



**UTILITY SPECIAL DISTRICT
BOARD OF DIRECTORS MEETING
AGENDA**

**CHAMBERS
600 West Blue Heron Boulevard
Riviera Beach, FL 33404**

**WEDNESDAY, JANUARY 25, 2017
6:00 PM**

NOTICE

IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT, OF 1990, PERSONS IN NEED OF A SPECIAL ACCOMMODATION TO PARTICIPATE IN THE PROCEEDING SHALL, CONTACT THE EXECUTIVE ASSISTANT AIDE AT 561-845-4185 NO LATER THAN 96 HOURS PRIOR TO THE PROCEEDINGS. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICES 1-800-955-8771 (TDD) OR 1-800-955-8770 (VOICE) FOR ASSISTANCE.

DISTRICT BOARD OF DIRECTORS

**TERENCE. D. DAVIS, BOARD CHAIRPERSON
(DISTRICT 5)
KaSHAMBA MILLER-ANDERSON, CHAIR PRO-TEM
(DISTRICT 2)
LYNNE L. HUBBARD, BOARD MEMBER
(DISTRICT 1)
TONYA DAVIS JOHNSON, BOARD MEMBER
(DISTRICT 3)
DAWN S. PARDO, BOARD MEMBER
(DISTRICT 4)
MAYOR THOMAS A MASTERS
(Ex-Officio Board Member)**

ADMINISTRATION

**Danny D. Jones, Interim City Manager
Executive Director of Utility Special District**

Assistant Executive Director of Utility Special District
Claudene L. Anthony, CMC, District Clerk
Andrew DeGraffenreidt, District Attorney
Randy Sherman, District Finance Director

PLEASE TAKE NOTICE AND BE ADVISED that if any interested person desires to appeal any decision made by the Utility Special District Board of Directors with respect to any matter considered at this meeting, such interested person, at own expense, 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 to be based, pursuant to F.S. 286.0105.

LOBBYING - ORDINANCE 4001 ADOPTED SEPTEMBER 2011

Lobbyist registration and reporting forms are available for you online and in Print. Forms can be obtained in the Office of the City Clerk and in the Council Chambers. Registration and reporting forms shall be submitted to the Office of the City Clerk.

ANY PERSON WHO WOULD LIKE TO SPEAK ON AN AGENDA ITEM, PLEASE FILL OUT A SALMON PUBLIC COMMENT CARD LOCATED IN THE BACK OF THE COUNCIL CHAMBERS AND GIVE IT TO THE STAFF PRIOR TO THE ITEM BEING TAKEN UP BY BOARD OF DIRECTORS FOR DISCUSSION. MEMBERS OF THE PUBLIC SHALL BE GIVEN A TOTAL OF THREE (3) MINUTES TO SPEAK ON ALL ITEMS LISTED ON THE CONSENT AGENDA. MEMBERS OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK ON EACH REGULAR AGENDA ITEM. IN NO EVENT WILL ANYONE BE ALLOWED TO SUBMIT A COMMENT CARD AND SPEAK ON AN AGENDA ITEM AFTER THE RESOLUTION IS READ OR ITEM CONSIDERED.

CALL TO ORDER

Roll Call

Invocation

Pledge of Allegiance

AGENDA Approval

Additions, Deletions, Substitutions

Disclosures by Board of Directors

Adoption of Agenda

Comments From the Public on Consent Agenda (Three Minute Limitation Total)

CONSENT AGENDA

ALL MATTERS LISTED UNDER THIS ITEM ARE CONSIDERED TO BE ROUTINE AND ACTION WILL BE TAKEN BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS UNLESS A BOARD MEMBER SO REQUESTS, IN WHICH EVENT, THE ITEM WILL BE REMOVED FROM THE GENERAL ORDER OF BUSINESS AND CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA.

MINUTES

1. **MINUTES OF THE UTILITY SPECIAL DISTRICT MEETING
HELD DECEMBER 19, 2016**

RESOLUTIONS

2. RESOLUTION NO. _____ A RESOLUTION OF THE UTILITY BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING PURCHASE OF TWO VARIABLE FREQUENCY DRIVE UNITS FOR THE OPERATION OF LIFT STATION 1A WITH CONDO ELECTRIC AND MOTOR, A FLORIDA CORPORATION, AS PART OF THE PRE-QUALIFICATION POOL OF VENDORS; CONTRACT NUMBER 850-17-1 IN THE AMOUNT OF \$48,067.50; AND AUTHORIZING THE UTILITY DISTRICT FINANCE DIRECTOR TO MAKE PAYMENT FROM ACCOUNT 413-1438-535-0-6301.

END OF CONSENT AGENDA

AWARDS AND PRESENTATIONS

PUBLIC HEARINGS

REGULAR AGENDA

3. RESOLUTION NO. _____ A RESOLUTION OF THE UTILITY BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING CONTRACT WITH WHARTON SMITH, INC. A FLORIDA CORPORATION, FOR COMPLETION OF WORK AT LIFT STATION 10 AND 50; AND AUTHORIZING THE UTILITY DISTRICT FINANCE DIRECTOR TO MAKE PAYMENT FROM ACCOUNT 413-1438-535-0-6301 AND PROVIDING AN EFFECTIVE DATE.

END OF REGULAR AGENDA

COMMENTS FROM THE PUBLIC - Non Agenda Item Speakers (Three Minute Limitation) Public Comment should be restricted to issues, matters, or topics pertinent to the City of Riviera Beach. Please be reminded that the City Council has adopted Rules of Decorum Governing Public Conduct During Official Meetings, which has been posted at the entrance of the Council Chambers. In an effort to preserve order, if any of the rules are not adhered to, the District Board Chairperson may have any disruptive speaker or attendee removed from the podium from the meeting and/or the building, if necessary. Please govern yourselves accordingly.

DISCUSSION AND DELIBERATION

4. STORMWATER AND TRASH ASSESSMENT ON TAX ROLL

**DISCUSSION BY THE EXECUTIVE DIRECTOR OF THE UTILITY SPECIAL DISTRICT
OR THE CITY MANAGER**

5. PROGRESS REPORT BY BEVIN BEAUDET

STATEMENTS BY THE DISTRICT BOARD

ADJOURNMENT

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 1/25/2017

Agenda Category:

Subject: MINUTES OF THE DECEMBER 19, 2016 UTILITY SPECIAL DISTRICT MEETING

Recommendation/Motion: APPROVE THE MINUTES OF THE DECEMBER 19, 2016 UTILITY SPECIAL DISTRICT MEETING

Originating Dept	OFFICE OF THE CITY CLERK	Costs
User Dept.	ALL	Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
19DEC16.docx	MINUTES OF THE UTILITY SPECIAL DISTRICT MEETING HELD DECEMBER 19, 2016	1/18/2017	Minutes

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Robinson, Claudene	Approved	1/18/2017 - 12:43 PM

**CITY OF RIVIERA BEACH
PALM BEACH COUNTY, FLORIDA
UTILITY SPECIAL DISTRICT MEETING MINUTES
MUNICIPAL COMPLEX COUNCIL CHAMBERS
MONDAY, DECEMBER 19, 2016, 2016 AT 6:00 P.M.**

(The following may contain unintelligible or misunderstood words due to the recording quality.)

[Before meeting chatter]

[Gavel]

CALL TO ORDER

CHAIRPERSON DAVIS: Good evening everyone. Welcome to the City of Riviera Beach Utility Special District Board meeting on this Monday, December 19th at 6:00 p.m. At this time, we're gonna call this meeting to order.

ROLL CALL

INVOCATION

CHAIRPERSON DAVIS: Madam Clerk, roll call, please.

DISTRICT CLERK ANTHONY: Chairperson Terence Davis?

CHAIRPERSON DAVIS: Here.

DISTRICT CLERK ANTHONY: Chair Pro Tem KaShamba Miller-Anderson? [Pause]. Board Member Lynne Hubbard?

BOARD MEMBER HUBBARD: Here

DISTRICT CLERK ANTHONY: Board Member Tonya Davis Johnson? [Pause]. Board Member Dawn Pardo?

BOARD MEMBER PARDO: Present.

DISTRICT CLERK ANTHONY: Mayor Thomas Masters is an *ex-officio* Board Member. Interim City Manager Danny Jones is out on official business. Interim Executive Director Troy Perry?

INTERIM EXECUTIVE DIRECTOR PERRY: Here.

DISTRICT CLERK ANTHONY: District Clerk Claudene Anthony is present. District Attorney Andrew Degraffenreidt? [Pause]. District Finance Director Randy Sherman?

DISTRICT FINANCE DIRECTOR SHERMAN: Here.

DISTRICT CLERK ANTHONY: You may proceed.

CHAIRPERSON DAVIS: Thank you.

PLEDGE OF ALLEGIANCE

CHAIRPERSON DAVIS: At this time, we will stand as we pause for a moment of silence and the Pledge will be led by Councilperson Hubbard.

[Moment of silence]

BOARD MEMBER HUBBARD: I pledge allegiance...

ALL: ...to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible with liberty and justice for all.

ADDITIONS, DELETIONS, SUBSTITUTIONS

CHAIRPERSON DAVIS: Staff, do we have any additions, deletions or substitutions?

INTERIM EXECUTIVE DIRECTOR PERRY: No, Mr. Chair.

CHAIRPERSON DAVIS: Thank you.

DISCLOSURES BY BOARD OF DIRECTORS

CHAIRPERSON DAVIS: Any disclosures by any Members of the Board?

[Inaudible dais comment]

CHAIRPERSON DAVIS: None?

BOARD MEMBER HUBBARD: None, sir.

CHAIRPERSON DAVIS: Okay. I'mma pause for a minute. [Pause]. We've got Commissioner Davis Johnson, she's arriving. Before we ask for a motion to approve Consent, does anyone.., would like to pull any Items from Consent? [Pause]

ADOPTION OF AGENDA

CHAIRPERSON DAVIS: Do we have a motion to approve Consent?

BOARD MEMBER HUBBARD: So moved.

BOARD MEMBER PARDO: Second.

CHAIRPERSON DAVIS: Properly moved and second. Madam Clerk.

DISTRICT CLERK ANTHONY: Councilperson Hubbard?

BOARD MEMBER HUBBARD: Yes.

DISTRICT CLERK ANTHONY: Board Member Davis Johnson?

BOARD MEMBER DAVIS JOHNSON: Yes.

DISTRICT CLERK ANTHONY: Board Member Pardo?

BOARD MEMBER PARDO: Yes.

DISTRICT CLERK ANTHONY: Chair Davis?

CHAIRPERSON DAVIS: Yes.

DISTRICT CLERK ANTHONY: Unanimous vote.

CHAIRPERSON DAVIS: And for the record, Council'.., Commissioner Davis Johnson is here. Commissioner Davis Johnson is here. Thank you.

AWARDS AND PRESENTATIONS

CHAIRPERSON DAVIS: And now we're gonna go to awards and presentations.

DISTRICT CLERK ANTHONY: None.

PUBLIC HEARINGS

CHAIRPERSON DAVIS: Public hearings.

DISTRICT CLERK ANTHONY: None.

REGULAR AGENDA

3. ITEM NO. 3

CHAIRPERSON DAVIS: Regular Agenda Item No. 3.

DISTRICT CLERK ANTHONY: RESOLUTION NO. RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT (DISTRICT), PALM BEACH COUNTY, FLORIDA TO ADOPT A FIVE-YEAR FACILITIES IMPROVEMENT PLAN FOR THE REPAIR, REPLACEMENT, IMPROVEMENT AND NEW CONSTRUCTION REQUIRED FOR COMPLIANCE WITH CONSENT ORDER WP-020-2016 WITH THE FLORIDA DEPARTMENT OF HEALTH,

PALM BEACH COUNTY (FDHPBC) EXECUTED ON JUNE 6, 2016; AND DOCUMENTING THE INTENT OF THE BOARD OF DIRECTORS TO FUND THE PLAN; AND PROVIDING AN EFFECTIVE DATE.

BOARD MEMBER DAVIS JOHNSON: So moved.

BOARD MEMBER PARDO: Second.

CHAIRPERSON DAVIS: Properly moved and second. Staff?

INTERIM EXECUTIVE DIRECTOR PERRY: Yes. Good evening, Board. Troy Perry. What you have before you is a, a proposal from Staff for you to approve a five-year plan as part of the Consent Order with the Health Department. We were required to put together a repair and maintenance schedule consistent with those items that were identified by U.S. Water in their report. What you have before you here is our proposed plan. While the years are not etched in stone, we did., we took our best shot at trying to deviate the projects over five years. One of the things that you will notice, that a lot of these projects had already been approved in our current five-year plan so it was very easy just to take 'em and slide 'em into this plan.

What the Health Department is looking for is a plan that the City Council actually adopts separate to that plan and once we., if the City Council decides to approve tonight, we'll send this plan to the Health Department.

CHAIRPERSON DAVIS: Thank you. Any questions by any of the Board Members of Staff? [Pause]. Madam Clerk.

DISTRICT CLERK ANTHONY: Board Member Hubbard?

BOARD MEMBER HUBBARD: Yes.

DISTRICT CLERK ANTHONY: Board Member Davis Johnson?

BOARD MEMBER DAVIS JOHNSON: Yes.

DISTRICT CLERK ANTHONY: Board Member Pardo?

BOARD MEMBER PARDO: Yes.

DISTRICT CLERK ANTHONY: Chair Davis?

CHAIRPERSON DAVIS: Yes.

DISTRICT CLERK ANTHONY: Unanimous vote.

CHAIRPERSON DAVIS: Alright. Thank you so much.

4. ITEM NO. 4

DISTRICT CLERK ANTHONY: RESOLUTION NO. ____ A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, REQUESTING AUTHORIZATION TO ESTABLISH CONTRACT 850-17-1, PRE-QUALIFICATION OF CONTRACTOR(S) TO PERFORM REPAIR OF PUMPS AND MOTORS AND TO SUPPLY NEW EQUIPMENT BASED ON MANUFACTURER; AND AUTHORIZING THE PURCHASING DIRECTOR TO ADD QUALIFIED CONTRACTORS TO THE MASTER CONTRACT LIST AS THEY PRESENT QUALIFICATIONS FROM THE PRE- ESTABLISHED LIST OF MANUFACTURERS TO THE CONTRACT; AND AUTHORIZING THE UTILITY DISTRICT CHAIRPERSON AND DISTRICT CLERK TO EXECUTE SAME; AND PROVIDING AN EFFECTIVE DATE.

BOARD MEMBER PARDO: So moved.

BOARD MEMBER DAVIS JOHNSON: Second.

CHAIRPERSON DAVIS: Properly moved and second. Do we have a presentation from Staff?

INTERIM EXECUTIVE DIRECTOR PERRY: Yes, sir. I'll ask the Purchasing Director, Mr. Dean Mealy, to come forward. But while he's coming, this is a, this is a request from Staff to establish a, a list of vendors that would move forward with making repairs at the Utility District. As you know, there are a lot of repairs that need to be made as highlighted in the U.S. Water report, establishing that this list would also enable us to move forward with it but I'll have Mr. Dean Mealy give an overview of this particular Agenda Item.

PURCHASING DIRECTOR MEALY: Good evening, Council. Dean Mealy.

CHAIRPERSON DAVIS: Good evening.

PURCHASING DIRECTOR MEALY: The.., when we submitted, or actually sent the solicitation out, only one vendor actually had qualified at the time of submittal and that was [stammer] Tampa Armature, which is the 1-TAC. They are a minority based firm and they have listed their.., the equipment they're able to do repairs on based on.., by letters of agreement from the manufacturer. So, what we do, is we create a spreadsheet of all the different pumps and motors that are, are.., we currently utilize within the Utility District or may end up securing as part of a best business practice for pumps and motors, get them to pre-qualify as far as being able to repair a Flygt pump or, or [stammer] Allen Bradley, whatever type pump we may have or, or motor we need to have repaired. We will build on this list. Since this was actually submitted to Council, there's two more manufacturers, Florida Bearings, which is here in Riviera Beach and Condo Electric will also be asked to be added to this list. I'm just waiting for letters back from the manufacturer stating they are authorized as repair facilities for their particular pumps and motors that they have identified as being able to repair.

So, the pre-qualification list will be based solely on what their qualified to do as a repairer by the manufacturer of the said pump and/or motor and also be able to supply us the pumps and motors as we need, for brand new equipment.

CHAIRPERSON DAVIS: Thank you, Mr. Mealy. Do anyone have any questions for Staff? [Pause]. Any questions? [Pause]. Here, none. Madam Clerk.

DISTRICT CLERK ANTHONY: Board Member Hubbard?

BOARD MEMBER HUBBARD: Yes.

DISTRICT CLERK ANTHONY: Board Member Davis Johnson?

BOARD MEMBER DAVIS JOHNSON: Yes.

DISTRICT CLERK ANTHONY: Board Member Pardo?

BOARD MEMBER PARDO: Yes.

DISTRICT CLERK ANTHONY: Chair Davis?

CHAIRPERSON DAVIS: Yes.

DISTRICT CLERK ANTHONY: Unanimous vote.

CHAIRPERSON DAVIS: Thank you.

END OF REGULAR AGENDA

CHAIRPERSON DAVIS: That's the end of Regular Agenda.

COMMENTS FROM THE PUBLIC

CHAIRPERSON DAVIS: We have no public comment cards, at this time.

DISCUSSION BY THE EXECUTIVE DIRECTOR

CHAIRPERSON DAVIS: I guess we can go down to the discussions by the Executive Director of the Utility District.

INTERIM EXECUTIVE DIRECTOR PERRY: Yes, Mr. Chair. We have a brief progress report from Mr. Bevin Beaudet on some of the activities last month.

MR. B. BEAUDET: Thank you, Mr. Chair, Members of the Board. I've included the progress report in your Agendas. It's relatively brief. I'm not gonna read it or go into detail. Let me just hit a couple of highlights. First of all, the water sampling that has been conducted for the entire month has shown that we have been in complete compliance with the residual requirements and also we have had no violations of bacteriological conditions. So, the water quality for a'.., the past two months now has

been completely without any violation. And again, that's, in my view, good diligent work by the Staff. We're all learning as we go about how to operate this plant better and, and how to flush better. And again, I remind you that the [stammer], you've, you've approved the five year plan. We're gonna be bringing, shortly, to you some projects that will make it easier for the Staff to continue to reliably produce good water.

The other thing I just wanted to mention is on the in-kind services project for the water Consent Order. It included the dedicated sampling stations, that you all approved. And, we're putting in 15 of these stations throughout the Utility District to replace 15 of the 40 existing stations. And, uh, we started work last week. I believe they've already installed about six of them. I personally inspected them last week with Layton Walker, we went out and took a look at 'em. They're, they're doing a great job. They're in good locations, they're very sturdy units and I've, um, we have every expectation that we will meet the deadline. The only thing that we won't meet is the deadline for permits from right-of-way from the county and FDOT. And that's okay with the Health Department. Sometimes they take two months [chuckle] to get. So, they've said they're more than happy to approve the completion of the work once we actually start taking samples from it. So that, that's going very well also.

And, I guess, one last thing. It was not in my report, it's new information is that, I know Mr. Perry spent time with the Staff, particularly the lift station group and Mr. Davis and Mr. Jackson and we, we got them to prioritize getting new equipment and repairing pumps and lift stations. And this is a requirement of our FDEP Consent Order and they have really done a lot of work in the last two weeks. They've replaced a lot of bad pumps. They put in new pumps where there was only one pump in a lift station, you know, which is [stammer] a risk and reliability issue. They've really put their, um, their nose to the grindstone and we're making some progress in that area.

So, those are the, the real key issues that I wanted to bring to your attention.

CHAIRPERSON DAVIS: Thank you, Mr. Beaudet. Anyone have any questions for Mr. Beaudet? [Pause]. Anyone from the Commission? [Pause]. Thank you, sir for the update and your report, Mr. Perry. Anything else?

INTERIM EXECUTIVE DIRECTOR PERRY: Yes, Board. We have a report from Attorney Mr. Cunningham regarding Lift Station 10 and 50. I'll just give you a brief overview. As you know, we terminated the contract with Close Construction. Since that time, our attorney's been working with the surety company to try and get them to hold up their..., the, the agreement that we had with them. Two issues, whether or not..., two, two issues remain, whether or not they're gonna finish the pro'..., the project regardless or are they gonna give the City the money to finish the project. So, our attorney wrote a letter about a week ago and the surety company responded to it. We gave 'em a, a deadline of December the 15th to respond. And, I talked to the attorney a couple days ago and we became aware that the surety company was waiting on some bids to come back this week. So, we extended the time and we're gonna wait to see what, what goes on. If the bids come in and the surety company decides to move forward with the project, they'll be responsible for completing it. If not, I'll be coming back to the Board

and we'll have to look at maybe utilizing one of those contractors or how, how it's..., determine how the Board would like to move forward.

But, uh, as you know, Close Construction did file a lawsuit and I, I believe you all received a copy of that a couple weeks ago. But, we are moving forward with trying to get this work complete. The surety company, like I said, they believe that they just..., they don't have to finish the project, they'll just give us the money and, and then, and then, you know, walk away and we just, you know, finish the project. The pro'..., the surety..., it's for \$3.7M. I think what's remaining is around \$2.1 or \$2.2M, so, they'll, they'll be responsible for the entire \$3.7.

CHAIRPERSON DAVIS: Okay.

BOARD MEMBER DAVIS JOHNSON: Mr. Chair?

CHAIRPERSON DAVIS: Commissioner Davis Johnson.

BOARD MEMBER DAVIS JOHNSON: Mr. Perry, what's the extension date? You said that we've extended the date. We've extended it to when?

INTERIM EXECUTIVE DIRECTOR PERRY: We got word that they were waiting on the bids to come in on the 21st. So, if we don't hear from 'em on the 21st, the attorney's gonna call them and find out what's going on and, if not, we'll move forward with coming back to the City Council saying we wanna terminate and just go forward with...

BOARD MEMBER DAVIS JOHNSON: So, the 21st...

INTERIM EXECUTIVE DIRECTOR PERRY: ...completing the project.

BOARD MEMBER DAVIS JOHNSON: ...is the date?

INTERIM EXECUTIVE DIRECTOR PERRY: Yes, ma'am.

BOARD MEMBER DAVIS JOHNSON: Okay. Thank you.

CHAIRPERSON DAVIS: Mhmm. Thank you. Any other questions for Mr. Perry by the Commission? [Pause]. Thank you, sir.

STATEMENTS BY THE DISTRICT BOARD

CHAIRPERSON DAVIS: Any statements by any Members of the Board?

BOARD MEMBER HUBBARD: Yes, sir.

CHAIRPERSON DAVIS: Yes?

BOARD MEMBER HUBBARD: I noticed that we had someone come in for, it seemed like, a public comment card. Do you wanna hear it, Mr. Chair?

CHAIRPERSON DAVIS: Mm.

BOARD MEMBER HUBBARD: Since we moved so fast today.

CHAIRPERSON DAVIS: If this is the pleasure of the Board, I have no problem with it.

BOARD MEMBER HUBBARD: Okay.

CHAIRPERSON DAVIS: Yes. Let's get through the comments and then we'll go...

BOARD MEMBER HUBBARD: Okay.

CHAIRPERSON DAVIS: ...[inaudible]. Commissioner.

BOARD MEMBER PARDO: Well, the only thing I'd like to say is, I'd like to wish Happy Holidays to the Utility Staff. You know, you guys went through a lot this year and I'm confident that next year's going to be much better and just thank you for, you know, holding the fort down this year and doing everything that you guys did. So, I appreciate you all and Happy Holidays.

INTERIM EXECUTIVE DIRECTOR PERRY: Thank you.

CHAIRPERSON DAVIS: Commissioner Davis Johnson?

BOARD MEMBER DAVIS JOHNSON: I too would like to thank the Staff for all of its efforts to bring us into compliance and to do the work that you've done. I wish you all a very Happy Holidays and to our Utility's customers as well, Happy Holidays.

CHAIRPERSON DAVIS: Thank you. Let the record reflect, Vice Chair Miller-Anderson is here. We're gonna go to..., let's..., just one public comment card really quick. Mr. David Paul. Derrick Paul.

MR. D. PAUL: Good evening, Mayor and Council. I would like to thank you for giving me this opportunity, uh, to speak to you. The meeting did go pretty fast tonight. [Chuckle]. So, I have a few things I'd like to share with you. It won't take too long.

As you know, I've been working on this little project trying to figure out a way to help lower the water bill for the cus'..., for the citizens, okay? And, the first time when I came in here I did not have documents but tonight I do have documents that I would like to give to Mr. Perry and he will give to the Manager or you all, however he so designed to distribute it. I talked about, in the past, about a 10% utility tax. Some cities do not do 10% utility tax and I just wanted to point that out again and tell you Palm Beach Gardens don't do it, some cities don't do it. I also talked about, uh, if it's all possible that you will request from Staff, the revenue that came in on the utility tax from last year revenue from the homestead and for the whole City to see if that's something feasible that we can do for the citizens of Riviera Beach. I would like for you to consider that and, you know, just take a look at some of your options cause we are trying to figure out a way to help lower the water bill.

Also, [stammer], [pause], I talked about three different ways too, to possibly lower the water bill and one of 'em had to do with having the citizens to possibility pay quarterly and one of 'em had to do with semi-annual. And, one of 'em had to do with annually and I talked about maybe putting it on the tax statement. And since I've had the meeting with you all, as I said, I did not have the documents at the time. I spoke with people over the phone and the information that I got, one of 'em wasn't quite right and I would like to say that was, uh, I talked about Boynton had one of 'em on their tax statement. And I was incorrect about that one. But I would like to say Lake Park do, in fact, have stormwater, do, in fact, have stormwater on their tax statement and I submitted that to the Utility District office on Friday and to the Manager' office so that they can take a look at it.

And I also found another one here that I would also give Mr. Perry. Another city that happened to have stormwater on there. So, it seem like stormwater's the popular one that you can possibly put on the tax statement. You just.., I believe, just the Public Works Director will probably have to, you know, write up something or.., like, piggyback off some of these cities that do have that. It was pretty easy to do. You know? Once you know someone who, you know, live outta town and out of state, or whatever the case might be, you can call and talk to 'em or, some of these computer wiz's, you know, they can go online and find out what some of the different...

[Beep]

MR. D. PAUL: ...uh, how, how the tax, how the taxes are handled in their different city and town. So, I do have two of 'em but [stammer], and I do have numbers of others that do have stormwater, like, stormwater program, maintenance program and all that put together. And one of the cities had it on since 2004. One of 'em had it on for, uh, five years and I will give this information to Mr. Perry so maybe Public Works can look at it because I do want you to have as many options as you can to help lower the water bills for the City of Riviera Beach.

Okay?

CHAIRPERSON DAVIS: Okay.

MR. D. PAUL: So, uh, it is possible, that can happen.

CHAIRPERSON DAVIS: Thank you, sir.

MR. D. PAUL: I, I have documents that can really, uh, justify that.

CHAIRPERSON DAVIS: Thank you, Mr. Paul.

MR. D. PAUL: Okay. Thank you.

CHAIRPERSON DAVIS: Appreciate everything. I'm sure Mr. Perry will research that information. Vice Chair Miller-Anderson, we've been going... We got through the meeting pretty fast.

CHAIR PRO TEM MILLER-ANDERSON: [Inaudible].

CHAIRPERSON DAVIS: But, we're just kinda giving updates and comments by the Commission at this time. So, you have anything you wanted to share?

CHAIR PRO TEM MILLER-ANDERSON: No. I don't have anything at this time.

CHAIRPERSON DAVIS: Okay. Alright. Well, I just wanna wish Happy Holidays to everyone as we move forward for the New Year. We still have one more meeting coming up this Wednesday night, City Council meeting. So, hopefully, we can get that meeting just as smooth as this one. So, other than that, any other comments before we adjourn this meeting?

BOARD MEMBER HUBBARD: Happy Holidays to all of Riviera Beach.

INTERIM EXECUTIVE DIRECTOR PERRY: Thank you.

BOARD MEMBER HUBBARD: And the Staff.

ADJOURNMENT

CHAIRPERSON DAVIS: Motion to adjourn the meeting?

BOARD MEMBER DAVIS JOHNSON: So moved.

[Gavel]

[End of video/audio]

City Employees, Public Speakers and Others

PURCHASING DIRECTOR DEAL MEALY.....PURCHASING DIRECTOR MEALY

CONSULTANT BEVIN BEAUDET.....MR. B. BEAUDET

DERRICK PAUL.....MR. D. PAUL

APPROVED:

TERENCE D. DAVIS
CHAIRPERSON

ATTEST:

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
CITY CLERK

KaSHAMBA L. MILLER-ANDERSON
CHAIR PRO TEM

LYNNE L. HUBBARD
COUNCILPERSON

TONYA DAVIS JOHNSON
COUNCILPERSON

DAWN S. PARDO
COUNCILPERSON

MOTIONED BY: _____

SECONDED BY: _____

L. HUBBARD _____

K. MILLER-ANDERSON _____

T. DAVIS JOHNSON _____

D. PARDO _____

T. DAVIS _____

DATE APPROVED: **JANUARY 25, 2017**

CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY

Meeting Date: 1/25/2017

Agenda Category:

Subject: Purchase of Two Variable Frequency Drive Units from Pre-Qualification Contract 850-17-1.

Recommendation/Motion: Authorize the Utility District Finance Director to make payment in the amount of \$48,067.50 to Condo Electric utilizing account 413-1438-535-0-6301.

Originating Dept	Purchasing	Costs	\$48,067-50
User Dept.	Utility / Purchasing	Funding Source	
Advertised	No	Budget Account Number	413-1438-535-0-6301
Date			
Paper			
Affected Parties	Not Required		

Background/Summary:

Pre-Qualification contact 850-17-1 was established December 19, 2016 to purchase new units as well as repair pumps, motors, and drive units. The Utility identified a need to purchase two new Variable Frequency Drive Units for Lift Station 1A. Condo Electric and Motor was identified as a vendor on the pre-qualification list.

Condo Electric and Motor had the availability to supply the units within two business days and were identified as a pre-qualified supplier of parts.

Fiscal Years	2017
Capital Expenditures	48,067.50
Operating Costs	
External Revenues	
Program Income (city)	
In-kind Match (city)	
Net Fiscal Impact	
NO. Additional FTE Positions (cumulative)	

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
VFD_Resolution.doc	RESOLUTION	1/21/2017	Resolution
Condo_Quote.pdf	Quote from Condo	1/18/2017	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Purchasing	Mealy, Dean	Approved	1/18/2017 - 12:00 PM
Purchasing	Mealy, Dean	Approved	1/18/2017 - 12:00 PM
Finance	sherman, randy	Approved	1/18/2017 - 4:51 PM
Attorney	Degraffenreidt, Andrew	Approved	1/18/2017 - 5:38 PM
City Clerk	Robinson, Claudene	Approved	1/18/2017 - 6:26 PM
City Manager	Jones, Danny	Approved	1/19/2017 - 12:42 PM

RESOLUTION NO. _____

A RESOLUTION OF THE UTILITY BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING PURCHASE OF TWO VARIABLE FREQUENCY DRIVE UNITS FOR THE OPERATION OF LIFT STATION 1A WITH CONDO ELECTRIC AND MOTOR, A FLORIDA CORPORATION, AS PART OF THE PRE-QUALIFICATION POOL OF VENDORS; CONTRACT NUMBER 850-17-1 IN THE AMOUNT OF \$48,067.50; AND AUTHORIZING THE UTILITY DISTRICT FINANCE DIRECTOR TO MAKE PAYMENT FROM ACCOUNT 413-1438-535-0-6301.

WHEREAS, the Utility Board approved the pre-qualification contract for pump, motor, and drive units on December 19, 2016; and

WHEREAS, the Utility identified the need to purchase two Variable Frequency Drive units for lift station 1A on an expedited basis; and

WHEREAS, Condo Electric and Motor had the availability to supply the units within two business days and were identified as a pre-qualified supplier of parts.

RESOLUTION NO. _____
PAGE 2

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, FLORIDA, AS FOLLOWS:

SECTION 1: The Utility Special District Board approves the purchase of two Variable Frequency Drives from the approved vendor, Condo Electric Motor and Pumps from the pre-qualification contract 850-17-1 in the amount of \$48,067.50.

SECTION 2: This resolution shall take effect upon its passage and approval by the City Council.

PASSED AND ADOPTED this _____ day of _____, 2017.

REMAINDER OF DOCUMENT INTENTIONALLY LEFT BLANK

APPROVED:

TERENCE D. DAVIS
CHAIRPERSON

ATTEST:

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
DISTRICT CLERK

KaSHAMBA MILLER-ANDERSON
CHAIR PRO-TEM

LYNNE L. HUBBARD
BOARD MEMBER

TONYA DAVIS JOHNSON
BOARD MEMBER

DAWN S. PARDO
BOARD MEMBER

MOTIONED BY: _____
SECONDED BY: _____
T. DAVIS _____
K. MILLER-ANDERSON _____
L. HUBBARD _____
T. DAVIS JOHNSON _____
D. PARDO _____

REVIEWED AS TO
LEGAL SUFFICIENCY

ANDREW DEGRAFFENREIDT,
DISTRICT ATTORNEY

DATE: _____



CITY OF RIVIERA BEACH

P.O. DRAWER 10682
(561) 845-4180

RIVIERA BEACH, FLORIDA 33419
FAX (561) 842-5105

PURCHASING DEPARTMENT

January 11, 2017

The City of Riviera Beach (City) requests a quote from your company for hazardous waste disposal at multiple locations in the City for the Utility Special District located at 600 West Blue Heron Blvd., Riviera Beach, FL 33404.

Scope of Work (SOW): The work shall consist of all labor, materials and equipment required for Lift Station # 1-A both variable frequency drives.

Below you will find a description of the work being requested. List the price for each item as well as the overall total below.

Please submit your quote for the following:

Name of Company: Condo Electric Industrial Supply, Inc.

Grand Total: \$ 48,067.50 *

*You must complete each line item on the table.

We would appreciate your quote being submitted no later than ASAP WEDNESDAY, January, 2017

DESCRIPTION	QUANTITY	UOM	PRICE
AB 20F1 AND 302 POWERFLEX 753 AC PACKAGE DRIVE UPC: 88495116797	1 2	Ea.	\$ 23,475.17
AB 20-750-2262D-2R POWERFLEX 750 115V AC IO OPTION MODULE UPC: 88495106254	1 2	Ea.	\$ 276.82
AB 20-HIM-C6S PFLEX 20 IP66-UL NEMA TYPE 4X-12HIM-C6 UPC:82091995997	1 2	Ea.	\$ 281.76
AB SERVICES PARTS MGMNT / FRAM 7 ADDER FOR INSTALLATION	1 2	Ea.	\$
TOTAL			

*Fn Order to quote install, we will need to visit site *

Sincerely,

Wilmer de Choudens

Buyer

City of Riviera Beach

wdechoudens@rivierabch.com

561-845-4180

cc. Mr. Dean Mealy, Purchasing Director

Denise

305-681-5410

x 221

extended

\$46,950.34

\$553.64

\$563.52

2-3 dia

413-1438-535-0-6301

CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY

Meeting Date: 1/25/2017

Agenda Category:

Subject: Contract with Wharton Smith, Inc. to complete work at Lift Station 10 and 50.

Recommendation/Motion: It is recommended that Wharton Smith, Inc. be awarded the contract for completion of Lift Station 10 and 50 in accordance to the terms of their contract with the Utility District.

Originating Dept	Utility/Purchasing	Costs	\$1,857,730
User Dept.	Utility / Purchasing	Funding Source	
Advertised	No	Budget Account Number	413-1438-535-0-6301
Date			
Paper			
Affected Parties	Not Required		

Background/Summary:

The prior contractor for this Project, Close Construction, LLC was terminated by the DISTRICT before the Work (as defined herein) was completed. Close's Surety, Hartford Fire Insurance Company, through its engineer, Donald A. Eckler of Eckler Engineering, Inc., issued an invitation for bids for the completion of the Work (as defined herein) (Surety's Claim Number 564558348) (hereinafter the "IFB").

The CONTRACTOR submitted a bid in response to the IFB. When the original bid was issued in 2014, three firms submitted bids. Wharton Smith, Inc. was one of the three firms that had originally bid on the work at both lift station 10 and 50. The other firm was Florida Design. Both firms were requested to submit quotes for the completion of the work after the termination of Close Construction. Wharton Smith, Inc. submitted a responsive and responsible bid submission of \$1,857,730 to complete the work.

The Surety Company is recommending completion of the work by Wharton Smith, Inc.

Fiscal Years

Capital Expenditures 1,857,730

Operating Costs

External Revenues

Program Income (city)

In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
Resolution_for_Wharton_Smith.doc	RESOLUTION	1/21/2017	Resolution
WHARTON_SMITH__AGREEMENT_869-17-1_FOR_COMPLETION_OF_REPLACEMENT-REHAB_OF_LIFT_STATION_10__50-__Rev_3_+_Exhibits_A_B__C__(RW_1-25-17)__docx_(003).pdf	AGREEMENT	1/25/2017	Agreement

REVIEWERS:

Department	Reviewer	Action	Date
Purchasing	Mealy, Dean	Approved	1/18/2017 - 10:36 AM
Purchasing	Mealy, Dean	Approved	1/18/2017 - 10:37 AM
Finance	sherman, randy	Approved	1/18/2017 - 4:52 PM
Attorney	Degraffenreidt, Andrew	Approved	1/18/2017 - 5:38 PM

City Clerk
City Manager

Robinson, Claudene
Jones, Danny

Approved
Approved

1/18/2017 - 6:22 PM
1/19/2017 - 12:42 PM

RESOLUTION NO. _____

A RESOLUTION OF THE UTILITY BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, PALM BEACH COUNTY, FLORIDA, APPROVING CONTRACT WITH WHARTON SMITH, INC. A FLORIDA CORPORATION, FOR COMPLETION OF WORK AT LIFT STATION 10 AND 50; AND AUTHORIZING THE UTILITY DISTRICT FINANCE DIRECTOR TO MAKE PAYMENT FROM ACCOUNT 413-1438-535-0-6301 AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the prior contractor for this Project, Close Construction, LLC was terminated by the DISTRICT before Work (as defined in contract) was completed. Close's Surety, Hartford Fire Insurance Company, through its engineer, Donald A. Eckler of Eckler Engineering, Inc., issued an invitation to bids for the completion of the Work (as defined herein) (Surety's Claim Number 564558348) (hereinafter the "IFB"); and

WHEREAS, the Contractor, Wharton Smith submitted a bid in response to the IFB; and

WHEREAS, the Contractor, Wharton Smith bid submittal for Lift Station 10 and 50 was \$1,857,730 which included an allowance of \$200,000 that can be used for permit fees and unknown equipment or materials, subject to the approval of the District, which is based on the price(s) in the Bid Form; and

WHEREAS, the District desires to accept Contractor's bid; and

WHEREAS, the District finds awarding IFB to the contractor as described herein serves a valid public purpose; and

WHEREAS, the award to Wharton Smith, Inc. will allow the completion of Lift Station 10 and 50.

RESOLUTION NO. _____
PAGE 2

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT, FLORIDA, AS FOLLOWS:

SECTION 1: The Utility Special District Board approves the contract with Wharton Smith, Inc. in the amount not to exceed \$1,857,730 for the quoted construction service of Lift Station 10 and 50. .

SECTION 2: The Contractor shall complete all Work as specified or indicated in the Contract Documents.:

SECTION 2: The District Finance Director is authorized to make payment to the Contractor as approved by the project engineer, utility engineer and the Utility Engineer:

SECTION 4: This resolution shall take effect upon its passage and approval by the City Council.

PASSED AND ADOPTED this _____ day of _____, 2017.

REMAINDER OF DOCUMENT INTENTIONALLY LEFT BLANK

APPROVED:

TERENCE D. DAVIS
CHAIRPERSON

ATTEST:

CLAUDENE L. ANTHONY
CERTIFIED MUNICIPAL CLERK
DISTRICT CLERK

KaSHAMBA MILLER-ANDERSON
CHAIR PRO-TEM

LYNNE L. HUBBARD
BOARD MEMBER

TONYA DAVIS JOHNSON
BOARD MEMBER

DAWN S. PARDO
BOARD MEMBER

MOTIONED BY: _____
SECONDED BY: _____
T. DAVIS _____
K. MILLER-ANDERSON _____
L. HUBBARD _____
T. DAVIS JOHNSON _____
D. PARDO _____

REVIEWED AS TO
LEGAL SUFFICIENCY

ANDREW DEGRAFFENREIDT,
DISTRICT ATTORNEY

DATE: _____

STANDARD FORM OF AGREEMENT

THIS AGREEMENT is dated and will be effective on the 25th day of January, 2017, by and between the City of Riviera Beach Utility Special District, a political subdivision of the City of Riviera Beach, Florida (hereinafter referred to as the "OWNER" or "DISTRICT") and WHARTON-SMITH, INC., a Florida corporation, whose address is 125 W. Indiantown Road, Suite 201, Jupiter, Florida 33067, hereinafter referred to as the ("CONTRACTOR").

WHEREAS, the prior contractor for this Project, Close Construction, LLC was terminated by the DISTRICT before the Work (as defined herein) was completed. Close's Surety, Hartford Fire Insurance Company, through its engineer, Donald A. Eckler of Eckler Engineering, Inc., issued an invitation for bids for the completion of the Work (as defined herein) (Surety's Claim Number 564558348) (hereinafter the "IFB"); and

WHEREAS, the CONTRACTOR submitted a bid in response to the IFB; and

WHEREAS, the DISTRICT desires to accept CONTRACTOR'S bid; and

WHEREAS, the DISTRICT finds awarding IFB to the CONTRACTOR as described herein serves a valid public purpose.

NOW THEREFORE, in consideration of the mutual promises contained herein, the sufficiency of which is acknowledged by both parties, the DISTRICT and CONTRACTOR agree as follows:

ARTICLE 1. WORK.

CONTRACTOR shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

The CONTRACTOR's responsibility under this Contract is to furnish all materials, labor and equipment for the Rehabilitation/Replacement of Lift stations No. 10 and No. 50 (as further described in the Contract Documents) and installation of a 6 Foot Black Chain Link Fence with 3 Strands of Barbed Wire to Match Existing Fence, as more specifically set forth in the Scope of Work, Schedule of Bid Prices consisting of the Wharton-Smith Bid Form, dated December 22, 2016, and amended letter dated December 22, 2016, to Donald A. Eckler and P.E. "Re: (IFB No. 493.14) City of Riviera Beach LS No. 10 and LS No. 50 Project Undertaking," detailed in Exhibits "A", "B" and "C", respectively. The performance of the Contract will be completed as more specifically set out in the Enclosures and in the Invitation to Bid No. 493-14, including Addendums 1 through 5, which are made a part hereof by reference (as further described in the Contract Documents).

The City's representative/liaison during the performance of this Contract shall be Troy Perry, Assistant to City Manager, telephone number 561-845-4168, email: TPERRY@rivierabch.com.

ARTICLE 2. CONTRACT PRICE.

2.1. OWNER shall pay CONTRACTOR for completion of the Work in accordance with the Contract Documents, subject to adjustment as provided therein, in current funds as follows: The amount of: One Million Eight Hundred Fifty Seven Thousand and Seven Hundred and Thirty Dollars (\$1,857,730), which includes an allowance of Two Hundred Thousand Dollars (\$200,000),

that can be used for permit fees and unknown equipment or materials, subject to the approval of the District, which is based on the price(s) in the Bid Form.

ARTICLE 3. MISCELLANEOUS.

3.1. OWNER and CONTRACTOR each binds itself, its partners, successors, assigns and legal representatives to the other party hereto, its partners, successors, assigns and legal representatives in respect of all covenants, agreements and obligations contained in the Contract Documents.

3.2. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replaced such stricken provision or part thereof with a valid and enforceable provisions that comes as close as possible to expressing the intention of the stricken provision.

3.3. Failure of either party to enforce or exercise any right(s) under the Contract Documents shall not be deemed a waiver of either party's right to enforce said right(s) at any time thereafter.

3.4. TO ENCOURAGE PROMPT AND EQUITABLE RESOLUTION OF ANY LITIGATION, EACH PARTY HEREBY WAIVES ITS RIGHTS TO A TRIAL BY JURY IN ANY LITIGATION RELATED TO THE CONTRACT DOCUMENTS.

3.5. The CONTRACTOR is, and shall be, in the performance of all Work under the Contract Documents, an Independent Contractor, and not an employee, agent, or servant of the Owner. All persons engaged in any of the Work performed pursuant to the Contract Documents shall at all times and in all places be subject to the CONTRACTOR's sole direction, supervision and control.

3.6. The Contract Documents shall not be construed more strongly against either party regardless of who was more responsible for its preparation.

3.7. If the CONTRACTOR is determined to be providing services on behalf of the City, the CONTRACTOR shall comply with Florida's Public Records Laws, and specifically agrees to:

- a) Keep and maintain public records that ordinarily and necessarily would be required by the OWNER in order to perform the service.
- b) Upon request from the City's custodian of public records or designee, provide the City with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of this Contract and following completion of this Contract if the Contractor does not transfer the records to the City.
- d) Upon completion of this Contract, transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If the Contractor transfers all public records to the City upon completion of the Contract, the Contractor shall destroy any duplicate

public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the City, upon request from the City's custodian of public records or designee, in a format that is compatible with the information technology systems of the City.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS OR DESIGNEE AT CLAUDENE L. ANTHONY, CMC, CITY CLERK, TELEPHONE NUMBER 561-849-3419, EMAIL CROBINSON@RIVIERABCH.COM, OFFICE OF THE CITY CLERK, 600 W. BLUE HERON BLVD. RIVIERA BEACH, FLORIDA 33404.

3.8. Governing Law; Consent to Jurisdiction: The Contract Documents shall be governed by and construed and interpreted in accordance with the laws of the State of Florida. Each of the parties hereto (a) irrevocably submit itself to the exclusive jurisdiction of the Fifteenth Judicial Circuit Court in and for Palm Beach County, Florida for state actions, and jurisdiction of the United States District Court for the Southern District of Florida, Palm Beach Division, for federal actions, the purposes of any suit, action or other proceeding arising out of, or relating to, the Contract Documents; and, (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense of otherwise, in any suit, action or other proceeding, any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever.

3.9. Except where specifically provided for in the Contract Documents, the CONTRACTOR shall not be entitled to an increase in the Contract Price or payment or compensation of any kind from the OWNER for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising out of or related to delay, disruption, interference or hindrance from any cause whatsoever. Provided, however, and subject to sovereign immunity under section 768.28, Florida Statutes, that this provision shall not preclude recovery or damages by the CONTRACTOR for hindrances or delays due solely to fraud, bad faith or active interference on the part of the OWNER. Otherwise, the CONTRACTOR shall be entitled only to extensions of the Contract Times as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided in the Contract Documents.

3.10. All documents, including but not limited to drawings, specifications, plans, reports, other items and data or programs stored in hard-copy, electronically or otherwise (collectively referred to as "Documents" hereafter), prepared by the CONTRACTOR or its subcontractors under the Contract Documents shall be considered a "Work for Hire" and the exclusive property of the OWNER. To the extent such Documents may not be deemed a "Work for Hire" under applicable law, the CONTRACTOR and its subcontractors will assign to the OWNER all right, title and interest in and to CONTRACTOR's and/or its subcontractors' copyright(s) for such Documents. CONTRACTOR shall execute and deliver to OWNER such instruments of transfer and take such other action that OWNER may reasonable request, including, without limitation, executing and

filing, at OWNER's expense, copyright applications, assignments and other documents required for the protection of OWNER's right to such Documents. The CONTRACTOR shall retain copies of the Documents for a period of three (3) years from the date of completion of the project. The OWNER grants to the CONTRACTOR and its subcontractors the right and/or limited license to use a portion of the Documents prepared by the CONTRACTOR or its subcontractors in future projects of the CONTRACTOR or its subcontractors with said right and/or limited license to use a portion at CONTRACTOR's or its subcontractor's own risk and without any liability to the OWNER. Any modifications made by the OWNER to any of the CONTRACTOR's or its subcontractor's Documents, or any use, partial use or reuse of the Documents without written authorization or adaptation by the CONTRACTOR or its subcontractor(s) will be at the OWNER's sole risk and without liability to the CONTRACTOR or its subcontractor(s).

3.10.1. The DISTRICT has SBE, MBE and Local Preference requirements that are more fully set forth in the Contract Documents that the CONTRACTOR must comply with. Failure to comply with said requirements may be grounds for termination.

3.11. Any provision of this Contract which is of a continuing nature or imposes an obligation which extends beyond the term of this Contract shall survive its expiration or earlier termination.

3.12. The WHEREAS clauses set forth at the outset of the Standard Form of Agreement are incorporated herein as true and correct statements.

ARTICLE 4. CONTRACT DOCUMENTS.

Upon execution by the OWNER AND CONTRACTOR, this Standard Form of Agreement shall be and is considered part of the Contract Documents. The Contract Documents which comprise the entire agreement between OWNER AND CONTRACTOR concerning the Work consist of the following:

- 4.1 Executed Change Orders, Work Directives, or other authorized changes to the Contract Documents executed after the execution of this Standard Form of Agreement.
- 4.2 Executed Standard Form of Agreement.
- 4.3 The General Conditions.
- 4.4 DISTRICT'S ISSUED Notice of Award and Notice to Proceed.
- 4.5 Addenda issued to the Invitation to Bid and Instructions to Bidders.
- 4.6 The Invitation to Bid, Instructions to Bidders, all attachments to the Instruction to Bidders; and Appendix A and Appendix B.
- 4.7 Technical Specifications/Drawings/Plans
- 4.8 Issued Permits for the Work.

- 4.9 The CONTRACTOR's Certificate of Insurance; Performance Bond and Payment Bond (plus Power of Attorney Forms as applicable).
- 4.10 CONTRACTOR's Bid and all required submittals.
- 4.11 CONTRACTOR's submittals after Work has commenced.
- 4.12 Any other documents otherwise incorporated in the Contract Documents by reference.

There are no Contract Documents other than those listed above in this Article 4. The Contract Documents may only be amended, modified or supplemented as provided in the General Conditions. In the event of a discrepancy or conflict in the Contract Documents, the above order of precedence for the Contract Documents will govern the interpretation of the Contract Documents after award with those Contract Documents identified in paragraph 4.1 taking precedence over all other Contract Documents.

REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK
SIGNATURE PAGE FOLLOWS

IN WITNESS WHEREOF, the OWNER and CONTRACTOR have caused this Standard Form of Agreement to be executed the day and year shown below.

CITY OF RIVIERA BEACH UTILITY SPECIAL DISTRICT

By: _____
TERRENCE DAVIS, UTILITY DISTRICT
CHAIRPERSON

ATTEST:

By: _____
CLAUDENE L. ANTHONY, CMC
DISTRICT CLERK

Approved as to legal sufficiency:

By: _____
ANDREW DEGRAFFENREIDT, III
DISTRICT ATTORNEY

Date: _____

CONTRACTOR: WHARTON-SMITH, INC.

By: _____

Print Name: _____

Title: _____

[Corporate Seal]

STATE OF _____)
COUNTY OF _____)

The foregoing instrument was acknowledged before me this _____ day of _____, 2017, by _____, as _____ of _____, a corporation authorized to do business in the State of Florida, and who is personally known to me or who has produced the following _____ as identification.

Notary Public:

Print Name: _____

My commission expires: _____

EXHIBIT "A"

SCOPE OF WORK

REPLACEMENT/REHABILITATION LIFT STATIONS #10 AND #50

Furnish all materials, labor and equipment for the completion of the Rehabilitation/Replacement of Lift Station #10 and # 50, as specified in the drawings and specifications prepared by C Solutions Inc., as part of the Bid No. 49314 package (and installation of a 6 Foot Black Chain Link Fence w/3 Strands of Barbed Wire to match existing fence).

EXHIBIT “B”

SCHEDULE OF BID PRICES

**REHABILITATION REPLACEMENT
LIFT STATION NO. 10 AND NO. 50
REF: BID 493-14**

Wharton-Smith Bid Form Dated December 22, 2016

BID FORM

BID DATE: Thursday, December 22, 2016

TIME: 10:00 A.M.

PROJECT IDENTIFICATION

Project Name: Completion of LS 10 and LS 50, Riviera Beach, FL

Surety's Claim Number: 564558348

THIS BID IS SUBMITTED TO

SURETY: The Hartford

Address: c/o Eckler Engineering, Inc.

4700 Riverside Drive, Suite 110

Coral Springs, Florida 33067

BIDDER

Name: Wharton-Smith, Inc.

Address: 750 Monroe Road, Sanford, FL 32771

Local: 125 W. Indiantown Road, Ste. 201, Jupiter, FL 33458

NAME OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION ON THIS BID

Name: Greg Williams, Division Manager

Telephone Number: (561) 748-5956

DATE: December 22, 2016

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an agreement with OWNER in the form included in the Contract Documents to perform and furnish all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the other terms and conditions of the Contract Documents.
2. BIDDER accepts all of the terms and conditions of The Hartford Completion Agreement. BIDDER shall submit Payment bonds within fifteen (15) calendar days after Notice of Award is issued by SURETY.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
 - A. BIDDER has examined copies of all the Bidding Documents and all data provided by SURETY and Eckler Engineering.
 - B. BIDDER has familiarized itself with the nature and extent of the Contract Documents, Work, site, locality, and all local conditions and Laws and Regulations that in any manner may affect cost, progress, performance or furnishing of the Work.
 - C. BIDDER has studied carefully all reports and drawings of subsurface conditions and drawings of physical conditions.

- D. BIDDER has reviewed and checked all information and data shown or indicated on the Contract Documents with respect to existing Underground Facilities at or contiguous to the site and assumes responsibility for the accurate location of said Underground Facilities. No additional examinations, investigations, explorations, tests, reports or similar information or data in respect of said Underground Facilities are or will be required by BIDDER in order to perform and furnish the Work at the Contract Price.
- E. BIDDER has correlated the results of all such observations, examinations, investigations, explorations, tests, reports and studies with the terms and conditions of the Contract Documents.
- F. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for itself any advantage over any other Bidding or over SURETY.

4. BIDDER agrees that all Federal, State and local sales and use taxes are included in the stated bid prices for the Work.

5. Lump Sum Bid:

- | | |
|---|----------------------|
| a. All Work for LS 10 | \$ <u>475,625</u> |
| b. All Work for LS 50 | \$ <u>1,182,105</u> |
| c. Allowance for Permit Fees,
Unknown Equipment or Materials | \$ <u>200,000.00</u> |

Total of Items 1 through 3 listed above. \$ 1,857,730

ONE MILLION EIGHT HUNDRED FIFTY SEVEN THOUSAND SEVEN HUNDRED THIRTY
(Written)

6. Provide an explanation of any exceptions or conditions of the Bid.

Please see attached letter.

7. Number of days for completion: Substantial - 180 days / final - 210 days
8. The CONTRACTOR shall submit a detailed price breakdown to the ENGINEER at the preconstruction conference. The price breakdown as reviewed and agreed upon by the CONTRACTOR, ENGINEER and SURETY shall be used for preparing future estimates for partial payments to the CONTRACTOR, and shall list the major items of the work and a price for each item. The price for items where materials are required and installation labor should be broken into the two components. Price breakdown shall be by Specification Section for each area of the project. Overhead, other general costs, and profit shall be prorated to each item so that the total of the prices for all items equals the lump sum price. The price breakdown shall be subject to the

review of the ENGINEER, and the CONTRACTOR may be required to verify the prices for any or all items.

9. At the preconstruction conference, the BIDDER shall submit a complete detailed schedule of shop drawing submittals which will show lead time for:

Date of Planned submittal.

Date of anticipated receipt of review (usually three weeks after submittal).

Delivery lead time.

Anticipated installation date.

10. If BIDDER is:

An Individual N/A

By _____ (SEAL)
(Individual's Name)

doing business as _____

Business address: _____

Phone No.: _____

A Partnership N/A

By _____ (SEAL)
(Firm Name)

(General Partner)

Business address: _____

Phone No.: _____

A Corporation

By Wharton-Smith, Inc.
(Corporation Name)

Florida
(State of Incorporation)

By [Signature]
(Name of Person Authorized to Sign)

Ronald F. Davoli, President/CEO
(Title)

(Corporate Seal)

Attest [Signature]
(Secretary) Devon A. Lewis, Corporate Secretary

Business address: 750 Monroe Road, Sanford, FL 32771

Phone No.: (407) 321-8410

A Joint Venture N/A

By _____
(Name)

(Address)

By _____
(Name)

(Address)

(Each joint venturer must sign. The manner for each individual, partnership and corporation that is a party to the joint venture should be in the manner indicated above).

END OF SECTION

EXHIBIT “C”

Wharton Smith, Inc., Amended Letter Dated December 22, 2016 To
Donald A. Eckler P.E., Eckler Engineering, Inc. “Re: (IFB No. 493.14)
City of Riviera Beach LS No. 10 and LS No. 50 Project Undertaking”



December 22, 2016

Donald A. Eckler, P.E.
Eckler Engineering, Inc.
4700 Riverside Drive
Suite 110
Coral Springs, FL 33067

Re: (IFB No. 493.14) City of Rivera Beach LS No.10 and LS No. 50 Project Undertaking

Mr. Eckler:

Wharton Smith received a letter dated November 2, 2016 from Cunningham Law Firm requesting our participation in providing a competitive bid to undertake the completion of the referenced project. Subsequently, Eckler Engineering contacted us on behalf of the Hartford group with the same request.

In response to these requests, we contacted Mr. Mark Drummond of C Solutions to provide access to both sites in order to perform a preliminary assessment of project status. On Thursday November 10, 2016, myself along with other representatives from Wharton Smith visited both sites and reviewed the current construction status against the requirement of the contract documents. A representative from Wharton Smith attended another site visit/meeting organized by Eckler Engineering on November 22, 2016. Based on these meetings, our findings are as follows:

LS No. 10:

During the brief inspections of the site we tried to determine which portions of the project scope of work had been successfully completed to date, work performed but requires rework, and work not yet completed:

Work Assumed to have been Successfully Completed:

- Sheet C-4, By-Pass Pumping Stage 1. However, the “Discharge Valve Vault” has not been installed and therefore not being utilized as part of the system, as intended.
- Sheet C-5, flow channels reformed inside existing manhole
- Sheet C-4, All underground piping within Park Avenue.
- Sheet C-6, Demolition of existing yard piping as identified
- Sheet M-1, Demolition of existing lift station #10 mechanical components as identified.
- Sheet S-02, Demolition of existing lift station #10 structural components as identified.
-

Work Performed but Requires Rework:

- Sheet S-03, Installation of five (5) Auger Cast Piles. Four (4) underneath the location of the new Valve Vault and one (1) underneath the location of the new Retaining Wall. However, the installations are currently in conflict with an “existing abandoned underground structure” identified under Note 2 on sheet C-5 to be located in order to facilitate construction of the new work. Therefore, these pile may need to be removed and replaced in order to resolve the conflict.

LS No. 50:

During our brief inspection of the site, we recognized that there is an abundance of material and equipment onsite (some stored; some installed). We again tried to assess which portions of the work had been successfully completed, installed but requires some rework, and work that has yet to be completed. Given the extent of the scope and requirements, a more detail assessment, inventorying, and testing of the materials/equipment currently onsite will be required. Wharton Smith assumes that the established bid allowance will be utilized to purchase or correct any missing and/or damaged material/equipment.

Work Assumed to have been Successfully Completed:

- Sheets S-08 thru S-10, Office/Electrical Building appears to be fully constructed with the exception of some minor finishes
- Sheet M-04, Pump Area Slab. However, it was constructed prior to the installation of the precast “Security Wall”, which will require some rework/slab modifications
- Sheet M-04, Emergency Generator is set in place
- Sheet M-04, Pumps 1 thru 4 have been set.
- Sheet M-07, Onsite Lift Station has been set
- Electrical switchgear is onsite and installed
- Seal water systems onsite and installed

Work Performed but Requires Rework:

- Sheet S-12, Pump Area Slab will require some modifications to facilitate installation of the precast Security Wall
- Sheet S-07, Pump Bases require extension in order to reposition Pumps 1 thru 4
- Sheet S-07, Pipe Support reinforcement modifications
- Sheet M-04, Pumps 1 thru 4 need to be repositioned due to misalignment
- Sheet M-04, Flanged Ductile Iron Piping will require repositioning due to misalignment

All subcontractor pricing included with our bid was supplied by Eckler Engineering; any pricing not supplied is not included within our proposal and will need to be added (if necessary) at a later date.

Wharton Smith does not offer any warranties of or guaranties as to the previous contractor’s work, the Project Status or the portion or percentage of work currently complete.

In order to complete the project in the most efficient and economical manner, the completion durations provide on the bid form are estimates based solely on the utilization of our own skilled craft work force to perform the work. Wharton Smith will work with the city’s Apprenticeship Program to minimize the impact of time and costs to the project.

We appreciate being given the opportunity to assist the City and Hartford with this sensitive issue and would welcome the opportunity to help provide closure to this project.

Respectfully,



Gregory L. Williams
South Florida – Water/Wastewater Division Manager

125 W Indiantown Road, Suite 201, Jupiter, FL 33458 | Phone: (561) 748-5956 | Fax: (561) 748-5958

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 1/25/2017

Agenda Category:

Subject: STORMWATER AND TRASH ASSESSMENT ON TAX ROLL

Recommendation/Motion:

Originating Dept	UTILITY SPECIAL DISTRICT	Costs
User Dept.	UTILITY SPECIAL DISTRICT	Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
1_22_17_Stormwater_and_Trash_on_tax_roll.pdf	STORMWATER	1/22/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Utility	Monroe, Luecinda	Approved	1/22/2017 - 12:21 PM

INTER-DEPARTMENTAL COMMUNICATION

Project Title: Stormwater and trash assessment on tax roll

Overview of project: The Palm Beach County Tax Collectors office provides a billing and collection service for non ad valorem fees. On several occasions it has been discussed to place the monthly Stormwater and trash fees on the tax bill. The fees would be included on the tax bill as non-ad valorem and collected by the PBC Tax Collector rather than through City's the monthly billing cycle. A monthly residential billing would see a \$19.96 reduction.

Current status of the project:

Staff submitted a memorandum on the benefits to the City Manager's Office. Staff is now awaiting further direction from the Council to move forward.

Impact of the project (SWOT Analysis):

1. Strengths – Adding fees to the tax roll increases collections, enhances cash flow and eliminates staff time for billing and enforcement of collections, penalties and liens on the property.
2. Weakness – If the non-ad valorem assessment is not paid the property owner will be forced to pay additional liens to the PBC Tax Collector. Also the administrative costs are unknown at this time.
3. Opportunity – Assist utility customers through reduced deposit requirements.
4. Threats -- Property owners may object as payments are required upfront rather than monthly and costs shift from tenants to owners.

Proposed timeframe to completion:

1. Contact Tax Collector for approval of a post January 1 public hearing: 5 Days after Council's decision to move forward
2. Schedule a public hearing: 5 Days after decision to implement
3. Hold public hearing: Must be held prior to March 1st
4. Adopt a resolution: Second meeting after public hearing
5. Send assessment roll to County: September 2017

Fiscal Impact: Funds Budgeted _____ Funds Not Budgeted X Amount TBD

Details:

A specific timeline is provided by statute to add non ad valorem items to the tax rolls.

1. Adopt resolution at a public hearing prior to January 1 or March 1 if the Property Appraiser and Tax Collector agree.
2. Publish notice of its intent to use the uniform method for collecting such assessment weekly in a newspaper of general circulation within the county for 4 consecutive weeks preceding the hearing
3. By January 10 or March 10 the local governing board shall send a copy by United States mail the adopted resolution.
4. Between January 1 and September 15 a local government shall adopt a non-ad valorem assessment roll at a public hearing notifying property owners via US Postal service notice will contain purpose of the assessment, total amount to be levied against each parcel, the unit of measurement to be applied against each parcel to determine the assessment, the number of such units contained within each parcel, total revenue the local government will collect by the assessment, a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title, right to appear and file written objections within 20 days of notice, date, time and place of hearing .



**CITY OF RIVIERA BEACH
FINANCE AND ADMINISTRATIVE SERVICES**

FINANCE DEPARTMENT

INTER-DEPARTMENTAL COMMUNICATION

DATE: NOVEMBER 4, 2016

TO: TROY F. PERRY, ASSISTANT TO THE CITY MANAGER

FROM: RANDY M. SHERMAN, DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

CC: DANNY JONES, INTERIM CITY MANAGER

SUBJECT: STORMWATER AND TRASH FEES ON THE ANNUAL TAX STATEMENT

The analysis provided by Mr. Paul is built on a faulty premise. While I understand that some owners of homesteaded property deduct assessments and fees on their personal tax returns, this is contrary to Internal Revenue Service regulations. Individuals are only permitted to deduct taxes paid, not assessments and fees. The fact that the assessment or fee is collected through the property tax billing process does not change the deductibility of the charge. Therefore, there is no benefit to a homesteaded property owner.

There would, however, be a benefit to tenants of rental property. By placing the stormwater and trash fees on the property tax billing, the property owner now becomes liable for that payment, thereby lowering the monthly utility bill to the tenant. A lowering of the monthly bill would allow for tenants to activate accounts with a significantly reduced deposit. What is unknown, and will vary from landlord to landlord, is how rents and deposits will be effected.

The benefit is more so to the City. The majority of the funds would be collected towards the beginning of the fiscal year along with property tax payments. Additionally, delinquent payments would be collected through the tax lien process thereby nearly eliminating all uncollectible accounts.

RMS/sde



Seal of the State of North Carolina
Department of Revenue
Non-Ad Valorem Assessment Roll
2016

Non-Ad Valorem Assessment Roll 2016

Table of Contents

- Introduction
- Contact Information
- Certificate To Non-Ad Valorem Assessment Roll DR-408A
- Nav File Description To Property Appraiser And Tax Collector
- Corrections To Non-Ad Valorem Assessment Roll
- Certificate Of Correction Of Non-Ad Valorem Assessment Roll DR-409A

INTRODUCTION

Greetings! We look forward to working with you to ensure a smooth tax roll season. If you submit your NAV roll directly to the Tax Collector's Office, it would be in your best interest to submit your file as soon as possible. We must receive a fully cleansed, working file by September 15, 2016. If we do not have a fully cleansed file, or receive a corrupt file by close of business on September 15, 2016, it will be deemed late by the TCO and may not be placed on the 2016 Tax Roll. Consequently, the district will be responsible for billing their clients separately.

CONTACT INFORMATION

Distributions & Financial Information		
Nicole Ocasio, Senior Accountant	NicoleOcasio@PBCTAX.COM	(561) 355-2945
Chelsey Mills-Coleman, Senior Accountant	CMills-Coleman@PBCTAX.COM	(561) 355-2023

NAV Tax Roll Data		
Tania Bruschi, Business Systems Administrator	DIST-TaxTeam@PBCTAX.COM	(561) 355-7857
Natalia Toyos-Paulsen, Business Systems Administrator	DIST-TaxTeam@PBCTAX.COM	(561) 355-1693
Nicolas Massimini, Business Systems Analyst	DIST-TaxTeam@PBCTAX.COM	(561) 355-2727

Certificate To Non-Ad Valorem Assessment Roll DR-408A		
Lucy Jacques, Administrative Assistant	LJacques@PBCTAX.COM	(561) 355-3546
Mailing Address For DR-408A		
Tax Collector PBC, Attn: Lucy Jacques, P.O. Box 3715, West Palm Beach, FL 33402		
Tax Collector PBC, Attn: Lucy Jacques, 301 N. Olive Avenue, 3 rd Floor, West Palm Beach, FL 33401		

Corrections To The Non-Ad Valorem Roll		
Georgette Bonifacio-Wagner, Chief Excellence Officer	pbtaxcorrections@PBCTAX.COM	(561) 355-3934
Sajini Phares, Tax Analysis Manager	pbtaxcorrections@PBCTAX.COM	(561) 355-2270

Form DR-408A & DR-409A		
http://dor.myflorida.com/dor/ Property Tab/Property Tax Information – For Local & County Officials/Forms – Forms for County Officials		

April 7, 2016

CORRECTIONS TO NON-AD VALOREM ASSESSMENT ROLL

1. **To make a correction to the Assessment Roll after the final file has been submitted and prior to the final tax roll being certified by the Property Appraiser** you must submit a **corrected "new"** file, counts & amounts and certification to the Tax Collector. This information also needs to be electronically submitted to TaxNonAdvalorem@PBCTAX.COM with a subject line of: **"2016 NAV FILE CORRECTIONS"**. This method allows the original tax notice to reflect the corrected amount.
2. **To make a correction to the Assessment roll after the final tax roll has been certified by the Property Appraiser** you must submit a completed DR-409A for each affected parcel to the Tax Collector and submit your text file electronically to pbtaxcorrections@PBCTAX.COM with a subject line of **"2016 NAV FILE CORRECTIONS"**. Our office will make the correction to the roll and send out a revised tax notice. If the correction is for the 2016 tax year, a 30-day extension of the November discount, (4%), is granted when the taxes are unpaid and are within the current tax year status (before April 1, 2017).

Time Frame for Corrections: This office cannot accept any additions or increases to the tax roll as of April 1 of each year. You must collect these assessments by other methods. A refund may not be granted unless a claim for the refund is made within 4 years after January 1 of the tax year for which the taxes were paid. [Florida Statutes Chapter 197.182(1)(e)]. Corrections on tax certificates shall be processed in accordance with the procedure set forth in Florida Statutes Chapter 197.443. The exception is that the 4-year time limit does not apply [Florida Statute chapter 197.432(11)] to Tax Certificates which have a life span of seven years from the date of issuance.

Attached is a **DR-409A**, Certificate of Correction of Non-Ad Valorem Assessment Roll, for your use. The form is also available on the Florida Department of Revenue internet site at <http://dor.myflorida.com/dor/> Search under: *Property Tab/Property Tax Information - For Local & County Officials/Forms – Forms for County Officials*



CERTIFICATE TO NON-AD VALOREM ASSESSMENT ROLL

I, the undersigned, hereby certify that I am the Chairman of the Board, or authorized agent of _____, located in _____ County, Florida; as such, I have satisfied myself that all property included or includable on the Non-Ad Valorem Assessment Roll for the aforesaid county is properly assessed so far as I have been able to ascertain; and that all required extensions on the above described roll to show the non-ad valorem assessments attributable to the property listed therein have been made pursuant to law.

I further certify that, upon completion of this certificate and the attachment of same to the herein described Non-Ad Valorem Assessment Roll as part thereof, said Non-Ad Valorem Assessment Roll will be delivered to the Tax Collector of this county.

In witness whereof, I have subscribed this certificate and caused the same to be attached to and made a part of the above described Non-Ad Valorem Assessment Roll this the _____ day of _____, _____ year.

Chairman of the Board or authorized agent

of _____
Name of local government

_____ County, Florida

NAV FILE DESCRIPTION TO PROPERTY APPRAISER AND TAX COLLECTOR

Record Size - 62 Bytes ASCII .TXT fixed record format only

Field Name	Data Type	Field Size	Field Positions
Parcel Number	alpha-numeric	(17)	1 --- 17
Tax Year	number	(04)	18 --- 21
NAV Project Code	alpha-numeric	(06)	22 --- 27
NAV Assessment Value	numeric (2 assumed decimal places)	(10)	28 --- 37
NAV Rate	numeric (2 assumed decimal places)	(09)	38 --- 46
Units	alpha-numeric	(06)	47 --- 52
NAV Flat Rate *	numeric (2 assumed decimal places)	(10)	53 --- 62

***This field should be all zeroes when submitting data to the Property Appraiser for TRIM in July. If applicable, include NAV Flat Rate when submitting data to the Tax Collector for the Tax Bill in September with a two digit assumed decimal place, otherwise place zeroes in this field. This is a required field if you charge a Flat Maintenance or Flat Debt rate.**

Sample record with NAV Flat Rate of zeroes:

004254882203301802016001HQD0000052514000052514615.880000000000 (total of 62 positions mandatory)

Sample data from the above record example:

Parcel Number	00425488220330180
Tax Year	2016
NAV Project Code	001HQD
NAV Assessment Value	0000052514 (525.14 printed on notice)
NAV Rate	000052514 (525.14 printed on notice)
Units	615.88 (615.88 printed on notice)
NAV Flat Rate	0000000000

Instructions on returning file:

Property Appraiser (TRIM only):

1. If using our FTP website, place the input file for TRIM in the "to-pa" directory, otherwise send an email with file attachments (please send email to mbachman@pbcgov.org). The website link is:

<ftp://PApub:TpcWtf777@ftp.co.palm-beach.fl.us/to-pa>

By clicking on the link, it opens the browser to the to-pa directory. Drag and drop the file that is being sent into this directory. If you are using Internet Explorer version 7, then after going to this link, click **Page**, and then click **Open FTP Site in Windows Explorer** to drag and drop the file over.

Note: Please include total number of parcels and total amount of assessment for each project code sent. The NAV Project Code must be left justified and padded with spaces to the right and all numeric fields must be right Justified and padded on the left with zeroes. The file must be a .txt extension and the NAV Assessment Value, NAV Rate and the NAV Flat Rate must have a two digit assumed decimal place, i.e. a value of 000052514 will represent an actual value of 525.14

- Do not send parcels that are not being assessed (zero assessment amount) so file can be balanced correctly.

Tax Collector (Certified Tax Roll only)

Record Size - 62 Bytes ASCII .TXT fixed record format only

Field Name	Data Type	Field Size	Field Positions
Parcel Number	alpha-numeric	(17)	1 --- 17
Tax Year	number	(04)	18 --- 21
NAV Project Code	alpha-numeric	(06)	22 --- 27
NAV Assessment Value	numeric (2 assumed decimal places)	(10)	28 --- 37
NAV Rate	numeric (2 assumed decimal places)	(09)	38 --- 46
Units	alpha-numeric	(06)	47 --- 52
NAV Flat Rate *	numeric (2 assumed decimal places)	(10)	53 --- 62

***This field should be all zeroes when submitting data to the Property Appraiser for TRIM in July. If applicable, include NAV Flat Rate when submitting data to the Tax Collector for the Tax Bill in September with a two digit assumed decimal place, otherwise place zeroes in this field. This is a required field if you charge a Flat Maintenance or Flat Debt rate.**

Sample record with NAV Flat Rate of zeroes:

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Sample data from the above record example:

Parcel Number	00425488220330180
Tax Year	2016
NAV Project Code	001HQD
NAV Assessment Value	0000052514 (525.14 printed on notice)
NAV Rate	000052514 (525.14 printed on notice)
Units	615.88 (615.88 printed on notice)
NAV Flat Rate	0000000000

Instructions on returning file:

Tax Collector (Certified Tax Roll only)

1. If your Non-Ad Valorem District is submitting a file for the first time to the Tax Collector, you are **required** to send a test file in advance. When you submit your file please indicate that it is a test file.
2. Please e-mail to TaxNonAdvalorem@PBCTAX.COM with a subject line of: **"2016 NAV-Agency Name"**.
3. If the file is too large to e-mail (> 20 MB), please zip the file before sending and follow step two above.

Note: Please include the following information in your email

- ☐ The total number of parcels that are being assessed for each district
- ☐ The total dollar amount, including cents.

It is the Non-Ad Valorem Districts responsibility to confirm that any NAV files sent via e-mail have been successfully delivered to the Tax Collector's office by September 15, 2016 5:00 pm EST.



**CERTIFICATE OF CORRECTION OF
NON-AD VALOREM ASSESSMENT ROLL**
Section 197.3632, F.S. and Rule 12D-18.006(2), F.A.C.

_____ County

To: Tax Collector

You are hereby authorized to correct the assessment, rate/basis, or legal description of the
Non-Ad Valorem Assessment Roll as follows:

Tax year			

Parcel or folio number			
Name to whom assessed			
Address			
<input type="checkbox"/> Change legal description to:			
<input type="checkbox"/> Change rate/basis from:		to:	
<input type="checkbox"/> Change non-ad valorem assessment from:		to:	
State reason for correction:			

Attach additional documents when necessary

Local government representative

Date

Name of government unit or taxing authority

Original: Tax Collector

cc: Property Appraiser
Local Government
Department of Revenue
Property Tax Oversight
PO Box 3000
Tallahassee, FL 32315-3000

**CITY OF RIVIERA BEACH CITY COUNCIL
AGENDA ITEM SUMMARY**

Meeting Date: 1/25/2017

Agenda Category:

Subject: PROGRESS REPORT BY BEVIN BEAUDET

Recommendation/Motion:

Originating Dept	UTILITY SPECIAL DISTRICT	Costs
User Dept.	UTILITY SPECIAL DISTRICT	Funding Source
Advertised	No	Budget Account Number
Date		
Paper		
Affected Parties	Not Required	

Background/Summary:

Fiscal Years
Capital Expenditures
Operating Costs
External Revenues
Program Income (city)
In-kind Match (city)
Net Fiscal Impact
NO. Additional FTE Positions
(cumulative)

III. Review Comments

A. Finance Department Comments:

B. Purchasing/Intergovernmental Relations/Grants Comments:

C. Department Director Review:

Contract Start Date

Contract End Date

Renewal Start Date

Renewal End Date

Number of 12 month terms this renewal

Dollar Amount

Contractor Company Name

Contractor Contact

Contractor Address

Contractor Phone Number

Contractor Email

Type of Contract

Describe

ATTACHMENTS:

File Name	Description	Upload Date	Type
January_25_UD_PROGRESS_REPORT.docx	PROGRESS REPORT	1/18/2017	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Utility	Perry, Troy	Approved	1/18/2017 - 11:40 AM
City Manager	Perry, Troy	Approved	1/18/2017 - 11:40 AM

PROGRESS REPORT

RIVIERA BEACH SPECIAL UTILITY DISTRICT

January 25, 2017

Bevin A. Beaudet, P.E., LLC

Drinking Water Quality

During the past month since the last Progress Report all of the District's 40 city-wide drinking water samples continue to meet or significantly exceed water quality standards without exception. The District staff has developed a successful flushing regime and is pursuing it with diligence. They are continuing to learn and gain experience in managing the distribution system. The District water treatment operators are also learning to optimize the chemistry at the Water Treatment Plant which is another major factor in our improved compliance. While the improved flushing plan and water treatment operations are improving compliance, note that the work involved is highly staff intensive. Ongoing and planned improvements to the water treatment plant as well as to storage and repumping facilities at Ave U Booster Station will reduce the manpower requirement and improve water quality consistency when these projects are complete.

Wellfield Rehabilitation

As a result of the District's on-going well rehabilitation program, progress has been made in bringing more wells into full service. Of the District's 27 drinking water wells, 16 are now fully operational. Seven wells are functional but operating at reduced capacity and are in line to be rehabilitated. Five wells remain out of service and will be repaired. The District has two well contractors working to restore full service to the entire wellfield. Funds for this work are included within the District's approved capital plan.

Work at the Water Treatment Plant

The project to return the #3 Treatment Unit back to temporary service began this month and is currently on-going. Globaltech Design Builders have presented their plan to the Palm Beach County Health Department (PBCHD) and it has been approved. Construction work has begun with ordering of necessary parts and materials as well as project mobilization, which will be completed by the end of February. Project completion date is projected to be at the end of April. This is an aggressive schedule but one that Globaltech fully expects to achieve. Once complete, Treatment Unit #3 will become operational and this will improve both the color in the finished water and the ability of the plant operators to control the finished water quality. Note that the permanent repair of Treatment Unit #3 cannot be achieved until the planned structural repairs are made to the North Chemical Tower.

The Chem-Scan Ammonia and Chloramine controller has been received and will be installed by Florida Design Company and calibrated by the manufacturer within the next few weeks. This improvement will also greatly assist the water treatment plant operators in controlling finished water quality.

Work at Avenue U Pumping Station and Tank

The Utility District staff is currently evaluating the most cost effective and technically efficient way in which to improve water quality leaving the tank and serving the far Western reaches of the distribution system, including Gramercy Park. Current thinking is that the addition of a mixer in the tank along with a phased approach to replacing the current, ineffective chloramine boosting system will best serve the District. A decision on how to move forward quickly with this improvement will be made shortly and brought to the Board for procurement. Improving the ability to boost chloramine residual at Ave U is one of the most critical improvements needed for permanent and cost effective compliance with the PBCHD consent order.

Consent Order Compliance

1. FDEP Consent Order WP-15-0459 – The District is in full compliance with the Consent Order at this time. All deadlines to date have been met. As previously reported, future requirements require the District to adhere to its Capital Plan in conducting system improvements on Lift Stations and pipeline renewal. The rehabilitation of Lift Stations 10 and 50 is a project which the District is committed to complete for Consent Order compliance. The FDEP is being kept apprised of the District's issues with the contractor of this project which, of course, are causing completion delay. FDEP understands the issue and is not concerned about the delay because the Agency sees that the District is moving quickly to resolve the problem and restart construction as soon as possible.
2. PBCHD Consent Order WP-020-16 – The District is in full compliance with the Consent Order at this time. All deadlines to date have been met.
 - a. Required monitoring and flushing is being conducted, as is the finalization of a workable flushing plan to be submitted to the PBCHD.
 - b. The contract with the prequalified firm to assist staff in the repair and replacement of pumps, motors and other electrical and mechanical equipment is now in place. These repairs are required by the Consent Order based on the US Water Assessment Report.
 - c. Project construction of the In-Kind Services Project for this Consent Order was completed on January 15, 2107, meeting the required deadline. This project involved the installation of 15 dedicated sampling stations within the District's system of 40 sampling locations, which are now being utilized by staff. These dedicated stations are placed in areas where we currently rely on the hose bib of residences or commercial buildings that are subject to contamination from outside influence rather than from the drinking water.

Future Planned Work

1. Finalize and deliver to the Utility District Board a plan for the most efficient, quickly implemented and cost effective solution to the chloramine residual issue at Ave U Pump Station and Storage Tank. Solving this problem will greatly relieve the manpower and overtime costs of the current flushing program.
2. Continuation of water quality monitoring, flushing and reporting.
3. Continued work on well repair and rehabilitation.
4. Issuance of an engineering task to finalize the structural repair of the North Chemical Building.
5. Selection of one or more General Consulting Engineers through the CCNA process to assist the District in the planning, design and implementation of required projects.
6. Continue to work on priority Issues identified in the Five Year Improvement Plan and to keep the Board informed of obstacles and of progress.
7. Develop a training program and hire a trainer for the Water Treatment Plant Operators to assist them in consistent and technically appropriate operation and to help them develop standard protocols.