

Ray Bagshaw
Mayor

Pam Henley
Council Member

Judy Beardslee
Council President

**CITY COUNCIL AGENDA
SPECIAL MEETING**
City Hall – Council Chamber
405 Larue Avenue, Edgewood, Florida
Tuesday, August 15, 2012
2:00 p.m.

Neil Powell
Council Member

Lee Chotas
Council Member

John Dowless
Council Member

WELCOME! We are very glad you have joined us for today's Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however a five-minute limit has been set by Council. Large groups are asked to name a spokesperson. Robert's Rules of Order guide the conduct of the meeting. **PLEASE SILENCE ALL CELLULAR PHONES AND PAGERS DURING THE MEETING.** "THANK YOU" for participating in your City Government.

- A. **CALL TO ORDER**
- B. **BUDGET AMENDMENT(s)**
- C. **FIVE YEAR CAPITAL IMPROVEMENT PROJECTS**
- D. **GROWTH MANAGEMENT**
- E. **FEG CONTRACT – Update Comprehensive Plan**
- F. **CITIZEN COMMENTS**
- G. **ADJOURNMENT**

UPCOMING MEETINGS:

- August 21, 2012.....City Council Regular Meeting
- Sept. 4, 2012.....City Council Special Meeting-1st Budget Hearing
- Sept. 18, 2012.....City Council Regular Meeting-2nd & FINAL Budget Hearing

You are welcome to attend and express your opinion. Please be advised that Section 286.0105, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made. In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the City Clerk at (407) 851-2920.

RESOLUTION NO. 2012-02

A RESOLUTION OF THE CITY OF EDGEWOOD, FLORIDA AMENDING THE CITY'S BUDGET FOR THE 2011-2012 FISCAL YEAR; AUTHORIZING THE MAYOR AND/OR HIS DESIGNEE TO TAKE ALL ACTIONS NECESSARY TO IMPLEMENT THE TERMS AND CONDITIONS OF THE THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, at its regular meeting on September 20, 2011, the City Council of the City of Edgewood, Florida adopted Resolution No. 2011-05 approving the annual budget for Fiscal Year 2011/2012; and

WHEREAS, it is appropriate to provide for certain transfers, appropriations and authorizations based upon previous and anticipated expenditures and revenues,

WHEREAS, the City Council has determined that it is necessary to amend the budget to reflect these changes,

WHEREAS, Florida Statute 166.241(4) allows the City to amend the budget within sixty (60) days of the close of the fiscal year to avoid any overspending of budgeted funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA AS FOLLOWS:

SECTION 1.CHART OF ACCOUNT AMENDMENT: The City Council of the City of Edgewood, Florida amends the Fiscal Year 2011/2012 budget to add the following Chart of Account ID(s), Description(s) and Type:

| Account ID | Description | Type |
|-------------------|------------------------------------|-------------|
| 352120-01 | Red Light Citations | Income |
| 513670-01 | Red Light Operational | Expense |
| 369800-01 | Farmer's Market/Food Truck Vendors | Income |
| 5135544-01 | Farmer's Market/Food Truck Vendors | Expense |
| 513100-01 | Paid Time Off (PTO) City Hall | Expense |
| 513160-01 | Bereavement City Hall | Expense |
| 513261-01 | Holiday Pay City Hall | Expense |

| | | |
|-----------|----------------------------------|---------|
| 521170-01 | Bereavement Police Department | EXPENSE |
| 519315.01 | IT Service Management (ITSM) | EXPENSE |
| 513260.01 | Vacation City Hall | EXPENSE |
| 513265.01 | Sick City Hall | EXPENSE |

SECTION 2. BUDGET AMENDMENT. : The City Council of the City of Edgewood, Florida amends the Fiscal Year 2011/2012 budget as shown on Exhibits "A" and "B", which is attached hereto and incorporated by reference herein.

SECTION 3. EFFECTIVE DATE. This Resolution shall become effective immediately upon its passage and adoption.

PASSED and ADOPTED by the City Council of the City of Edgewood, Florida on the _____ day of _____, 2012.

JUDY BEARDSLEE, COUNCIL PRESIDENT

ATTEST:

Bea L. Meeks, MMC, CPM
City Clerk

SCHEDULE "A"

| Dept. # | Account # | Budget | YTD | Projected Expense | Increase | Decrease | Transfer To | From | NEW ACCOUNT TOTAL | NOTES |
|---------------|------------|---------------|------------------|-------------------|--------------|--------------|---------------|-----------|-------------------|------------------------|
| CITY HALL | | | | | | | | | | |
| A | 513260.01 | \$ - | \$ (3,153.52) | \$ 4,000.00 | \$ 4,000.00 | | | 513120.01 | \$ 4,000.00 | FROM SALARY EXPENSE CH |
| B | 513265.01 | \$ - | \$ (140.00) | \$ 200.00 | \$ 200.00 | | | 513120.01 | \$ 200.00 | FROM SALARY EXPENSE CH |
| C | 513491.01 | \$ 5,000.00 | \$ 5,955.00 | \$ 7,000.00 | \$ 2,000.00 | | | 519150.01 | \$ 7,000.00 | FROM ELECTIONS |
| D | 513540.01 | \$ 2,000.00 | \$ 2,136.80 | \$ 2,500.00 | \$ 500.00 | | | 519150.01 | \$ 2,500.00 | FROM ELECTIONS |
| E | 513543.01 | \$ - | \$ 4,294.13 | \$ 5,000.00 | \$ 5,000.00 | | | 518220.01 | \$ 5,000.00 | |
| F | 513620.01 | \$ 13,500.00 | \$ 14,785.42 | \$ 16,000.00 | \$ 2,500.00 | | | 519150.01 | \$ 16,000.00 | FROM ELECTIONS |
| G | 519450.01 | \$ 2,500.00 | \$ 2,571.00 | \$ 2,571.00 | \$ 71.00 | | | 519150.01 | \$ 2,571.00 | FROM ELECTIONS |
| H | 519461.01 | \$ - | \$ (3,827.54) | \$ 5,000.00 | \$ 5,000.00 | | | 519150.01 | \$ 5,000.00 | FROM ELECTIONS |
| I | 519520.01 | \$ - | \$ (102.50) | \$ 102.50 | \$ 102.50 | | | 519150.01 | \$ 102.50 | FROM ELECTIONS |
| J | 574491.01 | \$ 500.00 | \$ 928.00 | \$ 928.00 | \$ 428.00 | | | 519150.01 | \$ 928.00 | FROM ELECTIONS |
| K | 513490.06 | \$ - | \$ (10.00) | \$ 10.00 | \$ 10.00 | | ITEMS C-D F-K | 519150.01 | \$ 10.00 | FROM ELECTIONS |
| L | 519150.01 | \$ 12,000.00 | \$ - | \$ - | | \$ 10,611.50 | | | \$ 1,388.50 | TO ITEMS C-D F-K |
| M | 518220.01 | \$ 12,000.00 | \$ 5,410.86 | \$ 7,000.00 | | \$ 5,000.00 | 513543.01 | | \$ 7,000.00 | TO FARMERS MARKET |
| | 513120.01 | \$ 130,000.00 | \$ 10,010,252.00 | \$ 125,800.00 | | \$ 4,200.00 | | | | TO VACATION-SICK |
| TOTALS | 7277621.19 | \$ 177,500.00 | \$ 10,039,099.65 | \$ 176,111.50 | \$ 19,811.50 | \$ 19,811.50 | | | | |

| | Increase | | Decrease |
|--------------|---------------------|--|---------------------|
| | \$ 4,000.00 | | \$ 10,611.50 |
| | \$ 200.00 | | \$ 5,000.00 |
| | \$ 2,000.00 | | \$ 4,200.00 |
| | \$ 500.00 | | |
| | \$ 5,000.00 | | |
| | \$ 2,500.00 | | |
| | \$ 71.00 | | |
| | \$ 5,000.00 | | |
| | \$ 102.50 | | |
| | \$ 428.00 | | |
| | \$ 10.00 | | |
| | | | |
| TOTAL | \$ 19,811.50 | | \$ 19,811.50 |

SCHEDULE "B"

F.Y. 2011-12 BUDGET RESOLUTIONS (08/14/12)

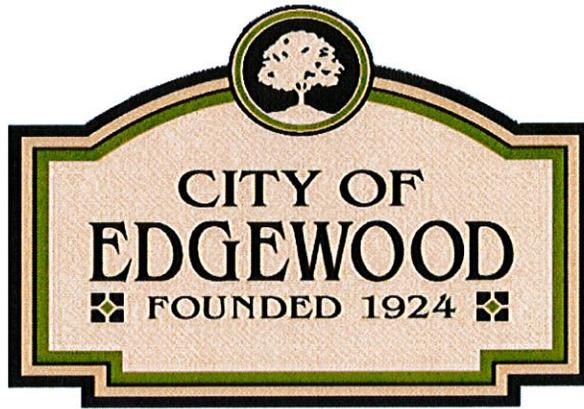
| | BUDGET | Y.T.D. | PROJECTED | \$ IN | \$ OUT | NOTES |
|-----------|------------|------------|------------|-----------|-----------|--|
| 521100-01 | \$ 35,000 | \$ 34,019 | \$ 47,323 | \$ 12,323 | | \$12,323 FROM 521122-01 |
| 521121-01 | \$ 81,141 | \$ 54,311 | \$ 87,599 | \$ 6,458 | | \$6,458 FROM 521261-01 |
| 521122-01 | \$ 20,280 | \$ 1,981 | \$ 1,981 | | \$ 18,299 | \$12,323 TO 521100-01 \$5,976 TO 521458-01 |
| 521130-01 | \$ 4,000 | \$ 2,288 | \$ 2,500 | | \$ 1,500 | \$1,387 TO 521220-01 \$113 TO 521342-01 |
| 521140-01 | \$ 10,000 | \$ 10,426 | \$ 14,000 | \$ 4,000 | | \$4,000 FROM 521160-01 |
| 521151-01 | \$ 649,695 | \$ 441,957 | \$ 662,936 | \$ 13,241 | | \$13,241 FROM FINGERPRINT REVENUE |
| 521153-01 | \$ 5,500 | \$ 964 | \$ 1,000 | | \$ 4,500 | \$4,500 TO 521230-01 |
| 521160-01 | \$ 4,200 | \$ 200 | \$ 200 | | \$ 4,000 | \$4,000 TO 521140-01 |
| 521210-01 | \$ 51,580 | \$ 31,451 | \$ 47,177 | | \$ 4,403 | \$4,403 TO 521221-01 |
| 521220-01 | \$ 9,625 | \$ 7,341 | \$ 11,012 | \$ 1,387 | | \$1,387 FROM 521130-01 |
| 521221-01 | \$ 78,193 | \$ 55,492 | \$ 83,238 | \$ 5,045 | | \$4,403 FROM 521210-01 \$642 FROM 521457-01 |
| 521230-01 | \$ 105,800 | \$ 73,975 | \$ 111,157 | \$ 5,357 | | \$4,500 FROM 521153-01 \$407 FROM 521464-01 \$450 FROM 521540-01 |
| 521240-01 | \$ 19,400 | \$ 25,157 | \$ 37,539 | \$ 18,139 | | \$4,259 FROM FINGERPRINT REVENUE \$3,335 FROM 521461-01 \$1,803 FROM 521261-01 \$3,000 FROM 521310-01 \$3,081 FROM 521531-01 \$1,439 FROM 521441-01 \$1,222 FROM 521530-01 |
| 521261-01 | \$ 30,000 | \$17,391 | \$ 21,739 | | \$ 8,261 | \$6,458 TO 521121-01 \$1,803 TO 521240-01 |
| 521265-01 | \$ 0 | \$ 645 | \$ 645 | \$ 645 | | \$645 FROM 521410-01 |
| 521310-01 | \$ 7,500 | \$ 4,073 | \$ 4,100 | | \$ 3,400 | \$3,000 TO 521240-01 \$400 TO 521431-01 |
| 521342-01 | \$ 4,000 | \$ 4,344 | \$ 5,113 | \$ 1,113 | | \$113 FROM 521130-01 |
| 521410-01 | \$ 5,000 | \$ 3,603 | \$ 4,355 | | \$ 645 | \$1,000 FROM 521462-01 \$645 TO 521265-01 |
| 521412-01 | \$ 9,000 | \$ 6,306 | \$ 7,570 | | \$ 1,430 | \$1,430 TO 521430-01 |

SCHEDULE "B"

| | | BUDGET | Y.T.D. | PROJECTED | \$ IN | \$ OUT | NOTES |
|-----------|-----------------------------|-----------|-----------|-----------|-----------|-------------------------------------|-------|
| 521414-01 | ELECTRONIC MEDIA | \$ 4,800 | \$ 3,794 | \$ 4,600 | \$ 200 | \$ 200 TO 521490-01 | |
| 521430-01 | UTILITIES - WATER & SEWER | \$ 850 | \$ 1,520 | \$ 2,280 | \$ 1,430 | \$ 1,430 FROM 521412-01 | |
| 521431-01 | UTILITIES - POWER | \$ 7,500 | \$ 5,569 | \$ 7,900 | \$ 400 | \$ 400 FROM 521310-01 | |
| 521433-01 | GAS | \$ 40,000 | \$ 39,256 | \$ 44,500 | \$ 4,500 | \$ 1,500 FROM GAS TAX REIMBURSEMENT | |
| 521441-01 | RENTALS/RECORDS SYS SERVICE | \$ 9,000 | \$ 7,561 | \$ 7,561 | \$ 1,439 | \$ 3,000 FROM OFF-DUTY REIMBURSE | |
| 521452-01 | INSURANCE - VEHICLES | \$ 4,700 | \$ 4,154 | \$ 6,231 | \$ 1,531 | \$ 1,439 TO 521240-01 | |
| 521454-01 | GAS TANK INS/MAINT | \$ 2,000 | \$ 741 | \$ 1,119 | \$ 881 | \$ 1,339 FROM 521541-01 | |
| 521457-01 | INSURANCE - PROPERTY | \$ 2,800 | \$ 1,294 | \$ 2,158 | \$ 642 | \$ 192 FROM 521525-01 | |
| 521458-01 | INSURANCE - COMP GEN LIAB | \$ 33,800 | \$ 33,895 | \$ 50,842 | \$ 17,042 | \$ 881 TO 521524-01 | |
| 521461-01 | REPAIR/MAINT - EQUIPMENT | \$ 7,000 | \$ 3,054 | \$ 3,665 | \$ 3,335 | \$ 642 TO 521221-01 | |
| 521462-01 | BUILDING RENOVATION/MAINT | \$ 7,000 | \$ 4,843 | \$ 6,000 | \$ 1,000 | \$ 6,405 FROM 521463-01 | |
| 521463-01 | VEHICLES & EQUIPMENT | \$ 38,000 | \$ 31,595 | \$ 31,595 | \$ 6,405 | \$ 5,976 FROM 521122-01 | |
| 521464-01 | PORT RADIO ACQUISITIONS | \$ 18,000 | \$ 17,593 | \$ 17,593 | \$ 407 | \$ 4661 FROM 521541-01 | |
| 521490-01 | ALARM MONITORING | \$ 400 | \$ 406 | \$ 600 | \$ 200 | \$ 3,335 TO 521240-01 | |
| 521493-01 | SPECIAL EVENTS | \$ 2,500 | \$ 5,084 | \$ 5,084 | \$ 2,584 | \$ 1,000 TO 521342-01 | |
| 521495-01 | MISCELLANEOUS | \$ 4,000 | \$ 1,892 | \$ 2,838 | \$ 1,162 | \$ 6,405 TO 521458-01 | |
| 521510-01 | OFC SUPPLIES | \$ 5,000 | \$ 5,068 | \$ 5,400 | \$ 400 | \$ 407 TO 521230-01 | |
| 521522-01 | SPECIAL POLICE SUPPLIES | \$ 8,000 | \$ 5,450 | \$ 6,578 | \$ 1,422 | \$ 200 FROM 521414-01 | |
| 521523-01 | UNIFORMS & EQUIPMENT | \$ 6,000 | \$ 5,000 | \$ 6,000 | \$ 1,000 | \$ 1,162 FROM 521495-01 | |
| 521524-01 | OFFICE EQUIPMENT | \$ 7,000 | \$ 8,881 | \$ 8,881 | \$ 1,881 | \$ 1,422 TO 521493-01 | |
| 521525-01 | FUEL/MAINT-GENERATOR | \$ 500 | \$ 269 | \$ 308 | \$ 192 | \$ 1,000 TO 521524-01 | |
| 521530-01 | MAINT CONTRACTS | \$ 5,500 | \$ 4,278 | \$ 4,278 | \$ 1,222 | \$ 192 TO 521452-01 | |
| 521531-01 | ELECTRONIC MEDIA | \$ 4,800 | \$ 1,146 | \$ 1,719 | \$ 3,081 | \$ 1,222 TO 521240-01 | |
| 521540-01 | DUES/SUBSCRIPTIONS | \$ 1,000 | \$ 517 | \$ 550 | \$ 450 | \$ 3,081 TO 521240-01 | |
| 521541-01 | EDUCATION REIMBURSEMENT | \$ 6,000 | \$ 0 | \$ 0 | \$ 6,000 | \$ 450 TO 521230-01 | |
| | | | | | | \$ 4661 TO 521548-01 | |
| | | | | | | \$ 1339 TO 521452-01 | |

SCHEDULE "B"

| | BUDGET | Y.T.D. | PROJECTED | \$ IN | \$ OUT | NOTES |
|------------------------|--------|--------|-----------|------------------|------------------|--|
| FINGERPRINTING REVENUE | | | | | \$ 17,500 | \$13,241 TO 521151-01 |
| GAS TAX REIMBURSEMENT | | | | | \$ 1,500 | \$4,259 TO 521240-01 |
| OFF DUTY REIMBURSEMENT | | | | | \$ 3,400 | \$1,500 TO 521433-01 \$3,000 TO 521433-01 \$400 TO 521510-01 |
| TOTAL | | | | \$ 97,676 | \$ 97,676 | |



TO: Mayor Bagshaw, Council President Beardslee, Council Members Dowless, Chotas, Henley and Powell

FROM: Bea L. Meeks, City Clerk *B*

DATE: August 10, 2012

RE: Capital Improvement Projects

As we proceed through the budget approval process, Council has expressed the need to include funds for capital improvement projects. As you know, the purpose for a Capital Improvements Program is to identify deficiencies in the City. Once those deficiencies are identified, you must identify a funding source. Typically, capital improvement projects align with the standards established in the City's Capital Improvements Element (CIE) of the Comprehensive Plan. Given that the City's Comprehensive Plan is in need of an update, I think that is a given that if Council establishes a capital improvements program, it is out of necessity and is not related to the City's Comprehensive Plan.

The Mayor has proposed some capital improvement projects in the FY 12/13 Budget; a summary of those projects, along with costs, is attached to this memo.

**CITY OF EDGEWOOD
PRELIMINARY BUDGET COST ESTIMATE FY 2012-013
PAVEMENT AND OTHER MISCELLANEOUS ROAD REPAIRS**

PROPOSED WORK

ESTIMATED COST

COMMERCE DRIVE – CUL-DE-SAC

\$ 11,500

Brief Description of Work: Remove and replace approximately 250 L.F. of 2 Ft. drop curb; mill and re-surface approximately 650 S.Y. of 1 ½" Type S-1 pavement; remove and replace approximately 40 S.F. of concrete pavement

WINDSONG AT HARBOUR ISLAND ROAD:

Brief Description of Work:

1st. Landscape Island East of Bridge

\$ 2,650

Clean saw cut existing pavement edge and construct approximately 180 L.F. of Type "D" or head curb; add approximately 24 S.Y. of asphaltic concrete pavement

2nd. Landscape Island East of Bridge

\$ 650

Clean saw cut existing pavement edge and construct approximately 30 L.F. of Type "D" or head curb; add approximately 8 S.Y. of asphaltic concrete pavement

3rd. Landscape Island East of Bridge – Main Center Island

\$ 2,800

Clean saw cut existing pavement edge and construct approximately 190 L.F. of Type "D" or head curb; add approximately 25 S.Y. of asphaltic concrete pavement

4th. Landscape Island East of Bridge

\$ 1,400

Clean saw cut existing pavement edge and construct approximately 95 L.F. of Type "D" or head curb; add approximately 10 S.Y. of asphaltic concrete pavement

HEDGE COURT AT LYNWELL DRIVE

\$ 1,800

Brief Description of Work: Remove and replace approximately 35 L.F. of asphalt and concrete underlayment with a 3 foot wide valley gutter and asphaltic concrete pavement; remove and replace approximately 25 L.F. of head curb

JAMAICA LANE – PUBLIC PORTION – EAST OF RAILROAD R.O.W.

\$ 1,000

Brief Description of Work: Repair of isolated asphalt pavement areas

PROPOSED WORK

ESTIMATED COST

REPAIR OF INLET AT SILVERA DRIVE AND VISCAYA AVENUE

\$ 750

Brief Description of Work: Remove broken inlet portion and reconstruct

REPAIR INLET EROSION ON COMMERCE DRIVE

\$ 750

Brief Description of Work: Expose existing structure and repair soil subsidence and erosion

CLEANING OF STORMCEPTOR ON MANDALAY ROAD AT BALI HAI LAGOON AND CDS UNIT AT TERMINUS OF JESSAMINE LANE - BUDGBET

\$ 2,500

Brief Description of Work: Vacuum and dispose of existing sediments form treatment units

CITY WIDE SIDEWALK REPAIRS - BUDGET

\$ 15,000

SUBTOTAL

\$ 40,800

ENGINEERING (15%)

\$ 6,120

SURVEYING (BUDGET)

\$ 3,500

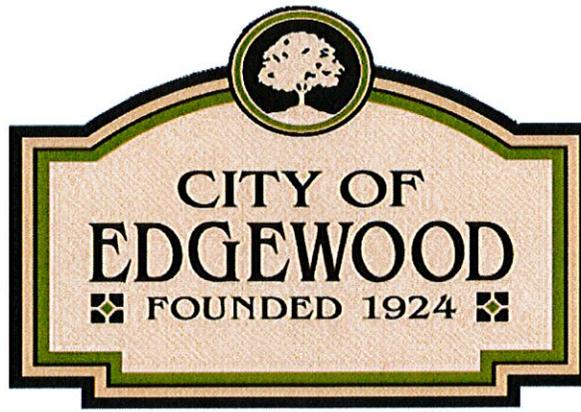
CONTINGENCY (10%)

\$ 4,080

TOTAL

\$54,500

This estimate is made without the benefit of engineering design or survey work. Therefore, the quantities used in preparing this estimate are approximate and may change as a result of more detailed engineering analyses and survey work. This estimate does not include non-readily apparent incidental work such as landscaping repairs, utility related work, etc. The unit fees used in generating this estimate are based on our experience with similar work and represent the engineer's best judgment and opinion. The actual costs may vary from our estimate and will depend on several factors including labor and material availability, the size of the contract, etc. It is assumed that the smaller work items can be handled simultaneous with other work in order to minimize contractor's mobilization costs.



TO: Mayor Bagshaw, Council President Beardslee, Council Members Dowless, Chotas, Henley and Powell

FROM: Bea L. Meeks, City Clerk *B*

DATE: August 10, 2012

RE: Growth Management

As you know, growth management is a means to promote and protect the quality of life in the City of Edgewood through the implementation of City regulations (Code), and the Comprehensive Plan. This aligns with the 1985 Growth Management Act that was created to protect the environment and discourage urban sprawl.

Typically, growth management departments consist of the following:

- Building Permits
- Development Review
- Address Assignments
- Annexation
- Zoning/Land Use
- Impact Fees
- Flood Plain Permitting
- Site Plan Review

In County government, and larger municipalities, the growth management department is broken into sub-departments. The City of Edgewood does not have this luxury, and all of the above (and more) are handled by staff, along with the consulting planner, engineer and attorney.

Council has expressed a desire to include growth management in the FY 12/13 budget. The proposed budget does include the Comprehensive Plan update. It should be noted that once the amendment to the comp plan has been approved, changes will need to be made to the City Code, so that it aligns with the comp plan. We know that there currently are deficiencies in the City Code.

There has been interest by property owners outside of the City who want to annex. As discussed in previous meetings, these property owners can annex into the City; however, they will keep County land use until the City updates their Comprehensive.

As the City considers annexation, it might be good to take a look at what legislation provides regarding annexation, and review a typical annexation process.

Annexations

"Annexation" means the adding of real property to the boundaries of an incorporated municipality, such addition making such real property in every way a part of the municipality. (F.S. §171.031)

Annexations must meet the requirements established in Chapter 171, Part 1, Florida Statutes. In general, the annexation site(s) must be contiguous, as defined by F.S. §171.031, to the City, must be reasonably compact and not create enclaves or result in pocket or finger areas in serpentine patterns of unincorporated area.

Annexation Agreement Process

- Pre-application meeting
- Submit Documents (Proof of ownership, survey, legal description, annexation agreement and County site plan, if applicable)
- Review Annexation Agreement
- Resolution Prepared
- City Council
- Deny/Approve
- Record Approved Resolution

Annexation Business Process

- Application filed
- Public Hearing (application)
 - Need proof of property ownership
 - Need survey of property
- Planning Department [Reviewed for ability to serve, contiguous, and compactness]
- Annexation Report
- City Council (Requires two public hearings)
- Approve/Deny

As you know, the City does not assess an application fee for annexation; therefore, fees associated with annexation will be the responsibility of the City. For this reason, as you consider including growth management in the FY 12/13

budget, you may want to consider the fees associated with annexation and Code update particularly, zoning. Also, remember the small scale amendments (SSCPA) forwarded to the Department of Community Affairs 09/10 (now known as Florida Department of Economic Opportunity/DEO) were not reviewed because the Comp Plan needed to be updated. The City will want to include these SSCPA in the current amendment, so that these properties have zoning in the City.

It should be noted that I did timely respond to the Evaluation and Appraisal (EAR) Notification Letter, and the City's proposed comprehensive plan amendment, based on our EAR, has to be transmitted to DEO by August 1, 2013.

I hope this information is helpful, as you consider funds in the budget for growth management.

Bea Meeks

From: Sam Sebaali [SSebaali@feg-inc.us]
Sent: Monday, July 16, 2012 8:26 PM
To: Ray Bagshaw
Cc: Bea Meeks; Jean Abi-Aoun; aprilfisher73@gmail.com
Subject: Proposal for Comprehensive Plan Amendment
Attachments: 2012-07-16 Final Comp Plan Amendement Agreement with City of Edgewood.pdf

Mayor Bagshaw, Please find attached a complete scope of services for the Comprehensive Plan Amendment based on our expectation of the work, which will be needed to update the City's Comprehensive Plan. The scope of work includes a few items, which were not covered in our original scope or in the scope of work, which Bea sent to us (i.e.; updating the 10-year water supply, preparing GIS/Digital maps required as part of the Comprehensive Plan, etc.). Even with the added scope, we have lowered our original fee from the previously proposed \$26,395 to a fee of **\$19,750**. We are proposing also to convert the current paper copy of the Comprehensive Plan to a digital copy for a separate fee of **\$1,500**. Therefore, the total fee will be **\$21,250** if you elect for us to convert the current paper copy to a digital copy.

I believe that the fee we are proposing to the City is extremely competitive given the anticipated scope of work and the current status of the Comprehensive Plan.

Jean will be the lead on this work effort and will be working with April Fisher who will serve as FEG's planning sub-consultant on this task. I will be assisting them as needed with any technical support. I also plan to attend some or possibly all the City meetings (with no charge for my meeting time to the project) so that I can maintain continuity and also stay up to speed on City concerns and issues.

We look forward to working with the City of Edgewood on this task. Please feel to contact me or Jean if you would like to discuss the proposal or have any questions.

Sam J. Sebaali, P.E., President, LEED® AP



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Agreement with City of Edgewood
Preparation and Adoption of the City of Edgewood Comprehensive Plan Updates

1. Project Assignment:

The City of Edgewood (City) desires to retain Florida Engineering Group (FEG) to act as its consultant for the preparation of City's Comprehensive Plan Updates. Changes have been made to State law regarding local government comprehensive planning since the City's last comprehensive review in 2008, therefore amendments to the Comprehensive Plan are necessary. The City must provide a letter to the Florida Department of Economic Opportunity, Division of Community Planning, by August 1, 2012, stating its intent to complete amendments to update the Comprehensive Plan.

The City has one year from the time the State of Florida is notified to complete the amendments. If the update amendments are not completed within that timeframe, the City will be precluded from amending its Plan until it complies with State laws.

The following scope is an outline of the tasks needed to complete the evaluation and appraisal of amendments needed to the Comprehensive Plan and update the Plan based on the changes in State law to date:

- a. Determine whether the Comprehensive Plan incorporates all amendments and laws adopted and approved by the State.
- b. Identify updates that need to be made to the Comprehensive Plan based on changes in State law.
- c. Prepare the required Comprehensive Plan Updates as well as data and analysis, map series and goals, objectives, and policies.
- d. Coordinate the entire project with City designated representative.
- e. Track the progress of the project, including scheduling and meetings, prepare agendas for team meetings, and provide follow up notes for team meetings.
- f. Provide an FTP site for the central exchange and storage of electronic information regarding the plan updates, which will be accessible to the entire team.
- g. Coordinate the scheduling of hearings/public meetings with City regarding the plan updates and communicate the results to the entire team.
- h. Establishing the format of the Update Package, consolidating the various sections of the package as prepared by FEG.
- i. Provide final quality control/quality assurance for the entire Plan Update Package and associated work documents submitted to City.
- j. Notify City of project progress and challenges including issues that could affect the timing of the project.
- k. Prepare transmittal and adoption packages to be submitted to the State and correspond with the State as needed to remedy issues the State identifies in the amendments.

It is anticipated that the City will formally adopt a workshop and hearing schedule in order to maintain the forward momentum of this project and ensure that the submittal and adoption deadlines, as established by City, in coordination with FEG, are met. This timeline will be adjusted to fit City's amendment cycle calendar. Specific work tasks are outlined below.

2. Work Tasks:

Task 1: Review of Comprehensive Plan, Data Collection and Analysis

FEG will review the current adopted Comprehensive Plan and accompanying documents such as previously submitted amendment packages to identify updates needed to the Plan so that all previous updates are accurately reflected in the document. The Comprehensive Plan will also be reviewed to identify the specific updates needed to comply with State law. A report will be prepared for the City indicating the updates needed. FEG will forward the report to the designated City staff representative for distribution to the Local Planning Agency/Council for review. FEG will proceed with coordinating and planning the City Leadership Workshop #1.

FEG shall provide the data collection and analysis services for the plan updates. FEG will rely on data provided by the MPO for the transportation analysis and data provided by County and regional authorities for the 10-year water supply facilities work plan and digital (GIS) data to create the updated map series. Population projections shall be based on best available data and professionally accepted methodologies. FEG shall also review the data collection and analysis work products to ensure quality, consistency, accuracy and formatting standards are met. FEG shall use best available information as its source and will rely on direction from the City regarding what sources are acceptable. No new data creation or studies are proposed as part of this scope.

Note: The 10-year water supply facilities work plan is required by State law of all local governments. This scope anticipates being able to utilize Orange County's Work Plan as they are the provider of water and the City of Edgewood is not. If the State requires additional studies or creation of data for the City, this effort will require an additional scope of services.

Task 2: City Leadership Workshop

FEG will conduct a workshop with the City of Edgewood Mayor, Council, Local Planning Agency, Attorney and staff to discuss the amendments needed as identified in Task 1. FEG will also facilitate a visioning process for the City to identify some key policy updates that may be important to incorporate into the Draft Comprehensive Plan Amendment, reflective of local changes and community needs.

During the process, the participants at the workshop will be solicited to provide input on the City's local issues and its goals for future development. Following the Leadership Workshop, FEG will begin Task 3, Draft Comprehensive Plan Amendments, incorporating the necessary amendments and key policy updates identified in the Workshop.

Upon completion of Task 2, FEG will prepare the following deliverables for the City:

- One (1) set of meeting notes outlining the discussion and outcomes of the City Leadership Workshop.

Task 3: Draft Comprehensive Plan Amendment

Based on the determination of needed amendment in Task 1 and any key policy updates identified during the Leadership Workshop in Task 2, FEG will produce a Draft Comprehensive Plan Amendment package

covering all Elements and Sub-Sections of the Comprehensive Plan. This will include updated Data, Inventory, and Analysis, as well as revised Goals, Objectives, and Policies, and an updated digital map series.

Upon completion of this effort, FEG will provide the following deliverables to the City:

- One (1) set of Draft Comprehensive Plan Amendment package in 8.5" by 11" hardcopy and digital format

FEG will submit the Draft Comprehensive Plan Amendment package to the designated City staff representative for distribution to the Planning Board/Council for review. FEG will proceed with coordinating and planning the follow-up City Leadership Workshop.

Task 4: City Leadership Workshop

FEG will conduct a second workshop with the City of Edgewood Mayor, Council, Local Planning Agency, Attorney and staff to review the submitted Draft Comprehensive Plan Amendment package. The draft will be reviewed for consistency with the outcomes identified in Tasks 1 and 2. During the workshop, each member of the meeting will be encouraged to provide comment and recommendation on the document for refinement. FEG will finalize the Comprehensive Plan Amendment package following this workshop and proceed with Task 5, refining the document based on discussion outcomes from the workshop.

If further workshops or meetings are requested by the City's leadership, they will be incorporated into the schedule and performed as an additional task in modification to the scope of work.

Upon completion of this effort, FEG will submit the following deliverables to the City:

- One (1) set of meeting notes outlining the discussion, recommendations, and outcomes of the City Leadership Workshop.

Task 5: Final Comprehensive Plan Amendment

Based on the comments received during the City Leadership Workshops of the Draft Comprehensive Plan, FEG will proceed with producing the Final Comprehensive Plan Amendment package.

Upon completion of this effort, FEG will prepare the following deliverables for the City:

- One (1) set of Final Comprehensive Plan Amendment in 8.5" by 11" hardcopy and digital format

FEG will submit the Final Comprehensive Plan Amendment package to the designated City staff representative for distribution to the Local Planning Agency/Council and City Attorney for review. FEG will proceed with coordinating the required transmittal hearing with City staff.

Task 6: City Hearings & Transmittals

Pursuant to the State legislative process, the Mayor and City of Edgewood Council members will need to conduct a Transmittal Hearing to approve transmittal of the Final Comprehensive Plan Amendment package to the applicable State Agencies. Following attendance at this Council meeting, FEG will prepare transmittal

packages including the Final Comprehensive Plan Amendment, the updated Map Series and all required documentation on behalf of the City of Edgewood to the following State agencies:

- State of Florida Department of Economic Development, Division of Community Planning
- St. Johns River Water Management District
- East Central Florida Regional Planning Council
- Other required state and local agencies

Following the State’s review process, FEG shall forward all Comprehensive Plan documents, corrected per State Agency comments, to the City staff for coordination of the required Adoption Hearing. At this hearing, it is expected that the Mayor and City Council will adopt the Final Comprehensive Plan Amendment package.

FEG will communicate with the State agencies during the review process to effectuate any changes required by the State agency review comments for the updated Comprehensive Plan to be determined in compliance and viable for adoption.

Upon completion of this effort, FEG will submit the following deliverables to the City:

- One (1) set of the Adopted Comprehensive Plan Amendment package in digital format, inclusive of the Map Series for delivery to each applicable State Agency.
- One (1) set of the Adopted Comprehensive Plan Amendment package in 8.5” by 11” hardcopy format, incorporating the Map Series in 11” by 17” hardcopy format in a binder for the City’s use.

For the purposes of this effort, FEG has assumed one (1) Transmittal Hearing and one (1) Adoption Hearing will be required and no additional Council meetings will be required for the Comprehensive Plan Amendment adoption process.

Schedule

FEG is prepared to begin work on the project immediately upon receipt of this executed Letter of Agreement and shall perform its work in such a manner as to comply with an agreed upon schedule. A proposal for the anticipated schedule can be found below:

| Task | Title | Deliverable Completed: |
|-------------|---|--|
| 1 | Review of Comprehensive Plan, Data Collection and Analysis | Five (5) weeks after an Authorization to Proceed (includes reproduction of Comp Plan in digital format, if authorized) – Late August |
| 2 | City Leadership Workshop | Schedule two (2) weeks after submittal of Task 1 report to City – Early September |
| 3 | Draft Comprehensive Plan Update | Six (6) weeks after completion of Task 2 – Late October |
| 4 | City Leadership Workshop | Schedule two (2) weeks after the completion of Task 3 – Early November |
| 5 | Final Comprehensive Plan Amendment | Three (3) weeks after completion of Task 4 – Early December |
| 6 | City Hearings & Transmittals | Local Planning Agency (Planning Board) - December Transmittal Hearing — January Council Adoption Hearing — March Council |

3. Meetings:

The following meetings are included as part of the lump sum fee:

One (1) Kick-off Meeting with City staff

Two (2) Workshops: the City Leadership Workshops identified in Tasks 2 and 4 above

One (1) Planning Board Meeting: as necessary, if they act as the Local Planning Agency recommending body to City Council

Two (2) City Council Meetings: transmittal and adoption hearing

All other meetings not included in the list above shall be billed at an hourly rate.

Draft Work Products

Electronic versions of the entire Draft Plan Updates Package and Final Adoption Package will be available through FEG FTP site and on disk to include all exhibits and support documentation digitized for reproduction. The final product shall be a final plan package that is in a format acceptable to City for adoption by the City Council and revised per comments of the Objections, Recommendations and Comments Report issued by the **Florida Department of Economic Opportunity (DEO)**, if any. Also one revision of the plan update package will be provided after adoption based on any comments received by the DEO, (if any). Any additional changes or work performed other than that listed above will be billed at an hourly rate.

City staff will have 10 days to provide one consolidated set of comments regarding changes to the draft submittal. In the case where direction from the various Boards and interest groups conflict or wherein the comments provided by City are in conflict, City after consulting with FEG shall be responsible for determining which direction to follow and include such direction in its consolidated set of comments. This scope anticipates that FEG will only provide one initial draft of the Comprehensive Plan Updates with support data and exhibits and two revised packages. It does not anticipate revision requests beyond those outlined in this scope. Revision requests exceeding the three opportunities outlined in this scope shall be billed at the hourly rates included in the contract and said costs shall be in addition to those contained in the lump sum fee.

Reproduction and printing of public hearing packages, preparation of the adoption ordinance, advertising of public workshops and hearings are not a part of this scope. The consultant will provide City an electronic document suitable for reproduction purposes of the data, analysis, maps and text amendments.

Reimbursable Expense

Any reimbursable expense for travel, printing, copying or postage, etc. shall be reimbursed in accordance with the **Schedule of Charges** approved by the City of Edgewood as part of the **General Agreement for Professional Engineering Services** dated March 7, 2012 between the City and FEG. Only travel out of the Central Florida area will be part of the reimbursable expense.

Fees

The fees do not include the fees of other professionals to include surveyors, transportation engineers, geotechnical or environmental. The fees do not include preparation of any special presentation materials such as display boards or handouts. All meetings and hearings not described in this scope will be invoiced on a time charge basis. The fees do not include preparing or providing public notice, finding or securing venues for meetings/workshops, recording or taking minutes at public hearings and workshops or copying of Planning Board and City Council Agenda Packets related to this project.

The above described scope of work will be performed for a lump sum fee of **\$19,750**, plus other direct costs. If the City does not provide a digital copy of the Comprehensive Plan to FEG, FEG will convert the current paper copy of the Comprehensive Plan to a digital copy for a separate fee of **\$1,500**. FEG will need the digital copy to begin and complete the Tasks of this project.