Welcome to the City of Treasure Island Commission Workshop. If you wish to speak on a topic which is on today’s agenda, a speaker’s form [available in the rear of the room] must be completed and given to the City Clerk. Please do not address the Commission from your seat, but rather from the podium where your comments can be heard by all and recorded as required by Florida law. Unscheduled topics may be presented under the Public Comments section of the agenda.

I. CITY MANAGER AND CITY ATTORNEY REPORT

II. DISCUSSION

1. Request City Manager Purchase Authority up to $75,000 to Hardesty & Hanover LLC for Bascule Bridge Control System Design

2. Flowbird Parking Service Agreement

3. Ordinance 2020-02 Budget Amendment - EnerGov

4. Ordinance 2020-03 Budget Amendment - Fire Prevention Officer

5. Ordinance 2020-04 Budget Amendment - Debt Service Funds/Capital Projects Fund

III. OLD BUSINESS

IV. CITY COMMISSION REPORTS

V. PUBLIC COMMENT

VI. ADJOURN

For any person desiring to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she 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 [F.S. 286.0105]. NOTE: Any transcript shall be requested and made by the individual requesting same at his or her own expense. Therefore, a court reporter may be desired or required accordingly.

Any person with a disability who needs any accommodation in order to participate in this proceeding is entitled to assistance at no cost. Please contact the Office of the City Clerk in writing at 120 108th Avenue, Treasure Island, FL, 33706 or by phone at (727) 547-4575 at least two working days prior to the meeting to advise what assistance is needed.
DATE: March 16, 2020

TO: Garry Brumback, City Manager

FROM: Michael Helfrich, Public Works Director

SUBJECT: Bascule Bridge Control System Design

BACKGROUND

Hardesty & Hanover, LLC was awarded a multi-year contract on September 3, 2019 as the City’s top ranked Engineering Service provider in the Movable Bridges discipline. This contract is for 5 years.

Throughout the year, Public Works will require Engineering Services that will total greater than $25,000.

POLICY / PURPOSE

To request authorization from the City Commission to authorize the City Manager to spend up to $75,000 on several Work Authorizations that will have a total of more than $25,000 to Hardesty & Hanover, LLC, a vendor that was awarded an engineering continuing services contract with the City.

STRATEGIC PLAN RELEVANCE

Goal 3 of the City’s Strategic Plan is to: Proactively maintain and improve infrastructure that meets the future needs of the City.

ANALYSIS / DISCUSSION

Due to the City’s purchasing requirements for the Commission to approve expenditures over $25,000, the Public Works Department is requesting authorization for the City Manager to authorize Work Authorizations totaling up to $75,000. This authorization will allow Public Works, to purchase Engineering Services in the Movable Bridges discipline.

FUNDING
Funding for these purchase orders will be from the Causeway Fund 001-5490-63418.

RECOMMENDATIONS

It is recommended that the City Commission authorize the City Manager to approve Work Authorizations up to $75,000 for Engineering Services to Hardesty & Handover, LLC under the Movable Bridge discipline.

ATTACHMENTS

None

MOTION

I move to approve and authorize the City Manager to execute Work Authorizations up to $75,000 for Engineering Services under the Movable Bridge Discipline contract with Hardesty & Hanover, LLC.
DATE: March 12, 2020

TO: Garry Brumback, City Manager

FROM: Mike Munger, Purchasing Coordinator/Management Analyst

SUBJECT: Flowbird Parking Service Agreement

BACKGROUND

In January 2017, the City Commission approved a 3-year contract to purchase and replace the parking pay stations and parking meters throughout the City from CALE (now Flowbird). Included in the purchase contract were associated recurring costs for a 3-year period such as software maintenance fees and in the third year, extended warranty costs. The purchase agreement included a 2-year warranty from the time the units were installed, this 2-year period for the City’s initial equipment purchase ended April 2018. After the 2-year warranty ends, Flowbird offers a Part-Smart program to serve as the extended warranty, which allows old parts to be switched for new parts at a discounted rate. The contract is now expired and staff is proposing to extend the contract another 2-years (attached).

Additionally, a purchase authorization for connectivity, back office operations, parts warranty, maintenance and supplies is needed because the costs will exceed $25,000 for this current fiscal year.

POLICY / PURPOSE

To authorize the purchase of meter and paystation software support, extended warranty fees and supplies as needed from Flowbird for the support of the City-wide parking system of up to $37,000 and extend the contract with Flowbird for any purchases and recurring support, maintenance and extended warranty costs for a 2-year period.

STRATEGIC PLAN RELEVANCE

Goal 3 of the City’s Strategic Plan is to: Proactively maintain and improve infrastructure that meets the future needs of the City.

ANALYSIS / DISCUSSION
The software maintenance includes the connectivity to accept credit cards, real-time parking purchases for accurate parking enforcement, maintains the software in the paystations and meters, back-office data on purchases, maintenance work orders and when supplies are needed.

The contract extension provides the following services for the next 2-year period as follows:

<table>
<thead>
<tr>
<th>Service</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Paystation Software Support</td>
<td>$13,050</td>
</tr>
<tr>
<td>Monthly Meter Software Support</td>
<td>$ 2,688</td>
</tr>
<tr>
<td>Monthly Paystation Part Warranty</td>
<td>$10,150</td>
</tr>
<tr>
<td>Monthly Meter Part Warranty</td>
<td>$ 5,040</td>
</tr>
<tr>
<td>Estimated Maintenance/Services Charges</td>
<td>$ 3,000</td>
</tr>
<tr>
<td>Estimated Annual Supplies</td>
<td>$ 3,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$36,928</strong></td>
</tr>
</tbody>
</table>

Staff is recommending authorization of up to $37,000 to reflect a small buffer for unanticipated items.

Additionally, staff recommends that we continue to purchase and have the existing parking equipment serviced through a 2-year contract extension with Flowbird.

**FUNDING**

Funding for these costs are budgeted within the Beach Program in the General Fund and are off-set by metered parking revenues.

**RECOMMENDATIONS**

Authorization to enter into a 2-year contract extension with Flowbird for parking equipment purchases, meter and paystation software support, maintenance, extended warranty and supplies and authorize purchases in the amount of up to $37,000 for FY 2020 for recurring operational and support services.

**ATTACHMENTS**

Proposed 2-year contract extension

**MOTION**

I move to approve entering into a 2-year contract extension for the purchase of meter and paystation software support, part warranty, service/maintenance charges and supplies from Flowbird (CALE) and authorize purchases up to $37,000 for FY 2020 for recurring operational and support services.
## Treasure Island - Renewal Summary

**Quote Date**: 3/5/20  
**Quote Expires**: 6/3/20  
**Quote Issued By**: Natalie Snow  
Mobile: 864-501-8836  
natalie.snow@flowbird.group

### Equipment Fixed Cost

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Unit Price</th>
</tr>
</thead>
</table>
| CWT Credit Card and Coin Pay Station - Color Touch Display  
Color: Black  
Power: AC  
Payment Methods: Credit/Debit Card  
Configuration: Pay by Plate, Pay by Space, Pay and Display  
Warranty: 24-month  
Bill Note Acceptance - must be noted at time of order | $5,990.00   |
| Light Bar with Motion Sensor | $400        |
| MAX (Dual Space Meter) | $725        |
| MAX (single Space Meter) | $475        |
| Refurbished Duncan Model 80 or 95 Housing | $140        |
| CWT Installation / Shipping and Training  
Cale will secure and level pay station to the ground and provide training, review preventative maintenance and trouble shooting  
Ground preparation is not included. | $125        |
| Receipt Paper - 5 rolls of paper - each roll produces 3200 receipts | $250        |

### On Going Service

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Term</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
</tr>
</thead>
</table>
| WebOffice Professional  
Includes: All Mode Configuration  
Maintenance alarms alerts to cell phone  
Reporting (standard)  
Credit Card Gateway  
Cellular Communication Fees  
24/7 Support | 1 | $45.00 | Monthly  | $540.00 | $540.00 | $540.00 |
| MAX Meter Web Office | 1 | $8.00 | Monthly  | $96.00  | $96.00  | $96.00  |
| PartSmart extended warranty program for CWT Meter | 1 | $35.00 | Monthly  | $420.00 | $420.00 | $420.00 |
| PartSmart extended warranty program for MAX meters | 1 | $20.00 | Monthly  | $240.00 | $240.00 | $240.00 |

All prices stated are exclusive of taxes and shipping costs unless specifically itemized in this quotation. Customer is responsible for all taxes or providing proof of tax-exempt status. By accepting this order, Customer agrees to be bound by all applicable terms and conditions or terms of existing contract(s) between Customer and Flowbird for the same products and services, if any:

Accepted by: ______________________________ Date: _____/_____/_____ 

Packet Pg. 6
DATE: March 5, 2020

TO: Garry Brumback, City Manager

FROM: Paula Cohen, Community Improvement Director

SUBJECT: Ordinance 2020-02 Budget Amendment - EnerGov

BACKGROUND

The existing Building Division software that is being used (BDMS) is no longer supported by the developer, therefore it is imperative to implement new software. On January 19, 2016 the City Commission approved the purchase and implementation of EnerGov software from Tyler Technologies in the total project amount of $140,335 for Phase I to include the purchase of related IT equipment and server related upgrades. The purchase of the software and the IT related equipment and upgrades were completed and $108,294 was spent.

The project was placed on hold by City staff in September of 2017 due to a number of extenuating circumstances related to programming and staffing turnover/shortages with both the vendor and the City.

The Community Improvement Department re-engaged with Tyler Technologies in early 2019 to complete the project. On February 5, 2019, $51,000 was approved by the City Commission to complete Phase I to include; purchasing a newer version of the software (released since 2017), added the conversion of archival information for the Local Business Tax system, added custom reports to ensure compatibility with Florida Statutes and FEMA requirements, and additional travel and on-site training from Tyler’s implementation team. Included in this amount also was an initial step for Phase II, the configuration of the Online Customer Portal. To date, Phase I has continued and the items completed with an earnest attempt to Go Live in December 2019. Unfortunately, the Go Live had to be delayed to address issues such as further testing of IPad, fee calculations and updated GIS data to have been able to have a successful Go Live. This purchase authorization of $51,000 was exhausted and to continue moving forward another purchase authorization is needed.

POLICY / PURPOSE
To amend the FY 2020 Building Division budget to increase the appropriation of the budget to fund and authorize the purchase authorization for the completion of the implementation of the EnerGov Software system.

**STRATEGIC PLAN RELEVANCE**

Objective 1 - To review and update codes, while streamlining the City’s development review process. The implementation of the EnerGov software will aid in streamlining the City’s development review process by automating processes and allowing for citizen access of permitting information online.

**ANALYSIS / DISCUSSION**

The Community Improvement Department has been able to secure another Go Live date with the vendor for the end of April 2020 with staff from Tyler Technologies scheduled to be on-site to support the Go Live. Since staff from the vendor will be coming back to the City to support a Go Live, additional onsite billable hours and travel expense will be needed to complete Phase I.

Additionally, once Phase I is successfully up and running, Phase II, the on-line customer portal/interfacing module will implemented. Lastly, because the number of licenses initially purchased was based on 2016 staffing, an increase for optimal efficiency and new staffing levels is required. Below is a break-down of the request for purchase authority to complete the implementation of EnerGov for both Phase I and Phase II in the amount of $54,450.

**FUNDING**

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
<th>Amount</th>
<th>Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Phase I (additional on-site support for go-live)</strong></td>
<td></td>
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</tr>
<tr>
<td>GoLive - April 2020</td>
<td>Onsite Billable Hours</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td>Trainer/Onsite Consultant</td>
<td>Travel Expense</td>
<td>$3,000.00</td>
<td>$7,000.00</td>
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<tr>
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<tr>
<td><strong>Phase II (the on-line tools for the public interfacing component)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UAT Support</td>
<td>Phase II - Online Portal</td>
<td>$22,000.00</td>
<td></td>
</tr>
<tr>
<td>GoLive</td>
<td>Onsite Billable Hours</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td>Trainer/Onsite Consultant</td>
<td>Travel Expense</td>
<td>$3,000.00</td>
<td></td>
</tr>
<tr>
<td>Custom Reports - 5PK</td>
<td>for Additional reports as needed</td>
<td>$2,500.00</td>
<td>$31,500.00</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Licenses</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GIS (5 user pack)</td>
<td>One time license fee</td>
<td>$2,500.00</td>
<td></td>
</tr>
<tr>
<td>IG Mobile App Licenses (2 users)</td>
<td>One time license fee</td>
<td>$1,000.00</td>
<td></td>
</tr>
<tr>
<td>Community Development (5 users)</td>
<td>One time license fee</td>
<td>$7,500.00</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>$11,000.00</td>
</tr>
<tr>
<td></td>
<td>Sub Total</td>
<td>$49,500.00</td>
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</tr>
<tr>
<td></td>
<td>10% Contingency</td>
<td>$4,950.00</td>
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</tr>
<tr>
<td></td>
<td>Total</td>
<td>$54,450.00</td>
<td></td>
</tr>
</tbody>
</table>

The cost of this project has been and will continue to be funded from the available fund balance.
within the Building Fund, of which just under $1.4M is the balance.

**MOTION**

I move to approve and adopt Ordinance No. 2020-02, amending the FY 2020 Building Division Budget within the Building Fund for the implementation of the EnerGov Software in the amount of $54,450 funded from the unassigned building fund balance.

I move to approve and authorize purchase authority to the City Manager for EnerGov software and implementation services in the amount of $54,450.

**ATTACHMENTS**

Ordinance No. 2020-02
EnerGov Change Order and License Quote
Sales Quotation For
City of Treasure Island
120 108th Ave
Treasure Island, FL 33706-4702
Phone: +1 (727) 547-4575

Tyler Software and Related Services

<table>
<thead>
<tr>
<th>Description</th>
<th>License</th>
<th>Impl Hours</th>
<th>Impl Cost</th>
<th>Data Conversion</th>
<th>Module Total</th>
<th>Maintenance</th>
</tr>
</thead>
<tbody>
<tr>
<td>EnerGov</td>
<td>$2,500</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$2,500</td>
<td>$625</td>
</tr>
<tr>
<td>iG Workforce Apps (2)</td>
<td>$1,000</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$1,000</td>
<td>$250</td>
</tr>
<tr>
<td>Community Development - Per User (5)</td>
<td>$7,500</td>
<td>0</td>
<td>$0</td>
<td>$0</td>
<td>$7,500</td>
<td>$1,875</td>
</tr>
<tr>
<td><strong>Sub-Total:</strong></td>
<td><strong>$11,000</strong></td>
<td><strong>0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$11,000</strong></td>
<td><strong>$2,750</strong></td>
</tr>
<tr>
<td><strong>TOTAL:</strong></td>
<td><strong>$11,000</strong></td>
<td><strong>0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td><strong>$11,000</strong></td>
<td><strong>$2,750</strong></td>
</tr>
</tbody>
</table>

Summary

<table>
<thead>
<tr>
<th></th>
<th>One Time Fees</th>
<th>Recurring Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Tyler Software</td>
<td>$11,000</td>
<td>$2,750</td>
</tr>
<tr>
<td>Total Tyler Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Total Third Party Hardware, Software and Services</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td><strong>Summary Total</strong></td>
<td><strong>$11,000</strong></td>
<td><strong>$2,750</strong></td>
</tr>
<tr>
<td><strong>Contract Total</strong></td>
<td><strong>$13,750</strong></td>
<td></td>
</tr>
</tbody>
</table>
Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms:

- License fees for Tyler and third party software are invoiced upon the earlier of (i) deliver of the license key or (ii) when Tyler makes such software available for download by the Client;
- Fees for hardware are invoiced upon delivery;
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware;
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software available for download by the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the Agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Expenses associated with onsite services are invoiced as incurred.

○ Implementation and other professional services fees shall be invoiced as delivered.
○ Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
○ Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
○ Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
○ If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
○ Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.

- Fees for services included in this sales quotation shall be invoiced as indicated below.
  ○ Implementation and other professional services fees shall be invoiced as delivered.
  ○ Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  ○ Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  ○ Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  ○ If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  ○ Notwithstanding anything to the contrary stated above, the following payment terms shall apply to services fees specifically for migrations: Tyler will invoice Client 50% of any Migration Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite.

- Expenses associated with onsite services are invoiced as incurred.
Treasure Island, FL - Change Order 001

Tyler Technologies

Client: Treasure Island - 020866
Requested By: Olange Anise
Date: 2/25/20
Client Project Manager: Mark Santos
Expiration Date: 28-Feb-20
Tyler Project Manager: Olange Anise
Change Req. Number: PSA REQUEST #002

PROPOSED CHANGE

Change Description
The purpose of the change order is to state the financial budget for the remaining efforts of the implementation.

IMPACT OF CHANGE

<table>
<thead>
<tr>
<th>Task</th>
<th>Original Start Date</th>
<th>Original Finish Date</th>
<th>Proposed Start Date</th>
<th>Proposed Finish Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Production Cutover</td>
<td></td>
<td></td>
<td>4/1/20</td>
<td>4/27/20</td>
</tr>
</tbody>
</table>

Attachment: EnerGov Change Order_TreasureIsland_02252020 (2245 : Ordinance 2020-02 Budget Amendment - EnerGov)
### Resources

<table>
<thead>
<tr>
<th>Resource</th>
<th>Title / Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Olange Anise</td>
<td>Project Manager</td>
</tr>
<tr>
<td>Roger Merrill</td>
<td>Implementation Consultant</td>
</tr>
<tr>
<td>&lt;&lt;First Name Last Name&gt;&gt;</td>
<td>Conversion Programmer</td>
</tr>
<tr>
<td>&lt;&lt;First Name Last Name&gt;&gt;</td>
<td>Report Developer</td>
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<tr>
<td>&lt;&lt;First Name Last Name&gt;&gt;</td>
<td>Trainer</td>
</tr>
</tbody>
</table>

### Cost

<table>
<thead>
<tr>
<th>Task</th>
<th>Estimated Hours</th>
<th>Rate / hr</th>
<th>Total</th>
<th>Task Category</th>
<th>POB Code</th>
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</thead>
<tbody>
<tr>
<td>Custom Report - 5 PK</td>
<td>10</td>
<td>$250</td>
<td>$2,500</td>
<td>Billable</td>
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<tr>
<td>Onsite for Go Live</td>
<td>32</td>
<td>$125</td>
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<td>Billable</td>
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<tr>
<td>Travel for Go Live</td>
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<td>$3,000.00</td>
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<tr>
<td>UAT Support</td>
<td>176</td>
<td>$125</td>
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<td>Billable</td>
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<td>$31,500.00</td>
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</table>

*Hours are estimate only. Actual hours will be billed as incurred. [THIS ONLY APPLIES TO T&M CONTRACTS. REMOVE FOR INTERNAL CHANGE ORDERS AND MILESTONE CLIENTS.]*

**ACCEPTANCE**
NOTE: No changes may be made to this project without the agreement of the Tyler and client Project Managers. Submit endorsed Change Order to the Tyler Technologies Project Manager.

<table>
<thead>
<tr>
<th>Date</th>
<th>Title</th>
<th>Approved By</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Project Manager</td>
<td></td>
<td></td>
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<td>EnerGov PMO</td>
<td>Monica Harvell</td>
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<td>VP, Professional Services</td>
<td>Peter Stubbs</td>
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<td>Senior Implementation Manager</td>
<td>Jason DeFoe</td>
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<td>Training Manager</td>
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<td>Delivery Manager</td>
<td>Jeremy Hall</td>
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DATE: March 10, 2020

TO: Garry Brumback, City Manager

FROM: Amy Davis, Finance Director / Assistant City Manager

SUBJECT: Ordinance 2020-03

BACKGROUND

The proposed changes to the organizational structure of the fire department realigns the current fire inspector position to a management level position with the title of Fire Prevention Officer. This position would serve as the second in command of the fire department and be responsible for all aspects of our fire prevention, training and safety programs.

The rationale for this change is that the administration of a comprehensive fire prevention program requires a greater degree of latitude in decision making when responding to our citizen’s and business owner’s needs. The current inspector position does not allow for the exercise of independent judgment when interpreting the life safety codes while the Fire Prevention Officer would have the authority to determine equivalent protection options under the code, helping our customers achieve success while maintaining life safety. The Fire Prevention Officer would also coordinate and work closely with the building department to move large development projects through the design, permitting and construction processes.

POLICY / PURPOSE

To amend the FY 2020 Budget and Pay Plan by deleting the Fire Inspector Position/adding a Fire Prevention Officer Position and by increasing the Building Fund budget to fund this position upgrade.

STRATEGIC PLAN RELEVANCE

GOAL 7: Preserve the City’s unique and high-quality neighborhoods. This goal in the strategic plan highlights preserving the City’s quality of life and uniqueness.

ANALYSIS / DISCUSSION

This proposed change in our organizational structure aligns the Fire Department with the Police
and Community Improvement departments, both of which have an assistant director level position. This realignment will allow our Fire Prevention Officer to function as the alternate to the fire chief in emergency management as well as administrative functions, improving our capabilities in both areas. The current fire inspector position will be eliminated from the Pay Plan and be replaced by the Fire Prevention Officer position in classification F (see attached Pay Plan).

**FUNDING**

The current Fire Inspector position is currently split at 20% Building Fund and 80% Fire Department in the General Fund. The new Fire Prevention Officer will spend more time exclusively on Fire Prevention, therefore, more time for fire plans review. Time that is spent reviewing fire plans or enforcing the fire code can be allocated to the Building Fund. The Fire Prevention Officer position will be allocated to Building Fund at 40% and to the Fire Department in the General Fund at 60%. The higher salary for this position will be allocated to the Building Fund and will have a positive impact on the General Fund of $14,000 savings annually. The impact to the Building Fund will be an increase of $37,870 annually.

Approval of this budget amendment will change the pay plan to delete the Fire Inspector Position and will add a Fire Prevention Officer position and will increase the budget in the Building Fund for the remaining 5 months of the fiscal year to fund the new position.

| Expenditure | Building Fund | 140-5241-12000 | $15,780 |

**MOTION**

I move to approve and adopt Ordinance No. 2020-03, amending the FY 2020 Building Fund Budget to appropriate $15,780 from the unassigned fund balance and amending the Pay Plan to delete the Fire Inspector position and add a Fire Prevention Officer position.

**ATTACHMENTS**

Ordinance No. 2020-03 (exhibit A - amended Pay Plan)
ORDINANCE 2020-03

AN ORDINANCE OF THE CITY OF TREASURE ISLAND, FLORIDA, AMENDING THE FISCAL YEAR 2020 BUILDING FUND BUDGET TO APPROPRIATE FUNDS TO THE BUILDING DIVISION PROGRAM IN THE AMOUNT OF $15,780 FROM THE UNASSIGNED FUND BALANCE AND AMENDING THE CURRENT PAY PLAN TO DELETE THE FIRE INSPECTOR POSITION AND ADD A FIRE PREVENTION OFFICER POSITION; PROVIDING FOR SEVERABILITY; CONFLICT; AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Ordinance 2019-11, the City of Treasure Island, Florida adopted an annual operating budget for fiscal year 2020; and

WHEREAS, the administration of a comprehensive fire prevention program requires a greater degree of latitude in decision making when responding to our citizen’s and business owner’s needs; and

WHEREAS, the proposed organizational and subsequent Pay Plan change in the Fire Department will delete the Fire Inspector position and add a management level position with a title of Fire Prevention Officer; and

WHEREAS, the Fire Prevention Officer would have the authority to determine equivalent protection options under the code, helping our citizens achieve success while maintaining life safety; and

WHEREAS, the Fire Prevention Officer will also be able to function as the alternate to the fire chief in emergency management as well as administrative functions, improving our capabilities in both areas; and

WHEREAS, this budget amendment will appropriate $15,780 from the unassigned fund balance within the Building Fund to fund the Pay Plan change shown in Exhibit A; and

WHEREAS, pursuant to the City’s Charter and generally accepted accounting principles, the City of Treasure Island finds it in the public’s interest to amend the City’s budget to appropriate the funds in the Building Fund to fund the Pay Plan change.

NOW, THEREFORE, THE CITY OF TREASURE ISLAND DOES ORDAIN:

SECTION 1. The recitals set forth in the “Whereas” clauses above are ratified and confirmed as true and correct, and are hereby adopted as legislative findings by the City Commission of the City of Treasure Island, Florida for the adoption of this Ordinance.

SECTION 2. The General Fund Budget for the City of Treasure Island, Florida for the fiscal year 2020, as adopted pursuant to Ordinance 2019-11, is hereby amended to appropriate unassigned fund balance within the Building Fund in the amount of $15,780 to fund the proposed Pay Plan change shown in Exhibit A.

SECTION 3. That allocation of said funds shall be as follows:
From: unassigned fund balance of the Building Fund $15,780
To: 140-5241-12000 Salaries $15,780

SECTION 4. SEVERABILITY. It is declared to be the intent of the City Commission, that if any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. CONFLICT. This action supersedes all ordinances and resolutions of the City or portions thereof, in conflict with or inconsistent with this ordinance, to the extent of such inconsistency or conflict.

SECTION 6. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final passage.

FIRST READING and PUBLIC HEARING on the 7th day of April, 2020.

SECOND READING and PUBLIC HEARING on the 21st day of April, 2020.

PUBLISHED in the Tampa Bay Times on the    day of     , 2020.

The foregoing ordinance was offered during the meeting of the City Commission of the City of Treasure Island, Florida, sitting on the 21st day of April, 2020 by Commissioner ______ who moved its adoption; was seconded by Commissioner ______ and upon roll call, the vote was:

YEAS:

NAYS:

ABSENT OR ABSTAINING:

________________________________________________________________________
Lawrence Lunn, Mayor

ATTEST:

________________________________________________________________________
Ruth Nickerson, City Clerk

Approved as to form and content:

________________________________________________________________________
Jennifer R. Cowan, City Attorney
### SALARY RANGE A
- Executive Assistant
- Management Analyst
- Public Information Officer
- Recreation Supervisor

### SALARY RANGE B
- GIS Analyst I
- Network Administrator
- Special Projects Manager/Mechanical/Electrical

### SALARY RANGE C
- GIS Analyst II
- Public Works Supervisor

### SALARY RANGE D
- City Planner

### SALARY RANGE E
- Assistant Community Improvement Director
- Assistant Finance Director
- Assistant Recreation Director

### SALARY RANGE F
- Assistant Public Works Director
- Police Lieutenant
- Fire Prevention Officer

### SALARY RANGE G
- Community Improvement Director
- IT & Communications Director
- Human Resources Director
- Recreation Director

### SALARY RANGE H
- Finance Director
- Fire Chief
- Police Chief
- Public Works Director

### SALARY RANGE I
- City Clerk
- City Manager

### DESIGNATIONS
- Assistant City Manager: $500/month
- Deputy City Clerk: $150/month and add'l $50/month for CMC

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*Shaded positions are either added or changed*
DATE:

TO: Garry Brumback, City Manager

FROM: Amy Davis, Finance Director / Assistant City Manager

SUBJECT: Ordinance 2020-04

BACKGROUND

On March 3, 2020 the City acquired a tax-exempt loan for $8,000,000 for the purchase of the property that will be used as a New City Hall and Community Room. The purchase of the property was finalized on March 5, 2010 for $6,350,000. This Budget Amendment is to establish new funds for the annual debt service for the loan and the City Hall Renovation project to simplify the required reporting on the loan and use of proceeds.

POLICY / PURPOSE

To amend the FY 2020 Budget to establish a Debt Service Fund and a Capital Project Fund to simplify the required reporting on the loan.

STRATEGIC PLAN RELEVANCE

GOAL 2: Create and maintain functional and cost-effective City facilities and grounds to serve the needs of the community.

ANALYSIS / DISCUSSION

The Bond Ordinance adopted as part of the debt issuance process requires a separate debt service fund to be created to budget and fund the annual debt service payments.

Additionally, there are arbitrage calculations that will be calculated annually as part of maintaining a tax-exempt loan. Having a separate capital project fund to track the timing of the expenditures for the renovations for the New City Hall will allow these calculations to be calculated easier.

FUNDING
Approval of this budget amendment will establish two new funds: Debt Service Fund and the City Hall Capital Project Fund. Both funds will fund their initial appropriations by transferring appropriations from the General Fund. The establishment of these funds and the transferring of General Fund monies will have no overall budget impact or increase to the total appropriation.

From: General Fund  001-5191-72010  Interest Payment $-55,938
To: Debt Service Fund  201-381001  Tnsfr from General Fund $ 55,938
To: Debt Service Fund  201-5191-72010  Interest Payment $ 55,938

From: General Fund  001-5410-62001  City Hall Remodel $-1,578,855
To: City Hall Project Fund  302-381001  Tnsfr from General Fund $1,578,855
To: City Hall Project Fund  302-5300-62001  City Hall Remodel $1,578,855

MOTION

I move to approve and adopt Ordinance 2020-04, amending the FY 2020 Budget to establish a Debt Service Fund and appropriate funds in the amount of $55,938 and a Capital Projects Fund and appropriate funds in the amount of $1,578,855 from appropriated General Fund funds to simplify the effort for required reporting on the loan and use of proceeds.

ATTACHMENTS

Ordinance No. 2020-04
ORDINANCE 2020-04

AN ORDINANCE OF THE CITY OF TREASURE ISLAND, FLORIDA AMENDING THE FY 2020 BUDGET TO ESTABLISH A DEBT SERVICE FUND AND APPROPRIATE FUNDS IN THE AMOUNT OF $55,938 AND A CAPITAL PROJECTS FUND AND APPROPRIATE FUNDS IN THE AMOUNT OF $1,578,855 FROM THE APPROPRATED GENERAL FUND FUNDS TO SIMPLIFY THE EFFORT FOR REQUIRED REPORTING ON THE LOAN AND USE OF PROCEEDS; PROVIDING FOR SEVERABILITY; CONFLICT; AND AN EFFECTIVE DATE.

WHEREAS, pursuant to Ordinance 2019-11, the City of Treasure Island, Florida adopted an annual operating budget for fiscal year 2020; and

WHEREAS, the City Commission approved a tax-exempt loan for the purchase of property to be renovated for the use of a City Hall and Community Room on March 3, 2020; and

WHEREAS, the City will have various required reporting associated with the tax-exempt loan annually; and

WHEREAS, the establishments of a Debt Service and Capital Project Fund to isolate for tracking purposes the loan and use of loan proceeds will simply this reporting requirements; and

WHEREAS, this budget amendment will appropriate funds that are currently appropriated within the General Fund and use transfer these funds to establish the Debt Service and Capital Projects Fund; and

WHEREAS, pursuant to the City’s Charter and generally accepted accounting principles, the City of Treasure Island finds it in the public’s interest to amend the City’s budget to establish a Debt Service and Capital Project Fund.

NOW, THEREFORE, THE CITY OF TREASURE ISLAND DOES ORDAIN:

SECTION 1. The recitals set forth in the “Whereas” clauses above are ratified and confirmed as true and correct, and are hereby adopted as legislative findings by the City Commission of the City of Treasure Island, Florida for the adoption of this Ordinance.

SECTION 2. The Budget for the City of Treasure Island, Florida for the fiscal year 2020, as adopted pursuant to Ordinance 2019-11, is hereby amended to appropriate funds within the General Fund in the amount of $55,938 to establish the Debt Service Fund and $1,578,855 to establish the Capital Projects Fund.

SECTION 3. That allocation of said funds shall be as follows:

| From: General Fund | 001-5191-72010 | Interest Payment | $55,938 |

26407/011/01577715.DOCXv1
To: Debt Service Fund 201-381001  Tnsfr from General Fund $ 55,938
To: Debt Service Fund 201-5191-72010  Interest Payment $ 55,938
From: General Fund 001-5410-62001  City Hall Remodel $-1,578,855
To: City Hall Project Fund 302-381001  Tnsfr from General Fund $1,578,855
To: City Hall Project Fund 302-5300-62001  City Hall Remodel $1,578,855

SECTION 4. SEVERABILITY. It is declared to be the intent of the City Commission, that if any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions thereof.

SECTION 5. CONFLICT. This action supersedes all ordinances and resolutions of the City or portions thereof, in conflict with or inconsistent with this ordinance, to the extent of such inconsistency or conflict.

SECTION 6. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final passage.

FIRST READING and PUBLIC HEARING on the 7th day of April, 2020.

SECOND READING and PUBLIC HEARING on the 21st day of April, 2020.

PUBLISHED in the Tampa Bay Times on the day of  , 2020.

The foregoing ordinance was offered during the meeting of the City Commission of the City of Treasure Island, Florida, sitting on the 21st day of April, 2020 by Commissioner , who moved its adoption; was seconded by Commissioner and upon roll call, the vote was:

YEAS:
NAYS:
ABSENT OR ABSTAINING:

Lawrence Lunn, Mayor

ATTEST:

Ruth Nickerson, City Clerk

Approved as to form and content:

Jennifer R. Cowan, City Attorney