

COUNCIL MEETING
CITY OF VERNON
MARCH 19, 2018
7:00PM

INVOCATION

PLEDGE OF ALLEGIANCE

CONSENT AGENDA

- APPROVE PAYMENT OF THE BILLS
- APPROVE CHANGES IN DEPOSITS AND ADJUSTMENTS FOR FEBRUARY

MAYOR'S REPORT
ATTORNEY'S REPORT
CLERK'S REPORT
FIRE CHIEF'S REPORT
RECREATION REPORT
PUBLIC WORKS REPORT

PUBLIC PARTICIPATION: Carmen Chosie and Sheri Mills representing CDG re: FEMA delays

OLD BUSINESS

NEW BUSINESS

1. PUBLIC HEARING – (First Reading) Resolution 18-152 – Asset Management Plan
2. MOTION TO APPROVE adjustment of \$74.95 to customer account 43
3. MOTION TO APPROVE adjustment of \$394.76 to customer account 375
4. MOTION TO APPROVE adjustment of \$46.73 to customer account 746
5. MOTION TO APPROVE adjustment of \$36.18 to customer account 219
6. MOTION TO APPROVE WWTP Operator's proposal
7. MOTION TO APPROVE Fred Fox as grant manager for FRDAP

ADJOURNMENT

PUBLIC PARTICIPATION – ANYONE WHO DESIRES TO ADDRESS THE COUNCIL MUST SIGN IN WITH THE CITY CLERK PRIOR TO THE MEETING STARTING AND PROVIDE THE TOPIC FOR DISCUSSION. THERE IS A TIME LIMIT OF FIVE (5) MINUTES. NO VERBATIM RECORD BY A CERTIFIED COURT REPORTER IS MADE OF THESE PROCEEDINGS. ACCORDINGLY, ANY PERSON WHO MAY SEEK TO APPEAL ANY DECISION INVOLVING THE MATTERS NOTICED HEREIN WILL BE RESPONSIBLE FOR MAKING A VERBATIM RECORD OF THE TESTIMONY AND EVIDENCE AT THESE PROCEEDINGS UPON WHICH ANY APPEAL IS TO BE BASED (SEE SECTION 286.0105, FLORIDA STATUTES SUBMIT ALL REQUESTS VIA EMAIL TO CLERK@VERNONFL.COM.
IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND SECTION 286.26, FLORIDA STATUTES,
PERSONS NEEDING A SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE CITY CLERK OFFICE AT 850-535-2444 FORTY-EIGHT (48) HOURS IN ADVANCE OF THIS PROCEEDING.
E-MAIL: CLERK@VERNONFL.COM WEBSITE: WWW.VERNONFLORIDA.NET

RE: Council meeting

Mon 3/12/2018 4:46 PM

From: Scott Trott

To: "clerk@vernonfl.com"



Tracy,

Good afternoon.

Sheri has worked most of the ay getting documents copied where needed to put together a package for you. I imagine it should go out to you by mid-week.

I am working on potential meeting dates assuming the senator can be available. I will get you some more, but right now, these pop out as open.

- 3/22 90:00 AM – 12:00 PM
- 3/29 10:00 AM – 3:30 PM
- 4/3 open most of the day
- 4/4 open most of the day

Thanks!

Scott

From: City of Vernon, Fl (Clerk's Office) <clerk@vernonfl.com>

Sent: Friday, March 9, 2018 7:14 PM

To: Scott Trott <Scott.Trott@cdge.com>

Subject: Re: Council meeting

Thank you!

Tracy Walker

City Clerk

PROJECT PROGRESS REPORT

The City of Vernon

Report Date: Friday, March 9, 2018

Project Name: 2013 Flood Assistance
CDG Project #: 241487001

Status Report:

Project progress during the period of this report includes the following:

- Time Extension request for the WWTP remains under review by FEMA – awaiting FEMA determination (**in queue for 125 days**)
- FEMA determination for Gym, Community Center and City Hall received (**in queue for 85 days**) – if approved, the Grant Program Manager enters approved date on main account page and delivers determination to DPAO for processing

Current Action Items

- **Continue follow-up on time extension requests with Grants Manager**
- Continue follow-up with Florida Emergency Management on Roads and Bridges closeout
- Continue follow-up on letter from City substantiating costs for ball fields and concession stand
- Revise Community Center/WWTP projects to reflect completed items once time extensions granted
- Discuss revised Community Center/WWTP projects with FEMA to determine how it is desired that the remaining work be bid once time extensions granted

Project Schedule:

- On-Schedule

Outstanding Items from Client:

- Any documentation for city- and volunteer-completed work relating to the disaster recovery needs to be submitted for reimbursement analysis by FEMA (on update since **May 1, 2015**)

Project Update - FEMA - 3/9/18

Fri 3/9/2018 7:58 AM

From: Carmen Chosie

To: "Tracy Walker (clerk@vernonfl.com)"

Cc: Scott Trott, Sheri Mills, Bobby Lee



Tracy,

Attached is the referenced update.

FEMA

The time extension request for the WWTP project remains under review by FEMA (**in queue for 125 days**).

FEMA determination has been received for the Gym, Community Center and City Hall project (**in queue for 85 days**). If approved, the Grant Program Manager will enter approved date on main account page and deliver determination to DPAO for processing.

CDG is awaiting a response from the Grants Manager, Alrene Hicks, to the 2/22 email requesting a status update. We will share this information as soon as a response is received.

Discussions with FEMA on how to incorporate completed items at the WWTP and how it is desired that the remaining work for each project be bid will begin once these time extensions are approved.

CWSRF

The Project Team will touch base with City representatives in the coming days to discuss costs and coordination for the installation of a small, package pump station.

Have a great weekend!

Carmen Chosie, P.E.

Project Engineer

CDG Engineers & Associates, Inc.

1830 Hartford Highway

Dothan, Alabama 36301

Office Number: (334)677-9431

Cell Number: (770)827-7160

Fax Number: (334)677-9450



Engineering. Environmental. Answers.

Attachments:

- image001.jpg
- image002.jpg
- Vernon_FEMA_March092018.pdf

Project Update - FEMA - 3/16/18



Fri 3/16/2018 8:14 AM

From: Carmen Chosie**To:** "Tracy Walker (clerk@vernonfl.com)"**Cc:** Scott Trott, Sheri Mills, Bobby Lee

Tracy,

Attached is the referenced update.

FEMA

CDG has put together documentation related to the FEMA projects for delivery to the City for their records. Please note that CDG has limited original documentation, which includes bid documents and CDG internal inspection reports. Below is the link to the Florida PA website along with Vernon's username and password for the City's use:

Website: <http://floridapa.org/>**Username:** Vernonmayor2012@yahoo.com**Password:** Fema2013#

The time extension request for the WWTP project remains under review by FEMA (in queue for 132 days).

FEMA determination has been received for the Gym, Community Center and City Hall project (in queue for 92 days). If approved, the Grant Program Manager will enter approved date on main account page and deliver determination to DPAO for processing.

CDG is awaiting a response from the Grants Manager, Alrene Hicks, to the 2/22 email requesting a status update. We will share this information as soon as a response is received.

Discussions with FEMA on how to incorporate completed items at the WWTP and how it is desired that the remaining work for each project be bid will begin once these time extensions are approved.

CWSRF

The preliminary design for the small, packaged pump station on Cook Circle has been completed and submitted to the Contractor for a cost estimate. This corrective action and a tentative schedule has also been communicated with the FDEP Grants Administrator, Mahnaz Massoudi.

Have a great weekend!

Carmen Chosie, P.E.***Project Engineer******CDG Engineers & Associates, Inc.***

1830 Hartford Highway

Dorhan, Alabama 36301

3/16/2018

Project Update - FEMA - 3/16/18

Douglas, Alabama 36501

Office Number: (334)677-9431

Cell Number: (770)827-7160

Fax Number: (334)677-9450



Engineering. Environmental. Answers.

Attachments:

- image001.jpg
- image002.jpg
- Vernon_FEMA_March162018.pdf

PROJECT PROGRESS REPORT

The City of Vernon

Report Date: Friday, March 16, 2018

Project Name: 2013 Flood Assistance
CDG Project #: 241487001

Status Report:

Project progress during the period of this report includes the following:

- Time Extension request for the WWTP remains under review by FEMA – awaiting FEMA determination (**in queue for 132 days**)
- FEMA determination for Gym, Community Center and City Hall received (**in queue for 92 days**) – if approved, the Grant Program Manager enters approved date on main account page and delivers determination to DPAO for processing

Current Action Items

- **Continue follow-up on time extension requests with Grants Manager**
- Continue follow-up with Florida Emergency Management on Roads and Bridges closeout
- Continue follow-up on letter from City substantiating costs for ball fields and concession stand
- Revise Community Center/WWTP projects to reflect completed items once time extensions granted
- Discuss revised Community Center/WWTP projects with FEMA to determine how it is desired that the remaining work be bid once time extensions granted

Project Schedule:

- On-Schedule

Outstanding Items from Client:

- Any documentation for city- and volunteer-completed work relating to the disaster recovery needs to be submitted for reimbursement analysis by FEMA (on update since **May 1, 2015**)

ADJUSTMENTS

Thursday, March 1, 2018
 Reprinted for: 2/28/2018
 City of Vernon

4:05:45PM

Reprinted For: 2/28/18

Page 1 of 2

ACCT. #	NAME	DATE	AMOUNT	APPROVAL	CODE
121	Tyre, Carolyn	2/21/18	\$25.00		20
Tyre, Carolyn		1 Total Adjustments	\$25.00		
278	Campbell, Virginia	2/21/18	\$25.00		20
Disconnect Fee Campbell, Virginia		1 Total Adjustments	\$25.00		
299	Agner, Marcia Sapp	2/21/18	\$25.00		20
Disconnect Fee Agner, Marcia Sapp		1 Total Adjustments	\$25.00		
329	Masonic Lodge	2/21/18	\$25.00		20
Disconnect Fee Masonic Lodge		1 Total Adjustments	\$25.00		
421	Reeves, Walter	2/21/18	\$25.00		20
Disconnect Fee Reeves, Walter		1 Total Adjustments	\$25.00		
637	Shipes, Jeanie Ann	2/21/18	\$25.00		20
Disconnect Fee Shipes, Jeanie Ann		1 Total Adjustments	\$25.00		
744	Vernon Clinic	2/21/18	\$25.00		20
Disconnect Fee Vernon Clinic		1 Total Adjustments	\$25.00		
751	Vernon Clinic	2/21/18	\$25.00		20
Disconnect Fee Vernon Clinic		1 Total Adjustments	\$25.00		
858	Hughes, David	2/21/18	\$25.00		20
25.00 Hughes, David		1 Total Adjustments	\$25.00		
1053	Wilson, Linda Marie	2/21/18	\$25.00		20
Disconnect Fee Wilson, Linda Marie		1 Total Adjustments	\$25.00		
1074	Walker, Danielle	2/21/18	\$25.00		20
Disconnect Fee Walker, Danielle		1 Total Adjustments	\$25.00		
1079	Robinson, FD	2/21/18	\$25.00		20
25.00 Robinson, FD		1 Total Adjustments	\$25.00		
1103	Boyd, Trenton	2/21/18	\$25.00		20
Disconnect Fee Boyd, Trenton		1 Total Adjustments	\$25.00		
1107	James, Cassandra	2/21/18	\$25.00		20
Disconnect Fee James, Cassandra		1 Total Adjustments	\$25.00		
1109	Motes, Teresa	2/21/18	\$25.00		20
Disconnect Fee Motes, Teresa		1 Total Adjustments	\$25.00		
1115	Davidson, Mandi	2/21/18	\$25.00		20

Thursday, March 1, 2018
Reprinted for: 2/28/2018
City of Vernon
ACCT. #

4:05:45PM

Reprinted For: 2/28/18

Page 2 of 2

ACCT. #	NAME	DATE	AMOUNT	APPROVAL	CODE
Disconnect Fee					
Davidson, Mandi			1 Total Adjustments		
			\$25.00		
1124	Benham, Susan	2/9/18	\$35.00		3
Check 1006					
1124	Benham, Susan	2/9/18	(\$35.00)		3
check fee already applied					
Benham, Susan			2 Total Adjustments		
			\$0.00		
20.	400.00	Administrative reinstatement fee			
	17 Accounts	18 Total Adjustments	\$400.00		

Qualified By: All Accounts

***** City of Vernon

CHANGES IN DEPOSIT

City of Vernon

Acct #	Name	Service Address	Deposit #	Reason	Previous	Date	New Amount	Date	Changed
894	Ward, Stephanie Finalizing Account	3481 Roche Ave	1	Apply to Balance	\$200.00	8/1/17	\$19.59	2/26/2018	(\$180.41)
894	Ward, Stephanie	3481 Roche Ave	1	Refund to Customer	\$19.59	8/1/17	\$0.00	2/26/2018	(\$19.59)
1048	Pflegl, Sandra Finalizing Account	2877 Church Street	1	Apply to Balance	\$200.00	10/18/16	\$12.11	2/5/2018	(\$187.89)
1107	James, Cassandra Finalizing Account	3085 Hudson St	1	Apply to Balance	\$200.00	8/1/17	\$0.00	2/26/2018	(\$200.00)
1136	Dwayne Ramey	3376 McFatter St	1	New Deposit	\$0.00		\$200.00	2/6/2018	\$200.00
1137	Jennifer Pendleton	2721 Hillcrest Circle	1	New Deposit	\$0.00		\$200.00	2/9/2018	\$200.00
1138	Tammi Jo Pippens	2915 Moss Hill Rd	1	New Deposit	\$0.00		\$200.00	2/9/2018	\$200.00
3	Accounts using code for	New Deposit			\$600.00				
0	Accounts using code for	Deposit Increase							
3	Accounts using code for	Apply to Balance			(\$568.30)				
1	Accounts using code for	Refund			(\$19.59)				
0	Accounts using code for	Other							
0	Accounts using code for	Transfer							
0	Accounts using code for	Net Change:					12.11		0.00

Qualified By: All Accounts
City of Vernon

RESOLUTION NO. 2018-152

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF VERNON, FLORIDA, APPROVING THE FISCAL SUSTAINABILITY ANALYSIS AND ASSET MANAGEMENT PLAN; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Vernon owns and operates water distribution and sewer collecting systems in Vernon; and

WHEREAS, the safe and efficient provision of water, sewer, and reclaimed water are essential to protect the public health of the citizens of the City of Vernon; and

WHEREAS, the City Council of the City of Vernon held a public hearing to review and discuss the City of Vernon Fiscal Sustainability Analysis and Wastewater Asset Management Plan (the "Plan") and to provide an opportunity for public input; and

WHEREAS, the preparation of the Plan was authorized to identify and assess the wastewater collection needs and requirements of the City of Vernon to protect the public health and the environment; and

WHEREAS, the City Council of the City of Vernon has reviewed and approves the Fiscal Sustainability Analysis and Wastewater Asset Management Plan; and

WHEREAS, the City Council of the City of Vernon hereby recognizes the need to proceed with the improvements in the identified Plan; and

WHEREAS, the City of Vernon Fiscal Sustainability Analysis and Wastewater Asset Management Plan is necessary to obtain funding from the Florida Department of Environmental Protection for the projects identified in the Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Vernon, FLORIDA:

SECTION 1. The City Council of the City Vernon hereby adopts and accepts the Fiscal

Sustainability Analysis and Wastewater Asset Management Plan.

SECTION 2. That this resolution shall take effect immediately upon its adoption by the City Council of the City of Vernon, Florida.

Passed and adopted by the City Council of Vernon, FL, on this ___ day of _____, 2018, after public hearing.

City of Vernon, FL

City Clerk:

Council President

City Clerk

Approved this ___ day of _____, 2018.

Mayor

APPROVED AS TO FORM:

Michelle Blankenship Jordan
City Attorney

Executive Summary

1. ASSET MANAGEMENT AND FISCAL SUSTAINABILITY OVERVIEW

Asset Management Review: The City of Vernon and the Florida Rural Water Association worked together over the past several months to review and evaluate the City's critical water assets, associated operational processes and related cost. At a minimum, the asset management evaluation included these key areas of the Utility:

- An inventory of assets managed by the City and where the assets are located
- An evaluation of asset condition, performance, level of service, current value and remaining useful life (Life Cycle Costing)
- Risk(s) assumed by waiting to repair, upgrade or replace critical equipment
- Plans for maintaining, repairing and replacing critical assets
- Funding, scheduling and implementing the fix

Asset Management involves a collaborative effort among several essential stakeholders (field operations, engineering, finance, political, regulatory, customer, and others). It takes all stakeholders to bring about an effective *Asset Management Plan that will result in substantial value to the end customer...the people we work for.*

Project Purpose: It's generally accepted that taking care of an asset is cheaper than running it into the ground and having to buy another. Planning for the maintenance and/or replacement is much more cost-effective than being surprised. "Replace before failure" is a responsible approach for a service organization, as well as being customer-minded. *A complete Asset Management program provides for longevity of the operating assets, replacement at the proper time, and financial planning to achieve the appropriate revenue stream when needed.*

Summary: This report includes a high-level summary of short and long-term needs, as identified by several FRWA utility professionals in collaboration with the Utility Staff and others. The listed needs include an estimated "cost to implement" with an "expenditure schedule". Also included is a recommended process to fund the fix. An in-depth summary of recommended action items is provided herein, that if implemented will result in greater performance of the City's Overall Water Utility Operating (see section 5. RECOMMENDATIONS FOR FURTHER ACTION).

2. BACKGROUND AND PROGRAM DRIVERS

Background: The City engaged a Florida Department of Environmental Protection, State Revolving Fund Loan which includes language requesting recipients of SRF funding to initiate an Asset Management and Fiscal Sustainability program; details are identified in 62-503.700(7), F.A.C. This is the City's first AMP and FSP, the second, for the associated wastewater system, is underway.

Drivers: Utility optimization and reliability is critical for rate stability. Participants in this study included City Staff (Operators, Field Technicians, City Clerk, and others), FRWA Asset Mgt. Staff, FRWA Circuit

Riders, FDEP-SRF Staff, and others. Guidelines and resources for this study are found in Florida, 62-503.700(7), F.A.C.; EPA Documents (EPA 816-B-14-001, EPA 816-F-08-014, and EPA 816-R-03-016); AWWA Manuals M1, M5, M6, M17, M26, M29, M35, M36, M42, and M44; AWWA Standards A through F.

3. PROCESSES

A systematic process was used in this asset management study of the City's Water System. The following data was gathered on the system for an initial review and analysis:

- Most recent Financial Audit, Comprehensive Annual Financial Report (CAFR)
- Last Drinking Water System Capital and Operating Budgets
- Current FDEP Drinking Water System Inspection Reports
- Water pumped and water sold during the last 12 months
- Monthly Operating Reports (MORs) for the past 12 months
- Current water rate Ordinance showing rates, connection fee, late fee, etc.
- Capital Improvement Plan (CIP)

From this current Water System data, FRWA Staff identified critical assets to evaluate in the field which includes the major system elements and processes; [Collection, Treatment, and Disposal].

4. FINDINGS AND CONCLUSIONS

Various critical assets were reviewed on each major category of system elements. A summary of our findings of these system elements includes CAPEX and OPEX is as follows:

		Proposed Reserve & Projected Rate Increase		Required Reserve by Year						
Asset (list from highest to lowest priority)	Activity	Years Until Action Needed	Five Year CAPEX and OPEX Cost (\$)	Required Reserve by Year						
				2019	2020	2021	2022	2023		
1 Vernon High School Fire Flow Tank	Repair leak at bottom of tank	1	\$50,000	\$50,000						
2 Customer Meters	Meter change-out program	1	\$30,100	\$8,600	\$8,600	\$4,300	\$4,300	\$4,300		
3 Well #1 and Well #2	Replace aged vertical turbine pumps	2	\$20,000	\$10,000	\$10,000					
4 Well #1 and Well #2	Upgrade electrical components	4	\$30,000	\$15,000	\$15,000					
5 Distribution system	Find and repair leaks to reduce 46.7% Unaccounted for Water	1	\$80,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000		
	2% Interest Rate			\$78,600	\$53,600	\$49,300	\$24,300	\$4,300		
	20 Year Loan			-\$4,807	-\$3,278	-\$3,015	-\$1,486	-\$263		
	1.50% Percent Increase/Year			432	439	445	452	459		
				\$11.12	\$7.47	\$6.77	\$3.29	\$0.57		
				Rate Increase Required per Customer/Yr						

Conclusion:

Various critical assets have exceeded their design life and should be repaired, replaced, upgraded and/or renewed as noted in the tables above and contained in the document that follows. An asset management program coupled with a Computerized Maintenance Management System (CMMS) will improve the life of most critical assets and should be considered for implementation by this Utility. DiamondMaps is an excellent option for CMMS. Information on DiamondMaps is found in the plan that follows.

Specific Short-Term Recommendations:

The following critical assets are believed to need immediate attention:

Vernon High School Fire Flow Storage Tank

Customer Meters

Distribution System Leaks (UFW)

Long Term Recommendations

The following Critical Assets are believed to need attention over time:

Customer Meters

Well #1 and Well #2 vertical turbine pumps

Distribution system leaks (UFW)

Well #1 and Well #2 electrical components

Update pump motors and controls to premium efficiency units

Cost Benefit Analysis in Support of the Above Recommendations, Short and Long Term:

Vernon High School Fire Flow Storage Tank – A leak was found at the bottom of this tank. Otherwise the tank appears to be in good condition. The leak must be repaired. Partial or complete relining or coating of the tank's interior is one possible solution though the exact cause of the leak is unknown.

Estimated cost: \$50,000

Customer Meters – Aging, stuck, or inaccurate meters must be replaced as they are the primary source of revenue. A meter change-out program must be developed. All meters 10 years old and older must be replaced. Also, any meters registering 1,000,000 gallons of flow or more must be changed.

Estimated cost: \$30,100 (\$100 per meter, 86 change-outs years 1 and 2, 43 each year thereafter)

Distribution System Leaks (UFW) – Unaccounted for Water is very high, 46.7%, almost half of all water pumped by the utility. It is estimated that this represents over \$220,000 in lost income. A program must be initiated to find and correct all leaks in the distribution system. A current water audit is needed. Leak detection efforts should begin as soon as possible. Dry winter months present an opportunity to locate leaks as greener grass is more noticeable. Vapors rising from leaks is also unique to colder months. All avenues must be explored to correct this situation.

Estimated cost: \$80,000 over 4 years

Well #1 and Well #2 Vertical Turbine Pumps – The vertical turbine pumps at Well #1 and Well #2 are well past their anticipated useful lives. Replacement should be planned. By replacing these pumps with new, more efficient models, energy cost savings would be seen. The pumps could be replaced over the course of two years to minimize financial impacts.

Estimated cost: \$20,000 over two years beginning in 2020.

Well #1 and Well #2 Electrical Upgrades – The electrical control panels operating Well #1 and #2 are quite old. Replacing these items with modern panels as well as new wiring and conduit would ensure reliability for years to come. It is advisable to schedule these upgrades to coincide with replacement of the vertical turbine pumps.

Estimated cost: \$30,000 over 2 years beginning in 2020.

Motors and Controls – All motors and controls within the system should be investigated for more energy efficient alternatives. As equipment is replaced, the info acquired during this process will make selecting the best asset for application. Long term cost saving are possible.

Estimated cost: Negligible

Recommendations for Further Action

Based on this asset management and fiscal sustainability study, specific recommended action items related to OPEX and CAPEX over the next five years are as follows:

1. Adopt this asset management and fiscal sustainability (AMFS) study in the form of a Resolution (see Appendix A for an example AMFS Resolution)
2. Engage your Engineer to support the City in review and implementation of CAPEX and OPEX recommended in this AMFS study.
3. Issues with critical assets that have been identified in Section 4 must be addressed immediately.
4. Make funding application to the following programs/agencies in support of Utility System Upgrades/Improvements as recommended by this AMFS study (a synopsis of water utility funding programs can be found here <http://www.frwa.net/funding.html>)
 - a. FDEP-SRF
 - b. Water Management District
 - c. CDBG
 - d. CBIR

5. Evaluate and Adopt a Utility rate structure that will ensure rate sufficiency as necessary to implement capital improvements as recommended in this AMFS study.
6. Begin using Diamond Maps or a program of your choice for Asset Management.
7. Begin using a CMMS program daily for service order generation
8. Continue to build your asset management program by:
 - a. Collecting critical field data and attributes on assets
 - b. Improving on processes which provide cost savings and improved service
 - c. Implementing a checklist of route maintenance measures
 - d. Benchmarking critical processes, annually
 - e. Develop policy that will support funding improvements
 - f. Develop manuals and guidelines for critical processes
 - g. Identify responsible persons or groups to implement critical assets and processes
 - h. Attend asset management training; annually.

APPENDIX A

EXAMPLE RESOLUTION NO. 2018-_____

A RESOLUTION OF THE CITY OF VERNON, FLORIDA, APPROVING THE CITY OF VERNON UTILITY ASSET MANAGEMENT AND FISCAL SUSTAINABILITY PLAN ("AMFS PLAN"); AUTHORIZING THE CITY COUNCIL TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE INTENT OF THIS RESOLUTION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Florida Statutes provide for financial assistance to local government agencies to finance construction of the municipal utility system improvements and

WHEREAS, the Florida Department of Environmental Protection State Revolving Fund (SRF) has designated the City of Vernon Utility System Improvements, listed under Project Number 2018-_____, as eligible for available funding; and

WHEREAS, as a condition of obtaining funding from the SRF, the City is required to implement an AMFS Plan for the City's Utility System Improvements; and

WHEREAS, the City Council of the City of Vernon has determined that approval of the attached AMFS Plan for the proposed improvements, in order to obtain necessary funding in accordance with SRF guidelines, is in the best interest of the City.

NOW, THEREFORE, THE CITY OF VERNON CITY COUNCIL HEREBY RESOLVES:

Section 1. That the Utility Asset Management & Fiscal Sustainability Plan ("AMFS Plan"), attached hereto as Exhibit A, is hereby approved and incorporated herein by this reference.

Section 2. That the City Council is authorized to take all actions necessary to effectuate the intent of this resolution and to implement the AMFS Plan in accordance with applicable Florida law and City Council direction in order to obtain funding from the SRF.

Section 3. That this resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED on this _____ day of _____, 2018.

CITY OF VERNON, FLORIDA

Tina Sloan, Mayor

REVIEWED AND APPROVED:

ATTEST:

City Attorney

Tracy Walker, Deputy City Clerk

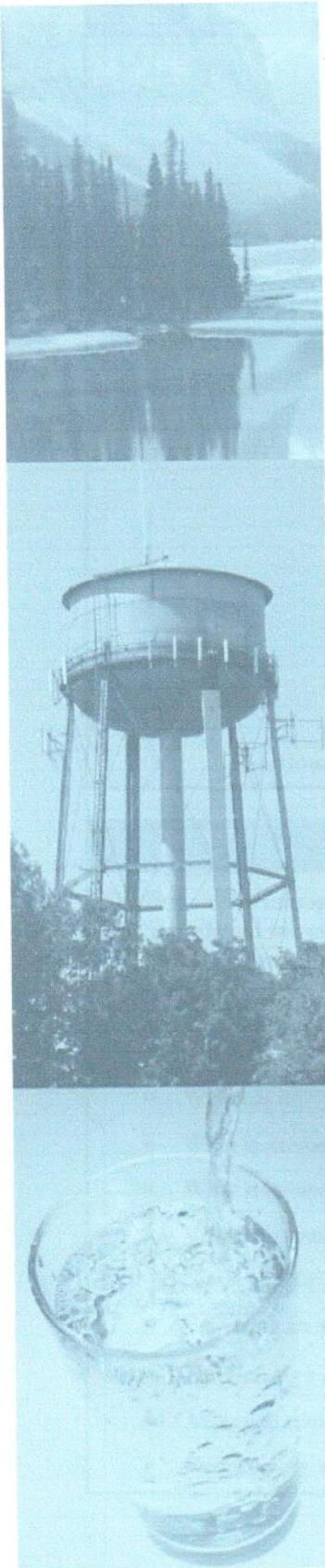
Asset Management: A Best Practices Guide

Introduction	
<i>Purpose</i>	<p>This guide will help you understand:</p> <ul style="list-style-type: none"> • What asset management means. • The benefits of asset management. • Best practices in asset management. • How to implement an asset management program.
<i>Target Audience</i>	<p>This guide is intended for owners, managers, and operators of water systems, local officials, technical assistance providers, and state personnel.</p>

Asset Management
<p>Asset management is maintaining a desired level of service for what you want your assets to provide at the lowest life cycle cost. Lowest life cycle cost refers to the best appropriate cost for rehabilitating, repairing or replacing an asset. Asset management is implemented through an asset management program and typically includes a written asset management plan.</p>

Challenges faced by Water Systems	Benefits of Asset Management
<ul style="list-style-type: none"> • Determining the best (or optimal) time to rehabilitate/repair/replace aging assets. • Increasing demand for services. • Overcoming resistance to rate increases. • Diminishing resources. • Rising service expectations of customers. • Increasingly stringent regulatory requirements. • Responding to emergencies as a result of asset failures. • Protecting assets. 	<ul style="list-style-type: none"> • Prolonging asset life and aiding in rehabilitate/repair/replacement decisions through efficient and focused operations and maintenance. • Meeting consumer demands with a focus on system sustainability. • Setting rates based on sound operational and financial planning. • Budgeting focused on activities critical to sustained performance. • Meeting service expectations and regulatory requirements. • Improving response to emergencies. • Improving security and safety of assets.

Implementing Asset Management: Five Core Questions Framework
<p>A good starting point for any size water system is the five core questions framework for asset management. This framework walks you through all of the major activities associated with asset management and can be implemented at the level of sophistication reasonable for a given system. These five core framework questions provide the foundation for many asset management best practices. Several asset management best practices are listed for each core question on the following pages. Keep in mind that these best practices are constantly being improved upon.</p>



AUDIT HISTORY

Program Version 17.4.100

Account: 43

Stucki, Lara
 3332 McFatter Ave

Date	Amount	Description	Balance
		Beginning Month Balance	\$60.86
1/17/2018	(\$60.83)	Payment Check # 1443 Posted by user 15 - twalker	\$0.03
1/17/2018	(\$0.03)	Payment Check # 1443 Posted by user 15 - twalker	\$0.00
1/24/2018	\$19.62	Usage of 2350 Water Posted by user 16 - Christina.barnett	\$19.62
1/24/2018	\$37.24	Sewer Posted by user 16 - Christina.barnett	\$56.86
1/24/2018	\$17.93	Garbage Posted by user 16 - Christina.barnett	\$74.79
1/24/2018	\$1.37	Tax Posted by user 16 - Christina.barnett	\$76.16
		Beginning Month Balance	\$76.16
2/15/2018	(\$76.16)	Payment Check # 1449 Posted by user 16 - Christina.barnett	\$0.00
2/26/2018	\$85.91	Usage of 24300 Water Posted by user 16 - Christina.barnett	\$85.91
2/26/2018	\$109.46	Sewer Posted by user 16 - Christina.barnett	\$195.37
2/26/2018	\$17.93	Garbage Posted by user 16 - Christina.barnett	\$213.30
2/26/2018	\$6.01	Tax Posted by user 16 - Christina.barnett	\$219.31
2/28/2018		Corrected Usage of 24300 Water Posted by user 16 - Christina.barnett	\$219.31
		Beginning Month Balance	\$219.31

Totals for Water	105.53
Totals for Sewer	146.70
Totals for Garbage	35.86
Totals for Tax	7.38
Payments Received	137.02
Total Usage Amount	26,650

Water leak

Qualified By: Account # 43
 City of Vernon

*Aug-Dec @ usage
 no one lives at this house.
 sewer @
 109.46 31.51 <14.95>*

City of Vernon

#156 pd 3/12/18

Individual Accounts
City of Vernon

Name	Acct #	Jan Usg	Feb Usg	Mar Usg	Apr Usg	May Usg	June Usg	July Usg	Aug Usg	Sep Usg	Oct Usg	Nov Usg
3MT Building	375	85,840	3,820	10,230	11,150	8,730	6,910	19,770	7,440	14,650	3,600	4,800

Massive leak
counts fixed
leak - can
we help?

9110 Aug.
\$66,135

-456.11

394,760 proposed
add

AUDIT HISTORY

Program Version 17.4.100

Account: 746

Bruner, Danny
 3722 Roche Ave

Date	Amount	Description	Balance
		Beginning Month Balance	\$4.53
1/19/2018	(\$4.53)	Payment Check # 5055 Posted by user 15 - twalker	\$0.00
1/24/2018	\$24.70	Usage of 8420 Water Posted by user 16 - Christina.barnett	\$24.70
1/24/2018	\$1.73	Tax Posted by user 16 - Christina.barnett	\$26.43
1/26/2018	\$0.13	Corrected Usage of 8460 Water Posted by user 15 - twalker	\$26.56
1/26/2018	\$0.01	Tax Posted by user 15 - twalker	\$26.57
		Beginning Month Balance	\$26.57
2/6/2018	(\$26.57)	Payment Check # 4704 Posted by user 16 - Christina.barnett	\$0.00
2/26/2018	\$48.13	Usage of 750290 Water Posted by user 16 - Christina.barnett	\$48.13
2/26/2018	\$3.37	Tax Posted by user 16 - Christina.barnett	\$51.50
		Beginning Month Balance	\$51.50

Totals for Water 72.96
 Totals for Tax 5.11
 Payments Received 31.10
 Total Usage Amount 8,460

Billing error

Qualified By: Account # 746
 City of Vernon

should be 290 gallons

<i>4.45 water</i>	<i>- 48.13</i>
<i>.32 tax</i>	<i>- 3.37</i>
<hr/>	<hr/>
<i>4.77</i>	

<i><43.68> water</i>
<i><3.05> tax</i>
<hr/>
<i><46.73></i>
<i>proposed</i>
<i>adj</i>

AUDIT HISTORY

Program Version 17.4.100

Account: 219

McGregor, Gerald
 3450 Cook Cir

Date	Amount	Description	Balance
		Beginning Month Balance	\$42.77
2/13/2018	(\$42.77)	Payment Check # 995081 Posted by user 16 - Christina.barnett	\$0.00
2/26/2018	\$12.53	Usage of 0 Water Posted by user 16 - Christina.barnett	\$12.53
2/26/2018	\$29.52	Sewer Posted by user 16 - Christina.barnett	\$42.05
2/26/2018	\$17.93	Garbage Posted by user 16 - Christina.barnett	\$59.98
2/26/2018	\$0.88	Tax Posted by user 16 - Christina.barnett	\$60.86
		Beginning Month Balance	\$60.86

Totals for Water	12.53
Totals for Sewer	29.52
Totals for Garbage	17.93
Totals for Tax	0.88
Payments Received	42.77

\$24.68 paid.

Qualified By: Account # 219
 City of Vernon

water 4.62 - 12.53 = <7.91>
 sewer 10.78 - 29.52 = <18.74>
 garbage 8.96 - 17.93 = <8.97>
 tax .32 - .88 = <.56>
 adj <36.18>

1-225-665-3284

Account was not placed on vacation status in system.

Vacation Status

1/24-7
2/5 4
11

WORK ORDER

Work Order 5317

Date 2/5/18

Issued By [Signature]

Name & Address 3450 Cook Circle

26 Gerald McGregor

Job To Be Done: 225 305-440

Water/Sewer Turn On Water Disconnect Water/Sewer

Sewer Back Up _____ Check for Leaks _____

Water/Sewer Tap _____

Garbage Cart # _____

Call Before Digging Yes _____ No _____

Other _____

Beginning Meter Reading _____

Ending Meter Reading 149260

Materials Used _____

Job Involves Confined Space? Yes _____ No _____


Date Job Completed 2-5-18 Time _____

Employee Signature RJ

24.68

I Jimmy Cook will reduce my price from \$1,084.00 bi-weekly to \$800.00 bi-weekly due to the fact that DEP changed the staffing requirements from three (3) hours a day and a weekend visit to (0.5) hours per day and a weekend visit. I will still remain on-call 24 hours a day if a need were to arise. If extra work is needed outside the 0.5 hour day (heavy rainfall, abnormal operation, or breakdowns) we will respond for \$25.00 per hour. There will be no charge for phone calls or to lend advice to a situation.

I asked if this is approved we will begin on the 16 th of March 2018.



Jimmy Cook

3/16/2018