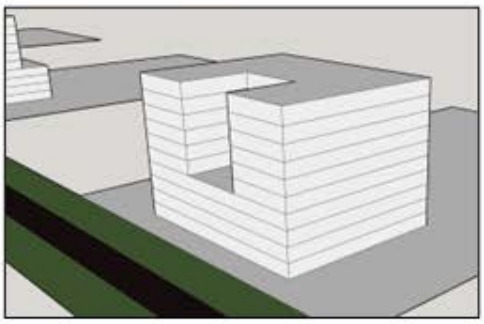
Rear Stepback

Reduces building height along the rear property lines of a site, creating compatibility with surrounding developments



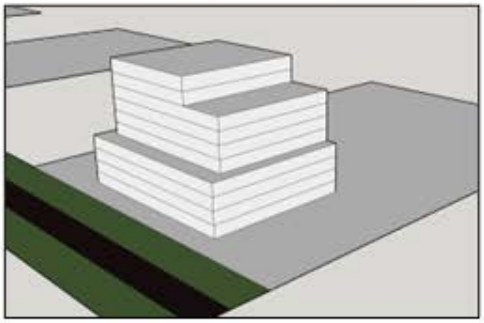
Middle Stepback

Reduces height in the center of a building's façade, producing opportunities for open space and breaking up the building mass



Combination of Stepbacks

Combined benefits of multiple setbacks create a more attractive building shape and overall design



As a whole, step-backs help to provide better view corridors, compatibility, interesting building facades, and use setbacks to create building shape and form.

Articulations

Building articulation is an architectural element that promotes human scale by visually breaking building massing and facades into smaller portions. Articulations can be used to emphasize sections of buildings for aesthetic interest, create rhythm and movement along building facades, and distinguish particular uses of building sections such, as a main entry. Building designs should create both horizontal and vertical interests from the street and other views.

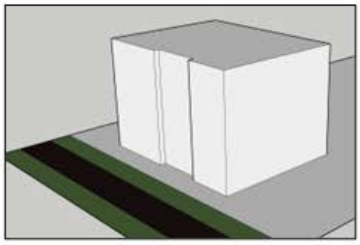
The appropriate scale for articulation is often a function of the size of the building and the adjacent public spaces including sidewalks, planting zones, and roadways. Building design for the Beach Road Corridor must include articulations toward the Intracoastal, the beach area, and along the elevation fronting the road.

Horizontal and vertical articulations create architectural design and interesting buildings.[14 & 15]

The following figure presents five (5) different considerations about building articulations:

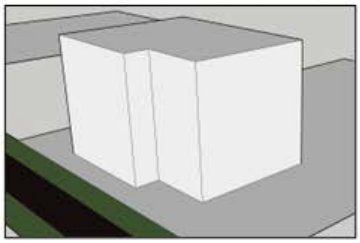
Minor Wall Offset

Can be used to break up large expanses of walls to provide movement through the façade



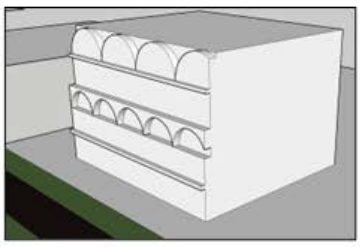
Major Wall Offset

Can be used to create opportunities for amenity space or to make a pronounced entryway



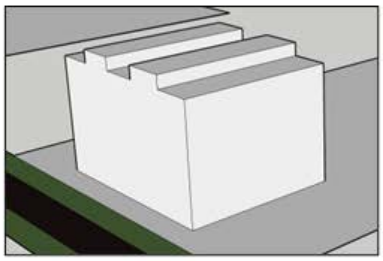
Arches and Trim

Can also be used to provide rhythm to guide the eye along the building façade



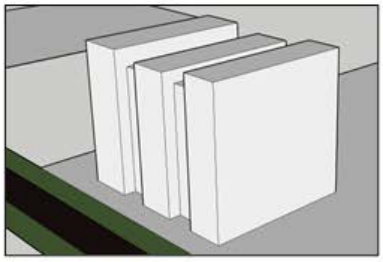
Variation in Height

Can be used to provide a change in the roof line, creating top articulation



Multiple Articulations

A combination of multiple articulations result in the most appealing building façade



The design of a building includes three (3) types of articulations: the top, the middle, and the ground, as shown in the following illustrations:

Various building articulations provide visual diversity a sense of human scale, and minimizes the massiveness of buildings.[16]

Building articulations define and distinguish spaces.[17]

Top Articulation

The top section of the building should emphasize a distinct profile or outline with elements such as projecting parapets, cornices, different heights, upper-level setbacks or a defined roofline. Top or upper building articulations frame the structure and are an opportunity to create a unique addition to the skyline of the corridor. Roofs and roofline design create and enhance the building aesthetics through the following:

- Roofs can add visual interest to the building by creating a defined skyline or architectural feature.
- Roofline projections can break up a long ridge line.
- A variety of roof lines and planes adds rhythm and character to the building, especially for projects that exceed two stories in height.
- For large and tall buildings, diverse rooflines are encourage to minimize massing.

Different shapes and building forms create a diverse top articulation.[18]

The roof design creates comfortable and enjoyable recreational spaces, providing amenities and pleasing views to the surrounding built and natural environment.[19]

Middle Articulation

The middle section of the building should be distinguished from the top and bottom by a change in façades such as the materials, windows, balconies, and step-backs. Balconies create an apertures in building facades that allow the user to experience the outdoor environment and amenities. The following are design considerations when proposing balconies:

- Balconies railings should be designed to complement the architectural style of a building and preserve views of the natural and built environment.
- Balconies along building facades provide architectural breaks and strive for balance between repetition and rhythm.

Balcony furniture contributes to the outdoor realm and appeal of the balcony from the street/beach.[20]

Diverse balconies eliminate monotonous building facades.[21]

The pattern and proportion of windows and glazed areas are important to the building's architectural character. Building design should incorporate an appropriate balance between the solid wall and window ratio. Window design should include the following:

- Accents surrounding or within a window, such as muntins, mullions, shutters, or precast surrounds
- Provide balance between solid wall and window area and not overtake the entire façade
- Provide diversity of openings and not be repetitive
- Create depth and shadow on a façade
- Express individual modules of a larger façade
- Building surfaces, walls, fenestration and roofs shall be compatible and in harmony with the built and natural environment

Window size variation captures viewers eyes creating a visual interest.[22]

Window/balcony placement and proportions create visual interest.[23]

Ground Articulation

The appropriate scale for ground articulation is often a function of the size of the building and the adjacent public spaces including sidewalks, planting zones, and roadways. Ground-floor building articulation is critical in creating a welcoming corridor that supports pedestrian activity by providing a sense of security and community identity, and aesthetic beauty. Special ground-floor design treatments shall provide articulation through landscaping, building materials, and fenestrations.

Ground articulations achieved through the use of landscaping, building materials, and fenestrations.[24 & 25]

Fenestration

Fenestration refers to the openings in a building's façade or envelope, and it also includes its arrangement and installation. A building's envelope is any element of a building's outer shell that works to maintain a dry, heated, or cool indoor environment and facilitate its climate control. The three main components of fenestration in architecture are:

- Doors
- Windows
- Skylights

The proposed building fenestration for the Beach Road corridor shall contribute to the articulations (top, middle, and ground), consider opening to wall ratios, and be cohesive and complementary to the architecture. **Extensive glazing walls are highly discouraged.**

Height variations coupled with other elements such as wall offsets, fenestrations and articulations.[26 & 27]

Openings, including windows, doors, and skylights, should be designed for optimal performance with consideration given to environmental conditions and building orientation. Advancements in technology have led to fenestration options that offer sound reduction, extreme weather resistance, solar and thermal insulation, as well as decorative and privacy treatments.

The design of a building on the Beach Road Corridor should include fenestrations that take advantage of these technological advancements. The selected fenestration materials contribute to its efficiency and overall building performance. When considering glazing options, some issues to consider include:

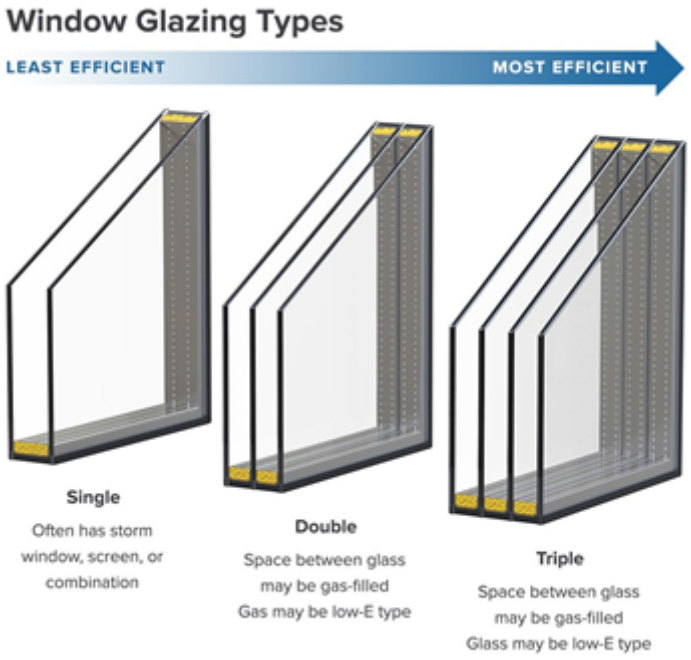
- Heat gains and losses
- Visual requirements (privacy, glare, view)
- Shading and sun control
- Thermal comfort
- Condensation control
- Ultraviolet control
- Acoustic control
- Color effects
- Daylighting
- Energy requirements

These fenestrations can be used at the ground, middle, or top articulations. The placement of windows provide environmental benefits such as the increase of natural lighting that reduces the usage of electricity.

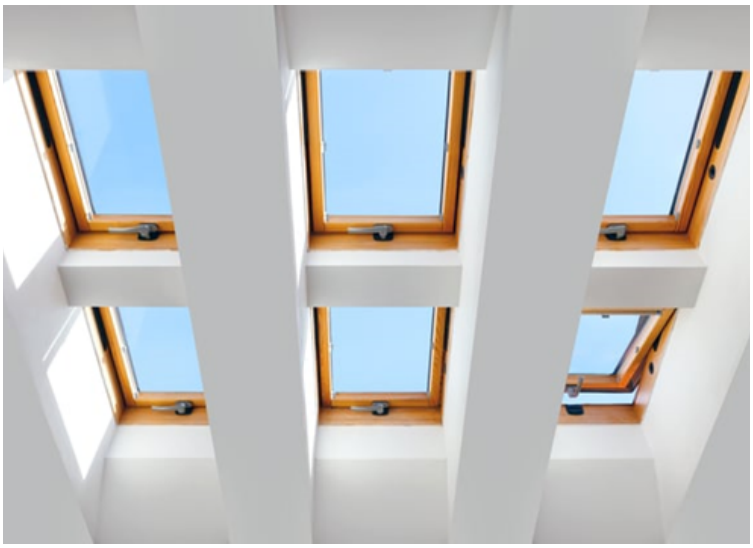
Glass is the typical material used for windows, provides daylight and weather protection of buildings. The following are some of the most common types of glass:

- Architectural glass
- Laminated glass
- Coated glass
- Tinted glass
- Insulating glass units

Like windows, skylights provide natural lighting and ventilation, but from the ceiling rather than walls. Skylights can make spaces feel larger, create interesting spaces, and promote diverse roof facades.



The type of pane glass can greatly reduce heat transfer through the building envelope.[28]



Skylights provide additional natural lighting and ventilation.[29]

Building Materials & Color

Materials provide character and create a sense of permanence, and define architectural styles. Textures, colors and scale helping a new building blend in with its surroundings. Building materials should include the following:

- Be high quality and aesthetic pleasing
- Avoid the use of highly reflective or dark materials
- Be consistent with the building colors and complement the building form
- Emphasize the architectural features

The Beach Road Corridor is located within a Federal Emergency Management Agency (FEMA) flood zone and is subject to extreme weather conditions such as hurricanes, flooding and high impact winds. Design materials should include materials that will withstand corrosion, erosion, and high impact winds. FEMA provides examples of flood-resistant materials, such as:

- Lumber: Preservative-treated or naturally durable wood as defined in the International Building Code. Naturally durable wood includes the heartwood of redwood, cedar, black locust, and black walnut.
- Concrete: A sound, durable mix, and when exposed to saltwater or salt spray, made with a sulfate-resisting cement, with a 28-day compressive strength of 5,000 psi minimum and a water-cement ratio not higher than 0.40—such mixes are usually nominally more expensive and rarely add significant cost to the project (consult ACI 318-02, Building Code Requirements for Structural Concrete and Commentary by the American Concrete Institute). Reinforcing steel used in concrete or masonry construction in coastal areas should not be left exposed to moisture and should not be stored on bare ground. The reinforcing steel should be free from rust and clearances should be maintained as shown on the design drawings.
- Masonry: Reinforced and fully grouted. If left unfilled, then masonry block cells can create a reservoir that can hold water and can make the masonry difficult to clean following a flood.
- Structural Steel: Coated to resist corrosion.
- Insulation: Plastics, synthetics, and closed-cell foam, or other types approved by the local building official.

Materials chosen with context of the environment and aesthetic consideration.[30, 31, & 32]

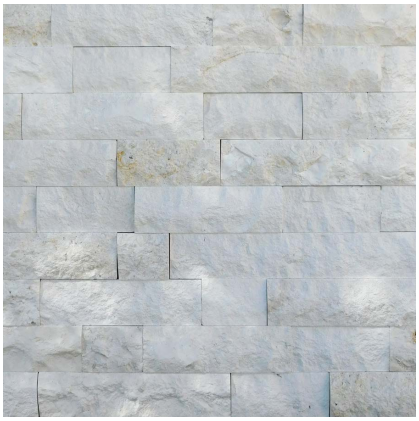
In addition to FEMA's recommended flood-resistant materials, the following are materials suitable for oceanfront and flood risk environments.

- Coral Stone
- Sandstone
- Limestone
- Slate
- Granite
- Glass
- Porcelain
- Concrete

Sandstone

Coral Stone

Porcelain



Limestone

Materials should withstand high winds and coastal hazards from the beach while matching the natural elements of the beach and the Intracoastal.

Buildings and their appurtenances may be characterized by a distinguishable color palette that is compatible with its surroundings.

These guidelines establish building color criteria, including coastal and beach colors for all buildings and accessory structures in the district. However, the applicants may propose similar colors not shown on the color palette. Any secondary color or building trim must harmonize with the primary paint color.

These Design Guidelines aim to define and enhance the aesthetic character of the Beach Road Corridor, while improving and/or maintaining property values. Proposed colors for buildings are expressed in two (2) categories:

1. Primary building colors for building facades, and
2. Secondary building colors for larger "accent" areas such as a lower building base, roof lines building design details, or accent trim around fenestrations.

The assortment of building colors and building materials on various portions of the building façade contrast and emphasis on architectural details/elements.[33]

Primary Building Colors

This color category relates to the majority (main color) area of façade on the building. Recommended colors include whites, neutral tones, and through soft pastel colors such as grays, pinks, yellows, light greens and blues. (see color palette)

Secondary/Trim Building Colors

These colors are used for select sections of the building facade and are limited to mid-range intensity of the primary building color or a complementary color. Secondary colors shall be used for emphasis and limited to 45% of the major surface plane they cover.

Trim colors are used for accent purposes and are the most intensive group of colors allowed. They shall be limited to not more than 5% of the building surface. Trim colors can be darker or lighter than the primary colors.

A. Exterior colors of a light intensity are generally appropriate. The use of highly saturated, dark colors, or black is discouraged.
B. Exterior color schemes that attract undue attention to the building are heavily discouraged.

The color palette board includes various recommendations; however, the applicants may propose similar colors not shown on the color palette board.

Green Building Design

Green Design uses sustainable methods to reduce the carbon footprint and create a better quality of living by reducing the excessive use of energy and minimizing pollution. Through green design, buildings and sites are designed to include green walls, renewable energy, and other sustainable technological and design practices. Sustainability encompasses economic, social, and environmental factors to focus on the needs of present development without compromising the ability to plan/design for the future.

Sustainable design includes a wide variety of elements. Typically, sustainable building incorporates solar panels, reusable water, and green roofs. All of these elements help reduce the carbon footprint by reducing the amount of energy and resources necessary to maintain the structure.

Green roofs can absorb annual rainfall and reduce stormwater runoff. In addition, they create habitats for biodiversity, transform rooftops into usable amenities such as parks, vegetable gardens, or other recreational spaces. Vegetation provided on green roofs can also reduce the indoor temperatures and the urban heat island effect by offsetting heat absorption into hard surfaces. Rooftop plantings or garden provide shade and retain water in the soil that remove heat from the air and reduces temperatures on the roof surfaces.

These guidelines include the following green design principles:

- The use of living green walls and live vegetation on the façade of the building is highly encouraged.
    - Plant selection complementary to site plant palette
    - Emphasize architecture or architectural elements
- Rooftop green spaces (gardens, open spaces, etc.)
    - Native and Florida-friendly Vegetation
    - Plant selection:
        - compatible with local sun, wind, water exposure
        - consider root systems, growth rates, maintenance levels, year-round climate acclimation and durability
    - Plant media selection:
        - promote erosion control and water retention
    - Provide industry requirements for membranes, root barriers, drainage systems, filter fabrics, etc.
    - Incorporate furniture, shade structures, walkways, etc. into green roof design
    - Integrate solar panels into green roof design
    - Artificial turf is discouraged.
- Alternative building materials
- Obtaining/striving for sustainable and green building certifications such as: LEED certification, Edge Certification, Green Star Certification, and other similar certifications
- Installation of Solar Panels

Repurpose empty building spaces by creating native and beautiful recreational and open spaces.[34 & 35]

II. SITE PLANNING

The design and planning of a site is paramount. The location of buildings, landscape, parking areas, lighting, driveways, and recreational facilities are key elements to site planning. Site design should provide a compatible and harmonious relationship between the proposed development, zoning code requirements, and the built and natural environment. The design must provide for adequate drainage and reduce stormwater runoff from the proposed development.

Building Orientation

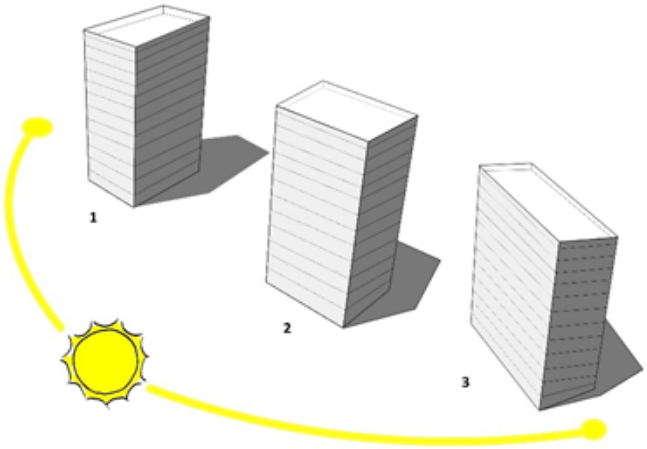
Building orientation is the practice of facing a building to maximize certain aspects of its surroundings, such as street appeal, to capture a scenic view, for energy efficiency, for drainage considerations, etc. Along with massing, building orientation is a crucial consideration in the design phase. It should be decided concurrently with massing early in the design process, as neither can be truly optimized without the other. Successful building orientation can also minimize other site conditions, such as rainwater harvesting driven by prevailing winds.

Building orientation provides significant importance not only from the street view, but from adjacent waterways and beaches.[36]

Decisions about building orientation begin early in the design phase and involve all project team members. It helps to have input from experienced passive solar design architects and builders and to consider site conditions such as temperature, solar access, and wind to evaluate design opportunities. Building orientation impacts daylighting, which also relates to building geometry, window selection, interior layout, HVAC sizing, and electrical lighting design. Utilizing computer simulation software and energy modeling tools help to assess how building orientation and passive design considerations affect overall building performance.

Building orientation plays a significant role with respect to the sun usually intended to maximiz gain at the appropriate time of the year and to minimize solar gain in the summer. Best orientation can increase the energy efficiency of a residential building by making it more comfortable to live in and less expensive to maintain. The sun is lower in the sky in winter than in summer, allowing designers to plan and construct buildings that capture that free heat in winter and reject the heat in summer.

As with massing for visual comfort, buildings should usually be oriented east-west rather than north-south. This orientation harnesses daylight and controls glare along the long faces of the building. It also minimizes glare from the rising or setting sun.



Orientation #1 is worst for daylighting, #3 is good, and #2 is best.[37]

Passive and Active Solar Strategies

Passive solar strategies use building components to collect, store, distribute, and control solar heat gains. Such strategies include implementing large, south-facing windows, sourcing building materials that absorb and slowly release heat, manipulating building form to influence ventilation, and minimizing unwanted heat gain through proper window selection and glazing. Shading devices such as roof overhangs or landscaping also reduce solar load.

Active solar strategies capture and store the sun's energy through mechanical or electrical means. Solar photovoltaic systems generate and store electricity, while solar thermal systems heat liquid directly and transfer thermal energy for heating water or air. Solar ready buildings have south-facing roofs not shaded by nearby trees, structures or buildings.

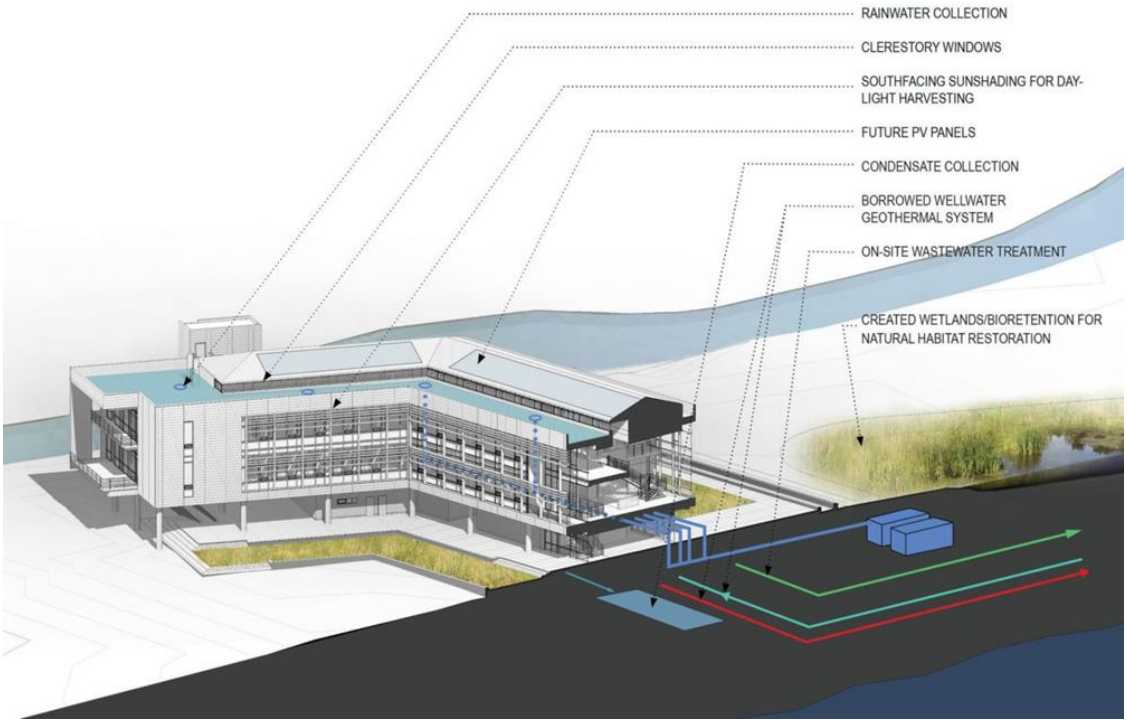
Buildings oriented for passive and active solar provide multiple benefits:

- Utilize solar, a renewable energy source, reducing greenhouse gas emissions and slowing fossil fuel depletion.
- Connect occupants to the natural environment by responding to changing weather conditions and providing window views.
- Provide daylighting, which decreases electrical lighting requirements and increases occupant satisfaction and productivity.
- Employ thermal massing, which reduces temperature swings and produces a higher degree of temperature stability and thermal comfort.
- Reduce heating and cooling costs through natural heating/cooling and ventilation.
- Lower operation and maintenance costs by requiring fewer moving parts and opportunities for mechanical failure.

Considering life-cycle costs and annual energy and maintenance savings, buildings designed to maximize solar access are often less expensive than conventional buildings. Passive solar features, such as south-facing windows, thermal mass, and roof overhangs, can theoretically pay for themselves by reducing mechanical heating and cooling loads, unit size, installation, operation, and maintenance costs. Compared to passive solar systems, active solar systems often have a higher initial cost and longer payback period depending on the size and the type of technology but may be offset with currently available federal and state tax credits.

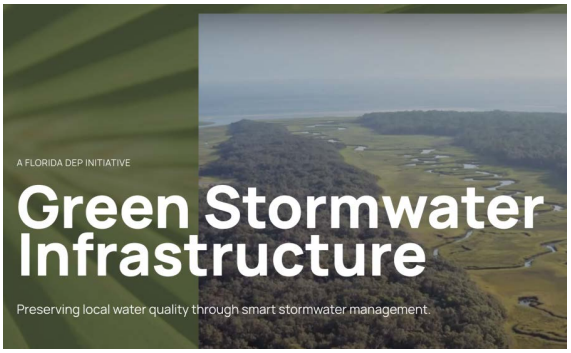
Building Resiliency

Building orientation for passive and active solar design enhance a building's resiliency by maintaining livable conditions in the event of power interruption and loss of heating fuel. Daylight-optimized buildings provide interior light, and highly insulated buildings with natural ventilation maintain thermal comfort for building occupants. Photovoltaic systems with battery storage and islanding inverters provide emergency "power islands" during times of storm or other grid outages.



Windows, solar panels, and drain collection elements help aid the sustainability of a building.[38]

Florida Department of Environmental Protection's (DEP) Green Stormwater Infrastructure manual contributes to building resiliency by integrating stormwater practices and policies into the development. This is accomplished by using a site's landscaping and open spaced areas to retain and treat stormwater on-site rather than transferring stormwater off-site.

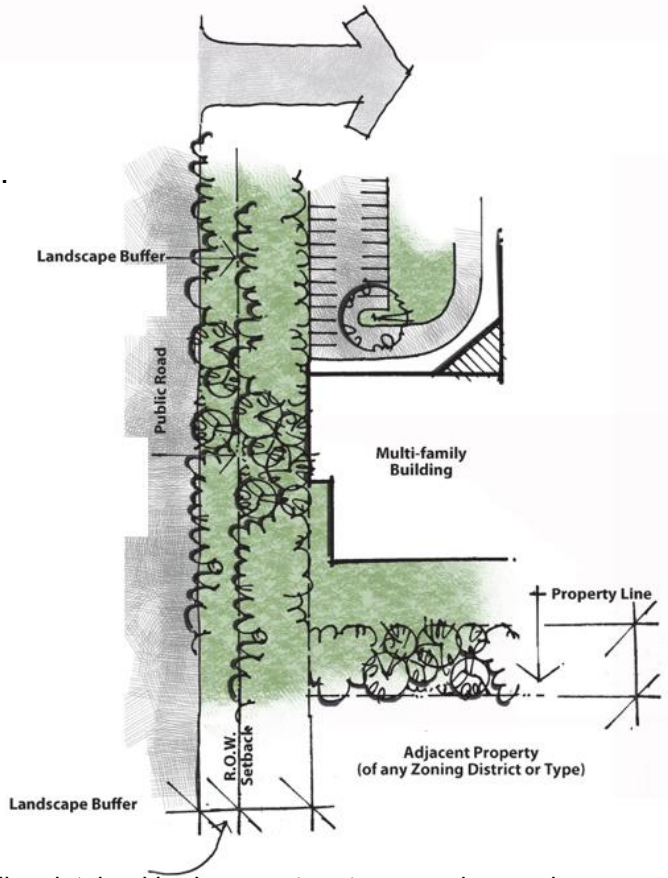


Vehicular Access and Parking

Vehicular needs should be accommodated within a development without dominating the appearance of the site or compromising pedestrian accessibility and safety.

Since aesthetics and safety are paramount to the urban character of the Beach Road Corridor, these guidelines alluded to recommended, acceptable, and favorable designs for parking lot and vehicular use design configurations. Vehicular access areas and parking should include the following:

- Driveways should be less visually dominant and avoid long runways.
- Landscape buffers fronting the parking lot to eliminate direct views of parking lots from the public roadway.
- Garage parking is highly encouraged.
- Where parking must occupy a front yard, the landscape plan should provide for screening of cars from street view, and trees, should be planted to shade the parking area.
- Parking lots and similar vehicular use areas should be configured and designed as an aesthetic asset to the development and surrounding buildings/environment.
- Parking lots should be treated as a transitional space between the access areas, building and other spaces.
- Parking lot and vehicular access lighting should be designed for visual effects as well as safety.
- Parking lot light fixtures should be selected for functional value and aesthetic quality.
- Fixtures should be regarded as "furniture of the parking lot" which are visible both day and night.
- Permeable pavers and similar parking materials are encouraged.



Well maintained hedges, mature trees, and groundcover help soften the appearance of parking lots from the street.[39]

Recreational Space

The design of the development shall comply with the R-3 Open Space Zoning Regulations and provide in multiple fashions, at grade, on the roof, balconies, terraces, etc.

Buildings using building design to create interesting open spaces and recreational spaces on multiple portions of the building.[40 & 41]

- Since the Beach Road Corridor is residential and surrounded by natural beauty, all developments should be sited to maximize views and opportunities for creating attractive and well-integrated private and public open spaces.
- Common areas should be accessible and connected by a comprehensive, on-site pedestrian circulation system.

Refuse and Loading

The placement, screening and accessibility of refuse areas are critical in site design. Refuse and waste disposal which includes both trash collection and recyclables ensures that neighborhoods and environments remain clean and sustainable. Recycling reduces the amount of waste sent to landfills. Unkept and unsanitary dumpsters and other waste can create nuisance factors such as unsightliness, odors, and rodents.

The location of dumpsters and screening shall be in accordance with Village Code Section 78-300. In addition, developments shall coordinate with the Village's solid waste provider to determine any necessary ingress and egress requirements.

The site design shall consider the dumpster location and screening as follows:

- The design should be compatible with the architecture of the building(s) on site and incorporate similar color palettes and/or materials.
- Dumpster enclosures should be screened with landscaping.
- Exterior trash receptacles shall be enclosed within a concealed structure and be in a location that is convenient for all residents, and where noise and odors will not disturb adjacent properties.
- Receptacles should not be visible from public streets.

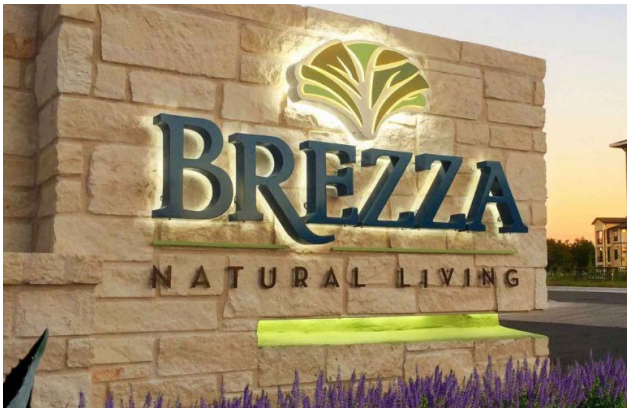
Dumpster screening reduces unsightliness and with the proper materials that complement the building aesthetic.[42 & 43]

Signage and Lighting

The Beach Road Corridor is home to multifamily residential buildings that are required to provide signage in compliance with the Village Code. Signage should:

- Be aesthetically pleasing
- Incorporate complementary materials and colors that are compatible with the building.
- Include lighting or backlighting for visibility and aesthetic purposes.
- Be an integral component of the building and site design and should be appropriately scaled and consistent in character with the project's overall design.
- Be aligned and oriented to provide clear visibility so that information is easily communicated.
- Be an integral component of the site and not a dominant feature.
- Not obscure views of oncoming traffic for motorists or pedestrians.

Landscape and irrigation at the base of freestanding signs shall be provided in accordance with Article XI of the Village Code of Ordinance.



Signs should be designed to be aesthetically pleasing with landscaping and lighting at the base and lighting.[44, 45, 46, & 47]

Lighting should enhance the architectural character and ambiance of the development as well as provide safety. Lighting within a subject site shall be a consistent with and provide the following:

- Exterior lighting shall be designed to coordinate with the building and landscape architecture.
- Building-mounted fixtures shall be compatible with the building façade.
- Overall lighting levels should be consistent with the character and intensity of existing lighting in the area surrounding the project site.
- Perimeter lights should direct light downward and not over property lines.
- Height of pole mounted fixtures should be compatible with the height of structures within the project.
- The type of light fixture shall be suitable for the use it serves: i.e., bollard lights along pedestrian walks, pole-mounted lights for parking areas, spotlights for accents, etc.
- The type of light source should be consistent throughout a project.
- Lighting should be in accordance with Crime Prevention Through Environmental Design (CPTED) guidelines.
- Lighting shall be in accordance with Article 14 Chapter A of the Palm Beach County Sea Turtle Ordinance.

Compatibility and Transition

Compatibility and transition of buildings are key factors for development within the Beach Road Corridor. Compatibility between the proposed development and surrounding properties, as well as other properties in the corridor shall be considered in the design process. Transition refers to the gradual change in development characteristics such as building height across consecutive properties or areas. A developent's scale, size, color and proportion of building elements, components, and materials must be designed to minimize intensity in the Corridor.

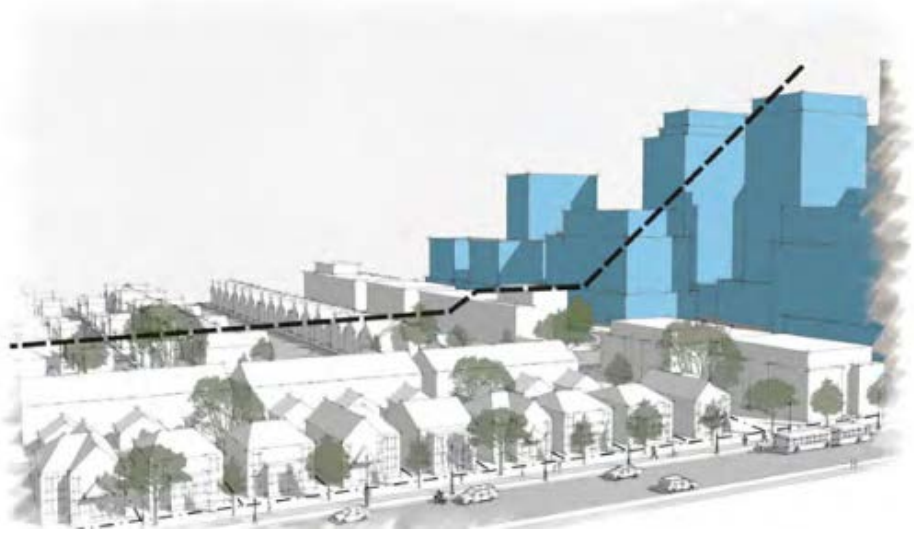
When considering building compatibility within a neighborhood or corridor:

- Simple box architectural forms are discouraged.
- Building facades should be articulated in vertical and horizontal intervals.
- Large blank walls should not face the street or sidewalk.
- Where large blank walls are unavoidable, they should be treated with trellises, planters, or other human scale architectural elements.

Proposed site design for the Beach Road Corridor should emphasize transitional elements as follows:

- Buildings should respect adjacent properties and minimize the disruption of the privacy and outdoor activities of residents in adjacent buildings.
- Upper floors or side or rear walls may be stepped back so that window areas and balconies are further from the property line.
- Site and building design should incorporate design treatments to provide transition and a mitigation of height, bulk, and scale impacts.
- Include the use of architectural style, façade modulation, details (such as roof lines or fenestration), color and material, and the creative use of landscaping or other screening along the boundaries/property lines.

Because part of the Beach Road Corridor is adjacent to single family homes in Jupiter Inlet Colony, proposed developments should provide transitioning elements to be compatible with its immediate surroundings and the height and massing of the single family residences.



Compatibility and transition with respect to surrounding buildings.[48]

III. LANDSCAPING

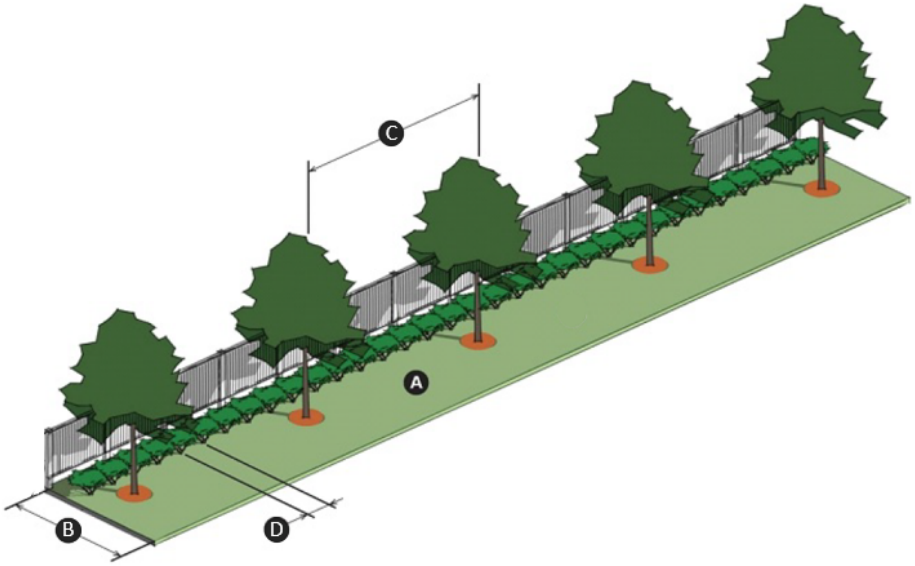
Landscape design not only beautifies a site but also creates enjoyable and inviting spaces that complement the building and its surroundings. Landscaping can be utilized to soften the building massing around the foundation of buildings, within parking lots and right of ways, and to buffer between properties. Also, landscaping can enhance the architecture of a building by creating green roofs and green walls. Landscaping is essential to increasing the presence of urban forestry and cooling islands that reduce urban heat. Determining the landscape material and placement provides a complementary element in achieving a successful development. Landscaping is a pivotal element and creates synergy between nature and the built environment.

Landscape Buffers

Landscape buffers are transitional areas between two or more land uses, which help with privacy, nuisance factors, water runoff, and promote a green environment between neighboring properties.

The Beach Road Corridor's land development code requires the following landscape buffer areas:

- A ten (10) foot landscaped buffer strip shall be provided along the side property lines.
- A fifteen (15) foot landscape buffer strip along the front property lines for properties within the R-3 Zoning District.
- Waterfront properties shall provide a 5-foot landscape buffer at a minimum 40 percent of the property's total rear lot line. The 5-foot landscape buffer shall be taken from the back side of the bulkhead/seawall/rip-rap of all waterway properties, and from the back (west) side of the dune. This buffer strip will be landscaped with various trees coupled with dense hedges and other plant materials. One canopy tree or three palms shall be required for each 30 linear feet of perimeter landscape strip. Trees and Palms may be grouped, but the minimum number of trees required by this section must be met. In addition, one shrub, at least 24 inches in height, shall be required for each 2 linear feet.



Ⓐ Reserved for the planting of material and installation of screening as required.

Ⓑ Minimum of ten feet in width.

Ⓒ Shade or evergreen trees planted one per 30 linear feet.

Ⓓ Scrubs planted one per two linear feet.

Foundation Planting

- Planter guards, low planter walls and planter boxes on upper stories and roofs are features that help incorporate landscaping as part of a building's architecture.
- Plantings should help frame views and should define the project entrance and building entries.
- Foundation plantings should complement the building architecture as well as soften and break up the building and/or roof mass.

Prohibited Species

The Village of Tequesta Code of Ordinances, Section 78-397 identifies trees and plants, which are prohibited in the Village of Tequesta.

Prohibited Species

(a) The following plant species shall not be planted in the Village:

(1) Melaleuca quinquenervia (commonly known as Punk Tree, Cajeput or Paper Bark).
(2) Schinus terebinthifolia (commonly known as Brazilian Pepper or Florida Holly).
(3) Casuarina species (commonly known as Australian Pine).
(4) Acacia auriculiformis (commonly known as Earleaf Acacia).
(5) Albizia lebbeck (commonly known as Woman's Tongue).
(6) Ardisia solonacea (commonly known as Shoebutton Ardisia).
(7) Colubrina asiatica (commonly known as Lather Leaf).
(8) Dioscorea bulbifera (commonly known as Air Potato).
(9) Fiscus altissima (commonly known as Lofty Fig).
(10) Fiscus benghalensis (commonly known as Banyan).
(11) Hibiscus tiliaceus (commonly known as Mahoe).
(12) Jasminum dichotomum (commonly known as Gold Coast Jasmine).
(13) Lygodium microphyllum (commonly known as Old World Climbing Fern).
(14) Mimosa pigra (commonly known as Cat's Claw).
(15) Rhodomyrtus tomentosa (commonly known as Downy Rose Myrtle).
(16) Bischofia javanica (commonly known as Japanese Bishopwood).
(17) Cupaniopsis anacardioides (commonly known as Carrotwood).
(18) Schefflera actinophylla (commonly known as Schefflera).
(19) Asparagus densiflorus (commonly known as Asparagus Fern).
(20) Dalbergia sissio (commonly known as Indian Rosewood).
(21) Eucalyptus spp. (commonly known Eucalyptus Species).
(22) Eugenia uniflora (commonly known as Surinam Cherry).
(23) Grevillea robusta (commonly known as Silk Oak).
(24) Sansevieria (commonly known as Snake Plant).
(25) Scaevola sericea (commonly known as Beach Naupaka).
(26) Wedelia trilobata (commonly known as Wedelia).

Plant Palette

The following lists include plant material recommended to be planted in the Village:

Trees

Bursera simaruba (commonly known as Gumbo Limbo)
Calophyllum Brasiliense (commonly known as Beauty Leaf)
Clusia rosea (commonly known as Pitch Apple)
Conocarpus erectus (commonly known as Silver Buttonwood)
Coccoloba uvifera (commonly known as Seagrape)
Coccoloba diversifolia (commonly known as Pigeon Plum)
Eleaocarpus decipiens (commonly known as Japanese Blueberry)
Filicium decipiens (commonly known as Japanese Fern Tree)
Ilex x attenuata (commonly known as Eagleston / Eagleston Holly)
Lagerstroemia indica (commonly known as Crape Myrtle)
Ligustrum japonicum (commonly known as Japanese Privet)
Noronhia emarginata (commonly known as Madagascar Olive)
Quercus laurifolia (commonly known as Laurel Oak)
Quercus virginiana (commonly known as Live Oak)
Swietenia mahogany (commonly known as Mahogany)

Palms

Accoelorrhaphe wrightii/Paurotis (commonly known as Paurotis Palm)
Adonidia Merrillii (commonly known as Adonidia Palm)
Bismarckia nobilis (commonly known as Bismarck Palm)
Butia capitata (commonly known as Pindo Palm)
Coco nucifera/ “Green Malayan” (commonly known as Coconut Palm)
Copernicia alba (commonly known as Caranday Palm)
Hypphorbe verschaffettii (commonly known as Spindle Palm)
Livistona decora (commonly known as Ribbon Palm)
Livistona chinensis (commonly known as Chinese Fan Palm)
Phoenix canariensis (commonly known as Canary Island Date Palm)
Phoenix reclinata (commonly known as Senegal Date Palm)
Phoenix sylvestris (commonly known as Wild Date Palm)
Ptychosperma elegans (commonly known as Alexander Palm)
Roystonea regia (commonly known as Royal Palm)
Sabal palmetto (commonly known as Cabbage Palm)
Thrinax radiata (commonly known as Florida Thatch Palm)
Veitchia montgomeryana (commonly known as Montgomery Palm)
Wodyetia bifurcata (commonly known as Foxtail Palm)

Mangroves

Aricennia germinans (commonly known as Black Mangrove)
Rhizophora mangle (commonly known as Red Mangrove)
Laguncularia racemosa (commonly known as White Mangrove)

Landscape materials depicted on plant palette.[49, 50, 51, 52, & 53]

Shrubs and Groundcovers

Callicarpa americana (commonly known as Beautyberry)
Carissa macrocarpa 'Emerald Blanket' (commonly known as Natal Plum)
Chrysobalanus icaco (commonly known as Cocoplum)
Citharexphyllum fruitcosum (commonly known as Florida Fiddlewood)
Eleaocarpus decipiens (commonly known as Japanese Blueberry)
Clusia flava (commonly known as Small Leaf Clusia)
Coccoloba uvifera (commonly known as Seagrape)
Codiaeum varieqatum (commonly known as Croton)
Conocarpus erectus (commonly known as Buttonwood)
Conocarpus erectus sericeus (commonly known as Silver Buttonwood)
Eugenia foetida (commonly known as Spanish Stopper)
Euphorbia millii"Dwarf' (commonly known as Dwarf Crown of Thorns)
Ficus macrocarpa "Green Island" (commonly known as Green Island Ficus)
Hamelia patens "Compacta" (commonly known as Dwarf Firebush)
Helianthus debilis (commonly known as Dune Sunflower)
Hibiscus rosa sinensis (commonly known as Hibiscus)
Ilex vomitoria "Stokes Dwarf' (commonly known as Dwarf Yaupon)
Holly Ipomoea pes-carprae (commonly known as Railroad Vine)
Ixora spp (commonly known as Ixora Species)
Jasminum volubile (commonly known as Wax Jasmine)
Jatropha integerrima (commonly known as Jatropha)
Liqustrum lucidum (commonly known as Glossy Privet)
Liriope spp, (commonly known as Liriope Species)
Muhlenbergia capillaris (commonly known as Muhly Grass)
Noronhia emarginata (commonly known as Madagascar Olive)
Podocarpus macrophyllus (commonly known as Yew)
Pittosporum tobira (commonly known as Japanese Pittosporum)
Plumbago "Imperial Blue" (commonly known as Plumbago)
Podocarpus macrophyllus "Pringles" (commonly known as Dwarf Yew)
Psychotria nervosa (commonly known as Wild Coffee)
Schefflera arboricola "Trinette" (commonly known as Variegated Dwarf Schefflera)
Schefflera arboricola (commonly known as Dwarf Schefflera)
Serenoa repens (commonly known as Saw Palmetto)
Spartina spp. (commonly known as Cordgrass)
Tabernaemontana divaricata (commonly known as Crape Jasmine)
Tabernaemontana spp. (commonly known as Pinwheel Jasmine)
Tripsacum Floridiana (commonly known as Florida Gama Grass)
Uniola paniculata (commonly known as Sea Oats)
Viburnum spp. (commonly known as Viburnum species)
Zamia pumila (commonly known as Coontie)

Accent Plants

Agave spp.
Bromeliad spp. (commonly known as Bromeliad Species)
Chamaedorea cataractarum (commonly known as Cat Palm)
Chamaerops humilis (commonly known as European Fan Palm)
Corduline fruticosa (commonly known as “Hawaiian Ti")
Crinum asiaticum (commonly known as Crinum Lily)
Garcinia spicata (commonly known as Mangosteen)
Gardenia jasminoides 'Miami Supreme' (commonly known as Gardenia)
Phoenix roebelenii (commonly known as Pygmy Date Palm)
Rhapis excelsa (commonly known as Lady Palm)
Tibouchina granulosa (commonly known as Purple Glory Tree)
Zamia furfuracea (commonly known as Cardboard Plant)

Vines

Allamanda cathartica (commonly known as Allamanda)
Bougainvillea spp. (commonly known as Bougainvillea)
Clerodendrum thomsoniae (commonly known as Bleeding Heart)
Stephanotis floribunda (commonly known as Stephanotis)
Trachelospermum jasminoides (commonly known as Confederate Jasmine)

Landscape materials depicted on plant palette.[54, 55, 56, & 57]

IV. PUBLIC STREETSCAPE

Streetscape design is vital for the aesthetics of an urban corridor. Streetscape design refers to the natural and built fabric of the street, and defines the quality of the street and its visual effect. The concept recognizes that a street is a public place where people are able to engage in various activities and the different experiences within a space. Streetscape design provides balance between the built environment, the road, and surrounding nature. Public streetscape creates a linkage between pedestrians, cyclist, motorist and the built environment, and when designing a public streetscape, lighting, proper shade, pedestrian pathways, and amenities should create an inviting and comfortable public setting.

The vision for the Beach Road Corridor is to be a welcoming pedestrian-oriented streetscape characterized by the following design elements:

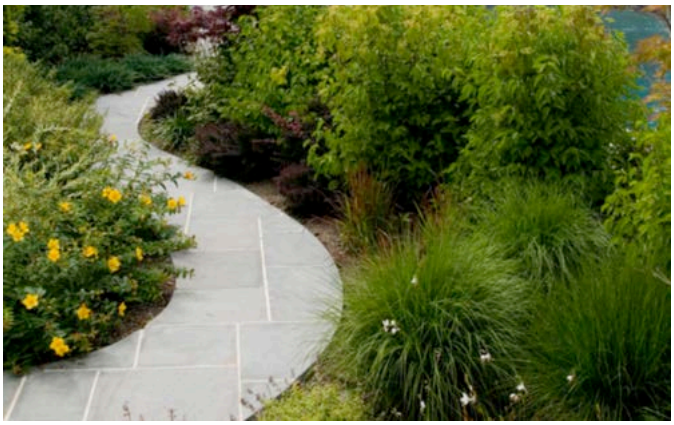
- Lush landscaping
- Meandering sidewalks
- Shade trees and small seating areas

Street Amenities

Street amenities enhance the pedestrian experience, and should incorporate the following features:

- Benches under shade trees
- Planters
- Lighting
- Trash receptacles
- Bicycle racks

Street furniture shall should be placed along the sidewalks (no more than 150 feet apart). Corridor seating should be placed under or near a shade tree to provide comfort from the sun and other elements.



Street amenities and meandering sidewalks with lush landscaping enhance the user experience.[58 & 59]

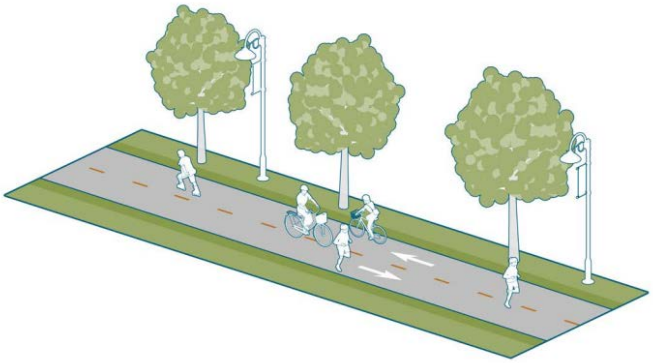
Pedestrian and Cyclist Pathways

Streetscape design should foster a pedestrian-friendly street system, where residents can experience safe, comfortable, and accessible sidewalks. The Beach Road Corridor currently has one sidewalk on the east side of the corridor. Unlike US Highway 1, Beach Road does not have a bicycle lane accommodate cyclists. However, a multi-use path or enlarged sidewalk can accommodate modes of travel throughout the corridor without changing the configuration of the street. Multi-use pathways and sidewalks shall meander around vegetation maintaining the organically shaped design and natural feel of the corridor.

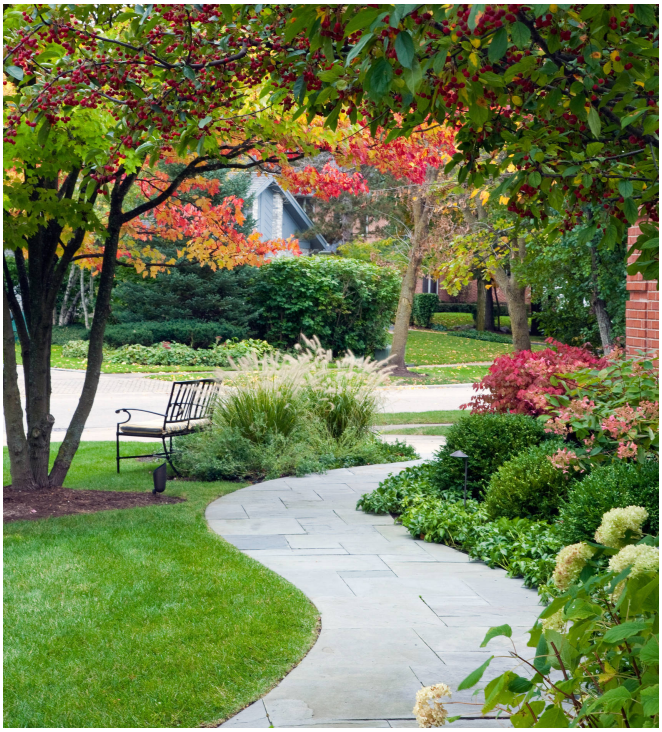
Bicycle racks provide safe storage for cyclists and promote alternative types of transportation. The placement of bicycle racks should coincide with other street furniture to avoid the interruption of pedestrian traffic on the sidewalk. Bicycle parking should be highly visible so cyclists can locate the area immediately upon entering from the street.

Landscaping and Lighting

Landscaping within the Beach Road Corridor should be organic and free-flowing. It should include multiple plant sizes, clusters, single plantings, and shade trees. New landscaping should be compatible with the character of adjacent properties to create homogeneous continuity.



Street lighting should balance function, visual aesthetics, and environmental matters, while providing adequate lighting to vehicular traffic and creating pedestrian-friendly safe spaces.



Landscaping and lighting treatments that flow with the curved pathway.[60, 61, & 62]

Utilities

The location of utilities can impose hazards for pedestrians and motor vehicles; therefore, they should not be located near pedestrian routes/paths. Service elements, utility meters, and equipment should be strategically located away from the street front as much as possible and must be screened from public view. Applicants should bury overhead power lines to eliminate potential hazards, reduce power outages, and contribute to the aesthetics of the corridor.

CONCEPTUAL BEACH ROAD CORRIDOR STREETSCAPE DESIGN

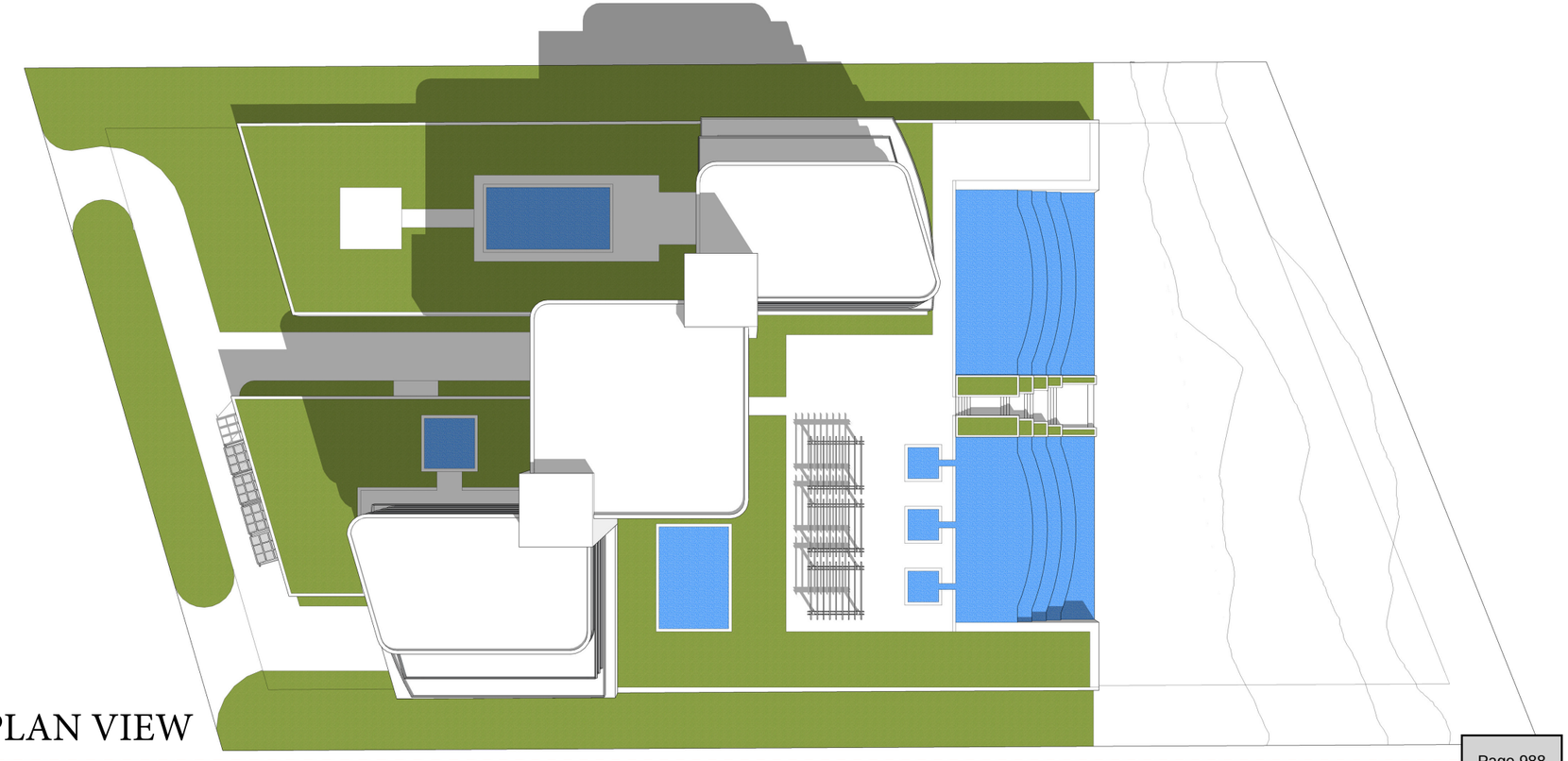
CONCEPTUAL BEACH ROAD CORRIDOR SECTION

NOT TO SCALE

CONCEPTUAL BUILDING DESIGN

OCEAN VIEW

STREET VIEW



PLAN VIEW

V. APPENDICES

A. Design Guidelines Checklist

The following checklist is a tool to assist in the design and review of the proposed development. This checklist presents a summary of the design guidelines; however, it is not meant to be a substitute for the detailed descriptions of the design principles included in the subject document. The applicant will need to complete this checklist and provide an explanation of how each design element is accomplished in the development.

	The proposed development includes the following:	**EXPLANATION** (How is this achieved?)
I. Building Design		
	Height and Massing	
1	The building is NOT an urban form represented by only one rectangular block.	
2	Height variations create human scale.	
3	Massing is broken down into smaller volumes to minimize visual dominance.	
4	Facades articulate vertical and horizontal intervals and do not resemble simple box forms.	
5	Recessing and projecting design elements avoid flat and monotonous façades.	
6	Major wall offsets carve the building form to create opportunities for amenity spaces or pronounced entry ways.	
7	Building step-backs to add visual interest and human scale.	
	Articulations	
8	Top articulations emphasize a distinctive profile (projecting parapets, upper-level step-backs, height variation, variety of roofline, etc.).	
9	Skyline is defined by a variation of roofline projection planes that break up long lines and add visual interest and design elements (trellis, green roof, etc).	
10	Middle articulation (materials, color, balconies, windows, step-backs) to differenciate from top and ground articulations.	
11	Fenestrations (doors, windows, skylines) are cohesive and complement the building.	
12	Ground articulation (variety of materials, fenestrations, architectural elements, etc).	
13	The façades include movement, diverse balconies, and architectural breaks along large expanses of walls.	
14	Windows and glazed areas provide a sense of balance and scale.	

	Building Materials and Colors	
15	Building colors compatible with the recommended color palette.	
16	High quality, durable, and attractive materials are appropriate for the corridor.	
17	Primary and secondary building paint colors for visual contrast.	
	Green Building Design	
18	Green design practices, such as green roofs, solar panels, and other sustainable elements.	
	II. Site Planning	
	Building Orientation	
1	Site design and orientation provide a cohesive visual relationship between the scenic views and the roadway.	
2	Building orientation takes advantage of passive and/or active solar strategies.	
3	Building resiliency, such as stormwater practices supported by FDEP.	
	Vehicular Access and Parking	
4	Parking garage for resident and guest parking.	
5	Surface parking screened/buffered from the adjacent roadway.	
6	Driveway is NOT visually dominant.	
7	Adequate light fixtures selected based on functional value, aesthetic quality, and environmental practices.	
	Open Space	
8	Attractive, well-integrated, and accessible open spaces on various portions of the building: roof, terraces, balconies, ground floor, etc.	
9	Common areas are accessible and connected by a comprehensive, on-site pedestrian circulation system.	
	Refuse	
10	Screening for trash receptacles and other refuse designed to be aesthetically pleasing.	
11	Design of receptacles and screening is compatible with the architecture of the building.	
12	Trash receptacles are hidden from the public street and views.	
	Signage and Lighting	
13	Signage complements the building and is compatible with the building architecture.	
14	Lighting enhances architectural character, ambience, and is consistent throughout the site.	

15	Ground signs landscaped to meet code.	
16	Signage provides clear visibility so information is easily communicated.	
	Compatability and Transition	
17	Upper floors or side walls are stepped back so window areas and balconies are further from the property line.	
18	Architectural design provides transition to mitigate height, bulk, and scale impacts.	
19	Site design respects surroundings by minimizing the disruption of privacy and outdoor activities of residents in adjacent buildings.	
III. Landscaping		
	Landscape Buffers	
1	Landscape buffers provide privacy and minimize water runoff.	
	Foundation Plantings	
2	Foundation plantings complement the building's architecture.	
3	Foundation plantings soften and break up the building mass.	
4	Plantings frame views and define building entries.	
	Plant Palette List	
5	Plants selected from the recommended plant palette list.	
IV. Public Streetscape		
1	On-street amenities (benches under shade trees, planters, lighting, trash receptacles, bicycle racks, etc.) provided.	
	Pedestrian and Cyclist Pathway	
2	Meandering wide sidewalks accommodate pedestrians and cyclists along the public right of way.	
3	Lighting, benches, and street furniture to support pedestrian use in the corridor.	
	Landscaping and Lighting	
4	Landscaping includes plant clusters, single plantings and shade trees.	
5	Street lighting balances function, visual aesthetics, and environmental matters.	
	Utilities	
6	Utilities are buried underground.	

B. Florida's Coastal System Agencies

The following agencies protect, restore and manage Florida's coastal system:

1. Palm Beach County Department of Environmental Resource Management (DERM)

The Department of Environmental Resource Management (DERM) works to protect Palm Beach County's natural resources (land and water) through environmental assessment, permitting, compliance inspections, and land development review activities to ensure compliance with the County's Unified Land Development Codes (ULDC) and in some cases, the State of Florida's Administrative Codes (FAC).

DERM is in charge of overseeing the following: Beachfront Lighting, Lake Excavation & Littoral Zones, Native Vegetation, Petroleum Contamination Cleanup, Petroleum Storage Tanks, Surface Water, and Wellfield (Drinking Water).

DERM manages public beaches and two (2 inlets within Palm Beach County by preserving dune habitats for people and nesting turtles. In efforts to combat beach erosion, DERM conducts dune restoration, inlet sand transfers, sand renourishment of Palm Beach County beaches, and installs support structures. As of today, DERM has overseen the enhancement of 100 acres of dunes, and such projects include the beach renourishment of Jupiter Beach, Carlin Park, Juno Beach, and Ocean Ridge, which all have a history of long-term erosion.

- DERM receives funding from FDEP's CCCL program to renourish critically eroded beaches/shores.
- In order to meet funding requirements, dune restoration projects must be conducted within a ½ mile of a public beach or access.
- *Typically, DERM will renourish public dunes, however, in some cases; developers adjacent to a public beach or access will sign public access easement agreements, which allows the Department to renourish the private portions.*
- In event of a beach renourishment/restoration, DERM must receive additional permitting reviews from FDEP as well as Federal Agencies such as the Army Corp of Engineers.

According to the DERM website, a dune restoration for Coral Cove was scheduled for November 2021 through January 2022. The project includes sand placement and native dune vegetation planting. In 1989, the Coral Cove Park Dune Restoration Project was initiated, which included the removal of invasive nonnative vegetation, filling dunes with sand to restore natural dune elevations, installation of 9.6 acres of native dune vegetation and construction of 4 dune walkovers, and other annual dune maintenance.

2. Florida Department of Environmental Protection (FDEP)

The Florida Department of Environmental Protection's Beaches Programs, within the Office of Resilience and Coastal Protection, have the primary mission of protecting, restoring and managing Florida's coastal systems. The 825 miles of sandy coastline fronting the Atlantic Ocean, the Gulf of Mexico or the Straits of Florida are one of Florida's most valuable natural resources. Florida's beaches are deserving of this status because they serve several important functions; they are all vital to maintaining the health of Florida's economy and environment.

To protect, preserve and manage Florida's valuable sandy beaches and adjacent coastal systems, the Florida Legislature adopted the Florida Beach and Shore Preservation Act, contained in Parts I and II of Chapter 161, Florida Statutes. The act provides three interrelated programs that the Department of Environmental Protection administers to protect the state's sandy beaches: the Coastal Construction Control Line (CCCL); Beach Management Funding Assistance; and Beaches, Inlets and Ports programs.

Pursuant to Part I of Chapter 161 of the Florida Statutes (F.S.), the Florida Beach and Shore Preservation Act preserves and protects Florida's beach and dune systems. Section 161.053, F.S., the CCCL is a line of jurisdiction, which defines the landward limit of the DEP's authority to regulate construction. CCCL is not a setback line or line or prohibition for new construction; however, construction seaward of the CCCL is subject to DEP permitting. Section 161.053, F.S., also provides activities that are exempt from the permitting requirements in the CCCL program.

The department's Coastal Construction Control Line (CCCL) Program protects coastal resources from improperly located and designed structures and activities that can destabilize the beach and dune system, cause erosion, expose upland property to storm damage or interfere with public access. In addition, coastal construction activities must be designed and conducted in a manner that protects sea turtles and dune plants. The CCCL program applies special siting and design criteria to construction, excavation and related activities to minimize impacts to the beach and dune system. The CCCL location is set at the upland limits of the damaging effects of a 100-year coastal storm as predicted by coastal engineering models. Condominiums, hotels, homes, pools and boardwalks, etc., to be constructed seaward of the CCCL must meet the specific requirements of this program.

3. Florida Fish and Wildlife Conservation (FWC)

Florida Fish and Wildlife Conservation provides guidelines of general information for property owners living adjacent to sea turtle nesting beaches. These guidelines are specifically designed to help property owners required to avoid and minimize lighting impacts to sea turtles as part of State permitting projects, such as CCCL permits and Environmental Resource Permits. In this permitting process, property owners must minimize all lights that may be visible from the beach, including all exterior, structural, decorative, and landscape lighting.

C. Green Building

The following organizations and green building rating systems promote sustainability and green building practices through education and certification programs:

1. Leadership in Energy and Environmental Design (LEED)

Leadership in Energy and Environmental Design (LEED) is a green building rating system offered by the U.S Green Building Council that promotes healthy, cost-effective, and energy efficient buildings. This rating system contemplates economic, health, and environmental impacts and benefits for a thorough evaluation of the project.

LEED is for all building types and construction phases. Some of the specific rating systems include Building Design and Construction (BD+C), Interior Design and Construction (ID+C), Building Operations and Maintenance (O+M), Neighborhood Development (ND), Homes, Cities and Communities, LEED Recertification, and LEED Zero. Projects are reviewed for their approaches to carbon, waste, energy, water, transportation, materials, health, and indoor air quality. Projects can earn points for implementing mitigation strategies and completing requirements that are delineated on the corresponding project checklist for each project type. LEED certification can be achieved at four levels based upon point accumulation:

- Certified (40-49 points)
- Silver (50-59 points)
- Gold (60-79 points)
- Platinum (80+ points)

2. Florida Green Building Coalition (FGBC)

Florida Green Building Coalition (FGBC) is nonprofit corporation that promotes sustainable building and operational practices by means of education and project certifications. FGBC offers green certification standards for construction projects and local governments. The programs include the Green Home Certification Standard, Hi-Rise Residential Standard, Commercial Building Standard, Green Development Standard, and Green Local Government Standard.

The FGBC Florida Green High-Rise Residential Building Standard is applicable for all residential occupancies above three stories as defined by the Florida Building Code. The designated professional (applicant) must earn FBGC accreditation prior to registering a project, and the final application must be submitted within five (5) years of registration for eligibility.

The FGBC Florida Green High-Rise Building Standard applies ratings based upon points achieved over the project's adjusted required minimum point requirement:

- Bronze (0-30 points over the project's adjusted required minimum)
- Silver (31-60 points over the project's adjusted required minimum)
- Gold (61-90 points over the project's adjusted required minimum)
- Platinum (91+ points over the project's adjusted required minimum)

3. National Green Building Standard (NGBS)

National Green Building Standard (NGBS) is a rating system for new construction and renovation of existing homes, buildings, and land developments that encourages high quality design, operational efficiency, and sustainable resource utilization.

The ICC 700 National Green Building Standard promotes practices for green design and construction methods. More specifically, the NGBS Green Multifamily & Mixed-Use Building Certification can be achieved by implementing a minimum number of green practices into the project. Exceeding the minimum green practices throughout all stages and phases of the project can earn an increasingly higher certification, as follows: Bronze, Silver, Gold, or Emerald.

For more information, visit:

- https://www.usgbc.org/leed
- https://floridagreenbuilding.org/
- https://www.homeinnovation.com/services/certification

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E. Beach Road Corridor Workshop PowerPoint – June 29, 2022

AGENDA

Welcome and Introductions

Goals of the Workshop

Existing Conditions of Beach Road Corridor

Brainstorming, Design & Aesthetics

We Would Like to Hear from You

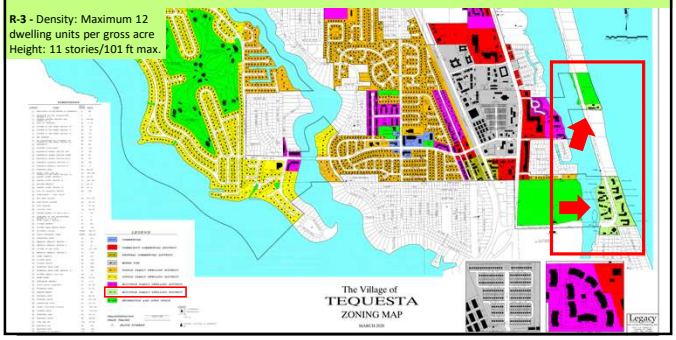
Next Steps

Goals of the Workshop

- Listen and Gather Feedback from Residents
- Overview of Current Redevelopment Phase
- Analyze Existing Conditions of Residential Corridor
- Brainstorming and Exploring Design and Aesthetics

Multiple Family Dwelling District (R-3)

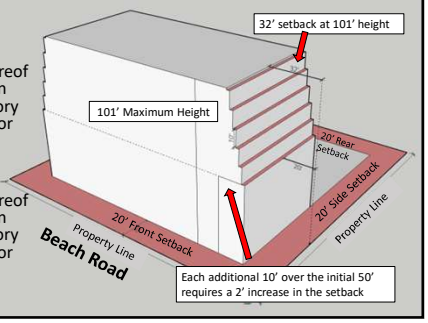
R-3 - Density: Maximum 12 dwelling units per gross acre
Height: 11 stories/101 ft max.



Multiple Family Dwelling District (R-3) Code Requirements

Setback requirements

- **Front**: 20 ft. (main structure)
- **Side:** 20 ft. plus 2 ft. for each additional 10 ft. or portion thereof over 50 ft. in height of the main structure. 10 ft. for any accessory one-story structure. Plus 2 ft. for each additional story of the accessory structure.
- **Rear:** 20 ft. plus 2 ft. for each additional 10 ft. or portion thereof over 50 ft. in height of the main structure. 10 ft. for any accessory one-story structure. Plus 2 ft. for each additional story of the accessory structure.



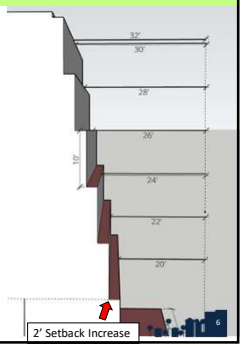
Multiple Family Dwelling District (R-3) Code Requirements

Open Space: 30% Minimum

Building Height: 11 stories/101 ft. measured from the average height of the crest of the sand dune line, for main structure east of Beach Road, and measured from grade west of Beach Road. 2 stories/20 ft. for any accessory building or structure.

Lot Coverage: 35% Maximum

Density: 12 dwelling units per gross acre



Existing Conditions

Beach Road Residential Corridor

- Beach Road Corridor consists of 12 existing condominium buildings and 1 currently under construction
  - 4 built in 1960s (E,G,H, and I)
  - 6 built in 1970s (B,C,D,F,J, and K)
  - 1 built in 1980s (A)
  - 1 built in 1990s (L)
  - M (Sea Glass) currently under construction

Beach Road Residential Corridor Building Heights

- 4 buildings – 11 stories (B, C, K, L)
- 2 buildings – 9 stories (J, M)
- 3 buildings – 6 stories (A, D, E)
- 2 buildings – 4 stories (G, I)
- 2 buildings – 3 stories (F, H)

JIB Club – 50 Beach Road

A

Density: Max. 12 dwelling units per gross acre
Height: 6 stories
Built in: 1981
20 condominium units

Ocean Towers South – 100 Beach Road

B

Density: Max.12 dwelling units per gross acre
Height: 11 stories
Built in: 1972
42 condominium units

Ocean Towers – 200 Beach Road

C

Density: Max.12 dwelling units per gross acre
Height: 11 stories
Built in: 1971
30 condominium units

Ocean Villas – 225 Beach Road

Density: Max.12 dwelling units per gross acre
Height: 6 stories
Built in: 1972
36 condominium units

D

Regency Condominium – 250 Beach Road

Density: Max. 12 dwelling units per gross acre
Height: 6 stories
Built in: 1969
40 condominium units

E

Seamist Condominiums - 275 Beach Road

Density: Max. 12 dwelling units per gross acre
Height: 3 stories
Built in: 1979
34 condominium units

F

Island House Southeast– 300 Beach Road (Recently Purchased)

Density: Max. 12 dwelling units per gross acre
Height: 4 stories
Built in: 1967
27 condominium units

G

Island House Southwest - 325 Beach Road

Density: Max. 12 dwelling units per gross acre
Height: 3 stories
Built in: 1968
30 condominium units

H

Island House Northeast – 350 Beach Road

Density: Max.12 dwelling units per gross acre
Existing Height: 4 stories
Built in 1968
23 condominium units

I

La Mar Condos – 375 Beach Road

Density: Max.12 dwelling units per gross acre
Existing Height: 9 stories
Built in 1970
28 condominium units

J

Tequesta Towers – 400 Beach Road

Density: Max. 12 dwelling units per gross acre
Height: 11 stories
Built in: 1973
43 condominium units

K

Cliveden – 425 Beach Road

Density: Max. 12 dwelling units per gross acre
Height: 11 stories
Built in: 1996
20 condominium units

L

Sea Glass – 1500 Beach Road - Under Construction

Density: Max. 12 dwelling units per gross acre
Height: 9 stories/101 ft max.
21 condominium units

M

Existing Conditions: Building Character, Landscaping and Overall Corridor Aesthetics

23

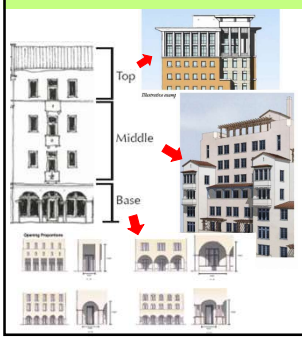
Design & Aesthetics

Building articulation, massing, colors, materials, landscaping

What does mean building articulation and massing?

24

Defining Building Articulations



- Adds Aesthetic Interest
- Buildings Commonly Include 3 Sections

25

Existing Building Articulations

26

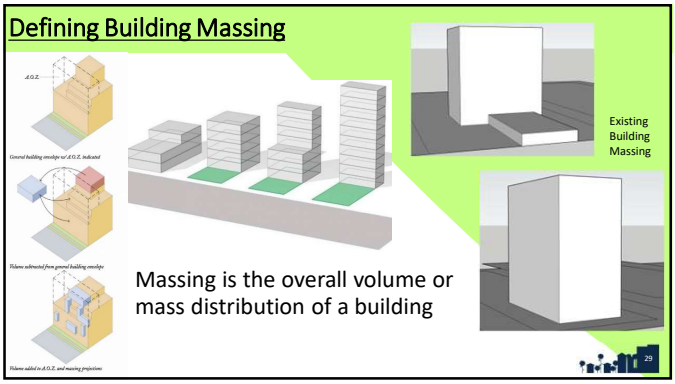
R-3 Front setback for accessory structure

0 ft. for an accessory structure not exceeding one story/10 ft. in height used for the parking of vehicles only (**covered parking**) and provided that the design of the front of the covered parking structure includes fully landscaped grade and/or raised planters that provide a **minimum of 10 ft. of landscaped width along the full frontage of the covered parking structure**

Existing Building Articulations

28

Defining Building Massing



Massing is the overall volume or mass distribution of a building

29

Existing Building Massing

30

Existing Color Palette

Existing Entry Signage

Ocean Towers South

Tequesta Towers

Existing Windows and Balconies

Existing Landscape Buffers

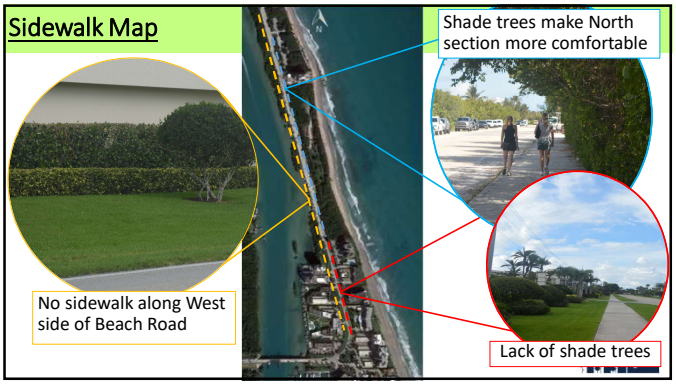
Tree and Palm sizes need to be increased to soften tall buildings

Existing Landscape Buffer

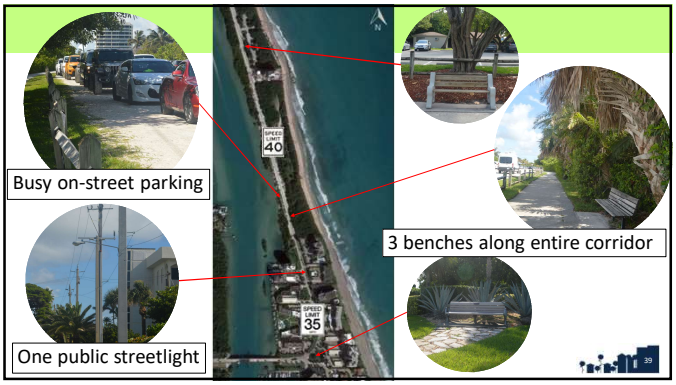
Village Code requires minimum 5ft buffer along the side property line and 10ft along the right of way

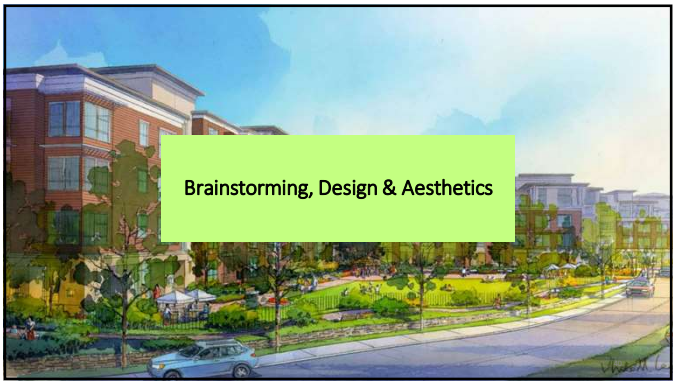
Existing Lighting

Sidewalk Map

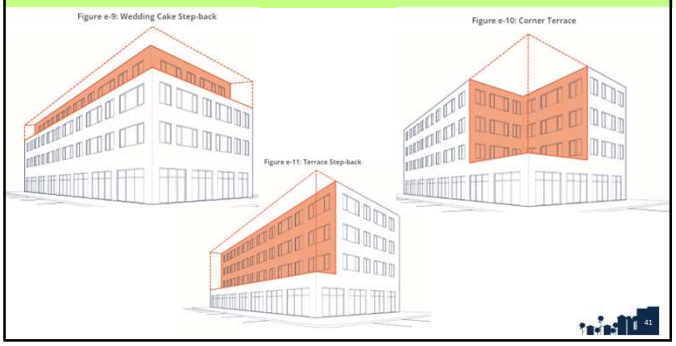


Recreational Activity





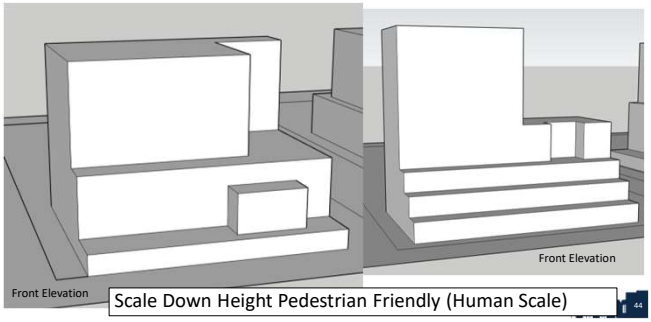
Building Articulations and Massing



Building Articulations

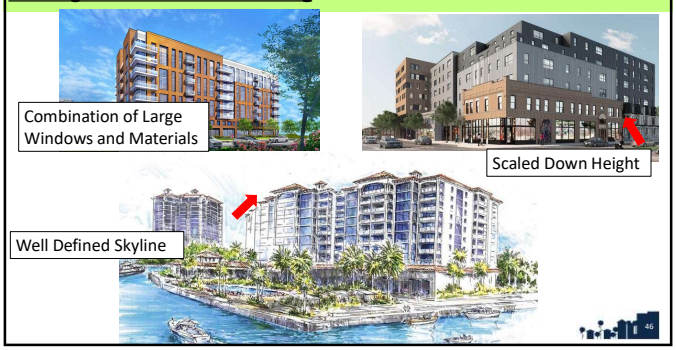
Building Articulations

Building Massing

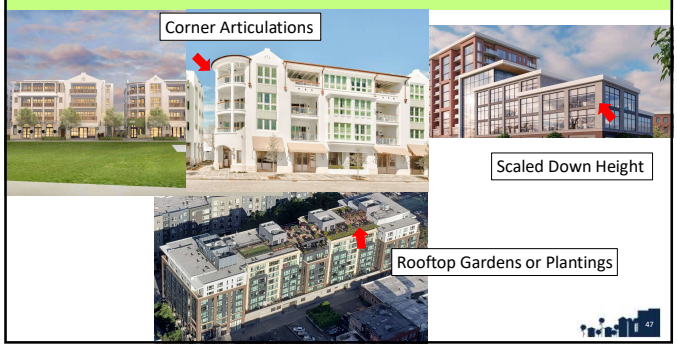


Building Articulations and Massing

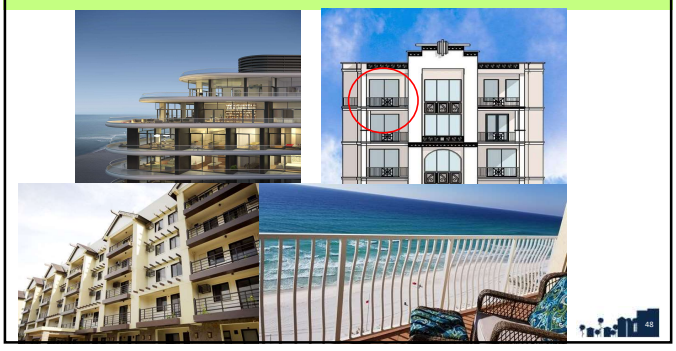
Building Articulations and Massing



Building Articulations and Massing

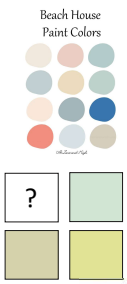


Windows and Balconies



Color Palette

Colors That Reflect Coastal Environment

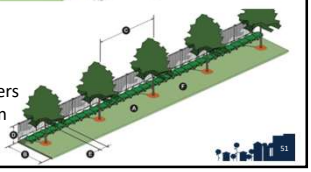


Color Palette

Buildings With More Than One Color

Landscaping

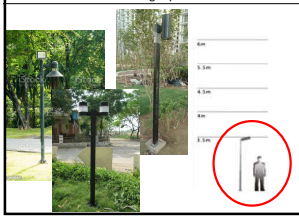
- Enhance view of buildings from the road
- Improve experience of Beach Road for all users
- Landscaping to soften the transition between the ground and foot of the building



Lighting

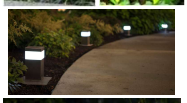
Street lighting along sidewalks allow for better visibility at night

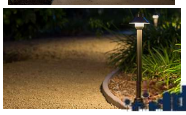
Short light poles



Bollards

Walkway Lighting



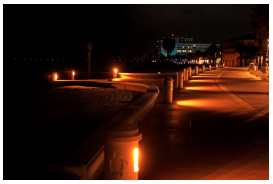


Sea Turtle Protection

- Environmental Resource Management (ERM) from Palm Beach County approval of a sea turtle protection lighting plan is required for new building construction
- Lighting must be amber colored to reduce impact on turtle nesting

Turtle Nest at Coral Cove Park

FWC Approved Lighting Fixtures



Example of Appropriate Lighting

Pedestrian Realm

- Textured Crosswalk with flashing lights
- Painted crosswalks increase visibility for drivers

Pedestrian Realm

- Shade Trees and Benches Along Sidewalk
- Meandering Sidewalks instead of Straight and Adjacent to the Road

55

How do you envision Beach Road corridor in the next 10, 20 or 30 years?

What do you like about the Beach Road Corridor?

What would you like to change?

57

What do you think about the building design and aesthetics?

What are your thoughts about the zoning code?
Setbacks
Landscaping and Others

58

How Do you Use the "Most" Beach Road Corridor?

59

Which of these massing types do you prefer?

60

Which style of landscaping do you prefer?

61

Next Steps

- **Initial Workshop (6/29/2022)**
- Draft Code Language (August/September 2022)
- Follow up Workshop to Present Proposed Code (October 2022)
- Final Code Language and Initiate Approval Process
  - Local Planning Agency LPA (November 2022)
  - 1st Reading (December 2022)
  - 2nd Reading and Adoption (January 2023)

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Beach Road Corridor Workshop PowerPoint – October 3, 2022

June 29th Workshop

INTRODUCTION (9)

On June 29, 2022, Village held a well-attended workshop with residents of Beach Road Corridor and Village residents. **Goal: open dialogue with residents and to listen to their vision, concerns, and ideas**

Village Staff prepared the Design Guidelines and Code Changes based on feedback received from residents

Existing Conditions

Existing Conditions

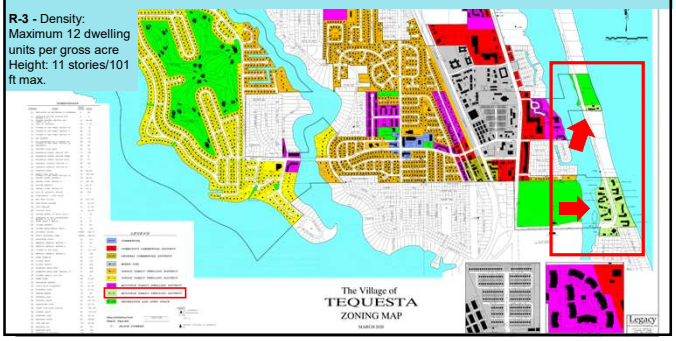
INTRODUCTION (4)

- *Beach Road corridor is evolving and experiencing redevelopment*
- *This emerging trend has triggered a **new set of planning challenges such as zoning regulations, architectural design, and environmental concerns***
- *Maintain and enhance **Tequesta's small village way of life, urban character, and scenic charm***

Multiple Family Dwelling District (R-3)

INTRODUCTION (8)

R-3 - Density: Maximum 12 dwelling units per gross acre Height: 11 stories/101 ft max.



Beach Road Residential Corridor

BACKGROUND (3)

Beach Road Corridor consists of 12 existing condominium buildings and 1 currently under construction. Amongst these 13 condominiums, the buildings have different heights and number of stories, ranging from 3 to 11 stories.

- 4 built in 1960s
- 6 built in 1970s
- 1 built in 1980s
- 1 built in 1990s (L)
- M (Sea Glass) currently under construction

Proposed Design Guidelines

9

Goals & Objectives

INTRODUCTION (6)

The Design Guidelines have five major objectives:

1. To **support** developments that are consistent with Village's vision
2. To **encourage** site planning and architectural design that will enhance the character of the Beach Road Corridor
3. To **ensure compatibility with the built and natural environment**
4. To provide flexibility in the design and planning of new development
5. **To communicate clearly the aesthetics goals to developers early on in the design phase**

10

NOT RECOMMENDED

INTRODUCTION (6)

11

Urban Design Principles

INTRODUCTION (11)

I. Building Design

III. Landscaping

II. Site Planning

IV. Public Streetscape

12

I. Building Design

BUILDING DESIGN (12)

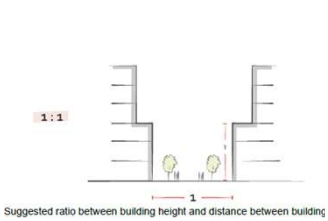
Encompasses following design elements :

1. Building Height and Massing
2. Step-backs
3. Articulation
4. Building Materials and Colors
5. Green Building Design

13

Height and Massing

I. BUILDING DESIGN (15)



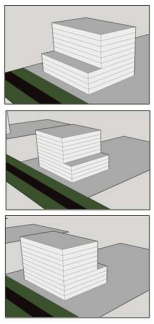
Height & massing are key elements used to provide human scale

Creates overall configuration of building through shapes, size, and form

14

Step-Backs

I. BUILDING DESIGN (17)



Provide better view corridors, compatibility, interesting building facades, specific building shape and form, and human scale

15

Articulations

I. BUILDING DESIGN (21 & 22)

Building articulations typically broken down into the following:

- Top Articulation
- Middle Articulation
- Ground Articulation

Fenestration (Doors, windows, skylights), arches, trim, and wall offsets are some examples of building articulations

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Top Articulation

I. BUILDING DESIGN (23)

17

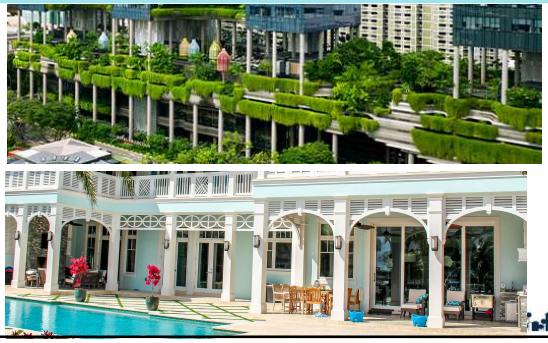
Middle Articulation

I. BUILDING DESIGN (24)

18

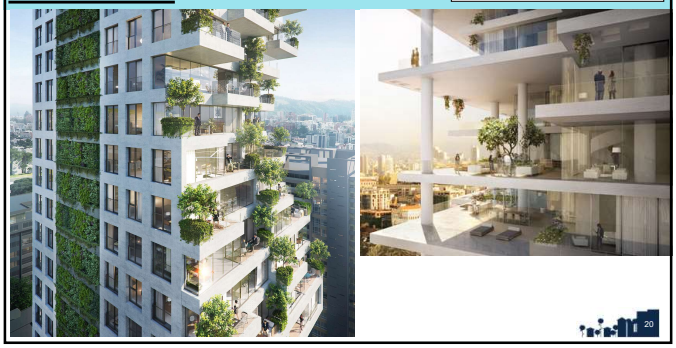
Ground Articulation

I. BUILDING DESIGN (26)



Fenestration

I. BUILDING DESIGN (26)



Building Materials & Color

I. BUILDING DESIGN (27)

Materials provide character, create a sense of permanence, and define architectural styles, textures, colors and scale

Building Materials & Color

I. BUILDING DESIGN (29 & 30)

Green Building Design

I. BUILDING DESIGN (30)

Green design reduces the carbon footprint and helps create a better quality of living by reducing the excessive use of energy and pollution

Solar Panels

Green Roofs

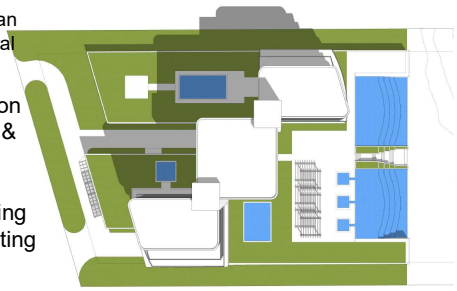
Certifications

II. Site Planning

SITE PLANNING (12)

Includes following urban design and architectural elements:

1. Building Orientation
2. Vehicular Access & Parking
3. Open Space
4. Refuse and Loading
5. Signage and Lighting
6. Compatibility and Transition



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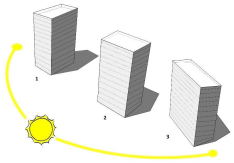
Building Orientation

II. SITE PLANNING (32)

- Maximize street appeal
- Capture scenic view
- Energy efficiency
- Drainage considerations
- Passive & Active Solar



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Vehicular Access & Parking

II. SITE PLANNING (35)

- **Driveways** should be less visually dominant and reduce the runway type of driveways
- **Landscape buffers** fronting the parking lot to eliminate direct views of parking lots from the public roadway
- **Garage parking** is highly encouraged
- Accommodate **guest/maintenance parking**

27

Open Space

II. SITE PLANNING (36)

Attractive, well-integrated private & public open space including roofs tops

28

Refuse, Loading, Signage & Lighting

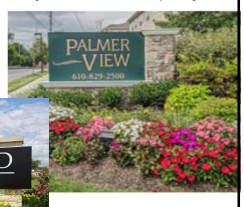
II. SITE PLANNING (37)

Refuse

Screened dumpster enclosures compatible with architecture of building

Signage and Lighting

- Information is clearly communicated
- Lighting provides visibility and aesthetic quality



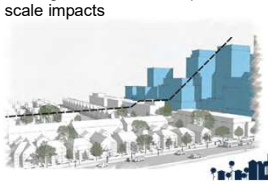
29

Compatibility & Transition

II. SITE PLANNING (39)

Development's scale, size, color and proportion of building elements, components, and materials must appropriately relate to surroundings

- **Simple box architectural forms are discouraged**
- **Building facades should be articulated in vertical and horizontal intervals**
- Site and building design should incorporate design treatments to provide transition and a mitigation of height, bulk, and scale impacts



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III. Landscaping

III. LANDSCAPING (40)

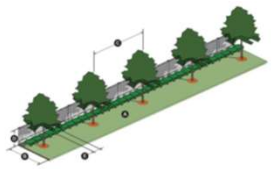
Landscaping includes the following design elements:

1. Landscape Buffers
2. Foundation Plantings
3. Plant Palette

Landscape Buffers & Foundation Planting

III. LANDSCAPING (40)

Transitional area between two or more land uses



Foundation planting softens building

Plant Palette

III. LANDSCAPING (42)

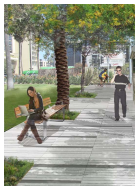
List of recommended plantings such as vines, palms, and canopies for the Beach Road Corridor

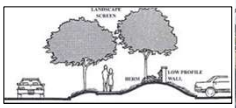
IV. Public Streetscape

SITE PLANNING (12)

Public Streetscape includes the following urban design elements:

1. Pedestrian Realm
2. Pedestrian & Cyclist Pathways
3. Landscaping & Lighting





Pedestrian Realm

IV. PUBLIC STREETSCAPE (46)

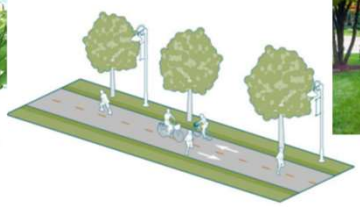
Pedestrian Realm should include:

- Street Amenities
- Shade Trees and Benches Along Sidewalk
- Meandering Sidewalks

Pedestrian & Cyclist Pathways

IV. PUBLIC STREETSCAPE (47)

Foster pedestrian friendly street system with bike racks and similar street amenities



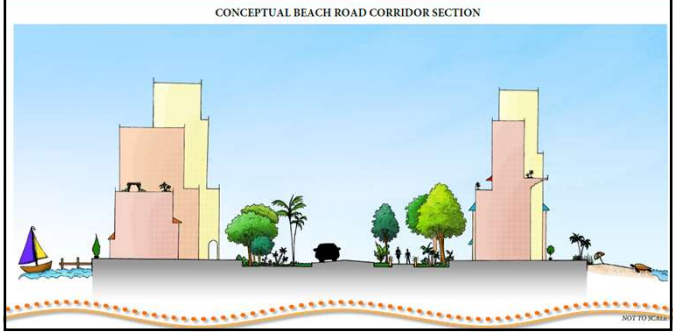
Landscaping & Lighting

IV. PUBLIC STREETSCAPE (47)

- Enhance view of buildings from the road
- Street lighting along sidewalks allow for better visibility at night
- Landscaping to soften the transition between the ground and foot of the building

Conceptual Section

IV. PUBLIC STREETSCAPE (47)



Conceptual Streetscape Design

IV. PUBLIC STREETSCAPE (48)

Checklist

V. APPENDICES (50)

This checklist presents a summary of this document and is **not meant to be a substitute for the detailed descriptions and referenced illustrations**

It is meant to be a tool to assist in the design process

Applicants will need to **complete this checklist and provide an explanation of how each design element is accomplished** in the proposed development

Checklist

V. CHECKLIST (50-52)

The proposed development includes the following:		EXPLANATION (How is this achieved?)
I. Building Design		
	Height and Massing	
1	The building is NOT an urban form represented by only one rectangular block.	
2	Height variations to create human scale.	
3	Massing is broken down into smaller volumes to minimize visual dominance.	
4	Facades articulate vertical and horizontal intervals and does not resemble simple box forms.	
5	Recessing and projecting design elements to avoid flat and monotonous façade.	
6	Major wall offsets carve the building form to create opportunities for amenity spaces or pronounced entry ways.	
7	Building step-backs to add visual interest and human scale.	

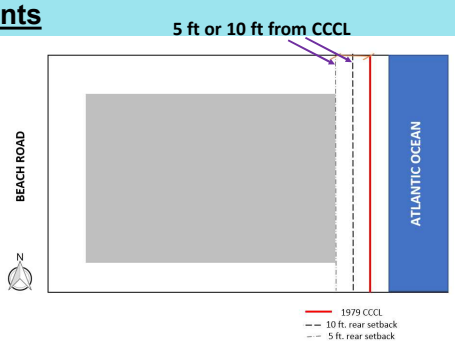
Proposed Code Changes

Design Guideline Language & Guest Parking

- Adding the definition of design guidelines
- Incorporating the design guidelines into the R-3 Multiple Family Dwelling District
  - Include language to break down the massing of the building, provide articulations, and avoid block and box-shaped buildings
- Including guest/visitor parking requirements
  - Provide half a parking space for the first 20 residential units and a quarter of space for any additional units above 20.

Site Requirements

- Clarification to include accessory structures in the front setback
- **Include rear setbacks of five (5) or ten (10) feet from the 1979 Coastal Construction Control Line (CCCL) for main and accessory structures**
- Require accessory structures located in the rear of properties east of Beach Road be built between a newly proposed rear setback line and the 1979 CCCL (see below graphic)



Landscaping

- Including irrigation plans to the site plan review requirements
- Revision to the landscape definitions and updating the prohibited plant species list
- **Revision to the foundation planting requirement around buildings**
  - Provide a minimum landscape strip of at least four feet in width and one (1) canopy tree/three (3) palms for every 30 linear feet of landscape strip. In addition, provide 20' high trees and/or palms with staggered heights for buildings over three stories.
- Revision to the landscape buffer requirements and number of trees/shrubs
  - Add language to provide **a fifteen (15) foot front landscape buffer instead of ten (10) feet**
  - Provide a **ten (10) foot side landscape buffer rather than five (5) feet**
  - Provide a **five (5) foot rear landscape buffer at a minimum of 40 percent of the property's rear lot line for waterfront properties**.
- Clarification of the tree heights and spacing

NEXT STEPS

Process and Next Steps

- Initial Beach Road Corridor Workshop (6/29/2022)
- **Follow up Workshop to present draft Design Guidelines and proposed Code Modifications (October 3, 2022)**
- Finalize Design Guidelines, Code Language, and Initiate Approval Process
  - Local Planning Agency LPA (November 2022)
  - 1st Reading of proposed Ordinance (December 2022)
  - 2nd Reading of the proposed Ordinance and Adoption (January 2023)

We Plan and Design Memorable Places

9. Cost

NO
Riding Bicycles
or
Skateboards
in the
Park and
Shelters
Green Cove
Springs

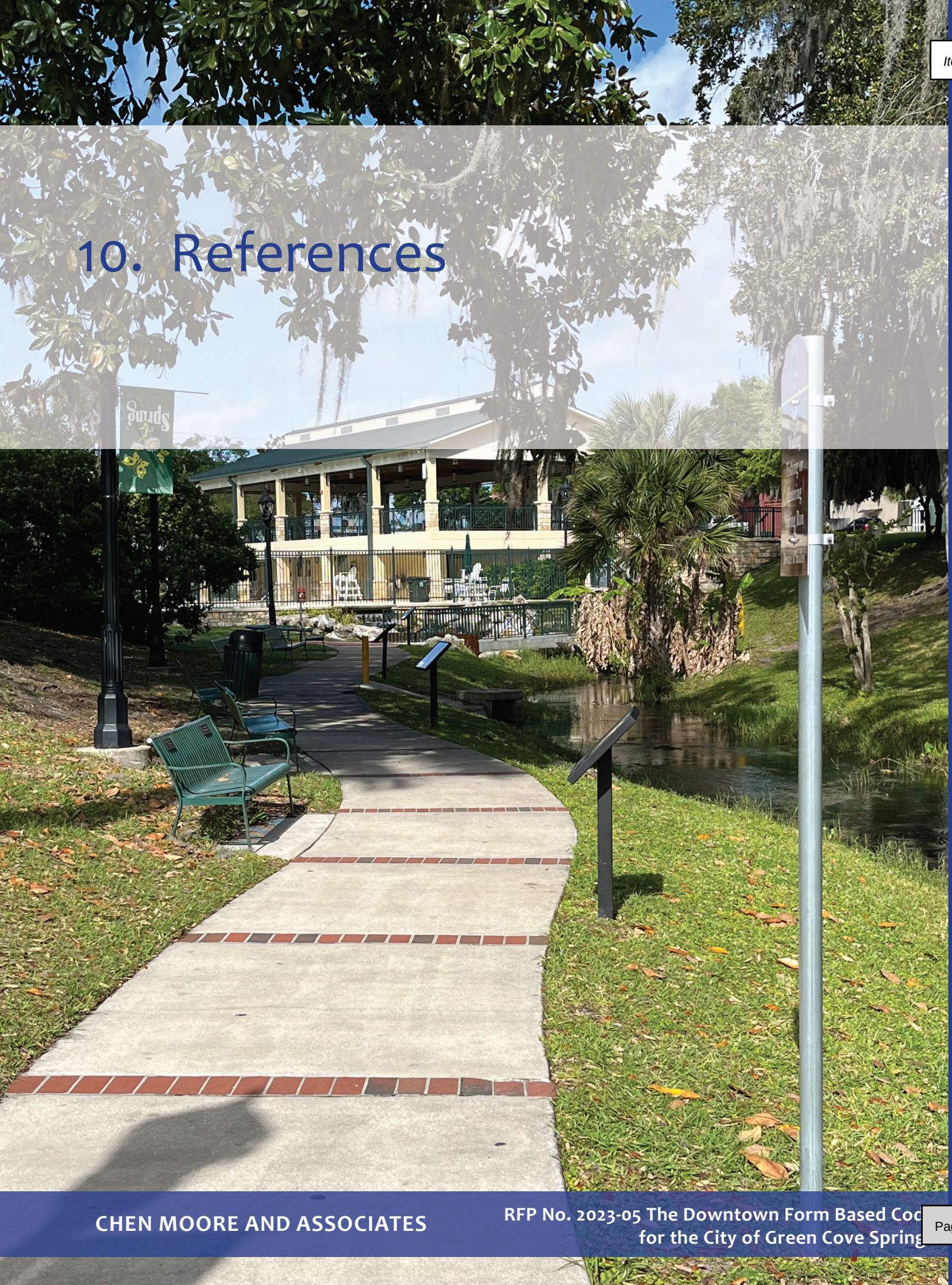
9. COST

Green Cove Springs - Downtown Form Based Code

CMA TEAM Project Cost

Tasks	Project Cost $
Task 1 - Initial Review and Analysis	$12,000 (10%)
a. Interviews	
b. Site Analysis	
c. Media Coverage	
d. Website	
Task 2 - Public Design Process	$24,000 (20%)
a. Generate necessary background maps	
b. Public Workshop and/or Design Charrette	
Task 3 - Drafting the Form-Based Code	$48,000 (40%)
a. Design Parameters for the Form-Based Code	
• Overview	
• Regulating Plan	
• Building Form Standards	
• Public Space/Street Standards	
• Landscape Standards	
• Signage and Lighting Standards	
b. Integration of the Form-Based Code	
Task 4 - Refining the Form-Based Code	$24,000 (20%)
a. Presentation of First Draft	
b. Presentation of the Second Draft	
c. Meetings with Stakeholders	
Task 5 - Approval Process	$12,000 (10%)
a. Public Hearing Presentations	
b. Additional Revisions	
• Public Workshop/Design Charette	
• Planning and Zoning Commission	
• City Council	
TOTAL COST	**$120,000 (100%)**

10. References



10. REFERENCES

Village of Tequesta
Jeremy Allen
Village Manager
345 Tequesta Drive
Tequesta, FL 33469
(561) 768-0465
jallen@tequesta.org

City of Lakeworth Beach
William Waters
Community Sustainability Director
1900 2nd Ave N
Lake Worth, FL 33461
(561) 586-1634
wwaters@lakeworthbeachfl.gov

City of Westlake
Kenneth Cassel
4001 Seminole Pratt Whitney Road
Westlake FL 33470
(561) 530-5880
kcassel@westlakegov.com

PUBLIC ENTITY CRIMES REQUIREMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to City of Green Cove Springs
(print name of the public entity)

by Cristobal Betancourt, PLA, AICP, Vice President of Landscape Architecture/Planning
(print individual's name and title)

for Chen Moore and Associates, Inc.
(print name of entity submitting sworn statement)

whose business address is

3970 Hendricks Avenue

Jacksonville, FL 32207-5398

and (if applicable) its Federal Employer Identification Number (FEIN) is:

59-2739866

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g),

Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the

United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b),
Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate"
includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market
value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
d. Based on information and belief, the statement which I have marked below is true
in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged

with

and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in

the management of the entity, or an affiliate of the entity has been charged with and

convicted of a public entity crime subsequent to July 1, 1989. However, there has

been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the**

final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Notary Public State of Florida
Justin A Tagle
My Commission HH 072998
Expires 12/18/2024

(Signature)

Sworn to an subscribed before me this 4th day of April, 20 23

Personally known X

OR produced identification_____

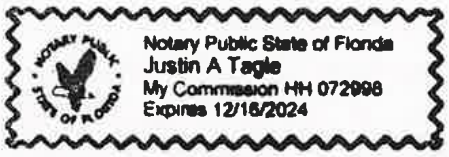
Notary Public - State of Florida

My commission expires 12/16/2024

(Type of identification)

Justin Tagle

(Printed typed or stamped commissioned name of notary public)



DRUG-FREE WORKPLACE COMPLIANCE FORM

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that Chen Moore and Associates, Inc. (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that, Cristobal Betancourt, PLA, AICP, Vice President of Landscape Architecture/Planning of Chen Moore and Associates, Inc. (name of business), fully complies/does not comply with the above requirements.

April 4, 2023

Vendor/Contractor Signature Date

STANDARD ADDENDUM
TO ALL
CITY CONTRACTS AND AGREEMENTS

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.

2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.

3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.

4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at $0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses

reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.

9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.

10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.

11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CITY OF GREEN COVE SPRINGS
CONTRACTOR/FIRM/INDIVIDUAL

By:_____
Daniel M. Johnson, Mayor

By: _____
Name:_____ Title:_____
Cristobal Betancourt, PLA, AICP, Vice President of Landscape Architecture/Planning

ATTEST:

By:_____
Erin West, City Clerk

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 2 Addendums to the original RFP.

Cristobal Betancourt, PLA, AICP, Vice President of Landscape Architecture/Planning

Company Representative Signature

City of Green Cove Springs Florida

Phone: (904) 297-7500 321 Walnut Street www.greencovesprings.com
Fax: (904) 284-4849 Green Cove Springs, FL 32043 Florida Relay - Dial 7-1-1

3/14/23 Addendum 1: LC 2023-05, RFP for the Downtown Form Based Code

Question:

1. Can we submit our sample code documents as a link or digitally on a USB stick?

Answer: Yes, the sample code documents can be submitted as a link or digitally on a USB stick

Question:

2. Can the City please confirm how they'd like the outline of the RFP responses to be organized? Page 8 of the RFP, under *Format for Submittals,* displays an outline following four categories (Description of Approach, Team Expertise, Comparable Projects, Sample Code Document). However, page 9 of the RFP, under *Submittal Requirements*, displays an outline following seven categories (Cover Letter, Scope of Services, Schedule, Key Personnel, Project Qualifications and Experience, Cost, References)

Answer: Combine "Format for Submittals with Submittal Requirements addressing the following submittal requirements in this order:

1. Cover Letter
2. Description of Approach
3. Team Expertise/Project Qualifications and Experience
4. Comparable Projects
5. Scope of Services
6. Schedule
7. Key Personnel
8. Sample Code Document
9. Cost
10. References

Addendum 2

Section 5 (Scope of Services) vs. Section 2 (Description of the Approach)

The Description of Approach would provide a general understanding/narrative of how the Consultant has approached developing a FBC in other communities. What is the Consultants overall philosophy on FBC's, what are the key elements, how do you address public involvement, lessons learned from previous projects etc.

The Scope of Services is a detailed breakdown of each step that you would undertake for the Green Cove Springs FBC. Taking into account the location, size of the City, size of the Central Business District, character of the community, timelines etc.

chen moore and associates

Corporate Office

Fort Lauderdale
500 West Cypress Creek Road, Suite 630
Fort Lauderdale, FL 33309
Telephone: +1 (954) 730-0707

Regional Offices

West Palm Beach
500 Australian Ave. South, Suite 850
West Palm Beach, FL 33401
Telephone: +1 (561) 746-6900

Orlando (Maitland)
341 North Maitland Ave., Suite 346
Maitland, FL 32751
Telephone: (407) 536-7970

Miami
3150 SW 38th Avenue, Suite 950
Miami, FL 33146
Telephone: +1 (786) 497-1500

Jacksonville
3970 Hendricks Avenue
Jacksonville, FL 32207
Telephone: +1 (904) 398-8636

Additional Offices

Port St. Lucie
1860 SW Fountainview Boulevard, Suite 100
Port St. Lucie, FL 34986
Telephone: +1 (772) 252-5038

Jupiter
1851 W Indiantown Road, Suite 100
Jupiter, FL 33458
Telephone: +1 (561) 401-9495

Gainesville
2233 Northwest 41st Street, Suite 400
Gainesville, FL 32606
Telephone: +1 (352) 374-1997

Tampa
3001 North Rocky Point Drive East, Suite 200
Tampa, FL 33607
Telephone: +1 (813) 345-5965

Sarasota
2520 North Tamiami Trail, Suite 15
Nokomis, FL 34275
Telephone: +1 (941) 529-1907

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steven Kelley Date: 5/9/23

Name of Firm: CMA

- Technical approach to the project.

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 14

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 14

- Previous experience, and successful record with similar projects.

  0-10 points 10

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 10

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points ~~9~~ 7

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points ~~8~~ 7

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 9

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 9

Total Score 90

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steve Kennedy Date: 5/8/23

Name of Firm: CMA

- Technical approach to the project.

  0-10 points 9

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 13

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 13

- Previous experience, and successful record with similar projects.

  0-10 points 8

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 9

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 5 Not enough public Engagement.

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 6

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 6

Total Score 78

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Null Date: 5/8/23

Name of Firm: CMA

Key Market Group's w/s, Roadway, Civil, ~~Elec. Eng~~, Parks/Rec, ~~Landscape Arch~~, Energy + Land Development

↓

Selling to focus More on Project Design than Planning

- Technical approach to the project. Weekly Monitoring Reports

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 14

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects. 117 Employees only 4 planners

  0-15 points 15

- Previous experience, and successful record with similar projects.

  0-10 points 9

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 9

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 8

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 10 6 months

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 8 $120K

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 7 Jacksonville

Total Score 90

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: MikeD Date: 5-8

Name of Firm: CMA

- Technical approach to the project.

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 10

- Previous experience, and successful record with similar projects.

  0-10 points 5

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 7

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 10

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 9

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 5

Total Score 75

PROPOSAL

Green Cove Springs, Florida

Our team combines deep Florida planning experience with national zoning expertise. ZoneCo has form-based code experience and was a co-winner of the National Driehaus award for a Form-Based Code from Smart Growth America and the FBC Institute. Our firm prides itself on zoning innovation, legal defensibility, form-and design consciousness, and the ability to create development standards that implement the community vision.

Prepared by:

ZoneCo, LLC
JB Pro

Proposal valid through:

3 / 29 / 2024

ZONECO

JBPro

CONTENTS

01.
INTRODUCTION/COVER LETTER

02.
SCOPE OF SERVICES

03.
PROPOSED SCHEDULE AND COST

04.
KEY PERSONNEL

05.
PROJECT QUALIFICATIONS AND EXPERIENCE AND REFERENCES

06.
URLs: SAMPLE DOCUMENTS

455 Delta Avenue
Cincinnati, OH 45226
513.694-7502 (o)
jgibson@thezoneco.com

RE: DOWNTOWN FORM-BASED CODE

The team of ZoneCo and JBPro is excited about the opportunity to provide consulting services for the Downtown Form-Based Code, and we thank you for your time in reviewing our proposal.

We developed this team specifically for this project. Our team is comprised of professionals with Florida zoning and planning experience, in addition to form-based coders. JBPro is based in Florida and has decades of Florida experience through Planning Director Kathie Ebaugh. Furthermore, their engineering staff will be able to review our public realm standards for feasibility. ZoneCo has worked on Florida zoning codes in addition to their work around the country. We recently completed an extensive charrette exercise in Palm Beach, Florida for their code update.

All ZoneCo professionals have administered a zoning code from the public sector, so we understand the nuances of administering a form-based code. We will develop your form-based code with an eye toward the administrative process that will usher it into implementation.

Our process fosters collaboration; our team is thoughtful about engagement. We are always innovating and analyzing how best to communicate and educate, garner feedback, and integrate community input into the form-based code process in a meaningful way. Our team has developed de-jargoning guides, visual dictionaries, as well as other educational tools around zoning. Our charrette experience will lend itself well to developing form-standards and a regulating plan that reflect the existing urban fabric and the community's vision for downtown.

Within most of our projects, accommodating the evolution and growth of downtowns, corridors, and nodes is an integral part of our work. We utilize form-based coding to ensure that the built form fosters a sense of place, vibrancy, a high quality public realm, and multi-modal travel to the greatest degree possible.

An additional benefit of our team is that we also have experience in land use law and historic preservation, and we are able to weave these skill sets into the form-based coding process.

We hope that you will agree that our team has the right skills for this project. Please do not hesitate to reach out if you have additional questions for our team.

Sincerely,

Sean S. Suder, Esq., LEED AP
Lead Principal/Founder
ZoneCo

***Important Notice**
Although some of our professionals are also attorneys who may be separately engaged to provide legal representation in states where we are licensed to practice law, we are not a law firm and ZoneCo does not provide legal representation or services and is not engaged in the practice of law in any jurisdiction. Engaging ZoneCo does not form an attorney-client relationship and, as such, the protections of the attorney-client relationship do not apply. If you wish to create an attorney-client relationship, you are encouraged to contact counsel of your choosing.

SCOPE OF SERVICES: OVERVIEW

1 Diagnose

The first module of this project is Diagnose. The main objective is to understand current zoning standards, the dynamics of administration, procedures, common bottlenecks, and the Downtown's unique urban fabric.

We will compare current Ordinance against goals for Downtown. Stakeholders/staff will be consulted for input.

We will summarize our findings into a Diagnostic Report, which will include a methodology for how we intend to calibrate the form standards. This report helps to orient the project, provides insight into focus areas, and allows us to create a prioritized list of objectives for updates. We will outline any suggested changes to zoning districts for review at the end of this module.

2 Calibrate

We will host a design charrette where we will do on-the spot conceptual coding and facilitate input into the regulating plan. From there, we will move into calibrating the form-based standards.

After the charrette will take the community feedback received and develop a draft regulating plan.

The results of the charrette will be presented alongside the draft form-based standards and a draft regulating plan. We will provide a public-facing version of these documents to garner community input.

The results of community feedback will be ingetraged prior to drafting the language of the form-based code.

3 Codify

At the close of the calibrate module, our designers will draft graphics and visuals. Our coders will draft code language and put it into a format that is easy to understand.

We will ensure effective integration of the form-based code into the rest of your land use framework.

As described in the RFP, we will present our first draft, second draft, and provide an opportunity for stakeholders to give feedback.

Any feedback received will be compiled into a centralized document so that we are transparent about where and why any revisions were made to the draft document.

We will present the document at public adoption meetings and make all required revisions.

OUR PROCESS

ZoneCo employs a three-module approach for coding that is intuitive and streamlined, and the summary above provides an overview of this process. Public engagement will be prioritized throughout this process to ensure that we are attentive to community perspectives and feedback, particularly in the Calibrate and Codify modules. Our module-based approach encapsulates all of the items listed your RFP. Through our many zoning projects, this approach has maximized meaningful collaboration and project schedules.

SCOPE OF SERVICES

ZoneCo is a transparent and responsive project manager. We suggest check-in meetings with your team on a bi-weekly basis. Sometimes these meetings are replaced by official meetings or deliverable review meetings, but we feel that regular meetings are positive for timely project completion.

Project Initiation & Orientation

a. **Kick-Off Meeting.** We will initiate the project with a kick-off meeting. We will review project goals, timeline, work approach, and the public outreach and engagement strategy.

b. **Plan Review**. We will begin with a robust review of existing planning documents, including the existing code, and any other relevant plans or documents. We will furthermore review Downtown development patterns, corridors, districts, and neighborhoods within the City via a walking tour.

Diagnose

a. **Draft Ordinance Audit / Diagnostic Report.** At the close of the previous task, we will have an understanding of current planning practice in the City and we will draft a Diagnostic Report that outlines exactly how the current code compares to the community's objectives for downtown. During this process, we will perform a thorough line-by-line analysis of every relevant code section that may apply to the Downtown area.

b. **Sharing Findings.** A draft of the Diagnostic Report will be presented to City boards, and City Council during a joint working session. Comments from the session will be gathered, and appropriate changes to the draft Diagnostic Report will be made.

Calibration

c. **Charrette.** We will host a design charrette where we will do on-the spot conceptual coding and facilitate input into the regulating plan. This will input directly into the calibration of the form-based standards.

d. **Draft Design Parameters and Regulating Plan.** We will put together draft design/form parameters and regulating plan to review with the City.

e. **Finalize Design Parameters and Regulating Plan.** After several reviews, we will have final form-based standards ready for the codification process.

Codify

f. **Graphics and Document Layout.** We will provide staff with a code layout that is intuitive, with graphics to help the user understand the content. Staff will be given an opportunity to provide feedback into the code layout and design. We will utilize City branding or formatting from other planning documents upon your request.

g. **Code Integration.** Prior to drafting the full form-based code document, we will do a review of other sections

SCOPE OF SERVICES

of the code so that we can ensure consistency.

h. **First Draft of Code.** Our designers and coders will develop a first draft of the code for review.

Adoption (Months 16-18)

i. **Second Draft of Code.** After making revisions in response to comments on the first draft, the Consultant will present the second draft of the form-based code at a another meeting convened by City staff.

j. **Meetings with Stakeholders.** The Consultant will attend and participate in up to 3 additional meetings with key stakeholders to explain the details of the new code and obtain further input and comments.

k. **Public Presentation of Draft and all Subsequent Revisions.** We will produce a final draft of the form-based code and present the document at a public adoption meeting.

Public Outreach & Engagement Strategy

We will collaborate with the City to design and implement community outreach and engagement for the code update. We will learn about the ways in which Green Cove Springs's administration, institutions, and civic-focused organizations communicate with their respective constituencies, and integrate those existing platforms where possible. These could include websites, e-newsletters, blogs, social media, radio, newspaper, and other methods. The following is the general framework for how we will approach public and stakeholder engagement in the City.

a. **Create Identity**. One of the first decisions to make is how to name this project or process. The name should be interesting and engaging. All outreach materials should include the project's logo. We can integrate the City's existing branding, also.

b. **Key Community Groups.** It is important that key community groups are integrated into the charrette and engagement process, especially people that are highly familiar with downtown, its urban fabric, and its economy.

c. **Create an FAQ/De-Jargon Guide**. Key to this process is that residents and other stakeholders have the same baseline of information and understanding of this initiative, its goals, potential outcomes, and an understanding of why zoning is important. Our team uses innovative visual and de-jargoning techniques to make sure that residents can easily absorb planning concepts.

d. **Design Charrette**. Our design staff and planners will tailor a charrette exercise specifically to Green Cove Springs and the unique urban fabric and design context. Ideall, at the design charrette, we will develop the draft regulating plan.

e. Appropriate Mix of Engagement Sessions. We will work with the City to ensure that our format for meetings works for the community. There will also be an array of virtual engagement options. We will custom-tailor engagement to this community.

All of the elements of the community outreach and engagement process will be organized into a matrix that describes each element, assigns responsibilities among the consultant/City team and stakeholders, and sets a timeline for their deployment. As stated in our project narrative, our three-module approach ensures that engagement occurs at key points in the project so that feedback is meaningfully integrated.

PROPOSED SCHEDULE AND COST

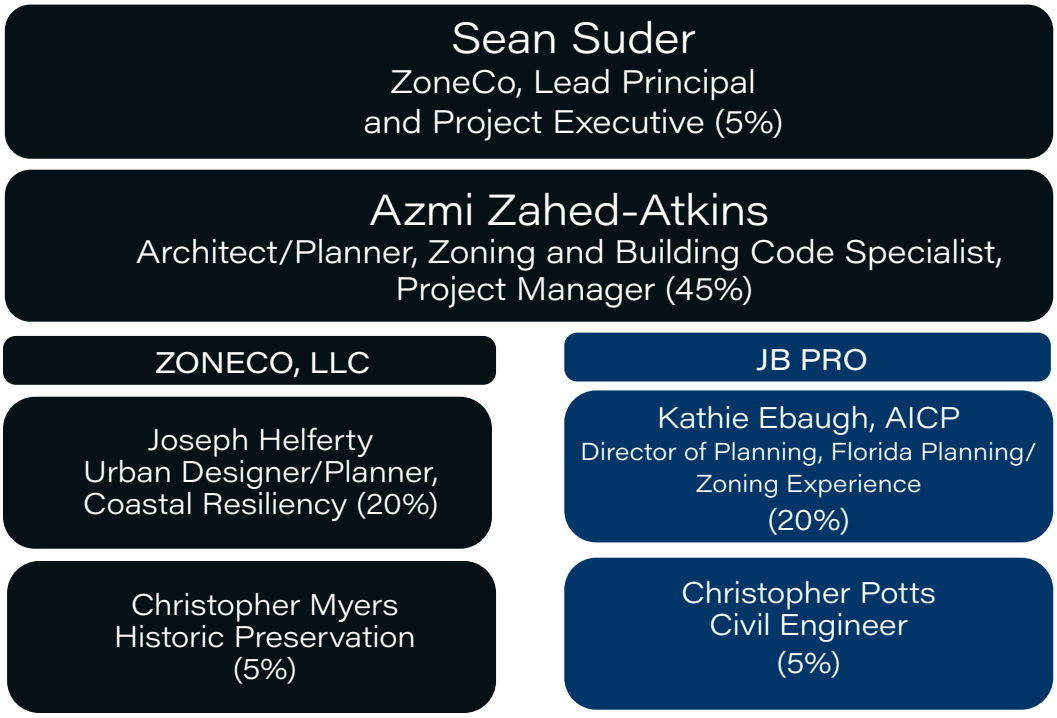
The project schedule below assigns a duration to tasks within the three phases outlined in the project approach, which is also summarized below. Meetings and deliverable due dates can vary within these modules, but the schedule below provides the framework for the project schedule.

PROJECT SCHEDULE (MONTH)		
TASK	MONTH	Cost
Diagnose	0-2	$25,000
Kick-off meeting (this will include a tour and inventory of built environment)	0	
Diagnostic Assessment	1-2	
Staff feedback interviews	1-2	
Stakeholder Interviews	1	
Calibrate	3-6	$55,000
Design Charrette	3	
Draft Design parameters, form-standards, regulating plan	3-6	
Finalization of Parameters	4	
Codify	7-12	$45,000
Develop draft Downtown Form-Based Code	7	
Ensure integration of Form-Based Code	7-9	
Stakeholder review and public presentation of Form-Based Code	9-10	
Revisions to draft Form-Based Code	10-12	
Final Form-Based Code and Presentation	12	
MONTHS TO COMPLETION	12	$125,000

KEY PERSONNEL

We assembled this team to meet the needs of this project specifically. Our team has drafted form-based standards and we are experienced project managers. Please see our full team structure below, and the percentage of the project that each teammate will contribute (estimated).

Current workload information: All team members are currently not at full working capacity and have the ability to take on the needs of this project in full.



ZONECO

DESCRIPTION OF FIRM

We craft clear, consistent, user-friendly, equitable, and defensible zoning codes that remove barriers and achieve desired outcomes.

ZoneCo is a zoning code consulting firm based in the Midwest, with staff in Wisconsin, New York, and Michigan. Our core focus is updating and auditing zoning codes. ZoneCo professionals have all held public positions, and we understand the complexities of administering a zoning code. Public sector experience has also enabled us to effectively facilitate and foster public engagement. Our work has spanned the Midwest and Eastern United States, and we are passionate about being part of positive change in the communities we serve.

We believe that zoning should facilitate a community's desired outcomes, not serve as a barrier to development and placemaking.

ZoneCo has developed a unique method of code development called Development Pattern Districting (DPD) that is outcome-focused, and brings together elements of character-based, form-based, and Euclidean zoning. DPD is flexible and adaptable, and ensures that communities have all the tools at their disposal to realize their vision.

Our codes are user-friendly and graphically-rich; we prioritize usability and streamlined language.

ZoneCo professionals are thought leaders, and have presented on zoning, planning, equity, placemaking, and economic development issues at national and regional conferences.

Learn more about us at
www.thezoneco.com

Zoning Should Respect Existing and Reflect Desired Development Patterns

Zoning Should Regulate Only What Actually Needs to Be Regulated and Focus on Desired Outcomes

Zoning Should Be the Implementation of a Plan, not a Barrier to Achieving the Vision

Zoning Should Promote Equity and the Health of the Environment

JBPro

- ☐ Extensive Florida Planning Experience
- ☐ Long-Range and Growth Planning
- ☐ Land Use Planning
- ☐ Civil Engineering
- ☐ Transportation Planning
- ☐ Educational Facility Planning
- ☐ Site & Master Planning
- ☐ Site Development Permitting
- ☐ Rezoning & Land Use Changes
- ☐ Feasibility & ADA Studies

We believe successful projects begin with great planning. Our staff draws on our extensive experience and creative design skills to develop long-range and regulatory policy that lead to positive outcomes for our clients. We thoroughly research and plan our projects throughout the entire project timeline.

Bringing our creativity to the planning processes, we lay the groundwork to turn client ideas into a reality without overlooking any critical aspects of site development. From planning to stormwater and utility infrastructure and roadway networks, we are committed to maximizing the development potential of complex, multi-phase projects

Throughout the planning process, we keep the needs of our clients as our primary objective. Whether we are handling a property rezoning or planning a new parking layout, we collaborate and incorporate client ideas and feedback. Oftentimes, our planning effort involves monitoring schedules and permitting timelines to ensure our projects are moving forward as expected, and we coordinate with other sub-consultants to ensure design milestones are achieved according to schedule. JBPro's objective is to plan and organize throughout a project to make a demanding process as smooth as possible.

AZMI ZAHED-ATKINS

SR. CITY PLANNER/
DIRECTOR OF CODE INNOVATION

ABOUT

Azmi is constantly seeking excellence in her work. Her extensive experience managing projects, revising zoning and building codes, and reviewing site and building plans means she is well-versed in all facets of zoning and how it interacts with other City codes. As a manager she is always seeking to optimize processes and ensure that every project is managed with care and effectiveness. Azmi has a unique ability to be able to do back-end testing on zoning and building code updates as an urban designer and architect.

EDUCATION

MASTERS OF ARCHITECTURE
UNIVERSITY OF BUFFALO

PROFESSIONAL ASSOCIATIONS

American Planning Association

PAST EXPERIENCE

ZoneCo, Sr. City Planner & Director of Urban Design & Graphics (2023-Present)
Azmi joined the ZoneCo team in 2023 after almost a decade of code development, administration, and enforcement experience. Azmi has worked extensively with complex building and zoning codes, and she is ideally suited to lead innovative and thoughtful code update projects. Azmi has a background in architecture and urban design, and well as coding experience.

New York, NY Department of Buildings
Deputy Borough Commissioner (2021-2022)
As a manager, Azmi oversaw reforms that led to increased efficiency and speed for project reviews and approvals within the Bronx Borough, NY. He experience working in architecture allowed her to effectively communicate between staff and constituents, to effectively move their projects through review procedures. Azmi was charged with implementing code reform and other City-wide initiatives.

New York, NY Department of Buildings
Code & Zoning Specialist, Administrative Architect (2017-2021)
Azmi was charged with site plan review and approvals, and collaboration with other departments to ensure that development projects met all requirements from the State and City.

New York, NY Department of Buildings
Plan Examiner (2016-2017)
As a Plans Examiner, Azmi oversaw every phase of construction from planning to finish to ensure compliance with the state and City ordinances. She had direct contact with external and internal customers, demonstrating excellent communication and customer service skills. The inspector must be able to readily adapt to, interpret, explain, and implement changing codes and ordinances.

Fabiano Designs International
Plan Examiner (2012-2016)
Azmi, utilizing her keen eye for design, unique creativity, and technical know-how, supported projects that promoted high quality, human-oriented design for commercial and residential structures.

Lee Levine Architects
Project Manager (2012-2016)
Azmi, in addition to design and technical drawing, undertook all facets of project management for her clients.

SEAN SUDER

LEAD PRINCIPAL/FOUNDER

ssuder@thezone
www.thezoneco.com
513.694.7500
455 Delta Avenue, Suite 203
Cincinnati, OH 45226

ABOUT

As a city planner and lawyer who has worked in both the private and public sectors, Sean combines his technical and practical knowledge and experience with innovative zoning methodologies. In his role as the City of Cincinnati's chief land use counsel, Sean served as lead counsel for the award-winning Cincinnati form-based code and historic preservation ordinances. He is a national authority on innovative zoning methods and practices, including Development Pattern Districting (DPD), our widely-acclaimed intuitive zoning approach.

CREDENTIALS

JURIS DOCTOR
UNIVERSITY OF VIRGINIA SCHOOL OF LAW

BACHELOR OF URBAN AND ENVIRONMENTAL PLANNING
UNIVERSITY OF VIRGINIA

Leadership in Energy and Environmental Design Accredited Professional (LEED®AP)

Admitted to practice law in OH, KY, IN, and D.C.

PROFESSIONAL ASSOCIATIONS

- ► Congress for the New Urbanism
- ► Form-Based Code Institute
- ► Heritage Ohio
- ► Urban Land Institute
- ► American Planning Association
- ► National Trust for Historic Preservation (Member)
- ► Over-The-Rhine Foundation (Trustee & Preservation)

PAST EXPERIENCE

ZoneCo
Lead Principal and Founder (2016 - Present)
(Prior: Calfee Zoning, 2016-2020; Graydon Land Use Strategies, LLC, 2014-2016)
Sean consults with communities of all sizes on crafting zoning regulations that are consistent, clear, usable and defensible. As an experienced private sector land use lawyer with extensive local government experience, Sean brings a unique perspective and experience to zoning codes.

City of Cincinnati
Chief Counsel, Land Use and Planning (2010-2014)
As Chief Counsel for Land Use and Planning for the City of Cincinnati, Sean worked with a team of city staff, consultants, elected officials, and citizens to develop legally defensible zoning and land use regulations that reduced regulatory risk to property owners, increased certainty for the community, and reduced litigation risk and expense for the city. Sean served as lead counsel for Cincinnati's Historic Preservation Code (Winner of the 2012 Cincinnati Preservation Award), Cincinnati Land Development Code, which includes the City's first stream corridor protection overlay district, and Cincinnati Form-Based Code (Winner of CNU 22 Award), all of which was funded by a 2010 HUD Sustainable Communities Challenge Grant.

Adjunct Professor/Speaker/Author
Sean has served as an Adjunct Professor of Land Use Law at the University of Cincinnati College of Law and a guest lecturer in land use law and historic preservation at the University of Cincinnati College of Design, Art, Architecture and Planning. Sean is a frequent speaker on zoning topics at planning and historic preservation conferences, including numerous APA state and regional conferences. He is also a frequent contributor to planning and zoning periodicals, blogs and newspapers.

RELEVANT PROJECT EXPERIENCE

- South Bend, IN: Zoning Code Peer Review Services
- Dormont, PA: Zoning Code Update
- Vienna, VA: Zoning And Subdivision Code Update
- Kent County, MD: Land Use Ordinance Update
- Marysville, OH: Zoning Code Update
- Gahanna, OH: Zoning Code Update
- Sidney, OH: Zoning Code Update
- Germantown, TN: Zoning Code Audit
- Avondale Estates, Ga: Zoning Code Audit
- Winchester/Winsted, CT: Zoning Ordinance Update
- Litchfield, CT: Zoning Ordinance Update

KATHIE EBAUGH

DIRECTOR OF PLANNING

ABOUT

Kathie Ebaugh is a dedicated land use policy and development standards planner. With over twenty-five years experience, Kathie is a proven planning professional with the knowledge and capabilities to execute comprehensive plan and land development regulation updates. Her extensive experience provides her the technical, communication, interpersonal, and critical thinking skills necessary to facilitate innovative solutions to today's planning challenges.

EDUCATION

M.S. PUBLIC ADMINISTRATION, FLORIDA
GULF COAST UNIVERSITY (2018)

M.S.CITY & REGIONAL PLANNING
MORGAN STATE UNIVERSITY (2004)

B.S. POLITICAL SCIENCE
TOWSON UNIVERSITY (1996)

PROFESSIONAL ASSOCIATIONS

- American Institute of Certified Planners
- American Planning Association
- American Planning Association
- - Florida Chapter
- Florida Planning and Zoning Association
- Florida Educational Facility Planning

PAST EXPERIENCE

JB PRO, Director of Planning (2022 to Present)
Since joining JB Pro, Kathie has elevated the Planning Division with her extensive planning experience, state-wide connections, and strong project management abilities. The following project list highlights her ample experience:

Lee Plan: New Horizon 2035, Lee County, Florida (2010-2014)
Kathie was the project manager and lead planner for a long-range planning effort to update the county's comprehensive plan. The planning process provided an opportunity to work with elected and policy leaders to address the county's needs for and concerns about the future, establish a new development structure, and identify land use strategies to implement that structure. This planning effort focused on addressing two key concerns: 1)development pressures and opportunities and 2) how future growth would impact the county's character.

West Melbourne Horizon 2030, West Melbourne, Florida (2008-2011)
Kathie served as project manager and lead planner for the rewrite of the city's planning practices and regulatory framework, West Melbourne Horizon 2030 established a set of vision-based planning principals which continue to direct and guide the city's planning and development efforts. In doing so, the West Melbourne New Horizon 2030 plan established planning practices that promoted the city's unique character and quality of life. The plan also set goals for future development and provision of services, initiated benchmarks to meet in attaining these goals, and identified planning practices to be implemented to meet the stated benchmarks.

Envision Venice, Venice, Florida (2004-2008)
Kathie served as project manager and lead planner to establish a new planning framework and development strategy effort that supported the City's historic urban core while providing direction about how to build new residential neighborhoods. Envision Venice enabled the city to assess its community values, design character, and development practices. As a result, the city established a planning framework and core development practices for future growth that expanded the community's historic planning principals and design features.
about the school's facilities and programs. This planning effort resulted in school facility improvements, new school programs, and changes in the school's design that better linked the school to the overall character of the greater Venice community.

JOSEPH HELFERTY

SR. CITY PLANNER/
DIRECTOR OF URBAN DESIGN & GRAPHICS

ABOUT

As a planning, design, and architecture professional, Joseph is passionate about improving resident quality of life and fostering authentic placemaking. He is inquisitive about what makes great places that foster diversity and prosperity for all. Throughout his career, he has accomplished this through networking and collaboration to develop ideas and solutions that address real-world issues. He believes that our future success depends on our ability to learn from our past, in addition to setting a clear community vision.

EDUCATION

MASTERS OF ARCHITECTURE
NORTHEASTERN UNIVERSITY

B.S. ARCHITECTURE & GRAPHIC DESIGN
NORTHEASTERN UNIVERSITY

PROFESSIONAL ASSOCIATIONS

► American Planning Association

PAST EXPERIENCE

ZoneCo, Sr. City Planner & Director of Urban Design & Graphics (2023-Present)
Joseph started working for ZoneCo in 2023, utilizing his knowledge of zoning, architecture, and urban design to develop zoning codes that foster resiliency. Joseph also brings expertise in code administration and long range planning. Joseph is a multi-disciplinary professional that is passionate about fostering innovation in zoning codes.

New York, NY Department of City Planning
Senior Planning Leader, Staten Island Borough office (2018-2022)
As leader of the Staten Island Borough Office, Joseph led and managed a team of planners and urban designers through rezoning initiatives to promote affordable housing and transit-oriented development, in addition to a variety of other zoning and planning initiatives. His team coordinated the Bay Street Corridor Neighborhood Study to complete the Land Use Application and Environmental Impact Statement. He provided design feedback to private applicants on residential, mixed-use, and commercial projects. His team produced and delivered presentations to a variety of audiences, including the City Planning Commission and City Council.

New York, NY Department of City Planning
Urban Design + Planner, Staten Island Borough Office (2014-2018)
Joseph conducted zoning analysis of residential and mixed-use districts, His team developed urban design principles for various planning character areas in Staten Island. He provided support to borough planners to improve the quality of private development applications, and create visuals for public outreach, presentations, and reports using GIS, 3D modeling software, and hand sketching.

WASA/Studio A
Proposal Coordination + Graphic Design + Marketing (2012-2014)
Joseph coordinated sub-consultant teams and produced architectural RFP submissions for clients in the tri-state area, with the ability to meet multiple deadlines while producing high quality visual and narrative representations of the firm's work. He also produced promotional materials, such as brochures, advertisements, presentations, and websites for current and prospective clients.

CHRISTOPHER MYERS

SR. CITY PLANNER/
DIRECTOR OF HISTORIC PRESERVATION

ABOUT

Christopher is passionate about quality of life and quality of place. He is passionate inquirer who is changing communities from places to leave into places to live and prosper. He enjoys networking and bringing people together to collaboratively develop ideas and solutions that address the issues our communities face. Firm believer our future success depends on our ability to value and learn from our past. Greatest strength is that he asks questions.

EDUCATION

M.S. HISTORIC PRESERVATION
BALL STATE UNIVERSITY

B.S. URBAN PLANNING & DEVELOPMENT
BALL STATE UNIVERSITY

PROFESSIONAL ASSOCIATIONS

► American Planning Association

PAST EXPERIENCE

ZoneCo, Senior City Planner and Historic Preservation Planner (2022-Present)
Christopher started working for ZoneCo in 2022, utilizing his knowledge of zoning and historic preservation to help develop zoning codes that are flexible yet compatible with existing historic fabric. Christopher brings a wealth of public zoning administration experience to the team and deepens ZoneCo's ability to relate to our clients on a core level as they administer their zoning ordinances.

City of Covington, KY
Regulatory Services Manager (2021-2022)
Organized the upcoming Covington Academy of Heritage Trades in partnership with restoration-focused contractors and providers of wraparound services to address a shortage of trades people, establish accessible trades training in the region, and build a bridge to living-wage jobs–especially for women, people of color, and veterans. Managed staff and lead our zoning and historic preservation teams for daily permit services.

City of Covington, KY
Historic Preservation and Planning Specialist (2018-2021)
Lead the successful city-wide rewrite of Covington's zoning ordinance to incorporate equity practices and a historic preservation ethic. Organized annual Northern Kentucky Restoration Weekend conferences in partnership with neighboring cities to connect hundreds of historic property owners to each other and to heritage tradespeople. Lead our historic preservation team
for daily permit services.

City of Indianapolis
Senior Planner (2018)
Represented the City with tact and diplomacy during public hearings for large developments. Managed interdisciplinary efforts to improve the petition review process and improve customer experiences. Negotiated with developers, neighbors, and community leaders across complex cases to develop solutions and reach a consensus.

City of Indianapolis
Preservation Planner (2014-2018)
Fought for historic sites and places in Indianapolis through highly praised management of Section 106 Reviews, local design guidelines review, local and national historic designation nominations, and assistance to property owners and researchers.

CHRISTOPHER POTTS

DIRECTOR OF ENGINEERING

ABOUT

Chris graduated from the University of Florida with a Bachelor of Science in Civil Engineering in 2007 and has been a licensed Professional Engineer since 2011. Since joining JBPro in 2020 Chris demonstrated great leadership managing multiple engineering teams on a variety of site development projects. Chris has worked extensively with both the public and private sectors, demonstrating strong client advocacy in design and permitting needs. He values a hands-on approach through each phase of project development, focusing his attention on the details and having a clear understanding of client needs and how to address them. Chris prides himself on delivering quality, successful projects on time and under budget.

EDUCATION

B.S. CIVIL ENGINEERING
UNIVERSITY OF FLORIDA

PROFESSIONAL ASSOCIATIONS

► American Society of Civil Engineers (ASCE)

PAST EXPERIENCE

JB PRO, Director of Egineering (2020 to Present)
Since joining JB Pro, Christopher has demonstrated superior client service, resulting in a promotion to Director of Engineering. His project experience includes the following:

UF-642 – SW Campus Transportation Improvements
Gainesville, FL (2019-2022)
Project Manager for complex transportation and utility improvements in the SW portion of the UF Main Campus. Those improvements included two new bus stops, a new roundabout, turn lane improvements, a new roadway (Ballpark Way) between Hull Road and SW Archer Road, and extensive drainage improvements. JBPro designed and permitted the roadway improvements, drainage improvements and pedestrian ADA improvements with FDOT, UF, and SJRWMD.

Tioga Town Center
Ft Myers, Florida (2000-Ongoing)
Project Manager for The Tioga Town Center, a 23-acre mixed-use development at the heart of the award-winning Town of Tioga planned development. This 23-acre project includes a mix of commercial, office, residential, and institutional uses. The Town Center was designed with high-quality urban design elements including tree-lined walkways, pedestrian scale lighting, hidden parking, tree-lined stormwater management areas, vertical mix of uses, and a beautiful active Town Square.

Magnolia Parke
Gainesville, FL (1997-Ongoing)
Served as the Project Manager for the Master Planning of the Magnolia Parke PD, a 33- acre mixed-use planned development, is located on the north side of NW 39th Avenue between NW 43rd Street and NW 51st Street. Magnolia Parke offers restaurants, retail space, apartments, and office space, including several Shands medical facilities and the Gainesville campus of St. Leo College. The mixed-use development is a pedestrian- friendly community with landscaped sidewalks, decorative lighting, and a park located in the center of the development.

COMPARABLE PROJECTS

"ZoneCo took what we had in our heads, and transferred those thoughts and plans into a defensible, yet progressive document. Our experience with ZoneCo is one of pride in our local community, as we grow into one of the most forward thinking, and development friendly municipalities in the state! Our new zoning code will live long after I'm gone, still providing a framework for the built environment of a more prosperous Reynoldsburg."

ANDREW BOWSHER
Reynoldsburg, Ohio

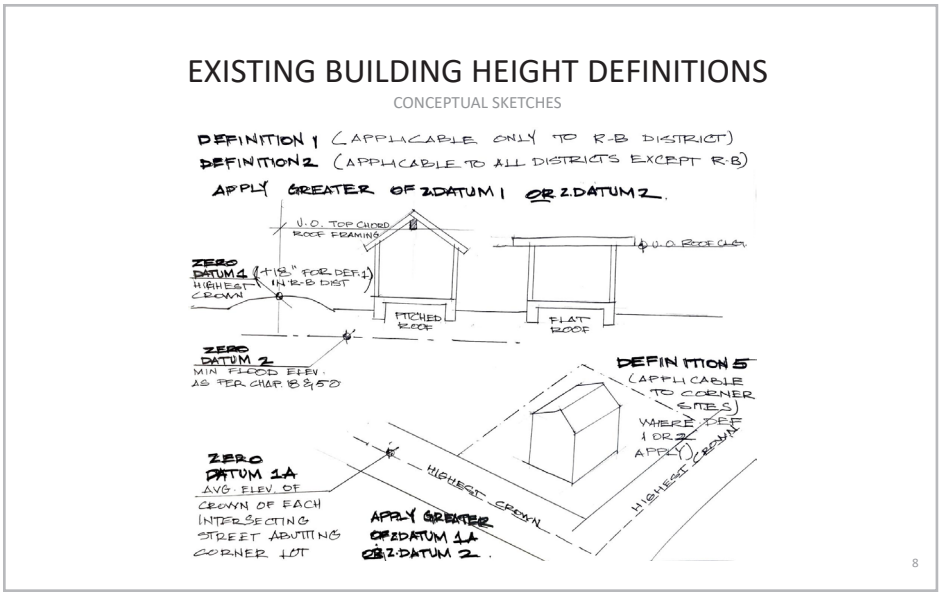
"I go to a lot of towns and states. I have never seen regulations that have really jumped out at me as clear and well-organized as what Sean has provided to us."

PLANNING COMMISSIONER
Winchester, Connecticut

"This citywide code is an excellent model for any city - particularly legacy cities-seeking to use code reform to promote fiscally and environmentally sustainable urban regeneration, greater housing diversity, walkable neighborhoods, and stronger urban design. The code's helpful "how to use" guide, clean easy-to-read graphics, and logical layout make navigation easy for administrators, applicants, and citizens. The historic preservation provisions, bike and car parking standards, and clever treatment of cul-de-sacs are some of the many exemplary features...This new code will have a lasting and positive transformational impact on South Bend's future and provides many lessons for other cities considering a form-based code."

SMART GROWTH AMERICA / FBC INSTITUTE
ZoneCo, Co-Winner of Driehaus Award, South Bend, IN

PALM BEACH, FLORIDA
ZONING CODE UPDATE



PROJECT SCOPE

ZoneCo is working with the Town of Palm Beach to update their zoning code with standards that are highly conscious of form.

SKILLS AND TECHNIQUES

- Zoning Audit of the Town's Zoning Code
- Building Massing and Scale Analysis
- Zoning for Coastal Resiliency
- Revision of Height Definitions
- Commercial District Standards Calibration
- Character-Based Zoning
- Design Charrettes

PROJECT OVERVIEW

ZoneCo is leading a team of consultants to update the Palm Beach, Florida zoning code. ZoneCo is the lead advisor in assisting the Town to work through issues like the form, scale, and massing of the built environment, maintaining the existing character within commercial areas, and ensuring that the new zoning code integrates coastal resiliency into new standards.

The project started with an in-depth audit of the existing zoning code

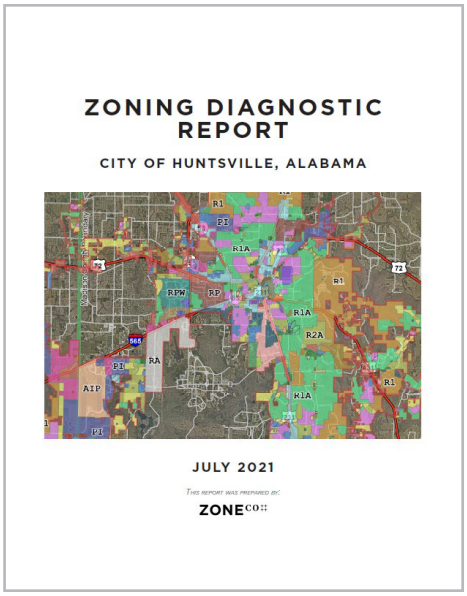
In order to garner feedback from residents, the consultant team gathered in Palm Beach for one week to undertake a design charrette. The charrette was successful in communicating project goals, while facilitating in-depth discussions with residents.

MUNICIPAL PROJECT MANAGER REFERENCE

Wayne Bergman
Director of Planning, Zoning & Building
360 S. County Rd.
Palm Beach, FL 33480
(561) 838-5431
wbergman@
TownOfPalmBeach.com

ZONECO

HUNTSVILLE, ALABAMA
ZONING CODE UPDATE



PROJECT SCOPE

ZoneCo was hired to update the Huntsville, Alabama zoning code as the City experiences rapid growth and investment.

ZONECO REVIEWED THE FOLLOWING:

- Zoning Diagnostic Report
- Assessment of Growth Projections
- Corridor Growth Strategies
- Form-Based Standards
- Mixed-Use Standards
- Parking Standards
- Complex Employment and Industrial District Standards

PROJECT OVERVIEW

Following a robust and innovative update of the City's Comprehensive Plan, ZoneCo was hired to undertake a code update for the City of Huntsville.

The project kicked off with a zoning code audit, which compared the existing zoning code against the newly updated plan.

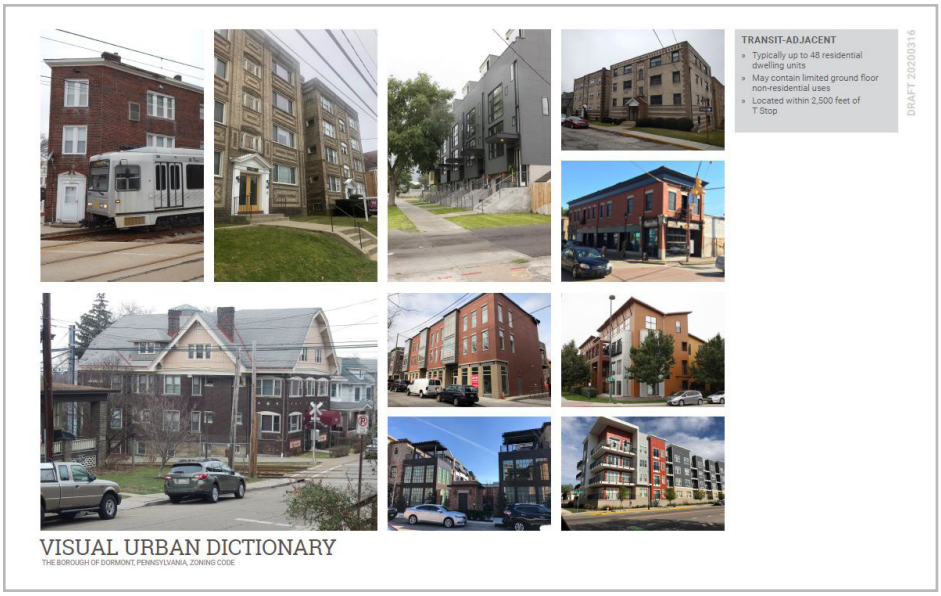
Huntsville is experiencing rapid growth and investment. They have a robust research and development sector, along with government services. The current zoning is not facilitating growth in an effective way. ZoneCo is creating tailored corridor standards that will facilitate mixed-use development and residential development that fosters human-oriented design that can provide additional housing units while also ensuring that design can create a more intimate environment within corridors.

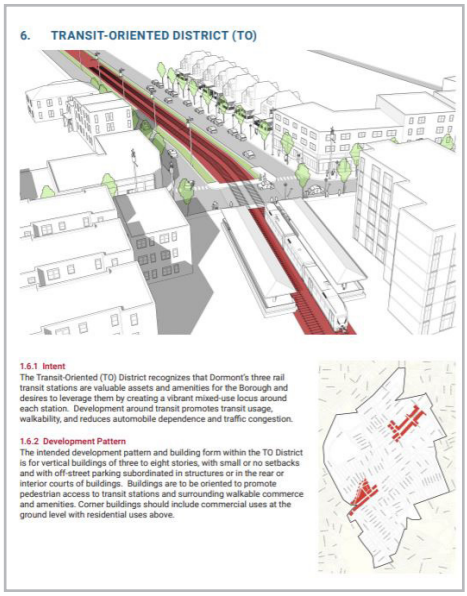
MUNICIPAL PROJECT MANAGER REFERENCE

Dennis Madsen
Manager of Urban & Long Range Planning
308 Fountain Circle
Huntsville, AL 35801
(256) 427-5100
Email:
Dennis.Madsen@HuntsvilleAL.gov

ZONECO

DORMONT, PENNSYLVANIA
ZONING ORDINANCE UPDATE





PROJECT SCOPE

A modern, streamlined, and updated Zoning Ordinance, with transit-oriented and form-based elements.

GEOGRAPHY

Pittsburgh Metropolitan Area

SKILLS AND TECHNIQUES

- Transit-Oriented Standards
- Full Code Diagnostic
- Calibration of Development Standards and Regulations
- Form-Based Standards
- Mixed-Use Standards
- Design Standards
- Development Pattern Districting
- Floodplain Standards
- Visual Urban Dictionary

PROJECT OVERVIEW

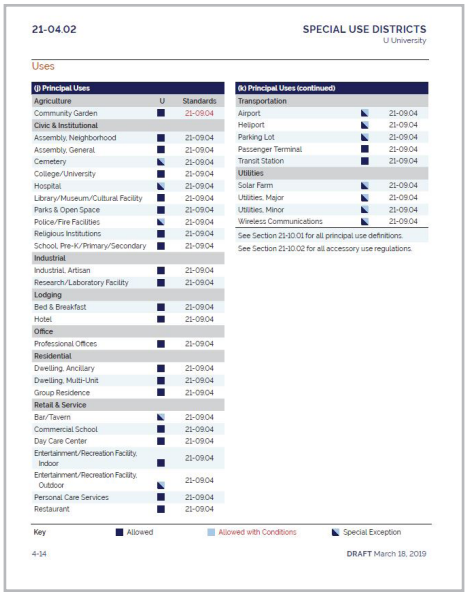
The Borough of Dormont, Pennsylvania, has engaged the team of ZoneCo and YARD & Company to help modernize its zoning ordinance. As one of Pittsburgh's several transit-oriented inner ring suburbs, Dormont seeks to build on the momentum created by recent regional transit-oriented development planning efforts. The team crafted a development code that not only allows for context sensitive infill development and adaptive reuse but enables the Borough to capitalize on several light rail stations and bus stops. The process includes active engagement and education; the testing of new ideas and zoning concepts to determine the most appropriate content; and a user-friendly tool to guide growth.

MUNICIPAL PROJECT MANAGER REFERENCE

Benjamin Estell
Borough Manager
1444 Hillsdale Avenue,
Pittsburgh, PA 15216
(412) 561-8900
bestell@boro.dormont.pa.us

ZONECO

SOUTH BEND, INDIANA
ZONING ORDINANCE PEER REVIEW



21-04.02 SPECIAL USE DISTRICTS
U University

Uses

(j) Principal Uses	U	Standards
Agriculture		
Community Garden	■	21-09.04
Civic & Institutional		
Assembly, Neighborhood	■	21-09.04
Assembly, General	■	21-09.04
Cemetery	◣	21-09.04
College/University	■	21-09.04
Hospital	◣	21-09.04
Library/Museum/Cultural Facility	■	21-09.04
Parks & Open Space	■	21-09.04
Police/Fire Facilities	◣	21-09.04
Religious Institutions	■	21-09.04
School, Pre-K/Primary/Secondary	■	21-09.04
Industrial		
Industrial, Artisan	■	21-09.04
Research/Laboratory Facility	■	21-09.04
Lodging		
Bed & Breakfast	■	21-09.04
Hotel	■	21-09.04
Office		
Professional Offices	■	21-09.04
Residential		
Dwelling, Ancillary	■	21-09.04
Dwelling, Multi-Unit	■	21-09.04
Group Residence	■	21-09.04
Retail & Service		
Bar/Tavern	◣	21-09.04
Commercial School	■	21-09.04
Day Care Center	■	21-09.04
Entertainment/Recreation Facility, Indoor	■	21-09.04
Entertainment/Recreation Facility, Outdoor	◣	21-09.04
Personal Care Services	■	21-09.04
Restaurant	■	21-09.04

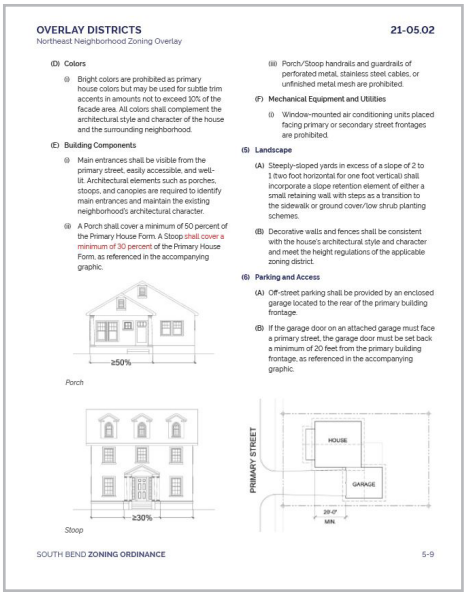
(k) Principal Uses (continued)		
Transportation		
Airport	◣	21-09.04
Heliport	◣	21-09.04
Parking Lot	◣	21-09.04
Passenger Terminal	■	21-09.04
Transit Station	■	21-09.04
Utilities		
Solar Farm	◣	21-09.04
Utilities, Major	◣	21-09.04
Utilities, Minor	◣	21-09.04
Wireless Communications	◣	21-09.04

See Section 21-10.01 for all principal use definitions.

See Section 21-10.02 for all accessory use regulations.

Key ■ Allowed ■ Allowed with Conditions ◣ Special Exception

4-14 DRAFT March 18, 2019



OVERLAY DISTRICTS 21-05.02
Northeast Neighborhood Zoning Overlay

(D) Colors

(i) Bright colors are prohibited as primary house colors but may be used for subtle trim accents in amounts not to exceed 10% of the facade area. All colors shall complement the architectural style and character of the house and the surrounding neighborhood.

(E) Building Components

(i) Main entrances shall be visible from the primary street, easily accessible, and well-lit. Architectural elements such as porches, stoops, and canopies are required to identify main entrances and maintain the existing neighborhood's architectural character.

(ii) A Porch shall cover a minimum of 50 percent of the Primary House Form. A Stoop shall cover a minimum of 30 percent of the Primary House Form, as referenced in the accompanying graphic.

≥50%

Porch

≥30%

Stoop

(iii) Porch/Stoop handrails and guardrails of perforated metal, stainless steel cables, or unfinished metal mesh are prohibited.

(F) Mechanical Equipment and Utilities

(i) Window-mounted air conditioning units placed facing primary or secondary street frontages are prohibited.

(5) Landscape

(A) Steeply-sloped yards in excess of a slope of 2 to 1 (two foot horizontal for one foot vertical) shall incorporate a slope retention element of either a small retaining wall with steps as a transition to the sidewalk or ground cover/low shrub planting schemes.

(B) Decorative walls and fences shall be consistent with the house's architectural style and character and meet the height regulations of the applicable zoning district.

(6) Parking and Access

(A) Off-street parking shall be provided by an enclosed garage located to the rear of the primary building frontage.

(B) If the garage door on an attached garage must face a primary street, the garage door must be set back a minimum of 20 feet from the primary building frontage, as referenced in the accompanying graphic.

PRIMARY STREET
HOUSE
GARAGE
20'-0" MIN.

SOUTH BEND ZONING ORDINANCE 5-9

PROJECT SCOPE

Peer review services were provided for the re-write of the Zoning Ordinance.

GEOGRAPHY

Northern Indiana

ZONECO REVIEWED THE FOLLOWING:

- Signage Standards
- Special Districts
- Overlay Districts
- Standard Districts
- Form-Based Standards
- Mixed-Use Standards
- Building Standards
- Parking Standards
- Floodplain Standards

PROJECT OVERVIEW

ZoneCo was hired to provide peer review services for the South Bend, Indiana zoning ordinance re-write. South Bend is seeking to craft a zoning code that provides flexibility while achieving the desired urban form. The code is highly visual, and ZoneCo helped to ensure that the code is facilitating the community vision while checking for compliance with Indiana statutes.

This project won a national award for a form-based code from Smart Growth America and the Form-Based Code Institute.

MUNICIPAL PROJECT MANAGER REFERENCE

Michael Divita, AICP
Principal Planner
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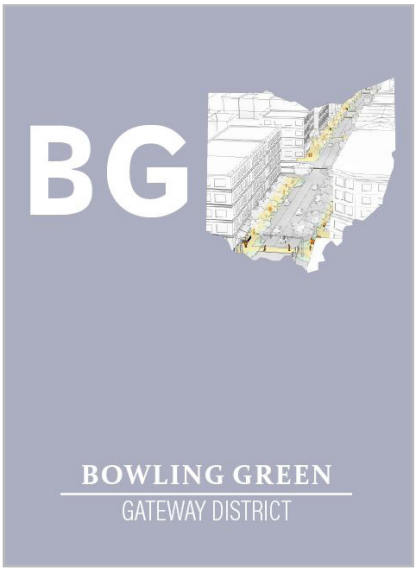
(574) 235-5843
mdivita@southbendin.gov

ZONECO

BOWLING GREEN, OHIO

GATEWAY DISTRICT AND FULL CODE RE-WRITE



PROJECT SCOPE

A new Development Pattern District and accompanying form-based design and zoning standards for a well-traveled Gateway between Downtown and the University in the City of Bowling Green, Ohio. ZoneCo was subsequently retained to write the full code.

SKILLS AND TECHNIQUES

- Calibration of Development Standards and Regulations
- Mixed-Use and Pedestrian-Oriented Standards
- Design Standards
- Document and Graphic Design

PROJECT OVERVIEW

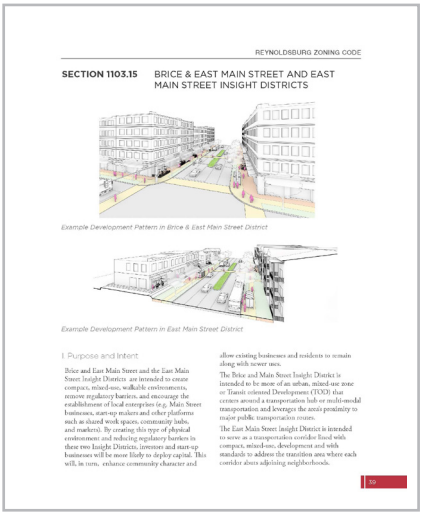
The team of ZoneCo and OHM Advisors was selected to create building, use, design and signage standards for the Gateway District in Bowling Green. This district is located in between the charming, walkable, and historic Downtown and Bowling Green State University. The corridor is currently comprised of disconnected commercial uses and the goal is to connect these two walkable places and make the new district human-scaled and pedestrian-oriented while creating an attractive gateway for the City and the University.

ZoneCo created a highly visual and streamlined document, consistent with City branding. ZoneCo was subsequently retained to complete a full re-write of the Zoning Code, which is in the codification module.

MUNICIPAL PROJECT MANAGER REFERENCE

Heather Sayler
Planning Director
304 N. Church Street
Bowling Green, OH 43402
(419) 354-6218
hsayler@bgohio.org

REYNOLDSBURG, OHIO
ZONING ORDINANCE UPDATE

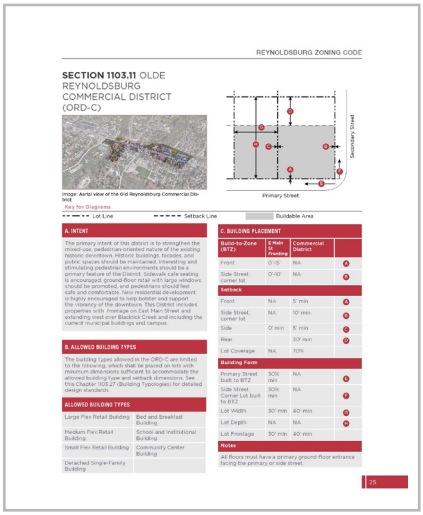

REYNOLDSBURG ZONING CODE

SECTION 1103.15 BRICE & EAST MAIN STREET AND EAST MAIN STREET INSIGHT DISTRICTS

Example Development Pattern in Brice & East Main Street District

Example Development Pattern in East Main Street District

I. Purpose and Intent


REYNOLDSBURG ZONING CODE

SECTION 1103.11 OLDE REYNOLDSBURG COMMERCIAL DISTRICT (ORD-C)

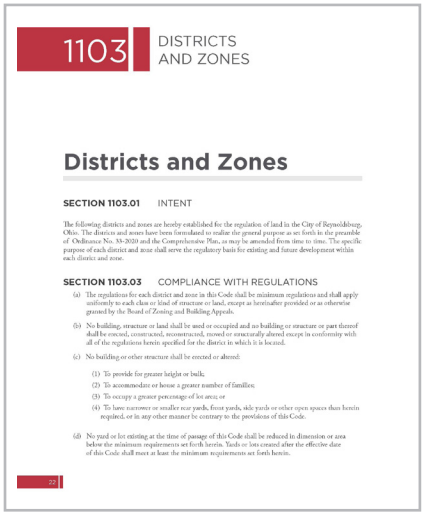
Image: Aerial view of the Old Reynoldsburg Commercial District

Key for Diagrams

A. INTENT

B. ALLOWED BUILDING TYPES

C. BUILDING PLACEMENT


1103 DISTRICTS AND ZONES

Districts and Zones

SECTION 1103.01 INTENT

SECTION 1103.03 COMPLIANCE WITH REGULATIONS

PROJECT SCOPE

A modernized, streamlined, and updated hybrid zoning code.

GEOGRAPHY

Columbus Metropolitan Area

SKILLS AND TECHNIQUES

- Full Code Diagnostic
- Calibration of all Regulations and Standards
- Old Towne District Infill Analysis
- Development Pattern Districting
- Form-Based Coding
- Recommendations and Considerations for Suburban Retrofit
- Presentations at all Adoption Meetings

PROJECT OVERVIEW

In 2018, Reynoldsburg, Ohio retained ZoneCo and OHM Advisors to re-write the City's Planning and Zoning Code. Prior to this, OHM Advisors completed an update of the Comprehensive Plan which sets new goals for the City for the next 10 to 20 years. The land use goals of the plan relate strongly to the East Main Street Corridor, strengthening Olde Reynoldsburg, and promoting economic diversity and economic development.

The calibration of the code's regulations included a thoughtful and exhaustive evaluation of the desired development patterns in Olde Reynoldsburg. The code is a hybrid code, with robust form-based standards throughout which apply to building frontage, open space, and building typology. This code is an excellent example of effectively balancing streamlined regulations with form-conscious standards.

MUNICIPAL PROJECT MANAGER REFERENCE

Andrew Bowsher *(formerly in Reynoldsburg, now with Sidney, OH - also a ZoneCo client)*
City Manager
201 W Poplar Street
Sidney, OH 45365
(937) 498-8110
abowsher@sidneyoh.com

ZONECO

ZONE

ADDITIONAL PROJECTS

ZONING ASSESSMENT - AVONDALE ESTATES, GA (ZONECO)

In 2017, ZoneCo (then Calfee Zoning) was selected to produce a Zoning Code Audit for the City of Avondale Estates Georgia. The project centered upon evaluating whether the zoning code and supplementary land use regulations advance the City's recently adopted Downtown Master Plan and Comprehensive Plan.

ZoneCo designed a public engagement module to foster input from key internal and external stakeholders. The facilitation of walkability in downtown was a key objective for the assessment. The final product was a report that highlights policy solutions and best practices for the City to consider and implement in order to advance its development goals.

ZONING CODE UPDATE - SIDNEY, OH (ZONECO)

The Sidney, Ohio zoning code update was recently completed and adopted in early 2022. The code guides new development and infill in a manner that is consistent with the desired character for the town. The character in Sidney's downtown is promoted through character-based standards. The code update removed inconsistencies, confusing organization, and dated regulations. Sidney's City Manager, Andrew Bowsher, worked with ZoneCo on the adoption of the Reynoldsburg, Ohio code (while he was Development Director there), and recently, for the Sidney code.

ZONING ASSESSMENT - FLORENCE, KY (ZONECO)

ZoneCo was hired as part of a team led by Yard & Company to assess the zoning regulations governing the Main Street District in the City of Florence, Kentucky. It had been nearly thirty years since the Main Street District regulations were adopted. Utilizing the planning vision of the City's steering committee and core planning documents, ZoneCo reviewed each regulation governing the City's Main Street District to determine whether the provision (i) advanced the planning vision; (ii) had a neutral impact on the planning vision; or (iii) served as a barrier to the planning vision.

The final diagnostic report incorporated summary conclusions and recommendations for overhauling the Main Street District regulations to ensure that the district develops as a vibrant, pedestrian-oriented destination in Northern Kentucky. The findings in the diagnostic report will serve as a foundation for codifying new zoning regulations that will govern the Florence Main Street District moving forward.

ZONING ASSESSMENT - ORANGE TOWNSHIP, OH (SUBSEQUENT ZONING CODE UPDATE NEARING COMPLETION) (ZONECO)

In 2019, ZoneCo completed a diagnostic report for Orange Township, Ohio. Orange Township has seen substantial growth; recent development has almost exclusive occurred through the Planned Development process within their zoning code. The code is old, difficult to navigate, and creating administrative challenges. Their goals for walkability, a town center, and housing variety cannot be accommodated by the current zoning regulations. ZoneCo created a report that analyzed every section of the code, and provided a clear assessment of how the code is not achieving the community's vision. ZoneCo was subsequently retained

ADDITIONAL PROJECTS (CON'T)

to rewrite the full code.

ZONING ASSESSMENT AND CODE UPDATE - WHITEHALL, OH (ZONING CODE UPDATE NEARING COMPLETION) (ZONECO)

In 2019 ZoneCo completed a zoning diagnostic report in conjunction with the Whitehall Works Development Blueprint. The zoning diagnostic report benchmarked the City's current zoning code against the planning goals and objectives set forth in the City's plan. The diagnostic report also included recommendations regarding updates to the zoning code to advance the City's goals and objectives. ZoneCo and OHM Advisors was subsequently retained to re-write the zoning code. The commercial districts were updated and adopted in late 2021; the new districts accommodate improved flexibility and walkability within the districts.

ZONING ASSESSMENT - GERMANTOWN, TN (ZONECO)

In 2015, Sean Suder (then Lead Principal of Graydon Land Use Strategies, LLC) was hired as part of a team to provide zoning consulting services to suburban Germantown, Tennessee (Memphis area). Sean provided a review of the current zoning resolution to determine how it may be promoting the city's desired development outcomes and in what instances it may be serving as a barrier to achieving its land use goals and objectives.

ZONING CODE UPDATE - PLAIN CITY, OH (ZONECO)

In 2021-2022, ZoneCo and OHM Advisors were hired to complete an update of Plain City's zoning code. The City is growing at a fast rate, and sought to develop a more granular development pattern in downtown and the traditional neighborhoods around it. Non-monotony and design standards were integrated into the residential areas while the industrial areas were adjusted to accommodate the evolving needs of employers in Plain City.

SAMPLE DOCUMENTS (URLs)

Please find the **Town of Palm Beach, FL Zoning Diagnostic Report** here:

https://static1.squarespace.com/static/62fbc45f5cf3c62f89ac7821/t/6392614f00e80e689d43219f/1670537562679/Zoning+Diagnostic+Report+-+Palm+Beach+2022-09-29.pdf

Please find the **Town of Palm Beach, FL Charrette Summaries** here:

https://pbzoning.org/charrette-week-summary

Please find the **DRAFT Vienna, VA Zoning Code** here:

https://www.codecreatevienna.com/project-updates/draft-code

Please find the full **Reynoldsburg, OH Zoning Code** here:

https://publizr.com/reynoldsburg/reynoldsburg-zoning-code?html=true#/0/

Please find the **South Bend, IN Zoning Regulations** here (ZoneCo Subconsultant):

http://docs.southbendin.gov/WebLink/Browse.aspx?dbid=0,0&startid=291740&row=1&cr=1

Please find the **Dormont, PA Development Code** here:

https://ecode360.com/37592845

Please find the **Bowling Green, OH Gateway District** here:

https://bowlinggreen-oh.com/DocumentCenter/View/542/Draft-Gateway-Zoning-District-PDF

Please find the full **Sidney, OH Zoning Code** here:

https://codelibrary.amlegal.com/codes/sidneyoh/latest/sidney_oh/0-0-0-81596

Please find the full **Marysville, OH Zoning Code** here:

https://library.municode.com/oh/marysville/codes/code_of_ordinances?nodeId=Part%20Eleven%20-%20Planning%20and%20Zoning%20Code

PUBLIC ENTITY CRIMES REQUIREMENT

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid or a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, and may not transact business with any public entity in excess of the threshold amount provided in SECTION 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a), FLORIDA STATUTES, ON ENTITY CRIMES

1. This sworn statement is submitted to City of Green Cove Springs
(print name of the public entity)

by Sean Suder, Lead Principal
(print individual's name and title)

for ZoneCo, LLC
(print name of entity submitting sworn statement)

whose business address is

455 Delta Avenue, Suite 203, Cincinnati, OH, 45226

and (if applicable) its Federal Employer Identification Number (FEIN) is:

85-3420705

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: _____

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g),

Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the

United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b),
Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:

a. A predecessor or successor of a person convicted of a public entity crime; or
b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate"
includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market
value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
c. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
d. Based on information and belief, the statement which I have marked below is true
in relation to the entity submitting this sworn statement. **(indicate which statement applies.)**

X Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged

with

and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in

the management of the entity, or an affiliate of the entity has been charged with and

convicted of a public entity crime subsequent to July 1, 1989. However, there has

been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **(attach a copy of the**

final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

_____
(Signature)

Sworn to an subscribed before me this 31st day of March, 20 23

Personally known _____ _____

OR produced identification X Notary Public - State of Ohio

driver's license
(Type of identification)

My commission expires never

John Paul Burleigh
(Printed typed or stamped commissioned name of notary public)

JOHN PAUL BURLEIGH
Attorney at Law
Notary Public, State of Ohio
My Commission Has No Expiration
Date. Section 147.03 O.R.C.

DRUG-FREE WORKPLACE COMPLIANCE FORM

In order to have a drug-free workplace program, a business shall abide as follows:

The undersigned vendor/contractor in accordance with Florida Statue 287.087 hereby certifies that ZoneCo, LLC (name of business) does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the company's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees or drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in item 1, above.
4. In the statement specified in item 1, notify the employees that as a condition of working on the commodities or contractual services which are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that,

Zoneco, LLC (name of business), fully complies/does not comply with the above requirements.

Sean Suder 3/31/2023

Vendor/Contractor Signature Date

STANDARD ADDENDUM
TO ALL
CITY CONTRACTS AND AGREEMENTS

Any other provisions of the Contract or Agreement to which this Standard Addendum is attached to the contrary notwithstanding, the parties specifically agree that the provisions hereinafter set forth will apply exclusively with respect to the matters addressed, whether addressed in said Contract or Agreement or not, and shall be deemed an integral part of said Contract or Agreement as if duly set out therein, having a force and effect of equal or superior dignity, as applicable, with the provisions thereof; provided, that if the provisions of the Contract or Agreement address a particular matter in a manner which results in a lower cost to the City than this Standard Addendum, then such provisions of the Contract or Agreement shall control and supersede the applicable provisions hereof (as used herein, the term "Contractor" means the vendor or other party in the Contract or Agreement providing construction, labor, materials, professional services, and/or equipment to the City thereunder; the term "City" means Green Cove Springs, a municipal corporation of the State of Florida, its City Council, or any other name or label set forth in the Contract or Agreement identifying such entity).

1. All payments for services rendered, or supplies, materials, equipment and the like constructed, delivered or installed under the Contract or Agreement (the Work) shall be made by the City in accordance with the Local Government Prompt Payment Act (the Act). Upon receipt of a proper statement, invoice or draw request, the City shall have the number of days provided in the Act in which to make payment.

2. Any work or professional services sub-contracted for by the Contractor for which the City has agreed to reimburse the Contractor shall not be marked up, but shall be payable by the City only in the exact amount reasonably incurred by the Contractor. No other such sub-contracted services shall be reimbursed.

3. In the event the Contract or Agreement is for professional services, charged on a time basis, the City shall not be billed or invoiced for time spent traveling to and from the Contractor's offices or other points of dispatch of its sub-contractors, employees, officers, or agents in connection with the services being rendered.

4. The City shall not be liable to reimburse the Contractor for any courier service, telephone, facsimile, or postage charges incurred by the Contractor, except as follows, and then only in the exact amount incurred by the Contractor [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

5. The City shall not be liable to reimburse the Contractor for any copying expenses incurred by the Contractor, except as follows, and then only at $0.05 per page [if the space below is left blank, then "NONE" is deemed to have been inserted therein]:

6. If and only if travel and per diem expenses are addressed in the Contract or Agreement in a manner which expressly provides for the City to reimburse the Contractor for the same, then the City shall reimburse the Contractor only for those travel and per diem expenses

reasonably incurred and only in accordance with the provisions of Section 112.061, Florida Statutes or as otherwise limited by Florida law. In the event the Contractor has need to utilize hotel accommodations or common carrier services, the City shall reimburse the Contractor for his, her, or its reasonable expense incurred thereby provided prior written approval of the City Manager of the City or his or her designee is obtained.

7. With respect to drawings and/or plans prepared on behalf of the City by the Contractor under the Contract or Agreement, unless specifically provided otherwise therein, complete sets of such drawings and/or plans shall be reproduced by the Contractor without cost to the City for all bidders requesting the same, and five (5) complete sets of such drawings and/or plans shall be reproduced and delivered to the City without cost.

8. With respect to any indemnification by the City provided under the Contract or Agreement, any such indemnification shall be subject to and within the limits set forth in Section 768.28, Florida Statutes, and shall otherwise be limited as provided by law.

9. In that the City is a governmental agency exempt from sales tax, the City shall pay no such taxes, any other provisions of the Contract or Agreement to the contrary notwithstanding. The City shall provide proof of its exempt status upon reasonable request.

10. Any pre-printed provisions of the Contract or Agreement to the contrary notwithstanding, the same shall not automatically be renewed but shall be renewed only upon subsequent agreement of the parties.

11. The Contractor acknowledges that in the budget for each fiscal year of the City during which the term of the Contract or Agreement is in effect, a limited amount of funds are appropriated which are available to make payments arising under the Contract or Agreement. Any other provisions of the Contract or Agreement to the contrary notwithstanding, and pursuant to applicable Florida Statutes, the maximum payment that the City is obligated to make under the Contract or Agreement from the budget of any fiscal year shall not exceed the appropriation for said fiscal year.

12. The Contractor shall comply with applicable provisions of Section 119.0701, Florida Statutes and any contract between the parties shall fully comply with such section.

CITY OF GREEN COVE SPRINGS

CONTRACTOR/FIRM/INDIVIDUAL

By:_____
Daniel M. Johnson, Mayor

By: _____
Name:_____ Title:_____

ATTEST:

By:_____
Erin West, City Clerk

ACKNOWLEDGEMENT OF ADDENDUM

I acknowledge the receipt of 2 Addendums to the original RFP.

Sean Suder

Company Representative Signature

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steven Kelley Date: 5/9/23

Name of Firm: Zone Co

- Technical approach to the project.

  0-10 points 9 8

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 10

- Previous experience, and successful record with similar projects.

  0-10 points 8

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 8

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 8

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 9

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 9

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 8

Total Score 81 (80 mc)

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steve Kennedy Date: 5/8/23

Name of Firm: Zone Co / JB Pro

- Technical approach to the project.

  0-10 points 7

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 13

- Previous experience, and successful record with similar projects.

  0-10 points 8

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 8

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 6

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 5 Fewer Input Meetings

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 5

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 6

Total Score 70

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Null Date: 5/18/23

Name of Firm: ZoneCo

- Technical approach to the project.

  0-10 points 7 Very generic

  - Talked More about Personnel than our project
  - Didn't follow format in addendum

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 7 75% of work by people in ohio Stakeholders at the end

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 13

- Previous experience, and successful record with similar projects.

  0-10 points 7 Recent - Palm Beach, FL

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 8

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 6 Late in process

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 6 12 mos.

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 7 $125K

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 5 Ohio ; JB Pro - FL

Total Score 66

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Mike D Date: 9-8

Name of Firm: Zone Co

- Technical approach to the project.

  0-10 points 8

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 10

- Previous experience, and successful record with similar projects.

  0-10 points 9

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 6

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 7

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 8

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 3

Total Score 74 (72 new)

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steven Kelley Date: 5/9/23

Name of Firm: Inspire

- Technical approach to the project.

  0-10 points 9

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 14

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 15

- Previous experience, and successful record with similar projects.

  0-10 points 10

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 10

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 10

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 9

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 9

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 10

Total Score 96

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Steve Kennedy Date: 5/8/23

Name of Firm: Inspire

- Technical approach to the project.

  0-10 points 9

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 13

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 14

- Previous experience, and successful record with similar projects.

  0-10 points 8

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 9

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 5

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 5

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 9

Total Score 81

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: NULL Date: 5/8/23

Name of Firm: Inspire

- Technical approach to the project.

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 15 Very Detailed outline

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 14

- Previous experience, and successful record with similar projects.

  0-10 points 10

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 9

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 10

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 6 12 months

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 7 $125K

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 10 Spin-off of SiME Orlando
  Pat Tyjeski
  ↳ Did Compella

Total Score 91

Bid RFQ 2023-05

Form Based Code Scoring Sheet

Name of Evaluator: Mike D Date: 3-9

Name of Firm: Inspire

- Technical approach to the project.

  0-10 points 10

- A clear understanding of the project and approach articulated that will be taken to accomplish the Scope of Work and help the City to meet its goals.

  0-15 points 12

- Professional qualifications, expertise, quality, and depth of key personnel with similar projects.

  0-15 points 12

- Previous experience, and successful record with similar projects.

  0-10 points 9

- Resumes of personnel assigned to this project, including relevant experience.

  0-10 points 9

- Proposed approach to soliciting meaningful public input and public participation methods.

  0-10 points 9

- Timeliness of the proposed schedule and the ability of the consultant team to complete the work as scheduled based on current and projected workload.

  0-10 points 7

- A competitive and reasonable fee, estimated costs, and the flexibility to adjust the proposed work program to meet budget constraints.

  0-10 points 8

- Knowledge of the City of Green Cove Springs and its challenges and opportunities.

  0-10 points 10

Total Score 86