



City Council Meeting
Temple Terrace, Florida
Tuesday, November 4, 2025
6:00 PM
City Hall Council Chambers

Agenda

1. Call to Order

2. Invocation

3. Pledge of Allegiance to the Flag

4. Historical Fact

5. Recognition and Proclamations

5.A. Employee of the Month - September

5.B. Planning and Design Award

6. Presentations

7. Board Appointments

8. Consideration of Minutes from Previous Meetings

8.A. Approval of the October 21, 2025 City Council Meeting Minutes.

9. Public Comment

Persons wishing to be heard on items on the Consent Agenda or Non-Agenda Items. (The public may comment on an agenda item during the public comment period for each agenda action item. There will be a 30-minute time limit for all public comment to be continued at the end of the meeting if more time is needed):

NOTE: A three-minute time limit will be imposed on ALL comments from the public, regardless of the subject matter. Individual members of the public who are present in the audience may designate in writing a representation spokesperson to speak on their behalf and thereby relinquish their time to that spokesperson. Thereafter, they may not be heard on the agenda item for which designation was made. The representative spokesperson shall be allowed to speak for 1 minute for each such designation up to a maximum of 10 minutes. Appropriate dress when appearing before the Mayor and City Council is appreciated. Cell phones must be silenced while in the Council Chambers.

10. Communications and Petitions

11. Consent Agenda

- 11.A. Resolution Approving the Purchase of Playground Equipment from Florida Recreational Products LLC.

A RESOLUTION OF THE CITY COUNCIL OF TEMPLE TERRACE, FLORIDA APPROVING THE PURCHASE OF PLAYGROUND EQUIPMENT FROM FLORIDA RECREATIONAL PRODUCTS LLC. IN THE AMOUNT OF \$237,424.88 USING SCHOOL BOARD OF MANATEE COUNTY CONTRACT 26-0041-MR; PAYMENT TO BE PROVIDED WITH FUNDS FROM ACCOUNT 160-1896-572-63-27; PROVIDING AN EFFECTIVE DATE.

- 11.B. Resolution Approving an Addendum to the City Attorney's Employment Agreement

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY ATTORNEY EMPLOYMENT AGREEMENT BETWEEN ERNEST MUELLER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

- 11.C. Resolution Approving an Addendum to the City Clerk's Employment Agreement

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY CLERK EMPLOYMENT AGREEMENT BETWEEN LYNDIA SADER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

12. Public Hearings, Ordinances, and Resolutions

- 12.A. Resolution Approving School Support Committee Grants

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE AWARD OF GRANTS FOR 28 SCHOOL PROJECTS AT TEN SCHOOLS IN THE AMOUNT OF \$28,484.16; APPROVING PAYMENT OF THE GRANTS FROM THE EDUCATION ENHANCEMENT ACCOUNT; PROVIDING FOR AN EFFECTIVE DATE.

- 12.B. Resolution Approving the Implementation Services and Purchasing Agreement with BS&A Software for the Implementation of an Enterprise Resource Planning (ERP) System

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE IMPLEMENTATION SERVICES AND PURCHASING AGREEMENT BETWEEN THE CITY OF TEMPLE TERRACE AND BS&A SOFTWARE, LLC IN THE AMOUNT OF \$424,962.00; APPROVING PAYMENT FROM ACCOUNT 001-1121-513.64-23; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING AN EFFECTIVE DATE.

- 12.C. Resolution Approving the Purchase of Two (2) Thunder Creek Fuel and Lube Trailers Totalling \$74,583.48 from Florida Contracts Company Utilizing General Services Administration (GSA) Contract No. GS-03F-113DA

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE PURCHASE TWO THUNDER

CREEK FUEL AND LUBE TRAILERS FROM FLORIDA CONTRACT COMPANY, UTILIZING GENERAL SERVICES ADMINISTRATIVE (GSA) CONTRACT NUMBER GS-03F-113DA, IN THE TOTAL AMOUNT OF \$74,583.48; APPROVING PAYMENT FROM UNASSIGNED GENERAL FUND BALANCE; PROVIDING AN EFFECTIVE DATE.

13. Council Business

13.A. Council Member Kravets' Written Protests

14. New Business and Board Reports

15. City Manager's Report

15.A. Social Media Policy for Council Members

15.B. Fiscal Year 2025 Q4 Reports

16. City Attorney's Report

17. Persons Wishing to be Heard on Items NOT Listed on the Agenda (continued if necessary):

Americans for Disabilities Act

The City of Temple Terrace is committed to making our website accessible to all users, including those with disabilities. While we strive to adhere to the accepted guidelines and standards for accessibility and usability, it is not always possible as it relates to attachments on the agenda that don't meet Federal standards for Americans with Disabilities Act (ADA) compliance. Please call the City Clerk's office at (813) 506-6440 for information on how to access these documents.

Adjournment

The Temple Terrace City Council meets the first and third Tuesday of each month and the meetings held at City Hall are broadcast "live" on Spectrum Channel 641 and Frontier Channel 39, beginning at 6:00 p.m. A rebroadcast of the latest meeting (or a taped version of the meeting if held at locations other than City Hall) can be seen on Wednesday and Friday at 2:00 p.m. and on Monday and Thursday at 7:00 p.m. Please be advised that there may be a scheduling delay in the rebroadcast of meetings held in locations other than City Hall, such as the Lightfoot Center, to allow time for the camera footage to be reformatted for broadcast. Meetings can also be viewed on the City's official YouTube channel at <https://youtube.com/user/cityoftempleterrace>.

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

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 282.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 p.m. two business days prior to the meeting.

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Recognitions/Proclamations
Subject: Employee of the Month - September
Presenter: Mayor Andy Ross

Recommendation:

Discussion:

David Quintero is being recognized as the City Employee of the Month for September.

David has gone above and beyond in his role, consistently demonstrating dedication, teamwork, and technical expertise that make him an invaluable member of the City's IT Department. His quick response and willingness to help have earned him the trust and appreciation of employees across all departments, especially Police, Fire, and Public Safety Communications.

David played a vital role in the implementation of the new ProPhoenix CAD system, ensuring a smooth transition for our public safety teams. When the project went live, he stepped up to manage the process on his own during a critical period, making sure officers and firefighters had the technology they needed to serve the community without interruption.

Since then, David has continued to improve systems and services throughout the City. He introduced a new IT help desk system that streamlined support requests and improved response times, enhanced security through multi-factor authentication on Police devices, and automated portions of the employee onboarding process — helping new staff get set up more efficiently.

In addition to his technical achievements, David has also completed leadership courses and will continue advanced training in 2026 as he prepares for greater responsibilities as second in command within the department. His commitment to growth, both personally and professionally, reflects his dedication to serving the City and his colleagues at the highest level.

With his professionalism, dependability, and can-do attitude, David truly embodies the spirit of teamwork and service that keeps our City running strong. We are proud to recognize David Quintero as the Employee of the Month for September 2025.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Recognitions/Proclamations
Subject: Planning and Design Award
Presenter: Mayor Andy Ross

Recommendation:

Discussion:

At the 43rd Annual Planning & Design Awards, the Planning Commission presented the City of Temple Terrace and Halff Engineering with the Planning & Design Award of Excellence for the Riverside Park Design and Engineering project.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

None

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Lynda Sader, City Clerk
Item Type: Minutes
Subject: Approval of the October 21, 2025 City Council Meeting Minutes.
Presenter: Andy Ross, Mayor

Recommendation:

Recommend approval of the minutes

Discussion:

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Motion

Cost:

Attachments:

1. 10-21-2025 Council Regular Minutes

CITY OF TEMPLE TERRACE, FLORIDA
CITY COUNCIL MEETING MINUTES

Having been duly advertised as required by law, the regular meeting of the Mayor and City Council of the City of Temple Terrace, Florida, was held on Tuesday, October 21, 2025, in the Council Chambers at City Hall.

Present were: Mayor Andy Ross, Council Members James Chambers, Alison Fernandez, Gil Schisler and Erik Kravets, City Manager Carlos Baia, City Clerk Lynda Sader, and City Attorney Ernest Mueller.

Absent was: None.

Also present were: Police Chief Rob Staley, Leisure Services Director Karl Langefeld, Finance Director Jim Ingram, Community Development Director Greg Pauley, Code Compliance Director Jack Shanks, IT Director Sally Cabrera, Public Works Director Jason Warrenfeltz, Deputy Director Community Development Marisa Robinson, Fire Chief Ian Kemp, Assistant City Manager/Human Resources Director Antonio Nazario, Finance Deputy Director Jennifer Newman, Deputy City Attorney Nicole Donnell and several others.

There being a quorum present, Mayor Ross called the meeting to order at 6:00 p.m., led the invocation, and the Pledge of Allegiance to the Flag.

4. Historical Fact

Council Member Fernandez presented the following historical fact. Temple Terrace has a small private college, Florida College, which was accredited in 1954. They had a lot of growth in the sixties as they changed their name and their recruitment process. They did a lot of building and remodeling of their existing buildings. One of those buildings was Hutchinson Auditorium and its design includes a very peaked building. This was a very unusual design, a mid-century modern building, built in 1961. And the cost to construct this building was \$100,000, which is a pretty good investment for a small college. The architect was Gary Boyle, a Tampa resident and the contractor was Paul Smith Construction. The building is named for the family that provided a significant portion of the funds to construct the building, which is consistent with what we do today. This building is significant to the school, with this being where the students attend chapel, and student assemblies, accommodating the whole student body. Council Member Fernandez did note that the assembly to start this school year was a tight fit with enrollment growth. This is also the place their major theater productions and other fine arts performances are held, being one of the most utilized buildings on campus.

Ms. Fernandez went on to note that the architect, Gary Boyle is her grandfather. He attended Georgia Tech and the Fontainebleau School of Fine Arts in Paris, and then settled in Tampa, Florida, after being in the Army Corps of Engineers in World War Two. With the family history, this is an important building for her. It is one of the oldest buildings surviving on the Florida College campus at this time.

5. Recognition and Proclamations

5.A. 2025 Employee of the Year

Mayor Ross introduced Jamie Deve, Finance Department, as the 2025 Employee of the Year, read the proclamation and presented her with the proclamation and the award.

Congratulations to Jamie for being the 2025 Employee of the Year.

Jamie Deve thanked all for this recognition.

5.B. Proclamation – National Friends of Libraries Week

Mayor Ross introduced Michelle Beynon, Vice President of Friends of the Library, read the proclamation and presented her with the proclamation.

Michelle Beynon spoke and asked the community to support the library and their events. She thanked the Council for their support and for the proclamation.

5.C. Proclamation – World Polio Day

Mayor Ross introduced Rachele Pawlowski, Rotary Club of Temple Terrace, read the proclamation and presented her with the proclamation.

Rachele Pawlowski spoke and thanked the Council for their recognition of World Polio Day. She noted one of their Rotary members who has participated in several cross county bike rides and has raised funds for polio research and to receive matching funds from the Gates Foundation.

6. Presentations

6.A. Centennial Committee Update

Nancy Hutson, Centennial Committee Chair presented an update. Heading into the last quarter of the year, events held were River Jam, Paws in the Park, and the beautiful murals created. She noted the Lightfoot Center mural dedication will be on November 15 which is titled “Views of the

Terrace”, which was created by Ameena Khan and the community and sponsored by the Temple Terrace Arts Council. Other murals were sponsored by TECO, the Temple Terrace Women’s Club and the Temple Terrace Rotary Club. They provided banners to the five Temple Terrace public schools to display and celebrate the Centennial along with the community. She noted other events, including the November 8 and 9 Fall Arts and Crafts Festival, including adding a concert on Saturday night. She noted the finale of the year, the Winter Wonderland event, including fireworks to end the evening.

Council Member Kravets asked about the funding and the possibility of holding an event on the city land in the CRA, in the downtown area.

The Council discussed this possible future event and the Mayor stated for the committee to not start any plans until the Council authorized and gave directions.

7. Board Appointments

7.A. School Support Committee Appointment

Mayor Ross stated there is one vacancy on the School Support Committee. The City received one application from Christina Paul for Reappointment.

Upon motion by Council Member Chambers, seconded by Council Member Schisler, **RESOLUTION 117-25(m), APPROVED** the appointment of Christina Paul as a member to the School Support Committee for a term extending through September 6, 2028. **Vote** on the motion being: Mayor Ross, Council Members Chambers, Fernandez, Kravets, and Schisler voting “aye,” no “nay”.

8. Consideration of Minutes from Previous Meetings:

8.A. Approval of the September 16, 2025 City Council meeting minutes

Upon motion of Council Member Schisler, seconded by Council Member Fernandez, unanimously carried, the **MINUTES** of September 16, 2025, City Council Meeting were **APPROVED** as presented.

9. Public Comment (Persons Wishing to be Heard on Items NOT Listed on the Agenda or Items on the Consent Agenda)

Charles Loeb thanked the City for all the work they do, noting the Senior Expo and the National Night Out. He noted possibilities of using “Bridging the Gap” with citizens, especially with higher levels of government.

Dr. Risasi Milima noted the population in Temple Terrace of African descent and noted he thought the police department has a representation of this. He spoke of the name of the Enigma Plaza and enquired of the process to name it “Black Lives Matter Plaza”. He noted the numerous proclamations done that evening.

Rebecca Parker, Nu Upsilon Zeta Chapter, Zeta Phi Beta Sorority, Inc. Delta Phi Beta, spoke of their group’s purposeful service, leadership, respect, etc. She stated they want to be a partner in progress for the City of Temple Terrace.

The Mayor moved on asking for a motion for the Consent Agenda.

Council Member Kravets questioned if there were any others that wished to speak.

[Clerks note: See the Consent Agenda Motion and vote then Council returned to allow an additional Public Comment.]

Benie Harris commented on an issue of expanding his garage, and zoning issues, with a non-conforming property. He would like the zoning committee and the Council to consider this issue.

[Clerk’s note: The Council then returned to the published agenda item number 12.]

10. Communications and Petitions: None.

11. Consent Agenda:

- A. Resolution Approving the Purchase of Computers and Laptops**
- B. Resolution Approving the Continued Designation of Communications International, Inc., to Serve as the Vendor for the Maintenance and Support of the City's Public Safety Radio System**
- C. Resolution Approving the Purchase of a Bobcat UW56 from Bobcat of Tampa**
- D. Resolution Approving the Purchase of a Ditch Witch Vacuum Excavator**
- E. Resolution Approving the Purchase of a 2026 Freightliner Truck**
- F. Resolution Approving the Purchase of a Sidewalk Grinder**

- G. Resolution Approving the Purchase of Three 2026 Ford Interceptor Criminal Investigation Utility Vehicles**
- H. Resolution Approving the Purchase of a 2026 Mac Terra Pro Cabover**
- I. Resolution Approving Extending the Interlocal Agreement with Safe and Sound Hillsborough**
- J. Resolution Approving the Purchase of a Mini Excavator**
- K. Resolution Approving a Public Emergency Transportation Letter of Agreement with the State of Florida Agency For Health Care and Administration**

Upon motion by Council Member Schisler, seconded by Council Member Fernandez, and unanimously carried, **RESOLUTION 11A-11K** were **ADOPTED** by consent, as follows:

RESOLUTION 118-25, Adopting a resolution approving the purchase of new desktop computers and laptops in the amount of \$162,150.95 to replace all computers purchased in 2020 or previously.

RESOLUTION 119-25, Adopting a resolution approving the Continued Designation of Communications International, Inc., to serve as the Vendor for the Maintenance and Support of the City's Public Safety Radio System.

RESOLUTION 120-25, Adopting a resolution approving the Purchase of a Bobcat UW56 from Bobcat of Tampa.

RESOLUTION 121-25, Adopting a resolution approving the Purchase of a Ditch Witch Vacuum Excavator.

RESOLUTION 122-25, Adopting a resolution approving the Purchase of a 2026 Freightliner Truck

RESOLUTION 123-25, Adopting a resolution approving the Purchase of a Sidewalk Grinder

RESOLUTION 124-25, Adopting a resolution approving the Purchase of Three 2026 Ford Interceptor Criminal Investigation Utility Vehicles

RESOLUTION 125-25, Adopting a resolution approving the Purchase of a 2026 Mac Terra Pro Cabover

RESOLUTION 126-25, Adopting a resolution approving Extending the Interlocal Agreement with Safe and Sound Hillsborough

RESOLUTION 127-25, Adopting a resolution ~~approving~~ the Purchase of a Mini Excavator

RESOLUTION 128-25, Adopting a resolution approving a Public Emergency Transportation Letter of Agreement with the State of Florida Agency For Health Care and Administration.

12. Public Hearings, Ordinances, and Resolutions:

A. Resolution Approving the Purchase of Three 2026 Ford Interceptor Police Patrol Utility Vehicles

Police Captain Jacob Carlisle presented the item stating as part of the police department's vehicle replacement program, \$181,158 was included in the Fiscal Year 2026 Community Investment Tax Fund budget for the purchase of three (3) police patrol vehicles. The purchase of the three (3) marked patrol vehicles will be made from Bartow Ford of Bartow, Florida, under Pasco County contract bid No. IFB-RR-21-042. The vehicles will be purchased at a cost of \$185,898.09. The payment for the patrol vehicles will be made from account 160-1421-521.64-11, with an over-budget amount of \$4,740.09, funded through CIT reserves. The prices have been verified with the contract and bid award referenced herein, and include the purchase of emergency lights, vinyl graphics, and other necessary equipment to mark and outfit the vehicles. Once the new vehicles have been placed into service, existing patrol vehicles, previously identified as needing replacement, will be processed for disposal and sold at auction in accordance with operational needs and current City of Temple Terrace procedures.

Charles Loeb asked about the dates of the vehicles on the agenda.

It was clarified that the vehicles originally quoted were 2025 but would be 2026 vehicles now.

Upon motion by Council Member Schisler, seconded by Council Member Chambers, **RESOLUTION 129-25, ADOPTED** and approved the purchase of three (3) 2026 Ford Police Interceptor Utility vehicles (\$61,966.03 each), including all required emergency lights, vinyl graphics, and other equipment necessary to mark and outfit the vehicles. **Vote** on the motion being: Mayor Ross and Council Members Chambers, Fernandez, Kravets, and Schisler voting "aye," no "nay."

B. Resolution Approving Final Site Plan SPR-25-03 for Hawkins Parking Lot Expansion located at 7601 Industrial Lane

Senior Planner Alyssa Livingstone noted the subject property consists of Lot 11 of Block 2 of U.S. 301 Industrial Park Addition. The site is approximately 3.225 acres and is located at 7601

Industrial Lane, with its sole access via Industrial Lane, a designated collector road. The site's surroundings are defined by a wholly industrial context, with all adjacent parcels zoned and developed for industrial uses. The proposed project seeks to retroactively permit a parking lot expansion and improvement that was completed without the necessary City approval. The proposed parking lot improvements will use stabilized and durable gravel to bring the unpermitted expansion up to current code standards. This project is intended to ensure both the newly expanded employee-only parking area and the existing customer parking area are in full compliance with the City's requirements Analysis: The applicant is requesting Final Site Plan approval for after-the-fact permitting of a 25,000 square foot parking lot expansion and improvements that were completed without prior approval from the City. The applicant acknowledges this and is proposing a final site plan to bring the entire warehouse parking lot into compliance. The main access to the property is from the west via Industrial Lane. The project proposes the addition of 50 new parking spaces, bringing the total number of on-site spaces to 75. The expansion incorporates 3 new ADA-compliant spaces and a bike rack designed to accommodate 4 bicycles. The purpose of this expansion is to provide a dedicated employee-only parking area to accommodate a staff of 22 employees. The design includes a mixture of standard and deeper spaces to handle a variety of employee and company vehicles. All but seven spaces within the customer parking area will be equipped with concrete wheel stops. Spaces without wheel stops will provide pull-through access. Signage and pavement marking will clearly indicate that the parking lot expansion is for employee use only. The project will result in no change to the site's overall stormwater runoff or flow, a condition accounted for in the property's existing master permit issued by the Southwest Florida Water Management District (SWFWMD). The project will maintain compliance with the industrial zone's maximum impervious coverage of 0.85, with the final impervious coverage calculated at 0.55. To meet the City's off-street parking landscaping requirements, 16 trees will be added and incorporated throughout the entire parking lot.

Troy Zimmerman noted the size of the parking lot.

Council Member Fernandez asked about the parking lot that was originally authorized sufficient, the number of spaces and about the stormwater drainage.

Ms. Livingston answered yes, and noted to do another project, the site has to be in compliance, so therefore the gravel lot had to be corrected, and the addition will then allow for drainage.

The Applicant noted items they added to site such as trees etc., and they reviewed traffic, soil, drainage, stormwater and the master pond.

Upon motion by Council Member Chambers, seconded by Council Member Fernandez, **RESOLUTION 130-25**, was **ADOPTED**, approving the Final Site Plan SPR-25-03 for Hawkins Parking

Lot Expansion at 7601 Industrial Lane, with conditions. **Vote** on the motion being: Mayor Ross and Council Members Chambers, Fernandez, Kravets, and Schisler voting “aye,” no “nay.”

C. First Public Hearing and First Reading of an Ordinance Amending the Comprehensive Plan Future Land Use Map Designation for 5416 and 5418 Rainbow Drive (CPA -24-01).

Mayor noted the request by the petitioner for a continuation of the three items.

Mayor Ross opened the Public Hearing for all three items, the first public hearing and first reading of an ordinance amending the Comprehensive Plan for Future Land Use amendment designation for 5416 and 5418 Rainbow Drive, otherwise known as CPA-24-01, the first public hearing and first reading of an ordinance to rezone 5416, and 5418 Rainbow Drive, otherwise known as RZP-24-03, from residential or ten to commercial general, and the third, a resolution approving the conditional use, otherwise known as CU-25-01, proposing parking lot expansion and placement of accessory structures

Clay Mathews, Smoker-Mathews, representative of Gaspar’s, noted his client was requesting a continuance of all three items to January 20, 2026. He noted some issues that have arisen and need to be addressed and potentially evaluate some other options to facilitate the project and to achieve his client’s objectives.

Mayor Ross noted any public comments would need to pertain to the continuance. The issue before the Council is simply the issue of whether to grant the continuance or not. He therefore asked for any public comments on the continuation.

Juan Carlos Perez asked for the Council to elaborate on what the continuance entails because he had a petition to present, representing a group of neighbors from the community.

Council Member Kravets asked the City Attorney if there is an issue of the agenda item published and now the continuance asked for.

City Attorney Ernest Mueller stated on the request for continence, the applicant has this right.

The Mayor then allowed Mr. Perez to continue. He stated he would ask them to deny it and allow or recognize the work that the neighbors have done and to officially record the information in the record, noting it will not wait till January because there are many issues with blight and the conditions of the property.

Jan Tumbleson stated the Ciaccios have always done what she asked of them. This should be continued because this has been a long-term plan.

Maryrose Owens stated she has known the Ciaccios for many years and knows of their interest in Temple Terrace. She supports his cause.

Council Member Fernandez asked about the signage and where does the City stand, how do we continue.

City Attorney Mueller stated the signs were pulled before they should have been. They should be there and removed at least 7 days after Public Hearings, so this may be a missed notice.

Council Member Fernandez noted that City staff did not pull the signs or request to have them pulled; the City Council could deny the continuance, but then it might not be proper notice to go forward.

Council Member Kravets asked about the missed notice and orderly process.

Mr. Mueller stated he thought it could be corrected prior to the continued date, with reposting, advertising and resending letters in order to establish good notice.

Mr. Mueller stated that his opinion was that the missed notice can be cured.

Upon motion by Council Member Schisler, seconded by Council Member Chambers, the **Ordinance** for item **12.C.** First Public Hearing and First Reading of an Ordinance Amending the Comprehensive Plan Future Land Use Map Designation for 5416 and 5418 Rainbow Drive (CPA - 24-01)., calling for proper signage to be posted, **12.D.** First Public Hearing and First Reading of an Ordinance to Rezone 5416 and 5418 Rainbow Drive (RZP-24-03) from Residential-10 (R-10) to Commercial General (CG) and **12.E.** Resolution Approving Conditional Use CU-25-01 Proposing Parking Lot Expansion and Placement of Accessory Structure was **Continued** to January 20, 2026, City Council Meeting.

Council Member Kravets commented on the continuance and process.

Vote on the motion being: Mayor Ross, Council Members Chambers, Fernandez, and Schisler voting “aye”, Kravets “nay”.

D. First Public Hearing and First Reading of an Ordinance to Rezone 5416 and 5418 Rainbow Drive (RZP-24-03) from Residential-10 (R-10) to Commercial General (CG).

[See item 12.C for discussion and Continuation motion.]

E. Resolution Approving Conditional Use CU-25-01 Proposing Parking Lot Expansion and Placement of Accessory Structure

[See item 12.C for discussion and Continuation motion.]

13. Council Business: None

14. New Business and Board Reports:

Council Member Kravets asked the City Manager of the status of the virtual water town hall.

City Manager Carlos Baia noted that that as discussed with Council and updated recently, as soon as the report and new information is available from the consultants, a town hall would be held. The timeframe with testing new technology that has come on the market and finishing the original testing and pilot program, looks like June 2026.

Council Member Kravets noted in his opinion, he did not think the original motion reflected this. He asked for an update on Riverside Park Design based on the public feedback.

Mr. Baia noted the workshop would be information from the consultants and the council would receive the public feedback, and then it is the Councils' who will dictate the design of Riverside Park going forward.

Mayor Ross noted that previous projects included the public feedback being presented to Council and then the Council directs the consultants in the direction they want to proceed with.

It was asked if the Council could receive the report of the feedback to review before the workshop.

Council Member Kravets asked if there is an update on the Enigma Plaza driveway issue.

Community Development Director Greg Pauley noted the document was delivered by hand to the site. It was relayed to the city at that time, the owner of the project was out of the country. It was delivered to the site supervisor, with instructions to deliver to the owner as soon as possible.

It was noted that a temporary authorization has been provided for them to make use of that property of our city property just along the edge, to have access to those parking spaces until such time the city decides on a different direction for that area.

Mr. Baia stated it is totally the City's discretion, but in the meantime, it was felt it was fair to allow the developer to use that to get access to those parking spaces.

Council Member Kravets asked about the three-panel fence rule, if it was still being applied.

Mr. Baia offered to follow up with staff and report back on that.

Council Member Kravets noted the topic of the golf course and the trees. He noted emails with the golf course general manager.

Upon motion by Council Member Kravets, seconded by Council Member Fernandez, to **Appropriate** and approved \$500,000 from the tree fund specifically for the Temple Terrace Golf Course, landscaping, tree planting and the necessary irrigation infrastructure, with the implementation to be coordinated through the City Manager's office with quarterly progress reports to City Council, beginning with the first update being provided in January 2026 at one of the two meetings of the City Council in that month, and providing an implementation plan and timeline.

Council Member Fernandez asked if irrigation is allowed to be paid from the tree fund.

It was stated no.

Council Member Fernandez then asked if it cannot be paid from that fund and it cannot connect to the Country Clubs irrigation system, how would this be handled. She also noted a suggestion of an "Adopt a Tree" program. That person would be responsible for the tree until it is established. She noted that the City, private and public lost 15,000 trees and we can not put that many trees in all at once.

Council Member Chambers noted he could not support the motion until the dead and dying trees are removed. He noted a survey and this is an on going project.

Council Member Schisler noted the question of where the water would come from, stating that the city cannot touch the wells under the golf course, with the use of those wells already to capacity. He was very involved with the agreement with Swift Mud. This would become a City issue. He wants to see the tree survey when it comes back.

Council Members Schisler and Chambers noted that Council had changed the policy that removal of dead and dying trees can be paid from the Tree Fund.

Council Member Kravets noted that the motion should include having the golf course as part of the tree survey or doing a separate survey, then remove the dead trees, on the City right of way

perform maintenance and work with the Golf Course to add trees and then irrigate. He discussed other particulars of this issue.

Council Members Chambers noted the issue that the motion does not include how to provide for the irrigation.

Other council members also noted the issue for providing for the support of the irrigation issue.

Therefore, with no second on the additions to the motion, a vote was called for on the original motion.

Vote on the motion being: Kravets, voting “aye,” Mayor Ross and Council Members Chambers, Fernandez, and Schisler “nay.” Therefore, the motion **Failed**.

Council member Schisler noted he is the City’s representative to the HART board and provided a statement from HART, CEO Scott Drainville as follows:

“Since the introduction of proposed legislation regarding the future of public transportation governance in Hillsborough County, HART Board Chair Councilmember Luis Viera and CEO Scott Drainville have been actively engaged in an ongoing dialogue about both the structural funding challenges facing the Agency and opportunities to strengthen service delivery within HART’s current framework to ensure the best outcomes for customers, community, taxpayers, and HART employees.

As part of this effort, in the coming months, HART will pause on active pursuit of seeking approval from its three member jurisdictions that would authorize revisions to the HART Charter. These proposed revisions would include the HART Board composition based on the population growth, the HART Board membership involvement in various Committees, and the maximum ad valorem tax that could be levied based on full valuation of real property; and provide the opportunity to work with state and local elected officials toward a sustainable solution that best serves our community and employees, keeping the focus on meeting the mobility needs of the community.

HART remains committed to transparency, accountability, and collaboration, and will continue to keep the public informed as these conversations move forward.”

This was provided to note why HART has not moved forward with a presentation on the proposed revisions to their Charter.

Council Member Schisler noted that HART would be making a request to present at a later time.

Council Member Chambers asked if the City Manager would respond to the citizen who asked about the naming of Enigma Plaza and that the City does not have control over that.

City Manager Baia stated that he would take care of the response.

Council Member Fernandez asked about the plan of replacing the 15,000 trees.

Mayor Ross stated that after the Council authorized the City Manager and the Mayor to work with the golf course management, they have been working together and meeting. When a plan is finalized for recommendation, it would be brought back before the Council for a vote.

It was noted by Council Members that an comprehensive plan needs to be discussed to replace trees, noting many trees are aging.

15. City Manager's Report:

City Manager Bais noted the tree survey and noted the consultants, Biotech is hosting a public engagement meeting on Monday, November 3, at Lightfoot, 5:30 p.m. with the presentation at 6 p.m. He stated that FDOT is participating in the America 250 initiative, which is in honor of the 250th anniversary of the country, in the next year. As part of that, in our community, FDOT has contracted a electrician to replace the in-ground lights at the pergolas at the entrance to the City by the tower on 56th Street with red, white and blue lights.

He noted items being worked on, social media policy for Council Members, the request to possibly change the boundaries of the CRA, project of the buyers of City property in the CRA and the Riverside Park workshop date.

Leisure Services Director Karl Langefeld noted that Fall Festival is October 25 with many activities.

Council Members discussed possible activities on the City owned property at the CRA. It was noted that staff will look into this and report back.

16. City Attorney's Report:

City Attorney Mueller noted the Fountain Shoppes case of previous issues and reported that the liens were paid off in the amount of \$161,450. He then introduced the Deputy City Attorney Nicole Donnell.

17. [if additional comments] - None

Adjournment:

Meeting adjourned at 8:36 p.m.

X

Andrew R. Ross
Mayor

X

Gil Schisler
Vice Mayor

X

James Chambers
Council Member

X

Alison Fernandez
Council Member

X

Erik Kravets
Council Member

Attest:

X

Lynda Sader
City Clerk

Item Cover Page

City Council Item Report

Date: November 4, 2025

From: Karl Langefeld, Leisure Services Director

Item Type: Resolution - Purchase

Subject: Resolution Approving the Purchase of Playground Equipment from Florida Recreational Products LLC.

Presenter: Karl Langefeld, Leisure Services Director

Recommendation:

It is recommended that City Council adopt a resolution authorizing the purchase of playground equipment from Florida Recreational Products LLC. in the amount of \$237,424.88. This price will include demolition of existing equipment as well as delivery and installation of new equipment.

Discussion:

Included in the budget for FY 2026 is funding for the purchase of new playground equipment for Riverhills Park.

Riverhills Park is one of the City's most frequently visited parks and the playground equipment at the park receives a great deal of use. The current equipment at Riverhills Park was installed in 2012. At this time, the playground was partially funded by a local not-for-profit called "Clouds of Hope". In cooperation with Clouds of Hope, a playground with an emphasis on play for disabled children was built. When discussing the new playground equipment with potential vendors, play for disabled children was to be incorporated into the designs. The new playground equipment will be constructed within the existing playground area. Existing swing sets and orbital spinner will remain.

Prior to the selection of Florida Recreational Products LLC., additional proposals were obtained from 360 Recreation and Playmore Recreational Products. Each firm was requested to provide a concept plan along with pricing based on eligible piggyback contracts.

The purchase of the playground equipment for Riverhills Park will piggyback on School Board of Manatee County Contract 26-0041-MR.

This purchase is within the approved FY 2026 budget amount.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF TEMPLE TERRACE, FLORIDA APPROVING THE PURCHASE OF PLAYGROUND EQUIPMENT FROM FLORIDA RECREATIONAL PRODUCTS LLC. IN THE AMOUNT OF \$237,424.88 USING SCHOOL BOARD OF MANATEE COUNTY CONTRACT 26-0041-MR; PAYMENT TO BE PROVIDED WITH FUNDS FROM ACCOUNT 160-1896-572-63-27; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

160-1896-572.63-27

Requirements:

Resolution

Cost:

\$237,424.88

Attachments:

1. Resolution - Riverhills Park Playground Equipment (1)
2. Florida Recreational Products Quote Sheet
3. School Board of Manatee County Contract
4. Contact Pricing Sheet
5. Riverhills Playground Rendering 1
6. Riverhills Playground Rendering 2

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE PURCHASE OF PLAYGROUND EQUIPMENT FROM FLORIDA RECREATIONAL PRODUCTS, LLC. IN THE AMOUNT OF \$237,424.88 PIGGYBACKING THE SCHOOL BOARD OF MANATEE COUNTY CONTRACT 26-0041-MR; PAYMENT TO BE PROVIDED WITH FUNDS FROM ACCOUNT 160-1896-572.63-27; PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City's Leisure Services Department endeavors to ensure the City's parks and playgrounds are maintained at a level with the user's expectation and desires; and

WHEREAS, the Department wishes to purchase equipment that will replace the existing playground structures and fall zones at Riverhills Park; and

WHEREAS, the purchase will include demolition of the old equipment as well as the delivery and installation of new equipment; and

WHEREAS, the equipment will be purchased from Florida Recreational Products, LLC at a cost of \$237,424.88, piggybacking the School Board of Manatee County Contract 26-0041-MR; and

WHEREAS, funding for this purchase will be funded from account 160-1896-572.63-27; and

WHEREAS, the total purchase amount of \$237,424.88 is fully funded for fiscal year 2025-2026.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, that:

1. The purchase of playground equipment from Florida Recreational Products, LLC in the amount of \$237,424.88, piggybacking the School Board of Manatee County Contract 26-0041-MR, is approved.
2. Payment from account 160-1896-572.63-27 is approved.
3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, this 4th day of November 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk



kelly@flrecpro.com



FEATURED PLAY EVENTS



MANNITOU™ CLIMBER

The Manitou Climber features hand and foot holds are arranged so that children of differing climbing abilities can climb at their own pace and be challenged to move to the next level.



VIPER® SLIDE

The Viper Slide can't be tamed, but kids love trying! Viper's exciting twisty and fast serpentine action is guaranteed to generate incredible high-energy fun and safe, healthy play.



Clubhouse Retreat Roof

The ClubHouse design offers kids and families the opportunity to reconnect and rediscover the wonders of nature within a safe and durable environment. A full collection of ClubHouse components, including climbers, panels, enclosures and roofs, cultivate imaginations and nurture the need for play.

FEATURED PLAY EVENTS



3-In-A-Row Panel

Play panels offer opportunities for all children to develop skills, have fun and spend time learning outside. 3-In-A-Row is a way to bring games to the playground and teach cooperation.

DESIGN SUMMARY

Florida Recreational Products LLC is very pleased to present this Proposal for consideration for the Riverhills Park located in Tampa. BCI Burke Company, LLC has been providing recreational playground equipment for over 100 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of Temple Terrace. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

- Project Name: Riverhills Park
- Project Number: 170-208611-1
- User Capacity: 145
- Age Groups: 5 to 12
- Dimensions: 75' 4" x 47' 8"
- Designer: Kathleen Yttri

Florida Recreational Products LLC has developed a custom playground configuration based on the requirements as they have been presented for the Riverhills Park playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 170-208611-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Riverhills Park project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.

SERIES Nucleus | Intensity | Burke Basics

GROUP:

5-12 Structure|2-5 Structure|Freestanding

DESIGNED FOR AGES:

5 to 12

Riverhills Park
Tampa, FL 33617

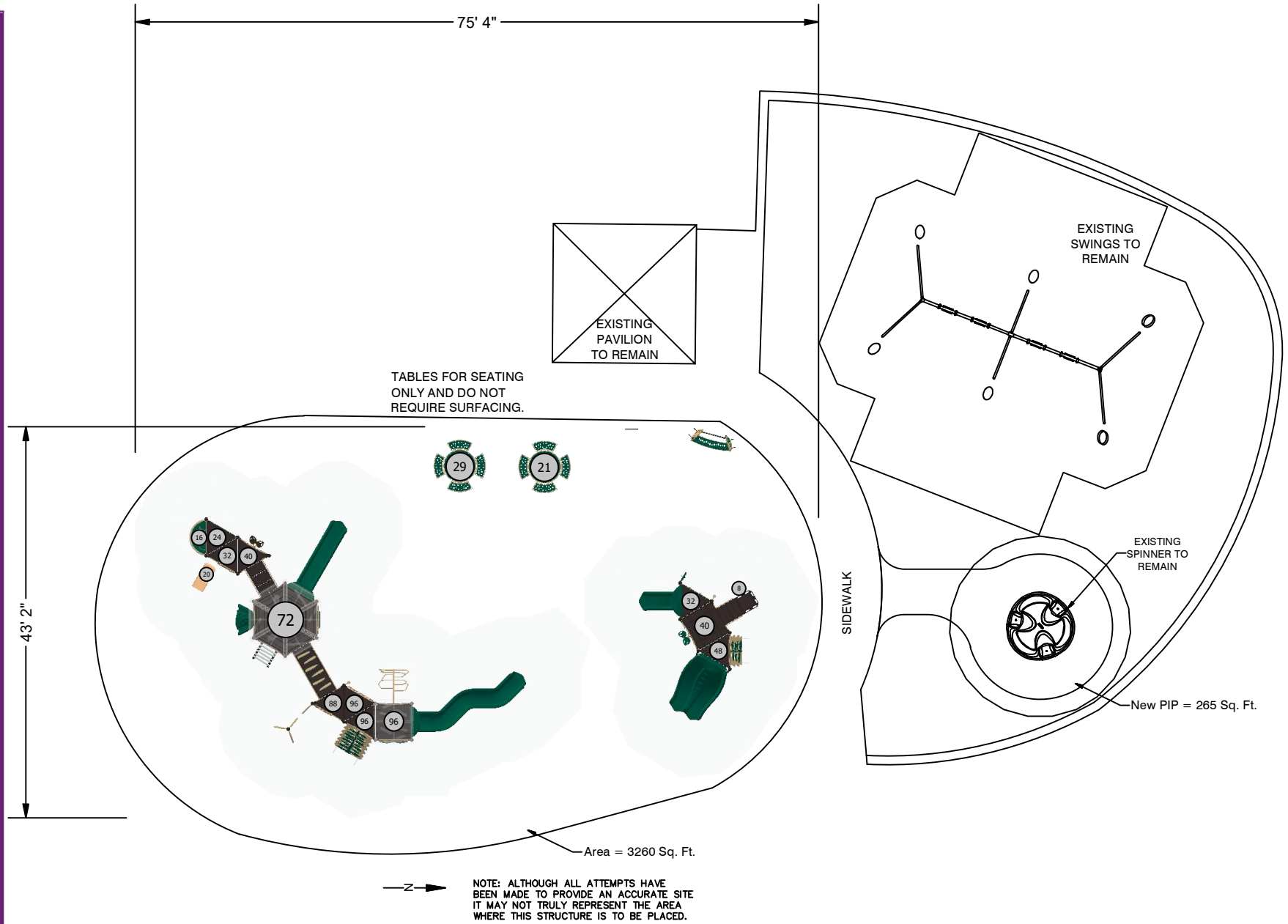
10/13/2025

Florida Recreational Products LLC

170-208611-1

Designer: Kathleen Yttri

BCI BURKE COMPANY, LLC | PO BOX 549 FOND DU LAC, WI 54936-0549 | 920.921.9220 | BCI@BURKE.COM



OVERALL BOUNDING OF USE ZONES

Area: 3244 sq.ft.
Perimeter: 236.7 ft.

STRUCTURE SIZE: 2"x75' 4"
POST SIZE(S):

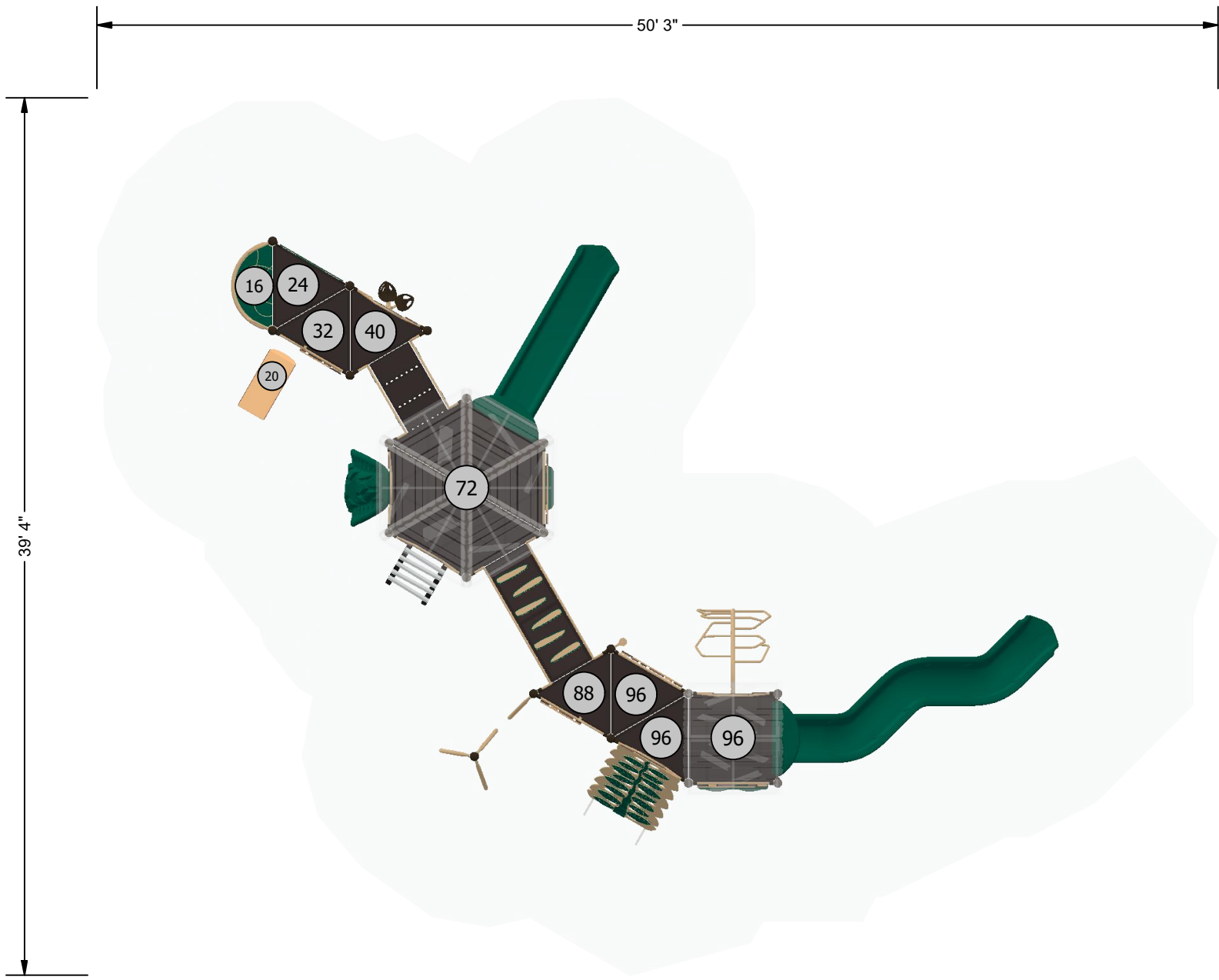
**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

PLAYGROUND ACCESSIBILITY (Provided/Required)

TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
24	16 / 8	16 / 0	0 / 0	7 / 5	6 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.



SERIES Nucleus | Intensity | Burke Basics

GROUP:
5-12 Structure

DESIGNED FOR AGES:
5 to 12

SITE PLAN VIEW

Riverhills Park
Tampa, FL 33617

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10/13/2025

Florida Recreational Products LLC
170-208611-1

Designer: Kathleen Yttri

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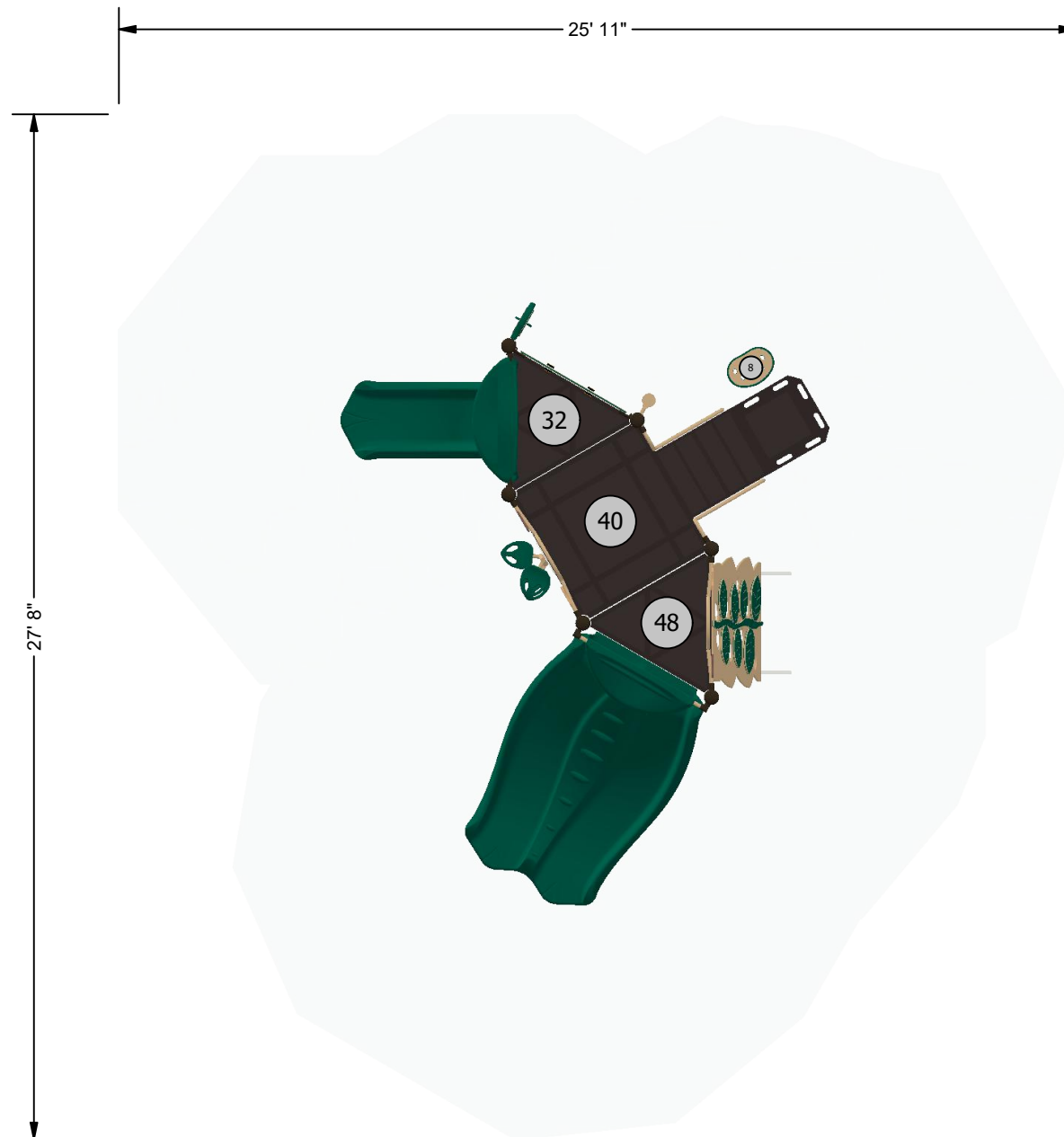
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PLAYGROUND ACCESSIBILITY (Provided/Required)

TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
24	16 / 8	16 / 0	0 / 0	7 / 5	6 / 3

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Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.



SERIES Nucleus | Burke Basics

GROUP:
2-5 Structure

DESIGNED FOR AGES:
5 to 12

Riverhills Park
Tampa, FL 33617

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SITE PLAN VIEW

10/13/2025

Florida Recreational Products LLC
170-208611-1

Designer: Kathleen Yttri

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OVERALL BOUNDING OF USE ZONES

Area: 3244 sq.ft.
Perimeter: 236.7 ft.
STRUCTURE SIZE: 2"x75' 4"
POST SIZE(S):

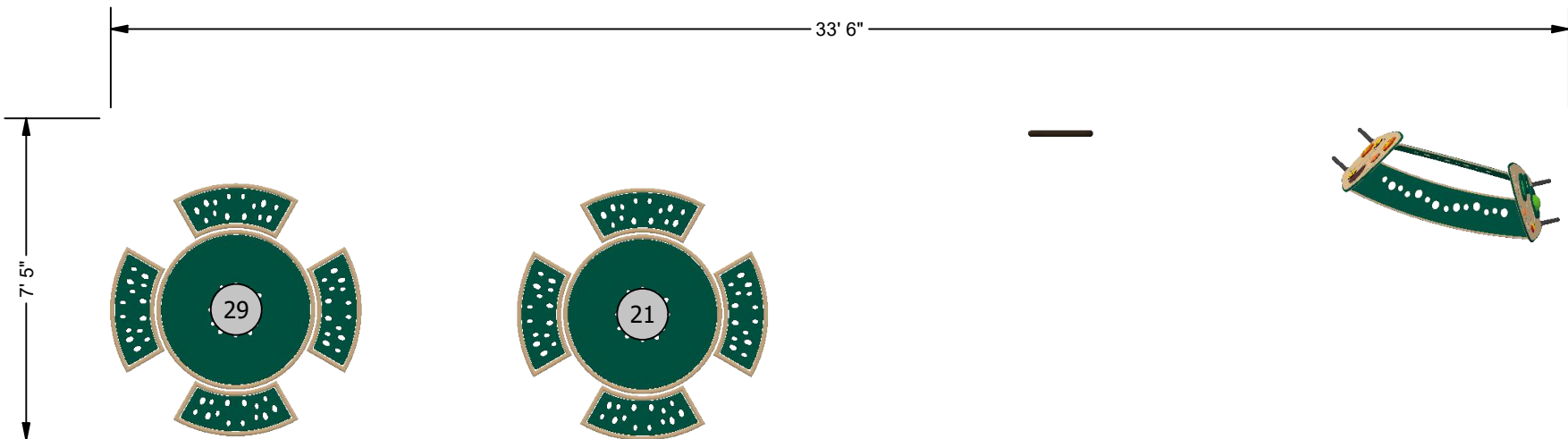
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PLAYGROUND ACCESSIBILITY (Provided/Required)

TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
24	16 / 8	16 / 0	0 / 0	7 / 5	6 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.



SERIES

Burke Basics

GROUP:

Freestanding

DESIGNED FOR AGES:

5 to 12

Riverhills Park
Tampa, FL 33617

Burke
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SITE PLAN VIEW

10/13/2025

Florida Recreational Products LLC

170-208611-1

Designer: Kathleen Yttri

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OVERALL BOUNDING OF USE ZONES

Area: 3244 sq.ft.
Perimeter: 236.7 ft.

STRUCTURE SIZE: 2"x75' 4"

POST SIZE(S):

**The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

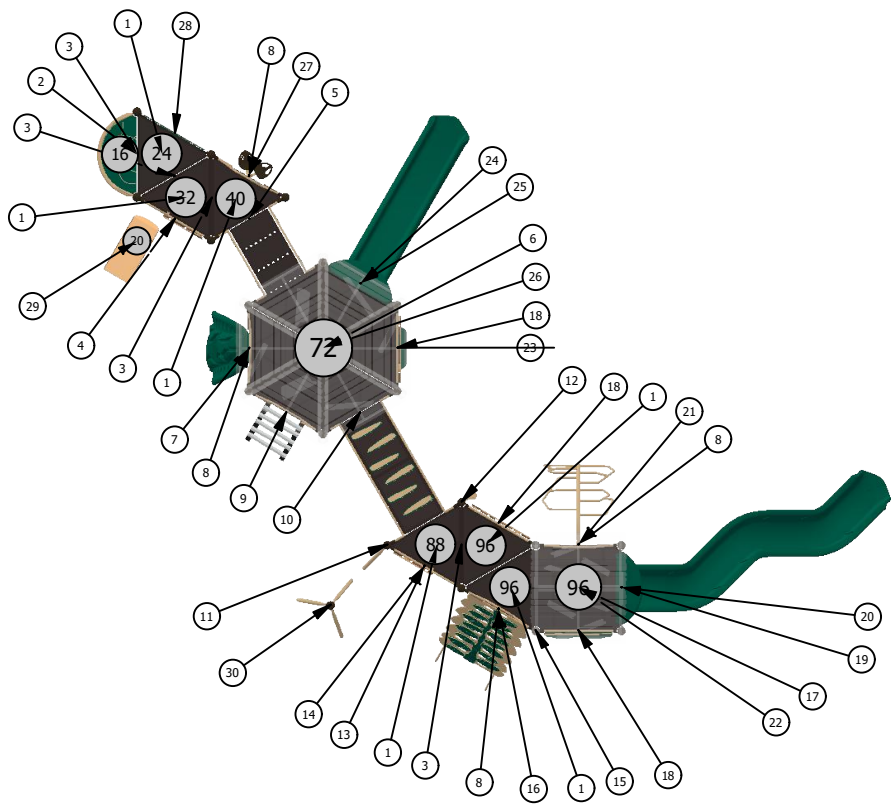
PLAYGROUND ACCESSIBILITY (Provided/Required)

TOTAL EVENTS	ELEVATED EVENTS	TRANSFER ACCESSIBLE EVENTS	RAMP ACCESSIBLE EVENTS	GROUND EVENTS	TYPES OF GROUND EVENTS
24	16 / 8	16 / 0	0 / 0	7 / 5	6 / 3

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

Warning: Accessible safety surfacing material is required beneath and around this equipment that is compliant with ASTM, CPSC, and ADAAG requirements.

ITEM	COMP.	DESCRIPTION
1	270-0129	TRIANGLE PLATFORM
2	470-0075	CRESCENT PLATFORM
3	270-0009	8" CLOSURE PLATE, ELLIPSE
4	270-0193	CLUBHOUSE OFFSET ENCLOSURE, RIGHT
5	370-0040	EVOLUTION 32" TRANSITION STAIR W/ BARRIERS
6	270-0131	HEXAGONAL PLATFORM SSP
7	370-1648	MANITOU CLIMBER 72"
8	270-0192	CLUBHOUSE UNITARY ENCLOSURE
9	370-0771	CLUBHOUSE BOARD CLIMBER 72"
10	370-0210	TERREX CLIMBER
11	370-0854	VERTO CLIMBER 1
12	670-0156	POST MOUNTED BELL
13	370-1666	SHASTA CLIMBER, 80"-96"
14	270-0194	CLUBHOUSE OFFSET ENCLOSURE, LEFT
15	470-0482	48" BENCH
16	370-0799	JUNGLE VINE CLIMBER 96"
17	270-0130	SQUARE PLATFORM
18	570-0782	CLUBHOUSE FULL BOARD PANEL
19	470-0824	VIPER S 96 W/O HOOD
20	470-0805	SLIDE HOOD, HIGH SIDE WALL
21	370-1642	VERVE CLIMBER 96" DK
22	470-0625	CLUBHOUSE RETREAT ROOF
23	570-0557	COUNTER PANEL, BELOW PLATFORM
24	470-0754	VELO SLIDE 64"-72", W/O HOOD
25	470-0967	SLIDE HOOD, LOW SIDE WALL
26	470-0638	CLUBHOUSE HEX ROOF
27	370-0089	LEAF CLIMBER 40" - 48"
28	570-1858	3-IN-A-ROW PANEL, ABOVE PLATFORM
29	560-2617	NATUREPLAY SLOPED SPLIT LOGCLIMBER 12"-24"
30	370-0851	VERTO CLIMBER 3 FS



SERIES Nucleus | Intensity | Burke Basics

GROUP:

5-12 Structure

DESIGNED FOR AGES:

5 to 12

COMPONENT VIEW

10/13/2025

Florida Recreational Products LLC

170-208611-1

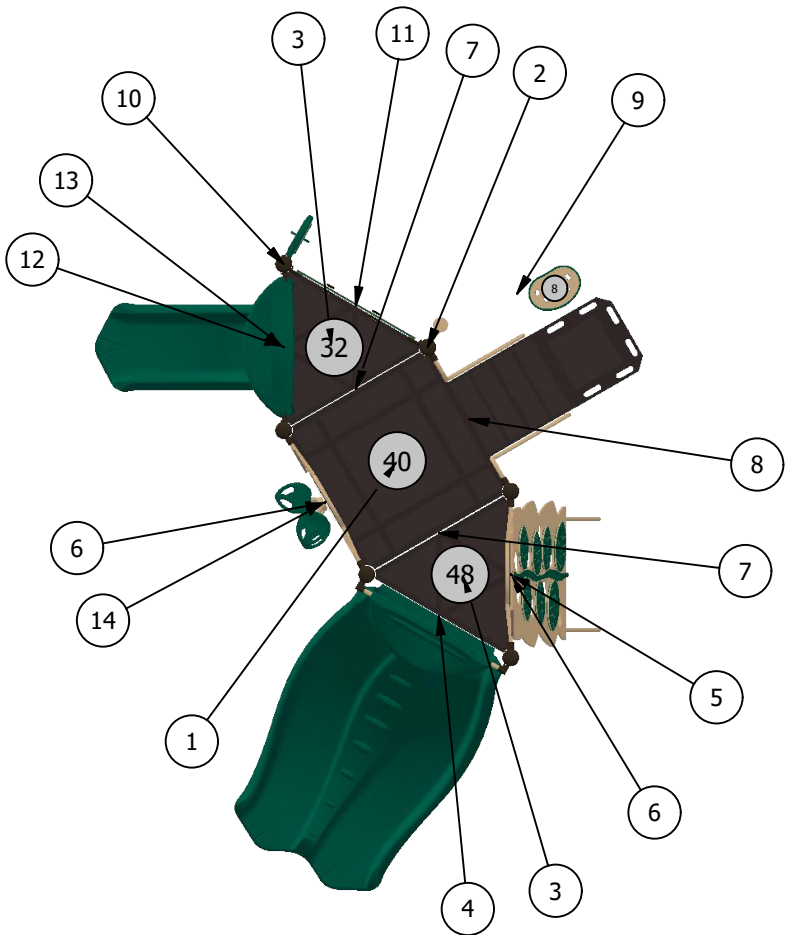
Designer: Kathleen Yttri

Riverhills Park
Tampa, FL 33617

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ITEM	COMP.	DESCRIPTION
1	270-0130	SQUARE PLATFORM
2	670-0156	POST MOUNTED BELL
3	270-0129	TRIANGLE PLATFORM
4	470-0755	LUGE SLIDE, 48"-56"
5	370-0805	JUNGLE VINE CLIMBER 48"
6	270-0192	CLUBHOUSE UNITARY ENCLOSURE
7	270-0009	8" CLOSURE PLATE, ELLIPSE
8	370-1658	TRANSFER STATION, HANDRAIL 40"
9	580-1364	LIL NOVO BEAN STEP
10	570-0716	CLICKER ACTIVITY PANEL
11	570-2664	BEE PANEL
12	470-0836	ROCK'N ROLL SLIDE, 24-32 W/O HOOD
13	470-0967	SLIDE HOOD, LOW SIDE WALL
14	370-0089	LEAF CLIMBER 40" - 48"



SERIES Nucleus | Burke Basics

GROUP:

2-5 Structure

DESIGNED FOR AGES:

5 to 12

COMPONENT VIEW

10/13/2025

Florida Recreational Products LLC

170-208611-1

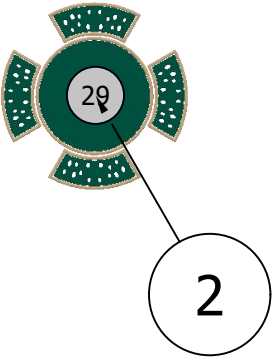
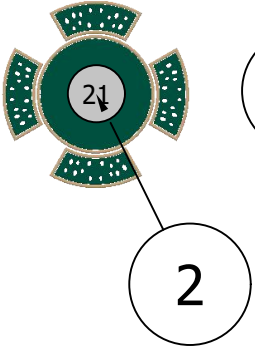
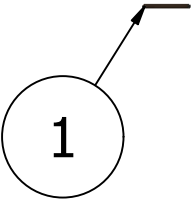
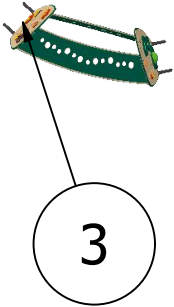
Designer: Kathleen Yttri

Riverhills Park
Tampa, FL 33617

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ITEM	COMP.	DESCRIPTION
1	580-1399	WELCOME SIGN, CUSTOM
2	580-1341	NOVO PICNIC TABLE
3	580-1409	SENSORY PLAYFUL BENCH



SERIES Burke Basics

GROUP:

Freestanding

DESIGNED FOR AGES:

5 to 12

COMPONENT VIEW

Riverhills Park

Tampa, FL 33617

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10/13/2025

Florida Recreational Products LLC

170-208611-1

Designer: Kathleen Yttri

Overall
Max Height
16' 11"



SERIES Nucleus | Intensity | Burke Basics

GROUP:

5-12 Structure|2-5 Structure|Freestanding

DESIGNED FOR AGES:

5 to 12

Riverhills Park

Tampa, FL 33617

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ELEVATION VIEW

10/13/2025

Florida Recreational Products LLC

170-208611-1

Designer: Kathleen Yttri

Overall
Max Height
16' 11"



Maximum
Fall Height
8' 0"

SERIES Nucleus | Intensity | Burke Basics

GROUP:
5-12 Structure
DESIGNED FOR AGES:
5 to 12

Riverhills Park
Tampa, FL 33617

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ELEVATION VIEW

10/13/2025
Florida Recreational Products LLC
170-208611-1
Designer: Kathleen Yttri

Overall
Max Height
9' 0"



Maximum
Fall Height
4' 0"

SERIES Nucleus | Burke Basics

GROUP:

2-5 Structure

DESIGNED FOR AGES:

5 to 12

ELEVATION VIEW

10/13/2025

Florida Recreational Products LLC

170-208611-1

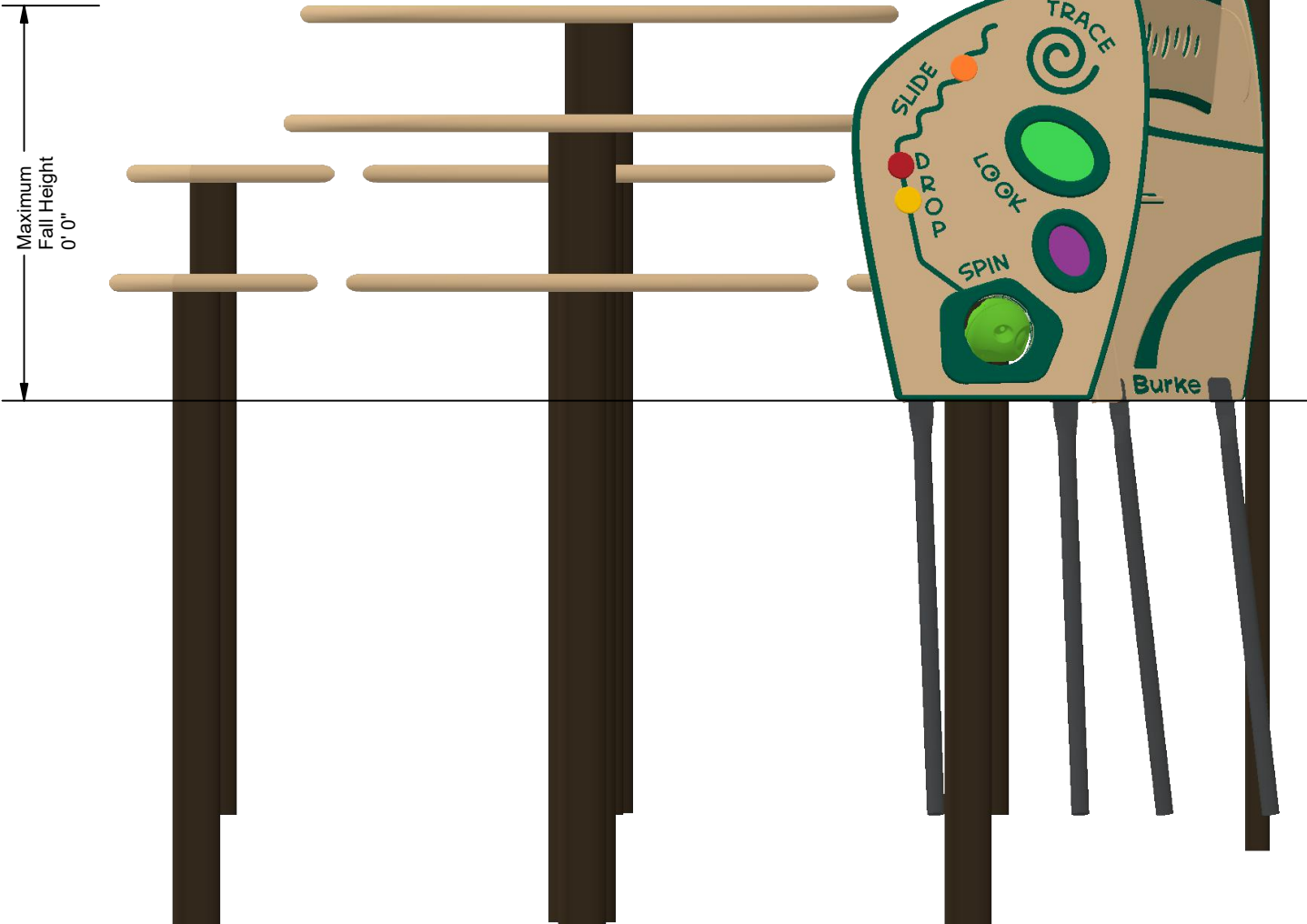
Designer: Kathleen Yttri

Riverhills Park
Tampa, FL 33617

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Overall
Max Height
5' 1"



SERIES Burke Basics

GROUP:
Freestanding

DESIGNED FOR AGES:
5 to 12

ELEVATION VIEW

Riverhills Park
Tampa, FL 33617

Burke
PLAY THAT MOVES YOU

10/13/2025
Florida Recreational Products LLC
170-208611-1
Designer: Kathleen Yttri



SERIES Nucleus | Intensity | Burke Basics

ISOMETRIC VIEW

GROUP:
5-12 Structure|2-5 Structure|Freestanding
DESIGNED FOR AGES:
5 to 12

Riverhills Park
Tampa, FL 33617
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10/13/2025
Florida Recreational Products LLC
170-208611-1
Designer: Kathleen Yttri

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SERIES Nucleus | Intensity | Burke Basics

ISOMETRIC VIEW

GROUP:

5-12 Structure

Riverhills Park

Tampa, FL 33617

10/13/2025

Florida Recreational Products LLC

DESIGNED FOR AGES:

5 to 12

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Designer: Kathleen Yttri

170-208611-1



SERIES Nucleus | Burke Basics

GROUP:

2-5 Structure

DESIGNED FOR AGES:

5 to 12

ISOMETRIC VIEW

Riverhills Park

Tampa, FL 33617

Burke
PLAY THAT MOVES YOU

10/13/2025

Florida Recreational Products LLC

170-208611-1

Designer: Kathleen Yttri

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SERIES Burke Basics

ISOMETRIC VIEW

GROUP:
Freestanding

DESIGNED FOR AGES:
5 to 12

Riverhills Park
Tampa, FL 33617



10/13/2025

Florida Recreational Products LLC
170-208611-1
Designer: Kathleen Yttri

PROPOSAL 170-208611-1 | 10/13/2025 | 2025 PRICING

The play components identified in this proposal are IPEMA certified. The use and layout of these components conform to the requirements of ASTM F1487 and CPSC. To verify product certification, visit www.ipema.org.



The space requirements shown in this proposal are to ASTM standards. Requirements for other standards may be different.

5-12 Structure

Burke Basics

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
560-2617	NATUREPLAY SLOPED SPLIT LOGCLIMBER 12"-24"	1	2	2	217	217

Intensity

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
370-0851	VERTO CLIMBER 3 FS	1	3	3	103	103
370-0854	VERTO CLIMBER 1	1	1	1	35	35

Nucleus

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
072-0500-100C	5" OD X 100" CAPPED POST	1	0	0	53	53
072-0500-116C	5" OD X 116" CAPPED POST	1	0	0	61	61
072-0500-132C	5" OD X 132" CAPPED POST	3	0	0	69	207
072-0500-136C	5" OD X 136" CAPPED POST	1	0	0	71	71
072-0500-172C	5" OD X 172" CAPPED POST	2	0	0	90	180
072-0500-188C	5" OD X 188" CAPPED POST	1	0	0	99	99
072-0502-196S	5" OD X 196" SWAGED POST	6	0	0	103	618
072-0502-204S	5" OD X 204" SWAGED POST	4	0	0	107	428
270-0009	8" CLOSURE PLATE, ELLIPSE	4	0	0	8	32
270-0129	TRIANGLE PLATFORM	6	2	12	48	288
270-0130	SQUARE PLATFORM	1	6	6	106	106
270-0131	HEXAGONAL PLATFORM S5P	1	12	12	287	287
270-0192	CLUBHOUSE UNITARY ENCLOSURE	4	0	0	34	136
270-0193	CLUBHOUSE OFFSET ENCLOSURE, RIGHT	1	0	0	36	36
270-0194	CLUBHOUSE OFFSET ENCLOSURE, LEFT	1	0	0	35	35
370-0040	EVOLUTION 32" TRANSITION STAIR W/ BARRIERS	1	6	6	239	239
370-0089	LEAF CLIMBER 40" - 48"	1	4	4	41	41
370-0210	TERREX CLIMBER	1	12	12	326	326
370-0771	CLUBHOUSE BOARD CLIMBER 72"	1	2	2	92	92
370-0799	JUNGLE VINE CLIMBER 96"	1	2	2	161	161

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
370-1642	VERVE CLIMBER 96" DK	1	6	6	67	67
370-1648	MANITOU CLIMBER 72"	1	4	4	86	86
370-1666	SHASTA CLIMBER, 80"-96"	1	4	4	32	32
470-0075	CRESCENT PLATFORM	1	1	1	52	52
470-0482	48" BENCH	1	3	3	18	18
470-0625	CLUBHOUSE RETREAT ROOF	1	0	0	182	182
470-0638	CLUBHOUSE HEX ROOF	1	0	0	335	335
470-0754	VELO SLIDE 64"-72", W/O HOOD	1	2	2	111	111
470-0805	SLIDE HOOD, HIGH SIDE WALL	1	0	0	32	32
470-0824	VIPER S 96 W/O HOOD	1	4	4	216	216
470-0967	SLIDE HOOD, LOW SIDE WALL	1	0	0	37	37
570-0557	COUNTER PANEL, BELOW PLATFORM	1	4	4	37	37
570-0782	CLUBHOUSE FULL BOARD PANEL	3	0	0	35	105
570-1858	3-IN-A-ROW PANEL, ABOVE PLATFORM	1	2	2	45	45
670-0156	POST MOUNTED BELL	1	1	1	5	5

Total User Capacity: 93

Total Weight: 5,211 lbs

Total Price: \$78,782

2-5 Structure

Burke Basics

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
580-1364	LIL NOVO BEAN STEP	1	1	1	28	28

Nucleus

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
072-0500-108C	5" OD X 108" CAPPED POST	1	0	0	57	57
072-0500-116C	5" OD X 116" CAPPED POST	2	0	0	61	122
072-0500-124C	5" OD X 124" CAPPED POST	3	0	0	65	195
270-0009	8" CLOSURE PLATE, ELLIPSE	2	0	0	8	16
270-0129	TRIANGLE PLATFORM	2	2	4	48	96
270-0130	SQUARE PLATFORM	1	6	6	106	106
270-0192	CLUBHOUSE UNITARY ENCLOSURE	2	0	0	34	68
370-0089	LEAF CLIMBER 40" - 48"	1	4	4	41	41
370-0805	JUNGLE VINE CLIMBER 48"	1	2	2	85	85
370-1658	TRANSFER STATION, HANDRAIL 40"	1	5	5	172	172
470-0755	LUGE SLIDE, 48"-56"	1	4	4	198	198
470-0836	ROCK'N ROLL SLIDE, 24-32 W/O HOOD	1	1	1	50	50
470-0967	SLIDE HOOD, LOW SIDE WALL	1	0	0	37	37
570-0716	CLICKER ACTIVITY PANEL	1	2	2	10	10
570-2664	BEE PANEL	1	2	2	45	45

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
670-0156	POST MOUNTED BELL	1	1	1	5	5

Total User Capacity: 32
Total Weight: 1,331 lbs
Total Price: \$20,300

Freestanding

Burke Basics

Component No.	Description	Qty	User Cap.	Ext. User Cap.	Weight	Ext. Weight
580-1341	NOVO PICNIC TABLE	2	9	18	279	558
580-1399	WELCOME SIGN, CUSTOM	1	0	0	45	45
580-1409	SENSORY PLAYFUL BENCH	1	2	2	152	152

Total User Capacity: 20
Total Weight: 755 lbs
Total Price: \$11,215

Special Notes:

Prices do not include freight, unloading, material storage, site excavation/preparation, removal of existing equipment, removal of excess soil from footing holes, site security, safety surfacing, installation, or sales tax (if applicable). Prices are based on standard colors per CURRENT YEAR BCI Burke Catalog. Custom colors, where available, would be an extra charge. **Pricing is valid for 30 days from the date of this proposal.**

COLOR SELECTION LIST | Default Color Option

GROUP 1 (5-12 Structure)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

GROUP 2 (2-5 Structure)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

GROUP 3 (Freestanding)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

PROPOSAL 170-208611-1 | 10/13/2025 | 2025 PRICING

COLOR SELECTION LIST | forest

GROUP 1 (5-12 Structure)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

GROUP 2 (2-5 Structure)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

GROUP 3 (Freestanding)

Accessory: Tan
HDPE 1 Color: Green
HDPE 2 Color: Tan-Green-Tan
Platform: Brown
Post: Brown
Rotomold Plastic: Green

COLORS THAT MOVE YOU

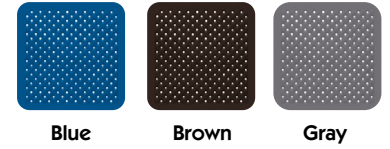
POWDER COAT PAINT



TRADITIONAL SERIES SITE AMENITIES



PLATFORMS



SOLIS HUE TOPPERS



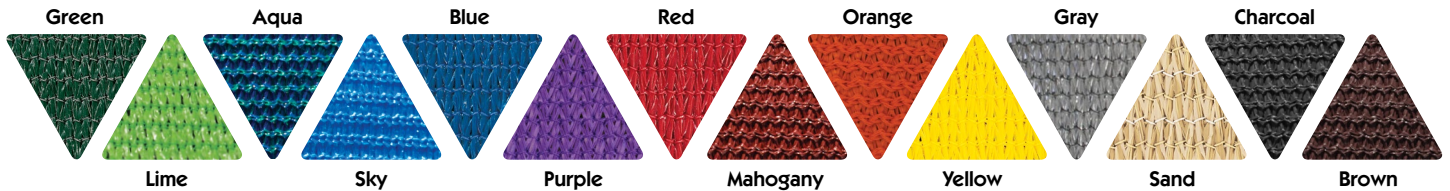
ROCKIT CLIMBERS



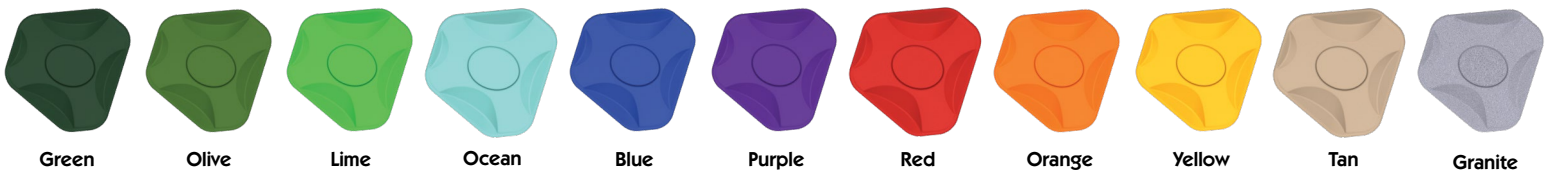
HDPE PLASTIC PANELS



SHADE CANOPIES



ROTOMOLD PLASTIC



VISIT [BCIBURKE.COM/COLOR](https://www.bciburke.com/color) TO CUSTOMIZE YOUR PLAYGROUND COLORS!

BURKE GENERATIONS WARRANTY®

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Nucleus®, Nucleus Evolution®, Nucleus Aspire®, Intensity®, Level X®, Synergy®, Synergy Imagination® & 4ME®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreConnect® Clamp Castings against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers).
- One Hundred (100) Year Limited Warranty on bolt-through and direct-bolt fastening and clamp systems (Synergy®, Intensity®, Nucleus®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay® Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Nucleus®, Intensity®, and RopeVenture® cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on rubber belt material against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.

Warranty Exclusions: The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

Limitation of Remedies: Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

Terms of Sale

Pricing: Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

Weights: Weights are approximate and may vary with actual orders.

Installation: All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

Specifications: Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

Loss or Damage in Transit: A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 800-356-2070.

01/2025



STANDARD TERMS AND CONDITIONS

General Terms:

Acceptance by a signature, purchase order, or contract based on this proposal indicates that you are in full agreement with all terms and conditions of this proposal, including the following:

- Prices are valid for 30 days, unless otherwise noted. After 30 days, prices are subject to change without notice.
- Sales Tax will be charged unless a valid Sales Tax Exemption Certificate is presented with order.
- Specify all colors and options in writing. Any discrepancies that arise due to oral selections will be the responsibility of the customer.
- If the customer is installing equipment, all equipment is to be installed according to the manufacturer's instructions and applicable guidelines.
- Installation, site work, permits, engineering, etc. are not included unless noted.

Warranties: All equipment, surfacing, and installation is warranted by Florida Recreational Products-FRP for a period of one year from substantial completion date. After one year, any additional manufacturer's warranties will remain in effect. Manufacturer's warranty claims to be processed by manufacturer. Florida Recreational Products-FRP assumes no responsibility for these additional warranties.

Playground Surfacing: All playground equipment is to be installed over safety surfacing per CPSC guidelines and ASTM standards. If the customer installs something contrary to the guidelines, they accept all responsibility for any liability and future litigation that may arise.

Installation Standard Services Include (as required):

- | | |
|---|---|
| • Shipping Notification/ Receiving Instructions | • Layout Equipment |
| • Pre-Installation On-Site Meeting | • Installation of Equipment per Manufacturer's Instructions |
| • Public Utility Check
(Sunshine State One Call) | • Trash Clean Up (Leave On-site) |
| • Moving New Equipment at Job Site | • Post-Installation Walk Through |

Installation Customer Responsibilities (unless otherwise noted in proposal):

- | | |
|--|--|
| • Site Plans Surveys | • Private Utility Locates |
| • Trash Disposal or Dumpsters | • Removal of Existing Equipment |
| • Provide Area for Storage and Staging | • Site Prep, Grading, Drainage Systems, etc. |
| • Site Security | • Accept Deliveries and Unload Equipment |

Building Permits:

Building permits are the responsibility of the owner. If a building permit is required for your project, additional charges will be added to the total price if not already included in the proposal.

NOTE – All zoning, planning, health, environmental, architectural, etc. permits, reviews, and approvals are the responsibility of others as well as any required site plans or other supporting documents. If signed and sealed engineered drawings are needed, additional charges will apply if not included in the proposal

Theft/Vandalism: The customer is responsible for securing the site and equipment and accepts all responsibility for theft and vandalism. Any additional equipment and labor required to replace such equipment is the responsibility of the customer.

Access/Utilities: Access must be provided to the installation area for heavy trucks and equipment. Access of equipment and personnel is the obligation of the customer to provide until the project is fully completed. We will take every precaution to avoid damage, however any damage caused by the normal installation of our product, such as to sod, concrete sidewalks, private underground utilities, etc., will be the responsibility of the customer, as will any additional costs associated with limiting damage, such as providing plywood over sod for access unless included in proposal. If access is not reasonably close to the jobsite, any additional costs incurred due to having to transport materials and/or supplies will be the responsibility of the customer if not included in the proposal.

Rock/Foreign Object Clause: Most installations require digging of holes and footing equipment in concrete below finished grade. Removal of existing ground covers such as asphalt, concrete, tan bark, sand, pea gravel, wood fiber, rubber matting, poured-in-place rubber surfacing, or any other material that interferes or delays the digging of holes, is the responsibility of others, unless otherwise noted. If excessive underground obstructions such as rocks, coral, asphalt, concrete, pipes, drainage systems, root systems, water, or any other unknown obstructions are discovered, charges will be added to the original proposal.

Any other responsibilities must be clearly outlined in the proposal.



PURCHASING DEPARTMENT
215 Manatee Avenue West
Bradenton, Florida 34205
Direct Line (941) 708-8770 FAX Line (941) 708-8485

CONTRACT OF AWARD AGREEMENT, SDMC No. 26-0041-MR

THIS AGREEMENT is entered into by and between The School Board of Manatee County, Florida, hereinafter "District" and FLORIDA RECREATIONAL PRODUCTS LLC (Contractor).

1. THE WORK

- 1.1 Contractor shall perform and render all services as prescribed and required by the Instructions to Proposers, Proposal Form, General Conditions, Specials Conditions, Scope of Work, Specifications, and all other documents forming a part of the Proposal package and any other documents signed by both parties relating to the subject matter of the Agreement, all of which are incorporated by reference as though set forth in full herein for:

BID TITLE, PARK AND PLAYGROUND EQUIPMENT

SDMC No. 26-0041-MR

2. TERM AND RENEWAL

- 2.1 **Term:** The term of this Agreement shall be from SEPTEMBER 1, 2025 through AUGUST 31, 2030. Any deviation from the awarded contract period or cancellation of any item(s) awarded may result in Contractor being barred from doing business with the District, in accordance with District policies and procedures. Multi-year contracts will automatically renew for one (1) year periods during the initial contract period above, unless the District notifies Contractor of intent to rebid or negotiate new terms ninety (90) days prior to the contract anniversary date. This Agreement shall not expire until all work under Purchase Orders issued is completed, accepted and paid for by the District. All indemnification provisions contained in the Agreement shall survive beyond the expiration of the Agreement.
- 2.2 **Renewal:** Upon agreement of the parties, this Agreement may be renewed for an additional two, one year period(s). Renewal must be in writing and is subject to the same terms and conditions set forth in the Agreement and any amendments.

3. EXHIBITS INCORPORATED INTO THE AGREEMENT: The following exhibits are attached, incorporated, and made a part of this Agreement:

- 3.1 Exhibit A, Solicitation
3.2 Exhibit B, Bid Tabulation
3.3 Exhibit C, Contractor Information Form (required if Contractor will be doing work at any District Site)
3.4 Exhibit D, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards
3.5 Exhibit E, Contractor Affidavit Regarding the Use of Coercion for Labor and Services

4. TERMS SUPPLEMENTAL TO THE AUTHORIZED SOLICITATION

- 4.1 **COMPLIANCE WITH JESSICA LUNSFORD ACT:** Contractor and their subcontractors shall comply with the Jessica Lunsford Act (JLA). Contractor/subcontractor shall comply with Sections 1012.465, 1012.467, 1012.468, Florida Statutes, and all other applicable Florida laws governing background screening requirements, fingerprinting and criminal history checks. Contractor, Contractor's personnel and subcontractors who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds shall meet the screening requirements of Section 1012.32, Florida Statutes. That Contractor hereby indemnifies and holds harmless the District for any claims made against the District related to the

failure of Contractor or Contractor's personnel or subcontractors to comply with any of the laws referenced in this paragraph or related to Contractor's obligation to comply with the Jessica Lunsford Act and Florida law governing background screening requirements.

For information on JLA, requirements visit <http://www.manateeschools.net/jessicalunsford>. The Contractor information sheet, Exhibit C, must be completed and returned with the signed contract where the contractor is performing services on any District property.

- 4.2 **ASSIGNABILITY:** The parties may not assign this Agreement or any right or obligation of this Agreement without prior written consent of the other party.
- 4.3 **THIRD PARTY BENEFICIARIES:** The parties to this Agreement do not intend that this Agreement benefit any third party, and nothing herein should be construed as consent by either party to be sued by third parties in any matter arising out of this Agreement.
- 4.4 **GOVERNING LAW:** This Agreement will be governed, construed, and enforced in accordance with the laws of the State of Florida, without regard to its conflicts of laws rules. Each party agrees to comply with all applicable laws in the performance of this Agreement. Venue for resolution of all disputes, whether by mediation, arbitration, or litigation shall lie in Manatee County, Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted exclusively to the jurisdiction of the state courts of the Twelfth Judicial Circuit of Manatee County, Florida. The parties forever waive the right to trial by jury for all litigation between the parties arising out of or related to this Agreement. The parties agree to have any such dispute settled by a judge alone, without a jury.
- 4.5 **INDEPENDENT CONTRACTOR:** Contractor is an independent contractor and District has no supervisory authority or control over Contractor or Contractor's employees in the performance of this Agreement. Neither Contractor nor Contractor's employees shall be deemed agents or employees of District and any representation to the contrary by Contractor or its employees shall constitute a violation of this Agreement and shall be grounds for immediate Termination for Cause. Contractor shall not employ, contract with, or otherwise use the services of any officer or employee of District. Contractor certifies that its owner(s), officers, directors or agents, and members of their immediate family, do not have an employee relationship or other material Interest with District.
- 4.6 **INVOICE REQUIREMENTS:** The invoice shall contain the following basic information: the awarded Contractor's name and address, invoice number, date of invoice, description of the service performed, the contract number, purchase order number, and any discounts. The invoice shall be in detail sufficient for a proper pre-audit and post audit thereof. Each bill or invoice must properly identify the services, portion of services, and expenses for which compensation is sought.
- 4.7 **PAYMENT:** The District complies with the Local Government Prompt Payment Act (sections 218.70-218.80, Florida Statutes). Unless otherwise required by the Local Government Prompt Payment Act, invoice payment is Net 45 days from the date of delivery or the receipt of satisfactory invoice, whichever occurs last, unless invoices specify early payment discounts. All references to currency, monetary values, and dollars set forth herein shall mean United States dollars and all payments hereunder shall be made in United States dollars.
- 4.8 **INDEMNIFICATION:** Contractor shall defend, indemnify and hold harmless District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members from any and all liability, losses or damages, including attorneys' fees and costs of defense, which District, its officers, employees, and agents, and the School Board of Manatee County, Florida, and its members

may incur as a result of any claim, demand, suit, or cause of action or proceeding of any kind or nature arising out of, relating to, or resulting from the performance of this Agreement by the Contractor, its employees, officers and agents. The parties agree to promptly notify one another of any claims and to cooperate in the defense of all claims towards a goal of settling or otherwise disposing of all claims in a manner that is mutually agreeable to both parties. To the extent permitted by law, each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. The indemnification provisions of this Agreement shall survive termination of this Agreement for any claims that may be filed after the termination date of the Agreement provided the claims are based upon actions that occurred during the performance of this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

- 4.9 **SOVEREIGN IMMUNITY:** Contractor acknowledges and agrees that the District does not waive its immunity and nothing herein, including the naming of the District as an additional insured, shall be interpreted or deemed as a waiver of the District's rights, including the limitation of waiver of immunity, as set forth in section 768.28, Florida Statutes, or any other statutes, and District expressly reserves these rights to the full extent allowed by law. all defenses relative to sovereign immunity are expressly reserved by the District.
- 4.10 **CONTACT WITH STUDENTS:** Unless otherwise specified, Contractor will not permit any employee, independent contractor, material men, supplier or anyone involved in any manner with work pursuant to this Agreement to have direct or indirect contact with students while performing pursuant to this Agreement on District property. A violation of this provision shall result in immediate termination of the offender and the issuance of a trespass notice from District. Contractor shall be responsible for insuring compliance by all employees, independent contractors, subcontractors, or other persons involved in any manner with work pursuant to this Agreement.
- 4.11 **STANDARDS OF CONDUCT:** Contractor will be held to the same standards of conduct as District employees while conducting business with District. These standards, as defined in District policies, will apply to Contractor's employees and employees of Contractor's subcontractors.
- 4.12 **SEVERABILITY:** If any one or more of the provisions of this Agreement should be held contrary to law or public policy, or should for any reason whatsoever be held invalid or unenforceable by a court of competent jurisdiction, then such provision or provisions shall be null and void and shall be deemed separate from the remaining provisions of this Agreement, which remaining provisions shall continue in full force and effect, provided that the rights and obligations of the parties contained herein are not materially prejudiced and the intentions of the parties continue to be effective.
- 4.13 **WAIVER:** The failure or neglect by any party to enforce any right under this Agreement shall not be deemed to be a waiver of that party's rights. A waiver shall not be effective unless it is in writing and signed by the party who possesses the right to waive enforcement of same.
- 4.14 **FORCE MAJEURE:** The term "Force Majeure" means circumstances beyond the reasonable control of a party, (such as an act of God, a government restriction, a war, an insurrection, a labor dispute, a financial insolvency, an economic hardship, a strife, a failure of suppliers, communications, or data systems) which delay or prevent the party from performing under the terms of this Agreement. Affected performance obligations will be suspended during the duration of the Force Majeure. If the

Force Majeure persists more than 90 days, any party may elect to terminate this Agreement upon written notice per paragraph 4.16, Termination for Convenience.

4.15 **TERMINATION FOR CAUSE:** Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Either Party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching Party must provide written notice of the material breach and a thirty (30) day cure period. Payments made to Contractors or recoveries by The District under contracts terminated for cause shall be in accordance with the legal rights and liabilities of the parties under the laws of the State of Florida. Notwithstanding anything herein to the contrary, District may unilaterally terminate this Agreement for refusal by the Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, made or received by Contractor in conjunction with this Agreement. Notwithstanding anything contained herein to the contrary, if any provision of this Agreement or its incorporated exhibits obligates the District to indemnify the Contractor, District's obligation to indemnify the Contractor shall only be to the extent permitted by law and subject to the applicable limitations set forth in Section 768.28, Florida Statutes.

4.16 **TERMINATION FOR CONVENIENCE:** This Agreement may be terminated by the District or Contractor for any lawful reason or for no reason by giving the other party no less than 30 days written notice of intent to terminate. Contractor shall be entitled to payment and profit for work completed to the time of termination only together with any costs reasonably incurred by Contractor that are directly attributable to the termination, but Contractor shall not be entitled to any other or further recovery against District, including anticipated fees, profit on work not required to be performed, or attorneys' or legal fees and costs.

4.17 **COMPLIANCE WITH THE PUBLIC RECORDS ACT:** By entering into this Agreement, Contractor acknowledges that the portion of its books and records related to this Agreement with District may become subject to inspection and copying under the Florida Public Records Act, and that it will in all respects comply with any requirements of that Act. Pursuant to Section 119.0701, Florida Statutes, because Contractor is performing services on behalf of District, Contractor shall:

- a. Keep and maintain public records required by District to perform pursuant to the Agreement.
- b. Upon request from District's custodian of public records (identified below), provide District 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 the Agreement term and following completion of the Agreement if Contractor does not transfer the records to District.
- d. Upon completion of this Agreement, transfer, at no cost, to District all public records in possession of Contractor or keep and maintain public records required by District to perform the service. If Contractor transfers all public records to District upon completion of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this Agreement, Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to District, upon request from District's custodian of public records, in a format that is compatible with the information technology systems of District.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: 941-708-8770, PUBLICRECORDS@MANATEESCHOOLS.NET, 215 MANATEE AVENUE WEST, BRADENTON, FLORIDA, 34205.

- 4.18 **SCHOOL DISTRICT POLICY:** In accordance with District policy, no contract for providing supplies, equipment or services shall be effective with any individual or business entity in which any board member of District or District's Superintendent has any financial interest. No contract for goods or services may be made with any business entity in which District's Superintendent, any board member of District, or any spouse or child of the foregoing has an employment relationship or a material interest. No District employee may directly or indirectly purchase or recommend for purchase goods or services from any business organization in which his/her spouse or child has a material interest as defined in Chapter 112, Florida Statutes.
- 4.19 **COMPLIANCE WITH REGULATIONS:** Federal, state, county, and local laws, ordinances, rules, and regulations that in any manner affect the items covered herein apply. Lack of knowledge by Contractor will in no way be a cause for relief from responsibility. Contractor shall have in their possession and must provide all applicable insurance, permits, licenses, etc., which may be required by federal, state, or county law to furnish services under the scope of this Agreement. Contractor must not be in violation of any zoning or other ordinances in the performance of this Agreement.
- 4.20 **SAFETY STANDARDS:** All equipment must meet the applicable requirements of the Occupational Safety and Health Act (OSHA) and any standards there under.
- 4.21 **TAX EXEMPTIONS:** When purchasing directly from a supplier the District is exempt from Federal Excise, State Sales, and Use Taxes. Tax exemption certificates and numbers will be furnished on request.
- 4.22 **INSURANCE:** The Contractor shall furnish the School District of Manatee County with proof of:
- (1) Statutory Limits of Worker's Compensation in compliance with Chapter 440, Florida Statute, if required.
 - (2) Comprehensive General Liability Insurance in an amount equal to or greater than \$1,000,000.00 per occurrence.
 - (3) a. Automobile Liability Insurance in an amount equal to or greater than \$1,000,000.00 per person.
b. Automobile Liability Insurance equal to or greater than \$1,000,000.00 per occurrence for property damage or \$1,000,000.00 combined single limit.
 - (4) Contractual Liability Insurance in an amount equal to or greater than \$1,000,000.00 per occurrence. Policy must include endorsement for indemnification in the event third party damages are sought against the School District.
 - (5) Completed Operations Endorsement equal to or greater than \$1,000,000.00 per occurrence.
 - (6) Independent Contractors Endorsement in an amount equal to or greater than \$1,000,000.00 per occurrence.

Certificate(s) of Insurance listing The School District of Manatee County, Florida, as an additional insured must be received by District's Risk Manager within 10 days after the Effective Date of this

Agreement. Any policy shall include substantially the following provision: The School District of Manatee County, Florida, shall be furnished written notice 30 days in advance of the effective date of any reduction in or cancellation of this policy.” Contractor shall immediately notify District upon lapse in coverages required by this Agreement or cancellation of any of the insurance policies. Contractor shall not provide any services under this Agreement during any such period of lapse or after cancellation of the insurance coverages required herein without the express written permission of the District’s Risk Manager. District shall be under no obligation to pay Contractor for any services provided or for any costs associated with this Agreement for any period of time concurrent with any lapse in coverage.

- 4.23 **ENTIRE AGREEMENT:** This Agreement and its Exhibits, if any, constitute the final and entire agreement between the parties with respect to the subject matter contained herein and are intended to be an integration of all prior negotiations and understandings. The Agreement and its Exhibits supersede all prior agreements, negotiations, understandings, and representations, whether written or oral. Consultant and District shall not be bound by any terms, conditions, statements, warranties, or representations, written or oral, not contained herein. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which will constitute one and the same instrument.
- 4.24 **AMENDMENTS:** This Agreement may not be amended, canceled, changed, discharged, modified, rescinded, supplemented, or terminated other than as expressly provided herein, except by any instrument in writing executed by all parties hereto.
- 4.25 **BINDING EFFECT:** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, personal representatives, successors and permitted assigns.
- 4.26 **AUTHORITY TO EXECUTE:** The individual executing this Agreement on behalf of the Contractor is duly and fully authorized to execute this Agreement on behalf of the Contractor and to bind the Contractor to each and every condition and covenant of the Agreement.
- 4.27 **FEDERAL DEBARMENT & SUSPENSION CERTIFICATION:** Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 4.28 **LEGAL FEES AND COSTS:** Each party shall be solely responsible for paying its attorneys’ fees and costs and paralegals’ fees and costs in any dispute, litigation, trial, appeal, bankruptcy proceedings, post-judgment proceeding, dispute resolution proceeding, settlement negotiation or pre-litigation negotiation, or otherwise arising under this Agreement.
- 4.29 **TIME OF THE ESSENCE:** Time is of the essence with regard to all dates and times set forth in this Agreement. Any reference herein to time periods of 7 days or less shall, in the computation thereof, exclude Saturdays, Sundays, and legal holidays under the laws of the State of Florida or the United States of America. Any time period provided for herein which shall end on a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America, shall extend to 5 P.M. of the next day that is not a Saturday, Sunday or legal holiday under the laws of the State of Florida or the United States of America. All references herein to times of day shall mean Eastern Standard Time or Eastern Daylight Time, whichever is in effect in Manatee County, Florida, at the

relevant time. The term “day” as used herein shall in all cases mean a consecutive 24-hour day running from midnight to midnight (also known as a calendar day).

4.30 **EMPLOYMENT ELIGIBILITY VERIFICATION (“E-VERIFY”):** By entering into a contract with the School District of Manatee County (a public employer in Florida) to provide goods or services in exchange for salary, wages or other remuneration, this section applies to verify employment eligibility. Therefore, pursuant to Section 448.095, Florida Statutes and beginning July 1, 2023, a private employer with 25 or more employees shall use the E-Verify system to verify a new employee’s employment eligibility, located at <https://e-verify.uscis.gov/emp>. The Parties may not enter into a contract unless each party registers with and uses the federal E-Verify system.

The Contractor verifies its compliance with the E-Verify System by listing its E-Verify System Number; or by signature and submission of this contract, asserts it does not employ 25 or more employees, and it is not an unauthorized alien, as defined by this statute.

The Contractor will require all Subcontractors who work on this contract to use the E-Verify System for any subcontracted employees hired during this contract. The Contractor will verify Subcontractor’s compliance with an affidavit stating whether the Subcontractor uses the E-Verify System as evidenced by Subcontractor’s E-Verify System Number or that the Subcontractor is not an unauthorized alien and does not employ, contract with or subcontract with unauthorized aliens defined by this statute. The Contractor will maintain and provide the Subcontractor’s affidavits to the School District on request during this contract.

Termination: With good faith belief that the Contractor knowingly violated this section, the School District will terminate the contract. Further, with good faith believe that the Subcontractor knowingly violated this section, the School District will promptly notify the Contractor and the Contractor will immediately terminate the Contractor’s contract with the Subcontractor. A contract terminated for noncompliance with E-Verify is not a breach of contract and may not be considered as such.

To the extent required by applicable law, the Contractor is liable for any additional costs incurred by the School District resulting from a failure to comply with E-Verify. Additional costs may include but are not limited to higher costs for the same services and rebidding costs (if necessary). Likewise, the Contractor will be barred from any other contracts with The District for at least one year after the date the contract was terminated.

CONTRACTOR E-VERIFY NUMBER: 2552713

4.31 **Certification Regarding Scrutinized Activities:** Section 287.135(2)(a), Florida Statutes, prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135(2)(b), Florida Statutes, further prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of one million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to Section 215.473, Florida Statutes, or the company is engaged in business operations in Cuba or Syria. Entering into this Agreement constitutes certification by Contractor that it is not listed on any of the following: (a) the Scrutinized Companies that Boycott Israel List, (b) Scrutinized Companies with Activities in Sudan List, or (c) the Scrutinized Companies with Activities in Iran Terrorism Sectors List. Contractor further certifies that it is not engaged in a boycott of Israel or engaged in business

operations in Cuba or Syria. Contractor acknowledges that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorney's fees, and/or costs. Contractor further understands that this Agreement with District for goods or services of any amount may be terminated at District's option if Contractor (a) is found to have submitted a false certification, (b) has been placed on the Scrutinized Companies with Activities in Sudan List, (c) has been engaged in business operations in Cuba or Syria, (d) has been placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran, (e) has been placed on the Scrutinized Companies that Boycott Israel List, or (f) is engaged in a boycott of Israel.

4.32 **ACCESS TO AND RETENTION OF DOCUMENTATION:** The District, the United States Department of Education, the Comptroller General of the United States, the Florida Department of Education or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to work and services to be performed under this agreement for the purpose of audit, examination, excerpting and transcribing. The parties will retain all such required records, and records required under any state or federal rules, regulations or laws respecting audit, for a period of five District fiscal years after completion or termination of this Agreement.

4.33 **CHILD NEGLECT:** The Contractor and its agents and employees shall be subject to the requirements of §39.201, Florida Statutes, that requires the duty to report all actual or suspected cases of child abuse, abandonment or neglect to the statewide toll-free telephone number of the central abuse hotline.

4.34 **NOTICE; ELECTRONIC COMMUNICATIONS:** Any and all notices, approvals, claims, consents, demands, requests, or other communications between the parties (Notices) shall be in writing. All Notices pertaining to breach or termination or to designate a different recipient or address for notice shall be given by hand-delivery in person or sent by certified mail, postage prepaid, return receipt requested, and addressed as follows:

If to Contractor:	2310 S HWY 77 SUITE 120-394, LYNN HAVEN, FL 32444
If mailed to District:	The School District of Manatee County, Attn: Purchasing Department, PO BOX 9069, Bradenton, FL 34206
If hand-delivered to District:	The School District of Manatee County, Attn: Purchasing Department, 215 Manatee Ave. West, Bradenton, FL 34205

All other Notices shall be hand delivered, sent by certified or registered mail, return receipt requested, sent by facsimile, or sent by electronic mail or other electronic means and addressed to the respective representatives at the addresses they respectively designate. All Notices shall be deemed effective and received upon actual receipt by the party to which such notice is given if hand delivered, sent by facsimile, electronic mail or other electronic means or 5 days after mailing, whichever occurs first.

4.35 **FEDERAL GRANTS TERMS AND CONDITIONS:** When Federal funds are expended by the District, Contractor shall comply with all applicable provisions of Appendix II Part 200 Contract Provisions for non-Federal Entity Contracts Under Federal Awards contained in Exhibit D and as may be amended from time to time.

4.36 **RECORD RETENTION REQUIREMENTS FOR CONTRACTS PAID FOR WITH FEDERAL FUNDS 2 CFR §200.334:** When federal funds are expended by District for any contract resulting from this procurement process, the Contractor certifies that it will comply with the record retention requirements detailed in 2 CFR §200.334. The Contractor further certifies that Contractor will retain

all records as required by 2 CFR §200.334 for a period of three years after grantees or sub-grantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

4.37 OTHER PROVISIONS:

4.37.1 POSSESSION OF FIREARMS: Possession of firearms will not be tolerated on any District property or setting that is under the control and supervision of District for the purpose of school activities approved and authorized by District. No person who has a firearm in their vehicle may park their vehicle on District property. If any employee or independent contractor of Contractor, or any of its subcontractors, is found to have brought a firearm on District property, said individual shall be immediately removed from District property by Contractor and barred from performing further work relative to the Agreement. If a subcontractor fails to terminate said employee or independent contractor, Contractor shall terminate its agreement with the subcontractor. If Contractor fails to terminate said employee or independent contractor or fails to terminate the agreement with the subcontractor who fails to terminate said employee or independent contractor, this Agreement may be terminated by District. "Firearm" has the meaning given in Section 790.001, Florida Statutes.

4.37.2 CRIMINAL ACTS: Employment and performing work relative to the Agreement by the Contractor, or any of its subcontractors, of any employee, or independent contractor, with any prior convictions of any crimes against children, crimes of violence or crimes of moral turpitude (as defined by Fla. Admin. Code R. 6A-10.083) will not be tolerated. If it is determined that any person with such criminal history is performing work relative to the Agreement, Contractor agrees to take all steps necessary to remove such person from performing work relative to the Agreement and District property. District shall have the right to terminate this Agreement if Contractor does not comply with this provision.

REPRESENTATIVES: The individuals listed below shall serve as each party's respective representative and are hereby authorized by the respective party to administer this Agreement on behalf of the respective party.	
FLORIDA RECREATIONAL PRODUCTS LLC	2310 S HWY 77 SUITE 120-394, LYNN HAVEN, FL 32444
CONTRACTOR/COMPANY NAME	ADDRESS
PHONE 850-238-9510	EMAIL SALES@FLRECPRO.COM
TYPE OR PRINT NAME EDWARD MAHER	TITLE SR COORDINATOR OF OPERATIONS
THE SCHOOL DISTRICT OF MANATEE COUNTY	215 MANATEE AVE. WEST, BRADENTON, FL 34205
	ADDRESS
PHONE 941-708-8770 X41129	EMAIL RYAN@MANATEESCHOOLS.NET
TYPE OR PRINT NAME MELODY RYAN	TITLE CAPITAL BUYER

SIGNATURES:

Contractor	Date	Deputy Superintendent (up to \$49,999.99)	Date
School Principal	Date	Superintendent (no greater than \$99,999.99)	Date
General Counsel Approved as to Form and Legal Content	Date	Board Chair (over \$100,000.00)	Date

EXHIBIT C

CONTRACTOR INFORMATION FORM

CONTRACTOR NAME: FLORIDA RECREATIONAL PRODUCTS LLC

TELEPHONE NUMBER: 850-238-9510

LIST EMPLOYEE(s) THAT WILL BE DOING WORK FOR THE SCHOOL DISTRICT OF MANATEE COUNTY: Please print clearly and duplicate form as needed. Please list badge expiration for all employees who currently have a contractor's badge. If a designated employee does not have a contractor's badge, indicate their Appointment Date and Time for fingerprinting.

Please reference the District website for JLA requirements: <https://www.manateeschools.net/>

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Last Name, First Name	Contractor/JLA Badge Expiration	Fingerprint Appt Date/Time

Contractor/Contractor Disqualifiable Offenses:

❖ Any offense listed in s. 943.0435.

JLA BADGING IS REQUIRED TO COME ON SCHOOL CAMPUS. FAILURE TO PRESENT THE PROPER BADGE AT THE TIME OF SERVICE WILL RESULT IN DENIAL OF SERVICE

EXHIBIT D

Appendix II to Part 200, Title 2 (up to date as of 9/21/2023)

Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

This content is from the eCFR and is authoritative but unofficial.

Title 2 –Grants and Agreements

Subtitle A –Office of Management and Budget Guidance for Grants and Agreements

Chapter II –Office of Management and Budget Guidance

Part 200 –Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

Source: 85 FR 49543, Aug. 13, 2020, unless otherwise noted.

Source: 85 FR 49539, Aug. 13, 2020, unless otherwise noted.

Authority: 31 U.S.C. 503

Source: 78 FR 78608, Dec. 26, 2013, unless otherwise noted.

Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non- Federal entity under the Federal award must contain provisions covering the following, as applicable.

- A. Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.
- B. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.
- C. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- D. Davis-Bacon Act, as amended (40 U.S.C. 3141–3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141–3144, and 3146–3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non- Federal entity must report all suspected or reported violations to the Federal awarding agency.
- E. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the

basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.
- G. Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- J. 200.323 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
- K. 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
 - (a) Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:
 - (1) Procure or obtain.
 - (2) Extend or renew a contract to procure or obtain; or
 - (3) Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system. As described in Public Law 115–232, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities).
 - (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities).
 - (ii) Telecommunications or video surveillance services provided by such entities or using such equipment.

(iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country.

(b) In implementing the prohibition under Public Law 115–232, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained.

(c) See Public Law 115–232, section 889 for additional information.

(d) See also § 200.471.

L. 200.322 Domestic preferences for procurements.

(a) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award.

(b) For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

M. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

200.322 Domestic preferences for procurements.

EXHIBIT E

Contractor Affidavit Regarding the Use of Coercion for Labor and Services

Contractor Name: FLORIDA RECREATIONAL PRODUCTS LLC

Address: 2310 S HWY 77 SUITE 120-394, LYNN HAVEN, FL 32444

Phone Number: 850-238-9510

Authorized Representative's Name: EDWARD MAHER

Authorized Representative's Title: SR COORDINATOR OF OPERATIONS

Email Address: SALES@FLRECPRO.COM

Section 787.06(13), Florida Statutes requires all nongovernmental entities (such as Vendor) executing, renewing, or extending a contract with a governmental entity (such as the School Board of Manatee County, Florida) to provide an affidavit signed by an officer or representative of Vendor under penalty of perjury that Vendor does not use coercion for labor or services as defined in that statute.

As the person authorized to sign on behalf of Vendor, I certify that the company identified above does not:

- Use or threaten to use physical force against any person;
- Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
- Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
- Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
- Cause or threaten to cause financial harm to any person;
- Entice or lure any person by fraud or deceit; or
- Provide a controlled substance as outlined in Schedule I or Schedule II of s. 893.03 to any person for the purpose of exploitation of that person.

Under penalties of perjury, I declare that I have read the foregoing document and that the facts stated in it are true.

Signature of Authorized Representative

Date

NOTICE OF INTENT TO AWARD

BID ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

CONTRACT PERIOD: SEPTEMBER 1, 2025 THROUGH AUGUST 31, 2030

BOARD APPROVED ON JULY 22, 2025

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 1: PLAYGROUND EQUIPMENT		
	Catalog Name	Catalog Number/Year	Percentage Discount off of Catalog
360 Recreation LLC- Orlando, FL	Blue Imp-Play Strong	2025	4%
	Psagot	2025	4%
	PlayMart-Nature of Early Play	2025	4%
Advanced Recreational Concepts, LLC- Melbourne, FL	Ground for Play	2025	5%
	Ultra Play	2025	5%
	Playtopia	2025	5%
	Sports Play	2025	5%
	ID Sculpture	2025	5%
Apollo Sunguard Systems, Inc. - Sarasota, FL	No Bid	No Bid	No Bid
Bliss Products and Services, Inc. - Lithia Springs, GA	Play and Play Structures	Website	5% (1)
	Ultra Play	Website	5% (1)
	Big Toys	Website	5% (1)
	Free Notes Harmony Park	Website	5% (1)
	Sportsplay	Website	5% (1)
	Elephant Play	2025 Web/Digital	5%
	Dynamo	2025 Web/Digital	5%
	Adventurous Chils	2025 Web/Digital	5%
	AAA State of Play	2025 Web/Digital	5%
	Cemrock	2025 Web/Digital	5%
	Everlast Climbing	2025 Web/Digital	5%
	Jensen Swings	2025 Web/Digital	5%
	Action Play Systems	2025 Web/Digital	5%
	Forte Products	2025 Web/Digital	5%
	Store.blissproducts.com	2025 Web/Digital	5%
	Compac Water Play	2025 Web/Digital	5%
	Dynacushion	2025 Web/Digital	5%
	Superior Play	2025 Web/Digital	5%
	ID Sculpture	2025 Web/Digital	5%
	Snug Play	2025 Web/Digital	5%
	Net Play USA	2025 Web/Digital	5%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 1: PLAYGROUND EQUIPMENT		
	Catalog Name	Number	Discount
BSN Sports, LLC- Farmers Branch, TX	www.bsnsports.com	www.bsnsports.com	10%
Creative Shade Solutions - Tarpon Springs, FL	No Bid	No Bid	No Bid
Dragon Recreation Services - Fort Myers, FL	PlaygroundEquipment.com	2025	5%
Florida Recreational Products LLC - Lynn Haven, FL	BCI-Burke	01/2025	10%
Industrial Shadeports Inc. - Fort Lauderdale, FL	Industrial Shadeports	Current (2023,2024 & 2025)	5%
Kompan, Inc. - Austin, TX	Kompan US Price List	2025	9%
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	Superior Play	2025	4%
	SRPFX Themed	2025	4%
	Childworks	2025	4%
	Nature of Early Play	2025	4%
	Freenotes Harmony Park	2025	4%
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	Pro Playgrounds	2025-2030	10%
	Wisdom Playgrounds	2025-2030	10%
	World Klass Playgrounds	2025-2030	10%
	Superior Recreation	2025-2030	10%
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	Miracle Recreation Equipment Company	Website	8% from \$0-\$4,999 (3)
			12% \$5,000-\$9,999 (3)
			15% \$10,000-\$14,999 (3)
			18% \$15,000-\$24,999 (3)
			20% \$25,000-above (3)
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	Gametime	2025.00	10%+ (4)

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSO No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 1: PLAYGROUND EQUIPMENT		
	Catalog Name	Number	Discount
Playmore West, Inc.- Fort Myers, FL	Action Play Systems		3%
	Playworld		5%
	Berliner		3%
	Cre8Play		3%
	Exofit		5%
	Trekfit		3%
Playspace Services- Melbourne, FL	No Bid- Installation only -See section 5.		
Project Innovations Inc. - Tarpon Springs, FL	Jambette	2025-2026	4%
	Wisdom	2025	6%
	World Klass Play	2025	4%
	Play Ground Equipment.com	2025	6%
Rep Services, Inc. - Longwood, FL	Landscape Structures, Inc.	2025	3%
Shade America, Inc. - St. Augustine, FL	No Bid	No Bid	No Bid
Southern Park and Play, LLC - Melbourne, FL	Childworks	2025	5%
	Grounds for Play	2025	5%
	Indoor Play	2025	5%
	Cre8play	2025	5%
	GameTime	2025	5%
	Jensen Swing	2025	5%
	Superior Playgrounds	2025	5%
	UltraPlay	2025	5%
	Pole Padding- Custom	2025	5%
	Sports Play	2025	5%
Swartz Associates, Inc. - Naples, FL	Henderson Recreation	2025	6% (14)
	Child Works	2025	10% (14)
	Action Play Systems	2025	10% (14)
Webuildfun, Inc. - Allen, TX	Miracle Recreation Equipment Co.	2025	15% (3) (15)
	Hags	2025	5% (3)
	UPC Parks	2025	5% (3)
	SoftPlay	2025	5% (3)

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 2: SITE EQUIPMENT		
	Catalog Name	Catalog Number/Year	Percentage Discount off of Catalog
360 Recreation LLC- Orlando, FL	Ultra Play	2025	3.5%
	Premier Polystell	2025	3.5%
Advanced Recreational Concepts, LLC- Melbourne, FL	Ultrasite	2025	5%
	SRP/Webcoat	2025	5%
	Frog Furnishings	2025	5%
	Bison	2025	5%
	NRS Bleachers	2025	5%
Apollo Sunguard Systems, Inc. - Sarasota, FL	No Bid	No Bid	No Bid
Bliss Products and Services, Inc. - Lithia Springs, GA	Ultra Site	Website	5% (1)
	Frog Furnishings	Website	5% (1)
	Doty & Sons	Website	5% (1)
	Most Dependable Fountains	Website	5% (1)
	Murdock Fountains	Website	5% (1)
	Superior	2025 Web/Digital	5%
	Webcoat	2025 Web/Digital	5%
	Action Fit	2025 Web/Digital	5%
	Bark Park	2025 Web/Digital	5%
	Everlast Climbing	2025 Web/Digital	5%
	Sportsfield Specialties	2025 Web/Digital	5%
	National Rec. Systems	2025 Web/Digital	5%
	GT Grandstands	2025 Web/Digital	5%
	DERO	2025 Web/Digital	5%
	Jaypro	2025 Web/Digital	5%
	Athletic Connection	2025 Web/Digital	5%
	King River Castings	2025 Web/Digital	5%
	Store.blissproducts.com	2025 Web/Digital	5%
	Stewart Tennis	2025 Web/Digital	5%
	US Tennis	2025 Web/Digital	5%
	Gared Sports	2025 Web/Digital	5%
	Kay Park	2025 Web/Digital	5%
	American Flagpole	2025 Web/Digital	5%
	Umbrella Source	2025 Web/Digital	5%
	Beacon Athletics	2025 Web/Digital	5%
	Colorado Time Systems	2025 Web/Digital	5%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 2: SITE EQUIPMENT		
	Catalog Name	Catalog Number/Year	Percentage Discount off of Catalog
Bliss Products and Services, Inc. - Lithia Springs, GA	Spectrum Aquatics	2025 Web/Digital	5%
	Electro-Mech	2025 Web/Digital	5%
	Daktronics	2025 Web/Digital	5%
	Greenfields Outdoors	2025 Web/Digital	5%
	Jensen Swings	2025 Web/Digital	5%
	LOLL	2025 Web/Digital	5%
	Landscape Forms	2025 Web/Digital	5%
	Qualite Lighting	2025 Web/Digital	5%
	Recycle Plastic Factory	2025 Web/Digital	5%
	Wausau Tile	2025 Web/Digital	5%
	Dog On It Parks	2025 Web/Digital	5%
BSN Sports, LLC- Farmers Branch, TX	www.bsnsports.com	www.bsnsports.com	10%
Creative Shade Solutions - Tarpon Springs, FL	No Bid	No Bid	No Bid
Dragon Recreation Services - Fort Myers, FL	No Bid	No Bid	No Bid
Florida Recreational Products LLC - Lynn Haven, FL	Action Playsystems	01/2025	10%
	Gared	01/2025	10%
	Henderson	01/2025	10%
Industrial Shadeports Inc. - Fort Lauderdale, FL	Industrial Shadeports	Current (2023,2024 & 2025)	5%
Kompan, Inc. - Austin, TX	Kompan US Price List	2025	4%
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	Superior Amenities	2025	4%
	Paris	2025	4%
	Frog Furnishings	2025	4%
	Thomas Steele	2025	4%
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	Pro Playgrounds	2025-2030	10%
	Wisdom Playgrounds	2025-2030	10%
	World Klass Playgrounds	2025-2030	10%
	Superior Recreation	2025-2030	10%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 2: SITE EQUIPMENT		
	Catalog Name	Number	Discount
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	Mircle Recreation Equipment Company	Website	5%
	Wabash valley	Website	5%
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	GT Site (Amenities)	2025	3%
Playmore West, Inc.- Fort Myers, FL	Wabash Vallet		3%
	Premier Polysteel		3%
Playspace Services- Melbourne, FL	No Bid- Installation only -See section 5.		
Project Innovations Inc. - Tarpon Springs, FL	Webcoat	2025	4%
	Wisdom	2025	4%
	Playground Equipment.com	2025	4%
	Markstarr	2025	4%
	Anthem	2025	4%
Rep Services, Inc. - Longwood, FL	DuMor Site Furnishings	2025	3%
	Anova Furnishings	2025	3%
Shade America, Inc. - St. Augustine, FL	No Bid	No Bid	No Bid
Southern Park and Play, LLC - Melbourne, FL	Victor Stanley	2025	5%
	Keystone Ridge	2025	5%
	Thomas Steele	2025	5%
	Commercial Zone	2025	5%
	Anova	2025	5%
	Pilot Rocks/RJ Thomas Manufacturing	2025	5%
	UltraSite	2025	5%
	Superior Amenities	2025	5%
	Stem Williams	2025	5%
	Barco Products/Kirby Built	2025	5%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 2: SITE EQUIPMENT		
	Catalog Name	Number	Discount
Swartz Associates, Inc. - Naples, FL	First Team Sports	2025	8% (14)
	Ultra Site	2025	8% (14)
	My T Coat	2025	8% (14)
	National Recreation Systems	2025	8% (14)
	Site Scapes, Inc.	2025	5% (14)
	Kay Park Recreation	2025	5% (14)
	Frog Furnishings	2025	8% (14)
Webuildfun, Inc. - Allen, TX	Ultra Site	2025	5% (3)
	BardPark	2025	5% (3)
	Action Fit	2025	5% (3)
	Wabash Valley	2025	5% (3)
	Thomas Steele/Madrax	2025	5% (3)
	MyTCoat	2025	5% (3)
	Bison	2025	5% (3)
	Harmony Parks	2025	5% (3)
	Greenfields Fitness	2025	5% (3)
	Action Play Systems	2025	5% (3)

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 3: SHADE STRUCTURE		
	Catalog Name	Catalog Number/Year	Percentage Discount off of Catalog
360 Recreation LLC- Orlando, FL	Shade System	2025	3.5%
	Modern Shade	2025	3.5%
Advanced Recreational Concepts, LLC- Melbourne, FL	SRP Shade	2025	5%
	USA Shade	2025	5%
	Shade Systems	2025	5%
	Cedar Forest Products	2025	5%
Apollo Sunguard Systems, Inc. - Sarasota, FL	Apollo Sunguard	2024	5%
Bliss Products and Services, Inc. - Lithia Springs, GA	Modern Shade	Website	5%
	Superior Shade	Website	5%
	Shade America	Website	5%
	Cedar Forest Products	Website	5%
	Suncoast Buildings	Website	5%
	Superior Shade	2025 Web/Digital	5%
	USA Shade	2025 Web/Digital	5%
	Accent Awnings	2025 Web/Digital	5%
	Americana Building	2025 Web/Digital	5%
	Play and Park Structures	2025 Web/Digital	5%
	Shade Systems	2025 Web/Digital	5%
	Creative Shade	2025 Web/Digital	5%
	Store.blissproducts.com	2025 Web/Digital	5%
	Big Cypress Tiki Huts	2025 Web/Digital	5%
	Hut World	2025 Web/Digital	5%
BSN Sports, LLC- Farmers Branch, TX	www.bsnsports.com	www.bsnsports.com	10%
Creative Shade Solutions - Tarpon Springs, FL	Fabric Shade Structures	01/2025	15%
	Fabric Shade Sails	01/2025	10%
	Steel Shade Structures	01/2025	10%
Dragon Recreation Services - Fort Myers, FL	RCP Structures	2025.00	5%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR			
Bids Due: 3:00 p.m., June 11, 2025			
BIDDERS:	ITEM 3: SHADE STRUCTURE		
	Catalog Name	Number	Discount
Florida Recreational Products LLC - Lynn Haven, FL	Shade Systems	01/2025	10%
	BCI- Burke	01/2025	10%
Industrial Shadeports Inc. - Fort Lauderdale, FL	Industrial Shadeports	Current (2023,2024 & 2025)	5%
Kompan, Inc. - Austin, TX	Shade Price List	2025	4%
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	Superior Shade	2025	4%
	Superior Shelter	2025	4%
	Enwood Shelter	2025	4%
	Coverworx Shelter	2025	4%
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	Superior Shade	2025-2030	10%
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	USA Shade	Website	5%
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	GT Shade	2025	3%
Playmore West, Inc.- Fort Myers, FL	USA Shade		3%
	Shade Systems		3%
	Apollo Sunguard		3%
	Americana		3%
	Playworld Shade		3%
Playspace Services- Melbourne, FL	No Bid- Installation only -See section 5.		
Project Innovations Inc. - Tarpon Springs, FL	Pro Shade By Project Innovations	2025	4%
Rep Services, Inc. - Longwood, FL	Skyways Shades	2025	3%
	Polygon Fabric	2024	3%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 3: SHADE STRUCTURE		
	Catalog Name	Number	Discount
Shade America, Inc. - St. Augustine, FL	Shade America	2025	5%
Southern Park and Play, LLC - Melbourne, FL	Superior Shade	2025	5%
	Ultra Shade	2025	5%
	EZ Up	2025	5%
	Americana	2025	5%
	Barco Products	2025	5%
Swartz Associates, Inc. - Naples, FL	Superior Shade	2025	6% (14)
	Americana	2025	6% (14)
Webuildfun, Inc. - Allen, TX	USA Shade	2025	5% (3)
	Classic Recreation-Shelters	2025	5% (3)

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 4: SURFACING MATERIALS		
	Catalog Name	Catalog Number/Year	Percentage Discount off of Catalog
360 Recreation LLC- Orlando, FL	Artificial Grass	AR Group-X Grass	5%
	Playground Mulch-Imulch		2%
	Pour in Place Rubber Fibar		2%
Advanced Recreational Concepts, LLC- Melbourne, FL	Sprint Play	2025	3%
	Rubber Designs	2025	5%
	Playspace Services	2025	5% or less
	Poly Soft	2025	3%
	Flexground	2025	3
	Forever Lawn	2025	3
Apollo Sunguard Systems, Inc. - Sarasota, FL	No Bid	No Bid	No Bid
Bliss Products and Services, Inc. - Lithia Springs, GA	Shady Surfacing	Website	5% (1)
	Foreverlawn		5% (1)
	Safety First		5% (1)
	X-Grass	2025 Web/Digital	5%
	Zeager Bros	2025 Web/Digital	5%
	Fibar	2025 Web/Digital	5%
	East Coast Mulch	2025 Web/Digital	5%
	IMC Outdoor	2025 Web/Digital	5%
	Rubber Recycle	2025 Web/Digital	5%
	OTS	2025 Web/Digital	5%
	Surface Max	2025 Web/Digital	5%
	Forestry Resources	2025 Web/Digital	5%
	Express Mulch	2025 Web/Digital	5%
	Choppers	2025 Web/Digital	5%
	Store.blissproducts.com	2025 Web/Digital	5%
	American Mulch	2025 Web/Digital	5%
	Kemfer Sawmill	2025 Web/Digital	5%
	Dura Play	2025 Web/Digital	5%
	I Play	2025 Web/Digital	5%
	Play Hard Recreation	2025 Web/Digital	5%
BSN Sports, LLC- Farmers Branch, TX	No Bid	No Bid	No Bid

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 4: SURFACING MATERIALS		
	Catalog Name	Number	Discount
Creative Shade Solutions - Tarpon Springs, FL	No Bid	No Bid	No Bid
Dragon Recreation Services - Fort Myers, FL	No Bid	No Bid	No Bid
Florida Recreational Products LLC - Lynn Haven, FL	Vitrituf	01/2025	5%
	Sunshine Turf	01/2025	5%
	Zrager	01/2025	5%
Industrial Shadeports Inc. - Fort Lauderdale, FL	Industrial Shadeports	Current (2023,2024 & 2025)	5%
Kompan, Inc. - Austin, TX	Kompan Price List	2025	9%
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	Outdoor Safety Surfacing	2025.00	4%
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	Pro Playgrounds	2025-2030	10%
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	No Fault Surfacing	Website	5%
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	GT Impax	2025	5% (6)
Playmore West, Inc.- Fort Myers, FL	The Mulch and Soil Company		3%
	Zeager		3%
	DuraPlay		3%
	Sunshine Turf		3%
	The Recreational Group		3%
	No Fault		3%
	Foreverlawn		3%
	Pro-techs		3%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 4: SURFACING MATERIALS		
	Catalog Name	Number	Discount
Playspace Services- Melbourne, FL	Sprint Play	2025	3%
	Rubber Design	2025	5%
	Playspace Services	2025	5% or less
	Poly Soft	2025	3%
	Flexground	2025	3%
	Forever lawn	2025	3%
Project Innovations Inc. - Tarpon Springs, FL	Kids Pro Surf Turf & Play Pad by Project Innovations Inc	2025	4%
Rep Services, Inc. - Longwood, FL	IMulch	N/A	3%
	Forever Lawn	2024	3%
	Tot Turf	2022	3%
	No Fault Sports Group	2022	3%
	Safe4Play	N/A	3%
	Dura Play	2022.00	3%
Shade America, Inc. - St. Augustine, FL	No Bid	No Bid	No Bid
Southern Park and Play, LLC - Melbourne, FL	Superior Recreation	2025	5%
	Ultra Play	2025	5%
	IPEMA Mulch	2025	5%
	Action Play Systems	2025	5%
	Kompan	2025	5%
Swartz Associates, Inc. - Naples, FL	Forestry Resources	2025	10% (14)
	Cowart Mulch	2025	10% (14)
	IMC Outdoor	2025	8% (14)
Webuildfun, Inc. - Allen, TX	Synlawn	2025	5% (3)
	Vitriturf	2025	5% (3)
	No Fault	2025	5% (3)
	DuraPlay	2025	5% (3)
	Fibar	2025.00	5% (3)

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 5: INSTALLATION OR SUBCONTRACTOR COMPANY NAME	
	Installer/Subcontractor Name	Percentage Mark Up of Equipment Cost
360 Recreation LLC- Orlando, FL	Hurley Construction, Inc. Total Maintenance	25% 25%
Advanced Recreational Concepts, LLC- Melbourne, FL	Playspace Services	37%
Apollo Sunguard Systems, Inc. - Sarasota, FL	Home Builders, Inc.	80%
	InMotion Recreation	80%
	PK, Inc.	80%
	Trinity Installation & Repairs	80%
Bliss Products and Services, Inc. - Lithia Springs, GA	Shady Surfacing	75% (1)
	Complete Construction	75% (1)
	Safety First	75% (1)
	Bliss Products	75% (1)
	Playcore	75% (1)
BSN Sports, LLC- Farmers Branch, TX		10%
Creative Shade Solutions - Tarpon Springs, FL	Creative Shade Solutions	75%
	Legakis Enterprises	75%
Dragon Recreation Services - Fort Myers, FL	Dragon Recreation Services	65%
Florida Recreational Products LLC - Lynn Haven, FL	Florida Recreational Products, LLC	30%
	Finns Playgrounds Installations	30%
	Eddington Builds, LLC	30%
Industrial Shadeports Inc. - Fort Lauderdale, FL	Industrial Shadeports	85%
Kompan, Inc. - Austin, TX	Precision	35-100%
	Safe 4 Play	35-100%
	IGS	35-100%
	Sky Living	35-100%
	HG Construction	35-100%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 5: INSTALLATION OR SUBCONTRACTOR COMPANY NAME	
	Installer/Sub Contractor Name	Percentage Mark up
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	Korkat-Playgrounds	35%
	Korkat-Amenities	35%
	Korkat-Shade	90%
	Korkat-Shelter	90%
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	Pro Playground	35%
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	Ryan's Maintenance	27%
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	Gametime Certified Installers	35% (5)
Playmore West, Inc.- Fort Myers, FL	Playmore West, Inc-Playground Equipment	40%
	Playmore West, Inc-Site Furnishings	60%
	Playmore West, Inc-Shade	150%
	Playmore West, Inc-Loose Fill Surfacing/Engineered Wood Fiber	100%
Playspace Services- Melbourne, FL	Playspace Services (7)	37%
Project Innovations Inc. - Tarpon Springs, FL	Jason Donton	65%
	Noah Priest	65%
	Ron Kramer	65%
	Talon Gauthier	65%
	River Cremasco	65%
Rep Services, Inc. - Longwood, FL	Johnny Pitts Construction	85%
	AI Bosgraaf and Sons, Inc.	85%
	DW Recreation Services, Inc.	85%
Shade America, Inc. - St. Augustine, FL	Shade America, Inc.	25% (8)
Southern Park and Play, LLC - Melbourne, FL	No Bid	No Bid

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 5: INSTALLATION OR SUBCONTRACTOR COMPANY NAME	
	Installer/Sub Contractor Name	Percentage Mark up
Swartz Associates, Inc. - Naples, FL	Kennico, Inc. or	38% (11)
	Jim's Complete Construction or	118% (12)
	Precision Playground	65% (13)
Webuildfun, Inc. - Allen, TX	Ryan's Maintenance	30%

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 6: REPAIR TECHNICIAN- STANDARD HOURLY RATE- PER HOUR	ITEM 7: REPAIR TECHNICIAN- NON-STANDARD HOURLY RATE- PER HOUR
360 Recreation LLC- Orlando, FL	\$85.00	\$85.00
Advanced Recreational Concepts, LLC- Melbourne, FL	\$600.00	\$1,200.00
Apollo Sunguard Systems, Inc.-Sarasota , FL	\$175.00	\$275.00
Bliss Products and Services, Inc. - Lithia Springs, GA	\$300.00 plus mobilization fee	\$300.00 plus mobilization fee
BSN Sports, LLC- Farmers Branch, TX	No Bid	No Bid
Creative Shade Solutions - Tarpon Springs, FL	\$175.00 (2)	\$250.00 (2)
Dragon Recreation Services - Fort Myers, FL	\$75.00	\$90.00
Florida Recreational Products LLC - Lynn Haven, FL	\$50.00	\$100.00
Industrial Shadeports Inc. - Fort Lauderdale, FL	\$135.00	\$200.00
Kompan, Inc. - Austin, TX	\$175.00	\$225.00
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	\$75.00	\$112.50
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	\$50.00	\$75.00

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 6: REPAIR TECHNICIAN- STANDARD HOURLY RATE- PER HOUR	ITEM 7: REPAIR TECHNICIAN- NON-STANDARD HOURLY RATE- PER HOUR
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	\$175.00	\$175.00
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	\$100.00	\$150.00
Playmore West, Inc.- Fort Myers, FL	\$200.00	\$250.00
Playspace Services- Melbourne, FL	\$600.00	\$1,200.00
Project Innovations Inc. - Tarpon Springs, FL	\$950.00	\$1,250.00
Rep Services, Inc. - Longwood, FL	No Bid	No Bid
Shade America, Inc. - St. Augustine, FL	\$195.00 (9) \$125.00 (10)	\$235.00 (9) \$175.00 (10)
Southern Park and Play, LLC - Melbourne, FL	No Bid	No Bid
Swartz Associates, Inc. - Naples, FL	\$250.00	\$300.00
Webuildfun, Inc. - Allen, TX	\$250.00	\$250.00

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 8: PERCENTAGE MARK-UP OF REPAIR MATERIALS	ITEM 9: RENTAL OF EQUIPMENT	Additional Details
360 Recreation LLC- Orlando, FL	15%	5%	PCard- NO Delivery 30-90 days
Advanced Recreational Concepts, LLC- Melbourne, FL	15%	10%	PCard- YES Delivery 90 or less
Apollo Sunguard Systems, Inc.-Sarasota , FL	15%	10.00%	PCard- NO Delivery 90 days
Bliss Products and Services, Inc. - Lithia Springs, GA	15%	10.00%	PCard- NO Delivery 160 days
BSN Sports, LLC- Farmers Branch, TX	No Bid	No Bid	PCard- Not provided Delivery Not provided
Creative Shade Solutions - Tarpon Springs, FL	15%	10%	PCard- YES Delivery 60
Dragon Recreation Services - Fort Myers, FL	15%	10%	PCard- NO Delivery 45 days
Florida Recreational Products LLC - Lynn Haven, FL	15%	10%	PCard- NO Delivery 60 days
Industrial Shadeports Inc. - Fort Lauderdale, FL	15%	10%	PCard- YES Delivery 60 days
Kompan, Inc. - Austin, TX	15%	10%	PCard- YES Delivery 60-180 days
Lanier Plans, Inc. DBA Korkat - Carrollton, GA	10%	10%	PCard- YES Delivery 70 days

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR
Bids Due: 3:00 p.m., June 11, 2025

BIDDERS:	ITEM 8: PERCENTAGE MARK-UP OF REPAIR MATERIALS	ITEM 9: RENTAL OF EQUIPMENT	Additional Details
Legacy Construction Services Group LLC dba Pro Playground- Tallahassee, FL	10%	5%	PCard- YES Delivery 30 days
Miller Recreation Equipment & Design, Inc. dba Miracle Recreation Equipment Company - Monett , MO	No Bid	10%	PCard- YES Delivery 42-56 days
PlayCore Wisconsin, Inc. dba Gametime - Fort Payne, FL	0%	10%	PCard- YES Delivery 60 days
Playmore West, Inc.- Fort Myers, FL	15%	10%	PCard-NO Delivery 30-150 days
Playspace Services- Melbourne, FL	15%	10%	PCard-YES Delivery 90 days or less
Project Innovations Inc. - Tarpon Springs, FL	15%	10%	PCard-No Delivery 180 days
Rep Services, Inc. - Longwood, FL	No Bid	No Bid	PCard-NO Delivery 90 days
Shade America, Inc. - St. Augustine, FL	15%	10%	PCard-YES Delivery 90 days
Southern Park and Play, LLC - Melbourne, FL	No Bid	No Bid	PCard- YES Delivery 30-45 days
Swartz Associates, Inc. - Naples, FL	No Bid	No Bid	PCard- NO Delivery 30-70 days
Webuildfun, Inc. - Allen, TX	10%	10%	PCard- YES Delivery 56-84 days

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

NOTES:

1) Playground Equipment

- a. Play and Park Structures swings and swing components have a 1% discount.
- b. Engineering and permitting have 0% discount.

Installation Notes

- c. Shade and Shelter installation- Prices per job.
- d. Sports courts-Priced per Job.
- e. Site prep and site restoration are not included in install-Priced per job.
- f. Concrete slabs-Priced per job.
- g. Concrete curb- Priced per job.
- h. Only play and park structures requires certified installers.
- i. Site work and demolition is priced per job.

2) Travel rates \$125.00 per hour.

3) Discount does not include freight, specials/sales flyers, parts.

4) All GameTime Equipment

All GameTime -\$100 and above 10% discount on equipment list price

All Playground Systems-15% discount on equipment list price

GameTime GTImpaz Surfacing Components

GameTime GT Fit Items- 10% discount on equipment list price

5) Installation

Minimum trip charge for nay installation service-\$2,500

Shade and shelter installations at a different rate and to be determined for we=ach project, will include footers and crane rental. And additional services as needed.

All installation services by a GameTime certified installer. With invoicing and billing going through Gametime.

Site Preparation-

Digout/Excavation \$1.75 per SQ FT 4" think concrete \$1200 per SQ FT

Removal of Spoils \$2.00 per SQ FT crushed stone \$5.50 per SQ FT

Concrete Curb \$50.00 per LN FT Utility locates \$1,500.00 each

Signed/Sealed Drawings \$1,400.00 per job

6) Surfacing Matrix (all pricing includes installation, but no sub-base)

Poured Rubber- GT Aromatic- 1/2" thick wear course-50% color-Aromatic Urethane

1000+ sq. ft.

4' fall height (2" thick) \$25.00

5' fall height (2.5" thick) \$26.00

6' fall height (3" thick) \$27.00

8' fall height (3.5" thick) \$29.00

Add \$1.75 per sq. ft. for 100% Color

Add \$2.50 per sq. ft. for Aliphatic Binder

TABULATION OF BIDS ON PARK AND PLAYGROUND EQUIPMENT, MCSD No. 26-0041-MR

Bids Due: 3:00 p.m., June 11, 2025

NOTES:

6) continued

GT Turf, GT vTurf-60 oz. with infill		
1000+ sq. ft.		
0' fall height	\$25.00	
4' fall height	\$26.00	
6' fall height	\$27.00	
8' fall height	\$29.00	

Engineered Wood Fiber

Regardless of truck size 1-100 cubic yards, freight is \$1,500 per truck load

Each cubic yard of ADA & ASTM compliant Wood Fiber is \$30.00

Wood Fiber Installation = \$.75 per sq. ft.

Please call for more up to date quote, as Wood Fiber Freight cost does fluctuate monthly!

7) Playground Equipment installation only.

Freenotes Harmony Park, Playcraft Systems, Grounds for Play, Ultra Play, Playtopia, Sports Play, ID Sculpture

Site Equipment installation only.

Tuuci, Ultrasite,SRP/Webcoat, Frog Furnishings, Bison NRS Bleachers

Shade Structure installation only.

SRP Shade, USA Shade, Shade Systems, Cedar Forest Products

8) Includes foundations, equipment and labor.

9) Supervisor 1 team leader.

10) General worker

11) Playground Equipment and Site Equipment. \$1,300.00 minimum charge for installation.

12) Shade Structures. \$1,300.00 minimum charge for installation.

13)Surfacing Materials. \$1,300.00 minimum charge for installation.

14) Prepay & add freight for all manufacturers. Any Permitting requirements and cost (if applicable) will incur additional fee.

15) 8% for \$0.00 - \$4,999.

12% for \$5,000-\$9,999

15% \$10,000-\$14,999

18% \$15,000-\$24,999

20% \$25,000-above

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

Item Cover Page

City Council Item Report

Date: November 4, 2025

From: Jeannie Barlow, Senior Executive Assistant

Item Type: Resolution - Agreement/Contract

Subject: Resolution Approving an Addendum to the City Attorney's Employment Agreement

Presenter: Tony Nazario, Human Resources Director

Recommendation:

It is recommended that City Council adopt a resolution approving an addendum to the City Attorney's Employment Agreement.

Discussion:

On July 1, 2025, the City Council approved the City Attorney Employment Agreement between the City and Ernest Mueller. At its September 16, 2025, City Council approved providing the City Attorney the same annual salary increase applicable to the City's non-union employees. At the same meeting, the City Council directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the City Attorney's Employment Agreement.

The attached Addendum to the Employment Agreement between the City of Temple Terrace, FL and Ernest Mueller, City Attorney, contains the select compensation language.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY ATTORNEY EMPLOYMENT AGREEMENT BETWEEN ERNEST MUELLER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

Requirements:

Resolution

Cost:

Attachments:

1. Resolution
2. Addendum to Employment Agreement - Mueller

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY ATTORNEY EMPLOYMENT AGREEMENT BETWEEN ERNEST MUELLER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

Whereas, on July 1, 2025, the City Council of the City of Temple Terrace approved the City Attorney Employment Agreement between the City and Ernest Mueller; and

Whereas, on July 8, 2025, the City and Ernest Mueller executed the Employment Agreement; and

Whereas, at its September 16, 2025, City Council approved providing the City Attorney the same annual salary increase applicable to the City's non-union employees; and

Whereas, at the same meeting, the City Council directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the City Attorney's Employment Agreement; and

Whereas, the attached Addendum to Employment Agreement between the City of Temple Terrace, FL and Ernest Mueller, City Attorney contains the select compensation language.

Now, therefore, be it resolved by the City Council of the City of Temple Terrace, that:

1. **Recitals.** The foregoing recitals are hereby adopted and incorporated herein.
2. **Approval of Agreement.** The Addendum to Employment Agreement between the City of Temple Terrace, FL and Ernest Mueller, City Attorney, attached hereto, is approved and made part of the City Attorney's Employment Agreement dated July 8, 2025.
3. **Authority to Execute:** The Mayor is authorized to execute the Addendum to Employment Agreement Between the City of Temple Terrace, FL and Ernest Mueller, City Clerk.
4. **Effective Date.** This resolution shall take effect immediately upon its adoption.

Passed and Adopted by the City Council of the City of Temple Terrace, Florida, this 4th day of November 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

ADDENDUM TO EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF TEMPLE TERRACE, FL
AND ERNEST MUELLER, CITY ATTORNEY

This Addendum, entered into this _____ day of November, 2025, accompanies and provides additional terms to the Employment Agreement between the City of Temple Terrace, FL (hereinafter "City") and Ernest Mueller (hereinafter "City Attorney") entered into on July 8, 2025.

Whereas, the City and City Attorney entered into an Employment Agreement, dated July 8, 2025, setting forth the terms and conditions of the City Attorney's employment with the City; and

Whereas, on September 16, 2025, the City of Temple Terrace City Council approved providing the City Attorney the same annual salary increase(s) applicable to the City's non-union employees; and

Whereas, the annual salary increase would be effective October 1, 2025; and

Whereas, the City Council, at the September 16, 2025, meeting directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the Employment Agreement of the City Attorney.

NOW, THEREFORE, IN CONSIDERATION OF THE PROMISES AND COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. At a minimum, the City Attorney shall be eligible for annual salary increases applicable to the City's non-union employees. Furthermore, failure by the City Council to conduct the annual performance review and evaluation in any given year or years shall not preclude the City Attorney's eligibility for annual salary increases applicable to non-union employees.

2. This Addendum, together with the Employment Agreement, dated July 8, 2025, shall form the complete Employment Agreement of the City Attorney and shall be effective on the date that it is last approved and executed by the respective parties.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to have been executed by the Parties and attested to by the City's Clerk as of the day and year set forth above.

For the Employer,
THE CITY OF TEMPLE TERRACE:

By: _____
Andrew Ross
Mayor

Date: _____, 2025

EMPLOYEE/CITY ATTORNEY:

Ernest Mueller

Date: _____, 2025

Attest:

Lynda Sader, City Clerk

Reviewed for legal form and sufficiency:

Nicole Donnell, Deputy City Attorney

Item Cover Page

City Council Item Report

Date: November 4, 2025

From: Jeannie Barlow, Senior Executive Assistant

Item Type: Resolution - Agreement/Contract

Subject: Resolution Approving an Addendum to the City Clerk's Employment Agreement

Presenter: Mayor Andy Ross

Recommendation:

It is recommended that City Council adopt a resolution approving an addendum to the City Clerk's Employment Agreement.

Discussion:

On June 3, 2025, the City Council approved the City Clerk Employment Agreement between the City and Lynda Sader. At its September 16, 2025, City Council approved providing the City Clerk the same annual salary increase applicable to the City's non-union employees. At the same meeting, the City Council directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the City Clerk's Employment Agreement.

The attached Addendum to the Employment Agreement between the City of Temple Terrace, FL and Lynda Sader, City Clerk, contains the select compensation language.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY CLERK EMPLOYMENT AGREEMENT BETWEEN LYNDA SADER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

Requirements:

Resolution

Cost:

Attachments:

1. Resolution
2. Addendum to Employment Agreement - Sader

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING AN ADDENDUM TO THE CITY CLERK EMPLOYMENT AGREEMENT BETWEEN LYNDA SADER AND THE CITY OF TEMPLE TERRACE, FL; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT ON BEHALF OF THE CITY; PROVIDING AN EFFECTIVE DATE.

Whereas, on June 3, 2025, the City Council of the City of Temple Terrace approved the City Clerk Employment Agreement between the City and Lynda Sader; and

Whereas, on June 4, 2025, the City and Lynda Sader executed the Employment Agreement; and

Whereas, at its September 16, 2025, City Council approved providing the City Clerk the same annual salary increase applicable to the City's non-union employees; and

Whereas, at the same meeting, the City Council directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the City Clerk's Employment Agreement; and

Whereas, the attached Addendum to Employment Agreement between the City of Temple Terrace, FL and Lynda Sader, City Clerk contains the select compensation language.

Now, therefore, be it resolved by the City Council of the City of Temple Terrace, that:

1. **Recitals.** The foregoing recitals are hereby adopted and incorporated herein.
2. **Approval of Agreement.** The Addendum to Employment Agreement between the City of Temple Terrace, FL and Lynda Sader, City Clerk, attached hereto, is approved and made part of the City Clerk's Employment Agreement dated June 4, 2025.
3. **Authority to Execute:** The Mayor is authorized to execute the Addendum to Employment Agreement Between the City of Temple Terrace, FL and Lynda Sader, City Clerk.
4. **Effective Date.** This resolution shall take effect immediately upon its adoption.

Passed and Adopted by the City Council of the City of Temple Terrace, Florida, this 4th day of November 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

ADDENDUM TO EMPLOYMENT AGREEMENT
BETWEEN THE CITY OF TEMPLE TERRACE, FL
AND LYNDASADER, CITY CLERK

This Addendum, entered into this _____ day of November, 2025, accompanies and provides additional terms to the Employment Agreement between the City of Temple Terrace, FL (hereinafter "City") and Lynda Sader (hereinafter "City Clerk") entered into on June 4, 2025.

Whereas, the City and City Clerk entered into an Employment Agreement, dated June 4, 2025, setting forth the terms and conditions of the City Clerk's employment with the City; and

Whereas, on September 16, 2025, the City of Temple Terrace City Council approved providing the City Clerk the same annual salary increase(s) applicable to the City's non-union employees; and

Whereas, the annual salary increase would be effective October 1, 2025; and

Whereas, the City Council, at the September 16, 2025, meeting directed that select compensation language consistent with the City Manager's Employment Agreement be incorporated into the Employment Agreement of the City Clerk.

NOW, THEREFORE, IN CONSIDERATION OF THE PROMISES AND COVENANTS CONTAINED HEREIN, IT IS AGREED AS FOLLOWS:

1. At a minimum, the City Clerk shall be eligible for annual salary increases applicable to the City's non-union employees. Furthermore, failure by the City Council to conduct the annual performance review and evaluation in any given year or years shall not preclude the City Clerk's eligibility for annual salary increases applicable to non-union employees.

2. This Addendum, together with the Employment Agreement, dated June 4, 2025, shall form the complete Employment Agreement of the City Clerk and shall be effective on the date that it is last approved and executed by the respective parties.

IN WITNESS WHEREOF, the parties hereto have caused this Addendum to have been executed by the Parties and attested to by the City Clerk's Office, as of the day and year set forth above.

For the Employer,
THE CITY OF TEMPLE TERRACE:

By: _____
Andrew Ross
Mayor

Date: _____, 2025

EMPLOYEE/CITY CLERK:

Lynda Sader

Date: _____, 2025

Attest:

Margaret Persell, Legislative Assistant III

Reviewed for legal form and sufficiency:

Ernest Mueller, City Attorney

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Margaret Persell, Administrative Assistant III
Item Type: Resolution
Subject: Resolution Approving School Support Committee Grants
Presenter: SSC Chair Christina Paul

Recommendation:

It is recommended that City Council approve a resolution awarding funding for 28 grant applications from 10 area schools in the amount of \$28,484.16. Funds for such allocations are available in the Fiscal Year 2026 budget from Education Enhancement account 001-1021-511.82-21.

Discussion:

In accordance with the City's School Support Committee Grant Program, the School Support Committee members reviewed and rated 34 submitted grant applications. As a result of the grant rating process, the members recommended that City Council award grant funding to 28 school projects from 10 Temple Terrace area schools as follows:

26-01 Expanding Student Achievement in New Concert Band with Essential Percussion - \$2,000.00
26-02 Building a Culture of Reading: Classroom Libraries & Reading Campaign - \$1,400.00
26-03 Empowering Kindergarten Students to Improve Academic Skills - \$460.72
26-05 Soaring with Math - \$523.07
26-06 Self Regulation Classroom Kits - \$314.75
26-07 Improving Interaction in the High School Math Class - \$659.78
26-08 Sustainable Creativity - \$519.98
26-09 STEAMing the STEM Skills - \$543.65
26-10 Enhancing Literacy & Learning with an Eco Tank Printer - \$260.00
26-11 Buddy Reading: Building Reading & Learners - \$1,250.55
26-12 Critical Thinking Active & Creative - \$359.31
26-13 Stand Cart for River Hills Elementary Strings Classroom - \$565.35
26-14 Drumming with Djembes - \$1,409.85
26-15 Riverhills Elementary Makerspace - \$990.08
26-18 Biomimicry: STEM Robotics Challenge - \$1,174.50
26-19 Building Connections: Start with Hello & Mental Health Awareness Week -

\$841.07

26-20 Engaging Speech & Language Materials - \$628.00

26-21 Kennedy Space Center, Here We Come! - \$1,840.00

26-22 Robotics Tables for TCMS - \$678.00

26-23 Removing Barriers to Participation: Essential Equipment for Students Success - \$524.25

26-24 A Student-Led School News Show - \$2,000.00

26-25 Robotics - \$1,979.70

26-26 Growing with Books - \$1,102.34

26-27 Growing Readers - \$1,904.09

26-29 AVID College & Career Readiness Resource Expansion - \$1,900.00

26-30 IXL Learning Membership - \$628.25

26-31 On Point with STEM - \$326.89

26-33 SCOPE Room Outdoor Expansion - \$1,699.98

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE AWARD OF GRANTS FOR 28 SCHOOL PROJECTS AT TEN SCHOOLS IN THE AMOUNT OF \$28,484.16; APPROVING PAYMENT OF THE GRANTS FROM THE EDUCATION ENHANCEMENT ACCOUNT; PROVIDING FOR AN EFFECTIVE DATE.

Appropriation Code:

001-1021-511.82-21

Requirements:

Resolution

Cost:

\$28,484.16

Attachments:

1. Resolution SSC Grants
2. 26-01 Expanding Student Achievement in Patel High School's New Concert Band with Essential Percussion
3. 26-02 Building a Culture of Reading-Classroom Libraries and Reading Campaign
4. 26-03 Empowering Kindergarden Students to Improve Academic Skills
5. 26-05 Soaring with Math
6. 26-06 Self Regulation Classroom Kits
7. 26-07 Improving Interaction in the High School Math Class
8. 26-08 Sustainable Creativity
9. 26-09 STEAMing the STEM Skills
10. 26-10 Enhancing Literacy Grant & Learning w an Eco Tank Printer

11. 26-11 Buddy Reading-Building Readers & Leaders
12. 26-12 Making Critical Thinking Active & Creative
13. 26-13 Stand Cart for Riverhills Elementary Strings Classroom
14. 26-14 Drumming with Djembes
15. 26-15 Riverhills Elementary Makerspace
16. 26-18 STEM Robotics Challenge
17. 26-19 Start with Hello & Mental Health Awareness Week
18. 26-20 Engaging Speech & Language Materials
19. 26-21 Kennedy Space Center, Here We Come!
20. 26-22 Robotics Tables for TCMS
21. 26-23 Removing Barriers to Participation-Essential Equipment for Student Success
22. 26-24 Morning Launch- Student-Led School News Show
23. 26-25 Robotics
24. 26-26 Growing with Books
25. 26-27 Growing Readers
26. 26-28 TT Elementary Student of the Month Campaign
27. 26-29 AVID College & Career Readiness Resource Expansion
28. 26-30 IXL Learning Membership
29. 26-31 On Point with STEM
30. 26-33 SCOPE Room Outdoor Expansion

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE AWARD OF GRANTS FOR 28 SCHOOL PROJECTS AT TEN SCHOOLS IN THE AMOUNT OF \$28,484.16; APPROVING PAYMENT OF THE GRANTS FROM THE EDUCATION ENHANCEMENT ACCOUNT; PROVIDING FOR AN EFFECTIVE DATE.

Whereas, in furtherance of the City's School Improvement Grant Program, the School Support Committee reviewed and rated 34 grant applications that were submitted by area schools; and

Whereas, the School Support Committee's recommendations are based on committee discussions, debate, and score, as well as what is academically sustainable and most impactful; and

Whereas, based upon the rating process, the School Support Committee is recommending that the City Council award grant funding to 28 school projects from ten Temple Terrace schools as follows;

Temple Terrace Elementary:	<i>\$1,510.55 for Enhancing Literacy and Learning with an Eco Tank Printer and Buddy Reading: Building Readers and Learners.</i>
Lewis Elementary:	<i>\$1,840.00 for Kennedy Space Center, Here We Come!.</i>
Riverhills Elementary:	<i>\$6,818.58 for Sustainable Creativity, Stand Cart for Riverhills Elementary Strings Classroom, Drumming with Djembes, Riverhills Elementary Makerspace, Growing with Books, Growing Readers, and On Point with STEM .</i>
Focus Academy:	<i>\$524.25 for Removing Barriers to Participation: Essential Equipment for Student Success.</i>
Thonotosassa Elementary:	<i>\$942.75 for Self-Regulation Classroom Kits and Engaging Speech and Language Materials</i>
Folsom Elementary:	<i>\$1,527.44 for Empowering Kindergarten Students to Improve Academic Skills, Soaring with Math, and STEAMing the STEM Skills.</i>
Tampa Bay Technical High School:	<i>\$5,100.83 for Improving Interaction in the High School Math Class, Building Connections: Start with Hello and Mental Health Awareness Week, AVID College and Career Readiness Resource Expansion, and SCOPE Room Outdoor Expansion.</i>

Dr. Kiran C. Patel High School: *\$3,533.81 for Expanding Student Achievement in New Concert Band with Essential Percussion Critical Thinking Active and Creative Biomimicry: STEM Robotics Challenge.*

Dr. Kiran C. Patel Elementary School: *\$4,607.95 for A Student-Led School News Show, Robotics, and IXL Learning Membership.*

Terrace Community Middle School: *\$2,078 for Building a Culture of Reading: Classroom Libraries and Reading Campaign and Robotics Tables for Terrace Community Middle School.*

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA:

1. The award of funding grants for 28 school projects at ten schools in the amount of \$28,484.16, as recommended and listed above, are approved.
2. Payment for the grants from Education Enhancement Account 001-1021-511.82-21 is approved.
3. This Resolution shall take effect immediately upon adoption.

Passed and adopted by the City Council of the City of Temple Terrace, Florida this 4th Day of November 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk



Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Expanding Student Achievement in Patel High School's New Concert Band with Essential Percussion

Dollar Amount of Your Grant Request: \$2,000.00

APPLICANT INFORMATION

Project Administrator Name & Title: Skye Wright, Band Director/Music Facilitator

Project Administrator's email address: skye.wright@patelhs.org

School Name: Dr. Kiran C. Patel High School

Principal's Name: Lauren Carnell

School Phone: (813) 694-7667

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Patel High School has just launched its first-ever concert band program, creating a brand-new opportunity for students to explore and grow as musicians. As a charter school, we do not receive instruments from the district, so we are solely responsible for building our entire inventory of band instruments. One of the most critical missing pieces is a 3.5-octave xylophone. Without it, our percussionists cannot fully participate in standard band repertoire, limiting their learning experiences and preventing the ensemble from performing music at the appropriate level. This purchase will directly serve 35 students currently enrolled in the program and will benefit future band students for many years to come.

Project Goals Related to Student Achievement (cite specific grade level expectations): The primary goal is to provide students access to a standard 3.5-octave xylophone, enabling them to perform grade-level concert band literature and develop necessary technical and musical skills. This aligns with Florida State Music Standards in performance and literacy, including:

MU.912.S.3.2--perform music with technical accuracy and expression--MU.912.O.3.2--demonstrate how musical works are constructed and performed for specific purposes--and MU.912.C.2.1--evaluate and make appropriate adjustments to personal and ensemble performance.

Project Description: The xylophone will be incorporated into daily rehearsals, sectional work, and public performances. Students will use it for:

- Learning scales, etudes, and sightreading exercises on mallet percussion.
- Performing in school concerts, community events, and adjudicated festivals.
- Developing ensemble skills by performing repertoire that includes pitched percussion, ensuring well-rounded educational experiences.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):

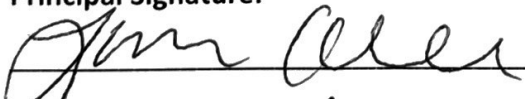
The success of this project will be measured through:

- Student performance assessments on scales, sightreading, and concert literature, with documented improvement over the course of the school year.
- Concert performance evaluations, with attention to balance, tone, and accuracy in percussion sections.
- Participation and achievement ratings at district and state-level festivals (MPA, Solo & Ensemble).

Quantitative data will include student assessment scores, festival ratings, and number of students engaged with the instrument.

Budget Information: Majestic X6535D 3.5-Octave Padauk Bar Xylophone Standard from Music & Arts (district approved vendor): \$2,217.00

Principal Signature:



Date: 8/27/25

Project Administrator Signature:



Date: 8/27/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Building a Culture of Reading: Classroom Libraries & Reading Campaign

Dollar Amount of Your Grant Request: \$2,000.00

APPLICANT INFORMATION

Project Administrator Name & Title: Caycie Fowler – 6th Grade Critical Thinking teacher

Project Administrator's email address: caycie.fowler@tcmstornadoes.com

School Name: Terrace Community Middle School

Principal's Name: Tahvia Shaw

School Phone: 813-450-1385

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Terrace Community Middle School serves a diverse student population, including an increasing number of students who struggle with reading stamina and comprehension. Recent school assessments show that a growing percentage of students coming to us read below grade level, limiting their success in core content areas such as science, English language arts, history, and math. Many students do not have access to a wide range of engaging, age-appropriate books outside of school. By strengthening classroom libraries and creating structured opportunities for independent reading, students will develop the stamina, fluency, and comprehension skills necessary for academic success. Approximately 220 middle school students will directly benefit from this project.

Project Goals Related to Student Achievement (cite specific grade level expectations):

Increase the percentage of students meeting grade-level expectations in reading by providing daily independent reading opportunities. Build students vocabulary, background knowledge, and comprehension through access to diverse, high-interest texts. Foster a culture of reading schoolwide that encourages students to read both in school and at home.

Project Description:

The project will establish mini classroom libraries in the 6th grade Critical Thinking classroom with culturally diverse, high-interest titles that appeal to middle school readers. The teacher will dedicate 10-15 minutes daily to structured independent reading, where students select books at their level ("just right" books) and track progress through reading logs. To build excitement, students will participate in a "Terrace Reads" campaign that includes book talks, reading challenges, and peer recommendations. Materials purchased will include books, storage bins, reading logs, and posters to promote the campaign.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):

Teacher will track student reading volume and stamina through reading logs and one-on-one reading conferences. Pre- and post-project surveys will measure changes in students attitudes toward reading. Reading assessment data (e.g., iReady or FSA Reading) will be compared fall-to-spring to measure growth. Success will be determined by: At least 50% of students increasing their independent reading time by spring. A measurable increase in positive student attitudes toward reading based on surveys.

Budget Information:

High-interest middle grade books for classroom libraries: \$1,400 Storage bins/bookshelves for organizing books: \$300 Student reading trackers, logs, and promotional materials (posters, bookmarks, incentives): \$300

Principal Signature: Jahira Shaw Date: 9/08/2025

Project Administrator Signature:

Caycie Fowler Date: __09/08/2025__



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Empowering Kindergarden Students To improve academic Skills

Dollar Amount of Your Grant Request: \$939.69

APPLICANT INFORMATION

Project Administrator Name & Title: Mindy King-Woodson

Project Administrator's email address: Mindy.king-woodson@hcps.net

School Name: Folsom Elementary

Principal's Name: Jennifer Penney

School Phone: 813-987-6755

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: I am requesting these items for my classroom , The outlets in the classroom are not enough to charge each tablets, students take turns waiting for devices to be charge. A classroom charging station can solve this problem. These items will help to provide a convenient and centralized location for students to charge their devices, instead of searching for available outlets through out the classroom. Having a central location for charging docks will help create a more organized and clutter-free learning environment. These items will assist my 20 Kindergarden students in enhancing digital skills, which will help them to improve their Reading , Math and Science skills including analytical thinking. These Charging docks will help the student charge their own devices, and be ready and prepared for their independent learning daily. Some of my students who have disabilities or are below level require continuous repetition and reviews of skills taught. These programs on the tablet will help every student to improve and master the skills. My students will be engaged through educational games and with variety of learning experience and make lesson more interactive.

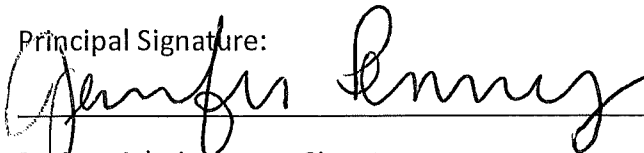
Project Goals Related to Student Achievement (cite specific grade level expectations): Students will access a wide range of educational apps while fostering and collaborating learning opportunities. Kindergarden students are learning to practice letters, making words, using sight words to read and comprehension, in math students will use addition and subtraction with numbers and enhances their math skills. Keeping the tablets charge will help reinforce skills previously taught and assist the teacher to provide personalized instruction according to kindergarden Curriculum, Benchmarks and State Standards. These enhancing practices will cater to the diverse needs of each students, make learning more engaging, foster interactive learning, creativity, communication and digital skills among all students.

Project Description: The benefit of having one area for charging stations in my classroom, it will help eliminate the wait time for my 20 students using multiple devices to be charge daily and also ensure that all 20 students will have a ready, fully charged device in time for class or projects in math, reading and science. These items will help increase my 20 kindergarden students with engagement and enhance learning by providing creativity and critical thinking independently in reading, math and science skills. My kindergarden students will learn to be independently keeping the tablet charged so that they can use to practice the skills independently without loss of academic downtime. They will explore math, science and reading skills through interactive games, and apps making their learning more engaging, fun, and effective.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Using student's strengths and areas of growth can easily help determine whether District Benchmarks, State test and curriculum are being met. The students will also evaluated when they use the programs as well. Keeping 20 tablets fully charged daily can help me provide the students with constructive feedback to the students in a timely manner, and determined who is struggling and offered more support to those that are struggling. This will help my 20 students understand their strengths and areas for growth in data chats.

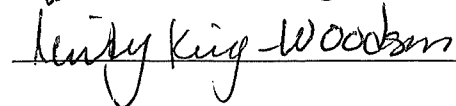
Budget Information: AMAZON: Tripp Lite(CSD1006AC) 10-Device Desktop AC Charging Station with Surge Protector for Tablets, Laptops and E-Readers \$230.36 each X 2 = \$460.72 and 3 Amazon tablets blue \$109.99 X 3 = \$329.97 2) Lakeshore Learning Store: <https://www.lakeshorelearning.com/products/teaching-resources/classroom-essentials/lakeshore-magic-board-set-of-10/s/PP717X/> \$149.00

Principal Signature:



Date: 9/4/25

Project Administrator Signature:



Date: 9/4/25



TEMPLE TERRACE

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Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Soaring with Math

Dollar Amount of Your Grant Request: \$723.05

APPLICANT INFORMATION

Project Administrator Name & Title: Tamekia West

Project Administrator's email address: tamekia.west@hcps.net

School Name: Folsom Elementary

Principal's Name: Jennifer Penney

School Phone: 813-987-6755

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: My Kindergarten class of 17 students are an eager and motivated group of students ready to learn. Students come from a diverse background with many of them beginning their first formal school experience. Many of the students are also English Language Learner (ELL) students that are learning how to communicate and speak English with their peers. They love hands on math and science activities during whole group, small group, and independent learning time. Students are working to become collaborative and engaged learners with a vast range of learning levels. Some students are just beginning to learn how to count and recognize numbers while others are already adding and subtracting numbers.

Project Goals Related to Student Achievement (cite specific grade level expectations): The hands on materials will give students a way to become accountable for their learning and have a way to self check their successes. The students in my class would love to have hands on resources to continue making progress towards individualized math learning goals that are set during student data chats. The goal is for students to continuously make growth and master

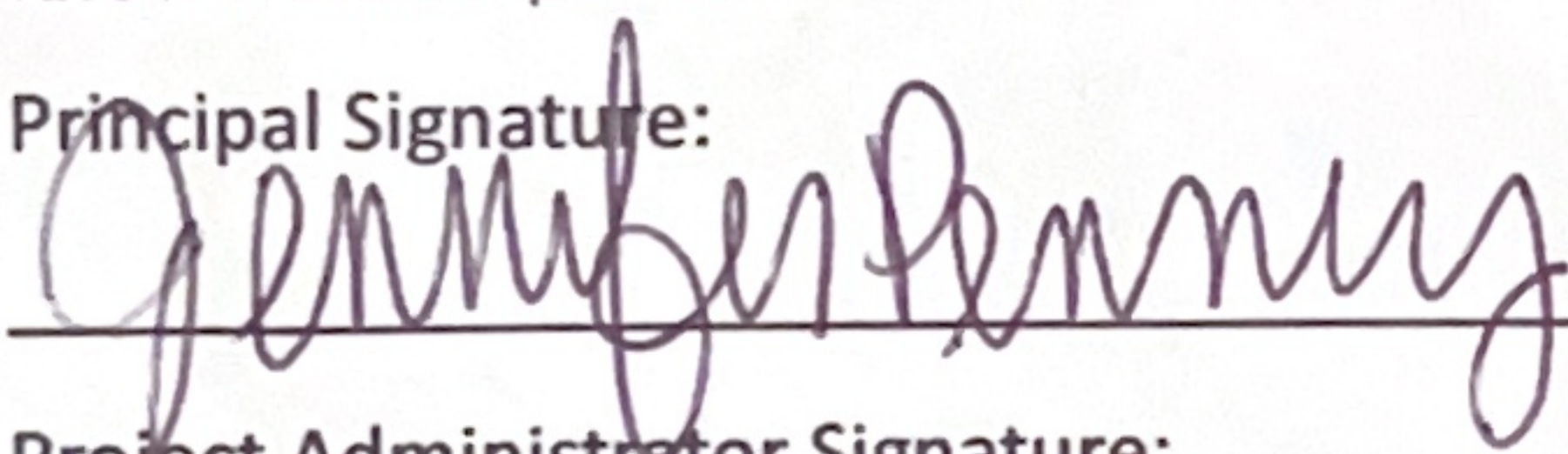
Kindergarten state benchmarks and standards. By the end of the Kindergarten, students are expected to be able to count and recognize numbers to 20, add and subtract within 10, compare numbers, and recognize shapes. The materials will help to increase their critical thinking, analytical skills, independent learning, model our thinking, and increase math assessment scores.

Project Description: Math learning centers are a great way to engage students with hands on learning. Early learning students require concrete materials to help them understand abstract ideas. For example, they need counting objects and manipulatives to see and be able to touch each item as they count. By using these materials and working with others it helps them to problem solve and use critical thinking skills. The math supplies will give my students more practice and have a deeper understanding of mathematical concepts. The hands on learning centers will be used during small group and independent work time.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): The students will be evaluated through teacher observation, Iready Math assessments that are done quarterly, and 16 of 17 students will increase percentile ranking by at least 5% on the state standardized STAR Math assessment (administered three times during the school year).

Budget Information: Lakeshore Pattern Block Design Cards \$14.99, Lakeshore Unlock it Number Math \$29.99, Lakeshore Double Sided Magnetic Tiles \$49.99, Jumbo Dice \$24.99, Lakeshore Math Simple Addition \$29.99, Shake and Add Numbers \$29.99, Lakeshore It's a Snap Counting \$29.99, Lakeshore Magnetic Counting Rods \$39.99, Lakeshore Touch and Match Simple Addition \$29.99, Lakeshore Treasure Chest Counting Box \$29.99, Lakeshore Magic Board \$29.99, Lakeshore Addition Flip and Solve Board \$29.99, Lakeshore Making Ten Learning Center \$39.99, Lakeshore Number Line Slider Boards (2 sets of 10) \$79.98, Lakeshore Making 10 Rainbow Poster \$2.69, Lakeshore Number Chart Poster \$3.69, Amazon Fire Tablets to incorporate math apps (2) \$199.98, Amazon Sprite Gru Math Linking Cubes \$12.99, Amazon Easy Addition Fun to Know Puzzles \$13.85.

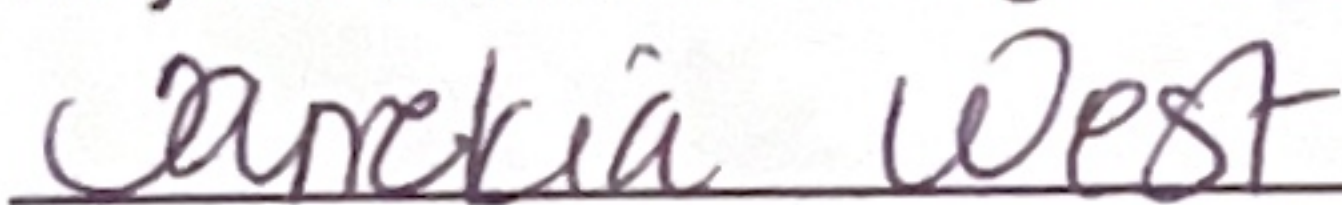
Principal Signature:



Date:

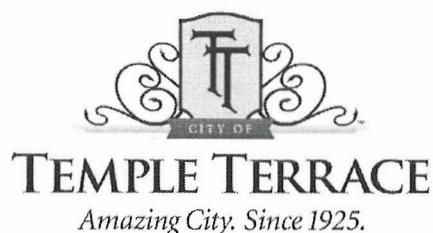
9/9/25

Project Administrator Signature:



Date:

9/9/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Self Regulation Classroom Kits

Dollar Amount of Your Grant Request: \$314.75

APPLICANT INFORMATION

Project Administrator Name & Title: Amanda Leonard, School Counselor

Project Administrator's email address: Amanda.Leonard@hcps.net

School Name: Thonotosassa Elementary

Principal's Name: Anthony Montoto

School Phone: 813-987-6987

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Thonotosassa Elementary is a Renaissance school with more than 75% of students at the poverty level. One study from 2020 found that children of poverty have an increased risk of Adverse Childhood Experiences, or ACEs, which can contribute to atypical "social, behavioural and emotional difficulties" (Knifton & Inglis, 2020). When students experience emotional difficulties it prohibits their ability to stay in the classroom and learn. It also minimizes the ability of their peers to stay focused on academics. As the School Counselor, one of my goals is to help students learn to self-regulate. In my 12 years of experience, it is most beneficial to teach the skill of self-regulation similarly to the way students learn to read or do math. Through modeling and repetitive practice, students can learn to self-regulate through frustration, sadness, and even anger. My goal is to have a self-regulation kit, also known as, Calm Down Kit in every classroom! Students will be taught how to use the tools in the kit as a means to self-regulate quickly (within 5 minutes) in the classroom Calm Corner. This will allow students to return to the lesson and classwork in a timely manner.

Knifton, L., & Inglis, G. (2020). Poverty and mental health: Policy, practice and research implications. BJPsych Bulletin, 44(5), 193–196. <https://doi.org/10.1192/bjb.2020.78>

Project Goals Related to Student Achievement (cite specific grade level expectations): Factors that influence learning and instructional time in the classroom is not limited to attendance and tardies; behaviors and emotional disruptions can also greatly impact the learning environment. American School Counseling Association Standards: Mindsets & Behaviors for Student Success highlights the behavior standard, B-SMS 7. Effective coping skills is pertinent for student success. The more time a student spends in the classroom is more time spent learning. A secondary benefit is positively impacting the classroom environment to enable classmates to focus without behavior and social disturbances.

Project Description: Students in grades Kindergarten through 5th grade, including ESE behavior classes, will be taught to use coping tools to self-regulate. Each classroom will have a Calm Down Kit that consists of sensory tools to help students practice self-regulation skills inside the classroom in a designated “Calm Corner”. Kits will contain a tool for deep breathing, mindfulness, visual tool for re-focus, fidget tool, the option to color, a stress ball, and a 5 minute sand timer. The School Counselor will reinforce these skills through the use of monthly class lessons and weekly Tier 2 small group counseling.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Since self-regulation tends to be displayed through behaviors and other social interactions, behavior data will be utilized. The evaluation will be measured by overall number of referrals for the school year compared to the year before. In 2024-2025 school year, our school documented 332 behavior referrals. Another component will be measuring teacher and staff perception of effectiveness using a likert scale.

Budget Information: Materials to be purchased (multiplied by 21 classrooms).

Worry Stones (6 for \$9.99) Quantity needed: 4= \$39.96

Squeeze Sensory Tube (4 for \$13.89) Quantity needed 6= \$83.34

Pinwheels Breathing Tool (24 for \$24.95) Quantity needed 1= \$24.95

Crayons (pack of 30 boxes of 24 colors) Quantity needed 1- \$29.99

5-minute mini sand timers (4 for \$6.99) Quantity needed 6= \$41.94

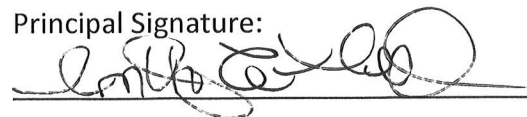
Storage bin for Calm Kit Items (12 for \$38.69) Quantity needed 2= \$77.38

Mindful Movement Cards (one time purchase, reprintable)= \$3.20

Stressball (24 for \$13.99) Quantity needed 1= \$13.99

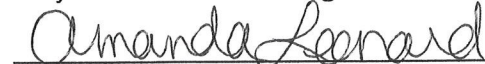
TOTAL: \$314.75

Principal Signature:

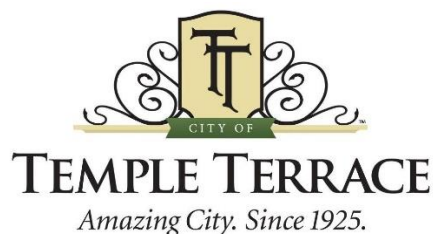


Date: 9/10/25

Project Administrator Signature:



Date: 9/10/25



Temple Terrace School Support Committee

2025-2026 Grant Application

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Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Improving Interaction in the High School Math class

Dollar Amount of Your Grant Request: \$659.78

APPLICANT INFORMATION

Project Administrator Name & Title: Karen Derflinger, Math Department Head, TBT

Project Administrator's email address: karen.derflinger@hcps.net

School Name: Tampa Bay Technical High School

Principal's Name: Ernestine Woody

School Phone: 813-744-8360

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: We have been using the Building Thinking Classrooms model of teaching, which incorporates students working on whiteboards around the classroom. It is a great method for student engagement, builds math communication, and also helps check for understanding. In addition, the small rolling podium helps me circulate the classroom, checking all student understanding, without being restricted to the front of the classroom.

Project Goals Related to Student Achievement (cite specific grade level expectations): Improve math scores for both state EOC assessments and AP exams, while also getting the kids to learn to work together and share responsibility for learning.

Project Description: Students use the vertical whiteboards to work on daily assignments as opposed to just sitting and copying the traditional way. Research has shown that students retain better when they communicate more as they are learning. The book "Building Thinking Classrooms" has a lot more evidence supporting this new style of classroom.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): I will compare semester exam scores from this year compared to last year.

Budget Information: \$579.80 for 20 adhesive whiteboards. \$79.98 for rolling podium.

Principal Signature: _____

Date: _____

Project Administrator Signature: _____

Date: _____



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(\$19.38 / count)

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\$39.99

48"W x 36"H

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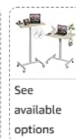
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Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Sustainable creativity

Dollar Amount of Your Grant Request: \$519.98

APPLICANT INFORMATION

Project Administrator Name & Title: Stephanie Hembd/Art teacher

Project Administrator's email address: stephanie.hembd@hps.net

School Name: Riverhills Elementary

Principal's Name: Ms. Crystal Brown

School Phone: (813)987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: (2) Chomp Saw Cardboard cutters @ \$259.00 each

Project Goals Related to Student Achievement (cite specific grade level expectations): Multi-discipline art projects provide K-5 students, opportunity to incorporate math, and science standards into their art program. This is in line with our IB philosophy and enhancing our scores through interdisciplinary content.

Project Description: Students K-5 will utilize tools to take agency over their own building and creativity. The cardboard cutter will allow a safe environment while incorporating sustainable materials into the art curriculum.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):

Click or tap here to enter text.

Budget Information: See attached document for product details

Principal Signature:

Kathy Joni AP
Crystal Brown

9/22/2025

Project Administrator Signature:

[Signature]

Date: _____

Date: 9/22/2025



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- Designed for Young Makers & Creative Play: Empower kids to bring their ideas to life while encouraging hands-on creativity, problem-solving, and spatial reasoning.
- Safe, Fun, & Easy to Use: Unlike box cutters and scissors, the ChompSaw has no sharp blades or spinning parts to keep kids safe!
- Perfect for STEAM Learning: Great for DIY projects at home, classrooms, libraries, and makerspaces.
- Cut with Precision: Just lift the lid to find your power supply, plug in the power cord, and start creating! The ChompSaw is ready to use right out of the box and designed to cut most materials softer and thinner than 3mm cardboard.
- Trusted by Parents, Teachers & STEAM Educators: The ChompSaw is more than just a toy, it's a learning tool that helps kids develop fine motor skills, coordination, and engineering thinking. Used in STEAM programs, summer camps, and workshops, it's an educator-approved way to teach power tool safety and inspire the next-generation of inventors.
- Join a Growing Community of Makers: ChompShop was founded by graduates of the Integrated Product Design Master's program at UPenn and its a small business dedicated to inspiring creativity. We're here to help your makers every step of the way — visit our website for video tutorials, project patterns,

Grant Title: Creative Sustainability: Project Summary

Creative Sustainability integrates art, math, and science standards through hands-on, multi-disciplinary projects in the K–5 visual arts program. Students will explore creativity through problem-solving, measurement, balance, structure, and environmental awareness — all while engaging with sustainable materials. This project aligns with the International Baccalaureate (IB) philosophy by fostering inquiry-based learning and student agency. Students will take ownership of their creative process, using critical and reflective thinking to make artistic choices that connect to real-world concepts in science and math.

Statement of Need

As our school continues to build strong interdisciplinary connections, the art room serves as a vital hub for STEAM learning. However, students need access to tools and materials that promote sustainable practices and safe, independent exploration. The addition of **safe cardboard cutters** will empower students to design and construct using recycled and repurposed materials. These tools will allow young artists to safely explore engineering concepts, geometry, and environmental design while reinforcing sustainability and responsibility.

Goals and Objectives

- **Integrate Art, Math, and Science:** Engage K–5 students in projects that explore geometry, measurement, structure, and environmental awareness through art.
- **Promote Sustainability:** Encourage the reuse of materials such as cardboard to reduce waste and inspire eco-conscious creativity.
- **Foster Student Agency:** Provide safe tools and resources that empower students to take ownership of their learning and creative process.
- **Enhance IB Connections:** Support the IB learner profile by developing thinkers, inquirers, and balanced learners who take action through art.

Expected Outcomes

- Increased student engagement and achievement through interdisciplinary learning.
- Improved fine motor and problem-solving skills through hands-on construction.
- Greater awareness of sustainability and environmental responsibility.
- Positive impact on school culture through creative collaboration and innovation

Evaluation: Success will be measured by:

- Student reflections and documentation through IB process journals.
- Teacher observation of interdisciplinary skill integration.
- Student exhibition or showcase demonstrating sustainable art projects.
- Feedback from classroom teachers and administration on collaborative learning outcomes.



Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: STEAMing the STEM Skills

Dollar Amount of Your Grant Request: \$543.65

APPLICANT INFORMATION

Project Administrator Name & Title: Maria Carvalho

Project Administrator's email address: maria.carvalho@hcps.net

School Name: FOLSOM ELEMENTARY

Principal's Name: Jennifer Penney

School Phone: 813 987 6755

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: I have 20 non-verbal and verbal students (Ss.) at different levels of academics – lack of basic skills, self-esteem and self confidence. The items will enhance my 4 and 5-year-old students' reading and math skills as well as fine motor skills. For my students to progress, I need these activities for continuous repetition and reviewing of skills taught in class. They also need calming strategies to enable them to stay focused during instruction. Some of my Ss need motivation and encouragement to stay on task, problem solve and reflect. As such these activities will be impactful in encouraging them to problem solve, think critically and analytically through play. Students will learn using different modalities – hands-on, technology, etc. In addition, the Ss that have not mastered a skill will be retaught individually during independent play.

Project Goals Related to Student Achievement (cite specific grade level expectations): The project goal is to enhance and prepare my 20 PreK Ss. for KG Readiness and be successful in all grade levels. Using these activities, they will meet the PreK state benchmarks in Reading,

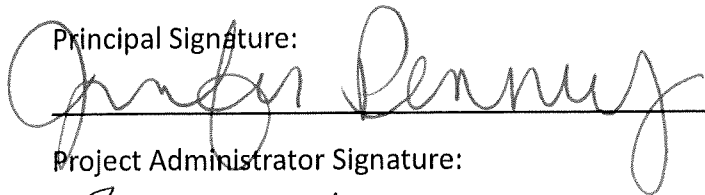
Math, and Writing which include identifying letters, numbers, and shapes. They will be able to problem solve and think critically/ analytically to engage in STEM activities. Moreover, they will be independent learners, problem solver, critical and analytical thinkers.

Project Description: By donating to our project, Ss. will be able to practice the reading, math and writing skills independently; think critically and analytically; and work individually to build self-esteem and confidence. These activities will help to improve and increase the learning of all students in the class this year and future Ss as well. My goal is to assure that they obtain a good base in reading and math skills, so as to be successful in the future grades. Activities with Tangram will build self esteem, confidence, and problem solving skills. The weighted toys will assist Ss with autistic tendencies to calm down and stay focused during instruction, thus improve their academic skills.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): The students will be evaluated when they use the materials in centers independently. Anecdotal records will assess how the students are improving in their Reading, Math, Writing and Analytical thinking skills They will also be progress monitored and assessed using State/district assessments during and at the end of the year to see improvement and mastery of KG Readiness skills.

Budget Information: Lakeshore: 1) LEGO DUPLO Classic Cars and Trucks Brick Box Playset, Educational STEM Toy, Preschool Building, 10439 \$49.99; 2) Toddler Magnetic Blocks Building Toys Educational Magnetic Sticks and Balls Learning Stem Preschool Toys \$22.93 3) Coodoo Upgraded Magnetic Blocks Tough Tiles STEM Toys for Toddlers Kids \$24.99 4) Write the Letter Activity CenterItem # LC744 \$24.99 5) Weighted Washable Calming Book \$39.99 6) Weighted Washable Sensory ButterflyItem # EE645 \$49.99 7) Tactile Numbers Match-UpsItem # HH396 \$16.99 8) Tangram Picture Matching Cards \$14.99 AMAZON: 9) Upins 1000 Pcs Black Wiggle Googly Eyes with Self-Adhesive \$6.99 10) Vanmor Wooden Tangrams Sets Pattern Blocks, Shape Card Brain Teaser Puzzles \$12.89 11) STEM Board Games Kids Toys, Maze Brain Teaser Puzzles Learning Games \$29.99 12) 2 of Amazon Fire 7 Kids tablet. \$219.98 13) Paint Brushes for Kids, 10 Pcs Big Washable Chubby Toddler Paint Brushes \$6.95 14) ZazzyKid Kids Magnetic Pattern Blocks Set: 216 PCS Geometric Shape Puzzles Tangram – STEM 21.99 Total = \$543.65

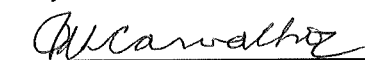
Principal Signature:



Date:

9/11/2025

Project Administrator Signature:



Date:

9/9/2025

**Temple Terrace School Support Committee
2025-2026 Grant Application**

Grant Title: Enhancing Literacy and Learning with an EcoTank Printer

Dollar Amount of Your Grant Request: \$260

Project Administrator Name & Title: Melissa Zervos-4th grade Reading Teacher

Project Administrator's email address: Melissa.Zervos@hcps.net

School's Name: Temple Terrace Elementary School

Principal's Name: Ashley Cochol

School Phone: 813-987-6903

Background/Need:

As a 4th grade reading teacher serving three classes of 20 students each (60 students total), I require frequent printed materials to support literacy instruction. Currently, I rely on my own funds to provide copies, and I do not have access to color printing. Many instructional strategies—such as creating anchor charts, posters, and visually engaging reading materials—depend on color for clarity and effectiveness. Without access to a reliable, cost-efficient color printer, my students are missing out on resources that would support their learning, while I face significant personal expenses.

Project Goals Related to Student Achievement:

- Improve student reading comprehension and engagement by providing visually appealing, color-coded materials that align with 4th grade Florida B.E.S.T. standards.
- Increase access to differentiated reading supports (charts, graphic organizers, visual aids) for struggling readers.
- Encourage student accountability and ownership by creating aesthetically pleasing handouts, projects, and classroom displays.

Project Description:

Grant funds will be used to purchase an Epson EcoTank ET-4800 Wireless All-in-One Supertank Printer. This model eliminates the need for expensive cartridges by using refillable ink tanks, dramatically reducing long-term printing costs. With this printer, I will be able to:

- Produce high-quality black-and-white and color copies for all 60 students.
- Create anchor charts, posters, and literacy visuals in color to aid comprehension.
- Print individualized resources for students needing additional support or enrichment.
- Empower students by giving them access to colorful, professional-looking work that promotes pride and motivation in their learning.

Evaluation:

Success will be measured through:

- Teacher survey measuring increased student participation in class discussions and activities using printed visuals.
 - Teacher records of reduced out-of-pocket printing expenses.
- A final report will compare student engagement and achievement before and after the implementation of the printer.

Budget Information:

- Epson EcoTank ET-4800 Wireless All-in-One Supertank Printer – \$259.99 (Amazon, Epson Store)

Note: No shipping or tax costs included, per grant guidelines.

Principal Signature: Asulung Canal Date: 9/18/25

Project Administrator Signature: M. Zervas Date: 9-18-25

**Temple Terrace School Support Committee
2025-2026 Grant Application**

Grant Title: Buddy Reading: Building Readers and Leaders

Dollar Amount of Your Grant Request: \$1,363.10

Project Administrator Name & Title: Melissa Zervos-4th grade Reading Teacher

Project Administrator's email address: Melissa.Zervos@hcps.net

School's Name: Temple Terrace Elementary School

Principal's Name: Ashley Cochol

School Phone: 813-987-6903

Background/Need:

Our school serves a diverse population of students who benefit from additional support in reading, social development, and accountability. Currently, both our 4th-grade and kindergarten students would benefit from opportunities that strengthen literacy skills while also fostering positive peer relationships. Over 100 students in each grade level will directly participate in the project. By pairing older students with younger learners, this buddy reading program addresses critical needs: improving reading scores, developing socialization skills, and creating a sense of responsibility and mentorship among our 4th graders.

Project Goals Related to Student Achievement:

- Kindergarten students will strengthen early literacy skills by listening to fluent reading, engaging in discussions, and practicing comprehension aligned with Florida B.E.S.T. Standards for Reading.
- 4th grade students will build fluency, oral communication, and leadership skills aligned with 4th grade ELA standards (speaking, listening, and comprehension).
- All students will gain confidence in reading and learn accountability through repeated structured interactions.

Project Description:

The program will bring 4th-grade and kindergarten students together six times during the school year for a shared reading followed by related activities. Each session will feature one high-quality children's book, such as *You Are (Not) Small*, *The Gingerbread Man*, and *Strictly No Elephants*. After reading together, buddies will complete an activity tied to the story during their next session, reinforcing comprehension and collaboration. At the end of each shared reading, the kindergarten student will take home their own copy of the book to build a personal home library. By year's end, every kindergartener will own three books, encouraging family literacy at home.

Evaluation:

Success will be measured through:

- Kindergarten teacher survey on program effectiveness.
- 4th grade student feedback on program enjoyment and motivation to read.

Budget Information:

- *You Are (Not) Small* – 105 copies @ \$3.71 = \$389.55
- *The Gingerbread Man* – 105 copies @ \$2.99 = \$313.95
- *Strictly No Elephants* – 105 copies @ \$5.21 = \$547.05
- **Total Request:** \$1,363.10

Vendor: Scholastic Education. Shipping and tax are excluded per grant guidelines.

Principal Signature: Ashley Cochran Date: 9/18/25

Project Administrator Signature: M. J. Zervas Date: 9-18-25



26-12

TEMPLE TERRACE

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Temple Terrace School Support Committee 2025-2026 Grant Application

APPLICANT INFORMATION

Project Administrator Name & Title: Megan Esgar, Electives Facilitator

Project Administrator's email address: megan.esgar@patelhs.org

School Name: Dr. Kiran C. Patel High School

Principal's Name: Lauren Carnell

School Phone: (813) 694-7667

GRANT INFORMATION

Grant Title: Making Critical Thinking Active and Creative

Dollar Amount of Your Grant Request: \$359.31

Background/Need: Dr. Kiran C. Patel High School (PHS) serves a diverse population of learners in Hillsborough County and is committed to preparing students for college and career success through rigorous academics, project-based learning, and innovative programs. PHS ensures that every student has access to advanced coursework, including the Cambridge AICE program.

The AICE Thinking Skills course is a critical component of this program, requiring students to master logical fallacies and weaknesses in reasoning in preparation for the AICE Thinking Skills exam. Success on this exam not only provides students with the opportunity to earn college credit but also contributes to the AICE Diploma, which qualifies learners for the Florida Bright Futures Scholarship. These scholarships can significantly reduce the financial burden of higher education for many families.

Currently, students lack access to the classroom supplies that allow for hands-on, collaborative, and creative approaches to mastering this challenging content. Without grant funding, the cost of items such as easel pads, colored markers, and cardstock falls on individual teachers or families, creating inequities in access to high-quality learning experiences. By providing these resources, this grant will ensure that all 144 students enrolled in AICE Thinking Skills have equal opportunities to learn through multiple modalities—visual, collaborative, and creative expression.

This project not only supports exam preparation but also develops transferable skills in critical thinking, communication, and collaboration—skills that are vital for success in college, the workforce, and civic life. The posters and one-pagers created will remain as teaching tools in PHS classrooms, benefitting future cohorts of students and ensuring the grant's impact extends beyond the current school year.

Student Achievement Project Goals: By creating one-pagers and posters, students will be able to improve their abilities to identify flaws and weaknesses in reasoning and assess the impacts on the reasoning's strength. With 14 different fallacies and 6 different areas of weakness in the AICE curriculum, students are required to know a lot of information. Posters will be great ways to include hands-on modalities and creative expression while students create resources that teach each other. One-pagers have a strong track record of condensing student learning into a succinct display that shows deep understanding through both text and images. These projects will allow students to master the critical thinking content that they will need for the exam.

Project Description: These projects will provide students in the AICE Thinking Skills course with the opportunity to actively engage in mastering critical thinking concepts through hands-on, creative, and collaborative learning experiences. Using the requested supplies, students will design and produce one-pagers, small posters, and large easel-pad visuals that focus on logical fallacies (e.g., slippery slope, personal attack, sweeping generalization) and weaknesses in reasoning (e.g., appeal to emotion, appeal to popularity, wild analogy).

Students will work in pairs and small groups, strengthening their collaboration and communication skills while deepening their understanding of fallacies and weak reasoning. The smaller one-pagers and posters will serve as individual or partner assessments, allowing students to demonstrate mastery of content in both text and visuals. The large posters will be presented in a gallery walk lesson, where students teach one another, creating a highly interactive and student-centered environment.

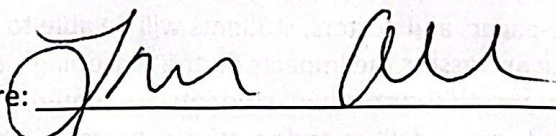
This approach supports PHS's broader mission of learning through innovation, collaboration, and real-world application. By blending academic rigor with creative expression, students will not only prepare for the AICE Thinking Skills exam but also build critical 21st-century skills that will serve them in college and career pathways.

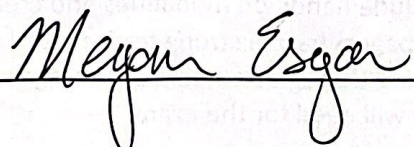
Evaluation (required by 4:00 p.m. on 4/20/26): Success of this project will be measured through multiple data points:

1. Pre- and Post-Assessments: Students will complete a short assessment on identifying logical fallacies and weak reasoning at the start and end of the unit.
2. Student Work Products: 100% of students will produce at least one one-pager and one poster that accurately illustrates a fallacy or weak reasoning example. These will be evaluated using a rubric for accuracy, clarity, and creativity.
3. Participation: All 144 students will participate in a gallery walk activity where they teach peers about their assigned fallacy or weakness in reasoning.
4. Exam Performance: We will compare the AICE Thinking Skills exam pass rate for this cohort against previous years to determine if mastery of fallacies contributes to improved performance.
5. Student Surveys: Students will complete a brief survey reflecting on their confidence in recognizing flawed reasoning. We expect at least 80% of students to report increased confidence.

Budget Information:

Vendor	Item	Unit Cost	Quantity	Overall Cost
Amazon	200 pcs marker set	31.99	1	31.99
Amazon	288 pcs colored pencil set	23.99	1	23.99
Amazon	8 pcs fine tip dry erase markers	9.89	5	49.45
Amazon	40 pcs chisel tip dry erase markers	29.42	4	117.68
Amazon	4 pk 25"x30" sticky easel pads	71.99	1	71.99
Amazon	500 sheets 11"x17" paper	28.23	1	28.23
Amazon	300 sheets white cardstock	13.49	1	13.49
Amazon	25 pk scissors	22.49	1	22.49
TOTAL	\$359.31			

Principal Signature:  Date: 9/18/25

Project Administrator Signature:  Date: 9.17.25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Stand Cart for Riverhills Elementary Strings Classroom

Dollar Amount of Your Grant Request: \$565.35

APPLICANT INFORMATION

Project Administrator Name & Title: Timothy Dow, Strings Instructor

Project Administrator's email address: timothy.dow@hcps.net

School Name: Riverhills Elementary Magnet School

Principal's Name: Crystal Brown

School Phone: 813-987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: The strings room at Riverhills Elementary Magnet School stores 23 Manhasset music stands. These music stands are used across grade levels for a variety of purposes in our strings classes, music ensembles, and performances on our campus. There is currently no stand cart to properly organize and store the stands when not in use; As a result, the stands take up a significant amount of space. With a stand cart, the stands will be easily accessible and portable for use in class, rehearsals, and performances.

Project Goals Related to Student Achievement (cite specific grade level expectations): The music stand cart will allow for easier organization of music stands and allow for more space in the classroom to be used for other resources and activities. Students will be able to independently demonstrate care for class resources by utilizing the cart during strings class, rehearsals, and performances. Additionally, with the stands properly stored, all grade level students will have more space in the classroom to safely participate in movement activities.

Project Description: To purchase a Mannahasset Model 1910 Standard Music Stand Cart. To be used to store 23 music stands in the strings classroom to provide a more organized space as well as easier method of transporting stands.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Classroom will be visibly more organized and supplies will be readily accessible for students of all grade levels to utilize in class or rehearsals.

Budget Information: Mannhasset Music Stand Model 1910 Standard Music Stand Cart – available at Sweetwater Music – 565.35

Principal Signature:

Crystal Brown Date: 9/18/25

Project Administrator Signature:

Timothy Dow Date: 9-18-25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Drumming with Djembes

Dollar Amount of Your Grant Request: \$1,409.85

APPLICANT INFORMATION

Project Administrator Name & Title: Kelly Hagen, Music Teacher

Project Administrator's email address: Kelly.hagen@hcps.net

School Name: Riverhills Elementary Magnet School

Principal's Name: Crystal Brown

School Phone: (813)987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: I am happy to offer an after-school World Drumming performance ensemble at Riverhills Elementary. We have been going strong for over 10 years and are ready to grow the group. I am writing to request funds for three djembes (West African hand drums) to add to our current instrumentation of 18 tubanos (generic-style world hand drums) and 2 congas (Afro-Caribbean hand drums). These new drums would allow me to include 3 more students in the after-school ensemble, as well as allow every student in third through fifth grade to have their own drum during regular Music class (usually a few students have to share in 4th and 5th grade). Every year I have about 40 students audition for the 20 spots in my after-school group, and it would be wonderful for many to be able to include three more students. Adding this new type of drum would also give our music more depth and variety.

Project Goals Related to Student Achievement (cite specific grade level expectations): These djembe drums would mostly benefit third through fifth grade in regular Music class (approximately 240 students), and my fourth and fifth graders in our World Drumming

Ensemble (currently 20 students, but with the addition of three from my waitlist for the second semester if we are able to add these three drums). The specific grade level expectations that are met through our world drums are as follows: Third grade – “Improvise rhythms or melodies over ostinato”, “Play melodies and layered ostinato, using proper instrumental technique, on pitched and unpitched instruments”, “Match simple aural rhythm patterns in duple and triple meter with written patterns”. Fourth and fifth grades “Define criteria, using correct music vocabulary, to critique one’s own and others’ performance”, “Notate rhythmic phrases and simple diatonic melodies using traditional notation”, “Play melodies and accompaniments, using proper instrumental technique, on pitched and unpitched instruments”. World Drumming Ensemble – All of the fourth and fifth grade expectations above as well as “Examine and discuss the characteristics and behaviors displayed by successful student musicians that can be applied outside the music classroom”, “Perform expressive elements in a vocal or instrumental piece as indicated by the score and/or conductor”.

Project Description: If we are awarded these three djembes, I would add three students from my waitlist to our after-school group. Adding these students and drums, which add a new sound to the group, would allow us to play more intricate drum pieces with more variety. It is our next step in growing our drum program. For general Music class, these three drums would allow every student in third through fifth grade to have their own drum, ending our practice of having a few kids sharing drums in each class. This gives the students a more consistent feeling of ownership and independence during our drum lessons, which happen often throughout the entire school year.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): The quantitative measures of this evaluation plan would be the successful addition of three members to our after-school World Drumming ensemble, as well as each student in third through fifth grade getting their own instrument during drum lessons in regular Music class.

Budget Information: “Remo Mondo Designer Series Key-Tuned Djembe Kintekloth 25 x 14 in” is available on the Music & Arts website for \$469.95 each. For three it would come out to \$1,409.85.

Principal Signature:

Crystal Brown

Date: 9/19/25

Project Administrator Signature:

[Signature]

Date: 9/19/25



Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Riverhills Elementary Makerspace

Dollar Amount of Your Grant Request: \$990.08

APPLICANT INFORMATION

Project Administrator Name & Title: Brittany Scime- Gifted Teacher

Project Administrator's email address: brittany.scime@hcps.net

School Name: Riverhills Elementary

Principal's Name: Crystal Brown

School Phone: 813-987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Riverhills Elementary has a flourishing gifted program with over 50 students, and we would like to utilize this grant to create a makerspace in the gifted classroom. Each year, gifted students work in groups to create projects, but this would allow for an expansion of projects and greater use of imagination. This grant would help us to purchase the materials needed to put a makerspace together and keep the supplies stocked, as multiple grade levels will utilize this space. To create a high-quality makerspace, we will need a variety of materials that the school does not typically provide to the gifted program.

Project Goals Related to Student Achievement (cite specific grade level expectations): The gifted program includes grades 1-5, and the goal is to foster critical thinking skills that can be applied to other subject areas, especially math and science. A makerspace helps students to think outside of the box while also allowing for more engaging experiences, instilling a love for school and for learning. Our goal is to see students apply their critical thinking and collaboration skills outside of the gifted classroom, which will translate into higher test scores and better

collaboration amongst their regular classroom peers. This makerspace will deepen understanding of the Nature of Science benchmarks for all grade levels, helping kids learn more about the practice of science and how scientists use the scientific method to gain knowledge of the world around them.

Project Description: A makerspace is a place where students can collaborate, problem-solve, and create anything they can imagine. Students will be able to participate in challenges that they must overcome utilizing the materials in this space. The great thing about this project is that it will be used by so many different grade levels, as the challenges can be adjusted depending on the age of the students participating while using the same materials.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): We plan on evaluating the success of this makerspace by tracking test scores of our gifted students, especially in science, to see if they are applying their critical thinking skills in the regular classroom. Students typically score in the higher percentiles, and we would like to see that trend continue and even see percentile growth. We will be looking at the quarterly science test scores in each grade level to see how students are growing as the year progresses.

Budget Information: All items from Amazon: 27 QT bins (\$69.99), 13 QT bins (\$26.99), 6 QT bins (\$29.99), Carboard Construction Kit (\$26.58), Fiskars Kids Cardboard Creator (\$4.99), Colorations Tempura Paint (\$29.75), Natural Sea & Synthetic Sponges (\$13.99), Assorted Buttons (\$8.69), Natural Jute Twine (\$5.99), Cotton Balls (\$8.99), Paper Plates (\$10.49), Marbles (\$4.99), Flat Washers (\$6.98), Yarn Craft Kit (\$15.99), Toothpicks (\$5.98), Painter's Tape (\$19.52), Foam Cups (\$19.99), Flex Straws x2 (\$3.32), Paper Clips (\$5.29), Rubber Bands (\$7.88), Lacing Yarn (\$16.99), Plastic Large Eye Sewing Needles (\$5.98), Felt Sheets (\$35.99), Pipe Cleaners (\$5.75), Plastic Toy Wheels & Rod Axles (\$25.99), Wooden Dowel Rods x2 (\$19.98), Air Dry Magic Clay (\$19.99), Non-drying Modeling Clay (\$41.99), Scotch Tape Rolls (\$22.99), Decorative Edge Scissors (\$6.78), Origami Paper Sheets (\$16.49), Crayola Construction Paper (\$17.99), Tacky Glue (\$12.29), Mini Hot Glue Gun Set (\$25.69), Sawtooth Popsicle Sticks (\$23.99), Assorted Popsicle Sticks (\$9.99), Cardboard Construcion Screws (\$19.88), BEAVERBOT Cardboard Cutter for Kids (\$249.99), Cardboard Construction Toolbox (\$54.95), IQ Builder Set (\$29.95) Total: \$990.08

Principal Signature:

Crystal Brown Date: 9/19/25

Project Administrator Signature:

Brittany Scine Date: 9/19/25



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Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Biomimicry: STEM Robotics Challenge

Dollar Amount of Your Grant Request: \$1,174.50

APPLICANT INFORMATION

Project Administrator Name & Title: Ben Bryant

Project Administrator's email address: ben.bryant@patelhs.org

School Name: Dr. Kiran C. Patel High School

Principal's Name: Lauren Carnell

School Phone: (813) 694-7667

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: This project will directly serve approximately 120 high school students enrolled in physics, experimental science, and robotics classes at Dr. Kiran C. Patel High School. Many of these students are exploring careers in STEM fields and benefit most from hands-on, project-based learning. Currently, our robotics program has limited access to high-quality servos and motors, which restricts students' ability to design and test biomimicry projects that replicate real-world systems such as animal locomotion, wing flapping, or joint articulation. Expanding access to these resources is essential to meet the increasing demand for applied STEM learning opportunities and to ensure students can engage in authentic engineering practices aligned with state and district standards.

Project Goals Related to Student Achievement (cite specific grade level expectations): The primary goal of this project is to enhance student achievement in robotics and engineering by providing access to motors and servos that allow for biomimicry-based projects. Students will: Apply Florida CPALMS physical science and engineering standards by designing and testing

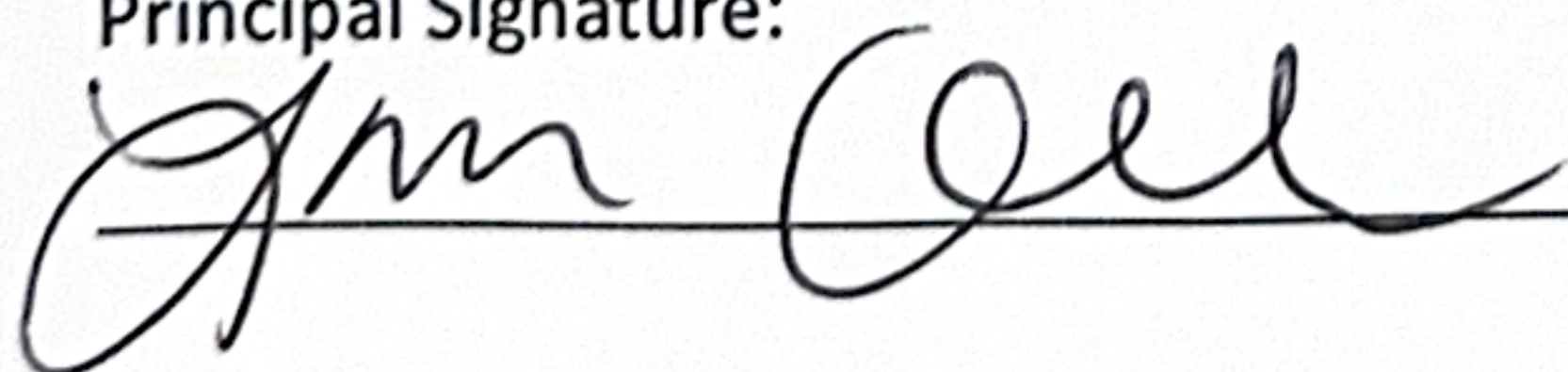
prototypes modeled on natural systems. Demonstrate mastery of grade-level expectations in physics (motion, forces, and energy transfer) through applied robotics tasks. Strengthen critical thinking, collaboration, and problem-solving skills by working in teams to design robots that mimic animals or biological functions. By integrating biomimicry into robotics, we hope to inspire long-term interest in STEM fields while improving performance on both classroom assessments and statewide science benchmarks.

Project Description: Students will work in small teams to research natural systems (e.g., bird wings, insect legs, fish tails), then design robotic prototypes that replicate these motions using motors and servos. Over the course of the quarter: Research Phase: Students identify a biological system and analyze its physical mechanics. Design & Build Phase: Teams construct prototypes using robotics kits enhanced by the new motors and servos. Testing & Iteration Phase: Students collect performance data (speed, stability, accuracy of motion) and refine their designs. Presentation Phase: Each group presents its biomimicry robot at the school showcase (Patel Palooza), demonstrating connections between biology and engineering. Instructional strategies will include guided inquiry, project-based learning, and engineering design journals that document student progress from concept to prototype.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): The success of this project will be measured by student completion, demonstration milestones, and engagement data: Prototype Completion: 100% of students will finish both their initial prototype and written design plan by the first deadline (2/27). Final Prototype: At least 80% of students will complete their final working design by the end of the quarter (3/13). Presentation: 100% of students will present their finished designs at Patel Palooza (4/11), our school-wide showcase event. Engagement Survey: Students will complete an end-of-project survey measuring their confidence, interest, and engagement with robotics and biomimicry. The goal is that at least 75% of students report increased interest and confidence in STEM problem-solving.

Budget Information: To support this project, we are requesting a total of \$1,174.50 in funding. The budget includes the purchase of 20 high-torque servo motors from ServoCity at \$18.99 each, totaling \$379.80, and 15 assorted RPM DC gear motors from goBILDA at \$24.99 each, totaling \$374.85. To ensure proper connectivity, we will also purchase five 10-packs of servo extension cables from ServoCity at \$7.99 per pack, totaling \$39.95. Additionally, six dual-channel motor controllers from REV Robotics will be needed at \$29.99 each, totaling \$179.94. Finally, four power distribution hubs from REV Robotics at \$49.99 each will provide safe and reliable power management, totaling \$199.96. These items will allow students to construct and test biomimicry-based prototypes with reliable, reusable components.

Principal Signature:



Date:

9/22/25

Project Administrator Signature:

Virginia Bryant

Date:

9/22/25



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Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on October 13, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Building Connections: Start With Hello & Mental Health Awareness Week

Dollar Amount of Your Grant Request: \$2,000

APPLICANT INFORMATION

Project Administrator Name & Title: Bryan Netti, School Social Worker, LCSW

Project Administrator's email address: bryan.netti@hcps.net

School Name: Tampa Bay Technical High School

Principal's Name: Ernestine Woody

School Phone: 813-744-8360

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Our school, with an enrollment of approximately 2,300 students in grades 9–12, has observed a growing need to address social isolation and promote mental well-being. Students have expressed feelings of loneliness and a desire for more inclusive interactions. Initiatives like Start With Hello Week and Mental Health Awareness Week aim to foster a supportive environment, encouraging students to connect and support one another.

Project Goals Related to Student Achievement (cite specific grade level expectations):

1. Enhance Social Connections: Provide opportunities for students to engage with peers, build friendships, and reduce social isolation, supporting collaboration and positive school climate. Promote 2. Mental Well-Being: Increase awareness of mental health topics and coping strategies through workshops and campaigns, helping students maintain emotional balance and recognize distress in others. 3. Encourage Help-Seeking Behaviors: Empower students to seek support from adults and peers, fostering a culture where asking for help is normalized and peer support is encouraged.

Project Description: The project will span two weeks, incorporating activities and resources to engage the entire student body. 1. Start With Hello Week: Activities designed to encourage students to greet and connect with peers. 2. Mental Health Awareness Week: Educational sessions, workshops, and distribution of resources to promote mental health awareness. Interactive Stations: Fidget toys, stress balls, and journals for students to engage with during breaks. Decorative Materials: Posters and banners to raise awareness and create a welcoming environment. Calming Spaces: Designated areas with calming furniture and resources for students to relax and reflect.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Success will be measured through: Student Participation: Tracking attendance at events and activities. Feedback Surveys: Collecting responses from students and teachers to assess the impact of the initiatives. Observation: Monitoring changes in student interactions and overall school climate.

Budget Information: **Fidget Bulk Pack (\$409.70); Stress Balls Bulk Pack (\$334.90), Journals Bulk Pack (\$311.60), Calming Corner Furniture (\$354.99), Mental Health Awareness Poster (\$20.38), Mental Health Awareness Banner (\$100.00), Mental Health Wrist Bands (\$360.99), Bulk Sticker Name Tags (\$54.10) Total: \$1,946.66**

Principal Signature: _____

Date: _____

9/22/25

Project Administrator Signature: _____

Date: _____

9/22/25



Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Engaging Speech and Language Materials

Dollar Amount of Your Grant Request: \$997

APPLICANT INFORMATION

Project Administrator Name & Title: Makayla Sydejko, Speech Language Pathologist

Project Administrator's email address: makayla.sydejko@hcps.net

School Name: Thonotosassa Elementary

Principal's Name: Anthony Montoto

School Phone: (813) 987-6987

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: This project greatly benefits the students. Every child at Thonotosassa who receives speech and language therapy will benefit from this grant (current caseload is 50 and growing). In addition, it will also benefit those who require a hearing, speech, or language screenings or evaluations. These additional resources make the kids more attentive during speech and language therapy. It also helps make the students become more invested in progress toward their goals. In addition, I would like to develop a treasure box to reward students for their progress and attending therapy.

Project Goals Related to Student Achievement (cite specific grade level expectations): The project goal is to see the students at Thonotosassa improve their speech, language, and overall communication skills.

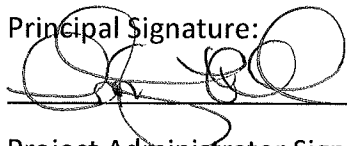
Project Description: This grant would provide additional visuals and resources to help students who receive speech and language services, including interactive and educational games that are crucial for our students' progress. Even more so, we want these skills to transfer beyond the

therapy room, into the classroom, and into their homes, enriching their daily lives and interactions.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Students will become more attentive and engaged in therapy and will allow them to achieve their individual and specific communication goals/objectives, as documented on their Individual Education Plans (IEPs). Data will be collected to monitor their progress. Each student has a different baseline, but this grant would provide students with materials to hopefully increase their baseline by at least 15%.

Budget Information: Amazon (\$997 total). Super Duper articulation cards \$350. Visual timer \$15. Who What Why convo cards \$17. Category sorting \$30. Conversation cubes \$11. Kibbit group it \$19. Learning resource alphabet acorn \$23. Zingo \$25. Dot markers \$12. Spark Sequence Cards \$36. Rory's Story Cubes \$15. Blurt \$20. Crocodile Dentist \$25. Greedy Granny \$20. Treasure box \$30. Playdough \$22. Squishies \$18. Stress balls \$10. Slinkies \$8. Stuffedies \$20. Catepillar Fidgets \$8. Bulk Party Favors \$30. Popper keychains \$8. Mini cars \$10. Mini erasers \$15. Stress cubes \$30. Extra toys \$30. Ultimate SLP \$140.

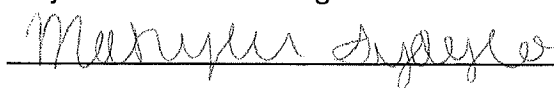
Principal Signature:



Date:

9/22/25

Project Administrator Signature:



Date:

9/22/25



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Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Kennedy Space Center, Here We Come!

Dollar Amount of Your Grant Request: \$1840

APPLICANT INFORMATION

Project Administrator Name & Title: Abigail Calderon

Project Administrator's email address: abigail.calderon@hcps.net

School Name: Lewis Elementary

Principal's Name: Melissa Babanats

School Phone: 813-987-6947

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Kennedy Space Center offers students an immersive educational experience in space science, from the history of exploration to modern research. Through interactive exhibits and hands-on activities students explore rockets, satellites, and space travel while learning about the physics of launches, life in space, and the importance of experimentation. The center also highlights the engineering design process. The design process is a systematic series of steps used by engineers and scientists to craft solutions for intricate problems.

Project Goals Related to Student Achievement (cite specific grade level expectations): In class, my students often use the design process. At Kennedy Space Center, students will be given the opportunity to observe how engineers and scientists use the process to design and build rockets, test various materials for space travel, and problem-solving challenges. By actively participating in these activities, students will be able to develop an appreciation for the design process, recognize the importance of teamwork, creativity, and critical thinking in the realm of space exploration. Third Grade Nature of Science Standards SC.3.N.1.1 Raise questions about

the natural world, investigate them individually and in teams through free exploration and systematic investigations, and generate appropriate explanations based on those explorations.

SC.3.N.1.4 Recognize the importance of communication among scientists. SC.3.N.1.5 Recognize that scientists question, discuss and check on each other's evidence and explanations.

SC.3.N.3.2 Recognize that scientists use models to help understand how things work.

Project Description: I'm hoping to take all 80 of our third grade students, along with enough chaperones, on a field trip to the Kennedy Space Center. This would be an amazing educational experience, but the total cost including admission tickets, meal vouchers, and two charter buses is more than many of our families at Lewis Elementary can afford. one charter bus costs \$3,180 (we'll need two), meal vouchers are \$1,290, and admission tickets come to \$1,840. To help reduce the cost, our third grade team is planning a popcorn fundraiser, and we expect to raise about \$1,200. This grant would help us cover the remaining expenses and lower the cost per person from \$70.20 to just \$41.24, making the trip much more affordable for our families and helping ensure that all students can participate.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Students will complete a 5 question pre/post test to evaluate their learning. The same questions will be used for both assessments, focusing on the engineering design process and the previously mentioned 3rd grade Nature of Science Standards

Budget Information:

80 Student Tickets x \$23 = \$1,840

6 Teachers x \$16 = \$386

16 Discounted Chaperone Tickets x \$23 = \$368

9 Non-Discounted Chaperone Tickets x \$75 = \$675

86 Meal Vouchers x \$15 = \$1,290

2 Charter Buses = \$3,180

Total cost of trip = \$7,371

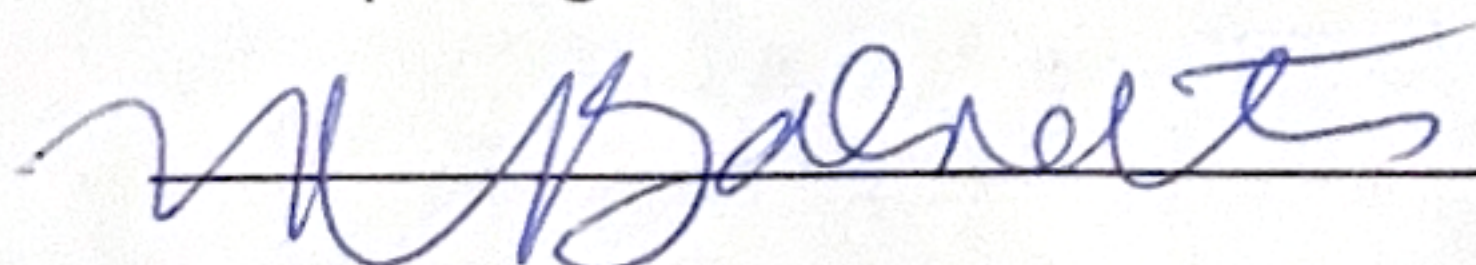
Cost per person without the Grant = \$70.20

Grant funding = -\$1,840

Popcorn Fundraiser: - \$1,200

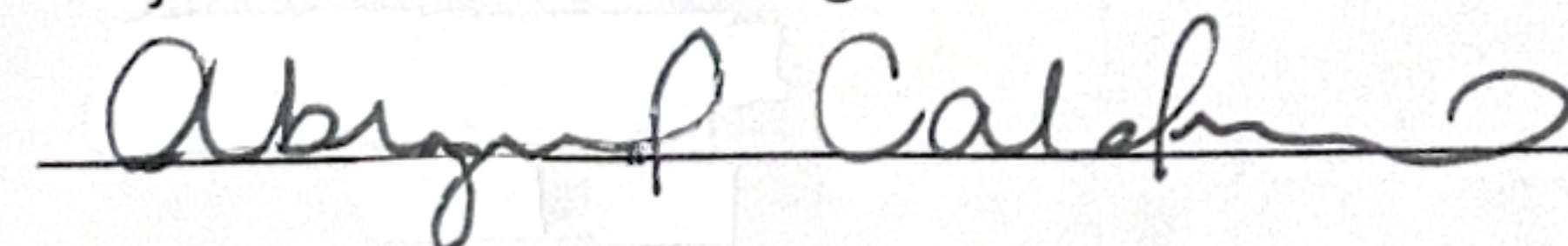
Cost per person = \$41.24

Principal Signature:



Date: 10/28/2025

Project Administrator Signature:



Date: 10/28/2025



TEMPLE TERRACE

Amazing City. Since 1925.

Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on October 13, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Robotics Tables for TCMS

Dollar Amount of Your Grant Request: \$678.00

APPLICANT INFORMATION

Project Administrator Name & Title: Mrs. Tracie Overdorff, Computer Science Teacher

Project Administrator's email address: tracie.overdorff@tcmstornadoes.com

School Name: Terrace Community Middle

Principal's Name: Ms. Tahvia Shaw

School Phone: 813-450-1385

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Terrace Community Middle serves 660 students in grades 6-8, approximately 200 of those students participate in the computer science and robotics class per year. Currently, our robotics classroom activities are limited by a lack of appropriate workspace. Students must use regular desks, which are too small and unstable for building, programming and testing robots. The alternative is the floor which can ruin the robotic wheels and is a hazard for other students walking around the room. Robotics tables provide the structured surface necessary for practice for competitions.

Project Goals Related to Student Achievement (cite specific grade level expectations): The primary goal of this project is to increase student engagement and achievement in computer science by providing proper robotics tables for both classroom learning and competition practice. Specifically, we aim to support the curriculum standards by offering hands-on problem-solving and engineering design experiences. We also wish to ultimately add a robotics competition team for the school, providing students with real-world applications of their classroom learning.

Project Description: With the grant funds, we will purchase two robotics tables designed to meet FIRST LEGO League and classroom robotics requirements. These tables will be used in the computer science and robotics class where students will use them during daily instruction and ultimately after-school robotics club practices. Classroom activities will include collaborative engineering challenges where students design, build, and test robots. Students will also practice for robotics competitions to prepare for eventual regional and state events.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): The success of the project will be measured using both participation and achievement data. The number of students served (at least 100 students in grades 6–8 will directly use the robotics tables during classes and extracurricular programs). We will track the participation rates of students on a daily basis. Student scores on the FIRST LEGO League robotics rubric will also be tracked. A final evaluation report, including quantitative data on student participation, and classroom photos, will be submitted.

Budget Information: Andy Mark Robot Competition Table X 2 = \$339 ea x 2 = \$ 678.00

Principal Signature:

Sabrina Shaw

Date: 9/24/25

Project Administrator Signature:

Graci Campbell

Date: 9/24/25



Temple Terrace School Support Committee 2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Removing Barriers to Participation: Essential Equipment for Student Success

Dollar Amount of Your Grant Request: \$1,896.66

APPLICANT INFORMATION

Project Administrator Name & Title: Meagan Zaharakes, Assistant Principal

Project Administrator's email address: MTucker@FocusAcademyTampa.com

School Name: Focus Academy

Principal's Name: Elisabeth Kraft-Radka

School Phone: 813-443-5558

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need:

Focus Academy is a public charter school serving students with significant cognitive disabilities in grades 6–12 and up to age 22. Our mission is to provide meaningful educational, vocational, and social experiences that prepare students for independence and active participation in their communities. To achieve this, our students rely on structured environments, adaptive supports, and safe, functional equipment that enables them to fully engage in school life.

Field trips are a vital component of our program, offering students opportunities to apply classroom learning in real-world environments while developing vocational skills and practicing social interactions. To support these experiences, we must have reliable equipment for safely storing both food and medication while off campus. Currently, staff rely on small, mismatched coolers that are insufficient for the number of students we serve. This creates challenges in

keeping meals and beverages safe, while also compromising the secure transport of temperature-sensitive medications that many students require throughout the day. Without proper storage, student health and participation are at risk. Large, durable coolers would resolve these concerns by ensuring that meals, drinks, and medications remain secure and accessible, allowing all students to benefit fully from these valuable learning opportunities.

Equally urgent is the need for additional seating in our multipurpose room, the central hub of school life. This space is used daily for morning meetings, lunch, assemblies, and community events. While chairs were previously purchased, many of the older chairs have broken, leaving us without enough safe and reliable seating for students and visitors. This shortage limits the functionality of the space and creates safety and comfort concerns during gatherings. Funding for additional sturdy, high-quality chairs will ensure that the multipurpose room remains a safe, inclusive, and welcoming environment that continues to serve as the heart of our school community.

The addition of both large coolers and sturdy chairs will have a direct and lasting impact on our students. The coolers will safeguard food and medications during field trips, enabling full participation in community-based instruction without health or accessibility barriers. The chairs will enhance the multipurpose room, creating a safer and more functional space for daily use and special events. Together, these resources will strengthen our capacity to provide the structured, inclusive environment our students need to thrive.

Project Goals Related to Student Achievement (cite specific grade level expectations):

Goal 1: With the purchase of large, durable coolers, students will have safe access to meals, beverages, and medications during field trips. This will directly increase participation in off-campus learning experiences. By the end of the school year, at least 90% of students will attend a school wide field trip to help increase their participation in community-based instruction, demonstrating increased engagement in real-world environments that reinforce vocational and social skills.

Goal 2: Additional seating will increase the school's capacity to host family events, performances, and community partner programs. By the end of the school year, the number of family members and community partners attending multipurpose room events will increase by 20%, providing students with more opportunities to showcase their learning and practice social interaction skills in inclusive settings. Furthermore, the increased seating capacity will allow for higher attendance at quarterly parent seminars and stakeholder trainings, which are designed to build skills, share resources, and strengthen collaboration between home, school, and the community. This will ensure parents and stakeholders have more opportunities to engage in their students' education and support achievement beyond the classroom.

Project Description:

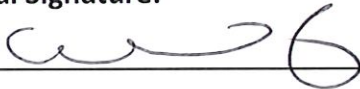
We are seeking grant funding to purchase large, durable coolers that will protect food and medications during off-campus learning experiences, as well as additional sturdy multipurpose chairs to replace broken seating and expand capacity for everyday use and schoolwide events.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):
Click or tap here to enter text.

Budget Information:

Item	Cost/Item	Link	Number Needed	Total
110qt. Cooler	174.75	https://shorturl.at/TLBT5	3	524.25
Folding Chairs	152.49 - 4 chairs (38.12/chair)	https://shorturl.at/7GZCb	9 sets of 4	1,372.41
Total Cost:				\$1,896.66

Principal Signature:

 _____ Date: 9/23/25

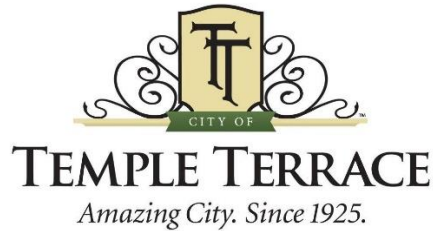
Project Administrator Signature:

_____ Date: _____

Grant 26-23 – Focus Academy – Removing Barriers to Participation: Essential Equipment for Student Success Evaluation

For the coolers, we plan to collect data on whether increased access to proper storage results in higher student participation in field trips—especially among students who have medical or dietary requirements that necessitate keeping food or medication cold. In the past, we were unable to accommodate all students safely due to insufficient cooler capacity. Additionally, large-capacity coolers would allow every student to participate fully and safely in off-campus learning experiences, eliminating a recurring barrier to inclusion.

For the chairs, we will track improvements in parent and community engagement by monitoring attendance at school events such as family seminars, performances, and celebrations. Previously, we have had to turn families away or provide standing room only because of a shortage of seating. Additional chairs will ensure that all families are able to attend comfortably, supporting stronger family involvement and connection to our school community.



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Morning Launch: A Student-Led School News Show

Dollar Amount of Your Grant Request: \$2,000

APPLICANT INFORMATION

Project Administrator Name & Title: Megan Agard, Assistant Principal

Project Administrator's email address: megan.agard@pateles.org

School Name: Dr. Kiran C. Patel Elementary School

Principal's Name: Ashley Galfond

School Phone: 812-444-0660

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Dr. Kiran C. Patel Elementary serves approximately 650 students in grades K–5. While newsletters and email keep families informed, we lack a student-produced broadcast to share daily announcements and celebrate achievements. Morning Launch will give students a voice while strengthening school spirit and communication. Participants will gain authentic experience in public speaking, collaboration, and digital media—skills essential for future academic and career success.

Project Goals Related to Student Achievement (cite specific grade level expectations): By October 2025, we will introduce “Morning Launch”, a weekly (with episodes showing daily) student-run broadcast that reaches every classroom. Involve at least 40 students from grades 3–5 as anchors, writers, camera operators, and editors. Address Florida ELA and Technology Standards by improving speaking, listening, and multimedia production skills.

Project Description: Equipment Purchase (Week 1). Acquire cameras, microphones, and backdrop materials. Training & Rehearsals (Week 2): Media Club members learn filming, audio,

and editing techniques. Broadcast Launch (Week 3): Begin daily shows (filmed weekly) and stream to classrooms and post on the school website/newsletter.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):

Participation Data: Track the number of students involved and roles filled each semester. Output

Measures: Count weekly broadcasts and total classroom views. Skill Growth: Pre- and post-

surveys of participating students on public speaking confidence and technology

proficiency. Feedback: Teacher and family surveys on the broadcast's effectiveness. A final

quantitative report will be submitted by April 20, 2026.

Budget Information: 2 HD Video Cameras B&H Photo \$1,000, Wireless Lavalier

Microphones \$400, Portable Backdrop & Lighting Kit \$350, Tripods & Audio Accessories \$250

Principal Signature:

Ashley Galford

Date: 09/26/2025

Project Administrator Signature:

Megan agard

Date: 09/25/2025

Signature: 
Megan agard (Sep 25, 2025 16:07:35 EDT)

Email: megan.agard@pateles.org

Grant Application 2025-2026 Patel Elementary School

Final Audit Report

2025-09-26

Created:	2025-09-25
By:	Dr. Kiran C. Patel Elementary School (Administration@PatelES.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAwOICXStkFxI9mPGsBxBW8GARWTSNGhKz

"Grant Application 2025-2026 Patel Elementary School" History

 Document created by Dr. Kiran C. Patel Elementary School (Administration@PatelES.org)
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2025-09-25 - 7:57:54 PM GMT

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 Signer megan.agard@pateles.org entered name at signing as Megan agard
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26-25

Temple Terrace School Support Committee
2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Robotics

Dollar Amount of Your Grant Request: \$2000

APPLICANT INFORMATION

Project Administrator Name & Title: Nancy Erickson, Gifted Teacher

Project Administrator's email address: Nancy.erickson@pateles.org

School Name: Dr Kiran C Patel Elementary School

Principal's Name: Ashley Galfond

School Phone: 813-444-0660

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: My name is Nancy Erickson, and I am the gifted education teacher at Dr. Kiran C. Patel Elementary School. I work with gifted students in grades K–5, providing enrichment through project-based learning experiences. Our school opened four years ago, and we are excited to add our first 5th-grade class for the 2025–2026 school year. My students are highly enthusiastic about STEM and have expressed a strong interest in robotics. To support this interest and provide meaningful learning opportunities, I am seeking \$2000 to launch robotics programs at each grade level. We are seeking to acquire 6 Lego Education SPIKE Essential Sets. These developmentally appropriate kits will provide hands-on learning opportunities and structured digital content to support the integration of robotics into our gifted education curriculum. My students are especially eager to explore robotics, asking often when we'll be able to start a program and compete in the district robotics competition. Unfortunately, our school's current budget does not allow for the purchase of robotics kits, software, or training materials needed to launch such an initiative. That's why I'm seeking \$2000 to bring robotics to each grade level. With this funding, we can introduce age-appropriate robotics tools and

curriculum that will develop problem-solving, collaboration, and critical thinking skills. Robotics isn't just a fun enrichment activity—it's a powerful way to prepare students for the future in a world increasingly shaped by technology and innovation. Your support will empower gifted students to pursue their passions and build real-world skills through meaningful, engaging STEM learning.

Project Goals Related to Student Achievement (cite specific grade level expectations):

STEM Skill Development: K–1: Students will explore robotics through play-based activities, demonstrating understanding of sequencing and simple cause-and-effect coding commands. Grades 2–3: Students will design and program robots to complete multi-step challenges, applying logical reasoning and measurement skills. Grades 4–5: Students will build and code robots using advanced functions (loops, sensors, conditional statements), applying problem-solving to optimize robot performance for competition challenges.

Problem-Solving & Critical Thinking: K–1: Students will use trial-and-error strategies to improve robot designs. Grades 2–3: Students will apply the engineering design process (plan, build, test, revise) to create working solutions for structured tasks. Grades 4–5: Students will independently identify problems, evaluate solutions, and refine designs to meet complex, real-world inspired competition challenges.

Collaboration & Communication: K–1: Students will practice taking turns, sharing ideas, and explaining robot actions in simple language. Grades 2–3: Students will work in pairs or small groups to plan, build, and program robots, presenting their solutions to peers. Grades 4–5: Students will collaborate in teams with defined roles, communicate technical strategies, and present design processes to judges at competition.

Academic Enrichment: K–1: Students will connect coding to math concepts such as patterns and sequencing. Grades 2–3: Students will apply math skills such as addition, subtraction, and measurement to program robots for distance and movement. Grades 4–5: Students will use higher-level math and science concepts such as ratios, geometry, and force/motion to design efficient robots.

Creativity & Innovation: K–1: Students will create imaginative robot movements or stories using coding. Grades 2–3: Students will design unique robot models with moving parts to complete specific tasks. Grades 4–5: Students will innovate by programming robots with advanced coding features (sensors, loops, conditional statements) to solve open-ended challenges.

Confidence & Engagement: K–1: Students will show excitement for robotics by confidently demonstrating their robot's movements. Grades 2–3: Students will express confidence in explaining their programming steps and reflecting on successes and challenges. Grades 4–5: Students will take leadership roles, showing persistence and resilience when faced with design or coding setbacks.

Competition Readiness & Achievement: K–1: Students will participate in a showcase-style demonstration of their robot projects. Grades 2–3: Students will complete within schoolwide competition challenges, demonstrating teamwork and basic coding accuracy. Grades 4–5: Students will fully participate in district robotics competitions, meeting requirements such as

completing advanced challenges, presenting their design process, and applying coding strategies with accuracy and creativity.

Project Description: The Robotics for Gifted Learners will provide K–5 gifted students with opportunities to explore robotics, engineering, and computer science through hands-on, inquiry-based learning. The program will introduce students to foundational STEM concepts while fostering creativity, collaboration, and problem-solving skills. Using age-appropriate LEGO robotics kits and coding platforms, students will design, build, and program robots to complete challenges that align with district competition requirements. The program will begin with structured lessons to build technical knowledge, then transition into student-driven projects where teams apply the engineering design process to solve real-world inspired problems. Throughout the program, students will develop critical 21st-century skills, including computational thinking, teamwork, perseverance, and innovative problem-solving. As a culminating experience, students will represent Patel Elementary School in the district-wide robotics competition. This event will not only showcase their technical accomplishments but also build confidence, leadership, and communication skills. Participation will help ensure equitable access for gifted students to advanced STEM learning opportunities, preparing them for future academic pathways and careers in science, technology, engineering, and mathematics.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026):
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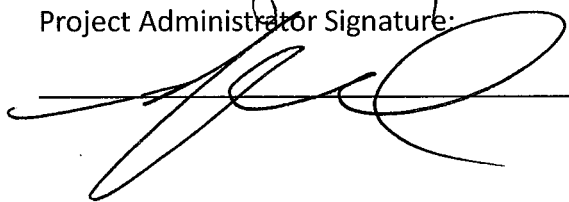
Budget Information: Each Lego Spike Essential kit costs \$329.95. I am requesting 6 kits, for a total of \$1979.70

Principal Signature:



Date: 9-26-25

Project Administrator Signature:



Date: 9-26-2025

Grant 26-25 – Dr. Kiran C. Patel Elementary School – Robotics Evaluation

1. Student Achievement:

- **STEM Skill Development**
Students will be assessed on their ability to design, build, and program robots. Progress will be measured through:
 - Robotics project portfolios (e.g., design logs, reflections, and completed robot tasks).
 - Pre- and post-program assessments in coding and engineering concepts, using grade-appropriate tests and quizzes.
- **Problem-Solving & Critical Thinking**
Students' ability to apply the engineering design process will be measured by:
 - Teacher observations of problem-solving strategies during project work and competition prep.
 - Design journals and project logs, documenting each stage of the engineering process (planning, building, testing, and revising).
 - Self-reflections on the problem-solving process in solving specific robotics challenges.
- **Collaboration & Communication**
 - Teacher assessments of teamwork dynamics, communication, and leadership through structured peer reviews and team evaluations.
 - Student surveys measuring collaboration skills, self-reported confidence in working with peers, and effective communication of technical ideas.
- **Creativity & Innovation**
Students' ability to demonstrate innovation in their designs will be assessed by:
 - Teacher assessments of originality in design solutions and coding strategies.
 - Student feedback, focusing on how students perceive their own creative contributions to the program.

2. Program Effectiveness

The following measures will evaluate the effectiveness of the program:

- **Teacher Feedback**
Teachers will provide input on the overall success of the program in fostering STEM engagement, student enthusiasm, and academic achievement. This will include:
 - Teacher observations of students' engagement, motivation, and skill development throughout the program.
- **Student Engagement & Confidence**
Surveys and interviews will measure the impact of the program on student motivation and engagement in STEM:
 - Pre- and post-program surveys assessing student confidence in STEM subjects, their enthusiasm for robotics, and their perceived growth in problem-solving and collaboration skills.
 - Teacher observations of student enthusiasm, perseverance, and leadership roles in group settings.

3. Success Indicators

The program will be considered a success if the following indicators are met:

- 90% or more of students demonstrate growth in key STEM skills (engineering, coding, problem-solving) as measured by pre- and post-program assessments.
- 80% of students report an increase in confidence and interest in STEM subjects, as measured by surveys.
- At least 75% of participating students demonstrate effective collaboration and communication skills in their team projects and competition.

4. Program Adjustments and Recommendations

Based on the evaluation data, recommendations for improving future iterations of the program will be made. This may include:

- Adjustments to the curriculum to ensure alignment with students' evolving interests and skill levels.
- Recommendations for additional resources, tools, or professional development for teachers.
- Plans for expanding or scaling the program to include more students in future years



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Growing with Books

Dollar Amount of Your Grant Request: \$1,102.34

APPLICANT INFORMATION

Project Administrator Name & Title: Carmen Ortiz Martinez 2nd grade teacher

Project Administrator's email address: carmen.ortizmartinez@hcps.net

School Name: Riverhills Elementary Magnet IB

Principal's Name: Crystal Brown

School Phone: 813-987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: This project will benefit 33 2nd graders. This project is necessary because I want to expose students to different types of picture books to increase their comprehension, vocabulary acquisition and global knowledge. I read a book a day for both of my groups. I included dry erase clipboards in the project so students have both in one and will help with transitions and the pace of the lessons. I added 2 STEM kits to enhance students' Science, Engineering, Math skills and creativity. In addition, books will also benefit the whole school, (around 460 students) as these books will be used during our weekly Wind Down Wednesday event (a live read aloud and interaction with our school community through our Riverhills Facebook page).

Project Goals Related to Student Achievement (cite specific grade level expectations): This project will enhance comprehension, vocabulary acquisition and encouraging a positive growth mindset. I teach math and science. Students will show a growth of 30% or more in Numbers and Operations, specifically in word problems when adding and subtracting within 100. In addition,

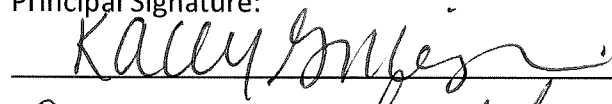
science mini assessments and quarterly assessments, will also show 30-50% growth. The project will also help enhance the main goal for Reading, Writing and Social Studies for my grade level partner in vocabulary acquisition and growth.

Project Description: I will read a book a day using the math or science objective of the day to help enhance the vocabulary and knowledge of the topic or skill. I will use the clipboards daily for proximity and help them work their math problems to show their thinking.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): I will use mini assessments to monitor the growth, Math and Science Quarterlies, and the Winter and Spring STAR and iReady Math.

Budget Information: **Amazon \$1.102.34**

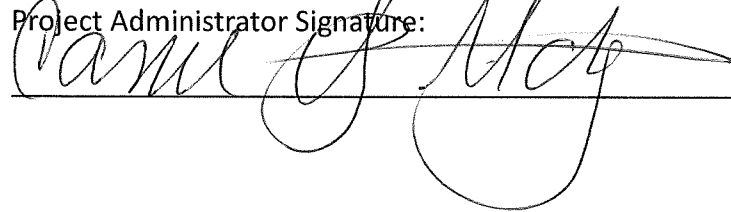
Principal Signature:



Date:

10/1/25

Project Administrator Signature:



Date:

10/1/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Growing Readers

Dollar Amount of Your Grant Request: \$1,904.90

APPLICANT INFORMATION

Project Administrator Name & Title: Theresa Kelley- 2nd Grade ELA Teacher

Project Administrator's email address: 137636@hcps.net

School Name: Riverhills Elementary IB Magnet

Principal's Name: Ms. Crystal Brown

School Phone: (813) 987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: My project will benefit my 33 2nd graders. My goal is to enrich students with engaging text to foster a love for reading while keeping a focus on our school mission to provide meaningful opportunities to develop lifelong learners who are globally minded citizens. As per Natalie Wexler, "as a child reads more they will retain information because knowledge, like Velcro, sticks best to other related knowledge." This project is necessary to implement more meaningful texts that includes a variety of genres for students to read and enjoy.

Project Goals Related to Student Achievement (cite specific grade level expectations):
Standards of focus of our 2nd grade standards for reading: * Retelling stories, including characters, setting and sequence of events. * Retell informational texts including the topic and the important details. The importance of vocabulary and informational text as well. My goal is to increase proficiency of these standards showing student growth in the concepts/domains reflective on our spring diagnostics of i-ready and STAR.

Project Description: The selection of texts will be available for students in our classroom library. Students will have the opportunity to read to self, buddy read, and in small groups with me. Students will participate in verbal retelling and time pair share structures to discuss their comprehension of the text. Students will create posters displaying their book to include title, events in sequence, character and setting that will be presented and displayed in the classroom. Students will act out the events in the story in small groups. These activities will increase understanding, build social skills and group discussions as well as independent student reflection. Students will build confidence with their reading skills. Students will also build content knowledge in a variety of topics.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): I will progress monitor students that need improvement and will be using i-ready, STAR and DIBELS from spring assessments to measure growth compared to their fall scores. Goal is for 30% growth in reading comprehension and vocabulary.

Budget Information: Follett Content Solutions, LLC- \$999.83 , Scholastic News- \$125.00, National Geographic for Kids-\$33.66, Britannica All New Kids Encyclopedia-\$30.64, Eersida 90 Pieces Scratch and Sniff Boomarks-\$12.29, Really Good Stuff Plastic Storage Baskets-\$65.99, Time for Kids-\$181.50, Children's Factory Library Loungers-\$455.99: TOTAL AMOUNT-\$1,904.90

Principal Signature:

Kacey Ymies Date: 10/1/25

Project Administrator Signature:

Shawn Kelly Date: 10/1/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on October 13, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: Temple Terrace Elementary Student of the Month Campaign

Dollar Amount of Your Grant Request: **\$1949.50**

APPLICANT INFORMATION

Project Administrator Name & Title: **Nicole Clark: Temple Terrace Elementary School Counselor**

Project Administrator's email address: **nicole.clark1@hcps.net**

School Name: **Temple Terrace Elementary School**

Principal's Name: **Ashley Cochol**

School Phone: **813-987-6903**

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: 512 students will benefit from this incentive program. Incentives are important to students because they play a significant role in motivating students, sparking curiosity, and influencing their behaviors in the classroom. They can enhance both academic performance and intrinsic motivation to learn. Overall, incentives create a supportive learning environment that encourages student engagement and achievement.

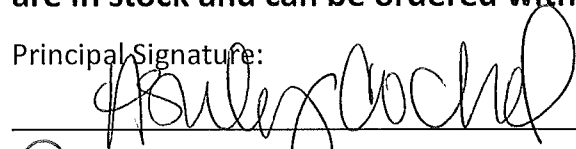
Project Goals Related to Student Achievement (cite specific grade level expectations): Program is designed to recognize and reward students who demonstrate exemplary behavior, effort, and achievement in the classroom. The goal is to encourage students to take ownership of their actions and education.

Project Description: Each month all 32 teachers on campus will nominate a student of the month based on academics, behavior, attendance, and house character. This grant will fund the program for two consecutive school years.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): We will submit 256 students that were awarded the Student of the Month title in the 25-26 school year and 256 students for the 26-27 school year. Each month we will have a student celebration to reward the students.

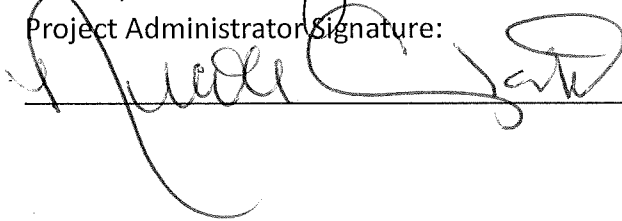
Budget Information: **Student incentives/awards 24oz customized TTE waterbottles \$738, customized TTE Student of the month magnets \$451 and customized drawstring bags \$760.50. Items will be ordered from 4 ALL PROMOS. All items are in stock and can be ordered within the 30 day time frames.**

Principal Signature:



Date: 10-10-25

Project Administrator Signature:



Date: 10-10-25



TEMPLE TERRACE

Amazing City. Since 1925.

Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on October 13, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: AVID College & Career Readiness Resource Expansion

Dollar Amount of Your Grant Request: \$2,000

APPLICANT INFORMATION

Project Administrator Name & Title: Miriam Davis, AVID Teacher & AVID Club Sponsor

Project Administrator's email address: Miriam.davis@hcps.net

School Name: Tampa Bay Tech High School

Principal's Name: ernestine.woody@hcps.net

School Phone: (813) 744-8360

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: Tampa Bay Tech serves a highly diverse student population, including first-generation college students and underrepresented groups. Our AVID program supports over 250 students in grades 9–12 with structured college readiness, study skills, and leadership development. Many AVID students lack access to essential college preparatory resources such as organizational materials, career exploration tools, and leadership opportunities. Without these supports, students may fall short of meeting graduation benchmarks and postsecondary readiness standards. This project will directly benefit all AVID students by providing equitable access to resources that empower them to succeed academically and socially.

Project Goals Related to Student Achievement (cite specific grade level expectations): Increase students' college readiness by strengthening skills aligned to Florida's Benchmarks for Excellent Student Thinking (B.E.S.T.) standards in literacy, inquiry, and collaboration. Improve AVID students' grade point averages and college application readiness through targeted

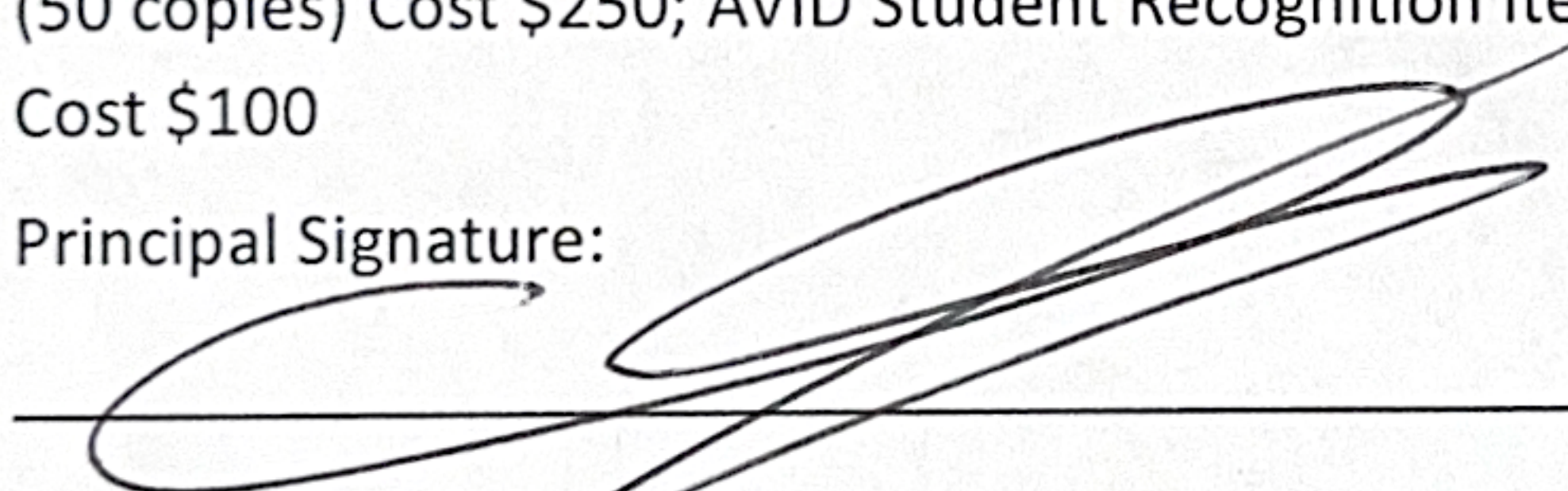
supports. Expand leadership and career exploration opportunities within the AVID Club to promote student engagement, belonging, and long-term success.

Project Description: Funds will be used to purchase college and career readiness resources including: AVID binders, dividers, and organizational tools to support the WICOR framework. College and career exploration software licenses and printed guides. SAT/ACT prep materials to support test readiness. Supplies for leadership activities and collaborative projects in the AVID Club. Recognition materials for student achievement and senior milestones. Through these resources, AVID teachers will implement weekly binder checks, structured tutorials, and inquiry-based lessons. The AVID Club will lead peer workshops, student-led college research projects, and career exploration events, further preparing students for life beyond high school.

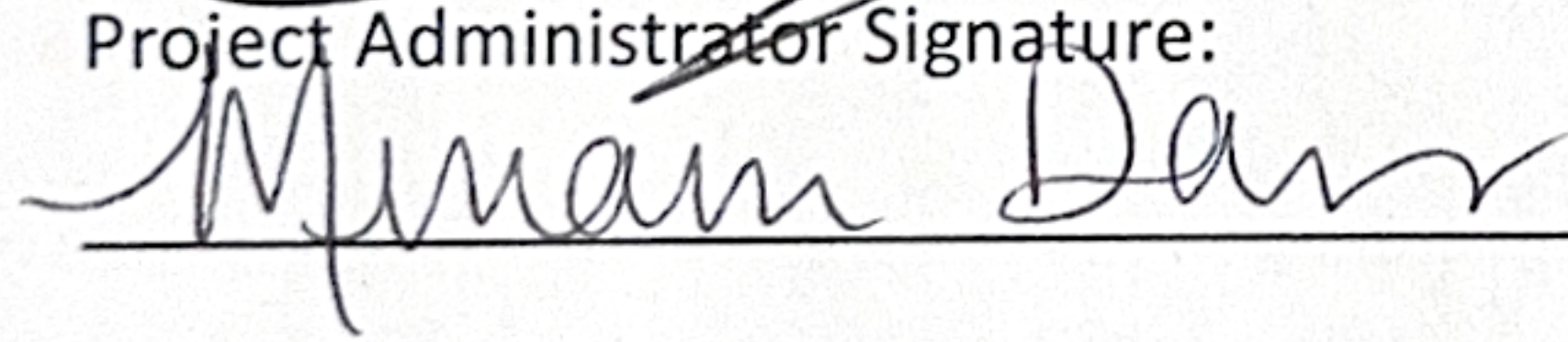
Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): Success will be measured using quantitative data, including: Binder Check Scores: at least a 10% average increase in student organization from fall to spring. GPA Growth: at least 75% of AVID students maintaining or improving GPA across semesters. College & Career Milestones: tracking the number of students completing at least 2 college or career applications by April 2026. Participation Data: AVID Club activity attendance logs and student feedback surveys.

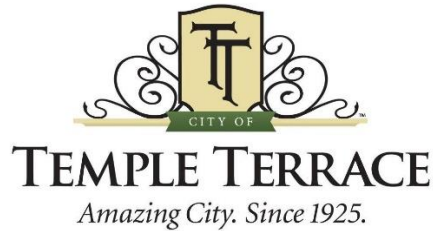
Budget Information: AVID Binders & Dividers (200 sets) Cost \$1,000; College & Career Exploration Materials (software licenses, guides) Cost \$400; Student Leadership & Collaboration Supplies (posters, markers, project kits) Cost \$250; SAT/ACT Prep Workbooks & Study Materials (50 copies) Cost \$250; AVID Student Recognition Items (certificates, medals, cords for seniors) Cost \$100

Principal Signature:

 Date: 9/23/25

Project Administrator Signature:

 Date: 9/23/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: IXL Learning Membership

Dollar Amount of Your Grant Request: \$681.25

APPLICANT INFORMATION

Project Administrator Name & Title: Taylor Butler

Project Administrator's email address: taylor.butler@pateles.org

School Name: Dr. Kiran C. Patel Elementary School

Principal's Name: Ashley Galfond

School Phone: (813) 444-0660

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: This computer program provides additional practice on grade level skills. It will be used in addition to i-Ready lessons to differentiate learning based on specific student needs. Differentiation is vital for student success because it ensures that students are getting practice on their specific level. This program has practice on all grade levels, so all students can get the level of support or extension that they need. This program includes skills practice, videos, games (for language arts and math), and a new Fluency Zone feature for math!

Project Goals Related to Student Achievement (cite specific grade level expectations): I will be using this program during math to give students extra practice on our addition and subtraction unit. This is a very important standard for first grade, and to ensure success in the following grades, students need to master these skills. (MA.1.NSO.1 : Extend counting sequences and understand the place value of two-digit numbers. MA.1.NSO.2 : Develop an understanding of addition and subtraction operations with one- and two-digit numbers; MA.1.AR.1 : Solve addition problems with sums between 0 and 20 and subtraction problems using related facts.)

This program can also be used as a supplement for phonics, vocabulary, reading skills, and grammar mechanics. There are 208 skills within the language arts domain, and almost all of these align with 1st grade FL state standards for reading. This program can also be used as a supplement for science. The following are the topics that IXL offers that align with FL state 1st grade science standards: Force and motion, Plants, Living Things, Animals, Earth's Resources, and Astronomy. This program can also be used as a supplement for social studies. The following are the topics that IXL offers that align with 1st grade FL state standards for social studies: Civics, Community, Holidays, Economics, Geography, Order Events, and African American History. The analytics that IXL will provide include students' individual progress/mastery. This is a great informal assessment tool, and will allow me to change their lessons/skills if their needs change.

Project Description: The IXL Learning program will allow me to differentiate instruction and give every student the opportunity to practice skills at their own level in math, reading, science, and social studies. With adaptive technology and real-time data, IXL identifies areas of strength and weakness, ensuring that all students receive targeted support and enrichment opportunities. I will look at classwork and test scores to identify skill deficits, and assign extra practice to the students who need more work on that skill. This will typically happen during small group rotations, but can also be used as enrichment for early finishers.

Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): To evaluate the students' progress and skills I will use the analytics from IXL including their individual progress, scores, practice sessions, and mastery of standards.

Budget Information: This program costs \$628.25 for all four content areas (language arts, math, science, and social studies).

Principal Signature:

Ashley Galfond Date: 10/13/2025

Project Administrator Signature:

Taylor Butler Date: 10/13/2025
Taylor Butler (Oct 13, 2025 14:20:35 EDT)

Butler Grant Application 2025-2026

Final Audit Report

2025-10-13

Created:	2025-10-13
By:	Dr. Kiran C. Patel Elementary School (Administration@PateIES.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKGiQv0SIHJTYcpjSVzfQuSTD3FNIUpXM

"Butler Grant Application 2025-2026" History

-  Document created by Dr. Kiran C. Patel Elementary School (Administration@PateIES.org)
2025-10-13 - 6:17:33 PM GMT
-  Document emailed to Ashley Galfond (ashley.galfond@pateles.org) for signature
2025-10-13 - 6:19:17 PM GMT
-  Document emailed to taylor.butler@pateles.org for signature
2025-10-13 - 6:19:18 PM GMT
-  Email viewed by Ashley Galfond (ashley.galfond@pateles.org)
2025-10-13 - 6:19:39 PM GMT
-  Email viewed by taylor.butler@pateles.org
2025-10-13 - 6:19:44 PM GMT
-  Document e-signed by Ashley Galfond (ashley.galfond@pateles.org)
Signature Date: 2025-10-13 - 6:19:53 PM GMT - Time Source: server
-  Signer taylor.butler@pateles.org entered name at signing as Taylor Butler
2025-10-13 - 6:20:33 PM GMT
-  Document e-signed by Taylor Butler (taylor.butler@pateles.org)
Signature Date: 2025-10-13 - 6:20:35 PM GMT - Time Source: server
-  Agreement completed.
2025-10-13 - 6:20:35 PM GMT



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on September 22, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: On Point with STEM

Dollar Amount of Your Grant Request: **\$326.89**

APPLICANT INFORMATION

Project Administrator Name & Title: Stacie Watson, 5th Grade teacher

Project Administrator's email address: Stacie.Watson@hcps.net

School Name: Riverhills Elementary

Principal's Name: Crystal Brown

School Phone: 813-987-6911

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: At the beginning of the year, my students took a pre-assessment for math. On the iReady diagnostic assessment, 21 out of 43 students are significantly below grade level — currently at a 3rd grade level. The data shows that students have some learning gaps from previous grade levels that will affect their learning with grade level content. Below are the specific standards that students need extra support in (place value of whole numbers, place value of decimals, rounding, adding, subtracting whole numbers, and rounding, adding and subtracting decimals).

Standard	Description	Baseline Average
MA.5.NSO.1.3	Compose and decompose multi-digit numbers with decimals to the thousandths in multiple ways using the values of the digits in each place. Demonstrate the compositions or decompositions using objects, drawings and expressions or equations.	28%
MA.5.NSO.1.4	Plot, order and compare multi-digit numbers with decimals up to the thousandths.	32%
MA.5.NSO.1.5	Round multi-digit numbers with decimals to the thousandths to the nearest hundredth, tenth or whole number.	21%

MA.5.NSO.2.1	Multiply multi-digit whole numbers including using a standard algorithm with procedural fluency.	46%
MA.5.NSO.2.2	Divide multi-digit whole numbers, up to five digits by two digits, including using a standard algorithm with procedural fluency. Represent remainders as fractions.	18%
MA.5.NSO.2.4	Explore the multiplication and division of multi-digit numbers with decimals to the hundredths using estimation, rounding and place value.	15%

Project Goals Related to Student Achievement (cite specific grade level expectations): The resources I am requesting will help reteach previous grade level standards, keeping students engaged and excited about their learning, and will support them while learning 5th grade level standards. I went to a training two weeks ago and I received a drone. During the training, I learned how to implement learning in both math and science with the use of the drones.

Project Description: This grant will help expand the resources I have in the classroom, so that all students can participate. The multiplication and division dry erase boards will help students line up and use standard algorithm when multiplying and dividing. The drones will be used to collect data (ex: time it takes to fly around an obstacle), students will then use the data to round, compare, and order decimals. Students will also be able to add and subtract. The US Games

Foam hoops and hula-hoops will be used to make obstacle courses to fly the drones through.

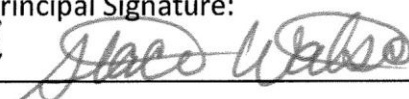
Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): I will be assessing students throughout the year to monitor their growth in these standards.

Budget Information:

I plan on ordering items from Amazon.com as it is the fastest way to receive materials. I will be able to use these items for years to come.

Item	Quantity	Total Cost
Exercise Hoops for kids, 8 pack	2	\$40.98
Scribbledo Multiplication Practice Small White Board Dry Erase Boards	1	\$9.99
ATOYX Mini Drone for kids	5	\$159.95
US Games Foam Hoop Holders, Set of 6	2	\$103.98
Scribbledo Division Practice Small White Board Dry Erase Boards	1	\$326.89

Principal Signature:

 - Project Admin Date: 10/13/25

Project Administrator Signature:

 - Admin Date: 10/13/25



Temple Terrace School Support Committee

2025-2026 Grant Application

All applications must be received electronically to the City Clerk's Office no later than 4:00 p.m. on October 13, 2025.

Please return to Maggie Persell at mpersell@templeterrace.gov

Grant Title: SCOPE room outdoor expansion

Dollar Amount of Your Grant Request: \$1,699.98

APPLICANT INFORMATION

Project Administrator Name & Title: Amber Wright, College and Career Counselor

Project Administrator's email address: amber.wright@hcps.net

School Name: Tampa Bay Technical High School

Principal's Name: Ernestine Woody-Bethune

School Phone: 813-744-8360

Include information from each of the following categories in your grant. (See separate instructions page for more information):

Background/Need: The Student Center for Post Secondary Exploration (SCOPE) at Tampa Bay Technical High School serves as a vital resource for helping students prepare for life beyond graduation. Each year, approximately 450 seniors utilize the SCOPE room for individualized college and career guidance, application assistance, financial aid support, and postsecondary planning. These students represent a diverse range of academic, social, and economic backgrounds, and many are first-generation college students who rely on SCOPE for one-on-one support in navigating their next steps after high school. The SCOPE center serves as a hub where students explore college, career, and technical pathways with individualized support. Currently the SCOPE room has one space. Adding tables outside will allow us to run multiple events/seminars/sessions at the same time.

Additionally, it will allow students a quiet comfortable space to complete college applications and scholarships while larger group sessions are occurring inside.

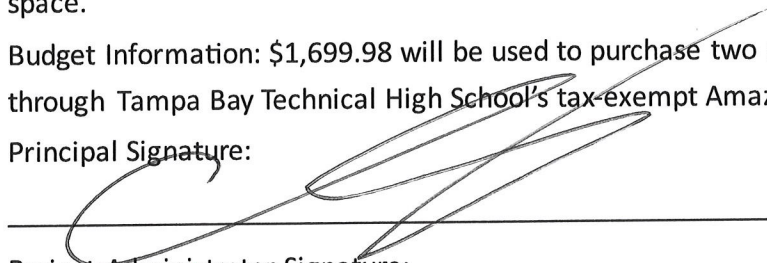
Project Goals Related to Student Achievement (cite specific grade level expectations): The goal of this project is to increase the capacity and utility of the SCOPE room by creating a new student space outside. Adding outdoor tables where students can engage in postsecondary planning, small-group workshops, mentoring sessions, and reflective conversations in a calm, open-air setting. The additional space will make assistance with scholarships and education about future career paths more accessible.

Project Description: Outdoor commercial grade tables will be added to an outdoor covered area to expand the SCOPE room's ability to serve Seniors.

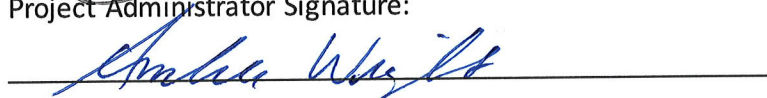
Evaluation (a final evaluation will be required to be turned in by 4:00 p.m. on April 21, 2026): A QR code linked to a Microsoft Form will be used to track the use of the new outside seating space.

Budget Information: \$1,699.98 will be used to purchase two outdoor commercial grade tables through Tampa Bay Technical High School's tax-exempt Amazon account. Shipping is free.

Principal Signature:

 Date: 10/8/25

Project Administrator Signature:

 Date: 10/8/2025

Item Cover Page

City Council Item Report

Date: November 4, 2025

From: Jeannie Barlow, Senior Executive Assistant

Item Type: Resolution - Agreement/Contract

Subject: Resolution Approving the Implementation Services and Purchasing Agreement with BS&A Software for the Implementation of an Enterprise Resource Planning (ERP) System

Presenter: Sara Sanchez Borda

Recommendation:

It is recommended that City Council approve the Implementation Services and Purchasing Agreement with BS&A Software for the implementation of a cloud-based Enterprise Resource Planning (ERP) system for \$424,962.00 to replace the City's current ERP system and authorize the City Manager to execute the agreement.

Discussion:

The City issued RFP #25-004 seeking a modern ERP system to replace its current legacy platform (Naviline by CentralSquare). A competitive procurement process was conducted in accordance with City policy, resulting in 11 proposals. A selection committee shortlisted three vendors for system demonstrations. Based on cumulative scoring, BS&A Software was selected to proceed to Discovery, resulting in a customized Statement of Work and contract proposal. Funding for the ERP project is included in the FY25 Adopted Budget under the Capital Improvement Program.

The proposed contract includes modules for Finance, Utility Billing, Community Development, and Code Compliance, with full integration across departments. Certain requirements in the areas of Human Resources, Planning Review, and Short-Term Rental Management were not met by the proposed solution and will be addressed through separate procurements.

The project will follow a phased implementation approach, including planning, configuration, testing, training, and post-go-live support. A milestone-based payment schedule has been negotiated to align payments with key deliverables and ensure accountability at each stage.

The total contract value with BS&A Software is \$424,962.00, which is fully funded under

the ERP capital improvement line item in the adopted FY25 budget. The original allocation for the ERP project was \$2,000,000, and no additional funding is requested at this time.

During the ERP procurement process, certain functional requirements—particularly in the areas of Human Resources, Planning Review, and Short-Term Rental Management—were identified as essential but were not met by any of the proposals. The remaining budget will be used to procure complementary systems that address these previously established needs while staying within the total budget approved by Council.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE IMPLEMENTATION SERVICES AND PURCHASING AGREEMENT BETWEEN THE CITY OF TEMPLE TERRACE AND BS&A SOFTWARE, LLC IN THE AMOUNT OF \$424,962.00; APPROVING PAYMENT FROM ACCOUNT 001-1121-513.64-23; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

001-1121-513.64-23

Requirements:

Resolution

Cost:

\$424,962.00

Attachments:

1. Resolution
2. Temple Terrace City Hillsborough FL - Q 1962 Customer Terms and Conditions
3. BSA Addendum 2025
4. Statement of Work-BSA
5. Attachment 1 Score Card Results

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE IMPLEMENTATION SERVICES AND PURCHASING AGREEMENT BETWEEN THE CITY OF TEMPLE TERRACE AND BS&A SOFTWARE, LLC IN THE AMOUNT OF \$424,962.00; APPROVING PAYMENT FROM ACCOUNT 001-1121-513.64-23; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT; PROVIDING AN EFFECTIVE DATE.

Whereas, the cost for a Enterprise Resource Planning System (ERP) and Implementation Services in the amount of \$424,962.00 was included in the Fiscal Year 2025 Project Capital Improvement Fund budget; and

Whereas, the terms and conditions of this acquisition are outlined within the Implementation Services and Purchasing Agreement between the City of Temple Terrace and BS&A Software, LLC; and

Whereas, the cost includes the purchase of annual licenses and the transition of data to the ERP system; and

Whereas, the City wishes to enter into an Implementation Services Agreement with BS&A Software, LLC.

Whereas, payment of the \$424,962.00 for Enterprise Resource Planning System and Implementation Services will be made from account 001-1121-513.64-23 in the Project Capital Improvement Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, that:

1. The Implementation Services and Purchasing Agreement between the City of Temple Terrace and BS&A Software, LLC. is approved.
2. The payment of \$424,962.00 from account 001-1121-513.64-23 is approved.
3. The City Manager is authorized to execute the agreement.
4. This resolution shall become effective immediately upon adoption.

Passed and Adopted by the City Council of the City of Temple Terrace, Florida, this 4th day of November, 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk

**BS&A
CUSTOMER ORDER FORM**

This Customer Order Form (this “**Order**”) is entered into as of the “**Effective Date**” identified below between BS&A Software, LLC, a Delaware limited liability company with offices located at 14965 Abbey Lane, Bath, MI 48808 (“**BS&A**”) and the “**Customer**” identified below. Capitalized terms used but not defined in this Order have the meanings given them elsewhere in the Agreement (as defined below). BS&A and Customer may be referred to herein collectively as the “**Parties**” or individually as a “**Party**”. The Parties hereby agree as follows:

Customer Name: City of Temple Terrace, Hillsborough County, FL	Sponsor Contact:
Billing Address:	Sponsor Phone:
Accounts Payable Email:	Sponsor Email:

Platform and Fee Information

Effective Date:	
Platform Description: Those modules and feature packs of BS&A’s proprietary hosted enterprise resource planning service for managing local government functions that are identified in the Pricing Sheet. “Usage Limitations”: ☐ <i>Number of Authorized Users:</i> [INSERT # OF SEATS] ☐ <i>Other:</i> [INSERT OTHER USAGE LIMITATIONS, IF ANY]	
“Initial Subscription Period”: [One (1) year]	Subscription Fees: \$88,830, payable [annually].
The “ Initial Subscription Period ” shall begin the at the earlier date of • One (1) year after the Effective Date for any new software modules • Six (6) months after the Effective Date for any software modules upgrading from BS&A’s .NET Platform	
Professional Services (if any): \$336,132	Service Fees (if any):
Other Customer Terms:	

The Customer Agreement (the “**Agreement**”), made and entered into as of the Effective Date between BS&A and Customer, includes and incorporates: (i) the above Order; (ii) any Orders previously or subsequently entered into by the Parties; and (iii) the Customer Terms and Conditions, which are attached to this Order (the “**Terms and Conditions**”); (iv) BS&A’s response to Customer’s Functional Requirements; (v) the Statement of Work; and (vi) the Pricing Sheet attached to this Order (the “**Pricing Sheet**”).

BS&A SOFTWARE, LLC

CITY OF TEMPLE TERRACE, HILLSBOROUGH COUNTY, FL

Name: _____
Title: _____

Name: _____
Title: _____

EXHIBIT A
CUSTOMER TERMS AND CONDITIONS

The Parties agree as follows:

1. Definitions.

1.1 **"Authorized User"** means Customer's employees, consultants, contractors, and agents: (i) who are authorized by Customer to access and use the Platform under this Agreement; and (ii) for whom access to the Platform has been purchased hereunder.

1.2 **"BS&A IP"** means the Platform and any and all intellectual property provided to Customer or any Authorized User in connection with the foregoing. For the avoidance of doubt, BS&A IP includes Usage Data and any information, data, or other content derived from BS&A's provision of the Platform but does not include Customer Data.

1.3 **"Business Contact Data"** means Personal Information that relates to BS&A's relationship with Customer, including, by way of example and without limitation, the names and contact information of Authorized Users and any other data BS&A collects for the purpose of managing its relationship with Customer, identity verification, or as otherwise required by applicable laws, rules, or regulations.

1.4 **"Customer Data"** means information, data, and other content, in any form or medium, that is submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform, including Business Contact Data; provided that, for purposes of clarity, Customer Data as defined herein does not include Business Contact Data or Usage Data.

1.5 **"Documentation"** means Company's end user documentation relating to the Platform, including any user guides.

1.6 **"Harmful Code"** means any software, hardware, or other technology, device, or means, including any virus, worm, malware, or other malicious computer code, the purpose or effect of which is to permit unauthorized access to, or to destroy, disrupt, disable, distort, or otherwise harm or impede in any manner any (i) computer, software, firmware, hardware, system, or network; or (ii) any application or function of any of the foregoing or the security, integrity, confidentiality, or use of any data processed thereby.

1.7 **"Order"** means: (i) a purchase order, order form, or other ordering document entered into by the Parties that incorporates this Agreement by reference; or (ii) if Customer registered for the Platform through BS&A's online ordering process, the results of such online ordering process.

1.8 **"Personal Information"** means any information that, individually or in combination, does or can identify a specific individual or by or from which a specific individual may be identified, contacted, or located, including without limitation all data considered "personal data", "personally identifiable information", or something similar under applicable laws, rules, or regulations relating to data privacy.

1.9 **"Platform"** has the meaning set forth on the Order.

1.10 **"Professional Services"** means training, migration, implementation, integration, or other professional services that are provided to Customer in connection with its use of the Platform hereunder.

1.11 **"Subscription Period"** means the time period identified on the Order during which Customer's Authorized Users may access and use the Platform.

1.12 **"Third-Party Products"** means any third-party products provided with, integrated with, or incorporated into the Platform.

1.13 **"Usage Data"** means usage data collected and processed by BS&A in connection with Customer's use of the Platform, including without limitation test configuration metadata, activity logs, and data used to optimize and maintain performance of the Platform, and to investigate and prevent system abuse. For purposes of clarity, Customer Data is not Usage Data and Usage Data does not contain Personal Information or any other Customer Data.

1.14 **"Usage Limitations"** means the usage limitations set forth in this Agreement and the Order, including without limitation any limitations on the number of Authorized Users (if any), and the applicable product, pricing, and support tiers agreed-upon by the Parties.

2. Access and Use.

2.1 Provision of Access. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including without limitation the Usage Limitations, Customer may, solely through its Authorized Users, access and use the Platform during the Subscription Period on a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable basis. Such use is limited to Customer's internal business purposes and the features and functionalities specified in the Order. Each Authorized User must have its own unique account on the Platform and Authorized Users may not share their account credentials with one another or any third party. Customer will be responsible for all of the acts and omissions of its Authorized Users in connection with this Agreement and for all use of Authorized Users' accounts.

2.2 Documentation License. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, Company hereby grants to Customer a non-exclusive, non-transferable (except in compliance with Section 15.9), and non-sublicensable license to use the Documentation during the Subscription Period solely for Customer's internal business purposes in connection with its use of the Platform.

2.3 Use Restrictions. Customer shall not use the Platform for any purposes beyond the scope of the access granted in this Agreement. Customer shall not at any time, directly or indirectly, and shall not permit any Authorized Users to: (i) copy, modify, or create derivative works of any BS&A IP, whether in whole or in part; (ii) rent, lease, lend, sell, license, sublicense, assign, distribute, publish, transfer, or otherwise make available the Platform or Documentation to any third party; (iii) reverse engineer, disassemble, decompile, decode, adapt, or otherwise attempt to derive or gain access to any software component of the Platform, in whole or in part; (iv) remove any proprietary notices from any BS&A IP; (v) use any BS&A IP in any manner or for any purpose that infringes, misappropriates, or otherwise violates any intellectual property right or other right of any person, or that violates any applicable law; (vi) access or use any BS&A IP for purposes of competitive analysis of BS&A or the Platform, the development, provision, or use of a competing software service or product, or any other purpose that is to BS&A's detriment or commercial disadvantage; (vii) bypass or breach any security device or protection used by the Platform or access or use the Platform other than by an Authorized User through the use of valid access credentials; (viii) input, upload, transmit, or otherwise provide to or through the Platform any information or materials, including Customer Data, that are unlawful or injurious or that infringe or otherwise violate any third party's intellectual property or other rights, or that contain, transmit, or activate any Harmful Code; or (ix) use any BS&A IP for any activity where use or failure of the BS&A IP could lead to death, personal injury, or environmental damage, including life support systems, emergency services, nuclear facilities, autonomous vehicles, or air traffic control.

2.4 Reservation of Rights. BS&A reserves all rights not expressly granted to Customer in this Agreement. Except for the limited rights and licenses expressly granted under this Agreement, nothing in this Agreement grants, by implication, waiver, estoppel, or otherwise, to Customer or any third party any intellectual property rights or other right, title, or interest in or to the BS&A IP.

2.5 Suspension. Notwithstanding anything to the contrary in this Agreement, BS&A may temporarily suspend Customer's and any Authorized User's access to any portion or all of the Platform if: (i) BS&A reasonably determines that (a) there is a threat or attack on any of the BS&A IP; (b) Customer's or any Authorized User's use of the BS&A IP disrupts or poses a security risk to the BS&A IP or to any other customer or vendor of BS&A; (c) Customer, or any Authorized User, is using the BS&A IP for fraudulent or illegal activities; (d) subject to applicable law, Customer has ceased to continue its business in the ordinary course, made an assignment for the benefit of creditors or similar disposition of its assets, or become the subject of any bankruptcy, reorganization, liquidation, dissolution, or similar proceeding; (e) BS&A's provision of the Platform to Customer or any Authorized User is prohibited by applicable law; or (f) any Customer Data submitted, posted, or otherwise transmitted by or on behalf of Customer or an Authorized User through the Platform may infringe or otherwise violate any third party's intellectual property or other rights; (ii) any vendor of BS&A has suspended or terminated BS&A's access to or use of any Third-Party Products required to enable Customer to access the Platform; or (iii) in accordance with Section 7.1 (any such suspension described in subclauses (i), (ii), or (iii), a "**Service Suspension**"). BS&A shall use commercially reasonable efforts to provide written notice of any Service Suspension to Customer and to provide updates regarding resumption of access to the Platform following any Service Suspension. BS&A shall use commercially reasonable efforts to resume providing access to the Platform as soon as reasonably possible after the event giving rise to the Service Suspension is cured. BS&A will have no liability for any damage, liabilities, losses (including any loss of data or profits), or any other consequences that Customer or any Authorized User may incur as a result of a Service Suspension.

2.6 Business Contact Data and Usage Data. Notwithstanding anything to the contrary in this Agreement,

BS&A may process Business Contact Data: (i) to manage BS&A's relationship with Customer; (ii) to carry out BS&A's core business operations, such as, by way of example and without limitation, accounting, audits, tax preparation and for filing and compliance purposes; (iii) to monitor, investigate, prevent and detect fraud, security incidents and other misuse of the Platform, and to prevent harm to BS&A, Customer, and BS&A's other customers; (iv) for identity verification purposes; and (v) to comply with applicable laws, rules, and regulations relating to the processing and retention of Personal Information to which BS&A may be subject. BS&A may process Usage Data for any lawful purpose, including to monitor, maintain, and optimize the Platform. '

3. Customer Responsibilities.

3.1 General. Customer is responsible and liable for all uses of the Platform and Documentation resulting from access provided by Customer, directly or indirectly, whether such access or use is permitted by or in violation of this Agreement. Without limiting the generality of the foregoing, Customer is responsible for all acts and omissions of Authorized Users, and any act or omission by an Authorized User that would constitute a breach of this Agreement if taken by Customer will be deemed a breach of this Agreement by Customer. Customer shall use reasonable efforts to make all Authorized Users aware of this Agreement's provisions as applicable to such Authorized User's use of the Platform and shall cause Authorized Users to comply with such provisions.

3.2 Third-Party Products. BS&A may from time to time make Third-Party Products available to Customer or BS&A may allow for certain Third-Party Products to be integrated with the Platform to allow for the transmission of Customer Data from such Third-Party Products into the Platform. For purposes of this Agreement, such Third-Party Products are subject to their own terms and conditions. BS&A is not responsible for the operation of any Third-Party Products and makes no representations or warranties of any kind with respect to Third-Party Products or their respective providers. If Customer does not agree to abide by the applicable terms for any such Third-Party Products, then Customer should not install or use such Third-Party Products. By authorizing BS&A to transmit Customer Data from Third-Party Products into the Platform, Customer represents and warrants to BS&A that it has all right, power, and authority to provide such authorization.

3.3 Customer Control and Responsibility. Customer has and will retain sole responsibility for: (i) all Customer Data, including its content and use; (ii) all information, instructions, and materials provided by or on behalf of Customer or any Authorized User in connection with the Platform; (iii) Customer's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks, whether operated directly by Customer or through the use of third-party platforms or service providers ("**Customer Systems**"); (iv) the security and use of Customer's and its Authorized Users' access credentials; and (v) all access to and use of the Platform directly or indirectly by or through the Customer Systems or its Authorized Users' access credentials, with or without Customer's knowledge or consent, including all results obtained from, and all conclusions, decisions, and actions based on, such access or use. For purposes of clarity, Customer Systems do not include BS&A's information technology infrastructure, including computers, software, databases, electronic systems (including database management systems), and networks operated directly by BS&A and its third-party service providers.

4. Support. Subject to and conditioned on Customer's compliance with the terms and conditions of this Agreement, including payment of applicable Fees, BS&A will use commercially reasonable efforts to provide Customer with basic customer support via BS&A's standard support channels during BS&A's normal business hours.

5. Professional Services. BS&A will perform Professional Services as described in an Order. Customer will provide BS&A all reasonable cooperation required for BS&A to perform the Professional Services, including without limitation timely access to any reasonably required Customer materials, information, or personnel. Subject to any limitations identified in an Order, Customer will reimburse BS&A's reasonable travel and lodging expenses incurred in providing Professional Services. To the extent the Professional Services result in any work product of any kind or character ("**Work Product**"), all such Work Product will remain owned solely and exclusively by BS&A and, to the extent any such Work Product consists of enhancements, improvements, or other modifications to the Platform, such Work Product may be used by Customer solely in connection with Customer's authorized use of the Platform under this Agreement.

6. Insurance. During the Subscription Period, BS&A shall procure and maintain appropriate insurance policies with coverage limits that are commensurate with industry standards and sufficient to protect against potential risks associated with this Agreement. The insurance policies shall be obtained from reputable and financially sound insurance providers, and BS&A agrees to provide proof of such insurance upon request by Customer.

7. Fees and Taxes.

7.1 Fees. The Platform may be provided for a fee or other charge. Customer shall pay BS&A the fees (“Fees”) identified in the Order without offset or deduction at the cadence identified in the Order (e.g., monthly or annually). BS&A may increase the Fees annually, provided that BS&A will provide Customer at least thirty (30) days’ notice of such increase prior to the end of the then-current Term. The amount of the Fee increase will be in BS&A’s sole discretion, provided that Customer agrees that the increase may be at least the greater of: (i) five percent (5%); or (ii) the annual increase in the relevant Consumer Price Index for all Urban Consumers published by the Bureau of Labor Statistics for the then-current calendar year, in each case as compared to the Fees applicable during then-current Term, as applicable. Fees paid by Customer are non-refundable. Customer shall make all payments hereunder in US dollars by ACH or via another reasonable method chosen by BS&A, to such account as BS&A may specify in writing from time to time, or by another mutually agreed-upon payment method. If Customer pays via invoice, Customer will pay the invoiced amount within thirty (30) calendar days of the invoice date. If Customer fails to make any payment when due, and Customer has not notified BS&A in writing within ten (10) days of the payment becoming due and payable that the payment is subject to a good faith dispute, without limiting BS&A’s other rights and remedies, and to the fullest extent permissible under applicable law: (i) BS&A may charge interest on the undisputed past due amount at the rate of 1.5% per month, calculated daily and compounded monthly or, if lower, the highest rate permitted under applicable law; (ii) Customer shall reimburse BS&A for all reasonable costs incurred by BS&A in collecting any late payments or interest, including attorneys’ fees, court costs, and collection agency fees; and (iii) if such failure continues for ten (10) days or more, BS&A may suspend Customer’s and its Authorized Users’ access to all or any part of the Platform until such amounts are paid in full.

7.2 Taxes. All Fees and other amounts payable by Customer under this Agreement are exclusive of taxes and similar assessments. Customer is responsible for all sales, use, and excise taxes, and any other similar taxes, duties, and charges of any kind imposed by any federal, state, or local governmental or regulatory authority on any amounts payable by Customer hereunder, other than any taxes imposed on BS&A’s income.

7.3 Up-time Guarantees: BS&A Cloud service targets 100% uptime, measured as the percentage of total minutes in a calendar quarter that no system outage has been reported by the customer divided by the total minutes in a calendar quarter, excluding Scheduled Maintenance.

- If uptime is between 98.0% and 99.0%, BS&A will promptly take remedial action to prevent recurrence.
- If uptime is between 95.0% and 97.9%, the City shall receive a service credit equal to 4% of the subscription fees for the affected calendar quarter, applied to the next invoice.
- If uptime falls below 95.0%, the City shall receive a service credit equal to 5% of the subscription fees for the affected calendar quarter, applied to the next invoice.

8. Confidential Information.

8.1 Definition. From time to time during the Subscription Period, either Party may disclose or make available to the other Party information about its business affairs, products, confidential intellectual property, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether orally or in written, electronic, or other form or media that: (i) is marked, designated or otherwise identified as “confidential” or something similar at the time of disclosure or within a reasonable period of time thereafter; or (ii) would be considered confidential by a reasonable person given the nature of the information or the circumstances of its disclosure (collectively, “**Confidential Information**”). Except for Personal Information, Confidential Information does not include information that, at the time of disclosure is: (a) in the public domain; (b) known to the receiving Party at the time of disclosure; (c) rightfully obtained by the receiving Party on a non-confidential basis from a third party; or (d) independently developed by the receiving Party without use of, reference to, or reliance upon the disclosing Party’s Confidential Information.

8.2 Duty. The receiving Party shall not disclose the disclosing Party’s Confidential Information to any person or entity, except to the receiving Party’s employees, contractors, and agents who have a need to know the Confidential Information for the receiving Party to exercise its rights or perform its obligations hereunder (“**Representatives**”). The receiving Party will be responsible for all the acts and omissions of its Representatives as they relate to Confidential Information hereunder. Notwithstanding the foregoing, each Party may disclose Confidential Information to the limited extent required (i) in order to comply with the order of a court or other governmental body, or as otherwise necessary to comply with applicable law, provided that the Party making the disclosure pursuant to the order shall first have given written notice to the other Party and made a reasonable effort to obtain a protective order; (ii) as required by Florida open records law; or (iii) to establish a Party’s rights under this Agreement, including to make required court filings. Further,

notwithstanding the foregoing, each Party may disclose the terms and existence of this Agreement to its actual or potential investors, debtholders, acquirers, or merger partners under customary confidentiality terms.

8.3 Return of Materials; Effects of Termination/Expiration. On the expiration or termination of the Agreement, the receiving Party shall promptly return to the disclosing Party all copies, whether in written, electronic, or other form or media, of the disclosing Party's Confidential Information, or destroy all such copies and certify in writing to the disclosing Party that such Confidential Information has been destroyed. Each Party's obligations of non-use and non-disclosure with regard to Confidential Information are effective as of the Effective Date and will expire three (3) years from the date of termination or expiration of this Agreement; provided, however, with respect to any Confidential Information that constitutes a trade secret (as determined under applicable law), such obligations of non-disclosure will survive the termination or expiration of this Agreement for as long as such Confidential Information remains subject to trade secret protection under applicable law.

9. Data Security and Processing of Personal Information.

9.1 Customer Data. Customer hereby grants to BS&A a non-exclusive, royalty-free, worldwide license to reproduce, distribute, and otherwise use and display the Customer Data and perform all acts with respect to the Customer Data as may be necessary for BS&A to provide the Platform and otherwise perform its obligations hereunder. Customer may export the Customer Data at any time through the features and functionalities made available via the Platform. For the avoidance of doubt, aggregated, de-identified, and anonymized portions, sets, or other combinations of Customer Data that do not contain personally identifying elements of Customer's identity or of any Authorized Users are Usage Data and not Customer Data.

9.2 Security Measures. BS&A will implement and maintain commercially reasonable administrative, physical, and technical safeguards designed to protect Customer Data (including Personal Information provided as part of Business Contact Data) from unauthorized access, use, alteration, or disclosure.

9.3 Processing of Personal Information. BS&A's rights and obligations with respect to Personal Information that it collects directly from individuals (if any) are set forth in BS&A's Privacy Policy (as amended from time to time in accordance with its terms). Personal Information processed by BS&A on behalf of Customer is considered Customer Data and is governed by the terms of this Agreement.

10. Intellectual Property Ownership; Feedback.

10.1 BS&A IP. Customer acknowledges that, as between Customer and BS&A, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the BS&A IP and, with respect to Third-Party Products, the applicable third-party providers own all right, title, and interest, including all intellectual property rights, in and to the Third-Party Products.

10.2 Usage Data. Customer acknowledges that, as between BS&A and Customer, BS&A owns all right, title, and interest, including all intellectual property rights, in and to the Usage Data.

10.3 Customer Data. BS&A acknowledges that, as between BS&A and Customer, Customer owns all right, title, and interest, including all intellectual property rights, in and to the Customer Data.

10.4 Feedback. If Customer or any of its employees or contractors sends or transmits any communications or materials to BS&A by mail, email, telephone, or otherwise, suggesting or recommending changes to the BS&A IP, including without limitation, new features or functionality relating thereto, or any comments, questions, suggestions, or the like ("**Feedback**"), BS&A is free to use such Feedback irrespective of any other obligation or limitation between the Parties governing such Feedback.

11. Mutual Warranties; Disclaimer of Other Warranties.

11.1 Mutual Warranties. Each party hereby represents and warrants to the other that: (i) it has the full right, power, and authority to enter into, execute, and perform its obligations under this Agreement without any conflict with or violation of any other obligations to which it may be subject; and (ii) this Agreement is binding on such party in accordance with its terms.

11.2 Disclaimer of Other Warranties. THE BS&A IP IS PROVIDED "AS IS" AND BS&A HEREBY DISCLAIMS ALL WARRANTIES, WHETHER EXPRESS, IMPLIED, STATUTORY, OR OTHERWISE. BS&A SPECIFICALLY DISCLAIMS ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, AND NON-INFRINGEMENT, AND ALL WARRANTIES ARISING FROM COURSE OF DEALING, USAGE, OR TRADE PRACTICE. BS&A MAKES NO WARRANTY OF ANY

KIND THAT THE BS&A IP, OR ANY PRODUCTS OR RESULTS OF THE USE THEREOF, WILL MEET CUSTOMER'S OR ANY OTHER PERSON'S REQUIREMENTS, OPERATE WITHOUT INTERRUPTION, ACHIEVE ANY INTENDED RESULT, BE COMPATIBLE OR WORK WITH ANY SOFTWARE, SYSTEM OR OTHER PLATFORM, OR BE SECURE, ACCURATE, COMPLETE, FREE OF HARMFUL CODE, OR ERROR FREE.

12. Indemnification.

12.1 BS&A Indemnification.

(a) BS&A shall indemnify, defend, and hold harmless Customer from and against any and all losses, damages, liabilities, costs (including reasonable attorneys' fees) ("**Losses**") incurred by Customer resulting from any third-party claim, suit, action, or proceeding ("**Third-Party Claim**") brought against Customer alleging that the Platform, or any use of the Platform in accordance with this Agreement, infringes or misappropriates such third party's US intellectual property rights; provided that Customer promptly notifies BS&A in writing of the claim, cooperates with BS&A, and allows BS&A sole authority to control the defense and settlement of such claim.

(b) If such a claim is made or appears possible, Customer agrees to permit BS&A, at BS&A's sole discretion: to (i) modify or replace the Platform, or component or part thereof, to make it non-infringing; or (ii) obtain the right for Customer to continue use. If BS&A determines that neither alternative is reasonably commercially available, BS&A may terminate this Agreement, in its entirety or with respect to the affected component or part, effective immediately on written notice to Customer, and as Customer's sole and exclusive remedy therefor, BS&A will provide to Customer a prorated refund of prepaid, unused Fees attributable to the Platform (and not including any one-time Fees for Professional Services).

(c) This Section 12.1 will not apply to the extent that the alleged infringement arises from: (i) use of the Platform in combination with data, software, hardware, equipment, or technology not provided by BS&A or authorized by BS&A in writing; (ii) modifications to the Platform not made by BS&A; (iii) Customer Data; or (iv) Third-Party Products.

12.2 Customer Indemnification. To the extent permitted under applicable laws, Customer shall indemnify, hold harmless, and, at BS&A's option, defend BS&A from and against any Losses resulting from any Third-Party Claim alleging that the Customer Data, or any use of the Customer Data in accordance with this Agreement, infringes or misappropriates such third party's intellectual property or other rights and any Third-Party Claims based on Customer's or any Authorized User's (i) negligence or willful misconduct; (ii) use of the Platform in a manner not authorized by this Agreement; or (iii) use of the Platform in combination with data, software, hardware, equipment or technology not provided by BS&A or authorized by BS&A in writing; in each case provided that Customer may not settle any Third-Party Claim against BS&A unless BS&A consents to such settlement, and further provided that BS&A will have the right, at its option, to defend itself against any such Third-Party Claim or to participate in the defense thereof by counsel of its own choice.

12.3 Sole Remedy. THIS SECTION 12.3 SETS FORTH CUSTOMER'S SOLE REMEDIES AND BS&A'S SOLE LIABILITY AND OBLIGATION FOR ANY ACTUAL, THREATENED, OR ALLEGED CLAIMS THAT THE PLATFORM INFRINGE, MISAPPROPRIATE, OR OTHERWISE VIOLATE ANY INTELLECTUAL PROPERTY RIGHTS OF ANY THIRD PARTY.

13. Limitations of Liability. IN NO EVENT WILL EITHER PARTY BE LIABLE UNDER OR IN CONNECTION WITH THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE, FOR ANY: (i) CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, ENHANCED, OR PUNITIVE DAMAGES; (ii) INCREASED COSTS, DIMINUTION IN VALUE OR LOST BUSINESS, PRODUCTION, REVENUES, OR PROFITS; (iii) LOSS OF GOODWILL OR REPUTATION; (iv) USE, INABILITY TO USE, LOSS, INTERRUPTION, DELAY OR RECOVERY OF ANY DATA, OR BREACH OF DATA OR SYSTEM SECURITY; OR (v) COST OF REPLACEMENT GOODS OR SERVICES, IN EACH CASE REGARDLESS OF WHETHER BS&A WAS ADVISED OF THE POSSIBILITY OF SUCH LOSSES OR DAMAGES OR SUCH LOSSES OR DAMAGES WERE OTHERWISE FORESEEABLE. IN NO EVENT WILL EITHER PARTY'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT UNDER ANY LEGAL OR EQUITABLE THEORY, INCLUDING BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, AND OTHERWISE EXCEED THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. THE FOREGOING LIMITATIONS OF LIABILITY WILL NOT APPLY WITH RESPECT TO LIABILITIES ARISING FROM: (A) A PARTY'S BREACH OF ITS CONFIDENTIALITY OBLIGATIONS UNDER SECTION 8; (B) A PARTY'S GROSS NEGLIGENCE, FRAUD, OR WILLFUL MISCONDUCT; OR (C) A PARTY'S INDEMNIFICATION OBLIGATIONS UNDER SECTION 12 (PROVIDED THAT BS&A'S TOTAL AGGREGATE LIABILITY IN CONNECTION WITH SUCH

INDEMNIFICATION OBLIGATIONS WILL NOT EXCEED THREE TIMES (3X) THE TOTAL AMOUNTS PAID AND/OR PAYABLE TO BS&A UNDER THIS AGREEMENT IN THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM).

14. Subscription Period and Termination.

14.1 Subscription Period. The initial term of this Agreement begins on the Effective Date and, unless terminated earlier pursuant to this Agreement's express provisions, will continue in effect for the period identified in the Order (the "**Initial Subscription Period**"). This Agreement will automatically renew for additional successive terms equal to the length of the Initial Subscription Period unless earlier terminated pursuant to this Agreement's express provisions or either Party gives the other Party written notice of non-renewal at least thirty (30) days prior to the expiration of the then-current term (each a "**Renewal Subscription Period**" and together with the Initial Subscription Period, the "**Subscription Period**").

14.2 Termination. In addition to any other express termination right set forth in this Agreement:

(a) BS&A may terminate this Agreement, effective on written notice to Customer, if Customer: (i) fails to pay any amount when due hereunder, and such failure continues more than ten (10) calendar days after BS&A's delivery of written notice thereof; or (ii) breaches any of its obligations under Section 2.3 or Section 8;

(b) either Party may terminate this Agreement, effective on written notice to the other Party, if the other Party materially breaches this Agreement, and such breach: (i) is incapable of cure; or (ii) being capable of cure, remains uncured thirty (30) calendar days after the non-breaching Party provides the breaching Party with written notice of such breach; or

(c) either Party may terminate this Agreement, effective immediately upon written notice to the other Party, if the other Party: (i) becomes insolvent or is generally unable to pay, or fails to pay, its debts as they become due; (ii) files or has filed against it, a petition for voluntary or involuntary bankruptcy or otherwise becomes subject, voluntarily or involuntarily, to any proceeding under any domestic or foreign bankruptcy or insolvency law; (iii) makes or seeks to make a general assignment for the benefit of its creditors; or (iv) applies for or has appointed a receiver, trustee, custodian, or similar agent appointed by order of any court of competent jurisdiction to take charge of or sell any material portion of its property or business.

(d) Upon termination, BS&A shall, within thirty (30) days after final termination, provide a copy of Customer Data to Customer, in a standard SQL format.

The Provider shall provide reasonable cooperation and assistance to Customer to ensure a smooth and complete extraction of all Customer Data. The Provider shall not impose any conditions or contingencies on the return of Customer Data, including any payment of additional fees.

Following Customer's successful extraction and written confirmation of receipt, the Provider shall, within thirty (30) days, securely and permanently delete all copies of Customer Data from its systems and any backups, unless otherwise required by law. The Provider shall provide written certification to the Customer confirming that the Customer Data has been destroyed.

The Provider's obligations under this Section survive the termination or expiration of this Agreement.

14.3 Effect of Expiration or Termination. Upon expiration or earlier termination of this Agreement, Customer shall immediately discontinue use of the BS&A IP and, without limiting Customer's obligations under Section 8, Customer shall delete, destroy, or return all copies of the BS&A IP and certify in writing to the BS&A that the BS&A IP has been deleted or destroyed. No expiration or termination will affect Customer's obligation to pay all Fees that may have become due before such expiration or termination or entitle Customer to any refund.

14.4 Survival. This Section 14.4 and Sections 1, 5, 8, 10, 11, 12, 13, 14.3, and 15 survive any termination or expiration of this Agreement. No other provisions of this Agreement survive the expiration or earlier termination of this Agreement.

15. Miscellaneous.

15.1 Relationship of the Parties. BS&A performs its obligations hereunder as an independent contractor and not a partner, joint venture, or agent of Customer and shall not bind nor attempt to bind Customer to any contract without Customer's prior written approval on a case-by-case basis. BS&A is responsible for hiring, firing, and supervising its personnel is solely responsible hereunder for its personnel, including without limitation for: (a) payment of compensation

to such personnel; (b) withholding (if applicable), paying, and reporting, for all personnel assigned to perform services (including Professional Services) in connection with this Agreement, applicable tax withholding, social security taxes, employment head taxes, unemployment insurance, and other taxes or charges applicable to such personnel; and (c) health or disability benefits, retirement benefits, or welfare, pension, or other benefits (if any) to which such personnel may be entitled. For purposes of clarity, BS&A's personnel will not be eligible to participate in any of Customer's employee benefit plans, fringe benefit programs, group insurance arrangements, or similar programs.

15.2 Entire Agreement. This Agreement, together with any other documents incorporated herein by reference, constitutes the sole and entire agreement of the Parties with respect to the subject matter of this Agreement and supersedes all prior and contemporaneous understandings, agreements, and representations and warranties, both written and oral, with respect to such subject matter. In the event of any inconsistency between the statements made in the body of this Agreement, the related Exhibits, and any other documents incorporated herein by reference, the following order of precedence governs: (i) first, this Agreement; and (ii) second, any other documents incorporated herein by reference.

15.3 Notices. All notices, requests, consents, claims, demands, waivers, and other communications hereunder (each, a "Notice") must be in writing and addressed to the Parties at the addresses set forth on the first page of this Agreement (or to such other address that may be designated by the Party giving Notice from time to time in accordance with this Section). All Notices must be delivered by personal delivery, nationally recognized overnight courier (with all fees pre-paid), facsimile or email (with confirmation of transmission) or certified or registered mail (in each case, return receipt requested, postage pre-paid). Except as otherwise provided in this Agreement, a Notice is effective only: (i) upon receipt by the receiving Party; and (ii) if the Party giving the Notice has complied with the requirements of this Section.

15.4 Force Majeure. In no event shall either Party be liable to the other Party, or be deemed to have breached this Agreement, for any failure or delay in performing its obligations under this Agreement (except for any obligations to make payments), if and to the extent such failure or delay is caused by any circumstances beyond such Party's reasonable control, including but not limited to acts of God, flood, fire, earthquake, explosion, war, terrorism, invasion, riot or other civil unrest, strikes, labor stoppages or slowdowns or other industrial disturbances, or passage of law or any action taken by a governmental or public authority, including imposing an embargo.

15.5 Amendment and Modification. No amendment or modification to this Agreement is effective unless it is in writing and signed by an authorized representative of each Party.

15.6 Waiver. No failure or delay by either Party in exercising any right or remedy available to it in connection with this Agreement will constitute a waiver of such right or remedy. No waiver under this Agreement will be effective unless made in writing and signed by an authorized representative of the Party granting the waiver.

15.7 Severability. If any provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other term or provision of this Agreement or invalidate or render unenforceable such term or provision in any other jurisdiction. Upon such determination that any term or other provision is invalid, illegal, or unenforceable, the Parties shall negotiate in good faith to modify this Agreement so as to effect their original intent as closely as possible in a mutually acceptable manner in order that the transactions contemplated hereby be consummated as originally contemplated to the greatest extent possible.

15.8 Governing Law; Submission to Jurisdiction. To the extent permissible under applicable laws, this Agreement is governed by and construed in accordance with the internal laws of the State of Florida without giving effect to any choice or conflict of law provision or rule that would require or permit the application of the laws of any jurisdiction other than those of the State of Florida. To the extent permissible under applicable laws, any legal suit, action, or proceeding arising out of or related to this Agreement must be instituted in the federal courts of the United States or the courts of the State of Florida in each case located in Hillsborough County, Florida and each Party irrevocably submits to the exclusive jurisdiction of such courts in any such suit, action, or proceeding.

15.9 Assignment. Neither Party may assign any of its rights or delegate any of its obligations hereunder (except in the case of either Party utilizing authorized subcontractors and consultants), in each case whether voluntarily, involuntarily, by operation of law or otherwise, without the prior written consent of the other Party. Any purported assignment or delegation in violation of this Section will be null and void. No assignment or delegation will relieve the assigning or delegating Party of any of its obligations hereunder. This Agreement is binding upon and inures to the benefit of the Parties and their respective permitted successors and assigns. Notwithstanding the foregoing, either Party may

freely assign this Agreement to an affiliate or successor in interest in the event of a merger, acquisition, sale of all or substantially all of its assets, corporate reorganization, or other change in control, without the prior consent of the other Party.

15.10 Export Regulation. The Platforms utilize software and technology that may be subject to US export control laws, including the US Export Administration Act and its associated regulations. Customer shall not, directly or indirectly, export, re-export, or release the Platform or the underlying software or technology to, or make the Platform or the underlying software or technology accessible from, any jurisdiction or country to which export, re-export, or release is prohibited by law, rule, or regulation. Customer shall comply with all applicable federal laws, regulations, and rules, and complete all required undertakings (including obtaining any necessary export license or other governmental approval), prior to exporting, re-exporting, releasing, or otherwise making the Platform or the underlying software or technology available outside the US.

15.11 US Government Rights. Each of the Documentation and software components that constitute the Platform is a “commercial item” as that term is defined at 48 C.F.R. § 2.101, consisting of “commercial computer software” and “commercial computer software documentation” as such terms are used in 48 C.F.R. § 12.212. Accordingly, if Customer is an agency of the US Government or any contractor therefor, Customer only receives those rights with respect to the Documentation and the Platform as are granted to all other end users, in accordance with (a) 48 C.F.R. § 227.7201 through 48 C.F.R. § 227.7204, with respect to the Department of Defense and their contractors, or (b) 48 C.F.R. § 12.212, with respect to all other US Government users and their contractors.

15.12 Equitable Relief. Each Party acknowledges and agrees that a breach or threatened breach by such Party of any of its obligations under Section 8 or, in the case of Customer, Section 2.3, would cause the other Party irreparable harm for which monetary damages would not be an adequate remedy and agrees that, in the event of such breach or threatened breach, the other Party will be entitled to equitable relief, including a restraining order, an injunction, specific performance and any other relief that may be available from any court, without any requirement to post a bond or other security, or to prove actual damages or that monetary damages are not an adequate remedy. Such remedies are not exclusive and are in addition to all other remedies that may be available at law, in equity or otherwise.

EXHIBIT B
PRICING SHEET
(Based on Quote 1962 | October 22, 2025)

Cost Summary

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

Cloud Modules - Annual Fee

Financial Management

FA-Fixed Assets	\$6,395.00
AP-Account Payable	\$6,970.00
GL-General Ledger	\$8,495.00
PO-Purchase Order	\$6,825.00
CR-Cash Receipting	\$7,690.00
IM-Inventory Management	\$6,680.00
AR-Account Receivables	\$6,540.00
Total	\$49,595.00

Community Development

BD-Building Department	\$13,795.00
Total	\$13,795.00

BS&A Online

CD-Building	\$5,925.00
BSAO-PRS-BS&A Online-Public Record Search	\$2,945.00
Total	\$8,870.00

Utility Billing

WO-Work Orders	\$6,970.00
UB-Utility Billing	\$9,600.00
Total	\$16,570.00

Subtotal	\$88,830.00
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Data Conversions/Database Setup

AR-Manual-Import Import of Invoices with Outstanding Balances	\$2,200.00
WO-Manual-Database Setup Setup of Work Order Types, Facilities, Assets, Equipment, Materials, Workers (if not using Employees as Workers)	\$2,650.00
PO-Manual-Import Requisition Import of orders with an amount remaining (Open/Partial) only	\$4,000.00
AP-Manual-Database Setup Vendor Master File	\$2,650.00
UB-Conversion- HTE Accounts, Services, Deposits, Rates, Meters; Billing & Payment History, Service for up to 5 years	\$15,000.00
CR-Conversion- HTE Receipt items, Receipt history for up to 5 years	\$7,800.00
FA-Conversion-Excel 5 years Asset Information	\$2,000.00
GL-Conversion- HTE COA, Balances, Budget, Journal Transaction history for up to 5 years	\$9,000.00
IM-Manual-Import Inventory Import; All inventory Items and quantities imported	\$2,500.00
BD-Conversion- HTE Up to 5 years of Permits Up to 5 years of Code Enforcements, plus all open Code Enforcement cases All Rental Registration Records (each additional year is \$1,870/year)	\$22,800.00
Total	\$70,600.00

Custom Import

Custom import from third-party software to populate Building Department database with parcels, properties, and current owners.	\$1,500.00
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Project Management and Implementation Planning

Services include:

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

Total **\$55,990.00**

Implementation and Training

- \$1,325/day
- Days quoted are estimates; you are billed for actual days used
- Training days quoted/billed in full day increments only

Services include:

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

Setup Days

ITS Setup - FM	Setup Days: 2	\$2,650.00
ITS Setup - CD	Setup Days: 2	\$2,650.00
ITS Setup - UB	Setup Days: 3	\$3,975.00
Total Setup Days: 7		Subtotal: \$9,275.00

Implementation and Training Days

ITS Training - FM	Training Days: 19	\$25,175.00
ITS Training - CD	Training Days: 21	\$27,825.00
ITS Training - BSAO	Training Days: 2	\$2,650.00
ITS Training - UB	Training Days: 19	\$25,175.00
User Acceptance Testing (UAT) 1	Training Days: 9	\$11,925.00
User Acceptance Testing (UAT) 2	Training Days: 9	\$11,925.00
Workflow and Process Refine/Confirm Training	Training Days: 4	\$5,300.00
Total Training Days: 83		Subtotal: \$109,975.00
Total Days: 90		Total: \$119,250.00

Post-Go Live Assistance

- Review and consult on streamlining day-to-day activities as they relate to the processes within the BS&A modules
- Assist customers with more detailed and advanced report options available within the BS&A modules
- Revisit commonly-used procedures discussed during training
- As needs arise, provide assistance with bank reconciliations
- \$1,325/day
- Days quoted are estimates; you are billed for actual days used

Post-Go Live for all modules for which training was performed	Training Days: 16	\$21,200.00
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Cost Totals

Cloud New Purchase – Annual Fee	Subtotal	\$88,830.00
Data Conversion/Database Setup	Subtotal	\$70,600.00
Custom Import	Subtotal	\$1,500.00
Project Management and Implementation Planning	Subtotal	\$55,990.00
Implementation and Training	Subtotal	\$119,250.00
Post-Go Live Assistance	Subtotal	\$21,200.00
Courtesy Discount on Professional Services	Subtotal	-\$4,968.00
Total Proposed		\$352,402.00
Travel Expenses Estimated		\$72,560.00

The final invoice will reflect actual expenses following the completion of training activities based on the guidelines described below.

\$160/\$185/\$225 per day hotel, varies by state
\$90 per day car rental
\$70 per day meals
\$730 per trip airfare/related expenses
\$0.70/mile round trip for drive distance

EXHIBIT C

BS&A's Response to Customer's RFP Functional Requirements

Functional requirement:

Score	Explanation
0	Functionality is not provided. The functionality is not included in the proposed solution.
1	Some functionality is provided, but it requires customization and some integration. Workarounds and custom application.
2	Most functionality is provided but with a platform-as-a-service (PaaS) extension or a third-party marketplace app. The
3	All functionality is provided by the vendor, but it requires the purchase of an additional native, prebuilt module (or
4	All functionality is provided "out of the box." All functionality is native to the single offering — the vendor engages in

If 1 or 2 Provide a value in Column 5

F	Feature Schedule for Future Release in Generally Available Software
E	Feature Developed as Enhancement for this Project

Request #	Module	Task	Requirements	Score	System/Module	Phase for Go Live	Comment	Additional Information for score 1 or 2	Additional Information for score 1 or 3
1	System	Integration Capabilities	Bi-directional API support with third-party software, facilitating real-time data exchange and automatic updates.	0					
2	System	Integration Capabilities	Support integration with any existing external Active Directory	4					
3	System	Accessibility	Self-service functions meet Federal guidelines for accessibility	2			BS&A Cloud modules are not evaluated for formal ADA compliance, although they meet most requirements and are compatible with third-party browser tools and plug-ins to support accessibility.		
4	System	Accessibility	Generated output for self-service functions and web output meet Federal guidelines for accessibility	2			BS&A Cloud modules are not evaluated for formal ADA compliance, although they meet most requirements and are compatible with third-party browser tools and plug-ins to support accessibility.		
5	System	Security	Single sign-on user SSO	4					
6	System	Security	Login into the proposed solution requires multi-factor authentication via Duo Devices for employees and OTP/authenticator for Citizens	4					
7	System	Security	Security Administrators can assign security by role instead of user so that security definitions are easier to manage	4					
8	System	Security	Users cannot access and view data without having the correct role	4					
9	System	Security	To enforce internal controls, users cannot run transactions without the proper role	4					
10	System	Security	To enforce internal controls, users cannot endorse transactions without the proper role	4					
11	System	Security	Data is encrypted at rest or at the database so that data is protected while stored.	4					
12	System	Security	Data is encrypted in transit so that data cannot be intercepted while being transmitted.	4					
13	System	Security	Data is encrypted at the application level (at the client and server level).	4					

14	System	Audit	Hybrid vendor and local access to run reports on storage (databases)	0	
15	System	Audit	For audit purposes, the system can track user application or business transaction activity	4	
16	System	Audit	To preserve data adequately, the storage of audited data follows the same security standards as ERP transactions	4	
17	System	Audit	To conserve storage, audit data can be purged after a defined period	0	
18	System	Workflow Set up	Role and approval chain	4	
19	System	Workflow Notifications	Approval notifications inside the app or by email	4	
20	System	Workflow	Multi-level approvals are accommodated	4	
21	System	Workflow	As an approver, I can request more information or explain my decision during workflow approval	4	
22	System	Workflow	The system reports the status of a workflow transaction so that the originator does not need to manually track the transaction	4	
23	System	Workflow	The originator can add comments when responding to the approver request for information	4	
24	System	Workflow	I can assign approval to a designated user when I am on leave	4	
25	System	Workflow	I can prove authorized approvals through an authorized digital signature	4	
26	System	Set Up	Hosted system	4	
27	System	Set Up	Web portal access for users, employees & citizens	4	
28	System	Set Up	3rd party handles data import	4	
29	System	Set Up	Ability to export all system data	4	
30	System	Set Up	Ability to print locally	4	
31	System	Set Up		4	BS&A Cloud is a browser based system. All print driver interaction is handled by your web browser.
32	System	Set Up		4	Attachments can be added to most record types. Also integration with Laserfiche for full document management.
33	Budget	Funds Control	Document management embedded in the software Ability to hold approved budget amounts against GL accounts	4	
34	Budget	Funds Control	Budget funds may be transferred between accounts/account groups/summary values with appropriate audit trail (for example, budget transfer journals)	4	
35	Budget	Funds Control	Available funds checking for GL journal entry and AP invoice entry	4	
36	Budget	Funds Control	Available funds checking performed against remaining annual budget	4	
37	Budget	Statistical Key Figures	The system can store and use non-financial data for planning and reporting purposes	1	Custom fields
38	Budget	Budget Preparation	Budget preparers can view the previous year's budget to review during budget entry	4	
40	Budget	Budget Preparation	Budget preparers can enter reasons for carrying over budget authorizations from one fiscal year to the next	4	
42	Budget	Budget Preparation	Budget preparers can update supporting documents	4	
44	Budget	Budget Preparation	Administrators can lock budget requests and save them as protected versions of budget	4	
46	Budget	Budget Publication	Financial information for the previous three years	4	
47	Budget	Budget Publication	Personnel counts by department	4	

48	Budget	Budget Control	Organization controls budgets by fund and by department (soft control - warns that a budget is exceeded but allows the transaction to proceed)	4
50	Finance	GL Structure	GL code structure must accommodate the following elements (25 characters)	
51	Finance		Fund 2	4
52	Finance		Function 2	4
53	Finance		Project # 4	4
54	Finance		Dep. 2	4
55	Finance		Div. 2	4
56	Finance		Activity 3	4
57	Finance		Class 2	4
58	Finance		Element 3	4
59	Finance		Object 3	4
60	Finance	GL Structure	Flexible reporting by any GL code segment, including the structure mentioned above	4
61	Finance	GL Structure	The system maintains balances at each hierarchy level or can calculate hierarchy-level balances in real time (i.e., when an inquiry or report is run)	4
62	Finance	GL Structure	Multiple hierarchical structures to support different reporting views	4
63	Finance	GL Structure	The ability to generate balance sheets based on GL code elements, such as cost centers, rather than just by business unit	4
64	Finance	Multiple Ledger Structures	Ledgers may be linked so that the main ledger is the primary book of record and linked ledgers give different reporting perspectives (for example, IFRS view, tax, management consolidation, etc.)	4
65	Finance	GL Calendar	Supports 12-period calendar & a year-end adjustment period (for example, period 13 for a 12-period calendar)	4
66	Finance	GL Data Types	Support for multiple data types (for example, actual, budget, remaining, and statistical)	4
67	Finance	GL Data Types	Double-entry controls may not be required on certain data types (for example, statistical or budget data)	4
68	Finance	GL Data Types	GL journal spreadsheet upload facility	4
69	Finance	GL Data Types	Debit/credit may be specified at user level for GL code elements (for example, cost center defaults from user ID)	4
70	Finance	GL Data Types	Journals may be entered in balanced batches	4
71	Finance	Intra/Intercompany	The system supports similar capabilities to intercompany for intra-company processing across user-defined entities within a legal entity (e.g., fund)	4
72	Finance	Intra/Intercompany	Supports "soft close" (real balance and period-end reports may be run at any time without the need for specific month-end processes)	4
73	Finance	Commitment Accounting	The system identifies approved accounts payable (AP) invoices as commitments	4
74	Finance	Commitment Accounting	The system identifies approved purchase orders (POs, if purchasing module is provided) as separate commitments from AP invoices	4
75	Finance	Commitment Accounting	The system identifies approved requisitions (if a purchasing module is provided) as separate commitments from AP invoices and approved POs	4
76	Finance	Inquiries	Account balances with transaction analysis and drill-back to source documents in sub-systems	4
77	Finance	Inquiries	Inquiry from profit and loss (P&L) view with comparative periods that allows user to "slice and dice" in real time using GL coding elements (for example, cost center, account, product, project) including ability to drill down through multiple hierarchy levels	4
78	Finance	Inquiries	Inquiry from balance sheet view with comparative periods that allows users to "slice and dice" in real time using GL coding elements (for example, cost center, account, product, project), including the ability to drill down through multiple hierarchy levels	4

Inquiries			
79	Finance	Ad hoc transaction analysis using transaction analysis codes not part of the primary GL coding structure, such as billing codes.	4
80	Finance	General	The organization follows cash and modified accrual accounting methods but must produce year-end full accrual reports.
82	Finance	Chart of Accounts	Organization is required to report financial activity to the State-by-State reporting categories.
83	Finance	Chart of Accounts	Organization follows fund accounting and pooled cash methods.
84	Capital Asset Management	Asset Data	Defined asset classes (for example, furniture and fixtures).
85	Capital Asset Management	Asset Data	Defined asset types (for example, leased, purchased, new).
86	Capital Asset Management	Asset Data	Asset physical location recorded against asset.
87	Capital Asset Management	Asset Data	Assets may be grouped in hierarchies for reporting and inquiry.
88	Capital Asset Management	Asset Data	Link to general ledger (GL) element values (for example, cost center) to define the department that owns the asset.
89	Capital Asset Management	Asset Data	Link to GL element values (for example, cost center) to define the department that will be charged depreciation.
90	Capital Asset Management	Asset Data	Link to GL accounts to define asset acquisition, disposal, and depreciation accounts.
91	Capital Asset Management	Asset Disposal	Ability to enter asset disposal with sale proceeds.
92	Capital Asset Management	Asset Lifecycle	Assets may be transferred between locations and departments with automatic GL entries where relevant.
93	Capital Asset Management	Asset Depreciation	Assets may be flagged as not depreciable (for example, intangible assets).
94	Capital Asset Management	Asset Depreciation	Fully depreciated assets may still be held on the system.
95	Capital Asset Management	Asset Inquiries	Asset history (audit trail of all events affecting an asset).
96	Capital Asset Management	Asset Inquiries	Assets by class; summary screens showing asset value, accumulated value, and net book value (NBV) with detail by individual assets.
97	Capital Asset Management	Asset Reports	Asset movements report showing the opening balance, categorized by additions, disposals, revaluations, depreciation, and NBV, with filters for asset type, status (active, disposed, fully depreciated), classification, cost center, location, and acquisition/disposal date.
98	Capital Asset Management	Asset Reports	Disposals detailed analysis of all assets disposed of in the reporting period.
99	Capital Asset Management	Asset Reports	Depreciation posting audit report.
100	Capital Asset Management	Acquisition	Assets can consist of non-capitalized assets.
101	Capital Asset Management	Asset Tracking	Can run report of assets by defined criteria.
102	Capital Asset Management	Asset Tracking	Data can be extracted in various formats (e.g., spreadsheets) to facilitate inventory validation.
103	Capital Asset Management	Valuation	Depreciation is calculated for each asset record.
104	Capital Asset Management	Inventory	The system can conduct annual inventory count.
105	Capital Asset Management	Inventory	The system can update the core ledger as a result of inventory count.
106	AP	Vendor Processing	Vendors may be put on hold.
107	AP	Vendor Processing	Support for one-time vendors.
108	AP	Vendor Invoice Processing	Invoices may be entered in batches.
109	AP	Vendor Invoice Processing	System highlights duplicate invoice numbers from the same vendor.
110	AP	Vendor Invoice Processing	Supports freight charge processing.
111	AP	Vendor Invoice Processing	The system allows multiple GL distributions per invoice line item.
112	AP	Vendor Invoice Processing	GL distributions may be split by amount.
113	AP	Vendor Invoice Processing	GL distributions may be split by quantity.
114	AP	Vendor Invoice Processing	Ability to put approved invoices on hold.
115	AP	Vendor Invoice Matching	Two-way matching (invoice to PO) against PO data (if vendor has its own purchasing functionality) or imported PO data.

116	AP	Vendor Invoice Matching	Three-way matching (invoice to PO and goods received) against PO data (if vendor has its own purchasing functionality) or imported PO data	4
117	AP	Vendor Invoice Matching	Minimum conditions with user-defined tolerances with automatic warning hold	4
118	AP	Vendor Payments	The user may choose multiple invoices for payment on one check and/or one invoice per check	4
119	AP	Vendor Payments	Online payment run preview that allows users to de-select items from the payment run before producing checks	4
120	AP	Vendor Payments	Payment runs may be restarted with appropriate check number sequence controls (including voiding damaged checks)	4
121	AP	Vendor Payments	The system supports electronic funds transfer (EFT)	4
122	AP	AP related taxes	The system supports sales taxes	4
123	AP	AP Inquiries	Vendor search by any part of the name	4
124	AP	AP Reports	Invoice register	4
125	AP	AP Reports	Account details by vendor	4
126	AP	AP Reports	Check register	4
127	AP	AP Reports	Overdue invoices	4
128	AP	AP Reports	Invoice batch report	4
129	AP	AP Reports	Sales tax reports	4
130	AP	Vendor Record	The system classifies vendors based on type (e.g., 1099, goods/services offered, commodity code, etc.)	4
131	AP	Payment Processing	The system uses positive pay to prevent bank fraud	4
132	AP	Payment Processing	The system allows users to void checks and re-issue replacement check	4
133	AP	Payment Processing	The system will pay vendors electronically (ACH, wire transfer, etc.) using standard NACHA formats (cut)	4
134	AP	Payment Processing	Users can print ad-hoc checks (i.e., print on demand)	4
135	AP	1099 Reporting	The system tracks 1099 eligible transactions for vendors and employees	4
136	AP	1099 Reporting	The system prints 1099 tax forms	4
137	AP	1099 Reporting	The 1099 tax report updates are part of the software patches and updates	4
138	AP	Requisitions	Online requisition entry	4
139	AP	Requisitions	Rule-based requisition approval workflow	4
140	AP	Purchase Order Processing	Supports blanket orders (frame agreement)	4
141	AP	Purchase Order Processing	Change order capability, with audit trail documenting the change	4
142	AP	Supplier Master File	Ability to mask private information, such as bank account numbers unless the user has appropriate access rights	4
143	AP	Reports	Unfulfilled purchase orders by date (shows purchase order lines that are not yet fully received by user-defined date ranges)	4
144	AP	P-Card	The solution supports the uploading of Card Issuer statement files for card reconciling	4
145	AP	P-Card	The system allows users to identify the correct account for each p-card transaction	4
146	AP	P-Card	Users can re-allocate charges after the Card Issuer has been paid	4
147	AP	Requisitions	The requestor can attach files to requisition	4
148	AP	Purchase Order	Encumbrance reports show purchase orders associated with encumbrances	4
149	AP	Purchase Order	Canceled purchase orders return budget appropriation to correct budget	4
150	AP	Change Order	Shows change orders with reason on purchase order	4
151	AP	Contract	The system notifies users of upcoming renewal or expiration	4
152	AR	Customer Processing	Customers may be grouped/analyzed using coding elements that are separate from general ledger (GL) code segment values	4
153	AR	Customer Processing	Deposit specified by customer type	0

Customer Processing				
154	AR		Customers may be assigned to user-defined classes for processing (for example, water accounts versus garbage only or all services)	4
155	AR	Customer Processing	Support for one-time customers	4
156	AR	Customer Processing	Ability to share customer files between business units (Water, sanitation, and permit)	4
157	AR	Cash Processing and Remittances	Cash receipts may be entered in batches	4
158	AR	Cash Processing and Remittances	Automated electronic funds transfer (EFT) lock box processing	4
159	AR	Cash Processing and Remittances	Supports automated clearing house (ACH) transfers	4
160	AR	Cash Processing and Remittances	Supports credit card payments	4
161	AR	Cash Processing and Remittances	Supports direct debit payments	4
162	AR	Cash Processing and Remittances	The system supports partial payments like payment plan	4
163	AR	Document Management	What you see is what you get (WYSIWYG) statement designer	4
164	AR	Document Management	Statements may be produced in batch or on demand by users	4
165	AR	Document Management	Customer interaction record supports attachments (for example, Word documents)	4
166	AR	Document Management	Ability for collection agents to reprint invoices, statements, and reminder letters on demand	4
167	AR	Collections	Ability to create late payment finance charges	4
168	AR	Disputes	Ability to flag items as "in dispute"	4
169	AR	Disputes	Disputed items can be excluded from collection processes	4
170	AR	Customer Portal	The system has a portal for customers to access their own account details online	4
171	AR	AR Inquiries	Customer search by address	4
Requires BSAO-PRS				
172	AR	AR Inquiries	Customer aged balance inquiry, showing balances broken down by user-defined aging periods with drill-down into billing detail from balances	4
173	AR	AR Inquiries	Customer aged balances can be viewed by customer groups hierarchically, with the ability to drill through levels of detail	4
174	AR	AR Inquiries	Customer aged balance inquiry may be run at any level of the customer hierarchy	4
175	AR	AR Reports	AR trial balance (reconcilable GL account balances analyzed by customers)	4
176	AR	AR Reports	Aging analysis analyzed by customer	4
177	AR	AR Reports	Overdue accounts report (all customers with items overdue by a user-specified period and by user-defined classes)	4
178	AR	AR Reports	Cash receipts register	4
179	UB	Self-Service	New customers can request new accounts online or in-person	4
180	UB	Self-Service	Customer requests for service can be entered online	0
181	UB	Self-Service	Customers can pay online for utilities or services	4
182	UB	New Customer	The solution determines whether a deposit is required when creating an account	0
183	UB	Billing	Billing supports consumption-based charges, including multimeter formulas	4
184	UB	Billing	Supports fee schedules based on consumption and other statistical units	4
185	UB	Billing	Data from meter readers can be uploaded into the billing system	4
186	UB	Billing	Authorized users can correct consumption errors	4
187	UB	Billing	Solution calculates bills based on multiple rate schedules	4
188	UB	Billing	Calculates penalties and other fees related to late payments	4
189	UB	Billing	Billing files can be extracted into defined formats for analytics	4

190	UB	Customer	The unique identifier can be assigned by a solution to a customer to prevent duplicates	4	
191	UB	Miscellaneous Receivable	Multiple types of receivables can be established by function (e.g., permit, citation, etc.)	4	
192	UB	Miscellaneous Receivable	Receipt can be applied to multiple receivables	4	
193	UB	Miscellaneous Receivable	Receivable data can be accessed from revenue receipt stream	4	
194	UB	Miscellaneous Receivable	User defines delinquencies based on user-defined time frames (e.g., 30 days, 45 days, etc.) by type of receivable	4	
195	UB	Miscellaneous Receivable	The system tracks balances on paid receivables and invoice balance	4	
196	UB	Receipt	Cashier can apply payments for customers with invoice remittance	4	
197	UB	Receipt	The cashier can review the customer's outstanding balance to facilitate research on the correct account to apply	4	
198	UB	Receipt	The cashier can issue a receipt to the customer that shows the services paid	4	
199	UB	Receipt	Merchant accounts (credit card payments online or at cashier station)	4	
200	UB	Write-Off	Partial or whole write-off can be applied to receivables	4	
201	HR	Core HR Management	Employee database with profiles, employment history, and job roles	4	
202	HR	Core HR Management	Employee self-service portal	4	
203	HR	Recruitment & Onboarding	Job posting and applicant tracking system (ATS)	4	
204	HR	Recruitment & Onboarding	Automated interview scheduling and communication	0	
205	HR	Recruitment & Onboarding	Digital office letters and e-signatures	0	
206	HR	Recruitment & Onboarding	Onboarding workflows, checklists, and document submission	0	
207	HR	Payroll & Compensation Management	Automated payroll processing with tax and benefits calculations	4	
208	HR	Payroll & Compensation Management	Direct deposit, pay stubs, and payment history tracking	4	
209	HR	Payroll & Compensation Management	Integration with accounting and finance modules	4	
210	HR	Payroll & Compensation Management	Compensation planning (salary structures and merit increases)	4	
211	HR	Benefits Administration	Employee benefits enrollment	4	
212	HR	Benefits Administration	Employee benefits management	4	
213	HR	Benefits Administration	Automated eligibility tracking and enrollment workflows	0	
214	HR	Time & Attendance	Time tracking biometric systems	4	Responding with Andrews Technology
215	HR	Time & Attendance	Shift scheduling and overtime tracking	4	Responding with Andrews Technology
216	HR	Time & Attendance	Integration with payroll for accurate wage calculations	4	Responding with Andrews Technology
217	HR	Compliance & Reporting	Audit trails and access controls for sensitive data	4	
218	HR	Compliance & Reporting	Customizable HR reports and dashboards	4	
219	HR	Compliance & Reporting	Deep analytics for workforce trends and decision-making	0	
220	HR	Performance Management	Automated appraisal workflows and reminders	4	
221	HR	Learning & Development	Learning management system (LMS) integration	0	Imports/Exports available
222	HR	Employee Engagement & Workplace Announcements	Internal communications tools and company announcements	4	
223	Community Development	Planning & Zoning Management	System to handle applications related to land use, planning, and development proposals and track zoning reviews and process updates	4	
224	Community Development	Building & Permit Management	Ability to electronically receive, issue, track, and manage building permits, including renewals and inspections	4	
225	Community Development	Building & Permit Management	Ability to electronically receive, review, and stamp plans. (Electronic Plan review option)	2	EPR integration needed for electronic plan review
226	Community Development	Building & Permit Management	Scheduling of inspections for construction, zoning, fire, engineering, and tree requirements	4	
227	Community Development	Building & Permit Management	Ability to complete inspections with notes and status (approved or denied), updating simultaneously on the citizen application	4	
228	Community Development	Building & Permit Management	Automated fee calculation based on the type of permit and applicable regulations	4	
229	Community Development	Project Tracking & Management	Tools to track all phases of a project from initiation to completion	4	
230	Community Development	Project Tracking & Management	Ability to assign tasks, set deadlines, and enable collaboration between departments and stakeholders	4	
231	Community Development	Project Tracking & Management	Centralized storage for all project-related documents, plans, and permits	4	
232	Community Development	Citizen Engagement & Requests	Online access for citizens to submit applications, plans, track permits, and request services, including inspections	4	
233	Community Development	Citizen Engagement & Requests	Notification system to alert citizens of changes, approvals, or project milestones	4	
234	Community Development	GIS Integration	Live GIS integration to display maps, zoning, land use, and permit data, linking property and parcel information with zoning, permits, and compliance activities, accessible via citizen and employee portals	1	
235	Community Development	Financial Management	Track fees associated with permits and zoning applications to monitor outstanding dues	4	
236	Community Development	Financial Management	Budget planning and tracking for community development projects, including cost estimates, expenditures, and revenue	4	
237	Community Development	Financial Management	Automated generation of invoices for services and permits, with integration to financial systems for payment processing	4	
238	Community Development	Workflow Automation & Approval Processes	Automated workflow to route applications, permits, and requests for review and approval by relevant departments	4	
239	Community Development	Workflow Automation & Approval Processes	Alerts and notifications for any delays or approvals required for further processing	4	
240	Community Development	Data Integration & Reporting	Integration with existing data systems (e.g., ERP, GIS, payment processor) to ensure consistent and accurate data across platforms	4	
241	Community Development	Data Integration & Reporting	Ability to generate ad-hoc and pre-configured reports, including zoning, permit, project progress, CRIS, and ISO reports	4	
242	Community Development	Data Integration & Reporting	Dashboards to track and visualize key performance indicators (KPIs) for community development efforts	4	
243	Community Development	Integration with External Systems	Ability to exchange permit and zoning data with external organizations, such as the Property Appraiser and Planning Commission	4	
244	Community Development	System accessibility	The system offers mobile access via phone or tablet	4	

6. Could you confirm that the following fleet requirements can be managed using BS&A's work orders?

- a. Schedule service requests for vehicle and equipment maintenance, including unexpected repair
- b. Track maintenance history, including parts used and labor hours
- c. Record labor time with associated costs
- d. Record parts used with costs, and reflect them in inventory
- e. Record usage of equipment and associated costs
- f. Record and invoice vendor costs
- g. Manage preventative maintenance schedules (based on time intervals, not mileage) with automated reminders
- h. Streamline tasks and prioritize schedules by allocating resources
- i. Monitor asset availability, downtime, and utilization
- j. Integration with Inventory and Fixed Asset modules (I know you mentioned that the system does not integrate Work Orders with the FA module. Would this be developed for the City before we move into setting up the FA and WO modules?)
- k. Ability to generate reports on fleet performance, maintenance costs, and asset lifecycle

BS&A: We can support all of the functions that you identified above. While we have stated that our solution can do these things, many cities decide to use a function-built solution designed specifically for Fleet Maintenance. Regarding the integration of Fixed Assets with the Work Order module, you are correct that this is not something that we offer today. In our opinion, it is fairly easy to have assets defined in two places and use consistent asset numbering. To calculate and record depreciation, you use the Fixed Asset Module. To record maintenance and repairs, you use the Work Order module. You can easily run reports from both modules for a give set of assets. This is on our future project list, but is unlikely to be completed next year. If the city wanted to fund development, we would consider moving this up. Alternatively, the city can wait for this to be completed without any extra cost.

...



ADDENDUM TO BS&A CUSTOM ORDER FORM

This Addendum is between the City of Temple Terrace, Florida ("Customer" or "City") and BS&A Software, LLC ("Provider"), which are the parties hereto ("Parties"), made effective as of the date of the executed Custom Order Form. The Customer and Provider are parties to the Custom Order Form (the "Agreement") to which this document is an Addendum.

I. AGREEMENT MANAGEMENT

A. Agreement Managers

The parties have identified the following individuals as Agreement Managers. These individuals are responsible for enforcing performance of this Agreement's terms and conditions and shall serve as liaisons between each party and the other.

FOR THE CITY

Sara Sanchez Borda
11250 North 56th Street
Temple Terrace, FL 33617
Telephone: (813) 506-6483
Email: ssanchezborda@templeterrace.gov

FOR BS&A SOFTWARE, LLC

Steve Rennells
14965 Abbey Lane
Bath Town, Michigan
Telephone: (248) 808-7328
Email: srennells@bsasoftware.com

II. AGREEMENT MODIFICATION

After execution of this Agreement, modifications to the provisions contained therein, with the exception of Section I., AGREEMENT MANAGEMENT, shall be valid only through execution of a formal written amendment to this Agreement. Any changes in the information contained in Section I., AGREEMENT MANAGEMENT, will be provided to the other party in writing and a copy of the written notification shall be maintained by both parties.

III. TERMINATION

A. Termination At Will

This Agreement may be terminated by either party upon no less than 30 days' notice, without cause, unless a lesser time is mutually agreed upon by both parties. Notice shall be delivered by certified mail (return receipt requested) or another method whereby a receipt of delivery may be obtained.



B. Termination For Cause

Either party may terminate this Agreement for failure to comply with the terms of this Agreement. The terminating party shall provide the other party with written notice of the failure to comply. The party failing to comply shall have thirty (30) days following receipt of such notice to cure the failure. If the failure to comply is not cured within thirty (30) days, the terminating party may terminate this agreement with 24 hours' written notice. In the event the City is terminating the Agreement for Provider's failure to comply, then the City shall be entitled to a pro-rata refund for the unused portion of the then-current subscription term that has been previously paid in full by the City.

This Agreement may be terminated with 24 hours' notice by the City for any failure of the Entity to comply with any applicable Florida Law and/or City Ordinance.

IV. OTHER CONDITIONS

A. Public Records

Provider understands and agrees to comply with Florida Public Records Laws of Chapter 119, specifically to a.) Keep and maintain public records required by the City to perform the service, b.) Upon request from the City's custodian of public records, 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 this chapter 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 the agreement term and following completion of the agreement if the Provider does not transfer the records to the City, d.) Upon completion of the agreement, transfer, at no cost, to the City all public records in possession of the Provider or keep and maintain public records required by the City to perform the service. If the Provider transfers all public records to the City upon completion of the agreement, the Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Provider keeps and maintains public records upon completion of the agreement, the Provider 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, in a format that is compatible with the information technology systems of the City.

If the Entity has questions regarding the application of Chapter 119, Florida Statutes, to the Entity's duty to provide public records relating to this contract, contact the custodian of public records at:



813.506.6440

Legislative@templeterrace.gov

**11250 N. 56th Street,
Temple Terrace, FL 33617**

B. Americans With Disabilities Act

The Entity shall comply with the Americans With Disabilities Act. In the event the Entity's noncompliance with the nondiscrimination clauses, the Americans with Disabilities Act, or with any other such rules, regulations, or orders, this Agreement may be canceled, terminated or suspended, in whole or in part, and the Entity may be declared ineligible for further Agreements.

C. Anti-Human Trafficking

Provider must complete and abide by the Anti-Human Trafficking Affidavit, **Attachment A**.

D. E-Verify

Provider, and any subcontractors Provider uses to carry out the duties and responsibilities in this contract, must register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees within three (3) business days of hire. In the event the E-Verify system is unavailable, Provider, and its subcontractors, will comply with section 448.095(2)(c) of Florida Statutes. If applicable, Provider must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

E. Force Majeure

Neither party shall be liable for loss or damage suffered as a result of any unforeseeable delay or failure in performance under this Agreement or interruption of performance resulting directly or indirectly from acts of God, fire, explosions, earthquakes, floods, water, wind, lightning, civil or military authority, acts of public enemy, war, riots, civil disturbances, insurrections, strikes, or labor disputes.

F. Disputes

Any dispute concerning performance of the terms of this Agreement shall be resolved informally by the Agreement Managers. Any dispute that cannot be resolved informally shall be reduced to writing and delivered to the City Manager. The City Manager shall decide the dispute, reduce the decision to writing, and deliver a copy to the Agreement Managers.

G. Jurisdiction and Venue



This Agreement shall be governed by the laws of the State of Florida. All legal proceedings arising out of or relating to this Agreement shall be brought in the state and federal courts of Florida, Hillsborough County.

H. No Third-Party Beneficiaries

Except as otherwise expressly provided herein, neither this Agreement, nor any amendment, addendum, or exhibit attached hereto, nor term, provision, or clause contained therein, shall be construed as being for the benefit of or providing a benefit to, any party not a signatory hereto.

I. Notices

All notices required or permitted by this Agreement shall be given, in writing, and by hand-delivery, email, or certified mail, to the respective addresses of the Agreement Managers as set forth above. All notices by hand-delivery shall be deemed received on the date of delivery, and all notices by email shall be deemed received when they are transmitted and not returned as undelivered or undeliverable. Either party may change the names, addresses, or telephone numbers set forth in Section I. AGREEMENT MANAGEMENT, above by written notice given to the other party as provided above.

J. Scrutinized Companies

1. In executing this Agreement, Provider certifies that it is not listed on the Scrutinized Companies that Boycott Israel List nor is Provider engaged in a boycott of Israel (as defined in section 215.4725, F.S.). Provider agrees, pursuant to section 287.135, F.S. that the Council may immediately terminate this Agreement for cause if the Provider is found to have submitted a false certification or is placed on the Scrutinized Companies that Boycott Israel List or is found to be engaged in a boycott of Israel during the term of the Agreement.
2. In executing this Agreement, Provider certifies it is not on the Scrutinized Companies with Activities in Sudan or the Scrutinized Companies with Activities in Iran Terrorism Sectors List and that it does not have business operations in Cuba or Syria. Provider agrees that the Council may terminate this Agreement if Provider is found to have submitted a false certification or has been placed on a list pursuant to section 215.473, F.S., relating to scrutinized active business operations in Iran.

K. Sovereign Immunity

The City, a political subdivision as defined in section 768.28, F.S., and the Provider, a non-governmental corporation, agree to be fully responsible for acts and omissions of their own agents, employees, or members to the extent permitted by law. Nothing herein is intended to serve as a waiver of sovereign immunity by the City to which sovereign immunity may be



applicable. Further, nothing herein shall be construed as consent by the City to be sued by third parties in any matter arising out of this Agreement.

Except as otherwise revised pursuant to this Addendum, all terms and provisions of the Agreement will remain in full force and effect. Where terms may contradict the Order of Precedence is as follows:

1. Addendum To BS&A Custom Order Form and Agreement
2. BS&A Custom Order Form
3. City of Temple Terrace Statement of Work
4. Request For Proposal #25-004 and Addendums in Reverse Order of Publish Date
5. BS&A Request For Proposal Response

IN WITNESS THEREOF, the parties have entered into this Agreement by their undersigned officials as duly authorized.

THE CITY OF TEMPLE TERRACE:

SIGNATURE OF AUTHORIZED PERSON: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

BS&A SOFTWARE, LLC:

SIGNATURE OF AUTHORIZED PERSON: _____

PRINT NAME: _____

TITLE: _____

DATE: _____



ATTACHMENT A

ANTI-HUMAN TRAFFICKING AFFIDAVIT

Pursuant to section 787.06(14), Florida Statutes, when a contract is executed, renewed, or extended between a nongovernmental entity and a governmental entity, the nongovernmental entity must provide the governmental entity with an affidavit signed by an officer or a representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services as defined in 787.06 F.S.

Section 787.06, Florida Statutes, defines “Coercion” as:

1. Using or threatening to use physical force against any person;
2. Restraining, isolating, or confining or threatening to restrain, isolate, or confine any person without lawful authority and against her or his will;
3. Using lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
4. Destroying, concealing, removing, confiscating, withholding, or possessing any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
5. Causing or threatening to cause financial harm to any person, including extortionate extension of credit, loan sharking as defined in F.S. 687.071, or employment contracts that violate the statute of frauds as provided in F.S. 725.01;
6. Enticing or luring any person by fraud or deceit; or
7. Providing a controlled substance as outlined in Schedule I or Schedule II of F.S. 893.03 to any person for the purpose of exploitation of that person.

(Insert Name of Entity) does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name: _____

Representative/Officers Printed Name: _____

Representative/Officer's Title: _____

Signature: _____ Date: _____

Statement of Work

City of Temple Terrace



Prepared for: City of Temple Terrace

Prepared by: Steve Rennell
BS&A Software

Date: July 28, 2025
Version: 3
Revision: August 27, 2025
Status: Draft

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1. Contact List

This section provides the list of key contacts for both BS&A Software and City of Temple Terrace:

BS&A Contacts

Name	Email	Title	Phone
Steve Rennell	srennell@bsasoftware.com	Senior Account Executive	248-808-7328
Lauren Hirn	lhirn@bsasoftware.com	Director of Project Management	517-641-8900
TBD		Project Manager	517-641-8900
Matt Holland	Matt.holland@bsasoftware.com	VP of Professional Services (Executive Sponsor)	517-641-8900

City of Temple Terrace Contacts

Name	Area	Email	Phone
Sara Sanchez Borda	Project Manager	ssanchezborda@templeterrace.gov	813-506-6483
Angela Torres	Utilities SME	atorres@templeterrace.gov	813-506-6420
Angela Torres	Work Order UB SME	atorres@templeterrace.gov	813-506-6420
Nick Martinez	Work Order Utilities SME	nmartinez@templeterrace.gov	813-506-6597
Marlon Blankenship	Work Order Streets, Stormwater, Parks & Grounds SME	mblankenship@templeterrace.gov	813-506-6579
Ron Skolnik	Work Order Facilities SME	rskolnik@templeterrace.gov	813-506-6585
Eddie Davis	Work Order Fleet SME	edavis@templeterrace.gov	813-506-6580

Jennifer Newman	Primary Core Financials SME	jnewman@templeterrace.gov	813-506-6412
Jamie Deve	Secondary Core Financials SME	jdeve@templeterrace.gov	813-506-6419
Jennifer Newman	GL & FA SME	jnewman@templeterrace.gov	813-506-6412
Janelle Treat	AR & CR SME	jtreat@templeterrace.gov	813-506-6418
Michele Malenda	PO & AP SME	mmalenda@templeterrace.gov	813-506-6416
Jennifer Newman	Inventory SME	jnewman@templeterrace.gov	813-506-6412
Marisa Robinson	Building Department SME	mrobinson@templeterrace.gov	813-506-6484
Candace Willoughby	Permit SME	cwilloughby@templeterrace.gov	813-506-6470
Jack Shanks	Code SME	jshanks@templeterrace.gov	813-506-6684
Sasha Melendez	Rental SME	smelendez@templeterrace.gov	813-506-6990

2. Project Overview, Objectives, and Scope

2.1 Project Overview

This Statement of Work (SOW) outlines the scope, deliverables, timelines, and resources required for the implementation of BS&A Cloud for the City of Temple Terrace. The project will include the following areas:

Financial Management

- General Ledger
- Budget
- Accounts Payable
- Purchase Order
- Cash Receipting
- Bank Reconciliation

Fixed Assets

- Inventory Management
- Utility Billing
- Utility Billing
- Work Order (Water, Sewer, Streets, Stormwater, Facilities, Sanitation, Parks, Grounds and Fleet)
- BSA Online Bill Pay
- Payments

Community Development

- Building Department (Permit and land use)
- BSA Online Building
- Rental Housing
- Code Enforcement

This document aims to define clear deliverables and expectations for the successful deployment of the BS&A Cloud.

2.2 Project Objectives

The objective of this project is to upgrade the current ERP system by integrating new functionalities, increasing operational efficiency, and aligning the organization with the best modern practices.

2.3 Project Scope

Financial Management, Utility Billing, and Community Development Module Implementation - Scope of Work

The following key activities will be undertaken:

Implement the Financial Management (FM) modules in BS&A Cloud:

- General Ledger/Budgeting, Accounts Payable, Purchase Order
 - General Ledger – Chart of Accounts map from old to new GLs provided by the city, 5 Years of Budget and Journal Transactions from HTE
 - Accounts Payable – Vendors Only, from PaymentWorks flat file
 - Purchase Order – Open Purchase Orders from flat file
- Cash Receipting
 - HTE Conversion for 5 years
- Accounts Receivable, Fixed Assets, and Inventory Management
 - Manual import: BS&A provides the template in which they need the data to import into the system. The city will fill out the template which BS&A will import

Implement Utility Billing (UB) modules in BS&A Cloud

- Utility Billing including HTE conversion for 5 years
- Work Order HTE conversion for 5 years and setup for Water, Sewer, Streets, Stormwater, Facilities, Sanitation, Parks, Grounds and Fleet.
- The BS&A Online Bill Pay module will include payments. Requests for new services will only be available at a later stage, after BS&A has been fully implemented in the City. However, once this functionality becomes available (Q3 or Q4 of 2026), the City will be able to take full advantage of the feature.

Community Development modules in BS&A Cloud

- Building Department with conversion from HTE
 - Permits 5 years
 - Code Enforcement 5 years, plus all open cases and any cases with unpaid lien.
 - Rental Housing all records
- BS&A Online Community Development for inspection scheduling, permit applications, contractor portal, Land use applications, and rental house licenses
- Integration with review planning tool.
- GIS integration to view and query land use

The deliverables include:

- User Acceptance Testing (UAT) Database for all modules, which includes:

- Separate testing activities for Financials/Utility Billing and Community Development (code enforcement, rental housing, land use and permits)
 - Will be completed twice, in two phases
- Pre-Go-Live Database and cloud site
- Pilot Phase for Each Implementation Group:

A structured pilot will be conducted by the subject matter experts for each module group following the Test/Train phase and prior to citywide deployment. This will include:

 - A limited go-live using real data in semi-production conditions
 - Validation of workflows, reports, integrations, and user readiness
 - Feedback collection and resolution of any critical issues
 - Written sign-off by each department lead, SME, and the City's Project Manager
 - The Pilot Phase must be completed successfully prior to the start of the Deploy phase for each group
- Production-ready Database and cloud site

3. Delivery Method

This section describes the method that BS&A Software will use to deliver this project to City of Temple Terrace. This method is described in terms of the approach and a detailed schedule.

3.1 Approach

BS&A Software will use the following six-phase approach to fulfill the needs of City of Temple Terrace:

Kickoff meeting

- Project kickoff meeting with City and BS&A stakeholders.

Phase 1 – Plan

- On-site discovery sessions to gather detailed process information.
- Working Sessions to Refine/Confirm Solution Design
 - Separate Sessions for Financial, Utility Billing and Community Development
- Solution design is based on BS&A's best practice recommendations, which are aligned with the City's process improvement goals.
 - This proposed design must be formally reviewed and agreed upon by the City at the end of Phase 1, as it will serve as the foundation for all subsequent system configuration and implementation activities.

Phase 2 – Build

- Focused on setting up the system and converting data.
- Includes:
 - Preliminary data extractions from HTE
 - Data conversion and validation
 - Initial configuration based on the agreed-upon solution design
 - Secondary data extraction and validation to address any issues or new modules.
 - Preparation for User Acceptance Testing 1 (UAT1) and Pre-Go Live training

Phase 3 – Test/Train

- User Acceptance Testing (UATs) are conducted using City data to validate:
 - System functionality
 - Data accuracy
 - Configuration and workflows
 - Report outputs and integrations
- Issue logs are maintained throughout testing and must be addressed by BS&A prior to UATs sign-off.
- UATs cannot be considered complete or approved until all identified issues have an agreed upon resolution plan.
- Training is delivered on-site and includes:
 - Process walkthroughs aligned with the final solution design
 - Documentation with screenshots
 - Recorded sessions for reference
- Pre-go-live training is provided to end-users, with a focus on real workflows and operational responsibilities.
- Desk-side training supports key staff in their functional areas to ensure readiness.

Phase 4 – Pilot

This phase serves as a live operational checkpoint, where each module Subject Matter Expert (SME) runs simulated processes in both systems to validate that functional, technical, and reporting outcomes are met.

- The Pilot is time-limited but functionally complete, meaning the SME performs standard operations in both systems concurrently (Naviline and BS&A).
- A second preliminary data extraction and conversion from the legacy system will provide access to recent data.
- Pre-final data validation to ensure accuracy of financial, billing, and operational records.
- Allows for real-time validation of:
 - Workflow logic
 - Data accuracy
 - Report outputs
 - System usability and user readiness
- Issues encountered during the pilot are documented in the project issue log and a resolution plan will be created.
- Pilot testing ensures modules function correctly both independently and in integration with related departments and systems.
- Each SME is required to complete business transactions and reconciliations in both systems throughout the pilot window.
- Pilot sign-off is mandatory
 - Must be obtained from:
 - The Subject Matter Expert (SME) for the module group
 - The Department Director overseeing that functional area
 - The City's ERP Project Lead
 - Includes:

- Configuration and workflow review to confirm all agreed-upon design elements are correctly reflected in the system.
- A formal pre-go-live checklist, mutually reviewed by BS&A and the City, must be completed prior to go-live approval. This includes validation of data, user access, workflows, and unresolved issues. (Appendix 7.2)

** This phase ensures operational confidence and validates that outcomes are achievable in a live environment before moving into full production use.

Phase 5 – Deploy

This phase focuses on transitioning the City from the legacy system (HTE) to the BS&A Cloud system, ensuring all data, configurations, and users are fully prepared for go-live after Pilot phase was successful.

- Final data extraction and conversion from the legacy system.
- Final data validation to ensure accuracy of financial, billing, and operational records.
- Cutover planning and execution in collaboration with City
- System goes live with City users actively processing transactions in the new platform.
- BS&A provides go-live support, including:
 - Troubleshooting assistance
 - Monitoring system performance
 - Addressing any post-cutover issues



Phase 6 – Care

This phase ensures a smooth transition from implementation to long-term support, focusing on continued user confidence, issue resolution, and system stability.

- Introductory meeting is held with the City's core team and BS&A Support to:
 - Review how to submit tickets using BS&A's help system
 - Clarify escalation paths and roles for issue resolution
 - Set expectations for support response times
- Training on the electronic help request process (BS&A's support portal or system).
- Introductory call with BS&A IT team and the City to introduce to the supporting team.



Figure 2: Delivery group overview

Group 1	GL & Budget	General Ledger & Budgeting
Group 2	UB & WO	Utility Billing, Work Orders tied to water/sewer from Customer Service perspective
Group 3	AR & CR	Accounts Receivable, Cash Receipting
Group 4	Online Portal	UB BS&A Online Bill Pay
Group 5	AP & PO	Accounts Payable, Purchase Orders
Group 6	FA, Inventory,	Fixed Assets, Inventory, Fleet Work Orders

	Fleet WO	
Group 7	WO – Infrastructure & Public Svcs	Water, Sewer, Streets, Stormwater, Facilities, Sanitation, Parks, Grounds
Group 8	Community Development	Land Use, Permits, Code Enforcement, Rental Housing
Group 9	Online Community Dev Portal	Online portal for permit applications, inspections, planning, and rental housing

3.2 High-Level Schedule

Task	Responsible Parties (Bold is Primary)	Start	Duration
Initiation Activities			
Initial Project Planning & Discovery	BS&A	Month 1	2 weeks
Create Initial High-level Schedule	BS&A and City	Month 1	1 week
Review & Confirm High-Level Schedule	BS&A and City	Month 1	1 day
Conduct Kick-Off Meeting	BS&A and City	Month 2	1 day
Review/Confirm Project Scope and Project Management Process	BS&A	Month 2	1 day
Establish Project Meeting Schedule	BS&A and City	Month 2	1 day
Assemble BS&A Project Team	BS&A	Month 2	1 day
Assemble City Project Team	City	Month 2	1 day
Create Detailed Project Timeline	BS&A and City	Month 2	2 weeks
Provide Requests for Information	BS&A	Month 3	1 day
Meet with Community Development to review Request for Information	BS&A and City	Month 3	1 day
Complete Requests for Information	City	Month 3	1 Month
IT and Data Conversion Activities			
Meet with City IT Staff to review Network Specifications & Data Extraction	BS&A and City	Month 3	1 day
Extract Preliminary Data from the current System	BS&A and City	Month 3	1 week
Remote Sessions to Capture Screen Shots – Separate Sessions for Each Module	BS&A and City	Month 3	2 weeks
Conduct Data Mapping and Develop Data Conversion Routines	BS&A	Month 4-6	1 month
Conduct a Review of Converted Data with City – Separate for Each Module	BS&A and City	Month 7	Several 2-3 hour sessions, by

			Module
Establish Environment	BS&A	Month 8	1 day
Knowledge Transfer			
Conduct an On-site Process Review Meetings - Financials	BS&A and City	Month 4	3 days
Conduct an On-site Process Review Meetings – Community Development	BS&A and City	Month 4	3 days
Conduct Analysis of Current Forms	BS&A and City	Month 7	1 day
Conduct Review of Required Reports	BS&A and City	Month 7	1 day
Conduct Analysis of System Interface Requirements	BS&A and City	Month 7	1 day
Develop Best Practices Recommendation	BS&A	Month 8	1 week
Approve Recommendations	City	Month 8	1 week
Provide Consulting and Assistance with Chart of Accounts Redesign	BS&A	Month 8	1 week
Create Solution Design Document	BS&A	Month 4-8	2 Months
Review Solution Design Document Refine/Confirm Workflows & Process Financials & Utilities	BS&A and City	Month 8	2 day
Review Solution Design Document Refine/Confirm Workflows & Process Community Development	BS&A and City	Month 8	2 day
Implementation			
Create Forms	BS&A	Month 9	2 days
Create Reports	BS&A	Month 9	2 days
Conduct 2nd Preliminary Data Extraction	BS&A and City	Month 9	2 days
Run 2nd Preliminary Data Conversion	BS&A	Month 9	1 Week
Conduct User Acceptance Training/Testing #1	BS&A and City	Month 10	9 days
Continue Testing/Pilot	City	Month 10	11 days
Conduct Users Acceptance Training/Testing #2	BS&A and City	Month 11	9 days
Continue Testing/Pilot	City	Month 11	11 days
Conduct Final Data Extraction	City	Month 12	2 days
Convert Final Data	BS&A	Month 13	2 days
On-site Set-up for Users & Configuration Items	BS&A	Month 13	4 days
Training			
On-site Training	BS&A and City	Month 13- 14	Varies`

Post-Go Live Training & Assistance	BS&A and City	Month 15	16 days
Post-Project Activities			
Conduct Post-Project Review & Assessment	BS&A and City	1 month post go-live	Varies
Conduct Post-Implementation Follow-Up Training	BS&A and City	TBD	TBD

4. BS&A Activities and Deliverables

This section describes specific activities and deliverables that will be provided by BS&A Software to fulfill the obligations set out in the Agreement and RFP response. The first section describes how we establish each of the BS&A Databases. Each subsection includes the detailed requirements for each specific module and includes: Process Definition, Cutover, and Training.

Establish BS&A Databases

- 1 Extract preliminary data with corroborating reports
- 1 Collect screenshots from current solution
- 2 Preliminary conversion development
- 3 Preliminary conversion QC and documentation
- 4 Preliminary data validation
- 5 Preliminary conversion data review
- 6 2nd Preliminary extraction
- 7 2nd Preliminary conversion development/validation
- 8 2nd Preliminary data validation
- 9 Extract Pre-final data (Pilot)
- 10 Convert Pre-final Data (Pilot)
- 11 Validate Pre-Final Data (Pilot)
- 12 Final Extract data
- 13 Convert final data
- 14 Validate final data
- 15 QC final BS&A Database and documentation
- 16 Verify the final BS&A Database at cutover

General Ledger (GL)/Budgeting

- 2 Review of the current GL process
 - a) Chart of Accounts analysis
 - b) Pooled cash environments
 - c) Budget Entry Process
- 3 Review BS&A module functionality
- 4 Confirm fiscal year end and desired GL format
- 5 Define BS&A process and training requirements
- 6 Build GL banks and assign GL cash accounts
- 7 Set up due to/due from rules
- 8 Document BS&A process
- 9 Verify final BS&A process by testing them
- 10 Conduct desk-side training for finance staff on general ledger operations

- 11 Conduct group training sessions on budgeting
- 12 Conduct group training session on general ledger lookup and reporting
- 13 Run parallel business-as-usual operations in both HTE and BS&A
- 14 Log and resolve issues raised by users during the pilot period
- 15 Ensure cross-module integration is functioning as expected (e.g., GL posting from AP/PO)
- 16 Reconcile data between HTE and BS&A (journal entries, budget balances)
- 17 Provide pilot go-live assistance for Balance inquiries, budget entry, Pooled cash functionality, and Chart of accounts navigation and validation
- 18 Provide desk-side support as needed during pilot
- 19 Support users in navigating real-time processes in BS&A
- 20 Obtain formal sign-off
- 21 Sign off final BS&A process at cutover
- 22 Provide go-live assistance for Balance inquiries, budget entry, Pooled cash functionality, and Chart of accounts navigation and validation
- 23 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 24 Ensure issue resolution and provide stabilization support

Accounts Payable

- 1 Review current Accounts Payable process
 - a) Invoice entry process and timing
 - b) Approval process
 - c) Check run process and timing
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Validate check format layout
- 5 Verify 1099 vendors are marked
- 6 Set up Invoices entry process and timing, Approval process, and check run process and timing
- 7 Document BS&A process
- 8 Verify final BS&A process by testing them
- 9 Conduct group training sessions for invoice entry
- 10 Conduct group training sessions for invoice approval
- 11 Conduct desk-side training for accounts payable check creation
- 12 Run parallel business-as-usual operations in both HTE and BS&A
- 13 Log and resolve issues raised by users during the pilot period
- 14 Ensure cross-module integration is functioning as expected (e.g., GL posting from AP/PO)
- 15 Reconcile data between HTE and BS&A (invoices, payments and GL balances)
- 16 Provide pilot go-live assistance for invoice entry, approval, and check run process
- 17 Provide desk-side support as needed during pilot
- 18 Support users in navigating real-time processes in BS&A
- 19 Obtain formal sign-off
- 20 Sign off final BS&A process at cutover
- 21 Provide go-live assistance for invoice entry, approval, and check run process
- 22 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 23 Ensure issue resolution and provide stabilization support

Purchase Order (PO)

- 1 Review current requisition/purchase order processes

- 2 Requisition entry process and timing
- 3 Approval process
- 4 PO issuance process and timing
- 5 Change Order process
- 6 Review BS&A module functionality
- 7 Define BS&A process and training requirements
- 8 Set up:
 - a) Requisition entry process and timing
 - b) Approval process
 - c) PO issuance process and timing
 - d) Change Order process
- 9 Document BS&A process
- 10 Verify final BS&A process by testing them
- 11 Conduct group training sessions for requisition entry
- 12 Conduct group training sessions for requisition approval
- 13 Conduct desk-side training for PO issuance and reporting
- 14 Run parallel business-as-usual operations in both HTE and BS&A
- 15 Log and resolve issues raised by users during the pilot period
- 16 Ensure cross-module integration is functioning as expected (e.g., GL posting from AP/PO)
- 17 Reconcile data between HTE and BS&A (requisitions, Po's and GL balances)
- 18 Provide Pilot go-live assistance for requisition entry, PO approval, and Change Order approval
- 19 Provide desk-side support as needed during pilot
- 20 Support users in navigating real-time processes in BS&A
- 21 Obtain formal sign-off
- 24 Sign off final BS&A process at cutover
- 25 Provide go-live assistance for requisition entry, PO approval, and Change Order approval
- 26 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 27 Ensure issue resolution and provide stabilization support

Cash Receipting

- 1 Review the current Cash Receipting process
 - a) Number of receipt stations
 - b) Confirm receipt hardware requirements
- 1) Receipt Printers
- 2) Barcode Scanners
- 2 Review BS&A module functionality
- 3 Identify and document any desired process changes
- 4 Recommend best practices for process changes
- 5 Review receipt Item setup
- 6 Review tender type setup
- 7 Define BS&A process and training requirements
- 8 Set up cash receipting process, stations, tender methods, receipt items
- 9 Document BS&A process
- 10 Verify final BS&A process by testing them
- 11 Provide Pre-Go Live group training sessions
 - a) Conduct group training on receipt creation and daily reporting
- 12 Conduct desk-side training for balancing and deposit creation with subject matter experts

- 13 Run parallel business-as-usual operations in both HTE and BS&A
- 14 Log and resolve issues raised by users during the pilot period
- 15 Ensure cross-module integration is functioning as expected (e.g., GL posting from CR/AR)
- 16 Reconcile data between HTE and BS&A (AR balances, payments received, bills created (UB, permits, rental housing), and bank reconciliation).
- 17 Provide Pilot go-live assistance for receipt entry and daily reporting
- 18 Provide Pilot go-live assistance for Cash receipting (UB, rental housing, permits and others)
- 19 Provide desk-side support as needed during pilot
- 20 Support users in navigating real-time processes in BS&A
- 21 Obtain formal sign-off
- 22 Sign off final BS&A process at cutover
- 23 Provide go-live assistance for receipt entry and daily reporting
- 24 Provide go-live assistance for Cash receipting (UB, rental housing, permits and others)
- 25 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 26 Ensure issue resolution and provide stabilization support

Accounts Receivable

- 1 Review the current Accounts Receivable process
- 2 Identify and document any desired process changes
 - a) Recommend best practices for process changes
- 3 Review billing items
- 4 Review invoice and statement forms
- 5 Review Reconciliation
- 6 Work orders relating with sanitation billing
- 7 Define BS&A process and training requirements
- 8 Set up: cash Accounts Receivables, billing items, invoices and statement forms
- 9 Document BS&A process
- 10 Verify final BS&A process by testing them
- 11 Provide Pre-Go Live group training sessions
- 12 Conduct group training on account and invoice creation
- 13 Provide training and go-live assistance for account and invoice creation and daily reporting
- 14 Conduct desk-side training for advanced module features with subject matter experts
- 15 Run parallel business-as-usual operations in both HTE and BS&A
- 16 Log and resolve issues raised by users during the pilot period
- 17 Ensure cross-module integration is functioning as expected (e.g., GL posting from CR/AR)
- 18 Reconcile data between HTE and BS&A (AR balances, payments received, bills created (False Fire alarms & commercial sanitation), and bank reconciliation)
- 19 Provide Pilot go-live assistance for Accounts receivables (False Fire alarms, commercial sanitation & other)
- 20 Provide desk-side support as needed during pilot
- 21 Support users in navigating real-time processes in BS&A
- 22 Obtain formal sign-off
- 23 Sign off final BS&A process at cutover
- 24 Provide go-live assistance for Accounts receivables (False Fire alarms, commercial sanitation & other)
- 25 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues

26 Ensure issue resolution and provide stabilization support

Fixed Assets

- 1 Review current FA process
 - a) Depreciation schedule
 - b) Construction in progress
 - c) Improvements
 - d) Importing assets from PO or Accounts Payable
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Set up: FA process, depreciation, construction, improvements, importing Assets
- 5 Document BS&A process
- 6 Verify final BS&A process by testing them
- 7 Conduct group training for viewing asset information and reporting
- 8 Conduct desk-side training for creating, maintaining, depreciation, disposing and capitalizing assets
- 9 Run parallel business-as-usual operations in both HTE and BS&A
- 10 Log and resolve issues raised by users during the pilot period
- 11 Ensure cross-module integration is functioning as expected (e.g., GL posting from FA, FA tracking in Inventory, PO/AP importing FA)
- 12 Reconcile data between HTE and BS&A (FA depreciation, PO/AP importing FA, Construction in progress)
- 13 Provide Pilot go-live assistance for Fixed Assets
- 14 Provide desk-side support as needed during pilot
- 15 Support users in navigating real-time processes in BS&A
- 16 Obtain formal sign-off
- 17 Sign off final BS&A process at cutover
- 18 Provide go-live assistance for FA
- 19 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 20 Ensure issue resolution and provide stabilization support

Inventory Management

- 1 Review current IM process
 - a) PO creation
 - b) Reorder points
 - c) Costing method
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Set up reorder points, costing method, inventory database
- 5 Document BS&A process
- 6 Verify final BS&A process by testing them
- 7 Conduct group training for reviewing inventory information and reporting
- 8 Conduct desk-side training for inventory operations
- 9 Run parallel business-as-usual operations in both HTE and BS&A
- 10 Log and resolve issues raised by users during the pilot period
- 11 Ensure cross-module integration is functioning as expected (e.g., GL posting from Inventory, FA tracking in Inventory, PO/AP importing into inventory)
- 12 Reconcile data between HTE and BS&A (Inventory count, reordering, and others)

- 13 Provide Pilot go-live assistance for Inventory
- 14 Provide desk-side support as needed during pilot
- 15 Support users in navigating real-time processes in BS&A
- 16 Obtain formal sign-off
- 17 Sign off final BS&A process at cutover
- 18 Provide go-live assistance for Inventory
- 19 Troubleshooting assistance to monitor system performance and address any post-cutover issues
- 20 Ensure issue resolution and provide stabilization support

Utility Billing

- 1 Review current UB processes
 - a) Billing frequency and timing
 - b) Read file interfaces
 - c) Bill printing process
 - d) Payment process
 - e) Delinquent balance process
 - f) Work orders
 - g) Reconciliation method
 - h) Any required module interfaces
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Customize bill format and other documents
- 5 Establish new read file interface
- 6 Establish payment file interface
- 7 Establish printer export file
- 8 Set up billing process, payment process, reconciliation method, delinquency process, Adjustments
- 9 Document BS&A process
- 10 Validate data and process by executing parallel billing
- 11 Verify final BS&A process by testing them
- 12 Conduct Pre-Go Live group training sessions for entering payments & account look-up
- 13 Conduct training and go-live assistance for entering payments & account look-up at cutover
- 14 Conduct desk-side training for billing tasks
- 15 Conduct desk-side training for past due and late tasks
- 16 Conduct desk-side training for new account creation
- 17 Conduct desk-side training for meter and head changes
- 18 Conduct desk-side training for account management (deposits, adjustments, past-due, move in/out, final bill creation)
- 19 Run parallel business-as-usual operations in both HTE and BS&A
- 20 Log and resolve issues raised by users during the pilot period
- 21 Ensure cross-module integration is functioning as expected (e.g., GL posting from CR, others)
- 22 Reconcile data between HTE and BS&A (Customer accounts, customer services, bills and others)
- 23 Provide Pilot go-live assistance for UB (customer service rep., bills and water meter technicians)
- 24 Provide desk-side support as needed during pilot
- 25 Support users in navigating real-time processes in BS&A
- 26 Obtain formal sign-off
- 27 Sign off final BS&A process at cutover
- 28 Provide Pilot go-live assistance for UB (customer service rep., bills and water meter technicians)

- 29 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues
- 30 Ensure issue resolution and provide stabilization support

Work Order (This process will need to be repeated per Work Order type)

- 1 Review current work order processes
 - a) Work order types
 - b) Facilities/Assets
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Set up all Work order types
- 5 Document BS&A process
- 6 Verify final BS&A process by testing them
- 7 Conduct group training for reviewing and updating work orders
- 8 Conduct desk-side training for work order creation & closing
- 9 Conduct desk-side training for work orders setup
- 10 Run parallel business-as-usual operations in both HTE and BS&A
- 11 Log and resolve issues raised by users during the pilot period
- 12 Ensure cross-module integration is functioning as expected (e.g., WO with AP/GL, others)
- 13 Reconcile data between HTE and BS&A (WO comments, WO reports, and others)
- 14 Provide Pilot go-live assistance for WO (Workflow, authorizations, reports and others)
- 15 Provide desk-side support as needed during pilot
- 16 Support users in navigating real-time processes in BS&A
- 17 Obtain formal sign-off
- 18 Sign off final BS&A process at cutover
- 19 Provide Pilot go-live assistance for WO (Workflow, authorizations, reports and others)
- 20 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues
- 21 Ensure issue resolution and provide stabilization support

Building Department

- 1 Review current Building Department process
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 2 Review BS&A module functionality
- 3 Define BS&A process and training requirements
- 4 Set up:
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 5 Document BS&A process
- 6 Verify final BS&A process by testing them
- 7 Provide Pre-Go Live group training sessions
- 8 Conduct group training on permit creation
- 9 Conduct group training on planning, zoning & engineering processes
- 10 Conduct group training code enforcement

- 11 Conduct group training sessions for inspectors
- 12 Conduct group training session for Rental housing
- 13 Conduct group training on reporting, dashboards & workflows
- 14 Provide training and go-live assistance for permit entry
- 15 Conduct desk-side training for permit subject matter experts
- 16 Conduct desk-side training for PZE process subject matter experts
- 17 Conduct desk-side training for Code enforcement subject matter expert
- 18 Conduct desk-side training for Rental housing subject matter expert
- 19 Run parallel business-as-usual operations in both HTE and BS&A
- 20 Log and resolve issues raised by users during the pilot period
- 21 Ensure cross-module integration is functioning as expected (e.g., Permits and land Use, GIS integration, permits and code enforcement, code enforcement with rental housing, and others)
- 22 Reconcile data between HTE and BS&A (Rental house licenses, permit history, land use with county, code enforcement cases, and others)
- 23 Provide Pilot go-live assistance for:
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 24 Provide desk-side support as needed during pilot
- 25 Support users in navigating real-time processes in BS&A
- 26 Obtain formal sign-off:
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 27 Sign off final BS&A process at cutover
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 28 Provide go-live assistance for:
 - a) Permitting & inspections
 - b) Planning zoning & engineering (PZE) processes
 - c) Code enforcement
 - d) Certificates or rental registration
- 29 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues
- 30 Ensure issue resolution and provide stabilization support

BS&A Online Bill Pay

- 1 Review current process
- 2 Review BS&A application functionality
- 3 Define BS&A process and training requirements
- 4 Set up Online Bill pay for UB
- 5 Document BS&A process
- 6 Verify final BS&A process by testing them
- 7 Conduct desk-side training for subject matter expert customer service

- 8 Provide Pre-Go Live group training sessions
- 9 Run parallel business-as-usual operations in both online forms and BS&A
- 10 Log and resolve issues raised by users during the pilot period
- 11 Ensure cross-module integration is functioning as expected (e.g., Citizens requesting new services reflect on BS&A employee portal, Pay bills integrate with Bank and CR, Bills reflecting on customers portal, and others)
- 12 Reconcile data between online forms and BS&A (Bills reflecting correct amount and history, payment history and others)
- 13 Provide Pilot go-live assistance for UB customer service rep. as they would train our citizens
- 14 Provide desk-side support as needed during pilot
- 15 Support users in navigating real-time processes in BS&A
- 16 Obtain formal sign-off
- 17 Sign off final BS&A process at cutover
- 18 Provide go-live assistance for UB customer service rep. as they would train our citizens
- 19 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues
- 20 Ensure issue resolution and provide stabilization support

BS&A Online – Community Development (Including Code Enforcement)

- 1 Review current process
- 2 Review current process
 - a) Permit applications
 - b) PZE applications
 - c) Inspection requests
 - d) Code enforcement
 - e) Rental housing
- 3 Review BS&A module functionality
- 4 Define BS&A process and training requirements
- 5 Set up Online Community development portal, rental housing and inspections
- 6 Document BS&A process
- 7 Verify final BS&A process by testing them
- 8 Conduct group training for online application process & tools
- 9 Conduct group training for online Inspection scheduling
- 10 Conduct desk-side training for reviewing and processing on-line requests
- 11 Conduct desk-side training for subject matter expert customer service
- 12 Run parallel business-as-usual operations in both online forms and BS&A
- 13 Log and resolve issues raised by users during the pilot period
- 14 Ensure cross-module integration is functioning as expected (e.g., Citizens requesting permits/new license reflect on BS&A employee portal, Pay bills integrate with Bank and CR, Bills reflecting on customers portal, renewal of licenses and others)
- 15 Reconcile data between online forms and BS&A (Bills reflecting correct amount and history, payment history, license renewal, and others)
- 16 Provide Pilot go-live assistance for permits, rental housing, inspectors, land use reps. as they would train our citizens
- 17 Provide desk-side support as needed during pilot
- 18 Support users in navigating real-time processes in BS&A
- 19 Obtain formal sign-off
- 20 Sign off final BS&A process at cutover

- 21 Provide Pilot go-live assistance for permits, rental housing, inspectors, land use reps. as they would train our citizens
- 22 Troubleshooting assistance to monitor system performance and addressing any post-cutover issues
- 23 Ensure issue resolution and provide stabilization support

5. Project Management Process

This section describes the following project management procedures that will be used to support the delivery of this project:

- Organization/Roles
- Change Control
- RAID Management (Risk, Action, Issue, Decision)

5.1 BS&A Software Roles

This subsection describes the organization that BS&A Software will use to support the delivery of this project.

- Project Management Director
 - Has overall accountability for the project and provides a point of escalation for the customer
- Senior Project Manager
 - Has day-to-day accountability for the project
 - Manages and coordinates all activities and resources associated with the project
 - Produces and maintains the Project Plan
 - Responsible for and leads the work associated with the development of the customer's new processes
 - Responsible for working with the city to define integration requirements and scope
 - Attends onsite discovery sessions and will manage action items
- Solutions Consultant (one each for financials, utility billing and community development)
 - Responsible for and leads the work associated with the development of the customer's new Databases
 - Leads onsite discovery sessions
 - Configure Databases, reports, and workflows
- Implementation and Training Specialists
 - Responsible for and leads the cutover and delivery of the training
 - Conducts group and deskside training
 - Performs Onsite Go Live assistance
- IT/Data Extractors
 - Assists with the extraction of test and production data from the customer's existing applications
- Subject Matter Experts
 - May assist as required
- Conversion Engineers/Conversion Analysts
 - Develop data conversion routine
 - Perform data conversion/validations

- Software Developers/Engineers
 - Develop integrations or enhancements

5.2 Customer's Project Specific Roles

We recommend the following roles for Customer employees for this Project

- Project Champion/Sponsor
 - Escalate and resolve issues raised by project manager
 - Ensure Organization-wide buy-in and support
- Project Manager
 - Manage completion of project planning documents
 - Identify and communicate to BS&A project manager requirements for a successful implementation
 - Coordinate with BS&A project manager to develop and maintain implementation schedule which identifies specific milestones and establishes accountability
 - Schedule Organization resources for training: personnel, equipment and training rooms.
 - Identify additional employee training needs and update schedule
 - Ensure that employees accomplish tasks on time, including monitoring homework assignments
 - Review invoices and approve payment in accordance with the contract and associated milestones
 - Oversee the project and monitor progress with BS&A project manager
 - Develop conversion specifications with BS&A
 - Coordinate analysis and proofing of conversion data
- Subject Matter Experts (one each per module)
 - Provide detailed policy/process information
 - Analyze potential policy/process changes
 - Subject matter experts on selected modules
 - Participate in knowledge transfer and analysis sessions
 - Sign off on system design
 - Participate in form design
 - Participate in validation of conversion
 - Participate in testing and parallels
 - Assign department resources for training and internal project tasks
 - Complete workflow and security templates for all end users
 - Attend all training sessions or appoint an appropriate management level designee
 - Assess end user competency on trained topics
 - Assess policy compliance
 - Provide end users with dedicated time to complete required homework tasks
 - Act as supervisor/cheerleader for the new BS&A processes
 - Identify and communicate to Organization project manager any additional training needs or scheduling conflicts
 - Help document lessons learned at end of each phase and signoff on formal acceptance for phase close-out
- IT Specialist

- Assist with data extraction
- Procure and install any required hardware
- Add new users and printers
- Ensure all users understand BS&A log-on process and have necessary permission for all training sessions
- Ensure network and infrastructure is sound
- End User
 - Attend Training as offered
 - Complete tasks as assigned
 - Practice skills learned within training before live processing date
 - Communicate departmental needs as needed
 - Communicate any problems to project manager or subject manager expert
 - Demonstrate competency with BS&A applications processing prior to Go Live

Note: There may be a number of people fulfilling each role; i.e., trainers may only train on specific modules.

5.3 Project Responsibilities

Plan Phase

Task	BS&A	Customer
Signed Contract	X	X
Schedule Project Resources	X	
Hand Off from Sales to Implementation Team	X	
Implementation Team Introductions	X	X
Establish Preliminary Schedule	X	X
Project Kick Off	X	X
Request RFI Documentation	X	X
IT / Data Planning Call	X	X
Conduct Discovery Meeting(s)	X	X

Build Phase

Task	BS&A	Customer
Conduct Preliminary Data Extraction		X
Validate Preliminary Data Conversion	X	
Review Preliminary Data Conversion	X	X
Module Setup & Configurations (Data & Reporting)	X	
Conduct Secondary Data Extraction		X
Conduct Secondary Data Conversion	X	
Validate Secondary Data Conversion	X	
Review Secondary Data Conversion with Customer	X	X
Build Pre Go-Live Site for Pilot Phase	X	

Build Pre Go-Live Site for Deploy Phase	X	
Site Hand Off to ITS	X	

Test/Train Phase

Task	BS&A	Customer
Pre Go-Live On-Site Setup	X	
ITS Pre Go-Live Planning	X	
On-Site Setup	X	
On-Site Training	X	X
UATs By Customer		X
Pre Pilot Go-Live & UAT Wrap Up Meeting	X	X

Pilot

Task	BS&A	Customer
Conduct pre-final data extraction from legacy system (HTE)		X
Conduct pre-final data validation	X	
Set up and deliver Pilot-ready BS&A Cloud environment	X	
Perform configuration and workflow review to verify design accuracy	X	X
Execute parallel processing with live business transactions in both systems (HTE and BS&A)		X
Log, track, and resolve issues encountered during pilot phase	X	X
Provide desk-side support to guide users through real-time processes	X	
Confirm accuracy of system outputs: reports, workflows, data, integration points		X
Reconcile records between legacy and BS&A systems		X
Validate functional integration across all impacted departments and modules		X
Collect user feedback for any unresolved issues or improvements	X	X
Sign-off on Pilot Phase completion		SME, Department

		Director, Project Lead
--	--	------------------------

Deploy Phase

Task	BS&A	Customer
Conduct Final Data Extraction	X	
Validate Final Data Conversion	X	
Review Final Data Conversion	X	X
Customer Cutover to New Site	X	X
Verify and Produce Audit Documents	X	
Go-Live Training & Support	X	X
Final Go-Live Data Conversion Adjustments	X	

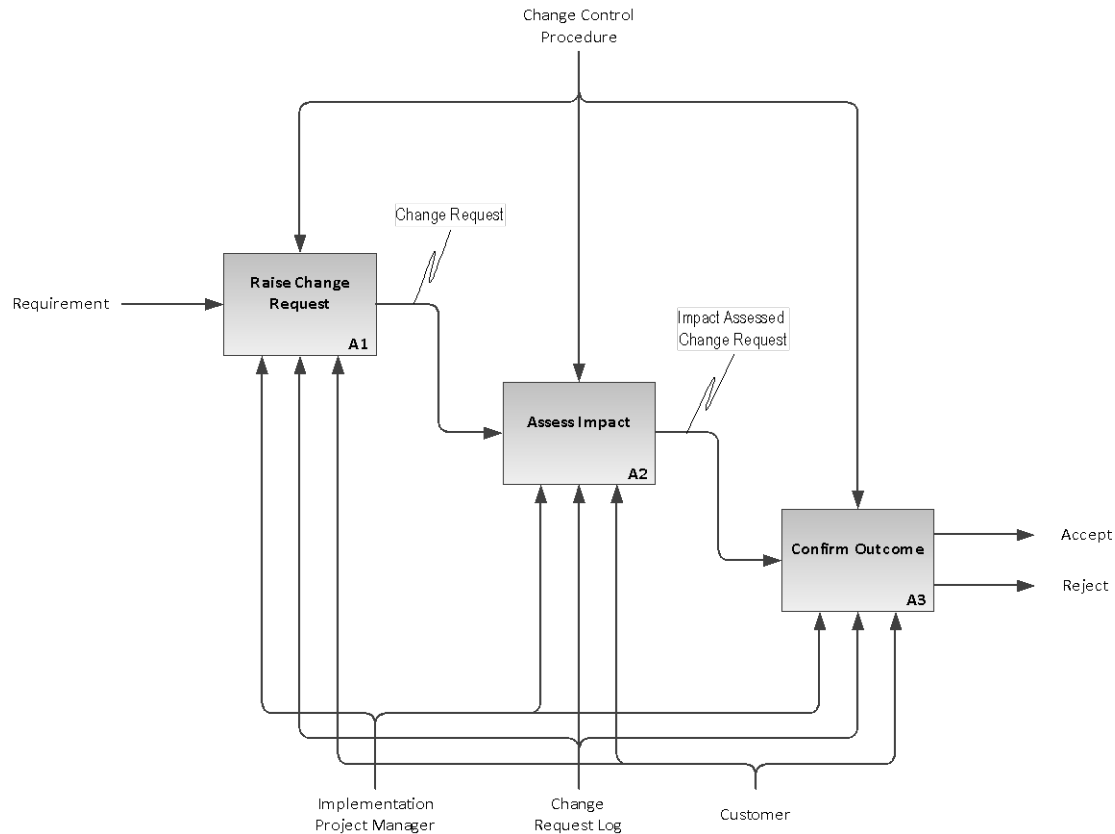
Care Phase

Task	BS&A	Customer
Project Closure Tasks	X	X
Hand Off to Support	X	X
Retrospective	X	
Post Go-Live Training	X	X
Survey Post Go-Live	X	X
Incorporate Lessons Learned into Continuous Process Improvement	X	

5.4 Change Control

This subsection describes the Change Control Procedure that BS&A Software will use to support the delivery of projects.

Figure 3: Change Control Procedure



This diagram shows the Change Control Procedure and activities as follows:

- Raise change request
- Assess impact
- Confirm outcome

Each activity involves four key components working in coordination to advance the request toward a decision:

- 1) The Change Control Procedure – The structured methodology used to manage requests.
- 2) The Implementation Project Manager – Responsible for evaluating feasibility, timeline, and resource implications.
- 3) The Change Request Log – The central repository used to document, track, and monitor the status of each request.
- 4) The Customer – Provides input, feedback, and final approval or rejection of the request.

While all four are involved in the review process, the City retains sole authority to approve or reject any change request that alters the project scope, timeline, cost, or deliverables.

All accepted changes must be documented in the Change Request Log and approved in writing by the City before implementation.

Further procedural details may be outlined in the Project Management Procedures document to support, but not override, the provisions stated herein. The City's approval authority, as stated above, shall prevail in the event of any discrepancy between this SOW and the Project Management Procedures document.

5.5 RAID Management

This subsection provides an overview of the RAID Management (Risk, Action, Issue, and Decision)

procedures that will be used to support the delivery of this project.

ITEM	DEFINITION	ATTRIBUTES
Risk	Used to describe events that may occur and the impact on the project if they occur	Creation – can be raised at any point during the life of the project Review – risks will be reviewed at specific times during the project Lifespan – could remain open for the duration of the project
Action	Used to describe and control the specific tasks that are raised at management meetings. These tasks are outside of activities listed in the Project Plan and Statement of Work.	Creation – are raised at an appropriate management meeting and can be raised at any point during the life of the project. Review – progress towards closure will be reviewed at each subsequent instance of the management meeting at which the action was raised. Lifespan – the expectation is that an action will be closed within two iterations of the management meeting at which they were raised.
Issue	Used to describe and bring focus to a situation where a task on the project plan has not been, or cannot be, delivered according to: schedule, specification, or budget.	Creation – can be raised at any point during the life of the project. Review – progress towards closure will be reviewed at the management meeting. Lifespan – an issue will remain open until it has been resolved to the satisfaction of all concerned.
Decision	Used to describe and record a decision made by the project; i.e., the outcome of a change request, or the approval of a milestone.	Creation – can be raised at any point during the life of the project. Review – decisions are presented to a management meeting that has the authority to make those decisions. Lifespan – a decision will be open up to the point that when it is presented to the meeting, it will be either accepted or rejected (a “no-decision” is equal to a rejection).

The details of the RAID Management procedure are available in the Project Management Procedures document.

6. Review and Approval.

There will be various review points during the project when a formal review of progress will be marked by the confirmation of, and agreement to, specific deliverables

You will receive a confirmation email after each of the following milestones in the implementation process. A return email will serve as your approval:

- **Statement of Work.** At this point, we will ask you to acknowledge that you have received the Statement of Work and that it represents the agreed-upon scope of the project.
- **Acceptance of Baseline Project Plan and Schedule.** A detailed project schedule will be provided to the City for Review and approval.
- **BS&A Database and Conversion Approach.** At this point, we will ask you to acknowledge that you have received the BS&A Database and Conversion Approach, and that it represents an acceptable conversion plan for cutover.
- **Acceptance of Final Data Conversion.** At this point, BS&A will ask the City to acknowledge that the project management and implementation planning team has provided successfully converted the data for transition to live use. There will be separate acceptance for each component.
- **Cutover Plan Complete.** At this point, we will ask you to acknowledge that the Implementation Team has provided an agreed-upon BS&A Database and Conversion Approach.
- **Training Complete.** At this point, we will ask you to acknowledge that the Training Team has delivered training consistent with the Statement of Work, or that some days were left unused and should not be billed.
- **Deployment Complete.** At this point, we will ask you to acknowledge that BS&A has provided deliverables consistent with the Statement of Work, and that any outstanding issues from the Implementation and Training processes have been addressed or transferred to the Support Team. The Deployment will not be considered complete until the City provides Final Acceptance of the system in the live production environment.

6.1 Payment Schedule

BS&A Software will invoice the City of Temple Terrace in accordance with the following milestone-based schedule. Each payment is contingent upon the successful completion of project phases as defined in this Statement of Work (SOW), including all associated activities and deliverables outlined per module group in 3.1 Approach—Figure 2: Delivery group overview

Payment	Description	Amount	Milestone Condition
1	One-half of Project Management and Data Conversion/Database Setup Fees	\$60,811	Invoiced upon Contract documents have been signed.
2	Remaining one-half of Project Management and Data Conversion/Database Setup Fees	\$60,811	Invoiced after successful completion and signed UAT 1
3	Full Software-as-a-Service (SaaS) Annual Fees	\$88,830	Invoiced after successful completion and signed UAT 2
4	Training (\$119,250), Post Go-Live Assistance (\$21,200), Travel (estimated \$72,560), and Customization (\$1,500)	~\$214,510	Invoiced after successful completion and signed after training

7. Appendix

7.1 Change Request Form

TITLE	BS&A SOFTWARE
Owner Provide the name of the person who would like this Change Request to go forward for consideration.	
Date Raised Provide the date that this Change Request was raised	
Rationale [tick most appropriate] What is the primary reason for raising this Change Request?	☐ Unknown ☐ Resolve an issue ☐ Terminate or treat a risk ☐ Reduce project cost ☐ Improve the business case ☐ Increase capability ☐ Align with external environment ☐ Comply with legal or regulatory requirements
Description [tick all appropriate] What needs to change?	☐ Change scope ☐ Change specification ☐ Change design ☐ Change strategy or approach ☐ Change schedule
Description notes Provide a brief description of what needs to change, and include reference to the specific milestones that will be affected.	

Benefit [tick most appropriate] What is the expected scale of the benefit associated with this Change Request?	☐ Unknown ☐ Less than \$1,000 ☐ Between \$1,000 and \$5,000 ☐ Between \$5,000 and \$10,000 ☐ More than \$10,000
Impact on schedule [tick most appropriate] What is the estimated impact on the schedule of this Change Request?	☐ Unknown ☐ No impact ☐ One month ☐ Between one month and three months ☐ More than three months
Impact on cost [tick most appropriate] What is the estimated direct cost of implementing this Change Request?	☐ Unknown ☐ Less than \$1,000 ☐ Between \$1,000 and \$5,000 ☐ Between \$5,000 and \$10,000 ☐ More than \$10,000

7.2 Phase 4 Checklist:

1. Data Conversion

- ☐ Final data conversion completed from HTE
- ☐ Converted data reviewed and validated by department leads
- ☐ No critical errors found in GL, AP, AR, Payroll, UB, or Community Development
- ☐ Historical data loads match expected counts and totals
- ☐ Archived data access plan is documented and in place

2. System Configuration

- ☐ Final configurations reviewed and match approved solution design
- ☐ Chart of Accounts loaded and tested
- ☐ Workflow rules (e.g., approvals, escalations) tested and functioning
- ☐ Role-based access controls configured and verified

3. Integrations

- ☐ Active Directory integration tested and functioning
- ☐ Payment processor integration tested (UB/Online Payments)
- ☐ GIS/ArcGIS integration validated
- ☐ Laserfiche or document management connection tested (if applicable)

- ☐ Planning Review Tool integration tested and confirmed for data exchange and workflow support
- ☐ All integration points documented, including API endpoints or file exchange protocols
- ☐ Error-handling and failure notifications configured for each integration

4. Security and Access

- ☐ MFA and SSO configurations validated
- ☐ All users created and assigned appropriate roles
- ☐ Admin accounts and permissions reviewed
- ☐ Terminated user accounts not present

5. Testing & UAT

- ☐ User Acceptance Testing (UAT) completed
- ☐ All issues in the testing log resolved and retested
- ☐ Sign-off from each department lead
- ☐ No outstanding critical defects

6. Training

- ☐ End-user training completed (onsite and/or virtual)
- ☐ Desk-side training completed (if applicable)
- ☐ Core team received documentation and training materials
- ☐ Training recordings shared for ongoing staff onboarding

7. Go-Live Readiness

- ☐ Final Go-Live cutover date confirmed with IT and BS&A
- ☐ Communication plan finalized for all users
- ☐ Support contacts, escalation paths, and helpdesk hours shared with staff
- ☐ Contingency plan in place in case of deployment delay or rollback
- ☐ Final Go/No-Go meeting scheduled and decision authority established

Item Cover Page

City Council Item Report

Date: November 4, 2025

From: Judy Nicklin, Executive Assistant

Item Type: Resolution

Subject: Resolution Approving the Purchase of Two (2)Thunder Creek Fuel and Lube Trailers Totaling \$74,583.48 from Florida Contracts Company Utilizing General Services Administration (GSA) Contract No.GS-03F-113DA

Presenter: Jason Warrenfeltz, Public Works Director

Recommendation:

Staff recommends that Council adopt a resolution approving the purchase of two (2)Thunder Creek Fuel and Lube Trailers totaling \$74,583.48 from Florida Contracts Company utilizing General Services Administration (GSA) Contract No.GS-03F-113DA

Discussion:

Public Works is seeking to purchase (2)Thunder Creek Fuel and Lube Trailers from Florida Contracts Company utilizing General Services Administration (GSA) Contract No. GS-03F-113DA. The General Services Administration (GSA) is a U.S. federal agency responsible for managing government property, procurement, and providing various services to federal agencies. The cost of each Thunder Creek Fuel and Lube Trailer is \$37,291.74. The Thunder Creek Fuel and Lube Trailers will be primarily used by the Public Works Department and added to the Garage Fleet. The fuel trailers are designed to be mobile and will be instrumental in guaranteeing the availability of fuel for vital services and operations within the City. These trailers are indispensable for supplying fuel to emergency response teams, transportation services, and other essential facilities.

These trailers are being acquired through the use of unassigned fund balance as directed by City Council at its summer budget workshop.

Resolution/Ordinance Information:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE PURCHASE TWO THUNDER CREEK FUEL AND LUBE TRAILERS FROM FLORIDA CONTRACT COMPANY, UTILIZING GENERAL SERVICES ADMINISTRATIVE (GSA) CONTRACT NUMBER GS-03F-113DA, IN THE

TOTAL AMOUNT OF \$74,583.48; APPROVING PAYMENT FROM UNASSIGNED GENERAL FUND BALANCE; PROVIDING AN EFFECTIVE DATE.

Appropriation Code:

001-1791-572.64-12

Requirements:

Resolution

Cost:

\$74,583.48

Attachments:

1. Resolution
2. City of Temple Terrace Thunder Creek trailer quote 9.23.2025
3. GS-03F-113DA_Clause_Details 92225
4. GSA 113DA Mod PS-0087 ReAdd 30 Manufacturers

RESOLUTION

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA, APPROVING THE PURCHASE TWO THUNDER CREEK FUEL AND LUBE TRAILERS FROM FLORIDA CONTRACT COMPANY, UTILIZING GENERAL SERVICES ADMINISTRATIVE (GSA) CONTRACT NUMBER GS-03F-113DA, FOR THE TOTAL AMOUNT OF \$74,583.48; APPROVING PAYMENT FROM UNASSIGNED GENERAL FUND BALANCE; PROVIDING AN EFFECTIVE DATE.

Whereas, the City's Public Works Department seeks to purchase two (2) Thunder Creek Fuel and Lube Trailers that will be utilized by the City's Public Works Department; and

Whereas, the Thunder Creek Fuel and Lube Trailers will be primarily used by the Public Works Department Garage Fleet; and

Whereas, the City's Public Works Department is seeking to purchase two (2) Thunder Creek Fuel and Lube Trailers for the amount of \$37,291.74 each, for a total of \$74,583.48, from Florida Contracts Company, utilizing General Services Administration (GSA) Contract No. GS-03F-113DA; and

Whereas, funding for this purchase will come from Account 001-1791-572.64-12 and paid from the Unassigned General Fund Balance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, THAT:

1. The purchase of two (2) Thunder Creek Fuel and Lube Trailers for the amount of \$37,291.74 each, for a total of \$74,583.48, from Florida Contracts Company, utilizing General Services Administration (GSA) Contract No. GS-03F-113DA, is approved.
2. Payment for this purchase from Account 001-1791-572.64-12, is approved,
3. This Resolution shall become effective immediately upon adoption.

Passed and adopted by the City Council of the City of Temple Terrace, Florida, this 4th day of November 2025.

(Corporate Seal)



X

Andrew Ross, Mayor
Chair of the City Council

Attest:

X

Lynda Sader
City Clerk



12918 N. Nebraska Ave.
Tampa, FL 33612
UEI: TK67EL9NPMD9
Cage Code: 3VCK4
FEIT: 42-1613127
DUNS: 094261935

POC: Eddie Davis
TO: City of Temple Terrace
Public Works Complex
11210 N. 53rd Street
Tampa, FL 33617

Sales Quote QU0008137

Date: 9/22/2025

GSA Contract No.

GS-03F-113DA

Phone: 813-506-6580
E-Mail EDavis@templeterrace.gov

Certs: HUBZone SB

Qty.	Manufacturer	Item No.	Description	Unit Price	Total Price
2	Thunder Creek Equipment	MTT920	MTT920, Eight 115 Gallon, 10 Gauge Steel Tanks, 1	\$37,291.74	\$74,583.48
2	Thunder Creek Equipment	FREIGHT	Freight- Sales		

FOB: Destination

Delivery Time: 105 Days ARO

(2) New Thunder Creek MTT920 - Thunder Creek model MTT, 920gal Gen 3

- * TCO333, MTT - GAS PUMP OPTION, IN FRONT BOX
- * TCO340, G3, 50' FUEL HOSE REEL
- * G3, TCE 4 MICRON FILTER ASSEMBLY
- * TCO315, MECHANICAL FLOW METER, MTT
- * ELECTRIC VALVE MANIFOLD ASSEMBLY V2 -
- * MTT920 STANDARD PAINT COLOR - GRAY
- * ASMTCO530-WHEEL ASSEMBLY, 14 PLY- STEEL, 8 ON 6.5 - AV3000
- * TCO702, SOLAR BATTERY MAINTAINER, GEN 2
- * TCO712, ASSEMBLY, LIGHT TOWER, INTEGRAL SOLAR
- * TCO813, G3, MTT ONLY, STATIC DISCHARGE REEL
- * KIT, 8 BOLT, 14 PLY, SPARE TIRE
- * TCO502, ELECTRIC HYDRAULIC JACK
- * TCO924, SPILL CONTROL KIT, 5 GALLON CAPACITY, 15" X 19" PADS
- * STEP KIT, TRAILER FRAME, BOLT-ON STEPS, PAIR
- * 2 CUSTOM ENG: DIGITAL INLINE METER
- * CUSTOM ENG: COUPLERS AND 25' HOSE FOR SUCKING FUEL FROM EXTERNAL TANK.
- ** NOTE: INCLUDES:
 - A TEE AT THE PUMP INLET WITH AN ALUMINUM "BAYONET-STYLE" COUPLER.
 - 25' x 1" SECTION OF HOSE WITH AN ALUMINUM "BAYONET-STYLE" COUPLER ON ONE END TO CONNECT TO THE PUMP INLET.

*** Shipping to Temple Terrace FL is included. ***

*** Current Lead time is 14-15 weeks ARO, subject to change. ***

*** Please see attachments for trailer data and warranty information. ***

Jay Johnson,
O. (813)631-0000
F. (813)631-0008
jay@federalcontractscorp.com



12918 N. Nebraska Ave.
Tampa, FL 33612
UEI: TK67EL9NPMD9
Cage Code: 3VCK4
FEIT: 42-1613127
DUNS: 094261935

POC: Eddie Davis
TO: City of Temple Terrace
Public Works Complex
11210 N. 53rd Street
Tampa, FL 33617

Sales Quote QUO008137

Date: 9/22/2025

GSA Contract No.

GS-03F-113DA

Phone: 813-506-6580
E-Mail EDavis@templeterrace.gov

Certs: HUBZone SB

Subtotal: \$74,583.48
Total Sales Tax: \$0.00

Total: \$74,583.48

Terms and Conditions:

- Quote valid for 30 days
- Terms: Net 30
- Unless otherwise specified, full dock or off-loading capabilities required to avoid additional charges.
- If using a purchase card, a credit card surcharge may apply.
- Certificate of Origin/MSO will not be released until payment in full has been received.

Jay Johnson,
O. (813)631-0000
F. (813)631-0008
jay@federalcontractscorp.com

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Discussion
Subject: Council Member Kravets' Written Protests
Presenter:

Recommendation:

Discussion:

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. Protest 10-30-25

Baía, Carlos

From: Kravets, Erik
Sent: Thursday, October 30, 2025 6:58 PM
To: Baía, Carlos; Mueller, Ernest; Sader, Lynda
Cc: jcpduthie@yahoo.com; Audrey Kravets
Subject: Re: DISSENT AND PROTEST PURSUANT TO RULE 20 - City Council Meeting of October 21, 2025

NOTE CORRECTION:

At the October 21, 2025 meeting, Mayor Andrew Ross, acting as chair, failed to conduct a proper vote on the consent agenda in violation of basic parliamentary procedure and Rule 11 (Voting).

shall read:

At the October 21, 2025 meeting, Mayor Andrew Ross, acting as chair, failed to conduct a proper vote on the consent agenda in violation of basic parliamentary procedure and Rule **12** (Voting).



ERIK KRAVETS

Council Member

📞 (813) 812-2299 ✉️ ekravets@templeterrace.gov

📍 11250 N 56th St, Temple Terrace, FL 33617

🌐 <https://www.templeterrace.gov>

IMPORTANT: This email may discuss privileged and confidential information. Viewing, forwarding, or printing this email is strictly restricted to the person named. If you are not the intended recipient, you are required to inform the sender of their error and delete the email and any attachments without delay.

From: Kravets, Erik
Sent: Thursday, October 30, 2025 6:56 PM
To: Baía, Carlos <CBaia@Templeterrace.gov>; Mueller, Ernest <EMueller@Templeterrace.gov>; Sader, Lynda <LSader@templeterrace.gov>
Cc: jcpduthie@yahoo.com <jcpduthie@yahoo.com>; Audrey Kravets <audrey@kravets.de>
Subject: DISSENT AND PROTEST PURSUANT TO RULE 20 - City Council Meeting of October 21, 2025

DISSENT AND PROTEST PURSUANT TO RULE 20
City Council Meeting of October 21, 2025

From: Council Member Erik Kravets
Date: October 30, 2025
Re: Dissent and Protest Regarding Multiple Procedural Violations at October 21, 2025 City Council Meeting

Pursuant to Rule 20 of the City Council Rules and Procedures ("Dissents and Protests: A member shall have the right to dissent from or protest against a Council ordinance or resolution and have the reason entered into the record"), I hereby formally dissent from and protest against the following actions taken at the October 21, 2025 City Council meeting:

PROTEST ONE: IMPROPER VOTE ON CONSENT AGENDA

Nature of Violation:

At the October 21, 2025 meeting, Mayor Andrew Ross, acting as chair, failed to conduct a proper vote on the consent agenda in violation of basic parliamentary procedure and Rule 11 (Voting).

Specific Procedural Failures:

1. The Mayor did not ask Council Members if they were "ready for the question" before calling for a vote on the consent agenda.
2. The Mayor did not call upon me to cast my vote on the consent agenda.
3. The Mayor did not wait for every member of Council to register a yea or nay vote before moving forward.
4. The Mayor rushed through the vote without properly closing the prior agenda item (Public Comment), during which citizens were still speaking and had not been properly recognized pursuant to Rule 18 D.

Basis for Protest:

Rule 11 A requires that "Voting shall be by voice vote unless otherwise specified by Council or by law." A voice vote requires the chair to actually hear from each member. The Mayor's failure to call for my vote, and his failure to ascertain that all members had voted, rendered this an invalid vote.

Furthermore, the Mayor's haste in rushing through this vote while Public Comment remained ongoing violated the orderly progression of the agenda and denied citizens their opportunity to be heard.

Requested Action:

I respectfully request that the record reflect that no valid vote was taken on the consent agenda on October 21, 2025, and that any actions purportedly authorized by that "vote" lack proper Council approval.

PROTEST TWO: FALSE RECORDING OF UNANIMOUS CONSENT

Nature of Violation:

Following the procedurally invalid vote described in Protest One, the consent agenda has been treated and recorded as having "passed unanimously" in the minutes despite the fact that I did not cast a vote.

Basis for Protest:

I cannot have voted "yea" on items when I was not called upon to vote. Recording the consent agenda as passing "unanimously" is factually incorrect and materially misrepresents the Council's action.

A unanimous vote requires the affirmative vote of all members present. Since I was not given the opportunity to vote, there was no unanimous consent.

Requested Action:

I request that the official record be corrected to reflect that the October 21, 2025 consent agenda vote was either invalid due to procedural irregularities, or at minimum did not pass unanimously.

PROTEST THREE: VIOLATION OF PUBLIC COMMENT PROCEDURES

Nature of Violation:

During the Public Comment period on October 21, 2025, Mayor Andrew Ross failed to properly recognize citizens who wished to address Council, in violation of Rule 18 D.

Specific Failures:

Rule 18 D states: "The Chair shall recognize a citizen who wants to address the Council. The citizen shall state his/her name and city of residence for the record and shall limit his/her remarks to the question or issue under discussion."

Despite citizens, specifically Bennie F. Harris, wishing to speak and the Public Comment period not being properly concluded, Mayor Ross moved forward to the consent agenda vote without:

1. Properly recognizing all citizens who wished to speak
2. Properly closing the Public Comment agenda item
3. Following the orderly progression of agenda items

Basis for Protest:

Public comment is a fundamental right of citizens to address their elected representatives. The Mayor's failure to properly recognize citizens and his premature closure of Public Comment violated both our Rules and the democratic principle of citizen participation.

Requested Action:

I request that the record reflect that Public Comment procedures were not properly followed on October 21, 2025, and that future meetings strictly adhere to Rule 18 D requirements.

PROTEST FOUR: IMPROPER HANDLING OF MOTION REGARDING CENTENNIAL EVENTS

Nature of Violation:

Near the conclusion of the October 21, 2025 meeting, while holding the floor, I made a proper motion to instruct city staff to consider possible events in the downtown Temple Terrace area prior to the end of the year to celebrate the Centennial, noting that no downtown events have been conducted to date.

Mayor Andrew Ross, acting as chair, failed to ask for a second to my properly made motion. Instead, he:

1. Gave an informal suggestion to staff off the record
2. Stated that no vote needed to be taken on the matter
3. Failed to recognize that a formal motion had been made

Basis for Protest:

Under Robert's Rules of Order (12th edition) and prevailing parliamentary procedure, when a Council Member holding the floor makes a motion, the chair must ask for a second. If the motion receives a second, it proceeds to discussion and a vote. If it does not receive a second, the motion dies.

The Mayor has no authority to unilaterally convert a formal motion into an informal suggestion or to declare that no vote is needed. This effectively denied me my right as a Council Member to bring matters to a vote.

Furthermore, the recent meeting minutes do not reflect that this motion was made, despite it being a proper parliamentary action that should appear in the official record.

Requested Action:

I request that:

1. The record reflect that I made a formal motion regarding Centennial events in downtown Temple Terrace on October 21, 2025
2. The minutes be corrected to include this motion
3. The Mayor be reminded that formal motions by Council Members must be handled according to proper parliamentary procedure, including asking for a second and taking a vote if the motion is seconded

CONCLUSION

These protests address serious procedural irregularities that undermine proper Council governance and citizen participation. I request that:

1. This dissent and protest be formally and permanently entered into the official record as required by Rule 20
2. The specific violations identified herein be addressed and corrected
3. Future meetings adhere strictly to Council Rules and proper parliamentary procedure

The integrity of our democratic process depends on faithful adherence to the Rules we have adopted. When the chair disregards these Rules, whether through haste or intent, it damages public confidence and denies both Council Members and citizens their proper rights.

With best regards,
Erik Kravets

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Discussion
Subject: Social Media Policy for Council Members
Presenter: Carlos Baia, City Manager

Recommendation:

Discussion:

Pursuant to City Council request, attached please find a draft social media policy for City Council members. There is no added cost to the City to implement this policy. Should Council find this draft to be acceptable, it will be placed on the November 18th agenda along with an accompanying resolution.

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. Social Media Policy for Council Members



Social Media Policy for City Council Members

Policy 2025-04

November __, 2025

Purpose:

This document defines the social networking and social media policy for members of the City of Temple Terrace City Council. To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, the City uses Facebook, Instagram, LinkedIn, X, and YouTube, as well as a website to reach a broader audience. This policy establishes guidelines for City Council Members' social media usage, specifically as applied to the use of a City Facebook page.

Policy:

PERSONAL ACCOUNTS

Council Members are expected to exercise professional judgment when expressing personal opinions on social media. Even when using personal accounts, any content that is defamatory, threatening, discriminatory, or otherwise harmful to individuals or organizations may be attributed to the City by association. Such conduct is inconsistent with the City's standards of professional behavior.

Council Members shall not independently establish a personal social media site that either explicitly or by inference purports to be an official City site. Due to the requirements of Florida Public Records Law, Council Members are discouraged from posting on any non-City site in their official City capacity.

Council Members shall be required, by Florida law, to archive social media posts on their personal accounts that reference City business. Use of a personal social media account to conduct City business may expose "friend" lists to public record demands.

CITY SOCIAL MEDIA PAGES

Council Members who are interested in using social media for City business are strongly encouraged to use an official City social media page.

Account Set-up and Security

The Marketing and Communications Officer (MCO) is the administrator of all official City social media accounts. Council Members seeking to have an official City Facebook page shall make a formal request by email to the MCO. The MCO will establish the requested page and upload the Council Member's official profile picture and post a permanent warning regarding the implications of Florida's Public Record Law. The Council Member shall have the ability to post and respond to posts but shall not have the capacity to make setting changes to the page. The MCO shall maintain the login credentials for the account to ensure access in the event that settings need to be adjusted, posts need to be removed (per exemptions noted below) or the account needs to be closed. However, any biographical information, posts, or commentary placed on the account shall be the sole responsibility of the Council Member.

Council Members shall take all necessary precautions to prevent anyone else (with the exception of the MCO) from accessing said account. Council Members shall follow the City's recommended cybersecurity practices to limit their exposure to possible hacks, viruses, and ransomware demands.

Public Records Law

Chapter 119, Florida Statutes, defines "public records" to include "all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency."

The Florida Supreme Court has interpreted this definition to include all materials made or received by an agency in connection with official business which are used to perpetuate, communicate, or formalize knowledge. It is the content of the record created which determines whether it is a public record. The placement of information on a City social media page would communicate knowledge and would presumably be in connection with the transaction of official business. This would subject the contents of the social media page to the provisions of Chapter 119.

Council Members should be cognizant that their City social media page "friend" and "follower" list would be subject to disclosure.

Florida Sunshine Law

Communications on a city's social media account regarding City business by City council members will be subject to Florida's Government in the Sunshine Law (Section 286.011, Florida Statutes).¹ Members of a City council, board, or committee *must not* engage on the City's social media page in an exchange or discussion of matters that foreseeably will come before the council, board, or

¹ Section 286.011, Florida Statutes, the Government in the Sunshine Law, has three basic requirements:

- (1) meetings of public boards or commissions must be open to the public;
- (2) reasonable notice of such meetings must be given; and
- (3) minutes of the meetings must be taken and promptly recorded.

committee for official action. Doing so will violate the Florida Sunshine law as there is no reasonable notice of this discussion, it is not open to all the public, and no one is recording minutes.

Censorship/First Amendment

Government-directed content moderation is prohibited. Florida Statutes prohibit government entities and officials from requesting the removal of content or accounts from City social media platforms or removing criminal activity or violations of public records (with certain exceptions noted below). While Council Members can turn off comments entirely on their official pages, they generally cannot block specific users for expressing opinions on those pages when acting as a government actor.

However, certain restrictions on comments can be imposed for categories of speech not protected by the First Amendment. If the restrictions are “content-neutral,” meaning they do not target speech based on its message or viewpoint. Such restrictions are typically based on time, place, and manner and must be narrowly tailored to serve a significant government interest and leave open ample alternative channels for communication.

The following may be subject to restrictions. Posts that:

- are off-subject or out of context comments
- contain obscenity or material that appeals to the prurient interest
- contain personal identifying information or sensitive personal information
- contain offensive terms that target protected classes
- are threatening, harassing or discriminatory
- incite or promotes violence or illegal activities
- contain information that reasonably could compromise individual or public safety
- advertise or promote a commercial product or service, or any entity or individual
- promote or endorse political campaigns or candidates

If Council Members encounter such content on their City social media pages, they are encouraged to contact the MCO immediately to determine if it qualifies for removal. If it does, the MCO will remove the post in question, although it will still be archived.

Prohibition on Use of City Social Media Account for Campaigning

Council Members are prohibited from using the City’s social media page to campaign for their own re-election or that of any other candidate for office or political party. This prohibition shall include, but not be limited to, the following activities:

- Soliciting for campaign donations
- Promoting campaign events such as fundraisers, rallies, etc.
- Including campaign literature, marketing materials, logos, etc. on the account
- Including links or references to the Council Member’s campaign website or social media
- Posting or sharing comments suggesting or advocating for the election of a particular candidate or party

OVERSIGHT

Council Members representing the City through its social media outlets are expected to maintain a high level of ethical conduct and professional decorum. Council Members are responsible to ensure that their City social media pages are in compliance with Florida Public Records Law, Florida Sunshine Law, and this Elected Official Social Media Policy. If violations of these laws or policies are brought to the City's attention, the MCO will communicate these violations to the Council Member prior to making the necessary edits/changes to bring the page into compliance. If the Council Member disputes the claim of a violation, the City Manager will consult with the City Attorney to review the Council Member's position. If the City Attorney confirms that the Council Member's page is, in fact, in violation of the Florida Public Records Law, Florida Sunshine Law or the Social Media Policy for City Council Members, the City Manager will advise the Council Member of such opinion—in writing—and direct staff to make the change or edit. If the Council Member, at this point, continues to dispute the proposed edit or change, he/she can appeal the City Manager's decision to the full Council at the next City Council meeting. A vote of City Council shall be required to overturn the recommendation of the City Attorney and the City Manager's decision. In the case of a vote to overturn, the Manager will direct staff to make the post(s) in question visible again on the Council Member's City social media page.

Approved by City Council on November __, 2025

Andrew Ross
Mayor

Gil Schisler
Vice Mayor

James Chambers
Council Member

Alison Fernandez
Council Member

Erik Kravets
Council Member

Item Cover Page

City Council Item Report

Date: November 4, 2025
From: Jeannie Barlow, Senior Executive Assistant
Item Type: Reports
Subject: Fiscal Year 2025 Q4 Reports
Presenter: Carlos Baia, City Manager

Recommendation:

Discussion:

Attached please find the FY 25 Q4 updates on the following:

1. Council's Fiscal Year Priorities
2. City Departmental Budget Goals
3. ARPA Projects

Resolution/Ordinance Information:

Appropriation Code:

Requirements:

Cost:

Attachments:

1. Q4 Council Priority Goals FY 25
2. Q4 Budget Goals FY 25
3. Q4 ARPA Projects Update FY 25



**COUNCIL PRIORITY GOALS
FISCAL YEAR 2025
QUARTER 4 (Q4) STATUS UPDATE
November 4, 2025**

Code Compliance

Code Compliance - To dispel the perception that code enforcement is not applied evenly, develop an educational campaign on the benefits of code enforcement.

Q1: Staff has held several meetings with the marketing team to discuss a plan for educating the public on common Code violations throughout the City. The plan involves producing an informative brochure regarding the Do's and Don'ts for addressing potential Code violations to be accessed through the City's website. The information will provide guidance on navigating common Code violations to assist in ensuring a safe environment while improving quality of life in the community.

Q2: With staff turnover in communications and Code, the brochure is still pending. The Code team strives to have open communication with residents and business owners regarding issues and violations on their property. Staff makes themselves available on a regular basis to answer questions and provide education as needed, which are critical to building positive relationships in the community.

Q3: The brochure will be revamped and produced, however there will also be a focus using social media platforms to reach a broader local audience. Long-term goals include an Education Program that will include both media and in-person community opportunities. Educational opportunities will precede the City's move from Code Compliance to Neighborhood Services by informing and engaging the citizens.

Q4: As of September 12, 2025, six informational brochures/flyers have been produced and are currently being distributed for our most frequent violations. These brochures provide the code number, an interpretation of the code, and an explanation of why the code exists and why it matters. These are non-confrontational and educational in nature. Warning and violation door hangars have been redesigned and are nearing completion. Along with general information about the violation there is a QR code that links directly to a specific page in the Code Compliance section of the Temple Terrace website. That portion of the site is live as of September 25, 2025 and each of the links provides an overview interpretation of the code, what constitutes a violation, how to fix the violation, and direct links to Municode for full code access.

Community Development

Land Development Code - Continue review and finalize approval of the Land Development Code revision proposals.

Q1: A fence code update was scheduled for Council consideration on 1-21-2025 but continued to the 2-04-25 meeting. Staff requested that Council schedule a workshop on February 27, 2025, to discuss additional updates.

Q2: The most recent LDC workshop was held on February 27, during which Council provided guidance on several pending LDC amendments; including shed permit requirements, accessory structure locations, commercial vehicles in residential districts, commercial signage, and accessory dwelling unit. Staff has prioritized ADUs and is currently developing standards to permit ADUs according to the guidance provided. Additional revisions to other sections will also be addressed.

Q3: Department staff continues to work on LDC amendments as discussed at the most recent LDC workshop. Current staffing shortages have slowed progress; however, with new staff starting soon, the department will once again be able to prioritize this project.

Q4: The Department currently has several LDC amendments in processing and will be scheduling hearing dates with the Planning Commission in the near future.

Tree Fund - Have a master plan prepared (Tree Canopy presentation) that evaluates trees on public land and provides a maintenance program and replanting schedule.

Q1: Staff is preparing an RFQ to solicit responses from consultants wishing to assist with this project.

Q2: Work continues on the RFQ for the tree inventory, assessment, and maintenance plan. Staff plans to release the RFQ in early Q3.

Q3: The RFQ for this project was converted to an RFP and published in late April. Following the response period, the evaluation committee met with two of the most desired firms and ultimately identified Bio-Tech Consulting (Orlando) as the preferred vendor for this project. The project is now in contract development and is scheduled to be presented to Council in August.

Q4: Bio-Tech Consulting is in the process of evaluating the City's tree inventory, canopy assessment and working with City Staff on a Urban Forest Management Plan. A public engagement meeting is scheduled for November 3.

Market Survey - Where appropriate, seek input from an outside expert to assist with the development of the CRA.

Q1: Staff is working with brokers from Florida ROI to solicit interest in the remaining City-owned parcels. Additionally, planning is underway to develop the City-owned riverside parcels into recreational green-space (project oversight by Leisure Services).

Q2: Staff continues to work with Florida ROI Brokerage to assess market conditions and promote the CRA properties to developers. During a recent workshop on April 8, the Council provided additional guidance on measures geared to increase developer interests.

Q3: Pursuant to updated guidance from the City Council, staff has worked with our brokers to market the available CRA properties to a broader audience of potential developers. Subsequently, our brokers have received four proposals to purchase and develop the properties. These proposals are scheduled to be presented to the CRA Board at the August meeting.

Q4: Department staff have engaged a commercial property appraiser to advise on the market value of 8901 N. 56th Street. A forensic financial auditor working with our Legal Department is also under contract to assist in reviewing the feasibility of the current potential buyer to purchase and develop the property.

Affordable Housing – Encourage affordable housing where appropriate.

Q1: The Imagine 2040 Comprehensive Plan provides long-range future land-use planning guidance and includes multiple objectives, policies, and goals in support of affordable housing. Staff utilizes the Comprehensive Plan, in addition to the LDC, when reviewing applications for residential development.

Q2: Staff has not received interest or applications regarding affordable housing opportunities during the last quarter but is always available to work with developers to encourage affordable housing whenever requested.

Q3: Staff has recently received two affordable housing proposals to purchase and develop properties in the CRA. Both proposals will be included in the broker's presentation of proposals during the August CRA meeting.

Q4: Staff has not received any new interest or applications regarding affordable housing opportunities during the last quarter.

Growth/Expansion – Pursue annexation potential to the east of the City.

Q1: Made possible through a cooperative partnership with the University of South Florida, the Department was recently approved to hire a part-time intern. Following the application and review period, an applicant was selected and will start in the near future. This position will be utilized to assist with research and outreach regarding annexation efforts.

Q2: During the first phase of this project, staff (the part-time intern) compiled information related to the legal requirements associated with annexation; including voluntary requirements, annexation through referendum, and provisions of interlocal agreements to help facilitate annexation. This information will be utilized to guide senior staff with future annexation opportunities.

Q3: Staff (the part-time intern) has recently completed work on phase 1 of the ongoing annexation initiative. Phase 1 includes information on legal requirements, types of annexations, and provisions for interlocal agreements. The work compiled in phase 1 will serve as a foundation to develop process updates in phase 2 and ultimately, an updated recommended strategy for phase 3.

Q4: This first phase of the intern project has been completed. The Department plans to seek a new intern to carry forward the previous work and begin phase 2 (developing process updates) in support of the City's annexation priorities.

Executive (including Marketing & Communications)

City Hall Enhancements – Funding has been provided by Council for over the last few fiscal years to ensure our center of government is ADA compliant, professional appearing and safe. Improvements should also be considered to the parking lot such as re-sealing and re-stripping.

Q1: The installation of flooring in the Community Development offices has been completed. Flooring installation on the remaining areas on the second floor is continuing. The renovation of the first-floor utility billing office is currently in the design phase.

Q2: The installation of flooring in the second-floor lunchroom and new carpeting in the Finance offices has been completed. Renovation work in the Utility Billing office is scheduled to commence later this year.

Q3: New carpeting has been installed in the Code Compliance Department offices. Renovation work is scheduled to commence in the Utility Billing offices in late FY 25/early FY 26.

Q4: Renovation work for the Utility Billing offices is scheduled to begin in early FY26. Modifications have been made to the City Clerk/City Attorney offices to create an adaptable and efficient work environment that allows for cross-department collaboration.

HART Property Adjoining City Hall – Continue the City’s efforts to acquire HART’s property to be used in the future for renovation and/or expansion of City Hall. Continue negotiations using the terms outlined in the contract.

Q1 – Q4: The City has not revisited this matter yet with HART.

IAFF Local 2160 – Renegotiate an equitable Temple Terrace Fire Union contract.

Q1: This project has been completed. Resolution 95-24, approving a three-year collective bargaining agreement with the IAFF Local 2160, was adopted by the Council on October 1, 2024.

Historic Preservation – Exhibit historic displays and documentation. Consider the use of portable display cases.

Q1: City staff is working to develop a historic artifact collection policy as well as determining a possible location to store archived artifacts.

Q2: The City has implemented a historic artifact collection policy and staff will obtain quotes for an off-site storage unit to house archived artifacts. The cost of the storage unit will be included in the City’s FY 26 budget. The City’s plan is to collect and properly store historic artifacts and use portable display cases to exhibit the artifacts once the collection is in place.

Q3: Staff secured cost estimates for off-site storage unit rentals and the rental cost of the most reasonable unit has been included in the FY26 budget. Staff was invited to visit the homes of two residents to view their historic artifact collections and discuss transferring the artifacts to the City. One of the collections had been acquired by the Temple Terrace Preservation Society and the second was a private collection of a previous Council member. Once the rental unit is secured, the owners of the collections will formally transfer the artifacts to the City. In the interim, the City is planning to display several of the pieces in the library’s portable display cases.

Q4: The library staff has reserved several cases in the library specifically for the display of historic artifacts. Staff has made arrangements to acquire both the Temple Terrace Preservation Society’s and the previous Council Member’s historic artifact collections located at two different sites in the

City. Once the artifacts are acquired and securely stored in an off-site storage unit, staff will be able to select several pieces to put on display in the library.

Leadership Temple Terrace – Provide funding and support for the Temple Terrace Uptown Chambers’ Leadership Temple Terrace program. Host Public Safety Day and Government Day as part of the program schedule.

Q1: Funding for the Leadership Temple Terrace program was budgeted in this fiscal year. Plans have commenced for Government Day and Public Safety Day scheduled for September of 2025 and January of 2026 respectively. The City’s program will introduce class members to the major facets of the Temple Terrace community through educational sessions, tours and candid conversations with community leaders.

Q2: The City’s Government Day program is scheduled for September 9, 2025. The goal of this program will be for participants to develop a well-rounded understanding of the management of local government. As a part of the program, invitations have been sent to regional elected officials to serve on a panel in a question-and-answer format to provide insight into their experiences in local government. The program will also feature a presentation by the City Manager and tours of the Public Works building, Family Recreation Complex and Water Treatment Plant. A mock City Council meeting followed by a wrap-up and post-day survey will conclude the day’s events.

Q3: The City continues its preparation for the upcoming Government Day event. The panel of elected officials to participate in a round robin question and answer period has been finalized. Sheriff Chad Chronister, Representative Fentrice Driskell and Hillsborough County Property Appraiser Bob Henriquez have agreed to participate.

Q4: The City of Temple Terrace Government Day was held on September 9th and provided participants a “behind-the-scenes” look at how local government operates. The program featured a panel of prominent community and government leaders who provided insightful viewpoints on their many years of public service. The participants toured Temple Terrace’s public facilities and ended the program with a mock City Council meeting. This event was the kick-off to the Temple Terrace Uptown Chamber of Commerce’s Leadership and Innovation Program which provides a series of immersive leaning experiences to help participants gain a deeper insight into their community.

Future Police Station – Develop a conceptual design for the proposed police station. Proposed costs for the facility are between \$15 - \$20 million. Funding sources include a bond referendum and/or CIT monies to finance the project.

Q1: The RFQ for the conceptual design has been finalized and has been reviewed by the legal department. Plans are underway to move forward with the publication of the RFQ in January.

Q2: A short list of firms has been selected for the RFQ concept plan. Three design firms will be presenting before a selection committee on April 10 and a firm will be selected April 11.

Q3: PBK has been selected as the conceptual design firm, and contract negotiations have been successfully completed. The scope of work, which includes conceptual site plans, block diagrams, preliminary renderings, and rezoning efforts, is within the approved budget amount. PBK is currently finalizing the agreement with the City, and the contract is expected to be presented for approval at an upcoming City Council meeting.

Q4: PBK has provided an updated spatial needs assessment and is currently completing block renderings of the Public Safety Complex.

TTG&CC – Continue to pursue golf course sustainability options to ensure financial stability.

Q1: The Mayor and City Manager continue to meet with the President and Vice President of the TTG&CC Board of Directors monthly to discuss sustainability options to ensure financial stability. The City received payment on 12/13/24 for the TTG&CC loan and property tax payments through September 2024 . The Club is up-to-date on its utility bill charges.

Q2: A City Council joint workshop was held with the TTG&CC Board of Directors in March to discuss the Club's financial obligation to the City. Jimmy Schaffer, the Board's president, informed the Council that a new Board would be elected on April 15 and it was his understanding that the Board's intention is to remain vigilant in meeting the Club's financial obligation to the City. At this time the Club is current on its loan and property tax payments and is also current on its water, irrigation, sewer, and solid waste charges. The Legal Department is reviewing the viability of condensing all City agreements with, and pertaining to, the TTG&CC so that they may be easily referenced and better complied with by all parties.

Q3: The TTG&CC held its elections at its April 15th meeting and a new board of directors was elected to office. The new president met with the Mayor and City Manager in June and July and will continue to meet on a monthly basis to perpetuate an ongoing dialogue with the City. The Finance Director has reported that the TTG&CC continues to be current on its payments to the City. The City Manager is working to institute a curb-enhancement program, through Public Works, to improve the appearance of the golf course along its edges which today are largely neglected by the Club's maintenance staff.

Q4: The Finance Director has reported that the TTG&CC continues to be current on its payments to the City. The Mayor and City Manager recently met with the TTG&CC Board President and key staff members to continue the ongoing dialogue between the City and the TTG&CC.

Art Program – Continue funding of \$10,000 to support the Public Art Program.

Q1: Funding was placed in the FY 26 budget to continue this initiative. The PILOT art exhibit project on the 1st floor of City Hall remains in place. The future of this project will need to be revisited by City Administration and the Arts Council later this fiscal year. A proposed use of funds for the painting of intersection murals, coordinated by the Arts Council, has not yet materialized.

Q2: The Pilot art exhibit at City Hall was replaced with artwork created by Ameena Khan. Ms. Khan is a Temple Terrace resident and the K-8 visual arts teacher at the Universal Academy of Florida. Her colorful work also can be seen painted on the street on Inverness Ave., as well as on the side wall of Greco Middle School and other places in the City. Ms. Khan's artwork will remain at City Hall until it is eventually replaced by a subsequent display featuring another Temple Terrace area artist.

Q3: In keeping with the idea of a rotating artwork display, Ms. Khan's artwork was replaced with paintings by artist Terry Klaaren. Mr. Klaaren is a professional artist who has lived and worked in the Tampa Bay area and Central Florida for over 40 years. Continually painting, his numerous commissioned paintings and murals span from Canada and the US to Europe and the Caribbean, and his Fine Art and Plein air paintings have won numerous awards and recognition. Additional samples

of Mr. Klaaren's work can be seen throughout Temple Terrace, including in the restroom area at Riverhills Park and behind the service desk at the Temple Terrace Public Library. He also is the mastermind behind the "Recyclosaurus" just down Fowler Avenue at MOSI. His art will be displayed at City Hall until August 5th when it will be replaced with an art display by artist Mike Knapp.

Q4: The next artist in the series rotation is Mike Knapp whose artwork was placed on display in City Hall on August 5th. Mr. Knapp frequently paints seemingly unconnected items and mixes them in various ways, oftentimes to make a statement. His paintings are large by design with each canvas typically measuring 3 x 4 feet. Mr. Knapp's artwork will remain in City Hall until January 1, 2026.

Community Investment Tax Funds (Marketing) – Educate the public on the ballot initiative in November.

Q1: This project has been completed. Staff used the website, social media, and vehicle stickers to educate the public on the Community Investment Tax Fund initiative. The ballot initiative was approved by voters in the General Election held on November 5, 2024.

Cultural Activities (Marketing) - Increase promotions of City and affiliated group events for more community involvement.

Q1: Marketing has increased its promotion of City and civic group events through reels, graphics and polls on all of the City's social media platforms.

Q2 - Q3: Marketing and Communications channels for promoting the City are as follows:

- City's website
- Social Media channels
- Digital Displays
- Press Releases
- Media Advisories
- Voicemail system
- Social Media and Google Ads
- Print (flyers, brochures, mailers)
- TV channel
- Newsflashes (on the City's website)

The Communications Team promotes all City events across all platforms listed above. However, it currently limits the promotion of affiliated group events primarily to social media when appropriate. This is being done to minimize the risk of conflicts of interest, as promoting one organization widely could open the door for all local groups to request equal exposure across the City's marketing platforms.

Affiliated group events that were shared on social media for Q2:

- Spring Market (Arts Council)
- Leadership and Innovation Program (Temple Terrace/Uptown Chamber)
- Future Career Academy (Local high schools in Hillsborough County)

Q4: The Marketing team hosts a monthly Marketing and Communications meeting with representatives from all City departments to gather updates on upcoming events, programs, and services available to residents. These meetings allow the team to proactively share timely and

accurate information with the community. The discussions during these meetings guide the content featured in the City's newsflashes, internal staff newsletter, external resident newsletter, and social media communications, among other outreach efforts. They also help identify volunteer opportunities for residents to get involved in City events and programs, as well as determine when press releases should be drafted and distributed to local media outlets. Additionally, these meetings provide insight into events that City departments are participating in through partnerships with local organizations and schools, which the Marketing team then highlights on the departments' respective social media channels—tagging the partnering organizations or schools to help strengthen community engagement.

Public Engagement & Market Surveys (Marketing) – Provide a means to engage with the public for greater involvement and input. Consider community or market surveys to keep current with current trends.

Q1: Marketing has increased the public's ability to comment through polls that have been implemented on the City's social media platforms.

Q2: The Marketing and Communications Department is currently overseeing the launch of the Temple Terrace In-Touch App, which will significantly enhance community engagement. Through the app, residents will be able to:

Report on City issues

- Track service requests
- Directly interact with City staff regarding request status

Additionally, the app will enable the City to send timely notifications to residents about important City updates and emergencies.

The Communications Team is also preparing to launch the Temple Terrace Insider, a new monthly external newsletter. Residents will be able to subscribe to receive City news, updates, and registration links for upcoming programs and events.

The Communications team remains actively engaged in real-time public interactions, including:

- Monitoring and responding on the Temple Terrace Bulletin Facebook group (over 27,000 followers)
- Managing and responding across all official social media channels 24/7
- Overseeing Google Profiles for City facilities and locations, allowing the team to track and respond to reviews and resident feedback promptly.

Finally, the department has recently acquired a QR Code Generator account, enabling us to place customized QR codes across all marketing materials. These QR codes will link residents to surveys on a variety of topics, such as event feedback and general City services input, helping us gather actionable data to continuously improve community engagement.

Q3: The Communications team successfully launched a responsive, two-way Text Alert system designed to play a vital role during hurricanes and other emergencies. Residents can now easily sign up by submitting their phone numbers and will receive real-time alerts directly to their phones. This system also enables the City to send surveys, allowing residents to provide valuable input on key City projects and initiatives

Q4: The Marketing team will launch an End-of-Year Communications Survey inviting residents to share their feedback on how they connect and engage with the City. The survey will ask residents about the different ways they communicate with the City—such as through the website, City app, and social media—and how they receive information, including newsletters, text messages, digital displays, and other channels. The survey will gather input on whether these communication methods are effective, what works well, what could be improved, and what residents would like to see more or less of in the future. Additionally, residents will be asked to share their thoughts on the ease of navigating the City’s website and finding forms or documents, how they engage on social media, and which communication methods they consider the most efficient and important. The feedback collected through this survey will help the City enhance its existing communication tools and explore new ways to better connect with the community. The survey will be available for one month on the City’s website, social media platforms, newsletters, and the *Temple Terrace in Touch* app.

Finance

Grant Writing – Explore alternatives to secure additional City grants.

Q1: The City received over \$538,000 in FEMA reimbursements for COVID, and Hurricanes Ian and Idalia in Q1. With additional work on FEMA reimbursements for Hurricanes Debby, Helene, and Milton, staff has not been able to explore additional City grants at this time. The Fire and Police Department staff continue to work on pursuing their own grant opportunities. An FDLE grant, administered through the Fire Department, resulted in \$18,620 for drone replacements.

Q2: The City’s Grants Coordinator, Heidi Rivera-O’Neill, attended a two-day Grants Writing class in March. An additional \$698,350 in grants money (including FEMA reimbursements) has either been obligated or is pending payment. An additional \$4.8 million, mostly for Hurricane Milton FEMA reimbursement, is currently being processed for approval.

Q3: The City’s Grants Coordinator began attending a Summer Grants Writing Workshop conducted by the University of South Florida. The City also received \$234,705 in FEMA reimbursements from Hurricanes Debby, Helene, and Irma. The latter occurred in 2017; we received a close-out payment of \$3,763.69.

Q4: In September, the City received an additional \$25,371 in reimbursements for COVID and Hurricane Idalia. The Finance team created a Fiscal Year initiative to assist the Water & Sewer Utilities department to pursue grants to mitigate costs associated with strengthening the City’s infrastructure and provide funding for solutions to improve water quality.

Human Resources

Wage Competitiveness/ Employee Engagement – Monitor employment marketplace to ensure that City remains competitive in terms of wages. Implement changes as needed and seek to provide a cost-of-living adjustment (COLA) on an annual basis. Provide employee engagement programs to promote employee retention.

Q1: In addition to the 4% COLA and 2% merit increases approved by the Council, the department worked with the City Manager and Finance to make strategic, targeted wage changes to ensure market viability and internal equity. In addition, we’ve greatly expanded the employee engagement and training programs, reflected in an ongoing internal City training Calendar.

Q2: As the City is faced with turnover (upcoming retirements) at the executive level, the department has surveyed surrounding communities to ensure that advertised wages are competitive and will attract the highest talent to the organization.

The City training calendar is an ongoing effort and continues to include training opportunities for all employees, such as Council presentation training, workshops on personality differences, techniques on having difficult conversations in the workplace, technical training on Excel, and leadership training. The calendar also continues to drive employee engagement through monthly raffles surrounding wellness initiatives.

Q3: Utilizing the wage data gathered and strategic advertising, the department assisted Council in the timely recruiting and hiring of a new City Clerk.

The department continues to update position titles and adjust wages throughout the organization to positively impact operational efficiency by establishing clear employee responsibilities and creating more specialized areas of work.

The City calendar continues to go out monthly. Notably, many employees have been invited to participate in a two-day Lean Six Sigma training. The level of training will be such that employees will have the tools to implement what they learn as soon as they return to their daily duties.

Q4: The department prepared Cost of Living Adjustment Memorandums and entered all Council and Union approved salary increases. In addition, the department met with our benefits broker who was able to negotiate with the carriers to bring down the renewal cost. This savings afforded City Administration the ability to absorb the increase, keeping employee premiums the same for FY26 for medical, dental, and vision plans. This would mark the second year the City would not increase premiums for employees, further cementing our competitive benefit offerings in the employment market.

Employee Benefit Programs/Training – Provide employee performance and professionalism courses/training. Continue and expand upon employee benefit programs to include education and wellness.

Q1: Regarding benefit programs and wellness:

- Employees enrolled in the High-Deductible Health Plan can now open a Health Savings Account through Lively. Lively is an online platform with an intuitive interface and user-friendly website and app. The biggest perk is that employees are now able to invest their pre-tax HSA funds, allowing them to, potentially, gain a much greater return on funds they can then use for qualified health expenses.
- The City is now offering a Roth 457 account through both Mission Square and Nationwide. Employees can set aside post-tax funds in retirement accounts that have much higher contribution limits than traditional IRAs or Roth IRAs.
- In conjunction with Cigna, the department hosted an Emotional Wellbeing Lunch and Learn where employees learned about mental health and healthy coping mechanisms.
- The department hosted a Wellness Event for the Library staff where they were provided with a healthy lunch and relaxing activities. We also raffled off gift baskets containing items to promote relaxation.

- The department hosted a Guided Meditation and raffle for all employees.

Regarding Employee Performance and professionalism courses/training:

- The department partnered with the Finance Department to provide beginner level Excel courses to interested employees.
- We hope to continue facilitating similar employee-led training opportunities.

Q2: The department has started a series of performance and professionalism training. Most recently, the department concluded a series of City Council Presentation training. This included practice with public speaking, mock council presentations, and tips on effective presentation design and formatting. There will be a second round of training in August. The department is also working on additional leadership development courses and other training for all employees.

Q3: The department recently met with Mission Square's Vice President of Relationship Management to discuss retirement plan performance and provisions that the City can add to retirement plans to enhance employee benefits. The department plans to adopt several of the proposed provisions.

Continuing our efforts to provide professional development training, many employees have been invited to participate in Lean Six Sigma training at the end of July. This training will focus on improving processes, increasing efficiency, and eliminating waste through data-driven decision-making. Attendees will gain practical skills that can be applied to enhance performance, streamline operations, and support a culture of excellence within their departments.

The Department Director and Assistant Director attended a Human Resources conference where they observed ideas and initiatives the department can implement at the next round of Leadership training as well as throughout the organization.

Q4: The department has embarked in the rigorous process of building a robust, professional development program for City employees. We have built a program that will span the entirety of Fiscal Year 26. Not only will participants be involved in trainings such as public speaking, presentation design, and Lean Six Sigma, but they will also receive instruction from Department Directors. Participants will gain extensive insight into other departments, while strengthening their knowledge of City processes. In addition, the program involves a mentorship initiative that allows participants to be paired with a Department Head or Second in Charge. This initiative will build relationships between employees, foster collaboration between departments, and allow mentees to receive advice and guidance from experienced individuals at the top of their field. Applications opened in September, interviews were conducted, and the FY26 cohort was selected.

Legislative

Advisory Boards – City should host an annual Committee/Advisory Board appreciation event to recognize the work done by volunteers and thank them for their service. Expand advertising efforts.

Q1: The City will continue to host an appreciation event for all board and committee members in March or April.

Q2: An appreciation dinner for all board and committee members was held on March 13, 2025 at the Woodmont Clubhouse.

Q3: The City Clerk's office works with Marketing and Communications to accomplish this goal. We are advertising on the digital marquees in front of City Hall, the library and Lightfoot center. Board vacancies are also posted at <https://templeterrace.gov/106/Board-Vacancies> and on Front Face on the display right inside the entrance to City Hall, which includes instructions on how to fill out an application. Marketing and Communications noted they had posted on Instagram and Facebook in January and provided analytics to the Clerk. The Clerk will work with them to possibly post more often with current vacancies listed.

Q4: The Legislative Division continues to work with Marketing and Communications for this goal. The items in Q3 continue to be a part of our efforts.

Centennial – Continue funding support of Centennial events. FY 25 budget includes \$60,000 for the City's Centennial celebration.

Q1: The Centennial Celebration Committee has been afforded \$100,000 in funding over the last several years in preparation for the 2025 program year. The CCC is seeking sponsorships to help alleviate the costs of the murals planned for around the City. The artists will begin their work soon. Two sanitation trucks will be wrapped with the Centennial logo in the 2nd quarter of the fiscal year. T-shirts, flags, etc. are being sold at the Recreation Center. The Centennial historical timeline is set to be displayed and the committee will also have a traveling version. The Marketing & Communications Division will be pushing out information on the Centennial events, etc.

Q2: The Centennial Celebration Committee members handed out 100 cupcakes each month at each City event since January 2025. The City has received approximately \$23,700 in sponsorship money. Four of the five murals were completed this calendar year. The sanitation trucks will not be wrapped due to the cost. T-shirts and flags are selling very well at the Recreation Complex. The Centennial historical timeline is up at the Recreation Complex and traveling version is being worked on. The City of Temple Terrace Historical Photographs and items will on display at the Tampa History Museum in May. In April the City Arborist will also be giving out 100 orange trees and Centennial Celebration Committee members will be giving out 100 oranges (instead of cupcakes). The Committee will be giving out 100 cupcakes on May 30 at the movie on the lawn.

Q3: April: Brewfest at Woodmont Park, April 5th. The new portable timeline banner was first displayed and is currently hanging at the Omar K. Lightfoot Center.

May: River Jam Celebration at Riverhills Park on May 3rd. Live Music, Community Club Row, Food, Arts and Craft, Bounce Houses. Large community event celebrating the City's Centennial. May 30th, Centennial supported Dive in Movie at the Family Recreation Complex.

June: PW Grappler Truck wraps were designed and completed.

July: Centennial supported July 4th Parade and evening event with fireworks. The Centennial committee had a golf cart in the parade handing out Centennial items and had a tent at the evening event, selling Centennial t-shirts and flags as well as handing out Centennial items.

Future Plans:

August: Centennial supported Back to School Pool party, will hand out Centennial items and cupcakes.

September: Putting together a Centennial Supported "Paws in the Park" event. Date TBD.

We have many more events planned in October, November, and capping everything off in December at our Winter Wonderland / Lighted Golf Cart Parade.

Q4: The Centennial Committee continued to work hard to celebrate the City's Centennial. The July 4th celebration was a success and a very fun event. The group held the School Party in August and the "Paws in the Park" in September. All these events were successful and highly attended. The Centennial Committee has continued to plan for the October, November and December events. They have a Fall Art Festival for November 8 & 9, 2025, including a Concert on the Lawn planned for the evening of November 8. On November 15, 2025, there will be the Omar K. Lightfoot Mural Dedication ceremony, They also have a year-end celebration of Winter Wonderland including a Winter Golf Cart Parade planned for December 6, 2025.

Leisure Services

Schools – Continue to encourage area schools to participate in Temple Terrace activities to promote partnerships. Encourage community involvement. Share City events with our local schools.

Q1: Focus Academy participated in the City's annual Fall Festival by providing a vehicle and display in the Trunk or Treat section. Staff began coordination with the Future Career Academy for the annual lunch event that will take place at the Family Complex in February.

Q2: The department supported Future Career Academy efforts by hosting their Business Tour Lunch. Approximately 400 students came to the Family Complex and were able to hear about the job opportunities with the City and speak directly with City staff.

Q3: Area schools were invited to participate in the City's River Jam event. This included local public schools, private schools, and charter schools.

Q4: Staff attended open house events at local elementary schools to promote Parks and Recreation After School programs and other activities for school aged children.

Cultural Activities – Encourage community groups to create on-going events such as Brew Fest for more community involvement. Consider organizing future events such as "First Fridays."

Q1: During this quarter, Leisure Services staff was heavily involved with the Centennial Committee to plan activities throughout 2025 including painting of murals on City buildings and the planning of the River Jam event.

Q2: Murals were painted on City Hall, Lightfoot wall and Family Rec Complex. The timeline was installed at FRC. A reconfigured Brew Fest was planned for Q3. The department coordinated efforts with local civic groups to have a presence at "Club Row" at the City's Centennial Celebration on May 3.

Q3: Held River Jam event as the signature event for the City's Centennial Celebration. Community groups, civic organizations, and local schools all participated and had booths to spread the word to the public about their missions.

Q4: Held 4th of July activities. Implemented a new event, “Paws in the Park” that received very enthusiastic feedback.

Riverfront Park & CRA Master Plan – Design and begin construction of a riverfront park in FY 25 inclusive of Springdale pond improvements.

Q1: Design of Riverside Park is underway. During the first quarter, property surveys were completed and planning began on the first public meeting to be held in January.

Q2: An engineering firm is working towards 60% plans. City staff met with firm representatives on multiple occasions during Q2 to review progress, provide input and prepare the firm’s team for their presentation to the City Council at the beginning of Q3.

Q3: Halff made a presentation to City Council showing 30% and conceptual plans. Following endorsement from the City Council on the plans presented, Halff has been working towards 60% of plans.

Q4: Halff is finalizing 60% plans and is preparing to take part in a City Council work session to discuss next steps for the project.

Police

Traffic – Continue traffic enforcement with the goal of educating the public and increasing safety measures.

Q1: During the first quarter, the Traffic Unit conducted 1,232 traffic stops, resulting in the issuance of 471 citations and 1,266 written warnings. Meanwhile, the rest of the department initiated an additional 1,798 traffic stops, leading to 582 citations and 706 written warnings being issued. In total, the department conducted 3,030 traffic stops, resulting in 1,053 citations and 1,972 written warnings. Additionally, the department received a \$10,000 grant from the Florida Department of Transportation (FDOT) to support High Visibility Enforcement efforts.

Q2: During the second quarter, the Traffic Unit conducted 1,156 traffic stops, resulting in the issuance of 318 citations and 1,015 written warnings. Meanwhile, the rest of the department initiated an additional 2,603 traffic stops, leading to 803 citations and 1,436 written warnings being issued. In total, the department conducted 3,759 traffic stops, resulting in 1,121 citations and 2,451 written warnings.

Q3: During the third quarter, the Traffic Unit conducted 2,247 traffic stops, resulting in the issuance of 607 citations and 792 written warnings. Meanwhile, the rest of the department initiated 1,114 traffic stops, leading to 460 citations and 3,747 written warnings being issued. In total, the department conducted 3,361 traffic stops, resulting in 1,067 citations and 4,022 written warnings.

Q4: During the fourth quarter, the Traffic Unit conducted 1,370 traffic stops, resulting in the issuance of 449 citations and 859 written warnings. Meanwhile, the rest of the department initiated 2,041 traffic stops, leading to 480 citations and 1,678 written warnings being issued. In total, the department conducted 3,411 traffic stops, resulting in 929 citations and 2,537 written warnings.

Public Works

Solar Energy (Facilities) – Implement solar energy systems into the design of new City buildings. Prepare calculations of proposed costs and return on investment as part of the process of planning new facilities.

Q1: Solar options are being considered for the new police station.

Q2: Solar is still an option for the new police station. Solar readiness is a part of the Utility Maintenance Center for future installation.

Q3 – Q4: Solar options will be considered for future projects.

Multimodal Enhancements (Engineering) – Seek out funding opportunities to enhance safety and multimodal transportation (i.e. Safe Street for All matching grant). FDOT is planning a paved path connection from USF through Temple Terrace to the Bypass Canal.

Q1: Sunnyside Road complete street field review has been performed. Staff is considering options for pedestrian and traffic calming improvements to be designed and constructed. Staff met with TPO staff to kick off a multimodal network project, utilizing the City's BPAC map as a starting point.

Q2: Sunnyside Road complete street scope and fee was submitted and under review by staff. Staff interns have begun designing sidewalk extensions at Scout Park and on Telecom Drive. Council approved the City Manager's recommendation to install speed humps on Ridgedale Road and replace existing speed humps on Sunnyside with more robust devices.

Q3: The consultant for the Sunnyside Rd Complete Street started the topographic survey. Staff interns completed the sidewalk extension designs at Scout Park and on Telecom Drive. Staff will reach out to contractors for quotes in Q4. City staff meet with TPO staff and their consultants to discuss the multimodal network project. TPO staff will present a status update to the City's BPAC in Q4.

Q4: Staff met with the TPO to review the Multimodal Trail Network Plan and discussed potential network opportunities within the planned zones.

Road Projects (Engineering) – Address shortfalls in street repaving/maintenance schedule. Hold conversations with the County to repair County roads in the City such as Temple Terrace Highway and Davis Road. Secure funding for existing road projects in the planning stages. Strong emphasis should be to restripe all City streets.

Q1: FDOT provided a list of City roadway projects funded through the previously collected transportation sales tax. Staff is waiting for the FDOT agreement. Crosswalk striping was completed in the Hidden Oaks neighborhood.

Q2: City Council approved the FDOT agreement. Staff is waiting for the final signed agreement before issuing the purchase order for Fern Cliff Ave and Belle View Ave. Staff is preparing the next roadway restriping projects with a focus on Whiteway Drive and S Glen Arven Avenue. County staff indicates that new signalized crosswalk on Bullard Parkway by Public Library will be installed in FY 2026. This will include paving of Bullard Parkway from 56th to Ridgedale Road. Paving of remaining Bullard Parkway/Temple Terrace Highway is tentatively programmed by County for FY 2030.

Q3: Purchase order for Fern Cliff Ave and Belle View Ave was issued to the low bidder. Staff is providing monthly spending updates to Hillsborough County and FDOT on the previously collected transportation sales tax. Staff was unable to locate a responsive contractor for restriping. Staff will continue to search for a restriping contractor.

Q4: Asphalt paving work on Fern Cliff Avenue, Belle View Avenue, and St. Augustine Avenue has been completed. Staff is currently auditing payments and preparing monthly expenditure report for submission to Hillsborough County and FDOT regarding the previously collected transportation sales tax funds.

Transportation Planning Organization (Engineering) – Support and lobby for TPO projects affecting the City.

Q1: Staff reviewed the City’s previous priority letter with the TPO. Staff is drafting project applications for potential funding. Priority letters and applications will be submitted in Q2. Staff will also assist with procuring a TPO consultant in Q2.

Q2: The City’s Transportation Priority Letter was submitted to the TPO. Bullard Pkwy continues to be the City’s number one priority. Hillsborough County Public Works and City Public Works met with the design consultant to discuss the scope of work. Staff also participated in the interview process for the TPO consultants.

Q3: The TPO adopted the 2025 Transportation Improvement Plan. Of the ten projects on the City’s Transportation Priority Letter, one has been funded. The City is tracking a vision zero project at N 56th St and Sewaha Dr (funded by FDOT to design and construct in FY 2030). Three of the City’s other transportation priority projects ranked in the top 10 for the TPO priority list (unfunded).

Q4: Staff met with FDOT, the Planning Commission, and the Hillsborough TPO to discuss the current and future status of transportation projects. The TPO had provided updates on ongoing projects and shared information on upcoming plans involving the City.

Downtown Enhancements (Engineering) – Work to implement the Pedestrian Master Plan.

Q1: Fund 130 budgeted \$100,000 for the wooden pedestrian bridge along Riverhills Drive. Public Works is waiting on direction from Leisure Services on how the pedestrian bridge will be incorporated into the Riverside Park project.

Q2: Leisure Services is in the planning process and soliciting feedback for the proposed park. The new Riverside Park plan includes the removal of the existing closed bridge and redirection to a new bridge internal to the new park.

Q3: Engineering requested the Leisure Services’ design consultant to consider phasing the proposed park project in Downtown. During the DRC pre-application meeting, Engineering requesting the pedestrian bridge and sidewalk connections along Riverhills Drive be constructed first, prior to the park. Engineering has received requests to reopen the pedestrian bridge because students use it to go to King High School.

Q4: Staff met with the TPO to review the Multimodal Trail Network Plan and discussed potential network opportunities within the planned zones



**CITY DEPARTMENTAL BUDGET GOALS
FISCAL YEAR 2025
QUARTER 4 (Q4) UPDATE
November 4, 2025**

Code Compliance

Enhance education for residents on the City Code of Ordinances with the assistance of the Marketing & Communications team.

Q1: Code Compliance will continue to work with the Marketing & Communications team to enhance education for residents and businesses regarding the fair and consistent enforcement of the city ordinances, codes, and regulations. In addition, the Code department website was recently updated, and we continue to monitor the site for necessary updates. We strive to prevent violations by increasing citizen awareness of neighborhood standards and expectations within Temple Terrace.

Q2: Code Compliance has partnered with the Marketing Team to create an educational Code Brochure which has been delayed due, in part, to staff turnover. The Code team strives to have open communication with residents and business owners regarding issues and violations on their property. Staff is available on a regular basis to answer questions and provide education as needed, which are critical to building positive relationships in the community.

Q3: Code Compliance is taking a renewed look at the proposed educational brochure/flyer which staff intends to finalize and distribute. Businesses will receive separate informational media due to the differences in codes. Social media platforms are to be utilized to reach a broader and multi-generational audience and a long-term education program will be established to provide both electronic and in-person opportunities.

Q4: Educational flyers have been created and are being distributed as of September 12, 2025. Six are in place now with additional planned. Marketing has provided Code Compliance a place in the monthly newsletter to focus on public education. Social media has been utilized to reach a broader audience with several videos already published by the Marketing team. Door hangers have been redesigned and are set to link directly to a revamped portion of the Temple Terrace website. The site is live as of September 25, 2025 while the door hangers are set to be completed and available for use in the coming month.

Assist the Customer Service department with delinquent water accounts.

Q1: Code Compliance will continue to assist the Utility Billing Office with enforcement of delinquent water accounts, as we have done with delinquent garbage accounts in the North Zone of the City.

Q2: Code Compliance partnered with the Utility Billing Office to address multiple violations regarding delinquent and closed water accounts at occupied residential locations.

Q3: The Code Compliance Department has been working with the Utility Billing Office. The Director of Code Compliance will be meeting with Finance/Utility Billing in the next several weeks to discuss that evolution and set standards moving forward.

Q4: Requests for assistance with enforcing utility billing has lessened, however the Code Compliance team remains prepared to act as needed in partnership with the Customer Service Department.

Educate business owners on signage issues (temporary and prohibited signs).

Q1: Code Compliance will continue to provide education for business owners regarding temporary and prohibited business signage issues, including the types of prohibited signs, prohibited locations, as well as the permitting process for commercial signs. Our mission is to keep Temple Terrace clean, attractive, safe, and desirable for residents, businesses and visitors.

Q2: Code Compliance visited every commercial property with commercial ground sign damage from Hurricane Milton. Staff provided an educational flyer to the businesses regarding signs being kept in good repair and works closely with businesses to gain compliance.

Q3: Code Compliance officers continue to make rounds and maintain businesses as part of the route inspections. Businesses will be a part of the intentionally focused education program being developed that will include information on temporary and prohibited signage.

Q4: The Code Compliance team consistently speaks with business owners. Temporary signs have been the most frequent violation however there has been a decrease overall. The phone numbers on the violating temporary signs are called in order to speak with a business representative or owner. The code and reasoning are explained at that time to discourage future occurrences within Temple Terrace municipal limits.

Community Development

Offer professional development through specialized training and education courses.

Q1: The department continues to support advance training for its staff through multiple outlets; including American Planning Association of Florida, Florida Economic Development Council, Association of Flood Plain Managers, and the Florida Association of Building Inspectors.

Q2: The City Planner recently attended the American Planners Association Public Policy Workshop, the Building Inspector recently received training in Principals and Practices of lawful construction methods, the Building Official recently attended FEMA's Basic EOC Function training, and several members of Community Development recently attended Public Presentation training organized by Human Resources.

Q3: The department continues to provide career development training and continuing education opportunities to staff in the areas of permit review, building code administration, plan review, zoning administration, and flood plain management.

Q4: Department staff actively participates in leadership training opportunities through the Leadership and Innovation program hosted by the local Chamber of Commerce and also the Leadership and Management program sponsored by the Human Resources Department. Additional advanced training opportunities are made to staff as scheduling permits.

Improve application processing times.

Q1: This initiative was launched in the summer of 2024 and continues to be a priority for The department. Staff has made positive strides toward this effort. The introduction of new practices, supported by intradepartmental reviews, have contributed to a more efficient workflow.

Q2: The measures enacted over the last several months have significantly decreased application processing times. The addition of staff in the Engineering Division has helped streamline plan reviews and DRC turn-around times. Planning staff is now able to return DRC comments to developers and property owners in a more timely manner. Improved software, whether included in the new ERP system or a separate program, will help better manage building permits and decrease processing times. Staff has worked with other departments to begin reviewing potential software providers.

Q3: Staff recently participated in the evaluation and review of ERP systems which support both permit processing and land-use applications. Once implemented, these new systems will further increase efficiency and reduce delays.

Q4: The Department recently expanded permit application services with email submissions for certain items. Although not all applications can be managed via email, this addition has reduced the amount of time applicants spend in the Permitting Office.

Engage third-party consultants to satisfy statutory review requirements.

Q1: Staff has recently engaged a third-party development and planning consulting firm to assist with preliminary and final plat review.

Q2: The Planning Division has established a relationship with a third-party consulting firm to assist with plat reviews. Thus far, the firm has assisted with projects along Overlook Drive with positive and timely results.

Q3: The department continues to utilize a third-party development and planning consulting firm to ensure timely processing of plat/replat applications.

Q4: Department staff continue to utilize third party providers with both planning and survey reviews, and will continue to do so as workloads demand.

Streamline agenda packets for land-use actions.

Q1: Staff has established a public file server for additional backup and support materials related to agenda items. This allows for minimum attachments to the agenda with a more streamlined approach to bringing land-use items to the City Council.

Q2: The public file server has now been used on several occasions to reduce excess attachments within the agenda packets. This initiative seems to be working well to help streamline agenda packets.

Q3: This project has been completed.

Implement application tracking measures to better manage processing times.

Q1: Staff is developing new practices and protocols for tracking land-use applications. This will allow staff and management to remain apprised of various pending action and the status for each.

Q2: The department now routes all planning and zoning reviews through a single point of contact. Each application is recorded, assigned, and tracked as it progresses through review. This effort is primarily a manual process. The department seeks to improve this practice with the implementation of new software.

Q3: Processing routines added in Q2 continue to be effective and provide a greater level of tracking and accountability. These processes will also further improve when the new ERP is implemented.

Q4: These processes remain assigned as manual tasks and will be implemented as automated tasks when the new ERP is implemented.

Staff will work with Leisure Services to secure design services for proposed park improvements in the redevelopment area; specifically, the riverfront parcels, Riverside Park, and the Springdale outfall pond.

Q1: This project is underway and is now under the oversight of Leisure Services.

Q2: Community Development staff continues to work with other departments to advance this project.

Q3 – Q4: This project is ongoing. Staff continues to work with other departments to advance this project.

Staff will work with management and other City departments to improve the efficiency of service and customer experiences for developers and business owners.

Q1: This project is underway.

Q2: Many positive measures have already been implemented. The department will continue to work toward making the overall customer experience efficient, effective, and pleasant for those who utilize departmental services.

Q3: Staff continues to promote positive customer service and identify inefficiencies in workflows. Missteps, whenever they occur, are addressed with additional training or supervisory direction as needed. Recently, staff began accepting more applications electronically, reducing the number of office visits required by homeowners and builders.

Q4: This project is ongoing.

Executive

Staff is working to align policies and practices with nationally recognized organizational best practices. In addition, staff will provide employee performance and professionalism courses and training to maximize efficiency and improve employee satisfaction.

Q1: Staff is actively reviewing and updating internal policies to ensure they meet the criteria and requirements set by relevant national standards to maintain a high level of quality and consistency across operations. In addition, a public speaking professional has been hired to help employees improve their public speaking and presentation skills by providing personalized feedback and guidance on aspects like content structure, delivery style, body language, and overall presentation flow.

Q2: Staff continues to review and update internal policies. Most recently staff implemented a take-home vehicle during adverse weather conditions policy and updated Section 16-2 of the Rules and Regulations regarding code of ethics as it relates to the acceptance of gifts. Dr. Alan Mueller hosted two workshops for employees on personality differences and having difficult conversations in the workplace in February. Also in February, staff held a workshop to review updated purchasing requirements for those City employees with purchasing authority. Finally, staff provided two specialized training sessions for improving Excel skills to all City employees. Training in making public presentations was also held.

Q3: Work continues on updating internal policies. Given the rapid advancements and increasing integration of Artificial Intelligence across various sectors, staff has updated the City's Computer Use policy to include the responsible and ethical use of Artificial Intelligence. In regard to professional development, the City's leadership team participated in a leadership retreat in May which addressed topics such as creating high performance teams, creating accountability as a leader and effective communication. Finance provided training on the City's new purchasing and payment software and Human Resources offered a financial wellness webinar series that included information on college funding methods and how to fund higher education.

Q4: The City updated its Public Records Request policy to reflect current Legislative revisions and updated its fee schedule for a more effective and efficient way to calculate the fees for time spent responding to lengthy (over 30 minutes) public records requests. The City continues to pursue professional development opportunities by offering courses and training to employees. In July the City offered two days of Lean Six Sigma training which teaches professionals to improve processes by reducing waste and defects through a combination of the "Lean" and "Six Sigma" methodologies. It uses a structured, data-driven approach to analyze, improve and control processes. The City also offered Fixed Assets and Projects training to City employees. The training included understanding the difference between capitalized fixed asset versus maintenance and repairs costs.

Staff has plans to introduce a new website design and will be developing a podcast to enable leadership to communicate with residents and staff.

Q1: The new website has been introduced and has received positive feedback. Meetings have been held to commence plans for podcast development. Staff hopes to have this in place by the end of this fiscal year.

Q2: The Communications Team has established regular meetings with various departments to cover a range of subjects, including regular updates to the City's website. The podcast, an idea first broached by the previous Marketing and Communications Officer, is still being explored to determine format and content viability.

Q3: In addition to the Temple Terrace In-Touch app and the new text alert system, the Communications team has launched a branded QR code platform. These customized QR codes

incorporate the City's colors and logo for easy recognition and added security. They can link to a variety of resources, including fillable forms and surveys, making it easier to collect feedback and engage with residents.

Q4: The Marketing team has decided not to move forward with a podcast at this time. However, the team has successfully redesigned the City's website to make it easier for residents to quickly access important information and resources. Residents can now easily register to receive text alerts, download the Temple Terrace In-Touch app to report City issues, view the Playbook featuring upcoming City events, and sign up for or view the City's newsletter.

These enhanced communication channels ensure residents stay informed and connected, while also providing City leaders with multiple platforms to share timely updates and information with the community.

Finance

Initiate monthly meetings with the Utilities department to coordinate capital project planning. Coordinate with the Municipal Systems and Processes Administrator to develop a timetable for a new Enterprise Resource Planning (ERP) search and selection.

Q1: Staff initiated the creation of a Capital Projects dashboard to assist in monthly meetings with the Utilities Department. The goal is to start the monthly meetings in Q2. Our Municipal Systems and Processes Administrator attended an ERP planning and selection conference in December and Finance staff attended an RFP for ERP systems webinar; both were conducted by the Government Finance Officer's Association (GFOA). Interviews were conducted to determine the ERP needs of each City department and then information on processes and procedures will be gathered for each department in Q2. We have tentatively scheduled creating the RFP by the 3rd quarter and selection by fiscal-year end.

Q2: ERP search and selection timetable has been created; the RFP is scheduled to be sent out in April, 2025. Software demonstrations from finalists are planned for June and selection approval by Council is scheduled to be made in September 2025. Meetings with Utilities is now being shifted to Public Works due to consolidation of Public Works and Utilities.

Q3: Staff created a matrix for the Capital Projects dashboard that includes every current Capital Project, including those that were not originally included in the Fiscal Year 2025 budget or carried over from Fiscal Year 2024. The matrix includes YTD expenditures, encumbrances, fiscal year-end estimates, and expected carry-over amounts into Fiscal Year 2026. This was used in the budget planning to determine year-end fund balance estimates. The matrix will also be particularly useful in meetings with the Public Works Director.

After completing a review of the RFPs for a new ERP system, the top three candidates provided demos in June. The multi-departmental team formed a strong consensus to proceed with BS&A Software. The team is on schedule with working out details to bring the selection approval to Council in September, 2025 and begin early phased migration and implementation in October, 2025.

Q4: The Finance Director met with the new City Engineer to discuss capital projects for the Street Improvement Fund. This included discussion of the status of current capital projects, future projects, and purchasing procedures.

City staff assisted the Municipal Systems and Process Administrator and other staff with exploring Fleet Maintenance and Human Resource functions needed to enhance the new ERP. A contract with BS&A was submitted for legal review and a resolution to approve the contract is scheduled for Quarter 1 of Fiscal Year 2026. Initial phased migration and implementation is now expected to begin by late Quarter 1 of Fiscal Year 2026.

Implement a new vendor-vetting software to enhance procurement practices by ensuring updated, secure and accountable vendor selections.

Q1: The software vendor received our current active list of vendors to begin the vetting process.

Q2: Training sessions on the new Payment Works software for Finance staff took place in Quarter 2. Training for City staff involved with purchasing is to commence in Quarter 3. Vendor registrations for Payment Works has begun and the software is tentatively expected to “go live” in June, 2025.

Q3: The Payment Works software was implemented in Quarter 3; we currently have 287 vendors fully onboard. The need for this system was highlighted by the recent vendor fraud that victimized the City of Dunedin.

Q4: Over 500 vendors were fully onboarded into Payment Works by the end of Fiscal Year 2025. Almost all City payments, other than payroll, are now being processed through the system.

Establish one afternoon or morning each month to close Utility Billing for staff meetings and training.

Q1: Due to other pressing needs, including identifying operational improvement procedures and implementing them, the start of this monthly practice has been pushed back to late Quarter 2.

Q2: The first afternoon training session for Utility Billing staff occurred in March.

Q3: Utility Billing staff met one afternoon each month from March-June. Our Utility Billing Manager conducted team building and training sessions to cover standard operating procedures (SOPs) for billing processes, cashiering and payment handling, returned payments, online deposits, and adjustment processing. Documentation of the SOPs is being finalized to support onboarding, training, and audit-readiness.

Q4: These monthly meetings have continued and have been very successful in training and engaging the Utility Billing staff in “hands-on” learning activities. September’s meeting included Master Police Officer Scott Brooks conducting training on recognition of counterfeit money.

Implement new Standard Operating Procedures.

Q1: As noted above, as better operating procedures have been identified they have been implemented. New procedures implemented resulted in the following:

- Improved efficiencies in the Utility Billing process;
- Quickened time to report meter issues for the Utilities field crew to address;
- Ability to quicken the pace of replacing older manual read meters to new meters with advanced reading and monitoring capabilities;
- Repurpose vacant Utility Billing II position to an Assistant Billing Manager with a goal to hire in Q2.

Q2: An Assistant Billing Manager was hired in Quarter 2. Meter reading positions are being repurposed as Meter Technicians to be more pro-active in the reporting of meter reads and associated issues such as identifying meters that need to be replaced. The Accounting Division of Finance is continuing to compile policies and procedures to codify in a Finance Operations Manual. A new Accountant III position was included in the Fiscal Year 2025 Budget; this position will assist in the creation of the manual. This position was filled in March 2025.

Q3: Documentation of the Utility Billing SOPs is being finalized to support onboarding, training, and audit-readiness.

Q4: The Accounting Division began identifying areas to fine tune time sheet recording policies. Finance established this as one of their primary initiatives for the new fiscal year.

Provide cross-training opportunities for staff.

Q1: The Finance Operations Manager and Assistant Finance Director continued to learn payroll and work cross-departmentally with Human Resources to process the bi-weekly payroll. Our Grants Coordinator also learned departmental timekeeping. The Grants Coordinator will begin learning Accounts Payable in Q2 to strengthen our backup capability.

Q2: The Grants Coordinator received additional cross training on payroll. A new Accountant III was hired in March and immediately received training on payroll and fixed assets recording.

Q3: Our Accountant I, who handles Bank Reconciliations and Accounts Receivables (AR), has learned and taken on AR billing and the monthly Sales tax reporting and payment for the City. Our new Accountant III is working with the new PaymentWorks system to vet vendors and has been tasked with learning our fixed assets recording process and will continue the work we have started to audit the City's fixed assets to ensure accurate reporting and up-to-date data in our system. Numerous cross-training and staff development initiatives have taken place in Utility Billing. As turnover has occurred in that area, new professional staff with Utility Billing customer service experience have been hired and being cross-trained to provide greater redundancy, knowledge, and operational capacity.

Q4: The Accountant III has now taken over responsibility for coordinating with Human Resources and Finance Administration to process the City's payroll.

Fire

The department has hired a consultant and architect as staff begins the initial stages of building a new EOC/Fire Administration and Public Safety Communications Center. Staff anticipates completion of a bid packet shortly with construction starting in early 2025.

Q1: The EOC building construction is progressing and on schedule. We have had multiple meetings with the consultant and architect regarding design. We are waiting for the latest draft drawing to be reviewed and approved by staff. We are currently on schedule.

Q2: The project is on schedule. Staff should be meeting with city planning staff at the 30% mark within the next few weeks to receive feedback and direction.

Q3: This week staff received feedback from the City following the submission of our project at the 70% completion mark. We are currently addressing the City's comments and remain on track with our project timeline.

Q4: The final site plan was approved by City Council. The project was advertised on La Gaceta and Demand Star on September 17th with an invitation to bid (ITB) on September 22nd. Contractors have submitted questions and will receive the answers on to those questions on October 10th. The invitation to bid (ITB) will close on October 27th.

The City has purchased land for a new Police and Fire Station off Harney Road. Staff will continue to work with other departments and the City Manager to identify a planning date.

Q1: The City Manager, Police, Public Works, and Fire have had multiple meetings regarding our project. In our latest meeting, we reviewed the RFP which should be posted sometime in January. We are currently on schedule.

Q2: Staff is in the final stages of selecting an architect for the project. We have narrowed the firms down to three and will be selecting the final candidate in Q3.

Q3: Police and Fire staff have selected an architectural firm and are in process of preparing a contract for City Council review in Q4.

Q4: Police and Fire staff have met with the architectural firm to discuss the three options for our project. We will be meeting again mid-October to discuss further details.

The department continually strives to enhance our response deployment model to ensure adequate staffing and equipment for potential future annexation and increased call volumes.

Q1: The Fire Department is working with staff and the City Manager regarding these future needs. We are planning on our current needs with building the EOC complex and future fire station #3.

Q2: Staff continues to evaluate the current and future needs of the fire department. We are now providing the City Manager with detailed quarterly reports containing response times, number of calls, call types, and mutual aid response numbers.

Q3: The Fire Department's 3rd Quarter report was distributed to our agency members and the City Manager (who distributed it to City Council). Each quarterly report highlights operational trends, analyzes our current response profile, and outlines projected future needs.

Q4: The Fire Department's 4th Quarter report was distributed to our agency members and the City Manager (who distributes to the City Council). This Quarter report highlights operational trends, analyzes our current response profile, and outlines projected future needs.

Human Resources

The department will establish ongoing leadership training for department directors and their seconds-in-charge to encourage ongoing professional development.

Q1: The department will provide training designed to enhance City employees' public speaking and presentation skills when delivering presentations to the Council and other stakeholders. The program will integrate presentation modules with mock presentations.

Q2: The department offered two workshops to all employees on personality differences and having difficult conversations in the workplace. The department is coordinating a second round of City Council presentation training. In addition, we are putting together a full day of leadership training for directors, and plan on hosting several workshops for directors, their seconds in charge, and emerging leaders.

Q3: The 2025 Leadership Summit was a success. The department is working on developing follow-up training and workshops and on contacting speakers that could share valuable insights with the organization's leaders.

At the end of July, directors and their deputies have been invited to attend Lean Six Sigma training. This training will focus on improving processes, increasing efficiency, and eliminating waste through data-driven decision-making. Attendees will gain practical skills that can be applied to enhance performance, streamline operations, and support a culture of excellence within their departments.

Q4: Some of the Leadership and Management Program courses will be available to department heads and their deputies, not just program participants. This will allow for a myriad of opportunities throughout the year for them to participate in professional development trainings.

The department plans to focus on learning and development by implementing various training sessions throughout the year to promote education and well-rounded employees.

Q1: The department partnered with the Finance Department to provide beginner Excel courses to interested employees. In Q2, we hope to continue facilitating similar employee-led training opportunities.

Q2: The department offered two workshops to all employees on personality differences and having difficult conversations in the workplace. Staff will continue to offer a mixture of employee-led training opportunities along with industry expert led training. The monthly Events Calendar also links weekly retirement and financial wellness webinars hosted by Mission Square.

Q3: The monthly Events Calendar continues to include weekly retirement and financial wellness webinars to encourage and assist employees in strengthening their financial literacy.

Through Cigna, the department has also hosted Lunch and Learns for employees on topics such as *College Funding Methods* and *The Fundamentals of Wills, Trusts and Powers of Attorney*.

Q4: The department is revamping the City's Harassment Prevention training. We have begun the process of reviewing our current course materials and updating them to increase clarity and impact. We hope to foster a safer environment through more well-informed employees.

The department will assist with researching new Human Resources Information System software to effectively improve the City's onboarding process and manage the complexity of an evolving workforce.

Q1: The department is assisting with the due diligence process of acquiring a new ERP system. Within the system, an HRIS program will be included.

In the spirit of embracing an evolving workforce and available technology, The department electronically filed and delivered employee 1095-Cs on January 2, 2025. This is the earliest 1095-Cs have been distributed in recent history.

Q2: This is an ongoing process. In the meantime, The department is assisting the Finance department in implementing an electronic timekeeping system.

Q3: After reviewing the responses to the City's ERP System RFP, the department realized the ERP systems that would work best for the City do not have strong HR capabilities. Therefore, the department has researched and attended several HRIS presentations. We have met with Finance and Executive to gather their feedback on each demo and a decision will be made soon.

Q4: In conjunction with the Executive and Finance departments, we are in the process of developing an RFP for a new HRIS/payroll system.

The department will continue providing Risk Management training to bolster employee safety and reduce employee exposure to business-related risk.

Q1: The department is currently providing Defensive Driver Training to all City employees outside of Police and Fire. We are also completing a comprehensive vehicle audit.

Q2: The department has put together a claims summary for the quarter and will use data-driven observations to make improvements in the organization's risk management practices. The department has also assisted Finance in maximizing FEMA reimbursements to the City for property damages following hurricanes Helene and Milton. Lastly, The department completed a background screening audit to ensure DCF compliance throughout the organization.

Q3: The department has put together a Q3 claims summary and will use data-driven observations to make improvements in the organization's risk management practices.

Q4: The department completed a Q4 claims summary. We also set up a meeting with our City Attorney, Deputy City Attorney, FMIT Account Executive, and various FMIT adjusters to review open claims and assist Legal with developing a litigation report. Moving forward, we will meet quarterly with the aforementioned parties to conduct claims reviews. We hope to continue using data to drive recommendations and create a downward trend in claims.

Information Technology

Implement a new phone system for the City.

Q1: A committee of employees from various departments was created to review phone system options. We watched demos of each system and are now in the process of narrowing the search down. Progress is still ongoing.

Q2: Staff has narrowed down the search to one phone system. We are currently in the process of getting the quotes necessary to proceed with the project. Progress is still ongoing.

Q3 – Q4: Staff has received the necessary quotes for the new system; however, all vendor pricing has exceeded our budget. As a result, we are postponing the project until FY 2026 and allocating additional funding to cover the increased costs.

Continue to work with the Executive and Finance departments in search of a new Enterprise Resource Planning (ERP) system.

Q1: Staff is working with the Municipal Systems and Processes Administrator to assist with any questions she has regarding our current system and potential items we would like to see in a new system. Progress is ongoing.

Q2: Staff worked with the Municipal Systems and Processes Administrator regarding the questions she had. She has sent us the draft RFP and we have reviewed and approved it. Progress is still ongoing.

Q3: We have selected a company to work with and are currently in the early stages of securing the contract.

Q4: No changes from Q3. We have selected a company and are working with legal on the contract.

Continue to review, implement and consolidate software where necessary to improve user efficiency

Q1: Staff is working with several departments to consolidate and acquire new software to streamline our processes. Progress is ongoing.

Q2: Staff has started to consolidate some applications within the IT department and are now looking at other department processes. With the new ERP system we hope to consolidate many of our software titles into this application. Progress is still ongoing.

Q3: With the implementation of the new ERP system, we will be able to consolidate many of our current applications into a single platform. This integration will greatly enhance departmental efficiency and streamline operations.

Q4: No changes from Q3. We continue to work on consolidating software wherever possible.

Legal

Continue availability to elected officials and City staff to address the City's legal needs.

Q1: The Legal Department continues to be available to the City's elected officials, officers, and employees for legal advice and counsel, as well as keeping in communication with outside counsel that may be representing the City through our insurance carrier.

Q2 – Q4: The City Attorney and Deputy City Attorney continue to maintain an open-door policy for City staff to obtain guidance and legal advice on all matters. The City Attorney and Deputy are available 24/7 to Council Members and the City Manager to provide legal advice and counsel. The Legal Department would like to initiate an annual meeting with directors and their seconds (in conjunction with the HR Dept.) to provide a refresher on the City's employee management rules and regulations, the proper documentation of employee performance/misconduct, and anti-harassment training.

Work with Community Development on numerous changes to the City's land development code.

Q1: This project is ongoing. The third LDC workshop has been scheduled for February 27th.

Q2: Numerous topics were addressed at the LDC workshop and advice was provided by the City Attorney. A revised fence ordinance was produced by Community Development, with assistance from Legal, and adopted by City Council. The City Attorney meets weekly with Community Development staff. There are at least two ordinances that have been identified as either inadequate for their purposes or difficult to interpret. Legal is working on revisions.

Q3 – Q4: This project is ongoing.

Legislative

The department will conduct records management and public records request training for employees as well as offering training for boards and committees.

Q1: Staff is working with new two new staff members to have them take a public records class before offering this to City employees. The two new staff members will then train City staff on public records and Laserfiche (records management system). The City Clerk will be supervising this process and jumping in where necessary.

Q2: Staff took a public records class and then provided two educational sessions on public records and then how to search for records in Laserfiche (records management system) to many City employees.

Q3: The department was short staffed this quarter and is in the process of transitioning to the new City Clerk, who will evaluate this going forward and plans to look for ways to provide training on a quarterly basis. Staff is working with Legal on Sunshine Law training for the boards and committees.

Q4: The City Clerk has been evaluating the records management system and the public records request training and plans to implement this in the new year.

Ongoing overall training of new staff.

Q1: Staff is working with two new staff members to make them aware of all of the things this office does. Recently worked with one to get the end of the year records compliance statement into the State.

Q2: The City Clerk announced that she is retiring in June. City Council is addressing the recruitment of the Clerk's replacement, in collaboration with the Human Resources Department. Recruitment for the Deputy City Clerk position is being timed to allow the future City Clerk the ability to participate in the selection process.

Q3: Short staffed in 3rd quarter. The new City Clerk in the 4th quarter will be reviewing applications in collaboration with the HR representative for the Deputy City Clerk position to have the position filled by the end of August. We are continuing training with the Administrative Assistant. The new City Clerk is evaluating processes and procedures for changes and other training needed.

Q4: The City Clerk conducted interviews for open positions and will begin training those hired soon. Will continue working with other departments on training new staff.

Ongoing ADA compliant staff training.

Q1: This will continue to be ongoing since we are still learning new ADA compliant things. We will continue to work with City staff to try to make sure the City is compliant.

Q2: This project is ongoing.

Q3: This project is still ongoing and is being evaluated. Staff plans to provide ongoing individual training on resolutions and ordinance ADA compliance training along with possible group training. The new City Clerk is working with the IT Director on this subject to evaluate processes in the 4th quarter.

Q4: This project is ongoing.

Cross training for succession planning.

Q1: Working with new staff on various duties in office for succession planning.

Q2: This project is ongoing.

Q3: The new City Clerk is evaluating the processes and position responsibilities in the 4th quarter. She will continue cross training along with training the Deputy City Clerk when hired.

Q4: With the reorganization of the department positions, the City Clerk is planning the job duties for each position and then cross training will be a high priority.

Leisure Services - Library

The library will partner with Metropolitan Ministries Family Resource Specialists working at Lewis Elementary and Greco Middle schools as they reach out to assist children and their families who may be in a homeless situation.

Q1: The library continues to provide meeting space and a place for Metropolitan Ministries Family Resource Specialists to meet with families that are currently or may become homeless.

Q2: The library continues to partner with Metropolitan Ministries Family Resource Specialists assigned to Lewis Elementary and Greco Middle Schools to aid them in assisting school children and their families who may be experiencing homelessness.

Q3: Metropolitan Ministries Family Resource Specialists continue to work with library staff in their efforts to distribute information to local families in need.

Q4: Library staff continue to provide support as needed to assist with the needs of children attending local schools.

Library staff have formed a committee to plan meaningful and fun activities to help celebrate the 65th Library Anniversary during the week including January 15, 2025. The theme is: Groovy Since 1960.

Q1: Library staff have formed a committee to plan meaningful and fun activities to help celebrate the 65th Library Anniversary during the week including January 15, 2025. The theme is: Groovy Since 1960.

Q2: On January 15, the library celebrated its 65th Anniversary with the logo, "Groovy Since 1960". An estimated 200 guests listened to city and community speakers and enjoyed games and snacks from the 1960s while 60s music played in the background.

Q3: Library staff have continued to celebrate the 65th Library Anniversary with the summer reading theme "Groovy Summer". This has included a patron poster contest, a staff bookmark contest, and "Groovy Summer" themed reading prizes.

Q4: Although the Fiscal Year has ended, the fun continues with our Groovy 1960 theme taking us through the end of 2025.

The library will partner with Multimedia Composition Class at USF to produce content for the library's upcoming anniversary.

Q1: The library will partner with Multimedia Composition Class at USF to produce content for the library's upcoming anniversary.

Q2: Using content from USF's Multimedia Composition class, the library celebrated its 65-year anniversary on Wednesday, January 15. This project has been completed.

Q3: This project was completed, and no further collaboration is planned.

Leisure Services – Parks and Recreation

Complete design of the new Riverside Park.

Q1: Survey of the property was completed and plans were developed for the first public meeting to present the plan to the public and garner community input.

Q2: Staff met with firm representatives on multiple occasions during Q2 to provide guidance towards the completion of 60% plans.

Q3: Halff made a presentation to City Council with completed 30% plans. Following an endorsement from City Council, Halff has been working towards the completion of 60% plans expected in Q4.

Q4: Halff has substantially completed 60% design plans and is expected to attend a City Council workshop in Q1 of FY26 to discuss next steps.

Complete Phase II of Buddy Baseball Fields.

Q1: Stantec Inc. was contracted to provide updates to the plans as necessary and to coordinate with the School Board, manage bidding, and supervise construction.

Q2: Stantec has completed plan updates and submitted the plans to the Hillsborough County School Board for review and approval.

Q3: The Hillsborough County School Board has completed a review of the plans and provided their approval. A contractor, utilized by Hillsborough County for turf projects, has provided costs and documentation to utilize a Sourcewell Contract for the project. Documentation is currently under review for approval by the Finance Department.

Q4: Project bid was awarded to Astroturf Corp. A preconstruction meeting was held with the design engineer, contractor, and representatives from Lewis Elementary School. Construction is expected to begin in Q1 of FY26.

Replace flooring at the Omar K Lightfoot Recreation Center.

Q1: This project has been completed.

Police

Re-establishment of a police explorer program.

Q1: Deputy Chief Staley has engaged in discussions with District Director Jeremy Twachtman of the Boy Scouts of America to explore the feasibility of establishing a post in the near future. While

manpower remains a challenge, the Community Liaison Unit (CLU) has shown strong interest in leading this initiative.

Q2: Chief Staley is implementing organizational structure changes to ensure adequate staffing to accomplish this goal. Currently, the goal is to start the Explorer Post ahead of the 2025-2026 school year.

Q3: The Police Department successfully re-secured our original Explorer Post number (Post 260) through the Boy Scouts of America. Meetings have been held with established Explorer programs at the Pasco County Sheriff's Office and the Tampa Police Department to gather insight and best practices. An advisor and alternates have been selected, and they are currently drafting new General Orders to guide the reestablishment of the program. Uniform designs and recruitment materials are also in development. The goal of relaunching Post 260 ahead of the 2025–2026 school year remains on track.

Q4: The Explorer Post has been established and will hold its first informational meeting on October 23 at 5:30 PM. Recruitment flyers have been created and are being distributed in local schools. Uniforms for the post have been selected and are already on hand. In addition, a custom badge and patch have been designed and finalized.

Development of a master site plan for the newly acquired public safety property.

Q1: The RFQ for the conceptual design has been finalized and has been reviewed by the legal department. Plans are underway to move forward with publication in January.

Q2: A short list of firms has been selected for the RFQ concept plan. Three design firms will be presenting before the committee on April 10th, and a firm will be selected April 11th.

Q3: PBK has been selected as the conceptual design firm, and contract negotiations have been successfully completed. The scope of work, which includes conceptual site plans, block diagrams, preliminary renderings, and rezoning efforts, is within the approved budget amount. PBK is currently finalizing the agreement with the City, and the contract is expected to be presented for approval at an upcoming City Council meeting.

Q4: Council has approved PBK as the concept design firm. The Police and Fire Departments have held two kick-off meetings with PBK, and the firm is now developing block renderings of the new facility. According to their schedule, PBK will present 3D views of each of the three proposed concepts in November. By mid-December, they plan to deliver exterior photorealistic renderings along with a fly-around video of the selected design. In parallel, PBK is managing the rezoning process, which is expected to be completed by March 2026.

Development and approval of a spatial needs assessment for the new police department building.

Q1: Phase 1 of the Public Safety Building RFQ requires the selected firm to complete an updated spatial needs assessment.

Q2: Once a firm is selected from the shortlist, this firm will complete a spatial needs assessment as part of Phase 1.

Q3: The selected design firm will lead and coordinate the development of an updated spatial needs assessment as a component of their Phase 1 responsibilities.

Q4: PBK has provided an updated spatial needs assessment and is currently completing block renderings of the Public Safety Complex.

Replacement of all mobile radios throughout the department.

Q1: After careful review, the Police Department has selected the XL-85 700/800 MHz radio. Communications International provided an updated quote, with the total purchase amounting to \$462,097.68, which is \$103,396.32 under budget resulting in substantial savings in CIT funds. The agenda item for this purchase was approved by the Council at the January 21st meeting. Delivery and installation are planned for February and March.

Q2: Radio programming is underway, and installation is scheduled for the upcoming months. Total Installation is estimated to be completed by the end of Q2.

Q3: As of June 26, 2025, installation of 55 vehicle-mounted radios and 2 EOC radios has been completed. CI has scheduled the installation of the remaining 20 vehicle radios to be completed during the week of July 14.

Q4: This project is complete. All vehicle mounted radios have been installed.

Public Works

City Hall remodeling upgrades to continue with focus on first floor renovations.

Q1: Flooring was completed in the Community Development offices and we will continue to finish flooring on the 2nd floor. The renovation of the Utility Billing offices is still in the design phase.

Q2: Second Floor flooring is complete. 1st floor redesign drawings are 75% complete. We are anticipating construction to begin during the later part of Q3.

Q3: Final design is being reviewed and construction drawings will be put out for bid in Q4.

Q4: Construction drawings received, and renovation schedule is currently being developed.

Consolidate building maintenance costs for cost-savings and efficiencies.

Q1: Consolidated facility maintenance has shown progress by simplification of billing for vendors and continued identification of duplicate vendors.

Q2: Building Maintenance costs are higher on average, and a large number of previously unfunded items are being completed causing some unanticipated overage.

Q3: Maintenance continues to stay heavy, and staff has a short turnaround time for most items. Cost benefits continue to be flushed out.

Q4: Recent service agreements have highlighted areas of unknown deficiencies that, after correction, will allow for greater efficiency.

The County continues to increase rates for waste disposal that exceed current budget levels. Sanitation has begun to investigate alternatives to frequencies and locations for waste disposal.

Q1: Sanitation has created a list of receiving facilities that allows drivers to unload at a closer facility to reduce drive time and, depending on the material, at a lesser expense.

Q2: Cost saving solutions are being utilized and show good trends for revenue protection.

Q3: County waste disposal costs are higher compared to other sites but due to the interlocal agreement, the other sites are not currently an option.

Q4: Staff is maintaining data on County delays and billing data to assist with decision making.

Explore new commercial accounts, particularly the Amazon Center and other industrial accounts.

Q1: Sanitation has identified future customers to add as projects are completed and, for residential construction, as projects are started.

Q2: New accounts continue to be sought after with most of them involving small-term roll-off services.

Q3: New accounts continue to evolve and notice of future projects will allow for additional revenue.

Q4: With new areas of development (Davis Road) along with a new business in the industrial park, business continues to expand.

Assist with installation of Axon in car cameras for police patrol vehicles.

Q1 – Q4: This project is ongoing pending receipt of units.

Installation of Verizon GPS units for Utility and Public Works vehicles.

Q1: This project is ongoing and The department will be adding GPS units for divisions as requests are received.

Q2: Staff is waiting on installation components and then GPS units will be placed in all City vehicles.

Q3: This project has been completed.

The department diligently worked with engineers and contractors to plan, design, and construct Capital projects to increase the overall integrity of the City's infrastructure.

Q1: Purchase Orders were issued to engineering consultants and contractors related to the N 54th and 55th St Water Main Relocation (design), ARPA Bregar and Bannockburn Stormwater Improvements (construction), ARPA Maybole and Riverhills Stormwater Improvements (construction), ARPA E 127th Stormwater Lift Station (construction), and Golf Course Hole 7 pond repair (construction).

Q2: Purchase Orders were issued to engineering consultants and contractors related to the Inca Dr City Owned Properties (survey), Family Rec Center Perimeter Road (design), ARPA E 127th Ave Temporary Construction Easements (design), River Run Lift Station (construction), and Raintree Neighborhood Sidewalk Maintenance (construction).

Q3: Purchase Orders were issued to engineering consultants and contractors related to the Water Treatment Plant Study (planning), Pavement Evaluation (planning), NPDES Annual Sampling and Reporting (planning), Sunnyside Rd Complete Streets (design), Fowler Ave Emergency Gravity Sewer (design and construction), Fern Cliff Ave and Belle View Rd resurfacing (construction), and Riverhills Aerial Sewer Pipe Replacement (construction).

Q4: Recent project completion included Fowler Gravity Main, paving on Fern Cliff Ave & Belle View Rd, and the Maybole / Riverhills storm water project. The watermain replacement for Bannockburn has been out for bid and will be presented to Council FY 26 Q1 for approval. The Chinaberry Pump Station improvements continue to progress along with three additional lift station improvements. The Aerial Sewer Pipe Replacement has been completed.

Public Works - Utilities

The department selected a Contractor/Design Team (Design-Build) to construct the new Utility Service Center. This hurricane-rated facility will be located at the Whiteway Water Treatment Plant and serve as the primary location for administration and maintenance personnel.

Q1: The City's DRC held a preapplication meeting with the Design-Build Contractor. The interior layout was reorganized due to a determination that the Engineering Division will be remaining in the Public Works Building. This change allowed the Utilities Department to reincorporate a new water lab into the proposed building. The Contractor is to submit 60% design plans to City for DRC review the first of Q2.

Q2: 100% plans are in DRC hands pending review.

Q3: Changes were made related to the stormwater system based on comments from SWFWMD. SWFWMD permit approval is expected in Q4.

Q4: Construction is well under way. Sanitary line relocation has been completed, footers poured and storm water vault is onsite ready to install.

Construction to rehabilitate wastewater Master Lift Station Sierra Bravo (SB).

Q1: The design for Master Lift Station SB is currently underway with 60% Design Plans anticipated in Q2. Staff are currently collecting pressure and flow data at the station per the design engineer's request.

Q2: 60% design plans were submitted and reviewed. During the 60% plan review, additional site improvements were requested. The design engineer is preparing an amendment for the additional design requests.

Q3: Additional design requests involved increasing the impervious area of the site and modifying the existing stormwater permit. Field staff felt the driveway and parking layout were too restricted and requested a larger impervious area. Design change order will go before City Council in Q4.

Q4: Council has approved the driveway redesign, and final plans are being completed.

Construction to rehabilitate wastewater Lift Station River Run.

Q1: This lift station construction project was advertised for contractor bids on November 18. The bid will close the first of Q2 and the bids received will be evaluated for completeness and cost during this same quarter.

Q2: The bid closed with Clearwater Solutions as the low bidder. A kickoff meeting was held with the contractor to discuss the project.

Q3: The contractor has mobilized onsite for prep work. Equipment is expected to arrive in Q4.

Q4: Equipment is still pending.

Construction of Phase 1 of the Bannockburn/Downs Water Main Replacement Project.

Q1: Staff is currently preparing bid documents for the Bannockburn/Downs Water Main Replacement Project and anticipates advertising the project for bid in Q2.

Q2: Staff is waiting on the Florida Department of Health permit. Once received, staff will advertise Phase 1 of the project.

Q3: Florida Department of Health permit was approved. Staff is preparing the bid advertisement for Phase 1 in Q4.

Q4: Bids have been received and are currently being reviewed and will be going to Council for approval on November 18, 2025.

Finalize design and initiate construction of the ARPA funded Whiteway Utility Service Center.

Q1: The City's DRC held a preapplication meeting with the Design-Build Contractor. The interior layout was reorganized due to a determination that the Engineering Division will be remaining in the Public Works Building. This change allowed the Utilities Division to reincorporate a new water lab into the proposed building. The Contractor is to submit 60% design plans to City for DRC review the first of Q2.

Q2: 100% plans being reviewed by DRC. Project team has applied for construction, DEP, SWFWMD permits.

Q3: Changes were made related to the stormwater system based on comments from SWFWMD. SWFWMD permit approval is expected in Q4.

Q4: Construction is underway, and is on schedule for completion.

American Rescue Plan Act - Project Updates

FY 2025 Quarter Four

Whiteway Utility Service Center

FY 2025.Q1 – Plans for the 60% design were completed and submitted for staff review, which included the DRC. The DRC met on January 30, where the review comments were discussed, and direction given to the Design-Build team to address the identified elements and move the design of the project forward. Next steps include the quick transition to the 90% design, which is anticipated the first of March. This effort will be followed by another DRC review and comment period before the project goes to 100% design. This process will be repeated at this

FY 2025.Q2 – The Bandes Construction team submitted 60% and 90% design plans. The stormwater permit application was submitted to the Southwest Florida Water Management District. 100% design plan submittal and groundbreaking are tentatively scheduled for FY 2025.Q3.

FY 2025.Q3 - Building permit applications were submitted. Groundbreaking is tentatively scheduled for 2025.Q4.

FY 2025.Q4 - Contractor has broken ground for construction activities. Utilities modification is done and construction is in progress. Building footing and foundation, and storm water vault construction has been completed.

127th Ave Stormwater Improvement Project

FY 2025.Q1 – City staff opted to secure a contractor through other procurement methods per the City's Purchasing Manual and was approved by City Council. Preconstruction kickoff meeting scheduled for FY 2025.Q2.

FY 2025.Q2 – A preconstruction meeting was held. The contractor has started the procurement process for equipment and materials. A future premobilization meeting will be held when the contractor is ready to begin onsite.

FY 2025.Q3 - No updates. City Staff is waiting on equipment and materials to arrive.

FY 2025.Q4 – Currently in permitting process with SWFWMD for French drain redesign due to refusal of property owner at 5017 E. 127th Avenue to execute construction easement.

North Riverhills Dr and Maybole Pl Stormwater Improvement Project

FY 2025.Q1 – City Council approved the contractor for this project. A kickoff meeting was held and shop drawings were reviewed. Mobilization and delivery of drainage structures are expected in FY 2025.Q2.

FY 2025.Q2 – Contractor has completed 25% of construction. Utility coordination continues to be a challenge, and staff is working through each item. Construction will continue into FY 2025.Q3.

FY 2025.Q3 - Contractor has completed 90% of construction. City Staff has concerns with the roadway resurfacing work on Riverhills Dr. Corrective actions are being discussed.

FY 2025.Q4 - Contractor has completed 100% of construction. The punch list, final pay application, and project closeout have been completed.

Bregar Dr and Bannockburn Ave Stormwater Improvement Project

FY 2025.Q1 – City Council approved the contractor for this project. A kickoff meeting was held and shop drawings were reviewed. Mobilization and delivery of drainage structures are expected in FY 2025.Q2.

FY 2025.Q2 – Sun Civil LLC has completed 80% of construction. New inlets along Druid Hills Rd have been installed and most of the upsized stormwater pipes have been laid. Staff expects the contractor to be completed in FY 2025.Q3.

FY 2025.Q3 - Construction completed. The final invoice has been received. No further updates.

